Placentia Library District

Board of Trustees
Regular Meeting

November 19, 2012
6:30 P.M.

Placentia Library
Meeting Room

Administration

Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING

Monday, November 19, 2012
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

CALL TO ORDER

1. Call to Order — Library Board President

2. Roll Call — Recorder

3. Adoption of Agenda
   This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
   Presentation: Library Director
   Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

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

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

7. Placentia Library Friends Foundation Board of Director's Report (Trustee Turner)

CONSENT CALENDAR (Items 8 – 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 October 15, 2012 Library Board of Trustees Regular Meeting. (Receive & File and Approve)

CLAIMS (Items 9 – 12)

9. Nonstandard Claims in excess of $300. (Receive & File and Approve)

10. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

11. Current Claims and Payroll. (Receive & File and Approve)

12. FY2012-2013 Cash Flow Analysis through October 2012; the Schedule of Anticipated Property Tax Revenues for FY2012-2013 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 13 – 16)

13. Financial Reports for October 2012 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

14. Balance Sheet for October 2012. (Receive & File)

15. Acquisitions Report for October 2012. (Receive & File)

16. Entrepreneurial Activities Report for October 2012. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for October 2012. (Receive, File, and Ratify Appointments)

18. Circulation Report for October 2012. (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 October 2012.

21. Children's Services Report for October 2012.

22. Adult Services Report for October 2012.

23. Placentia Library Web Site & Technology Report for October 2012.

PRESENTATION

24. Presentation to Trustee Turner
    Presentation: Board President

NEW BUSINESS

25. Staff Development Day
    Presentation: Library Director
    Recommendation: Action to be determined by the Library Board of Trustees.

26. Special District Risk Management Authority Nurse Help 24/7 Program
    Presentation: Business Manager
    Recommendation: No action required.

27. Placentia Library District Policy #6030 – Circulation Policy
    Presentation: Circulation Supervisor
    Recommendation: Authorize an amendment to Placentia Library District Policy #6030 – Circulation Policy as presented inclusive of feedback received from the Library Board of Trustees.

DISCUSSION ITEM

28. 2006 Strategic Plan
    Presentation: Library Director
    Recommendation: Select a date to review and discuss the 2006 Strategic Plan.

29. Representation at the Placentia Library Friends Foundation (PLFF) Meetings
    Presentation: Library Director
    Recommendation: Library Director or her designee will represent the Library at PLFF meetings.

ADJOURNMENT

30. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, December 17, 2012 unless re-scheduled by the Library Board of Trustees.

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

32. Adjourn

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

I, Marisa Timothy, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 19, 2012 Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 13, 2012.

Marisa Timothy, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 15, 2012

CALL TO ORDER

President DeVecchio called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 15, 2012 at 6:35 P.M.

ROLL CALL

Members Present: President Richard DeVecchio, Secretary Betty Escobosa (exited at 7:03pm), Trustee Gayle Carline, Trustee Al Shkoler, Trustee Jean Turner

Members Absent: None

Others Present: Library Staff: Library Director Jeanette Contreras, Yesenia Baltierra, Nadia Dallstream, Fernando Maldonado, Marisa Timothy, and Lori Worden, Venessa Faber and husband Brian (exited at 6:56pm); Placentia Library Friends Foundation(PLFF) Board Member Carol Fizzard

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

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

TRUSTEE REPORTS

President DeVecchio reported that he attended the PLFF Jewel Reception and the Heritage Parade with all the Board members. He also attended the memorial service for Marie Schmidt who contributed greatly to the community including the Library's History Room. (Item 5)

Secretary Escobosa reported that she attended the California Special Districts (CSDA) Annual Conference that provided great speakers. She also participated in the Heritage Day Parade and enjoyed the race car train used this year.

Trustee Carline reported that she also attended the CSDA Conference where she learned a lot about special districts and participated in an ethics training workshop. She also participated in the Heritage Day Parade and the PLFF Jewel Reception.

Trustee Shkoler reported that he attended the PLFF Jewel Reception and the CSDA Conference.

Trustee Turner reported that she attended the PLFF Jewel Reception. She also participated in the Heritage Parade and the Adult Book Discussion that provided a good discussion. She also attended the PLFF monthly meeting. (Item 6)

PLFF REPORT

PLFF Board Member Carol Fizzard announced that the next big event is the

Annual Author's Luncheon to be held in March. Tickets are now on sale. She requested that a PLFF representative be included for input on the Meeting Room renovation. And she asked about the status of the ipad station project that was to be funded by the Margaret Cooper estate funds. Library Director Contreras confirmed that there were still intentions to complete the project. Trustee Turner added that PLFF investments raised about one thousand dollars last month. (Item 7)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Carline to approve Agenda Items 8-24:

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

CLAIMS

Nonstandard Claims in excess of $300 (Item 9)

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

Current Claims and Payroll (Item 11)

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

TREASURER'S REPORT

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

Balance Sheet for September 2012 (Item 14)

Acquisitions Report for September 2012 (Item 15)

Entrepreneurial Activities Report for September 2012 (Item 16)

GENERAL CONSENT

Personnel Report for September 2012 (Item 17)

Circulation Report for September 2012 (Item 18)

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

STAFF REPORTS

Library Director's Report for September 2012 (Item 20)

Information Technology Report for September 2012 (Item 21)

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

Adult Services Report for September 2012 (Item 23)

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

PRESENTATION

President DeVecchio announced that Venessa Faber was named Employee of the Quarter and presented a proclamation and check from PLFF to her.

CONTINUING BUSINESS

REPORT ON CLOSED SESSION

President DeVecchio reported that all Board Members participated in the Closed Session held at 5:00 pm. He announced that the previously reported Library Director's annual salary was changed to $118,268 with an increase of $50 per month to car allowance to be effective September 1, 2012. In addition, she is to be made fully vested in PARS contribution funds. (Item 26)

PROPOSED POLICY #2013 – NAME BADGE POLICY

Library Director Contreras presented a revised proposed PLD Policy #2013 – Name Badge Policy that included Board member input from the previous Regular Meeting. Additional small edits were requested from the Board. It was moved by Trustee Carline and seconded by Trustee Shkoler to adopt PLD Policy 2013 – Name Badge Policy inclusive of requested changes: (Item 27)

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

ADOPTION OF RESOLUTION 13-08: TWO YEAR FINANCIAL PLAN

Library Director Contreras presented Resolution 13-08: A Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt a Two-Year Financial Plan Effective July 1, 2013 Beginning with Fiscal years 2013-2015. Resolution 13-08 was read by title only. It was moved by Trustee Shkoler and seconded by Trustee Turner to adopt Resolution 13-08 by roll call vote: (Item 31)

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

NEW BUSINESS

WITHDRAWEL MEMBERSHIP FROM SCLC

Library Director Contreras presented information from meetings held with Library Directors from all Orange County library systems to discuss concerns regarding the overall benefits of membership with the Southern California Library Cooperative (SCLC). She explained that key concerns were that the Return on Investment of the $2,960 membership dues is not justified by any benefits offered. Furthermore, trainings and meetings are often held out of the area as has become the overall focus of the cooperative. Trustee Shkoler recommended an immediate withdraw. Library Director Contreras explained that the membership due has already been paid for the fiscal year and that the Orange County libraries plan to send a collective letter. It was moved by Trustee Carline and seconded by Trustee Turner to authorize Placentia Library District to withdraw its membership from SCLC, effective July 1, 2013: (Item 29)

AYES:	DeVecchio, Carline, Turner

NOES: Shkoler
ABSTAIN: None
ABSENT: Escobosa

COMPUTER TRAINING SERVICES CONTRACT FOR COMPUTER WORKSHOPS

Library Director Contreras explained that PLFF continues to provide program funding for computer training workshops for the community and staff would now like to offer more advanced workshops through independent consultants. She presented draft contracts for two training consultants. It was moved by Trustee Shkoler and seconded by Trustee Carline to authorize the draft contract(s) as a PLD Contract Template for Computer Workshop Trainers to be used by Library Staff: (Item 30)

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

DISCUSSION ITEMS

REQUEST FOR PROPOSALS (RFP) FOR A POWER GENERATOR

Library Director Contreras provided a brief history on the identified need for a power generator for the Library. She presented a draft Request for Proposals (RFP) for a Power Generator that includes analysis of the size needed for the facility. It was moved by Trustee Carline and seconded by Trustee Turner to authorize staff to post the RFP for bid solicitation: (Item 31)

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

REQUEST FOR PROPOSALS (RFP) FOR CEILING AND LIGHTING SEISMIC ASSESSMENT AND RENOVATION

Library Director Contreras presented a draft Request for Proposals (RFP) for Ceiling and Lighting Seismic Assessment and Renovation. There was discussion on the need for the ceiling structure assessment and possible liability issues. It was moved by Trustee Shkoler and seconded by Trustee Carline to authorize staff to post the RFP for bid solicitation: (Item 32)

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

REQUEST FOR PROPOSALS (RFP) FOR FACILITY IMPROVEMENTS

Library Director Contreras presented a draft Request for Proposals (RFP) for Facility Improvements for the Meeting Room and Staff Lounge. She clarified that improvements, not an expansion is to be done, and listed some of the requested upgrades. PLFF Board Member Carol Fizzard asked that the process would include a PLFF representative in order that their requests are addressed. It was moved by Trustee Turner and seconded by Trustee Carline to authorize staff to post the RFP for bid solicitation: (Item 33)

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

ABSENT: Escobosa

AGENDA PREPARATION	Agenda Preparation for the November Board of Trustees Meeting to be held on November 19th at 6:30 P.M.
ADJOURNMENT	The Regular Meeting of the Board of Trustees of the Placentia Library District on October 15, 2012 adjourned at 7:41 P.M.
NEXT MEETING	The next meeting will be on November 19th, 2012 at 6:30 P.M. for the Regular Board Meeting.

Richard DeVecchio President Library Board of Trustees	Betty Escobosa Secretary Library Board of Trustees

Agenda Item 9

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Summary of Non-standard Claims for October 2012**

DATE: November 19, 2012

TYPE	DATE	CLAIM #	AMOUNT
NONE			
		TOTAL	**$0**

Agenda Item 10

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Summary of Claims Forwarded by the Library Director & Trustees**

DATE: November 19, 2012

TYPE	DATE	CLAIM#	AMOUNT
FUND 707	10/15/12	5549	$14,099.04
FUND 707	10/24/12	5550	$ 6,016.92
FUND 707	10/24/12	5551	$ 5,843.03
FUND 707	11/05/12	5552	$11,872.10
FUND 707	11/05/12	5553	$ 2,042.01
		TOTAL	**$39,873.10**

AGENDA ITEM 11

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **Current Claims and Payroll**

DATE: November 19, 2012

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
707	11/19/12	5554	$1,347.08
707	11/19/12	5555	$4,333.15
707	11/19/12	5556	$1,175.05
707	11/19/12	5557	$ 862.16
707	11/19/12	5558	$2,001.43
707	11/19/12	5559	$2,586.39
Subtotal for Claims			*$12,305.26*

Payroll

On Demand Wire	11/29/12	62	$40,000.00
	11/19/12	63	$40,000.00
Subtotal for Payroll			*$80,000.00*
TOTAL CURRENT CLAIMS & PAYROLL			*$92,305.26*

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/19/12
REPORT NO: 5554

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC--2993	10-05-12	2400	0760				
Midwest Tape	90443448				$93.18		
PO Box 820	10-05-12	2400	0760				
Holland OH 43528	90442920				$94.09		
	10-10-12	2400	0760				
	90455060				$73.18		
	10-10-12	2400	0760				
	90455028				$197.27		
	10-11-12	2400	0760				
	90457695				$39.09		
	10-12-12	2400	0760				
	90461795				$44.09		
	10-22-12	2400	0760				
	90481931				$113.18		
	10-22-12	2400	0760				
	90481933				$130.29		
	10-25-12	2400	0760				
	90491888				$49.99		
	10-26-12	2400	0760				
	90494290				$49.09		
					$883.45		
VC-4218-4	10-03-12	2400	0760				
Baker & Taylor Books	W83725320				$18.09		
PO Box 277930	10-04-12	2400	0760				
Atlanta GA 30384-7930	W83369902				$28.21		
	10-05-12	2400	0760				
	W83835260				$139.34		
	10-05-12	2400	0760				
	W83838590				$30.61		
	10-10-12	2400	0760				
	W83888500				$30.64		
	10-16-12	2400	0760				
	W84008180				$19.33		
	10-16-12	2400	0760				
	W84078830				$19.33		
	10-17-12	2400	0760				
	W83825471				$8.08		
	10-17-12	2400	0760				
	W84129010				$53.16		
	10-23-12	2400	0760				
	W84242230				$18.51		
	10-23-12	2400	0760				
	W84281890				$98.33		
					$463.63		
				TOTAL REMITTANCE:	$1,347.08		

The claims listed above (totaling $1,347.08) 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:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/19/12
REPORT NO: 5555

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	10-23-12	2400	0760				
Baker & Taylor Books	W84281920				$115.12		
PO Box 277930	10-30-12	2400	0760				
Atlanta GA 30384-7930	W84399620				$18.51		
	10-02-12	2400	0760				
	4010286535				$197.57		
	10-02-12	2400	0760				
	4010293505				$21.98		
	10-04-12	2400	0760				
	4010286741				$31.13		
	10-04-12	2400	0760				
	4010286742				$508.88		
	10-04-12	2400	0760				
	4010286743				$464.51		
	10-04-12	2400	0760				
	4010281661				$78.32		
	10-04-12	2400	0760				
	4010281662				$33.10		
	10-08-12	2400	0760				
	4010299516				$76.36		
	10-08-12	2400	0760				
	4010286673				$76.89		
	10-08-12	2400	0760				
	4010286674				$20.47		
	10-08-12	2400	0760				
	4010286675				$28.78		
	10-08-12	2400	0760				
	4010286676				$394.79		
	10-08-12	2400	0760				
	4010286677				$1,175.17		
	10-08-12	2400	0760				
	4010286678				$138.28		
	10-08-12	2400	0760				
	4010286679				$47.67		
	10-08-12	2400	0760				
	4010286680				$29.21		
	10-08-12	2400	0760				
	4010286681				$687.36		
	10-08-12	2400	0760				
	4010286682				$73.29		
	10-08-12	2400	0760				
	4010286683				$71.69		
	10-08-12	2400	0760				
	4010287837				$44.07		
					$4,333.15		
				TOTAL REMITTANCE:	$4,333.15		

The claims listed above (totaling $4,333.15) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/19/12
REPORT NO: 5556
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	10-08-12	2400	0760				
Baker & Taylor Books	4010287838				$15.04		
PO Box 277930	10-08-12	2400	0760				
Atlanta GA 30384-7930	4010287839				$48.41		
	10-08-12	2400	0760				
	4010287840				$19.39		
	10-08-12	2400	0760				
	4010287841				$45.34		
	10-08-12	2400	0760				
	4010287842				$17.63		
	10-08-12	2400	0760				
	4010287843				$32.16		
	10-08-12	2400	0760				
	4010287844				$109.89		
	10-09-12	2400	0760				
	4010292498				$22.06		
	10-12-12	2400	0760				
	4010303669				$39.72		
	10-15-12	2400	0760				
	4010305838				$292.34		
	10-15-12	2400	0760				
	4010298361				$42.84		
	10-15-12	2400	0760				
	4010298362				$37.04		
	10-15-12	2400	0760				
	4010298364				$19.39		
	10-15-12	2400	0760				
	4010298365				$18.56		
	10-15-12	2400	0760				
	4010298366				$154.32		
	10-15-12	2400	0760				
	4010298367				$23.35		
	10-15-12	2400	0760				
	4010298368				$38.99		
	10-15-12	2400	0760				
	4010298369				$17.97		
	10-15-12	2400	0760				
	4010298370				$14.48		
	10-15-12	2400	0760				
	4010298371				$22.68		
	10-15-12	2400	0760				
	4010298372				$33.07		
	10-15-12	2400	0760				
	4010298373				$110.38		
					$1,175.05		
				TOTAL REMITTANCE:	$1,175.05		

The claims listed above (totaling $1,175.05) 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: 11/19/12
REPORT NO: 5557
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	10-15-12	2400	0760				
Baker & Taylor Books	4010298374				$14.48		
PO Box 277930	10-15-12	2400	0760				
Atlanta GA 30384-7930	4010298375				$88.02		
	10-15-12	2400	0760				
	4010298376				$64.51		
	10-15-12	2400	0760				
	4010298377				$20.39		
	10-15-12	2400	0760				
	4010298378				$93.38		
	10-15-12	2400	0760				
	4010298379				$43.45		
	10-15-12	2400	0760				
	4010298380				$200.28		
	10-15-12	2400	0760				
	4010298381				$256.52		
	10-15-12	2400	0760				
	4010298382				$16.36		
	10-15-12	2400	0760				
	4010298383				$49.02		
	10-15-12	2400	0760				
	4010298384				$15.75		
					$862.16		
				TOTAL REMITTANCE:	$862.16		

The claims listed above (totaling $862.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/19/12
REPORT NO: 5558
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	10-17-12	2400	0760				
Baker & Taylor Books	4010299126				$417.51		
PO Box 277930	10-17-12	2400	0760				
Atlanta GA 30384-7930	4010299127				$806.75		
	10-17-12	2400	0760				
	4010299128				$69.90		
	10-17-12	2400	0760				
	4010299129				$51.49		
	10-17-12	2400	0760				
	4010300328				$24.10		
	10-17-12	2400	0760				
	4010300329				$39.26		
	10-18-12	2400	0760				
	4010303222				$20.16		
	10-18-12	2400	0760				
	4010303223				$140.48		
	10-18-12	2400	0760				
	4010303224				$53.76		
	10-18-12	2400	0760				
	4010303225				$15.07		
	10-18-12	2400	0760				
	4010303226				$28.19		
	10-18-12	2400	0760				
	4010303227				$17.63		
	10-18-12	2400	0760				
	4010303228				$26.43		
	10-18-12	2400	0760				
	4010303229				$14.48		
	10-18-12	2400	0760				
	4010303230				$33.90		
	10-18-12	2400	0760				
	4010303231				$24.15		
	10-18-12	2400	0760				
	4010303232				$18.56		
	10-18-12	2400	0760				
	4010303233				$25.49		
	10-18-12	2400	0760				
	4010303234				$19.42		
	10-18-12	2400	0760				
	4010303235				$72.35		
	10-18-12	2400	0760				
	4010303236				$68.62		
	10-18-12	2400	0760				
	4010303237				$13.73		
					$2,001.43		
				TOTAL REMITTANCE:	$2,001.43		

The claims listed above (totaling $2,011.43) 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: 11/19/12
REPORT NO: 5559

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4	10-18-12	2400	0760				
Baker & Taylor Books	4010303238				$40.34		
PO Box 277930	10-22-12	2400	0760				
Atlanta GA 30384-7930	4010303694				$927.70		
	10-22-12	2400	0760				
	4010303695				$568.73		
	10-22-12	2400	0760				
	4010303696				$334.29		
	10-22-12	2400	0760				
	4010303697				$50.38		
	10-22-12	2400	0760				
	4010303698				$75.37		
	10-23-12	2400	0760				
	4010305857				$19.67		
	10-23-12	2400	0760				
	4010305858				$20.16		
	10-23-12	2400	0760				
	4010305859				$13.20		
	10-23-12	2400	0760				
	4010305860				$41.61		
	10-23-12	2400	0760				
	4010305861				$16.81		
	10-23-12	2400	0760				
	4010305862				$18.90		
	10-23-12	2400	0760				
	4010305863				$29.35		
	10-23-12	2400	0760				
	4010305864				$19.42		
	10-23-12	2400	0760				
	4010305865				$15.11		
	10-23-12	2400	0760				
	4010305866				$262.70		
	10-22-12	2400	0760				
	4010313331				$22.03		
	10-25-12	2400	0760				
	4010311321				$22.72		
	10-29-12	2400	0760				
	4010320347				$43.81		
					$2,542.30		
VC-2993	11-01-12	2400	0760				
Midwest Tape	90509892				$44.09		
PO Box 820							
Holland OH 43528							
				TOTAL REMITTANCE:	$2,586.39		

The claims listed above (totaling $2,586.39) 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: 11/19/12
REPORT NO: 62

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

***Process on the date specified.**

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*11-29-12 Payroll #08 FY12/13	0100			$ 40,000.00		
				TOTAL REMITTANCE:	$ 40,000.00		

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

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/19/12
REPORT NO: 63

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

***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	*12-13-12 Payroll #09 FY12/13	0100			$ 40,000.00		
				TOTAL REMITTANCE:	$ 40,000.00		

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

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: November 19, 2012

Fiscal Year 2012-2013

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
07/31/11	Closed Account	Closed Account	Closed Account	1,469,830.85	Closed Account	1,469,830.85	0.00
8/31/2011	Closed Account	Closed Account	Closed Account	1,349,149.11	Closed Account	1,349,149.11	0.00
9/30/2011	Closed Account	Closed Account	Closed Account	1,303,635.10	Closed Account	1,303,635.10	0.00
10/31/11	Closed Account	Closed Account	Closed Account	1,196,238.15	Closed Account	1,196,238.15	0.00
11/30/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
12/31/2011	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
01/31/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
2/28/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
3/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
04/30/12	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
5/31/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
6/30/2012	Closed Account	Closed Account	Closed Account		Closed Account	0.00	0.00
Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Reserves	0.00	0.00	0.00	414,789.10	0.00	414,789.10	0.00
Impact Fees	0.00	0.00	0.00	374,419.30	0.00	374,419.30	0.00

Fiscal Year 2011-2012

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: November 19, 2012

Summary of Cash and Investments as of October 31, 2012

Cash with Orange County Treasurer Fund 707	1,196,238.15
Reserves with County and Bank of the West	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	6,512.81
General Fund Savings – Bank of the West	768,265.63
Payroll Checking – Wells Fargo Bank	184,882.54
Total Cash and Investments	**2,945,107.53**

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

Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

October 31, 2012

33% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,070,862	347,349	0.32	$723,513
0200	Retirement	37,960	8,959	0.24	$29,001
0301	Unemployment Insurance	11,000	0	0.00	$11,000
0306	Health Insurance	166,441	44,010	0.26	$122,431
0306-0770	Employee Assistance Program	800	239	0.30	$561
0308	Dental Insurance	15,500	5,545	0.36	$9,955
0309	Life Insurance	7,400	2,462	0.33	$4,938
0310	AD & D Insurance	4,000	1,311	0.33	$2,689
0319	Vision Insurance	2,600	808	0.31	$1,792
0350	Workers' Compensation Insurance	10,000	3,074	0.31	$6,926
	TOTAL	$1,326,563	$413,756	0.31	$912,807
SERVICES & SUPPLIES					
0700	Communications	12,000	2,733	0.23	$9,267
0900	Food	1,500	232	0.15	$1,268
1000	Household Expenses	10,000	3,128	0.31	$6,872
1100	Library Insurance	13,000	11,846	0.91	$1,154
1300	Maintenance, Equipment	20,000	8,200	0.41	$11,800
1400	Maintenance, Buildings & Improvements	85,000	9,526	0.11	$75,474
1600	Memberships	14,000	4,399	0.31	$9,601
1800	Office Expenses	30,000	15,185	0.51	$14,815
1803	Postage	5,000	1,594	0.32	$3,406
1900	Prof./Specialized Services	184,900	7,756	0.04	$177,144
1912	Investment Administrative Fees	1,500	300	0.20	$1,200
2000	Publication and Legal Notices	1,000	72	0.07	$928
2100	Rents and Leases - Equipment	500	141	0.28	$359
2200	Rents & Leases - Buildings & Improvements	30,000	14,090	0.47	$15,910
2400	Books/Library Materials	211,731	42,829	0.20	$168,902
2600	Transportation & Travel	2,000	79	0.04	$1,921
2700	Meetings	9,000	7,185	0.80	$1,815
2800	Utilities	97,500	11,348	0.12	$86,152
	TOTAL	$728,631	$140,640	0.19	$587,991
OTHER CHARGES					
3700	Taxes and Assessments	$8,300	$2,445	0.29	$5,855
	OPERATING EXPENSES	**$2,063,494**	**$556,841**	**0.27**	**$1,506,653**
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	$21,000	$0	0.00	$21,000
4200	Structures/Improvements	10,000	$0	0.00	$10,000
5200	Contingency Funds	$0	$0	0.00	$0
	TOTAL	$31,000	$0	0.00	$31,000
TOTAL BUDGET (Fund 707)		**$2,094,494**	**$556,841**	**0.27**	**$1,537,653**
Reserves	General Reserves	$414,789	$0	0.00	$414,789
	Impact Fees (Restricted)	$374,419	$0	0.00	$374,419

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
October 31, 2012

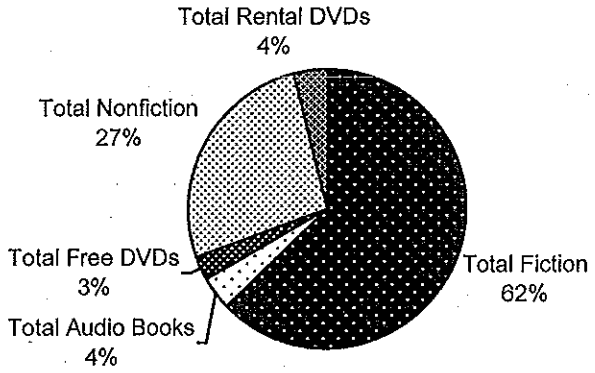
GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
	6210	Property Taxes - Current Secured	1,797,216	41,766	1,755,450	2.3%
	6220	Property Taxes - Current Unsecured	76,781	42,523	34,258	55.4%
	6230	Property Taxes - Prior Secured	0	-	-	0.0%
	6240	Property Taxes - Prior Unsecured	0	-	-	0.0%
	6250	Taxes - Spec Dist Augmentation	3,870	-	3,870	0.0%
	6280	Property Taxes - Curr Supplemental	24,602	5,172	19,430	21.0%
	6300	Property Taxes - Prior Supplemental	0	1,621	(1,621)	100.0%
	6540	Penalties & Costs on Delinq Taxes	1,620	817	803	0.0%
		Sub Total		91,897		
REVENUE FROM USE OF MONEY & PROP'Y						
	6610	Interest	0	2,061	(2,061)	100.0%
		Sub Total		2,061		
INTERGOVERNMENTAL REVENUES						
	6690	State - Homeowners Property Tax Relief	16,905	-	16,905	0.0%
	6970	State - Other	0	-	-	0.0%
	7120	Other-In-Lieu Taxes	0	-	-	0.0%
		Sub Total		-		
MISCELLANEOUS REVENUES						
	7670	Miscellaneous Revenue (Local Revenue)				
		Fines & Fees	35,000	12,231	22,769	34.9%
		Passport	55,000	27,292	27,708	49.6%
		Meeting Room Fees	5,500	1,715	3,785	31.2%
		DVD Rentals	5,000	2,135	2,865	42.7%
		Test Proctor	3,000	2,000	1,000	66.7%
		Sub Total		45,373		
	7680	6-MO Expired (Outlawed) Checks	0	-	-	0%
		YTD Actual		139,331		
		FY 11/12 Funds Available	70,000			
		TOTALREVENUES FY 11/12:	2,094,494	**139,331**	1,955,163	6.7%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	-	0%
		City of Placentia Tax Sharing Agreement	0	-	-	0%

Agenda Item 15

Placentia Library District

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

	Amount	Titles	Volumes
Total Fiction	$26,501	1572	1804
Total Non-Fiction	$11,248	487	986
Total Electronic	0$	0	0
Total Audio Books	$1,640	45	45
Total Free DVDs	$1,149	55	57
Total Rental DVDs	$1,626	46	56
TOTAL MATERIALS	$42,164	2205	2948



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

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	$8,072	406	426	$421	6	42	$8,493	412	468	$40	2	2	$8,533	414	470
Adult Non-Fiction	$5,474	257	263	$143	7	7	$5,617	264	270	$154	8	8	$5,771	272	278
Adult Reference	$256	5	5	$0	0	0	$256	5	5	$156	8	8	$412	13	13
Adult magazines	$665	2	458	$0	0	0	$665	2	458	$0	0	0	$665	2	458
Total Adult Non-Fiction	$6,394	264	726	$143	7	7	$6,537	271	733	$310	16	16	$6,847	287	749
TOTAL ADULT PRINT MATERIALS	$14,466	670	1152	$564	13	49	$15,030	683	1201	$350	18	18	$15,380	701	1219
Adult Music CDs	$0	0	0	$0	0	0	$0	0	0	$585	39	39	$585	39	39
Adult Audio Books	$1,369	33	33	$142	3	5	$1,511	36	38	$0	0	0	$1,511	36	38
Adult Free DVDs	$314	13	13	$0	0	0	$314	13	13	$0	0	0	$314	13	13
Adult Rental DVDs	$955	30	30	$0	0	0	$955	30	30	$0	0	0	$955	30	30
TOTAL ADULT NON-PRINT MATERIALS	$2,638	76	76	$142	3	5	$1,825	49	51	$585	39	39	$2,410	88	90
TOTAL ADULT MATERIALS	$17,104	746	1,228	$706	16	54	$16,855	732	1,252	$935	57	57	$17,790	789	1,309
Juvenile Fiction	$13,314	787	994	$14	1	1	$13,328	788	995	$255	21	22	$13,583	809	1017
Young Adult Fiction	$5,115	379	384	$0	0	0	$5,115	379	384	$70	10	10	$5,185	389	394
Total Juvenile Fiction	$18,429	1166	1378	$14	1	1	$18,443	1167	1379	$325	31	32	$18,768	1198	1411
Juvenile Non-Fiction	$3,645	169	175	$0	0	0	$3,645	169	175	$18	1	1	$3,663	170	176
Young Adult Non-Fiction	$1,209	54	55	$30	2	2	$1,239	56	57	$0	0	0	$1,239	56	57
Juvenile Reference	$0	0	0	$268	15	15	$268	15	15	$18	1	1	$286	16	16
Juvenile Magazines	$0	0	30	$0	0	0	$0	0	30	$0	0	0	$0	0	30
Total Juvenile Non-Fiction	$4,854	223	260	$298	17	17	$5,152	240	277	$36	2	2	$5,188	242	279
TOTAL JUVENILE PRINT MATERIALS	$ 23,283	1,389	1,638	$312	18	18	23,595	1,407	1,656	361	33	34	$ 23,956	1,440	1,690
Juvenile Music CDs	$18	1	1	$0	0	0	$18	1	1	$0	0	0	$18	1	1
Juvenile Audio Books	$271	12	12	$0	0	0	$271	12	12	$0	0	0	$271	12	12
Juvenile Free DVDs	$835	42	44	$0	0	0	$835	42	44	$0	0	0	$835	42	44
Juvenile Rental DVDs	$671	16	26	$0	0	0	$671	16	26	$0	0	0	$671	16	26
TOTAL JUVENILE NON-PRINT MATERIALS	$1,795	71	83	$0	0	0	$1,795	71	83	$0	0	0	$1,795	71	83
TOTAL JUVENILE MATERIALS	$6,649	294	1721	$298	17	17	$6,947	311	360	$36	2	2	$6,983	313	362
On-line databases	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
E-books	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
E-music	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
TOTAL ELECTRONIC MATERIALS	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Total Fiction	$26,501	1572	1804	$435	7	43	$26,936	1579	1847	$365	33	34	$27,301	1612	1881
Total Non-Fiction	$11,248	487	986	$441	24	24	$11,689	511	1010	$346	18	18	$12,035	529	1028
Total Electronic	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Total Audio Books	$1,640	45	45	$142	3	5	$1,782	48	50	$0	0	0	$1,782	48	50
Total Free DVDs	$1,149	55	57	$0	0	0	$1,149	55	57	$0	0	0	$1,149	55	57
Total Rental DVDs	$1,626	46	56	$0	0	0	$1,626	46	56	$0	0	0	$1,626	46	56
TOTAL MATERIALS	$42,164	2205	2948	$1,018	34	72	$43,182	2,239	3,020	$711	51	52	$43,893	2290	3072

Outstanding Orders as of October 2012

General Fund	Adopt-a-book	TOTAL
$24,472	$0	$24,472

Agenda Item 16

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Entrepreneurial Activities Report for October 2012**

DATE: November 19, 2012

Net Revenue Summary for October 2012

			YTD	YTD
	Oct-12	Oct-11	2012-2013	2011-2012
Passport	5,350.00	5,075.00	22,025.00	19,275.00
Passport Photos	1,068.00	1,152.00	5,267.00	4,116.00
Test Proctor	200.00	450.00	2,000.00	1,800.00
Meeting Room	685.00	460.00	1,715.00	1,890.00
DVD Rentals	431.00	513.00	2,134.60	2,158.00
Total	7,734.00	7,650.00	33,141.60	29,239.00

Agenda Item 17

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Personnel Report for October 2012**

DATE: November 19, 2012

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

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Library Clerk (30 hrs.)

WORKERS' COMPENSATION LEAVE:
None

Agenda Item 18

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: Circulation Activity Report

DATE: **November 19, 2012**

MONTHLY STATISTICS

October 2012

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Oct-12	Oct-11		2012-13	2011-12	% change
New Patron Registrations	358	375		1,360	1,410	-3.5%
Total Circulation	17,270	16,743		72,639	70,832	2.5%
Total Active Borrowers*	8,727	10,994				
Attendance	25,403	24,868		95,509	94,205	1.4%
Registered Card Holders*	31,757	27,964				
Adult Fiction	3,002	2,771		12,324	12,518	-1.5%
Adult Nonfiction	1,861	1,971		7,709	8,148	-5.4%
Adult Magazines	283	239		1,063	1,213	-12.4%
Adult Music CDs	193	199		739	884	-16.4%
Adult Audio Books	524	624		2,141	2,514	-14.8%
Adult Free DVDs	222	349		1,254	1,215	3.2%
Adult Rental DVDs	345	474		1,686	1,808	-6.7%
Overdrive E-Books	231	100		916	281	226.0%
Overdrive Audio Books	124	62		378	237	59.5%
JV Fiction	7,141	6,754		28,974	27,601	5.0%
YA Fiction	1,041	649		5,608	3,678	52.5%
JV Nonfiction	1,103	1,199		4,532	4,316	5.0%
YA Nonfiction	74	52		311	197	57.9%
JV Magazines	9	0		43	23	87.0%
JV Music CDs	28	20		128	97	32.0%
JV Audio Books	43	54		163	165	-1.2%
JV Free DVDs	656	676		2,923	3,133	-6.7%
JV Rental DVDs	153	164		867	851	1.9%

* Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		1,245	659	435	520	915	3,774
10:00		475	573	591	507	477	2,623
11:00		508	643	494	512	515	2,672
12:00		521	887	495	385	985	3,273
1:00	619	665	755	588	432	663	3,722
2:00	1,277	613	550	761	764	897	4,862
3:00	924	885	894	739	657	1,025	5,124
4:00	919	1,342	1,128	1,184	836	862	6,271
5:00		1,373	1,373	960	867		4,573
6:00		1,117	2,101	2,226	1,153		6,597
7:00		1,245	1,010	1,118	904		4,277
8:00		934	556	949	599		3,038
Total/Day	3,739	10,923	11,129	10,540	8,136	6,339	50,806
					*** Grand Total**		**25,403**

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		0	1	0	2	6	9
10:00		2	2	0	1	4	9
11:00		4	1	2	1	9	17
12:00		0	3	0	0	7	10
1:00	12	2	0	0	4	10	28
2:00	8	3	1	2	2	9	25
3:00	9	1	3	2	2	6	23
4:00	4	7	4	5	1	5	26
5:00		9	5	3	4		21
6:00		3	6	5	12		26
7:00		6	2	8	3		19
8:00		1	0	0	0		1
Total/Day	33	38	28	27	32	56	**214**
							Grand Total

STAFF ACTIVITY

October 01, 2012- Fernando participated in recruitment interviews for library clerk.
October 02, 2012- Staff organized chairs in the meeting room for Pre-School story time.
October 02, 2012- Fernando collected money from the copy machine.
October 02, 2012- Estella delivered money deposits to the bank.
October 02, 2012- Fernando participated in supervisors meeting.
October 02, 2012- Fernando met with Yesenia to discuss recruitment interviews.
October 04, 2012- Staff organized the meeting room for Lap-Sit story time.
October 04, 2012- Staff organized the meeting room for P-Tac.
October 06, 2012- Staff organized the meeting room for Family Flicks.
October 06, 2012- Tim compiled and submitted purchase order for vending machines.
October 09, 2012- Staff organized chairs in the meeting room for Pre-School story time.
October 09, 2012- Fernando trained volunteer how to process discards.
October 09, 2012- Estella delivered money deposits to the bank.
October 09, 2012- Fernando collected money from the copy machine.
October 10, 2012- Fernando trained Vanita how to discard items from Horizon.
October 11, 2012- Tim, Saul, Laura C. and Fernando set up for Jewell Reception.
October 11, 2012- Staff organized the meeting room for Lap-Sit story time.
October 11, 2012- Staff organized the meeting room for P-Tac.
October 13, 2012- Fernando helped with Heritage Parade.
October 13, 2012- Staff organized the meeting room for Family Flicks.
October 14, 2012- Laura C. and Winston helped with the Friends monthly book sale.
October 15, 2012- Fernando met with Larry to discuss personnel issues.
October 15, 2012- Fernando attended board meeting.
October 16, 2012- Staff organized chairs in the meeting room for Pre-School story time.
October 16, 2012- Fernando collected money from the copy machine.
October 16, 2012- Fernando met with Nadia to discuss personnel issues.
October 16, 2012- Estella, Beatrice, Vanita, and Fernando received copy machine training.
October 16, 2012- Fernando participated in supervisors meeting.
October 16, 2012- Vanita, Estella, and Beatrice attended Circulation meeting.
October 16, 2012- Estella, Beatrice, and Fernando attended all staff meeting.
October 16, 2012- Fernando met with Yesenia to discuss personnel issues.
October 18, 2012- Staff organized the meeting room for Lap-Sit story time.
October 18, 2012- Staff organized the meeting room for P-Tac.
October 20, 2012- Tim compiled and submitted purchase order for vending machines.
October 20, 2012- Staff organized the meeting room for Family Flicks.
October 23, 2012- Estella delivered money deposits to the bank.
October 23, 2012- Fernando collected money from the copy machine.
October 23, 2012- Staff organized chairs in the meeting room for Pre-School story time.
October 25, 2012- Staff organized the meeting room for Lap-Sit story time.
October 25, 2012- Staff organized the meeting room for P-Tac.
October 27, 2012- Staff organized the meeting room for Family Flicks.
October 30, 2012- Estella delivered money deposits to the bank.
October 30, 2012- Fernando participated in supervisors meeting.
October 30, 2012- Fernando collected money from the copy machine.
October 30, 2012- Staff organized chairs in the meeting room for Pre-School story time.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Staff is inspecting the public restrooms hourly.
Circulation staff continues performance measure assignment.
Circulation Supervisor along with Business Manager continue recruitment for vacant 30 hour library clerk position.

NEW PROJECTS AND ACTIVITIES

Circulation will plan a passport marketing campaign.
Circulation Supervisor along with Business Manager will begin recruitment for clerk substitutes.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marisa Timothy, Administrative Assistant

SUBJECT: **City of Placentia Invoices, October 2012**

DATE: November 19, 2012

CITY OF PLACENTIA INVOICES

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

*** City Billing Not Received**

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Library Director's Report for October 2012**

DATE: November 19, 2012

Accomplishments

- Met with Anaheim Library Director to discuss possible consortium of Information Technology (IT) service and other consortium issues.
- Conducted performance evaluation with Administrative Assistant.
- Prepared, organized, planned and hosted the Staff Appreciation & Recognition Dinner.
- Introductory meeting with newly appointed School District Superintendent, Dr. Domene.

Meetings

- Library Board of Trustees meeting – October 15th
- President DeVecchio – October 11th
- Supervisor's meeting – October 2nd, 16th & 30th
- Staff meeting – October 16th
- Batallion Chief Black – October 25th
- CSUF Rotaract Club – October 10th
- Printing Vendor – October 25th

Conferences/Workshops/Training

- Digital Summit for Library Directors – October 21st – 24th

Community Events / Functions

- Marie Schmidt's Funeral Service – October 9th
- PLFF Jewel Reception – October 12th
- Staff Appreciation & Recognition Dinner – October 26th

Projects in Progress

- Request for Proposal (RFP) for facility improvement
- RFP for IT Service
- Newsletter for March 2013 – September 2013
- Fiscal Years 2013-2015 Budget

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 October 2012

DATE: November 19, 2012

MONTHLY STATISTICS

Childrens Desk Activity

	October 2012	October 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Phone reference:	35	33	134	147	-8.84%
In person reference/research:	890	754	3142	2458	27.83%
Total Reference	**925**	**787**	**3276**	**2605**	25.76%
Total Number of Programs	55	41	145	131	10.69%
Total Programs Attendance	1516	1461	6663	7048	-5.46%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	35
F.I.R.S.T. – Family Interactive Reading and Sharing Time	1	30
Preschool Story Times I & II: 3-6 years	10	197
C.O.P.S.	1	23
Pocket Tales: Stories, music, and movement.	5	125
Lap Sit 24 months & younger	4	217
P-TAC	5	80
Family Flicks	3	46
Family Game Day	1	25
Super S.T.A.R.	1	30
Homework Club	19	332
10/18 YA/Adults Star Gazing	1	43
10/27 YA: P-TAC Halloween Haunt	1	65

10/27 Halloween Crafts, Treats, & Costume Contest	**1**	**80**
10/31 In-N-Out's Cover To Cover Reading Program	**1**	**188**
Total October 2012	**55**	**1,516**
Total October 2011	**41**	**1,461**
Current FY to date	**145**	**6,663**
Previous FY to date	**131**	**7,048**

Achievements:

- Brenda Ramirez represented the library at a REFORMA meeting on October 4.
- Coleen Wakai represented the library at the Placentia Heritage Day library booth at Tri-City Park on October 13.
- The winner of the Children's Summer Reading Program, Gabriel Vera, and his family rode in the library vehicle at the Placentia Heritage parade.
- Children's staff members Brenda Ramirez, Coleen Wakai, and Lori Worden attended the annual Staff Appreciation Dinner on Oct. 26. Library substitutes Barbara Christian, Sally Federman, Martha Leonard, and Mary Strazdas also attended.
- Lori Worden attended the Placentia Library Board of Trustees meeting on Oct. 15.
- Coleen Wakai and the library's teen P-TAC group presented the Library Haunt for children on October 27.
- Brenda Ramirez planned and conducted a Halloween program for children, including crafts, treats and a costume contest on October 27. PLFF Board members Brenda Benner and Nancy Lone-Tollefson served as judges for the costume contest.
- Lori Worden conducted a staff meeting for Children's dept. staff on October 16.
- Coleen Wakai and Lori Worden attended the library all-staff meeting on October 16.
- The Mom's Club of North Placentia presented a display for the library display case for the month of October.

In progress:

- Children's staff members are preparing for the annual Camp Library event planned for November 2 – November 3.
- Children's staff members are planning Spring and Summer 2013 programs for the Placentia Library newsletter "Explore."

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Librarian II

SUBJECT: Adult Services Monthly Activity Report for October 2012

DATE: **NOVEMBER 19, 2012**

MONTHLY STATISTICS

Reference Desk Activity

	October 2012	October 2011	Y-T-D 2012-13	Y-T-D* 2011-12	Y-T-D % change
Reference -- in person	940	846	4096	3440	19.07%
Reference -- telephone	344	311	1478	1235	19.68%
Reference -- email/chat	2	0	13	13	0.00%
Technology assistance	473	301	1778	1788	-0.56%
Guest passes	157	189	591	790	-25.19%
Adult and Children's computer use (desktops)	2979	2913	10561	11358	-7.02%
Adult computer usage (desktop)	2513	2425	9336	9773	-4.47%
Public computer use (express laptops)*	376	809	1795	3974	-54.83%
In library use -- cleanup	3471	3560	14074	13680	2.88%
Adult Program Attendance	139	149	706	468	50.85%

**Only 1 Express Laptop Available*

Adult Services Programs

		October 2012
October 2, 2012	Celebrate Family History Month	45
October 2, 2012	Computer Workshop: Introduction to Computers	11
October 9, 2012	State of Wonder	15
October 9, 2012	Computer Workshop: Introduction to Computers	8
October 16, 2012	Computer Workshop: Introduction to Computers	6
October 18, 2012	Star Gazing	42
October 25, 2012	Placentia: A Pleasant Place -- Offsite Film Showing	12
	Total Program Attendance	**139**

Volunteer Hours

	October 2012	October 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room	15	0	101	388	-73.97%
PLFF	563	463	1786.75	1826	-2.15%
General Library	342.5	408.75	1393.75	3419.25	-59.24%
Technology	65.25	0	706.25	28	2422.32%
Homework Club	152.5	195.75	248.5	322.75	-23.01%
Adult Literacy	27.25	50.5	115.25	168	-31.40%
PTAC	247.75	330	585.75	330	77.50%
Total Volunteer Hours	**1413.25**	**1448**	**6250.5**	**6482**	**-3.57%**

History Room Activity

	October 2012	October 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
History Room Visitors	10	2	32	31	3.23%

Adult Literacy

	October 2012	October 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
Number of Tutors	7	5	23	17	35.29%
Number of Students	8	10	32	21	52.38%
Total Number of Participants	15	15	55	38	44.74%

Computer Literacy

	October 2012	October 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % Change
Number of Tutors	2	3	5	10	-50.00%
Number of Students	2	2	8	9	-11.11%
Total Number of Participants	3	0	12	14	-14.29%

ACHIEVEMENTS

- ***Wendy Townsend*** attended the Genealogy program October 2nd.
- ***Wendy Townsend and Coleen Wakai*** attended the Heritage Festival on October 13th.
- ***Nadia Dallstream*** coordinated and attended the Heritage Parade and Festival on October 13th.
- ***Wendy Townsend*** presented *Placentia: A Pleasant Place DVD* at Nohl Ranch Inn on October 25th
- ***Wendy Townsend and Nadia Dallstream*** created a list of possible oral history topics and subjects.
- ***Wendy Townsend*** is now coordinating the History Room calendar.
- ***Wendy Townsend and Venessa Faber*** completed the fall library decorations.
- ***Venessa Faber*** attended an orientation at Read OC on October 19th.
- ***Venessa Faber*** and Coleen Wakai led the Stargazing event on October 18th.
- ***Venessa Faber*** has created a student intake test for Literacy applicants.
- ***Katie Matas*** led the book discussion on State of Wonder by Ann Patchett.
- ***Katie Matas*** assisted with the beginning computers workshops.
- ***Kate Matas*** proctored 4 exams.
- ***Jeannie Killianey*** coordinated each of the three Session 1 Computer Workshops.
- ***Jeannie Killianey*** completed the publicity materials for "Saving Cents with Coupons" program.
- ***Nadia Dallstream*** has been working with Adult Services Staff to prepare for the Spring/Summer Newsletter and programming through August 2013.

MEETINGS

- ***Nadia Dallstream*** attended the Manager/Supervisor Meetings on October 2nd and 16th.
- ***Nadia Dallstream*** attended the Board Meeting on October 15th.
- ***Nadia Dallstream, Wendy Townsend, Venessa Faber, Katie Matas*** attend the Adult Services meeting on October 16th
- ***Nadia Dallstream, Wendy Townsend, Venessa Faber, Katie Matas*** attended the Staff meeting on October 16th
- ***Wendy Townsend and Coleen Wakai*** met with the new Federal Work Study Intern on October 18th.
- ***Nadia Dallstream, Venessa Faber and Wendy Townsend*** met on October 23rd to discuss the Volunteer and Literacy Programs.
- ***Wendy Townsend*** attended the Historical Committee Meeting on October 23rd.
- ***Nadia Dallstream and Wendy Townsend*** met on October 18th.
- ***Wendy Townsend*** met with Beatrice Quintanar on October 8th to discuss the History Room Calendar.
- ***Jeannie Killianey*** met with a potential computer workshop instructor on October 17th.
- ***Jeannie Killianey*** attended an Adult Services staff meeting on October 16th.
- ***Jeannie Killianey*** attended the staff meeting on October 16th.
- ***Jeannie Killianey*** met with Venessa Faber on October 24th regarding the Holiday Program series.
- ***Jeannie Killianey*** met with Nadia Dallstream on October 24th regarding Computer Workshops for the coming year.

IN PROGRESS

- ***Wendy Townsend, Jeannie Killianey*** and ***Venessa Faber*** are working on the Holiday Series program.
- ***Wendy Townsend and Nadia Dallstream*** are working on updating the History Room policies and forms.
- ***Wendy Townsend*** is coordinating screenings of *Placentia: A Pleasant Place* with local organizations.
- ***Wendy Townsend*** is weeding the 300's collection.
- ***Adult Services Staff*** is continuing to select books for assigned collection areas.
- ***Wendy Townsend*** is continuing to fill volunteer positions and verify volunteer hours.
- ***Wendy Townsend*** is working on a new History Room display.
- ***Venessa Faber and Wendy Townsend*** are working on winter library decorations.
- ***Jeannie Killianey*** continues to monitor and update the library's Facebook page.
- ***Jeannie Killianey*** is finalizing program details for the coupon program.
- ***Jeannie Killianey*** is working with new instructors for the Computer Workshops program.
- ***Jeannie Killianey*** secured a performance group for the November 29th holiday program.
- ***Jeannie Killianey*** continues to make weekly book selections for Rotary members to be honored with a book plaque.
- ***Jeannie Killianey*** is weeding the Educational DVDs collection.
- ***Jeannie Killianey*** is finalizing details for a job skills workshop in April/May.
- ***Jeannie Killianey*** is working on a nutrition program for the Summer Reading Program.
- ***Venessa Faber*** is organizing the Literacy collection's materials for better usage and is designing a Conversation Group for the Literacy applicants on the wait list.
- ***Venessa Faber*** is continuing to fill Computer Literacy and Adult Literacy tutoring needs.
- ***Venessa Faber*** is creating flyers and slides for the TV in circulation for the advertisement of upcoming events.
- ***Venessa Faber*** is preparing for the November Book Discussion *Language of Flowers.*
- ***Venessa Faber*** is working with a volunteer to better organize Literacy materials.
- ***Nadia Dallstream and Katie Matas*** are working with Thomas Edelblute, Patrick Hoang and Art Crouch to get the Freegal App working.
- ***Nadia Dallstream*** is preparing for the December Book Discussion of *Life of Pi.*
- ***Nadia Dallstream*** is coordinating the 2013 Summer Reading Program.
- ***Nadia Dallstream*** is working on updating the item status for the Professional Collection and Reference Materials.
- ***Nadia Dallstream*** is planning for FY 13/15 and the November 30th Staff Meeting.
- ***Wendy Townsend*** is working with the History Room volunteer to scan new photos into the History Room collection.
- ***Venessa Faber and Brenda Ramirez*** will attend the California Library Association's conference in San Jose, CA on November 2-4.
- ***Katie Matas*** began weeding the Science Fiction collection.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian, Technical Services

SUBJECT: Technology & Website Report for October 2012

DATE: November 19, 2012

MONTHLY STATISTICS

On-line database usage							
	October 2012	Onsite Usage 10/12	Remote Usage 10/12	October 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
General Reference Center	101	30	43	119	202	235	-14%
Biography In Context*	17	8	9	0	118	0	NA
Opposing Viewpoints*	9	2	7	0	31	0	NA
Freegal*	373	N/A	N/A	0	414	0	NA
Heritage Quest	386	N/A	N/A	421	2,611	2,888	-10%
Novelist	98	N/A	N/A	57	218	166	31%
Shmoop*	52	N/A	N/A	0	52	0	NA
Tumblebooks	592	N/A	N/A	366	1,686	1,368	23%
Reference USA	12	N/A	N/A	70	372	180	107%
TOTAL DATABASE USAGE	**1,640**	**40**	**59**	**1033**	**2,734**	**2,035**	**34%**

** New FY 12/13*

Website Traffic					
	October 2012	October 2011	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Website visits	22,884	21,247	88,480	85,431	4%
Page Hits	39,641	41,095	157,879	164,542	-4%

ACHIEVEMENTS

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

Agenda Item 24

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **A Presentation to Trustee Jean Turner**

DATE: November 19, 2012

President DeVecchio will make a presentation to Trustee Jean Turner for her 8 years of service to the Library Board of Trustees.

Agenda Item 25

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Staff Development Day**

DATE: November 19, 2012

BACKGROUND

On November 30, 2012 from 9am-1pm, library staff will meet for their annual staff development day. The purpose of the ½ day session is to provide library staff with an opportunity to meet and discuss their ideas as we prepare for the budget. This will be the fourth year that the staff development day is held and Library staff continues to appreciate the occasion to get together to brainstorm as a team.

Library Director will answer questions from the Library Board of Trustees.

Fiscal Impact: $100 for refreshments and pizzas

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Agenda Item 26

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Nurse Help 24/7 Program**

DATE: November 19, 2012

BACKGROUND

At the October 15, 2012 meeting, a Library Board of Trustee requested information about the Nurse Help 24/7 Program offered by Special District Risk Management Authority (SDRMA). The Nurse Help 24/7 program is specifically intended for employees. The program is available to all enrolled employees at no additional cost. An experienced registered nurse is available to answer questions and determine the proper treatment options. Employees get an unlimited number of calls to Nurse Help 24/7. The goal of this program is to help employees save time and money by avoiding unnecessary trips to the doctor's office or ER for non-emergency care. The Nurse Help program is confidential, covered by HIPAA Privacy Rights.

Agenda Item 27

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: **Placentia Library District Policy #6030 – Circulation Policy**

DATE: November 19, 2012

BACKGROUND

Circulation staff has been experiencing inquiries from patrons regarding the acceptance of a non U.S. government document as a form of acceptable identification. Our current policy does not clearly identify that only U.S. issued documentation are acceptable which leads to the misinterpretation that a government issued documentation from a foreign country is an acceptable identification when patrons are applying for a library card.

Staff recommends that policy #6030.10 be changed to reflect the following language:

> "Placentia Library District will issue a library card to California residents with a valid driver's license or a U.S. government issued photo identification."

The recommended change in policy #6030—Circulation Policy will enable library staff to enforce the policy with minimal confusion to patrons and provide better customer service.

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

RECOMMENDATION

Authorize an amendment to Placentia Library District Policy #6030 – Circulation Policy as presented inclusive of feedback received from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Circulation Policy
POLICY NUMBER: 6030

6030.1 Loan Periods for Library Materials are as follows:

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

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

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

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

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

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

6030.2.2.3. There is no grace period for DVDs.

6030.3 Notification Process:

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

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

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

6030.3.3.1 If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a $25.00 surcharge added to the account's balance.

6030.3.3.2 Accounts with invoices or 2nd fine notices that remain unpaid after 10 days from the date of the notice will be reported to the collection agency with a $25.00 surcharge added to the account's balance.

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

6030.3.3.4 Accounts for cardholders having more than $40.00 in accumulated fines and who have not responded to the fines notices from the Library, will be reported to the collection agency with a $25.00 surcharge added to the account's balance.

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

6030.5 Returned Checks

6030.5.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a $25.00 surcharge.

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

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

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

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

6030.8 Telephone renewals and inquiries

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

6030.8.1.1 Verify the due date of an item.

6030.8.1.2 Renew or request an extension of a loan period.

6030.8.1.3 Report if an item is lost.

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

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

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

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

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

6030.10 Placentia Library District will issue a library card to California residents with a valid driver's license or a **U.S.** government issued photo identification.

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

Agenda Item 28

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **2006 Strategic Plan**

DATE: November 19, 2012

BACKGROUND

The Placentia Library District, with the help of a strategic consultant, produced a strategic plan on May 9, 2006. The plan was to be the roadmap for the Library for the year 2010. Since its completion, the plan has not been visited collectively by library staff, trustees, and community members who were involved in its development.

As the Library moves forward to prepare for a two-year budget cycle, Fiscal Years 2013-2015, it is imperative that we revisit the latest strategic plan. The review and discussion of the 2006 strategic plan will provide the Library an opportunity to assess its current budget needs and anticipate new service models and technology programs for our community. It will serve a dual purpose as a reality checkpoint and an action plan for library staff.

The Library Director recommends that the Library Board of Trustees and library staff review and discuss the 2006 Strategic Plan.

Attachment A is a copy of the 2006 Strategic Plan.

RECOMMENDATION

Select a date to review and discuss the 2006 Strategic Plan.

Placentia Library District
Placentia Library Plans for 2010
May 9, 2006

Founding Purpose

The California Education Code establishes library districts to establish, equip and maintain a public library for the dissemination of knowledge of the arts, sciences, and general literature.

Vision

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

Mission

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.

Key Action Areas

- Public Services

Placentia Library District seeks to provide reading, informational and cultural activities for all residents of the District and other eligible clients.

Provide reading, listening, viewing and communication opportunities for lifelong learning and recreation to individuals of all ages, from infants to seniors, from all economic levels in the community.

Provide a balanced collection of books and other print and non-print materials to ensure lifelong leaning and reading, listening and viewing for individual and family education and enjoyment.

Provide opportunities for clients to improve their lives through intellectual and cultural pursuits.

Provide an opportunity for economic advancement and community integration through improving language skills and the capacity of a diverse community to grow together.

- Technology

Placentia Library District seeks to organize its collection of print and non print materials so that clients can identify and locate items of interest with minimal staff intervention, make its resources available in the Library and throughout the community by using digital communications, and provide access to computers and electronic communications in the Library for all residents of the District and other eligible clients.

Increase the self-sufficiency of clients by providing self-service check out, expand the use of self-service renewals, self-service Library card application processing and expand the use of point of sale credit card payments for fines and user fees.

Increase the availability of computer access in the Library.

Improve the usability of printers, photocopies and fax services for the public.

Improve the Library's inventory control, collection maintenance and collection development.

Operations

Placentia Library District seeks to find efficiencies in day-to-day operations that will enable the District to be open seven days per week, to increase its expenditure for books and library materials to no less than 15% of each year's operational budget, to expand its volunteer program, and to provide competitive salaries and benefits and training programs for its employees.

Finance

Placentia Library District seeks to develop sources of revenue for operational and capital expenses that will enable the District to implement the programs and services identified in the Strategic Plan.

Develop a multi-year capital improvements budget.

Develop and implement a program to increase the District's property tax revenue.

Develop a implement programs to increase the District's entrepreneurial revenue.

Develop and implements programs to increase private support of the District through the Friends of Placentia Library.

Increase the number of grant applications through the use of a professional grant writer and increased staff training in grant writing and working with corporate foundation staff.

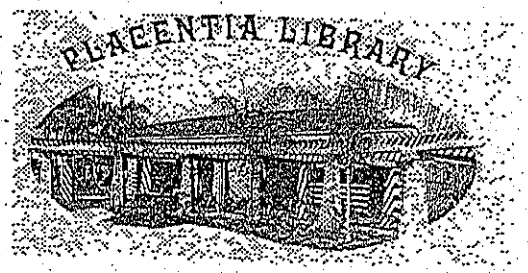
Facility

Placentia Library District seeks to improve its physical facility by making it compliant with Americans with Disabilities Act requirements, by making better use of the space available through remodeling and interior design, by expanding the facility on the current site and by improving the parking.

Select and work with a public library building consultant to develop a plan for space utilization of the current building and propose uses for expanded space.

Select and work with a capital project finance consulting firm to develop a plan for capital funding options for remodeling, renovation and expansion.

Implement minimal-cost facility projects costing less than $20,000 per project, that will improve staff productivity and the public's ability to use the Library.



Strategic Plan
38 Board & Public Ranked Priorities

PLACENTIA LIBRARY

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Expand and enhance reference services and programming:	Enhance Library programs by adding new programs such as: computer lessons, music series, and increasing monthly programs for adults.	Public Services 3	$25,000
Develop or expand programming for elementary age children, young adults, and adults:	Recruit additional high school students as tutors for the homework clubs and as one-to-one tutors for grade school children.	Public Services 3	$10,000
The District will become a full service public library.	The District will seek to have a library materials budget that is not less than 10% of its operational budget in any given year.	Operations 3	$19,000
Develop or expand programming for elementary age children, young adults, and adults:	In Fiscal Year 2006-07, expand homework clubs for middle school students to include all Title I schools in Placentia—Melrose, Ruby Drive, and Tynes Elementary Schools. Increase the .5 FTE position in Literacy to 1 FTE to coordinate all off-site homework clubs.	Public Services 2	$25,000

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

PLACENTIA LIBRARY

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Improve the Library's public access equipment program:	Create a business center with a self-service fax machine and a copier that both use a self-service debit/credit card point of sale system.	Technology 2	$8,000
Improve the Library's inventory control, collection maintenance and collection development:	Transition the collection to keep up with technology changes in media including but not limited to e-books, downloadable audio books and replacing videos with DVDs. Eliminate tape based media.	Technology 2	$30,000
Identify and apply for State, Federal and private grants for Library operations and programs:	Continue using a professional grant writer to apply for Literacy program grants from corporations and private foundations.	Finance 2	$12,000
Improve the Library's public access equipment program:	Eliminate the current debit card system for photocopies and printers and replace it with a self-service debit/credit card point of sale system.	Technology 2	$8,000

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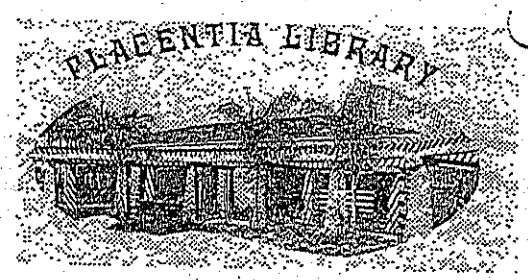

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:	Determine whether the District is interested in pursuing another JPA facility with the City that will include a Community Center and Senior Center by conducting a community opinion survey.	Facility 2	$10,000
Improve the Library's public access equipment program:	Establish a three-year replacement schedule for computers and printers.	Technology 2	$0.00
Develop or expand programming for elementary age children, young adults, and adults:	Recruit additional adult tutors to match with adult students.	Public Services 2	$10,000
Develop a multi-year Capital Improvements Budget:	Select and hire a public agency finance consultant to work with staff to develop a capital improvements budget for the next five years.	Finance 2	$5,000
Expand and enhance reference services and programming:	Increase outreach to schools to include attending faculty meetings and periodically inviting teachers to special tours.	Public Services 2	$1,500

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Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Strengthen and expand the Placentia History Room Collection:	Create a series of videos on topics of Placentia History including interviewing local leaders and preparing oral histories.	Public Services 1	$10,000
Improve the Library's inventory control, collection maintenance and collection development:	Convert existing microfilm collections to digital format.	Technology 1	$15,000
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Establish a procedure for conducting an environmental audit of the facility every five years to ensure safe public service and staff working conditions.	Facility 1	$5,000
Provide a smooth transition for Library services to an internet-based platform:	Create a staff intranet to improve the speed and quality of inter-staff communications.	Technology 1	$2,000
Improve staff productivity by assisting staff with the use of technology:	Create a training program and procedures manual to teach staff members how to use the telephone system.	Technology 1	$1,500

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PLACENTIA LIBRARY

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Maintain a five year replacement schedule for office computers and printers.	Technology 1	$0.00
Identify and apply for State, Federal and private grants for Library operations and programs:	Continue to use staff time to apply for State Library grants for whatever programs would benefit the District's clients.	Finance 1	$0.00
Expand outreach to seniors:	Offer off-site tutor training at senior living facilities.	Public Services 1	0.00
Provide a smooth transition for Library services to an internet-based platform:	Establish a system to work with the Library's web site manager to ensure that information is current and comprehensive.	Technology 1	$0.00
Develop or expand programming for elementary age children, young adults, and adults:	In the Children's Department, in Fiscal Year 2006-07, add one full-time equivalent to facilitate and coordinate off-site children's programming and Library related events	Public Services 1	$48,000

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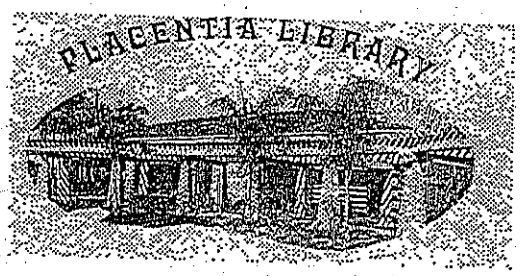

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Reassign the space in the public service areas:	Remodel the Preschool reading area.	Public Services 1	$25,000
Expand the support program for home-schooled children:	Provide on-site Library support to Parkview School so that home-schooled children are aware of all children's programming.	Public Services 1	$10,000
Establish a 3-year cycle of community surveys based on the American Library Association's "Planning for Results", using multi-lingual instruments, using professional sampling procedures and administered in person in the Library, by mail and electronically:	Send Library managers for Public Library Association's training workshops on "Planning for Results"	Marketing 1	$6,000

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

PLACENTIA LIBRARY

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Increase the Library Board Library Staff, Friends of Placentia Library Board of Directors and Placentia Library District Board of Directors' awareness of the principles of public service and non-profit marketing and branding:	Provide continuing education training in the areas of marketing and branding by participating in lectures or seminars presented by the Orange County Volunteer Center, the Gianneschi Center for Nonprofit Research, the California Association of Library Trustees and Commissioners, the Association of Professional Fundraisers, the Planned Giving Round Table or the California Special Districts Association.	Marketing 1	$4,000
Expand the communications program with area schools:	Provide a Placentia Library Hours and website poster for every public or private class room in Placentia.	Public Services 1	$1,000
Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:	Discuss the project with the City and Developer and determine whether there is an interest in pursuing the project by March 2006.	Facility 1	$0.00

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

PLACENTIA LIBRARY

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
If by March 2006 it is apparent that a new facility in the Placentia Old Town Re-Development Area is not feasible the Library Board will begin a study of remodeling, renovation and expansion options for the current facility.	Determine whether to actively support the California Library Bond Act of 2006 with the understanding that it is the potential source of funding for a remodeling and/or renovation project.	Facility 1	$0.00
The District will seek to have competitive salaries and benefits for its employees:	The District will review its medical benefit package and determine whether to transfer into the Special District Risk Management Pool coverage.	Operations 1	$0.00
The District will seek to have competitive salaries and benefits for its employees:	The District will conduct a position classification and compensation study for its non- exempt employees and take action on the recommendations of the study.	Operations 1	$12,000
Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:	Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.	Facility 1	$2,500

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

PLACENTIA LIBRARY

Strategic Plan
38 Board & Public Ranked Priorities

Goal	Objective	Priority	Cost
Expand the support program for home-schooled children:	Provide flyers that detail library services to Parkview School (home- school support school) so that home-schooled children are aware of the library's programs.	Public Services 1	$500
Develop a multi-year Capital Improvements Budget:	Set priorities for implementing the Capital Improvements Budget.	Finance 1	$0.00
Expand and enhance reference services and programming:	Encourage more patron use of 24/7 services.	Public Services 1	0.00
Expand and enhance reference services and programming:	Promote patron use of the Library website at the Library and at home.	Public Services 1	0.00
Provide a smooth transition for Library services to an internet-based platform:	Establish a system to monitor and make recommendations for modifying the design and content of the Library's web site.	Technology 1	$0.00

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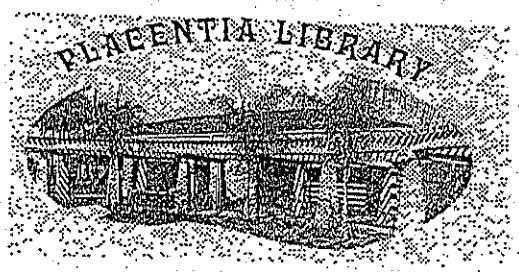


Strategic Plan
Ranking Summaries
Board/Public – Staff – Combined Total

Placentia Library District Strategic Plan
Discussion Draft, February 4, 2006

Estimated Costs by Priority Level

Level #	Area	Description of Activity	Estimate	Bd/Public Subtotal	Staff Subtotal	Combined Total
1	Public Services	Enhance Library programs by adding new programs such as: computer lessons, music series, and increasing monthly programs for adults.	25,000	3	2	5
1	Public Services	Recruit additional high school students as tutors for the homework clubs and as one-to-one tutors for grade school children.	10,000	3	2	5
1	Operations	The District will seek to have a library materials budget that is not less than 10% of its operational budget in any given year.	19,000	3	0	3
1	Public Services	In Fiscal Year 2006-07, expand homework clubs for middle school students to include all Title I schools in Placentia—Melrose, Ruby Driv	25,000	2	4	6
1	Technology	Create a business center with a self-service fax machine and a copier that both use a self-service debit/credit card point of sale system.	8,000	2	4	6
1	Technology	Transition the collection to keep up with technology changes in media including but not limited to e-books, downloadible audio books and	30,000	2	2	4
1	Finance	Continue using a professional grant writer to apply for Literacy program grants from corporations and private foundations.	12,000	2	2	4
1	Technology	Eliminate the current debit card system for photocopies and printers and replace it with a self-service debit/credit card point of sale system.	8,000	2	2	4
1	Facility	Determine whether the District is interested in pursuing another JPA facility with the City that will include a Community Center and Senio:	10,000	2	1	3
1	Technology	Establish a three-year replacement schedule for computers and printers.	0	2	1	3
1	Public Services	Recruit additional adult tutors to match with adult students.	10,000	2	0	2
1	Finance	Select and hire a public agency finance consultant to work with staff to develop a capital improvements budget for the next five years.	5,000	2	0	2
1	Public Services	Increase outreach to schools to include attending faculty meetings and periodically inviting teachers to special tours.	1,500	2	0	2
1	Public Services	Create a series of videos on topics of Placentia History including interviewing local leaders and preparing oral histories.	10,000	1	4	5
1	Technology	Convert existing microfilm collections ~~to digital format.~~	15,000	1	3	4
1	Facility	Establish a procedure for conducting an environmental audit of the facility every five years to ensure safe public service and staff working c	5,000	1	3	4
1	Technology	Create a staff intranet to improve the speed and quality of inter-staff communications.	2,000	1	3	4
1	Technology	Create a training program and procedures manual to teach staff members how to use the telephone system.	1,500	1	3	4
1	Facility	Maintain a five year replacement schedule for office computers and printers.	0	1	2	3
1	Finance	Continue to use staff time to apply for State Library grants for whatever programs would benefit the District's clients.	0	1	2	[illegible]
1	Public Services	Offer off-site tutor training at senior living facilities.	0	1	2	
1	Technology	Establish a system to work with the Library's web site manager to ensure that information is current and comprehensive.	0	1	2	

Placentia Library District Strategic Plan
Discussion Draft, February 4, 2006

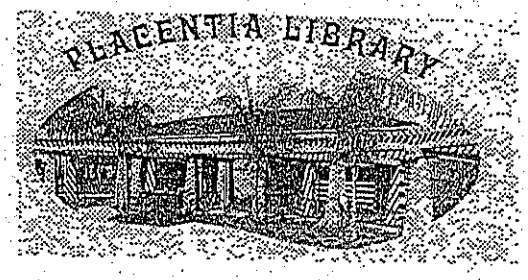
Estimated Costs by Priority Level

Level #	Area	Description of Activity	Estimate	Bd/Public Subtotal	Staff Subtotal	Combined Total
1	Public Services	In the Children's Department, in Fiscal Year 2006-07, add one full-time equivalent to facilitate and coordinate off-site children's programm	48,000	1	1	2
1	Public Services	Remodel the Preschool reading area	25,000	1	1	2
1	Public Services	Provide on-site Library support to Parkview School so that home-schooled children are aware of all children's programming.	10,000	1	1	2
1	Marketing	Send Library managers for Public Library Association's training workshops on "Planning for Results"	6,000	1	1	2
1	Marketing	Provide continuing education training in the areas of marketing and branding by participating in lectures or seminars presented by the Oran	4,000	1	1	2
1	Public Services	Provide a Placentia Library Hours and website poster for every public or private school in Placentia.	1,000	1	1	2
1	Facility	Discuss the project with the City and Developer and determine whether there is an interest in pursuing the project by March 2006.	0	1	1	2
1	Facility	Determine whether to actively support the California Library Bond Act of 2006 with the understanding that it is the potential source of func	0	1	1	2
1	Operations	The District will review its medical benefit package and determine whether to transfer into the Special District Risk Management Pool cove	0	1	1	2
1	Operations	The District will conduct a position classification and compensation study for its non-exempt employees and take action on the recommend	12,000	1	0	1
1	Facility	Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to	2,500	1	0	1
1	Public Services	Provide flyers that detail literacy services to Parkview School (home- school support school) so that home-schooled children are aware of th	200	1	0	1
1	Finance	Set priorities for implementing the Capital Improvements Budget.	0	1	0	1
1	Public Services	Encourage more patron use of 24/7 services.	0	1	0	1
1	Public Services	Promote patron use of the Library website at the Library and at home.	0	1	0	1
1	Technology	Establish a system to monitor and make recommendations for modifying the design and content of the Library's web site.	0	1	0	1
1	Public Services	Expand the days of the homework clubs on-site and at Topaz Elementary School to 4 days each week.	10,000	0	3	3
1	Public Services	Designate the space adjacent to the literacy office (east of the office) as "Reserved for homework club and literacy tutoring".	5,000	0	3	3
1	Public Services	Convert Placentia newspapers to microfilm for purposes of preservation and also to electronic format with key word indexing for use by the	20,000	0	2	2
1	Public Services	Partner with local area social services and medical providers to identify poteEstablish a priority list of projects for digitizing the History Roo	10,000	0	2	2
1	Technology	Create a training program and procedures manual to teach staff members how to use the intranet in an effective and professional manner.	500	0	2	
1	Public Services	Prepare and distribute elementary and secondary editions of the *Newsletter for Teachers* to be distributed four times per year to the adminis	3,000	0	1	

Placentia Library District Strategic Plan
Discussion Draft, February 4, 2006

Estimated Costs by Priority Level

Level #	Area	Description of Activity	Estimate	Bd/Public Subtotal	Staff Subtotal	Combined Total
1	Finance	Select a public agency finance consulting firm with independent special district experience to conduct a workshop for the Library Board to	1,500	0	1	1
1	Public Services	Offer incentives (key-chains, water bottles) to seniors who are active tutors.	750	0	1	1
1	Operations	The Volunteer Coordinator will work with the schools to promote the Library as a site for community service volunteers.	500	0	1	1
1	Finance	Monitor the implementation of all entrepreneurial activities to ensure that each is providing more income than its cost.	0	0	1	1
1	Technology	Improve the accuracy of the collection of data about in-building reference and readers' advisory inquiries and program attendance.	0	0	1	1
1	Operations	The District will expand its Library hours of service to 7 days per week before adding any additional services or programs.	107,000	0	0	0
1	Public Services	Participate in the American Library Association's "Every Child a Library Card" program each September by coordinating with all of the pul	1,500	0	0	0
1	Marketing	Arrange for the Gianneschi Professor of Nonprofit Marketing to conduct a workshop for the Library Board, Staff, Friends Directors and For	750	0	0	0
1	Marketing	Provide copies of "Planning for Results" to all elected officials and Library managers.	500	0	0	0
1	Finance	Continue to use District staff to create revenue flows to be used to fund District programs and services.	0	0	0	0
1	Marketing	Establish a relationship with the staff of the Gianneschi Center for Nonprofit Research at California State University, Fullerton.	0	0	0	0
1	Technology	Create a program to reduce the amount of in building physical processing to gifts and local materials only by requiring acquisitions staff to	0	0	0	0
1	Technology	Work with the State Library of California and other public libraries to ensure that collection usage and circulation data is being collected an	0	0	0	0
		Total Level 1	466,700	54	71	125



Strategic Plan
Completed Fiscal Year 2005-2006

Placentia Library District Strategic Plan
Discussion Draft, February 4, 2006

Estimated Costs by Priority Level

Level #	Area	Description of Activity	Estimate
FY2005-06	Technology	Replace the security gates with gates that work reliably and meet ADA compliance.	14,000
FY2005-06	Facility	Create an office for the Development Director in the Conference Room, move the Conference Room Table to the Placentia History Room	10,000
FY2005-06	Facility	Replace 44 wooden chairs in the Children's Department with ones purchased by the Placentia Library Foundation.	8,800
FY2005-06	Operations	The District will conduct a position classification and compensation study for its exempt employees and take action on the recommendati	5,000
FY2005-06	Facility	Add three group study tables with 24 wooden chairs purchased by the Placentia Library Foundation to the southwest corner, old audio-vis	4,800
FY2005-06	Technology	Improve the accuracy of the attendance information in the Library.	3,000
FY2005-06	Facility	Replace the desk and credenza in the Manager of Administrative Services' office.	2,000
FY2005-06	Facility	Update and add additional signage to the public service and Friends Book Store areas.	1,500
FY2005-06	Facility	Reorganize the space and desk allocations in the Staff Workroom and Cubicles.	1,000
FY2005-06	Public Services	Continue children's programming for lap-sits and preschool.	7,500
FY2005-06	Technology	Create up to 4 computer-managed short-use terminals for maximum individual use up to15 minutes with no staff assistance.	0
FY2005-06	Public Services	Continue our Federal Work Study (FWS) partnerships with Western State University College of Law and Cal State University Fullerton, a	0
FY2005-06	Public Services	Continue our partnership with Valencia High School to recruit Val-Tech and International Baccalaureate University tutors.	0
FY2005-06	Public Services	Continue tutoring adults with low reading skill and adults with limited English skills.	0
		Subtotal Fiscal Year 2005-2006	57,600

Strategic Plan
Completed Fiscal Year 2005-2006

Goal	Objective	Priority	Cost
Improve the Library's inventory control, collection maintenance and collection development:	Replace the security gates with gates that work reliably and meet ADA compliance.	Fiscal Year 2005-2006 Technology	$14,000
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Create an office for the Development Director in the Conference Room, move the Conference Room Table to the Placentia History Room and move Passport Services to the Administrative Office Reception area. Add 12 conference chairs purchased by the Placentia Library Foundation and 8 executive office chairs purchased by the District.	Fiscal Year 2005-2006 Facility	$10,000
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Replace 44 wooden chairs in the Children's Department with ones purchased by the Placentia Library Foundation.	Fiscal Year 2005-2006 Facility	$8 ,800
The District will seek to have competitive salaries and benefits for its employees:	The District will conduct a position classification and compensation study for its exempt employees and take action on the recommendations of the study.	Fiscal Year 2005-2006 Operations	$5,000

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

Strategic Plan
Completed Fiscal Year 2005-2006

Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Add three group study tables with 24 wooden chairs purchased by the Placentia Library Foundation to the southwest corner, old audio-visual area.	Fiscal Year 2005-2006 Facility	$4,800
Create and maintain a comprehensive reporting mechanism for the use of Library materials and databases:	Improve the accuracy of the attendance information in the Library.	Fiscal Year 2005-2006 Technology	$3,000
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Replace the desk and credenza in the Administrative Assistant's office.	Fiscal Year 2005-2006 Facility	$2,000
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Update and add additional signage to the public service and Friends Book Store areas.	Fiscal Year 2005-2006 Facility	$1,500
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Reorganize the space and desk allocations in the Staff Workroom and Cubicles.	Fiscal Year 2005-2006 Facility	$1,000
Develop or expand programming for elementary age children, young adults, and adults:	Continue children's programming for lap-sits and preschool.	Fiscal Year 2005-2006 Public Services	$7,500

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Strategic Plan
Completed Fiscal Year 2005-2006

Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:	Create up to 4 computer-managed short-use terminals for maximum individual use up to15 minutes with no staff assistance.	Fiscal Year 2005-2006 Technology	$0.00
Expand the communications program with area schools:	Continue our Federal Work Study (FWS) partnerships with Western State University College of Law and Cal State University Fullerton, and encourage both institutions to increase the FWS award to the Placentia Library Literacy Services.	Fiscal Year 2005-2006 Public Services	0.00
Develop or expand programming for elementary age children, young adults, and adults:	Continue our partnership with Valencia High School to recruit Val-Tech and International Baccalaureate University tutors.	Fiscal Year 2005-2006 Public Services	0.00
Develop or expand programming for elementary age children, young adults, and adults:	Continue tutoring adults with low reading skill and adults with limited English skills.	Fiscal Year 2005-2006 Public Services	0.00

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Strategic Plan
Facility
Items not selected by Board/Public
& Facility Summary

PLACENTIA LIBRARY

Strategic Plan 2005
Facility

Goal	Objective	Priority	Cost
If by March 2006 it is apparent that a new facility in the Placentia Old Town Re-Development Area is not feasible the Library Board will begin a study of remodeling, renovation and expansion options for the current facility.	Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options for remodeling, renovation and/or expansion.	1st Level	$2,500
Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:	Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a new facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.	2nd Level	$25,000
If by March 2006 it is apparent that a new facility in the Placentia Old Town Re-Development Area is not feasible the Library Board will begin a study of remodeling, renovation and expansion options for the current facility.	Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a remodeled and/or expanded facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.	2nd Level	$25,000
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Modify existing building directional signage to include Spanish.	2nd Level	$1,500

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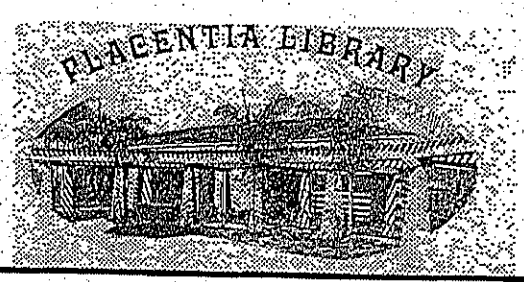

Strategic Plan 2005
Facility

Goal	Objective	Priority	Cost
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Add nine units of single face shelving to the south wall of the Children's Department.	2nd Level	$15,000
Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:	Replace the new book display shelving on the north side of the public services entryway with standard-width DVD display shelving.	2nd Level	$8,000
Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:	Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.	3rd Level	$50,000
If by March 2006 it is apparent that a new facility in the Placentia Old Town Re-Development Area is not feasible the Library Board will begin a study of remodeling, renovation and expansion options for the current facility.	Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.	3rd Level	$50,000

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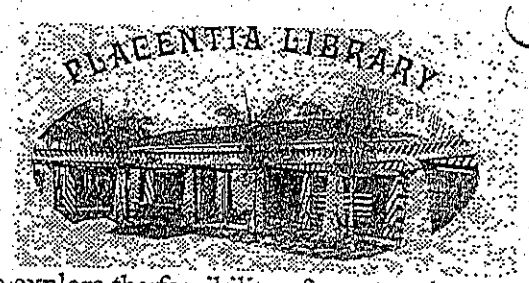

Strategic Plan 2005
Facility

Determine whether to explore the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project:

- Discuss the project with the City and Developer and determine whether there is an interest in pursuing the project by March 2006.
- Determine whether the District is interested in pursuing another JPA facility with the City that will include a Community Center and Senior Center.
- Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.
- Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a new facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.
- Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.

If by March 2006 it is apparent that a new facility in the Placentia Old Town Re-Development Area is not feasible the Library Board will begin a study of remodeling, renovation and expansion options for the current facility.

- Determine whether to actively support the California Library Bond Act of 2006 with the understanding that it is the potential source of funding for a remodeling and/or renovation project.
- Select a capital project finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options for remodeling, renovation and/or expansion.
- Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of a remodeled and/or expanded facility to the community and to design and conduct a community survey to establish the level of community support for financing such a project.
- Select a public library facilities consultant to assist the Library Board and staff to develop a building plan that meets all Federal and California handicapped accessibility requirements, establish a timetable and select an architectural firm.

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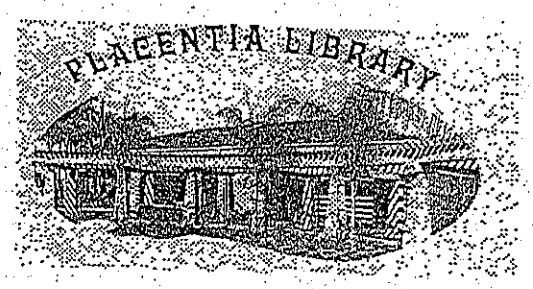
Strategic Plan 2005
Facility

Implement minimal cost facility projects that will improve staff productivity and the public's ability to use the Library:

- Create an office for the Development Director in the Conference Room, move the Conference Room Table to the Placentia History Room and move Passport Services to the Administrative Office Reception area. Add 12 conference chairs purchased by the Placentia Library Foundation and 8 executive office chairs purchased by the District.
- Update and add additional signage to the public service and Friends Book Store areas.
- Modify existing building directional signage to include Spanish.
- Add nine units of single face shelving to the south wall of the Children's Department.
- Replace the new book display shelving on the north side of the public services entryway with standard-width DVD display shelving.
- Add three group study tables with 24 wooden chairs purchased by the Placentia Library Foundation to the southwest corner, old audio-visual area.
- Replace 44 wooden chairs in the Children's Department with ones purchased by the Placentia Library Foundation.
- Replace the desk and credenza in the Administrative Assistant's office.
- Reorganize the space and desk allocations in the Staff Workroom and Cubicles.
- Maintain a five year replacement schedule for office computers and printers.
- Establish a procedure for conducting an environmental audit of the facility every five years to ensure safe public service and staff working conditions.



Strategic Plan
Public Services
Items not selected by Board/Public & Public Services Summary

PLACENTIA LIBRARY

Strategic Plan 2005
Public Services

Goal	Objective	Priority	Cost
Expand the communications program with area schools:	Prepare and distribute elementary and secondary editions of the *Newsletter for Teachers* to be distributed four times per year to the administrators and faculty of all District public and private schools to promote Placentia Library services and programs for students and teachers.	Level 1	$3,000
Expand the communications program with area schools:	Participate in the American Library Association's "Every Child a Library Card" program each September by coordinating with all of the public and private schools in Placentia serving preschoolers through sixth grade and providing each student with a take-home letter in English and Spanish and a Library bookmark, inviting every family to visit Placentia Library, use the Library's website and get library cards.	Level 1	$1,500
Reassign the space in the public service areas:	Designate the space adjacent to the literacy office (east of the office) as "Reserved for homework club and literacy tutoring".	Level 1	$5,000

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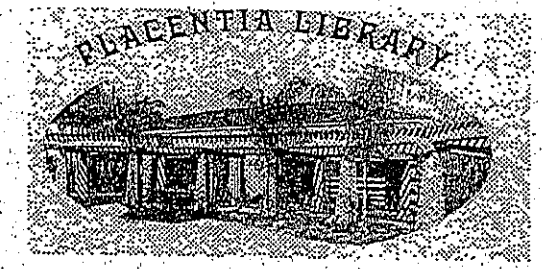

Strategic Plan 2005
Public Services

Goal	Objective	Priority	Cost
Expand outreach to seniors:	Offer incentives (key-chains, water bottles) to seniors who are active tutors.	Level 1	$750
Create a program of service for the homebound:	Partner with local area social services and medical providers to identify potential homebound library service users.	Level 1	$10,000
Strengthen and expand the Placentia History Room Collection:	Establish a priority list of projects for digitizing the History Room Collection and apply for grants to fund these projects.	Level 1	0.00
Strengthen and expand the Placentia History Room Collection:	Convert Placentia newspapers to microfilm for purposes of preservation and also to electronic format with key word indexing for use by the public.	Level 1	$20,000
Expand the communications program with area schools:	To reestablish and expand our service learner partnership with Fullerton College.	Level 2	0.00
Reassign the space in the public service areas:	Remodel the Public Services area to include a computer lab/classroom.	Level 2	$20,000

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PLACENTIA LIBRARY

Strategic Plan 2005
Public Services

Goal	Objective	Priority	Cost
Create a program of service for the homebound:	Partner with the Friends of Placentia Library to establish delivery and pick up of library materials for the homebound.	Level 2	$2,000
Expand outreach to seniors:	Offer off-site programs for seniors (i.e. great books or everyone reads one book) at senior living facilities.	Level 2	$5,000
Strengthen and expand the Placentia History Room Collection:	Increase the public service hours.	Level 2	$17,000
Strengthen and expand the Placentia History Room Collection:	Develop programs on topics of Placentia History for presentation to elementary school students and adults.	Level 2	$5,000

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Strategic Plan 2005
Public Services

Expand the communications program with area schools:

- Prepare and distribute elementary and secondary editions of the *Newsletter for Teachers* to be distributed four times per year to the administrators and faculty of all District public and private schools to promote Placentia Library services and programs for students and teachers. (Level 1)
- In coordination with the Placentia/Yorba Linda Unified School District Administration, sponsor and organize an annual breakfast program at Placentia Library for both elementary and secondary school librarians to promote and discuss services, programs and ways in which Placentia Library can better serve their schools. (Level 2)
- Continue our Federal Work Study (FWS) partnerships with Western State University College of Law and Cal State University Fullerton, and encourage both institutions to increase the FWS award to the Placentia Library Literacy Services. (Level 1)
- To reestablish and expand our service learner partnership with Fullerton College. (Level 2)
- Participate in the American Library Association's "Every Child a Library Card" program each September by coordinating with all of the public and private schools in Placentia serving preschoolers through sixth grade and providing each student with a take-home letter in English and Spanish and a Library bookmark, inviting every family to visit Placentia Library, use the Library's website and get library cards. (Level 1)
- Provide a Placentia Library Hours and website poster for every public or private class room in Placentia. (Level 1)

Strategic Plan 2005
Public Services

Develop or expand programming for elementary age children, young adults, and adults:

- Expand the days of the homework clubs on-site and at Topaz Elementary School to 4 days each week. (Level 1)
- Continue children's programming for lap-sits and preschool. (Level 1)
- Recruit additional high school students as tutors for the homework clubs and as one-to-one tutors for grade school children. (Level 1)
- Continue our partnership with Valencia High School to recruit Val-Tech and International Baccalaureate University tutors. (Level 1)
- Continue tutoring adults with low reading skill and adults with limited English skills. (Level 1)
- Recruit additional adult tutors to match with adult students. (Level 1)
- In the Children's Department, in Fiscal Year 2006-07, add one full-time equivalent to facilitate and coordinate off-site children's programming and Library related events (Level 1)
- In Fiscal Year 2006-07, expand homework clubs for middle school students to include all Title I schools in Placentia—Melrose, Ruby Drive, and Tynes Elementary Schools. Increase the .5 FTE position in Literacy to 1 FTE to coordinate all off-site homework clubs. (Level 1)

Reassign the space in the public service areas:

- Designate the space adjacent to the literacy office (east of the office) as "Reserved for homework club and literacy tutoring". (Level 1)
- Remodel the Preschool reading area (Level 1)
- Remodel the Public Services area to include a computer lab/classroom. (Level 2)

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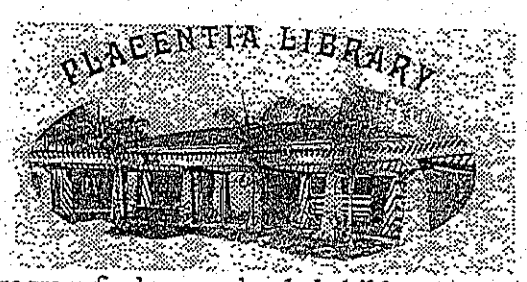

Strategic Plan 2005
Public Services

Expand the support program for home-schooled children:

- Provide flyers that detail the library's services to Parkview School (home- school support school) so that home-schooled children are aware of the library's programs. (Level 1)
- Provide on-site Library support to Parkview School so that home-schooled children are aware of all children's programming. (Level 1)

Expand and enhance reference services and programming:

- Encourage more patron use of 24/7 services. (Level 1)
- Promote patron use of the Library website at the Library and at home.
- Enhance Library programs by adding new programs such as: computer lessons, music series, and increasing monthly programs for adults.
- Increase outreach to school, to include attending faculty meetings and periodically inviting teachers to special tours.

Create a program of service for the homebound:

- Partner with local meals-on-wheels to establish delivery and pick up of library materials for the homebound. (Level 2)
- Partner with local area social services and medical providers to identify potential homebound library service users. (Level 1)

Expand outreach to seniors:

- Offer off-site programs for seniors (i.e. great books or everyone reads one book) at senior living facilities. (Level 2)
- Offer off-site tutor training at senior living facilities. (Level 1)
- Offer incentives (key-chains, water bottles) to seniors who are active tutors. (Level 1)

Strategic Plan 2005
Public Services

Strengthen and expand the Placentia History Room Collection:

- Establish a priority list of projects for digitizing the History Room Collection and apply for grants to fund these projects. (Level 1)
- Increase the public service hours. (Level 1)
- Develop programs on topics of Placentia History for presentation to elementary school students and adults. (Level 2)
- Create a series of videos on topics of Placentia History including interviewing local leaders and preparing oral histories. (Level 1)
- Convert Placentia newspapers to microfilm for purposes of preservation and also to electronic format with key word indexing for use by the public. (Level 1)

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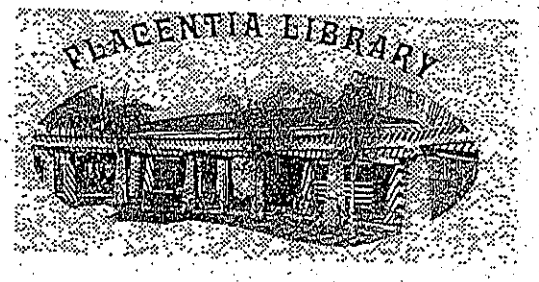

Strategic Plan
Technology
Items not selected by Board/Public
& Technology Summary

Strategic Plan 2005
Technology

Goal	Objective	Priority	Cost
Improve the Library's inventory control, collection maintenance and collection development:	Create a program to reduce the amount of in building physical processing to gifts and local materials only by requiring acquisitions staff to purchase only from pre-approved vendors who provide "shelf-ready" processing.	1st Level	$0.00
Create and maintain a comprehensive reporting mechanism for the use of Library materials and databases:	Work with the State Library of California and other public libraries to ensure that collection usage and circulation data is being collected and reported in a uniform manner.	1st Level	$0.00
Create and maintain a comprehensive reporting mechanism for the use of Library materials and databases:	Improve the accuracy of the collection of data about in-building reference and readers' advisory inquiries and program attendance.	1st Level	$0.00
Improve staff productivity by assisting staff with the use of technology:	Create a training program and procedures manual to teach staff members how to use the intranet in an effective and professional manner.	1st Level	$500

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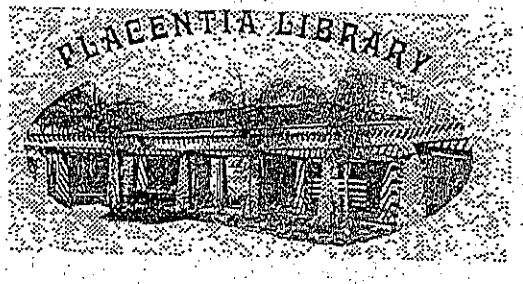

Strategic Plan 2005
Technology

Goal	Objective	Priority	Cost
Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:	Add self-service check-out capacity in the Library	2nd Level	$30,000
Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:	Expand the use of self service reserves and renewals	2nd Level	$5,000
Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:	Enable payment of fines and fees via the internet with debit/credit card.	2nd Level	$5,000
Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:	Enable client registration via the internet so that a visit to the Library is not required in order to use internet based services.	2nd Level	$5,000
Improve the Library's public access equipment program:	Transition the public access computers to wireless.	2nd Level	$5,000

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PLACENTIA LIBRARY

Strategic Plan 2005
Technology

Goal	Objective	Priority	Cost
Improve the Library's inventory control, collection maintenance and collection development:	Convert the collection to RFID to use for inventory control, checkout and shelf reading.	2nd Level	$200,000
Provide a smooth transition for Library services to an internet-based platform:	Work with the Technology Committee and Library Directors of the Tri City Library Network to improve the usage of the online catalog by providing a more intuitive catalog interface.	2nd Level	$15,000
Improve staff productivity by assisting staff with the use of technology:	Install an electronic attendance board on the intranet so that staff may see who is or isn't in the building at any given point in time.	2nd Level	$500
Improve staff productivity by assisting staff with the use of technology:	Replace the photocopier in administration.	2nd Level	$8,000
Improve the Library's public access equipment program:	Expand the number of public access computers to 50 workstations.	3rd Level	$25,000
Improve the Library's public access equipment program:	Expand the wireless area to include the Civic Center patio.	3rd Level	$3,000

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Strategic Plan 2005
Technology

Goal	Objective	Priority	Cost
Improve the Library's inventory control, collection maintenance and collection development:	Create a group of advisory committees of Library users to make purchase recommendations for various genre or subject areas.	3rd Level	$500
Improve the Library's inventory control, collection maintenance and collection development:	Transition the acquisitions process to electronic ordering and payment.	3rd Level	$5,000

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Strategic Plan 2005
Technology

Make the automated library system more self-sufficient for library clients to use both in the Library and by computer access outside the Library:

- Add self-service check-out capacity in the Library
- Expand the use of self service reserves and renewals
- Enable payment of fines and fees via the internet with debit/credit card.
- Create up to 4 computer-managed short-use terminals for maximum individual use up to15 minutes with no staff assistance.
- Enable client registration via the internet so that a visit to the Library is not required in order to use internet based services.

Improve the Library's public access equipment program:

- Expand the number of public access computers to 50 workstations.
- Establish a three-year replacement schedule for computers and printers.
- Transition the public access computers to wireless.
- Expand the wireless area to include the Civic Center patio.
- Eliminate the current debit card system for photocopies and printers and replace it with a self-service debit/credit card point of sale system.
- Create a business center with a self-service fax machine and a copier that both use a self-service debit/credit card point of sale system.

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Strategic Plan 2005
Technology

Improve the Library's inventory control, collection maintenance and collection development:

- Replace the security gates with gates that work reliably and meet ADA compliance.
- Convert the collection to RFID to use for inventory control, checkout and shelf reading.
- Create and implement a more effective procedure for resolving security system alarms at the check out desk.
- Create a system of scheduled collection usage reviews for the purpose of weeding.
- Create a group of advisory committees of Library users to make purchase recommendations for various genre or subject areas.
- Transition the collection to keep up with technology changes in media including but not limited to e-books, downloadable audio books and replacing videos with DVDs. Eliminate tape based media.
- Convert existing microfilm collections to digital format.
- Transition the acquisitions process to electronic ordering and payment.
- Create a program to reduce the amount of in building physical processing to gifts and local materials only by requiring acquisitions staff to purchase only from pre-approved vendors who provide "shelf-ready" processing.

Create and maintain a comprehensive reporting mechanism for the use of Library materials and databases:

- Expand the collection of usage data of electronic based services provided by the Library by collecting and reporting the usage statistics of each database service used by someone with a Placentia Library authentication number by title of the database and indication of whether it was accessed in the Library or remotely.
- Work with the State Library of California and other public libraries to ensure that collection usage and circulation data is being collected and reported in a uniform manner.
- Improve the accuracy of the collection of data about in-building reference and readers' advisory inquiries and program attendance.
- Improve the accuracy of the attendance information in the Library.

Strategic Plan 2005
Technology

Provide a smooth transition for Library services to an internet-based platform:

- Work with the Technology Committee and Library Directors of the Tri City Library Network to improve the usage of the online catalog by providing a more intuitive catalog interface.
- Create a staff intranet to improve the speed and quality of inter-staff communications.
- Establish a system to monitor and make recommendations for modifying the design and content of the Library's web site.
- Establish a system to work with the Library's web site manager to ensure that information is current and comprehensive.

Improve staff productivity by assisting staff with the use of technology:

- Create a training program and procedures manual to teach staff members how to use the intranet in an effective and professional manner.
- Create a training program and procedures manual to teach staff members how to use the telephone system.
- Install an electronic attendance board on the intranet so that staff may see who is or isn't in the building at any given point in time.
- Replace the photocopier in administration.

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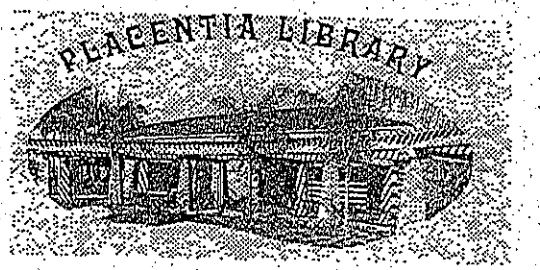

Strategic Plan
Marketing
Items not selected by Board/Public
& Marketing Summary

PLACENTIA LIBRARY

Strategic Plan 2005
Marketing

Goal	Objective	Priority	Cost
Increase the Library Board Library Staff, Friends of Placentia Library Board of Directors and Placentia Library District Board of Directors' awareness of the principles of public service and non-profit marketing and branding:	Establish a relationship with the staff of the Gianneschi Center for Nonprofit Research at California State University, Fullerton.	1st Level	$0.00
Increase the Library Board Library Staff, Friends of Placentia Library Board of Directors and Placentia Library District Board of Directors' awareness of the principles of public service and non-profit marketing and branding:	Arrange for the Gianneschi Professor of Nonprofit Marketing to conduct a workshop for the Library Board, Staff, Friends Directors and Foundation Directors.	1st Level	$750
Establish a 3-year cycle of community surveys based on the American Library Association's "Planning for Results", using multi-lingual instruments, using professional sampling procedures and administered in person in the Library, by mail and electronically:	Provide copies of 'Planning for Results" to all elected officials and Library managers.	1st Level	$500

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Strategic Plan 2005
Marketing

Goal	Objective	Priority	Cost
Increase the Library Board Library Staff, Friends of Placentia Library Board of Directors and Placentia Library District Board of Directors' awareness of the principles of public service and non-profit marketing and branding:	Have the staff and governing boards of each group develop comprehensive marketing plans to address the issues of website, print and electronic publications, cable television and image development for the Library District, Friends of Placentia Library and the Placentia Library Foundation.	2nd Level	$5,000
Establish outreach information programs with various segments of the community, including but not limited to business, educators, parents, working adults, students, health care professionals and seniors:	Create brochures and web pages addressing the elements of Library services aimed at each of the groups.	2nd Level	$3,000
Establish outreach information programs with various segments of the community, including but not limited to business, educators, parents, working adults, students, health care professionals and seniors:	Conduct orientation programs at least once a year for each group in the Library.	2nd Level	$0.00

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PLACENTIA LIBRARY

Strategic Plan 2005
Marketing

Goal	Objective	Priority	Cost
Establish outreach information programs with various segments of the community, including but not limited to business, educators, parents, working adults, students, health care professionals and seniors:	Place advertisements or submit articles in publications prepared by the various groups.	2nd Level	$2,000
Establish a 3-year cycle of community surveys based on the American Library Association's "Planning for Results", using multi-lingual instruments, using professional sampling procedures and administered in person in the Library, by mail and electronically:	Contract with California State University, Fullerton for instrument design and result analysis.	3rd Level	$20,000

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Strategic Plan 2005
Marketing

Increase the Library Board Library Staff, Friends of Placentia Library Board of Directors and Placentia Library District Board of Directors' awareness of the principles of public service and non-profit marketing and branding.

- Establish a relationship with the staff of the Gianneschi Center for Nonprofit Research at California State University, Fullerton.
- Arrange for the Gianneschi Professor of Nonprofit Marketing to conduct a workshop for the Library Board, Staff, Friends Directors and Foundation Directors.
- Have the staff and governing boards of each group develop comprehensive marketing plans to address the issues of website, print and electronic publications, cable television and image development for the Library District, Friends of Placentia Library and the Placentia Library Foundation.
- Provide continuing education training in the areas of marketing and branding by participating in lectures or seminars presented by the Orange County Volunteer Center, the Gianneschi Center for Nonprofit Research, the California Association of Library Trustees and Commissioners, the Association of Professional Fundraisers, the Planned Giving Round Table or the California Special Districts Association.

Establish outreach information programs with various segments of the community, including but not limited to business, educators, parents, working adults, students, health care professionals and seniors.

- Create brochures and web pages addressing the elements of Library services aimed at each of the groups.
- Conduct orientation programs at least once a year for each group in the Library.
- Place advertisements or submit articles in publications prepared by the various groups.

PLACENTIA LIBRARY

Strategic Plan 2005
Marketing

Establish a 3-year cycle of community surveys based on the American Library Association's "Planning for Results", using multi-lingual instruments, using professional sampling procedures and administered in person in the Library, by mail and electronically.

- Provide copies of 'Planning for Results" to all elected officials and Library managers.
- Send Library managers for Public Library Association's training workshops on "Planning for Results"
- Contract with California State University, Fullerton for instrument design and result analysis.

Create an information program to educate non-users about Library services and programs.

- Provide a "welcome" packet of materials to new residents through the realtors and apartment managers.
- Use the "Every Child a Library Card" campaign each September to get basic service information in English and Spanish into the home of all elementary school students attending public and private schools in the District.
- Provide 4 newsletters per year for preschool/elementary and secondary school educators and administrators of public and private schools in the District.
- Provide a semi-annual newsletter for health care professionals associated with Placentia Linda Hospital and those with offices in the District.
- Provide 4 articles per year for the Placentia Chamber of Commerce newsletter.

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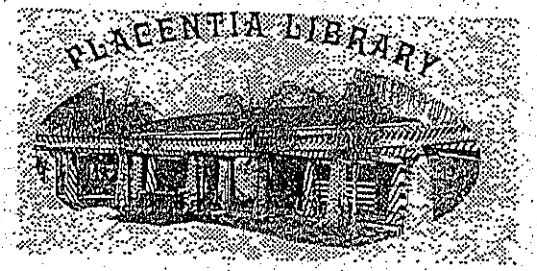

Strategic Plan
Finance
Items not selected by Board/Public
& Finance Summary

Strategic Plan 2005
Finance

Goal	Objective	Priority	Cost
Develop an operational and capital budget that includes the items identified in the Strategic Plan and identify additional sources of revenue to fund those activities:	Select a public agency finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.	1st Level	$1,500
Pursue agency-appropriate entrepreneurial activities to increase the level of local financing and reduce the dependence on State appropriations and grants:	Continue to use District staff to create revenue flows to be used to fund District programs and services.	1st Level	Offset by Revenue Generated
Pursue agency-appropriate entrepreneurial activities to increase the level of local financing and reduce the dependence on State appropriations and grants:	Monitor the implementation of all entrepreneurial activities to ensure that each is providing more income than its cost.	1st Level	$0.00
Identify and apply for State, Federal and private grants for Library operations and programs:	Continue to use staff time to apply for State Library grants for whatever programs would benefit the District's clients.	1st Level	$0.00

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PLACENTIA LIBRARY

Strategic Plan 2005
Finance

Goal	Objective	Priority	Cost
Develop an operational and capital budget that includes the items identified in the Strategic Plan and identify additional sources of revenue to fund those activities.	Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of expanded Library services and conduct a community survey to establish the level of community support for financing those services.	2nd Level	$25,000
Develop an operational and capital budget that includes the items identified in the Strategic Plan and identify additional sources of revenue to fund those activities.	Finance an election to increase the Library's tax revenue to finance operational and capital projects.	3rd Level	$75,000

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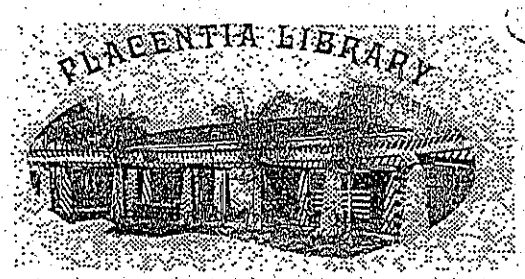

Strategic Plan 2005
Finance

Develop a multi-year Capital Improvements Budget:

- Select and hire a public agency finance consultant to work with staff to develop a capital improvements budget for the next five years.
- Set priorities for implementing the Capital Improvements Budget.

Develop an operational and capital budget that includes the items identified in the Strategic Plan and identify additional sources of revenue to fund those activities.

- Select a public agency finance consulting firm with independent special district experience to conduct a workshop for the Library Board to discuss capital funding options.
- Select a marketing firm to assist the Library Board and staff design and implement a plan to introduce the concept of expanded Library services and conduct a community survey to establish the level of community support for financing those services.
- Finance an election to increase the Library's tax revenue to finance operational and capital projects.

Pursue agency-appropriate entrepreneurial activities to increase the level of local financing and reduce the dependence on State appropriations and grants.

- Continue to use District staff to create revenue flows to be used to fund District programs and services.
- Monitor the implementation of all entrepreneurial activities to ensure that each is providing more income than its cost.

Identify and apply for State, Federal and private grants for Library operations and programs.

- Continue using a professional grant writer to apply for Literacy program grants from corporations and private foundations.
- Continue to use staff time to apply for State Library grants for whatever programs would benefit the District's clients.

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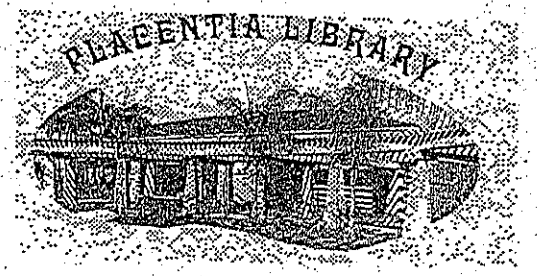
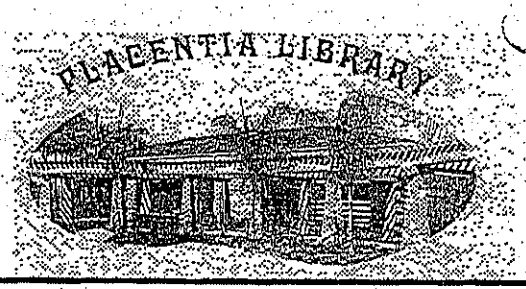


Strategic Plan
Operations
Items not selected by Board/Public
& Operations Summary



Strategic Plan 2005
Operations

Goal	Objective	Priority	Cost
The District will become a full service public library.	The District will expand its Library hours of service to 7 days per week before adding any additional services or programs.	1st Level	$107,000
The District will seek to have competitive salaries and benefits for its employees:	The District will conduct a position classification and compensation study for its non- exempt employees and take action on the recommendations of the study.	1st Level	$12,000
The District will expand its volunteer program:	The Volunteer Coordinator will work with the schools to promote the Library as a site for community service volunteers.	1st Level	$500
The District will expand its volunteer program:	The Volunteer Coordinator will prepare a recruitment brochure to distribute to adults.	2nd Level	$750
The District will expand its volunteer program:	The Public Services Manager will prepare a recruitment brochure for high school students outlining opportunities in all of the Public Services areas of the Library.	2nd Level	$750

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PLACENTIA LIBRARY

Strategic Plan 2005
Operations

The District will become a full service public Library:

- The District will expand its Library hours of service to 7 days per week before adding any additional services or programs.
- The District will seek to have a library materials budget that is not less than 10% of its operational budget in any given year.

The District will seek to have competitive salaries and benefits for its employees:

- The District will conduct a position classification and compensation study for its exempt employees and take action on the recommendations of the study.
- The District will conduct a position classification and compensation study for its non-exempt employees and take action on the recommendations of the study.
- The District will review its medical benefit package and determine whether to transfer into the Special District Risk Management Pool coverage.

The District will expand its volunteer program:

- The Volunteer Coordinator will work with the schools to promote the Library as a site for community service volunteers.
- The Volunteer Coordinator will prepare a recruitment brochure to distribute to adults.
- The Public Services Manager will prepare a recruitment brochure for high school students outlining opportunities in all of the Public Services areas of the Library.

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Agenda Item 29

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Fernando Maldonado, Circulation Supervisor

SUBJECT: **Representation at the Placentia Library Friends Foundation (PLFF) Meetings**

DATE: November 19, 2012

BACKGROUND

Currently both a Library Board Trustee and the Library Director attends PLFF's meetings on the 2nd Mondays of the month. A PLFF board member also attends the monthly Library Board of Trustees meetings to report out on PLFF activities and updates. It appears that the oral reports provided from both a Library Board Trustee and a PLFF board member are similar in content. Minutes from PLFF meetings are also available and perhaps can be included in the Library Board of Trustees' packets.

The Library Director attends PLFF meetings to report on status of library projects and issues, presents a request for funds, and responds to questions PLFF board members may have. The Library Director would like to suggest that she or her designee attend PLFF meetings to represent the library.

RECOMMENDATION

Library Director or her designee will represent the Library at PLFF meetings.