



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

Wednesday, September 11, 2013  
6:30 p.m.  
History Room

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

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

To accomplish this goal the Library will:

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

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

**REPORTS AND DOCUMENTATION:** *Supporting documentation is available for review in the Administrative Office at the Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870 9:00 a.m. – 6:00 p.m., Monday-Thursday. The Agenda and minutes are available online at [www.placentialibrary.org](http://www.placentialibrary.org). A copy of the Agenda packet will be available for use during the Board Meetings.*

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

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

#### TRUSTEE & ORGANIZATIONAL REPORTS

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

#### CONSENT CALENDAR (Items 8 – 23)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 8 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

#### MINUTES (Item 8)

8. Minutes of the July 15, 2013 and July 25, 2013 Library Board of Trustees Meetings. (Receive & File and Approve)

#### CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
11. Current Claims and Payroll. (Receive & File and Approve)
12. FY2013-2014 Cash Flow Analysis through August 2013; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 13 – 16)**

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

**GENERAL CONSENT REPORTS (Items 17 – 19)**

17. Personnel Report for July and August 2013. (Receive, File, and Ratify Appointments)
18. Circulation Report for July and August 2013. (Receive & File)
19. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 20 – 23)**

20. Library Director's Report for July and August 2013.
21. Children's Services Report for July and August 2013.
22. Adult Services Report for July and August 2013.
23. Placentia Library Web Site & Technology Report for July and August 2013.

**PRESENTATIONS**

24. A representative from the Public Agency Retirement Services will present information on the Placentia Library District's plan.
25. Representatives from Click Consulting will provide a technology update.

**OLD BUSINESS**

26. President Shkoler will report on actions taken by the Library Board of Trustees during the Closed Session Meeting.
27. Award Omar Taha Construction to perform fascia wood improvement for the Library.  
Fiscal Impact: \$15,148

**NEW BUSINESS**

28. Review three (3) Strategic Planning Consultant Request for Proposals (RFP) received.  
Fiscal Impact: \$30,000+
29. Authorize six (6) Library Staff to attend the Annual California Library Association Conference in Long Beach, November 3-5, 2013.  
Fiscal Impact: Estimated \$3,000


30. Authorize an Amended Resolution 14-01 of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2013-2014 Budget for the Placentia Library District of Orange County.
31. Authorize an Amendment to Placentia Library District Policy 2325 – Library Aide.

**ADJOURNMENT**

32. Agenda Preparation for the September Regular Date Meeting which will be held on Monday, September 16, 2013 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
34. Adjourn

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

I, Yesenia Baltierra, Business Manager of the Placentia Library District, hereby certify that the Agenda for the September 11, 2013 Unusual Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 4, 2013.

  
\_\_\_\_\_  
Yesenia Baltierra, Business Manager

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
July 15, 2013

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 15, 2013 at 6:31 p.m.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Fernando Maldonado, Lori Worden, Nadia Dallstream, Brittany Johnson; guests Jeff Ferre from Best, Best & Krieger, Sam Escamilla and Stuart Byus from Click Consulting.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Shkoler reported that he attended Esther Guzman's retirement luncheon. He congratulated the staff of Placentia Library District for ending the fiscal year successfully. (Item 5)

Trustee Martin had nothing to report.

Secretary Carline had nothing to report.

Trustee Minter reported attending a program in Alhambra for elected San Gabriel Valley Community College officials.

Trustee DeVecchio reported that he attended Esther Guzman's retirement luncheon and the SRP kickoff. He also reported that he judged the Teen Iron Chef for the Summer Reading Program. (Item 6)

The PLFF report from membership chairman was that Trustee DeVecchio and Trustee Martin joined the Placentia Library Friends Foundation. (Item 7)

**CONSENT CALENDAR**

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

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

**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)

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

**TREASURER'S REPORT**

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

Balance Sheet for June 2013 (Item 14)

Acquisitions Report for June 2013 (Item 15)

Entrepreneurial Activities Report for June 2013 (Item 16)

Personnel Report for June 2013 (Item 17)

Circulation Report for June 2013 (Item 18)

**GENERAL CONSENT REPORTS**

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

Library Director's Report for June 2013 (Item 20)

Children's Services Report for June 2013 (Item 21)

**STAFF REPORTS**

Adult Services Report for June 2013 (Item 22)

Web Site & Technology Report for June 2013 (Item 23)

President Shkoler presented Lori Worden with the Employee of the Quarter award. (Item 24)

**PRESENTATION**

Library Director Contreras provided an update on the meeting room remodel project. The project is on track and will be complete by August 15, 2013.

President Shkoler adjourned the Regular Meeting at 8:00 p.m. to tour meeting room progress.

Regular Meeting reconvened at 8:09 p.m.

Library Director Contreras presented numerous artwork possibilities for the meeting room to the Board. It was decided that Director Contreras would obtain recommendations from Cheri Davis and the work would be decided at a later time. (Item 25)

**OLD BUSINESS**

Placentia Library District Policy 2205- Finger Printing Policy will be discussed at the September board meeting. (Item 26)

Library Director Contreras reported that there was a quote for the fascia board replacement given at \$15,148. Director Contreras requested an RFP be posted in order to receive other quotes. (Item 27)

It was moved by Trustee Minter and seconded by Secretary Carline to approve Agenda Item 27:

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

Library Director Contreras announced that Placentia Library District received \$162,050 from the Proposition 1A Securitization Reimbursement. She suggested a strategic consultant direct the Board how to properly allocate these funds. President Shkoler moved this Item discussion to the September Work Session Meeting. (Item 28)

**NEW BUSINESS**

Sam Escamilla and Stuart Byus from Click Consulting gave a presentation on the recommendations for hardware network "cleanup" to best utilize the Wi-Fi signal and coverage area including replacing Network Hubs with Gigabit Switches, upgrading WiFi Access Points, purchasing and installing Sonicwall, and disabling existing internet content filter and proxy server. (Item 29)

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Agenda Item 29, excluding tax, not to exceed \$10,000.

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

President Shkoler suggested Bill Nelson be selected as a Candidate to serve on the CSDA 2013 in Board Seat B.

It was moved by Trustee Martin and seconded by Secretary Carline to approve Agenda Item 30.

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

ABSTAIN: None  
ABSENT: None

Library Director Contreras informed the Board that the Orange County registrar of Voters' Election Academy will take place on October 2, 2013. Trustee Minter and Trustee Martin expressed their interest contingent upon the time. Director Contreras is waiting to find out the exact time. (Item 31)

It was decided President Shkoler, Secretary Carline and Library Director Contreras will attend the Annual California Special District Association Conference in Monterey, California. The estimated fiscal impact per attendee is \$1,500. (Item 32)

President Shkoler and Library Director Contreras suggested canceling the August 2013 Regular Meeting, due to lack of agenda items and scheduled the September 2013 Regular meeting to Wednesday September 11, 2013 with the Work Session to convene at 5:30 p.m. (Item 33)

It was moved by Trustee Minter and seconded by Secretary Carline to approve Agenda Item 33.

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

Mr. Ferre from Best Best & Krieger discussed the usage of the Impact Fee. The Impact Fee can be imposed to cover the burden of a new development, not normal wear and tear. Mr. Ferre suggested consulting with a financial advisor to discuss the appropriate usage of funds. (Item 34)

President Shkoler announced the Staff Recognition dinner to be held on October 25, 2013. Library Director Contreras confirmed that the "Save The Date" cards were received by the Board members and each employee of PLD. (Item 35)

Business Manager Baltierra presented Resolution 14-07 to ensure prompt payment of claims by the County of Orange. (Item 36)

It was moved by Trustee Minter and seconded by Secretary Carline to read and adopt Resolution 14-07.

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



**DISCUSSION ITEMS**

Agenda Item 37 was rescheduled for the September Meeting.

Library Director Contreras addressed the need for an egress door in the Children's Department. She suggested Alonco Construction be awarded the job due to their excellent work in the meeting room. Director Contreras explained the egress door project is a change order to the community meeting room remodel project. (Item 38)

It was moved by Trustee Minter and seconded by Trustee Martin to approve a change order for the agreement with Alonco Construction to include \$16,260 for the egress door in the Children's Department.

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

Library Director Contreras brought attention to the need of carpet replacement behind the reference desk. Library Director Contreras suggested this be approved as a change order to the meeting room remodel project at an estimated cost of \$2,000. (Item 39)

It was moved by Trustee DeVecchio and seconded by Trustee Martin to approve Agenda Item 39.

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

Library Director Contreras stated there is a piano in the meeting room and wanted to know what should be done with it. The piano was not used by the public and rarely by staff except for staff related functions. Placentia Library District Policy 3085 states disposal of surplus that has value less than \$250 has to be given to Placentia Library Friends Foundation for sale. It was suggested Placentia Library Friends Foundation sell the piano.

It was moved by Trustee Martin and seconded by Secretary Carline to authorize Placentia Library Friends Foundation to sell the piano.

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

Library Director Contreras presented a "Thank You" card from a PLD Patron for the SRP.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District on July 15, 2013 adjourned at 8:50 p.m.

The next meeting will be on September 11, 2013 at 6:30 P.M.

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Al Shkoler  
President  
Library Board of Trustees

\_\_\_\_\_  
Gayle Carline  
Secretary  
Library Board of Trustees

MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 WORK SESSION MEETING OF THE BOARD OF TRUSTEES  
 JULY 25, 2013

**CALL TO ORDER** President Shkoler called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 25, 2013 at 5:33 P.M.

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

**Members Absent:** None

**Others Present:** Library Staff: Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Placentia Library Friends Foundation (PLFF) President JoAnn Sowards, PLFF Members Brenda Benner, Nancy Tollefson and public attendee Gaeten Wood.

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

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

**ORAL COMMUNICATION**

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

**DISCUSSION**

Library Director Contreras presented five options for the artwork proposals for the meeting room. The cost ranges from \$900-\$3,000. Secretary Carline expressed concern over the budget for the meeting room project. Library Director Contreras explained that \$50,000 was budgeted for building improvement projects. The final decision was to accept the display of the crate labels to capture the history of Placentia and two abstract paintings. (Item 5)

**ADJOURNMENT**

The Work Session Meeting of the Board of Trustees of the Placentia Library District on July 25, 2013 adjourned at 6:00 P.M.

The next meeting will be on September 11, 2013.

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 Al Shkoler  
 President  
 Library Board of Trustees

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 Gayle Carline  
 Secretary  
 Library Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Non-standard Claims for July & August 2013  
**DATE:** September 11, 2013

TYPE	DATE	CLAIM #	AMOUNT
<i>NONE</i>			
		<b>TOTAL</b>	<b>\$0</b>



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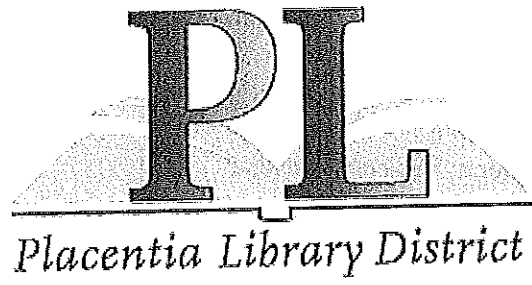
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Summary of Claims Forwarded by the Library Director & Trustees  
**DATE:** September 11, 2013

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	07/18/13	5666	\$8,046.41
FUND 707	07/23/13	5667	\$4,401.70
FUND 707	07/25/13	5668	\$11,792.23
FUND 707	08/05/13	5669	\$8,530.52
FUND 707	08/08/13	5670	\$17,066.44
FUND 707	08/13/13	5672	\$23,074.50
FUND 707	08/28/13	5673	\$4,362.37
		<b>TOTAL</b>	<b>\$77,274.17</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** Current Claims and Payroll

**DATE:** September 11, 2013

**Current Claims**

TYPE	DATE	CLAIM #	AMOUNT
707	09/11/13	5671	\$3,721.23
707	09/11/13	5674	\$9,519.00
707	09/11/13	5675	\$10,883.81
707	09/11/13	5676	\$3,177.81
707	09/11/13	5677	\$2,311.08
707	09/11/13	5678	\$3,092.68
707	09/11/13	5679	\$1,156.98
707	09/11/13	5680	\$798.38

*Subtotal for Claims* **\$34,660.97**

**Payroll**

On Demand Wire	09/11/13	83	\$40,000.00
On Demand Wire	09/11/13	84	\$40,000.00

*Subtotal for Payroll* **\$80,000.00**

**TOTAL CURRENT  
CLAIMS & PAYROLL** **\$114,660.97**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 09/11/13  
REPORT NO: 5671  
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	7/18/2013	2400	0760		\$810.89		
	4010579065	2400	0760		\$8.98		
	7/18/2013	2400	0760		\$362.52		
	4010587144	2400	0760		\$430.34		
	7/22/2013	2400	0760		\$20.21		
	4010582177	2400	0760		\$42.44		
	7/22/2013	2400	0760		\$1,488.30		
	4010582178	2400	0760		\$20.96		
	7/1/2013	2400	0760		\$31.75		
	4010518658	2400	0760		\$17.69		
	7/1/2013	2400	0760		\$41.40		
	4010518659	2400	0760		\$25.50		
	7/1/2013	2400	0760		\$12.43		
	4010518660	2400	0760		\$14.52		
	7/1/2013	2400	0760		\$71.92		
	4010549178	2400	0760		\$97.92		
	7/1/2013	2400	0760		\$20.19		
	4010549180	2400	0760		\$17.03		
	7/1/2013	2400	0760		\$65.40		
	4010549181	2400	0760		\$40.29		
7/2/2013	2400	0760		\$62.23			
4010549182	2400	0760		\$18.32			
7/2/2013	2400	0760					
4010549183	2400	0760					
7/2/2013	2400	0760					
4010549184	2400	0760					
7/2/2013	2400	0760					
4010549185	2400	0760					
7/2/2013	2400	0760					
4010549186	2400	0760					
7/2/2013	2400	0760					
4010549187	2400	0760					
7/2/2013	2400	0760					
4010549188	2400	0760					
7/2/2013	2400	0760					
4010549189	2400	0760					
7/2/2013	2400	0760					
4010549190	2400	0760					
7/3/2013	2400	0760					
4010563230	2400	0760					
7/2/2013	2400	0760					
4010563231	2400	0760					
7/2/2013	2400	0760					
4010563232	2400	0760					
<b>TOTAL REMITTANCE:</b>					\$3,721.23		

The claims listed above (totaling \$3,721.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/11/13  
REPORT NO: 5675

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	7/9/2013	2400	0760		\$52.25		
	4010579268	2400	0760		\$16.71		
	7/11/2013	4010574980	2400	0760	\$44.59		
	7/11/2013	4010574981	2400	0760	\$80.92		
	7/11/2013	4010574982	2400	0760	\$17.65		
	7/11/2013	4010574983	2400	0760	\$22.29		
	7/11/2013	4010574984	2400	0760	\$1,329.16		
	7/11/2013	4010574987	2400	0760	\$115.07		
	7/12/2013	4010574988	2400	0760	\$307.08		
	7/16/2013	4010581999	2400	0760	\$25.94		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	7/19/2013	91121874	2400	0760	\$91.18		
		91131120					
VC-3332 Infogroup Library Division P.O. Box 957742 St. Louis, MO 63195-7742	7/24/2013	10002379025	2400	0760	\$7,154.00		
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	7/17/2013	2400	0760		\$55.21		
	4010580785	2400	0760		\$22.25		
	7/18/2013	4010579059	2400	0760	\$23.97		
	7/18/2013	4010579060	2400	0760	\$16.42		
	7/18/2013	4010579061	2400	0760	\$10.07		
	7/18/2013	4010579062	2400	0760	\$47.83		
	7/18/2013	4010579063	2400	0760	\$1,451.22		
	7/18/2013	4010579064	2400	0760			
<b>TOTAL REMITTANCE:</b>					\$10,883.81		
The claims listed above (totaling \$10,883.81) 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: 09/11/13  
REPORT NO: 5676  
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	7/2/2013 4010563233	2400	0760		\$34.87		
	7/4/2013 4010563234	2400	0760		\$20.62		
	7/4/2013 4010563235	2400	0760		\$23.97		
	7/4/2013 4010563236	2400	0760		\$34.24		
	7/1/2013 4010563237	2400	0760		\$24.47		
	7/1/2013 4010563238	2400	0760		\$102.93		
	7/1/2013 4010563239	2400	0760		\$22.29		
	7/2/2013 4010563240	2400	0760		\$19.00		
	7/24/2013 4010582028	2400	0760		\$84.15		
	7/24/2013 4010582029	2400	0760		\$13.86		
	7/24/2013 4010582030	2400	0760		\$21.88		
	7/24/2013 4010582032	2400	0760		\$37.33		
	7/24/2013 4010582033	2400	0760		\$164.16		
	7/24/2013 4010582034	2400	0760		\$41.80		
	7/24/2013 4010582035	2400	0760		\$259.68		
	7/24/2013 4010582036	2400	0760		\$146.40		
	7/24/2013 4010582037	2400	0760		\$488.67		
	7/24/2013 4010582038	2400	0760		\$815.49		
	7/24/2013 4010582039	2400	0760		\$650.74		
	7/24/2013 4010582040	2400	0760		\$89.28		
7/24/2013 4010584976	2400	0760		\$53.23			
7/24/2013 4010584977	2400	0760		\$28.75			
<b>TOTAL REMITTANCE:</b>					\$3,177.81		

The claims listed above (totalling \$3,177.81) 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: 09/11/13  
REPORT NO: 5677  
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	7/24/2013	2400	0760		\$20.21		
	4010584978	2400	0760		\$533.28		
	7/24/2013	4010584980	2400	0760	\$73.13		
	7/24/2013	4010592005	2400	0760	\$100.21		
	7/24/2013	4010592586	2400	0760	\$6.41		
	7/31/2013	40105979526	2400	0760	\$14.42		
	8/1/2013	4010592740	2400	0760	\$117.02		
	8/1/2013	4010592741	2400	0760	\$19.94		
	8/1/2013	4010592742	2400	0760	\$17.93		
	8/1/2013	4010592743	2400	0760	\$32.13		
	8/1/2013	4010592744	2400	0760	\$35.32		
	8/1/2013	4010592745	2400	0760	\$40.42		
	8/1/2013	4010592746	2400	0760	\$60.01		
	8/1/2013	4010592747	2400	0760	\$60.43		
	8/1/2013	4010592748	2400	0760	\$21.43		
	8/1/2013	4010592749	2400	0760	\$174.31		
	8/1/2013	4010592750	2400	0760	\$17.04		
	8/1/2013	4010592751	2400	0760	\$19.57		
	8/1/2013	4010592752	2400	0760	\$123.41		
	8/1/2013	4010592752	2400	0760	\$48.48		
8/1/2013	4010592754	2400	0760	\$306.35			
8/1/2013	4010592755	2400	0760	\$469.63			
8/1/2013	4010592756	2400	0760				
<b>TOTAL REMITTANCE:</b>					\$2,311.08		

The claims listed above (\$2,311.08) 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: 09/11/13  
REPORT NO: 5678  
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	8/1/2013		2400	0760	\$321.99		
	4010592757		2400	0760	\$196.46		
	8/1/2013	4010592758	2400	0760	\$154.57		
	8/1/2013	4010592759	2400	0760	\$354.44		
	8/1/2013	4010592760	2400	0760	\$185.93		
	8/1/2013	4010592761	2400	0760	\$58.92		
	8/1/2013	4010592762	2400	0760	\$371.02		
	8/5/2013	4010593017	2400	0760	\$23.39		
	8/5/2013	4010596635	2400	0760	\$53.68		
	8/5/2013	4010596636	2400	0760	\$22.29		
	8/5/2013	4010596637	2400	0760	\$42.41		
	8/5/2013	4010596639	2400	0760	\$94.94		
	8/5/2013	4010596640	2400	0760	\$15.07		
	8/5/2013	4010596641	2400	0760	\$20.21		
	8/5/2013	4010596642	2400	0760	\$18.60		
	8/5/2013	4010596643	2400	0760	\$18.60		
	8/5/2013	4010596644	2400	0760	\$14.50		
	8/5/2013	4010596645	2400	0760	\$785.79		
	8/5/2013	4010596646	2400	0760	\$136.46		
	8/5/2013	4010596647	2400	0760	\$36.68		
VC-2993	8/6/2013	91169159	2400	0760	\$123.64		
Midwest Tape	8/6/2013	91169157	2400	0760	\$43.09		
PO Box 820	8/6/2013	91169156	2400	0760			
Holland OH 43528					\$3,092.68		

The claims listed above (totalling \$3,092.68) 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: 09/11/13  
REPORT NO: 5679

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	7/29/2013	2400	0760		\$41.09		
	8/12/2013	91150577	2400	0760	\$41.09		
	8/6/2013	91182294	2400	0760	\$54.64		
	7/31/2013	91169500	2400	0760	\$97.18		
	7/31/2013	91156067	2400	0760	\$34.64		
	7/31/2013	91156069	2400	0760			
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	8/9/2013	2400	0760		\$47.77		
	8/9/2013	4010602828	2400	0760	\$18.61		
	8/9/2013	4010602829	2400	0760	\$75.76		
	8/9/2013	4010602830	2400	0760	\$71.76		
	8/9/2013	4010602831	2400	0760	\$53.67		
	8/9/2013	4010602832	2400	0760	\$62.29		
	8/9/2013	4010602833	2400	0760	\$104.81		
	8/9/2013	4010602834	2400	0760	\$16.69		
	8/9/2013	4010602835	2400	0760	\$27.13		
	8/9/2013	4010602836	2400	0760	\$32.37		
	8/9/2013	4010602837	2400	0760	\$70.61		
	8/9/2013	4010602838	2400	0760	\$37.01		
	8/9/2013	4010602839	2400	0760	\$18.97		
	8/9/2013	4010602840	2400	0760	\$105.34		
8/9/2013	4010602841	2400	0760	\$20.44			
8/14/2013	4010602842	2400	0760	\$104.27			
8/16/2013	4010609718	2400	0760	\$20.84			
	4010608474						
<b>TOTAL REMITTANCE:</b>					\$1,156.98		
The claims listed above (totaling \$1,156.98) 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: 09/11/13  
REPORT NO: 5680  
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-2993 Midwest Tape PO Box 820 Holland OH 43528  VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta GA 30384-7930	8/14/2013 91189532	2400	0760		\$87.00			
	8/16/2013 4010608475	2400	0760		\$35.87			
	8/16/2013 4010608476	2400	0760		\$70.46			
	8/16/2013 4010608477	2400	0760		\$117.16			
	8/16/2013 4010608478	2400	0760		\$28.19			
	8/16/2013 4010608479	2400	0760		\$98.02			
	8/16/2013 4010608480	2400	0760		\$133.04			
	8/16/2013 4010608481	2400	0760		\$70.74			
	8/16/2013 4010608482	2400	0760		\$91.51			
	8/16/2013 4010608483	2400	0760		\$15.70			
	8/19/2013 4010609604	2400	0760		\$50.69			
	<b>TOTAL REMITTANCE:</b>					\$798.38		

The claims listed above (totaling \$798.38) 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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 09/11/13  
REPORT NO: 84  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*10-07-13 Payroll #07 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 40,000.00	

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

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 09/11/13  
REPORT NO: 83  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*09-23-13 Payroll #06 FY13/14	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 40,000.00	

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

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

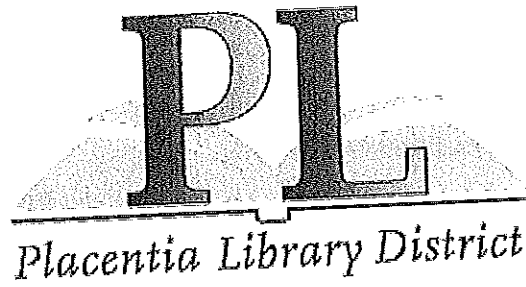
Page Total:

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Fund Balance Report for Placentia Library District Funds on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)  
**DATE:** September 11, 2013

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

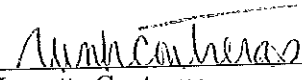
**SUBJECT:** Financial Reports through July 2013 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

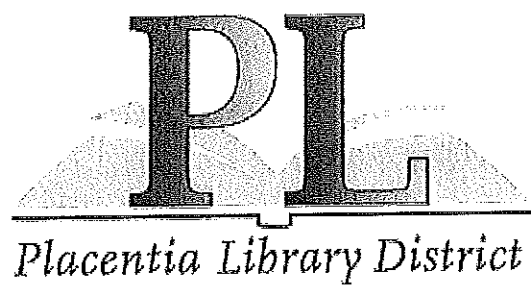
**DATE:** September 11, 2013

**Summary of Cash and Investments as of July 31, 2013**

Cash with Orange County Treasurer Fund 707	1,502,786.19
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	78,596.26
General Fund Savings – Bank of the West	469,322.53
Payroll Checking – Wells Fargo Bank	162,930.22
<b>Total Cash and Investments</b>	<b>3,002,843.60</b>

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

  
 \_\_\_\_\_  
 Jeanette Contreras  
 Library Director



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**PLACENTIA LIBERTY DISTRICT**  
**YTD REVENUE REPORT**  
 July 31, 2013

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	1,833,161	34,813	1,798,348	1.9%
6220		Property Taxes - Current Unsecured	78,317	-	78,317	0.0%
6230		Property Taxes - Prior Secured	0	-	-	0.0%
6240		Property Taxes - Prior Unsecured	0	-	-	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	-	3,947	0.0%
6280		Property Taxes - Curr Supplemental	25,094	2,064	23,030	8.2%
6290		Other Taxes	0	-	-	100.0%
6300		Property Taxes - Prior Supplemental	0	639	(639)	100.0%
6540		Penalties & Costs on Delinq Taxes	1,652	313	1,339	19.0%
		Sub Total	1,942,171	37,829		
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	0	60	(60)	100.0%
		Sub Total	0	60		
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	17,243	-	17,243	0.0%
6970		State - Other	0	-	-	0.0%
7120		Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total	17,243	-		
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	45,000	2,960	42,040	6.6%
		Passport/Photos	70,000	8,711	61,289	12.4%
		Meeting Room Fees	8,000	265	7,735	3.3%
		DVD Rentals	6,000	739	5,261	12.3%
		Test Proctor	4,000	700	3,300	17.5%
		Sub Total	133,000	13,375		
7680		6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual	2,092,414	51,264		
		FY 12/13 Funds Available	40,000	40,000		
		<b>TOTAL REVENUES FY 12/13:</b>	<b>2,132,414</b>	<b>91,264</b>	<b>2,041,150</b>	<b>4.3%</b>
<b>MISCELLANEOUS REVENUES (Restricted)</b>						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
July 31, 2013  
8% of year completed

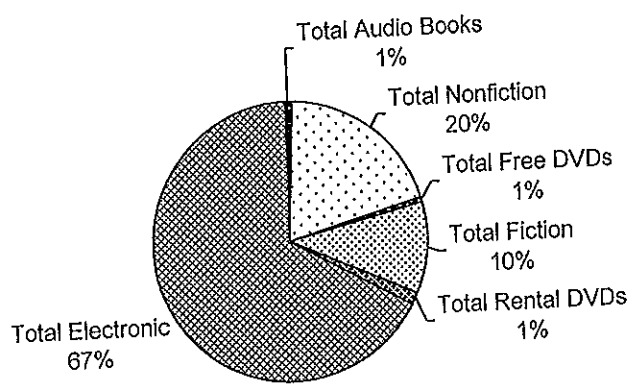
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
		1,107,523	113,531	0.10	\$993,992
0100	Salaries & Wages	41,644	0	0.00	\$41,644
0200	Retirement	9,000	0	0.00	\$9,000
0301	Unemployment Insurance	190,893	28,112	0.15	\$162,781
0306	Health Insurance	715	0	0.00	\$715
0306-0770	Employee Assistance Program	15,917	0	0.00	\$15,917
0308	Dental Insurance	7,568	0	0.00	\$7,568
0309	Life Insurance	4,008	0	0.00	\$4,008
0310	AD & D Insurance	2,574	0	0.00	\$2,574
0319	Vision Insurance	10,000	2,150	0.22	\$7,850
0350	Workers' Compensation Insurance			0.10	\$1,246,049
	<b>TOTAL</b>	\$1,389,842	\$143,793		
<b>SERVICES &amp; SUPPLIES</b>					
		25,000	448	0.02	\$24,552
0700	Communications	2,000	0	0.00	\$2,000
0900	Food	12,000	435	0.04	\$11,565
1000	Household Expenses	12,000	0	0.00	\$12,000
1100	Library Insurance	25,000	1,595	0.06	\$23,405
1300	Maintenance, Equipment	48,500	526	0.01	\$47,974
1400	Maintenance, Buildings & Improvements	12,000	0	0.00	\$12,000
1600	Memberships	500	0	0.00	\$500
1700	Miscellaneous Expense	36,872	113	0.00	\$36,759
1800	Office Expenses	5,500	2,911	0.53	\$2,589
1803	Postage	133,700	2,963	0.02	\$130,737
1900	Prof./Specialized Services	1,500	0	0.00	\$1,500
1912	Investment Administrative Fees	500	0	0.00	\$500
2000	Publication and Legal Notices	1,000	0	0.00	\$1,000
2100	Rents and Leases - Equipment	15,000	0	0.00	\$15,000
2200	Rents & Leases - Buildings & Improvements	162,000	5,633	0.03	\$156,367
2400	Books/Library Materials	2,000	28	0.01	\$1,972
2600	Transportation & Travel	25,500	1,102	0.04	\$24,398
2700	Meetings	73,500	4,149	0.06	\$69,351
2800	Utilities				
	<b>TOTAL</b>	\$594,072	\$19,904	0.03	\$574,168
<b>OTHER CHARGES</b>					
		\$8,500	\$419	0.05	\$8,081
3700	Taxes and Assessments				
	<b>OPERATING EXPENSES</b>	\$1,992,414	\$164,116	0.08	\$1,828,298
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
		\$55,000	\$0	0.00	\$55,000
4000	Equipment	85,000	\$68,109	0.80	\$16,891
4200	Structures/Improvements	\$0	\$0	0.00	\$0
5200	Contingency Funds				
	<b>TOTAL</b>	\$140,000	\$68,109	0.49	\$71,891
<b>TOTAL BUDGET (Fund 707)</b>		\$2,132,414	\$232,225	0.11	\$1,900,189
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419



# Placentia Library District

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

	Amount	Title	Volumes
Total Fiction	\$1,115	85	100
Total Non-Fiction	\$2,119	97	165
Total Electronic	\$7,154	1	0
Total Audio Books	\$91	2	2
Total Free DVDs	\$59	2	2
Total Rental DVDs	\$156	6	6
<b>TOTAL MATERIALS</b>	<b>\$10,694</b>	<b>193</b>	<b>275</b>



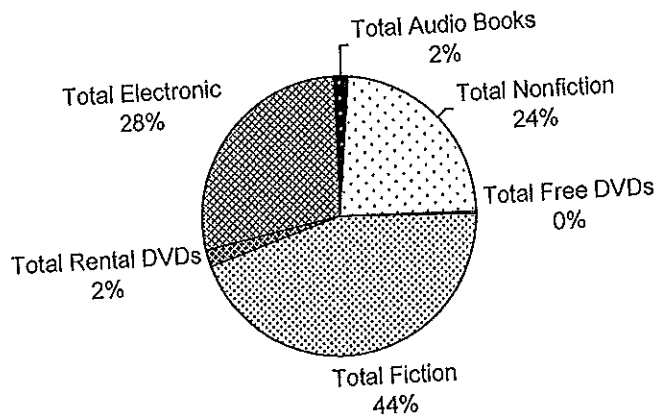
The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial report rather than the Acquisitions report.



# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF AUG. 2013

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$11,405	651	744
Total Non-Fiction	\$6,048	274	376
Total Electronic	\$7,154	1	0
Total Audio Books	\$403	9	9
Total Free DVDs	\$96	4	4
Total Rental DVDs	\$517	21	21
<b>TOTAL MATERIALS</b>	<b>\$25,623</b>	<b>960</b>	<b>1154</b>



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.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Business Manager

**SUBJECT:** Entrepreneurial Activities Report for July & August 2013

**DATE:** September 11, 2013

**Net Revenue Summary for July 2013**

			YTD	YTD
	Jul-13	Jul-12	2013-2014	2012-2013
Passport	7,175.00	7,600.00	7,175.00	7,600.00
Passport Photos	1,536.00	1,908.00	1,536.00	1,908.00
Test Proctor	700.00	650.00	700.00	650.00
Meeting Room	265.00	230.00	265.00	230.00
DVD Rentals	739.00	670.00	739.00	670.00
<b>Total</b>	<b>10,415.00</b>	<b>11,058.00</b>	<b>10,415.00</b>	<b>11,058.00</b>

**Net Revenue Summary for August 2013**

			YTD	YTD
	Aug-13	Aug-12	2013-2014	2012-2013
Passport	6,450.00	4,050.00	13,625.00	11,650.00
Passport Photos	1,248.00	1,044.00	2,784.00	2,952.00
Test Proctor	750.00	1,000.00	1,450.00	1,650.00
Meeting Room	120.00	230.00	385.00	460.00
DVD Rentals	699.00	523.60	1,438.00	1,193.60
<b>Total</b>	<b>9,267.00</b>	<b>6,847.60</b>	<b>19,682.00</b>	<b>17,905.60</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Personnel Report for July 2013  
**DATE:** September 11, 2013

			YTD	YTD
	Jul-13	Jul-12	2013-2014	2012-2013
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	1	0	1	0
Open Positions	0	0	0	0
Workers' Compensation Leave	1	0	1	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

**SEPARATION:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

Library Aide (20 hrs.)

**OPEN POSITIONS:**

None

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** Personnel Report for August 2013  
**DATE:** September 11, 2013

			YTD	YTD
	Aug-13	Aug-12	2013-2014	2012-2013
Separation	0	1	0	1
Retirement	0	0	0	0
Appointments	0	0	1	0
Open Positions	0	0	0	0
Workers' Compensation Leave	1	0	1	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>

SEPARATION:  
None

RETIREMENT:  
None

APPOINTMENTS:  
None

OPEN POSITIONS:  
None



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report  
**DATE:** September 11, 2013

**MONTHLY STATISTICS**

July 2013

CIRCULATION	Jul-13	Jul-12	Y-T-D	Y-T-D	Y-T-D
			2013-14	2012-13	% change
			333	356	-6.5%
New Patron Registrations	333	356			
Total Circulation	22,579	22,083	22,579	22,083	2.2%
Total Active Borrowers*	8,480	8,749			
Attendance	22,896	24,759	22,896	24,759	-7.5%
Registered Card Holders*	28,866	30,791			
Adult Fiction	3,394	3,305	3,394	3,305	2.7%
Adult Nonfiction	2,230	2,296	2,230	2,296	-2.9%
Adult Magazines	243	287	243	287	-15.3%
Adult Music CDs	184	169	184	169	8.9%
Adult Audio Books	709	561	709	561	26.4%
Adult Free DVDs	283	397	283	397	-28.7%
Adult Rental DVDs	535	488	535	488	9.6%
Overdrive E-Books	532	209	532	209	154.5%
Overdrive Audio Books	228	68	228	68	235.3%
JV Fiction	9,675	9,253	9,675	9,253	4.6%
YA Fiction	1,870	1,926	1,870	1,926	-2.9%
JV Nonfiction	1,516	1,445	1,516	1,445	4.9%
YA Nonfiction	131	92	131	92	42.4%
JV Magazines	2	19	2	19	-89.5%
JV Music CDs	33	32	33	32	3.1%
JV Audio Books	55	40	55	40	37.5%
JV Free DVDs	940	900	940	900	4.4%
JV Rental DVDs	272	324	272	324	-16.0%

\* Year to date not applicable.

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,151	467	745	399	682	3,444
10:00		580	598	493	487	381	2,539
11:00		730	895	605	440	479	3,149
12:00		708	833	811	378	520	3,250
1:00	736	818	668	731	407	614	3,974
2:00	822	1,063	934	1,354	539	762	5,474
3:00	767	945	789	1,789	764	658	5,712
4:00	691	975	751	1,280	436	508	4,641
5:00		767	732	1,173	569		3,241
6:00		943	1,009	1,718	665		4,335
7:00		613	779	1,005	616		3,013
8:00		642	882	978	517		3,019
<b>Total/Day</b>	<b>3,016</b>	<b>9,935</b>	<b>9,337</b>	<b>12,682</b>	<b>6,217</b>	<b>4,604</b>	<b>45,791</b>
<b>* Grand Total</b>							<b>22,896</b>

\*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		1	0	2	0	4	7
10:00		4	1	0	2	3	10
11:00		5	2	1	2	7	17
12:00		3	2	1	5	11	22
1:00	5	2	6	4	2	10	29
2:00	12	8	9	3	4	13	49
3:00	7	6	5	7	2	16	43
4:00	4	5	11	5	4	3	32
5:00		4	4	8	5		21
6:00		7	5	3	5		20
7:00		5	7	11	3		26
8:00		6	3	2	0		11
<b>Total/Day</b>	<b>28</b>	<b>56</b>	<b>55</b>	<b>47</b>	<b>34</b>	<b>67</b>	<b>287</b>
<b>Grand Total</b>							<b>287</b>

**STAFF ACTIVITY**

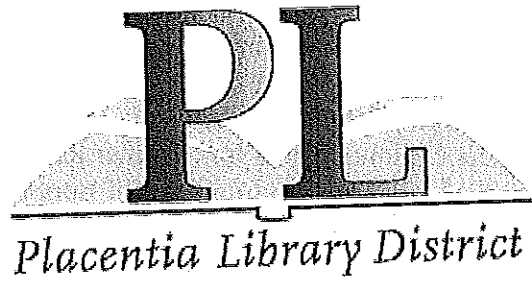
July 02, 2013- Estella delivered money deposits to the bank.  
July 02, 2013- Staff organized the Children's area for Pre-School story time.  
July 03, 2013- Staff organized the Children's area for Summer Reading Program event.  
July 09, 2013- Staff organized the Children's area for Pre-School story time.  
July 09, 2013- Estella delivered money deposits to the bank.  
July 10, 2013- Staff organized the Children's area for Summer Reading Program event.  
July 11, 2013- Staff organized the Children's area for Lap-Sit story time.  
July 11, 2013- Staff organized the meeting room for P-Tac.  
July 11, 2013- Estella delivered money deposits to the bank.  
July 14, 2013- Staff helped with Friends monthly book sale.  
July 16, 2013- Staff organized the Children's area for Pre-School story time.  
July 16, 2013- Estella delivered money deposits to the bank.  
July 16, 2013- Fernando participated in Supervisors meeting.  
July 16, 2013- Beatrice, Estella, Laura C., Liz and Fernando attended all staff meeting.  
July 16, 2013- Beatrice, Estella and Laura D. attended department meeting.  
July 17, 2013- Staff organized the Children's area for Summer Reading Program event.  
July 17, 2013- Staff helped with Endless Ice Cream Social.  
July 18, 2013- Staff organized the Children's area for Lap-Sit story time.  
July 18, 2013- Staff organized the meeting room for P-Tac.  
July 18, 2013- Estella delivered money deposits to the bank.  
July 18, 2013- Adult shifting project completed.  
July 23, 2013- Estella delivered money deposits to the bank.  
July 23, 2013- Staff organized the Children's area for Pre-School story time.  
July 24, 2013- Staff organized the Children's area for Summer Reading Program event.  
July 25, 2013- Staff organized the Children's area for Lap-Sit story time.  
July 25, 2013- Staff organized the meeting room for P-Tac.  
July 25, 2013- Estella delivered money deposits to the bank.  
July 30, 2013- Staff organized the Children's area for Pre-School story time.  
July 30, 2013- Estella delivered money deposits to the bank.  
July 30, 2013- Fernando participated in Supervisors meeting.  
July 31, 2013- Staff organized the Children's area for Summer Reading Program event.

**ONGOING PROJECTS**

Fernando continues to work on staff performance evaluations.  
Fernando continues Library Aide training for Victor.  
Circulation continues to work on a passport marketing campaign.

**NEW PROJECTS AND ACTIVITIES**

Fernando will train Laura C. about book mending procedures.  
Fernando will re-delegate department tasks.  
Training will be given to Library Aides on new tasks.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Circulation Supervisor  
**SUBJECT:** Circulation Activity Report  
**DATE:** September 11, 2013

**MONTHLY STATISTICS**

**August 2013**

CIRCULATION	Aug-13	Aug-12	Y-T-D	Y-T-D	Y-T-D
			2013-14	2012-13	% change
New Patron Registrations	401	313	734	669	9.7%
Total Circulation	19,041	17,342	41,620	39,425	5.3%
Total Active Borrowers*	8,485	8,644			
Attendance	21,489	22,345	44,385	47,104	-5.8%
Registered Card Holders*	29,259	31,034			
Adult Fiction	3,167	3,216	6,561	6,521	0.6%
Adult Nonfiction	2,044	1,924	4,274	4,220	1.3%
Adult Magazines	206	247	449	534	-15.9%
Adult Music CDs	175	217	359	386	-7.0%
Adult Audio Books	644	531	1,353	1,092	23.9%
Adult Free DVDs	245	344	528	741	-28.7%
Adult Rental DVDs	501	420	1,036	908	14.1%
Overdrive E-Books	475	229	1,007	438	129.9%
Overdrive Audio Books	217	96	445	164	171.3%
JV Fiction	7,560	6,247	17,235	15,500	11.2%
YA Fiction	1,484	1,489	3,354	3,415	-1.8%
JV Nonfiction	1,290	1,047	2,806	2,492	12.6%
YA Nonfiction	86	71	217	163	33.1%
JV Magazines	10	6	12	25	-52.0%
JV Music CDs	22	47	55	79	-30.4%
JV Audio Books	56	28	111	68	63.2%
JV Free DVDs	864	756	1,804	1,656	8.9%
JV Rental DVDs	260	225	532	549	-3.1%

\* Year to date not applicable.

**PATRON COUNT**

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		609	415	521	710	1,247	3,502
10:00		525	479	360	606	2,175	4,145
11:00		793	500	504	562	789	3,148
12:00		539	581	451	786	1,135	3,492
1:00	830	832	612	555	842	1,442	5,113
2:00	838	777	704	1,251	677	863	5,110
3:00	735	830	562	712	1,086	1,505	5,430
4:00	572	612	580	775	522	735	3,796
5:00		494	698	561	662		2,415
6:00		579	457	477	699		2,212
7:00		423	627	503	631		2,184
8:00		655	568	507	701		2,431
<b>Total/Day</b>	2,975	7,668	6,783	7,177	8,484	9,891	42,978
						<b>* Grand Total</b>	<b>21,489</b>

\*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		1	1	0	2	4	8
10:00		2	3	2	3	5	15
11:00		6	3	3	6	5	23
12:00		2	2	0	6	13	23
1:00	9	3	4	4	3	18	41
2:00	8	5	3	3	3	10	32
3:00	6	6	6	1	4	16	39
4:00	2	6	3	5	3	2	21
5:00		7	2	2	4		15
6:00		3	3	4	7		17
7:00		3	1	7	3		14
8:00		0	0	7	3		10
<b>Total/Day</b>	25	44	31	38	47	73	258
						<b>Grand Total</b>	

**STAFF ACTIVITY**

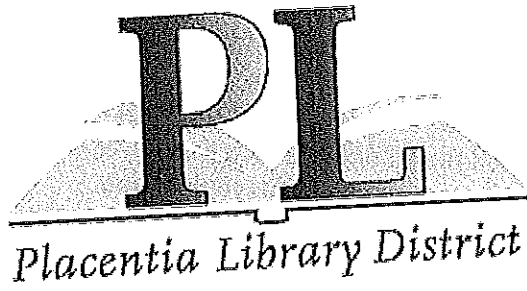
- August 01, 2013- Estella delivered money deposits to the bank.  
August 01, 2013- Staff organized the Children's area for Lap-Sit story time.  
August 01, 2013- Staff organized the meeting room for P-Tac.  
August 03, 2013- Staff organized the City Chambers in City Hall for PSAT exam.  
August 06, 2013- Staff organized the Children's area for Pre-School story time.  
August 06, 2013- Estella delivered money deposits to the bank.  
August 07, 2013- Staff organized the Children's area for Summer Reading Program event.  
August 08, 2013- Staff organized the Children's area for Lap-Sit story time.  
August 08, 2013- Estella delivered money deposits to the bank.  
August 10, 2013- Staff organized the Literacy area for Volunteer Orientation.  
August 11, 2013- Staff helped with Friends monthly book sale.  
August 13, 2013- Fernando participated in Supervisors meeting.  
August 13, 2013- Estella delivered money deposits to the bank.  
August 15, 2013- Victor, Liz and Fernando shopped for Summer Reading Celebration event.  
August 17, 2013- Saroo picked up ice for Summer Reading Celebration event.  
August 17, 2013- Liz shopped for fruit for Summer Reading Celebration event.  
August 17, 2013- Victor picked up pizza for Summer Reading Celebration event.  
August 17, 2013- Most staff participated in Summer Reading Celebration.  
August 20, 2013- Fernando participated in Supervisors meeting.  
August 20, 2013- Estella delivered money deposits to the bank.  
August 22, 2013- Estella delivered money deposits to the bank.

**ONGOING PROJECTS**

- Fernando continues to work on staff performance evaluations.  
Circulation continues to work on a passport marketing campaign.  
Fernando continues to work on re-delegating department tasks.  
Training will be given to Library Aides on new tasks.

**NEW PROJECTS AND ACTIVITIES**

- Fernando will train Laura C. about book mending procedures.  
Estella will assist Administration until the end of September.



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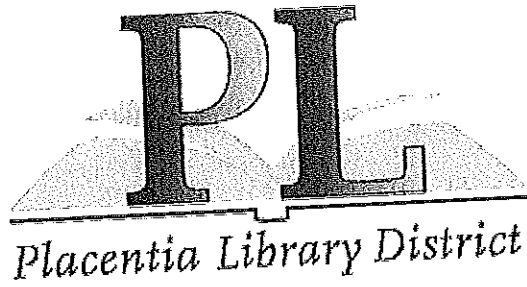
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Business Manager  
**SUBJECT:** City of Placentia Invoices, July & August 2013  
**DATE:** September 11, 2013

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

\* City Billing Not Received

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



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Library Director's Report for July & August 2013

**DATE:** September 11, 2013

### Accomplishments

- Secured \$14,440 from the Placentia Library Friends Foundation (PLFF) for Children's, Teen and Adult programs and the Employee of the Quarter awards. The programs include book leasing for the adult collection, a DIY craft program, the holiday music series, computer workshops, literacy conversation club, the bluebirds program, video game collection, Camp Library, the family book discussion program, Halloween haunt, storytime for children with autism, storytime with Police Chief Hicks and school Superintendent Dr. Domene, and library tours.
- Managed the completion of the community meeting room remodel project.
- Worked with supervisors to provide another successful Summer Reading Celebration event to culminate the "Reading is Delicious" summer reading program.
- Worked with the Employee Recognition Committee to finalize the event theme and sent invitations out for this year's "game show" event on October 25, 2013.
- Continue to coach and provide support to supervisors on personnel matters.
- Met with a patron to answer inquiries regarding library policies and budget.
- Met with a 3M representative to gather information regarding self checkout machines.
- Spoke with Click Consulting regarding website development and management.

### Meetings

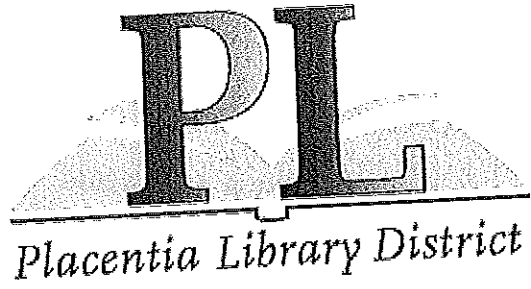
- Library Board of Trustees Meeting – July 15<sup>th</sup> & 25<sup>th</sup>. Dark in August.
- Supervisor's Meetings – July 2<sup>nd</sup>, 13<sup>th</sup> & August 20<sup>th</sup>
- Meetings with Individual Supervisors – July 15<sup>th</sup>, 25<sup>th</sup>, August 25<sup>th</sup> & 28<sup>th</sup>
- Children's Department Meeting – July 9<sup>th</sup>
- Staff Meeting – July 16<sup>th</sup> & August 13<sup>th</sup>
- Monday huddles – July 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>, August 12<sup>th</sup> & 19<sup>th</sup>
- Orange County Library Director Meeting – August 22<sup>nd</sup>
- Altadena Library Director – July 18<sup>th</sup>
- City Administrative Services Director – July 30<sup>th</sup> & August 1<sup>st</sup> & 13<sup>th</sup>
- Former Chamber of Commerce President – July 31<sup>st</sup>
- Rotary Club /Interact / Rotaract – July 3<sup>rd</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 23<sup>rd</sup>, August 13<sup>th</sup>, 14<sup>th</sup>,
- Dixie Shaw – July 10<sup>th</sup> & August 29<sup>th</sup>

### Conference/Training/Worshops

- Edge Initiative Webinar – July 25<sup>th</sup> & August 20<sup>th</sup>

### Community Events / Functions

- Citizen of the Year – July 25<sup>th</sup>
- Library Program – Beach Boys Tribute – July 17<sup>th</sup>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Lori Worden, Children’s Services Supervisor  
**SUBJECT:** Children’s Services Monthly Activity Report for July 2013  
**DATE:** September 11, 2013

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	July 2013	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	50	17	50	17	194.12%
In person reference/research:	957	776	957	776	23.32%
<b>Total Reference</b>	<b>1007</b>	<b>793</b>	<b>1007</b>	<b>793</b>	<b>26.99%</b>
Total Number of Programs	33	32	33	32	3.13%
Total Programs Attendance	1772	1554	1772	1554	14.03%

**PROGRAM STATISTICS**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	15
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	19
Preschool Story Times I & II: 3-6 years	10	223
Pocket Tales: Stories, music, and movement.	5	131
Lap Sit 24 months & younger	3	159
P-TAC (Placentia Teen Advisory Committee)	2	15
Family Game Day	1	20
7/3 SRP: Movie Day	1	98
7/3 SRP: Tasty Trivia Question #1	1	65
7/10 SRP: Teddy Bears’ Picnic	1	120
7/11 SRP: Teen Iron Chef	1	52
7/17 SRP: Luce Puppet Show	1	182

7/18 SRP: Tasty Trivia Question #2	1	25
7/25 SRP: Le Teen Café	1	50
7/24 SRP: Cartoon Drawing Workshop	1	136
7/31 SRP: Georgia Frawley Puppets	1	126
7/31 SRP Registrations	1	336
<b>Total July 2013</b>	<b>33</b>	<b>1,772</b>
<b>Total July 2012</b>	<b>30</b>	<b>1,554</b>
<b>Current FY to date</b>	<b>33</b>	<b>1,772</b>
<b>Previous FY to date</b>	<b>30</b>	<b>1,554</b>

**Achievements:**

- Brenda Ramirez supervised the Summer Reading Program for children, including programs and volunteers.
- Brenda Ramirez planned and conducted storytimes for children.
- Coleen Wakai supervised the Summer Reading Program for teens, including programs and volunteers.
- Coleen Wakai supervised P-TAC meetings.
- Children's staff supervised SJSU library intern Jennifer Rydberg.
- Lori Worden and Laura Cabaruvias, as part of the library staff "Fun Committee," planned a library staff activity for the July all staff meeting.
- Lori Worden was named Employee of the Quarter.

**Meetings:**

- Lori Worden attended the Library Board of Trustees meeting on July 15.
- Children's staff attended the all staff meeting on July 16.
- Lori Worden attended meetings with Jeanette Contreras and library supervisors during the month of July.
- Lori Worden attended meetings with library supervisors and Jeanette Contreras to make final plans for the Summer Reading Celebration.

**In progress:**

- Children's staff began ordering titles for the new fiscal year for materials for children and teens.

**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 2013  
**DATE:** September 11, 2013

**MONTHLY STATISTICS**

**Childrens Desk Activity**

	August 2013	August 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	37	41	87	58	50.00%
In person reference/research:	685	664	1642	1440	14.03%
<b>Total Reference</b>	<b>722</b>	<b>705</b>	<b>1729</b>	<b>1498</b>	<b>15.42%</b>
Total Number of Programs	18	15	51	47	8.51%
Total Programs Attendance	2339	2500	4111	4054	1.41%

**PROGRAM STATISTICS**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	20
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	12
Preschool Story Times I & II: 3-6 years	2	43
Pocket Tales: Stories, music, and movement.	1	24
Lap Sit 24 months & younger	2	104
P-TAC (Placentia Teen Advisory Committee)	1	14
8/1 SRP: Tasty Trivia Question #3	1	14
8/3 Kaplan PSAT	1	20
8/6 National Night Out	1	150
8/7 SRP: Fit Inside & Out	1	95
8/12 SRP: Feast For the Eyes Mixed Media Art Exhibit Entries	1	7

8/13 Kaplan Test Results Workshop	1	24
8/14 SRP: Stories, Tea, & A Feast For the Eyes Mixed Media Art Exhibit	1	95
8/15 SRP: Tasty Trivia Question #4	1	36
8/17 SRC	1	1,500
8/17 SRP Registrations	1	181
<b>Total August 2013</b>	<b>18</b>	<b>2,339</b>
<b>Total August 2012</b>	<b>15</b>	<b>2,500</b>
<b>Current FY to date</b>	<b>51</b>	<b>4,111</b>
<b>Previous FY to date</b>	<b>47</b>	<b>4,054</b>

**Achievements:**

- Lori Worden and summer SJSU library intern Jennifer Rydberg, and Nadia Dallstream, participated in the annual National Night Out community event.
- Library supervisors and managers, including Lori Worden, planned and coordinated the annual Summer Reading Celebration event.
- Children's staff worked at the Summer Reading Celebration.
- Brenda Ramirez supervised all programs and events for children for this year's "Reading is So Delicious" Summer Reading Program.
- Coleen Wakai planned and supervised all events for teens in this year's "Reading is So Delicious" Summer Reading Program, as well as the Kaplan PSAT testing opportunity for teens.
- Children's staff purchased materials for the juvenile and young adult collections.

**In progress:**

- Staff is planning for upcoming Fall events for Children's and Teens, including storytimes, Camp Library, R.A.D.D., C.O.P.S., Super STAR and Family Game Days.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Nadia Dallstream, Adult Services Supervisor

**SUBJECT:** Adult Services Monthly Activity Report for July 2013

**DATE:** SEPTEMBER 11, 2013

**MONTHLY STATISTICS**

**Reference Desk Activity**

	July 2013	July 2012	Y-T-D 2012-13	Y-T-D 2011-10	Y-T-D % change
Reference -- in person	907	1091	907	1091	-16.87
Reference -- telephone	338	351	338	351	-3.70
Reference -- email/chat	0	3	0	9	-100.00
Technology assistance	425	450	425	450	-5.56
Guest passes	156	134	156	134	16.42
Adult and Children's computer use (desktops)	2166	2528	2166	2528	-14.32
Adult computer usage (desktop)	2206	2373	2206	2373	-7.04
Public computer use (express laptops)	291	544	291	544	-46.51
In library use -- cleanup	3723	3640	3723	3640	2.28
Adult Program Attendance	500	207	500	207	141.55
Number of Adult Programs	9	9	9	9	0.00

**PROGRAM STATISTICS**

**Adult Services Programs**

		July 2013
July 9, 2013	Book Discussion: The Kitchen Daughter	11
July 9, 2013	You Are What You Eat	14
July 9, 2013	Computer Workshop: Introduction to Computers	5
July 11, 2013	Literacy: Conversation Club	3
July 16, 2013	Computer Workshop: Introduction to Computers	4
July 17, 2013	Endless Summer Ice Cream Social	400
July 23, 2013	Computer Workshop: Introduction to Computers	2
July 25, 2013	Literacy: Conversation Club	1
July 30, 2013	Grow it NOW: Cool Season Vegetables	60
<b>9 Adult Programs</b>		<b>500</b>

<u>Volunteer Hours</u>	July 2013	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	0	47.5	0	47.5	-100.00%
PLFF	550.25	357.5	550.25	357.5	53.92%
General Library	652.75	373.5	652.75	373.5	74.77%
Technology	23	263.25	23	263.25	-91.26%
Homework Club	0	0	0	0	0
Adult Literacy	50.75	46.5	50.75	46.5	9.14%
PTAC	147.75	114.5	147.75	114.5	29.04%
Summer Reading Program	782.75	631.75	782.75	631.75	23.90%
<b>Total Volunteer Hours</b>		<b>1834.5</b>	<b>2207.25</b>	<b>1834.5</b>	<b>20.32%</b>

<u>Computer Literacy</u>	July 2013	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Number of Tutors	3	1	3	1	200.00%
Number of Students	4	2	4	2	100.00%
<b>Total Number of Participants</b>	<b>7</b>	<b>3</b>	<b>7</b>	<b>3</b>	<b>133.33%</b>

<u>Adult Literacy</u>	July 2013	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Number of Tutors	11	10	11	10	10.00%
Number of Students	17	16	17	16	6.25%
<b>Total Number of Participants</b>	<b>28</b>	<b>26</b>	<b>28</b>	<b>26</b>	<b>7.69%</b>

<u>History Room Activity</u>	July 2013	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	9	0	9	0	0

**ACHIEVEMENTS**

- *Katie Matas* proctored 14 exams in July.
- *Adult Services Staff* submitted requests for Baker and Taylor Custom Carts.
- *Adult Services Staff* completed July book orders.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* coordinated the "Grow It Now: Cool Season Vegetables" program on July 30<sup>th</sup>.
- *Jeannie Killianey* created a gardening bibliography.

- *Jeannie Killianey* demonstrated the library's Pinterest boards during the monthly staff meeting on July 16<sup>th</sup>.
- *Jeannie Killianey* promoted library programs at the "Endless Summer Ice Cream Social" on July 17<sup>th</sup>.
- *Venessa Faber* designed and completed the program for the PLFF Annual Meeting.
- *Venessa Faber* created Save the Dates for the Employee Appreciation Dinner.
- *Venessa Faber* secured a volunteer to lead the Conversation Club once a month.
- *Venessa Faber* coordinated Conversation Clubs on July 1<sup>th</sup> and July 25<sup>th</sup>.
- *Venessa Faber* created a bibliography on grief and bereavement.
- *Venessa Faber* created Constant Contact e-mails for the Ice Cream Social and Grow It Now programs.
- *Venessa Faber* completed the August Artist Series slide show and bibliography.
- *Adult Services Staff* continued to fill the book troughs with Summer Reading themed material.
- *Venessa Faber* changed one book trough to "Grilling".
- *Venessa Faber* completed the Dia de los Muertos program publicity.
- *Wendy Townsend* continues to write a bi-weekly History Room column for the Placentia News Times.
- *Wendy Townsend* completed the Archives.com grant for conversion of VHS tapes to DVD.
- *Wendy Townsend* added the Placentia Library to the City of Placentia's Wikipedia page.
- *Wendy Townsend* organized the Endless Summer Ice Cream Social event.
- *Wendy Townsend* participated in the Teen Iron Chef competition.
- *Nadia Dallstream* reviewed and sent out publicity for all July programs.
- *Katie Matas* hosted the July book discussion.
- *Katie Matas* coordinated and hosted the SRP program, You Are What You Eat.
- *Adult Services Staff* reviewed all eXPLORE content for the Fall/Winter 2013 issue.
- *Nadia Dallstream* completed magazine orders for January through December 2014.
- *Nadia Dallstream* completed and submitted the Public Library Staff Education Program Grant Application.
- *Adult Services Staff* reviewed the Proquest newspaper database.
- *Katie Matas, Nadia Dallstream* and Lori Worden completed and submitted the Califa Books 4 U Grant information.

### MEETINGS

- *Katie Matas* attended the Monday Huddle meetings on July 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup>.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on July 16<sup>th</sup>.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on July 23<sup>rd</sup>.
- *Nadia Dallstream and Katie Matas* met on July 3<sup>rd</sup>, 17<sup>th</sup> and 24<sup>th</sup>.
- *Nadia Dallstream and Katie Matas* had their monthly telephone update with Baker & Taylor representatives on July 3<sup>rd</sup>.
- *Nadia Dallstream, Katie Matas and Wendy Townsend* met with Tom Edelblute from Anaheim to learn how to customize the patron catalog on July 30<sup>th</sup>.
- *Adult Services Staff* attended the all Staff Meeting on July 16<sup>th</sup>.
- *Adult Services Staff* attended the Adult Services Staff Meeting on July 16<sup>th</sup>.
- *Nadia Dallstream* attended the PLD Board Meeting on June 17<sup>th</sup>.

- *Venessa Faber and Brenda Ramirez* met on July 9<sup>th</sup> to follow up on Kickoff details and complete program report.
- *Venessa Faber and Jeanette Contreras* met to discuss Employee Appreciation Dinner invitations on July 16<sup>th</sup> and 31<sup>st</sup>.
- *Venessa Faber and Nadia Dallstream* met on July 17<sup>th</sup> and 29<sup>th</sup>.
- *Venessa Faber* met with individual Literacy tutors on July 10<sup>th</sup>, 18<sup>th</sup>, and 31<sup>st</sup>.
- *Wendy Townsend and Nadia Dallstream* met on July 11<sup>th</sup> and 18<sup>th</sup>.
- *Nadia Dallstream* and Yesenia Baltierra met with Anaheim and Click representatives on June 24<sup>th</sup>.
- *Nadia Dallstream* met with Arthur Sunga, Val Tech Intern 3 times during the month of June.
- *Jeannie Killianey and Nadia Dallstream* met on July 10<sup>th</sup> & 24<sup>th</sup>.
- *Nadia Dallstream* assisted with Library Assistant interviews at the Yorba Linda Library on July 31<sup>st</sup>.
- *Nadia Dallstream* met with Corey Rosenbaum to learn about new features available on Reference USA on July 11<sup>th</sup>.
- *Nadia Dallstream* met with supervisors, managers, director and Click regarding the Edge Initiative on July 24<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- *Nadia Dallstream* attended the American Library Association (ALA) Conference on July 1<sup>st</sup> and 2<sup>nd</sup>.

### IN PROGRESS

- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Adult Services Staff* is coordinating programming for September through June 2014.
- *Wendy Townsend* is working with the History Room volunteers to collect Placentia related news for subject files.
- *Wendy Townsend* is working on creating a Placentia Library District Wikipedia page.
- *Wendy Townsend* is working on new History Room displays.
- *Wendy Townsend* continues to manage the Placentia Library Volunteer program.
- *Wendy Townsend* is documenting the construction of the Meeting Room and Staff Lounge.
- *Wendy Townsend* is working on Family History Month event.
- *Wendy Townsend* is weeding the 900s.
- *Jeannie Killianey* is coordinating three computer workshop sessions for August.
- *Jeannie Killianey* is working with a volunteer to develop Computer Workshops for Spanish speakers.
- *Jeannie Killianey* is working on revamping the Computer Workshops sign-up procedures for August.
- *Jeannie Killianey* is working on the August book discussion.
- *Jeannie Killianey* is weeding the 700s collection.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Nadia Dallstream* is working on the Summer Reading Celebration.

- *Venessa Faber* continues to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* is reclassifying the genre paperbacks.
- *Venessa Faber* is selecting materials for the online collection.
- *Venessa Faber* continues to send out monthly e-mails through Constant Contact.
- *Venessa Faber* is designing an invitation for the Meeting Room dedication.
- *Venessa Faber* is developing a bequest brochure for the Library.
- *Venessa Faber* continues to match Literacy volunteers with students.
- *Venessa Faber* is sorting and adding donated CD's to the collection.
- *Venessa Faber* is assembling the Employee Appreciation Dinner invitation.
- *Nadia Dallstream* and Lori Worden are coordinating the National Night Out outreach event.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Nadia Dallstream, Adult Services Supervisor

**SUBJECT:** Adult Services Monthly Activity Report for August 2013

**DATE:** **SEPTEMBER 11, 2013**

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<u>August 2013</u>	<u>August 2012</u>	<u>Y-T-D 2012-13</u>	<u>Y-T-D 2011-10</u>	<u>Y-T-D % chan:</u>
Reference -- in person	821	1013	821	1013	-18.95
Reference -- telephone	356	421	356	421	-15.44
Reference -- email/chat	2	4	2	9	-77.78
Technology assistance	2358	486	2358	486	385.19
Guest passes	126	190	126	190	-33.68
Adult and Children's computer use (desktops)	2358	2587	2358	2587	-8.85
Adult computer usage (desktop)	1989	2338	1989	2338	-14.93
Public computer use (express laptops)	160	478	160	478	-66.53
In library use -- cleanup	3266	3187	3266	3187	2.48
Adult Program Attendance	207	87	207	87	137.93
Number of Adult Programs	9	7	9	7	28.57

**PROGRAM STATISTICS**

**Adult Services Programs**

	<b>August t 2013</b>
August 6, 2013 Computer Workshop: Email 101	6
August 8, 2013 Literacy: Conversation Club	2
August 10, 2013 Volunteer & Literacy Orientation	40
August 13, 2013 Book Discussion: Hangman's Daughter	9
August 12, 2013 Computer Workshop: Microsoft Excel for Beginners	7
August 17, 2013 Summer Reading Program Raffle	132
August 17, 2013 Summer Reading Celebration!	0
August 20, 2013 Computer Workshop: Microsoft Excel for Beginners	8
August 22, 2013 Literacy: Conversation Club	3
<b>9 Adult Programs</b>	<b>207</b>

**Adult Summer Reading Program Stats**

- 13
- 2 readers/participants
- 702 books were read by readers/participants**
- 6 Summer Reading Program Events**
- 15
- 0 June Event Attendance
- 48
- 5 July Event Attendance
- 0 August Event Attendance
- 1385 Total Event Attendance**
- 76
- 7 Total Program Participation and Event Attendance

**Volunteer Hours**

	August 2013	August 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	3	29.5	3	77	-96.10%
PLFF	481	435	1031.25	792.5	30.13%
General Library	498	320.25	1150.75	693.75	65.87%
Technology	10.25	344.75	33.25	608	-94.53%
Homework Club	0	0	0	0	0%
Adult Literacy	47.2	33.5	97.95	80	22.44%
PTAC	33	18	180.75	132.5	36.42%
Summer Reading Program	697.75	681.5	1480.5	1313.25	12.74%
<b>Total Volunteer Hours</b>	<b>1770.2</b>	<b>1862.5</b>	<b>3977.45</b>	<b>3697</b>	<b>7.59%</b>

**Computer Literacy**

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

**Adult Literacy**

	August 2013	August 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Number of Tutors	7	10	7	10	-30.00%
Number of Students	14	16	14	16	-12.50%



Total Number of Participants	21	26	21	26	-19.23%
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History Room Activity

	August 2013	August 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	5	10	14	10	40.00%

ACHIEVEMENTS

- *Katie Matas* proctored 15 exams in August.
- *Katie Matas* weeded the science fiction collection.
- *Katie Matas and Nadia Dallstream* finalized Best Seller Leasing Program with Baker & Taylor.
- *Adult Services Staff* submitted requests for Baker and Taylor Custom Carts.
- *Adult Services Staff* completed August book orders.
- *Adult Services Staff* sent Thank You notes to our SRP donors.
- *Jeannie Killianey* coordinated 3 computer workshops.
- *Jeannie Killianey* led the book discussion for "The Hangman's Daughter" on August 13<sup>th</sup>.
- *Venessa Faber* completed the categorizing of genre paperbacks into sub genres to include mystery and created signage for the racks.
- *Venessa Faber* completed the Employee Appreciation Dinner invitations.
- *Venessa Faber* completed the Digital Photography Workshop publicity.
- *Venessa Faber* created new end-cap signage for all adult bookcases.
- *Venessa Faber* completed the September book discussion publicity.
- *Venessa Faber* coordinated Conversation Clubs on August 8<sup>th</sup> and 22<sup>nd</sup>.
- *Venessa Faber* completed a bibliography for the Digital Photography book trough and program.
- *Venessa Faber* created Constant Contact e-mails for the month's events.
- *Venessa Faber* created a flyer for Reference USA's online training courses for our website.
- *Venessa Faber* completed the September Artist Series slide show and bibliography.
- *Adult Services Staff* continued to fill the book troughs with Summer Reading themed material.
- *Venessa Faber and Nadia Dallstream* updated book troughs with banned books, photography, and back to school/parenting themes.
- *Venessa Faber* created a new map of the meeting room for the Circulation Department.
- *Wendy Townsend* continues to write a bi-weekly History Room column for the Placentia News Times.
- *Jeannie Killianey, Nadia Dallstream and Diane Cunningham* completed editing of the Placentia-News Times History Room articles.
- *Nadia Dallstream* reviewed and sent out publicity for all August programs.
- *Adult Services Staff* coordinated and participated in the Summer Reading Celebration on August 17<sup>th</sup>.
- *Wendy Townsend* completed new History Room displays.
- *Wendy Townsend and Venessa Faber* led the Volunteer and Literacy Orientations on August 10<sup>th</sup>.

- *Wendy Townsend and Venessa Faber* took photos of the meeting rooms in various meeting layouts for the Meeting Room Dedication slide show and brochure.
- *Adult Services Staff* completed review of Proquest Online Resource-PressReader.
- *Nadia Dallstream* participated in the Placentia Police Department's Night Out event on August 6<sup>th</sup>.
- *Nadia Dallstream* moved the paperback collection to create space for increased collection size and new Book Club Collection books.
- *Nadia Dallstream* completed the Adult Services book budget allocations.
- *Nadia Dallstream* weeded the Paperback Best Seller collection.
- *Nadia Dallstream* completed the SLS Directory survey for Placentia.
- *Nadia Dallstream and Wendy Townsend* provided Circulation with a master file of the Clocks Wall brochure for handing out to patrons.
- *Nadia Dallstream, Diane Cunningham and Heather Alexander* completed the Book Appraisal flyer.

### MEETINGS

- *Nadia Dallstream* participated in Library Assistant interviews for the Yorba Linda Library on August 1<sup>st</sup>.
- *Katie Matas* attended the Monday Huddle meetings on August 12<sup>th</sup> and 19<sup>th</sup>.
- *Nadia Dallstream* met with Emily Ellis to discuss the upcoming Spanish Computer Workshops program on August 13<sup>th</sup>.
- *Nadia Dallstream* attended the Supervisor/Manager Meeting on August 27<sup>th</sup>.
- *Nadia Dallstream and Katie Matas* met on August 7<sup>th</sup> and 14<sup>th</sup>.
- *Nadia Dallstream and Katie Matas* had their monthly telephone update with Baker & Taylor representatives on August 7<sup>th</sup>.
- *Adult Services Staff* attended the all Staff SRC Meeting on August 13<sup>th</sup>.
- *Venessa Faber, Estella Wnek, and Coleen Wakai* met on August 7<sup>th</sup> to discuss the Employee Appreciation Dinner.
- *Venessa Faber and Nadia Dallstream* met on August 29<sup>th</sup>.
- *Venessa Faber* met with individual Literacy tutors on August 6<sup>th</sup>, 14<sup>th</sup>, and 20<sup>th</sup>.
- *Venessa Faber* met with Bunny Lynch to discuss PLFF Jewel Reception Invitations on August 21<sup>st</sup>.
- *Wendy Townsend and Nadia Dallstream* met on August, 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup>.
- *Nadia Dallstream and Jeannie Killianey* met on August 7<sup>th</sup> and 21<sup>st</sup>.

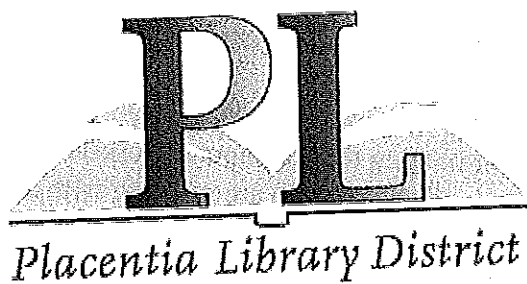
### PROFESSIONAL DEVELOPMENT

- *Venessa Faber* viewed Constant Contact's "Tips & Tricks" online tutorial on August 13<sup>th</sup>.

### IN PROGRESS

- *Adult Services Staff* is working on the 2013 Adult Summer Reading Program.
- *Adult Services Staff* is coordinating programming for September through June 2014.
- *Wendy Townsend* is working with the History Room volunteers to collect Placentia related news for subject files.

- *Wendy Townsend* continues to manage the Placentia Library Volunteer program.
- *Wendy Townsend* is documenting the construction of the Meeting Room and Staff Lounge.
- *Wendy Townsend* is working on Family History Month event.
- *Wendy Townsend* is weeding the 900s.
- *Wendy Townsend* is working on the October book discussion.
- *Jeannie Killianey* is coordinating three computer workshop sessions for September.
- *Jeannie Killianey and Nadia Dallstream* are working with a volunteer to develop Computer Workshops for Spanish speakers.
- *Jeannie Killianey* is working on programs for 2014; a bluebirds presentation and a pest management workshop.
- *Jeannie Killianey* is weeding the 700s collection.
- *Jeannie Killianey* continues to make weekly book selections for Rotary members to be honored with a book plaque.
- *Nadia Dallstream* is coordinating staff and volunteer schedules, emcee & Miss Placentia Court participation, crafts, entertainment and food donations for the Summer Reading Celebration.
- *Wendy Townsend* is coordinating volunteer assignments and schedules for the Summer Reading Celebration.
- *Venessa Faber and Heather Alexander* continue to create slideshows and bibliographies for the Art Masters Series.
- *Venessa Faber* is selecting materials for the online collection.
- *Venessa Faber* continues to send out monthly e-mails through Constant Contact.
- *Venessa Faber* is developing a bequest brochure for PLFF.
- *Venessa Faber* continues to match Literacy volunteers with students.
- *Venessa Faber* is creating an invitation for the PLFF Jewel Reception.
- *Venessa Faber* is preparing for the September book discussion.
- *Venessa Faber* is designing the meeting room brochure for the Circulation Department.
- *Venessa Faber* is updating the Conversation Club flyer.
- *Venessa Faber, Jeannie Killianey, and Nadia Dallstream* are working on the book club collection by relocating the collection, updating collection note in Horizon, adding collection stickers, and creating flyers and discussion questions for other groups to use.
- *Venessa Faber and Nadia Dallstream* are planning the Dia de los Muertos event.
- *Venessa Faber, Nadia Dallstream, and Wendy Townsend* are planning the Oct. - Dec. Fun Committee events.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for July 2013  
**DATE:** September 11, 2013

**On-line database usage**

	July 2013	Onsite Usage 7/13	Remote Usage 7/13	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
General Reference Center	26	26	0	26	26	26	0%
Biography In Context	1	1	0	5	1	5	-80%
Opposing Viewpoints	2	2	0	2	2	2	0%
Freegal	588	N/A	N/A	57	588	57	932%
Heritage Quest	678	N/A	N/A	966	678	966	-30%
Novelist	61	N/A	N/A	46	61	46	33%
Shmoop (new 10/2012)	1	N/A	N/A	0	1	0	NA
Tumblebooks	323	N/A	N/A	339	323	339	-5%
Reference USA	296	N/A	N/A	115	296	115	157%
<b>TOTAL DATABASE USAGE</b>	<b>1,976</b>			<b>1,556</b>	<b>1,976</b>	<b>1,556</b>	<b>27%</b>

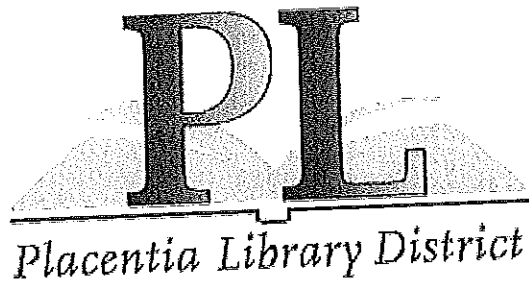
\* New FY 12/13

**Website Traffic**

	July 2013	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	22,091	21,962	22,091	21,962	1%
Page Hits	40,528	39,185	40,528	39,185	3%

**ACHIEVEMENTS**

- *Yesenia Baltierra* coordinated IT Repairs and issues.
- *Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
- *Jeannie Killianey* updated the Library's Pinterest page.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Wendy Townsend* added donated books to Horizon.
- *Venessa Faber* added donated CDs to the collection.
- *Laura Cabaruvias* processed books for the collection.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for July 2013  
**DATE:** September 11, 2013

**On-line database usage**

	July 2013	Onsite Usage July 2013	Remote Usage July 2013	July 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
General Reference Center	26	26	0	26	26	26	0%
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Freegal	588	N/A	N/A	57	588	57	932%
Heritage Quest	678	N/A	N/A	966	678	966	-30%
Novelist	61	N/A	N/A	46	61	46	33%
Shmoop (new 10/2012)	1	N/A	N/A	0	1	0	NA
Tumblebooks	323	N/A	N/A	339	323	339	-5%
Reference USA	296	N/A	N/A	115	296	115	157%
<b>TOTAL DATABASE USAGE</b>	<b>1,976</b>			<b>1,556</b>	<b>1,976</b>	<b>1,556</b>	<b>27%</b>

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- *Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
- *Jeannie Killianey* added new pins to the Library's Pinterest boards.
- *Coleen Wakai* updated the Library's Flickr Account.
- *Nadia Dallstream, Wendy Townsend and Katie Matas* met with Tom from Anaheim for training of the online catalog and began collecting statistics and updated the tab set.
- *Nadia Dallstream* is working with Click to update the library catalog and install a new OPAC station in Adult Services.
- *Venessa Faber* added donated CDs to the collection.
- *Laura Cabaruvias* processed books for the collection.

- *Katie Matas* trained *Heather Alexander* to process new items to the collection.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian, Technical Services  
**SUBJECT:** Technology & Website Report for August 2013  
**DATE:** September 11, 2013

**On-line database usage**

	August 2013	Onsite Usage 8/13	Remote Usage 8/13	August 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
General Reference Center	18	12	6	48	18	48	-63%
Biography In Context	4	0	4	4	4	4	0%
Opposing Viewpoints	5	5	0	31	5	31	-84%
Freegal	565	N/A	N/A	284	565	284	99%
Heritage Quest	443	N/A	N/A	793	443	793	-44%
Novelist	28	N/A	N/A	46	28	46	-39%
Shmoop (new 10/2012)	18	N/A	N/A	0	18	0	NA
umblébooks	245	N/A	N/A	186	245	186	32%
Reference USA	575	N/A	N/A	190	575	190	203%
<b>TOTAL DATABASE USAGE</b>	<b>1,901</b>			<b>1,582</b>	<b>1,901</b>	<b>1,582</b>	<b>20%</b>

\* New FY 12/13

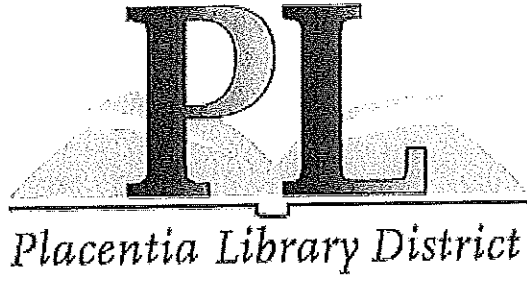
**Website Traffic**

	August 2013	August 2012	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	21,125	23,423	43,216	45,385	-5%
Page Hits	37,674	40,333	78,202	79,518	-2%

**ACHIEVEMENTS**

- *Yesenia Baltierra* coordinated IT Repairs and issues.
- *Wendy Townsend* updated the Library's website.
- *Saul Ulloa* updated the outside digital sign.
- *Katie Matas* updated the messages on the telephone system.
- *Jeannie Killianey and Brenda Ramirez* updated the Library's Facebook and Twitter Accounts.
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Public Agency Retirement Services (PARS) Presentation  
**DATE:** September 11, 2013

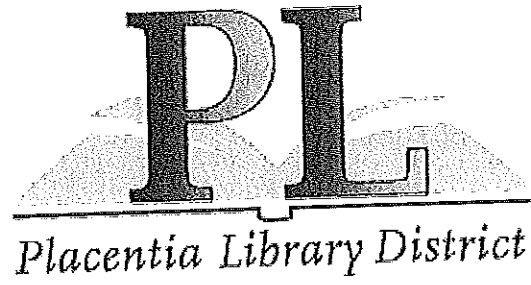
**BACKGROUND**

Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

Copy of the plan will be presented at the meeting.

**RECOMMENDATION**

Receive and file.

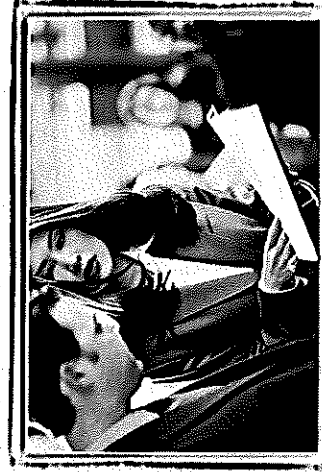


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# Placentia Library District

Retirement Plan  
401 (a) Defined Contribution  
Client Review

September 11, 2013



*Making retirement work for you.*

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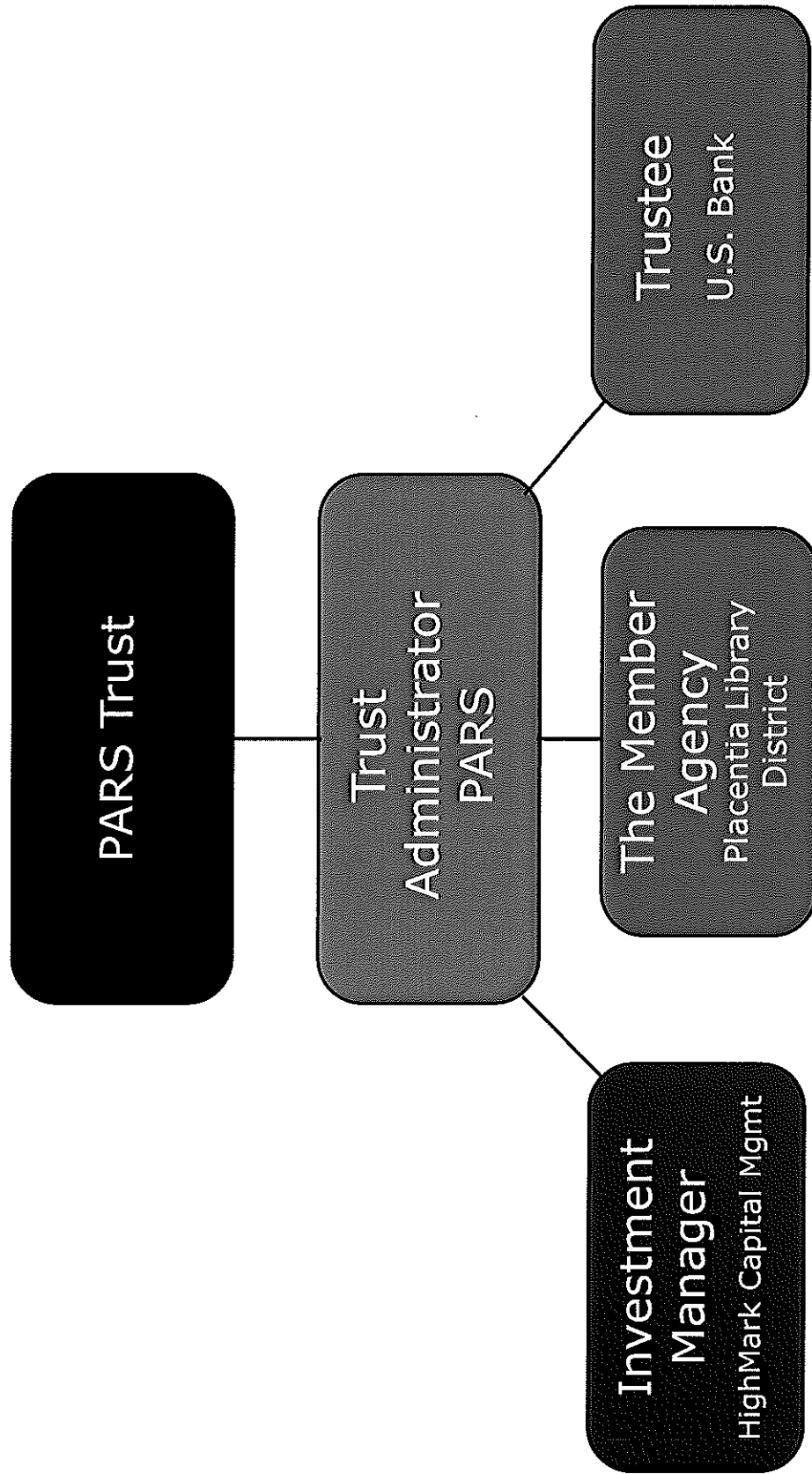


## Overview of PARS

- Public Agency Retirement Services (PARS)
  - Administers PARS Trust Program, a multiple employer retirement trust system for governmental agencies
- 600+ Member Agencies
- 300,000+ Participants
- 1,200+ Retirement Plans
- Over \$1 Billion in PARS trust assets

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# PARS Organizational Chart



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## U.S. Bank

- Fifth largest commercial bank in the nation, serving 25 states
- One hundred years in institutional trust and custody business
- One of the highest rated, financially secure banks in country
- PARS has been a business partner with U.S. Bank on another trust program since 2006 and has a strong, established relationship with the bank.
- U.S. Bank will enable PARS to accommodate continued growth and greater economies of scale for our agencies.

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# Summary of the Agency's Plan

**Plan Effective Date:**

July 1, 2008

**Type of Plan:**

401(a) Tax Qualified Defined Contribution

**Active Contributing**

**(as of: July 30, 2013):**

37

**Employer Contribution\*:**

4.00% of Compensation

**Employee Contribution\*:**

A one-time irrevocable election of a contribution rate ranging from 1%-12% (in 1% increments).

**Eligibility:**

Full-Time and Part-Time Employees  
21 Years of Age & 6 Months of Service

**Total Assets as of July 30, 2013:**

\$744,053

**Investment Selection:**

Balanced/Moderately Aggressive HighMark PLUS

\* Tier I Employer Contribution Rate as of November 25, 2012. Subject to change at District's discretion  
+ An annual opportunity will be given to those that have not made an election.

Note: All expenses paid by Plan Assets.

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## Plan Vesting (Tier I)

- Vesting refers to the ownership of your employer contributions.

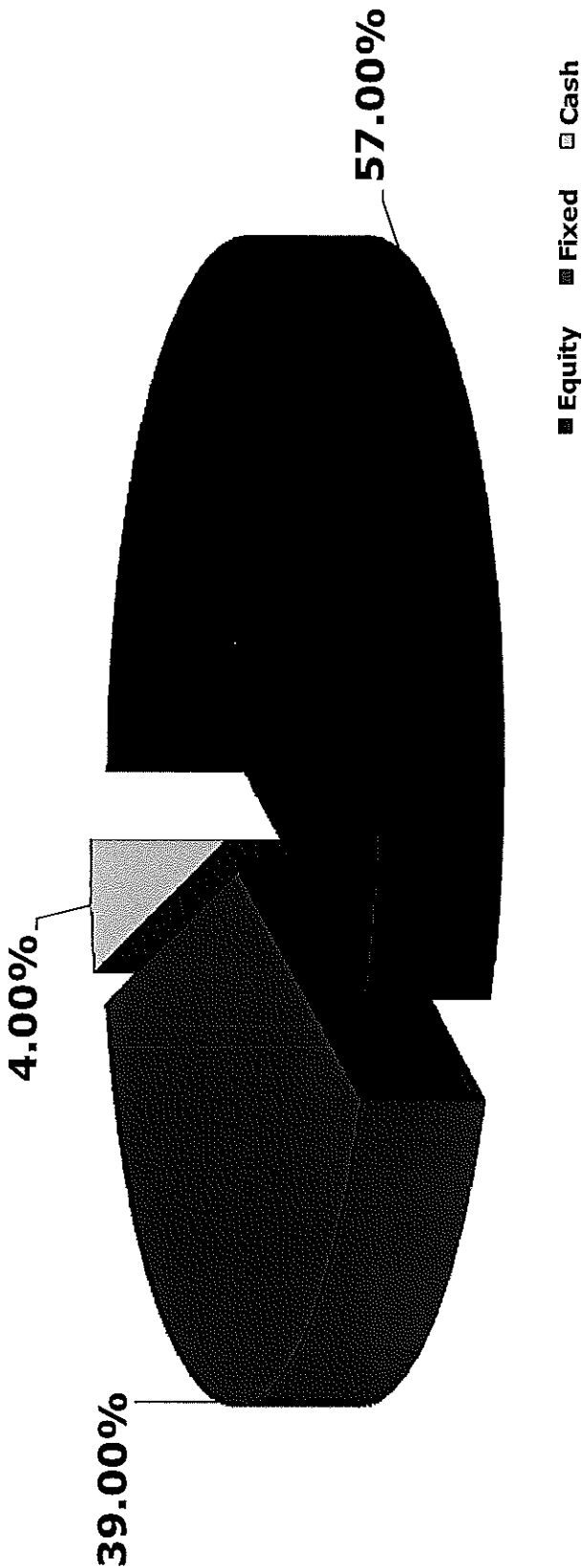
Years of Service Completed	Percent Vested
1	20%
2	40%
3	60%
4	80%
5	100%

- Participants will be credited one (1) year of District Service upon completion of 1000 hours within the plan year.
- Employee contributions (if any) shall always be 100% vested to the employee

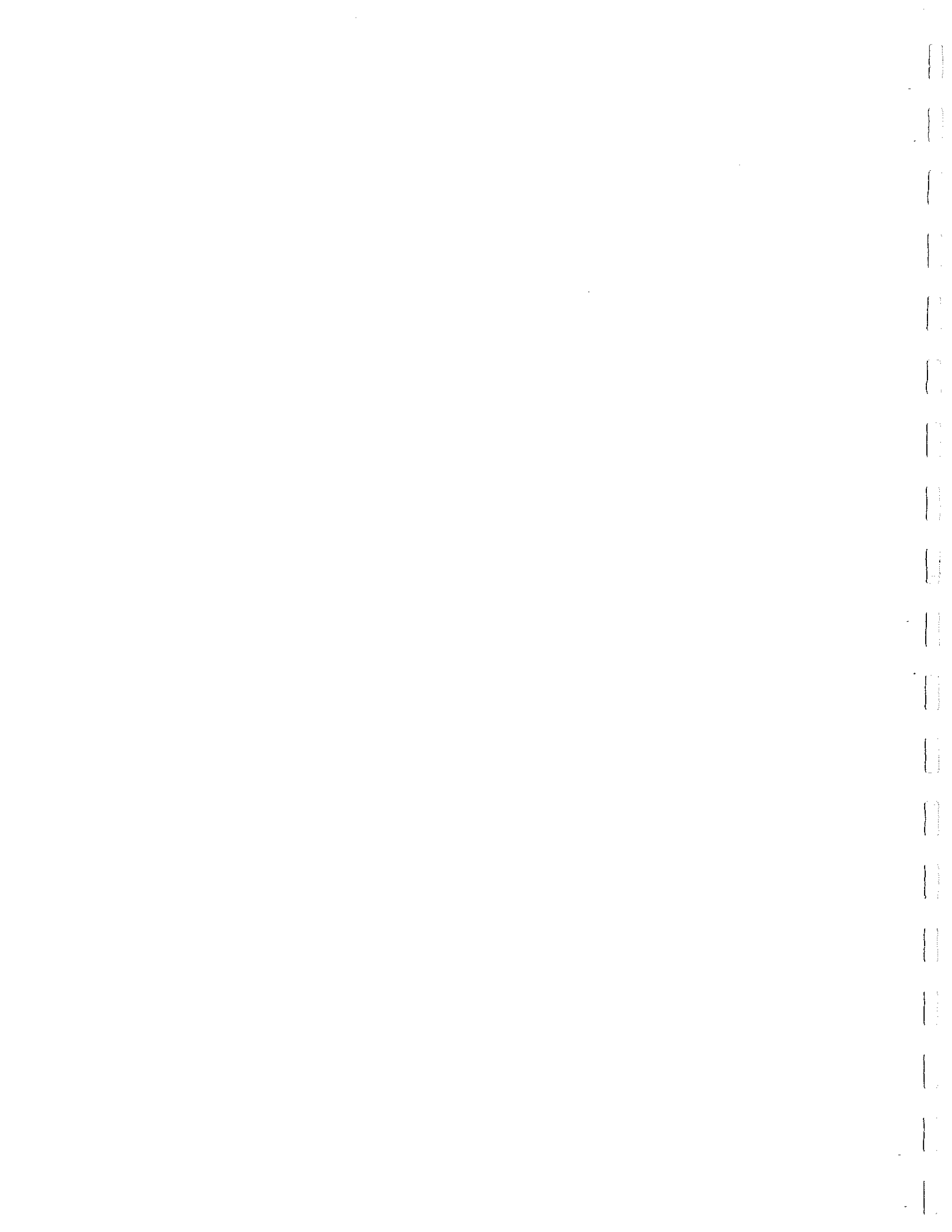
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# Summary of the Agency's Plan

## Placentia Library District Asset Allocation as of 6/30/2013

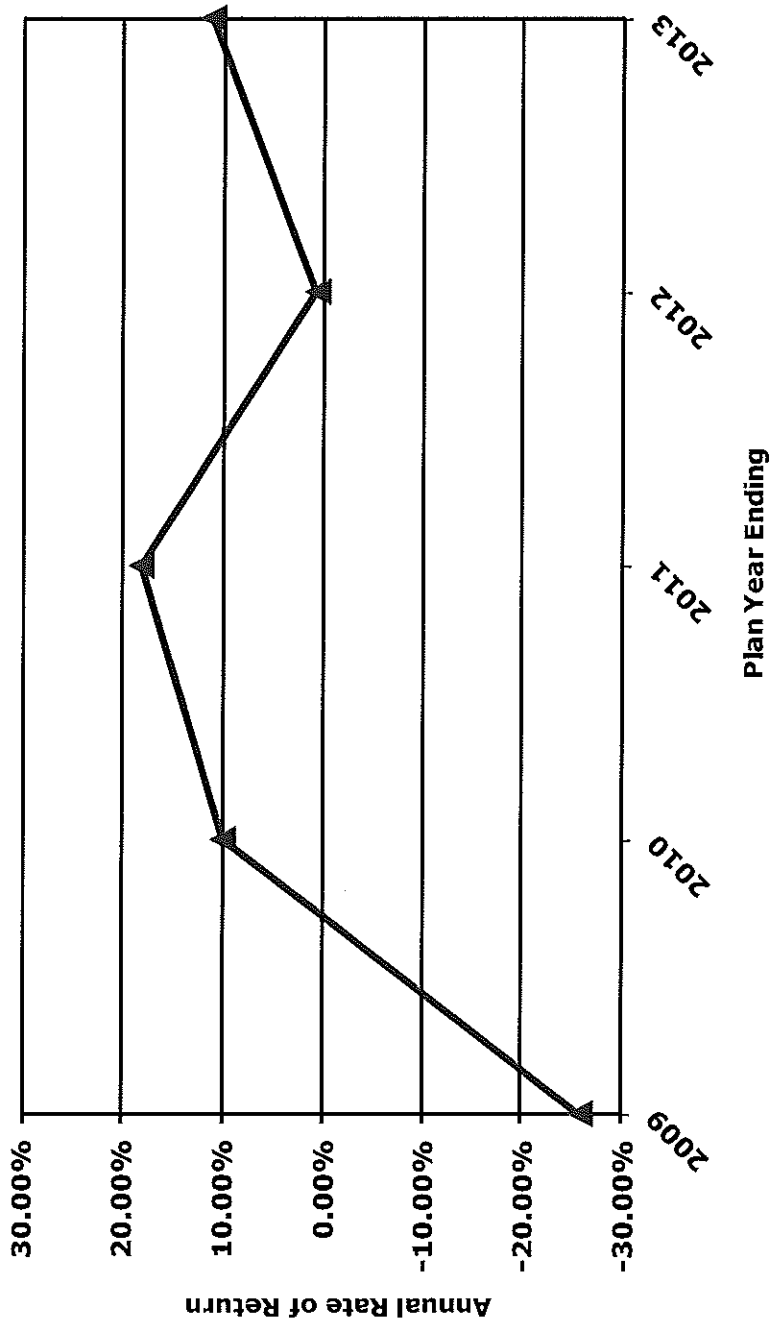


Balanced/Moderately Aggressive  
HighMark PLUS



# Summary of the Plan

## Placentia Library District Annual Rate of Return



Plan Y/E	Return
Jun -09	-25.91%
Jun -10	10.00%
Jun -11	18.18%
Jun -12	0.72%
Jun -13*	11.14%

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## Benefits to the Employees

### **Eligibility for Distribution:**

- Retirement
- Termination
- Permanent Disability
- Death

### **Distribution Process:**

- District notifies PARS of distributable event
- PARS sends distribution materials directly to the participant
- Participant complete necessary forms and return them to PARS
- Union Bank sends benefit payment based on participant instructions

### **Distribution flexibility:**

- Lump-sum cash pay out
- IRA or other qualified plan rollovers
- Purchase of PERS service credit (if eligible)





**Placentia Library District  
Retirement Plan  
401 (a) Defined Contribution  
Investment Review**

September 11, 2013

Ahmed Khatib, CFA, CFP®  
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949-553-2591  
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## DISCUSSION HIGHLIGHTS

### Asset Allocation – Balanced Strategy

- Stocks 57.0% (range 50-70%), bonds 39.25% (range 30-50%), cash 3.75% (range 0-20%)
- Mid-June: reduced equities 3.0% (LCV, SCV, and EM), increased short-term bonds 3.0%
- Mid-August: overweight growth vs. value across large cap, mid cap, and small cap, and added to international value
- Large cap 33.0%, mid cap 5.75%, small cap 6.0%, REITs 2.0%, international 10.25%
- Short term bond 11.5%, intermediate term bond 26.0%, high yield 1.75%

### Performance

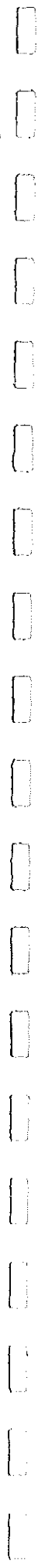
- As of August 31, 2013 (gross of inv mgmt fees, net of fund level fees): YTD, 7.24%; 12 mos, 10.96%; 36 mos, 11.18%; ITD (61 mos), 6.16%
- Stocks – domestic equities strong, emerging markets laggard
- Bonds – high yield > BC Aggregate index, solid fund performance

### Current Environment & Outlook

- Moderate U.S. economic growth
- Corporate profitability: ~2/3 of S&P 500 companies beat Q2 earnings estimates
- Some positive economic data: unemployment, housing, autos, consumer confidence
- European issues (debt, growth problems)
- Emerging markets slowdown
- Geopolitical events: Syria, Egypt, North Korea
- Second-half slowdown? (QE tapering, sequester cuts, tax increases)

### Portfolio Positioning

- Overall: underweight stocks, overweight fixed income
- Equities: favoring large cap over small cap domestic
- Fixed Income: maintain shorter-duration relative to the benchmark



**Selected Period Performance**  
**PARS/HCM BALANCED HIGHMARK PLUS**

Period Ending: 08/31/2013

Sector	Year to Date					Year to Date (61 Months)
	3 Months	1 Year	2 Years	3 Years	5 Years	
<b>Cash Equivalents</b>						
<i>iMoneyNet, Inc. Taxable (All)</i>	.00	.02	.02	.03	.34	.37
	.00	.02	.01	.01	.13	.16
<b>Total Fixed Income</b>						
<i>BC US Aggregate Bd Index (USD)</i>	-2.12	-2.14	3.08	3.25	5.82	5.85
	-1.91	-2.81	1.58	2.59	4.94	5.05
<b>Total Equities</b>						
	1.49	19.61	15.89	16.16	6.20	6.16
<b>Large Cap Funds</b>						
<i>S&amp;P 500 Composite Index</i>	1.98	21.20	18.13	17.35	6.18	6.36
	.68	18.70	18.34	18.39	7.31	7.49
<b>Mid Cap Funds</b>						
<i>Russell Midcap Index</i>	2.26	19.84	16.74	18.19		
	1.74	24.90	18.95	19.72	9.07	9.31
<b>Small Cap Funds</b>						
<i>Russell 2000 Index (USD)</i>	5.58	29.79	22.26	23.66	10.81	10.99
	3.07	26.26	19.66	20.50	7.98	8.60
<b>International Equities</b>						
<i>MSCI EAFE Index (Net)</i>	-4.07	6.96	2.21	4.74	1.02	.10
	.20	18.68	8.91	9.28	1.62	.77
<i>MSCI EM Free Index (Net USD)</i>	-7.02	.51	-2.69	1.08	1.87	.19
<b>REITs</b>						
<i>Wilshire REIT Index</i>	-7.86	-1.03				
	-7.66	.09	9.57	12.95	4.80	5.18
<b>Total Managed Portfolio</b>						
	-1.15	10.96	10.55	11.18	6.18	6.16

**Account Inception: 7/01/2008**

Returns are gross of account level investment advisory fees and net of any fees, including fees to manage mutual fund or exchange traded fund holdings. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable. Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.

