



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING








June 20, 2016  
6:30 p.m.  
Community Meeting Room

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the May 23, 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 May 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 May 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

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

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

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

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

19. Circulation Report for May 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 May 2016.
22. Children's Services Report for May 2016.
23. Adult Services Report for May 2016.
24. Placentia Library Web Site & Technology Report for May 2016.

**NEW BUSINESS**

25. Approve amendments to the Placentia Library District Policy 2012 – Dress Code for Library District Employees and Volunteers as presented and inclusive of feedback from the Library Board of Trustees.
26. Approve amendments to the Placentia Library District 2110 – Health & Welfare Benefits as presented and inclusive of feedback from the Library Board of Trustees.
27. Approve amendments to the Placentia Library District 6020 – Internet and Computer Access Policy as presented and inclusive of feedback from the Library Board of Trustees.
28. Approve a Proposed Policy 2322 Job Description – Emerging Technologies Assistant as a first reading.
29. Authorize the Library Director to execute an Agreement with Staffmark for Temporary Help for accounting clerk services.
30. Establish the District's Appropriations Limitations (Gann Limit) at \$4,413,243 for Fiscal Year 2016-2017 by Resolution 16-08.
31. Discuss the Placentia Library District Policy 4080 – Membership in Associations and actions to be determined by the Library Board of Trustees.
32. Discuss and determine a date for the July meeting.
33. Discuss and Select a Candidate to serve on the California Special Districts Association (CSDA) 2016 Board Elections.

**ADJOURNMENT**

34. Agenda Preparation for the July Date Meeting which will be held on July 18, 2016 unless re-scheduled by the Library Board of Trustees.
35. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
36. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the June 20, 2016 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 16, 2016.

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



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
May 23, 2016

**CALL TO ORDER**

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 23, 2016 at 6:30pm.

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

**Members Absent:** None

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

**Guests:** Marina Tutty, Financial Consultant

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the May 23, 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 Friends Foundation board meeting, the Charrette's Community Feedback seminar on May 6<sup>th</sup> and the CSDA Legislative Days conference in Sacramento from May 16-18. President Carline reported on meetings with State Librarian Greg Lucas, Assemblywoman Ling Ling Chang, and Senator Bon Huff; and shared details about legislative bills AB-2613, SB-1292 which are sponsored by CSDA, and SB-885 opposed by CSDA, that are currently being considered. President Carline also attended the charrette session on May 6<sup>th</sup>. (Item 5)

Secretary Martin had nothing to report this month. (Item 6)

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

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

Trustee Shkoler also attended the charrette session on May 6<sup>th</sup>. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras also attended CSDA Legislative Days conference and charrette session on May 6<sup>th</sup>. Library Director Contreras moderated a charrette session for the Placentia MOMs Club and reminded trustees of the charrette "Train the Trainer" workshop on May 27<sup>th</sup>. Library Director Contreras reported that the two Supervising Librarian positions were filled internally and are effective in May 27, 2016. Interviews for the Library Clerk and part-time Library Assistant positions are in process. Library Director Contreras attended farewell luncheons for Nadia Dallstream and Sara Couch. (Item 7)

**FRIENDS FOUNDATION REPORT**

Ginny Sanatar reported that Zoot Velasco has resigned his position as PLFF Board President as he is moving to Fresno due to a career change. Marian Kalman has been elected as the PLFF President for Fiscal Year 2016-17, and three new members have been elected to the board. The 2017 Authors Luncheon has been confirmed at Alta Vista Country Club. (Item 8)

**CONSENT CALENDAR**

After discussion and clarification of specific April monthly reports, it was moved by Trustee Minter and seconded by Trustee DeVecchio 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 APRIL 18, 2016 BOARD MEETING and for the CENTENNIAL STEERING COMMITTEE**

Minutes for the April 18, 2016 Trustees meeting were received, approved and filed. Trustee Minter requested that the all Centennial Steering Committee minutes be included in the board book beginning June 20<sup>th</sup>. Trustees agreed that any CSC minutes will be included in the Library Director’s report. (Item 9)

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

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

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

**GENERAL CONSENT REPORTS**

Personnel Report for April 2016 – received and filed. (Item 18)  
 Circulation Report for April 2016 – received and filed. (Item 19)  
 Review of Shared Maintenance Costs with the City of Placentia for April 2016, under the JPA – received and filed. (Item 20)

**STAFF REPORTS**

Administration Report for April 2016 (Item 21)  
 Children's Services Report for April 2016 (Item 22)  
 Adult Services Report for April 2016 (Item 23)  
 Placentia Library Website Technology Report - April 2016 (Item 24)

**NEW BUSINESS**

**REQUEST TO AUTHORIZE AMENDMENT TO POLICY 6030 - CIRCULATION**

Video games have been added to the Young Adult collection, and are very popular with the teen patrons. Library staff requests an item loan limit of three (3) video games per checkout. Library Director Contreras requested approval to amend Policy 6030 – Circulation to reflect the staff request. After reviewing the policy, Trustee Minter requested a revision to the Notification Process verbiage (section 6030.3.1) to send reminder notices via email before and after the due date occurs. It was moved by Trustee Minter and seconded by Secretary Martin to approve these policy changes. (Item 25)

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

**REQUEST TO AUTHORIZE AMENDMENT TO POLICY 6050 – COMMUNITY MEETING ROOM**

Placentia Library’s community meeting room is a favorite location for local organizations. Library Director Contreras requested an amendment to Policy 6050 – Community Meeting Room, to add a \$25 administrative fee for prepaid and full rental charge for “no show” groups. After discussion of the current room rental process, the trustees did not approve this fee request, but did authorize that refunds will not be given to any organization or group for a No Show reservation. Revised section 6050.5 verbiage will read: “Full room charges will be enforced for all “No Shows.” It was moved by Trustee Shkoler and seconded by Trustee Minter to approve revisions to Policy 6050. It was moved by Secretary Martin and seconded by Trustee Shkoler to approve the revised policy 6050. (Item 26) A roll call vote was taken:

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

**APPROVE 2016 PROPOSED AMENDMENTS TO CSDA BYLAWS**

Library Director Contreras presented a proposal from CSDA for a change to its Bylaws, including: updates and organizational changes; adding electronic voting to the CSDA Board election process; and clarifying language to include electronic communication related to CSDA Bylaws amendments. After discussion it was moved by Trustee Minter and seconded by Trustee Shkoler to authorize President Carline to approve on behalf of Placentia Library District. (Item 27)

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

**REQUEST FOR \$1,200 FOR  
2016 STAFF APRECIATION  
EVENT**

The 2016 Staff Appreciation Recognition Dinner will be held at the Round Table Women’s Club in October, date to be determined. As in past years, staff will serve on the planning committee. Library Director Contreras will present a request to PLFF for \$3,500 towards decorations and door prizes for Fiscal Year 2016-2017 annual request. Library Staff also requests \$1,200 to cover expenses beyond the PLFF donation. After discussion it was moved by Trustee DeVecchio and seconded by Secretary Martin to authorize the request for funds. (Item 28) A roll call vote was taken:

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

**REQUEST FROM SRI SRI  
RADHA RAMAN VEDIC  
TEMPLE TO WAIVE LIBRARY  
IMPACT FEE**

Library Director Contreras presented a request form Sri Sri Radha Raman Vedic Temple to waive the library impact fee due for construction at 1022 N. Bradford in Placentia. Library Director Contreras sought a legal opinion on this request, which recommended the trustees decline per Resolution 08-10. Religious organizations are not exempt from paying the library impact fees, and this request does not meet requirements for a fee waiver. Trustee DeVecchio commented that this is an opportunity for staff to reach out to the Temple and work together on possible programs or services. Trustee Shkoler commented that allowing exceptions to library resolutions would set a precedent for similar requests in the future. After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to accept the legal opinion, decline the request and send a letter of explanation. (Item 29) A roll call vote was taken:

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

**ADJOURNMENT**

The Board of Trustees Regular Meeting of May 23, 2016 was adjourned at 7:30pm.

Trustee Minter requested an update on the current security/fingerprinting process be presented at the next meeting.

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

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Gayle Carline, President  
Library Board of Trustees

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

TYPE	DATE	CLAIM #	AMOUNT
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*NONE*

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

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**TO:** Jeanette Contreras, Library Director

**FROM:** Diane Warner, Administrative Assistant

**SUBJECT:** Summary of MAY-JUNE Claims Forwarded by the Library Director and Trustees

**DATE:** June 20, 2016

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	05-24-16	6004	\$ 1,539.50
BTAC Baker & Taylor	06-02-16	6005	\$ 7,133.67
BTAC Baker & Taylor	06-02-16	6006	\$ 1,344.97
BTAC Baker & Taylor	06-02-16	6007	\$ 4,520.64
Midwest Tape	06-02-16	6008	\$ 3,108.44
BTAC Baker & Taylor	06-02-16	6009	\$ 2,876.66
BTAC Baker & Taylor	06-02-16	6010	\$ 1,639.87
BTAC Baker & Taylor	06-02-16	6011	\$ 916.84
Misc Book Vendors	06-02-16	6012	\$ 8,186.01
PARS	06-03-16	6013	\$ 1,558.17
Misc Book Vendors	06-09-16	6014	\$ 3,965.38
BTAC Baker & Taylor	06-09-16	6015	\$ 1,753.27
Misc Vendors	06-07-16	6016	\$16,817.04
BTAC Baker & Taylor	06-09-16	6017	\$ 834.77

**TOTAL      \$ 56,195.23**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 05/23/16  
REPORT NO: 6004  
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/ US ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VO-12463 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #0740022400 P.O. Box 611849 Los Angeles, CA 90061-8204	05-23-16 05-18-16 Payroll	200			\$1,539.50		
<b>TOTAL REMITTANCE:</b>					<b>\$1,539.50</b>		
<p>The claims listed above totalling \$1,539.50 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>							

*Gayle Corline*  
\_\_\_\_\_  
Approved by  
*Gayle Corline*  
\_\_\_\_\_  
Title

*AC Shkoler*  
\_\_\_\_\_  
Countersigned by  
*AC SHKOLER*  
\_\_\_\_\_  
Title

*JWMartin*  
\_\_\_\_\_  
Attested and/or countersigned by  
*JWMartin*  
\_\_\_\_\_  
Title

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/02/16  
REPORT NO: 6005

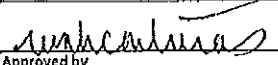
The County Auditor is authorized to draw these checks from:


Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

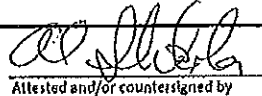
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

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-18040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	04/29/16	2400	0760		\$57.47			
	4011574797	2400	0760		\$160.00			
	04/29/16	2400	0760		\$16.67			
	4011574798	2400	0760		\$45.39			
	04/29/16	2400	0760		\$89.06			
	4011574799	2400	0760		\$94.11			
	04/29/16	2400	0760		\$41.31			
	4011574800	2400	0760		\$68.65			
	04/29/16	2400	0760		\$522.12			
	4011574801	2400	0760		\$358.42			
	04/29/16	2400	0760		\$58.52			
	4011574802	2400	0760		\$991.36			
	04/29/16	2400	0760		\$305.65			
	4011574803	2400	0760		\$3,814.75			
	04/29/16	2400	0760		\$83.17			
	4011574805	2400	0760		\$51.59			
	04/29/16	2400	0760		\$39.71			
	4011574806	2400	0760		\$19.73			
	04/29/16	2400	0760		\$49.79			
	4011574807	2400	0760		\$25.86			
04/29/16	2400	0760		\$160.65				
4011574808	2400	0760		\$79.69				
04/29/16	2400	0760						
4011574809	2400	0760						
04/29/16	2400	0760						
4011574810	2400	0760						
05/02/16	2400	0760						
4011576828	2400	0760						
05/02/16	2400	0760						
4011576830	2400	0760						
05/02/16	2400	0760						
4011576831	2400	0760						
05/02/16	2400	0760						
4011576832	2400	0760						
05/02/16	2400	0760						
4011576833	2400	0760						
05/02/16	2400	0760						
4011576834	2400	0760						
05/02/16	2400	0760						
4011576835	2400	0760						
05/02/16	2400	0760						
4011576836	2400	0760						
05/02/16	2400	0760						
4011576837	2400	0760						
<b>TOTAL REMITTANCE:</b>					<b>\$7,133.67</b>			

The claims listed above totaling \$7,133.67 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  
Triuk Contreras  
Print Name

  
Countersigned by  
J. Martin  
Print Name

  
Attested and/or countersigned by  
A. S. Koler  
Print Name

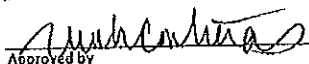
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

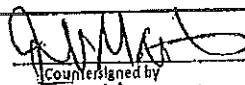
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

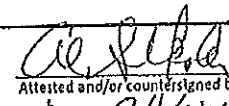
DATE: 06/02/16  
REPORT NO: 6006  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	05/03/16	4011583909	2400	0760	\$112.51			
	05/03/16	4011583910	2400	0760	\$10.56			
	05/03/16	4011583911	2400	0760	\$47.43			
	05/03/16	4011583912	2400	0760	\$41.62			
	05/03/16	4011583913	2400	0760	\$25.46			
	05/03/16	4011583914	2400	0760	\$58.73			
	05/03/16	4011583915	2400	0760	\$142.79			
	05/03/16	4011583916	2400	0760	\$23.85			
	05/03/16	4011583917	2400	0760	\$19.84			
	05/03/16	4011583918	2400	0760	\$23.84			
	05/03/16	4011583919	2400	0760	\$38.39			
	05/03/16	4011583920	2400	0760	\$54.63			
	05/03/16	4011583921	2400	0760	\$193.86			
	05/03/16	4011583922	2400	0760	\$61.58			
	05/03/16	4011583923	2400	0760	\$66.17			
	05/03/16	4011583924	2400	0760	\$92.97			
	05/03/16	4011594447	2400	0760	\$124.99			
	05/05/16	4011588531	2400	0760	\$84.44			
	05/05/16	4011588532	2400	0760	\$36.28			
	05/09/16	4011592192	2400	0760	\$42.85			
05/09/16	4011592193	2400	0760	\$21.72				
05/09/16	4011592194	2400	0760	\$20.46				
<b>TOTAL REMITTANCE:</b>					<b>\$1,344.97</b>			

The claims listed above totalling \$1,344.97 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  
Frank Costanzo  
Print Name

  
Countersigned by  
J.W. Martin  
Print Name

  
Attested and/or countersigned by  
AC Stokoe  
Print Name

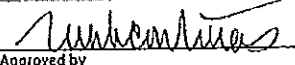
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

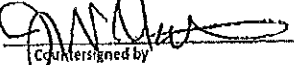
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

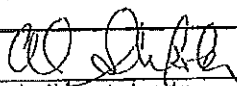
DATE: 06/02/16  
REPORT NO: 6007  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code	DATE	OBJT 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	05/02/16	2400	0760		\$21.12		
	4011576839	2400	0760		\$12.24		
	05/02/16	2400	0760		\$44.34		
	4011576840	2400	0760		\$15.42		
	05/02/16	2400	0760		\$3,540.34		
	4011576841	2400	0760		\$53.52		
	05/02/16	2400	0760		\$86.41		
	4011576842	2400	0760		\$44.14		
	05/02/16	2400	0760		\$21.74		
	4011576843	2400	0760		\$89.16		
	05/02/16	2400	0760		\$42.19		
	4011576844	2400	0760		\$41.60		
	05/02/16	2400	0760		\$72.04		
	4011576845	2400	0760		\$86.94		
	05/03/16	2400	0760		\$25.17		
	4011579367	2400	0760		\$21.75		
	05/03/16	2400	0760		\$16.64		
	4011579368	2400	0760		\$82.56		
	05/03/16	2400	0760		\$22.54		
	4011579369	2400	0760		\$106.16		
05/03/16	2400	0760		\$59.83			
4011581728	2400	0760		\$14.79			
05/03/16	2400	0760					
4011581729	2400	0760					
05/03/16	2400	0760					
4011582666	2400	0760					
05/03/16	2400	0760					
4011583018	2400	0760					
05/03/16	2400	0760					
4011583019	2400	0760					
05/03/16	2400	0760					
4011583901	2400	0760					
05/03/16	2400	0760					
4011583902	2400	0760					
05/03/16	2400	0760					
4011583903	2400	0760					
05/03/16	2400	0760					
4011583904	2400	0760					
05/03/16	2400	0760					
4011583905	2400	0760					
05/03/16	2400	0760					
4011583906	2400	0760					
05/03/16	2400	0760					
4011583907							
<b>TOTAL REMITTANCE:</b>					<b>\$4,520.64</b>		

The claims listed above totaling \$4,520.64 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  
Irish Costello  
Print Name

  
Countersigned by  
JW Martin  
Print Name

  
Attested and/or countersigned by  
AC Siskeler  
Print Name

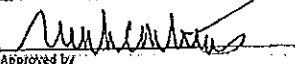
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

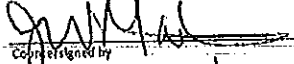
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

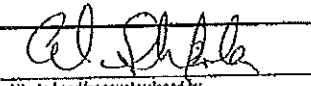
DATE: 06/02/16  
REPORT NO: 6008  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

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 43828	04/27/2016	2400	0760		\$161.45		
	93911803	2400	0760		\$619.13		
	04/27/2016	2400	0760		\$16.44		
	93913888	2400	0760		\$38.64		
	04/27/2016	2400	0760		\$24.44		
	93913910	2400	0760		\$66.58		
	04/28/2016	2400	0760		\$84.18		
	93917351	2400	0760		\$112.18		
	04/28/2016	2400	0760		\$138.92		
	93917352	2400	0760		\$34.64		
	04/28/2016	2400	0760		\$87.18		
	93917354	2400	0760		\$128.87		
	04/29/2016	2400	0760		\$1,103.12		
	93920546	2400	0760		\$76.09		
	04/29/2016	2400	0760		\$34.64		
	93920548	2400	0760		\$104.72		
	04/29/2016	2400	0760		\$19.44		
	93920549	2400	0760		\$28.29		
	05/03/2016	2400	0760		\$21.89		
	93930690	2400	0760		\$73.12		
	05/04/2016	2400	0760		\$101.19		
	93929928	2400	0760		\$33.29		
	05/04/2016	2400	0760				
93934924	2400	0760					
05/05/2016	2400	0760					
93939408	2400	0760					
05/05/2016	2400	0760					
93939500	2400	0760					
05/06/2016	2400	0760					
93940812	2400	0760					
05/06/2016	2400	0760					
93940813	2400	0760					
05/06/2016	2400	0760					
93940814	2400	0760					
05/06/2016	2400	0760					
93940817	2400	0760					
05/06/2016	2400	0760					
93940907	2400	0760					
05/10/2016	2400	0760					
93953554	2400	0760					
05/10/2016	2400	0760					
93953556							
<b>TOTAL REMITTANCE:</b>					<b>\$3,108.44</b>		

The claims listed above totaling \$3,108.44 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  
Trinh Cochran  
Print Name

  
Countersigned by  
J.W. Martin  
Print Name

  
Attested and/or countersigned by  
AC Siskolter  
Print Name



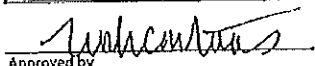
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT


Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

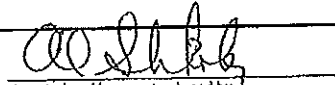
DATE: 06/02/16  
REPORT NO: 6009  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

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-18040 Baker & Taylor (BTAC) PO Box 277930 Allanta, GA 30384-7930	04/22/16		2400	0760		\$1,176.87		
	05/10/16	4011574812	2400	0760		\$21.48		
	05/10/16	4011590561	2400	0760		\$17.96		
	05/10/16	4011590562	2400	0760		\$19.86		
	05/10/16	4011590563	2400	0760		\$21.72		
	05/10/16	4011590564	2400	0760		\$40.35		
	05/10/16	4011590565	2400	0760		\$71.41		
	05/10/16	4011590566	2400	0760		\$19.73		
	05/10/16	4011590567	2400	0760		\$8.60		
	05/10/16	4011590568	2400	0760		\$121.62		
	05/10/16	4011590569	2400	0760		\$12.08		
	05/10/16	4011590570	2400	0760		\$39.86		
	05/10/16	4011590571	2400	0760		\$35.93		
	05/10/16	4011590572	2400	0760		\$21.88		
	05/10/16	4011590573	2400	0760		\$127.34		
	05/10/16	4011590574	2400	0760		\$21.09		
	05/10/16	4011590576	2400	0760		\$212.82		
	05/10/16	4011590577	2400	0760		\$130.20		
	05/10/16	4011590578	2400	0760		\$31.41		
	05/10/16	4011590579	2400	0760		\$309.64		
05/10/16	4011590580	2400	0760		\$393.69			
05/10/16	4011590581	2400	0760		\$21.12			
05/10/16	4011593439							
<b>TOTAL REMITTANCE:</b>						<b>\$2,876.66</b>		

The claims listed above totaling \$2,876.66 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  
Frank Contreras  
Print Name

  
Countersigned by  
J.W. Martin  
Print Name

  
Attested and/or countersigned by  
A.C. Skelton  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/03/16  
REPORT NO: 6010


The County Auditor is authorized to draw these checks from:

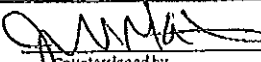
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

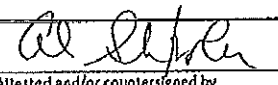
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-16040 Baker & Taylor (BTAC) PO Box 277830 Allanta, GA 30384-7930	05/17/16	2400	0760		\$22.76			
	05/18/16	4011607762	2400	0760	\$40.33			
	05/18/16	4011597639	2400	0760	\$18.59			
	05/18/16	4011597640	2400	0760	\$14.79			
	05/18/16	4011597641	2400	0760	\$19.84			
	05/18/16	4011597642	2400	0760	\$107.54			
	05/18/16	4011597643	2400	0760	\$35.61			
	05/18/16	4011597644	2400	0760	\$201.56			
	05/18/16	4011597646	2400	0760	\$72.85			
	05/18/16	4011597647	2400	0760	\$75.77			
	05/18/16	4011597648	2400	0760	\$79.06			
	05/18/16	4011597649	2400	0760	\$20.48			
	05/18/16	4011597651	2400	0760	\$19.27			
	05/18/16	4011597652	2400	0760	\$21.11			
	05/18/16	4011597653	2400	0760	\$105.84			
	05/18/16	4011597654	2400	0760	\$145.34			
	05/18/16	4011597655	2400	0760	\$46.23			
	05/18/16	4011597656	2400	0760	\$12.73			
	05/18/16	4011597657	2400	0760	\$61.69			
	05/18/16	4011597658	2400	0760	\$169.97			
05/18/16	4011597659	2400	0760	\$15.99				
05/18/16	4011604195	2400	0760	\$12.52				
05/18/16	4011604196	2400	0760					
<b>TOTAL REMITTANCE:</b>					<b>\$1,639.87</b>			

The claims listed above totaling \$1,639.87 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  
Triuk Contreras  
Print Name

  
Countersigned by  
J. L. Martin  
Print Name

  
Attested and/or countersigned by  
AC Skokor  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870


DATE: 06/03/16  
REPORT NO: 6011


The County Auditor is authorized to draw these checks from:


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

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE	INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-16040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	05/10/16	4011593440	2400	0760		\$62.71		
	05/10/16	4011596417	2400	0760		\$42.86		
	05/10/16	4011596418	2400	0760		\$23.01		
	05/10/16	4011596419	2400	0760		\$65.21		
	05/10/16	4011596420	2400	0760		\$22.39		
	05/18/16	4011604198	2400	0760		\$20.49		
	05/18/16	4011604199	2400	0760		\$12.27		
	05/18/16	4011604200	2400	0760		\$15.40		
	05/18/16	4011604201	2400	0760		\$25.78		
	05/18/16	4011604202	2400	0760		\$167.66		
	05/18/16	4011604203	2400	0760		\$30.67		
	05/18/16	4011604204	2400	0760		\$26.99		
	05/18/16	4011604205	2400	0760		\$17.29		
	05/18/16	4011604206	2400	0760		\$82.55		
	05/18/16	4011604208	2400	0760		\$22.35		
	05/18/16	4011604210	2400	0760		\$41.54		
	05/18/16	4011604211	2400	0760		\$43.37		
	05/18/16	4011604212	2400	0760		\$74.34		
	05/18/16	4011604213	2400	0760		\$64.35		
	05/23/16	4011603281	2400	0760		\$19.86		
05/23/16	4011603282	2400	0760		\$21.75			
<b>TOTAL REMITTANCE:</b>						<b>\$916.84</b>		

The claims listed above totaling \$916.84 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  
Trish Cochrane  
Print Name

  
Countersigned by  
J. Martin  
Print Name

  
Attested and/or countersigned by  
AC Skelton  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/03/16  
REPORT NO: 6012

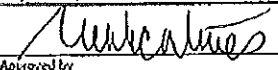
The County Auditor is authorized to draw these checks from:

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

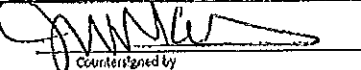
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-18040 Baker & Taylor (BTAC) PO Box 277930 Allanta, GA 30384-7930	05/10/16	2400	0760		\$62.71			
	05/11/16	4011596421	2400	0760	\$56.67			
	05/23/16	4011596724	2400	0760	\$26.17			
	05/23/16	4011603283	2400	0760	\$21.72			
	05/23/16	4011603284	2400	0760	\$766.36			
	05/23/16	4011604215	2400	0760				
VC-2893 Midwest Tape PO Box 820 Holland OH 43528	05/11/2016	2400	0760		\$144.45			
	05/13/2016	93957187	2400	0760	\$184.36			
	05/13/2016	93961323	2400	0760	\$179.36			
	05/16/2016	93961325	2400	0760	\$81.12			
	05/18/2016	93957457	2400	0760	\$27.29			
	05/19/2016	93977994	2400	0760	\$235.45			
	05/19/2016	93981441	2400	0760	\$82.18			
	05/20/2016	93981443	2400	0760	\$33.29			
	05/20/2016	93984618	2400	0760	\$113.36			
	05/20/2016	93986582	2400	0760				
VC-2776 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	5-10-16	2400	0760		\$95.00			
1148-000137230								
VC-4860-2 Ingram Library Services P.O. Box 602779 St. Louis, MO 63150-2779	5-19-16	2400	0760		\$343.52			
93122977								
VC-4997 EBSCO Information Services Payment Processing Center PO Box 204881 Irvine, TX 75320-4681	05-25-16	2400	0760		\$5,733.00			
1000034416-1								
<b>TOTAL REMITTANCE:</b>					<b>\$8,186.01</b>			

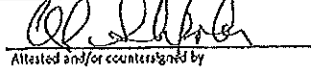
The claims listed above totaling \$8,186.01 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

  
Approved by

Frank Contreras  
Print Name

  
Countersigned by

JW Martin  
Print Name

  
Attested and/or countersigned by

AC Sikoles  
Print Name

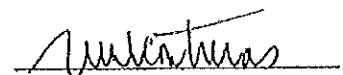
LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

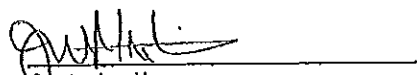
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

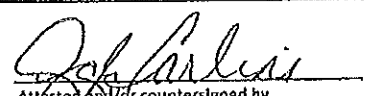
DATE: 06/03/16  
REPORT NO: 6013  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

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-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511049 Los Angeles, CA 90051-8204	06-02-16  (payroll date 06-01-16)	200			\$1,558.17		
<b>TOTAL REMITTANCE:</b>					<b>\$1,558.17</b>		

The claims listed above totaling \$1,558.17 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  
Trish Conteras  
Print Name

  
Countersigned by  
JW Martin  
Print Name

  
Attested and/or countersigned by  
Gayle Carline  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870



DATE: 06/09/16  
REPORT NO: 6014  
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 43628	05/27/2016 94008886	2400	0760		\$54.88			
	05/27/2016 94008887	2400	0760		\$53.68			
	05/27/2016 94008888	2400	0760		\$33.29			
	05/26/2016 93998338	2400	0760		\$41.09			
	05/31/2016 Hoopla -94016908	2400	0760		\$604.66			
	06/03/2016 94028581	2400	0760		\$27.29			
	05/31/2016 94015809	2400	0760		\$27.44			
	VC-4888 Gallia Group 32 W 25th Avo Ste 201 San Mateo CA 94403	5/23/2016 8574	2400 2400	0760 0760		\$840.24		
VC-2776 OverDrive, Inc. PO Box 72117 Cleveland, OH 44192-0002	05/24/2016 1148-115913530	2400	0760		\$45.99			
	05/27/2016 1148-163522737	2400	0760		\$220.98			
	05/27/2016 1148-163618647	2400	0760		\$340.66			
	05/24/2016 1148-115838423	2400	0760		\$1,485.89			
	VC-4880-2 Ingram Library Services P.O. Box 602770 St. Louis, MO 63160-2770	06/02/2016 93291028	2400	0760		\$189.59		
<b>TOTAL REMITTANCE:</b>					<b>\$3,965.68</b>			
The claims listed above totaling \$3,965.68 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.								

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

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

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

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

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

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

revised 06/2015

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 06/09/16  
REPORT NO: 6015

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 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	05/25/16	2400	0760		\$20.49			
	4011609251	2400	0760		\$16.02			
	05/25/16	2400	0760		\$21.85			
	4011609252	2400	0760		\$21.12			
	05/25/16	2400	0760		\$104.95			
	4011609253	2400	0760		\$23.84			
	05/25/16	2400	0760		\$157.98			
	4011609254	2400	0760		\$34.09			
	05/25/16	2400	0760		\$14.79			
	4011609255	2400	0760		\$53.71			
	05/25/16	2400	0760		\$340.55			
	4011609256	2400	0760		\$20.49			
	05/25/16	2400	0760		\$107.45			
	4011609257	2400	0760		\$21.12			
	05/25/16	2400	0760		\$309.43			
	4011610039	2400	0760		\$219.45			
	05/25/16	2400	0760		\$48.02			
	4011610040	2400	0760		\$27.59			
	05/25/16	2400	0760		\$14.71			
	4011610041	2400	0760		\$25.79			
05/25/16	2400	0760		\$149.83				
4011616412	2400	0760						
03/18/16	2400	0760						
4011539482	2400	0760						
03/18/16	2400	0760						
4011539483	2400	0760						
03/18/16	2400	0760						
4011539484	2400	0760						
03/18/16	2400	0760						
4011539485	2400	0760						
03/18/16	2400	0760						
4011539486	2400	0760						
06/01/16	2400	0760						
4011621122								
<b>TOTAL REMITTANCE:</b>					<b>\$1,753.27</b>			
The claims listed above totalling \$1,753.27 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.								

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

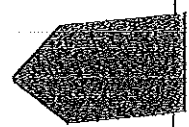
Countersigned by \_\_\_\_\_

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: 06/07/16  
REPORT NO: 6016  
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 #	OBIT REV/ BS ACCT	DEPT OBIT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-07198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	5-18-16	62822	2801	0715		\$4,163.19		
			1400			\$2,520.00		
			1400			\$1,594.99		
						\$8,278.18		
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1840	6-01-16 5-16-16	16-01-0299 16-01-0275	1400	0710		\$431.79		
			1400			\$228.00		
VC-1428 Legacy Integrative Solutions 8734 Ciota Street, Unit D Downey, CA 90241	5-25-16	13271	1300			\$742.30		
VC-6003 Golden State Water Company c/o Placentia Library Dist. 411 E. Chapman Ave. Placentia, CA 92870	05-20-16	Cust #29934100008	2803			\$876.32		
VC-0761 Woodruff, Spradlin & Smart 655 Anton Blvd, Suite 1200 Costa Mesa, CA 92626	04-30-16	55379	1900	0738		\$1,082.89		
VC-11768 White Nelson Dixon Evans LLP 2876 Michele Drive #300 Irvine, CA 92608	04-30-16	161196	1900	0742		\$3,250.00		
VC-5816 Chiles Corporation #840 P.O. Box 29059 Phoenix, AZ 85038	5-23-16 5-30-16 6-06-16	640569099 640572545 640576003	1000			\$341.37		
			1000			\$377.27		
			1000			\$234.65		
VC-7447 Staples Advantage Dept LA PO Box 83889 Chicago, IL 60690-3889	5-14-16 5-14-16 5-28-16	3302435078 3302435079	1800	0728		\$450.27		
			1800			\$71.23		
			1800			\$109.17		
VC-6585 Glasby Maintenance Supply (Ward A. Glasby) 118 E. Orangefhorpe Ave. Anaheim, CA 92801	6-01-16	269005A	1000			\$168.60		
VC-9047 Capitol Door Service So. California 4699 24th Street Sacramento, CA 95822	5-31-16	22727	1400	0717		\$175.00		
<b>TOTAL REMITTANCE:</b>						<b>\$16,817.04</b>		

The claims listed above totalling \$16,817.04 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 9101 have taken the oath or affirmation required by Government Code Section 9102.

*J. Martin*  
Approved by  
*J. Martin*  
Print Name

*Trink Contreras*  
Countersigned by  
*Trink Contreras*  
Print Name

*Gayle Carline*  
Attested and/or countersigned by  
*Gayle Carline*  
Print Name



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 06/09/16  
REPORT NO: 6017  
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-18040 Baker & Taylor (BTAC) PO Box 277930 Atlanta, GA 30384-7930	02/03/16		2400	0760		\$42.87		
	02/03/16	4011498842	2400	0760		\$23.01		
	02/03/16	4011498843	2400	0760		\$20.48		
	02/05/16	4011498844	2400	0760		\$36.10		
	03/14/16	4011508738	2400	0760		\$21.11		
	03/18/16	4011533079	2400	0760		\$21.12		
	03/18/16	4011539465	2400	0760		\$41.69		
	03/18/16	4011539466	2400	0760		\$10.91		
	03/18/16	4011539467	2400	0760		\$37.44		
	03/18/16	4011539468	2400	0760		\$18.22		
	03/18/16	4011539469	2400	0760		\$65.16		
	03/18/16	4011539470	2400	0760		\$19.84		
	03/18/16	4011539471	2400	0760		\$43.10		
	03/18/16	4011539472	2400	0760		\$20.49		
	03/18/16	4011539473	2400	0760		\$23.84		
	03/18/16	4011539474	2400	0760		\$84.30		
	03/18/16	4011539475	2400	0760		\$28.75		
	03/18/16	4011539476	2400	0760		\$75.42		
	03/18/16	4011539477	2400	0760		\$21.11		
	03/18/16	4011539478	2400	0760		\$86.05		
03/18/16	4011539479	2400	0760		\$14.67			
03/18/16	4011539480	2400	0760		\$79.09			
		4011539481						
<b>TOTAL REMITTANCE:</b>						<b>\$834.77</b>		
<p>The claims listed above totaling \$834.77 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.</p>								

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

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

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

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

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
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M-T-D June Claims were  
forwarded to County

<b><u>Subtotal for Claims</u></b>	<b>\$ 0</b>
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**Payroll**

Payroll 57 - 07/20/16	06-20-16	161	50,000.00
Payroll 58 - 08/03/16	06-20-16	159	50,000.00
Payroll 59- 08/17/16	06-20-16	160	50,000.00

<b><u>Subtotal for Payroll</u></b>	<b>\$ 150,000.00</b>
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<b>TOTAL CURRENT CLAIMS &amp; PAYROLL</b>	<b>\$ 150,000.00</b>
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LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/2016  
REPORT NO: 161

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

\*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 #57 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:

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/2016  
REPORT NO: 162

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

\*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	*08-03-16 Payroll #58 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:

(7/2009)

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/20/2016  
REPORT NO: 163

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

\*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	*08-17-16 Payroll #59 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:

(7/2009)

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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:** June 20, 2016

<b>Fiscal Year 2015-2016</b>	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/29/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	
General	
Reserves	414,789.10
Impact Fees	578,824.90

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

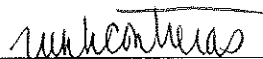
**SUBJECT:** Financial Reports through April 2016 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** June 20, 2016

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

Cash with Orange County Treasurer Fund 707	2,103,949.36
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	578,824.90
General Fund Checking – Bank of the West	879.51
General Fund Savings – Bank of the West	1,204,829.87
Payroll Checking – Wells Fargo Bank	53,148.91
<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

May 31, 2016

91% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	1,024,257	0.83	\$203,190
0200	Retirement	46,549	38,539	0.83	\$8,010
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	184,094	0.87	\$26,449
0306-0770	Employee Assistance Program	715	220	0.31	\$495
0308	Dental Insurance	12,833	10,038	0.78	\$2,795
0309	Life Insurance	7,320	5,528	0.76	\$1,792
0310	AD & D Insurance	4,627	3,820	0.83	\$807
0319	Vision Insurance	2,526	1,977	0.78	\$549
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	TOTAL	\$1,524,560	\$1,285,408	0.84	\$239,152
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	13,817	0.60	\$9,183
0900	Food	2,000	859	0.43	\$1,141
1000	Household Expenses	20,000	16,552	0.83	\$3,448
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	28,071	0.88	\$3,929
1400	Maintenance, Buildings & Improvements	106,700	66,510	0.62	\$40,190
1600	Memberships	9,000	8,598	0.96	\$402
1700	Miscellaneous Expense	2,500	762	0.30	\$1,738
1800	Office Expenses	48,000	41,894	0.87	\$6,106
1803	Postage	14,000	9,697	0.69	\$4,303
1900	Prof./Specialized Services	206,100	194,826	0.95	\$11,274
1912	Investment Administrative Fees	1,700	1,671	0.98	\$29
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	159,986	0.54	\$134,188
2600	Transportation & Travel	4,500	4,472	0.99	\$28
2700	Meetings	19,500	19,567	1.00	-\$67
2800	Utilities	87,500	74,044	0.85	\$13,456
	TOTAL	\$887,274	\$653,696	0.74	\$233,578
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$9,620	0.87	\$1,380
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$1,948,725</b>	<b>0.80</b>	<b>\$474,109</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
	TOTAL	\$70,000	\$24,675	0.35	\$45,325
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,492,834</b>	<b>\$1,973,400</b>	<b>0.79</b>	<b>\$519,434</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$119,227	\$0	0.00	\$119,227
	Grants	\$35,000	\$41,376	0.00	-\$6,376

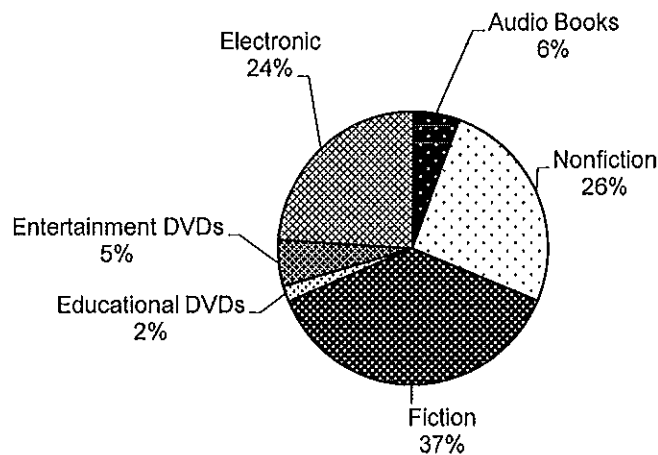
PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
May 31, 2016

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	2,073,264	35,395.93	101.7%
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	48,558	(17,173.55)	73.9%
6290		Other Taxes	3,120	19,459	16,338.59	623.7%
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>2,203,854</b>	<b>25,232.04</b>	<b>101.2%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROP'Y</b>						
6610		Interest	5,720	11,892	6,171.70	207.9%
		<b>Sub Total</b>	<b>5,720</b>	<b>11,892</b>	<b>6,171.70</b>	<b>207.9%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	11,982	3,189.53	136.3%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>11,982</b>	<b>1,189.53</b>	<b>111.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)		573		
		Newsletter Ads	700	700	0.00	100.0%
		Grants	45,000	40,676	(4,323.65)	90.4%
		Fines & Fees	45,000	46,378	1,377.83	103.1%
		Passport/Photos	125,000	175,766	50,766.00	140.6%
		Meeting Room Fees	5,000	3,623	(1,377.50)	72.5%
		Test Proctor	7,000	8,400	1,400.00	120.0%
		<b>Sub Total</b>	<b>227,700</b>	<b>275,543</b>	<b>47,842.68</b>	<b>121.0%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>2,503,270</b>	<b>80,435.95</b>	<b>103%</b>
		FY 14/15 Funds Available	70,000			
		<b>TOTAL REVENUES FY 15/16:</b>	<b>2,492,834</b>	<b>2,503,270</b>	<b>10,435.95</b>	<b>100.4%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	119,227	119,227.40	100%
		SLS Account	0	-	0.00	100%

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF MAY 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	\$83,081	4490	5049	\$68,968	3868	4259
Total Non-Fiction	\$57,133	2238	3159	\$42,121	1679	2442
Total Electronic	\$53,259	881	0	\$52,051	689	0
Total Audio Books	\$12,393	283	283	\$11,770	263	263
Total Educational DVDs	\$4,204	130	134	\$3,211	114	117
Total Entertainment DVDs	\$12,095	437	562	\$5,539	227	233
YTD TOTAL MATERIALS	\$222,165	8459	9187	\$183,660	6840	7314
Budget	\$249,174			\$255,602		
% Spent YTD	89%			72%		



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.

da item 16

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

Prepared by Katie Matias, 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	\$35,515	1453	1613	\$1,534	57	102	\$37,049	1510	1715	\$46	2	2	\$37,095	1512	1717
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$35,515	1453	1613	\$1,534	57	102	\$37,049	1510	1715	\$46	2	2	\$37,095	1512	1717
Adult Non-Fiction	\$18,498	816	824	\$914	43	43	\$19,412	859	867	\$200	9	9	\$19,612	868	876
Adult Reference	\$533	15	15	\$193	7	7	\$726	22	22	\$500	7	7	\$1,226	29	29
Adult magazines	\$5,263	65	829	\$0	0	0	\$5,265	85	829	\$0	0	0	\$5,265	85	829
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$24,296	916	1668	\$1,107	50	50	\$25,403	966	1718	\$700	16	16	\$26,103	982	1734
TOTAL ADULT PRINT MATERIALS	\$59,811	2369	3281	\$2,641	107	152	\$62,452	2476	3433	\$746	18	18	\$63,198	2494	3451
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$11,642	263	263	\$0	0	0	\$11,642	263	263	\$0	0	0	\$11,642	263	263
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	\$4,098	126	129	\$0	0	0	\$4,098	126	129	\$0	0	0	\$4,098	126	129
Adult Entertainment DVDs	\$8,404	296	374	\$0	0	0	\$8,404	298	374	\$325	24	24	\$8,729	322	398
TOTAL ADULT NON-PRINT MATERIALS	\$46,574	1273	786	\$0	0	0	\$46,574	1273	786	\$325	24	24	\$46,899	1287	790
TOTAL ADULT MATERIALS	\$106,385	3,642	4,047	\$2,641	107	152	\$109,026	3,749	4,199	\$1,071	42	42	\$110,097	3,791	4,241
Juvenile Fiction	\$36,141	2216	2607	\$0	0	0	\$36,141	2216	2607	\$90	6	6	\$36,231	2222	2613
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$11,425	821	829	\$0	0	0	\$11,425	821	829	\$0	0	0	\$11,425	821	829
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$47,566	3037	3436	\$0	0	0	\$47,566	3037	3436	\$90	6	6	\$47,656	3,043	3,442
Juvenile Non-Fiction	\$27,416	846	1023	\$0	0	0	\$27,416	846	1023	\$17	1	1	\$27,433	847	1024
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$3,728	354	367	\$0	0	0	\$3,728	354	367	\$0	0	0	\$3,728	354	367
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$1,126	9	30	\$0	0	0	\$1,126	9	30	\$0	0	0	\$1,126	9	30
Juvenile Magazines	\$3,857	13	71	\$0	0	0	\$3,857	13	71	\$567	1	1	\$4,424	14	72
Total Juvenile Non-Fiction	\$32,857	1322	1491	\$0	0	0	\$32,857	1322	1491	\$17	1	1	\$32,874	1323	1492
TOTAL JUVENILE PRINT MATERIALS	\$80,403	4,359	4,927	\$0	0	0	\$80,403	4,359	4,927	\$107	7	7	\$80,510	4,366	4,934
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	\$6,232	284	0	\$0	0	0	\$6,232	284	0	\$0	0	0	\$6,232	284	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$5,180	107	109	\$0	0	0	\$5,180	107	109	\$60	1	1	\$5,240	108	110
Juvenile Educational DVDs	\$106	4	5	\$0	0	0	\$106	4	5	\$0	0	0	\$106	4	5
Juvenile Entertainment DVDs	\$3,691	139	188	\$0	0	0	\$3,691	139	188	\$0	0	0	\$3,691	139	188
TOTAL JUVENILE NON-PRINT MATERIALS	\$15,960	564	322	\$0	0	0	\$15,960	554	322	\$60	1	1	\$16,020	555	323
TOTAL JUVENILE MATERIALS	\$96,363	4913	5249	\$0	0	0	\$96,363	4913	5249	\$167	8	8	\$96,530	4921	5257
On-line databases	\$24,587	11	0	\$498	1	0	\$25,085	12	0	\$0	0	0	\$25,085	12	0
E-books	\$28,662	870	0	\$0	0	0	\$28,662	870	0	\$0	0	0	\$28,662	870	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	\$53,259	881	0	\$498	1	0	\$53,757	882	0	\$0	0	0	\$53,757	882	0
Total Fiction	\$93,081	4490	5049	\$1,534	57	102	\$94,615	4547	5151	\$136	8	8	\$94,751	4555	5159
Total Non-Fiction	\$57,133	2238	3159	\$1,107	50	50	\$58,240	2288	3208	\$717	17	17	\$58,957	2305	3226
Total Audio Books	\$53,259	881	0	\$498	1	0	\$53,757	882	0	\$0	0	0	\$53,757	882	0
Total Electronic	\$12,393	283	283	\$0	0	0	\$12,393	283	283	\$0	0	0	\$12,393	283	283
Total Audio Books	\$4,204	130	134	\$0	0	0	\$4,204	130	134	\$0	0	0	\$4,204	130	134
Total Educational DVDs	\$12,095	437	562	\$0	0	0	\$12,095	437	562	\$325	24	24	\$12,420	461	586
Total Entertainment DVDs	\$222,165	8459	9187	\$3,139	108	152	\$225,304	8,567	9,339	\$1,178	49	49	\$226,482	8616	9388
TOTAL MATERIALS	\$222,165	8459	9187	\$3,139	108	152	\$225,304	8,567	9,339	\$1,178	49	49	\$226,482	8616	9388
General Fund	\$371,937														
Adopt-a-book/grant	\$586			\$586											
TOTAL	\$372,523			\$372,523											

Outstanding Orders as of May 2016

Adopt-a-book/grant

General Fund

\$371,937

\$586

\$372,523

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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:** June 20, 2016

**Net Revenue Summary for May 2016**

	May-16	May-15	YTD 2015-2016	YTD 2014-2015
Passport	18,309.00	17,174.00	141,073.00	123,649.00
Passport Photos	6,665.00	3,123.00	34,693.00	22,676.00
Test Proctor	1,100.00	750.00	8,400.00	6,200.00
Meeting Room	20.00	320.00	3,622.00	5,160.00
<b>Total</b>	<b>26,094.00</b>	<b>21,367.00</b>	<b>187,622.00</b>	<b>161,878.00</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Diane Warner, Administrative Assistant

**SUBJECT:** Personnel Report for MAY 2016

**DATE:** June 20, 2016

	May-16	May-15	YTD 2015-2016	YTD 2014-2015
Separation	1	2	2	5
Retirement	0	0	0	0
Appointments	3	2	4	3
Open Positions	2	0	2	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>6</b>	<b>4</b>	<b>8</b>	<b>9</b>

**SEPARATION:** Sara Couch, Library Clerk

**RETIREMENT:** None

**APPOINTMENTS:**

Wendy Townsend - Supervising Librarian, Adult Services

Brenda Ramirez - Supervising Librarian, Children's Services

Patricia Grimm - Library Assistant, Literacy (12-month grant-funded position)

**OPEN POSITIONS:** Library Assistant, Children's Services

Library Clerk (promotional and open recruitment)



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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: **May 2016**  
**DATE:** **June 20, 2016**

<b>CIRCULATION</b>	May-16	May-15	M-T-M		Y-T-D	Y-T-D	Y-T-D
			% change		2015-16	2014-15	% change
New Patron Registrations	260	311	-0.2		3,536	3,420	3.4%
Total Circulation	22,164	20,457			267,355	242,977	10.0%
Total Active Borrowers*	8,037	8,335	-3.6%				
Attendance	24,479	25,861			282,359	284,370	-0.7%
Adult Fiction	2,610	2,705			33,030	30,970	6.7%
Adult Nonfiction	1,543	2,309			23,503	27,299	-13.9%
Adult Magazines	94	219			2,325	2,418	-3.8%
Adult Music CDs	121	174			1,746	1,903	-8.3%
Adult Audio Books	608	563			6,762	6,061	11.6%
Adult DVDs**	2,391	663			20,614	7,688	168.1%
JV Fiction	6,722	9,249			117,534	48,334	143.2%
YA Fiction	756	1,466			15,486	14,729	5.1%
JV Nonfiction	1,199	1,971			24,733	26,411	-6.4%
YA Nonfiction	54	89			1,077	1,171	-8.0%
JV Magazines	5	10			42	77	-45.5%
JV Music CDs	27	22			301	383	-21.4%
JV Audio Books	68	58			747	520	43.7%
JV DVDs**	1,529	626			15,784	9,465	66.8%
Video Games	28	15			296	181	63.5%

\* YTD % change not applicable.

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

**TEST PROCTORING**

May 2016	May 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
22	15	168	139	21%

**PATRON COUNT**

May-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		257	333	215	250	230	311	1596
10:00		284	294	214	239	257	324	1612
11:00		252	347	220	192	243	339	1593
12:00		297	288	193	280	205	394	1657
1:00	838	323	326	403	285	247	385	2807
2:00	594	340	359	469	289	271	401	2723
3:00	449	627	744	593	567	464	366	3810
4:00	348	551	656	522	512	324	228	3141
5:00		466	583	423	404			1876
6:00		439	435	376	378			1628
7:00		274	263	180	211			928
DAY TOTALS	2229	4110	4628	3808	3607	2241	2748	23371

May 2016	May 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
23,371	25,861	275,490	293,776	-7%

Hours Open	Average Per Hour
271	86

Open  
30 days

<b>Outside Gate Counts</b>	
Adult Programs	257
Children/Teen Programs	811
Meeting Room Rentals	40
<b>TOTAL</b>	<b>1108</b>

<b>Library Attendance Total</b>
24,479

**PASSPORTS**

May-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3	4		5	1	12	25
10:00			2	2	1	8	33	46
11:00		3		5	3	9	31	51
12:00		6	5	4	3	7	25	50
1:00	45	7	6	6	5	8	26	103
2:00	43	14	9	9	9	8	28	120
3:00	41	18	20	7	2	13	26	127
4:00	24	15	10	12	16	14	9	100
5:00		25	19	11	19		4	78
6:00		25	22	14	25			86
7:00		14	3	5	12			34
DAY TOTALS	153	130	100	75	100	68	194	820

May 2016	May 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
820	687	5772	4946	14%

**STAFF ACTIVITY**

- Katie attended Friday Huddle on May 13<sup>th</sup>.
- Venessa attended Friday Huddles on May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>.
- Katie, Venessa, Estella, and Tim attended the Staff Meeting on May 24<sup>th</sup>.
- Staff provided Setup/Take Down in the Meeting Room: 34 set-ups/ 29 breakdowns
- Meeting room attendance from Outside Organizations: 40
- Laura took deposits to the bank on May 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>
- Laura hosted a Library booth at the City Registration on May 21<sup>st</sup> in the Civic Center Plaza.
- Venessa and Katie attended Charettes train-the-trainer training on May 27<sup>th</sup>.
- Katie catalogued and processed 200 books for the new Literacy collection for Placentia Literacy tutors.
- Venessa was awarded a scholarship to attend the CSDA General Manager Leadership Summit in June.
- Tim filmed and edited a video for a Literacy PESOS/SMART presentation on May 24
- Staff assisted in vending machine maintenance or getting stuck items at least 11 times
- Tim cleaned 11 DVDs or audio books for disc cleaning.
- Venessa participated in the deployment information call for CENIC and CalREN on May 2<sup>nd</sup>.
- Venessa attended the Grant Writing Workshop on May 3<sup>rd</sup>
- Venessa attended PRTWC meeting on May 4<sup>th</sup> and was on the host committee.
- Venessa attended Rotary meetings on May 11, 18, and 25
- Venessa attended the Happy Hour Charette on May 6<sup>th</sup>
- Venessa attended library supporter Joe Rasic's father's funeral on May 10<sup>th</sup>.
- Venessa, Laura, Estella, Katie, Beatrice, Tim, Victor, and Sara attended the Support Services Department meeting on May 11<sup>th</sup>.
- Venessa provided Sara Couch with her final evaluation before separation.

- Venessa assisted Public Services Department with Supervising Librarian Interviews on May 16<sup>th</sup>.
- Venessa toured the Friendly Center location at the Whitten Center and took food donations from staff on May 17<sup>th</sup>.
- Venessa attended the SLS Automation Meeting at Newport Beach Library on May 17<sup>th</sup>.
- Venessa, Laura, Victor, Tim, and Max attended the Angels baseball game and tailgate on May 19<sup>th</sup>.
- Venessa and outside panel interviewed 9 applicants for the full time clerk position on May 20<sup>th</sup>.
- Venessa and Yesenia met on May 25<sup>th</sup> to discuss Summer Reading Celebration.
- Venessa met with the Anaheim Library circulation leads on May 26<sup>th</sup> for the monthly meeting.

### **ONGOING PROJECTS**

- Venessa is working on Erate and CENIC.
- Venessa is processing recruitment needs for the Full Time Clerk position.

### **NEW PROJECTS AND ACTIVITIES**

- Support Services Staff will be coordinating the Library Card Campaign (September).
- Support Services Staff are starting the Design the Library Card contest to begin in June.
- Support Services Staff are preparing Summer Reading Program decorations for the lobby.
- Laura took on PLFF credit card as the transaction tracker.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF (Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<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	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun							
	<b>TOTAL</b>	<b>65,546.90</b>	<b>17,429.88</b>	<b>1,852.50</b>	<b>130.15</b>	<b>31,625.97</b>	<b>119,504.23</b>
	<b>AVG</b>	<b>5,958.81</b>	<b>1,584.54</b>	<b>168.41</b>	<b>13.02</b>	<b>2,875.09</b>	<b>10,864.02</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 May 2016  
**DATE:** June 20, 2016

**Accomplishments**

- Worked with Marina and the CPA consultant in preparation for the in-house accounting transition.
- Worked several policy amendments for preparation of the June board meeting.
- Met with City representatives to discuss several JPA-related issues and strengthening of inter-agency partnerships.
- Led a charrette session with members of the MOMS Club.
- Continue to work with the Placentia Chamber of identify future partnership projects.

**Meetings**

- Library Board of Trustees – May 23
- Friday Huddles – May 6, 13, 20, 27
- Staff Meeting – May 24
- Managers – May 26
- Chamber of Commerce – May 5
- CENIC – May 2
- Jarrid Keller, Sacramento Public Library – May 16

**Community Function / Training**

- CSDA Legislative Days – May 16 -18
- Charrette Training – May 27
- Chamber Ribbon Cutting at Mi Casita Restaurant – May 27
- Valencia High School Senior Award Banquet – May 31



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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 May 2016  
**DATE:** June 20, 2016

**MONTHLY STATISTICS**

	May 2016	May 2015	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	812	335	5,949	7,732	-23.06%
Reference--telephone	33	7	397	468	-15.17%
<b>Total Reference</b>	<b>845</b>	<b>342</b>	<b>6,346</b>	<b>8,200</b>	<b>-22.61%</b>
Total Number of Programs	29	42	445	430	3.49%
Total Programs Attendance	849	1,657	15,937	18,345	-13.13%

**Children’s Services Programs**

	May 2016 Number of Programs	May 2016 Total Attendance	May 2015 Number of Programs	May 2015 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 2014-15 Total Programs	Y-T-D 2014-15 Total Attendance	Y-T-D 14/15 - 15/16 % Change Programs	Y-T-D 14/15 - 15/16 % Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	35	1	25	11	263	12	365	-8.33%	-27.95%
Preschool Storytimes (3-6 years old)	0	0	6	155	74	1669	86	2295	-13.95%	-27.28%
Lego Club	0	0	1	25	9	291	8	281	12.50%	3.56%
Pocket Tales	0	0	3	85	38	1,229	43	1256	-11.63%	-2.15%
Lap Sit (0-2 years old)	0	0	6	243	74	3,758	77	3319	-3.90%	13.23%
P-TAC (Placentia Teen Advisory Council)	2	31	2	31	21	316	23	477	-8.70%	-33.75%
Knights of the Square Table	2	7	2	21	15	211	18	212	-16.67%	-0.47%
Sensational Saturdays	1	51	0	0	2	112	0	0	100%	100%
Homework Club	17	119	14	136	134	1,826	133	1,898	0.75%	-3.79%
<b>Special Programs</b>										
Outreach	3	582	2	720	13	1,989	2	720	550.00%	176.25%
Wiggles & Giggles Baskets	1	3	0	0	1	133	0	0	100%	100%
SAT Practice Test *	0	0	0	0	1	60	1	100	0.00%	-40.00%
Valentine's Day Stories & Crafts*	0	0	0	0	2	44	0	0	100%	100%
Easter Eggcitement	0	0	0	0	1	1,000	1	2,300	0.00%	-56.52%
El Dia	0	0	1	100	1	60	1	100	0%	-40%
PLD Collaboratory (new)	1	6	0	0	3	50	0	0	100%	100%
The Vault (new)	1	15	0	0	2	32	0	0	100%	100%
<b>Totals</b>	<b>29</b>	<b>849</b>	<b>42</b>	<b>1657</b>	<b>445</b>	<b>15,937</b>	<b>430</b>	<b>18,345</b>	<b>3.49%</b>	<b>-13.13%</b>

## **ACHIEVEMENTS**

Fernando Maldonado and PTAC (Placentia Teen Advisory Council) participated in brain storm session with City of Placentia staff for new Placentia Teen Center on May 5<sup>th</sup>.

Fernando Maldonado assisted in the charrettes teen brain storm session on May 7<sup>th</sup>.

Lori Worden proctored tests on May 4<sup>th</sup> and 5<sup>th</sup>.

Lori Worden proctored two tests on May 7<sup>th</sup>.

Brenda Ramirez participated in the City of Placentia's Registration Day outreach on May 21<sup>st</sup>.

Brenda Ramirez conducted a storytime for the children in the Charrette's group meeting on May 23<sup>rd</sup>.

Brenda Ramirez weeded 1,019 items from the Juvenile Picture Book collection on May 26<sup>th</sup>.

Jennifer Rydberg conducted an SRP school site visit to Wagner Elementary on May 27<sup>th</sup>.

Yesenia Baltierra conducted presentation about library services and summer reading program to the District English Learners Advisory Committee (DELAC) Meeting on May 9<sup>th</sup>.

Yesenia Baltierra participated in the interview panel for the Supervising Librarian positions on May 16<sup>th</sup>.

Yesenia Baltierra conducted a Spanish presentation about library services and summer reading program to the Valadez Middle School English Learners Committee Meeting on May 17<sup>th</sup>.

## **MEETINGS**

Fernando Maldonado attended Friday Huddle meeting May 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup>.

Fernando Maldonado, Lori Worden, and Brenda Ramirez, attended Children and Teen Services meeting lead by Yesenia Baltierra on May 19<sup>th</sup>.

Fernando Maldonado, Lori Worden, and Brenda Ramirez attended all staff meeting on May 24<sup>th</sup>.

Fernando Maldonado met with Wendy Townsend to discuss summer reading program teen volunteer orientations on May 31<sup>st</sup>.

Yesenia Baltierra attended Community of the 21<sup>st</sup> Century (C21) meeting at the school district on May 24<sup>th</sup>.

Yesenia Baltierra attended a program planning meeting for the Placentia Teen Center on May 24<sup>th</sup>.

## **PROFESSIONAL DEVELOPMENT**

Fernando Maldonado, Lori Worden, and Brenda Ramirez attended grant writing workshop on May 3<sup>rd</sup>.

Lori Worden observed SRP school visit with FPL librarian Janine Jacobs, at Beechwood Elementary, Fullerton School District on May 19<sup>th</sup>.

Brenda Ramirez observed Janine Jacobs, of Fullerton Public Library, conduct a SRP school visit at Hermosa Elementary on May 11<sup>th</sup>.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Public Services Manager**SUBJECT:** Adult Services Report for May 2016**DATE:** June 20, 2016**MONTHLY STATISTICS****Reference Desk Activity**

	<b>May 2016</b>	<b>May 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	1,393	996	10,464	9,663	8.29%
Reference -- telephone	636	327	3,597	3,664	-1.83%
Reference -- email/chat	2	5	68	53	28.30%
Technology assistance	387	403	2,867	5,198	-44.84%
Guest passes	90	92	902	1,353	-33.33%
Adult and Children's computer use (laptops)	2,632	2,917	33,810	31,035	8.94%
Adult computer usage (desktop)	2,344	2,360	26,725	25,925	3.09%
Public computer use (express laptops)	12	167	420	675	-37.78%
Adult Program Attendance	311	134	5,257	3,112	68.93%
Number of Adult Programs	24	13	249	147	69.39%

**History Room Activity**

	<b>May 2016</b>	<b>May 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	5	8	102	123	-17.07%

**Volunteer Hours**

	<b>May 2016</b>	<b>May 2015</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room	21.5	17.75	311.5	158.25	96.84%
PLFF	445.5	555	5320.25	6268.25	-15.12%
General Library	563	501	5421.75	4595.25	17.99%
Technology	9.5	8	368.5	517.5	-28.79%
Homework Club	106.5	96.75	790	1001	-21.08%
Adult Literacy Tutors	266.75	206.75	1999.72	1047.5	90.90%
PTAC	60.75	92.75	684.63	1591	-56.97%
<b>Total Volunteer Hours</b>	<b>1473.5</b>	<b>1478</b>	<b>15962.45</b>	<b>16348</b>	<b>-2.36%</b>

Adult Services Programs

Type of Program	Number of Programs May 2016	Attendance May 2016	Number of Programs May 2015	Attendance May 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</i>										
<i>Discussions</i>	1	12	1	10	10	120	12	158	-16.67%	-24.05%
<i>Computer Workshops</i>	2	22	2	12	22	193	28	267	-21.43%	-27.72%
<i>Literacy Programs</i>	5	55	3	28	59	512	38	178	55.26%	187.64%
<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>	6	20	4	7	40	119	8	43	400.00%	176.74%
<i>Volunteer Programs</i>	1	24	1	48	8	219	5	164	60.00%	33.54%
<i>Health &amp; Fitness Programs</i>	5	92	1	19	27	443	28	490	-3.57%	-9.59%
<i>Parenting Programs</i>	0	0	1	10	5	27	9	69	-44.44%	-60.87%
<i>Fine Arts Programs</i>	0	0	0	0	4	133	6	220	-33.33%	-39.55%
<i>Educational Programs-various topics</i>	2	69	0	0	21	920	6	146	250.00%	530.14%
<i>Outreach</i>	2	17	0	0	35	376	2	14	1650.00%	2585.71%
<b>Totals</b>	<b>24</b>	<b>311</b>	<b>13</b>	<b>134</b>	<b>234</b>	<b>4,867</b>	<b>144</b>	<b>2,781</b>	<b>62.50%</b>	<b>75.01%</b>

<u>Adult Literacy</u>	May 2016	May 2015
Number of Tutors	21	24
Number of Students	38	33
<b>Total Number of Participants</b>	<b>59</b>	<b>57</b>

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

ACHIEVEMENTS

- Wendy Townsend coordinated “LHLS-Placentia Then & Now: A Photo History of Our City” on May 2<sup>nd</sup>.
- Wendy Townsend and Coleen Wakai coordinated the monthly book club on May 10<sup>th</sup>.
- Wendy Townsend led the Volunteer Orientation on May 14<sup>th</sup>.
- Wendy Townsend coordinated the Financial Literacy Workshop “The 411 on Investments” on May 25<sup>th</sup>.

- Wendy Townsend and Yesenia Baltierra attended the train the trainer session for the centennial renovation on May 27<sup>th</sup>.
- Wendy Townsend completed the secret codes and badges for the Reading by Design website.
- Jeannie Killianey provided outreach services to Emerald Isle on May 9<sup>th</sup> and began a “Book a Librarian” program.
- Jeannie Killianey provided outreach services to De Palma on May 4<sup>th</sup> and showed a history of Placentia video to residents.
- Jeannie Killianey coordinated two Computer Workshop on May 3<sup>rd</sup> and 14<sup>th</sup>.
- Jeannie Killianey coordinated the Stress Reliever Adult Coloring program on May 26<sup>th</sup>.
- Jeannie Killianey submitted a Union Bank Foundation \$1,000 grant for the Computer Workshops program.
- Coleen Wakai coordinated a SMART & PESOS workshop for the literacy tutors on May 24<sup>th</sup>.
- Coleen Wakai began literacy training with Patricia Grimm, new Literacy Library Assistant on May 14<sup>th</sup>.
- Coleen Wakai completed one student assessment for the literacy program on May 25<sup>th</sup>.

### MEETINGS

- Wendy Townsend attended the SLS Adult Services/Reference meeting on May 10<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra met with Reading by Design on May 12<sup>th</sup>.
- Wendy Townsend attended Kiwanis meetings on May 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>.
- Wendy Townsend attended the Staff Meeting on May 24<sup>th</sup>.
- Wendy Townsend attended the Placentia Historical Committee Meeting on May 24<sup>th</sup>.
- Wendy Townsend met with the Placentia Historical Committee on May 11<sup>th</sup> to discuss the 3<sup>rd</sup> grade Melrose visit.
- Coleen Wakai, Jeannie Killianey, Yesenia Baltierra and Wendy Townsend attended the Adult Services meeting on May 25<sup>th</sup>.
- Wendy Townsend and Fernando Maldonado met to discuss the SRP Volunteer Orientations on May 31<sup>st</sup>.
- Coleen Wakai attended the Charette Training workshop on May 6<sup>th</sup>.
- Coleen Wakai met with literacy tutor regarding their student assignments on May 2<sup>nd</sup>, 5<sup>th</sup>, 13<sup>th</sup> and 19<sup>th</sup>.
- Coleen Wakai met with Yesenia, regarding literacy program on May 18<sup>th</sup>.
- Wendy Townsend met with Coleen Wakai on May 27<sup>th</sup>.
- Wendy Townsend met with Jeannie Killianey on May 27<sup>th</sup>.
- Wendy Townsend met with Yesenia Baltierra on May 23 and 27.
- Coleen Wakai and Yesenia Baltierra met with Lisa Dale, CLLS site visit on May 24<sup>th</sup>.
- Yesenia Baltierra conducted second interviews for the Literacy Assistant position on May 2<sup>nd</sup>.
- Yesenia Baltierra met with Venessa Faber on May 5<sup>th</sup>.
- Yesenia Baltierra attended Library Management Team (LMT) meeting on May 12<sup>th</sup>.
- Yesenia Baltierra attended the Placentia Community Collaborative (PCC) meeting on May 17<sup>th</sup>.
- Yesenia Baltierra attended Board of Trustees meeting on May 23<sup>rd</sup>.
- Yesenia Baltierra met with Jeanette Contreras and Venessa Faber to discuss budget on May 26<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- Wendy Townsend, Coleen Wakai and Yesenia Baltierra attended the grant writing workshop on May 3<sup>rd</sup>.
- Coleen Wakai attended webinar “English as a Library Language,” webinar on May 26<sup>th</sup>.
- Patricia Grimm completed Proliteracy and CLLS pilot literacy online tutor training.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Placentia Library Website & Technology Report for June 2015  
**DATE:** July 20, 2015

On-line database usage

	June 2015	Onsite Usage 6/15	Remote Usage 6/15	June 2014	Y-T-D 2014-15	<sup>2015/16</sup> Y-T-D <del>2013-14</del>	Y-T-D % change
Placentia Library Catalog	16,061	N/A	N/A	17,681	190,730	177,172	8%
General Reference Center	10	5	5	51	902	975	-7%
Biography In Context	50	37	13	12	2,108	377	459%
Opposing Viewpoints	12	5	7	6	3,729	1,224	205%
Freegal	1104	N/A	N/A	561	9,328	6,611	41%
Heritage Quest	728	N/A	N/A	301	7,535	4,884	54%
Novelist	101	N/A	N/A	54	537	394	36%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	582	N/A	N/A	N/A	582	N/A	N/A
Pronunciator (new Sept. 2014)	104	N/A	N/A	N/A	1,172	N/A	N/A
ABC Mouse (new Sept. 2014)	45	N/A	N/A	N/A	755	N/A	N/A
Tumblebooks	410	N/A	N/A	544	3,075	5,281	-42%
Reference USA	401	N/A	N/A	216	2,892	3,908	-26%
Enki (new Oct. 2014)	22	N/A	N/A	N/A	92	N/A	N/A
Hoopla (new May 2015)	222	N/A	N/A	N/A	416	N/A	N/A
Overdrive e-books	691	N/A	N/A	672	9,515	7,088	34%
Overdrive audio books	287	N/A	N/A	259	4,663	2,923	60%
Zinio (new Oct. 2014)	130	N/A	N/A	N/A	368	N/A	N/A
<b>TOTAL DATABASE USAGE</b>	<b>20,960</b>	<b>47</b>	<b>25</b>	<b>20,357</b>	<b>238,399</b>	<b>210,837</b>	<b>13%</b>

**Website Traffic**

	June 2015	June 2014	Y-T-D 2014-15	Y-T-D 2013-14	Y-T-D % change
Website visits	13,155	23,335	173,986	251,386	-31%
Page Hits	22,473	39,100	300,317	462,114	-35%

**Computer & Online Resource Use**

	<b>June 2015</b>	<b>Y-T-D 2014-15</b>
Placentia Residents	1,237	13,360
Non-Placentia Residents	867	8,706
<b>Total</b>	<b>2,104</b>	<b>22,066</b>

**Wifi Use**

	<b>June 2015</b>	<b>Y-T-D 2014-15</b>
	1,498	5,348
<b>Total</b>	<b>1,498</b>	<b>5,348</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:** Amendment Recommendation to Placentia Library District (PLD)  
Policy 2012-Dress Code for Library District Employees and Volunteers

**DATE:** June 20, 2016

**BACKGROUND**

The Placentia Library District Policy 2012-Dress Code was last amended at the April 16, 2012 Library Board of Trustees meeting. The approved amendments included:

- 2012.3.2 Jeans, except on Saturday and Sunday. Volunteers may wear jeans Monday-Sunday with the understanding that it continues to maintain a professional image.
- 2012.3.14 Non-library affiliated slogans, logos, obscenities, etc. with the exception of approved school logos.
- 2012.5 Any exceptions to this dress code are subject to approval by the Library Director based on the needs of the Placentia Library District.

A Pew Research study conducted in 2010 cited that Millennials (18-29) and Gen X (30-45) are finding unique ways to express themselves and two of those forms are through body art and piercings. Over 70% of these two generations have tattoos as compared to their counterparts, the Boomer (46-64) and Silent generation (65+) which stood at 21%. In addition to tattoos, Millennials and Gen X choose also to alter their appearance with body piercings. Over 31% of those ages 45 and younger have body piercings. The study also states young women are much more likely than young men to have a body piercing. Although the study did not cover dyed hair, the changing of one's natural hair color is more acceptable and trending with Millennials, case in point, is the new Library Director at Los Gatos Public Library.

In recognition of the lifestyle of the Millennials, Gen X and the changing demographics of the library profession, library staff recommends changes to Policy 2012-Dress Code as referenced in Attachment A.

**RECOMMENDATION**

Approve amendments to Placentia Library District Policy 2012-Dress Code for Library District Employees and Volunteers as presented and inclusive of feedback from the Library Board of Trustees, effective July 1, 2016.

# Placentia Library District

## **POLICY MANUAL**

**POLICY TITLE: Dress Code for Library District Employees and Volunteers**  
**POLICY NUMBER: 2012**

**2012.1** Placentia Library District is responsible for maintaining a professional and safe working environment for its patrons and employees at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers are subject to a dress code according to job classification.

### **2012.1.1 Library Employees**

All Library employees are required to wear attire that is professional: clean, properly fitting, well maintained, and functional and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Capri pants that are seven (7) inches below the knee are acceptable for all employees. Closed toe shoes are required for those employees who are required as part of their job description to handle book carts, equipment and heavy furniture for the majority of their work schedule. These employees include library pages, aides, clerks and facility maintenance technician.

### **2012.1.3 Volunteers**

Volunteers are required to wear attire that is professional: clean, properly fitting, well maintained, and functional and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Capri pants that are seven (7) inches below the knee are acceptable for all volunteers. Closed toe shoes are required for those volunteers who are required as part of their job description to handle book carts, equipment and heavy furniture. Volunteers who are issued Library District apparel are expected to wear the issued apparel throughout their work schedule and at other Library events as designated by their supervisor. Volunteers must wear an ID badge during their service hours at the Library.

## 2012.2 Casual Dress Days

**2012.2.1** Casual Dress Days are designated to give the employees and volunteers the opportunity to maintain a professional image while taking advantage of a more relaxed standard on Saturday and Sunday.

**2012.2.2** Casual dress attire includes jeans, golf shirts and knit shirts.

## 2012.3 Inappropriate attire that may not be worn on any occasion includes:

**2012.3.1** Suggestive attire such as low cut blouses and other revealing apparel.

**2012.3.2** Jeans, except on Saturday and Sunday. Volunteers may wear jeans Monday – Sunday with the understanding that a professional image must be maintained.

**2012.3.3** Torn, patched or soiled clothing.

**2012.3.4** Any jewelry or piercing that may impede vision or cause injury. **Facial and tongue piercings are not allowed. (DELETE)**

**2012.3.5** Open toe shoes for those classifications whose duties require handling book carts, equipment and heavy furniture for the majority of their work schedule. These classifications include library pages, aides, clerks, and facility maintenance technician

**2012.3.6** Flip-flops or thong shoes.

**2012.3.7** Athletic wear such as sweats and spandex. **Leggings are permitted and must be covered by a dress, skirt or sweater that must be no shorter than 2" above the knee. (NEW)**

**2012.3.8** Beach attire.

**2012.3.9** Shorts of any type.

**2012.3.10** Dresses and skirts shorter than two (2) inches above the knee.

**2012.3.11** Halter tops, tube or tank tops, muscle shirts.

**2012.3.12** Underwear as outerwear.

**2012.3.13** Hats and caps.

**2012.3.14** Non-library affiliated slogans, logos, obscenities, etc. with the exception of approved school logos

**2012.3.15 Employees are allowed to display tattoos at the workplace so long as the tattoos are not offensive to co-workers, the public, volunteers or other sin**  
**the workplace based on racial, sexual, religious, ethnic, or other characteristics or**  
**attributes of a sensitive or legally protected nature.**

*others  
in*

**2012.3.15 Dyed hair and facial piercings are acceptable. (NEW)**

**2012.4** Disciplinary Action

**If Management determines an employee's appearance may present a conflict, the employee will be asked to identify appropriate options, such as covering of tattoos, recoloring of hair to more natural colors, removal of excessive or offensive piercings, to resolve the conflict.**

Supervisors and managers are responsible for evaluating and enforcing appropriate standards of dress and appearance for employees working in their departments. If these standards are not followed, the employee may be sent home to change on the employee's own time. Continual incidents of abuse of the dress code policy may subject the employee to disciplinary action, which may lead to termination.

**2012.5** Discretion

Any exceptions to this dress code are subject to approval by the Library Director based on the needs of the Placentia Library District. The dress code will be reviewed on a periodic basis or as requested by the Board of Trustees or Library Director.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** June 20, 2016

**BACKGROUND**

The Library Board of Trustees approved changes to the Placentia Library District Policy 2110 – Health and Welfare Benefits at the March 28, 2016 Library Board of Trustees meeting. The changes were considerations as a result of the compensation study conducted by Mr. Michael Harary. The changes to the Health and Welfare Benefits included:

- Availability of two medical option plans – EPO and Gold PPO
- Flat \$1,000 monthly contribution towards medical and ancillary benefits for non-exempt employees and eligible family members, pro-rata for eligible part-time employees.
- Cash in-lieu option - \$500 per month.
- Elimination of the \$300 reimbursement program.

The District received new information that the Special District Risk Management Authority's underwriter does not approve of the cash in-lieu option for its members. There is a direct increase in premium costs for all SDRMA members should its enrollment decrease due to the cash incentive program. As a result of this information, it is recommended that the amendments approved on March 28, 2016 remain unchanged with the exception of the cash in lieu plan.

Open enrollment will occur in October with the new plans to be effective January 2017. Medical coverage and ancillary costs are expected to increase for 2017. SDRMA Board will meet sometime this month to decide on the percentage of increase.

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

**RECOMMENDATIONS**

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

# Placentia Library District

## POLICY MANUAL

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

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

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

**2110.1.2 Non-Exempt Employees Premium.** The District pays a flat \$1,000 per month towards premium costs for each non-exempt regular full-time employee, and a pro-rata payment for regular part-time employee, for medical, hospital, dental, and vision coverage. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

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

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

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

**2110.5 PARS Defined Benefit Retirement Plan.**

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



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

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

**2110.6** Deferred Compensation/457 Plan.

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

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

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

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

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

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



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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 Amendments to Placentia Library District Policy 6020 – Internet and Computer Access Use Policy

**DATE:** June 20, 2016

**BACKGROUND**

Policy 6020 was last amended at the March 23, 2015 Library Board of Trustees meeting. The amendments reflected the requirements of the Children’s Internet Protection Act (CIPA) and included approval of Resolution 15-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Approve Amendments to Placentia Library District Internet and Computer Access Policy 6020 Reflecting the Children’s Internet Protection Act (CIPA) for the Placentia Library District of Orange County. The inclusion of CIPA was a condition for the E-Rate reimbursement program.

Library staff recommends eliminating the “Card holders with fines exceeding \$10.00 will not be granted computer access” stipulation under Policy 6020.5.

Attachment A is a copy of Policy 6020 – Internet and Computer Access Use Policy.

**RECOMMENDATIONS**

1. Approve amendments to Placentia Library District Policy 6020 – Internet and Computer Use Policy as presented inclusive of comments from the Library Board of Trustees.
2. Approve by a roll call vote.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Internet and Computer Access Policy

**POLICY NUMBER:** 6020

### CURRENT POLICY

**6020.1** Electronic reference resources, including the Internet, are services provided by Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

#### **6020.2** Requirements

**6020.2.1** Users are required to enter their Library Card or Guest Pass number and personal identification number.

**6020.2.2** Each patron is guaranteed thirty (30) minutes of uninterrupted use per session. Time will be extended automatically in fifteen (15) minute increments if there is no reservation in place. A five (5) minute notice will be given if another patron has reserved that PC. Staff may establish additional time restrictions during peak use periods in order to ensure that all patrons will have an opportunity to use the Internet if they wish to do so. In no case shall an individual's total access allowance for a day be less than sixty (60) minutes.

**6020.2.3** No more than two (2) individuals per terminal. Some terminals may be restricted to one (1) person.

**6020.2.4** Only web-based email (e.g. Hotmail, Yahoo!, etc.) is available.

**6020.2.5** Downloading materials from the Internet onto the computer hard drive is not allowed for security reasons. However, files may be printed or saved to a USB flash drive.

**6020.2.6** Most PCs are configured to filter out certain sites (e.g. pornography, gambling). Unfiltered access is available on request to any adult patron with either a valid adult Placentia or Anaheim Library card or a government-issued photo identification that shows the date of birth.

**6020.1.7** Patrons using unfiltered access must use a computer with a privacy screen.

**6020.2.7** No personal peripherals may be attached to District computers other than a USB flash drive or headphones.

**AMENDED POLICY** \*

**6020.1 PURPOSE**

In response to advances in technology and the changing information needs of our community, the Placentia Library District endeavors to develop collections, resources, and services that meet the personal, professional and educational needs of our community

**6020.2 STATEMENT OF POLICY**

The Internet is an unregulated global communication network and information resource with a highly diverse user population and information content. The District does not assume responsibility for the accuracy, quality, or timeliness of Internet information. As with all District materials, the determination of viability and usefulness of Internet information rest with the individual patron. The District provides access to Internet resources equally to all library users and upholds and affirms the right of each individual to have access to constitutionally protected material. However, users need to be aware that obscenity and child pornography are not constitutionally protected. Internet computers shall not be used for any fraudulent or unlawful purpose, including any activity prohibited under any Federal, State or Local Law. While District staff will work to provide a safe environment for children and uphold applicable laws, a parent or legal guardian, not the District or its staff, is responsible for monitoring a child's use of the Internet and for the information selected and/or accessed by that child. The District strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use. While the District staff will work to provide a safe environment for children and uphold applicable laws, the District and its staff will not act in place of the parent. Material on the Internet is copyrighted. It is the user's responsibility to be aware of any notices concerning the copyright of information and to respect the copyright laws of the United States.

**6020.3 CHILDREN'S INTERNET PROTECTION ACT (CIPA) COMPLIANCE**

The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. All computers in the Placentia Library District are filtered. Please be aware that filters are unreliable, at times blocking sites of legitimate informational or educational value. The District uses filtering software that blocks or filters Internet access to some Internet sites that may not be consistent with the policy of the Placentia Library District. Any adult (18 years of age or older) may request that the filter or technology protection measure be disabled without significant delay by a District staff member authorized by the Library Director, consistent with the District's policies. An authorized staff member may override the filter or technology protection measure for a minor (age 17 years or younger) in the event that the filter wrongly blocks or filters Internet access to a site with legitimate informational value. Placentia Library District cannot be responsible for any patron's unauthorized use of a computer with a disabled filter.

**6020.4 COMPLAINT PROCEDURES**

Any patron who wishes to file a written complaint concerning the filtering software on the District computers may do so within thirty (30) days of an incident to the Library Director and/or the Library Board President. See a District staff member for a complaint form (Appendix C).

**6020.5 GUIDELINES FOR USE**

In an effort to ensure that the use of the Internet is consistent with the mission of the District, the District has adopted the following guidelines:

- The Internet computers must be used in a responsible manner, respecting the rights of other users. This includes but is not limited to the following:
  - Users may not make any attempt to damage computer equipment or software.
  - Computer and Internet settings may not be changed.
  - Users may not use the network to make unauthorized entry into other computational, informational or communication services or resources.
  - Users may not invade the privacy of others or engage in any activity that is harassing or defamatory.
  - Users must use their own valid library card. Children may log on with a parent's valid library card with parental approval.
  - Card holders with fines exceeding \$10.00 will not be granted computer access. (DELETE)
  - Users must log in and out of the Envisionware software with a valid library card number.
  - Use of Internet computers will be on a first come, first served basis.
- The District reserves the right to limit computer use during peak hours.
- The District reserves the right to limit or prohibit downloading of files in any medium.
- Listening to audio/video files requires headphones.
- The District does not allow the use of personal software on District computers. However, you may use your own flash drives or CD-R.
- District staff reserve the right to limit instant messaging, chat and game sessions.
- A printer is available for patron use. See a staff member for assistance
- To end your computer session, click on the "logout" button on the screen. Please do not shut down the computer.
- The District staff will provide limited start up assistance to patrons wanting to use the Internet. If a patron has limited computer experience or has specific questions about the Internet, free computer classes are available in the library. In addition, circulating books and reference materials pertaining to computers and the Internet are also available.

#### **6020.6 COMPLIANCE WITH DISTRICT POLICY AND GUIDELINES**

Violation of the policies and guidelines that govern the use of the District's Internet resources may result in suspension or loss of the privilege to use these resources and/or expulsion from the District facility. Any illegal activity involving the District's Internet resources or equipment will be subject to prosecution by the appropriate authorities. The District reserves the right to take appropriate actions to ensure compliance with this policy.

#### **6020.7 PROCEDURE FOR HANDLING INTERNET POLICY VIOLATION**

At the discretion of the librarian on duty, and in consideration of the severity of the offense:

- First Offense: Verbal warning
- Second Offense: Written warning and suspension of privileges for three (3) days. Patron is to receive and sign a copy of the District Policy Violation Form (Appendix A). A copy of the signed form is to be kept on file at the District.
- Third Offense: Suspension of privileges for 30 days. Patron to be informed by registered letter (Appendix B) which is to include a copy of the Internet and Computer Use Policy and signed District Policy Violation Form on file at the District\*. Subsequent or severe violations may result in permanent suspension of Internet privileges. The Library Director and the Library Board of Trustees are to be informed of any violations at the third offense or higher.

\*For minors, the letter will be addressed to "The Parent or Guardian of" the offender. Internet and Computer Access Policy 6020.

**APPENDIX A – DISTRICT POLICY VIOLATION FORM**

**Placentia Library District Policy Violation Form**

\_\_\_\_\_ has violated the Internet and Computer Access Policy  
6020. This is a

- 1st warning
- 2nd warning
- final notice

By violating District policy, the above-named patron has forfeited the right to use the District's Internet and computer access for the following period: \_\_\_\_\_. Upon return, if the above-named patron violates a policy again, the District reserves the right to rescind all use of the District by said patron.

Comments: \_\_\_\_\_  
Date: \_\_\_\_\_ Patron Signature: \_\_\_\_\_ Staff: \_\_\_\_\_

**APPENDIX B**

**Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870  
(714) 528-1925  
www.placentialibrary.org**

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Date

Patron Name

Address

Address

Dear Patron,

As you have been verbally informed on [date], your Internet and computer privileges at the District have been suspended for thirty (30) days. This suspension is a result of violating the District's Internet and Computer Policy. Please find enclosed a copy of the District's Internet and Computer Policy . Violation Form which you signed on [date]. You are welcome to use any of the other resources in the library during your Internet suspension. Your Internet and computer privileges will be reinstated on [date].

Future violations may result in permanent suspension of your Internet and computer privileges at Placentia Library District.

Sincerely,

Jeanette Contreras, Library Director



**APPENDIX C**

**Placentia Library District  
Internet Filtering Software Complaint Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

URL/Web address of site in question: \_\_\_\_\_

Nature of Complaint:

- The filter blocked a site that it should not have.
- The filter failed to block an inappropriate site.
- The staff member did not disable the filter or unblock the site quickly enough.

You will receive a response within thirty (30) days.

**Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870  
(714) 528-1925  
www.placentialibrary.org**

**APPENDIX D**  
**Resolution 15-05**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT  
APPROVE AMENDMENTS TO PLACENTIA LIBRARY DISTRICT INTERNET AND  
COMPUTER POLICY 6020 REFLECTING THE CHILDREN'S INTERNET PROTECTION  
ACT (CIPA) COMPLIANCE

WHEREAS Placentia Library District Internet and Computer Policy 6020 amended and approved at the Unusual Date Meeting of the Board of Trustees on March 23, 2015, and

WHEREAS Resolution 15-05 have amended Policy 6020 in compliance with all Federal, State, and Local laws; and

WHEREAS an annual review of filtering software will be in adherence with compliance to Federal, State, and Local laws.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees approves the amendments to the Internet and Computer Policy 6020, effective March 23, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
  )ss.  
County of Orange    )

I, Jo-Anne W. Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Unusual Date Meeting hereof held on the twenty-third day of March 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of March 2015.

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

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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 a Proposed Policy 2322 Job Description – Emerging Technologies Assistant as a first reading.

**DATE:** June 20, 2016

### BACKGROUND

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

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

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

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

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

**RECOMMENDATIONS**

1. Approve the proposed Policy 2322 Job Description – Emerging Technologies Assistant as a first reading, inclusive of feedback received from the Library Board of Trustees.
2. Present updated recommendations at the July Board of Trustees meeting.

# Placentia Library District

## POLICY MANUAL

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

### DEFINITION:

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

### SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Support Services Manager.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

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

charts →

- Develops and implements publicity and marketing plans to promote community engagement using trending emerging technology applications and equipment.
- Serves as a United States Passport Application Acceptance Agent.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Library operations, practices, policies, and procedures.
- Principles and practices related to emerging technologies.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing and spreadsheet software.

#### **Ability to:**

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

#### **Education and Experience:**

*AA or Computer certification*

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

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

#### **Licenses and Certifications:**

Possession of a valid California driver's license.

### **PHYSICAL DEMANDS:**

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

While performing the duties of this job, the incumbent is required to talk and hear. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

The incumbent is required to stand; walk; and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL ELEMENTS:**

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

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

**WORKING CONDITIONS:**

N/A.

**FLSA STATUS:**

This is a non-exempt clerical classification.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Authorize the Library Director to execute an Agreement with Staffmark for Temporary Help for accounting clerk services.**

**DATE:** June 20, 2016

**BACKGROUND**

The request for the Library Board of Trustees to consider moving away from the County of Orange to perform accounting services was presented at the March 24, August 17, 2009, and April 18, 2011 board meetings.

The County of Orange is the agency designated to handle the processing of claims, cutting checks and mailing payments on behalf of the Placentia Library District. In the past, library staff has experienced challenges with timely payments, effective communication with County personnel, lack of information, and extra library staff time required to research and provide documents establishing proof of payments.

The challenges continue. The Library has QuickBooks, an accounting software currently used by the Administrative staff to process bank deposits, staff expense reimbursements and miscellaneous in-house payments. Shifting the accounting responsibilities from the County of Orange to the District will increase flexibility, accuracy, report generation, and decrease late penalties and redundant efforts.

Library staff have been working with Mr. Marcus Davis, from DavisFarr CPA firm, and Marina Tutty, and have identified some areas that are necessary in order to create a smooth transition. One of these areas include the need for additional accounting assistance to handle the accounts payable (AP) and accounts receivable (AR). Mr. Davis recommended, as supported by Mr. Woolery's letter dated June 14, 2016, that the District have on staff, an individual to process the accounting function including but not limited to AP & AR.

Mr. Davis recommended the District hires an Accounting Clerk with some formal accounting education to assist with the in-house accounting transition. It is expected that the individual will work as many as 40 hours per week in the early stage of the transition, with the hours most likely reduced once a routine is established and some of the expected problems are solved.

Attachment A is the Staffmark Agreement.

Attachment B is Mr. Eric Woolery's Letter.

Fiscal Impact: \$10,000-\$25,000

**RECOMMENDATION**

Authorize the Library Director to execute an Agreement with Staffmark for Temporary Help for accounting clerk services.



Standard Service Agreement (LEGAL 107)

This Agreement is entered into this 21<sup>st</sup> day of June, 2016 between Staffmark Holdings, Inc. (and /or its subsidiaries: Staffmark Investment, LLC, CBS Personnel Services, LLC, and Kilgore Group, Inc.; hereinafter "Staffmark") and Placentia Library District, ("Customer") whose principal place of business is located at 411 E. Chapman Avenue, Placentia, CA 92870.

Whereas, Customer has a need for supplemental personnel and Staffmark is a leading supplier of such personnel to business, in consideration for mutual promises contained herein, the parties agree as follows:

- **Rates:** Rates and Customer specific terms for services are contained in the Service Investment (attached and incorporated by reference). Any job classifications or professional positions not listed will be discussed as they arise and are mutually agreed upon by the parties.
- **Pre-Screening:** Information for pre-screening is contained in the Service Investment (attached and incorporated by reference). Any pre-screening not listed will be discussed on an individual basis.
- **Warranty:** Staffmark warrants that it is an independent contractor and its employees are covered by workers' compensation. Staffmark assumes responsibility for all applicable federal, state, and local withholding taxes, unemployment taxes, social security, and any other payroll charges payable to Staffmark employees. If Customer is dissatisfied with any employee assigned to Customer by Staffmark, notify Staffmark within the first 2 hours worked by that employee and Customer will not be charged for employee's time. (In some states, (OH, PA, CT, WV etc.), Services are subject to sales tax, unless appropriate exemption forms are provided to Staffmark.)
- **First Aid:** As a Customer with Staffmark, you shall provide adequately trained person(s) to render first aid, or a first aid responder for all temporary employees assigned to Customer's facilities. First aid supplies will be made readily available to all Staffmark temporary employees assigned to Customer's facilities.
- **Compliance with Laws:** Customer and Staffmark agree to abide by all applicable local, state, and federal laws in performance of this Agreement. Customer agrees that Staffmark employees will be supervised by Customer when on assignment for Customer.
- **Relationship of the Parties:** Because Staffmark is an independent contractor, all temporary employees are employees of Staffmark and Staffmark retains the right to hire and fire its employees. It is the intent of the Parties that Staffmark is the common law employer of its temporary employees. Customer has the right to ask Staffmark to remove any Staffmark employee for any lawful reason. Customer agrees that no Staffmark employees will operate any vehicle (auto, forklift, heavy equipment, etc.) or machinery (other than office machines) without a job description acknowledging this to Staffmark and that Customer's insurance shall be primary for such operation. Customer agrees not to materially switch a Staffmark employee's job assignment without first notifying Staffmark. Customer accepts responsibility for bodily injury (except direct workers' compensation claims to Staffmark employees), property damage, fire, collision, or other liabilities caused by the actions of any Staffmark employee while under customer's supervision. Customer agrees and warrants to Staffmark that it will maintain compliance with OSHA or state-specific required site-specific training and other mandated safety requirements. All injuries to temporary employees known to Customer or Staffmark will be promptly reported to the other party. Staffmark shall report the necessary details of the injury or illness to the Customer for record keeping purposes. No Staffmark employee may handle cash, negotiable, or other valuables without the express, written consent of Staffmark. Customer represents that all Customer screening requirements are job-related.
- **Safety:** Customer agrees to supply a reasonably safe work environment for Staffmark employees. Customer agrees to indemnify and hold harmless Staffmark from any costs, penalties, or judgments that may result from a Customer's safety violation or intentional tort that imposes costs or expenses to Staffmark.
- **Timesheet:** Staffmark's employee may present a timesheet to Customer or Customer's representative for Customer verification and signature at the end of every work week or the Customer may use InView. If using a timesheet, Customer's signature on the timesheet indicates approval and acceptance of hours worked as indicated on the timesheet. Staffmark will invoice Customer weekly for total hours worked either from the timesheet or from InView. Customer acknowledges that Customer is responsible for two hours time if Staffmark is not notified of an assignment termination prior to start of the assignment. If Customer does not sign timesheets or uses Customer's own time reporting system, or uses InView, Customer agrees to pay based on said system, subject to these terms and conditions contained herein.
- **Invoicing:** All invoices are due net upon receipt, any invoice paid later than 30 days will be subject to a 1 ½ % monthly charge. Consistently paying beyond 30 days may necessitate an increase in bill rate. In the event that Customer files bankruptcy, both Staffmark and Customer agree that any unpaid compensation earned within 90 days of the bankruptcy filing date shall be treated as, and given the priority of, wages, salaries and commissions under 11 USC, Section 507(3). Customer also agrees to pay all costs that Staffmark incurs to collect any unpaid amounts overdue, including, without limitation, reasonable attorney fees. Late payment is considered a material



Standard Service Agreement (LEGAL 107)

breach of this Agreement and allows Staffmark to immediately terminate this Agreement and all work assignments, if not cured within 48 hours.

- **Overtime:** Legally required overtime will be paid at one and one-half times the base pay rate.
- **Hiring of Staffmark Employees:** Customer may hire any Staffmark employee after said employee has worked 520 hours on assignment for Customer and Customer pays a \$0.00 per employee administrative fee. Customer acknowledges the importance of Staffmark's employees to the operation of Staffmark and agrees (subject to any agreed upon buy-out of employees by Customer above) that it will not utilize or employ any Staffmark employee or hire any Staffmark employee through any other supplier, service, or leasing company, for a period of twenty-six weeks after the date of the employee's last time sheet from assignment at Customer through Staffmark, without consent in writing from Staffmark. Customer agrees that if Customer desires to utilize or employ any Staffmark employee, or hire any Staffmark employee through any other supplier, service, or leasing company, on a permanent or temporary basis, the employee will remain on Staffmark's payroll for a minimum of an additional twenty-six weeks from the date of the notification in writing or, in the alternative, the Customer will pay Staffmark the sum of three thousand dollars to compensate Staffmark for the loss of each employee. (Technical and professional temporary employees, however, have a higher buyout, based upon salary level and specific job assignment.)
- **Survival and Headings:** Any section that by its nature should survive termination of this Agreement, shall survive termination of this Agreement. Headings of sections are for reference only and shall not be considered in the interpretation of this Agreement.
- **Severability:** A ruling by any court that one or more of the provisions contained in this Agreement is invalid, illegal or unenforceable in any respect shall not affect any other provision of this Agreement so long as the economic or legal substance of the transactions contemplated hereby is not materially affected. Thereafter, this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had been amended as originally contemplated by this Agreement to the greatest extent possible.
- **Term:** This Agreement shall be ongoing (unless cancelled by either of the parties hereto upon thirty (30) days, written notice to the other during the time of the Agreement). All prices are firm (subject to consistent pay history) unless changes occur in state, federal, local laws, regulations, rules, taxes, sick leave mandates, health mandates, unemployment, or workers' compensation, which would affect Staffmark's cost of doing business. Pricing is based upon the following payment options: ACH, electronic funds transfer, and/or payment by check (if payment method changes, such as with the use of a Vendor Management System or other payment options, Customer agrees to cover any increased cost to Staffmark).
- **Miscellaneous Provisions:** All travel must be pre-approved by Staffmark. This Agreement contains the entire agreement of the parties. The terms of this Agreement shall not be construed against any Party as the drafting party. This Agreement shall be governed by the laws of the state where the services are provided. Any sections that by their nature should survive this Agreement, shall survive this Agreement. Customer gives Staffmark permission to contact Customer (including promotional emails).

**Agreed to by:**

\_\_\_\_\_  
Staffmark Representative Signature

\_\_\_\_\_  
Customer Company Representative Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Standard Service Agreement (LEGAL 107)

### Service Investment

**All pricing is confidential and proprietary to Staffmark: Customer agrees not to disclose pricing information to any third party.**

Positions	Hourly Bill Rate
Accounts Payable and Receivable with Accounting Certificate Position	\$27.36 Bill Rate

- All other positions will be quoted on an individual basis.
- The mark-up from Staffmark includes the cost of Staffmark's Affordable Care Act compliance.
- Customer has the option to hire employees onto their payroll before 520 hours are complete for a calculated buyout fee.
- Staffmark will recruit, screen and qualify candidates.
- Customer has completed and signed Staffmark's Customer Background Screening Requirements (RM 081) and warrants that Customer's screening criteria are job-related and consistent with business necessity.
- Employees are provided with an orientation and overview of job expectations.
- Customer has the option to terminate an assignment due to change in business demands or performance issues. Employee is placed on assignment with no firm promise of full time employment.
- Rates include Workers Comp, Unemployment, State, Federal and Local Taxes.

**Agreed to by:**

\_\_\_\_\_  
Staffmark Representative Signature

\_\_\_\_\_  
Customer Company Representative Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**ERIC H. WOOLERY, CPA**  
AUDITOR-CONTROLLER



June 14, 2016

Ms. Jeanette Contreras  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870-6198

Subject: County of Orange Auditor-Controller Accounting Services

Dear Ms. Contreras:

I have received your letter, dated April 29, 2016, regarding your request to separate from the Auditor-Controller for your district's accounting duties and responsibilities, beginning July 1, 2016. Due to the relatively small size of your organization, I have a responsibility to express my concerns related to the internal controls surrounding the accounts payable process, which are currently in place here at my department. The recent wire transfer frauds magnifies how critical proper segregation of duties is to prevent the misappropriation of assets. Proper segregation of duties is particularly difficult for entities with fewer staff, and most do not have an internal audit function to confirm that proper internal controls are in place. Having Auditor-Controller responsible for accounting duties has provided your district with the following critical segregation of duties, which include the following:

- Vendor setup (requires one employee from the Claims Compliance unit and two levels of approval from the Accounting & Reporting section)
- Contract/encumbrance establishment (separate staff in the General Accounting unit enter and approve the document)
- Invoice approval (Library District staff approves)
- Payment approval (one staff in the Claims unit enters the document and a minimum of one supervisor approves the payment)
- Custody of checks (Check Writing unit)
- Appropriations control (Cost, Revenue & Budget unit enters the district's budget and the financial system disallows payments in excess of budget)

In Fiscal Year 2014-2015 the Auditor-Controller processed 1,724 invoices totaling \$2,194,479.83 for the Placentia Library District. Those invoices came from 70 different vendors and resulted in the disbursement of 301 checks and 70 EFTs. We estimate that roughly 648 hours per year, or about 1/3 an FTE (based on 2080 hours) are spent in the Auditor-Controller Claims and Disbursing Section alone on Placentia Library District invoices. We also provide the option to pay vendors electronically (EFT), which accounted for about 19% of your district's disbursements.

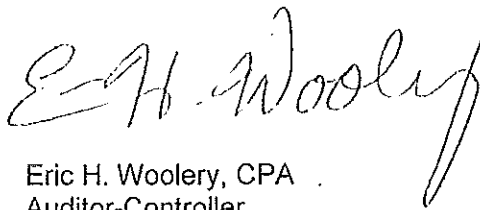
Beyond segregation of duties, our information systems and internal controls also provide information that helps us track whether an invoice has already been paid, significantly reducing the likelihood of duplicate payments. Along those same lines, we are able to track uncashed checks and whether or not they have been reissued, also protecting against reissuing checks more than once.

County of Orange Auditor-Controller Accounting Services  
June 14, 2016  
Page 2

In addition to the accounts payable process, our office is responsible for your property tax apportionments, which will continue as usual as we do for all of the County's taxing entities. If you decide to discontinue participation in the County Investment Pool, we would need to establish you as a vendor so that we can disburse funds to your district through an EFT process or a check. This would need to happen in early July, at the beginning of the property tax cycle, since it is prohibitive to make changes once the property tax cycle begins.

While I understand that the costs of the services we provide have gone up in the last year as a result of allocating costs consistent with County departments, I want to be certain you understand the level of service this department has provided over the years. I hope you seriously consider these internal controls and embed the critical controls mentioned as you take over these duties and responsibilities, since the accounts payable process has a high level of inherent risk and is very susceptible to fraud.

Before you transition over to your own accounting system, please provide the detailed documentation the district has developed regarding the internal controls over the accounts payable process. Your district will have a much greater responsibility to safeguard assets once you take on the accounting functions our office has provided. If you or your staff have further questions, contact Claire Moynihan, Central Accounting Operations Director. You can reach her at (714) 834-5521 or [Claire.moynihan@ac.ocgov.com](mailto:Claire.moynihan@ac.ocgov.com). We will continue to work cooperatively to ensure a smooth transition.



Eric H. Woolery, CPA  
Auditor-Controller

cc: Gayle Carline, Placentia Library Board of Trustees, President  
Jo-Anne W. Martin, Placentia Library Board of Trustees, Secretary  
Richard DeVecchio, Placentia Library Board of Trustees, Trustee  
Elizabeth D. Minter, Placentia Library Board of Trustees, Trustee  
Al Shkoler, Placentia Library Board of Trustees, Trustee  
Shari Freidenrich, Treasurer-Tax Collector  
Claire Moynihan, Auditor-Controller Central Accounting Director  
Phil Daigneau, Auditor-Controller Information & Technology Director  
Toni Smart, Auditor-Controller Internal Audit Director  
Frank Davies, Auditor-Controller Property Tax Manager  
Bill Malohn, Auditor-Controller Claims & Disbursing Manager  
Megan Vu, Accounting & Reporting Manager



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** ~~Yesenia Baltierra~~, Business Manager *Marina Tutty*

**SUBJECT:** Establish the District's Appropriations Limitations (Gann Limit) at \$4,413,243 for Fiscal Year 2016-2017 by Resolution 16-08.

**DATE:** June 20, 2016

**BACKGROUND**

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2016-2017.

Attachment C is Resolution 16-08 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2016-2017 in the amount of \$4,413,243.

**RECOMMENDATIONS**

1. Read Resolution 16-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations for Fiscal Year 2016-2017.
2. Adopt Resolution 16-08 by Roll Call Vote.

Placentia Library District  
 Gann Appropriations Limit Computation  
 FY 2016-2017

AMOUNT

A. LAST YEAR'S LIMIT		\$	4,157,151
B. ADJUSTMENT FACTORS			
1. PRICE FACTOR - PERCENTAGE CHANGE OVER PRIOR YEAR PER CAPITA PERSONAL INCOME 2016-2017	5.37		1.0537
2. PLACENTIA POPULATION CHANGE BY PERCENT	0.75		1.0075
Total Adjustment %			1.06160275
C. ANNUAL ADJUSTMENT \$		\$	4,413,243
D. OTHER ADJUSTMENTS: Population inflation and inflation % adjustment		\$	-
Sub-total		\$	-
E. TOTAL ADJUSTMENTS		\$	-
F. CURRENT YEAR LIMIT		\$	4,413,243



EDMUND G. BROWN JR. • GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2016

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2016, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2016-17. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2016-17 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2016.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY COSTA  
Chief Deputy Director

Attachment

May 2016

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2016-17 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2016-17	5.37

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2016-17 appropriation limit.

**2016-17:**

Per Capita Cost of Living Change = 5.37 percent  
 Population Change = 0.90 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.37 + 100}{100} = 1.0537$

Population converted to a ratio:  $\frac{0.90 + 100}{100} = 1.0090$

Calculation of factor for FY 2016-17:  $1.0537 \times 1.0090 = \underline{1.0632}$

Fiscal Year 2016-17

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2015 to January 1, 2016 and Total Population, January 1, 2016**

County City	Percent Change 2015-2016	--- Population Minus Exclusions ---		Total Population
		1-1-15	1-1-16	1-1-2016
Orange				
Aliso Viejo	0.48	50,267	50,509	50,509
Anaheim	0.74	355,480	358,119	358,136
Brea	1.08	43,245	43,710	43,710
Buena Park	0.48	82,947	83,347	83,347
Costa Mesa	0.61	113,656	114,351	114,603
Cypress	0.74	49,380	49,743	49,743
Dana Point	0.59	33,218	33,415	33,415
Fountain Valley	0.43	56,471	56,714	56,714
Fullerton	0.74	141,407	142,457	142,457
Garden Grove	0.59	176,262	177,303	177,303
Huntington Beach	1.40	192,518	195,212	195,212
Irvine	2.64	251,736	258,386	258,386
Laguna Beach	0.62	23,472	23,617	23,617
Laguna Hills	0.40	30,560	30,681	30,681
Laguna Niguel	0.56	65,773	66,142	66,142
Laguna Woods	0.32	16,162	16,213	16,213
La Habra	0.49	61,764	62,064	62,064
Lake Forest	3.71	80,909	83,910	83,910
La Palma	0.48	15,980	16,057	16,057
Los Alamitos	0.60	11,668	11,738	11,738
Mission Viejo	1.16	95,596	96,701	96,701
Newport Beach	0.18	84,117	84,270	84,270
Orange	0.40	140,862	141,420	141,420
Placentia	0.75	51,873	52,263	52,263
Rancho Santa Margarita	0.39	48,326	48,516	48,516
San Clemente	0.62	65,839	66,245	66,245
San Juan Capistrano	0.80	35,798	36,085	36,085
Santa Ana	0.56	341,017	342,930	342,930
Seal Beach	0.54	24,380	24,511	25,078
Stanton	0.79	39,441	39,751	39,751
Tustin	2.16	80,968	82,717	82,717
Villa Park	0.63	5,911	5,948	5,948
Westminster	0.74	93,383	94,073	94,073
Yorba Linda	0.76	67,128	67,637	67,637
Unincorporated	1.53	123,529	125,420	125,420
County Total	0.99	3,151,043	3,182,175	3,183,011

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**RESOLUTION 16-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE  
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2016-2017**

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2016-2017; and

WHEREAS, the Placentia Library District of Orange County has calculated appropriations limit by using the California Department of Finance price and population information; and

WHEREAS, such information indicates population percentage to be .75 for Placentia and inflation percentage change to be 5.37 for Fiscal Year 2016-2017.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 16-08, dated June 20, 2016; and that the appropriations limit be \$4,413,243 for Fiscal Year 2016-2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

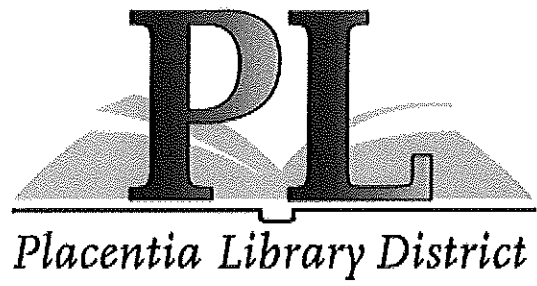
State of California    )  
                                  )ss.  
County of Orange     )

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this twentieth day of June 2016.

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Discuss the Placentia Library District Policy 4080 – Membership in Associations  
**DATE:** June 20, 2016

**BACKGROUND**

The current policy provides memberships to the Library Board of Trustees and employees as follows:

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

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

4080.4 The Board of Trustees will maintain membership for the <sup>Each Trustee</sup> Library Board-President and the Library Director in the American Library Association and will insure that annual dues are paid when due. ✓

Attachment A is Policy 4080 – Membership in Associations

Attachment B are the membership levels for the California Library Association.

Attachment C are the membership types and dues for the American Library Association. <sup>including</sup> ~~united~~ libraries

The Library Board of Trustees is to discuss and decide if changes are needed to reflect the membership needs of the Trustees and their roles in governing the Placentia Library District.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

*Allowance for each Trustee  
to join any membership*

# Placentia Library District

## POLICY HANDBOOK

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

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

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

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

**4080.4** The Board of Trustees will maintain membership for <sup>each Trustee</sup> ~~the Library Board President and the~~ Library Director in the American Library Association and will insure that annual dues are paid when due. *including United for Librarians.*

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

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

# Membership Levels

+ Share | f t p M

## Benefits & Details

Individual Voting and Institutional Memberships are eligible for discounts where applicable--see if any discounts apply to you before you register!

### Individual Voting Membership

Benefits	Details	Register
<ul style="list-style-type: none"> <li>• Eligibility to run for association officer</li> <li>• Eligibility to participate in association committees</li> <li>• Eligibility to participate in our Management Interest Group's <i>Professional Mentor/Mentee Program</i></li> <li>• Eligibility to vote in association elections</li> <li>• Discounts on registration to our Annual Conference &amp; our <i>Spring Fling</i> professional training workshops</li> <li>• Access to member communications and mailing lists</li> <li>• Access to our e-newsletter archives and eligibility to be featured in the newsletter</li> <li>• Access to exclusive online resources, including our member directory and past conference materials</li> </ul>	<ul style="list-style-type: none"> <li>• Special Discounts:               <ul style="list-style-type: none"> <li>◦ Library Student \$20(5 yrs max)</li> <li>◦ Trustee, Retired, Unemployed / Transitional, Friend, Out of State \$40</li> <li>◦ First-time members \$40 (first year only)</li> </ul> </li> <li>• Standard rates are based on your gross salary:               <ul style="list-style-type: none"> <li>◦ Less than \$30k = \$40/yr</li> <li>◦ \$30k to \$40k = \$95/yr</li> <li>◦ \$40k to \$55k = \$120/yr</li> <li>◦ \$55k to \$85k = \$140/yr</li> <li>◦ \$85k and up = \$165/yr</li> </ul> </li> </ul> <p>For more information, please call our Membership Department at 1-626-239-1776 or email Membership Associate Lauren Takeda</p>	<ul style="list-style-type: none"> <li>• Register online or use our paper form</li> <li>• <b>Students:</b> consider purchasing a joint CLA/ALA membership. For a total of <b>38\$/yr</b>, you receive all the benefits of CLA's Individual Voting Membership, plus ALA membership benefits including:               <ul style="list-style-type: none"> <li>◦ 6 issues of American Libraries magazine</li> <li>◦ Weekly e-delivery of AL Direct</li> <li>◦ Bi-monthly Student Direct</li> <li>◦ Discounts on ALA and Division conferences</li> <li>◦ 10% discounts on ALA Editions and Graphics</li> <li>◦ Access to ALA scholarships, grants and travel opportunities</li> </ul> </li> </ul> <p>To register for joint CLA/ALA student membership, visit: <a href="#">ALA/California Joint Student Membership</a></p>

## Individual Supporting Membership

Benefits	Details	Register
<ul style="list-style-type: none"> <li>• Discounts on registration to our Annual Conference &amp; our <i>Spring Fling</i> professional training workshops</li> <li>• Access to member communications and mailing lists</li> <li>• Access to our e-newsletter archives and eligibility to be featured in the newsletter</li> <li>• Access to exclusive online resources, including our member directory and past conference materials</li> </ul>	<ul style="list-style-type: none"> <li>• \$25/yr</li> </ul> <p>For more information, please call our Membership Department at 1-626-239-1776 or email Membership Associate Lauren Takeda</p>	<ul style="list-style-type: none"> <li>• Register online or use our paper form.</li> </ul>

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## Business Membership

Benefits	Details	Register
<ul style="list-style-type: none"> <li>• Discount on exhibit space at our Annual Conference, with priority assignment</li> <li>• 10% off your first posting to our online Job Board (new members only)</li> <li>• Recognition for your organization's support on our association website</li> <li>• Access to exclusive online resources, including our member directory and past conference materials</li> <li>• Access to our e-newsletter archives and eligibility to be featured in the newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• \$200/yr</li> </ul> <p>For more information, please call our Membership Department at 1-626-239-1776 or email Membership Associate Lauren Takeda</p>	<ul style="list-style-type: none"> <li>• Register online or use our paper form.</li> </ul>

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## Institutional Membership

Benefits	Details	Register
<ul style="list-style-type: none"> <li>• Full-time legislative</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Note:</b> Institutional</li> </ul>	<ul style="list-style-type: none"> <li>• Register online or call us at 1-626-</li> </ul>

- Unlimited registration advocacy and support on behalf of California libraries
- 50% off on postings to our online Job Board
- Discount on exhibit space at our Annual Conference
- Access to member communications and mailing lists
- Access to our e-newsletter archives and eligibility to be featured in the newsletter

- Standard Institutional Memberships can be by calendar year (Jan 1-Dec 31) or by fiscal year (July 1-June 30) as you prefer.
- Special Discounts:
  - Out-of-state = \$150/yr
- Standard rates are based on your organization's current annual operating expenditure:
  - 20 million and up = \$1,800/yr
  - 10 to 20 million = \$1,200/yr
  - 5 to 10 million = \$1,000/yr
  - 2 to 5 million = \$750/yr
  - 1 to 2 million = \$600/yr
  - \$500k to 1 million = \$500/yr
  - \$200k to \$500k = \$250/yr
  - Less than \$200k = \$150/yr

- Register online or call us at 1-626-239-3599 or use our paper form **Page 101**
- **Interested in a higher level of involvement, support, & benefits?** Consider choosing an Enhanced or Sustaining Institutional Membership when you register for Standard Institutional Membership.

For more information, please call our Membership Department at 1-626-239-1776 or email Membership Associate Lauren Takeda

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## Enhanced Institutional Membership

Enhanced Institutional Members make a greater contribution to CLA; this membership level represents a higher level of involvement & support among our institutional members and receives a greater amount of member benefits.

In addition to the benefits of Standard Institutional Membership, Enhanced Institutional Membership includes:

- **Silver Level (\$500/yr)**
  - Unlimited free postings to our online Job Board
  - 1 free basic registration to our Annual Conference
- **Gold Level (\$750/yr)**
  - Silver level benefits, plus:
  - +1 free conference registration (2 total)
  - +1 free Spring Fling registration (2 total)
  - 1 free ad spot in our monthly e-newsletter

- 1 free basic registration to one of our *Spring Fling* professional training workshops
- 1 profile article in our monthly e-newsletter
- **Platinum Level (\$1,000/yr)**
  - Gold level benefits, plus:
  - +1 free conference registration (3 total)
  - +1 free Spring Fling registration (3 total)

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## Sustaining Institutional Membership

Sustaining Institutional Members make a sustaining contribution to CLA; this membership level represents the highest level of involvement & support among our institutional members and receives the greatest amount of member benefits. Sustaining Institutional Membership is available at a rate of **\$9,000/yr.**

In addition to the benefits of Standard Institutional Membership, Sustaining Institutional Membership includes:

- 4 free full registrations to our Annual Conference for employees, trustees, volunteers or advocates of your organization, plus perks:
  - 1 free exhibit space
  - Recognition for your organization's sustaining contribution at the Annual Awards Gala (does not include tickets to the Gala)
  - 4 free tickets to the Annual President's Reception
  - 4 free tickets to the Annual Legislative Luncheon
- 4 free individual voting memberships for employees, trustees, volunteers or advocates of your organization
- Unlimited free postings to our online Job Board
- 1 free ad spot in our monthly e-newsletter
- Recognition for your organization's sustaining contribution on our association website

## ALA Personal Member Types and Dues

Dues are based on your role in library work. Special rates are available for Retirees, Students, Friends, Trustees, International, and Non-Salaried/Unemployed members. Membership in ALA Divisions and Round Tables requires an additional fee.

- Membership in ALA is required for divisional and round table membership.
- Memberships run for 12 months starting with the month of your application.
- ALA's fiscal year is September to August. Dues rates below are current from September 1, 2015 to August 31, 2016.

<b>Regular</b>	\$137	Includes librarians as well as others employed in library and information services or related activities in positions that: (a) require a master's degree; (b) require a state level certification; or (c) are managerial.
<b>First year</b>	\$68	First and second year memberships are subsidized by ALA.
<b>Second year</b>	\$104	First and second year memberships are subsidized by ALA.
<b>Student</b>	\$36	Includes individuals enrolled in a program for a certificate or a degree in library and information studies. Certain state library associations (chapters) offer <u>Joint Memberships</u> with ALA. Student membership is limited to five total years.
<b>Non-salaried or Unemployed</b>	\$49	Includes librarians earning less than \$30,000 per year or not currently employed. In a difficult economy this category can be helpful to those in career transition or those just beginning their careers.
<b>Library Support Staff</b>	\$49	Includes others employed in library and information services or related activities.
<b>Retired</b>	\$49	Includes those who have retired from library and information services or related activities.
<b>Continuing Members</b>	Free. See conditions.	Includes those who have been active, paid ALA members for at least 25 uninterrupted years. Continuing members receive ongoing free membership upon retirement.
<b>Life</b>	Cost varies <u>See details</u>	Includes those who purchase basic membership in ALA for life at rates dependent upon age at the time of application. Installment plans and lump-sum purchases are available. <u>Life members</u> receive full ALA, division and round table membership available for additional dues. Download and view the <u>life member application (PDF)</u> for more information.
<b>Friend</b>	\$62	Includes individual friends of libraries and members of special citizens caucuses interested in participating in association work.
<b>Trustee</b>	\$62	Includes those not employed in library and information services or related activities who, through their personal commitment and support, promote library and information services as members of governing boards, advisory groups, etc.
<b>Associate</b>	\$62	Includes those not employed in library and information services or related activities who, through their personal commitment and support, promote library and information services (e.g., friends and special citizen caucuses and/or individuals interested in participating in the work of the Association).
<b>International</b>	\$82	Includes librarians who do not hold U.S. citizenship and who are not employed in the United States or US possessions, regardless of salary level.

## American Association of School Librarians (AASL)

Publications: *Knowledge Quest* (5 issues) and *AASL Hotlinks* (monthly)

Regular	\$50
Student	\$35
Non-salaried	\$35
Retired	\$35
Sections	Free
Special Interest Groups	Free

### AASL Sections:

- Educators of School Library Specialists (ESLS)
- Independent Schools (ISS)
- Supervisors (SPVS)

### AASL Special Interest Group:

- Retiree SIG
- Student SIG

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## Association for Library Collections & Technical Services (ALCTS)

Publications: *Library Resources & Technical Services* (quarterly, online only, \$100 subscription included in dues) and *ALCTS News* (online, continually updated, free)

Regular	\$65
Student	\$15
Library Support Staff	\$25
Retired	\$35
Sections	Free

### ALCTS Sections:

- Acquisitions (AS)
- Cataloging and Metadata Management (CaMMS)
- Collection Management (CMS)
- Continuing Resources (CRS)
- Preservation and Reformatting (PARS)

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## Association for Library Service to Children (ALSC)

Publications: *Children and Libraries: The Journal of the ALSC* (4 issues: \$20 subscription value included in dues), *ALSC Matters!* (quarterly), and *Everyday Advocacy Matters!* (quarterly)

Regular	\$50
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Student	\$20
Support Staff	\$35
Non-salaried	\$35
Associate	\$25
Retired	\$35

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**Association of College and Research Libraries (ACRL)**

Publications: *College & Research Libraries* (6 issues: \$26 subscription value included in dues) and *C&RL News* (11 issues)

Regular	\$62
Student	\$40
Retired	\$40
Interest Groups or Sections	Free

**ACRL Sections and Interest Groups:**

- Academic Library Services for International Students Interest Group
- African American Studies Librarian (AFAS)
- Anthropology and Sociology (ANSS)
- Arts (ARTS)
- Asian, African, and Middle Eastern (AAMES)
- College Libraries (CLS)
- Community and Junior College Libraries (CJCLS)
- Digital Badges Interest Group
- Digital Curation Interest Group
- Digital Humanities Interest Group
- Digital Scholarship Centers Interest Group
- Distance Learning (DLS)
- Education and Behavioral Sciences (EBSS)
- Health Sciences Interest Group
- Image Resources Interest Group
- Instruction (IS)
- Law and Political Science (LPSS)
- Librarianship in For-Profit Institutions Interest Group
- Library and Information Science (LIS) Education Interest Group
- Library Marketing and Outreach Interest Group
- Literatures in English (LES)
- Numeric and Geospatial Data Services in Academic Libraries Interest Group
- Rare Books and Manuscripts (RBMS)
- Residency Interest Group
- Science and Technology (STS)
- Slavic and East European (SEES)
- Technical Services Interest Group
- Universal Accessibility Interest Group
- University Libraries (ULS)
- Virtual Worlds Interest Group
- Western European Studies (WESS)
- Women and Gender Studies (WGSS)

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**Association of Specialized and Cooperative Library Agencies (ASCLA)**

Publication: *Interface* (quarterly open access)

Regular	\$55
Student	\$20
Retired	\$20
Interest Groups	Free

**ASCLA Interest Groups:**

- Bridging Deaf Cultures @Your Library Interest Group
- Consortium Management Discussion Interest Group (formerly part of ICAN)
- Consortial E-books Interest Group
- Collaborative Digitization Interest Group (formerly part of ICAN)
- Future of Libraries Interest Group
- Interlibrary Cooperative Interest Group (formerly part of ICAN)
- Library Consultants Interest Group
- Library Services for Youth in Custody Interest Group (formerly part of LSSPS)
- Library Services to People with Visual Disabilities that Prevent Them from Reading Standard Print Interest Group (formerly part of LSSPS)
- Library Services to the Incarcerated and Detained Interest Group (formerly part of LSSPS)
- Physical Delivery Interest Group (formerly part of ICAN)
- State Library Agencies-Library Development Interest Group
- State Library Agencies/LSTA Coordinators Interest Group
- State Library Agencies Youth Services Consultants Interest Group
- Tribal Librarians Interest Group
- Universal Access Interest Group (formerly part of LSSPS)

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**Library Leadership & Management Association (LLAMA)**

Publication: *Library Leadership & Management* (online quarterly)

Regular	\$50
Student/New Professional	\$15
Sections	Free

**LLAMA Sections:**

- Buildings and Equipment (BES)
- Fundraising and Financial Development (FRFDS)
- Library Organization and Management (LOMS)
- Human Resources (HRS)
- Measurement Assessment and Evaluation (MAES)
- New Professionals Section (NPS)
- Public Relations and Marketing (PRMS)
- Systems and Services (SASS)

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**Library and Information Technology Association (LITA)**

Publication: *Information Technology & Libraries* (free, open access)

Regular	\$60
Student	\$25

Non-salaried	\$30
Interest Groups	Free

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**Public Library Association (PLA)**

Publication: *Public Libraries* (\$25 subscription value included in dues)

Regular (This category includes trustees, associates, and international members)	\$72
Student	\$31
Non-salaried	\$51
Retired	\$51

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**Reference and User Services Association (RUSA)**

Publication: *Reference & User Services Quarterly* (online - \$25 subscription value included in dues) and *RUSA Update* (online- 4 issues)

Regular	\$60
Student	\$25
Support Staff	\$30
Retired	\$30
Non-salaried	\$30
Sections	Free

**RUSA Sections:**

- Business Reference and Service (BRASS)
- Collection Development and Evaluation (CODES)
- Emerging Technologies Section (ETS)
- History (HS)
- Reference Services Section (RSS)
- Sharing and Transforming Access to Resource Section (STARS)

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**United For Libraries: The Association of Library Trustees, Advocates, Friends and Foundations and Foundations (United for Libraries)**

Publications: *The Voice for America's Libraries* (bi-monthly: \$20 subscription value included in dues)

Regular	\$55
Student	\$20
Trustee	\$55

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**Young Adult Library Services Association (YALSA)**

Publications: *Young Adult Library Services* (quarterly-\$70 subscription value included in YALSA dues) and *YALSA E-News* (weekly-\$35 subscription value included in YALSA dues)

Regular	\$60
Student	\$25
Library Support Staff	\$25
Retired	\$25
Non-Salaried	\$25
Friends and Advocates	\$25

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Determine Date for July 2016 Board Meeting  
**DATE:** June 20, 2016

**BACKGROUND**

Library Director will be out of the office on July 18<sup>th</sup> and 19<sup>th</sup> and would like to request that the Library Board of Trustees consider another date in lieu of the regular scheduled July 18, 2016 meeting. Possible alternate date is July 25, 2016.

*7/20/16 Weds*

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Discuss and Select a Candidate to serve on the California Special Districts Association (CSDA) 2016 Board Elections**

**DATE:** June 20, 2016

**BACKGROUND**

Three candidates have submitted candidate statements for the CSDA Board of Directors in Region 6, Seat C. The candidates are:

- Ronald L. Coats, East Valley Water District
- John DeMonaco, Chino Valley Independent Fire District
- Bill Nelson, Orange County Cemetery District

Attachments A are the candidates' statements.

**RECOMMENDATION**

Select a Candidate to serve on the California Special Districts Association (CSDA) 2016 Board Elections.



California Special  
Districts Association  
*Districts Stronger Together*

**2016 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ronald L. Coats

District/Company: East Valley Water District

Title: Chairman of the Board

Elected/Appointed/Staff: Elected

Length of Service with District: 2 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am proud to be a lifetime member of the CSDA Leadership Foundation. Additionally, I have completed numerous CSDA webinars, including the CIDAC series on local agency finances and investments. Additionally, I have attended annual CSDA conferences.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am currently affiliated with ACWA, WaterReuse, and AWWA. I have attended every ACWA conference since my election.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I am a member of the Association of San Bernardino County Special District's, serve on both the Citizen's Oversight Committee for the San Bernardino Community College District (3 years) and the Citizens Oversight Committee for the San Bernardino Unified School District (7 years).

4. List civic organization involvement:

Arrowhead United Way Planning and Allocations and Community Cabinet (15 years), as a member and ambassador of the San Bernardino Chamber of Commerce (17 years), Toastmasters International (10 years), American Legion (34 years), and California Sheriff's Association (27 years).

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.



## MY FELLOW CSDA MEMBER:

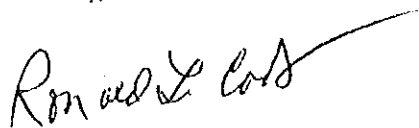
As Chairman of East Valley Water District I take great pride in the opportunity to serve my community. Prior to joining the Governing Board, I was an active public participant, and felt honored when elected in 2014. I firmly believe in the importance of transparent government and public service. With these foundational principles, I look forward to representing this region in a professional manner, as the Southern Network, Seat B, Board of Directors representative for CSDA.

I have had the opportunity to work with a number of organizations through CSDA and believe that we all benefit from interacting and sharing experiences. I am a proud lifetime member of the CSDA Leadership Foundation and have participated in a number of trainings opportunities.

At East Valley Water District, we have made a commitment to good governance and accountability. This is clearly demonstrated through the numerous awards we have received from the Government Finance Officers Association, CAPIO, CalPERS, and even CSDA. But I am proud to be a part of EVWD for more than the awards, they are an organization that delivers. As a performance based agency, we continue to achieve the impossible. Whether it is constructing a headquarters facility ahead of an already tight schedule, implementing budget based rates to provide customers with rate stability during the drought emergency, or developing a succession plan to prepare for the change in our workforce; we set our sights high to enhance the quality of life of this community.

As a CSDA Director, I will bring that passion for good governance and public service. Thank you for your consideration and for allowing me the opportunity to share my experience and perspective. I look forward to serving as a representative on the CSDA Board of Directors.

Sincerely,

A handwritten signature in cursive script that reads "Ronald Coats". The signature is written in black ink and is positioned above the printed name and title.

Ronald Coats  
EVWD Chairman



California Special  
Districts Association  
*Districts Stronger Together*

## 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John DeMonaco

District/Company: Chino Valley Independent Fire District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 10 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am on the Legislative and Fiscal Committees.

I have also served on the Education and Membership Committees.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am on the Board of Directors for the Fire Districts Association of California.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

I am a member and past president of the Rotary Club of Chino.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

I am seeking election to a seat on the Board of Directors of the California Special Districts Association.

I have served on the Board of Directors of the Chino Valley Independent Fire District for ten years, elected in 2006. I am very proud to state that the Fire District is the first fire district to receive the District of Distinction Accreditation from the Special Districts Leadership Foundation (SDLF). We have been a District of Distinction since 2008. We also hold a District of Transparency Certificate of Excellence. I have completed the SDLF Recognition of Special District Governance.

I serve on the CSDA Legislative and the Fiscal Committees. I have previously served on the CSDA Education and Membership committees.

I am a retired Fire Chief with 33 years of Fire Service experience. I have been involved in city, county, JPAs and special districts in various capacities. I am currently on the Board of Directors of the Fire Districts Association of California and also serve on the Conference Committee. I am a Past President of the Chino Rotary Club and the current Chairman of the Chino Rotary Foundation.

I understand, and I am committed to legislative advocacy for special districts. Special Districts provide one of the most effective, efficient, and accountable forms of local service. It is vital that we continue to work together to influence and monitor policy decisions affecting California special districts.

My commitment and extensive experience, education in public service and as a special district board member & policy-maker, provides me with the ability to effectively serve as a CSDA Board Member representing all California Special Districts. I look forward to your support!

If you would like to speak with me, I can be reached at (909) 816-8396 or at [jdemonaco@chofire.org](mailto:jdemonaco@chofire.org)

John DeMonaco



California Special  
Districts Association  
*Districts Stronger Together*

### 2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Bill Nelson

District/Company: Orange County Cemetery District

Title: Trustee & Vice Chair of the Board

Elected/Appointed/Staff: Appointed

Length of Service with District: 13 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):  
  
CSDA 2016 President. Chair of Fiscal Committee - 2014, Served on the Board for five years, Served on all of CSDA Committees, attended at least 10 CSDA Legislative Days and Annual Conferences, Received Special District Leadership Foundation Recognition in Special District Governance.

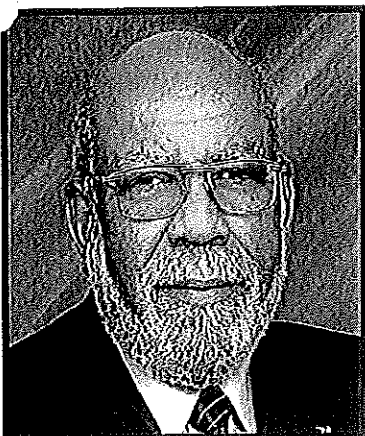
2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):  
  
Board of Directors - California Association of Public Cemeteries 2008 to 2016  
Board of Directors - Institute For Local Government - 2016 to present  
Board of Directors - California Association of Realtors - 2004 to 2012  
- Chaired various Committees

3. List local government involvement (such as LAFCo, Association of Governments, etc.):  
  
City Council Member - City of Villa Park - 2014 to present  
Trustee - Orange County Mosquito and Vector Control District - 2016 to present

4. List civic organization involvement:  
  
Orange County Grand Jury 2002-2003  
Board of Directors - Orange County Grand Jurors Association 2005-2011  
City of Villa Park Investment Advisory Committee - 2008 to 2014 - Chair last two years  
Villa Park Community Services Foundation - Treasurer - 2010 to 2014

\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.

# Re-Elect CSDA President Bill Nelson To CSDA Board of Directors



## PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS

I am committed to building on CSDA's present foundation of educational programs and legislative advocacy. My enthusiasm, commitment and comprehensive knowledge of special districts bring years of experience to the CSDA Board. It would be an honor to continue serving special districts in the Southern Network.

- ✓ EXPERIENCED LEADER
  - ✓ COMMITTED TO SPECIAL DISTRICTS
    - ✓ FISCALLY RESPONSIBLE
      - ✓ DEDICATED

### CSDA EXPERIENCE

- ❖ CSDA President 2016
- ❖ Served on the Board for five years
- ❖ Chair of Fiscal Committee 2014
- ❖ Membership Committee 2013-16

### DISTRICT EXPERIENCE

- ❖ Appointed to Board of Trustees Orange County Cemetery District in 2003
- ❖ Chair of the Board 2006, 2010 & 2014. Currently Vice Chair
- ❖ Chair of Finance Committee 2004 to present

### OTHER LEADERSHIP EXPERIENCE

- ❖ Board of Directors - California Association of Public Cemeteries 2008 to 2016
- ❖ Board of Directors - Institute for Local Government - 2016 to present
- ❖ Board of Directors - California Association of Realtors - 2004-2012
- ❖ Board of Trustees Orange County Mosquito & Vector Control - 2016 to present

### ❖ COMMUNITY INVOLVEMENT-

- ❖ Orange County Grand Jury 2002-2003
- ❖ Board of Directors - Orange County Grand Jurors Association 2005 to 2011
- ❖ City of Villa Park Investment Advisory Committee- 2008 to 2014 - Chair last two years
- ❖ Villa Park Community Services Foundation - Treasurer - 2010 to 2014
- ❖ Villa Park City Council Member - 2014 to present

### BUSINESS EXPERIENCE

- ❖ Financial Executive for 25 years with Atlantic Richfield Company (ARCO) & Southern Calif. Gas Co.

### EDUCATION

- ❖ MBA Finance University of Southern California
- ❖ BA Economics California State University Dominguez Hills