



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

Monday, September 28, 2015  
6:30 P.M.

Community Meeting Room

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the July 20, 2015 Library Board of Trustees Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 13)**

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

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

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

13. FY2014-2015 Cash Flow Analysis through August 2015; the Schedule of Anticipated Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File)

**TREASURER'S REPORTS (Items 14 – 17)**

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

15. Balance Sheet for July & August 2015. (Receive & File)

16. Acquisitions Report for July & August 2015. (Receive & File)

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

**GENERAL CONSENT REPORTS (Items 18 – 20)**

18. Personnel Report for July & August 2015. (Receive, File, and Ratify Appointments)

19. Circulation Report for July & August 2015. (Receive & File)

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

**STAFF REPORTS (Items 21 – 24)**

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

**NEW BUSINESS**

- 25. Presentation on the California State Literacy Services Grant.
- 26. Presentation on the Universal Service Program for Schools and Libraries (e-Rate).
- 27. Travel Authorization: Board Secretary/Clerk Conference, October 18-20, 2015 in Lake Tahoe, California.
- 28. Travel Authorization: USC's Defining New Metrics for Library Success Symposium, October 1-2, 2015 in Los Angeles, California.
- 29. Authorize Amendment to Resolution 15-06: A Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Years 2015-2017 Budget for the Placentia Library District of Orange County.
- ~~30.~~ Authorize Mr. Marc Davis from DavisFarr to provide CPA and Investment Services to the District.

**DISCUSSIONS**

- 31. Discuss a Proposed Placentia Library District Policy 4071 – Legislative Policy Positions.
- 32. Discuss the March 23, 2015 Motion for the Travel Authorization to the 2015 American Library Association (ALA) Conference.
- 33. Discuss Amendments to Placentia Library District Policy 2040 – Sick Leave, Catastrophic Leave-Sharing Program and Approve Resolution 16-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Amendments to the Placentia Library District Policy 2040 – Sick Leave for Part-Time, Seasonal, Extra-Help, and Temporary Employees Working Less Than 20 Hours.
- 34. Discuss and Select a Date for the October Library Board of Trustees Meeting.

**CLOSED SESSION**

- 35. Pursuant to California Government Code Section 54954.5 a closed session will be held to discuss a public employee performance evaluation.

**ADJOURNMENT**

- 36. Agenda Preparation for the October Unusual Date Meeting which will be held on Monday, October 26, 2015 unless re-scheduled by the Library Board of Trustees.
- 37. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 38. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 28, 2015 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 25, 2015.

  
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Diane Warner, Administrative Assistant

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MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
July 20, 2015

**CALL TO ORDER**

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 20, 2015 at 6:35pm.

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

**Members Absent:** None

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

**Guests:** Marina Tutty, Financial Consultant for Placentia Library District

**ADOPTION OF AGENDA**

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

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Shkoler attended the Tri-City Concerts. (Item 5)

Secretary Martin attended the PLFF meeting and Tri-City Concerts. (Item 6)

Trustee Carline attended the ALA Conference in San Francisco, and recommended that PLFF have an attendee at future conferences, as there were several fundraising work sessions offered. (Item 6)

Trustee DeVecchio had no report. (Item 6)

Trustee Minter also attended the ALA conference in San Francisco. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras attended the General Managers Summit in Newport Beach, and a workshop on Space Planning while at the ALA Conference. Director Contreras shared a brief overview of the planned Community of Character Initiative planned for FY2016-17, and confirmed renewal of the Library's membership with Independent Special Districts of Orange County (ISDOC). The Library is seeking a new graphics design consultant for FY2015-16. (Item 7)

**FRIENDS FOUNDATION REPORT**

Ginny Sanatar provided an update on current PLFF activities: Board is finalizing the event program for the Nancy Lone-Tollefson bookstore re-dedication on August 15<sup>th</sup>. They are actively recruiting new board members, and passed a motion to fund library activities twice a year via check. The annual Friend Foundation Annual Meeting will be held in mid-September. (Item 8)

- CONSENT CALENDAR** Moved by Secretary Martin and seconded by Trustee DeVecchio to approve Agenda Items 9-24, and a roll call vote was held.  
AYES: Shkoier, Martin, Carline, DeVecchio, Minter  
NOES: None  
ABSENT: None
- MINUTES of June 15<sup>th</sup> BOARD of TRUSTEES MEETING** Minutes for the June 15, 2015 Board of Trustees Meeting were received, approved and filed. (Item 9)
- CLAIMS** Nonstandard Claims in excess of \$300 – none (Item 10)
- Claims Forwarded by the Library Director and Trustees – Three (3) claim batches had been approved and forwarded to Orange County for payment. (Item 11)
- Current Claims and Payroll – One (1) claim batch and three (3) payroll claims were approved by the Trustees on July 20<sup>th</sup> and forwarded to the County of Orange for payment. (Item 12)
- Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.  
AYES: Shkoier, Martin, Carline, DeVecchio, Minter  
NOES: None  
ABSENT: None
- TREASURER'S REPORTS** Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)
- Financial Reports through June 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer - received and filed. (Item 14)
- Balance Sheet for June 2015 - received and filed. (Item 15)  
Acquisitions Report for June 2015 – received and filed. (Item 16)  
Entrepreneurial Activities Report for June 2015 – received and filed. (Item 17)
- GENERAL CONSENT REPORTS** Personnel Report for June 2015 – received and filed. (Item 18)  
Circulation Report for June 2015 – received and filed. (Item 19)  
Review of Shared Maintenance Costs with the City of Placentia through June 2015, under the JPA – received and filed. (Item 20)
- STAFF REPORTS** Administration Report for June 2015 (Item 21)  
Children's Services Report for June 2015 (Item 22)  
Adult Services Report for June 2015 (Item 23)  
Placentia Library Web Site & Technology Report for June 2015 (Item 24)

**NEW BUSINESS**

**Approval to Increase the Placentia Library District's Credit Card Limit**

Library Director Contreras presented a request to increase the Library's credit card limit from \$10,000 to \$25,000. The increase would allow purchase of library program supplies, equipment, and registration/travel expenses for multiple attendees at library-related conferences during months where these expenses overlap. After Board discussion, it was moved by Trustee DeVecchio and seconded by Trustee Minter that the credit line increase request be submitted to Bank Of The West. (Item 25) A roll call vote was taken:

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

**Mandate Reimbursement Funds to Capital Improvement Project Fund**

Director Contreras requested that the State-Mandated Reimbursement of \$22,989 received in June be allocated to cover an increase in financial services costs charged monthly by the County of Orange to process our vendor payments and General Ledger reports, instead of the Capital Improvement fund as originally requested. The County's monthly service fee has increased from \$6,100 to \$30,000 effective July 2015. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to approve the change in fund allocation (Item 26). A roll call vote was taken:

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

**Determine Date for September 2015 Board of Trustees Meeting**

Director Contreras requested the date for the September Board of Trustees Meeting be changed to September 28<sup>th</sup>, as the Director and Board Members will be preparing for the CSDA conference on the regular meeting date of September 21<sup>st</sup>. It was moved by Trustee Carline and seconded by Trustee Minter to approve the change in meeting dates. (Item 27) A roll call vote was taken:

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

**ADJOURNMENT**

The July 20, 2015 Board of Trustees meeting was adjourned at 7:10pm. The August Board meeting has been canceled due to lack of business.

The next Board of Trustees meeting will be held on September 28, 2015 at 6:30pm.

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Al Shkoler, President  
 Library Board of Trustees

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims for JULY and AUGUST 2015  
**DATE:** September 28, 2015

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

<b>TOTAL</b>	<b>\$0</b>
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Diane Warner, Administrative Assistant

**SUBJECT:** Summary of JULY and AUGUST Claims Forwarded by the Library Director and Trustees

**DATE:** September 28, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	07-16-15	5903	\$ 1,636.42
Misc Vendors	07-20-15	5904	\$ 8,807.02
PARS	07-30-15	5905	\$ 1,660.79
Misc Vendors	08-05-15	5906	\$ 7,861.18
Misc Vendors	08-07-15	5907	\$ 19,921.79
Baker & Taylor	08-12-15	5908	\$ 1,230.87
Baker & Taylor	08-12-15	5909	\$ 1,272.69
PARS	08-17-15	5910	\$ 1,649.33
Midwest Tape	08-21-15	5912	\$ 1,245.61
Misc Vendors	08-24-15	5913	\$ 39,016.36
PARS	08-28-15	5914	\$ 1,585.68
Misc Vendors	09-08-15	5915	\$ 6,325.50
PARS	09-10-15	5917	\$ 1,542.88
On-Demand Payroll	09-08-15	138	\$ 40,000.00
		<b>TOTAL</b>	<b>\$ 133,756.12</b>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 07/20/15

REPORT NO: 5903

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 811849 Los Angeles, CA 90051-8204	07-15-15 6746022400	200			\$1,636.42		
<b>TOTAL REMITTANCE:</b>					<b>\$1,636.42</b>		

The claims listed above totaling \$1,636.42 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3107.

*Gayle Carline*  
Approved by  
**GAYLE CARLINE**  
(7/2009)

*JW Martin*  
Countersigned by  
**JW Martin**

*Richard C DeVecchio*  
Attested and/or countersigned by  
**Richard C DeVecchio**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/20/15

REPORT NO: 5904

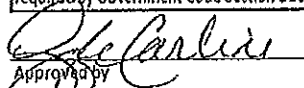
The County Auditor is authorized to draw these checks from:

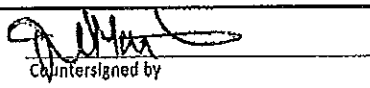
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

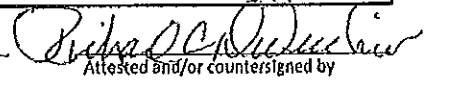
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-13358 New Pymt Address Click Consulting, Inc. P.O. Box 81898 Irvine, CA 92602	7-04-15 20794	1300			\$276.00			
	7-1-15 20758	1900	0739		\$4,000.00			
VC-0451 Pitney Bowes PO Box 371887 Pittsburgh, PA 15250-7887	07-03-15 375652	2100 2100			\$187.92			
VC-12513 Tyco Integrated Security / Keystone P.O. Box 371987 Pittsburgh, PA 15250-7987	7-04-15 246655053	1300			\$2,160.82			
VC-5233-2 AT&T CalNet 2 PO Box 9011 Carol Stream, IL 60197-9011	07-02-15 006768315	0700			\$405.93			
VC-12175 Time Warner Cable PO Box 80074 City of Industry, CA 91716-0074	07-05-15 8448 40 025 0276198	0700	0702		\$334.00			
VC - Acorn Media 26132 Adelanto Dr. Laguna Niguel, CA 92677	07-001-1507-01-15 35825	1400	0717		\$364.93			
VC-12175 Time Warner Cable PO Box 80074 City of Industry, CA 91716-0074	07-02-15 8448 40 025 0124877	070	0702		\$290.64			
VC-1319 Brodart Co. L-3544 Columbus, OH 43260-001 ID# 23 - 2248758	07-06-15 403347	1800	0725		\$192.56			
VC-0089-10 Republic Services #876 (was Placentia Disposal #876) PO Box 78829 Phoenix, AZ 85082-8829	06-30-15 0676-002251237	100			\$46.24			
VC-5816 Cintas Corporation #840 P.O. Box 28059 Phoenix, AZ 85038	07-20-15	1000			\$338.98			
VC-1580 OCLC, Inc. Dept #34208 PO Box 39000 San Francisco, CA 94139	07-01-15 402281	2400	0760		\$209.00			
<b>TOTAL REMITTANCE:</b>					<b>\$8,807.02</b>			

The claims listed above totaling \$8,807.02 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
**GAYLE CARLINE**  
Print Name

  
Countersigned by  
**J.W. Martin**  
Print Name

  
Attested and/or countersigned by  
**Richard C. DeVecchia**  
Print Name

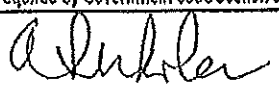
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT


Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

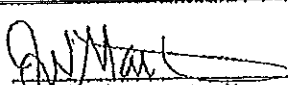
DATE: 07/30/15  
REPORT NO: 5905  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

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 #0746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	07-30-15 6746022400	200			\$1,660.79		
TOTAL REMITTANCE:					\$1,660.79		

The claims listed above totaling \$1,660.79 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
Al Shkolier  
Title

  
Countersigned by  
Frank J. Contreras  
Title

  
Attested and/or countersigned by  
JoAnne Martin  
Title


LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

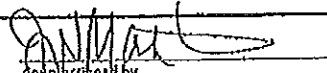
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870


DATE: 08/05/15  
REPORT NO: 5900  
The County Auditor is authorized to draw these checks from  
FUNO: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ US ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VO-7447 Staples Advantage Dept LA PO Box 83889 Chicago, IL 60688-3689	07-04-15		1800	0726		\$1,724.23		
	6-27-15	3270821514	1800	0728		\$167.68		
	6-27-15	3269944277	1800	0728		\$191.73		
	6-13-15	3269944276	1800	0728		\$74.51		
		3268818106						
VO-12478 Staples National Advantage Dept GNA PO Box 416260 Boston, MA 02241-6260	05-30-15		1800	0726		\$1,504.98		
	7-11-15	8034577760	2400	0761		\$147.08		
VO-6048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2885	07-27-15	17448	0309			\$608.08		
			0308			\$1,137.50		
			0310			\$446.56		
			0306			\$62.37		
			0319			\$215.80		
						\$2,470.31		
VO-5816 Chlas Corporation #640 P.O. Box 28959 Phoenix, AZ 85038	7-27-15	840472913	1000			\$366.62		
NEW VENDOR Shred-It USA P.O. Box 01007 Pasadena, CA 9189-1007	07-23-15	9406739307	1900			\$278.20		
VO-4882-1 Unquo Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	07-01-15	309304	1900			\$152.15		
VO-0461 Piney Bowes PO Box 371898 Pittsburgh, PA 15260-7898	07-20-15	5502772573	1800	0728		\$66.09		
VO-8003 Golden State Water Company c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	07-22-15	25934100008	2803			\$868.10		
VO-13356 Ctek Consulting, Inc. P.O. Box 01809 Irvine, CA 92602	06-21-15		1300			\$339.50		
<b>TOTAL REMITTANCE:</b>						<b>\$7,861.18</b>		

The claims listed above totaling \$5,510.84 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and 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  
Jeanette Contreras  
Print Name

  
Countersigned by  
Jo Anne Martin  
Print Name

  
Attested and/or countersigned by  
Richard D. Decker  
Print Name

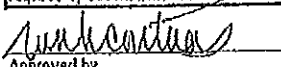
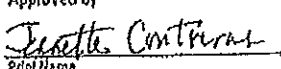
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT



Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870


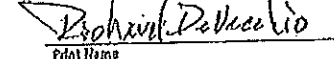
DATE: 08/07/15  
REPORT NO: 5907  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0300

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2885	8-05-15	17520	0106			\$16,812.66		
VG-12178 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	08-05-15	8448400250276198	0700	0702		\$334.00		
VG-1428 Legacy Integrative Solutions 8734 Clea Street, Unit D Downey, CA 90241	8-03-15	13030	1300			\$593.27		
VG-0058-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15260-7874	07-24-15		1803			\$641.98		
VG-13383 Brea Electric Company 624 East Imperial Hwy, Suite B Brea, CA 92821	7-30-15		1400	0713		\$205.00		
VG-8873-1 Boar State Air Conditioning 3648 Enterprise Dr. Anaheim, CA 92807-1640	7-30-15	15-7-20173	1400	0710		\$820.00		
VG-12478 Stoples National Advantage Dept SNA PO Box 416268 Boston, MA 02241-6268	7-25-15 7-25-15	3272216119	1800 1800	0728 0728		\$169.51 \$35.63		
VG-9047 Capitol Door Service Co. California 4899 24th Street Sacramento, CA 95822	7-30-15	21433	1600			\$175.00		
VG-5861-2 Waxie Sanitary Supply P.O. Box 81008 San Diego, CA 92138-1008	7-28-15		1600			\$93.44		
VG-4882-1 NEW Address Unique Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	08-01-15		1800	0741		\$125.30		
<b>TOTAL REMITTANCE:</b>						<b>\$19,921.79</b>		

The claims listed above totaling \$19,921.79 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 payee named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
  
Print Name

  
Countersigned by  
  
Print Name

  
Attested and/or countersigned by  
  
Print Name



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 08/12/15  
REPORT NO: 5908

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VG-4216-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	07/28/15	4011281211	2400	0760		\$21.74		
	07/28/15	4011281212	2400	0760		\$22.98		
	07/28/15	4011281213	2400	0760		\$20.48		
	07/28/15	4011281214	2400	0760		\$17.05		
	07/29/15	4011281215	2400	0760		\$24.50		
	07/29/15	4011294164	2400	0760		\$23.01		
	07/29/15	4011294166	2400	0760		\$21.72		
	07/29/15	4011294167	2400	0760		\$50.42		
	07/29/15	4011294168	2400	0760		\$21.12		
	07/29/15	4011294169	2400	0760		\$228.89		
	07/29/15	4011294171	2400	0760		\$84.58		
	07/29/15	4011294172	2400	0760		\$24.52		
	07/29/15	4011294174	2400	0760		\$48.53		
	07/29/15	4011294175	2400	0760		\$39.04		
	07/29/15	4011294180	2400	0760		\$79.31		
	07/30/15	4011294181	2400	0760		\$42.29		
	07/30/15	4011297607	2400	0760		\$21.11		
	07/30/15	4011297608	2400	0760		\$21.75		
	07/30/15	4011297611	2400	0760		\$164.29		
	07/30/15	4011297612	2400	0760		\$30.49		
07/30/15	4011297613	2400	0760		\$123.51			
07/30/15	4011297614	2400	0760		\$98.61			
07/30/15	4011297615	2400	0760					
<b>TOTAL REMITTANCE:</b>						<b>\$1,230.87</b>		

The claims listed above totaling \$1,230.87 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.

*Jeanette Centreas*  
Approved by  
Jeanette Centreas  
Print Name

*De Anne Martin*  
Countersigned by  
De Anne Martin  
Print Name

*Richard DeVecchia*  
Attested and/or countersigned by  
Richard DeVecchia  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

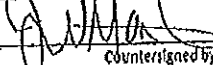
Placonita Library District  
411 E Chapman Ave  
Placentia, CA 92870


DATE: 08/12/15  
REPORT NO: 5909  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

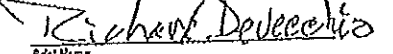
APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-4218-4 Baker & Taylor Books PO Box 277030 Atlanta, GA 30384-7830	07/21/15		2400	0760		\$27.56		
	07/22/15	4011285911	2400	0760		\$21.11		
	07/22/15	4011290138	2400	0760		\$32.67		
	07/22/15	4011290139	2400	0760		\$20.47		
	07/22/15	4011290140	2400	0760		\$23.86		
	07/22/15	4011290141	2400	0760		\$19.84		
	07/22/15	4011290143	2400	0760		\$35.27		
	07/22/15	4011290144	2400	0760		\$17.28		
	07/22/15	4011290145	2400	0760		\$161.98		
	07/22/15	4011290149	2400	0760		\$128.87		
	07/22/15	4011290150	2400	0760		\$83.82		
	07/22/15	4011281590	2400	0760		\$21.72		
	07/22/15	4011281591	2400	0760		\$44.87		
	07/22/15	4011281592	2400	0760		\$58.85		
	07/22/15	4011282565	2400	0760		\$25.81		
	07/22/15	4011282566	2400	0760		\$88.04		
	07/22/15	4011282567	2400	0760		\$254.92		
	07/28/15	4011282570	2400	0760		\$27.78		
	07/28/15	4011281204	2400	0760		\$12.87		
	07/28/15	4011281205	2400	0760		\$56.07		
07/28/15	4011281207	2400	0760		\$81.25			
07/28/15	4011281208	2400	0760		\$27.78			
		4011281209						
<b>TOTAL REMITTANCE:</b>						<b>\$1,272.69</b>		

The claims listed above totaling \$1,272.69 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

  
Richard Devecchio

Print Name

Print Name

Print Name

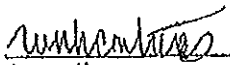
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

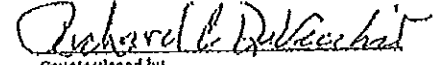
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870


DATE: 08/17/15  
REPORT NO: 5910  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VG-42483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #0746022400 P.O. Box 511040 Los Angeles, CA 90051-8204	8/14/15	200			\$1,649.33		
<b>TOTAL REMITTANCE:</b>					\$1,649.33		

The claims listed above totaling \$1,649.33 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
Trinh J. Contreras  
District

  
Countersigned by  
Richard DeVecchio  
District

  
Attested and/or Countersigned by  
Gayle Carlisle  
District

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 08/21/15  
REPORT NO: 5912  
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-2993 Midwest Tape PO Box 820 Holland OH 43528	07/27/2015	2400	0760		\$103.56			
	93059104	2400	0760		\$46.09			
	07/27/2015	93059189	2400	0760	\$46.09			
	07/30/2015	93071174	2400	0760	\$41.09			
	07/30/2015	93071175	2400	0760	\$66.09			
	07/31/2015	93076759	2400	0760	\$38.29			
	08/03/2015	93078619	2400	0760	\$38.29			
	08/03/2015	93080231	2400	0760	\$41.09			
	08/03/2015	93084178	2400	0760	\$84.28			
	08/03/2015	93084179	2400	0760	\$154.65			
	08/05/2015	93091341	2400	0760	\$93.56			
	08/10/2015	93101842	2400	0760	\$34.29			
	08/10/2015	93101844	2400	0760	\$117.18			
	08/12/2015	93108109	2400	0760	\$138.27			
	08/12/2015	93111161	2400	0760	\$49.68			
	08/12/2015	93112253	2400	0760	\$33.23			
	08/12/2015	93112256	2400	0760	\$26.24			
	08/13/2015	93115943	2400	0760	\$68.29			
	08/13/2015	93115944	2400	0760	\$25.29			
	08/13/2015	93115945	2400	0760				
<b>TOTAL REMITTANCE:</b>					<b>\$1,245.61</b>			

The claims listed above totaling \$1,245.61 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102;

Approved by: Richard M. DeVecchio  
 County Auditor  
Boyle Corline  
 Title Name

Affected and/or countersigned by:  
Tim J. Contreras  
 Title Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 08/24/15  
REPORT NO: 5913

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-12175 Time Warner Cable PO Box 80074 City of Industry, CA 91718-0074	8-02-15	8448 40 025 0124877	0700	0702		\$280.64		
VO-0089-10 Republic Service #878 (was Placentia Disposal #878) PO Box 78829 Phoenix, AZ 85082-8829	07-31-15	0676-002267465	1001			\$46.93		
VO-5810 Clintax Corporation #640 P.O. Box 28059 Phoenix, AZ 85038	08-01-15	640426289	1000			\$184.67		
	08-10-15	640429601	1000			\$240.35		
	08-17-15	640429601	1000			\$264.59		
VO-8233-2 AT&T CoNtel 2 PO Box 9011 Carol Stream, IL 60197-9011	08-02-15	6894844	0700	0700		\$402.72		
VO-8372 Rolo Rooter 1183 N. Kraemer Place Anahaim, CA 92808	07-31-15	AN166989	1400	0713		\$362.74		
VO-07188 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	08-13-15	62669	7891			\$20,450.37		
			1400	0715		\$6,122.66		
			1400	0712		\$4,357.47		
			1400	0712		\$427.50		
						\$31,358.00		
VO-13358 Now: Pynt Address Click Consulting, Inc. P.O. Box 81888 Irvine, CA 92602	8-01-15	20918	1900	0739		\$4,000.00		
	05-30-15	20831	1900	0739		\$365.62		
VO-11398 MXTODI BOX, INC. PO Box 976231 Dallas, TX 75097-6231	8-13-15	188739	1300			\$337.50		
VO-10088 EARTFL 1310 W. Maurrantana St. Wilmington, CA 90744	8-07-15	6696	1300			\$150.00		
VO-7447 Stephs Advantage Dept LA PO Box 88688 Chicago, IL 60698-3888	8-08-15	3274211432	1800	0728		\$426.06		
	8-08-15	3274211427	1800	0728		\$76.63		
	8-08-15	3274211437	1800	0728		\$118.97		
	8-08-15	3274211437	1800	0728		\$92.87		
	8-08-15	3274211433	1800	0728	0728	\$318.17		
		3274211435	1800	0728	0728	\$318.17		
<b>TOTAL REMITTANCE:</b>						<b>\$39,016.36</b>		

The claims listed above totaling \$39,016.36 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*Gayle Carlisle*  
Approved by  
*Gayle Carlisle*  
Title Name

*Frank J. Cortez*  
Countersigned by  
*Frank J. Cortez*  
Print Name

*Richard DeVecchia*  
Attested and/or countersigned by  
*Richard DeVecchia*  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 08/28/15

REPORT NO: 5914

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 511849 Los Angeles, CA 90051-8204	08-26-15	200			\$1,585.68		
<b>TOTAL REMITTANCE:</b>					<b>\$1,585.68</b>		
<p>The claims listed above totaling \$1,585.68 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/08/15

REPORT NO: 5915

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-6616 Chitas Corporation #640 P.O. Box 28059 Phoenix, AZ 85038	8/24/15	640436270	1000			\$181.64		
	8/31/15	640439635	1000			\$164.61		
	9/07/15	640442956	1000			\$318.09		
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2805	8/25/2015	17612	0309			\$552.80		
			0308			\$1,051.82		
			0310			\$378.28		
			0305			\$56.43		
			0319			\$199.88		
						\$2,239.21		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	8/24/2015	17834748869	1803			\$378.60		
VC-1368 Click Consulting, Inc. P.O. Box 81888 Irvine, CA 92602	8/25/2015	21037	1900	0739		\$712.80		
VC-1428 Legacy Integrative Solutions 8734 Clota Street, Unit D Downey, CA 90241	8/27/2015	13044	1300			\$479.23		
VC-6003 Golden State Water Company c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	8/21/2015	29934100008	2803			\$1,385.67		
VC-2117 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 68012 Anahelm, CA 92816	09/01/15	00297	1900	0738		\$92.50		
VC-6873-1 Bear State Air Conditioning 3648 Enterprise Dr. Anahelm, CA 92807-1840	8/26/2015	15-8-10279	1400	0710		\$145.15		
	8/25/2015	15-8-10277	1400	0710		\$228.00		
<b>TOTAL REMITTANCE:</b>						\$6,325.50		
The claims listed above totaling \$6,325.50 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: 09/10/15

REPORT NO: 5917

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 #8746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	09-10-15	200			\$1,542.88		
<b>TOTAL REMITTANCE:</b>					<b>\$1,542.88</b>		
The claims listed above totaling \$1,542.88 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: 09/08/15  
REPORT NO: 138

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 B, Chapman Ave Placentia, CA 92870	*09-14-15 Payroll #34 FY15/16	0100			\$ 40,000.00		

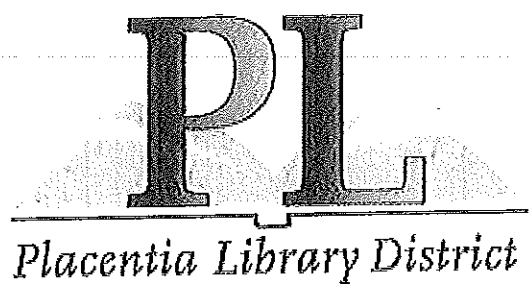
TOTAL REMITTANCE: \$ 40,000.00

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

*Gayle Carline*  
Approved by  
Gayle Carline  
17/2009

*Richard DeVecchio*  
Countersigned by  
Richard DeVecchio  
Page Total:

*Trish J. Contreras*  
Attested and/or countersigned by  
Trish J. Contreras



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** September 28, 2015

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc BOOK Vendors	08-31-15	5911	919.30
Baker & Taylor	09-03-15	5916	1,406.47

**Subtotal for Claims** **\$ 2,325.77**

<b>Payroll</b>			
On Demand Wire	09-28-2015	139	\$ 40,000.00
On Demand Wire	09-28-2015	140	\$ 40,000.00

**Subtotal for Payroll** **\$ 80,000.00**

**TOTAL CURRENT CLAIMS & PAYROLL** **\$ 82,325.77**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 08/31/15  
REPORT NO: 5911

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	07/30/15 4011297616	2400	0760		\$43.49			
	07/30/15 4011297620	2400	0760		\$19.92			
	07/30/15 4011297621	2400	0760		\$20.92			
	07-24-15 Debit 059314	2400	0760		\$10.80			
	07/28/15 4011297858	2400	0760		\$28.20			
	08/12/15 4011303896	2400	0760		\$25.81			
	08/12/15 4011303897	2400	0760		\$42.84			
	08/12/15 4011303898	2400	0760		\$64.52			
	08/12/15 4011303899	2400	0760		\$35.40			
	08/12/15 4011303903	2400	0760		\$19.92			
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	08/14/2015 93120928	2400	0760		\$99.36			
	08/17/2015 93126040	2400	0760		\$97.18			
	08/17/2015 93126041	2400	0760		\$102.18			
	08/17/2015 93126042	2400	0760		\$54.64			
	08/19/2015 93131437	2400	0760		\$27.29			
	08/19/2015 93131556	2400	0760		\$97.18			
	08/19/2015 93132717	2400	0760		\$9.99			
	08/20/2015 93136865	2400	0760		\$56.09			
	08/21/2015 93141131	2400	0760		\$24.44			
	08/21/2015 93141134	2400	0760		\$28.29			
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	07-27-15 86470922	2400	0760		\$22.12			
	08-13-15 CM 87009845	2400	0760		-\$11.28			
<b>TOTAL REMITTANCE:</b>					<b>\$919.30</b>			
The claims listed above totaling \$919.30 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: 09/03/15  
REPORT NO: 5916

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4218-4 Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	08/12/15	4011303901	2400	0760		\$356.89			
	08/12/15	4011303902	2400	0760		\$80.73			
	08/12/15	4011303908	2400	0760		\$61.50			
	08/12/15	4011303909	2400	0760		\$82.50			
	08/12/15	4011303910	2400	0760		\$79.70			
	08/12/15	4011303911	2400	0760		\$46.65			
	08/19/15	4011315769	2400	0760		\$23.18			
	08/19/15	4011315770	2400	0760		\$22.52			
	08/19/15	4011315771	2400	0760		\$42.23			
	08/19/15	4011315772	2400	0760		\$149.02			
	08/19/15	4011315775	2400	0760		\$46.26			
	08/19/15	4011315776	2400	0760		\$19.90			
	08/19/15	4011315776	2400	0760		\$20.45			
	08/19/15	4011315779	2400	0760		\$61.41			
	08/19/15	4011315780	2400	0760		\$35.59			
	08/20/15	4011309424	2400	0760		\$35.40			
	08/20/15	4011309425	2400	0760		\$21.24			
	08/20/15	4011309426	2400	0760		\$22.54			
	08/20/15	4011309427	2400	0760		\$20.48			
	08/20/15	4011309428	2400	0760		\$21.74			
	08/20/15	4011309429	2400	0760		\$97.94			
	08/20/15	4011309430	2400	0760		\$58.60			
	08/20/15	4011309431	2400	0760					
	<b>TOTAL REMITTANCE:</b>						<b>\$1,406.47</b>		
	The claims listed above totaling \$1,406.47 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: 09/28/15  
REPORT NO: 139

The County Auditor is authorized to draw these checks from:

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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*09-30-15 Payroll #35 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 40,000.00	
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 09/28/15  
REPORT NO: 140

The County Auditor is authorized to draw these checks from:

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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

\*Process on the date specified.

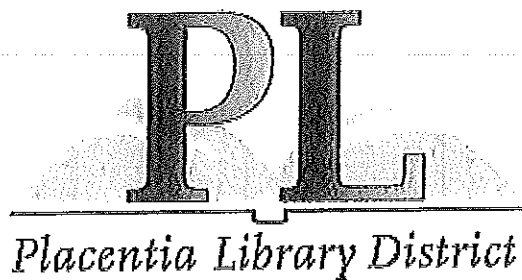
APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*10-13-15 Payroll #36 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
The claims listed above (totalling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by \_\_\_\_\_

Countersigned by \_\_\_\_\_

Attested and/or countersigned by \_\_\_\_\_

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**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:** September 28, 2015

<b>Fiscal Year 2015-2016</b>	
07/31/14	2,039,958.86
8/31/2014	1,964,131.43
9/30/2014	
10/31/14	
11/30/2014	
12/31/2014	
01/31/15	
2/28/2015	
3/31/2015	
04/30/15	
5/31/2015	
6/30/2015	
General	
Reserves	414,789.10
Impact Fees	492,572.50

<b>Fiscal Year 2014-2015</b>	
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**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** September 28, 2015

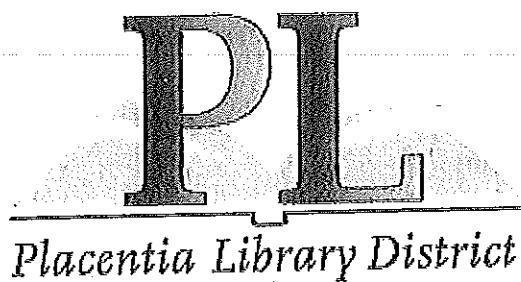
**Summary of Cash and Investments as of July 31, 2015**

Cash with Orange County Treasurer Fund 707	1,501,152.28
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	492,572.50
General Fund Checking – Bank of the West	25,224.19
General Fund Savings – Bank of the West	695,954.49
Payroll Checking – Wells Fargo Bank	100,329.49
<b>Total Cash and Investments</b>	<b>3,230,022.05</b>

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.

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Jeanette Contreras  
Library Director



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** September 28, 2015

**Summary of Cash and Investments as of August 31, 2015**

Cash with Orange County Treasurer Fund 707	1,425,324.85
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	492,572.50
General Fund Checking – Bank of the West	55,799.64
General Fund Savings – Bank of the West	703,905.05
Payroll Checking – Wells Fargo Bank	92,290.40
<b>Total Cash and Investments</b>	<b>3,184,681.54</b>

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.

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Jeanette Contreras  
Library Director



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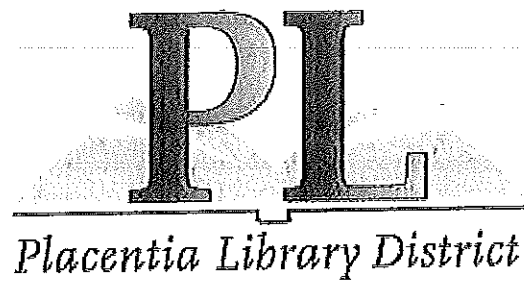
## PLACENTIA LIBRARY DISTRICT

## EXPENDITURES REPORT

July 31, 2015

8% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	103,223	0.08	\$1,124,224
0200	Retirement	46,549	3,220	0.07	\$43,329
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	17,414	0.08	\$193,129
0306-0770	Employee Assistance Program	715	50	0.07	\$665
0308	Dental Insurance	12,833	884	0.07	\$11,949
0309	Life Insurance	7,320	498	0.07	\$6,822
0310	AD & D Insurance	4,627	347	0.07	\$4,280
0319	Vision Insurance	2,526	168	0.07	\$2,358
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$142,739</b>	<b>0.09</b>	<b>\$1,381,821</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	1,031	0.04	\$21,969
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	1,465	0.07	\$18,535
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	3,482	0.11	\$28,518
1400	Maintenance, Buildings & Improvements	106,700	365	0.00	\$106,335
1600	Memberships	9,000	490	0.05	\$8,510
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	463	0.01	\$47,537
1803	Postage	14,000	0	0.00	\$14,000
1900	Prof./Specialized Services	206,100	16,098	0.08	\$190,002
1912	Investment Administrative Fees	1,700	0	0.00	\$1,700
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	188	0.17	\$912
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	234	0.00	\$293,940
2600	Transportation & Travel	4,500	0	0.00	\$4,500
2700	Meetings	19,500	7	0.00	\$19,493
2800	Utilities	87,500	0	0.00	\$87,500
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$35,636</b>	<b>0.04</b>	<b>\$851,638</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$0	0.00	\$11,000
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$178,375</b>	<b>0.07</b>	<b>\$2,244,459</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$0	0.00	\$60,000
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$0</b>	<b>0.00</b>	<b>\$70,000</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,492,834</b>	<b>\$178,375</b>	<b>0.07</b>	<b>\$2,314,459</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$3,775	0.00	\$31,225



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**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 August 31, 2015  
 17% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
		1,227,447	190,042	0.15	\$1,037,405
0100	Salaries & Wages				
0200	Retirement	46,549	4,881	0.10	\$41,668
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	34,542	0.16	\$176,001
0306-0770	Employee Assistance Program	715	50	0.07	\$665
0308	Dental Insurance	12,833	2,022	0.16	\$10,811
0309	Life Insurance	7,320	1,106	0.15	\$6,214
0310	AD & D Insurance	4,627	794	0.17	\$3,834
0319	Vision Insurance	2,526	383	0.15	\$2,143
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$250,755</b>	<b>0.16</b>	<b>\$1,273,805</b>
<b>SERVICES &amp; SUPPLIES</b>					
		23,000	2,158	0.09	\$20,842
0700	Communications				
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	2,662	0.13	\$17,338
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	4,812	0.15	\$27,188
1400	Maintenance, Buildings & Improvements	106,700	12,924	0.12	\$93,776
1600	Memberships	9,000	1,179	0.13	\$7,821
1700	Miscellaneous Expense	2,500	87	0.03	\$2,413
1800	Office Expenses	48,000	6,096	0.13	\$41,904
1803	Postage	14,000	4,029	0.29	\$9,971
1900	Prof./Specialized Services	206,100	22,363	0.11	\$183,737
1912	Investment Administrative Fees	1,700	123	0.07	\$1,577
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	188	0.17	\$912
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	4,253	0.01	\$289,921
2600	Transportation & Travel	4,500	108	0.02	\$4,392
2700	Meetings	19,500	2,816	0.14	\$16,684
2800	Utilities	87,500	21,433	0.24	\$66,067
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$97,044</b>	<b>0.11</b>	<b>\$790,230</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$0	0.00	\$11,000
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$347,799</b>	<b>0.14</b>	<b>\$2,075,035</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$0	0.00	\$60,000
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$0</b>	<b>0.00</b>	<b>\$70,000</b>
<b>TOTAL BUDGET (Fund 707)</b>		<b>\$2,492,834</b>	<b>\$347,799</b>	<b>0.14</b>	<b>\$2,145,035</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$8,568	0.00	\$26,432



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
July 31, 2015

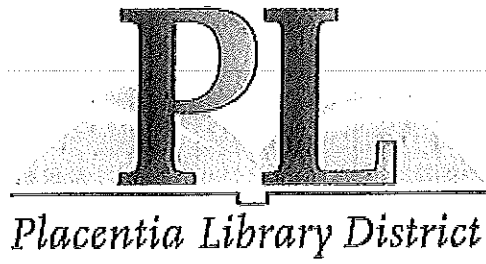
GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	28,647	(2,009,221.30)	1.4%
6220		Property Taxes - Current Unsecured	57,632	-	(57,632.00)	0.0%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	2,873	(62,859.13)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	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%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>32,866</b>	<b>(2,145,755.71)</b>	<b>1.5%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	5,720	(844)	(6,563.58)	-14.7%
		<b>Sub Total</b>	<b>5,720</b>	<b>(844)</b>	<b>(6,563.58)</b>	<b>-14.7%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>-</b>	<b>(10,792.00)</b>	<b>0.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	240	(44,760.00)	0.5%
		Fines & Fees	45,000	4,115	(40,885.49)	9.1%
		Passport/Photos	125,000	13,253	(111,747.00)	10.6%
		Meeting Room Fees	5,000	95	(4,905.00)	1.9%
		Test Proctor	7,000	950	(6,050.00)	13.6%
		<b>Sub Total</b>	<b>227,700</b>	<b>18,653</b>	<b>(209,047.49)</b>	<b>8.2%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>50,675</b>	<b>(2,372,158.78)</b>	<b>2%</b>
		FY 14/15 Funds Available	70,000			
		<b>TOTAL REVENUES FY 15/16:</b>	<b>2,492,834</b>	<b>50,675</b>	<b>(2,442,158.78)</b>	<b>2.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	32,975	32,975.00	100%
		SLS Account	0	-	0.00	100%



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
August 31, 2015

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	28,647	(2,009,221.30)	1.4%
6220		Property Taxes - Current Unsecured	57,632	-	(57,632.00)	0.0%
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	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	3,905	(61,827.06)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	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%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>33,898</b>	<b>(2,144,723.64)</b>	<b>1.6%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPRY</b>						
6610		Interest	5,720	945	(4,775.11)	16.5%
		<b>Sub Total</b>	<b>5,720</b>	<b>945</b>	<b>(4,775.11)</b>	<b>16.5%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>-</b>	<b>(10,792.00)</b>	<b>0.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	791	(44,209.00)	1.8%
		Fines & Fees	45,000	8,555	(36,445.23)	19.0%
		Passport/Photos	125,000	23,960	(101,040.00)	19.2%
		Meeting Room Fees	5,000	550	(4,450.00)	11.0%
		Test Proctor	7,000	1,725	(5,275.00)	24.6%
		<b>Sub Total</b>	<b>227,700</b>	<b>35,581</b>	<b>(192,119.23)</b>	<b>15.6%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>70,424</b>	<b>(2,352,409.96)</b>	<b>3%</b>
		<b>FY 14/15 Funds Available</b>	<b>70,000</b>			
<b>TOTAL REVENUES FY 15/16:</b>						
			<b>2,492,834</b>	<b>70,424</b>	<b>(2,422,409.96)</b>	<b>2.8%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	32,975	32,975.00	100%
		SLS Account	0	-	0.00	100%

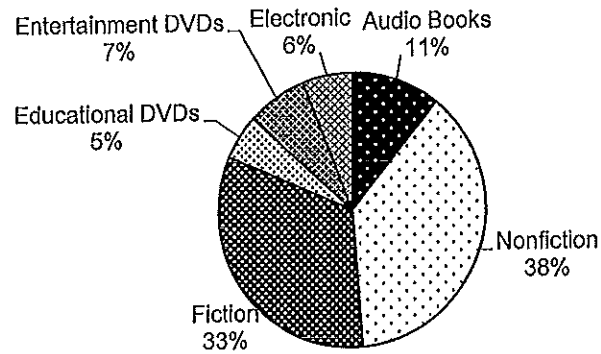


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# Placentia Library District

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

	Amount	Title	Volumes
Total Fiction	\$3,425	206	221
Total Non-Fiction	\$3,975	173	245
Total Electronic	\$624	0	0
Total Audio Books	\$1,132	27	27
Total Educational DVDs	\$552	15	16
Total Entertainment DVDs	\$765	27	30
<b>TOTAL MATERIALS</b>	<b>\$10,473</b>	<b>448</b>	<b>539</b>



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

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

Prepared by Katie Mettas, 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	\$2,639	139	151	\$0	0	0	\$2,639	139	151	\$0	0	0	\$2,639	139	151
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$2,639	139	151	\$0	0	0	\$2,639	139	151	\$0	0	0	\$2,639	139	151
Adult Non-Fiction	\$3,302	146	149	\$0	0	0	\$3,302	146	149	\$0	0	0	\$3,302	146	149
Adult Reference	\$109	4	4	\$0	0	0	\$109	4	4	\$0	0	0	\$109	4	4
Adult magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
California Adult Non-Fiction	\$3,411	150	213	\$0	0	0	\$3,411	150	213	\$0	0	0	\$3,411	150	213
Total Adult Non-Fiction	\$3,411	150	213	\$0	0	0	\$3,411	150	213	\$0	0	0	\$3,411	150	213
TOTAL ADULT PRINT MATERIALS	\$6,050	289	364	\$0	0	0	\$6,050	289	364	\$0	0	0	\$6,050	289	364
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$1,132	27	27	\$0	0	0	\$1,132	27	27	\$0	0	0	\$1,132	27	27
Adult E-books	\$312	7	7	\$0	0	0	\$312	7	7	\$0	0	0	\$312	7	7
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$552	15	16	\$0	0	0	\$552	15	16	\$0	0	0	\$552	15	16
Adult Entertainment DVDs	\$765	27	30	\$0	0	0	\$765	27	30	\$0	0	0	\$765	27	30
TOTAL ADULT NON-PRINT MATERIALS	\$2,781	76	73	\$0	0	0	\$2,781	76	73	\$0	0	0	\$2,781	76	73
TOTAL ADULT MATERIALS	\$8,811	365	437	\$0	0	0	\$8,811	365	437	\$0	0	0	\$8,811	365	437
Juvenile Fiction	\$325	20	23	\$0	0	0	\$325	20	23	\$0	0	0	\$325	20	23
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$461	47	47	\$0	0	0	\$461	47	47	\$0	0	0	\$461	47	47
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$786	67	70	\$0	0	0	\$786	67	70	\$0	0	0	\$786	67	70
Juvenile Non-Fiction	\$451	17	19	\$0	0	0	\$451	17	19	\$0	0	0	\$451	17	19
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$113	6	6	\$0	0	0	\$113	6	6	\$0	0	0	\$113	6	6
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Non-Fiction	\$564	23	32	\$0	0	0	\$564	23	32	\$0	0	0	\$564	23	32
TOTAL JUVENILE PRINT MATERIALS	\$1,350	90	102	\$0	0	0	\$1,350	90	102	\$0	0	0	\$1,350	90	102
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$861	19	19	\$0	0	0	\$861	19	19	\$0	0	0	\$861	19	19
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$861	19	19	\$0	0	0	\$861	19	19	\$0	0	0	\$861	19	19
TOTAL JUVENILE MATERIALS	\$2,211	109	121	\$0	0	0	\$2,211	109	121	\$0	0	0	\$2,211	109	121
On-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
California databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-books	\$312	0	0	\$0	0	0	\$312	0	0	\$0	0	0	\$312	0	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	\$312	0	0	\$0	0	0	\$312	0	0	\$0	0	0	\$312	0	0
TOTAL ELECTRONIC MATERIALS	\$624	0	0	\$0	0	0	\$624	0	0	\$0	0	0	\$624	0	0
Total Fiction	\$3,425	208	221	\$0	0	0	\$3,425	208	221	\$0	0	0	\$3,425	208	221
Total Non-Fiction	\$3,975	173	245	\$0	0	0	\$3,975	173	245	\$0	0	0	\$3,975	173	245
Total Electronic	\$624	0	0	\$0	0	0	\$624	0	0	\$0	0	0	\$624	0	0
Total Audio Books	\$1,132	27	27	\$0	0	0	\$1,132	27	27	\$0	0	0	\$1,132	27	27
Total Educational DVDs	\$552	15	16	\$0	0	0	\$552	15	16	\$0	0	0	\$552	15	16
Total Entertainment DVDs	\$765	27	30	\$0	0	0	\$765	27	30	\$0	0	0	\$765	27	30
TOTAL MATERIALS	\$10,473	448	539	\$0	0	0	\$10,473	448	539	\$0	0	0	\$10,473	448	539

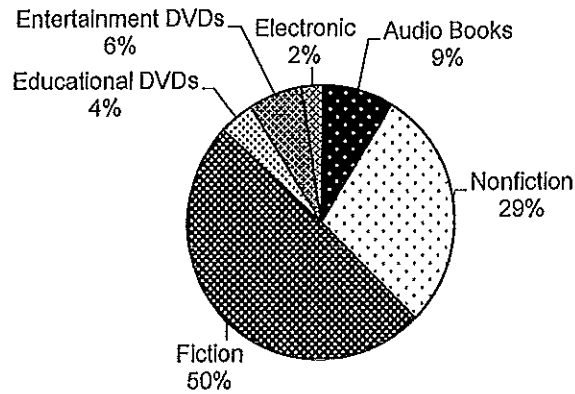
General Fund \$21,429  
 Adopt-a-book \$0  
 Outstanding Orders as of July 2015 \$0  
 TOTAL \$21,429



# Placentia Library District

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

	Amount	Title	Volumes
Total Fiction	\$12,122	686	790
Total Non-Fiction	\$7,010	290	416
Total Electronic	\$624	0	0
Total Audio Books	\$2,129	47	47
Total Educational DVDs	\$1,000	28	29
Total Entertainment DVDs	\$1,577	55	67
<b>TOTAL MATERIALS</b>	<b>\$24,462</b>	<b>1106</b>	<b>1349</b>



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

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

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$5,453	284	301	\$0	0	0	\$5,453	284	301	\$0	0	0	\$5,453	284	301
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$5,453	284	301	\$0	0	0	\$5,453	284	301	\$0	0	0	\$5,453	284	301
Adult Non-Fiction	\$4,751	210	213	\$0	0	0	\$4,751	210	213	\$0	0	0	\$4,751	210	213
Adult Reference	\$203	7	7	\$0	0	0	\$203	7	7	\$0	0	0	\$203	7	7
Adult magazines	\$0	0	111	\$0	0	0	\$0	0	111	\$0	0	0	\$0	0	111
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$4,954	217	331	\$0	0	0	\$4,954	217	331	\$0	0	0	\$4,954	217	331
TOTAL ADULT PRINT MATERIALS	\$10,407	501	632	\$0	0	0	\$10,407	501	632	\$0	0	0	\$10,407	501	632
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$2,129	47	47	\$0	0	0	\$2,129	47	47	\$0	0	0	\$2,129	47	47
Adult E-books	\$312	7	0	\$0	0	0	\$312	7	0	\$0	0	0	\$312	7	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$1,000	28	29	\$0	0	0	\$1,000	28	29	\$0	0	0	\$1,000	28	29
Adult Entertainment DVDs	\$1,162	38	46	\$0	0	0	\$1,162	38	46	\$0	0	0	\$1,162	38	46
TOTAL ADULT NON-PRINT MATERIALS	\$4,863	120	122	\$0	0	0	\$4,863	120	122	\$0	0	0	\$4,863	120	122
TOTAL ADULT MATERIALS	\$15,010	621	754	\$0	0	0	\$15,010	621	754	\$0	0	0	\$15,010	621	754
Juvenile Fiction	\$5,648	318	405	\$0	0	0	\$5,648	318	405	\$0	0	0	\$5,648	318	405
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$1,021	84	84	\$0	0	0	\$1,021	84	84	\$0	0	0	\$1,021	84	84
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$6,669	402	489	\$0	0	0	\$6,669	402	489	\$0	0	0	\$6,669	402	489
Juvenile Non-Fiction	\$1,808	59	62	\$0	0	0	\$1,808	59	62	\$0	0	0	\$1,808	59	62
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$248	14	14	\$0	0	0	\$248	14	14	\$0	0	0	\$248	14	14
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Miscellanea	\$0	0	9	\$0	0	0	\$0	0	9	\$0	0	0	\$0	0	9
Total Juvenile Non-Fiction	\$2,056	73	85	\$0	0	0	\$2,056	73	85	\$0	0	0	\$2,056	73	85
TOTAL JUVENILE PRINT MATERIALS	\$8,725	475	574	\$0	0	0	\$8,725	475	574	\$0	0	0	\$8,725	475	574
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	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	\$0	0	0	\$928	20	20
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$415	17	21	\$0	0	0	\$415	17	21	\$0	0	0	\$415	17	21
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,343	37	41	\$0	0	0	\$1,343	37	41	\$0	0	0	\$1,343	37	41
TOTAL JUVENILE MATERIALS	\$10,068	512	615	\$0	0	0	\$10,068	512	615	\$0	0	0	\$10,068	512	615
On-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
California databases	\$312	0	0	\$0	0	0	\$312	0	0	\$0	0	0	\$312	0	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Movies	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-serials	\$312	0	0	\$0	0	0	\$312	0	0	\$0	0	0	\$312	0	0
TOTAL ELECTRONIC MATERIALS	\$624	0	0	\$0	0	0	\$624	0	0	\$0	0	0	\$624	0	0
Total Fiction	\$12,122	686	790	\$0	0	0	\$12,122	686	790	\$0	0	0	\$12,122	686	790
Total Non-Fiction	\$7,010	290	416	\$0	0	0	\$7,010	290	416	\$0	0	0	\$7,010	290	416
Total Electronic	\$624	0	0	\$0	0	0	\$624	0	0	\$0	0	0	\$624	0	0
Total Audio Books	\$2,129	47	47	\$0	0	0	\$2,129	47	47	\$0	0	0	\$2,129	47	47
Total Educational DVDs	\$1,000	28	29	\$0	0	0	\$1,000	28	29	\$0	0	0	\$1,000	28	29
Total Entertainment DVDs	\$1,577	55	67	\$0	0	0	\$1,577	55	67	\$0	0	0	\$1,577	55	67
TOTAL MATERIALS	\$24,462	1106	1349	\$0	0	0	\$24,462	1,106	1,349	\$0	0	0	\$24,462	1,106	1,349

Outstanding Orders as of August 2015

\$0

General Fund \$53,744

ADOPT-A-BOOK \$0

TOTAL \$53,744

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

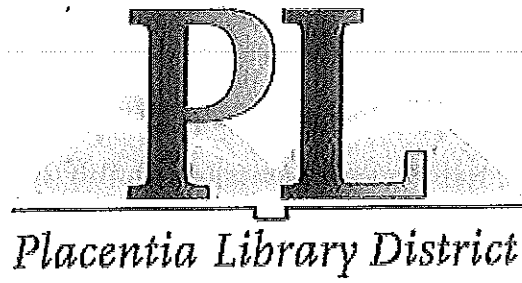
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marina Tutty  
**SUBJECT:** Entrepreneurial Activities Report for July 2015  
**DATE:** September 28, 2015

**Net Revenue Summary for July 2015**

			YTD	YTD
	July-15	July-14	2015-2016	2014-2015
Passport	10,825	7,750	10,825	7,750
Passport Photos	2,428	2,211	2,428	2,211
Test Proctor	950	1,200	950	1,200
Meeting Room	95	600	95	600
<b>Total</b>	<b>14,298</b>	<b>11,761</b>	<b>14,298</b>	<b>11,761</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

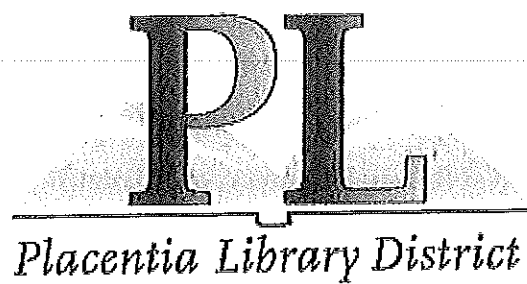
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marina Tutty  
**SUBJECT:** Entrepreneurial Activities Report for August 2015  
**DATE:** September 28, 2015

**Net Revenue Summary for August 2015**

			YTD	YTD
	August-15	August-14	2015-2016	2014-2015
Passport	8,725	8,525	19,550	16,275
Passport Photos	1,982	2,040	4,410	4,251
Test Proctor	775	1,250	1,725	2,450
Meeting Room	455	365	550	965
<b>Total</b>	<b>11,937</b>	<b>12,180</b>	<b>26,235</b>	<b>23,941</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Personnel Report for July-August 2015  
**DATE:** September 28, 2015

			YTD	YTD
	Jul-15	Jul-14	2015-2016	2014-2015
Separation	0	1	0	1
Retirement	0	0	0	0
Appointments	2	1	2	1
Open Positions	0	1	0	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>

SEPARATION: None  
 RETIREMENT: None  
 APPOINTMENTS:  
     Yesenia Baltierra - Public Services Manager  
     Venessa Faber - Support Services Manager  
 OPEN POSITIONS: None

			YTD	YTD
	Aug-15	Aug-14	2015-2016	2014-2015
Separation	0	0	0	1
Retirement	0	0	0	0
Appointments	0	0	0	1
Open Positions	0	1	0	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>

SEPARATION: None  
 RETIREMENT: None  
 APPOINTMENTS: None  
 OPEN POSITIONS: None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Venessa Faber, Support Services Manager  
**SUBJECT:** Support Services Report: JULY 2015  
**DATE:** September 28, 2015

**CIRCULATION STATISTICS**

<b><u>CIRCULATION</u></b>	Jul-15	Jul-14		Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
New Patron Registrations	411	430		411	430	-4.4%
Total Circulation	30,066	29,531		30,066	29,531	1.8%
Attendance	27,472	22,896		27,472	22,896	20.0%
Registered Card Holders*	34,843	32,988	5.6%			
Adult Fiction	3,501	3,436		3,501	3,436	1.9%
Adult Nonfiction	2,587	3,021		2,587	3,021	-14.4%
Adult Magazines	290	308		290	308	-5.8%
Adult Music CDs	269	180		269	180	49.4%
Adult DVDs**	676	617		676	617	9.6%
JV Fiction	14,239	14,066		14,239	14,066	1.2%
YA Fiction	2,327	2,259		2,327	2,259	3.0%
JV Nonfiction	2,407	2,874		2,407	2,874	-16.2%
YA Nonfiction	132	131		132	131	0.8%
JV Magazines	2	8		2	8	-75.0%
JV Music CDs	18	48		18	48	-62.5%
JV Audio Books	73	52		73	52	40.4%
JV DVDs**	1,577	1,281		1,577	1,281	23.1%
Video Games	40	20		40	20	100.0%

\* YTD % change not applicable.

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

**PASSPORTS**

Jul-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3		2	1	2		8
10:00		1	1	9	11	5	10	37
11:00		3	4	6	6	6	13	38
12:00		5	2	7	3	8	15	40
1:00	10	2	5	8	13	10	19	67
2:00	12	7	9	10	2	13	15	68
3:00	11	8	9	12	10	10	14	74
4:00	1	5	9	10	3	7	3	38
5:00		11	11	8	10			40
6:00		1	5	8	4			18
7:00			1					1
DAY TOTALS	34	46	56	80	63	61	89	429

July 2015	July 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
429	310	364	310	15%

**PATRON COUNT**

Jul-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		292	315	412	497	364	241	2,121
10:00		475	386	515	680	366	275	2,697
11:00		417	645	456	562	390	451	2,921
12:00		499	358	511	535	438	271	2,612
1:00	524	452	388	877	524	423	298	3,486
2:00	338	437	437	802	489	438	264	3,205
3:00	416	438	410	733	466	443	231	3,137
4:00	289	393	400	577	527	369	186	2,741
5:00		443	360	394	470			1,667
6:00		358	319	637	343			1,657
7:00		235	238	349	334			1,156
DAY TOTALS	1,567	4,439	4,256	6,263	5,427	3,231	2,217	27,400

July 2015	July 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
27,400	27,366	27,400	27,366	0.12%

**TEST PROCTORING**

July 2015	July 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
18	24	18	24	-25%

**STAFF ACTIVITY**

Katie attended huddles on July 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>  
 Venessa, Katie, Laura, Estella, Tim, Eric, Danny, and Beatrice attended the Support Services Meeting on July 6<sup>th</sup>  
 Venessa, Katie, Laura attended the All Staff Meeting on July 21<sup>st</sup>  
 Venessa and Katie attended Nadia's Shower on July 21<sup>st</sup>.  
 Staff organized the Childrens Area for Summer Reading Events on July 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>  
 Staff organized the Community Meeting Room for the following events/organization and dates;  
     Cupcake Wars for PTAC on July 9<sup>th</sup>  
     City Brown Bag for City of Placentia on July 13<sup>th</sup>  
     Oral History for Adult Services on July 16<sup>th</sup>  
     Chess to Checkers for Children's on July 17<sup>th</sup>  
     Opera for Adult Services on July 23<sup>rd</sup>  
     ZUK Medicare Seminar on July 25<sup>th</sup>, (outside organization)  
     Information Session for Online School on July 28<sup>th</sup> (outside organization)  
     Movie Day for Children's on July 29<sup>th</sup>  
 Staff filled up the vending machine on July 6<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup>, 23<sup>rd</sup>, 26<sup>th</sup>, 28<sup>th</sup>, and 30<sup>th</sup>.  
 Staff completed vending order forms on July 6<sup>th</sup> and 20<sup>th</sup>.  
 Venessa completed a reassignment of tasks for the Support Services Department including a Shelf Reading Calendar.  
 Venessa attended the CENIC broadband information seminar in Whittier on July 17<sup>th</sup>.  
 Venessa attended the Outcomes Based Workshop in Alhambra on July 29<sup>th</sup>.  
 Venessa attended Rotary meetings on July 22<sup>nd</sup> and 29<sup>th</sup>.

**ONGOING PROJECTS**

Department Staff continue to practice Information Desk responsibilities.  
 Venessa is working with Bibliotecha on Self-Checkout reports and reconciliation.  
 Venessa and Yesenia are updating the opening and closing procedures for both departments.

**NEW PROJECTS AND ACTIVITIES**

Venessa is training Laura on Website updates.  
 Venessa will be training Eric on Constant Contact.  
 Tim is training with Jeannie on Social Media.



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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: **AUGUST 2015**  
**DATE:** September 28, 2015

**CIRCULATION STATISTICS**

<b>CIRCULATION</b>	Aug-15	Aug-14	M-T-D		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	362	306			773	736	5.0%
Total Circulation	26,654	23,172			56,720	52,703	7.6%
Attendance	24,473	27,631			51,945	50,527	2.8%
Registered Card Holders*	35,204	33,288	5.8%				
Adult Fiction	3,585	3,113			7,086	6,549	8.2%
Adult Nonfiction	2,420	2,733			5,007	5,754	-13.0%
Adult Magazines	243	308			533	616	-13.5%
Adult Music CDs	286	203			555	383	44.9%
Adult Audio Books	699	491			1,375	1,108	24.1%
Adult DVDs**	1,831	966			4,902	2,548	92.4%
JV Fiction	11,291	10,725			25,530	24,791	3.0%
YA Fiction	1,981	1,696			4,308	3,955	8.9%
JV Nonfiction	2,080	2,553			4,487	5,427	-17.3%
YA Nonfiction	118	131			250	262	-4.6%
JV Magazines	12	11			14	19	-26.3%
JV Music CDs	43	38			61	86	-29.1%
JV Audio Books	94	39			167	91	83.5%
JV DVDs**	1,434	1,137			3,011	2,722	10.6%
Video Games	31	16			71	36	100.0%

\* YTD % change not applicable.

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

PATRON COUNT

Aug-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		388	284	268	330	252	220	1,742
10:00		543	389	303	422	372	393	2,422
11:00		544	429	348	344	368	653	2,686
12:00		481	359	334	344	382	1558	3,458
1:00	659	485	374	386	407	358	664	3,333
2:00	513	462	353	419	329	318	628	3,022
3:00	473	490	328	360	399	266	413	2,729
4:00	318	456	349	333	350	209	291	2,306
5:00		488	303	315	331			1,437
6:00		402	266	365	303			1,336
7:00		294	202	179	204			879
DAY TOTALS	1,963	5,033	3,636	3,636	3,763	2,525	4,820	25,350

August 2015	August 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
25350	27631	52750	54997	-4.09%

PASSPORTS

Aug-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1					4	5
10:00		4	1	2	1	3	5	16
11:00		5	2		2	1	8	18
12:00		3	3	3	1	4	19	33
1:00	10	6	4	3	4	4	20	51
2:00	12	8	4	5	6	7	22	64
3:00	6	6	4	5	5	7	14	47
4:00	5	9	7	12	12	4	8	57
5:00		1	11	11	13			36
6:00		7	13	3	1			24
7:00		1		1	1			3
DAY TOTALS	33	51	49	45	46	30	100	354

August 2015	August 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
354	341	718	651	9%

**TEST PROCTORING**

<u>August 2015</u>	<u>August 2014</u>	<u>Y-T-D 2015-16</u>	<u>Y-T-D 2014-15</u>	<u>Y-T-D % change</u>
14	25	32	49	-35%

**STAFF ACTIVITY**

Katie attended Friday Huddles on August 7, 14, 21 and 28.

Katie met with Venessa on August 19.

Staff organized the Children's Area for Summer Reading Event on August 5<sup>th</sup>

Staff organized the Community Meeting Room for the following events/organization and dates;

PSAT Kaplan Practice Exam for Young Adults on August 1st

Preschool Story Time for Children's on August 4<sup>th</sup> and 11<sup>th</sup>

Preschool Lapsit for Children's on August 7th

AVIC Society of America on August 2<sup>nd</sup> (outside organization)

PTAC for Young Adults on August 6th, 20<sup>th</sup>

Chess to Checkers for Children's on August 7th, 21<sup>st</sup>

Volunteer & Literature Orientation for Adult Services on August 8<sup>th</sup>

City Brown Bag for City of Placentia on August 10<sup>th</sup>

PLFF Meeting on August 10<sup>th</sup>

Bookstore Dedication for PLFF on August 15<sup>th</sup>

Senior Nutrition Education on August 18<sup>th</sup> (outside organization)

Staff filled the vending machine on August 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, 22<sup>nd</sup>, 24<sup>th</sup>, 26<sup>th</sup>, 29<sup>th</sup>, 31<sup>st</sup>.

Staff completed vending order form on August 3<sup>rd</sup> and 24<sup>th</sup>.

Tim photographed and edited photos for the Summer Reading Celebration on August 15<sup>th</sup>.

Venessa attended Rotary meetings on Wednesday August 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>.

Venessa met with Yesenia and Jeanette on August 5<sup>th</sup> and 13<sup>th</sup> to discuss SRC.

Venessa taught the Parent and Me Technology computer workshop on August 18<sup>th</sup>.

Venessa spoke with a Sprint representative regarding Hot Spot Lending on August 18<sup>th</sup>.

Venessa attended the APL/PLD Circ. Consortium meeting on August 27<sup>th</sup>.

Venessa met with Yesenia and Jeanette to interview a graphic artist on August 24<sup>th</sup>.

**ONGOING PROJECTS**

Laura has ongoing training for Website.

Tim has ongoing training for Social Media.

Eric will receive training to send Constant Contact emails.

Estella is working with accountant, Marina, to streamline deposit process.

**NEW PROJECTS AND ACTIVITIES**

Laura DeLeon will be taking over Meeting Room Management.

Tim will be taking over Social Media responsibilities, including Facebook, Twitter and Flickr.

Venessa is working with Bibliotecha to improve self-checkout reconciliation process.



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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 for JULY and AUGUST 2015  
**DATE:** September 28, 2015

**CITY OF PLACENTIA INVOICES**

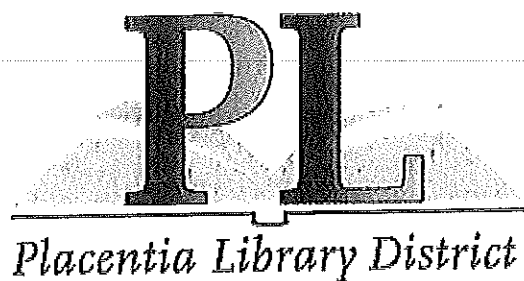
(35909 JAA)

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CA. 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							
15-Nov							
15-Dec							
16-Jan							
16-Feb							
16-Mar							
16-Apr							
16-May							
16-Jun							

**TOTAL  
AVG**

\*City Billing  
Not Received

PERIOD IN FY 2014-2015	INVOICE DATE	SO. CA. 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	*
<b>TOTAL</b>		<b>\$ 67,405.31</b>	<b>\$ 17,429.88</b>	<b>\$ 1,852.50</b>	<b>\$ 100.63</b>	<b>\$ 36,735.96</b>	<b>\$ 117,401.62</b>
<b>AVG</b>		<b>\$ 6,127.76</b>	<b>\$ 1,452.49</b>	<b>\$ 142.45</b>	<b>\$ 8.39</b>	<b>\$ 3,339.64</b>	<b>\$ 9,783.47</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for July & August 2015

**DATE:** September 28, 2015

**Accomplishments**

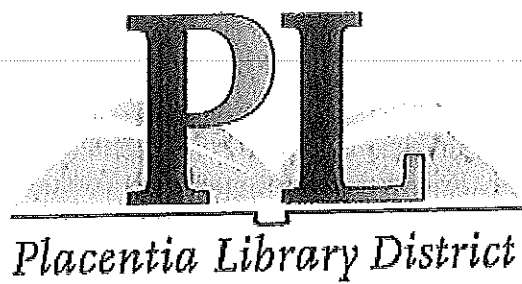
- Assisted in finalizing the details for and hosted the Nancy Lone-Tollefson dedication of the Placentia Library Friends Foundation (PLFF) bookstore.
- Continued to work in identifying a Certified Public Accountant to assist the District.
- Addressing a personnel matter.
- Met with the Placentia Yorba Linda Unified School District to discuss future and existing library programs.
- Secured another graphic designer for the 2015-2016 Fiscal Year. Previous designer no longer available.
- Initiated meeting with the City to discuss the landscape plans to address the drought mandates, in the Civic Plaza.
- Secured the presence of the California State Librarian, Mr. Greg Lucas, to attend the District's Summer Reading Celebration event.

**Meetings**

- Library Board of Trustees – July 20
- All-Staff – July 21
- Managers – August 13
- Administrative Assistant – July 21, 28; August 4, 11, 19,
- Friday Huddles – July 3, 10, 17, 24, 31; August 7, 4, 28
- Yorba Linda Unified School District – August 19
- Dixie Shaw – August 20
- SLS Executive Council – August 24
- Costa Mesa Sanitary District General Manager – August 12
- CSDA Fiscal Committee – August 14
- California State Library Digital Task Force – August 19
- E-Civis Representative – August 27

**Community Events**

- Taste of the Town – August 13
- Summer Reading Celebration – August 15
- Centennial Renovation Project



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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 July 2015  
**DATE:** September 28, 2015

**MONTHLY STATISTICS**

**Reference Desk Activity**

	July 2015	July 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Reference—in person	199	866	199	866	-77.02%
Reference--telephone	30	42	30	42	-28.57%
Total Number of Programs	38	33	38	33	15.15%
Total Programs Attendance	2000	1772	2000	1772	12.87%

**Children's Services Programs**

	July 2015 Number of Programs	July 2015 Total Attendance	July 2014 Number of Programs	July 2014 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 2014-15 Total Programs	Y-T-D 2014-15 Total Attendance	Y-T-D % Change Programs	Y-T-D % Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	20	1	42	1	20	1	42	0.00%	-52.38%
F.I.R.S.T.	1	15	1	15	1	15	1	15	0.00%	0.00%
Preschool Storytimes (3-6 years old)	8	245	10	286	8	245	10	286	-20.00%	-14.34%
Pocket Tales	5	176	5	178	5	176	5	178	0.00%	-1.12%
Lap Sit (0-2 years old)	10	370	5	312	10	370	5	312	100.00%	18.59%
P-TAC (Placentia Teen Advisory Council)	2	30	1	22	2	30	1	22	100.00%	36.36%
Tweens Chess To Checkers	2	29	2	15	2	29	2	15	0.00%	93.33%
Family Game Day	1	15	1	24	1	15	1	24	0.00%	-37.50%
<b>Special Programs</b>										
Children's SRP Weekly Programs	5	670	5	723	5	670	5	723	0.00%	-7.33%
Tweens: Book Discussion	*	*	1	9	*	*	1	9	N/A	N/A
YA SRP Programs	2	63	2	57	2	63	2	57	0.00%	10.53%
SRP Registrations	1	367	1	334	1	367	1	334	0.00%	9.88%
<b>Totals</b>	<b>38</b>	<b>2000</b>	<b>35</b>	<b>2017</b>	<b>38</b>	<b>2000</b>	<b>35</b>	<b>2017</b>	<b>8.57%</b>	<b>-0.84%</b>

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

**ACHIEVEMENTS**

- *Brenda Ramirez* supervised the Summer Reading Program for children's. Planned and conducted Wednesday afternoon programs for children including music programs, a drawing program, a puppet show, and a movie program.
- *Brenda Ramirez* planned and conducted Lapsit and Preschool storytimes for children.
- *Fernando Maldonado* conducted the Summer Reading Program for teens, including programs and volunteers.
- Children's staff ordered titles for the children's and YA collections.
- *Fernando Maldonado* represented the library as part of our outreach activities at the Placentia Farmer's Market on July 28<sup>th</sup>.
- *Jennifer Rydberg* conducted the F.I.R.S.T. program.

**MEETINGS**

- *Brenda Ramirez, Lori Worden and Fernando Maldonado* attended the Staff meeting on July 21<sup>st</sup>.
- *Lori Worden* attended the supervisor's meeting with Yesenia Baltierra on July 28<sup>th</sup>.
- *Yesenia Baltierra and Lori Worden* met on July 8<sup>th</sup> and 16<sup>th</sup> to review task and procedures.
- *Yesenia Baltierra, Lori Worden, Nadia Dallstream, Fernando Maldonado and Venessa Faber* met on July 16<sup>th</sup> to review SRC progress.
- *Yesenia Baltierra and Fernando Maldonado* attended Huddle meeting on July 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> and (

**PROFESSIONAL DEVELOPMENT**

None scheduled for the month of July.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children's Services Report for August 2015  
**DATE:** September 28, 2015

**MONTHLY STATISTICS**

	August 2015	August 2014	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	190	705	389	1,571	-75.24%
Reference--telephone	26	45	56	87	-35.63%
<b>Total Reference</b>	<b>216</b>	<b>750</b>	<b>445</b>	<b>1,658</b>	<b>-73.16%</b>
Total Number of Programs	15	17	53	52	1.92%
Total Programs Attendance	1,442	1,892	3,442	3,909	-11.95%

**Children's Services Programs**

	August 2015 Number of Programs	August 2015 Total Attendance	August 2014 Number of Programs	August 2014 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 2014-15 Total Programs	Y-T-D 2014-15 Total Attendance	Y-T-D % Change Programs	Y-T-D % Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	5	1	25	2	25	2	67	0.00%	-62.69%
F.I.R.S.T.	1	9	1	25	2	24	2	40	0.00%	-40.00%
Preschool Storytimes (3-6 years old)	2	39	2	80	12	284	12	346	0.00%	-17.92%
Pocket Tales	1	23	1	40	6	199	6	218	0.00%	-8.72%
Lap Sit (0-2 years old)	2	84	1	72	12	454	6	384	100.00%	18.23%
P-TAC (Placentia Teen Advisory Council)	2	22	2	43	2	52	3	65	-33.33%	-20.00%
Tweens Chess To Checkers	*	*	2	7	2	29	4	22	-50.00%	31.82%
Family Game Day	*	*	*	*	1	15	1	24	0.00%	-37.50%
<b>Special Programs</b>										
YA: Kaplan PSAT	1	27	1	30	1	27	1	30	0.00%	-10.00%
Children's SRP Weekly Programs	1	65	1	87	6	735	6	810	0.00%	-9.26%
Tweens Book Discussion	*	*	1	12	*	*	2	21	N/A	N/A
National Night Out	1	275	1	300	1	275	1	300	0.00%	-8.33%
SRP: Mixed Media Art Entries	1	3	1	9	1	3	1	9	0.00%	-66.67%
SRP Registrations	1	90	1	37	1	457	1	371	0.00%	23.18%
Summer Reading Celebration	1	800	1	1125	1	800	1	1125	0.00%	-28.89%
<b>Totals</b>	<b>15</b>	<b>1,442</b>	<b>17</b>	<b>1,892</b>	<b>50</b>	<b>3,379</b>	<b>49</b>	<b>3,832</b>	<b>2.04%</b>	<b>-11.82%</b>

\* Program not held

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

N/A denotes no YTD comparison available.

### ACHIEVEMENTS

- *Jennifer Rydberg* participated in the National Night Out outreach on August 4<sup>th</sup>.
- Children's staff participated in the annual Placentia Library Summer Reading Celebration on August 15<sup>th</sup>.
- Children's staff prepared Fall displays.
- Staff updated flyers and sent out press release to publicize upcoming event.

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### MEETINGS

- *Brenda Ramirez* attended a REFORMA Board meeting on August 6<sup>th</sup>.
- *Yesenia Baltierra* attended SRC meeting with City of Placentia staff on August 5<sup>th</sup>.
- *Yesenia Baltierra* attended Placentia Yorba Linda Unified School District meeting on August 19<sup>th</sup>.
- *Yesenia Baltierra* attended Children's Santiago Library System Committee meeting on August 31<sup>st</sup>.
- *Yesenia Baltierra* and *Fernando Maldonado* attended Huddle meeting on August 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

None scheduled for the month of August.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Adult Services Report for July 2015  
**DATE:** September 28, 2015

**MONTHLY STATISTICS**

**Reference Desk Activity**

	July 2015	July 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Reference -- in person	761	1,047	761	1,047	-27.32%
Reference -- telephone	163	294	163	294	-44.56%
Reference -- email/chat	5	2	5	2	150.00%
Technology assistance	153	489	153	489	-68.71%
Guest passes	62	153	62	153	-59.48%
Adult and Children's computer use (desktops)	3,490	2,735	3,490	2,735	27.61%
Adult computer usage (desktop)	2,514	2,360	2,514	2,360	6.53%
Public computer use (express laptops)	18	48	18	48	-62.50%
Adult Program Attendance	800	173	800	173	362.43%
Number of Adult Programs	19	10	19	10	90.00%

**History Room Activity**

	July 2015	July 2014	Y-T-D 2015-2016	Y-T-D 2014-15	Y-T-D % change
History Room Visitors	4	14	4	14	-71.43%

**Volunteer Hours**

	July 2015	July 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room	22.5	0	22.5	0	0.00%
PLFF	571.5	633.5	571.5	633.5	-9.79%
General Library	563.75	365.75	563.75	365.75	54.14%
Technology	8	45.25	8	45.25	-82.32%
Homework Club	0	0	0	0	0.00%
Adult Literacy	91	41.75	91	41.75	117.96%
PTAC	103.75	173.5	103.75	173.5	-40.20%
Summer Reading Program	656.75	779.25	656.75	779.25	-15.72%
<b>Total Volunteer Hours</b>	<b>2017.25</b>	<b>2039</b>	<b>2017.25</b>	<b>2039</b>	<b>-1.07%</b>

**Adult Services Programs**

Type of Program	Number of Programs July 2015	Attendance July 2015	Number of Programs July 2014	Attendance July 2014	Number of Programs YTD FY 15-16	Attendance YTD FY 15-16	Number of Programs YTD FY 14-15	Attendance YTD FY 14-15	Number of Programs YTD % change	Attendance YTD % change
Book Club	1	10	1	11	1	10	1	11	0.00%	-10.00%
Computer Workshops	2	17	3	18	2	17	3	18	-50.00%	-5.88%
Literacy Programs	3	21	3	10	3	21	3	10	0.00%	52.38%
Summer Reading Program	1	347	0	41	1	347	0	41	100.00%	88.18%
Summer Reading Events	1	38	2	77	1	38	2	77	-100.00%	-102.63%
Database Instruction	1	9	1	16	1	9	1	16	0.00%	-77.78%
Volunteer Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Health & Fitness Programs	2	34	0	0	2	34	0	0	200.00%	3400%
Parenting Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Art Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs-various topics	0	0	0	0	0	0	0	0	0.00%	0.00%
Outreach	8	324	0	0	8	324	0	0	100.00%	100.00%
<b>Totals</b>	<b>19</b>	<b>800</b>	<b>10</b>	<b>173</b>	<b>19</b>	<b>800</b>	<b>10</b>	<b>173</b>	<b>47.37%</b>	<b>78.38%</b>

<b><u>Adult Literacy</u></b>		
	<b>July 2015</b>	<b>July 2014</b>
Number of Tutors	11	14
Number of Students	15	19
<b>Total Number of Participants</b>	<b>26</b>	<b>33</b>

<b><u>Computer Literacy</u></b>		
	<b>July 2015</b>	<b>July 2014</b>
Number of Tutors	2	2
Number of Students	2	2
<b>Total Number of Participants</b>	<b>4</b>	<b>4</b>

## ACHIEVEMENTS

- *Jeannie Killianey* completed the “Movies in the Park” outreach event on July 17<sup>th</sup>.
- *Jeannie Killianey* assisted with “Emerald Isle” outreach event on July 20<sup>th</sup>.
- *Jeannie Killianey* coordinated the SRP event “Opera @ Placentia Library” on July 23<sup>rd</sup>.
- *Jeannie Killianey* completed weeding the Biography collection.
- *Wendy Townsend* selected books for Rotary.
- *Wendy Townsend* attended “Movies in the Park” outreach event on July 24<sup>th</sup>.
- *Wendy Townsend* completed a budget survey of select special districts.
- *Wendy Townsend* coordinated the outreach boxes and drafted instructions for use.
- *Wendy Townsend* coordinated a new tech help volunteer.
- *Coleen Wakai* with the assistance of *Nadia Dallstream* and ideas from *Venessa Faber* submitted a grant proposal to the Placentia Community Foundation.

## MEETINGS

- *Nadia Dallstream, Wendy Townsend and Coleen Wakai* attended the Staff meeting on July 21<sup>st</sup>.
- *Nadia Dallstream, Coleen Wakai and Wendy Townsend* attended the Public Services meeting July 14<sup>th</sup>.
- *Wendy Townsend and Coleen Wakai* met on July 30<sup>th</sup> for Volgistics and Volunteer Orientation training.
- *Wendy Townsend* attended Kiwanis meetings on July 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.
- *Wendy Townsend* attended Historical Committee Meetings on July 9<sup>th</sup> and 28<sup>th</sup>.
- *Jeannie Killianey and Coleen Wakai* met on July 8<sup>th</sup> regarding the Spanish Collection.
- *Jeannie Killianey and Coleen Wakai* met on July 13<sup>th</sup> regarding Yoga.
- *Jeannie Killianey and Tim Worden* met on July 25<sup>th</sup> and 29<sup>th</sup> regarding social media.
- *Yesenia Baltierra* attended Anaheim Consortium Meeting on July 6<sup>th</sup>.
- *Yesenia Baltierra and Katie Matas* held conference call with Baker and Taylor on July 8<sup>th</sup>.
- *Yesenia Baltierra and Venessa Faber* met on July 9<sup>th</sup> and 21<sup>st</sup> to review IT projects and procedures.
- *Yesenia Baltierra* met with Supervisors to review procedures on July 13<sup>th</sup> and 28<sup>th</sup>.
- *Yesenia Baltierra and Nadia Dallstream* met on July 14<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>.
- *Yesenia Baltierra* attended Broadband webinar on July 21<sup>st</sup>.
- *Yesenia Baltierra* attended Police, Fire and Emergency Services Recognition Breakfast on July 23<sup>rd</sup>.
- *Yesenia Baltierra* met with Baker and Taylor representative on July 30<sup>th</sup>.

## PROFESSIONAL DEVELOPMENT

- *Wendy Townsend and Yesenia Baltierra* participated in Infopeople’s Introduction to Library Management June 9<sup>th</sup>-July 7<sup>th</sup>. The four week workshop focused on tips and techniques for new and emerging library managers, how to build successful teams, solve problems and create learning environments.
- *Wendy Townsend* participated in Infopeople’s Practical Project Management for Libraries June 23<sup>rd</sup>-July 20<sup>th</sup>. The four week workshop introduced the basic concepts of project management. The instructor outlined some interesting project management tools to use when coordinating large scale projects, including the work breakdown structure, which is planned to be used in the near future.
- *Yesenia Baltierra* participated in the Outcomes Workshop on July 29<sup>th</sup>. The workshop introduced the benefits of using outcome-based planning and evaluation for key library programs or services. The instructor outlined basics tools to use when implementing outcome-based planning and evaluation, which will be used in the planning of teen programs in the near future.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Public Services Manager**SUBJECT:** Adult Services Report for August 2015**DATE:** September 28, 2015**MONTHLY STATISTICS****Reference Desk Activity**

	August 2015	August 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Reference -- in person	661	896	1422	1943	-26.81%
Reference -- telephone	111	387	274	681	-59.77%
Reference -- email/chat	5	2	10	4	150.00%
Technology assistance	142	421	295	910	-67.58%
Guest passes	81	117	143	270	-47.04%
Adult and Children's computer use (desktops)	3546	2688	7036	5423	29.74%
Adult computer usage (desktop)	2600	2327	5114	4687	9.11%
Public computer use (express laptops)	50	43	68	91	-25.27%
Adult Program Attendance	368	1285	1168	1458	-19.89%
Number of Adult Programs	14	10	33	20	65.00%

**History Room Activity**

	August 2015	August 2014	Y-T-D 2015-2016	Y-T-D 2014-15	Y-T-D % change
History Room Visitors	6	9	10	23	-56.52%

**Volunteer Hours**

	August 2015	August 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
History Room	7	4	29.5	4	637.50%
PLFF	588.25	557	1159.75	1190.5	-2.58%
General Library	619.25	331	1183	696.75	69.79%
Technology	2	76	10	121.25	-91.75%
Homework Club	0	0	0	0	0.00%
Adult Literacy	109.75	41.5	200.75	83.25	141.14%
PTAC	41.38	128	145.13	301.5	-51.86%
Summer Reading Program	409.35	390	1066.1	1169.25	-8.82%
<b>Total Volunteer Hours</b>	<b>1776.98</b>	<b>1527.5</b>	<b>3794.23</b>	<b>3566.5</b>	<b>6.39%</b>

**Adult Services Programs**

Type of Program	Number of Programs August 2015	Attendance August 2015	Number of Programs August 2014	Attendance August 2014	Number of Programs YTD FY 15-16	Attendance YTD FY 15-16	Number of Programs YTD FY 14-15	Attendance YTD FY 14-15	Number of Programs YTD % change	Attendance YTD % change
Book Club	1	7	1	11	2	17	2	22	0.00%	-29.41%
Computer Workshops	3	18	3	22	5	35	6	40	-20.00%	-14.29%
Literacy Programs	2	12	3	11	5	33	6	21	-20.00%	36.36%
Summer Reading Program	1	170	0	67	2	517	0	108	100.00%	79.11%
Summer Reading Events	0	0	1	1125	1	38	3	1202	-200.00%	-3063.16%
Database Instruction	2	12	9	17	3	21	10	33	-233.33%	-57.14%
Volunteer Programs	1	31	1	32	1	31	1	32	0.00%	-3.23%
Health & Fitness Programs	0	0	0	0	2	34	0	0	100.00%	0.00%
Parenting Programs	0	0	0	0	0	0	1	0	0.00%	0.00%
Art Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs-varied topics			0	0	0	0	0	0	0.00%	0.00%
Outreach	6	118	0	0	6	442	0	0	100.00%	100.00%
<b>Totals</b>	<b>16</b>	<b>368</b>	<b>18</b>	<b>1285</b>	<b>27</b>	<b>1168</b>	<b>29</b>	<b>1458</b>	<b>-7.41%</b>	<b>-24.83%</b>

<b><u>Adult Literacy</u></b>		
	August 2015	August 2014
Number of Tutors	21	13
Number of Students	26	19
<b>Total Number of Participants</b>	<b>47</b>	<b>32</b>

<b><u>Computer Literacy</u></b>		
	August 2015	August 2014
Number of Tutors	1	3
Number of Students	1	3
<b>Total Number of Participants</b>	<b>2</b>	<b>6</b>

ACHIEVEMENTS

- *Jeannie Killianey* updated the September Artist series slideshow and bibliography.
- *Jeannie Killianey* created the publicity materials for the Fall/Winter computer workshops.
- *Jeannie Killianey* submitted a Mommy Librarian article to the Placentia News-Times.
- *Jeannie Killianey* led the Daphne Kalotay "Sight Reading" book discussion on August 11<sup>th</sup>.
- *Wendy Townsend* selected books for Rotary.
- *Wendy Townsend* attended Concerts in the Park outreach event on August 6<sup>th</sup>.
- *Wendy Townsend* created the September Adult Services calendar.
- *Wendy Townsend* created a book trough and a Local History Lecture Series display.
- *Wendy Townsend* accepted a new History Room Intern.
- *Coleen Wakai* visited DePalma Terrace on August 8<sup>th</sup> and 26<sup>th</sup>.
- *Coleen Wakai* visited Emerald Isle on August 3<sup>rd</sup>, 17<sup>th</sup> and 31<sup>st</sup>.
- *Coleen Wakai* observed Parent & Me Technology on August 18<sup>th</sup> and 25<sup>th</sup>.
- *Coleen Wakai* and *Yesenia Baltierra* submitted California Library Literacy Services Grant (CLLS) application on August 27<sup>th</sup>.
- *Coleen Wakai* observed Conversation Club on August 27<sup>th</sup>.

MEETINGS

- *Wendy Townsend* and *Coleen Wakai* met on August 5<sup>th</sup> for Volgistics and Volunteer Orientation training.
- *Wendy Townsend* met with Bunny Lynch for Vogistics training on August 18<sup>th</sup>.
- *Wendy Townsend* attended Kiwanis meetings on August 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on August 25<sup>th</sup>.
- *Wendy Townsend* met interviewed two History Room Intern candidates on August 24<sup>th</sup> and 27<sup>th</sup>.
- *Jeannie Killianey* and *Coleen Wakai* met on August 5<sup>th</sup> regarding turnover reports
- *Coleen Wakai* and *Fernando* met to talk about P-TAC and Homework Club interviews on August 6<sup>th</sup>.
- *Coleen Wakai* met with new Literacy tutors, August 6<sup>th</sup>.
- *Coleen Wakai* and *Yesenia Baltierra* met August 17<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> regarding California Library Literacy Services (CLLS) grant application.
- *Yesenia Baltierra* attended Anaheim Consortium meeting on August 3<sup>rd</sup>.
- *Yesenia Baltierra* attended Placentia Community Network (PCN) and Family First Collaborate (FFC) merger meeting on August 4<sup>th</sup>.
- *Yesenia Baltierra* and *Katie Matas* attended conference call meeting with Baker and Taylor on August 12<sup>th</sup>.
- *Yesenia Baltierra* attended Mangers meeting on August 13<sup>th</sup>.
- *Yesenia Baltierra* and *Venessa Faber* met on August 26<sup>th</sup> to review IT pending projects.

PROFESSIONAL DEVELOPMENT

None scheduled for the month of August.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Placentia Library Website & Technology Report for July 2015  
**DATE:** September 28, 2015

**On-line database usage**

	July 2015	Onsite Usage 7/15	Remote Usage 7/15	July 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	13,837	N/A	N/A	20,878	13,837	20,878	-34%
General Reference Center	20	3	17	57	20	57	-65%
Biography In Context	11	10	1	11	11	11	0%
Opposing Viewpoints	13	11	2	19	13	19	-32%
Freegal	1049	N/A	N/A	625	1,049	625	68%
Heritage Quest	1,423	N/A	N/A	951	1,423	951	50%
Novelist	121	N/A	N/A	97	121	97	25%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	83	N/A	N/A	N/A	83	N/A	N/A
Pronunciator (new Sept. 2014)	149	N/A	N/A	N/A	149	N/A	N/A
ABC Mouse (new Sept. 2014)	146	N/A	N/A	N/A	146	N/A	N/A
Tumblebooks	473	N/A	N/A	301	473	301	57%
Reference USA	104	N/A	N/A	181	104	181	-43%
Enki (new Oct. 2014)	4	N/A	N/A	N/A	4	N/A	N/A
Hoopla (new May 2015)	169	N/A	N/A	N/A	169	N/A	N/A
Overdrive e-books	1070	N/A	N/A	828	1,070	828	29%
Overdrive audio books	567	N/A	N/A	353	567	353	61%
Zinio (new Oct. 2014)	51	N/A	N/A	N/A	51	N/A	N/A
<b>TOTAL DATABASE USAGE</b>	<b>19,290</b>	<b>24</b>	<b>20</b>	<b>24,301</b>	<b>19,290</b>	<b>24,301</b>	<b>-21%</b>

**Website Traffic**

	<b>July 2015</b>	<b>July 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Website visits	13,357	23,437	13,357	23,437	-43%
Page Hits	22,356	40,372	22,356	40,372	-45%

**Computer & Online Resource Use**

	<b>July 2015</b>	<b>July 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Placentia Residents	1,380	737	1,380	737	87%
Non-Placentia Residents	976	473	976	473	106%
<b>Total</b>	<b>2,356</b>	<b>1,210</b>	<b>2,356</b>	<b>1,210</b>	<b>95%</b>

**Wifi Use**

	<b>July 2015</b>	<b>Y-T-D 2015-16</b>
	1,783	1,783
<b>Total</b>	<b>1,783</b>	<b>1,783</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Placentia Library Website & Technology Report for August 2015  
**DATE:** September 28, 2015

**On-line database usage**

	August 2015	Onsite Usage 8/15	Remote Usage 8/15	August 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	15,948	N/A	N/A	18,033	29,785	38,911	-23%
General Reference Center	25	4	21	32	45	89	-49%
Biography In Context	30	10	20	8	41	19	116%
Opposing Viewpoints	25	5	20	7	38	26	46%
Freegal	1,116	N/A	N/A	561	2,165	1,186	83%
Heritage Quest	1,121	N/A	N/A	590	2,544	1,541	65%
Novelist	32	N/A	N/A	25	153	122	25%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	318	N/A	N/A	N/A	401	N/A	N/A
Pronunciator (new Sept. 2014)	118	N/A	N/A	N/A	267	N/A	N/A
ABC Mouse (new Sept. 2014)	51	N/A	N/A	N/A	197	N/A	N/A
Tumblebooks	3	N/A	N/A	116	476	417	14%
Reference USA	144	N/A	N/A	219	248	400	-38%
Enki (new Oct. 2014)	2	N/A	N/A	N/A	6	N/A	N/A
Hoopla (new May 2015)	136	N/A	N/A	N/A	305	N/A	N/A
Overdrive e-books	1031	N/A	N/A	929	2,101	1,757	20%
Overdrive audio books	518	N/A	N/A	385	1,085	738	47%
Zinio (new Oct. 2014)	75	N/A	N/A	N/A	126	N/A	N/A
<b>TOTAL DATABASE USAGE</b>	<b>20,693</b>	<b>19</b>	<b>61</b>	<b>20,905</b>	<b>39,983</b>	<b>45,206</b>	<b>-12%</b>

**Website Traffic**

	<b>August 2015</b>	<b>August 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Website visits	12,949	22,555	26,306	45,992	-43%
Page Hits	22,000	37,129	44,356	77,501	-43%

**Computer & Online Resource**

**Use**

	<b>August 2015</b>	<b>August 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Placentia Residents	1,355	1,158	2,735	1,895	44%
Non-Placentia Residents	972	636	1,948	1,109	76%
<b>Total</b>	<b>2,327</b>	<b>1,794</b>	<b>4,683</b>	<b>3,004</b>	<b>56%</b>

**Wifi Use**

	<b>August 2015</b>	<b>Y-T-D 2015-16</b>
	1,934	3,717
<b>Total</b>	<b>1,934</b>	<b>3,717</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Report on the California State Literacy Services Grant

**DATE:** September 28, 2015

**BACKGROUND**

The California Library Literacy Services (CLLS), a program of the California State Library, provides literacy services to adults and their families. Public libraries are ideal settings for literacy services because they are easy to access in communities and provide a natural learning environment that is conducive to privacy as well. Instructions are based on individual learner's pace and goals.

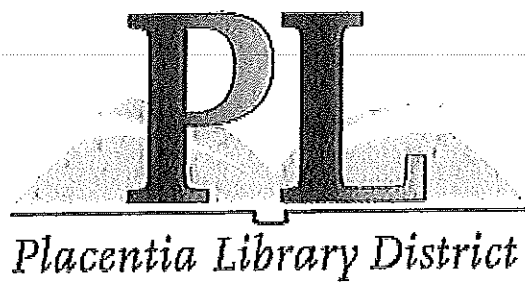
CLLS encompasses three programs including:

- The Adult Literacy Services (ALS)
- The English Language & Literacy Intensive (ELLI)
- Mobile Library Literacy Services (MLLS)

Placentia Library District applied for the California Library Literacy Services grant for the Adult Literacy Services program and we received \$30,000 for the 2015-2016 to support ALS. Through California public libraries, ALS has been provided to communities for almost 30 years. This services help English-speaking adults improve their reading and writing skills so they can reach their potential as workers, parents, community members and life-long learners.

Placentia Library District has a long history of providing professional literacy services to our community and beyond our building with partnerships such as H.I.S. House. We are delighted to be able to continue this service, under the leadership of Public Services Manager, Yesenia Baltierra, and Literacy Coordinator, Coleen Wakai. Coleen and Library Director Contreras will be attending a mandatory orientation in Pasadena on November 5, 2015, as required by the grant.

Public Services Manager Baltierra and Literacy Coordinator Wakai will be available to provide additional information and answer questions.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Report on the Universal Service Program for Schools and Libraries (e-Rate).

**DATE:** September 28, 2015

### BACKGROUND

The Schools and Libraries program, also known as the E-rate program, makes telecommunications and information services more affordable for schools and libraries in America. Mandated by Congress in 1996 and implemented by the Federal Communications Commission in 1997, the E-rate provides discounted telecommunications, Internet access, and internal connections to eligible schools and libraries, funded by the Universal Service Fund (USF).

Innovative digital learning technologies and the growing importance of the Internet in connecting students, teachers, and consumers to jobs, life-long learning, and information, are creating increasing demand for bandwidth in schools and libraries. In 2014, the FCC adopted the E-rate Modernization Order and the Second E-rate Modernization Order as part of a comprehensive review to modernize the program. Eligible schools and libraries may receive discounts on eligible category one services (telecommunications, telecommunications services and Internet access) and category two services (internal connections, managed internal broadband services and basic maintenance of internal connections). The discounts range from 20 to 90 percent, with higher discounts for higher poverty and more rural schools and libraries. Schools and libraries are always responsible for paying at least some part of the cost of service.

A school or library that wishes to participate in the E-rate program submits a request for competitive bids for the specific E-rate supported services it seeks to the Universal Service Administrative Company (USAC). USAC posts those requests on its website for vendors to see. The bid request and competitive bidding process must comply with both FCC rules and state and local procurement requirements. After reviewing the bids it has received, the school or library selects its preferred vendor(s) and submits an application to USAC for approval listing its desired purchases. USAC issues funding commitments to eligible applicants. Once a vendor provides the selected services to the applicant, either the vendor or the applicant submits requests to USAC for reimbursement of the approved discounts.

All telecommunications service providers and certain other providers of telecommunications must contribute to the federal USF based on a percentage of their interstate and international

end-user telecommunications revenues (generally a small fraction of the overall consumer bill). These companies include wireline phone companies, wireless phone companies, paging service companies, and certain Voice over Internet Protocol (VoIP) providers. These contributions fund all four of the FCC's Universal Service Programs: The High Cost Program, which helps extend phone and broadband service to rural areas, the Lifeline Program, which helps support basic phone service for low-income Americans, the E-rate program, and the Rural Health Care Program. Some consumers may notice a "Universal Service" line item on their telephone bills. This line item appears when a company chooses to recover its USF contributions directly from its customers by billing them this charge. The FCC does not require this charge to be passed on to customers. Each company makes a business decision about whether and how to assess charges to recover its universal service costs. These charges usually appear as a percentage of the consumer's phone bill. Companies that choose to collect universal service fees from their customers cannot collect an amount that exceeds their contribution to the USF. They also cannot collect any fees from a Lifeline program participant.

Library staff have been working the e-rate application for over a year, to receive telecommunications reimbursements. As required by e-rate, libraries are to be compliant with the Children's Internet Protection Act (CIPA) to qualify for reimbursement. As a result, the Placentia Library District needs to purchase new filtering applications to be installed in all public computers. Thereafter, staff will need customer service training on responding to inquiries regarding the changes. The Placentia Library District received notification on September 14th that we have been awarded 60% of our telecommunications and internet services cost through the e-rate program.

Support Services Manager, Venessa Faber, will oversee the e-rate program, with the assistance from the District's IT provider, Click Consulting. She will be available to provide additional information and answer questions.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Travel Authorization: Board Secretary/Clerk Conference, October 18-20, 2014 in Lake Tahoe, California.

**DATE:** September 28, 2015

**BACKGROUND**

The California Special District Association (CSDA) Board Secretary/Clerk Conference will be held October 18-20 in Lake Tahoe, California. The District submitted an application for funding to attend the conference through CSDA's Special District Leadership Foundation (SDLF) Education Allowance Fund.

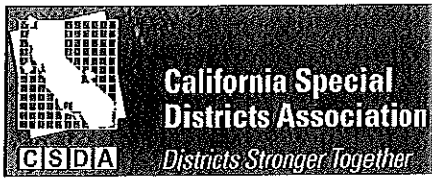
On September 17, 2015, we were notified that the SDLF Scholarship Committee has awarded the District with a scholarship of \$1,050 to cover two registrations for the Board Secretary/Clerk Conference at \$525 per attendee. Accommodation, transportation and per diem will be the responsibility of the District. Library staff request attendance for the Library Director and Administrative Assistant. Library Director Contreras will attend the Advance program while Administrative Assistant, Diane Warner, will attend the First-Time Attendee program.

Attachment A is additional information regarding the Board Secretary/Clerk Conference.

Fiscal Impact: \$700 per person

**RECOMMENDATIONS**

1. Motion to authorize the Library Director and Administrative Assistant to attend the 2015 Board Secretary/Clerk Conference, October 18-20 in Lake Tahoe, California; and,
2. Authorization by a roll call vote.



(http://www.csda.net)

## Board Secretary/Clerk Conference and Certificate Program

CSDA's Special District Board Secretary/Clerk Conference and Certificate Program Whether you are a new or seasoned Board Secretary/Clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts and provide an opportunity to recognize individuals that invest the time in becoming trained in the various components of the job, CSDA created this certificate program. Now, in its fifth year, the Board Secretary/Clerk Certificate has become the gold standard for special district Board Secretaries and Clerks throughout California. We invite you to participate as a first time attendee to earn your certificate and come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored to your position. On/before 09/18/15: SDRMA-\$525, CSDA-\$575, Non-Mem-\$750. After 09/18/15: SDRMA-\$575, CSDA-\$625, Non-Mem-\$800 Room reservations are currently available at the Lake Tahoe Resort Hotel starting at just \$110 plus tax per night by calling 1-530-544-5400 and asking for the CSDA rate.

**When:** 10/18/2015 - 10/20/2015  
**Where:** Lake Tahoe Resort Hotel  
4130 Lake Tahoe Boulevard  
South Lake Tahoe, CA 96150

### Sign In

**Username**

40398con

**Password**

.....

Remember me on this computer



Forgot my password or my username

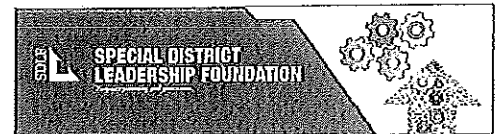


(http://www.csda.net/csda-membership/join-csda/)

(http://www.sdrma.org/)



**SDRMA**  
More Savings, Value  
and Service.  
800-537-7790



(http://www.sdlf.org)

### California Special Districts Alliance



(http://www.csda.net)

(http://sdrma.org)



(http://csdafinance.net/)

Toggle navigation

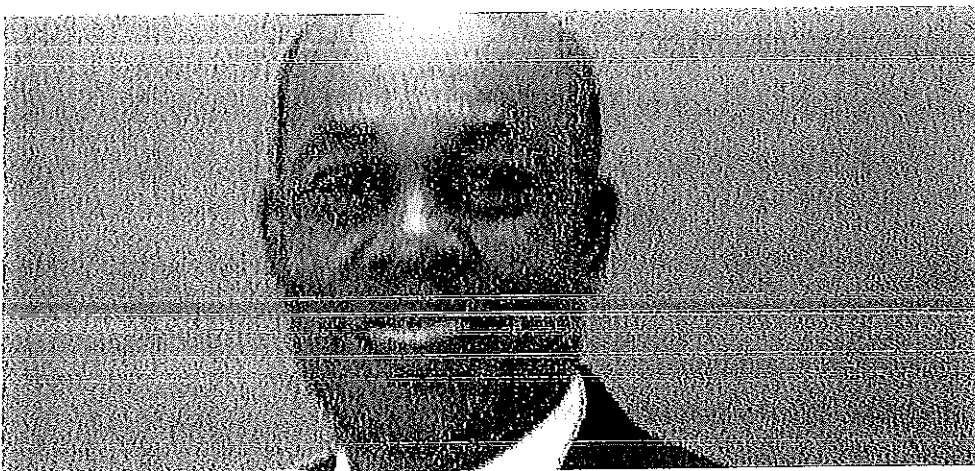
- [Overview](#)
- [Schedule](#)
  - [First-Time Schedule](#)
  - [Advanced Schedule](#)
- [Location](#)
- [Contact Us](#)
- [REGISTER](#)

**A premiere conference for Board Secretaries/Clerks packed into two full days of education.**

**Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.**

Now in its fifth year, the Board Secretary/Clerk Certificate has become the gold standard for special district board secretaries and clerks throughout California. We invite you to participate as a first-time attendee to earn your certificate and to come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored to your position.

## Overview



**Opening Keynote: Communicating with Diplomacy and Tact**

**Mel Turner, CPS HR Consulting**

Your ability to tactfully navigate difficult situations and communications while building consensus with public officials, stakeholders, and your customers can create powerful and lasting results for your

organization. In this session, we will explore how to communicate with diplomacy and tact. Focusing on maintaining your composure, listening for maximum effect, and crafting win-win communications, you can be a skilled communicator who gets your message across while building credibility.



## Location: Lake Tahoe, CA

As far as playgrounds go, Lake Tahoe is one of our nation's biggest and most diverse. From winter skiing, to spring hiking, to summer boating, to fall mountain biking, there is something for everyone. And when you are ready to go indoors, the casinos offer world-class entertainment and gaming. Just a short drive away, history reinvents itself in Virginia City, Genoa and surrounding towns. There is never a dull moment in Tahoe!

## First-Time Schedule

### Sunday, October 18

Time	Class
5:30 - 7:00 p.m.	Registration and Opening Reception

### Monday, October 19

Time	Class
7:30 - 8:30 a.m.	Registration
8:30 - 9:45 a.m.	Opening Keynote Presentation: Communicating with Diplomacy and Tact
10:00 - 11:45 a.m.	Board Secretary/Clerk Foundations
12:00 - 1:00 p.m.	Exhibitor Luncheon, All Attendees (Raffle)
1:15 - 3:00 p.m.	Board Secretary/Clerk Foundations (continued)
3:00 - 3:30 p.m.	Break and Networking with Exhibitors (Raffle)
3:30 - 5:00 p.m.	Understanding Board Member and District Liability Issues

### Tuesday, October 20

Time	Class
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<b>8:30 a.m. - 10:00 a.m.</b>	Staying in Compliance: Understanding Fundamental Special District Laws	Agenda Item 27
<b>10:00 - 10:30 a.m.</b>	Break and Networking with the Exhibitors (Raffle)	Attachment A
<b>10:30 a.m. - 12:00 p.m.</b>	Staying in Compliance: Understanding Fundamental Special District Laws (continued)	Page 93
<b>12:00 - 1:15 p.m.</b>	Networking Lunch by District Type (Raffle)	
<b>1:15 - 2:45 p.m.</b>	Records Retention and Management	
<b>2:45 - 3:00 p.m.</b>	Break	
<b>3:00 - 4:30 p.m.</b>	Rules of Order Made Easy	
<b>4:30 p.m.</b>	Event Adjourns, Graduation Certificate Distribution	

[Back to top](#) **Advanced Schedule**

**Sunday, October 18**

<b>Time</b>	<b>Class</b>
<b>5:30 - 7:00 p.m.</b>	Registration and Opening Reception

**Monday, October 19**

<b>Time</b>	<b>Class</b>
<b>7:30 a.m.</b>	Registration
<b>8:30 - 9:45 a.m.</b>	Opening Keynote Presentation: Communicating with Diplomacy and Tact
<b>10:00 - 11:45 a.m.</b>	1 Personnel Pitfalls – What Board Secretaries and Clerks Need to Know about Public Employment Laws
	2 A Successful Start to Public Service: Orienting Your Newly Elected Officials
<b>12:00 - 1:00 p.m.</b>	Exhibitor Luncheon, All Attendees (Raffle)
<b>1:15 - 3:00 p.m.</b>	1 Personnel Pitfalls (continued)
	2 What's a Public Record? How to Comply with the Public Records Act
<b>3:00 - 3:30 p.m.</b>	Break and Networking with Exhibitors (Raffle)
<b>3:30 - 5:00 p.m.</b>	1 How to Obtain Grant Funds for Your Special District
	2 Engaging the Public and Your Constituents in the Digital Age

**Tuesday, October 20**

**8:30 - 10:00 a.m.** 1 Now What? Real World Implications for Board Secretaries/Clerks  
2 Keeping Up with the Brown Act

**10:00 - 10:30 a.m.** Break, Networking with the Exhibitors (Raffle)

**10:30 a.m. - 12:00 p.m.** 1 Now What? Real World Implications for Board Secretaries/Clerks (continued)  
2 The Critical Role of the Board Secretary/Clerk in Building an Effective Board, Manager and Staff Team

**12:00 - 1:15 p.m.** Networking Lunch by District Type (Raffle)

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**1:15 - 2:45 p.m.** 1 Dollars and Sense: What Board Secretaries/Clerks Need to Know about District Finances  
2 Policy and Procedure Writing from A – Z for Board Secretaries and Clerks

**2:45 - 3:00 p.m.** Break

**3:00 - 4:30 p.m.** 1 Dollars and Sense (continued)  
2 Policy and Procedure Writing from A – Z for Board Secretaries and Clerks (continued)

**4:30 p.m.** Event Adjourns, Graduation Certificate Distribution

[Back to top](#) **Location**

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Travel Authorization: USC Defining New Metrics for Library Success Symposium, October 1-2, 2015 in Los Angeles, California.

**DATE:** September 28, 2015

**BACKGROUND**

The Center for Library Leadership and Management at the University of Southern California is hosting a symposium about the various metrics and measures libraries use to manage what it is doing and the value of what is doing. Discussion will include the value of selected services as well as the overall management of processes and services. It is important that professionals in the library field are aware of different measures, with different objectives.

Attendees will explore opportunities and practices in both qualitative and quantitative measurements as well as best practices in visualization of data and communicating with our funders, management, elected officials, and the public.

**Speakers include:**

- Dr. Ken Haycock, Research Professor at USC.
- Denise Davis, Deputy Library Director at Sacramento Public Library
- Joe Matthews, Library Consultant and Author of Measuring for Results
- Rebecca Jones, Digital Collections Librarian at San Diego State University

Attachment A is additional information regarding the USC Defining New Metrics for Library Success Symposium.

Fiscal Impact: \$700 per person

**RECOMMENDATIONS**

1. Motion to authorize the Library Director and Support Services Manager to attend the USC Defining New Metrics for Library Success Symposium, October 1-2, 2015 in Los Angeles, California; and,
2. Authorization by a roll call vote.

# CLLM at USC

The Center for Library Leadership and Management

## Program

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### Thursday Oct 1, 2015

8:30 Registration

9:00 Welcome from the Co-Chairs  
**Ken Haycock**, Research Professor of Management and Organization, Marshall School of Business, University of Southern California  
Jane Dysart, Senior Partner, Dysart & Jones

9:15 Framing and Defining Metrics for Libraries  
**Ken Haycock**, Research Professor of Management and Organization, Marshall School of Business, University of Southern California

9:45 ROI and New Qualitative Measures of Library Success  
**Jim Neal** [<http://library.columbia.edu/james-neal.html>], University Librarian Emeritus, Columbia University (via Skype)

10:50 Break

10:30 Determining  
**Mohamed Hosseini-Ara**, Director, Culture, City



and Demonstrating  
Value with the Logic  
Model

of Markham

Rebecca Jones, Managing Partner, Dysart & Jones. Performance measures are as much about operational effectiveness within the library as they are about demonstrating value to external shareholders. Learn how to apply the logic model to review and improve services, and to look at how the services are developed, delivered and managed. Includes real world examples and roadmaps.

12:30 Lunch (provided)

1:30 Public Library  
Outcomes

Denise Davis, Deputy Library Director, Sacramento Public Library. Hear how the Public Library Association Performance Measures Task Force is doing in establishing standardized measures of effectiveness for library programs and how you can use their results.

2:00 Management  
Frameworks Provide  
A Foundation for  
Metrics

Joe Matthews, Library Consultant and Author, Measuring for Results, Library Assessment for Higher Education, The Bottom Line and Adding Value to Libraries, Archives, and Museums. All libraries – public, academic, government and corporate – must recognize the importance of measuring what matters (measuring what is easy). One useful tool is to embrace a management framework to collect and report measures that matter. An overview of management frameworks is presented and several frameworks are used to show how different frameworks emphasize different strategic initiatives.

**10:30    Networking Break**

**10:45    Practitioner's Panel**

**Lisa Lamont**, San Diego State

University. Shares results from two surveys and a short interview, gathering both quantitative and qualitative data about perceptions of their database including the classic contingent valuation questions, cost to replace and willingness to pay. Also discusses return on investment analysis and gathering additional data in order to compare the cost to additional returns. The cost per item and cost per search are very favorable.

**12:00    Endnote: Influencing  
and Storytelling:  
Tools for Metrics  
and Proving ROI**

**Ken Haycock**, Research Professor of  
Management and Organization, Marshall  
School of Business, University of Southern  
California

**1:00    End**

## **CLLM Fall Conference**

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Outcomes, Value and Impact

Hotel

Program

Pricing & Registration

Speakers

Sponsors and Partners

2:30 Break

3:00 InfoBlitz

### Impact Studies

This talk looks at how impact studies are created and illustrates with examples from libraries across the continent. It discusses impact studies in terms of how the data can be used to inform strategy. Each community will have different outcomes, so how can impact studies be used to signal future planning.

#### Altmetrics

Richard Hulser, Chief Librarian, Natural History Museum of LA  
Tips for finding meaningful patterns across a variety of data.

#### Metrics Stories and Tips

5:00 End of day

Continue the conversation at a local campus restaurant and bar.

## Friday, October 2, 2015

9:00 Visualization:  
Making an Impact  
with Your Data

Greg Notess, Faculty and Graduate Service Librarian, Montana State University & Publisher, Search Engine Showdown.  
(Skype) Tactics, tools and techniques for adding meaning to data by visualizing through infographics, word clouds, pie charts, maps, and more.

9:45 Dashboards, Charts  
& Infographics

Susan [Gardner] Archambault, Head, Reference & Instruction, Loyola Marymount University  
See what this organization is doing with their

# CLLM at USC

The Center for Library Leadership and Management

## Speakers

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### Denise Davis

Denise Davis is the Deputy Library Director of Sacramento Public Library, with responsibilities for Collection Services, Facilities, Finance, Information Technology, Communications and the Virtual Branch. Denise has contributed to the library profession with more than 30 years of experience in academic, public and state library agencies, as well as directing research at the National Commission on Libraries and Information Science and the American Library Association's Office for Research and Statistics.

Denise is currently involved with projects at the American Library Association (ALA), DataONE (a primary data depository initiative), and NISO.

Denise also has contributed to the profession through consulting with such organizations as Florida State University, Dominican University Graduate School of Library and Information Science, and for efforts like the LJ Patron Profiles series

(<http://www.thedigitalshift.com/research/patron-profiles/>), and ICF International for the assessment of the Institute of Museum and Library Services Laura Bush 21st Century Librarian grant program.



## Jane Dysart, MLS

Jane is a partner with Dysart & Jones Associates [<http://www.dysartjones.com>] a consulting firm specializing for more than two decades in planning, organizational development and customized event management for libraries and information-intensive organizations. She is the former manager of Information Resources at the Royal Bank of Canada, Instructor and Advisory Board member at the ISchool of the University of Toronto. She is currently on the International Advisory Board of the San Jose State University ISchool and the University of Southern California Center for Library Leadership and Management.

Jane used her professional training as a librarian to develop and manage information resources in a corporate setting and continues to develop leading edge continuing education for information professionals, not only in international conferences but also customized events. She has created more

than 150 conference programs in Canada, the US and the UK. She currently develops and curates conferences in the US and Canada, and chairs:

- Computers in Libraries 2015 [<http://www.infoday.com/cil2015>]
- Internet Librarian 2015 [<http://www.infoday.com/il20145>] with the Library Directors Digital Strategy Summit [<http://www.librarysummit.com>]
- KMWorld 2015 [<http://www.kmworld.com/conference/2015/>]

Jane has recently programmed a series of symposia of the University of Toronto ISchool Institute; developed an event called Building Smarter Organizations [<http://www.buildingsmarterorganizations.com>] and created a new Institute with Ken Haycock, The Future of Libraries [<http://www.thefutureoflibraries.org/>].

Jane is part of an extensive international network of information and knowledge management thought leaders, authors and practitioners. During the last few years she has done research and consulting for Libraries and Archives Canada, Canadian Human Resources Council, several information industry associations, a Chamber of Commerce, and a number of libraries.



## Ken Haycock

Agenda Item 28

Ken Haycock is currently research professor of management and organization with the Marshall School of Business at the University of Southern California where he develops and directs graduate programs in library and information management. He was previously director (now professor emeritus) at the San Jose School of Library and Information Science, building it into the largest program in the world with four degrees and 2,800 students in the MLIS program in 14 countries and at the School of Library, Archival and Information Studies at the University of British Columbia (now professor emeritus). Prior to the academy, he was a member of the Vancouver School Board's senior management team, responsible for curriculum and program development and implementation, curriculum resources and technologies and staff development for 7,000 employees at 115 sites.

His consultancies, as senior partner with Ken Haycock & Associates Inc. since 1991, include executive searches, organizational and program reviews and leadership development and coaching.

In the broader community he has been a public library trustee, elected school board member and chair, elected municipal councillor and served on dozens of government and community boards as diverse as publishing, elimination of sexism, race relations and community services.

Recognized by many associations, he was awarded the Queen's Silver Jubilee Medal for contributions to society and an honorary Doctor of Letters from Capilano University.

Ken holds an Ed.D. (Brigham Young), M.B.A. (Royal Roads), A.M.L.S. (Michigan), and M.Ed. (Ottawa). His research interests focus on management and leadership, role clarification and effectiveness, organizational development, advocacy and influence.



## [\[files/2015/06/Moe-Hosseini.jpg\]](#) Moe Hosseini-Ara

Moe Hosseini-Ara graduated from the University of Western Ontario's School of Library and Information Science in 1996. He holds an honours BA in Anthropology from York University and is a motorcycle training instructor in his spare time.

Moe has worked in libraries for over 25 years and has held positions as a page, circulation clerk, acquisitions clerk, children's librarian, librarian supervisor and manager. He is currently Director of Service Excellence at Markham Public Library where he has led the organization through numerous innovative and transformational changes.

He is a regular presenter at library conferences, speaking on RFID, customer service metrics and MPL's award winning Customer Centered Classification system.

Moe has worked in libraries for over 25 years and has held positions as a page, circulation clerk, acquisitions clerk, children's librarian, librarian supervisor and manager. He was the Director of Service Excellence at Markham Public Library where he led the organization through numerous innovative and transformational changes. He is currently the Director of Culture, for the City of Markham.



## Rebecca Jones

Rebecca Jones is Director, Services with Brampton Library (<http://www.bramptonlibrary.ca/>), responsible for branch strategies, services and impact measures in a rapidly growing and diversifying city. She's also partner with Jane Dysart of Dysart & Jones Associates (<http://dysartjones.com/>), and former director of continuing education at University of Toronto's ISchool. She has extensive experience as a project manager and facilitator working with a broad range of organizations in academic, public, non-profit and corporate sectors, on long-term and implementation planning, organizational design and staffing, decision-making, problem-solving, and -- having some fun. Early in her career she was incredibly lucky to work for 14 years in large corporations in managerial roles in libraries, records management, archives, human resources and IT.

## Lisa Lamont

Lisa Lamont is the Digital Collections Librarian at San Diego State University. She has been the project manager on numerous digital archival collections including the University Archives Photograph Collection, Student Newspaper Collection, Works Progress Administration Murals and many others. She has published and presented on her research concerning assessment and evaluation of digital collections.



[files/2015/06/Jim-Neal.jpg]

## Jim Neal

Jim Neal, effective January 1, will be University Librarian Emeritus at Columbia University. From 2001-2014, he served as Vice President for Information Services and University Librarian at Columbia, providing leadership for university academic computing and a system of 22 libraries. Previously, he served as the Dean of University Libraries at Indiana University and Johns Hopkins University, and held administrative positions in the libraries at Penn State, Notre Dame, and the City University of New York. In addition to his service as a member of the OCLC Board of Trustees, Jim serves on the Council and Executive Board of the American Library Association, and recently completed a three-year term as ALA Treasurer. He has served on the Board and as President of the Association of Research Libraries, on the Board and as Chair of the Research Libraries Group (RLG), on the Board and as Chair of the National Information Standards Organization (NISO). He is on the Board of the Freedom to Read Foundation and the Board of the Digital Preservation Network. He has also participated

on numerous international, national, and state professional committees, and is an active member of the International Federation of Library Associations (IFLA).

## Joe Matthews

Joe has provided consulting assistance to numerous academic, public and special libraries and local governments.



In addition to numerous articles, he is the author of *Managing with Data and Metrics*, *Getting Started with Evaluation*, *Reflecting on the Future*, *Listening to the Customer*, *Library Assessment in Higher Education*, *The Customer-Focused Library*, *Listening to the Customer*, *The Digital Library Survival Guide*, *The Evaluation and Measurement of Library Services*, *Scorecards for Results*, *Strategic Planning and Management for Library Managers*, and *Measuring for Results* among other books.

Agenda Item 28

He was an Instructor at the School of Library Information Science (SLIS) at San Jose State University. Joe has taught evaluation of library services, library information systems, strategic planning, management and research methods. He was selected as the SLIS Outstanding Scholar.

Attachment A  
Page 104

Joe is an invited conference speaker and is active in the American Library

## CLLM Fall Conference

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[Outcomes, Value and Impact](#)

[Hotel](#)

[Program](#)

[Pricing & Registration](#)

[Speakers](#)

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Amendment to Resolution 15-06: A Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2015-2017 Budget for the Placentia Library District of Orange County

**DATE:** September 28, 2015

**BACKGROUND**

On the Library Board of Trustees Meeting held on April 20, 2015, the Library Board of Trustees approved the operating Budget for Fiscal Year 2015-2017. The County of Orange Auditor Controller's Office requires that we use budget reports dated August 1, 2015 to complete the budget numbers for Fund 707. The Amended Resolution 15-06 reflects the correct numbers for Fund 707 as requested by The County of Orange Auditor Controller's Office.

Attachment A is the Revised Amended Resolution 15-06.

**RECOMMENDATIONS**

1. Read Amended Resolution 15-06 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2015-2017 Budget for the Placentia Library District of Orange County; and,
2. Adopt Amended Resolution 15-06 by roll call vote.



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RESOLUTION 15-06

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

WHEREAS, the budget for the Placentia Library District of Orange County for Fiscal Year 2015-2017 was approved at the Regular Meeting of the Board of Trustees on April 20, 2015, and Resolution 15-06 has been amended to reflect The County of Orange Controller's budget report for the first half of the biannual Budget Fiscal Year 2015-2017; and

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

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2015-2017, and implements such on July 1, 2015 as \$3,934,784 for Fiscal Year 2015-2016 and \$2,558,559 for Fiscal Year 2016-2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California     )  
  )ss.  
County of Orange     )

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of September 2015.

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Contract for Independent Financial Review and Services  
**DATE:** September 28, 2015

**BACKGROUND**

Macias, Gini & O'Connell, the Placentia Library District's auditors, have recommended that "the District consider strengthening its accounting and financial reporting function by contracting a Certified Public Accountant, not affiliated with the District's auditors, to provide an independent monthly financial review for the District." The District has two reporting accounting systems, one with the County of Orange and an in-house system. The separate systems continue to make it rather difficult to maintain solid financial information. The CPA will be required to make recommendation for conversion to one accounting system and assist District personnel with the transition of such process.

In addition to the review of financial documents, Library Director Contreras also recommends the CPA's responsibilities to include reviewing the District's investment policy, making recommendations to enhance the District's investments, and meet with the Library Board of Trustees twice a year to discuss the District's investments.

Attachment A is Davis Farr's contract.

Fiscal Impact: The extent of the work is unknown; therefore, estimated fiscal impact is unavailable. The CPA's fee is \$123 per hour and the Senior Consultant, \$88 per hour.

**RECOMMENDATIONS**

1. Motion to authorize Library Director to sign a contract with DavisFarr, Certified Public Accountants, for independent audit services for October 1, 2015 – September 30, 2017 ; and,
2. Authorize by a roll call vote.

*not to exceed  
\$10,000*



Davis Farr LLP  
2301 Dupont Drive | Suite 200 | Irvine, CA 92617  
Main: 949.474.2020 | Fax: 949.263.5555

September 14, 2015

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

Dear Ms. Contreras:

We are pleased to confirm the arrangement of our engagement and the nature of the services we will provide to the Placentia Library District (the "District"). This letter, which incorporates the Terms and Conditions included as Attachment A, constitutes the entire agreement between the parties with respect to Davis Farr LLP's performance of the services described herein.

#### **ENGAGEMENT OBJECTIVES**

We will provide Treasurer and other related accounting services to assist the District in separating its accounting function from the County of Orange, providing periodic review of accounting records, and diversifying its investment portfolio for the period of October 1, 2015 through September 30, 2017.

This engagement is consultative in nature only and does not include an audit, review compilation or preparation of any tax returns or responding to inquiries or tax examinations by any governmental agency tax authority.

#### **OUR RESPONSIBILITIES**

Under direction of the District Manager, we will provide the following services to the District:

- (1) Work with the County of Orange to transition the accounts payable function away from the County and set up the function at the District.
- (2) Provide a quarterly review of the District's accounting records as requested by the District's external auditors.
- (3) Review the District's investment policy, recommend enhancements and assume the responsibility for placing investments.
- (4) Meet with the Board on a semi-annual basis to discuss investments.

In order to perform the services, we will assign Ms. Jacquie Rogers, a Senior Consultant with Davis Farr, LLP to perform the accounts payable transition services. Ms. Rogers has nearly 25

Ms. Jeanette Contreras  
District Manager  
Placentia Library District  
September 14, 2015

---

of accounting experience. Her experience has included providing full service bookkeeping, accounts payable, payroll, fixed assets, general ledger and investment accounting. She has also performed financial/compliance audits and agreed-upon procedures engagements for various government agencies. Ms. Rogers will work under the direction of Marc Davis, CPA.

Marc Davis, CPA, will be assigned to perform the quarterly review of the District's accounting records, as well as performing the investing function and meeting with the Board to discuss investments. He is a certified public accountant with in excess of 31 years of governmental accounting, auditing and consulting experience. He has served as the Treasurer of the Costa Mesa Sanitary District for the past 11 years. A copy of his résumé is included as Attachment B.

### **MANAGEMENT'S RESPONSIBILITIES**

Management is responsible for all management decisions and performing all management functions, and for designating an individual, preferably from senior management, with suitable skill, knowledge, or experience to oversee these services, any bookkeeping services, tax services, or other services that we may provide. Management is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls including monitoring ongoing activities for the selection and application of accounting principles, and for the safeguarding of assets. Management is responsible for the design and implementation of programs and controls to prevent and detect fraud.

If management wishes to designate certain individuals as having the sole ability to authorize us to work on behalf of the District, please note those designations at the end of this letter. Otherwise, management authorizes Davis Farr, LLP to respond to all requests which we believe, in good faith, are approved under the terms of this engagement letter. Management represents and warrants that the information supplied to us is accurate and complete to the best of its knowledge. In view of the foregoing, the District agrees to release our firm, its directors and other personnel from any liability and costs relating to our services under this letter resulting from false or misleading representations made to us by any member of the District's management.

### **OTHER SERVICES**

In the absence of a separate written agreement, if the District requests us to perform other services that are not covered by this engagement letter, the District agrees that any such engagements or services performed as a result of such requests are subject to the attached Terms and Conditions and the then-current fee schedule.

As a result of our prior or future services, we might be requested to provide information or documents to the District or a third party in a legal, administrative, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to the District as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees)

Ms. Jeanette Contreras  
District Manager  
Placentia Library District  
September 14, 2015

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In complying with the request. For all requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request.

**ENGAGEMENT FEES**

Our fees for these consulting services will be at the following hourly rates plus applicable travel expenses.

<u>Classification</u>	<u>Hourly Rate</u>
Partner	\$123
Senior Consultant	88

We anticipate the only expenses incurred will be for mileage to/from the District, mileage to/from the County, and any parking at the County of Orange. Mileage will be billed at the current standard mileage reimbursement rate as determined by the Internal Revenue Service.

Invoices will be submitted semi-monthly in arrears for services performed. Invoices are payable upon receipt. If our invoices for this, or any other engagements the District may have with us, are not paid within 30 days, we may suspend or terminate our services for this and any other engagements. In the event our work is suspended or terminated as a result of nonpayment, the District agrees we will not be responsible for any consequences. If properly submitted invoices are not paid within 30 days of the invoice date, a late charge may accrue at the lesser of (i) 1% per month or (ii) the highest rate allowable by law.

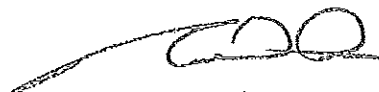
**OTHER ENGAGEMENT MATTERS**

This letter and the attached Terms and Conditions set forth the rights and responsibilities of the parties with respect to the services to be provided. The Terms and Conditions are an integral part of this agreement. This engagement is being undertaken solely for the benefit of the parties to this agreement, and no other person shall be entitled to enforce the terms of this agreement.

We appreciate the opportunity to provide these services and believe this letter accurately summarizes the significant terms of our engagement. Please sign the enclosed copy of this letter and return it to us.

Sincerely,

DAVIS FARR, LLP



Marcus D. Davis  
Partner



Ms. Jeanette Contreras  
District Manager  
Placentia Library District  
September 14, 2015

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The services and arrangements described in this letter are in accordance with our understanding and are acceptable to us.

**Placentia Library District**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**ATTACHMENT A**

**TERMS AND CONDITIONS OF SERVICES**

**A. Services.** These Terms and Conditions of Services and the engagement letter to which these terms are appended constitute the entire agreement between you and Davis Farr, LLP for the services to be rendered. As used herein, the term "services", includes only the services as described in the attached engagement letter. All decisions in connection with the implementation of Davis Farr, LLP's services in connection with this engagement shall be your responsibility.

**B. Payment of Invoices.** Our invoices for these services will be rendered each month as work progresses and are payable on presentation. If properly submitted invoices are not paid within 30 days of the invoice date, a late charge may accrue at the lesser of (i) 1% per month or (ii) the highest rate allowable by law. Without limiting its rights or remedies, Davis Farr, LLP shall have the right to halt or terminate entirely its services until full payment is received on such past due invoices. The failure of Davis Farr, LLP to exercise its right to suspend or terminate work shall not constitute a waiver by Davis Farr, LLP of any right or remedy. In the event of a termination of this engagement pursuant to section D below, you agree to compensate Davis Farr, LLP for services performed and expenses incurred through the effective date of termination. All outstanding bills will be paid in full prior to the release of any information or prior to final product or service delivery, unless other arrangements to pay your bill have been agreed upon. See section E below for additional information regarding Limitation on Damages.

**C. Dispute Resolution.** Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding any applicable statute of limitations, any claim based on this engagement must be filed within twelve (12) months after performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

If any dispute, controversy or claim arises in connection with the performance or breach of this agreement, either party may, upon written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Rules of the American Arbitration Association or such other neutral facilitator acceptable to both parties. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or to the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations. The mediator may not act as a witness for either party in any subsequent arbitration between the parties.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

If we are unable to resolve the fee dispute through mediation, you and Davis Farr, LLP agree to submit to resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final, as permitted by the law of the

**ATTACHMENT A**

**TERMS AND CONDITIONS OF SERVICES**

applicable jurisdiction. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before any judge or jury and instead are accepting the use of arbitration for resolution. The prevailing party shall be entitled to the allowance of a reasonable attorneys' fee and other costs of such action.

**D. Term.** This engagement shall conclude on the completion and delivery of Davis Farr, LLP's services hereunder. This engagement may be terminated by either party at any time by giving written notice to the other party not less than 10 business days before the effective date of termination.

**E. Limitation on Damages.** Unless otherwise prohibited by law or applicable professional standard, you agree that Davis Farr, LLP and its personnel shall not be liable to you for any claims, liabilities, or expenses relating to this engagement for an aggregate amount in excess of the fees paid by you to Davis Farr, LLP pursuant to this engagement, except to the extent finally judicially determined to have resulted from the bad faith or intentional misconduct of Davis Farr, LLP. Unless otherwise prohibited by law or applicable professional standard, in no event shall Davis Farr, LLP or its personnel be liable for consequential, special, indirect, incidental, punitive, or exemplary losses or damages relating to this engagement. This limitation on liability provision shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), professional standard, or otherwise.

**F. Third Parties and Internal Use.** Except as otherwise agreed, all services hereunder shall be solely for your internal purposes and use, and this engagement does not create privity between Davis Farr, LLP and any person or party other than you (a "third party"). This engagement is not intended for the express or implied benefit of any third party. No third party is entitled to rely, in any manner or for any purpose, on the services provided by Davis Farr, LLP. In order to protect Davis Farr, LLP from any unauthorized reliance or claims, you further agree that the services provided by Davis Farr, LLP shall not be distributed, made available, circulated, or quoted to or used by any third party without the prior written consent of Davis Farr, LLP. However, nothing in this paragraph shall be construed as limiting or restricting such disclosure.

**G. Reliance Upon Your Information.** You are responsible for making all financial records and related information available to us. Davis Farr, LLP shall be entitled to assume, without independent verification, the accuracy of all representations, assumptions, information and data that you and your representatives provide to Davis Farr, LLP. All assumptions, representations, information and data to be supplied by you and your representatives will be complete and accurate to the best of your knowledge. Davis Farr, LLP may use information and data furnished by others; however, Davis Farr, LLP shall not be responsible for, and Davis Farr, LLP shall provide no assurance regarding, the accuracy and completeness of any such information or data. Except as specifically provided herein, Davis Farr, LLP shall not assume any responsibility for any financial reporting with respect to the services provided hereunder. You acknowledge and understand that Davis Farr, LLP is providing no attest services of any kind, scope or nature whatsoever, as part of this engagement. Davis Farr, LLP shall have no responsibility to address any legal matters or questions of law in connection with this engagement. See section K below for additional information regarding confidentiality.

**ATTACHMENT A****TERMS AND CONDITIONS OF SERVICES**

**H. Governing Law and Severability.** These Terms and Conditions of Services, and the engagement letter to which these terms are appended, shall be governed by, and construed in accordance with, the laws of the State in which Davis Farr, LLP personnel rendering the services are located (without giving effect to the choice of law principles thereof). If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties set forth in this Agreement.

**I. Cooperation.** You shall cooperate with Davis Farr, LLP in the performance by Davis Farr, LLP of its services hereunder, including, without limitation, providing Davis Farr, LLP with reasonable facilities and timely access to data, information, and your personnel. You shall be responsible for the performance of your personnel and agents and for the accuracy and completeness of all data and information provided to Davis Farr, LLP for purposes of the performance by Davis Farr, LLP of its services hereunder.

**J. Independent Contractor.** It is understood and agreed that each of the parties hereto is an independent contractor and that neither party is, nor shall be considered to be, an agent, partner, joint venturer, or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation of behalf of, or in the name of, the other.

**K. Confidentiality.** To the extent that, in connection with this engagement, Davis Farr, LLP comes into possession of any information of yours identified as proprietary or confidential, Davis Farr, LLP will not disclose such information to any third party without your consent, except (a) as may be required by law, regulation, judicial or administrative process, in accordance with applicable professional standards, or in connection with litigation pertaining hereto, or (b) to the extent such information (i) shall have otherwise become publicly available (including, without limitation, any information filed with any governmental agency and available to the public) other than as the result of a disclosure by Davis Farr, LLP in breach hereof, (ii) is disclosed by you or your personnel to a third party without substantially the same restrictions as set forth herein, (iii) becomes available to Davis Farr, LLP on a nonconfidential basis from a source other than you or your personnel which Davis Farr, LLP does not believe is prohibited from disclosing such information to Davis Farr, LLP by obligation to you, (iv) is known by Davis Farr, LLP prior to its receipt from you without any obligation of confidentiality with respect thereto, or (v) is developed by Davis Farr, LLP independently of any disclosures made by you or your personnel to Davis Farr, LLP of such information.

We will provide Mayer Hoffman McCann P.C. access to our client records and accounting, tax, financial and other information so that Mayer Hoffman McCann P.C. can provide you with any attest services you have engaged them to perform. You authorize Mayer Hoffman McCann P.C. to provide us access to all of your files and accounting, tax, financial and other information in its possession for the purpose of providing all services requested.

In the interest of facilitating our services to you, we may communicate by facsimile transmission or by sending electronic mail over the Internet. Such communications may include information that is confidential to you. Our firm employs measures in the use of facsimile machines and

**ATTACHMENT A**

**TERMS AND CONDITIONS OF SERVICES**

computer technology designed to maintain data security. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, we have no control over the unauthorized interception of these communications once they have been sent.

**L. Miscellaneous.** This agreement shall be binding on all transferees, successors and assigns of both Davis Farr, LLP and you. Each party acknowledges that this was a negotiated contract, and as a result, no part of this contract shall be construed against either party based on drafting of the contract. In the event any part of this agreement is held to be illegal or unenforceable for any reason, such determination shall not affect nor invalidate the rest of the agreement, and the rest of the agreement shall remain in full force and effect.

**M. Limitation on Warranties.** This is a services engagement. Davis Farr, LLP warrants that it shall perform services hereunder in good faith. Davis Farr, LLP disclaims all other warranties, either express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose.

**N. Property.** The workpapers and files which Davis Farr, LLP generates in connection with this engagement are the property of Davis Farr, LLP. Upon the termination of this engagement, upon request we will return your original records to you. All Davis Farr, LLP workpapers and files will be retained for 7 years, pursuant to Davis Farr, LLP's document retention policy.

**O. Non-Solicitation.** During the term of this Agreement and for a period of one year thereafter, the parties agree not to hire, solicit, or attempt to solicit, whether directly or indirectly, the services of any staff employee, consultant, or subcontractor of the other party without the prior written consent of that party. Violation of this provision shall, in addition to other relief, require the breaching party to compensate the non-breaching party with 100 percent of the solicited person's annual compensation.

**P. Indemnification.** Unless otherwise prohibited by law or applicable professional standard, you shall indemnify and hold harmless Davis Farr, LLP and its personnel from and against any causes of action, damages (whether compensatory, consequential, special, indirect, incidental, punitive, exemplary, or of any other type or nature), costs and expenses (including, without limitation, reasonable attorneys' fees and the reasonable time and expenses of Davis Farr, LLP's personnel involved) brought against or involving Davis Farr, LLP at any time and in any way arising out of or relating to Davis Farr, LLP's services under this engagement, except to the extent judicially determined to have resulted from the bad faith, gross negligence, or willful or intentional misconduct of Davis Farr, LLP's personnel. This provision shall survive the termination of this agreement for any reason, and shall apply to the fullest extent of the law, whether in contract, tort, or otherwise.

If any action or proceeding (any of the foregoing being a "Claim") is threatened or commenced by any third party against Davis Farr, LLP that you are obligated to defend or indemnify under this Agreement, then written notice thereof shall be given to you as promptly as practicable. After such notice and only so long as Davis Farr, LLP's and your interests with respect to the claim remain consistent, no conflict exists, and, by your control of the defense, Davis Farr, LLP's insurance is not voided or otherwise compromised in any way, you shall be entitled, if you so

**ATTACHMENT A**

**TERMS AND CONDITIONS OF SERVICES**

elect in writing within ten days after receipt of such notice, to take control of the defense and investigation of such Claim and to employ and engage attorneys to handle and defend the same, at your sole cost and expense, with the approval of Davis Farr, LLP, which approval shall not be unreasonably withheld. Davis Farr, LLP shall cooperate in all reasonable respects with you and your attorneys in the investigation, trial and defense of such Claim and any appeal arising therefrom; provided, however, that Davis Farr, LLP may, at its own cost and expense, participate, through its attorneys or otherwise, in such investigation, trial and defense of such Claim and any appeal arising therefrom. You shall enter into no settlement of a Claim that involves a remedy other than the payment of money by you without the prior consent of Davis Farr, LLP.

After notice by you to Davis Farr, LLP of your election to assume full control of the defense of any such Claim, and Davis Farr, LLP's approval of selected counsel, you shall not be liable to Davis Farr, LLP for any legal expenses incurred thereafter by Davis Farr, LLP in connection with the defense of that Claim. If you do not assume full control over the defense of a Claim, then you may participate in such defense, at your sole cost and expense, and Davis Farr, LLP shall have the right to defend you in such manner as it may deem appropriate, at your cost and expense.

**ATTACHMENT B**

**RÉSUMÉ OF MARC DAVIS, CPA**

**INTRODUCTION**

Marc Davis, CPA, is a Partner with Davis Farr LLP. He has in excess of 31 years of experience in government auditing, accounting and consulting. Mr. Davis serves as an audit partner on the financial statement audits of cities, transportation agencies, housing authorities and special districts. He also leads the firm's local government consulting practice and the Service Organization Controls Audit Group. This Group is responsible for determining audit methodology in accordance with SSAE 16. He has spoken at the Association of Government Accountants' (AGA) annual conference as part of a panel discussion on the usefulness of SAS 70 audits in the government arena. Mr. Davis is also a co-author of *ePractice Aids for Reporting on Controls of Service Organizations* published by Thompson-Reuters.

**EMPLOYMENT HISTORY**

- Davis Farr LLP: Partner – April 2015 to present
- Mayer Hoffman McCann P.C.: Shareholder, Senior Manager, Supervisor, Senior Auditor and Staff Auditor – September 1984 through August 1988, and September 1998 to June 2015.
- City of Costa Mesa: Acting Finance Director, Assistant Finance Director, Deputy Treasurer – May 1990 through August 1998.
- City of Buena Park: Acting Finance Director, Deputy Treasurer – September 1988 through May 1990.

**EDUCATION**

Bachelor of Arts in Business Administration, with an emphasis in Accounting  
California State University, Fullerton

**PROFESSIONAL CERTIFICATIONS**

Certified Public Accountant, State of California

**RELEVANT EXPERIENCE**

***Local Government Audit – Transit***

Mr. Davis has served as the Partner on the annual financial statement audits of the following transit and transit-related agencies.

- |   |  |
|---|--|
| ▪ Antelope Valley Transit Authority           | ▪ Tahoe Regional Planning Agency           |
| ▪ Orange County Transportation Authority      | ▪ Tahoe Transportation District            |
| ▪ Omnitrans                                   | ▪ Ventura County Transportation Commission |
| ▪ Southern California Regional Rail Authority |  |

In addition to the annual financial statement audits, Mr. Davis has served as the Engagement Shareholder providing on-call audit support to the following transportation agencies:

- |  |   |
|--|---|
| ▪ Alameda Corridor Transportation Authority                | ▪ Riverside County Transportation Commission  |
| ▪ Orange County Transportation Authority                   | ▪ Southern California Regional Rail Authority |
| ▪ Los Angeles County Metropolitan Transportation Authority |   |

**ATTACHMENT B**

**RÉSUME OF MARC DAVIS, CPA**

**Local Government Audit – Municipal**

Throughout Mr. Davis' career, he has served in various capacities on the annual financial audits of the following cities:

- |                        |                       |
|------------------------|-----------------------|
| ▪ City of El Segundo*  | ▪ City of Inglewood*  |
| ▪ City of Torrance*    | ▪ City of Buena Park  |
| ▪ City of Escondido    | ▪ City of San Gabriel |
| ▪ City of Azusa        | ▪ City of Rialto      |
| ▪ City of Stanton      | ▪ City of Beaumont    |
| ▪ City of Westminster  | ▪ City of Downey      |
| ▪ City of Los Alamitos |                       |

\*Currently serves as Partner on this city

**Local Government Consulting**

Mr. Davis has provided extensive consulting services to local government including:

- Outsourced Treasurer and accounting services
- GASB 34 infrastructure inventory and valuation
- Fixed asset inventories
- Preparation of cost allocation plans
- Preparation of user fee studies
- Performance audits

**Federal Government**

- **Special Inspector General for Afghanistan Reconstruction (SIGAR)**

Mr. Davis has served as the Partner on the performance of 15 cost incurred audits on behalf of SIGAR. The funding agencies included in the scope of these audits are United States Agency for International Development, U.S. Department of Defense, U.S. Department of State and the U.S. Department of Agriculture.

- **Centers for Medicare & Medicaid Services (CMS)**

Mr. Davis serves as the Partner on the financial audits of Medicare Advantage Organization and Prescription Drug Plan audits, as well as Managed Care Organization audits on behalf of CMS.

Mr. Davis served as the Partner on several SSAE 16 internal control audits of service organizations of fiscal intermediaries and carriers on behalf of CMS. These SSAE 16 audits consisted of the evaluation of the design and effectiveness of internal controls in place surrounding CMS-specified control objectives.

Mr. Davis also serves as the Project Director on the audits of the financial activity of numerous Medicare Advantage Organization and Prescription Drug Plans.

- **United States Postal Service Office of Inspector General**

Mr. Davis served as the Partner on the performance of agreed-upon procedures of post offices, business mail entry units, stamp distribution offices/district accounting offices, and contract postal stations. The purpose of the audits was to determine compliance with postal regulations and guidelines.



**ATTACHMENT B****RÉSUME OF MARC DAVIS, CPA****• National Science Foundation (NSF)**

Mr. Davis served as the Partner on the pre-award reviews of proposals submitted by small start-up companies for NSF grants to fund research.

**Commercial Companies**

Mr. Davis has served as the Partner on the SSAE 16 internal control audits of the following companies:

- Cahaba Government Benefit Administrators
- CGS Administrators
- Dealertrack
- MasterTax Services
- Calance
- Mutual of Omaha
- National Government Services
- Presilent
- CompPartners

**PROFESSIONAL AFFILIATIONS**

American Institute of Certified Public Accountants  
California Society of Certified Public Accountants  
California Society of Municipal Finance Officers  
Association of Government Accountants



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss a Proposed Placentia Library District Policy 4071 -- Legislative Policy Positions

**DATE:** September 28, 2015

**BACKGROUND**

Throughout the year, the library associations and the California Special District Association (CSDA) will send out a Call to Action on a specific bill or issue that may significantly impact the Placentia Library District. Formally registering the District's position on legislation is a fundamental step in order to impact policy decisions made in Sacramento and Washington, D.C.

The reasons to weigh in on legislation is to tell the District story, hear from constituents, share our expertise, and act before it's too late. CSDA has provided four model policy for special districts to consider when developing their legislative policy.

Attachment A is the proposed Policy 4071 -- Legislative Policy Positions.

Attachment B is CSDA's model policies for adopting positions on legislations.

Model Policy Four is recommended.

**RECOMMENDATION**

Approve the proposed Placentia Library District Policy 4071 -- Legislative Policy Positions as presented as a first reading, inclusive of input from the Library Board of Trustees and set for adoption at the October Library Board of Trustees meeting.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Legislative Policy Positions  
**POLICY NUMBER:** 4071

### PURPOSE

The Placentia Library is committed to providing <sup>quality</sup> top-notch library services, <sup>which fosters</sup> that fosters lifelong learning for everyone who visits us. The District will actively support or oppose legislative measures that would negatively impact or impede the success of its operations, patrons, staff, volunteers, and governing body while serving in the best interest of the stakeholders. The purpose of Policy 4071 is to establish a policy on how the District adopts positions on bills and who is authorized to sign the position letter.

### POLICY

The policy authorizes the District Manager, under consultation with the Board President, to adopt bill positions consistent with policy principles set by the Library Board of Trustees. This model gives staff the flexibility to adopt positions on legislation based on approved set policy principles as determined by the Library Board of Trustees, as follows:

- The District will support legislation that affirms that publicly funded libraries remain directly accountable to the public they serve; therefore, the District will oppose the shifting of policymaking and management oversight of library services for the public to the private for-profit sector.
- The District will support legislation that enhances the District's ability to provide equal and free access to technology and related applications in accordance to District policies.
- The District will oppose legislation that conflicts with the Library Bill of Rights, as adopted by the American Library Association, ~~including but not limited to the Patriot Act.~~
- The District will oppose any property tax redistribution formula that is not fair and equitable.
- The District will oppose legislation that is detrimental to the well-being of district personnel, including but not limited to compensation and benefits.

District Manager or his/her Designee shall provide communication to the Library Board of Trustees on all legislation position letters submitted on behalf of the Placentia Library District.

of these policies, it is most important to adopt a policy that is manageable, consistent and tailored to the specific needs and culture of your district.

**Model Policy One: The General Manager or Designated Employee Adopt all Bill Positions**

Often, the general manager, legislative staff or some other designated employee has the authority to write and sign position letters. This option is less formal, less procedural but more time efficient. However, this option is not used by all districts. Some districts do not allow general managers or legislative staff to send a letter of formal opposition or support without the approval of their board of directors/trustees.

**Pros:**

- A legislator can change the content of a bill in a matter of days and letters need to be sent out as quickly as possible in order to let the legislature know where your district stands.
- Certain bills are obviously detrimental or beneficial to your district and a position may not require a time consuming process.

**Cons:**

- The governing board does not have an active role in the deliberation of bill positions.

In cases where the general manager or other designated employee has the authority to adopt a position on a bill, follow these basic steps:

1. Identify bill through CSDA *Call to Action*.
2. Review bill and determine impact of the bill on your district.
3. Draft letter or use CSDA sample template letter.
4. Include facts, stats, examples and cost estimates when possible. (See page 15 of the *CSDA Grassroots Advocacy Guide* for "Keys to Successful Letters".)
5. Designated district employee/official signs letter and provides copies to the board of directors/trustees, per district's policies.

**Model Policy Two: The General Manager along with the Board President Adopt Bill Positions**

For districts that favor the expediency of model policy one, but would prefer the governing board to have some input on bill positions, model policy two may be appropriate. This policy allows the general manager to adopt bill positions, but only with the approval of the board president.

**Pros:**

- Quicker response time, as full board approval in a regularly scheduled meeting is not required.
- Board president can provide a board of directors/trustees point-of-view as bill positions are finalized.

**Cons:**

- The full governing board does not have an active role in the deliberation of bill positions.

In cases where the general manager needs the board president's approval to adopt a position on a bill, follow these basic steps:

1. Identify bill through CSDA *Call to Action*.
2. Review bill and determine impact of the bill on your district.
3. Draft letter or use CSDA sample template letter.
4. Include facts, stats, examples and cost estimates when possible. (See page 15 of the *CSDA Grassroots Advocacy Guide* for "Keys to Successful Letters".)
5. General manager and Board President, or one official with the consent of the other, signs letter and provides copies to the board of directors/trustees, per district's policies.

**Model Policy Three: The Board of Directors/Trustees Adopt All Bill Positions**

This option provides the greatest oversight, yet, it is less responsive to significant, spontaneous changes in the legislature.

**Pros:**

- Most thorough.
- The board has the ultimate and greatest influence in decision making for the district.
- The governing body is fully aware of all legislative actions affecting their district.

**Cons:**

- District boards that do not meet frequently may find this method does not allow the opportunity to weigh in on important legislation in a timely fashion.

In cases where only the board of directors/trustees has the authority to adopt a position on a bill, follow these basic steps:

1. Identify bill through CSDA *Call to Action*.
2. Review bill and determine impact of the bill on your district.
3. The general manager or legislative staff adds bill to the agenda for the next board meeting.
4. The board of directors/trustees vote to adopt a position on the bill.
5. Draft letter or use CSDA sample template letter.
6. Include facts, stats, examples and cost estimates when possible. (See page 15 of the *CSDA Grassroots Advocacy Guide* for "Keys to Successful Letters".)
7. Designated district employee/official signs letter and provides copies to the board of directors/trustees, per district's policies.

**Model Policy Four: General Manager Adopts Bill Positions Consistent With Policy Principles Set by Board of Directors/Trustees**

This policy gives staff the flexibility to adopt positions on legislation while allowing the board of directors/trustees to set policy principles to guide staff's action on bills. The board of directors/trustees pre-establishes various policy principles and, as long as the bill position fits within these principles, staff is authorized to take a position without board approval. For example, a district may adopt a policy principle that says the district will oppose any property tax redistribution formula that is not fair and equitable. A bill that proposes to change the property tax formula to shift dollars away from special districts would warrant an oppose position as this fits within the scope of the policy principle. If a policy principle is nonexistent or does not provide clear guidance, then the bill position shall be brought before the board of directors/trustees for a vote.

**Pros:**

- Offers both board oversight and the ability to give a quick response in certain circumstances.
- Provides general managers the tools to take action on legislation that fit within the board's policies.

**Cons:**

- Some bills may not fit within the scope of adopted policy principles, which would cause bill positions to go through the lengthy board approval process.

In cases where the bill fits within the established policy principles follow the steps provided in **model policy one**.

In cases where the bill does not fit within the policy principles, follow the steps provided in **model policy three**.

Staff should regularly review district policy principles and bring additional and amended principle recommendations before the board of directors/trustees for review and approval.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss the March 23, 2015 Motion for the Travel Authorization to the 2015 American Library Association (ALA) Conference.

**DATE:** September 28, 2015

**BACKGROUND**

At the Library Board of Trustees March 23, 2015 meeting, it was approved for Trustee Carline, Trustee Minter, Library Director Contreras, and Business Manager Baltierra, to attend the 2015 ALA conference in San Francisco, California, at \$2,300 per attendee. The approved Minutes for the March 23, 2015 meeting states "Trustee Minter is also attending on behalf of her employer. PLD will share expenses for lodging and meal cost incurred by Trustee Minter."

On July 31, 2015, Trustee Minter submitted a reimbursement request in the amount of \$1,850.35 for:

• Hotel	\$ 1,456.05
• Mileage	\$ 266.80
• SAGE's the Laugh's On Us event	\$ 60.00
• Andrew Carnegie Medals for Excellence event	\$ 30.00
• <u>Parking</u>	<u>\$ 37.50</u>
TOTAL	\$ 1,850.35

Based on the approved March 23, 2015 Minutes, the reimbursable amount for Trustee Minter's request is \$1,077.33 for shared cost of hotel and events, mileage and parking.

Attachment A is the March 23, 2015 approved Minutes.

Fiscal Impact: \$773.03

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

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

CALL TO ORDER

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

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

**Members Absent:** None

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

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

ADOPTION OF  
AGENDA

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

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

ORAL  
COMMUNICATION

None

TRUSTEE &  
ORGANIZATIONAL  
REPORTS

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

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

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

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

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



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

**LIBRARY DIRECTOR  
REPORT**

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

**FRIENDS FOUNDATION  
REPORT**

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

**CONSENT CALENDAR**

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

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

**MINUTES of FEBRUARY  
23rd TRUSTEES MEETING**

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

**CLAIMS**

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

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

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

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

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

**TREASURER'S  
REPORTS**

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

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

Balance Sheet for February 2015 - received and filed. (Item 15)  
Acquisitions Report for February 2015 – received and filed. (Item 16)  
Entrepreneurial Activities Report for February 2015 – received and filed. (Item 17)

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

Administration Report for February 2015 (Item 21)  
Children's Services Report for February 2015 (Item 22)  
Adult Services Report for February 2015 (Item 23)  
Placentia Library Web Site & Technology Report for February 2015 (Item 24)

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

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

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

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

**Authorize Amendments to Placentia Library District Policy 2040 – Sick Leave**

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

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

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

**NEW BUSINESS**

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

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

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

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

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

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

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

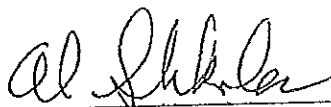
Moved for Board approval by Trustee Carlino and seconded by Secretary Martin to authorize attendance by the Library Director. A roll call vote was taken:

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

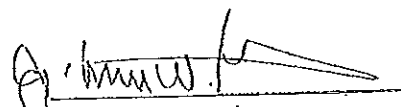
**ADJOURNMENT**

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

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



Al Shkoler  
President  
Library Board of Trustees



Jo-Anne W. Martin  
Secretary  
Library Board of Trustees



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss Amendments to Placentia Library District Policy 2040 – Sick Leave and Approve Resolution 16-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Amendments to the Placentia Library District Policy 2040 – Sick Leave for Part-Time, Seasonal, Extra-Help, and Temporary Employees Working Less Than 20 Hours.

**DATE:** September 28, 2015

**BACKGROUND**

The Placentia Library Board of Trustees has approved amendments to Placentia Library District Policy 2040 – Sick Leave to offer the Catastrophic Leave Sharing Program and reflect the requirement of the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522) on March 10, 2010 and March 23, 2015 respectively.

The proposed amendments for AB 1522 related policies include the following, as noted in **bold print**:

2040.1.1 AB 1522 – Healthy Workplaces, Healthy Families Act of 2014

In compliance with AB 1522, the Healthy Workplace Healthy Family Act of 2014, employees of the District who work 30 or more days within a year from the commencement of their employment are entitled to accrue paid sick days at a rate of “no less than one [1] hour for every 30 hours worked.” The total number of accrued sick days will depend on the number of hours per week that an employee is normally scheduled to work. **Policies 20401.1-2040.1.6 applies to all part-time, seasonal, extra-help and temporary employees working less than 20 hours per week.**

2040.1.2 **Employees receiving sick leave accruals can use up to three days/24 hours (whichever is greater) in a 12-month period. Employees will continue to accrue to an ongoing accrual cap of six days/48 hours (whichever is greater) which will then carryover each 12-month period.**

- 2040.1.3 Employees can begin using paid sick leave on the 90<sup>th</sup> day of employment. This 90 day time period began to run on January 1, 2015. Therefore, current employees who have been employed for over 90 days on July 1, 2015 will be entitled to use paid sick leave going forward as accrued. If an employee separates prior to the requisite 90 days of employment, he/she will still have to work the remaining balance of the 90 days before being eligible to use paid sick leave.
- 2040.1.4 Employees are required to use up to two (2) hours of paid sick leave at a time as a minimum increment of use.
- 2040.1.5 Employees are not entitled to cash out any unused paid sick leave at the time of separation of employment.
- 2040.1.6 Paid sick leave benefits shall remain in effect until modified, terminated, or rescinded by the Placentia Library Board of Trustees, or by changes to applicable State or Federal law.

The proposed amendments for Catastrophic Leave Sharing Program related policies include the following, as noted in bold print:

- 2040.13.1.1 Receiving Employee must:
  - \* be an employee of the Placentia Library District;
  - \* be in a position that accrues leave;
  - \* have passed the waiting period to use leave;
  - \* have exhausted all full-pay leave credits earned pursuant to the applicable Placentia Library District policies;
  - \* be on an approved leave of absence;
  - \* submit a Catastrophic Leave Request Form.

**Not have received any formal disciplinary action for excessive absenteeism during the 12 month period immediately preceding the request for catastrophic leave.**

**Have completed the probationary period and is eligible to accrue.**
- 2040.13.1.2 The Receiving Employee's Absence must be due to:
  - \* the employee's own medically certified "serious health condition" and be out more than 15 calendar days; or

\* the medically certified "serious health condition" of the employee's spouse, domestic partner, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships).

**Definition of Serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:**

- a. Any period of incapacity or treatment connected with inpatient care ( e.g., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- b. A period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involve continuing treatment by (or under the supervision of) a licensed health care provider; or
- c. Any period of incapacity due to pregnancy, or for prenatal care; or
- d. Any period of incapacity or treatment due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- e. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective (e.g., Alzheimer's, stroke, terminal disease, etc.); or
- f. Any absence to receive multiple treatments (including any period of recovery) by, or referral by, a licensed health care provider (e.g., chemotherapy, physical therapy, dialysis, etc.)

An eligible recipient may receive no more than 1 month or 184 hours of donated leave, whichever is greater, in a rolling twelve-month period beginning with the date of the first Request for Donations form.

2040.13.1.3

Donating Employee must:

\* be an employee of the Placentia Library District;

- \* be in a position that accrues leave;
- \* have passed the waiting period to use leave;
- \* have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
- \* submit a Catastrophic Leave Donation Form.

**2040.13.2 Nature of Donations.** Donations must be:

- \* anonymous. Management will not identify the donor; the donor may choose to self-identify;
- \* approved by both the donor's and the recipient's department;
- \* entirely voluntary;
- \* donated in increments of ½ hour, not to exceed 8 hours per request and 40 hours per year.

**2040.13.3 Process.** The following steps need to be taken to assure proper processing of leave donations:

- 2040.13.3.1** Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.
- 2040.13.3.2** Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.
- 2040.13.3.3** Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.
- 2040.13.3.4** Administration will notify the donor and recipient in writing that the debit or credit has taken place.

**2040.13.4 Special Considerations**

**In the case of approved bereavement leave, up to 40 hours of catastrophic leave may be used if all other paid leave has been exhausted and the employee is receiving catastrophic leave**



**donations immediately prior to the effective date of the bereavement.**

Attachment A is the proposed amendments for Policy 2040 – Sick Leave.

Attachment B is Resolution 16-03.

**RECOMMENDATIONS**

1. Read Resolution 16-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Amendments to the Placentia Library District Policy 2040 – Sick Leave for Part-Time, Seasonal, Extra-Help, and Temporary Employees Working Less Than 20 Hours.

2. Adopt Amendments to Policy 2040 – Sick Resolution 16-03 by a Roll Call Vote.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 2040

**2040.1** This policy will apply to regular employees in all classifications.

**2040.1.1** AB 1522 – Healthy Workplaces, Healthy Families Act of 2014

In compliance with AB 1522, the Healthy Workplace Healthy Family Act of 2014, employees of the District who work 30 or more days within a year from the commencement of their employment are entitled to accrue paid sick days at a rate of “no less than one [1] hour for every 30 hours worked.” This means that a full-time employee who works 40 hours per week would be entitled to accrue up to 8.6 days of paid sick time off per year. The total number of accrued sick days will depend on the number of hours per week that an employee is normally scheduled to work. **Policies 20401.1-2040.1.6** applies to all part-time, seasonal, extra-help and temporary employees working less than 20 hours per week.

**2040.1.2** Employees receiving sick leave accruals can use up to three days/24 hours (whichever is greater) in a 12-month period. Employees will continue to accrue to an ongoing accrual cap of six days/48 hours (whichever is greater) which will then carryover each 12-month period.

**2040.1.3** Employees can begin using paid sick leave on the 90<sup>th</sup> day of employment. This 90 day time period began to run on January 1, 2015. Therefore, current employees who have been employed for over 90 days on July 1, 2015 will be entitled to use paid sick leave going forward as accrued. If an employee separates prior to the requisite 90 days of employment, he/she will still have to work the remaining balance of the 90 days before being eligible to use paid sick leave.

**2040.1.4** Employees are required to use up to two (2) hours of paid sick leave at a time as a minimum increment of use.

**2040.1.5** Employees are not entitled to cash out any unused paid sick leave at the time of separation of employment.

**2040.1.6** Paid sick leave benefits shall remain in effect until modified, terminated, or rescinded by the Placentia Library Board of Trustees, or by changes to applicable State or Federal law.

**2040.2** Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease of the employee, or because of illness in his/her immediate family. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and/or the Library Director.

**2040.3** Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave.

**2040.4** Sick leave is accrued at the second pay period of each month.

**2040.6** Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

**2040.6.1** The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

**2040.7** In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

**2040.8** A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

**2040.9** Illness while on paid vacation will be charged to vacation leave.

**2040.10** The District provides a sick leave payoff plan upon resignation or retirement as follows:

**2040.10.1** After ten (10) years of employment, twenty (20) percent of accumulated sick leave will be paid at the current salary.

**2040.10.2** After fifteen (15) years of employment, thirty (30) percent of accumulated sick leave will be paid at the current salary.

**2040.10.3** After twenty (20) years of employment, forty-five (45) percent of accumulated sick leave will be paid at the current salary.

**2040.10.4** The maximum accumulated sick leave for this purpose is five hundred (500) hours before calculations.

**2040.10.5** Sick leave payoff will be based on the amount of time employed in the District's salaried classifications.

**2040.11** A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

**2040.11.1** A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

**2040.11.2** At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

**2040.11.3** The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.11.4** An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

**2040.12** Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

**2040.12.1** When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

**2040.12.2** The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**2040.12.3** An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

**2040.13** Placentia Library District offers a Catastrophic Leave-Sharing Program to give full-time and regular part-time employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows

employees to provide assistance in the form of donated leave. It is developed as a part of the District's efforts to create a caring environment. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

**2040.13.1 Qualifying Situations:** In order for an employee to receive donated leave from another employee, the following requirements must be met:

**2040.13.1.1**

Receiving Employee must:

- \* be an employee of the Placentia Library District;
- \* be in a position that accrues leave;
- \* have passed the waiting period to use leave;
- \* have exhausted all full-pay leave credits earned pursuant to the applicable Placentia Library District policies;
- \* be on an approved leave of absence;
- \* submit a Catastrophic Leave Request Form.

**Not have received any formal disciplinary action for excessive absenteeism during the 12 month period immediately preceding the request for catastrophic leave.**

**Have completed the probationary period and is eligible to accrue.**

**2040.13.1.2**

The Receiving Employee's Absence must be due to:

\* the employee's own medically certified "serious health condition" and be out more than 15 calendar days; or

\* the medically certified "serious health condition" of the employee's spouse, domestic partner, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships).

**Definition of Serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:**

- a. Any period of incapacity or treatment connected with inpatient care ( e.g., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- b. A period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involve

- continuing treatment by (or under the supervision of) a licensed health care provider; or
- c. Any period of incapacity due to pregnancy, or for prenatal care; or
  - d. Any period of incapacity or treatment due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
  - e. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective (e.g., Alzheimer's, stroke, terminal disease, etc.); or
  - f. Any absence to receive multiple treatments (including any period of recovery) by, or referral by, a licensed health care provider (e.g., chemotherapy, physical therapy, dialysis, etc.)

An eligible recipient may receive no more than 1 month or 184 hours of donated leave, whichever is greater, in a rolling twelve-month period beginning with the date of the first Request for Donations form.

#### 2040.13.1.3

Donating Employee must:

- \* be an employee of the Placentia Library District;
- \* be in a position that accrues leave;
- \* have passed the waiting period to use leave;
- \* have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
- \* submit a Catastrophic Leave Donation Form.

#### 2040.13.2 Nature of Donations. Donations must be:

- \* anonymous. Management will not identify the donor; the donor may choose to self-identify;
- \* approved by both the donor's and the recipient's department;
- \* entirely voluntary;
- \* donated in increments of ½ hour, not to exceed 8 hours per request and 40 hours per year.

#### 2040.13.3 Process. The following steps need to be taken to assure proper processing of leave donations:

##### 2040.13.3.1

Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be

donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.

**2040.13.3.2** Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.

**2040.13.3.3** Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.

**2040.13.3.4** Administration will notify the donor and recipient in writing that the debit or credit has taken place.

**2040.13.4 Special Considerations**

**In the case of approved bereavement leave, up to 40 hours of catastrophic leave may be used if all other paid leave has been exhausted and the employee is receiving catastrophic leave donations immediately prior to the effective date of the bereavement.**

**2040.13.5 Termination of Catastrophic Leave. Catastrophic Leave terminates when:**

- \* the recipient receives any type of disability pay (LTD, Workers' Compensation)
- \* the recipient and/or donor terminates employment with the District.
- \* the District terminates the recipient and/or donor.
- \* the need no longer exists (based on physician's recommendation).

RESOLUTION 16-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING THE  
AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 2040 – SICK LEAVE  
FOR PART-TIME, SEASONAL, EXTRA-HELP, AND TEMPORARY EMPLOYEES  
WORKING LESS THAN 20 HOURS.

WHEREAS, On September 10 2014, the State of California has enacted the Healthy  
Workplaces, Healthy Families Act of 2014 (AB 1522); and,

WHEREAS, the AB 1522 paid sick leave provisions are to take effect July 1, 2015; and,

WHEREAS, the Placentia Library Board of Trustees approved the inclusion of AB 1522  
in its Policy 2040 – Sick Leave on March 23, 2015; and,

WHEREAS, part-time, seasonal, extra-help, and temporary employees working less than  
20 hours are not covered by existing benefits resolution nor benefits policy; and,

WHEREAS, the Placentia Library Board of Trustees adopts amendments to Policy 2040  
– Sick Leave.

NOW, THEREFORE, BE IT RESOLVED by the Placentia Library Board of Trustees  
that:

1. Employees receiving sick leave accruals can use up to three days/24 hours (whichever  
is greater) in a 12-month period. Employees will continue to accrue to an ongoing accrual  
cap of six days/48 hours (whichever is greater) which will then carryover each 12-month  
period; and,

2. Employees can begin using paid sick leave on the 90th day of employment. This 90  
day time period began to run on January 1, 2015. Therefore, current employees who have  
been employed for over 90 days on July 1, 2015 will be entitled to use paid sick leave  
going forward as accrued. If an employee separates prior to the requisite 90 days of  
employment, he/she will still have to work the remaining balance of the 90 days before  
being eligible to use paid sick leave; and,

3. Employees are required to use up to two (2) hours of paid sick leave at a time as a  
minimum increment of use; and,

4. Unused sick leave accrual will not be carried over to the following fiscal year; and,

5. Employees are not entitled to cash out any unused paid sick upon termination,  
resignation, retirement, or other separation from the District; and,

6. Paid sick leave benefits shall remain in effect until modified, terminated, or rescinded  
by the Placentia Library Board of Trustees, or by changes to applicable State or Federal  
law; and,



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 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-eighth day of September 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of September 2015.

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Discuss and Select a Date for the October Library Board of Trustees Meeting**

**DATE:** September 28, 2015

**BACKGROUND**

Should the Library Board of Trustees approve the travel authorization for Library Director Contreras and Administrative Assistant, Diane Warner, to attend the California Special District Association (CSDA) Board Secretary/Clerk Conference, the regular date meeting of October 19, 2015 needs to be rescheduled for another date as it conflicts with the Board Secretary/Clerk Conference.

Library staff suggest meeting on Monday, October 26, 2015. Other possible dates are:

- Tuesday, October 27<sup>th</sup>
- Wednesday, October 28<sup>th</sup>

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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