



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, October 17, 2011
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 (Trustee Turner)

CONSENT CALENDAR (Items 8 -- 26)

Presentation: Library Director

Recommendation: Approve by Motion

Items 8 -- 26 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 19, 2011 Library Board of Trustees Regular Meeting. (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. FY2011-2012 Cash Flow Analysis through September 2011; the Schedule of Anticipated Property Tax Revenues for FY2011-2012 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for September 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for September 2011. (Receive & File)

15. Acquisitions Report for September 2011. (Receive & File)

16. Entrepreneurial Activities Report for September 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for September 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for September 2011. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 26)

20. Library Director's Report for September 2011.
21. Library Services Manager's Report for September 2011.
22. Children's Services Report for September 2011.
23. Volunteer Report for September 2011.
24. Adult Services Report for September 2011.
25. Local History Room Report for September 2011.
26. Web Site & Technology Report for September 2011.

PRESENTATION

27. Employee of the Quarter Recognition
Presentation: Library Board President

CONTINUING BUSINESS

28. Recognition for Margaret Cooper
Presentation: Library Director
Recommendation: Discuss and decide on an appropriate recognition in honor of Ms. Margaret Cooper.
29. Meeting Room Improvements
Presentation: Library Director
Recommendation: Authorize library staff to proceed with solicitation for RFPs based on improvements as discussed and presented.

NEW BUSINESS

30. Placentia Library District Policy #6030 – Circulation Policy
Presentation: Library Director
Recommendation: Authorize changes to Placentia Library District Policy #6030 to designate and revise loan periods as presented and to be effective November 1, 2011.

DISCUSSION ITEM

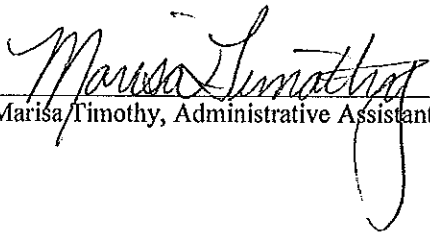
31. Placentia Library District Newsletter
Presentation: Library Director
Recommendation: Discuss the possibility of an independent newsletter for the Placentia Library District.

ADJOURNMENT

32. Agenda Preparation for the November Regular Date Meeting which will be held on Monday, November 21, 2011 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Marisa Timothy, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the October 17, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 13, 2011.



Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 19, 2011

CALL TO ORDER

President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 19, 2011 at 6:36 P.M.

ROLL CALL

Members Present: President Gaeten Wood, Secretary Richard DeVecchio, Trustee Betty Escobosa, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Gary Bell, Larry Cummings, Nadia Dallstream, Jeannie Killaney, Fernando Maldonado, Katie Matas, and Lori Worden and Timothy Worden; Placentia Library Friends Foundation (PLFF) Member Carol Fizzard; Marnie Bell, Maria Coria, Pat Irot, Pat Jertberg, Gerry Jertberg, Marie Schmidt

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

Pat Jertberg introduced herself and explained that, as she was also representing History Room Volunteers Pat Irot and Marie Schmidt, her speaking might go over the allotted five minutes. President Wood requested a motion to approve an extended time in order to accommodate the intent of the presenter. It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to extend the five minute limit:

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

Pat Jertberg presented documents including records management and policy information as well as photographs from the History Room. She announced that after twenty years of volunteer service, the group was retiring with "pride and relief". She provided statistics regarding the total estimated volunteer hours and monetary value of their contributions. She also thanked the Library Board and staff for their support. She stated that former Librarian Gary Bell's efforts were also appreciated. She expressed concerns for the History Room regarding its leadership/ownership, the Library's level of commitment to the space, and the security of the collection during patron use of the room.

Marie Schmidt delivered the History workroom key to Library Director Contreras.

Adult Services Librarian Dallstream responded to the comments by stating that the Library is dedicated to the History Room and management has recently met with the City Administrator and Director of Administrative

and Community Services of the City of Placentia to collaborate efforts for the History Room's future. She announced that a full-time Librarian who will oversee the History Room will be hired by the end of the month. She also announced that the Historic DVD Project will be completed by the end of October and is to be premiered early 2012. She thanked the volunteers for all of their hard work. (Item 4)

TRUSTEE REPORTS

President Wood reported that she attended the City's National Night Out event, the Summer Reading Celebration, and the COPS Program featuring Police Chief Hicks. She participated in the Orange County Water District workshop where Senator Feinstein spoke. She was also at The Placentia Library Friends Foundation's Jewel Reception. (Item 5)

Secretary DeVecchio reported that he visited a Library with similar services during his travels.

Trustee Escobosa reported that she attended the City's National Night Out event where it was great to network with other community organizations. She also attended the Placentia Emergency Services Recognition Breakfast. She came to the Summer Reading Celebration that she has received many positive comments on. She also attended the Placentia Community Network meeting and the Placentia Library Friends Foundation's Jewel Reception.

Trustee Shkoler reported that he attended the City's National Night Out event, the Placentia Emergency Services Recognition Breakfast the Summer Reading Celebration, and the Placentia Library Friends Foundation's Jewel Reception.

Trustee Turner reported that she attended many events including the City's National Night Out event where the Library staff did a great job, and the COPS Program where Police Chief Hicks read a great story for children. She participated in a District Emergency Preparedness workshop with Trustee Escobosa and Business Manager Baltierra. She attended the PLFF monthly meeting. (Item 6)

CLOSED SESSION REPORT

President Wood reported that at the September 19, 2011 Closed Session Meeting, it was decided to increase the Library Director's salary three percent plus a two percent cost of living increase (COLA). In addition, a \$200 car allowance will be provided.

PLFF REPORT

PLFF member Carol Fizzard reported that PLFF has designated two local mystery authors to be featured at the 2012 Author's Luncheon with the help of member Gayle Carline. She was pleased with the Jewel Reception event and thanked Library Director Contreras for all of her help. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-26 with the correction to the Meeting Minutes as designated by President Wood:

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

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)

FY2010-2011 Cash Flow Analysis through July & August 2011; the Schedule of Anticipated Property Tax

Revenues for FY2010-2011 as provided by the Orange County Auditor (Item 12)

TREASURER'S REPORT

Financial Reports for July & August 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for July & August 2011 (Item 14)

Acquisitions Report for July & August 2011 (Item 15)

Entrepreneurial Activities Report for July & August 2011 (Item 16)

GENERAL CONSENT

Personnel Report for July & August 2011 (Item 17)

Circulation Report for July & August 2011 (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 & August 2011 (Item 20)

Library Services Manager's Report for July & August 2011 (Item 21)

Children's Services Report for July & August 2011 (Item 22)

Literacy / Volunteer Services Report for July & August 2011 (Item 23)

Reference and Adult Services Report for July & August 2011 (Item 24)

Local History Room Report for July & August 2011 (Item 25)

Web Site & Technology Report for July & August 2011 (Item 26)

INTRODUCTION OF NEW EMPLOYEES

Librarian Nadia Dallstream introduced new employee Jeannie Killianey to the Board. Jeannie will be working at the Reference Desk, overseeing the Computer Workshops, and assisting with collection development. Circulation Supervisor introduced Circulation Substitute Maria Coria, who goes by Susi.

CONTINUING BUSINESS

PLD POLICY 6075 -
DIGITAL SIGNAGE

Library Director Contreras presented the final PLD Policy #6075 – Digital Signage Policy that included the Board's recommended minor corrections at the May 16, and July 18 2011 meetings. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to approve the proposed

policy as presented: (Item 27)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt PLD Policy #6075 – Digital Signage Policy with a roll call vote: (Item 29)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**PROPOSED PLD
POLICY #6090 –
NAMING OF LIBRARY
BUILDINGS AND
DEPARTMENTS**

Library Director Contreras presented the final PLD Policy #6090 – Naming of Library Buildings and Departments that was approved as a first reading at the June 20, 2011 meeting. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the proposed new PLD Policy #6090 – Naming of Library Buildings and Departments as presented: (Item 28)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt PLD Policy #6090 – Naming of Library Buildings and Departments as presented with a roll call vote: (Item 28)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**STAFF APPRECIATION
AND RECOGNITION
DINNER**

Library Director Contreras confirmed that the Marriott Hotel has been reserved for the Staff Appreciation and Recognition Dinner to be held on Friday, October 28, 2011. Door prizes will be awarded to staff only. Many prizes have been purchased or donated. The program will include a staff talent show. (Item 29)

NEW BUSINESS

**REQUEST TO WAIVE
MEETING ROOM FEE**

Library Director Contreras provided information on Relay for Life Placentia and the history of the organization as they have requested by written letter that Meeting Room Fees be waived for them. Discussion was held regarding the protocol for waiving meeting room fees for non-profit organizations versus the lower non-profit rate provided. Trustee Escobosa expressed concern for having a consistent protocol. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler waive the meeting Room rental fee for the Relay for Life Placentia for the months of September 2011 through August 2012: (Item 30)

AYES: Wood, DeVecchio, Shkoler, Turner

NOES: Escobosa

ABSTAIN: None

ABSENT: None

**EASTER
EGGCITEMENT EVENT**

Library Director Contreras provided an update to the plans for next year's Easter Eggcitement Event. Changes include formation of a formal committee that includes members from the Rotary Club of Placentia, the

City of Placentia, and the Placentia Roundtable Women's Club. The Library's new responsibilities will include management and coordination of the event including publicity and promotion. Discussion was held regarding the additional cost that is estimated to be about \$700. (Item 31)

**CONTRACT FOR PLD
FINANCIAL AUDIT**

Library Director Contreras presented a letter of proposal from Macias Gini & O'Connell to provide the fiscal year 2010-2011 Financial Audit and Annual Controller's Report at a cost not to exceed \$12,500 which is slightly higher than last year's fee. It was moved by Trustee Shkoler and seconded by Trustee Turner to award the financial audit and Annual Controller's Report preparation contract for Fiscal Year 2010-2011 to Macias Gini & O'Connell for an amount not to exceed \$12,500: (Item 32)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

It was moved by Trustee Turner and seconded by Trustee Shkoler to authorize the Library Director to sign the Macias Gini & O'Connell engagement letter: (Item 32)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**BLINDS & WINDOWS
FOR STAFF OFFICES**

Library Director Contreras provided an update on the recent accomplishments to provide supervisors with appropriate offices to perform their work as well as office desks for other staff. She explained that in order to complete the project, the following items were needed: a new window and blinds for the Adult Services Librarian's office, blinds for the Circulation Supervisor's Office, and blinds for the former Literacy Office that now functions as staff offices. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize library staff to install a window for the Adult Services Librarian's office and blinds for the staff offices as presented: (Item 33)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

DICUSSION ITEMS

**PLUMBING SYSTEM
ASSESSMENT**

Library Director Contreras presented a history and information on the Library's plumbing system according to City Hall records. There is concern for the system due to the main water line generating a rattling noise; this indicates potential causes and issues. She recommended that the Library obtain an assessment of the plumbing system to identify possible issues. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to authorize library staff to solicit a request for proposals to conduct an assessment of the Library's existing plumbing system and pipes and possibly replace the system: (Item 34)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION
TECHNOLOGY
ASSESSMENT**

Library Director Contreras reviewed the history of information technology (IT) management at the library and the need to identify a great service at a reasonable cost. She explained that she and Trustee Shkoler have met with two companies, Synoptek and Hewlett-Packard, to explore possible options. Both companies recommended that an assessment of the Library's current system be conducted. Trustee Shkoler added that there is no formal documentation of the system set-up. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize library staff to solicit a request for proposals to conduct an assessment of the Library's existing IT infrastructure with a possibility of procuring services to maintain and manage the Library's IT system: (Item 35)

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

**PLFF REQUEST TO
RECOGNIZE DONOR**

Library Director Contreras informed the Board that PLFF recently received a \$10,000 donation from the estate of Margaret Anne Cooper who was a former teacher at Valencia High School, Orange County Juvenile Hall, and Fullerton College. PLFF has requested that the Board of Trustees consider honoring Ms. Cooper in some manner. Discussion was held regarding gathering more information on the donor, gathering suggestions from the Board and staff, and the idea of creating a donor tree. It was moved by Trustee Turner and seconded by Trustee Shkoler to table the item until the next regular meeting: (Item 36)

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

**POINT OF SERVICE
DESK**

Library Director Contreras presented the point of service desk model to the Board, explaining that it is a new concept for library service desk help in order to provide immediate help to patrons rather than transferring them to another desk. It provides a "one-stop" location where patrons can receive general help and direction rather than the traditional separate circulation and reference desk functions. Discussion was held regarding the staffing, location, and logistics of establishing the model as well as examples of use at other libraries. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to table the item until the next regular meeting at which more information including data from other libraries is to be provided: (Item 37)

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

**AGENDA
PREPARATION**

Agenda Preparation for the October Board of Trustees Meeting which will be held on Monday, October 17, 2011 unless re-scheduled by the Library Board of Trustees. Trustee Shkoler requested that plans to honor the recently retired History Room volunteers be placed on next meeting's agenda. Trustee Escobosa asked that information on carpet cleaning for the Meeting Room be presented. During Agenda Item 34 discussion, Secretary DeVecchio requested that the plumbing system

repair/replacement cost be provided at the October meeting.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on September 19, 2011 adjourned at 7:58 P.M.

NEXT MEETING

The next meeting will be on October 17, 2011 at 6:30 P.M.

Richard DeVecchio
Secretary
Library Board of Trustees

Gaeten Wood
President
Library Board of Trustees





PLACENTIA LIBRARY BOARD MEETING CALENDAR

January 2011 – December 2011

MONTH	DATE	TIME	LOCATION
January	17	6:30 p.m.	Meeting Room
February	28	6:30 p.m.	Meeting Room
March	23	6:30 p.m.	History Room
April	18	6:30 p.m.	Meeting Room
May	16	6:30 p.m.	Meeting Room
June	20	6:30 p.m.	Meeting Room
July	18	6:30 p.m.	Meeting Room
August	No Meeting Held		
September	19	6:30 p.m.	Meeting Room
October	17	6:30 p.m.	Meeting Room
November	21	6:30 p.m.	Meeting Room
December	19	6:30 p.m.	Meeting Room

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for September 2011
DATE: October 17, 2011

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: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: October 17, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	9/19/11	5426	\$11,336.90
FUND 707	9/29/11	5428	\$16,519.92
FUND 707	9/29/11	5429	\$13,525.85
FUND 707	10/3/11	5430	\$13,803.50
		TOTAL	\$55,186.17

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: October 17, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	10/17/11	5427	12,900.54
707	10/17/11	5431	943.62
707	10/17/11	5432	2,542.04
707	10/17/11	5433	3,511.06
707	10/17/11	5434	1,119.06
707	10/17/11	5435	1,203.47

Subtotal for Claims \$22,219.79

Payroll			
On Demand Wire	11/01/11	38	\$40,000.00
	11/15/11	39	\$40,000.00

Subtotal for Payroll \$80,000

**TOTAL
CURRENT CLAIMS
& PAYROLL** **\$102,219.79**



LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/17/11
REPORT NO: 5427

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-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	10-05-11		0306				
		0008711-IN			\$9,616.26		
	10-05-11	37516	1100		\$100.00		
					\$9,716.26		
VC-11022 OGO Sense P.O. Box 10225 Portland, ME 04104	10-03-11	2761	1300		\$29.99		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	09-28-11	580936661001	1800	0728	\$399.68		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	09-25-11	8000-9000-0652-5830	1803		\$222.53		
VC-6846-1 Special T. Water Systems, Inc. PO Box 165 Whittier, CA 90608-0165	10-01-11	71498	1300		\$33.00		
VC-4156 Dick's Lock & Safe 650 N. Rose #614 Placentia, CA 92806	09-20-11	36866	1400	0716	\$134.59		
VC-5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	10-11-11	6746022400	0200		\$2,194.44		
VC-4882-1 Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	10-01-11	215029	1900	0741	\$170.05		
TOTAL REMITTANCE:					\$12,900.54		
The claims listed above (totaling \$12,900.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/17/11
REPORT NO: 5431

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-0596 The McGraw Hill Companies PO Box 894190 Los Angeles, CA 90189-4190	09-19-11 63448476001	2400	0760		\$87.95		
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	09-01-11 954947	2400	0760		\$128.82		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	09-09-11 1082187551	2400	0760		\$34.48		
	09-12-11 1082231769	2400	0760		\$66.54		
	09-15-11 1082216266	2400	0760		\$34.48		
	09-16-11 1082277255	2400	0760		\$34.48		
	09-23-11 1082341273	2400	0760		\$68.96		
						\$238.94	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	09-08-11 W71767990	2400	0760		\$45.11		
	09-20-11 W72053350	2400	0760		\$26.59		
	09-20-11 W72197720	2400	0760		\$22.56		
	08-25-11 4009910901	2400	0760		\$63.64		
	08-25-11 4009910902	2400	0760		\$22.65		
	08-25-11 4009910903	2400	0760		\$40.29		
	08-25-11 4009910904	2400	0760		\$83.20		
	08-25-11 4009910905	2400	0760		\$18.56		
	08-25-11 4009910906	2400	0760		\$47.82		
	08-25-11 4009910908	2400	0760		\$83.59		
	08-25-11 4009910909	2400	0760		\$33.90		
					\$487.91		
TOTAL REMITTANCE:					\$943.62		

The claims listed above (totaling \$943.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/17/11
REPORT NO: 5432

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	08-25-11	2400	0760				
	4009910910				\$26.42		
	08-25-11	2400	0760				
	4009910911				\$14.46		
	08-29-11	2400	0760				
	4009923062				\$16.24		
	08-31-11	2400	0760				
	4009909826				\$27.87		
	09-06-11	2400	0760				
	4009930443				\$17.55		
	09-07-11	2400	0760				
	4009916223				\$18.56		
	09-07-11	2400	0760				
	4009916224				\$15.09		
	09-07-11	2400	0760				
	4009916225				\$336.70		
	09-07-11	2400	0760				
	4009916226				\$393.84		
	09-07-11	2400	0760				
	4009916227				\$343.78		
09-07-11	2400	0760					
4009916228				\$387.11			
09-07-11	2400	0760					
4009916229				\$389.83			
09-07-11	2400	0760					
4009916230				\$27.21			
09-07-11	2400	0760					
4009916231				\$55.57			
09-07-11	2400	0760					
4009933122				\$100.09			
09-08-11	2400	0760					
4009923521				\$47.35			
09-08-11	2400	0760					
4009923522				\$182.97			
09-13-11	2400	0760					
4009923213				\$20.58			
09-13-11	2400	0760					
4009923214				\$20.80			
09-13-11	2400	0760					
4009923215				\$33.56			
09-13-11	2400	0760					
4009923216				\$36.31			
09-13-11	2400	0760					
4009923217				\$30.15			
					\$2,542.04		

TOTAL REMITTANCE: \$2,542.04

The claims listed above (totalling \$2,542.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/17/11
REPORT NO: 5433

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	09-13-11	2400	0760				
	4009923218				\$49.84		
	09-13-11	2400	0760				
	4009923219				\$47.73		
	09-13-11	2400	0760				
	4009923220				\$33.02		
	09-13-11	2400	0760				
	4009923221				\$24.47		
	09-13-11	2400	0760				
	4009923222				\$531.77		
	09-13-11	2400	0760				
	4009923223				\$253.15		
	09-13-11	2400	0760				
	4009937946				\$66.21		
	09-16-11	2400	0760				
	4009937265				\$43.73		
	09-19-11	2400	0760				
	4009944158				\$11.07		
	09-20-11	2400	0760				
	4009945022				\$42.31		
	09-22-11	2400	0760				
	4009933473				\$29.82		
	09-22-11	2400	0760				
4009933474				\$18.98			
09-22-11	2400	0760					
4009933475				\$21.16			
09-22-11	2400	0760					
4009933476				\$97.47			
09-22-11	2400	0760					
4009933477				\$258.88			
09-22-11	2400	0760					
4009933478				\$78.76			
09-22-11	2400	0760					
4009933479				\$22.65			
09-22-11	2400	0760					
4009933480				\$325.84			
09-22-11	2400	0760					
4009933481				\$360.66			
09-22-11	2400	0760					
4009933482				\$430.59			
09-22-11	2400	0760					
4009933483				\$394.72			
09-22-11	2400	0760					
4009933484				\$368.23			
				\$3,511.06			

TOTAL REMITTANCE: \$3,511.06

The claims listed above (totaling \$3,511.06) 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: 10/17/11
REPORT NO: 5434

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	09-22-11	2400	0760				
	4009933485				\$50.36		
	09-22-11	2400	0760				
	4009933486				\$89.09		
	09-22-11	2400	0760				
	4009934317				\$447.62		
	09-22-11	2400	0760				
	4009934318				\$130.44		
	09-22-11	2400	0760				
	4009934751				\$12.57		
	09-22-11	2400	0760				
	4009934752				\$108.86		
	09-22-11	2400	0760				
	4009937853				\$35.79		
	09-22-11	2400	0760				
	4009937854				\$21.16		
	09-22-11	2400	0760				
	4009937855				\$22.27		
	09-22-11	2400	0760				
	4009937856				\$47.95		
09-22-11	2400	0760					
4009937857				\$12.43			
09-22-11	2400	0760					
4009937858				\$59.23			
09-22-11	2400	0760					
4009937955				\$19.52			
09-22-11	2400	0760					
4009937956				\$20.16			
09-22-11	2400	0760					
4009937957				\$41.61			
					\$1,119.06		
TOTAL REMITTANCE:					\$1,119.06		

The claims listed above (totaling \$1,119.06) 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: 10/17/11
REPORT NO: 5435

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-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	10-12-11 25239	1800	0726		\$310.32		
VC-0089-10 Placentia Disposal #676 PO Box 78829 Phoenix, AZ 85062-8829	09-30-11 0676-000906898	1001			\$228.43		
VC-0000009667 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	10-12-11 8448 40 025 0124877	0700	0702		\$137.98		
	10-14-11 8448 40 025 0276198	0700	0702		\$138.95		
					\$276.93		
VC-5233-2 AT&T PO Box 9011 Carol Stream, IL 60197-9011	10-02-11 000002703640	0700	0700		\$108.73		
	10-02-11 000002703640	0700	0701		\$279.06		
					\$387.79		
TOTAL REMITTANCE:					\$1,203.47		

The claims listed above (totaling \$1,203.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/17/11
REPORT NO: 38

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*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	*11-01-11 Payroll #10 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/17/11
REPORT NO: 39

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	*11-15-11 Payroll #11 FY11/12	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

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 17, 2011

	Fiscal Year 2011-2012						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
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						0.00	0.00
11/30/2011						0.00	0.00
12/31/2011						0.00	0.00
01/31/12						0.00	0.00
2/28/2012						0.00	0.00
3/31/2012						0.00	0.00
04/30/12						0.00	0.00
5/31/2012						0.00	0.00
6/30/2012						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	124,017.48	0.00	124,017.48	0.00

	Fiscal Year 2010-2011						TOTAL EXCL GEN FUND
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	
07/31/10	10,238.00	12,208.25	175,822.59	1,294,948.84	11,912.65	1,505,130.33	210,181.49
8/31/2010	10,247.60	12,219.70	175,987.40	1,147,931.12	11,923.82	1,358,309.64	210,378.52
9/30/2010	10,247.60	12,219.70	175,987.40	1,094,842.08	11,923.82	1,305,220.60	210,378.52
10/31/10	10,255.08	12,228.62	176,115.81	907,612.87	11,932.52	1,118,144.90	210,532.03
11/30/2010	10,262.42	12,237.38	176,241.92	806,290.04	11,941.06	1,016,972.82	210,682.78
12/31/2010	10,262.42	12,237.38	176,241.92	1,419,527.63	11,941.06	1,630,210.41	210,682.78
01/31/11	10,255.95	12,229.66	176,241.92	1,124,243.74	11,933.53	1,334,904.80	210,661.06
2/28/2011	10,263.29	12,238.42	176,256.88	1,129,723.81	11,942.07	1,340,424.47	210,700.66
3/31/2011	10,263.29	12,238.42	176,256.88	1,333,588.78	11,942.07	1,544,289.44	210,700.66
04/30/11	0.00	0.00	0.00	1,798,444.61	0.00	1,798,444.61	0.00
5/31/2011	0.00	0.00	0.00	1,654,684.19	0.00	1,654,684.19	0.00
6/30/2011	0.00	0.00	0.00	1,498,399.27	0.00	1,498,399.27	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	388,173.78	0.00	388,173.78	0.00
Impact Fees	0.00	0.00	0.00	66,684.20	0.00	66,684.20	0.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through September 2011 for the Placentia Library District
Accounts on Deposit with the Orange County Treasurer and the Placentia Library
District General Ledger

DATE: October 17, 2011

Summary of Cash and Investments as of September 30, 2011

Cash with Orange County Treasurer Fund 707	1,250,450.01
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees (Restricted)	124,017.48
General Fund Checking – Bank of the West	44,301.66
General Fund Savings – Bank of the West	384,380.93
Payroll Checking – Wells Fargo Bank	170,810.65
Total Cash and Investments	2,388,749.83

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
 September 30, 2011

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,730,412	38,719	1,691,693	2.2%
6220		Property Taxes - Current Unsecured	69,801	51,835	17,966	74.3%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	0	-	-	0.0%
6280		Property Taxes - Curr Supplemental	22,366	1,587	20,779	7.1%
6300		Property Taxes - Prior Supplemental	0	1,834	(1,834)	0.0%
6540		Penalties & Costs on Delinq Taxes	0	810	(810)	0.0%
REVENUE FROM USE OF MONEY & PROPERTY						
6610		Interest	0	1,527	(1,527)	0.0%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	15,368	-	15,368	0.0%
6970		State - Other	0	-	-	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	60,000	10,203	49,797	0.0%
		Passport	60,000	17,164	42,836	17.0%
		Meeting Room Fees	7,000	1,430	5,570	28.6%
		DVD Rentals	5,500	1,645	3,855	20.4%
		Test Proctor	2,000	1,350	650	29.9%
7680		6-MO Expired (Outlawed) Checks	0	-	-	67.5%
		YTD Actual		128,105		0%
		FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 10/11:			2,082,447	238,105	1,844,342	11.4%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

September 30, 2011

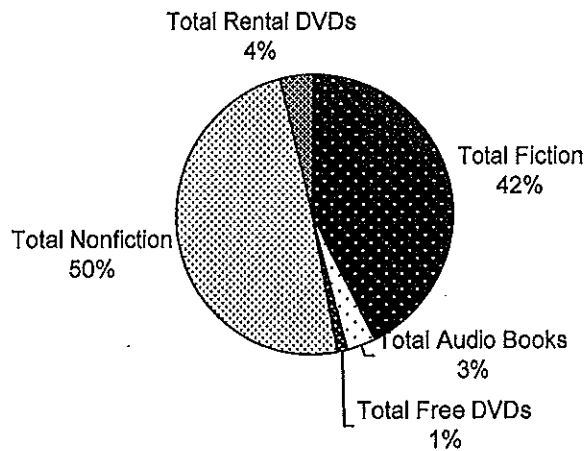
25% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	245,189	0.24	\$761,468
0200	Retirement	77,589	5,089	0.07	\$72,500
0301	Unemployment Insurance	15,000	4,080	0.27	\$10,920
0306	Health Insurance	146,979	18,429	0.13	\$128,550
0306-0770	Employee Assistance Program	822	51	0.06	\$771
0308	Dental Insurance	16,028	2,677	0.17	\$13,351
0309	Life Insurance	7,928	1,141	0.14	\$6,787
0310	AD & D Insurance	4,308	601	0.14	\$3,707
0319	Vision Insurance	2,734	365	0.13	\$2,369
0350	Workers' Compensation Insurance	10,500	863	0.08	\$9,637
	TOTAL	\$1,288,545	\$278,484	0.22	\$1,010,061
SERVICES & SUPPLIES					
0700	Communications	13,000	1,367	0.11	\$11,633
0900	Food	1,000	270	0.27	\$730
1000	Household Expenses	8,000	2,406	0.30	\$5,594
1100	Library Insurance	15,000	12,237	0.82	\$2,763
1300	Maintenance, Equipment	20,000	6,753	0.34	\$13,247
1400	Maintenance, Buildings & Improvements	131,400	2,590	0.02	\$128,810
1600	Memberships	12,000	5,226	0.44	\$6,775
1800	Office Expenses	21,486	4,989	0.23	\$16,497
1803	Postage	4,000	935	0.23	\$3,065
1900	Prof./Specialized Services	119,500	9,834	0.08	\$109,666
1912	Investment Administrative Fees	1,500	240	0.16	\$1,260
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	500	0	0.00	\$500
2200	Rents & Leases - Buildings & Improvements	35,000	7,045	0.20	\$27,955
2400	Books/Library Materials	236,736	3,295	0.01	\$233,441
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	11,000	6,174	0.56	\$4,826
2800	Utilities	85,000	6,978	0.08	\$78,022
	TOTAL	\$718,122	\$70,338	0.10	\$647,784
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$2,013,667	\$348,822	0.17	\$1,664,845
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$25,000	\$0	0.00	\$25,000
4200	Structures/Improvements	20,000	\$0	0.00	\$20,000
5200	Contingency Funds	\$23,780	\$0	0.00	\$23,780
	TOTAL	\$68,780	\$0	0.00	\$68,780
TOTAL BUDGET (Fund 707)					
		\$2,082,447	\$348,822	0.17	\$1,733,625
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2011-2012 THROUGH THE MONTH OF SEP. 2011

	Amount	Titles	Volumes
Total Fiction	\$10,139	599	647
Total Non-Fiction	\$11,679	181	579
Total Music CDs	\$0	0	0
Total Audio Books	\$805	23	23
Total Free DVDs	\$286	13	17
<u>Total Rental DVDs</u>	<u>\$952</u>	<u>28</u>	<u>33</u>
TOTAL MATERIALS	\$23,862	844	1299



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 2011-2012 THROUGH THE MONTH OF SEPTEMBER 2011
Prepared by Kallie Matas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$3,155	167	\$307	12	\$3,462	179	\$30	1	\$3,492	180
Adult Non-Fiction	\$1,286	58	\$300	8	\$1,586	66	\$0	0	\$1,586	66
Adult Reference	\$242	5	\$0	0	\$242	5	\$225	3	\$467	8
Adult magazines	\$572	2	\$0	0	\$572	2	\$0	0	\$572	2
Adult on-line databases	\$7,154	1	\$0	0	\$7,154	1	\$0	0	\$7,154	1
Total Adult Non-Fiction	\$9,254	66	\$300	8	\$9,554	74	\$225	3	\$9,779	77
TOTAL ADULT PRINT MATERIALS	\$12,409	233	\$607	20	\$13,016	253	\$255	4	\$13,271	257
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$1,206	68	\$1,206	68
Adult Audio Books	\$305	23	\$61	3	\$367	26	\$0	0	\$367	26
Adult Free DVDs	\$49	2	\$0	0	\$49	2	\$60	3	\$109	5
Adult Rental DVDs	\$664	23	\$0	0	\$664	23	\$85	4	\$749	27
TOTAL ADULT NON-PRINT MATERIALS	\$1,518	48	\$61	3	\$1,579	51	\$1,351	75	\$2,930	126
TOTAL ADULT MATERIALS	\$13,927	281	\$668	23	\$14,595	304	\$1,606	79	\$16,201	383
Juvenile Fiction	\$4,382	241	\$0	0	\$4,382	241	\$20	9	\$4,402	250
Young Adult Fiction	\$2,602	191	\$0	0	\$2,602	191	\$0	2	\$2,602	193
Total Juvenile Fiction	\$6,984	432	\$0	0	\$6,984	432	\$20	11	\$7,004	443
Juvenile Non-Fiction	\$1,858	88	\$0	0	\$1,858	88	\$20	1	\$1,878	89
Young Adult Non-Fiction	\$567	27	\$0	0	\$567	27	\$0	0	\$567	27
Juvenile Reference	\$0	0	\$184	3	\$184	3	\$0	0	\$184	3
Juvenile Magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Juvenile Non-Fiction	\$2,425	115	\$184	3	\$2,609	118	\$20	1	\$2,629	119
TOTAL JUVENILE PRINT MATERIALS	\$9,409	547	\$184	3	\$9,593	550	\$40	12	\$9,633	562
Juvenile Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Free DVDs	\$237	11	\$0	0	\$237	11	\$0	0	\$237	11
Juvenile Rental DVDs	\$288	5	\$0	0	\$288	5	\$0	0	\$288	5
TOTAL JUVENILE NON-PRINT MATERIALS	\$525	16	\$0	0	\$525	16	\$0	0	\$525	16
TOTAL JUVENILE MATERIALS	\$9,934	563	\$184	3	\$10,118	566	\$40	12	\$10,158	578
Juvenile Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Free DVDs	\$237	11	\$0	0	\$237	11	\$0	0	\$237	11
Juvenile Rental DVDs	\$288	5	\$0	0	\$288	5	\$0	0	\$288	5
TOTAL JUVENILE NON-PRINT MATERIALS	\$525	16	\$0	0	\$525	16	\$0	0	\$525	16
TOTAL JUVENILE MATERIALS	\$9,934	563	\$184	3	\$10,118	566	\$40	12	\$10,158	578
Total Fiction	\$10,139	589	\$307	12	\$10,446	611	\$50	12	\$10,496	623
Total Non-Fiction	\$11,679	181	\$484	11	\$12,163	192	\$245	4	\$12,408	196
Total Music CDs	\$0	0	\$0	0	\$0	0	\$1,206	68	\$1,206	68
Total Audio Books	\$805	23	\$61	3	\$867	26	\$0	0	\$867	26
Total Free DVDs	\$286	13	\$0	0	\$286	13	\$60	3	\$346	16
Total Rental DVDs	\$952	28	\$0	0	\$952	28	\$85	4	\$1,037	32
TOTAL MATERIALS	\$23,862	844	\$852	26	\$24,713	870	\$1,646	91	\$26,359	961

Outstanding Orders as of September 2011
General Fund \$10,511
Adopt-a-book \$285
TOTAL \$10,796

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for September 2011
DATE: October 17, 2011

Net Revenue Summary September 2011

			YTD	YTD
	Sep-11	Sep-10	2011-2012	2010-2011
Passport	4,550.00	3,373.00	14,200.00	18,851.00
Passport Photos	1,068.00	840.00	2,964.00	3,586.00
Test Proctor	350.00	200.00	1,350.00	350.00
Meeting Room	290.00	290.00	1,430.00	1,340.00
DVD Rentals	438.00	594.00	1,645.00	1,865.00
Total	6,696.00	5,297.00	21,589.00	25,992.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for September 2011
DATE: October 17, 2011

			YTD	YTD
	Sep-11	Sep-10	2011-2012	2010-2011
Separation	0	0	0	0
Retirement	0	0	1	0
Appointments	0	0	4	0
Open Positions	2	0	2	0
Workers' Compensation Leave	0	0	0	0
Total	2	0	7	0

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (10 hours)
Librarian I (40 hours)

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: October 17, 2011

MONTHLY STATISTICS

September 2011

<u>CIRCULATION</u>				Y-T-D	Y-T-D	Y-T-D
	Sep-11	Sep-10		2011-12	2010-11	% change
New Patron Registrations	348	392		1,035	1,120	-7.6%
Total Circulation	14,904	17,173		54,089	59,391	-9.8%
Total Active Borrowers	9,148	9,488		27,546	28,528	-3.4%
Attendance	21,423	24,420		69,337	77,594	-10.6%
Registered Card Holders*	27,553	31,285		89,115	92,620	-3.8%
Adult Fiction	2,845	3,119		9,790	11,056	-11.5%
Adult Nonfiction	1,758	2,359		6,218	7,970	-22.0%
Adult Magazines	289	441		974	1,214	-19.8%
Adult Music CDs	219	314		685	1,028	-33.4%
Adult Audio Books	557	720		1,890	2,240	-15.6%
Adult Free DVDs	283	351		866	1,160	-25.3%
Adult Rental DVDs	402	597		1,336	1,724	-22.5%
JV Fiction	5,388	5,702		20,847	21,119	-1.3%
YA Fiction	697	692		3,029	2,626	15.3%
JV Nonfiction	811	1,086		3,117	3,217	-3.1%
YA Nonfiction	60	27		145	100	45.0%
JV Magazines	4	4		23	17	35.3%
JV Music CDs	33	36		77	99	-22.2%
JV Audio Books	35	17		111	98	13.3%
JV Free DVDs	667	913		2,457	3,197	-23.1%
JV Rental DVDs	150	151		687	559	22.9%

* Inactive accounts removed in August 2011.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		726	624	574	593	716	3,233
10:00		336	487	309	895	667	2,694
11:00		410	727	415	760	284	2,596
12:00		361	569	481	791	528	2,730
1:00	886	441	533	480	616	709	3,665
2:00	1,124	390	699	662	651	600	4,126
3:00	873	447	694	735	658	1,062	4,469
4:00	862	822	670	1,039	1,080	543	5,016
5:00		691	1,109	995	1,245		4,040
6:00		768	879	1,412	1,023		4,082
7:00		730	901	980	933		3,544
8:00		456	504	827	864		2,651
Total/Day	3,745	6,578	8,396	8,909	10,109	5,109	42,846
Grand Total							21,423

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	0	0	3	3	6
10:00		0	0	0	0	6	6
11:00		0	2	1	0	6	9
12:00		0	0	3	0	12	15
1:00	8	5	2	0	1	4	20
2:00	7	0	2	1	0	5	15
3:00	12	3	4	4	3	6	32
4:00	7	2	2	2	9	6	28
5:00		6	2	0	4		12
6:00		1	4	8	6		19
7:00		0	3	2	6		11
8:00		0	0	3	6		9
Total/Day	34	17	21	24	38	48	182
Grand Total							182

STAFF ACTIVITY

- September 06, 2011- Fernando attended supervisors meeting.
- September 06, 2011- Fernando had training with Tom, Al and Nadia on PC Reliance.
- September 06, 2011- Estella began her temporary assistance in the administration office.
- September 08, 2011- Fernando participated in an interview panel at Newport Beach.
- September 12, 2011- Beatrice, Laura C., Vanita, Jesus, Susi, Denae, Esther, received training on the backup system for circulation.
- September 12, 2011- Tim attended PLFF meeting.
- September 13, 2011- Fernando attended supervisors meeting.
- September 14, 2011- Beatrice, Susi, and Estella assisted Tom Edelbutt from Anaheim with the new Horizon set up.
- September 15, 2011- Fernando attended the Liebert, Cassidy and Whitmore supervisors training.
- September 16, 2011- Vanita danced at the Jewel reception.
- September 19, 2011- Fernando trained all clerks and aids with new Horizon system.
- September 19, 2011- Susi attended board meeting.
- September 19, 2011- Fernando attended board meeting.
- September 20, 2011- Fernando attended supervisors meeting.
- September 20, 2011- Vanita, Estella, Beatrice, Laura C., Larry and Fernando attended all staff meeting.
- September 21, 2011- Esther helped proctor and greet interviewees for new librarian position.
- September 26, 2011- Fernando processed quarterly state report.
- September 28, 2011- Estella, Jesus and Fernando attended mini-circulation meeting.
- September 29, 2011- Circulation staff assisted Carol Fizzard with candy delivery for the PLFF vending machine.
- September 29, 2011- Fernando attended supervisors meeting.

ONGOING PROJECTS

- Saul Ulloa is working on reducing the number of claims return items on the claims return list.
- Fernando is working on staff performance evaluations.
- Shelf reading continues to be done once a week for 30 minutes.
- Circulation continues to review the missing trace item list once a week.
- Circulation department will upkeep the new Children's collection books dating only 6 months back on juvenile books and 3 months on young adult collections.

NEW PROJECTS AND ACTIVITIES

- Circulation will shelve read the History Room.
- Circulation staff will input data for the i-Pad 2 raffle contest.
- Fernando will work with volunteers to manage cardboard box breakdown.
- Fernando will train two new volunteers to sort and shelve library items.
- Fernando will relocate the mending shelves to another side of the workroom.
- Fernando and Jesus will work on a Passport marketing campaign.
- Fernando will train Ed with the disk cleaning machine.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: City of Placentia Invoices

DATE: October 17, 2011

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2011-2012						
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-Oct						
11-Nov						
11-Dec						
12-Jan						
12-Feb						
12-Mar						
12-Apr						
12-May						
12-Jun						
TOTAL		\$12,584.33	\$1,452.49	\$142.50	\$15.20	\$15,789.52
AVG		6292.16	\$1,452.49	142.50	15.20	7,894.76

* City Billing Not Received

FY2010-2011	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
10-Jul	8/31/2010	6,892.73	1,452.50	142.50	14.42	\$8,502.15
10-Aug	10/12/2010	6,848.56	1,425.50	142.50	*	\$8,443.56
10-Sep	10/28/2010	6,571.73	1,452.50	142.50	*	\$8,166.73
10-Oct	11/23/2010	4,688.88	1,452.50	142.50	*	\$6,283.88
10-Nov	12/8/2010	3,832.05	1,452.50	142.50	*	\$5,427.05
10-Dec	2/1/2011	3,337.15	1,452.50	142.50	*	\$4,932.15
11-Jan	2/15/2011	3,412.40	1,452.50	142.50	7.68	\$5,015.08
11-Feb	3/17/2011	3,401.08	1,452.50	142.50	7.64	\$5,003.72
11-Mar	5/11/2011	3,477.15	1,452.50	142.50	7.64	\$5,079.79
11-Apr	5/11/2011	3,620.66	1,452.50	142.50	7.61	\$5,223.27
11-May	7/5/2011	3,800.48	1,452.49	142.50	7.61	\$5,403.08
11-Jun	*	*	*	*	*	*
TOTAL		49,882.87	15,977.49	1,567.50	52.6	\$67,480.46
AVG		4,534.80	1,452.49	142.5	4.78	\$6,134.58

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for September 2011
DATE: October 17, 2011

Accomplishments

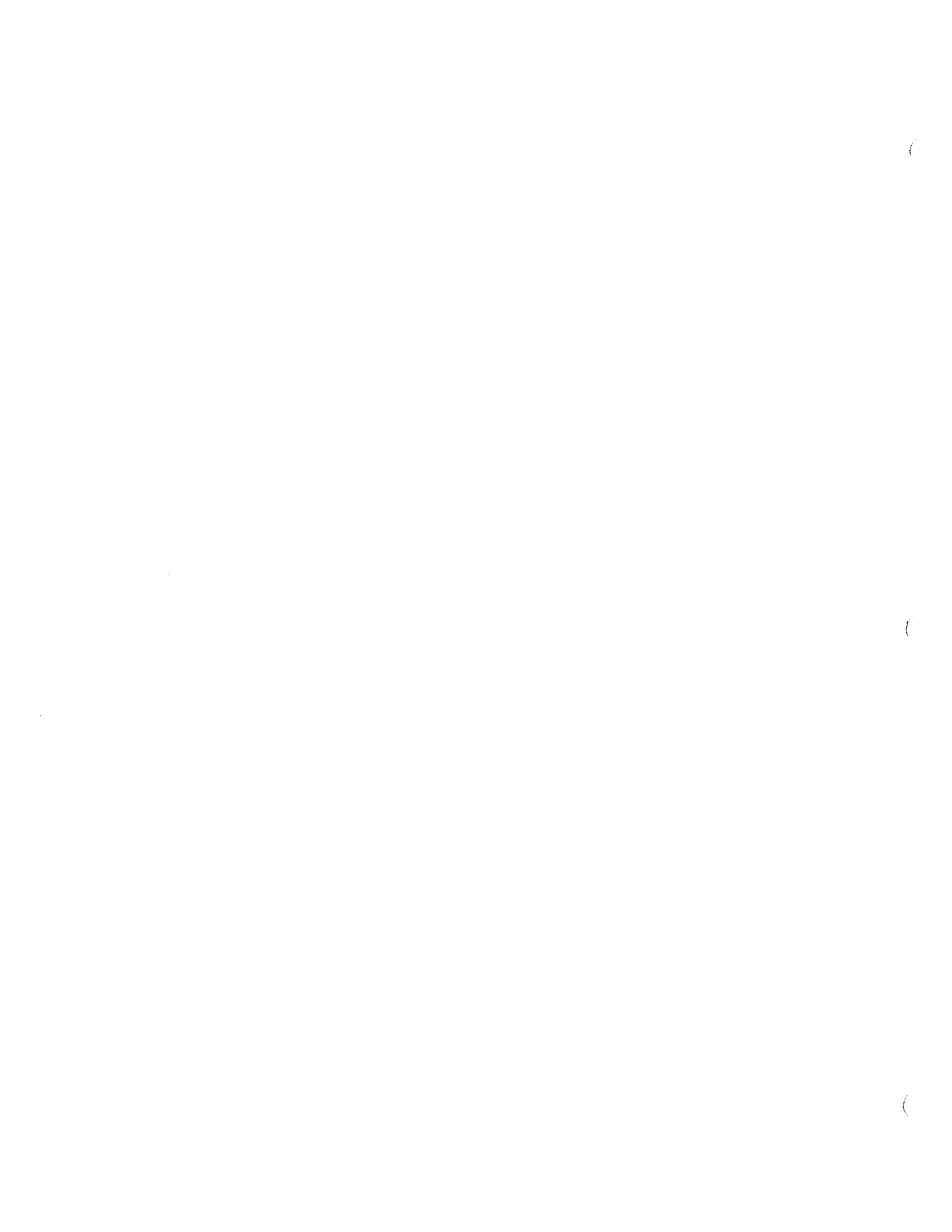
- Working with Library partners and library staff to plan for the 2012 Easter Eggcitement.
- Secured \$3,500 from the Placentia Library Friends Foundation (PLFF) for children's and adult programs.
- Assisted PLFF with the Donor Jewel Reception.
- Met with Hanna Construction to discuss window project for Adult Services Librarian II office.
- Finalized the Library's pages for the Placentia Quarterly Newsletter.
- Met with the Library Board of Trustees to discuss and review annual performance evaluation.

Meetings

- Library Board of Trustees meeting – September 19th
- Manager's meetings – September 6th, 13th, 20th, 27th
- Rotary meetings – September 7th, 14th, 20th, 21st, 22nd, 29th
- Roundtable Women's Club – September 8th
- PLFF Meeting – September 12th
- PLFF Author's Luncheon Meeting – September 19th
- Staff Meeting – September 20th
- Children's Services Librarian II – September 7th, 14th, 21st
- Valencia High School Interact Club – September 1st
- Jane Herb from Baker & Taylor – September 27th
- Skydiver cataloging services – September 28th
- City of Anaheim IT Department – September 27th

Functions/Events

- Chief of Police Storytime (C.O.P.S.) Launch – September 14th
- PLFF Donor Jewel Reception – September 16th
- Interact Club Recruitment at Valencia High School – September 26th



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Al Shkoler
SUBJECT: IT Report for September 2011
DATE: October 17, 2011

The Network Attached Storage device (NAS) mentioned last month does not work, so far. This device was meant for backing up the pictures stored in the History Workroom. I need to buy a new cable which may help fix the problem. If this doesn't work we will need a new backup device.

Our ongoing procedure to backup staff files to the cloud is working so well that we ran out of space on MozyPro, our cloud backup provider. We remedied that by purchasing an additional 20Gb's of space for 50¢ per Gb per month (\$10).

We want to become more knowledgeable and self-sufficient about using Joomla, the software we use to manage our web site. To that end we have scheduled a webinar with Ogosense, our web hosting company, next week, Tuesday, 10/18 at 10 a.m. Managers, supervisors and selected staff will attend. We are tentatively planning on three more sessions at a later date to complete the training. The cost is \$50 per one hour class.

We scheduled September 14th to upgrade to Horizon 7.51, with our consortium partner, the Anaheim Library. This is the software where all of our patron information is kept, as well as the catalog of our books and other media. On that day we could not access this information but patrons could still take out and/or return media. We have stand alone software that we used to capture the information. The upgrade was completed, without a problem, sometime Wednesday night. The next day, before we opened, we uploaded the data from our stand alone software to the Horizon database. We updated all of our computers to the new version of Horizon on Thursday morning. This was mainly finished before we opened at 9 a.m. and completed before 10 a.m. This was a very smooth and easy update from beginning to end. Tom Edelblute, from the Anaheim Library, was very helpful.

I taught 4 computer classes on Tuesday evenings in September. The classes were setup as separate classes, not as four sessions of one overall class covering basic computer skills. Many students from the first class wanted to be in the next class and then the class after that but they couldn't because they were already filled. These people were put on the waiting list and some did get into the next classes. Nadia and I sat down and discussed this and for the next series, starting in January, 2012, we will have a beginning class in basic computer skills in three sessions. This should prevent situations like the class I taught on Introduction to Email where 4 people did not have email addresses and had never used email and 8 people already had email addresses and wanted training more advanced skills. Thank goodness I had some assistance that evening so we were able to get through it, sort of. I will be requesting from Nadia and Jeannie that we have a couple of assistants for these beginning classes.

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 September 2011

DATE: October 21, 2011

MONTHLY STATISTICS

Childrens Desk Activity

	September 2011	September 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	42	68	114	161	-29.19%
In person reference/research:	587	593	1704	2055	-17.08%
Total Reference	629	661	1818	2216	-17.96%
Total Number of Programs	38	29	90	77	16.88%
Total Programs Attendance	942	888	5587	3367	65.93%

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	11
Preschool Story Times I & II: 3-6 years	8	123
Pocket Tales: Stories, music, and movement.	4	124
C.O.P.S.	1	60
Lap Sit 24 months & younger	5	275
P-TAC	3	46
Family Game Day	1	50
Super S.T.A.R.	1	28
Homework Club	12	190
9/22 YA: Kaplan College Application Workshop	1	10
Total September 2011	38	942

Total September 2010	29	888
Current FY to date	90	5,587
Previous FY to date	77	3,367

Achievements:

- Coleen Wakai attended the YA SCLC meeting on Sept. 14.
- The first C.O.P.S. program was a success. This is a collaboration with the library and Police Chief Rick Hicks. Brenda Ramirez is conducting this program.
- Lori Worden attended Liebert Cassidy Whitmore training courses for library supervisors on Sept. 15.
- Lori Worden attended the Jewel Reception on Sept. 16 and presented information about the Super S.T.A.R. program.
- Lori Worden attended weekly meetings with Jeanette Contreras and library supervisors.
- Lori Worden attended the Placentia Library Board of Trustees meeting on September 19.
- Children's staff attended the all-staff meeting on Sept. 20.
- Coleen Wakai conducted a Kaplan college application workshop for teens on Sept. 22.
- Lori Worden conducted a Children's department staff meeting on Sept. 30.

In Progress:

- Children's staff is making plans for our Fall programs, including Camp Library, the In 'n Out Reading program, and our Halloween programs.
- Children's department staff continued ordering materials and weeding the children's and YA collections.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian II
SUBJECT: Volunteer Report for September 2011
DATE: OCTOBER 17, 2011

MONTHLY STATISTICS

Volunteer Hours

	September 2011	September 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	60	44	253.5	120	111.25%
PLFF	443	444	1363	1437	-5.15%
General Library	562	413	3010.5	1518.5	98.25%
Computer Literacy	0	19	21	52	-59.62%
Homework Club	127	88	127	88	44.32%
Adult Literacy	31	59	87.5	124	-29.44%

STAFF ACTIVITY

- *Nadia Dallstream* coordinated and facilitated an Adult Literacy Tutor Orientation on September 24th. Seven potential tutors attended.

IN PROGRESS

- *Nadia Dallstream* is working with staff to organize volunteer recruitment and assignments.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Librarian II

SUBJECT: Adult Services Monthly Activity Report for September 2011

DATE: **OCTOBER 17, 2011**

MONTHLY STATISTICS

Adult Services Programs

		September 2011
September 6, 2011	Computer Workshop: Introduction to Computers	10
September 13, 2011	Computer Workshop: Beginning Word Processing	10
September 13, 2011	Book Discussion: A Confederacy of Dunces	6
September 20, 2011	Computer Workshop: Introduction to the Internet	12
September 24, 2011	Adult Literacy Tutor Orientation	7
September 27, 2011	Computer Workshop: Introduction to Email	12
		57

Reference Desk Activity

	September 2011	September 2010	Y-T-D 2011-12	Y-T-D* 2010-2011	Y-T-D % change
Reference -- in person	698	1189	2594	3308	-21.58%
Reference -- telephone	278	355	924	1021	-9.50%
Reference -- email/chat	1	0	13	0	1300.00%
Technology assistance	331	675	1487	1907	-22.02%
Guest passes	253	97	601	348	72.70%
Adult and Children's computer use (desktops)	2686	3051	8445	8427	0.21%
Adult computer usage (desktop)*	2223	0	7348	0	0.00%
Public computer use (express laptops)	1064	1012	3165	4192	-24.50%
In library use -- cleanup	2679	3436	10120	11066	-8.55%
Adult Program Attendance	57	48	319	201	58.71%

**No data available for FY 10-11*

Volunteer Hours

	September 2011	September 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	60	44	253.5	120	111.25%
PLFF	443	444	1363	1437	-5.15%
General Library	562	413	3010.5	1518.5	98.25%
Computer Literacy	0	19	21	52	-59.62%
Homework Club	127	88	127	88	44.32%
Adult Literacy	48	59	104.5	124	-15.73%

History Room Activity

	September 2011	September 2010	Y-T-D 2011- 12	Y-T-D 2010- 11	Y-T-D % Change
History Room Visitors	2	3	29	25	16.00%
History Room Volunteers	3	3	3	3	0.00%

Adult Literacy Services

	September 2011	September 2010
Number of Tutors	8	
Number of Students	4	
Total Number of Participants	12	

**No data for FY 2010-2011*

Computer Literacy Services

	September 2011	September 2010
Number of Tutors	0	
Number of Students	0	
Total Number of Participants	0	

**No data for FY 2010-2011*

ACHIEVEMENTS

- *Katie Matas* proctored 7 exams.
- *Martha Leonard* created a PowerPoint presentation for the Artists PowerPoint on Winslow Homer.
- *Nadia Dallstream* led the September 13th book discussion of *Confederacy of Dunces* by John Kennedy Toole.
- *Jeannie Killianey* coordinated 4 Computer Workshops.
- *Nadia Dallstream* coordinated and facilitated an Adult Literacy Tutor Orientation on September 24th. Seven potential tutors attended.

MEETINGS

- *Nadia Dallstream* attended 4 Managers/Supervisors Meetings.
- *Katie Matas and Jeannie Killianey* met 2 times for training.
- *Nadia Dallstream and Jeannie Killianey* met 2 times for training.
- *Nadia Dallstream* attended the Southern California Library Consortium Reference meeting on September 13th.
- *Nadia Dallstream* attended the Liebert, Cassidy & Whitmore training on September 15th.
- *Katie Matas and Nadia Dallstream* attended the September 19th PLD Board Meeting.
- *Katie Matas, Jeannie Killianey, Nadia Dallstream* attended the Staff Meeting on September 20th.
- *Katie Matas and Nadia Dallstream* met with the representative from Baker and Taylor on September 24th.

IN PROGRESS

- *Katie Matas* is preparing for the October Play Reading Program.
- *Katie Matas* is preparing for the October Book Discussion of *Winter Garden* by Kristin Hannah.
- *Jeannie Killianey* is coordinating Computer Workshops for October.
- *Nadia Dallstream and Colleen Wakai* are coordinating the October 18th Star Gazing Program.
- *Nadia Dallstream* is working with staff to organize volunteer recruitment and assignments.
- *Nadia Dallstream* is searching for historical photos, revising the script, reviewing film locations and plans for filming for the Placentia Historical Places DVD film.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Librarian II
SUBJECT: Local History Room Monthly Activity Report for September 2011
DATE: OCTOBER 17, 2011

MONTHLY STATISTICS

History Room Activity

	September 2011	September 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	2	3	29	25	16.00%
History Room Volunteers	3	3	3	3	0.00%

MEETINGS

- *Nadia Dallstream* attended 2 meetings of the Placentia Historical Committee.

IN PROGRESS

- *Nadia Dallstream* is searching for historical photos, revising the script, reviewing film locations and plans for filming for the Placentia Historical Places DVD film.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Website & Technology Report for September 2011

DATE: OCTOBER 17, 2011

MONTHLY STATISTICS

Online Database Usage	September 2011	September 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	33	189	116	618	-81%
Career Transitions	1	7	2	151	-99%
Heritage Quest	532	650	2,467	1,637	51%
Novelist	24	162	109	64	70%
Tumblebooks	421	355	1,002	760	32%
Reference USA	18	129	110	304	-176%
TOTAL DATABASE USAGE	1029	1492	3,806	3,534	8%

Website Traffic

	September 2011	September 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Website visits	20,211.00	17,083.00	64,184.00	49,964.00	28%
Page Hits	38,720.00	35,273.00	124,480.00	108,533.00	15%

ACHIEVEMENTS

- *Fernando Maldonado and Nadia Dallstream* coordinated the Horizon upgrade.
- *Estella Wnek, Beatrice Quintanar and Katie Matas* executed the Horizon upgrade.
- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Nadia Dallstream* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

MEETINGS

- *Katie Matas, Nadia Dallstream and Jeanette Contreras* met with Jane Herb from Baker and Taylor on September 27th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Quarter Presentation
DATE: October 17, 2011

President Wood will present the Employee of the Quarter Award to Fernando Maldonado.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Recognition for Margaret Cooper
DATE: October 17, 2011

BACKGROUND

At the September 19, 2011 Library Board of Trustees meeting, it was decided that the Library will further discuss the need to recognize Ms. Margaret Cooper for her generous donation of \$10,000 to the Library.

Ideas for discussion may include the following:

- “Margaret Cooper” special collection with an emphasis on education
- “Margaret Cooper” ipad station
- “Margaret Cooper” quiet study carrels
- “Margaret Cooper” Battle of the Books Event
- “Margaret Cooper” Welcome Baby program – a board book to all new registered babies
- “Margaret Cooper” Scholarship for library staff in the MLIS masters program

Library staff welcomes input from the Library Board of Trustees.

RECOMMENDATION

Discuss and decide on an appropriate recognition in honor of Ms. Margaret Cooper.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Meeting Room Improvements
DATE: October 17, 2011

BACKGROUND

At the June 20, 2011 Library Board of Trustees meeting, it was discussed and decided that the Meeting Room needs to be enhanced. The scope and extent of improvements need to be further discussed. Improvements may include the following:

- Replacement of carpet
- New window treatments
- New and combined entrance doors to the meeting room
- Big screen TV for program and event use
- Curtains for one wall
- New paint for walls
- Signage inside the meeting room
- Posters highlighting patrons using the library

Library staff welcomes input from the Library Board of Trustees.

RECOMMENDATION

Authorize library staff to proceed with solicitation for RFPs based on improvements as discussed and presented.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Policy #6030 – Circulation Policy
DATE: October 17, 2011

BACKGROUND

The current loan periods for library materials are:

- Books , Audio Books & CDs 3 weeks
- Magazines & Educational DVDs 1 week
- DVDs, rental 1 week
- DVDs, rental-new releases 2 days

Library staff recommends the loan period for magazines to be changed from 1 week to 3 weeks to be consistent with the loan periods of other print materials. The electronic format materials will remain unchanged. As a result of this recommendation, Policy #6030 – Circulation Policy will need to reflect the changes as presented including the following:

6030.1 Loan Periods for Library Materials are as follows:

Books	3 weeks
Audio Books	3 weeks
Magazines	3 weeks
CDs	3 weeks
DVDs, educational	1 week
DVDs, rental	1 week
DVDs, rental-new releases	2 days

Attachment A is a copy of Policy #6030 – Circulation Policy.

RECOMMENDATION

Authorize changes in Policy #6030 – Circulation Policy as presented and to be effective November 1, 2011.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

6030.1

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

6030.1.1 Loan Periods for Library Materials are as follows:

Books	3 weeks
Audio Books	3 weeks
Magazines	3 weeks
CDs	3 weeks
DVDs, educational	1 week
DVDs, rental	1 week
DVDs, rental-new releases	2 days

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

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

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

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

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

6030.2.2.3. There is no grace period for DVDs videos.

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6030.3 Notification Process

6030.3.1 Reminder notices are mailed to cardholders 7 days after an item's due date.

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

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

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$1525.00 surcharge added to the account's balance.

6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a \$1525.00 surcharge added to the account's balance.

6030.3.3.3 Borrowers who return overdue/lost items in a bookdrop or at another library remain responsible for the accumulated fines and service charges. Notices are mailed for fine accounts.

6030.3.3.4 Accounts for cardholders having more than \$1040.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a \$1525.00 surcharge added to the account's balance.

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

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$2025.00 surcharge.

6030.5.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100, which ever is greater, and the account is immediately reported to the Collection Agency.

6030.6 Only the Circulation Supervisor may clear accounts of any type that have been reported to the collection agency. There is a Circulation Supervisor on duty at all times when the Library is open for public service.

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

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

6030.8 Telephone renewals and inquiries

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

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

6030.8.2 Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item for several weeks. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

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

6030.8.4 All calls regarding overdue or lost items should be directed to the Circulation Department at 714-528-1906. The Library Administrative Office does not have a terminal for the Circulation System. In order to assure accurate processing of circulation inquiries and requests the caller must talk with someone who can look at the account information in the circulation system.

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

6030.9 Unpaid fines/fees in excess of \$5.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.10 Placentia Library District will ~~loan library material~~ issue a library card to California residents with a valid driver's license or ~~library card in accordance to Santiago Library System~~

Interlibrary Loan Policy, Guidelines and Procedures, 1988 a government issued photo identification.

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District Newsletter
DATE: October 17, 2011

BACKGROUND

The Placentia Library District and the Placentia Library Friends Foundation (PLFF) currently use the City's Placentia Quarterly Newsletter to promote programs, services and events. The annual costs for the four pages are as follows:

* Library -- 2 pages \$9,200
* PLFF -- 2 pages \$1,600

Reasons for having an independent newsletter include:

- Educate – Teach and inform users, e.g., majority of constituents are not aware that the Library is a special district and not part of the City or County operations, announce new services and programs, etc.
- Motivate – Recognize, applaud and spotlight Library employees.
- Solicit – Ask for volunteers, donations, contributions, wish list, questionnaires, polls, etc.
- Market – Sell products and services, promote, brand the Library, build awareness, outreach, etc.
- Revenue – Procure local businesses to place advertisements.

Biannual newsletter is approximately \$12,000 which would include:

- Full-color printing
- 8 Pages
- Graphic design
- Mailing
- Advertisement management

Library staff welcomes input from the Library Board of Trustees.

RECOMMENDATION

Authorize library staff to proceed with solicitation for RFPs for an independent newsletter for the Placentia Library District.

