



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

March 28, 2016

6:30 p.m.

Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the February 10, 2015 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

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

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

13. FY2015-2016 Cash Flow Analysis through February 2016; the Schedule of Anticipated Property Tax Revenues for FY2015-2016 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

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

15. Balance Sheet for February 2016. (Receive & File)

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

GENERAL CONSENT REPORTS (Items 18 – 20)

18. Personnel Report for February 2016. (Receive, File, and Ratify Appointments)
19. Circulation Report for February 2016. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Administration Report for February 2016.
22. Children's Services Report for February 2016.
23. Adult Services Report for February 2016.
24. Placentia Library Web Site & Technology Report for February 2016.

OLD BUSINESS

25. Authorize amendment to Placentia Library District Policy 3080 – Purchasing and Expense Authorization as presented, inclusive of suggestions from the Library Board of Trustees.
26. Adopt Resolution 16-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend Previously Adopted Policies 2020, 2030, 2040, 2110, 2120, and 2150 Regarding the Compensation for the Employees of the Placentia Library District.
27. Adopt Resolution 16-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal Year 2016-2017 Budget for the Placentia Library District of Orange County.

NEW BUSINESS

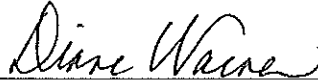
28. In-House Accounting Transition Update as presented by Mr. Marc Davis.
29. Disposal of DVD cases as per Placentia Library District Policy 3085 – Disposal of Surplus Property or Equipment.
30. Presentation on the California Public Library Broadband Project and the CENIC Conference.
31. Update on the parking lot situation as presented by Library Director.
32. Travel Authorization: Attendance at the Special Districts Legislative Days from May 16-18, 2016 in Sacramento, California.
33. Travel Authorization: Attendance at the California Special District Association Annual Conference from October 10 – 13, 2016 in San Diego, California.
34. Discuss and select Trustees interested in serving on the California Special District Association Board of Directors Call for Nominations, Seat B.

ADJOURNMENT

- 35. Agenda Preparation for the April Date Meeting which will be held on April 18, 2016 unless re-scheduled by the Library Board of Trustees.
- 36. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 37. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 28, 2016 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 25, 2016.



Diane Warner, Administrative Assistant

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

CALL TO ORDER

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

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

Members Absent: None

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

Guests: None

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None

TRUSTEE & ORGANIZATIONAL REPORTS

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

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

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

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

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

LIBRARY DIRECTOR REPORT

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

FRIENDS FOUNDATION REPORT

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

CONSENT CALENDAR

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

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

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

Minutes for the January 25, 2016 board meeting and revised minutes for the December 21, 2015 board meeting were received, approved and filed. (Item 9)

CLAIMS

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

Claims Forwarded by the Library Director and Trustees – six (6) vendor claims and one (1) PARS claim were approved and forwarded to Orange County for payment during January-February. (Item 11)

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

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

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

**TREASURER'S
REPORTS**

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

Financial Reports through January 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

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

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

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

**GENERAL CONSENT
REPORTS**

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

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

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

STAFF REPORTS

Administration Report for January 2016 (Item 21)

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

Adult Services Report for January 2016 (Item 23)

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

NEW BUSINESS**AUTHORIZE
AMENDMENTS to
CIRCULATION POLICY
6030**

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

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

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

Library Director Contreras presented a travel opportunity to attend the American Library Association (ALA) Conference in Orlando, Florida from June 23-28, 2016. Fiscal Impact: \$2,000 per person. After review and discussion, the Board of Trustees decided not to send anyone to this conference. (item 26)

**TRAVEL AUTHORIZATION
to ATTEND the CENIC
CONFERENCE in DAVIS,
CA from MARCH 20-13,
2016**

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

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

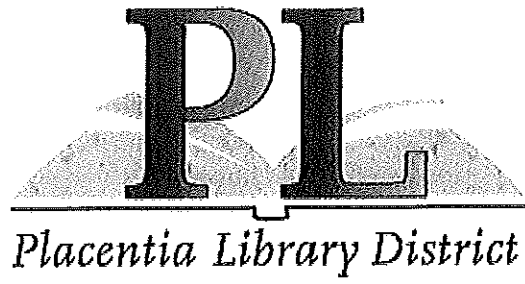
ADJOURNMENT

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

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

Gayle Carline, President
Library Board of Trustees

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for FEBRUARY 2016
DATE: March 28, 2016

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL			\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Summary of FEBRUARY-MARCH Claims Forwarded by the Library Director and Trustees

DATE: March 28, 2016

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	02-11-16	5968	\$ 1,744.72
PARS	02-16-16	5969	\$ 1,698.66
Misc Vendors	02-17-16	5970	\$31,029.79
Baker & Taylor	02-24-16	5971	\$ 1,986.91
Baker & Taylor	02-24-16	5972	\$ 4,249.13
Baker & Taylor	03-10-16	5973	\$ 1,871.76
PARS	02-26-16	5974	\$ 1,662.60
Midwest Tape	03-03-16	5975	\$ 1,821.23
Misc Vendors	03-11-16	5976	\$ 5,374.78
Misc BOOK Vendors	03-10-16	5977	\$ 1,828.96
Misc Vendors	03-11-16	5979	\$31,894.31

TOTAL \$ 85,162.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

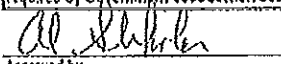
DATE: 02/09/16
REPORT NO: 5969

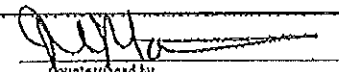
The County Auditor is authorized to draw these checks from:

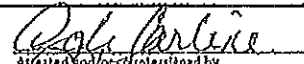
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBIT REV/ DS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VO-18040 Baker & Taylor (BYAO) PO Box 277930 Atlanta, GA 30384-7930	01/26/16	2400	0760		\$679.09			
	4011495624							
	01/28/16	2400	0760		\$86.34			
	4011488876							
	01/28/16	2400	0760		\$25.16			
	4011488877							
	01/28/16	2400	0760		\$21.11			
	4011488878							
	01/28/16	2400	0760		\$26.17			
	4011488879							
	01/28/16	2400	0760		\$16.01			
	4011488880							
	02/01/16	2400	0760		\$21.75			
	4011484565							
	02/01/16	2400	0760		\$20.47			
	4011484566							
	02/01/16	2400	0760		\$20.47			
	4011484567							
	02/01/16	2400	0760		\$21.11			
	4011484568							
	02/01/16	2400	0760		\$8.59			
	4011484569							
	02/01/16	2400	0760		\$93.42			
	4011484570							
02/01/16	2400	0760		\$125.55				
4011484571								
02/01/16	2400	0760		\$278.01				
4011484572								
02/01/16	2400	0760		\$18.59				
4011484573								
02/01/16	2400	0760		\$27.63				
4011484574								
02/01/16	2400	0760		\$106.82				
4011484575								
02/01/16	2400	0760		\$20.48				
4011484576								
02/01/16	2400	0760		\$20.47				
4011484577								
02/01/16	2400	0760		\$21.74				
4011484578								
02/01/16	2400	0760		\$47.29				
4011484579								
02/01/16	2400	0760		\$20.47				
4011484580								
02/01/16	2400	0760		\$22.98				
4011484581								
TOTAL REMITTANCE:					\$1,744.72			

The claims listed above totaling \$1,744.72 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


Approved by
AC Sakoker
Print Name


Countersigned by
JW Martin
Print Name



Attested and/or countersigned by
Gayle Corline
Print Name

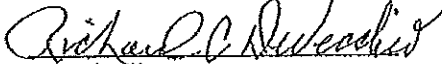
LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

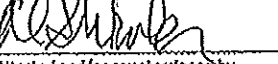
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 02/16/16
REPORT NO: 5969
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 #0748022400 P.O. Box 611849 Los Angeles, CA 90061-8204	02-10-16	200			\$1,698.66		
TOTAL REMITTANCE:					\$1,698.66		
<p>The claims listed above totaling \$1,698.66 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							


 Approved by
 Trustee


 Countersigned by
 Trustee


 Attested and/or countersigned by
 Trustee

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 02/17/16
REPORT NO: 5970
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	DATE	INVOICE #	ORBIT REV/ BS ACCT	DEPT OBIT	REPT CATG	AMOUNT	DOC NUMBER	SC
VO-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	02-11-16	62766	2801			\$7,219.97	50487-508	
			1400	0712		\$2,894.98		
			1400	0715		\$6,122.66		
			0700	0701		\$28.73		
						\$16,418.84		
VO-11388 MXTTOOLBOX, INC. PO Box 876231 Dallas, TX 75397-6231	2-11-16	213733	1300			\$900.00		
VO-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60689-3689	2-06-16	3292465779	1800	0728		\$735.25		
			1800	0728		\$0.58		
			1800	0728		\$12.93		
			1800	0728		\$146.86		
			1800	0728		\$498.90		
VO-5818 Chlas Corporation #840 P.O. Box 29059 Phoenix, AZ 85038	2-08-16	840517579	1000			\$390.55		
VO-7258 Orange County Sanitation District 10344 Ellis Avenue Fountain Valley, CA 92708-7018	12-15-15	51702	3700			\$8,165.00		
VO-12176 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	2-02-16	8418-10-025-0124877	0700	0702		\$290.64		
VO-1318 Brodart Co. L-3544 Columbus, OH 43260-001 ID# 23 - 2248768	02-02-16	425538	1800	0725		\$176.86		
VO-4882-1 Unique Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	2-01-16	419622	1900	0741		\$107.40		
VO-11768 White Nelson Diehl Evans LLP 2875 Michelle Drive #300 Irvine, CA 92606	01-31-16	157977	1900	0742		\$2,500.00		
VO-8873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	2-16-16	16-01-0067	1400	0710		\$679.54		
						\$31,029.79		
						TOTAL REMITTANCE:	\$31,029.35	

The claims listed above totaling \$31,029.35 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: Richard C. DeVecchio
Print Name: Richard DeVecchio

Countersigned by: Jeanette Contreras
Print Name: Jeanette Contreras

Attested and/or countersigned by: [Signature]
Print Name: AC Sh Kofa

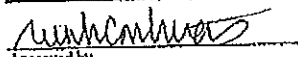
LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT


Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

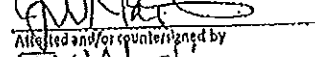
DATE: 02/24/16
REPORT NO: 5971
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

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	
VO-16040 Baker & Taylor (BTAC) PO Box 277030 Atlanta, GA 30384-7930	02/03/16	2400	0760		\$14.00			
	4011496589	2400	0760		\$62.67			
	02/03/16	4011492753	2400	0760	\$42.22			
	02/03/16	4011492754	2400	0760	\$41.58			
	02/03/16	4011492755	2400	0760	\$18.87			
	02/03/16	4011492756	2400	0760	\$172.73			
	02/03/16	4011492757	2400	0760	\$545.90			
	02/03/16	4011492758	2400	0760	\$238.81			
	02/03/16	4011492759	2400	0760	\$39.95			
	02/03/16	4011492760	2400	0760	\$236.17			
	02/03/16	4011492762	2400	0760	\$125.76			
	02/03/16	4011492763	2400	0760	\$69.69			
	02/03/16	4011492764	2400	0760	\$69.31			
	02/03/16	4011492765	2400	0760	\$61.45			
	02/03/16	4011492766	2400	0760	\$24.28			
	02/08/16	4011492767	2400	0760	\$41.59			
	02/08/16	4011495573	2400	0760	\$21.72			
	02/08/16	4011495575	2400	0760	\$23.00			
	02/08/16	4011495576	2400	0760	\$17.94			
	02/08/16	4011495577	2400	0760	\$29.58			
	02/08/16	4011495578	2400	0760	\$52.84			
	02/08/16	4011495579	2400	0760	\$36.56			
	02/08/16	4011495580	2400	0760				
TOTAL REMITTANCE:					\$1,986.91			

The claims listed above totalling \$1,986.91 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 T. Cortez
Print Name


Certified by
Gayle Carlisle
Print Name


Attested and/or countersigned by
J.W. Martin
Print Name

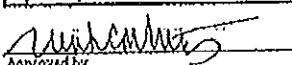
LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

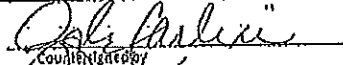
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

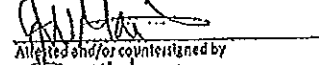
DATE: 02/24/16
REPORT NO: 5972
The County Auditor is authorized to draw these checks from
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

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-18040 Baker & Taylor (BTAO) PO Box 277930 Atlanta, GA 30384-7930	02/08/16		2400	0760		\$16.86		
		4011495581	2400	0760		\$35.61		
	02/08/16		2400	0760		\$21.09		
		4011495582	2400	0760		\$1,270.67		
	02/08/16		2400	0760		\$928.57		
		4011495583	2400	0760		\$8.80		
	02/08/16		2400	0760		\$21.11		
		4011495585	2400	0760		\$61.38		
	02/08/16		2400	0760		\$327.00		
		4011495586	2400	0760		\$15.98		
	02/08/16		2400	0760		\$51.20		
		4011495587	2400	0760		\$38.60		
	02/10/16		2400	0760		\$716.66		
		4011506542	2400	0760		\$472.10		
	02/10/16		2400	0760		\$15.41		
		4011506543	2400	0760		\$71.69		
	02/11/16		2400	0760		\$17.94		
		4011496636	2400	0760		\$21.09		
	02/11/16		2400	0760		\$21.75		
		4011496637	2400	0760		\$67.12		
02/11/16		2400	0760		\$9.92			
	4011496638	2400	0760		\$29.58			
	4011496639	2400	0760					
	4011496639	2400	0760					
	4011496640	2400	0760					
	4011496641	2400	0760					
	4011496642	2400	0760					
	4011496643	2400	0760					
	4011504993	2400	0760					
	4011504994	2400	0760					
	4011504995	2400	0760					
	4011504996	2400	0760					
	4011504997	2400	0760					
	4011504998	2400	0760					
TOTAL REMITTANCE:						\$4,249.13		

The claims listed above totaling \$4,249.13 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
Brian J. Contreras
Print Name


Countersigned by
Gayle Carlisle
Print Name


Attested and/or countersigned by
Jim Martin
Print Name

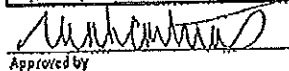
LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

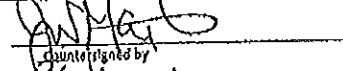
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

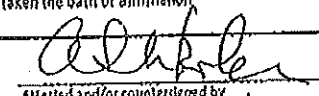
DATE: 03/09/16
REPORT NO: 5973
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: 7700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJ REV/ DS ACCT	DEPT OBT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-18040 Hakor & Taylor (BTAC) PO Box 277830 Atlanta, GA 30384-7030	02/08/16	4011495584	2400	0760	\$302.23			
	02/11/16	4011504999	2400	0760	\$50.43			
	02/11/16	4011505000	2400	0760	\$32.67			
	02/11/16	4011505001	2400	0760	\$72.84			
	02/11/16	4011505002	2400	0760	\$23.85			
	02/11/16	4011505002	2400	0760	\$20.48			
	02/11/16	4011505003	2400	0760	\$13.50			
	02/11/16	4011505004	2400	0760	\$56.91			
	02/11/16	4011505005	2400	0760	\$96.48			
	02/11/16	4011505006	2400	0760	\$49.73			
	02/11/16	4011505007	2400	0760	\$155.49			
	02/11/16	4011505008	2400	0760	\$9.28			
	02/15/16	4011505009	2400	0760	\$40.98			
	02/16/16	4011512700	2400	0760	\$57.17			
	02/23/16	4011519949	2400	0760	\$16.00			
	02/23/16	4011512501	2400	0760	\$21.12			
	02/23/16	4011512503	2400	0760	\$20.49			
	02/23/16	4011512504	2400	0760	\$61.44			
	02/23/16	4011512505	2400	0760	\$42.84			
	02/23/16	4011512506	2400	0760	\$183.35			
	02/23/16	4011512507	2400	0760	\$63.92			
	02/23/16	4011512508	2400	0760	\$247.37			
	02/23/16	4011512516	2400	0760	\$233.69			
	02/23/16	4011512517	2400	0760				
TOTAL REMITTANCE:					\$1,871.76			

The claims listed above totaling \$1,871.76 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 Contreras
Print Name


Countersigned by
J. Martin
Print Name


Attested and/or countersigned by
A.C. Shkolof
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 02/26/16
REPORT NO: 5974
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 #	OBIT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VO-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #8746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	02-24-16	200			\$1,662.60		
TOTAL REMITTANCE:					\$1,662.60		

The claims listed above totaling \$1,662.60 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

[Signature]
Approved by
Jeanette Cortina
President

[Signature]
Countersigned by
Gayle Cortina
President

[Signature]
Audited and/or countersigned by
JW Martin
Auditor

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

DATE: 03/03/16
REPORT NO: 5975

The County Auditor is authorized to draw these checks from:

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

APPROVED CLAIMS						AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-2993 Midwest Tape PO Box 820 Holland OH 43828	02/04/2016	93654475	2400	0760	\$41.09			
	02/04/2016	93654476	2400	0760	\$190.45			
	02/04/2016	93654478	2400	0760	\$34.64			
	02/04/2016	93655286	2400	0760	\$27.44			
	02/04/2016	93655287	2400	0760	\$66.12			
	02/04/2016	93655289	2400	0760	\$27.29			
	02/11/2016	93674967	2400	0760	\$39.64			
	02/11/2016	93674969	2400	0760	\$68.18			
	02/15/2016	93683163	2400	0760	\$495.92			
	02/18/2016	93694634	2400	0760	\$128.27			
	02/18/2016	93694636	2400	0760	\$31.09			
	Midwest Tape-HOOPLA	01/31/2016	93640511	2400	0760	\$380.18		
	Midwest Tape-HOOPLA	02/29/2016	93730550	2400	0760	\$290.92		
	TOTAL REMITTANCE:					\$1,821.23		

The claims listed above totalling \$1,821.23 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Gayle Carline
Approved By
Gayle Carline
Print Name

JRM
Countersigned by
JRM
Print Name

Trish J. Cantrean
Attested and/or countersigned by
Trish J. Cantrean
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Placenta Library District
411 E Chapman Ave
Placenta, CA 92870

DATE: 03/07/16

REPORT NO: 5976

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
VO-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	02-24-16	8000-9000-0652-5810	1603			\$620.99		
VO-0073-1 Bear State Air Conditioning 3548 Enterprise Dr. Anahelm, CA 92807-1610	2-22-6	16-01-0083	1600	0710		\$362.40		
VO-0686 Glasby Maintenance Supply (Ward Glasby) 110 E. Orangeforge Ave. Anahelm, CA 92801	2-22-16	265355A	1000			\$109.03		
VO-13356 Cfck Consulting, Inc. P.O. Box 61899 Irvine, CA 92602	2-11-16	21922	1390			\$810.00		
VO-2883 World Book, Inc. World Book School and library P.O. Box 866009 Louisville, KY 40285-6009	02-16-16	1528050	2400	0760		\$949.00		
VO-6003 Golden State Water Company c/o Placenta Library Dist. 411 E. Chapman Ave. Placenta, CA 92870	02-22-16	Civil #29934100003	2803			\$430.54		
VO-5910 Cintas Corporation #810 P.O. Box 20059 Phoenix, AZ 85038	02-22-16	610574444	1000			\$462.76		
	2-29-16	610577985	1000			\$319.25		
	3-07-16	610531322	1000			\$334.35		
VO-7447 Staples Advantage Dept LA PO Box 83889 Chicago, IL 60699-3889	2-27-16	3234410865	1800	0728		\$191.11		
VO-1428 Legacy Integrative Solutions 8734 Cleta Street, Unit D Downey, CA 90241	3-03-16	13202	1300			\$613.82		
VO-4882-1 Uniquo Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	01-01-16	421833	1900	0741		\$89.50		
VO-0451 Pitney Bowes PO Box 371806 Pittsburgh, PA 15250-7806	02-25-16	5502916555	2100			\$35.79		
VO-18098 Republic Services #876 PO Box 78820 Phoenix, AZ 85062-8820	02-29-16	0678-002486682	1001			\$46.24		
TOTAL REMITTANCE:						\$5,374.78		

The claims listed above totaling \$5,374.78 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.

Trink J. Cortez
Approved by
Trink J. Cortez
Print Name

JW Martin
Countersigned by
JW Martin
Print Name

Trink J. Cortez
Attested and/or countersigned by
Trink Cortez
Print Name

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

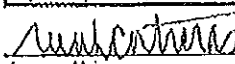
Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

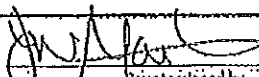
DATE: 03/09/16
REPORT NO: 5977

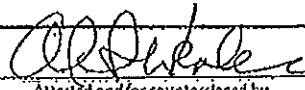
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBIT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VO-16040 VG-4210-A Baker & Taylor Books (BTAC) PO Box 277030 Atlanta, GA 30384-7930	02/23/16		2400	0760		14.15		
	02/23/16	4011512509	2400	0760		43.01		
	02/23/16	4011512510	2400	0760		43.49		
	02/23/16	4011512511	2400	0760		23.01		
	02/23/16	4011512512	2400	0760		19.85		
	02/23/16	4011512513	2400	0760		31.44		
	02/23/16	4011512514	2400	0760		30.21		
	02/23/16	4011512515	2400	0760		63.36		
	02/23/16	4011520023	2400	0760		64.53		
	02/23/16	4011520024	2400	0760				
VO-2776 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	02/24/2016	1148-190642160	2400	0760		919.90		
VO-2993 Midwest Tapa PO Box 820 Holland OH 43628	07/23/2016		2400	0760		110.24		
	02/24/2016	93708472	2400	0760		37.68		
	02/26/2016	93714229	2400	0760		238.80		
	02/29/2016	93721958	2400	0760		51.09		
	02/29/2016	93727766	2400	0760		34.64		
	02/29/2016	93727767	2400	0760		22.44		
	02/29/2016	93728460	2400	0760		81.12		
	03/02/2016	93737356	2400	0760				
TOTAL REMITTANCE:						1,828.96		

The claims listed above totaling \$1,828.96 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
Frank Costanzo
(7/2009)


Countersigned by
JoAnne Merbiti


Attested and/or countersigned by
AC Shaker

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: March 28, 2016

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	03-10-16	5978	\$ 1,695.45
Midwest Tape/OverDrive	03-15-16	5980	\$ 2,207.84

Subtotal for Claims **\$ 3,903.29**

Payroll

Subtotal for Payroll **\$ 0**

TOTAL CURRENT CLAIMS & PAYROLL **\$ 3,903.29**

LOCALLY GOVERNED DISTRICT
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/10/16

REPORT NO: 5978

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 #8748022400 P.O. Box 511649 Los Angeles, CA 90051-8204	03-09-16	200			\$1,695.45		
TOTAL REMITTANCE:					\$1,695.45		
The claims listed above totalling \$1,695.45 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Print Name _____

Print Name _____

Print Name _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 03/15/16
REPORT NO: 5980
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	3-03-16 93739871	2400	0760		\$307.63		
	3-03-16 93739873	2400	0760		\$91.18		
	3-03-16 93739874	2400	0760		\$128.92		
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0902	3-01-16 1148-000146900	2400	0760		\$27.98		
	3-04-16 1148-162047410	2400	0760		\$677.37		
	3-04-16 1148-162145347	2400	0760		\$898.76		
	3-07-16 1148-155259023	2400	0760		\$76.00		
TOTAL REMITTANCE:					\$2,207.84		
The claims listed above totalling \$2,207.84 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 _____



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

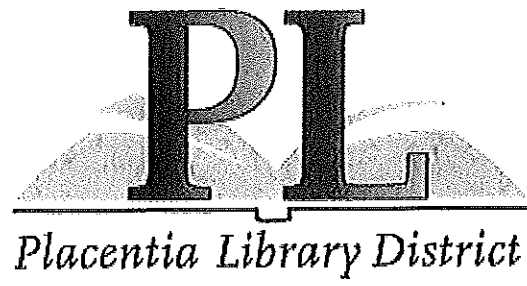
FROM: Marina Tutty

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

DATE: March 28, 2016

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

Fiscal Year 2014-2015	
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	2,079,577.11
3/31/2015	1,896,468.01
04/30/15	2,359,500.73
5/31/2015	2,293,555.26
6/30/2015	2,039,958.86
General Reserves	414,789.10
Impact Fees	459,597.50



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: March 28, 2016

Summary of Cash and Investments as of February 29, 2016

Cash with Orange County Treasurer Fund 707	1,933,826.68
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	511,142.70
General Fund Checking – Bank of the West	47,622.61
General Fund Savings – Bank of the West	1,123,371.65
Payroll Checking – Wells Fargo Bank	55,506.29
Total Cash and Investments	4,086,259.03

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

Jeanette Contreras
Library Director



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**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT**

February 29, 2016

67% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	667,447	0.54	\$560,000
0200	Retirement	46,549	25,303	0.54	\$21,246
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	137,191	0.65	\$73,352
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	\$862,210	0.57	\$662,350
SERVICES & SUPPLIES					
0700	Communications	23,000	6,169	0.27	\$16,831
0900	Food	2,000	203	0.10	\$1,797
1000	Household Expenses	20,000	12,027	0.60	\$7,973
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	22,677	0.71	\$9,323
1400	Maintenance, Buildings & Improvements	106,700	42,084	0.39	\$64,616
1600	Memberships	9,000	7,416	0.82	\$1,584
1700	Miscellaneous Expense	3,346	626	0.19	\$2,720
1800	Office Expenses	48,000	37,227	0.78	\$10,773
1803	Postage	14,000	7,072	0.51	\$6,928
1900	Prof./Specialized Services	206,100	109,986	0.53	\$96,114
1912	Investment Administrative Fees	1,700	1,271	0.75	\$429
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	523	0.48	\$577
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	92,846	0.32	\$201,328
2600	Transportation & Travel	4,500	1,836	0.41	\$2,664
2700	Meetings	19,500	17,987	0.92	\$1,513
2800	Utilities	87,500	59,313	0.68	\$28,187
	TOTAL	\$888,120	\$431,076	0.49	\$457,043
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$976	0.09	\$10,024
	OPERATING EXPENSES	\$2,423,680	\$1,294,263	0.53	\$1,129,417
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$24,675	0.35	\$45,325
TOTAL BUDGET (Fund 707)					
		\$2,493,680	\$1,318,938	0.53	\$1,174,742
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$22,186	0.00	\$12,814

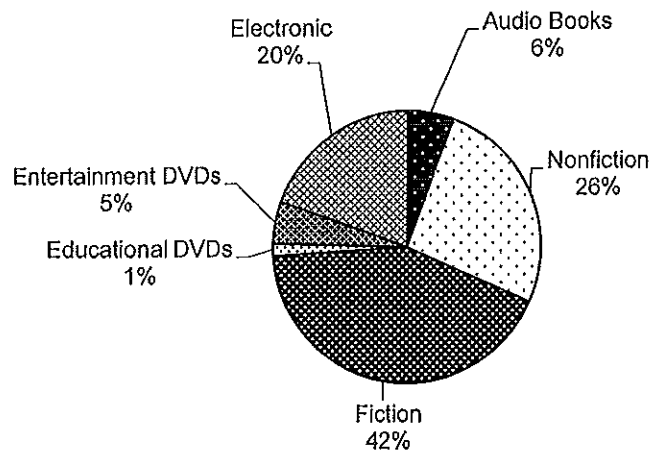
YTD REVENUE REPORT
February 29, 2016

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	1,174,466	(863,402.07)	57.6%
6220		Property Taxes - Current Unsecured	57,632	57,068	(564.25)	99.0%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	4,159	(9,097.40)	31.4%
6280		Property Taxes - Curr Supplemental	65,732	30,926	(34,806.35)	0.0%
6290		Other Taxes	3,120	12,678	9,557.69	0.0%
6300		Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540		Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
		Sub Total	2,178,622	1,280,642	(897,979.66)	58.8%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	5,720	7,212	1,492.43	126.1%
		Sub Total	5,720	7,212	1,492.43	126.1%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	7,048	(1,744.04)	80.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	7,048	(3,744.04)	65.3%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		573		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	51,635	6,635.01	114.7%
		Fines & Fees	45,000	47,510	2,509.67	105.6%
		Passport/Photos	125,000	102,992	(22,008.00)	82.4%
		Meeting Room Fees	5,000	3,228	(1,772.50)	64.6%
		Test Proctor	7,000	5,513	(1,487.00)	78.8%
		Sub Total	227,700	210,877	(16,822.82)	92.6%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	1,505,780	(917,054.09)	62%
		FY 14/15 Funds Available	70,000			
		TOTAL REVENUES FY 15/16:	2,492,834	1,505,780	(987,054.09)	60.4%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	51,545	51,545.20	100%
		SLS Account	0	-	0.00	100%

Placentia Library District

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

	YTD 2015/16	YTD 2015/16	YTD 2015/16	YTD 2014/15	YTD 2014/15	YTD 2014/15
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$60,060	3005	3455	\$51,873	2636	2887
Total Non-Fiction	\$36,816	1600	2193	\$29,192	1144	1680
Total Electronic	\$27,689	577	0	\$34,029	302	0
Total Audio Books	\$7,990	183	183	\$9,205	211	211
Total Educational DVDs	\$2,034	61	63	\$2,724	100	101
Total Entertainment DVDs	\$7,108	214	309	\$4,511	179	185
YTD TOTAL MATERIALS	\$141,697	5640	6203	\$131,534	3979	4385
Budget	\$249,174			\$255,602		
% Spent YTD	57%			51%		



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 FEBRUARY 2016

Prepared by Kate 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	\$27,589	967	1032	\$385	4	40	\$27,974	971	1122	\$46	2	2	\$28,020	973	1124
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$27,589	967	1032	\$385	4	40	\$27,974	971	1122	\$46	2	2	\$28,020	973	1124
Adult Non-Fiction	\$12,801	563	571	\$0	0	0	\$12,801	563	571	\$200	9	9	\$13,001	572	580
Adult Reference	\$452	12	12	\$145	6	6	\$597	18	18	\$500	7	7	\$1,097	25	25
Adult magazines	\$5,227	85	550	\$0	0	0	\$5,227	85	550	\$0	0	0	\$5,227	85	550
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$18,480	660	1133	\$145	6	6	\$18,625	666	1139	\$700	16	16	\$19,325	682	1155
TOTAL ADULT PRINT MATERIALS	\$46,069	1627	2215	\$530	10	46	\$46,599	1637	2261	\$746	18	18	\$47,345	1,655	2,279
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$7,239	163	163	\$0	0	0	\$7,239	163	163	\$0	0	0	\$7,239	163	163
Adult E-books	\$16,251	457	0	\$0	0	0	\$16,251	457	0	\$0	0	0	\$16,251	457	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$1,928	57	58	\$0	0	0	\$1,928	57	58	\$0	0	0	\$1,928	57	58
Adult Entertainment DVDs	\$4,204	113	164	\$0	0	0	\$4,204	113	164	\$325	24	24	\$4,529	137	188
TOTAL ADULT NON-PRINT MATERIALS	\$29,622	790	385	\$0	0	0	\$29,622	790	385	\$325	24	24	\$29,947	814	409
TOTAL ADULT MATERIALS	\$75,691	2,417	2,600	\$530	10	46	\$76,221	2,427	2,646	\$1,071	42	42	\$77,292	2,469	2,688
Juvenile Fiction	\$26,485	1600	1930	\$0	0	0	\$26,485	1600	1930	\$90	6	6	\$26,575	1606	1936
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$5,986	438	443	\$0	0	0	\$5,986	438	443	\$0	0	0	\$5,986	438	443
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$32,471	2038	2373	\$0	0	0	\$32,471	2038	2373	\$90	6	6	\$32,561	2,044	2,379
Juvenile Non-Fiction	\$14,042	614	665	\$0	0	0	\$14,042	614	665	\$17	1	1	\$14,059	615	666
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$2,753	310	323	\$0	0	0	\$2,753	310	323	\$0	0	0	\$2,753	310	323
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$981	3	24	\$0	0	0	\$981	3	24	\$0	0	0	\$981	3	24
Juvenile Magazines	\$560	13	48	\$0	0	0	\$560	13	48	\$0	0	0	\$560	13	48
Total Juvenile Non-Fiction	\$18,333	940	1060	\$0	0	0	\$18,333	940	1060	\$17	1	1	\$18,353	941	1061
TOTAL JUVENILE PRINT MATERIALS	\$60,807	2,978	3,433	\$0	0	0	\$60,807	2,978	3,433	\$107	7	7	\$60,914	2,985	3,440
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$751	20	20	\$0	0	0	\$751	20	20	\$0	0	0	\$751	20	20
Juvenile E-books	\$2,021	115	0	\$0	0	0	\$2,021	115	0	\$0	0	0	\$2,021	115	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	\$2,904	101	145	\$0	0	0	\$2,904	101	145	\$0	0	0	\$2,904	101	145
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,710	260	190	\$0	0	0	\$6,710	260	190	\$60	1	1	\$6,770	261	191
TOTAL JUVENILE MATERIALS	\$67,517	3,238	3,623	\$0	0	0	\$67,517	3,238	3,623	\$167	8	8	\$67,684	3,246	3,631
On-line databases	\$9,417	5	0	\$498	1	0	\$9,915	6	0	\$0	0	0	\$9,915	6	0
E-books	\$18,272	572	0	\$0	0	0	\$18,272	572	0	\$0	0	0	\$18,272	572	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	\$27,689	577	0	\$498	1	0	\$28,187	578	0	\$0	0	0	\$28,187	578	0
Total Fiction	\$60,060	3005	3455	\$985	4	40	\$60,445	3009	3495	\$136	8	8	\$60,581	3017	3503
Total Non-Fiction	\$35,816	1600	2193	\$145	6	6	\$36,961	1606	2199	\$717	17	17	\$37,678	1623	2216
Total Electronic	\$27,689	577	0	\$498	1	0	\$28,187	578	0	\$0	0	0	\$28,187	578	0
Total Audio Books	\$7,990	183	183	\$0	0	0	\$7,990	183	183	\$0	0	0	\$7,990	183	183
Total Educational DVDs	\$2,064	61	63	\$0	0	0	\$2,064	61	63	\$0	0	0	\$2,064	61	63
Total Entertainment DVDs	\$7,108	214	309	\$0	0	0	\$7,108	214	309	\$325	24	24	\$7,433	238	333
TOTAL MATERIALS	\$141,697	5640	6203	\$1,028	11	46	\$142,725	5,651	6,249	\$1,178	49	49	\$143,903	5700	6286

Outstanding Orders as of February 2016

General Fund \$21,654
Adopt-a-book \$160

TOTAL \$21,814

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

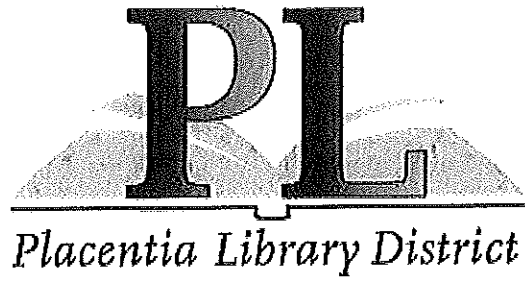
FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for February 2016

DATE: March 28, 2016

Net Revenue Summary for February 2016

	Feb-16	Feb-15	YTD 2015-2016	YTD 2014-2015
Passport	17,550.00	14,000.00	83,453.00	70,175.00
Passport Photos	4,231.00	2,604.00	19,557.00	15,423.00
Test Proctor	900.00	500.00	25,070.00	5,000.00
Meeting Room	900.00	260.00	3,228.00	4,185.00
Total	23,581.00	17,364.00	131,308.00	94,783.00



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Personnel Report for FEBRUARY 2016

DATE: March 28, 2016

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Venessa Faber, Support Services Manager
SUBJECT: Circulation Activity Report: **February 2016**
DATE: **March 28, 2016**

CIRCULATION	Feb. 16	Feb. 15	M-T-M		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	361	313	0.15		2,652	2,478	7.0%
Total Circulation	22,353	19,612			200,260	180,053	11.2%
Total Active Borrowers*	8,217	8,471	-3.0%				
Attendance	26,505	26,570			201,956	201,104	0.4%
Adult Fiction	2,679	2,473			24,922	22,616	10.2%
Adult Nonfiction	1,929	2,160			17,988	20,045	-10.3%
Adult Magazines	229	228			1,963	1,722	14.0%
Adult Music CDs	79	207			1,395	1,398	-0.2%
Adult Audio Books	561	490			5,008	4,366	14.7%
Adult DVDs**	1,983	602			13,822	5,694	142.7%
JV Fiction	9,546	8,881			91,637	86,592	5.8%
YA Fiction	1,032	1,059			12,456	10,789	15.5%
JV Nonfiction	2,585	2,486			19,419	19,882	-2.3%
YA Nonfiction	130	462			806	924	-12.8%
JV Magazines	1	6			27	46	-41.3%
JV Music CDs	18	30			224	288	-22.2%
JV Audio Books	67	27			568	344	65.1%
JV DVDs**	1,496	615			11,219	7,418	51.2%
Video Games	18	0			229	151	51.7%

* YTD % change not applicable.

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

PATRON COUNT

Feb-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		295	314	278	375	158	401	1821
10:00		331	351	243	443	195	457	2020
11:00		304	489	281	386	157	502	2119
12:00		289	300	248	273	198	556	1864
1:00	744	336	301	378	222	181	587	2749
2:00	467	335	431	548	315	233	535	2864
3:00	397	611	828	713	620	349	351	3869
4:00	260	613	729	758	725	270	249	3604
5:00		580	779	631	583			2573
6:00		331	691	467	428			1917
7:00		220	236	291	200			947
DAY TOTALS	1868	4245	5449	4836	4570	1741	3638	26347

February 2016	February 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
26,347	26,570	200,932	210,510	-5%

Hours Open	Average Per Hour
248	106.2

Open 27 days; Closed 2 days (19 hours).

PASSPORTS

Feb. 2016	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00			2	1	1	3	32	39
10:00		5	3	1	5	6	34	54
11:00		4	5	2	2	3	37	53
12:00		4	4	1	4	1	38	52
1:00	32	8	1	5	1	8	38	93
2:00	31	3	6	5	2	8	32	87
3:00	21	6	12	5	6	8	30	88
4:00	26	14	15	9	14	4	8	90
5:00		21	18	15	21			75
6:00		14	16	13	14			57
7:00		6	9	6	7			28
DAY TOTALS	110	85	91	63	77	41	249	716

Feb 2016	Feb 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
716	560	3378	2807	17%

TEST PROCTORING

Proctored Tests

February 2016	February 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
18	10	108	100	8%

STAFF ACTIVITY

- Katie attended Friday Huddles on Feb. 12th, and 19th.
- Venessa, Katie, Estella, Beatrice, Laura, Tim, Victor, and Sandra attended the Staff Development Day on February 4th.
- Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on February 11th.
- Staff provided Setup/Take Down in the Meeting Room: 47 set-ups/ 45 breakdowns
- Venessa attended Eggcitement meetings on Feb. 16th
- Venessa renewed AntiVirus and Deep Freeze systems.
- Venessa attended Management Meeting on Feb. 11th.
- Venessa attended Round Table meeting on Feb. 3 and Rotary on Feb. 3, 10, 17, 24
- Venessa attended the State of the City
- Venessa met with Yorba Linda Library Circulation team to show them our new cash register program.
- Venessa met with Tech-Logic Representative to discuss RFID product options.
- Venessa attended the PLD Board of Trustees meeting on Wednesday February 10.
- Venessa trained Laura to take over website requests on Feb. 1st.

ONGOING PROJECTS

- Venessa is working with Anaheim on Mobile Circ/BLUE Cloud.
- Venessa and Yesenia are working on Eggcitement Preparations.

NEW PROJECTS AND ACTIVITIES

- Venessa is beginning to work on staff performance evaluations.
- Katie met with Coleen about establishing a circulating Literacy collection and Literacy laptops for in-library use.
- Venessa is working with Yesenia and Jeanette on a “Pitch an Idea” grant project proposal.
- Venessa is coordinating an Eggcitement Egg Hunt goodie bag stuffing day with PRTWC.
- Venessa will be training Sara on doing the Gate Count for the Board Report.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

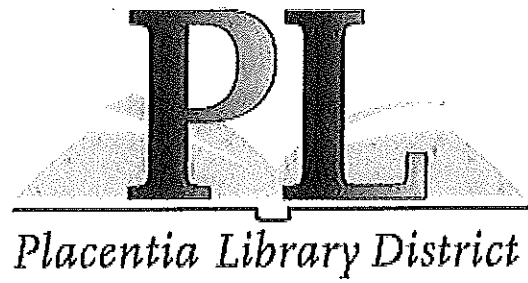
TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices through FEBRUARY 2016
DATE: March 28, 2016

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar							
16-Apr							
16-May							
16-Jun							
	TOTAL	53,323.31	13,072.41	1,140.00	110.95	24,490.64	92,137.31
	AVG	6,665.42	1,634.06	142.50	13.87	3,061.33	11,517.17

*City Billing
Not Received

PERIOD IN FY 2014-2015	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	1,452.49	*	*	*	1,452.49
14-Oct	10-08-14	8,081.06	1,452.49	285.00	8.57	12,245.32	22,072.44
14-Nov	11-17-14	13,758.60	1,452.49	142.50	16.91	3,061.33	18,431.83
14-Dec	*	3,708.42	1,452.49	*	*	*	5,160.91
15-Jan	1-15-15	7,868.53	1,452.49	427.50	8.38	6,122.66	15,879.56
15-Feb	*	4,123.46	1,452.49	*	8.38	*	5,584.33
15-Mar	03-19-15	*	1,452.49	142.50	16.85	6,122.66	7,734.50
15-Apr	*	*	*	*	*	3,061.33	*
15-May	05-20-15	8,892.88	2,904.98	427.50	17.00	3,061.33	15,303.69
15-Jun	*	*	*	*	*	3,061.33	*
	TOTAL	\$ 67,405.31	\$ 17,429.88	\$ 1,852.50	\$ 100.63	\$ 36,735.96	\$117,401.62
	AVG	\$ 6,127.76	\$ 1,452.49	\$ 142.45	\$ 8.39	\$ 3,339.64	\$ 9,783.47



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for February 2016
DATE: March 28, 2016

Accomplishments

- Continue to work on the Centennial project with steering committee and library consultant.
- Met with PLFF president to discuss succession plan for PLFF.
- Provided assistance to PLFF with final details for the Author's Luncheon fundraiser.
- Worked with community partner, H.I.S. House, preparing for the March 8th fundraiser.

Meetings

- Library Board of Trustees – February 4, 10
- Library Management – February 24
- All Staff – February 11
- Friday Huddles – February 5, 12 & 19
- PLFF – February 24, 26
- Chamber of Commerce – February 26
- H.I.S. House – February 25
- Santiago Library System Executive Council – February 22

Community Function / Training

- Chamber Ribbon Cutting – February 23
- State of the City – February 25
- Harwood Institute Innovator Lab Webinar – February 26

Upcoming Projects

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children's Services Report for February 2016
DATE: March 28, 2016

MONTHLY STATISTICS

	February 2016	February 2015	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference--in person	484	693	3,707	6,765	-45.20%
Reference--telephone	23	48	274	400	-31.50%
Total Reference	507	741	3,981	7,165	-44.44%
Total Number of Programs	46	43	317	299	6.02%
Total Programs Attendance	1,242	1,176	11,044	11,959	-7.65%

Children's Services Programs

	February 2016 Number of Programs	February 2016 Total Attendance	February 2015 Number of Programs	February 2015 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	30	1	40	8	165	9	285	-11.11%	-42.11%
F.I.R.S.T.	1	28	1	25	7	112	8	192	-12.50%	-41.67%
Preschool Storytimes (3-6 years old)	8	164	8	242	56	1284	64	1,685	-12.50%	-23.80%
Lego Club	1	21	1	30	7	207	5	286	40.00%	-27.62%
Pocket Tales	4	116	4	123	29	834	31	1,040	-6.45%	-19.81%
Lap Sit (0-2 years old)	8	453	8	367	56	2,540	53	2,615	5.66%	-2.87%
P-TAC (Placentia Teen Advisory Council)	2	32	2	40	15	217	17	374	-11.76%	-41.98%
Tweens Chess To Checkers	1	6	2	27	9	134	12	147	-25.00%	-8.84%
Family Game Day	1	17	1	25	6	103	6	124	0.00%	-16.94%
Homework Club	14	192	14	207	85	1,372	91	1,366	-6.59%	0.44%
Special Programs										
Wiggles and Giggles	1	13	0	0	2	100	0	0	100%	100%
SAT Practice Test *	1	20	0	0	2	47	2	135	0	-0.65
Valentine's Day Stories & Crafts	1	60	1	50	1	60	1	50	0	0.2
Outreach	2	90	0	0	8	1,048	3	424	1.67	1.47
Totals	46	1,242	43	1,176	317	11,044	299	11,959	6.02%	-7.65%

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

ACHIEVEMENTS

- Jennifer Rydberg conducted the Lego Club program on February 9th.
- Jennifer Rydberg conducted Family Game Day program on February 20th.
- Jennifer Rydberg conducted the F.I.R.S.T. program on February 22nd.
- Jennifer Rydberg conducted a storytime outreach at Blessed Sacrament on February 29th.
- Lori Worden conducted an outreach storytime for preschool classes at Eastside Christian Preschool on February 17th.

MEETINGS

- Fernando Maldonado and Lori Worden attended the Children's Department meeting on February 1st.
- Jennifer Rydberg, Fernando Maldonado, Lori Worden, Yesenia Baltierra and Brenda Ramirez attended the Staff Development Day on February 5th.
- Fernando Maldonado and Brenda Ramirez attended benefits meeting on February 9th.
- Jennifer Rydberg, Fernando Maldonado, and Lori Worden attended the Children's Department meeting on February 1st and 18th.
- Fernando Maldonado met with Coleen Wakai to discuss SRP teen volunteers' assignment.
- Yesenia Baltierra attended the SLS Teen Committee meeting on February 3rd.
- Yesenia Baltierra attended Board meeting on February 10th.
- Yesenia Baltierra attended Eggcitement Committee meeting on February 2nd and 16th.

PROFESSIONAL DEVELOPMENT

- Brenda Ramirez attended the Visual Content: Level-Up Your Social Media webinar.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Adult Services Report for February 2016
DATE: March 28, 2016

MONTHLY STATISTICS

Reference Desk Activity

	February 2016	February 2015	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Reference -- in person	1021	791	6496	6804	-4.53%
Reference -- telephone	409	386	1876	2640	-28.94%
Reference -- email/chat	5	12	54	34	58.82%
Technology assistance	234	417	1858	3800	-51.11%
Guest passes	67	89	558	1053	-47.01%
Adult and Children's computer use (desktops)	2641	2853	25188	22227	13.32%
Adult computer usage (desktop)	2406	2358	19579	18584	5.35%
Public computer use (express laptops)	29	45	372	376	-1.06%
Adult Program Attendance	278	189	3629	2617	38.67%
Number of Adult Programs	22	16	170	107	58.88%

History Room Activity

	February 2016	February 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room Visitors	7	5	76	76	0.00%

Volunteer Hours

	February 2016	February 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room	37.75	18.75	221.75	100.75	120.10%
PLFF	528	850	3879.75	4627.75	-16.16%
General Library	487.25	424.25	3745.25	2952.5	26.85%
Technology	7.25	45.5	348.5	479.5	-27.32%
Homework Club	94.25	92.25	468.25	637	-26.49%
Adult Literacy Tutors	177.25	94.25	1269.97	638.25	98.98%
PTAC	60.75	131.5	508.13	1239.5	-59.01%
Total Volunteer Hours	1392.5	1656.5	11507.7	11844.5	-2.84%

Adult Services Programs

Type of Program	Number of Programs February 2016	Attendance February 2016	Number of Programs February 2015	Attendance February 2015	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD 2013-14	Attendance YTD 2013-14	Number of Programs YTD % change	Attendance YTD % change
<i>Book Discussions</i>	1	13	2	27	7	81	9	117	-28.57%	-44.44%
<i>Computer Workshops</i>	2	16	3	25	16	128	21	186	-31.25%	-45.31%
<i>Literacy Programs</i>	6	50	4	22	40	349	29	115	27.50%	67.05%
<i>Summer Reading Program</i>	0	0	0	0	2	1,767	0	955	0.00%	45.95%
<i>Summer Reading Events</i>	0	0	0	0	1	38	2	77	-100.00%	-102.63%
<i>Database Instruction</i>	5	11	1	2	27	76	2	12	92.59%	84.21%
<i>Volunteer Programs</i>	1	39	1	40	4	140	4	116	0.00%	17.14%
<i>Health & Fitness Programs</i>	0	0	4	69	13	171	20	349	-53.85%	-104.09%
<i>Parenting Programs</i>	1	11	1	4	5	27	6	40	-20.00%	-48.15%
<i>Fine Arts Programs</i>	0	0	0	0	3	113	5	202	-66.67%	-78.76%
<i>Educational Programs-varied topics</i>	2	98	0	0	14	664	4	103	71.43%	84.49%
<i>Outreach</i>	4	40	0	0	23	144	2	14	91.30%	90.28%
Totals	22	278	16	189	155	3,698	104	2,286	32.90%	38.18%

<u>Adult Literacy</u>		
	Feb. 2016	Feb. 2015
Number of Tutors	19	19
Number of Students	29	29
Total Number of Participants	48	48

<u>Computer Literacy</u>		
	Feb. 2016	Feb. 2015
Number of Tutors	2	6
Number of Students	2	10
Total Number of Participants	4	16

ACHIEVEMENTS

- Wendy Townsend coordinated “LHLS- Love Connections: The People and Marriages that Shaped Our City” on February 1st.
- Wendy Townsend led the Volunteer Orientation on February 13th.
- Wendy Townsend coordinated the monthly book club on February 9th.
- Wendy Townsend received a donation of historic Placentia street signs for the History Room collection.
- Jeannie Killianey provided outreach services to Emerald Isle on February 1st and 29th.
- Jeannie Killianey coordinated two Computer Workshop on February 20th and 27th.
- Jeannie Killianey assisted with the February 13th Volunteer Orientation.
- Coleen Wakai completed two literacy orientations, February 25th and 29th.
- Coleen Wakai completed ten literacy assessments (adult learners) February 1st, 3rd, 9th, 10th, 11th, 16th, 24th, 17th, 18th.
- Coleen Wakai coordinated the final Parenting presentation by Christine Lister “Love & Logic.”
- Nadia Dallstream facilitated two outreach visits at DePalma Terrace and began a Books & Movies program on February 10th and 24th.

MEETINGS

- Nadia Dallstream and Coleen Wakai met on February 2nd to discuss LACES database and format for data entry.
- Nadia Dallstream and Yesenia Baltierra met on February 2nd, 11th, 17th,
- Wendy Townsend attended Kiwanis meetings on February 4th, 11th, 18th and 25th.
- Diane Cunningham, Wendy Townsend, Nadia Dallstream, Jeannie Killianey and Coleen Wakai attended the Staff Development Day on February 5th.
- Nadia Dallstream, Wendy Townsend and Yesenia Baltierra attended the medical benefits meeting on February 9th.
- Nadia Dallstream attended the Staff Meeting on February 11th.
- Coleen Wakai met with Nadia Dallstream on February 22nd.
- Nadia Dallstream met with Jeannie Killianey and Wendy Townsend to review the adult program registration process on February 22nd.
- Coleen Wakai met with Fernando Maldonado cross training for Children’s SRP Volunteer Orientation on February 23rd.
- Coleen Wakai met with Katie Matas regarding tagging for Literacy Equipment and Literacy Tutor book collections on February 23rd.
- Wendy Townsend, Nadia Dallstream, Jeannie Killianey and Coleen Wakai attended the Adult Services Meetings with Yesenia Baltierra on February 3rd and February 24th.
- Jeannie Killianey met one potential Computer Workshop Assistant on February 17th.
- Yesenia Baltierra attended the Placita Santa Fe Merchants Association meeting on February 9th.
- Yesenia Baltierra attended Manager’s meeting on February 11th.
- Yesenia Baltierra and Diane Warner met to review fingerprinting process and requirements on February 12th.

PROFESSIONAL DEVELOPMENT

- Jeannie Killianey watched the February NCompassLive Webinar: “Teaching Digital Literacy with TechBoomers.com and Other Online Resources.”
- Yesenia Baltierra attended the Outreach Workshop on February 19th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for February 2016
DATE: March 28, 2016

On-line database usage

	February 2016	Onsite Usage 2/16	Remote Usage 2/16	February 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	15,052	N/A	N/A	14,467	117,075	126,067	-7%
General Reference Center	60	20	40	88	406	750	-46%
Biography In Context	26	13	13	1238	562	1,926	-71%
Opposing Viewpoints	150	148	2	142	2,211	2,359	-6%
Freegal	1,214	N/A	N/A	933	9,604	5,123	87%
Heritage Quest	575	N/A	N/A	428	7,497	3,526	113%
Novelist	26	N/A	N/A	32	400	340	18%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	0	N/A	N/A	N/A	4,016	N/A	N/A
Pronunciator (new Sept. 2014)	102	N/A	N/A	87	717	709	N/A
ABC Mouse (new Sept. 2014)	32	N/A	N/A	130	505	428	N/A
Career Cruising (new June 2015)	3	N/A	N/A	N/A	38	N/A	N/A
Tumblebooks	40	N/A	N/A	283	738	2,013	-63%
Reference USA	42	N/A	N/A	266	1,144	1,893	-40%
Enki (new Oct. 2014)	0	N/A	N/A	0	14	30	N/A
Hoopla (new May 2015)	152	N/A	N/A	N/A	1,241	N/A	N/A
Overdrive e-books	961	N/A	N/A	729	8,151	6,093	34%
Overdrive audio books	508	N/A	N/A	385	4,288	2,958	45%
Zinio (new Oct. 2014)	59	N/A	N/A	27	593	91	N/A
TOTAL DATABASE USAGE	19,002	181	55	19,235	159,200	154,306	3%

Website Traffic

	February 2016	February 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Website visits	12,155	11,138	97,462	126,118	-23%
Page Hits	20,311	19,247	162,655	218,563	-26%

Computer & Online Resource Use

	February 2016	February 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Residents	1,430	1,022	10,736	8,459	27%
Non-Placentia Residents	1,003	657	7,505	5,387	39%
Total	2,433	1,679	18,241	13,846	32%

Wifi Use

	February 2016	Y-T-D 2015-16
Total	2,477	16,204

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: March 28, 2016

BACKGROUND

At the January 25, 2016 Library Board of Trustees meeting, amendments to the Placentia Library District Policies 3040 – Expense Authorization and 3080 – Purchasing were approved as a first reading and agendaized for the March meeting for approval.

Attachment A is a copy of the proposed amendments with inclusion of feedback from the Library Board of Trustees at the January 25, 2016 meeting.

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 quality, performance, delivery, service capability and lowest possible cost.**

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 ten thousand dollars (\$10,000) must comply with the competitive bid process. Purchases or contracts that are between five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) 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 ten thousand dollars (\$10,000) 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 contact any Trustee for approval. take action. The Library Director will have the authority to spend up to \$10,000 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 \$10,000 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 and shall be per terms of agreement. 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. Ebsco
- c. Overdrive
- d. Ingram
- e. Brodart
- f. Freegal
- g. Hoopla
- h. Gale
- i. Bibliotheca
- j. SirsiDynix

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: Adopt Resolution 16-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend Previously Adopted Policies 2020, 2030, 2040, 2110, 2120, and 2150 Regarding the Compensation for the Employees of the Placentia Library District.

DATE: March 28, 2016

BACKGROUND

At the January 25, 2016 Library Board of Trustees meeting, Library Director Contreras presented compensation analysis and recommendations. The information presented was based on the findings conducted by Mr. Michael Harary, Human Resources Consultant. Following the January 25, 2016 meeting, Library Director was instructed to seek feedback from employees then present to the Library Board of Trustees at the March meeting.

Library Director met with employees on three occasions – Staff Development Day, All-Staff meeting, and a luncheon meeting. Additionally, three surveys were also conducted with an average of 9.6 employees who completed the survey. We are happy to represent recommendations for amendments to Policies 2020, 2030, 2040, 2110, 2120 and 2150 based on feedback from the meetings and engaging discussions with employees.

Attachment A is a copy of the proposed compensation amendments for the employees of the Placentia Library District.

Fiscal Impact: \$45,503

RECOMMENDATIONS

1. Adopt Resolution 16-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend Previously Adopted Policies 2020, 2030, 2040, 2110, 2120, and 2150 Regarding the Compensation for the Employees of the Placentia Library District, effective July 1, 2016.
2. Adopt Resolution 16-06 by a roll call.

COMPENSATION ANALYSIS & RECOMMENDATIONS

March 28, 2016

	CLASSIFICATION	CURRENT	INDUSTRY	PROPOSED	DIFFERENCE MONTHLY	ANNUALLY
POLICY 2P20 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	
	Emerging Technologies Assistant		15-19 years 176 hours	176	20 hours	
	Library Clerk		20+ years 188 hours	200	56 hours	x
	Library Aide	Max Accumulation 160 hours	Max Accumulation 200 hours	200	40 hours	x
	Library Page					
	Administrative Assistant					
	Subtotal					
POLICY 2B30 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 ACCRRUALS	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

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

Library Director					
Public Services Manager	<u>PROPOSED MEDICAL PLAN</u>				
Support Services Manager	Current Plan -- EPO Exempt + Family & EPO Non-Exempt Employee Only. Regular Part-Time 20+Hrs. Prorated				\$200,876
Supervising Librarian	Proposed Plan -- EPO Exempt + Family & \$1,000 Flat Non-Exempt Two Medical Plans Available: EPO & GOLD PPO				\$242,079
Librarian	Difference: Current vs. Proposed				\$41,203
Library Assistant	Ancillary for Add. Enrollment				\$7,228
Library Clerk	FISCAL IMPACT:				\$48,431
Library Aide					
Library Page					
Administrative Assistant					

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	Bilingual 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/\$75P G LP - N/C	BP - Fiscal Impact: (\$244)		

RESOLUTION 16-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO AMEND PREVIOUSLY ADOPTED POLICIES 2020, 2030, 2040, 2110, 2120, AND 2150 REGARDING THE COMPENSATION FOR THE EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT

WHEREAS, compensation and benefits for eligible employees is provided by the Placentia Library District was reflected in the approved 2015-2017 Budget on April 20, 2015; and,

WHEREAS, a presentation by Mr. Michael Harary, Human Resources Consultant, was conducted on November 16, 2015 with recommendations to the compensation and benefits offered by the Placentia Library District; and

WHEREAS, the Library Director met with employees on three occasions and conducted three surveys to engage employees in discussions of the compensation and benefit recommendations; and

WHEREAS, with feedback from employees, the Library Board of Trustees now desires to amend the previously adopted policies that established the compensation for the employees of the Placentia Library District as presented at the March 28, 2016 Unusual Date meeting; and

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts Resolution 16-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend Previously Adopted Policies 2020, 2030, 2040, 2110, 2120, and 2150 Regarding the Compensation for the Employees of the Placentia Library District, effective July 1, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne W. Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution Amendment was duly and regularly adopted by the Board of Trustees at the Unusual Date Meeting hereof held on the twenty-eighth day of March 2016.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of March 2016.

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adopt Resolution 16-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal Year 2016-2017 Budget for the Placentia Library District of Orange County.

DATE: March 28, 2016

BACKGROUND

At the April 20, 2015 Library Board of Trustees meeting, the budget Fiscal Years 2015-2017 was adopted by Resolution 15-06. Library Director will present the amendments for the 2016-2017 Fiscal Year.

Attachment A is a copy of the amended Revenue budget for 2015-2017.

Attachment B is a copy of the amended Expenditure budget for 2015-2017.

Attachment C is a copy of the 2016-2017 Organizational Chart.

Attachment D is a copy of Resolution 16-07.

Fiscal Impact: \$72,000

RECOMMENDATIONS

1. Adopt Resolution 16-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal Year 2016-2017 Budget for the Placentia Library District of Orange County.
2. Adopt Resolution 16-07 by a roll call.

Placentia Library District

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

4% Property Tax / 2.5% COLA

FY 2013-2014

FY 2014-2015

FY 2014-2015

2015-2016

2016-2017

Object Code	Category	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
6210-00	Current Secured	1,843,281	1,843,518	1,928,033	2,005,154	2,085,360
6210-01	Public Utility	28,596	26,306	31,456	32,714	34,023
6210-04	Teeter Plan - Current Delinquent					
	SUB-TOTAL CURRENT SECURED	1,871,877	1,869,824	1,959,489	2,037,868	2,119,383
6230-00	Prior Secured					
	TOTAL SECURED	1,871,877	1,869,824	1,959,489	2,037,868	2,119,383
6220-00	Current Unsecured	65,970	79,883	55,415	57,632	59,936
6240-00	Prior Unsecured					
	TOTAL UNSECURED	65,970	79,883	55,415	57,632	59,936
6690	HOMEOWNER	12,082	17,588	8,454	8,792	9,144
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	1,949,929	1,967,295	2,023,358	2,104,292	2,188,463
6250	SPECIAL DISTRICT AUGMENTATION	8,331	4,026	12,746	13,256	13,786
6260/6540	PENALTIES/DELINQUENCIES		1,685	975	1,014	1,055
6280-00	SUPPLEMENTAL - CURRENT	46,818	25,596	63,204	65,732	68,361
6290	OTHER TAXES	3,289		3,000	3,120	3,245
6300	SUPPLEMENTAL - PRIOR	639		0		
6610-00	INTEREST	5,496		5,500	5,720	5,949
	TOTAL CATEGORIES NOTE ESTIMATED BY ORANGE COUNTY AUDITOR	64,573	31,307	85,425	88,842	92,396
	TOTAL PROPERTY TAX REVENUE	2,014,502	1,998,602	2,108,783	2,193,134	2,280,859
6970	STATE LIBRARY & STATE					20,000
7130	OTHER GOVERNMENTAL AGENCIES	1,761	0	1,761	2,000	2,000
7615	TRANSFER FROM OTHER LIBRARY FUNDS					
7670	LOCAL REVENUE					
	PLFF Grants	185,773	0	35,000	45,000	36,000
	Newsletter Ads	1,100	0	700	700	700
	Fines & Fees	37,130	50,000	40,000	45,000	45,000
	Passports	125,200	75,000	125,000	125,000	175,000
	Meeting Room Fees	4,142	10,000	4,500	5,000	5,000
	DVD Rentals	6,641	6,000	7,000	0	0
	Test Proctor	6,150	4,500	6,200	7,000	9,000
	TOTAL STATE & LOCAL REVENUE	366,136	145,500	218,400	227,700	292,700
	SURPLUS FROM PREVIOUS FISCAL YEAR	25,000	30,000	107,978	10,000	
	Contingencies/Reserves				60,000	55,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS					
TOTAL REVENUE		2,407,399	2,174,102	2,436,922	2,492,834	2,630,559

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017
March 28, 2016

OBJECT		FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE	DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
0100	Salaries & Wages (SS&MDCRE)	1,009,643	1,153,845	1,160,530	1,227,447	1,275,730
0200	Retirement (Pension Contribution)	36,499	43,848	43,351	46,549	48,154
0301	Unemployment Insurance	0	8,000	10,000	0	0
0306	Health Insurance	169,957	216,734	202,476	210,543	242,079
0308	Dental Insurance	14,937	16,192	15,523	12,833	13,903
0309	Life Insurance	7,342	7,870	8,351	7,320	4,130
0310	Long Term Disability Insurance	3,847	4,100	5,869	4,627	5,611
0319	Vision Insurance	2,406	2,626	2,600	2,526	2,826
	EAP	530	787	720	715	787
	Total Employee Insurance	199,019	248,309	235,539	238,564	269,336
0350	Workers Compensation - General	8,233	10,000	23,000	12,000	12,021
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,253,394	1,464,002	1,472,420	1,524,560	1,605,241
			0.673	0.604	0.612	0.610
0700	Communications	10,452	27,000	20,000	23,000	24,000
0900	Food	2,333	2,000	2,000	2,000	2,000
1000	Household Expense	12,113	13,000	19,000	20,000	22,000
1100	Insurance	11,123	13,000	13,000	15,000	15,000
1300	Maintenance of Equipment	24,952	20,000	34,000	32,000	35,000
1400-0710	HVAC	6,758	4,200	6,000	10,000	12,000
1400-0711	Carpet Cleaning	1,400	2,400	4,000	7,400	7,400
1400-0712	Groundskeeping, city of Placentia	23,785	25,000	25,000	25,000	25,000
1400-0713	Plumbing	6,519	5,000	8,000	10,000	10,000
1400-0714	Electric	13,768	2,500	5,000	7,000	7,000
1400-0715	Cleaning Services	7,158	700	40,000	42,000	38,000
1400-0716	Locksmith	381	300	300	300	300
1400-0717	Other	8,142	5,000	5,000	5,000	5,000
1400	Total Maintenance of Building & Grounds	67,911	45,100	93,300	106,700	104,700

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017
 March 28, 2016

OBJECT		FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE	DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
	1600 Memberships	7,059	12,000	9,000	9,000	9,000
	1700 Miscellaneous Expense	334	500	2,000	2,500	2,500
1800-0725	Library Supplies	10,371	10,000	15,000	16,000	22,000
1800-0726	Printing	16,081	14,000	16,000	13,000	15,118
1800-0727	Paper	1,036	1,500	1,500	3,500	4,000
1800-0728	Other Office Supplies	10,366	5,000	12,000	15,500	15,000
	1800 Office Supply Expense	37,854	30,500	44,500	48,000	56,118
	1803 Postage Expense	10,398	6,000	12,000	14,000	15,000
1900-0736	HR/Finance Services	0	0	0	50,000	50,000
1900-0737	Anaheim Library Automated Library System	33,482	35,000	33,500	32,000	32,000
1900-0738	Library Board Consultants & Legal	16,665	10,000	12,000	12,000	12,000
1900-0739	Computer Services	30,998	30,000	49,000	50,000	45,000
	Tax Collection Services & Fees by Orange					
1900-0740	County & LAFCO	18,103	19,000	19,000	19,000	40,000
	Medical Exams	49	500	500	300	300
1900-0741	Collection Services - Accounts Receivable	1,479	2,500	2,500	2,500	2,500
1900-0742	Audit & Accounting Services	14,000	14,500	15,000	19,000	20,000
1900-0743	Payroll Preparation	6,861	7,500	7,500	7,800	8,000
1900-0744	Election Expenses	0	19,000	19,000	0	25,000
1900-0745	Staff Training in Library	503	500	500	2,500	3,000
1900-0746	Grants	0	0	0		
1900-0747	Program	0	0	10,000	3,000	5,000
1900-0748	Other	57,992	10,000	7,500	8,000	7,000
	1900 Total Specialized Services - General Fund	180,132	148,500	176,000	206,100	249,800
	1912 Investment Administrative fees for Orange Cou	1,430	1,500	1,600	1,700	1,800
	2000 Total Legal Notices	0	500	500	500	500
	2100 Rents/Leases-Equipment	948	1,000	1,000	1,100	1,200
	Semi-Annual Bond Payment, Energy Loan &					
	2200 Civic Center Loan	14,090	0	0		
2400-0760	Special Department Expense - Library Materia	166,793	171,200	255,602	249,174	255,700
2400-0761	Special Department Expense - Programs	5,223	3,000	35,000	45,000	36,000
	2400 Total Special Department Expense	172,016	174,200	290,602	294,174	291,700
	2600 Transportation/Travel - Local Mileage	2,524	2,000	3,500	4,500	4,500
2700-0765	Transportation/Travel - Meetings, Staff Out of	7,449	4,000	10,000	5,000	5,000
2700-0766	Transportation/Travel - Meetings, Staff Local	1,275	2,100	3,000	2,000	1,500

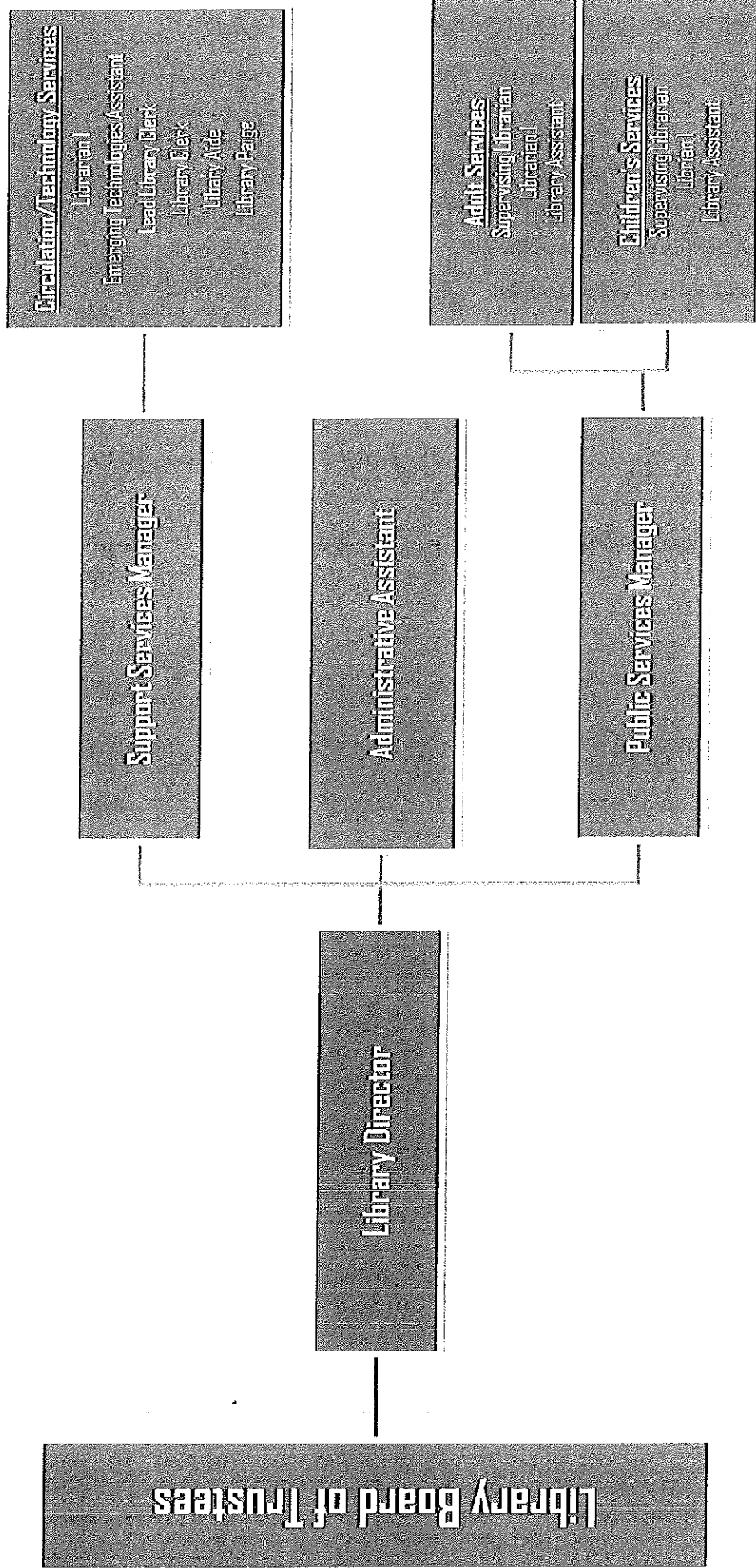
PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Years 2015-2017
March 28, 2016

OBJECT		FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
CODE	DESCRIPTION	ACTUAL	ADOPTED	AMENDED	PROPOSED	PROPOSED
2700-0767	Transportation/Travel - Meetings, Board Out of Town	9,697	9,000	12,000	10,000	10,000
2700-0768	Transportation/Travel - Meetings, Board Local	1,650	3,000	3,000	2,500	3,000
2700	Total Transportation/Travel - Meetings	20,071	18,100	28,000	19,500	19,500
2800-2801	Electricity	57,546	56,000	60,000	61,500	62,000
2800-2802	Gas	8,856	9,500	12,000	13,000	13,000
2800-2803	Water	10,768	11,000	12,000	13,000	14,000
2800	Total Utilities	77,170	76,500	84,000	87,500	89,000
	TOTAL SUPPLIES & SERVICES	652,910	591,400	834,002	887,274	943,318
			0.272	0.342	0.356	0.359
3700	Taxes, Assessments (Sales Tax & Sewer Assessment)	9,527	8,700	10,000	11,000	12,000
4000	Total Equipment	46,750	100,000	100,000	60,000	60,000
4200	Structures/Improvements	86,348	10,000	20,000	10,000	10,000
	TOTAL FIXED ASSETS	142,625	118,700	130,000	81,000	82,000
4700	Payment to Refunded Debt Escrow Ags		0.055	0.053	0.032	0.031
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND					
5200	Cottingencies/Reserves	0		0		
	TOTAL EXPENSES	2,048,929	2,174,102	2,436,422	2,492,834	2,630,559

PLACENTIA LIBRARY DISTRICT

Organizational Chart

Fiscal Year 2016-2017



RESOLUTION 16-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO AMEND THE
FISCAL YEAR 2016-2017 BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Years 2015-2017 was approved at the Regular Meeting of the Board of Trustees on April 20, 2015, and Resolution 15-06 was approved on September 28, 2015 to reflect the correct number for Fund 707 as requested by the County of Orange Auditor Controller's; and

WHEREAS, the Placentia Library District has encountered unforeseen expenditures related to its operations and has realized improved conditions in its revenue budget, thus necessitating modifications to the Placentia Library District budget; and

WHEREAS, the Budget Amendment to the Placentia Library District budget for 2016-2017 fiscal year authorized by Resolution 16-07 would benefit the patrons of the Placentia Library District; and

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the amended budget for Fiscal Year 2016-2017, and implements such on July 1, 2016 at the amount of \$2,630,559 for Fund Budget 707.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne W. Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution Amendment was duly and regularly adopted by the Board of Trustees at the Unusual Date Meeting hereof held on the twenty-eighth day of March 2016.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of March 2016.

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: In-House Accounting Transition Update
DATE: March 28, 2016

BACKGROUND

Library Director will present an update on the status of the In-House Accounting transition as per consultation from Mr. Marc Davis of DavisFarr CPA.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Disposal of DVD cases as per Placentia Library District Policy 3085 – Disposal of Surplus Property or Equipment

DATE: March 28, 2016

BACKGROUND

There are currently over a thousand DVD cases in storage which are no longer used as a result from the implementation of the RFID tags and self checkout machines. Collectively, the value of these cases are over \$250 which requires approval from the Library Board of Trustees before disposal or other actions.

Library staff recommends offering these cases for the Placentia Library Friends Foundation (PLFF) to sell and to other libraries who may be in need of them. The Library has received a request from Santa Ana Public Library.

Attachment A is a copy of Policy 3085 – Disposal of Surplus Property or Equipment

RECOMMENDATION

Authorize the Library Director to offer the DVD cases to PLFF and other libraries.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3085

3085.1 Sale of Surplus Equipment.

3085.1.1 Board of Trustees takes action to declare equipment surplus for any item estimated by the Library Director to be valued at over \$250.

3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board's action.

3085.1.5 Items including electronic equipment valued at less than \$250 are to be given to Placentia Library Friends Foundation (PLFF) for sale. Items not sold by PLFF could be offered to other government agencies or charities at the discretion of the Library Director, or if unwanted, be discarded or recycled as appropriate.

3085.2 Disposition of used books and other items from the Library's collection.

3085.2.1 Used books and other items from the Library's collection are given to the Placentia Library Friends Foundation to sell.

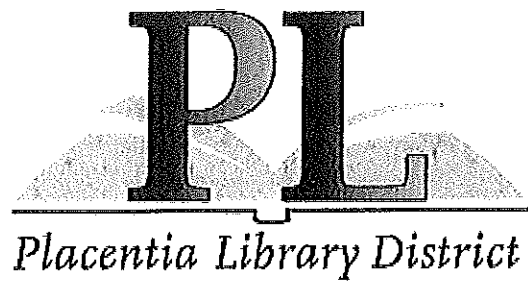
3085.2.2 Items not wanted by the Placentia Library Friends Foundation may be given to another governmental agency or non-profit organization at the discretion of the Library Director.

3085.2.3 Items not taken by the Placentia Library Friends Foundation or another governmental agency or 501 (c) (3) organization will be discarded.

3085.3 Disposition of electronic equipment.

3085.3.1 Electronic items not in working condition will be discarded or recycled in accordance with California and Orange County regulations.

3085.3.2 Electronic items in working condition will be offered to area 501 (c) (3) organizations on condition that they pick-up the items at the Library. Items not being picked-up may be discarded in accordance with California and Orange County regulations or sold by advertisement for sealed bids on the public bulletin board by the Library entrance.



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation on the California Public Library Broadband Project and the CENIC Conference

DATE: March 28, 2016

BACKGROUND

Library Director will present an information on the California Public Library Broadband Project and the CENIC Conference.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Update on the parking lot situation
DATE: March 28, 2016

BACKGROUND

Library Director will present an update on the status of the civic center parking lot.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 17-18, 2016.

DATE: March 28, 2016

BACKGROUND

Special Districts Legislative Days is a two-day legislative conference, organized by the California Special District Association that features a dynamic lineup of speakers and activities. Representatives from all types of special districts attend this event to ensure the successful delivery of the essential local services special districts provide to millions of people statewide.

It is an opportunity to hear from, and interact with, some of California's key elected officials and leading policy experts on the most important issues currently facing special districts, meet with legislators, and exchange ideas with other special district leaders, both in the Capitol and at a private legislative reception.

Attachment A is additional information.

Fiscal Impact: \$700/person

RECOMMENDATIONS

1. Authorize Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 17-18, 2016.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814



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Agenda At A Glance

Agenda subject to change

TUESDAY, MAY 17	
9:00 – 10:00 a.m.	REGISTRATION
10:00 – 10:15 a.m.	WELCOME
10:15 – 11:00 a.m.	LEGISLATORS PANEL
11:00 a.m. – 12:00 p.m.	GRASSROOTS ADVOCACY AND PUBLIC OUTREACH PRESENTATION
12:00 – 2:00 p.m.	LUNCH: LEGISLATIVE BRIEFING
2:00 – 5:00 p.m.	LEGISLATIVE VISITS
5:00 – 6:30 p.m.	LEGISLATIVE RECEPTION
WEDNESDAY, MAY 18	
7:45 – 8:30 a.m.	DISTRICT NETWORKS CAFÉ
8:30 – 8:40 a.m.	WELCOME
8:40 – 9:00 a.m.	LEGISLATOR OF THE YEAR
9:00 – 9:45 a.m.	KEYNOTE SPEAKER
9:45 – 10:30 a.m.	ROUNDTABLES
10:30 – 11:15 a.m.	HOT TOPIC ISSUES
11:15 a.m. – 12:00 p.m.	AWARDS AND LEGISLATIVE PRIORITIES OUTLOOK



Hyatt Regency Sacramento
1209 L Street
Sacramento, CA 95814

\$189 CSDA room rate. Call to reserve at 1-888-421-1442.

Room reservation cut-off April 25, 2016.

*****MIXED AADC 945

Placentia Library District
Jeanette Contreras
411 E Chapman Ave
Placentia, CA 92870-6101

608
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@SPECIALDISTRICT



FACEBOOK.COM/SPECIALDISTRICT



California Special Districts Association



Districts Stronger Together

SPECIAL DISTRICTS LEGISLATIVE DAYS

Join movers and shakers from all over California. This event provides the opportunity to meet with and educate your legislators on the significant contributions special districts make throughout the state.

Hear about the latest legislative proposals directly affecting the delivery of essential local services. Explore how decisions are really made in the Capitol and learn how, together, we can make a difference.

EARLY BIRD DISCOUNT! Register at legislativedays.csdanet

May 17-18, 2016

SACRAMENTO CONVENTION CENTER





SPECIAL DISTRICTS LEGISLATIVE DAYS

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 15, 2016

- CSDA Member - \$175 Early Registration / \$225 Regular Registration
- Non-Member - \$240 Early Registration / \$265 Regular Registration

Agenda Item 32
Attachment A
Page 85

Three Ways to Register

- *Online:* Visit legislatedays.csdanet
- *Fax number:* 916.520.2465. All faxed forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment.
Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members.
Not sure if you are a member? Simply contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877-924-2732.
It's not too late to become a CSDA member.

**Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda.
Payment must accompany registration in order to process.**

<input type="checkbox"/> CSDA Member: \$175/EARLY BIRD	<input type="checkbox"/> Non-Member: \$240/EARLY BIRD	Total \$: <input style="width: 100px;" type="text"/>
<input type="checkbox"/> CSDA Member: \$225/AFTER APRIL 15	<input type="checkbox"/> Non-Member: \$265/AFTER APRIL 15	

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Emergency Contact Name/Phone Number:		

LEGISLATIVE VISITS

CSDA will make every attempt to schedule meetings with your region's legislative representatives or staff.

Yes, I want to participate in prearranged meetings in the Capitol No, I do not want to participate in prearranged meetings in the Capitol

PAYMENT

Check Visa MasterCard Discover American Express

Acct. name:	Acct. Number:
Expiration date:	Authorized Signature:

SPECIAL NEEDS

Vegetarian Other:

CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax or mail three days prior to event. All cancellations made within the specified time will be refunded less a \$75 processing fee. NO EXCEPTIONS.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in San Diego, California, October 10-13, 2016.

DATE: March 28, 2016

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in San Diego, California from October 10-13, 2016. The expense will be drawn from the General Fund.

Mr. Ross Schafer, a comedian, television host, and motivational speaker, will be this year's opening keynote speaker. After winning the Seattle International Comedy Competition, he became an opening act for Crystal Gayle, Eddie Rabbitt, Nel Carter, Neil Sedaka, and Dionne Warwick. His keynote presentations include: How to Stay Relevant, How to Overcome Obstacles and Customer Engagement.

Pre-conferences include:

- Governance Foundations
- Communication Strategies
- So You Want to be a General Manager

Attachment A is additional information.

Fiscal Impact: \$1,400 per attendee

RECOMMENDATIONS

1. Motion to Authorize Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in San Diego, California, October 10-13, 2016.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call.



(http://www.csdanet)

2016 Annual Conference & Exhibitor Showcase

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district Leaders can afford to miss! It is the most densely packed educational and networking experience available to special districts. Come together with other special district leaders from across the state to meet with industry suppliers, hear from the best in special district-specific topics with over thirty breakout session options, network with your peers and more at the THE leadership conference for special districts.

Click Pre-Conference Governance Foundations (http://www.csdanet/wp-content/uploads/2015/12/workshop_-_GovernanceFoundations2.pdf) to download registration flyer.

Click Pre-Conference Communication Strategies (http://www.csdanet/wp-content/uploads/2015/12/workshop_CommunicationStrategiesBoardMembersGeneralManagers.pdf) to download registration flyer.

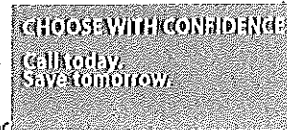
Click Pre-Conference So You Want to be a GM (http://www.csdanet/wp-content/uploads/2015/12/workshop_-_SoYouWanttoBeaGeneralManager.pdf) to download registration flyer.

Click here (<http://www.csdanet/wp-content/uploads/2016/01/2016-CSDA-Business-Gold-Pages-7-8.pdf>) for Sponsorship & Exhibitor Opportunities/download registration form.

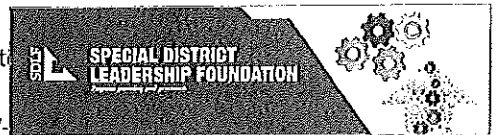


(<http://www.csdanet/csdanet-membership/join-csdanet/>)

(<http://www.sdma.org/>)

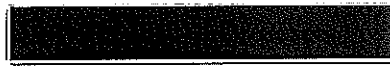


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(<http://www.sdlf.org>)

When 10/10/2016 - 10/13/2016
Where Sheraton San Diego Hotel & Marina
1380 Harbor Island Drive
San Diego, CA 92101



My registration status: Not registered

Registration Options	Price
Register as a Full Conference Attendee	580.00
Register for Single Days	0.00
Register for a Pre-Conference Event ONLY (Select below)	0.00
Register for an (8x10) Corner Exhibitor Booth	1,050.00
Register for an (8x10) Standard Exhibitor Booth	790.00

Program Options

Select programs by Only display program items in registrant's Itinerary

Monday, 10 October 2016

Empty program list area

8:00 AM	<p>Register Full Conference Guest</p> <p>Price 275.00</p> <p>Time 10/10/2016 8:00 AM - 10/13/2016 12:00 PM</p>
8:00 AM	<p>Register for So You Want to be a GM</p> <p>Presenters: Bill Chiat and Frank Benest, Cal ICMA Coaching Program A practical career development workshop for senior executives and emerging leaders in special districts. This action oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager, identifying GM opportunities including positioning yourself for executive recruitment, developing positive relations with the board, staff and peer agency executives, and leadership practices. Registration fee includes continental breakfast and lunch. Limited class size, register early! \$100 CSDA Member and Non-Member (Continental Breakfast & Lunch included)</p> <p>Price 100.00</p> <p>Time 8:00 AM - 3:45 PM</p>
8:00 AM	<p>Purchase Exhibitor Dessert/Appetizer Tray</p> <p>Price 325.00</p> <p>Time 10/10/2016 8:00 AM - 10/11/2016 5:00 PM</p>
9:00 AM	<p>Register for Governance Foundations</p> <p>Special District Leadership Academy Module 1: Governance Foundations Earn SDRMA CIPs \$225 Member, \$340 Non-member This course teaches the foundational knowledge and</p>

Tuesday, 11 October 2016	<input checked="" type="checkbox"/>
Wednesday, 12 October 2016	<input checked="" type="checkbox"/>
Thursday, 13 October 2016	<input checked="" type="checkbox"/>

California Special Districts Alliance



(<http://www.csdanet>)

(<http://sdrma.org>)



(<http://csdafinance.net/>)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: California Special District Association (CSDA) Board of Directors Call For Nominations

DATE: March 28, 2016

BACKGROUND

The Elections and Bylaws Committee of the California Special District Association (CSDA) is looking for members who are interested in serving on the Board of Directors for the 2017-2019 term. The responsibilities for CSDA Board of Directors are:

- Attend all board meetings held every other month and in Sacramento; typically on the second Friday of the month.
- Participate on at least one committee, meeting 3-4 times a year in Sacramento.
- Attend the Special Districts Legislative Day in spring.
- Attend the Annual Conference in fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years.

The nomination is due May 20, 2016.

Attachment A is the nomination call from CSDA.

RECOMMENDATIONS

- 1) Submit nomination for a Library Board of Trustees to serve a 3-year term, 2017-2019, as a CSDA Board of Directors member; or
- 2) Forego nomination for the 2016-2018 term and consider nomination in the future.

**California Special
Districts Association***Districts Stronger Together*

DATE: February 19, 2016

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2017 - 2019 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 20, 2016.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 3rd. The ballots must be received by CSDA no later than 5:00 p.m. August 5, 2016. The successful candidates will be notified no later than August 8th. All selected Board Members will be introduced at the Annual Conference in San Diego, CA in October.

Expiring Terms

(See enclosed map for regional breakdown)

Northern Network	Seat B Greg Orsini, McKinleyville Community Services District*
Sierra Network	Seat B Ginger Root, Country Club Sanitary District*
Bay Area Network	Seat B Sherry Sterrett, Pleasant Hill Recreation & Park District
Central Network	Seat B Tim Ruiz, East Niles Community Services District*
Coastal Network	Seat B N/A
Southern Network	Seat B Bill Nelson, Orange County Cemetery District*
	Seat B Kathy Tiegs, Cucamonga Valley Water District

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



California Special
Districts Association
Districts Stronger Together

2016 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

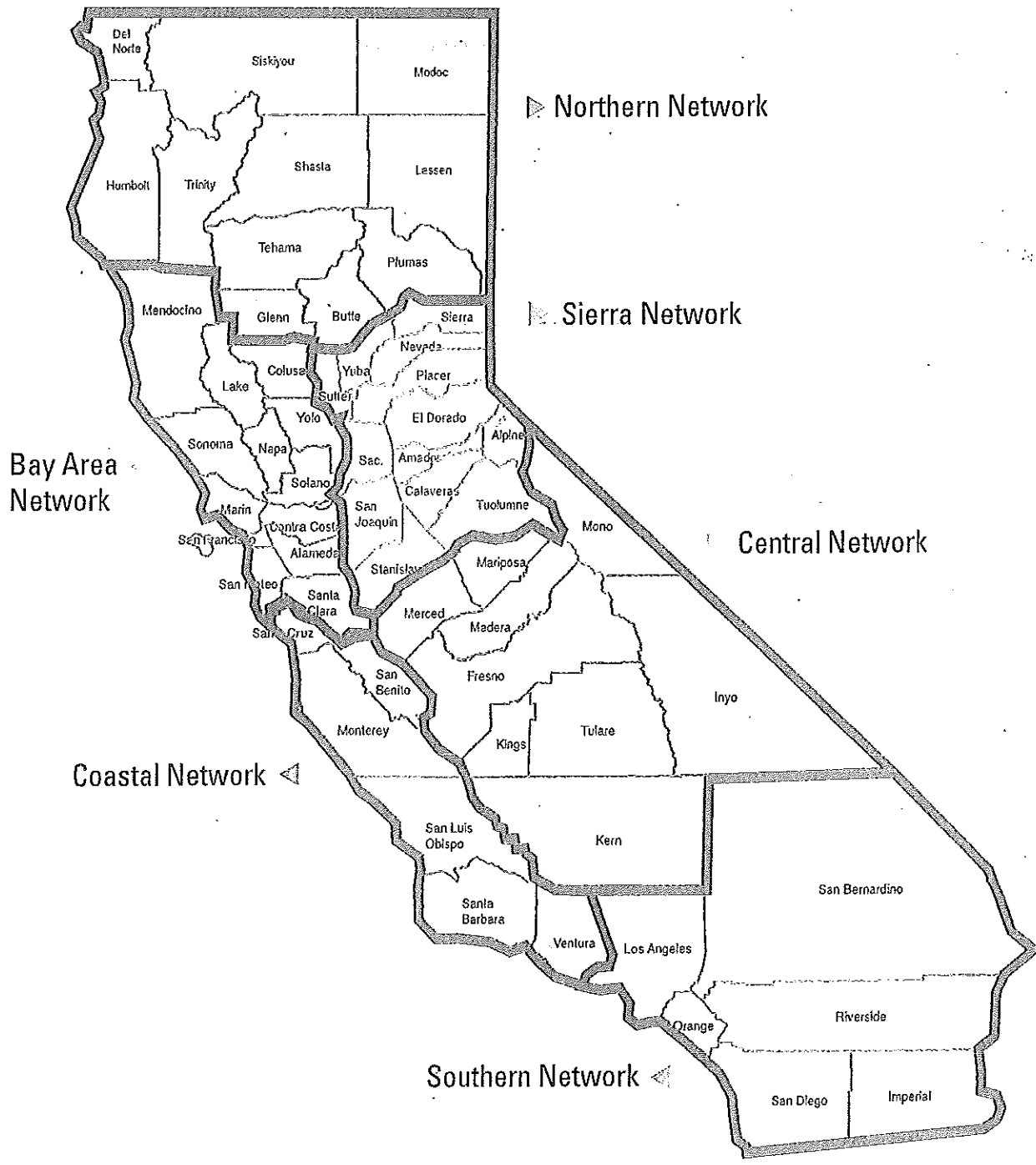
Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 20, 2016



California Special Districts Association
DISTRICT NETWORKS





California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**