



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








January 25, 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.

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the December 19, 2016 Library Board of Trustees Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for December 2016. (Receive & File and Approve)

11. Fund Balance Report and FY2016-2017 Cash Flow Analysis through December 2016; 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 December 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet (Revenue and Expenditures) for December 2016. (Receive & File)

14. Acquisitions Report for December 2016. (Receive & File)

15. Entrepreneurial Activities Report for December 2016. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for December 2016. (Receive, File, and Ratify Appointments)

17. Circulation Report for December 2016. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

19. Administration Report for December 2016.
20. Children's Services Report for December 2016.
21. Adult Services Report for December 2016.
22. Placentia Library Web Site & Technology Report for December 2016.

NEW BUSINESS

23. Meet and Greet with the Orange County Local Agency Formation Commission representatives.
24. Meet and Greet with Placentia Police Chief, Darin Lenyi.
25. Library Director will present information on the parking lot survey.
26. Travel Authorization Library Director to Attend the California Research and Education Network Initiative (CENIC) Annual Conference in La Jolla, California from March 19-22, 2017.
27. Travel Authorization for Library Director to Attend the California Research Institute for Public Libraries (RIPL) Regional training in Sacramento, California on April 10 and 11, 2017.

ADJOURNMENT

28. Agenda Preparation for the February Unusual Date Meeting which will be held on February 22, 2017 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 January 25, 2017 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 20, 2017.



Diane Warner, Administrative Assistant



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MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 19, 2016

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2016 at 6:31pm.

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

Members Absent: None

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

Guests: Marina Tutty, Financial Consultant; Deanna White, Library Assistant sub; Angelica Estrada, Library Aide sub; and Marina Penaloza, Library Aide sub.

ADOPTION OF AGENDA

To continue as a library board quorum, trustees Carline, DeVecchio and Minter needed to be re-appointed as Placentia Library District Trustees, with new terms ending on December 4, 2020. President Carline requested the agenda be modified to discuss item 25 first, to certify these appointments and elect board officers for 2017. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the modified December 19, 2016 meeting agenda:

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

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the Tamale Festival in Old Town Placentia, and enjoyed the Civic Center Tree Lighting Ceremony, which was renewed for the first time in 6 years. (Item 5)

Secretary Martin enjoyed the Homeless Intervention Shelter (H.I.S.) House fundraiser, Tamale festival, library's Holiday Merriment, Rotary Christmas Breakfast, Library Staff Holiday Luncheon, and a Harwood webinar. (Item 6)

Trustee DeVecchio attended A Christmas Evening at the Bradford House, and the Staff Thanksgiving Luncheon. (Item 6)

Trustee Minter participated in a children's holiday program at the Canyon branch library. (Item 6)

Trustee Shkoler also attended the H.I.S. House fundraiser, Tamale festival, library's Holiday Merriment, Rotary Christmas Breakfast, and the Library Staff Holiday Luncheon. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Jeanette Contreras attended the H.I.S. House fundraiser and the Tree Lighting Ceremony which was co-sponsored by the Library and the City. Secretary Martin also recognized Library Director Contreras for her coordination of the HIS House Holiday Concert fundraiser on December 2nd. Venessa Faber, Support Services Manager, introduced new library staff to the trustees. Library Director Contreras presented a verbal summary of a parking lot usage survey performed by library staff from December 1-16, 2016. Library Director Contreras thanked managers and staff for making adjustments to their schedules in order to assist with the parking lot survey. Trustee Minter requested this be added to the

January 2017 meeting agenda, and a summary report with graphics be provided for review, in preparation for the next meeting with the City. (Item 7)

**FRIENDS FOUNDATION
REPORT**

No representation from the Placentia Library Friends Foundation (PLFF). (Item 8)

CONSENT CALENDAR

After clarification on agenda items 13 and 19, it was moved by Trustee Shkoler and seconded by Trustee Minter to approve Agenda Items 9-22. (Item 9) A roll call vote was taken:

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

**MINUTES for the
NOVEMBER 21, 2016
BOARD MEETING**

Minutes for the November 21, 2016 Trustees meeting were received, approved and filed. (Item 9)

TREASURER'S REPORTS

Check Registers for November 2016 – received and filed (Item 10)
Fund 707 Balance Report for November 2016 – received and filed (Item 11)

Financial Reports through November 2016 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments - received and filed (Item 12)

Balance Sheets for November 2016 – received and filed. (Item 13)
Acquisitions Report for November 2016 – received and filed. (Item 14)
Entrepreneurial Activities Report for November 2016 – received/ filed. (Item 15)

Moved by Secretary Martin and seconded by Trustee Minter to receive, file and approve the 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, Shkoler, DeVecchio, Minter
NOES: None
ABSENT: None

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

Administration Report for November 2016 (Item 19)
Children's Services Report for November 2016 (Item 20)
Adult Services Report for November 2016 (Item 21)
Placentia Library Website Technology Report - November 2016 (Item 22)

NEW BUSINESS**UPDATE -
REDEVELOPMENT
SUCCESSOR AGENCY
OVERSIGHT BOARD**

Trustee Shkoler reported on his participation at a special Redevelopment Successor Agency Oversight Board meeting on December 14, 2016. This Board is the Successor Agency to the former Placentia Redevelopment Agency, established to prepare a Long Range Property Management Plan (LRPMP) for the City of Placentia. This special board meeting was called after a City audit, to approve adding two properties that were overlooked for redevelopment planning stage. (Item 23) Information only – no action needed.

**ADOPTION OF
RESOLUTION 16-13:
ESTABLISH BOARD
MEETING DATES FOR
CALENDAR YEAR 2017**

Library Director Contreras presented Resolution 16-13 to confirm Board of Trustee Meeting Dates for Calendar Year 2017. Board meetings will be held on the third Monday monthly, with the January and February 2017 dates changed due to trustee schedule conflicts. Trustee DeVecchio also stated that he will not be available for the February meeting due to a scheduled surgery. For the February meeting, Trustee DeVecchio will be noted as an excused absence. After a brief discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve the revised 2017 meeting calendar. (Item 24) A roll call vote was taken:

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

**ADOPTION OF
RESOLUTION 16-14:
CERTIFY PLACENTIA
LIBRARY DISTRICT
TRUSTEE APPOINTMENTS**

Library Director Contreras performed a swearing in ceremony to certify the re-appointments of Gayle Carline, Richard DeVecchio and Elizabeth Minter as Library Trustees, serving terms through December 4, 2020. Each trustee also signed an Oath of Office form to confirm his/her appointment. It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to accept the appointments. Additionally, the Board voted to have Gayle Carline continue as Board President and Jo-Anne Martin as Board Secretary. (Item 25) A roll call vote was taken:

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

**APPOINTMENT OF
LIBRARY BOARD
REPRESENTATIVES FOR
2017**

Library Director Contreras requested a discussion to select trustee representatives for several commissions and committees. The following were assigned to represent the library with a roll call vote. (Item 26)

Local Agency Formation Commission (LAFCO):

Trustee Shkoler, with Secretary Martin as alternate

Placentia Library Friends Foundation (PLFF):

President Carline, with Secretary Martin as alternate
Independent Special Districts of Orange County (ISDOC):

Trustee Minter, with Trustee DeVecchio as alternate
Placentia Library District Personnel Committee:

President Carline and Trustee Shkoler

Orange County Council of Governments:

Trustee DeVecchio, with Library Director Contreras as alternate
Redevelopment Successor Agency Oversight Board: Trustee Shkoler

Library Director was instructed to contact LAFCO regarding a Municipal Service Review (MSR) study for Placentia Library District, updated information for the Orange County Council of Governments, and information on other meetings that the Placentia Library Board of Trustees needs to be represented.

AUTHORIZE AGREEMENT FOR CONCEPTUAL DESIGN SERVICES FOR CENTENNIAL REMODEL PROJECT

Library Director Contreras presented an update of the Centennial Remodeling Project, and provided a summary of her recent meeting with Group 4 Architecture Research + Planning, Inc. to create three (3) conceptual designs for library renovation of the Placentia Library building. Library Director Contreras submitted a proposal agreement from Group 4 Architecture Research + Planning, at a fiscal impact if \$12,430. Group 4 Architecture is a leader in library design and is currently working with the City of Yorba Linda to build its new library building. They recently have completed two Anaheim Library branches. After discussion and review of existing library policies regarding bids and contracts, it was moved by Trustee DeVecchio and seconded by Secretary Martin for Library Director Contreras to sign the Group 4 agreement. (Item 27) A roll call vote was taken:

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

AUTHORIZE 2016 MEMORANDUM OF UNDERSTANDING WITH PLACENTIA YORBA LINDA ART ASSOCIATION

Library Director Contreras summarized the library’s history of providing an Art Wall in the lobby to display artwork from Placentia Yorba Linda Art Association (PYLAA). The most current Memorandum of Understanding (MOU) is dated January 2011. Library staff recommended the existing MOU be amended and updated, and that new agreement be signed by both parties. (Item 28) A roll call vote was taken:

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

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 19, 2016 was adjourned at 7:38pm.

The next Board of Trustees meeting will be held on the unusual date of Wednesday, January 25, 2017 at 6:30pm.

Gayle Carline, President
Library Board of Trustees

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

Type	Date	Num	Name	Memo	Amount
1000 - General Fund - Checking					
Bill Pmt -Check	12/02/2016	8703	Diane R. Warner	Mileage Reimb	-70.41
Bill Pmt -Check	12/02/2016	8704	Public Agency Reirement Services	PP pd 11/30	-1,754.76
Bill Pmt -Check	12/02/2016	8705	Professional Community Management	Reimb 2016 Meeting Rm	-50.00
Bill Pmt -Check	12/02/2016	8706	O.C. Plumbing	Toilet work	-349.50
Bill Pmt -Check	12/02/2016	8707	City of Placentia	GL 0010-1220	-24,711.37
Bill Pmt -Check	12/02/2016	8708	CSDA	473/2017 Membership	-6,026.00
Bill Pmt -Check	12/02/2016	8709	Baker & Taylor	Books	-698.81
Bill Pmt -Check	12/02/2016	8710	Midwest Tape	DDs	-530.04
Bill Pmt -Check	12/09/2016	8711	Riyaz Bawaney	Reimb. for lost book	-25.00
Bill Pmt -Check	12/09/2016	8712	Jesse T. Mariotti	refund for lost book	-19.99
Bill Pmt -Check	12/09/2016	8713	Jeanette Contreras	Reimb	-193.80
Bill Pmt -Check	12/09/2016	8714	Pitney Bowes Purchase Power	Meter refill	-776.07
Bill Pmt -Check	12/09/2016	8715	BankCard Center-Bank of the West	Nov 2016	-5,018.95
Bill Pmt -Check	12/09/2016	8716	Staples Advantage	supplies	-474.62
Bill Pmt -Check	12/09/2016	8717	FireMaster	Annual Maint	-186.00
Bill Pmt -Check	12/09/2016	8718	O.C. Plumbing	11/15 sink work	-167.50
Bill Pmt -Check	12/09/2016	8719	Cintas	supplies	-347.12
Bill Pmt -Check	12/09/2016	8720	Baker & Taylor	Books	-2,171.02
Bill Pmt -Check	12/09/2016	8721	Midwest Tape	DDs	-452.07
Bill Pmt -Check	12/19/2016	8722	Placentia Community Foundation	Dec 14 Event	-428.89
Bill Pmt -Check	12/19/2016	8723	Placentia Community Foundation	Christams Tree	-432.00
Bill Pmt -Check	12/19/2016	8724	Lori Worden	Reimb supplies Open House	-31.33
Bill Pmt -Check	12/19/2016	8725	Venessa Faber	reimb	-154.76
Bill Pmt -Check	12/19/2016	8726	Public Agency Reirement Services	12/14 Pri	-1,759.64
Bill Pmt -Check	12/19/2016	8727	Click Consulting	Mo Svc and equipment	-6,490.64
Bill Pmt -Check	12/19/2016	8728	Staples Advantage	Supplies	-413.32
Bill Pmt -Check	12/19/2016	8729	Jeannie Killiney	Reimb	-28.12
Bill Pmt -Check	12/19/2016	8730	Glasby Maintenance Supply	Svc and materials	-158.11
Bill Pmt -Check	12/19/2016	8731	Ray-Lite Industries, Inc.	Lights	-108.42
Bill Pmt -Check	12/19/2016	8732	State of CA - Department of Justice	Nov Fingerprint	-32.00
Bill Pmt -Check	12/19/2016	8733	Dick's Lock & Safe	Master and replacement	-145.50
Bill Pmt -Check	12/19/2016	8734	Dewey Pest Control	Dec-Feb Svc	-134.00
Bill Pmt -Check	12/19/2016	8735	Unique Management Services, Inc.	Nov Placements	-187.95
Bill Pmt -Check	12/19/2016	8736	Republic Services	11/01-11/30 Recycle	-134.30
Bill Pmt -Check	12/19/2016	8737	CALNET3	11/02-12/01	-158.33
Bill Pmt -Check	12/19/2016	8738	Time Warner Cable	Mo Svc	-674.73
Bill Pmt -Check	12/19/2016	8739	Legacy Integrative Solutions	Period end 11/28/16	-893.43
Bill Pmt -Check	12/19/2016	8740	Bear State	HVAC Nov Svc	-384.90
Bill Pmt -Check	12/19/2016	8741	Richards Watson Gershon	Oct Svc	-1,074.25
Bill Pmt -Check	12/19/2016	8742	Golden State Water Company	10/20-11/18	-821.97
Bill Pmt -Check	12/19/2016	8743	Minuteman Press	Business Cards	-140.40
Bill Pmt -Check	12/19/2016	8744	Cintas	Janitorial supplies	-675.92
Bill Pmt -Check	12/19/2016	8745	New Readers Press	1 year subscription 48 issues	-295.49
Bill Pmt -Check	12/19/2016	8746	Baker & Taylor	Books	-453.84
Bill Pmt -Check	12/19/2016	8747	Midwest Tape	DVDs	-517.19
Check	12/21/2016	8748	Coastline Roofing Services	VOID: Emergency Roof Repair due to rain GJE, RGJE created on 12/21/2016	0.00
Check	12/21/2016	8749	Coastline Roofing Services	Emergency Roof Repair due to rain	-250.00
General Journal	12/21/2016	141636	Coastline Roofing Services	For CHK 8748 voided on 12/21/2016	-250.00
Bill Pmt -Check	12/23/2016	8750	SDRMA	Nov Premiums	-2,769.54
Bill Pmt -Check	12/30/2016	8751	Staples Advantage	Office supplies	-111.19
Bill Pmt -Check	12/30/2016	8752	The Gas Company	11/16-12/15	-750.48
Bill Pmt -Check	12/30/2016	8753	Pitney Bowes	Postage	-197.65
Bill Pmt -Check	12/30/2016	8754	Califa	Proquest Heritage 1/1-17-12/31/2017	-915.85
Bill Pmt -Check	12/30/2016	8755	City of Placentia	A/C 0010-1220	-5,508.06
Bill Pmt -Check	12/30/2016	8756	Cintas	Janitorial supplies	-617.92
Bill Pmt -Check	12/30/2016	8757	OverDrive	eBooks	-2,577.63
Bill Pmt -Check	12/30/2016	8758	Baker & Taylor	Books	-279.50
Bill Pmt -Check	12/30/2016	8759	Ingram Inc	Books	-597.86
Bill Pmt -Check	12/30/2016	8760	Midwest Tape	DVDs	-211.38
Total 1000 - General Fund - Checking					-75,789.52
					-75,789.52



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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: January 25, 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	
2/29/2017	
3/31/2017	
04/30/17	
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 December 2016 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: January 25, 2017

Summary of Cash and Investments as of December 31, 2016

Cash with Orange County Treasurer Fund 707	2,478,922.76
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	1,069,087.81
General Fund Savings – Bank of the West	405,028.37
Payroll Checking – Wells Fargo Bank	57,229.76
Total Cash and Investments	5,045,095.62

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
December 30, 2016

GENERAL REV	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	1,173,099	(864,768.57)	57.6%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
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	8,135	(57,596.71)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	7,216	7,216.20	100%
6540		Penalties & Costs on Delinq Taxes	1,014	380	(634.03)	37.5%
		Sub Total	2,178,622	1,239,595	(939,026.91)	56.9%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,720	8,541	2,820.61	149.3%
		Sub Total	5,720	8,541	2,820.61	149.3%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	-	(8,792.00)	0.0%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	-	(10,792.00)	0.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		20,318		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	18,558	(26,442.00)	41.2%
		Fines & Fees	45,000	22,862	(22,137.65)	50.8%
		Passport/Photos	125,000	69,737	(55,263.00)	55.8%
		Meeting Room Fees	5,000	1,145	(3,855.00)	22.9%
		Test Proctor	7,000	3,800	(3,200.00)	54.3%
		Sub Total	227,700	116,102	(111,597.65)	51.0%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	1,364,238	(1,058,595.95)	56%
		FY 14/15 Funds Available	70,000			
		TOTAL REVENUES FY 15/16:	2,492,834	1,364,238	(1,128,595.95)	54.7%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

December 31, 2016

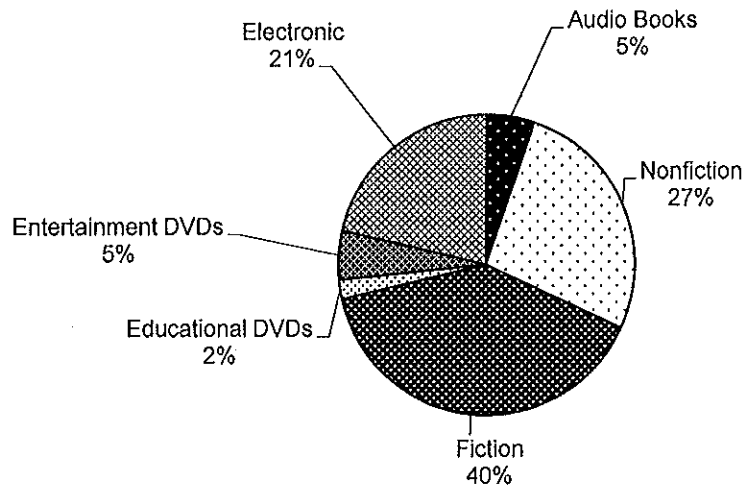
50% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	593,845	0.48	\$633,602
0200	Retirement	46,549	21,685	0.47	\$24,865
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	45,193	0.21	\$165,350
0306-0770	Employee Assistance Program	715	60	0.08	\$655
0308	Dental Insurance	12,833	4,681	0.36	\$8,152
0309	Life Insurance	7,320	3,250	0.44	\$4,070
0310	AD & D Insurance	4,627	1,391	0.30	\$3,236
0319	Vision Insurance	2,526	947	0.37	\$1,579
0350	Workers' Compensation Insurance	12,000	6,888	0.57	\$5,112
	TOTAL	\$1,524,560	\$677,940	0.44	\$846,620
SERVICES & SUPPLIES					
0700	Communications	23,000	6,158	0.27	\$16,842
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	9,435	0.47	\$10,565
1100	Library Insurance	15,000	6,030	0.40	\$8,970
1300	Maintenance, Equipment	32,000	23,589	0.74	\$8,411
1400	Maintenance, Buildings & Improvements	106,700	17,280	0.16	\$89,420
1600	Memberships	9,000	2,785	0.31	\$6,215
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	32,293	0.67	\$15,707
1803	Postage	14,000	4,532	0.32	\$9,468
1900	Prof./Specialized Services	206,100	82,254	0.40	\$123,846
1912	Investment Administrative Fees	1,700	674	0.40	\$1,026
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	96,054	0.33	\$198,120
2600	Transportation & Travel	4,500	252	0.06	\$4,248
2700	Meetings	19,500	16,514	0.85	\$2,986
2800	Utilities	87,500	48,943	0.56	\$38,557
	TOTAL	\$887,274	\$346,791	0.39	\$540,483
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$9,614	0.87	\$1,386
	OPERATING EXPENSES	\$2,422,834	\$1,034,345	0.43	\$1,388,489
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$0	0.00	\$60,000
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$0	0.00	\$70,000
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$1,034,345	0.41	\$1,458,489
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$36,558	0.00	-\$1,558

Placentia Library District

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

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$38,228	1708	1856	\$43,729	1,939	2,262
Total Non-Fiction	\$25,907	1130	1611	\$22,779	848	1,192
Total Electronic	\$20,724	367	0	\$17,496	414	0
Total Audio Books	\$5,020	111	111	\$6,569	150	150
Total Educational DVDs	\$2,036	59	60	\$1,848	56	58
Total Entertainment DVDs	\$5,047	125	188	\$5,516	167	244
YTD TOTAL MATERIALS	\$96,962	3500	3826	\$97,937	3574	3906
Budget	\$255,700			\$249,174		
% Spent YTD	38%			39%		



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 DECEMBER 2016
Prepared by Katie Mateas, 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	\$21,530	666	785	\$330	23	23	\$21,860	689	808	26	1	1	\$21,886	690	809
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Fiction	\$21,530	666	785	\$330	23	23	\$21,860	689	808	\$26	1	1	\$21,886	690	809
Adult Non-Fiction	\$8,482	364	367	\$20	1	1	\$8,502	365	368	1500	56	56	\$10,002	421	424
Adult Reference	\$675	11	11	\$0	0	0	\$675	11	11	572	14	14	\$1,247	25	25
Adult magazines	\$4,919	69	506	\$0	0	0	\$4,919	69	506	0	0	0	\$4,919	69	506
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Non-Fiction	\$14,076	444	884	\$20	1	1	\$14,096	445	885	\$2,072	70	70	\$16,168	515	955
TOTAL ADULT PRINT MATERIALS	\$35,606	1110	1669	\$350	24	24	\$35,956	1134	1693	\$2,098	71	71	\$38,054	1,205	1,764
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Audio Books	\$5,020	111	111	\$380	8	8	\$5,400	119	119	0	0	0	\$5,400	119	119
Adult E-books	\$2,578	336	0	\$0	0	0	\$2,578	336	0	0	0	0	\$2,578	336	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$1,998	58	58	\$0	0	0	\$1,998	58	58	0	0	0	\$1,998	58	58
Adult Entertainment DVDs	\$4,309	117	180	\$0	0	0	\$4,309	117	180	0	0	0	\$4,309	117	180
TOTAL ADULT NON-PRINT MATERIALS	\$13,905	622	349	\$380	8	8	\$14,285	630	357	\$0	0	0	\$14,285	630	357
TOTAL ADULT MATERIALS	\$49,511	1,732	2,018	\$730	32	32	\$50,241	1,764	2,050	\$2,098	71	71	\$52,339	1,835	2,121
Juvenile Fiction	\$11,532	788	809	\$30	2	2	\$11,562	790	811	62	5	5	\$11,624	795	816
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Fiction	\$5,166	254	262	\$23	0	0	\$5,189	254	262	19	1	1	\$5,208	255	263
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Juvenile Fiction	\$16,698	1,042	1,071	\$53	2	2	\$16,751	1,044	1,073	\$81	6	6	\$16,832	1,050	1,079
Juvenile Non-Fiction	\$10,459	478	483	\$0	0	0	\$10,459	478	483	25	1	1	\$10,484	479	484
California Juvenile Non-Fiction	\$2	0	0	\$0	0	0	\$2	0	0	0	0	0	\$2	0	0
Young Adult Non-Fiction	\$835	61	61	\$0	1	1	\$835	62	62	0	0	0	\$835	62	62
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Reference	\$188	0	0	\$0	0	0	\$188	0	0	0	0	0	\$188	0	0
Young Adult Reference	\$0	140	140	\$0	0	0	\$0	140	140	0	0	0	\$0	140	140
Young Adult Reference	\$349	7	43	\$0	0	0	\$349	7	43	0	0	0	\$349	7	43
Juvenile Magazines	\$11,831	686	727	\$0	1	1	\$11,831	647	688	\$25	1	1	\$11,856	648	689
Total Juvenile Non-Fiction	\$28,529	1,728	1,799	\$53	3	3	\$28,582	1,691	1,661	\$105	7	7	\$28,688	1,698	1,668
TOTAL JUVENILE PRINT MATERIALS	\$45,227	2,770	2,870	\$106	5	5	\$45,333	2,692	2,662	\$186	12	12	\$45,519	2,710	2,680
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile E-books	\$0	26	0	\$0	0	0	\$0	26	0	0	0	0	\$0	26	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Video Games	\$643	9	9	\$0	0	0	\$643	9	9	0	0	0	\$643	9	9
Juvenile Educational DVDs	\$38	1	2	\$0	0	0	\$38	1	2	0	0	0	\$38	1	2
Juvenile Entertainment DVDs	\$195	8	8	\$0	0	0	\$195	8	8	0	0	0	\$195	8	8
TOTAL JUVENILE NON-PRINT MATERIALS	\$776	44	19	\$0	0	0	\$776	44	19	\$0	0	0	\$776	44	19
TOTAL JUVENILE MATERIALS	\$46,003	2,814	2,809	\$106	5	5	\$46,109	2,736	2,681	\$186	17	17	\$46,295	2,727	2,699
On-line databases	\$18,146	5	0	\$0	0	0	\$18,146	5	0	0	0	0	\$18,146	5	0
E-books	\$2,578	362	0	\$0	0	0	\$2,578	362	0	0	0	0	\$2,578	362	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$20,724	367	0	\$0	0	0	\$20,724	367	0	\$0	0	0	\$20,724	367	0
Total Fiction	\$39,228	1,708	1,856	\$383	25	25	\$39,611	1,733	1,881	\$107	7	7	\$39,718	1,740	1,888
Total Non-Fiction	\$25,907	1,130	1,611	\$20	2	2	\$25,927	982	1,473	\$2,087	71	71	\$28,024	1,083	1,544
Total Electronic	\$20,724	367	0	\$0	0	0	\$20,724	367	0	\$0	0	0	\$20,724	367	0
Total Audio Books	\$5,020	111	111	\$380	8	8	\$5,400	119	119	0	0	0	\$5,400	119	119
Total Educational DVDs	\$2,096	59	60	\$0	0	0	\$2,096	59	60	0	0	0	\$2,096	59	60
Total Entertainment DVDs	\$5,047	125	188	\$0	0	0	\$5,047	125	188	0	0	0	\$5,047	125	188
TOTAL MATERIALS	\$96,982	3,500	3,626	\$783	35	35	\$97,765	3,395	3,721	\$2,204	78	78	\$99,969	3,473	3,799
General Fund	\$20,869			\$0											
Adopt-a-book/Grant	\$0														
TOTAL	\$20,869			\$0											

Outstanding Orders as of December 2016

General Fund \$0
Adopt-a-book/Grant \$0

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Marina Tutty
SUBJECT: Entrepreneurial Activities Report for December 2016
DATE: January 25, 2017

Net Revenue Summary for December 2016

			YTD	YTD
	Dec-16	Dec-15	2016-2017	2015-2016
Passport	7,818	6,311	55,653	51,481
Passport Photos	2,250	1,405	14,084	12,377
Test Proctor	700	1,050	3,800	4,363
Meeting Room	90	-107.50	1,145	1,832.50
Total	10,858	8,658.50	74,682	70,053.50



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Personnel Report for DECEMBER 2016
DATE: January 25, 2017

			YTD	YTD
	Dec-16	Dec-15	2016-2017	2015-2016
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	0	1	7	2
Open Positions	1	0	6	1
Workers' Compensation Leave	0	0	0	0
Total	1	1	14	3

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 None
 OPEN POSITIONS: SUB Library Assistant



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Venessa Faber, Support Services Manager
SUBJECT: Circulation Activity Report: **December 2016**
DATE: **January 25, 2017**

CIRCULATION	Dec-16	Dec. 15	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	212	196	1,782	2,001	-10.9%
Total Circulation	20,102	21,167	140,787	153,389	-8.2%
Total Active Borrowers*	7,806	8,275			
Attendance	19,445	21,688	143,836	155,443	-7.5%
Adult Fiction	2,601	2,713	17,055	19,197	-11.2%
Adult Nonfiction	1,745	1,707	11,878	13,921	-14.7%
Adult Magazines	112	198	832	1,496	-44.4%
Adult Music CDs	60	112	832	1,184	-29.7%
Adult Audio Books	479	592	3,354	3,933	-14.7%
Adult DVDs**	2,338	2,032	10,471	10,499	-0.3%
JV Fiction	7,683	8,758	60,143	71,893	-16.3%
YA Fiction	1,047	1,141	8,327	10,099	-17.5%
JV Nonfiction	1,875	1,792	13,071	14,145	-7.6%
YA Nonfiction	95	61	708	588	20.4%
JV Magazines	5	2	122	23	430.4%
JV Music CDs	11	24	128	165	-22.4%
JV Audio Books	49	59	357	420	-15.0%
JV DVDs**	1,472	1,546	8,445	8,345	1.2%
Video Games	93	27	564	183	208.2%

* YTD % change not applicable.

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

December 2016	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
14	21	77	85	-9%

PATRON COUNT

Dec-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		216	240	242	312	302	145	1457
10:00		293	232	215	344	252	175	1511
11:00		222	302	259	315	229	196	1523
12:00		231	251	171	300	271	280	1504
1:00	421	225	309	310	328	253	333	2179
2:00	373	312	352	360	350	335	311	2393
3:00	277	400	422	426	514	442	203	2684
4:00	177	376	346	392	439	299	118	2147
5:00		285	301	290	311			1187
6:00		207	231	322	237			997
7:00		100	106	239	159			604
DAY TOTALS	1248	2867	3092	3226	3609	2383	1761	18186

Dec. 2016	Dec. 2015	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D % change
18,186	20,538	134,360	149,895	-10%

Hours Open	Average PerHour
263	69.1

Closed 3 Days; Closed 20 hours.

Outside Gate Counts	
Adult Programs	32
Children/Teen Programs	1172
Meeting Room Rentals	55
TOTAL	1259

Library Attendance Total
19,445

PASSPORTS

Dec-16	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		0	1	1	3	2	3	10
10:00		4	3	3	4	8	4	26
11:00		2	3	1	6	10	3	25
12:00		3	4	5	5	10	5	32
1:00	18	5	3	5	5	14	9	59
2:00	9	2	6	2	10	6	8	43
3:00	12	6	4	10	4	6	3	45
4:00	4	4	4	5	4	1		22
5:00		3	7	5	12			27
6:00		2	10	8	6			26
7:00		0	0	0	3			3
DAY TOTALS	43	31	45	45	62	57	35	318

Dec 2016	Dec 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
318	253	2245	2108	6%

STAFF ACTIVITY

- Katie and Tim attended Friday Huddle on December 2nd, 9th, 16th, and 30th.
- Staff provided Setup/Take Down in the Meeting Room: 28 set-ups/ 28 breakdowns
- Venessa attended the Violent Offender training at City Hall on Dec. 6th.
- Venessa, Estella, Katie, Tim, Beatrice, and Victor attended the Support Services Department meeting on December 14th.
- Katie and Beatrice participated in the Mental Health Training on December 6th and 7th.
- Venessa, Katie, Tim, Eric, and Estella helped with 10 total hours of parking lot survey.
- Venessa, Laura, Victor, Estella, and Tim attended the Staff Meeting on Dec. 20th.
- Laura completed re-certification for processing U.S. Passport Applications on December 29th
- Beatrice completed re-certification for processing U.S. Passport applications on December 29th
- Tim designed fliers and other publicity materials for programs including Tai Chi, Conversation Club, the chamber of commerce’s Bingo for Scholars billboard, and the January calendars.
- Tim had a virtual meeting with a Bibliotheca representative to review the Bibliotheca Digital Library Assistant “wands” on December 15th.
- Venessa attended the Round Table general meeting on Dec. 7th and the Board Meeting on Dec. 14th
- Tim took pictures at the Holiday Merriment and Winter Wonderland programs on December 12th.

ONGOING PROJECTS

- Tim is designing the March – August 2017 eXPLORE.
- Katie catalogued and processed 126 donations for the Literacy Collection.

NEW PROJECTS AND ACTIVITIES

- Venessa is working with Time Warner Cable/Spectrum to update our public TV channel.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoice for JANUARY 2017
DATE: January 25, 2017

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	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							
Mar-17							
Apr-17							
May-17							
Jun-17							
	TOTAL	40,139.85	10,167.43	855.00	43.69	10,162.28	61,368.25
	AVG	5,734.26	1,452.49	122.14	6.24	2,032.45	8,766.89

** 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 December 2016

DATE: January 25, 2017

Accomplishments

Worked with the City and community to organize and sponsor the Winter Festival at the Civic Center Plaza. This was truly an effort that was started by a resident through the online Placentia Buzz community and through their determination the event was pulled together in less than two weeks. The residents appreciated having the event again and they have committed to reinstating it moving forward. The District will continue to be a partner and provide support where needed. The Library Director is working with the Placentia Chamber of Commerce to prepare for the Bingo fundraiser which will raise money for scholarship for all eligible students who attend schools in the Placentia Yorba Linda Unified School District (PYLUSD). This is the District's commitment to strengthening our partnership with PYLUSD.

Administrative staff are also assisting the Placentia Library Friends Foundation (PLFF) with the planning, promotion and logistics for the annual Author's Luncheon. Library Director and the Accounting Consultant continue to work with the County of Orange to ensure a smooth and complete transfer of duties over to the District.

Meetings

- Library Board of Trustees – December 19th
- Placentia Library Friends Foundation (PLFF) – December 12th
- Friday Huddles – December 9th, 16th, 23rd, 30th
- Staff Meeting – December 20th
- Education Committee – December 7th

Community Function / Training

- Diane Warner attended Active Shooter/Violent Encounter Training at City Hall on December 7th
- Parking Lot Survey – December 1st through 16th
- Winter Festival – December 14th
- Harwood Webinar – December 28th



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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 December 2016
DATE: January 25, 2017

MONTHLY STATISTICS

	December 2016	December 2015	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	458	353	3,423	2,739	24.97%
Reference--telephone	30	18	136	228	-40.35%
Total Reference	488	371	3,559	2,967	19.95%
Total Number of Programs	28	27	221	222	-0.45%
Total Programs Attendance	301	1,194	10,147	8,947	13.41%

Children’s Services Programs

	December 2016 Number of Programs	December 2016 Total Attendance	December 2015 Number of Programs	December 2015 Total Attendance	Y-T-D 2016-17 Total Programs	Y-T-D 2016-17 Total Attendance	Y-T-D 2015-16 Total Programs	Y-T-D 2015-16 Total Attendance	Y-T-D 15/16 - 16/17 % Change Programs	Y-T-D 15/16 - 16/17 % Change Attendance
Ongoing Programs										
0-2 year old Storytime Classes	6	278	4	171	40	2,125	40	1,741	0.00%	22.06%
3-6 year old Storytime Classes	2	76	4	98	27	671	40	986	-32.50%	-31.95%
Music Classes	2	58	2	49	20	737	20	874	0.00%	-15.68%
Read to the Dogs	1	45	1	20	6	249	6	110	0.00%	126.36%
Master Builders Club	-	-	1	37	5	122	5	163	0.00%	-25.15%
Sensational Saturdays	-	-	-	-	4	110	5	132	-20.00%	-16.67%
Homework Club	9	122	11	146	54	900	59	955	-8.47%	-5.76%
PTAC (Placentia Teen Advisory Council)	2	35	1	15	12	222	12	169	0.00%	31.36%
PLD Collaboratory	1	-	-	-	5	25	-	-	100.00%	100.00%
The Vault	-	-	-	-	3	28	-	-	100.00%	100.00%
Teen Practice Exams	-	-	-	-	1	23	1	27	0.00%	-14.81%
Special Programs										
Outreach	1	447	1	513	7	932	2	788	250.00%	18.27%
School Visits	-	-	-	-	-	-	1	25	-100.00%	-100.00%
Library Tours	-	-	-	-	-	-	-	-	0.00%	0.00%
Bilingual Programs	-	-	-	-	2	106	2	145	0.00%	-26.90%
Seasonal Programs	4	235	2	145	13	1,022	9	711	44.44%	43.74%
Teen Programs	-	-	-	-	9	137	6	126	50.00%	8.73%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
Totals	28	1,296	27	1,194	221	10,147	222	8,947	-0.45%	13.41%

ACHIEVEMENTS

- Fernando Maldonado provided outreach during Tamale Festival on Tuesday December 7th, 2016.
- Fernando Maldonado assisted Michelle Meades with volunteer orientation on Sunday December 18th, 2016.
- Jennifer Rydberg facilitated the Placentia Civic Center Tree Lighting Crafts program on December 14th, 2016.
- Brenda Ramirez conducted a Parking Lot Study on December 11th, 2016.
- Joseph Nguyen conducted a Parking Lot Study on December 4th, 2016.
- Lori Worden facilitated a library Open House on December 10, 2016, as part of the library holiday programs.
- Lori Worden conducted a Parking Lot Study on December 10th, 2016.
- Lori Worden proctored 4 tests on December 3, 8, and 19, 2016.
- Lori Worden conducted a job shadow by a Valencia High School student on December 10, 2016.
- Yesenia Baltierra conducted a Parking Lot Study on December 6th and 15th, 2016.

MEETINGS

- Fernando Maldonado attended SLS Young Adults Committee meeting in Yorba Linda on December 19th, 2016.
- Joseph Nguyen met with Brenda Ramirez on December 18th, 21st, and 22nd, 2016.
- Jennifer Rydberg met with Brenda Ramirez on December 5th, 2016.
- Brenda Ramirez attended the SLS Children's meeting on December 5th, 2016.
- Brenda Ramirez met with Yesenia Baltierra on December 8th and 13th, 2016.
- Brenda Ramirez met with Lori Worden on December 13th, 2016.
- Brenda Ramirez met with Fernando Maldonado on December 14th, 2016.
- Brenda Ramirez attended a REFORMA meeting on December 10th, 2016.
- Brenda Ramirez and Lori Worden attended the Staff Meeting on December 20th, 2016.
- Brenda Ramirez met with Intern, Lea Ann McDonald, to evaluate internship goals on December 4th, 2016.
- Yesenia Baltierra met with Andrea Norman, PYLUSD Education Services on December 5th, 2016.
- Yesenia Baltierra met with Janice Lentz, Baker and Taylor Consultant on December 16th, 2016.

PROFESSIONAL DEVELOPMENT

- Fernando Maldonado completed a 4-week, online, InfoPeople Readers' Advisory class.
- Brenda Ramirez and Lori Worden attended the Mental Health First Aid Training on December 6th and 7th, 2016.
- Joseph Nguyen attended the Violent Encounter Safety Training conducted by the City of Placentia on December 7th, 2016.
- Yesenia Baltierra participated in the Harwood Coaching webinar on December 13th, 2016.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for December 2016

DATE: January 25, 2017

MONTHLY STATISTICS

Reference Desk Activity

	December 2016	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1176	680	8717	4430	96.77%
Reference -- telephone	467	217	3251	1137	185.93%
Reference -- email/chat	3	3	36	42	-14.29%
Technology assistance	294	234	1674	1290	29.77%
Guest passes	57	68	412	432	-4.63%
Adult and Children's computer use (desktops)	2054	2964	15668	19844	-21.04%
Adult computer usage (desktop)	1934	2111	13105	14816	-11.55%
Public computer use (express laptops)	8	44	60	304	-80.26%

History Room Activity

	December 2016	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room Visitors	3	5	43	54	-20.37%

Volunteer Hours

	December 2016	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	2	26.25	41.75	172	-75.73%
PLFF	446.25	402	2849.5	2905.75	-1.94%
General Library	392.28	471.75	3589.3	2966	21.01%
Technology	2.75	6	178.5	48.5	268.04%
Homework Club	59.75	52.5	386.25	302.25	27.79%
Adult Literacy Tutors	91.75	165.5	811	908.22	-10.70%
PTAC	52.25	21	334	366.88	-8.96%
Total Volunteer Hours	1047.03	1145	8798.55	8735.7	0.72%

Adult Services Programs

Type of Program	Number of Programs December	Attendance December 2016	Number of Programs December 2015	Attendance December 2015	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Book Club	1	10	0	0	6	70	5	53	20.00%	32.08%
Computer Workshops	1	3	2	18	14	123	12	101	16.67%	21.78%
Literacy Programs	6	18	4	58	34	249	30	263	13.33%	-5.32%
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	4	7	3	7	27	46	17	51	58.82%	-9.80%
Volunteer Programs	1	13	0	0	6	159	3	101	100.00%	57.43%
Health & Fitness Programs	0	0	1	15	14	340	13	171	7.69%	98.83%
Parenting Programs	0	0	0	0	0	0	4	16	-100.00%	-100.00%
Fine Arts Programs	3	178	1	75	3	178	2	95	50.00%	87.37%
Educational Programs-varied topics	1	69	2	168	7	279	8	402	-12.50%	-30.60%
Outreach	1	4	4	27	3	18	15	83	-80.00%	-78.31%
Totals	18	302	17	368	118	1,884	112	1,721	5.36%	9.47%

<u>Adult Literacy</u>	Dec 2016	Dec 2015
Number of Tutors	18	15
Number of Students	28	25
Total Number of Participants	46	40

<u>Computer Literacy</u>	Dec 2016	Dec 2015
Number of Tutors	1	1
Number of Students	1	3
Total Number of Participants	2	4

ACHIEVEMENTS

- Michelle Meades coordinated “Painting in the Stacks on December 11th.
- Michelle Meades and Fernando Maldonado coordinated a Volunteer Orientation on December 18th.
- Coleen Wakai coordinated the Conversation Club December 2nd, 9nd, 16th, and 30th.
- Wendy Townsend coordinated outreach services at Emerald Isle on December 8th.

- Wendy Townsend coordinated the Book Club on December 13th.
- Michelle Meades/Jeannie Killianey coordinated the Search Better Computer Workshop on December 17th.
- Coleen Wakai and Pat Grimm hosted the Literacy Tutor Holiday Potluck on December 20th.
- Wendy Townsend participated in the parking study on December 12th.
- Jeannie Killianey submitted an article for the Placentia News-Times on December 19th.
- Patricia Grimm coordinated the Conversation Club on December 30th.
- Coleen coordinated Stress Relief Coloring Class, December 22nd.
- Coleen coordinated Staff Holiday Upcycle Key Contest during the month of December.
- Coleen coordinated Literacy Orientation on December 21st.
- Wendy Townsend and Yesenia Baltierra attended the HIS House fundraiser on December 3rd.
- Yesenia Baltierra conducted Mental Health First Aid Training for Library Staff on December 6th and 7th, 2016.
- Yesenia Baltierra attended Tree Lighting event on December 14th.

MEETINGS

- Wendy Townsend attended Kiwanis meetings on December 1st, 8th, 15th and 20th.
- Wendy Townsend and Jeannie Killianey met on December 5th.
- Wendy Townsend and Coleen Wakai met on December 1st and 15th.
- Wendy Townsend and Michelle Meades met on December 6th, 13th, 20th and 27th.
- Wendy Townsend and Yesenia Baltierra met on December 8th and 13th.
- Wendy Townsend, Coleen Wakai and Patricia Grimm met on December 27th.
- Michelle Meades and Wendy Townsend attended the Staff Meeting on December 20th.
- Michelle Meades and Tim Worden met on December 8th for training on the PLD camera.
- Michelle Meades met with Ellie Rankin (PRTWC) on December 12th to discuss The Leaf Newsletter.
- Wendy Townsend and Michelle Meades interviewed a new EPP candidate on December 21st.
- Michelle Meades met with Fernando Maldonado to discuss SRP Orientations on December 18th.
- Michelle Meades and Fernando Maldonado met to discuss Teen Share Day on December 19th.
- Michelle Meades and Tim Worden met to discuss YouTube videos and Throwback Thursday on December 15th.
- Michelle Meades and Jeannie Killianey met to discuss computer workshop publicity on December 14th.
- Wendy Townsend attended Huddle Meetings December 2nd, 9th, 16th and 23rd.
- Jeannie Killianey and Tim Worden met to discuss the new PowerPoint slides for the Library on December 28th.
- Coleen met with two literacy tutor, December 7th and December 15th.
- Yesenia Baltierra met with Letty Gali, LOT318 on December 12th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended Active Shooter Training on December 7th.
- Wendy Townsend, Coleen Wakai, and Michelle Meades attended Mental Health First Aid training on December 6th and 7th.
- Michelle Meades attended the Read by Design Webinar on December 14th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Tim Worden, Emerging Technologies Assistant
SUBJECT: Placentia Library Website & Technology Report for December 2016
DATE: January 25, 2017

On-line database usage

	December 2016	Onsite Usage 12/16	Remote Usage 12/16	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	11,288	N/A	N/A	12,711	87,571	86,591	1%
General Reference Center	36	28	8	39	173	314	-45%
Biography In Context	14	9	5	33	297	493	-40%
Opposing Viewpoints	21	20	1	1125	1,029	1,818	-43%
Consumer Reports (new July 2016)	118	N/A	N/A	N/A	775	NA	N/A
Freegal	1,270	N/A	N/A	1,206	6,951	7,209	-4%
Heritage Quest	663	N/A	N/A	430	3,776	6,233	-39%
Novelist	9	N/A	N/A	25	276	343	-20%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	0	N/A	N/A	1,876	1,342	3,533	-62%
Pronunciator (new Sept. 2014)	43	N/A	N/A	49	492	537	-8%
ABC Mouse (new Sept. 2014)	228	N/A	N/A	67	1,390	411	238%
Career Cruising (new June 2015)	0	N/A	N/A	2	1	33	-97%
Tumblebooks	170	N/A	N/A	3	1,043	548	90%
Reference USA	47	N/A	N/A	58	1,091	1,020	7%
Enki (new Oct. 2014)	0	N/A	N/A	1	12	12	0%
Hoopla (new May 2015)	362	N/A	N/A	147	1,945	901	116%
Overdrive e-books	1,078	N/A	N/A	1,179	5,565	6,073	-8%
Overdrive audio books	674	N/A	N/A	532	3,913	3,216	22%
Zinio (new Oct. 2014)	105	N/A	N/A	68	515	464	10.99%
TOTAL DATABASE USAGE	16,126	57	14	19,551	118,157	119,749	-1%

Website Traffic

	December 2016	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	10,318	10,367	74,178	72,499	2%
Page Hits	16,573	17,105	122,178	120,938	1%
Users	4,560	4,484	33,195	33,766	-2%
Pages/Session	1.61	1.65	N/A	N/A	N/A
Avg. Session Duration	00:02:38	0:03:02	N/A	N/A	N/A
% New Sessions	34	34	N/A	N/A	N/A

Computer & Online Resource Use

	December 2016	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Residents	1,199	1,276	7,875	7,965	-1%
Non-Placentia Residents	898	881	5,647	5,061	12%
Total	2,097	2,157	13,522	13,026	4%

Wifi Use

	December 2016	December 2015	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Total	2,307	2,021	15,576	11,451	36%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Meet and Greet with the Orange County Local Agency Formation Commission (LAFCO) Representatives**

DATE: January 25, 2017

Representatives from Orange County LAFCO will be introduced and will provide updates to the Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: An Introduction of Placentia's New Police Chief, Darin Lenyi

DATE: January 25, 2017

On October 19th, City Administrator Damien R. Arrula announced the appointment of Mr. Darin Lenyi to serve as Chief of Police for the Placentia Police Department, effective the same day of the announcement. Chief Lenyi succeeds Interim Chief of Police Ronald Lowenberg, who has been serving in this capacity since April 2016. Chief Lenyi is a 28-year law enforcement veteran who has most recently held the position of Captain for the Laguna Beach Police Department for over four years.

Mr. Lenyi grew up in Placentia and is a graduate of Valencia High School. Mr. Lenyi began his career in law enforcement in 1982-1985 and served as a Placentia Police Explorer. Mr. Lenyi's policing career after Placentia includes working for Anaheim Police Department and Laguna Beach Police Department. During his time with Laguna Beach, Mr. Lenyi filled the positions of Police Officer, Detective, Lieutenant, Division Commander, Captain and Interim Chief of Police.

Mr. Lenyi has received numerous awards and recognition from Laguna Beach, including the Medal of Merit, Medal of Courage and Ribbon of Service. He has also served in the California State Military Reserve, 40th Infantry Support Brigade and was awarded a California Commendation Medal for his service.

Mr. Lenyi has a Bachelor of Arts Degree from Southern California College and a Master of Arts Degree from National University.

Chief Lenyi will be present to answer questions from the Library Board of Trustees and the public.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Parking Lot Survey**
DATE: January 25, 2017

The Library Director will provide a summary and handout about the parking lot survey conducted by staff in December 2016.



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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 to Attend the California Research and Education Network Initiative (CENIC) Annual Conference in La Jolla, California from March 19-22, 2017

DATE: January 25, 2017

BACKGROUND

The Placentia Library District received state funding for broadband through the partnership with CENIC. Last year the conference was held in Davis, and this year in La Jolla at the University of California San Diego. The conference brings together industry leaders in education, research and technology, and arts and culture to learn, listen, discuss and network. Libraries are now a component of the connection to deepen the understanding of existing communities and discover ways to build new communities through different sectors.

The conference marks the 20th anniversary of CENIC's founding and will feature keynote speakers David Lassner, President of the University of Hawaii, Cathrin Stover, Chief Collaboration Officer with GEANT, and Thomas Evan Levy, Professor from the University of California, San Diego.

The District received \$30,000 last year and will apply for funding to support connectivity at the joint-use Teen Center at Kraemer Park.

Fiscal Impact: \$1,100

RECOMMENDATION

Authorize the Library Director to Attend the California Research and Education Network Initiative (CENIC) Annual Conference in La Jolla, California from March 19-22, 2017.



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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 to Attend the California Research Institute for Public Libraries (RIPL) Regional training in Sacramento, California on April 10 and 11, 2017**

DATE: January 25, 2017

BACKGROUND

RIPL training is provided through a partnership with the Colorado State Library and the Colorado Library Consortium for librarians, administrators, and other staff who seek to develop skills in evaluation and data use for planning, management, and demonstration of their library's impact. The Placentia Library District submitted an application to attend the training in Colorado and was waitlisted.

This year the District received notification that it was selected to participate in the regional training to be held in Sacramento. Only 50 participants were chosen to participate. The Institute of Museum and Library Services and Califa will cover the registration fee and meals, breakfast and lunch, for participants.

Distinguished speakers include Denise Davis, Deputy Library Director from Sacramento Public Library; Linda Hofschire, Director from Library Research Service; Rochelle Logan; Sharon Morris, Director of Library Development from Colorado State Library.

Attachment A is additional information for the California RIPL Regional Training.

Fiscal Impact: \$700

RECOMMENDATION

Authorize the Library Director to attend the California Research Institute for Public Libraries (RIPL) Regional training in Sacramento, California on April 10 and 11, 2017.



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