

Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, September 19, 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 July 18, 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. 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; and recommendation that no funds be transferred at this time. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for July & August 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for July & August 2011. (Receive & File)
15. Acquisitions Report for July & August 2011. (Receive & File)
16. Entrepreneurial Activities Report for July & August 2011. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for July & August 2011. (Receive, File, and Ratify Appointments)
18. Circulation Report for July & August 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 July & August 2011.
21. Library Services Manager's Report for July & August 2011.
22. Children's Services Report for July & August 2011.
23. Literacy / Volunteer Services Report for July & August 2011.
24. Reference and Adult Services Report for July & August 2011.
25. Local History Room Report for July & August 2011.
26. Placentia Library Web Site & Technology Report for July & August 2011.

CONTINUING BUSINESS

27. Placentia Library District's Digital Signage Policy #6075
Presentation: Library Director
Recommendations: 1) Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,

2) Adopt as Policy #6075 – Digital Signage Policy.
28. Naming /Sponsorships of Library Buildings and Departments Policy #6090
Presentation: Library Director
Recommendations: 1) Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,

2) Adopt as Policy #6090 – Naming of Library Buildings and Departments
29. Staff Appreciation and Recognition Dinner Updates
Presentation: Board President and Library Director

NEW BUSINESS

30. Request from Relay For Life Placentia to Waive the Meeting Room Rental Fee
Presentation: Library Director
Recommendation: Consider waiving the meeting room rental fee for the Relay for Life Placentia for the months of September 2011 through August 2012.

31. Easter Eggcitement Event with Community Partners
Presentation: Library Director
Recommendation: N/A

32. Award Contract for Placentia Library District's Financial Audit, Management Letter and Preparation of the Annual Controller's Report for Fiscal Year 2010-2011.
Presentation: Library Director
Recommendations: 1) 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.

2) Authorize the Library Director to sign the engagement letter.

33. Blinds and Window for Supervisors and Staff Offices
Presentation: Library Director
Recommendation: Authorize Library Staff to install a window for the Adult Services Librarian II office and blinds for staff offices as presented.

DISCUSSION ITEMS

34. Plumbing System Assessment and Possible Replacement
Presentation: Business Manager
Recommendation: Authorize library staff to solicit request for proposals to conduct an assessment of the Library's existing plumbing system and possibly replacing the system.

35. Information Technology (IT) Assessment and Procurement of Services
Presentation: Library Director
Recommendation: Authorize library staff to solicit 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.

36. Request from the Placentia Library Friends Foundation – Recognition for Margaret Cooper
Presentation: Library Director
Recommendation: Discuss recognition opportunities for Ms. Margaret Cooper who donated \$10,000 to the Library.

37. Point of Service Desk Business Model
Presentation: Library Director
Recommendations: 1) Discuss the new Point of Service Desk Business concept and incorporate the Library Board of Trustees' feedback into the new concept; and,

2) Authorize library staff to order signages for the public service desks and public area, including Circulation, Children's, Adult, and Passport Office.

ADJOURNMENT

38. Agenda Preparation for the August Regular Date Meeting which will be held on Monday, August 15, 2011 unless re-scheduled by the Library Board of Trustees.

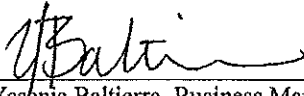
39. Review of Action Items.

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

40. Adjourn

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

I, Yesenia Baltierra, of Placentia Library District, hereby certify that the Agenda for the September 19, 2011 Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 13, 2011.



Yesenia Baltierra, Business Manager



MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 18, 2011

CALL TO ORDER President Wood called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 18, 2011 at 6:30 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, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden and Timothy Worden; Placentia Library Friends Foundation (PLFF) Member Carol Fizzard

ADOPTION OF AGENDA It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt the agenda as presented:

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

ORAL COMMUNICATION

There was no oral communication made at this time.

TRUSTEE REPORTS

President Wood reported that she attended the California Special District Association's Workshop on Personnel. She attended the Placentia Rotary demotion night and the promotion ceremony and reception for Deputy Chief of Police Ward Smith. At the Library she participated in the PLFF Summer Reading Programs Kick-Off Breakfast and the Staff Ice Cream Social celebrating the recently promoted staff. She encouraged other members to attend the upcoming Chamber Mixer and Public Services Breakfast, as well as the Emergency Training hosted by Independent Special districts of Orange County (ISDOC). (Item 5)

Secretary DeVecchio reported that he also attended the California Special District Association's Workshop on Personnel.

Trustee Escobosa reported that she attended the California Special District Association's Workshop on Personnel which she thought was a good workshop. She attended the Chambers installation of officers and the promotion ceremony and reception for Deputy Chief of Police Ward Smith. She also attended the Adult Summer Reading Program's event that featured staff Vanita Todker. She participated in the Staff Ice Cream Social at the Library to congratulate recently promoted staff members.

Trustee Shkoler reported that he attended the California Special District Association's Workshop on Personnel, Placentia Rotary demotion night, the promotion ceremony and reception for Deputy Chief of Police Ward Smith, and the PLFF Summer Reading Programs Kick-Off Breakfast

Trustee Turner reported that she attended the Chamber installation event, the PLFF monthly meeting, and the Adult Book Discussion. She was at the Staff Ice Cream Social for the recently promoted staff where she was pleased to hear that they are all glad to be a part of the Library staff. She also attended the promotion ceremony and reception for Deputy Chief of Police Ward Smith. (Item 6)

PLFF REPORT

PLFF member Carol Fizzard reported that PLFF donated \$3,000.00 for the Staff Appreciation Dinner. PLFF membership is currently at 146 members with 60 at the ruby/diamond levels; in addition, they received a \$10,000 donation from Margaret Cooper. The beverage vending machine will be replaced with a new one as there have been problems with freezing and leaking. Two items the group continues to work on is clearing their work area in the Workroom and planning a Chamber Mixer at the Library to grow support of local businesses. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to approve Agenda Items 8-26:

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 June 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 June 2011 for Placentia Library District Accounts on Deposit with the Orange County Treasurer (Item 13)

Balance Sheet for June 2011 (Item 14)

Acquisitions Report for June 2011 (Item 15)

Entrepreneurial Activities Report for June 2011 (Item 16)

GENERAL CONSENT

Personnel Report for June 2011 (Item 17)

Circulation Report for June 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 June 2011 (Item 20)

Library Services Manager's Report for June 2011 (Item 21)

Children's Services Report for June 2011 (Item 22)

Literacy / Volunteer Services Report for June 2011 (Item 23)

Reference and Adult Services Report for June 2011 (Item 24)

Local History Room Report for June 2011 (Item 25)

Web Site & Technology Report for June 2011 (Item 26)

PRESENTATION

President Wood presented a proclamation and check to the newly named Employee of the Quarter Timothy Worden. (Item 27)

**CONTINUING
BUSINESS**

Library Director Contreras presented extensive information on recently passed and pending State and Assembly Bills including: SB 87 – State Budget, AB 121 – Trigger Bill, AB 438 – Library Outsourcing Bill, SB 445 Library Circulation Bill, SB 288 Local Government Bill, and SB 931 – Use of Legal Counsel Bill. There was no further discussion. (Item 28)

LEGISLATIVE UPDATES

**PLD POLICY 6075 -
DIGITAL SIGNAGE**

Library Director Contreras presented a revised draft PLD Policy #6075 – digital Signage Policy that included the Board's recommended changes at the May 16, 2011 meeting. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio 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

It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to approve the proposed policy as presented with a minor correction: (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 an updated draft PLD Policy #6090 – naming of Library Buildings and Departments that included suggested changes from the June 16, 2011 Regular Board Meeting. There were further questions posed regarding specific verbiage and the District's obligation. Additional revisions were recommended including the elimination of absolute language. It was moved by Trustee Escobosa and seconded by Secretary DeVecchio to approve the proposed new PLD Policy #6090 – Naming of Library Buildings and Departments as a first reading by a roll call vote: (Item 30)

AYES: Wood, DeVecchio, Escobosa, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

**STAFF APPRECIATION
AND RECOGNITION
DINNER**

Library Director Contreras provided an update on the planning of the upcoming Staff Appreciation Dinner to the Board. The Marriott Hotel has been reserved on October 28, 2011 for the event to include a chicken dinner, drinks, and dessert. It was moved by Secretary DeVecchio and seconded by Trustee Turner to authorize the Staff Appreciation and Recognition Dinner to be held on Friday, October 28, 2011 at the Marriott Hotel in Fullerton and authorize approximately \$500 to be used for the event if necessary and be drawn from the Entrepreneurial Fund.: (Item 31)

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

NEW BUSINESS

**CSDA BOARD
ELECTIONS**

Candidates' statements for the California Special Districts Association (CSDA) Board of Directors', Region 6, seat C position were reviewed and discussed. It was moved by Trustee Escobosa and seconded by Trustee Shkoler to choose Dewey L. Ausmus of North County Cemetery District to represent the Placentia Library District in region six, Seat C: (Item 32)

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

It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize the Board president to sign the CSDA ballot on behalf of the Placentia Library District: (Item 32)

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

**KEYLESS RESTROOM
ACCESS**

Business Manager Baltierra reviewed staff concerns with the current restroom key access. Issues stated included the concern of germs passing on the key and key holder, wet keys and key holder, keys left in the restrooms, patrons passing keys to others, patron difficulties with opening the doors, the inconvenience of requesting identification from patrons, and the amount of staff time involved with all of the aforementioned items. There was discussion regarding the pros and cons of various options. It was moved by Secretary DeVecchio and seconded by Trustee Escobosa to authorize library staff to seek proposals for a keyless restroom access entry system: (Item 33)

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

**SECURITY CAMERA
REPLACEMENT**

Business Manager Baltierra explained the current condition of the security camera system for the Library. As the system does not work, images and recordings are not available for the police department or management. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize library staff to seek proposals for a security camera system replacement : (Item 34)

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

AMENDMENT TO
RESOLUTION 12-01

Business Manager Baltierra explained the need for a revision to Resolution 12-01 to include the Reserve account funds which were provided by the County after the budget was approved. She clarified that the operating budget did not change. President Wood directed the recorder to read Resolution by title only: An amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County. It was moved by Secretary DeVecchio and seconded by Trustee Turner to adopt Amended Resolution 12-01 by a roll call vote: (Item 35)

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

LIEBERT CASSIDY
WHITMORE
CONSORTIUM
TRAINING

Library Director Contreras presented portfolio information on Liebert Cassidy Whitmore, a labor and employment law firm that has represented public sectors for 30 years. They provide training on management and employment law issues. Discussion was held regarding the value of Consortium membership and eligible participants. It was moved by Trustee Shkoler and seconded by Secretary DeVecchio to authorize the Placentia Library District to enroll in the Liebert Cassidy Whitmore's Consortium Training to provide quality employment relations training for library staff.: (Item 36)

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

CSDA CONFERENCE
ATTENDANCE

Library Director Contreras presented key information for the upcoming California Special District Association (CSDA) Annual Conference that will be held in Monterey, California from October 10 through 13, 2011. It was determined that Library Director Contreras and President Wood would attend the full conference as well as the Pre Conference Strategic Planning Workshop. It was also determined that Trustee Shkoler and Trustee Turner would attend the conference. It was moved by Secretary DeVecchio and seconded by Trustee Shkoler to authorize staff to proceed with reservations for the conference.: (Item 37)

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

CSDA BOARD
SECRETARY/CLERK
CONFERENCE

Library Director Contreras presented information for the upcoming California Special District Association (CSDA) Board Secretary/Clerk Certificate Conference that will be held in Monterey, California from March 1-2, 2012. She recommended that the Administrative Assistant attend the

conference. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize Administrative Assistant, Marisa Timothy, to attend the CSDA Board Secretary/Clerk Conference in Monterey, California from March 1 to 2, 2012.: (Item 38)

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

DISCUSSION ITEMS

PLD POLICY 2000 SERIES

Library Director Contreras explained the pressing need to consider instituting a two-tier benefit plan for Placentia Library District as many other area libraries have begun to do. It was moved by Trustee Shkoler and seconded by Trustee Escobosa to schedule a Work Study Session for the discussion of possible re-structuring of employee benefits.: (Item 39)

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

AUGUST BOARD MEETING

Library Director Contreras informed the Board that staff does not foresee presenting any agenda items that required immediate attention at the next meeting. It was moved by Trustee Turner and seconded by Trustee Shkoler to not hold a Board Meeting in August and postpone the next regular meeting to the next regular September date.: (Item 40)

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

BOARD PERSONNEL COMMITTEE

Library Director Contreras explained that it was due time for the Board to consider rotation of members serving on the Personnel Committee. Secretary DeVecchio recommended that President Wood continue to serve. It was determined that Trustee Shkoler would also serve on the committee, replacing Secretary DeVecchio's seat.

AGENDA PREPARATION

Agenda Preparation for the September Board of Trustees Meeting which will be held on Monday, September 19, 2011 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District on July 18, 2011 adjourned at 8:00 P.M.

NEXT MEETING

The next meeting will be on September 19, 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: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Non-standard Claims
DATE: September 19, 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: Yesenia Baltierra, Business Manager
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: September 19, 2011

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	8/22/11	5420	\$20,370.00
FUND 707	8/22/11	5421	\$1,574.84
On Demand Wire			
FUND 707	9/01/11	34	\$40,000.00
TOTAL			\$61,944.84

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Current Claims and Payroll
DATE: September 19, 2011

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	09/19/11	5422	10,057.41
707	09/19/11	5423	13,981.86
707	09/19/11	5424	3,580.35
707	09/19/11	5425	1,487.54

Subtotal for Claims 29,107.16

Payroll			
On Demand Wire	9/23/11	35	\$40,000.00
	10/3/11	36	\$40,000.00
	10/17/11	37	\$40,000.00

Subtotal for Payroll 120,000.00

**TOTAL
CURRENT CLAIMS
& PAYROLL** \$149,107.16

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/19/11
REPORT NO: 5422

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-7823 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	7-26-11 7531	1600			\$ 129.00		
VC-8326 Richards, Watson & Gershon 355 South Grand Avenue Los Angeles, CA 90071-3101	7-25-11 178914	1900	0738		\$ 3,379.73		
VC-6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	8-19-11 312083-9	2803			\$907.70		
VC-5764 Union Bank of California PARS #6746022400 Union Bank of California - PARS Trustee PO Box 85292 San Diego CA 92186-5292	8-24-11 6746022400	0200			\$2,461.45		
VC-4739 ADT Security Services Inc. P.O. Box 371956 Pittsburgh, PA 15250-7956	8-13-11 53320099	1300			\$187.85		
VC-1580 OCLC, Inc. Dept #34299 PO Box 39000 San Francisco, CA 94139	7-31-11 0000119959	2400	0760		\$ 44.60		
VC-3091 Gressco PO Box 339 Waunakee WI 53597-0339	7-22-11 IN032280	1800	0725		\$ 2,484.98		
VC-0902 Findaway World, LLC 31999 Aurora Road Solon OH 44139	8-5-11 55734	1800	0725		\$ 273.54		
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	8-23-11 25099	1800	0728		\$188.56		
TOTAL REMITTANCE:					\$10,057.41		
The claims listed above (totalling \$10,057.41) 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: 09/19/11
REPORT NO: 5423

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-2952 CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	8-16-11 ZIF9624	4000			\$ 820.95		
X-00054-1 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	8-19-11 202763	1800	0725		\$ 142.63		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	8-15-11 574900252001	1800	0728		\$121.41		
VC-0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	8-29-11 60846	2801			\$6,533.26		
		1400	0712		\$ 1,452.49		
		1400	0712		\$142.50		
		0700	0701		\$15.20		
					\$8,143.45		
(needs vendor #) Able Card, LLC 1300 W. Optical Dr., #600 Azusa, CA 91702	8-18-11 0028680-IN	1800	0725		\$ 2,019.58		
(needs vendor #) OGO Sense P. O. Box 10225 Portland, ME 04104	7-18-11 2667	1300			\$50.00		
VC-8326 Richards, Watson & Gershon 355 South Grand Avenue Los Angeles, CA 90071-3101	8-23-11 179330	1900	0738		\$248.70		
VC-5048 Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814-2865	9-1-11 0008465-IN	0309			\$630.63		
		0308			\$ 1,214.67		
		0310			\$309.01		
		0306	0770		\$59.60		
		0319			\$221.23		
					\$2,435.14		
TOTAL REMITTANCE:					\$13,981.86		

The claims listed above (totaling \$13,981.86) 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: 09/19/11
REPORT NO: 5424

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	6-30-11	4009852318	2400	0760	\$18.35		
	7-7-11	4009874655	2400	0760	\$7.82		
	7-11-11	4009867697	2400	0760	\$19.50		
	7-11-11	4009867699	2400	0760	\$22.24		
	7-19-11	4009865654	2400	0760	\$70.56		
	7-27-11	4009883550	2400	0760	\$691.35		
	7-27-11	4009883551	2400	0760	\$314.66		
	7-27-11	4009883552	2400	0760	\$369.76		
	7-27-11	4009883552	2400	0760	\$131.98		
	7-27-11	4009883553	2400	0760	\$423.46		
	7-27-11	4009883554	2400	0760	\$411.49		
	7-27-11	4009883555	2400	0760	\$344.05		
	7-27-11	4009883556	2400	0760	\$203.52		
	7-29-11	4009883557	2400	0760	\$63.14		
	8-1-11	4009877581	2400	0760	\$133.41		
	8-8-11	4009896277	2400	0760	\$12.37		
	8-10-11	4009902991	2400	0760	\$20.13		
						\$3,257.79	
VC-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thorndike, ME 04986-0001	7-1-11	938068	2400	0760	\$128.82		
	8-1-11	945504	2400	0760	\$128.82		
					\$257.64		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	7-8-11	1081786555	2400	0760	\$30.44		
	7-8-11		2400	0760	\$34.48		
					\$64.92		
TOTAL REMITTANCE:					\$3,580.35		

The claims listed above (totaling \$3,580.35) 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: 09/19/11
REPORT NO: 5425

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-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	7-11-11		2400	0760	\$73.00		
	7-15-11	1081814828	2400	0760	\$34.44		
	7-15-11	1081835388	2400	0760	\$30.44		
	7-22-11	1081851511	2400	0760	\$34.44		
	8-5-11	1081892012	2400	0760	\$34.48		
	8-19-11	1081992017	2400	0760	\$34.48		
	8-19-11	1082088215	2400	0760	\$34.48		
VC--2993 Midwest Tape PO Box 820 Holland OH 43528	8-15-11		2400	0760	\$54.09		
	8-15-11	6408383	2400	0760	\$24.09		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	7-31-11		2400	0760	\$96.00		
	7-31-11	W70934890	2400	0760	\$50.72		
	8-10-11	W70934990	2400	0760	\$18.52		
	8-11-11	W71356300	2400	0760	\$26.60		
	8-11-11	W70391020	2400	0760	\$57.14		
	8-11-11	4009896407	2400	0760	\$220.35		
	8-11-11	4009896409	2400	0760	\$76.18		
	8-11-11	4009896410	2400	0760	\$13.06		
	8-11-11	4009896411	2400	0760	\$18.93		
	8-16-11	4009896412	2400	0760	\$39.06		
	8-16-11	4009898404	2400	0760	\$25.85		
	8-16-11	4009898405	2400	0760	\$13.06		
	8-16-11	4009898406	2400	0760	\$334.93		
	8-16-11	4009898408	2400	0760	\$177.68		
	8-16-11	4009898409	2400	0760	\$177.68		
	TOTAL REMITTANCE:					\$1,487.54	

The claims listed above (totaling \$1,487.54) 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: 09/19/11
REPORT NO: 35

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	*09-23-11 Payroll #7 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: 09/19/11
REPORT NO: 36

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	*10-3-11 Payroll #8 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: 09/19/11
REPORT NO: 37

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	*10-17-11 Payroll #9 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: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Financial Reports through July 2011 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger
DATE: September 19, 2011

Summary of Cash and Investments as of July 31, 2011

Cash with Orange County Treasurer Fund 707	1,386,098.01
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees (Restricted)	124,017.48
General Fund Checking – Bank of the West	62,001.78
General Fund Savings – Bank of the West	374,081.94
Payroll Checking – Wells Fargo Bank	234,361.71
Total Cash and Investments	2,595,350.02

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 BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

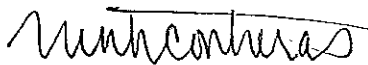
SUBJECT: Financial Reports through August 2011 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: September 19, 2011

Summary of Cash and Investments as of August 31, 2011

Cash with Orange County Treasurer Fund 707	1,299,446.62
Reserves with Orange County Treasurer Fund 707	414,789.10
Impact Fees (Restricted)	124,017.48
General Fund Checking – Bank of the West	50,364.70
General Fund Savings – Bank of the West	382,844.86
Payroll Checking – Wells Fargo Bank	240,969.04
Total Cash and Investments	2,512,431.80

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
July 31, 2011

GENERAL REV Fund 707	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	-	69,801	0.0%
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	450	21,916	2.0%
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 & PROP'Y						
6610		Interest	0	31	(31)	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	3,872	-	0.0%
		Passport	60,000	5,619	56,128	6.5%
		Meeting Room Fees	7,000	490	54,381	9.4%
		DVD Rentals	5,500	615	6,510	7.0%
		Test Proctor	2,000	500	4,885	11.2%
7680		6-MO Expired (Outlawed) Checks	0	-	1,500	25.0%
						0%
		YTD Actual		52,941		
		FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 10/11:			2,082,447	162,941	1,919,506	7.8%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

July 31, 2011

8% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	68,665	0.07	\$937,992
0200	Retirement	77,589	0	0.00	\$77,589
0301	Unemployment Insurance	15,000	0	0.00	\$15,000
0306	Health Insurance	146,979	9,486	0.06	\$137,493
0306-0770	Employee Assistance Program	822	0	0.00	\$822
0308	Dental Insurance	16,028	1,433	0.09	\$14,595
0309	Life Insurance	7,928	601	0.08	\$7,327
0310	AD & D Insurance	4,308	311	0.07	\$3,997
0319	Vision Insurance	2,734	198	0.07	\$2,536
0350	Workers' Compensation Insurance	10,500	863	0.08	\$9,637
	TOTAL	\$1,288,545	\$81,557	0.06	\$1,206,988
SERVICES & SUPPLIES					
0700	Communications	13,000	535	0.04	\$12,465
0900	Food	1,000	0	0.00	\$1,000
1000	Household Expenses	8,000	504	0.06	\$7,496
1100	Library Insurance	15,000	12,237	0.82	\$2,763
1300	Maintenance, Equipment	20,000	33	0.00	\$19,967
1400	Maintenance, Buildings & Improvements	131,400	1,595	0.01	\$129,805
1600	Memberships	12,000	3,066	0.26	\$8,934
1800	Office Expenses	21,486	0	0.00	\$21,486
1803	Postage	4,000	706	0.18	\$3,294
1900	Prof./Specialized Services	119,500	5,444	0.05	\$114,056
1912	Investment Administrative Fees	1,500	0	0.00	\$1,500
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	1,309	0.01	\$235,427
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	11,000	70	0.01	\$10,930
2800	Utilities	85,000	5,929	0.07	\$79,071
	TOTAL	\$718,122	\$38,473	0.05	\$679,649
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$2,013,667	\$120,030	0.06	\$1,893,637
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	\$120,030	0.06	\$1,962,417
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$124,017	\$0	0.00	\$124,017

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
August 31, 2011

GENERAL REV Fund 707 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	-	69,801	0.0%
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	701	21,665	3.1%
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	371	(871)	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	4,025	55,975	0.0%
	Passport	60,000	11,546	48,454	6.7%
	Meeting Room Fees	7,000	1,140	5,860	19.2%
	DVD Rentals	5,500	1,207	4,293	16.3%
	Test Proctor	2,000	1,000	1,000	21.9%
7680	6-MO Expired (Outlawed) Checks	0	-	-	50.0%
	YTD Actual		61,854		0%
	FY 10/11 Funds Available	110,000	110,000		
TOTAL REVENUES FY 10/11:		2,082,447	171,854	1,910,593	8.3%
MISCELLANEOUS REVENUES (Restricted)					
	Impact Fees	0	-	-	0%
	City of Placentia Tax Sharing Agreement	0	-	-	0%

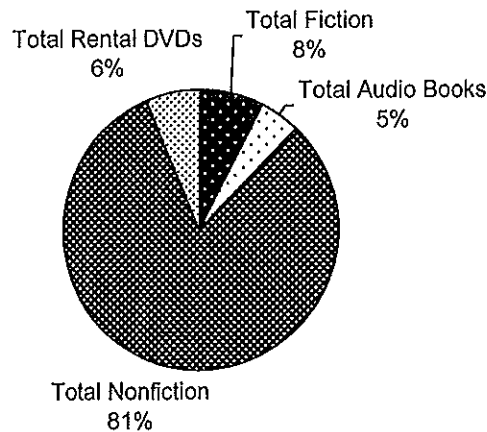
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
August 31, 2011
17% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,006,657	139,196	0.14	\$867,461
0200	Retirement	77,589	0	0.00	\$77,589
0301	Unemployment Insurance	15,000	0	0.00	\$15,000
0306	Health Insurance	146,979	9,062	0.06	\$137,917
0306-0770	Employee Assistance Program	822	0	0.00	\$822
0308	Dental Insurance	16,028	1,701	0.11	\$14,327
0309	Life Insurance	7,928	601	0.08	\$7,327
0310	AD & D Insurance	4,308	311	0.07	\$3,997
0319	Vision Insurance	2,734	183	0.07	\$2,551
0350	Workers' Compensation Insurance	10,500	863	0.08	\$9,637
	TOTAL	\$1,288,545	\$151,917	0.12	\$1,136,628
SERVICES & SUPPLIES					
0700	Communications	13,000	683	0.05	\$12,317
0900	Food	1,000	191	0.19	\$809
1000	Household Expenses	8,000	1,195	0.15	\$6,805
1100	Library Insurance	15,000	12,237	0.82	\$2,763
1300	Maintenance, Equipment	20,000	6,146	0.31	\$13,854
1400	Maintenance, Buildings & Improvements	131,400	2,495	0.02	\$128,905
1600	Memberships	12,000	3,066	0.26	\$8,934
1800	Office Expenses	21,486	3,864	0.18	\$17,622
1803	Postage	4,000	706	0.18	\$3,294
1900	Prof./Specialized Services	119,500	7,226	0.06	\$112,274
1912	Investment Administrative Fees	1,500	126	0.08	\$1,374
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	1,657	0.01	\$235,079
2600	Transportation & Travel	2,000	0	0.00	\$2,000
2700	Meetings	11,000	3,023	0.27	\$7,977
2800	Utilities	85,000	6,978	0.08	\$78,022
	TOTAL	\$718,122	\$56,638	0.08	\$661,484
OTHER CHARGES					
3700	Taxes and Assessments	\$7,000	\$0	0.00	\$7,000
	OPERATING EXPENSES	\$2,013,667	\$208,555	0.10	\$1,805,112
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	\$208,555	0.10	\$1,873,892
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 JULY 2011

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$729	32	33
Total Non-Fiction	\$7,814	13	147
Total Music CDs	\$0	0	0
Total Audio Books	\$454	13	13
Total Free DVDs	\$0	0	0
<u>Total Rental DVDs</u>	<u>\$603</u>	<u>21</u>	<u>21</u>
TOTAL MATERIALS	\$9,600	79	214



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 JULY 2011

Prepared by Katie Matas, Acquisitions Librarian

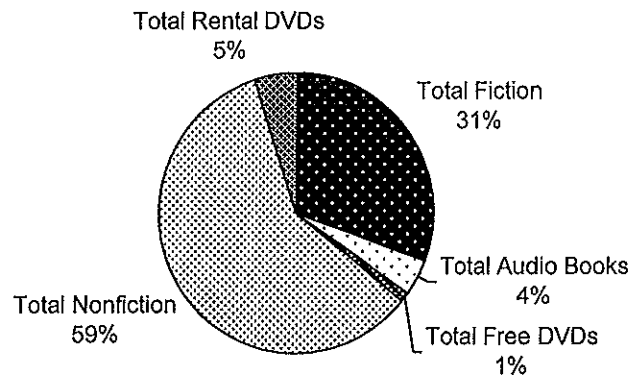
	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$551	24	\$254	11	\$805	35	\$0	0	\$805	35
Adult Non-Fiction	\$151	6	\$105	5	\$256	11	\$0	0	\$256	11
Adult Reference	\$71	1	\$0	0	\$71	1	\$225	3	\$296	4
Adult magazines	\$354	1	\$0	0	\$354	1	\$0	0	\$354	1
Adult on-line databases	\$7,154	1	\$0	0	\$7,154	1	\$0	0	\$7,154	1
Total Adult Non-Fiction	\$7,729	9	\$105	5	\$7,834	14	\$225	3	\$8,059	17
TOTAL ADULT PRINT MATERIALS	\$8,280	33	\$359	16	\$8,638	49	\$225	3	\$8,863	52
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$780	39	\$780	39
Adult Audio Books	\$454	13	\$15	1	\$469	14	\$0	0	\$469	14
Adult Free DVDs	\$0	0	\$0	0	\$0	0	\$40	2	\$40	2
Adult Rental DVDs	\$603	21	\$0	0	\$603	21	\$65	4	\$668	25
TOTAL ADULT NON-PRINT MATERIALS	\$1,057	34	\$15	1	\$1,072	35	\$905	45	\$1,977	80
TOTAL ADULT MATERIALS	\$9,337	67	\$374	17	\$9,710	84	\$1,130	48	\$10,840	132
Juvenile Fiction	\$171	7	\$0	0	\$171	7	\$20	9	\$191	16
Young Adult Fiction	\$8	1	\$0	0	\$8	1	\$0	2	\$8	3
Total Juvenile Fiction	\$179	8	\$0	0	\$179	8	\$20	11	\$198	19
Juvenile Non-Fiction	\$77	3	\$0	0	\$77	3	\$20	1	\$97	4
Young Adult Non-Fiction	\$8	1	\$0	0	\$8	1	\$0	0	\$8	1
Juvenile Reference	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
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	\$85	4	\$0	0	\$85	4	\$20	1	\$105	5
TOTAL JUVENILE PRINT MATERIALS	\$263	12	\$0	0	\$263	12	\$40	12	\$303	24
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	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Rental DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL JUVENILE MATERIALS	\$263	12	\$0	0	\$263	12	\$40	12	\$303	24
Total Fiction	\$729	32	\$254	11	\$983	43	\$20	11	\$1,003	54
Total Non-Fiction	\$7,814	13	\$105	5	\$7,918	18	\$245	4	\$8,163	22
Total Music CDs	\$0	0	\$0	0	\$0	0	\$780	39	\$780	39
Total Audio Books	\$454	13	\$15	1	\$469	14	\$0	0	\$469	14
Total Free DVDs	\$0	0	\$0	0	\$0	0	\$40	2	\$40	2
Total Rental DVDs	\$603	21	\$0	0	\$603	21	\$65	4	\$668	25
TOTAL MATERIALS	\$9,600	79	\$374	17	\$9,974	96	\$1,170	60	\$11,144	156

General Fund \$5,395
 Adopt-a-book \$211
 Outstanding Orders as of July 2011 \$211
 TOTAL \$5,805

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$4,790	277	288
Total Non-Fiction	\$9,246	72	345
Total Music CDs	\$0	0	0
Total Audio Books	\$635	18	18
Total Free DVDs	\$192	10	10
<u>Total Rental DVDs</u>	<u>\$785</u>	<u>24</u>	<u>27</u>
TOTAL MATERIALS	\$15,648	401	688



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 AUGUST 2011
Prepared by Katie Mates, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$1,589	72	\$254	11	\$1,843	83	\$30	1	\$1,873	84
Adult Non-Fiction	\$663	26	\$105	5	\$767	33	\$0	0	\$767	33
Adult Reference	\$100	2	\$0	0	\$100	2	\$225	3	\$325	5
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	\$8,489	33	\$105	5	\$8,594	38	\$225	3	\$8,819	41
TOTAL ADULT PRINT MATERIALS	\$10,078	105	\$359	16	\$10,436	121	\$255	4	\$10,691	125
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$1,001	54	\$1,001	54
Adult Audio Books	\$635	18	\$42	2	\$678	20	\$0	0	\$678	20
Adult Free DVDs	\$0	0	\$0	0	\$0	0	\$40	2	\$40	2
Adult Rental DVDs	\$634	22	\$0	0	\$634	22	\$85	4	\$719	26
TOTAL ADULT NON-PRINT MATERIALS	\$1,269	40	\$42	2	\$1,311	42	\$1,126	60	\$2,437	102
TOTAL ADULT MATERIALS	\$11,347	145	\$401	18	\$11,748	163	\$1,381	64	\$13,129	227
Juvenile Fiction	\$1,656	92	\$0	0	\$1,656	92	\$20	9	\$1,676	101
Young Adult Fiction	\$1,545	113	\$0	0	\$1,545	113	\$0	2	\$1,545	115
Total Juvenile Fiction	\$3,201	205	\$0	0	\$3,201	205	\$20	11	\$3,221	216
Juvenile Non-Fiction	\$444	22	\$0	0	\$444	22	\$20	1	\$464	23
Young Adult Non-Fiction	\$314	17	\$0	0	\$314	17	\$0	0	\$314	17
Juvenile Reference	\$0	0	\$49	1	\$49	1	\$0	0	\$49	1
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	\$757	39	\$49	1	\$806	40	\$20	1	\$826	41
TOTAL JUVENILE PRINT MATERIALS	\$3,958	244	\$49	1	\$4,007	245	\$40	12	\$4,047	257
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	\$192	10	\$0	0	\$192	10	\$0	0	\$192	10
Juvenile Rental DVDs	\$151	2	\$0	0	\$151	2	\$0	0	\$151	2
TOTAL JUVENILE NON-PRINT MATERIALS	\$343	12	\$0	0	\$343	12	\$0	0	\$343	12
TOTAL JUVENILE MATERIALS	\$4,301	256	\$49	1	\$4,350	257	\$40	12	\$4,390	269
Total Fiction	\$4,790	277	\$254	11	\$5,044	288	\$50	12	\$5,094	300
Total Non-Fiction	\$9,246	72	\$154	6	\$9,400	78	\$245	4	\$9,645	82
Total Music CDs	\$0	0	\$0	0	\$0	0	\$1,001	54	\$1,001	54
Total Audio Books	\$635	18	\$42	2	\$678	20	\$0	0	\$678	20
Total Free DVDs	\$192	10	\$0	0	\$192	10	\$0	0	\$192	10
Total Rental DVDs	\$785	24	\$0	0	\$785	24	\$85	4	\$870	28
TOTAL MATERIALS	\$15,648	401	\$450	19	\$16,098	420	\$1,421	76	\$17,518	496

General Fund \$6,772
 Adopt-a-book \$138
 Outstanding Orders as of August 2011 \$6,911
TOTAL \$6,911

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for July and August 2011
DATE: September 19, 2011

Net Revenue Summary

July 2011

			YTD	YTD
	Jul-11	Jul-10	2011-2012	2010-2011
Passport	4,875.00	11,811.00	4,875.00	11,811.00
Passport Photos	744.00	1,920.00	744.00	1,920.00
Test Proctor	500.00	0.00	500.00	0.00
Meeting Room	490.00	425.00	490.00	425.00
DVD Rentals	615.00	649.00	615.00	649.00
Total	7,224.00	14,805.00	7,224.00	14,805.00

August 2011

			YTD	YTD
	Aug-11	Aug-10	2011-2012	2010-2011
Passport	4,775.00	3,667.00	9,650.00	15,478.00
Passport Photos	1,152.00	826.00	1,896.00	2,746.00
Test Proctor	500.00	150.00	1,000.00	150.00
Meeting Room	650.00	625.00	1,140.00	1,050.00
DVD Rentals	592.00	622.00	1,207.00	1,271.00
Total	7,669.00	5,890.00	14,893.00	20,695.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for July 2011
DATE: September 19, 2011

			YTD	YTD
	Jul-11	Jul-10	2011-2012	2010-2011
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	4	0	4	0
Open Positions	1	0	1	0
Workers' Compensation Leave	0	0	0	0
Total	5	0	5	0

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

(2) Librarian I (40 hours)
Library Assistant (20 hours)
Library Aide (20 hours)

OPEN POSITIONS:

Library Clerk (10 hours)

WORKERS' COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for August 2011
DATE: September 19, 2011

			YTD	YTD
	Aug-11	Aug-10	2011-2012	2010-2011
Separation	0	0	0	0
Retirement	1	0	1	0
Appointments	0	0	4	0
Open Positions	2	0	2	0
Workers' Compensation Leave	0	0	0	0
Total	3	0	7	0

SEPARATION:

None

RETIREMENT:

Librarian I (40 hours)

APPOINTMENTS:

None

OPEN POSITIONS:

Library Clerk (10 hours)

Librarian I (40 hours)

WORKERS' COMPENSATION LEAVE:

None

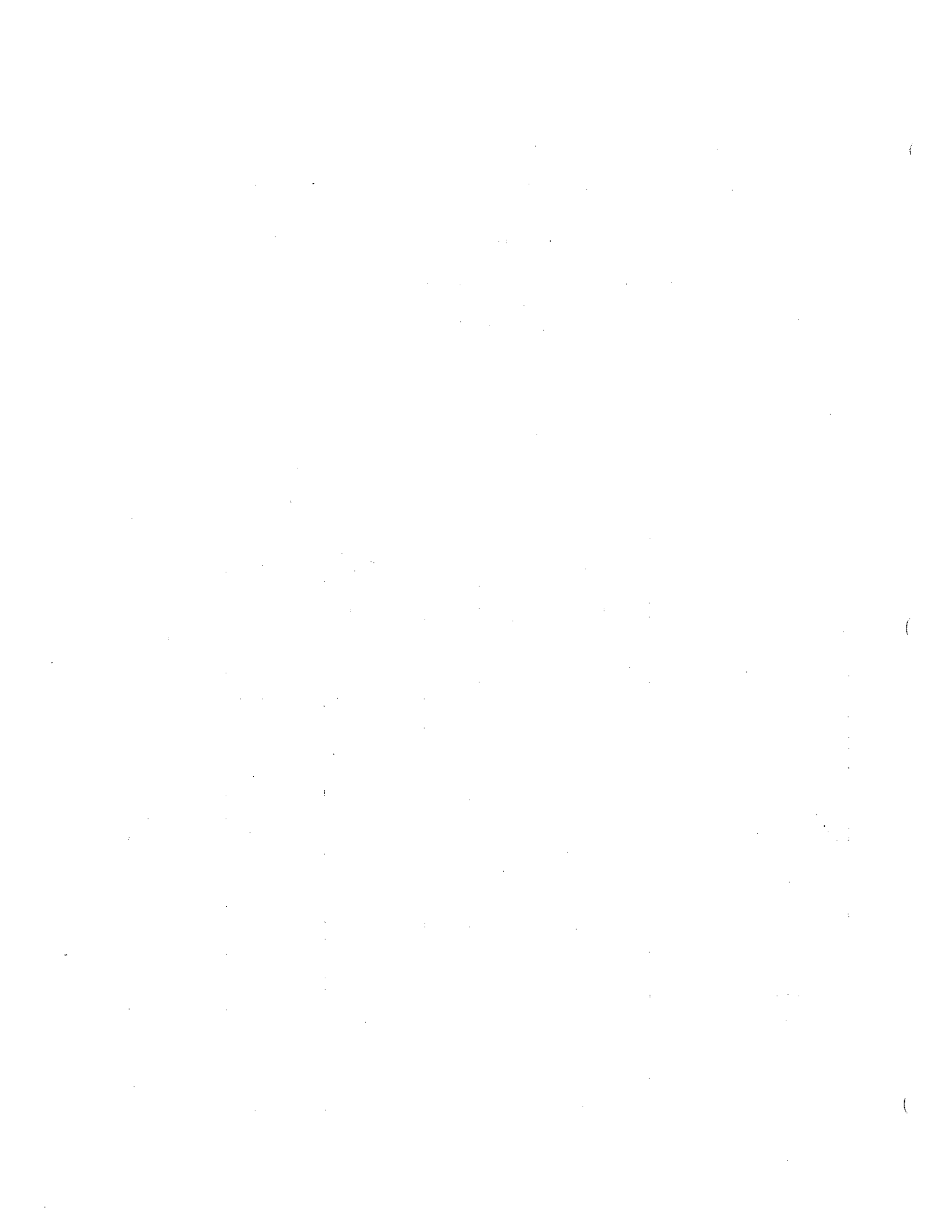
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report for July 2011
DATE: September 19, 2011

MONTHLY STATISTICS

July 2011

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Jul-11	Jul-10		2011-12	2010-11	% change
New Patron Registrations	311	397		311	397	-21.7%
Total Circulation	20,695	22,695		20,695	22,695	-9.7%
Total Active Borrowers	9,246	9,572		9,246	9,572	-3.4%
Attendance	22,763	26,433		22,763	26,433	-13.9%
Registered Card Holders	34,280	30,430		34,280	30,430	12.7%
Adult Fiction	3,579	4,085		3,579	4,085	-12.4%
Adult Nonfiction	2,196	2,919		2,196	2,919	-24.8%
Adult Magazines	357	366		357	366	-2.5%
Adult Music CDs	187	397		187	397	-52.9%
Adult Audio Books	642	745		642	745	-13.8%
Adult Free DVDs	278	388		278	388	-28.4%
Adult Rental DVDs	450	543		450	543	-17.1%
JV Fiction	8,739	8,890		8,739	8,890	-1.7%
YA Fiction	1,200	1,022		1,200	1,022	17.4%
JV Nonfiction	1,227	1,149		1,227	1,149	6.8%
YA Nonfiction	41	40		41	40	2.5%
JV Magazines	11	3		11	3	266.7%
JV Music CDs	22	35		22	35	-37.1%
JV Audio Books	42	44		42	44	-4.5%
JV Free DVDs	890	1,256		890	1,256	-29.1%
JV Rental DVDs	286	201		286	201	42.3%



PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		711	543	727	579	1,095	3,655
10:00		514	873	408	643	470	2,908
11:00		652	872	505	859	463	3,351
12:00		573	969	632	671	659	3,504
1:00	659	490	837	1,844	919	1,090	5,839
2:00	1,161	621	649	720	747	1,034	4,932
3:00	1,100	570	794	1,221	805	931	5,421
4:00	1,140	487	532	789	660	749	4,357
5:00		651	785	887	764		3,087
6:00		550	721	740	847		2,858
7:00		797	717	673	975		3,162
8:00		321	728	853	549		2,451
Total/Day	4,060	6,937	9,020	9,999	9,018	6,491	45,525
					Grand Total		22,763

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	0	0	0	2	2
10:00		2	1	0	1	6	10
11:00		1	0	0	1	14	16
12:00		1	3	0	2	20	26
1:00	3	0	0	2	1	3	9
2:00	11	1	1	3	1	15	32
3:00	4	0	4	1	3	9	21
4:00	1	2	2	4	6	3	18
5:00		0	3	5	7		15
6:00		8	4	2	7		21
7:00		4	2	4	4		14
8:00		2	2	5	2		11
Total/Day	19	21	22	26	35	72	195
							Grand Total

STAFF ACTIVITY

July 05, 2011- Fernando began working on Circulation statistics.
July 05, 2011- Laura M. attended Summer Reading Celebration meeting.
July 05, 2011- Fernando attended Supervisor's meeting.
July 11, 2011- Fernando began re-training Vanita with Horizon.
July 12, 2011- Laura M. attended Summer Reading Celebration meeting.
July 12, 2011- Fernando attended Supervisor's meeting.
July 12, 2011- Fernando began training Laura C. with Horizon.
July 14, 2011- Fernando and Laura C. continued training.
July 14, 2011- Fernando got trained by Katie with invoices and acquisitions.
July 18, 2011- Fernando attended Board meeting.
July 19, 2011- Beatrice, Vanita, Laura C., Larry and Fernando attended all staff meeting.
July 21, 2011- Circulation staff proctored Library Assistant interview testing all day.
July 26, 2011- Fernando attended Supervisor's meeting.
July 27, 2011- Fernando continued training with Katie.
July 28, 2011- Saul, Jesus, and Fernando helped Nadia with set up for adult program.

ONGOING PROJECTS

Saul Ulloa is working on reducing the number of claims return items on the claims return list.
Laura M. continues her involvement with the SRP committee in preparation for the event.
Fernando is working on staff performance evaluations.
Shelf reading has begun.
Jesus continues upkeep with the marquee, web page, and circulation desk PowerPoint display.
Circulation department continues to shelve books on the patron shelves a maximum of 3 days after they are returned.
Circulation Department will be responsible to process new book invoices.
Circulation Supervisor is now responsible to collect money from the copy machine once a week and record it in the register.

NEW PROJECTS AND ACTIVITIES

Circulation staff will return all DVD's previously used by request only to the regular shelves.
Circulation staff will be reviewing the missing trace item list once a week.
Fernando and Jesus will work on a Passport marketing campaign.
Fernando will retrain Larry and Esther on Horizon.
Fernando will train Ed with the disk cleaning machine.
Estella will be taking money deposits to the bank twice a week.
Fernando will host a party for Circulation only for achieving 90% accuracy on cash transactions the month of July.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report for August 2011
DATE: September 19, 2011

MONTHLY STATISTICS

August 2011

<u>CIRCULATION</u>	Aug-11	Aug-10		Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
New Patron Registrations	376	331		687	728	-5.6%
Total Circulation	18,490	19,523		39,185	42,218	-7.7%
Total Active Borrowers	9,152	9,468		18,398	19,040	-3.4%
Attendance	25,151	26,741		47,914	53,174	-9.9%
Registered Card Holders*	27,282	30,905		61,562	61,335	0.4%
Adult Fiction	3,366	3,852		6,945	7,937	-12.5%
Adult Nonfiction	2,264	2,692		4,460	5,611	-20.5%
Adult Magazines	328	407		685	773	-11.4%
Adult Music CDs	279	317		466	714	-34.7%
Adult Audio Books	691	775		1,333	1,520	-12.3%
Adult Free DVDs	305	421		583	809	-27.9%
Adult Rental DVDs	484	584		934	1,127	-17.1%
JV Fiction	6,720	6,527		15,459	15,417	0.3%
YA Fiction	1,132	912		2,332	1,934	20.6%
JV Nonfiction	1,079	982		2,306	2,131	8.2%
YA Nonfiction	44	33		85	73	16.4%
JV Magazines	8	10		19	13	46.2%
JV Music CDs	22	28		44	63	-30.2%
JV Audio Books	34	37		76	81	-6.2%
JV Free DVDs	900	1,028		1,790	2,284	-21.6%
JV Rental DVDs	251	207		537	408	31.6%

* Inactive accounts removed in August 2011.



PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,243	793	728	517	1,127	4,408
10:00		624	653	522	815	582	3,196
11:00		803	955	781	384	863	3,786
12:00		815	946	698	739	1,023	4,221
1:00	695	966	836	705	595	1,175	4,972
2:00	1,333	1,123	997	1,036	862	1,055	6,406
3:00	651	694	986	1,307	535	1,566	5,739
4:00	631	943	947	1,059	917	952	5,449
5:00		813	671	806	802		3,092
6:00		850	1,123	1,084	808		3,865
7:00		780	619	598	713		2,710
8:00		595	489	778	595		2,457
Total/Day	3,310	10,249	10,015	10,102	8,282	8,343	50,301
	Grand Total						25,151

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	1	0	2	0	3
10:00		2	2	4	2	11	21
11:00		4	2	1	4	7	18
12:00		2	0	4	0	11	17
1:00	11	5	2	1	4	16	39
2:00	9	4	1	2	0	1	17
3:00	7	1	1	2	4	4	19
4:00	0	2	3	1	2	3	11
5:00		6	2	1	1		10
6:00		7	0	0	3		10
7:00		6	4	0	5		15
8:00		2	4	0	5		11
Total/Day	27	41	22	16	32	53	191
	Grand Total						191

STAFF ACTIVITY

- August 02, 2011- Fernando attended supervisors meeting.
- August 02, 2011- Laura M. attended Summer Reading Celebration meeting.
- August 03, 2011- Fernando began working on monthly board statistics.
- August 09, 2011- Fernando attended Supervisor's meeting.
- August 09, 2011- Laura M. attended Summer Reading Celebration meeting.
- August 10, 2011- Fernando gave Winston his performance evaluation.
- August 11, 2011- Fernando helped Edgar and Lori with shopping for Summer Reading Celebration.
- August 11, 2011- Fernando helped Edgar put up Summer Reading Celebration decorations, i.e. "flags around the world".
- August 13, 2011- All of the circulation staff worked the Summer Reading Celebration.
- August 16, 2011- Fernando attended supervisors meeting.
- August 16, 2011- Beatrice, Estella, Vanita and Fernando attended all staff benefits work session meeting.
- August 23, 2011- Fernando attended supervisors meeting.
- August 25, 2011- Ed, Vanita, Tim, Winston, Jesus, Beatrice, Estella, Laura C. and Fernando attended a circulation department meeting.
- August 25, 2011- Fernando hosted an ice cream social after the department meeting to recognize 90% accuracy when handling money transactions by Circulation clerks.
- August 30, 2011- Fernando attended supervisors meeting.
- August 31, 2011- Esther and Larry received refresher training on circulation procedures.

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.
- Jesus continues upkeep with the marquee, web page, and circulation desk PowerPoint display.
- Circulation continues to shift all DVD's previously used by request only to the regular shelves.
- Circulation continues to review the missing trace item list once a week.
- Estella is taking money deposits to the bank twice a week.
- Fernando and Jesus will work on a Passport marketing campaign.

NEW PROJECTS AND ACTIVITIES

- Fernando will train Ed with the disk cleaning machine.
- Estella will be temporarily assisting administration office.
- Fernando will train all clerks and aids with the backup check in and checkout system.
- Circulation department will upkeep the new Children's collection books current dating only 6 months back on juvenile books and 3 months on young adult collections.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: City of Placentia Invoices
DATE: September 19, 2011

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2010-2011						
11-Jul	8/29/2011	6,533.26	1,452.49	142.5	15.2	\$8,143.45
11-Aug	*	*	*	*	*	\$0.00
11-Sep						
11-Oct						
11-Nov						
11-Dec						
12-Jan						
12-Feb						
12-Mar						
12-Apr						
12-May						
12-Jun						
	TOTAL	\$6,533.26	\$1,452.49	\$142.50	\$15.20	\$8,143.45
	AVG	3,266.63	726.25	71.25	7.60	4,071.73

* City Billing Not Received

FY2009-2010	DATE INVOICE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
10-Jul	8/31/2010	6,892.73	1,452.50	142.5	14.42	\$8,502.15
10-Aug	10/12/2010	6,848.56	1,425.50	142.5	*	\$8,443.56
10-Sep	10/28/2010	6,571.73	1,452.50	142.5	*	\$8,166.73
10-Oct	11/23/2010	4,688.88	1,452.50	142.5	*	\$6,283.88
10-Nov	12/8/2010	3,832.05	1,452.50	142.5	*	\$5,427.05
10-Dec	2/1/2011	3,337.15	1,452.50	142.5	*	\$4,932.15
11-Jan	2/15/2011	3,412.40	1,452.50	142.5	7.68	\$5,015.08
11-Feb	3/17/2011	3,401.08	1,452.50	142.5	7.64	\$5,003.72
11-Mar	5/11/2011	3,477.15	1,452.50	142.5	7.64	\$5,079.79
11-Apr	5/11/2011	3,620.66	1,452.50	142.5	7.61	\$5,223.27
11-May	7/5/2011	3,800.48	1,452.49	142.5	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 July 2011
DATE: September 19, 2011

Accomplishments

- Reviewed and discussed performance evaluation with Children's and Adult Services Librarian II.
- Completed purchase of new microphone systems for use at public meetings.
- Continued to meet with supervisors and Business Manager to provide guidance, coaching, and mentorship.
- Filled the Children's and Teen Librarian I positions.

Community / Outreach

- Deputy Police Chief Ward Smith's Ceremony – July 14th
- Chamber of Commerce Police and Fire Breakfast – July 28th

Meetings

- Library Board of Trustees meeting – July 18th
- Supervisors/Manager meetings – July 12th, 19th, 26th
- All Staff meeting – July 19th
- PLFF meetings – July 11th
- Rotary – July 13th, 20th, 27th and Board Meeting – July 27th
- SCLC Library Directors' Meeting – July 20th

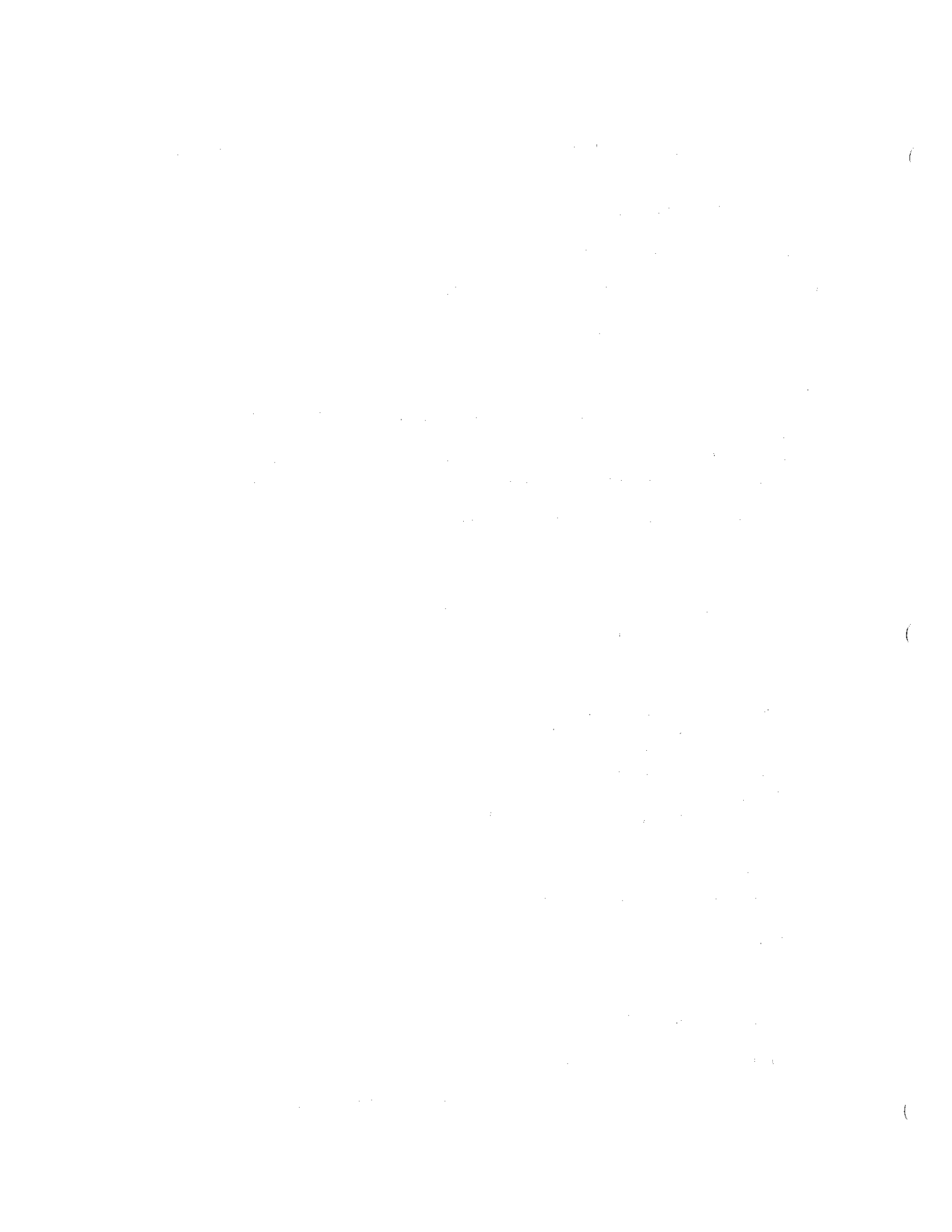
Training / Workshops

- Public Access Technology Benchmarks for Library Directors – July 11th
- Economic Forecast – July 13th
- State Benchmark Webinar – July 25th

Projects in Progress

- Summer Reading Celebration
- Heritage Parade & Festival
- Staff Appreciation and Recognition Dinner

I attended the ice cream social to recognize employees who have been recently promoted.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for August 2011
DATE: September 19, 2011

Accomplishments

- Library participated in the National Night Out event on August 2nd.
- Met with supervisors and Business Manager to discuss personnel issues.
- Facilitated a staff meeting to discuss and solicit input from staff regarding the Library's benefit policies.
- Ensured the completion of the automatic entrance door replacement.
- Launched the iPad2 contest.
- Filled the Part-Time Library Assistant position.

Community / Outreach

- Miss Teen Fundraiser -- August 10th
- Summer Reading Celebration -- August 13th

Meetings

- Supervisors/Manager meetings -- August 2nd, 16th, 25th
- All Staff meeting --
- Personnel meetings -- June 8th, 9th, 14th, 15th, 21st, 22nd, 29th
- PLFF meeting -- August 8th, 15th
- Rotary -- August 3rd, 10th, 17th, 24th, 31st & Board meeting -- August 16th
- Easter Eggcitement meeting -- August 8th
- IT Manager & Vendor -- August 17th
- Police Chief -- August 18th & 30th

Training / Workshops

- Emergency Preparedness -- August 11th
- Water Sustainability with Senator Dianne Feinstein -- August 25th

Projects in Progress

- Heritage Parade & Festival
- Staff Appreciation and Recognition Dinner
- Recruitment of Librarian I vacancy



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Al Shkoler
SUBJECT: IT Report for June/July 2011
DATE: September 19, 2011

Activities Report:

We started June badly when Server #1 crashed. The cause was we were dangerously low on disk space, not good for computers and even worse for servers. I purchased two new disks and software to allow us to reconfigure the disk space. This seemed to go all right but when we rebooted the server we got a disk error message. This led to a long series of conversations with Microsoft tech support who tried to get us past the error message. After a few days we told MS to forget about it and we would start over. Staff was able to work on their computers and we were able to check books in and out. The main problem was the public computers could not access the internet until the server was back up. In one day we had the server up but it took another few days to get them reconfigured. There were many small problems that added up to major headaches in trying to get back to normal. Old versions of software had to be upgraded, important files had not been backed up and needed to be recreated and with a new installation of the server software ALL of our computers had to become reacquainted with the server. This meant we had to go to each computer, delete the old connection to the server and create a new connection.

Lessons to be learned from this disaster are backup everything, don't ignore updates until you absolutely have to and don't overlook or ignore your changing hardware requirements. These problems can be directly attributed to the fact that IT was just one of the job responsibilities of previous Adult Library Services Managers and did not or could not get the attention required.

After the server was back up we attempted to reinstall the EIO Board, a server based program that allows staff to quickly show that they are IN or OUT and when they will be back, etc. We couldn't install the program because the license had not been renewed. Renewed the license and reinstalled. We should have a centralized system for keeping track of subscriptions/licenses. Some items were ordered by Vernon, some by Roger and some by Patrick (our consultant) and probably a few other people, so it is no wonder that we aren't able to keep track.

We started using our new web site support company, Ogosense at the end of June. They seem to be VERY good. After a lost week trying to have Network Solutions fix a serious problem, the web site was down, Ogosense took 5 minutes to get our site back up.

In July the server went down again during the weekend and it took several hours but they got it back up again. We have agreed to a free month's trial and also paid them \$100 to fix some of the more obvious problems. In a month or two we will probably agree to a service contract with them. In June the Summer Reading Program began and did not require any IT support to get underway.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Al Shkoler
SUBJECT: IT Report for August 2011
DATE: September 19, 2011

Activities Report:

The Summer Reading Celebration was another great success. We had a few technical difficulties which could have been prevented if we had had a dress rehearsal and/or specific instructions on what equipment is needed and how to set up for showing movies, slideshows, etc., in the various locations (meeting room, history room, main room and outside). These issues were brought up to staff and will be addressed.

Earlier this year we started backing up staff files using the internet to safely connect to an out of state location. Some files were hosted on our main server and some on individual computers. As a result, everyone's files were not backed up and/or backed up in a timely fashion. We started a test program with Yesenia to host all of her files on her computer. These files were then backed up (copied) to the main server and then, in turn, were backed up to the remote site. All of this is done by backup software on a schedule. This has worked out very well and we are now implementing the system for everyone.

There is a computer in the history workroom that contains thousands of old photographs that were scanned a few years ago by Jeanette Gardner. They have been backed up to many, many discs but not to another computer. The computer is, of course, pretty old and the hard drive sounds like it will not last much longer. Nadia has requested we backup this valuable resource to another backup device and I found one, a Network Attached Storage device (NAS), not being used in the server room. I'm now in the process of finding the proper software and will then install the device and begin backing up the collection. We can't back up to the web at the moment because we are just about at the allocated amount of storage we have paid for. We will need to upgrade to get more room for storage.

We always keep a few spare monitors around so we can get systems up quickly when an old monitor fails. The children's department monitors all seem to be about the same vintage and they fail in groups. I ordered six new monitors in August and have already used two of them.

Our Joomla consultant, Ogosense, took care of another incident with our web site and we have since entered into a service contract with them. We have chosen the lowest cost plan, \$29.95 a month, which takes care of some of our problems. Other problems are handled on a per hour basis. This may be the wrong choice because most of the problems we have had, so far, have fallen outside of the contract. We will see if we need to upgrade to the next level of service.

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 July 2011
DATE: September 19, 2011

MONTHLY STATISTICS

Childrens Desk Activity

	July 2011	July 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	15	41	15	41	-63.41%
In person reference/research:	528	800	528	800	-34.00%
Total Reference	543	841	543	841	-35.43%
Total Number of Programs	29	33	29	33	-12.12%
Total Programs Attendance	1778	1955	1778	1955	-9.05%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	35
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	14
Preschool Story Times I & II: 3-6 years	8	283
Pocket Tales: Stories, music, and movement.	4	186
Lap Sit 24 months & younger	4	217
P-TAC	1	16
Family Game Day	1	32
7/6 SRP: Georgette Baker’s Stories & Songs From Around the World	1	109
7/7 YA: Anime Night	1	30
7/7 LOT 318 Outreach Group	1	25

7/13 SRP: Cowboy Ken's Cowboy Tales and Songs	1	115
7/14 LOT 318 Outreach Group	1	25
7/20 John Abrams Animal Magic	1	200
7/26 YA: Race For Your Destination	1	25
7/26 SRP Registrations	1	346
7/27 Drawing Animals Around the World	1	120
Total July 2011	29	1,778
Total July 2010	33	1,955
Current FY to date	30	1,778
Previous FY to date	33	1,955

Achievements:

- Lori Worden attended weekly meetings with Jeanette Contreras and library supervisors.
- Lori Worden met weekly with Jeanette Contreras to discuss progress in the Children's Department.
- Lori Worden served on the interview panel for the Library Assistant position in the Reference Department on July 21.
- Lori Worden conducted a Children's staff meeting on July 28.
- Brenda Ramirez, Coleen Wakai, and Lori Worden ordered items for the Children's and YA collections; staff also discarded obsolete items.
- Lori Worden attended the Placentia Library Board meeting on July 18.
- Children's staff members attended an all-staff meeting on July 19.

In Progress:

- Lori Worden and Brenda Ramirez, along with the Summer Reading Celebration committee, made plans for the upcoming Summer Reading Celebration to be held on August 13.

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 August 2011
DATE: September 19, 2011

MONTHLY STATISTICS

Childrens Desk Activity

	August 2011	August 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Phone reference:	57	52	72	93	-22.58%
In person reference/research:	589	662	1117	1462	-23.60%
Total Reference	646	714	1189	1555	-23.54%
Total Number of Programs	23	15	52	48	8.33%
Total Programs Attendance	2867	524	4645	2479	87.37%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	15
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	20
Preschool Story Times I & II: 3-6 years	4	137
Pocket Tales: Stories, music, and movement.	2	55
Lap Sit 24 months & younger	2	120
P-TAC	2	24
Family Game Day	1	30
8/2 National Night Out	1	300
8/3 Movie Day	1	97
8/4 YA: Le Teen Café Placentia	1	50
8/4 LOT 318 Outreach Group	1	25

8/6 YA: Kaplan Practice PSAT	1	40
8/10 SRP: Craig Newton Songs & Music	1	90
8/11 YA: Kaplan Results Workshop	1	49
8/18 YA: Teen Volunteer Party	1	28
SRP Registrations	1	87
Summer Reading Celebration	1	1,700
Total August 2011	23	2,867
Total August 2010	15	524
Current FY to date	52	4,645
Previous FY to date	48	2,479

Achievements:

- Children's staff participated in the Summer Reading Celebration on August 13.
- Lori Worden attended weekly meetings with Jeanette Contreras and library supervisors.
- Lori Worden met weekly with Jeanette Contreras to discuss progress in the Children's Department.
- Children's Intern Elizabeth Gurba assisted at the National Night Out on August 2.
- Lori Worden conducted a Children's Department staff meeting on August 25.

In Progress:

- Children's Department staff made plans for children's and teen programs for the Fall, including the new C.O.P.S. program and a Kaplan College Application workshop for teens.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Volunteer Report for July 2011

DATE: September 19, 2011

MONTHLY STATISTICS

Volunteer Hours

	July 2011	July 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	168	41	33.5	41	-18.29%
PLFF	458	482	458	482	-4.98%
Library (General)	1375	485.5	1375	485.5	183.21%
Computer Literacy	12	19	12	19	-36.84%
Homework Club	0	0	0	0	0.00%
Tutors (Adult Literacy)	21	16	21	16	31.25%

STAFF ACTIVITY

- *Lori Worden, Coleen Wakai and Brenda Ramirez* are actively recruiting volunteers for the Summer Reading Celebration.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Volunteer Report for August 2011

DATE: September 19, 2011

MONTHLY STATISTICS

Volunteer Hours

	August 2011	August 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
History Room	160	35	193.5	76	154.61%
PLFF	462	511	920	993	-7.35%
Library (General)	1073.5	620	2448.5	1105.5	121.48%
Computer Literacy	9	14	21	33	-36.36%
Homework Club	0	0	0	0	0.00%
Tutors (Adult Literacy)	35.5	49	56.5	65	-13.08%

STAFF ACTIVITY

- *Nadia Dallstream* is coordinating the adult volunteer program.

MEETINGS

- *Nadia Dallstream and Coleen Wakai* met on August 31st to discuss the Homework Club and Homework Club Volunteers.

IN PROGRESS

- *Nadia Dallstream* is creating a new volunteer brochure.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Librarian

SUBJECT: Reference and Adult Services Monthly Activity Report for July 2011

DATE: **SEPTEMBER 19, 2011**

MONTHLY STATISTICS

Adult Services Programs

		July 2011
July 5, 2011	Computer Workshop: Introduction to the Internet	6
July 12, 2011	Book Discussion: Three Cups of Tea	13
July 13, 2011	League of Women Voters: The Role of Govt. in Education	25
July 19, 2011	Computer Workshop: Beginning PowerPoint	13
July 23, 2011	League of Women Voters: The Role of Govt. in Education	25
July 27, 2011	League of Women Voters: The Role of Govt. in Education	25
		107

Reference Desk Activity

	July 2011	July 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Reference -- in person	984	1021	984	1021	-3.62%
Reference -- telephone	316	307	316	307	2.93%
Reference -- email/chat	9	0	9	0	900.00%
Technology assistance	554	531	554	531	4.33%
Guest passes	161	31	161	31	419.35%
Adult and Children's computer use (desktops)	2670	2507	2670	2507	6.50%
Adult computer usage (desktop)*	2402	0	2402	0	N/A
Public computer use (express laptops)	933	1889	933	1889	-50.61%
In library use -- cleanup	3861	4138	3861	4138	-6.69%
Adult Program Attendance	107	82	107	82	30.49%

**No data available for FY 10-11*

Summer Reading Program

	2011	2010	% Change
Drawing Participants	69	48	43.75%
Drawing Entries	320	228	40.35%
Number of Events	5	9	-44.44%
Number of Event Attendees	246	135	82.22%

ACHIEVEMENTS

- *Martha Leonard* created a bibliography and a PowerPoint presentation for the Artists PowerPoint on Paul Gauguin.
- *Katie Matas* led the July 12th book discussion of *Three Cups of Tea* by Greg Mortensen.
- *Nadia Dallstream* coordinated 2 Computer Workshops.
- *Nadia Dallstream* coordinated 3 programs with the League of Women Voters.
- *Nadia Dallstream* coordinated the Computer Literacy Program. Four students received 12 hours of help from 4 tutors.
- *Gary Bell* is coordinating the Adult Literacy Program. Seven students received 21 hours of help from 4 tutors.

MEETINGS

- *Nadia Dallstream* attended 3 Summer Reading Celebration meetings.
- *Nadia Dallstream* attended 4 Managers/Supervisors Meetings.
- *Nadia Dallstream* attended the July 18 Board Meeting.
- *Nadia Dallstream and Gary Bell* met 4 times to discuss upcoming projects.
- *Katie Matas and Nadia Dallstream* attended the Staff Meeting on July 19th.
- *Gary Bell* attended 4 READ OC Training Sessions.
- *Nadia Dallstream* attended 1 READ OC Training Session.

IN PROGRESS

- *Nadia Dallstream* is preparing for the August Book Discussion of *Inès of My Soul* by Isabel Allende.
- *Nadia Dallstream* is coordinating Computer Workshops and Computer Literacy for August.
- *Nadia Dallstream* is coordinating the Destination Ireland Program.
- *Gary Bell* is coordinating the Placentia around the World presentation.
- *Katie Matas* is keeping track of Adult Summer Reading Program Participation.\

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Librarian

SUBJECT: Reference and Adult Services Monthly Activity Report for August 2011

DATE: **SEPTEMBER 19, 2011**

MONTHLY STATISTICS

Adult Services Programs

		August 2011
August 2, 2011	Computer Workshop: Introduction to E-Mail	12
August 3, 2011	Destination Ireland	100
August 9, 2011	Book Discussion: Ines of My Soul	8
August 10, 2011	League of Women Voters: The Role of Govt. in Education	22
August 16, 2011	Computer Workshop: Internet Safety	9
August 17, 2011	Computer Workshop: Internet Safety	4
		155

Reference Desk Activity

	August 2011	August 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
Reference -- in person	912	1098	1896	2119	-10.52%
Reference -- telephone	330	359	646	666	-3.00%
Reference -- email/chat	3	0	12	0	1200.00%
Technology assistance	602	701	1156	1232	-6.17%
Guest passes	187	220	348	251	38.65%
Adult and Children's computer use (desktops)	3089	2869	5759	5376	7.12%
Adult computer usage (desktop)*	2723	0	5125	0	0.00%
Public computer use (express laptops)	1168	1291	2101	3180	-33.93%
In library use -- cleanup	3580	3492	7441	7630	-2.48%
Adult Program Attendance	155	71	262	153	71.24%

**No data available for FY 10-11*

Summer Reading Program

	2011	2010	% Change
Drawing Participants	69	48	43.75%
Drawing Entries	320	228	40.35%
Number of Events	5	9	-44.44%
Number of Event Attendees	246	135	82.22%

ACHIEVEMENTS

- *Martha Leonard* created a bibliography and a PowerPoint presentation for the Artists PowerPoint on Andy Warhol.
- *Nadia Dallstream* led the August 9th book discussion of *Ines of My Soul* by Isabel Allende.
- *Jeannie Killianey and Nadia Dallstream* coordinated 3 Computer Workshops.
- *Nadia Dallstream* coordinated 1 program with the League of Women Voters.
- *Nadia Dallstream* coordinated the Computer Literacy Program. Three students received 9 hours of help from 3 tutors.
- *Gary Bell* is coordinating the Adult Literacy Program. Seven students received 35.5 hours of help from 4 tutors.
- *Nadia Dallstream and Gary Bell* created a Literacy brochure containing information about the Adult Literacy program and providing a short application for prospective students.
- *Gary Bell* hosted the Placentia around the World presentation on August 13th.

MEETINGS

- *Nadia Dallstream* attended 3 Summer Reading Celebration 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 and Gary Bell* met 4 times to discuss upcoming projects.
- *Katie Matas, Jeannie Killianey, Nadia Dallstream and Gary Bell* attended the Staff Meeting on August 16th.
- *Gary Bell* attended 2 READ OC Training Sessions.
- *Martha Leonard, Katie Matas, Noreth Men, Nadia Dallstream and Gary Bell* attended an SCLC E-Reader Workshop on August 5th.

IN PROGRESS

- *Martha Leonard* is preparing for the September Book Discussion of *A Confederacy of Dunces* by John Kennedy Toole.
- *Jeannie Killianey* is coordinating Computer Workshops for September.
- *Nadia Dallstream and Gary Bell* are coordinating the Literacy Tutor Orientation scheduled for September 24th.
- *Nadia Dallstream and Colleen Wakai* are coordinating the October 13th Star Gazing Program.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Report for July 2011
DATE: SEPTEMBER 19, 2011

MONTHLY STATISTICS

History Room Activity

	July 2011	July 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % Change
History Room Visitors	5	7	5	7	-28.57%
History Room Volunteer Hours	168	41	168	41	309.76%

ACHIEVEMENTS

- ***Gary Bell*** coordinated the annual Family History month genealogy program which is scheduled for October 11th.
- ***Gary Bell*** provided information and resources to the videographer and History Room volunteers for the Placentia Historical Homes DVD project.
- ***Jeannie Killianey*** organized Placentia Courier and Placentia News-Times copies from 1970 to present for easy accessibility and storage.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Gary Bell, History Room Librarian
SUBJECT: Local History Room Monthly Activity Report for August 2011
DATE: SEPTEMBER 19, 2011

MONTHLY STATISTICS

History Room Activity

	August 2011	August 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-I % Chang
History Room Visitors	20	17	25	24	4.17%
History Room Volunteer Hours	160	35	328	76	331.58%

ACHIEVEMENTS

- *Gary Bell* presented the PowerPoint presentation *Placentia around the World* and coordinated a trivia contest based on the presentation at the Summer Reading Celebration day on August 13th.
- *Gary Bell* prepared the History Room for the Summer Reading Celebration day and organized shelves, tables and counters in preparation for the event.
- *Gary Bell* created a display in the Library's back display case focusing on the citrus industry in Placentia.
- *Gary Bell* added the Valencia, Esperanza and El Dorado 2011 yearbooks to the History Room's collection of high school annuals.
- *Gary Bell* provided resources to the Placentia Historical Committee for their use in a City Hall display on Heritage Days and the Placentia schools.
- *Gary Bell* provided information and resources for the Placentia Historical Places DVD film.

MEETINGS

- *Nadia Dallstream* chaired a meeting with History Room volunteers and videographer on August 17th to review progress and plan for completion of the Placentia Historical Places DVD film.

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: Technology & Website Report for July 2011
DATE: September 19, 2011

MONTHLY STATISTICS

Online database usage:

	July 2011	July 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	44	224	44	224	-80%
Career Transitions (new for FY10/11)	1	90	1	90	-99%
Heritage Quest	917	451	917	451	103%
Novelist	36	26	36	26	38%
Tumblebooks	381	246	381	246	55%
Reference USA	39	115	39	115	-195%
	1418	1152	1,418	1,152	23%

Website traffic for July 2011:

In July 2011 we had 19,256 visitors to our website. In July 2010 there were 38,550 page hits. Last year we had 16,656 visitors and 36,199 page hits in July.

STAFF ACTIVITY

- *Katie Matas* proctored nine exams.
- *Katie Matas* ordered the first batch of books for this fiscal year.
- *Katie Matas* attended the dedication of the newly enlarged and remodeled Fullerton Public Library.

ONGOING PROJECTS

- *Jesus Diaz* continues to update Library events on the website and the outside digital sign.
- *Children's and Reference staff* helped patrons and staff with day-to-day computer and copier questions.
- *Katie Matas* updates the messages on the telephone system.
- *Nadia Dallstream* updates the Library's Facebook account.
- *Coleen Wakai* updates the Library's Flickr account
- *Brenda Ramirez* updates the Library's Twitter account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for August 2011
DATE: September 19, 2011

MONTHLY STATISTICS

Online database usage:

	August 2011	August 2010	Y-T-D 2011-12	Y-T-D 2010-11	Y-T-D % change
General Reference Center	39	205	83	429	-81%
Career Transitions (new for FY10/11)	0	54	1	144	-99%
Heritage Quest	1,018	536	1,935	987	96%
Novelist	49	38	85	64	33%
Tumblebooks	200	159	581	405	43%
Reference USA	53	60	92	175	-90%
	1359	1052	2,777	2,204	26%

Website traffic for August 2011:

In August 2011 we had 24,717 visitors to our website. In August 2010 there were 47,210 page hits. Last year we had 16,225 visitors and 37,061 page hits in August.

STAFF ACTIVITY

- *Katie Matas* participated in the Summer Reading Celebration.
- *Katie Matas* proctored ten exams.

ONGOING PROJECTS

- *Jesus Diaz* continues to update Library events on the website and the outside digital sign.
- *Katie Matas* updates the messages on the telephone system.
- *Nadia Dallstream* updates the Library's Facebook account.
- *Coleen Wakai* updates the Library's Flickr account.
- *Brenda Ramirez* updates the Library's Twitter account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Placentia Library District's Digital Signage Policy #6075
DATE: September 19, 2011

BACKGROUND

A proposed policy, Placentia Library District Policy #6075 – Digital Signage Policy was presented to the Library Board of Trustees at the May 16 and July 18, 2011 regular meetings. The Placentia Library District has a digital signage located at the Check Out desk which is used to promote and publicize library programs, events and services. The digital monitor is one of the most efficient and timely ways of delivering news to our visiting patrons.

At the July 18, 2011 meeting, the Library Board of Trustees approved the presented policy as a first reading.

Attachment A is the updated draft policy for the Library Board of Trustees' approval consideration.

Fiscal Impact: N/A

RECOMMENDATIONS

1. Approve the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,
2. Adopt as Policy #6075 – Digital Signage Policy.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Digital Signage Policy
POLICY NUMBER: 6075

6075.1The Placentia Library District provides digital signage that may be used to promote programs, events, services, and communicate emergency broadcasting instructions to our community. The digital signage is one of the most efficient and timely methods of delivering news to our visiting patrons. The digital signage is located at the Circulation Checkout desk in the lobby area.

6075.2Community partners wishing to promote their programs, events and/or services using the District's digital signage must submit a request to the Library Director for consideration.

6075.2.1Community partners are identified as non-profit organizations and/or government agencies which are not associated with any faith-based community and/or political affiliations.

6075.2.2Current community partners include the Placentia Rotary Club, the Miss Placentia/Yorba Linda Scholarship Program, the Placentia Roundtable Women's Club, the City of Placentia, the Placentia Chamber of Commerce, and the Brea Placentia Yorba Linda Boys and Girls Club.

6075.3Requests for posting event/information must be emailed to the Administrative Assistant and must meet the following requirements:

6075.3.1Submission must include name of event, brief description, dates, times and contact information. This information needs to be embedded in the body of the email or attached as a Word or Publishers document. Photos need to be submitted as a jpeg file.

6075.3.2Submission must include the name of sponsoring agency or organization and contact information for person submitting.

6075.3.3Requests must be submitted at least two (2) months prior to the event.

6075.3.4Approvals are granted at the discretion of the Library Director.

6075.3.5Submissions that do not represent the mission and goals of the District will not be accepted.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Naming/Sponsorships of Library Buildings and Departments Policy #6090
DATE: September 19, 2011

BACKGROUND

At the June 16 and July 18, 2011 Library Board of Trustees regular meetings, library staff presented a proposed policy to be accepted as a first reading. The Library Board of Trustees approved Policy #6090 as a first reading at the July 18, 2011 meeting.

Attachment A is the updated draft policy for the Library Board of Trustees' approval consideration.

Fiscal Impact: N/A

RECOMMENDATIONS

1. Approved the proposed policy as presented inclusive of feedback from the Library Board of Trustees; and,
2. Adopt as Policy #6090 –Naming of Library Buildings and Departments.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Naming of Library Buildings and Departments
POLICY NUMBER: 6090

6090.1 It is the Policy of the Placentia Library Board of Trustees to accept donations for facilities, site amenities, equipment and capital projects, and to recognize donors who make such donations by considering the naming of a library building or department, at the discretion of the Placentia Library District.

6090.2 Naming Criteria.

6090.2.1 The Placentia Library District may name library buildings and departments as follows:

6090.2.1.1 When the Library Board of Trustees chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library.

6090.2.1.2 When the Library Board of Trustees chooses to accept the gift of a donor(s) who requests naming rights and who contribute a minimum of 51% of the total project costs, including construction, equipment, furnishings and collections for the building.

6090.2.1.3 No naming opportunities will be considered for corporations or religious entities.

6090.3 Duration and Modification of Naming

6090.3.1 The duration of a donor's name on any building or in any department ordinarily continues for as long as the building or department is used in the same manner or for the purpose for which the naming occurred and with the approval from the Library Board of Trustees. Upon demolition, replacement, substantial renovation, redesignation of purpose, or similar modification of a named building or department, the Placentia Library District may deem that the naming period has concluded.

6090.3.2 When a donor's naming period has concluded, the Library Board of Trustees has the rights to rename the building or department, in recognition of new gifts, subject to any specific terms and conditions set forth.

6090.3.2.1 If a donor requests a change to the name of a building or department (e.g., due to divorce), the Placentia Library District will consider the request. If approved, all replacement signage and other related costs shall be at the donor's expense.

6090.3.3 In certain circumstances, the Placentia Library District reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the donor.

60903.3.1 If the donor's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the Placentia Library District's standards, or otherwise be contrary to the best interests of the Placentia Library District, the naming may be revoked.

60903.3.2 Any proposal to rename a building or department or to add a second name in recognition of a gift shall be reviewed by the Library Board of Trustees.

6090.4 Donor means a company or individual who provides the District with funds, products or services.

6090.4.1 Donor Agreement means that agreement between the District and the Donor that details the form, type and duration of any donor recognition.

6090.4.2 District means Placentia Library District.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Staff Appreciation Dinner Update
DATE: September 19, 2011

BACKGROUND

The 2011 Staff Appreciation and Recognition Dinner will be held on Friday, October 28, 2011 at 5:30 p.m. at the Fullerton Marriott Hotel.

Trustee Wood will provide a status report on the plans for the Staff Appreciation Dinner.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Request from Relay For Life Placentia to Waive the Meeting Room Rental Fee

DATE: September 19, 2011

BACKGROUND

The Relay For Life Placentia committee submitted a request for a fee waiver. They would like to use the meeting room from September 2011 through August 2012 to conduct meetings for preparation and planning of the annual event.

Relay for Life began in the mid 1980s in Tacoma, Washington by Dr. Gordy Klat. His goal was to raise income for his local American Cancer Society by running marathons. While he continued to circle the track during the 24 hours, he envisioned a similar marathon for teams. Nineteen teams took part in the first team relay event and raised \$33,000. Today, there are over 3.5 million relayers in 5,000 communities who are helping to fight cancer and remember those loved ones who have lost their lives to the disease.

Relay for Life activities include survivors lap, luminaria ceremony, caregiver lap, fight back ceremony and other fundraisers. Teams of people camp out at a local high school, park, or fairground and take turns walking or running around a track or path. Relayers do not have to walk or run all night but each team is asked to have a representative on the track at all times during the event.

There are no ongoing reservations for the meeting room on Tuesday evenings, with the exception of infrequent reservations by the Altura Home Owners Association and the Fullerton Condominium Association. These groups can be easily relocated to the History Room.

Attachment A is the letter submitted by Lana Clay, Event Chair.

Fiscal Impact: \$240 Revenue Loss

RECOMMENDATION

Consider waiving the meeting room rental fee for the Relay for Life Placentia for the months of September 2011 through August 2012.

To Whom It May Concern:

With the attached meeting room application, I'd like to further explain in detail why we are requesting the meeting room and how the library would be of service to our nonprofit organization.

It is our request that the nonprofit fee of \$20.00 be waived consecutively from the months of September 2011 through August 2012. The American Cancer Society does not fund meeting room expenses and Placentia's Relay for Life committee does not have the funding to allocate this need.

The committee is made up of all volunteers, primarily from the city of Placentia. All of the committee members give up their time to plan this year round event and are extremely dedicated. It is vital for the committee to have a stationary and consistent meeting place so we can prepare for the year accordingly and most importantly be successful.

Last year, our meetings bounced around throughout the town and it was extremely difficult for our committee to get planning done in an adequate manner.

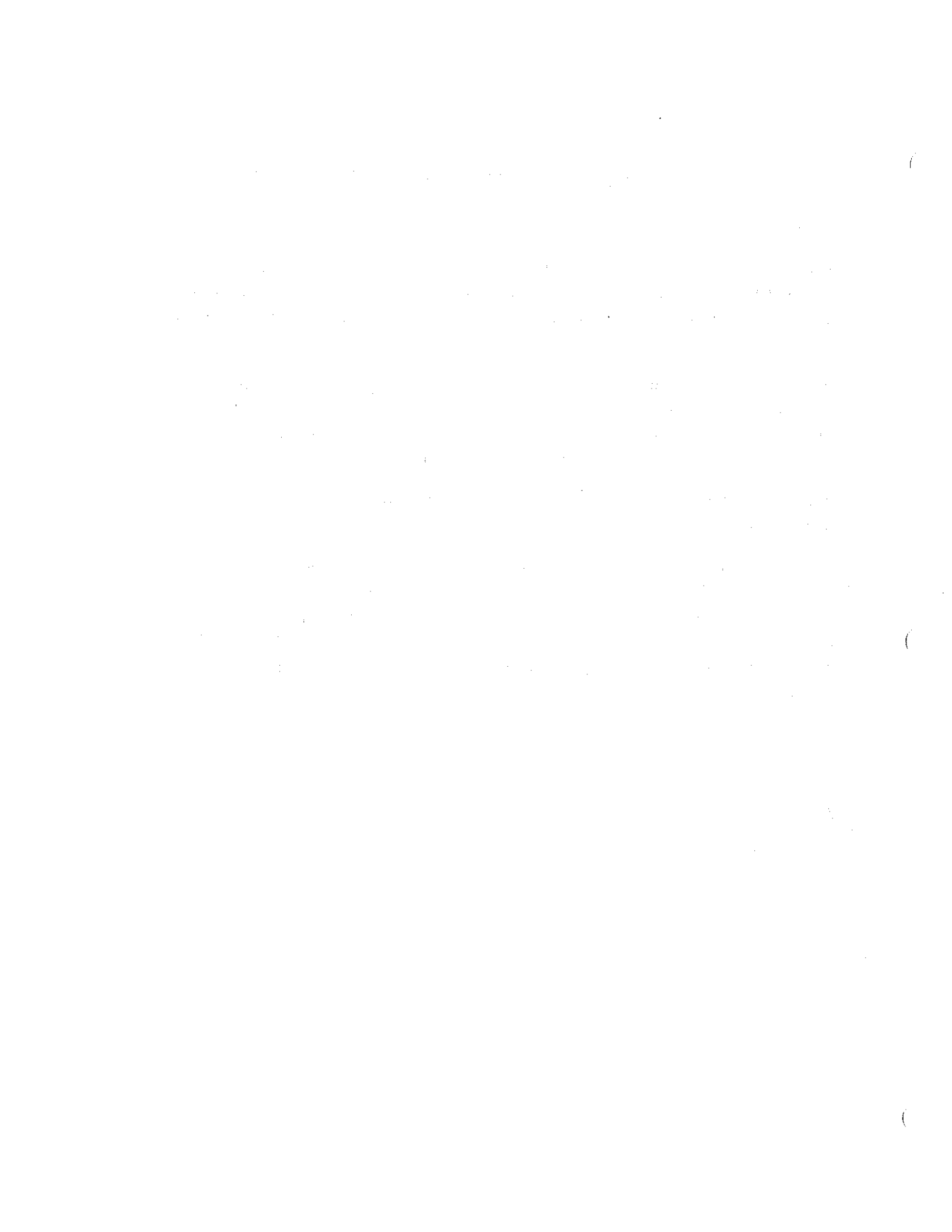
We would be extremely grateful to have an opportunity to have our meetings at the Placentia Library on Tuesdays from 7:00pm-8:00pm. Mayor Nelson has also expressed his support for Relay for Life Placentia, and we would like to fulfill his perception of Relay and continue making positive strides to better next year's Relay. This is an opportunity for the Placentia Library and Relay for Life to work together to provide both meaningful and helpful services to the citizens of Placentia. Please consider our request and if you have any further questions feel free to contact me.

Kind Regards,

A handwritten signature in black ink that reads "Lana Clay". The signature is written in a cursive, flowing style.

Lana Clay

Event Chair



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Easter Eggciment
DATE: September 19, 2011

BACKGROUND

The Placentia Library District has been hosting an Easter Egghunt for several years. Due to budget constraints, the City no longer provides this program to the community. As a result, the Library partnered with the Rotary, the City, Friends Foundation and the Women's Roundtable Club to continue the tradition for the many families of Placentia.

The Library's responsibilities included providing storytime, arts and crafts, volunteers, publicity and promotion, and attending meetings. Our partners assisted with the funds for the candy, decorations and plastic eggs and volunteers. The Rotary hosted a pancake breakfast for participants.

A committee has been formed with our partners to revamp and expand the event which would offer more activities for families to enjoy. The Library and Rotary are co-chairs for the 2012 Easter Eggciment event. With the expansion plan, the Library's new responsibilities would include management & coordination of event, additional publicity and promotion, cotton candy, and snow cones.

Fiscal Impact: \$1,000

RECOMMENDATION

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2010-2011.

DATE: September 19, 2011

BACKGROUND

At the September 20, 2010 Library Board of Trustees meeting, the Trustees selected Macias Gini & O'Connell to prepare its annual financial audit beginning with Fiscal Year 2010-2011.

Attachment A is the letter of proposal for Macias Gini & O'Connell to provide the Fiscal year 2010-2011 Financial Audit and the Annual Controller's Report at a cost not to exceed \$12,500. Any additional costs will be discussed with the Library Board of Trustees before they are incurred.

Fiscal Impact: \$12,500

RECOMMENDATIONS:

1. 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.
2. Authorize the Library Director to sign the engagement letter.



July 26, 2011

Board of Trustees
c/o Jeanette Contreras
Placentia Library District
411 E. Chapman Avenue
Placentia, California 92870

We are pleased to confirm our understanding of the services we are to provide to the Placentia Library District (District) for the year ended June 30, 2011. We will audit the financial statements of the governmental activities and major fund, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2011. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule - General Fund
- 3) GASB – required supplementary pension and OPB information

In addition to our audit of the basic financial statement of the District, we will also perform the following:

- 1). Prepare the Annual Financial Transactions Report (State Controller's Report)
- 2). Agreed upon procedures to review compliance with appropriations limit of Section 1.5 Article XIIB of the California Constitution.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the first paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information, as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities and major fund and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit on approximately November 7, 2011, and to issue our reports no later than December 31, 2011. Linda C. Hurley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), except that we agree that our gross fee, including expenses will not exceed \$12,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed

our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

MACIAS GINI & O'CONNELL LLP



Linda C. Hurley, CPA
Partner

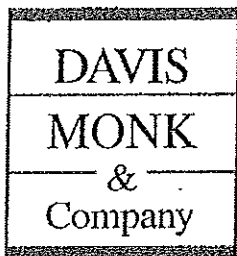
RESPONSE:

This letter correctly sets forth the understanding of the Placentia Library District.

By: _____

Title: _____

Date: _____



Certified Public Accountants
& Business Consultants

A Partnership Consisting of
Professional Associations

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CPAmerica International

Florida Institute of
Certified Public Accountants

American Institute of
Certified Public Accountants

Horwath International

SYSTEM REVIEW REPORT

May 14, 2009

To the Partners of
Macias, Gini & O'Connell, LLP
and the Peer Review Committee of the American Institute of Certified
Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Macias, Gini & O'Connell, LLP (the "firm") applicable to non-SEC issuers in effect for the year ended March 31, 2009. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Macias, Gini & O'Connell, LLP applicable to non-SEC issuers in effect for the year ended March 31, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Macias, Gini & O'Connell, LLP has received a peer review rating of *pass*.

Davis, Monk & Company
DAVIS, MONK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Blinds and Window for Supervisors and Staff Offices
DATE: September 19, 2011

BACKGROUND

There are currently three supervisors who oversee the public service desk operations of Adult, Children's and Circulation. Recently, we have been able to provide each supervisor an office to perform their work and conduct personnel and confidential meetings. In addition, we have also provided office desks for a Librarian I, Teen Services and an Adult Services part-time Library Assistant. The desks for these two employees are located in the former Literacy Office area and are right by the windows within plain view of the public. There is no privacy for these employees.

We would like to request the following for the offices of the employees listed below:

- New window and blinds for the Adult Services Librarian II
- Blinds for the Circulation Services Supervisor
- Blinds for the former Literacy Office which currently occupies as staff offices.

Fiscal Impact: \$3,000

RECOMMENDATION

Authorize library staff to install a window for the Adult Services Librarian II office and blinds for staff offices as presented.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Plumbing System Assessment and Possible Replacement

DATE: September 19, 2011

BACKGROUND

According to City Hall records, the Library filed for a plumbing permit on June 17, 1980 through a company called Manwill Plumbing. This company is no longer in business. No description of the job performed and services provided was reflected in the permit document. Library staff found no documentation of the plumbing system being serviced since the permit was issued.

The main water line located above the false ceiling is generating a rattling noise resulting from the flushing of the toilet. The causes for the rattling sound differ depending on the location. One cause may be due to the pressure of water running through a loosely attached pipe, causing it to vibrate. When a loose pipe vibrates against something solid, like framing or the strapping designed to hold it tightly, a rattling sound occurs. Another cause may be that the waterlines are not installed properly or if it is discovered that it's due to the toilet flush, the cause may be due to defective equipment like the valve, fluid master unit or balltap.

The Library does not have the proper resources to conduct an assessment of the current plumbing system. This task would require the knowledge and expertise of a plumbing professional. It is highly recommended that the Library moves forward with obtaining an assessment to determine the existing state of the plumbing system and pipes and solutions to correct the rattling noise and other possible problems. Further delay may result in major structural damages and unnecessary costs.

Fiscal Impact: Unavailable at this time.

RECOMMENDATION

Authorize library staff to solicit request for proposals to conduct an assessment of the Library's existing plumbing system and pipes and possibly replace the system.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Information Technology (IT) Assessment and Procurement of Services

DATE: September 12, 2011

BACKGROUND

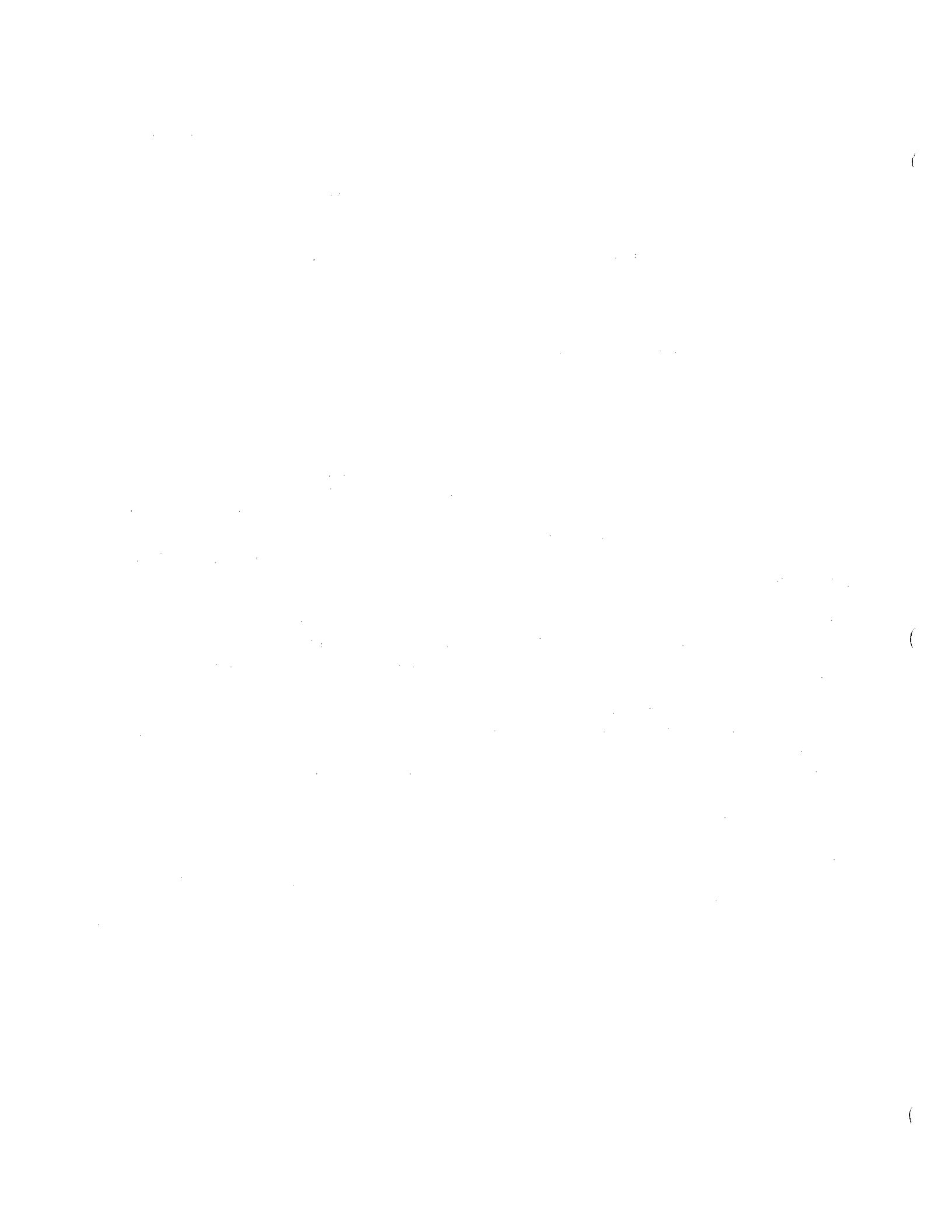
The Placentia Library District has had Hoang Services provide computer consulting services. The previous Library Services Manager also provided the Library with some IT assistance. Since the Library Services Manager's departure, Trustee Shkoler has volunteered his IT expertise and provided recommendations to the Library Director. Trustee Shkoler sought assistance from Hoang Services when necessary. We would like to explore what other options are available to provide great service at a reasonable cost.

The City, after a number of years using the City of Brea IT department, recently engaged a different company, Synoptek, to provide IT service. Trustee Shkoler and I met with Synoptek, as well as Anaheim's IT consultant, Hewlett-Packard Company. Synoptek has offered us some free consulting time with their server engineer to review our IT needs, including a new email server and provide recommendations. Both companies have recommended an assessment of what equipment we have, what we do now and what options are available to us that will provide optimal management and control in the future. These companies are aware there is no commitment from the Placentia Library District to secure their services at this time.

Fiscal Impact: Unavailable at this time.

RECOMMENDATION

Authorize library staff to solicit 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.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Request from the Placentia Library Friends Foundation (PLFF) -- Recognition for Margaret Cooper

DATE: September 19, 2011

BACKGROUND

PLFF recently received a \$10,000 donation from the estate of Margaret Anne Cooper. Ms. Cooper was a former teacher at Valencia High School, Orange County Juvenile Hall, and Fullerton College.

PLFF would like the Library Board of Trustees to consider honoring or recognizing Ms. Cooper in some manner. Ideas will be discussed at the meeting.

RECOMMENDATION

Discuss recognition opportunities for Ms. Margaret Cooper who donated \$10,000 to the Library.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Point of Service Desk Business Model

DATE: September 19, 2011

BACKGROUND

The service desk function performs a number of critical tasks. The professionalism, communication skills and overall attitudes of the service desk personnel will reflect upon the entire Placentia Library District organization and serve as the measure by which our business is judged. Part of the Circulation Desk will be designated as the point of service desk, or Help & Information desk.

The benefits of the Help & Information desk designation include:

- Provide a “one stop” environment for our patrons.
- Extend at least basic reference services to all hours of library operation.
- Respond to on-site service trends.
- Provide an efficient and flexible staffing solution.
- Provide more dedicated time for professionals and paraprofessionals to plan, prepare, coordinate, manage, implement, and assess services and programs.

The Help & Information Desk would provide the following services:

- Answer directional questions, e.g., where’s the bathroom, where are the large print, etc.
- Answer general questions, e.g., what are the passport office hours, when is the next booksale, etc.
- Assist with retrieving materials, e.g., I’m looking for a John Grisham book, can you help me find *Tuesdays with Morrie*, etc.
- Process library card applications
- Handle other non-technical assignments

Cross-training will be provided to staff before we move forward with the Help & Information Desk model. It will help better equip staff with more knowledge and a comprehensive understanding of all the Library’s services and program so that we can effectively promote the Library. New signages for the Help & Information Desk and other desks will need to be purchased.

Fiscal Impact: Estimated \$2,000

RECOMMENDATIONS

- 1) Discuss the new Point of Service Desk Business model and incorporate the Library Board of Trustees’ feedback into the new model; and,
- 2) Authorize library staff to order signages for the public service desks and public area, including Circulation, Children’s Adult, and Passport Office.

