



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

Monday, October 21, 2013
6:30 p.m.
Community 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: *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at www.placentialibrary.org. A copy of the Agenda packet will be available for use during the Board Meetings.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

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

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 September 11, 2013 Work Session and Unusual Date Library Board of Trustees 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. FY2013-2014 Cash Flow Analysis through September 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for September 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for September 2013. (Receive & File)
15. Acquisitions Report for September 2013. (Receive & File)
16. Entrepreneurial Activities Report for September 2013. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for September 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for September 2013. (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 September 2013.
21. Children's Services Report for September 2013.
22. Adult Services Report for September 2013.
23. Placentia Library Web Site & Technology Report for September 2013.

PRESENTATIONS

24. President Shkoler will present the Employee of the Quarter Award.

OLD BUSINESS

25. Award bid to BHI Management Consulting to provide strategic planning consultation services to the Placentia Library District.

NEW BUSINESS

26. Authorize waiving of advertisement fee to the Placentia Police Department in exchange for the waiving of the fingerprinting fee (\$20.00) for up to 50 applicants.
27. Authorize Librarian I, Teen Services, to attend the Public Library Association Conference in Indianapolis, IN on March 11-15, 2014.
Fiscal Impact: \$3,000
28. Authorize the Library Director to attend the Special District Leadership Academy Conference in Napa Valley on November 17-20, 2013.
Fiscal Impact: \$1,500
29. Approve a request from the Placentia Historical Committee to name a bookcase in the Placentia History Room in memory of Marie Schmidt.

30. Authorize funding for the Staff Appreciation & Recognition Dinner.
Fiscal Impact: \$700

DISCUSSION ITEMS

31. Discuss new library hours for Fiscal Year 2014-2015.
32. Discuss the use of personal heaters and the possible need for a Policy.
33. Discuss staff's request for use of library properties.
34. Library staff will provide information on new library programs.
35. Discuss the possibility of a new sound system for the community meeting room.

ADJOURNMENT

36. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, November 18 2013 unless re-scheduled by the Library Board of Trustees.
37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
38. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the October 21, 2013 Unusual Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 14, 2013.



Yesenia Baltierra, Business Manager

MINUTES
PLACENTIA LIBRARY DISTRICT
CLOSED AND WORK SESSION MEETING OF THE BOARD OF TRUSTEES
September 11, 2013

CALL TO ORDER President Shkoler called the Closed and Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 11, 2013 at 5:41 P.M.

ROLL CALL
Members Present: President Al Shkoler, Secretary Gayle Carline, Trustee JoAnne Martin, Trustee Richard DeVecchio, Trustee Elizabeth Minter

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Lori Worden, Nadia Dallstream, and Fernando Maldonado.

ADOPTION OF AGENDA It was moved by Secretary Carline and seconded by Trustee Minter to adopt the agenda as presented: (Item 3)

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

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

DISCUSSION Adjourned open session and entered closed session at 5:42 P.M (Item 5)

The Closed and Work Session Meeting of the Board of Trustees of the Placentia Library District on September 11, 2013 adjourned at 6:30 P.M. due to lack of time. Work Session Items to be discussed at the Regular Board Meeting scheduled on September 11, 2013 at 6:30 P.M.

ADJOURNMENT
The next meeting will be on October 21, 2013.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 11, 2013

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 11, 2013 at 6:33 p.m.

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

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Fernando Maldonado, Lori Worden, Nadia Dallstream; guests Veronica Martinez, Dennis Yu, Ahmed Khatib from PARS, Sam Escamilla from Click Consulting.

ADOPTION OF AGENDA

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

AYES: Shkoler, DeVecchio, Martin, Carline, Minter

NOES: None

ABSTAIN: None

ABSENT: None

ORAL COMMUNICATION

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

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler reported that he attended the re-dedication of the meeting room. He also attended the Oversight Board Meeting. (Item 5)

Trustee Martin reported she attended the State of the City Luncheon, PLFF Annual Meeting, the re-dedication of the meeting room and the Summer Reading Celebration.

Secretary Carline reported she attended the Summer Reading Celebration. She also attended the re-dedication of the meeting room and the PLFF Board Meeting.

Trustee Minter reported she attended the re-dedication of the meeting room and had lunch with PLFF President JoAnn Sowards.

Trustee DeVecchio reported that he attended the Summer Reading Celebration. He also attended the re-dedication of the meeting room. (Item 6)

**PLACENTIA LIBRARY
FRIENDS
FOUNDATION
REPORT**

The PLFF report from Board Member Leonard Rich reported that the PLFF is getting ready for the Jewel Reception, which will be held October 18, 2013, and next year's Author's Luncheon. In addition, he mentioned that even after the donation for remodel of the meeting room PLFF is in good standing financially. (Item 7)

**CONSENT
CALENDAR**

It was moved by Secretary Carline and seconded by Trustee DeVecchio to approve Agenda Items 8-23:

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

Minutes of the July 15, 2013 and July 25, 2013 Library Board of Trustees Meeting (Item 8)

CLAIMS

Nonstandard Claims in excess of \$300 (Item 9)

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

Current Claims and Payroll (Item 11)

**TREASURER'S
REPORT**

FY2012-2013 Cash Flow Analysis through August 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor (Item 12)

Financial Reports for July and August 2013 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for July and August 2013 (Item 14)

Acquisitions Report for July and August 2013 (Item 15)

Entrepreneurial Activities Report for July and August 2013 (Item 16)

**GENERAL CONSENT
REPORTS**

Personnel Report for July and August 2013 (Item 17)

Circulation Report for July and August 2013 (Item 18)

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

STAFF REPORTS

Library Director's Report for July and August 2013 (Item 20)

Children's Services Report for July and August 2013 (Item 21)

Adult Services Report for July and August 2013 (Item 22)

Web Site & Technology Report for July and August 2013 (Item 23)

PRESENTATIONS

President Shkoler introduced the representatives from Public Agency Retirement Services (PARS). Dennis Yu, Vice President, provided a packet summary of the current plans the District has with PARS. Mr. Yu mentioned the plan continues to have the same parameters as when it was first established in July 2008. The only change has been the percentage the District contributes per employee. Mr. Yu mentioned the plan is a 401 (a) Defined Contribution Plan, funds are fully funded. In addition, Mr. Ahmed Khatib, Senior Portfolio Manager provided a summary of the Districts investment selections, Balanced/Moderately Aggressive HighMark Plus. Mr. Khatib also mentioned the investments are reviewed quarterly by the Investment Committee. Changes in the investments are made as needed and as recommended by the committee keeping the best interests of the District in mind. (Item 24)

President Shkoler introduced Sam Escamilla from Click Consulting. Mr. Escamilla provided the Board of Trustees with updates on the changes in equipment that took place within the last month. The equipment purchases the Board of Trustees approved have been installed and are currently working with no problems. Firewalls have been installed and filtered systems have been implemented to provide a controlled environment. In addition, the broadband has increased and the speed connection has improved. Mr. Escamilla also mentioned system is being backed up every night; this includes staff computers. President Shkoler asked what the recommendation from Click was on the next step the District should take. Mr. Escamilla mentioned to review the replacement cycle on the computers, since many of the computers are running very slow. Mr. Escamilla will provide quote on the replacement of virtual computers. Business Manager Baltierra added that she has been working with the website consultant to transfer website hosting over to Click Consulting. (Item 25)

**CLOSED SESSION
REPORT**

President Shkoler reported on actions taken by the Library Board of Trustees during the Closed Session. He stated the Board of Trustees approved the Library Director's base salary to \$125,000 per year, effective September 1, 2013. (Item 26)

OLD BUSINESS

It was moved by Trustee DeVecchio and seconded by Trustee Minter to approve Agenda Item 26:

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

Library Director Contreras reported that the District only received one bid for the fascia wood improvement project. The company that provided the bid was the same company that completed the same type of project for the City of Placentia. The Library Director recommended that the Board of Trustees award the bid to Omar Taha Construction for an amount not to exceed \$15,148. Trustee Minter asked if the color of the fascia wood could be different from the existing color. It was decided by the Board of Trustees to paint fascia wood off white. (Item 27)

It was moved by Trustee Martin and seconded by Trustee DeVecchio to approve Agenda Item 27:

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

NEW BUSINESS

Library Director Contreras presented three bids submitted for a Strategic Planning Consultant for Placentia Library District. She mentioned the firms provided had similar experience/knowledge, the price ranged from \$26,570-\$41,370. It was also mentioned that travel expenses were not included; this could add more to the cost depending on how much travel is needed to be done by the consultant. Staff spoke with the consultants' references; references had positive remarks about the services they received from these firms. Library Director Contreras mentioned that she would recommend BHI Management Consulting, due to their experience with Special Districts and his experience with government work, as he is the Mayor of Traci. Trustee Minter suggested that the consultant selected work with Cal State Fullerton or USC to provide assistance with the community survey component of the strategic plan. The Board of Trustees requested that the Library Director discuss the details with BHI Management Consulting and provide their response at the next meeting. (Item 28)

Library Director Contreras requested authorization from the Board of Trustees to allow six staff members to attend the California Library Association (CLA) conference in Long Beach, CA from November 3-5, 2013. Library Director Contreras mentioned she offered staff to attend the Public Library Association Conference; only one staff was

interested in attending. Staff interested in attending CLA included Yesenia Baltierra, Venessa Faber, Wendy Townsend, Brenda Ramirez, Katie Matas and Jeannie Killianey. (Item 29)

It was moved by Secretary Carline and seconded by Trustee Minter to approve Agenda Item 29.

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

Business Manager Baltierra requested amendment of Resolution 14-01 due to the County of Orange Auditor Controller's Office request to include budget numbers based on their fund balances. Changes to the budget are only reflected for FY 13-14; the Board was advised that due to the new budget cycle this item would be presented again next year to reflect changes for FY 14-15. (Agenda Item 30)

It was moved by Trustee Minter and seconded by Secretary Carline to read Amended Resolution by title only.

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

It was moved by Trustee Martin and seconded by Trustee Minter to adopt Amended Resolution 14-01 by roll call vote.

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

Library Director Contreras provided recommendation that the job description for the Library Aide include "Serves as a United States Passport Application Acceptance Agent." She mentioned this would not be their primary responsibilities; Library Aides would only assist as agents when needed. Trustee Martin mentioned job description would also include requirement to be a U.S. Citizen, as required by Passport Services. (Agenda Item 31)

It was moved by Secretary Carline and seconded by Trustee Martin to approve Agenda Item 31.

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

ADJOURNMENT

ABSTAIN: None

ABSENT: None

The Regular Meeting of the Board of Trustees of the Placentia Library District on September 11, 2013 adjourned at 7:53 p.m.

The next meeting will be on October 21, 2013 at 6:30 P.M.

Al Shkoler
President
Library Board of Trustees

Gayle Carline
Secretary
Library Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims for September 2013
DATE: October 21, 2013

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: October 21, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	09/25/13	5683	\$15,183.09
FUND 707	10/14/13	5688	\$11,038.72
FUND 707	10/14/13	5689	\$16,715.03
TOTAL			\$42,936.84



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: October 21, 2013

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	10/21/13	5684	\$3,611.16
707	10/21/13	5685	\$2,199.95
707	10/21/13	5686	\$1,543.16
707	10/21/13	5687	\$4,374.55

*Subtotal for Claims**\$11,728.82***Payroll**

On Demand Wire	10/21/13	85	\$40,000.00
On Demand Wire	10/21/13	86	\$40,000.00
On Demand Wire	10/21/13	87	\$40,000.00

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

**TOTAL CURRENT
CLAIMS & PAYROLL**

\$131,728.82

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/21/13
REPORT NO: 5684

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	8/20/13	2400	0760		\$20.44		
	4010610352	8/20/13	2400	0760	\$15.15		
	4010610355	8/20/13	2400	0760	\$185.63		
	4010610356	8/20/13	2400	0760	\$170.35		
	4010610357	8/20/13	2400	0760	\$82.79		
	4010610358	8/20/13	2400	0760	\$607.50		
	4010610359	8/20/13	2400	0760	\$250.19		
	4010615024	8/28/13	2400	0760	\$13.88		
	4010616657	8/28/13	2400	0760	\$14.52		
	4010616658	8/28/13	2400	0760	\$126.26		
	4010616659	8/28/13	2400	0760	\$50.42		
	4010616660	8/28/13	2400	0760	\$109.56		
	4010616661	8/28/13	2400	0760	\$35.36		
	4010616662	8/28/13	2400	0760	\$676.35		
	4010616663	8/29/13	2400	0760	\$95.69		
	4010615102	8/29/13	2400	0760	\$143.51		
	4010615105	8/29/13	2400	0760	\$29.04		
	4010615106	8/29/13	2400	0760	\$297.30		
	4010615107	8/29/13	2400	0760	\$23.36		
	4010615108	8/29/13	2400	0760	\$21.16		
4010615109	8/29/13	2400	0760	\$408.43			
4010615110	8/29/13	2400	0760	\$234.27			
4010615111							
TOTAL REMITTANCE:					\$3,611.16		
The claims listed above (totaling \$3,611.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/21/13
REPORT NO: 5685

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	8/29/13	2400	0760		\$502.65			
	4010615112	8/29/13	2400	0760	\$30.87			
	4010615113	9/3/13	2400	0760	\$42.21			
	4010626521	9/5/13	2400	0760	\$22.11			
	4010622755	9/6/13	2400	0760	\$31.45			
	4010622209	9/6/13	2400	0760	\$53.03			
	4010622210	9/6/13	2400	0760	\$35.87			
	4010622211	9/6/13	2400	0760	\$76.44			
	4010622212	9/6/13	2400	0760	\$19.00			
	4010622213	9/6/13	2400	0760	\$71.76			
	4010622214	9/6/13	2400	0760	\$20.11			
	4010622215	9/6/13	2400	0760	\$106.47			
	4010622216	9/6/13	2400	0760	\$17.93			
	4010622217	9/6/13	2400	0760	\$361.76			
	4010622218	9/6/13	2400	0760	\$19.57			
	4010622219	9/6/13	2400	0760	\$39.08			
	4010622220	9/6/13	2400	0760	\$70.33			
	4010622221	9/6/13	2400	0760	\$28.80			
	4010622222	9/6/13	2400	0760	\$127.49			
	4010622223	9/6/13	2400	0760	\$89.94			
4010622224	9/6/13	2400	0760	\$41.30				
4010622225	9/6/13	2400	0760	\$391.78				
4010622226								
TOTAL REMITTANCE:					\$2,199.95			
The claims listed above \$2,177.28 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/21/13
REPORT NO: 5686

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	9/6/13	2400	0760		\$53.71			
	4010622227	9/6/13	2400	0760	\$10.82			
	4010622228	9/6/13	2400	0760	\$128.52			
	4010631156	9/11/13	2400	0760	\$58.29			
	4010629107	9/11/13	2400	0760	\$25.54			
	4010629108	9/11/13	2400	0760	\$27.78			
	4010629109	9/11/13	2400	0760	\$39.89			
	4010629110	9/11/13	2400	0760	\$20.86			
	4010629111	9/11/13	2400	0760	\$13.25			
	4010629112	9/11/13	2400	0760	\$391.39			
	4010629113	9/11/13	2400	0760	\$21.45			
	4010629114	9/11/13	2400	0760	\$31.03			
	4010629115	9/11/13	2400	0760	\$25.86			
	4010629116	9/11/13	2400	0760	\$15.15			
	4010629117	9/11/13	2400	0760	\$15.07			
	4010629118	9/12/13	2400	0760	\$374.78			
	4010637630	9/17/13	2400	0760	\$126.55			
	4010636250	9/18/13	2400	0760	\$86.69			
	4010642499	8/23/13	2400	0760	\$10.80			
	0000056183				\$1,477.43			
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	8/26/13	2400	0760	\$39.64				
2000009647	8/27/13	2400	0760	\$26.09				
2000009646				\$65.73				
TOTAL REMITTANCE:					\$1,543.16			
The claims listed above \$1,543.16 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/21/13
REPORT NO: 5687

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	8/30/13		2400	0706	\$46.09		
		91230419					
	8/30/13		2400	0706	\$36.09		
		91232132					
	9/3/13		2400	0706	\$145.45		
		91233668					
	9/9/13		2400	0706	\$148.27		
		91239755					
	9/11/13		2400	0706	\$20.24		
		91253194					
	9/13/13		2400	0706	\$34.64		
		91260169					
	9/19/13		2400	0706	\$122.27		
		91274380					
	9/25/13		2400	0706	\$19.64		
		91288937					
	9/25/13		2400	0706	\$106.04		
	91288936						
9/26/13		2400	0706	\$95.98			
	91291619						
10/2/13		2400	0706	\$44.88			
	91307177						
10/2/13		2400	0706	\$14.64			
	91307178						
10/3/13		2400	0706	\$174.36			
	91310576						
10/3/13		2400	0706	\$19.64			
	91310577						
VC-4218-4	9/25/13		2400	0706	\$341.34		
Baker & Taylor Books		4010640452					
PO Box 277930	9/25/13		2400	0706	\$186.07		
Atlanta GA 30384-7930		4010640453					
	9/25/13		2400	0706	\$35.16		
		4010640454					
	9/25/13		2400	0706	\$1,835.92		
		4010640455					
	9/25/13		2400	0706	\$15.73		
		4010640456					
	9/25/13		2400	0706	\$139.81		
		4010640457					
	9/25/13		2400	0706	\$775.27		
		4010640458					
	9/25/13		2400	0706	\$17.02		
		4010640468					
TOTAL REMITTANCE:					\$4,374.55		
The claims listed above \$4,160.15 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:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/21/13
REPORT NO: 85

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*10-23-13 Payroll #08 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/21/13
REPORT NO: 86

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*11-04-13 Payroll #09 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/21/13
REPORT NO: 87

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*11-18-13 Payroll #10 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

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: October 21, 2013

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through September 2013 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: October 21, 2013

Summary of Cash and Investments as of September 30, 2013

Cash with Orange County Treasurer Fund 707	1,098,593.91
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	95,712.60
General Fund Savings – Bank of the West	477,553.98
Payroll Checking – Wells Fargo Bank	123,714.70
Total Cash and Investments	\$2,584,783.59

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

Jeanette Contreras
Library Director



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PLACENTIA L...ARY DISTRICT
YTD REVENUE REPORT
August 31, 2013

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,833,161	34,813	1,798,348	1.9%
6220		Property Taxes - Current Unsecured	78,317	-	78,317	0.0%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	-	3,947	0.0%
6280		Property Taxes - Curr Supplemental	25,094	9,199	15,895	36.7%
6290		Other Taxes	0	-	-	100.0%
6300		Property Taxes - Prior Supplemental	0	639	(639)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,652	313	1,339	19.0%
		Sub Total	1,942,171	44,964		
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	0	735	(735)	100.0%
		Sub Total	0	735		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	17,243	-	17,243	0.0%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total	17,243	-		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	45,000	6,553	38,447	14.6%
		Passport/Photos	70,000	16,409	53,591	23.4%
		Meeting Room Fees	8,000	385	7,615	4.8%
		DVD Rentals	6,000	1,438	4,562	24.0%
		Test Proctor	4,000	1,450	2,550	36.3%
		Sub Total	133,000	26,235		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual	2,092,414	71,935		
		FY 12/13 Funds Available	40,000	40,000		
TOTAL REVENUES FY 12/13:			2,132,414	111,935	2,020,479	5.2%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

August 31, 2013

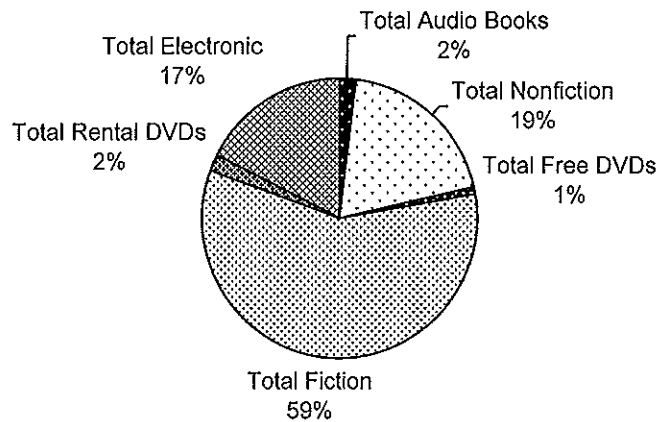
17% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,107,523	190,296	0.17	\$917,227
0200	Retirement	41,644	1,409	0.03	\$40,235
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	42,484	0.22	\$148,409
0306-0770	Employee Assistance Program	715	116	0.16	\$599
0308	Dental Insurance	15,917	2,536	0.16	\$13,381
0309	Life Insurance	7,568	1,201	0.16	\$6,367
0310	AD & D Insurance	4,008	656	0.16	\$3,352
0319	Vision Insurance	2,574	428	0.17	\$2,146
0350	Workers' Compensation Insurance	10,000	2,150	0.22	\$7,850
	TOTAL	\$1,389,842	\$241,276	0.17	\$1,148,566
SERVICES & SUPPLIES					
0700	Communications	25,000	1,844	0.07	\$23,156
0900	Food	2,000	30	0.01	\$1,970
1000	Household Expenses	12,000	1,573	0.13	\$10,427
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	6,991	0.28	\$18,009
1400	Maintenance, Buildings & Improvements	48,500	10,334	0.21	\$38,166
1600	Memberships	12,000	360	0.03	\$11,640
1700	Miscellaneous Expense	500	0	0.00	\$500
1800	Office Expenses	36,872	2,317	0.06	\$34,555
1803	Postage	5,500	3,881	0.71	\$1,619
1900	Prof./Specialized Services	133,700	15,093	0.11	\$118,607
1912	Investment Administrative Fees	1,500	137	0.09	\$1,363
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	0	0.00	\$1,000
2200	Rents & Leases - Buildings & Improvements	15,000	7,045	0.47	\$7,955
2400	Books/Library Materials	162,000	10,302	0.06	\$151,698
2600	Transportation & Travel	2,000	1,979	0.99	\$21
2700	Meetings	25,500	1,102	0.04	\$24,398
2800	Utilities	73,500	12,207	0.17	\$61,293
	TOTAL	\$594,072	\$86,316	0.15	\$507,756
OTHER CHARGES					
3700	Taxes and Assessments	\$8,500	\$419	0.05	\$8,081
	OPERATING EXPENSES	\$1,992,414	\$328,011	0.16	\$1,664,403
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$55,000	\$1,351	0.02	\$53,649
4200	Structures/Improvements	85,000	\$77,373	0.91	\$7,627
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$140,000	\$78,724	0.56	\$61,276
TOTAL BUDGET (Fund 707)					
		\$2,132,414	\$406,735	0.19	\$1,725,679
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

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

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$23,975	1010	1180
Total Non-Fiction	\$7,908	354	496
Total Electronic	\$7,154	31	30
Total Audio Books	\$856	20	20
Total Free DVDs	\$419	11	23
Total Rental DVDs	\$819	33	33
TOTAL MATERIALS	\$41,131	1459	1782



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

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

Prepared by Katie Matias, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$14,070	373	388	\$6,278	6	17	\$20,348	379	405	\$9	1	1	\$20,357	380	406
California Adult Fiction	\$0	0	0	\$279	10	10	\$279	10	10	\$0	0	0	\$279	10	10
Total Adult Fiction	\$14,070	373	388	\$6,557	16	27	\$20,627	389	415	\$9	1	1	\$20,636	390	416
Adult Non-Fiction	\$5,151	234	235	\$314	14	14	\$5,465	248	249	\$219	8	8	\$5,684	256	257
Adult Reference	\$166	4	4	\$0	0	0	\$166	4	4	\$875	12	12	\$1,041	16	16
Adult magazines	\$140	1	132	\$0	0	0	\$140	1	132	\$0	0	0	\$140	1	132
California Adult Non-Fiction	\$0	0	0	\$1,560	72	72	\$1,560	72	72	\$0	0	0	\$1,560	72	72
Total Adult Non-Fiction	\$5,457	239	371	\$1,874	86	86	\$7,331	325	457	\$1,094	20	20	\$8,425	345	477
TOTAL ADULT PRINT MATERIALS	\$19,527	612	759	\$8,431	102	113	\$27,958	714	872	\$1,103	21	21	\$29,061	735	893
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$128	14	14	\$128	14	14
Adult Audio Books	\$856	20	20	\$339	8	8	\$1,195	28	28	\$0	0	0	\$1,195	28	28
Adult Free DVDs	\$329	7	19	\$0	0	0	\$329	7	19	\$0	0	0	\$329	7	19
Adult Rental DVDs	\$684	27	27	\$151	7	7	\$835	34	34	\$35	3	3	\$870	37	37
TOTAL ADULT NON-PRINT MATERIALS	\$1,869	54	66	\$490	15	15	\$2,559	69	81	\$163	17	17	\$2,522	86	98
TOTAL ADULT MATERIALS	\$21,396	666	825	\$8,921	117	128	\$30,317	783	953	\$1,266	38	38	\$31,583	821	991
Juvenile Fiction	\$6,337	361	513	\$0	0	0	\$6,337	361	513	\$985	127	127	\$7,322	488	640
California Juvenile Fiction	\$0	0	0	\$459	27	27	\$459	27	27	\$0	0	0	\$459	27	27
Young Adult Fiction	\$3,568	276	279	\$0	0	0	\$3,568	276	279	\$137	20	20	\$3,705	296	299
California Young Adult Fiction	\$0	0	0	\$109	6	7	\$109	6	7	\$0	0	0	\$109	6	7
Total Juvenile Fiction	\$9,905	637	792	\$568	33	34	\$10,473	670	826	\$1,122	147	147	\$11,595	817	973
Juvenile Non-Fiction	\$2,263	104	108	\$0	0	0	\$2,263	104	108	\$98	7	7	\$2,351	111	115
California Juvenile Non-Fiction	\$0	0	0	\$396	15	16	\$396	15	16	\$0	0	0	\$396	15	16
Young Adult Non-Fiction	\$198	11	11	\$0	0	0	\$198	11	11	\$49	3	3	\$247	14	14
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$36	3	3	\$36	3	3
Juvenile Magazines	\$0	0	6	\$0	0	0	\$0	0	6	\$0	0	0	\$0	0	6
Total Juvenile Non-Fiction	\$2,451	115	125	\$396	15	16	\$2,847	130	141	\$183	13	13	\$3,030	143	154
TOTAL JUVENILE PRINT MATERIALS	\$12,356	752	917	\$964	48	50	\$13,320	800	967	\$1,305	160	160	\$14,625	960	1,127
Juvenile Music CDs	\$211	9	11	\$0	0	0	\$211	9	11	\$0	0	0	\$211	9	11
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Free DVDs	\$90	4	4	\$0	0	0	\$90	4	4	\$0	0	0	\$90	4	4
Juvenile Rental DVDs	\$135	6	6	\$0	0	0	\$135	6	6	\$0	0	0	\$135	6	6
TOTAL JUVENILE NON-PRINT MATERIALS	\$436	19	21	\$0	0	0	\$436	19	21	\$0	0	0	\$436	19	21
TOTAL JUVENILE MATERIALS	\$12,792	771	938	\$964	48	50	\$13,756	819	988	\$1,305	160	160	\$15,061	979	1,148
On-line databases	\$7,154	1	0	\$0	0	0	\$7,154	1	0	\$0	0	0	\$7,154	1	0
E-books	\$0	30	30	\$0	0	0	\$0	30	30	\$0	0	0	\$0	30	30
E-music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$7,154	31	30	\$0	0	0	\$7,154	31	30	\$0	0	0	\$7,154	31	30
Total Fiction	\$23,975	1010	1180	\$7,125	49	51	\$31,100	1059	1241	\$1,131	148	148	\$32,231	1207	1389
Total Non-Fiction	\$7,908	354	496	\$2,270	101	102	\$10,178	455	598	\$1,277	33	33	\$11,455	488	631
Total Electronic	\$7,154	31	30	\$0	0	0	\$7,154	31	30	\$0	0	0	\$7,154	31	30
Total Audio Books	\$856	20	20	\$338	8	8	\$1,195	28	28	\$0	0	0	\$1,195	28	28
Total Free DVDs	\$419	11	23	\$0	0	0	\$419	11	23	\$0	0	0	\$419	11	23
Total Rental DVDs	\$819	33	33	\$151	7	7	\$970	40	40	\$35	3	3	\$1,005	43	43
TOTAL MATERIALS	\$41,131	1459	1762	\$9,885	165	178	\$51,016	1,624	1,960	\$2,443	184	184	\$53,459	1,808	2,144

Outstanding Orders as of September 2013

General Fund \$15,655
 Adopt-a-book \$90
 TOTAL \$15,745

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for September 2013

DATE: October 21, 2013

Net Revenue Summary for September 2013

			YTD	YTD
	Sep-13	Sep-12	2013-2014	2012-2013
Passport	5,550.00	5,025.00	19,175.00	16,675.00
Passport Photos	1,236.00	1,247.00	4,020.00	4,199.00
Test Proctor	600.00	150.00	2,050.00	1,800.00
Meeting Room	145.00	570.00	530.00	1,030.00
DVD Rentals	447.00	510.00	1,885.00	1,703.60
Total	7,978.00	7,502.00	27,660.00	25,407.60



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for September 2013
DATE: October 21, 2013

			YTD	YTD
	Sep-13	Sep-12	2013-2014	2012-2013
Separation	0	1	0	1
Retirement	0	0	0	0
Appointments	0	0	1	0
Open Positions	1	1	1	1
Workers' Compensation Leave	1	0	1	0
Total	2	2	3	2

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Clerk-15 hours

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: October 21, 2013

MONTHLY STATISTICS

September 2013

<u>CIRCULATION</u>	Sep-13	Sep-12	Y-T-D	Y-T-D	Y-T-D
			2013-14	2012-13	% change
New Patron Registrations	357	333	1,091	1,002	8.9%
Total Circulation	16,842	15,944	58,462	55,369	5.3%
Total Active Borrowers*	8,097	8,720			
Attendance	22,030	23,002	66,415	70,106	-5.3%
Registered Card Holders*	29,601	31,411			
Adult Fiction	2,738	2,801	9,299	9,322	-0.2%
Adult Nonfiction	1,759	1,628	6,033	5,848	3.2%
Adult Magazines	214	246	663	780	-15.0%
Adult Music CDs	159	160	518	546	-5.1%
Adult Audio Books	626	525	1,979	1,617	22.4%
Adult Free DVDs	314	291	842	1,032	-18.4%
Adult Rental DVDs	329	433	1,365	1,341	1.8%
Overdrive E-Books	496	247	1,503	685	119.4%
Overdrive Audio Books	208	90	653	254	157.1%
JV Fiction	7,060	6,333	24,295	21,833	11.3%
YA Fiction	1,061	1,152	4,415	4,567	-3.3%
JV Nonfiction	1,234	937	4,040	3,429	17.8%
YA Nonfiction	93	74	310	237	30.8%
JV Magazines	12	9	24	34	-29.4%
JV Music CDs	17	21	72	100	-28.0%
JV Audio Books	46	52	157	120	30.8%
JV Free DVDs	593	611	2,397	2,267	5.7%
JV Rental DVDs	171	165	703	714	-1.5%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,059	540	593	591	805	3,588
10:00		826	823	328	400	582	2,959
11:00		576	505	495	530	588	2,694
12:00		530	677	371	495	733	2,806
1:00	1,031	478	427	406	427	707	3,476
2:00	1,189	403	580	581	608	634	3,995
3:00	1,016	680	573	589	489	639	3,986
4:00	1,022	736	711	1,093	1,212	584	5,358
5:00		996	1,155	997	1,023		4,171
6:00		1,283	466	1,178	1,112		4,039
7:00		1,034	1,078	796	1,138		4,046
8:00		913	556	765	708		2,942
Total/Day	4,258	9,514	8,091	8,192	8,733	5,272	44,060
					* Grand Total		22,030

*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		0	0	0	0	11	11
10:00		0	3	1	1	14	19
11:00		0	3	1	1	13	18
12:00		0	2	5	3	16	26
1:00	18	2	2	1	3	14	40
2:00	15	3	3	0	3	7	31
3:00	14	2	4	1	4	5	30
4:00	3	3	5	0	3	4	18
5:00		4	1	0	2		7
6:00		2	3	1	1		7
7:00		5	2	6	0		13
8:00		1	1	0	0		2
Total/Day	50	22	29	16	21	84	222
							Grand Total

STAFF ACTIVITY

September 03, 2013- Staff organized the meeting room for Pre-School story time.
September 05, 2013- Staff organized the meeting room for Lap-Sit story time.
September 05, 2013- Staff organized the meeting room for P-Tac.
September 08, 2013- Staff helped with Friends monthly book sale.
September 10, 2013- Fernando participated in Supervisors meeting.
September 10, 2013- Staff organized the meeting room for Pre-School story time.
September 11, 2013- Staff organized the meeting room for Cops story time.
September 11, 2013- Fernando attended board meeting.
September 12, 2013- Staff organized the meeting room for Lap-Sit story time.
September 12, 2013- Liz, Estella, Beatrice, and Fernando attended all staff meeting.
September 17, 2013- Staff organized the meeting room for Pre-School story time.
September 17, 2013- Laura D., Victor and Beatrice attended Circulation department meeting.
September 19, 2013- Staff organized the meeting room for RADD story time.
September 19, 2013- Staff organized the meeting room for P-Tac.
September 19, 2013- Staff organized the meeting room for Lap-Sit story time.
September 21, 2013- Staff organized the meeting room for Super Star story time.
September 24, 2013- Staff organized the meeting room for Pre-School story time.
September 24, 2013- Fernando participated in Supervisors meeting.
September 26, 2013- Staff organized the meeting room for Lap-Sit story time.
September 30, 2013- Staff organized the meeting room for Click program.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Circulation continues to work on a passport marketing campaign.
Fernando continues to train staff after re-delegating department tasks.
Estella assisted Administration until September 30, 2013.

NEW PROJECTS AND ACTIVITIES

Fernando will train Laura C. about book mending procedures.
Fernando will train Laura D. on the outside marquee.
Fernando will begin training for all staff re-assignments.
Fernando will begin recruitment for Library Clerk 15 hour.



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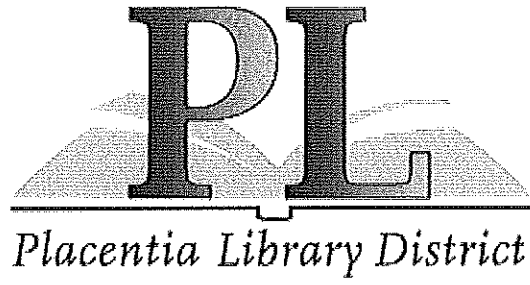
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices, September 2013
DATE: October 21, 2013

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA.			IRRIGATION	
		EDISON	TURF	GROUNDS	CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct						\$0.00
13-Nov						\$0.00
13-Dec						\$0.00
14-Jan						\$0.00
14-Feb						\$0.00
14-Mar						\$0.00
14-Apr						\$0.00
14-May						\$0.00
14-Jun						\$0.00
	TOTAL	\$ 14,504.84	\$ 2,904.98	\$ 142.50	\$ -	\$ 17,552.32
	AVG	7,252.42	1452.49	71.25	0.00	8,776.16

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Library Director's Report for September 2013**

DATE: October 21, 2013

Accomplishments

- Conducted a presentation on online resources available to students and teachers at the Placentia Yorba Linda Unified School District (PYLUSD) Principal meeting.
- Met with a Library Intern to discuss a possible grant opportunity for the District.
- Met with Police Chief Hicks to discuss the Live Scan process.
- Secured the service of a temporary employee for the Administrative Assistant position.
- Met with Marriott Fullerton Catering Manager to finalize the details for the Staff Appreciation and Recognition Dinner.
- Met with Mr. Jeff Tamkin from The Tamkin Companies to inquire about financing of construction projects.

Meetings

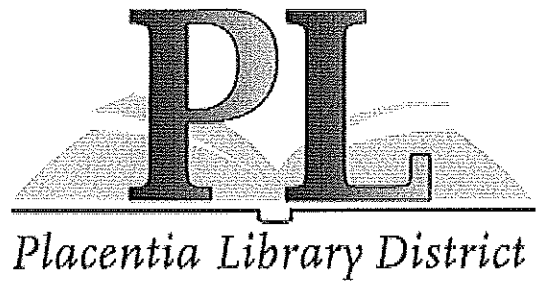
- Library Board of Trustees Meeting – September 9th & 11th
- Supervisor's Meetings – September 10th & 24th
- Meetings with Individual Supervisors – September 5th, 11th,
- Staff Meeting – September 12th
- Monday Huddles – September 2nd, 9th, 23rd & 30th
- Staff Appreciation & Recognition Committee – September 4th,
- Orange County Library Director Meeting – August 22nd
- City Administrative Services Director – July 30th & August 1st & 13th
- Interact / Rotaract – September 4th, 11th & 23rd

Conference/Training/Worshops

- California Special District Association (CSDA) Conference – September 15th – 19th

Community Events / Functions

- Community Meeting Room Dedication – September 5th
- Placentia Yorba Linda Hospital Emergency Room Dedication – September 12th
- Farewell Reception for Newport Beach Library Director – September 23rd



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Lori Worden, Children’s Services Supervisor

SUBJECT: Children’s Services Monthly Activity Report for September 2013

DATE: October 21, 2013

MONTHLY STATISTICS

Childrens Desk Activity

	September 2013	September 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	35	38	122	96	27.08%
In person reference/research:	823	812	2465	2252	9.46%
Total Reference	858	850	2587	2348	10.18%
Total Number of Programs	36	43	87	90	-3.33%
Total Programs Attendance	1045	1093	5156	5147	0.17%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMBER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	39
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	22
Preschool Story Times I & II: 3-6 years	8	165
C.O.P.S.	1	30
Pocket Tales: Stories, music, and movement.	1	112
Lap Sit 24 months & younger	4	207
R.A.D.D.	1	30
P-TAC (Placentia Teen Advisory Committee)	2	47
Super S.T.A.R.	1	21
Family Game Day	1	30
Homework Club	13	235

9/12 Teen Volunteer Thank-you Party	1	35
9/30 Placentia Head Start Site Visit	1	72
Total September 2013	36	1,045
Total September 2012	43	1,093
Current FY to date	87	5,156
Previous FY to date	90	5,147

Achievements:

- Children's staff attended the Placentia Library Meeting Room rededication ceremony on Sept. 5.
- Lori Worden attended meetings with library supervisors and Jeanette Contreras on Sept. 10 and Sept. 17.
- Lori Worden attended the library Board of Trustees meeting on Sept. 11.
- Children's staff attended the all-staff meeting on Sept. 12.
- Lori Worden conducted a Children's department staff meeting on Sept. 17.
- Coleen Wakai hosted a meeting for SLS young adult librarians on Sept. 18.
- Lori Worden attended the SLS meeting for children's librarians on Sept. 23. This meeting included a tour of the Newport Beach Public Library.
- Melissa Owens began an internship in the Children's department as part of the Santa Ana College library technology program on Sept. 22.
- Brenda Ramirez visited the Placentia Head Start program; she presented a storytime and information about the library to the children.
- Coleen Wakai planned a party to thank teen volunteers for this year's Summer Reading Program.

In progress:

- Children's staff continue to plan Fall events for children and teens, including Halloween activities and the annual Camp Library program.
- Children's staff are purchasing materials for the children's and young adult collections.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for September 2013

DATE: **OCTOBER 21, 2013**

MONTHLY STATISTICS**Reference Desk Activity**

	September 2013	September 2012	Y-T-D 2012-13	Y-T-D 2011-10	Y-T-D % change
Reference -- in person	865	1052	865	1052	-17.78%
Reference -- telephone	353	362	353	362	-2.49%
Reference -- email/chat	1	4	1	9	-88.89%
Technology assistance	517	369	517	369	40.11%
Guest passes	170	110	170	110	54.55%
Adult and Children's computer use (desktops)	2648	2467	2648	2467	7.34%
Adult computer usage (desktop)	2229	2112	2229	2112	5.54%
Public computer use (express laptops)	86	397	86	397	-78.34%
In library use -- cleanup	3923	3776	3923	3776	3.89%
Adult Program Attendance	97	273	97	273	-64.47%
Number of Adult Programs	7	5	7	5	40.00%

Adult Services Programs

	September 2013	
September 10, 2013	Computer Workshop: Introduction to LinkedIn I	7
September 12, 2013	English Literacy: Conversation Club	2
September 17, 2013.	Computer Workshop: Introduction to LinkedIn II	7
September 24, 2013.	Computer Workshop: Welcome to Microsoft Windows 7	10
September 26, 2013.	English Literacy: Conversation Club	1
September 30, 2013.	Click! Digital Photography Workshop	70
7 Adult Programs	Total Program Attendance	97

Volunteer Hours

	September 2013	September 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	6.5	9	9.5	86	-88.95%
PLFF	506	431.25	1537.25	1223.75	25.62%
General Library	521	357.5	1671.75	1051.25	59.02%
Technology	14	33	47.25	641	-92.63%
Homework Club	94	96	94	96	-2.08%
Adult Literacy	71.5	8	169.45	88	92.56%
PTAC	157.5	205.5	338.25	338	0.07%
Total Volunteer Hours	1370.5	1140.25	5347.95	3524	51.76%

Adult Literacy

	September 2013	September 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Number of Tutors	8	6	8	6	33.33%
Number of Students	16	8	16	8	100.00%
Total Number of Participants	24	14	24	14	71.43%

Computer Literacy

	September 2013	September 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Number of Tutors	3	1	3	1	200.00%
Number of Students	4	2	4	2	100.00%
Total Number of Participants	7	3	7	3	133.33%

History Room Activity

	September 2013	September 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	10	12	24	22	9.09%

ACHIEVEMENTS

- *Katie Matas* proctored 12 exams in September.
- *Katie Matas* ordered the first batch of Best Seller Leasing Program books from Baker & Taylor.
- *Katie Matas* sent out letters about our test proctoring service to twelve testing centers and libraries.
- *Adult Services Staff* completed book orders.
- *Jeannie Killianey* coordinated 3 computer workshop sessions.
- *Jeannie Killianey* created book discussion questions for the new Book Club collection.
- *Venessa Faber* completed the categorizing of genre paperbacks into sub genres to include mystery and created signage for the racks.

- *Venessa Faber* hosted the Click! Digital Photography Workshop on September 30th.
- *Venessa Faber* created a Banned Books display.
- *Venessa Faber* coordinated Conversation Clubs on September 12th and 26th.
- *Venessa Faber* interviewed and assigned two interns to the Literacy Program.
- *Venessa Faber, Nadia Dallstream and Jeannie Killianey* completed the publicity for the Dia de los Muertos program.
- *Venessa Faber and Heather Alexander* completed the October Artist Series slide show and bibliography.
- *Venessa Faber* coordinated and led the September book discussion of William Landay's *Defending Jacob*.
- *Adult Services Staff* continued to fill the book troughs and display materials.
- *Wendy Townsend* updated a book trough with a genealogy theme.
- *Wendy Townsend* continues to write a bi-weekly History Room column for the Placentia News Times.
- *Wendy Townsend* created a PowerPoint presentation of the new Meeting Room and showed it on September 5th.
- *Wendy Townsend* created a genealogy bibliography and a bibliography for military recruits.
- *Jeannie Killianey, Nadia Dallstream and Diane Cunningham* completed editing of the Placentia-News Times History Room articles.
- *Nadia Dallstream* reviewed and sent out publicity for all September programs.
- *Nadia Dallstream* completed the CALIFA Directory survey for Placentia.
- *Nadia Dallstream* created a brochure for patrons with questions regarding the Affordable Care Act.

MEETINGS

- *Katie Matas* attended the Monday Huddle meetings on September 23rd and 30th.
- *Nadia Dallstream* attended the Supervisor/Manager Meetings on September 10th and 24th.
- *Nadia Dallstream and Katie Matas* met on September 18th and 25th.
- *Nadia Dallstream and Katie Matas* had their monthly telephone update with Baker & Taylor representatives on September 18th.
- *Wendy Townsend, Katie Matas and Venessa Faber* attended the Staff Meeting on September 12th.
- *Venessa Faber and Nadia Dallstream* met on September 9th, 18th, and 26th.
- *Venessa Faber* met with Carl Morrison on September 12th and 26th.
- *Venessa Faber* met with Bunny Lynch to discuss PLFF Jewel Reception Invitations on September 9th.
- *Wendy Townsend and Nadia Dallstream* met on September 5th, 12th, 19th and 26th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on September 24th.
- *Nadia Dallstream and Jeannie Killianey* met on September 11th and 18th.
- *Jeannie Killianey* met with two potential computer workshop instructors.
- *Nadia Dallstream* met with *Jeanette Contreras* on September 4th.
- *Nadia Dallstream and Wendy Townsend* attended the Meeting Room Rededication on September 5th.
- *Nadia Dallstream* attended the PLD Board Meeting on September 11th.

- Nadia Dallstream, Jeannie Killianey, Wendy Townsend and Venessa Faber attended the department meeting on September 3rd.
- *Nadia Dallstream* attended the Adult Services SCLC Meeting on September 17th.

PROFESSIONAL DEVELOPMENT

- *Adult Services Staff* viewed the Libraries and Health Insurance Webinar from Webjunction.

IN PROGRESS

- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Adult Services Staff* is coordinating programming for September through June 2014.
- *Wendy Townsend* is working with the History Room volunteers to collect Placentia related news for subject files.
- *Wendy Townsend* continues to manage the Placentia Library Volunteer program.
- *Wendy Townsend* is working on Family History Month event.
- *Wendy Townsend* is weeding the 900s.
- *Wendy Townsend* is working on the October book discussion.
- *Wendy Townsend* is working on the Books to Action grant.
- *Wendy Townsend* is working on purchasing new tops and end capes for History Room shelving.
- *Wendy Townsend and Nadia Dallstream* are working on relocating some of the travel books to the Passport Office.
- *Wendy Townsend* is processing a new donation for the History Room from the Police Department.
- *Wendy Townsend and Venessa Faber* are working on the March DIY program.
- *Wendy Townsend, Venessa Faber and Jeannie Killianey* are working on the Holiday Series program.
- *Jeannie Killianey* is coordinating the Introduction to Computers series for October.
- *Jeannie Killianey* is working on finalizing details for the Holiday Fine Arts Series.
- *Jeannie Killianey* is working on programs for 2014; a bluebirds presentation and a pest management workshop.
- *Jeannie Killianey* is weeding the 700s collection.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Venessa Faber and Heather Alexander* continue to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* is updating the Conversation Club flyer.
- *Venessa Faber and Nadia Dallstream* are coordinating the Dia de los Muertos event.
- *Katie Matas* is working on adding our electronic book records to our library catalog for easier patron access.
- *Nadia Dallstream* is weeding the 600s and CDs.
- *Nadia Dallstream* is coordinating a collaborative program with the SCLC Adult Services group. The program is tentatively scheduled for September 2014 to be held at the Fullerton Library.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Placentia Library Website & Technology Report for September 2013

DATE: October 21, 2013

On-line database usage

	September 2013	Onsite Usage 9/13	Remote Usage 9/13	September 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
General Reference Center	19	5	14	27	63	101	-38%
Biography In Context	9	9	0	13	14	22	-36%
Opposing Viewpoints	9	9	0	8	16	41	-61%
Freegal	548	N/A	N/A	353	1,701	694	145%
Heritage Quest	448	N/A	N/A	466	1,569	2,225	-29%
Novelist	29	N/A	N/A	28	118	120	-2%
Shmoop*	84	N/A	N/A	0	103	0	NA
Tumblebooks	643	N/A	N/A	569	1,211	1,094	11%
Reference USA	206	N/A	N/A	55	1,077	360	199%
TOTAL DATABASE USAGE	1,995			1,519	1,995	1,519	31%

* New October 2012

Website Traffic

	September 2013	September 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	21,755	22,086	65,302	67,471	-3%
Page Hits	39,576	37,687	115,889	119,094	-3%

ACHIEVEMENTS

- *Yesenia Baltierra* coordinated IT Repairs and issues.
- *Laura Deleon* updated the Display TV.
- *Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey, Nadia Dallstream and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
- *Jeannie Killianey* added new pins to the Library's Pinterest boards.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Wendy Townsend* made a change to the library catalog to include a message to inform patrons of the fifty-cent charge for requesting books.
- *Nadia Dallstream* is working with Click to update the library catalog and install a new OPAC station in Adult Services.
- *Venessa Faber* created the September Constant Contact e-mail.
- *Venessa Faber* added donated CDs to the collection.
- *Wendy Townsend* added donated books to the collection.
- *Katie Matas* met with Jim Drews at Anaheim to make the changes needed in Horizon to begin downloading our electronic book records from Overdrive into our library catalog.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Award
DATE: October 21, 2013

President Shkoler will present the Employee of the Quarter Award to Wendy Townsend, Adult Services Librarian.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Award bid to BHI Management Consulting to provide strategic planning consultation services

DATE: October 21, 2013

BACKGROUND

At the September 11, 2013 Work Session, three proposals were presented to the Library Board of Trustees for discussion and consideration. These proposals included:

- BHI Management Consulting -- \$28,670
- Growth Management Consulting -- \$35,700
- The Ivy Group -- \$41,370 (minimum)

After a thorough discussion, the Library Board of Trustees directed staff to contact BHI Management Consulting regarding the possibility of working with California State University, Fullerton (CSUF) to conduct the survey portion of the proposal, with the intention of lowering the bid proposed cost.

The Library Director met with Mr. Brent Ives from BHI Management Consulting at the California Special District Association Conference and he agreed to work with CSUF. In addition, Mr. Ives submitted a revised proposal.

Attachment A is the revised proposal from BHI Management Consulting -- \$24,000

Fiscal Impact: \$25,000

RECOMMENDATION

Award bid to BHI Management Consulting to provide strategic planning consultation services to Placentia Library District.

-- Proposal --
Professional Services for a
Five-year Strategic Plan
for the
Placentia Library District
Placentia, CA
September 2013

BHI Management Consulting
2459 Neptune Ct., Suite 110, Tracy, Ca.
(209) 740-6779, brent@bhiconsulting.com

Executive Summary:

BHI proposes to provide the Placentia Library District with the professional services necessary to achieve a well-informed, well vetted and clearly implementable 5-year strategic plan. BHI will utilize its strategic planning model that has been recognized as the preeminent means of planning for special districts across California. BHI will gather input from various players within the context of District work, include the Public, Trustees, stakeholder groups and staff at several stages of creating the basis for the Plan, assist with assessing the needs within the community, then work with the District to create a clear and understandable and well-integrated implementation plan for monitoring progress of the plan as it evolves. Brent Ives, Principal of the firm, will be the lead project manager and it's proposed that Mr. Jim Raymond, a highly experienced public administrator, comprise the team to work with the District. BHI can meet all District insurance requirements and the requirements for the stated schedule. Table 1 below outlines the specifics of the costs which are proposed, in a fixed price contract, for \$24,000.00, including all costs for effort, travel and incidentals.

Scope of Project:

The objective of this proposal is to outline professional services to the Placentia Library District (District) for assistance in the preparation of a comprehensive five-year Strategic Plan (Plan). Brent Ives (Consultant), Principal of BHI Management Consulting, will be the consulting project manager and will supplement the team with a team member with subject matter experience. Details are outlined in the Task/Cost/Expense table below. BHI's effort and scope of work will be organized in the following manner.

Strategic Planning Overview and the BHI advantage:

Strategic planning utilizing the action-oriented model herein offers a number of benefits for a public agency. Crucial to any practical planning effort is a clearly delineated workplan in the form of projects, initiatives and actions that result from and get identified in the overall process. In this case, a five-year workplan will be forthcoming as part of the

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published Plan. This planning method focuses on assuring that the Community, Library Trustees and Staff/employees are fully involved in the evolution of the Plan. This creates the broader leadership "TEAM" that is crucial for implementing a Plan that has buy-in from those who make the decision and implement and can be respected by the community, thus used as a true roadmap for the District.

Our planning model involves members of the elected Board of Trustees to deliberately engage at the proper level and provides a pathway for the articulation of true Mission and Vision statements for the agency. This is clearly the role of the elected/appointed officials and a place where they can reflect why the agency exists, what its clear role is and where they want it to go.

This method and model also allows for professional staff to do what they do best, organize and implement positive and productive work programs. The action oriented strategic planning model allows for linkage between the foundational statements of Mission and Vision to actual work plans, projects and initiatives that move an agency forward (see graphic model below). In this way the staff is allowed to show how they can meet the Vision and intentions of the Trustees by applying their professional judgment and expertise to the direction of the District.

Key to those responsible for making informed and knowledgeable decisions (Board of Trustees) is important input from the public and an understanding of the organization as it stands. These crucial parts of planning provide the decision makers and the staff implementers the proper focus as they develop and document the plan. On-going updates are also crucial to assure that the plan stays current, reflects the realities of the needs and conditions around the District and allows for new insights and direction from future Boards.

Top-to-Bottom planning creates important clarity for all involved by articulating the agency's future. Any reader can see a succinct Plan of where the District is going, why it's important, what the strategy is and how it intends to get there. The resultant Plan becomes the "*way we plan here*" for agencies that fully implement its annual maintenance and integrate it into the daily District workflow. It is usually about 30-50 pages long and contains an integrated overview table that shows the plan for each operational element of the District, what will be done and when. This table serves as the Executive Summary. Since the Plan articulates a clear view into the future, it truly eliminates many of the issues facing many public agencies today. Included in the planning process are clear steps to assure practical level usage and updating of the plan to keep it alive, well integrated and routinely used by the agency.

BHI has assembled a Team specifically for Placentia Library District that will assure project success. Mr. Brent Ives is well known as THE expert in strategic planning for Special District across California (*Please see Similar Projects section below wherein video testimonies are referenced from other districts managers*). Brent brings the

experience of dozens of Plans accomplished and five currently working in the State at various phases of completion. BHI was the requested firm to offer Strategic Planning curriculum for the CSDA and teaches District across the State in the subject. The CSDA itself selected BHI to work with them on their own strategic plan (see video testimony from Mr. Neil McCormick on the BHI website). The PLD gets the recognized expert as the lead project manager throughout this project.

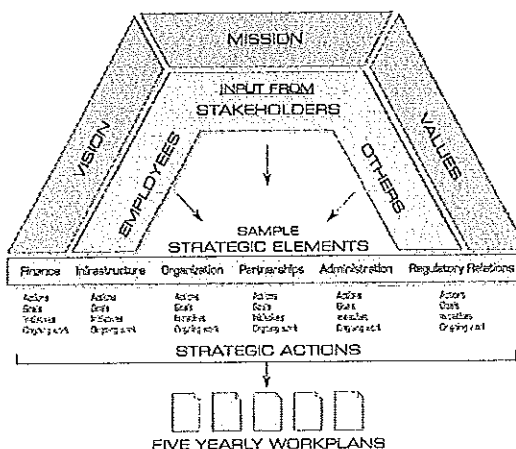
Additionally, we have assigned Mr. Jim Raymond, a recognized expert in public administration with library specific background with a successful California based career in the field for well over 40 years. Jim managed multi-million dollar level projects, hundreds of staff and administered numerous programs and services to thousands of California citizens in three cities. Jim holds an MS degree in Public Administration for San Jose State University. In 1993, Jim served the president of the California Parks and Recreational Association.

While BHI may utilize other associate consultants at no cost for various parts of the project, Mr. Ives and Mr. Raymond will attend to all aspects of this project. No more qualified, well-placed, well-respected subject matter experienced team exists for this project. See more information on each of the consultants below.

Specific Task Detail:

The work outlined herein is generally divided into 3 basic phases, with sub-parts:

1. Strategic Input
2. Board Strategic Plan Workshop
3. Strategic Plan Development



The general detail of these 3 phases is outlined below.

Phase 1- Strategic Input –

1a. BHI will conduct initial meetings with individual Trustees, Library Director, Board President and key staff if desired, to discuss background, develop specific approach to the various planning events and tasks and to discuss key coverage areas for inclusion in the Plan. BHI will at this time request all relevant District reports, budgets, revenue reports, assessments, surveys as needed in support of the project. This task will assist in assuring that the scope and overall focus is finely honed and developed to assure that both the approach and the Plan meet all needs and intentions. From this and more information, Consultants will perform an environmental scan that will provide an overview and some context for the strategic plan.

1b. Consultants will conduct meetings with all District employees to gather their thoughts and perspectives regarding future District-wide vision and strategy, while allowing their integration into the planning process. This allows the employees the opportunity to feed the Trustees with their future perspective for consideration in the Plan.

1c. Consultant and District senior staff will meet with nearby partner agencies to allow for them to discuss the future in the context of this effort and provide any perspective they may have for the Trustees to consider.

1d. Consultant will conduct a number of activities to collect public input and assess needs on the future and Plan. It is anticipated that we will conduct meetings with the public (2) to gather valuable perspectives on the future for Board planning consideration. This process will also allow the public the opportunity to provide guided and valuable input in the various areas of the Plan including Mission, Vision, Values and important future considerations for the Trustees to consider.

Additionally, it is anticipated that the public will be allowed to provide input on needs and future strategy on the District website through a survey, designed and administered by BHI. It is anticipated that the library's list of registered users will serve as the outreach for populating the survey.

BHI will also hold a specific meeting with the Friends of the Library group to collect their input and assess needs they see as important to address in the future within the Plan.

Phase 2 – Board of Trustees Strategic Plan Workshop –

2a. Prior to the workshop, Consultants will conduct interviews with each Board member to gather their thoughts and perspectives regarding the future of the District and collect their individual vision for the future. This allows for the individual members and Consultant to meet one another, share thoughts regarding planning and for the consultant to hear important background information. The interviews also allow for the best utilization of time at the workshop by properly focusing the discussions.

2b. Consultants will facilitate the Strategic Planning workshop (estimated 6-8 hours, if desired 2 meetings could be scheduled to accommodate the Trustees) with the Trustees including the following elements. This is a public meeting in workshop form. At the workshop several deliverables are needed from the Trustees as collective positions, statements and Vision into the future. BHI will accomplish this work as follows:

- Re-visit, refine, clarify any current, or write new, Mission Statement, Vision Statement and articulate the Core Values of the District Trustees. In the case of BHI, we anticipate that this will be a streamlined discussion since BHI has spent time with the Board on this subject.
- Organize the future by determining the key strategic elements of District operations and management under which the workplan will be organized. The Trustees will then craft an objective and strategy statement for each strategic element. This statement provides clear and specific direction to staff as they assemble a five-year workplan that meets the Trustee's Vision. The assembled group will also briefly consider an overview of initial workplan strategies for each of the "strategic elements" to begin setting the five-year workplan.

Brent Ives and Jim Raymond will conduct this Board workshop which is open to the Public.

Phase 3 - Strategic Plan Document Development --

3a. The Consultant(s) will work with senior staff to produce progressive stages of the plan through to final draft phase. This plan will use input from the input, visioning phase and Trustees to work through broad strategy that will move the District forward. Plans will be scenario planned to allow for what-if scenarios, work with staff through financial variations needed, and to determine specific supportive actions and initiatives needed to support the overall vision. This is anticipated to comprise 4-5 meetings of this group (Document Delivery Team), generally on a bi-monthly frequency. Some of these meetings may be conducted via WebConference.

3b. Consultant will make a briefing presentation of the initial draft to the Trustees for "tone check" to assure that the Plan is headed in the direction expected.

3c. Consultant will provide a briefing presentation of the final draft for Staff to present to the Trustees. (Consultant can be available for this final presentation if desired.)

3d. Consultant will print and provide 25 bound copies of final Plan to the District along with electronic version on CD in Microsoft Word and .PDF formats.

Note: (BHI Management Consulting may utilize associate consultants to assist during planning sessions and steering committee work. Brent Ives, Principal of

BHI will be the primary consultant for the project and attend all meetings and workshops.)

Preliminary Schedule (weeks approximate):

Engagement begins approximately three weeks from receipt of this signed agreement. The work outlined in the table below is also divided into 3 phases:

1. Strategic Input
2. Board Strategic Plan Workshop
3. Strategic Plan Development

The estimated schedule of these three phases is broken down below. Schedule depends heavily on ability to schedule meeting times and the availability of Board and Staff at the times proposed.

Task Set Schedule:

1a. Initial meetings	(Week 2-3)
1b-d. Input activities	(Week 5-7)
2a. Trustee Interviews	(Week 5-7)
2b. Conduct strategic planning workshop (Trustee/Sr. Staff/Public)	(Week 9-11)
3a. Meet with Document Delivery Team to draft the plan (2-4 meetings)	(Week 12-20)
3b. "Tone-check" meeting with the Trustees	(Week 20)
3c. Present final plan to Trustees for approval	(Week 24)
3d. Publish Plan	(Week 26)

Terms and Conditions:

BHI Management Consulting shall perform above services as agreed under authorized signature amendment of the District. Consultant shall not begin work until receipt of signed agreement. Billing shall be monthly. The estimated costs per phase below are an estimated spread of hourly costs across the BHI organization. The cost for the three phases will generally be broken down as follows:

1. Strategic Input	40%
2. Board Strategic Plan Workshop	25%
3. Strategic Plan Development	35%

Effort will be spread not to exceed the agreed amendment amount. Signature lines are provided below.

As part of this proposal, BHI offers a free access to our on-line one-hour video training in Strategic Planning for Special District a \$120.00 value. The 30-day access code is

Q6y8dK34g you can reach the class at <http://www.bhiconsulting.com/courses/strategic-planning-full-course/>.

Estimated Costs and Rates:

This work is proposed on a fixed price basis. The total costs are all costs for effort and expenses are built in in a not-to-exceed fashion. Provided that the scope of work anticipated herein is correct and agreed into by the District, the District will not pay more than this amount for the services quoted above. The fixed-price quote is \$24,000.

Placentia Library District Proposed Effort Costs	Principal (Ives) @ \$255/hr.			Sr. Consultant (Raymond) @ \$140/hr.		Editor @ \$80/hr.		Labor Hours/Task Total	Task Cost	Comments
	Hours	Hours	Hours	Hours	Hours	Hours				
1a-d. Strategic Input	20	18	0					38	\$ 7,620.00	Completed in two trips (multiple consultants for input work)
2a-b. Board Workshop and prep.	11	10	0					21	\$ 4,205.00	One trip (two consultants)
3a-d. Plan Document Development	25	0	10					35	\$ 7,175.00	Assumes two trips to meet with Staff for the Principal only plus two WebConferences
TOTAL PLAN	56	28	10					94	\$ 19,000.00	

ESTIMATED Expenses	Time or Expense	Cost per		Cost Total	
Travel Expenses	Travel expense for in-District visits (assumes up to 9 individual trips)	Estimated expenses calculated @ \$50/trip/consultant	9 total visits to District area	\$ 4,900.00	Trips estimated herein include both Principal and associate for workshop only and can be reduced by near-by client cost sharing.
Web Conferencing/telephone costs	-	\$50/conference	2 WebConferences with webEx	\$ 100.00	
TOTAL ESTIMATED EXPENSES	0	0	0	\$ 5,000.00	
TOTAL COSTS				\$ 24,000.00	

Additional tasks, not covered specifically by this amendment may be added by contract addendum. The undersigned parties agree to the terms and conditions of the workscope as described in this amendment.

Authorization

Jeanette Contreras, Library Director
Placentia Library District

Date

Brent H. Ives, Principal
BHI Management Consulting

Date

Placentia, CA

Tracy, CA

About the Firm and Primary Consultants:

BHI Management Consulting brings unique qualifications to this project by a dual perspective approach to the process of advanced process strategic planning that are both practical and useful. The firm is owned and operated by Brent Ives and is located in Tracy, CA. It was begun in 1996 and has focused on providing for the organizational health issues of Special Districts since 1999. The firm carries Brent as the Principal and a number of subject matter expert associates, Mr. Jim Raymond, Senior Consultant (Parks and Recreation), Mr. Nick Pinhey, Senior Consultant (Organizational), Mr. Andrew Ives, Consultant (Recruiting/HR) and Ms. Lynda Ives (Editor). Other associates are contracted as projects demand relative to the engagement and/or Agency specific needs. Brent Ives will be the project manager for this project, and Jim Raymond will be assigned to this project as subject matter specific expert in the area of Parks and Recreation. Mr. Nick Pinhey will assist Mr. Ives with organizational and environmental assessment/scan. Ms. Swenson and Mr. Andrew Ives will assist with the community visioning effort.

Mr. Brent Ives has worked with hundreds of Special Districts and Cities across the State dealing with organizational issues primarily in optimizing operational approach for each Agency as needed. BHI is currently engaged with five similar projects with California special districts on strategic planning. Additionally, Brent serves as a faculty member on the Special Districts Governance Academy for Special District Board members, teaching classes in the "Foundations of Governance", "Setting Direction and Community Leadership" and "The Board's Role in Human Resources". Brent teaches the preeminent class in Strategic Planning class expressly for Special Districts for CSDA and offers on-line class work in the subject on the BHI website. Brent has taught representative Board members and staff from over 100 Districts across the state and Oregon. He is the Chapter Ambassador for the CSDA and teaches his own curriculum on Strategic Planning for Association sponsored classes across California.

He is educated in Organizational Behavior at the University of San Francisco, 26 years experience as a technical manager for the Lawrence Livermore National Laboratory and 14 years as a City Council Member in the city of Tracy, California. He is currently the directly elected Mayor of Tracy, California and a member of the Altamont Commuter Express (commute rail service) commission, and a member of the South County Fire Protection Authority in San Joaquin County and is Chairman of the San Joaquin Council of Governments. Mr. Ives has over 23 years in public service including broad range consulting and elected public service.

This broad experience in organizational effectiveness is captured by the agency when they commission BHI Management Consulting in Brent's experience and expertise. Brent is known for establishing a sincere and knowledgeable relationship with both the Board members and staff. Brent's time as an elected official allows him the perspective that helps him to "see" it from their points of view which assists in capturing the Board's will in going forward. Brent will lead the Agency through a solid, proven strategic planning

process and conduct a thorough operational audit and findings that will be realistic, honest, broad and integrated. Mr. Ives will be project manager and responsible to see to it that the entire project deliverable is complete to the District's satisfaction.

BIO of Sr. Consultant on this Project –

Mr. Jim Raymond is a subject matter expert in the area of public administration. He has over 35 years in the field as the Parks and Community Services Department Head for three California cities including the administration for a public library at the cities of Petaluma, Tracy and Alameda. He managed multi-million dollar level projects, hundreds of staff and administered numerous programs and services, to thousands of California citizens. Jim holds an MS degree in Public Administration for San Jose State University. In 1993, Jim served the president of the California Parks and Recreational Association.

Since 1996, BHI Management Consulting is a recognized firm that serves primarily California Special Districts in areas such as organizational performance, strategic planning, Board effectiveness, employee performance management and executive search. Mr. Raymond, as a subject matter expert in Recreation, will be primarily assigned to perform all public interactions and develop the Visioning process.

SIMILAR PAST AND CURRENT ENGAGEMENTS AND EXPERIENCE:

Conejo Recreation and Park District (Mr. Jim Friedl, General Manager, jfriedl@crpd.org). 805-381-1239), Led Board and staff through comprehensive strategic planning process. Process included extensive input from public, partner agencies and line-staff. Plan was completed on time and within the original budget.
VIDEO TESTIMONIAL AVAILABLE FROM JIM AT-
<http://www.bhiconsulting.com/about-2/>

Pleasant Valley Recreation and Park District (Mr. Dan Labrado, General Manager, Dan Labrado dlabrado@pvrpd.org, (805) 482-3468), Led Board and staff through comprehensive strategic planning process. Process included extensive input from public, partner agencies and line-staff. Plan was completed on time and within the original budget.

Jurupa Community Services District (District provides Water, Sewer and Parks and Recreation services) (Mr. Eldon Horst, General Manager, (951)727-3527. ehorst@jcsd.us.) Led Board and staff through comprehensive strategic planning process. Plan was done on time and within the original budget.

Hayward Recreation and Park District (Ms. Rita Shue, General Manager, shur@haywardrec.org. (510) 881-6700). BHI led the District through a comprehensive