



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

February 10, 2016

6:30 p.m.








Community Meeting Room

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

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

Presentation:      Library Director  
Recommendation: Adopt by Motion

AR / RDV

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

AL/jm (5)

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

**MINUTES (Item 9)**

9. Minutes of the December 21, 2015 and January 25, 2016 Library Board of Trustees Date Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 13)**

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

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

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

13. FY2014-2015 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 January 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

16. Acquisitions Report for January 2016. (Receive & File)

17. Entrepreneurial Activities Report for January 2016. (Receive & File)

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

18. Personnel Report for January 2016. (Receive, File, and Ratify Appointments)

19. Circulation Report for January 2016. (Receive & File)

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

**STAFF REPORTS (Items 21 – 24)**

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

**NEW BUSINESS**

- 25. Authorize amendments to Placentia Library District Policy 6030 – Circulation Policy as presented, inclusive of input received from the Library Board of Trustees. *add email notification to 6030.3*
- 26. Travel Authorization: Attendance at the American Library Association (ALA) Annual Conference from June 23-28, 2016 in Orlando, Florida.

*EM/RDV (5)*

*M/SM (5)*

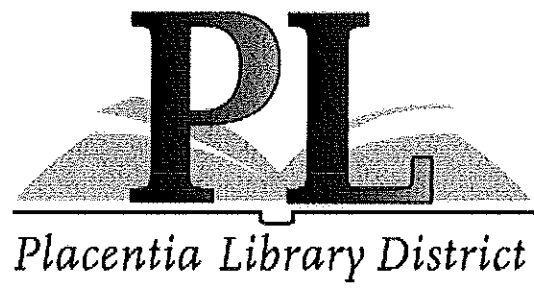
**ADJOURNMENT**

- 27. Agenda Preparation for the February Unusual Date Meeting which will be held on March 21, 2016 unless re-scheduled by the Library Board of Trustees.
- 28. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 29. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 10, 2016 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 7, 2016.

  
 \_\_\_\_\_  
 Diane Warner, Administrative Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
January 25, 2016

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 25, 2016 at 6:35pm. ✓

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

**Members Absent:** None

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

**Guests:** None

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Carline completed the required CSDA AB1825 Harassment training webinar and enjoyed the 2015 Citizen of the Year Luncheon hosted by the Placentia Chamber of Commerce and felt winners were deserving of the honor. (Item 5)

Secretary Martin attended the Citizen of the Year Luncheon, where PLFF Board member Bunny Lynch was a candidate, but did not receive the award. (Item 6)

Trustee DeVecchio completed his CSDA AB 1825 Harassment training webinar training. (Item 6)

Trustee Minter is in the process of completing the required CSDA AB1234 Ethics training and will complete the required AB1825 Harassment training webinar by end of February 2016. (Item 6)

Trustee Shkoler also attended Citizen of the Year Luncheon. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras also enjoyed the Citizen of the Year (COY) Luncheon and suggested that Bunny Lynch be recognized separately by the Library for her on-going dedication and support. The Library Director and managers also visited long-time library supporter Dixie Shaw, who has moved to assisted living following health issues. (Item 7)

**FRIENDS FOUNDATION REPORT**

Ginny Sanatar expressed the Friends Foundation's pleasure that Bunny Lynch was nominated for the COY award and that she received this well-deserved public recognition by the community. Ginny shared that the Authors Luncheon planning

and ticket sales are on track, and that the library's lobby vending machine will be replaced as soon as possible due to ongoing mechanical issues. (Item 8)

#### CONSENT CALENDAR

A number of January agenda reports were questioned by Trustees, followed by explanations from Public Services and Support Services Managers. Once explained to the board's satisfaction, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 10-24 only, excluding the December minutes. (Item 9) A roll call vote was held.

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

#### MINUTES for the DECEMBER 21st BOARD OF TRUSTEES MEETING

Trustee Minter commented the December 2015 minutes were out of order and requested verbiage revisions before approving. After discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to revise and re-submit the December minutes for approval at the February 2016 Board of Trustees meeting. (Item 9) A roll call vote was held.

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

#### CLAIMS

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

Claims Forwarded by the Library Director and Trustees – six (6) vendor claims and two (2) PARS claims were approved and forwarded to Orange County for payment during December-January. (Item 11)

Current Claims and Payroll – three (3) Book claims, one (1) PARS claim and three (3) Payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

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

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

#### TREASURER'S REPORTS

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

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

Balance Sheets for December 2015 - received and filed. (Item 15)

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

Entrepreneurial Activities Report for December 2015 – received, filed. (Item 17)

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

**NEW BUSINESS****RESERVE  
RECOMMENDATIONS FOR  
LIBRARY CAPITAL  
IMPROVEMENT PLANS**

At the October 26, 2015 Library Board of Trustees meeting, Trustee DeVecchio requested a discussion about the District's reserves and capital improvement funds to identify facility financing options, including increasing the reserve funds for a possible Centennial Remodeling project. At the November 16, 2015 Library Board of Trustees meeting, it was decided that staff will seek recommendations from Mr. Marc Davis of DavisFarr CPAs, with financing options presented at the January board meeting. Mr. Davis presented four capital improvement funding options for the Trustees to consider. Library Director Contreras stated that a library renovation steering committee meeting is scheduled for February 3<sup>rd</sup> with community leaders, and suggested that any Board decisions be postponed until the March 2016 trustees meeting. Board agreed this is information only and no vote was required. (Item 25)

**AMENDMENT TO POLICY  
6030 - CIRCULATION**

Library Director stated that Library staff has been experiencing an increasing number of requests from patrons for their library card number so they can check out books. These individuals have either lost, misplaced or forgotten to bring their library cards during their visits. The patrons often make more than three requests, which takes away from library staff providing reference and customer service to others. Library staff recommends that after three requests, patrons are required to apply for a new library card, at the cost of \$2.00 per card. After discussion, the Trustees requested that staff contact SirsiDynix for other options and report back. (Item 26)

**AMENDMENTS TO POLICY  
3080 – PURCHASING:  
COMBINE WITH POLICY  
3040 – EXPENSE  
AUTHORIZATION**

Library Director Contreras recommended combining Policy 3040-Expense Authorization and Policy 3080-Purchasing, to make on-going library purchasing needs more efficient, as well as comply with annual auditor requests. Combining these policies would streamline the competitive bidding process, emergency procurement and single source providers. The combined policy would be titled 3080 – Purchasing and Expense Authorization. After discussion, the Trustees requested revisions to policy verbiage and approval hierarchy for the combined policy. Trustees requested the policy be resubmitted, with revisions, at the February board meeting. Library Director Contreras will include a list of single-source vendors who will be exempt from the bidding process. (item 27)

It was moved by Secretary Martin and seconded by Trustee Minter to approve as a first reading. A roll call vote was approve as a first reading.

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

**AUTHOIZE SDRMA  
 INVOICES TO BE PAID IN-  
 HOUSE**

Library Director Contreras shared with Trustees the issues involved with making sure monthly SDRMA benefits invoices are paid on time. The majority of invoices from the Placentia Library District are processed and handled by the County of Orange. Library staff seeks authorization to pay these invoices in-house to avoid additional late penalties. After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to pay the SDRMA benefits invoices in-house effective February 1, 2016. (Item 28) A roll call vote was taken:

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

**REVIEW AND DISCUSS  
 RECOMMENDED  
 COMPENSATION  
 CHANGES**

Library Director Contreras updated the Trustees as to employee compensation recommendations submitted by Michael Harary, Human Resources Consultant. Based on the response from 18 public agencies, including 15 libraries and Mr. Harary's recommendations, Library Director recommends the following changes:

1. Vacation - Policy 2020: increase maximum vacation accrual hours
2. Holidays - Policy 2030: add three floating (3) holidays per year
3. Sick Leave - Policy 2040: add twelve (12) sick hours per year including two months of unpaid maternity/paternity leave. This is in addition to the existing FMLA and PDL leave offered by the State.
4. Health & Welfare Benefits - Policy 2110: change from EPO to PPO for medical insurance benefits, with coverage for dependents.
5. Educational Assistance - Policy 2120: lower reimbursement to \$1500 and require continued employment for one year after reimbursement.
6. Bilingual Pay – Policy 2150: pay staff a flat fee of \$150 per month for full-time and \$75 for part-time employees.
7. No change recommended to Bereavement or Jury Duty policies.

After discussion, it was moved by Trustee Minter and seconded by Trustee Shkoler to approve the compensation document as a first reading, with recommendations presented to staff for review at the development day training on February 5, 2016. (Item 29) A roll call vote was taken for approval:

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



**ADJOURNMENT**

The Unusual Date January 25, 2016 Board of Trustees meeting was adjourned at 8:15pm.

The next Board of Trustees meeting will be held on unusual date of February 10, 2016 at 6:30pm.

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Gayle Carline, President  
Library Board of Trustees

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

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 21, 2015 – Revised Minutes

Agenda Item 9A

**CALL TO ORDER**

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

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

**Members Absent:** None

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

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

**ADOPTION OF  
AGENDA**

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

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

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

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

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

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

Trustee Minter spent the past weeks assisting her husband with annual holiday "Santa Claus" activities and events held throughout the community. (Item 6)

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

**LIBRARY DIRECTOR  
REPORT**

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

**FRIENDS FOUNDATION REPORT**

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

**CONSENT CALENDAR**

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

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSTAIN: None

**MINUTES for the OCTOBER 26<sup>th</sup> and NOVEMBER 16<sup>th</sup> BOARD OF TRUSTEES MEETINGS**

Minutes for the corrected October 26<sup>th</sup> 2015 meeting and the November 16, 2015 Board of Trustees Meeting were received, approved and filed. Trustee Minter abstained from voting on the October 26<sup>th</sup> meeting minutes as she was absent from the October meeting. (Item 9)

**CLAIMS**

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

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

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

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

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES: None

ABSENT: None

**TREASURER'S REPORTS**

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

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

Balance Sheets for October 2015 - received and filed. (Item 15)

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

Entrepreneurial Activities Report for October 2015 – received, filed. (Item 17)

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**NEW BUSINESS****SELECTION OF DATES AND TIMES FOR THE 2016 LIBRARY BOARD MEETINGS**

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

A roll call vote was taken to confirm dates:

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

**ELECTION OF BOARD OFFICERS**

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

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

**APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES**

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

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

**AUTHORIZATION TO CONTINUE PROVIDING FULL HEALTH BENEFITS TO BEATRICE QUINTANAR**

Library Director Contreras presented Ms. Beatrice Quintanar's request to continue to receive benefits as a full-time employee while working part-time from December 7, 2015 through January 1, 2016. Director Contreras shared with Trustees that Ms. Quintanar, a full-time library employee since 1998, was recently out on medical leave for over 12 weeks. During her absence, Ms. Quintanar

exhausted all vacation and sick time accruals, as well as her Family Medical Leave Act rights which ended on December 7, 2015 and was also off on unpaid leave. Additionally, Ms. Quintanar received 160 hours of donated Catastrophic Leave. Ms. Quintanar’s doctor permitted her to return to work part-time from December 7 through January 1, 2016. As per the District policy and the District’s health policy with SDRMA, Ms. Quintanar is no longer eligible to receive all applicable benefits provided to full-time employees while working part-time, including medical and dental benefits, accruals, and holiday pay from December 7 through January 1, 2016. The fiscal impact to Library is \$3,818. After a thorough board discussion, Trustee Minter moved the request be approved to provide full-time benefits through January 1, 2016 with a second by Trustee Carline. Should Ms. Quintanar not be able to return to full-time employment status as planned on January 2, 2016, an extension of this request will be considered by the Library Board of Trustees at the January board meeting, with no assurance that it will be approved. (Item 28) A roll call vote was taken to approve request:

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

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

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

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

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

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

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

**ADJOURNMENT**

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

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

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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 JANUARY 2016  
**DATE:** February 10, 2016

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 JANUARY-FEBRUARY Claims Forwarded by the Library Director and Trustees

**DATE:** February 10, 2016

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	01-25-16	5958	\$ 5,317.96
Misc Vendors	01-25-16	5959	\$22,840.51
Misc BOOK Vendors	01-25-16	5960	\$ 6,918.13
Baker & Taylor	01-25-16	5961	\$ 6,431.40
Baker & Taylor	01-25-16	5962	\$ 2,757.13
PARS	01-29-16	5963	\$ 1,576.75
Misc Vendors	02-01-16	5964	\$16,879.76
<b>TOTAL</b>			<b><u>\$ 62,721.64</u></b>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/16  
REPORT NO: 5958

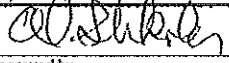
The County Auditor is authorized to draw these checks from:


Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

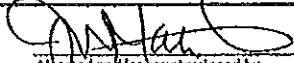
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-18040 Baker & Taylor (BTAC) PO Box 277830 Atlanta, GA 30384-7930	12-29-15	4011451147	2400	0760	\$42.81			
	12-29-15	4011451148	2400	0760	\$33.48			
	12-29-15	4011451149	2400	0760	\$19.90			
	12-29-15	4011451150	2400	0760	\$41.57			
	12-29-15	4011451151	2400	0760	\$89.21			
	12-29-15	4011451152	2400	0760	\$57.64			
	12-29-15	4011451153	2400	0760	\$53.50			
	12-29-15	4011451154	2400	0760	\$427.02			
	12-29-15	4011451155	2400	0760	\$29.37			
	12-29-15	401451156	2400	0760	\$30.00			
	1-15-16	4011470651	2400	0760	\$37.86			
	1-07-16	4011453036	2400	0760	\$351.61			
	1-07-16	4011456858	2400	0760	\$21.12			
	1-07-16	4011456859	2400	0760	\$21.11			
	1-07-16	4011456861	2400	0760	\$73.47			
	1-07-16	4011456866	2400	0760	\$39.35			
	1-07-16	4011456867	2400	0760	\$18.62			
	1-11-16	4011453058	2400	0760	\$253.81			
	1-11-16	4011453059	2400	0760	\$639.05			
	1-11-16	4011453060	2400	0760	\$3,037.46			
<b>TOTAL REMITTANCE:</b>					<b>\$5,317.96</b>			

The claims listed above totalling \$5,317.96 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
AC Skolost  
Print Name

  
Countersigned by  
Gayle Carline  
Print Name

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 01/25/15<sup>16</sup>  
REPORT NO: 5959  
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-13366 Click Consulting, Inc. P.O. Box 81898 Irvine, CA 92602	1-01-16 21717	1900	0739		\$4,000.00			
VC-12613 Tyco Integrated Security / Keystone P.O. Box 371987 Pittsburgh, PA 15250-7987	1-09-16 25779022	1300			\$2,160.82			
VC-7210-90 County of Orange Auditor-Controller P.O. Box 587 Santa Ana, CA 92702	1-12-16 C80573	1900	0740		\$15,163.00			
VC-5618 Clintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	1-11-16 640503830 1-18-16 640507272	1000 1000			\$316.11 \$307.71			
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia, CA 92870	1-11-16 31258	1800	0728		\$178.20			
VC-0461 Pitney Bowes PO Box 371886 Pittsburgh, PA 15250-7886	1-03-16 630125	2100			\$157.14			
VC-3070-2 Demco P.O. Box 8048 Madison, WI 53708-8048	12-31-15 576084	1800	0725		\$110.03			
VC-4882-1 Unique Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	12-01-15 415684 1-01-16 417628	1900 1900	0741 0741		\$250.60 \$196.90			
TOTAL REMITTANCE:					\$22,840.51			

The claims listed above totaling \$22,840.51 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.

AD Shkolnik  
Approved by  
AD Shkolnik  
Print Name

Gayle Carline  
Countersigned by  
Gayle Carline  
Print Name

JW Martin  
Attested and/or countersigned by  
JW Martin  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/16  
REPORT NO: 5960


The County Auditor is authorized to draw these checks from:

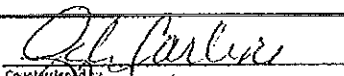
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

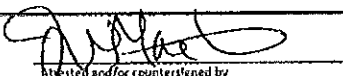
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	1-08-16	2400	0760		\$25.44		
	1-08-16	93579649	2400	0760	\$28.44		
	1-08-16	93579681	2400	0760	\$66.58		
	12-30-15	93579682	2400	0760	\$28.44		
	1-04-16	93551687	2400	0760	\$81.12		
	1-04-16	93565956	2400	0760	\$41.09		
	1-04-16	93566060	2400	0760	\$92.18		
	1-04-16	93566061	2400	0760	\$27.29		
	1-13-16	93570401	2400	0760	\$64.79		
	1-13-16	93588826	2400	0760	\$46.09		
	1-13-16	93591124	2400	0760	\$104.28		
	1-13-16	93591125	2400	0760			
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	10-27-15	2400	0760		\$156.00		
	12-29-15	1148-000232387	2400	0760	\$7.99		
	1-01-16	1148-000126080	2400	0760	\$3,000.00		
	1-14-16	H-0032194	2400	0760	\$1,000.44		
	1-14-16	1148-180220530	2400	0760	\$963.53		
	1-14-16	1148-180307033	2400	0760			
VC-4888 Califa Group 32 W 26th Ave Ste 201 San Mateo CA 94403	12-24-15	2400	0760		\$897.90		
VC-2993 Midwest Tape / HOOPLA PO Box 820 Holland OH 43528	12-31-15	2400	0760		\$286.53		
		93561089	2400	0760			
			2400	0760			
<b>TOTAL REMITTANCE:</b>					<b>\$6,918.13</b>		

The claims listed above totaling \$6,918.13 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
AC Shkolter  
Print Name

  
Countersigned by  
Gayle Carline  
Print Name

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/25/16  
REPORT NO: 5961

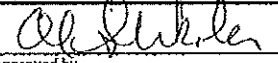
The County Auditor is authorized to draw these checks from:

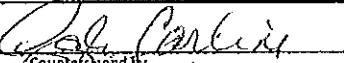
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

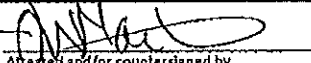
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-18040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	1-12-16	4011464068	2400	0760	\$57.01			
	1-12-16	4011467036	2400	0760	\$42.23			
	1-12-16	4011467037	2400	0760	\$63.99			
	1-12-16	4011467038	2400	0760	\$20.48			
	1-12-16	4011467039	2400	0760	\$31.40			
	1-13-16	4011453040	2400	0760	\$20.47			
	1-13-16	4011453041	2400	0760	\$19.27			
	1-13-16	4011453042	2400	0760	\$317.74			
	1-13-16	4011453043	2400	0760	\$67.46			
	1-13-16	4011453044	2400	0760	\$212.80			
	1-13-16	4011453045	2400	0760	\$305.70			
	1-13-16	4011453046	2400	0760	\$502.35			
	1-13-16	4011453047	2400	0760	\$118.06			
	1-13-16	4011453048	2400	0760	\$341.90			
	1-13-16	4011453049	2400	0760	\$93.68			
	1-13-16	4011453050	2400	0760	\$369.66			
	1-13-16	4011453051	2400	0760	\$377.10			
	1-14-16	4011453053	2400	0760	\$96.03			
	1-14-16	4011453054	2400	0760	\$1,638.08			
	1-14-16	4011453055	2400	0760	\$765.19			
1-14-16	4011453056	2400	0760	\$970.80				
<b>TOTAL REMITTANCE:</b>					<b>\$6,431.40</b>			

The claims listed above totaling \$6,431.40 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
AC Skolker  
Print Name

  
Countersigned by  
Gayle Carline  
Print Name

  
Attested and/or countersigned by  
J. Martin  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870


DATE: 01/25/16  
REPORT NO: 5982


The County Auditor is authorized to draw these checks from:


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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7030	1-15-16		2400	0760		\$76.07		
		4011466762						
	1-15-16		2400	0760		\$16.01		
		4011466763						
	1-15-16		2400	0760		\$26.17		
		4011466764						
	1-15-16		2400	0760		\$29.58		
		4011466765						
	1-15-16		2400	0760		\$143.02		
		4011466766						
	1-15-16		2400	0760		\$32.97		
		4011466767						
	1-15-16		2400	0760		\$68.14		
		4011422768						
	1-15-16		2400	0760		\$34.29		
		4011466769						
	1-15-16		2400	0760		\$178.04		
		4011466770						
	1-15-16		2400	0760		\$347.85		
		4011466771						
1-15-16		2400	0760		\$39.80			
	4011466772							
1-15-16		2400	0760		\$32.24			
	4011466773							
1-15-16		2400	0760		\$76.20			
	4011484542							
1-18-16		2400	0760		\$20.39			
	4011453891							
1-18-16		2400	0760		\$21.74			
	4011453892							
1-18-16		2400	0760		\$7.97			
	4011453894							
1-18-16		2400	0760		\$41.82			
	4011453895							
1-18-16		2400	0760		\$116.87			
	4011453896							
1-18-16		2400	0760		\$1,400.42			
	4011453897							
1-18-16		2400	0760		\$16.24			
	4011453898							
1-18-16		2400	0760		\$17.92			
	4011453899							
1-18-16		2400	0760		\$13.38			
	4011453900							
<b>TOTAL REMITTANCE:</b>						<b>\$2,757.13</b>		

The claims listed above totaling \$2,757.13 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
AC Shkolter  
Print Name

  
Countersigned by  
Gayle Carline  
Print Name

  
Attested and/or countersigned by  
JWA  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 01/29/16

REPORT NO: 5963

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700



BUDGET CONTROL: 707

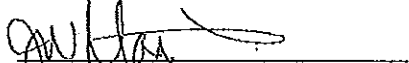
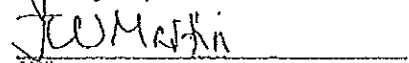
UNIT: 0900


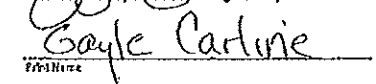
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	01-27-16	200			\$1,576.75		
TOTAL REMITTANCE:					\$1,576.75		

The claims listed above totaling \$1,576.75 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  
  
Treasurer

  
Countersigned by  
  
Controller

  
Attested and/or countersigned by  
  
Auditor



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/01/15

REPORT NO: 5964

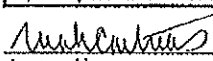

The County Auditor is authorized to draw these checks from:


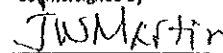
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

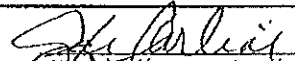

FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

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	5C
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15260-7874	1-24-16	8000-9000-0652-5830	1803			\$644.55		
VC-0003 Golden State Water Company c/o Placentia Library - Cust #29934100008 411 E. Chapman Ave. Placentia, CA 92870	01-22-16	29934100008	2803			\$878.37		
VC-6585 Glasby Maintenance Supply (Ward A. Glasby) 116 E. Orangethorpe Ave. Anaheim, CA 92801	1-26-16	265687A	1000			\$76.56		
VC-5918 Clintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	1-25-16	640510710	1000			\$257.48		
	2-1-16	640514180	1000			\$313.25		
VC-13358 Click Consulting, Inc. P.O. Box 61898 Irvine, CA 92602	02-01-16	21858	1900	0739		\$4,000.00		
VC-1426 Legacy Integrative Solutions 8734 Clota Street, Unit D Downey, CA 90241	1-26-16	13174	1300			\$600.24		
VC-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60686-3689	1-23-16	3290561481	1800	0778		\$109.31		
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia, CA 92870	2-02-16	30742 eXPLORE Newsletter	1800	0726		\$10,000.00		
<b>TOTAL REMITTANCE:</b>						<b>\$16,879.76</b>		

The claims listed above totaling \$16,879.76 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
  
Print Name

  
Counter-signed by  
  
Print Name

  
Attested and/or countersigned by  
  
Print Name

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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:** February 10, 2016

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	02-05-16	5965	\$ 1,465.65
Baker & Taylor	02-05-16	5966	\$ 910.42
Midwest Tape	02-05-16	5967	\$ 1,019.79

**Subtotal for Claims** **\$ 3,395.86**

**Payroll**

On Demand Wire	02-10-16	153	\$ 40,000.00
On Demand Wire	02-10-16	154	\$ 40,000.00

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

**TOTAL CURRENT CLAIMS & PAYROLL** **\$ 83,395.86**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/05/16  
REPORT NO: 5965

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-16040 Baker & Taylor (BTAC) PO Box 277030 Allanta, GA 30384-7030	01/19/16		2400	0760		\$41.59		
		4011463921						
	01/19/16		2400	0760		\$40.34		
		4011463922						
	01/19/16		2400	0760		\$32.39		
		4011463924						
	01/19/16		2400	0760		\$85.10		
		4011463925						
	01/19/16		2400	0760		\$79.30		
		4011463926						
	01/19/16		2400	0760		\$58.26		
		4011463927						
	01/19/16		2400	0760		\$16.58		
		4011463928						
	01/19/16		2400	0760		\$206.42		
		4011463929						
	01/19/16		2400	0760		\$284.59		
		4011463930						
	01/19/16		2400	0760		\$117.46		
		4011463931						
01/19/16		2400	0760		\$60.25			
	4011463932							
01/19/16		2400	0760		\$95.21			
	4011463933							
01/19/16		2400	0760		\$23.66			
	4011463934							
01/19/16		2400	0760		\$21.70			
	4011463935							
01/19/16		2400	0760		\$16.05			
	4011463936							
01/19/16		2400	0760		\$77.86			
	4011463937							
01/20/16		2400	0760		\$20.48			
	4011476205							
01/20/16		2400	0760		\$62.71			
	4011476206							
01/20/16		2400	0760		\$45.26			
	4011476207							
01/20/16		2400	0760		\$25.16			
	4011476208							
01/20/16		2400	0760		\$46.66			
	4011476209							
01/20/16		2400	0760		\$8.62			
	4011476210							
<b>TOTAL REMITTANCE:</b>						<b>\$1,465.65</b>		
<p>The claims listed above totaling \$1,465.65 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>								

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/05/16  
REPORT NO: 5966

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-18040 Baker & Taylor (BTAC) PO Box 277830 Atlanta, GA 30384-7830	01/20/16	2400	0760		\$18.00			
	4011476211	2400	0760		\$128.77			
	01/20/16	4011476212	2400	0760	\$31.46			
	01/20/16	4011476213	2400	0760	\$33.43			
	01/20/16	4011476215	2400	0760	\$61.62			
	01/20/16	4011476216	2400	0760	\$26.76			
	01/20/16	4011476217	2400	0760	\$10.97			
	01/20/16	4011476218	2400	0760	\$17.29			
	01/20/16	4011476219	2400	0760	\$20.72			
	01/20/16	4011476220	2400	0760	\$40.96			
	01/20/16	4011476221	2400	0760	\$17.28			
	01/25/16	4011476222	2400	0760	\$43.48			
	01/25/16	4011480092	2400	0760	\$21.72			
	01/25/16	4011480093	2400	0760	\$24.50			
	01/25/16	4011480094	2400	0760	\$41.82			
	01/25/16	4011480095	2400	0760	\$20.39			
	01/25/16	4011480096	2400	0760	\$30.21			
	01/25/16	4011480097	2400	0760	\$19.81			
	01/25/16	4011480098	2400	0760	\$209.61			
	01/25/16	4011480099	2400	0760	\$22.36			
	01/25/16	4011480632	2400	0760	\$25.16			
	01/25/16	4011480633	2400	0760	\$44.10			
	01/25/16	4011480634						
	TOTAL REMITTANCE:					\$910.42		
The claims listed above totaling \$910.42 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 02/05/16  
REPORT NO: 5967

The County Auditor is authorized to draw these checks from:

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Mkwst Tapo PO Box 820 Holland OH 43528	01/19/2016	2400	0760		\$51.09		
	93606707						
	01/19/2016	2400	0760		\$41.09		
	93606709						
	01/20/2016	2400	0760		\$27.44		
	93611451						
	01/20/2016	2400	0760		\$150.44		
	93611452						
	01/21/2016	2400	0760		\$137.27		
	93612534						
	01/21/2016	2400	0760		\$79.92		
	93615696						
	01/25/16	2400	0760		\$9.99		
	93621352						
	01/25/16	2400	0760		\$19.44		
	93624545						
01/25/16	2400	0760		\$76.12			
93624546							
01/27/16	2400	0760		\$107.36			
93629034							
01/27/16	2400	0760		\$97.18			
93630522							
01/27/16	2400	0760		\$87.18			
93630524							
01/27/16	2400	0760		\$46.09			
93630525							
01/28/16	2400	0760		\$89.18			
93635158							
<b>TOTAL REMITTANCE:</b>					<b>\$1,019.79</b>		
<p>The claims listed above totaling \$1,019.79 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.</p>							

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/08/16  
REPORT NO: 153

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-06-16 Payroll #49 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 02/08/16  
REPORT NO: 154

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*04-20-16 Payroll #50 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:

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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:** February 08, 2016

<b>Fiscal Year 2015-2016</b>	
07/31/14	2,039,958.86
8/31/2014	1,964,131.43
9/30/2014	1,814,121.60
10/31/14	1,621,301.45
11/30/2014	1,684,004.08
12/31/2014	2,433,359.90
01/31/15	
2/28/2015	
3/31/2015	
04/30/15	
5/31/2015	
6/30/2015	
General	
Reserves	414,789.10
Impact Fees	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 October 2015 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** February 10, 2016

**Summary of Cash and Investments as of January 31, 2016**

Cash with Orange County Treasurer Fund 707	2,076,728.97
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	511,142.70
General Fund Checking – Bank of the West	37,047.02
General Fund Savings – Bank of the West	742,101.94
Payroll Checking – Wells Fargo Bank	27,575.35
<b>Total Cash and Investments</b>	<b>3,809,385.08</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  
January 31, 2016  
59% of year completed**

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	550,106	0.45	\$677,341
0200	Retirement	46,549	23,727	0.51	\$22,822
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	121,285	0.58	\$89,258
0306-0770	Employee Assistance Program	715	220	0.31	\$495
0308	Dental Insurance	12,833	7,181	0.56	\$5,652
0309	Life Insurance	7,320	3,870	0.53	\$3,450
0310	AD & D Insurance	4,627	2,685	0.58	\$1,942
0319	Vision Insurance	2,526	1,377	0.55	\$1,149
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$727,387</b>	<b>0.48</b>	<b>\$797,173</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	6,159	0.27	\$16,841
0900	Food	2,000	89	0.04	\$1,911
1000	Household Expenses	20,000	11,088	0.55	\$8,912
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	21,177	0.66	\$10,823
1400	Maintenance, Buildings & Improvements	106,700	41,755	0.39	\$64,945
1600	Memberships	9,000	7,296	0.81	\$1,704
1700	Miscellaneous Expense	3,346	626	0.19	\$2,720
1800	Office Expenses	48,000	26,324	0.55	\$21,676
1803	Postage	14,000	6,382	0.46	\$7,618
1900	Prof./Specialized Services	206,100	102,851	0.50	\$103,249
1912	Investment Administrative Fees	1,700	1,126	0.66	\$574
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	523	0.48	\$577
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	83,197	0.28	\$210,977
2600	Transportation & Travel	4,500	1,694	0.38	\$2,806
2700	Meetings	19,500	16,990	0.87	\$2,510
2800	Utilities	87,500	54,789	0.63	\$32,711
	<b>TOTAL</b>	<b>\$888,120</b>	<b>\$393,879</b>	<b>0.44</b>	<b>\$494,241</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$976	0.09	\$10,024
	<b>OPERATING EXPENSES</b>	<b>\$2,423,680</b>	<b>\$1,122,241</b>	<b>0.46</b>	<b>\$1,301,438</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$24,675</b>	<b>0.35</b>	<b>\$45,325</b>
<b>TOTAL BUDGET (Fund 707)</b>					
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$21,936	0.00	\$13,064

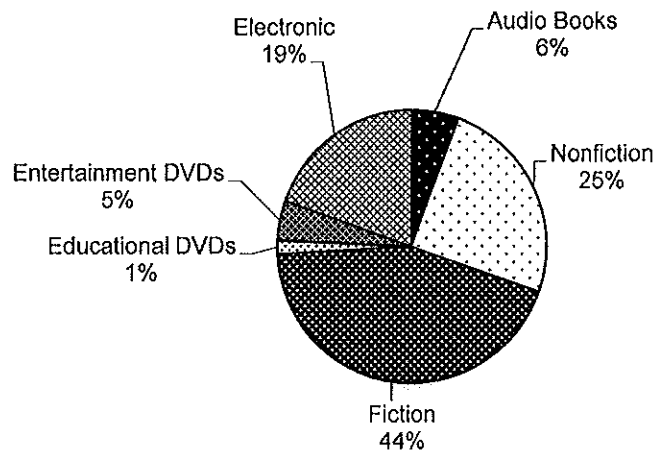
PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
January - 1, 2016

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	1,174,466	(863,402.07)	57.6%
6220		Property Taxes - Current Unsecured	57,632	57,068	(564.25)	99.0%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	30,039	(35,692.71)	0.0%
6290		Other Taxes	3,120	12,678	9,557.69	0.0%
6300		Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540		Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>1,275,597</b>	<b>(903,024.62)</b>	<b>58.6%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROP'Y</b>						
6610		Interest	5,720	6,296	575.52	110.1%
		<b>Sub Total</b>	<b>5,720</b>	<b>6,296</b>	<b>575.52</b>	<b>110.1%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	7,048	(1,744.04)	80.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>7,048</b>	<b>(3,744.04)</b>	<b>65.3%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)		573		0.0%
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	51,210	6,210.01	113.8%
		Fines & Fees	45,000	44,249	(750.99)	98.3%
		Passport/Photos	125,000	81,229	(43,771.00)	65.0%
		Meeting Room Fees	5,000	2,328	(2,672.50)	46.6%
		Test Proctor	7,000	4,613	(2,387.00)	65.9%
		<b>Sub Total</b>	<b>227,700</b>	<b>183,629</b>	<b>(44,071.48)</b>	<b>80.6%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>1,472,569</b>	<b>(950,264.62)</b>	<b>61%</b>
		FY 14/15 Funds Available	70,000			
<b>TOTAL REVENUES FY 15/16: 1,472,569 (1,020,264.62) 59.1%</b>						
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	51,545	51,545.20	100%
		SLS Account	0	-	0.00	100%

# Placentia Library District

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

	YTD 2015/16	YTD 2015/16	YTD 2015/16	YTD 2014/15	YTD 2014/15	YTD 2014/15
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$55,577	2642	2998	\$47,292	2308	2508
Total Non-Fiction	\$31,388	1403	1860	\$25,208	965	1418
Total Electronic	\$24,783	530	0	\$25,884	254	0
Total Audio Books	\$7,127	162	162	\$8,436	194	194
Total Educational DVDs	\$2,007	60	62	\$2,468	93	94
Total Entertainment DVDs	\$5,991	180	262	\$4,172	165	171
YTD TOTAL MATERIALS	\$126,873	4977	5344	\$113,460	3979	4385
Budget	\$249,174			\$255,602		
% Spent YTD	51%			44%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

**SUBJECT:** Entrepreneurial Activities Report for January 2016

**DATE:** February 10, 2016

**Net Revenue Summary for January 2016**

	Jan-16	Jan-15	YTD 2015-2016	YTD 2014-2015
Passport	14,422.00	13,125.00	65,903.00	56,175.00
Passport Photos	3,349.00	2,712.00	15,326.00	12,819.00
Test Proctor	250.00	300.00	4,613.00	4,500.00
Meeting Room	495.00	570.00	2,328.00	3,925.00
<b>Total</b>	18,516.00	16,707.00	88,170.00	77,419.00





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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 JANUARY 2016

**DATE:** February 10, 2016

	Jan-16	Jan-15	YTD 2015-2016	YTD 2014-2015
Separation	0	0	0	1
Retirement	0	0	0	0
Appointments	0	0	3	1
Open Positions	1	0	1	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>3</b>

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Venessa Faber, Support Services Manager

**SUBJECT:** Circulation Activity Report: January 2016

**DATE:** February 10, 2016

<b>CIRCULATION</b>	Jan. 16	Jan. 15	M-T-M		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	290	220			2,291	2,165	5.8%
Total Circulation	24,518	19,015			177,907	160,441	10.9%
Total Active Borrowers*	8,227	8,501	-3.2%				
Attendance	24,783	21,988			175,451	174,534	0.5%
Adult Fiction	3,046	2,500			22,243	20,143	10.4%
Adult Nonfiction	2,138	2,083			16,059	17,885	-10.2%
Adult Magazines	238	185			1,734	1,494	16.1%
Adult Music CDs	132	196			1,316	1,191	10.5%
Adult Audio Books	566	571			4,447	3,876	14.7%
Adult DVDs**	2,171	710			11,839	5,092	132.5%
JV Fiction	10,198	8,229			82,091	77,711	5.6%
YA Fiction	1,325	1,189			11,424	10,789	5.9%
JV Nonfiction	2,689	1,996			16,834	17,396	-3.2%
YA Nonfiction	88	85			676	462	46.3%
JV Magazines	3	7			26	40	-35.0%
JV Music CDs	41	36			206	258	-20.2%
JV Audio Books	81	45			501	317	58.0%
JV DVDs**	1,378	861			9,723	6,803	42.9%
Video Games	28	20			211	151	39.7%

\* YTD % change not applicable.

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

**PATRON COUNT**

Jan-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		199	228	229	300	172	346	1474
10:00		229	264	201	336	218	473	1721
11:00		265	330	194	341	206	625	1961
12:00		270	195	255	225	196	610	1751
1:00	766	207	238	319	253	197	620	2600
2:00	617	337	316	391	278	258	696	2893
3:00	482	655	631	567	576	487	514	3912
4:00	347	605	702	555	660	362	284	3515
5:00		531	546	600	675			2352
6:00		415	395	468	429			1707
7:00		160	193	211	240			804
DAY TOTALS	2212	3873	4038	3990	4313	2096	4168	24690

January 2016	January 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
24,690	26,914	174,585	183,940	-5%

Hours Open	Average PerHour
268	92.1

Closed 1 Day; Closed 8 hours.

**PASSPORTS**

Jan. 2016	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00			1	1	1	1	10	14
10:00		6	3	4	3	1	18	35
11:00		3	1	1	2	7	32	46
12:00		1		3	6	5	32	47
1:00	24	3	5	3	6	9	33	83
2:00	25	5	1	12	7	5	37	92
3:00	17	13	3	8	7	9	41	98
4:00	17	12	6	9	9	9	22	84
5:00		14	9	7	10			40
6:00		13	3	5	6			27
7:00		7	4	6	1			18
DAY TOTALS	83	77	36	59	58	46	225	584

Jan 2016	Jan 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
584	525	2662	2247	16%

**TEST PROCTORING****Proctored Tests**

<b>January 2016</b>	<b>January 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
5	6	90	90	0%

**STAFF ACTIVITY**

- Katie attended Friday Huddles on Jan. 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
- Venessa attended the SLS Circulation Meeting on Jan. 14<sup>th</sup> in Huntington Beach.
- Venessa oversaw the installation of the new Cash Register Software and Credit Card Terminal on Jan. 18<sup>th</sup>.
- Venessa, Katie, Estella, and Tim attended the Support Services Staff Meeting on Jan. 20<sup>th</sup>.
- Venessa attended the Citizen of the Year event on Jan. 21<sup>st</sup>.
- Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on January 26<sup>th</sup>.
- Staff provided Setup/Take Down in the Meeting Room: 47 set-ups/ 45 breakdowns
- Venessa trained Estella on staff Schedules Jan. 28<sup>th</sup>.
- Venessa submitted the California State Library Broadband Grant on Jan. 29<sup>th</sup>.
- Venessa submitted the Spring/Summer edition of eXPLORE for print.
- Venessa assisted in gathering quotes for the printing of eXPLORE.
- Venessa and Yesenia interviewed 1 candidate for the Circulation Aide Sub position on Jan. 20<sup>th</sup>.
- Venessa attended Rotary on January 6<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup>.
- All Passport Agents passed their annual renewal exam with the Department of State.
- Venessa coordinated an e-waste pickup.
- Venessa attended Easter Eggcitement meetings on Jan. 26<sup>th</sup>.
- Venessa attended the Anaheim Consortium Circulation meeting on Jan. 28<sup>th</sup>.
- Laura trained Beatrice to fully take over Magazine processing.
- Laura attended an online webinar "Managing Challenging Patrons" on January 20<sup>th</sup>
- Staff assisted with the vending machines at least 32 times in January, mostly for assisting with stuck items as well as for restocking the soda machine

**ONGOING PROJECTS**

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

**NEW PROJECTS AND ACTIVITIES**

- Volunteers began applying new DVD 7 day loan stickers.
- Venessa is beginning to work on staff performance evaluations.



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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 DECEMBER 2015  
**DATE:** February 10, 2016

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	<i>Monthly Invoice not received as of this Board Meeting date.</i>						
16-Feb							
16-Mar							
16-Apr							
16-May							
16-Jun							
	<b>TOTAL</b>	<b>46,103.34</b>	<b>10,167.43</b>	<b>997.50</b>	<b>82.22</b>	<b>18,367.98</b>	<b>75,718.47</b>
	<b>AVG</b>	<b>9,220.67</b>	<b>2,033.49</b>	<b>199.50</b>	<b>16.45</b>	<b>3,061.33</b>	<b>12,044.54</b>

\*City Billing Not Received

PERIOD IN FY 2014-2015	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
May-June 2014	7-17-14	12,249.89	1,452.49	142.50	16.36	*	13,861.24
July-Aug 2014	8-13-14	8,722.47	2,904.98	285.00	8.18	*	11,920.63
14-Sep	*	*	1,452.49	*	*	*	1,452.49
14-Oct	10-08-14	8,081.06	1,452.49	285.00	8.57	12,245.32	22,072.44
14-Nov	11-17-14	13,758.60	1,452.49	142.50	16.91	3,061.33	18,431.83
14-Dec	*	3,708.42	1,452.49	*	*	*	5,160.91
15-Jan	1-15-15	7,868.53	1,452.49	427.50	8.38	6,122.66	15,879.56
15-Feb	*	4,123.46	1,452.49	*	8.38	*	5,584.33
15-Mar	03-19-15	*	1,452.49	142.50	16.85	6,122.66	7,734.50
15-Apr	*	*	*	*	*	3,061.33	*
15-May	05-20-15	8,892.88	2,904.98	427.50	17.00	3,061.33	15,303.69
15-Jun	*	*	*	*	*	3,061.33	*
	<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 January 2016  
**DATE:** February 10, 2016

**Accomplishments**

- Continue to work with the Placentia Library Friends Foundation to finalize publicity materials for the Author's Luncheon event.
- Met with a student interested in the Library and Information Science program.
- Finalized details with library consultant in preparation for the first Centennial Steering Committee meeting on February 3<sup>rd</sup>.
- Continue to work with Mr. Marc Davis, CPA, to discuss transition to in-house accounting and discontinuing service with the County of Orange.
- Continue to analyze and explore compensation alternatives to be discuss and presented at the March Board meeting.
- Finalized plans for the February 5<sup>th</sup> Staff Development Day.

**Meetings**

- Library Board of Trustees – January 13, 25
- Library Management – January 14
- All Staff – January 26
- Friday Huddles – January 8, 15, 22, 29
- ISDOC – January 28

**Community Function / Training**

- FPPC Filing Training (Administrative Assistant) – January 19<sup>th</sup>
- Citizen of the Year – January 21
- H.I.S. House Board meeting – January 26
- Boopsie Webinar – January 28

**Upcoming Projects**

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



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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 January 2016  
**DATE:** February 10, 2016

**MONTHLY STATISTICS**

	January 2016	January 2015	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	484	910	3,223	6,072	-46.92%
Reference--telephone	23	59	251	352	-28.69%
<b>Total Reference</b>	<b>507</b>	<b>969</b>	<b>3,474</b>	<b>6,424</b>	<b>-45.92%</b>
Total Number of Programs	47	43	271	256	5.86%
Total Programs Attendance	974	1,165	9,802	10,783	-9.10%

**CHILDREN'S SERVICES PROGRAMS**

	January 2016 Number of Programs	January 2016 Total Attendance	January 2015 Number of Programs	January 2015 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 2014-15 Total Programs	Y-T-D 2014-15 Total Attendance	Y-T-D 14/15 - 15/16 % Change Programs	Y-T-D 14/15 - 15/16 % Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	25	1	25	7	135	7	207	0.00%	-34.78%
F.I.R.S.T.	1	21	1	10	6	84	6	136	0.00%	-38.24%
Preschool Storytimes (3-6 years old)	8	134	8	190	48	1120	50	1,289	-4.00%	-13.11%
Lego Club	1	23	1	40	6	186	4	256	50.00%	-27.34%
Pocket Tales	4	80	2	150	25	718	23	805	8.70%	-10.81%
Lap Sit (0-2 years old)	8	346	8	349	48	2,087	37	1,958	29.73%	6.59%
P-TAC (Placentia Teen Advisory Council)	1	16	1	18	13	185	14	285	-7.14%	-35.09%
Tweens Chess To Checkers	2	31	1	24	8	128	8	120	0.00%	6.67%
Family Game Day	1	17	1	22	5	86	4	99	25.00%	-13.13%
Homework Club	16	225	15	242	71	1180	68	994	4.41%	18.71%
<b>Special Programs</b>										
Teen Program	3	46	3	60	3	46	4	95	-25.00%	-51.58%
Wiggles and Giggles	1	10	0	0	1	87	*	*	100.00%	100.00%
1/17/15 Kaplan Practice ACT/SAT	0	0	1	35	1	27	2	135	-50.00%	-80.00%
<b>Totals</b>	<b>47</b>	<b>974</b>	<b>43</b>	<b>1,165</b>	<b>271</b>	<b>9,802</b>	<b>256</b>	<b>10,783</b>	<b>5.86%</b>	<b>-9.10%</b>

\* Program not held

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

**ACHIEVEMENTS**

- Fernando Maldonado secured free testing and advanced placement opportunities for teens with new vendor C2 Education.
- Jennifer Rydberg conducted the Lego Club on January 12<sup>th</sup>.
- Jennifer Rydberg conducted Family Game Day on January 16<sup>th</sup>.
- Jennifer Rydberg conducted F.I.R.S.T. program on January 25<sup>th</sup>.
- Lori Worden completed a display celebrating the 100<sup>th</sup> anniversary of Raggedy Ann stories by Johnny Gruelle.

**MEETINGS**

- Fernando Maldonado attended the Children's SLS meeting in Aliso Viejo Public Library on January 4<sup>th</sup>.
- Brenda Ramirez attended the Reading By Design Orientation Planning meeting on January 19<sup>th</sup>.
- Fernando Maldonado and Yesenia Baltierra meet to discuss PTAC volunteer responsibilities and club future plans on January 22<sup>nd</sup>.
- Brenda Ramirez and Yesenia Baltierra attended the All Staff Meeting on January 26<sup>th</sup>.
- Brenda Ramirez, Yesenia Baltierra and Lori Worden attended the Children's Services meeting on January 28<sup>th</sup>.
- Fernando Maldonado and Jennifer Rydberg attended a meeting with Yesenia Baltierra on January 29<sup>th</sup>.
- Yesenia Baltierra attended the Library Management Team meeting on January 14<sup>th</sup>.
- Yesenia Baltierra attended the Placentia Community Collaborative (PCC) meeting on January 19<sup>th</sup>.
- Yesenia Baltierra participated in the Library Aide interview panel on January 20<sup>th</sup>.
- Yesenia Baltierra and Brenda Ramirez attended the OC Performers Showcase on January 21<sup>st</sup>.
- Yesenia Baltierra attended PYLUSD meeting on January 28<sup>th</sup>.
- Yesenia Baltierra attended the Reading By Design Orientation Planning meeting on January 28<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Yesenia Baltierra and Brenda Ramirez attended Managing Challenging Patrons: Security for the New Library Environment webinar on January 20<sup>th</sup>.
- Yesenia Baltierra attended the Technology Skills for Library Staff: Effective and Engaging Training Programs webinar on January 27<sup>th</sup>.

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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 January 2016**DATE:** February 10, 2016**MONTHLY STATISTICS****Reference Desk Activity**

	<b>January 2016</b>	<b>January 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Reference -- in person	1045	767	5475	6013	-8.95%
Reference -- telephone	330	376	1467	2254	-34.92%
Reference -- email/chat	7	1	49	22	122.73%
Technology assistance	334	471	1624	3383	-52.00%
Guest passes	59	115	491	964	-49.07%
Adult and Children's computer use (desktops)	2703	2895	22547	19374	16.38%
Adult computer usage (desktop)	2357	2409	17173	16226	5.84%
Public computer use (express laptops)	39	58	343	331	3.63%
Adult Program Attendance	279	174	3351	2428	38.01%
Number of Adult Programs	21	20	148	91	62.64%

**History Room Activity**

	<b>January 2016</b>	<b>January 2015</b>	<b>Y-T-D 2015-2016</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room Visitors	15	14	69	71	-2.82%

**Volunteer Hours**

	<b>January 2016</b>	<b>January 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room	12	18.25	184	82	124.39%
PLFF	446	520	3351.75	3777.75	-11.28%
General Library	292	429.25	3258	2528.25	28.86%
Technology	292.75	60.5	341.25	434	-21.37%
Homework Club	71.75	93.25	374	544.75	-31.34%
Adult Literacy Tutors	184.5	113.5	1092.72	544	100.87%
TAC	80.5	125.25	447.38	1108	-59.62%
<b>Total Volunteer Hours</b>	<b>1379.5</b>	<b>1360</b>	<b>10115.2</b>	<b>10188</b>	<b>-0.71%</b>

**Adult Services Programs**

Type of Program	Number of Programs January 2016	Attendance January 2016	Number of Programs January 2015	Attendance January 2015	Number of Programs YTD 2015-16	Attendance YTD 2015-16	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD % change	Attendance YTD % change
<i>Book Discussions</i>	1	15	1	16	6	68	7	90	-16.67%	-32.35%
<i>Computer Workshops</i>	2	11	2	19	14	112	18	161	-28.57%	-43.75%
<i>Literacy Programs</i>	4	36	10	27	34	299	25	93	26.47%	68.90%
<i>Summer Reading Program</i>	0	0	0	0	2	1,767	0	955	100.00%	45.95%
<i>Summer Reading Events</i>	0	0	0	0	1	38	2	77	-100.00%	-102.63%
<i>Database Instruction</i>	5	14	1	10	22	65	1	10	95.45%	84.62%
<i>Volunteer Programs</i>	0	0	0	0	3	101	3	76	0.00%	24.75%
<i>Health &amp; Fitness Programs</i>	0	0	4	72	13	171	16	280	-23.08%	-63.74%
<i>Parenting Programs</i>	0	0	1	9	4	16	5	36	-25.00%	-125.00%
<i>Fine Arts Programs</i>	1	18	1	21	3	113	5	202	-66.67%	-78.76%
<i>Educational Programs-varied topics</i>	4	164	0	0	12	566	4	103	66.67%	81.80%
<i>Outreach</i>	4	21								
<b>Totals</b>	<b>21</b>	<b>279</b>	<b>20</b>	<b>174</b>	<b>133</b>	<b>3,420</b>	<b>88</b>	<b>2,097</b>	<b>33.83%</b>	<b>38.68%</b>

<b><u>Adult Literacy</u></b>		
	<b>Jan. 2016</b>	<b>Jan. 2015</b>
Number of Tutors	19	18
Number of Students	27	27
<b>Total Number of participants</b>	<b>46</b>	<b>45</b>

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

**ACHIEVEMENTS**

- Wendy Townsend coordinated “LHLS: The House that Bradford Built” on January 4<sup>th</sup>.
- Wendy Townsend coordinated the “Winter Reading Challenge” program.
- Wendy Townsend coordinated the monthly book club on January 12<sup>th</sup>.
- Wendy Townsend coordinated “Painting in the Stacks” on January 10<sup>th</sup>.
- Wendy Townsend weeded the adult paperback collections.
- Wendy Townsend accepted and trained a new History Room Intern.
- Jeannie Killianey provided outreach services to Emerald Isle on January 4<sup>th</sup> and 18<sup>th</sup>.
- Jeannie Killianey coordinated two Computer Workshop dates.
- Coleen Wakai provided outreach services to DePalma Terrace on January 13<sup>th</sup> and 27<sup>th</sup>.
- Coleen Wakai coordinated “Give for a Smile,” a bi-lingual (Spanish) program.
- Nadia Dallstream assisted with outreach services to DePalma Terrace on January 27<sup>th</sup>.

**MEETINGS**

- Wendy Townsend attended Kiwanis meetings on January 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 January 26<sup>th</sup>.
- Wendy Townsend, Nadia Dallstream, and Coleen Wakai attended the staff meeting on January 25<sup>th</sup>.
- Nadia Dallstream met with Yesenia Baltierra on January 25<sup>th</sup>.
- Nadia Dallstream and Coleen Wakai met to discuss the SoCal Adult Literacy Leadership Award on January 26<sup>th</sup>.
- Nadia Dallstream, Wendy Townsend, Jeannie Killianey, and Colleen Wakai attended the Adult Services meetings on January 27<sup>th</sup>.
- Yesenia Baltierra, Nadia Dallstream and Brenda Ramirez met to submit the Program Plan to the Reading by Design website on January 28<sup>th</sup>.
- Coleen Wakai conducted 6 intake assessment meetings with new literacy students January 5<sup>th</sup>-8<sup>th</sup>.
- Coleen Wakai met with 3 tutors to discuss assignments and literacy program January 8<sup>th</sup>, 12<sup>th</sup>, and 14<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Jeannie Killianey and Coleen Wakai watched the January Infopeople webinar “Managing Challenging Patron Behaviors: Security for the New Library Environment.”
- Yesenia Baltierra, Nadia Dallstream and Coleen Wakai participated in a LACES training on January 26<sup>th</sup>.
- Nadia Dallstream watched the Reading by Design webinar on January 28<sup>th</sup>.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Placentia Library Website & Technology Report for January 2016  
**DATE:** February 10, 2016

**On-line database usage**

	January 2016	Onsite Usage 1/16	Remote Usage 1/16	January 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	15,432	N/A	N/A	14,395	102,023	111,600	-9%
General Reference Center	32	10	22	69	346	662	-48%
Biography In Context	43	22	21	72	536	688	-22%
Opposing Viewpoints	243	84	159	108	2,061	2,217	-7%
Freegal	1,181	N/A	N/A	710	8,390	4,190	100%
Heritage Quest	689	N/A	N/A	180	6,922	3,098	123%
Novelist	31	N/A	N/A	21	374	308	21%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	483	N/A	N/A	N/A	4,016	N/A	N/A
Pronunciator (new Sept. 2014)	78	N/A	N/A	89	615	622	N/A
ABC Mouse (new Sept. 2014)	62	N/A	N/A	130	473	298	N/A
Career Cruising (new June 2015)	2	N/A	N/A	N/A	35	N/A	N/A
Tumblebooks	150	N/A	N/A	234	698	1,730	-60%
Reference USA	82	N/A	N/A	124	1,102	1,627	-32%
Enki (new Oct. 2014)	2	N/A	N/A	5	14	30	N/A
Hoopla (new May 2015)	188	N/A	N/A	N/A	1,089	N/A	N/A
Overdrive e-books	1,117	N/A	N/A	764	7,190	5,364	34%
Overdrive audio books	564	N/A	N/A	373	3,780	2,573	47%
Zinio (new Oct. 2014)	70	N/A	N/A	39	534	64	N/A
<b>TOTAL DATABASE USAGE</b>	<b>20,449</b>	<b>116</b>	<b>202</b>	<b>17,313</b>	<b>140,198</b>	<b>135,071</b>	<b>4%</b>

**Website Traffic**

	<b>January 2016</b>	<b>January 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Website visits	12,689	11,517	85,307	114,980	-25.8%
Page Hits	21,579	19,735	142,344	199,316	-28.6%

**Computer & Online Resource Use**

	<b>January 2016</b>	<b>January 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Placentia Residents	1341	1,136	9,306	7,437	25%
Non-Placentia Residents	938	740	6,502	4,730	37%
<b>Total</b>	<b>2279</b>	<b>1,876</b>	<b>15,808</b>	<b>12,167</b>	<b>30%</b>

**Wifi Use**

	<b>January 2016</b>	<b>Y-T-D 2015-16</b>
	2,276	13,727
<b>Total</b>	<b>2,276</b>	<b>13,727</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:** Authorize an amendment to Placentia Library District Policy 6030 – Circulation Policy

**DATE:** February 10, 2016

**BACKGROUND**

The Library Board of Trustees approved recommended changes to Placentia Library District Policy 6030 – Circulation Policy in April 2015 as part of the 2015-2017 budget. One of the change to Policy 6030 – Circulation Policy was the loan period from three (3) weeks to two (2) weeks for all items with the exception of the one (1) week loan period for DVDs.

Since the loan period change in 2015, we have received many requests from the public for the District to reconsider changing the loan period back to three (3) weeks. At the request of the public, library staff asks that Policy 6030 – Circulation Policy reflect a loan period of three (3) weeks for all items with DVDs remaining at one (1) week.

Attachment A is a copy of the proposed amendments.

**RECOMMENDATION**

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

*except e-Book Collection -  
remains at 2 weeks*

# Placentia Library District

## POLICY MANUAL

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

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

**6030.1.1** Loan Periods for Library Materials are as follows:

Item Type	Loan Period
<ul style="list-style-type: none"><li>• Books</li><li>• Audio Books</li><li>• Magazines</li><li>• CDs</li><li>• Video Games</li></ul>	3 Weeks
<ul style="list-style-type: none"><li>• E-books/downloadable audio books</li></ul>	2 Weeks
<ul style="list-style-type: none"><li>• DVDs</li></ul>	1 Week

**6030.1.2** Item Loan Limits are as follows:

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

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

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

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

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

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

**6030.3** Notification Process:

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

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

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

*Add "email notification" to policy 6030.3.3*

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

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

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

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

**6030.4** Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.

**6030.5** Returned Checks

**6030.5.1** Returned Check charges are made as prescribed by Section 1719 of

the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.

**6030.5.2** On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100.00, whichever is greater, and the account is immediately reported to the Collection Agency.

**6030.6** The Supervising Librarian, Public Services Manager, or Support Services Manager may clear accounts of any type that have been reported to the collection agency.

**6030.7** California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

**6030.7.1** The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

**6030.8** Telephone renewals and inquiries (online access available 24/7)

**6030.8.1** To minimize overdue fines and/or lost item charges the Library recommends calling the Circulation/Technology Department at 714-528-1906 during the hours when the Library is open for public service to:

**6030.8.1.1** Verify the due date of an item.

**6030.8.1.2** Renew or request an extension of a loan period.

**6030.8.1.3** Report if an item is lost.

**6030.8.2** Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item within a week. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)

**6030.8.3** Notify the staff if you have received an overdue or fine notice that you believe is in error.

**6030.8.4** All calls regarding overdue or lost items should be directed to the

Circulation/Technology Department at 714-528-1906.

**6030.8.5**

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

**6030.9** Unpaid fines/fees in excess of \$10.00 will result in the suspension of borrowing privileges until the account is cleared.

**6030.10** Placentia Library District will issue a library card to California residents with a valid driver's license or U.S. government issued photo identification and an accompanying proof of a current California address issued within the last six (6) months.

**6030.11** Current Placentia Library Friends Foundation Jewel members and employees are exempt from hold fees and overdue fines.





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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: Attendance to the American Library Association (ALA) Annual Conference from June 23-28, 2016 in Orlando, Florida.

**DATE:** February 10, 2016

**BACKGROUND**

The American Library Association Annual Conference will be held in Orlando, <sup>Florida</sup> ~~California~~ from June 23-28, 2016.

Determine who is interested in attending the ALA conference.

Please refer to Attachment A for additional information.

Fiscal Impact: Estimated \$2,000 per person

**RECOMMENDATIONS**

1. Authorize approved individuals to attend the ALA Annual Conference, June 23-28 in Orlando, Florida.
2. Conduct a Roll Call Vote.

*No Attendees  
for this conference*



## 2016 Annual Conference Schedule-at-a-glance

### **Thursday, June 23**

8:30 am – 5:30 pm      Pre-Annual Institutes

### **Friday, June 24**

8:30 am – 4:00 pm      Pre-Annual Institutes

8:30 am – 4:00 pm      Educational Sessions, Meetings, and Discussion Groups

9:00 am- 12:00pm      Unconference

5:15 pm – 5:30 pm      Ribbon-Cutting Ceremony

5:30 pm – 7:00 pm      Opening Reception in the Exhibit Hall

### **Saturday, June 25**

8:30 am – 4:30 pm      Auditorium Speaker Series

8:30 am – 5:30 pm      Educational Sessions, Meetings, and Discussion Groups

8:30 am – 5:30 pm      Now Showing @ ALA Film Program

9:00 am – 5:00 pm      Exhibit Hall Open

9:30 am – 4:15 pm      Book Buzz Theater

9:00 am – 5:00 pm      ALA JobLIST Placement Center

### **Sunday, June 26**

8:30 am – 5:30 pm      Educational Sessions, Meetings, and Discussion Groups

8:30 am – 5:30 pm      Now Showing @ ALA Film Program

8:30 am – 5:30 pm      Auditorium Speaker Series

9:00 am – 5:00 pm      Exhibit Hall Open

9:30 am – 4:15 pm Book Buzz Theater  
9:00 am – 5:00 pm ALA JobLIST Placement Center  
3:30 pm – 5:30 pm Awards Presentation and President's Program

**Monday, June 27**

8:30 am – 5:30 pm Educational Sessions, Meetings, and Discussion Groups  
8:30 am – 5:30 pm Now Showing @ ALA Film Program  
8:30 am – 2:30 pm Auditorium Speaker Series  
9:00 am – 2:00 pm Exhibit Hall Open  
9:30 am – 1:15 pm Book Buzz Theater  
2:00 pm – 3:00 pm Closing Session  
3:30 pm – 5:00 pm Library Camp

**Tuesday, June 28**

8:00 am – 5:30 pm Meetings  
9:30 am – 11:00 am Closing General Session  
11:30 am – 1:30 pm Inaugural Brunch

# Featured Speakers

## Opening General Session with Keynote Speaker

Friday, June 24, 2016 - 4:00pm to 5:15pm

A high-profile thought leader opens the conference on a high note every year as part of the conference's Opening General Session, where the ALA President and others welcome you to ALA Annual Conference and the stage for the coming days.

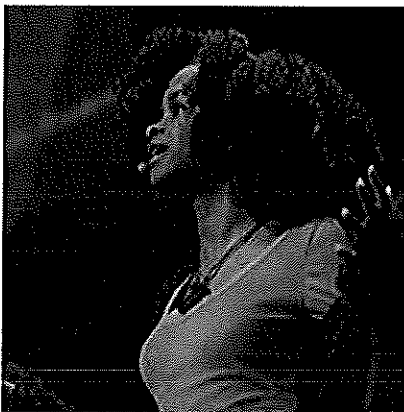
## Auditorium Speaker Series

A rare opportunity to hear leading authors, thought-leaders, and experts from adult and youth fiction, technology, popular culture, and other areas in these stimulating general sessions on Saturday, Sunday, and Monday.

**MAYA PENN**

## Auditorium Speaker Series

Saturday, June 25, 2016 - 3:30pm to 4:30pm



Remarkable teen entrepreneur and activist Maya Penn's TEDWomen Talk has been viewed more than 1,200,000 million times (and is one of the top 15 TEDWomen Talks of all time). She has already given three TED Talks, created her own eco-friendly fashion line, developed animated films, is an award-winning philanthropist, a girls' rights and environmental activist, and an artist, coder, illustrator, and writer.

She is the CEO of Maya's Ideas, a company she started in 2008 when she was just eight years old; 10-20% of the profits go to local and global charity and environmental organizations. Her nonprofit, Maya's Ideas 4 The Planet contributes to girls in developing countries. She also helps girls pursue their passions in technology and STEM fields.

Penn has been featured in Forbes, Time, NPR, CNN, O Magazine, Essence, The View, The Steve Harvey Show, Huffington Post, The NRDC, Entrepreneur Magazine, Wired, Black Enterprise, Cosmopolitan, Ebony, The Atlanta Journal Constitution, and many other publications. In her forthcoming inspirational handbook, *You Got This! Unleash Your Awesomeness, Find Your Path, and Change Your World* (April 2016, North Star Way), Penn shares her journey and provides a creative blueprint for teens and young adults, along with the tools she has used to build an authentic, exciting, successful, and connected life.

**Sponsor:**

Simon & Schuster

## DIANE GUERRERO

# ALA President's Program and Awards Presentations

Sunday, June 26, 2016 - 3:30pm to 5:30pm



Join ALA President Sari Feldman for the ALA Awards followed by the president's selected guest speaker, Diane Guerrero, always a highlight of conference.

"America's libraries have advanced the American Dream by providing services and resources that welcome and support all immigrants," says ALA President Sari Feldman, who looks forward to welcoming Guerrero to her program. "Diane Guerrero's personal story is a powerful reminder of the library's essential role in creating individual opportunity and community progress."

Well known as an actress on the hit shows *Orange is the New Black* and *Juicy*, Guerrero also volunteers with the nonprofit Immigrant Legal Resource Center and in 2015 was named a White House Ambassador for Citizenship and Naturalization. An outspoken advocate for commonsense, comprehensive immigration reform, Guerrero was taken in by other Colombian families in Boston after her family was deported without warning to Colombia when she was 14. She has worked with Immigrant Legal Resource Center and *Mi Familia Vota*, a nonpartisan Latino civic engagement organization, to promote citizenship and voter registration.

Guerrero, who has a degree in political science and communication as well as studying vocal music, has appeared on numerous TV series and in feature films. In 2015, *Variety* named her one of the top 10 Latina actresses to watch, and she received a Screen Actors Guild award for her role as Maritza Ramos on the award-winning Netflix series, *Orange is the New Black*. Her forthcoming memoir, *In the Country We Love: My Family Divided*, will be published in May 2016 by Henry Holt & Co.

**Sponsor:**

Henry Holt & Co. / Macmillan

# **Closing General Session and Inaugural Brunch**

**Tuesday, June 28, 2016 - 9:30am to 11:00am**

The Closing General Session is a not-to-miss event, where current ALA President Sari Feldman will pass the gavel to the 2016-17 ALA President Julie Todaro and introduce new Division Presidents, and an exciting, high profile speaker will close out the conference. The Closing General Session will be immediately followed by the elegant Inaugural Brunch, 11:30am - 1:30pm.

# CENIC 2016 ANNUAL CONFERENCE

*Agenda Item 27  
(added at meeting)*

## ABOUT THE CONFERENCE

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The CENIC 2016 Annual Conference: The Right Connection will bring together industry leaders in education, research and technology, and arts and culture to learn, listen, discuss and network – deepening the understanding of existing communities and discovering ways to build new communities that transcend sectors.

Join us for three days of thoughtful presentations, interactive demos, dynamic speakers, and plenty of opportunities to cultivate and strengthen relationships. The 2016 Innovations in Networking Awards will be presented as well.

The conference will be held from March 21-23, 2016 on the beautiful UC Davis campus. UC Davis has earned its stellar reputation through outstanding students and a breadth of academic programs, global leadership in sustainability, and a commitment to addressing society's needs through innovative research and public service.



## OUR TITANIUM SPONSORS

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*2/11/16 -  
Jennette is  
attending.*

Click here to view the **Attendee List**:

### WHEN

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Sunday, March 20, 2016 - Wednesday, March 23, 2016

8:00 AM - 12:30 PM

Pacific Time

[Add to Calendar](#)

### WHERE

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University of California - Davis  
550 Alumni Lane, Davis, CA 95616

Davis, California 95616

[Get Weather](#)

[Get Map](#)

[Get Driving Directions](#)



# CENIC 2016 ANNUAL CONFERENCE

## CONFERENCE FEES

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Please come to the registration desk during the following times to obtain your name badge and other conference materials. Registration will take place at UC Davis Conference Center.

Please note that you will need to present a photo ID in order to obtain your name badge and conference materials. Students must present valid student ID.

- 8:00AM - 5:00PM - Monday, March 21, 2016
- 8:00AM - 5:00PM - Tuesday, March 22, 2016
- 8:00AM - 10:00AM - Wednesday, March 23, 2016

Event Registration

**Academic 1 Day Registration**  
\$200.00

**Academic 2 Day Registration**  
\$250.00

**Academic 3 Day Registration**  
\$300.00

**Corporate 3 Day Registration**  
\$400.00

**Corporate 1 Day Registration**  
\$300.00

**Corporate 2 Day Registration**  
\$350.00

**CENIC Member: Government & Non-Profit 3 Day Registration**  
\$300.00

\$30.00

**CENIC Member: Government & Non-Profit 2 Day Registration**  
\$250.00

**CENIC Member: Government & Non-Profit 1 Day Registration**  
\$200.00

**Presenter**  
\$150.00

**Student 3 Day Registration**  
\$150.00

**Student 2 Day Registration**  
\$100.00

**Student 1 Day Registration**  
\$50.00

## YOUR PAYMENT

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Registration fees are payable by check or credit card and are due in full by March 21, 2016. Please mail check payments to CENIC, 16700 Valley View, Ste. 400, La Mirada, CA 90638. Reference: CENIC 2016 Annual Conference.

All cancellations must be submitted in writing or email to [Cenic2016-info@cenic.org](mailto:Cenic2016-info@cenic.org). A \$25 processing fee will be charged for all cancellations. No cancellations or refunds will be accepted after February 29, 2016.

# CENIC 2016 ANNUAL CONFERENCE

## MY AGENDA

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Optional ♦

Sunday, March 20, 2016

5:30 PM - 7:00 PM

### Welcome Reception

*The opening reception will be held at the Walter A. Buehler Alumni Center.*

Monday, March 21, 2016

7:45 AM

### Shuttle

*A daily shuttle from the Hallmark Inn to the UC Davis Conference Center will be available.*

8:00 AM - 9:00 AM

### Breakfast

*Daily breakfast and networking at the UC Davis Conference Center.*

### Plenary Keynote

9:00 AM - 9:30 AM

### Opening Address - President & CEO Louis Fox

*CENIC has entered its 20th year and President and CEO Louis Fox has big plans for the future. Join him as he discusses CENIC's strategic goals and presents a short video on the history of CENIC.*

### General Session

11:15 AM - 12:00 PM

### CENIC Network Bootcamp

*Hear more about the current network and topology, learn more about the purpose of both international and national R&E-focused organizations and networks, and become more informed about network-focused attacks. In the Q&A following the presentation, have your questions about CENIC's future capabilities and current projects answered, and learn about the tools and resources that are available to you.*

1:00 PM - 1:30 PM

### Pacific Wave and PRP: Big News for Big Data

*To meet the needs of researchers who depend*

heavily on high-speed access to large datasets, scientific instruments, and computing resources, the National Science Foundation awarded a five-year grant to fund the Pacific Research Platform (PRP), an initiative poised to be the most important thing to ever happen in big data. Led by researchers at UC San Diego and UC Berkeley, the PRP enables fast and secure data transfers between participating institutions, which include all ten University of California campuses, Stanford University, Caltech, USC, and San Diego State University – all of which are connected via the 100Gbps CENIC CalREN network. The PRP integrates Science DMZs, developed by ESnet as secure network enclaves for data-intensive science and high-speed data transport, thereby creating a secure, seamless fabric that enables researchers worldwide to collaborate while not losing any of the advantages of network architecture specially optimized for the unique needs of big-data research. Join Larry Smarr and Dave Reese to learn more about the exciting possibilities the PRP is bringing to big data.

Speakers: Dave Reese,  
Larry Smarr

2:45 PM - 3:15 PM

#### **Enhancing Science Partnerships Using Data and Networks**

*The Exploratorium, an acclaimed museum of science, art and human perception in San Francisco, creates strategic partnerships with institutions such as NOAA and the University of California, Davis to combine the scientific research capacity of the university and science agency with the public learning laboratory of the museum. This presentation will address the challenges and rewards of these partnerships, along with the practical aspects of establishing strong collaborations between culturally diverse organizations.*

Speakers: Mary Miller

#### **Plenary Panels**

9:30 AM - 11:00 AM

#### **Closing the Digital Divide in California**

*"California may be the epicenter of the global Internet economy, but millions of Californians still find themselves on the wrong side of the digital divide, lacking access to a home broadband connection and the opportunities that come with it. Left unchecked, this divide will continue to drive educational disparities that will*

*weigh on our economy for decades to come.” (San Francisco Examiner — September, 2015). We are fortunate to have several outstanding organizations working on behalf of Californians who lack adequate access to broadband: the California Emerging Technology Foundation, the California Telehealth Network, the California Center for Rural Policy, the California Broadband Council, and the California State Legislature. Sunne Wright McPeak, Eric Brown, Connie Stewart, Carlos Ramos, and Assembly Member Mark Stone will talk about how their organizations and initiatives are closing this divide, and how the CENIC community might assist them — and, most importantly, assist Californians without access to broadband — in closing this gap.*

**Speakers:** Sunne Wright McPeak,  
Eric Brown,  
Carlos Ramos,  
Mark Stone,  
Connie Stewart

## Education & Library

1:30 PM - 2:30 PM

### **When High Speeds Meet Big Dreams: California Libraries Plan for the Future**

*This panel represents a cross-section of libraries; rural, urban, and suburban, that have gone live on the CalREN Network. Two are ready to expand programs and services to their communities now and two more are dreaming about and planning for the next year. The panelists will discuss what they are developing, designing, and hoping for the future - New speeds Big dreams. PANELISTS: Stephanie Beverage is the Director of Library Services in Huntington Beach. James Ochsner, Sutter County, Doug Mason is the Systems Manager for the Buena Park Library District and Heidi Dolamore is the Deputy City Librarian for the City of San Jose, CA. All panelists represent different communities with different needs that have recently become or are about to become a part of the world of resources offered by CalREN, and they will share their experiences and their plans and visions of the future.*

**Speakers:** Stephanie Beverage,  
Doug Mason,  
Heidi Dolamore,  
James Ochsner

3:15 PM - 3:45 PM

### **Navigating a CalREN Migration: Tips from Veteran Libraries**

*This will be a panel representing a cross section of libraries that have migrated or will be migrating their Library system to CalREN. The panelists will discuss their planning process, migration strategies, and tips and tricks for a successful migration. PANELISTS: Jarrid Keller is the Assistant Director-Infrastructure at the Sacramento Public Library. Lisa Dale is the Library Manager for the Folsom Public Library. All panelists represent libraries that are on CalREN or are planning to migrate to CalREN. They will share their experiences and lessons learned.*

**Speakers:** Jarrid Keller,  
Lisa Dale

### Research & Technology

4:00 PM - 5:00 PM

#### Titanium Sponsor Presentation

*Presentations by CENIC's Titanium sponsors, AT&T & CISCO.*

### Workshops & Meetings

5:00 PM - 7:00 PM

#### PRP Meeting

### Tuesday, March 22, 2016

7:45 AM - 8:45 AM

#### Shuttle

8:00 AM - 9:00 AM

#### Breakfast

### General Session

12:15 PM - 1:30 PM

#### Awards Luncheon

2:30 PM - 2:50 PM

#### Mother Nature's Close Up: Developing Multimedia Resources for Exploratorium Audiences

*The Exploratorium houses a high-resolution (5760x3240 pixel, 9-screen) video wall on which various visualizations and remotely-sensed earth imagery are displayed. These are produced both locally by the Exploratorium and by partners including NOAA and NASA. The museum also hosts live public video conferences with private and government exploration and research vessels. The Exploratorium is able to show HD video live from ROVs thousands of feet below the surface while our audience can ask questions about current work and new discoveries. What does it take to do all this? In this session, Ron Hipschman will share The Exploratorium's experience developing these multimedia outreach*

resources for museum audiences.

**Speakers:** Ron Hipschman

2:50 PM - 3:15 PM

**Exploratorium's Total Eclipse Live Webcast - Outreach to Educational Partners**

On March 8, 2016, the Exploratorium presents a live webcast of the next total solar eclipse. The path of the eclipse is over the southwestern Pacific ocean, and the museum is sending a team of scientist, engineers, and video producers to the small island of Woleai, an atoll in the state of Yapp in Micronesia, which will afford a direct view of the celestial event. Via satellite, they'll broadcast live telescopic views of the sun during the eclipse as well as a hosted program. At the Exploratorium in San Francisco, a Spanish-language webcast incorporating the live images of the eclipse will be produced. All three programs will be shared live on the internet for viewers worldwide. To help extend the excitement and educational opportunity of watching a live total solar eclipse, the Exploratorium reaches out to other museums, science centers, educational and cultural institutions, and to connected libraries with information about how to create a live viewing event using the video streams. In this session, we'll share our experience with this outreach for the 2016 eclipse and talk about the uses of the live remote video stream for educational settings. Rob Rothfarb directs online projects at the Exploratorium in San Francisco. He works on the museum's digital publishing infrastructure, public web-sites, and mobile applications. As part of an interdisciplinary team at the Exploratorium, he has worked on three total solar eclipses live webcast projects and participated in the outreach about the project to educational and museum partners. Nicole Minor directs the Moving Images group at the Exploratorium.

**Speakers:** Rob Rothfarb

5:00 PM - 7:30 PM

**Reception & Performance: Renowned Pianist Geri Allen & High School All-Stars**

Enjoy appetizers and local wine, along with this co-located performance, featuring renowned pianist and educator Geri Allen and the SFJAZZ High School All-Stars. This presentation will highlight the use of the CENIC network by SFJAZZ and provide an example of the possibilities for other cultural organizations to utilize the network.

**UC Davis - Content TBD**

## Plenary Panels

9:00 AM - 10:30 AM

### **R&E Networks: Instruments of Discovery**

*Modern research networks such as ESnet, CENIC, and Pacific Northwest Gigapop (and similar networks around the world) are not merely infrastructures for service delivery, they are increasingly extensions of large-scale discovery instruments. High-energy physics pioneered this model, and other fields are following. For example, the discovery of the Higgs Boson would not have been possible without a worldwide grid computing infrastructure, interconnected by high-speed research networks. Harvey Newman (Caltech) pioneered this idea in physics years ago, as did John Delaney (University of Washington) in ocean sciences. Greg Bell (ESnet) is a thought-leader in the research network world, inspiring other network leaders to think differently — to see their networks as instruments of scientific discovery, enabling researchers to share data, access computational tools and scientific instruments, and collaborate effectively, regardless of where the data, tools, resources and collaborators are located.*

**Speakers:** [John Delaney](#),  
[Harvey Newman](#),  
[Gregory Bell](#)

## Education & Library

11:30 AM - 12:15 PM

### **From Reading to Rhythm: Libraries Enter the World of Jazz**

*Now that libraries have the bandwidth capacity this is an example of the cultural programs that libraries can deliver to their communities. This program from SFJAZZ was simultaneously presented to audiences in 3 libraries in the Peninsula Library System. This initiative establishes a framework for CENIC usage in support of cultural and educational collaborations among libraries in California.*  
PANELISTS: Mount Allen, Director of Operations, SFJAZZ

**Speakers:** [Mount Allen](#)

1:30 PM - 2:15 PM

### **Information and Communications Technology: What's Trending in the Research & Education Community?**

*Internet2's Chief Innovation Office has developed a market view of key strategic Information and Communications Technology (ICT) trends that are of importance to the research and education community. The key trends were determined*

based on their potential economic value by 2025, their importance and potential for the research and education community, and the large amount of data they will create or utilize that will need to be communicated over various networks. The Research & Education community of universities, industry, labs, agencies and national and regional research and education networks (CENIC, Internet2, ESnet, etc.), has the opportunity to lead the technical and business model development, and the student and leadership development, for these key trends. The amount of data, real time nature of the communications of the data, and needs for end to end trust and security of the data related to these trends, are of importance not only to the research and education community but also the world as we work to enable and secure the applications, systems and networks of the future.

Speakers: Florence Hudson

3:45 PM - 4:45 PM

**A Virtual Network Labs: Creating an Engaging Environment for Compelling Instruction**

Join Brad Smith, adjunct professor of computer engineering, for a lecture and interactive demo highlighting the a virtual network lab he uses with his students, which duplicates the environment implemented in the physical lab. The presentation will cover a description of the lab's components and design and will provide an illustration of the pedagogical improvements that are possible with a virtual lab model.

Speakers: Brad Smith

Wednesday, March 23, 2016

7:45 AM - 8:45 AM	Shuttle	◆
8:00 AM - 9:00 AM	Breakfast	◆
11:30 AM - 11:45 AM	Closing Remarks	◆
11:45 AM - 12:30 PM	Lunch & Networking	◆

General Session

10:00 AM - 10:45 AM	<b>SFJAZZ - Technology and Opportunities to Reach New Audiences &amp; Communities</b> <i>A presentation featuring the more humanistic elements of embedding the network in the arts and communities - exploring the role and elements of jazz play interacting with the network.</i>	◆
10:45 AM - 11:30 AM	<b>The Women of Supercomputing 2015</b>	◆



*The Women in IT Networking at SC (WINS) program, which was introduced at the SC15 conference in November, was initiated and developed to address the prevalent gender gap in technology fields. The percentage of women studying computer sciences and engineering, and entering related fields, such as high-performance computing (HPC) and high-performance networking (HPN), has been traditionally low. But alarmingly, those low numbers are in decline, down nearly 20% since 1985. The WINS program is working to fill this gap in the computer science and engineering fields related to networking. Join CENIC's Sana Bellamine, a 2015 WINS awardee, as she discussed the overarching issues with diversity in IT and her experience with WINS.*

**Speakers:** Marla Meehl,  
Sana Bellamine

#### **Workshops & Meetings**

9:00 AM - 10:00 AM

**Libraries and Education Workshop TBD**

*Content TBD*

12:30 PM - 3:30 PM

**TAC Meeting**

# CENIC 2016 ANNUAL CONFERENCE

## HOTEL AND TRAVEL

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CENIC has secured a rate of \$134 per night (not including taxes or fees) at The Hallmark Inn. The Hallmark Inn is located at 110 F Street in Davis, CA. This rate includes:

- Complimentary parking
- Complimentary WiFi
- 24-hour access to the computer center
- Outdoor pool
- BeeKind bath & body products
- Complimentary hot breakfast at the Café 110 from 6:30 – 10:30 a.m.
- Fitness room
- Relax with a complimentary drink at the Managers Evening Reception while appreciating artwork at the onsite F Street Gallery

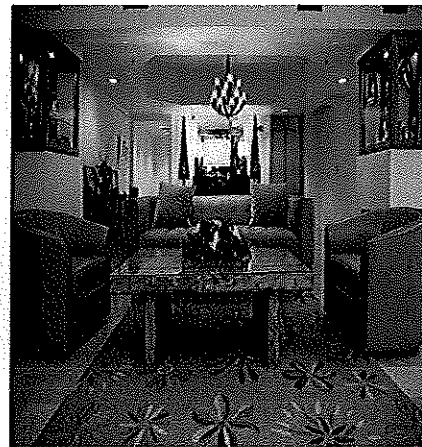
The Deadline for reservations is February 28, 2016. Reservations may be made by calling 800.753.0035 or via email at [info@hallmarkinn.com](mailto:info@hallmarkinn.com)

Please reference CENIC SF/ID#1957 when making reservations.

The UC Davis Conference Center is walking distance from the Hallmark Inn, but a shuttle will also be available. Parking is also available at the conference center in the South Entry Parking Structure for \$9 per day.



The Hallmark Inn  
110 F Street Davis, CA



Lobby  
Cafe 110



# CENIC 2016 ANNUAL CONFERENCE

## SPEAKERS



**Sunne Wright McPeak**

Sunne Wright McPeak is the President and CEO of the California Emerging Technology Fund (CETF), a statewide non-profit organization dedicated to closing the Digital Divide by accelerating the deployment and adoption of broadband technology. Under McPeak's leadership, CETF has been a catalyst to engage and mobilize government, business and community partners to establish trailblazing initiatives, including the California Telehealth Network and School2Home to close the Achievement Gap as well as the Digital Divide. Prior to CETF, McPeak served as Secretary of the California Business, Transportation and Housing Agency where she oversaw 13 Departments, including Caltrans, DMV, CHP, Housing, several business regulatory departments, and programs for tourism, film, trade and small business. She was responsible for more than 42,000 employees and a budget in excess of \$11 billion. Before being recruited to the Governor's Cabinet, McPeak served as President and CEO of the Bay Area Council, a major employer-led policy organization promoting regional economic prosperity, and the Bay Area Economic Forum. She served for more than 15 years as an elected member of the Contra Costa County Board of Supervisors and was President of the California State Association of Counties in 1983. She also served on the Boards of Directors of two publicly traded corporations for almost two decades.



**Eric Brown**

Eric Brown, MBA is the president and CEO of the California Telehealth Network (CTN), one of the largest statewide telehealth networks in the nation. Under Eric's leadership, CTN was launched in 2010 and has grown to become the largest consortium of safety net clinics and hospitals in California providing broadband and virtual care services to rural and medically underserved communities. CTN also operates the California Telehealth Resource Center (CTRC), which provides federally funded technical and programmatic assistance to California healthcare providers interested in telehealth adoption or expansion. Eric came to CTN in 2010 after a distinguished career building and running broadband telecommunications systems in urban and rural communities around the country. Eric served as Western Division Executive Vice President for Charter Communications, overseeing an operation with annual revenues of over \$1.0 billion serving over 1 one million households in five states. He is a graduate of the University of California at Los Angeles (UCLA) with a bachelor's degree in political science and holds a Master's degree in business administration from the Darden School of Business Management at the University of Virginia.



**Carlos Ramos**

Carlos Ramos has been a leader on many of California's key technology initiatives. He has served as Director of the Office of Systems Integration - with a multi-billion dollar portfolio of California's largest technology projects. Carlos concurrently held the position of Assistant Secretary for Health and Human Services and was the agency's Senior Technology Executive. He was the principal technology advisor to the Secretary of HHS and was responsible for the entire HHS IT portfolio. Previously, he served as Director of the State's Data Center, one of the largest public-sector data centers in the world with an annual budget of \$200 million and over 200 government agency customers. Before that, he was CIO for California's Department of Social Services managing a large computing infrastructure and a statewide data communications network.



**Mary Miller**

Mary Miller is program director for environmental research and science partnerships at the Exploratorium, an acclaimed museum of science, art and human perception in San Francisco. She is responsible for leading multidisciplinary teams in creating innovative and engaging content about current ocean and environmental science for the Exploratorium's award-winning website, museum exhibits and programs. She is also a Webcast producer and host, science writer, online media producer, and liaison to the scientific community on numerous education and outreach partnerships, including NOAA, UC Davis, and Bob Ballard's Ocean Exploration Trust.

In her roles as a science writer and producer, Mary has dodged icebergs in Greenland, flown in a hurricane hunter through a Pacific Storm, and been diving under the ice in Antarctica. She's gone on numerous ocean expeditions as producer and host of five webcasts that connect museum and web audiences with ships at sea via high-bandwidth satellite video links. Mary authors the Exploratorium's Fluid Plant blog and has written feature articles for national magazines. Mary has a B.A. in biology and marine studies and a master's certificate in science communication from U.C. Santa Cruz. She developed the digital media production track and teaches multimedia science journalism in the UCSC science communication program.



### John Delaney

John Delaney is Professor of Oceanography and holds the Jerome M. Paros Endowed Chair in Sensor Networks at the University of Washington. Since 1997, he has directed development of the regional cabled ocean observatory in the northeast Pacific Ocean that evolved into the Regional Scale Nodes program within the National Science Foundation's Ocean Observatories Initiative. The construction phase of this observatory began in September 2009 with the announcement of an award to the University of Washington of \$126 million over five-and-a-half years.

This distributed, remote, sensor-robotic network will convert a sector of the Juan de Fuca tectonic plate and overlying ocean into an internationally accessible, interactive, real-time natural laboratory capable of reaching millions of users via the Internet. Such networks are at the leading edge of ocean and earth science research and education.

Delaney, who joined the University of Washington faculty in 1977, has published nearly 100 papers scientific papers and articles, and has served as chief scientist on more than 45 oceanographic research cruises, many of which have included the Deep Submergence Vehicle Alvin and the Remotely Operated Vehicle Jason. In September 2005, he co-led the VISIONS'05 research expedition, which successfully broadcast the first-ever live, high-definition video from the seafloor across the world. Scientists, educators, and the general public, viewed the real-time broadcasts from the underwater volcanoes of the NE Pacific over cable and satellite television and on the web via the ResearchChannel.

His research focuses on the deep-sea volcanic activity of the Juan de Fuca Ridge in the northeast Pacific Ocean. In the summer of 1998, Delaney led a joint expedition with the American Museum of Natural History to successfully recover four volcanic sulfide structures now on display in AMNH's Hall of the Planet Earth. This U.S./Canadian effort was the subject of a NOVA/PBS and a BBC documentary entitled Volcanoes of the Deep. Samples collected on this expedition produced the highest temperature microbes ever cultured on earth. Some hypotheses link these deepsea volcanic systems to the origin of life on earth.

In 1987, Delaney served as the first Chairman of the RIDGE Program and initial co-chairman of the International InterRIDGE.



### Harvey Newman

Harvey Newman (Sc. D, MIT 1974), Professor of Physics, has been a Caltech faculty member since 1982. In 1973-4 he co-led the team that discovered fourth quark flavor known as "charm". He co-led the MARK J Collaboration that discovered the gluon, the carrier of the strong force in 1979. Since 1994 has been a member of CMS that discovered the Higgs boson at the LHC in 2012, and is searching for additional Higgs particles, supersymmetry, extra dimensions, and other exotic new particles. Newman has had a leading role in originating, developing and operating state of the art international networks and collaborative systems serving the high energy and nuclear physics communities since 1982. He served on the IETF and the Technical Advisory Group that led to the NSFNet in 1985-6. He originated the worldwide LHC Computing Model in 1996, and the LHC Open Network Environment (LHCONE) in 2010. He led US-CERN network operations and development as head of the US LHCNet project between 1995 and 2015. Newman currently represents the physics community on the Internet2 Network Policy and Operations Advisory Group and the Open Daylight Advisory Board. He has led the science and network engineering teams that have defined the state of the art in long distance high throughput data transfers since 2002. He is currently developing the next generation of software-defined global networks together with ESnet, Internet2, CENIC, Starlight, SURFnet, and many other leading network partners, as well as key programs such as the Pacific Research Platform. As of 2015 he and his Caltech team and partners have begun development the architecture and methodology for the use of exascale computing facilities for high energy physics and other data intensive science areas. As Chair of the ICFA Standing Committee on Inter-regional Connectivity since 2002, he has worked to foster greater equality among scientists through the development and deployment of modern network and computing grid infrastructures in many countries including Brazil, Mexico, Pakistan, India, Romania, Slovakia and China. He was awarded Doctor Honoris Causa degrees by the Politechnica University in Bucharest, Romania, and the Pavel Jozef Safarik University in Kosice, Slovakia in 2007, and received the "José Bonifacio" medal of the State University of Rio de Janeiro in Brazil in 2009.



### Florence Hudson

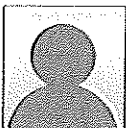
Florence Hudson is a mechanical and aerospace engineer by training having worked at Grumman, NASA, HP and IBM. In her 33 years at IBM, she created engineering/scientific solutions, as well as smart cities, grid, buildings, water management, and Internet of Things strategies. She leads Internet2's new Collaborative Innovation Program including Internet of Things, Distributed Big Data and Analytics, and End-to-End Trust & Security Innovation Working Groups with university, industry, national labs, agencies & network partners.



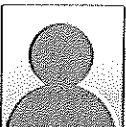
### Ron Hipschman

Ron Hipschman has worn many hats since he joined the Exploratorium in 1971: exhibit developer, author of two of our three Cookbooks (manuals for building Exploratorium exhibits), and frequent writer for the Exploratorium magazine. In 1993, Ron established the museum's presence on the World Wide Web, making it among the first 600 websites in the world. In 1996, he spearheaded the museum's experiments with webcasting; he's contributed technical expertise and has hosted many shows, both locally and from locations as far away as the South Pole. Ron also taught undergraduate physics and astronomy for 16 years, and he was a laser artist for Laserium concerts at the Morrison Planetarium for 20

years. He has a B.A. in physics and an M.A. in physical science from San Francisco State University

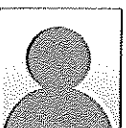


**Jelena Mirkovic**



**Marcus Murbach**

Marcus Murbach is the Principal Investigator of the SOAREX (Sub-Orbital Aerodynamic Re-entry Experiments) flight series, as well as the TechEdSat nano-satellite series. Besides the SOAREX-8 experiment, he is also working with the team on the TechEdSat-5 and -6 missions. His interests include hypersonics, satellite design, and extending the 'nano-sat' paradigm beyond Low Earth Orbit (LEO). He has worked at NASA Ames for 25 years and is also an Adjunct Professor at San Jose State University in the Aeronautics/Space Department.



**Ray Gilstrap**

Ray Gilstrap is a senior information technology specialist at NASA Ames Research Center. He holds a B.S. in Electrical Engineering from Florida Agricultural and Mechanical University and an M.S. in Electrical Engineering from the University of California, Berkeley. He has been involved in numerous projects in the areas of network architecture design, space communications, satellite and wireless networking for field operations, network security, and multimedia.



**Dave Reese**



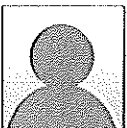
**Larry Smarr**

Larry Smarr is the founding Director of the California Institute for Telecommunications and Information Technology (CalT2), a UC San Diego/UC Irvine partnership, and holds the Harry E. Gruber professorship in UCSD's Department of Computer Science and Engineering. Before that he was the founding director of the National Center for Supercomputing Applications (NCSA) at UIUC. He is a member of the National Academy of Engineering, as well as a Fellow of the American Physical Society and the American Academy of Arts and Sciences. In 2006 he received the IEEE Computer Society Tsutomu Kanai Award for his lifetime achievements in distributed computing systems. He served on the NASA Advisory Council to 4 NASA Administrators, was chair of the NASA Information Technology Infrastructure Committee and the NSF Advisory Committee on Cyberinfrastructure, a member of the DOE Advanced Scientific Computing Advisory Committee and ESnet Policy Board, and for 8 years he was a member of the NIH Advisory Committee to the NIH Director, serving 3 directors.



**Gregory Bell**

Gregory Bell is CEO of Broala, a network monitoring and cybersecurity startup based in Berkeley. Prior to that, Bell was director of the Scientific Networking Division at Lawrence Berkeley National Laboratory (Berkeley Lab), and director of the Energy Sciences Network (ESnet). ESnet is the U.S. Department of Energy's high-performance backbone, and a close partner with CENIC on the Pacific Research Platform project and other initiatives. Previously, Bell served as Chief Technology Architect in Berkeley Lab's IT Division, and prior to that he worked as a network engineer at Berkeley Lab. His professional interests include cyber-security models for high performance environments, advanced networking technologies, and data-intensive discovery.



**Marla Meehl**

Marla Meehl is the PI on the NSF funded Women in IT Networking at SC (WINS) project. Marla has over 17 years of experience managing large network projects. In Marla's role as Section Head of the Network Engineering and Telecommunications Section (NETS) at UCAR, Marla routinely manages a budget of \$4M, a staff of 25, and multiple large scale networking projects. In the past 16 years Marla has managed large external networking projects and activities for UCAR including the Front Range GigaPoP (FRGP), Bi-State Optical Network (BISON), and the Boulder Point of Presence (BPoP). Marla has a strong relationship with the regional community and leads the efforts of Westnet and has done so for over 15 years.



**Mark Stone**

Assemblymember Mark Stone represents the people of California's 29th Assembly District, which includes portions of Santa Cruz, Santa Clara, and Monterey Counties. In his second term as a state legislator, Mark has emerged as a leader on environmental protection and child welfare issues. Mark serves as Chair of the Assembly Judiciary Committee, which reviews legislation on a broad range of issues, including family law, product and tort liability and immunity, immigration, commercial contracts, court and jury procedures, civil practice and procedure. In his first term, Mark served as Chair of the Assembly Committee on Human Services, where he led policy decisions on child welfare, foster care, developmental disability services, temporary cash assistance, and CalFresh food benefits. Before his service in the Assembly, Mark was elected twice to the Santa Cruz County Board of Supervisors, where he worked on health care, education, youth issues and the environment. In addition to his duties as a County Supervisor, Mark served the entire Central Coast as Vice Chair of the California Coastal Commission.



**Stephanie Beverage**



**Jeanne Amos**



**Doug Mason**



**Heidi Dolamore**



**Forest Monsen**

Forest Monsen is a Senior Information Security Analyst at the University of California at Santa Cruz. He likes free and open source software (FOSS).

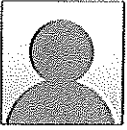


**Mark Boolootian**

Mark Boolootian is a Senior Network Engineer at the University of California at Santa Cruz. He enjoys riding his road bike.



**Lisa Dale**

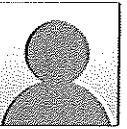


**Matt Hughes**

Matt Hughes is a Network Analyst from CSU Channel Islands who has over 10 years of experience designing and deploying wireless networks in the University environment.



**Robert Taylor**



**Sana Bellamine**



**Connie Stewart**

Connie Stewart is the Executive Director of the California Center for Rural Policy (CCRP) at Humboldt State University. The CCRP conducts research to inform policy, build community, and promote the health and well being of rural people and environments. CCRP accomplishes this by using innovative research methods tailored to the study of rural people, environments, and their interactions. Connie served as City Councilwoman of Arcata, Calif. from 1996-2004, and was the Mayor from 1999-2001. She is currently an Alternate Commissioner on the California Coastal Commission and is former President of the Local Government Commission--an organization that focuses on educating elected officials on "Smart Growth" principals. She earned her bachelor's degree in speech communication at Humboldt State University in 1988.

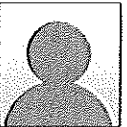


**Sowmya Balasubramanian**



**Rob Rothfarb**

Rob Rothfarb directs online projects at the Exploratorium in San Francisco. He works on the museum's digital publishing infrastructure, public websites, and mobile applications. As part of an interdisciplinary team at the Exploratorium, he has worked on three total solar eclipse live webcast projects and participated in the outreach about the project to educational and museum partners.



**James Ochsner**



**Mount Allen**

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**Azher Mughal**

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**Brad Smith**

Brad is an Adjunct Associate Professor in the Computer Engineering Department and the Director Research & Faculty Partnerships in the Information Technology Services Division at UC Santa Cruz. His research interests are in the area of innovative network routing solutions to challenges posed by new applications being deployed on the Internet. He has taught upper division networking courses in Computer Engineering for the past 10 years.

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**Eli Dart**

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**Brian Tierney**

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**Celeste Anderson**

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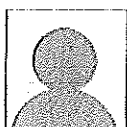
**John Hess**

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**Tom DeFanti**

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**Jarrid Keller**

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