

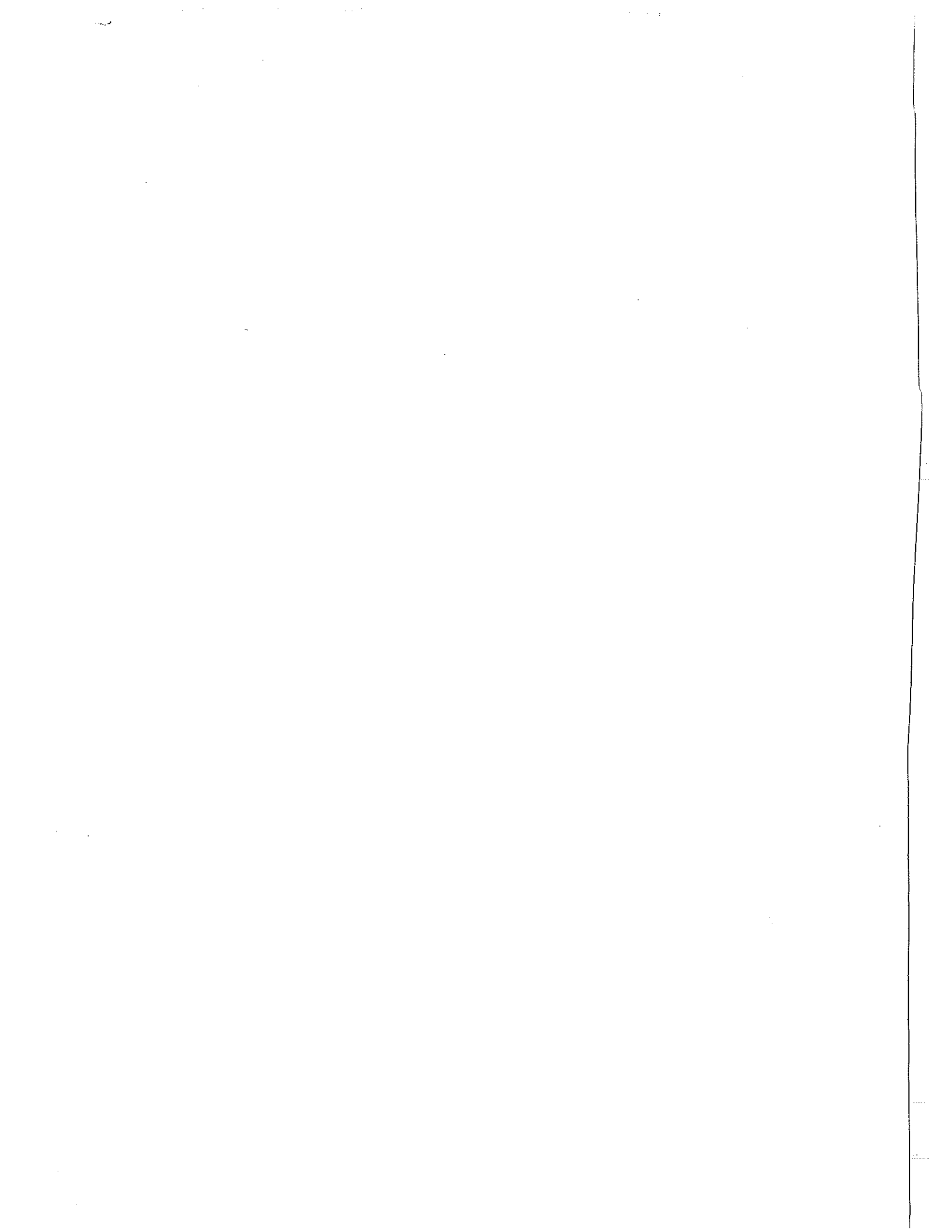


**Board of Trustees
Regular Meeting**

**September 17, 2012
6:30 P.M.**

**Placentia Library
Meeting Room**

ADMINISTRATION





AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
 Presentation: Library Director
 Recommendation: Adopt by Motion
4. Oral Communications
Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 – 24 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 24, 2012 Library Board of Trustees Unusual Date 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. FY2012-2013 Cash Flow Analysis through August 2012; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for July & August 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
14. Balance Sheet for July & August 2012. (Receive & File)
15. Acquisitions Report for July & August 2012. (Receive & File)
16. Entrepreneurial Activities Report for July & August 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for July & August 2012. (Receive, File, and Ratify Appointments)
18. Circulation Report for July & August 2012. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 20 – 24)

- 20. Library Director's Report for July & August 2012.
- 21. Library Services Manager's Report for July & August 2012. (No report due to vacancy).
- 22. Children's Services Report for July & August 2012.
- 23. Adult Services Report for July & August 2012.
- 24. Placentia Library Web Site & Technology Report for July & August 2012.

CONTINUING BUSINESS

- 25. Report on Actions taken at the Library Board of Trustees Closed Session
 - Presentation: Library Board of Trustees President
 - Recommendation: Action to be determined by the Library Board of Trustees

NEW BUSINESS

- 26. August 8 & 29, 2012 Earthquake Updates
 - Presentation: Library Director
- 27. Amendment to Placentia Library Policy #2130 – Pay Periods and Distribution of Pay Checks
 - Presentation: Business Manager
 - Recommendation: Authorize amendment to Placentia Library Policy #2130 – Pay Periods and Distribution of Pay Checks as presented.
- 28. Amendment to Placentia Library Policy #6065 – Library Rules of Conduct and Elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy
 - Presentation: Library Director
 - Recommendations: 1) Authorize amendments to Placentia Library Policy #6065 – Library Rules of Conduct as presented with inclusion of input from the Library Board of Trustees; and,
 - 2) Authorize the elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy as presented with inclusion of input from the Library Board of Trustees; as such policy will be incorporated with Placentia Library Policy #6065 – Library Rules of Conduct.
- 29. Review of Placentia Library Policies Series 3000 – Financial which includes the following policies:
 - #3010 – Illness and Injury Prevention Program
 - #3020 – Budget Preparation
 - #3025 – Reserves
 - #3030 – Fixed Asset Accounting Control
 - #3035 – Investment of District Funds
 - #3037 – Customer Payment Arrangements
 - #3040 – Expense Authorization & Petty Cash
 - #3042 – Employment of Outside Contractors and Consultants
 - #3045 – Travel Reimbursement
 - #3080 – Purchasing
 - #3085 – Disposal of Surplus Property/Equipment
 - #3090 – Records Retention
 - Presentation: Library Director
 - Recommendation: Adopt as a first reading for final adoption at the October 15, 2012 meeting.

- 30. Presentation of a New Proposed Placentia Library Policy #2013 -- Name Badge Policy
Presentation: Library Director
Recommendation: Adopt as a first reading and refer to staff for further comments.
- 31. An Amended Resolution #13-01 of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal year 2012-2013 Budget for the Placentia Library District of Orange County.
Presentation: Business Manager
Recommendation: Adopt the Amended Resolution #13-01 as presented.
- 32. Travel Authorization for Business Manager to attend the 28th Annual Disaster Preparedness Academy in Anaheim, California on October 10, 2012.
Presentation: Library Director
Recommendation: Authorize the Business Manager to attend the 28th Annual Disaster Preparedness Academy in Anaheim, California on October 10, 2012 with expenses to be drawn from the General Fund.
- 33. Travel Authorization for Library Director to attend the Library Directors Digital Strategy Summit & Internet Librarian in Monterey, California from October 22-24, 2012.
Presentation: Library Director
Recommendation: Authorize Library Director to attend the Library Directors Digital Strategy Summit in Monterey, California from October 22-23, 2012 with expenses to be drawn from the General Fund.
- 34. Staff Appreciation and Recognition Dinner Updates
Presentation: Library Director

DISCUSSION ITEM

- 35. Request for Proposal (RFP) for Information Technology Services
Presentation: Library Director
Recommendations: 1) Discuss the proposed RFP as presented with inclusion of input from the Library Board of Trustees; and,

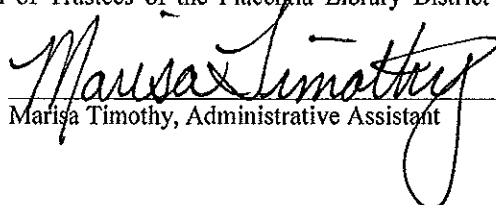
2) Authorize library staff to post the RFP for bid solicitation.

ADJOURNMENT

- 36. Agenda Preparation for the October Regular Date Meeting which will be held on Monday, October 15, 2012 unless re-scheduled by the Library Board of Trustees.
- 37. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 38. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 17, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 11, 2012.


Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
July 24, 2012

- CALL TO ORDER** President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 24, 2012 at 6:31 P.M.
- ROLL CALL** Members Present: President Richard DeVecchio, Secretary Betty Escobosa, Trustee Gayle Carline, Trustee Al Shkoler, Trustee Jean Turner
- Members Absent:** None
- Others Present:** Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream (exited at 8:10pm), Sally Federman (exited at 7:12pm), Fernando Maldonado (exited at 7:55pm), Marisa Timothy, Wendy Townsend (exited at 6:36pm) ,and Lori Worden; Placentia Library Friends Foundation(PLFF) Board Member Leonard Rich
- It was moved by Trustee Shkoler and seconded by Secretary Escobosa to adopt the agenda as presented:
- ADOPTION OF AGENDA**
- | | |
|----------|---|
| AYES: | DeVecchio, Escobosa, Carline, Shkoler, Turner |
| NOES: | None |
| ABSTAIN: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** There was no oral communication made at this time. (Item 4)
- TRUSTEE REPORTS**
- President DeVecchio announced Wendy Townsend as the Employee of the Quarter and recognized her work on the DVD project, updating and organizing the History Room materials, and revamping the Library volunteer program. He presented both a proclamation and a check provided by PLFF to her. He also presented to Trustee Turner a memorandum from the City of Placentia that recorded the closing of their last council meeting that was done in honor of her late husband, Bob Turner for his many contributions to the community. He then reported that he attended the Open House for the Homeless Intervention Shelter – H.I.S. House that celebrated their recent major renovation. At the Library he attended the Adult Summer Reading Program Sinatra event and the PLFF Annual Meeting where he again presented the “Placentia: A Pleasant Place” DVD that was well received. He stated that he attended the Rotary Club meeting and made a presentation. (Item 5 and Item 25)
- Secretary Escobosa reported that she participated in a newsletter planning session and attended the PLFF Annual meeting. She also attended the Chamber of Commerce Board installation event.
- Trustee Carline reported that she attended the PLFF Annual meeting and enjoyed seeing the DVD. She also attended a Rotary Club meeting and the city’s Concert in the Park.
- Trustee Shkoler reported that he attended newsletter planning sessions, he judged the Teen Photo Contest, and attended the Adult Summer

Minutes of Placentia Library District Board of Trustees Unusual Date Meeting of July 24, 2012

Reading Program Sinatra event, the PLFF Annual meeting and viewed the Children's Summer Reading Program event. He also attended a Rotary Club meeting.

Trustee Turner reported that she attended the Adult Summer Reading Program Elvis and Sinatra impersonator events. She also attended the PLFF Annual meeting. (Item 6)

PLFF REPORT

PLFF Board Member Leonard Rich reported that the PLFF made a recent By-Law change that delegated Secretary duties to two positions. He announced that the Board member positions will remain filled by the same members. Current membership for the new fiscal year is at 125, with an estimated total count at about 250. He also reported that at their last meeting it was determined that PLFF would participate with the district's new newsletter and that their Annual meeting was well attended while the DVD presentation was well received. (Item 7)

Library Director Contreras reported of her participation in the California Special District's General Manager Leadership Summit held in Napa, CA. She stated that the program was quite intensive and very structured. Workshops included topics of the Brown Act, Pension Reform, Technology, and Legal Issues.

Librarian Nadia Dallstream introduced new substitute Librarian Sally Federman to the Board.

Librarian Nadia Dallstream, Librarian Lori Worden, and Circulation Supervisor Fernando Maldonado and Business Manager Yesenia Batierra reported on their participation at the recent American Library Association conference, sharing their most informative workshops and new ideas.

CONSENT CALENDAR

Trustee Shkoler asked that Agenda Items 13 and 14 be held for discussion. He then asked Business Manager Baltierra to explain how the \$268,606 of surplus funds from last fiscal year are applied to the current fiscal year's budget. She explained that the funds are available to use at the board's discretion. There was discussion regarding them possibly being used for reserves or capital improvements. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve Agenda Items 8-24: (Item 8)

AYES:	DeVecchio, Escobosa, Carline, 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)

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

Minutes of Placentia Library District Board of Trustees Unusual Date Meeting of July 24, 2012

TREASURER'S REPORT

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

Balance Sheet for June 2012 (Item 14)

Acquisitions Report for June 2012 (Item 15)

Entrepreneurial Activities Report for June 2012 (Item 16)

GENERAL CONSENT

Personnel Report for June 2012 (Item 17)

Circulation Report for June 2012 (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 2012 (Item 20)

Information Technology Report for June 2012 (Item 21)

Children's Services Report for June 2012 (Item 22)

Adult Services Report for June 2012 (Item 23)

Web Site & Technology Report for June 2012 (Item 24)

CONTINUING BUSINESS

Library Director Contreras updated the Board on the status of the new district newsletter that is to be delivered in early August and presented a final draft copy. She thanked staff for their work and acknowledged staff Venessa Faber for her significant contribution. (Item 26)

NEWSLETTER

NEW BUSINESS

CONTRACT FOR FINANCIAL AUDIT

Library Director Contreras presented the letter of proposal from Macias Gini & O'Connell to provide the fiscal year 2011-2012 Financial Audit and the Annual Controller's Report. She explained that they have provided the services for the last few years. It was moved by Trustee Carline and seconded by Secretary Escobosa to award the financial audit and annual Controller's Report preparation contract for Fiscal Year 2011-2012 to Macias Gini & O'Connell for an amount not to exceed \$14, 000 and authorize the Library Director to sign the engagement letter: (Item 27)

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

CSDA BOARD ELECTIONS

Library Director Contreras presented ballot information and candidate statements for the CSDA Board of Directors Regions 6 seats. There was discussion regarding the qualifications of the candidates including knowledge of PLD's area. It was moved by Secretary Escobosa and seconded by Trustee Shkoler to select Jo MacKenzie: (Item 28)

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

Minutes of Placentia Library District Board of Trustees Unusual Date Meeting of July 24, 2012

ABSTAIN: None

ABSENT: None

It was moved by Trustee Shkoler and seconded by Trustee Carline to select Cheryl Brothers: (Item 28)

AYES: DeVecchio, Escobosa, Carline, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

TRAVEL
AUTHORIZATION:
ANNUAL CLA
CONFERENCE

Library Director Contreras provided information on the upcoming California Library Association (CLA) Conference that will be held in San Jose, California this fall. She recommended that two staff be allowed to attend, one from the Children's department and one from the Adult Services department. It was moved by Secretary Escobosa and seconded by Trustee Carline to authorize two library staff to attend the 2012 CLA Conference on San Jose, CA from November 2 to 4, 2012: (Item 29)

AYES: DeVecchio, Escobosa, Carline, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

ORAL HISTORY
PROGRAM

Library Director Contreras explained the history and purpose of the History Room's oral history collection and recommended that an oral history be conducted on Mayor Jeremy Yamaguchi of Placentia. There was discussion regarding age and history of individuals for the oral history program with comments that there are many community elders with important histories to document. President DeVecchio proposed that the agenda item be deferred to a later date with recommendations to be sent to the Library Director. It was moved by Trustee Carline and seconded by Trustee Shkoler to table the agenda item.: (Item 30)

AYES: DeVecchio, Escobosa, Carline, Shkoler, Turner

NOES: None

ABSTAIN: None

ABSENT: None

ADJOURNMENT &
RE-CONVEYNE

President DeVecchio adjourned the meeting for a short break at 7:40pm. The meeting re-convened at 7:44pm.

RESPONSE TO OC
GRAND JURY REPORT

Library Director Contreras issued draft copies of the Placentia Library District's response to the April 27, 2012 Orange County Grand Jury report, *"Let There Be Light" Dragging Special Districts from the Shadows* to the Board members. There was an extensive review of the document with suggested edits and revisions. Trustee Shkoler questioned who the author was. Library Director Contreras confirmed that she produced the document. Trustee Shkoler stated that the document was to be written by an attorney. There was discussion regarding legal review and the due date of the report. It was moved by Secretary Escobosa and seconded by Trustee Turner to authorize the Library Director to submit the response with discussed changes. Trustee Shkoler expressed that a final review was needed before the report was sent. It was moved by Secretary Escobosa and seconded by Trustee Turner to authorize the Library Director to submit the response with discussed changes after review by President

Minutes of Placentia Library District Board of Trustees Unusual Date Meeting of July 24, 2012

DeVecchio and Trustee Shkoler.: (Item 31)

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

STAFF APPRECIATION
AND RECOGNITION
DINNER

Library Director Contreras provided information on the upcoming Staff Appreciation and Recognition Dinner. She explained that \$3,000 of funds was to come from PLFF yet additional funds of \$700 is needed for the event that is to cost about \$41.53 per person. Trustee Shkoler questioned if the proposed Elvis impersonator performer was worth the cost. It was moved by Trustee Turner and seconded by Secretary DeVecchio to authorize the Staff Appreciation and Recognition Dinner to be held Friday, October 26, 2012 at the Marriott Hotel in Fullerton, authorize approximately \$700 to be used for the event and be drawn from the Entrepreneurial Fund. : (Item 32)

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

DISCUSSION ITEMS

NEWSLETTER
ADVERTISEMENT
RATES AND
CONTRACT

Library Director presented the proposed Advertisement Rates and proposed Advertisement contract to be used for the new PLD Newsletter *eXPLORE* that is due to be distributed in August. There was discussion regarding rates and the ad locations. It was moved by Trustee Shkoler and seconded by Trustee Turner to approve the rates and contract for advertising with the Placentia Library District's *eXPLORE* Newsletter as presented.: (Item 33)

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

AGENDA
PREPARATION

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

ADJOURNMENT

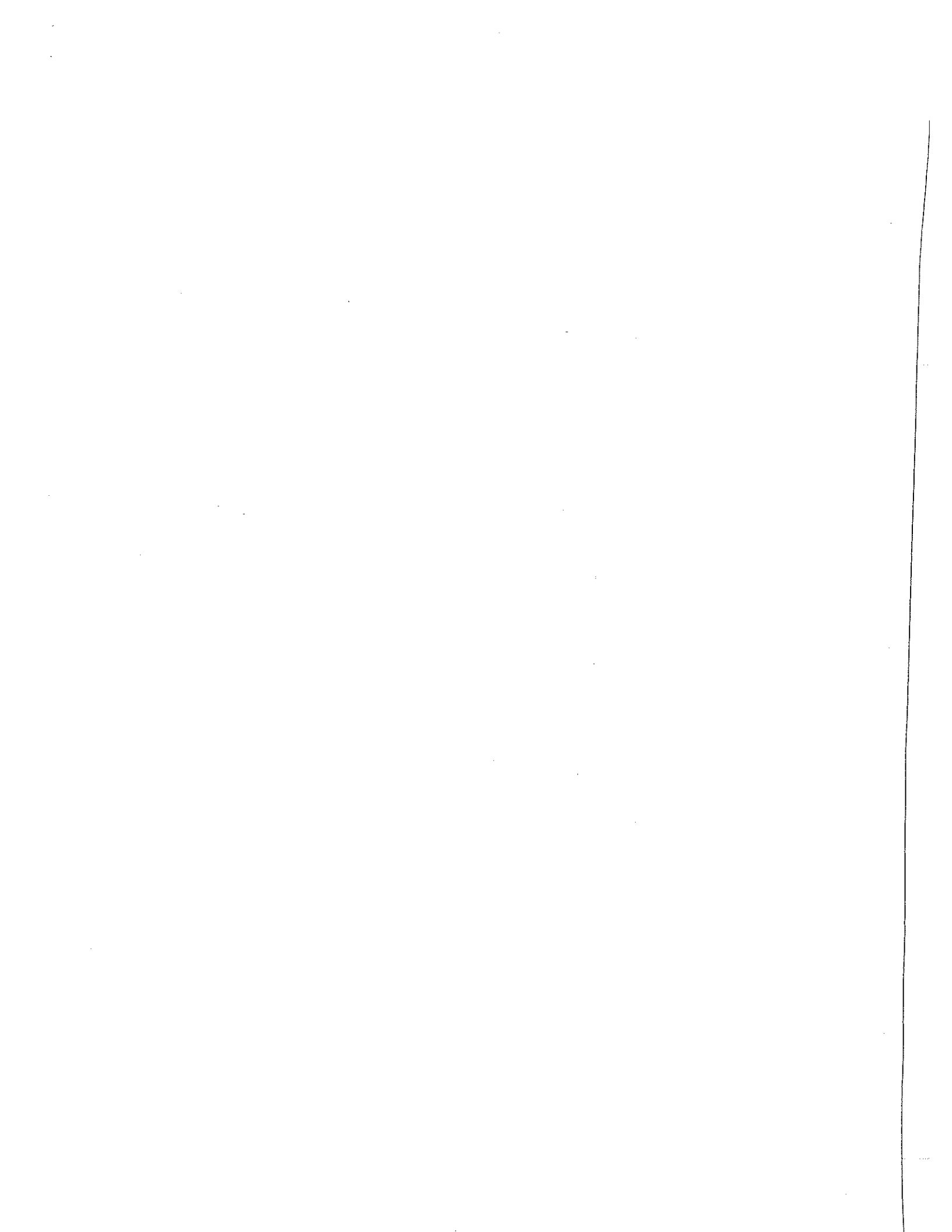
The Regular Meeting of the Board of Trustees of the Placentia Library District on July 24, 2012 adjourned at 8:45 P.M.

NEXT MEETING

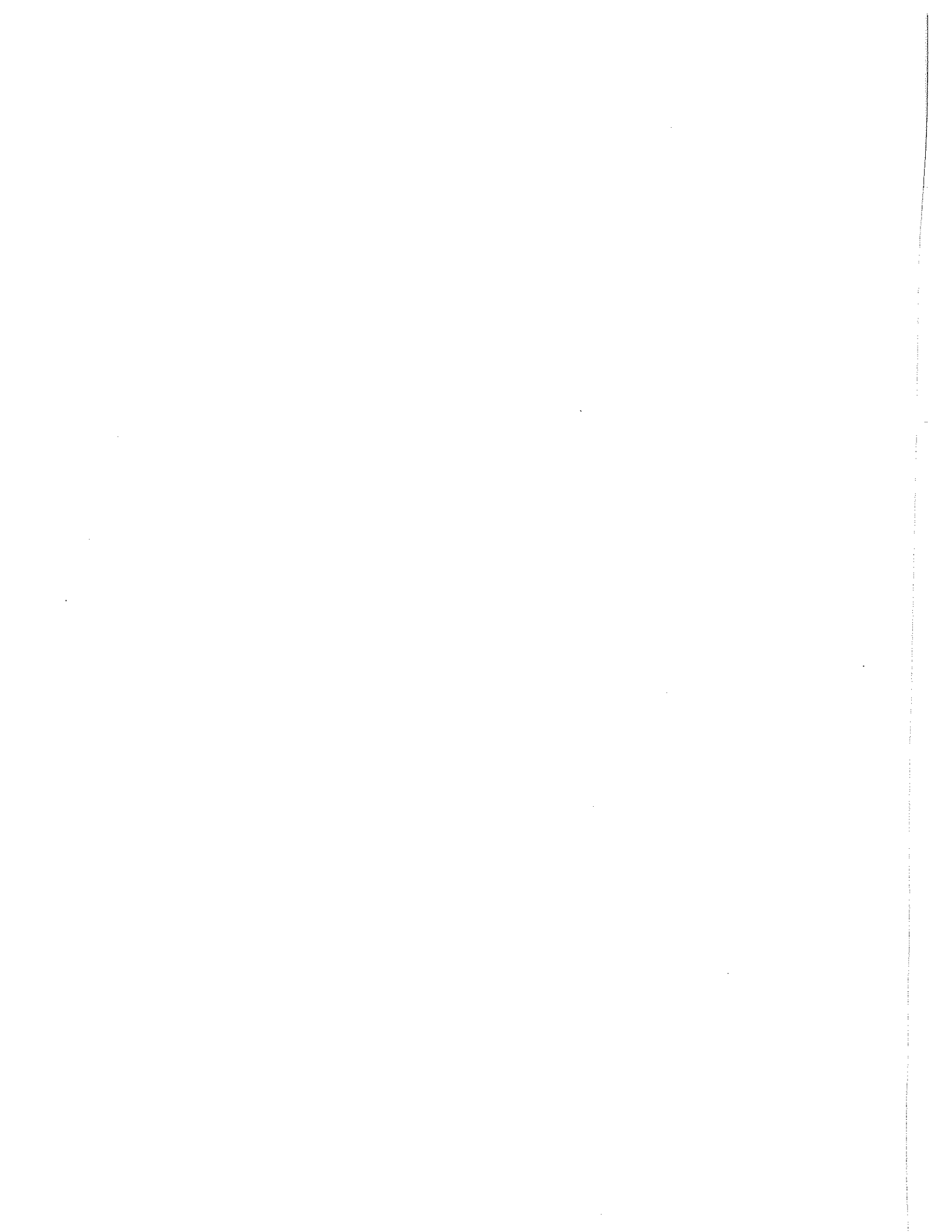
The next meeting will be on September 17th, 2012 at 6:30 P.M. for the Regular Board Meeting.

Richard DeVecchio
President
Library Board of Trustees

Betty Escobosa
Secretary
Library Board of Trustees



CLAIMS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for July 2012
DATE: September 17, 2012

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for August 2012
DATE: September 17, 2012

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees,
July 2012
DATE: September 17, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	07/24/12	5525	\$17,937.96
FUND 707	07/24/12	5526	\$ 4,207.66
FUND 707	07/30/12	5527	\$ 3,097.60
		TOTAL	\$25,243.22

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees,
August 2012
DATE: September 17, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	08/12/12	5528	\$21,639.08
FUND 707	08/12/12	5529	\$ 1,488.29
FUND 707	08/22/12	5530	\$ 13,859.67
FUND 707	08/23/12	5531	\$ 692.83
		TOTAL	\$37,679.87

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: Current Claims and Payroll - August 2012
DATE: September 17, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	09/17/12	5533	\$10,623.76
707	09/17/12	5534	\$4,903.96
707	09/17/12	5535	\$2,211.86
707	09/17/12	5536	\$6,161.58
707	09/17/12	5537	\$ 947.29
707	09/17/12	5538	\$2,569.63

Subtotal for Claims \$27,418.08

Payroll

On Demand Wire	10/01/12	07	\$40,000.00
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Subtotal for Payroll \$40,000.00

**TOTAL
CURRENT CLAIMS
& PAYROLL** **\$67,418.08**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/17/12
REPORT NO: 5533

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-5168 Center Point Large Print 600 Brooks Road PO Box 1 Thordike, ME 04986-0001	07-01-12 1028971	2400	0760		\$128.82		
VC-3332 Infogroup Library Division P.O. Box 957742 St. Louis, MO 63195-7742	07-23-12 10002172946	2400	0760		\$7,154.00		
VC-1580 OCLC, Inc. Dept #34299 PO Box 39000 San Francisco, CA 94139	06-30-12 0000179276	2400	0760		\$ 233.56		
VC-0615-2 Random House Dept 0919 PO Box 120001 Dallas TX 75312-0919	06-29-12 1084512966	2400	0760		\$53.90		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	06-27-12 4010206470	2400	0760		\$42.86		
	06-27-12 4010219071	2400	0760		\$412.03		
	07-12-12 4010218225	2400	0760		\$35.97		
	07-16-12 4010224006	2400	0760		\$60.12		
	07-19-12 4010216401	2400	0760		\$12.57		
	07-19-12 4010216402	2400	0760		\$14.48		
	07-19-12 4010218750	2400	0760		\$1,372.38		
	07-19-12 4010218751	2400	0760		\$69.10		
	07-19-12 4010218752	2400	0760		\$24.17		
	07-19-12 4010218753	2400	0760		\$931.79		
	07-19-12 4010218754	2400	0760		\$78.01		
TOTAL REMITTANCE:					\$3,053.48		
					\$10,623.76		
The claims listed above (totaling \$10,623.76) 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: 09/17/12
REPORT NO: 5534

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	07-19-12	2400	0760		\$68.65		
	4010218755	2400	0760		\$1,212.07		
	07-23-12	2400	0760		\$208.01		
	4010219027	2400	0760		\$20.26		
	07-23-12	2400	0760		\$645.37		
	4010219028	2400	0760		\$656.85		
	07-23-12	2400	0760		\$438.69		
	4010219013	2400	0760		\$18.56		
	07-23-12	2400	0760		\$674.78		
	4010219014	2400	0760		\$144.53		
	07-23-12	2400	0760		\$268.38		
	4010219015	2400	0760		\$116.87		
	07-23-12	2400	0760		\$42.84		
	4010219016	2400	0760		\$13.20		
	07-23-12	2400	0760		\$60.29		
	4010219017	2400	0760		\$31.92		
	07-23-12	2400	0760		\$62.74		
	4010219018	2400	0760		\$51.71		
	07-23-12	2400	0760		\$24.17		
	4010219019	2400	0760		\$60.29		
07-23-12	2400	0760		\$38.38			
4010219020	2400	0760		\$45.40			
07-24-12	2400	0760		\$4,903.96			
4010219051	2400	0760					
07-26-12	2400	0760					
4010220478	2400	0760					
07-26-12	2400	0760					
4010220479	2400	0760					
07-26-12	2400	0760					
4010220480	2400	0760					
07-26-12	2400	0760					
4010220481	2400	0760					
07-26-12	2400	0760					
4010220482	2400	0760					
07-26-12	2400	0760					
4010222413	2400	0760					
07-26-12	2400	0760					
4010222414	2400	0760					
07-26-12	2400	0760					
4010222415	2400	0760					
07-26-12	2400	0760					
4010222416	2400	0760					
07-31-12	2400	0760					
4010229862							
TOTAL REMITTANCE:					\$4,903.96		

The claims listed above (totaling \$4,903.96) 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: 09/17/12
REPORT NO: 5535

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	08-01-12		2400	0760			
		4010237399			\$112.86		
	08-03-12		2400	0760			
		4010229834			\$24.10		
	08-03-12		2400	0760			
		4010231646			\$25.45		
	08-03-12		2400	0760			
		4010231647			\$16.74		
	08-03-12		2400	0760			
		4010231648			\$20.78		
	08-03-12		2400	0760			
		4010231649			\$18.88		
	08-03-12		2400	0760			
		4010231650			\$60.29		
	08-03-12		2400	0760			
		4010231651			\$53.94		
	08-03-12		2400	0760			
		4010231652			\$64.55		
	08-03-12		2400	0760			
		4010231653			\$24.86		
08-03-12		2400	0760				
	4010231654			\$15.04			
08-06-12		2400	0760				
	4010241205			\$99.29			
08-09-12		2400	0760				
	4010237388			\$24.12			
08-09-12		2400	0760				
	4010237389			\$30.12			
08-13-12		2400	0760				
	4010237737			\$650.90			
08-13-12		2400	0760				
	4010237738			\$128.91			
08-13-12		2400	0760				
	4010237739			\$151.20			
08-13-12		2400	0760				
	4010237740			\$14.48			
08-13-12		2400	0760				
	4010237741			\$219.74			
08-13-12		2400	0760				
	4010237742			\$355.87			
08-13-12		2400	0760				
	4010240790			\$27.87			
08-14-12		2400	0760				
	4010237743			\$71.87			
				\$2,211.86			
TOTAL REMITTANCE:					\$2,211.86		
The claims listed above (totaling \$2,211.86) 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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 09/17/12
REPORT NO: 5536

The County Auditor is authorized to draw these checks from:

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	08-14-12	4010237744	2400	0760	\$79.40			
	08-14-12	4010237745	2400	0760	\$137.53			
	08-14-12	4010237746	2400	0760	\$25.18			
	08-14-12	4010237747	2400	0760	\$11.75			
	08-14-12	4010237748	2400	0760	\$19.42			
	08-14-12	4010237749	2400	0760	\$16.33			
	08-14-12	4010237751	2400	0760	\$37.22			
	08-14-12	4010237752	2400	0760	\$66.28			
	08-14-12	4010237753	2400	0760	\$506.86			
	08-14-12	4010237754	2400	0760	\$336.26			
	08-14-12	4010237755	2400	0760	\$776.13			
	08-14-12	4010237756	2400	0760	\$85.17			
	08-14-12	4010237757	2400	0760	\$11.77			
	08-14-12	4010237758	2400	0760	\$839.41			
	08-16-12	4010241244	2400	0760	\$38.25			
	08-16-12	4010241245	2400	0760	\$239.39			
	08-16-12	4010241246	2400	0760	\$11.97			
	08-16-12	4010241247	2400	0760	\$57.14			
	08-16-12	4010241249	2400	0760	\$74.35			
	08-16-12	4010241250	2400	0760	\$30.23			
	08-16-12	4010241251	2400	0760	\$1,489.31			
	08-16-12	4010241252	2400	0760	\$1,272.23			
						\$6,161.58		
	TOTAL REMITTANCE:					\$6,161.58		

The claims listed above (totaling \$6,161.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/17/12
REPORT NO: 5537

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	08-16-12	2400	0760				
	4010242169				\$22.24		
	08-16-12	2400	0760				
	4010242170				\$29.86		
	08-16-12	2400	0760				
	4010242171				\$28.97		
	08-16-12	2400	0760				
	4010242172				\$15.09		
	08-16-12	2400	0760				
	4010242173				\$59.85		
	08-16-12	2400	0760				
	4010242174				\$95.43		
	08-16-12	2400	0760				
	4010242175				\$38.48		
	08-16-12	2400	0760				
	4010242176				\$54.34		
	08-16-12	2400	0760				
	4010242177				\$69.33		
	08-17-12	2400	0760				
	4010241206				\$85.55		
08-20-12	2400	0760					
4010251449				\$10.42			
07-20-12	2400	0760					
W82007060				\$108.71			
07-20-12	2400	0760					
W82007130				\$53.93			
07-24-12	2400	0760					
W82163170				\$13.64			
08-09-12	2400	0760					
W82473970				\$109.92			
08-15-12	2400	0760					
W82497120				\$16.91			
08-15-12	2400	0760					
W82497130				\$18.52			
08-23-12	2400	0760					
W82377070				\$28.21			
08-21-12	2400	0760					
W82598600				\$87.89			
				\$947.29			
TOTAL REMITTANCE:					\$947.29		
The claims listed above (totaling \$947.29) 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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 09/17/12
REPORT NO: 5538
The County Auditor is authorized to draw these checks from:
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-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	09-12-12 8448 40 025 0124877	0700	0702		\$126.95		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	08-24-12 8000-9000-0652-5830	1803			\$434.18		
VC-3113 3M RSP4754 P.O. Box 844127 Dallas, TX 75284-4127	08-25-12 OF53314	1300			\$1,720.00		
VC-11022 OGO Sense PMB 220 11 Main Street, Suite 7 Westbrook, ME 04092	09-03-12 3234	1300			\$29.99		
(needs vendor#) All Around Lighting, Inc. P.O. Box 53518 Irvine, CA 92619	08-21-12 188237	1400	0714		\$258.51		
TOTAL REMITTANCE:					\$2,569.63		

The claims listed above (totaling \$2,569.63) 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: 09/17/12
REPORT NO: 61

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	*10-01-12 Payroll #07 FY12/13	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

(7/2009)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: September 17, 2012

Fiscal Year 2012-2013							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
10/31/11	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
11/30/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
12/31/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
01/31/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
2/28/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
3/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00
Fiscal Year 2011-2012							
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,386,098.01	Closed Account	1,386,098.01	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,299,446.62	Closed Account	1,299,446.62	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,250,450.01	Closed Account	1,250,450.01	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,076,233.61	Closed Account	1,076,233.61	0.00
11/30/2011	Closed Account	Closed Account	Closed Account	1,096,791.22	Closed Account	1,096,791.22	0.00
12/31/2011	Closed Account	Closed Account	Closed Account	1,731,160.37	Closed Account	1,731,160.37	0.00
01/31/12	Closed Account	Closed Account	Closed Account	1,598,956.35	Closed Account	1,598,956.35	0.00
2/28/2012	Closed Account	Closed Account	Closed Account	1,471,455.26	Closed Account	1,471,455.26	0.00
3/31/2012	Closed Account	Closed Account	Closed Account	1,373,416.79	Closed Account	1,373,416.79	0.00
04/30/12	Closed Account	Closed Account	Closed Account	1,917,693.89	Closed Account	1,917,693.89	0.00
5/31/2012	Closed Account	Closed Account	Closed Account	1,831,410.02	Closed Account	1,831,410.02	0.00
6/30/2012	Closed Account	Closed Account	Closed Account	1,566,215.85	Closed Account	1,566,215.85	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	125,627.48	0.00	125,627.48	0.00



TREASURER'S REPORTS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


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

DATE: September 17, 2012

Summary of Cash and Investments as of July 31, 2012

Cash with Orange County Treasurer Fund 707	1,469,830.85
Reserves with County and Bank of the West	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking -- Bank of the West	10,182.62
General Fund Savings -- Bank of the West	497,088.67
Payroll Checking -- Wells Fargo Bank	263,842.55
Total Cash and Investments	3,030,153.09

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 2012 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger
DATE: September 17, 2012

Summary of Cash and Investments as of August 31, 2012

Cash with Orange County Treasurer Fund 707	1,349,149.11
Reserves with County and Bank of the West	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	9,349.04
General Fund Savings – Bank of the West	496,625.66
Payroll Checking – Wells Fargo Bank	263,983.29
Total Cash and Investments	2,908,315.50

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

YTD REVENUE REPORT
August 31, 2012

Agenda Item 14

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,797,216	41,766	1,755,450	2.3%
6220		Property Taxes - Current Unsecured	76,781	-	76,781	0.0%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	-	3,870	0.0%
6280		Property Taxes - Curr Supplemental	24,602	1,766	22,836	7.2%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	0.0%
		Sub Total		45,969		
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	0	657	(657)	100.0%
		Sub Total		657		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,905	-	16,905	0.0%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		-		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	6,128	28,872	17.5%
		Passport	55,000	14,602	40,398	26.5%
		Meeting Room Fees	5,500	460	5,040	8.4%
		DVD Rentals	5,000	1,194	3,806	23.9%
		Test Proctor	3,000	1,650	1,350	55.0%
		Sub Total		24,033		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		70,659		
		FY 11/12 Funds Available	70,000			
TOTAL REVENUES FY 11/12:			2,094,494	70,659	2,023,835	3.4%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

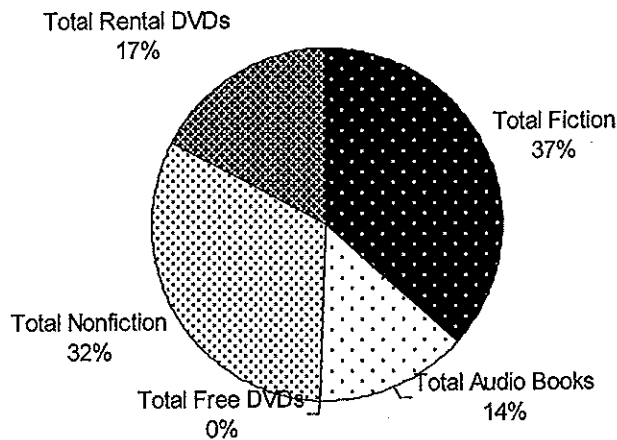
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 August 31, 2012
 17% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	114,128.47	0.11	\$956,734
0200	Retirement	37,960	4,344	0.11	\$33,616
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	22,597	0.14	\$143,844
0306-0770	Employee Assistance Program	800	61	0.08	\$739
0308	Dental Insurance	15,500	3,010	0.19	\$12,490
0309	Life Insurance	7,400	1,261	0.17	\$6,139
0310	AD & D Insurance	4,000	667	0.17	\$3,333
0319	Vision Insurance	2,600	412	0.16	\$2,188
0350	Workers' Compensation Insurance	10,000	1,386	0.14	\$8,614
	TOTAL	\$1,326,563	\$147,868	0.11	\$1,178,695
SERVICES & SUPPLIES					
0700	Communications	12,000	792	0.07	\$11,208
0900	Food	1,500	21	0.01	\$1,479
1000	Household Expenses	10,000	1,418	0.14	\$8,582
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	1,509	0.08	\$18,491
1400	Maintenance, Buildings & Improvements	85,000	0	0.00	\$85,000
1600	Memberships	14,000	3,725	0.27	\$10,275
1800	Office Expenses	30,000	5,678	0.19	\$24,322
1803	Postage	5,000	882	0.18	\$4,118
1900	Prof./Specialized Services	184,900	4,448	0.02	\$180,452
1912	Investment Administrative Fees	1,500	1	0.00	\$1,499
2000	Publication and Legal Notices	1,000	72	0.07	\$928
2100	Rents and Leases - Equipment	500	0	0.00	\$500
2200	Rents & Leases - Buildings & Improvements	30,000	7,045	0.23	\$22,955
2400	Books/Library Materials	211,731	2,174	0.01	\$209,557
2600	Transportation & Travel	2,000	46	0.02	\$1,954
2700	Meetings	9,000	4,174	0.46	\$4,826
2800	Utilities	97,500	528	0.01	\$96,972
	TOTAL	\$728,631	\$44,359	0.06	\$684,272
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$1,782	0.21	\$6,518
	OPERATING EXPENSES	\$2,063,494	\$194,008	0.09	\$1,869,486
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$0	0.00	\$21,000
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$0	0.00	\$31,000
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$194,008	0.09	\$1,900,486
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$720	70	105
Total Non-Fiction	\$633	11	141
Total Audio Books	\$275	5	5
Total Free DVDs	\$0	0	0
<u>Total Rental DVDs</u>	<u>\$337</u>	<u>10</u>	<u>10</u>
TOTAL MATERIALS	\$1,965	96	261



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.

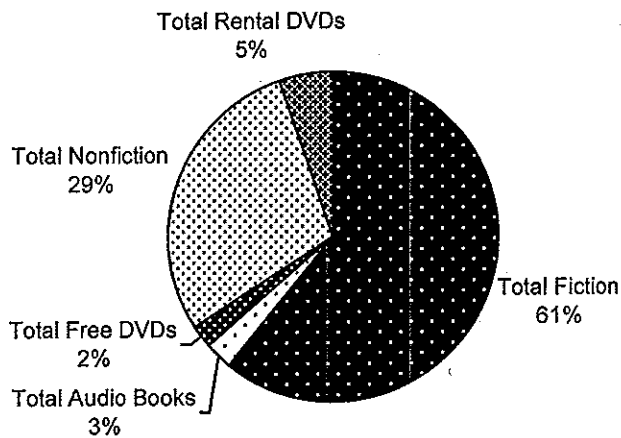
ACQUISITIONS REPORT FOR FISCAL YEAR 2010-2011 for the MONTH OF x 20
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Non-Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Reference	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Adult Non-Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL ADULT PRINT MATERIALS	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Free DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Rental DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL ADULT NON-PRINT MATERIALS	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL ADULT MATERIALS	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Young Adult Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Juvenile Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Non-Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Young Adult Non-Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
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	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL JUVENILE PRINT MATERIALS	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
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	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Non-Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Free DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Rental DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL MATERIALS	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
General Fund										
Outstanding Orders as of 1/20										
Adopt-a-book										
TOTAL	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0

Placentia Library District

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

	<u>Amount</u>	<u>Titles</u>	<u>Volumes</u>
Total Fiction	\$11,999	687	802
Total Non-Fiction	\$5,710	235	496
Total Audio Books	\$556	15	15
Total Free DVDs	\$438	21	21
<u>Total Rental DVDs</u>	<u>\$1,014</u>	<u>27</u>	<u>36</u>
TOTAL MATERIALS	\$19,717	985	1370



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 2012

Prepared by Katia Matas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles Volumes	Amount	Titles Volumes	Amount	Titles Volumes	Value	Titles Volumes	Amount	Titles Volumes
Adult Fiction	\$3,805	194	\$383	5	\$4,188	199	\$15	1	\$4,203	200
Adult Non-Fiction	\$2,914	141	\$143	7	\$3,057	148	\$58	3	\$3,115	151
Adult Reference	\$57	2	\$0	0	\$57	2	\$92	6	\$149	8
Adult magazines	\$665	2	\$0	0	\$665	2	\$0	0	\$665	2
Adult on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Adult Non-Fiction	\$3,636	145	\$143	7	\$3,779	152	\$150	9	\$3,929	161
TOTAL ADULT PRINT MATERIALS	\$7,441	339	\$526	12	\$7,967	351	\$165	10	\$8,132	361
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Audio Books	\$526	14	\$0	0	\$526	14	\$0	0	\$526	14
Adult Free DVDs	\$225	9	\$0	0	\$225	9	\$0	0	\$225	9
Adult Rental DVDs	\$573	18	\$0	0	\$573	18	\$0	0	\$573	18
TOTAL ADULT NON-PRINT MATERIALS	\$1,324	41	\$0	0	\$1,324	41	\$0	0	\$1,324	41
TOTAL ADULT MATERIALS	\$8,765	380	\$526	12	\$9,291	392	\$165	10	\$9,456	402
Juvenile Fiction	\$5,732	313	\$14	1	\$5,746	314	\$0	0	\$5,746	314
Young Adult Fiction	\$2,462	180	\$0	0	\$2,462	180	\$102	6	\$2,564	186
Total Juvenile Fiction	\$8,194	493	\$14	1	\$8,208	494	\$102	6	\$8,310	500
Juvenile Non-Fiction	\$1,433	66	\$0	0	\$1,433	66	\$0	0	\$1,433	66
Young Adult Non-Fiction	\$641	24	\$0	0	\$641	24	\$0	0	\$641	24
Juvenile Reference	\$0	0	\$30	2	\$30	2	\$0	0	\$30	2
Juvenile Magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Juvenile Non-Fiction	\$2,074	90	\$30	2	\$2,104	92	\$0	0	\$2,104	92
TOTAL JUVENILE PRINT MATERIALS	\$10,268	583	\$44	3	\$10,312	586	\$102	6	\$10,414	592
Juvenile Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Audio Books	\$30	1	\$0	0	\$30	1	\$0	0	\$30	1
Juvenile Free DVDs	\$213	12	\$0	0	\$213	12	\$0	0	\$213	12
Juvenile Rental DVDs	\$441	9	\$0	0	\$441	9	\$0	0	\$441	9
TOTAL JUVENILE NON-PRINT MATERIALS	\$684	22	\$0	0	\$684	22	\$0	0	\$684	22
TOTAL JUVENILE MATERIALS	\$10,952	605	\$44	3	\$10,996	608	\$102	6	\$11,098	614
Total Fiction	\$11,999	687	\$397	6	\$12,396	693	\$117	7	\$12,513	700
Total Non-Fiction	\$5,710	285	\$173	9	\$5,883	294	\$150	9	\$6,033	293
Total Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Audio Books	\$556	15	\$0	0	\$556	15	\$0	0	\$556	15
Total Free DVDs	\$488	21	\$0	0	\$488	21	\$0	0	\$488	21
Total Rental DVDs	\$1,014	27	\$0	0	\$1,014	27	\$0	0	\$1,014	27
TOTAL MATERIALS	\$19,717	985	\$570	15	\$20,287	1000	\$267	16	\$20,554	1016

Outstanding Orders as of August 2012
 General Fund \$8,602
 Adopt-a-book \$292
 TOTAL \$8,894

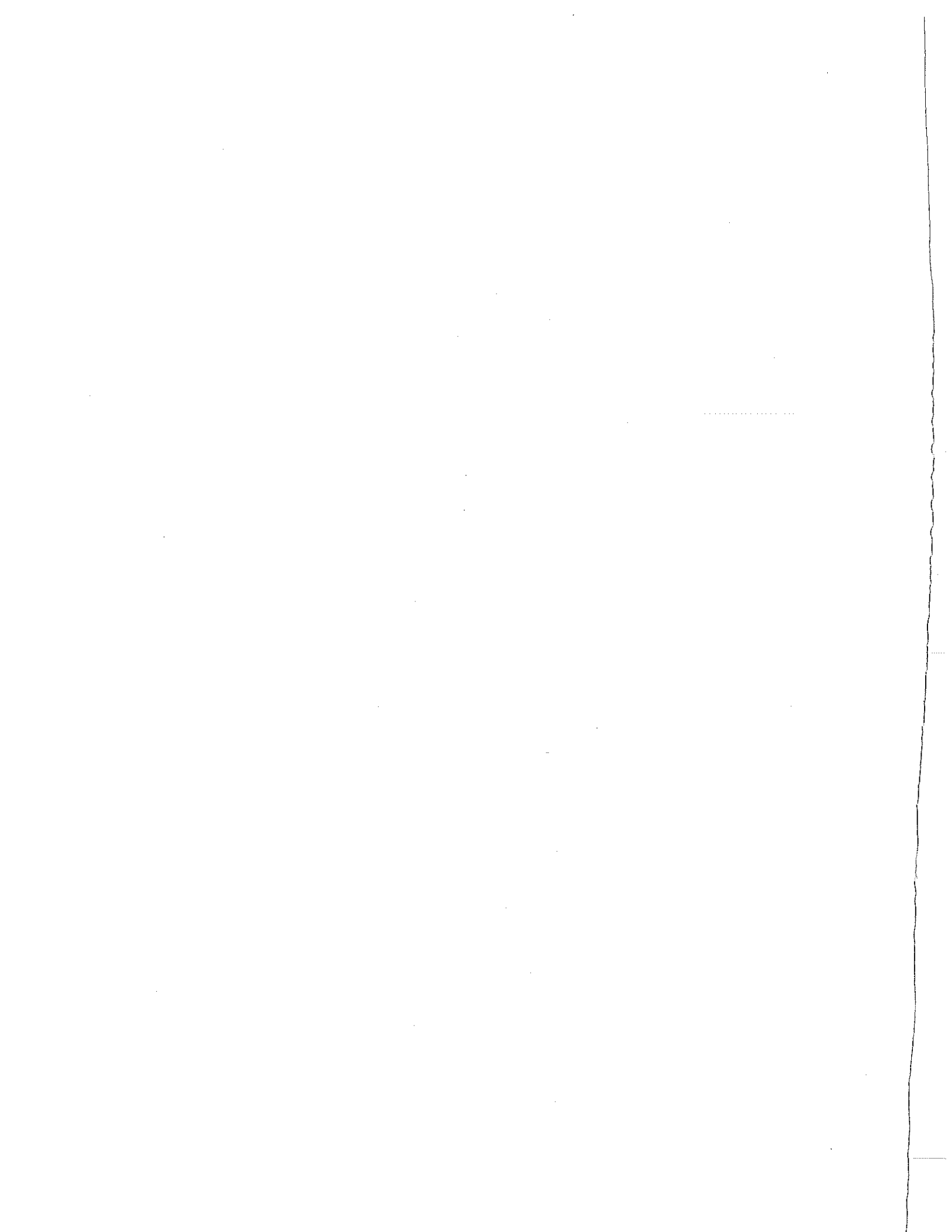
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for July and August 2012
DATE: September 17, 2012

Net Revenue Summary for July and August 2012

			YTD	YTD
	Jul-12	Jul-11	2012-2013	2011-2012
Passport	7,600.00	4,875.00	7,600.00	4,875.00
Passport Photos	1,908.00	744.00	1,908.00	744.00
Test Proctor	650.00	500.00	650.00	500.00
Meeting Room	230.00	490.00	230.00	490.00
DVD Rentals	670.00	615.00	670.00	615.00
Total	11,058.00	7,224.00	11,058.00	7,224.00

			YTD	YTD
	Aug-12	Aug-11	2012-2013	2011-2012
Passport	4,050.00	4,775.00	11,650.00	9,650.00
Passport Photos	1,044.00	1,152.00	2,952.00	1,896.00
Test Proctor	1,000.00	500.00	1,650.00	1,000.00
Meeting Room	230.00	650.00	460.00	1,140.00
DVD Rentals	523.60	592.00	1,193.60	1,207.00
Total	6,847.60	7,669.00	17,905.60	14,893.00



CONSENT



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

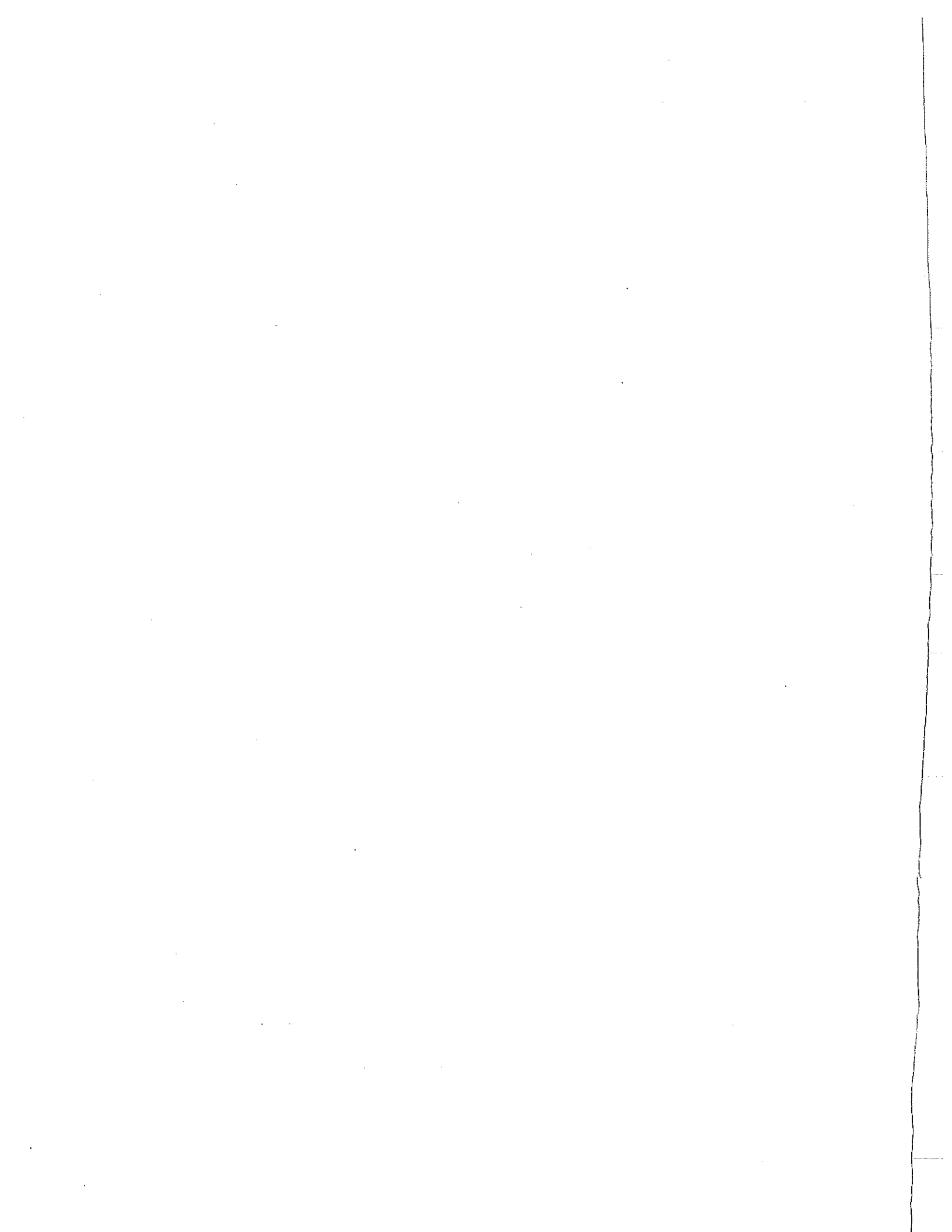
TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for July and August 2012
DATE: September 17, 2012

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

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None
 WORKERS' COMPENSATION LEAVE: None

			YTD	YTD
	Aug-12	Aug-11	2012-2013	2011-2012
Separation	1	0	1	0
Retirement	0	1	0	1
Appointments	0	0	0	4
Open Positions	0	2	0	2
Workers' Compensation Leave	0	0	0	0
Total	1	3	1	7

SEPARATION: Jesus Diaz, Library Clerk (30 hrs.)
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None
 WORKERS' COMPENSATION LEAVE: None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: September 17, 2012

MONTHLY STATISTICS

July 2012

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Jul-12	Jul-11		2012-13	2011-12	% change
New Patron Registrations	356	311		356	311	14.5%
Total Circulation	22,083	20,695		22,083	20,695	6.3%
Total Active Borrowers	8,749	9,246		8,749	9,246	-5.4%
Attendance	24,759	22,763		24,759	22,763	8.8%
Registered Card Holders	30,791	34,280		30,791	34,280	-10.2%
Adult Fiction	3,305	3,537		3,305	3,537	-6.6%
Adult Nonfiction	2,296	2,154		2,296	2,154	6.6%
Adult Magazines	287	357		287	357	-19.6%
Adult Music CDs	169	187		169	187	-9.6%
Adult Audio Books	561	642		561	642	-12.6%
Adult Free DVDs	397	278		397	278	42.8%
Adult Rental DVDs	488	450		488	450	8.4%
Overdrive E-Books	209	60		209	60.0	248.3%
Overdrive Audio Books	68	47		68	47.0	44.7%
JV Fiction	9,253	8,739		9,253	8,739	5.9%
YA Fiction	1,926	1,200		1,926	1,200	60.5%
JV Nonfiction	1,445	1,227		1,445	1,227	17.8%
YA Nonfiction	92	41		92	41	124.4%
JV Magazines	19	11		19	11	72.7%
JV Music CDs	32	22		32	22	45.5%
JV Audio Books	40	42		40	42	-4.8%
JV Free DVDs	900	890		900	890	1.1%
JV Rental DVDs	324	286		324	286	13.3%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,177	1,026	538	710	662	4,113
10:00		636	1,371	334	1,174	482	3,997
11:00		960	1,188	401	571	464	3,584
12:00		997	1,089	415	1,017	585	4,103
1:00	968	783	700	625	605	603	4,284
2:00	1,323	1,053	976	624	543	865	5,384
3:00	1,098	914	1,044	813	837	745	5,451
4:00	1,106	851	721	867	928	665	5,138
5:00		1,213	797	730	675		3,415
6:00		1,037	870	741	933		3,581
7:00		720	986	826	887		3,419
8:00		1,015	755	559	719		3,048
Total/Day	4,495	11,356	11,523	7,473	9,599	5,071	49,517
* Grand Total							24,759

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		3	1	2	0	10	16
10:00		3	2	0	1	0	6
11:00		1	4	2	1	11	19
12:00		3	0	4	4	15	26
1:00	16	3	0	2	6	14	41
2:00	17	4	4	6	4	8	43
3:00	15	3	9	1	6	6	40
4:00	4	8	5	2	4	4	27
5:00		12	4	5	1		22
6:00		10	6	8	2		26
7:00		18	7	2	3		30
8:00		0	0	6	2		8
Total/Day	52	68	42	40	34	68	304
Grand Total							304

STAFF ACTIVITY

- July 02, 2012- Fernando trained new volunteer Gabriele to sort books.
- July 02, 2012- Staff organized the meeting room for the teen volunteer orientation.
- July 03, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- July 03, 2012- Fernando participated in supervisors meeting.
- July 05, 2012- Staff organized the meeting room for Lap-Sit story time.
- July 05, 2012- Staff organized the meeting room for P-Tac.
- July 05, 2012- Estella delivered money deposits to the bank.
- July 07, 2012- Staff organized the meeting room for Saturday Matinee.
- July 07, 2012- Fernando met with Shawn to discuss coin activity when closing the cash register.
- July 07, 2012- Fernando collected money from the copy machine.
- July 08, 2012- Laura C. and Tim helped with the Friends monthly book sale.
- July 10, 2012- Fernando participated in supervisors meeting.
- July 10, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- July 10, 2012- Fernando collected money from the copy machine.
- July 12, 2012- Staff organized the meeting room for Lap-Sit story time.
- July 12, 2012- Staff organized the meeting room for Night Images photography reception.
- July 12, 2012- Estella delivered money deposits to the bank.
- July 14, 2012- Tim compiled and submitted purchase order for vending machine snacks and drinks.
- July 14, 2012- Staff organized the meeting room for Saturday Matinee.
- July 17, 2012- Fernando collected money from the copy machine.
- July 17, 2012- Fernando participated in supervisors meeting.
- July 17, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- July 17, 2012- Staff organized for Migrant education program.
- July 17, 2012- Staff organized the children's room for PLFF meeting.
- July 18, 2012- Staff organized the Civic Center for the Sinatra event.
- July 19, 2012- Staff organized the meeting room for Lap-Sit story time.
- July 19, 2012- Staff organized the meeting room for P-Tac.
- July 19, 2012- Estella delivered money deposits to the bank.
- July 21, 2012- Staff organized the meeting room for Saturday Matinee.
- July 24, 2012- Staff organized the meeting room for the board of trustees meeting.
- July 24, 2012- Fernando attended board meeting.
- July 24, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- July 24, 2012- Staff organized the meeting room for Migrant education program.
- July 24, 2012- Fernando participated in supervisors meeting.
- July 25, 2012- Beatrice, Estella, Vanita, and Ed attended all staff meeting.
- July 25, 2012- Fernando collected money from the copy machine.
- July 26, 2012- Estella delivered money deposits to the bank.
- July 26, 2012- Staff organized the meeting room for Lap-Sit story time.
- July 26, 2012- Staff organized the meeting room for Le Teen café.
- July 28, 2012- Tim compiled and submitted purchase order for vending machine snacks and drinks.
- July 28, 2012- Staff organized the meeting room for Saturday Matinee.
- July 30, 2012- Fernando met with Yesenia, Lori, and Nadia for an SRC event meeting.
- July 31, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- July 31, 2012- Fernando participated in supervisors meeting.
- July 31, 2012- Fernando collected money from the copy machine.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.

Staff is inspecting the public restrooms hourly.

Circulation staff continues to review cushion seats after volunteers use them in the afternoons.

Fernando will try and collect food donations for the Summer Reading Event.

Fernando will work with the Orange County Health Department to obtain a Summer Reading event food handling permit.

NEW PROJECTS AND ACTIVITIES

Fernando and Jesus will work on a Passport marketing campaign.

Fernando will oversee Placentia Library's participation in annual National Night Out.

Circulation department commenced daily task log.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: September 17, 2012

MONTHLY STATISTICS

August 2012

CIRCULATION	Aug-12	Aug-11	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
New Patron Registrations	313	376	669	687	-2.6%
Total Circulation	17,342	18,490	39,425	39,185	0.6%
Total Active Borrowers	8,644	9,152	17,393	18,398	-5.5%
Attendance	22,345	25,151	47,104	47,914	-1.7%
Registered Card Holders	31,034	27,282	61,825	61,562	0.4%
Adult Fiction	3,216	3,366	6,521	6,903	-5.5%
Adult Nonfiction	1,924	2,264	4,220	4,418	-4.5%
Adult Magazines	247	328	534	685	-22.0%
Adult Music CDs	217	279	386	466	-17.2%
Adult Audio Books	531	691	1,092	1,333	-18.1%
Adult Free DVDs	344	305	741	583	27.1%
Adult Rental DVDs	420	484	908	934	-2.8%
Overdrive E-Books	229	67	438	127	244.9%
Overdrive Audio Books	96	58	164	105	56.2%
JV Fiction	6,247	6,720	15,500	15,459	0.3%
YA Fiction	1,489	1,132	3,415	2,332	46.4%
JV Nonfiction	1,047	1,079	2,492	2,306	8.1%
YA Nonfiction	71	44	163	85	91.8%
JV Magazines	6	8	25	19	31.6%
JV Music CDs	47	22	79	44	79.5%
JV Audio Books	28	34	68	76	-10.5%
JV Free DVDs	756	900	1,656	1,790	-7.5%
JV Rental DVDs	225	251	549	537	2.2%

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		789	581	649	1,053	727	3,799
10:00		447	547	399	692	585	2,670
11:00		625	510	416	807	962	3,320
12:00		857	837	819	668	1,181	4,362
1:00	754	668	526	634	622	1,187	4,391
2:00	1,018	739	783	799	907	1,345	5,591
3:00	720	485	821	928	961	1,235	5,150
4:00	968	662	516	631	731	969	4,477
5:00		839	781	711	816		3,147
6:00		726	611	653	889		2,879
7:00		564	673	496	777		2,510
8:00		641	616	432	705		2,394
Total/Day	3,460	8,042	7,802	7,567	9,628	8,191	44,690
* Grand Total							22,345

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	0	0	2	0	2
10:00		0	0	1	2	0	3
11:00		0	3	0	0	8	11
12:00		4	2	0	1	8	15
1:00	11	9	2	1	2	8	33
2:00	7	0	0	1	1	8	17
3:00	9	0	4	4	1	7	25
4:00	4	5	5	1	5	3	23
5:00		4	3	6	1		14
6:00		2	1	0	4		7
7:00		1	3	1	3		8
8:00		2	2	0	0		4
Total/Day	31	27	25	15	22	42	162
Grand Total							162

STAFF ACTIVITY

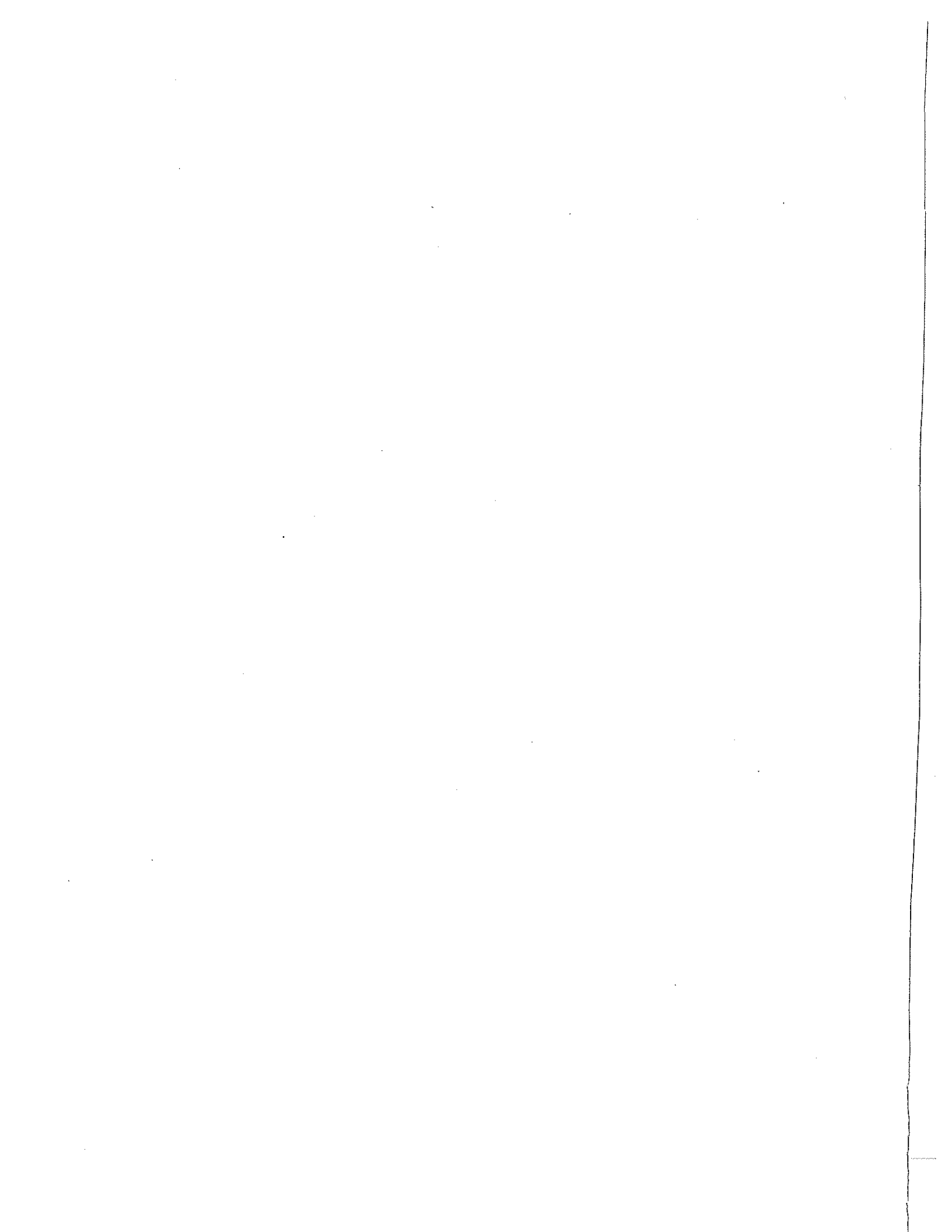
- August 02, 2012- Estella delivered money deposits to the bank.
- August 07, 2012- Staff organized chairs in the meeting room for Pre-School story time.
- August 07, 2012- Fernando participated in supervisors meeting.
- August 07, 2012- Staff helped with National Night Out.
- August 08, 2012- Circulation staff helped evacuate building after earthquake.
- August 09, 2012- Staff organized the meeting room for Lap-Sit story time.
- August 09, 2012- Staff organized the meeting room for P-Tac.
- August 09, 2012- Estella delivered money deposits to the bank.
- August 11, 2012- Staff organized the meeting room for Saturday Matinee.
- August 11, 2012- Tim compiled and submitted purchase order for vending machines.
- August 12, 2012- Laura C. and Winston helped with the Friends monthly book sale.
- August 13, 2012- Fernando met with Yesenia to discuss personnel issues.
- August 14, 2012- Fernando collected money from the copy machine.
- August 14, 2012- Fernando participated in supervisors meeting.
- August 14, 2012- Fernando met with Yesenia, Lori, and Nadia for an SRC event meeting.
- August 15, 2012- Saul, Ed, Laura C., Tim, Vanita, Estella, and Beatrice attended SRC all staff meeting.
- August 16, 2012- Fernando shopped for SRC event food list.
- August 16, 2012- Estella delivered money deposits to the bank.
- August 16, 2012- Fernando met with Yesenia, Lori, and Nadia for an SRC event meeting.
- August 18, 2012- Circulation staff helped with Summer Reading Celebration.
- August 22, 2012- Fernando participated in Newport Beach Public Library interview panel.
- August 25, 2012- Saul received training from Jesus on the marquee display system.
- August 25, 2012- Fernando met with Saul for his performance review.
- August 25, 2012- Fernando met with Tim for his performance review.
- August 25, 2012- Tim compiled and submitted purchase order for vending machines.
- August 27, 2012- Fernando met with Laura C. for her performance review.
- August 28, 2012- Fernando participated in supervisors meeting.
- August 29, 2012- Circulation staff helped evacuate building after earthquake.
- August 29, 2012- Jesus had a personnel meeting with Fernando and Jeanette.

ONGOING PROJECTS

- Fernando continues to work on staff performance evaluations.
- Staff is inspecting the public restrooms hourly.
- Circulation staff continues performance measure assignment.

NEW PROJECTS AND ACTIVITIES

- Circulation will plan a passport marketing campaign.
- Circulation will plan a library card campaign.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices, July 2012
DATE: September 17, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUND	IRRIGATION CONTROL	TOTAL
12-Jul	*	*	*	*	*	*
12-Aug						
12-Sep						
12-Oct						
12-Nov						
12-Dec						
13-Jan						
13-Feb						
13-Mar						
13-Apr						
13-May						
13-Jun						

TOTAL

AVG

* City Billing Not Received

FY2011-2012	INVOICE DATE	SO. CA. EDISON	TURF	GROUND	IRRIGATION CONTROL	TOTAL
11-Jul	8/29/2011	6,533.26	1,452.49	142.50	15.20	\$8,143.45
11-Aug	9/15/11	6,051.07	1,452.50	142.50	*	\$7,646.07
11-Sep	11/08/11	6,088.46	1,452.50	142.50	7.61	\$7,691.07
11-Oct	01/04/12	4,031.98	1,452.50	142.50	7.65	\$5,492.13
11-Nov	01/04/12	3,223.99	1,452.50	142.50	7.65	\$4,684.14
11-Dec	01/31/12	2,851.32	1,452.50	142.50	7.65	\$4,738.97
12-Jan	02/28/12	3,052.45	1,452.50	142.50	7.76	\$4,655.21
12-Feb	04/09/12	3,035.20	1,452.50	142.50	7.72	\$4,637.92
12-Mar	05/07/12	3,049.37	1,452.50	142.50	7.72	\$4,652.09
12-Apr	06/07/12	3,028.13	1,452.50	142.50	7.70	\$4,630.82
12-May	6/14/12	3,346.82	1,452.50	142.50	15.40	4,957.22
12-Jun	*	*	*	*	*	*
TOTAL		\$44,292.05	\$15,977.49	\$1,567.50	\$92.06	\$58,789.22
AVG		4,026.55	1,452.49	142.50	8.36	5,344.47

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marisa Timothy, Administrative Assistant
SUBJECT: City of Placentia Invoices, August 2012
DATE: September 17, 2012

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
FY2012-2013						
12-Jul	8/22/12	2,954.95	1,452.50	142.50	7.68	\$4,557.63
12-Aug						
12-Sep						
12-Oct						
12-Nov						
12-Dec						
13-Jan						
13-Feb						
13-Mar						
13-Apr						
13-May						
13-Jun						

TOTAL

AVG

* City Billing Not Received

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

STAFF

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Director's Report for July & August 2012

DATE: September 17, 2012

Accomplishments

- Secured \$11,900 from the Placentia Library Friends Foundation for adult, children's programs and a library card design campaign.
- Managed activities related to the August 8th & 26th earthquakes with minimal disruptions to the public.
- Submitted a 15-page response to the Orange County Grand Jury's *Let There Be Light* report.
- Completed the Library's new newsletter, eXPLORE which was mailed to over 18,000 residents and businesses in Placentia in early August.
- Made available free downloadable music through Freegal provider.
- Provided another successful Summer Reading Celebration event in August.
- Reviewed several employee performance evaluations.
- Secured sound system for an adult library program, free of charge to the library.

Meetings

- Library Board of Trustees Meeting – July 24th
- Manager's Meeting – July 3rd, 10th, 17th, 31st and August 7th, 14th and 28th
- Staff Meeting – July 25th
- Personnel Meetings – August 13th and 29th
- PLFF – July 9th and August 13th
- Rotary Meetings – July 25th and August 1st, 11th, 15th and 29th
- Rotaract & Interact Clubs – July 18th, August 1st, 6th, 14th and 28th

Community Events / Functions

- Citizen of the Year – July 26th
- National Night Out – August 7th

Future Project(s)

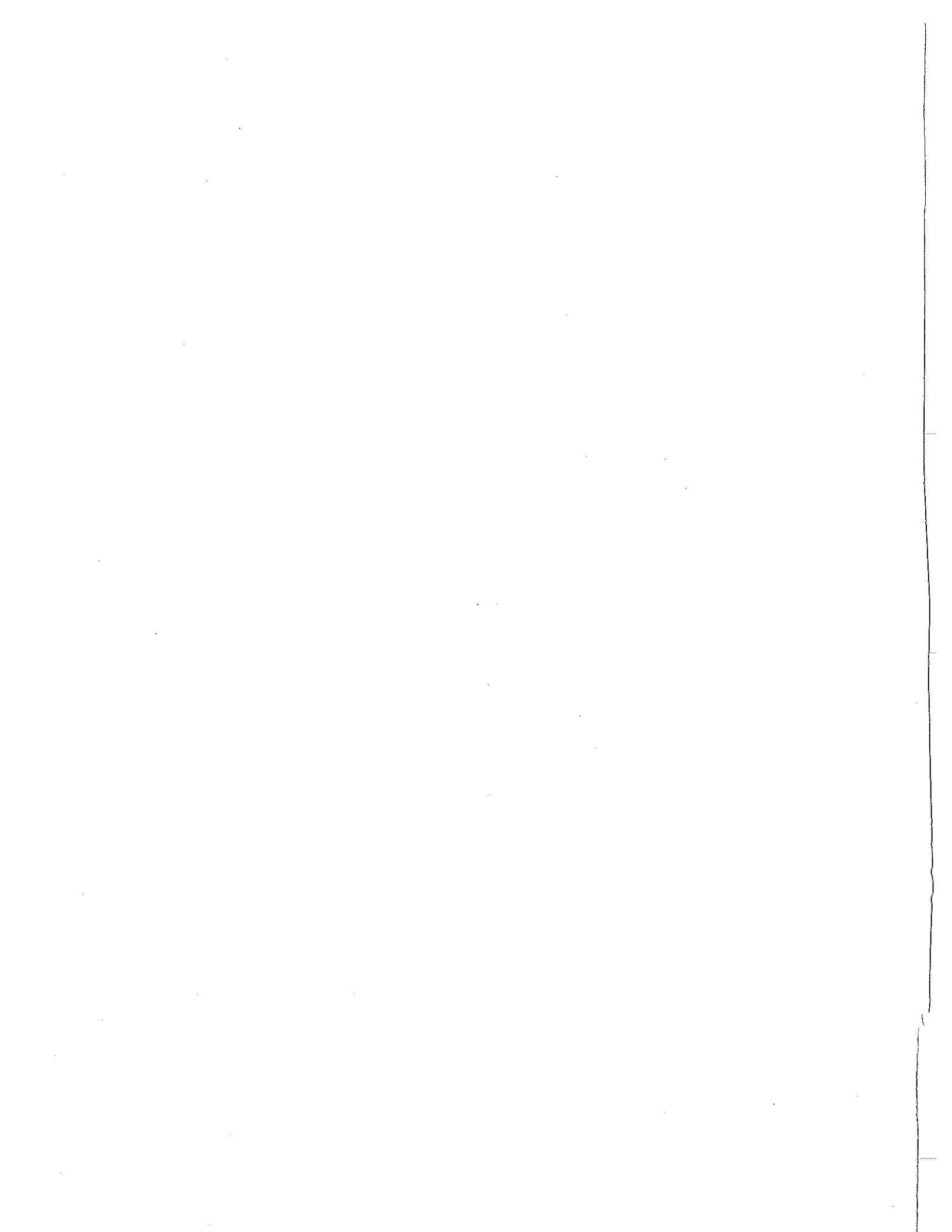
- Strategic Plan
- RFP for IT Services
- Capital Improvement Projects – Meeting Room and Staff Lounge
- Staff Appreciation and Recognition Dinner
- PLFF Jewel Reception
- Heritage Parade and Festival
- Shake Out Drill
- Staff Development Day

- Orange County Grand Jury Report "Transparency: Breaking Up Compensation Fog – But Why Hide Pension Costs?"

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Services Manager Report for May 2012
DATE: September 17, 2012

Report is not available due to position vacancy.



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 2012
DATE: September 17, 2012

MONTHLY STATISTICS**Childrens Desk Activity**

	July 2012	July 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	17	15	17	15	13.33%
In person reference/research:	776	528	776	528	46.97%
Total Reference	793	543	793	543	46.04%
Total Number of Programs	32	29	32	29	10.34%
Total Programs Attendance	1554	1778	1554	1778	-12.60%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	25
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	17
Preschool Story Times I & II: 3-6 years	10	280
Pocket Tales: Stories, music, and movement.	3	80
Lap Sit 24 months & younger	4	202
P-TAC	2	36
Family Game Day	1	23
7/2 SRP: Teen Volunteer Orientation & Training	1	40
7/11 SRP: Mister Mac the Pirate	1	158
7/7 & 12 YA: Night Images Photo Contest	2	36

and Reception		
7/17 & 24 Migrant Education Program	2	68
7/18 SRP Library Luau	1	87
7/25 SRP Drawing Secrets...Revealed!	1	100
7/26 YA: Le Teen Café with DJ Endo	1	60
7/31 SRP Registrations	1	342
Total July 2012	30	1,554
Total July 2011	29	1,778
Current FY to date	30	1,554
Previous FY to date	29	1,778

Achievements:

- Children's department staff supervised the Summer Reading Program, with a total number of 1,117 children and teens registered as of July 31.
- Lori Worden attended supervisors' meetings with Jeanette Contreras on July 3, 10, 17, 24, and July 31.
- Children's staff attended the all-staff meeting on July 25.
- Lori Worden conducted a meeting for Children's staff in July.

In progress:

- Children's staff is making plans for Fall programs for children and teens.
- Lori Worden is assisting with plans for the annual Summer Reading Celebration with the other library supervisors and managers.

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 2012

DATE: September 17, 2012

MONTHLY STATISTICS**Childrens Desk Activity**

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	41	57	58	72	-19.44%
In person reference/research:	664	589	1440	1117	28.92%
Total Reference	705	646	1498	1189	25.99%
Total Number of Programs	15	23	47	52	-9.62%
Total Programs Attendance	2500	2867	4054	4645	-12.72%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	10
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	25
Preschool Story Times I & II: 3-6 years	2	51
Pocket Tales: Stories, music, and movement. Closed 8-8 due to earthquake.	1	34
Lap Sit 24 months & younger	2	104
P-TAC	1	12
8/1 SRP: Movie Day	1	63
8/7 National Night Out	1	150
8/15 SRP: Illusions By Allen	1	91
8/18 Summer Reading Celebration	1	1,800
8/23 YA: Teen Volunteer Party	1	8

8/25 YA: Kaplan PSAT Practice Test	1	26
8/20 SRP Registrations	1	126
Total August 2012	15	2,500
Total August 2011	23	2,867
Current FY to date	47	4,054
Previous FY to date	52	4,645

Achievements:

- Children's staff participated in the successful Summer Reading Celebration. Lori Worden supervised activities in the meeting room during the Celebration, including the puppet show, Celebrity storytime with Miss Placentia Ryan Osborn and PYLUSD Superintendent Domene, and a movie. Brenda Ramirez supervised the Craft activities and craft volunteers. Coleen Wakai assisted with supervising the vendors at the event. Lori Worden also participated in the planning of this event with the other library supervisors and administrators.
- Children's staff planned and conducted a successful Summer Reading program for children this summer. In all, there were 1,243 children and teens who participated in the program.

In progress:

- Children's staff made plans for Fall programs and events.
- Children's staff continue collection development of the Children's and Young Adult collections.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Librarian II
SUBJECT: Adult Services Monthly Activity Report for July 2012
DATE: SEPTEMBER 17, 2012

MONTHLY STATISTICS**Reference Desk Activity**

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Reference -- in person	1013	912	2104	1896	10.97%
Reference -- telephone	421	330	772	646	19.50%
Reference -- email/chat	4	3	7	12	-41.67%
Technology assistance	486	602	936	1156	-19.03%
Guest passes	190	187	324	348	-6.90%
Adult and Children's computer use (desktops)	2587	3089	5115	5759	-11.18%
Adult computer usage (desktop)	2338	2723	4711	5125	-8.08%
Public computer use (express laptops)	478	1168	1022	2101	-51.36%
In library use -- cleanup	3187	3580	6827	7441	-8.25%
Adult Program Attendance	87	155	294	262	12.21%

Adult Services Programs

	July 2012
July 7, 2012	Adult Summer Reading Program: Saturday Afternoon Matinees 3
July 10, 2012	Book Discussions: <i>The Descendants</i> by Kauai Hart Hemmings 5
July 10, 2012	Computer Workshops: Introduction to Computers 10
July 12, 2012	Computer Workshops: Introduction to Computers 9
July 14, 2012	Adult Summer Reading Program: Saturday Afternoon Matinees 5
July 18, 2012	Adult Summer Reading Program: Sinatra: A Tribute 150
July 21, 2012	Adult Summer Reading Program: Saturday Afternoon Matinees 8
July 24, 2012	Computer Workshops: Introduction to Computers 10
July 28, 2012	Adult Summer Reading Program: Saturday Afternoon Matinees 7
	Total Attendance 207

Volunteer Hours

	July 2012	July 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	47.5	168	47.5	168	-71.73%
PLFF	357.5	458	357.5	458	-21.94%
General Library	373.5	1375	373.5	1375	-72.84%
Technology	263.25	19	263.25	19	1285.53%
Homework Club	0	0	0	0	0.00%
Adult Literacy	46.5	34	46.5	34	36.76%
PTAC	114.5	0	114.5	0	NA
Summer Reading Program*	631.75	0	631.75	0	NA
Total Volunteer Hours	1834.5	2054	1834.5	2054	-10.69%

*(2011 Data Not Available)

History Room Activity

	July 2012	July 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room Visitors	0	5	0	5	-100.00%

Adult Literacy

	July 2012	July 2011	Y-T-D 2012- 13	Y-T-D 2011- 12	Y-T-D % change
Number of Tutors	10	4	10	4	150.00%
Number of Students	16	7	16	7	128.57%
Total Number of Participants	26	11	26	11	136.36%

Computer Literacy

	July 2012	July 2011	Y-T-D 2012- 13	Y-T-D 2011- 12	Y-T-D % change
Number of Tutors	1	4	1	4	-75.00%
Number of Students	2	4	2	4	-50.00%
Total Number of Participants	3	8	3	8	-62.50%

ACHIEVEMENTS

- *Jeannie Killianey* coordinated 3 Computer Workshops (Introduction to Computers).
- *Jeannie Killianey* coordinated the July 28th Saturday Afternoon matinee showing of "The Help."
- *Venessa Faber* coordinated and supervised the July 7th, 14th and 21st Matinee Movies.
- *Venessa Faber* worked with ValTech Interns to update Computer and Adult Literacy Applications and created a map of computers for reference.
- *Venessa Faber* weeded the Spanish fiction collection.
- *Venessa Faber* wrote thank you's for SRP donors who provided prizes
- *Venessa Faber* concluded Newsletter efforts.
- *Wendy Townsend* led 3 computer workshops on July 10th, 17th and 24th.
- *Wendy Townsend* completed a display featuring the History Room's Olympic collection.
- *Wendy Townsend* set up a History Room display for the PLFF Annual Meeting on July 17th.
- *Wendy Townsend* weeded the DVD new rentals.
- *Wendy Townsend* attended the SRP Volunteer Orientation on July 2nd.
- *Katie Matas* proctored 13 exams.
- *Katie Matas* led the July 10, 2012 book discussion of *The Descendants*.
- *Katie Matas* observed and assisted in Basic Computers workshops on July 10th and 17th.
- *Katie Matas* created a new collection code in Horizon for Juvenile Spanish picture books.
- *Nadia Dallstream and Wendy Townsend* coordinated and facilitated the event, Sinatra: A Tribute on July 18th.

MEETINGS

- *Venessa Faber* met with former literacy tutors to restart them in the program and met with current tutors to match them up with new students and inform them of new procedures for tracking students' progress and tutoring hours.
- *Venessa Faber and Nadia Dallstream* met to discuss new literacy training for CASAS.
- *Nadia Dallstream, Wendy Townsend and Venessa Faber* attended the staff meeting on July 27th.
- *Wendy Townsend* attended the Board Meeting on July 26th.
- *Wendy Townsend and Nadia Dallstream* met on July 12th and 19th.
- *Venessa Faber, Katie Matas and Wendy Townsend* attended the Adult Services Department meeting on July 10th.

IN PROGRESS

- *Jeannie Killianey* is working on a collection development policy for the 000s collection.
- *Jeannie Killianey* is communicating with a possible instructor for job skills training.
- *Jeannie Killianey* is working with the ValTech Interns on the Art Masters Series; slide shows and bibliographies.
- *Venessa Faber* is working on Hispanic Heritage display.

- *Venessa Faber, Nadia Dallstream*, Lori Worden and Brenda Ramirez are working on the Hispanic Heritage event.
- *Venessa Faber* is creating a flyer for the Star Gazing event.
- *Venessa Faber* is attending an online training for CASAS literacy program.
- *Wendy Townsend* is working on updating the History Room Collection Development policy.
- *Wendy Townsend* is working on the August Volunteer Orientation.
- *Wendy Townsend* is continuing to fill volunteer positions and verify volunteer hours.
- *Wendy Townsend* is working on an oral history for the History Room.
- *Wendy Townsend* is continuing to select books for assigned collection areas.
- *Wendy Townsend* is continuing to manage the History Room Val Tech Interns and Val Tech patron technology assistance.
- *Wendy Townsend* is working on the September Book Discussion.
- *Wendy Townsend, Venessa Faber and Jeannie Killianey* are working on Olympic trivia for the Summer Reading Celebration.
- *Katie Matas* is in the process of changing the some of the Juvenile Spanish fiction to Juvenile Spanish picture books.
- *Katie Matas* is weeding the mystery collection.
- *Katie Matas* is taking care of the weekly SRP raffle and keeping track of weekly participation statistics.
- *Nadia Dallstream* is helping coordinate the Summer Reading Celebration.
- *Nadia Dallstream* is creating a Helpful Online Resources handout with the help of ValTech Interns.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for August 2012

DATE: SEPTEMBER 17, 2012

MONTHLY STATISTICS**Reference Desk Activity**

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Reference -- in person	1013	912	2104	1896	10.97%
Reference -- telephone	421	330	772	646	19.50%
Reference -- email/chat	4	3	7	12	-41.67%
Technology assistance	486	602	936	1156	-19.03%
Guest passes	190	187	324	348	-6.90%
Adult and Children's computer use (desktops)	2587	3089	5115	5759	-11.18%
Adult computer usage (desktop)	2338	2723	4711	5125	-8.08%
Public computer use (express laptops)	478	1168	1022	2101	-51.36%
In library use -- cleanup	3187	3580	6827	7441	-8.25%
Adult Program Attendance	87	155	294	262	12.21%

Adult Services Programs

	August 2012	
August 4, 2012	Adult Summer Reading Program: Saturday Afternoon Matinees	9
August 7, 2012	Computer Workshop: E-mail 101	8
August 11, 2012	Volunteer Orientation	25
August 11, 2012	Adult Summer Reading Program: Saturday Afternoon Matinees	4
August 13, 2012	Book Discussions: <i>Then Again</i> by Diane Keaton	15
August 18, 2012	Olympic Trivia	17
August 21, 2012	Computer Workshop: Introduction to Excel	9
	Total Program Attendance	87

Volunteer Hours

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
History Room	29.5	160	77	328	-76.52%
PLFF	435	462	792.5	920	-13.86%
General Library	320.25	1073.5	693.75	2448.5	-71.67%
Technology	344.75	9	608	28	2071.43%
Homework Club	0	0	0	0	0.00%
Adult Literacy	33.5	35.5	80	69.5	15.11%
PTAC	18	0	132.5	0	0.00%
Summer Reading Program*	681.5	0	1313.25	0	NA
Total Volunteer Hours	1862.5	1740	3697	3794	-2.56%

History Room Activity

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room Visitors	10	22	10	27	-62.96%

Adult Literacy

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	10	4	10	4	150.00%
Number of Students	16	7	16	7	128.57%
Total Number of Participants	26	11	26	11	136.36%

Computer Literacy

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Number of Tutors	1	3	1	3	-66.67%
Number of Students	2	3	2	3	-33.33%
Total Number of Participants	3	6	3	6	-50.00%

2012 Summer Reading Program

	2012	2011	2010	2009	% Change 2012 to 2011	% Change 2012 to 2010	% Change 2012 to 2009
Drawing Participants*	81	69	48	0	17.39%	68.75%	N/A

Drawing Entries	392	320	228	328	22.50%	71.93%	19.51%
Number of Events	13	5	9	8	160.00%	44.44%	62.50%
Number of Event Attendees	335	246	135	161	36.18%	148.15%	108.07%

**2009 Data Unavailable*

ACHIEVEMENTS

- *Venessa Faber* coordinated and supervised Matinee Movies on Saturday, August 4th.
- *Venessa Faber* worked with ValTech Interns to create slides for the Display TV to advertise upcoming events
- *Venessa Faber* created flyers for Hispanic Heritage Month's Fiesta event and for the Star Gazing event in October.
- *Venessa Faber* created Olympic Trivia for use at SRC based on staff's collection of questions and fun facts.
- *Venessa Faber* researched and found a new online tutoring orientation program for Literacy tutors.
- *Venessa Faber* completed CASAS literacy program's online Appraisal Training and Implementation Training.
- *Venessa Faber* participated in the Placentia Police Night Out with ValTech students to promote the Library and pass out snow cones.
- *Venessa Faber* weeded the paperback best seller collection.
- *Venessa Faber* collected books and materials to display in the display cases for Hispanic Heritage Month.
- *Venessa Faber* collected books and decorated book troughs for Hispanic Heritage Month and Back to School/Parenting.
- *Venessa Faber* updated the Literacy Services brochures.
- *Nadia Dallstream, Venessa Faber, Wendy Townsend, Katie Matas and Edgar Pineda* took down Summer Reading decorations
- *Nadia Dallstream, Jeannie Killianey, Katie Matas and Venessa Faber* assisted with SRC event on August 18th.
- *Wendy Townsend and Katie Matas* updated the new DVD rentals to reflect the date they are acquired.
- *Wendy Townsend* updated the Volunteer Match webpage and Volunteer page on the Placentia Library website.
- *Wendy Townsend and Nadia Dallstream* coordinated volunteers for the Summer Reading Celebration.
- *Wendy Townsend* attended the Engaging Highly Skilled Volunteers, The Importance of Policies and Procedures training on August 28, 2012.
- *Wendy Townsend* coordinated the August Volunteer Orientation on August 11th.
- *Wendy Townsend* worked with ValTech Interns to create a database of the History Room Gift Deeds and item loan information and update the History Room brochure.
- *Wendy Townsend* added 4 local author books to the History Room Local Author's Collection.
- *Wendy Townsend* assisted 7 patrons with History Room reference questions.
- *Wendy Townsend* sent letters to local community organizations to host a screening of *Placentia*:

A Pleasant Place.

- *Jeannie Killianey* coordinated & taught 2 Computer Workshops (Email 101 & Introduction to Excel).
- *Jeannie Killianey* coordinated the August 11th, Saturday Afternoon Matinee showing of "Something's Gotta' Give."
- *Jeannie Killianey* completed a collection development policy for the 000s collection.
- *Jeannie Killianey* worked with the ValTech Interns on the Art Masters Series; slide shows and bibliographies, which are now completed through December 2012.
- *Katie Matas* took care of the weekly SRP raffle and kept track of weekly participation statistics.
- *Katie Matas* proctored 20 exams.
- *Martha Leonard* led the August 14th book discussion of Then Again.
- *Nadia Dallstream* coordinated the staff schedule for the Summer Reading Celebration.

MEETINGS

- *Nadia Dallstream* attended 2 Summer Reading Celebration Meetings on August 8th and August 13th.
- *Nadia Dallstream* attended 2 Mgr./Sup. Meetings on August 7th and August 28th.
- *Nadia Dallstream* met with Kyle Wiseman, Freegal Representative.
- *Venessa Faber, Nadia Dallstream, Lori Worden and Brenda Ramirez* met to discuss the Hispanic Heritage Fiesta Event on August 27th.
- *Venessa Faber and Nadia Dallstream* met to discuss collection development responsibilities on August 30th..
- *Venessa Faber and Coleen Wakai* met to plan and discuss Star Gazing event.
- *Venessa Faber and Wendy Townsend* met to discuss ValTech Interns' evaluations.
- *Venessa Faber and Nadia Dallstream* met to discuss eXPLORE on August 23rd.
- *Venessa Faber, Nadia Dallstream, Jeannie Killianey and Wendy Townsend* attended the SRC staff meeting on August 15.
- *Jeannie Killianey* met with a Computer Workshop volunteer instructor regarding September workshops on August 11.
- *Jeannie Killianey* met with Nadia and Brenda on August 15 regarding "Hoot Suite."
- *Jeannie Killianey* met with a potential candidate to teach job skills workshops on August 15.
- *Jeannie Killianey* met with a potential candidate to teach computer workshops on August 25.
- *Jeannie Killianey* met with a potential candidate to teach computer workshops on August 30.

IN PROGRESS

- *Venessa Faber* is collecting information on possibly leading an in-person orientation and workshop for Literacy volunteers to attend before being matched up with students.
- *Venessa Faber, Lori Worden, Nadia Dallstream, and Brenda Ramirez* are coordinating the Hispanic Heritage event.
- *Venessa Faber* is attending an online training for CASAS literacy program.
- *Wendy Townsend* is working on the Family History Month Genealogy program.
- *Wendy Townsend, Jeannie Killianey and Venessa Faber* are working on the Holiday Series.
- *Wendy Townsend* is working on a September Volunteer Orientation.

- *Wendy Townsend* is working on the September Book Discussion.
- *Wendy Townsend* is working on updating the History Room Collection Development Policy.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Katie Matas* is weeding the mystery collection.
- *Katie Matas* is in the process of changing the some of the Juvenile Spanish fiction to Juvenile Spanish picture books.
- *Katie Matas* is working with Keith DeBrucky on the February 2013 Estate Planning program.
- *Nadia Dallstream* is coordinating Adult Services programs for March through August 2013.
- *Nadia Dallstream* is gathering budget materials for 2400-0760 in order to assign amounts to Dewey areas.
- *Nadia Dallstream* is working on performance evaluations and objectives for Adult Services Staff Members.
- *Katie Matas, Nadia Dallstream and Jeanette Contreras* are working with Baker and Taylor to establish a Rush procedure to ensure timely delivery of new items.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for July 2012
DATE: September 17, 2012

MONTHLY STATISTICS

On-line database usage

	July 2012	July 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	26	44	26	44	-41%
Biography In Context (new FY 2012/13)	5	0	5	0	NA
Opposing Viewpoints (new FY 2012/13)	2	0	2	0	NA
Freegal (new FY 2012/13)	57	0	57	0	NA
Heritage Quest	966	917	966	917	5%
Novelist	46	36	46	36	28%
Tumblebooks	339	381	339	381	-11%
Reference USA	115	39	115	39	195%
TOTAL DATABASE USAGE	1,556	1,417	1,556	1,417	10%

Website Traffic

	July 2012	July 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	21,962.00	19,256.00	21,962.00	19,256.00	14%
Page Hits	39,185.00	38,550.00	39,185.00	38,550.00	2%

ACHIEVEMENTS

- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian, Technical Services
SUBJECT: Technology & Website Report for August 2012
DATE: September 17, 2012

MONTHLY STATISTICS**On-line database usage**

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	48	39	74	83	-11%
Biography In Context (new FY 2012/13)	4	0	9	0	NA
Opposing Viewpoints (new FY 2012/13)	31	0	33	0	NA
Freegal (new FY 2012/13)	284	0	341	0	NA
Heritage Quest	793	1,018	1,759	1,935	-9%
Novelist	46	49	92	85	8%
Tumblebooks	186	200	525	581	-10%
Reference USA	190	53	305	92	232%
TOTAL DATABASE USAGE	1,582	1359	3,138	2,776	13%

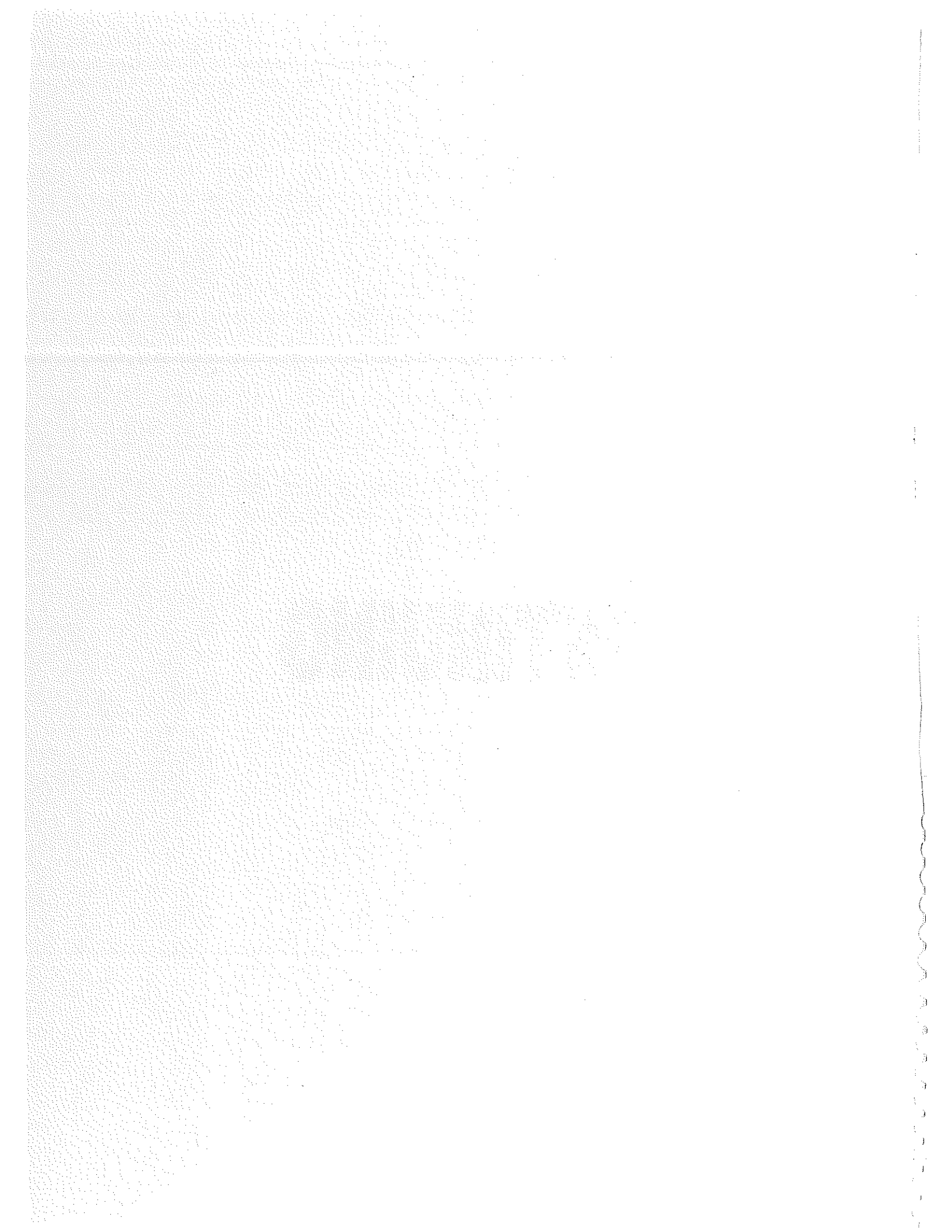
Website Traffic

	August 2012	August 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	23,423.00	24,717.00	45,385.00	43,973.00	3%
Page Hits	40,333.00	47,210.00	79,518.00	85,760.00	-7%

ACHIEVEMENTS

- *Jesus Diaz* updated the Library's website.
- *Jesus Diaz* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey* updated the Library's Facebook Account.
- *Brenda Ramirez* updated the Library's Twitter Account.
- *Coleen Wakai* updated the Library's Flickr Account.

CONTINUING



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

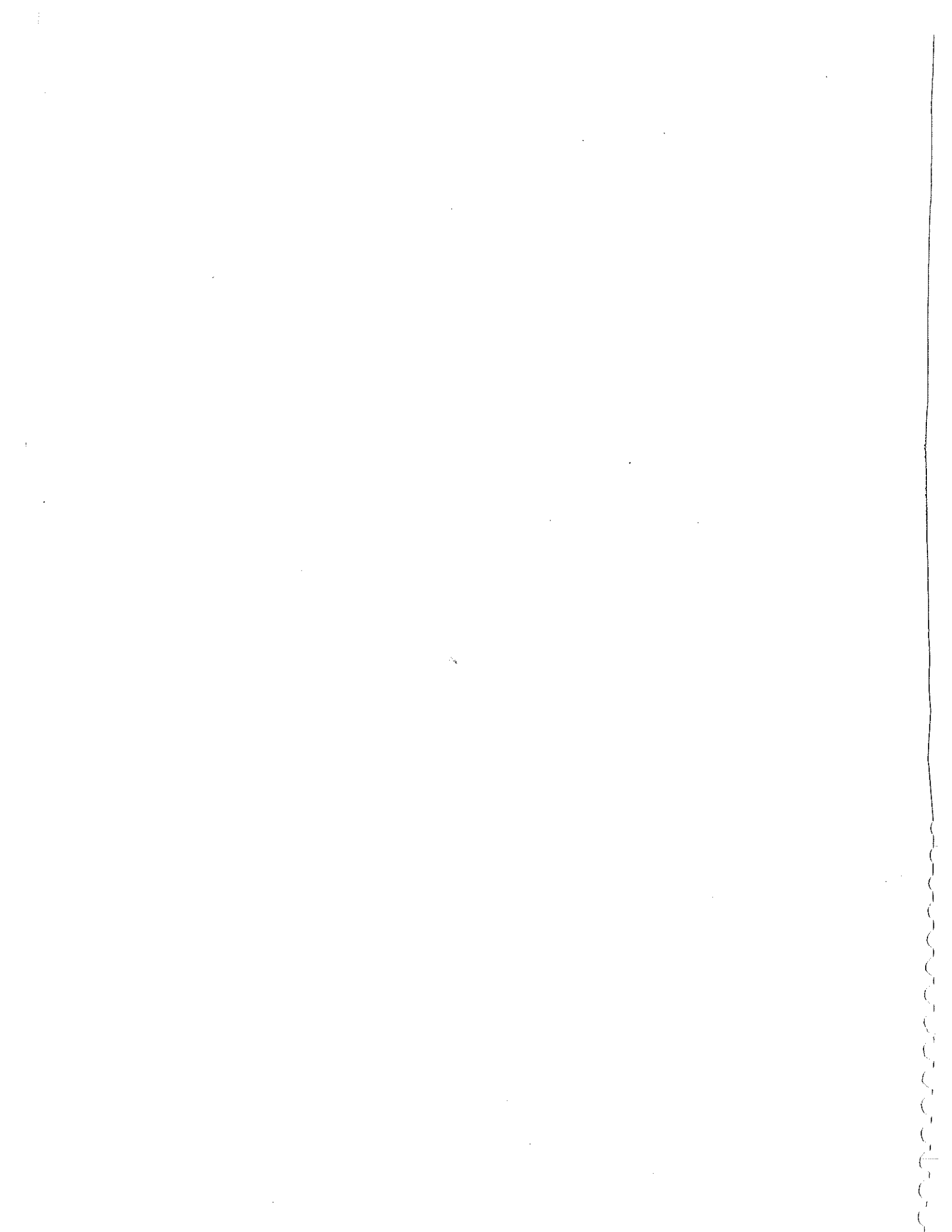
TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session
DATE: September 17, 2012

BACKGROUND

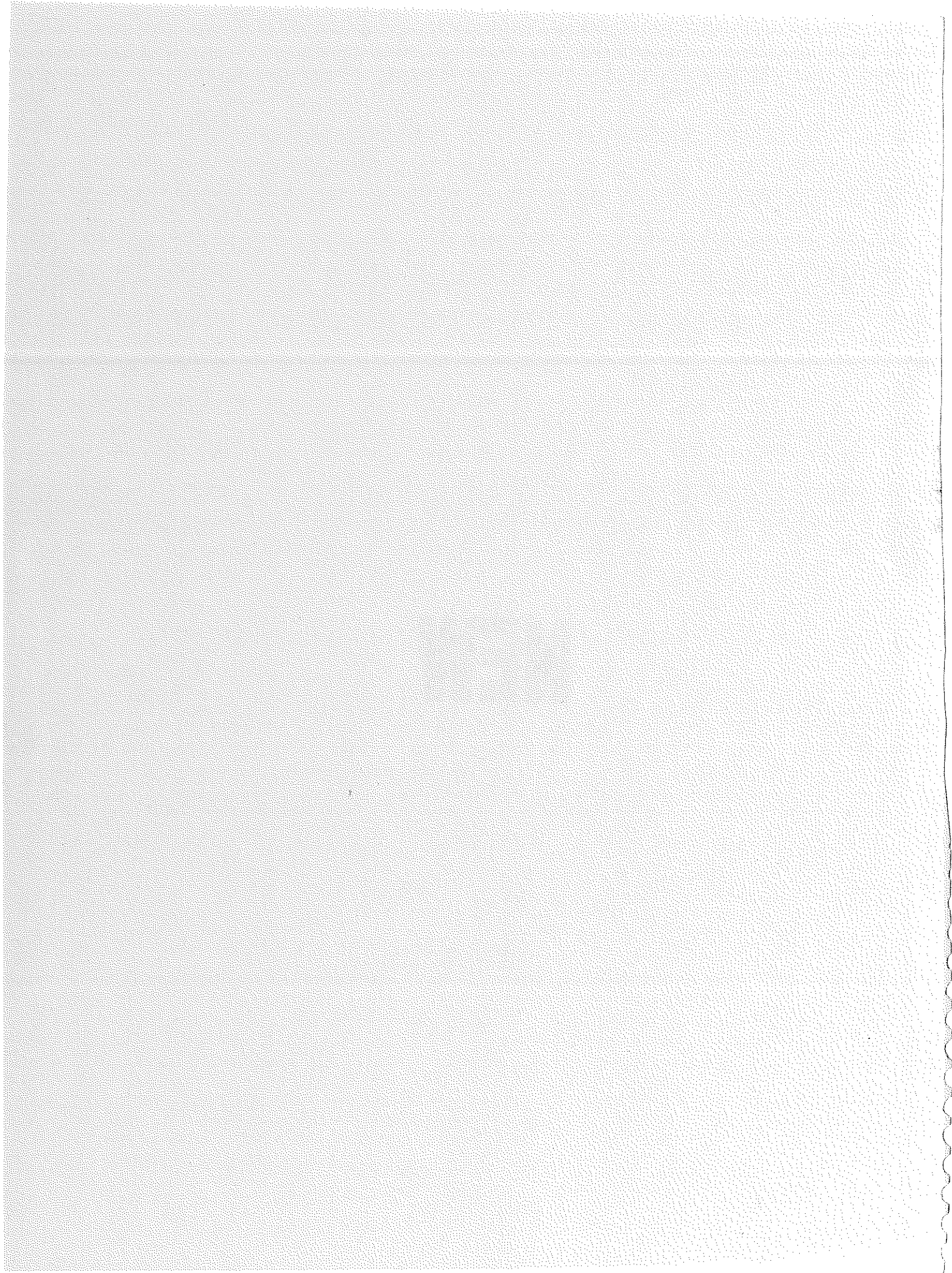
President DeVecchio will provide a report on the actions taken at the Closed Session.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



NEW



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: August 8 & 29, 2012 Earthquake Updates
DATE: September 17, 2012

BACKGROUND

Placentia Library District experienced two earthquakes in August 2012 – 4.5 on August 8th at 9:33 a.m. and a 4.1 on August 29th at 1:31 p.m. Both centered near Yorba Linda.

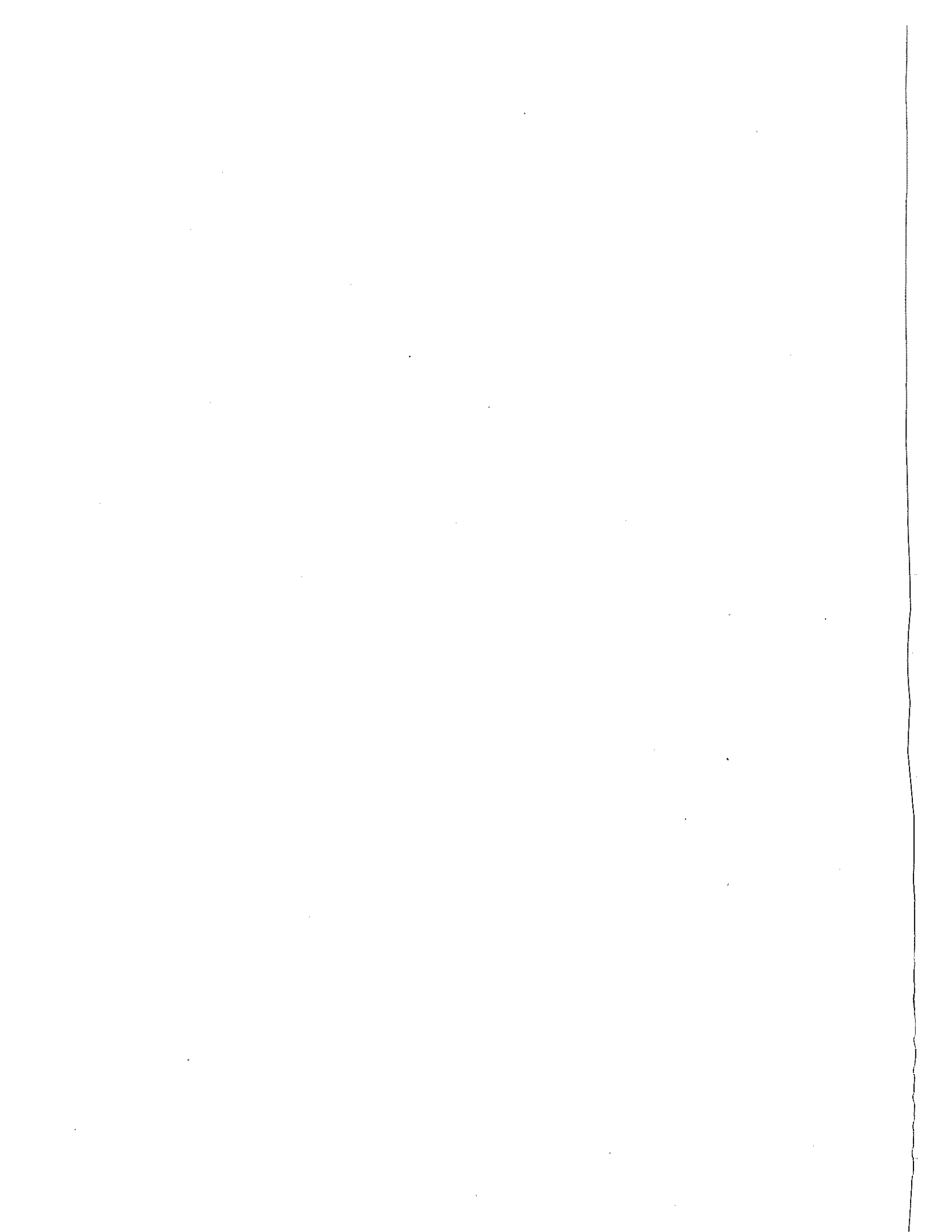
With authorization from the Library Board of Trustees, the Library closed on August 8th as per directions from the City Building Inspector. Can lights were dislodged with several visible movements from ceiling tiles and T-bars as well as cracked tiles. The Building Maintenance Technician placed the can lights back.

On August 29th, the library experienced another earthquake and again the can lights dislodged. After the can lights were placed back, the library was open to the public. It was closed for approximately one hour. Due to the hot weather, patrons were allowed to rest in the meeting room while the lights were taken care of.

Staff continues to work with a contractor to find a solution for the can lights to ensure more stability. Staff is also investigating the option of conducting an engineer report for the ceiling, as recommended by the City.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Amendment to Placentia Library Policy #2130-Pay Periods and Distribution of Paychecks

DATE: September 17, 2012

BACKGROUND

Currently, Placentia Library District has 100% direct deposit participation from employees. Based on the current policy, the Administrative staff is obligated to mail out paycheck stubs not picked up by 4:30pm. Management would like to request the Board of Trustees consideration in the recommended changes to Placentia Library District Policy #2130-Pay Periods and Distribution of Paychecks.

Attachment A is Placentia Library District Policy #2130-Pay Periods and Distribution of Paychecks

RECOMMENDATION

Authorize amendment to Placentia Library Policy #2130- Pay Periods and Distribution of Paychecks as presented.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Pay Periods and Distribution of Pay Checks
POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees will be paid every other Wednesday.

2130.1.1 In the event a payday falls on a day the library is closed, the payday will be the previous work day.

2130.2 All full-time, part-time and temporary employees are encouraged to participate in the direct deposit program.

2130.3 Paychecks are available in the Administrative Office from 9:00 A.M. until 4:30 P.M. each payday.

2130.3.1 Paychecks not picked-up in the Administrative Office by 4:30 P.M. will be given to the employees' immediate supervisor. ~~placed in the mail.~~

2130.4 Paychecks will be issued only to the employee.

2130.4.1 No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

2130.4.2 Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Amendments to Placentia Library Policy #6065 – Library Rules of Conduct and Elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy.

DATE: September 17, 2012

BACKGROUND

The Placentia Library Policy #6065 –Library Rules of Conduct was amended on September 20, 2004 and October 16, 2008. Staff recommends the following amendments:

6065.3 Current policy: “Smoking in the Library.”

Recommended policy: “The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.”

6065.16 – 6065.20 (Renumbering) to add a new recommendation for 6065.16

Recommended policy: “Extension cords, Ethernet cable or equipment with exposed wirings.”

6065.21 (from Placentia Library Policy #6060)

Recommended policy: “Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.”

6065.22 (from Placentia Library Policy #6060)

Recommended policy: “Staff may call for Police assistance whenever the person-in-charge believes it is necessary.”

6065.23 (from Placentia Library Policy #6060)

Recommended policy: “If a child under age 14 is left unattended after hours and the parents cannot be reached, the Children’s Librarian will call local law enforcement to pick up and escort that child to the City of Placentia Police Station.”

Attachment A is Policy #6065 with all recommended changes.

RECOMMENDATIONS

- 1) Authorize amendments to the Placentia Library Policy #6065 – Library Rules of Conduct as presented with inclusion of input from the Library Board of Trustees; and,
- 2) Authorize the elimination of Placentia Library Policy #6060 – Patron Behavior & Latchkey Children Policy as presented with inclusion of input from the Library Board of Trustees; as such policy will be incorporated with Placentia Library Policy #6065 – Library Rules of Conduct.

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: ~~Public Behavior Policy~~ Library Rules of Conduct
POLICY NUMBER: 6065

Welcome to the Placentia Library District. The Library shall be a clean, pleasant and safe environment for patrons to read, research, select materials, study, attend programs and meetings, and use the computers. The Library Rules of Conduct has been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

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For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are example of conduct not allowed on Library property:

The following rules help to maintain a comfortable environment for all Library users.

6065.1 Listening devices should not be audible to anyone but you. Engaging in any activity prohibited by law.

6065.2 The Library is a no cell phone zone. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phones and pager ringers must be turned off.

6065.3 No running, rowdy behavior or fighting. Video cameras are in use throughout the Library. Smoking in the Library: The use of tobacco products in any form or other harmful substances will not be permitted anywhere on Library property.

6065.4 No verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts, harassment of Library staff or patrons.

6065.5 There is a limit of four people at each study table. Furniture may not be rearranged or moved from one area to another. Eating or drinking, except in areas designated for those purposes.

6065.6 Carrying firearms and dangerous weapons of any type except by law enforcement officers. Shirts and shoes are required.

~~6065.7 Only assistive animals are permitted in the building. Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs.~~

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~~6065.8 Bicycling, skateboarding, and roller skating on Library property are a safety hazard to others. Library users are required to carry skateboards, scooters, and roller blades while in the Library. Bicycles must be left outside at the bike racks. Using wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt.~~

~~6065.9 Snacks and covered drinks are permitted in the Library. Please place any trash in the wastebaskets provided. Using restrooms for bathing and/or shampooing.~~

~~6065.10 Patrons have the right to quietly study, read or work without interference. Soliciting or conducting surveys not authorized by the Library.~~

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~~6065.11 Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director. Library staff is not responsible for providing parental supervision.~~

Agenda Item #32
Page 2 of 3

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~~6065.12 Individuals who do not respect the rights of others will be asked to leave the Library. Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.~~

~~6065.13 Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.~~

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~~6065.14 Bringing in articles that measure more than 16"W x 20"H x 12"D.~~

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~~6065.15 Moving Library furniture and/or equipment.~~

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~~6065.16 Extension cords, Ethernet cable or equipment with exposed wirings.~~

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In addition, the following also apply to the Library Rules of Conduct:

~~6065.176 The Library is not responsible for children who are left unattended in or on the grounds of the Library.~~

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~~6065.187 The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.~~

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6065.198 There shall be only one person allowed at each public computer workstation unless otherwise authorized by Library staff.

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6065.20 Unisex restrooms are key accessed and require an ID for usage. Keys are available at the Circulation Desk.

6065.21 Loud, disorderly or disruptive behavior will not be tolerated. Offenders will be asked to leave the Library after two warnings.

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6065.22 Staff may call for Police assistance whenever the person-in-charge believes it is necessary.

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6065.23 If a child under age 14 is left unattended after hours and the parents cannot be reached, the Children's Librarian will call local law enforcement to pick up and escort that child to the City of Placentia Police Station.

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The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

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Adopted by the Library Board of Trustees, July 21, 2003

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Jeanette Contreras, Library Director
SUBJECT: Review of Placentia Library Policies Series 3000
DATE: September 17, 2012

BACKGROUND

According to the Placentia Library Policy #1010.4 the Board of Trustees must review each section of the Policy Handbook every other year on the following schedule, beginning December 2006, the 3000 Series – Financial must be reviewed in September.

Attached are the recommended changes to Placentia Library District Policies Series 3000.

Attachment A is Placentia Library District Policy #3010-Illness and Injury Prevention Program

Attachment B is Placentia Library District Policy #3020-Budget Preparation

Attachment C is Placentia Library District Policy #3025-Reserves

Attachment D is Placentia Library District Policy #3030-Fixed Asset Accounting Control

Attachment E is Placentia Library District Policy #3035-Investment of District Funds

Attachment F is Placentia Library District Policy #3037-Customer Payment Arrangements

Attachment G is Placentia Library District Policy #3040-Expense Authorization & Petty Cash

Attachment H is Placentia Library District Policy #3042-Employment of Outside Contractors and Consultants

Attachment I is Placentia Library District Policy #3045-Travel Reimbursement

Attachment J is Placentia Library District Policy #3080-Purchasing

Attachment K is Placentia Library District Policy #3085-Disposal of Surplus Property/Equipment

Attachment L is Placentia Library District Policy #3090-Records Retention

RECOMMENDATION

Adopt as first reading for final adoption at the October 15, 2012 meeting.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Illness and Injury Prevention Program
POLICY NUMBER: 3010

3010.1 Program Goal and Outline.

The goal of Placentia Library District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District's safety and health program will include:

3010.1.1 Providing mechanical and physical safeguards to the maximum extent possible.

3010.1.2 Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.

3010.1.3 Training all employees in good safety and health practices.

3010.1.4 Providing necessary personal protective equipment, and instructions for use and care.

3010.1.5 Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

3010.1.6 Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.

3010.1.7 Developing a system of recognition and awards for outstanding safety service and/or performance.

3010.2 Program Responsibility.

Although the District recognizes that the responsibility for safety and health is shared, the Library Director will be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

3010.2.1 The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

3010.2.2 Supervisory personnel are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

3010.2.3 No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program -including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

3010.3 Injury and Illness Records.

The District's record keeping system for its Injury and Illness Prevention Program will conform to Cal/OSHA standards. Records will be used to measure and evaluate the success of said program.

3010.3.1 A report will be obtained on every injury or illness requiring medical treatment. (See also Section 3010.8.)

3010.3.2 Each injury or illness will be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

3010.3.3 A supplementary record of the occupational injuries and illnesses will be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3010.32, above.

3010.3.4 Annually, the summary Cal/OSHA Form 200 will be prepared and posted no later than February 1 in a place easily observable by employees. Said form will remain posted until March 1.

3010.3.5 All records specified in this section will be maintained in the District's files for a minimum of five years after their preparation.

3010.4 Documentation of Activities.

Records will be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They will include:

3010.4.1 Records of scheduled and periodic inspections as required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least three (3) years.

3010.4.2 Documentation of safety and health training required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least three years.

3010.5 Program Communication System.

Readily understandable communication will be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees will include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

3010.5.1 Written communications to employees will be in a language they can understand. If an employee cannot read in any language, said communication will be made orally in a language he/she can readily understand.

3010.5.2 The District's Code of Safe Practices, below, will be posted at a conspicuous location in the District's maintenance office, and will be provided to each supervisory employee who will keep it readily available.

3010.5.3 Periodic meetings (at least one per quarter) of supervisory employees will be held under the direction of the Library Director for the discussion of safety problems and accidents that have occurred. Documentation of these meetings will be maintained for three years.

3010.5.4 General employee meetings will be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee

attendance can be achieved. Documentation of these meetings will be maintained for three years. Discussions at these meetings should concentrate on:

3010.5.5.1 Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

3010.5.5.2 Feedback from employees.

3010.5.5.3 Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

3010.5.5.4 Brief audio-visual materials that relate to the District's operations.

3010.5.6 Training programs will be conducted when new equipment, machinery or tools are purchased. Employees will be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs will be maintained for three years.

3010.5.6.1 New employees will be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training will be maintained for three years.

3010.5.7 Posters and bulletins relating to and encouraging safe and healthy practices will be posted on a rotational basis at a conspicuous location in the staff workroom.

3010.5.8 News articles and publications devoted to safety will be distributed to employees. This policy will also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

3010.5.9 A safety suggestion box will be maintained where employees, anonymously if desired, can communicate their concerns to the District's Library Director.

3010.6 Hazard Assessment and Control.

Periodic safety inspections will be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections will be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

3010.6.1 Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

3010.6.2 Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

3010.6.3 A written assessment will be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

3010.6.4 The Library Director will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she will also review the overall inspection program to determine trends.

3010.7 Accident Investigation.

All accidents will be thoroughly and properly investigated by the Department Manager, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation will be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

3010.7.1 The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

3010.7.2 The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

3010.7.3 Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

3010.7.4 Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

3010.7.5 Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

3010.8 Code of Safe Practices.

GENERAL

3010.8.1 All employees will follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their Supervisor, the Librarian in Charge or Library Director.

3010.8.2 Supervising employees will insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and will take such action as necessary to obtain observance.

3010.8.3 Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties will not be allowed on the job while in that condition, and will be subject to the discipline specified in Policy #2190.

3010.8.4 Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees will be prohibited.

3010.8.5 Work will be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

3010.8.6 No one will knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.

3010.8.7 Employees will be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and will report deficiencies promptly to the Supervisor or the Librarian Person in Charge.

3010.8.8 Workers will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties.

3010.8.9 All injuries will be reported promptly to the Supervisor or Librarian Person in Charge so that arrangements can be made for medical or first aid treatment.

3010.8.10 When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back will be used.

3010.8.11 Employees will wash their hands thoroughly after handling books and other paper materials.

3010.8.12 Work will be so arranged that employees are able to face a ladder and use both hands while climbing.

3010.8.13 Gasoline will not be used for cleaning purposes.

USE OF TOOLS AND EQUIPMENT

3010.8.14 All tools and equipment will be maintained in good condition.

3010.8.15 Damaged tools or equipment will be removed from service and tagged "DEFECTIVE."

3010.8.16 Only appropriate tools will be used for the job.

MACHINERY AND VEHICLES

3010.8.17 Only authorized persons will operate machinery or equipment.

3010.8.18 Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., will not be worn around moving machinery or other sources of entanglement.

EDITOR'S NOTE:

An Injury and Illness Prevention Program, which will conform to the requirements of SB 198 and the Standards promulgated in response thereto by the California Occupational Safety and Health Standards Board, will require more than just the implementation of a policy similar to the foregoing sample. Full compliance will require an in-depth and individualized assessment of an agency's current workplace conditions, practices and problems. Said assessment must be documented and include a safety and health survey, workplace assessment, evaluation of assessment information, development of an action plan, implementation of said plan, and ongoing maintenance of the program. C.S.D.A. encourages its members to take full advantage of Cal/OSHA's Consultation Service. In addition to suggesting both governmental and private sources for information, Cal/OSHA has a publication entitled, "Guide to Developing Your Workplace Injury & Illness Prevention Program With Checklists for Self-Inspection." This document and other information can be obtained from the Cal/OSHA Consultation Service Offices listed below.

DOWNEY
8535 East Florence Ave., Suite 200
Downey, CA 90240
(213) 861-9993

SAN BERNARDINO
303 West Third St., Room 219
San Bernardino, CA 92401
(714) 383-4257

FRESNO
1901 North Gateway Blvd., Suite 102

Fresno, CA 93727
(209) 454-1295

SAN DIEGO
7827 Convoy Court, Suite 406
San Diego, CA 9211
(619) 279-3771

SACRAMENTO
2424 Arden Way, Suite 410
Sacramento, CA 95825
(916) 920-6131

SAN MATEO
3 Waters Park Dr., Suite 230
San Mateo, CA 94403
(415) 573-3864

Cal/OSHA CONSULTATION SERVICE HEADQUARTERS
395 Oyster Point Blvd., Room 325
South San Francisco, CA 94080
(415) 737-2843

Placentia Library District

POLICY MANUAL

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020

3020.1 An annual budget proposal will be prepared by the Library Director.

3020.2 A preliminary budget estimate will be presented to the Library Board of Trustees no later than April of each year.

3020.3 The proposed annual budget will be reviewed and adopted as a first reading by the Board at its regular meeting in May and set for public hearing in June.

3020.4 The proposed annual budget as amended by the Board during its review will be adopted at its regular meeting in June following the public hearing.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Reserves
POLICY NUMBER: 3025

3025.1 The purpose of this policy is to define the purpose and use of undesignated retained earnings.

3025.2 At the end of each fiscal year the Library Director will review fund balances in all District accounts. The Library Director will then recommend to the Library Board of Trustees a transfer of funds into reserves in compliance with this policy.

3025.3 The first priority is the Fund Balance for Placentia Library District General Fund 707 on deposit with the Orange County Auditor. It will include an amount equal to seventy-five percent (75%) of the current year's operating budget. This allows for a six month operating reserve as required by California Government Code Section 53646 (B)(3) and 5% of total operating revenue to protect against unplanned events such as emergency purchases, special project and situations such as a loss of revenue due to an economic down-turn.

3025.4 Funds in excess of those needed to maintain General Fund 707 will be allocated to one of the reserved funds as recommended by the Library Director and authorized by the Library Board of Trustees during the budget process.

3025.5 Placentia Library District General Fund checking and savings on deposit with a financial institution selected by the Library Board of Trustees will be used for managing gifts, meeting room, passport check processing, test proctoring and other miscellaneous income and expenses. Tax revenues will not be deposited into the General Fund checking or savings. The General Fund checking and savings accounts will have a maximum balance of \$500,000 each. Funds in excess of the maximum balance may be invested by the Library Board of Trustees to be used for the purpose designated at the time of the investment or transferred to the County of Orange reserved investment pool.

3025.6 In cases of financial emergency the Placentia Library District Library Board of Trustees may transfer funds from any of the reserve funds to Placentia Library District General Fund 707.

3025.7 Government Accounting Standards Board (GASB) Statement 54 In February 2009, the Government Accounting Standards Board published Statement No. 54, which established accounting

and financial reporting standards for all governments that report governmental funds. This statement divides the fund balance into five classifications:

3025.7.1 Nonspendable Fund Balance includes amounts that cannot be spent because they are either (1) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, e.g., inventories and prepaid amounts.

3025.7.2 Restricted Fund Balance includes amounts that have constraints that are either (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislations.

3025.7.3 Committed Fund Balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority.

3025.7.4 Assigned Fund Balance includes amounts that are constrained by the government's "intent" to be used for specific purposes, but are neither restricted nor committed except for stabilization arrangements. Intent should be expressed by (1) the governing body itself or (2) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

3025.7.5 Unassigned Fund Balance is the residual classification for the general fund. This classification represents the fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance.

3025.7.6 In addition to the new five fund balance classifications, GASB 54 also makes clear the definition of special revenue – for financial reporting purposes, a special revenue fund may only be established around one or more revenue sources that are restricted or committed to purposes other than capital projects or debt service.

3025.7.7 Only General Fund 707 and 9850 General Reserves has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund. Below is the list of the Placentia Library District's special funds and their expected ending fund balance classifications.

- 702-Equipment & Structural Repair Fund-Assigned Fund
- 703-Automated Replacement -Assigned Fund
- 706-Interest & Sinking Bond Redemption-Assigned Fund
- 708-Unused Sick Leave Payoff Reserve-Assigned Fund
- 9850-General Reserves –Unassigned Fund
- Impact Fees-Restricted by California Environmental Quality Act (CEQA)
- Emergency Payroll-Assigned Fund

3025.7.8 Unassigned fund, 9850-General Reserves will be used to protect against unplanned events such as emergency purchases, special project and situations such as a loss of revenue due to an economic down-turn or as designated by the Board of Trustees.

3025.7.9 Library Director is authorized to assign resources and ending fund balances as applicable to all funds classified as Assigned Funds and Unassigned Funds.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Fixed-Asset Accounting
POLICY NUMBER: 3030

3030.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.2 An accounting, or inventory, of all fixed assets will be conducted on an annual basis. After the conclusion of said inventory, the Library Director will certify its completeness and report the results thereof to the Board of Directors at its regular meeting in January.

3030.3 Applicable purchases for inclusion in said accounting will be the following:

3030.3.1 Equipment and tools that individually have an original total cost of more than \$5,000;

3030.3.2 All land and building acquisitions regardless of price; and,

3030.3.3 Additions or major improvements to the District's service infrastructure.

3030.4 When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number will be affixed to said item, and the number recorded in the permanent inventory records.

3030.5 Permanent inventory records will be maintained in either a paper file or electronic (computer data base) format. Said records will be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.6 Information to be maintained in said inventory records will include at least the following:

3030.6.1 Asset number;

3030.6.2 Description;

3030.6.3 Manufacturer's serial number;

3030.6.4 Storage location;

3030.6.5 Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, electronic, etc.).

Placentia Library District

POLICY MANUAL

POLICY TITLE: Investment of District Funds
POLICY NUMBER: 3035

3035.1 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of Placentia Library District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Placentia Library District's funds.

3035.2 SCOPE

This investment policy applies to all financial assets of Placentia Library District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:
General Fund

Investments:
Local Agency Investment Fund

3035.3 PRUDENCE

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own

affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials will be the "prudent investor" standard (CGC §53600.3) and will be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3035.4 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, will be:

3035.4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of Placentia Library District will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3035.4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable Placentia Library District to meet all operating requirements which might be reasonably anticipated.

3035.4.3 Return on Investments: The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

3035.5 DELEGATION OF AUTHORITY

California Education Code Section 19658 Provides that the revenue from the tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, will be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees will provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise or bequest.

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Library Director, who will establish written procedures for the operation of the

investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Library Director. The Library Director will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the Library Director is a trustee and a fiduciary subject to the prudent investor standard.

3035.6 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

3035.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Library Director will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit will be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Library Director will select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Library Director will have received from said firm a signed Certification Form. This form will attest that the individual responsible for Placentia Library District's account with the firm has reviewed Placentia Library District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to Placentia Library District that are appropriate under the terms and conditions of the Investment Policy.

3035.8 AUTHORIZED AND SUITABLE INVESTMENTS

Placentia Library District is empowered by California Government Code §53601, et seq., to invest in the following:

3035.8.1 Bonds issued by Placentia Library District.

- 3035.8.2** United State Treasury Bills, Notes & Bonds.
- 3035.8.3** Registered state warrants or treasury notes or bonds issued by the State of California.
- 3035.8.4** Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Library Directors, other local agencies or Joint Powers Agencies.
- 3035.8.5** Obligations issued by agencies or instrumentalities of the United States Government.
- 3035.8.6** Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the banker's acceptances of any single commercial bank.
- 3035.8.7** Prime commercial paper of U.S. corporations with assets greater than \$500 million, with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (Moody's) or Standard & Poor's Corporation (S&P). Commercial paper cannot exceed 15% of total surplus funds, provided that, if the average maturity of all commercial paper does not exceed 31 days, up to 30% of surplus funds can be invested in commercial paper.
- 3035.8.8** Negotiable certificates of deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.
- 3035.8.9** Repurchase/reverse repurchase agreements of any securities authorized by this section. Securities purchased under these agreements will be no less than 102% of market value. (See special limits in CGC §53601.i.)
- 3035.8.10** Medium term notes (not to exceed 5 years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.
- 3035.8.11** Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest national rating agencies. Not more than 15% of surplus funds can be invested in money market mutual funds.

3035.8.12 Funds held under the terms of a trust indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.

3035.8.13 Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.

3035.8.14 Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a nationally recognized rating service. Not more than 30% of surplus funds may be invested in this category of securities.

3035.8.15 Any other investment security authorized under the provisions of CGC §5922 and §53601. (Also, see CGC §53601 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC §53601 is included by reference in this investment policy.)

3035.8.15.1 Prohibited Investments. Under the provisions of CGC §53601.6 and §53631.5, Placentia Library District will not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

3035.9 COLLATERALIZATION

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).

3035.10 SAFEKEEPING AND CUSTODY

All security transactions entered into by Placentia Library District will be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired will be delivered to Placentia Library District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.

3035.11 DIVERSIFICATION

Placentia Library District will diversify its investments by security type and institution. It is the policy of Placentia Library District to diversify its investment portfolio. Assets will be

diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies will be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints will apply:

3035.11.1 Portfolio maturities will be matched versus liabilities to avoid undue concentration in a specific maturity sector.

3035.11.2 Maturities selected will provide for stability of income and liquidity.

3035.11.3 Disbursement and payroll dates will be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

3035.12 REPORTING

In accordance with CGC §53646(b)(1), the Library Director will submit to each member of the Board of Directors a ~~monthly~~ quarterly investment and cash report. The report will include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, if applicable, including funds managed for Placentia Library District by third party contracted managers. The report will also include the source of the portfolio valuation, if applicable. As specified in CGC §53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) Placentia Library District will meet its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively. The Library Director will maintain a complete and timely record of all investment transactions.

3035.13 INVESTMENT POLICY REVIEW

This Investment Policy will be reviewed on an annual basis, and the Board of Trustees must approve modifications.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Customer Payment Arrangements
POLICY NUMBER: 3037

3037.1 Upon request, the Library Director may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

3037.1.1 Fines/Fees

3037.1.2 Lost or Damaged Materials

3037.2 Monthly payments not to exceed 12 payments.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Expense Authorization & Petty Cash
POLICY NUMBER: 3040

3040.1 All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget.

3040.2 Any commitment of District funds for a purchase or expense greater than \$10,000.00 will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations.

~~**3040.3** A "petty cash" checking account fund will be maintained in the District office having a balance on hand maximum of \$10,000.00. Included in this fund will be a \$550.00 Circulation Cash Register cash fund and a \$100.00 Office Petty Cash fund.~~

~~**3040.3.1** Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same will be submitted to the Library Director, and any remaining advanced funds will be returned. The maximum petty cash advance will be \$100.00.~~

~~**3040.3.2** No personal checks will be cashed in the petty cash fund.~~

~~**3040.3.3** The petty cash fund will be included in the District's annual independent accounting audit.~~

3040.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's General Checking petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

3040.4.1 Travel reimbursement requests and expense reimbursements submitted by the Library Director will be signed by two Trustees, the Library Board President or

~~Secretary. They may be signed by any other Trustee only if neither the Library Board President nor Secretary is available.~~

3040.5 In compliance with the Orange County Counsel opinion A-1000, dated June 20, 1983, stating, "...a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is \$20,000 or less" the Board of Trustees authorizes the Library Director to process claims for items totaling less than \$20,000 of routine, budgeted expenses. These claims shall be signed by the Library Director and countersigned by one Trustee.

3040.5.1 Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than \$20,000 may be signed by three trustees.

3040.5.2 In the absence of the Library Director three Trustees may sign Claims for routine budgeted items without any restriction in the amount of the Claim.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Employment of Outside Contractors and Consultants
POLICY NUMBER: 3042

3042.1 Placentia Library District employs outside contractors or consultants for project development, grant writing, technology management, web site management, construction or engineering projects, or for auditing purposes. The District's procedure is as follows:

3042.1.1 Construction projects will be advertised for bid in ~~newspapers and the library website~~, Contractors Exchange and in the appropriate print advertisements. The bid opening is open to the public and will be specified in the bid documents.

3042.2 Consultants will be selected by the Board of Trustees upon recommendation by the Library Director. The Board of Trustees will make their selection based on the consultant's experience and qualifications. The consultant will also be required to make a cost estimate for his/her services that will be used in his/her evaluation in the selection process.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Travel Reimbursement
POLICY NUMBER: 3045

3045.1 Use of a personal vehicle for performing Library business will be reimbursed at the current rate allowable by the Internal Revenue Service. Drivers are expected to use the most direct route possible.

3045.2 Use of a personal vehicle is limited to 125 miles, one way, without specific authorization by the Library Director or the Library Board.

3045.3 Authorization by the Library Director is required for staff use of personal vehicles.

3045.4 Meals reimbursements are authorized for Board of Trustees and Library Director. Maximum of \$10.00 for breakfast, \$15.00 for lunch and \$20.00 for dinner when they are part of the meeting or the travel involves more than a four (4) hour absence from the office.

3045.5 Under no circumstances are alcoholic beverages to be included in meal expense reimbursement requests.

3045.6 Travel for mileage expense up to 125 miles, one way, without an overnight stay, needs to be approved by the Library Director or Library Board in advance of the departure. A detailed travel budget is required. Any travel in excess of 125 miles, or a trip requiring an overnight stay, will be approved by the Library Board or Library Board President.

3045.7 Transportation to and from an airport may be by personal vehicle and may consist of two round-trips to deliver and pick up the traveler rather than incurring large parking fees.

3045.8 Airfare, hotel reservations and conference registrations will be arranged by the Administrative Office and whenever possible will be paid directly by the Library.

3045.9 Receipts are required for all expenses except for public transportation system fares and taxi expenses under \$10.00. Tips may not be reimbursed unless they are included in the receipt. Receipts for pre-paid items, like hotel rooms, must be submitted after the trip.

~~3045.10~~ Necessary Library business phone calls and one safe arrival call may be submitted for reimbursement or charged on a Library telephone credit card.

~~3045.10~~1 Excess baggage will be covered when needed to transport equipment for Library business. Laundry and dry cleaning expenses are authorized if a trip is in excess of five days. Emergency needs will be covered when satisfactorily explained.

~~3045.11~~2 The Library Administrative Office maintains a list of standard mileage rates that must not be exceeded for local destinations.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Purchasing
POLICY NUMBER: 3080

3080.1 To purchase small items - such as office supplies and other miscellaneous items costing less than \$500 - vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc.

3080.1.1 Placentia Library District supports Placentia firms, within the best interest of the District. ~~will be allowed a 10% preference margin.~~

3080.2 To purchase items costing more than \$500, quotations will be solicited from vendors and received by telephone, fax or mail prior to placing an order. The Library Director must approve all orders.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3085

3085.1 Sale of Surplus Equipment.

3085.1.1 Board of Trustees takes action to declare equipment surplus for any item estimated by the Library Director to be valued at over \$250.

3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board's action.

3085.1.5 Items including electronic equipment valued at less than \$250 are to be given to Placentia Library Friends Foundation (PLFF) for sale. Items not sold by PLFF could be offered to other government agencies or charities at the discretion of the Library Director, or if unwanted, be discarded or recycled as appropriate.

3085.2 Disposition of used books and other items from the Library's collection.

3085.2.1 Used books and other items from the Library's collection are given to the Placentia Library Friends Foundation to sell.

3085.2.2 Items not wanted by the Placentia Library Friends Foundation may be given to another governmental agency or non-profit organization at the discretion of the Library Director.

3085.2.3 Items not taken by the Placentia Library Friends Foundation or another governmental agency or 501 (c) (3) organization will be discarded.

3085.3 Disposition of electronic equipment.

3085.3.1 Electronic items not in working condition will be discarded or recycled in accordance with California and Orange County regulations.

3085.3.2 Electronic items in working condition will be offered to area 501 (c) (3) organizations on condition that they pick-up the items at the Library. Items not being picked-up may be discarded in accordance with California and Orange County regulations or sold by advertisement for sealed bids on the public bulletin board by the Library entrance.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Records Retention
POLICY NUMBER: 3090

3090.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of Placentia Library District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

3090.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

3090.3 The Library Director is the designated custodian of all records of Placentia Library District. The Library Director is authorized by the Board of Trustees to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

3090.4 Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Placentia Library District.

3090.4.1 Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3090.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

3090.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

3090.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

3090.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

3090.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

3090.4.4.3 The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

3090.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

3090.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

3090.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

3090.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

3090.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

3090.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

3090.4.6.1 Duplicated (original-subject to aforementioned requirements).

3090.4.6.2 Rough drafts, notes or working papers (except audit).

3090.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

3090.4.7 All payroll and personnel records will be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been digitized ~~microfilmed~~ and qualify for destruction section 4, above. Payroll and personnel records include the following:

3090.4.7.1 Accident reports, injury claims and settlements.

3090.4.7.2 Medical histories.

3090.4.7.3 Injury frequency charts.

3090.4.7.4 Applications, changes and terminations of employees.

3090.4.7.5 Insurance records of employees.

3090.4.7.6 Time cards.

3090.4.7.7 Classification specifications (job descriptions).

3090.4.7.8 Performance evaluation forms.

3090.4.7.9 Earning records and summaries.

3090.4.7.10 Retirements.

3090.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 3090.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if digitized ~~microfilmed~~ as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

3090.5 Minutes of the meetings of the Board of Trustees are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of thirty days from the date of the recorded meeting, after which they will be destroyed.

3090.5.1 Construction records, such as bids, correspondence, change orders, etc., will not be kept in excess of seven years unless they pertain to a project which includes a

guarantee or grant and, in that event, they will be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works will be retained as long as said facility is in existence.

3090.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

3090.5.3 Property records, such as documents of title, will be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the Library Director, as authorized by the District's Board of Trustees.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to warrants in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Check or Warrant (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) General Ledger
 - (5) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance
 - (3) Cash Receipts and Disbursements

(4) Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES

g. Payroll and personnel records include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule

3. LIFE. The inclusive or operational or valid dates of a document.

4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, electronic media or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.

5. RECORD COPY. The official District copy of a document or file.

6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.

7. RECORDS CENTER. The site selected for storage of inactive records.

8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.

9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Deeds
- (7) Disposal of surplus & excess property
- (8) District insurance records
- (9) Employee accident reports, injury claims & settlements
- (10) Employee earning records
- (11) Employee fidelity bonds
- (12) Employee insurance records
- (13) Facility improvement plans
- (14) Individual claims/settlements
- (15) Inventory
- (16) Journal vouchers
- (17) Ledgers
- (18) Licenses & permits (to operate)
- (19) Loans & grants
- (20) Maps
- (21) Minutes of Board meetings
- (22) Payroll register
- (23) Policies, Rules & Regulations
- (24) Statements of Economic Interest
- (25) Warrant/Voucher register
- (26) Warrants (with backup)

Appendix B

Records Retention Schedule for Placentia Library District

Board of Trustees Minutes	Indefinitely
Board of Trustees Agendas & Agenda Documents (Books)	Indefinitely
Audits.....	Indefinitely
Annual Reports to the State Library.....	Indefinitely
Annual Report of Financial Transactions to the State Auditor.....	Indefinitely
Personnel Records.....	Indefinitely
Payroll Records	Indefinitely
Monthly Financial Reports from the Orange County Auditor.....	Indefinitely
Bond Payment Records.....	Indefinitely
Pension Fund Annual Census and Report	Indefinitely
Library-published reports, studies, publications.....	Indefinitely
Insurance Policies.....	10 Years
Grant Reports	10 Years
Grant Applications – funded	10 Years
FPPC Conflict of Interest Statements for Staff.....	7 Years
Grant Applications – unfunded	5 Years
Library System Printouts	5 Years
Budget forms for Orange County Auditor	5 Years
Checks	5 Years
Bank Statements.....	5 Years
Board Meeting Recordings.....	30 Days



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation of a New Proposed Placentia Library Policy #2013 – Name Badge Policy

DATE: September 17, 2012

BACKGROUND

In fiscal year 2011-2012, there were nearly 13,000 volunteers, over 20 contractors and/or subcontractors, and 27 employees. The Library currently provides name badges to employees and has instituted a visitor check-in process in Administration and volunteer badges for volunteers.

Name badges provide many benefits including:

- Security measure
- Conveys professionalism
- Name and branding recognition
- For business and community interactions

As stated in the proposed policy, the purpose of the Name Badge Policy is to provide:

- Standards and requirements for the display of identification
- A consistent method of identification for better customer service
- Additional means of establishing a safe environment for employees, trustees, volunteers, patrons, contractors/vendors, and visitors to conduct business while on Placentia Library District's premises and at community events.

Attachment A is the proposed Policy #2013 – Name Badge Policy

RECOMMENDATION

Adopt as a first reading and refer to staff for further comments.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Name Badge Policy

POLICY NUMBER: 2013

2013.1 The purpose of the Name Badge Policy is to provide:

- standards and requirements for the display of identification
- a consistent method of identification for better customer service.
- additional means of establishing a safe environment for employees, trustees, volunteers, patrons, contractors/vendors, and visitors to conduct business while on Placentia Library District's premises and at community events.

2013.2 The guidelines for issuing, receiving, and displaying badges are as follows:

2013.2.1 Employees

- All employees will be issued an identification badge by Administration upon being hired and can only be used by the employee.
- All employees must wear their badges on the front below their shoulders and should be fully visible.
- Employees must return their identification badges to Administration upon termination of employment.
- Employees must have a name badge on at all times during their work shift.
- Supervisors can question all employees not displaying proper identification and employee must obtain a replacement with Administration.
- Lost badges will have a replacement cost of seven (\$7.00) each. Replacement fee must be made to Placentia Library District before a new ID will be issued.

2013.2.2 Volunteers

- All volunteers have access to a "Volunteer" badge at the Volunteer Check-In area.
- All volunteers must wear their badges on the provided lanyard, around their neck. Volunteers must have their badge on at all times during their volunteer shift(s).

- Volunteers without their badges will be escorted to the Volunteer Coordinator or their assigned supervisor.

2013.2.3 Contractors/Vendors

- All contractors/vendors will be issued a "Visitor" badge by Administration.
- Contractor/Vendor badges will allow building access for the execution of their contract only.
- Contractors/Vendors must turn in all badges upon termination of the contract.

2013.2.4 Visitors

- Visitors must sign in with the Administrative Assistant in Administration.
- Badges must be worn at all times while on the Placentia Library District premise.
- Badges must be returned to Administration.

2013.3 For further direction or clarification regarding this policy, please contact our Business Manager at 714-528-1906 x203 or ybaltierra@placentialibrary.org.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Amendment to Resolution 13-01: A Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2012-2013 Budget for the Placentia Library District of Orange County

DATE: September 17, 2012

BACKGROUND

On the Library Board of Trustees Meeting held on May 24, 2012, the Library Board of Trustees approved the operating Budget for Fiscal Year 2012/2013. The County of Orange Auditor Controller's Office requires that we use budget reports dated July 29, 2012 to complete the budget numbers for Fund 707. The Amended Resolution 13-01 reflects the correct numbers for Fund 707 as requested by The County of Orange Auditor Controller's Office.

Attachment A is the Proposed Amendment to Resolution 13-01.

RECOMMENDATIONS

1. Read Amended Resolution 13-01 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2012-2013 Budget for the Placentia Library District of Orange County; and,
2. Adopt Amended Resolution 13-01 by roll call vote.

RESOLUTION 13-01

AN AMENDED RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2012-2013 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2012-2013 was approved at the Regular Meeting of the Board of Trustees on May 24, 2012, and Resolution 13-01 has been amended to reflect The County of Orange Auditor Controller's budget report; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2012-2013, and implements such on July 1, 2012 as \$3,063,340 for Fund Budget 707.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

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

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

Betty Escobosa, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization for Business Manager to attend the 28th Annual Disaster Preparedness Academy (DPA) in Anaheim, California on October 10, 2012.

DATE: September 17, 2012

BACKGROUND

According to the U.S. Geological Survey, each year the Southern California area has about 10,000 earthquakes. Of those, approximately 15-20 are greater than magnitude 4.0. In the last four years, Placentia has experienced three earthquakes that were greater than a 4.0 magnitude.

Placentia Library District has participated in the USGS' Shake Out Drill for the last four years and will continue to participate in the one-day exercise. City Hall staff has indicated that the Placentia Library District has been designated as a shelter for emergencies. It is crucial that as a shelter, our staff is equipped with the knowledge to adequately and efficiently perform the necessary duties for the protection of staff, volunteers, and the public.

Placentia Library District staff has never attended a DPA training. The training will help the Library be better prepared to take actions during an emergency and ultimately develop a culture awareness and understanding of emergency preparedness.

Guest speakers include Dr. Lucy Jones from U.S. Geological Survey, Retired Lieutenant General Russel Honoré, and Anaheim Fire Chief Randy Bruegman.

Attachment A is the program for the Disaster Preparedness Academy.

Fiscal Impact: \$ 120.00 (early pre-registration & mileage)

RECOMMENDATION

Authorize Business Manager to attend the 28th Annual Disaster Preparedness Academy in Anaheim, California on October 10, 2012 with expenses to be drawn from the General Fund.



2012 COURSE CATALOG AND REGISTRATION FORM

The 28th Annual

Disaster Preparedness Academy

Building a Culture of Preparedness

Wednesday, October 10, 2012
Anaheim Convention Center



American Red Cross
Serving Orange, Riverside
and San Bernardino Counties

Keynote Speakers:

- Lt. General Russel Honoré, U.S. Army (Retired)
- Dr. Lucy Jones, U.S. Geological Survey
- Fire Chief Randy Bruegman, Anaheim Fire and Rescue

Guest Speakers

Opening Keynote Speaker

Randy R. Bruegman

Fire Chief, Anaheim Fire and Rescue



Fire Chief Bruegman has been the fire chief for the City of Anaheim since October 2010. He has served in a wide variety of assignments in his many years of fire service. Bruegman is a noted author and lecturer on such topics as leadership and managing change in the fire service.

He has authored four books: "Exceeding Customer Expectations"; "The Chief Officer: A Symbol is a Promise"; "Fire Administration I"; and "Fire Administration II" and is a contributing author to numerous publications.

Bruegman served as president of the International Association of Fire Chiefs from 2002–2003, and since 2004 has served as president of the board of directors of the Center for Public Safety Excellence. He serves on the editorial advisory board for Fire Chief magazine, is a principle member of the NFPA 1710 Technical Committee, is a fellow of the Institution of Fire Engineers, and a chief fire officer and a certified fire chief through the California State Fire Marshall's office. He holds an associate's degree in fire science, a bachelor's degree in business and a master's degree in management.

Luncheon Keynote Speaker

Russel L. Honoré

Lieutenant General, U.S. Army (Retired)



Lieutenant General Honoré was commissioned a second lieutenant and awarded a Bachelor of Science degree in Vocational Agriculture upon graduation from Southern University and A&M College in 1971. He holds a Master of Arts in Human Resources from Troy State University.

Honoré served in a wide variety of command and staff positions, during his long career many of which focused on defense support to civil authorities and homeland defense. In 2005, he commanded Joint Task Force Katrina. In that capacity, he led the Department

of Defense response to Hurricanes Katrina and Rita in Alabama, Mississippi, and Louisiana. With more than 22,000 service members, 200 aircraft, and 20 ships, he collaborated with Federal, State and local authorities to successfully coordinate recovery operations.

Honoré retired on February 29, 2008, following 37 years of active service with the United States Army. He now focuses exclusively on disaster preparedness, response and recovery activities. Ultimately, Honoré aims to engender within America a strong, integrated, and sustainable Culture of Preparedness. Active and focused involvement in the health care, corporate, non-profit, academic, and government sectors will provide the foundation for accomplishing this mission.

General Session Keynote Speaker

Lucy Jones, Ph.D.

Natural Hazards Mission, U.S. Geological Survey



Dr. Jones has been a seismologist with the U.S. Geological Survey and a visiting research associate at the Seismological Laboratory of Caltech since 1983. She currently serves as the science advisor for risk reduction for the Natural Hazards Mission and leads the Science Application for

Risk Reduction Project to apply science to reduce risk in communities across the nation.

In 2006, Jones created and led the innovative Multi Hazards Demonstration Project (MHDP) that integrated hazard science in urban areas with economic analysis and emergency response to increase resilience to natural disasters. Major products of the MHDP included the ShakeOut Earthquake Scenario that led to the creation of the Great California ShakeOut, a public emergency preparedness event involving over 8 million people; the ARkStorm scenario, a model of a great storm in California; and the Southern California Debris Flow Warning System (in partnership with the National Weather Service).

Jones received a Bachelor of Arts degree in Chinese Language and Literature, Magna Cum Laude, from Brown University in 1976 and a Ph.D. in geophysics from the Massachusetts Institute of Technology in 1981.

Schedule of Events

OPENING 8:15 a.m.

Kelly Zimmerman, Fire Captain, Orange County Fire Authority, DPA Chair

GENERAL SESSION 8:30 a.m.–9:00 a.m.

Keynote Speaker: Randy R. Bruegman, Fire Chief, Anaheim Fire & Rescue Department

SESSION 1
 9:30 a.m.–10:45 a.m.

SESSION 2
 11:00 a.m.–12:15 p.m.

SESSION 3
 2:15 p.m.–3:30 p.m.

A School/University Preparedness Planning Track	B Workplace Preparedness Planning Track	C Workplace Recovery Planning Track	D Advanced Emergency Management Track	E Nonprofit/Faith-Based Preparedness Track	F Health Care Track	G General Interest Track 1	H General Interest Track 2
Taking the Mystery out of Crisis Response Planning	Emergency Preparedness 101	How to Deliver Effective Emergency Communications	Strategic Foresight in Action: Building Community Resilience by Addressing Strategic Needs	Are You Ready? They <i>Will</i> Come.	Shake 'Em Up: What Will Happen in Your Facility When the "Big One" Hits?	How Earthquakes and Tsunamis in Southern California Will Affect You	Workplace Violence: Threat Assessments & Predatory Behaviors
Recipe for the Perfect Incident Command Post	Understanding OSHA's Emergency Preparedness Guidelines	Preparing Business Teams to Respond When It All Goes Wrong			Shake 'Em Up: Tabletop Exercise	Evacuation Planning for People with Disabilities and Access and Functional Needs	Marketing Terrorism

LUNCH | ACADEMY AWARDS PRESENTATION | GENERAL SESSION 12:15 p.m.–2:00 p.m.

Keynote Speaker: Russel L. Honoré, Lieutenant General, U.S. Army (Retired)

Social Media and Your Crisis Communication Plan	Build and Sustain Your Own Culture of Preparedness	Disaster Case Studies: Lessons Learned & Best Practices	Public Information/Media Relations for the Seasoned Emergency Manager	Enlightened, Engaged, Involved: Keeping Your Volunteers Motivated	Risky Business: Assessing Impacts on Healthcare Delivery	The Call to Evacuate—Plan, Prepare, Practice	Become a Pro at Doing Drills & Exercises
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GENERAL SESSION 3:45 p.m.–4:30 p.m.

Keynote Speaker: Lucy Jones, Ph.D., U.S. Geological Survey

Workshop Descriptions

SESSION 1

SESSION 1 9:30 a.m.–10:45 a.m.

TRACK A: School/University Preparedness Planning

1A: Taking the Mystery out of Crisis Response Planning: Following the Rules with Flair!

Sherry Colgan Stone, Emergency Planning and Preparedness Coordinator, Riverside Community College District, Riverside, Calif.

When individuals in educational institutions are presented with scary words, such as “mitigation, threats, catastrophic, recovery and vulnerabilities,” crisis planning can seem daunting! If put in charge of emergency planning, we don't want to make decisions in isolation; research shows that collaboration is a necessary part of this important process. So how do we facilitate planning sessions that are not the typical “sitting around the table where nothing gets done” meetings? Using tried and true decision-making processes and structuring devices help to solicit input from stakeholders, consolidate information quickly and peacefully come to consensus. This workshop will provide strategies for working with others to follow the rules of crisis planning for all four phases of emergency management: mitigation/prevention, preparedness, response and recovery.

TRACK B: Workplace Preparedness Planning

1B: Emergency Preparedness 101

Matt Ankley, Emergency Preparedness Program Manager, Disneyland Resort, Anaheim, Calif.

Your company needs to be prepared for the unexpected. You've just been handed the task of building an effective emergency preparedness program—in a limited time and with a limited budget. What to do? Don't stress out, this presentation is for you! In this session, you will learn the fundamentals of how to build and sustain that successful program.

Topics covered will include:

- Basic process of the emergency management life cycle
- Key steps in preparing any business, school or government agency

- The necessity and dangers of drills and exercises
- Maximizing internal and external resources for program support

TRACK C: Workplace Recovery Planning

1C: How to Deliver Effective Emergency Communications

Ann Pickren, Vice President, Solutions, MIR3, Inc., San Diego, Calif.

There are many ways to reach a group of people quickly when threatened with a crisis, from call trees to full-fledged notification software. But all the tools in the world can't guarantee that your message is a clear one and that, in the end, you get the desired result. This presentation will focus on common yet critical mistakes that often happen in emergency alerting, leading to ineffective communications during a crisis. It will review common pitfalls that can render communications less than effective during a crisis, with solid suggestions on how to improve notifications in the future.

TRACK D: Advanced Emergency Management

1 & 2D: Strategic Foresight in Action: Building Community Resiliency by Addressing Strategic Needs

R. Tim Baden, Director, Strategic Planning and Analysis Division, Department of Homeland Security/FEMA, Washington, DC

The Strategic Foresight Initiative is a collective exploration of issues, trends and other factors that could impact the future emergency management environment, with the goal of strengthening our ability to understand and plan effectively for the future as a diverse emergency-management community. Through a range of research activities, workshops and alternative futures analysis, FEMA, together with partners from across the emergency-management community, have developed critical insights into emerging challenges, opportunities and needs facing the field of emergency management. This session explores the ways in which the emergency-management community can implement actions today to meet our future strategic needs.

Workshop Descriptions

SESSION 1 continued

TRACK E: Nonprofit/Faith-Based Preparedness

1 & 2E: Are You Ready? They *Will* Come.

*Monica Ruzich, Manager, Preparedness Education,
American Red Cross, Santa Ana, Calif.*

Following a disaster, the daily services you provide will become even more essential as increased numbers need additional assistance. Will your staff, and therefore your organization, still be able to function? Our community's ability to respond and recover will depend on your organization being prepared.

Leave this session with practical tools, planning templates and resources for the nine components the State of California identified as critical to the survival and continued effectiveness of your organization during and after a disaster. Implement these key planning actions and increase your disaster resilience!

TRACK F: Health Care

1F: Shake 'Em Up: What Will Happen in Your Facility When the "Big One" Hits?

*Lisa Angell, Hospital Preparedness Coordinator,
California Hospital Association, Freedom, Calif.*

Valuable lessons were learned from the 6.9 quake that rocked the Santa Cruz Mountains in 1989. Watsonville Community Hospital took a huge "hit" and had to be completely re-built as a result of the damages sustained. Find out what staff did to protect themselves during the shaking and how they balanced multiple competing priorities with the immediate need for health care in the community once the tremors stopped. Learn no-cost actions you can take now that will help make a difference when the next "big one" strikes California.



TRACK G: General Interest 1

1G: How Earthquakes and Tsunamis in Southern California Will Affect You

*David Bowman, Ph.D., Professor and Chair,
Department of Geological Sciences, California State
University, Fullerton, Calif.*

Southern California is famous for sunshine, movie stars and earthquakes. This seminar will explore the cause of earthquakes and briefly survey seismologists' current understanding of earthquake and tsunami hazards in California. The seminar is designed to both give an appreciation of why earthquakes are so difficult for geoscientists to understand (and predict), and to review the fundamentals of earthquake preparedness. We will discuss ways that earthquake scientists are working with public and private groups to create communities that are resilient enough to withstand major earthquakes, including efforts such as the annual California-wide ShakeOut earthquake drill.

TRACK H: General Interest 2

1H: Workplace Violence: Threat Assessments & Predatory Behaviors

*Manny Tau, Psy.D., Clinical and Forensic Psychologist,
Threat Management Specialist*

Rampages and workplace/school-place violence have continued to yield unprecedented numbers of targeted homicides in the U.S.; postmortems of these incidents highly indicated that violence did not occur in a vacuum. Recognition and response to targeted threat potential warning signs are critical to workplace/school-place violence mitigation, containment and management. This advanced seminar will address a continuum of problematic behaviors and their warning signs to assist employers in their workplace/school-place violence prevention efforts. Topics will include toxic personality styles and disruptive behaviors, predatory behaviors, digital malice, fundamental methods and types of lying, perpetrator types, threat potential levels and a rapid scan threat-assessment approach of threat posturing, preparatory behaviors and rehearsal fantasies. Passive target versus active shooter survival strategies will also be addressed.



Workshop Descriptions

SESSION 2

SESSION 2 11:00 a.m.–12:15 p.m.

TRACK A: School/University Preparedness Planning

2A: Recipe for the Perfect Incident Command Post

Don Silverek, Emergency Management Advisor and Instructor, EOP Design, Santa Rosa, Calif.

Have you ever been caught with unexpected guests at the last minute? Fire, law and EMS have the unexpected habit of popping in at the least opportune time. This workshop will help you prepare for the event as you learn the basic ingredients needed to serve up a deliciously wicked serving of Incident Command Post.

TRACK B: Workplace Preparedness Planning

2B: Understanding OSHA's Emergency Preparedness Guidelines

Carl Foden, Corporate Safety Manager, Compass Group North America

Compliance with OSHA standards and dealing with enforcement investigations are always of concern. This workshop will introduce you to what you need to know about the Federal and State OSHA processes and how to best be prepared for meeting OSHA safety and disaster preparedness standards.

We will discuss the current state of affairs concerning the enforcement climate. Additionally, we will share best practices on how to avoid regulatory action, and how to manage the process of a regulatory investigation.

TRACK C: Workplace Recovery Planning

2C: Preparing Business Teams to Respond When It All Goes Wrong

Rebecca Christy, Business Continuity Manager, KARL STORZ Endoscopy—America, Inc.

As the professional responsible for creating the programs and plans our companies use to respond to business interruptions, we usually find that our plans are implemented by

individuals that have little to no experience in responding to emergencies. Learning how to prepare your business team non-responders who have their normal "day jobs" to respond can be critical to how well your company recovers after an interruption.

TRACK D: Advanced Emergency Management

2D: Strategic Foresight in Action (continuation of session 1D—see workshop description on page 6)

R. Tim Baden, Director, Strategic Planning and Analysis Division, Department of Homeland Security/FEMA, Washington, DC



You can't stop a hurricane.
You can't predict an earthquake.
You can't control a wildfire.
But your workplace and family can be ready.

- Disaster education classes
- Emergency preparedness kits and supplies
- CPR, First Aid and AED training
- Volunteer opportunities

Help prepare your workplace, family & community!



American Red Cross

(714) 481-5300
www.oc-redcross.org

Workshop Descriptions

SESSION 2 continued

TRACK E: Nonprofit/Faith-Based Preparedness

2E: Are You Ready? They Will Come.

(continuation of session 1E—see workshop description on page 7)

Monica Ruzich, Manager, Preparedness Education, American Red Cross, Santa Ana, Calif.

TRACK F: Health Care

2F: Shake 'Em Up Tabletop Exercise

Mary Massey, Hospital Preparedness Coordinator, California Hospital Association, Rancho Santa Margarita, Calif.

This tabletop exercise will address many of the areas that health care and the community will face when a major earthquake strikes. Critical infrastructure impacts, such as loss of utilities and communication modalities, medical surge, austere care and interruption of transportation corridors are some potential issues that may be inserted into the exercise.

TRACK G: General Interest 1

2G: Evacuation Planning for People with Disabilities and Access and Functional Needs

Heidi Rosofsky, Disability and Access and Functional Needs Volunteer Consultant, American Red Cross, Santa Ana, Calif.

Ray Greenwood, Orange County Response Manager, American Red Cross, Santa Ana, Calif.

Learn hands-on, "how-to" evacuation techniques for people with disabilities and access and functional needs. Find out when and how you can legally ask an employee about their disability or medical condition. Discover tips to gain buy-in and build a successful workgroup to help you integrate disability and access and functional needs into a truly viable emergency plan.

TRACK H: General Interest 2

2H: Marketing Terrorism

Brian Young, Fire Captain/Fire Investigator, Orange County Fire Authority

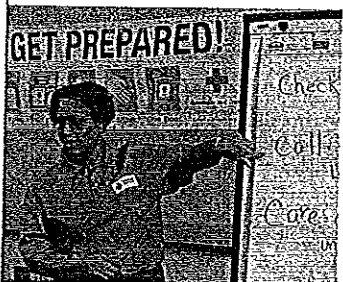
Alan Velasco, Fire Captain/Terrorism Liaison Officer Program Coordinator, Orange City Fire Department assigned to Orange County Intelligence Assessment Center

How do terrorist organizations continue to recruit in light of their substantial leadership losses? We will examine their incredibly effective marketing tool "INSPIRE" and its powerful online presence. The English language online magazine addresses everything from glorifying martyrs to recipes for bombs. "INSPIRE" is a political warfare tool targeting American and other Western governments with the intent of inspiring homegrown terrorism.

Disaster Preparedness & Recovery Alliance



American Red Cross



Preparing for Disasters Through Corporate and Community Partnerships

The mission of the DPRA is to establish opportunities to network and share information on emergency planning, training and disaster recovery. Through the DPRA, companies, schools and community organizations share up-to-date preparedness information that assists in mitigation and continuity planning with the ultimate goal to minimize injury and damage and expedite total organizational recovery.

Monthly DPRA meetings offer guest speakers, community resources and networking opportunities.

For more information on joining the DPRA, please contact: **Debbie Leahy-Graves**, Regional Director, Preparedness, American Red Cross at 714-481-5348 or debbie.graves@redcross.org

Workshop Descriptions

SESSION 3

SESSION 3 2:15 a.m.–3:30 p.m.

TRACK A: School/University Preparedness Planning

3A: Social Media and Your Crisis Communication Plan

Representative of Blackboard Inc.

When an emergency occurs at a school or university, crisis communication is a vital element of the response. Dozens of types of notification methods and devices are available and changing every day. A method rising to the forefront is social media. This workshop will address the usefulness and challenges social media has for disaster response and recovery.

TRACK B: Workplace Preparedness Planning

3B: Build and Sustain Your Own Culture of Preparedness

Monica Ruzich, Manager, Preparedness Education, American Red Cross, Santa Ana, Calif.

Let the American Red Cross give you the tools to build and sustain a personal culture of preparedness. This is a fun interactive session on sharing local resources and tools available to assist you on how to measure and build upon your current level of preparedness. Best practices will be shared on how to motivate and incentivize employees to become personally prepared at home and work. Learn how to help develop this culture by getting everyone prepared everywhere you spend time—neighborhood and community groups, workplace, faith-based and community programs. You will learn how to enroll in the American Red Cross Ready Rating™ program, a no-cost, membership program that helps businesses, schools and other organizations better prepare for emergencies.

TRACK C: Workplace Recovery Planning

3C: Disaster Case Studies—Lessons Learned & Best Practices

Moderator: Bill Wostenberg, Consultant, IT Service Continuity, Pacific Life Insurance Company, Newport Beach, Calif.,

Gerald Shamburg, Manager, West Coast Operations, The Walt Disney Company, Global Crisis Management

Phil Lambert, President and Founder, The Center for Continuity Leadership, Orange County, Calif. and Seattle, Wash.

Christopher Riccardi, Emergency Preparedness Coordinator, Supervisor Safety and Security, Environmental Safety Officer, Providence Little Company of Mary Medical Center, San Pedro, Calif.

In the event of a major business disruption event, how will your organization recover its mission critical operations? Is your organization focused on planning to address the effects of a disaster, versus the event itself? What if your business is impacted by: the loss of a major facility due to an earthquake, fire or flood, loss of staff due to an influenza pandemic or loss of a critical vendor, such as commercial electrical power provider? This session will feature a panel of experts who will share lessons learned and best practices for business recovery planning, based on disaster events they responded to and recovered from.

TRACK D: Advanced Emergency Management

3D: Public Information/Media Relations for the Seasoned Emergency Manager

Kris Concepcion, Battalion Chief, Corporate Communications, Orange County Fire Authority, Irvine, Calif.

This workshop will provide the seasoned emergency manager the tools needed to effectively develop and implement communications strategy. It will also help in having a good relationship with the media in order to effectively disseminate the critical messages during an incident.

Workshop Descriptions

SESSION 3 continued

TRACK E: Nonprofit/Faith-Based Preparedness

3E: Enlightened, Engaged, Involved: Keeping Your Volunteers Motivated

Brenda Emrick, Community Emergency Response Team Program Coordinator, Costa Mesa Fire Department

Vicki McGuinness, Director of Emergency Services, OperationOC/Orange County Rescue Mission

It is essential to maintain motivation and enthusiasm once volunteers are working within your organization. This workshop will give participants tips, tools and best practices to keep volunteers actively engaged no matter the tempo; when things are slow or when things are chaotic. You will learn how to marry the expectations of both program managers and volunteers. If your organization invests in meeting the needs of a volunteer program, the experience will be extremely rewarding.

TRACK F: Health Care

3F: Risky Business: Assessing Impacts on Health Care Delivery

Erik Lowman, Preparedness Program Manager, Orange County Health Care Agency

Lydia Mikhail, Risk Based Planning Manager, Orange County Health Care Agency

Orange County's first ever comprehensive health system vulnerability assessment is reaching completion. Come and learn the impact catastrophic disasters could have on the health and medical system here in the OC. Join in the discussion on ways to reduce the impacts of disasters and increase health and medical system resilience.

TRACK E: General Interest 1

3G: The Call to Evacuate—Plan, Prepare and Practice

Vicki Osborn, Assistant Emergency Manager, Orange County Sheriff's Department Emergency Management Bureau, Silverado, Calif.

Back by popular demand, this workshop has become an Academy staple. Vicki Osborn covers the basics on how to plan and prepare yourself, family and facility for a partial or total evacuation. Key topics include when to evacuate, evacuation do's & don'ts, sheltering-in-place procedures and working with those with access and functional needs. Participants will be involved in interactive discussions regarding procedures that must be in place to effectively conduct evacuations drills and how to implement a post-evacuation plan for your employees. Also hear lessons learned from the Santiago Fire evacuations and the rain events that followed.

TRACK F: General Interest 2

3H: Become a Pro at Doing Drills & Exercises

Glorria Morrison, Emergency Manager, City of Huntington Beach, Retired, Glorria Morrison & Associates, Fountain Valley, Calif.

Katie Eing, Emergency Services Coordinator, Newport Beach Fire Department

At this workshop you will learn how to prepare and conduct positive drills and exercises that enhance your program. Making your exercises entertaining while educational is the key to success! Learn what it takes to keep your audience involved. Practice your emergency response at little to no cost with tabletop exercises. Learn how to develop a comprehensive exercise program for your organization. Participants will each receive sample tabletop exercises and a Master Exercise Checklist.



Presenters and Steering Committee

Presenters

Lisa Angeli, Hospital Preparedness Coordinator, California Hospital Association, Freedom, Calif.

Matt Ankley, Emergency Preparedness Program Manager, Disneyland Resort, Anaheim, Calif.

R. Tim Baden, Director, Strategic Planning and Analysis Division, Department of Homeland Security/FEMA, Washington, D.C.

David Bowman, Ph.D., Professor and Chair, Department of Geological Sciences, California State University, Fullerton, Calif.

Rebecca Christy, Business Continuity Manager, KARL STORZ Endoscopy—America, Inc.

Kris Concepcion, Battalion Chief, Corporate Communications, Orange County Fire Authority, Irvine, Calif.

Katie Eling, Emergency Services Coordinator, Newport Beach Fire Department

Brenda Emrick, Community Emergency Response Team Program Coordinator, Costa Mesa Fire Department

Carl Foden, Corporate Safety Manager, Compass Group North America

Ray Greenwood, Orange County Response Manager, American Red Cross, Santa Ana, Calif.

Phil Lambert, President and Founder, The Center for Continuity Leadership, Orange County, Calif and Seattle, Wash.

Erik Lowman, Preparedness Program Manager, Orange County Health Care Agency, Santa Ana, Calif.

Mary Massey, Hospital Preparedness Coordinator, California Hospital Association, Rancho Santa Margarita, Calif.

Vicki McGuinness, Director of Emergency Services, OperationOC, Orange County Rescue Mission, Tustin, Calif.

Lydia Mikhail, Risk Based Planning Manager, Orange County Health Care Agency, Santa Ana, Calif.

Glorria Morrison, Emergency Manager, City of Huntington Beach, Retired, Glorria Morrison & Associates, Fountain Valley, Calif.

Vicki Osborn, Assistant Emergency Manager, Orange County Sheriff's Department Emergency Management Bureau, Silverado, Calif.

Ann Pickren, Vice President, Solutions, MIR3, Inc., San Diego, Calif.

Monica Ruzich, Manager, Preparedness Education, American Red Cross, Santa Ana, Calif.

Christopher Riccardi, Emergency Preparedness Coordinator, Supervisor Safety and Security, Environmental Safety Officer, Providence Little Company of Mary Medical Center, San Pedro, Calif.

Heidl Rosofsky, Disability and Access and Functional Needs Volunteer Consultant, American Red Cross, Santa Ana, Calif.

Gerald Shamburg, Manager, West Coast Operations, The Walt Disney Company, Global Crisis Management

Don Silverek, Emergency Management Advisor and Instructor, EOP Design, Santa Rosa, Calif.

Sherry Colgan Stone, Emergency Planning and Preparedness Coordinator, Riverside Community College District, Riverside, Calif.

Manny Tau, Psy.D., Clinical and Forensic Psychologist, Threat Management Specialist, Manny Tau, Psy.D., San Clemente, Calif.

Alan Velasco, Fire Captain, Terrorism Liaison Officer Program Coordinator, Orange City Fire Department assigned to Orange County Intelligence Assessment Center

Bill Wostenberg, IT Service Continuity Consultant, Pacific Life Insurance Company, Newport Beach, Calif.

Brian Young, Fire Investigator, Fire Captain, Orange County Fire Authority, Irvine, Calif.

Steering Committee

Chair: **Kelly Zimmerman***, Fire Captain, Orange County Fire Authority

Tom Broadston, Exhibitor Committee Chair, Disaster Preparedness Academy; Emergency Management Consultant

Bonnie Colling, Academy Coordinator, American Red Cross

Rebecca Christy*, Business Continuity Manager, KARL STORZ Endoscopy—America, Inc.

Harry Delkeskamp*, Chief, Materials Support Services, Disaster Client Services, American Red Cross

Katrina Faulkner*, Emergency Response/Security, Orange County Courts

Carl Foden*, Corporate Safety Manager, Compass Group North America

Sara Karninske*, Assistant Emergency Manager, Orange County Sheriff's Department, Emergency Management Bureau

Christine Laehle*, Program Specialist, Orange County Department of Education

Margery LaRue*, Territory Service Delivery Manager, Preparedness and Health and Safety Services, American Red Cross

Debbie Leahy-Graves*, Regional Director, Preparedness, American Red Cross

Ellen Lopez*, Director, Emergency Management, Anaheim Fire and Rescue Department, City of Anaheim

Vicki McGuinness*, Director of Emergency Services, OperationOC, Orange County Rescue Mission

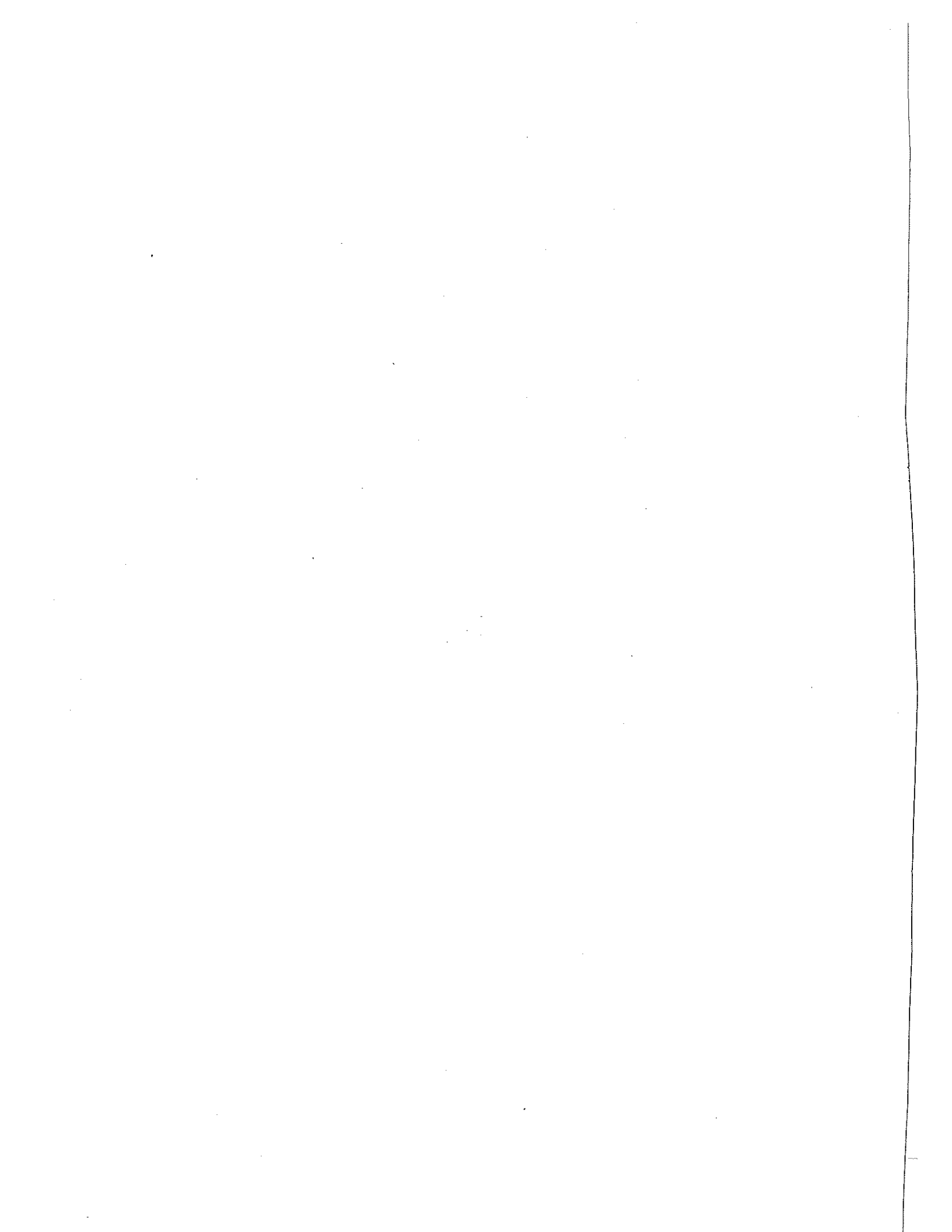
Marsha McNamara*, Sales Representative, Preparedness and Health and Safety Services, American Red Cross

Linda Morin*, Environmental Health and Safety/Emergency Management Coordinator, Coast Community College District

Monica Ruzich*, Manager, Preparedness Education, American Red Cross

Madelyn Spiegelberg, Volunteer Operations Manager, American Red Cross

Holly Veale*, Chief, Medical Services Operations, Orange County Health Care Agency



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization Library Director to attend the Library Directors Digital Strategy Summit in Monterey, California from October 22-23, 2012.

DATE: September 17, 2012

BACKGROUND

The Library Directors Digital Strategy Summit will be held in Monterey, California from October 22-23. Topics will include:

- Digital Opportunities – Strategies & Challenges
- Reinvention for the Digital Future
- Libraries 2020 – Influencing Digital Strategy Implementation
- Reinventing Spaces & Places

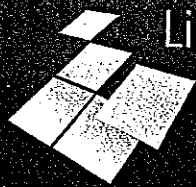
The two-day summit is intended for library directors, CEOs and CIOs of all library systems to discuss issues and opportunities in the digital environment.

Attachment A is the program for the Summit.

Fiscal Impact: \$1,700

RECOMMENDATION

Authorize Library Director to attend the Library Directors Digital Strategy Summit in Monterey, California from October 22-23, 2012 with expenses to be drawn from the General Fund.



Library Directors Digital Strategy Summit

October 22-23, 2012

Monterey Conference Center

Portola Hotel & Spa | Monterey Marriott | Monterey, California



HOSTED & FACILITATED BY

Frank Cervone, Vice Chancellor for Information Services, Purdue University-Calumet
Rebecca Jones, Partner, Dysart & Jones Associates

Monday, October 22, 2012

8:00 a.m. – 8:45 a.m.

BREAKFAST

8:45 a.m. – 9:45 a.m.



JOINT KEYNOTE: Transforming Knowledge to the Age of the Net
David Weinberger, Senior Researcher, Harvard Berkman Center for Internet & Society; Co-Director, Harvard Library Innovation Lab; Author, *Too Big to Know*

An industry watcher and participant for many years, Weinberger gets to the core of the transformations happening around us, especially with respect to the net. One reviewer commented that this new book discusses "how the economics of data collection, storage and transmission have profoundly altered not just how we look at expertise and knowledge, but even what we think of as "facts." Last year's Internet Librarian keynote speaker John Seely Brown calls Weinberger, "one of the most important thinkers of the digital age. If you want to understand what it means to live in a world awash in information, *Too Big to Know* is the guide you've been looking for." Be inspired by Weinberger's ideas and big-picture perspective. Get new insights to apply to your network, community, and work for a successful and engaged future. Ensure that as internet librarians, you are at the core of your customers' activities in gathering and creating knowledge.

9:45 a.m. – 10:00 a.m.

COFFEE with Summit Colleagues

10:00 a.m. – 10:15 a.m.

Introductions and Approach

10:15 a.m. – 11:15 a.m.

One-on-One With David Weinberger

Need we say more? David has said, "In a digital world, if you don't let users organize information their way, they'll look elsewhere. The good news is that bottom-up organization discovers hidden value in what your organization offers. It just requires screwing your head on differently." So, how do library directors, and deans need to screw their heads on?

Two Conferences – The Summit and
Internet Librarian for Just **\$699**

REGISTER ONLINE TODAY!

11:15 a.m. – 12:15 p.m.

Digital Publishing: Business Models & Developments

Frank Menchaca, EVP, Gale Learning & Research Solutions, Cengage Learning

Ken Roberts, Former CEO, Hamilton Public Library, and Children's Book Author

Hear a discussion of the business models and key considerations for authors, publishers, and libraries to explore solutions regarding digital content purchasing and usage.

12:15 p.m. – 1:30 p.m.

LUNCH with Summit Colleagues

1:30 p.m. – 2:30 p.m.

Digital Opportunities: Strategies & Challenges

Susan Hildreth, Director, Institute of Museum & Library Services
Becky Morin, California Academy of Sciences

This presentation looks at the factors influencing IMLS' digital strategies and grant decisions including cross-sectoral participation and discusses the implications of these factors for libraries as they develop their digital strategies. Participants then identify issues and barriers in developing and implementing digital strategies.

2:30 p.m. – 2:45 p.m.

BREAK with Summit Colleagues

2:45 p.m. – 4:00 p.m.

Shifting Concepts & Collaboration

Brian Bannon, Commissioner, Chicago Public Library
Mary Ann Mavrinac, Dean, River Campus Libraries, University of Rochester

The integration of the digital and physical environments is causing, and will continue to cause, significant "shifts" in the library strategies, operations, partnerships, and collaborative. The panel talks with participants about the concepts libraries must challenge and the different types of collaboratives we must engage in to envision and execute our digital strategies.

4:00 p.m. – 5:00 p.m.

Group Discussion

5:00 p.m. – 6:30 p.m.

EXHIBIT HALL GRAND OPENING RECEPTION

Information Today, Inc. invites all summit registrants to a special Exhibit Hall opening reception.

Strategic choices and decision making are a challenge for all directors, deans, and senior managers, especially in the digital age. Options and alternatives abound, so how do we choose what best fits for our communities, campuses, corporations, and governments? The new Library Directors Digital Strategy Summit is an interactive event with leading-edge thinking, collaborative opportunities for evaluating different future scenarios, various perspectives and viewpoints, industry experts, and more. Digital strategy has been defined as the process of specifying an organization's vision, goals, opportunities, and initiatives in order to maximize the business benefits digital investments and efforts provide to the organization. This summit pushes us to clarify our visions and goals for digital strategy in library environments, share opportunities and initiatives, and consider the benefits our investments will produce.

This 2-day summit is an intimate forum for library directors, CEOs, and CIOs of academic, public, government, and special libraries to problem-solve, discuss, and network with colleagues. It features a mix of high-level presentations, expert panels, and roundtable and facilitated discussions with lots of networking/peer engagement time.

COST: \$699

Includes access to all
3 days of Internet Librarian

Tuesday, October 23, 2012

8:00 a.m. – 9:00 a.m.

BREAKFAST

9:00 a.m. – 9:45 a.m.



**JOINT KEYNOTE:
Libraries Transformed**

Lee Rainie, Director, Pew Research Center's Internet & American Life Project; Co-Author, Networked: The New Social Operating System

Hear the latest findings of the Pew Internet Project about libraries and the new mix of services they are offering their patrons – and considering offering. Rainie discusses the implications for libraries of the Project's research into how Americans use ebooks and how patrons experience borrowing ebooks from their public libraries. He shares more on how Americans use digital technology and stimulates ideas for new ways to engage our clientele and communities.

9:45 a.m. – 10:00 a.m.

COFFEE with Summit Colleagues

10:00 a.m. – 11:00 a.m.

**One-on-One With Lee Rainie:
Reinvention for the Digital Future**

Responsible for a complex, information-intensive organization, Rainie shares many of the same issues and opportunities faced by library directors. Join him for an intimate conversation about strategies, situations and solutions.

11:00 a.m. – 12:00 p.m.

**The People: Incredible
Opportunities & Incredible Issues**

*Ken Roberts, Former CEO, Hamilton Public Library
Frank Cervone, Vice Chancellor for Information Services, Purdue University-Calumet*

Although our focus seems to be on digital content, multi-media, and technologies, libraries are really about people—the staff and the clients, students, and patrons. As participants consider their library's digital strategies, this panel addresses the issues of new staff roles, competencies, and working relationships and the path to successfully introducing these.

12:00 p.m. – 1:15 p.m.

LUNCH with Summit Colleagues

Check with your suppliers to see if they are a sponsor of the Digital Strategy Summit and have a FREE registration for you!

1:15 p.m. – 2:15 p.m.

Reinventing Spaces & Places

*Erik Boekestijn, Concept Developer & Project Manager, Science & Innovation Department, & Jaap van de Geer, Head of Innovation, Dok: Delft Public Library
Jeff Wisniewski, Web Services Librarian, University of Pittsburgh
Paul Pival, Public Services Systems Librarian, U of Calgary*

Academic libraries have been building information commons, public libraries have built exciting teen rooms with bold colors and furniture, all libraries are building more collaborative work spaces. This session stimulates your imagination with examples of terrific new spaces in libraries, a look at some new accessories that work with new technologies, and more.

2:15 p.m. – 2:30 p.m.

BREAK with Summit Colleagues

2:30 p.m. – 3:15 p.m.

Table Discussions & Individual Strategizing

3:15 p.m. – 4:30 p.m.

**Libraries 2020: Influencing
Digital Strategy Implementation**

Ken Haycock, Research Professor of Management and Organization, Marshall School of Business, University of Southern California; Senior Partner, Ken Haycock, & Associates; Professor Emeritus and Former Director, San Jose State University's LIS Program

PLUS:

Frank Cervone, Vice Chancellor for Information Services, Purdue University Calumet

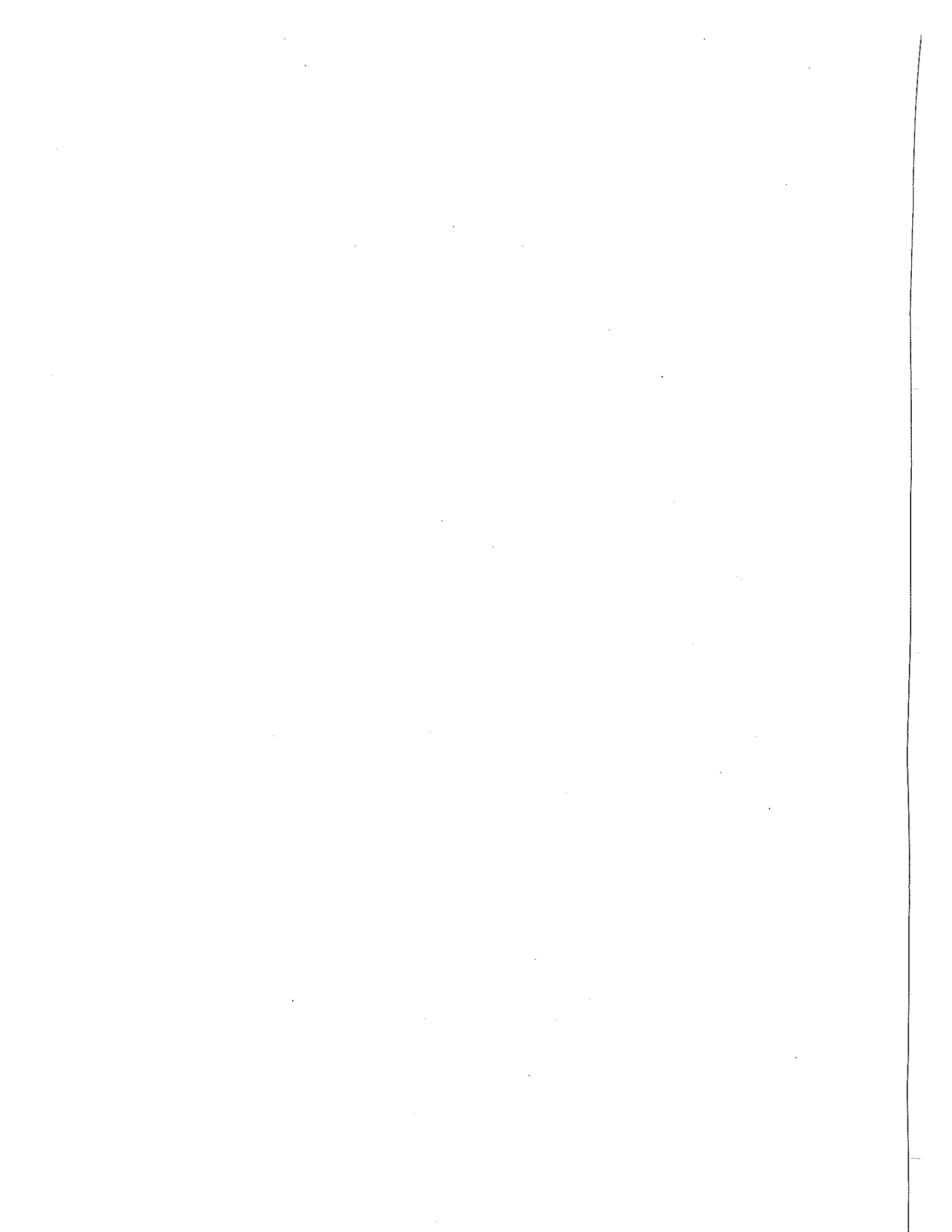
Erik Boekestijn, Concept Developer & Project Manager, Science & Innovation Department, & Jaap van de Geer, Head of Innovation, Dok: Delft Public Library

*Jeff Wisniewski, Web Services Librarian, University of Pittsburgh
Frank Menchaca, EVP, Gale Learning & Research Solutions, Cengage Learning*

Ken Roberts, CEO, Hamilton Public Library, and Children's Book Author

Developing the digital strategy is just the beginning. The hard work for many libraries is influencing key stakeholders to champion, fund, and support the strategy. Ken Haycock leads off this discussion by highlighting the research into why some individuals hold more "influential sway" than others. This research identifies six key principles for mastering any political situation—and digital strategies are political.

Haycock is then joined by the panel, who share their many and varied experiences in influencing stakeholders to implement strategies. In this final discussion, participants and panelists consider the critical elements required to envision libraries of 2020 and bring them to reality.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

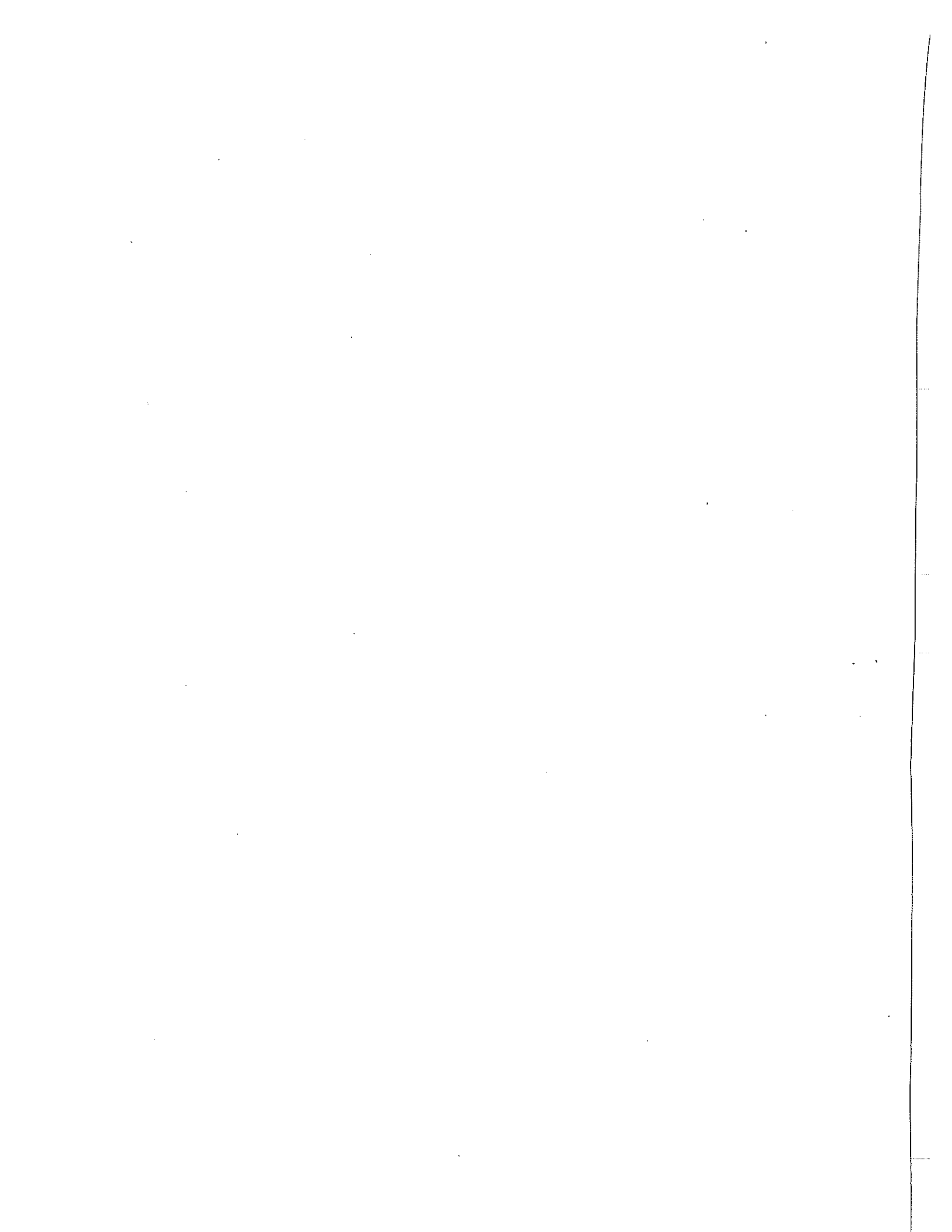
TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: 2012 Staff Appreciation and Recognition Dinner
DATE: September 17, 2012

BACKGROUND

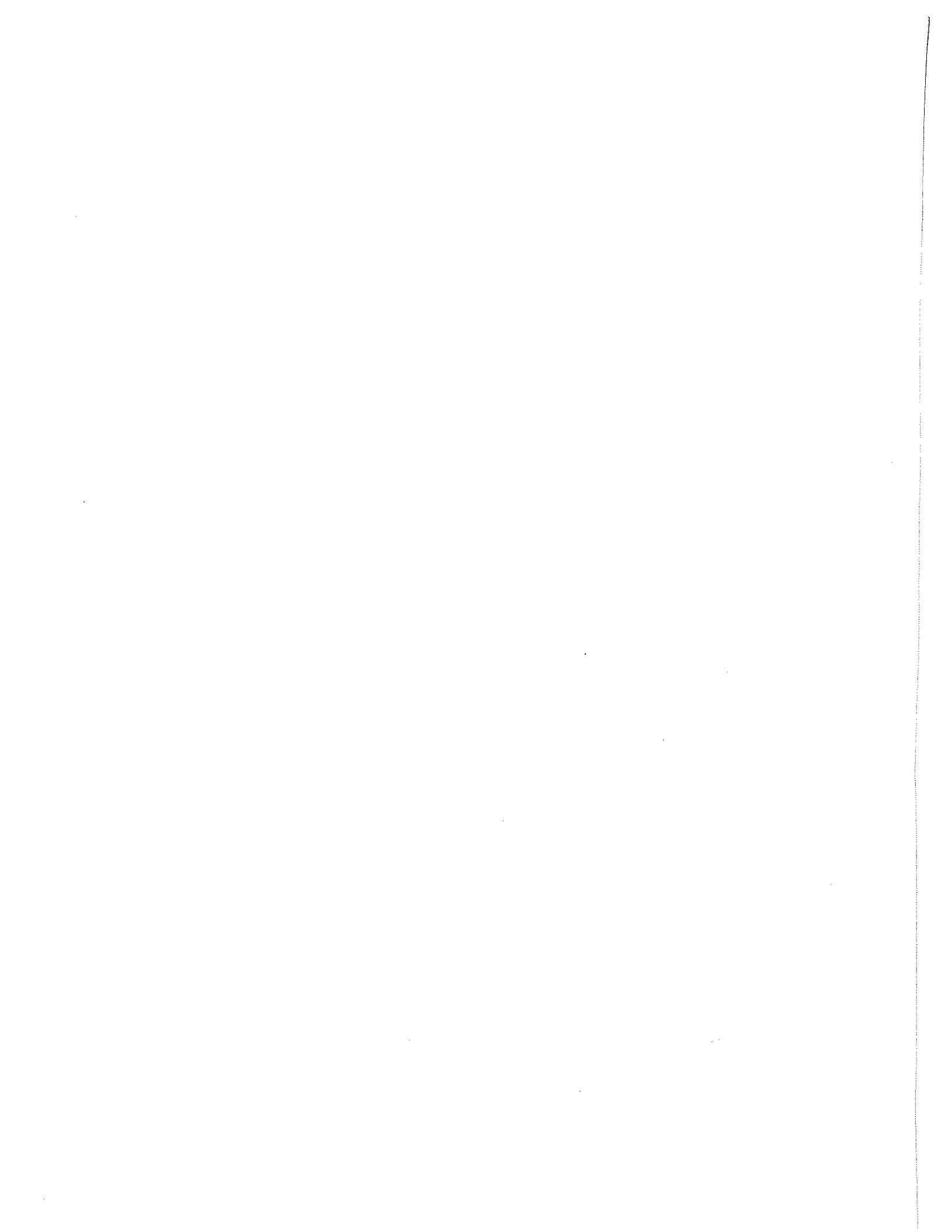
At the Placentia Library Friends Foundation June 11, 2012 meeting, the Board of Directors, approved \$3,000 for the Staff Appreciation and Recognition Dinner.

The Marriott Hotel will be the venue for this year's event. The event will be held on Friday, October 26, 2012 at 5:30 p.m. Meal options include London broil, sage chicken, and vegetarian. Dinner includes tea, salad, an entrée and a dessert. There will be a no-host bar available for other beverages.

This year's program will feature an Elvis impersonator with a "sweet" theme. As of today, 18 employees have rsvp, one unable to attend and seven have not responded. A total of 43 have confirmed their attendance.



DISCUSSION



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Request for Proposal (RFP) for Information Technology (IT) Services
DATE: September 17, 2012

BACKGROUND

The Placentia Library has depends to a considerable extent upon the operations of its information technology infrastructure. Staff and public computers, printers, network and telecommunications equipment and software represent a significant investment, and we could not function as a modern library without it.

The resources to support this crucial aspect of library operations have in recent years been a single, part-time consultant/technician working from 5 to 20 hours per month. With this investment of resources, we are barely able to keep up with routine problems and breakdowns. Problems outside the expertise of the technician can require long periods of working with outside support staffs which can delay resolution of some problems for many weeks.

The importance and complexity of our IT systems suggest that it is time to outsource IT operations to a support firm to better operate them. Such companies have larger staffs and competencies in technologies and equipment that no single technician could match. Outsourcing IT operations has become a popular option to small organizations unable to afford an in-house IT staff.

Attachment A is the draft RFP for IT Services.

RECOMMENDATIONS

1. Discuss the proposed RFP as presented with inclusion of input from the Library Board of Trustees; and,
2. Authorize library staff to post the RFP for bid solicitation.

Date: September 17, 2012

SUBJECT: Request For Proposals (RFP) –Information Technology Support Services (IT Support Services)

Submit Written Bid To: Placentia Library District
Attn.; Administration
411 E. Chapman Ave.
Placentia CA 92870
714-528-1925 x201

Written Bids Shall Be Submitted By:

Date: October 18, 2012

Time: 5:00 p.m., PST

NO EXCEPTIONS

Late submittals will not be considered. Written bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted.

Note: All submitted bids shall be sealed.

It is recognized that this Request For Proposal does not identify every possible feature that would be of benefit to the Placentia Library District. Thus, bidders are encouraged to identify problems, solutions, or any additional features which would be of benefit to the Placentia Library District and pertinent to their proposals. Bidders are required to provide as much detail as possible in this proposal process regarding scope of services.

INTRODUCTION

The Placentia Library District owns, operates and maintains its building at 411 E. Chapman Avenue, Placentia, CA 92870. The District is a special district, independent of the City and County. It has four departments: Administration, Circulation, Children's and Adult Services. It is the District's interest to use the information generated by the bidders to present recommendations to the Library Board of Trustees. Such information will need to include the prediction of major systems replacement schedules and budget accordingly and to better manage the maintenance of the District's technology system. The proposals will identify opportunities for replacing, repairing or upgrading various components of the technology system using the most sustainable and cost effective and efficient technology available.

BACKGROUND INFORMATION

Placentia Library District does not have an IT Department and is currently using an IT Consultant to provide services on as needed basis.

There are thirty-seven (37) staff computers, fifty-five (55) public computers, two (2) print/copy machine stations and three (3) servers. All equipment vary aging, specifications and software. The servers have different memory and hard drive sizing. Windows software is the prevalent operating system used throughout.

PROPOSAL REQUIREMENTS

Proposals should be prepared with detail description of work and economically provided a straight forward concise description of the firm's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing proposal. Firms are encouraged to provide clear, concise proposals that contain only information required responding to the needs of this project. At a minimum, the proposal shall include the following:

1. General Information – The firm shall provide general information describing the firm size, office locations and relevant firm capabilities.
2. Project Schedule – The firm shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration.
3. Project Team – The firm shall identify the team to be assigned to the project by name: this includes the project manager and other key team members. The firm shall assign a primary representative and an alternate to perform the services described in the scope of work. The firm's representative shall remain in responsible charge of all duties from contract negotiations through the completion of the contract. If the primary representative is unable to continue with the contract, then the alternate representative shall become the primary representative.
4. Experience/Qualifications – The firm shall submit a copy of one recent similar contract that reflects the quality of their work. They shall also provide information on recent projects similar in nature to the proposed to document the firm's expertise, experience and ability to complete the proposed project in a timely manner. A list of three references with name, address, phone number and contact person(s) shall also be provided.
5. Project Cost – The firm shall provide a breakdown outlining the projected hours to be spent on each portion of services described in the Scope of Work.
Firm's invoices will therefore correspond to the specific deliverables identified.
6. Proof of Insurance – The successful bidder shall submit the appropriate Liability Insurance, a Worker's Compensation policy coverage to the satisfaction of the Placentia Library District.

The District intends to award a contract to a vendor that is able to provide quality work to its facility at 411 E. Chapman, Placentia, CA 92870 and offers the best value to the District. However, the District reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The District further reserves the right to negotiate the terms and conditions of any final contract to purchase the item(s) described herein. Questions and requests for further information and/or clarification of the RFP should be directed to the Business Manager:

Yesenia Baltierra
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925 x 201
ybaltierra@placentialibrary.org

PROJECT DESCRIPTION

The Placentia Library District of Orange County is requesting proposals from qualified vendors to supply, install and support the District's IT services including but not limited to: Network, Audio/Visual, Inventory, Website, E-mail, Security and UPS infrastructures and systems, including all appropriate hardware/software. The services requested are divided into two main categories, Preventative Maintenance and As Needed Basis. Placentia Library District expects bidders to define, in detail, the approach to be used for the services requested. Description of time and cost must be included in the proposal.

SCOPE OF WORK-General Description

Assessment:

Assessment of equipment and software efficiency must be conducted on an annual basis, as long as contract is current. Annual assessment will be due November 1st of each year. Assessment must include efficiency, life expectancy, capacity and speed. It must also include recommendations that will help eliminate any unanticipated expenses during the year such as, equipment/software replacements or upgrades. Initial assessment of equipment/software will be required within one (1) month of signed contract.

IT Services include:

Provide IT support functions to all staff and public computers, laptops, servers and printers to include, but not limited to:

- Maintain computers in effective and efficient working conditions.
- Install and configure hardware and operating system.
- Up to date licensing activation, registration and downloads.
- Install and configure network switches, routers, firewalls and wireless devices.
- Configure firewall for mail flow and remote email access.
- Support for auditing trail for all access made to the system, e.g., tracking hacker attempts.
- Provide back-up of all servers/computers on a daily basis.
- Provide onsite testing, validation and training to employees.
- Provide timely response to repair and maintenance work.
- Provide proactive monitoring of network system.

- Manage and add functionality to website.
- Provide telephony management and planning.
- Provide systems integration.
- Maintain documentation of network service conducted.
- Possess knowledge and experience with Horizon, Envisionware, Deep Freeze , MS Exchange and Smart Filter software and equipment.
- Create equipment replacement plan for staff and public computers.
- Create/manage/delete users mailboxes and email aliases.
- Provide weekly status reports on technology updates.
- Maintain list of all MAC addresses, IP addresses, ports, etc., for all equipment attached to network.

Other:

- Must include any other vital information not mentioned above.
- Acquire licenses, permits, or fees required by the City of Placentia at bidders expense.

WORK SCHEDULE AND CONDITIONS

Work is to be performed during regular working hours, this may include evenings and weekends or as agreed upon with the Placentia Library District. The Contractor shall provide appropriate barriers and shall protect persons and property from any related injury or damage.

Work shall be done in conformance to the current editions of the California Building Codes, including any amendments or local requirements established by Orange County and/or the City of Placentia. Procurement of appropriate permits for the work and arrangement of inspections by the authorities having jurisdiction, if required. Upon completion of the work, submitted certificates of inspection and acceptance as well as waivers from sub contractors and suppliers liens are required before final payment.

Each Bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of letter of Award. The bidder may request clarifications from the Placentia Library District regarding these conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Placentia Library District. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Placentia Library District on account of failure of the Bidder to know the local laws and conditions.

Bidder is expected to visit and examine the location of the Placentia Library District and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost. An appointment must be made in order to have access to all areas of the building. Appointments can be made by calling Business Manager at (714) 528-1925, ext. 201 or at ybaltierra@placentialibrary.org.

SELECTION PROCESS

By submitting and signing the proposal, the Firm acknowledges they have read, accept and agree to be bound by the terms and conditions of the proposal. The District shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal which, in the District's judgment, is in the District's best interests.

Successful bidder will be required to provide invoices for all completed work and submit to Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870, Attention: Administration. The Library is open Monday-Thursday from 9:00 a.m. - 9:00 p.m., Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 1:00 p.m. - 5:00 p.m. The Library is closed on Fridays. The Administration staff is available Monday-Thursday from 9:00 a.m. - 6:00 p.m.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Business Manager. If the insurance as evidenced by certificates furnished by the Contractor expires or is cancelled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the Placentia Library District Administration Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 July 31, 2012
 8% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	37,653.83	0.04	\$1,033,208
0200	Retirement	37,960	0	0.00	\$37,960
0301	Unemployment Insurance	11,000	0	0.00	\$11,000
0306	Health Insurance	166,441	30	0.00	\$166,411
0306-0770	Employee Assistance Program	800	61	0.08	\$739
0308	Dental Insurance	15,500	1,505	0.10	\$13,995
0309	Life Insurance	7,400	631	0.09	\$6,769
0310	AD & D Insurance	4,000	334	0.08	\$3,666
0319	Vision Insurance	2,600	206	0.08	\$2,394
0350	Workers' Compensation Insurance	10,000	1,386	0.14	\$8,614
	TOTAL	\$1,326,563	\$41,807	0.03	\$1,284,756
SERVICES & SUPPLIES					
0700	Communications	12,000	0	0.00	\$12,000
0900	Food	1,500	10	0.01	\$1,490
1000	Household Expenses	10,000	583	0.06	\$9,417
1100	Library Insurance	13,000	11,846	0.91	\$1,154
1300	Maintenance, Equipment	20,000	1,013	0.05	\$18,987
1400	Maintenance, Buildings & Improvements	85,000	0	0.00	\$85,000
1600	Memberships	14,000	0	0.00	\$14,000
1800	Office Expenses	30,000	72	0.00	\$29,928
1803	Postage	5,000	0	0.00	\$5,000
1900	Prof./Specialized Services	184,900	972	0.01	\$183,928
1912	Investment Administrative Fees	1,500	106	0.07	\$1,394
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	30,000	7,045	0.23	\$22,955
2400	Books/Library Materials	211,731	727	0.00	\$211,004
2600	Transportation & Travel	2,000	33	0.02	\$1,967
2700	Meetings	9,000	915	0.10	\$8,085
2800	Utilities	97,500		0.00	\$97,500
	TOTAL	\$728,631	\$23,322	0.03	\$705,309
OTHER CHARGES					
3700	Taxes and Assessments	\$8,300	\$1,782	0.21	\$6,518
	OPERATING EXPENSES	\$2,063,494	\$66,910	0.03	\$1,996,584
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$21,000	\$0	0.00	\$21,000
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$31,000	\$0	0.00	\$31,000
TOTAL BUDGET (Fund 707)					
		\$2,094,494	\$66,910	0.03	\$2,027,584
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 July 31, 2012

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,797,216	41,766	1,755,450	2.3%
6220		Property Taxes - Current Unsecured	76,781	-	76,781	0.0%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,870	-	3,870	0.0%
6280		Property Taxes - Curr Supplemental	24,602	1,496	23,106	6.1%
6300		Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,620	817	803	0.0%
		Sub Total		45,700		
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	0	66	(66)	100.0%
		Sub Total		66		
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	16,905	-	16,905	0.0%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		-		
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	3,410	31,590	9.7%
		Passport	55,000	9,508	45,492	17.3%
		Meeting Room Fees	5,500	230	5,270	4.2%
		DVD Rentals	5,000	670	4,330	13.4%
		Test Proctor	3,000	650	2,350	21.7%
		Sub Total		14,468		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		60,234		
		FY 11/12 Funds Available	70,000			
			TOTAL REVENUES FY 11/12:	60,234	2,034,260	2.9%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 for the MONTH OF JULY 2012

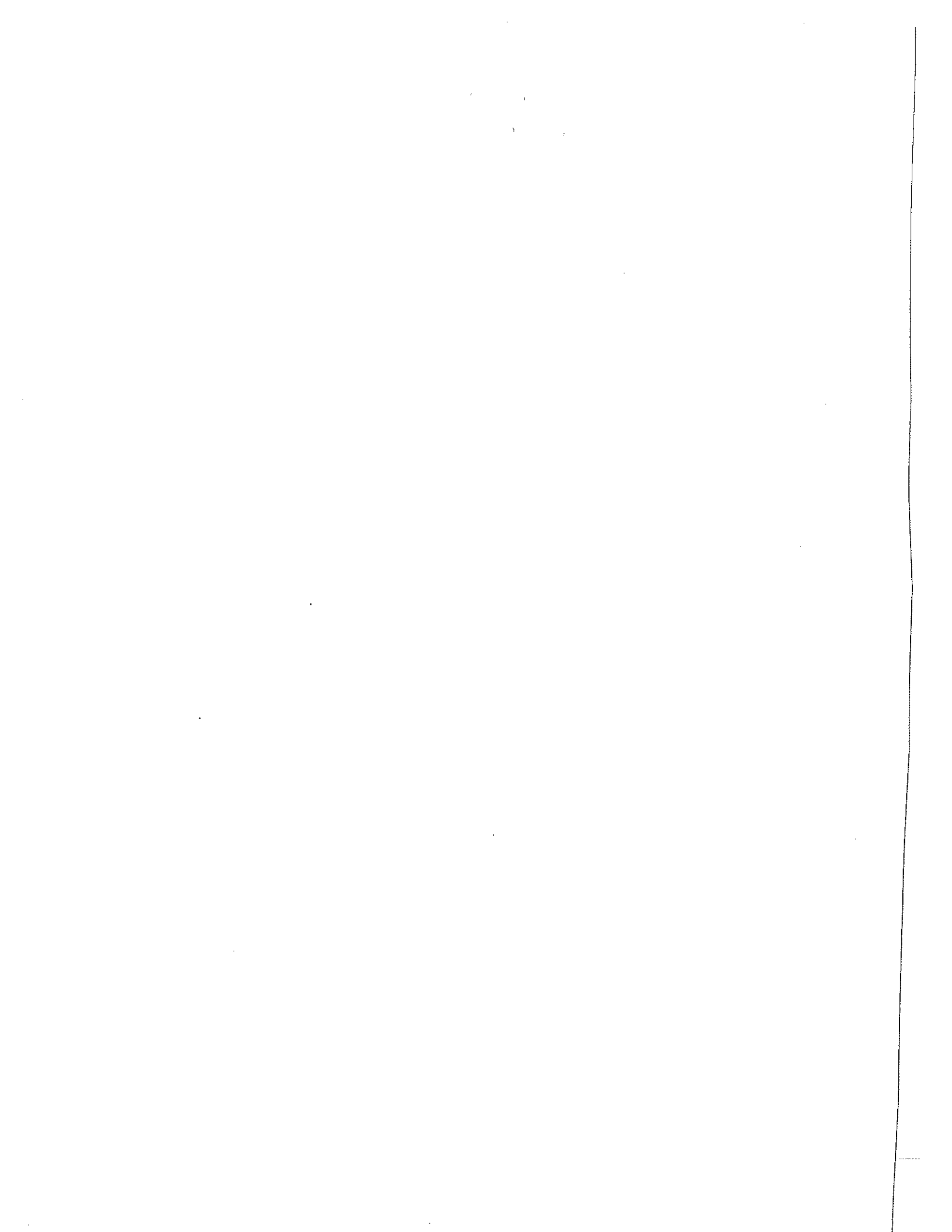
Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS		
	Amount	Titles Volumes	Amount	Titles Volumes	Amount	Titles Volumes	Value	Titles Volumes	Amount	Titles Volumes	
Adult Fiction	\$243	16	\$383	5	\$626	21	\$15	1	\$641	22	63
Adult Non-Fiction	\$191	8	\$0	0	\$191	8	\$13	1	\$204	9	9
Adult Reference	\$0	0	\$0	0	\$0	0	\$44	3	\$44	3	3
Adult magazines	\$390	1	\$0	0	\$390	1	\$0	0	\$390	1	120
Adult on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Total Adult Non-Fiction	\$581	9	\$0	0	\$581	9	\$57	4	\$638	13	132
TOTAL ADULT PRINT MATERIALS	\$824	25	\$383	5	\$1,207	30	\$72	5	\$1,279	35	195
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Adult Audio Books	\$275	5	\$0	0	\$275	5	\$0	0	\$275	5	5
Adult Free DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Adult Rental DVDs	\$337	10	\$0	0	\$337	10	\$0	0	\$337	10	10
TOTAL ADULT NON-PRINT MATERIALS	\$612	15	\$0	0	\$275	5	\$0	0	\$275	5	5
TOTAL ADULT MATERIALS	\$1,436	40	\$383	5	\$1,482	35	\$72	5	\$1,554	40	200
Juvenile Fiction	\$325	32	\$0	0	\$325	32	\$0	0	\$325	32	62
Young Adult Fiction	\$152	22	\$0	0	\$152	22	\$0	0	\$152	22	22
Total Juvenile Fiction	\$477	54	\$0	0	\$477	54	\$0	0	\$477	54	84
Juvenile Non-Fiction	\$52	2	\$0	0	\$52	2	\$0	0	\$52	2	3
Young Adult Non-Fiction	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Juvenile Reference	\$0	0	\$30	2	\$30	2	\$0	0	\$30	2	2
Juvenile Magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Juvenile on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Total Juvenile Non-Fiction	\$52	2	\$30	2	\$82	4	\$0	\$0	\$82	4	15
TOTAL JUVENILE PRINT MATERIALS	\$529	56	\$30	2	\$559	58	\$0	0	\$559	58	99
Juvenile Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Juvenile Audio Books	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Juvenile Free DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Juvenile Rental DVDs	\$0	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	0
TOTAL JUVENILE MATERIALS	\$52	2	\$30	2	\$82	4	\$0	0	\$82	4	15
Total Fiction	\$720	70	\$383	5	\$1,103	75	\$15	1	\$1,118	76	147
Total Non-Fiction	\$633	11	\$30	2	\$663	13	\$57	4	\$720	17	147
Total Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Total Audio Books	\$275	5	\$0	0	\$275	5	\$0	0	\$275	5	5
Total Free DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	0
Total Rental DVDs	\$337	10	\$0	0	\$337	10	\$0	0	\$337	10	10
TOTAL MATERIALS	\$1,436	40	\$383	5	\$1,482	35	\$72	5	\$1,554	40	200

Outstanding Orders as of July 2012

General Fund
Adopt-a-book

TOTAL \$0



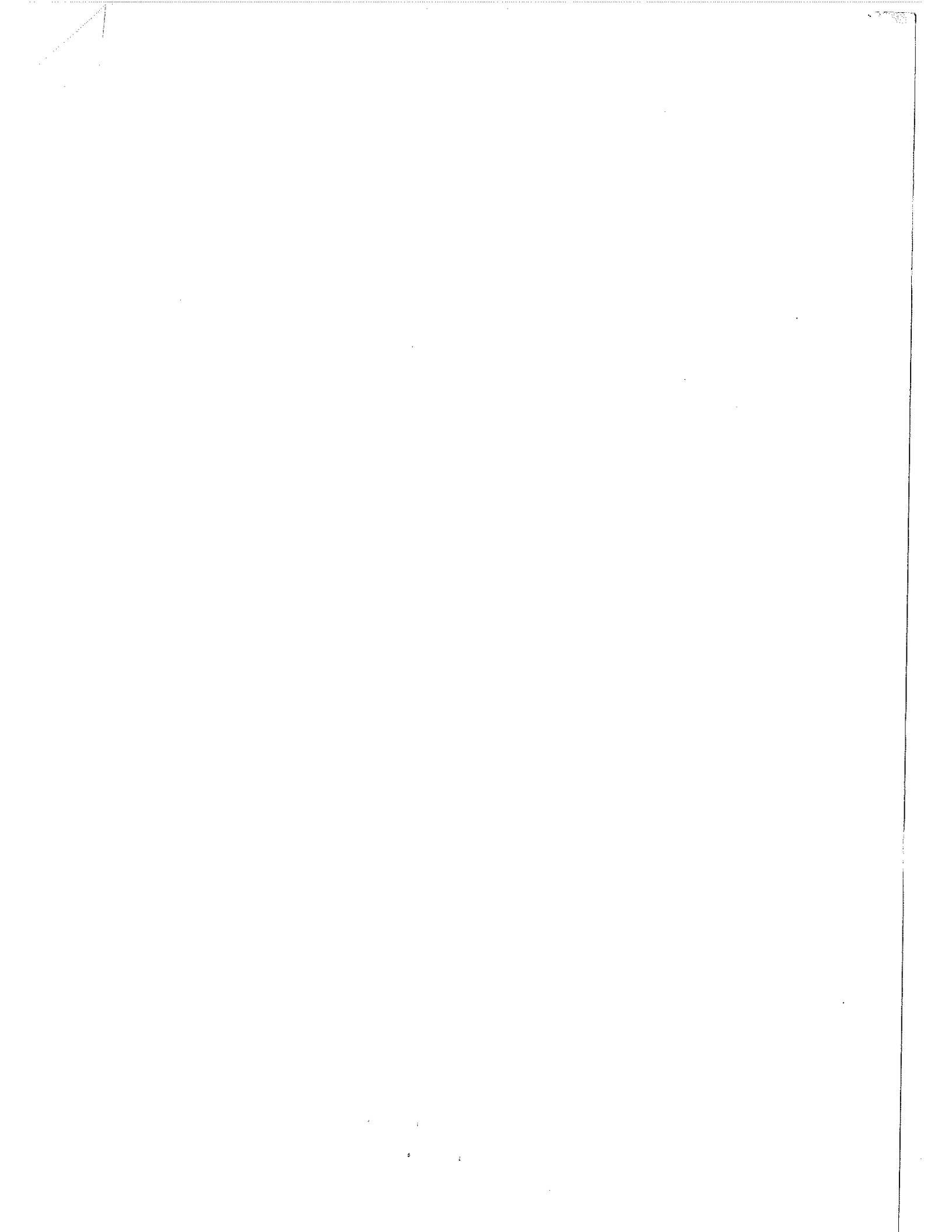
ACQUISITIONS REPORT FOR FISCAL YEAR 2012-2013 THROUGH THE MONTH OF AUGUST 2012
 Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$2,914	141	\$143	7	\$3,057	148	\$58	3	\$3,115	151
Adult Non-Fiction	\$57	2	\$0	0	\$57	2	\$92	6	\$149	8
Adult Reference	\$665	2	\$0	0	\$665	2	\$0	0	\$665	2
Adult magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult on-line databases	\$3,636	145	\$143	7	\$3,779	152	\$150	9	\$3,929	161
Total Adult Non-Fiction	\$7,441	339	\$526	12	\$7,967	351	\$165	10	\$8,132	361
TOTAL ADULT PRINT MATERIALS	\$7,441	339	\$526	12	\$7,967	351	\$165	10	\$8,132	361
Adult Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Audio Books	\$526	14	\$0	0	\$526	14	\$0	0	\$526	14
Adult Free DVDs	\$225	9	\$0	0	\$225	9	\$0	0	\$225	9
Adult Rental DVDs	\$573	18	\$0	0	\$573	18	\$0	0	\$573	18
Total Adult Non-Print Materials	\$1,324	41	\$0	0	\$1,324	41	\$0	0	\$1,324	41
TOTAL ADULT NON-PRINT MATERIALS	\$1,324	41	\$0	0	\$1,324	41	\$0	0	\$1,324	41
TOTAL ADULT MATERIALS	\$8,765	380	\$526	12	\$9,291	392	\$165	10	\$9,456	402
Juvenile Fiction	\$5,732	313	\$14	1	\$5,746	314	\$0	0	\$5,746	314
Young Adult Fiction	\$2,462	180	\$0	0	\$2,462	180	\$102	6	\$2,564	186
Total Juvenile Fiction	\$8,194	493	\$14	1	\$8,208	494	\$102	6	\$8,310	500
Juvenile Non-Fiction	\$1,433	66	\$0	0	\$1,433	66	\$0	0	\$1,433	66
Young Adult Non-Fiction	\$641	24	\$0	0	\$641	24	\$0	0	\$641	24
Juvenile Reference	\$0	0	\$30	2	\$30	2	\$0	0	\$30	2
Juvenile Magazines	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile on-line databases	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Juvenile Non-Fiction	\$2,074	90	\$30	2	\$2,104	92	\$0	0	\$2,104	92
TOTAL JUVENILE PRINT MATERIALS	\$10,268	583	\$44	3	\$10,312	586	\$102	6	\$10,414	592
Juvenile Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Audio Books	\$30	1	\$0	0	\$30	1	\$0	0	\$30	1
Juvenile Free DVDs	\$213	12	\$0	0	\$213	12	\$0	0	\$213	12
Juvenile Rental DVDs	\$441	9	\$0	0	\$441	9	\$0	0	\$441	9
Total Juvenile Non-Print Materials	\$684	22	\$0	0	\$684	22	\$0	0	\$684	22
TOTAL JUVENILE NON-PRINT MATERIALS	\$684	22	\$0	0	\$684	22	\$0	0	\$684	22
TOTAL JUVENILE MATERIALS	\$10,952	605	\$44	3	\$10,996	608	\$102	6	\$11,098	614
Total Fiction	\$11,989	687	\$397	6	\$12,386	693	\$117	7	\$12,513	700
Total Non-Fiction	\$5,710	295	\$173	9	\$5,883	244	\$150	9	\$6,033	253
Total Music CDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Audio Books	\$556	15	\$0	0	\$556	15	\$0	0	\$556	15
Total Free DVDs	\$438	21	\$0	0	\$438	21	\$0	0	\$438	21
Total Free DVDs	\$1,014	27	\$0	0	\$1,014	27	\$0	0	\$1,014	27
Total Rental DVDs	\$18,717	985	\$570	15	\$20,287	1000	\$267	16	\$20,554	1016
TOTAL MATERIALS	\$18,717	985	\$570	15	\$20,287	1000	\$267	16	\$20,554	1016

Outstanding Orders as of August 2012
 Adopt-a-book \$292

General Fund \$8,602

TOTAL \$8,894



SDRMA

Special District Risk
Management Authority

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141
T 800.537.7790
F 916.231.4111
www.sdrma.org

Maximizing Protection.
Minimizing Risk.

September 5, 2012

Mr. Richard DeVecchio
Board President
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

Re: No Paid Property/Liability Claims in 2011-12

Dear Mr. DeVecchio:

This letter is to formally acknowledge the dedicated efforts of the Placentia Library District's Governing Body, management and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2011-12. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

It is through the efforts of members such as Placentia Library District that SDRMA has been able to continue providing affordable property/liability coverage to over 457 public agencies throughout California. In fact, 388 members or 85% in the property/liability program had no "paid" claims in program year 2011-12.

In addition to this annual recognition, members with no "paid" claims during 2011-12 earn 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at dtimoney@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management and staff of Placentia Library District for their commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority



David Aranda, President
Board of Directors

