Placentia Library District

Board of Trustees
Regular Meeting

December 17, 2012
6:30 P.M.

Placentia Library
Meeting Room

Administration

Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, December 17, 2012
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

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. Placentia Library Friends Foundation Board of Director's Report (Library Director)

CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 23 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 8)

8. Minutes of the November 19, 2012 Library Board of Trustees Work Session and Regular Meetings. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

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

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

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

12. FY2012-2013Cash Flow Analysis through November 2011; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for November 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for November 2012. (Receive & File)

15. Acquisitions Report for November 2012. (Receive & File)

16. Entrepreneurial Activities Report for November 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for November 2012. (Receive, File, and Ratify Appointments)

18. Circulation Report for November 2012. (Receive & File)

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

STAFF REPORTS (Items 20 – 23)

20. Library Director's Report for November 2012.

21. Children's Services Report for November 2012.

22. Adult Services Report for November 2012.

23. Placentia Library Web Site & Technology Report for November 2012.

NEW BUSINESS

24. Report on Actions taken at the Library Board of Trustees Closed Session Meeting
    Presentation: Library Board of Trustees President

25. Selection of Date and Time for Regular Board Meetings for 2013: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2013. Staff recommendation is that the Library Board meet on the third Tuesday of February and the third Monday of January, February, March, April, May, June, July, August, September, October, November and December.
    Presentation: Library Director
    Recommendations: 1) Determine the regular meeting dates and time for 2013; and

    2) Read Resolution 13-09 by Title only. A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2013; and

    3) Adopt Resolution 13-09.

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

    Presentation: Library Director
    Recommendation: Elect a Library Board President and a Library Board Secretary for 2013.

27. Appointment of Library Board Representatives for 2013 by the Board President:
    Incumbents are in parentheses.

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

    Representative to the Orange County Council of Governments (*Secretary Escobosa)*

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

Representative to the Placentia Community Network *(Trustee Carline and Trustee Escobosa and as alternate)*

Presentation: Library Director
Recommendation: Elect Board Representatives for 2013.

28. Placentia Library District Policy Manual Review.
Presentation: Library Director
Recommendations: 1) Review and make recommendations for amendments the policies in Series 4000 – Board of Trustees; and,

2) Establish a schedule to continue discussion, if necessary.

29. Travel Authorizations: California Special Districts Association (CSDA) How to be an Effective Board Member Workshop on January 22, 2013 in Fountain Valley, California.
Presentation: Library Director
Recommendations: 1) Determine which Library Board of Trustees would like to attend the CSDA How to be an Effective Board Member Workshop on January 22, 2013 in Fountain Valley, California; and,

2) Determine if the Library Director is to attend; and,

3) Authorize travel expenses for $225 per person for the CSDA How to Be an Effective Board Member Workshop on January 22, 2013 in Fountain Valley, California.

ADJOURNMENT

30. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, January 16, 2013 unless re-scheduled by the Library Board of Trustees.

31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

32. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 17, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 4, 2012.

Marisa Timothy

Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 19, 2012

CALL TO ORDER

President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 19, 2012 at 6:32 P.M.

ROLL CALL

Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Gayle Carline, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Ben Boelman; Senator Huff Representative Jodi; guest Elizabeth Minter (exited at 6:57pm); Guest Linda,daughter of Trustee Jean Turner (exited at 6:57pm)

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt the agenda as presented:

AYES:	DeVecchio, Escobosa, Carline, Shkoler, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio reported that a Closed Session Meeting will be held to discuss the personal goals of the Library Director. He stated that he attended the PLFF Monthly Meeting and values the interactions and the groups contributions to the Library. (Item 5)

Secretary Escobosa reported that she attended the Staff Appreciation Dinner that was beautifully set up.

Trustee Carline reported that she also attended the Staff Appreciation Dinner which she enjoyed.

Trustee Shkoler reported that he attended the Staff Appreciation Dinner and the Community Day of Thanksgiving. He welcomed newly elected Trustee Elizabeth Minter.

Trustee Turner reported that she attended the Community Prayer Breakfast/Community Day of Thanksgiving. She introduced her daughter Linda who is assisting her to prepare for her December 4th move. She shared that she enjoyed working with the Library staff. (Item 6)

PLFF REPORT

PLFF Board Member Ben Boelman mentioned that there was some duplication in PLFF representation and communication at Library and PLFF meetings. He added that a Library representative was not necessary at PLFF meetings. He also announced that they have a new Board Member, Jo Anne

Martin, who comes with 'impressive' credentials. (Item 7)

CONSENT CALENDAR

Secretary Escobosa requested that the Minutes of the October 15, 2012 Regular Meeting be revised to designate her as 'excused' rather than 'absent' after she left the meeting. It was moved by Trustee Carline and seconded by Trustee Shkoler to approve the Minutes as presented with inclusion of the requested revisions from Secretary Escobosa:

AYES:	DeVecchio, Escobosa, Carline, Shkoler, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

CLAIMS

Trustee Shkoler asked Library Director for further information on her meeting with the Anaheim Library Director and her attendance at the Digital Summit for Library Directors. Library Director Contreras explained that she provided a copy of the IT RFP to the director and discussed expansion of the current consortium. At this time she has not received a response from the Anaheim Library Director. She reported that the Digital Summit was an eye-opening event that included worldwide participants. Many ideas were presented, yet they all required additional staff time. It was moved by Trustee Shkoler and seconded by Trustee Carline to approve Agenda Items 9-24:

AYES:	DeVecchio, Escobosa, Carline, Shkoler, Turner
NOES:	None
ABSTAIN:	None
ABSENT:	None

Nonstandard Claims in excess of $300 (Item 9)

TREASURER'S REPORT

Claims forwarded by the Library Director and Library Trustees (Item 10)

Current Claims and Payroll (Item 11)

FY2011-2012 Cash Flow Analysis through October 2012; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor (Item 12)

GENERAL CONSENT

Financial Reports for October 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for October 2012 (Item 14)

Acquisitions Report for October 2012 (Item 15)

STAFF REPORTS

Entrepreneurial Activities Report for October 2012 (Item 16)

Personnel Report for October 2012 (Item 17)

Circulation Report for October 2012 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia under the JPA (Item 19)

Library Director's Report for October 2012 (Item 20)

Children's Services Report for October 2012 (Item 21)

Adult Services Report for October 2012 (Item 22)

Web Site & Technology Report for October 2012 (Item 23)

PRESENTATION

President DeVecchio presented a proclamation to retiring Trustee Jean Turner and thanked her for her very active service to the Library and the community. Jodi from Senator Bob Huff's office presented a proclamation to Trustee Turner for her eight years of service. A pair of bookends were given to her from PLD also. The meeting was adjourned for a small reception in honor of Trustee Turner at 6:51pm. (Item 24)

ADJOURNMENT

RECONVENE

The meeting reconvened at 7:03pm.

NEW BUSINESS

STAFF DEVELOPMENT DAY

Library Director Contreras provided information to the Board on the upcoming Staff Development Day that is to be held on Friday, November 30th from 9am to 1pm and will focus on staff ideas for the upcoming budget. (Item 25)

NURSE HELP 24/7 PROGRAM

Business Manager Baltierra explained the Nurse Help 24/7 Program offered by Special District Management Authority to enrolled employees at no additional cost. (Item 26)

PLD POLICY #6030 – CIRCULATION POLICY

Circulation Supervisor Maldonado explained the current difficulties that arise regarding the acceptance of non U.S. government documents as forms of acceptable identification for library cards. He stated that the current PLD Policy does not specify that only U.S. issued documents are accepted and recommended that it be clarified in the policy, which is consisted with other area library policies. In addition, the requirement for proof of a California address needs to be stated in the policy; both these changes are to be made on PLD Policy 6030.10. He added the recommendation that the Business Manager be added to PLD Policy 6030.6 regarding staff that can clear accounts and eliminating the statement that 'a Circulation Supervisor is on duty at all times the Library is open for public service' as it no longer is accurate. There was discussion and recommended edits regarding the proposed wording. It was moved by Secretary Escobosa and seconded by Trustee Shkoler to approve the proposed amendments to PLD Policy 6030 – Circulation Policy inclusive of feedback from the Board of Trustees: (Item 27)

AYES:	DeVecchio, Escobosa, Carline, Shkoler, Turner
NOES:	None
ABSTAIN:	None

ABSENT: None

DISCUSSION ITEMS

2006 STRATEGIC PLAN

Library Director Contreras presented the 2006 Strategic Plan that Board President DeVecchio requested be revisited. There was lengthy discussion regarding how the document is to be used for future planning versus hiring a strategic planner. There was a general consensus that the Plan could at minimum provide a point of reference to recent accomplishments and a stepping stone for future planning. It was decided that a Special Work Session Meeting would be held on Wednesday, December 12th from 2pm to 6pm to review the Strategic Plan. (Item 27)

REPRESENTATION AT PLFF MEETINGS

Library Director Contreras reviewed the current arrangement for representation at PLFF Meetings. She explained that with this arrangement of both the Library Director and a Board Trustee attending, there are redundancies. Trustee Shkoler expressed his disagreement and stated that attending the meeting was much different than receiving a report. He recommended that the representation should stay as is and that the Trustees rotate attendance for a better understanding with PLFF. PLFF Board member Ben Boelman stated that PLFF Board Meetings are all open meetings and all are welcome to attend. Trustee Turner added that a major advantage in attending was to get to know the members and they work they do to support the Library. President DeVecchio confirmed that the current arrangement for representation is to stay as it is and no action is to be taken. (Item 29)

AGENDA PREPARATION

Agenda Preparation for the December Board of Trustees Meeting to be held on December 17th at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on November 19, 2012 adjourned at 6:51 P.M.

NEXT MEETING

The next meeting will be on December 12, 2012 at 2:00 P.M. for the Special Work Session Meeting.

Richard DeVecchio President Library Board of Trustees	Betty Escobosa Secretary Library Board of Trustees

Agenda Item 9

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Summary of Non-standard Claims for November 2012**

DATE: December 17, 2012

TYPE	DATE	CLAIM #	AMOUNT
NONE			
		TOTAL	**$0**

Agenda Item 10

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Summary of Claims Forwarded by the Library Director & Trustees**

DATE: December 17, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	12/03/12	5560	$15,916.27
FUND 707	12/03/12	5561	$ 2,524.81
FUND 707	12/10/12	5562	$ 4,998.81
		TOTAL	**$23,439.89**

AGENDA ITEM 11

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Current Claims and Payroll**

DATE: December 17, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	12/17/12	5563	$6,543.70
707	12/17/12	5564	$1,122.15
707	12/17/12	5565	$1,636.07
707	12/17/12	5566	$1,440.77
707	12/17/12	5567	$4,400.33
707	12/17/12	5568	$ 899.14
707	12/17/12	5569	$3,016.05
707	12/17/12	5570	$15,074.23
Subtotal for Claims			*$34,132.44*

Payroll

On Demand Wire	12/27/12	62	$40,000.00
	01/10/13	63	$40,000.00
Subtotal for Payroll			*$80,000.00*
TOTAL CURRENT CLAIMS & PAYROLL			*$114,132.44*

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5563
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4997	11-07-12	2400	0760				
EBSCO Subscription Services	0360686				$5,215.11		
Accounts Receivable							
PO Box 830625							
Birmingham, AL 35283							
VC-7311	10-09-12	2400	0760				
Tumbleweed Press, Inc.	42114				$399.00		
1853 A Avenue Road, #4							
Toronto, ON							
M5M 3Z4							
Canada							
VC-0679-1	11-14-12	2400	0760				
Recorded Books, LLC	74634831				$14.98		
P.O. Box 64900							
Baltimore, MD 21264-4900							
VC-2993	10-10-12	2400	0760				
Midwest Tape	90455028				$197.27		
PO Box 820	10-10-12	2400	0760				
Holland OH 43528	90455060				$73.18		
	11-02-12	2400	0760				
	90512271				$39.09		
	11-09-12	2400	0760				
	90532843				$44.09		
	11-12-12	2400	0760				
	90536531				$34.09		
	11-15-12	2400	0760				
	90546520				$114.99		
	11-16-12	2400	0760				
	90550653				$79.18		
	11-23-12	2400	0760				
	90566957				$44.09		
	11-23-12	2400	0760				
	90566959				$24.09		
	11-23-12	2400	0760				
	90567806				$44.09		
	11-29-12	2400	0760				
	90580353				$19.09		
	11-29-12	2400	0760				
	90580355				$44.09		
	12-03-12	2400	0760				
	90588271				$157.27		
					$914.61		
				TOTAL REMITTANCE:	$6,543.70		

The claims listed above (totaling $6,543.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5564

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	11-13-13	2400	0760				
Baker & Taylor Books	W84732310				$140.22		
PO Box 277930	11-13-13	2400	0760				
Atlanta GA 30384-7930	W84793840				$18.51		
	11-13-13	2400	0760				
	W84794610				$18.51		
	11-13-13	2400	0760				
	W84794680				$18.51		
	11-23-12	2400	0760				
	W84814160				$28.21		
	11-28-12	2400	0760				
	W85231150				$409.72		
	11-28-12	2400	0760				
	W85274160				$22.56		
	11-28-12	2400	0760				
	W85403200				$26.60		
	11-28-12	2400	0760				
	W85408350				$22.52		
	12-05-12	2400	0760				
	W85590210				$16.90		
	10-31-12	2400	0760				
	4010310756				$16.36		
	10-31-12	2400	0760				
	4010310757				$28.56		
	10-31-12	2400	0760				
	4010310758				$38.24		
	10-31-12	2400	0760				
	4010310759				$20.36		
	10-31-12	2400	0760				
	4010310760				$60.49		
	10-31-12	2400	0760				
	4010310761				$10.69		
	10-31-12	2400	0760				
	4010310762				$11.12		
	10-31-12	2400	0760				
	4010310763				$25.85		
	10-31-12	2400	0760				
	4010310764				$61.01		
	10-31-12	2400	0760				
	4010310765				$37.10		
	10-31-12	2400	0760				
	4010310766				$16.78		
	10-31-12	2400	0760				
	4010310767				$73.33		
					$1,122.15		
				TOTAL REMITTANCE:	$1,122.15		

The claims listed above (totaling $1,122.15) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5565
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	10-31-12	2400	0760				
Baker & Taylor Books	4010310768				$18.56		
PO Box 277930	10-31-12	2400	0760				
Atlanta GA 30384-7930	4010310769				$50.23		
	10-31-12	2400	0760				
	4010310770				$68.61		
	10-31-12	2400	0760				
	4010310771				$25.85		
	10-31-12	2400	0760				
	4010310772				$18.40		
	10-31-12	2400	0760				
	4010310773				$30.23		
	10-31-12	2400	0760				
	4010310774				$26.82		
	10-31-12	2400	0760				
	4010310775				$15.75		
	10-31-12	2400	0760				
	4010310776				$37.10		
	10-31-12	2400	0760				
	4010310777				$286.88		
	10-31-12	2400	0760				
	4010322364				$71.69		
	10-31-12	2400	0760				
	4010323123				$294.89		
	11-05-12	2400	0760				
	4010314677				$148.43		
	11-07-12	2400	0760				
	4010320045				$61.92		
	11-07-12	2400	0760				
	4010320046				$36.46		
	11-07-12	2400	0760				
	4010320047				$19.67		
	11-07-12	2400	0760				
	4010320048				$42.17		
	11-07-12	2400	0760				
	4010320049				$217.03		
	11-07-12	2400	0760				
	4010320050				$78.26		
	11-07-12	2400	0760				
	4010320051				$29.53		
	11-07-12	2400	0760				
	4010320052				$43.11		
	11-07-12	2400	0760				
	4010320053				$14.48		
					$1,636.07		
				TOTAL REMITTANCE:	$1,636.07		

The claims listed above (totaling $1,636.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5566
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	11-07-12	2400	0760				
Baker & Taylor Books	4010320054				$15.69		
PO Box 277930	11-07-12	2400	0760				
Atlanta GA 30384-7930	4010320055				$330.95		
	11-07-12	2400	0760				
	4010320056				$71.83		
	11-07-12	2400	0760				
	4010320057				$15.66		
	11-07-12	2400	0760				
	4010320058				$33.97		
	11-07-12	2400	0760				
	4010320059				$108.75		
	11-07-12	2400	0760				
	4010320060				$31.47		
	11-07-12	2400	0760				
	4010320061				$12.43		
	11-07-12	2400	0760				
	4010320062				$19.42		
	11-07-12	2400	0760				
	4010320063				$20.14		
	11-07-12	2400	0760				
	4010329341				$43.57		
	11-08-12	2400	0760				
	4010323270				$444.98		
	11-08-12	2400	0760				
	4010322347				$49.45		
	11-08-12	2400	0760				
	4010322348				$8.85		
	11-08-12	2400	0760				
	4010322349				$29.82		
	11-08-12	2400	0760				
	4010322350				$14.04		
	11-08-12	2400	0760				
	4010322351				$23.33		
	11-08-12	2400	0760				
	4010322352				$42.32		
	11-08-12	2400	0760				
	4010322353				$18.60		
	11-08-12	2400	0760				
	4010322354				$35.79		
	11-08-12	2400	0760				
	4010322355				$55.23		
	11-08-12	2400	0760				
	4010322356				$14.48		
					$1,440.77		
				TOTAL REMITTANCE:	$1,440.77		

The claims listed above (totaling $1,440.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5567
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	11-08-12	2400	0760				
Baker & Taylor Books	4010322357				$13.20		
PO Box 277930	11-08-12	2400	0760				
Atlanta GA 30384-7930	4010322358				$33.67		
	11-08-12	2400	0760				
	4010322359				$17.65		
	11-08-12	2400	0760				
	4010322360				$1,229.05		
	11-08-12	2400	0760				
	4010322361				$42.93		
	11-08-12	2400	0760				
	4010322362				$85.94		
	11-08-12	2400	0760				
	4010322363				$18.27		
	11-08-12	2400	0760				
	4010322390				$55.78		
	11-14-12	2400	0760				
	4010336371				$18.75		
	11-14-12	2400	0760				
	4010336931				$73.20		
	11-14-12	2400	0760				
	4010323275				$49.31		
	11-14-12	2400	0760				
	4010323276				$41.17		
	11-14-12	2400	0760				
	4010323277				$15.04		
	11-14-12	2400	0760				
	4010323278				$16.81		
	11-14-12	2400	0760				
	4010323279				$22.03		
	11-14-12	2400	0760				
	4010323280				$33.40		
	11-14-12	2400	0760				
	4010323281				$23.92		
	11-14-12	2400	0760				
	4010323282				$925.94		
	11-14-12	2400	0760				
	4010323283				$580.56		
	11-14-12	2400	0760				
	4010323284				$706.08		
	11-14-12	2400	0760				
	4010323285				$258.40		
	11-14-12	2400	0760				
	4010323286				$139.23		
					$4,400.33		
				TOTAL REMITTANCE:	$4,400.33		

The claims listed above (totaling $4,400.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5568

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	11-16-12	2400	0760				
Baker & Taylor Books	4010333968				$78.07		
PO Box 277930	11-20-12	2400	0760				
Atlanta GA 30384-7930	4010333332				$40.33		
	11-20-12	2400	0760				
	4010333333				$7.66		
	11-20-12	2400	0760				
	4010333334				$10.69		
	11-20-12	2400	0760				
	4010333336				$18.93		
	11-20-12	2400	0760				
	4010333337				$20.14		
	11-20-12	2400	0760				
	4010333338				$14.48		
	11-20-12	2400	0760				
	4010333339				$25.85		
	11-20-12	2400	0760				
	4010333340				$63.65		
	11-20-12	2400	0760				
	4010333341				$81.68		
	11-20-12	2400	0760				
	4010333342				$14.48		
	11-20-12	2400	0760				
	4010333343				$16.38		
	11-20-12	2400	0760				
	4010333344				$148.04		
	11-20-12	2400	0760				
	4010333345				$20.54		
	11-20-12	2400	0760				
	4010333346				$26.43		
	11-20-12	2400	0760				
	4010333347				$90.30		
	11-20-12	2400	0760				
	4010333348				$86.65		
	11-20-12	2400	0760				
	4010333349				$51.86		
	11-20-12	2400	0760				
	4010333350				$24.86		
	11-25-12	2400	0760				
	4010346069				$5.86		
	11-26-12	2400	0760				
	4010335802				$37.78		
	11-26-12	2400	0760				
	4010335803				$14.48		
					$899.14		
				TOTAL REMITTANCE:	$899.14		

The claims listed above (totaling $899.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5569
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	11-26-12	2400	0760				
Baker & Taylor Books	4010335804				$20.04		
PO Box 277930	11-26-12	2400	0760				
Atlanta GA 30384-7930	4010335805				$19.50		
	11-26-12	2400	0760				
	4010335806				$72.11		
	11-26-12	2400	0760				
	4010335807				$19.52		
	11-26-12	2400	0760				
	4010335808				$22.86		
	11-26-12	2400	0760				
	4010335809				$37.26		
	11-26-12	2400	0760				
	4010335810				$18.53		
	11-26-12	2400	0760				
	4010338133				$44.07		
	11-26-12	2400	0760				
	4010338134				$35.93		
	11-26-12	2400	0760				
	4010338135				$37.04		
	11-26-12	2400	0760				
	4010338136				$15.11		
	11-26-12	2400	0760				
	4010338137				$94.26		
	11-26-12	2400	0760				
	4010338138				$36.06		
	11-26-12	2400	0760				
	4010338139				$1,160.04		
	11-26-12	2400	0760				
	4010338140				$65.72		
	11-26-12	2400	0760				
	4010339000				$42.85		
	11-26-12	2400	0760				
	4010347333				$59.28		
	11-27-12	2400	0760				
	4010337050				$20.78		
	11-27-12	2400	0760				
	4010337051				$110.17		
	11-27-12	2400	0760				
	4010337052				$44.90		
	11-27-12	2400	0760				
	4010337053				$266.45		
	11-27-12	2400	0760				
	4010337054				$773.57		
					$3,016.05		
				TOTAL REMITTANCE:	$3,016.05		

The claims listed above (totaling $3,016.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 5570

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-5048	11-30-12	0350					
Special District Risk Management	41967				$1,386.00		
1112 I Street, Suite 300	12-06-12	0306					
Sacramento, CA 95814-2865	12155				$12,704.79		
					$14,090.79		
VC-2117	12-05-12	0306					
MD Medical Clinics	00297				$92.00		
1300 N. Kraemer Blvd.							
P.O. Box 66012							
Anaheim, CA 92816							
VC-4802-4	11-27-12	1800	0728				
Office Depot	634342223001				$232.69		
PO Box 70025	11-27-12	1800	0728				
Los Angeles CA 90074-0025	634053379001				$249.94		
	11-27-12	1800	0728				
	1527931022				$15.81		
					$498.44		
VC-10088	12-07-12	1300					
EARTEL	4160				$360.00		
1316 W. Maurentania St.							
Wilmington, CA 90744							
VC-6846-1	12-01-12	1300					
Special T. Water Systems, Inc.	71498				$33.00		
PO Box 165							
Whittier, CA 90608-0165							
				TOTAL REMITTANCE:	$15,074.23		

The claims listed above (totaling $15,074.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 64

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*12-27-12 Payroll #10 FY12/13	0100			$ 40,000.00		
				TOTAL REMITTANCE:	$ 40,000.00		

The claims listed above (totaling $40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/12
REPORT NO: 65

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

***Process on the date specified.**

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*01-10-13 Payroll #11 FY12/13	0100			$ 40,000.00		
				TOTAL REMITTANCE:	$ 40,000.00		

The claims listed above (totaling $40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: December 17, 2012

Fiscal Year 2012-2013

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,367,458.84	Closed Account	1,367,458.84	0.00
12/31/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
01/31/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
2/28/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
3/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00

Fiscal Year 2011-2012

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through November 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: December 17, 2012

Summary of Cash and Investments as of November 30, 2012

Cash with Orange County Treasurer Fund 707	1,367,458.84
Reserves with County and Bank of the West	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	7,295.44
General Fund Savings – Bank of the West	515,667.87
Payroll Checking – Wells Fargo Bank	106,408.13
Total Cash and Investments	**2,786,038.68**

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

PLACENTIA LIBRARY DISTRICT

YTD REVENUE REPORT

November 30, 2012

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
	6210	Property Taxes - Current Secured	1,797,216	286,586	1,510,630	15.9%
	6220	Property Taxes - Current Unsecured	76,781	42,523	34,258	55.4%
	6230	Property Taxes - Prior Secured	0	-	-	0.0%
	6240	Property Taxes - Prior Unsecured	0	-	-	0.0%
	6250	Taxes - Spec Dist Augmentation	3,870	-	3,870	0.0%
	6280	Property Taxes - Curr Supplemental	24,602	9,333	15,269	37.9%
	6300	Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
	6540	Penalties & Costs on Delinq Taxes	1,620	817	803	0.0%
		Sub Total		340,879		
REVENUE FROM USE OF MONEY & PROP'Y						
	6610	Interest	0	2,632	(2,632)	100.0%
		Sub Total		2,632		
INTERGOVERNMENTAL REVENUES						
	6690	State - Homeowners Property Tax Relief	16,905	-	16,905	0.0%
	6970	State - Other	0	-	-	0.0%
	7120	Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		-		
MISCELLANEOUS REVENUES						
	7670	Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	14,610	20,390	41.7%
		Passport	55,000	31,791	23,209	57.8%
		Meeting Room Fees	5,500	2,395	3,105	43.5%
		DVD Rentals	5,000	2,681	2,319	53.6%
		Test Proctor	3,000	2,100	900	70.0%
		Sub Total		53,577		
	7680	6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		397,088		
		FY 11/12 Funds Available	70,000	70,000		
		TOTAL REVENUES FY 12/13:	2,094,494	**467,088**	1,627,406	22.3%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

November 30, 2012

42% of year completed

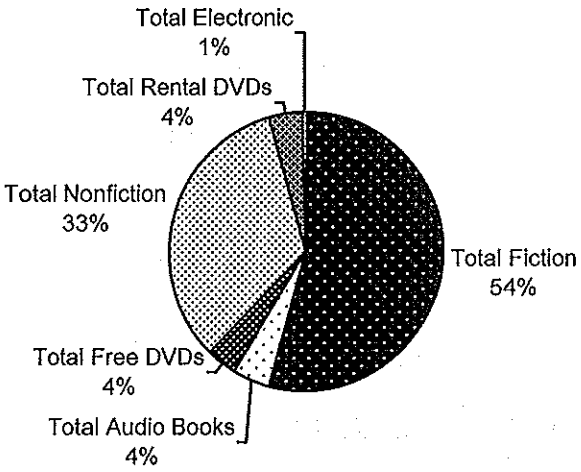
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	422,832	0.39	$648,030
0200	Retirement	37,960	14,801	0.39	$23,159
0301	Unemployment Insurance	11,000	0	0.00	$11,000
0306	Health Insurance	166,441	43,402	0.26	$123,039
0306-0770	Employee Assistance Program	800	297	0.37	$503
0308	Dental Insurance	15,500	6,624	0.43	$8,876
0309	Life Insurance	7,400	3,063	0.41	$4,337
0310	AD & D Insurance	4,000	1,632	0.41	$2,368
0319	Vision Insurance	2,600	1,006	0.39	$1,594
0350	Workers' Compensation Insurance	10,000	3,074	0.31	$6,926
	TOTAL	$1,326,563	$496,731	0.37	$829,832
SERVICES & SUPPLIES					
0700	Communications	12,000	3,405	0.28	$8,595
0900	Food	1,500	766	0.51	$734
1000	Household Expenses	10,000	3,863	0.39	$6,137
1100	Library Insurance	13,000	11,846	0.91	$1,154
1300	Maintenance, Equipment	20,000	10,549	0.53	$9,451
1400	Maintenance, Buildings & Improvements	85,000	9,833	0.12	$75,167
1600	Memberships	14,000	9,025	0.64	$4,975
1800	Office Expenses	30,000	15,855	0.53	$14,145
1803	Postage	5,000	2,019	0.40	$2,981
1900	Prof./Specialized Services	184,900	10,443	0.06	$174,457
1912	Investment Administrative Fees	1,500	387	0.26	$1,113
2000	Publication and Legal Notices	1,000	72	0.07	$928
2100	Rents and Leases - Equipment	500	141	0.28	$359
2200	Rents & Leases - Buildings & Improvements	30,000	14,090	0.47	$15,910
2400	Books/Library Materials	211,731	56,412	0.27	$155,319
2600	Transportation & Travel	2,000	274	0.14	$1,726
2700	Meetings	9,000	9,370	1.04	-$370
2800	Utilities	97,500	12,381	0.13	$85,119
	TOTAL	$728,631	$170,732	0.23	$557,899
OTHER CHARGES					
3700	Taxes and Assessments	$8,300	$2,445	0.29	$5,855
	OPERATING EXPENSES	**$2,063,494**	**$669,908**	**0.32**	**$1,393,586**
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	$21,000	$0	0.00	$21,000
4200	Structures/Improvements	10,000	$0	0.00	$10,000
5200	Contingency Funds	$0	$0	0.00	$0
	TOTAL	$31,000	$0	0.00	$31,000
TOTAL BUDGET (Fund 707)		**$2,094,494**	**$669,908**	**0.32**	**$1,424,586**
Reserves	General Reserves	$414,789	$0	0.00	$414,789
	Impact Fees (Restricted)	$374,419	$0	0.00	$374,419

Agenda Item 15

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF NOV. 2012

	Amount	Titles	Volumes
Total Fiction	$34,128	2057	2342
Total Non-Fiction	$20,897	803	1308
Total Electronic	$399	1	0
Total Audio Books	$2,828	74	74
Total Free DVDs	$2,296	103	110
Total Rental DVDs	$2,440	74	84
TOTAL MATERIALS	$62,988	3112	3918



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF NOVEMBER 2012

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	$10,054	513	534	$421	6	42	$10,475	519	576	$60	3	3	$10,535	522	579
Adult Non-Fiction	$8,101	379	385	$143	7	7	$8,244	386	392	$154	8	8	$8,398	394	400
Adult Reference	$404	9	9	$0	0	0	$404	9	9	$156	8	8	$560	17	17
Adult magazines	$5,236	90	558	$0	0	0	$5,236	90	558	$0	0	0	$5,236	90	558
Total Adult Non-Fiction	$13,740	478	952	$143	7	7	$13,883	485	959	$310	16	16	$14,193	501	975
TOTAL ADULT PRINT MATERIALS	$23,794	991	1486	$564	13	49	$24,358	1004	1535	$370	19	19	$24,728	1023	1554
Adult Music CDs	$0	0	0	$0	0	0	$0	0	0	$585	39	39	$585	39	39
Adult Audio Books	$2,291	51	51	$142	3	5	$2,433	54	56	$0	0	0	$2,433	54	56
Adult Free DVDs	$692	23	27	$0	0	0	$692	23	27	$0	0	0	$692	23	27
Adult Rental DVDs	$1,590	50	50	$0	0	0	$1,590	50	50	$0	0	0	$1,590	50	50
TOTAL ADULT NON-PRINT MATERIALS	$4,573	124	128	$142	3	5	$3,125	77	83	$585	39	39	$3,710	116	122
TOTAL ADULT MATERIALS	$28,367	1,115	1,614	$706	16	54	$27,483	1,081	1,618	$955	58	58	$28,438	1,139	1,676
Juvenile Fiction	$17,339	1043	1302	$14	1	1	$17,353	1044	1303	$272	22	23	$17,625	1066	1326
Young Adult Fiction	$6,735	501	506	$0	0	0	$6,735	501	506	$70	10	10	$6,805	511	516
Total Juvenile Fiction	$24,074	1544	1808	$14	1	1	$24,088	1545	1809	$342	32	33	$24,430	1577	1842
Juvenile Non-Fiction	$5,180	250	257	$0	0	0	$5,180	250	257	$18	1	1	$5,198	251	258
Young Adult Non-Fiction	$1,415	62	63	$30	2	2	$1,445	64	65	$25	1	1	$1,470	65	66
Juvenile Reference	$0	0	0	$268	15	15	$268	15	15	$35	2	2	$303	17	17
Juvenile Magazines	$562	13	36	$0	0	0	$562	13	36	$0	0	0	$562	13	36
Total Juvenile Non-Fiction	$7,157	325	356	$298	17	17	$7,455	342	373	$78	4	4	$7,533	346	377
TOTAL JUVENILE PRINT MATERIALS	$ 31,231	1,869	2,164	$312	18	18	31,543	1,887	2,182	420	36	37	$ 31,963	1,923	2,219
Juvenile Music CDs	$18	1	1	$0	0	0	$18	1	1	$0	0	0	$18	1	1
Juvenile Audio Books	$537	23	23	$0	0	0	$537	23	23	$0	0	0	$537	23	23
Juvenile Free DVDs	$1,604	80	83	$0	0	0	$1,604	80	83	$0	0	0	$1,604	80	83
Juvenile Rental DVDs	$850	24	34	$0	0	0	$850	24	34	$0	0	0	$850	24	34
TOTAL JUVENILE NON-PRINT MATERIALS	$3,009	128	141	$0	0	0	$3,009	128	141	$0	0	0	$3,009	128	141
TOTAL JUVENILE MATERIALS	$10,166	453	2305	$298	17	17	$10,464	470	514	$78	4	4	$10,542	474	518
On-line databases	$399	1	0	$0	0	0	$399	1	0	$0	0	0	$399	1	0
E-books	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
E-music	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
TOTAL ELECTRONIC MATERIALS	$399	1	0	$0	0	0	$399	1	0	$0	0	0	$399	1	0
Total Fiction	$34,128	2057	2342	$435	7	43	$34,563	2064	2385	$402	35	36	$34,965	2099	2421
Total Non-Fiction	$20,897	803	1308	$441	24	24	$21,338	827	1332	$388	20	20	$21,726	847	1352
Total Electronic	$399	1	0	$0	0	0	$399	1	0	$0	0	0	$399	1	0
Total Audio Books	$2,828	74	74	$142	3	5	$2,970	77	79	$0	0	0	$2,970	77	79
Total Free DVDs	$2,296	103	110	$0	0	0	$2,296	103	110	$0	0	0	$2,296	103	110
Total Rental DVDs	$2,440	74	84	$0	0	0	$2,440	74	84	$0	0	0	$2,440	74	84
TOTAL MATERIALS	$62,988	3112	3918	$1,018	34	72	$64,006	3,146	3,990	$790	55	56	$64,796	3201	4046

Outstanding Orders as of November 2012

General Fund	Adopt-a-book	TOTAL
$20,631	$0	$20,631

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Personnel Report for November 2012**

DATE: December 17, 2012

			YTD	YTD
	Nov-12	Nov-11	2012-2013	2011-2012
Separation	1	0	1	0
Retirement	0	0	0	1
Appointments	1	1	1	5
Open Positions	1	1	2	2
Workers' Compensation Leave	0	0	0	0
Total	3	2	4	8

SEPARATION:
Winston Wong, Library Page (10 hrs.)

RETIREMENT:
None

APPOINTMENTS:
Laura De Leon, Library Clerk (30 hrs.)

OPEN POSITIONS:
Library Page (10 hrs.)

WORKERS' COMPENSATION LEAVE:
None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: **December 17, 2012**

MONTHLY STATISTICS

November 2012

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Nov-12	Nov-11		2012-13	2011-12	% change
New Patron Registrations	260	301		1,620	1,711	-5.3%
Total Circulation	15,474	16,453		88,113	87,285	0.9%
Total Active Borrowers*	8,693	9,511				
Attendance	22,513	23,417		118,022	117,622	0.3%
Registered Card Holders*	31,952	28,257				
Adult Fiction	2,530	2,694		14,854	15,212	-2.4%
Adult Nonfiction	1,638	1,804		9,347	9,952	-6.1%
Adult Magazines	201	219		1,264	1,432	-11.7%
Adult Music CDs	192	286		931	1,170	-20.4%
Adult Audio Books	495	544		2,636	3,058	-13.8%
Adult Free DVDs	196	346		1,450	1,561	-7.1%
Adult Rental DVDs	457	452		2,143	2,260	-5.2%
Overdrive E-Books	305	85		1,221	366	233.6%
Overdrive Audio Books	127	77		505	314	60.8%
JV Fiction	6,120	6,644		35,094	34,245	2.5%
YA Fiction	1,019	719		6,627	4,397	50.7%
JV Nonfiction	1,188	1,145		5,720	5,461	4.7%
YA Nonfiction	57	73		368	270	36.3%
JV Magazines	14	3		57	26	119.2%
JV Music CDs	8	28		136	125	8.8%
JV Audio Books	65	30		228	195	16.9%
JV Free DVDs	649	759		3,572	3,892	-8.2%
JV Rental DVDs	193	218		1,060	1,069	-0.8%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,175	317	357	530	2,861	5,240
10:00		727	748	751	660	643	3,529
11:00		456	704	436	578	461	2,635
12:00		654	642	524	297	755	2,872
1:00	456	538	635	380	350	747	3,106
2:00	799	517	708	908	601	923	4,456
3:00	1,375	534	528	609	743	990	4,779
4:00	840	1,089	924	811	995	543	5,202
5:00		531	1,014	900	963		3,408
6:00		1,288	1,228	974	1,243		4,733
7:00		820	614	738	757		2,929
8:00		600	630	514	393		2,137
Total/Day	3,470	8,929	8,692	7,902	8,110	7,923	45,026
					*** Grand Total**		**22,513**

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		2	1	0	0	1	4
10:00		1	0	4	0	6	11
11:00		3	1	0	1	11	16
12:00		3	1	1	3	10	18
1:00	5	1	3	0	0	1	10
2:00	6	2	0	1	1	8	18
3:00	2	1	3	1	2	10	19
4:00	1	3	4	0	6	3	17
5:00		0	1	3	4		8
6:00		4	7	2	7		20
7:00		1	1	0	0		2
8:00		0	0	0	0		0
Total/Day	14	21	22	12	24	50	**143**
							Grand Total

STAFF ACTIVITY

November 06, 2012- Staff organized chairs in the meeting room for Pre-School story time.
November 06, 2012- Fernando collected money from the copy machine.
November 06, 2012- Estella delivered money deposits to the bank.
November 06, 2012- Fernando participated in supervisors meeting.
November 08, 2012- Staff organized the meeting room for Lap-Sit story time.
November 08, 2012- Staff organized the meeting room for P-Tac.
November 10, 2012- Staff organized the meeting room for Family Flicks.
November 10, 2012- Tim compiled and submitted purchase order for vending machines.
November 13, 2012- Staff organized chairs in the meeting room for Pre-School story time.
November 13, 2012- Estella delivered money deposits to the bank.
November 13, 2012- Fernando collected money from the copy machine.
November 15, 2012- Fernando participated in second interview panel for Library Clerk 30 hour-Bilingual.
November 15, 2012- Staff organized the meeting room for Lap-Sit story time.
November 15, 2012- Staff organized the meeting room for P-Tac.
November 17, 2012- Staff organized the meeting room for Family Flicks.
November 18, 2012- Laura C. and Shawn helped with the Friends monthly book sale.
November 19, 2012- Fernando attended board meeting.
November 20, 2012- Staff organized chairs in the meeting room for Pre-School story time.
November 20, 2012- Fernando collected money from the copy machine.
November 20, 2012- Fernando met with Nadia to discuss personnel issues.
November 20, 2012- Fernando participated in supervisors meeting.
November 20, 2012- Estella, Beatrice, and Fernando attended all staff meeting.
November 21, 2012- Circulation submitted quarterly State Direct Loan Survey report.
November 24, 2012- Tim compiled and submitted purchase order for vending machines.
November 24, 2012- Staff organized the meeting room for Family Flicks.
November 27, 2012- Estella delivered money deposits to the bank.
November 27, 2012- Fernando collected money from the copy machine.
November 27, 2012- Staff organized chairs in the meeting room for Pre-School story time.
November 29, 2012- Staff organized the meeting room for Lap-Sit story time.
November 29, 2012- Staff organized the meeting room for P-Tac.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Circulation staff continues performance measure assignment.
Recruitment for 30 hour library clerk.

NEW PROJECTS AND ACTIVITIES

Circulation will plan a passport marketing campaign.
Circulation Supervisor along with Business Manager will begin recruitment for clerk substitutes.
Circulation Supervisor will begin training for new 30 hour clerk.
Circulation will begin recruitment for 10 hour page.
Circulation Supervisor will begin help for the next fiscal year department budget.
Circulation department will arrange the library's participation in the annual Tamale Festival.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **City of Placentia Invoices, November 2012**

DATE: November 19, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/12	2,954.95	1,452.50	142.50	7.68	$4,557.63
12-Aug	11/29/12	6,506.97	*	142.50	7.92	$6,657.39
12-Sep	11/29/12	6,627.60	*	142.50	15.70	$6,785.80
12-Oct	11/29/12	4,192.58	*	*	*	$4,192.58
12-Nov						
12-Dec						
13-Jan						
13-Feb						
13-Mar						
13-Apr						
13-May						
13-Jun						
	TOTAL	20,282.10	1,452.50	427.50	31.30	$22,193.40
	AVG	5,070.53	1,452.50	142.50	10.43	$5,548.35

*** City Billing Not Received**

PERIOD COVERED FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	$7,646.07
11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	$7,691.07
11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	$5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	$4,684.14
11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	$4,738.97
12-Jan	02/28/12	3,052.45	1,452.50	142.50	7.76	$4,655.21
12-Feb	04/09/12	3,035.20	1,452.50	142.50	7.72	$4,637.92
12-Mar	05/07/12	3,049.37	1,452.50	142.50	7.72	$4,652.09
12-Apr	06/07/12	3,028.13	1,452.50	142.50	7.70	$4,630.82
12-May	6/14/12	3,346.82	1,452.50	142.50	15.40	$4,957.22
12-Jun	8/22/12	5,656.99	1,452.50	142.50	*	$7,251.99
	TOTAL	$49,949.04	$17,430.00	$1,710.00	$92.06	$66,041.21
	AVG	4,162.42	1,452.50	142.50	8.36	5,503.43

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Library Director's Report for November 2012**

DATE: December 17, 2012

Accomplishments

- Secured $2,700 from Placentia Library Friends Foundation (PLFF) for Children's and Adult Services programs and supplies.
- Planned, organized and facilitated the annual Staff Development Day.
- Began budget discussion and preparation with supervisors.
- Established partnership with School Superintendent, Dr. Domene to begin a new program, R.A.D.D. (Read & Achieve with Dr. Domene).
- Reviewed several performance evaluations and provided guidance to supervisors.
- Filled the 30 hr. Library Clerk position.
- Continued to provide assistance to PLFF for the Author's Luncheon.

Meetings

- Library Board of Trustees meeting – November 19th
- President DeVecchio – November 8th
- Supervisor's meeting – November 6th, 13th, 20th, 27th
- Staff meeting – November 20th
- Rotary Club – November 7th, 8th
- Roundtable Women's Club – November 7th
- Orange County Library Director's Meeting – November 15th

Conferences/Workshops/Training

- Staff Development Day – November 30th

Community Events / Functions

- Richard Wojcik Funeral Service – November 21st
- Dinner for Trustee Turner – November 29th
- Holiday Program – What the Dickens Carolers – November 29th

Projects in Progress

- Newsletter for March 2013 – September 2013
- Fiscal Years 2013-2015 Budget

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children's Librarian II

SUBJECT: Children's Services Monthly Activity Report for November 2012

DATE: December 17, 2012

MONTHLY STATISTICS

Childrens Desk Activity

	November 2012	November 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	33	27	167	174	-4.02%
In person reference/research:	794	666	3936	3124	25.99%
Total Reference	**827**	**693**	**4103**	**3298**	24.41%
Total Number of Programs	47	46	192	177	8.47%
Total Programs Attendance	969	1016	7632	8064	-5.36%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	13
Preschool Story Times I & II: 3-6 years	8	194
C.O.P.S.	1	20
Pocket Tales: Stories, music, and movement.	4	121
Lap Sit 24 months & younger	4	213
P-TAC	2	44
Family Flicks	3	47
Family Game Day	1	31
Super S.T.A.R.	1	12
Homework Club	19	160
11/2-3 Camp Library	1	70

Cover To Cover Reading Program	**1**	**19**
Total November 2012	**47**	**969**
Total November 2011	**46**	**1,016**
Current FY to date	**192**	**7,632**
Previous FY to date	**177**	**8,064**

Achievements:

- The Children's Department conducted a successful Camp Library program for 70 "campers." Events included dinner, games, crafts, and a bird show presented by Rainforest Café. This event was coordinated by Coleen Wakai.
- Brenda Ramirez attended the annual CLA conference in San Jose.
- Lori Worden attended the Library Board of Trustees meeting on November 19.
- Children's staff attended the all-staff meeting on November 20.

In progress:

- Children's staff members are planning upcoming holiday programs, including the Winter Wonderland puppet show and visit from Santa for children, and the Teen Café for teens.
- Children's staff continue to purchase materials and discard titles in the Children's and Young Adult departments. Staff is also working on a shifting project in the teen zone to make room for the growing teen collection.
- Lori Worden purchased books for children in the Placentia Community Gift Basket program at the Scholastic Warehouse with money donated from the community. These books will be given to children at a Christmas program sponsored by the city of Placentia on December 8.
- Lori Worden is co-chair of the upcoming Easter Eggcitement community event on March 23, 2013 and is planning and coordinating meetings.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for November 2012

DATE: **DECEMBER 17, 2012**

MONTHLY STATISTICS

Reference Desk Activity

	November 2012	November 2011	Y-T-D 2012-2013	Y-T-D 2011-2012	Y-T-D % change
Reference -- in person	933	867	5029	4307	16.76%
Reference -- telephone	326	265	1804	1500	20.27%
Reference -- email/chat	2	1	15	14	7.14%
Technology assistance	376	328	2154	2116	1.80%
Guest passes	125	197	716	987	-27.46%
Adult/Children's computer use (desktops)	2283	2826	12844	14184	-9.45%
Adult computer usage (desktop)*	1920	2425	11256	12198	-7.72%
Public computer use (express laptops)	150	692	1945	4666	-58.32%
In library use -- cleanup	2897	2324	16971	16004	6.04%
Adult Program Attendance**	204	44	910	512	77.73%
Number of Adult Programs	8	6	36	26	38.46%

**Only 1 Express Laptop Available*
***2 Lab Computers Unavailable for Workshops*

Adult Services Programs

			November 2012
1	November 3, 2012	History Room: Placentia a Pleasant Place at Emerald Isle	20
2	November 10, 2012	Volunteer Orientation	30
3	November 13, 2012	History Room: Placentia a Pleasant Place at Bradford Square	27
4	November 13, 2012	Book Discussion: The Language of Flowers	25
5	November 13, 2012	Computer Workshop: Introduction to Facebook	9
6	November 27, 2012	Computer Workshop: Introduction to PowerPoint	10
7	November 29, 2012	Holiday Fine Arts Series: What the Dickens Carolers	70
8	November 17, 2012	Saving Cents with Coupons	13
		Total Program Attendance	**204**
		Cumulative # of Adult Programs	**36**

History Room Activity

	November 2012	November 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room Visitors	4	7	36	38	-5.26%

Adult Literacy

	November 2012	November 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	8	6	31	23	34.78%
Number of Students	10	9	42	30	40.00%
Total Number of Participants	18	15	73	53	37.74%

Computer Literacy

	November 2012	November 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	3	2	8	12	-33.33%
Number of Students	3	2	11	11	0.00%
Total Number of Participants	6	4	18	18	0.00%

ACHIEVEMENTS

- ***Wendy Townsend*** presented *Placentia: A Pleasant Place DVD* at Emerald Isle and Bradford Square on November 3rd and 13th.
- ***Venessa Faber*** led the book discussion on *The Language of Flowers* Vanessa Diffenbaugh
- ***Kate Matas*** proctored 2 exams.
- ***Nadia Dallstream*** has been working with Adult Services Staff to prepare for the Spring/Summer Newsletter and programming through August 2013.
- ***Wendy Townsend*** hosted the Volunteer Orientation on November 10th.
- ***Wendy Townsend*** completed two new History Room displays.
- ***Venessa Faber*** and Brenda Ramirez attended the California Library Association's conference in San Jose, CA on November 2-4.
- ***Wendy Townsend*** weeded the Adult Entertainment DVD's, Audiobooks, Playaways and Large Print collections.
- ***Wendy Townsend*** completed volunteer thank you treats to be given out in December.
- ***Katie Matas*** arranged for and helped set-up the Placentia Woodcarvers' display.
- ***Venessa Faber and Wendy Townsend*** coordinated, created and completed the winter decorations.
- ***Venessa Faber, Wendy Townsend, and Jeannie Killianey*** organized and assisted with the Holiday Fine Arts Series on November 29th.
- ***Jeannie Killianey*** coordinated Introduction to Facebook and Introduction to PowerPoint workshops.
- ***Jeannie Killianey*** created the document for delineated responsibilities for contract instructors and volunteer instructors.
- ***Jeannie Killianey*** coordinated the "Saving Cents with Coupons" workshop on November 17th.
- ***Nadia Dallstream*** weeded the Professional Collection.

- ***Nadia Dallstream*** arranged rehearsal space in the City's Community Room for the December 13th Holiday Series program.
- ***Nadia Dallstream*** completed a staff member's Performance Evaluation.

MEETINGS

- ***Nadia Dallstream*** attended the Manager/Supervisor Meetings on November 6, 13, 20, 27.
- ***Nadia Dallstream*** attended the Board Meeting on November 19th.
- ***Wendy Townsend*** attended Trustee Turner's Reception on November 19th.
- ***Nadia Dallstream, Wendy Townsend, Venessa Faber and Jeannie Killianey*** attended the Adult Services meeting on November 19th.
- ***Nadia Dallstream, Wendy Townsend, Venessa Faber and Jeannie Killianey*** attended the Staff meeting on November 19th.
- ***Wendy Townsend*** attended the Historical Committee Meeting on November 27th.
- ***Wendy Townsend*** met with the Volunteer Coordinator from Huntington Beach Library on November 7th to discuss volunteer programs.
- ***Venessa Faber and Brenda Ramirez*** met on November 26th to plan the Summer Reading Kickoff event.
- ***Nadia Dallstream, Wendy Townsend, Venessa Faber, Katie Matas and Jeannie Killianey*** participated in the staff development workshop on November 30th.
- ***Jeannie Killianey*** gave an orientation to a contract instructor on November 15th.
- ***Jeannie Killianey*** gave an orientation to a contract instructor on November 17th.
- ***Jeannie Killianey*** met with a potential Computer Workshop instructor on November 20th.
- ***Nadia Dallstream*** attended the CSUF Human Services Fieldwork Day on November 13th.

IN PROGRESS

- ***Adult Services Staff*** is working on the 2013 Adult Summer Reading Program.
- ***Wendy Townsend, Jeannie Killianey*** and ***Venessa Faber*** are working on the Holiday Fine Art Series program.
- ***Wendy Townsend and Nadia Dallstream*** are working on updating the History Room policies and forms.
- ***Wendy Townsend*** is weeding the 300's collection.
- ***Adult Services Staff*** is continuing to select books for assigned collection areas.
- ***Wendy Townsend*** is continuing to fill volunteer positions and verify volunteer hours.
- ***Jeannie Killianey*** continues to monitor and update the library's Facebook page and provides updates to the Twitter page.
- ***Jeannie Killianey*** is working with new instructors for the Computer Workshops program.
- ***Jeannie Killianey*** continues to make weekly book selections for Rotary members to be honored with a book plaque.
- ***Jeannie Killianey*** is weeding the Educational DVDs collection.
- ***Jeannie Killianey*** is finalizing details for a job skills workshop in April/May.
- ***Jeannie Killianey*** is working on adding another Introduction to PowerPoint class for December due to enrollment.
- ***Venessa Faber*** is organizing the Literacy collection's materials for better usage and is designing a Conversation Group for the Literacy applicants on the wait list.
- ***Venessa Faber*** is continuing to fill Computer Literacy and Adult Literacy tutoring needs.
- ***Venessa Faber*** is creating flyers and slides for the Adult Services Department.

- ***Nadia Dallstream*** is preparing for the December Book Discussion of *Life of Pi.*
- ***Nadia Dallstream*** is planning for FY 13/15.
- ***Wendy Townsend*** is working with the History Room volunteers to scan new photos into the History Room collection and to collected Placentia related news for subject files.
- ***Katie Matas*** is weeding the Science Fiction collection.
- ***Wendy Townsend, Venessa Faber and Coleen Wakai*** are working to coordinate the CSUF Human Services internship program.
- ***Nadia Dallstream and Wendy Townsend*** are working with Girls Inc. to coordinate an internship program.
- ***Wendy Townsend*** is working on a grant calendar for the History Room.
- ***Wendy Townsend*** is organizing past volunteer records.
- ***Wendy Townsend*** is coordinating local author visits from Tatjana Soli and Ben Berkeley for March and April 2013.
- ***Wendy Townsend*** is coordinating the History Room Donation Day and The Battle of Iwo Jima: A History through Uniforms programs for May 2013.
- ***Wendy Townsend*** is working on the Freegal and Overdrive workshop for December 2012.
- ***Wendy Townsend*** processed 19 photo albums from the Placentia Linda Hospital Guild for the History Room.
- ***Venessa Faber*** is creating content and presentation for the new literacy volunteer's literacy orientation.
- ***Venessa Faber*** is creating the March-August 2013 eXPLORE Newsletter.
- ***Nadia Dallstream*** is organizing the Children and Adult Services Staff Office area.
- ***Nadia Dallstream*** is learning how to order e-books from Overdrive.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for November 2012

DATE: December 17, 2012

MONTHLY STATISTICS

On-line database usage							
	November 2012	Onsite Usage 11/12	Remote Usage 11/12	November 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	65	49	16	199	267	434	-38%
Biography In Context*	7	6	1	0	125	0	N/A
Opposing Viewpoints*	20	13	7	0	51	0	N/A
Freegal*	418	N/A	N/A	0	832	0	N/A
Heritage Quest	478	N/A	N/A	639	3,089	3,527	-12%
Novelist	51	N/A	N/A	26	269	192	40%
Shmoop*	10	N/A	N/A	0	52	0	N/A
Tumblebooks	479	N/A	N/A	310	2,165	1,678	29%
Reference USA	2	N/A	N/A	94	374	274	36%
TOTAL DATABASE USAGE	**1,530**	**68**	**24**	**1268**	**4,264**	**3,303**	**29%**

** New FY 12/13*

Website Traffic					
	November 2012	November 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	19,543	20,299	108,023	105,730	2%
Page Hits	34,567	35,462	192,446	200,004	-4%

ACHIEVEMENTS

- ***Katie Matas and Nadia Dallstream*** worked with Anaheim staff and Freegal representatives to resolve the access issue to the Freegal website.
- ***Nadia Dallstream*** obtained information from Anaheim Staff on how to set-up a new OPAC.
- ***Nadia Dallstream*** is coordinating IT Repairs and issues.
- ***Fernando Maldonado*** updated the Library's website.
- ***Saul Ulloa*** updated the outside digital sign.
- ***Katie Matas*** updated the messages on the telephone system.
- ***Jeannie Killianey*** updated the Library's Facebook Account.
- ***Brenda Ramirez*** updated the Library's Twitter Account.
- ***Coleen Wakai*** updated the Library's Flickr Account.

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: December 17, 2012

BACKGROUND

President DeVecchio will report on actions taken by the Library Board of Trustees during the Closed Session Meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Selection of Date and Time for Regular Board Meetings for 2013: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2013.**

DATE: December 17, 2012

BACKGROUND

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

Graph below are the 2013 observed Federal Holidays:

Tuesday, January 1	New Year's Day
Monday, January 21	Birthday of Martin Luther King, Jr.
Monday, February 18*	Washington's Birthday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day

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

- Martin Luther King, Jr. January 21
- Columbus Day October 14

Please refer to Attachment A for recommended dates.

Attachment B is Resolution 13-09: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2013.

RECOMMENDATIONS

1. Determine the regular meeting dates and time for 2013.
2. Read Resolution 13-09 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2013.
3. Adopt Resolution 13-09.

Agenda Item 25
Attachment A

PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2013 – December 2013

MONTH	DATE	TIME	LOCATION
January	21	6:30 p.m.	Meeting Room
February	25*	6:30 p.m.	Meeting Room
*(fourth Monday)			
March	18	6:30 p.m.	Meeting Room
April	15	6:30 p.m.	Meeting Room
May	20	6:30 p.m.	Meeting Room
June	17	6:30 p.m.	Meeting Room
July	15	6:30 p.m.	Meeting Room
August	19	6:30 p.m.	Meeting Room
September	16	6:30 p.m.	Meeting Room
October	21	6:30 p.m.	Meeting Room
November	18	6:30 p.m.	Meeting Room
December	16	6:30 p.m.	Meeting Room

Agenda Item 25
Attachment B

RESOLUTION 13-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2013

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M., except for established date of February 25, 2013, the Regular Board Meeting Dates for Calendar Year 2013, dated December 17, 2012.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District Of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Seventeenth day of December 2012.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Seventeenth day of December 2012.

_____

Betty Escobosa, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Election of Board Officers**

DATE: December 17, 2012

BACKGROUND

The following positions need to be elected:

President (Incumbent is President DeVecchio)

Secretary (Incumbent is Secretary Escobosa)

RECOMMENDATION

Elect a Library Board President and a Library Board Secretary for 2013.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Appointment of Library Board Representatives for 2013 by the Board President**

DATE: December 17, 2012

BACKGROUND

The following positions need to be appointed:

Incumbents are in parentheses.

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

Representative to the Orange County Council of Governments (*Secretary Escobosa)*

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

Representative to the Placentia Community Network *(Trustee Carline and Trustee Escobosa as alternate)*

RECOMMENDATION

Appoint Library Board Representatives for 2013.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Placentia Library District Policy Manual Review**

DATE: December 17, 2012

BACKGROUND

Placentia Library District Policy 1010 – Adoption/Amendment/Review of Policies states:

"The Board of Trustees will review each section of the Policy Handbook every other year on the following schedule, beginning December 2006." Series 4000, Board of Trustees is scheduled for review in 2012.

The Library Director recommends that the Library Board review Series 4000 – Board of Trustees at its meeting on December 17, 2012 and establish a schedule to continue discussion, if necessary.

Attachment A is a copy of Series 4000 – Board of Trustees.

RECOMMENDATIONS

1) Review and make recommendations for amendments to Series 4000 – Board of Trustees; and,
2) Establish a schedule to continue discussion, if necessary.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Code of Ethics**
POLICY NUMBER: **4010**

4010.1 The Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Board of Trustees, the following rules will be observed.

4010.1.1 The dignity, style, values and opinions of each Trustee will be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

4010.1.4 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.

4010.1.8 Trustees should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners in the District, said complaints should be referred directly to the Library Director.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Library Director or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Director.

4010.1.9 When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Trustees should develop a working relationship with the Library Director wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 While pursuing the Library's mission, Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Voluntary Candidate Expenditure Ceiling**
POLICY NUMBER: **4015**

4015.1 In accordance with Government Code □85400§ (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Trustees of Placentia Library District, and controlled committees of such candidates, will be one dollar ($1) per resident for each election in which the candidate is seeking election to the Board of Trustees.

4015.2 Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

4015.2.1 If a candidate for the Board of Trustees elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to $250.

4015.2.2 If a candidate for the Board of Trustees elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to $100.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Qualifications of Library Trustees**
POLICY NUMBER: **4017**

4017.1 Service on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility to render faithful service, and to provide enlightened leadership, which will promote the best library service the community can afford.

4017.2 The Board of Library Trustees should be composed of men and women representing the highest standards of the community. An ideal Board member is an able and dedicated person with integrity, imagination, and enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will enhance the value of an individual as a board member are:

4017.2.1 Understanding of cultural, social and economic conditions in the community.

4017.2.2 Appreciation of the role of the Library as an educational center for the whole community.

4017.2.3 Ability to help make the Library appreciated and respected in the community.

4017.2.4 Availability to give the time and effort required for board and committee meetings.

4017.2.5 Willingness to keep informed on library trends, developments and progress so that the program will constantly grow according to modern requirements.

4017.2.5 Willingness to present the library fiscal, building and program needs to appropriating bodies and the community.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Selection & Appointment of Library Trustees**
POLICY NUMBER: **4018**

4018.1 Elections are governed by Section 27601 of the California Education Code.

4018.1.1 Elections will be held biennially, in the even numbered years, at the General Election.

4018.1.2 The Trustees will hold office for a term of four (4) years beginning on the first Friday in December after their election, or in the case of names not appearing on the ballot, appointment by the Orange County Board of Supervisors.

4018.2 Vacancies of Unexpired Term – Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available in the Library Director's Office. The Library Board will screen all applications and notify the Orange County Board of Supervisors of the selected candidate. The new Trustee will take office following his/her appointment by the Orange County Board of Supervisors. (California Government Code 1780)

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Attendance at Meetings**
POLICY NUMBER: **4020**

4020.1 Members of the Board of Trustees will attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 A vacancy will occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Reimbursement of Expenses**
POLICY NUMBER: **4030**

4030.1 Members of the Board of Trustees will be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4090. Reimbursement for the cost of the use of a Trustee's vehicle will be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Board President**
POLICY NUMBER: **4040**

4040.1 The President of the Board of Trustees will serve as chairperson at all Board meetings. He/she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the President, the Secretary of the Board of Trustees will serve as chairperson over all meetings of the Board. If the President and Secretary of the Board are both absent, the remaining members present will select one of themselves to act as chairperson of the meeting.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Board Secretary**
POLICY NUMBER: **4045**

4040.1 The Secretary of the Board of Trustees will sign the Library Board Minutes and certify all resolutions, grant applications and other documents authorized by the Library Board.

4040.2 The Secretary of the Board of Trustees will serve as chairperson at all Board meetings in the absence of the President. He/she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

> **4040.2.1** If the President and Secretary of the Board are both absent, the remaining members present will select one of themselves to act as chairperson of the meeting.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Members of the Board of Trustees**
POLICY NUMBER: **4050**

4050.1 Trustees will thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from staff or exchanged between Trustees before meetings.

> **4050.1.1** Information that is exchanged before meetings will be distributed through the Library Director, and all Trustees will receive all information being distributed.

4050.2 Trustees will at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Trustees will defer to the chairperson for conduct of meetings of the Board, but will be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Trustees may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Trustees will abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Trustees should not abstain from the Board's decision-making responsibilities.

4050.6 Requests by individual Trustees for substantive information and/or research from District staff will be channeled through the Library Director.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Committees of the Board of Trustees**
POLICY NUMBER: **4060**

4060.1 The Board President will appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees will be outlined at the time of appointment, and the committee will be considered dissolved when its final report has been made.

> **4060.1.1** All meetings of ad hoc committees will conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Trustees.

4060.2 There are no standing committees of the Placentia Library District Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Basis of Authority**
POLICY NUMBER: **4070**

4070.1 The Board of Trustees is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act, or expenditure.

4070.2 Trustees do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Duties & Responsibilities of Library Trustees**
POLICY NUMBER: **4075**

4075.1 The duties and powers of boards of Library Trustees are set forth in the following sections of the Education Code of California: 19400-19532.

4075.2 The following duties and responsibilities are prescribed by law and may be delegated by the Trustees for implementation by the library director:

4075.2.1 The Board manages the affairs of the library district, enforcing all rules and regulations. (sec. 19645)

4075.2.2 The Board meets at least once each month, with special meetings subject to call by request of a majority of the Board's membership, or by the president of the Board. (sec. 19428)

4075.2.3 The Board keeps a record of its proceedings. (sec. 19425)

4075.2.4 The Board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties. (sec. 19460)

4075.2.5 The Board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as is necessary for library operations. (sec. 19461)

4075.2.6 The Board prescribes the duties and powers of the library director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the Board. (sec. 19462 & 19647)

4075.2.7 The Board purchases necessary library materials and other personal property. The Board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed. (sec. 19466)

4075.2.8 The Board delegates to the library director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year. (sec. 19468)

4075.2.9 The Board shall adopt an annual budget.

4075.2.10 The Board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.

4075.2.11 The Board shall designate the hours during which the library shall be open for the use of the public. (sec. 19469 & 19654)

4075.2.12 The Board may do and perform any and all other acts necessary and proper to implement the provisions of the Education Code relating to libraries and not previously identified.

4075.3 The closest cooperation and harmony should be maintained between the Library Board and the library director. Each should keep the other fully informed of major decisions and actions.

4075.4 As a body elected by the community, the Library Board maintains the ultimate authority for the Library:

4075.4.1 It informs itself about general library objectives and makes plans for the management of the library in the light of these objectives.

4075.4.2 It establishes policies and resolutions in regard to: (a) finances, including the acquisition of funds; (b) property; (c) library equipment and materials; (d) personnel; (e) services, including rules and regulations; and (f) public relations.

4075.4.3 It selects and appoints a qualified library director to serve as the manager and administrator of the library.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Rules for Library Trustees**
POLICY NUMBER: **4077**

4077.1 Each Trustee should attend Library Board meetings regularly and carry his/her full share of responsibility. (Govt. Code 1770.)

4077.2 All authority rests with a majority of the Board. It must never be assumed by the President or any other member or group of members.

4077.3 After a policy or regulation has been adopted by a majority vote of the Board, it should receive the unanimous support of all Trustees.

4077.4 The Board is responsible for adequate financial support of the Library and for economical and efficient use of funds.

4077.5 The Board should select a Library Director who will merit and receive the confidence of the Board as a satisfactory administrator of the Library.

4077.6 Directives and recommendations to the Library Director should emanate from a majority of the Board at a regular or duly called special meeting.

4077.7 The Library Director should attend Board meetings except when his/her own salary or other conditions of employment are being discussed.

4077.8 Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the Board. They should not be handled by individual Trustees.

4077.9 News releases and other releases of information should be made by the Library Director or a designated Board member.

4077.10 Confidential discussions of the board in executive session should be respected.

4077.11 All meetings of the board will be conducted under the laws pertaining to the Brown Act. (Govt. Code 54950 to 54961.)

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Membership in Associations**
POLICY NUMBER: **4080**

4080.1 The Board of Trustees will ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and will look upon such memberships as an opportunity for in-service training.

4080.2 The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Special Districts Association and will insure that annual dues are paid when due.

4080.3 The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Association of Library Trustees and Commissioners and will insure that annual dues are paid when due.

4080.4 The Board of Trustees will maintain membership for the Library Board President and the Library Director in the American Library Association and will insure that annual dues are paid when due.

4080.5 The Board of Trustees will participate in the Orange County Council of Governments and designate a Trustee to attend the monthly meetings.

4080.6 The Board of Trustees will participate in the Orange County Special Districts Selection Committee to elect Special representatives to the Orange County Local Area Formation Commission and its committees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Support Organizations**
POLICY NUMBER: **4085**

4085.1 The Friends of Placentia Library and the Placentia Library Foundation merged on November 13, 2007, to become the Placentia Library Friends Foundation (PLFF). The group helps to supplement the Library's revenue, public relations activities, programs, and volunteer recruitment.

4085.1.1 The organization is certified as a non-profit corporation by the California Secretary of State, and has been granted 501 (c) (3) status by the Internal Revenue Service. This means that donations to the organization are tax deductible.

4085.1.2 The organization is managed by a Board of Directors which is self-perpetuating and operates in close cooperation with, but administratively independent of, the Library Board of Trustees.

4085.1.3 The Library Director is an *ex officio* member of the Board of Directors.

4085.1.4 Placentia's public library is designated as the sole beneficiary of the activities of both of these organizations.

4085.1.5 The Library provides basic administrative support to the organization through the participation of the Library Director and Administrative Assistant.

4085.1.6 The Library Board of Trustees sends a representative to each Placentia Library Friends Foundation Board Meeting to encourage PLFF in its activities, and to keep an open channel of communication between the two boards.

4085.1.7 PLFF will designate a representative to attend and make a report at each Library Board of Trustees Regular Meeting.

4085.1.8 PLFF grants and gifts to the Library are coordinated through the Library Director.

MEMORANDUM OF AGREEMENT
Placentia Library Friends Foundation
Placentia Library District
November 13, 2007
Revised February 16, 2010

1. **Introduction.** The Placentia Library Friends Foundation (the "Friends") is a nonprofit organization, qualified under Section 501(c)(3) of the Internal Revenue Code. The Friends is governed by a Board of Directors elected by its members. As a volunteer organization, the Board of Directors is responsible to its members and donors who provide financial and in-kind resources for the Friends' programs in support of the Placentia Library District (the "Library").

The Friends recognizes that the Library is an independent district governed by a five member Library Board of Trustees whose members are elected in accordance with state statute.

2. **Mission/Purpose.** The vision of the Placentia Library District is to inspire exploration, open minds and bring people together. The purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community. To accomplish this goal, the Library will: Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use; provide outreach services to the community; provide a special collection to document and preserve Placentia's history and authors; and present programs and provide technology access to everyone in order to promote reading and lifelong learning.

The purpose of the Placentia Library Friends Foundation is to assist Placentia's public library through the enhancement of library programs, developing and managing capital and endowment projects, promoting volunteer programs, and providing educational and cultural opportunities for its membership and library users.

3. **Programs.** The Library owns its facilities and collections and is responsible for its operating budget and basic financial needs. The Friends through its members and donors, and in consultation with the Library Director and Trustees, underwrites specific programs which enhance the quality and effectiveness of the Library as well as promotes increased attendance and revenue. These programs may include, but are not limited to: capital projects and new construction; additions to collections; educational programs, public relations, marketing and advertising programs, community wide special events; and professional staff development.

4. **Fundraising.** The Friends develops and implements fundraising programs in concert with and subject to the approval of the Library Board of Trustees. To accomplish this, the Friends solicits and manages gifts for operations, endowments and special projects. With funds from membership dues as well as contributions from donors, the Friends provides substantial annual support for the Library.

5. **Friends' Responsibilities.** The Board of Directors is responsible for disbursing funds to the Library for the purchase of materials and support of programs. Written documentation will be maintained for each disbursement including, but not limited to, the date, the amount and the purpose of the disbursement and to whom paid. This documentation will be made available for review upon the request of the Library. In addition, an annual report will be provided to the Library that includes an itemization of funds received, disbursements made and a statement of assets on hand. The Library may examine the books and records of the Friends with respect to receipts and disbursements made on its behalf, upon reasonable notice during normal business hours. The Library Board of Trustees may request a formal audit of the Friends' accounts.

6. **Library's Responsibilities.** The Library staff and Trustees may develop and supervise projects funded by the Friends to ensure compliance with the Library's mission and purpose. Funds received from the Friends may be expended only for the purposes for which they are allocated to the Library. The Library will furnish the Friends with an annual report for all grants made to the Library by the Friends. The Friends may examine the books and records of the Library with respect to any funds transferred to the Library by the Friends upon reasonable notice during normal business hours. The Library also grants to the Friends the use of the Library's name and facilities for activities.

7. **Friends Board of Directors/Library Representations.** A member of the Placentia Library Trustees and the Director of the Library or designee, shall serve as voting, ex-officio members of the Friends Board of Directors.

8. **Relationship between the Library Director and the Friends.** The Friends will support efforts by the Library Director to fulfill the Library's mission. The Library Director will support and participate in Friends' activities and projects including special events, volunteer activities and fund raising. The Friends, Trustees and staff will work together in harmony to accomplish mutually established goals and objectives that benefit the Library.

9. **General.** The Friends and its Board of Directors have no right or authority to obligate the Library without its expressed consent. The Library Board of Trustees and its Library Director have no right or authority to bind or obligate the Friends without its expressed consent.

10. **Amendments.** This Memorandum may be amended, supplemented or terminated only by and with the consent in writing of all the parties.

WHEREFORE, the parties hereto have executed and delivered this Memorandum as of the date and year written.

PLACENTIA LIBRARY DISTRICT

By:_____
Its: Library Director

By:_____
Its: President, Board of Trustees

PLACENTIA LIBRARY FRIENDS FOUNDATION

By:_____
Its: President

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Training, Education, and Conferences**
POLICY NUMBER: **4090**

4090.1 Members of the Board of Trustees are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.2.1 The Administrative Assistant is responsible for making arrangements for Trustees for conference and registration expenses and for per diem. Per diem, when appropriate, will include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Trustees, or which are billed to the District by Trustees, will be submitted to the Administrative Assistant, together with validated receipts.

4090.2.2 Attendance by Trustees of seminars, workshops, courses, professional organization meetings, and conferences will be approved by the President of the Board of Trustees prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Trustees' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Library Director and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Trustees traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Trustee will not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Trustee will not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report will detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be available for the future use of other Trustees and staff.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorizations: How to be an Effective Board Member on January 22, 2013 in Fountain Valley, California.

DATE: December 17, 2012

BACKGROUND:

The "How to be an Effective Board Member" workshop will be held on January 22, 2013 in Fountain Valley, California. This is a workshop for newly and experienced special district officials. Cost is $225 per person.

Attachment A is additional information regarding the How to be an Effective Board Member workshop.

Fiscal Impact: $225 per person

RECOMMENDATIONS:

1) Determine which Library Board of Trustees would like to attend the How to be an Effective Board Member on January 22, 2013; and,

2) Determine if the Library Director needs to attend; and,

3) Authorize travel expenses for $225 per person for the How to Be an Effective Board Member on January 22, 2013 in Fountain Valley, California.

How to be an Effective Board Member

Back Register

An experienced or newly elected/appointed official should have a solid understanding of what the role entails as well as a complete understanding of the laws that must be followed. This training provides attendees with this valuable information and the tools they need to effectively govern and advocate on their district's behalf.

09:00 am - 04:00 pm (Lunch will be provided)

CSDA Member: $225, Non-Member: $375

Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a $25 processing fee. 08:30 am - 09:00 am Sign-in & Registration 09:00 am - 12:00 pm Workshop 12:00 pm - 01:00 pm Lunch (Provided) 01:00 pm - 04:00 pm Workshop

Start Date:	Tuesday, January 22, 2013
End Date:	Tuesday, January 22, 2013
Coordinators:	Sharon Foster, Professional Development Assistant - sharonf@csda.net
Address:	Municipal Water District of Orange County 18700 Ward Street Fountain Valley, CA 92728-0895

You must log on before continuing through the checkout process.

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