

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
DATE MEETING








April 18, 2016
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 February 10, 2016 and March 28, 2016 Library Board of Trustees Unusual Date Meeting. (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. FY2015-2016 Cash Flow Analysis through March 2016; the Schedule of Anticipated Property Tax Revenues for FY2015-2016 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

14. Financial Reports for March 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Balance Sheet for March 2016. (Receive & File)

- 16. Acquisitions Report for March 2016. (Receive & File)
- 17. Entrepreneurial Activities Report for March 2016. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

- 18. Personnel Report for March 2016. (Receive, File, and Ratify Appointments)
- 19. Circulation Report for March 2016. (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 2016.
- 22. Children's Services Report for March 2016.
- 23. Adult Services Report for March 2016.
- 24. Placentia Library Web Site & Technology Report for March 2016.

OLD BUSINESS

- 25. Review and Discuss Placentia Library District Policy 3025 – Reserves to determine appropriate funding percentage for capital improvement projects.

NEW BUSINESS

- 26. In-House Accounting Transition Update as presented by Mr. Marcus Davis.
- 27. Presentation of Fiscal Year 2014-2015 Financial Audit from White Nelson Diehl Evans firm.
- 28. Travel Authorization: Support Services Manager to Attend the General Manager Leadership Summit in North Lake Tahoe, California from June 12-14, 2016.
- 29. Library Director to report on SB 3 – Minimum Wage impact on Placentia Library District.
- 30. Determine date for May Board Meeting.

ADJOURNMENT

- 31. Agenda Preparation for the May Date Meeting which will be held on May 16, 2016 unless re-scheduled by the Library Board of Trustees.
- 32. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 33. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 18, 2016 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 14, 2016.



Diane Warner, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
February 10, 2016 - Revised

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 10, 2016 at 6:34pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

Guests: None

ADOPTION OF AGENDA

Due to receiving conference information after the agenda was published, Library Director Contreras requested to add travel to the CENIC Conference on March 20-23, 2016 as an emergency discussion item. It was moved by Trustee Minter and seconded by Secretary Martin to add as agenda item 27. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the agenda:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Carline participated in the Centennial Steering Committee meeting held February 3rd, and requested the meeting minutes be set to all Trustees. (Item 5)

Secretary Martin attended the Steering Committee meeting and HIS House monthly board meeting. (Item 6)

Trustee Shkoler also attended the HIS House monthly board meeting. (Item 6)

Trustee DeVecchio had no report this month. (Item 6)

Trustee Minter had no report this month. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras advised that she is now a member of the HIS House Board and the Chamber of Commerce Board, and is attending those monthly meetings. The Library Director encouraged participation at the HIS House fundraising luncheon event on March 8th and shared updates about Staff Development Day training held on February 3rd and the upcoming Author's Luncheon. The next Centennial Steering Committee meeting will be on March 18th after a community forum to gather input on library design ideas. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar shared that 110 Author's Luncheon tickets have been sold so far with an expected turnout of 220 guests, and PLFF has collected 42 assorted donations to fill 15 silent auction baskets, including a 4-pack of Disneyland tickets. Current PLFF President Zoot Velasco has tendered his resignation as of June 30th and the Board is actively seeking new board members. (Item 8)

CONSENT CALENDAR

Moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-24. (Item 9) A roll call vote was held.

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

**MINUTES for the
DECEMBER 21, 2015 and
JANUARY 25, 2016
BOARD of TRUSTEES
MEETINGS**

Minutes for the January 25, 2016 board meeting and revised minutes for the December 21, 2015 board 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 – six (6) vendor claims and one (1) PARS claim were approved and forwarded to Orange County for payment during January-February. (Item 11)

Current Claims and Payroll – three (3) Book claims, and two (2) Payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Shkoler and seconded by Trustee DeVecchio to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
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 January 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for January 2016 - received and filed. (Item 15)

Acquisitions Report for January 2016 – received and filed. (Item 16)

Entrepreneurial Activities Report for January 2016 – received, filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2016 – received and filed. (Item 18)

Circulation Report for January 2016 – received and filed. (Item 19)

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

STAFF REPORTS

Administration Report for January 2016 (Item 21)

Children's Services Report for January 2016 (Item 22)

Adult Services Report for January 2016 (Item 23)

Placentia Library Website Technology Report - January 2016 (Item 24)

NEW BUSINESS

**AUTHORIZE
AMENDMENTS to
CIRCULATION POLICY
6030**

Library Director Contreras advised that Circulation Policy 6030 was revised on July 1, 2015 to shorten the library materials loan period from three weeks to two weeks for all items except DVDs. Since then, library staff have received numerous requests from patrons to change the loan period back to three (3) weeks, as two weeks is not enough time to read all material checked out. After discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to change the loan period back to three weeks for all materials except DVDs, which remain on a one (1) week rental period. Trustees also requested that email be added as a form of notification under policy section 6030.3.3, Notification Process. A roll call vote was held. (Item 25)

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

**TRAVEL AUTHORIZATION
to ATTEND the ALA
CONFERENCE in
ORLANDO, FL from JUNE
23-28, 2016**

Library Director Contreras presented a travel opportunity to attend the American Library Association (ALA) Conference in Orlando, Florida from June 23-28, 2016. Fiscal Impact: \$2,000 per person. After review and discussion, no trustees or staff expressed an interest in attending this conference. (Item 26)

**TRAVEL AUTHORIZATION
to ATTEND the CENIC
CONFERENCE in DAVIS,
CA from MARCH 20-23,
2016**

Library Director Contreras presented a travel request to attend the California Research and Education Network Initiative (CENIC) Annual Conference in Davis, CA from March 20-23, 2016. This conference brings together industry leaders in education, research, technology, arts and culture to learn and network, with special sessions for Education and Library. Fiscal Impact: \$1,300 per attendee. After review and discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve travel for Library Director Contreras. (Item 27 – added after agenda was published)

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

ADJOURNMENT

The Unusual Date February 10, 2016 Board of Trustees meeting was adjourned at 7:10pm.

The next Board of Trustees meeting will be held on the unusual date of March 28, 2016 at 6:30pm.

Gayle Carline, President
Library Board of Trustees

Jo-Anne W. Martin, Secretary
Library Board of Trustees



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
March 28, 2016

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 28, 2016 at 6:33pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

Guests: Marina Tutty, Financial Consultant

**ADOPTION OF
AGENDA**

Due to receiving information after the March 28th agenda was published, Library Director Contreras requested to add two emergency items (35 and 36): and Harwood Innovators Lab training and a utility bill savings opportunity. It was moved by Secretary Martin and seconded by Trustee Shkoler to add these items.

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the Authors Luncheon, and participated in the March 17th Centennial Steering Committee meeting, where members discussed revising verbiage for the upcoming public survey and adding survey prizes to generate more feedback. (Item 5)

Secretary Martin enjoyed the State of the City Luncheon, the Authors Luncheon and PLYUSD Annual Gala, and participated at the Steering Committee meeting. Secretary Martin also attended the HIS House fundraiser luncheon at the White House restaurant and monthly board meeting. (Item 6)

Trustee DeVecchio enjoyed participating at the annual Author Luncheon. (Item 6)

Trustee Minter attended the Authors Luncheon. While on vacation in New Zealand, Trustee Minter also enjoyed touring two public libraries. (Item 6)

Trustee Shkoler attended the State of the City Luncheon, enjoyed the Authors Luncheon and the HIS House fundraiser luncheon. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras shared that the refurbished Teen Center at Kraemer Park will now be jointly managed by Placentia Library and the city's Community Services department. Programs offered will include a MakerSpace area, managed by library staff, along with city-sponsored teen activities. The Library Director also provided a status update on the Pitch-An-Idea grant, which was submitted to

request a "Story Time/Tech-mobile" (van) to celebrate birthdays around our community. (Item 7)

**FRIENDS FOUNDATION
REPORT**

The Friends Foundation did not have a representative at the meeting. (Item 8)

CONSENT CALENDAR

Moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 10-24. (Item 9) A roll call vote was taken:

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

**MINUTES for the
FEBRUARY 10, 2016
BOARD OF TRUSTEES
MEETINGS**

Trustee Minter stated that when emergency discussion items are added after the agenda is published, the request made at the meeting must include an explanation of the urgency. Trustee Minter requested the February minutes be revised to address the emergency item that was added, and to revise verbiage for Item 26. February 10th minutes will be re-submitted at the April 18th board meeting. (Item 9)

CLAIMS

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

Claims Forwarded by the Library Director and Trustees – nine (9) vendor claims and two (2) PARS claims were approved and forwarded to Orange County for payment during February-March. (Item 11)

Current Claims and Payroll – One (1) Book claims, and one (1) PARS claim were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Minter and seconded by Trustee DeVecchio to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler
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)

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Entrepreneurial Activities Report for February 2016 – received, filed. (Item 17)

**GENERAL CONSENT
REPORTS**

Personnel Report for February 2016 – received and filed. (Item 18)
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 February 2016, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for February 2016 (Item 21)
 Children's Services Report for February 2016 (Item 22)
 Adult Services Report for February 2016 (Item 23)
 Placentia Library Website Technology Report - February 2016 (Item 24)

OLD BUSINESS**AUTHORIZE AMENDMENTS
TO POLICY 3080 –
PURCHASING
AUTHORIZATION**

At the January 25th board meeting, Library Director Contreras presented a request to combine Policies 3040-Expense Authorization and 3080-Purchasing, as recommended by the auditors. Trustees requested that the new policy 3080 be modified to state that any purchase or expense greater than \$10,000 must be submitted for Board approval. After review and discussion of the revised policy, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve the final reading of new Policy 3080 – Purchasing and Expense Authorization. (Item 25) A roll call vote was taken:

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

**ADOPT RESOLUTION
16-06: AMEND
PREVIOUSLY ADOPTED
POLICIES 2020, 2030, 2040,
2110, 2120, and 2150 –
COMPENSATION FOR
EMPLOYEES OF PLACENTIA
LIBRARY DISTRICT**

As a result of compensation analysis recommendations and staff feedback after the January 25th board meeting, Library Director Contreras requested amendments to benefits and compensation policies: 2020-Vacation, 2030-Holidays, 2040-Sick Leave, 2110-Health & Welfare Benefits, 2120-Educational Assistance, and 2150-Compensation for Bi-Lingual Pay. Regarding Policy 2110: Employees will select from two medical plans with a flat \$1,000 credit per month applied towards monthly premium costs for employee and/or dependent coverage. A \$500 monthly cash incentive will be offered to employees who decline medical insurance coverage. The \$300 annual medical co-pay reimbursement to employees will be discontinued. In addition, Life Insurance benefits for all employees including the Library Director, will be decreased by 50%.

After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to authorize the benefits and compensation changes, and adopt Resolution 16-06: Amend Previously Adopted Policies 2020, 2030, 2040, 2110, 2120 and 2150 Regarding the Compensation for the Employees of the Placentia Library District, effective July 1, 2016. (Item 26) A roll call vote was taken:

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

**ADOPT RESOLUTION
16-07: AMEND FISCAL
YEAR BUDGET 2016-2017**

Library Director Contreras presented a request to amend the Budget for Fiscal Year 2016-2017, due to costs attributed to Resolution 16-06, minor personnel changes and a 373% increase in the monthly accounting fee charged by the County of Orange. Approved FY 2016-17 budget was \$2,558,559 and the revised FY 2016-17 budget is \$2,630,559.

After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to authorize the benefits and compensation changes, and adopt Resolution 16-07: Amend the Fiscal Year 2016-2017 Budget for the Placentia Library District of Orange County, effective July 1, 2016. (Item 27) A roll call vote was taken:

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

NEW BUSINESS

**UPDATE: TRANSITION TO
IN-HOUSE ACCOUNTING**

Library Director Contreras requested postponement to the April board meeting, as Marc Davis of DavisFarr could not attend the March 28th board meeting. (Item 28)

**DISPOSAL OF EXCESS DVD
CASES**

Circulation/Support Services has over 1000 excess locking-DVD cases as a result of implementing RFID tags and self checkout out machines. As the value of these cases is over \$250, Policy 3085-Disposal of Surplus Property/Equipment required Board approval for disposal or other actions. Upon staff recommendation, Library Director Contreras requested approval to offer the cases to other libraries who may need them or dispose of as e-waste. After discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve disposal of the excess DVD cases. Board approved. (Item 29)

**PRESENTATION ON THE
CENIC CONFERENCE
and THE PUBLIC LIBRARY
BROADBAND PROECT**

The Library Director reported on attending the CENIC Conference (Corporation for Education Network Initiatives in California) in Davis, CA, and acquired contact information for possible speakers to promote the school district's STEAM programs. The Library Director also met with Time-Warner to coordinate repair access of the Library's public television channel (which may cost up to \$4,000) and with vendors displaying emerging technology equipment, eRate services. No action required. (item 30)

Library Director Contreras confirmed receipt of \$27,000 in funding from the CA State Library for broadband service. Additional state funding is available to expand broadband, to be appropriated for branch services. The Library Director thanked Yesenia Baltierra and Venessa Faber for their work and success on the grant. No action required. (Item 30)

**UPDATE: CIVIC CENTER
PARKING LOT ISSUES**

Library Director Contreras met with City Management to discuss negative issues impacting the available parking for library patrons and staff. These issues include overnight parking by residents of the apartments across Chapman, reducing the number of reserved parking spaces for City staff, relegating city employee parking to the spaces along All American Way. By July 2016, the City will offer two additional spaces for reserved library parking, will consider having police staff park inside the police parking lot, and "permit parking only" for city and library staff along All American Way. No action required. (Item 31)

**TRAVEL AUTHORIZATION
to ATTEND the SPECIAL
DISTRICTS LEADERSHIP
DAYS in SACRAMENTO, CA
from MAY 16-18, 2016**

Library Director Contreras presented a travel opportunity to attend the CSDA Special Districts Legislative Days conference from May 17-18, 2016 in Sacramento. Fiscal Impact: \$700 per person. President Carline and Library Director Contreras are interested in attending. It was moved by Trustee Minter and seconded by Trustee DeVecchio to authorize this travel. (Item 32) A roll call vote was taken:

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

**TRAVEL AUTHORIZATION
to ATTEND the CSDA
ANNUA CONFERENCE in
SAN DIEGO, CA from
OCTOBER 10-13, 2016**

Library Director Contreras presented a travel request to attend the CSDA Annual Conference in San Diego, CA from October 10-13, 2016. Fiscal Impact: \$1,400 per person, with expenses paid from the General Fund account. President Carline, Secretary Martin, Trustee Shkoler and Library Director Contreras are interested in attending. It was moved by Trustee Minter and seconded by Trustee Shkoler to authorize this travel. (Item 33) A roll call vote was taken:

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

**OPPORTUNITY to SERVE on
the CSDA BOARD of
DIRECTORS**

Library Director Contreras presented an opportunity for Trustees to be nominated for the CSDA Board of Directors for 2017-2019. Bi-monthly board meetings take place in Sacramento. After discussion, none of the trustees were interested in participating. (Item 34)

**TRAVEL AUTHORIZATION
to PARTICIPATE at the
HARWOOD INSTITUTE
PUBLIC INNOVATORS LAB
for PUBLIC LIBRARIES from
MAY 23-25, 2016 in
SACRAMENTO, CA**

Library Director Contreras presented a travel request to participate at the Harwood Institute Public innovators Lab from May 23-25 in Sacramento. Fiscal Impact is unknown at this time, as a \$500 travel allowance will be provide by the California State Library. Library Director recommends sending five (5) attendees: Secretary Martin, Library Director Contreras, Public Services Manager, Yesenia Baltierra, Support Services Manager, Venessa Faber. Also attending will be the City of Placentia's new Community Services Director, Sandra Gonzalez. It was moved by Trustee DeVecchio and seconded by Trustee Minter to authorize this travel. (Item 35) A roll call vote was taken:

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

**APPROVAL FOR UTILITY
BILL AUDITING SERVICE
from UTILITY COST
MANAGEMENT LLC**

Library Director Contreras presented an opportunity for utility bill savings by contracting with Utility Cost Management, LLC, a company that audits SoCal Edison bills for accurate billing. Their fee is 42% of any refunds issued to CSDA clients. UCM will work with the City of Placentia on the Library's behalf to acquire any refunds due from SCE and the City's monthly JPA billing. Trustees also requested that the Library Director have the contract reviewed by the library attorney.

After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Martin to approve a three (3) month trial, after attorney review of the contract. (Item 36) A roll call vote was taken:

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

ADJOURNMENT

The Unusual Date March 28, 2016 Board of Trustees meeting was adjourned at 7:45pm.

The next Board of Trustees meeting will be held on the regular date of April 18, 2016 at 6:30pm.

Gayle Carline, 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 2016
DATE: April 18, 2016

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 MARCH-APRIL Claims Forwarded by the Library Director and Trustees

DATE: April 18, 2016

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	03-31-16	5981	\$ 1,656.48
Baker & Taylor	03-31-16	5982	\$ 3,412.54
Baker & Taylor	03-31-16	5983	\$ 3,223.71
Misc Book Vendors	03-31-16	5984	\$ 2,479.09
Midwest Tape	03-31-16	5985	\$ 691.23
PARS	03-31-16	5986	\$ 1,708.60
Misc Vendors	03-31-16	5987	\$25,891.54

TOTAL \$ 39,063.19

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 03/24/16
REPORT NO: 5981
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-16040 BTAC (Baker & Taylor) PO Box 277930 Atlanta, GA 30384-7930	03/01/16	2400 ✓ 4011532592	0760		\$12.40		
	03/02/16	2400 ✓ 4011526275	0760		\$38.55		
	03/03/16	2400 ✓ 4011519853	0760		\$21.11		
	03/03/16	2400 ✓ 4011519854	0760		\$17.31		
	03/03/16	2400 ✓ 4011519855	0760		\$78.73		
	03/03/16	2400 ✓ 4011519856	0760		\$15.43		
	03/03/16	2400 ✓ 4011519857	0760		\$87.73		
	03/03/16	2400 ✓ 4011519858	0760		\$35.25		
	03/03/16	2400 ✓ 4011519859	0760		\$40.34		
	03/03/16	2400 ✓ 4011519860	0760		\$20.49		
	03/03/16	2400 ✓ 4011519861	0760		\$16.00		
	03/03/16	2400 ✓ 4011519862	0760		\$30.70		
	03/03/16	2400 ✓ 4011519863	0760		\$9.92		
	03/03/16	2400 ✓ 4011519864	0760		\$102.25		
	03/03/16	2400 ✓ 4011519865	0760		\$204.80		
	03/03/16	2400 ✓ 4011519866	0760		\$96.93		
	03/03/16	2400 ✓ 4011519867	0760		\$13.51		
	03/03/16	2400 ✓ 4011527118	0760		\$84.46		
	03/03/16	2400 ✓ 4011527119	0760		\$49.63		
	03/03/16	2400 ✓ 4011527120	0760		\$17.28		
	03/03/16	2400 ✓ 4011527121	0760		\$15.40		
	03/02/16	2400 ✓ 4011534844	0760		\$648.26		
	CK# 100937011 - 04/01/2016						
TOTAL REMITTANCE:					\$1,656.48		

The claims listed above totaling \$1,656.48 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
Gayle Carline
Print Name

Countersigned by
Jim Martin
Print Name

Attested and/or countersigned by
Elizabeth J. Mintz
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/24/16
REPORT NO: 5982

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 #	OBIY REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-16040 BTAC (Baker & Taylor) PO Box 277030 Atlanta, GA 30384-7930	03/03/16		2400	0760		\$16.02		
		4011527122 ✓	2400	0760		\$21.09		
	03/03/16		2400	0760		\$38.37		
		4011527125 ✓	2400	0760		\$17.89		
	03/03/16		2400	0760		\$55.99		
		4011527126 ✓	2400	0760		\$480.40		
	03/03/16		2400	0760		\$75.39		
		4011527127 ✓	2400	0760		\$13.51		
	03/03/16		2400	0760		\$21.75		
		4011527128 ✓	2400	0760		\$23.01		
	03/03/16		2400	0760		\$84.47		
		4011527129 ✓	2400	0760		\$63.36		
	03/03/16		2400	0760		\$650.72		
		4011527130 ✓	2400	0760		\$698.05		
	03/03/16		2400	0760		\$273.10		
		4011527131 ✓	2400	0760		\$574.45		
	03/07/16		2400	0760		\$125.77		
		4011530841 ✓	2400	0760		\$14.79		
	03/07/16		2400	0760		\$8.80		
		4011530842 ✓	2400	0760		\$9.09		
	03/07/16		2400	0760		\$23.00		
		4011530843 ✓	2400	0760		\$58.91		
	03/07/16		2400	0760		\$64.61		
		4011530844 ✓	2400	0760				
	03/09/16		2400	0760				
		4011532785 ✓	2400	0760				
	03/09/16		2400	0760				
		4011532786 ✓	2400	0760				
	03/09/16		2400	0760				
		4011532787 ✓	2400	0760				
03/09/16		2400	0760					
	4011532788 ✓	2400	0760					
03/09/16		2400	0760					
	4011532789 ✓	2400	0760					
03/14/16		2400	0760					
	4011532767 ✓	2400	0760					
03/14/16		2400	0760					
	4011532768 ✓	2400	0760					
03/14/16		2400	0760					
	4011532769 ✓	2400	0760					
03/14/16		2400	0760					
	4011532770 ✓	2400	0760					
03/14/16		2400	0760					
	4011532771 ✓	2400	0760					
03/14/16		2400	0760					
	4011532772 ✓	2400	0760					
TOTAL REMITTANCE:						\$3,412.54		

The claims listed above totaling \$3,412.54 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by
Gayle Carline
Print Name

Countersigned by
JW Martin
Print Name

Attested and/or countersigned by
Elizabeth D. Smith
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/24/16
REPORT NO: 5983

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-18040 BTAC (Baker & Taylor) PO Box 277930 Atlanta, GA 30384-7930	03/14/16	4011532773 ✓	2400	0760		\$8.94			
	03/14/16	4011532774 ✓	2400	0760		\$125.50			
	03/14/16	4011532775 ✓	2400	0760		\$71.18			
	03/14/16	4011532776 ✓	2400	0760		\$119.54			
	03/14/16	4011532777 ✓	2400	0760		\$198.05			
	03/14/16	4011532778 ✓	2400	0760		\$39.15			
	03/14/16	4011532779 ✓	2400	0760		\$50.28			
	03/14/16	4011532780 ✓	2400	0760		\$156.93			
	03/14/16	4011532781 ✓	2400	0760		\$1,423.93			
	03/14/16	4011532782 ✓	2400	0760		\$16.69			
	03/14/16	4011532783 ✓	2400	0760		\$120.09			
	03/14/16	4011532784 ✓	2400	0760		\$545.42			
	03/14/16	4011533079 ✓	2400	0760		\$21.11			
	03/14/16	4011533080 ✓	2400	0760		\$41.57			
	03/14/16	4011533081 ✓	2400	0760		\$198.74			
	03/14/16	4011537830 ✓	2400	0760		\$25.17			
	03/14/16	4011537831 ✓	2400	0760		\$38.44			
	03/14/16	4011537832 ✓	2400	0760		\$22.98			
	TOTAL REMITTANCE:						\$3,223.71		

The claims listed above totaling \$3,223.71 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.

Carol Carline
Approved by
Carol Carline
Print Name

JW Martin
Countersigned by
JW Martin
Print Name

Ac Skoley
Attested and/or countersigned by
Ac Skoley
Print Name

CK # 100977011 - 04/01/2016

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 03/24/16
REPORT NO: 5984
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	03-14-16 1148-000119480 ✓	2400	0760		\$84.00			
	03-18-16 1148-164711773 ✓	2400	0760		\$880.41			
	3-18-16 1148-165125223 ✓	2400	0760		\$880.39			
	03-08-16 1148-000155540 ✓	2400	0760		\$14.99			
	03-10-16 1148-000104280 ✓	2400	0760		\$16.99			
	03-10-16 1148-135815037 ✓	2400	0760		\$66.96			
	03-22-16 1148-000135353 ✓	2400	0760		\$65.00			
	CK # 100977003 - 04/01/2016							
	VC-4997 - New Address EBSCO Information Services Payment Processing Center PO Box 204661	2/29/16 3-07-16 92182393	2400	0760		\$15.59 44.85		
		990000043814						
VC-4980-2 Ingram Library Services PO Box 502779 St. Louis, MO 63160-2779	3/7/16 02-29-16 990000043814	2400	0760		\$44.85 15.50			
	92182393 ✓							
CK # 2016041010076158 - 04/01/2016								
VC-12081 Library Ideas LLC P.O. Box 9 Vienna, VA 22183	03-23-16 50770	2400	0760		\$410.00			
CK # 100977009 - 04/01/2016								
TOTAL REMITTANCE:					\$2,479.09			

The claims listed above totalling \$2,479.09 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.

Gayle Carlisle
Approved by
Gayle Carlisle
Print Name

JW Math
Countersigned by
JW Math
Print Name

AC Shkolier
Attested and/or countersigned by
AC Shkolier
Print Name

AW
3/31/16

AW
3/31/16

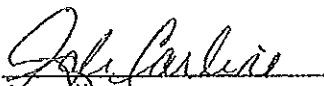
LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

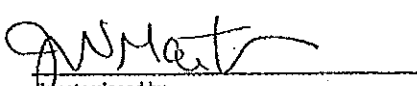
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

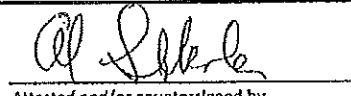
DATE: 03/28/16
REPORT NO: 5986
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-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	03-23-16 16007240	200			\$1,708.60		
CK # 100976105 - 03/31/2016							
TOTAL REMITTANCE:					\$1,708.60		

The claims listed above totalling \$1,708.60 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
Gayle Carline
Print Name


Countersigned by
J. Martin
Print Name


Attested and/or countersigned by
AC Shaker
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/28/16
REPORT NO: 5985

The County Auditor is authorized to draw these checks from:

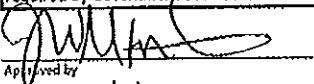
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

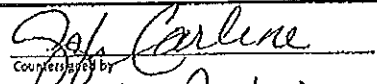
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

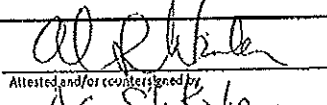
APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43628	03/07/2016	2400 ✓	0760		\$135.80		
	03/09/2016	93751080 ✓	2400	0760	\$82.32		
	03/11/2016	93758531 ✓	2400	0760	\$92.18		
	03/11/2016	93766443 ✓	2400	0760	\$64.64		
	03/11/2016	93766444 ✓	2400	0760	\$54.64		
	03/11/2016	93766449 ✓	2400	0760	\$102.36		
	03/11/2016	93768600 ✓	2400	0760	\$38.49		
	03/11/2016	93768602 ✓	2400	0760	\$49.68		
	03/15/2016	93779876 ✓	2400	0760	\$71.12		
	03/18/2016	93792366 ✓	2400	0760			
			2400	0760			
			2400	0760			
			2400	0760			
			2400	0760			
			2400	0760			
			2400	0760			
			2400	0760			
	TOTAL REMITTANCE:					\$691.23	

CK # 100977004 - 04/01/2016

The claims listed above totaling \$691.23 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved by
J.W. Martin
Print Name


Countersigned by
Gayle Carline
Print Name


Attested and/or countersigned by
AC Siskaler
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 3/22/16

REPORT NO: 5987

The County Auditor is authorized to draw these checks from:

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	03-21-16	62788	2801	0712		\$4,107.92		
			1400			\$1,737.49		
			1400			\$6,122.66		
			0700			\$9.60		
						\$11,977.67		
CK # 100977007 - 04/01/2016								
VC-13366 Click Consulting, Inc. P.O. Box 81808 Irvine, CA 92802	3-04-16 3-01-16	22055 21993	1900	0739		\$81.46		
			1900			\$4,000.00		
CK # 100977010 - 04/01/2016								
VC-6816 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	3-21-16 3-14-16	640538176 640534746	1000			\$392.25		
			1000			\$313.25		
CK # 100977006 - 04/01/2016								
VC-11768 White Nelson Diehl Evans LLP 2875 Michelle Drive #300 Irvine, CA 92608	2-29-16	158853	1900	0742		\$2,500.00		
CK # 100977008 - 04/01/2016								
VC-5233-2 AT&T CalNet3 PO Box 9011 Carol Stream, IL 60197-9011	3-02-16 3-02-16	7858930 7849012	0700	0701		\$3,599.71		
			0700			\$1,037.20		
CK # 100977005 - 04/01/2016								
NEW Vendor OC Plumbing 361 Oak Place, Suite P Brea, CA 92821	3-16-16	16327	1400	0714		\$1,990.00		
5/17/15								
TOTAL REMITTANCE:						\$25,891.54		

The claims listed above totaling \$25,891.54 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

[Signature]
Approved by
[Signature]
Print Name

[Signature]
Countersigned by
[Signature]
Print Name

[Signature]
Attested and/or countersigned by
[Signature]
Print Name

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: April 18, 2016

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc BOOK Vendors	04-18-16	5988	\$ 878.83
Misc Vendors	04-18-16	5989	\$ 3,391.41
PARS	04-18-16	5990	\$ 1,724.57

Subtotal for Claims **\$ 5,994.81**

Payroll

Payroll 51 - 04/27/16	04-18-16	155	50,000.00
Payroll 52 - 05/11/16	04-18-16	156	50,000.00
Payroll 52 - 05/25/16	04-18-16	157	50,000.00

Subtotal for Payroll **\$ 150,000.00**

TOTAL CURRENT CLAIMS & PAYROLL **\$ 155,994.81**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/11/16
REPORT NO: 5988

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	03/15/16	2400	0760		\$127.34			
	4011546447	2400	0760		\$14.79			
	03/25/16	4011548262	2400	0760	\$29.58			
	4011548269	2400	0760		\$38.57			
	03/25/16	4011548270	2400	0760	\$68.41			
	4011548271	2400	0760		\$89.95			
	03/25/16	4011548272	2400	0760	\$10.12			
	4011548273	2400	0760		\$30.21			
	03/25/16	4011548274	2400	0760	\$33.30			
	4011548275				\$442.27			
	VC-2993 Midwest Tape PO Box 820 Holland OH 43528	03/21/2016	2400	0760		\$46.09		
93796875	2400	0760		\$39.09				
03/21/2016	93796876	2400	0760	\$41.09				
93796878	2400	0760		\$46.09				
03/21/2016	93796879	2400	0760	\$27.29				
03/23/2016	93805511	2400	0760	\$39.09				
03/25/16	93814485	2400	0760	\$36.09				
03/25/16	93814486	2400	0760	\$51.09				
03/25/16	93814487	2400	0760	\$26.64				
03/25/16	93814489			\$352.56				
VC-2776 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	03/26/2016	2400	0760		\$84.00			
1148-054245427				\$84.00				
TOTAL REMITTANCE:					\$878.83			
The claims listed above totalling \$878.83 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 _____

Print Name _____

Print Name _____

Print Name _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 04/08/16
REPORT NO: 5989
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-0461 Pilney Bowes PO Box 371898 Pittsburgh, PA 15260-7898	04/03/16	607552	1800	0725		\$157.14		
VC-9047 Capitol Door Service So. California 4699 24th Street Sacramento, CA 95822	03/03/16	22374	1400	0717		\$175.00		
VC-0089-10 Republic Services #876 (was Placentia Disposal #676) PO Box 78829 Phoenix, AZ 85082-8829	03/21/16	0676-002502154	1001			\$49.74		
VC-8002-1 The Gas Company PO Box C Monterey Park, CA 91758	03/24/16	022216-032216	2802			\$1,099.90		
VC-0069-4 Pilney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15260-7874	03/24/16	8000-9000-0652-5830	1803			\$674.85		
VC-6616 Cintas Corporation #840 P.O. Box 29059 Phoenix, AZ 85038	03/28/16	640541642	1000			\$313.25		
VC-8003 Golden State Water Company c/o Placentia Library Dist. - Cust #29934100008 411 E. Chapman Ave. Placentia, CA 92870	03/27/16	0219-0321	2803			\$578.36		
VC-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60696-3689	03/19/16	3296593948	1800	0728		\$132.31		
	03/26/16	3297218145	1800	0728		\$210.86		
TOTAL REMITTANCE:						\$3,391.41		
The claims listed above totalling \$3,391.41 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Print Name

Print Name

Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 04/08/16
REPORT NO: 5990
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phaso II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #8748022400 P.O. Box 511649 Los Angeles, CA 90051-8204	04-08-16	200			\$1,725.57		
TOTAL REMITTANCE:					\$1,725.57		
<p>The claims listed above totaling \$1,725.57 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 _____
Print Name

Countersigned by _____
Print Name

Attested and/or countersigned by _____
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 04/18/2016
REPORT NO: 155
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-27-16 Payroll #51 FY15/16	0100			\$ 50,000.00		
TOTAL REMITTANCE:					\$ 50,000.00		
<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: 04/18/2016
REPORT NO: 156
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*05-11-16 Payroll #52 FY15/16	0100			\$ 50,000.00		
TOTAL REMITTANCE:					\$ 50,000.00		
<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: 04/18/2016
REPORT NO: 157
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

*Process on the data specified.

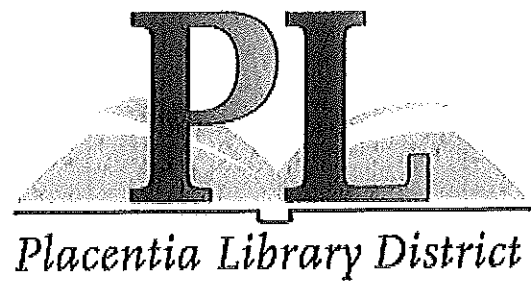
APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E, Chapman Ave Placentia, CA 92870	*05-25-16 Payroll #53 FY15/16	0100			\$ 50,000.00		
TOTAL REMITTANCE:					\$ 50,000.00		
<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:



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marina Tutty
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 18, 2016

Fiscal Year 2015-2016	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/29/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	
5/31/2016	
6/30/2016	
General Reserves	414,789.10
Impact Fees	492,572.50

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	2,359,500.73
5/31/2015	2,293,555.26
6/30/2015	2,039,958.86
General Reserves	414,789.10
Impact Fees	459,597.50



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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 2016 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: April 18, 2016

Summary of Cash and Investments as of March 31, 2016

Cash with Orange County Treasurer Fund 707	1,890,775.64
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	543,144.54
General Fund Checking – Bank of the West	19,410.31
General Fund Savings – Bank of the West	1,170,908.90
Payroll Checking – Wells Fargo Bank	43,087.90
Total Cash and Investments	4,082,116.39

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

EXPENDITURES REPORT

March 31, 2016

75% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	730,749	0.60	\$496,698
0200	Retirement	46,549	32,069	0.69	\$14,480
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	152,987	0.73	\$57,556
0306-0770	Employee Assistance Program	715	220	0.31	\$495
0308	Dental Insurance	12,833	8,133	0.63	\$4,700
0309	Life Insurance	7,320	4,422	0.60	\$2,898
0310	AD & D Insurance	4,627	3,063	0.66	\$1,564
0319	Vision Insurance	2,526	1,577	0.62	\$949
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	TOTAL	\$1,524,560	\$950,156	0.62	\$574,404
SERVICES & SUPPLIES					
0700	Communications	23,000	11,726	0.51	\$11,274
0900	Food	2,000	537	0.27	\$1,463
1000	Household Expenses	20,000	14,593	0.73	\$5,407
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	25,030	0.78	\$6,970
1400	Maintenance, Buildings & Improvements	106,700	60,220	0.56	\$46,480
1600	Memberships	9,000	8,166	0.91	\$834
1700	Miscellaneous Expense	3,346	690	0.21	\$2,655
1800	Office Expenses	48,000	39,100	0.81	\$8,900
1803	Postage	14,000	7,726	0.55	\$6,274
1900	Prof./Specialized Services	206,100	156,993	0.76	\$49,107
1912	Investment Administrative Fees	1,700	1,400	0.82	\$300
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	559	0.51	\$541
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	125,407	0.43	\$168,767
2600	Transportation & Travel	4,500	1,836	0.41	\$2,664
2700	Meetings	19,500	18,425	0.94	\$1,075
2800	Utilities	87,500	70,641	0.81	\$16,859
	TOTAL	\$888,120	\$554,863	0.62	\$333,257
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$9,141	0.83	\$1,859
	OPERATING EXPENSES	\$2,423,680	\$1,514,161	0.62	\$909,519
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$24,675	0.35	\$45,325
TOTAL BUDGET (Fund 707)					
		\$2,493,680	\$1,538,836	0.62	\$954,844
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$72,274	0.00	-\$37,274



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YTD REVENUE REPORT

March 31, 2016

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	1,302,124	(735,743.76)	63.9%
6220		Property Taxes - Current Unsecured	57,632	57,068	(564.25)	99.0%
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	13,256	4,159	(9,097.40)	31.4%
6280		Property Taxes - Curr Supplemental	65,732	34,825	(30,906.98)	0.0%
6290		Other Taxes	3,120	12,678	9,557.69	0.0%
6300		Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540		Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
		Sub Total	2,178,622	1,412,200	(766,421.98)	64.8%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,720	9,130	3,409.51	159.6%
		Sub Total	5,720	9,130	3,409.51	159.6%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	7,048	(1,744.04)	80.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	7,048	(3,744.04)	65.3%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		573		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	71,990	26,989.61	160.0%
		Fines & Fees	45,000	51,713	6,713.42	114.9%
		Passport/Photos	125,000	127,045	2,045.00	101.6%
		Meeting Room Fees	5,000	3,273	(1,727.50)	65.5%
		Test Proctor	7,000	6,563	(437.00)	93.8%
		Sub Total	227,700	260,584	32,883.53	114.4%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	1,688,961	(733,872.98)	70%
		FY 14/15 Funds Available	70,000			
TOTAL REVENUES FY 15/16:						
			2,492,834	1,688,961	(803,872.98)	67.8%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	51,545	51,545.20	100%
		SLS Account	0	-	0.00	100%



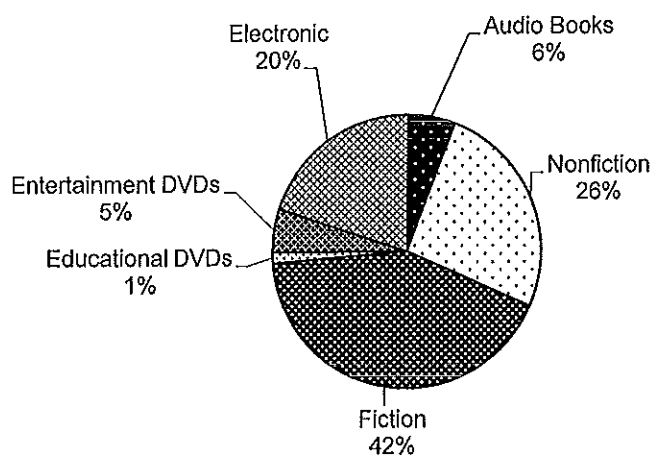
Placentia Library District

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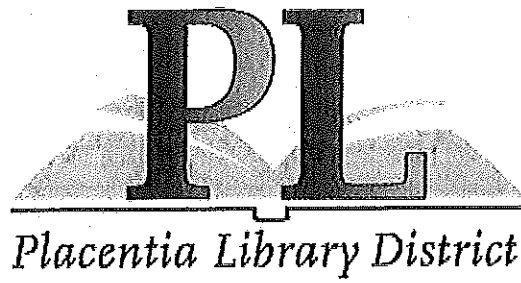
Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF MAR 2016

	YTD 2015/16	YTD 2015/16	YTD 2015/16	YTD 2014/15	YTD 2014/15	YTD 2014/15
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$66,171	3436	3953	\$58,431	3112	3451
Total Non-Fiction	\$40,615	1762	2470	\$34,763	1385	1951
Total Electronic	\$31,378	655	0	\$37,704	486	0
Total Audio Books	\$8,987	205	205	\$10,257	234	234
Total Educational DVDs	\$2,100	63	65	\$2,888	105	107
Total Entertainment DVDs	\$8,039	241	350	\$4,987	207	213
YTD TOTAL MATERIALS	\$157,290	6362	7043	\$149,030	5529	5956
Budget	\$249,174			\$255,602		
% Spent YTD	63%			58%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. 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

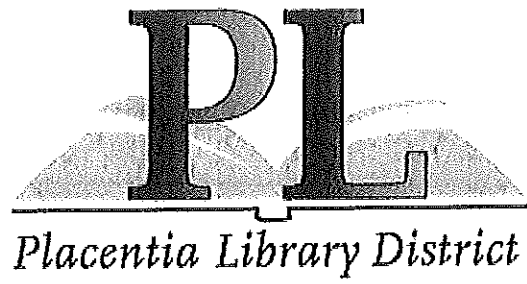
FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for March 2016

DATE: April 18, 2016

Net Revenue Summary for March 2016

			YTD	YTD
	March-16	March-15	2015-2016	2014-2015
Passport	20,075.00	18,625.00	103,578.00	88,800.00
Passport Photos	3,978.00	4,025.00	23,535.00	19,448.00
Test Proctor	1,050.00	650.00	6,450.00	5,650.00
Meeting Room	45.00	220.00	3,273.00	4,405.00
Total	25,148.00	23,520.00	111,638.00	118,303.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Personnel Report for MARCH 2016

DATE: April 18, 2016

			YTD	YTD
	Mar-16	Mar-15	2015-2016	2014-2015
Separation	0	1	1	2
Retirement	0	0	0	0
Appointments	0	0	3	1
Open Positions	0	1	1	1
Workers' Compensation Leave	0	0	0	0
Total	0	2	5	4

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None (open position postponed to FY16-17)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Venessa Faber, Support Services Manager

SUBJECT: Circulation Activity Report: **March 2016**

DATE: April 18, 2016

CIRCULATION	Mar. 16	Mar. 15	M-T-M		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	298	340	-0.1		2,950	2,818	4.7%
Total Circulation	22,787	22,371			223,047	202,424	10.2%
Total Active Borrowers*	8,124	8,426	-3.6%				
Attendance	28,506	30,326			230,462	231,430	-0.4%
Adult Fiction	2,747	2,894			27,669	25,510	8.5%
Adult Nonfiction	1,880	2,613			19,868	22,658	-12.3%
Adult Magazines	167	239			2,130	1,961	8.6%
Adult Music CDs	145	172			1,540	1,570	-1.9%
Adult Audio Books	614	587			5,622	4,953	13.5%
Adult DVDs**	2,297	671			16,119	6,365	153.2%
JV Fiction	9,936	10,042			101,573	29,924	239.4%
YA Fiction	1,213	1,348			13,669	12,137	12.6%
JV Nonfiction	1,938	2,595			21,357	22,477	-5.0%
YA Nonfiction	88	65			894	989	-9.6%
JV Magazines	7	9			34	55	-38.2%
JV Music CDs	22	53			246	341	-27.9%
JV Audio Books	54	53			622	397	56.7%
JV DVDs**	1,654	767			12,873	8,185	57.3%
Video Games	25	11			254	162	56.8%

* YTD % change not applicable.

**As of July 1, 2015 all DVDs are free.

Easter Eggcitement count included in Attendance (1,000)

PATRON COUNT

Mar-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		271	367	305	498	201	363	2005
10:00		321	370	351	453	213	326	2034
11:00		280	416	346	402	211	411	2066
12:00		242	330	269	278	199	450	1768
1:00	557	284	348	443	340	283	441	2696
2:00	372	328	359	533	348	275	425	2640
3:00	315	605	785	716	591	410	354	3776
4:00	195	560	687	658	597	298	282	3277
5:00		558	636	608	511			2313
6:00		379	476	505	412			1772
7:00		225	226	339	310			1100
DAY TOTALS	1439	4053	5000	5073	4740	2090	3052	25447

March 2016	March 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change	Hours Open	Average PerHour
25,447	30,326	226,379	240,836	-6%	289	88.1

PASSPORTS

Mar-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1	3	2		5	25	36
10:00		4	5	4	9	6	28	56
11:00		7		2	7	6	27	49
12:00		8	13	3	4	11	37	76
1:00	10	3	12	6	8	11	38	88
2:00	26	6	15	12	10	13	36	118
3:00	18	6	17	14	6	12	45	118
4:00	14	13	16	18	15	13	7	96
5:00	2	21	15	15	20	3		76
6:00		13	14	17	18			62
7:00		5	6	11	8			30
DAY TOTALS	70	87	116	104	105	80	243	805

March 2016	March 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
805	745	4183	3552	15%

TEST PROCTORING

March 2016	March 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
21	13	129	113	14%

STAFF ACTIVITY

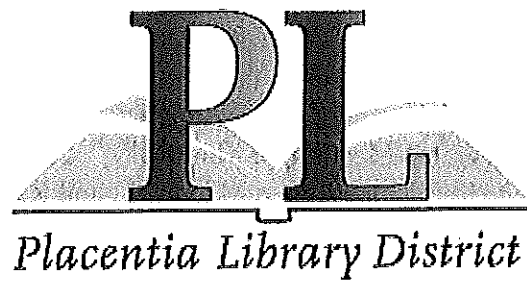
- Katie attended Friday Huddles on Mar. 4th.
- Venessa attended the Author's Luncheon on March 5th and substituted as a host.
- Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on March 29th.
- Staff provided Setup/Take Down in the Meeting Room: 55 set-ups/ 48 breakdowns
- Meeting room attendance from Outside Organizations: 195
- Venessa attended Easter Eggcitement meetings on March 1st and 15th.
- Venessa assisted with Easter Eggcitement on March 19th.
- Venessa attended Management Meeting on March 9th.
- Venessa attended Round Table meeting on March 2nd, and Rotary on March 2nd, 9th, 16th, 23rd and 30th.
- Venessa met with Jeanette and Yesenia for the *Pitch and Idea* conference call on March 30th.
- Katie participated in an interview panel for Huntington Beach Public Library on Thursday, March 31st.
- Laura took deposits to the bank on Mar. 22nd and 29th
- Tim took photos at Easter Eggcitement on Mar. 19, editing and posting the photos on social media
- Tim scheduled and posted social media publicity for March programs and library services.
- Venessa trained Sara on producing the Gate Count for the Board Report.
- Venessa attended the H.I.S. House Luncheon on March 8th.
- Venessa, Jeanette and representatives from Click IT Consulting met on March 7th.
- Venessa attended the SLS Automation Team Meeting on March 29th at Haskett Library.
- Venessa attended and assisted at the PLFF Bookstore Volunteer Luncheon on March 31st.

ONGOING PROJECTS

- Venessa is working with Anaheim on Mobile Circ/BLUE Cloud.
- Venessa is working on Erate and CENIC.

NEW PROJECTS AND ACTIVITIES

- Venessa is beginning to work on staff performance evaluations.
- Venessa is evaluating the start of of BluRay collection.
- Support Services Staff will be coordinating the Library Card Campaign (September).



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through MARCH 2016
DATE: April 18, 2016

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	3,061.33	11,977.67
16-Apr						3,061.33	
16-May							
16-Jun							
	TOTAL	57,431.23	14,524.90	1,425.00	120.55	27,551.97	104,114.98
	AVG	6,381.25	1,613.88	158.34	13.40	3,061.33	11,568.34

*City Billing
Not Received

PERIOD IN FY 2014-2015	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
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	05-20-15	8,892.88	2,904.98	427.50	17.00	3,061.33	15,303.69
15-Jun	*	*	*	*	*	3,061.33	*
	TOTAL	\$ 67,405.31	\$ 17,429.88	\$ 1,852.50	\$ 100.63	\$ 36,735.96	\$ 117,401.62
	AVG	\$ 6,127.76	\$ 1,452.49	\$ 142.45	\$ 8.39	\$ 3,339.64	\$ 9,783.47



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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 2016
DATE: April 18, 2016

Accomplishments

- Continue to work on the Centennial project with steering committee and library consultant.
- Participated in a Ride Along with Police Chief Smith which provided an opportunity to better understand the neighborhoods, especially the high-crime areas in Placentia and work with the Police Department to conduct community engagement activities.
- Met with Community Services Director, Sandra Gonzalez, to discuss a possible joint-use facility for STEAM programs and the Harwood training.
- Teleconference interview with the California State Library staff to discuss the “Pitch-an-Idea” grant for a birthday storytime mobile that will promote early literacy and digital literacy.
- Received a \$10,000 donation from a spouse of a former PLFF Board member. The donor has stipulated that the gift be use towards the Centennial project for a possible children’s storytime with naming rights.

Meetings

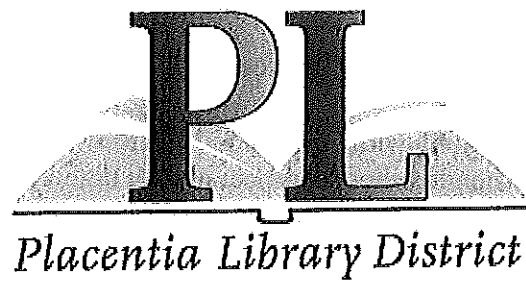
- Library Board of Trustees – March 28
- Friday Huddles – March 11, 25
- PLFF – March 14
- Chamber of Commerce – March 14
- CSDA Fiscal Committee – March 16
- Centennial Steering Committee – March 17
- ISDOC – March 31

Community Function / Training

- Author’s Luncheon – March 5
- Eggcitement – March 19
- CENIC conference – March 20-23
- SDRMA Safety/Claims Education Day – March 29

Upcoming Projects

- CSDA District Distinction Award
- Centennial Remodel Project
- Special District Administrator Certification Examination



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children's Services Report for March 2016
DATE: April 18, 2016

MONTHLY STATISTICS

	March 2016	March 2015	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	709	967	4,416	7,732	-42.89%
Reference--telephone	48	68	322	468	-31.20%
Total Reference	757	1,035	4,738	8,200	-42.22%
Total Number of Programs	52	43	369	342	7.89%
Total Programs Attendance	2,537	3,508	13,581	15,467	-12.19%

Children's Services Programs

	March 2016	March 2016	March 2015	March 2015	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D 2014-15	Y-T-D 14/15 - 15/16	Y-T-D 14/15 - 15/16
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
Regular Monthly Programs										
Read to the Dogs	1	31	1	30	9	196	10	315	-10.00%	-37.78%
Preschool Storytimes (3-6 years old)	10	203	8	216	66	1487	72	1901	-8.33%	-21.78%
Lego Club	1	30	1	45	8	237	6	331	33.33%	-28.40%
Pocket Tales	5	200	4	157	34	1,034	35	1040	-2.86%	-0.58%
Lap Sit (0-2 years old)	10	689	8	368	66	3,229	61	2615	8.20%	23.48%
P-TAC (Placentia Teen Advisory Council)	2	35	2	46	17	252	19	420	-10.53%	-40.00%
Tweens Chess To Checkers	2	33	2	32	11	167	14	179	-21.43%	-6.70%
Homework Club	16	164	14	254	101	1,536	105	1620	-3.81%	-5.19%
Special Programs										
Wiggles and Giggles	1	19	0	0	1	119	0	0	100%	100%
SAT Practice Test *	0	0	0	0	2	47	2	135	0	-65.19%
Valentine's Day Stories & Crafts*	0	0	0	0	1	60	1	50	0	20.00%
Outreach	1	90	2	60	9	1,138	5	484	0.8	135%
Easter Eggcitement	1	1,000	1	2,300	1	1,000	1	2,300	0	-56.52%
PLD Collaboratory (new)	1	26	0	0	1	26	0	0	100%	100%
The Vault (new)	1	17	0	0	1	17	0	0	100%	100%
Totals	52	2,537	43	3,508	369	13,581	342	15,467	7.89%	-12.19%

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

ACHIEVEMENTS

- Jennifer Rydberg conducted the Read to the Dogs program on March 7th.
- Jennifer Rydberg and Brenda Ramirez assisted at the Easter Eggcitement event on March 19th.
- Jennifer Rydberg conducted the Lego Club on March 28th.
- Fernando Maldonado conducted the Knights of Square Table tournament on March 4th and 18th.
- Yesenia Baltierra and Venessa Faber coordinated the Easter Eggcitement event on March 19th.
- Lori Worden, Jennifer Rydberg, Yesenia Baltierra, and Brenda Ramirez attended the PLFF Author's Luncheon on March 5th.
- Lori Worden participated in the "Read Across America" program at Melrose Elementary on March 2nd.
- Lori Worden proctored exams on March 17th, 21st, and 31st.
- Yesenia Baltierra attended the HIS House Fundraiser on March 8th.

MEETINGS

- Fernando Maldonado attended the huddle meeting on March 4th, 11th and 18th.
- Lori Worden, Jennifer Rydberg and Fernando Maldonado attended the Children's Services meeting with Yesenia Baltierra on March 17th.
- Lori Worden, Fernando Maldonado, Jennifer Rydeberg, and Brenda Ramirez attended the Children's Services meeting to discuss the Pitch and Idea Grant on March 28th.
- Lori Worden and Fernando Maldonado attended the All-staff meeting on March 29th.
- Jennifer Rydberg attended a meeting with Yesenia Baltierra on March 14th and 16th.
- Yesenia Baltierra attended the SLS Children's meeting on March 7th.
- Yesenia Baltierra coordinated Easter Eggcitement meetings on March 1st, 15th and 29th.
- Yesenia Baltierra attended Pitch an Idea Grant conference call on March 30th.

PROFESSIONAL DEVELOPMENT

- Fernando Maldonado received training from Lori Worden on Overdrive on March 9th.
- Fernando Maldonado trained Jennifer Rydberg and Lori Worden with procedures and file formatting for web and display monitor publicity flyers on March 17th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Adult Services Report for March 2016
DATE: April 18, 2016

MONTHLY STATISTICS

Reference Desk Activity

	March 2016	March 2015	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	1200	862	7696	7666	0.39%
Reference -- telephone	493	398	2369	3038	-22.02%
Reference -- email/chat	7	8	61	42	45.24%
Technology assistance	280	545	2138	4345	-50.79%
Guest passes	106	101	664	1154	-42.46%
Adult and Children's computer use (desktops)	2722	3048	27910	25275	10.43%
Adult computer usage (desktop)	2460	2597	22039	21181	4.05%
Public computer use (express laptops)	18	81	390	457	-14.66%
Adult Program Attendance	486	161	4115	2778	48.13%
Number of Adult Programs	28	13	198	120	65.00%

History Room Activity

	March 2016	March 2015	Y-T-D 2015-2016	Y-T-D 2014-15	Y-T-D % change
History Room Visitors	13	8	89	84	5.95%

Volunteer Hours:

	March 2016	March 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room	32.5	18.75	254.25	119.5	112.76%
PLFF	543.75	605.5	4423.5	5233.25	-15.47%
General Library	568	684.75	4313.25	3637.25	18.59%
Technology	4.5	14.5	353	494	-28.54%
Homework Club	98.25	98.5	566.5	735.5	-22.98%
Adult Literacy Tutors	200.75	83.25	1470.65	721.5	103.83%
PTAC	63	163.75	571.13	1403.25	-59.30%
Total Volunteer Hours	1510.75	1669	13018.45	13513.5	-3.66%

Adult Services Programs

Type of Program	Number of Programs March 2016	Attendance March 2016	Number of Programs March 2015	Attendance March 2015	Number of Programs YTD 2015-16	Attendance YTD 2015-16	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD % change	Attendance YTD % change
Book Club	1	12	1	13	8	93	10	130	-25.00%	-39.78%
Computer Workshops	2	19	3	44	18	147	24	230	-33.33%	-56.46%
Literacy Programs	9	66	3	17	49	415	32	132	34.69%	68.19%
Summer Reading Program	0	0	0	0	2	1,767	0	955	100.00%	45.95%
Summer Reading Events	0	0	0	0	1	38	2	77	-100.00%	-102.63%
Database Instruction	2	12	1	13	29	88	3	25	89.66%	71.59%
Volunteer Programs	1	19	0	0	5	159	4	116	20.00%	27.04%
Health & Fitness Programs	5	92	2	38	18	263	22	387	-22.22%	-47.15%
Parenting Programs	0	0	1	5	5	27	7	45	-40.00%	-66.67%
Fine Arts Programs	1	24	1	18	4	137	6	220	-50.00%	-60.58%
Educational Programs-varied topics	2	101	1	13	16	765	5	116	68.75%	84.84%
Outreach	5	141	0	0	28	285	2	14	92.86%	95.09%
Totals	28	486	13	161	183	4,184	117	2,447	36.07%	41.52%

<u>Adult Literacy</u>	Mar. 2016	Mar. 2015
Number of Tutors	19	20
Number of Students	28	27
Total Number of Participants	47	47

<u>Computer Literacy</u>	Mar. 2016	Mar. 2015
Number of Tutors	2	5
Number of Students	2	5
Total Number of Participants	4	10

ACHIEVEMENTS

- Wendy Townsend coordinated “LHLS- Natural Disaster: The 1938 Flood” on March 7th.
- Wendy Townsend led the Volunteer Orientation on March 20th.
- Wendy Townsend coordinated the monthly book club on March 8th.
- Wendy Townsend coordinated the Financial Literacy Workshop “Budgeting Basics and Understating Your Credit” on March 23rd.
- Wendy Townsend cataloged all local history DVDs in Horizon.
- Wendy Townsend and Yesenia Baltierra attended PLFF Authors Luncheon on March 5th.
- Jeannie Killianey provided outreach services to Emerald Isle on March 14th and 28th.
- Jeannie Killianey assisted with the Gmails Basics on March 5th and began incorporating outside instructional materials.
- Jeannie Killianey assisted with the Excel Practice for the Power User workshop on March 12th.
- Jeannie Killianey assisted with the March 5th Citizenship 101 program.
- Coleen Wakai completed two literacy orientations, March 3, and 15th.
- Coleen Wakai coordinated two Citizenship Information Sessions, March 5th (Spanish) and March 12th (English).
- Nadia Dallstream facilitated one outreach visits at DePalma Terrace on March 9th.
- Nadia Dallstream led the Stress Relieving Adult Coloring Program on March 24th.

MEETINGS

- Nadia Dallstream and Yesenia Baltierra met on March 9th, March 11th,
- Wendy Townsend attended Kiwanis meetings on March 3rd, 10th, 17th, 24th and 31st.
- Wendy Townsend attended the Love Placentia meeting on March 10th.
- Wendy Townsend and Nadia Dallstream attended the SLS Local History meeting on March 8th.
- Wendy Townsend and Nadia Dallstream met on March 9th, 16th, 23rd and 30th.
- Wendy Townsend, Coleen Wakai, and Nadia Dallstream attended the Staff Meeting on March 29th.
- Wendy Townsend attended the Placentia Historical Committee Meeting on March 22nd.
- Coleen Wakai, Jeannie Killianey and Wendy Townsend attended the Adult Services Meeting on March 23rd.
- Coleen Wakai met with two new UCI Literacy Tutors, March 24th.

PROFESSIONAL DEVELOPMENT

- Coleen Wakai attended the SCLLN Tutor/Learner/Staff Conference on March 5th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Placentia Library Website & Technology Report for March 2016

DATE: April 18, 2016

On-line database usage

	March 2016	Onsite Usage 3/16	Remote Usage 3/16	March 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	15,010	N/A	N/A	16,753	132,085	142,820	-8%
General Reference Center	41	34	7	40	447	790	-43%
Biography In Context	25	25	0	87	587	2,013	-71%
Opposing Viewpoints	259	258	1	215	2,470	2,574	-4%
Freegal	1,071	N/A	N/A	1088	10,675	6,211	72%
Heritage Quest	191	N/A	N/A	686	7,688	4,212	83%
Novelist	17	N/A	N/A	11	417	351	19%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	4	N/A	N/A	N/A	4,020	N/A	N/A
Pronunciator (new Sept. 2014)	94	N/A	N/A	141	811	850	N/A
ABC Mouse (new Sept. 2014)	136	N/A	N/A	78	641	506	N/A
Career Cruising (new June 2015)	1	N/A	N/A	N/A	39	N/A	N/A
Tumblebooks	53	N/A	N/A	270	791	2,283	-65%
Reference USA	121	N/A	N/A	219	1,265	2,112	-40%
Enki (new Oct. 2014)	3	N/A	N/A	3	17	33	N/A
Hoopla (new May 2015)	229	N/A	N/A	N/A	1,470	N/A	N/A
Overdrive e-books	1,065	N/A	N/A	964	9,216	7,057	31%
Overdrive audio books	552	N/A	N/A	467	4,840	3,425	41%
Zinio (new Oct. 2014)	115	N/A	N/A	51	708	142	N/A
TOTAL DATABASE USAGE	18,987	317	8	21,073	178,187	175,379	2%

**Website
Traffic**

	March 2016	March 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Website visits	13,051	11,554	110,513	137,672	-20%
Page Hits	22,068	19,004	184,723	237,567	-22%

Computer & Online Resource Use

	March 2016	March 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Residents	1396	1,214	12,132	9,673	25%
Non-Placentia Residents	1030	790	8,535	6,177	38%
Total	2,426	2,004	20,667	15,850	30%

Wifi Use

	March 2016	Y-T-D 2015-16
Total	2,478	18,682

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review and Discuss Placentia Library District Policy 3025 – Reserves

DATE: April 18, 2016

BACKGROUND

At the October 26, 2015 Library Board of Trustees meeting, Trustee DeVecchio requested that a discussion about the District's reserves and capital improvement funds be discussed at the November board meeting. The purpose for the discussion is to identify financing options including increasing the reserve funds for a possible Centennial Remodeling project.

The current 2015-2017 budget does not include appropriation for capital improvement projects and reserves. The District's General Fund with the County of Orange does include a general reserve fund 707 balance of \$414,789.10 and a restricted Library Impact fees fund of \$492,572.50. Additionally, the District does have over \$700,000 in savings that a portion of which can be allocated for a capital improvement project, upon approval from the Board.

At the November 16, 2015 Library Board of Trustees meeting, it was decided that staff seek recommendations from Mr. Marc Davis with information to be presented at the January board meeting. At the January 25, 2016 Board meeting, Mr. Davis presented four funding options for capital improvement projects: Lease purchase through CSDA Finance Corporation, Pay Cash, Seek Grant Funding, and a Combination of Other Options.

The current Policy 3025 – Reserves states that the Fund Balance for the District must include an amount equal to 75% of the current year's operating budget to allow for a six month operating reserve and 5% of total operating revenue to protect against unplanned events. The policy does not, however, stipulate a percentage to be reserve specifically for capital improvement projects.

The Library Board of Trustees must discuss and determine appropriate reserve percentage to be assigned specifically for capital improvement projects.

Attachment A is a copy of Policy 3025 – Reserves

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

Placentia Library District4

POLICY MANUAL

POLICY TITLE: Reserves
POLICY NUMBER: 3025

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

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

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

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

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

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

3025.7 Government Accounting Standards Board (GASB) Statement 54 In February 2009, the Government Accounting Standards Board published Statement No. 54, which established accounting and financial reporting standards for all governments that report governmental funds. This statement divides the fund balance into five classifications:

3025.7.1 Non-spendable Fund Balance includes amounts that cannot be spent because they are either (1) not in spendable form or (b) legally or contractually required to be maintained intact. The

“not in spendable form” criterion includes items that are not expected to be converted to cash, e.g., inventories and prepaid amounts.

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

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

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

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

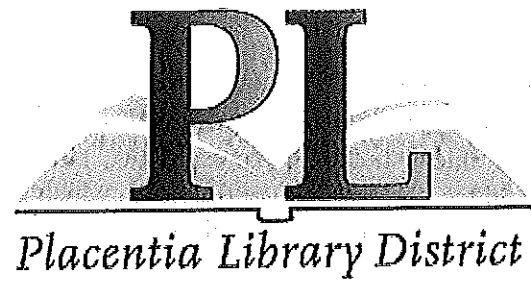
3025.7.6 In addition to the new five fund balance classifications, GASB 54 also makes clear the definition of special revenue – for financial reporting purposes, a special revenue fund may only be established around one or more revenue sources that are restricted or committed to purposes other than capital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

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

- 9850 - General Reserves - Unassigned Fund
- Impact Fees - Restricted by California Environmental Quality Act (CEQA)

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: In-House Accounting Transition Update
DATE: April 18, 2016

BACKGROUND:

The request for the Library Board of Trustees to consider moving away from the County of Orange to perform accounting services was presented at the March 24, August 17, 2009, and April 18, 2011 board meetings.

The County of Orange is the agency designated to handle the processing of claims, cutting checks and mailing payments on behalf of the Placentia Library District. In the past library staff has experienced challenges with timely payments, effective communication with County personnel, lack of information, and extra library staff time required to research and provide documents establishing proof of payments.

The challenges continue. The Library has QuickBooks, an accounting software currently used by the Administrative staff to process claims and in-house payments. Shifting the accounting responsibilities from the County of Orange to the District will increase flexibility, accuracy, generate reports, and decrease late penalties and redundant efforts.

Additionally, the County of Orange recently increased its accounting service fees to the District by nearly 400%. The \$29,648 charges and approximate \$6,000 charge for system upgrades were not included in the 2015-2017 approved budget. Having the District handle its own accounting functions will be more cost effective and efficient for the District.

Mr. Marcus Davis will present an update on the in-house accounting consideration. Ms. Marina Tutty from Buena Park Library District will also be available for questions.

Attachment A is Mr. Davis' update.

Attachment B is Orange County's auditor-controller's letter for the 2016-17 charges.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



March 30, 2016

Ms. Jeanette Contreras
 Library Director
 Placentia Library District
 411 E. Chapman Avenue
 Placentia, California 92870

RE: PROCESSING ACCOUNTS PAYABLE IN-HOUSE – UPDATE

Dear Ms. Contreras:

This letter describes the status of the project of transferring the accounts payable function from the County of Orange to the Placentia Library District (Library).

Work Completed to Date

Date	Description
9/10/15	Marc Davis met with Library Director to discuss high level overview of project and review select documents
9/28/15	Engagement letter approved by Board
11/9/15	Jacque Rogers had a call with Marina Tutty to discuss the accounts payable process, what the Library is responsible for and what the County of Orange (County) is responsible for
2/12/16	Jacque Rogers visited the Library and met with Marina Tutty to walk through the accounts payable process, observe the financial system used by the Library and its capabilities, and discuss County process and where gaps that will need to be addressed prior to transition

Summary of Challenges

The Library uses QuickBooks, an off-the-shelf accounting application, to record its financial activity. QuickBooks has the capability to process the accounts payable and other transactions currently performed by the County. However, some modification and additional set up will be required. Based upon our review of the existing Library accounts payable and financial reporting processes, and the functions performed by the County, the following represent challenges that

Ms. Jeanette Contreras
Library Director
Placentia Library District
March 30, 2016

will need to be addressed to ensure a smooth transition of the accounts payable function from the County to the Library.

- No County revenue and expenditures are currently recorded in QuickBooks. These transactions are currently maintained in an Excel file.
- The chart of accounts used by the County is not compatible with that used by the Library.
- The Library processes some checks in-house and records these payments in QuickBooks.
- The Library maintains its financial records throughout the year on a cash basis, while the County does record some items on an accrual basis.
- Bringing the accounts payable function in house may create segregation of duties problems or other internal control issues.
- Can the additional workload of processing all accounts payable checks be absorbed by the Library's existing personnel, or are additional resources needed

Project Work Plan

Based upon our review of the Library's system and the procedures performed by the County, we recommend the following work plan to implement the transition of the accounts payable function from the County to the Library:

(1) **Revise Library's chart of accounts**

In order to make the two systems compatible and transition into a single system, the Library should develop a new chart of accounts. The old account structure will need to be mapped to a new account structure. QuickBooks has the ability to transfer account detail so no transaction history that occurred during the year will be lost. New revenue and expenditure accounts will need to be created to properly account for the types of transactions currently accounted for by the County.

(2) **Establish cutover date**

The County needs to be contacted to establish a date when the cutover will occur. After the cutover date, all accounts payable transactions will be processed by the Library. A mechanism needs to be established with the County for reporting revenue received by the County on behalf of the Library. A determination needs to be made as to whether those funds can be remitted to the Library and not be held by the County.

(3) **Review internal controls**

Internal controls surrounding the cash receipt, cash disbursement, accounts payable and procurement functions should be reviewed to ensure duties are adequately

Ms. Jeanette Contreras
Library Director
Placentia Library District
March 30, 2016

Agenda Item 26
Attachment A
Page 70

segregated so that no one individual has full control of a transaction from inception to recording on the books.

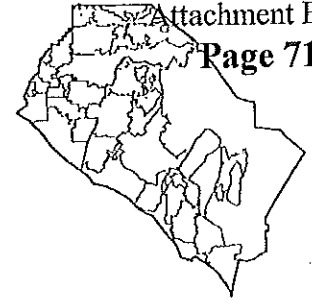
Timeline for Completion

We understand that the goal of the Library is to have the accounts payable function performed in-house no later than June 30, 2016. This date is reasonable from our perspective. However, the timeline to complete this project will be driven by availability of Library staff. Marina Tutty is only available on Mondays and Fridays. She will be critical to this transition process in order to meet with and discuss issues with our staff. To that end, we will try to limit our work to only Mondays and Fridays to the extent practical. We are available to begin this process within the next two weeks.

Should you have any questions or need additional information, please call me at (949) 783-1750, or email me at mdavis@davisfarr.com.

Sincerely,

Marcus D. Davis, CPA
Partner



ERIC H. WOOLERY, CPA
AUDITOR-CONTROLLER

April 11, 2016


TO: Jeanette Contreras, Director
Placentia Library District

SUBJECT: FY 2016-17 Charges for Auditor-Controller Accounting Services

On the attached schedule, are the FY 2016-17 County Wide Cost Allocation Plan (CWCAP) charges to the Placentia Library District for Auditor-Controller accounting services. Total CWCAP costs chargeable are \$29,648. We will process semi-annual invoices in FY 2016-17 to bill the charges.

We have also included information regarding estimated charges for the upcoming upgrades to the CAPS+ Financial / Purchasing and CAPS+ Human Resources / Payroll systems.

If you have any questions, please contact me at 834-3753 or via email at Ila.Patel@ac.ocgov.com.


Ila Patel, Manager
Cost, Revenue & Budget

ky
Attachment

cc: Claire Moynihan, Auditor-Controller Central Accounting Operations
Megan Vu, Auditor-Controller Central Accounting Operations

**Placentia Library District
CAPS+ FS and HR Upgrades
Notification as of 3/31/16**

CAPS+ FS and HR Upgrades:

The target implementation date of CAPS+ Financial / Purchasing Systems (FS) upgrade is November 2016. Departments will be charged intangible amortization costs based on the Countywide Cost Allocation Plan (CWCAP) starting in FY 2018-19. Based on the target date, FY 2018-19 CWCAP charges for the CAPS+ FS upgrade will be for the period of November 2016 - June 2017. We estimate that the total five year cost for the CAPS+ FS upgrade (excluding labor charges) allocable to Placentia Library is approximately \$6,000.

The original CAPS+ FS implementation was fully amortized in FY 2015-16 CWCAP. The original CAPS+ HR System implementation will continue to be amortized until FY 2017-18 CWCAP.

**Auditor -Controller Support Services
Placentia Library (Fund 707)
Estimated 2016-17 A/C Accounting Services**

Service Description	Estimated Annual Cost
Account Payable/Claims Review & Processing	16,790
Check Writing	476
General Ledger/General Accounting	2,323
CAPS Administration and Systems	-
014 CAPS FS	9,560
Intangible Use - FS	-
Intangible Use - FS DW	499
Total Estimated Annual Cost	<u><u>29,648</u></u>

Note:

Estimated annual costs for FY 2016-17 are based on 2016-17 CWCAP (Countywide Cost Allocation Plan) which is based on FY 2014-15 actual costs.

Intangible Use is the amortization of costs of the CAPS+ system upgrade and FS Data Warehouse



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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 2014-2015 Financial Audit from White, Nelson, Diehl, Evans Firm.

DATE: April 18, 2016

BACKGROUND

Ms. Daphnie Munoz from White, Nelson, Diehl, Evans will present the final findings for the Fiscal Year 2014-2015 Audit of Financial Transactions for the Placentia Library District.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2014-2015.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Travel Authorization for the Support Services Manager to attend the California Special District Association (CSDA) General Manager Leadership Summit in North Lake Tahoe, California from June 12-14, 2016.
DATE: April 18, 2016

BACKGROUND

The California Special District Association (CSDA) General Manager Leadership Summit will be held in North Lake Tahoe, California from June 12-14, 2016. The expense will be drawn from the General Fund.

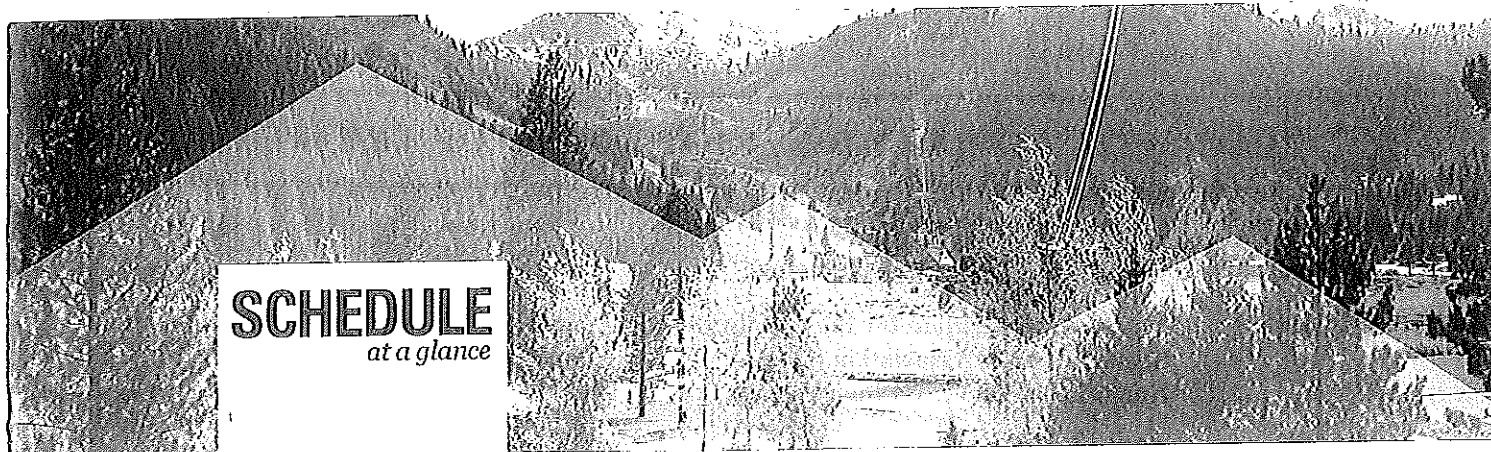
This year's speakers include Tom Morris from the Morris Institute, Dr. Bob Jerome who will address attendees on how to prepare for difficult conversations and stay in productive dialogue even in the most challenging situations. A scholarship is available to cover the registration \$625 fee. The District will submit an application.

Attachment A is the schedule for the Summit.

Fiscal Impact: \$1,300

RECOMMENDATIONS

1. Motion to Authorize the Support Services Manager to attend the California Special District Association (CSDA) General Manager Leadership Summit in North Lake Tahoe, California, June 12-14, 2016.
2. Motion to authorize travel request by a roll call vote.



SUNDAY, JUNE 12, 2016

- 8:00 a.m. - 4:00 p.m. So You Want to Be A General Manager? Workshop (separate registration and payment required)
- 4:00 - 5:30 p.m. One-on-One Career Coaching
- 4:00 - 5:30 p.m. Ask the Legal Experts
- 4:00 - 6:00 p.m. Registration Open
- 5:30 - 7:00 p.m. Welcome Reception

MONDAY, JUNE 13, 2016

- 8:00 - 8:30 a.m. Continental Breakfast with the Exhibitors
- 8:30 - 10:00 a.m. OPENING KEYNOTE: True Success: The Art of Achievement in Times of Change
- 10:00 - 10:45 a.m. Break and Networking with the Exhibitors
- 10:45 a.m. - 12:00 p.m. BREAKOUT SESSIONS: Charting a Successful Path to the Future; Enhancing Your Effectiveness as a Supervisor; A Manager's Guide to Promoting Good Governance
- 12:00 - 1:30 p.m. Exhibitor Luncheon
- 1:30 - 3:00 p.m. BREAKOUT SESSIONS: Coaching for Performance; Projects, Procurements, Pitfalls, and Plaintiffs; Using Communication, Consistency, and Cooperation to Benefit Your District
- 3:00 - 3:30 p.m. Break and Networking with the Exhibitors
- 3:30 - 4:30 p.m. BREAKOUT SESSIONS: Workplace Violence Prevention; Turning Board Member Concepts into District Actions; Leading Sustainability Efforts in Your District and Getting Paid to Do It!
- 5:00 - 6:30 p.m. Food & Wine Experience Reception

TUESDAY, JUNE 14, 2016

- 8:30 - 9:00 a.m. Continental Breakfast with the Exhibitors
- 9:00 - 10:15 a.m. KEYNOTE: Crucial Conversations: Tools for Communicating When Stakes are High
- 10:15 - 10:45 a.m. Break and Networking with the Exhibitors
- 10:45 a.m. - 12:15 p.m. BREAKOUT SESSIONS: How to Create a Millennial-Friendly Special District; Finding Funding; Emerging Trends In Social Media
- 12:15 - 1:45 p.m. Networking Lunch
- 1:45 - 2:45 p.m. BREAKOUT SESSIONS: Medical Marijuana in the Workplace; Effective Engagement with CalPERS; Systems Thinking and the Common Denominators of a Successful Organization
- 2:45 - 3:00 p.m. Break
- 3:00 - 4:00 p.m. Closing Session: State Capitol Insights for District Leaders
- 4:00 p.m. Event Concludes

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: SB 3 – California Minimum Wage Impact
DATE: April 18, 2016

BACKGROUND

In 1913, California adopted its first minimum wage law, which initially focused on women working in canneries. Three years later, the wage went into effect at \$0.16 per hour for an experienced worker and \$0.13 for an inexperienced worker. In 1943, California increased its minimum wage to \$0.45 per hour, \$0.15 above the federal minimum wage at the time.

California last passed a minimum wage increase in 2013. The law, AB 10, set the wage at \$9 on July 1, 2014 and \$10 on January 1, 2016. On April 4, 2016, Governor Brown signed the amended version of SB 3 that will gradually raise the state's minimum wage to \$15.00. SB 3 raises the minimum wage to \$10.50 on January 1, 2017, and increases it by \$1 every year until reaching \$15 in 2022. The same rate schedule applies to small businesses with fewer than 25 workers, but is delayed one year, so the top rate of \$15 will be reached in 2023. After reaching \$15, the minimum wage will be adjusted annually for inflation.

Minimum wage increases are meant to do many things for a community:

- Reduce poverty levels;
- Improve the quality of life by maintaining or increasing workers' purchasing power
- Provide support for local business by injecting more revenue into the local economy;
- Increase worker morale and productivity;
- Reduce the effects of market forces to drive wages lower.

While there are positive impacts, there also exist negative impacts which may include:

- Net job losses
- Net business profit losses
- Net change in tax revenues
- Initial price increases
- Purchasing power

While minimum wage, living wage, and prevailing wage can be used interchangeably, they are defined as:

- Minimum Wage – The lowest allowable rate of pay at which an employee may sell their work and an employer may purchase their work. California increased its minimum wage from \$9 to \$10 on January 1, 2016.

- Living Wage – The lowest wage at which subsistence needs can be met by a full-time employee. According to Department of Urban Studies and Planning at the Massachusetts Institute of Technology (MIT), Orange County’s living wage is \$14.05 for a single adult; \$30.89 for a single parent with two children; \$28.27 for a two-parent family with two children. Please see Attachment A.
- Prevailing Wage – The rate of pay that contractors and vendors must offer their employees when doing business with a government agency. Orange County’s rate for a plumber, for example, is \$89.85 with a \$2.43 increase forecasted for 2017. Please see Attachment B.

Based on the minimum wage, one the expenses for one adult in Orange County is \$25,748 post-tax every year and a family of two adults with two children would cost \$51,790. Please see Attachment C. Additionally, the Orange County Register reported rent in Orange County to increase at least \$149 per month by the end of 2018, up 9.4% from 2015 and the median home price is \$630,000. Home listings under \$750,000 dropped 10%, signaling home ownerships to be more challenging for those earning a minimum wage as they face increase taxes, decrease purchasing power, decrease work hours with possibility of layoffs, and increase cost of consumable goods. AS prices continue to increase, many Orange County citizens working full-time jobs or in low paying jobs may be slipping further into poverty. Please see Attachment D.

Placentia will be not exempt from the regional impacts as government agencies and businesses deal with the compliance of SB 3. The direct impact on Placentia Library District is a cost increase in revenue, payroll wages, more payroll taxes, worker’s compensation insurance, healthcare benefits, and new compliance costs. The District’s salaries & benefits costs is 61% of the operating budget. In order for the District to address the payroll impact, it must consider different wage schedule scenario to increase the minimum wage to \$15 by 2022.

Below are three scenarios for a minimum wage schedule:

Scenario	2016	2017	2018	2019	2020	2021	2022
1	\$10.00	\$11.00	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59
2	\$10.00	\$12.00	\$12.60	\$13.23	\$13.89	\$14.59	\$15.00
3	\$10.00	\$10.51	\$11.04	\$12.04	\$13.04	\$14.04	\$15.04

The typical annual salary for profession in the library profession is \$52,260. Please see Attachment E. Library Director recommends a budget work session in November 2016 to discuss the 2017-2019 budget inclusive of the minimum wage schedule.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
 PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1
 FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

LOCALITY: ORANGE COUNTY
 DETERMINATION: ORA-2016-1

CRAFT (JOURNEY LEVEL)	ISSUE DATE	EXPIRATION DATE	EMPLOYER PAYMENTS										STRAIGHT-TIME			OVERTIME RATE		
			BASIC HOURLY RATE	HEALTH AND WELFARE	PENSION	VACATION/HOLIDAY	TRAINING	OTHER PAYMENTS	HOURS	TOTAL HOURLY RATE	DAILY	SATURDAY	SUNDAY AND HOLIDAY					
AP SEWER AND STORM DRAIN PIPE TRADESMAN	8/22/2015	06/30/2016**	V 17.060	7.110	0.380	-	1.600	AM	0.850	8.0	27.000	34.730	AO	34.730	AO	42.460		
AQ LANDSCAPE/IRRIGATION FITTER	8/22/2015	06/30/2016**	V 27.620	7.110	AK 11.050	AL 2.490	1.940	AM	0.800	AO	51.010	66.070	AO	66.070	AO	79.880		
AQ LANDSCAPE/IRRIGATION TRADESMAN	8/22/2015	06/30/2016**	V 13.360	2.000	AK 0.380	-	0.100	AM	0.750	AO	17.120	23.820	AO	23.820	AO	30.510		
AQ REFRIGERATION SERVICE AND REPAIR (HVACR)	2/22/2016	09/04/2016*	H 42.500	10.520	AR 8.840	M	1.300	AS	0.600	8.0	63.760	85.010	AT	85.010	AT	105.110		
AQ REFRIGERATION SERVICE AND REPAIR TRADESMAN (HVACR)	2/22/2016	09/04/2016*	H 12.900	10.520	1.400	M	0.500	AS	0.480	8.0	25.800	32.250	AT	32.250	AT	38.250		
AU FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND)	2/22/2016	03/31/2016*	35.480	8.770	AV 11.060	-	0.450	0.250	8.0	56.010	73.750	AY	73.750	AY	91.490			
AW FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND)	2/22/2016	08/31/2017*	40.060	8.920	14.300	M	1.350	AX	0.550	8.0	65.180	85.210	AY	85.210	AY	105.240		
# ROOFER	2/22/2016	07/31/2016**	AZ 35.320	7.560	BA 6.390	BB	0.400	BC	0.570	8.0	50.240	AN	66.070	AN	66.070	AN	81.910	
# PITCH WORK	2/22/2016	07/31/2016**	AZ 37.070	7.560	BA 6.390	BB	0.400	BC	0.570	8.0	51.990	AN	68.700	AN	68.700	AN	85.410	
# PREPARER	2/22/2016	07/31/2016**	AZ 36.320	7.560	BA 6.390	BB	0.400	BC	0.570	8.0	51.240	AN	67.570	AN	67.570	AN	83.910	
# SHEET METAL WORKER	8/22/2015	06/30/2016**	AB 41.260	9.870	BD 14.710	-	0.820	0.650	8.0	67.310	BE	87.940	BE	87.940	BE	108.570		
# TERRAZZO FINISHER	8/22/2014	08/31/2015*	H 27.530	7.510	3.270	M	0.490	0.120	AD	8.0	38.920	X	52.690	Y	52.690	Z	66.450	
# TERRAZZO WORKER	8/22/2014	08/31/2015*	H 34.570	8.300	3.270	M	0.570	0.120	AD	8.0	46.830	X	64.110	Y	64.110	Z	81.400	
# TILE FINISHER	8/22/2015	05/31/2016**	V 23.780	8.430	1.800	-	0.750	0.280	W	8.0	35.040	X	46.930	Y	46.930	Z	58.820	
# TILE LAYER	8/22/2015	05/31/2016**	V 35.140	9.250	5.680	-	0.910	0.370	W	8.0	51.350	X	68.920	Y	68.920	Z	86.490	

FOOTNOTES

Typical Expenses

These figures show the individual expenses that went into the living wage estimate. Their values vary by family size, composition, and the Orange County, California location.

Annual Expenses	1 Adult 1 Adult	1 Adult 1 Child	1 Adult 2 Children	1 Adult 3 Children	2 Adults (One Working) 1 Child	2 Adults (One Working) 2 Children	2 Adults (One Working) 3 Children	2 Adults 1 Child	2 Adults 2 Children	2 Adults 3 Children
Food	\$3,607	\$5,319	\$8,002	\$10,607	\$8,234	\$10,627	\$12,932	\$8,234	\$10,627	\$12,932
Child Care	\$0	\$7,312	\$9,869	\$12,426	\$0	\$0	\$0	\$7,312	\$9,869	\$12,426
Medical	\$2,099	\$6,363	\$6,151	\$6,215	\$6,151	\$6,215	\$6,182	\$6,151	\$6,215	\$6,182
Housing	\$13,704	\$19,728	\$19,728	\$27,600	\$19,728	\$19,728	\$27,600	\$19,728	\$19,728	\$27,600
Transportation	\$4,054	\$7,382	\$8,509	\$9,970	\$8,509	\$9,970	\$9,525	\$8,509	\$9,970	\$9,525
Other	\$2,284	\$3,971	\$4,344	\$5,250	\$4,344	\$5,250	\$4,905	\$4,344	\$5,250	\$4,905
Required annual income after taxes	\$25,748	\$50,075	\$56,603	\$72,069	\$46,965	\$51,790	\$61,145	\$54,278	\$61,659	\$73,571
Annual taxes	\$3,481	\$6,770	\$7,653	\$9,744	\$6,350	\$7,002	\$8,267	\$7,338	\$8,336	\$9,947
Required annual income before taxes	\$29,229	\$56,846	\$64,256	\$81,813	\$53,315	\$58,792	\$69,412	\$61,616	\$69,996	\$83,518



CALIFORNIA ASSOCIATION OF REALTORS® Research & Economics County Market Update

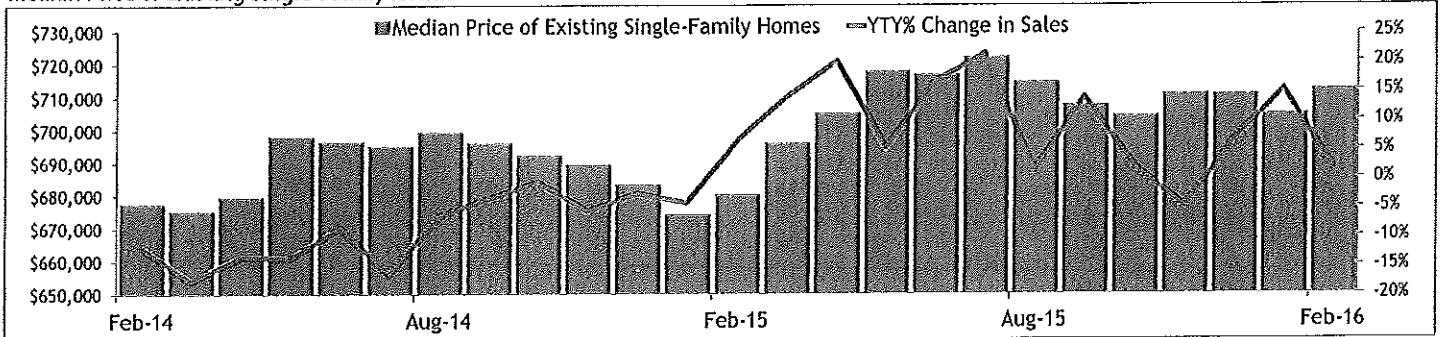
Orange County

TRENDS AT A GLANCE FOR February-16

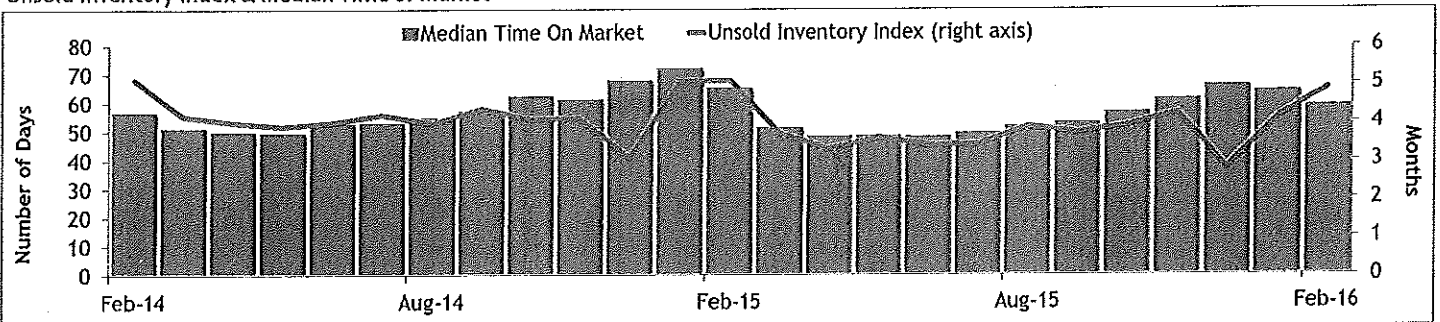
Sales Activity		Orange	California	Supply Indicators		Orange	California
YTD % Change in Sales		8.0%	7.6%	Unsold Inventory Index		4.9	4.6
YTY% Change in Sales		1.5%	6.4%	Median Time of Market		59.0	41.6
Price Activity		Orange	California	New Housing Permits		Orange	California
Median Home Price		\$712,560	\$446,460	Single Family		240	3,337
YTY% Change in Price		4.7%	3.8%	Multi-Family		705	4,485

Median Price of Existing Single-Family Homes

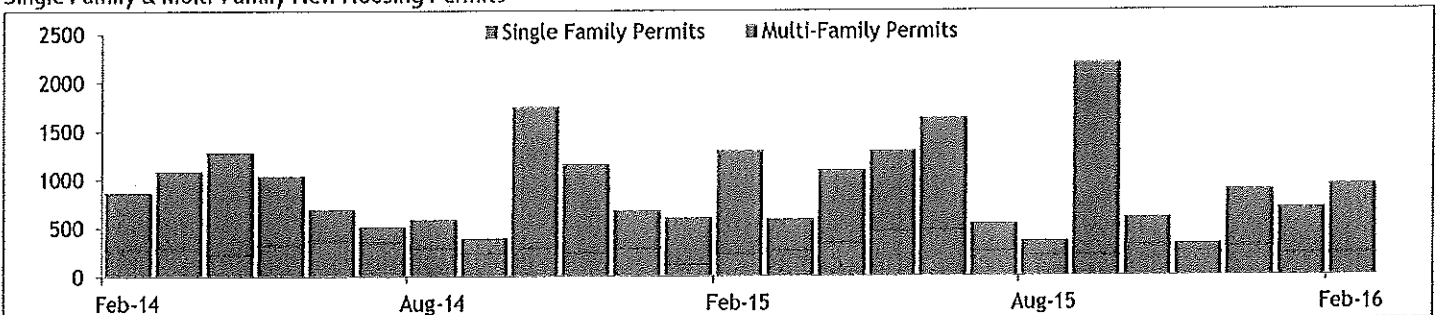
YTY% Change in Sales



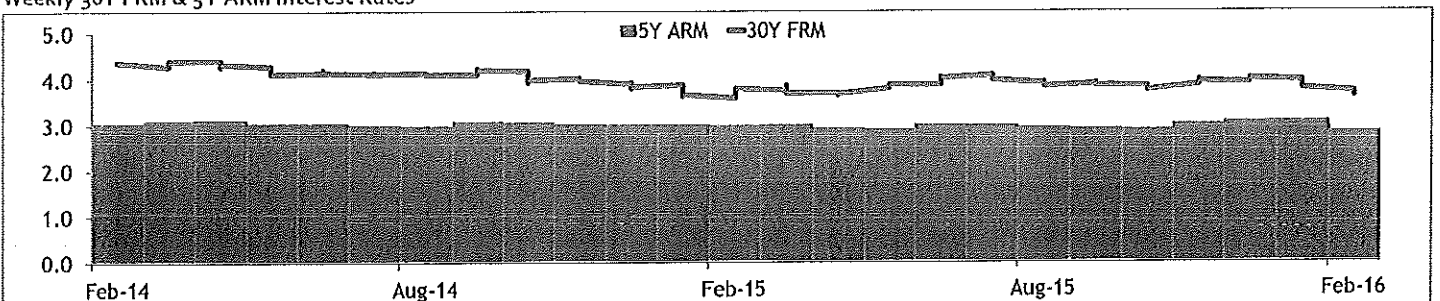
Unsold Inventory Index & Median Time of Market



Single Family & Multi-Family New Housing Permits



Weekly 30Y FRM & 5Y ARM Interest Rates



Source: Construction Industry Research Board, Freddie Mac, and the California Association of REALTORS®

Typical Annual Salaries

These are the typical annual salaries for various professions in Orange County, California.

Occupational Area	Typical Annual Salary
Management	\$109,720
Business & Financial Operations	\$71,490
Computer & Mathematical	\$94,910
Architecture & Engineering	\$91,910
Life, Physical, & Social Science	\$73,210
Community & Social Service	\$46,590
Legal	\$98,580
Education, Training, & Library	\$52,260
Arts, Design, Entertainment, Sports, & Media	\$55,310

Occupational Area**Typical Annual Salary**

Healthcare Practitioners & Technical

\$82,430

Healthcare Support

\$31,170

Protective Service

\$41,680

Food Preparation & Serving Related

\$20,050

Building & Grounds Cleaning & Maintenance

\$25,240

Personal Care & Service

\$22,510

Sales & Related

\$28,250

Office & Administrative Support

\$36,420

Farming, Fishing, & Forestry

\$18,990

Construction & Extraction

\$50,520

Installation, Maintenance, & Repair

\$46,360

Production

\$29,810

Occupational Area

Transportation & Material Moving

Typical Annual Salary

\$29,380



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Determine Date for May 2016 Board Meeting**

DATE: April 18, 2016

BACKGROUND

The May 16, 2016 Board Meeting date conflicts with the California Special District Association (CSDA) Legislative Date which will be attended by Board President Carline and Library Director Contreras. Library staff suggest the following dates:

- Monday, May 23rd
- Tuesday, May 24th

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



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