Placentia Library District

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

January 25, 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 December 21, 2015 Library Board of Trustees 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. FY2014-2015Cash Flow Analysis through August 2015; the Schedule of Anticipated Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

14. Financial Reports for December 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

15. Balance Sheet for December 2015. (Receive & File)

16. Acquisitions Report for December 2015. (Receive & File)

17. Entrepreneurial Activities Report for December 2015. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

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

19. Circulation Report for December 2015. (Receive & File)

20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Administration Report for December 2015.

22. Children's Services Report for December 2015.

23. Adult Services Report for December 2015.

24. Placentia Library Web Site & Technology Report for December 2015.

NEW BUSINESS

25. Mr. Marc Davis from DavisFarr will present recommendations on Placentia Library District Policy 3025 – Reserves.

26. Authorize amendments to Placentia Library District Policy 6030 – Circulation Policy as presented, inclusive of input received from the Library Board of Trustees.

27. Authorize amendments to Placentia Library District Policy 3080 – Purchasing as presented, inclusive of input received from the Library Board of Trustees.

28. Authorize all invoices from the Special District Risk Management Authority (SDRMA) to be processed in-house.

29. Review and discuss compensation recommendations for consideration based on the November 2015 compensation survey conducted by Michael D. Harary, Human Resources Consultant.

ADJOURNMENT

30. Agenda Preparation for the February Unusual Date Meeting which will be held on Wednesday, February 10, 2016 unless re-scheduled by the Library Board of Trustees.

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

32. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the January 25, 2016 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 21, 2016.

Diane Warner, Administrative Assistant

Placentia Library District

Page intentionally left blank

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
December 21, 2015

CALL TO ORDER

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 21, 2015 at 6:31pm.

1/26/16 - Trustee Minter requested the minutes be revised, and submitted again in February. -DW.

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

Members Absent: None

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

Guests: Marina Tutty, Financial Consultant for Placentia Library District

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler was a speaker at the Placentia Rotary Club on December 2nd, sharing about recent safari adventures in Africa. President Shkoler also enjoyed the H.I.S. House fundraising event held at the library on December 11th and attended the annual staff holiday luncheon held on December 17th. (Item 5)

Secretary Martin was also a presenter at the Placentia Rotary Club on December 2nd, attended the H.I.S. House event and enjoyed participating at the Tamale Festival in Old Town Placentia on December 9th. Secretary Martin shared that the H.I.S. House fundraiser was their most successful in recent years. (Item 6)

Trustee Carline also enjoyed the H.I.S. House fundraiser at the library and attended the annual Tamale Festival in Old Town Placentia. (Item 6)

Trustee Minter spent the past weeks assisting her husband with annual holiday "Santa Claus" activities and events held throughout the community, ~~including sending over 2,000 Christmas cards and letters.~~ (Item 6)

Trustee DeVecchio enjoyed several community holiday programs, including the Library's annual Children's Christmas Program on December 12th, Barber Shop Quartet, and mingled with library staff and the volunteer tutors at their holiday luncheons. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras enjoyed the H.I.S. House fundraiser on December 11th, then was on vacation from December 14—22. Library Director Contreras thanked staff for promoting library services and programs at Placentia's annual Tamale Festival. (Item 7)

FRIENDS FOUNDATION REPORT

Along with other members of the Friends Board, Ginny Sanatar enjoyed mingling with library staff at the annual holiday luncheon. Tickets for the 2016 Authors Luncheon are now on sale, and can be purchased in the book store. Payments can also be made at the Information Desk or in Library Admin office if bookstore is closed. (Item 8)

CONSENT CALENDAR

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

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

MINUTES for the NOVEMBER 16th BOARD OF TRUSTEES MEETING

Minutes for the November 16, 2015 Board of Trustees Meeting were received, approved and filed. (Item 9)

CLAIMS

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

Claims Forwarded by the Library Director and Trustees – three vendor claim batches and one PARS batch were approved and forwarded to Orange County for payment during December. (Item 11)

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

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

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

TREASURER'S REPORTS

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

Financial Reports through October 2015 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 October 2015 - received and filed. (Item 15)
Acquisitions Report for October 2015 – received and filed. (Item 16)
Entrepreneurial Activities Report for October 2015 – received, filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for October 2015 – received and filed. (Item 18)
Circulation Report for October 2015 – received and filed. (Item 19)
Review of Shared Maintenance Costs with the City of Placentia for September-October 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for October 2015 (Item 21)
Children's Services Report for October 2015 (Item 22)
Adult Services Report for October 2015 (Item 23)
Placentia Library Website Technology Report - October 2015 (Item 24)

NEW BUSINESS

SELECTION OF DATES AND TIMES FOR THE 2016 LIBRARY BOARD MEETINGS

Library Director Contreras presented the schedule of proposed Dates for 2016 Library Board of Trustees Meetings. After discussion, 2016 dates were approved with the exception of January and February. Due to scheduling conflicts, January's board meeting will be held on the 25th and February's board meeting will be held on the 10th. Resolution 16-05 was read and adopted to establish board meeting dates for calendar year 2016. (Item 25)
A roll call vote was taken to confirm dates:

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

ELECTION OF BOARD OFFICERS

Library Director stated the positons of Board President and Board Secretary need to be elected for calendar year 2016. Incumbents are Al Shkoler as President, and Jo-Anne Martin as Secretary. After discussion, Gayle Carline was nominated as the 2016 Board President and Jo-Anne Martin was nominated as 2016 Board Secretary. (Item 26) A roll call vote was taken to elect and confirmed the 2016 nominees:

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES

President Shkoler stated that new board representatives are required in 2016 for several commissions of which Placentia Library is a member. After discussion, the following trustees will represent Placentia Library District on these commissions. (item 27)

LAFCO: President Shkoler, with Secretary Martin as alternate
PLFF: Trustee Carline, with Secretary Martin as alternate
ISDOC: Trustee Minter
Personnel Committee: Trustee Carline and President Shkoler
Orange County Council of Governments: Trustee DeVecchio

AUTHORIZATION TO CONTINUE PROVIDING FULL HEALTH BENEFITS TO BEATRICE QUINTANAR

Library Director Contreras presented Ms. Beatrice Quintanar's request to continue to receive benefits as a full-time employee while working part-time from December 7, 2015 through January 1, 2016. Director Contreras shared with Trustees that Ms. Quintanar, a full-time library employee since 1998, was recently out on medical leave for over 12 weeks. During her absence, Ms. Quintanar exhausted all vacation and sick time accruals, as well as her Family Medical Leave Act rights which ended on December 7, 2015 and was also off on unpaid leave. Additionally, Ms. Quintanar received 160 hours of donated Catastrophic Leave. Ms. Quintanar's doctor permitted her to return to work part-time from December 7 through January 1, 2016. As per the District policy and the District's health policy

with SDRMA, Ms. Quintanar is no longer eligible to receive all applicable benefit provided to full-time employees while working part-time, including medical and dental benefits, accruals, and holiday pay from December 7 through January 1, 2016. The fiscal impact to Library is $3,818. After a thorough board discussion, Trustee Minter moved the request be approved to provide full-time benefits through January 1, 2016 with a second by Trustee Carline. Should Ms. Quintanar not be able to return to full-time employment status as planned on January 2, 2016, an extension of this request will be considered by the Library Board of Trustees at the January board meeting, with no assurance that it will be approved. (Item 28) A roll call vote was taken to approve request:

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

AUTHORIZATION FOR CONTRACT WITH SAM McBANE MULFORD TO FACILITATE CENTENNIAL FACILITY PLAN MEETINGS

Library Director Contreras updated the Trustees as to additional options to continue plans for the Library's Centennial Renovation project. Director Contreras recommended Sam McBane Mulford, an experienced library consultant, be hired to facilitate a Centennial Facility Plan steering committee and conduct three (3) meetings in early 2016, as well as pursue grant opportunities and other funding for the library's desired 2019 renovation. The fiscal impact to the Library is $7,500. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to approve the agreement with Sam McBane Mulford. (Item 29) A roll call vote was taken for approval:

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

AUTHORIZATION FOR CSDA TRAINING WEBINAR "WHO DOES WHAT? BEST PRACTICES IN BOARD/ STAFF RELATIONS"

Library Director Contreras presented an opportunity for Trustees to participate in a CSDA webinar titled "Who Does What? Best Practices in Board/Staff Relations" and scheduled for January 20, 2016. The fiscal impact to the Library is $49 per attendee. Trustee Minter and Trustee DeVecchio agreed to participate in the webinar. (Item 30) A roll call vote was taken to authorize Trustee Minter and Trustee DeVecchio to attend the "Who Does What? Best Practices in Board/Staff Relations" webinar:

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

ADJOURNMENT

The Regular Date December 21, 2015 Board of Trustees meeting was adjourned at 7:20pm.

The next Board of Trustees meeting will be held on the unusual date of January 25, 2016 at 6:30pm.

Al Shkoler, President
Library Board of Trustees

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: **Summary of Non-standard Claims for DECEMBER 2015**

DATE: January 25, 2016

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

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: **Summary of DECEMBER-JANUARY Claims Forwarded by the Library Director and Trustees**

DATE: January 25, 2016

707 TYPE	DATE	CLAIM #	AMOUNT
OverDrive Inc.	12-22-15	5946	$ 7,546.49
Misc Book Vendors	12-22-15	5947	$ 3,310.19
Baker & Taylor	12-22-15	5948	$ 994.65
Midwest Tape	12-22-15	5949	$ 1,689.52
Misc Vendors	12-18-15	5950	$ 5,384.29
PARS	12-22-15	5951	$ 1,651.57
PARS	12-30-15	5952	$ 1,654.92
Misc Book Vendors	01-08-16	5955	$ 5,889.71
		TOTAL	**$ 28,121.34**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/11/15
REPORT NO: 5946
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2776 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	09/02/2015 1148-185457103	2400	0760		$208.75		
	09/02/2015 1148-185550877	2400	0760		$800.62		
	09/02/2015 1148-185639750	2400	0760		$1,607.39		
	09/02/2015 1148-185818727	2400	0760		$1,485.84		
	09/02/2015 1148-185929623	2400	0760		$818.42		
	09/08/2015 1148-000131900	2400	0760		$95.00		
	09/09/2015 1148-000116460	2400	0760		$85.00		
	09/15/2015 1148-000147567	2400	0760		$257.96		
	09/15/2015 1148-201043370	2400	0760		$235.81		
	09/15/2015 1148-201335153	2400	0760		$129.89		
	09/15/2015 1148-201558103	2400	0760		$9.99		
	09/15/2015 1148-203143293	2400	0760		$115.90		
	09/26/2015 1148-053714850	2400	0760		$170.00		
	09/28/2015 1148-000121087	2400	0760		$84.00		
	09/29/2015 1148-000143340	2400	0760		$113.99		
	10/06/2015 1148-000207910	2400	0760		$256.99		
	10/13/2015 1148-000133173	2400	0760		$190.00		
	10/14/2015 1148-000109053	2400	0760		$85.00		
	10/20/2015 1148-000144560	2400	0760		$294.99		
	10/21/2015 1148-000118990	2400	0760		$84.00		
	11/03/2015 1148-000148403	2400	0760		$313.97		
	11/10/2015 1148-000147733	2400	0760		$102.98		
				TOTAL REMITTANCE:	$7,546.49		

The claims listed above totaling $7,546.49 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 Carlisle
Print Name: Gayle Carlisle

Countersigned by: JW Martin
Print Name: JWMartin

Attested and/or countersigned by: Trinh Contreras
Print Name: Trinh Contreras

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/17/15
REPORT NO: 5947
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	11/17/2015 1148-000141703	2400	0760		$278.99		
	11/23/2015 1148-000111047	2400	0760		$87.00		
	11/26/2015 1148-053721370	2400	0760		$255.00		
	11/30/2015 1148-000104970	2400	0760		$2.99		
	12/01/2015 1148-000125593	2400	0760		$197.99		
	CK # 1009494180 - 12/24/2015						
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	11/18/2015 93427963	2400	0760		$46.09		
	11/18/2015 93427964	2400	0760		$45.09		
	11/20/2015 93437615	2400	0760		$61.09		
	11/20/2015 93440395	2400	0760		$25.44		
	11/23/2015 93445855	2400	0760		$41.09		
	12/02/2015 93468305	2400	0760		$46.09		
	12/04/15 93472153	2400	0760		$133.60		
	12/04/15 93472155	2400	0760		$188.48		
	12/10/15 93496823	2400	0760		$22.44		
	12/10/15 93494733	2400	0760		$113.92		
	12/10/15 93497085	2400	0760		$69.28		
	CK # 1009494431 - 12/24/2015						
VC-0679-1 Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	9/25/15 1173	2400	0760		$1,500.00		
	12/14/15 75258093	2400	0760		$7.51		
	CK # 1009494978 - 12/24/2015						
VC-4960-2 Ingram Library Services PO Box 502779 St. Louis, MO 63150-2779	11/22/2015 90326154	2400	0760		$91.08		
	12/03/2015 90548936	2400	0760		$97.02		
	CK # 201512400724115 - 12/24/2015						
				TOTAL REMITTANCE:	$3,310.19		

The claims listed above totaling **$3,310.19** 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 Carlini
Approved by

JW Martin
Countersigned by

Trinh Contreras
Attested and/or countersigned by

Gayle Carlini
Print Name

JW Martin
Print Name

Trinh Contreras
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/15/15
REPORT NO: 5948
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	11/19/15	4011408234	2400	0760		$44.75		
	11/20/15	4011408147	2400	0760		$87.60		
	11/20/15	4011408148	2400	0760		$41.32		
	11/20/15	4011408149	2400	0760		$47.70		
	11/20/15	4011408151	2400	0760		$146.76		
	11/20/15	4011408152	2400	0760		$58.42		
	11/20/15	4011408153	2400	0760		$67.57		
	11/20/15	4011408157	2400	0760		$74.93		
	11/20/15	4011408158	2400	0760		$24.60		
	11/20/15	4011408159	2400	0760		$20.47		
	11/20/15	4011408160	2400	0760		$14.68		
	11/20/15	4011408161	2400	0760		$21.09		
	11/20/15	4011408162	2400	0760		$40.95		
	11/24/15	4011425153	2400	0760		$24.98		
	11/28/15	4011418016	2400	0760		$21.74		
	11/28/15	4011418017	2400	0760		$66.81		
	11/19/15	DM 0000059781	2400	0760		$10.80		
	12/04/15	4011424088	2400	0760		$76.27		
	12/08/15	4011432779	2400	0760		$37.39		
	12/08/15	4011439107	2400	0760		$20.90		
	12/11/15	4011443701	2400	0760		$53.52		
	12/14/15	CM 2755429	2400	0760		(8.60)		
	CK# 100949294 - 12/24/2015							
					TOTAL REMITTANCE:	$994.65		

The claims listed above totaling $994.65 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: Gayle Carline

Countersigned by: J W Martin
Print Name: J W Martin

Attested and/or countersigned by: Trinh Contreras
Print Name: Trinh Contreras

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/18/15
REPORT NO: 5949
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993	6-26-15	2400	0760		$96.05		
Midwest Tape	92978079						
PO Box 820	7-03-15	2400	0760		$116.43		
Holland OH 43628	92998074						
	7-10-15	2400	0760		$76.10		
	93018485						
	7-17-15	2400	0760		$82.60		
	93037512						
** These are HOOPLA Invoices, which	7-24-15	2400	0760		$101.50		
is a division of Midwest Tape **	93058018						
Week Ending date = Invoice date	7-31-15	2400	0760		$61.19		
	93088349						
	8-07-15	2400	0760		$76.63		
	93101327						
	8-14-15	2400	0760		$36.79		
	93122515						
	8-21-15	2400	0760		$49.69		
	93143815						
	8-28-15	2400	0760		$39.29		
	93164753						
	9-04-15	2400	0760		$104.93		
	93189475						
	9-11-15	2400	0760		$74.05		
	93208532						
	9-18-15	2400	0760		$30.85		
	93230904						
	9-25-15	2400	0760		$95.48		
	93254018						
	10-02-15	2400	0760		$45.25		
	93277519						
	10-09-15	2400	0760		$73.62		
	93300898						
	10-16-15	2400	0760		$37.32		
	93323759						
	10-23-15	2400	0760		$92.44		
	93347427						
	10-30-15	2400	0760		$45.27		
	93370132						
	11-30-15	2400	0760		$277.02		
	93462477						
Midwest Tape	12-16-15	2400	0760		$25.44		
	93513081						
	12-16-15	2400	0760		$51.58		
	93513082						
	CK # 100949481 - 12/21/2015						
				TOTAL REMITTANCE:	$1,689.52		

The claims listed above totaling $1,689.52 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: Gayle Carline

Countersigned by: [illegible]
Print Name: [illegible]

Attested and/or countersigned by: [illegible]
Print Name: Trinh Contreras

Rev. 6/1/2015

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 12/18/15
REPORT NO: 5950
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-1426 Legacy Integrative Solutions 8734 Ciela Street, Unit D Downey, CA 90241	12-10-15 13140	1300			$536.00		
	CK # 100949479 - 12/24/2015						
VC-12176 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	12-05-15 8448-40-025-0276198	0700	0706		$290.64		
	CK # 100949292 - 12/24/2015						
VC-5616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	11-30-15 640483460	1000			$331.30		
	12-07-15 640486875	1000			$267.75		
	12-14-15 640490248	1000			$369.65		
	CK # 100949483 - 12/24/2015						
VC-4888 Calfa Group 32 W 25th Ave Ste 201 Sant Mateo CA 94403	12-2-15 8168	2400	0760		$1,172.00		
	CK # 100949482 - 12/24/2015						
VC-12176 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	12-05-15 8448-40-025-0124877	0700	0706		$290.64		
	CK # 100949293 - 12/24/2015						
VC-6003 Golden State Water Company c/o Placentia Library Dist. - Cust #29934100008 411 E. Chapman Ave. Placentia, CA 92870	11-23-15 29934100008	2803			$797.81		
	CK # 100949483 - 12/24/2015						
VC-11398 MXTOOLBOX, INC. PO Box 976231 Dallas, TX 75397-6231	11-12-15 206024	1300			$337.50		
	CK # 100949486 - 12/24/2015						
VC-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60696-3689	12-05-15 3286233946	1800	0728		$64.79		
	12-05-15 3285399861	1800	0728		$61.60		
	11-28-15 3285399865	1800	0728		$728.48		
	12-05-15 3286233948	1800	0728		$23.93		
	12-05-15 3286233950	1800	0728		$14.35		
	12-05-15 3286233951	1800	0728		$97.85		
		CK # 100949485 - 12/24/2015					
				TOTAL REMITTANCE:	$5,384.29		

The claims listed above totaling $5,384.29 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by: Gayle Carline
Print Name: Gayle Carline

Countersigned by: JW Martin
Print Name: JW Martin

Attested and/or countersigned by: Trinh Contreras
Print Name: Trinh Contreras

Rev. 6/1/2015

LOCALLY GOVERNED DISTRICT

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 12/21/15
REPORT NO: 5951
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 511849 Los Angeles, CA 90051-8204	12-16-15 CK # 100949074 - 12/23/2015	200			$1,651.57		
				TOTAL REMITTANCE:	$1,651.57		

The claims listed above totaling $1,651.57 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.

Approved by: Gayle Carline
Print Name

Countersigned by: JW Martin
Print Name

Attested and/or countersigned by: Trinh Contreras
Print Name

(7/2015)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 12/31/15
REPORT NO: 5952
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	12-30-15	200			$1,654.92		
				TOTAL REMITTANCE:	$1,654.92		

The claims listed above totaling $1,654.92 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: Trish J. Controras
Print Name

Countersigned by: Gayle Carline
Print Name

Attested and/or countersigned by: JO-ANNE MARTIN
Print Name

(7/2015)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/08/16
REPORT NO: 5955
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	12-18-15	93522878	2400	0760		49.68		
	12-18-15	93525270	2400	0760		25.29		
	12-15-15	93510591	2400	0760		26.09		
	12-15-15	93510592	2400	0760		94.18		
	12-21-15	93530983	2400	0760		27.44		
	12-28-15	93536649	2400	0760		44.64		
	12-28-15	93542601	2400	0760		53.68		
VC-2776 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	12-16-15	1148-164428590	2400	0760		601.54		
	12-16-15	1148-164908853	2400	0760		717.61		
	12-16-15	1148-174735230	2400	0760		2,207.73		
	12-16-15	1148-175823203	2400	0760		1,873.83		
	12-19-15	1148-000115300	2400	0760		168.00		
					TOTAL REMITTANCE:	5,889.71		

The claims listed above totaling $5,889.71 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.

Approved by
Al Sh kolw
(7/2009)

Countersigned by
Richard DeVecchis

Attested and/or countersigned by
Trish Contreras

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: **Current Claims and Payroll**

DATE: January 25, 2016

Current Claims

TYPE	DATE	CLAIM #	AMOUNT
Baker & Taylor	01-08-16	5953	$ 1,180.32
Baker & Taylor	01-08-16	5954	$ 1,003.95
Misc Vendors	01-11-16	5956	$ 14,297.49
PARS	1-15-16	5957	$ 1,577.65
Subtotal for Claims			***$ 18,059.41***

Payroll

On Demand Wire	01-11-16	150	$ 40,000.00
On Demand Wire	01-11-16	151	$ 40,000.00
On Demand Wire	01-11-16	152	$ 40,000.00
Subtotal for Payroll			***$ 120,000.00***

TOTAL CURRENT CLAIMS & PAYROLL **$ 138,059.41**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/08/16
REPORT NO: 5953
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-16040 BTAC Acquisition Corp. (formerly Baker & Taylor Books) PO Box 277930 Atlanta, GA 30384-7930	12/09/15	4011424016	2400	0760		$25.81		
	12/09/15	4011424017	2400	0760		$87.56		
	12/09/15	4011424018	2400	0760		$41.32		
	12/09/15	4011424019	2400	0760		$23.65		
	12/09/15	4011424020	2400	0760		$25.81		
	12/09/15	4011424021	2400	0760		$59.55		
	12/09/15	4011424022	2400	0760		$235.15		
	12/09/15	4011424023	2400	0760		$25.81		
	12/09/15	4011424024	2400	0760		$19.81		
	12/09/15	4011424026	2400	0760		$80.68		
	12/09/15	4011424027	2400	0760		$21.74		
	12/09/15	4011424028	2400	0760		$61.40		
	12/09/15	4011424029	2400	0760		$21.89		
	12/09/15	4011424030	2400	0760		$40.32		
	12/09/15	4011424031	2400	0760		$23.18		
	12/10/15	4011432543	2400	0760		$10.37		
	12/10/15	4011432544	2400	0760		$21.11		
	12/10/15	4011432545	2400	0760		$36.67		
	12/10/15	4011432546	2400	0760		$231.69		
	12/10/15	4011432547	2400	0760		$31.99		
	12/10/15	4011432548	2400	0760		$31.77		
	12/15/15	4011438974	2400	0760		$23.04		
					TOTAL REMITTANCE:	$1,180.32		

The claims listed above totaling **$1,180.32** 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: Trinh J Contreras
Print Name

Countersigned by: Gayle Carline
Print Name

Attested and/or countersigned by: JW Mirth
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/08/16
REPORT NO: 5954

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

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-16040 BTAC Acquisition Corp. (formerly Baker & Taylor Books) PO Box 277930 Atlanta, GA 30384-7930	12/16/15	4011443704	2400	0760		$16.00		
	12/16/15	4011443705	2400	0760		$22.54		
	12/16/15	4011443707	2400	0760		$57.58		
	12/16/15	4011443708	2400	0760		$62.05		
	12/16/15	4011443709	2400	0760		$21.12		
	12/16/15	4011443710	2400	0760		$16.69		
	12/16/15	4011443711	2400	0760		$56.66		
	12/17/15	4011443785	2400	0760		$41.32		
	12/17/15	4011443786	2400	0760		$17.32		
	12/17/15	4011443787	2400	0760		$29.09		
	12/18/15	4011453066	2400	0760		$401.25		
	12/22/15	4011448760	2400	0760		$42.19		
	12/22/15	4011448761	2400	0760		$83.61		
	12/22/15	4011448762	2400	0760		$35.44		
	12/28/15	4011451207	2400	0760		$20.48		
	12/28/15	4011451208	2400	0760		$16.66		
	12/22/15	4011456852	2400	0760		$63.95		
					TOTAL REMITTANCE:	$1,003.95		

The claims listed above totaling **$1,003.95** 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
Trinh J Contreras	Gayle Carline	JW Martin
Print Name	Print Name	Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/11/16
REPORT NO: 5956
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	12-17-15 62749	2801 1400	 0715		$4,246.91 $1,594.99 $5,841.90		
VC-6002-1 The Gas Company PO Box C Monterey Park, CA 91756	12-21-15 053-911-8800-9	2802			$1,552.71		
VC-13366 Click Consulting, Inc. P.O. Box 61898 Irvine, CA 92602	12-01-15	1900	0739		$4,000.00		
VC-16098 Republic Services #876 (was Placentia Disposal #876) PO Box 78829 Phoenix, AZ 85062-8829	12-21-15 676-002409461	1001			$52.24		
VC-6003 Golden State Water Company c/o Placentia Library Dist. 411 E. Chapman Ave. Placentia, CA 92870	12-21-15 Cust #29934100003	2805			$712.15		
VC-5616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	12-21-15 640493668 12-28-15 640497024 1-04-16 640500460	1000 1000 1000			$174.95 $331.30 $174.95		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	12-24-15	1803			$669.70		
VC-13363 Brea Electric Company 624 East Imperial Hwy. Suite B Brea, CA 92821	12-28-15	1400			$145.00		
VC-12175 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	01-02-16 8448-40-025-0124877	0700	0702		$290.64		
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit I. Placentia, CA 92870	12-30-15	1800	0726		$351.95		
				TOTAL REMITTANCE:	$14,297.49		

The claims listed above totaling $14,297.49 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

Rev. 6/1/2015

LOCALLY GOVERNED DISTRICT

CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 01/15/16
REPORT NO: 5957
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
VG-12483 **Phase II Systems (PARS)** c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	01-13-16	200			$1,577.65		
				TOTAL REMITTANCE:	$1,577.65		

The claims listed above totaling $1,577.65 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
Trish J. Contreras
Print Name

Countersigned by
Gayle Carlisle
Print Name

Attested and/or countersigned by
J W Martin
Print Name

(7/2015)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/16
REPORT NO: 150
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	*02-24-16 Payroll #46 FY15/16	0100			$ 40,000.00		
				TOTAL REMITTANCE:	$ 40,000.00		

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

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2003)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/16
REPORT NO: 151
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	*03-09-16 Payroll #47 FY15/16	0100			$ 40,000.00		
				TOTAL REMITTANCE:	$ 40,000.00		

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

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/16
REPORT NO: 152
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	*03-23-16 Payroll #48 FY15/16	0100			$ 40,000.00		
				TOTAL REMITTANCE:	$ 40,000.00		

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

Approved by

Countersigned by

Attested and/or countersigned by

Page Total:

(7/2009)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: 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: January 25, 2016

Fiscal Year 2015-2016	
07/31/14	2,039,958.86
8/31/2014	1,964,131.43
9/30/2014	1,814,121.60
10/31/14	1,621,301.45
11/30/2014	1,684,004.08
12/31/2014	2,433,359.90
01/31/15	
2/28/2015	
3/31/2015	
04/30/15	
5/31/2015	
6/30/2015	
General Reserves	414,789.10
Impact Fees	543,144.54

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

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: January 25, 2016

Summary of Cash and Investments as of December 31, 2015

Cash with Orange County Treasurer Fund 707	1,894,553.32
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	492,572.50
General Fund Checking – Bank of the West	44,658.54
General Fund Savings – Bank of the West	767,542.58
Payroll Checking – Wells Fargo Bank	33,011.11
Total Cash and Investments	**3,647,127.15**

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

Jeanette Contreras
Library Director

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

December 31, 2015

~~30~~% of year completed
50

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	263,771	0.21	$963,676
0200	Retirement	46,549	18,961	0.41	$27,588
0301	Unemployment Insurance	0	0	0.00	$0
0306	Health Insurance	210,543	83,884	0.40	$126,659
0306-0770	Employee Assistance Program	715	220	0.31	$495
0308	Dental Insurance	12,833	7,181	0.56	$5,652
0309	Life Insurance	7,320	3,870	0.53	$3,450
0310	AD & D Insurance	4,627	2,685	0.58	$1,942
0319	Vision Insurance	2,526	1,377	0.55	$1,149
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-$4,936
	TOTAL	$1,524,560	$398,885	0.26	$1,125,675
SERVICES & SUPPLIES					
0700	Communications	23,000	6,513	0.28	$16,487
0900	Food	2,000	89	0.04	$1,911
1000	Household Expenses	20,000	9,731	0.49	$10,269
1100	Library Insurance	15,000	11,813	0.79	$3,187
1300	Maintenance, Equipment	32,000	19,007	0.59	$12,993
1400	Maintenance, Buildings & Improvements	106,700	35,586	0.33	$71,114
1600	Memberships	9,000	7,296	0.81	$1,704
1700	Miscellaneous Expense	3,346	626	0.19	$2,720
1800	Office Expenses	48,000	24,942	0.52	$23,058
1803	Postage	14,000	5,712	0.41	$8,288
1900	Prof./Specialized Services	206,100	72,896	0.35	$133,204
1912	Investment Administrative Fees	1,700	1,126	0.66	$574
2000	Publication and Legal Notices	500	0	0.00	$500
2100	Rents and Leases - Equipment	1,100	366	0.33	$734
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	$0
2400	Books/Library Materials	294,174	58,960	0.20	$235,214
2600	Transportation & Travel	4,500	1,598	0.36	$2,902
2700	Meetings	19,500	16,942	0.87	$2,558
2800	Utilities	87,500	48,278	0.55	$39,222
	TOTAL	$888,120	$321,481	0.36	$566,639
OTHER CHARGES					
3700	Taxes and Assessments	$11,000	$245	0.02	$10,755
	OPERATING EXPENSES	**$2,423,680**	**$720,611**	**0.30**	**$1,703,068**
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**	**$745,286**	**0.30**	**$1,748,393**
Reserves	General Reserves	$414,789	$0	0.00	$414,789
	Impact Fees (Restricted)	$406,614	$0	0.00	$406,614
	Grants	$35,000	$21,936	0.00	$13,064

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
December 30, 2015

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
	6210	Property Taxes - Current Secured	2,037,868	1,111,312	(926,556.27)	54.5%
	6220	Property Taxes - Current Unsecured	57,632	45,965	(11,667.29)	79.8%
	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	-	(13,256.00)	0.0%
	6280	Property Taxes - Curr Supplemental	65,732	28,679	(37,052.99)	0.0%
	6290	Other Taxes	3,120	6,788	3,667.79	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	1,194,090	(984,532.04)	54.8%
REVENUE FROM USE OF MONEY & PROP'Y						
	6610	Interest	5,720	4,818	(902.27)	84.2%
		Sub Total	5,720	4,818	(902.27)	84.2%
INTERGOVERNMENTAL REVENUES						
	6690	State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
	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	-	(10,792.00)	0.0%
MISCELLANEOUS REVENUES						
	7670	Miscellaneous Revenue (Local Revenue)		573		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	51,210	6,210.01	113.8%
		Fines & Fees	45,000	39,495	(5,504.73)	87.8%
		Passport/Photos	125,000	63,458	(61,542.00)	50.8%
		Meeting Room Fees	5,000	1,833	(3,167.50)	36.7%
		Test Proctor	7,000	4,363	(2,637.00)	62.3%
		Sub Total	227,700	160,359	(67,341.22)	70.4%
	7680	6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	1,359,266	(1,063,567.53)	56%
		FY 14/15 Funds Available	70,000			
		TOTAL REVENUES FY 15/16:	2,492,834	**1,359,266**	(1,133,567.53)	54.5%
MISCELLANEOUS REVENUES						
	Restricted	Impact Fees	0	32,975	32,975.00	100%
		SLS Account	0	-	0.00	100%

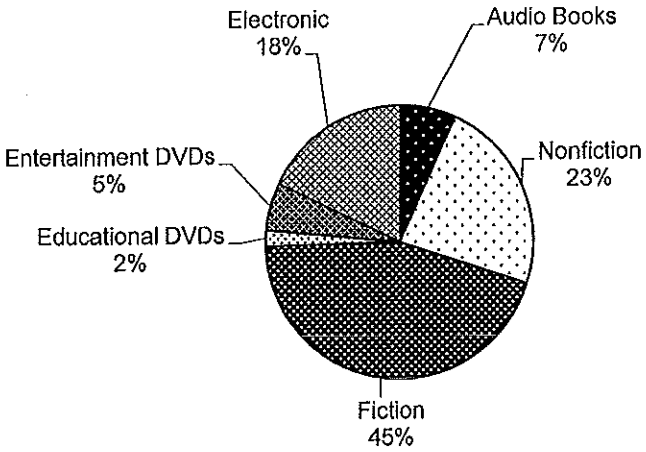
Placentia Library District

Page intentionally left blank

Placentia Library District

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

	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	$43,729	1,939	2,262	$42,762	1,955	2103
Total Non-Fiction	$22,779	848	1,192	$21,817	799	1169
Total Electronic	$17,496	414	0	$22,065	207	0
Total Audio Books	$6,569	150	150	$7,037	162	162
Total Educational DVDs	$1,848	56	58	$1,999	79	80
Total Entertainment DVDs	$5,516	167	244	$3,555	140	146
YTD TOTAL MATERIALS	$97,937	3574	3906	$99,235	3342	3660
Budget	$249,174			$255,602		
% Spent YTD	39%			39%		



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.

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

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	$25,072	744	829	$385	4	40	$25,457	748	869	$46	2	2	$25,503	750	871
Califa Adult Fiction	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Total Adult Fiction	$25,072	744	829	$385	4	40	$25,457	748	869	$46	2	2	$25,503	750	871
Adult Non-Fiction	$10,010	436	443	$0	0	0	$10,010	436	443	$200	9	9	$10,210	445	452
Adult Reference	$452	12	12	$145	6	6	$597	18	18	$500	7	7	$1,097	25	25
Adult magazines	$4,931	85	369	$0	0	0	$4,931	85	369	$0	0	0	$4,931	85	369
Califa Adult Non-Fiction	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Total Adult Non-Fiction	$15,393	533	824	$145	6	6	$15,538	539	830	$700	16	16	$16,238	555	846
TOTAL ADULT PRINT MATERIALS	$40,465	1277	1653	$530	10	46	$40,995	1287	1699	$746	18	18	$41,741	1,305	1,717
Adult Music CDs	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Adult Audio Books	$5,917	133	133	$0	0	0	$5,917	133	133	$0	0	0	$5,917	133	133
Adult E-books	$14,123	401	0	$0	0	0	$14,123	401	0	$0	0	0	$14,123	401	0
SLS Adult E-books	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Adult Educational DVDs	$1,742	52	53	$0	0	0	$1,742	52	53	$0	0	0	$1,742	52	53
Adult Entertainment DVDs	$3,246	88	127	$0	0	0	$3,246	88	127	$0	0	0	$3,246	88	127
TOTAL ADULT NON-PRINT MATERIALS	$25,028	674	313	$0	0	0	$25,028	674	313	$0	0	0	$25,028	674	313
TOTAL ADULT MATERIALS	$65,493	1,951	1,966	$530	10	46	$66,023	1,961	2,012	$746	18	18	$66,769	1,979	2,030
Juvenile Fiction	$14,131	855	1088	$0	0	0	$14,131	855	1088	$90	6	6	$14,221	861	1094
Califa Juvenile Fiction	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Young Adult Fiction	$4,526	340	345	$0	0	0	$4,526	340	345	$0	0	0	$4,526	340	345
Califa Young Adult Fiction	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Total Juvenile Fiction	$18,657	1195	1433	$0	0	0	$18,657	1195	1433	$90	6	6	$18,747	1,201	1,439
Juvenile Non-Fiction	$5,672	237	270	$0	0	0	$5,672	237	270	$17	1	1	$5,689	238	271
Califa Juvenile Non-Fiction	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Young Adult Non-Fiction	$1,140	64	68	$0	0	0	$1,140	64	68	$0	0	0	$1,140	64	68
Califa Young Adult Non-Fiction	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Juvenile Reference	$14	1	1	$0	0	0	$14	1	1	$0	0	0	$14	1	1
Juvenile Magazines	$560	13	29	$0	0	0	$560	13	29	$0	0	0	$560	13	29
Total Juvenile Non-Fiction	$7,386	315	368	$0	0	0	$7,386	315	368	$17	1	1	$7,403	316	369
TOTAL JUVENILE PRINT MATERIALS	$26,043	1,510	1,801	$0	0	0	26,043	1,510	1,801	$107	7	7	$26,150	1,517	1,808
Juvenile Music CDs	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Juvenile Audio Books	$652	17	17	$0	0	0	$652	17	17	$0	0	0	$652	17	17
Juvenile E-books	$126	11	0	$0	0	0	$126	11	0	$0	0	0	$126	11	0
SLS Juvenile E-books	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
Young Adult Video Games	$928	20	20	$0	0	0	$928	20	20	$60	1	1	$988	21	21
Juvenile Educational DVDs	$106	4	5	$0	0	0	$106	4	5	$0	0	0	$106	4	5
Juvenile Entertainment DVDs	$2,270	79	117	$0	0	0	$2,270	79	117	$0	0	0	$2,270	79	117
TOTAL JUVENILE NON-PRINT MATERIALS	$4,082	131	159	$0	0	0	$4,082	131	159	$60	1	1	$4,142	132	160
TOTAL JUVENILE MATERIALS	$30,125	1641	1960	$0	0	0	$30,125	1641	1960	$167	8	8	$30,292	1649	1968
On-line databases	$3,247	2	0	$498	1	0	$3,745	3	0	$0	0	0	$3,745	3	0
E-books	$14,249	412	0	$0	0	0	$14,249	412	0	$0	0	0	$14,249	412	0
SLS E-books	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
E-movies	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
E-music	$0	0	0	$0	0	0	$0	0	0	$0	0	0	$0	0	0
TOTAL ELECTRONIC MATERIALS	$17,496	414	0	$498	1	0	$17,994	415	0	$0	0	0	$17,994	415	0
Total Fiction	$43,729	1939	2262	$385	4	40	$44,114	1943	2302	$136	8	8	$44,250	1951	2310
Total Non-Fiction	$22,779	848	1192	$145	6	6	$22,924	854	1198	$717	17	17	$23,641	871	1215
Total Electronic	$17,496	414	0	$498	1	0	$17,994	415	0	$0	0	0	$17,994	415	0
Total Audio Books	$6,569	150	150	$0	0	0	$6,569	150	150	$0	0	0	$6,569	150	150
Total Educational DVDs	$1,848	56	58	$0	0	0	$1,848	56	58	$0	0	0	$1,848	56	58
Total Entertainment DVDs	$5,516	167	244	$0	0	0	$5,516	167	244	$0	0	0	$5,516	167	244
TOTAL MATERIALS	$97,937	3574	3906	$1,028	11	46	$98,965	3,585	3,952	$853	25	25	$99,818	3610	3977

Outstanding Orders as of December 2015

General Fund	Adopt-a-book	TOTAL
$29,755	$180	$29,935

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: **Entrepreneurial Activities Report for December 2015**

DATE: January 25, 2016

Net Revenue Summary for December 2015

			YTD	YTD
	Dec-15	Dec-14	2015-2016	2014-2015
Passport	6,311.00	6,225.00	51,481.00	43,050.00
Passport Photos	1,405.00	1,260.00	12,377.00	10,107.00
Test Proctor	1,050.00	850.00	4,363.00	4,200.00
Meeting Room	-107.50	860.00	1,832.50	3,355.00
Total	8,658.50	9,195.00	70,053.50	60,712.00

Note: There is a negative balance for the Meeting Room Income due to a $200.00 refund to Fairway Masters HOA.

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: **Personnel Report for DECEMBER 2015**

DATE: January 25, 2016

	Dec-15	Dec-14	YTD 2015-2016	YTD 2014-2015
Separation	0	0	0	2
Retirement	0	0	0	0
Appointments	0	0	3	1
Open Positions	1	0	1	1
Workers' Compensation Leave	0	0	0	0
Total	1	0	4	4

SEPARATION: None
RETIREMENT: None
APPOINTMENTS: None
OPEN POSITIONS: Library Aide - Circulation

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Venessa Faber, Support Services Manager

SUBJECT: Circulation Activity Report: **December 2015**

DATE: **January 25, 2016**

CIRCULATION	Dec. 15	Dec. 14	M-T-M		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	196	220			2,001	1,945	2.9%
Total Circulation	21,167	19,015			153,389	141,426	8.5%
Total Active Borrowers*	8,275	8,501	-2.7%				
Attendance	21,688	21,988			150,668	152,546	-1.2%
Adult Fiction	2,713	2,500			19,197	17,643	8.8%
Adult Nonfiction	1,707	2,083			13,921	15,802	-11.9%
Adult Magazines	198	220			1,496	1,309	14.3%
Adult Music CDs	112	196			1,184	995	19.0%
Adult Audio Books	592	571			3,881	3,305	17.4%
Adult DVDs**	2,032	710			9,668	4,382	120.6%
JV Fiction	8,758	8,229			71,893	69,482	3.5%
YA Fiction	1,141	1,460			10,099	9,600	5.2%
JV Nonfiction	1,792	1,996			14,145	15,400	-8.1%
YA Nonfiction	61	102			588	377	56.0%
JV Magazines	2	7			23	33	-30.3%
JV Music CDs	24	36			165	222	-25.7%
JV Audio Books	59	49			420	272	54.4%
JV DVDs**	1,546	861			8,345	5,942	40.4%
Video Games	27	20			183	131	39.7%

* YTD % change not applicable.

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

PATRON COUNT

Dec-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		208	262	278	218	86	249	*1301*
10:00		267	317	317	293	91	309	*1594*
11:00		245	326	291	247	72	399	*1580*
12:00		244	321	338	173	87	409	*1572*
1:00	567	289	285	398	191	90	495	*2315*
2:00	373	301	373	594	190	106	473	*2410*
3:00	346	497	627	546	370	230	369	*2985*
4:00	244	513	639	576	429	172	201	*2774*
5:00		528	560	567	375			*2030*
6:00		338	353	345	221			*1257*
7:00		150	210	227	133			*720*
DAY TOTALS	*1530*	*3580*	*4273*	*4477*	*2840*	*934*	*2904*	***20538***

Dec. 2015	Dec. 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
20,538	21,998	149,895	157,026	-5%

Hours Open	Average Per Hour
251	81.8

Closed 4 Days; Closed 38 hours.

PASSPORTS

Dec-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00							5	*5*
10:00		3	3	5	2		10	*23*
11:00		4	3	7		2	12	*28*
12:00		1	6	1			10	*18*
1:00	12	2	4	9	3	3	10	*43*
2:00	8	6	4	10	3	1	11	*43*
3:00	5	4	7	10	2	4	11	*43*
4:00		6	5	8	2	2	1	*24*
5:00		7	6	9	2	2		*19*
6:00		1	3	1				*5*
7:00		2	1	1				*2*
DAY TOTALS	*25*	36	42	61	14	14	*70*	***253***

Dec 2015	Dec 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
253	249	2078	1722	17%

TEST PROCTORING

Proctored Tests

December 2015	December 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
21	17	85	84	1%

STAFF ACTIVITY

Katie and Venessa attended Friday Huddles on December 11th, and 18th.
Venessa, Katie, Laura, Tim, Eric, Danny, Estella, and Sandra participated in the December 4th staff development and Library decorating day.
Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on December 22nd.
Staff provided Setup/Take Down in the Meeting Room: 28 set-ups/ 25 breakdowns
Staff assisted patrons with stuck items at the candy and soda machines and restocked the soda machines at least 50 times in December.
Venessa assisted with Staff Holiday Party.
Venessa participated in the CalREN quote review phone conference on Dec. 23rd.
Venessa attended the Managers Meeting on Dec. 10th
Venessa served on an interview panel for the Circulation Department of the Buena Park Library.
Tim took pictures at the Staff Development Day on Dec 4 and at the Holiday Merriment and Winter Wonderland programs on Dec 12
Tim attended a webinar on "15 Ways to Improve Your Library's Facebook Page" on Dec 16
Venessa attended Rotary meetings on Dec. 2, 9, and 16th
Venessa attended Placentia Round Table Women's Club on Dec. 2nd.
Staff continue to cross train their backups in various tasks.

ONGOING PROJECTS

- Venessa is working with Anaheim on Mobile Circ/BLUE Cloud.
- Venessa is working on CENIC Broadband project and grant for equipment.
- Venessa continues to work with Graphic Designer, Will Bryant on eXPLORE needs for the spring edition.
- Venessa is training EPP Worker, Susan Bon, on a variety of new tasks to assist the Circulation Department.
- All staff are shelf reading their sections on a monthly rotating schedule.

NEW PROJECTS AND ACTIVITIES

- Venessa is working on instructional videos for SLS Automation consortium meeting.
- Venessa and Katie are evaluating the DVD labels for 7 day loan stickers.
- Laura is working to add Pocket Tales to the Meeting Room Calendar every Wednesday from 6:30PM-7:30PM
- Laura is working to add Adult Literacy Sessions to the Meeting Room Calendar every Monday from 9Am-1PM
- Venessa and Estella are preparing for the Passport Audit.
- Venessa is beginning to work on staff performance evaluations.

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: **City of Placentia Invoices for DCEMBER 2015**

DATE: January 25, 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	TOTAL
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							
16-Mar							
16-Apr							
16-May							
16-Jun							
	TOTAL	**46,103.34**	**10,167.43**	**997.50**	**82.22**	**18,367.98**	**75,718.47**
	AVG	9,220.67	2,033.49	199.50	16.45	3,061.33	12,044.54

**City Billing Not Received*

PERIOD IN FY 2014-2015	*INVOICE DATE*	*SO. CAL EDISON*	*TURF*	*GROUNDS*	*IRRIGATION CONTROL*	*FACILITY MAINT*	*TOTAL*
May-June 2014	*7-17-14*	*12,249.89*	*1,452.49*	*142.50*	*16.36*	*	*13,861.24*
July-Aug 2014	*8-13-14*	*8,722.47*	*2,904.98*	*285.00*	*8.18*	*	*11,920.63*
14-Sep	*	*	*1,452.49*	*	*	*	*1,452.49*
14-Oct	*10-08-14*	*8,081.06*	*1,452.49*	*285.00*	*8.57*	*12,245.32*	*22,072.44*
14-Nov	*11-17-14*	*13,758.60*	*1,452.49*	*142.50*	*16.91*	*3,061.33*	*18,431.83*
14-Dec	*	*3,708.42*	*1,452.49*	*	*	*	*5,160.91*
15-Jan	*1-15-15*	*7,868.53*	*1,452.49*	*427.50*	*8.38*	*6,122.66*	*15,879.56*
15-Feb	*	*4,123.46*	*1,452.49*	*	*8.38*	*	*5,584.33*
15-Mar	*03-19-15*	*	*1,452.49*	*142.50*	*16.85*	*6,122.66*	*7,734.50*
15-Apr	*	*	*	*	*	*3,061.33*	*
15-May	*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*

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for December 2015**

DATE: January 25, 2016

Accomplishments

- Submitted required broadband documents to move forward with CENIC connection.

Meetings

- Library Board of Trustees – December 21
- Administrative Assistant – December 1, 8, 29
- Friday Huddles – December 4, 11, 18, 30

Upcoming Projects

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Children's Services Report for December 2015

DATE: January 25, 2016

MONTHLY STATISTICS

Children's Reference

	December 2015	December 2014	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	353	767	2,739	5,162	-46.94%
Reference--telephone	18	42	228	293	-22.18%
Total Reference	**371**	**809**	**2,967**	**5,455**	-45.61%
Total Number of Programs	27	28	208	216	-3.70%
Total Programs Attendance	1,194	736	8,514	8,544	-0.35%

Children's Services Programs

	December 2015 Number of Programs	December 2015 Total Attendance	December 2014 Number of Programs	December 2014 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 2014-15 Total Programs	Y-T-D 2014-15 Total Attendance	Y-T-D 14/15 - 15/16 % Change Programs	Y-T-D 14/15 - 15/16 % Change Attendance
Regular Monthly Programs										
Read to the Dogs	1	20	1	32	6	110	6	182	0.00%	-39.56%
F.I.R.S.T.*	0	0	0	0	5	63	5	126	0.00%	-50.00%
Preschool Storytimes (3-6 years old)	4	98	4	103	40	986	42	1099	-4.76%	-10.28%
Lego Club	1	37	1	49	3	111	9	216	-66.67%	-48.61%
Pocket Tales	2	49	2	50	21	638	21	655	0.00%	-2.60%
Lap Sit (0-2 years old)	4	171	4	190	40	1,741	29	1,609	37.93%	8.20%
P-TAC (Placentia Teen Advisory Council)	1	15	1	20	12	169	13	267	-7.69%	-36.70%
Tweens Chess To Checkers*	0	0	2	13	6	97	7	96	-14.29%	1.04%
Family Game Day*	0	0	0	0	4	69	3	77	33.33%	-10.39%
Homework Club	11	146	11	144	41	699	53	752	-22.64%	-7.05%
Special Programs										
Outreach- Tamale Festival	1	513	0	0	1	513	N/A	N/A	100.00%	100.00%
Winter Wonderland	1	141	1	100	1	141	1	100	0.00%	41.00%
Wiggles and Giggles	1	4	0	0	1	43	N/A	N/A	100.00%	100.00%
Totals	**27**	**1,194**	**27**	**701**	**208**	**8,520**	**213**	**9,618**	**-2.35%**	**-11.42%**

Program not held
YTD totals include program totals from previous months not listed for the current month.
N/A denotes no YTD comparison available.

ACHIEVEMENTS

- Lori Worden assisted with the City of Placentia's Christmas Program at Whitten Center by purchasing books for children at Scholastic Warehouse using $1,000.00 of donated funds from the Placentia Round Table Women's Club.
- Lori Worden created a holiday display in the library display case.
- Fernando Maldonado successfully submitted the Baker & Taylor/YALSA Collection Development Grant to award $1,000 for collection development.
- Fernando Maldonado attended the Tamale Festival, and made positive contact with a total of 513 city residents by providing library programs information.

MEETINGS

- Brenda Ramirez, Fernando Maldonado, Jennifer Rydberg, and Lori Worden attended the Staff Development Training Session on December 4th.
- Fernando Maldonado, Brenda Ramirez, Jennifer Rydberg, and Lori Worden attended a Children's staff meeting with Yesenia Baltierra on December 10th.
- Fernando Maldonado attended huddle meetings on December 11th, and December 18th.
- Brenda Ramirez, Fernando Maldonado, Jennifer Rydberg, and Lori Worden attended a Children Services department meeting on December 3rd.
- Fernando Maldonado and Lori Worden attended the All-Staff meeting on December 22.

PROFESSIONAL DEVELOPMENT

- Brenda Ramirez attended Infopeople Webinar on Emerging Technology Trends in Libraries on December 9th.
- Fernando Maldonado participated in *Get Involved Volunteer Engagement Institute* at the Ontario City Library on December 7th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for December 2015

DATE: January 25, 2016

MONTHLY STATISTICS

Reference Desk Activity

	December 2015	December 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	680	663	4430	5246	-15.55%
Reference -- telephone	217	283	1137	1878	-39.46%
Reference -- email/chat	3	5	42	21	100.00%
Technology assistance	234	467	1290	2912	-55.70%
Guest passes	68	132	432	849	-49.12%
Adult and Children's computer use (desktops)	2964	2500	19844	16479	20.42%
Adult computer usage (desktop)	2111	2073	14816	13817	7.23%
Public computer use (express laptops)	44	53	304	273	11.36%
Adult Program Attendance	294	220	2257	2254	0.13%
Number of Adult Programs	18	10	113	71	59.15%

History Room Activity

	December 2015	December 2014	Y-T-D 2015-2016	Y-T-D 2014-15	Y-T-D % change
History Room Visitors	5	8	54	57	-5.26%

Volunteer Hours

	December 2015	December 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room	26.25	10.5	172	63.75	169.80%
PLFF	402	446.25	2905.75	3257.75	-10.81%
General Library	471.75	451.75	2966	2099	41.31%
Technology	6	50.25	48.5	373.5	-87.01%
Homework Club	52.5	90.25	302.25	451.5	-33.06%
Adult Literacy Tutors	165.5	86.5	908.22	430.5	110.97%
PTAC	21	117.5	366.88	982.75	-62.67%
Total Volunteer Hours	**1145**	**1253**	**8735.7**	**8828**	**-1.05%**

Adult Services Programs

Type of Program	Number of Programs December 2015	Attendance December 2015	Number of Programs December 2014	Attendance December 2014	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 Discussions	0	0	1	14	5	53	6	74	-20.00%	-39.62%
Computer Workshops	2	18	2	20	14	107	16	142	-14.29%	-32.71%
Literacy Programs	4	58	2	8	21	254	15	66	28.57%	74.02%
Summer Reading Program	0	0	0	0	2	517	0	108	100.00%	79.11%
Summer Reading Events	0	0	0	0	1	38	2	77	-100.00%	-102.63%
Database Instruction	3	7	1	16	12	54	0	0	100.00%	100.00%
Volunteer Programs	0	0	1	2	4	100	3	76	25.00%	24.00%
Health & Fitness Programs	1	15	0	0	13	176	12	208	7.69%	-18.1[illegible]%
Parenting Programs	0	0	0	0	2	10	4	27	-100.00%	-170.00%
Fine Arts Programs	1	75	3	160	2	95	4	181	-100.00%	-90.53%
Educational Programs-varied topics	3	94	0	0	10	311	3	78	70.00%	74.92%
Outreach	4	27	0	0	12	78	2	14	83.33%	82.05%
Totals	**18**	**294**	**10**	**220**	**98**	**1,793**	**67**	**1,051**	**31.63%**	**41.38%**

Adult Literacy	**Dec. 2015**	**Dec. 2014**
Number of Tutors	15	16
Number of Students	25	23
Total Number of Participants	**40**	**39**

Computer Literacy	**Dec. 2015**	**Dec. 2014**
Number of Tutors	1	4
Number of Students	3	7
Total Number of Participants	**4**	**11**

ACHIEVEMENTS

- Wendy Townsend coordinated holiday decorations with Brenda Ramirez.
- Wendy Townsend selected books for Rotary and Kiwanis.
- Wendy Townsend completed schedules for the month of January.
- Wendy Townsend coordinated "LHLS: Fighting in the Streets - How Placentia Got It's Shape" on December 7th.
- Wendy Townsend coordinated the "Winter Reading Challenge" program.
- Jeannie Killianey and Wendy Townsend coordinated "Holiday Merriment @ Placentia Library" program on December 12th.
- Jeannie Killianey updated the January Artist series slideshow and bibliography.
- Jeannie Killianey provided outreach services to Emerald Isle on December 7th & 21st.
- Jeannie Killianey completed weeding the 800s.
- Jeannie Killianey coordinated two Computer Workshops.
- Nadia Dallstream completed calculating all program data and information into a Program Report for July through November 2015. The report includes 112 entries.
- Nadia Dallstream completed the 15-16 Program Statistics Report.
- Nadia Dallstream completed 116 entries on the 14-15 Program Report.
- Nadia Dallstream created Program Report Instructions and Form for Public Services Staff.
- Nadia Dallstream completed and submitted the November PLD Adult Services Board Report and Variances report.
- Nadia Dallstream completed and updated the Adult Services Performance Worksheet.
- Nadia Dallstream posted links on MLIS Facebook groups to promote the Adult Services Intern position.
- Nadia Dallstream completed and submitted a revised copy of the Budget Allocations for Adult Services.
- Nadia Dallstream and Wendy Townsend completed and submitted Public Services Database Publicity and Featured Books assignments.
- Coleen Wakai completed deselection of adult 400's.
- Coleen Wakai coordinated Adult Literacy Holiday Potluck for tutors, students and Conversation Club.
- Coleen Wakai provided outreach services to DePalma Terrace on December 3rd and 16th.

MEETINGS

- Wendy Townsend and Yesenia Baltierra met on December 14th.
- Wendy Townsend attended Kiwanis meetings on December 3rd and 17th.
- Wendy Townsend, Nadia Dallstream, and Coleen Wakai attended the staff meeting on December 22nd.
- Nadia Dallstream, Wendy Townsend, Jeannie Killianey, and Colleen Wakai attended the Adult Services meetings on December 2nd and December 9th.
- Nadia Dallstream and Yesenia Baltierra met on December 3rd to review Public Services updates.
- Nadia Dallstream, Wendy Townsend, Coleen Wakai and Jeannie Killianey attended and participated in the Staff Development Day on December 5th.
- Nadia Dallstream met with Coleen Wakai and Yesenia Baltierra to discuss the CLLS grant on December 8th.
- Nadia Dallstream and Yesenia Baltierra met on December 8th to discuss the Collection Budget.
- Nadia Dallstream attended the Literacy Services Holiday Potluck on December 10th.
- Nadia Dallstream trained Wendy Townsend on ordering from Overdrive and on Adult Services Board Reports on December 8th and 15th.
- Nadia Dallstream met with Coleen Wakai to test the LACES/LitPro database on December 21st.

- Nadia Dallstream and Brenda Ramirez met to begin planning the online Summer Reading Program on December 22nd.
- Jeannie Killianey met with one prospective Computer Workshop Instructor.
- Coleen Wakai met with 4 potential literacy tutors two have completed orientation and training on December 2nd, 8th and 15th.

PROFESSIONAL DEVELOPMENT

- Wendy Townsend and Coleen Wakai attended the Get Involved Institute on December 7th.
- Wendy Townsend completed the Infopeople Basic Cataloging class.
- Nadia Dallstream and Coleen Wakai participated in the CLLS Pilot Program - Online Tutor Training Course Webinar on December 9th and December 16th.
- Jeannie Killianey watched the December Infopeople webinar "Emerging Tech Trends in Libraries."

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Placentia Library Website & Technology Report for December 2015

DATE: January 25, 2016

On-line database usage

	December 2015	Onsite Usage 12/15	Remote Usage 12/15	December 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	12,711	N/A	N/A	11,386	86,591	97,205	-11%
General Reference Center	39	32	7	253	314	593	-47%
Biography In Context	33	29	4	438	493	616	-20%
Opposing Viewpoints	1,125	1,111	14	363	1,818	2,109	-14%
Freegal	1,206	N/A	N/A	543	7,209	3,480	107%
Heritage Quest	430	N/A	N/A	120	6,233	2,918	114%
Novelist	25	N/A	N/A	26	343	287	20%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	1,876	N/A	N/A	N/A	3,533	N/A	N/A
Pronunciator (new Sept. 2014)	49	N/A	N/A	54	537	533	N/A
ABC Mouse (new Sept. 2014)	67	N/A	N/A	63	411	168	N/A
Career Cruising (new June 2015)	2	N/A	N/A	N/A	33	N/A	N/A
Tumblebooks	3	N/A	N/A	220	548	1,496	-63%
Reference USA	58	N/A	N/A	246	1,020	1,503	-32%
Enki (new Oct. 2014)	1	N/A	N/A		12	13	N/A
Hoopla (new May 2015)	147	N/A	N/A	N/A	901	N/A	N/A
Overdrive e-books	1,179	N/A	N/A	708	6,073	4,600	32%
Overdrive audio books	532	N/A	N/A	346	3,216	2,200	46%
Zinio (new Oct. 2014)	68	N/A	N/A		464	1	N/A
TOTAL DATABASE USAGE	**19,551**	**1,172**	**25**	**14,766**	**119,749**	**117,722**	**2%**

Website Traffic

	December 2015	December 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Website visits	10,367	9,238	72,618	103,463	-30%
Page Hits	17,105	16,741	120,765	179,581	-33%

Computer & Online Resource Use

	December 2015	December 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Residents	1276	1,100	7,965	6,301	26%
Non-Placentia Residents	881	763	5,564	3,990	39%
Total	**2,157**	**1,863**	**13,529**	**10,291**	**31%**

Wifi Use

	December 2015	Y-T-D 2015-16
	2,021	11,451
Total	**2,021**	**11,451**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Mr. Marc Davis, DavisFarr, presenting Reserve Recommendations for Capital Improvement Projects**

DATE: January 25, 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 and a restricted Library Impact fees fund of $543,144. Additionally, the District does have over $900,000 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.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize amendments to Placentia Library District Policy 6030 – Circulation Policy**

DATE: January 25, 2016

BACKGROUND

Library staff has been experiencing an increasing number of requests from patrons for their library card number recently. These individuals have either lost, misplaced or forgotten to bring their library cards during their visits. The patrons often make more than three requests, which takes away from library staff providing reference and customer service to others.

Library staff recommends that after three requests, patrons are required to apply for a new library card, at the cost of $2.00 per card. Staff wishes to encourage patrons to have their library card number readily available, and reinforce the important value of the library card itself. Additionally, staff has made suggestions to patrons to take a picture of their library card number on their phones to access information whenever they need it.

NO

Attachment A is a copy of the proposed amendments.

RECOMMENDATION

Authorize amendments to Placentia Library District Policy 6030 – Circulation Policy as presented, inclusive of comments received from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: **Circulation**
POLICY NUMBER: **6030**

6030.1 Items borrowed from the Library are due as reflected when items are check out per loan periods below:

6030.1.1 Loan Periods for Library Materials are as follows:

Item Type	Loan Period
• Books • Audio Books • Magazines • CDs • Video Games • E-books/downloadable audio books	2 Weeks
• DVDs	1 Week

6030.1.2 Item Loan Limits are as follows:

- 25 items at one time
- 5 Ebooks, downloadable audio books, DVD new releases

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

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

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

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

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

6030.3 Notification Process:

6030.3.1 Reminder notices are either emailed or telephoned to cardholders 7 days after an item's due date.

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

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

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

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

6030.3.3.3 Borrowers who return overdue/lost items remain responsible for the accumulated fines and service charges. Borrowers returning any lost items within 30 days from the original due date, will be refunded the lost and processing fees. Borrowers will still be responsible for overdue fines. Notices are mailed for fine accounts.

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

6030.4 Lost, Stole, Unavailable Library Cards **The Placentia Library District is not responsible for any unauthorized use of the Placentia Library District library card. To minimize liability, cardholders must inform the Placentia Library District immediately if their library card becomes lost or stolen. Reporting the card lost or stolen can be done in person at the Placentia Library District, or by calling the Information Desk at 714-528-1906, extention 209. Cardholders are held responsible for any items checked out and any fines incurred by the use of their library card prior to the card being reported lost or stolen. A new Placentia Library District library card is required after three (3) requests to have a staff look up the library card number.**

6030.5 Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

6030.6 Returned Checks

6030.6.1 Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a $25.00 surcharge.

6030.6.2 On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or $100.00, whichever is greater, and the account is immediately reported to the Collection Agency.

6030.7 The Supervising Librarian, Public Services Manager, or Support Services Manager may clear accounts of any type that have been reported to the collection agency.

6030.8 California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

6030.8.1 The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

6030.9 Telephone renewals and inquiries (online access available 24/7)

6030.9.1 To minimize overdue fines and/or lost item charges the Library recommends calling the Circulation/Technology Department at 714-528-1906 during the hours when the Library is open for public service to:

6030.9.1.1 Verify the due date of an item.

6030.9.1.2 Renew or request an extension of a loan period.

6030.9.1.3 Report if an item is lost.

6030.9.2 Overdue fines accumulate until each item is reported lost. Once it is

reported lost the staff will search for the item within a week. If the item is not found, the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.

6030.9.3 Notify the staff if you have received an overdue or fine notice that you believe is in error.

6030.9.4 All calls regarding overdue or lost items should be directed to the Circulation/Technology Department at 714-528-1906.

6030.9.5 Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

6030.10 Unpaid fines/fees in excess of $10.00 will result in the suspension of borrowing privileges until the account is cleared.

6030.11 Placentia Library District will issue a library card to California residents with a valid driver's license or U.S. government issued photo identification and an accompanying proof of a current California address issued within the last six (6) months.

6030.12 Current Placentia Library Friends Foundation Jewel members and employees are exempt from hold fees and overdue fines.

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize amendments to Placentia Library District Policy 3080 – Purchasing**

DATE: January 25, 2016

BACKGROUND

At the September 17, 2012 Library Board of Trustees meeting, amendments to the Policy 3000 series were approved, including Policies 3040 – Expense Authorization and 3080 – Purchasing. The current purchasing policy 3080 is limited in specifics and can be best utilized by incorporation with Policy 3040 – Expense Authorization.

Library staff recommends amendments to Policy 3080 – Purchasing, including combining Policy 3040 – Expense Authorization into the revised Policy 3080 – Purchasing. These amendments will include:

- The competitive bidding process
- Procurements for emergencies
- Single source providers

Attachment A is a copy of the proposed amendments.

RECOMMENDATIONS

1. Authorize amendments to Placentia Library District Policy 3080 – Purchasing as presented, inclusive of comments received from the Library Board of Trustees.
2. Authorize amendments by a roll call.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Purchasing and Expense Authorization**
POLICY NUMBER: **3080**

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

3080.1.1 Placentia firms will be allowed a 10% preference margin.

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

Replace 3080.1 – 3080.2 with below 3040.1 – 3040.5.2 and rename to 3080:

3040.1 All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget. **All purchases and contracts authorized by the Library Director will be made with attention to the lowest possible cost, quality, performance, delivery, and service capability.**

3040.2 Any commitment of District funds for a purchase or expense greater than $10,000 **(Change to $20,000)** will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations. **Purchases or contracts that are over twenty thousand dollars ($20,000) must comply with the competitive bid process. Purchases or contracts that are between five thousand dollars ($5,000) and twenty thousand dollars ($20,000) may be made without competitive bid requirements, but shall, whenever possible, be based on at least three (3) document price quotes. Purchases or contracts that are under five thousand dollars ($5,000) may be made at the Library Director's discretion.**

3040.2.1 Such contracts in excess of $20,000 shall be presented to the Library Board of Trustees for approval to waive bids and for approval to enter into a formal contract. In emergency situations, the Library Director will inform the Library Board President of the emergency. If the president is not available, the Library Director shall contact the Board Secretary. In the absence of either party, the Library Director will take action. The Library Director will have the authority to spend up to $20,000 per vendor to resolve the situation and resume services in order to secure the safety of patrons and staff. The Board President shall have the authority to waive the $20,000 bidding procedures set

forth in this Policy and with the Library Director shall effect procurements in excess of the amount otherwise provided in this section to resume service. Neither party may commit the District to purchases or contracts that exceed $45,000 without Board approval. Library Director with the Library Board President shall use the following procedures:

3040.2.1.a. Decision Memo stating the reason for the determination of the emergency shall be provided to the library board in a timely manner.

3040.2.1.b In emergency situations, the Library Board President shall not be required to comply with competitive bidding and advertising requirements of this Policy. Library Director with the Library Board President shall be empowered to negotiate and execute contracts without prior approval of the library board.

3040.2.1.c A Purchase Order, along with all written documentation, shall be submitted to the library board for ratification at a library board meeting. If the next scheduled meeting is more than 14 (fourteen) days hence, a special board meeting will be called.

3040.3 The Library Director and his/her Designee shall make procurement decisions in the best interest of the District and shall evaluate the cost effectiveness of purchases. Single source provider is exempt from the competitive bidding process. Additionally, the following library material vendors and other standing order purchases are exempt from the bidding process, unless otherwise recommended by the Library Director and approved by the Library Board of Trustees:

a. Baker & Taylor
b. Midwest Tapes
c. Recorded Books
d. Ebsco
e. Overdrive
f. Ingram
g. Brodart
h. Freegal
i. Gale
j. ReferenceUSA
k. Bibliotheca
l. SirsiDynix
m. Envisionware

3040.3 (Renumber) Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

3040.4.1 **(Renumber)** Travel reimbursement requests and expense reimbursements submitted by the Library Director will be signed by two Trustees.

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

3040.5.1 Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than $20,000 may be signed by three (**change to two**) trustees **and/or Library Director.**

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize all invoices from the Special District Risk Management Authority (SDRMA) to be processed in-house**

DATE: January 25, 2016

BACKGROUND

The majority of invoices from the Placentia Library District are processed and handled by the County of Orange. As with previous years, library staff continue to encounter problems with the invoices being paid in a timely manner. Most recently, one of those recurring problem are SDRMA invoices. The time between the District receiving the invoice to the payment due date is less than net 30 days before late penalties are incurred.

The monthly invoice is nearly $17,000 for medical and ancillary benefits. Library staff seeks authorization to pay these invoices in-house to avoid additional late penalties.

RECOMMENDATIONS

1. Authorize all invoices from the Special District Risk Management Authority (SDRMA) to be processed in-house.
2. Authorize by a roll call.

Placentia Library District

Page intentionally left blank

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Review and Discuss Compensation Recommendations for Consideration**

DATE: January 25, 2016

BACKGROUND

At the Closed Session meeting on November 17, 2015, the Library Board of Trustees was presented with the results of a compensation survey conducted by Human Resources consultant, Mr. Mike Harary. The Library Director was directed to review Mr. Harary's recommendations and present viable compensation consideration at the January 2016 Library Board of Trustees meeting.

At the direction of the Placentia Library District, Mr. Harary surveyed 18 public agencies, analyzing compensation and fringe benefits for 10 job classifications. The agencies and classifications surveyed in the report are:

Public Agencies:

1. Altadena Library District
2. Buena Park Library District
3. City of Anaheim Public Library
4. City of Fullerton Public Library
5. City of Glendora Public Library
6. City of Huntington Beach Public Library
7. City of Monterey Park Public Library
8. City of Newport Beach Public Library
9. City of Orange Public Library
10. City of Pleasanton Public Library
11. City of San Rafael Public Library
12. City of Whittier Public Library
13. City of Woodland Public Library
14. City of Yorba Linda Public Library
15. Palos Verdes Library District
16. Costa Mesa Sanitary District (Library Director classification only)
17. Midway City Sanitary District (Library Director classification only)
18. Orange County Cemetery District (Library Director classification only)

Classifications:

1. Administrative Assistant
2. Librarian I
3. Library Aide
4. Library Assistant
5. Library Clerk
6. Library Page
7. Supervising Librarian
8. Public Services Manager
9. Support Services Manager
10. Library Director

Based on the findings, Mr. Harary recommended that the Placentia Library District consider changes to the following existing compensation and fringe benefits offered to District employees:

1.	Vacation	Policy 2020
2.	Holidays	Policy 2030
3.	Sick Leave	Policy 2040
4.	Health & Welfare Benefits	Policy 2110
5.	Educational Assistance	Policy 2120

In addition to the above compensation and fringe benefits, Library Director also recommends changes to Policy 2150 – Compensation, specifically bilingual pay. Policy 2050 – Bereavement and Policy 2060 – Jury Duty were also studied, and Library Director recommends no changes to those benefits as the benefits are above the median.

Attachment A is a copy of the recommendations for compensation and fringe benefit changes.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees

COMPENSATION ANALYSIS & RECOMMENDATIONS

	CLASSIFICATION	CURRENT	INDUSTRY	PROPOSED	DIFFERENCE	MONTHLY	ANNUALLY
POLICY 2020 VACATION	Library Director	160 hours		96 / 136 / 200 / 240			x
	Public Services Manager	4 years 72 hours	4 years 80 hours	80	8 hours		
	Support Services Manager						x
	Supervising Librarian	5-9 years 104 hours	5-9 years 120 hours	120	16 hours		
	Librarian						x
	Library Assistant	9 years+ 144 hours	10-14 years 160 hours	160	16 hours		
	Library Clerk						x
	Library Aide		15-19 years 176 hours	176	20 hours		
	Library Page		20+ years 188 hours	200	56 hours		x
	Administrative Assistant	Max Accumulation 160 hours	Max Accumulation 200 hours	200	40 hours		x
	Subtotal						
POLICY 2030 HOLIDAYS	Library Director						x
	Public Services Manager						x
	Support Services Manager	Add three (3) Floating Holidays					x
	Supervising Librarian						x
	Librarian						x
	Library Assistant						x
	Library Clerk						x
	Library Aide						x
	Library Page						x
	Administrative Assistant						x
	Subtotal	**10**	**13**	**13**	**3**		
POLICY 2040 SICK LEAVE ACCRUALS	Library Director	96 hours	96 hours	108 hours	12 hours		x
	Public Services Manager	96 hours	96 hours	108 hours	12 hours		x
	Support Services Manager	96 hours	96 hours	108 hours	12 hours		x
	Supervising Librarian	96 hours	96 hours	108 hours	12 hours		x
	Librarian*	96 hours	96 hours	108 hours	12 hours		x
	Library Assistant*	96 hours	96 hours	108 hours	12 hours		x
	Library Clerk*	96 hours	96 hours	108 hours	12 hours		x
	Library Aide*	96 hours	96 hours	108 hours	12 hours		x
	Library Page*	96 hours	96 hours	108 hours	12 hours		x
	Administrative Assistant	96 hours	96 hours	108 hours	12 hours		x
	Subtotal	**8 hours**	**8 hours**	**9 hours**			

*** Part-Time working less than 20 hours follow under AB1522**

POLICY 2040 SICK LEAVE MATERNITY/PATERNITY LEAVE					
Library Director	0	0	0	0	
Public Services Manager	0	0	4 weeks	4 weeks	x
Support Services Manager	0	0	4 weeks	4 weeks	x
Supervising Librarian	0	0	4 weeks	4 weeks	x
Librarian*	0	0	4 weeks	4 weeks	x
Library Assistant*	0	0	4 weeks	4 weeks	x
Library Clerk*	0	0	4 weeks	4 weeks	x
Library Aide*	0	0	0	0	x
Library Page*	0	0	0	0	x
Administrative Assistant	0	0	0	0	x
Subtotal			**4 weeks**		
PDL -- 4 months; FMLA -- 3 months		**Part-Time -- Pro-rated**			

POLICY 2050 BEREAVEMENT				
Library Director			No Change	x
Public Services Manager				x
Support Services Manager				x
Supervising Librarian				x
Librarian				x
Library Assistant				x
Library Clerk				x
Library Aide				x
Library Page				x
Administrative Assistant				x
Subtotal	**5 days**	**3 days**		

POLICY 2060 JURY DUTY				
Library Director			No Change	x
Public Services Manager				x
Support Services Manager				x
Supervising Librarian				x
Librarian				x
Library Assistant				x
Library Clerk				x
Library Aide				x
Library Page				x
Administrative Assistant				x
Subtotal	**14 days**	**10 days**		

POLICY 2110 HEALTH & WELFARE BENEFITS LIFE INSURANCE					
Library Director	$200,000	$100,000	$100,000	($100,000)	x
Public Services Manager	$100,000	$50,000	No Change	N/A	x
Support Services Manager	$100,000	$50,000	No Change	N/A	x
Supervising Librarian	$100,000	$50,000	No Change	N/A	x
Librarian	$100,000	$50,000	No Change	N/A	x
Library Assistant	$100,000	$50,000	No Change	N/A	x
Library Clerk	$100,000	$50,000	No Change	N/A	x
Library Aide	$100,000	$50,000	No Change	N/A	x
Library Page	N/A	N/A	N/A	N/A	
Administrative Assistant	$100,000	$50,000	No Change	N/A	x
Subtotal				**($331.68)**	**x**

POLICY 2110 HEALTH & WELFARE BENEFITS DEDUCTIBLE/CO-PAY REIMBURSEMENT					
Library Director	$300	0	0	($300)	x
Public Services Manager	$300	0	$0	($300)	x
Support Services Manager	$300	0	$0	($300)	x
Supervising Librarian	$300	0	$0	($300)	x
Librarian	$300	0	$0	($1,500)	x
Library Assistant	$300	0	$0	($300)	x
Library Clerk	$300	0	$0	($900)	x
Library Aide	$300	0	$0	($750)	x
Library Page	N/A	N/A	N/A	N/A	
Administrative Assistant	$300	0	$0	($300)	x
Subtotal				**($4,950)**	**x**

PROPOSED MEDICAL PLAN

Current Plan (EPO)	$187,347
Proposed Plan (Silver PPO)	$ 166,632
Ancillary for Add. Enrollment	$ 7,228
Difference	($ 13,487)
Cash Incentive	($ 4,349)
FISCAL IMPACT:	**($ 17,836)**

POLICY 2120 EDUCATIONAL ASSISTANCE					
Library Director					
Public Services Manager	$2,500 for MLIS degree	$1,500-$2,116 for "job related" college courses.	$1,500 for college courses that are considered "job related," with approval of the Library Director	($1,000)	x
Support Services Manager					x
Supervising Librarian					x
Librarian					x
Library Assistant					x
Library Clerk					x
Library Aide					x
Library Page					x
Administrative Assistant					x
Subtotal					

POLICY 2150 COMPENSATION

Library Director	Bilngual Pay	Bilingual Pay			
Public Services Manager	5%				x
Support Services Manager	($50-$419/month)	$130-$135/month	$150 - FT	($269)	x
Supervising Librarian			$75 - PT	$25	x
Librarian					x
Library Assistant	Lead Pay	Lead Pay			x
Library Clerk	5%	5%	No Change		x
Library Aide					x
Library Page					x
Administrative Assistant					x
Subtotal	**BP - 5% LP - 5%**	**BP - $130-$135 LP - 5%**	**BP - $150FT/$75PG LP - N/C**	**BP - Fiscal Impact: ($244)**	

Attachment A
Agenda Item 25

DavisFarr
CERTIFIED PUBLIC ACCOUNTANTS

Davis Farr LLP
2301 Dupont Drive | Suite 200 | Irvine, CA 92612
Main: 949.474.2020 | Fax: 949.263.5520

January 21, 2016

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

RE: FUNDING OPTIONS FOR LIBRARY IMPROVEMENTS

Dear Ms. Contreras:

Per your request, we have reviewed options available to the Placentia Library District to fund capital improvements in the approximate amount of $2,000,000. The following represents our analysis.

Option 1 – Lease Purchase through CSDA Finance Corporation

The California Special District Association Finance Corporation (CSDAFC) was established in 1988 as a 501(c)(4) public benefit corporation with its purpose to assist special districts and other local government agencies by providing tax-exempt financing solutions for capital improvements, equipment, land purchases and refinancing of prior debt. The CSDAFC is partnered with the California Special District Association (CSDA) and the Special District Risk Management Authority (SDRMA), and is part of the California Special Districts Alliance. The CSDAFC currently outsources the financial advisor services to Municipal Finance Corporation.

The type of financing to be used would be a lease-purchase arrangement. This type of financing allows for: (1) low closing costs; (2) no upfront costs or fees; (3) simplified documentation; (4) tax-exempt interest rates: and (5) flexible payment terms. The advantage of this type of financing is that it preserves the Library's liquidity by spreading the cost of the asset out over future years. The disadvantage is that lease payments will need to be budgeted each year throughout the lease term. Lease terms can range from 10 to 20 years. Since the asset being acquired is a building that will have a useful life greater than 20 years, it would be preferable to have a lease term of 20 years. Should the Library desire, the lease can be paid off early with no penalty, but the markets generally dictate a period of approximately 7 years before any prepayments can be made.

Based upon other recent financings of the CSDAFC, the following represents annual costs to the Library over 10 and 20 year terms.

Assumptions:

- Estimated principal = $2,000,000
- Interest rate = 3.50% to 4.50%
- Term = 10 years and 20 years

Using the above assumptions, the estimated annual lease payments would be as follows. The actual terms will be determined when the financing occurs and CSDAFC reviews the creditworthiness of the Library.

	Annual Lease Payment	
Interest Rate	10 Years	20 Years
3.50%	$240,483	$140,722
4.50%	252,758	153,752

The lease-purchase also allows for the Library to incur the costs, then in essence reimburse itself through the financing. This allows for the financing process to work independently from the capital improvement process.

The process of executing the financing is as follows:

- The Board provides direction to the staff that it desires to pursue a lease-purchase financing with the CSDAFC.
- Staff notifies CSDAFC of the Library's intent to proceed with a lease-purchase financing.
- The CSDAFC will prepare a resolution for the Board to consider at a future meeting which will formally authorize the Library to enter into a lease-purchase financing.
- The Board will determine the principal amount to be borrowed.
- The CSDAFC will prepare the financing documents associated with the financing.
- The Library's General Counsel will need to provide a legal opinion on the financing documents.
- The Library will provide evidence of its creditworthiness to the CSDAFC. This will include the three prior years' financial statements and the current year budget.
- The Board will execute the financing documents and agree to budget the lease payments.

Option 2 – Pay Cash

A second option available to the Board to fund the capital improvements is to utilize its existing reserves and unrestricted funds. The advantage of this approach is that the capital improvements will be owned free and clear. The disadvantage is that a cash outlay of this size may weaken the Library's financial condition.

Option 3 – Seek Grant Funding

A third option involves the research for potential grant funding. It may be possible to find grant funding for improvements that may be required by the Americans with Disabilities Act (ADA). The scope of our review did not extend to the research required for any grants that may be available.

We do not believe that the total cost of the project can be funded entirely by grants, but there may be funds available for a portion of the project.

Option 4 – Combination of Other Options

Probably the most realistic approach for the Library is to fund the capital improvements through a combination of the three previous options. The Library should determine whether any grant funds are available. Once that has been determined, then it should utilize some of its existing cash, preferably the restricted impact fees if a nexus can be made that the improvements to be made are an allowable use of the fees. The finally, enter into a lease-purchase arrangement with the CSDAFC for the balance.

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