



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING








Monday, April 20, 2015
6:30 P.M.
Community Meeting Room

Mission Statement:

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

The Centennial Vision Statement:

The Vision of the Trustees is intended to help celebrate the 100-year anniversary of the District.

-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
-  We will renovate and expand our Library.
-  We will remain financially self-sufficient.
-  We will seek strong community support.
-  We will reach our community with an active marketing plan.
-  We will increase the percentage of our operating budget that supports establishing the premier collection in Orange County.
-  We will plan for maintaining our qualified and professional staff.

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.*

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the March 23, 2015 Library Board of Trustees Meeting and Budget Work Session and the April 7, 2015 Budget Work Session. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
12. Current Claims and Payroll. (Receive & File and Approve)
13. FY2014-2015 Cash Flow Analysis through March 2015; the Schedule of Anticipated Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

14. Financial Reports for March 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Balance Sheet for March 2015. (Receive & File)
16. Acquisitions Report for March 2015. (Receive & File)
17. Entrepreneurial Activities Report for March 2015. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

18. Personnel Report for March 2015. (Receive, File, and Ratify Appointments)

19. Circulation Report for March 2015. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Administration Report for March 2015.
22. Children's Services Report for March 2015.
23. Adult Services Report for March 2015.
24. Placentia Library Web Site & Technology Report for March 2015.

PUBLIC HEARINGS

25. Public Hearing for and Adoption of the Budget for Fiscal Year 2015-2017 by Resolution 15-06.
Fiscal Impact: \$2,492,834 for Fiscal Year 2015-2016 and \$2,558,559 for Fiscal Year 2016-2017
26. Public Hearing for and Adoption of the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2013-2015 by Resolution 15-07.
Fiscal Impact: \$1,524,650 for Fiscal Year 2015-2016 and \$1,548,859 for Fiscal Year 2016-2017.
27. Public Hearing for and Approval of the Placentia Library District Policy 6035 – Fines & Fees Schedule for Fiscal Year 2015-2017 by Resolution 15-08.

NEW BUSINESS

28. Presentation of Fiscal Year 2013-2014 Financial Audit from Macias Gini & O'Connell.
29. Request from Jo MacKenzie for support to the California Special District Association (CSDA) Board of Directors, Seat A.
30. Establish the Holiday and Library Closure Schedule for Calendar Years 2015-2017 and Adopt by Resolution 15-09.
31. Selection for the May 2015 Library Board of Trustees Meeting.

ADJOURNMENT

32. Agenda Preparation for the May Date Meeting which will be held on Monday, May 18, 2015 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 20, 2015 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 16, 2015



Diane Warner, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
March 23, 2015

CALL TO ORDER

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 23, 2015 at 6:32pm.

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

Members Absent: None

Staff Present: Jeanette Contreras-Library Director, Yesenia Baltierra-Business Manager, Diane Warner-Administrative Assistant, Nadia Dallstream-Adult Services Supervisor, Lori Worden-Childrens Services Supervisor and Fernando Maldonado-Circulation Supervisor.

Guests: Dr. Timothy McLarney-True North Research, Charles Heath-TBWB Strategies, Steve Pischel-Director of Administrative Services, City of Placentia

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler enjoyed being a celebrity host at the Authors Luncheon attended and participated in the Miss Placentia/Miss Yorba Linda Mock Interview event, which helps the current winners prepare for the Miss California state competition. (Item 5)

Secretary Martin attended the State of the City Luncheon, and enjoyed the annual Authors Luncheon fundraising event. She also hosted a library visit for residents of H.I.S. House with a tour led by librarian Jeannie Killianey, resulting in new library cards for several residents. (Item 6)

Trustee Carline attended the March PLFF meeting and enjoyed hosting a table at the Authors Luncheon, where a tablemate shared that Placentia Library has the most extensive audio book collection in Orange County. (Item 6)

Trustee DeVecchio also attended the State of the City Luncheon and enjoyed participating in the Miss Placentia/Miss Yorba Linda Mock Interview and Authors Luncheon events. (Item 6)

Trustee Minter attended the CPLA Spring Workshop in Redondo Beach on March 14th and found a presentation from the Whittier Library Foundation,

about their experiences with funding library expansion projects, to be very informative. She was also a celebrity host at the Authors Luncheon event. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras shared that the Single Point Service Desk is scheduled to be implemented by June 2015. It was originally planned for FY 2015-16 and moved up per the Trustees’ request. Business Manager, Yesenia Baltierra, is working with Click to qualify Placentia Library for the E-Rate Reimbursement program, and working on requirements for CSDA’s District of Excellence certification. Auditors are finalizing Placentia Library’s annual audit report and will most likely have process change recommendations for implementation in FY 2015-16. Director Contreras will be meeting soon with the Lions Club as potential library supporters. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar represented the Friends Foundation, and shared that the 2015 Authors Luncheon was very successful, efficient and one of the best annual events PLFF has hosted. Net Profit is estimated between \$12,000 and \$13,000. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin and seconded by Trustee Carline to approve Agenda Items 9-24, and a roll call vote was held.

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

MINUTES of FEBRUARY 23rd TRUSTEES MEETING

Minutes for the February 23, 2015 Trustees Meeting were received, approved and filed. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 – none (Item 10)

Claims Forwarded by the Library Director and Trustees – Four (4) claims batches had been approved and forwarded to Orange County for payment. (Item 11)

Current Claims and Payroll – Ten (10) claims batches and three (3) payroll batches were approved by the Trustees on March 23rd and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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

TREASURER’S REPORTS

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through February 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)

Balance Sheet for February 2015 - received and filed. (Item 15)

Acquisitions Report for February 2015 – received and filed. (Item 16)

Entrepreneurial Activities Report for February 2015 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for February 2015 – received and filed. (Item 18)

Circulation Report for February 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia through March 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for February 2015 (Item 21)

Children's Services Report for February 2015 (Item 22)

Adult Services Report for February 2015 (Item 23)

Placentia Library Web Site & Technology Report for February 2015 (Item 24)

PUBLIC HEARING - Adoption of Resolution 15-05: Childrens' Internet Protection Act (CIPA) and Amendment to Policy 6020 – Internet Use Policy

Public Hearing opened at 7:18pm. Library Director Contreras explained that a requirement for participation in the federal E-Rate Reimbursement Program includes incorporating the Childrens Internet Protection Act (CIPA) into Library Policy. CIPA requires that public computers be filtered from children's access to adult-oriented programs. The Director explained how CIPA would affect current Library Policy 6020 – Internet Use Policy. No public comments were presented. Public Hearing closed at 7:24pm. (Item 25)

Moved by Trustee DeVecchio and seconded by Secretary Martin to approve changes to Policy 6020 to incorporate the CIPA requirements and adopt Resolution 15-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Approve Amendments to Placentia Library District Internet and Computer Access Policy 6020 Reflecting the Children's Internet Protection Act (CIPA) for the Placentia Library District of Orange County.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

Authorize Amendments to Placentia Library District Policy 2040 – Sick Leave

Library Director Contreras presented proposed verbiage changes to Policy 2040-Sick Leave, incorporating new law AB 1522 ("Healthy Workplace Healthy Family Act of 2014") signed last year and effective on July 1, 2015. (Item 26)

Moved by Trustee Minter and seconded by Trustee DeVecchio to approve verbiage changes to Policy 2040 to incorporate new law AB 1522.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

NEW BUSINESS

**Community Survey
Results for Support of
Proposed Renovation
Bond**

Dr. Timothy McLarney, of True North Research, presented results of the Community Phone Survey held in February 2015 and designed to evaluate the feasibility of a bond. Successful measure passage requires supporting votes from two-thirds (66%) of the Placentia voting community. As survey responses resulted in only a 58-62% positive support level. After presenting his findings, Dr. McLarney recommended that the Library Board of Trustees not move forward with a ballot measure for a Library Renovation Bond at this time. (Item 27)

Charles Heath, of TBWB Strategies, supported the survey findings and agreed that moving forward with a bond measure is not feasible at this time. After discussion of the survey results, the Board of Trustees voted to seek alternative options to finance renovation of the Placentia Library building. Trustee Minter expressed appreciation for Director Contreras' efforts.

**Call for Nominations for
CSDA Board of Directors**

Library Director Contreras presented an opportunity for Trustees to be nominated for a seats on the 2015 CSDA Board of Directors, whose monthly meetings are held in Sacramento. No trustees were interested in participating at this time. (Item 28)

**Travel Authorization for
Library Director to Attend
the ALA Conference from
June 25-30, 2015 in San
Francisco**

Library Director Contreras requested approval for the Library Director to attend the American Library Assn (ALA) Annual Conference in San Francisco, CA on June 25-30, 2015. Trustee Carline and Business Manager Baltierra were approved at the Trustees meeting held on January 26, 2014. Estimated fiscal impact is \$2,300 per attendee. Trustee Minter is also attending on behalf of her employer. PLD will share expenses for lodging and meal costs incurred by Trustee Minter. (Item 29)

Moved for Board approval by Trustee Carline and seconded by Secretary Martin to authorize attendance by the Library Director. A roll call vote was taken:

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

ADJOURNMENT

The March 23, 2015 Board of Trustees meeting was adjourned at 7:31pm.

The next Board of Trustees meeting will be on April 20, 2015 at 6:30pm.

Al Shkoler
President
Library Board of Trustees

Jo-Anne W. Martin
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
BUDGET WORK SESSION MEETING OF THE BOARD OF TRUSTEES
March 23, 2015

CALL TO ORDER President Shkoler called the Budget Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 23, 2015 at 5:04 P.M.

ROLL CALL **Members Present:** President Al Shkoler, Secretary Jo-Anne Martin, Trustee Gayle Carline, Trustee Richard DeVecchio and Trustee Elizabeth Minter.

Members Absent: None

Staff Present: Library Director, Jeanette Contreras; Business Manager, Yesenia Baltierra; Administrative Assistant, Diane Warner and Katie Matas, Adult Services Librarian.

Guests: None

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

AYES: Shkoler, Martin, Carline DeVecchio, Minter

NOES: None

ORAL COMMUNICATION None

DISCUSSION Library Director Contreras presented details of proposed budgets for fiscal years 2015 through 2017. The proposed 2015-2016 Library Budget is based on an expected 4% property tax income and includes a 10% budget allotment for books and library materials purchases, as well as salary for the re-instated Library Services Manager position. The 2015-2017 Library Budget is based on an expected property tax income of 4%, and includes an 11% budget allotment for books and materials purchases. Director Contreras also recommended no COLA salary increases for either fiscal year in order to achieve a balanced budget.

Library Director Contreras presented for Trustee approval a revised organizational chart and revised job descriptions for some library staff, to include changes in reporting hierarchy with the addition of a Library Services Manager. Librarian II positions are recommended to be re-titled as "Supervising Librarian" positions for Adult Services, Childrens Services and the Circulation/Technology department.

Library Director Contreras presented revisions to Policy 6030-Circulation to reflect a more uniform, 2-week loan period for all library rental materials. Item loan limit is recommended as a total of 25 items (books, games, audio books, CDs, etc.) and 5 resources per patron. DVDs become 1-week rental items at no charge, with fines incurred if not returned within a week.

Library Director Contreras presented revisions to Policy 6035-Fines and Fees Schedule to accommodate process changes in the Circulation/Technology department. Fines will be charged per day, per item, with a maximum fine of \$20 per item. Reserved books will be complimentary and if not picked up within 3 days, a re-shelving fee will be charged to patron library cards.

Following the budget discussion, Trustees expressed their preference for annual COLA increases for staff, and requested that Director Contreras revise the budgets and expected property tax income, to include annual COLA increases if possible.

Based on Trustee direction and recommendations, Library Director Contreras will present revised budgets for 2015-16 and 2016-17, and a drawing of the planned One Service Desk, at a continued Budget Work Session on Tuesday, April 7, 2015 at 5:30pm. At that time, Trustees will also determine a date in April 2014 for the Public Meeting.

ADJOURNMENT

The Budget Work Session Meeting of the Board of Trustees of the Placentia Library District on March 23, 2015 adjourned at 6:10 P.M.

Al Shkoler
President
Library Board of Trustees

Jo-Anne Martin
Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
BUDGET WORK SESSION MEETING OF THE BOARD OF TRUSTEES
April 7, 2015

CALL TO ORDER

President Shkoler called the Budget Work Session Meeting of the Placentia Library District Board of Trustees to order on April 7, 2015 at 5:30pm.

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

Members Absent: None

Staff Present: Jeanette Contreras-Library Director, Yesenia Baltierra-Business Manager, Diane Warner-Administrative Assistant

Guests: Katie Matas – public attendee

**ADOPTION OF
AGENDA**

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

AYES: Shkoler, Martin, DeVecchio, Carline, Minter

NOES: None

ABSENT: None

**ORAL
COMMUNICATION**

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Shkoler had nothing to report. (Item 4)

Secretary Martin had nothing to report. (Item 4)

Trustee Carline was a guest speaker at Golden Elementary School and shared her insights about novel writing and editing. She will also participate in an event at Nixon Library to congratulate 7th grade students on passing their geography test. (Item 4)

Trustee DeVecchio had nothing to report. (Item 4)

Trustee Minter is working on an upcoming Authors Luncheon event in Tustin. She also visited with former trustee Peggy Dinsmore, and former volunteer Pat Irot. (Item 4)

BUDGET WORK SESSION

Director Contreras presented the proposed Fiscal Year 2015-2017 Budget, including recommendations for amendments to the 2300 Series Policies – Job Descriptions, 6030 – Circulation Policy and 6035 – Fines and Fees Schedule. This was a continuation of discussions from the March 23rd Budget Work Session, where the Trustees requested budget revisions that would include an annual COLA for staff. To meet the Trustees' request, Director Contreras recommends outsourcing the Business Manager responsibilities and having a Support Services Manager for internal library operations, and a Public Services Manager to oversee both the Adult and Children's Services departments. Both positions

will be recruited from current library staff. Director Contreras recommends projecting the budget for Fiscal Year 2015-2017 based on a 4% property tax increase, which includes a 2.5% COLA per year for 2015-16 and 2016-17. (Item 5)

Moved by Trustee DeVecchio and seconded by Secretary Martin to approve a 2.5% COLA per year for 2015-16 and for 2016-17, and schedule for a public hearing on April 20, 2015. A roll call vote was taken:

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

Moved by Trustee Minter and seconded by Secretary Martin to approve revisions to Policy Series 2300 – Job Descriptions, and schedule for a public hearing on April 20, 2015. A roll call vote was taken:

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

Moved by Secretary Martin and seconded by Trustee Carline to approve revisions to Policy 6030 – Circulation Policy, and schedule for a public hearing on April 20, 2015. A roll call vote was taken:

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

Moved by Trustee Minter and seconded by Secretary Martin to approve revisions to Policy 6035 – Fines & Fees Schedule (eliminating DVD rental fees, inter-library loan fees and reserve fees), and schedule for a public hearing on April 20, 2015. A roll call vote was taken:

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

ADJOURNMENT

The April 7, 2015 Budget Work Session meeting was adjourned at 5:53pm.

The next Board of Trustees meeting will be on April 20, 2015 at 6:30pm.

Al Shkoler
President
Library Board of Trustees

Jo-Anne W. Martin
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for March 2015
DATE: April 20, 2015

TYPE	DATE	CLAIM #	AMOUNT
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NONE

		TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director and Trustees
DATE: April 20, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	04-08-15	5866	\$ 1,631.62
Misc Vendors	04-08-15	5867	\$ 21,300.00
Misc Vendors	04-08-15	5875	\$ 5,536.74
PARS	04-16-15	5876	\$ 1,597.67
Misc Vendors	04-15-15	5879	\$ 41,663.05
TOTAL			\$ 71,729.08

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/26/15

REPORT NO: 5866

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	03-26-15 6746022400	200			\$1,604.62		
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	01-14-15 6746022400 Balance Due	200			\$27.00		
TOTAL REMITTANCE:					\$1,631.62		
<p>The claims listed above totaling \$1,631.62 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/25/15

REPORT NO: 5867

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-xxxx (New Vendor) True North Research, Inc. 1061 Neptune Avenue Encinitas, CA 92024	03-24-15 2065	1900	0748		\$21,300.00		
TOTAL REMITTANCE:					\$21,300.00		
The claims listed above totaling \$21,300.00 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/07/15

REPORT NO: 5875

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2865	03-25-15	16714	0309 0308 0310 0306 0319	0770	\$552.80 \$969.71 \$360.26 \$56.43 \$183.46 \$2,122.66			
VC-12479 Staples National Advantage Dept SNA PO Box 415256 Boston, MA 02241-5256	3-21-15 3-28-15	3260607134 3261182675	1800 1800	0728 0728	\$95.03 \$25.90			
VC-6002-1 The Gas Company PO Box C Monterey Park, CA 91756	03-25-14	053-911-8800-9	2802		\$838.59			
Republic Services #676 (was Placentia Disposal #676) PO Box 78829 Phoenix, AZ 85062-8829	03-21-15	3-0676-1401691	1001		\$49.44			
VC-6003 NEW Address Golden State Water Company c/o Placentia Library Dist. - Cust #29934100008 411 E. Chapman Ave. Placentia, CA 92870	03-23-15	29934100008	2803		\$521.70			
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	3-24-15	8000-9000-0652-5830	1803		\$338.87			
VC-2616 Cintas Corporation #840 P.O. Box 29059 Phoenix, AZ 85038	3-3-15	640362091	1000		\$252.39			
VC-8656 The Library Store P.O. Box 964 Tremont, IL 61568	3-31-15		1800	0725	\$42.16			
VC-xxxx - NEW Vendor Edmond Otis & Associates 142 University Avenue #6-570 Riverside, CA 92507	3-27-15	PLD-16 / 001	1900	0745	\$1,250.00			
TOTAL REMITTANCE:					\$5,536.74			
The claims listed above totaling \$5,536.74 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/10/15

REPORT NO: 5876

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-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	4-10-15 6746022400	200			\$1,597.67		
TOTAL REMITTANCE:					\$1,597.67		

The claims listed above totalling \$1,597.67 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/15/15

REPORT NO: 5879

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-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2865	04-06-15	16781	0306			\$12,910.14		
VC-2616 Cintas Corporation #840 P.O. Box 29059 Phoenix, AZ 85038	04-06-15	640365642	1000			\$240.52		
	04-13-15	640369221	1000			\$202.39		
VC-0089-10 Republic Services #676 (was Placentia Disposal #676) PO Box 78829 Phoenix, AZ 85062-8829	03-31-15	0676-002161469	1001			\$46.24		
VC-13356 Click Consulting, Inc. 18017 Sky Park Circle, Suite C Irvine, CA 92614	04-01-15	20279	1900	0739		\$4,000.00		
VC-5233-2 AT&T CalNet 2 PO Box 9011 Carol Stream, IL 60197-9011	04-02-15	0643582	0700	0700		\$117.02		
			0700	0701		\$288.13		
						\$405.15		
VC-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	03-23-15	62544	2801			\$4,123.46		
			0700	0701		\$8.48		
			1400	0715		\$6,122.66		
			1400	0712		\$11,619.92		
			1400	0712		\$142.50		
						\$22,017.02		
VC-1426 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	4-6-15	12914	4000			\$163.08		
			1300			\$387.13		
						\$550.21		
VC-0451 Pitney Bowes PO Box 371896 Pittsburgh, PA 15250-7896	04-03-15	376006	2100			\$167.41		
VC-12175 Time Warner Cable PO Box 60074 City of Industry CA 91716-0074	04-04-15	8448 40 025 0124877	0700	0702		\$290.64		
VC-14836 ChrisTOPHER Oriel Graphic Design 310 S. Jefferson St. #17B Placentia, CA 92870	04-01-15	April Graphic Services	1900	0748		\$833.33		
TOTAL REMITTANCE:						\$41,663.05		
The claims listed above totaling \$41,663.05 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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: April 20, 2015

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	04-20-15	5868	\$ 2,225.72
Baker & Taylor	04-20-15	5869	\$ 1,632.09
Baker & Taylor	04-20-15	5870	\$ 1,975.25
Baker & Taylor	04-20-15	5871	\$ 2,400.36
Baker & Taylor	04-20-15	5872	\$ 1,321.73
Midwest Tape	04-20-15	5873	\$ 1,215.61
Misc BOOK Vendors	04-20-15	5874	\$ 6,248.08
Baker & Taylor	04-20-15	5878	\$ 1,028.48
Misc BOOK Vendors	04-20-15	5877	\$ 5,082.42

Subtotal for Claims **\$ 23,309.74**

Payroll

On Demand Wire	04-27-15	130	\$ 40,000.00
On Demand Wire	05-04-15	131	\$ 40,000.00
On Demand Wire	05-18-15	132	\$ 40,000.00

Subtotal for Payroll **\$ 120,000.00**

TOTAL CURRENT CLAIMS & PAYROLL **\$ 143,309.74**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5868

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	02/24/15	4011140754	2400	0760	\$24.52			
	02/24/15	4011140755	2400	0760	\$125.60			
	02/24/15	4011140757	2400	0760	\$18.21			
	02/24/15	4011140758	2400	0760	\$40.98			
	02/24/15	4011140759	2400	0760	\$101.09			
	02/24/15	4011140760	2400	0760	\$80.64			
	02/24/15	4011140761	2400	0760	\$51.64			
	02/24/15	4011140762	2400	0760	\$163.77			
	02/24/15	4011140763	2400	0760	\$270.74			
	02/24/15	4011140764	2400	0760	\$117.20			
	02/24/15	4011140765	2400	0760	\$44.35			
	02/24/15	4011140765	2400	0760	\$14.80			
	02/24/15	4011140766	2400	0760	\$18.75			
	02/24/15	4011140767	2400	0760	\$37.72			
	02/24/15	4011140768	2400	0760	\$15.41			
	02/24/15	4011140769	2400	0760	\$60.20			
	02/25/15	4011140770	2400	0760	\$712.04			
	02/27/15	4011152962	2400	0760	\$19.27			
	03/17/15	4011147839	2400	0760	\$88.09			
	03/23/15	4011173479	2400	0760	\$131.57			
03/23/15	4011163198	2400	0760	\$60.43				
03/23/15	4011163197	2400	0760	\$28.70				
	4011163201							
TOTAL REMITTANCE:					\$2,225.72			
The claims listed above totaling \$2,225.72 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5869

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	02/24/15	2400	0760		\$21.75			
	4011140750	2400	0760		\$29.58			
	02/24/15	4011140751	2400	0760	\$18.87			
	02/24/15	4011140752	2400	0760	\$168.22			
	02/27/15	4011140753	2400	0760	\$14.79			
	02/27/15	4011147840	2400	0760	\$188.66			
	02/27/15	4011147841	2400	0760	\$117.09			
	02/27/15	4011147842	2400	0760	\$173.41			
	02/27/15	4011147843	2400	0760	\$35.44			
	02/27/15	4011147844	2400	0760	\$9.07			
	02/27/15	4011147846	2400	0760	\$102.36			
	02/27/15	4011147847	2400	0760	\$23.01			
	02/27/15	4011147848	2400	0760	\$64.87			
	02/27/15	4011147849	2400	0760	\$121.35			
	02/27/15	4011147850	2400	0760	\$17.98			
	02/27/15	4011147851	2400	0760	\$73.62			
	02/27/15	4011147852	2400	0760	\$18.87			
	02/27/15	4011147853	2400	0760	\$47.52			
	02/27/15	4011147854	2400	0760	\$20.69			
	02/27/15	4011147855	2400	0760	\$40.94			
03/06/15	4011147856	2400	0760	\$111.02				
03/09/15	4011162811	2400	0760	\$212.98				
	4011153143							
TOTAL REMITTANCE:					\$1,632.09			

The claims listed above totaling \$1,632.09 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5870

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Allanta, GA 30384-7930	03/09/15	2400	0760		\$661.14			
	4011153144	2400	0760		\$120.40			
	03/09/15	4011153145	2400	0760	\$38.55			
	03/10/15	4011153426	2400	0760	\$42.81			
	03/10/15	4011155503	2400	0760	\$43.72			
	03/10/15	4011155504	2400	0760	\$24.52			
	03/10/15	4011155505	2400	0760	\$19.73			
	03/10/15	4011155506	2400	0760	\$20.60			
	03/10/15	4011155507	2400	0760	\$14.79			
	03/10/15	4011155508	2400	0760	\$29.58			
	03/10/15	4011155509	2400	0760	\$26.63			
	03/10/15	4011155510	2400	0760	\$163.87			
	03/10/15	4011155511	2400	0760	\$21.74			
	03/13/15	4011155512	2400	0760	\$40.34			
	03/13/15	4011152963	2400	0760	\$17.23			
	03/13/15	4011152965	2400	0760	\$103.65			
	03/13/15	4011152966	2400	0760	\$14.79			
	03/13/15	4011152971	2400	0760	\$18.84			
	03/13/15	4011152972	2400	0760	\$18.87			
	03/13/15	4011152973	2400	0760	\$43.48			
03/13/15	4011152974	2400	0760	\$58.27				
03/13/15	4011152975	2400	0760	\$431.70				
03/13/15	4011152976	2400	0760					
TOTAL REMITTANCE:					\$1,975.25			

The claims listed above totaling \$1,975.25 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5871

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	03/13/15 4011152970	2400	0760		\$70.75			
	03/13/15 4011152977	2400	0760		\$415.25			
	03/13/15 4011152978	2400	0760		\$154.35			
	03/13/15 4011152979	2400	0760		\$1,273.95			
	03/13/15 4011152981	2400	0760		\$78.33			
	03/13/15 4011154369	2400	0760		\$21.75			
	03/13/15 4011154370	2400	0760		\$15.39			
	03/13/15 4011154371	2400	0760		\$16.00			
	03/13/15 4011154372	2400	0760		\$23.21			
	03/13/15 4011154372	2400	0760		\$37.72			
	03/13/15 4011154373	2400	0760		\$14.79			
	03/13/15 4011154374	2400	0760		\$20.48			
	03/13/15 4011154375	2400	0760		\$20.48			
	03/13/15 4011154376	2400	0760		\$14.79			
	03/13/15 4011154377	2400	0760		\$18.00			
	03/13/15 4011154378	2400	0760		\$20.48			
	03/13/15 4011154379	2400	0760		\$20.48			
	03/14/15 4011162416	2400	0760		\$18.21			
	03/14/15 4011162417	2400	0760		\$12.24			
	03/14/15 4011162418	2400	0760		\$59.52			
03/14/15 4011162419	2400	0760		\$17.31				
03/14/15 4011162420	2400	0760		\$39.97				
03/14/15 4011162421	2400	0760		\$37.39				
TOTAL REMITTANCE:					\$2,400.36			
The claims listed above totaling \$2,004.36 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5872

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	03/14/15	4011162422	2400	0760		\$10.37		
	03/14/15	4011162423	2400	0760		\$13.52		
	03/14/15	4011162424	2400	0760		\$83.79		
	03/14/15	4011162425	2400	0760		\$93.50		
	03/14/15	4011162426	2400	0760		\$49.91		
	03/14/15	4011162427	2400	0760		\$63.00		
	03/14/15	4011162428	2400	0760		\$114.14		
	03/14/15	4011162429	2400	0760		\$70.78		
	03/14/15	4011162430	2400	0760		\$27.69		
	03/14/15	4011162431	2400	0760		\$14.77		
	03/14/15	4011162432	2400	0760		\$34.50		
	03/14/15	4011162433	2400	0760		\$56.62		
	03/14/15	4011162434	2400	0760		\$37.76		
	03/14/15	4011162435	2400	0760		\$92.92		
	03/14/15	4011162436	2400	0760		\$12.73		
	03/14/15	4011162437	2400	0760		\$19.30		
	03/14/15	4011162438	2400	0760		\$57.88		
	03/14/15	4011162439	2400	0760		\$237.95		
	03/14/15	4011162440	2400	0760		\$42.68		
	03/14/15	4011162441	2400	0760		\$15.98		
03/14/15	4011162442	2400	0760		\$149.40			
03/23/15	4011163196	2400	0760		\$22.54			
TOTAL REMITTANCE:						\$1,321.73		
<p>The claims listed above totaling \$1,321.73 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5873

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	02/26/15	2400	0760		\$49.66		
	92615075	2400	0760		\$44.27		
	02/26/15	2400	0760		\$48.59		
	92615078	2400	0760		\$24.72		
	02/26/15	2400	0760		\$29.86		
	92615079	2400	0760		\$85.29		
	02/26/15	2400	0760		\$46.42		
	92615100	2400	0760		\$53.61		
	03/02/15	2400	0760		\$37.42		
	92623852	2400	0760		\$30.13		
	03/03/15	2400	0760		\$44.41		
	92617594	2400	0760		\$252.54		
	03/06/15	2400	0760		\$64.57		
	92641642	2400	0760		\$37.42		
	03/06/15	2400	0760		\$49.66		
	92641644	2400	0760		\$91.76		
	03/09/15	2400	0760		\$138.20		
	92641966	2400	0760		\$48.21		
	03/09/15	2400	0760		\$38.87		
	92641968	2400	0760				
03/11/15	2400	0760					
92652806	2400	0760					
03/13/15	2400	0760					
92659823	2400	0760					
03/13/15	2400	0760					
92659826	2400	0760					
03/13/15	2400	0760					
92659827	2400	0760					
03/17/15	2400	0760					
92668910	2400	0760					
03/17/15	2400	0760					
92668914	2400	0760					
03/23/15	2400	0760					
92687617	2400	0760					
03/23/15	2400	0760					
92687641	2400	0760					
03/25/15	2400	0760					
92688798							
TOTAL REMITTANCE:					\$1,215.61		
<p>The claims listed above totaling \$1,215.61 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5874

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	03/13/15 4011152967	2400	0760		\$20.55			
	03/13/15 4011152968	2400	0760		\$61.44			
	03/13/15 4011152969	2400	0760		\$18.61			
	03/19/15 4011176310	2400	0760		\$118.76			
	03/19/15 4011175352	2400	0760		\$132.03			
	03/23/15 4011163199	2400	0760		\$1,109.71			
	03/23/15 4011163200	2400	0760		\$435.76			
	03/23/15 4011163202	2400	0760		\$78.70			
	03/13/15 4011152980	2400	0760		\$579.97			
	VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	03/18/15 170056417-031815	2400	0760		\$516.19		
03/20/15 125140880-032015		2400	0760		\$1,628.20			
03/25/15 194751410-032515		2400	0760		\$1,531.27			
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	03/10/15 84201138	2400	0760		\$16.89			
TOTAL REMITTANCE:					\$6,248.08			
The claims listed above totaling \$6,248.08 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5878

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	03-25-15 4011169628	2400	0760		\$43.12			
	03-25-15 4011169629	2400	0760		\$23.85			
	03-25-15 4011169630	2400	0760		\$22.54			
	03-25-15 4011169631	2400	0760		\$164.58			
	03-25-15 4011169632	2400	0760		\$27.65			
	03-25-15 4011169633	2400	0760		\$39.35			
	03-25-15 4011169634	2400	0760		\$18.59			
	03-25-15 4011169635	2400	0760		\$24.75			
	03-25-15 4011169636	2400	0760		\$44.34			
	03-25-15 4011169637	2400	0760		\$27.67			
	03-25-15 4011169638	2400	0760		\$113.53			
	03-25-15 4011169639	2400	0760		\$22.54			
	03-25-15 4011169640	2400	0760		\$88.18			
	03-25-15 4011169641	2400	0760		\$92.05			
	03-25-15 4011169642	2400	0760		\$16.61			
	03-25-15 4011169643	2400	0760		\$66.12			
	03-25-15 4011169644	2400	0760		\$50.45			
	03-25-15 4011169645	2400	0760		\$49.84			
	03-25-15 4011169646	2400	0760		\$15.41			
	03-25-15 4011169647	2400	0760		\$42.19			
03-25-15 4011169648	2400	0760		\$15.39				
03-25-15 4011169649	2400	0760		\$19.73				
TOTAL REMITTANCE:					\$1,028.48			

The claims listed above totaling \$1,028.48 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 5877

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	03-25-15	4011169650	2400	0760		\$93.78		
	03-25-15	4011169651	2400	0760		\$14.71		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	03-18-15	1148-170056417-031815	2400	0760		\$516.19		
	03-25-15	1148-194751410-032515	2400	0760		\$1,531.27		
	04-04-15	1148-161853680-040415	2400	0760		\$1,635.96		
	04-06-15	CM AFF-01762	2400	0760		(\$1.87)		
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	04-01-15	92710397	2400	0760		\$49.66		
	04-01-15	92710398	2400	0760		\$83.14		
	04-03-15	92719544	2400	0760		\$63.60		
	04-03-15	92719546	2400	0760		\$71.05		
VC-2883 World Book, Inc. World Book School and library P.O. Box 856009 Louisville, KY 40285-6009	03-30-15	0001506976	2400	0760		\$1,024.93		
TOTAL REMITTANCE:						\$5,082.42		
The claims listed above totalling \$5,082.42 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 130

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-27-15 Payroll #26 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____ Countersigned by _____ Attested and/or countersigned by _____
Page Total: _____
(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 131

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*05-04-15 Payroll #27 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:						\$ 40,000.00	
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/20/15
REPORT NO: 132

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

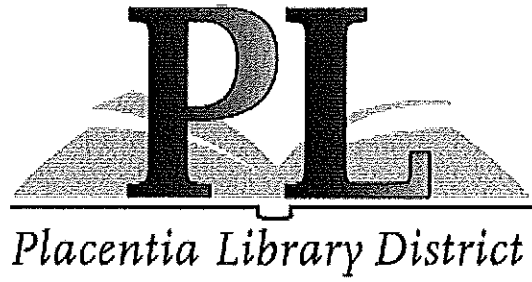
APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*05-18-15 Payroll #28 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
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:



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: April 20, 2015

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	2,079,577.11
3/31/2015	1,896,468.01
04/30/15	0.00
5/31/2015	0.00
6/30/2015	0.00
General	
Reserves	414,789.10
Impact Fees	442,157.06

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	2,378,156.46
6/30/2014	2,134,629.15
General	
Reserves	414,789.10
Impact Fees	406,613.78



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through March 2015 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: April 20, 2015

Summary of Cash and Investments as of March 31, 2015

Cash with Orange County Treasurer Fund 707	1,357,661.43
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	442,157.06
General Fund Checking – Bank of the West	65,612.50
General Fund Savings – Bank of the West	598,055.54
Payroll Checking – Wells Fargo Bank	153,984.23
Total Cash and Investments	3,032,259.86

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
March 31, 2015

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,959,489	1,212,439	(747,050.50)	61.9%
6220		Property Taxes - Current Unsecured	55,415	60,192	4,777.22	108.6%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	12,746	4,077	(8,668.60)	32.0%
6280		Property Taxes - Curr Supplemental	63,204	40,166	(23,037.88)	0.0%
6290		Other Taxes	3,000	8,744	5,743.60	0.0%
6300		Property Taxes - Prior Supplemental	0	614	614.29	100%
6540		Penalties & Costs on Delinq Taxes	975	335	(639.94)	34.4%
		Sub Total	2,094,829	1,326,567	(768,261.81)	63.3%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	5,500	6,016	515.70	109.4%
		Sub Total	5,500	6,016	515.70	109.4%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,454	7,056	(1,398.13)	83.5%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	1,761	9,114.00	7,353.00	517.5%
		Sub Total	10,215	16,170	5,954.87	158.3%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	750	50.00	107.1%
		Grants	35,000	34,707	(292.80)	99.2%
		Fines & Fees	40,000	37,138	(2,862.44)	92.8%
		Passport/Photos	125,000	108,248	(16,752.00)	86.6%
		Meeting Room Fees	4,500	4,405	(95.00)	97.9%
		DVD Rentals	7,000	5,369	(1,631.50)	76.7%
		Test Proctor	6,200	5,650	(550.00)	91.1%
		Sub Total	218,400	196,266	(22,133.74)	89.9%
7680		6-MO Expired (Outlawed) Checks	0	399	399.00	100%
		YTD Actual	2,328,944	1,545,019	(783,924.98)	66%
		FY 13/14 Funds Available	107,978	107,978		
		TOTAL REVENUES FY 14/15:	2,436,922	1,652,997	(783,924.98)	67.8%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	35,543	35,543.18	100%
		SLS Account	0	1,095.45	0.00	100%

**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT**

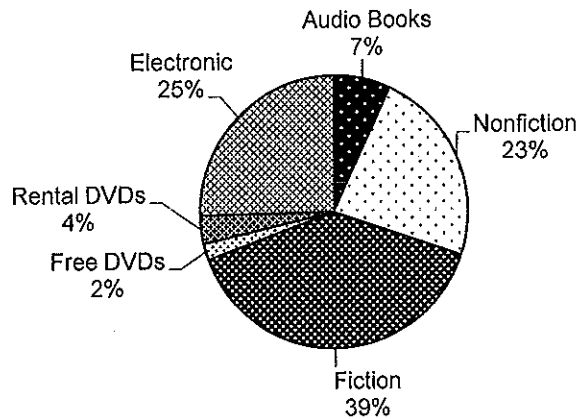
March 31, 2015
75% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,160,530	834,197	0.72	\$326,333
0200	Retirement	43,351	28,164	0.65	\$15,187
0301	Unemployment Insurance	10,000	0	0.00	\$10,000
0306	Health Insurance	202,476	112,448	0.56	\$90,028
0306-0770	Employee Assistance Program	720	511	0.71	\$209
0308	Dental Insurance	15,523	9,335	0.60	\$6,188
0309	Life Insurance	8,351	5,004	0.60	\$3,347
0310	AD & D Insurance	5,869	2,886	0.49	\$2,983
0319	Vision Insurance	2,600	1,651	0.64	\$949
0350	Workers' Compensation Insurance	23,000	22,478	0.98	\$522
	TOTAL	\$1,472,420	\$1,016,675	0.69	\$455,745
SERVICES & SUPPLIES					
0700	Communications	20,000	10,998	0.55	\$9,002
0900	Food	2,000	712	0.36	\$1,288
1000	Household Expenses	19,000	10,857	0.57	\$8,143
1100	Library Insurance	13,000	12,001	0.92	\$999
1300	Maintenance, Equipment	34,000	21,335	0.63	\$12,665
1400	Maintenance, Buildings & Improvements	93,300	43,616	0.47	\$49,684
1600	Memberships	9,000	6,791	0.75	\$2,210
1700	Miscellaneous Expense	2,000	647	0.32	\$1,353
1800	Office Expenses	44,500	28,837	0.65	\$15,663
1803	Postage	12,000	9,885	0.82	\$2,115
1900	Prof./Specialized Services	176,000	133,731	0.76	\$42,269
1912	Investment Administrative Fees	1,600	977	0.61	\$623
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	325	0.32	\$675
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	290,602	131,378	0.45	\$159,224
2600	Transportation & Travel	3,500	259	0.07	\$3,241
2700	Meetings	28,000	20,323	0.73	\$7,677
2800	Utilities	84,000	62,874	0.75	\$21,126
	TOTAL	\$834,002	\$495,545	0.59	\$338,457
OTHER CHARGES					
3700	Taxes and Assessments	\$10,000	\$10,797	1.08	-\$797
	OPERATING EXPENSES	\$2,316,422	\$1,523,017	0.66	\$793,405
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$100,000	\$56,478	0.56	\$43,522
4200	Structures/Improvements	20,000	\$1,997	0.10	\$18,003
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$120,000	\$58,475	0.49	\$61,525
TOTAL BUDGET (Fund 707)					
		\$2,436,422	\$1,581,492	0.65	\$854,930
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$431,895	\$0	0.00	\$431,895
	Grants	\$35,000	\$59,692	1.71	-\$24,692

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2014-2015 THROUGH THE MONTH OF MAR. 2015

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$58,431	3112	3451
Total Non-Fiction	\$34,763	1385	1951
Total Electronic	\$37,704	486	0
Total Audio Books	\$10,257	234	234
Total Free DVDs	\$2,888	105	107
Total Rental DVDs	\$4,987	207	213
TOTAL MATERIALS	\$149,030	5529	5956



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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for March 2015
DATE: April 20, 2015

Net Revenue Summary for March 2015

			YTD	YTD
	Mar-15	Mar-14	2014-2015	2013-2014
Passport	18,625.00	16,000.00	88,800.00	70,176.00
Passport Photos	4,025.00	3,336.00	19,448.00	15,372.00
Test Proctor	650.00	600.00	5,650.00	4,800.00
Meeting Room	220.00	220.00	4,405.00	3,312.00
DVD Rentals	521.00	606.00	5,368.50	5,059.00
Total	24,041.00	20,762.00	123,671.50	98,719.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for March 2015

DATE: April 20, 2015

			YTD	YTD
	Mar-15	Mar-14	2014/2015	2013/2014
Separation	1	0	2	1
Retirement	0	0	0	0
Appointments	0	0	1	2
Open Positions	0	1	1	3
Workers' Compensation Leave	0	0	0	1
Total	1	1	4	7

SEPARATION:
Library Clerk (15 hrs.)

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: April 20, 2015

MONTHLY STATISTICS

March 2015

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	Mar-15	Mar-14		2014-15	2013-14	% change
New Patron Registrations	340	311		2,952	2,891	2.1%
Total Circulation	22,371	23,433		196,694	189,733	3.7%
Total Active Borrowers*	8,426	8,402		76,602	76,086	
Attendance	30,326	25,531		240,826	197,452	22.0%
Registered Card Holders*	33,303	31,391		295,108	271,984	
Adult Fiction	2,894	2,638		25,466	24,857	2.5%
Adult Nonfiction	2,613	2,804		21,813	21,618	0.9%
Adult Magazines	239	256		2,180	2,176	0.2%
Adult Music CDs	172	382		1,495	1,857	-19.5%
Adult Audio Books	587	608		4,919	5,484	-10.3%
Adult Free DVDs	215	245		2,358	2,476	-4.8%
Adult Rental DVDs	456	437		4,253	3,838	10.8%
JV Fiction	10,042	9,916		92,082	84,704	8.7%
YA Fiction	1,348	1,511		12,382	12,797	-3.2%
JV Nonfiction	2,595	3,120		21,394	20,429	4.7%
YA Nonfiction	65	119		796	987	-19.4%
JV Magazines	9	9		92	77	19.5%
JV Music CDs	53	27		325	221	47.1%
JV Audio Books	53	60		373	433	-13.9%
JV Free DVDs	556	748		5,967	6,016	-0.8%
JV Rental DVDs	211	225		2,118	1,869	13.3%
Video Games	11	28		137	90	100.0%

* YTD % change not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		154	526	338	489	455	850	2,812
10:00		576	1,382	450	1,149	327	546	4,430
11:00		616	735	578	651	282	626	3,488
12:00		652	1,157	509	842	421	992	4,573
1:00	524	642	1,324	545	648	341	1,096	5,120
2:00	1,534	726	710	547	369	672	720	5,278
3:00	1,744	1,406	962	1,080	498	651	842	7,183
4:00	1,408	1,013	1,343	1,320	957	566	791	7,398
5:00	1,382	1,019	1,378	1,070	1,030	623	599	7,101
6:00		1,524	1,611	1,166	1,550			5,851
7:00		1,152	1,390	889	745			4,176
8:00		537	1,055	811	839			3,242
Total/Day								60,652
* Grand Total								30,326

<u>Patron Count</u>	Mar-15	Mar-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	30,326	25,531	240,826	197,453	22.0%

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total/Hr.
9:00		1	3	0	3	0	13	20
10:00		8	5	3	7	5	25	53
11:00		8	6	4	7	2	14	41
12:00		4	5	2	4	2	15	32
1:00	34	12	8	5	8	8	18	93
2:00	43	12	4	6	5	6	33	109
3:00	37	19	7	10	4	13	49	139
4:00	29	22	16	10	6	14	33	130
5:00		12	12	8	16			48
6:00		22	14	7	11			54
7:00		10	6	4	6			26
8:00		0	0	0	0			0
Total/Day								745
Grand Total								745

<u>Passport Services</u>	Mar-15	Mar-14	Y-T-D 2014-15	Y-T-D 2013-14	% change
	745	640	3,552	2,807	26.5%

STAFF ACTIVITY

- March 03, 2015- Staff organized the meeting room for Pre-School story time.
- March 04, 2015- Estella delivered money deposits to the bank.
- March 04, 2015- Staff cleared the meeting room for Yoga class.
- March 05, 2015- Staff organized the meeting room for Lap-Sit story time.
- March 05, 2015- Estella delivered money deposits to the bank.
- March 05, 2015- Staff organized the meeting room for Le Teen Café.
- March 06, 2015- Staff organized the meeting room for Chess to Checkers.
- March 07, 2015- Department staff assisted PLFF with preparation for the Author's Luncheon.
- March 08, 2015- Staff assisted PLFF with the book sale.
- March 09, 2015- Staff organized the meeting room for PLFF board meeting.
- March 10, 2015- Estella delivered money deposits to the bank.
- March 10, 2015- Staff organized the History Room for the book discussion.
- March 10, 2015- Staff organized the meeting room for Pre-School story time.
- March 10, 2015- Staff assisted with the Lego Club event set up.
- March 11, 2015- Staff cleared the meeting room for Yoga class.
- March 12, 2015- Estella delivered money deposits to the bank.
- March 12, 2015- Staff organized the meeting room for Lap-Sit story time.
- March 14, 2015- Staff organized the meeting room for Parenting Series.
- March 17, 2015- Staff organized the meeting room for Pre-School story time.
- March 18, 2015- Estella delivered money deposits to the bank.
- March 19, 2015- Fernando participated in Supervisors meeting.
- March 19, 2015- Staff organized the meeting room for Lap-Sit story time.
- March 19, 2015- Staff organized the meeting room for Le Teen Café.
- March 20, 2015- Staff organized the meeting room for Chess to Checkers.
- March 21, 2015- Staff organized the meeting room for Family Game Day.
- March 23, 2015- Fernando trained other department staff on check-out, check-in, issuing cards, related policies, and manual check-out.
- March 23, 2015- Staff organized the meeting room for Board of Trustees meeting.
- March 23, 2015- Fernando attended Board of Trustees meeting.
- March 24, 2015- Estella, Beatrice, Fernando, Sara, and Laura D. attended all staff meeting.
- March 24, 2015- Estella, Beatrice, Laura C., Laura D. and Sara attended department meeting.
- March 24, 2015- Staff organized the meeting room for Pre-School story time.
- March 25, 2015- Estella trained other department staff on Circulation related policies and procedures.
- March 25, 2015- Estella delivered money deposits to the bank.
- March 26, 2015- Staff organized the meeting room for Lap-Sit story time.
- March 26, 2015- Staff organized the meeting room for Le Teen Café.
- March 31, 2015- Staff organized the meeting room for Windows 8 Computer Workshop.
- March 31, 2015- Estella delivered money deposits to the bank.

ONGOING PROJECTS

- Fernando continues to assist in budget discussions.
- Circulation staff continues to add RFID tags to all library items.
- Circulation staff initiated single point service desk training.
- Department staff continued self-check-out training.

NEW PROJECTS AND ACTIVITIES

Department staff will work on a Passport Marketing Campaign.

Aides and Pages will label, and interfile the reference collection with the regular collection.

Circulation staff will tag and make available the new history room collection.

Department staff will prepare for the Staff Development Day budget discussion.

Estella and Fernando will train other staff on Circulation related subjects for the new single point service desk.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through April 2015
DATE: April 20, 2015

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	1,452.49	*	*	*	1,452.49
14-Oct	10-08-14	8,081.06	1,452.49	285.00	8.57	12,245.32	22,072.44
14-Nov	11-17-14	13,758.60	1,452.49	142.50	16.91	3,061.33	18,431.83
14-Dec	*	3,708.42	1,452.49	*	*	*	5,160.91
15-Jan	1-15-15	7,868.53	1,452.49	427.50	8.38	6,122.66	15,879.56
15-Feb	*	4,123.46	1,452.49	*	8.38	*	5,584.33
15-Mar	03-19-15	*	1,452.49	142.50	16.85	6,122.66	7,734.50
15-Apr						3,061.33	*
15-May						3,061.33	*
15-Jun							
	TOTAL	\$ 58,512.43	\$ 14,524.90	\$ 1,424.50	\$ 83.63	\$ 33,674.63	\$108,220.09
	AVG	\$ 5,851.20	\$ 1,452.49	\$ 142.45	\$ 8.36	\$ 3,061.33	\$10,822.00

**City Billing Not Received*

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr	04/23/14	3,595.48	*	427.50	8.15	4,031.13
14-May	*	*	*	*	*	\$0.00
14-Jun	*	*	*	*	*	\$0.00
	TOTAL	\$ 52,356.09	\$ 15,977.39	\$ 2,140.00	\$ 72.01	\$ 70,545.49
	AVG	5,235.61	1,597.74	214.00	7.21	7,054.55

**No City Billing*



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for March 2015

DATE: April 20, 2015

Accomplishments

- Met with staff to discuss the Pitch an Idea grant.
- Secured \$5,665 from Dixie Shaw for the Wiggles & Giggles baby baskets.
- Business Manager served on interview panel for Santa Monica Public Library.
- Presented proposed Budget for Fiscal Years 2015-2017.
- Spoke with Sprint regarding mobile hotspots.

Meetings

- Library Board of Trustees – March 23
- Staff – March 24
- Supervisor's – March 19
- Friday Huddles – March 6, 20, 27
- PLFF – March 16
- Dixie Shaw – March 19
- Staples – March 27
- Placentia Community Network – March 19
- Rotary – March 4, 11, 18, 25, 27

Training/Workshop/Conference

- Webinars – Spot the Fraud
- Webinars – Public Records
- Webinars – AB1234 Ethics Training
- Department of Justice (DOJ) recertification

Community Activities

- Author's Luncheon – March 7
- Muckenthaler Teen Center Grand Opening – March 25

Projects in Progress

- Single-Point Service Desk
- E-Rate Program
- District Transparency Certificate of Excellence
- Annual Audit
- Security Camera equipment replacement



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children’s Services Supervisor
SUBJECT: Children’s Services Monthly Activity Report for March 2015
DATE: April 20, 2015

MONTHLY STATISTICS

Children's Reference

	March 2015	March 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Phone reference:	68	34	468	336	39.29%
In person reference/research:	967	882	7732	7253	6.60%
Total Reference	1035	916	8200	7489	9.49%
Total Number of Programs	49	45	329	319	3.13%
Total Programs Attendance	3727	1078	13915	11471	21.31%

CHILDREN'S PROGRAMS	March	March	March	March	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2015	2015	2014	2014	2014-15	2014-15	2013-14	2013-14	% Change	% Change
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Programs Total	Attendance Total	Programs Total	Attendance Total	Programs	Attendance
Regular Monthly Programs										
Read to the Dogs	1	30	1	25	10	315	9	234	11.11%	34.62%
F.I.R.S.T.	1	25	1	28	9	217	8	150	12.50%	44.67%
Preschool Storytimes (3-6 years old)	8	216	8	216	72	1901	66	1598	9.09%	18.96%
C.O.P.S.	*	*	1	12	*	*	7	183	N/A	N/A
Lego Club	1	45	*	*	6	331	*	*	N/A	N/A
Pocket Tales	4	157	4	117	35	1040	33	948	6.06%	9.70%
Lap Sit (0-2 years old)	8	368	4	263	61	2615	31	1773	96.77%	47.49%
R.A.D.D.	*	*	1	7	*	*	7	99	N/A	N/A
P-TAC (Placentia Teen Advisory Council)	2	46	1	24	19	420	17	315	11.76%	33.33%
Tweens Chess To Checkers	2	32	*	*	14	179	*	*	N/A	N/A
Super STAR	0	0	1	2	4	24	6	56	-33.33%	-57.14%
Family Game Day	1	30	1	35	7	154	8	218	-12.50%	-29.36%
Homework Club	14	254	17	221	105	1620	97	1401	8.25%	15.63%
Special Programs										
3/2/15 Read Across America- Melrose School	2	60	*	*	2	60	*	*	N/A	N/A
3/5/15 Le Teen Café Placentia: Exploration #1: Survival	1	24	*	*	1	24	*	*	N/A	N/A
3/19/15 Exploration #2: Robotics	1	47	*	*	1	*	*	*	N/A	N/A
3/20/14 YA: DIY: Embroidery	*	*	1	16	*	*	1	16	N/A	N/A
3/26/15 Exploration #3: Create From Scrap	1	22	*	*	1	22	*	*	N/A	N/A
3/27/14 YA: DIY: Duct Tape	*	*	1	22	*	*	1	22	N/A	N/A
3/28/15 Easter Eggcoitement	1	2300	*	*	1	2300	*	*	N/A	N/A
3/30/15 Dr. Seuss's "Can You Guess?"									N/A	N/A
Bulletin Board Contest Entries	1	71	*	*	1	71	*	*	N/A	N/A
3/31/14 Rose Dr. Elementary 2nd Grade Tour	*	*	3	90	*	*	3	90	N/A	N/A
Totals	49	3727	45	1078	329	13915	319	11471	3.13%	21.31%

* Program not held
 YTD totals include program totals from previous months not listed for the current month.

Achievements:

- Lori Worden attended a Placentia Round Table Women's Club meeting on March 4. Lori is also responsible for the Club's annual scholarship program and is currently accepting applications from college-bound graduating seniors in the PYLUSD boundaries.
- Children's staff participated in training for the new RFID self-check-out system.
- Lori Worden attended a meeting with Yesenia and department supervisors about the new one point service desk (now called the "Information Desk") on March 16.
- Brenda Ramirez conducted meetings and completed final planning with her committee for the upcoming Easter Eggcitement program.
- Coleen Wakai attended a SLS meeting for YA librarians on March 18.
- Lori Worden attended the library Board of Trustees meeting on March 23.
- Children's staff attended the all-staff meeting on March 24.
- Coleen attended an Early Family Literacy (ELF) meeting with other Orange County librarians on March 25.
- Staff participated in the annual Easter Eggcitement program on March 28. This popular event was co-chaired by Brenda Ramirez; Venessa Faber and Lori Worden conducted the egg hunts; Jennifer Rydberg conducted storytimes at the event; Melissa Owens assisted with Bounce House and slide supervision; Diane Warner assisted the Placentia Rotary Club with tickets.
- Brenda Ramirez conducted a final wrap-up meeting for the Easter Eggcitement committee to discuss the event and discuss ideas for next year.
- Children's staff are participating in training sessions for the new one point service Information Desk.
- Children's staff ordered items for the Children's and Young Adult collections, and also discarded older and obsolete items.
- Lori Worden conducted a Children's staff meeting on March 31.
- Brenda Ramirez conducted Lapsit and Preschool Storytimes.
- Coleen conducted Exploration programs for teens: Survival techniques; Robotics with the Valencia High School Robotics Club; and creating with scraps and recycled items with "Create from Scrap."
- Jennifer Rydberg conducted the F.I.R.S.T. program.
- Coleen Wakai is continuing with cross-training in the Adult Services department.
- Venessa Faber is cross-training in the Children's Services/Teen department. She assisted with the Easter Eggcitement program and led the egg hunts for the program. She also assisted with the Teen Café in March, and worked with collection development and ordering for the YA collection.

In progress:

- Children's staff are completing plans for the El Dia program, planned for April 25.
- Children's staff are planning the Summer Reading Program for children and teens.
- Children's staff are preparing a Collection Development manual for the Children's and Young Adult Collections.
- Children's staff are preparing for the Staff Development meeting on April 13.
- Children's staff are completing Information Desk training.

- *Coleen Wakai* completed an Excel 2010 Level 1 – class in Huntington Beach on February 28th. The class was the first of a series of Excel classes about spreadsheets & formulas. The instructor introduced how to create simple spreadsheets and introduced some simple formulas. The latter part of the class we were given some examples to practice what we had learned. One of most interesting thing about excel was program’s ability to follow formulas get quick results immediately. A handout of tips and tricks was provided.
- *Coleen Wakai* attended the 2015 Early Learning with Families (ELF) meeting held in Anaheim on March 25, 2015. The meeting included a great welcome, a thought provoking TED talk “Love No Matter What,” then an Introduction of Barry Brazelton’s Touchpoints (children’s development), and Advocate for Play! Then there were three speakers; one spoke about LAPL’s Backpack Play Packs, Play Space, and an inspiring and interactive bi-lingual storyteller. There were 5 PlayStation for librarians to experience: 1. Water Beads, 2. Balloon Powered Lego Cars, 3. Instrument Making Buffet, 4. Metal Stamping, 5. Noodle and Marshmallow Construction. It was an enlightening meeting! Recommendation for all Children’s Librarians to attend next year.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Nadia Dallstream, Adult Services Supervisor
SUBJECT: Adult Services Report for March 2015
DATE: April 20, 2015

MONTHLY STATISTICS

Reference Desk Activity

	March 2015	March 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	862	796	7666	7020	9.20%
Reference -- telephone	398	307	3038	2885	5.30%
Reference -- email/chat	8	8	42	21	100.00%
Technology assistance	545	279	4345	5226	-16.86%
Guest passes	101	200	1154	1526	-24.38%
Adult and Children's computer use (desktops)	3048	2702	25275	21574	17.15%
Adult computer usage (desktop)	2597	2238	21181	18622	13.74%
Public computer use (express laptops)	81	85	457	982	-53.46%
Adult Program Attendance	161	196	2768	3217	-13.96%
Number of Adult Programs	13	13	119	78	52.56%

Adult Services Programs

	March 2015	
March 3, 2015	Literacy: Orientation (Faber)	1
March 4, 2015	Health & Fitness: Yoga (Matas)	15
March 8, 2015	Fine Arts Programs: Painting in the Stacks (Townsend)	18
March 10, 2015	Book Discussion: Big Little Lies (Townsend)	13
March 11, 2015	Health & Fitness: Yoga (Matas)	23
March 12, 2015	Literacy: Conversation Club (Faber)	10
March 14, 2015	Parenting Series: Blended Families (Faber)	5
March 17, 2015	Educational Programs (Varied Topics): H.I.S. House Library Tour (Killianey)	13
March 24, 2015	Computer Workshop: Parent and Me Technology (Faber & Killianey)	12
March 26, 2015	Literacy: Conversation Club (Faber)	6
March 31, 2015	Computer Workshop: Parent and Me Technology (Faber & Killianey)	10
March 31, 2015	Computer Workshop: Welcome to Microsoft Windows 8 (Townsend & Killianey)	22
March 31, 2015	Database Instruction: Overdrive (Reference Staff)	13
	Total Adult Program Attendance:	161

History Room Activity

	March 2015	March 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room Visitors	8	10	84	65	29.23%

Volunteer Hours:

	March 2015	March 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
History Room	18.75	0	119.5	36	231.94%
PLFF	605.5	559	5233.25	5050.25	3.62%
General Library	684.75	456.75	3637.25	4388.75	-17.12%
Technology	14.5	43.75	494	403	22.58%
Homework Club	98.5	90.25	735.5	638	15.28%
Adult Literacy Tutors	83.25	91.5	721.5	576.95	25.05%
PTAC	163.75	127.25	1403.25	1307.5	7.32%
Total Volunteer Hours	1669	1368.5	13513.5	12400.45	8.98%

Adult Literacy

	March 2015	March 2014
Number of Tutors	20	12
Number of Students	27	18
Total Number of Participants	47	30

Computer Literacy

	March 2015	March 2014
Number of Tutors	5	6
Number of Students	5	7
Total Number of Participants	10	13

Type of Program	Number of Programs March 2015	Attendance March 2015	Number of Programs March 2014	Attendance March 2014	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD 2013-14	Attendance YTD 2013-14	Number of Programs YTD % change	Attendance YTD % change
<i>Book Discussions</i>	1	13	1	8	10	130	9	92	10.00%	29.23
<i>Computer Workshops</i>	3	44	3	33	24	230	27	208	-12.50%	9.57
<i>Literacy Programs</i>	3	17	2	11	32	132	18	53	43.75%	59.85
<i>Summer Reading Program</i>	0	0	0	0	0	108	0	88	0.00%	18.52
<i>Summer Reading Events</i>	0	0	0	0	3	1,202	4	1,974	-33.33%	-64.23
<i>Database Instruction</i>	1	13	0	0	9	117	2	187	77.78%	-59.83
<i>Volunteer Programs</i>	0	0	0	0	4	116	3	108	25.00%	6.90
<i>Health & Fitness Programs</i>	2	38	0	0	22	387	2	22	90.91%	94.32
<i>Parenting Programs</i>	1	5	2	24	6	45	2	24	66.67%	46.67
<i>Fine Arts Programs</i>	1	18	1	39	6	220	5	193	16.67%	12.27
<i>Educational Programs-varied topics</i>	1	13	4	81	4	91	8	268	-100.00%	-194.51
Totals	13	161	13	196	120	2,778	80	3,217	33.33%	-15.80

ACHIEVEMENTS

- *Jeannie Killianey* submitted one Kohl's Cares Scholarship nomination for a teen volunteer.
- *Jeannie Killianey* began working on building Instagram followers.
- *Jeannie Killianey* updated the Collection Development Policies for 000s, 700s, 800s, Biography, Educational DVDs, and Spanish Adult collections.
- *Jeannie Killianey, Nadia Dallstream, Katie Matas, Venessa Faber and Wendy Townsend* completed the safety training modules.
- *Wendy Townsend* selected books for Rotary.
- *Wendy Townsend* participated in the Pitch an Idea grant call.
- *Wendy Townsend* updated the Volunteer Handbook.
- *Venessa Faber* matched 1 new English literacy tutor
- *Venessa Faber* led the Egg Hunt at the Easter Eggcitement.
- *Venessa Faber* created the March Constant Contact email.
- *Wendy Townsend* interviewed and accepted a new One Stop participant and a new Santa Ana Tech Intern.
- *Wendy Townsend and Nadia Dallstream* attended the PLFF Authors Luncheon.
- *Wendy Townsend* trained a new History Room volunteer.
- *Wendy Townsend* led the History Room and Volunteer One Point Service Desk Trainings.
- *Wendy Townsend, Jeannie Killianey, Nadia Dallstream, Venessa Faber and Katie Matas* participated in the One Point Service Desk trainings.
- *Venessa Faber* provided interviews for 2 senior high school Senior Projects.
- *Venessa Faber* observed the La Teen Café on March 5th.
- *Venessa Faber* trained a Literacy Tutor how to use Pronunciator on March 10th.
- *Venessa Faber* was job shadowed by an EDHS Senior for her Senior Project.
- *Nadia Dallstream* completed the Adult and Children's combined desk schedules.
- *Nadia Dallstream* worked on the Summer Reading Program Banner with the graphic design artist.

MEETINGS

- *Katie Matas, Wendy Townsend and Venessa Faber* attended the Staff Meeting on March 24th.
- *Katie Matas and Venessa Faber* attended Friday Huddles on March 6th, 20 and 27th.
- *Wendy Townsend, Katie Matas, Jeannie Killianey and Venessa Faber* attended Adult Services Department meetings on March 2nd, 9th and 25th.
- *Wendy Townsend* attended Kiwanis meetings on March 5th, 12th, 19th, and 26th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on March 24th.
- *Wendy Townsend* attended the Heritage Coordinating Council meeting on March 3rd.
- *Wendy Townsend* met with the Blackstone Audio representatives on March 17th.
- *Wendy Townsend* met with John Walcek to discuss the Pitch an Idea grant on March 4th.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Nadia Dallstream and Wendy Townsend* met with the Library Director to discuss the Pitch an Idea grant on March 16th.
- *Venessa Faber* attended the YA SLS meeting at PLD on March 18th.
- *Nadia Dallstream* chaired the SLS Reference and Adult Services Meeting on March 10th.
- *Nadia Dallstream and Wendy Townsend* attended the PLFF Author's Luncheon on March 7th.
- *Nadia Dallstream and Katie Matas* participated in the Baker & Taylor conference call on March 11th.
- *Nadia Dallstream* attended the Pitch an Idea grant phone call on March 16th.
- *Nadia Dallstream* facilitated the Adult Services Department meetings on March 2nd, 9th and 25th.
- *Nadia Dallstream* met with Business Manager and the Children's and Circulation Supervisors to discuss the One-Point Service Desk on March 16th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Placentia Library Website & Technology Report for March 2015

DATE: April 20, 2015

On-line database usage

	March 2015	Onsite Usage 3/15	Remote Usage 3/15	March 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Placentia Library Catalog	16,753	N/A	N/A	16,094	142,820	129,735	10%
General Reference Center	40	25	15	167	790	618	28%
Biography In Context	87	63	24	28	2,013	168	1098%
Opposing Viewpoints	215	215	0	183	2,574	746	245%
Freegal	1088	N/A	N/A	571	6,211	5,059	23%
Heritage Quest	686	N/A	N/A	261	4,212	3,713	13%
Novelist	11	N/A	N/A	47	351	286	23%
Pronunciator (new Sept. 2014)	141	N/A	N/A	N/A	860	N/A	N/A
ABC Mouse (new Sept. 2014)	78	N/A	N/A	N/A	506	N/A	N/A
Tumblebooks	270	N/A	N/A	383	2,283	3,831	-40%
Reference USA	219	N/A	N/A	436	2,112	3,182	-34%
Enki (new Oct. 2014)	3	N/A	N/A	N/A	33	N/A	N/A
Overdrive e-books	964	N/A	N/A	647	7,108	5,140	38%
Overdrive audio books	467	N/A	N/A	284	3,425	2,178	57%
Zinio (new Oct. 2014)	51	N/A	N/A	N/A	142	N/A	N/A
TOTAL DATABASE USAGE	21,073	303	39	19,101	175,440	154,656	13%

Website Traffic

	March 2015	March 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	11,554	21,560	137,672	185,257	-26%
Page Hits	19,004	38,230	237,567	348,487	-32%

Computer & Online Resource Use

	March 2015	Y-T-D 2014-15
Placentia Residents	1,214	9,673
Non-Placentia Residents	790	6,187
Total	2,004	15,860

Wifi Use

	March 2015	Y-T-D 2014-15
	1,178	1,178
Total	1,178	1,178

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for the Budget for Fiscal Years 2015-2017
DATE: April 20, 2015

BACKGROUND

The Fiscal Years 2015-2017 Budget for the General Fund was presented to and reviewed by the Library Board of Trustees at the March 23, 2015 Board Meeting and a Budget Work Session on April 7, 2015 and scheduled for Public Hearing at the Library Board's April 20, 2015 Regular Meeting.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2015-2017 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for Fiscal Years 2015-2017 for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Years 2015-2017 Budget for all District Funds needs to be adopted by Resolution 15-06. Attachment B is Resolution 15-06.

Attachment C is the proposed Revenue for Fiscal Years 2015-2017.

Attachment D is the proposed Expenditures for Fiscal Years 2015-2017.

RECOMMENDATIONS

1. Conduct Public Hearing on the Budget for Fiscal Years 2015-2017 as published.
2. Finalize Placentia Library District Budget for Fiscal Years 2015-2017.
3. Motion to read Resolution 1-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Years 2015-2017 Budget for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 15-06 by a roll call vote.

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 15-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2015-2017 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2015-2017 were reviewed at the Regular Date Meeting of the Board of Trustees on April 20, 2015; and

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

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2015-2017, and implements such on July 1, 2015 as \$2,492,834 for Fiscal Year 2015-2016 and \$2,,558,559 for Fiscal Year 2015-2017 for a total of \$5,051,393 for both fiscal years.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Jo-Anne Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twentieth day of April 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of April 2015.

Jo-Anne Martin, Secretary
Board of Trustees of the Placentia Library District

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2015-2017

FY 2013-2014 FY 2014-2015 FY 2014-2015 2015-2016 2016-2017

Object Code	Category	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
6210-00	Current Secured	1,843,281	1,843,518	1,928,033	2,005,154	2,085,360
6210-01	Public Utility	28,596	26,306	31,456	32,714	34,023
6210-04	Teeter Plan - Current Delinquent					
	SUB-TOTAL CURRENT SECURED	1,871,877	1,869,824	1,959,489	2,037,868	2,119,383
6230-00	Prior Secured					
	TOTAL SECURED	1,871,877	1,869,824	1,959,489	2,037,868	2,119,383
6220-00	Current Unsecured	65,970	79,883	55,415	57,632	59,936
6240-00	Prior Unsecured					
	TOTAL UNSECURED	65,970	79,883	55,415	57,632	59,936
6690	HOMEOWNER	12,082	17,588	8,454	8,792	9,144
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,949,929	1,967,295	2,023,358	2,104,292	2,188,463
6250	SPECIAL DISTRICT AUGMENTATION	8,331	4,026	12,746	13,256	13,786
6260/6540	PENALTIES/DELINQUENCIES		1,685	975	1,014	1,055
6280-00	SUPPLEMENTAL - CURRENT	46,818	25,596	63,204	65,732	68,361
6290	OTHER TAXES	3,289		3,000	3,120	3,245
6300	SUPPLEMENTAL - PRIOR	639		0		
6610-00	INTEREST	5,496		5,500	5,720	5,949
	TOTAL CATEGORIES NOTE ESTIMATED BY ORANGE COUNTY AUDITOR	64,573	31,307	85,425	88,842	92,396
	TOTAL PROPERTY TAX REVENUE	2,014,502	1,998,602	2,108,783	2,193,134	2,280,859
6970	STATE LIBRARY & STATE					
7130	OTHER GOVERNMENTAL AGENCIES	1,761	0	1,761	2,000	2,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS					
7670	LOCAL REVENUE					
	PLFF Grants	185,773	0	35,000	45,000	36,000
	Newsletter Ads	1,100	0	700	700	700
	Fines & Fees	37,130	50,000	40,000	45,000	45,000
	Passports	125,200	75,000	125,000	125,000	125,000
	Meeting Room Fees	4,142	10,000	4,500	5,000	5,000
	DVD Rentals	6,641	6,000	7,000	0	0
	Test Proctor	6,150	4,500	6,200	7,000	9,000
	TOTAL STATE & LOCAL REVENUE	366,136	145,500	218,400	227,700	220,700
	SURPLUS FROM PREVIOUS FISCAL YEAR	25,000	30,000	107,978	10,000	55,000
	Contingencies/Reserves				60,000	55,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS					
	TOTAL REVENUE	2,407,399	2,174,102	2,436,922	2,492,834	2,558,559

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017

OBJECT	FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
0100 Salaries & Wages (SS&MDCRE)	1,009,643	1,153,845	1,160,530	1,227,447	1,251,383
0200 Retirement (Pension Contribution)	36,499	43,848	43,351	46,549	47,401
0301 Unemployment Insurance	0	8,000	10,000	0	0
0306 Health Insurance	169,957	216,734	202,476	210,543	210,054
0308 Dental Insurance	14,937	16,192	15,523	12,833	12,833
0309 Life Insurance	7,342	7,870	8,351	7,320	7,320
0310 Long Term Disability Insurance	3,847	4,100	5,869	4,627	4,627
0319 Vision Insurance	2,406	2,626	2,600	2,526	2,526
EAP	530	787	720	715	715
Total Employee Insurance	199,019	248,309	235,539	238,564	238,075
0350 Workers Compensation - General	8,233	10,000	23,000	12,000	12,000
TOTAL SALARIES & EMPLOYEE BENEFITS	1,253,394	1,464,002	1,472,420	1,524,560	1,548,859
		0.673	0.604	0.612	0.605
0700 Communications	10,452	27,000	20,000	23,000	22,000
0900 Food	2,333	2,000	2,000	2,000	2,000
1000 Household Expense	12,113	13,000	19,000	20,000	22,000
1100 Insurance	11,123	13,000	13,000	15,000	15,000
1300 Maintenance of Equipment	24,952	20,000	34,000	32,000	35,000
1400-0710 HVAC	6,758	4,200	6,000	10,000	12,000
1400-0711 Carpet Cleaning	1,400	2,400	4,000	7,400	7,400
1400-0712 Groundskeeping, city of Placentia	23,785	25,000	25,000	25,000	25,000
1400-0713 Plumbing	6,519	5,000	8,000	10,000	10,000
1400-0714 Electric	13,768	2,500	5,000	7,000	7,000
1400-0715 Cleaning Services	7,158	700	40,000	42,000	42,000
1400-0716 Locksmith	381	300	300	300	300
1400-0717 Other	8,142	5,000	5,000	5,000	5,000
1400 Total Maintenance of Building & Grounds	67,911	45,100	93,300	106,700	108,700

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017

OBJECT		FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE	DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
1600	Memberships	7,059	12,000	9,000	9,000	9,000
1700	Miscellaneous Expense	334	500	2,000	2,500	2,500
1800-0725	Library Supplies	10,371	10,000	15,000	16,000	17,000
1800-0726	Printing	16,081	14,000	16,000	13,000	15,000
1800-0727	Paper	1,036	1,500	1,500	3,500	4,000
1800-0728	Other Office Supplies	10,366	5,000	12,000	15,500	15,000
1800	Office Supply Expense	37,854	30,500	44,500	48,000	50,000
1803	Postage Expense	10,398	6,000	12,000	14,000	15,000
	Employee Assistance Program/SDRMA					
1900-0736	HR/Finance Services	0	0	0	50,000	50,000
1900-0737	Anaheim Library Automated Library System	33,482	35,000	33,500	32,000	32,000
1900-0738	Library Board Consultants & Legal	16,665	10,000	12,000	12,000	12,000
1900-0739	Computer Services	30,998	30,000	49,000	50,000	45,000
1900-0740	Tax Collection Services & Fees by Orange County & LAFCO	18,103	19,000	19,000	19,000	19,000
	Medical Exams	49	500	500	300	300
1900-0741	Collection Services - Accounts Receivable	1,479	2,500	2,500	2,500	2,500
1900-0742	Audit & Accounting Services	14,000	14,500	15,000	19,000	20,000
1900-0743	Payroll Preparation	6,861	7,500	7,500	7,800	8,000
1900-0744	Election Expenses	0	19,000	19,000	0	25,000
1900-0745	Staff Training in Library	503	500	500	2,500	3,000
1900-0746	Grants	0	0	0		
1900-0747	Program	0	0	10,000	3,000	7,000
1900-0748	Other	57,992	10,000	7,500	8,000	14,500
1900	Total Specialized Services - General Fund	180,132	148,500	176,000	206,100	238,300
1912	Investment Administrative fees for Orange Co	1,430	1,500	1,600	1,700	1,800
2000	Total Legal Notices	0	500	500	500	500
2100	Rents/Leases-Equipment	948	1,000	1,000	1,100	1,200
2200	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	14,090	0	0		
2400-0760	Special Department Expense - Library Materia	166,793	171,200	255,602	249,174	255,700
2400-0761	Special Department Expense - Programs	5,223	3,000	35,000	45,000	36,000
2400	Total Special Department Expense	172,016	174,200	290,602	294,174	291,700
2600	Transportation/Travel - Local Mileage	2,524	2,000	3,500	4,500	4,500
2700-0765	Transportation/Travel - Meetings, Staff Out of	7,449	4,000	10,000	5,000	5,000
2700-0766	Transportation/Travel - Meetings, Staff Local	1,275	2,100	3,000	2,000	1,500

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017

OBJECT		FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE	DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
2700-0767	Transportation/Travel - Meetings, Board Out of Town	9,697	9,000	12,000	10,000	10,000
2700-0768	Transportation/Travel - Meetings, Board Local	1,650	3,000	3,000	2,500	3,000
2700	Total Transportation/Travel - Meetings	20,071	18,100	28,000	19,500	19,500
2800-2801	Electricity	57,546	56,000	60,000	61,500	62,000
2800-2802	Gas	8,856	9,500	12,000	13,000	13,000
2800-2803	Water	10,768	11,000	12,000	13,000	14,000
2800	Total Utilities	77,170	76,500	84,000	87,500	89,000
TOTAL SUPPLIES & SERVICES		652,910	591,400	834,002	887,274	927,700
			0.272	0.342	0.356	0.363
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	9,527	8,700	10,000	11,000	12,000
4000	Total Equipment	46,750	100,000	100,000	60,000	60,000
4200	Structures/Improvements	86,348	10,000	20,000	10,000	10,000
TOTAL FIXED ASSETS		142,625	118,700	130,000	81,000	82,000
4700	Payment to Refunded Debt Escrow Ags		0.055	0.053	0.032	0.032
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND					
5200	Cotingencies/Reserves	0		0		
TOTAL EXPENSES		2,048,929	2,174,102	2,436,422	2,492,834	2,558,559



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2015-2017 by Resolution 15-07
DATE: April 20, 2015

BACKGROUND

The Fiscal Year 2015-2017 Salary Schedules for Exempt and Non-Exempt employees were presented to and reviewed by the Library Board of Trustees at its March 23, 2015 Unusual Date Meeting and scheduled for Public Hearing at the Library Board's April 20, 2015 Date Meeting.

Legal Notices

The Notice of Public Hearing for the Proposed Exempt and Non-Exempt Salary Schedules for Fiscal Year 2015-2017 for the Placentia Library District were sent to the Orange County Register and posted in the Library's public bulletin board.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Exempt and Non-Exempt Salary Schedules for 2015-2017 Fiscal Year for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Year 2015-2017 Salary Schedules for Exempt and Non-Exempt Employees need to be adopted by Resolution 15-07. Attachment B is Resolution 15-07.

Attachment C is the proposed Salary Schedules for Fiscal Year 2015-2017.

RECOMMENDATIONS

1. Conduct Public Hearing on the Exempt and Non-Exempt Salary Schedules for Fiscal Year 2015-2017 as published; and,
2. Finalize Placentia Library District Exempt and Non-Exempt Salary Schedules for Fiscal Year 2015-2017; and,
3. Motion to read Resolution 15-07 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2015-2017; and,
4. Motion to adopt Resolution 15-07 by a roll call vote.

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 15-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2015-2017

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2015-2017 dated April 20, 2015 and implements such on July 1, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Jo-Anne Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular Meeting hereof held on the twentieth day of April, 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of April, 2015.

Jo-Anne Martin, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2015-2016
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
LIBRARY PAGE	HR	10.25	10.51	10.77	11.04	11.31	11.60	11.89	12.18	12.49	13.11
	PP	820.00	840.50	861.51	883.05	905.13	927.75	950.95	974.72	999.09	1,049.04
	AN	21,320.00	21,853.00	22,399.33	22,959.31	23,533.29	24,121.62	24,724.66	25,342.78	25,976.35	27,275.17
	MO	1,776.67	1,821.08	1,866.61	1,913.28	1,961.11	2,010.14	2,060.39	2,111.90	2,164.70	2,272.93
LIBRARY AIDE	HR	12.73	13.05	13.37	13.71	14.05	14.40	14.76	15.13	15.51	16.29
	PP	1,018.40	1,043.86	1,069.96	1,096.71	1,124.12	1,152.23	1,181.03	1,210.56	1,240.82	1,302.86
	AN	26,478.40	27,140.36	27,818.87	28,514.34	29,227.20	29,957.88	30,706.83	31,474.50	32,261.36	33,874.43
	MO	2,206.53	2,261.70	2,318.24	2,376.20	2,435.60	2,496.49	2,558.90	2,622.87	2,688.45	2,822.87
LIBRARY CLERK	HR	15.06	15.44	15.82	16.22	16.62	17.04	17.46	17.90	18.35	19.27
	PP	1,204.80	1,234.92	1,265.79	1,297.44	1,329.87	1,363.12	1,397.20	1,432.13	1,467.93	1,541.33
	AN	31,324.80	32,107.92	32,910.62	33,733.38	34,576.72	35,441.14	36,327.16	37,235.34	38,166.23	40,074.54
	MO	2,610.40	1,875.47	1,922.27	1,970.80	2,019.33	2,953.43	3,027.26	3,102.95	3,180.52	3,339.54
LIBRARY ASSISTANT	HR	20.22	20.73	21.24	21.77	22.32	22.88	23.45	24.04	24.64	25.87
	PP	1,617.60	1,658.04	1,699.49	1,741.98	1,785.53	1,830.17	1,875.92	1,922.82	1,970.89	2,069.43
	AN	42,057.60	43,109.04	44,186.77	45,291.44	46,423.72	47,584.31	48,773.92	49,993.27	51,243.10	53,805.26
	MO	3,504.80	3,592.42	3,682.23	3,774.29	3,868.64	3,965.36	4,064.49	4,166.11	4,270.26	4,483.77
ADMINISTRATIVE ASSISTANT	HR	23.27	23.85	24.45	25.06	25.69	26.33	26.99	27.66	28.35	29.77
	PP	1,861.60	1,908.14	1,955.84	2,004.74	2,054.86	2,106.23	2,158.89	2,212.86	2,268.18	2,381.59
	AN	48,401.60	49,611.64	50,851.93	52,123.23	53,426.31	54,761.97	56,131.02	57,534.29	58,972.65	61,921.28
	MO	4,033.47	4,134.30	4,237.66	4,343.60	4,452.19	4,563.50	4,677.58	4,794.52	4,914.39	5,160.11
LIBRARIAN I	HR	23.90	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	30.58
	PP	1,912.00	1,959.80	2,008.80	2,059.01	2,110.49	2,163.25	2,217.33	2,272.77	2,329.59	2,446.07
	AN	49,712.00	50,954.80	52,228.67	53,534.39	54,872.75	56,244.57	57,650.68	59,091.95	60,569.24	63,597.71
	MO	4,142.67	4,246.23	4,352.39	4,461.20	4,572.73	4,687.05	4,804.22	4,924.33	5,047.44	5,299.81
SUPERVISING LIBRARIAN	HR	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.10	33.93	35.63
	PP	2,228.00	2,283.70	2,340.79	2,399.31	2,459.30	2,520.78	2,583.80	2,648.39	2,714.60	2,850.33
	AN	57,928.00	59,376.20	60,860.61	62,382.12	63,941.67	65,540.21	67,178.72	68,858.19	70,579.64	74,108.63
	MO	4,827.33	4,948.02	5,071.72	5,198.51	5,328.47	5,461.68	5,598.23	5,738.18	5,881.64	6,175.72

Signature _____ : Approved

Al Shkoler, President

Effective: July 1, 2015

rev 04/2015

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2015-2016
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR		37.20	38.13	39.08	40.06	41.06	42.09	43.14	44.22	46.43
PP		2,975.78	3,050.17	3,126.43	3,204.59	3,284.70	3,366.82	3,450.99	3,537.27	3,714.13
AN	131,258	75,483.20	79,304.54	81,287.15	83,319.33	85,402.31	87,537.37	89,725.80	91,968.95	96,567.40
MO		6,290.27	6,608.71	6,773.93	6,943.28	7,116.86	7,294.78	7,477.15	7,664.08	8,047.28
PUBLIC SERVICES MANAGER										
SUPPORT SERVICES MANAGER										
HR		36.29	38.13	39.08	40.06	41.06	42.09	43.14	44.22	46.43
PP		2,903.20	3,050.17	3,126.43	3,204.59	3,284.70	3,366.82	3,450.99	3,537.27	3,714.13
AN		75,483.20	79,304.54	81,287.15	83,319.33	85,402.31	87,537.37	89,725.80	91,968.95	96,567.40
MO		6,290.27	6,608.71	6,773.93	6,943.28	7,116.86	7,294.78	7,477.15	7,664.08	8,047.28

rev 04/15

Effective: July 1, 2015

: Approved

Al Shkoler, President

Signature

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2016-2017
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
LIBRARY PAGE	HR	10.51	10.77	11.04	11.32	11.60	11.89	12.19	12.49	12.81	13.45
	PP	840.80	861.82	883.37	905.45	928.09	951.29	975.07	999.45	1,024.43	1,075.65
	AN	21,860.80	22,407.32	22,967.50	23,541.69	24,130.23	24,733.49	25,351.83	25,985.62	26,635.26	27,967.03
	MO	1,821.73	1,867.28	1,913.96	1,961.81	2,010.85	2,061.12	2,112.65	2,165.47	2,219.61	2,330.59
LIBRARY AIDE	HR	13.05	13.38	13.71	14.05	14.40	14.76	15.13	15.51	15.90	16.70
	PP	1,044.00	1,070.10	1,096.85	1,124.27	1,152.38	1,181.19	1,210.72	1,240.99	1,272.01	1,335.61
	AN	27,144.00	27,822.60	28,518.17	29,231.12	29,961.90	30,710.94	31,478.72	32,265.69	33,072.33	34,725.94
	MO	2,262.00	2,318.55	2,376.51	2,435.93	2,496.82	2,559.25	2,623.23	2,688.81	2,756.03	2,893.83
LIBRARY CLERK	HR	15.44	15.83	16.22	16.63	17.04	17.47	17.91	18.35	18.81	19.75
	PP	1,235.20	1,266.08	1,297.73	1,330.18	1,363.43	1,397.52	1,432.45	1,468.26	1,504.97	1,580.22
	AN	32,115.20	32,918.08	33,741.03	34,584.56	35,449.17	36,335.40	37,243.79	38,174.88	39,129.25	41,085.72
	MO	2,676.27	1,875.47	1,922.27	1,970.80	2,019.33	3,027.95	3,103.65	3,181.24	3,260.77	3,423.81
LIBRARY ASSISTANT	HR	20.73	21.25	21.78	22.32	22.88	23.45	24.04	24.64	25.26	26.52
	PP	1,658.40	1,699.86	1,742.36	1,785.92	1,830.56	1,876.33	1,923.24	1,971.32	2,020.60	2,121.63
	AN	43,118.40	44,196.36	45,301.27	46,433.80	47,594.65	48,784.51	50,004.12	51,254.23	52,535.58	55,162.36
	MO	3,593.20	3,683.03	3,775.11	3,869.48	3,966.22	4,065.38	4,167.01	4,271.19	4,377.97	4,596.86
ADMINISTRATIVE ASSISTANT	HR	23.85	24.45	25.06	25.68	26.33	26.98	27.66	28.35	29.06	30.51
	PP	1,908.00	1,955.70	2,004.59	2,054.71	2,106.07	2,158.73	2,212.70	2,268.01	2,324.71	2,440.95
	AN	49,608.00	50,848.20	52,119.41	53,422.39	54,757.95	56,126.90	57,530.07	58,968.32	60,442.53	63,464.66
	MO	4,134.00	4,237.35	4,343.28	4,451.87	4,563.16	4,677.24	4,794.17	4,914.03	5,036.88	5,288.72
LIBRARIAN I	HR	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	31.34
	PP	1,960.00	2,009.00	2,059.23	2,110.71	2,163.47	2,217.56	2,273.00	2,329.82	2,388.07	2,507.47
	AN	50,960.00	52,234.00	53,539.85	54,878.35	56,250.30	57,656.56	59,097.98	60,575.45	62,089.81	65,194.30
	MO	4,246.67	4,352.83	4,461.65	4,573.20	4,687.53	4,804.71	4,924.83	5,047.95	5,174.15	5,432.86
SUPERVISING LIBRARIAN	HR	28.55	29.26	30.00	30.75	31.51	32.30	33.11	33.94	34.79	36.52
	PP	2,284.00	2,341.10	2,399.63	2,459.62	2,521.11	2,584.14	2,648.74	2,714.96	2,782.83	2,921.97
	AN	59,384.00	60,868.60	62,390.32	63,950.07	65,548.82	67,187.55	68,867.23	70,588.91	72,353.64	75,971.32
	MO	4,948.67	5,072.38	5,199.19	5,329.17	5,462.40	5,598.96	5,738.94	5,882.41	6,029.47	6,330.94

Signature _____ : Approved

AI Shkoler, President

Effective: July 1, 2016

rev 04/2015

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2016-2017
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR		37.20	38.13	39.08	40.06	41.06	43.14	44.22	45.32	47.59
PP		2,976.00	3,050.40	3,126.66	3,204.83	3,284.95	3,451.25	3,537.53	3,625.97	3,807.27
AN	131,258	77,376.00	79,310.40	81,293.16	83,325.49	85,408.63	89,732.44	91,975.75	94,275.14	98,988.90
MO		6,448.00	6,609.20	6,774.43	6,943.79	7,117.39	7,477.70	7,664.65	7,856.26	8,249.07
PUBLIC SERVICES MANAGER										
SUPPORT SERVICES MANAGER										

rev 04/2015

Effective: July 1, 2016

Signature _____ : Approved

Al Shkoler, President



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for and Adoption of the Placentia Library District Policy 6035 – Fines and Fees Schedule for Fiscal Year 2015-2017 by Resolution 15-08.
DATE: April 20, 2015

BACKGROUND

The Fiscal Years 2015-2017 Fines & Fees Schedule was presented to and reviewed by the Library Board of Trustees at the March 23, 2015 and Budget Work Session on April 7, 2015 Meetings and scheduled for Public Hearing at the Library Board's April 20, 2015 Regular Meeting.

Legal Notices

The Notice of Public Hearing for the Amended Fines & Fees Schedule for Fiscal Year 2015-2017 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for Fiscal Years 2015-2017 for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Years 2015-2017 Budget for all District Funds needs to be adopted by Resolution 15-08. Attachment B is Resolution 15-08.

Attachment C is the Amended Fines & Fees Schedule for Fiscal Years 2015-2017.

RECOMMENDATIONS

1. Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Years 2015-2017 as published.
2. Motion to read Resolution 15-08 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Years 2015-2017 for the Placentia Library District of Orange County.
3. Motion to adopt Resolution 15-08 by a roll call vote.

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 15-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO AMEND THE FINES & FEES SCHEDULE FOR THE DISTRICT
FOR FISCAL YEAR 2015-2017

WHEREAS, the Placentia Library District Fines and Fees Schedule are reviewed each budget cycle and was last amended in 2013; and

WHEREAS, the proposed changes include an elimination of the DVD rental fee, interlibrary loan fee excluding pass through and postage fees, and inclusion of RFID tag replacement fine; and,

WHEREAS, the Fines & Fees Schedule is reflected in the Placentia Library District Policy 6035; and,

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines & Fees Schedule for Fiscal Year 2015-2017 dated April 20, 2015 and implements such on July 1, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular Meeting hereof held on the twentieth day of April, 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of April, 2015.

Jo-Anne Martin, Secretary
Placentia Library District Board of Trustees

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees Schedule
POLICY NUMBER: 6035

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective July 1, 2015

FINES		
DVDs	\$ 1.00/day	
All other items	\$.20/day	
Maximum fines per item	\$20.00/day	
Re-shelving fee for reserve items not picked up after 5 days	\$ 1.00	
RENTAL FEE		
Canopies (24 hr. period)	\$10.00 each	
Folding chairs (24 hr. period)	\$ 1.25 each	
Tables, 6' (24 hr. period)	\$ 8.50 each	
Meeting Room		
- Non-profit organizations	\$20.00 per hour	
- Other groups	\$35.00 per hour	
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00	
- After hour fee / Staff attendee	\$25 per hour, per staff	
- Clean-up fee	\$20.00	
- Refundable security deposit / cleaning fee	\$50.00	
- Set-up fee	\$20.00	
LOST OR DAMAGED MATERIALS (Item cost plus the Processing Fee or Default Cost)*		
	Processing Fee	Default Cost
Audio books (all formats)	\$10.00	\$50.00
Cataloged adult & children's books	\$10.00	\$30.00
CDs	\$10.00	\$10.00
DVDs	\$10.00	\$25.00
Magazines, pamphlets	N/A	\$10.00
Uncataloged paperbacks	\$10.00	\$20.00
* Borrowers may replace a lost item with the same ISBN number within 30 days of lost status and item cost will be waived. Overdue fines and processing fee will still be applied.		

SPECIAL SERVICES & REPLACEMENTS	
Interlibrary loan	Postage + actual charges by lending library
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
CD – audio book replacement	\$ 8.00 per CD
CD case replacement	\$ 2.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each
Fax Local	\$ 1.00 per page
Fax Long Distance	\$ 1.50 per page
Fax International	\$ 5.00 per page
Library card replacement	\$ 2.00 each
Passport photos	\$12.00
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non commercial use \$75.00 – commercial use
Playaway case replacement	\$ 3.00 each
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
SURCHARGES	
Report to Collection Agency	\$25.00 per report
Returned check, up to 30 days	\$25.00 per check
Returned check, over 30 days	\$100.00 or the greater of three (3) times the value of a check, per check

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

(Adopted by the Library Board of Trustees, January 18, 1993.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation of Fiscal Year 2013-2014 Financial Audit from Macias Gini & O'Connell

DATE: April 20, 2015

BACKGROUND

Macias Gini & O'Connell will present the final findings for the Fiscal Year 2013-2014 Audit of Financial Transactions for the Placentia Library District.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2013-2014.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Request from Jo MacKenzie for Support to the California Special District Association (CSDA) Board of Directors, Seat A.

DATE: April 20, 2015

BACKGROUND

In March the Placentia Library District received requests to support Jo MacKenzie's nomination to serve on the CSA Board of Directors, Seat A.

Attachment A is the email from Ms. MacKenzie and the Executive Assistant from Vista Irrigation District.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

Jeanette Contreras

From: Jo MacKenzie <mackgroup@cox.net>
Sent: Sunday, March 01, 2015 9:03 PM
To: marymac@buenapark.lib.ca.us; drussell@capobay.org; scarroll@cmsdca.gov; lohlund@eocwd.com; Bhill@etwd.com; mdunbar@ebservicedistrict.com; cook@irwd.com; pauls@mesawater.org; krobbins@mcsandst.com; jlopez@mnwd.com; charris@mwdoc.com; t.deutsch@orccd.com; mhearst@ocvcd.org; mmarkus@ocwd.com; Jeanette Contreras; ldeering@rossmoor-csd.org; sewerdistrict@aol.com; joyce@smwd.com; swdgm@aol.com; ronshepston@smrpd.org; bburnett@scwd.org; blueskyhb@aol.com; mperea@tcwd.ca.gov; cbotts@ylwd.com
Subject: BOARD PRESIDENT--NOMINATION REQUEST BY JO MACKENZE TO CSDA BOARD OF DIRECTORS-OC

Dear Board President and Board of Directors,

It has been a privilege and honor to represent the California Special Districts Southern Network (formerly Region 6) consisting of the Counties of Los Angeles, San Bernardino, Orange, San Diego, and Imperial on the CSDA Board of Directors.

I would appreciate your continued support and your district's nomination of Jo MacKenzie to the CSDA Board of Directors, Seat A, so I may continue working to bring pertinent and timely information to your district.

I have served as President of CSDA, Treasurer for two terms, plus serving on other CSDA Committees. I am presently President of the CSDA Finance Corp---if you need money for a capital improvement project, the Finance Corp can provide the financing. Under my leadership, the commitment of the Board of Directors, and the hard work of staff, Special Districts are recognized by the Legislators as the third leg of local government.

Serving on the CSDA Board of Directors requires a commitment of time along with interest in the issues confronting all special districts statewide. It requires being able to distribute this important information to our Network Districts in a timely manner. A flexible schedule is paramount to being a successful Director. All directors are required to attend not only the Board of Directors meetings and Committee meetings but the Legislative Days and Annual Conferences. I have only missed one Board meeting during my years on the Board of Directors and have attended all the Annual Conferences and Legislative Days.

I have completed CSDA's Special District Leadership Academy which is a requirement to serve on the CSDA Board. Under my leadership, the Vista Irrigation District has obtained the Special District Leadership Foundation District of Distinction Designation and the District Transparency Certificate of Excellence.

Within the next few days, your district will be receiving information from the California Special Districts Association requesting nominations to the CSDA Board of Directors for Seat A. Election to a Board of Director's seat is a three year term.

I would appreciate your district's nomination and vote. Concurring nominations can be sent to Lisa Soto, VID Board Secretary, lsoto@vid-h2o.org, or to Charlotte Lowe, CSDA Executive Assistant, charlottel@csda.net, before the deadline of May 22.

Thank you for your support. It is greatly appreciated.
jo

Jo MacKenzie, Past President
California Special Districts Association

1578 Palomar Drive
San Marcos, CA 92069
760-743-7969
mackgroup@cox.net

Jeanette Contreras

From: Jo MacKenzie <mackgroup@cox.net>
Sent: Wednesday, March 25, 2015 10:44 AM
To: marymac@buenapark.lib.ca.us; drussell@capobay.org; jreyes@ci.laguna-hills.ca.us; scarroll@cmsdca.gov; lohlund@eocwd.com; Bhill@etwd.com; mdunbar@ebservicedistrict.com; cook@irwd.com; cemery@oclafco.org; andiej@mesawater.org; krobbs@mcsandst.com; jlopez@mnwd.com; charris@mwdoc.com; t.deutsch@orccd.com; mhearst@ocvcd.org; jherberg@ocsd.com; mmarkus@ocwd.com; Jeanette Contreras; ldeering@rossmoor-csd.org; sewerdistrict@aol.com; joyce@smwd.com; serranowaterdistrict@yahoo.com; abrunhart@scwd.org; bburnett@socwa.com; blueskyhb@aol.com; blueskyhb@aol.com; mperea@tcwd.ca.gov; cbotts@ylwd.com
Subject: Jo MacKenzie, CSDA Board election, Seat A OC
Attachments: csda_concurring_res_request_2015.pdf; MacKenzie_bio 2015.pdf; concurring_res_template.docx; _Certification_.htm

Dear Board President and Directors,

Please see the attached letter from Vista Irrigation District General Manager Roy Coox requesting your District's concurrence in our Board's nomination of Jo MacKenzie for re-election to the CSDA Board of Directors representing the Southern Network (Region 6), Seat A. Also attached are Ms. MacKenzie's bio and a concurring resolution template for your convenience. Thank you for placing this on your Board's agenda. Your District's support is very much appreciated.

Please let me know if I may be of any assistance.

Best regards,

Lisa

Lisa R. Soto
Executive Assistant/Board Secretary
Vista Irrigation District
1391 Engineer Street
Vista, CA 92081-8840
Ph: (760) 597-3158
Fx: (760) 597-3058
lsoto@vid-h2o.org



1391 Engineer Street • Vista, California 92081-8840
Phone (760) 597-3100 • Fax: (760) 598-8757
www.vid-h2o.org

Paul E. Dorey
Marty Miller
Randy L. Reznicek
Richard L. Vásquez

Administrative Staff

Roy A. Coox
General Manager
Eldon L. Boone
Assistant General Manager / Treasurer
Lisa R. Soto
Board Secretary
Joel D. Kuperberg
General Counsel

March 13, 2015

Board of Directors
El Toro Water District
24251 Los Alisos Blvd.
Lake Forest, CA 92630

Re: Nomination of Jo MacKenzie to the CSDA Board of Directors

Dear Board of Directors:

The Vista Irrigation District (VID) Board of Directors has nominated VID Board President Jo MacKenzie to continue to represent the Southern Network (Region 6) on the CSDA Board of Directors. Jo has served on the CSDA Board of Directors since 2003. She served as CSDA Board President in 2011, Vice President in 2010, and Treasurer in 2009 and 2008. A member of the Legislative Committee since 2004, Jo served as Chair of the Legislative Committee from 2006-2010, as well as in 2012. In 2010, CSDA named Jo MacKenzie the Legislative Advocate of the Year! Jo currently serves as President of the CSDA Finance Corporation, and she also serves on the CSDA Member Services Committees and on the Board of Directors of the CSDA San Diego Chapter.

As our Southern Network (Region 6) Director, Jo MacKenzie will continue to bring years of experience in local government and a strong understanding of special districts. I urge your Board to concur in our Board's nomination of Jo MacKenzie for the CSDA Board of Directors, Southern Network (Region 6), Seat A. All concurring nominations may be sent to the attention of Lisa Soto at Vista Irrigation District, 1391 Engineer Street, Vista, CA 92081. If you have any questions, please contact Lisa Soto at (760) 597-3158.

Thank you for your consideration.

Sincerely,

Roy A. Coox
General Manager



JO MACKENZIE

PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

- **DEDICATED**
 - **FISCALLY RESPONSIBLE**
 - **COMMITTED TO SPECIAL DISTRICTS**

It would be an honor to continue serving special districts on the CSDA Board of Directors. I am committed to building on the present foundation of CSDA's educational programs and legislative and public outreach, so that CSDA continues to be recognized as the voice of all special districts. My enthusiasm, commitment, and comprehensive knowledge of special districts and LAFCO, along with my years of experience, will help me to serve as a member of the CSDA Board representing the Southern Network (Region 6).

CSDA EXPERIENCE:

- ❖ President 2011
- ❖ Vice President, 2010
- ❖ Treasurer, 2008 and 2009
- ❖ CSDA Finance Corporation, 2007-2012, President 2012, 2013 and 2015
- ❖ Fiscal Committee Chair, 2008 and 2009
- ❖ Audit Committee Chair, 2008
- ❖ Legislative Committee, 2004-2015; Chair, 2006-2010 and 2012
- ❖ Membership Committee Member, 2011 to present

DISTRICT EXPERIENCE:

- ❖ Elected in 1992, Board of Directors, Vista Irrigation District (CSDA District of Distinction)
- ❖ Served on and chaired District Committees
- ❖ One of the principal negotiators for the San Luis Rey Water Rights Settlement Agreement between VID, five Indian Bands, the City of Escondido, and the Federal Government

OTHER LEADERSHIP POSITIONS:

- ❖ ACWA Board of Directors, 2014-2015
- ❖ ACWA Local Government Committee, 2012 to present; Chair 2014-2015
- ❖ ACWA Region 10 Board, Vice Chair, Alternate Chair, Director, 1997-2010
- ❖ San Diego LAFCO, Regular Special Districts Member, 2015
- ❖ San Diego LAFCO, Alternate LAFCO Commissioner, 2008 to 2014
- ❖ San Diego LAFCO Special District Advisory Committee, 1994-2008, Chair 2005-2008
- ❖ CSDA San Diego Chapter, Board Member 1993 to present, President 1998-2000
- ❖ Special District Leadership Foundation Board of Directors, Treasurer 2014 and 2015

COMMUNITY INVOLVEMENT:

- ❖ San Marcos Planning Commissioner, 1979-1986
- ❖ San Marcos Traffic Commission, 1999-2004
- ❖ San Marcos Budget Review Committee, 1980-1982 and 1995-2006, Chair 1996-2006
- ❖ San Marcos Chamber of Commerce, Lifetime Ambassador

RECOGNITIONS:

- ❖ Special District Official of the Year by PublicCeo, 2011
- ❖ CSDA Legislative Advocate of the Year, 2010
- ❖ Graduate CSDA Leadership Academy
- ❖ Graduate Leadership 2000, Cal State San Marcos

RESOLUTION NO. ***

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE Agency Name
CONCURRING IN THE NOMINATION OF JO MACKENZIE
TO THE CSDA BOARD OF DIRECTORS

WHEREAS, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network (Region 6), Seat A for the 2016-19 term; and

WHEREAS, the Agency Name is a voting member of CSDA and a voting member for the Southern Network (Region 6), Seat A; and

WHEREAS, the incumbent, Jo MacKenzie, of the Vista Irrigation District is seeking re-election for this position; and

WHEREAS, Jo MacKenzie has been involved with the CSDA Board since 2003 and has served in a wide variety of roles including Board President in 2011, Vice President in 2010, and Treasurer in 2008 and 2009; and

WHEREAS, the Board of Directors of the Agency Name believes that Jo MacKenzie is an effective member of the CSDA Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Agency Name does concur in the nomination of Jo MacKenzie to represent the Southern Network (Region 6), Seat A, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the attention of the Board Secretary of the Vista Irrigation District at 1391 Engineer Street, Vista, CA 92081, forthwith.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Agency Name this ** day of **, 2015.

AYES:
NOES:
ABSTAIN:
ABSENT:

Name, President

ATTEST:

Name, Secretary
Agency Name



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Establish the Holiday and Library Closure Schedule for Fiscal Years 2015-2017 and Adopt by Resolution 15-09.**
DATE: April 20, 2015

BACKGROUND

The Placentia Library District Policy 2030 establishes the following days as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Library staff would like approval to close one Friday each year for a full-day staff development day so all staff can participate. Prior to the District being open on Fridays, the staff development day was held twice a year on Fridays, providing staff with opportunities to participate in the discussion and planning of the budget and development training.

Attachment A is the proposed Holiday and Library Closure Schedule for calendar years 2015-2017.

Attachment B is Resolution 15-09.

RECOMMENDATIONS

1. Determine and adopt the Holiday and Library Closure Schedule for Calendar Years 2015-2017.
2. Read Resolution 15-09 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2015-2017.
3. Adopt Resolution 15-09 by a roll call vote.

**Placentia Library District
Holiday and Library Closure Schedule
Fiscal Years 2015-2017**

Independence Day	Saturday	July 4, 2015
	Monday	July 4, 2016
Labor Day	Monday	September 7, 2015
	Monday	September 5, 2016
Veteran's Day	Wednesday	November 11, 2015
	Friday	November 11, 2016
Thanksgiving Day	Thursday	November 26, 2015
	Thursday	November 24, 2016
Christmas Eve Day	Thursday	December 24, 2015
	Saturday	December 24, 2016
Christmas Day	Friday	December 25, 2015
	Sunday	December 25, 2016
New Year's Eve Day	Thursday	December 31, 2015
	Saturday	December 31, 2016
New Year's Day	Friday	January 1, 2016
	Sunday	January 1, 2017
President's Day	Monday	February 15, 2016
	Monday	February 20, 2017
Easter *	Sunday	March 27, 2016
	Sunday	April 16, 2017
Memorial Day	Monday	May 30, 2016
	Monday	May 29, 2017

*Denotes non-paid holiday

Please note, 2016 is Leap Year

RESOLUTION 15-09

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR FISCAL YEARS 2015-2017**

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Library Board of Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for Fiscal Years 2015 - 2017 dated April 20, 2015

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne Martin, Secretary of the Library Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Library Board of Trustees at the Regular Meeting hereof held on the twentieth day of April 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of April 2015.

Jo-Anne Martin, Secretary
Placentia Library District Board of Trustees



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