



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

BUDGET WORK SESSION

Monday, May 22, 2017

5:30 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 203.*

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Administrative Assistant

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

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).

BUDGET WORK SESSION

5. Library Director will present the proposed Fiscal Years 2017-2019 Budget.

ADJOURNMENT

6. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
7. Adjourn

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

I, Diane Warner, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the May 22, 2017 Budget Work Session of the Library Board of Trustees of the Placentia Library District was posted on May 18, 2017.



Diane Warner, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








May 22, 2017
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.

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PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 22 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the April 17, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for April 2017. (Receive & File and Approve)

11. FY2016-2017 Cash Flow Analysis through April 2017; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for April 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for April 2017. (Receive & File)

14. Acquisitions Report for April 2017. (Receive & File)

15. Entrepreneurial Activities Report for April 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for April 2017. (Receive, File, and Ratify Appointments)

17. Circulation Report for April 2017. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

19. Administration Report for April 2017.
20. Children's Services Report for April 2017.
21. Adult Services Report for April 2017.
22. Placentia Library Web Site & Technology Report for April 2017.

NEW BUSINESS

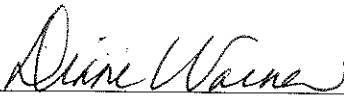
23. Presentations of Energy Efficiency Proposals from Johnson Control, Inc. and Broadway Industries, Inc.
24. Presentation of the current progress with the Centennial Renovation from Group 4 Architecture, Research + Planning, Inc.
25. Presentation of Fiscal Year 2015-2016 Financial Audit from White, Nelson, Diehl, Evans Firm.
26. Presentation of the Placentia Library District's database resources from Library Staff.
27. Discuss the Independent Special Districts of Orange County's (ISDOC) Secretary of the Executive Committee Nomination and determine interest from the Library Board of Trustees.
28. Authorize the Library Director and staff to attend the annual California Library Association Conference to be held on November 2-5, 2017 in Riverside, California.
29. Request from Library Director for \$2,000 for the Annual Staff Appreciation & Recognition event.
30. Report from the Library Director on the Research Institute for Public Libraries upcoming training.
31. Discuss and determine a date for the June Board meeting date.

ADJOURNMENT

32. Agenda Preparation for the June Date Meeting which will be held on June 19, 2017 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the May 22, 2017 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 18, 2017.



Diane Warner, Administrative Assistant



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MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 17, 2017

- CALL TO ORDER** President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 17, 2017 at 6:31pm.
- Members Present:** President Gayle Carline, Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler
Members Absent: None
- Staff Present:** Jeanette Contreras, Library Director; Diane Warner, Administrative Assistant.
- ADOPTION OF AGENDA** After moving items 23 and 24 forward before Oral Communication, it was moved by Trustee Shkoler and seconded by Trustee Minter to adopt the April 17, 2017 meeting agenda:
 AYES: Carline, Martin, , DeVecchio, Minter, Shkoler
 NOES: None
 ABSENT: None
- ORAL COMMUNICATION** None
- TRUSTEE & ORGANIZATIONAL REPORTS**
- President Carline attended the “Library Orange” fundraiser for Orange County Libraries, and acquired author contact information for future Author’s Luncheon guest speakers. (Item 5)
- Secretary Martin had nothing to report. (Item 6)
- Trustee Minter attended the ISDOC Quarterly Luncheon on March 30th and enjoyed the guest speaker, an expert on weather issues. (Item 6)
- Trustee DeVecchio had nothing to report. (Item 6)
- Trustee Shkoler has rejoined the Placentia Rotary Club and participates in the weekly meetings. (Item 6)
- LIBRARY DIRECTOR REPORT** Library Director Contreras focused on recruitment for the Support Services Manager position, attended the California Research Institute for Public Libraries (RIPL) Regional Training and Rotary meetings. Our annual Easter Eggcitement and Spring Carnival was a great success and welcomed over 1,500 guests this year. (Item 7)
- FRIENDS FOUNDATION REPORT** Placentia Library Friends Foundation did not have a representative attend. (Item 8)
- CONSENT CALENDAR** Agenda was amended to move Items 23 and 24 forward. It was moved by Trustee Minter and seconded by Secretary Martin to approve Agenda Items 9-22. A roll call vote was taken:
 AYES: Carline, Martin, Shkoler, Minter
 NOES: None
 ABSTAIN: Devecchio None

**MINUTES for MARCH 29,
2017 BOARD MEETING**

Minutes for the March 29, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

**CASH FLOW ANALYSIS
and
TREASURER'S REPORTS**

Check Registers for March 2017 – received and filed (Item 10)
Fund 707 Balance Report for March 2017 – received and filed (Item 11)

Financial Reports through March 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments – Incorrect information was submitted and will be corrected for the April 2017 board meeting. (Item 12)

Balance Sheets for March 2017 – received and filed. (Item 13)
Acquisitions Report for March 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for March 2017 – received/ filed. (Item 15)

Moved by Trustee Minter and seconded by Trustee Shkoler to receive, file and approve the Cash Flow Analysis and Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

**GENERAL CONSENT
REPORTS**

Personnel Report for March 2017 – received and filed. (Item 16)
Circulation Report for March 2017 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through March 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for March 2017 (Item 19)
Children's Services Report for March 2017 (Item 20)
Adult Services Report for March 2017 (Item 21)
Placentia Library Website Technology Report - March 2017 (Item 22)

NEW BUSINESS

**ADULT LITERACY
COORDINATOR – WRITER
TO WRITER CHALLENGE**

The statewide "Writer to Writer Challenge" requires literacy students to read a book cover to cover, then compose a letter to the author, deceased or living, sharing their thoughts about the book and how it touched or inspired them. The competition is sponsored by the Southern California Library Literacy Network. Placentia Library had four learners participate who were also recognized at the recent Writer to Writer Award Reception, which was attended by the California State Librarian. Along with their tutors, three of the literacy students spoke about their accomplishments and what they have learned through the Adult Literacy program. Program is led by Coleen Wakai, Literacy Coordinator. (Item 23) No Action required by trustees.

**STAFF PRESENTATION
ON e-RESOURCES AND
DATABASES**

Lori Worden, Children’s Librarian, and Coleen Wakai, Literacy Coordinator, presented an overview on how to access several e-Resources and databases that are available to patrons, including: *ABC Mouse* (subscription based learning program for children aged 2-8 years of age), *Novelist* (reader’s advisory resource providing book recommendations of like interests), *Consumer Reports* (resource providing reviews and ratings on consumer products), *ReferenceUSA* (using 75 different databases, compiles data on 48 million businesses and 268 million consumers) and *Pronunciator* (language learning software database providing over 4,000 courses in 80 languages). (Item 24) No Action required by trustees.

**UPDATE ON CIVIC PLAZA
PARKING LOT AND
ENERGY-EFFICIENT
PROJECTS**

Library Director Contreras presented an update on the civic plaza parking lot issues and acknowledged that city staff are now parking along All American Way where library staff have been parking since last year, allowing more room for patrons to park closer to the library entrance. Library Director Contreras is working with the City on a long-term solution, and also questioned the scope and cost of the professional parking lot study still being considered. Upcoming energy efficient projects may include roof-top solar panels for library and city roofs, and replacing HVAC systems for both agencies. (Item 25) No Action required by trustees.

ADJOURNMENT

The Board of Trustees Regular Meeting of April 17, 2017 was adjourned at 7:58pm.

The next Library Board of Trustees meeting will be held on the unusual date of Monday, May 22, 2017 at 6:30pm. A Budget Work Session will be held prior to this board meeting at 5:30pm.

Gayle Carline, President
Library Board of Trustees

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



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Placentia Library District
Check Register
April 2017

Type	Date	Num	Name	Memo	Amount
1000 - General Fund - Checking					
Bill Pmt -Check	04/07/2017	8945	Jeanette Contreras	Conf Reimb	-1,292.39
Bill Pmt -Check	04/07/2017	8946	Master Janitorial Services	April Svc	-3,100.00
Bill Pmt -Check	04/07/2017	8947	Midwest Tape	DVDs, ABDs	-532.47
Bill Pmt -Check	04/07/2017	8948	Pitney Bowes Purchase Power	Postage -March 17	-1,641.98
Bill Pmt -Check	04/07/2017	8949	Placentia Library Foundation	March17 diff	-1,850.00
Bill Pmt -Check	04/07/2017	8950	Staples Advantage	Misc Supplies	-292.08
Bill Pmt -Check	04/10/2017	8951	Placentia Women's Round Table	JC Membership	-45.00
Bill Pmt -Check	04/13/2017	8953	Gerald L Edwards	April 13 Event	-200.00
Bill Pmt -Check	04/14/2017	8954	AH Illusions, Inc.	April 22 Event	-325.00
Bill Pmt -Check	04/14/2017	8955	Baker & Taylor	Books	-2,759.01
Bill Pmt -Check	04/14/2017	8956	Board of Equalization	Jan-March 2017	-479.00
Bill Pmt -Check	04/14/2017	8957	Cintas	Supplies	-310.87
Bill Pmt -Check	04/14/2017	8958	Fernando Maldonado	reimb	-55.12
Bill Pmt -Check	04/14/2017	8959	Glasby Maintenance Supply	Supplies	-300.15
Bill Pmt -Check	04/14/2017	8960	Jeanette Contreras	R IPL reimb	-446.13
Bill Pmt -Check	04/14/2017	8961	Midwest Tape	DVDs, ABDs	-1,074.08
Bill Pmt -Check	04/14/2017	8962	Paula R. Pereira	Literacy Reads Fee	-100.00
Bill Pmt -Check	04/14/2017	8963	Republic Services	03/01-03/31/17 Recycle	-213.75
Bill Pmt -Check	04/14/2017	8964	SDRMA	May Premiums	-19,775.00
Bill Pmt -Check	04/14/2017	8965	Staples Advantage	Misc Supplies	-148.10
Bill Pmt -Check	04/14/2017	8966	White Nelson Diehl Evans LLP	3rd Billing Audit FY 15-16	-1,500.00
Check	04/14/2017	8967	Placentia Library District	Prl Pd 04/19	-50,000.00
Bill Pmt -Check	04/14/2017	8968	Public Agency Retirement Services	PP Pd 04/05	-1,806.29
Bill Pmt -Check	04/21/2017	8969	AMS.NET, Inc.	80% Progress Labor-Final Billir	-8,160.00
Bill Pmt -Check	04/21/2017	8970	Baker & Taylor	Books	-5,475.09
Bill Pmt -Check	04/21/2017	8971	Cintas	Janitorial Supplies	-666.29
Bill Pmt -Check	04/21/2017	8972	City of Placentia	Jan-Feb 2017	-7,976.36
Bill Pmt -Check	04/21/2017	8973	Click Consulting	March and April Svc	-8,000.00
Bill Pmt -Check	04/21/2017	8974	Dewey Pest Control	4-6/17	-134.00
Bill Pmt -Check	04/21/2017	8975	Golden State Water Company	Feb21-March21	-561.89
Bill Pmt -Check	04/21/2017	8976	Lamar Companies	3/27-4/2/17 add	-1,250.00
Bill Pmt -Check	04/21/2017	8977	Midwest Tape	DVDs, ABDs	-1,166.80
Bill Pmt -Check	04/21/2017	8978	New Readers Press	Books _CLLS Grant	-1,006.39
Bill Pmt -Check	04/21/2017	8979	Pitney Bowes Purchase Power	Double tape sheet	-66.28
Bill Pmt -Check	04/21/2017	8984	Public Agency Retirement Services	03/17-03/30	-1,887.73
Bill Pmt -Check	04/21/2017	8980	State of CA - Department of Justice	March svc	-32.00
Bill Pmt -Check	04/21/2017	8981	Time Warner Cable	Svc	-1,143.91
Bill Pmt -Check	04/21/2017	8982	Tyco Integrated Security LLC	May-July Svc	-2,644.88
Bill Pmt -Check	04/21/2017	8983	Unique Management Services, Inc.	March Placements	-80.55
Bill Pmt -Check	04/28/2017	8985	Baker & Taylor	Books	-1,424.10
Bill Pmt -Check	04/28/2017	8986	CALNET3	3/02-04/01/17	-161.63
Bill Pmt -Check	04/28/2017	8987	City of Anaheim	Annual charge FY 16-17	-31,894.31
Bill Pmt -Check	04/28/2017	8988	Dick's Lock & Safe	Pifer Guard install	-411.32
Bill Pmt -Check	04/28/2017	8989	Envisionware, Inc.	Interface charge CCard Tr	-450.00
Bill Pmt -Check	04/28/2017	8990	Jennifer Rydberg	reimb mileage	-7.34
Bill Pmt -Check	04/28/2017	8991	Kiwanis Club of Placentia	June17-May18	-300.00
Bill Pmt -Check	04/28/2017	8992	Lori Worden	Reimb Sensational Sat supplie	-17.07
Bill Pmt -Check	04/28/2017	8993	Midwest Tape	DVDs, ABDs	-376.71
Bill Pmt -Check	04/28/2017	8994	OverDrive	eBooks	-3,657.02
Bill Pmt -Check	04/28/2017	8995	Pacific Carpet and Tile Cleaning	Carpet cleaning 2x/year	-1,400.00
Bill Pmt -Check	04/28/2017	8996	The Gas Company	3/17-4/17/17	-480.35
Bill Pmt -Check	04/28/2017	8997	Time Warner Cable	2/11-3/11 and 3/12-4/11	-768.18
Bill Pmt -Check	04/28/2017	8998	Yesenia Baltiera	Reimb for program supplies	-855.43
Total 1000 - General Fund - Checking					-170,502.05



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

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

DATE: May 22, 2017

Fiscal Year 2016-2017	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/17	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	2,530,750.86
04/30/17	2,532,566.89
5/31/2017	
6/30/2017	
General Reserves	414,789.10
Impact Fees	620,037.82

Fiscal Year 2015-2016	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/28/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	2,439,183.06
General Reserves	414,789.10
Impact Fees	578,824.90



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through April 2017 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: May 22, 2017

Summary of Cash and Investments as of April 30, 2017

Cash with Orange County Treasurer Fund 707	2,532,566.89
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	620,037.82
General Fund Checking – Bank of the West	1,594,946.03
General Fund Savings – Bank of the West	210,554.43
Payroll Checking – Wells Fargo Bank	62,997.49
Total Cash and Investments	4,401,064.84

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
April 30, 2016

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	2,037,868	2,102,314	64,446.44	103.2%
6220	Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
6230	Property Taxes - Prior Secured	0	5,289	5,288.77	0.0%
6240	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250	Taxes - Spec Dist Augmentation	13,256	4,188	(9,068.40)	31.6%
6280	Property Taxes - Curr Supplemental	65,732	13,088	(52,643.82)	0.0%
6290	Other Taxes	3,120	12,678	9,557.69	0.0%
6300	Property Taxes - Prior Supplemental	0	18,879	18,878.95	100%
6540	Penalties & Costs on Delinq Taxes	1,014	545	(468.79)	53.8%
	Sub Total	2,178,622	2,207,745	29,123.04	101.3%
REVENUE FROM USE OF MONEY & PROP'Y					
6610	Interest	5,720	2,288	(3,432.01)	40.0%
	Sub Total	5,720	2,288	(3,432.01)	40.0%
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	8,792	46,617	37,824.83	530.2%
6970	State - Other	0	-	0.00	0.0%
7120	Other-In-Lieu Taxes	0	-	0.00	0.0%
7130	Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
	Sub Total	10,792	46,617	35,824.83	432.0%
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)		46,617		
	Newsletter Ads	700	-	(700.00)	0.0%
	Grants	45,000	36,695	(8,305.00)	81.5%
	Fines & Fees	45,000	40,471	(4,528.76)	89.9%
	Passport/Photos	125,000	180,725	55,725.00	144.6%
	Meeting Room Fees	5,000	2,685	(2,315.00)	53.7%
	Test Proctor	7,000	6,050	(950.00)	86.4%
	Sub Total	227,700	266,626	38,926.24	117.1%
7680	6-MO Expired (Outlawed) Checks	0	-	0.00	0%
	YTD Actual	2,422,834	2,523,276	100,442.10	104%
	FY 14/15 Funds Available	70,000			
TOTAL REVENUES FY 15/16:		2,492,834	2,523,276	30,442.10	101.2%
MISCELLANEOUS REVENUES					
	Restricted Impact Fees	0	41,213	41,212.92	100%
	SLS Account	0	-	0.00	100%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

April 30, 2017

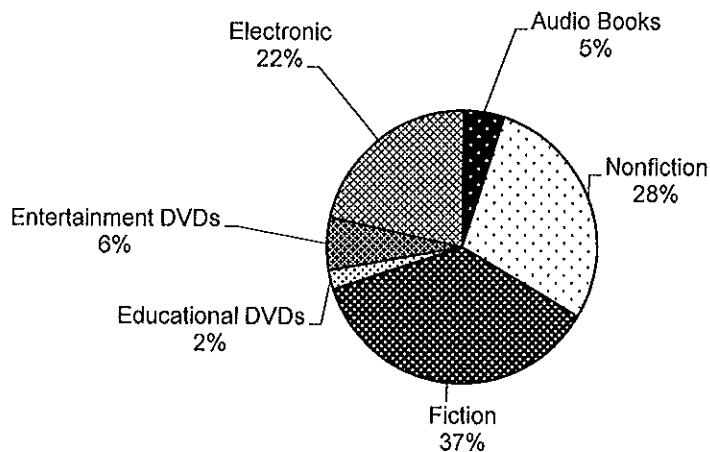
83% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	1,086,428	0.89	\$141,019
0200	Retirement	46,549	36,036	0.77	\$10,513
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	114,704	0.54	\$95,839
0306-0770	Employee Assistance Program	715	60	0.08	\$655
0308	Dental Insurance	12,833	11,033	0.86	\$1,800
0309	Life Insurance	7,320	6,652	0.91	\$668
0310	AD & D Insurance	4,627	3,677	0.79	\$950
0319	Vision Insurance	2,526	2,255	0.89	\$271
0350	Workers' Compensation Insurance	12,000	11,480	0.96	\$520
	TOTAL	\$1,524,560	\$1,272,323	0.83	\$252,237
SERVICES & SUPPLIES					
0700	Communications	23,000	10,556	0.46	\$12,444
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	25,230	1.26	-\$5,230
1100	Library Insurance	15,000	10,050	0.67	\$4,951
1300	Maintenance, Equipment	32,000	25,657	0.80	\$6,343
1400	Maintenance, Buildings & Improvements	106,700	76,812	0.72	\$29,888
1600	Memberships	9,000	4,492	0.50	\$4,508
1700	Miscellaneous Expense	2,500		0.00	\$2,500
1800	Office Expenses	48,000	48,121	1.00	-\$121
1803	Postage	14,000	10,423	0.74	\$3,577
1900	Prof./Specialized Services	206,100	183,258	0.89	\$22,842
1912	Investment Administrative Fees	1,700	12,732	7.49	-\$11,032
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	162,463	0.55	\$131,711
2600	Transportation & Travel	4,500	387	0.09	\$4,113
2700	Meetings	19,500	24,500	1.26	-\$5,000
2800	Utilities	87,500	63,525	0.73	\$23,975
	TOTAL	\$887,274	\$658,204	0.74	\$229,070
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$10,452	0.95	\$548
	OPERATING EXPENSES	\$2,422,834	\$1,940,980	0.80	\$481,854
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$11,593	0.19	\$48,407
4200	Structures/Improvements	10,000	\$16,023	1.60	-\$6,023
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$27,616	0.39	\$42,384
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$1,968,596	0.79	\$524,238
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$620,038	\$41,213	0.07	\$578,825
	Grants	\$35,000	\$36,695	0.00	-\$1,695

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF APR. 2017

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$54,304	2957	3162	\$69,425	3694	4229
Total Non-Fiction	\$42,374	1911	2736	\$44,080	1928	2726
Total Electronic	\$32,124	1086	0	\$38,364	869	0
Total Audio Books	\$7,273	160	160	\$11,144	256	256
Total Educational DVDs	\$3,419	99	100	\$2,364	71	73
Total Entertainment DVDs	\$9,254	249	354	\$10,995	376	498
YTD TOTAL MATERIALS	\$148,748	6462	6512	\$176,372	7194	7782
Budget	\$255,700			\$249,174		
% Spent YTD	58%			71%		



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF APRIL 2017
Prepared by Katee Massas, 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	\$27,455	1133	1267	\$330	23	23	\$27,789	1156	1290	\$ 220	13	13	\$28,009	1169	1303
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Fiction	\$27,455	1133	1267	\$330	23	23	\$27,789	1156	1290	\$220	13	13	\$28,009	1169	1303
Adult Non-Fiction	\$13,374	594	625	\$1,456	59	59	\$14,830	653	684	\$1,628	61	61	\$16,458	714	745
Adult Reference	\$1,179	19	19	\$0	0	0	\$1,179	19	19	\$597	15	15	\$1,776	34	34
Adult magazines	\$4,922	69	808	\$0	0	0	\$4,922	69	808	0	0	0	\$4,922	69	808
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Non-Fiction	\$19,475	682	1,452	\$1,456	59	59	\$20,931	741	1,511	\$2,225	76	76	\$23,156	817	1,587
TOTAL ADULT PRINT MATERIALS	\$46,934	1815	2719	\$1,786	82	82	\$48,720	1897	2801	\$2,445	89	89	\$51,165	1,986	2,890
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Audio Books	\$7,273	160	160	\$380	8	8	\$7,653	168	168	0	0	0	\$7,653	168	168
Adult E-books	\$12,670	579	0	\$0	0	0	\$12,670	579	0	0	0	0	\$12,670	579	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$4,212	92	92	\$0	0	0	\$3,212	92	92	0	0	0	\$3,212	92	92
Adult Entertainment DVDs	\$7,398	189	294	\$15	1	1	\$7,413	190	295	0	0	0	\$7,413	190	295
TOTAL ADULT NON-PRINT MATERIALS	\$30,553	1020	546	\$395	9	9	\$30,948	1029	555	\$0	0	0	\$30,948	1029	555
TOTAL ADULT MATERIALS	\$77,487	2,835	3,265	\$2,181	91	91	\$79,668	2,928	3,356	\$2,445	89	89	\$82,113	3,015	3,445
Juvenile Fiction	\$21,665	1528	1590	\$30	2	2	\$21,695	1530	1592	\$80	6	6	\$21,775	1536	1598
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Fiction	\$5,180	296	305	\$23	0	0	\$5,203	296	305	\$127	7	7	\$5,330	303	312
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Juvenile Fiction	\$26,845	1824	1895	\$53	2	2	\$26,898	1826	1897	\$207	13	13	\$27,105	1,839	1,910
Juvenile Non-Fiction	\$21,018	966	975	\$0	0	0	\$21,018	966	975	\$133	7	7	\$21,151	973	982
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Non-Fiction	\$1,280	95	95	\$0	0	0	\$1,280	95	96	20	1	1	\$1,300	97	97
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Reference	\$202	0	0	\$0	0	0	\$202	0	0	0	0	0	\$202	0	0
Young Adult Reference	\$0	161	161	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Magazines	\$398	7	53	\$0	0	0	\$398	7	53	0	0	0	\$398	7	53
Total Juvenile Non-Fiction	\$22,899	1,228	1,284	\$0	1	1	\$22,899	1,069	1,124	\$153	8	8	\$23,052	1,077	1,132
TOTAL JUVENILE PRINT MATERIALS	\$49,744	3,053	3,179	\$53	3	3	\$49,797	2,895	3,021	\$360	21	21	\$50,157	2,916	3,042
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile E-books	\$262	501	0	\$0	0	0	\$262	501	0	0	0	0	\$262	501	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Video Games	\$543	19	19	\$0	0	0	\$543	19	19	0	0	0	\$543	19	19
Juvenile Educational DVDs	\$207	7	8	\$0	0	0	\$207	7	8	0	0	0	\$207	7	8
Juvenile Entertainment DVDs	\$1,313	60	60	\$0	0	0	\$1,313	60	60	0	0	0	\$1,313	60	60
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,325	587	87	\$0	0	0	\$2,325	587	87	\$0	0	0	\$2,325	587	87
TOTAL JUVENILE MATERIALS	\$52,069	3640	3266	\$53	3	3	\$52,122	3482	3108	\$360	21	21	\$52,482	3503	3129
On-line databases	\$19,192	6	0	\$0	0	0	\$19,192	6	0	0	0	0	\$19,192	6	0
E-books	\$12,932	1080	0	\$0	0	0	\$12,932	1080	0	0	0	0	\$12,932	1080	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$32,124	1086	0	\$0	0	0	\$32,124	1086	0	\$0	0	0	\$32,124	1086	0
Total Fiction	\$54,304	2957	3162	\$393	25	25	\$54,697	2982	3187	\$427	26	26	\$55,114	3008	3213
Total Non-Fiction	\$42,374	1911	2736	\$1,456	60	60	\$43,830	1910	2655	\$2,378	84	84	\$46,208	1994	2719
Total Electronic	\$32,124	1086	0	\$0	0	0	\$32,124	1086	0	\$0	0	0	\$32,124	1086	0
Total Audio Books	\$7,273	160	160	\$380	8	8	\$7,653	168	168	0	0	0	\$7,653	168	168
Total Educational DVDs	\$9,419	99	100	\$0	0	0	\$9,419	99	100	\$0	0	0	\$9,419	99	100
Total Entertainment DVDs	\$9,254	249	354	\$15	1	1	\$9,269	250	355	\$0	0	0	\$9,269	250	355
TOTAL MATERIALS	\$148,748	6462	6512	\$2,234	94	94	\$150,982	6,395	6,445	\$2,805	110	110	\$153,787	6505	6555

Outstanding Orders as of April 2017
 Adopt-a-Book/Grant
 \$1,208
 General Fund
 \$22,116
 TOTAL
 \$23,324

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for April 2017

DATE: May 22, 2017

Net Revenue Summary for April 2017

	April-17	April-16	YTD 2016-2017	YTD 2015-2016
Passport	26,113	19,174	144,021	122,764
Passport Photos	6,192	4,501	36,703	28,028
Test Proctor	600	850	6,050	7,300
Meeting Room	20	330	2,685	3,602
Total	32,925	24,855	189,459	161,694



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Personnel Report for APRIL 2017

DATE: May 22, 2017

	Apr-17	Apr-16	YTD 2016-2017	YTD 2015-2016
Separation	0	1	2	1
Retirement	0	0	0	0
Appointments	0	1	8	4
Open Positions	3	2	7	2
Workers' Compensation Leave	0	0	0	0
Total	3	4	17	7

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: None

OPEN POSITIONS: Support Services Manager
 SUB Library Aide, Passports
 SUB Library Assistant



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Circulation Activity Report: April 2017
DATE: May 22, 2017

CIRCULATION	Apr-17	Apr-16	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	308	326	3,003	3,276	-8.3%
Total Circulation	21,992	22,144	232,543	245,191	-5.2%
Total Active Borrowers*	7,798	8,111			
Attendance	33,741	27,418	257,164	257,880	-0.3%
Adult Fiction	2,793	2,751	27,614	30,420	-9.2%
Adult Nonfiction	1,888	2,092	19,320	21,960	-12.0%
Adult Magazines	137	101	1,355	2,231	-39.3%
Adult Music CDs	103	85	1,231	1,625	-24.2%
Adult Audio Books	464	532	5,355	6,154	-13.0%
Adult DVDs**	2,454	2,104	22,145	18,223	21.5%
JV Fiction	9,260	9,239	99,888	110,812	-9.9%
YA Fiction	962	1,061	12,785	14,730	-13.2%
JV Nonfiction	2,155	2,177	22,685	23,534	-3.6%
YA Nonfiction	125	129	1,127	1,023	10.2%
JV Magazines	3	3	128	37	245.9%
JV Music CDs	32	28	223	274	-18.6%
JV Audio Books	59	57	559	679	-17.7%
JV DVDs**	1,510	1,382	14,831	14,255	4.0%
Video Games	47	14	823	268	207.1%

* YTD % change not applicable.

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

TEST PROCTORING

April 2017	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
12	17	122	146	-16%

PATRON COUNT

Apr-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00								0
11:00								0
12:00								0
1:00								0
2:00								0
3:00								0
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	0	0	0	0	0	30953

April 2017	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
30,953	25,740	124,524	127,139	-2%

Hours Open	Average Per Hour
272	114

Open 30 days

Open 30 days; Closed 1 day (4 hours). Gate count issue awaiting repair

Outside Gate Counts	
Adult Programs	112
Children/Teen Programs	1111
Meeting Room Rentals	65
TOTAL	1288

Library Attendance Total
32,241

PASSPORTS

Apr-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3	2	3	5	10	49	72
10:00		10	5	5	6	6	46	78
11:00		9	9	5	8	11	39	81
12:00		4	7	2	5	3	42	63
1:00	53	5	5	11	7	13	46	140
2:00	46	9	9	10	14	16	50	154
3:00	44	17	19	9	5	29	54	177
4:00	20	10	15	14	22	10	17	108
5:00		25	26	17	23			91
6:00		23	22	17	19			81
7:00		1	7	3	1			12
DAY TOTALS	163	116	126	96	115	98	343	1057

April 2017	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
1057	769	5859	4982	15%

STAFF ACTIVITY

- Katie, Tim, Beatrice, Estella, Victor, and Laura attended the Support Services Staff meeting on April 12th.
- Katie, Eric and Tim attended Friday Huddle on April 21st and 28th.
- Staff provided Setup/Take Down in the Meeting Room: 38 set-ups/ 40 breakdowns
- Meeting Room rentals patron count: 65
- Laura did the bank deposits on April 4th, 18th and 25th
- Tim designed fliers and publicity materials for library programs including El Dia de los Ninos, PLD Col-laboratory, Literacy, Literacy Reads, Easter Eggcitement, PLFF Thank You Lunch Save the Date and Homework Club.
- Katie, Estella, Laura, Tim, and Beatrice participated in the interviews for Support Services Manager.
- Laura, Estella, Beatrice, Victor, and Tim attended the Staff meeting on April 18th
- Estella attended the Anaheim/Placentia circulation meeting at Anaheim Central on April 27th .
- Victor is working on a discard manual.

ONGOING PROJECTS

- Passport agents are coordinating Passport Campaign.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia - Shared Maintenance Costs through APRIL 2017
DATE: May 22, 2017

Facility Maintenance charge is for new 30-minute parking signs in the Civic Plaza parking area.

**CITY OF PLACENTIA
INVOICES**

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants) (or Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-16	*	*	*	*	*	*	*
Aug-16	*	*	*	*	*	*	*
Sep-16	09-13-16	21,226.41	4,357.47	427.50	19.27	*	26,030.65
Oct-16	*	*	*	*	*	*	*
Nov-16	11-07-16	11,501.61	2,904.98	142.50	*	10,162.28	24,711.37
Dec-16	12-08-16	3,908.38	1,452.49	142.50	4.69	*	5,508.06
Jan-17	01-10-17	3,503.45	1,452.49	142.50	19.73	*	5,118.17
Feb-17	02-27-17	3,468.72	2,904.98	142.50	9.82	7,652.32	14,178.34
Mar-17	03-27-17	3,669.20	1,452.49	142.50	9.83	2,702.34	7,976.36
Apr-17	*	*	*	*	*	---	*
May-17	05-03-17	3,860.73	1,452.49	142.50	9.83	110.87	5,576.42
Jun-17						---	
	TOTAL	51,138.50	15,977.39	1,282.50	73.17	20,627.81	89,099.37
	AVG	4,648.96	1,452.49	116.59	6.66	2,279.66	8,099.95

* City Billing
Not Received

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	6,122.66	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	142.50	9.60	1,554.00	7,111.07
16-May	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun	07-11-16	4,377.70	*	142.50	19.18	*	4,539.38
	TOTAL	69,924.60	17,429.88	1,852.50	149.33	34,687.30	124,043.61
	AVG	5,827.05	1,452.49	154.38	12.45	2,890.61	10,336.97



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for April 2017
DATE: May 22, 2017

Accomplishments

- Interviewed candidates for the Support Services Manager position.
- Worked with the Public Services Manager to discuss concerns and budget for various summer programs and activities.
- Met with a prospective Placentia Library Friends Foundation (PLFF) board member and discussed current board opportunities and background information about PLFF.

Meetings

- Library Board of Trustees – April 17th
- Friday Huddles – April 7th, 14th, 21st, 28th
- Staff Meeting – April 18th
- H.I.S. House – April 27th
- Rotary – April 5th, 12th, 19th,
- Santiago Library System Executive Council – April 24th
- Johnson Control, Inc. – April 25th

Community Function / Training / Conference

- Eggcitement – April 8th
- Harwood Training – April 20th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children's Services Report for April 2017
DATE: May 22, 2017

MONTHLY STATISTICS

Children's Reference

	April 2017	April 2016	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	488	721	5,695	5,137	10.86%
Reference--telephone	61	42	265	364	-27.20%
Total Reference	549	763	5,960	5,501	8.34%
Total Number of Programs	46	45	388	410	-5.37%
Total Programs Attendance	2,811	1,470	16,106	15,170	6.17%

Children's Services Programs

Children's Services Programs	April	April	April	April	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2017	2017	2016	2016	2016-17	2016-17	2015-16	2015-16	15/16 - 16/17	15/16 - 16/17
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Programs Total	Attendance Total	Programs Total	Attendance Total	% Change	% Change
Ongoing Programs										
0-2 year old Storytime Classes	8	383	8	529	66	3,150	74	3,758	-10.81%	-16.18%
3-6 year old Storytime Classes	5	58	8	182	40	853	74	1,669	-45.95%	-48.89%
Music Classes	4	189	4	195	33	1,249	37	1,465	-10.81%	-14.74%
Read to the Dogs	1	75	1	32	10	451	10	228	0.00%	97.81%
Master Builders Club	1	27	1	54	9	217	9	291	0.00%	-25.43%
Sensational Saturdays	1	40	1	61	8	290	8	276	0.00%	5.07%
Homework Club	12	181	16	171	115	1,947	121	1,707	-4.96%	14.06%
PTAC (Placentia Teen Advisory Council)	2	44	2	33	20	391	19	285	5.26%	37.19%
PLD Collaboratory	1	4	1	18	9	44	2	44	350.00%	0.00%
The Vault	-	-	-	-	5	35	1	17	400.00%	105.88%
Teen Practice Exams	1	7	-	-	3	37	2	47	50.00%	-21.28%
Special Programs										
Outreach	-	-	1	124	12	1,502	6	1,092	100.00%	37.55%
School Visits	-	-	-	-	-	-	1	25	-100.00%	-100.00%
Library Tours	2	26	-	-	3	45	-	-	100%	100.00%
Bilingual Programs	3	253	1	60	5	359	3	205	66.67%	75.12%
Seasonal Programs	1	1,500	1	11	17	2,599	17	1,857	0.00%	39.96%
Teen Programs	4	24	-	-	20	199	12	209	66.67%	-4.78%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
Totals	46	2,811	45	1,470	388	16,106	410	15,170	-5.37%	6.17%

ACHIEVEMENTS

- Lori Worden was the project leader for the Love Placentia project. Volunteers decorated the library on April 29th for the upcoming Summer Reading Program.
- Lori Worden presented information on Novelist, Consumer Reports, and ABC Mouse databases to the Library Board of Trustees at the Library Board meeting on April 17th.
- Brenda Ramirez conducted library tours on April 28th and 30th.
- Yesenia Baltierra coordinated Easter Eggcitement along with staff and City partners on April 8th.
- Yesenia Baltierra attended PLFF Volunteer Luncheon on April 26th.

MEETINGS

- Brenda Ramirez, Fernando Maldonado, Joseph Nguyen, Jennifer Rydberg and Lori Worden participated in Public Services Children's Department meeting on April 24th.
- Fernando Maldonado attended City/Library/Boys and Girls Club meeting regarding the planning of a garden at Kraemer Park on April 4th.
- Brenda Ramirez and Lori Worden attended the Staff Meeting on April 18th.
- Brenda Ramirez met with Lori Worden on April 11th.
- Brenda Ramirez met with Fernando Maldonado on April 13th and 24th.
- Brenda Ramirez met with Jennifer Rydberg on April 5th.
- Brenda Ramirez met with Joseph Nguyen on April 5th.
- Brenda Ramirez met with Wendy Townsend and Yesenia Baltierra on April 19th and 26th.
- Brenda Ramirez met with Yesenia Baltierra on April 5th and 25th.
- Brenda Ramirez completed training with Deanna White on Easter Eggcitement Storytimes on April 2nd.
- Brenda Ramirez attended a REFORMA OC Chapter meeting on April 4th.
- Brenda Ramirez conducted training with Deanna White on Bouncing Babies Storytime on April 6th, 13th, 20th, and 27th.
- Brenda Ramirez met with Wendy Townsend on April 4th and 17th.

PROFESSIONAL DEVELOPMENT

- Fernando Maldonado and Lori Worden completed CSDA's Sexual Harassment Training on April 7th.
- Joseph Nguyen completed CSDA's Sexual Harassment Training on April 9th.
- Jennifer Rydberg completed CSDA's Sexual Harassment Training on April 13th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for April 2017

DATE: May 22, 2017

MONTHLY STATISTICS

Reference Desk Activity

	April 2017	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1,500	1,375	14,808	9,071	63.25%
Reference -- telephone	774	592	6,105	2,961	106.18%
Reference -- email/chat	5	5	56	66	-15.15%
Technology assistance	285	342	2,829	2,480	14.07%
Guest passes	52	148	682	812	-16.01%
Adult and Children's computer use (desktops)	2,282	3,268	25,027	31,178	-19.73%
Adult computer usage (desktop)	1,926	2,342	21,164	24,381	-13.19%
Public computer use (express laptops)	5	18	93	408	-77.21%

History Room Activity

	April 2017	April 2016	Y-T-D FY2016-17	Y-T-D FY2015-16	Y-T-D % change
History Room Visitors	10	8	91	97	-6.19%

Volunteer Hours

	April 2017	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	19.5	35.75	91	290	-68.62%
PLFF	485.33	451.25	4749.25	4874.75	-2.57%
General Library	949.97	545.5	5870.72	4962.5	18.30%
Technology	4.25	6	195.75	118.25	65.54%
Homework Club	92.5	117	924	683.5	35.19%
Adult Literacy Tutors	129.5	262.25	1335.33	1732.97	-22.95%
PTAC	69	52.75	624.72	601.63	3.84%
Total Volunteer Hours	1750.05	1470.5	14399.02	14329.7	0.48%

Adult Services Programs

Type of Program	Number of Programs April	Attendance April	Number of Programs April	Attendance April	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2017	2017	2016	2016	FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	10	1	15	10	110	9	108	11.11%	1.85%
Computer Workshops	1	6	2	24	24	226	20	171	20.00%	32.16%
Literacy Programs	8	45	5	42	63	457	54	457	16.67%	0.00%
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	8	12	5	11	53	102	34	99	55.88%	3.03%
Volunteer Programs	1	12	2	36	10	225	7	195	42.86%	15.38%
Health & Fitness Programs	3	50	3	64	30	634	22	351	36.36%	80.63%
Parenting Programs	0	0	0	0	0	0	5	27	-100.00%	-100.00%
Fine Arts Programs	0	0	1	20	3	178	4	133	-25.00%	33.83%
Educational Programs-various topics	0	0	3	86	11	364	19	851	-42.11%	-57.23%
Outreach	2	153	5	74	7	179	33	359	-78.79%	-50.14%
Totals	24	288	27	372	215	2,897	202	3,075	6.44%	-5.79%

Adult Literacy

	Apr 2017	Apr 2016
Number of Tutors	19	19
Number of Students	26	32
Total Number of Participants	45	51

Computer Literacy

	Apr 2017	Apr 2016
Number of Tutors	2	2
Number of Students	2	2
Total Number of Participants	4	4

ACHIEVEMENTS

- Coleen Wakai presented Pronunicator and Reference USA at the PLD Board of Trustees Meeting on April 17th.
- Coleen Wakai coordinated participants of Literacy's Writer to Writer Program at the PLD Board of Trustees Meeting on April 17th.
- Coleen Wakai coordinated a Literacy Workshop on spelling on April 13th.
- Coleen Wakai attended CSUF Field Day on April 18th.
- Coleen Wakai coordinated the Conversation Club April 7th, 21st, and 28th.
- Coleen Wakai coordinated the Stress Reliever Adult Coloring Class on April 27th.
- Coleen Wakai coordinated ART-rageous workshop for Literacy students and tutors on April 25th.
- Coleen Wakai coordinated the Literacy Orientation on April 11th.
- Wendy Townsend coordinated the Book Club on April 11th.
- Wendy Townsend coordinated Yoga on April 5th, 12th and 19th.
- Wendy Townsend submitted a grant for solar eclipse glasses to Starnet Libraries on April 13th.
- Wendy Townsend and Yesenia Baltierra participated in Support Services Manager interviews on April 6th, 18th and 19th.
- Patricia Grimm coordinated a Literacy Orientation on April 22nd.
- Wendy Townsend coordinated National Library Week Scavenger Hunt activities April 9th-15th.
- Michelle Meades and Jennifer Rydberg created the display in the glass cabinet for National Library week and National Volunteer Week April 4th.
- Michelle Meades and Jeannie Killianey coordinated the Beyond Email Computer Workshop on April 8th.
- Michelle Meades and Fernando Maldonado coordinated the Volunteer Orientation of April 9th.
- Wendy Townsend and Yesenia Baltierra attended Eggciment on April 8th.

MEETINGS

- Michelle Meades and Wendy Townsend met on April 5th, 12th, 19th, and 26th.
- Coleen Wakai met with Literacy intern, Linda C. on April 5th, 12th, 19th, and 26th.
- Coleen Wakai met with literacy tutor on April 19th and a computer tutor on April 11th.
- Coleen Wakai met with Tim Worden regarding literacy brochure; final touches April 11th.
- Jeannie Killianey and Wendy Townsend met on April 19th.
- Jeannie Killianey met with Jennifer Rydberg to discuss the SRP display window on April 29th.
- Wendy Townsend and Coleen Wakai met on April 7th, 10th, 14th, 17th, 21st and 27th.
- Michelle Meades attended the Placentia Historical Committee meeting on April 25th.
- Wendy Townsend met with Patricia Grimm on April 24th.
- Wendy Townsend attended Kiwanis meetings on April 6th, 13th, 20th and 27th.
- Wendy Townsend and Yesenia Baltierra met on April 5th and 21st.
- Wendy Townsend and Yesenia Baltierra attended the Supervisors meeting on April 19th and 26th.
- Wendy Townsend and Brenda Ramirez met on April 4th and 17th.
- Coleen Wakai attended the Staff Meeting on April 18th.
- Wendy Townsend, Coleen Wakai and Lori Worden met to discuss SRP decorations on April 20th.
- Wendy Townsend, Michelle Meades, Coleen Wakai and Patricia Grimm attended the Adult Services meeting on April 24th.
- Michelle Meades met with Melissa Guzetta to discuss computer workshops on April 17th.
- Michelle Meades met with Andrew Gonzalez to work on 3rd grade class visits on April 20th.

- Michelle Meades met with Lori Goyette of Sierra Vista Elementary to coordinate library card applications and buses for 3rd grade class visit on April 24th.
- Michelle Meades met with Kathy Frazee, Historical Committee member, to discuss upcoming programs and Vic Knight Oral History.
- Yesenia Baltierra met with literacy student on April 3rd.
- Yesenia Baltierra attended Civic Center Coordination meeting on April 5th and 25th.
- Yesenia Baltierra attended the Harwood Regional meeting on April 20th.

PROFESSIONAL DEVELOPMENT

- Wendy Townsend attended the workshop SRP Outreach on April 20th.
- Wendy Townsend, Michelle Meades, Coleen Wakai and Jeannie Killianey completed CSDA Sexual Harassment webinar.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for April 2017

DATE: May 22, 2017

On-line database usage

	April 2017	Onsite Usage 4/17	Remote Usage 4/17	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	13,521	N/A	N/A	15,612	143,472	146,075	-2%
General Reference Center	73	73	0	120	388	632	-39%
Biography In Context	706	703	3	69	1,163	1,897	-39%
Opposing Viewpoints	117	117	0	631	1,329	2,958	-55%
Consumer Reports (new July 2016)	370	N/A	N/A	N/A	1,212	NA	NA
Freegal	1,080	N/A	N/A	1,003	11,465	10,926	5%
Heritage Quest	800	N/A	N/A	728	6,605	7,760	-15%
Novelist	62	N/A	N/A	16	410	429	-4%
Public Library Core Collection Nonf	4	N/A	N/A	0	1,416	N/A	N/A
Pronunciator (new Sept. 2014)	52	N/A	N/A	137	614	944	N/A
ABC Mouse (new Sept. 2014)	114	N/A	N/A	55	2,213	862	N/A
Career Cruising (new June 2015)	13	N/A	N/A	3	17	N/A	N/A
Tumblebooks	124	N/A	N/A	72	1,870	1,190	57%
Reference USA	235	N/A	N/A	344	1,941	1,875	4%
Enki (new Oct. 2014)	1	N/A	N/A	1	15	21	N/A
Hoopla (new May 2015)	595	N/A	N/A	259	4,313	N/A	N/A
Overdrive e-books	1,083	N/A	N/A	1,048	9,886	9,679	2%
Overdrive audio books	659	N/A	N/A	620	6,533	5,146	27%
Zinio (new Oct. 2014)	88	N/A	N/A	69	795	714	N/A
TOTAL DATABASE USAGE	19,697	893	3	20,787	195,657	191,108	2%

Website Traffic

	April 2017	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	13,366	12,943	123,705	123,337	0%
Page Hits	21,452	21,912	204,403	206,808	-1%
Users	6,907	5,760	57,464	55,930	3%
Pages/Session	1.60	1.69	N/A	N/A	N/A
Avg. Session Duration	0:02:28	0:03:04	N/A	N/A	N/A
% New Sessions	42	36	N/A	N/A	N/A

Computer & Online Resource Use

	April 2017	April 2018	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Residents	1,236	1,348	13,675	13,480	1%
Non-Placentia Residents	917	1,046	9,620	9,078	6%
Total	2,153	2,394	23,295	22,558	3%

Wifi Use

	April 2017	April 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
	2,249	3,733	25,507	22,415	14%
Total	2,249	3,733	25,507	22,415	14%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Johnson Control, Inc. and Broadway Industries, Inc. Presentations on Energy Efficiency Proposals**

DATE: May 22, 2017

BACKGROUND

Johnson Controls is a global diversified technology and multi industrial leader serving a wide range of customers in more than 150 countries. They create intelligent buildings, efficient energy solutions, integrated infrastructure and next generation transportation systems that work seamlessly together to deliver on the promise of smart cities and communities. Some of their clients include the City of Sanger, Tulare, Barstow, Long Beach, and Lancaster.

The District invited the City of Placentia to participate in its discussion and plans for the Centennial renovation project. It was at this meeting the City Administrator announced that the City is looking into energy efficiency projects. City was working with Johnson Controls. Since then, the District and the City have met with representations from John Controls who provided different business cases for each agency's projects.

Broadway Industries, Inc. designs sheet metal, heating, ventilation and air conditioning (HVAC) systems for efficient business, commercial and industrial operations. Their expertise include commercial heating, ventilation and air conditioning (HVAC) and designing efficient and good-looking air quality systems for business and industry.

Tonight, Christopher Bout from Johnson Control, Inc. and Mr. Harry Prouty, President of Broadway Industries, Inc., with 35 years of experience, will present to the Library Board proposals for the District's energy efficiency projects, including updating lights to LED standards, installing rooftop solar photo voltaic (PV) panels and replacing the HVAC and the building automation (BAS) control systems.

Fiscal Impact: \$500,000 - \$1.5M

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Group 4 Architecture Research + Planning, Inc. Presentation
DATE: May 22, 2017

BACKGROUND

On December 28, 2016, the Placentia Library District entered into a contract with Group 4 Architecture, Research + Planning, Inc., a full-service architecture firm and a leader in library design, to provide conceptual designs and assist in the renovation of the current library building, which is over forty years old.

Since last December, Group 4 has met on multiple occasions with library personnel, the City of Placentia, Placentia Yorba Linda Unified School District, Placentia Library Friends Foundation, and community members, to identify stakeholders' library spacing needs and discuss their aspirations of an ideal library community. On April 19, 2017, Group 4 met to discuss the proposed renderings and reviewed budget options for the renovation project.

Tonight, Dawn Merkes from Group 4, via teleconference call, will present a status on the project, including proposed budget and renderings.

Fiscal Impact: \$2.6M

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation of Fiscal Year 2015-2016 Financial Audit from White, Nelson, Diehl, Evans CPA Firm

DATE: May 22, 2017

BACKGROUND

Ms. Daphnie Munoz from White, Nelson, Diehl, Evans will present the final findings for the Fiscal Year 2015-2016 Audit of Financial Transactions for the Placentia Library District.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2015-2016.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Staff Presentations on Databases
DATE: May 22, 2017

BACKGROUND

Michelle Meades, History Room Librarian, will provide an overview on the Heritage Quest and Zinio databases.

Fernand Maldonado, Library Assistant, will provide an overview on the Career Cruising, Opposing Viewpoints and Gale Biography in Context databases.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Election of Secretary on the Executive Committee of the Independent Special Districts of Orange County

DATE: May 22, 2017

BACKGROUND

The Independent Special Districts of Orange County (ISDOC) has provided a notice calling for candidates for the position of Secretary on the Executive Committee. The ISDOC secretary vacancy was announced on April 25, 2017. The appointed person will hold office for the unexpired term of the former incumbent.

The Secretary's responsibilities include correspondences and dissemination of information, preparation and distribution of agendas and minutes and publication of the quarterly newsletter. Nominations close on June 1, 2017.

Discuss and determine which Trustee is interested in serving as ISDOC's Secretary on the Executive Committee.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Director and Staff to attend the Annual California Library Association (CLA) Conference in Riverside, California, from November 2-5, 2017**

DATE: May 22, 2017

BACKGROUND

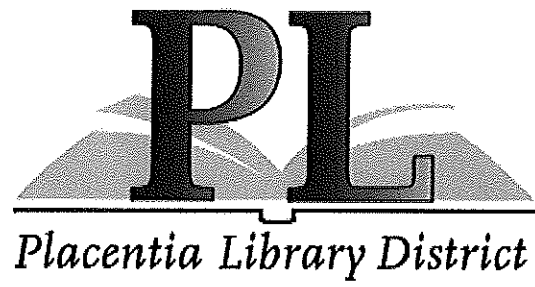
The Annual California Library Association Conference will be held November 2-5, 2017 in Riverside, CA. The theme for this year's conference is New Worlds Emerge, and will include over 125 great programs and pre-conferences, inspiring speakers, awards honoring the best in our profession, great library vendors, and networking opportunities.

The Conference Planning Committee is working on this year's programs and will provide updates once submissions have been reviewed and approved. This year, the District submitted two proposals in collaboration with Sacramento Public Library, San Diego Public Library, Mission Viejo Public Library, and Redwood Public Library.

Fiscal Impact: \$1,100 per attendee

RECOMMENDATIONS

1. Motion to authorize the Library Director and three library staff to attend the Annual California Library Association Conference on November 2-5, 2017 in Riverside, California.
2. Authorization by a roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: 2017 Staff Appreciation and Recognition Fund Request
DATE: May 22, 2017

BACKGROUND

Library staff will present a request to the Placentia Library Friends Foundation (PLFF) for \$3,500 for the 2017 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. Library Director requests \$2,000 towards the function to cover expenses beyond the PLFF's donation.

This year the event will be a picnic with games and food for staff, trustees, and friends foundation and their families to enjoy. The committee for this year are Yesenia Baltierra and Michelle Meades.

Fiscal Impact: \$2,000

RECOMMENDATIONS

1. Motion to approve the request for \$2,000 to be used for the annual Staff Appreciation and Recognition event; and,
2. Authorize the request for \$2,000 for the annual Staff Appreciation and Recognition event by a roll call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Research Institute for Public Libraries (RIPL) Training**

DATE: May 22, 2017

BACKGROUND

Library Director Contreras will present information on the two-day RIPL training for staff.

Launched in 2015 by the Colorado State Library (CSL) and the Colorado Library Consortium (CLiC), the Research Institute for Public Libraries (RIPL) is a singular event for public library leaders and others interested in public library data and evaluation. The bootcamp-style event will provide participants with practical, strategic methods of gathering, analyzing, and using data for planning, management, and communicating impact.

The two presenters are Dr. Linda Hofschire and Sharon Morris from the Colorado State Library. Below are their biographies:

Linda Hofschire is the Director of the Colorado State Library's Library Research Service. She has more than 15 years of experience working in social science research and evaluation. At LRS, she manages a variety of research and evaluation projects such as a biennial study of U.S. public library websites and social media, and outcome-based evaluations of state library programs. Linda also serves as the chair of ALA's Committee on Research and Statistics. She has an MA and PhD in Mass Media from Michigan State University, where she received extensive training in research methods and statistics, and an MLIS from the University of Illinois. She is passionate about making data accessible and meaningful to users.

Sharon Morris is Director of Library Development at the Colorado State Library. She recently completed a doctorate in Managerial Leadership in Libraries from Simmons College, has an MLS, has been working at the state library for thirteen years and previously worked at the Denver Public Library for nine years. Sharon provides workshops throughout Colorado and nationally on library development topics. She also facilitates public library strategic planning, focus groups, usability testing, and needs assessment.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **June Meeting Date**
DATE: May 22, 2017

BACKGROUND

Due to a conflict with the American Library Association conference, Library Director is requesting a date change for the June Board meeting. Options are:

- Wednesday, June 28
- Thursday, June 29

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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