



## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

November 16, 2015  
6:30p.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 October 26, 2015 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. FY2014-2015 Cash Flow Analysis through October 2015; the Schedule of Anticipated Property Tax Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

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

14. Financial Reports for October 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

15. Balance Sheet for October 2015. (Receive & File)

16. Acquisitions Report for October 2015. (Receive & File)

17. Entrepreneurial Activities Report for October 2015. (Receive & File)

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

18. Personnel Report for October 2015. (Receive, File, and Ratify Appointments)

19. Circulation Report for October 2015. (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 October 2015.
22. Children's Services Report for October 2015.
23. Adult Services Report for October 2015.
24. Placentia Library Web Site & Technology Report for October 2015.

**CLOSED SESSION**

25. President Shkoler will report on Actions taken at the Library Board of Trustees Closed Session Meeting.

**PRESENTATION**

26. President Shkoler will present the Employee of the Year Award to Laura De Leon.

**DISCUSSION**

27. Discuss Placentia Library District Policy 3025 – Reserves

**ADJOURNMENT**

28. Agenda Preparation for the December Regular Date Meeting which will be held on Monday, December 21, 2015 unless re-scheduled by the Library Board of Trustees.
29. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
30. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 16, 2015 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 12, 2015.



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



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
October 26, 2015

**CALL TO ORDER**

President Shkoler called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 26, 2015 at 6:33pm.

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

**Members Absent:** Trustee Elizabeth Minter

**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 for Placentia Library District.

**ADOPTION OF AGENDA**

It was moved by Trustee Martin and seconded by Trustee Carline to adopt the agenda as presented:

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

**ORAL COMMUNICATION**

None

**TRUSTEE & ORGANIZATIONAL REPORTS**

President Shkoler attended the Friends Foundation Jewel Reception and the Placentia Chamber of Commerce Member Recognition event, where he accepted a Chamber of Commerce Proclamation recognizing Placentia Library District's 37 years of membership. (Item 5)

Secretary Martin also attended the Jewel Reception and the Chamber of Commerce event, and rode on the train as a participant in Placentia's 2015 Heritage Parade. (Item 6)

Trustee Carline enjoyed Jewel Reception and the Chamber of Commerce event, and participated in the Heritage Parade. She also presented a \$1,000 check from the "National Sisters In Crime" Writers Organization to Yesenia Baltierra and Wendy Townsend, representing the Library. (Item 6)

Trustee DeVecchio enjoyed attending the Jewel Reception. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras attended the Friends Foundation Jewel Reception, the Chamber of Commerce event, and enjoyed participating in the Heritage Parade. The Library Director and Diane Warner, Administrative Assistant, reported out on their participation at the CSDA Board Secretary/Clerk Conference from October 18-20. (Item 7)

**FRIENDS FOUNDATION REPORT**

Friends Foundation did not have a representative attend the Board meeting. Library Director confirmed receipt of a check for Library programs. (Item 8)

- CONSENT CALENDAR** Moved by Secretary Martin and seconded by Trustee DeVecchio to approve Agenda Items 9-24, and a roll call vote was held.  
AYES: Shkoler, Martin, Carline, DeVecchio  
NOES: None  
ABSENT: Minter
- MINUTES for the SEPTEMBER 28th BOARD OF TRUSTEES MEETING** Minutes for the September 28, 2015 Board of Trustees Meeting were received, approved and filed. (Item 9)
- CLAIMS** Nonstandard Claims in excess of \$300 – none (Item 10)
- Claims Forwarded by the Library Director and Trustees – Three (3) claim batches were approved and forwarded to Orange County for payment during October. (Item 11)
- Current Claims and Payroll – Three (3) claim batches and three (3) payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)
- Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.  
AYES: Shkoler, Martin, Carline, DeVecchio  
NOES: None  
ABSENT: Minter
- 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 September 2015 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 September 2015 - received and filed. (Item 15)  
Acquisitions Report for September 2015 – received and filed. (Item 16)  
Entrepreneurial Activities Report for September 2015 – received and filed. (Item 17)
- GENERAL CONSENT REPORTS** Personnel Report for September 2015 – received and filed. (Item 18)  
Circulation Report for September 2015 – received and filed. (Item 19)  
Review of Shared Maintenance Costs with the City of Placentia through September 2015, under the JPA – received and filed. (Item 20)
- STAFF REPORTS** Administration Report for September 2015 (Item 21)  
Children's Services Report for September 2015 (Item 22)  
Adult Services Report for September 2015 (Item 23)  
Placentia Library Website Technology Report - September 2015 (Item 24)

**CLOSED SESSION**

President Shkoler reported that the Board conducted an annual performance evaluation for the Library Director on October 26, 2015. It was decided that the Library Director would receive a 5% pay increase, retroactive to September 1, 2015. (Item 25)

**NEW BUSINESS**

**Adopt Resolution 16-03:  
Amendments to Policy  
2040 - Sick Leave**

Library Director Contreras presented Resolution 16-03, which amends Sick Leave Policy 204 to include provisions for employee bereavement and sick time accruals for part-time staff under AB 1522 - Healthy Workplaces, Healthy Families Act of 2014. The resolution also updates verbiage in Section 2040.13 for the Catastrophic Leave-Sharing Program. After discussion, it was moved for approval by Trustee DeVecchio and seconded by Trustee Carline. (Item 26)

A roll call vote was taken:

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

**Adopt Resolution 16-04:  
New Policy 4071 –  
Legislative Policy  
Positions**

Library Director Contreras presented Resolution 16-04, which authorizes the Library Director, under consultation with the Board President, to adopt bill positions consistent with policy principles set by the Library Board of Trustees. After discussion, it was moved for approval by Trustee Carline and seconded by Secretary Martin. (Item 27)

A roll call vote was taken:

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

**Authorize Reinstatement  
of ISDOC Membership**

Library Director Contreras presented a request to reinstate the Library's membership in Independent Special Districts of Orange County (ISDOC) association. Moved for approval by Trustee DeVecchio and seconded by Trustee Carline. The Library's representative will be Trustee DeVecchio, with Secretary Martin as the alternate. Secretary Martin also requested this ISDOC membership be revisited after one (1) year to determine benefit value to the Library. (Item 28)

A roll call vote was taken:

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

**Travel Authorization for  
PLA Conference in  
Denver, CO from April 5-  
9, 2016**

Library Director Contreras presented a travel request to attend the Public Library Association (PLA) Conference in Denver Colorado from April 5-9, 2016. After review and discussion, the Board approved travel to this conference for Library Director Contreras and Trustee Carline. Fiscal Impact: \$2,800 per

attendee. Moved for approval by Secretary Martin and seconded by Trustee DeVecchio. (Item 29)

A roll call vote was taken:

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

**Staff Development Day,  
December 4, 2015**

Library Director Contreras provided an updated on planned activities and training for the Staff Development Day scheduled for Friday, December 4, 2015. Placentia Library will be closed to the public that day. The library’s annual Holiday Photo for Staff and Trustees will also be taken that afternoon. (Item 30)

**Authorize Agreement  
with Liebert Cassidy  
Whitmore to Provide  
Labor and Employment  
Legal Services**

Library Director Contreras presented an agreement with Liebert Cassidy Whitmore to provide labor and employment legal consulting services. After discussion, it was moved for approval by Secretary Martin and seconded by Trustee DeVecchio, for Library Director Contreras to sign a three-year agreement at a locked rate, not to exceed \$10,000 per year. (Item 31)

A roll call vote was taken:

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

**ADJOURNMENT**

The Unusual Date October 26, 2015 Board of Trustees meeting was adjourned at 7:05pm.

The next Board of Trustees meeting will be held on November 16, 2015 at 6:30pm.

\_\_\_\_\_  
Al Shkoler, 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 OCTOBER 2015  
**DATE:** November 16, 2015

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 NOVEMBER Claims Forwarded by the Library Director and Trustees

**DATE:** November 16, 2015

<u>707 TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
Misc Vendors	10-27-15	5930	\$ 16,039.85
PARS	10-31-15	5931	\$ 1,509.71
Misc Vendors	11-06-15	5932	\$ 19,865.71
Baker & Taylor	11-06-15	5933	\$ 1,489.62
Baker & Taylor	11-06-15	5934	\$ 1,029.11
Midwest Tape	11-06-15	5935	\$ 1,094.87
Midwest Tape	11-06-15	5936	\$ 1,066.81
<b>TOTAL</b>			<b><u>\$ 42,095.68</u></b>

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placenta Library District  
411 E Chapman Ave  
Placenta, CA 92870

DATE: 10/27/15  
REPORT NO: 5930  
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 OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VG-1348 California Special Districts Association 11211 Street, Suite 200 Sacramento, CA 95814	10-23-15	Member ID 473 (2016 Dues)		1600		\$5,659.00		
VG-6948 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2865	10-23-15	17941	0309 0308 0310 306 0319	0772		\$552.80 \$1,051.82 \$378.78 \$56.43 \$199.88 \$2,239.21		
VG-6233-2 AT&T CalNet 2 PO Box 8011 Carol Stream, IL 60197-9011	10-02-15	7124428	0700	0700		\$420.22		
VG-13368 Click Consulting, Inc. P.O. Box 61896 Irvine, CA 92602	10-01-15	21260	1900	0739		\$4,000.00		
VG-4882-1 Uniquo Management Services P.O. Box 1624 Jeffersonville, IN 47131-1624	10-01-15	43650	1900	0741		\$205.85		
VG-12613 Tyco Integrated Security / Keystone P.O. Box 371887 Pittsburgh, PA 15250-7807	10-10-15	25223818	1300			\$2,160.82		
VG-0089-10 Republic Services #870 (was Placenta Disposal #070) PO Box 78820 Phoenix, AZ 85062-8820	9-30-15	0576-2343260	1001			\$46.96		
VO-1428 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	10-19-15	13091	1300			\$615.05		
H27842 Shields Consulting Group Inc. 1636 36th Street Sacramento, CA 95818	10-16-15	1516-3	1900	0742		\$402.10		
VO-12176 Time Warner Cable PO Box 60074 City of Industry, CA 91710-0074	10-05-15	8448 40 075 0276198	0700	0702		\$290.64		
<b>TOTAL REMITTANCE:</b>						<b>\$16,039.85</b>		

The claims listed above totaling \$16,039.85 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*Gayle Cadine*  
Approved by  
*Gayle Cadine*  
Print Name

*J.W. Martin*  
Countersigned by  
*J.W. Martin*  
Print Name

*Ac Stecker*  
Attested and/or countersigned by  
*Ac Stecker*  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 10/30/15

REPORT NO: 5931

The County Auditor is authorized to draw these checks from:

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

FUND: 707

DEPT: V700

BUDGET CONTROL: 707

UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-12483 Phase II Systems (PARS) c/o U.S. Bank National Association Trustee for PARS #6746022400 P.O. Box 511649 Los Angeles, CA 90051-8204	10-21-15	200			\$1,509.71		
<b>TOTAL REMITTANCE:</b>					<b>\$1,509.71</b>		

The claims listed above totaling \$1,509.71 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.

*Frank Contreras*  
Approved by  
Frank Contreras  
Print Name

*Gayle Carline*  
Countersigned by  
Gayle Carline  
Print Name

*Abraham Stokler*  
Attested and/or countersigned by  
Abraham Stokler  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/06/15  
REPORT NO: 5932

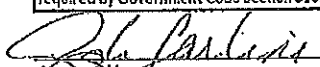

The County Auditor is authorized to draw these checks from:

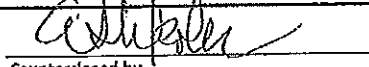
Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

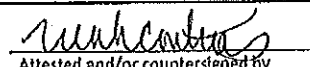
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

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-6816 Cintas Corporation #840 P.O. Box 29059 Phoenix, AZ 85039	10-19-15		1000		\$337.90			
	10-26-15	640463223	1000		\$275.96			
	11-02-15	640466590	1000		\$349.84			
		64069935						
VC-12176 Time Warner Cable PO Box 60074 City of Industry, CA 91716-0074	10-02-15	8448 40 025 0124877	0700	0702	\$290.69			
VC-8686 Glasby Maintenance Supply 116 E. Orangethorpe Ave. Anaheim, CA 92801	10-08-15	263141A	1000		\$75.29			
VC-6003 Golden State Water Company c/o Placentia Library Dist. 411 E. Chapman Ave. Placentia, CA 92870	10-21-15	29934100008			\$891.24			
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	10-25-5		1803		\$320.99			
		8000-1000-0652-5870						
VC-07108 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	10-22-15	62699	2801		\$7,586.78			
			1400	0712	\$6,122.66			
			1400	0712	\$3,047.78			
			0700	0701	\$63.21			
					\$16,820.13			
VC-7447 Staples Advantage Dept LA PO Box 83689 Chicago, IL 60698-3689	10-03-15	3279864766	1800	0728	\$83.15			
	10-03-15	3279864757	1800	0728	\$267.55			
	10-10-15	3280635805	1800	0728	\$62.09			
	10-17-15	3281221428	1800	0728	\$90.88			
TOTAL REMITTANCE:					\$19,865.71			

The claims listed above totaling \$19,865.71 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  
  
Print Name

  
Countersigned by  
K. S. KOLBER  
Print Name

  
Attested and/or countersigned by  
Frank Contreras  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/06/15  
REPORT NO: 5933

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 (new VC) Baker & Taylor Books PO Box 277930 Atlanta, GA 30384-7930	09/28/15		2400	0760		\$78.96		
	10/02/15	4011359139	2400	0760		\$88.82		
	10/07/15	4011346969	2400	0760		\$60.20		
	10/07/15	4011356590	2400	0760		\$79.70		
	10/07/15	4011356591	2400	0760		\$39.35		
	10/07/15	4011356592	2400	0760		\$51.61		
	10/07/15	4011356593	2400	0760		\$125.34		
	10/07/15	4011356595	2400	0760		\$78.74		
	10/07/15	4011356597	2400	0760		\$17.98		
	10/07/15	4011356598	2400	0760		\$102.20		
	10/07/15	4011356599	2400	0760		\$149.95		
	10/09/15	4011356602	2400	0760		\$21.12		
	10/09/15	4011359168	2400	0760		\$19.27		
	10/09/15	4011359169	2400	0760		\$21.11		
	10/09/15	4011359170	2400	0760		\$63.35		
	10/09/15	4011359172	2400	0760		\$162.35		
	10/09/15	4011359180	2400	0760		\$21.75		
	10/07/15	4011359181	2400	0760		\$24.16		
	10/14/15	4011370052	2400	0760		\$129.20		
	10/14/15	4011368030	2400	0760		\$26.17		
	10/20/15	4011368032	2400	0760		\$42.12		
	10/21/15	4011383645	2400	0760		\$86.17		
			4011385416					
<b>TOTAL REMITTANCE:</b>						<b>\$1,489.62</b>		

The claims listed above totaling \$1,489.62 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*Gayle Carlisle*  
Approved by  
*Gayle Carlisle*  
Print Name

*Al Shkoloy*  
Countersigned by  
*Al Shkoloy*  
Print Name

*Tina Contreras*  
Attested and/or countersigned by  
*Tina Contreras*  
Print Name

LOCALLY GOVERNED DISTRICT  
IMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 11/06/15  
REPORT NO: 5934

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 (new VC) Baker & Taylor Books PO Box 277930 Allanta, GA 30384-7930	10/14/15		2400	0760		\$9.46			
	10/14/15	4011368033	2400	0760		\$93.40			
	10/14/15	4011368034	2400	0760		\$59.52			
	10/14/15	4011368038	2400	0760		\$44.14			
	10/14/15	4011368039	2400	0760		\$25.79			
	10/14/15	4011368029	2400	0760		\$25.79			
	10/14/15	4011368031	2400	0760		\$151.78			
	10/14/15	4011368040	2400	0760		\$58.42			
	10/14/15	4011368045	2400	0760		\$23.85			
	10/14/15	4011368052	2400	0760		\$21.75			
	10/16/15	4011368053	2400	0760		\$22.36			
	10/16/15	4011369881	2400	0760		\$22.98			
	10/16/15	4011369882	2400	0760		\$19.28			
	10/16/15	4011369883	2400	0760		\$327.10			
	10/16/15	4011369888	2400	0760		\$37.08			
	10/16/15	4011369889	2400	0760		\$20.55			
	10/14/15	4011369890	2400	0760		\$65.86			
			1011368936						
	<b>TOTAL REMITTANCE:</b>						<b>\$1,029.11</b>		

The claims listed above totalling \$1,029.11 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

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

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

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



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 11/06/15  
REPORT NO: 5935

The County Auditor is authorized to draw these checks from:

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

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-2993 Midwest Tape PO Box 820 Holland OH 43528	10/05/2015	2400	0760		\$53.68		
	93278870	2400	0760		\$92.18		
	10/06/2015	2400	0760		\$36.64		
	93284551	2400	0760		\$41.09		
	10/06/2015	2400	0760		\$33.68		
	93284553	2400	0760		\$66.09		
	10/08/2015	2400	0760		\$49.89		
	93292483	2400	0760		\$53.68		
	10/08/2015	2400	0760		\$53.68		
	93292963	2400	0760		\$43.68		
	10/08/2015	2400	0760		\$53.68		
	93293355	2400	0760		\$104.87		
	10/09/2015	2400	0760		\$102.18		
	93300137	2400	0760		\$49.68		
	10/09/2015	2400	0760		\$36.09		
	93300139	2400	0760		\$46.09		
	10/09/2015	2400	0760		\$46.09		
	93300140	2400	0760		\$33.29		
	10/13/2015	2400	0760		\$26.64		
	93308727	2400	0760		\$43.68		
10/13/2015	2400	0760		\$28.29			
93308728	2400	0760					
10/13/2015	2400	0760					
93308729	2400	0760					
10/15/2015	2400	0760					
93316924	2400	0760					
10/16/2015	2400	0760					
93316718	2400	0760					
10/16/2015	2400	0760					
93320903	2400	0760					
10/19/2015	2400	0760					
93324553	2400	0760					
10/19/2015	2400	0760					
93324554	2400	0760					
10/19/2015	2400	0760					
93324556	2400	0760					
10/19/2015	2400	0760					
93324557	2400	0760					
10/20/2015	2400	0760					
93330107	2400	0760					
10/30/2015	2400	0760					
93368370							
<b>TOTAL REMITTANCE:</b>					<b>\$1,094.87</b>		

The claims listed above totaling \$1,094.87 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.

*Gayle Cardine*  
Approved by  
*Gayle Cardine*  
Print Name

*AC Skolter*  
Countersigned by  
*AC Skolter*  
Print Name

*Trish Contreras*  
Attested and/or countersigned by  
*Trish Contreras*  
Print Name

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 11/06/15  
REPORT NO: 5936

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-2893 Midwest Tape PO Box 820 Holland OH 43628	10/20/2015	2400	0760		\$36.88		
	93330108	2400	0760		\$38.49		
	10/20/2015	2400	0760		\$38.29		
	93330150	2400	0760		\$27.44		
	10/22/2015	2400	0760		\$19.44		
	93330151	2400	0760		\$41.09		
	10/22/2015	2400	0760		\$46.09		
	93340504	2400	0760		\$36.09		
	10/22/2015	2400	0760		\$39.64		
	93340505	2400	0760		\$170.98		
	10/22/2015	2400	0760		\$53.68		
	93337958	2400	0760		\$92.18		
	10/22/2015	2400	0760		\$41.09		
	93337990	2400	0760		\$19.44		
	10/22/2015	2400	0760		\$33.29		
	93337991	2400	0760		\$40.64		
	10/22/2015	2400	0760		\$51.09		
	93337992	2400	0760		\$132.18		
	10/22/2015	2400	0760		\$61.58		
	93336780	2400	0760		\$98.56		
	10/26/2015	2400	0760		\$33.29		
	93349011	2400	0760		\$84.64		
	10/26/2015	2400	0760				
	93351679	2400	0760				
10/26/2015	2400	0760					
93351701	2400	0760					
10/28/2015	2400	0760					
93357450	2400	0760					
10/28/2015	2400	0760					
93357451	2400	0760					
10/28/2015	2400	0760					
93359631	2400	0760					
10/28/2015	2400	0760					
93359650	2400	0760					
10/29/2015	2400	0760					
93361556	2400	0760					
10/29/2015	2400	0760					
93362612	2400	0760					
10/30/2015	2400	0760					
93368327	2400	0760					
10/30/2015	2400	0760					
93368328	2400	0760					
06/02/2015	2400	0760					
CM92895472							
<b>TOTAL REMITTANCE:</b>					<b>\$1,066.81</b>		

The claims listed above totaling \$1,066.81 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

*Gayle Carlene*  
Approved by  
*Gayle Carlene*  
Print Name

*AL Shkolov*  
Countersigned by  
*AL Shkolov*  
Print Name

*Trink Contreras*  
Attested and/or Countersigned by  
*Trink Contreras*  
Print Name

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** Current Claims and Payroll  
**DATE:** November 16, 2015

**Current Claims**

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
PARS	11-09-15	5937	1,591.67
<b><i>Subtotal for Claims</i></b>			<b>\$ 1,591.67</b>

**Payroll**

On Demand Wire	11-16-15	144	\$ 40,000.00
On Demand Wire	11-16-15	145	\$ 40,000.00
On Demand Wire	11-16-15	146	\$ 40,000.00
<b><i>Subtotal for Payroll</i></b>			<b>\$ 120,000.00</b>

**TOTAL CURRENT CLAIMS & PAYROLL** **\$ 121,591.67**

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 5937

REPORT NO: 11/9/2015

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 511640 Los Angeles, CA 90051-8204	11-04-15	200			\$1,591.67		
<b>TOTAL REMITTANCE:</b>					<b>\$1,591.67</b>		
<p>The claims listed above totaling \$1,591.67 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.</p>							

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: 11/16/15  
REPORT NO: 144  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*12-07-15 Payroll #40 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<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: 11/16/15  
REPORT NO: 145

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 B. Chapman Ave Placentia, CA 92870	*12-21-15 Payroll #41 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					\$ 40,000.00		
<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

Placentia Library District  
411 E Chapman Ave  
Placentia, CA 92870

DATE: 11/16/15  
REPORT NO: 146  
The County Auditor is authorized to draw these checks from:  
FUND: 707  
DEPT: V700  
BUDGET CONTROL: 707  
UNIT: 0900

\*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*01-04-16 Payroll #42 FY15/16	0100			\$ 40,000.00		
<b>TOTAL REMITTANCE:</b>					<b>\$ 40,000.00</b>		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

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

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

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

Page Total: \_\_\_\_\_



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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:** November 16, 2015

<b>Fiscal Year 2015-2016</b>	
07/31/14	2,039,958.86
8/31/2014	1,964,131.43
9/30/2014	1,814,121.60
10/31/14	1,621,301.45
11/30/2014	
12/31/2014	
01/31/15	
2/28/2015	
3/31/2015	
04/30/15	
5/31/2015	
6/30/2015	
General Reserves	414,789.10
Impact Fees	492,572.50

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Financial Reports through October 2015 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** November 16, 2015

**Summary of Cash and Investments as of October 31, 2015**

Cash with Orange County Treasurer Fund 707	1,172,764.17
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	492,572.50
General Fund Checking – Bank of the West	60,235.71
General Fund Savings – Bank of the West	744,149.50
Payroll Checking – Wells Fargo Bank	46,036.39
<b>Total Cash and Investments</b>	<b>2,933,575.85</b>

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

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Jeanette Contreras  
Library Director



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**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
October 31, 2015  
21% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
0100	Salaries & Wages	1,227,447	257,750	0.21	\$969,697
0200	Retirement	46,549	12,686	0.27	\$33,863
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	50,436	0.24	\$160,107
0306-0770	Employee Assistance Program	715	50	0.07	\$665
0308	Dental Insurance	12,833	4,125	0.32	\$8,708
0309	Life Insurance	7,320	2,211	0.30	\$5,109
0310	AD & D Insurance	4,627	1,550	0.34	\$3,077
0319	Vision Insurance	2,526	783	0.31	\$1,743
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
	<b>TOTAL</b>	<b>\$1,524,560</b>	<b>\$346,528</b>	<b>0.23</b>	<b>\$1,178,032</b>
<b>SERVICES &amp; SUPPLIES</b>					
0700	Communications	23,000	3,184	0.14	\$19,816
0900	Food	2,000	61	0.03	\$1,939
1000	Household Expenses	20,000	6,355	0.32	\$13,645
1100	Library Insurance	15,000	11,813	0.79	\$3,187
1300	Maintenance, Equipment	32,000	10,578	0.33	\$21,422
1400	Maintenance, Buildings & Improvements	106,700	14,218	0.13	\$92,482
1600	Memberships	9,000	1,637	0.18	\$7,363
1700	Miscellaneous Expense	2,500	545	0.22	\$1,955
1800	Office Expenses	48,000	21,529	0.45	\$26,471
1803	Postage	14,000	5,074	0.36	\$8,926
1900	Prof./Specialized Services	206,100	40,519	0.20	\$165,581
1912	Investment Administrative Fees	1,700	928	0.55	\$772
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	366	0.33	\$734
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	11,804	0.04	\$282,370
2600	Transportation & Travel	4,500	246	0.05	\$4,254
2700	Meetings	19,500	9,962	0.51	\$9,538
2800	Utilities	87,500	24,786	0.28	\$62,714
	<b>TOTAL</b>	<b>\$887,274</b>	<b>\$163,604</b>	<b>0.18</b>	<b>\$723,670</b>
<b>OTHER CHARGES</b>					
3700	Taxes and Assessments	\$11,000	\$245	0.02	\$10,755
	<b>OPERATING EXPENSES</b>	<b>\$2,422,834</b>	<b>\$510,377</b>	<b>0.21</b>	<b>\$1,912,457</b>
<b>FIXED ASSETS &amp; CONTINGENCY FUNDS</b>					
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	<b>TOTAL</b>	<b>\$70,000</b>	<b>\$24,675</b>	<b>0.35</b>	<b>\$45,325</b>
<b>TOTAL BUDGET (Fund 707)</b>					
		<b>\$2,492,834</b>	<b>\$535,052</b>	<b>0.21</b>	<b>\$1,957,782</b>
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$21,936	0.00	\$13,064

PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT

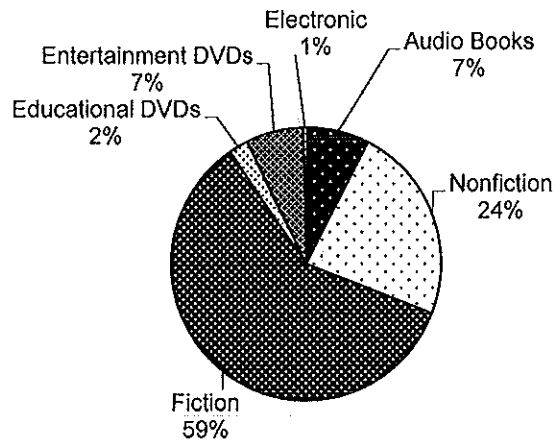
October - 1, 2015

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>TAXES</b>						
6210		Property Taxes - Current Secured	2,037,868	28,647	(2,009,221.30)	1.4%
6220		Property Taxes - Current Unsecured	57,632	45,965	(11,667.29)	79.8%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	11,469	(54,263.45)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	1,034	1,034.46	100%
6540		Penalties & Costs on Delinq Taxes	1,014	312	(701.74)	30.8%
		<b>Sub Total</b>	<b>2,178,622</b>	<b>87,427</b>	<b>(2,091,195.32)</b>	<b>4.0%</b>
<b>REVENUE FROM USE OF MONEY &amp; PROP'Y</b>						
6610		Interest	5,720	3,006	(2,714.07)	52.6%
		<b>Sub Total</b>	<b>5,720</b>	<b>3,006</b>	<b>(2,714.07)</b>	<b>52.6%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		<b>Sub Total</b>	<b>10,792</b>	<b>-</b>	<b>(10,792.00)</b>	<b>0.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	51,152	6,151.76	113.7%
		Fines & Fees	45,000	32,138	(12,861.54)	71.4%
		Passport/Photos	125,000	46,445	(78,555.00)	37.2%
		Meeting Room Fees	5,000	1,515	(3,485.00)	30.3%
		Test Proctor	7,000	2,663	(4,337.00)	38.0%
		<b>Sub Total</b>	<b>227,700</b>	<b>133,913</b>	<b>(93,786.78)</b>	<b>58.8%</b>
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		<b>YTD Actual</b>	<b>2,422,834</b>	<b>224,346</b>	<b>(2,198,488.17)</b>	<b>9%</b>
		FY 14/15 Funds Available	70,000			
		<b>TOTAL REVENUES FY 15/16:</b>	<b>2,492,834</b>	<b>224,346</b>	<b>(2,268,488.17)</b>	<b>9.0%</b>
<b>MISCELLANEOUS REVENUES</b>						
		Restricted Impact Fees	0	32,975	32,975.00	100%
		SLS Account	0	-	0.00	100%

# Placentia Library District

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

	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	\$ 39,622	1653	1919	\$ 29,431	1060	1077
Total Non-Fiction	\$ 15,661	639	941	\$ 9,913	382	697
Total Electronic	\$ 312	7	0	\$ 10,948	76	0
Total Audio Books	\$ 4,958	114	114	\$ 4,569	106	106
Total Educational DVDs	\$ 1,577	47	49	\$ 1,300	56	57
Total Entertainment DVDs	\$ 4,590	145	209	\$ 1,984	79	81
YTD TOTAL MATERIALS	\$ 66,720	2605	3232	\$ 58,145	1759	2018
Budget	\$249,174			\$255,602		
% Spent YTD	27%			23%		



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.





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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 October 2015

**DATE:** November 16, 2015

**Net Revenue Summary for October 2015**

			YTD	YTD
	Oct-15	Oct-14	2015-2016	2014-2015
Passport	10,199.00	7,100.00	37,824.00	30,825.00
Passport Photos	2,399.00	1,380.00	9,021.00	7,539.00
Test Proctor	600.00	400.00	2,663.00	3,150.00
Meeting Room	245.00	550.00	1,515.00	1,815.00
<b>Total</b>	10,945.00	10,008.00	51,023.00	43,329.00



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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 OCTOBER 2015

**DATE:** November 16, 2015

			YTD	YTD
	Oct-15	Sept-14	2015-2016	2014-2015
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	0	0	0	0
Open Positions	0	1	0	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	0	1	0	1

SEPARATION: None  
 RETIREMENT: None  
 APPOINTMENTS: None  
 OPEN POSITIONS: None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Venessa Faber, Support Services Manager  
**SUBJECT:** Circulation Activity Report: **October 2015**  
**DATE:** **November 16, 2015**

<b>CIRCULATION</b>	<b>Oct-15</b>	<b>Oct-14</b>	<b>M-T-M</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
			<b>% change</b>	<b>2015-16</b>	<b>2014-15</b>	<b>% change</b>
New Patron Registrations		343		1,161	1,443	-19.5%
Total Circulation	29,662	22,496		105,464	96,723	9.0%
Total Active Borrowers*	8,362	8,590	-2.7%			
Attendance	28,563	29,284		111,798	107,223	4.3%
Adult Fiction	3,276	2,773		13,464	12,351	9.0%
Adult Nonfiction	2,551	2,774		9,718	10,718	-9.3%
Adult Magazines	241	314		1,005	1,155	-13.0%
Adult Music CDs	195	137		964	665	45.0%
Adult Audio Books	661	553		2,717	2,159	25.8%
Adult DVDs**	1703	692		5,777	2,936	96.8%
JV Fiction	14,530	13,632		50,643	37,949	33.5%
YA Fiction	1,439	1,542		7,069	6,770	4.4%
JV Nonfiction	3,029	2,977		9,385	10,347	-9.3%
YA Nonfiction	117	104		459	467	-1.7%
JV Magazines	1	23		16	47	-66.0%
JV Music CDs	26	28		112	143	-21.7%
JV Audio Books	82	40		300	161	86.3%
JV DVDs**	1,770	915		5,970	4,220	41.5%
Video Games	41	41		139	94	100.0%

\* YTD % change not applicable.

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

**PATRON COUNT**

Oct-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		241	292	273	454	241	267	1768
10:00		240	377	346	546	263	415	2187
11:00		266	316	401	451	318	450	2202
12:00		268	259	262	298	312	444	1843
1:00	653	271	222	368	307	355	655	2831
2:00	487	280	307	665	377	397	617	3130
3:00	405	811	679	720	771	531	468	4385
4:00	300	861	702	787	929	486	277	4342
5:00		715	728	638	725			2806
6:00		486	375	613	415			1889
7:00		199	243	270	301			1013
DAY TOTALS	1845	4638	4500	5343	5574	2903	3593	28396

Oct. 2015	Oct. 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
28,396	29,284	107,511	111,693	-4%

**PASSPORTS**

Oct. 2015	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00					1	1	11	13
10:00		2	1		1		18	22
11:00		3	3	5	3	6	21	41
12:00		3	2	3	5	3	22	38
1:00	19	1	4	1	4	5	23	57
2:00	16	5	5	2	4	7	22	61
3:00	18	6	1	3	6	11	21	66
4:00	14	7	2	3	5	3	6	40
5:00		7	5	8	6			26
6:00		6	8	6	3			23
7:00		6	5	3	1			15
DAY TOTALS	67	46	36	34	39	36	144	402

Oct 2015	Oct 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
402	284	1518	1233	19%

**TEST PROCTORING**

**Proctored Tests**

October 2015	October 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
12	8	51	63	-19%

**STAFF ACTIVITY**

Katie attended Friday Huddles on October 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.

Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on October 27<sup>th</sup>.

Katie, Venessa, Laura, Sara, Tim, Danny, and Max attended the Employee Appreciation Dinner on October 30<sup>th</sup>.

Venessa attended Rotary on October 7<sup>th</sup>, and 21<sup>st</sup>.

Venessa, Diane, and Yesenia did a walk-through of the Boiler Room on Oct. 15<sup>th</sup>.

Venessa attended the Jewel Reception on Oct. 16<sup>th</sup>.

Venessa attended the Huddles on October 9<sup>th</sup> and 23<sup>rd</sup>.

Venessa attended the USC Metric Conference on Oct. 1<sup>st</sup> - 2<sup>nd</sup>

Venessa attended Placentia Round Table Women's Club on Oct. 7<sup>th</sup> and continues to manage their website.

Venessa attended the Bibliotheca/3M informational webinar on Oct. 13<sup>th</sup>.

Venessa attended the SLS Automation Group meeting on Oct. 22<sup>nd</sup>

Venessa attended the Board Meeting on Oct. 26<sup>th</sup>

Staff organized the Community Meeting Room for the following events/organization and dates;

Lapsit Storytime for Children's on Oct 1, 8, 15, 22, and 29

PTAC for Young Adult's on Oct 1 and 29

Chess to Checkers for Children's on Oct 2 and 16

Citizenship 101 for Adults on Oct 3<sup>rd</sup>

Homework Club for Children's and Young Adults from Oct 5-8, 12-15, 19-22 and 26-29

History Lectures for Adults on Oct 5

Corte Vista HOA (outside organization) on Oct 6

Family History for Adults on Oct 6

Yoga for Adults on Oct 7 and 28

Greentree HOA (outside organization) on Oct 8

Volunteer Orientation for all departments on Oct 11

PLFF Meeting for Placentia Library Friends Foundation on Oct 12

Lego Club for Children's on Oct 13

City Brown Bag for City of Placentia on Oct 14

Family Gaming for Children's on Oct 17

Altura HOA (outside organization) on Oct 20

Sonic Burgers (outside organization) on Oct 21

SLS Executive Council Meeting for Jeanette on Oct 26

Board Meeting on Oct 26

Staff Meeting on Oct 27

Fullerton Plaza (outside organization) on Oct 27

Halloween Spooky Fun for Young Adults on Oct 30-31

Halloween Crafts for Children's on Oct 31

Staff organized the following programs outside of the Community Meeting Room

Book Discussion for Adults on Oct 13

Jewel Member Reception (after hours) on Oct 16

FIRST for Children's on Oct 26

Laura took the deposits to the bank on Oct 6, 13, 20 and 27

**ONGOING PROJECTS**

Venessa is working with the Employee Appreciation Dinner committee for the Dinner on Oct. 30<sup>th</sup>.

Venessa is working with Anaheim on Mobile Circ/BLUE Cloud.

**NEW PROJECTS AND ACTIVITIES**

Venessa is working on instructional videos for SLS Automation consortium meeting.

New EPP Worker, Susan Bon, started helping with Circulation Page duties.

Laura is working to add Homework Club to the Community Meeting Room Calendar



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Diane Warner, Administrative Assistant  
**SUBJECT:** City of Placentia Invoices for SEPT-OCT 2015  
**DATE:** November 16, 2015

**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							
15-Dec							
16-Jan							
16-Feb							
16-Mar							
16-Apr							
16-May							
16-Jun							
	<b>TOTAL</b>	<b>28,037.15</b>	<b>7,262.45</b>	<b>570.00</b>	<b>63.21</b>	<b>12,245.32</b>	<b>48,178.13</b>
	<b>AVG</b>	<b>9,345.72</b>	<b>1,815.62</b>	<b>142.50</b>	<b>21.07</b>	<b>3,061.33</b>	<b>12,044.54</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 October 2015

**DATE:** November 16, 2015

### Accomplishments

- Met with Human Resources Consultant to finalize the Compensation Study.
- Continue to meet with managers to discuss and review personnel-related matters.
- Finalized details for the Staff Appreciation Dinner & Recognition event.
- Continue to work with auditors to complete the annual audit.

### Meetings

- Library Board of Trustees – October 26
- All-Staff – October 27
- Administrative Assistant – October 27
- Friday Huddles – October 9, 16, 30
- Round Table Women’s Club – October 7
- ISDOC – October 22
- Santiago Library System – October 26

### Professional Development

- Digital Shift Virtual Conference – October 14
- California Special District Association Board Secretary Conference (Library Director and Administrative Assistant attended) – October 18-20

### Community Events

- Heritage Parade & Festival – October 10
- GR Hodges’ (Rotarian) Funeral – October 13
- Placentia Chamber of Commerce – October 22
- Prayer Breakfast – October 28
- Staff Appreciation Dinner & Recognition – October 30

### Upcoming Projects

- Staff Development Day
- CSDA District Distinction Award
- Centennial Remodel Project
- Special District Administrator Certification Examination
- Satisfaction Survey (internal customers)



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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 October 2015  
**DATE:** November 16, 2015

**MONTHLY STATISTICS**

	October 2015	October 2014	Y-T-D 2015-2016	Y-T-D 2014-2015	Y-T-D % change
Reference—in person	673	1,033	1,952	3,599	-45.76%
Reference--telephone	71	75	185	225	-17.78%
<b>Total Reference</b>	<b>744</b>	<b>1,108</b>	<b>2,137</b>	<b>3,824</b>	<b>-44.12%</b>
Total Number of Programs	57	53	140	154	-9.09%
Total Programs Attendance	2,125	1,697	6,335	6,861	-7.67%

**Children’s Services Programs**

	October 2015	October 2015	October 2014	October 2014	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D 2014-15	Y-T-D 14/15 - 15/16	Y-T-D 14/15 - 15/16
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
<b>Regular Monthly Programs</b>										
Read to the Dogs	1	20	1	30	4	65	4	112	0.00%	-41.96%
F.I.R.S.T.	1	7	1	27	4	41	4	95	0.00%	-56.84%
Preschool Storytimes (3-6 years old)	8	246	10	240	28	705	32	842	-12.50%	-16.27%
Lego Club	1	45	1	50	1	45	8	167	-87.50%	-73.05%
Pocket Tales	4	172	5	170	15	490	15	493	0.00%	-0.61%
Lap Sit (0-2 years old)	10	496	8	452	30	1,305	19	1,129	57.89%	15.59%
P-TAC (Placentia Teen Advisory Council)	4	66	3	74	10	144	10	198	0.00%	-27.27%
Tweens Chess To Checkers	2	41	2	6	5	84	4	70	25.00%	20.00%
Family Game Day	1	14	1	33	3	44	3	77	0.00%	-42.86%
Homework Club	17	373	17	252	17	373	31	443	-45.16%	-15.80%
<b>Special Programs</b>										
Teen Spooky Fun	1	64	1	47	1	64	1	47	0.00%	36.17%
Teen Reading Program*	1	13	0	0	1	13	0	0	100%	100%
Halloween Crafts & Costume Contest	1	121	1	133	1	121	1	133	0.00%	-9.02%
School Visits	1	25	0	0	1	25	0	0	100%	100%
Head Start Storytime Site Visit*	2	145	0	0	2	145	2	0	0.00%	100%
Cover To Cover Reading Program	1	249	1	171	1	249	1	171	0.00%	45.61%
Visits and Giggles	1	28	0	0	1	28	0	0	100%	100%
<b>Totals</b>	<b>57</b>	<b>2,125</b>	<b>52</b>	<b>1,685</b>	<b>140</b>	<b>6,335</b>	<b>152</b>	<b>6,845</b>	<b>(0)</b>	<b>(0)</b>

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

### **ACHIEVEMENTS**

- Lori Worden weeded 1,271 items from the Children's collection and continues the weeding project.
- Lori Worden proctored two test.

### **MEETINGS**

- Jennifer Rydberg and Yesenia Baltierra met on October 28<sup>th</sup>.
- Yesenia Baltierra, Lori Worden and Brenda Ramirez attended Staff Meeting on October 27<sup>th</sup>.
- Lori Worden and Brenda Ramirez attended 2016 Summer Reading Program planning meeting on October 27<sup>th</sup>.
- Brenda Ramirez attended a REFORMA OC meeting on October 10<sup>th</sup>.
- Brenda Ramirez and Yesenia Baltierra met on October 25<sup>th</sup>.
- Brenda Ramirez and Lori Worden met regarding 2016 Summer Reading Program on October 29<sup>th</sup>.
- Fernando Maldonado and Yesenia Baltierra met on October 20<sup>th</sup> and 22<sup>nd</sup>.
- Fernando Maldonado attended Huddle meeting on October 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup>.
- Fernando Maldonado attended Staff Appreciation Committee meeting on October 8<sup>th</sup>.
- Yesenia Baltierra attended the Library Management Team meeting on October 7<sup>th</sup>.

### **PROFESSIONAL DEVELOPMENT**

- None

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for October 2015

**DATE:** November 16, 2015

**MONTHLY STATISTICS**

	<b>October 2015</b>	<b>October 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Reference -- in person	954	949	2,905	3,754	-22.62%
Reference -- telephone	311	314	700	1,317	-46.85%
Reference -- email/chat	2	5	18	11	63.64%
Technology assistance	175	545	822	2,022	-59.35%
Guest passes	76	166	297	567	-47.62%
Adult and Children's computer use (desktops)	3,775	3,226	14,430	11,568	24.74%
Adult computer usage (desktop)	2,672	2,655	10,464	9,763	7.18%
Public computer use (express laptops)	73	58	215	174	23.56%
Adult Program Attendance	258	220	1,697	1,886	-10.02%
Number of Adult Programs	15	15	74	50	48.00%

**History Room Activity**

	<b>October 2015</b>	<b>October 2014</b>	<b>Y-T-D 2015-2016</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room Visitors	11	10	43	41	4.88%

**Volunteer Hours**

	<b>October 2015</b>	<b>October 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
History Room	46.5	20	102.25	41.75	144.91%
PLFF	454.5	519	2061.25	2314.5	-10.94%
General Library	464.75	320.75	1959.75	1397	40.28%
Technology	11.5	75.75	36.5	253.75	-85.62%
Homework Club	105.5	146.25	176.75	259.75	-31.95%
Adult Literacy	197	99.5	563.72	264	113.53%
PTAC	114.75	249.5	315.38	699.75	-54.93%
<b>Total Volunteer Hours</b>	<b>1394.5</b>	<b>1430.75</b>	<b>6281.7</b>	<b>6399.75</b>	<b>-1.84%</b>

Adult Services Programs

Type of Program	Number of Programs October 2015	Attendance October 2015	Number of Programs October 2014	Attendance October 2014	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
Book Club	1	13	1	12	4	42	4	47	0.00%	-11.90%
Computer Workshops	2	19	3	34	10	73	12	105	-20.00%	-43.84%
Literacy Programs	3	75	2	12	14	161	11	45	21.43%	72.05%
Summer Reading Program	0	0	0	0	2	517	0	108	0.00%	79.11%
Summer Reading Events	0	0	0	0	1	38	3	1,202	-200.00%	-3063.16%
Database Instruction	1	5	1	14	6	40	0	0	100%	100%
Volunteer Programs	1	20	0	0	2	51	1	32	50.00%	37.25%
Health & Fitness Programs	2	28	5	81	9	111	9	161	0.00%	-45.05%
Printing Programs	0	0	1	7	1	0	3	21	-200%	-200%
Art Programs	0	0	0	0	1	20	1	21	0.00%	-5.00%
Educational Programs-varied topics	2	76	2	60	5	158	3	78	40.00%	50.63%
Outreach	3	22	0	0	4	22	2	14	50.00%	36.36%
<b>Totals</b>	<b>15</b>	<b>258</b>	<b>15</b>	<b>220</b>	<b>59</b>	<b>1,233</b>	<b>49</b>	<b>1,834</b>	<b>16.95%</b>	<b>-48.74%</b>

<u>Adult Literacy</u>	Oct 2015	Oct. 2014
Number of Tutors	19	16
Number of Students	33	23
<b>Total Number of Participants</b>	<b>52</b>	<b>39</b>

<u>Computer Literacy</u>	Oct. 2015	Sept. 2014
Number of Tutors	2	3
Number of Students	5	8
<b>Total Number of Participants</b>	<b>7</b>	<b>11</b>



**ACHIEVEMENTS**

- Jeannie Killianey updated the November Artist series slideshow and bibliography.
- Jeannie Killianey finished weeding the 000s.
- Jeannie Killianey provided outreach services at Emerald Isle Senior Apartment Homes on October 12<sup>th</sup> and October 26<sup>th</sup>.
- Wendy Townsend selected books for Rotary and Kiwanis.
- Wendy Townsend completed schedules for the month of November.
- Wendy Townsend completed weeding of the 900's.
- Coleen Wakai completed her first adult literacy assessment!
- Yesenia Baltierra attended PLFF Jewel Reception on October 16<sup>th</sup>.

**MEETINGS**

- Jeannie Killianey and Yesenia Baltierra met on October 26th.
- Jeannie Killianey, Wendy Townsend, and Coleen Wakai met on October 26th to discuss 2016 SRP.
- Jeannie Killianey and Wendy Townsend met on October 26th to discuss the Holiday Merriment program.
- Wendy Townsend attended Kiwanis meetings on October 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> & 29<sup>th</sup>.
- Wendy Townsend attended the Placentia Historical Committee meeting on October 27<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra met on October 21<sup>st</sup>.
- Wendy Townsend and Yesenia Baltierra attended the Orange County Sister in Crime board meeting to receive the We Love Library Grant on October 25<sup>th</sup>.
- Coleen Wakai met with Diane Mosley from Huntington Beach Library regarding Literacy Program on October 1<sup>st</sup>.
- Coleen Wakai and Yesenia Baltierra met to discuss Adult Literacy program on October 6<sup>th</sup> and 21<sup>st</sup>.
- Coleen Wakai met with two new English literacy tutors to provide orientation and training October 19<sup>th</sup> and 20<sup>th</sup>.
- Coleen Wakai met with one new computer literacy tutor to provide orientation and training October 15<sup>th</sup>.
- Coleen Wakai met with Literacy intern from CSUF October 8<sup>th</sup>, 16<sup>th</sup>, and 30<sup>th</sup>.
- Coleen Wakai met with Intern Khanh Pham on October 23<sup>rd</sup>.
- Yesenia Baltierra attended Library Management Team meeting on October 7<sup>th</sup>.
- Yesenia Baltierra met with Diane Warner, Venessa Faber and Bunny Lynch on October 13<sup>th</sup>.
- Yesenia Baltierra met with Venessa Faber on October 12<sup>th</sup> and 14<sup>th</sup>.
- Yesenia Baltierra met with Zinio Representative on October 6<sup>th</sup>.
- Yesenia Baltierra attended the Placentia Community Collaborative on October 20<sup>th</sup>.
- Yesenia Baltierra met with Auditor on October 22<sup>nd</sup>.

**PROFESSIONAL DEVELOPMENT**

- Wendy Townsend participated in CERT training on October 14<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
- Yesenia Baltierra participated in the Reference USA database webinar series October 2<sup>nd</sup>, 5<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>.
- Yesenia Baltierra participated in California Public Library Broadband Grant Program webinar on October 27<sup>th</sup>.



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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 October 2015  
**DATE:** November 16, 2015

**On-line database usage**

	October 2015	Onsite Usage 10/15	Remote Usage 10/15	October 2014	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
Placentia Library Catalog	16,432	N/A	N/A	15,106	60,892	70,774	-14%
General Reference Center	72	56	16	115	167	260	-36%
Biography In Context	52	38	14	45	178	94	89%
Opposing Viewpoints	104	99	5	499	228	546	-58%
Freegal	1,219	N/A	N/A	585	4,593	2,393	92%
Heritage Quest	357	N/A	N/A	527	3,822	2,497	53%
Novelist	73	N/A	N/A	75	295	238	24%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	495	N/A	N/A	N/A	1,073	N/A	N/A
Pronunciator (new Sept. 2014)	55	N/A	N/A	159	441	343	N/A
ABC Mouse (new Sept. 2014)	55	N/A	N/A	51	291	73	N/A
Tumblebooks	5	N/A	N/A	264	537	1,050	-49%
Reference USA	250	N/A	N/A	284	726	960	-24%
Enki (new Oct. 2014)	3	N/A	N/A	10	11	10	N/A
Hoopla (new May 2015)	148	N/A	N/A	N/A	611	N/A	N/A
Overdrive e-books	915	N/A	N/A	740	4,013	3,228	24%
Overdrive audio books	534	N/A	N/A	392	2,152	1,488	45%
Zinio (new Oct. 2014)	93	N/A	N/A	N/A	326	N/A	N/A
<b>TOTAL DATABASE USAGE</b>	<b>20,862</b>	<b>193</b>	<b>35</b>	<b>18,852</b>	<b>80,356</b>	<b>83,954</b>	<b>-4%</b>

**Website Traffic**

	<b>October 2015</b>	<b>October 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Website visits	12,119	21,380	50,852	85,013	-40%
Page Hits	20,315	39,627	85,031	146,531	-42%

October 2014 average of October 2012 & 2013

**Computer & Online Resource Use**

	<b>October 2015</b>	<b>October 2014</b>	<b>Y-T-D 2015-16</b>	<b>Y-T-D 2014-15</b>	<b>Y-T-D % change</b>
Placentia Residents	1,343	1,080	5,445	4,217	29%
Non-Placentia Residents	931	655	3,814	2,573	48%
<b>Total</b>	<b>2274</b>	<b>1,735</b>	<b>9,259</b>	<b>6,790</b>	<b>36%</b>

**Wifi Use**

	<b>October 2015</b>	<b>Y-T-D 2015-16</b>
	1,446	7,361
<b>Total</b>	<b>1,446</b>	<b>7,361</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:** Report on Actions Taken at the Library Board of Trustees Closed Session Meeting

**DATE:** November 16, 2015

President Shkoler will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on November 16, 2015.



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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:** Employee of the Year Presentation  
**DATE:** November 16, 2015

President Al Shkoler will present the Employee of Year Award to Laura De Leon, Library Clerk.

Laura is a dedicated employee who is deserving of the Employee of the Year Award. Laura began her employment with the Placentia Library District on November 30, 2012 and is currently a full-time Library Clerk in the Circulation/Technology Department. Library staff and supervisors recognized Laura for her teamwork spirit and providing assistance wherever she is needed.

Laura quickly proved herself to be a valuable asset and accepts additional responsibilities without hesitation and always with a smile. A few of these responsibilities included managing the meeting room, and leading training for the implementation of new self-checkout machines and one-point service desk. Laura exhibits positive and professional mannerism when providing service to patrons and is known for making everyone around her feel happy.

Congratulations to Laura De Leon for her accomplishments and well deserved recognition.



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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 Placentia Library District Policy 3025 – Reserves  
**DATE:** November 16, 2015

**BACKGROUND**

At the October 26, 2015 Library Board of Trustees meeting, Trustee DeVecchio requested that a discussion about the District's reserves and capital improvement funds be discussed at the November board meeting. The purpose for the discussion is to identify financing options including increasing the reserve funds for a possible Centennial Remodeling project.

On April 17, 2015, the Board adopted the 2015-2017 budget for the District. Included within the adopted two-year budget was \$20,000 to finance structure improvements. No funds were appropriated for capital improvement projects and reserves. The District's General Fund with the County of Orange does include a general reserve fund 707 balance of \$414,789.10 and a restricted Library Impact fees fund of \$492,572.50.

In addition to the above funds, the District does have over \$700,000 in savings that a portion of which can be allocated for a capital improvement project, upon approval from the Board.

Attachment A is a copy of the Placentia Library District Policy 3025 – Reserves

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Reserves  
**POLICY NUMBER:** 3025

**3025.1** The purpose of this policy is to define the purpose and use of undesignated retained earnings.

**3025.2** At the end of each fiscal year the Library Director will review fund balances in all District accounts. The Library Director will then recommend to the Library Board of Trustees a transfer of funds into reserves in compliance with this policy.

**3025.3** The first priority is the Fund Balance for Placentia Library District General Fund 707 on deposit with the Orange County Auditor. It will include an amount equal to seventy-five percent (75%) of the current year's operating budget. This allows for a six month operating reserve as required by California Government Code Section 53646 (B)(3) and 5% of total operating revenue to protect against unplanned events such as emergency purchases, special project and situations such as a loss of revenue due to an economic down-turn.

**3025.4** Funds in excess of those needed to maintain General Fund 707 will be allocated to one of the reserved funds as recommended by the Library Director and authorized by the Library Board of Trustees during the budget process.

**3025.5** Placentia Library District General Fund checking and savings on deposit with a financial institution selected by the Library Board of Trustees will be used for managing gifts, meeting room, passport check processing, test proctoring and other miscellaneous income and expenses. Tax revenues will not be deposited into the General Fund checking or savings. The General Fund checking and savings accounts will have a maximum balance of \$500,000 each. Funds in excess of the maximum balance may be invested by the Library Board of Trustees to be used for the purpose designated at the time of the investment or transferred to the County of Orange reserved investment pool.

**3025.6** In cases of financial emergency the Placentia Library District Library Board of Trustees may transfer funds from any of the reserve funds to Placentia Library District General Fund 707.

**3025.7** Government Accounting Standards Board (GASB) Statement 54 In February 2009, the Government Accounting Standards Board published Statement No. 54, which established accounting and financial reporting standards for all governments that report governmental funds. This statement divides the fund balance into five classifications:

**3025.7.1** Non-spendable Fund Balance includes amounts that cannot be spent because they are either (1) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, e.g., inventories and prepaid amounts.

**3025.7.2** Restricted Fund Balance includes amounts that have constraints that are either (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislations.

**3025.7.3** Committed Fund Balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision making authority.

**3025.7.4** Assigned Fund Balance includes amounts that are constrained by the government’s “intent” to be used for specific purposes, but are neither restricted nor committed except for stabilization arrangements. Intent should be expressed by (1) the governing body itself or (2) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

**3025.7.5** Unassigned Fund Balance is the residual classification for the general fund. This classification represents the fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance.

**3025.7.6** In addition to the new five fund balance classifications, GASB 54 also makes clear the definition of special revenue – for financial reporting purposes, a special revenue fund may only be established around one or more revenue sources that are restricted or committed to purposes other than capital projects or debt service.

**3025.7.7** Only General Fund 707 and 9850 General Reserves has an unassigned category since money remaining in any other fund is automatically designated or assigned to the purposes of that fund. Below is the list of the Placentia Library District’s special funds and their expected ending fund balance classifications.

9850 - General Reserves - Unassigned Fund

Impact Fees - Restricted by California Environmental Quality Act (CEQA)

**3025.7.8** Unassigned fund, 9850-General Reserves will be used to protect against unplanned events such as emergency purchases, special project and situations such as a loss of revenue due to an economic down-turn or as designated by the Board of Trustees.

**3025.7.9** Library Director is authorized to assign resources and ending fund balances as applicable to all funds classified as Assigned Funds and Unassigned Funds.



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