



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

May 23, 2016

6:30 p.m.








Community Meeting Room

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the April 18, 2016 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 13)**

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

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

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

13. FY2015-2016 Cash Flow Analysis through April 2016; the Schedule of Anticipated Property Tax Revenues for FY2015-2016 as provided by the Orange County Auditor. (Receive & File).

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

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

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

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

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

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

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

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

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

**STAFF REPORTS (Items 21 – 24)**

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

**NEW BUSINESS**


25. Authorize an amendment to Placentia Library District Policy 6030 – Circulation as presented, inclusive of feedback from the Library Board of Trustees.  
Fiscal Impact: N/A
26. Authorize an amendment to Placentia Library District Policy 6050 – Community Meeting Room Policy as presented, inclusive of feedback from the Library Board of Trustees.  
Fiscal Impact: N/A
27. Approve the 2016 Proposed California Special District Association (CSDA) Bylaws Amendments as proposed by the CSDA Board of Directors.  
Fiscal Impact: N/A
28. Request from Library Director for \$1,200 for the Annual Staff Appreciation & Recognition event.  
Fiscal Impact: \$1,200
29. Request from the Sri Sri Radha Raman Vedic Temple to have the library impact fee waived for its project on 1022 N. Bradford Avenue.

**ADJOURNMENT**

30. Agenda Preparation for the June Date Meeting which will be held on June 20, 2016 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
32. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 23, 2016 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 19, 2016.

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



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
April 18, 2016

**CALL TO ORDER**

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 18, 2016 at 6:31pm.

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

**Members Absent:** None

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

**Guests:** Marc Davis of DavisFarr CPAs, Marina Tutty, Financial Consultant, Daphne Munoz of White, Nelson, Diehl, Evans CPAs

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to adopt the April 18, 2016 meeting agenda as presented:

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

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Carline attended the SDRMA Safety Days seminar held on March 29th. (Item 5)

Secretary Martin attended the PLFF Board meeting and HIS House Board meeting. (Item 6)

Trustee DeVecchio had nothing to report this month. (Item 6)

Trustee Minter attended the ISDOC Quarterly Luncheon. Trustee Minter also suggested the Library Director acquire a download of the John Oliver report expose about CSDA, which was shown on HBO cable TV on April 17<sup>th</sup>. (Item 6)

Trustee Shkoler also attended the SDRMA Safety Days seminar and enjoyed the Potluck Farewell Luncheon for Nadia Dallstream on April 18<sup>th</sup>. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras attended the PLA Conference, the ISDOC Quarterly Luncheon, and the SDRMA Safety Days seminar, and will be attending the Library Directors Forum on November 2<sup>nd</sup>. The Library Director shared that a Community Survey, to gather feedback on the Centennial Renovation Project, was emailed to Placentia residents. Placentia Library was not awarded the Pitch-An-Idea grant, for funding of a "Story Time/Tech-mobile" van. Placentia Library was selected to participate in the upcoming Harwood Innovators Lab workshop, and attendees will include: Secretary Martin, Library Director Contreras, Public Services Manger Yesenia Baltierra, the City's Community Services Director, Sandra Gonzalez, and possibly the Chamber of Commerce Executive Director. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Ginny Sanatar thanked President Carline for writing an article on volunteerism at Placentia Library for the Placentia News-Times, and reported that two new technology-savvy members are joining the PLFF Board. The board looks forward to new ideas and using technology to better manage membership renewals, meetings and notifications. The 2016 Author's Luncheon netted \$12,500 after expenses. Upcoming PLFF activities: seminars on grant-writing, fundraising and board development; a new board president will be elected for 2016-17, replacing Zoot Velasco. (Item 8)

**CONSENT CALENDAR**

After discussion and comments about specific March monthly reports, it was moved by Secretary Martin and seconded by Trustee Minter to approve Agenda Items 9-24 as amended and adopted. (Item 9) A roll call vote was taken:

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

**MINUTES for the  
FEBRUARY 10, 2016 and  
MARCH 28, 2016 BOARD  
OF TRUSTEES MEETINGS**

Trustee Minter clarified to the Board of Trustees that when emergency discussion items are added after the agenda is published, the request made at the meeting must include an explanation of the urgency, and is done as two separate motions – one to amend the agenda and one to adopt the emergency item for that agenda. (Item 9)

The travel authorization emergency item added to the February 10<sup>th</sup> Minutes was adopted after the fact on April 18<sup>th</sup> by a roll call vote:

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

It was moved by Trustee Minter and seconded by Secretary Martin to adopt the March 28<sup>th</sup> Agenda, adding Harwood Innovators Lab and a Utility Bill Savings opportunity as emergency items, and to amend the March 28<sup>th</sup> Minutes. The amended Agenda and Minutes were adopted after the fact on April 18<sup>th</sup> by a roll call vote:

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

**CLAIMS**

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

Claims Forwarded by the Library Director and Trustees – six (6) vendor claims and one (1) PARS claim were approved and forwarded to Orange County for payment during March-April. (Item 11)

Current Claims and Payroll – Two (2) Book claims, one (1) PARS claim and three (3) Payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

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

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

**TREASURER’S REPORTS**

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

Financial Reports through March 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 March 2016 - received and filed. (Item 15)

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

Entrepreneurial Activities Report for March 2016 – received, filed. (Item 17)

**GENERAL CONSENT REPORTS**

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

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

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

**STAFF REPORTS**

Administration Report for March 2016 (Item 21)

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

Adult Services Report for March 2016 (Item 23)

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

**OLD BUSINESS**

**REVIEW and DISCUSS  
POLICY 3025 – RESERVES:  
Determine Appropriate  
Funding Percentage**

Library Director Contreras presented a request to determine funding designated as an annual reserve for capital improvement projects (CIPs) and additional funding for a Centennial Renovation project. After discussing a potential decline in expected property tax income for 2017-19 and future years, due to the current real estate market, the Trustees requested that Library Director Contreras provide 2017-19 budget scenarios to include options for 2%, 3%, 4%, and 5% reserves for capital improvement projects (CIPs). Any revisions to Policy 3025 are postponed until the 2017-19 budget planning discussions slated for November 2016. No decision was made by the trustees on this issue. (Item 25)

**NEW BUSINESS**

**UPDATE on IN-HOUSE  
ACCOUNTING TRANSITION**

Marc Davis, of DavisFarr CPAs, presented an update on transitioning from County of Orange to in-house accounting functions. The QuickBooks accounting software currently being used will accommodate merging the County-provided revenue and expenditure services. Placentia Library District’s current chart of accounts will have to be restructured, to account for various types of library-

specific, government agency and auditor-required expenditures. Library Director Contreras will notify the County of Orange by May 1<sup>st</sup> of the library’s intent to cancel accounting services effective June 30, 2016. It was moved by Trustee DeVecchio and seconded by Secretary Martin to authorize staff work with Marc Davis, to move forward with the transition to in-house accounting. (Item 26)

A roll call vote was taken:

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

**PRESENTATION OF FISCAL YEAR 2014-15 FINANCIAL AUDIT**

Daphne Munoz, of White, Nelson, Diehl, Evans CPAs, presented the final auditing report for Fiscal Year 2014-2015. The audit also recommends that all accounting functions be brought in-house, and processed on an accrual basis for year-end reporting. It was moved by Trustee Minter and seconded by Trustee Shkoler to approve and file the final audit. (Item 27)

A roll call vote was taken:

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

**TRAVEL AUTHORIZATION to ATTEND the CSDA GENERAL MANAGER LEADERSHIP SUMMIT on JUNE 12-14, 2016 in LAKE TAHOE, NV**

Library Director Contreras presented a travel opportunity for Venessa Faber, the Support Services Manager, to attend the CSDA General Manager Leadership Summit conference from June 12-14 in Lake Tahoe, CA. Fiscal Impact: \$1,300. A CSDA scholarship is available to cover the \$625 registration fee. It was moved by Trustee DeVecchio and seconded by Trustee Shkoler to authorize this travel. (Item 28)

A roll call vote was taken:

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

**SB-3 MINIMUM WAGE REPORT: IMPACT on PLACENTIA LIBRARY DISTRICT**

Library Director Contreras presented a report on how the gradual increase in California’s minimum wage, moving from \$10 to \$15 per hour over the next six years, will impact the Placentia Library District’s 2017-1029 budget planning and future salary schedules. No action was required by the Library Board of Trustees at this time. (Item 29)

**DETERMINE DATE for MAY BOARD MEETING**

Due to Library Director Contreras and President Carline attending the CSDA Legislative Days on May 16<sup>th</sup>, it was moved by Secretary Martin and seconded by Trustee DeVecchio to reschedule the May board meeting to Monday, May 23, 2016. (Item 30) In addition, Trustee Minter requested a rolling six-month calendar of Board activities be provided for Trustees. A roll call vote was taken:

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



**ADJOURNMENT**

The Board of Trustees Regular Meeting of April 18, 2016 was adjourned at 7:50pm.

The next Board of Trustees meeting will be held on the unusual date of May 23, 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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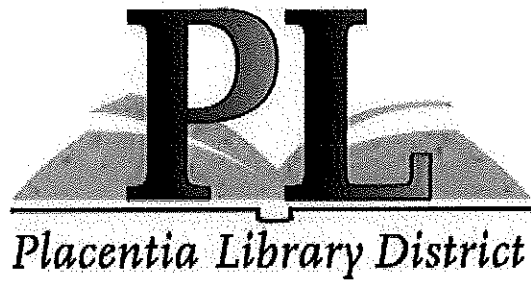
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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of Non-standard Claims for APRIL 2016  
**DATE:** May 23, 2016

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

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

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Summary of APRIL Claims Forwarded by the Library Director and Trustees  
**DATE:** May 23, 2016

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Baker & Taylor	04-19-16	5991	\$ 3,453.27
Midwest Tape	04-19-16	5992	\$ 1,908.12
Misc Vendors	04-19-16	5993	\$ 8,842.90
Misc Vendors	04-19-16	5994	\$12,426.40
PARS	04-21-16	5995	\$ 1,603.96
Midwest Tape	04-26-16	5996	\$ 1,578.65
Misc Vendors	04-26-16	5997	\$12,766.26

**TOTAL \$ 42,579.56**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/18/16  
REPORT NO: 5991

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	04/05/16	4011554432	2400	0760	\$14.79			
	04/05/16	4011554433	2400	0760	\$850.20			
	04/05/16	4011554433	2400	0760	\$1,085.35			
	04/05/16	4011554434	2400	0760	\$201.10			
	04/05/16	4011554435	2400	0760	\$219.04			
	04/05/16	4011554436	2400	0760	\$92.19			
	04/06/16	4011566236	2400	0760	\$61.34			
	04/07/16	4011568074	2400	0760	\$5.22			
	04/08/16	4011569090	2400	0760	\$22.52			
	04/08/16	4011554440	2400	0760	\$42.85			
	04/08/16	4011554443	2400	0760	\$43.72			
	04/08/16	4011554444	2400	0760	\$60.10			
	04/08/16	4011554445	2400	0760	\$16.02			
	04/08/16	4011554446	2400	0760	\$101.98			
	04/08/16	4011554450	2400	0760	\$89.10			
	04/08/16	4011554451	2400	0760	\$18.87			
	04/08/16	4011554452	2400	0760	\$14.77			
	04/08/16	4011554453	2400	0760	\$99.21			
	04/08/16	4011554456	2400	0760	\$361.23			
	04/11/16	4011554457	2400	0760	\$19.21			
04/11/16	4011560167	2400	0760	\$34.46				
		4011560168	2400	0760				

TOTAL REMITTANCE: \$3,453.27

The claims listed above totaling \$3,453.27 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*[Signature]*  
Approved by  
*[Signature]*  
Print Name

*[Signature]*  
Countersigned by  
*[Signature]*  
Print Name

*[Signature]*  
Attested and/or countersigned by  
*[Signature]*  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 04/18/16  
REPORT NO: 5992

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	03/25/2016	2400	0760		\$44.64		
	93814660	2400	0760		\$348.87		
	03/30/2016	2400	0760		\$174.36		
	93826488	2400	0760		\$46.09		
	03/31/2016	2400	0760		\$92.18		
	93828552	2400	0760		\$118.92		
	03/31/2016	2400	0760		\$330.96		
	93828563	2400	0760		\$79.92		
	03/31/2016	2400	0760		\$76.32		
	93828564	2400	0760		\$33.29		
	03/31/2016	2400	0760		\$138.27		
	93828565	2400	0760		\$41.09		
	04/05/2016	2400	0760		\$46.09		
	93841948	2400	0760		\$294.48		
	04/06/2016	2400	0760		\$42.64		
	93848988	2400	0760				
	93848989	2400	0760				
	93849111	2400	0760				
	93852320	2400	0760				
	93852321	2400	0760				
93852322	2400	0760					
93852323	2400	0760					
93852325	2400	0760					
<b>TOTAL REMITTANCE:</b>					<b>\$1,908.12</b>		

The claims listed above totaling \$1,908.12 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*Gayle Carlino*  
Approved by  
*Gayle Carlino*  
Print Name

*JW Martin*  
County signed by  
*JW Martin*  
Print Name

*P DeVecchio*  
Attested and/or countersigned by  
*P DEVECCHIO*  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 04/18/16  
REPORT NO: 5993

The County Auditor is authorized to draw these checks from:

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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-4218-4 Baker & Taylor Books PO Box 277930 Allanta, GA 30384-7930	04/08/16	2400	0760		\$1,713.79			
	4011554454	2400	0760		\$20.48			
	04/11/16	2400	0760		\$41.31			
	4011560169	2400	0760		\$18.84			
	04/11/16	2400	0760		\$70.11			
	4011560170	2400	0760		\$327.71			
	04/11/16	2400	0760		\$54.58			
	4011560172	2400	0760		\$13.38			
	04/11/16	2400	0760		\$22.35			
	4011560173	2400	0760		\$13.38			
	04/11/16	2400	0760		\$53.38			
	4011560174	2400	0760		\$2,349.31			
	4011560175	2400	0760					
	40115860176	2400	0760					
VC-2993 Midwest Tape - HOOPLA PO Box 820 Holland OH 43528	03/31/2016	2400	0760		\$446.51			
	93832933							
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	04/05/2016	2400	0760		\$65.00			
	1148-000219107	2400	0760		\$889.11			
	04/11/2016	2400	0760		\$1,159.91			
	1148-210555733	2400	0760		\$632.46			
	04/11/2016	2400	0760		\$1,100.73			
	1148-210724007	2400	0760		\$139.94			
	04/11/2016	2400	0760		\$1,181.19			
	1148-210826240	2400	0760		\$878.74			
	04/11/2016	2400	0760		\$6,047.08			
	1148-210333100	2400	0760					
	04/12/2016	2400	0760					
1148-000156493	2400	0760						
04/12/2016	2400	0760						
1148-201741837	2400	0760						
04/12/2016	2400	0760						
1148-202259873								
<b>TOTAL REMITTANCE:</b>					<b>\$8,842.90</b>			

The claims listed above totaling \$8,842.90 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*Gayle Carlina*  
Approved by  
*Gayle Carlina*  
Print Name

*JW Martin*  
Countersigned by  
*JW Martin*  
Print Name

*R. DEVECHID*  
Attested and/or countersigned by  
*R. DEVECHID*  
Print Name



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 04/18/16  
REPORT NO: 5994  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-11756 White Nelson Diehl Evans LLP 2875 Michelle Drive #300 Irvine, CA 92606	03-31-16	160345	1900	0742		\$2,100.00		
VC-5233-2 AT&T CalNet3 PO Box 9011 Carol Stream, IL 60197-9011	04-02-16	7892314	0700	0700		\$3,839.86		
	04-02-16	7892309	0700	0700		\$166.97		
VC-2117 MD Medical Clinics 1300 N. Kraemer Blvd. Anahei, CA 92816	4-01-16	297	1900	0745		\$92.50		
VC-16098 Republic Services #676 PO Box 78829 Phoenix, AZ 85062-8829	3-31-16	676-02528110	1001			\$46.24		
VC-6585 Glasby Maintenance Supply (Ward A. Glasby) 116 E. Orangelhorpe Ave. Anahelm, CA 92801	4-07-16	267596A	1400	0716		\$250.47		
VC-4882-1 Unique Management Services P.O. Box 1524 Jeffersonville, IN 47131-1524	4-01-16	425821	1800	0741		\$170.05		
VC-13356 Click Consulting, Inc. P.O. Box 61896 Irvine, CA 92602	4-01-16	22121	1900	0730		\$4,000.00		
VC-1426 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	4-11-16	13240	1300			\$627.48		
VC-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60696-3689	4-09-16	3298972685	1800	0728		\$30.23		
	4-09-16	3298972686	1800	0728		\$17.14		
	4-09-16	3298972686	1800	0728		\$42.89		
	4-09-16	3298972683	1400			\$33.02		
	4-09-16	3298972682	1800	0728		\$8.72		
	4-09-16	3298972687	1800	0728		\$338.99		
	4-09-16	3298972684				\$348.59		
VC-5616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	4-04-16	640545070	1000			\$313.25		
	4-11-16	640548528	1000					
<b>TOTAL REMITTANCE:</b>						<b>\$12,426.40</b>		

The claims listed above totaling \$12,426.40 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*Gayle Carline*  
Approved by  
*Gayle Carline*  
Print Name

*JW Martin*  
Countersigned by  
*JW Martin*  
Print Name

*R. DE VITO*  
Attested and/or countersigned by  
*R. DE VITO*  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

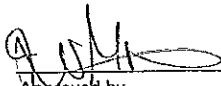
DATE: 04/21/16  
REPORT NO: 5995

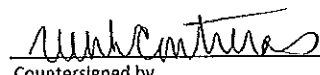
The County Auditor is authorized to draw these checks from:


Piacentia Library District  
411 E Chapman Ave  
Piacentia, CA 92870

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC	SC
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG			
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	04-20-16	200			\$1,603.96		
CK # 1009 84212 - 04/25/2016							
<b>TOTAL REMITTANCE:</b>					<b>\$1,603.96</b>		
The claims listed above totalling \$1,603.96 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

  
Approved by  
J. Martin  
Print Name

  
Countersigned by  
Trish Contreras  
Print Name

  
Attested and/or countersigned by  
Richard DeCecchis  
Print Name

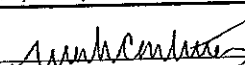
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

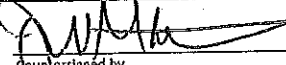
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

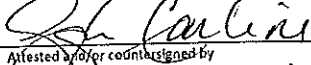
DATE: 04/26/16  
REPORT NO: 5996  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	04-08-16		2400	0760	\$107.36		
		93856285					
	04-13-16		2400	0760	\$25.44		
		93869448					
	04-11-16		2400	0760	\$17.44		
		93857438					
	04-11-16		2400	0760	\$120.09		
		93859950					
	04-11-16		2400	0760	\$163.45		
		93859951					
	04-14-16		2400	0760	\$41.09		
		93873040					
	04-14-16		2400	0760	\$41.09		
		93873042					
	04-14-16		2400	0760	\$41.09		
		93873043					
	04-14-16		2400	0760	\$133.27		
		93873044					
	04-14-16		2400	0760	\$34.64		
		93873045					
04-14-16		2400	0760	\$24.64			
	93873046						
04-15-16		2400	0760	\$27.44			
	93874453						
04-15-16		2400	0760	\$68.44			
	93874455						
04-18-16		2400	0760	\$46.09			
	93882863						
04-19-16		2400	0760	\$55.88			
	93888634						
04-19-16		2400	0760	\$27.29			
	93888636						
04-20-16		2400	0760	\$46.09			
	93894162						
04-20-16		2400	0760	\$91.18			
	93894163						
04-20-16		2400	0760	\$122.27			
	93894164						
04-20-16		2400	0760	\$220.45			
	93894165						
04-20-16		2400	0760	\$34.64			
	93894166						
04-20-16		2400	0760	\$89.28			
	93894168						
<b>TOTAL REMITTANCE:</b>					<b>\$1,578.65</b>		

The claims listed above totaling \$1,578.65 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by  
Trink Cortez  
Print Name

  
Countersigned by  
J. W. Martin  
Print Name

  
Attested Auditor for County signed by  
Gayle Carline  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 04/26/16  
REPORT NO: 5997  
The County Auditor is authorized to draw these checks from:

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

APPROVED CLAIMS							AC'S USE ONLY		
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	04-19-16	62807	1400	0712		\$3,148.99			
			0700	0701		\$9.60			
			2801			\$3,952.48			
						\$7,111.07			
VC-12613 Tyco Integrated Security / Keystone P.O. Box 371967 Pittsburgh, PA 15260-7967	04-09-16	26325577	1300			\$2,160.82			
VC-5616 Cintas Corporation #640 P.O. Box 29059 Phoenix, AZ 85038	4-18-16	640551931	1000			\$392.25			
	04-25-16		1000			\$313.25			
VC-9914 Ray-Lite Industries, Inc. P.O. Box 1598 Brea, CA 92822-1598	4-15-16	4391	1300			\$252.49			
VC-13363 Brea Electric Company 524 East Imperial Hwy, Suite B Brea, CA 92821	04-19-16	24240	1400	0714		\$692.60			
VC-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60696-3689	4-16-16	3299567079	1800	0725		\$35.52			
	4-16-16		1800	0728		\$101.51			
	4-16-16		3266567077	1800	0728		\$670.03		
			3266567081						
VC-6002-1 The Gas Company PO Box C Monterey Park, CA 91766	04-22-16	Acct 053-911-8800-9	2802			\$1,036.78			
						\$12,766.26			
						TOTAL REMITTANCE:	\$19,877.33		

5/9/16 -  
corrected  
date

*[Signature]*  
Approved by  
*Trink Contreras*  
Print Name

*[Signature]*  
Countersigned by  
*JWM Martin*  
Print Name

*[Signature]*  
Attested and/or countersigned by  
*Gayle Carline*  
Print Name

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** May 23, 2016

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
BTAC Baker & Taylor	04-18-16	5999	\$ 1,527.68
Misc Vendors	05-12-16	6000	\$ 6,373.77
PARS	04-18-16	5998	\$ 1,600.92
BTAC Baker & Taylor	05-17-16	6001	\$ 4,812.28
BTAC Baker & Taylor	05-17-16	6002	\$ 1,584.31
Misc BOOK Vendors	05-17-16	6003	\$ 6,693.45

**Subtotal for Claims** **\$ 22,592.41**

**Payroll**

Payroll 51 - 04/27/16	05-23-16	158	50,000.00
Payroll 52 - 05/11/16	05-23-16	159	50,000.00
Payroll 52 - 05/25/16	05-23-16	160	50,000.00

**Subtotal for Payroll** **\$ 150,000.00**

**TOTAL CURRENT CLAIMS & PAYROLL** **\$ 172,592.41**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/09/16

REPORT NO: 5998

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

FUND: 707

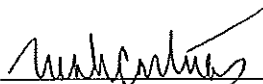
DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #8746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	Payroll 05-04-16	200			\$1,600.92		
<b>TOTAL REMITTANCE:</b>					<b>\$1,600.92</b>		

The claims listed above totaling \$1600.92 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by

Countersigned by

Attested and/or countersigned by

Print Name

Print Name

Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/13/16  
REPORT NO: 5999

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	03/22/16	2400	0760		\$18.50			
	4011546467	2400	0760		\$42.24			
	03/22/16	2400	0760		\$41.31			
	4011545506	2400	0760		\$20.49			
	03/22/16	2400	0760		\$20.49			
	4011545507	2400	0760		\$42.22			
	03/22/16	2400	0760		\$38.37			
	4011547113	2400	0760		\$158.01			
	03/22/16	2400	0760		\$197.16			
	4011547114	2400	0760		\$20.48			
	03/22/16	2400	0760		\$85.29			
	4011547115	2400	0760		\$36.42			
	03/22/16	2400	0760		\$22.39			
	4011554196	2400	0760		\$83.61			
	04/13/16	2400	0760		\$21.74			
	4011574820	2400	0760		\$23.01			
	04/15/16	2400	0760		\$19.27			
	4011568088	2400	0760		\$41.31			
	04/15/16	2400	0760		\$14.79			
	4011568089	2400	0760		\$64.88			
04/15/16	2400	0760		\$493.31				
4011568090	2400	0760		\$22.39				
04/18/16	2400	0760						
4011567362	2400	0760						
04/18/16	2400	0760						
4011567363	2400	0760						
04/18/16	2400	0760						
4011567364	2400	0760						
04/18/16	2400	0760						
4011567365	2400	0760						
04/18/16	2400	0760						
4011568076	2400	0760						
04/18/16	2400	0760						
4011568077	2400	0760						
04/18/16	2400	0760						
4011568078	2400	0760						
04/18/16	2400	0760						
4011568079	2400	0760						
04/18/16	2400	0760						
4011568081	2400	0760						
04/18/16	2400	0760						
4011568275								
<b>TOTAL REMITTANCE:</b>					<b>\$1,527.68</b>			
<p>The claims listed above totaling \$1,527.68 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>								

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/12/16

REPORT NO: 6000

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBIT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-8656 The Library Store P.O. Box 984 Tremont, IL 61568	4-22-16	201157	1800	0725		\$74.46		
VC-9047 Capitol Door Service So. California 4699 24th Street Sacramento, CA 95822	4-27-16	22589	1400	0717		\$190.00		
VC-9461 Dewey Pest Control P.O. Box 7114 Pasadena, CA 91109-7214	05-01-16		1400	0717		\$128.00		
VC-13356 Click Consulting, Inc. P.O. Box 61896 Irvine, CA 92802	05-01-16		1900	0739		\$4,000.00		
VC-4882-1 Unique Management Services P.O. Box 1524 Jeffersonville, IN 47131-1524	5-01-16		1900	0741		\$62.65		
VC-5616 Cintas Corporation #840 P.O. Box 29059 Phoenix, AZ 85038	05-02-16	640558707	1000			\$318.81		
	05-09-16	640562221	1000			\$341.37		
	05-16-16	640565626	1000			\$382.79		
VC-5233-2 CalNet3 - AT&T PO Box 9011 Carol Stream, IL 60197-9011 Contract C3A1210TS01	05-02-16	8022110	0700	0701		\$153.84		
	05-02-16	8022115	0700	0701		\$240.16		
VC-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60696-3689	04-23-16	3300137341	1800	0728		\$334.41		
	04-23-16		1000			\$79.26		
	05-07-16	3300137372	1000			\$68.03		
<b>TOTAL REMITTANCE:</b>						<b>\$6,373.77</b>		

The claims listed above totaling **\$6,373.77** are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

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



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 05/16/16  
REPORT NO: 6001  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT	DEPT	REPT	AMOUNT	DOC	SC	
Payee Name and Address	INVOICE #	REV/ BS ACCT	OBJT	CATG		NUMBER		
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	04/20/16	2400	0760		\$24.51			
	4011569995	2400	0760		\$21.74			
	04/20/16	2400	0760		\$41.31			
	4011574366	2400	0760		\$23.65			
	04/20/16	2400	0760		\$126.94			
	4011574367	2400	0760		\$1,924.54			
	04/20/16	2400	0760		\$73.18			
	4011574368	2400	0760		\$21.72			
	04/22/16	2400	0760		\$16.67			
	4011582709	2400	0760		\$549.06			
	04/22/16	2400	0760		\$324.49			
	4011574813	2400	0760		\$585.52			
	04/27/16	2400	0760		\$189.45			
	4011574814	2400	0760		\$446.47			
	04/27/16	2400	0760		\$15.40			
	4011575160	2400	0760		\$41.31			
	04/28/16	2400	0760		\$20.49			
	4011575161	2400	0760		\$20.46			
	04/28/16	2400	0760		\$20.46			
	4011574815	2400	0760		\$26.41			
	04/28/16	2400	0760		\$26.41			
	4011574816	2400	0760		\$96.06			
	04/28/16	2400	0760		\$196.48			
	4011574817	2400	0760					
04/28/16	2400	0760						
4011574818	2400	0760						
04/28/16	2400	0760						
4011574819	2400	0760						
04/29/16	2400	0760						
4011574817	2400	0760						
04/29/16	2400	0760						
4011574790	2400	0760						
04/29/16	2400	0760						
4011574791	2400	0760						
04/29/16	2400	0760						
4011574792	2400	0760						
04/29/16	2400	0760						
4011574793	2400	0760						
04/29/16	2400	0760						
4011574794	2400	0760						
04/29/16	2400	0760						
4011574795	2400	0760						
04/29/16	2400	0760						
4011574796	2400	0760						
<b>TOTAL REMITTANCE:</b>					<b>\$4,812.28</b>			
The claims listed above totaling \$4,812.28 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/16/16  
REPORT NO: 6002

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code	DATE	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
Payee Name and Address	INVOICE #							
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	04/18/16	2400	0760		\$39.35			
	4011568082	2400	0760		\$37.40			
	04/18/16	4011568083	2400	0760	\$103.43			
	04/18/16	4011568084	2400	0760	\$13.85			
	04/19/16	4011567035	2400	0760	\$14.77			
	04/19/16	4011567036	2400	0760	\$14.77			
	04/19/16	4011567037	2400	0760	\$21.12			
	04/19/16	4011567038	2400	0760	\$23.01			
	04/19/16	4011567039	2400	0760	\$64.73			
	04/19/16	4011567040	2400	0760	\$21.75			
	04/19/16	4011567041	2400	0760	\$30.27			
	04/19/16	4011567042	2400	0760	\$166.05			
	04/19/16	4011567043	2400	0760	\$101.85			
	04/19/16	4011567044	2400	0760	\$134.67			
	04/19/16	4011567045	2400	0760	\$47.77			
	04/19/16	4011567046	2400	0760	\$432.74			
	04/19/16	4011567047	2400	0760	\$15.99			
	04/19/16	4011567048	2400	0760	\$174.25			
	04/19/16	4011567049	2400	0760	\$12.73			
	04/19/16	4011567050	2400	0760	\$54.24			
04/20/16	4011567051	2400	0760	\$42.87				
04/20/16	4011569993	2400	0760	\$16.70				
04/20/16	4011569994	2400	0760					
<b>TOTAL REMITTANCE:</b>					<b>\$1,584.31</b>			
The claims listed above totaling \$1,584.31 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

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

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

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

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-4960-2 Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	04/18/2016 92732584	2400	0760		\$251.19			
	05/05/2016 92951591	2400	0760		\$3,657.74			
	05/05/2016 92951592	2400	0760		\$98.50			
					<b>\$4,007.43</b>			
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	04/30/2016 93924897	2400	0760		\$507.11			
	04/21/2016 93897873	2400	0760		\$29.44			
	04/21/2016 93897874	2400	0760		\$16.44			
	04/21/2016 93897875	2400	0760		\$1,423.00			
	04/21/2016 93897877	2400	0760		\$124.24			
	04/21/2016 93897878	2400	0760		\$40.29			
	04/22/2016 93899221	2400	0760		\$75.12			
	04/22/2016 93899222	2400	0760		\$29.44			
					<b>\$2,245.08</b>			
VC-2775 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	04/13/2016 1148-175910480	2400	0760		\$81.99			
	04/19/2016 1148-000217433	2400	0760		\$224.98			
	04/26/2016 1148-000153777	2400	0760		\$16.99			
	04/26/2016 1148-054443080	2400	0760		\$84.00			
	05/03/2016 1148-000221330	2400	0760		\$32.98			
					<b>\$440.94</b>			
<b>TOTAL REMITTANCE:</b>					<b>\$6,693.45</b>			
The claims listed above totaling \$6,693.45 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

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

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

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

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

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

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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-22-16 Payroll #54 FY15/16	0100			\$ 50,000.00		
<b>TOTAL REMITTANCE:</b>						\$ 50,000.00	
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

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

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

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

Page Total:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-06-16 Payroll #55 FY15/16	0100			\$ 50,000.00		
<b>TOTAL REMITTANCE:</b>					<b>\$ 50,000.00</b>		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

The County Auditor is authorized to draw these checks from:

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

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-20-16 Payroll #56 FY15/16	0100			\$ 50,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 50,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total:

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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:** May 23, 2016

<b>Fiscal Year 2015-2016</b>	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/29/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	
6/30/2016	
General	
Reserves	414,789.10
Impact Fees	492,572.50

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** May 23, 2016

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

Cash with Orange County Treasurer Fund 707	2,396,114.39
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	560,500.34
General Fund Checking – Bank of the West	28,787.25
General Fund Savings – Bank of the West	1,175,744.41
Payroll Checking – Wells Fargo Bank	76,537.60
<b>Total Cash and Investments</b>	<b>4,652,473.09</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**  
**EXPENDITURES REPORT**  
 April 30, 2016  
 83% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	903,245	0.74	\$324,202
0200	Retirement	46,549	35,398	0.76	\$11,151
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	168,783	0.80	\$41,760
0306-0770	Employee Assistance Program	715	220	0.31	\$495
0308	Dental Insurance	12,833	9,086	0.71	\$3,747
0309	Life Insurance	7,320	4,975	0.68	\$2,345
0310	AD & D Insurance	4,627	3,441	0.74	\$1,186
0319	Vision Insurance	2,526	1,777	0.70	\$749
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$1,143,861</b>	<b>0.75</b>	<b>\$380,699</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	12,424	0.54	\$10,576
0900	Food	2,000	633	0.32	\$1,367
1000	Household Expenses	20,000	15,664	0.78	\$4,336
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	25,657	0.80	\$6,343
1400	Maintenance, Buildings & Improvements	106,700	62,668	0.59	\$44,032
1600	Memberships	9,000	8,191	0.91	\$809
1700	Miscellaneous Expense	3,346	762	0.23	\$2,584
1800	Office Expenses	48,000	40,368	0.84	\$7,632
1803	Postage	14,000	9,076	0.65	\$4,924
1900	Prof./Specialized Services	206,100	186,546	0.91	\$19,554
1912	Investment Administrative Fees	1,700	1,535	0.90	\$165
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	559	0.51	\$541
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	143,888	0.49	\$150,286
2600	Transportation & Travel	4,500	2,672	0.59	\$1,828
2700	Meetings	19,500	18,425	0.94	\$1,075
2800	Utilities	87,500	72,319	0.83	\$15,181
	<b>TOTAL</b>	<b>\$888,120</b>	<b>\$613,200</b>	<b>0.69</b>	<b>\$274,919</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$9,620	0.87	\$1,380
	<b>OPERATING EXPENSES</b>	<b>\$2,423,680</b>	<b>\$1,766,681</b>	<b>0.73</b>	<b>\$656,998</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$24,675</b>	<b>0.35</b>	<b>\$45,325</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,493,680</b>	<b>\$1,791,357</b>	<b>0.72</b>	<b>\$702,323</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$72,274	0.00	-\$37,274

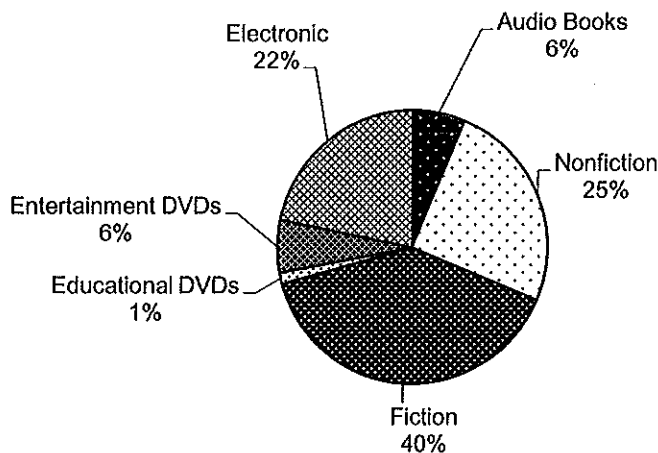
PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
April 30, 2016

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	2,018,748	(19,119.71)	99.1%
6220		Property Taxes - Current Unsecured	57,632	57,068	(564.25)	99.0%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	4,159	(9,097.40)	31.4%
6280		Property Taxes - Curr Supplemental	65,732	3,910	(61,822.49)	0.0%
6290		Other Taxes	3,120	12,678	9,557.69	0.0%
6300		Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540		Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>2,097,909</b>	<b>(80,713.44)</b>	<b>96.3%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROPPY</b>						
6610		Interest	5,720	9,794	4,073.72	171.2%
		<b>Sub Total</b>	<b>5,720</b>	<b>9,794</b>	<b>4,073.72</b>	<b>171.2%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	7,048	(1,744.04)	80.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>7,048</b>	<b>(3,744.04)</b>	<b>65.3%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)		573		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	41,124	(3,875.65)	91.4%
		Fines & Fees	45,000	43,389	(1,611.18)	96.4%
		Passport/Photos	125,000	150,792	25,792.00	120.6%
		Meeting Room Fees	5,000	3,602	(1,398.00)	72.0%
		Test Proctor	7,000	7,300	300.00	104.3%
		<b>Sub Total</b>	<b>227,700</b>	<b>246,207</b>	<b>18,507.17</b>	<b>108.1%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>2,360,957</b>	<b>(61,876.59)</b>	<b>97%</b>
		FY 14/15 Funds Available	70,000			
<b>TOTAL REVENUES FY 15/16:</b>						
			<b>2,492,834</b>	<b>2,360,957</b>	<b>(131,876.59)</b>	<b>94.7%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	100,903	100,902.84	100%
		SLS Account	0	-	0.00	100%

# Placentia Library District

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

	YTD 2015/16	YTD 2015/16	YTD 2015/16	YTD 2014/15	YTD 2014/15	YTD 2014/15
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$69,425	3694	4229	\$62,610	3440	3810
Total Non-Fiction	\$44,080	1928	2726	\$39,141	1538	2203
Total Electronic	\$38,364	869	0	\$42,210	626	0
Total Audio Books	\$11,144	256	256	\$11,085	249	249
Total Educational DVDs	\$2,364	71	73	\$3,100	111	114
Total Entertainment DVDs	\$10,995	376	498	\$5,349	220	226
YTD TOTAL MATERIALS	\$176,372	7194	7782	\$163,495	6184	6602
Budget	\$249,174			\$255,602		
% Spent YTD	71%			64%		



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 APRIL 2016

Prepared by Kateo 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	\$29,437	1132	1279	\$1,033	35	71	\$30,470	1167	1350	\$46	2	0	\$30,516	1169	1352
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$29,437	1132	1279	\$1,033	35	71	\$30,470	1167	1350	\$46	2	0	\$30,516	1169	1352
Adult Non-Fiction	\$15,657	693	701	\$914	43	43	\$16,571	736	744	\$200	9	9	\$16,771	745	753
Adult Reference	\$452	12	12	\$193	7	7	\$645	18	18	\$500	7	7	\$1,145	26	26
Adult magazines	\$5,265	85	718	\$0	0	0	\$5,265	85	718	\$0	0	0	\$5,265	66	718
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$21,374	790	1431	\$1,107	50	50	\$22,481	840	1431	\$700	16	16	\$23,181	856	1497
TOTAL ADULT PRINT MATERIALS	\$50,811	1922	2710	\$2,140	85	121	\$52,951	2007	2831	\$746	18	18	\$53,697	2,025	2,849
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$10,393	236	236	\$0	0	0	\$10,393	236	236	\$0	0	0	\$10,393	236	236
Adult E-books	\$22,430	586	0	\$0	0	0	\$22,430	586	0	\$0	0	0	\$22,430	586	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$2,258	67	68	\$0	0	0	\$2,258	67	68	\$0	0	0	\$2,258	67	68
Adult Entertainment DVDs	\$7,620	238	311	\$0	0	0	\$7,620	238	311	\$325	24	24	\$7,945	262	335
TOTAL ADULT NON-PRINT MATERIALS	\$42,401	1127	615	\$0	0	0	\$42,401	1127	615	\$325	24	24	\$42,726	1151	639
TOTAL ADULT MATERIALS	\$93,212	3,049	3,325	\$2,140	85	121	\$95,352	3,134	3,446	\$1,071	42	42	\$96,423	3,176	3,488
Juvenile Fiction	\$30,813	1896	2276	\$0	0	0	\$30,813	1896	2276	\$90	6	6	\$30,903	1902	2282
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$9,175	666	674	\$0	0	0	\$9,175	666	674	\$0	0	0	\$9,175	666	674
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$29,988	2562	2950	\$0	0	0	\$29,988	2562	2950	\$90	6	6	\$40,078	2,568	2,958
Juvenile Non-Fiction	\$18,007	792	863	\$0	0	0	\$18,007	792	863	\$17	1	1	\$18,024	793	864
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$3,151	320	343	\$0	0	0	\$3,151	320	343	\$0	0	0	\$3,151	320	343
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$967	3	24	\$0	0	0	\$967	3	24	\$0	0	0	\$967	3	24
Juvenile Magazines	\$22,706	1138	1295	\$0	0	0	\$22,706	1138	1295	\$17	1	1	\$22,723	1139	1296
Total Juvenile Non-Fiction	\$62,694	3,700	4,245	\$0	0	0	\$62,694	3,700	4,245	\$107	7	7	\$62,801	3,707	4,252
TOTAL JUVENILE PRINT MATERIALS	\$92,906	6,749	7,570	\$2,140	85	121	\$95,046	6,784	7,566	\$1,178	49	49	\$96,224	6,833	7,634
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$751	20	20	\$0	0	0	\$751	20	20	\$0	0	0	\$751	20	20
Juvenile E-books	\$6,070	278	0	\$0	0	0	\$6,070	278	0	\$0	0	0	\$6,070	278	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$1,179	25	25	\$0	0	0	\$1,179	25	25	\$60	1	1	\$1,239	26	26
Juvenile Educational DVDs	\$106	4	5	\$0	0	0	\$106	4	5	\$0	0	0	\$106	4	5
Juvenile Entertainment DVDs	\$3,675	138	187	\$0	0	0	\$3,675	138	187	\$0	0	0	\$3,675	138	187
TOTAL JUVENILE NON-PRINT MATERIALS	\$11,781	485	237	\$0	0	0	\$11,781	485	237	\$60	1	1	\$11,841	486	238
TOTAL JUVENILE MATERIALS	\$74,475	4,165	4,482	\$0	0	0	\$74,475	4,165	4,482	\$167	8	8	\$74,642	4,173	4,490
On-line databases	\$9,864	5	0	\$498	1	0	\$10,362	6	0	\$0	0	0	\$10,362	6	0
E-books	\$28,500	864	0	\$0	0	0	\$28,500	864	0	\$0	0	0	\$28,500	864	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-movies	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-music	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$38,364	869	0	\$498	1	0	\$38,862	870	0	\$0	0	0	\$38,862	870	0
Total Fiction	\$69,425	3894	4229	\$1,033	35	71	\$70,458	3729	4300	\$136	8	8	\$70,594	3737	4308
Total Non-Fiction	\$44,080	1928	2726	\$1,107	50	50	\$45,187	1978	2776	\$717	17	17	\$45,904	1995	2793
Total Electronic	\$38,364	869	0	\$498	1	0	\$38,862	870	0	\$0	0	0	\$38,862	870	0
Total Audio Books	\$11,164	256	256	\$0	0	0	\$11,164	256	256	\$0	0	0	\$11,164	256	256
Total Educational DVDs	\$2,384	71	73	\$0	0	0	\$2,384	71	73	\$0	0	0	\$2,384	71	73
Total Entertainment DVDs	\$10,985	376	498	\$0	0	0	\$10,985	376	498	\$325	24	24	\$11,310	400	522
TOTAL MATERIALS	\$176,372	7,194	7,782	\$2,638	86	121	\$179,010	7,280	7,903	\$1,178	49	49	\$180,188	7,329	7,952

Outstanding Orders as of April 2016  
 General Fund \$39,308  
 Adopt-a-book/Grant \$1,128  
 TOTAL \$40,437

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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 April 2016  
**DATE:** May 23, 2016

**Net Revenue Summary for April 2016**

	April-16	April-15	YTD 2015-2016	YTD 2014-2015
Passport	19,174.00	17,675.00	122,764.00	106,475.00
Passport Photos	4,501.00	3,228.00	28,028.00	22,676.00
Test Proctor	850.00	550.00	7,300.00	6,200.00
Meeting Room	330.00	755.00	3,602.00	5,160.00
<b>Total</b>	<b>24,855.00</b>	<b>22,208.00</b>	<b>161,694.00</b>	<b>140,511.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Personnel Report for APRIL 2016  
**DATE:** May 23, 2016

	Apr-16	Apr-15	YTD 2015-2016	YTD 2014-2015
Separation	1	2	1	3
Retirement	0	0	0	0
Appointments	1	0	4	1
Open Positions	2	0	2	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>4</b>	<b>2</b>	<b>7</b>	<b>5</b>

SEPARATION: Nadia Dallstream, Supervising Librarian

RETIREMENT: None

APPOINTMENTS: Public Services Intern (budgeted for 120 hours beginning April 1)

OPEN POSITIONS: Supervising Librarian – Adult (promotional position)

Supervising Librarian – Children’s (promotional position)



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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: April 2016  
**DATE:** May 23, 2016

<b>CIRCULATION</b>	April. 16	April. 15	M-T-M		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	326	291	0.1		3,276	3,109	5.4%
Total Circulation	22,144	20,096			245,191	222,520	10.2%
Total Active Borrowers*	8,111	8,350	-2.9%				
Attendance	27,418	27,079			257,880	258,509	-0.2%
Adult Fiction	2,751	2,755			30,420	28,265	7.6%
Adult Nonfiction	2,092	2,332			21,960	24,990	-12.1%
Adult Magazines	101	238			2,231	2,199	1.5%
Adult Music CDs	85	159			1,625	1,729	-6.0%
Adult Audio Books	532	545			6,154	5,498	11.9%
Adult DVDs**	2,104	660			18,223	7,025	159.4%
JV Fiction	9,239	9,161			110,812	39,085	183.5%
YA Fiction	1,061	1,126			14,730	13,263	11.1%
JV Nonfiction	2,177	1,963			23,534	24,440	-3.7%
YA Nonfiction	129	93			1,023	1,082	-5.5%
JV Magazines	3	12			37	67	-44.8%
JV Music CDs	28	20			274	361	-24.1%
JV Audio Books	57	65			679	462	47.0%
JV DVDs**	1,382	654			14,255	8,839	61.3%
Video Games	14	4			268	166	61.4%

\* YTD % change not applicable.

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

**TEST PROCTORING**

April 2016	April 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
17	11	146	124	18%

**PATRON COUNT**

Apr-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		271	259	263	340	299	406	1838
10:00		255	284	261	372	298	440	1910
11:00		234	316	287	352	266	391	1846
12:00		255	769	230	220	309	590	2373
1:00	721	303	299	409	250	278	578	2838
2:00	448	325	294	551	289	367	498	2772
3:00	365	706	629	666	577	544	466	3953
4:00	227	648	551	589	621	397	296	3329
5:00		614	471	518	478			2081
6:00		465	409	489	355			1718
7:00		320	215	338	209			1082
DAY TOTALS	1761	4396	4496	4601	4063	2758	3665	25740

April 2016	April 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
25,740	27,079	252,119	267,915	-6%

Hours Open	Average Per Hour
272	95

Open  
30 days

Outside Gate Counts	
Adult Programs	284
Children/Teen Programs	1299
Meeting Room Rentals	95
<b>TOTAL</b>	<b>1678</b>

Library Attendance Total
<b>27,418</b>

**PASSPORTS**

Apr-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00			2	1		6	24	33
10:00		2	1	3	3	7	37	53
11:00		7		1	2	6	40	56
12:00		3	6	7	4	11	44	75
1:00	27	3	7	8	1	10	43	99
2:00	37	10	6	9	7	12	34	115
3:00	27	10	8	13	2	15	37	112
4:00	20	12	12	15	8	8	17	92
5:00		16	14	13	10	5		58
6:00		18	14	11	17			60
7:00		6		1	9			16
DAY TOTALS	111	87	70	82	63	80	276	769

April 2016	April 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
769	707	4952	4259	14%

**STAFF ACTIVITY**

- Katie attended Friday Huddles on April 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>.
- Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on April 19<sup>th</sup>.
- Staff provided Setup/Take Down in the Meeting Room:56 set-ups/ 45 breakdowns
- Meeting room attendance from Outside Organizations: 95
- Laura took deposits to the bank on April 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>
- Support Services Department participated in National Library Week by providing free replacement library cards to patrons in need.
- Venessa hosted the SLS Circulation meeting on April 14<sup>th</sup> in the History Room.
- Venessa and Estella and other Library staff visited donor Dixie Shaw on her birthday, April 20<sup>th</sup>.
- Venessa hosted Anaheim City’s Network Team and Tom Edelblute from Anaheim Public Library to discuss T1 Line outage and future plans on April 25<sup>th</sup>.
- Venessa attended the SLS Executive Committee Meeting on April 25<sup>th</sup>.

**ONGOING PROJECTS**

- Venessa is working on Erate and CENIC.

**NEW PROJECTS AND ACTIVITIES**

- Venessa is beginning to work on staff performance evaluations.
- Support Services Staff will be coordinating the Library Card Campaign (September).
- Support Services Staff are preparing Summer Reading Program decorations for the lobby.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices through APRIL 2016  
**DATE:** May 23, 2016

Facility Maintenance charge is lower this month due to reduced custodial hours effective February 22, 2016. Amount noted below includes a credit of \$966 for extra man hours pre-billed February 22<sup>nd</sup> to April 30<sup>th</sup>. Effective May 1<sup>st</sup>, our revised rate for city-provided daily custodial service is \$2,520 per month.

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	3,061.33	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	285.00	9.60	1,554.00	7,111.07
16-May							
16-Jun							
	<b>TOTAL</b>	<b>61,383.71</b>	<b>15,977.39</b>	<b>1,710.00</b>	<b>130.15</b>	<b>29,105.97</b>	<b>111,226.05</b>
	<b>AVG</b>	<b>6,138.38</b>	<b>1,597.74</b>	<b>171.00</b>	<b>13.02</b>	<b>2,910.60</b>	<b>11,122.61</b>

\*City Billing  
Not Received

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for April 2016

**DATE:** May 23, 2016

**Accomplishments**

- Continue our work with the library consultant for preparation of the various meetings with the Centennial Steering Committee and the public. The tasks included the completion, revisions and promotion of the survey.
- Attention was given to address challenges related to the CENIC broadband project and personnel matters. Administration was working with the County, Mr. Marc Davis and Ms. Marina Tutty, to proceed with the changes in the accounting duties.
- Worked with SDRMA to process benefit changes to be effective January 1, 2017. Administration also dealt with four patron related incidents which required review of video recordings.
- Submitted the annual SDRMA and State Library reports in a timely manner.

**Meetings**

- Library Board of Trustees – April 13, 18, 21
- Friday Huddles – April 1, 8, 15, 22 & 29
- PLFF – April 11
- Chamber of Commerce – April 28

**Community Function / Training**

- National Library Week – April 11-15
- National Library Workers Day – April 12
- Chamber of Commerce New Member Reception – April 28
- Love Placentia Day – April 30
- Writer's Workshop – April 30



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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 April 2016  
**DATE:** May 23, 2016

**MONTHLY STATISTICS**

	April 2016	April 2015	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	721	335	5,137	7,732	-33.56%
Reference--telephone	42	8	364	468	-22.22%
<b>Total Reference</b>	<b>763</b>	<b>343</b>	<b>5,501</b>	<b>8,200</b>	<b>-32.91%</b>
Total Number of Programs	47	46	416	388	7.22%
Total Programs Attendance	1,507	1,221	15,088	16,688	-9.59%

**Children’s Services Programs**

	April 2016	April 2016	April 2015	April 2015	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D 2014-15	Y-T-D 14/15 - 15/16	Y-T-D 14/15 - 15/16
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	32	1	25	10	228	11	340	-9.09%	-32.94%
Preschool Storytimes (3-6 years old)	8	182	8	239	74	1669	80	2140	-7.50%	-22.01%
Lego Club	1	54	1	25	9	291	7	356	28.57%	-18.26%
Pocket Tales	4	195	5	131	38	1,229	40	1171	-5.00%	4.95%
Lap Sit (0-2 years old)	8	529	10	461	74	3,758	71	3076	4.23%	22.17%
P-TAC (Placentia Teen Advisory Council)	2	33	2	26	19	285	21	446	-9.52%	-36.10%
Knights of the Square Table	2	37	2	12	13	204	16	191	-18.75%	6.81%
Sensational Saturdays	1	61	0	0	1	61	0	0	100.00%	100.00%
Homework Club	16	171	14	142	117	1,707	119	1762	-1.68%	-3.12%
<b>Special Programs</b>										
Wiggles and Giggles	1	11	0	0	1	130	0	0	100%	100%
SAT Practice Test *	0	0	0	0	2	47	2	135	0	-65.19%
Valentine's Day Stories & Crafts*	0	0	0	0	1	60	1	50	0	20.00%
Outreach	1	124	2	60	10	1,262	7	544	43%	132%
Easter Eggcitement	0	0	0	0	1	1,000	1	2,300	0%	-57%
El Dia	1	60	1	100	1	60	1	100	0%	-40%
PLD Collaboratory (new)	1	18	0	0	2	44	0	0	100%	100%
The Vault (new)	0	0	0	0	1	17	0	0	100%	100%
<b>Totals</b>	<b>47</b>	<b>1507</b>	<b>46</b>	<b>1,221</b>	<b>416</b>	<b>15,088</b>	<b>388</b>	<b>16,688</b>	<b>7.22%</b>	<b>-9.59%</b>

\* Program not held  
 YTD totals include program totals from previous months not listed for the current month.

**ACHIEVEMENTS**

- Fernando Maldonado elected as the Chair for the Young Adult Services Santiago Library System Committee.
- Jennifer Rydberg conducted the Read to the Dogs program on April 4th.
- Jennifer Rydberg conducted the Lego Club on April 25<sup>th</sup>.
- Brenda Ramirez conducted bilingual outreach via storytime at Head Start Program on April 11<sup>th</sup>.
- Brenda Ramirez conducted the El Día de los Niños bilingual program on April 23<sup>rd</sup>.

**MEETINGS**

- Fernando Maldonado attended huddle meetings on April 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>.
- Fernando Maldonado, Brenda Ramirez, and Lori Worden participated in Summer Reading Program Team meeting on April 5<sup>th</sup>.
- Fernando Maldonado and Lori Worden attended an all-staff meeting on April 19<sup>th</sup>.
- Fernando Maldonado attended SLS meeting at Tustin library on April 27<sup>th</sup>.
- Jennifer Rydberg attended a one-on-one meeting with Yesenia Baltierra on April 14<sup>th</sup>.
- Brenda Ramirez met with Yesenia Baltierra and Nadia Dallstream for a phone conference with the Reading By Design staff to discuss the online SRP program on April 4<sup>th</sup>.
- Brenda Ramirez attended a meeting with Yesenia Baltierra to discuss the SRP online structure on April 7<sup>th</sup>.
- Brenda Ramirez, Lori Worden, Jennifer Rydberg, and Fernando Maldonado met to discuss SRP Children's Services decorations and SRP volunteer schedules on April 21<sup>st</sup>.

**PROFESSIONAL DEVELOPMENT**

- Fernando Maldonado received Volgistics volunteer software training on April 5<sup>th</sup>.
- Fernando Maldonado received volunteer orientation training on April 20<sup>th</sup>.
- Brenda Ramirez participated in *Supervisory Success*, an Infopeople online course on April 11<sup>th</sup>.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** May 23, 2016

**MONTHLY STATISTICS**

**Reference Desk Activity**

	<b>April 2016</b>	<b>April 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Reference -- in person	1,375	1,001	9,071	8,667	4.66%
Reference -- telephone	592	299	2,961	3,337	-11.27%
Reference -- email/chat	5	6	66	48	37.50%
Technology assistance	342	450	2,480	4,795	-48.28%
Guest passes	148	107	812	1,261	-35.61%
Adult and Children's computer use (desktops)	3,268	2,843	31,178	28,118	10.88%
Adult computer usage (desktop)	2,342	2,384	24,381	23,565	3.46%
Public computer use (express laptops)	18	51	408	508	-19.69%
Adult Program Attendance	372	200	4,946	2,978	66.08%
Number of Adult Programs	27	14	225	134	67.91%

**History Room Activity**

	<b>April 2016</b>	<b>April 2015</b>	<b>Y-T-D 2015-2016</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room Visitors	8	31	97	115	-15.65%

**Volunteer Hours**

	<b>April 2016</b>	<b>April 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014- 15</b>	<b>Y-T-D % change</b>
History Room	35.75	21	290	140.5	106.41%
PLFF	451.25	480	4874.75	5713.25	-14.68%
General Library	545.5	457	4858.75	4094.25	18.67%
Technology	6	15.5	359	509.5	-29.54%
Homework Club	117	168.75	683.5	904.25	-24.41%
Adult Literacy Tutors	262.25	119.25	1732.97	840.75	106.12%
PTAC	52.75	95	623.88	1498.25	-58.36%
<b>Total Volunteer Hours</b>	<b>1470.5</b>	<b>1356.5</b>	<b>14488.95</b>	<b>14870</b>	<b>-2.56%</b>

**Adult Services Programs**

Type of Program	Number of Programs April 2016	Attendance April 2016	Number of Programs April 2015	Attendance April 2015	Number of Programs YTD 2015-16	Attendance YTD 2015-16	Number of Programs YTD 2014-15	Attendance YTD 2014-15	Number of Programs YTD % change	Attendance YTD % change
<i>Book Discussions</i>	1	15	1	18	9	108	11	148	-18.18%	-27.03%
<i>Computer Workshops</i>	2	24	2	25	20	171	26	255	-23.08%	-32.94%
<i>Literacy Programs</i>	5	42	3	18	54	457	35	150	54.29%	204.67%
<i>Summer Reading Program</i>	0	0	0	0	2	1,767	0	955	0.00%	85.03%
<i>Summer Reading Events</i>	0	0	0	0	1	38	2	77	-50.00%	-50.65%
<i>Database Instruction</i>	5	11	1	11	34	99	4	36	750.00%	175.00%
<i>Volunteer Programs</i>	2	36	0	0	7	195	4	116	75.00%	68.10%
<i>Health &amp; Fitness Programs</i>	3	64	5	84	22	351	27	471	-18.52%	-25.48%
<i>Parenting Programs</i>	0	0	1	14	5	27	8	59	-37.50%	-54.24%
<i>Fine Arts Programs</i>	1	20	0	0	4	133	6	220	-33.33%	-39.55%
<i>Educational Programs-varied topics</i>	3	86	1	30	19	851	6	146	216.67%	482.88%
<i>Outreach</i>	5	74	0	0	33	359	2	14	1550.00%	2464.29%
<b>Totals</b>	<b>27</b>	<b>372</b>	<b>14</b>	<b>200</b>	<b>210</b>	<b>4,556</b>	<b>131</b>	<b>2,647</b>	<b>60.31%</b>	<b>72.12%</b>

<b><u>Adult Literacy</u></b>	<b>Apr. 2016</b>	<b>Apr. 2015</b>
Number of Tutors	19	21
Number of Students	32	29
<b>Total Number of Participants</b>	<b>51</b>	<b>50</b>

<b><u>Computer Literacy</u></b>	<b>Apr. 2016</b>	<b>Apr. 2015</b>
Number of Tutors	2	6
Number of Students	2	5
<b>Total Number of Participants</b>	<b>4</b>	<b>11</b>

**ACHIEVEMENTS**

- Wendy Townsend coordinated “Painting in the Stacks” on April 3<sup>rd</sup>.
- Wendy Townsend coordinated “LHLS-Orange County Land Grants” on April 4<sup>th</sup>.
- Wendy Townsend coordinated the monthly book club on April 12<sup>th</sup>.
- Wendy Townsend led the Volunteer Orientation on April 20<sup>th</sup>.
- Wendy Townsend coordinated the Financial Literacy Workshop “Saving and Paying for College” on April 27<sup>th</sup>.
- Wendy Townsend provided History Room Outreach to the Placentia Presbyterian Church on April 28<sup>th</sup>.
- Yesenia Baltierra and Wendy Townsend coordinated Love Placentia event on April 30<sup>th</sup>.
- Wendy Townsend coordinated the Writers Workshop program on April 30<sup>th</sup>.
- Jeannie Killianey provided outreach services to Emerald Isle on April 11<sup>th</sup> and 25<sup>th</sup>.
- Jeannie Killianey and Nadia Dallstream provided outreach services to De Palma on April 6<sup>th</sup>.
- Jeannie Killianey provided outreach services to De Palma on April 20<sup>th</sup>.
- Jeannie Killianey coordinated Computer Workshops on April 5<sup>th</sup> and April 12<sup>th</sup>.
- Coleen Wakai completed two literacy orientations on April 5<sup>th</sup> and April 28<sup>th</sup>.
- Coleen Wakai completed four literacy interview/literacy orientations, April 7<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup> and 28<sup>th</sup>.
- Coleen Wakai completed sixteen student assessments for the literacy program, April 5<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, 19<sup>th</sup>, 22<sup>nd</sup>, 26<sup>th</sup>, and 29<sup>th</sup>.
- Coleen Wakai and Katie Matas interviewed candidates for the Literacy Library Assistant position on April 25<sup>th</sup>.

**MEETINGS**

- Wendy Townsend attended Kiwanis meetings on April 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- Wendy Townsend attended the Love Placentia meeting on April 21<sup>st</sup>.
- Wendy Townsend and Nadia Dallstream met on April 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup>.
- Wendy Townsend attended the Staff Meeting on April 19<sup>th</sup>.
- Wendy Townsend attended the Placentia Historical Committee Meeting on April 26<sup>th</sup>.
- Wendy Townsend met with Fernando Maldonado for training on Volgistics and the Volunteer Orientation on April 5<sup>th</sup> and 13<sup>th</sup>.
- Wendy Townsend interviewed a Val Tech intern on April 13<sup>th</sup>.
- Coleen Wakai, Nadia Dallstream, Jeannie Killianey and Wendy Townsend attended the SRP Meeting on April 5<sup>th</sup>.
- Wendy Townsend, Coleen Wakai attended Staff Meeting on April 19<sup>th</sup>.
- Coleen Wakai met with six literacy tutors regarding their student assignments, April 1<sup>st</sup>, 7<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup> and 29<sup>th</sup>.
- Yesenia Baltierra and Nadia Dallstream met on April 7<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup> and 18<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

None



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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 April 2016  
**DATE:** May 23, 2016

**On-line database usage**

	<b>April 2016</b>	<b>Onsite Usage 4/16</b>	<b>Remote Usage 4/16</b>	<b>April 2015</b>	<b>Y-T-D 2015- 16</b>	<b>Y-T-D 2014- 15</b>	<b>Y-T-D % change</b>
Placentia Library Catalog	15,612	N/A	N/A	15,460	147,697	158,280	-7%
General Reference Center	120	79	41	56	567	846	-33%
Biography In Context	69	62	7	16	656	2,029	-68%
Opposing Viewpoints	631	621	10	1091	3,101	3,665	-15%
Freegal	1,003	N/A	N/A	937	11,678	7,148	63%
Heritage Quest	728	N/A	N/A	1,201	8,416	5,413	55%
Novelist	16	N/A	N/A	47	433	398	9%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	0	N/A	N/A	N/A	4,020	N/A	N/A
Pronunciator (new Sept. 2014)	137	N/A	N/A	94	948	944	N/A
ABC Mouse (new Sept. 2014)	55	N/A	N/A	84	696	590	N/A
Career Cruising (new June 2015)	3	N/A	N/A	N/A	46	N/A	N/A
Tumblebooks	72	N/A	N/A	187	863	2,470	-65%
Reference USA	344	N/A	N/A	98	1,609	2,210	-27%
Enki (new Oct. 2014)	1	N/A	N/A	5	18	38	N/A
Hoopla (new May 2015)	259	N/A	N/A	N/A	1,729	N/A	N/A
Overdrive e-books	1,048	N/A	N/A	874	10,264	7,931	29%
Overdrive audio books	620	N/A	N/A	470	5,460	3,895	40%
Zinio (new Oct. 2014)	69	N/A	N/A	49	777	191	N/A
<b>TOTAL DATABASE USAGE</b>	<b>20,787</b>	<b>762</b>	<b>58</b>	<b>20,669</b>	<b>198,978</b>	<b>196,048</b>	<b>1%</b>

**Website Traffic**

	<b>April 2016</b>	<b>April 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Website visits	13,292	10,866	123,805	148,538	-17%
Page Hits	22,553	19,457	207,276	257,024	-19%

**Computer & Online Resource Use**

	<b>April 2016</b>	<b>April 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Placentia Residents	1,348	1,235	13,480	10,908	24%
Non-Placentia Residents	1,046	801	9,581	6,978	37%
<b>Total</b>	<b>2,394</b>	<b>2,036</b>	<b>23,061</b>	<b>17,886</b>	<b>29%</b>

**Wifi Use**

	<b>April 2016</b>	<b>Y-T-D 2015-16</b>
	3,733	22,415
<b>Total</b>	<b>3,733</b>	<b>22,415</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** May 23, 2016

**BACKGROUND**

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

Since this loan period change in 2015, we have received many requests from the public for the District to reconsider changing the loan period back to three (3) weeks. The Library Board of Trustees approved an amendment to Policy 6030 to reflect a loan period of three (3) weeks for all items, with DVDs remaining at one (1) week.

The Library has added video games to its young adult collection for patrons to checkout; a collection that is well used by our teens. Library staff requests an item loan limit to this collection of three (3) video games per checkout.

Attachment A is a copy of the proposed amendments.

**RECOMMENDATION**

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

# Placentia Library District

## POLICY MANUAL

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

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

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

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

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

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

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

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

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

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

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

**6030.3** Notification Process:

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

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

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

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

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

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

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

- 6030.4** Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without the identification information and signature of the parent/guardian assuming financial responsibility for that card.
- 6030.5** Returned Checks
- 6030.5.1** Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.
- 6030.5.2** On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100.00, whichever is greater, and the account is immediately reported to the Collection Agency.
- 6030.6** The Supervising Librarian, Public Services Manager, or Support Services Manager may clear accounts of any type that have been reported to the collection agency.
- 6030.7** California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who wilfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.
- 6030.7.1** The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.
- 6030.8** Telephone renewals and inquiries (online access available 24/7)
- 6030.8.1** To minimize overdue fines and/or lost item charges the Library recommends calling the Circulation/Technology Department at 714-528-1906 during the hours when the Library is open for public service to:
- 6030.8.1.1** Verify the due date of an item.
- 6030.8.1.2** Renew or request an extension of a loan period.
- 6030.8.1.3** Report if an item is lost.

- 6030.8.2** Overdue fines accumulate until each item is reported lost. Once it is reported lost the staff will search for the item within a week. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fines due for the item.)
- 6030.8.3** Notify the staff if you have received an overdue or fine notice that you believe is in error.
- 6030.8.4** All calls regarding overdue or lost items should be directed to the Circulation/Technology Department at 714-528-1906.
- 6030.8.5** Borrowers are responsible for paying overdue fines for items returned in the bookdrop after the due date.

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

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Approve an amendment to Placentia Library District Policy 6050 – Meeting Room Policy

**DATE:** May 23, 2016

**BACKGROUND**

The Library Board of Trustees approved an amendment to Policy 6050 – Community Meeting Room Policy at the November 25, 2013 to reflect the shifting of responsibility, the room capacity and quantity of furniture available. Library staff request amendments to Policy 6050 to address reservations that are “No Shows” and a recent piano donation.

Attachment A is a copy of the proposed amendments for Policy 6050 – Meeting Room Policy

**RECOMMENDATION**

Approve an amendment to Placentia Library District Policy 6050 – Meeting Room Policy as presented, inclusive of feedback from the Library Board of Trustees.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Community Meeting Room Policy  
**POLICY NUMBER:** 6050

- 6050.1** The purpose of the Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Community Meeting Room.
- 6050.2** A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Community Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.
- 6050.3** Application for use of the room will be made through the Circulation Department on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The department should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Community Meeting Room for more than three dates per application without approval by the Library Director.
- 6050.4** An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance.
- 6050.5** Full room charges and an administrative fee of \$25 will be enforced for all No Shows on reservations with existing charges.
- 6050.6** Permission to use the room is not transferable.
- 6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Community Meeting Room is needed for a Library function.
- 6050.8** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If library staff is needed to set up or return furniture, an additional fee of \$20 per hour is charged.

- 6050.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.10** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.11** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.12** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.13** Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6050.14** There is a \$50 refundable deposit/cleaning fee required at time of application.
- 6050.15** Alcoholic beverages are prohibited.
- 6050.16** Use of the Community Meeting Room does not constitute an endorsement of the policies or beliefs of the group by the Library Board of Trustees or Library Staff and furthermore, the Board and Staff will not be held responsible for any action undertaken or administered by any organization.
- 6050.17** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 6050.18** Permits may be revoked by the Library Director whenever there has been a violation of these rules.
- 6050.19** Community Meeting Room must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.
- 6050.20** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
- 6050.21** Capacity limitations: 135
- 6050.22** Organizations requiring the presence of a staff member, will incur the cost of \$25 per hour per staff, after closing hours.

**6050.23** Equipment available for the Community Meeting Room

**6050.23.1** 100 Chairs

**6050.23.2** 15 8' Tables

**6050.23.3** Kitchenette

**6050.23.4** Sound System

**6050.23.5** 1 Lectern

**6050.23.6** 2 Flags (American and State flag)

**6050.23.7** Writing Board (Requires special markers)

**6050.23.8** Santa Chair (\$25 Rental Fee)

**6050.23.9** Projector (\$15 Rental Fee)

**6050.23.10 Piano (Cost of tune up)**

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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:** **Approve the 2016 Proposed California Special District Association (CSDA) Bylaws Amendments as proposed by the CSDA Board of Directors**

**DATE:** May 23, 2016

**BACKGROUND**

CSDA has proposed a change in its current bylaws, which includes the following highlighted recommendations for consideration:

- General clean-up to reflect updates and organizational changes over the last two years.
- Clarifying language to the CSDA Board of nomination and election process to allow for electronic voting.
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments.

Attachment A is the full proposed changes to CSDA's Bylaws as indicated in mark-up.

**RECOMMENDATIONS**

- 1) Approve the proposed CSDA Bylaws Amendments as presented; and,
- 2) Authorize President Carline to sign the ballot on behalf of the Placentia Library District.



## MEMORANDUM

**DATE:** April 29, 2016

**TO:** California Special Districts Association (CSDA) Voting Members

**FROM:** Bill Nelson, CSDA Board President  
Neil McCormick, Chief Executive Officer

**SUBJECT:** Proposed CSDA Bylaws Updates

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The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at [www.csdanet.org/bylaws](http://www.csdanet.org/bylaws).

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

**Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted.** Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at [charlottel@csda.net](mailto:charlottel@csda.net) or (916) 442-7887.

**Thank you for your participation and continued support of CSDA!**

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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:** 2016 Staff Appreciation and Recognition Event

**DATE:** May 23, 2016

**BACKGROUND**

Library staff will present a request to the Placentia Library Friends Foundation (PLFF) for \$3,500 for the 2016 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. The event has been tentatively reserved at the Roundtable Women's Club. Library staff requests \$1,200 towards the function to cover expenses beyond the PLFF donation. Trustees have requested that employees serve on the Staff Appreciation and Recognition committee which has yet to be determined.

Fiscal Impact: \$1,200

**RECOMMENDATIONS**

1. Motion to approve the request for \$1,200 to be used for the annual Staff Appreciation and Recognition event; and,
2. Authorize the request for \$1,200 for the annual Staff Appreciation and Recognition event by a roll call.



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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:** Request from the Sri Sri Radha Raman Vedic Temple to Waive the Library Impact Fee

**DATE:** May 23, 2016

**BACKGROUND**

On May 9, 2016, the Placentia Library District received a request from Mr. Harshad Shah, Treasurer for the Sri Sri Radha Raman Vedic Temple, requesting a fee waiver for the Library Impact Fee. The 8,882 square foot project includes construction of two buildings and a parking lot. Total demolition for the project is 11,900 square feet. The temple is located at 1022 N. Bradford Avenue.

According to its website, the temple is a “non-profit organization formed to meet the community’s growing need for a religious, spiritual and cultural center” with a vision to:

- Preserve and protect the rich Hindu Cultural Heritage in our present and future generations.
- Practice, promote and teach the Hindu religion and Hindu way of life.
- Provide social services to the community, including counseling and non-emergency medical services.

Library Director Contreras consulted with the District’s legal counsel and it was determined that Sri Sri Radha Raman Vedic Temple’s construction, expansion and improvement project does not qualify for exemption of the Library Impact fee.

Attachment A is the Sri Sri Radha Raman Vedic Temple’s letter.

**RECOMMENDATIONS**

1. Motion to accept the legal counsel’s opinion;
2. Approval by a roll call vote.
3. Authorize Library Director Contreras to submit a letter on behalf of the District.



RECEIVED  
MAY 09 2016

BY: .....

**ŚRĪ ŚRĪ RĀDHĀ RAMAN VEDIC TEMPLE**  
SOCIETY FOR THE ADVANCEMENT OF VEDIC CULTURE  
In the Krishna Conscious Tradition of A.C. Bhaktivedanta Swami Prabhupada

April 25, 2016

Library Director  
Placentia Library,  
401 Chapman Avenue  
Placentia CA 92870

Subject: Library fees For Building Permit # B15-1308 DT. 11-4-2015

Dear Ma'am,

We would request you to give us an exemption from payment of the Library fees for our project. We are building two building and a parking lot for our church. The Service Building has basically Dining Room, Kitchen, Restrooms, some offices and storage for the Church and Two priest quarters. The total Sq. Ft. of the Project is 8,882 (Temple Building 3,535 + Service Building 5,247) We had one Single family home and four apartments which we have already demolished and there is one more Single Family Home and an existing church building that we will demolish when we do the Second Phase of our Project. The Total demolition is 11,900 Sq. Ft.

We should get credit for demolition of existing buildings when calculating the Library Fee. Since we are demolishing more than we are reconstructing or building new we should not have to pay any Library Fee. Please let us know if you have any question or need any further information. We would request you to kindly send us the exemption as one of the Buildings will be ready for occupation in the next two months. Thank you for your kind assistance in this matter.

Harshad Shah  
Treasurer

1022 N. Bradford Avenue, Placentia, CA 92870  
www.radharamantemple.com  
714-854-7202



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