



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

September 26, 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 July 20, 2016 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 11)**

10. Check Register for July & August 2016. (Receive & File and Approve)
11. FY2015-2016 Cash Flow Analysis through July & August 2016; the Schedule of Anticipated Property Tax Revenues for FY2015-2016 as provided by the Orange County Auditor. (Receive & File).

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

12. Financial Reports for July & August 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheets for July & August 2016. (Receive & File)
14. Acquisitions Report for July & August 2016. (Receive & File)
15. Entrepreneurial Activities Report for July & August 2016. (Receive & File)

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

16. Personnel Report for July & August 2016. (Receive, File, and Ratify Appointments)
17. Circulation Report for July & August 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 July & August 2016.
20. Children's Services Report for July & August 2016.
21. Adult Services Report for July & August 2016.
22. Placentia Library Web Site & Technology Report for July & August 2016.

**NEW BUSINESS**

23. Library Director request that the Library Board of Trustees adopt Resolution 16-09, to recognize September as Library Card Sign Up month and authorize the Board President to sign.
24. Discuss marketing opportunity with Lamar Advertising for outdoor publicity and authorize the Library Director to sign the contract.
25. Discuss and select candidates for the Independent Special Districts of Orange County (ISDOC) election of officers and authorize the Library Director to submit the ballot on behalf of the Placentia Library District.
26. Board Secretary will provide information on the current Little Hoover Commission report on Special Districts.

**ADJOURNMENT**

27. Agenda Preparation for the October Date Meeting which will be held on October 17, 2016 unless re-scheduled by the Library Board of Trustees.
28. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
29. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 26, 2016 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 22, 2016.



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Diane Warner, Administrative Assistant



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MINUTES  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
JULY 20, 2016

- CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 20, 2016 at 6:31pm.
- Members Present:** President Gayle Carline, Secretary Jo-Anne Martin, Trustee Richard DeVecchio, Trustee Al Shkoler
- Members Absent:** Trustee Elizabeth Minter (excused absence)
- 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 DeVecchio and seconded by Secretary Martin to adopt the July 20, 2016 meeting agenda as presented:
- AYES:** Carline, Martin, DeVecchio, Shkoler  
**NOES:** None  
**ABSENT:** Minter
- ORAL COMMUNICATION** None
- TRUSTEE & ORGANIZATIONAL REPORTS**
- President Carline enjoyed meeting with Assemblywoman Ling Ling Chang on July 12<sup>th</sup> to thank her for her support and involvement in backing several state bills that will affect Placentia Library, and attended the annual PLFF membership meeting. (Item 5)
- Secretary Martin also met with Assemblywoman Chang and attended the PLFF annual membership meeting. (Item 6)
- Trustee DeVecchio attended the PLFF annual membership meeting. (Item 6)
- Trustee Shkoler also enjoyed meeting Assemblywoman Chang and attended the PLFF annual membership meeting. (Item 6)
- LIBRARY DIRECTOR REPORT**
- Library Director Contreras joined the Trustees at their meeting with Assemblywoman Chang. Library Director Contreras continues to meet with City Management regarding on-going parking challenges, and requested that the Trustees plan to attend the September City Council meeting to address the library's concerns. Trustee Shkoler confirmed that the City Council is not well informed about the library's parking issues. (Item 7)
- FRIENDS FOUNDATION REPORT**
- Ginny Sanatar reported that the PLFF annual membership meeting held on July 13<sup>th</sup> had a much better turn-out this year than in past years. The Second Sunday Sale revenues have increased month after month, with \$517 earned in just 2 hours in June and \$443 in July. The 2016 Author's Luncheon has been confirmed for March 4, 2017 with a Guest Author to be finalized soon. (Item 8)

**CONSENT CALENDAR**

After clarification of specific June monthly reports, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-24 as amended and adopted. (Item 9) A roll call vote was taken:

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

**MINUTES for the JUNE 20, 2016 BOARD MEETING**

Minutes for the June 20, 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 June. (Item 11)

There were no Current Claims or Payroll submitted for approval. All accounts payable and payroll transfers are now being processed in-house effective July 1, 2016. (Item 12)

Moved by Trustee DeVecchio and seconded by Trustee Minter to receive, file and approve the Forwarded Claims. A roll call vote was taken:

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

**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 June 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 June 2016 - received and filed. (Item 15)

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

Entrepreneurial Activities Report for June 2016 – received and filed. (Item 17)

**GENERAL CONSENT REPORTS**

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

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

Review of Shared Maintenance Costs with the City of Placentia for June 2016, under the JPA – received and filed. (Item 20)

**STAFF REPORTS**

Administration Report for June 2016 (Item 21)

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

Adult Services Report for June 2016 (Item 23)

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

**OLD BUSINESS****ADOPT POLICY 2322 –  
EMERGING TECHNOLOGIES  
ASSISTANT (New Position)**

To meet growing technology demands and services from patrons, Library Director Contreras presented revised new Policy 2322-Emerging Technologies Assistant for approval by Trustees. At the June board meeting, Secretary Martin requested that the Education and Experience requirements be revised to include a "Certificate of Technology or related field" education option. Qualifications were revised to include "principles and practices related to emerging and current technology trends," and a U.S. Citizenship requirement. It was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt Policy 2322 as amended. (Item 25) Approved by a roll call vote:

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

**NEW BUSINESS****AMENDMENT TO POLICY  
4080 – MEMBERSHIP IN  
ASSOCIATIONS**

At the June board meeting, Library Director Contreras presented a recommendation to revise Policy 4080 to include an allowance for annual library association memberships and dues for all Trustees for memberships in California Library Assn. (CLA); American Library Assn. (ALA) and subdivision Public Library Assn. (PLA); and United For Libraries (UFL). After discussion, amended Policy 4080.4 now specifies that membership in ALA and UFL will be maintained and renewed annually for all Trustees and the Library Director. (Item 26) Approved by a roll call vote:

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

**DETERMINE DATES FOR  
AUGUST AND SEPTEMBER  
2016 BOARD MEETINGS**

As the Library Board of Trustees meeting is usually dark in August due to lack of business, the Trustees voted to cancel the scheduled August 15, 2016 meeting.

Due to a meeting conflict on the scheduled date of September 19<sup>th</sup>, Library Director Contreras requested the September 2016 Board of Trustees meeting be rescheduled. After discussion, the board meeting has been rescheduled to Monday, September 26, 2016. (Item 27) Trustees voted to approve the meeting date changes.

**AMENDMENT TO POLICY  
6030 – CIRCULATION**

There has been an increase in patrons wanting to apply for a library card with their Mexican Consular identification cards or "matricula consular," but current library policy does not accept non-U.S. Government issued identification. Library Director Contreras recommended amending Policy 6030-Circulation to accept all government issued identification, when accompanied by a document that confirms Placentia residency. After discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve this amendment to Policy 6030. (Item 28) Approved by a roll call vote:

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

**ADJOURNMENT**

The Library Board of Trustees Unusual Date Meeting of July 20, 2016 was adjourned at 6:59pm.

The next Library Board of Trustees meeting will be held on the unusual date of Monday, September 26, 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:** CHECK REGISTERS for JULY and AUGUST 2016  
**DATE:** September 26, 2016

**JULY 2016**

- General Checking
- Payroll Checking
- Savings

**AUGUST 2016**

- General Checking
- Payroll Checking
- Savings

Placentia Library District  
Check Register  
July 2016

Type	Date	Num	Name	Memo	Amount
Check	07/01/2016	8387	New Readers Press	inv 8049359/8049416	-152.58
Check	07/01/2016	8388	Richard C. DeVecchio	mileage reimb	-26.46
Check	07/01/2016	8389	Baker & Taylor	inv 4011628816//634619/62981	-202.21
Check	07/06/2016	8391	Patrick Connor	07-06-16 Invoice	-375.00
Bill Pmt -Check	07/08/2016	8392	Placentia Chamber of Commer	Taste of the Town 7/21 Event	-195.00
Bill Pmt -Check	07/08/2016	8397	Dream Shapers	7/11 event	-250.00
Bill Pmt -Check	07/08/2016	8396	Ingram Inc	Inv 93469132	-185.23
Bill Pmt -Check	07/08/2016	8393	SDRMA	Inv 20021Aug 2016	-14,998.08
Bill Pmt -Check	07/08/2016	8394	SDRMA	19946 July 2016	-2,022.92
Bill Pmt -Check	07/08/2016	8395	Midwest Tape	misc inv	-984.61
Bill Pmt -Check	07/08/2016	8398	Swazze, Inc.	7/27 Event	-325.00
Bill Pmt -Check	07/08/2016	8399	Kishin Daiko	7/23 event	-500.00
Bill Pmt -Check	07/08/2016	8400	The Computer Tutor	7/5 7/19 Event	-130.00
Bill Pmt -Check	07/08/2016	8401	John Abrams	8/3 Event	-350.00
Bill Pmt -Check	07/08/2016	8402	Yesenia Baltiera	Reimb	-269.23
Bill Pmt -Check	07/08/2016	8403	Bubblemania and Company	July 13 Event	-250.00
Bill Pmt -Check	07/08/2016	8404	Jeannie Killiney	Miscreimb	-21.22
Bill Pmt -Check	07/08/2016	8405	Growing Child Inc.	1 year subscription 4/2017	-79.00
Bill Pmt -Check	07/08/2016	8406	Rick Palas	VOID: 7/12 Event	0.00
Bill Pmt -Check	07/15/2016	8407	Unique Management Services,	05 Placements	-107.40
Bill Pmt -Check	07/15/2016	8408	USPS	Postage	-1,666.97
Bill Pmt -Check	07/15/2016	8409	Wakai, Collen	mileage reimb	-21.49
Bill Pmt -Check	07/15/2016	8410	Republic Services	Ac 1710 Inv 0676-002619699	-46.24
Bill Pmt -Check	07/15/2016	8411	OC Custom Vinyl Graphics & Si	inv 1299807	-430.00
Bill Pmt -Check	07/15/2016	8412	Staples Advantage	Misc Supplies	-899.35
Bill Pmt -Check	07/15/2016	8413	Davis Farr LLP	Inv 1075	-61.50
Bill Pmt -Check	07/15/2016	8414	Midwest Tape	DVDs, ABDs,ACDs	-521.93
Bill Pmt -Check	07/15/2016	8415	Baker & Taylor	Books	-1,513.20
Bill Pmt -Check	07/22/2016	8416	Time Warner Cable	A/C 8448400250124877	-290.64
Bill Pmt -Check	07/22/2016	8417	Time Warner Cable	A/C 8448400250276198	-290.64
Bill Pmt -Check	07/22/2016	8418	Tyco Integrated Security LLC	08/01-10/31/16	-2,250.38
Bill Pmt -Check	07/22/2016	8419	State of CA - Department of Ju	Cust 153814	-32.00
Bill Pmt -Check	07/22/2016	8420	SDRMA	Worker's Compensation Ins FY1	-13,775.49
Bill Pmt -Check	07/22/2016	8421	Baker & Taylor	Books	-1,224.95
Bill Pmt -Check	07/22/2016	8422	Click Consulting	Mo Svc./Equip	-5,690.94
Bill Pmt -Check	07/22/2016	8423	Will Bryant	June Web Design	-890.00
Bill Pmt -Check	07/22/2016	8424	Llibrary Ideas	FY 2016-17	-5,974.00
Bill Pmt -Check	07/22/2016	8425	New Readers Press	Inv 8059350	-92.67
Bill Pmt -Check	07/22/2016	8426	Califa	FY 2016-17	-754.95
Bill Pmt -Check	07/22/2016	8427	BankCard Center-Bank of the v	JUNE 2016	-4,599.30
Bill Pmt -Check	07/25/2016	8428	Salazar Associates	Pokemon T-Shirts	-831.60
Bill Pmt -Check	07/25/2016	8429	Diane R. Warner	Misc Reimb	-34.46
Bill Pmt -Check	07/29/2016	8439	Marina Tutty	May Svc	-1,277.50
Bill Pmt -Check	07/29/2016	8430	Public Agency Reirement Servi	Prl	-5,082.46
Bill Pmt -Check	07/29/2016	8431	CALNET3	Mo Svc	-398.35
Bill Pmt -Check	07/29/2016	8432	Lori Worden	reimb for Sensational Saturdays	-59.99
Bill Pmt -Check	07/29/2016	8433	Excel Micro, LLC	Qtly maint June-Aug	-618.75
Bill Pmt -Check	07/29/2016	8434	Image Supply	VOID: Labels	0.00
Bill Pmt -Check	07/29/2016	8435	Infogroup	07/16-06/17	-7,154.00
Bill Pmt -Check	07/29/2016	8436	Sabina Sandoval	VOID: Aug 8 Event-SRP	0.00
Bill Pmt -Check	07/29/2016	8437	Woodruff, Spradlin & Smart	Personnel matters	-399.00
Bill Pmt -Check	07/29/2016	8438	Cintas	Supplies	-293.11
Bill Pmt -Check	07/29/2016	8440	Marina Tutty	VOID: June1-June30	0.00
Bill Pmt -Check	07/29/2016	8441	Marina Tutty	VOID: June1-June30	0.00
Bill Pmt -Check	07/29/2016	8440	Marina Tutty	June1-June30	-1,522.50
Bill Pmt -Check	07/29/2016	8441	Staples Advantage	Cust LA 10090889	-198.71
Bill Pmt -Check	07/29/2016	8442	Orange County Register	52 weeks suscription	-409.97
Bill Pmt -Check	07/29/2016	8443	Orange County Treasurer-Tax C	FY 2016-17	-2,000.00
Bill Pmt -Check	07/29/2016	8444	Unique Management Services,	06 Placemnets	-214.80
Bill Pmt -Check	07/29/2016	8445	SDRMA	Aug 2016	-2,022.92

Placentia Library District  
Check Register  
July 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	07/18/2016	2107	Victor Meza	Retro for Pay Period 14	-113.07

Placentia Library District  
Check Register  
July 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	07/01/2016	1337	Wells Fargo Bank	A/C 2011939659 07/06/16 Pri	-50,000.00

Placentia Library District  
Check Register  
August 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/01/2016	8446	Placentia Chamber of Commerce	Annual Membership	-305.00
Bill Pmt -Check	08/05/2016	8447	SDRMA	Liability Insurance FY 2016-2017	-12,059.40
Bill Pmt -Check	08/05/2016	8448	Fernando Maldonado	PLFF Teens Reimb	-50.74
Bill Pmt -Check	08/05/2016	8449	Coleen Wakai	PLFF ASRP Reimb	-367.69
Bill Pmt -Check	08/05/2016	8450	Jennifer Rydberg	Outreach Reimb	-2.59
Bill Pmt -Check	08/05/2016	8451	DEMCO, Inc.	Utility & Drawer Carts	-325.01
Bill Pmt -Check	08/05/2016	8452	Placentia Library Foundation	July Reimb	-765.00
Bill Pmt -Check	08/05/2016	8453	Minuteman Press	Envelops and LetterheadPLD	-645.84
Bill Pmt -Check	08/05/2016	8454	Envisionware, Inc.	Oct16-Sept17	-3,812.06
Bill Pmt -Check	08/05/2016	8455	Cintas	Janitorial Supplies	-644.36
Bill Pmt -Check	08/05/2016	8456	Davis Farr LLP	Acctg Svcs	-1,543.33
Bill Pmt -Check	08/05/2016	8457	City of Placentia	JPA Shared Svc.	-4,539.38
Bill Pmt -Check	08/05/2016	8458	The Gas Company	6/20-7/20/16	-446.00
Bill Pmt -Check	08/05/2016	8459	Baker & Taylor	Books	-1,231.76
Bill Pmt -Check	08/05/2016	8460	Midwest Tape	DVDs	-631.88
Bill Pmt -Check	08/05/2016	8461	Ingram Inc	Books	-198.66
Check	08/10/2016	8462	One World Rhythm	Inv EA9684-2499 (SRP program	-357.00
Bill Pmt -Check	08/12/2016	8463	BankCard Center-Bank of the We	July 2016	-7,734.70
Bill Pmt -Check	08/12/2016	8464	Andy Renner	8/20 Event	-500.00
Bill Pmt -Check	08/12/2016	8465	Patty's Ponies & Pets	8/20 Event	-650.00
Bill Pmt -Check	08/12/2016	8466	Jump O' Rama Inflatables	8/20 Event	-164.00
Bill Pmt -Check	08/12/2016	8467	Time Warner Cable	08/12-09/11	-290.64
Bill Pmt -Check	08/12/2016	8468	Republic Services	Recycle svc 7/01-7/31/16	-293.20
Bill Pmt -Check	08/12/2016	8469	SDRMA	Sept Premiums	-14,998.08
Bill Pmt -Check	08/12/2016	8470	Public Agency Retirement Service:	PP8/10/16	-1,732.05
Bill Pmt -Check	08/12/2016	8471	Babe Cleaners	Frozen costume cleaning	-40.00
Bill Pmt -Check	08/12/2016	8472	Placentia Chamber of Commerce	Networking at Noon	-15.00
Bill Pmt -Check	08/12/2016	8473	DEMCO, Inc.	6 Sloping Shelf Book	-1,207.26
Bill Pmt -Check	08/12/2016	8474	State of CA - Department of Justice	7/25 7/11 7/12 Svc	-175.00
Bill Pmt -Check	08/12/2016	8475	Staples Advantage	Supplies	-589.39
Bill Pmt -Check	08/12/2016	8476	OCLC	Inv 0000472856	-217.88
Bill Pmt -Check	08/12/2016	8477	Salazar Associates	Pokemon Imprinted t-shirts	-756.00
Bill Pmt -Check	08/12/2016	8478	Will Bryant	July Design Agreement	-890.00
Bill Pmt -Check	08/12/2016	8479	Pitney Bowes Purchase Power	Postage	-53.86
Bill Pmt -Check	08/12/2016	8480	MD Medical Clinics	Phisycal exam SH	-92.50
Bill Pmt -Check	08/12/2016	8481	Legacy Integrative Solutions	5/21-7/11 and 6/06-7/11	-983.66
Bill Pmt -Check	08/12/2016	8482	Republic Services	7/01-9/30 Cart Svc	-50.76
Bill Pmt -Check	08/12/2016	8483	Baker & Taylor	Books	-2,889.48
Bill Pmt -Check	08/12/2016	8484	Midwest Tape	DVDs	-513.52
Bill Pmt -Check	08/19/2016	8485	Brea Electric	Work 8/1 and 8/3	-424.36
Bill Pmt -Check	08/19/2016	8486	Dick's Lock & Safe	keys	-146.99
Bill Pmt -Check	08/19/2016	8487	Coleen Wakai	iPad Reimb_CLLS	-862.16
Bill Pmt -Check	08/19/2016	8488	El Cantarito	SRC 8/20 Event	-500.00
Bill Pmt -Check	08/19/2016	8489	Diane R. Warner	Misc reimb	-42.80
Bill Pmt -Check	08/19/2016	8490	Fernando Maldonado	PTAC 8/4 reimb	-20.32
Bill Pmt -Check	08/19/2016	8491	Placentia Library Foundation	PLFF Reimb Aug	-100.00
Bill Pmt -Check	08/19/2016	8492	OCLC	Balance due	-10.91
Bill Pmt -Check	08/19/2016	8493	Golden State Water Company	06/21-07/21/16	-1,185.81
Bill Pmt -Check	08/19/2016	8494	Time Warner Cable	08/14-09/13	-290.64
Bill Pmt -Check	08/19/2016	8495	Staples Advantage	Office Supplies	-1,274.15
Bill Pmt -Check	08/19/2016	8496	Ray-Lite Industries, Inc.	Light bulbs	-184.03
Bill Pmt -Check	08/19/2016	8497	O.C. Plumbing	7/25 work	-219.00
Bill Pmt -Check	08/19/2016	8498	Cintas	Janitorial Supplies	-377.29
Bill Pmt -Check	08/19/2016	8499	Baker & Taylor	Books	-4,506.39
Bill Pmt -Check	08/19/2016	8500	Midwest Tape	DVDs.ACDs	-1,285.11
Bill Pmt -Check	08/22/2016	8501	Board of Equalization	04/01-06/30/16	-911.63
Check	08/23/2016	8502	Hannah Schilperoot	Mileage Reimbursement	-3.14
Bill Pmt -Check	08/26/2016	8503	All Star Awards	JE Name Badge	-12.96
Bill Pmt -Check	08/26/2016	8504	Cintas	Janitorial Supplies	-583.77
Bill Pmt -Check	08/26/2016	8505	Glasby Maintenance Supply	Maintenance Supplies	-259.41
Bill Pmt -Check	08/26/2016	8506	Public Agency Retirement Service:	Prl	-2,979.32
Bill Pmt -Check	08/26/2016	8507	Staples Advantage	Office Supplies	-2,101.80

Placentia Library District  
Check Register  
August 2016

Bill Pmt -Check	08/26/2016	8508	Venessa Faber	Reimb	-127.32
Bill Pmt -Check	08/26/2016	8509	Woodruff, Spradlin & Smart	7/21 svcs	-42.00
Bill Pmt -Check	08/26/2016	8510	Clck Consulting	Mo Svc/Disk	-4,039.39
Bill Pmt -Check	08/26/2016	8511	Pitney Bowes Purchase Power	refill	-665.91
Bill Pmt -Check	08/26/2016	8512	Baker & Taylor	Books	-3,786.18
Bill Pmt -Check	08/26/2016	8513	Midwest Tape	DVDs	-361.29

Placentia Library District  
Check Register  
August 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	08/16/2016	2108	Hannah Schilperoort	Pay Period: 7-22-16 to 08-04-16	-1,394.58
Check	08/23/2016	2109	Hannah Schilperoort	Final Payroll Check - net pay	-147.07

Placentia Library District  
Check Register  
August 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	08/05/2016	1338	Wells Fargo Bank	Prl PP7/22-8/04 Pd 8/10	-43,200.00
Check	08/19/2016	1339	Wells Fargo Bank	VOID: Prl 8/05-8/18 Pd 8/24 GJE, RGJE cr	0.00
Check	08/19/2016	1340	Placentia Library District	VOID: Prl 8/05 8/18 Pd 8/24 GJE, RGJE cr	0.00
Check	08/19/2016	1341	Placentia Library District	Prl 8/05 8/18 Pd 8/24	-46,300.00
Check	08/30/2016	1342	Placentia Library District	Transfer to WF Payroll Acct	-10,000.00



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Marina Tutty  
**SUBJECT:** Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)  
**DATE:** September 26, 2016

<b>Fiscal Year 2016-2017</b>	
07/31/16	2,471,328.58
8/31/2016	
9/30/2016	
10/31/16	
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	578,824.90

<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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

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

**DATE:** September 26, 2016

<b>Fiscal Year 2016-2017</b>	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	
10/31/16	
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	600,823.02

<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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** September 26, 2016

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

Cash with Orange County Treasurer Fund 707	2,471,328.58
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	69,813.04
General Fund Savings – Bank of the West	1,033,728.21
Payroll Checking – Wells Fargo Bank	6,229.86
<b>Total Cash and Investments</b>	<b>4,574,713.69</b>

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




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Jeanette Contreras  
Library Director



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** September 26, 2016

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

Cash with Orange County Treasurer Fund 707	2,472,833.87
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	600,823.02
General Fund Checking – Bank of the West	43,353.75
General Fund Savings – Bank of the West	867,407.72
Payroll Checking – Wells Fargo Bank	9,175.28
<b>Total Cash and Investments</b>	<b>4,408,382.74</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

July 31, 2016

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	22,714	(2,015,153.78)	1.1%
6220		Property Taxes - Current Unsecured	57,632	-	(57,632.00)	0.0%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	5,723	(60,009.33)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	1,693	1,693.05	100%
6540		Penalties & Costs on Delinq Taxes	1,014	380	(634.03)	37.5%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>30,510</b>	<b>(2,148,112.09)</b>	<b>1.4%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	5,720	73	(5,647.21)	1.3%
		<b>Sub Total</b>	<b>5,720</b>	<b>73</b>	<b>(5,647.21)</b>	<b>1.3%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>-</b>	<b>(10,792.00)</b>	<b>0.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	545	(44,455.00)	1.2%
		Fines & Fees	45,000	3,795	(41,205.23)	8.4%
		Passport/Photos	125,000	13,696	(111,304.00)	11.0%
		Meeting Room Fees	5,000	610	(4,390.00)	12.2%
		Test Proctor	7,000	800	(6,200.00)	11.4%
		<b>Sub Total</b>	<b>227,700</b>	<b>19,446</b>	<b>(208,254.23)</b>	<b>8.5%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>50,028</b>	<b>(2,372,805.53)</b>	<b>2%</b>
		FY 14/15 Funds Available	70,000			
		<b>TOTAL REVENUES FY 15/16:</b>	<b>2,492,834</b>	<b>50,028</b>	<b>(2,442,805.53)</b>	<b>2.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	-	0.00	100%
		SLS Account	0	-	0.00	100%

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 July 31, 2016  
 8% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	89,495	0.07	\$1,137,952
0200	Retirement	46,549	3,324	0.07	\$43,225
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	53	0.00	\$210,490
0306-0770	Employee Assistance Program	715	0	0.00	\$715
0308	Dental Insurance	12,833	912	0.07	\$11,921
0309	Life Insurance	7,320	525	0.07	\$6,795
0310	AD & D Insurance	4,627	347	0.07	\$4,280
0319	Vision Insurance	2,526	185	0.07	\$2,341
0350	Workers' Compensation Insurance	12,000	1,148	0.10	\$10,852
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$95,989</b>	<b>0.06</b>	<b>\$1,428,571</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	999	0.04	\$22,001
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	1,608	0.08	\$18,392
1100	Library Insurance	15,000	1,005	0.07	\$13,995
1300	Maintenance, Equipment	32,000	984	0.03	\$31,016
1400	Maintenance, Buildings & Improvements	106,700	546	0.01	\$106,154
1600	Memberships	9,000	305	0.03	\$8,695
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	4,451	0.09	\$43,549
1803	Postage	14,000	1,629	0.12	\$12,371
1900	Prof./Specialized Services	206,100	16,472	0.08	\$189,628
1912	Investment Administrative Fees	1,700	0	0.00	\$1,700
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	22,457	0.08	\$271,717
2600	Transportation & Travel	4,500	27	0.01	\$4,473
2700	Meetings	19,500	221	0.01	\$19,279
2800	Utilities	87,500	6,010	0.07	\$81,490
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$56,714</b>	<b>0.06</b>	<b>\$830,560</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$0	0.00	\$11,000
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$152,703</b>	<b>0.06</b>	<b>\$2,270,131</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>\$152,703</b>	<b>0.06</b>	<b>\$2,340,131</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$0	0.00	\$35,000

PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
August 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	(2,015,153.78)	1.1%
6220		Property Taxes - Current Unsecured	57,632	-	(57,632.00)	0.0%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	7,197	(58,535.32)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	1,693	1,693.05	100%
6540		Penalties & Costs on Delinq Taxes	1,014	380	(634.03)	37.5%
		Sub Total	2,178,622	31,984	(2,146,638.08)	1.5%
<b>REVENUE FROM USE OF MONEY &amp; PROPY</b>						
6610		Interest	5,720	135	(5,584.94)	2.4%
		Sub Total	5,720	135	(5,584.94)	2.4%
<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%
		Sub Total	10,792	-	(10,792.00)	0.0%
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)		18,050		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	545	(44,455.00)	1.2%
		Fines & Fees	45,000	7,760	(37,240.12)	17.2%
		Passport/Photos	125,000	25,169	(99,831.00)	20.1%
		Meeting Room Fees	5,000	630	(4,370.00)	12.6%
		Test Proctor	7,000	2,000	(5,000.00)	28.6%
		Sub Total	227,700	54,154	(173,546.12)	23.8%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		FY 14/15 Funds Available	70,000			
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>86,273</b>	<b>(2,336,561.14)</b>	<b>4%</b>
<b>TOTAL REVENUES FY 15/16:</b>			<b>2,492,834</b>	<b>86,273</b>	<b>(2,406,561.14)</b>	<b>3.5%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	21,998	21,998.12	100%
		SLS Account	0	-	0.00	100%

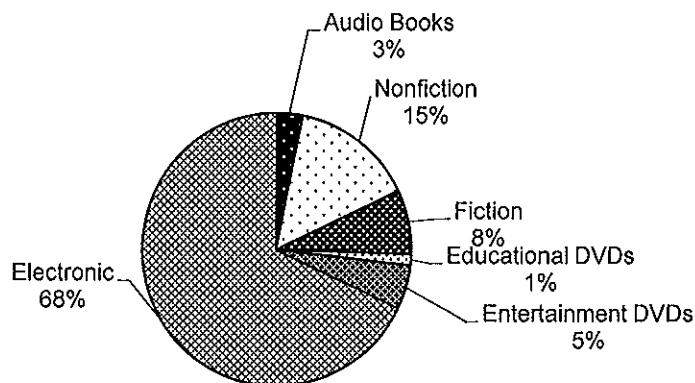
**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 August 31, 2016  
 17% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	184,509	0.15	\$1,042,938
0200	Retirement	46,549	8,035	0.17	\$38,514
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	15,105	0.07	\$195,438
0306-0770	Employee Assistance Program	715	0	0.00	\$715
0308	Dental Insurance	12,833	1,824	0.14	\$11,009
0309	Life Insurance	7,320	1,050	0.14	\$6,270
0310	AD & D Insurance	4,627	695	0.15	\$3,932
0319	Vision Insurance	2,526	369	0.15	\$2,157
0350	Workers' Compensation Insurance	12,000	2,296	0.19	\$9,704
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$213,884</b>	<b>0.14</b>	<b>\$1,310,676</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	2,595	0.11	\$20,405
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	4,027	0.20	\$15,973
1100	Library Insurance	15,000	2,010	0.13	\$12,990
1300	Maintenance, Equipment	32,000	1,734	0.05	\$30,266
1400	Maintenance, Buildings & Improvements	106,700	2,262	0.02	\$104,438
1600	Memberships	9,000	1,744	0.19	\$7,256
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	8,191	0.17	\$39,809
1803	Postage	14,000	2,253	0.16	\$11,747
1900	Prof./Specialized Services	206,100	34,579	0.17	\$171,521
1912	Investment Administrative Fees	1,700	0	0.00	\$1,700
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	35,140	0.12	\$259,034
2600	Transportation & Travel	4,500	40	0.01	\$4,460
2700	Meetings	19,500	3,504	0.18	\$15,996
2800	Utilities	87,500	7,234	0.08	\$80,266
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$105,313</b>	<b>0.12</b>	<b>\$781,961</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$912	0.08	\$10,088
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$320,109</b>	<b>0.13</b>	<b>\$2,102,725</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>\$320,109</b>	<b>0.13</b>	<b>\$2,172,725</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$545	0.00	\$34,455

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF JULY 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	\$1,551	171	179	\$3,425	206	221
Total Non-Fiction	\$3,024	127	215	\$3,975	173	245
Total Electronic	\$13,883	3	0	\$312	7	0
Total Audio Books	\$642	14	14	\$1,132	27	27
Total Educational DVDs	\$277	11	11	\$552	15	16
Total Entertainment DVDs	\$1,064	23	32	\$765	27	30
YTD TOTAL MATERIALS	\$20,411	349	451	\$10,161	455	539
Budget	\$255,700			\$249,174		
% Spent YTD	8%			4%		



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 JULY 2016  
Prepared by Katie Matas, Acquisitions Librarian

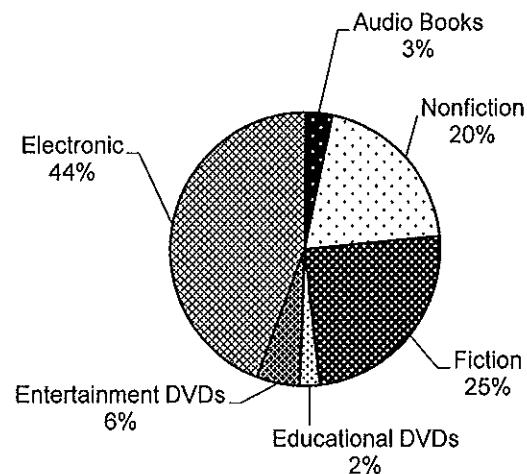
	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$727	74	80	\$69	3	3	\$796	77	83	0	0	0	\$796	77	83
Califia Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Fiction	\$727	74	80	\$69	3	3	\$796	77	83	\$0	0	0	\$796	77	83
Adult Non-Fiction	\$883	47	50	\$0	0	0	\$883	47	50	0	0	0	\$883	47	50
Adult Reference	\$28	1	1	\$0	0	0	\$28	1	1	0	0	0	\$28	1	1
Adult magazines	\$410	1	76	\$0	0	0	\$410	1	76	0	0	0	\$410	1	76
Califia Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Non-Fiction	\$1,321	49	127	\$0	0	0	\$1,321	49	127	\$0	0	0	\$1,321	49	127
TOTAL ADULT PRINT MATERIALS	\$2,048	123	207	\$69	3	3	\$2,117	126	210	\$0	0	0	\$2,117	126	210
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Audio Books	\$642	14	14	\$0	0	0	\$642	14	14	0	0	0	\$642	14	14
Adult E-books	\$0	2	0	\$0	0	0	\$0	2	0	0	0	0	\$0	2	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$239	8	8	\$0	0	0	\$239	8	8	0	0	0	\$239	8	8
Adult Entertainment DVDs	\$769	22	30	\$0	0	0	\$769	22	30	0	0	0	\$769	22	30
TOTAL ADULT NON-PRINT MATERIALS	\$1,650	46	52	\$0	0	0	\$1,650	46	52	\$0	0	0	\$1,650	46	52
TOTAL ADULT MATERIALS	\$3,698	169	259	\$69	3	3	\$3,767	172	262	\$0	0	0	\$3,767	172	262
Juvenile Fiction	\$445	48	50	\$0	0	0	\$445	48	50	0	0	0	\$445	48	50
Califia Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Fiction	\$379	49	49	\$0	0	0	\$379	49	49	0	0	0	\$379	49	49
Califia Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Juvenile Fiction	\$824	97	99	\$0	0	0	\$824	97	99	\$0	0	0	\$824	97	99
Juvenile Non-Fiction	\$1,672	73	73	\$0	0	0	\$1,672	73	73	0	0	0	\$1,672	73	73
Califia Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Non-Fiction	\$31	5	5	\$23	1	1	\$54	6	6	0	0	0	\$54	6	6
Califia Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Magazine/ISS	\$0	0	10	\$0	0	0	\$0	0	10	0	0	0	\$0	0	10
Total Juvenile Non-Fiction	\$1,703	78	88	\$23	1	1	\$1,726	79	89	\$0	0	0	\$1,726	79	89
TOTAL JUVENILE PRINT MATERIALS	\$2,527	175	187	\$23	1	1	2,550	176	188	\$0	0	0	\$2,550	176	188
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
SLS Juvenile E-books	\$0	5	0	\$0	0	0	\$0	5	0	0	0	0	\$0	5	0
Young Adult Video Games	\$179	0	0	\$0	0	0	\$179	0	0	0	0	0	\$179	0	0
Juvenile Educational DVDs	\$38	3	3	\$0	0	0	\$38	3	3	0	0	0	\$38	3	3
Juvenile Entertainment DVDs	\$116	1	2	\$0	0	0	\$116	1	2	0	0	0	\$116	1	2
TOTAL JUVENILE NON-PRINT MATERIALS	\$333	9	5	\$0	0	0	\$333	9	5	\$0	0	0	\$333	9	5
TOTAL JUVENILE MATERIALS	\$2,860	184	192	\$23	1	1	\$2,883	185	193	\$0	0	0	\$2,883	185	193
On-line databases	\$13,883	3	0	\$0	0	0	\$13,883	0	0	0	0	0	\$13,883	0	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	\$13,883	3	0	\$0	0	0	\$13,883	3	0	\$0	0	0	\$13,883	3	0
Total Fiction	\$1,551	171	179	\$69	3	3	\$1,620	174	182	\$0	0	0	\$1,620	174	182
Total Non-Fiction	\$3,024	127	215	\$23	1	1	\$3,047	128	216	\$0	0	0	\$3,047	128	216
Total Electronic	\$13,883	3	0	\$0	0	0	\$13,883	3	0	\$0	0	0	\$13,883	3	0
Total Audio Books	\$642	14	14	\$0	0	0	\$642	14	14	\$0	0	0	\$642	14	14
Total Educational DVDs	\$277	11	11	\$0	0	0	\$277	11	11	\$0	0	0	\$277	11	11
Total Entertainment DVDs	\$1,064	23	32	\$0	0	0	\$1,064	23	32	\$0	0	0	\$1,064	23	32
TOTAL MATERIALS	\$20,441	349	451	\$92	4	4	\$20,533	353	455	\$0	0	0	\$20,533	353	455

General Fund \$26,158  
 Adopt-a-book/Grant \$28  
 Outstanding Orders as of July 2016 \$26,186  
 TOTAL \$26,186

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF AUG. 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	\$7,805	534	559	\$12,122	686	790
Total Non-Fiction	\$6,384	420	593	\$7,010	290	416
Total Electronic	\$13,953	3	0	\$312	7	0
Total Audio Books	\$1,007	22	22	\$2,129	47	47
Total Educational DVDs	\$720	25	25	\$1,000	28	29
Total Entertainment DVDs	\$1,674	40	58	\$1,577	55	67
YTD TOTAL MATERIALS	\$31,543	1044	1257	\$24,150	1113	1349
Budget	\$255,700			\$249,174		
% Spent YTD	12%			10%		



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 AUGUST 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	\$1,666	143	155	\$69	3	3	\$1,735	146	158	0	0	0	\$1,735	146	158
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$1,666	143	155	\$69	3	3	\$1,735	146	158	\$0	0	0	\$1,735	146	158
Adult Non-Fiction	\$2,404	129	132	\$0	0	0	\$2,404	129	132	0	0	0	\$2,404	129	132
Adult Reference	\$56	2	2	\$0	0	0	\$56	2	2	0	0	0	\$56	2	2
Adult magazines	\$1,034	1	158	\$0	0	0	\$1,034	1	158	0	0	0	\$1,034	1	158
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Non-Fiction	\$3,494	132	292	\$0	0	0	\$3,494	132	292	\$0	0	0	\$3,494	132	292
TOTAL ADULT PRINT MATERIALS	\$5,160	275	447	\$69	3	3	\$5,229	278	450	\$0	0	0	\$5,229	278	450
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Audio Books	\$1,007	22	22	\$0	0	0	\$1,007	22	22	0	0	0	\$1,007	22	22
Adult E-books	\$0	70	0	\$0	0	0	\$0	70	0	0	0	0	\$0	70	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$682	22	22	\$0	0	0	\$682	22	22	0	0	0	\$682	22	22
Adult Entertainment DVDs	\$1,364	38	55	\$0	0	0	\$1,364	38	55	0	0	0	\$1,364	38	55
TOTAL ADULT NON-PRINT MATERIALS	\$3,053	152	99	\$0	0	0	\$3,053	152	99	\$0	0	0	\$3,053	152	99
TOTAL ADULT MATERIALS	\$8,213	427	546	\$69	3	3	\$8,282	430	549	\$0	0	0	\$8,282	430	549
Juvenile Fiction	\$2,761	224	229	\$0	0	0	\$2,761	224	229	0	0	0	\$2,761	224	229
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Fiction	\$3,378	167	175	\$23	0	0	\$3,401	167	175	0	0	0	\$3,401	167	175
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Juvenile Fiction	\$6,139	391	404	\$23	0	0	\$6,162	391	404	\$0	0	0	\$6,162	391	404
Juvenile Non-Fiction	\$2,760	144	145	\$0	0	0	\$2,760	144	145	0	0	0	\$2,760	144	145
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Non-Fiction	\$130	28	29	\$0	1	1	\$130	29	29	0	0	0	\$130	29	29
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Reference	\$0	116	116	\$0	0	0	\$0	116	116	0	0	0	\$0	116	116
Juvenile Magazines	\$0	0	12	\$0	0	0	\$0	12	12	0	0	0	\$0	12	12
Total Juvenile Non-Fiction	\$2,890	288	301	\$0	1	1	\$2,890	289	301	\$0	0	0	\$2,890	289	301
TOTAL JUVENILE PRINT MATERIALS	\$9,029	679	705	\$23	1	1	\$9,052	680	706	\$0	0	0	\$9,052	680	706
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
SLS Juvenile E-books	\$0	5	0	\$0	0	0	\$0	5	0	0	0	0	\$0	5	0
Young Adult Video Games	\$179	3	3	\$0	0	0	\$179	3	3	0	0	0	\$179	3	3
Juvenile Educational DVDs	\$38	3	3	\$0	0	0	\$38	3	3	0	0	0	\$38	3	3
Juvenile Entertainment DVDs	\$131	2	3	\$0	0	0	\$131	2	3	0	0	0	\$131	2	3
TOTAL JUVENILE NON-PRINT MATERIALS	\$348	10	6	\$0	0	0	\$348	10	6	\$0	0	0	\$348	10	6
TOTAL JUVENILE MATERIALS	\$9,377	689	711	\$23	1	1	\$9,400	690	712	\$0	0	0	\$9,400	690	712
On-line databases	\$13,953	0	0	\$0	0	0	\$13,953	0	0	0	0	0	\$13,953	0	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	\$13,953	3	0	\$0	0	0	\$13,953	3	0	\$0	0	0	\$13,953	3	0
Total Fiction	\$7,805	534	559	\$92	3	3	\$7,897	537	562	\$0	0	0	\$7,897	537	562
Total Non-Fiction	\$6,394	420	583	\$0	1	1	\$6,394	305	478	\$0	0	0	\$6,394	305	478
Total Electronic	\$13,953	3	0	\$0	0	0	\$13,953	3	0	\$0	0	0	\$13,953	3	0
Total Audio Books	\$1,007	22	22	\$0	0	0	\$1,007	22	22	\$0	0	0	\$1,007	22	22
Total Educational DVDs	\$720	25	25	\$0	0	0	\$720	25	25	\$0	0	0	\$720	25	25
Total Entertainment DVDs	\$1,674	40	58	\$0	0	0	\$1,674	40	58	\$0	0	0	\$1,674	40	58
TOTAL MATERIALS	\$31,543	1044	1257	\$92	4	4	\$31,635	932	1,145	\$0	0	0	\$31,635	932	1,145

General Fund \$20,008  
 Adopt-a-book/Grant \$566  
 Outstanding Orders as of August 2016 \$932  
 TOTAL \$20,574



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

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

**DATE:** September 26, 2016

**Net Revenue Summary for July 2016**

	July-16	July-15	YTD 2016-2017	YTD 2015-2016
Passport	10,900	10,825	10,900	10,825
Passport Photos	2,796	2,428	2,796	2,428
Test Proctor	800	950	800	950
Meeting Room	610	95	610	95
<b>Total</b>	15,106	14,298	15,106	14,298



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Marina Tutty

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

**DATE:** September 26, 2016

**Net Revenue Summary for August 2016**

			YTD	YTD
	Aug-16	Aug-15	2016-2017	2015-2016
Passport	9,035	8,725	19,935	19,600
Passport Photos	2,438	1,982	5,234	4,410
Test Proctor	1,200	750	2,000	1,650
Meeting Room	20	455	630	550
<b>Total</b>	12,693	11,912	27,799	26,210



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Personnel Report for JULY and AUGUST 2016  
**DATE:** September 26, 2016

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

**SEPARATION:** None  
**RETIREMENT:** None  
**APPOINTMENTS:** Hannah Schilperoort, Librarian I - Adult Services  
 Joseph Nguyen, Library Assistant - Children's Services  
**OPEN POSITIONS:** Library Aide, part-time - Support Services

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

**SEPARATION:** Hannah Schilperoort, Librarian I - Adult Services  
**RETIREMENT:** None  
**APPOINTMENTS:** Tim Worden, Emerging Technologies Assistant – Support Services  
 Elizabeth Tande, Library Aide, part-time – Support Services  
**OPEN POSITIONS:** Librarian I - Adult Services  
 Emerging Technologies Assistant - Support 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: July 2016  
**DATE:** September 26, 2016

<b>CIRCULATION</b>	Jul-16	Jul-15		Y-T-D	Y-T-D	Y-T-D
				2016-17	2015-16	% change
New Patron Registrations	349	411		349	411	-15.1%
Total Circulation	26,339	30,066		26,339	30,066	-12.4%
Total Active Borrowers*	7,962	8,364	-4.8%			
Attendance	25,263	27,472		25,263	27,472	-8.0%
Adult Fiction	3,167	3,501		3,167	3,501	-9.5%
Adult Nonfiction	2,128	2,587		2,128	2,587	-17.7%
Adult Magazines	169	290		169	290	-41.7%
Adult Music CDs	80	269		80	269	-70.3%
Adult DVDs**	2,517	676		2,517	676	272.3%
JV Fiction	11,133	14,239		11,133	14,239	-21.8%
YA Fiction	1,943	2,327		1,943	2,327	-16.5%
JV Nonfiction	2,258	2,407		2,258	2,407	-6.2%
YA Nonfiction	127	132		127	132	-3.8%
JV Magazines	23	2		23	2	1050.0%
JV Music CDs	29	18		29	18	61.1%
JV Audio Books	80	73		80	73	9.6%
JV DVDs**	1,978	1,577		1,978	1,577	25.4%
Video Games	99	40		99	40	147.5%

\* YTD % change not applicable.

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

**TEST PROCTORING**

Proctored Tests				
July 2016	July 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
16	18	16	18	-11%

**PATRON COUNT**

Jul-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		330	345	312	410	370	299	2,066
10:00		276	388	351	527	336	335	2,213
11:00		281	322	382	449	447	373	2,254
12:00		245	407	386	319	394	427	2,178
1:00	666	326	445	832	444	366	428	3,507
2:00	474	249	389	698	360	520	544	3,234
3:00	472	248	361	417	366	408	434	2,706
4:00	290	239	333	342	409	292	285	2,190
5:00		257	362	306	363			1,288
6:00		261	396	408	268			1,333
7:00		218	288	259	156			921
DAY TOTALS	1,902	2,930	4,036	4,693	4,071	3,133	3,125	23,890

July 2016	July 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
23,890	27,400	23,890	27,400	-15%

Hours Open	Average Per Hour
265	90

Outside Gate Counts	
Adult Programs	537
Children/Teen Programs	766
Meeting Room Rentals	70
<b>TOTAL</b>	<b>1373</b>

Library Attendance Total
25,263



**PASSPORTS**

Jul-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1	1	1	2	4	5	14
10:00		2	7	3	2	5	16	35
11:00		5	5	3	4	13	23	53
12:00		1	2	5	1	11	16	36
1:00	22	5	4	3	3	11	18	66
2:00	26	4	8	5	4	12	16	75
3:00	26	10	5		6	12	8	67
4:00	5	6	6	7	4	3		31
5:00		8	12	7	14			41
6:00		4	8	4	9			25
7:00		2	1		2			5
DAY TOTALS	79	48	59	38	51	71	102	448

July 2016	July 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
448	438	448	438	2%

**STAFF ACTIVITY**

- Katie, Venessa, Victor and Tim attended Friday Huddles on July 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>.
- Katie, Venessa, Estella, and Tim attended the Staff Meeting on July 21<sup>st</sup>
- Katie represented the Library at Placentia’s Taste of the Town event on July 21<sup>st</sup>.
- Staff provided Setup/Take Down in the Meeting Room: 29 set-ups/ 30 breakdowns
- Meeting room attendance from Outside Organizations: 70
- Laura took deposits to the bank on July 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>
- Katie catalogued 34 video games.
- Venessa, Laura, Estella, Katie, Beatrice, Tim, and Victor attended the Support Services Department meeting on July 13<sup>th</sup>.
- Venessa attended the SLS Circulation Meeting at Anaheim Public Library on July 14<sup>th</sup>
- Venessa attended the Managers Meeting on July 14<sup>th</sup>.
- Venessa attended the PLD Board Meeting on July 20<sup>th</sup>.
- Venessa attended the Quarterly APL Consortium Meeting on July 28<sup>th</sup>.
- Venessa assisted in the Pokemon Tour on July 28<sup>th</sup> at Placentia Library and the Civic Center Plaza.

**ONGOING PROJECTS**

- Staff are attending various outreach events with Public Services Staff.
- Library Card Design Contest has been extended to July 31<sup>st</sup> for final submissions.
- Laura is working on completing the Meeting Room Binder with applications and set-up for July-December 2016.
- Venessa is working towards interview needs for Library Aide position.

**NEW PROJECTS AND ACTIVITIES**

- Staff are being reassigned tasks and cross training.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Circulation Activity Report: August 2016  
**DATE:** September 26, 2016

<u>CIRCULATION</u>	Aug-16	Aug-15	M-T-M	Y-T-D	Y-T-D	Y-T-D
			% change	2016-17	2015-16	% change
New Patron Registrations	352	362	-3%	701	773	-9.3%
Total Circulation	25164	26,654	-6%	51,503	56,720	-9.2%
Attendance		24,473	-100.0%	25,263	51,945	-51.4%
Registered Card Holders*	39,145	35,204	11.2%			
Adult Fiction	3134	3,585		6,301	7,086	-11.1%
Adult Nonfiction	2252	2,420		4,380	5,007	-12.5%
Adult Magazines	177	243		346	533	-35.1%
Adult Music CDs	246	286		326	555	-41.3%
Adult Audio Books	589	699		1,197	1,300	-7.9%
Adult DVDs**	2397	1,831		2,397	4,902	-51.1%
JV Fiction	10309	11,291		21,442	25,530	-16.0%
YA Fiction	1823	1,981		3,766	4,308	-12.6%
JV Nonfiction	2176	2,080		4,434	4,487	-1.2%
YA Nonfiction	133	118		260	250	4.0%
JV Magazines	2	12		25	14	78.6%
JV Music CDs	20	43		49	61	-19.7%
JV Audio Books	53	94		133	167	-20.4%
JV DVDs**	1737	1,434		3,715	3,011	23.4%
Video Games	116	31		215	71	202.8%

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

**TEST PROCTORING**

August 2016	August 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
24	14	40	32	25%

**PATRON COUNT**

Aug-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		383	360	360	394	247	250	1,994
10:00		448	330	382	404	263	329	2,156
11:00		455	399	407	340	261	405	2,267
12:00		395	364	456	344	287	512	2,358
1:00	537	432	489	678	324	311	461	3,232
2:00	417	433	400	533	318	269	392	2,762
3:00	428	527	454	547	310	287	321	2,874
4:00	216	487	438	461	269	227	250	2,348
5:00		454	443	412	257			1,566
6:00		404	352	405	285			1,446
7:00		324	267	320	205			1,116
DAY TOTALS	1,598	4,742	4,296	4,296	3,450	2,152	2,920	24,119

Aug 2016	Aug 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
24,119	25,350	48,009	52,750	-10%

Hours Open	Average Per Hour
289	83

Outside Gate Counts	
Adult Programs	487
Children/Teen Programs	2153
Meeting Room Rentals	120
<b>TOTAL</b>	<b>2760</b>

Library Attendance Total
26,879

**PASSPORTS**

Aug-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3	2	4	4	3	7	23
10:00		2	3	2	0	3	11	21
11:00		3	0	1	5	1	12	22
12:00		4	3	3	5	3	5	23
1:00	13	5	1	4	0	3	12	38
2:00	18	6	2	3	6	4	15	54
3:00	16	6	7	6	0	8	19	62
4:00	10	11	8	5	1	4	12	51
5:00		12	10	6	4			32
6:00		9	6	11	7			33
7:00			3	2	2			7
DAY TOTALS	57	61	45	47	34	29	93	366

Aug 2016	Aug 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
366	354	814	438	46%

**STAFF ACTIVITY**

- Katie, Venessa and Tim attended Friday Huddles on August 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.
- Katie, Venessa, Laura, Victor, and Tim attended the SRC Staff Meeting on August 17<sup>th</sup>.
- Katie attended meetings at Anaheim Public Library previewing potential ILS replacement systems on August 11<sup>th</sup> and 16<sup>th</sup>.
- Venessa attended meetings at Anaheim Public Library previewing potential ILS replacement systems on August 11<sup>th</sup>, 16<sup>th</sup>, 25<sup>th</sup> and 29<sup>th</sup>.
- Staff provided Setup/Take Down in the Meeting Room: 19 set-ups/ 15 breakdowns
- Meeting room attendance from Outside Organizations: 120
- Laura took deposits to the bank on August 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup>.
- Laura and Estella attended National Night Out on August 2<sup>nd</sup>.
- Katie catalogued 34 video games.
- Venessa, Laura, Estella, Katie, Beatrice, Tim, and Victor attended the Support Services Department meeting on August 10<sup>th</sup>.
- Support Services Team launched the Library Card Design Contest
- Support Services organized a baby shower for Venessa.
- Tim took pictures and participated in outreach at the Pokemon Placentia Walking Tour on August 18<sup>th</sup>.
- Tim took pictures at the Summer Reading Celebration on August 20<sup>th</sup>, editing the pictures and posting them on social media outlets.

**ONGOING PROJECTS**

- Staff are planning and scheduling outreach events.
- Tim is setting up the Bibliotheca Digital Library Assistant “wand” device.

**NEW PROJECTS AND ACTIVITIES**

- Support Services Staff will be coordinating the Library Card Campaign (September).
- Laura has taken on Footfall while Venessa is on maternity leave.
- Estella and Laura started training Elizabeth on August 19<sup>th</sup>.
- Tim began duties as Emerging Technology Assistant on August 26<sup>th</sup>.



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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:** City of Placentia Invoices for JUNE-JULY-AUGUST 2016  
**DATE:** September 26, 2016

City of Placentia usually invoices for shared services in the month after. The September 2016 invoice includes three (3) months of JPA services. Facility maintenance was last billed in May 2016 for June service.

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (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							
Dec-16							
Jan-17							
Feb-17							
Mar-17							
Apr-17							
May-17							
Jun-17							
	<b>TOTAL</b>	<b>21,226.41</b>	<b>4,357.47</b>	<b>427.50</b>	<b>19.27</b>		<b>26,030.65</b>
	<b>AVG</b>						

*\*City Billing  
Not Received*

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUND (SA Aquatics)	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>166.25</b>	<b>12.45</b>	<b>2,875.09</b>	<b>10,336.97</b>



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for July & August 2016

**DATE:** September 26, 2016

### Accomplishments

- Continue to meet with City Administrator and City staff to discuss the parking issue.
- Coordinated the Summer Reading Celebration community with the City to address City's concerns.
- Participated in the Emerging Technologies Assistant interview.
- Planned, coordinated and participated in the Placentia Pokemon tours.
- Was invited to run for the California Library Association President position and met with President-Elect, Helen McAlary, to be informed of the responsibilities and opportunities.
- Continue to meet with Administrative Assistant to discuss and review work assignments.
- President Carline, Trustees Minter and Shkoler and Library Director had an opportunity for a meet & greet with the new superintendent, Dr. Gregory Plutko.
- Met with Captain Rich Pascarella from the Placentia Police Department to discuss the continuation of the department's fee waiver for fingerprinting services with no limitations on the number of applications.
- Participated in a meeting with the Anaheim Public Library to discuss a possible new ILS system.

### Meetings

- Library Board of Trustees – July 7<sup>th</sup>, 20<sup>th</sup>
- Friday Huddles – July 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> & August 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>
- Managers – July 14<sup>th</sup> & August 11<sup>th</sup>, 31<sup>st</sup>
- City of Placentia – July 27<sup>th</sup> & August 17<sup>th</sup> & 23<sup>rd</sup>, 30<sup>th</sup>
- Placentia Chamber of Commerce – July 7<sup>th</sup> & August 18<sup>th</sup>
- H.I.S. House Board – August 25<sup>th</sup>
- California Special District Association Fiscal Committee – August 19<sup>th</sup>
- Santiago Library System (SLS) Executive Council – August 22<sup>nd</sup>
- Barbara Path – August 30<sup>th</sup> regarding EV charging stations

### Community Function / Training

- Placentia Chamber of Commerce – August 25<sup>th</sup>
- Peggy Dinsmore Funeral Service – August 29<sup>th</sup>
- Webinar: California survey – August 30<sup>th</sup>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children’s Services Report for July 2016  
**DATE:** September 26, 2016

**MONTHLY STATISTICS**

<u>Children's Reference</u>	July 2016	July 2015	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	515	199	515	199	158.79%
Reference--telephone	17	30	17	30	-43.33%
<b>Total Reference</b>	<b>532</b>	<b>229</b>	<b>532</b>	<b>229</b>	<b>132.31%</b>
Total Number of Programs	40	38	40	38	5.26%
Total Programs Attendance	2,044	1,967	2,044	1,967	3.91%

**Children’s Services Programs**

<u>Children's Services Programs</u>	July 2016 Number of Programs	July 2016 Total Attendance	July 2015 Number of Programs	July 2015 Total Attendance	Y-T-D 2016-17 Total Programs	Y-T-D 2016-17 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 15/16 - 16/17 % Change Programs	Y-T-D 15/16 - 16/17 % Change Attendance
<b>Ongoing Programs</b>										
0-2 year old Storytime Classes	8	335	10	370	8	335	10	370	-20.00%	-9.46%
3-6 year old Storytime Classes	8	150	8	245	8	150	8	245	0.00%	-38.78%
Music Classes	4	173	5	176	4	173	5	176	-25.00%	-1.70%
Read to the Dogs	1	39	1	20	1	39	1	20	0.00%	95.00%
Master Builders Club	1	29	1	30	1	29	1	30	0.00%	-3.33%
Sensational Saturdays	1	30	1	30	1	30	1	30	0.00%	0.00%
Homework Club	-	-	-	-	-	-	-	-	0.00%	0.00%
P-TAC (Placentia Teen Advisory Council)	2	38	2	30	2	38	2	30	0.00%	26.67%
PLD Collaboratory	-	-	-	-	-	-	-	-	0.00%	0.00%
The Vault	1	4	-	-	1	4	-	-	100.00%	100.00%
Teen Practice Exams	-	-	-	-	-	-	-	-	0.00%	0.00%
<b>Special Programs</b>										
Outreach	3	290	-	-	3	290	-	-	100.00%	100.00%
School Visits	-	-	-	-	-	-	-	-	0.00%	0.00%
Library Tours	-	-	-	-	-	-	-	-	0.00%	0.00%
Bilingual Programs	-	-	-	-	-	-	-	-	0.00%	0.00%
Seasonal Programs	1	9	-	-	1	9	-	-	100.00%	100.00%
Teen Programs	3	22	2	29	3	22	2	29	33.33%	-24.14%
SRP Registrations	3	339	3	367	3	339	3	367	0.00%	-7.63%
SRP Events	4	586	5	670	4	586	5	670	-20.00%	-12.54%
<b>Totals</b>	<b>40</b>	<b>2,044</b>	<b>38</b>	<b>1,967</b>	<b>40</b>	<b>2,044</b>	<b>38</b>	<b>1,967</b>	<b>5.26%</b>	<b>3.91%</b>

**SRP: Children's Services**

Read to Me SRP	2016			2015			MTD Change	MTD Change	YTD
	Jun-16	Jul-16	YTD 2016	Jun-15	Jul-15	YTD 2015	June	July	Change
Active Users	147	*	147	*	*	*	*	*	*
Books Read	471	1749	2220	*	*	*	*	*	*
New Registered Users	147	101	248	252	110	389	-41.67%	-8.18%	-36.25%

Kids SRP	2016			2015			MTD Change	MTD Change	YTD
	Jun-16	Jul-16	YTD 2016	Jun-15	Jul-15	YTD 2015	June	July	Change
Active Users	391	*	391	*	*	*	*	*	*
Books Read	897	1367	2264	*	*	*	*	*	*
New Registered Users	391	215	606	670	202	927	-41.64%	6.44%	-34.63%
Minutes Read	65284	115478	180762	*	*	*	*	*	*

Teen SRP	2016			2015			MTD Change	MTD Change	YTD
	Jun-16	Jul-16	YTD 2016	Jun-15	Jul-15	YTD 2015	June	July	Change
Active Users	46	*	46	*	*	*	*	*	*
Books Read	88	78	166	*	*	*	*	*	*
New Registered Users	46	23	69	114	17	139	-59.65%	35.29%	-50.36%

\*Information not available

**ACHIEVEMENTS**

- Fernando Maldonado created a reference teen collection for the Placentia Teen Center.
- Brenda Ramirez planed and supervised SRP Weekly Program: Magic of Jay Leslie on 7/20.
- Brenda Ramirez planed and supervised SRP Weekly Program: Swazzle Puppet on 7/28.
- Fernando Maldonado led Summer Reading Program volunteer orientation on 7/6.
- Jennifer Rydberg participated in an outreach for Concerts in the Park on 7/14.
- Jennifer Rydberg participated in an outreach for Taste of the Town on 7/21.
- Fernando Maldonado accompanied PTAC to a Boys and Girls Club tour of the facility on 7/26.
- Lori Worden participated in an outreach to the Movies at the Park program on 7/8.
- Lori Worden planned the Fantastic Patrick and Bubblemania SRP Wednesday programs; programs conducted on 7/6 and 7/13.
- Lori Worden proctored 4 tests.

**MEETINGS**

- Jennifer Rydberg, Fernando Maldonado, Brenda Ramirez, and Lori Worden attended the Children's Services Meeting on 7/21.
- Lori Worden, Yesenia Baltierra, Jennifer Rydberg, and Brenda Ramirez attended the Staff Meeting on 7/21.
- Brenda Ramirez met with Lori Worden on 7/12.
- Brenda Ramirez met with Jennifer Rydberg on 7/14 and 7/28.
- Brenda Ramirez met with Fernando Maldonado on 7/18.
- Brenda Ramirez attended Supervisors Meetings with Yesenia Baltierra and Wendy Townsend on 7/6 and 7/20.
- Brenda Ramirez met with Yesenia Baltierra on 7/5 and 7/18.

**PROFESSIONAL DEVELOPMENT**

None

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children’s Services Report for August 2016  
**DATE:** September 26, 2016

**MONTHLY STATISTICS**

<u>Children's Reference</u>	August 2016	August 2015	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	479	190	994	389	155.53%
Reference--telephone	27	26	44	56	-21.43%
<b>Total Reference</b>	<b>506</b>	<b>216</b>	<b>1,038</b>	<b>445</b>	<b>133.26%</b>
Total Number of Programs	26	17	66	55	20.00%
Total Programs Attendance	2,519	1,442	4,563	3,409	33.85%

**Children’s Services Programs**

<u>Children's Services Programs</u>	August 2016	August 2016	August 2015	August 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	4	225	2	84	12	560	12	454	0.00%	23.35%
3-6 year old Storytime Classes	4	78	2	39	12	228	10	284	20.00%	-19.72%
Music Classes	1	91	1	23	5	264	6	199	-16.67%	32.66%
Read to the Dogs	1	32	1	5	2	71	2	25	0.00%	184.00%
Master Builders Club	1	16	-	-	2	45	1	30	100.00%	50.00%
Sensational Saturdays	-	-	1	9	1	30	2	39	-50.00%	-23.08%
Homework Club	-	-	-	-	-	-	-	-	0.00%	0.00%
P-TAC (Placentia Teen Advisory Council)	2	33	2	22	4	71	4	52	0.00%	36.54%
PLD Collaboratory	1	9	-	-	1	9	-	-	100.00%	100.00%
The Vault	-	-	-	-	1	4	-	-	100.00%	100.00%
Teen Practice Exams	-	-	1	27	-	-	1	27	-100.00%	-100.00%
<b>Special Programs</b>										
Outreach	1	167	1	275	4	457	1	275	300.00%	66.18%
School Visits	-	-	-	-	-	-	-	-	0.00%	0.00%
Library Tours	-	-	-	-	-	-	-	-	0.00%	0.00%
Bilingual Programs	-	-	-	-	-	-	-	-	0.00%	0.00%
Seasonal Programs	1	27	-	-	2	36	-	-	100.00%	100.00%
Teen Programs	4	28	-	-	7	50	2	29	250.00%	72.41%
SRP Registrations	3	60	3	90	6	399	6	457	0.00%	-12.69%
SRP Events	3	1,753	3	868	7	2,339	8	1,538	-12.50%	52.08%
<b>Totals</b>	<b>26</b>	<b>2,519</b>	<b>17</b>	<b>1,442</b>	<b>66</b>	<b>4,563</b>	<b>55</b>	<b>3,409</b>	<b>20.00%</b>	<b>33.85%</b>

SRP: Children's Services

Read to Me SRP									MTD	MTD	MTD	YTD
	Jun-16	Jul-16	Aug-16	YTD 2016	Jun-15	Jul-15	Aug-15	YTD 2015	Change June	Change July	Change August	Change
Active Users	147	*	89	236	*	*	*	*	*	*	*	*
Books Read	471	1749	994	3214	*	*	*	*	*	*	*	*
New Registered Users	147	101	24	272	252	110	27	389	-41.67%	-8.18%	-11.11%	-30.08%

Kids SRP									MTD	MTD	MTD	YTD
	Jun-16	Jul-16	Aug-16	YTD 2016	Jun-15	Jul-15	Aug-15	YTD 2015	Change June	Change July	Change August	Change
Active Users	391	*	152	543	*	*	*	*	*	*	*	*
Books Read	897	1367	632	2896	*	*	*	*	*	*	*	*
New Registered Users	391	215	33	639	670	202	55	927	-41.64%	6.44%	-40.00%	-31.07%
Minutes Read	65284	115478	40761	221523	*	*	*	*	*	*	*	*

Teen SRP									MTD	MTD	MTD	YTD
	Jun-16	Jul-16	Aug-16	YTD 2016	Jun-15	Jul-15	Aug-15	YTD 2015	Change June	Change July	Change August	Change
Active Users	46	*	15	61	*	*	*	*	*	*	*	*
Books Read	88	78	61	227	*	*	*	*	*	*	*	*
New Registered Users	46	23	3	72	114	17	8	139	-59.65%	35.29%	-62.50%	-48.20%

\*Information not available

**ACHIEVEMENTS**

- Joseph Nguyen was hired as a Children's Services Library Assistant on 8/5.
- All Children's Services staff assisted with the Summer Reading Celebration on 8/20.
- Lori Worden proctored 4 tests in August.
- Lori Worden finished a weeding project in the Juv. 500's, discarding 758 items.
- Brenda Ramirez assisted City of Placentia staff with the End of the Year Luau Party at the Teen Center on 8/18.
- Brenda Ramirez planned and supervised SRP weekly program: John Abrams' Animal Magic on 8/3.
- Brenda Ramirez planned and supervised SRP weekly program: One World Rhythm on 8/10.
- Brenda Ramirez attended the National Night Out event on 8/2.

**MEETINGS**

- Brenda Ramirez, Jennifer Rydberg, and Joseph Nguyen attended the all staff meeting for the Summer Reading Celebration on 8/17.
- Brenda Ramirez, Jennifer Rydberg, Lori Worden, and Joseph Nguyen attended the Children's Services meeting on 8/22.
- Brenda Ramirez attended a meeting with the Boys & Girls Club and the Valencia High School HOPE program on 8/8.
- Brenda Ramirez met with Yesenia Baltierra on 8/9.
- Brenda Ramirez attended the Children's SLS Committee meeting on 8/15.
- Brenda Ramirez met with Jennifer Rydberg on 8/22.
- Brenda Ramirez met with Joseph Nguyen on 8/23.
- Brenda Ramirez attended a REFORMA meeting on 8/30. (REFORMA is the National Association to Promote Library and Information Services to Latinos and the Spanish-speaking, an ALA affiliate organization.)
- Brenda Ramirez attended supervisors meetings with Yesenia Baltierra and Wendy Townsend on 8/17 and 8/31.
- Fernando Maldonado met with Felipe Zambrano (City of Placentia) to assist with the planning of the Teen Center end of summer party.

**PROFESSIONAL DEVELOPMENT**

- Lori Worden participated in an Infopeople workshop on August 9: "Cultural Literacy Programs in Your Library: Connecting with Diverse Children & Families."

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Adult Services Report for July 2016  
**DATE:** September 26, 2016

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<b>July 2016</b>	<b>July 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	1545	761	1545	761	103.02%
Reference -- telephone	544	163	544	163	233.74%
Reference -- email/chat	6	5	6	5	20.00%
Technology assistance	287	153	287	153	87.58%
Guest passes	65	62	65	62	4.84%
Adult and Children's computer use (desktops)	3355	3490	3355	3490	-3.87%
Adult computer usage (desktop)	2226	2514	2226	2514	-11.46%
Public computer use (express laptops)	10	18	10	18	-44.44%
Adult Program Attendance	647	679	647	679	-4.71%
Number of Adult Programs	24	21	24	21	14.29%

**History Room Activity**

	<b>July 2016</b>	<b>July 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	8	4	8	4	100.00%

**Volunteer Hours**

	<b>July 2016</b>	<b>July 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
History Room	12	22.5	12	22.5	-46.67%
PLFF	464.25	571.5	464.25	571.5	-18.77%
General Library	746	563.75	746	563.75	32.33%
Technology	57.5	8	57.5	8	618.75%
Homework Club	0	0	0	0	0.00%
Adult Literacy	152	91	152	91	67.03%
PTAC	57	103.75	57	103.75	-45.06%
Summer Reading Program	489.75	656.75	489.75	656.75	-25.43%
<b>Total Volunteer Hours</b>	<b>1978.5</b>	<b>2017.25</b>	<b>1978.5</b>	<b>2017.25</b>	<b>-1.92%</b>

**Adult Services Programs**

Type of Program	Number of Programs July	Attendance July	Number of Programs July	Attendance July	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	13	1	10	1	13	1	10	0.00%	30.00%
Computer Workshops	2	22	2	17	2	22	2	17	0.00%	29.41%
Literacy Programs	5	34	3	21	5	34	3	21	66.67%	61.90%
Summer Reading Program	1	154	1	220	1	154	1	220	0.00%	-30.00%
Summer Reading Events	1	123	1	38	1	123	1	38	0.00%	223.68%
Database Instruction	5	9	3	15	5	9	3	15	66.67%	-40.00%
Volunteer Programs	1	33	0	0	1	33	0	0	100.00%	3300.00%
Health & Fitness Programs	2	90	2	34	2	90	2	34	0.00%	164.71%
Parenting Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Art Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs-varied topics	1	45	0	0	1	45	0	0	100.00%	4500.00%
Outreach	5	124	8	324	5	124	8	324	-37.50%	-61.73%
<b>Totals</b>	<b>24</b>	<b>647</b>	<b>21</b>	<b>679</b>	<b>24</b>	<b>647</b>	<b>21</b>	<b>679</b>	<b>14.29%</b>	<b>-4.71%</b>

Adult SRP	Jun-16	Jul-16	YTD 2016	Jun-15	15-Jul	YTD 2015	MTD Change June	MTD Change July	YTD Change
Active Users	159	154	313	77	220	297	106.49%	-30.00%	5.39%
Books Read	239	726	965	157	1104	1261	52.23%	-34.24%	-23.47%
New Registered Users	159	105	264	77	198	275	106.49%	-46.97%	-4.00%



<u>Adult Literacy</u>	July 2016	July 2015
Number of Tutors	21	11
Number of Students	28	15
<b>Total Number of Participants</b>	<b>49</b>	<b>26</b>

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

### ACHIEVEMENTS

- Wendy Townsend coordinated “LHLS-Choo Choo How the Railroad Changed Placentia” on July 6<sup>th</sup>.
- Wendy Townsend coordinated the monthly book club on July 12<sup>th</sup>.
- Jeannie Killianey provided outreach services to Emerald Isle on July 11<sup>th</sup> providing book services, reader’s advisory, and “Book a Librarian” sessions.
- Jeannie Killianey provided outreach book services to De Palma on July 6<sup>th</sup>.
- Jeannie Killianey coordinated two Computer Workshop sessions.
- Jeannie Killianey coordinated the Stress Reliever Adult Coloring program on July 28<sup>th</sup>.
- Coleen Wakai completed literacy orientation for new literacy tutors on July 11<sup>th</sup> and 19<sup>th</sup>.
- Coleen Wakai was the led the Conversation Club on July 8<sup>th</sup>.
- Coleen Wakai coordinated the Adult SRP Kishin Daiko, taiko drum performance on July 23<sup>rd</sup>.
- Wendy Townsend completed Joseph Nguyen’s training on the Information Desk.
- Wendy Townsend and Fernando Maldonado completed the Teen SRP Volunteer Orientation on July 6<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra attended the Farmer’s Market on July 12<sup>th</sup>.

### MEETINGS

- Wendy Townsend attended Kiwanis meetings on July 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup>.
- Wendy Townsend, Coleen Wakai attended the staff meeting on July 21<sup>st</sup>.
- Coleen Wakai met with Jean Chjeuk computer literacy assessment, July 12<sup>th</sup>.
- Coleen Wakai met with Claire Yeh, computer literacy tutor, July 15<sup>th</sup>
- Coleen Wakai met with Linda Chambers, CSUF intern July 19<sup>th</sup>, and 29<sup>th</sup>.
- Hannah Schilperoort, Coleen Wakai, Jeannie Killianey, and Wendy Townsend attended the Adult Services meeting on Wednesday, July 27<sup>th</sup>.
- Hannah Schilperoort and Wendy Townsend attended the Placentia Historical Committee meeting on Tuesday, July 26<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra attended the Police and Fire appreciation breakfast on July 28<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra met on July 26<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra attended the Supervisor Meetings on July 6<sup>th</sup> and 20<sup>th</sup>.
- Wendy Townsend met with Patricia Grimm on July 19<sup>th</sup>.
- Wendy Townsend met with Reading by Design on July 15<sup>th</sup>.
- Yesenia Baltierra attended the Placentia Community Collaborative (PCC) meeting on July 19<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- None



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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 August 2016  
**DATE:** September 26, 2016

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<b>August 2016</b>	<b>August 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	1663	661	3208	1422	125.60%
Reference -- telephone	643	111	1187	274	333.21%
Reference -- email/chat	12	7	18	12	50.00%
Technology assistance	283	142	570	295	93.22%
Guest passes	93	81	158	143	10.49%
Adult and Children's computer use (desktops)	2825	3546	6180	7036	-12.17%
Adult computer usage (desktop)	2404	2600	4630	5114	-9.46%
Public computer use (express laptops)	8	50	18	68	-73.53%
Adult Program Attendance	525	260	1172	939	24.81%
Number of Adult Programs	24	17	48	38	26.32%

**History Room Activity**

	<b>August 2016</b>	<b>August 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	9	6	17	10	70.00%

**Volunteer Hours**

	<b>August 2016</b>	<b>August 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
History Room	6	7	18	29.5	-38.98%
PLFF	537.5	588.25	1001.75	1159.75	-13.62%
General Library	1065	619.25	1811	1183	53.09%
Technology	76.5	2	134	10	1240.00%
Homework Club	0	0	0	0	0.00%
Adult Literacy	152.25	109.75	304.25	200.75	51.56%
PTAC	40	41.38	97	145.13	-33.16%
Summer Reading Program	118.5	409.35	608.25	1066.1	-42.95%
<b>Total Volunteer Hours</b>	<b>1995.75</b>	<b>1776.98</b>	<b>3974.25</b>	<b>3794.23</b>	<b>4.74%</b>

**Adult Services Programs**

Type of Program	Number of Programs August	Attendance August	Number of Programs August	Attendance August	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	13	1	7	2	26	2	17	0.00%	52.94%
Computer Workshops	2	12	1	12	4	34	3	29	33.33%	17.24%
Literacy Programs	4	32	2	12	9	66	5	33	80.00%	100.00%
Summer Reading Program	1	127	1	127	2	281	2	347	0.00%	-19.02%
Summer Reading Events	1	18	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	5	13	3	8	10	22	6	23	66.67%	-4.35%
Volunteer Programs	1	29	1	38	2	62	1	38	100.00%	63.16%
Health & Fitness Programs	4	140	0	0	6	230	2	34	200.00%	576.47%
Parenting Programs	0	0	2	6	0	0	2	6	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs-varied topics	1	46	0	0	2	91	0	0	200.00%	9100.00%
Outreach	4	95	6	50	9	219	14	374	-35.71%	-41.44%
<b>Totals</b>	<b>24</b>	<b>525</b>	<b>3</b>	<b>260</b>	<b>48</b>	<b>1172</b>	<b>38</b>	<b>939</b>	<b>26.32%</b>	<b>24.81%</b>

Adult SRP	Jun-16	Jul-16	Aug-16	YTD 2016	Jun-15	15-Jul	15-Aug	YTD 2015	MTD Change June	MTD Change July	MTD Change August	YTD Change
Active Users	159	154	93	406	77	220	127	424	106.49%	-30.00%	-26.77%	-4.25%
Books Read	239	726	584	1549	157	1104	663	1924	52.23%	-34.24%	-11.92%	-19.49%
New Registered Users	159	105	26	290	77	198	20	295	106.49%	-46.97%	30.00%	-1.69%

**Adult Literacy**

	Aug 2016	Aug 2015
Number of Tutors	17	11
Number of Students	27	15
<b>Total Number of Participants</b>	<b>47</b>	<b>26</b>

**Computer Literacy**

	Aug 2016	Aug 2015
Number of Tutors	2	2
Number of Students	2	2
<b>Total Number of Participants</b>	<b>4</b>	<b>4</b>

## **ACHIEVEMENTS**

- Wendy Townsend and Hannah Schilperoort coordinated “LHLS: Heritage Festival: A History” on August 1<sup>st</sup>.
- Wendy Townsend coordinated the monthly book club on August 9<sup>th</sup>.
- Jeannie Killianey provided outreach book services to De Palma on August 3<sup>rd</sup>.
- Jeannie Killianey coordinated two Computer Workshop sessions.
- Jeannie Killianey & Hannah Schilperoort provided outreach services on August 4<sup>th</sup> for Concerts in the Park.
- Jeannie Killianey and Wendy Townsend provided outreach services to Emerald Isle on August 9<sup>th</sup> providing book services, reader’s advisory, and “Book a Librarian” sessions.
- Wendy Townsend and Hannah Schilperoort led the Volunteer Orientation. Coleen Wakai conducted the Adult Literacy volunteer training portion on August 13<sup>th</sup>.
- Wendy Townsend and Hannah Schilperoort met with World Archives / Newspaperarchive.com to discuss digitizing the History Room microfilm on August 8<sup>th</sup>.
- Coleen Wakai and Patricia Grimm collaborated with Joseph Nguyen to create a display in the main display case, featuring Homework Club and Adult Literacy Services for National Literacy Month.
- Coleen Wakai coordinated Stress Reliever Adult Coloring Class on August 25<sup>th</sup>.
- All Adult Services Staff assisted with Summer Reading Celebration on August 20<sup>th</sup>.

## **MEETINGS**

- Wendy Townsend attended Kiwanis meetings on August 4<sup>th</sup>, 11<sup>th</sup> and 25<sup>th</sup>.
- Wendy Townsend, Hannah Schilperoort, Coleen Wakai attended the staff meeting on August 13<sup>th</sup>.
- Coleen Wakai met with 5 new literacy/computer tutors to follow-up availability, training, and matches.
- Coleen Wakai meet weekly with Linda Chambers, CSUF intern to keep communication open for literacy tutoring.
- Patricia Grimm, Coleen Wakai, Jeannie Killianey, and Wendy Townsend attended the Adult Services meeting on August 22<sup>nd</sup>.
- Wendy Townsend attended the Placentia Historical Committee meeting on August 23<sup>rd</sup>.
- Wendy Townsend and Yesenia Baltierra met on August 9<sup>th</sup> and 29<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra attended the Supervisor Meetings on August 3<sup>rd</sup>, 17<sup>th</sup> and 31<sup>st</sup>.
- Wendy Townsend met with Jeannie Killianey on August 1<sup>st</sup> and 24<sup>th</sup>.
- Wendy Townsend and Coleen Wakai met with Yesenia to discuss the literacy grant on August 15<sup>th</sup>.
- Jeannie Killianey & Wendy Townsend discussed collection management and programs on August 10<sup>th</sup>.
- Jeannie Killianey & Hannah Schilperoort discussed Computer Workshops on August 17<sup>th</sup>.
- Jeannie Killianey & Coleen Wakai discussed the Adult Coloring program August 10<sup>th</sup>.
- Coleen Wakai and Yesenia Baltierra attended Staff Meeting on August 17<sup>th</sup>.
- Yesenia Baltierra attended meeting with City of Placentia on August 17<sup>th</sup> and 23<sup>rd</sup>.

## **PROFESSIONAL DEVELOPMENT**

- Jeannie Killianey completed the webinar, “What is this New Adult Fiction?” on August 27<sup>th</sup>.
- Coleen Wakai completed the SCLLN Workshop for Literacy in the City of Commerce on August 4<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian I

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

**DATE:** September 26, 2016

**On-line database usage**

	<b>July 2016</b>	<b>Onsite Usage 7/16</b>	<b>Remote Usage 7/16</b>	<b>July 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Placentia Library Catalog	15,941	N/A	N/A	13,837	15,941	13,837	15%
General Reference Center	18	18	0	20	18	20	-10%
Biography In Context	6	5	1	11	6	11	-45%
Opposing Viewpoints	4	3	1	13	4	13	-69%
Consumer Reports (new July 2016)	14	N/A	N/A	NA	14	NA	NA
Freegal	1,043	N/A	N/A	1,049	1,043	1,049	-1%
Heritage Quest	1,090	N/A	N/A	1,423	1,090	1,423	-23%
Novelist	23	N/A	N/A	121	23	121	-81%
Public Library Core Collection Nonf	515	N/A	N/A	83	515	83	520%
Pronunciator	147	N/A	N/A	149	147	149	-1%
ABC Mouse	77	N/A	N/A	146	77	146	-47%
Career Cruising	0	N/A	N/A	9	0	9	-100%
Tumblebooks	186	N/A	N/A	473	186	473	-61%
Reference USA	279	N/A	N/A	104	279	104	168%
Enki	0	N/A	N/A	4	0	4	-100%
Hoopla	320	N/A	N/A	169	320	169	89%
Overdrive e-books	916	N/A	N/A	1070	916	1,070	-14%
Overdrive audio books	548	N/A	N/A	567	548	567	-3%
Zinio	68	N/A	N/A	51	68	51	33%
<b>TOTAL DATABASE USAGE</b>	<b>21,195</b>	<b>26</b>	<b>2</b>	<b>19,299</b>	<b>21,195</b>	<b>19,299</b>	<b>10%</b>

**Website Traffic**

	<b>July 2016</b>	<b>July 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Website visits	15,718	13,357	15,718	13,357	18%
Page Hits	25,647	22,356	25,647	22,356	15%
Users	6,780	7,020	6,780	7,020	-3%
Pages/Session	1.63	1.67	N/A	N/A	N/A
Avg. Session Duration	0:02:50	0:02:43	N/A	N/A	N/A
% New Sessions	35	44	N/A	N/A	N/A

**Computer & Online Resource Use**

	<b>July 2016</b>	<b>July 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Placentia Residents	1,351	1,380	1,351	1,380	-2%
Non-Placentia Residents	1,008	976	976	473	106%
<b>Total</b>	<b>2,359</b>	<b>2,356</b>	<b>2,327</b>	<b>1,853</b>	<b>26%</b>

**Wifi Use**

	<b>July 2016</b>	<b>July 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>2,634</b>	<b>1,783</b>	<b>2,634</b>	<b>1,783</b>	<b>48%</b>



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Katie Matas, Librarian I

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

**DATE:** September 26, 2016

**On-line database usage**

	August 2016	Onsite Usage 8/16	Remote Usage 8/16	August 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	22,713	N/A	N/A	15,948	38,654	29,785	30%
General Reference Center	5	3	2	25	23	45	-49%
Biography In Context	9	8	1	30	15	41	-63%
Opposing Viewpoints	6	6	0	25	10	38	-74%
Consumer Reports (new July 2016)	132	N/A	N/A	N/A	146	NA	NA
Freegal	1,204	N/A	N/A	1,116	2,247	2,165	4%
Heritage Quest	1,071	N/A	N/A	1,121	2,161	2,544	-15%
Novelist	63	N/A	N/A	32	86	153	-44%
Public Library Core Collection Nonf	138	N/A	N/A	318	653	401	63%
Pronunciator	135	N/A	N/A	118	282	267	6%
ABC Mouse	118	N/A	N/A	51	195	197	-1%
Career Cruising	0	N/A	N/A	6	0	15	-100%
Tumblebooks	91	N/A	N/A	3	277	476	-42%
Reference USA	210	N/A	N/A	144	489	248	97%
Enki	1	N/A	N/A	2	1	6	-83%
Hoopla (new May 2015)	328	N/A	N/A	136	648	305	112%
Overdrive e-books	1079	N/A	N/A	1031	1,995	2,101	-5%
Overdrive audio books	565	N/A	N/A	518	1,113	1,085	3%
Zinio	97	N/A	N/A	75	165	126	31%
<b>TOTAL DATABASE USAGE</b>	<b>27,965</b>	<b>17</b>	<b>3</b>	<b>20,699</b>	<b>49,160</b>	<b>39,998</b>	<b>23%</b>

**Website Traffic**

	<b>August 2016</b>	<b>August 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Website visits	13,816	12,830	29,534	26,187	13%
Page Hits	23,098	21,809	48,745	44,165	10%
Users	6,175	6,314	12,955	13,334	-3%
Pages/Session	1.67	1.70	N/A	N/A	N/A
Avg. Session Duration	0:02:50	0:02:43	N/A	N/A	N/A
% New Sessions	35	40	N/A	N/A	N/A

**Computer & Online Resource Use**

	<b>August 2016</b>	<b>August 2015</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D % change</b>
Placentia Residents	1,246	1,355	2,597	2,735	-5%
Non-Placentia Residents	806	972	1,782	1,445	23%
<b>Total</b>	<b>2,052</b>	<b>2,327</b>	<b>4,379</b>	<b>4,180</b>	<b>5%</b>

**Wifi Use**

	<b>August 2016</b>	<b>August 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>2,688</b>	<b>1,934</b>	<b>5,322</b>	<b>3,717</b>	<b>43%</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:** Resolution to Recognize September as Library Card Sign-Up Month

**DATE:** September 26, 2016

**BACKGROUND**

Since 1987, September has been nationally designated as Library Card Sign-Up Month. The American Library Association along with libraries from across the country remind their communities of the importance of a library card. Library cards are free to patrons of the Placentia Library District and borrowing privileges are granted on the spot.

Libraries play an important role in the education and well-being of children. Libraries offer a variety of programs to stimulate and encourage patrons to become lifelong learners through literacy and digital resources. Today, the staff at the Placentia Library District continues to collaborate with various community partners and acquire new skills through professional development opportunities, which allows them to take a more active role in the creation of culture and information while finding innovative ways to extend the District's collections and services.

In conjunction with this year's promotion and availability of two library card designs, the Placentia Library District would like the Library Board of Trustees to adopt Resolution 16-09 proclaiming September as Library Card Sign-up month.

**RECOMMENDATION**

Adopt Resolution 16-09 to recognize September as Library Card Sign-Up month.

**RESOLUTION 16-09**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO DESIGNATE SEPTEMBER  
AS LIBRARY CARD SIGN-UP MONTH

WHEREAS, the library card is the most important school supply of all;

WHEREAS, libraries play an important role in the education and development of children;

WHEREAS, library programs range broadly from getting every child ready to read and school preparedness, to homework help and building research skills, to GED classes and access to financial aid resources;

WHEREAS, librarians offer digital and traditional literacy training to help students of all ages;

WHEREAS, libraries continue to transform and expand their services in ways that meet the needs of the communities they serve;

WHEREAS, a free library card is the most important school supply of all;

NOW, THEREFORE, BE IT RESOLVED, that Resolution 16-09, dated September 26, 2016, designates September as Library Card Sign-Up Month and encourage everyone to sign up for their own library card during September.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.  
County of Orange     )

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

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

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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 Lamar Advertising Contract for outdoor advertisements and authorize the Library Director to sign the contract

**DATE:** September 26, 2016

**BACKGROUND**

In 2013, the City of Placentia had its first reading and introduction of zoning to allow digital and static advertising displays on City-Owned properties. The zoning was approved and the contract was awarded to Lamar Advertising, with five approved locations:

- Site 1: 900 Gonzalez Street
- Site 2: 312 W. Orangethorpe Avenue
- Site 3: 500 Kansas Street
- Site 4: 380 S. Placentia Avenue
- Site 5: 500 W. La Jolla Street

Since 2013, the site for the billboard signs has evolved and they are currently located near Orangethorpe Avenue on the North and Southbound of the 57 freeway. The signs have been in operation since August 2016. As a member of the Placentia Chamber of Commerce, the Placentia Library District was offered one free advertisement through the month of August. The Library Director worked with the Chamber and Lamar to have three advertisements in August – Passports, Summer Reading Celebration and Library Card Sign-Up. Library staff has experienced an uptick for passport services and attendance increase at the Summer Reading Celebration event since the digital billboard advertisement was displayed.

Library staff have identified other services and programs that can be promoted through digital advertisements. In speaking with Lamar, the Library Director was able to negotiate 50% off the normal cost for a 4-week and 8-week run time on the 57 freeway signs. Each side of the board has 8 advertiser "slots" with a minimum guarantee of 1,249 eight-second ad "spots" per day.

Attachment A are the contracts.

FISCAL IMPACT: \$5,000-\$10,000

**RECOMMENDATION**

Authorize the Library Director to sign the contract for a 4-week run time for \$5,000.

Los Angeles  
1121 S. Boyle Avenue,  
Los Angeles, CA 90023  
Phone: 323-933-3222  
Fax: 323-933-3225



CONTRACT # 2643881

Date: 8/5/2016  
New/Renewal: NEW  
Account Executive: Michael Cossola  
Phone: 323-632-7655

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	860114-1
Name	PLACENTIA LIBRARY DISTRICT
Address	411 E. CHAPMAN AVENUE
City/State/Zip	PLACENTIA, CA 92870
Contact	JEANETTE CONTRERAS
Email Address	JCONTRERAS@PLACENTIALIBRARY.ORG
Phone #	(714) 528-1906
Fax #	
P.O./ Reference #	
Advertiser/Product	PLACENTIA LIBRARY DISTRICT
Campaign	Placentia Library 2016-17 - 57 Freeway Digital Master Contract

Space										
# of Panels: 1								Billing Cycle: Every 4 weeks		
Panel # TAB ID	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Billing Periods	Invest Per Period	Cost
TBD (1)	415-ORANGE COUNTY, CA	TBD		Digital Bulletin		Design: Placentia Library - TBD	10/03/16-10/30/16	1	\$5,000.00	\$5,000.00
Total Space Costs:									\$5,000.00	

Special Considerations: This is a master contract for 4 weeks of run time on the 57 Freeway digital units between 10/3/16 and 7/31/17. Exact timing and board location are TBD, and client will only be billed in weekly increments of \$1,250 per week as they run. Approved pool of board locations: 30003, 30004, 30005, 30006 - All on the 57 Freeway between Chapman and Orangethorpe. Space will be delivered for specific requested weeks on a pre-emptable/space available basis.

Advertiser authorizes and instructs The Lamar Companies (Lamar) to display in good and workmanlike manner, and to maintain for the terms set forth above, outdoor advertising displays described above or on the attached list. In consideration thereof, Advertiser agrees to pay Lamar all contracted amounts within thirty (30) days after the date of billing. Advertiser acknowledges and agrees to be bound by the terms and conditions on all pages of this contract.

The Agency representing this Advertiser in the contract executes this contract as an agent for a disclosed principal, but hereby expressly agrees to be liable jointly and severally and in solidum with Advertiser for the full and faithful performance of Advertiser's obligations hereunder. Agency waives notice of default and consents to all extensions of payment.

The undersigned representative or agent of Advertiser hereby warrants to Lamar that he/she is the Media Director (Officer/Title) of the Advertiser and is authorized to execute this contract on behalf of the Advertiser.

Customer:	PLACENTIA LIBRARY DISTRICT
Signature:	(signature above)
Name:	(print name above)
Date:	(date above)

THE LAMAR COMPANIES	This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.	
ACCOUNT EXECUTIVE: Michael Cossola	GENERAL MANAGER	DATE

**STANDARD CONDITIONS**

1. Late Artwork: The Advertiser must provide or approve art work, materials and installation instructions ten (10) days prior to the initial Service Date. In the case of default in furnishing or approval of art work by Advertiser, billing will occur on the initial Service Date.

INITIALS \_\_\_\_\_



Los Angeles  
1121 S. Boyle Avenue,  
Los Angeles, CA 90023  
Phone: 323-933-3222  
Fax: 323-933-3225



CONTRACT # 2643881

Date: 8/5/2016  
New/Renewal: NEW  
Account Executive: Michael Cossota  
Phone: 323-632-7655

2. **Copyright/Trademark:** Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.
3. **Payment Terms:** Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.
4. **Service Interruptions:** If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.
5. **Entire Agreement:** This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.
6. **Copy Acceptance:** Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.
7. **Termination:** All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.
8. **Materials/Storage:** Production materials will be held at customer's written request. Storage fees may apply.
9. **Installation Lead Time:** A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.
10. **Customer Provided Production:** The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.
11. **Bulletin Enhancements:** Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.
12. **Assignment:** Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.
13. **Digital Provisions:** Lamar will strive to provide Advertisers with 100% of the time they contract. However, due to problems with power interruptions, emergency governmental warnings (e.g. Amber Alerts) or other unforeseen interruptions, Lamar is guaranteeing copy will be displayed an average of 92.5% of the time contracted. If a location should be lost during the period of display for any reason, a digital location of equal advertising value will be substituted or credit issued for the loss of service. For purposes of determining whether a credit is due, the average number of guaranteed spots per day will be measured over the duration of the contract, e.g., during a four week contract, the available spots during the entire four week term of the contract will be calculated and 92.5% of that number will be used as the basis to determine whether a credit is due the Advertiser. If Lamar has provided 92.5% or greater of available spots, then no credit will be due.

INITIALS \_\_\_\_\_



Los Angeles  
1121 S. Boyle Avenue,  
Los Angeles, CA 90023  
Phone: 323-933-3222  
Fax: 323-933-3225



CONTRACT # 2643881

Date: 8/5/2016  
New/Renewal: NEW  
Account Executive: Michael Cossola  
Phone: 323-632-7655

14. Customer Supplied Content (iSpots) License and Indemnity Agreement

Copyright/Trademark: Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character, contents or subject matter of any copy displayed or produced pursuant to this contract.

14(a) - Customer Supplied Content - When Advertiser desires to purchase digital advertising from Lamar featuring images, photographs, graphics, text, data, or other such media ("Customer Supplied Content (CSC)") that will be provided by Advertiser, some of which may be owned and/or provided, directly or indirectly, by a third party (hereinafter "Third Party Customer Supplied Content or Third Party CSC"):

(i) the Advertiser shall be solely responsible to ensure the appropriateness and inoffensive or otherwise innocuous nature of the CSC or Third Party CSC.  
(ii) Advertiser acknowledges that Advertiser is solely responsible for acquiring, licensing, and/or purchasing any Third Party CSC and/or has the authority to use and to license CSC and Third Party CSC.

(iii) Advertiser warrants that the CSC and/or Third Party CSC will comply with all applicable local, state and federal laws and regulations.

(iv) Advertiser shall be solely responsible for the truthfulness, accuracy, integrity, and lawfulness of the CSC and/or Third Party CSC.

(v) Advertiser shall defend, cover, indemnify and hold Lamar harmless for all loss, expense or damages, of whatever nature, which may be incurred by Lamar as a result of any claims or actions in connection with Lamar's or Lamar's affiliates and subsidiaries for use of the CSC or Third Party CSC. Claims or Actions shall specifically include but not be limited to the CSC's or Third Party CSC's public appropriateness. The foregoing duty to defend, cover and indemnify shall include, without limitation, a duty to pay any attorneys' fees and other costs of defense incurred by Lamar and its affiliates or subsidiaries.

(vi) Advertiser hereby grants to Lamar a paid up, non-exclusive, royalty-free license to use, reproduce, display, perform and modify the CSC and Third Party CSC, on its digital displays or to adapt the CSC and Third Party CSC for such use. The license granted herein includes the right to prepare works which may be considered derivative works of the CSC and/or Third Party CSC or any intellectual property contained therein. Additionally, Advertiser grants to Lamar such trademark license rights as may be necessary for Lamar to use the CSC and Third Party CSC on its digital displays.





Los Angeles  
1121 S. Boyle Avenue,  
Los Angeles, CA 90023  
Phone: 323-933-3222  
Fax: 323-933-3225



CONTRACT # 2643877

Date: 8/5/2016  
New/Renewal: NEW  
Account Executive: Michael Cossola  
Phone: 323-632-7655

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	660114-1
Name	PLACENTIA LIBRARY DISTRICT
Address	411 E. CHAPMAN AVENUE
City/State/Zip	PLACENTIA, CA 92870
Contact	JEANETTE CONTRERAS
Email Address	JCONTRERAS@PLACENTIALIBRARY.ORG
Phone #	(714) 528-1906
Fax #	
P.O./ Reference #	
Advertiser/Product	PLACENTIA LIBRARY DISTRICT
Campaign	Placentia Library 2016-17 - 57 Freeway Digital Master Contract

Space										
# of Panels: 1								Billing Cycle: Every 4 weeks		
Panel # TAB ID	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Billing Periods	Invest Per Period	Cost
TBD (1)	415-ORANGE COUNTY, CA	TBD		Digital Bulletin		Design:TBD	10/03/16-11/27/16	2	\$5,000.00	\$10,000.00
Total Space Costs:										\$10,000.00

Special Considerations: This is a master contract for 8 weeks of run time on the 57 Freeway digital units between 10/3/16 and 7/31/17. Exact timing and board location are TBD, and client will only be billed in weekly increments of \$1,250 per week as they run. Approved pool of board locations: 30003, 30004, 30005, 30006 - All on the 57 Freeway between Chapman and Orangethorpe. Space will be delivered for specific requested weeks on a pre-emptable/space available basis.

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Signature:	(signature above)
Name:	(print name above)
Date:	(date above)

THE LAMAR COMPANIES	This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.	
ACCOUNT EXECUTIVE: Michael Cossola	GENERAL MANAGER	DATE

**STANDARD CONDITIONS**

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- (v) Advertiser shall defend, cover, indemnify and hold Lamar harmless for all loss, expense or damages, of whatever nature, which may be incurred by Lamar as a result of any claims or actions in connection with Lamar's or Lamar's affiliates and subsidiaries for use of the CSC or Third Party CSC. Claims or Actions shall specifically include but not be limited to the CSC's or Third Party CSC's public appropriateness. The foregoing duty to defend, cover and indemnify shall include, without limitation, a duty to pay any attorneys' fees and other costs of defense incurred by Lamar and its affiliates or subsidiaries.
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INITIALS \_\_\_\_\_





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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:** Election of Officers for Independent Special Districts of Orange County (ISDOC)

**DATE:** September 26, 2016

**BACKGROUND**

The Independent Special Districts of Orange County (ISDOC) provided ballot and candidates' statements to the Placentia Library District for the upcoming election of officers. The following positions are open:

**President:**

1. Michael Scheafer, Costa Mesa Sanitary District
2. James R. Fisler, Mesa Water District

**First Vice President (Programs)**

1. Sandra F. Jacobs, Santa Margarita Water District
2. Arlene Schafer, Costa Mesa Sanitary District

**Second Vice President (Membership)**

1. Doug Davert, East Orange County Water District
2. Mark Monin, El Toro Water District

**Third Vice President (Legislation)**

1. Mary Aileen Matheis, Irvine Ranch Water District
2. Dr. Allan Bernstein, Orange County Mosquito & Vector Control District

Two candidates will be in attendance at the meeting to introduce themselves and seek support from the Placentia Library Board of Trustees.

Attachment A is the instructions, Ballot for ISDOC Election of Officers and Candidates' Statements.

**RECOMMENDATIONS**

1. Determine how the District wishes to vote in the election.
2. Authorize the Library Director to prepare and mail the ballot on behalf of the Board of Trustees.