



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING








July 17, 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 May 22, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)
Minutes of the June 28, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for June 2017. (Receive & File and Approve)
11. FY2016-2017 Cash Flow Analysis through June 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 June 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for June 2017. (Receive & File)
14. Acquisitions Report for June 2017. (Receive & File)
15. Entrepreneurial Activities Report for June 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for June 2017. (Receive, File, and Ratify Appointments)
17. Circulation Report for June 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 June 2017.
20. Children's Services Report for June 2017.
21. Adult Services Report for June 2017.
22. Placentia Library Web Site & Technology Report for June 2017.

PRESENTATION

23. Library Board President Carline will recognize Mateo Pantoja, winner of the Community for 21st Century (C21) logo contest.

CONTINUING BUSINESS

24. Adopt Resolution 17-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees for Fiscal Year 2017-2019 for the Placentia Library District of Orange County.
25. Adopt Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Plans.

NEW BUSINESS


26. Board Secretary Martin will provide an overview on the Harwood Public Innovator's Lab and the "Turning Outward" exercise.
27. Library staff will conduct a presentation on the Career Cruising database.
28. Authorization to amend the Support Services Manager title to Automation Technology Manager.
29. Library Board of Trustees August 21, 2017 Meeting.

ADJOURNMENT

30. Agenda Preparation for the August Date Meeting which will be held on August 21, 2017 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
32. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the July 17, 2017 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 13, 2017.



Diane Warner, Administrative Assistant



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MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
May 22, 2017

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 22, 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; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Michelle Meades, History Room Librarian; Marina Tutty, financial consultant.

Guests: Christopher Bout and Peter White of Johnson Controls; Harry Prouty of Broadway Industries; Mark Nelson of Bear State Air Conditioning; Daphnie Munoz of White, Nelson, Diehl Evans CPA firm; and Dawn Merkes of Group 4 Architecture Research + Planning via conference call.

ADOPTION OF AGENDA

Agenda items 23, 24 and 25 were moved forward before Oral Communication, item 26 was deferred to the June agenda. President Carline requested an emergency agenda item 35, Travel Authorization to attend the American Library Association conference for President Carline, be added. It was moved by Trustee Minter and seconded by Secretary Martin to add Item 35.

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

After these changes, it was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the amended May 22, 2017 meeting agenda:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the Recognition Luncheon for Pat Irot at the Placentia Round Table Women's Club, where the District presented her with a Tiffany plate in appreciation of her lifelong support of Placentia Library. (Item 5)

Secretary Martin participated in the community's Love Placentia event, attended the Friends Foundation volunteer luncheon, the Pat Irot luncheon, and met with Senator Josh Newman and Assemblyman Phillip Chen at the CSDA Legislative Days Conference in Sacramento. (Item 6)

Trustee Minter assisted in picking out the appreciation gift for Pat Irot and attended the luncheon. (Item 6)

Trustee DeVecchio participated as a guest storyteller at the third graders field trip to Placentia Library. (Item 6)

Trustee Shkoler attended the H.I.S. House board meeting, acted as a photographer for the Love Placentia event, and attended the volunteer luncheon and the Pat Irot luncheon. (Item 6)

LIBRARY DIRECTOR REPORT

Library Director Contreras thanked the Friends Foundation for hosting the volunteer lunch, recognized staff efforts in preparing the Love Placentia’s project to set up our Summer Reading Program “Reading by Design” decorations throughout the library. Library Director Contreras also recognized Yesenia Baltierra for continuing to also oversee the Support Services department until a new manager is hired, and promoted upcoming community events. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar of the Placentia Library Friends Foundation provided an update on Maria Kalman’s recovery and reported that they have five new board members, all under age thirty. Bunny Lynch is resigning as Treasurer, and Lorry Dietz was voted in as the incoming Treasurer. Daniel Kim is stepping down as Recording Secretary, with Carrie Knipfer as the incoming Recording Secretary. (Item 8)

CONSENT CALENDAR

After clarification of the April report details, 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

MINUTES for APRIL 17, 2017 BOARD MEETING

Minutes for the April 17, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

CASH FLOW ANALYSIS and TREASURER’S REPORTS

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

Financial Reports through April 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 April 2017 – received and filed. (Item 13)
Acquisitions Report for April 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for April 2017 – received and 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 April 2017 – received and filed. (Item 16)
Circulation Report for April 2017 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through April 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

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

NEW BUSINESS

PRESENTATION OF ENERGY EFFICIENT PROPOSALS

The District is planning for the Centennial Renovation project. Representatives from Johnson Control, Inc. and Mr. Harry Prouty, President of Broadway Industries, Inc., with 35 years of experience, presented 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. No Action was required by trustees at this time, with further discussion at the June board meeting. (Item 23)

STATUS PRESENTATION: PROGRESS OF THE CENTENNIAL RENOVATION PROJECT

Dawn Merkes from Group 4 Architecture Research + Planning, via teleconference call, presented a status on the Centennial Renovation project, including the project scope and budget, and interior remodel concept renderings from three vantage points: Children's Room, Market Place (formerly Information Desk/Adult Area), and a Teen Zone. The target grand opening date is September 2019. Fiscal Impact: \$2.6M. No Action required by trustees at this time. (Item 24)

PRESENTATION OF FY 2015-2016 FINANCIAL AUDIT

Daphnie Munoz of White, Nelson, Diehl Evans CPA firm presented the completed Financial Audit for Fiscal Year 2015-2016. After discussion, the Board of Trustees voted to accept the financial audit report. (Item 25) A roll call vote was taken:

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

STAFF PRESENTATION OF LIBRARY DATABASE RESOURCES

Trustees requested this presentation be postponed to the June board meeting to accommodate time for other presentations on the agenda. (Item 26)

NOMINATIONS FOR SECRETARY ON THE EXECUTIVE COMMITTEE OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC)

Library Director Contreras presented the opportunity for a Trustee to be nominated for the position of Secretary on the Executive Committee of the Independent Special Districts of Orange County (ISDOC). After discussion, Trustees were not interested in being nominated. (Item 27)

**TRAVEL REQUEST:
CALIFORNIA LIBRARY
ASSOCIATION (CLA)
ANNUAL CONFERENCE ON
NOVEMBER 2-5, 2017**

Library Director Contreras presented a travel authorization request for the Library Director and three (3) staff to attend the California Library Association (CLA) Annual Conference being held in Riverside, California, from November 2-5, 2017. 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. It was moved by Secretary Martin and seconded by Trustee Shkoler to approve this travel request. Trustee Minter requested staff be encouraged to also attend the Public Library Association annual conference. (Item 28)

A roll call vote was taken:

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

**FUNDS REQUEST FOR
ANNUAL STAFF
APPRECIATION &
RECOGNITION EVENT**

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. This year’s event will be an outdoor picnic theme for staff and their families. Library Director Contreras requests an additional \$2,000 towards the function to cover expenses beyond the PLFF’s donation. Fiscal Impact: \$2,000. It was moved by Trustee Minter and seconded by Trustee Shkoler to approve this travel request. (Item 29)

A roll call vote was taken:

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

**UPCOMING STAFF
TRAINING FROM THE
RESEARCH INSTITUTE FOR
PUBLIC LIBRARIES (RIPL)**

Library Director Contreras presented information about the two-day staff training session from Research Institute for Public Libraries (RIPL), scheduled for June 14 and 15, 2017 at the District. RIPL training presenters are Dr. Linda Hofschire, Director of Colorado State Library’s Library Research Service, and Sharon Morris, Director of Library Development at the Colorado State Library. No action required. (Item 30)

**NEW DATE FOR JUNE
BOARD MEETING**

Due to several trustees attending the American Library Association conference, the June board meeting has been rescheduled to Wednesday, June 28th. (Item 31)

**TRAVEL REQUEST FOR
PRESIDENT CARLINE TO
ATTEND THE AMERICAN
LIBRARY ASSOCIATION
NATIONAL CONFERENCE**

President Carline requested approval to attend the American Library Association annual conference in Chicago on June 24-27, 2017. Library Director Contreras, Secretary Martin and Trustees Shkoler are also attending. Moved by Trustee Minter and seconded by Secretary Martin to approve this travel request. (New Item 35)

A roll call vote was taken:

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

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of May 22, 2017 was adjourned at 7:59pm.

The next Library Board of Trustees meeting will be held on the unusual date of Wednesday, June 28, 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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MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
June 28, 2017

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 28, 2017 at 6:37pm.

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; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Michelle Meades, History Room Librarian; Marina Tutty, financial consultant.

Guests: Christopher Bout and Peter White of Johnson Controls; Mark Nelson of Bear State Air Conditioning.

ADOPTION OF AGENDA

Agenda item 23 was moved forward before Oral Communication, and item 28 was deferred to the July agenda. After these changes, it was moved by Trustee Minter and seconded by Trustee Shkoler to adopt the revised June 28, 2017 meeting agenda:

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

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline thoroughly enjoyed participating at the American Library Association (ALA) Conference in Chicago, and will prepare an attendee report. (Item 5)

Secretary Martin also attended the ALA Conference and enjoyed the annual Cowabunga fundraiser presented by the Placentia Rotary Club, and the Homeless Intervention Shelter (HIS) House end-of-year literary event. (Item 6)

Trustee DeVecchio participated at the Placentia Library's annual Summer Reading Celebration event on June 24th and praised the library staff for their organizational and management efforts. (Item 6)

Trustee Minter also attended Placentia Library's annual Summer Reading Celebration event on June 24th, and commended library staff for the number of volunteers who also participated. (Item 6)

Trustee Shkoler also attended the ALA Conference, Cowabunga fundraiser and the HIS House event. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the ALA Conference, with keynote speaker Hillary Clinton, and enjoyed the "To Fine or Not To Fine" work session, along with fundraising workshops. Busy month included: developing marketing pieces for the Friends Foundation membership activities and annual luncheon; member of the California Library Association (CLA) Board Development Committee; meetings with

Johnson Controls and Bear State HVAC; and recruitment efforts for three open positions: Business Manager, Support Services Manager and Supervising Librarian. The annual Summer Reading Celebration was held in June this year, resulting in 500+ program registrations and an increase in new library cards. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar congratulated library staff for another successful Summer reading celebration event. The 2018 Author’s Luncheon will be held on Saturday, March 2nd at Alta Vista Country Club, with mystery writer David Putnam as the guest author. The annual Membership Drive is underway and all trustees are invited. (Item 8)

CONSENT CALENDAR

After clarification of May report details, it was moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 10-22. A roll call vote was taken:

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

MINUTES for MAY 22, 2017 BOARD MEETING

Trustee Minter reported missing information in the Adoption of Agenda section of the May Minutes, and requested the May Minutes be amended and re-submitted for approval at the July board meeting. (Item 9)

CASH FLOW ANALYSIS and TREASURER’S REPORTS

Check Registers for May 2017 – received and filed (Item 10)
Fund 707 Balance Report for May 2017 – received and filed (Item 11)
Financial Reports through May 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 May 2017 board meeting. (Item 12)

Balance Sheets for May 2017 – received and filed. (Item 13)
Acquisitions Report for May 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for May 2017 – received and 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 May 2017 – received and filed. (Item 16)
Circulation Report for May 2017 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through May 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

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

CONTINUING BUSINESS

**AUTHORIZE PROJECT
DEVENOPMENT
AGREEMENT WITH
JOHNSON CONTROLS**

Library Director Contreras presented a Project Development Agreement between Placentia Library District and Johnson Controls, Inc. to move forward with project development for installation of solar roof mounted solar panels, an updated HVAC system and energy-efficient lighting, as part of the Centennial Renovation project. Overall Fiscal Impact: \$1-\$1.5M, with \$300,000 appropriated from library reserves now to begin the project. Trustees requested revised verbiage stating two cost options: 1) Placentia Library will have its own electric meter installed, separate from the City of Placentia. 2) Placentia Library has an electric usage sub-meter connected to the City of Placentia's main electric meter. After discussion, it was moved by Secretary Martin and seconded by Trustee Minter to authorize the amended agreement. A roll call vote was taken:

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

It was further moved by Trustee Minter and seconded by Secretary Martin to authorize Board President Carline to sign the amended agreement. (Item 23) A roll call vote was taken:

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

**PUBLIC HEARING:
BUDGET FOR FISCAL YEARS
2017-2019. ADOPT
RESOLUTION 17-01**

Library Director Contreras presented the Budget for Fiscal Year 2017-2019, and opened the Public Hearing. As no residents were present for the public hearing, the hearing was closed. The 2017-2019 Budget does not include Centennial Renovation funding, and the salary scale includes increases based on the 2016 Compensation Study and the 2% Cost of Living Adjustment (COLA) approved for 2017-2018. The FY 2018-2019 salary scale will include a 2% COLA only. Resolution 17-01, to adopt the 2017-2019 Budget, was submitted for trustee approval.

After discussion, and reading of Resolution 17-01 by title, it was moved by Trustee Minter and seconded by Secretary Martin to approve the FY 2017-2019 Budget and adopt Resolution 17-01. (Item 24) A roll call vote was taken:

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

**PUBLIC HEARING:
POLICY 6035: FINES & FEES
FOR FISCAL YEARS 2017-
2018. ADOPT RESOLUTION
17-02**

Library Director Contreras presented revised Policy 6035: Fines and Fees Schedule for Fiscal Years 2017-2019, and opened the Public Hearing. As no residents were present for the public hearing, the hearing was closed. Policy revisions include the elimination of overdue library material fines and the library card replacement fee. Resolution 17-02, to adopt revised Policy 6035, was submitted for trustee approval. Trustee Minter questioned the editorial verbiage used in the new Policy 6035, and requested the standard policy template be used instead.

After discussion, it was moved by Trustee Minter and seconded by Secretary Martin that staff be authorized to verbally begin the implementation of a fine-free system for Placentia Library District effective July 1, 2017. It was further moved that a revised Policy 6035 be submitted for trustee approval at the July board meeting, along with Resolution 17-02. (Item 25) A roll call vote was taken:

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

**ADOPT RESOLUTION 17-03:
ESTABLIS THE HOLIDAY &
LIBRARY CLOSURE
SCHEDULE FOR FISCAL
YEARS 2017-2019**

Library Director Contreras presented the recommended Holiday and Library Closures Schedule for Fiscal Years 2017-2019, to be adopted by Resolution 17-03. Trustee Minter opposed leaving the three (3) approved Floating Holidays off the schedule. After discussion and reading of Resolution 17-03 by title, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to adopt the FY2017-2019 Holiday and Library Closure Schedule as presented and Resolution 17-03. (Item 26) A roll call vote was taken and Resolution 17-03 was signed by President Carline:

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

**ADOPT RESOLUTION 17-04:
FY 2017-2019 CAPITAL
IMPROVEMENT PLAN TO
RENOVATE PLACENTIA
LIBRARY DISTRICT &
IMPLEMENT ENERGY
EFFICIENT PLANS**

Library Director Contreras presented Resolution 17-04, to adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy-Efficiency Project for replacement of HVAC system and all library lighting. The proposed plan to commemorate the 100th Anniversary of the Placentia Library District centers on renovating and redesigning the public space including public restroom upgrades and outdoor space to meet the physical, social, research, creative and exploratory needs of our community, while anticipating the community’s growing needs for emerging technologies and evolving collection and delivery systems. The energy-efficiency upgrade project includes: retrofitting all interior lights to LED standards; replacing HVAC system with a four-valve rooftop HVAC system including demolition and removal of existing HVAC system; installing solar panels on the roof at the Placentia Library District including the installation and management of a new metering unit for the Placentia Library District.

After discussion and clarification of estimated project costs, the Trustees requested revisions to Resolution 17-04, Section 2, to authorize use of \$2.6M from the \$4.23M reserves for library building renovation. Total building renovation and energy efficiency project costs are estimated at \$5.2M. It was moved by Trustee

Minter and seconded by Trustee Shkoler to defer Resolution 17-04 to the July board meeting. (Item 27) A roll call vote was taken:

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

NEW BUSINESS

**OVERVIEW: HARWOOD
PUBLIC INNOVATOR'S LAB
TRAINING**

Due to Continuing Business issues with required Public Hearings, Trustee Martin has deferred her presentation to the July board meeting. (Item 28)

**CALIFORNIA SPECIAL
DISTRICT ASSOCIATION
(CSDA) BOARD ELECTIONS**

Library Director Contreras presented five candidates running for open Seat C of Region 6 on the California Special Districts Association Board of Directors. After discussion, it was moved by Trustee Minter and seconded by Secretary Martin to vote for Richard Hall of Mojave Water District. (Item 29) A roll call vote was taken:

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

**ADOPT RESOLUTION 17-05:
SPECIAL DISTRICTS RISK
MANAGEMENT AUTHORITY
(SDRMA) BOARD
ELECTIONS RESOLUTION
AND BALLOT**

Library Director Contreras presented seven candidates running for four open seats on the Special Districts Risk Management Authority Board of Directors. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to vote for Timothy Unruh, Mike Schaefer, David Aranda and Cindy Beaudet. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt resolution 17-05, authorizing President Carline to sign the ballot, by a roll call vote: (Item 30)

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

**TRAVEL REQUEST:
LIBRARY MARKETING &
COMMUNICATIONS
CONFERENCE ON
NOVEMBER 16-17, 2017**

Library Director Contreras presented a travel authorization request for the Library Director and one library staff to attend the Library Marketing and Communications Conference in Addison, TX on November 16-17, 2017. Fiscal Impact: \$1,200 per attendee. After discussion, it was moved by Trustee Shkoler and seconded by Secretary Martin to approve this travel request. Trustee Minter requested that the Friend Foundation be invited to attend the conference also. (Item 31) A roll call vote was taken:

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

**AGREEMENT BETWEEN CITY
OF ANAHEIM AND
PLACENTIA LIBRARY FOR
INTEGRATED LIBRARY
SYSTEM SERVICES**

Library Director Contreras presented an operating agreement to continue receiving integrated library system services (on-line library catalog and weekly book delivery from Anaheim Public Library) and support from the City of Anaheim Public Library. One particular substantive change from the previous agreement is the data extraction fee imposed by SirsiDynix, should the Placentia Library District wish to terminate service with the City of Anaheim. After discussion, it was moved by Trustee DeVecchio and seconded by Trustee Minter to approve this agreement. (Item 32) A roll call vote was taken:

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

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of June 28, 2017 was adjourned at 7:58pm.

The next Library Board of Trustees meeting will be held on the regular date of Monday, July 17, 2017 at 6:30pm.

Gayle Carline, President
Library Board of Trustees

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

Placentia Library District
Check Register
June 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/02/2017	9067	Baker & Taylor	Books	-2,275.22
Bill Pmt -Check	06/02/2017	9068	Bear State	HVAC	-5,839.00
Bill Pmt -Check	06/02/2017	9069	Coleen Wakai	misc reimb	-138.77
Bill Pmt -Check	06/02/2017	9070	FedEx	Sacramento Ship	-16.58
Bill Pmt -Check	06/02/2017	9071	Jo Anne Martin	Legislative Days parking	-124.00
Bill Pmt -Check	06/02/2017	9073	Public Agency Reirement Services	5/12-5/25	-1,860.25
Bill Pmt -Check	06/02/2017	9074	SDRMA	June premiums	-2,020.04
Bill Pmt -Check	06/02/2017	9075	The Computer Tutor	Excel class 6/10 Event	-65.00
Bill Pmt -Check	06/02/2017	9076	Placentia-Yorba Linda Unified School Dist	Misc printing	-2,822.37
Check	06/02/2017	9077	Placentia Library District	Pri 6/14	-50,000.00
Bill Pmt -Check	06/05/2017	9078	Rotary _Club of Placentia	J Contreras 2017 Membership	-70.00
Bill Pmt -Check	06/09/2017	9079	Baker & Taylor	Books	-2,023.56
Bill Pmt -Check	06/09/2017	9080	Bear State	HVAC	-5,153.00
Bill Pmt -Check	06/09/2017	9081	Brea Electric	Computer room switch	-456.92
Bill Pmt -Check	06/09/2017	9082	Cintas	supplies	-639.46
Bill Pmt -Check	06/09/2017	9083	City of Placentia	GL 0010-1220	-5,576.42
Bill Pmt -Check	06/09/2017	9084	Coleen Wakai	reimb CLLS	-379.80
Bill Pmt -Check	06/09/2017	9085	Michelle Meades	Reimb	-7.31
Bill Pmt -Check	06/09/2017	9086	Midwest Tape	DVDs, ACDs	-333.33
Bill Pmt -Check	06/09/2017	9087	Pitney Bowes Purchase Power	8000900006525830/May	-1,020.99
Bill Pmt -Check	06/09/2017	9088	Placentia-Yorba Linda Unified School Dist	A/c 160021	-82.97
Bill Pmt -Check	06/09/2017	9089	Republic Services	5/01-5/31/17 AC 306763401710	-213.75
Bill Pmt -Check	06/09/2017	9090	Staples Advantage	Toner	-269.66
Bill Pmt -Check	06/09/2017	9091	Tim Worden	Tuition Reimb	-1,500.00
Bill Pmt -Check	06/09/2017	9092	SDRMA	July Premiums	-19,775.00
Bill Pmt -Check	06/09/2017	9093	BankCard Center-Bank of the West	May 2017	-9,227.23
Deposit	06/14/2017			Deposit	
Bill Pmt -Check	06/16/2017	9094	Andy Renner	6/24 Event SRP	-390.00
Bill Pmt -Check	06/16/2017	9095	Baker & Taylor	Books	-597.53
Bill Pmt -Check	06/16/2017	9096	City of Placentia	GL 0010-1220	-5,709.81
Bill Pmt -Check	06/16/2017	9097	Click Consulting	CLLS Grant	-115.00
Bill Pmt -Check	06/16/2017	9098	Golden State Water Company	29934100008/512418	-681.33
Bill Pmt -Check	06/16/2017	9099	Graciela Montes	Refund for lost book	-18.00
Bill Pmt -Check	06/16/2017	9100	Margo's Flowers	Flowers BR	-55.00
Bill Pmt -Check	06/16/2017	9101	Placentia-Yorba Linda Unified School Dist	Brochures RIPL	-105.71
Bill Pmt -Check	06/16/2017	9102	Recorded Books Inc.	CD	-7.49
Bill Pmt -Check	06/16/2017	9103	Scott B Dodson	June 28 Event	-300.00
Bill Pmt -Check	06/16/2017	9104	Staples Advantage	misc supplies	-25.86
Bill Pmt -Check	06/16/2017	9105	Time Warner Cable	June	-275.69
Bill Pmt -Check	06/16/2017	9106	White Nelson Diehl Evans LLP	Inv #172093	-6,370.00
Check	06/16/2017	9107	Placentia Library District	Pri pd 6/28	-50,000.00
Bill Pmt -Check	06/19/2017	9108	Paradise Cleaners	Volunteers T shirts	-83.43
Bill Pmt -Check	06/22/2017	9115	Jersey Mike's	SRC order on 06-24-17 (Rotary Grant)	-517.42
Bill Pmt -Check	06/22/2017	9114	Sam's Club	Order #9675940255	-1,264.17
Bill Pmt -Check	06/22/2017	9113	Sam's Club	SRC Ice	-82.21
Bill Pmt -Check	06/22/2017	9112	Sophie's Donuts	SRC Storytime 06-24-17	-80.81
Bill Pmt -Check	06/22/2017	9111	Jump O' Rama Inflatables	Inv 8359 SRC Activity Vendor	-154.00
Bill Pmt -Check	06/22/2017	9110	Becky Scott - Becky's Pony Express	6/24 Event	-790.00
Bill Pmt -Check	06/22/2017	9109	Becky Scott - Becky's Pony Express	Endorsement form fee	-104.00
Bill Pmt -Check	06/23/2017	9116	Baker & Taylor	Books	-5,320.28
Bill Pmt -Check	06/23/2017	9117	Bear State	Maint May 2017	-379.11
Bill Pmt -Check	06/23/2017	9118	Califa	Jan-March CENIC	-1,823.08

Placentia Library District
Check Register
June 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/23/2017	9119	CALNET3	Mo Svc	-401.26
Bill Pmt -Check	06/23/2017	9120	Cintas	Supplies	-423.73
Bill Pmt -Check	06/23/2017	9121	Click Consulting	Mo Svc	-4,444.50
Bill Pmt -Check	06/23/2017	9122	Francisco J Fraide	June 25 Event	-300.00
Bill Pmt -Check	06/23/2017	9123	Legacy Integrative Solutions	Period end 06/02/17	-934.37
Bill Pmt -Check	06/23/2017	9124	Master Janitorial Services	June Svc	-3,620.00
Bill Pmt -Check	06/23/2017	9125	Midwest Tape	DVDs, ACDs	-7,773.80
Bill Pmt -Check	06/23/2017	9126	Orange County Register	Yearly Subscription	-457.85
Bill Pmt -Check	06/23/2017	9127	OverDrive	eBooks	-8,822.92
Bill Pmt -Check	06/23/2017	9128	Patricia Grimm	Reimb mileage	-103.36
Bill Pmt -Check	06/23/2017	9129	Placentia-Yorba Linda Unified School Dist	copies	-316.88
Bill Pmt -Check	06/23/2017	9130	Public Agency Reirement Services	5/26-6/08	-1,839.50
Bill Pmt -Check	06/23/2017	9131	Staples Advantage	supplies	-464.27
Bill Pmt -Check	06/23/2017	9132	Unique Management Services, inc.	May Placements	-125.30
Check	06/23/2017	9133	Placentia Library District	Pri Pd 7/12	-50,000.00
Bill Pmt -Check	06/30/2017	9134	Cintas	supplies	-673.46
Bill Pmt -Check	06/30/2017	9135	Davis Farr LLP	MD and JR svc	-315.80
Bill Pmt -Check	06/30/2017	9136	EBSCO Industries, Inc.	USA Today subscription	-34.86
Bill Pmt -Check	06/30/2017	9137	Glasby Maintenance Supply	supplies	-207.33
Bill Pmt -Check	06/30/2017	9138	Jeanette Contreras	ALA Reimb	-2,140.01
Bill Pmt -Check	06/30/2017	9139	Lori Worden	reimb Gift Card	-40.00
Bill Pmt -Check	06/30/2017	9140	MD Medical Clinics	5470	-377.50
Bill Pmt -Check	06/30/2017	9141	Midwest Tape	DVD	-49.38
Bill Pmt -Check	06/30/2017	9142	Pitney Bowes Purchase Power	July-Sept 17	-126.07
Bill Pmt -Check	06/30/2017	9143	Placentia-Yorba Linda Unified School Dist	6/1 trip fee	-278.00
Bill Pmt -Check	06/30/2017	9144	SDRMA	July Premiums	-2,028.00
Bill Pmt -Check	06/30/2017	9145	Staples Advantage	supplies	-1,287.79
Bill Pmt -Check	06/30/2017	9146	The Gas Company	05/15-06/15/17	-857.56
Bill Pmt -Check	06/30/2017	9147	Wendy Townsend	reimb	-129.35
					-275,713.41
					-275,713.41

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: July 17, 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	2,487,334.78
6/30/2017	2,490,275.83
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 June 2017 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: July 17, 2017

Summary of Cash and Investments as of June 30, 2017

Cash with Orange County Treasurer Fund 707	2,490,275.83
<i>(Impact Fees with County– Restricted)</i>	<i>620,037.82</i>
General Fund Savings – Bank of the West	285,758.76
Payroll Checking – Wells Fargo Bank	121,062.96
Total Cash and Investments	4,081,727.74

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 June 30, 2017
 100% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	1,283,848	1.05	-\$56,401
0200	Retirement	46,549	43,500	0.93	\$3,049
0301	Unemployment Insurance	0	99	0.00	-\$99
0306	Health Insurance	210,543	152,094	0.72	\$58,449
0306-0770	Employee Assistance Program	715	1,560	2.18	-\$845
0308	Dental Insurance	12,833	12,099	0.94	\$734
0309	Life Insurance	7,320	7,019	0.96	\$301
0310	AD & D Insurance	4,627	4,058	0.88	\$569
0319	Vision Insurance	2,526	2,461	0.97	\$65
0350	Workers' Compensation Insurance	12,000	13,775	1.15	-\$1,775
	TOTAL	\$1,524,560	\$1,520,514	1.00	\$4,046
SERVICES & SUPPLIES					
0700	Communications	23,000	14,593	0.63	\$8,407
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	35,314	1.77	-\$15,314
1100	Library Insurance	15,000	12,059	0.80	\$2,941
1300	Maintenance, Equipment	32,000	76,786	2.40	-\$44,786
1400	Maintenance, Buildings & Improvements	106,700	27,864	0.26	\$78,836
1600	Memberships	9,000	5,522	0.61	\$3,478
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	64,974	1.35	-\$16,974
1803	Postage	14,000	11,365	0.81	\$2,635
1900	Prof./Specialized Services	206,100	217,215	1.05	-\$11,115
1912	Investment Administrative Fees	1,700	14,499	8.53	-\$12,799
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	264,215	0.90	\$29,959
2600	Transportation & Travel	4,500	669	0.15	\$3,831
2700	Meetings	19,500	37,315	1.91	-\$17,815
2800	Utilities	87,500	75,235	0.86	\$12,265
	TOTAL	\$887,274	\$857,623	0.97	\$29,651
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$10,452	0.95	\$548
	OPERATING EXPENSES	\$2,422,834	\$2,388,589	0.99	\$34,245
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$32,816	0.55	\$27,184
4200	Structures/Improvements	10,000	\$16,023	1.60	-\$6,023
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$48,839	0.70	\$21,161
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$2,437,427	0.98	\$55,407
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

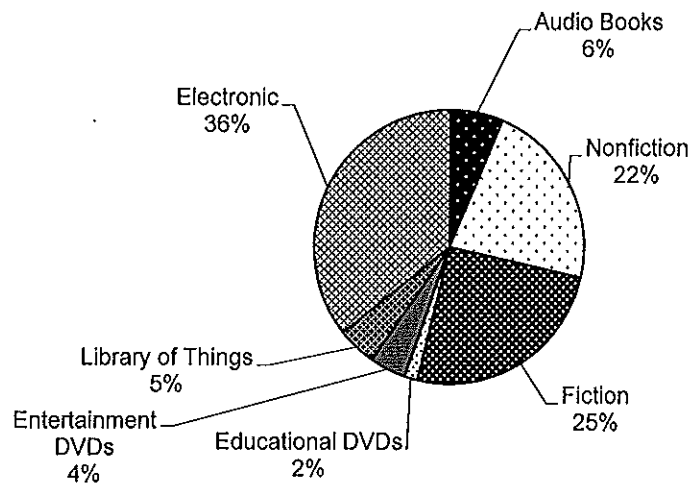
PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
June 30, 2017

GENERAL Fund 707	REV SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	2,177,735	139,867.27	106.9%
6220		Property Taxes - Current Unsecured	57,632	61,566	3,933.63	106.8%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	6,217	6,217.42	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	8,143	(5,112.80)	61.4%
6280		Property Taxes - Curr Supplemental	65,732	22,171	(43,561.22)	33.7%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	18,879	18,878.95	100%
6540		Penalties & Costs on Delinq Taxes	1,014	1,369	355.25	135.0%
		Sub Total	2,178,622	2,296,081	117,458.50	105.4%
REVENUE FROM USE OF MONEY & PROP'Y						
6610		Interest	5,720	19,819	14,098.52	346.5%
		Sub Total	5,720	19,819	14,098.52	346.5%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	53,896	45,103.86	613.0%
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	53,896	43,103.86	499.4%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		35,017		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	36,695	(8,305.00)	81.5%
		Fines & Fees	45,000	47,632	2,632.12	105.8%
		Passport/Photos	125,000	236,754	111,754.00	189.4%
		Meeting Room Fees	5,000	2,765	(2,235.00)	55.3%
		Test Proctor	7,000	7,800	800.00	111.4%
		Sub Total	227,700	366,663	138,962.91	161.0%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	2,736,458	313,623.79	113%
		FY 14/15 Funds Available	70,000	-	-	-
TOTAL REVENUES FY 16/17:			2,492,834	2,736,458	243,623.79	109.8%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF JUNE 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	\$67,246	3770	4070	\$69,297	5054	5712
Total Non-Fiction	\$59,112	2275	3290	\$65,396	2539	3573
Total Electronic	\$95,083	1260	0	\$88,535	1009	0
Total Audio Books	\$16,792	191	191	\$10,985	291	291
Total Educational DVDs	\$4,006	123	124	\$3,847	142	146
Total Entertainment DVDs	\$11,485	295	418	\$14,310	457	585
Total Library of Things	\$12,506	36	36	NA	NA	NA
YTD TOTAL MATERIALS	\$266,230	7950	8129	\$252,370	9492	10307
Budget	\$255,700			\$249,174		
% Spent YTD	104%			101%		



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 JUNE 2017

Prepared by Kate Matas, Acquisitions Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$35,869	1588	1775	\$330	23	23	\$36,199	1611	1798	\$ 220	13	13	\$36,419	1624	1811
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$35,869	1588	1775	\$330	23	23	\$36,199	1611	1798	\$220	13	13	\$36,419	1624	1811
Adult Non-Fiction	\$17,858	770	827	\$2,684	67	67	\$20,542	837	894	\$1,628	61	61	\$22,170	898	955
Adult Reference	\$1,581	28	28	\$0	0	0	\$1,581	28	28	\$397	15	15	\$2,178	43	43
Adult magazines	\$5,415	70	968	\$0	0	0	\$5,415	70	968	\$0	0	0	\$5,415	70	968
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$24,854	968	1823	\$2,684	67	67	\$27,538	935	1890	\$2,225	76	76	\$29,763	1011	1965
TOTAL ADULT PRINT MATERIALS	\$60,723	2456	3598	\$3,014	90	90	\$63,737	2546	3688	\$2,445	89	89	\$66,182	2,635	3,777
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$16,764	190	190	\$380	8	8	\$17,144	198	198	\$0	0	0	\$17,144	198	198
Adult E-books	\$39,157	744	0	\$519	19	0	\$39,676	763	0	\$0	0	0	\$39,676	763	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$3,799	116	116	\$0	0	0	\$3,799	116	116	\$0	0	0	\$3,799	116	116
Adult Entertainment DVDs	\$8,972	216	838	\$15	1	1	\$8,987	217	339	\$0	0	0	\$8,987	217	339
TOTAL ADULT NON-PRINT MATERIALS	\$68,692	1266	644	\$914	28	9	\$69,606	1294	653	\$0	0	0	\$69,606	1294	653
TOTAL ADULT MATERIALS	\$129,415	3,722	4,242	\$3,928	118	99	\$133,343	3,840	4,341	\$2,445	89	89	\$135,788	3,929	4,430
Juvenile Fiction	\$24,875	1794	1816	\$30	2	2	\$24,905	1796	1818	\$80	6	6	\$24,985	1742	1824
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$6,502	448	479	\$23	0	0	\$6,525	448	479	\$127	7	7	\$6,652	455	486
California Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$31,377	2182	2295	\$53	2	2	\$31,430	2184	2297	\$207	13	13	\$31,637	2,197	2,310
Juvenile Non-Fiction	\$24,635	1091	1101	\$0	0	0	\$24,635	1091	1101	\$133	7	7	\$24,818	1098	1108
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$8,972	147	147	\$0	1	1	\$8,972	148	148	\$20	1	1	\$8,992	149	149
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	162	162	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$399	7	57	\$0	0	0	\$399	7	57	\$0	0	0	\$399	7	57
Total Juvenile Non-Fiction	\$34,258	1407	1467	\$0	1	1	\$34,258	1246	1306	\$153	8	8	\$34,411	1254	1314
TOTAL JUVENILE PRINT MATERIALS	\$65,635	3,589	3,762	\$53	3	3	\$65,688	3,430	3,603	\$360	21	21	\$66,048	3,451	3,624
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$28	1	1	\$0	0	0	\$28	1	1	\$0	0	0	\$28	1	1
Juvenile E-books	\$12,201	510	0	\$0	0	0	\$12,201	510	0	\$0	0	0	\$12,201	510	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	20	20	\$0	0	0	\$543	20	20	\$0	0	0	\$543	20	20
Juvenile Educational DVDs	\$207	7	8	\$0	0	0	\$207	7	8	\$0	0	0	\$207	7	8
Juvenile Entertainment DVDs	\$1,970	79	80	\$0	0	0	\$1,970	79	80	\$0	0	0	\$1,970	79	80
TOTAL JUVENILE NON-PRINT MATERIALS	\$14,949	617	109	\$0	0	0	\$14,949	617	109	\$0	0	0	\$14,949	617	109
TOTAL JUVENILE MATERIALS	\$80,584	4,206	3,871	\$53	3	3	\$80,637	4,047	3,712	\$360	21	21	\$80,997	4,068	3,733
On-line databases	\$43,725	1254	0	\$0	0	0	\$43,725	6	0	\$0	0	0	\$43,725	6	0
E-books	\$51,358	0	0	\$0	0	0	\$51,358	1254	0	\$0	0	0	\$51,358	1254	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$95,083	1260	0	\$0	0	0	\$95,083	1260	0	\$0	0	0	\$95,083	1260	0
Total Fiction	\$67,246	3770	4070	\$383	25	25	\$67,629	3795	4095	\$427	26	26	\$68,056	3821	4121
Total Non-Fiction	\$59,112	2275	3290	\$2,684	68	68	\$61,796	2181	3196	\$2,378	84	84	\$64,174	2265	3280
Total Electronic	\$95,083	1260	0	\$0	0	0	\$95,083	1260	0	\$0	0	0	\$95,083	1260	0
Total Audio Books	\$16,782	191	191	\$380	8	8	\$17,172	199	199	\$0	0	0	\$17,172	199	199
Total Educational DVDs	\$4,005	123	124	\$0	0	0	\$4,005	123	124	\$0	0	0	\$4,005	123	124
Total Entertainment DVDs	\$11,485	285	418	\$15	1	1	\$11,500	286	419	\$0	0	0	\$11,500	286	419
Total Library of Things	\$12,506	36	36	\$0	0	0	\$12,506	36	36	\$0	0	0	\$12,506	36	36
TOTAL MATERIALS	\$266,230	7950	8129	\$3,462	102	102	\$269,692	7,854	8,033	\$2,805	110	110	\$269,991	7954	8143

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for June 2017

DATE: July 17, 2017

Net Revenue Summary for June 2017

			YTD	YTD
	June-17	June-16	2016-2017	2015-2016
Passport	19,857	14,700	190,101	155,773
Passport Photos	3,780	3,529	46,653	38,222
Test Proctor	950	950	7,800	9,350
Meeting Room	80	70	2,765	3,692.50
Total	24,667	19,249	247,319	207,037.50



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Personnel Report for JUNE 2017
DATE: July 17, 2017

			YTD	YTD
	Jun-17	Jun-16	2016-2017	2015-2016
Separation	1	0	3	2
Retirement	0	0	0	0
Appointments	5	1	13	4
Open Positions	3	3	8	2
Workers' Compensation Leave	0	0	0	0
Total	9	4	24	8

SEPARATION: Supervising Librarian, Children's Dept.
RETIREMENT: None
APPOINTMENTS: (4) SUB Library Aide, Passports
SUB Library Assistant

OPEN POSITIONS: Support Services Manager
Business Manager
Supervising Librarian, Children's Dept.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Circulation Activity Report: **June 2017**

DATE: July 17, 2017

CIRCULATION	Jun-17	Jun-16		Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	462	460		3,711	3,996	-7.1%
Total Circulation	26,734	25,669		280,710	293,024	-4.2%
Total Active Borrowers*	7,813	8,008				
Attendance	36,936	29,375		325,975	311,734	4.6%
Adult Fiction	2,867	3,048		33,007	36,078	-8.5%
Adult Nonfiction	2,224	1,966		23,256	25,469	-8.7%
Adult Magazines	179	138		1,669	2,463	-32.2%
Adult Music CDs	136	90		1,510	1,836	-17.8%
Adult Audio Books	426	525		6,248	7,287	-14.3%
Adult DVDs**	2,255	2,402		26,778	23,016	16.3%
JV Fiction	11,947	10,998		120,789	128,532	-6.0%
YA Fiction	1,737	1,554		15,505	17,040	-9.0%
JV Nonfiction	2,354	2,227		27,026	26,960	0.2%
YA Nonfiction	747	125		2,330	1,202	93.8%
JV Magazines	3	8		132	50	164.0%
JV Music CDs	29	19		290	320	-9.4%
JV Audio Books	44	57		691	804	-14.1%
JV DVDs**	1,701	2,056		18,003	17,840	0.9%
Video Games	85	75		983	371	165.0%

* YTD % change not applicable.

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

TEST PROCTORING

June 2017	June 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
19	19	157	187	-16%

PATRON COUNT

Jun-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	34557

Open 30 days; Gate count issue awaiting repair.

June 2017	June 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change	Hours Open	Average Per Hour	Open 30 days
34,557	23,988	188,357	174,498	7%	275	126	

Outside Gate Counts	
Adult Programs	322
Children/Teen Programs	1937
Meeting Room Rentals	120
TOTAL	2379

Library Attendance Total
36,936

Jun-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		5	3	8	8	8	24	56
10:00		16	8	5	10	8	26	73
11:00		5	5	7	9	10	21	57
12:00		8	13	7	6	11	23	68
1:00	32	11	1	5	15	13	25	102
2:00	31	11	18	4	7	15	22	108
3:00	28	5	5	6	12	27	25	108
4:00	20	9	12	13	10	16	12	92
5:00		12	12	8	10			42
6:00		23	9	12	15			59
7:00		4	2	5	8			19
DAY TOTALS	111	109	88	80	110	108	178	784

June 2017	June 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
784	594	7689	6396	17%

STAFF ACTIVITY

- Katie, Tim, Beatrice, Estella, Victor, and Laura attended the Support Services Staff meeting on June 21st.
- Katie and Tim attended Friday Huddle on June 2nd, 9th, 16th, 23rd, and 30th.
- Katie and Jesse participated in a conference call with Anaheim Library technology staff on June 5th.
- Katie, Estella, Laura, Tim, and Victor participated in the RIPL training on June 14th and 15th.
- Staff provided Setup/Take Down in the Meeting Room: 32 set-ups/ 31 breakdowns
- Meeting Room rentals patron count: 120
- Tim designed fliers and publicity materials for library programs including Summer Reading Program, Summer Reading Celebration, Solar Eclipse, Hula, Art Journaling, Weekly Challenge, Write Your Life Story and calendars.
- Laura, Katie, Beatrice, Victor, and Tim attended the Staff meeting on June 21st
- Victor is working on a discard manual.
- Katie processed 8 drones for the new Placentia Library of Things collection.
- Katie attended the Placentia Buzz meet and greet event at Tri City Park on June 10th.
- Katie started working with Bernadette, a Summer MLIS intern from San Jose’s program.
- Katie, Laura, Victor, Eric, Danny, and 3 new Support Services substitutes helped with the Summer Reading Celebration on June 24th.
- Laura was part of the Summer Reading Committee
- Laura processed 160 Virtual Library Cards for Fernando’s school visit.
- Tim took pictures at the Wacky Wednesday Great Scott program on June 28th.

ONGOING PROJECTS

- Passport agents are coordinating Passport Campaign.
- Tim is working on the September 2017-March 2018 eXPLORE newsletter.



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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 JUNE 2017
DATE: July 17, 2017

**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	07-03-17	9088.79	2,904.98	285.00	19.74	---	12,298.51
	TOTAL	60,227.29	18,882.37	1,567.50	92.91	20,627.81	101,397.88
	AVG	5,018.94	1,573.53	130.63	7.75	2,279.66	8,449.83

** 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	6122.66	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 June 2017
DATE: July 17, 2017

Accomplishments

The focus for June was meeting with solar panel providers to explore possible energy efficiency projects for the District while also discussing the option of a separate electrical meter and panels from the City. June was an extremely busy month for Administration with three active recruitments, yearend activities and budget, personnel matters, and payroll reconciliations. Library Director has been involved in assisting with the California Library Association (CLA) to develop and design marketing elements for the upcoming CLA Board recruitment and voter turnout campaigns. Library Director also served on an interview panel for the Los Angeles Public Library on June 22nd. Administration coordinated schedules for the development of the new Business Manager's training/orientation schedule. Public Services Manager, Yesenia Baltierra, was a tremendous help during this month as payroll errors were discovered, requiring reconciliations and meetings with the affected staff. Payroll information was corrected and ready for the Administrative Assistant to input payroll upon her return from vacation. Library Director along with three trustees, attended the American Library Association (ALA) annual conference with an opportunity to hear former Secretary of State, Hillary Rodham Clinton, speak about the importance of libraries and impact they have on the democracy of our country. There were many exceptional sessions this year including fundraising ideas, fine-free policies and procedures, hiring and retention practices, board and friends group development, renovation projects, and programming and staff development workshops. The conference also provided Library Director with an opportunity to meet with vendors to discuss current services and meet with others for the centennial renovation project.

Meetings

- Library Board of Trustees – June 1st, 28th
- PLFF – June 12th
- Friday Huddles – June 2nd, 9th, 16th, 23rd
- Rotary – June 7th, 14th, 21st (craft talk presentation), 28th
- California Library Association – June 15th
- Business Manager Interviews – June 20th
- Johnson Controls, Inc. – June 21st
- Independent Special Districts of Orange County (ISDOC) – June 29th (presentation on library services)

Community Function / Training / Conference

- RIPL Training – June 14th & 15th
- ALA – June 23rd – 27th
- Brenda Ramirez's Luncheon – June 28th



Placentia Library District

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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 June 2017

DATE: July 17, 2017

MONTHLY STATISTICS

	June 2017	June 2016	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference--in person	645	614	6,911	6,563	5.30%
Reference--telephone	55	25	333	422	-21.09%
Total Reference	700	639	7,244	6,985	3.71%
Total Number of Programs	26	43	461	480	-3.96%
Total Programs Attendance	4,552	5,864	23,265	21,876	6.35%

Children's Services Programs

	June 2017	June 2017	June 2016	June 2016	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 15/16 - 16/17	Y-T-D 15/16 - 16/17
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
Ongoing Programs										
0-2 year old Storytime Classes	4	162	4	166	76	3,554	78	3,924	-0.03	-0.09
3-6 year old Storytime Classes	-	-	4	80	43	895	78	1,749	-81.40	-0.49
Music Classes	2	69	2	107	38	1,544	39	1,572	-2.63	-0.02
Read to the Dogs	1	53	1	35	12	546	12	298	0.00	0.83
Master Builders Club	1	40	1	63	10	257	10	354	0.00	-0.27
Sensational Saturdays	1	40	1	30	10	345	10	357	0.00	-0.03
Homework Club	1	8	2	28	134	2,234	140	1,854	-4.48	0.20
PTAC (Placentia Teen Advisory Council)	3	98	2	32	25	539	23	348	8.00	0.55
PLD Collaboratory	1	-	1	12	11	59	4	62	63.64	-0.05
The Vault	-	-	-	-	6	39	2	32	66.67	0.22
Teen Practice Exams	-	-	-	-	3	37	2	47	33.33	-0.21
Special Programs										
Outreach	1	62	3	513	19	3,122	12	2,187	36.84	0.43
School Visits	-	-	-	-	-	-	1	25	-1.00	-1.00
Library Tours	1	123	-	-	5	265	-	-	100.00	1.00
Bilingual Programs	-	-	-	-	5	359	3	205	40.00	0.75
Seasonal Programs	-	-	1	3	17	2,599	19	1,863	-11.76	0.40
Teen Programs	3	176	-	-	27	412	12	209	55.56	0.97
SRP Registrations	3	965	3	585	3	1,364	3	1,042	0.00	0.31
SRP Events	4	2,756	18	4,210	11	5,095	26	5,748	-136.36	-0.11
Totals	26	4,552	43	5,864	455	23,265	474	21,876	-4.18	0.06

ACHIEVEMENTS

- Jennifer Rydberg attended and promoted an outreach event for the Thrivent Community Group Bicycle Giveaway on June 3rd.
- Yesenia Baltierra and Fernando Maldonado coordinated the Community Conversations for Teens at the Placentia Teen Center on June 1st.
- Fernando Maldonado partnered with Kraemer Middle School AVID program and introduced Career Cruising Database to 160 students on June 7th.
- Fernando Maldonado trained Childrens staff on Reading by Design summer reading program on June 19th.
- Fernando Maldonado participated in Farmers Market Library Outreach booth on June 20th.
- Lori Worden presented Children's department tours to 3rd graders from Ruby Dr. and Morse Elementary schools on June 1st.
- Deanna White promoted SRP at Brookhaven Elementary on June 9th.
- Lori Worden promoted SRP at Brookhaven Elementary on June 5th and June 7th.
- Lori Worden promoted SRP at Tynes Elementary on June 6th and June 8th.
- Lori Worden prepared a SRP display in the front lobby case, and presented a SRP prize display in the Children's department.

MEETINGS

- Joseph Nguyen met with Brenda Ramirez on June 4th.
- Jennifer Rydberg attended a one-on-one meeting with Yesenia Baltierra on June 24th.
- Lori Worden attended the SRC training meeting on June 19th.
- Jennifer Rydberg and Lori Worden attended the Children's Staff Meeting on June 26th.
- Lori Worden and Yesenia Baltierra attended the all-staff meeting on June 29th.
- Fernando Maldonado met with Michelle Meades to plan Summer Reading Program volunteer orientations June 5th.
- Fernando Maldonado met with Wendy Townsend to finalize Summer Reading Program sign up software June 8th.
- Fernando Maldonado met with Yesenia Baltierra, Gary Lira (Boys and Girls Club Placentia) and Bimbo Bakeries representative to discuss Placentia Teen Center outdoor garden grant on June 12th.

PROFESSIONAL DEVELOPMENT

Fernando Maldonado, Lori Worden and Yesenia Baltierra attended RIPL training on June 14th and 15th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for June 2017

DATE: July 17, 2017

MONTHLY STATISTICS

Reference Desk Activity

	June 2017	June 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1,623	1,359	18,193	11,823	53.88%
Reference -- telephone	681	588	7,682	4,185	83.56%
Reference -- email/chat	11	11	74	79	-6.33%
Technology assistance	46	298	2,925	3,165	-7.58%
Guest passes	79	71	999	973	2.67%
Adult and Children's computer use (desktops)	2,281	2,487	29,665	36,297	-18.27%
Adult computer usage (desktop)	2,360	2,128	25,616	28,853	-11.22%
Public computer use (express laptops)	13	2	117	422	-72.27%

History Room Activity

	June 2017	June 2016	Y-T-D FY2016-17	Y-T-D FY2015-16	Y-T-D % change
History Room Visitors	129	119	329	221	48.87%

Volunteer Hours

	June 2017	June 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	19.5	12	122.75	323.5	-62.06%
PLFF	502.42	543	5685.34	5863.25	-3.03%
General Library	1292.63	800	7795.35	6325.5	23.24%
Technology	2.75	29.75	198.5	157.5	26.03%
Homework Club	6.5	12	1047	802	30.55%
Adult Literacy Tutors	145.58	199	1616.33	2198.72	-26.49%
PTAC	59.25	54.5	752.97	716.88	5.03%
Summer Reading Program	140.17	171	748.42	1237.1	-39.50%
Total Volunteer Hours	2168.8	1821.25	17966.66	17624.45	1.94%

Adult Services Programs

Type of Program	Number of Programs June	Attendance June	Number of Programs June	Attendance June	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	7	1	11	12	124	11	131	9.09%	-5.34%
Computer Workshops	1	8	2	23	29	282	24	216	20.83%	30.56%
Literacy Programs	7	45	6	33	79	590	65	545	21.54%	8.26%
Summer Reading Program	1	306	1	159	3	587	3	506	0.00%	16.01%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	5	19	4	9	67	147	44	128	52.27%	14.84%
Volunteer Programs	3	99	3	62	14	346	11	281	27.27%	23.13%
Health & Fitness Programs	4	61	1	17	38	760	28	460	35.71%	65.22%
Parenting Programs	0	0	0	0	0	0	5	27	-100.00%	-100.00%
Fine Arts Programs	1	21	1	15	4	199	5	148	-20.00%	34.46%
Educational Programs-varied topics	3	167	3	164	16	666	24	1,084	-33.33%	-38.56%
Outreach	1	90	2	22	8	269	37	398	-78.38%	-32.41%
Totals	27	823	24	515	272	4,111	250	3,901	8.80%	5.38%

Adult SRP	MTD		
	Jun-16	Jun-15	Change June
Active Users	317	159	99.37%
Books Read	435	239	82.01%
New Registered Users	317	159	99.37%

Adult Literacy		
	June 2017	June 2016
Number of Tutors	22	20
Number of Students	26	33
Total Number of Participants	48	53

Computer Literacy		
	June 2017	June 2016
Number of Tutors	3	1
Number of Students	3	1
Total Number of Participants	6	2

ACHIEVEMENTS

- Michelle Meades coordinated the Civic Center field trip for Ruby Drive and Morse Elementary Schools on June 1st.
- Jeannie Killianey coordinated “Advanced Topics in Excel: Formulas” on June 10th.
- Michelle Meades and Fernando Maldonado coordinated the SRP orientation on June 8th, 17th, and 21st.
- Jeannie Killianey coordinated “Gardening by Design: Energy Smarts for the Garden” program on June 26th.
- Michelle Meades attended the Placentia’s Farmers Market for SRP outreach on June 20th.
- Michelle Meades coordinated Popotillo Straw Art class on June 25th.
- Michelle Meades trained new History Room volunteer on June 26th.
- Jeannie Killianey coordinated the 2017 ASRP Weekly Challenge beginning June 26th.
- Patricia Grimm coordinated Literacy Orientations on June 7th and 17th.
- Wendy Townsend coordinated the Book Club on June 13th.
- Wendy Townsend coordinated Yoga on June 6th, 13th, 20th and 27th.
- Wendy Townsend coordinated the Top Drone program on June 3rd.
- Wendy Townsend completed the Reading by Design website.
- Adult Services staff participated in the Summer Reading Celebration on June 24th.
- Yesenia Baltierra coordinated food/supplies pick-up for SRC on June 23rd.

MEETINGS

- Patricia Grimm met with new literacy tutors on June 7th, 8th and 21st.
- Michelle Meades met with Just Serve to discuss advertising for literacy volunteers on June 8th.
- Michelle Meades met with Fernando Maldonado to work on volunteer information for SRP on June 5th, 17th, and 21st.
- Patricia Grimm met with Literacy intern on June 7th.
- Patricia Grimm met with Val Tech intern on June 20th.
- Patricia Grimm assessed literacy students on June 15th, 20th, 22nd and 27th.
- Patricia Grimm and Wendy Townsend met on June 7th, 14th and 21st.
- Michelle Meades and Wendy Townsend met on June 7th, 14th, 21st, and 28th
- Michelle Meades interviewed a One Stop candidate on June 27th.
- Jeannie Killianey and Jennifer Ryberg met to discuss the SRP display window on June 10th.
- Michelle Meades attended the Placentia Historical Committee meeting on June 27th.
- Wendy Townsend attended Kiwanis meetings on June 1st, 8th, 22nd and 29th.
- Wendy Townsend and Yesenia Baltierra met on June 6th, 13th and 27th.
- Wendy Townsend and Yesenia Baltierra attended the Supervisors meeting on June 7th and 21st.
- Wendy Townsend and Brenda Ramirez met on June 19th.
- Wendy Townsend and Michelle Meades attended the SRC training on June 19th.
- Adult Services staff attended the Adult Services meeting on June 26th.
- Wendy Townsend and Yesenia Baltierra attended the SRC committee meeting on June 13th.
- Yesenia Baltierra attended Huddle Meetings on June 2nd, 9th, 16th, 23rd, and 30th.
- Yesenia Baltierra and Wendy Townsend attended the staff meeting on June 29th.
- Yesenia Baltierra met with Fines Free Committee on June 6th.
- Yesenia Baltierra met with Katie Matas on June 8th.
- Yesenia Baltierra met with Cisco Representatives on June 12th and 19th.
- Yesenia Baltierra attended the Placita Santa Fe Merchants Association Meeting on June 13th.
- Yesenia Baltierra met with Sam’s Club Manager on June 16th.
- Yesenia Baltierra met with Sandra Gonzalez on June 19th.
- Yesenia Baltierra met with Support Services Team on June 21st.

- Yesenia Baltierra attended the Get Healthy Placentia Initiative Meeting on June 27th.
- Yesenia Baltierra met with Rowshon Alhtan on June 27th.
- Yesenia Baltierra attended Board Work session and Board Meeting on June 28th.
- Yesenia Baltierra attended Anaheim Consortium Meeting on June 29th.

PROFESSIONAL DEVELOPMENT

- Patricia Grimm attended the READ San Diego Tutor Conference on June 10th.
- Wendy Townsend, Yesenia Baltierra and Michelle Meades attended the RIPL training on June 14th and 15th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for June 2017

DATE: July 17, 2017

<u>On-line database usage</u>	June 2017	Onsite Usage 1/17	Remote Usage 1/17	June 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	16,239	N/A	N/A	14,742	174,119	175,718	-1%
General Reference Center	21	12	9	18	475	687	-31%
Biography In Context	71	56	15	18	1,706	1,952	-13%
Opposing Viewpoints	254	252	2	30	1,742	3,189	-45%
Consumer Reports (new July 2016)	50	N/A	N/A	N/A	1,292	N/A	NA
Freegal	1,022	N/A	N/A	1,070	13,594	13,211	3%
Heritage Quest	621	N/A	N/A	1,025	8,386	9,297	-10%
Novelist	40	N/A	N/A	7	490	452	8%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	0	N/A	N/A	463	1,416	5,179	-73%
Pronunciator (new Sept. 2014)	59	N/A	N/A	126	690	1,155	-40%
ABC Mouse (new Sept. 2014)	97	N/A	N/A	83	2,579	977	-40%
Career Cruising (new June 2015)	114	N/A	N/A	5	137	51	187%
Tumblebooks	113	N/A	N/A	114	2,230	1,461	53%
Reference USA	137	N/A	N/A	190	2,298	2,202	4%
Enki (new Oct. 2014)	5	N/A	N/A	2	25	26	-4%
Hoopla (new May 2015)	632	N/A	N/A	250	5,560	2,273	145%
Overdrive e-books	1,296	N/A	N/A	1,120	12,346	11,815	4%
Overdrive audio books	773	N/A	N/A	603	8,019	6,400	25%
Zinio (new Oct. 2014)	80	N/A	N/A	54	951	840	13%
TOTAL DATABASE USAGE	21,624	320	26	19,920	238,055	236,885	0%

Website Traffic	June	June	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2016-17	2015-16	% change
Website visits	14,506	14,880	150,305	151,743	-1%
Page Hits	25,829	25,786	250,665	255,771	-2%
Users	6,776	6,670	69,894	68,774	2%
Pages/Session	1.78	1.73	N/A	N/A	N/A
Avg. Session Duration	00:02:54	0:03:06	N/A	N/A	N/A
% New Sessions	38	36	N/A	N/A	N/A

Computer & Online Resource Use	June	June	Y-T-D	Y-T-D	Y-T-D
	2017	2018	2016-17	2015-16	% change
Placentia Residents	1,530	1,385	16,458	16,135	2%
Non-Placentia Residents	974	1,011	11,483	11,054	4%
Total	2,504	2,396	27,941	27,189	3%

Wifi Use	June	June	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2016-17	2015-16	% change
	2,211	2,633	30,251	27,526	10%
Total	2,211	2,633	30,251	27,526	10%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: C21 Logo Contest Winner Recognition
DATE: July 17, 2017

President Gayle Carline will recognize Mateo Pantoja for his winning logo for the Community for the 21st Century (C21) program. This is a collaboration with the Placentia Yorba Linda Unified School District to promote five characters: communication, collaboration, critical thinking, citizenship, and creativity, and recognize those students in the Placentia area who demonstrated such behavior.

Yesenia Baltierra, Public Services Manager, is the Placentia Library District's liaison and the lead team member while working with PYLUSD to coordinate multiple activities with an anticipated implementation date of fall 2017.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 17-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for Fiscal Year 2017-2019 for the Placentia Library District of Orange County**

DATE: July 17, 2017

BACKGROUND

The Fiscal Year 2017-2019 Fee Schedule was presented to and reviewed by the Library Board of Trustees at the May 22, 2017 Budget Work Session and scheduled for Public Hearing at the June 28, 2017 Unusual Date Library Board Meeting.

Attachment A is Resolution 17-02.

Attachment B is Policy 6035 – Fee Schedule.

RECOMMENDATIONS

1. Motion to read Resolution 17-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for Fiscal Year 2017-2019 for the Placentia Library District of Orange County.
2. Motion to adopt Resolution 17-02 by a roll call vote.

RESOLUTION 17-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE FEE SCHEDULE FOR FISCAL YEAR 2017-2019 FOR
THE PLACENTIA DISTRICT OF ORANGE COUNTY**

WHEREAS, the Placentia Library District Fees Schedule are reviewed each budget cycle and was last amended in 2015; and

WHEREAS, the proposed changes include an elimination of the overdue fines and information for the fees & liability for the new Library of Things (LOTs) collection;

WHEREAS, the Fees Schedule is reflected in the Placentia Library District Policy 6035; and,

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fees Schedule for Fiscal Year 2017-2019 dated July 17, 2017 and implements such on July 1, 2017.

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the seventeenth of July, 2017.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth of July, 2017.

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Programs**

DATE: July 17, 2017

BACKGROUND

The Fiscal Year 2017-2019 Budget for the General Fund and the Centennial Renovation and energy efficiency projects were presented to and reviewed by the Library Board of Trustees at several public meetings including a Public Hearing at the Library Board's June 28, 2017 Unusual Date Meeting.

The proposed plan to commemorate the 100th Anniversary of the Placentia Library District centers on renovating and redesigning the public space including public restroom upgrades and outdoor space to meet the physical, social, research, creative and exploratory needs of our community, while anticipating the community's growing needs for emerging technologies and evolving collection and delivery systems.

Additionally, the new space will create a special place for children and their families, where they can experience joy in learning and exploring in a space that promotes interaction with other children or their caregivers while achieving a sense of accomplishment. The proposed intergenerational outdoor space will provide different generations a place to meet and to share. Seniors may find the intergenerational outdoor space a place where they can open up to their children and grandchildren and tell about their life experiences and childhood stories while sharing a good book together; thereby, creating a real pleasure and bonding experience through their informal conversations.

The energy efficiency project under discussion is comprised of several key energy upgrade for the Placentia Library District. This includes:

- Retrofitting all interior lights to LED standards
- Replacing the HVAC system with a four-valve rooftop HVAC system including demolition and removal of existing HVAC system
- Installing solar panels on the roof at the Placentia Library District including the installation and management of a new sub-metering unit for the Placentia Library District

Johnson Controls, Inc. would manage the program, facilitating the implementation and completion of the projects listed above by hiring Bear State to perform the HVAC duties and subcontractors to perform other duties as listed.

The estimated cost for the renovation is \$2.4M with the energy efficiency programs estimated at \$1.6M.

Attachment A is Resolution 17-04.

Fiscal Impact: \$4M

RECOMMENDATIONS

1. Motion to read Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Programs.
2. Motion to adopt Resolution 17-04 by a roll call vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fee Schedule

POLICY NUMBER: 6035

Effective July 1, 2017, the Placentia Library District will no longer collect overdue fines, as approved by the Library Board of Trustees on June 28, 2017.

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$ 1.25 each
Tables, 6' (24 hr. period)	\$ 8.50 each
Meeting Room	
- Non-profit organizations	\$20.00 per hour
- Other groups	\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00
- After hour fee / Staff attendee	\$25 per hour, per staff
- Clean-up fee	\$20.00
- Refundable security deposit / cleaning fee	\$50.00
- Set-up fee	\$20.00
LOST OR DAMAGED MATERIALS	
<p>An item that is 30 days overdue will become a "Lost" item. If a lost item is returned in its exact condition and damaged-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with lost items will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.000 collection services fee plus the \$10.00 processing fee.</p>	

SPECIAL SERVICES & REPLACEMENTS	
Collection Services Fee	\$ 25.00
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
CD – audio book replacement	\$ 8.00 per CD
CD case replacement	\$ 2.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each

Fax Local	\$ 1.00 per page
Fax Long Distance	\$ 1.50 per page
Fax International	\$ 5.00 per page
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
Passport Application	\$25.00 per application
Passport Photos	\$12.00
Library of Things (LOTS)	\$ 25.00 Cleaning Fee per item Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

(Adopted by the Library Board of Trustees, July 1, 2017.)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Project**

DATE: July 17, 2017

BACKGROUND

The Fiscal Year 2017-2019 Budget for the General Fund and the Centennial Renovation and energy efficiency projects were presented to and reviewed by the Library Board of Trustees at several public meetings including a Public Hearing at the Library Board's June 28, 2017 Unusual Date Meeting.

The proposed plan to commemorate the 100th Anniversary of the Placentia Library District centers on renovating and redesigning the public space including public restroom upgrades and outdoor space to meet the physical, social, research, creative and exploratory needs of our community, while anticipating the community's growing needs for emerging technologies and evolving collection and delivery systems.

Additionally, the new space will create a special place for children and their families, where they can experience joy in learning and exploring in a space that promotes interaction with other children or their caregivers while achieving a sense of accomplishment. The proposed intergenerational outdoor space will provide different generations a place to meet and to share. Seniors may find the intergenerational outdoor space a place where they can open up to their children and grandchildren and tell about their life experiences and childhood stories while sharing a good book together; thereby, creating a real pleasure and bonding experience through their informal conversations.

The energy efficiency project under discussion is comprised of several key energy upgrade for the Placentia Library District. This includes:

- Retrofitting all interior lights to LED standards
- Replacing the HVAC system with a four-valve rooftop HVAC system including demolition and removal of existing HVAC system
- Installing solar panels on the roof at the Placentia Library District including the installation and management of a new sub-metering unit for the Placentia Library District

Johnson Controls, Inc. would manage the program, facilitating the implementation and completion of the projects listed above by hiring Bear State to perform the HVAC duties and subcontractors to perform other duties as listed.

The estimated cost for the renovation is \$2.4M with the energy efficiency programs estimated at \$1.6M.

Attachment A is Resolution 17-04.

Fiscal Impact: \$4M

RECOMMENDATIONS

1. Motion to read Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Plans.
2. Motion to adopt Resolution 17-04 by a roll call vote.

RESOLUTION 17-04**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
FISCAL YEAR 2017-2019 CAPITAL IMPROVEMENT PLAN TO RENOVATE THE
PLACENTIA LIBRARY DISTRICT AND IMPLEMENT ENERGY EFFICIENCY PROGRAMS**

WHEREAS, the capital improvement plan for Fiscal Year 2017-2019 was discussed and submitted to the Library Board of Trustees not less than thirty (30) days prior to July 1, 2017; and

WHEREAS, the Library Board of Trustees held a public hearing for the Fiscal Year 2017-2019 Budget is held on June 28, 2017 after a notice of the public hearing was published not less than ten (10) days prior to thereto; and

WHEREAS, after the public hearing, the Library Board of Trustees considered further its proposed budget and capital improvement plan; and

NOW THEREFORE, the Library Board of Trustees of the Placentia Library District of Orange County resolves as follows:

Section 1: The proposed Fiscal Year 2017-2019 Capital Improvement Plan as submitted on Attachment A by the Library Director and reviewed by the Library Board of Trustees, is hereby approved.

Section 2: In adopting the Fiscal Year 2017-2019 Capital Improvement Plan, the Library Board of Trustees hereby authorizes the use of \$2.5M from the \$4.23M reserves as of May 31, 2017, to support the renovation and energy efficiency programs.

Section 3: In adopting the Fiscal Year 2017-2019 Capital Improvement Plan, the Library Board of Trustees hereby authorizes the Library Director to secure a financial plan for the District to implement energy efficiency programs.

Section 4: In adopting the Fiscal Year 2017-2019 Capital Improvement Plan, the Library Board of Trustees hereby re-appropriates year-end remaining general funds and donations received to be dedicated to said renovation and energy efficiency projects.

Section 5: The Board Secretary shall certify to the adoption of Resolution 17-04, and thenceforth and thereafter the same shall be in full force and effect.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Capital Improvement Plan for Fiscal Year 2017-2019 dated July 17, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne W. Martin, Secretary of the Library Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 17-04 was duly and regularly adopted by the Library Board of Trustees at the Regular Date Meeting hereof held on the seventeenth day of July 2017.

IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of July 2017.

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Hardwood Institute Public Innovator Overview**

DATE: July 17, 2017

BACKGROUND

The Harwood Institute for Public Innovation is a nonpartisan, nonprofit organization that teaches, coaches and inspires individuals and organizations to solve pressing problems and change how communities work together. With a proven 25-year track record, the Institute's approach to change – the Harwood practice – has spread to thousands of communities across the U.S. and to groups in more than 40 countries.

Board Secretary Martin will introduce the Harwood Public Innovator's Methodology, and walk the Board through the initial "Turning Outward" exercise.

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: Library Staff Presentation on the Career Cruising Database

DATE: July 17, 2017

BACKGROUND

Fernando Maldonado, Library Assistant, will provide an overview on the Career Cruising database.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization to Amend the Support Services Manager Title to Automation Technology Manager

DATE: July 17, 2017

BACKGROUND

At the May 22, 2017 meeting, the Library Board of Trustees approved amendments to Policy 2306 – Job Description Support Services Manager to reflect the evolved responsibilities that includes information technology and amending the education requirement for a bachelor’s degree with technology emphasis in lieu of the master degree of library and information science.

The Placentia Library District has had an active recruitment for the vacant Support Services Manager position since February 6, 2017. The recruitment is due to a resignation. Advertisements were posted on several websites including the American Library Association, California Library Association, governmentjobs.com, and Indeed.com. The response was limited, with the majority of applicants possessing customer-service or an office background rather than the required information technology experience.

Library staff recommends a title change for the Support Services Manager position to Automation Technology Manager to have more emphasis on technology and not “support” as it may be misleading based on the applications the District received with customer service background. The proposed title change would be more suitable for the job responsibilities, with results that are more aligned with what the District is looking for based on the job description. Salary will remain unchanged.

Attachment A is Policy 2306 – Job Description Automation Technology Manager

RECOMMENDATION

Authorization to Amend the Support Services Manager Title to Automation Technology Manager, effective immediately.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Automation Technology Manager
POLICY NUMBER: 2306

DEFINITION:

Under the general direction of the Library Director, manages the Circulation/Technology Department including Technical Services; works closely with the Library Director to implement exemplary library services and programs; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; interprets and applies broadly defined policies and procedures. Support Services Manager may provide customer service at the single-point Information Desk which includes circulation duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director. Supervises and manages Library District staff. May be designated in charge of the Library during the absence of the Library Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

- Manages, plans, and oversees the operation of multiple programs and services, including circulation, technical services, technology, e-services, and web services.
- Contributes to the development and implementation of the budget, goals, objectives, policies, and priorities for the assigned functional area; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Oversees all technology and Wi-Fi related projects, including the Library's catalog system, office and computer hardware and software, broadband initiatives, electronic resources, web-based projects, and social media.
- Analyzes technology and library trends and makes appropriate recommendations to the Library Director for short—term and long-term strategic plans that will prepare the Library to address the community's informational, recreational, and research needs.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of library services, programs, projects, and activities; assesses and monitors workload; identifies opportunities for improvement and recommends to the Library Director.
- Manages and participates in the development and administration of and oversees assigned budgets; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.

- Participates in selection of, schedules, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements progressive discipline procedures.
- Develops and maintains effective working relationships with colleagues, library support groups, volunteers, and vendors.
- Directs, coordinates, and reviews the activities and performance concerning personnel, resources, equipment, services, and programs for the Children's and Adult Departments.
- Hires, mentors, disciplines, evaluates, and terminates library staff.
- Analyzes, researches, and solves technical problems, using initiative and vendor technical support.
- Coordinates and performs administrative work in grants administration and reporting, including researching and evaluating grant funding opportunities relative to assigned programs and services, preparing grant proposals, and reporting on funded projects, programs, and services.
- Identifies and anticipates changing community needs, library best practices, and technological advancements; develops and implements plans, services, and programs to address these changes.
- Attends all meetings including District, professional, and community events, as the Library Director specifies from time to time.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- Establishes and implements work procedures and plans and organizes training programs for the Circulation/Technology staff, and is responsible for personnel actions, work assignments, and related matters.
- Prepares and submits reports of Support Services activities to the Library Director, the State Library of California, and other governmental agencies as required.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customer complaints and inquiries.
- Supervises and manages the library system software for circulation, patron registration, and delinquent account collections in compliance with Anaheim Library and Placentia Library District policies and procedures.
- Serves as a United States Passport Application Acceptance Agent.
- Coordinates passport activities and requirements with the Department of State.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies including library-related computer hardware and software operations.
- Skills required in performing reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.
- Skills required in operating all components of a library-based literacy program.
- Basic fund accounting and budgeting.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.
- Organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.
- Analyze difficult problems, recommend solutions and take independent action.
- Prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees, and public groups.

Education and Experience:

A Bachelor's Degree and a minimum of five years of Information Technology or related experience. A Master's Degree in Library or Information Science from a school accredited by the American Library Association is highly desirable. A minimum of three (3) years as a supervisory or management experience; probably with a public library. Ability to demonstrate vision, strategic thinking, collaboration and inclusive leadership skills; flexibility and adaptability; and a willingness to embrace and drive change initiatives

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. Must possess vision to read printed material and a computer screen. Must possess stamina to move about the Library. Must have balance, coordination, and dexterity levels appropriate to the duties to be performed. Sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment; lifts and moves boxes weighing 25 pounds or less; and pushes or pulls a loaded book cart.

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is an exempt managerial classification.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Board of Trustees August 21, 2017 Meeting
DATE: July 17, 2017

BACKGROUND

Currently, library staff does not foresee presenting agenda items for the Library Board of Trustees to consider which would require immediate attention. As a result, it is anticipated that the August meeting would only include non-decision making reports such as the consent calendar, monthly check register, staff reports, general consent reports, and treasurer's reports.

Library staff recommends cancelling the August 21, 2017 Library Board of Trustees meeting.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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