



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

July 20, 2016

6:30 p.m.








Community Meeting Room

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral  
*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.*
6. Trustee Reports  
*The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.*
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director  
Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the June 20, 2016 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 13)**

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)
11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)
12. Current Claims and Payroll. (Receive & File and Approve)
13. FY2015-2016 Cash Flow Analysis through June 2016; the Schedule of Anticipated Property Tax Revenues for FY2015-2016 as provided by the Orange County Auditor. (Receive & File).

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

14. Financial Reports for June 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
15. Balance Sheet for June 2016. (Receive & File)
16. Acquisitions Report for June 2016. (Receive & File)
17. Entrepreneurial Activities Report for June 2016. (Receive & File)

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

18. Personnel Report for June 2016. (Receive, File, and Ratify Appointments)
19. Circulation Report for June 2016. (Receive & File)

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

**STAFF REPORTS (Items 21 – 24)**

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

**OLD BUSINESS**

25. Adopt Policy 2322 Job Description – Emerging Technologies Assistant as presented, inclusive of comments from the Library Board of Trustees.

**NEW BUSINESS**

26. Discuss the Placentia Library District Policy 4080 – Membership in Associations and actions to be determined by the Library Board of Trustees.
27. Discuss and determine a date for the August & September Board meetings.
28. Approve Amendments to Placentia Library District Policy 6030 – Circulation Policy as presented inclusive of comments from the Library Board of Trustees.

**ADJOURNMENT**

29. Agenda Preparation for the August Date Meeting which will be held on August 15, 2016 unless re-scheduled by the Library Board of Trustees.
30. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
31. Adjourn

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

I, Jeanette Contreras, Library Director of the Placentia Library District, hereby certify that the Agenda for the July 20, 2016 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 15, 2016.



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Jeanette Contreras, Library Director



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MINUTES  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 20, 2016

**CALL TO ORDER**

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 20, 2016 at 6:31pm.

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

**Members Absent:** None

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

**Guests:** Marina Tutty, Financial Consultant

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the June 20, 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 June 13<sup>th</sup> Friends Foundation board meeting, and the PYLUSD Retirement Party for Dr. Doug Domene. (Item 5)

Secretary Martin attended the Staff Thank You Lunch for PLFF today. (Item 6)

Trustee DeVecchio enjoyed the Staff Thank You Lunch for PLFF today. (Item 6)

Trustee Minter also enjoyed the Retirement Party for Dr. Doug Domene and shared a fun library community event idea called "Blind Date." A discussion was held about sharing creative library ideas. (Item 6)

Trustee Shkoler also enjoyed the Staff Thank You Lunch for PLFF today. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended Dr. Domene's retirement reception with President Carline and both library managers. The Library Director reported that the City removed a diseased large tree from the back lawn of the library. The Library Director also lead a Charrette's activity for the Placentia MOM's Club, attended a Chamber of Commerce ribbon cutting event at Casita restaurant in old town Placentia, and participated at the Valencia and El Dorado High School Senior Awards Banquet. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Ginny Sanatar reported that PLFF enjoyed the Staff Thank You luncheon held today. Ginny announced the 2016-2017 PLFF Board, with new member Anita Coleman coordinating Membership, and new member Jacqueline Mahrley as the new chair for the annual Author's Luncheon (AL). Ginny will continue to support AL planning. Library Director Contreras also announced that PLFF is still looking for a Board Treasurer. (Item 8)

- CONSENT CALENDAR** After clarification of specific May monthly reports, it was moved by Trustee DeVecchio and seconded by Trustee Minter to approve Agenda Items 9-24 as amended and adopted. (Item 9) A roll call vote was taken:  
 AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
 NOES: None  
 ABSENT: None
- MINUTES for the MAY 23, 2016 BOARD MEETING** Minutes for the May 23, 2016 Trustees meeting were received, approved and filed. (Item 9)
- CLAIMS** Nonstandard Claims in excess of \$300 – none (Item 10)
- Claims Forwarded by the Library Director and Trustees were approved and forwarded to Orange County for payment during May-June. (Item 11)
- Current Claims and Payroll were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)
- Moved by Trustee DeVecchio and seconded by Trustee Minter to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports. A roll call vote was taken:  
 AYES: Carline, Martin, DeVecchio, Minter, Shkoler  
 NOES: None  
 ABSENT: None
- TREASURER'S REPORTS** Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances report was received and filed. (Item 13)
- Financial Reports through May 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)  
 Balance Sheets for May 2016 - received and filed. (Item 15)  
 Acquisitions Report for May 2016 – received and filed. (Item 16)  
 Entrepreneurial Activities Report for May 2016 – received and filed. (Item 17)
- GENERAL CONSENT REPORTS** Personnel Report for May 2016 – received and filed. (Item 18)  
 Trustee DeVecchio requested that the published 2016-17 Organizational Chart include staff assigned names as well as job titles.  
 Circulation Report for May 2016 – received and filed. (Item 19)  
 Review of Shared Maintenance Costs with the City of Placentia for May 2016, under the JPA – received and filed. (Item 20)
- STAFF REPORTS** Administration Report for May 2016 (Item 21)  
 Children's Services Report for May 2016 (Item 22)  
 Adult Services Report for May 2016 (Item 23)  
 Placentia Library Website Technology Report - May 2016 (Item 24)

**NEW BUSINESS****AMENDMENT TO POLICY  
2012 – DRESS CODE**

Library Director reported that to encourage the Millennial and Gen-X workforce as potential employees, the library staff dress code should be updated. Recommended policy changes include: allowance of non-offensive tattoos and non-offensive facial piercings, dyed hair colors and leggings covered by a top/dress/skirt no shorter than 2" above the knee. Supervisors and Managers are responsible for evaluating and enforcing appropriate dress code standards. (Item 25) A roll call vote was taken to accept policy changes:

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

**AMENDMENT TO POLICY  
2110 – HEALTH & WELFARE  
BENEFITS**

Library Director Contreras reported that Policy 2110, with a Cash in-lieu option, was approved at the May 2016 board meeting. SDRMA has since communicated that a cash in-lieu option for medical insurance is not allowed by SDRMA as the cash incentive will affect the premiums for all districts enrolled in SDRMA policies. As a result, the Cash in-lieu option has been removed from Policy 2110. It was moved by Trustee DeVecchio and seconded by Secretary Martin to approve the revised policy 2110. (Item 26) A roll call vote was taken:

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

**AMENDMENT TO POLICY  
6020 – INTERNET AND  
COMPUTER ACCESS**

Policy 6020 was last amended on March 23, 2015 to include requirements of the Children's Internet Protection Act (CIPA). Per staff request, Library Director Contreras recommended eliminating the stipulation "Cardholders with fines exceeding \$10.00 will not be granted computer access" under Policy 6020.5. After discussion it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve this change to Policy 6020. (Item 27) A roll call vote was taken:

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

**APPROVE NEW POLICY  
2322 – JOB DESCRIPTION  
FOR "EMERGING  
TECHNOLOGY ASSISTANT"**

To meet growing technology demands and services from patrons, Library Director Contreras presented new Policy 2322 for job description "Emerging Technologies Assistant" as a first reading by Trustees. After discussion it was requested by Secretary Martin to revise the minimum Education and Experience requirements to include Computer Certification or Accreditation as an option, in addition to an Associate Degree or Bachelor Degree. It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve as a first reading. (Item 28)

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

**AUTHORIZE AGREEMENT WITH STAFFMARK FOR A TEMPORARY ACCOUNTING CLERK**

As Placentia Library District will transition all accounting functions in-house beginning Fiscal Year 2016-17, it is requested by the County of Orange Auditor – Controller and recommended by the consultant firm, DavisFarr CPA, that a temporary Accounting Clerk be hired to process Accounts Payable and Receivable, and assist with timely vendor payments, general ledger reporting and bank reconciliations in the library’s QuickBooks software program. Library Director Contreras presented a temporary employment contract Staffmark for Trustee review. Fiscal Impact: \$10,000 to \$25,000. After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to approve the Staffmark contract. (Item 29) A roll call vote was taken:

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

**ESTABLISH DISTRICT’S FISCLA YEAR 2016-2017 APPROPRIATIONS LIMITS**

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year. After discussion and reading, Resolution 16-08 titled “A Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2016-2017” was approved by the Board of Trustees. (Item 30) A roll call vote was taken:

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

**DISCUSS POLICY 4080 – MEMBERSHIP IN ASSOCIATIONS**

Library Director Contreras presented a recommendation to revise Policy 4020 to include an allowance for annual library association memberships and dues for all Trustees. Associations included are: California Library Assn. (CLA); American Library Assn. (ALA) and subdivision Public Library Assn. (PLA); and United for Libraries, which is focused on smaller libraries. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve as a first reading with final revised Policy 4020 presented at the July Board of Trustees meeting. (Item 31)

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

**DETERMINE DATE FOR JULY BOARD OF TRUSTEES MEETING**

Due to a meeting conflict on the regularly scheduled date of July 18<sup>th</sup>, Library Director Contreras requested the July 2016 Board of Trustees meeting be rescheduled. After discussion, the July Board of Trustees meeting has been rescheduled to Wednesday, July 20, 2016 at 6:30pm. (Item 32)



**SELECT A CANDIDATE FOR  
THE CSDA 2016 BOARD OF  
DIRECTORS ELECTION**

Library Director Contreras presented the three candidates running for Seat C in Region 6 on the CSDA Board of Directors. It was moved by Trustee Shkoler and seconded by Secretary Martin to select Bill Nelson as the Placentia Library District's candidate. (Item 33)

AYES: Carline, Martin, Minter, Shkoler

NOES: DeVecchio

ABSENT: None

**ADJOURNMENT**

The Board of Trustees Regular Meeting of June 20, 2016 was adjourned at 7:32pm, in memory of Dixie Shaw, a lifelong supporter and friend of Placentia Library District.

The next Board of Trustees meeting will be held on the unusual date of Wednesday, July 20, 2016 at 6:30pm.

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Gayle Carline, President  
Library Board of Trustees

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims for JUNE 2016  
**DATE:** July 20, 2016

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

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

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of JUNE Claims Forwarded to County of Orange by the Library Director and Trustees  
**DATE:** July 20, 2016

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc Vendors	06-22-16	6018	\$ 9,141.28
Misc BOOK Vendors	06-22-16	6019	\$20,550.18
PARS	06-22-16	6020	\$ 1,614.70
County of Orange Auditor (Services for Jan-June 2016)	06-22-16	6021	\$15,163.00
BTAC Baker & Taylor	06-22-16	6022	\$ 4,254.80
BTAC Baker & Taylor	06-22-16	6023	\$ 934.11
BTAC Baker & Taylor	06-22-16	6024	\$ 3,152.03
OverDrive, Inc.	06-22-16	6025	\$19,000.00
		<b>TOTAL</b>	<b>\$ 73,810.10</b>

**NOTE:**

These are the final Accounts Payable Claims that will be processed by County of Orange. Beginning FY16-17, and effective July 1, 2016, all vendor invoices will be processed in-house by Placentia Library District.

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/13/16  
REPORT NO: 6018  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBFT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
<b>VC-0479-1</b> Gale / CENGAGE Learning P.O. Box 95501 Chicago, IL 60694-5501	06-10-16	91965976	2400	0760		\$5,632.67		
<b>VC-5616</b> Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	6-13-16	640579248	1000			\$431.04		
<b>VC-9461</b> Dewey Pest Control P.O. Box 7114 Pasadena, CA 91109-7214	06-06-16	1152825	1400	0717		\$128.00		
<b>VC-5233-2</b> CalNet3 - AT&T PO Box 9011 Carol Stream, IL 60197-9011	6-02-16	8137164	0700	0700		\$240.15		
	6-02-16	8137159	0700	0700		\$155.32		
<b>VC-7447</b> Staples Advantage Dept LA PO Box 83689 Chicago, IL 60696-3689	6-04-16	3304677192	1800	0728		\$499.65		
	6-04-16	3304677191	1800	0728		\$84.12		
<b>VC-6751</b> Woodruff, Spradlin & Smart 555 Anton Blvd, Suite 1200 Costa Mesa, CA 92626	5-31-16	55554	1900	0738		\$63.00		
<b>VC-12175</b> Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	06-02-16	8448-40-025-0124877	0700	0702		\$290.64		
<b>VC-10088</b> EARTEL (REI Consultants, Inc) 1316 W. Mauretanla St. Wilmington, CA 90744	6-02-16	7417	1300			\$1,151.25		
<b>VC-16098</b> Republic Services #676 (was Placentia Disposal #676) PO Box 78829 Phoenix, AZ 85062-8829	05-31-16	676-2582249	1001			\$46.24		
<b>VC-3040</b> Savance 1111 W. Oakley Park Rd #103 Commerce Township, MI 48390	6-07-16	110189	1300			\$125.00		
<b>VC-8709</b> Minuteman Press 310 E Orangethorpe Ave Unit L Placentia, CA 92870	6-08-16	31231	1800	0728		\$140.40		
<b>VC-7360 (Scott Norton)</b> OC Custom Vinyl Graphics & Signs 980 E. Orangerhorpe Ave #E Anaheim, CA 92801	6-01-16	1299728	1800	0726		\$153.80		
<b>TOTAL REMITTANCE:</b>						<b>\$9,141.28</b>		
The claims listed above totaling \$9,141.28 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/18/16  
REPORT NO: 6019

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	6-08-16	4011615444	2400	0760	10.56			
	6-07-16	4011615312	2400	0760	\$23.01			
	6-07-16	4011615313	2400	0760	\$19.84			
	6-07-16	4011615314	2400	0760	\$123.95			
	6-07-16	4011615315	2400	0760	\$22.35			
	6-07-16	4011615315	2400	0760	\$63.35			
	6-07-16	4011615801	2400	0760	\$21.75			
	6-07-16	4011615802	2400	0760	\$7.97			
	6-07-16	4011615439	2400	0760				
	VC-2993 Midwest Tape PO Box 820 Holland, OH 43528	06-06-16	94033450	2400	0760	\$133.27		
06-17-16		Hoopla 94072503	2400	0760	\$6,654.00			
6-09-16		94042865	2400	0760	\$21.44			
6-09-16		94042866	2400	0760	\$66.58			
6-09-16			2400	0760	\$111.16			
VC-4997 EBSCO Information Services Payment Processing Center PO Box 204661 Irvine, TX 75320-4661	6-13-16	65260	2400	0760	\$72.12			
	6-13-16	CM-14184	2400	0760	(\$63.00)			
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	06-07-16	1148-000226313	2400	0760	\$30.98			
VC-0777 New Readers Press 104 Marcellus Street Syracuse, NY 13204	6-02-16	8036333	2400	0760	\$1,253.85			
VC-4888 Califa Group 32 W 25th Ave Ste 201 San Mateo, CA 94403	6-13-16	8655	2400	0760	\$977.00			
	6-15-16	8663	2400	0760	\$11,000.00			
<b>TOTAL REMITTANCE:</b>					<b>\$20,550.18</b>			
The claims listed above totalling \$20,550.18 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
 CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/17/16

REPORT NO: 6020

The County Auditor is authorized to draw these checks from:

Placentia Library District  
 411 E Chapman Ave  
 Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	06-17-16  Payroll date 6-15-16	200			\$1,614.70		
<b>TOTAL REMITTANCE:</b>					<b>\$1,614.70</b>		

The claims listed above totaling **\$1,614.70** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

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



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/16

REPORT NO: 6021

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-7210-90 County of Orange Auditor-Controller P.O. Box 567 Santa Ana, CA 92702	05-03-16	CB0580	2900	0740		\$15,163.00		
<b>TOTAL REMITTANCE:</b>						<b>\$15,163.00</b>		
The claims listed above totaling <b>\$15,163.00</b> are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/16  
REPORT NO: 6022

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	6-08-16	4011615440	2400	0760		\$124.67		
	6-08-16	4011615442	2400	0760		\$19.84		
	6-08-16	4011615445	2400	0760		\$26.11		
	6-08-16	4011615446	2400	0760		\$122.79		
	6-08-16	4011615447	2400	0760		\$80.68		
	6-08-16	4011615448	2400	0760		\$25.55		
	6-08-16	4011615448	2400	0760		\$23.01		
	6-08-16	4011615449	2400	0760		\$39.35		
	6-08-16	4011615451	2400	0760		\$18.21		
	6-08-16	4011615452	2400	0760		\$57.23		
	6-08-16	4011615453	2400	0760		\$31.70		
	6-08-16	4011615455	2400	0760		\$360.07		
	6-08-16	4011615456	2400	0760		\$101.95		
	6-08-16	4011615457	2400	0760		\$49.27		
	6-08-16	4011615458	2400	0760		\$996.76		
	6-08-16	4011615459	2400	0760		\$520.47		
	6-08-16	4011615460	2400	0760		\$341.98		
	6-08-16	4011615461	2400	0760		\$1,158.77		
	6-08-16	4011615805	2400	0760		\$87.74		
	6-08-16	4011615806	2400	0760		\$21.75		
6-08-16	4011619388	2400	0760		\$21.74			
6-08-16	4011619389	2400	0760		\$25.16			
6-08-16	4011619390	2400	0760					
<b>TOTAL REMITTANCE:</b>					<b>\$4,254.80</b>			

The claims listed above totaling \$4,254.80 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by \_\_\_\_\_ Countersigned by \_\_\_\_\_ Attested and/or countersigned by \_\_\_\_\_  
 Print Name \_\_\_\_\_ Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/16  
REPORT NO: 6023

The County Auditor is authorized to draw these checks from:

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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	6-08-16	2400	0760		\$43.47			
	6-08-16	4011621801	2400	0760	\$24.28			
	6-08-16	4011622583	2400	0760	\$21.12			
	6-08-16	4011622584	2400	0760	\$12.87			
	6-08-16	4011622524	2400	0760	\$135.98			
	6-08-16	4011622525	2400	0760	\$22.54			
	6-09-16	4011621630	2400	0760	\$119.29			
	6-09-16	4011621631	2400	0760	\$86.30			
	6-09-16	4011621633	2400	0760	\$37.40			
	6-09-16	4011621634	2400	0760	\$23.01			
	6-09-16	4011621635	2400	0760	\$14.79			
	6-09-16	4011621637	2400	0760	\$60.87			
	6-09-16	4011621638	2400	0760	\$16.66			
	6-09-16	4011621639	2400	0760	\$29.74			
	6-09-16	4011621640	2400	0760	\$28.11			
	6-09-16	4011621641	2400	0760	\$64.69			
	6-09-16	4011621642	2400	0760	\$15.37			
	6-09-16	4011621643	2400	0760	\$73.30			
	6-09-16	4011621644	2400	0760	\$15.42			
	6-09-16	4011621645	2400	0760	\$20.90			
6-10-16	4011621646	2400	0760	\$21.12				
6-10-16	4011622087	2400	0760	\$46.88				
6-10-16	4011622088	2400	0760					
<b>TOTAL REMITTANCE:</b>					<b>\$934.11</b>			
The claims listed above totaling \$934.11 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by

Countersigned by

Attested and/or countersigned by

Print Name

Print Name

Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/16  
REPORT NO: 6024

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	6-10-16	2400	0760		\$21.75			
	6-10-16	4011622090	2400	0760	\$12.71			
	6-10-16	4011622091	2400	0760	\$28.11			
	6-10-16	401622092	2400	0760	\$18.21			
	6-10-16	4011622093	2400	0760	\$16.04			
	6-10-16	4011622094	2400	0760	\$247.07			
	6-10-16	4011622095	2400	0760	\$40.53			
	6-10-16	4011622096	2400	0760	\$29.60			
	6-10-16	4011622097	2400	0760	\$1,285.79			
	6-10-16	4011622098	2400	0760	\$555.10			
	6-10-16	4011622099	2400	0760	\$897.12			
	6-10-16	4011622100						
	<b>TOTAL REMITTANCE:</b>					<b>\$3,152.03</b>		
	The claims listed above totaling <b>\$3,152.03</b> are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/21/16  
REPORT NO: 6025  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	06- ____ - 16	2400	0760		\$19,000.00			
<b>TOTAL REMITTANCE:</b>					<b>\$19,000.00</b>			
The claims listed above totaling \$19,000.00 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

Print Name

Print Name

Print Name



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Current Invoices and Payroll  
**DATE:** July 20, 2016

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
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<i><u>Subtotal for Claims</u></i>	\$ 0
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**Payroll**

<i><u>Subtotal for Payroll</u></i>	\$
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<b>TOTAL CURRENT CLAIMS &amp; PAYROLL</b>	<b>\$ 0</b>
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Due to the in-house transition process, there were no Current Claims submitted to County of Orange after June 24, 2016.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

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

**DATE:** July 20, 2016

<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
2/29/2016	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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** July 20, 2016

**Summary of Cash and Investments as of June 30, 2016**

Cash with Orange County Treasurer Fund 707	2,137,620.98
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	578,824.90
General Fund Checking – Bank of the West	2,972.03
General Fund Savings – Bank of the West	608,895.34
Payroll Checking – Wells Fargo Bank	46,803.97
<b>Total Cash and Investments</b>	<b>3,789,906.32</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



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
June 30, 2016

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>					
6210	Property Taxes - Current Secured	2,037,868	2,073,264	35,395.93	101.7%
6220	Property Taxes - Current Unsecured	57,632	68,713	11,080.89	119.2%
6230	Property Taxes - Prior Secured	0	-	0.00	0.0%
6240	Property Taxes - Prior Unsecured	0	1,410	1,410.05	0.0%
6250	Taxes - Spec Dist Augmentation	13,256	8,294	(4,962.00)	62.6%
6280	Property Taxes - Curr Supplemental	65,732	50,904	(14,828.42)	77.4%
6290	Other Taxes	3,120	27,007	23,887.20	865.6%
6300	Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540	Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
	Sub Total	2,178,622	2,230,938	52,316.37	102.4%
<b>REVENUE FROM USE OF MONEY &amp; PROP'Y</b>					
6610	Interest	5,720	14,282	8,561.79	249.7%
	Sub Total	5,720	14,282	8,561.79	249.7%
<b>INTERGOVERNMENTAL REVENUES</b>					
6690	State - Homeowners Property Tax Relief	8,792	14,096	5,303.92	160.3%
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	0.00	100.0%
	Sub Total	10,792	16,096	5,303.92	149.1%
<b>MISCELLANEOUS REVENUES</b>					
7670	Miscellaneous Revenue (Local Revenue)		573		
	Newsletter Ads	700	700	0.00	100.0%
	Grants	45,000	72,826	27,826.35	161.8%
	Fines & Fees	45,000	49,887	4,887.25	110.9%
	Passport/Photos	125,000	193,995	68,995.00	155.2%
	Meeting Room Fees	5,000	3,693	(1,307.50)	73.9%
	Test Proctor	7,000	9,350	2,350.00	133.6%
	Sub Total	227,700	331,024	103,324.07	145.4%
7680	6-MO Expired (Outlawed) Checks	0	-	0.00	0%
	YTD Actual	2,422,834	2,592,340	169,506.15	107%
	FY 14/15 Funds Available	70,000			
<b>TOTAL REVENUES FY 15/16:</b>					
		2,492,834	2,592,340	99,506.15	104.0%
<b>MISCELLANEOUS REVENUES</b>					
	Restricted Impact Fees	0	119,227	119,227.40	100%
	SLS Account	0	-	0.00	100%

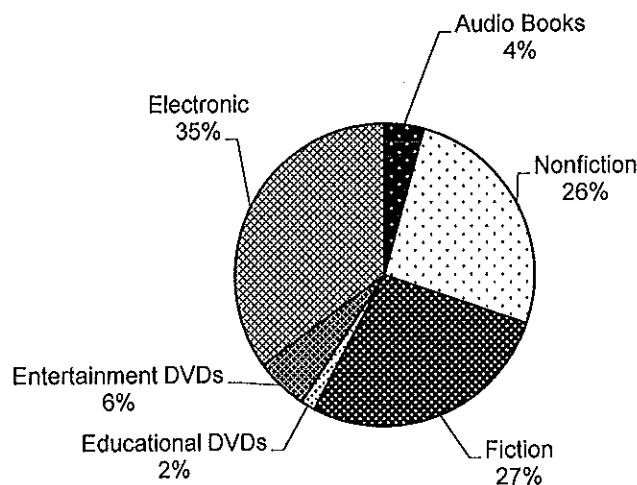
**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
June 30, 2016  
100% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	1,128,367	0.92	\$99,080
0200	Retirement	46,549	45,229	0.97	\$1,320
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	199,677	0.95	\$10,866
0306-0770	Employee Assistance Program	715	220	0.31	\$495
0308	Dental Insurance	12,833	9,086	0.71	\$3,747
0309	Life Insurance	7,320	6,081	0.83	\$1,239
0310	AD & D Insurance	4,627	4,198	0.91	\$429
0319	Vision Insurance	2,526	2,177	0.86	\$349
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$1,411,970</b>	<b>0.93</b>	<b>\$112,590</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	15,198	0.66	\$7,802
0900	Food	2,000	1,231	0.62	\$769
1000	Household Expenses	20,000	19,951	1.00	\$49
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	32,312	1.01	-\$312
1400	Maintenance, Buildings & Improvements	106,700	79,166	0.74	\$27,534
1600	Memberships	9,000	9,118	1.01	-\$118
1700	Miscellaneous Expense	2,500	762	0.30	\$1,738
1800	Office Expenses	48,000	46,572	0.97	\$1,428
1803	Postage	14,000	10,851	0.78	\$3,149
1900	Prof./Specialized Services	206,100	232,710	1.13	-\$26,610
1912	Investment Administrative Fees	1,700	1,904	1.12	-\$204
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	559	0.51	\$541
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	258,899	0.88	\$35,275
2600	Transportation & Travel	4,500	4,701	1.04	-\$201
2700	Meetings	19,500	21,613	1.11	-\$2,113
2800	Utilities	87,500	85,792	0.98	\$1,708
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$833,151</b>	<b>0.94</b>	<b>\$54,123</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$9,620	0.87	\$1,380
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$2,254,741</b>	<b>0.93</b>	<b>\$168,093</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$41,424	0.69	\$18,576
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>\$41,424</b>	<b>0.59</b>	<b>\$28,576</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,492,834</b>	<b>\$2,296,165</b>	<b>0.92</b>	<b>\$196,669</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$119,227	\$0	0.00	\$119,227
	Grants	\$35,000	\$72,826	0.00	-\$37,826

# Placentia Library District

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

	YTD 2015/16	YTD 2015/16	YTD 2015/16	YTD 2014/15	YTD 2014/15	YTD 2014/15
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$69,297	5054	5712	\$76,168	4319	4779
Total Non-Fiction	\$65,396	2539	3573	\$47,149	1892	2737
Total Electronic	\$88,535	1009	0	\$57,206	848	0
Total Audio Books	\$10,985	291	291	\$13,508	301	301
Total Educational DVDs	\$3,847	142	146	\$3,737	132	135
Total Entertainment DVDs	\$14,310	457	585	\$6,065	246	252
YTD TOTAL MATERIALS	\$252,370	9492	10307	\$203,833	7738	8204
Budget	\$249,174			\$255,602		
% Spent YTD	101%			80%		



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF JUNE 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	\$36,286	1644	1898	\$1,911	76	121	\$38,197	1720	2009	\$46	2	2	\$38,243	1722	2011
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$36,286	1644	1898	\$1,911	76	121	\$38,197	1720	2009	\$46	2	2	\$38,243	1722	2011
Adult Non-Fiction	\$21,838	1019	1066	\$914	43	43	\$22,752	1062	1109	\$200	9	9	\$22,952	1071	1118
Adult Reference	\$528	15	15	\$193	7	7	\$721	22	22	\$500	7	7	\$1,221	29	29
Adult magazines	\$4,978	85	902	\$0	0	0	\$4,978	85	902	\$0	0	0	\$4,978	85	902
Science Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$27,344	1119	1983	\$1,107	50	50	\$28,451	1169	2033	\$700	16	16	\$29,151	1185	2049
TOTAL ADULT PRINT MATERIALS	\$63,630	2763	3871	\$3,018	126	171	\$66,648	2889	4042	\$746	18	18	\$67,394	2,907	4,060
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$10,860	271	271	\$448	10	10	\$11,308	281	281	\$0	0	0	\$11,308	281	281
Adult E-books	\$22,118	586	0	\$0	0	0	\$22,118	586	0	\$0	0	0	\$22,118	586	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$3,947	138	141	\$172	5	5	\$4,019	143	146	\$0	0	0	\$4,019	143	146
Adult Entertainment DVDs	\$8,045	304	383	\$0	0	0	\$8,045	304	383	\$325	24	24	\$8,370	328	407
TOTAL ADULT NON-PRINT MATERIALS	\$44,870	1299	795	\$620	15	15	\$45,490	1314	810	\$325	24	24	\$45,815	1338	834
TOTAL ADULT MATERIALS	\$108,500	4,062	4,666	\$3,638	141	186	\$112,138	4,203	4,852	\$1,071	42	42	\$113,209	4,245	4,894
Juvenile Fiction	\$23,972	2442	2847	\$0	0	0	\$23,972	2442	2847	\$90	6	6	\$24,062	2448	2853
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$9,039	968	977	\$0	0	0	\$9,039	968	977	\$0	0	0	\$9,039	968	977
California Young Adult Fiction	\$33,011	3410	3824	\$0	0	0	\$33,011	3410	3824	\$90	6	6	\$33,101	3416	3,830
Total Juvenile Fiction	\$23,326	1021	1099	\$0	0	0	\$23,326	1021	1099	\$17	1	1	\$23,343	1022	1100
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$3,034	377	390	\$0	0	0	\$3,034	377	390	\$0	0	0	\$3,034	377	390
California Young Adult Non-Fiction	\$1,126	9	30	\$0	0	0	\$1,126	9	30	\$0	0	0	\$1,126	9	30
Juvenile Reference	\$10,000	9	0	\$0	0	0	\$10,000	9	0	\$0	0	0	\$10,000	9	0
Young Adult Reference	\$866	13	71	\$0	0	0	\$866	13	71	\$0	0	0	\$866	13	71
Juvenile Miscellaneous	\$38,052	1420	1590	\$0	0	0	\$38,052	1420	1590	\$17	1	1	\$38,069	1421	1591
Total Juvenile Non-Fiction	\$71,063	4,830	5,414	\$0	0	0	\$71,063	4,830	5,414	\$107	7	7	\$71,170	4,837	5,421
TOTAL JUVENILE PRINT MATERIALS	\$95,338	10,263	11,261	\$0	0	0	\$95,338	10,263	11,261	\$107	7	7	\$95,445	10,270	11,268
Juvenile Music CDs	\$0	0	0	\$19	1	1	\$19	1	1	\$0	0	0	\$19	1	1
Juvenile Audio Books	\$125	20	20	\$122	8	8	\$247	28	28	\$0	0	0	\$247	28	28
Juvenile E-books	\$27,356	412	0	\$0	0	0	\$27,356	412	0	\$0	0	0	\$27,356	412	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$4,627	114	116	\$0	0	0	\$4,627	114	116	\$60	1	1	\$4,687	115	117
Juvenile Educational DVDs	\$0	4	5	\$0	0	0	\$0	4	5	\$0	0	0	\$0	4	5
Juvenile Entertainment DVDs	\$1,638	153	202	\$223	8	8	\$1,861	161	210	\$0	0	0	\$1,861	161	210
TOTAL JUVENILE NON-PRINT MATERIALS	\$33,746	703	843	\$364	17	17	\$34,110	720	360	\$60	1	1	\$34,170	721	361
TOTAL JUVENILE MATERIALS	\$109,084	11,066	12,104	\$364	17	17	\$109,448	11,080	12,621	\$167	8	8	\$109,615	11,078	12,629
On-line databases	\$39,051	11	0	\$488	1	0	\$39,539	12	0	\$0	0	0	\$39,539	12	0
E-books	\$49,474	998	0	\$0	0	0	\$49,474	998	0	\$0	0	0	\$49,474	998	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$88,525	1009	0	\$488	1	0	\$89,013	1010	0	\$0	0	0	\$89,013	1010	0
Total Fiction	\$69,297	5054	5712	\$1,911	76	121	\$71,208	5130	5833	\$136	8	8	\$71,344	5138	5841
Total Non-Fiction	\$65,396	2539	3573	\$1,107	50	50	\$66,503	2589	3623	\$717	17	17	\$67,220	2606	3640
Total Electronic	\$88,525	1009	0	\$488	1	0	\$89,013	1010	0	\$0	0	0	\$89,013	1010	0
Total Audio Books	\$10,985	291	291	\$570	18	18	\$11,555	309	309	\$0	0	0	\$11,555	309	309
Total Educational DVDs	\$3,847	142	145	\$172	5	5	\$4,019	147	151	\$0	0	0	\$4,019	147	151
Total Entertainment DVDs	\$14,310	457	585	\$223	8	8	\$14,533	465	583	\$325	24	24	\$14,858	489	617
TOTAL MATERIALS	\$252,370	9492	10307	\$4,481	158	202	\$256,851	9,650	10,509	\$1,176	49	49	\$258,027	9699	10558

General Fund \$0  
Outstanding Orders as of June 2016 \$55  
Adopt-a-book/Grant \$55

TOTAL \$55



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

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

**DATE:** July 20, 2016

**Net Revenue Summary for June 2016**

			YTD	YTD
	June-16	June-15	2015-2016	2014-2015
Passport	14,700.00	14,750.00	155,773.00	138,399.00
Passport Photos	3,529.00	2,988.00	38,222.00	28,787.00
Test Proctor	950.00	800.00	9,350.00	7,750.00
Meeting Room	70.00	520.00	3,692.50	6,000.00
<b>Total</b>	<b>19,249.00</b>	<b>19,058.00</b>	<b>207,037.50</b>	<b>180,936.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Diane Warner, Administrative Assistant

**SUBJECT:** Personnel Report for JUNE 2016

**DATE:** July 20, 2016

			YTD	YTD
	Jun-16	Jun-15	2015-2016	2014-2015
Separation	0	1	2	6
Retirement	0	0	0	0
Appointments	1	2	4	3
Open Positions	3	0	2	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>4</b>	<b>3</b>	<b>8</b>	<b>10</b>

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Victor Meza - Library Clerk

OPEN POSITIONS: Library Assistant, Children's Services  
 Library Aide (promotional and open recruitment)  
 Librarian I, Adult Services



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Venessa Faber, Support Services Manager  
**SUBJECT:** Circulation Activity Report: **June 2016**  
**DATE:** **July 20, 2016**

<b>CIRCULATION</b>	<b>Jun-16</b>	<b>Jun-15</b>	<b>M-T-M</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
			<b>% change</b>	<b>2015-16</b>	<b>2014-15</b>	<b>% change</b>
New Patron Registrations	460	512	(-0.1)	3,996	3,932	1.6%
Total Circulation	25,669	26,153		293,024	269,130	8.9%
Total Active Borrowers*	8,008	8,403	-4.7%			
Attendance	29,375	27,954		311,734	312,324	-0.2%
Adult Fiction	3,048	3,023		36,078	33,993	6.1%
Adult Nonfiction	1,966	2,236		25,469	29,535	-13.8%
Adult Magazines	138	316		2,463	2,734	-9.9%
Adult Music CDs	90	226		1,836	2,129	-13.8%
Adult Audio Books	525	654		7,287	6,715	8.5%
Adult DVDs**	2,402	859		23,016	8,547	169.3%
JV Fiction	10,998	13,431		128,532	61,765	108.1%
YA Fiction	1,554	1,976		17,040	16,705	2.0%
JV Nonfiction	2,227	1,904		26,960	28,315	-4.8%
YA Nonfiction	125	114		1,202	1,285	-6.5%
JV Magazines	8	9		50	86	-41.9%
JV Music CDs	19	11		320	394	-18.8%
JV Audio Books	57	81		804	601	33.8%
JV DVDs**	2,056	963		17,840	10,428	71.1%
Video Games	75	29		371	210	76.7%

\* YTD % change not applicable.

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

**TEST PROCTORING**

**Proctored Tests**

June 2016	June 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
19	16	187	155	21%

**PATRON COUNT**

Jun-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		297	295	304	458	274	317	1945
10:00		347	354	341	562	261	263	2128
11:00		329	310	328	455	240	290	1952
12:00		292	244	393	324	252	345	1850
1:00	510	412	365	649	400	319	362	3017
2:00	413	374	302	697	430	295	358	2869
3:00	401	461	466	541	509	378	343	3099
4:00	299	479	374	488	522	284	214	2660
5:00		363	432	465	497			1757
6:00		441	366	529	340			1676
7:00		234	219	323	259			1035
DAY TOTALS	1623	4029	3727	5058	4756	2303	2492	23988

June 2016	June 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
23,988	27,954	299,478	321,730	-7%

Hours Open	Average Per Hour
278	86

Open 30 days

Outside Gate Counts	
Adult Programs	188
Children/Teen Programs	4938
Meeting Room Rentals	261
<b>TOTAL</b>	<b>5387</b>

Library Attendance Total
29,375

Jun-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00			3	1		2	14	20
10:00		3	5	3	6	2	17	36
11:00		6	5	9	7	3	24	54
12:00		3	8	9	5	7	21	53
1:00	22	4	11	6	5	9	18	75
2:00	17	6	7	9	11	10	17	77
3:00	12	9	15	13	6	13	12	80
4:00	5	12	15	18	8	9	3	70
5:00		18	17	15	12			62
6:00		10	21	12	12			55
7:00		2	3		7			12
DAY TOTALS	56	73	110	95	79	55	126	594

June 2016	June 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
594	590	6366	5536	13%

**STAFF ACTIVITY**

- Katie, Venessa, Victor and Tim attended Friday Huddles on June 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>.
- Katie, Venessa, Estella, and Tim attended the Staff Meeting on June 21<sup>st</sup>.
- Venessa, Katie, and Estella conducted aide and clerk interviews on June 3<sup>rd</sup> and 24<sup>th</sup>.
- Katie and Venessa participated in the PLFF thank you luncheon.
- Staff provided Setup/Take Down in the Meeting Room: 32 set-ups/ 28 breakdowns
- Meeting room attendance from Outside Organizations: 261
- Laura took deposits to the bank on June 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>
- Katie catalogued 90 video games.
- Venessa attended the CSDA Leadership Summit in Squaw Valley on June 12-14
- Staff assisted in vending machine maintenance or getting stuck items at least 11 times
- Venessa, Laura, Estella, Katie, Beatrice, Tim, Victor, and Sara attended the Support Services Department meeting on June 8<sup>th</sup>.
- Estella attended Whitten Center Health Fair with Brenda on June 1, 2016.
- Support Services Team launched the Library Card Design Contest
- Venessa attended Dr. Domene's Retirement Party on June 9<sup>th</sup>
- Venessa attended the Manager Meeting on June 16<sup>th</sup>
- Venessa attended the Board of Trustee meeting on June 20<sup>th</sup>
- Venessa attended Rotary meetings on June 1<sup>st</sup>, 8<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.

**ONGOING PROJECTS**

- Staff are planning and scheduling outreach events.

**NEW PROJECTS AND ACTIVITIES**

- Support Services Staff will be coordinating the Library Card Campaign (September).
- Laura will be training Victor on PLFF credit card transactions.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices through JUNE 2016  
**DATE:** July 20, 2016

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	TOTAL
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	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	3,061.33	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	285.00	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>1,995.00</b>	<b>149.33</b>	<b>31,625.97</b>	<b>124,043.61</b>
	<b>AVG</b>	<b>5,827.05</b>	<b>1,452.49</b>	<b>166.25</b>	<b>12.45</b>	<b>2,875.09</b>	<b>10,336.97</b>

\*City Billing  
Not Received

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Administration Report for June 2016  
**DATE:** July 20, 2016

**Accomplishments**

- Continue to meet with Marina and the CPA consultant to discuss the logistics and process for the in-house accounting transition.
- Worked several policy amendments for preparation of the June board meeting.
- Met with City Administrator and staff to discuss the parking issue.
- Met with Police Chief R. Lowenberg to discuss partnership opportunities and the continuation of the LiveScan fee waiver to the library.

**Meetings**

- Library Board of Trustees – June 8, 16 & 20
- Friday Huddles – June 3, 10, 17
- Managers – June 16
- Placentia Library Friends Foundation (PLFF) – June 13 & 20
- Lisa Charbonnet, Library Consultant – June 17

**Community Function / Training**

- Thank You reception for PLFF – June 20
- Placentia Chamber of Commerce Board Installation – June 20
- City Weekly Briefing newsletter – provide library programs for each week (ongoing)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children's Services Report for June 2016  
**DATE:** July 20, 2016

**MONTHLY STATISTICS**

	June 2016	June 2015	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	614	356	6,563	8,088	-18.86%
Reference--telephone	25	9	422	477	-11.53%
<b>Total Reference</b>	<b>639</b>	<b>365</b>	<b>6,985</b>	<b>8,565</b>	<b>-18.45%</b>
Total Number of Programs	45	35	490	465	5.38%
Total Programs Attendance	5,876	4,750	21,813	23,095	-5.55%

**Children's Services Programs**

	June 2016	June 2016	June 2015	June 2015	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D 2014-15	Y-T-D 14/15 - 15/16	Y-T-D 14/15 - 15/16
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Programs Total	Attendance Total	Programs Total	Attendance Total	% Change Programs	% Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	35	1	25	12	298	13	390	-7.69%	-23.59%
Preschool Storytimes (3-6 years old)	4	80	6	218	78	1,749	92	2,513	-15.22%	-30.40%
Lego Club	1	63	1	31	10	354	9	312	11.11%	13.46%
Pocket Tales	2	107	3	93	40	1,336	46	1,349	-13.04%	-0.96%
Lap Sit (0-2 years old)	4	166	4	150	78	3,924	81	3,469	-3.70%	13.12%
P-TAC (Placentia Teen Advisory Council)	2	32	2	44	23	348	25	521	-8.00%	-33.21%
Knights of the Square Table	2	12	2	18	17	223	20	230	-15.00%	-3.04%
Sensational Saturdays (new)	1	30	-	-	3	142	-	-	100%	100%
Homework Club	2	28	4	10	136	1,854	137	1,908	-0.73%	-2.83%
<b>Special Programs</b>										
Outreach	3	513	-	-	16	2,502	2	720	700.00%	247.50%
Wiggles & Giggles Baskets	1	3	-	-	1	136	-	-	100%	100%
Placentia Schools SRP Outreach										
Visits	16	4,002	4	2,556	16	4,002	6	3,276	166.67%	22.16%
PLD Collaboratory (new)	1	12	-	-	4	62	-	-	100%	100%
The Vault (new)	-	-	-	-	2	32	-	-	100%	100%
Children's SRP Weekly Programs	2	208	2	375	2	208	2	375	0.00%	-44.53%
SRP Registrations	3	585	1	1,036	3	585	1	1,036	200.00%	-43.53%
<b>Totals</b>	<b>45</b>	<b>5,876</b>	<b>35</b>	<b>4,750</b>	<b>490</b>	<b>21,813</b>	<b>477</b>	<b>22,296</b>	<b>2.73%</b>	<b>-2.17%</b>

## ACHIEVEMENTS

- Jennifer Rydberg conducted an outreach at Tynes Elementary School Carnival on June 3<sup>rd</sup>.
- Jennifer Rydberg conducted an SRP school visit at Brookhaven from June 6<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>.
- Jennifer Rydberg conducted an SRP school visit at Glenview Elementary on June 14<sup>th</sup>.
- Jennifer Rydberg conducted an outreach for SRP at Blessed Sacrament on June 22<sup>nd</sup>.
- Jennifer Rydberg planned and conducted the Read to the Dogs program on June 6<sup>th</sup>.
- Jennifer Rydberg planned and conducted the Lego Club program on June 27<sup>th</sup>.
- Lori Worden conducted an SRP school visit to Sierra Vista Elementary on June 3<sup>rd</sup>.
- Lori Worden conducted SRP school visits to Tynes Elementary on June 6<sup>th</sup> and 7<sup>th</sup>.
- Lori Worden conducted an SRP school visit to Morse Elementary on June 14<sup>th</sup>.
- Lori Worden conducted tours of the Children's Department for Melrose Elementary 3<sup>rd</sup> graders on June 9 as part of the 3<sup>rd</sup> grade City of Placentia and History Room tours.
- Lori Worden planned and conducted the Sensational Saturday's program for June 18<sup>th</sup>.
- Lori Worden planned the Kinderwise performance for June 22<sup>nd</sup>.
- Lori Worden planned the Wild Wonders program for June 29<sup>th</sup>.
- Lori Worden, Yesenia Baltierra and Brenda Ramirez attended the PLFF Thank you Luncheon on June 20<sup>th</sup>.
- Lori Worden and intern, Joseph Nguyen, planned and conducted a pizza and games party for the last day of Homework Club for this school year on June 2<sup>nd</sup>.
- Lori Worden proctored one exam on June 27<sup>th</sup>.
- Fernando Maldonado created a "Teen Center" reference teen collection.
- Fernando Maldonado selected over 100 new popular video game titles to expand the video game collection.
- Fernando Maldonado co-lead the Summer Reading Program volunteer orientation with Wendy Townsend.
- Brenda Ramirez and Estella Wnek attended the Community Health and Resource Fair at the Whitten Center on June 1<sup>st</sup>.
- Brenda Ramirez conducted SRP School Visits at Ruby Drive School on June 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>.
- Brenda Ramirez conducted SRP School Visits at Melrose School on June 7<sup>th</sup> and 9<sup>th</sup>.
- Brenda Ramirez, in partnership with REFORMA/AlliedHispanic, created a Book-to-Movie display for the BFG, by Roald Dahl on June 28<sup>th</sup>.
- Brenda Ramirez conducted interviews with Yesenia Baltierra for the new Children's Library Assistant on June 30<sup>th</sup>.
- Fernando Maldonado led the regular volunteer orientation on June 29<sup>th</sup>.
- Fernando Maldonado led Summer Reading Program volunteer orientation on June 8<sup>th</sup> and 12<sup>th</sup>.
- Yesenia Baltierra conducted a Spanish SRP presentation at the CEAC meeting at Valadez Middle School on June 10<sup>th</sup>.

## MEETINGS

- Fernando Maldonado attended huddle meeting on June 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>.
- Jennifer Rydberg, Fernando Maldonado, Brenda Ramirez, Yesenia Baltierra, and Lori Worden attended the Public Services staff SRP meeting on June 16<sup>th</sup>.
- Lori Worden, Yesenia Baltierra and Brenda Ramirez attended the all staff meeting on June 21<sup>st</sup>.
- Brenda Ramirez met with Wendy Townsend regarding SRP on June 14<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Lori Worden and Fernando Maldonado participated in an Infopeople webinar: “STEAM Programming in a Diverse Setting.”



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Public Services Manager

**SUBJECT:** Adult Services Report for June 2016

**DATE:** July 20, 2016

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<b>June 2016</b>	<b>June 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Reference -- in person	1,359	761	11,823	10,424	13.42%
Reference -- telephone	588	163	4,185	3,827	9.35%
Reference -- email/chat	11	5	79	58	36.21%
Technology assistance	298	153	3,165	5,351	-40.85%
Internet passes	71	62	973	1,415	-31.24%
Adult and Children's computer use (desktops)	2,487	2,854	36,297	33,889	7.11%
Adult computer usage (desktop)	2,128	2,287	28,853	28,212	2.27%
Public computer use (express laptops)	2	18	422	693	-39.11%
Adult Program Attendance	515	449	5,772	3,561	62.09%
Number of Adult Programs	24	18	273	165	65.45%

**History Room Activity**

	<b>June 2016</b>	<b>June 2015</b>	<b>Y-T-D 2015-2016</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room Visitors	119	9	221	132	67.42%

**Volunteer Hours**

	<b>June 2016</b>	<b>June 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room	12	22.5	323.5	180.75	78.98%
PLFF	543	539.5	5863.25	6807.75	-13.87%
General Library	800	391.75	6221.75	4987	24.76%
Technology	29.75	4.75	398.25	522.25	-23.74%

Homework Club	12	5.75	802	1006.75	-20.34%
Adult Literacy Tutors	199	84.5	2198.72	1132	94.23%
PTAC	54.5	95.5	739.13	1686.5	-56.17%
Summer Reading Program	171	467.5	1237.1	1636.75	-24.42%
<b>Total Volunteer Hours</b>	<b>1809.25</b>	<b>1611.75</b>	<b>18849.8</b>	<b>19129</b>	<b>-1.46%</b>

**Adult Services Programs**

Type of Program	Number of Programs June 2016	Attendance June 2016	Number of Programs June 2015	Attendance June 2015	Number of Programs YTD 2015-16	Attendance YTD 2015-16	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs % change	Attendance YTD % change
<i>Book Discussions</i>	1	11	1	11	11	131	13	169	-15.38%	-22.49%
<i>Computer Workshops</i>	2	23	2	19	24	216	30	286	-20.00%	-24.48%
<i>Literacy Programs</i>	6	33	3	19	65	545	41	197	58.54%	176.65%
<i>Summer Reading Program</i>	1	159	1	77	3	506	1	250	0.00%	102.40%
<i>Summer Reading Events</i>	0	0	1	125	1	38	3	202	-66.67%	-81.19%
<i>Distance Instruction</i>	4	9	4	9	44	128	12	52	266.67%	146.15%
<i>Volunteer Programs</i>	3	62	0	0	11	281	5	164	120.00%	71.34%
<i>Health &amp; Fitness Programs</i>	1	17	4	58	28	460	32	548	-12.50%	-16.06%
<i>Parenting Programs</i>	0	0	0	0	5	27	9	69	-44.44%	-60.87%
<i>Fine Arts Programs</i>	1	15	1	19	5	148	7	239	-28.57%	-38.08%
<i>Educational Programs-various topics</i>	3	164	0	0	24	1,084	6	146	300.00%	642.47%
<i>Outreach</i>	2	22	0	0	37	398	2	14	1750.00%	2742.86%
<b>Totals</b>	<b>24</b>	<b>515</b>	<b>17</b>	<b>337</b>	<b>258</b>	<b>3,962</b>	<b>161</b>	<b>2,336</b>	<b>60.25%</b>	<b>69.61%</b>

SRP	Jun-16	Jun-15	MTD Change June
Active Users	159	77	106.49%
Books Read	N/A	157	-100.00%

New Registered Users	159	77	106.49%
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<u>Adult Literacy</u>	June 2016	June 2015
Number of Tutors	20	11
Number of Students	33	15
<b>Total Number of Participants</b>	<b>53</b>	<b>26</b>

<u>Computer Literacy</u>	June 2016	June 2015
Number of Tutors	1	2
Number of Students	1	2
<b>Total Number of Participants</b>	<b>1</b>	<b>4</b>

**ACHIEVEMENTS**

- Wendy Townsend coordinated “LHLS-Early Man to the First Settlers” on June 6<sup>th</sup>.
- Wendy Townsend coordinated the monthly book club on June 14<sup>th</sup>.
- Wendy Townsend and Fernando Maldonado led Volunteer Orientations on June 8<sup>th</sup>, 12<sup>th</sup> and 26<sup>th</sup>.
- Wendy Townsend coordinated the Financial Literacy Workshop “Everything You Need to Know about Loans” on June 22<sup>nd</sup>.
- Wendy Townsend coordinated Painting in the Stacks on June 26<sup>th</sup>.
- Wendy Townsend coordinated the Placentia History and Civic Center Tour for Melrose 3<sup>rd</sup> graders on June 9<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra conducted interviews for the Library Assistant and Library I positions.
- Wendy Townsend and Yesenia Baltierra conducted second interviews for the Librarian I position.
- Wendy Townsend completed the Reading by Design, the online summer reading program website.
- Jeannie Killianey provided outreach services to Emerald Isle on June 13<sup>th</sup> providing book services, reader’s advisory, and “Book a Librarian” sessions.
- Jeannie Killianey provided outreach services to De Palma on June 8<sup>th</sup> and showed a history of Placentia video to residents.
- Jeannie Killianey coordinated two Computer Workshops on June 21<sup>st</sup> and 28<sup>th</sup>.
- Jeannie Killianey coordinated the Stress Reliever Adult Coloring program on June 23<sup>rd</sup>.
- Coleen Wakai coordinated a Writing workshop for the literacy tutors on June 15<sup>th</sup>.
- Coleen Wakai coordinated a Grammar and Word Attack workshop for literacy tutors on June 22<sup>nd</sup>.
- Coleen Wakai completed literacy orientation for new literacy tutor on June 17<sup>th</sup> and 23<sup>rd</sup>.
- Adult Summer Reading Program Starbucks gift cards were all given away in 5 days.

**MEETINGS**

- Wendy Townsend attended the SLS Adult Services/Reference meeting on June 7<sup>th</sup>.
- Wendy Townsend attended Kiwanis meetings on June 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup>.
- Wendy Townsend attended the staff meeting on June 21<sup>st</sup>.
- Wendy Townsend met with Brenda Ramirez to discuss SRP on June 14<sup>th</sup>.
- Wendy Townsend attended the Placentia Historical Committee Meeting on June 28<sup>th</sup>.

- Coleen Wakai, Yesenia Baltierra and Wendy Townsend attended the Public Services meeting on June 16<sup>th</sup>.
- Coleen Wakai, Jeannie Killianey and Wendy Townsend attended the Adult Services meeting on June 22<sup>nd</sup>.
- Coleen Wakai met with literacy tutor regarding their student assignments on June 9<sup>th</sup>.
- Coleen Wakai attended the SCLLN meeting at Huntington Beach Library on June 28<sup>th</sup>.
- Yesenia Baltierra attended the Placita Santa Fe Merchants Association meeting on June 14<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Coleen Wakai and Patricia Grimm attended the CLLS Grant Orientation Meeting on June 10<sup>th</sup>.
- Coleen Wakai and Patricia Grimm attended the San Diego READ one day conference on June 11<sup>th</sup>.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian I

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

**DATE:** July 20, 2016

<u>On-line database usage</u>	June 2016	Onsite Usage 6/16	Remote Usage 6/16	June 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	14,742	N/A	N/A	16,061	177,340	190,730	-7%
General Reference Center	18	12	6	10	622	902	-31%
Biography In Context	18	16	2	50	711	2,108	-66%
Opposing Viewpoints	30	27	3	12	3,332	3,729	-11%
Freegal	1,070	N/A	N/A	1104	13,963	9,328	50%
Heritage Quest	1,025	N/A	N/A	728	9,953	7,535	32%
Novelist	7	N/A	N/A	101	456	537	-15%
Public Library Core Collection Network	463	N/A	N/A	582	5,179	N/A	N/A
Pronunciator (new Sept. 2014)	126	N/A	N/A	104	1,159	1,162	N/A
ABC Mouse (new Sept. 2014)	83	N/A	N/A	45	811	669	N/A
Career Cruising (new June 2015)	5	N/A	N/A	N/A	55	N/A	N/A
Tumblebooks	114	N/A	N/A	410	1,134	3,111	-64%
Reference USA	190	N/A	N/A	401	1,936	2,892	-33%
Enki (new Oct. 2014)	2	N/A	N/A	22	23	92	N/A
Hoopla (new May 2015)	250	N/A	N/A	222	2,273	N/A	N/A
Overdrive e-books	1,120	N/A	N/A	691	12,400	9,464	31%
Overdrive audio books	603	N/A	N/A	287	6,714	4,663	44%
Zinio (new Oct. 2014)	54	N/A	N/A	130	903	368	N/A
<b>TOTAL DATABASE USAGE</b>	<b>19,920</b>	<b>55</b>	<b>11</b>	<b>20,960</b>	<b>238,964</b>	<b>237,290</b>	<b>1%</b>

<b>Website Traffic</b>	<b>June 2016</b>	<b>June 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Website visits	14,880	13,155	152,211	173,986	-13%
Page Hits	25,786	22,473	256,239	300,317	-15%
Users	6,670	N/A	N/A	N/A	N/A
Pages/Session	1.73	N/A	N/A	N/A	N/A
Avg. Session Duration	0:03:06	N/A	N/A	N/A	N/A
% New Sessions	36	N/A	N/A	N/A	N/A

<b>Computer &amp; Online Resource Use</b>	<b>June 2016</b>	<b>June 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Placentia Residents	1,385	1,237	16,135	13,360	21%
Non-Placentia Residents	1,011	867	11,557	8,696	33%
<b>Total</b>	<b>2,396</b>	<b>2,104</b>	<b>27,692</b>	<b>22,056</b>	<b>26%</b>

<b>WiFi Use</b>	<b>June 2016</b>	<b>Y-T-D 2015-16</b>
	2,633	27,526
<b>Total</b>	<b>2,633</b>	<b>27,526</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Adopt Policy 2322 Job Description – Emerging Technologies Assistant

**DATE:** July 20, 2016

**BACKGROUND**

At the March 28, 2016 Board meeting, the Library Board of Trustees approved Resolution 16-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal year 2016-2017 budget for the Placentia Library District of Orange County, which included a reallocation of personnel to create the new Emerging Technologies Assistant (ETA) position.

The creation of the Emerging Technologies Assistant position is to meet the technology demands and services and provide more adequate resources and greater flexibility to respond to the needs of users, hardware and software applications. A 2013 study conducted by researchers from Oxford University stated that the pace of technological innovation is still increasing with greater and more sophisticated software and that a majority of Americans predict that within 50 years, robots and computers will do much of the work currently done by humans, this according to the March 10, 2016 Pew Research Center. The Placentia Library District has merely experienced a small influence of the technology trend through the implementation of the RFID tags, self-checkout machines, e-resources, and social media platforms. As libraries evolve, there are many more technological advances that will require adequate staffing level to handle these high-tech and complex opportunities.

Younger users are turning to smart devices and social media to access information, research and look for employment, entrepreneurial opportunities, social experiments, etc. It is keen that we have the behind-the-scene support readily available for our patrons, staff, volunteers, community partners, and elected officials, to meet their needs during their visit, whether in person, or through our virtual services.

The proposed salary range for the ETA position is \$36,932 - \$46,176 which is between the Library Clerk and Library Assistant Classifications. The Library Clerk require a high school diploma while the ETA requires a minimum of an A.A. degree and the Library Assistant, a B.A. or B.S. degree.

The Library Board of Trustees approved the proposed Policy 2322 – Job Description – Emerging Technologies Assistant as a first reading at the June 20, 2016 meeting. Attachment A is the revised policy reflecting input received at the June 20, 2016 meeting.

Attachment A is the proposed Policy 2322 – Job Description – Emerging Technologies Assistant

**RECOMMENDATIONS**

1. Adopt Policy 2322 Job Description – Emerging Technologies Assistant as a presented, inclusive of feedback received from the Library Board of Trustees.
2. Adopt Policy 2322 Job Description – Emerging Technologies Assistant by a Roll Call Vote.



# Placentia Library District

## **POLICY MANUAL**

**POLICY TITLE:** Job Description – Emerging Technologies Assistant  
**POLICY NUMBER:** 2322

### **DEFINITION:**

Under the general direction of the Support Services Manager, performs a variety of technical and clerical support related to the information systems and processes critical to the services and operations of the Placentia Library District. This position will assist the Support Services Manager with the evaluation, implementation and maintenance of emerging technologies in a public library environment including but not limited to the District's website, social media and digital platforms, and online resources. Emerging Technologies Assistant provides customer service at the single-point Information Desk which includes general and directional questions.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Support Services Manager.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Explore and evaluate emerging trends and make recommendations to the Support Services Manager.
- Supports patron use of current, new & emerging technologies.
- Assists in the development and maintenance of the District's website and other web-based applications.
- Assists the Support Services Manager with routine analysis, design, implementation, operation, and maintenance of the District's desktop computers and library systems to improve user experience.
- Assists with installation of new hardware, software, and upgrades as needed.
- Prepares and processes reports and records, including monthly and annual activity report, statistical reports and charts, procedures, presentations, letters, memos, and other reports as assigned by the Support Services Manager and the Library Director.
- Uses various social media platforms to promote the District's programs, services and information to keep the community informed.

- Develops and implements publicity and marketing plans to promote community engagement using trending emerging technology applications and equipment.
- Staffs the Information Desk checking-in and checking-out library materials, registering library borrowers, and collecting fines and fees.
- Serves as a United States Passport Application Acceptance Agent.
- Performs other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Library operations, practices, policies, and procedures.
- Principles and practices related to emerging technologies.
- **Principles and practices related to emerging and current technology trends such as but not limited to online applications, library security, various programs and equipment for library use, and photo and editing software.**

**Ability to:**

- Type a minimum of thirty (30) words per minute.
- Perform general clerical work including word processing and spreadsheet data entry.
- File accurately according to library filing rules.
- Meet the public with tact and courtesy.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with co-workers, the public, and community organizations.
- Follow Library policies and procedures.
- Organize and manage work flow for self.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Possession of a **Certificate of Technology or related field** or an Associate Degree from an accredited community college in computer science or IT field, or a closely related field or a Bachelor Degree from an accredited four-year college or university and two (2) years of library experience. **Must be a U.S. Citizen.**

**Licenses and Certifications:**

Possession of a valid California driver's license.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.*

While performing the duties of this job, the incumbent is required to talk and hear. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL ELEMENTS:**

*The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.*

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

**WORKING CONDITIONS:**

N/A.

**FLSA STATUS:**

This is a non-exempt clerical classification.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Discuss the Placentia Library District Policy 4080 – Membership in Associations**

**DATE:** July 20, 2016

**BACKGROUND**

At the June 20, 2016 Library Board of Trustees meeting, discussion to amend the current Placentia Library District Policy 4080 – Membership in Associations occurred with a decision to amend 4080.4 of the policy as a first reading, as follows:

The Board of Trustees will maintain membership for each Trustee and the Library Director in the American Library Association and United For Libraries, and will insure that annual dues are paid when due.

Attachment A is the proposed amendment to Policy 4080 – Membership in Associations

**RECOMMENDATION**

Approve an amendment to Placentia Library District 4080 – Membership in Associations as presented, inclusive of input from the Library Board of Trustees.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Membership in Associations  
**POLICY NUMBER:** 4080

**4080.1** The Board of Trustees will ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and will look upon such memberships as an opportunity for in-service training.

**4080.2** The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Special Districts Association and will insure that annual dues are paid when due.

**4080.3** The Board of Trustees will maintain membership for each Trustee and the Library Director in the California Association of Library Trustees and Commissioners and will insure that annual dues are paid when due.

**4080.4** The Board of Trustees will maintain membership for each Library Board President **(Replace with "Each Trustee")** and the Library Director in the American Library Association and **United for Libraries** and will insure that annual dues are paid when due.

**4080.5** The Board of Trustees will participate in the Orange County Council of Governments and designate a Trustee to attend the monthly meetings.

**4080.6** The Board of Trustees will participate in the Orange County Special Districts Selection Committee to elect Special representatives to the Orange County Local Area Formation Commission and its committees.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Determine Dates for August and September 2016 Board Meetings  
**DATE:** July 20, 2016

**BACKGROUND**

For the past few years, the Library Board of Trustees have not met in August due to lack of business for discussion. One Trustee will not be available on September 19, 2016 and would like consideration to meet the following Monday, September 26, 2016.

Library Board to discuss and decide on August and September meeting dates.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** July 20, 2016

**BACKGROUND**

The Library Board of Trustees approved recommended changes to Placentia Library District Policy 6030 – Circulation Policy at the May 23, 2016 meeting to reflect item loan limit of video games to three (3) per checkout.

Library staff are experiencing many patrons who wish to apply for library cards with their Mexican Consular identification cards or “matricula consular”; however, our current Policy 6030 – Circulation Policy, does not accept non U.S. Government issued identifications. While the Placentia Library District does not accept the matricula consular card as identification, there are six library systems in Orange County that do, including Newport Beach, Orange City, Anaheim, Huntington Beach, Santa Ana, and the County of Orange.

One of the Library’s goal is to increase use by the Latino community and provide library services to meet the needs of our community and neighbors. Hispanics make up 31.1% of Placentia’s population. We have bi-lingual Spanish speaking staff and are developing programs that meet the needs of our non-English speakers.

Library staff recommends the acceptance of all government issued identification when combined with a document that establishes place of residency, e.g. a utility bill, lease agreement, printed checks, etc.

Attachment A is a copy of the proposed amendment.

**RECOMMENDATION**

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

# Placentia Library District

## POLICY MANUAL

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

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

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

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

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

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

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

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

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

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

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

**6030.3** Notification Process:

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

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

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

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

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

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

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

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

**6030.5** Returned Checks

**6030.5.1** Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.

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

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

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

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

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

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

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

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

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

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

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

**6030.8.4** All calls regarding overdue or lost items should be directed to the Circulation/Technology Department at 714-528-1906.

**6030.8.5** Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

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

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

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



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