



## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES








CLOSED SESSION (5:00 p.m.)  
WORK SESSION (6:00 p.m.)  
Monday, November 21, 2016  
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 203.*

#### 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

**CLOSED SESSION**

4. Closed Session to Discuss a Real Property Matter with Legal Counsel and the District Negotiator.  
*Pursuant to California Government Code Section 54956.8 a closed session can be held for a conference with Real Property Negotiator.*

Presentation: Library Board President will report on the Closed Session  
Recommendation: Action to be determined by the Library Board of Trustees

**WORK SESSION**

5. Library Board of Trustees will work on a charrette exercise for the Centennial Project.

**ADJOURNMENT**

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

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 21, 2016 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 17, 2016.

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



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING








November 21, 2016  
6:30 p.m.  
Community Meeting Room

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 9 – 22 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 October 17, 2016 Library Board of Trustees Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 11)**

10. Check Register for October 2016. (Receive & File and Approve)

11. FY2016-2017 Cash Flow Analysis through October 2016; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 15)**

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

13. Balance Sheet for October 2016. (Receive & File)

14. Acquisitions Report for October 2016. (Receive & File)

15. Entrepreneurial Activities Report for October 2016. (Receive & File)

**GENERAL CONSENT REPORTS (Items 16 – 18)**

16. Personnel Report for October 2016. (Receive, File, and Ratify Appointments)

17. Circulation Report for October 2016. (Receive & File)

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

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for October 2016.
20. Children's Services Report for October 2016.
21. Adult Services Report for October 2016.
22. Placentia Library Web Site & Technology Report for October 2016.

**CLOSED SESSION**

23. President Carline will report out on actions taken at the Library Board of Trustees Closed Session Meeting.

**PRESENTATION**

24. President Carline will present the Employee of the Year Award to Wendy Townsend, Supervising Librarian.

**NEW BUSINESS**

25. Introduction of the new Placentia Police Chief, Darin Lenyi.
26. Authorization to amend the Placentia Library District Policy 2110 – Health & Welfare Benefits as presented, inclusive of comments received from the Library Board of Trustees.
27. Authorization to amend the Placentia Library District Policy 2115 – Volunteer Workers' Compensation Insurance as presented, inclusive of comments received from the Library Board of Trustees.
28. Adoption of Resolution 16-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Maintain Participation in the Local Agency Investment Pool With the County of Orange.
29. Adoption of Resolution 16-11: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue Accounting Services with the County of Orange and to be handled by the Placentia Library District.
30. Adoption of Resolution 16-12: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue Custodial Services with the City of Placentia with an Effective Date of February 28, 2017.
31. Discussion and selection of a date for the January 2017 Library Board of Trustees meeting.

**DISCUSSION**

32. Library Director to provide an update and effects on Placentia Library District Policy 2205 – Fingerprinting Policy, specifically related to volunteers.

**ADJOURNMENT**

33. Agenda Preparation for the December Date Meeting which will be held on December 19, 2016 unless re-scheduled by the Library Board of Trustees.
34. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
35. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 21, 2016 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 17, 2016.

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



Page intentionally left blank

MINUTES  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 17, 2016

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 17, 2016 at 6:32pm.

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

**Members Absent:** None

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

**Guests:** Dennis Yu and Shawn Tan of Public Agency Retirement System (PARS), Marina Tutty, Financial Consultant

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the October 17, 2016 meeting agenda as presented:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline attended the California Special District Association (CSDA) Annual Conference in San Diego, rode on the library's float in the Heritage Day Parade on October 8<sup>th</sup> and was a panel member for the Community Conversations event on October 15<sup>th</sup>. (Item 5)

Secretary Martin attended the Harwood Public Innovators Lab in Ontario, CA, the CSDA Annual Conference in San Diego, rode on the library's race car train float in the Heritage Day Parade on October 8<sup>th</sup>, attended two candidate meet and greet events at private homes, and participated at the Community Conversations event on October 15<sup>th</sup>. (Item 6)

Trustee DeVecchio enjoyed the Heritage Day Festival on October 8<sup>th</sup> at Tri-City park and visited the library booth, remarking on staff's dedication to the community. (Item 6)

Trustee Minter renewed her AB1234 Ethics certification, attended the ISDOC Quarterly Luncheon and the Community Conversations event on October 15<sup>th</sup>. (Item 6)

Trustee Shkoler also enjoyed the CSDA Annual Conference in San Diego and rode on the library's race car train float in the Heritage Day Parade on Oct 8<sup>th</sup>, attended two candidate meet and greet events at private homes, and participated at the Community Conversations event on October 15<sup>th</sup>. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported that the library hosted the 2016 Candidates' Forum event on October 14th, a community feedback meeting with nine local candidates on a Q&A panel. The interactive event included *Facebook Live* questions by residents participating from their home computers, moderated the Community Conversations on October 15<sup>th</sup> at the library, and attended the CSDA Annual Conference. The Library Director also attended the Harwood Public Innovators Lab along with Yesenia Baltierra, Public Services Manager, Trustee Martin, and representatives from the City and the Chamber of Commerce. Yesenia Baltierra, Public Services Manager, shared information about a 1-week train-the-trainer Mental Health First-Aid workshop she attended, which focused on learning how to assist people with mental illness and to remove the stigma from our perception of people with mental disorders. Training sessions will be provided to staff, trustees, and community organizations later during FY 2016-17. New Library Aide, Elizabeth Tande, was introduced to the Trustees. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Ginny Sanatar shared that the Placentia Library Friends Foundation (PLFF) Board acquired two new board members in September and two more in October, with all four new members under age 30. The PLFF website has been updated and tickets for the 2016 Author's Luncheon have increased to \$60 per person, due to increased meal costs. The annual Jewel Reception has been renamed "Shining Stars Reception," honoring all who have donated \$100 or more and PLFF volunteers. Event will be held on November 18, 2016. (Item 8)

**CONSENT CALENDAR**

Secretary Martin asked library staff to continue to analyze the statistics captured on agenda item 17, as she was concerned about the decrease in patron visits and circulation. It was moved by Trustee DeVecchio and seconded by Trustee Shkoler to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for the  
SEPTEMBER 26, 2016  
BOARD MEETING**

Minutes for the September 26, 2016 Trustees meeting were received, approved and filed. (Item 9)

**TREASURER'S REPORTS**

Check Registers/Vendor Payments for September 2016 – received and filed (Item 10)

Fund 707 Balance Report for September 2016 – received and filed (Item 11)

Financial Reports through September 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for September 2016 - received and filed. (Item 13)

Acquisitions Report for September 2016 – received and filed. (Item 14)

Entrepreneurial Activities Report for September 2016 – received and filed. (Item 15)



It was moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

**GENERAL CONSENT REPORTS**

Personnel Report for September 2016 – received and filed. (Item 16)  
 Circulation Report for September 2016 – received and filed. (Item 17)  
 Review of Shared Maintenance Costs with the City of Placentia for September 2016, under the JPA – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for September 2016 (Item 19)  
 Children's Services Report for September 2016 (Item 20)  
 Adult Services Report for September 2016 (Item 21)  
 Placentia Library Website Technology Report - September 2016 (Item 22)

**CLOSED SESSION REPORT**

President Carline reported that the Trustees discussed the Library Director's performance evaluation and compensation for FY2015-16, and FY2016-17 objectives. After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to approve a 5% merit increase and a 2% increase in PARS contributions for the Library Director, retroactive to September 8, 2016. (Item 23)  
 A roll call vote was taken:

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

**PRESENTATION**

President Carline presented a proclamation certificate and a \$50 gift card to Jacob Ardalo, a 5<sup>th</sup> grader at Wagner Elementary School, who is the children's winner for the 2016 Library Card Design contest. (Item 24)

**NEW BUSINESS**

**PUBLIC AGENCY RETIREMENT SYSTEM (PARS) PRESENTATION**

Dennis Yu, PARS Senior Vice President, presented a financial update on the PARS Retirement Plan, which manages Placentia Library's bi-weekly "Defined Contribution Retirement Program" [401(a) tax qualified, tier 1] contributions on behalf of each regular employee. Library employees are 100% vested after 5 years of employment. (Item 25) Information only - no action was required.

**ADVOCATE SUPPORT OF S.3391 – The MUSEUM and LIBRARY SERVICES ACT**

Placentia Library District has been encouraged by the American Library Association (ALA) to support bipartisan legislation to reauthorize S.3391 – the Museum and Library Services Act, and request that this bill be co-sponsored by Senators Feinstein and Boxer, before Congress goes into recess in December 2016. After discussion it was moved by Trustee Minter and seconded by Trustee DeVecchio to have President Carline submit two letters on behalf of the entire

board of trustees. Library Director Contreras informed the Board that information will also be shared on the District's website and with PLFF (Item 26) A roll call vote was taken to approve travel expenses:

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

**TRAVEL to ALA MID-WINTER CONFERENCE from JANUARY 20-24, 2017**

Library Director Contreras presented a request to attend the ALA Mid-winter Conference and Symposium on the Future of Libraries in Atlanta, GA from January 20-24, 2017. Fiscal Impact: \$1,300 per person. After review and discussion, President Carline and Library Director Contreras will also attend this conference. (Item 27) A roll call vote was taken to approve travel expenses:

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

**TRAVEL to LIBRARY JOURNAL'S DIRECTORS' SUMMIT from DECEMBER 1-2, 2016**

Library Director Contreras presented a request to attend the Library Journal's Directors' Summit conference in Sacramento on December 1-2, 2016. Fiscal Impact: \$450 per person. After review and discussion, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve this travel request. (Item 28) A roll call vote was taken to approve travel expenses

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

**UPDATE on STAFF DEVELOPMENT DAY for NOVEMBER 18, 2016**

Library Director Contreras shared plans for the next Staff Development Day on November 18, 2016. The meeting will be held offsite at a local bowling alley to accommodate team building exercises and well as budget planning for FY 2017-2019. (Item 29) Information only – no action required.

**DISCUSSION: EMERGENCY PROCEDURES and OPERATIONS PLAN**

Library Director Contreras presented a draft of Placentia Library's 2011 Emergency Plan, which was never presented to the trustees due to operation and logistics issues. The library is already designated as an emergency shelter. Library Director Contreras requested the trustees authorize a committee to use the draft to develop an updated Emergency Procedures and Operations Plan that includes staff succession plan and roles of trustees, as soon as possible. Included in the operations plan is CPR Certification training for all staff, Trustees and the PLFF board. After discussion, it was determined that Trustee Minter, Trustee Shkoler, and the Library Director will form the committee. (Item 30)

**AGENDA PREPARATION**

Trustee Minter requested an update on Placentia Library District Policy 2205 – Fingerprinting Policy and to include information on the impact, cost, and convenience of policy as it relates to the District, applicants, and volunteers. (Item 31)

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of October 17, 2016 was adjourned at 7:47pm.

The next Board of Trustees meeting will be held on the regular date of Monday, November 21, 2016 at 6:30pm.

---

Gayle Carline, President  
Library Board of Trustees

---

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



Page intentionally left blank

Placentia Library District  
Check Register

1000 - General Fund - Checking		Date	Num	Name	October 2016	Memo	Split	Amount
		10/07/2016	8584	Click Consulting		Mo Svc	2000 · Accts Pay	-4,000.00
		10/07/2016	8585	Staples Advantage		Tape disp	2000 · Accts Pay	-12.95
		10/07/2016	8586	eCivis, Inc		Grants_Oct16-Sept17	2000 · Accts Pay	-550.00
		10/07/2016	8587	Pitney Bowes Purchase Power		meter refill	2000 · Accts Pay	-620.99
		10/07/2016	8588	Glasby Maintenance Supply		Cleaning Supplies	2000 · Accts Pay	-123.77
		10/07/2016	8589	City of Placentia		Maintenance	2000 · Accts Pay	-26,030.65
		10/07/2016	8590	Ingram Inc		Books	2000 · Accts Pay	-107.58
		10/07/2016	8591	Baker & Taylor		Books	2000 · Accts Pay	-1,203.29
		10/07/2016	8592	Midwest Tape		ACD/DVD	2000 · Accts Pay	-279.67
		10/14/2016	8593	BankCard Center-Bank of the West		A/C 7189	2000 · Accts Pay	-2,433.42
		10/14/2016	8594	SDRMA		November Premiums	2000 · Accts Pay	-14,998.08
		10/14/2016	8595	State of CA - Department of Justice		Fingerprint	2000 · Accts Pay	-32.00
		10/14/2016	8596	Time Warner Cable		10/12-11/11/16	2000 · Accts Pay	-384.09
		10/14/2016	8597	Republic Services		recycle 9/01-9/30	2000 · Accts Pay	-134.30
		10/14/2016	8598	Placentia-Yorba Linda Unified School Dist		Flyers 100	2000 · Accts Pay	-18.90
		10/14/2016	8599	Brea Electric		10/3 work	2000 · Accts Pay	-335.83
		10/14/2016	8600	Yesenia Baltiera		Reimbursement	2000 · Accts Pay	-210.99
		10/14/2016	8601	Fernando Maldonado		reimb	2000 · Accts Pay	-60.25
		10/14/2016	8602	Al Shkoler		reimb CSDA conf	2000 · Accts Pay	-756.23
		10/14/2016	8603	Staples Advantage		Supplies	2000 · Accts Pay	-294.26
		10/14/2016	8604	MD Medical Clinics		Physical Exam	2000 · Accts Pay	-185.00
		10/14/2016	8605	Glasby Maintenance Supply		Janitorial supplies	2000 · Accts Pay	-112.20
		10/14/2016	8606	Cintas		Janitorial supplies	2000 · Accts Pay	-347.12
		10/14/2016	8607	Richards Watson Gershon		Misc matters	2000 · Accts Pay	-137.50
		10/14/2016	8608	Baker & Taylor		Books	2000 · Accts Pay	-4,342.83
		10/14/2016	8609	Midwest Tape		DD/ACDs	2000 · Accts Pay	-300.22
		10/17/2016	8610	Jeanette Contreras		Staff Appreciation reimb	2000 · Accts Pay	-631.39
		10/17/2016	8611	Placentia Round Table		10/21 Event Res and Deposit	2000 · Accts Pay	-750.00
		10/17/2016	8612	Park Place Catering		10/21 Event	2000 · Accts Pay	-2,578.43
		10/21/2016	8613	Donna Smith		10/21 Event Lesson	2000 · Accts Pay	-100.00
		10/21/2016	8614	Public Agency Reirement Services		PP 9/16-9/29	2000 · Accts Pay	-1,529.44
		10/21/2016	8615	Click Consulting		Mo Svc	2000 · Accts Pay	-4,000.00
		10/21/2016	8616	Tyco Integrated Security LLC		11/01-01/31/17	2000 · Accts Pay	-2,250.38

Placentia Library District  
Check Register  
October 2016

Date	Num	Name	Memo	Split	Amount
10/21/2016	8617	Time Warner Cable	10/14-11/13	2000 · Accts Pay	-290.64
10/21/2016	8618	Able Card, LLC	New Library Card Print	2000 · Accts Pay	-3,338.70
10/21/2016	8619	Staples Advantage	Supplies	2000 · Accts Pay	-1,690.30
10/21/2016	8620	CALNET3	Communications	2000 · Accts Pay	-159.55
10/21/2016	8621	Golden State Water Company	08/18-09/20	2000 · Accts Pay	-834.50
10/21/2016	8622	Cintas	janitorial supplies	2000 · Accts Pay	-341.37
10/21/2016	8623	Tumbleweed Press, Inc.	Subscription to Tumble Book	2000 · Accts Pay	-499.00
10/21/2016	8624	Baker & Taylor	Books	2000 · Accts Pay	-2,870.98
10/21/2016	8625	Ingram Inc	Books	2000 · Accts Pay	-87.53
10/28/2016	8626	Lamar Companies	Digital add 10/10-10/16/16	2000 · Accts Pay	-1,250.00
10/28/2016	8627	Diane R. Warner	mileage and 10/21 Event reimb	2000 · Accts Pay	-89.90
10/28/2016	8628	Yesenia Baltiera	Mileage and 10/21 event reimb	2000 · Accts Pay	-116.83
10/28/2016	8629	Placentia Chamber of Commerce	Network at Noon JC	2000 · Accts Pay	-15.00
10/28/2016	8630	Will Bryant	Web design	2000 · Accts Pay	-1,780.00
10/28/2016	8631	Placentia-Yorba Linda Unified School Dist	Community Player	2000 · Accts Pay	-18.90
10/28/2016	8632	Lindsay Whipple	Nov 2016 Event_Campfire night	2000 · Accts Pay	-50.00
10/28/2016	8633	Lori Worden	reimb Sensational Saturdays items	2000 · Accts Pay	-63.64
10/28/2016	8634	Jamie Kough	Dec 2016 Event	2000 · Accts Pay	-187.50
10/28/2016	8635	Califa/PLS	F Maldonado 12/12 Readers Adv for Teen	2000 · Accts Pay	-125.00
10/28/2016	8636	Cintas	Jan Supplies	2000 · Accts Pay	-675.92
10/28/2016	8637	Brea Electric	10/14 Meeting Room	2000 · Accts Pay	-1,016.42
10/28/2016	8638	Margo's Flowers	VB Flowers	2000 · Accts Pay	-66.96
10/28/2016	8639	The Gas Company	9/19-10/17/16	2000 · Accts Pay	-409.77
10/28/2016	8640	Unique Management Services, Inc.	placements	2000 · Accts Pay	-170.05
10/28/2016	8641	MD Medical Clinics	Staff Screening	2000 · Accts Pay	-92.50
10/28/2016	8642	Republic Services	10/01-12/31	2000 · Accts Pay	-50.76
10/28/2016	8643	Ray-Lite Industries, Inc.	Lighting	2000 · Accts Pay	-478.33
10/28/2016	8644	Minuteman Press	Misc printing	2000 · Accts Pay	-307.76
10/28/2016	8645	Baker & Taylor	Books	2000 · Accts Pay	-2,179.90
10/28/2016	8646	Blessed Sacrament Children's Center	3 Boxes Cards	2000 · Accts Pay	-90.00
10/28/2016	8647	Placentia Women's Round Table	Prayer Breakfast Jeanette C and Gayle C	2000 · Accts Pay	-50.00

Total 1000 - General Fund - Checking

-89,249.47

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

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

**DATE:** November 21, 2016

<b>Fiscal Year 2016-2017</b>	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	
12/31/2016	
01/31/17	
2/29/2017	
3/31/2017	
04/30/17	
5/31/2017	
6/30/2017	
General	
Reserves	414,789.10
Impact Fees	620,037.82

<b>Fiscal Year 2015-2016</b>	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/28/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	2,439,183.06
General	
Reserves	414,789.10
Impact Fees	578,824.90



Page intentionally left blank



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Financial Reports through October 2016 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** November 21, 2016

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

Cash with Orange County Treasurer Fund 707	2,475,950.51
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	620,037.82
General Fund Checking – Bank of the West	47,328.40
General Fund Savings – Bank of the West	554,793.66
Payroll Checking – Wells Fargo Bank	91,459.15
<b>Total Cash and Investments</b>	<b>4,204,358.64</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.



Jeanette Contreras  
Library Director



Page intentionally left blank

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 October 31, 2016  
 21% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	361,039	0.29	\$866,408
0200	Retirement	46,549	12,960	0.28	\$33,589
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	45,193	0.21	\$165,350
0306-0770	Employee Assistance Program	715	45	0.06	\$670
0308	Dental Insurance	12,833	3,448	0.27	\$9,385
0309	Life Insurance	7,320	1,962	0.27	\$5,358
0310	AD & D Insurance	4,627	1,391	0.30	\$3,236
0319	Vision Insurance	2,526	699	0.28	\$1,827
0350	Workers' Compensation Insurance	12,000	4,592	0.38	\$7,408
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$431,329</b>	<b>0.28</b>	<b>\$1,093,231</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	4,380	0.19	\$18,620
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	7,619	0.38	\$12,381
1100	Library Insurance	15,000	4,020	0.27	\$10,980
1300	Maintenance, Equipment	32,000	10,182	0.32	\$21,818
1400	Maintenance, Buildings & Improvements	106,700	5,323	0.05	\$101,377
1600	Memberships	9,000	2,532	0.28	\$6,468
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	22,479	0.47	\$25,521
1803	Postage	14,000	3,784	0.27	\$10,216
1900	Prof./Specialized Services	206,100	57,775	0.28	\$148,325
1912	Investment Administrative Fees	1,700	427	0.25	\$1,273
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	78,975	0.27	\$215,199
2600	Transportation & Travel	4,500	178	0.04	\$4,322
2700	Meetings	19,500	7,606	0.39	\$11,894
2800	Utilities	87,500	30,829	0.35	\$56,671
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$236,110</b>	<b>0.27</b>	<b>\$651,164</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$9,204	0.84	\$1,796
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$676,642</b>	<b>0.28</b>	<b>\$1,746,192</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$0	0.00	\$60,000
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$0</b>	<b>0.00</b>	<b>\$70,000</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,492,834</b>	<b>\$676,642</b>	<b>0.27</b>	<b>\$1,816,192</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$620,038	\$0	0.00	\$620,038
	Grants	\$35,000	\$36,558	0.00	-\$1,558

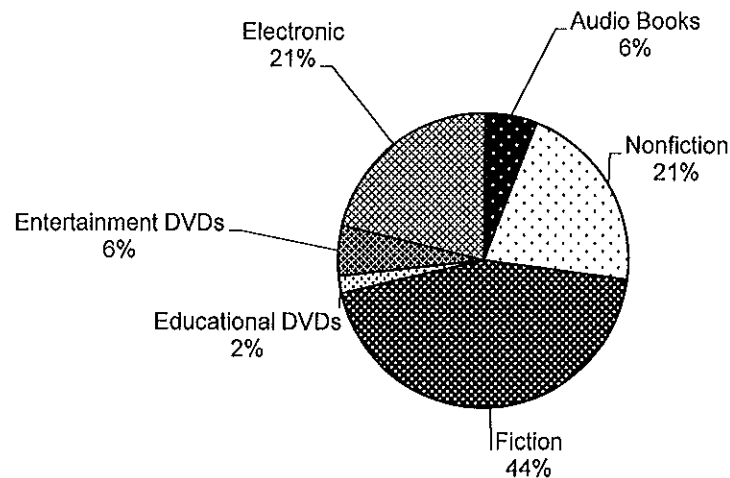
PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
October 31, 2016

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	22,714	(2,015,154.00)	1.1%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
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	8,135	(57,596.71)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	3,970	3,969.57	100%
6540		Penalties & Costs on Delinq Taxes	1,014	380	(634.03)	37.5%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>85,963</b>	<b>(2,092,658.97)</b>	<b>3.9%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	5,720	5,242	(477.99)	91.6%
		<b>Sub Total</b>	<b>5,720</b>	<b>5,242</b>	<b>(477.99)</b>	<b>91.6%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>-</b>	<b>(10,792.00)</b>	<b>0.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)		20,314		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	18,558	(26,442.00)	41.2%
		Fines & Fees	45,000	15,587	(29,413.19)	34.6%
		Passport/Photos	125,000	48,221	(76,779.00)	38.6%
		Meeting Room Fees	5,000	965	(4,035.00)	19.3%
		Test Proctor	7,000	2,900	(4,100.00)	41.4%
		<b>Sub Total</b>	<b>227,700</b>	<b>86,231</b>	<b>(141,469.19)</b>	<b>37.9%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>177,436</b>	<b>(2,245,398.15)</b>	<b>7%</b>
		FY 14/15 Funds Available	70,000			
		<b>TOTAL REVENUES FY 15/16:</b>	<b>2,492,834</b>	<b>177,436</b>	<b>(2,315,398.15)</b>	<b>7.1%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF OCT. 2016

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$30,139	1231	1302	\$39,622.00	1653	1919
Total Non-Fiction	\$14,428	802	1175	\$15,661	639	941
Total Electronic	\$14,452	7	0	\$312	7	0
Total Audio Books	\$3,971	89	89	\$4,958	114	114
Total Educational DVDs	\$1,286	40	41	\$1,577	47	49
Total Entertainment DVDs	\$3,771	85	132	\$4,590	145	209
YTD TOTAL MATERIALS	\$68,047	2254	2739	\$66,720	2605	3232
Budget	\$255,700			\$249,174		
% Spent YTD	27%			27%		



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF OCTOBER 2016

Prepared by Katie Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$18,233	427	475	\$264	23	23	\$18,497	450	498	\$26	1	1	\$18,523	451	499
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Fiction	\$18,233	427	475	\$264	23	23	\$18,497	450	498	\$26	1	1	\$18,523	451	499
Adult Non-Fiction	\$5,928	253	256	\$20	1	1	\$5,948	254	257	0	0	0	\$5,948	254	257
Adult Reference	\$289	6	6	\$0	0	0	\$289	6	6	0	0	0	\$289	6	6
Adult magazines	\$1,034	1	348	\$0	0	0	\$1,034	1	348	0	0	0	\$1,034	1	348
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Non-Fiction	\$7,251	260	610	\$20	1	1	\$7,271	261	611	\$0	0	0	\$7,271	261	611
TOTAL ADULT PRINT MATERIALS	\$25,484	687	1,085	\$284	24	24	\$25,768	711	1,109	\$26	1	1	\$25,794	712	1,110
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Audio Books	\$3,971	89	89	\$380	8	8	\$4,351	97	97	0	0	0	\$4,351	97	97
Adult E-books	\$0	131	0	\$0	0	0	\$0	131	0	0	0	0	\$0	131	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$1,248	39	39	\$0	0	0	\$1,248	39	39	0	0	0	\$1,248	39	39
Adult Entertainment DVDs	\$3,060	78	125	\$0	0	0	\$3,060	78	125	0	0	0	\$3,060	78	125
TOTAL ADULT NON-PRINT MATERIALS	\$8,279	337	253	\$380	8	8	\$8,659	345	261	\$0	0	0	\$8,659	345	261
TOTAL ADULT MATERIALS	\$33,763	1,024	1,338	\$664	32	32	\$34,427	1,056	1,370	\$26	1	1	\$34,453	1,057	1,371
Juvenile Fiction	\$6,981	562	577	\$30	2	2	\$7,011	564	579	0	0	0	\$7,011	564	579
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Fiction	\$4,925	242	250	\$23	0	0	\$4,948	242	250	0	0	0	\$4,948	242	250
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Juvenile Fiction	\$11,906	804	827	\$53	2	2	\$11,959	806	829	\$0	0	0	\$11,959	806	829
Juvenile Non-Fiction	\$6,275	348	350	\$0	0	0	\$6,275	348	350	0	0	0	\$6,275	348	350
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Non-Fiction	\$714	56	56	\$0	1	1	\$714	57	57	0	0	0	\$714	57	57
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Reference	\$188	0	0	\$0	0	0	\$188	0	0	0	0	0	\$188	0	0
Young Adult Reference	\$0	138	138	\$0	0	0	\$0	138	138	0	0	0	\$0	138	138
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Juvenile Non-Fiction	\$7,177	542	565	\$0	1	1	\$7,177	543	566	\$0	0	0	\$7,177	543	566
TOTAL JUVENILE PRINT MATERIALS	\$19,083	1,346	1,392	\$53	3	3	\$19,136	1,211	1,257	\$0	0	0	\$19,136	1,211	1,257
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile E-books	\$0	26	0	\$0	0	0	\$0	26	0	0	0	0	\$0	26	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Video Games	\$543	9	9	\$0	0	0	\$543	9	9	0	0	0	\$543	9	9
Juvenile Educational DVDs	\$38	1	2	\$0	0	0	\$38	1	2	0	0	0	\$38	1	2
Juvenile Entertainment DVDs	\$168	7	7	\$0	0	0	\$168	7	7	0	0	0	\$168	7	7
TOTAL JUVENILE NON-PRINT MATERIALS	\$749	43	18	\$0	0	0	\$749	43	18	\$0	0	0	\$749	43	18
TOTAL JUVENILE MATERIALS	\$19,832	1,389	1,410	\$53	3	3	\$19,885	1,254	1,275	\$0	0	0	\$19,885	1,254	1,275
Online databases	\$14,452	4	0	\$0	0	0	\$14,452	4	0	0	0	0	\$14,452	4	0
E-books	\$0	3	0	\$0	0	0	\$0	3	0	0	0	0	\$0	3	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$14,452	7	0	\$0	0	0	\$14,452	7	0	\$0	0	0	\$14,452	7	0
Total Fiction	\$30,139	1,231	1,302	\$317	25	25	\$30,456	1,256	1,327	\$26	1	1	\$30,482	1,257	1,328
Total Non-Fiction	\$14,428	802	1,175	\$20	2	2	\$14,448	806	1,039	\$0	0	0	\$14,448	806	1,039
Total Electronic	\$14,452	7	0	\$0	0	0	\$14,452	7	0	\$0	0	0	\$14,452	7	0
Total Audio Books	\$3,971	89	89	\$380	8	8	\$4,351	97	97	\$0	0	0	\$4,351	97	97
Total Educational DVDs	\$1,286	40	41	\$0	0	0	\$1,286	40	41	\$0	0	0	\$1,286	40	41
Total Entertainment DVDs	\$3,771	85	132	\$0	0	0	\$3,771	85	132	\$0	0	0	\$3,771	85	132
TOTAL MATERIALS	\$68,047	2,254	2,739	\$717	35	35	\$68,764	2,151	2,636	\$26	1	1	\$68,790	2,152	2,637

Outstanding Orders as of October 2016  
Adopt-a-book/Grant  
\$165

General Fund  
\$18,172

TOTAL  
\$18,277

---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

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

**DATE:** November 21, 2016

**Net Revenue Summary for October 2016**

			YTD	YTD
	Oct-16	Oct-15	2016-2017	2015-2016
Passport	10,675	10,199	38,535	37,824
Passport Photos	2,784	2,399	9,686	9,021
Test Proctor	750	600	2,900	2,663
Meeting Room	85	245	965	1,515
<b>Total</b>	<b>14,294</b>	<b>13,443</b>	<b>52,086</b>	<b>51,023</b>



Page intentionally left blank



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Personnel Report for OCTOBER 2016  
**DATE:** November 21, 2016

	Oct-16	Oct-15	YTD 2016-2017	YTD 2015-2016
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	1	0	5	0
Open Positions	2	0	6	0
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>0</b>

SEPARATION: None  
 RETIREMENT: None  
 APPOINTMENTS: Deanna White – SUB Library Assistant  
 OPEN POSITIONS: SUB Library Aide (2 positions)  
 SUB Library Assistant



Page intentionally left blank

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Circulation Activity Report: **October 2016**  
**DATE:** **November 21, 2016**

<b>CIRCULATION</b>	<b>Oct-16</b>	<b>Oct-15</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
			<b>2016-17</b>	<b>2015-16</b>	<b>% change</b>
New Patron Registrations	299	373	1,333	1,534	-13.1%
Total Circulation	24,169	29,662	98,436	105,464	-6.7%
Total Active Borrowers*	7,894	8,362			
Attendance	25,646	28,563	102,591	111,798	-8.2%
Adult Fiction	2,764	3,276	11,741	13,464	-12.8%
Adult Nonfiction	1,886	2,551	8,180	9,718	-15.8%
Adult Magazines	134	241	583	1,005	-42.0%
Adult Music CDs	183	195	678	964	-29.7%
Adult Audio Books	603	661	2,327	2,717	-14.4%
Adult DVDs**	2,052	1703	6,047	6,608	-8.5%
JV Fiction	11,088	14,530	42,794	50,643	-15.5%
YA Fiction	1,195	1,439	6,145	7,069	-13.1%
JV Nonfiction	2,318	3,029	9,105	9,385	-3.0%
YA Nonfiction	136	117	503	459	9.6%
JV Magazines	10	1	51	16	218.8%
JV Music CDs	23	26	103	112	-8.0%
JV Audio Books	67	82	248	300	-17.3%
JV DVDs**	1,615	1,770	5,408	5,970	-9.4%
Video Games	95	41	398	139	186.3%

\* YTD % change not applicable.  
 \*\*As of July 1, 2015 all DVDs are free.

**TEST PROCTORING**

<b>October</b>	<b>October</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
<b>2016</b>	<b>2015</b>	<b>2016-17</b>	<b>2015-16</b>	<b>% change</b>
15	12	59	51	16%

**PATRON COUNT**

Oct-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		373	286	267	364	264	271	1825
10:00		344	257	260	427	203	385	1876
11:00		320	202	243	292	224	389	1670
12:00		325	226	218	230	214	422	1635
1:00	743	329	278	278	268	306	519	2721
2:00	609	343	281	281	265	313	550	2642
3:00	535	778	674	674	555	482	414	4112
4:00	308	746	430	430	504	330	267	3015
5:00		674	520	520	418			2132
6:00		444	383	383	349			1559
7:00		155	192	192	178			717
DAY TOTALS	2195	4831	3729	3746	3850	2336	3217	23904

Oct 2016	Oct 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
23,904	28,396	95,559	107,511	-13%

Hours Open	Average Per Hour
279	86

Outside Gate Counts	
Adult Programs	452
Children/Teen Programs	1220
Meeting Room Rentals	70
<b>TOTAL</b>	<b>1742</b>

Library Attendance Total
25,646

**PASSPORTS**

Oct-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1	1	0	1	1	13	17
10:00		2	0	4	2	1	15	24
11:00		3	0	2	4	6	24	39
12:00		6	3	1	2	5	22	39
1:00	21	9	1	5	3	5	33	77
2:00	28	5	4	2	5	6	19	69
3:00	24	7	4	2	1	4	13	55
4:00	11	9	3	10	6	1	8	48
5:00		15	8	5	5			33
6:00		8	7	5	3			23
7:00		1	1	1	3			6
DAY TOTALS	84	66	32	37	35	29	147	430

Oct 2016	Oct 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
430	402	1568	1548	1%

### **STAFF ACTIVITY**

- Katie and Tim attended Friday Huddles on October 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- Katie, Laura, Victor, and Tim attended the Staff Meeting on October 18<sup>th</sup>.
- Staff participated in the Great California Shake-Out drill on October 20<sup>th</sup>.
- Staff provided Setup/Take Down in the Meeting Room: 39 set-ups/ 37 breakdowns
- Meeting room attendance from Outside Organizations: 70
- Laura took deposits to the bank on October 4<sup>th</sup>
- Laura, Estella, Katie, Tim, and Victor attended the Support Services Department meeting on October 12<sup>th</sup>.
- Elizabeth began processing Passports in October.
- The new library card designs arrived and patrons are enjoying choosing the design of their new cards.
- Support Staff members along with family and friends enjoyed the Staff Appreciation Dinner on October 21<sup>st</sup>.
- Victor transferred the stats codes binder at the Information Desk to an Excel file and placed a clear folder with the stats code at each station at the Information Desk.
- Estella attended Anaheim Consortium Meeting October 27<sup>th</sup>.
- Tim took pictures of the Halloween costume contest program on Oct 29.
- Tim sent out the monthly Constant Contact as well as an invitation email for the Community Conversations event in October.
- Tim livestreamed and provided technology assistance at the Chamber of Commerce's Candidate Forum on Oct 14.
- Tim provided technology assistance at the library's Community Conversations event on Oct. 15.

### **ONGOING PROJECTS**

- Staff are planning and scheduling outreach events.
- Tim is planning designing the upcoming eXPLORE newsletter.

### **NEW PROJECTS AND ACTIVITIES**

- Katie trained Tim on the WebTech report.
- Victor trained Liz on how to discard materials.
- Tim designed a flier, invitation and poster for the HIS House Benefit Concert, collaborating with Jeanette for the designs, from Oct 19-25.
- Tim drove to Trustee DeVecchio's house in order to attempt to fix an IT issue, as requested on Oct 7. Tim made recommendations on three possible fixes in collaboration with Trustee DeVecchio and staff.



Page intentionally left blank

---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoice for NOVEMBER 2016  
**DATE:** November 21, 2016

Facility Maintenance Service charges billed this month include man hours from July through October 2016.

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-16	*	*	*	*	*	*	*
Aug-16	*	*	*	*	*	*	*
Sep-16	09-13-16	21,226.41	4,357.47	427.50	19.27	*	26,030.65
Oct-16	*	*	*	*	*	*	*
Nov-16	11-07-16	11,501.61	2,904.98	142.50	*	10,162.28	24,711.37
Dec-16							
Jan-17							
Feb-17							
Mar-17							
Apr-17							
May-17							
Jun-17							
	<b>TOTAL</b>	<b>32,728.02</b>	<b>7,262.45</b>	<b>570.00</b>	<b>19.27</b>	<b>10,162.28</b>	<b>50,742.02</b>
	<b>AVG</b>	<b>6,545.61</b>	<b>1,452.49</b>	<b>114.00</b>	<b>3.86</b>	<b>2,032.46</b>	<b>10,148.41</b>

*\* City Billing  
Not Received*

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	6,122.66	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	142.50	9.60	1,554.00	7,111.07
16-May	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun	07-11-16	4,377.70	*	142.50	19.18	*	4,539.38
	<b>TOTAL</b>	<b>69,924.60</b>	<b>17,429.88</b>	<b>1,852.50</b>	<b>149.33</b>	<b>34,687.30</b>	<b>124,043.61</b>
	<b>AVG</b>	<b>5,827.05</b>	<b>1,452.49</b>	<b>154.38</b>	<b>12.45</b>	<b>2,890.61</b>	<b>10,336.97</b>



Page intentionally left blank



---



---

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

---



---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for October 2016

**DATE:** November 21, 2016

### Accomplishments

- Organized and moderated the first community conversations with a panel from the library district, school district, City of Placentia, and State Assembly.
- Worked with the Chamber of Commerce Candidate Forum with a LIVE Facebook feed.
- Planned, coordinated and emceed the annual Staff Appreciation & Recognition Award.
- Continued to work with the California State Library Data Equity Committee to develop curriculums for library professionals and the community to reach open data source.
- Presented an update on the state of the library and Centennial project at the Chamber of Commerce Networking at Noon event.
- Attended the LSTA Focus Group meeting to provide feedback to the California State Library for the 5 Year Plan.
- Worked with the Assistant Director from Sacramento Public Library for a session to be presented at the California Library Association Conference.

### Meetings

- Library Board of Trustees – October 12<sup>th</sup>, 17<sup>th</sup>
- Placentia Library Friends Foundation – October 10<sup>th</sup>, 19<sup>th</sup>
- Friday Huddles – October 7<sup>th</sup>, 21<sup>st</sup>
- City of Placentia – October 4<sup>th</sup>, 25<sup>th</sup>
- Placentia Chamber of Commerce – October 5<sup>th</sup>, 20<sup>th</sup>
- H.I.S House – October 21<sup>st</sup>, 25<sup>th</sup>, 27<sup>th</sup>
- Santiago Library System Executive Council – October 24<sup>th</sup>
- Data Equity Committee – October 25<sup>th</sup>, 26<sup>th</sup>

### Community Function / Training

- California Special District Association Conference – October 9<sup>th</sup> – 13<sup>th</sup>.
- Chamber of Commerce Candidate Forum – October 14<sup>th</sup>
- Community Conversation – October 15<sup>th</sup>
- Staff Appreciation & Recognition Award – October 21<sup>st</sup>



Page intentionally left blank

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children's Services Report for October 2016  
**DATE:** November 3, 2016

**MONTHLY STATISTICS**

<u>Children's Reference</u>	October 2016	October 2015	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	736	673	2,354	1,952	20.59%
Reference--telephone	13	71	91	185	-50.81%
<b>Total Reference</b>	<b>749</b>	<b>744</b>	<b>2,445</b>	<b>2,137</b>	<b>14.41%</b>
Total Number of Programs	46	54	151	152	-0.66%
Total Programs Attendance	1,642	2,090	7,387	6,781	8.94%

**Children's Services Programs**

Children's Services Programs	October 2016	October 2016	October 2015	October 2015	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 15/16 - 16/17	Y-T-D 15/16 - 16/17
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	<b>Ongoing Programs</b>									
0-2 year old Storytime Classes	8	435	10	496	28	1,479	30	1,305	-6.67%	13.33%
3-6 year old Storytime Classes	4	132	8	246	20	464	28	705	-28.57%	-34.18%
Music Classes	4	152	4	172	13	561	14	726	-7.69%	-22.73%
Read to the Dogs	1	51	1	20	4	163	4	65	0.00%	150.77%
Master Builders Club	1	28	1	45	4	111	3	97	33.33%	14.43%
Sensational Saturdays	1	15	1	21	3	70	4	85	-25.00%	-17.65%
Homework Club	17	309	17	373	31	563	31	629	0.00%	-10.49%
PTAC (Placentia Teen Advisory Council)	2	40	4	66	8	145	10	144	-20.00%	0.69%
PLD Collaboratory	1	8	-	-	3	17	-	-	100.00%	100.00%
The Vault	-	-	-	-	2	24	-	-	100.00%	100.00%
Teen Practice Exams	1	23	-	-	1	23	1	27	0.00%	-14.81%
<b>Special Programs</b>										
Outreach	1	3	-	-	6	485	1	275	500.00%	76.36%
School Visits	-	-	1	25	-	-	1	25	-100.00%	-100.00%
Library Tours	-	-	-	-	-	-	-	-	0.00%	0.00%
Bilingual Programs	-	-	2	145	-	-	2	145	-100.00%	-100.00%
Seasonal Programs	3	359	3	398	6	407	4	432	50.00%	-5.79%
Teen Programs	2	87	2	83	9	137	5	126	80.00%	8.73%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
<b>Totals</b>	<b>46</b>	<b>1,642</b>	<b>54</b>	<b>2,090</b>	<b>151</b>	<b>7,387</b>	<b>152</b>	<b>6,781</b>	<b>-0.66%</b>	<b>8.94%</b>

### ACHIEVEMENTS

- Brenda Ramirez conducted training with Lea Ann McDonald (SJSU intern) on Information Desk procedures on October 2<sup>nd</sup> and 5<sup>th</sup>.
- Lori Worden proctored exams on October 22<sup>nd</sup> and October 31<sup>st</sup>.
- Fernando Maldonado conducted the Volunteer Orientation with Michelle Meads on October 25<sup>th</sup>.
- Brenda Ramirez attended an outreach event, Kraemer Middle School's hosting of author, Ben Mikaelson, at Valencia High School on October 25<sup>th</sup>.
- Brenda Ramirez trained new substitute staff, Deanna White, on October 26<sup>th</sup>.

### MEETINGS

- Lori Worden, Brenda Ramirez, Fernando Maldonado, and Joseph Nguyen attended a Children's Services meeting on October 17.
- Lori Worden, Brenda Ramirez, attended the Staff Meeting on October 18<sup>th</sup>.
- Lori Worden, Brenda Ramirez, Jennifer Rydberg, and Joseph Nguyen attended the Staff Appreciation Dinner on October 21<sup>st</sup>.
- Joseph Nguyen met with Brenda Ramirez on October 2<sup>nd</sup>, 6<sup>th</sup>, and 27<sup>th</sup>.
- Lori Worden and Brenda Ramirez met on October 13<sup>th</sup>.
- Fernando Maldonado and Brenda Ramirez met on October 4<sup>th</sup>.
- Jennifer Rydberg and Brenda Ramirez met on October 12<sup>th</sup>.
- Lori Worden met with Joseph Nguyen to plan the upcoming Campfire Night at the Library event on October 4<sup>th</sup> and 18<sup>th</sup>.
- Brenda Ramirez met with Yesenia Baltierra and Wendy Townsend on October 12<sup>th</sup> and 26<sup>th</sup>.
- Yesenia Baltierra met with Brenda Ramirez on October 4<sup>th</sup> and 18<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

None

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Adult Services Report for October 2016  
**DATE:** November 21, 2016

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<b>October 2016</b>	<b>October 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Reference -- in person	1,620	954	6,360	2,905	118.93%
Reference -- telephone	555	311	2,338	700	234.00%
Reference -- email/chat	6	2	33	18	83.33%
Technology assistance	296	175	1,136	822	38.20%
Guest passes	67	76	303	297	2.02%
Adult and Children's computer use (desktops)	2,598	3,775	11,439	14,430	-20.73%
Adult computer usage (desktop)	2,329	2,672	9,182	10,464	-12.25%
Public computer use (express laptops)	10	73	47	215	-78.14%

**History Room Activity**

	<b>October 2016</b>	<b>October 2015</b>	<b>Y-T-D FY2016-17</b>	<b>Y-T-D FY2015-16</b>	<b>Y-T-D % change</b>
History Room Visitors	7	11	34	43	-20.93%

**Volunteer Hours**

	<b>October 2016</b>	<b>October 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
History Room	7.5	46.5	25.5	102.25	-75.06%
PLFF	440	454.5	1919	2061.25	-6.90%
General Library	453.52	464.75	2840.02	1959.75	44.92%
Technology	11.75	11.5	161.75	36.5	343.15%
Homework Club	115	105.5	226.5	176.75	28.15%
Adult Literacy	168	197	603.25	563.72	7.01%

PTAC	84	114.75	222.75	315.38	-29.37%
<b>Total Volunteer Hours</b>	<b>1279.77</b>	<b>1394.5</b>	<b>6607.02</b>	<b>6281.7</b>	<b>5.18%</b>

**Adult Services Programs**

Type of Program	Number of Programs October	Attendance October	Number of Programs October	Attendance October	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2016	2016	2015	2015	FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	7	1	13	4	48	4	42	0.00%	14.29%
Computer Workshops	2	20	2	19	10	96	8	67	25.00%	43.28%
Literacy Programs	6	56	10	75	19	184	22	163	-13.64%	12.88%
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	9	15	3	6	16	28	11	37	45.45%	-24.32%
Volunteer Programs	1	15	1	20	4	130	2	58	100.00%	124.14%
Health & Fitness Programs	4	53	2	28	14	340	9	111	55.56%	206.31%
Parenting Programs	0	0	0	0	0	0	3	6	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	0	0	1	20	-100.00%	-100.00%
Educational Programs-varied topics	1	15	2	76	4	143	4	161	0.00%	-11.18%
Outreach	3	314	4	21	1	7	7	27	-85.71%	-74.07%
<b>Totals</b>	<b>27</b>	<b>495</b>	<b>25</b>	<b>258</b>	<b>76</b>	<b>1,398</b>	<b>74</b>	<b>1,077</b>	<b>2.70%</b>	<b>29.81%</b>

<u>Adult Literacy</u>		
	Oct 2016	Oct 2015
Number of Tutors	17	19
Number of Students	28	33
<b>Total Number of Participants</b>	<b>45</b>	<b>52</b>

<u>Computer Literacy</u>		
	Oct 2016	Oct 2015
Number of Tutors	2	2
Number of Students	2	5
<b>Total Number of Participants</b>	<b>4</b>	<b>7</b>

**ACHIEVEMENTS**

- Michelle Meades coordinated “The Fascination with Genealogy: Discovering Your Roots” on October 4<sup>th</sup>.
- Jeannie Killianey coordinated Computer Workshops on October 15<sup>th</sup> and 22<sup>nd</sup>.

- Michelle Meades coordinated the Stress Reliever Adult Coloring Class on October 27<sup>th</sup>.
- Coleen Wakai led the Conversation Club on October 21<sup>st</sup>.
  
- Coleen Wakai, Eric Grimm and two P-TAC members attended the Heritage Festival on October 8<sup>th</sup>.
- Wendy Townsend coordinated outreach services at Emerald Isle on October 13<sup>th</sup>.
- Wendy Townsend coordinated “Intermediated Tai Chi” on October 5<sup>th</sup> and 12<sup>th</sup>.
- Wendy Townsend coordinated the Book Club on October 11<sup>th</sup>.
- Michelle Meades coordinated Tai Chi on October 19<sup>th</sup>.
- Michelle Meades trained a new History Room volunteer.
- Michelle Meades and Fernando Maldonado held a volunteer orientation on October 25<sup>th</sup>.
- Yesenia Baltierra coordinated library parade participation at the Heritage Parade on October 8<sup>th</sup>.

### **MEETINGS**

- Wendy Townsend attended Kiwanis meetings on October 6<sup>th</sup> and 13<sup>th</sup>
- Michelle Meades and Brenda Ramirez met with Yesenia Baltierra on October 20<sup>th</sup> to discuss SRC.
- Coleen Wakai and Patricia Grimm trained 12 literacy/computer tutors on October 18<sup>th</sup> and 22<sup>nd</sup>.
- Coleen Wakai and Wendy Townsend met on October 6<sup>th</sup>.
- Patricia Grimm met with a literacy student for tutoring on October 4<sup>th</sup>, 11<sup>th</sup> and 25<sup>th</sup>.
- Coleen Wakai met with CSUF interns on October 5<sup>th</sup>, 7<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup>, 21<sup>th</sup>, & 29<sup>th</sup>.
- Michelle Meades, Patricia Grimm, Coleen Wakai, Jeannie Killianey, and Wendy Townsend attended the Adult Services meeting on October 17<sup>th</sup>.
- Coleen Wakai, Michelle Meades, Yesenia Baltierra and Wendy Townsend attended the Staff Meeting on October 18<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra met on October 5<sup>th</sup> and October 18<sup>th</sup>.
- Coleen Wakai met with a new tutor on October 25<sup>th</sup>.
- Michelle Meades met with Pat Irot to discuss the digitization of the Placentia Women’s Round Table Club records on October 26<sup>th</sup>.
- Michelle Meades attended the Placentia Historical Committee meeting on October 25<sup>th</sup>.
- Yesenia Baltierra attended the Placita Santa Fe Merchants Association meeting on October 11<sup>th</sup>.
- Yesenia Baltierra attended the Placentia Community Collaborative meeting on October 18<sup>th</sup>.

### **PROFESSIONAL DEVELOPMENT**

- Wendy Townsend and Yesenia Baltierra attended the webinar “Project Outcome: Making Sense of Survey Results” on October 13<sup>th</sup>.



Page intentionally left blank



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director

**FROM:** Tim Worden, Emerging Technologies Assistant

**SUBJECT:** Placentia Library Website & Technology Report for October 2016

**DATE:** November 21, 2016

**On-line database usage**

	October 2016	Onsite Usage 10/16	Remote Usage 10/16	October 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	12,894	N/A	N/A	16,432	64,119	60,892	5%
General Reference Center	46	27	19	72	106	167	-37%
Biography In Context	181	173	8	52	269	178	51%
Opposing Viewpoints	235	218	17	104	283	228	24%
Consumer Reports (new July 2016)	133	N/A	N/A	N/A	525	NA	NA
Freegal	1,178	N/A	N/A	1,219	4,532	4,593	-1%
Heritage Quest	584	N/A	N/A	357	2,981	3,822	-22%
Novelist	79	N/A	N/A	73	185	295	-37%
Public Library Core Collection Nonf	356	N/A	N/A	495	1,009	1,073	-6%
Pronunciator (new Sept. 2014)	50	N/A	N/A	55	402	441	-9%
ABC Mouse (new Sept. 2014)	157	N/A	N/A	55	750	291	158%
Career Cruising (new June 2015)	1	N/A	N/A	5	1	26	-96%
Tumblebooks	204	N/A	N/A	5	545	537	1%
Reference USA	124	N/A	N/A	250	927	726	28%
Enki (new Oct. 2014)	8	N/A	N/A	3	10	11	-9%
Hoopla (new May 2015)	346	N/A	N/A	148	1,280	611	109%
Overdrive e-books	964	N/A	N/A	915	3,879	4,013	-3%
Overdrive audio books	573	N/A	N/A	534	2,225	2,152	3%
Zinio (new Oct. 2014)	88	N/A	N/A	93	347	17	N/A
<b>TOTAL DATABASE USAGE</b>	<b>18,201</b>	<b>418</b>	<b>44</b>	<b>20,867</b>	<b>84,375</b>	<b>80,073</b>	<b>5%</b>

**Website Traffic**

	<b>October 2016</b>	<b>October 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Website visits	11,842	12,119	53,393	50,733	5%
Page Hits	19,356	20,315	88,627	84,840	4%
Users	5,345	5,255	23,819	24,216	-2%
Pages/Session	1.63	1.68	N/A	N/A	N/A
Avg. Session Duration	00:02:48	0:03:04	N/A	N/A	N/A
% New Sessions	35	35	N/A	N/A	N/A

**Computer & Online Resource Use**

	<b>October 2016</b>	<b>October 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Placentia Residents	1,393	1,343	5,379	5,445	-1%
Non-Placentia Residents	1060	931	3,865	3,311	17%
<b>Total</b>	<b>2453</b>	<b>2,274</b>	<b>9,244</b>	<b>8,756</b>	<b>6%</b>

**Wifi Use**

	<b>October 2016</b>	<b>October 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
<b>Total</b>	<b>2,653</b>	<b>1,446</b>	<b>10,681</b>	<b>7,361</b>	<b>45%</b>

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Report on Actions Taken at the Library Board of Trustees Closed Session Meeting**

**DATE:** November 21, 2016

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on November 21, 2016.



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Employee of the Year Presentation

**DATE:** November 21, 2016

President Gayle Carline will present the Employee of Year Award to Wendy Townsend.

Wendy Townsend began her employment with the Placentia Library District on November 1, 2011 as a Librarian I for the Adult Services Department. She received her MLIS from San Jose State University in 2010 and an undergraduate from Santa Cruz University in 2003.

Prior to her full-time appointment with the District, Wendy was hired as an intern, assisting with children's programming. Her tasks included evaluating new materials, ordering, displaying and weeding the children's collection. She also created bibliographies and provided reference service at the information desk.

On May 27, 2016, Wendy was promoted to Supervising Librarian, overseeing the Adult Services Department. One of Wendy's numerous contributions to Adult programming and services is her dedication to working with the Placentia Historical Society. Her commitment to promoting the rich historical collection and strong partnership with the Placentia Historical Society resulted in the Local History Lecture Series, which featured such subjects as the 1938 Flood, a photo history of the City, how the railroad changed Placentia, and the history of tamales. These lectures have received positive reviews as evidenced by the high attendance.

Wendy is known for bringing people together and inspiring new ideas, while maintaining a positive and upbeat personality. Staff appreciates Wendy's guidance and encouragement as they work together to develop library programs and services that provide an impact on our community.

Congratulations to Wendy on her accomplishments and well deserved recognition.



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** An Introduction of Placentia's New Police Chief, Darin Lenyi

**DATE:** November 21, 2016

On October 19<sup>th</sup>, City Administrator Damien R. Arrula announced the appointment of Mr. Darin Lenyi to serve as Chief of Police for the Placentia Police Department, effective the same day of the announcement. Chief Lenyi succeeds Interim Chief of Police Ronald Lowenberg, who has been serving in this capacity since April 2016. Chief Lenyi is a 28-year law enforcement veteran who has most recently held the position of Captain for the Laguna Beach Police Department for over four years.

Mr. Lenyi grew up in Placentia and is a graduate of Valencia High School. Mr. Lenyi began his career in law enforcement in 1982-1985 and served as a Placentia Police Explorer. Mr. Lenyi's policing career after Placentia includes working for Anaheim Police Department and Laguna Beach Police Department. During his time with Laguna Beach, Mr. Lenyi filled the positions of Police Officer, Detective, Lieutenant, Division Commander, Captain and Interim Chief of Police.

Mr. Lenyi has received numerous awards and recognition from Laguna Beach, including the Medal of Merit, Medal of Courage and Ribbon of Service. He has also served in the California State Military Reserve, 40th Infantry Support Brigade and was awarded a California Commendation Medal for his service.

Mr. Lenyi has a Bachelor of Arts Degree from Southern California College and a Master of Arts Degree from National University.

Chief Lenyi will be present to answer questions from the Library Board of Trustees and the public.



**Page intentionally left blank**



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Authorize Amendments to the Placentia Library District Policy 2110 – Health and Welfare Benefits**

**DATE:** November 21, 2016

**BACKGROUND**

The Library Board of Trustees approved changes to the Placentia Library District Policy 2110 – Health and Welfare Benefits at the June 20, 2016 Library Board of Trustees meeting. Since the last approved amendments to Policy 2110 – Health and Welfare Benefits, it was discovered and after discussion with the Special District Risk Management Authority's (SDRMA), the language in the current policy must clearly state that the District provides 100% medical and ancillary coverage to all regular full-time employees and regular part-time employees working 20 or more hours. Ancillary coverage includes dental, vision, long-term disability, life insurance, and employee assistance program. The reasoning being that employee contributions would turn the plan into a true voluntary plan, which SDRMA is not a voluntary plan, as it usually involves higher rates which in turn will affect the premiums for all members of SDRMA.

Attachment A contains the recommended amendments to Placentia Library District Policy 2110 – Health and Welfare Benefits.

**RECOMMENDATIONS**

1. Approve amendments to the Placentia Library District Policy 2110 – Health and Welfare Benefits as presented, inclusive of comments from the Library Board of Trustees and effective immediately.
2. Approve by a roll call vote.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Health and Welfare Benefits  
**POLICY NUMBER:** 2110

**2110.1 Medical Insurance Coverage.** The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular full-time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors. Effective July 1, 2016, all non-exempt employees will select coverage from two SDRMA medical insurance plans: EPO or Gold PPO.

**2110.1.1 Exempt Employees Premium.** The District pays the premium for all exempt employees and family, if applicable, for medical, hospital, dental, and vision coverage under the EPO-Exempt + Family medical plan provided through SDRMA. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

**2110.1.2 Non-Exempt Employees Premium.**

**NEW LANGUAGE:** The District allots \$1,000 to regular full-time and part-time (working 20+ hours) employees for medical coverage for their employee premium costs. Full-time employees have the option to use the balance from the \$1,000 to cover dependent(s) premium medical coverage. Part-time employees wishing to enroll their dependents cannot use the \$1,000 towards coverage for their dependents, and are responsible for 100% of their dependents' medical premium costs.

Placentia Library District pays 100% of the monthly premium for regular full-time and part-time (working 20+ hours) employees for ancillary coverages, which include Dental, Vision, Basic Life and AD&D, LTD and EAP benefits. If dependents are added to ancillary coverages (Dental and/or Vision), the employee will pay 100% of the monthly premium for dependent coverage.

**OLD LANGUAGE:**

The District pays a flat \$1,000 per month towards premium costs for each non-exempt regular full-time employee, and a pro-rata payment for regular part-time employee, for medical, hospital, dental, and vision coverage. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

**2110.2 Workers' Compensation Insurance.** All District employees will be insured against injuries received while on the job as required by State law.

**2110.3 Life Insurance.** Life Insurance in the amount of \$50,000 is provided for the Library Director, all full-time employees, and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

**2110.4 Social Security and Medicare.** Placentia Library District participates in Social Security and Medicare for all employees.

**2110.5 PARS Defined Benefit Retirement Plan.**

**2110.5.1** Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Defined Benefit Retirement Plan.

**2110.5.2** The District contributes four per cent of an employee's annual salary to the Plan. There is no employee contribution to the Defined Benefit Retirement Plan.

**2110.5.3** Employees are vested in the Defined Benefit Retirement Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

**NEW 2110.5.4** Eligibility for Distribution includes retirement, termination, permanent disability, or death.

**2110.5.5** A maximum of 12% can be contributed towards the plan including employer and/or a voluntary employee contributions.

**2110.6 Deferred Compensation/457 Plan.**

**2110.6.1** Regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

**2110.6.2** The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

**2110.6.3** Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

**2110.6.4** Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

**2110.6.5** Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

**2110.6.6** Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of Administrative Services.



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Authorization to amend the Placentia Library District Policy 2115 – Volunteer Workers’ Compensation Insurance as presented, inclusive of comments received from the Library Board of Trustees**

**DATE:** November 21, 2016

**BACKGROUND**

Mr. Dennis Timoney from the Special District Risk Management Authority (SDRMA) provided updates on the 2016 Fair Employment and Housing Act (FEHA) at the recent California Special District Association (CSDA) conference. Updates included personal liability for unlawful harassment of coworkers, regardless of whether an employer knew or should have known about the harassment and amended definition of protected classes.

The provisions under the FEHA also protect against discrimination and harassment for unpaid interns and volunteers as follows:

1. Unpaid interns and volunteers as defined are individuals who work without pay for an employer, in any unpaid internship or another limited duration program to provide unpaid work experience, or as a volunteer.
2. It is unlawful for an employer to discriminate against unpaid interns in the selection, termination, training, or other terms or treatment of those individuals on any basis protected by the FEHA.
3. It is unlawful for unpaid interns, volunteers, and persons providing services pursuant to a contract to be subjected to unlawful harassment in the workplace on any basis protected by the FEHA.

While sharing these amendments, Mr. Timoney also pointed out the need for districts to have policies dealing with volunteers and clearly state that they are at will, though it may seem all too obvious. Library staff recommends an amendment to Placentia Library District Policy 2115 – Volunteer Workers’ Compensation Insurance as presented on Attachment A and to include the following language on the online Volunteer Application.

“Your assignment with the Placentia Library District is a voluntary one and is subject to termination by you or the Placentia Library District at will, with or without cause, and with or without notice, at any time. Nothing in this application shall be interpreted to be in conflict with or to eliminate or modify in any way the at-will status of Placentia Library District volunteers.”

Attachment A is the recommended amendments to Placentia Library District Policy 2115 – Volunteer Workers' Compensation Insurance.

**RECOMMENDATIONS**

1. Approve amendments to the Placentia Library District Policy 2115 Volunteer Workers' Compensation Insurance as presented, inclusive of comments from the Library Board of Trustees and effective immediately.
2. Approve by a roll call vote.

# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Volunteer Workers' Compensation Insurance  
**POLICY NUMBER:** 2115

**2115.1** Placentia Library District encourages the services and contributions of volunteers as literacy tutors, general library volunteers and Placentia Library Friends Foundation Board of Directors members.

**2115.2** Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator.

**2115.3** District staff and/or the Placentia Library Friends Foundation will conduct appropriate orientation and training of volunteers.

**2115.4** Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

**2115.5** Persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District or a designated representative of the Board of Directors of the Placentia Library Friends Foundation, to ensure that services are performed in a safe and appropriate manner.

**2115.6** The District will ensure that volunteers are, to the extent applicable, provided with workers' compensation coverage.

**2115.7** The District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.

### **NEW**

**2115.8** Voluntary assignment with the Placentia Library District is at will and is subject to termination by you or the Placentia Library District, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to be in conflict with or to eliminate or modify in any way the at-will status of Placentia Library District volunteers.



Page intentionally left blank



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Adoption of Resolution 16-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Maintain Participation in the Investment Pool with the County of Orange

**DATE:** November 21, 2016

**BACKGROUND**

The Orange County Treasurer manages an investment pool known as Orange County Investment Fund (OCIF) with a current Market Value of \$7.7 billion as of October 2016. The Orange County Treasurer maintains three investment portfolios: Orange County Investment Pool (OCIP), Orange County Educational Investment Pool (OCEIP), and the John Wayne Airport Investment Fund portfolio. The OCIP had a market value of \$4.1 billion with the OCEIP at \$3.6 billion; a 12.75% and 12.19%, respective increase since September. The current gross interest yield year-to-date for the OCIP portfolio for fiscal year 2016/2017 is 0.80% with a current net yield of 0.74%.

Attachment A is the Summary of Investment Data for October 2016. The Treasurer manages the Pool on behalf of Pool participants through the authority delegated to it annually by the Orange County Board of Supervisors. The Orange County Treasurer's Investment Policy has three goals:

- 1) To invest public funds in a manner that will provide the maximum security of principal invested.
- 2) Provide adequate liquidity to pool participants.
- 3) Achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statues and resolutions governing the investment of public funds.

Attachment B is the Orange County Treasurer Investment Policy.

**RECOMMENDATIONS**

1. Adopt Resolution 16-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Maintain Participation in the Investment Pool with the County of Orange.
2. Approve by a roll call vote.

**RESOLUTION 16-10**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO MAINTAIN  
PARTICIPATION IN THE INVESTMENT POOL WITH THE COUNTY OF ORANGE

WHEREAS, Section 53684 of the California Government Code allows the Placentia Library District to deposit excess funds into the Orange County Treasury for purposes of investment by the Orange County Treasurer-Tax Collector (the "County Treasurer"); and

WHEREAS, the Board of Trustees has determined or may determine from time to time, that excess funds of the Placentia Library District exist which are not required for immediate use; and

WHEREAS, the Board of Trustees hereby authorizes \$1,000,000 to be deposited for purposes of investment with the Orange County Treasurer.

WHEREAS, the Board of Trustees has received and carefully reviewed the Orange County Treasurer's (the "Treasurer") Investment Policy Statement (the "IPS"), and, is familiar with its contents. Having considered and weighed the risks of investing (including, but not limited to, the risks of loss of interest and principal) the Board of Trustees finds and determines that it is appropriate and legal to invest its moneys in the Orange County Treasury as permitted by the IPS. Placentia Library District has been advised by the Treasurer and understands that the IPS may be amended by the Treasurer without the review or consent of Local Agency.

WHEREAS, the Board of Trustees authorizes the deposit of moneys of the Placentia Library District into the County Treasury for purposes of investment by the County Treasurer in accordance with the provisions of Section 53684 of the California Government Code.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby adopts Resolution 16-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Maintain Participation in the Investment Pool with the County of Orange.

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)

COUNTY OF ORANGE)

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

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

---

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

ORANGE COUNTY TREASURER-TAX COLLECTOR  
SUMMARY OF INVESTMENT DATA  
INVESTMENT TRENDS

	OCTOBER 2016	SEPTEMBER 2016	INCREASE (DECREASE)	NET CHANGE %	OCTOBER 2015	INCREASE (DECREASE)	NET CHANGE %
<b>Orange County Investment Pool (OCIP)</b>							
End Of Month Market Value <sup>1,2</sup>	\$ 4,129,118,364	\$ 3,614,805,346	\$ 514,313,018	14.23%	\$ 3,662,323,410	\$ 466,794,954	12.75%
End Of Month Book Value <sup>2</sup>	\$ 4,125,753,976	\$ 3,609,366,041	\$ 516,387,935	14.31%	\$ 3,658,212,609	\$ 467,541,367	12.78%
Monthly Average Balance <sup>2</sup>	\$ 3,887,875,905	\$ 3,617,672,358	\$ 270,203,547	7.47%	\$ 3,492,683,929	\$ 395,191,976	11.31%
Year-To-Date Average Balance	\$ 3,632,214,921	\$ 3,546,994,593	\$ 85,220,328	2.40%	\$ 3,346,646,734	\$ 285,568,187	8.53%
Monthly Accrued Earnings <sup>3</sup>	\$ 2,594,847	\$ 2,460,768	\$ 134,080	5.45%	\$ 1,773,229	\$ 821,618	46.33%
Monthly Net Yield <sup>3</sup>	0.72%	0.76%	-0.05%	-6.16%	0.53%	0.19%	35.09%
Year-To-Date Net Yield <sup>3</sup>	0.74%	0.74%	-0.01%	-0.94%	0.64%	0.10%	15.00%
Annual Estimated Gross Yield <sup>4</sup>	0.84%	0.84%	0.00%	0.00%	0.64%	0.20%	31.25%
Weighted Average Maturity (WAM) <sup>5</sup>	365	409	(44)	-10.76%	371	(6)	-1.62%
<b>Orange County Educational Investment Pool (OCEIP)</b>							
End Of Month Market Value <sup>1,2</sup>	\$ 3,608,927,721	\$ 3,851,986,165	\$ (243,058,444)	-6.31%	\$ 3,216,914,185	\$ 392,013,536	12.19%
End Of Month Book Value <sup>2</sup>	\$ 3,605,787,286	\$ 3,846,913,962	\$ (241,126,676)	-6.27%	\$ 3,212,686,394	\$ 393,100,892	12.24%
Monthly Average Balance <sup>2</sup>	\$ 3,718,332,696	\$ 3,834,201,403	\$ (115,868,707)	-3.02%	\$ 3,336,923,368	\$ 381,409,328	11.43%
Year-To-Date Average Balance <sup>2</sup>	\$ 3,915,621,954	\$ 3,981,385,040	\$ (65,763,086)	-1.65%	\$ 3,527,746,804	\$ 387,875,150	10.99%
Monthly Accrued Earnings <sup>3</sup>	\$ 2,524,622	\$ 2,507,509	\$ 17,113	0.68%	\$ 1,755,730	\$ 768,892	43.79%
Monthly Net Yield <sup>3</sup>	0.72%	0.72%	0.00%	0.42%	0.55%	0.17%	30.55%
Year-To-Date Net Yield <sup>3</sup>	0.69%	0.68%	0.01%	1.47%	0.49%	0.20%	40.41%
Annual Estimated Gross Yield <sup>4</sup>	0.84%	0.84%	0.00%	0.00%	0.65%	0.19%	29.23%
Weighted Average Maturity (WAM) <sup>5</sup>	383	360	23	6.39%	424	(41)	-9.67%

1 Market values provided by Bloomberg and Northern Trust  
2 In October 2016, OCIP End of Month Market and Book Values and Monthly Average Balance increased from October 2015 and September 2016 primarily due to a transfer from the General Fund - Non AMT Restricted Account to the County General Fund as directed by the Chief Financial Officer related to Board Resolution 05-179 and to higher incoming secured property tax receipts due to tax bills being mailed earlier than the prior year. Over 66% of the secured property tax receipts will be paid out to County Agencies and School and Community College Districts in early November. In October 2016, OCEIP End of Month Market and Book Values and Monthly and Year-To-Date Average Balances increased from October 2015 primarily due to higher State Local Educational Agency (LEA) funding and higher ERAF receipts.  
3 In October 2016, OCIP and OCEIP Monthly Accrued Earnings and Monthly and Year-To-Date Net Yield were higher than October 2015 primarily due to slightly higher short-term interest rates and higher average pool balances.  
4 The OCIP and OCEIP Annual Estimated Gross Yield for October 2015 is reported at the actual annual gross yield for FY 15/16, and their Annual Estimated Gross Yield for October 2016 is reported at the latest forecasted gross yields of 0.84%. Their Annual Estimated Gross Yield for FY 16/17 is higher than FY 15/16 due to reductions in excess liquidity and improved cash management while maintaining the same high credit quality of securities.  
5 In October 2016, OCIP WAM decreased as incoming secured property tax receipts were invested in short-term maturities. In addition, OCEIP WAM was lower than in October 2015 primarily due to higher liquidity needs than in 2015.

# Orange County Treasurer



## Investment Policy Statement

(Approved By B.O.S. 12/15/2015)

TABLE OF CONTENTS

	Page No.
I. Policy Statement.....	3
II. Scope .....	3
III. Prudence .....	4
IV. Delegation of Authority .....	5
V. Objectives.....	5
VI. Authorized Investments.....	6
VII. Investment Restrictions .....	10
VIII. Diversification and Maturity Restrictions .....	11
IX. Prohibited Transactions.....	12
X. Ethics and Conflict of Interest.....	13
XI. Authorized Broker/Dealers and Financial Institutions.....	14
XII. Performance Evaluation .....	14
XIII. Safekeeping .....	14
XIV. Maintaining the Public Trust.....	15
XV. Internal Controls.....	15
XVI. Earnings and Costs Apportionment.....	15
XVII. Voluntary Participants .....	16
XVIII. Withdrawal .....	16
XIX. Performance Standards.....	16
XX. Investment Policy Statement Review.....	17
XXI. Financial Reporting .....	17
XXII. Legislative Changes .....	17
XXIII. Disaster Recovery Program.....	17
XXV. Glossary.....	19

## **ORANGE COUNTY TREASURER INVESTMENT POLICY STATEMENT**

### **PURPOSE**

This policy is intended to provide the structure for the prudent investment of the cash balances entrusted to the Orange County Treasurer (the “Treasurer”) and outline the policies to assist in maximizing the efficiency of the Treasurer’s cash management system while meeting the daily cash flow demands of the County, the School Districts, Community Colleges, voluntary participants and other County-related agency funds. The Treasurer’s Investment Policy Statement is approved annually by the County Board of Supervisors as required by California Government Code Section 53646 (a) (1) and reviewed annually by the Treasury Oversight Committee, pursuant to the requirements of California Government Code Section 27133. (All references are to the California Government Code unless otherwise stated.)

### **I. POLICY STATEMENT**

The investment practices and policies of the Treasurer are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner that will provide the maximum security of principal invested with secondary emphasis on providing adequate liquidity to pool participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds.

The Orange County Investment Fund (the “OCIF”), which includes all cash balances entrusted to the Treasurer as noted above, is designed to meet both the investment and cash requirements of our participants. If separate funds are established, the Treasurer shall determine on a cash flow basis what percent of available cash will be invested in each fund.

### **II. SCOPE**

The scope of this Investment Policy Statement applies to all financial assets as indicated in II.1 below.

#### **1. FUNDS**

The Treasurer is responsible for investing the unexpended cash of the OCIF, defined as all monies under the investment authority of the Treasurer, including funds, and subsets of funds, for the Orange County Department of Education; and excluding the County employee’s pension and medical trust funds which are invested separately by Orange County Employees Retirement System (OCERS), and those funds that are invested separately by the County Treasurer under bond indenture agreements. The County Funds are accounted for in the County’s CAFR and include:

- Governmental Funds, including the General Fund
- Enterprise Funds
- Fiduciary Funds
- Any other funds or new funds created by the County, unless specifically exempted

**a) Pooled Funds:**

It is the Treasurer's policy to pool certain funds for investment purposes to provide efficiencies and economies of scale. Investing through pooled funds will provide for greater use of funds by allowing for more efficient cash flows, a reduction in transaction costs, and improved access to the market. In addition to allowing for one pool for all participants, OCIF may also be split into different pools to meet the specific needs of participants such as short-term pools and longer-term pools. Each pool established will be reviewed separately for purposes of determining compliance with the Investment Policy Statement. These pools are based on the investment requirements detailed in Government Code Sections 53600 *et seq.* and 53630 *et seq.*

- i. If a longer-term pool such as an extended fund is established by the Treasurer, it will be utilized for investment requirements generally longer than one year. It will be invested primarily in high grade securities.
- ii. If a short-term pool is established, it can be established as a single pool or as separate pools depending on the needs of the pool participants. These pools will be utilized for shorter-term investment requirements and providing liquidity for immediate cash needs. They will be invested primarily in cash-equivalent securities to fulfill the primary goals of safety and liquidity.

**b) Specific Investment Accounts:**

From time to time, the Treasurer may be authorized by a participant's governing board to invest other specific investments or to manage bond proceeds issued by the County, a local school district, voluntary participant, or other local agency. This may include deposits that are set aside for future needs of a long-term nature and may be appropriately invested in longer-term securities as allowed by Government Code. Participating agencies will sign a written agreement acknowledging that there may be risk to principal should they desire to redeem funds early, thereby forcing an early sale of securities rather than holding investments to maturity.

No investment will be made in any security with a remaining maturity in excess of five years at the time of purchase, unless the Board of Supervisors has granted express authority to make such an investment specifically or as part of an investment program, which may include investing through pooled funds. Board of Supervisor's approval must occur at least three months prior to the investment or investment programs being effective. Strategies for such deposits may include matching maturities with long-term liabilities.

**III. PRUDENCE**

Government Code Sections 27000.3 and Section 53600.3 provides that the "prudent investor" standard is to be used by the Treasurer as a fiduciary of public funds. This standard provides that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the Treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the County and other depositors that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the County and



the other depositors. Within the limitation of this section and considering individual investments as part of an overall investment strategy, investments may be acquired as authorized by law.

The Treasurer and those delegated staff shall act in accordance with written procedures and the Investment Policy Statement, exercise due diligence, report in a timely fashion and implement appropriate controls to mitigate adverse developments.

#### **IV. DELEGATION OF AUTHORITY**

Annually, the County Board of Supervisors delegates to the Treasurer the authority to invest and reinvest the funds of the County and other depositors as specified in Government Code Sections 27000.1, 53607 and 53608. Such delegation is conditioned upon the Treasurer submitting any and all investment policies and amendments thereto to the Board for review and approval. The Treasurer may further delegate investment authority to such persons within the Treasurer's Department as deemed appropriate.

#### **V. OBJECTIVES**

Criteria for selecting investments and the absolute order of priority are:

##### **1. SAFETY**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

The Treasurer shall seek to preserve principal and minimize capital losses by mitigating credit risk and market risk as follows:

- a) **Credit Risk:** Defined as an issuer's ability and willingness to repay interest and principal. Credit risk shall be mitigated by diversifying the fund among issues and issuers so that the failure of any one issue or issuer would not result in a significant loss of income or principal to participants.
- b) **Market Risk:** Defined as the risk of market value fluctuations due to changes in the general level of interest rates. Because longer-term securities generally have greater market risk than shorter-term securities, market risk will be mitigated by establishing a maximum weighted average maturity or duration for the portfolio. Occasional market losses on individual securities are inevitable with active portfolio management and must be considered within the context of the overall investment return.

##### **2. LIQUIDITY**

Liquidity refers to the recurring maturity of a portion of the investment portfolio, as well as the ability to sell an investment at any given moment with a minimal chance of principal loss. A portion of OCIF, which may be in a separate pool, will maintain liquidity for the purpose of meeting all operating requirements and reasonably anticipated cash flow needs.

**3. YIELD**

Yield refers to the objective of attaining a market rate of return commensurate with the risk profile and cash flow characteristics of the portfolio throughout budgetary and economic cycles. Although the Treasurer may employ certain indices to gauge the funds' rate of return, such indices shall be used solely for comparative purposes and do not constitute a warranty or guarantee of actual fund performance.

**4. MARK-TO-MARKET**

Investment pools, as described in Section II, 1 (a) of this Investment Policy Statement, are marked to market. To the extent reasonably possible and consistent with the Treasurer's trust and fiduciary duty, any funds in a short-term pool will attempt to stabilize at a \$1.00 net asset value (NAV). If the ratio of the market value of the short-term pool divided by the book value of the short-term pool is less than \$.995 or greater than \$1.005, holdings may be sold as necessary to maintain the ratio between \$.995 and \$1.005.

The Treasurer will act on a "best efforts" basis to stabilize any short-term pools within the \$.995 to \$1.005 range. However, the \$1.00 NAV is not guaranteed or insured by the Treasurer for any pool, including any longer-term pool, nor are the pools registered with the Securities Exchange Commission (SEC).

**VI. AUTHORIZED INVESTMENTS**

The County is authorized by Government Code Section 53600 *et seq.* to invest in specific types of securities. Investments not specifically listed below are prohibited. Consistent with the requirements of law and this Investment Policy Statement, the Treasurer may place orders for the execution of transactions with or through such broker/dealers, banks or counterparties as may be selected from time to time at his/her discretion. All securities must be U.S. dollar denominated. To the extent consistent with the objectives stated above, the investment restrictions outlined below, and the investment limitations specified in Sections VII and VIII, the pools may invest in the following areas.

**1. U. S. TREASURY SECURITIES**

United States Treasury bills, notes, bonds, or certificates of indebtedness, for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no limit on the percentage of a pool that can be invested in this category.

**2. U. S. GOVERNMENT AGENCY SECURITIES**

Obligations, participations, or other instruments of, or issued by, a federal agency or a United States government-sponsored enterprise (GSE). There is no limit on the percentage of a pool that can be invested in this category, but each issuer is limited to 33% of any individual pool's total assets except that GSE issuers rated 'AA-' or higher with final maturities of 30 days or less are excluded from the calculation of the 33% limit.

**3. COMMERCIAL PAPER**

Eligible commercial paper shall be of "prime" quality of the highest ranking or of the highest letter and number rating as provided by a Nationally Recognized Statistical Rating Organization (NRSRO), shall not exceed 270 days maturity, and shall not exceed 40% of a pool. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (a) or paragraph (b):

- a) Has total assets in excess of five hundred million dollars (\$500,000,000), is organized and operating within the United States as a general corporation, and has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.
- b) Is organized in the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to overcollateralization, letters of credit or a surety bond, has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Split ratings (i.e. A2/P1) are not allowed, and two NRSRO ratings are required. No more than 5% of the total assets of any individual pool may be invested in any one issuer's commercial paper.

#### **4. NEGOTIABLE CERTIFICATES OF DEPOSIT**

Negotiable certificates of deposit issued by a nationally or state-chartered bank, savings association, or, federal association (as defined by Section 5102 of the California Financial Code) a state-licensed branch of a foreign bank. Issuing banks must be rated by at least two NRSROs, have a short-term rating of not less than A1/P1 and a long-term rating of not less than an "A" from a NRSRO, if any. No more than 30% of any individual pool's total assets may be invested in negotiable certificates of deposit.

#### **5. REPURCHASE AGREEMENTS**

Investments in repurchase agreements for the purpose of this Investment Policy Statement means a purchase of securities by the Treasurer pursuant to an agreement by which the seller will repurchase the securities on or before a specified date and for a specified amount and will deliver the underlying securities to the Treasurer by book entry, physical delivery, or by third party custodial agreement. The term of a repurchase agreement shall not exceed one year. The term "securities," for the purpose of repurchase agreements, means securities of the same issuer, description, issue date, and maturity.

To participate in repurchase agreements, a master repurchase agreement must be completed and signed by all parties involved. The Treasurer will maintain a signed copy of the agreement. Repurchase agreements are required to be collateralized by securities or cash.

##### **a) Collateralization:**

In order to anticipate market changes and provide a level of security for all repurchase agreement transactions, the market value of securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities and the value shall be adjusted no less frequently than weekly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day.

Collateral will be limited to cash, and U.S. Treasury and U.S. Government Agency securities. For compliance purposes, U.S. Treasury and/or U.S. Government Agency collateral are exempt from the issuer limits as stated in Section VIII.2. Collateral will be held by an independent third party with whom the Treasurer has a current custodial agreement. A clearly marked evidence of ownership (safekeeping/custody receipt) must

be supplied to the Treasurer and retained. No collateral substitutions may be made without prior approval of the Treasurer.

Investments in repurchase agreements are limited to no more than 20% of any individual pool's total assets. Agreements are subject to Government Code Section 53601 and must comply with the delivery requirements and the maturity provision from Section 53601.

**6. BANKERS' ACCEPTANCES**

Bankers' acceptances, also known as time drafts (bills of exchange), are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days maturity. Issuing banks must be rated by at least two of the NRSROs and have a short-term rating of at least A1/P1 and a long-term rating of not less than "A" from a NRSRO, if any. Bankers' acceptances are limited to no more than 40% of any individual pool's total assets.

**7. MONEY MARKET MUTUAL FUNDS**

Shares of beneficial interest issued by diversified management companies that are money market mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 *et seq.*), which only invest in direct obligations in U.S. Treasury bills, notes, and bonds, U.S. Government Agencies, Municipal Debt, and repurchase agreements with a weighted average maturity of 60 days or less. Money Market Mutual Funds that do not maintain a constant Net Asset Value (NAV) are prohibited. Money market mutual funds are not required to conform to the restrictions detailed in this Investment Policy Statement, but are limited to no more than 20% of any individual pool's total assets. The Treasurer shall be required to investigate money market mutual funds prior to investing and perform a periodic review, but at least annually thereafter while the funds are invested in the money market mutual fund. At a minimum, approved money market mutual funds shall have met either of the following criteria:

- a) Attained the highest ranking or the highest letter and numerical rating provided by no less than two NRSROs.
- b) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds with assets under management in excess of \$500,000,000.

**8. STATE POOL – LOCAL AGENCY INVESTMENT FUND**

The Treasurer may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer under Government Code Section 16429.1. LAIF has no final stated maturity and will be reported as a one-day maturity. Investments in LAIF shall not exceed \$50 million per pool.

**9. MUNICIPAL DEBT**

Such instruments are defined as being issued by a local or state agency, including:

- a) Bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency or authority of the local agency.

- b) Registered state warrants or treasury notes or bonds, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of a state.
- c) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within a state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

Issuing municipalities must have a short-term rating of not less than A1/P1 and a long-term rating of not less than an "A" from the NRSROs, and two NRSRO ratings of "A" or better are required unless they have a single NRSRO rating of AA-/AA3 or better. Municipal debt issued by the County of Orange, California is exempt from this credit rating requirement.

#### **10. MEDIUM-TERM NOTES**

Medium-term notes are defined as all corporate and depository institution debt securities with a maximum remaining maturity of not more than 397 days for any short-term pools and five years for any other pools such as a longer-term pool. Medium-term notes must be issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated not less than "A" or its equivalent from at least two NRSROs and if remaining maturity is longer than 397 days, it shall be rated by at least two NRSROs and have obtained no less than an "AA" rating by both. Investments in medium-term notes are limited to no more than 30% of any individual pool's total assets.

#### **11. INVESTMENT POOLS**

Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations as authorized under 53601 (a) to (o), inclusive, and that comply with the investment restrictions of Government Code Sections 53600 through 53610 and Section 53630. The Treasurer shall be required to investigate all local government investment pools prior to investing and perform a quarterly review thereafter while the funds are invested in the pool. The analysis shall include, but is not limited to, the following characteristics of a pool/fund as part of its investigation and quarterly review:

- Eligible securities
- Maximum maturity
- REPO collateral/counter-party
- Size of the pool/fund
- Limits on withdrawal/deposit
- Expense ratio

Investments in this investment type are limited to no more than 20% of any individual pool's total assets. No more than 10% of an individual pool shall be invested in a single investment pool.

## 12. SUPRANATIONAL SECURITIES

Supranational securities are defined as United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity five years or less, and eligible for purchase and sale within the United States. Supranational securities eligible for investment shall be rated "AA" or better from at least two NRSROs. Investments in supranationals shall not exceed 30 percent of any individual pool's total assets.

## VII. INVESTMENT RESTRICTIONS

### 1. CREDIT RATINGS

Credit ratings will be applied at the time of purchase of a security. A subsequent downgrade in a security's credit rating will not constitute a violation of the Investment Policy Statement. Securities which are downgraded below the minimum acceptable rating levels must be reviewed for possible sale within a reasonable amount of time. Municipal debt issued by the County of Orange, California is exempt from the credit rating requirements listed below. U.S. Government obligations (as defined in Section VI (1) and VI (2)) are exempt from the credit rating requirements listed below. The credit ratings referred to in this policy must be assigned by one of the following Nationally Recognized Statistical Rating Organizations (NRSRO): Standard & Poor's Corporation "S&P," Moody's Investors Service, Inc. "Moody's", and Fitch Ratings "Fitch."

- a) Short-term debt ratings – (two of the following and not less than the following)
- |                         |   |
|-------------------------|---|
| "A-1" or "SP-1"         | Standard & Poor's Corporation (S&P)       |
| "P-1" or "MIG 1/VMIG 1" | Moody's Investors Service, Inc. (Moody's) |
| "F1"                    | Fitch Ratings (Fitch)                     |

Split ratings are not allowed, i.e. A-1/P-1/F2 or similar. An issuer of short-term debt must have no less than an "A" rating on long-term debt, if any.

Long-term debt ratings – Investments purchased for short-term pools or with remaining maturities of 397 days or less- shall be rated by at least two NRSROs and have obtained no less than an "A" rating by any. Investments purchased for pools with remaining maturities longer than 397 days, shall be rated by at least two NRSROs and have obtained no less than an "AA" rating by any. If an issuer of long-term debt has a short-term rating, then it may not be less than A-1/SP-1 or P-1/MIG1 or F1 and should be rated by two NRSROs.

- b) Repurchase Agreement counterparties shall have a minimum short-term rating, or counterparty rating, of no less than A-1 or equivalent by two NRSROs and have capital of not less than \$500 million.
- c) Any issuer that has been placed on "Credit Watch-Negative" by a NRSRO will be placed on hold and current holdings reviewed for possible sale within a reasonable period of time unless the following criteria are met and are also approved in writing by the Treasurer prior to purchase:
- The issuer has:
- (a) an A-1+ or F1+ short-term rating; or
  - (b) at least an AA or Aa2 long-term rating.

- d) If any issuer is placed on “Credit Watch-Negative” by a NRSRO, all related entities, including parent and subsidiaries, will also be placed on hold and subject to the above requirements.

**VIII. DIVERSIFICATION AND MATURITY RESTRICTIONS**

It is the policy of the Treasurer to diversify the pooled funds. Investments are diversified to minimize the risk of loss resulting in overconcentration of assets in a specific maturity, specific issuer, or a specific class of securities. Diversification strategies shall be established by the Treasurer and periodically reviewed.

**1. AUTHORIZED INVESTMENTS AND ISSUER CONCENTRATION**

Only debt issued by firms listed on the Office of the Treasurer’s Approved Issuer List may be purchased. The following diversification limits will also be applied at the time of purchase of a security.

Type of Investment	Cal Gov Code % of Funds Permitted	Orange County IPS	Cal Gov Code Maximum Final Maturity	Orange County IPS Maximum Final Maturity (All Pooled Funds Except Short-Term Funds)	Orange County IPS Maximum Final Maturity (Short-Term Fund)
U.S. Treasury Securities	100%	100%	5 Years	5 Years	397 Days
U.S. Government Agency Securities (GSEs)	100%	100% Total, no more than 33% in one issuer excluding securities with final maturities of 30 days or less	5 Years	5 Years	397 Days
Municipal Debt	100%	30% Total, no more than 5% in one issuer except 10%-County of Orange	5 Years	5 Years	397 Days
Medium-Term Notes	30%	30% Total, no more than 5% in one issuer	5 Years	5 Years	397 Days
Bankers Acceptances	40%, 30% of a single issuer	40% Total, no more than 5% in one issuer	180 Days	180 Days	180 Days
Commercial Paper	40%, 10% of a single issuer	40% Total, no more than 5% in one issuer	270 Days	270 Days	270 Days
Negotiable Certificates of Deposits	30%	30% Total, no more than 5% in one issuer	5 Years	5 Years	397 Days
State of California Local Agency Investment Fund	\$50 million per account	\$50 million per pool	N/A	N/A	N/A
Repurchase Agreements	100%	20% Total, no more than 10% in one issuer	1 Year	1 Year	1 Year
Money Market Mutual Funds	20%	20% Total	N/A	N/A	N/A
Investment Pools	100%	20% Total, no more than 10% in one pool	N/A	N/A	N/A
Supranationals	30%	30% Total, no more than 5% in one issuer	5 Years	5 Years	397 Days

## 2. MATURITY

- a) The weighted average maturity (WAM) of any short-term pool, on a dollar-weighted basis, shall not exceed 60 days.
- b) The maximum maturity of any investment purchased will be five years with the exception of investments and investment pools authorized by the Board of Supervisors to be invested in longer than five year maturities.

If short-term and long-term pools are used, the following restrictions will apply:

Short-term pool	13 months (397)
Long-term pool	5 years

- c) For purposes of calculating a final maturity date, the earlier of either the final maturity date, pre-refunded date, or mandatory put to tender option date that will be used.
- d) For purposes of calculating the weighted average maturity of the portfolio, the maturity of a variable-rate security will be considered its next interest rate reset date, if there is a reasonable expectation that the security will maintain an approximate value of par upon each adjustment of the security's interest rate at any time until final maturity.

## 3. DURATION

- a) All pools, except short-term pools, shall have an effective duration not to exceed a leading 1-3 year index +25%.

## IX. PROHIBITED TRANSACTIONS

At the time of purchase, all permitted investments shall conform in all respects with this Investment Policy Statement and with applicable provisions of the Government Code, as may be amended from time to time. No investment prohibited by Government Code shall be permitted herein.

Any investment transactions, credit risk criterion, percentage limitations, or market valuation that are not in compliance with this Investment Policy Statement and cannot be corrected without penalty at time of purchase must be documented and approved by the Treasurer in writing as soon as possible. Thereafter, action shall be taken by the Treasurer to correct such matter as soon as practical. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction.

### 1. The following transactions are prohibited:

- a) Borrowing for investment purposes ("Leverage").
- b) Reverse Repurchase Agreements, as defined by Government Code Section 53601(j) (3) and (j) (4) or otherwise.
- c) Structured Notes (e.g. inverse floaters, leveraged floaters, structured certificates of



deposit, equity-linked securities, event-linked securities). This includes all floating-rate, adjustable-rate or variable-rate securities in which a change in interest rates or other variables that can reasonably be foreseen to occur during their term would result in their market value not returning to par at the time of each interest rate adjustment.

Simple “floating rate notes,” whose periodic coupon adjustment is based on a short-term (one-year or less) rate index (such as Treasury bills, federal funds, prime rate, or LIBOR) and which have a reasonable expectation of maintaining a value of par at each interest rate adjustment through final maturity, are exempt from this definition. Additionally, U.S. Treasury and Agency zero coupon bonds, U.S. Treasury and Agency strips, Resolution Funding Corporation (REFCORP) strips, or other callable securities which otherwise meet the quality, maturity, and percent limitations assigned to their respective security category, are exempt from this section.

- d) Structured Investment Vehicles (SIV).
- e) Derivatives (e.g. options, futures, swaps, swap options, spreads, straddles, caps, floors, collars).
- f) Money Market Mutual Funds that do not maintain a constant Net Asset Value (NAV).

## **X. ETHICS AND CONFLICT OF INTEREST**

The Treasurer and all persons involved in the investment process shall refrain from personal business activity, which could create a conflict with proper execution of the investment program, or which could impair the ability to execute impartial investment decisions. The Treasurer and all treasury and investment personnel shall disclose to the Treasury Oversight Committee any material financial interests in financial institutions, broker dealers, and vendors (“outside entities”) that conduct business with the County of Orange and shall disclose any material financial investment positions in such outside entities.

### **1. STATEMENT OF ECONOMIC INTEREST FORM 700**

The Treasurer, Auditor-Controller, members of the Treasury Oversight Committee, and all designated employees must annually file a Form 700 (Statement of Economic Interests) in accordance with the County’s Conflict-of-Interest Code.

### **2. COUNTY’S GIFT BAN ORDINANCE – SEC. 1-3-22 THE CODIFIED ORDINANCES, ORANGE COUNTY, CALIF.**

The County’s Gift Ban Ordinance prohibits the receipt of specified gifts to the Treasurer, Auditor-Controller, and “designated employees” from business entities and individuals that “do business with the County” as that termed in defined in the Ordinance. Under the Ordinance, the term “designated employee” includes every employee of the County who is designated in the County’s Conflict-of-Interest Code to file a Form 700 and every member of a board or commission under the jurisdiction of the Board of Supervisors required to file such a form. For purposes of the Treasurer’s Office, “designated employees” include: the Chief Assistant Treasurer-Tax Collector, the Assistant Treasurer-Tax Collectors, all investment staff, all financial/credit analysts, all cash managers, and all accounting and compliance staff. The Treasurer will review this list of “designated employees” periodically and submit any proposed changes to the Board of Supervisors for approval.

**XI. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS**

The Treasurer will maintain a list of broker/dealers and financial institutions authorized to provide investment and/or depository services and products. Any permitted investment, not purchased directly from an approved issuer, shall be purchased either from a “primary” or regional securities broker/dealer qualifying under SEC Rule 15c3-1(uniform net capital rule) and licensed by the state as a broker/dealer as defined in Section 25004 of the Corporations Code or a “well capitalized” national bank or Federal savings association as defined in Title 12 of the Code of Federal Regulations (CFR) Part 6.4 or a savings association or Federal association as defined by Section 5102 of the California Financial Code. Broker/dealers must comply with the political contribution limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board. Section 27133(c) of the Government Code prohibits the selection of any broker, brokerage, dealer, or securities firm that has made a contribution to the Treasurer, any member of the Board of Supervisors, or any candidate for those offices, within any consecutive 48 month period. A detailed questionnaire is required to be completed by broker/dealers and financial institutions seeking to provide investment services. The Treasurer shall conduct an annual review of each broker/dealer’s and financial institution’s financial condition and registrations to determine whether it should remain on the approved list for investment and/or depository services and require annual audited financial statements to be on file for each firm. The Treasurer shall, at least every two years, review all new broker/dealers and financial institutions submitting a questionnaire to determine if they should be added to the approved list. The Treasurer shall annually send a copy of the current Investment Policy Statement to all broker/dealers and financial institutions approved to provide investment services to the County, and they shall notify the Treasurer in writing of receipt and that they have read it.

**XII. PERFORMANCE EVALUATION**

The Treasurer shall submit monthly, quarterly, and annual reports (in compliance with Government Code Sections 53607, 53646, and 27134) to the Treasury Oversight Committee, the pool participants, the County Executive Officer, the Director of Auditor-Controller Internal Audit, the Auditor-Controller, and the Board of Supervisors. These reports shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program and shall be in compliance with Government Code. In accordance with GASB Statements 31 and 40, the Treasurer shall provide financial information on investments for the County’s Comprehensive Annual Financial Report.

**XIII. SAFEKEEPING**

All security transactions, including collateral for repurchase agreements, entered into by the Treasurer shall be conducted on a delivery-versus-payment (DVP) basis. All investments shall have the County of Orange and either the OCIF or the specific pool name as its registered owner except for municipal debt issued by the County of Orange and privately placed with the County Treasurer in which case the investments shall have the Orange County Treasurer on behalf of the OCIF as its registered owner.

All securities shall be held by a third party custodian designated by the Treasurer (this does not apply to money market funds or investment pools). The third party custodian shall be

required to issue a safekeeping statement to the Treasurer listing the specific instrument, rate, maturity, and other pertinent information.

#### **XIV. MAINTAINING THE PUBLIC TRUST**

All participants in the investment process shall act as custodians of the public trust. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

#### **XV. INTERNAL CONTROLS**

The Treasurer shall establish a system of written internal controls, which will be reviewed annually with the County's independent (external) auditor. The controls shall be designed to prevent loss of public funds due to fraud, employee error, and misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the Treasurer's Office. The Treasurer shall evaluate audit reports in a timely manner with the Treasury Oversight Committee. The quarterly audit reports of the Treasury shall be provided as required by Government Code Sections 26920 through 26922. Daily compliance of the investment portfolio shall be performed by the Treasurer's Compliance Division. Compliance will be determined on a fair market value basis. Cash held at the bank will not be included in the pool balance. All agreements, statements, and trade packets will be subject to review annually by auditors in conjunction with their audit.

##### **1. INVESTMENT PROCEDURES**

The Treasurer shall develop and maintain written administrative procedures for the operation of the investment program that are consistent with this investment policy. Procedures will include reference to safekeeping, Master Repurchase Agreements, wire transfer agreements, collateral and depository agreements, banking service contracts, and other investment and banking related activities. Such procedures shall include explicit delegation of authority to personnel responsible for investment transactions.

No investment personnel may engage in an investment transaction except as provided under terms of this policy and the procedures established by the County Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of all Treasury and Investment personnel.

#### **XVI. EARNINGS AND COSTS APPORTIONMENT**

The Treasurer determines the interest earnings for the respective pools on an accrual basis. Accrual basis interest earnings and Treasury administrative fees (see below) are allocated to each individual pool participant based upon their average daily balance on deposit with the Treasurer. The actual cash distribution is generally paid in the months following.

As authorized by Government Code Section 27013, the Treasurer will charge all pool participants for administrative and overhead costs. Costs include, but are not limited to, portfolio management, bank and custodial fees, software maintenance fees, and other indirect costs incurred from handling or managing funds. In addition, the costs of compliance with the Treasury Oversight provisions of Government Code Sections 27130 through 27137 shall be included as administrative costs. The Treasurer shall annually prepare a proposed budget

revenue estimate, providing a detailed itemization of all estimated costs which comprise the administrative fee charged in accordance with Government Code Section 27013. The Treasurer will be required to annually reconcile the estimated charges and actual costs incurred and adjust participant accounts accordingly.

Investment earnings and the above estimated fee charge will be allocated to the pool participants on at least a quarterly basis. As of the first working day of the following period, the pool participants' account will reflect the gross investment earnings and the estimated monthly administrative and overhead costs. The Treasurer's monthly report will state the current estimated fees charged to participants.

#### **XVII. VOLUNTARY PARTICIPANTS**

Should a local agency within Orange County, or a Joint Powers Agency (JPA) consisting of at least one public agency from within Orange County, not required by California law to deposit monies with the Treasurer desire entry into the Treasurer's Investment Pool, the agency shall comply with the requirements of Government Code Section 53684 and provide to the Treasurer a resolution adopted by its governing board stating that excess funds are available for the purpose of investment. The resolution shall specify that the local agency authorizes the investment of excess funds pursuant to Section 53684, those persons authorized at the agency to coordinate the transactions, the agency's willingness to be bound by the withdrawal provisions of Government Code Section 27136, and the agency's understanding that administrative charges will be deducted by the Treasurer as permitted by Sections 53684(b) and 27013. The Treasurer shall approve or disapprove such agency's request in writing. Upon the Treasurer's approval of voluntary participants to join the pool, the Treasurer will notify the Board of Supervisors within 5 days.

Monies deposited by local agencies approved for entry into the Treasurer's Investment Pool will be invested in the OCIF and shall be invested by the Treasurer in accordance with this Investment Policy Statement, as amended from time to time. The local agency's authorized representative will execute an agreement with the Treasurer. This agreement specifies the contractual terms and conditions by which the Treasurer will manage and invest local agency's excess funds which have been deposited for investment with the Treasurer.

#### **XVIII. WITHDRAWAL**

Withdrawal of participant funds for the purpose of investing or depositing these funds outside the County treasury shall require prior written approval from the Treasurer or designee. The Treasurer shall thereafter review the withdrawal request consistent with his/her trust and fiduciary duties. Prior to approving or disapproving the withdrawal request, the Treasurer or designee shall make a finding of the effect on the stability and predictability of the investments and on the interests of the other depositors in the County treasury. (Government Code Sections 27000.3, 27133(h), 27136 and 53684(c))

#### **XIX. PERFORMANCE STANDARDS**

The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk

constraints and the cash flow needs, but focusing on, in order of importance, preservation of capital, liquidity, and yield.

The Treasurer's investment strategy is to actively manage the portfolios to create less risk than a benchmark comparable index and to use economies of scale to invest and administer the program at a reasonable cost. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be the indices most comparable to the fund, such as money rate data published in Barron's, The Wall Street Journal, Bloomberg, or other bond fund indices. The standards enumerated herein do not constitute a guarantee of the fund's performance.

## **XX. INVESTMENT POLICY STATEMENT REVIEW**

This Investment Policy Statement shall be reviewed on an annual basis by the Treasury Oversight Committee prior to being presented to for review and approval by, the Board of Supervisors in an open session.

## **XXI. FINANCIAL REPORTING**

The monthly Treasurer's Investment Report and all compliance Audit Reports shall be provided to the Orange County Board of Supervisors, the County Executive Officer, the Chief Financial Officer, the Director of Auditor-Controller Internal Audit, the Auditor-Controller, the Treasury Oversight Committee, the presiding judge of the Superior Court, the director or director executive officer and Treasurer or other official responsible for the funds of any Local Agency who has investments in the OCIF as allowed by Government Code Sections 53607, 53646, and 53686.

All reports filed by the Treasurer in accordance with Government Code Section 53646 shall, among other matters, state compliance of the portfolio with the Investment Policy Statement, or the manner in which the portfolio is not in compliance. A statement will also be filed by the Treasurer in accordance with Government Code 53646(b) denoting the ability of each pool to meet its expenditure requirements for the next six months or provide an explanation of why sufficient money may not be available.

## **XXII. LEGISLATIVE CHANGES**

Any State of California law that further restricts allowable maturities, investment type, percentage allocations, or any other provision of this Investment Policy Statement will, upon effectiveness, be incorporated into this Investment Policy Statement and supersede any and all previous applicable language.

## **XXIII. DISASTER RECOVERY PROGRAM**

The Treasurer's Disaster Plan includes critical phone numbers and addresses of key treasury and investment personnel as well as currently approved bankers and broker/dealers. Three copies of the Disaster Plan for home, office, and car have been distributed to key treasury and investment personnel. The plan provides for an offsite location to be communicated at the time of readiness if our offices are uninhabitable.

In the event the Treasurer or authorized staff is unable to invest the portfolio, the Treasurer has an agreement with the custodian for a daily sweep of all uninvested cash with the custody bank into a money market mutual fund. Until normal operations of the Treasurer's office have been restored, the limitations on the size of an individual issuer and the percentage restrictions by investment type would be allowed to exceed those approved in this Investment Policy Statement and would be required to be reported to the Board of Supervisors and pool participants in a timely manner.

## INVESTMENT POLICY STATEMENT GLOSSARY

This Glossary is for general reference purposes only and does not constitute an exhaustive or exclusive list of terms and definitions applicable to this Investment Policy Statement. The definitions included herein do not modify any of the terms of this Investment Policy Statement or applicable law.

**ACCRUED INTEREST:** The amount of interest that is earned but unpaid since the last interest payment date.

**ADJUSTABLE RATE NOTE:** (See Floating Rate Note)

**AGENCY SECURITIES:** (See U.S. Government Agency Securities)

**AMORTIZATION:** The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

**AVERAGE LIFE:** The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

**ASKED PRICE:** The price at which securities are offered from a seller.

**ASSET BACKED SECURITIES (ABS):** (See Receivable-Backed Securities)

**BANKERS' ACCEPTANCE (BA):** Negotiable money market instruments issued primarily to finance international trade. These are time drafts in which a bank "accepts" as its financial responsibility to pay the principal at maturity even if the importer does not. In essence, these are bank obligations collateralized by goods being shipped between an exporter and an importer.

**BASIS POINT:** When a yield is expressed as 7.32%, the digits to the right of the decimal point are known as basis points. One basis point equals 1/100 of one percent. Basis points are used more often to describe changes in yields on bonds, notes and other fixed-income securities.

**BID PRICE:** The price at which a buyer offers to buy a security.

**BOOK ENTRY:** The system, maintained by the Federal Reserve, by which most money market securities are "delivered" to an investor's custodian bank. The Federal Reserve maintains a computerized record of the ownership of these securities, and records any changes in ownership corresponding to payments made over the Federal Reserve wire (delivery versus payment). The owners of these securities do not receive physical certificates.

**BOOK VALUE:** The original cost of the investment, plus accrued interest and amortization of any premium or discount.

**BROKER:** A broker brings buyers and sellers together and is compensated for his/her service.

**CALLABLE BONDS:** Bonds that may be redeemed by the issuing company prior to the maturity date.

**CALL PRICE:** The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

**CALL RISK:** The risk to a bondholder that a bond may be redeemed prior to maturity.

**CAPITAL GAIN/LOSS:** The profit or loss realized from the sale of a capital asset.

**CERTIFICATE OF DEPOSIT (CD or NCD):** A deposit of funds at a bank for a specified period of time that earns interest at a specified rate. Commonly known as "CDs" or "negotiable CDs."

**COLLATERAL:** Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public moneys.

**COMMERCIAL PAPER (CP):** Short-term unsecured promissory notes issued by corporations for maturities of 180 days or less.

**CONSUMER RECEIVABLE-BACKED BONDS:** (See Receivable-Backed Securities)

**CONVEXITY:** A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

**CREDIT OUTLOOK:** (See Rating Outlook)

**CREDIT QUALITY:** The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized statistical rating organizations.

**CREDIT RISK:** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**CREDIT WATCH:** indicates that a company's credit is under review and credit ratings are subject to change.

+ (positive)	Credit is under review for possible upgrade.
- (negative)	Credit is under review for possible downgrade.
Evolving/ Neutral	Credit is under review, direction uncertain.

**COUPON:** The rate at which a bond pays interest.

**CURRENT YIELD:** The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

**CUSTODIAN:** A bank or other financial institution that keeps custody of stock certificates and other assets.



**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VERSUS PAYMENT (DVP):** Delivery of securities with a simultaneous exchange of money for the securities.

**DERIVATIVE:** A security whose interest rate of principal amount may vary and are determined by a market index or a combination of market indexes.

**DISCOUNT:** The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as Treasury bills and bankers acceptances, are known as **discount securities**. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

**DIVERSIFICATION:** An investment principle designed to spread the risk in a portfolio by dividing investments among different sectors, industries and companies.

**DOLLAR-WEIGHTED AVERAGE MATURITY:** A calculation that expresses the “average maturity” of an investment portfolio using each investment’s maturity weighted by the size of that investment.

**DOMINION BOND RATING SERVICE, LTD:** (see Nationally Recognized Statistical Rating Organization)

**DURATION:** A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**FEDERAL FUNDS RATE:** Interest rate charged by banks with excess reserves at a Federal Reserve district bank to banks needing overnight loans to meet reserve requirements. A target rate is set by the FOMC.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** This committee sets Federal Reserve guidelines regarding purchases and sales of government securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** A U.S. centralized banking system, which has supervisory powers over the 12 Federal Reserve banks and about 6,000 member banks.

**FITCH, INC:** (see Nationally Recognized Statistical Rating Organization)

**FIXED-INCOME SECURITIES:** Securities that return a fixed income over a specified period.

**FLOATING RATE NOTE:** A debt security whose interest rate is reset periodically (monthly, quarterly, annually) and is based on a market index (e.g. Treasury bills, LIBOR, etc.).

**INTEREST:** The amount earned while owning a debt security, generally calculated as a percentage of the principal amount.

**INTERNAL CONTROLS:** An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management.

**INVESTMENT COMPANY ACT OF 1940:** Federal legislation which sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

**LIQUIDITY:** The speed and ease with which an investment can be converted to cash.

**LOCAL AGENCY:** County, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

**MARK-TO-MARKET:** The market valuation for every security in a portfolio used in determining Net Asset Value (NAV).

**MARKET RISK:** The risk that changes in overall market conditions or interest rate may adversely affect current market prices.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract between the parties of a repurchase agreement establishing each party's rights in all current and future transactions until termination of the contract by either party.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MEDIUM TERM NOTES (MTN):** Debt securities issued by a corporation or depository institution with a maturity ranging from nine months to five years. The term "medium-term note" refers to the time it takes for an obligation to mature, and includes other corporate debt securities originally issued for maturities longer than five years, but which have now fallen within the five-year maturity range. MTNs issued by banks are also called "bank notes."

**MONEY MARKET:** The market in which short-term debt instruments (Treasury bills, discount notes, commercial paper, bankers acceptances, etc.) are issued and traded.

**MONEY MARKET MUTUAL FUNDS:** An investment company that pools money from investors and invest in a variety of short-term money market instruments.

**MOODY'S INVESTORS SERVICE, INC:** (See Nationally Recognized Rating Services)

**MUNICIPAL DEBT:** Bonds, notes and other securities issued by a state, municipality or county.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO):** Firms that review the creditworthiness of the issuers of debt securities, and express their opinion in the form of letter ratings (e.g. AAA, AA, A, BBB, etc). The primary rating agencies are the following: Standard & Poor's Corporation; Moody's Investor Services, Inc.; Fitch, Inc.; and Dominion Bond Rating Service, Ltd.

**NEGOTIABLE CD:** (See Certificates of Deposit)

**NET ASSET VALUE (NAV):** A per-share valuation of a mutual fund based on total assets minus total liabilities.

**NON-CALLABLE:** Bond that cannot be called at the option of the issuer.

**OFFER PRICE:** The price asked by a seller of securities.

**PAR or PAR VALUE:** The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**PHYSICAL DELIVERY:** The delivery of an investment to a custodian bank in the form of a physical certificate and/or supporting documents evidencing the investment (as opposed to "book entry" delivery).

**PORTFOLIO:** A group of securities held by an individual or institutional investor.

**PREMIUM:** The difference between the par value of a bond and the market value of the bond, when the market value is above par.

**PRICE RISK:** The risk that the price of a bond sold prior to maturity will be less than the price at which the bond was originally purchased.

**PRIMARY DEALER:** One of 21 banks and securities brokerages authorized to buy and sell government securities in direct dealings with the Federal Reserve Bank of New York in its execution of Federal Open Market Operations.

**PRIME RATE:** The base rate that banks use in pricing commercial loans to their best and most creditworthy customers.

**PRINCIPAL:** The face value or par value of an investment.

**PROSPECTUS:** A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information of the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

**RATING OUTLOOK:** The potential direction of the credit rating assigned by a NRSRO for a specific company.

**REINVESTMENT RISK:** The risk that coupon payments (or other payments received) cannot be reinvested at the same rate as the initial investment.

**RECEIVABLE-BACKED SECURITIES:** Securities collateralized with consumer receivables, such as automobile loans, credit card receivables, or home equity loans, which are owned by the issuer, but placed with a trustee for the benefit of the investor.

**RECEIVABLE PASS-THROUGH CERTIFICATE:** A debt obligation that is backed by a portfolio of receivables, normally issued by a bank or financial institution. The interest and principal of the obligation is paid out of the cash flow generated by the receivables portfolio.

**REFUNDED BOND:** A bond secured by an escrow fund that is sufficient to pay off the entire issue of bonds at the next call date (pre-funded) or maturity (escrowed to maturity).

**REGISTERED STATE WARRANT:** A short-term obligation of a state governmental body issued in anticipation of revenue.

**REPURCHASE AGREEMENT (REPO):** The purchase of securities, on a temporary basis, with the seller's simultaneous agreement to repurchase the securities back at a later date at a specified price that includes interest for the buyer's holding period.

**RULE 2a-7 OF THE INVESTMENT COMPANY ACT:** Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit and a 60-day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).

**RULE G-37 OF THE MUNICIPAL SECURITIES RULEMAKING BOARD:** Federal regulations to sever any connection between the making of political contributions and the awarding of municipal securities business.

**SAFEKEEPING:** Storage and protection of a customer's financial assets, valuables, or documents, provided as a service by an institution serving as Agent or Custodian and, where control is delegated by the customer.

**SECURITIES & EXCHANGE COMMISSION (SEC):** The federal agency responsible for supervising and regulating the securities industry.

**SINKING FUND:** Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

**STANDARD & POOR'S CORPORATION:** (See Nationally Recognized Rating Services)

**STRUCTURED INVESTMENT VEHICLE (SIV):** A pool of investment assets that attempts to profit from credit spreads between short-term debt and long-term structured finance products such as asset-backed securities (ABS). Funding for SIVs comes from the issuance of commercial paper that is continuously renewed or rolled over; the proceeds are then invested in longer maturity assets that have less liquidity but pay higher yields. SIVs often employ great amounts of leverage to generate returns.

**SUPRANATIONAL:** An entity that is formed by two or more central governments with the purpose of promoting economic development for the member countries. Examples include the International Bank for Reconstruction and Development, International Finance Corporation, and the Inter-American Development Bank.

**THIRD-PARTY CUSTODIAL AGREEMENT:** (See Custodian)

**TOTAL RETURN:** The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period.

$$(\text{Price appreciation}) + (\text{Dividends paid}) + (\text{Capital gains}) = \text{Total Return}$$

**TRADE DATE:** The date and time corresponding to an investor's commitment to buy or sell a security.

**U. S. GOVERNMENT AGENCY SECURITIES:** Debt securities issued by U.S. Government sponsored enterprises and federally related institutions. These government agencies include: Federal Home Loan Banks (FHLB), Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac), Federal National Mortgage Association (FNMA or Fannie Mae), Federal Farm Credit Banks (FFCB), Resolution Trust Corporation (RTC), and Tennessee Valley Authority (TVA).

**U.S. TREASURY SECURITIES:** Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the U.S. and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**Treasury bills:** non-interest-bearing discount securities with maturities under one year issued by the U.S. Treasury to finance the national debt.

**Treasury notes:** interest-bearing obligations of the U.S. Treasury with maturities ranging from two to ten years from date of issue.

**Treasury bonds:** interest-bearing obligations issued by the U.S. Treasury with maturities that range from ten to thirty years from date of issue.

**UNIFORM NET CAPITAL RULE:** SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

**VARIABLE RATE NOTE:** (See Floating Rate Note)

**VOLATILITY:** A degree of fluctuation in the price and valuation of securities.

**WEIGHTED AVERAGE MATURITY (WAM):** The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 60 days and no one security may have a maturity that exceeds 397 days.

**WHEN ISSUED (WI):** A conditional transaction in which an authorized new security has not been issued. All “when issued” transactions are settled when the actual security is issued.

**YIELD:** The annual rate of return on a debt investment computed as though held to maturity expressed as a percentage.

**YIELD TO CALL (YTC):** The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

**YIELD TO MATURITY (YTM):** The rate of return earned on an investment considering all cash flows and timing factors: interest earnings, discounts, and premiums above par.

**ZERO-COUPON BONDS/U.S. TREASURY STRIPS:** A bond which represents ownership of a single coupon or principal payment due on a U.S. Treasury bond. Zeros or strips mature at face value at a specified date in the future and make no payments until that date. They always sell at a discount from face value.



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Adoption of Resolution 16-11: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue Accounting Services with the County of Orange

**DATE:** November 21, 2016

**BACKGROUND**

At the April 18, 2016 Library Board of Trustees meeting, the independent auditing firm White, Nelson, Diehl, Evans recommended that the District use only one accounting system to ensure that accurate and reliable financial data is captured in the District's financial reporting process. The recommendation is consistent with prior year audits. The Library Board approved the accounting function to be handled in-house by District staff and retention of Mr. Marc Davis, CPA from Davis & Farr to assist in the process.

The District submitted a letter, dated April 29, 2016, to formally announce the intent of the District to take over the accounting function from the County of Orange. The process was followed up by a second correspondence, dated June 20, 2016, outlining the internal controls and processes to complete and manage the accounting function.

The County of Orange recently asked the District for a Resolution for the dissolution of the accounting function from the County, despite, providing the County with copy of the minutes reflecting the authorization from the Library Board.

**RECOMMENDATIONS**

1. Adopt Resolution 16-11: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue the Accounting Services with the County of Orange.
2. Approve by a roll call vote.



**RESOLUTION 16-11****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO  
DISCONTINUE ACCOUNTING SERVICES WITH THE COUNTY OF ORANGE**

WHEREAS, Government Code Section 26990 authorizes the duties and responsibilities previously conferred on the auditor, controller, or director of finance of any county to any independent local agency other than the county may be eliminated or modified if the independent local agency agrees to and is able to assume those duties and responsibilities; and

WHEREAS, during the Placentia Library District's financial audit, the independent auditing firm, White, Nelson, Diehl, Evans recommended that the District maintain only one accounting information system to ensure that accurate and reliable financial data is captured in the District's financial reporting process;

WHEREAS, on April 18, 2016, the Board of Trustees authorized the District to discontinue accounting services with the County of Orange and District staff to handle the function; and

WHEREAS, a letter dated April 29, 2016 to the County of Orange Auditor-Controller provided the formal notice of intention from the District to take over the accounting functions; and

WHEREAS, at the request of the County of Orange Auditor-Controller, the District submitted a letter dated June 20, 2016, outlining the internal controls to be implemented for the in-house accounting function; and

WHEREAS, the discontinuation of the accounting function from the County of Orange was effective July 1, 2016; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby adopts Resolution 16-11: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue the Accounting Services with the County of Orange.

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)

COUNTY OF ORANGE)

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

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

---

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

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Adoption of Resolution 16-12: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue Custodial Services with the City of Placentia with an Effective Date of February 28, 2017

**DATE:** November 21, 2016

**BACKGROUND**

The Placentia Library District entered into a service agreement with the City of Placentia on June 2, 2014. The Agreement was for the City of Placentia to provide:

- Custodial Service which includes vacuuming, sweeping, and mopping of floors throughout the facility; dusting and cleaning of table tops, counters, walls, windows, glass displays, meeting rooms, break rooms, and office areas along with light graffiti removal of said areas; cleaning all restrooms in the facility including sinks, toilets, floors, and restocking soap, toilet paper, and paper towel dispensers; emptying all trash and recycle receptacles; and time permitting, changing of light bulbs, cleaning small stains, assembling furniture, hanging pictures, and other similar tasks.
- Facility Maintenance which includes repairing or replacing light fixtures; light electrical, plumbing, or mechanical system repairs; non-structural wall patching, repairs, and painting.
- On-Call Work or Facility Repairs which includes unexpected spills or clean up needed in a restroom that occurs on a weekend; a broken window after hours; toilet or plumbing issues that occur on the weekends.

The service was for 20 hours per week on weekdays with two staff and six (6) hours per week on weekends with two staff at a rate of \$14.00 with annual COLA adjustments.

After several meetings with the City of Placentia, it was decided that the agreement will be terminated, effective February 28, 2017 as the City is unable to provide the same level of service due to its decrease in staffing.

**RECOMMENDATIONS**

1. Adoption of Resolution 16-12: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue Custodial Services with the City of Placentia with an Effective Date of February 28, 2017.
2. Approve by a roll call vote.

**RESOLUTION 16-12**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO TERMINATE THE  
CUSTODIAL SERVICE AGREEMENT WITH THE CITY OF PLACENTIA

WHEREAS, the Placentia Library District entered into an agreement with the City of Placentia to provide custodial service to the District on June 2, 2014; and,

WHEREAS, the District and the City have agreed to terminate the agreement, effective February 28, 2017 due to inadequate staffing from the City to provide custodial service, facility maintenance, and repairs as outlined in the Service Agreement; and

WHEREAS, the District will seek alternative solution for custodial and facility maintenance service; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby adopts Resolution 16-12: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Discontinue Janitorial Services with the City of Placentia.

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)

COUNTY OF ORANGE)

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

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

---

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

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss and Select a Date for the January 2017 Library Board of Trustees Meeting.

**DATE:** November 21, 2016

**BACKGROUND**

Due to a schedule conflict, two trustees will not be in town January 16<sup>th</sup> & 23<sup>rd</sup>. Library Director requests the Library Board of Trustees to consider another date in lieu of the scheduled meeting date of January 16, 2017. Below is the January 2017 calendar for discussion.

**January 2017 (  USA)**

Calendarpedia  
Your source for calendars

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 New Year's Day (observed)	3	4	5	6	7
8	9	10	11	12	13	14
15	16 MLK LIBRARY IS OPEN	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

© www.calendarpedia.com

Calendarpedia.com

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



Page intentionally left blank

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Update & Effects of Placentia Library District Policy 2205 – Fingerprinting Policy**

**DATE:** November 21, 2016

**BACKGROUND**

Library Director will provide the Library Board of Trustees with an update and status on Policy 2205 – Fingerprinting Policy, as requested by Trustee Minter at the October 17, 2016 Board meeting.

**RECOMMENDATION**

To be determined by the Library Board of Trustees.





Page intentionally left blank