



AGENDA
PLACENTIA LIBRARY
DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








February 20, 2018
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 January 22, 2018 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 11)

10. Check Register for January 2018. (Receive & File and Approve)

11. FY2017-2018 Cash Flow Analysis through January 2018; the Schedule of Anticipated Property Tax Revenues for FY2018-2018 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for January 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for January 2018. (Receive & File)

14. Acquisitions Report for January 2018. (Receive & File)

15. Entrepreneurial Activities Report for January 2018. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for January 2018. (Receive, File, and Ratify Appointments)

17. Circulation Report for January 2018. (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 January 2018.

20. Children's Services Report for January 2018.
21. Adult Services Report for January 2018.
22. Placentia Library Web Site & Technology Report for January 2018.

PRESENTATION

23. Presentation to Mr. Steve Pischel for his collaboration with the Placentia Library District.

NEW BUSINESS

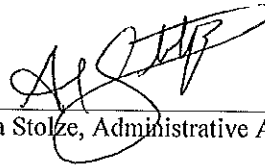
24. Adoption of Resolution 17-09: A Resolution of the Placentia Library District of Orange county Authorizing the Submission of an Application to the California Infrastructure and Economic Development Bank ("iBank") for Financing a Capital Improvement Project, Authorizing the Incurring of an Obligation Payable to iBank for the Financing of a Capital Improvement Project if iBank Approves Said Application, Declaration of Official Intent to Reimburse Certain Expenditures from the Proceeds of an Obligation
25. Travel Authorization: National Library Legislative Day on May 7-8, 2018 in Washington, D.C.
26. Authorize the Library Director to Execute an Agreement with emar Studio for design services for the Centennial Renovation Project.
27. Centennial Renovation Discussion and Updates from the Library Director.

ADJOURNMENT

28. Agenda Preparation for the March Date Meeting which will be held on March 19, 2018 unless re-scheduled by the Library Board of Trustees.
29. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
30. Adjourn

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

I, Alyssa Stolze, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the February 20, 2018 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 16, 2018.



Alyssa Stolze, Administrative Assistant



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MINUTES
WORK SESSION OF THE BOARD OF TRUSTEES
JANUARY 15, 2018

CALL TO ORDER

Secretary Jo-Anne Martin called the on January Work Session of the Placentia Library District (PLD) Board of Trustees to order January 15, 2018 at 2:02 pm.

Members Present: Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Al Shkoler
Members Absent: President Gayle Carline, Trustee Elizabeth Minter (Excused Absence)

Staff Present: Jeanette Contreras, Library Director; Timothy Hino, Business Manager; Yesenia Baltierra, Support Services Manager; Wendy Townsend, Supervising Librarian, Adult Services; All other staff members: Eric Grimm, Katie Matas, Fernando Maldonado, Michelle Meades, Patricia Grimm, Estella Wnek. Victor Meza, Lori Worden, Tim Worden, Marianne Follis, Beatrice Quintanar, Coleen Wakai, Danny Gonzalez, Susi Coria, Robert Arauz, Ana Balderas, and Laura De Leon

Guests: Marketing Consultant, Robert Karatsu

ADOPTION OF AGENDA

It was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt the January 15, 2018 Work Session Agenda:

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

ORAL COMMUNICATION

None

TRUSTEE REPORTS

None

LIBRARY DIRECTOR REPORT

None

FRIENDS FOUNDATION REPORT

None

CONSENT CALENDAR

None

DISCUSSION

Library Director, Jeanette Contreras, gave an overview of the changes involved with the Centennial Renovation Project. Marketing Consultant, Robert Karatsu, then involved staff in brainstorming ideas on how to rebrand the Centennial Renovation Project. Furthermore, Mr. Karatsu went over different marketing techniques and strategies to benefit the library during the renovation process. Ideas for the branding and marketing strategies of the Centennial Renovation Project will be discussed at Board Meetings leading up to the start of the project.

ADJOURNMENT

The Board of Trustees Work Session on January 15, 2018 was adjourned at 4:04 p.m.

Gayle Carline, President
Library Board of Trustee

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

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
January 22, 2018

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 22, 2018 at 6:32pm.

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

Members Absent: Trustee Elizabeth Minter (Excused Absence)

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Alyssa Stolze, Administrative Assistant; Michelle Meades, Librarian I; Wendy Townsend, Supervising Librarian, Adult Services; Ana Balderas, Library Aide

Guests: Ms. Daphne Munoz from White, Nelson, Diehl, Evans

ADOPTION OF AGENDA

It was moved by President Carline and seconded by Secretary Martin to adopt the Agenda (Item 3).

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

ORAL COMMUNICATION

None. (Item 4)

BOARD PRESIDENT REPORT

President Carline visited Trustee Minter in the hospital and plans to attend the PLFF Author's Luncheon.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended PLD's Staff Development Day and a H.I.S. house board meeting.

Trustee Minter was absent.

Trustee DeVecchio attended PLD's Staff Development Day.

Trustee Shkoler attended Staff Development Day and announced that the oversight board is ending.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended PLD's Staff Development Day, discussed and thanked staff for the topics that they presented. Director Contreras also introduced the newest staff members, Ana Balderas and Alyssa Stolze, to the Board of Trustees.

**FRIENDS FOUNDATION
REPORT**

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

CONSENT CALENDAR

It was moved by Secretary Martin and seconded by President Carline to approve Agenda Items 9-29. A roll call vote was taken:

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

**MINUTES FOR THE
DECEMBER 19, 2017
BOARD MEETINGS**

Minutes for the December 19, 2017 Board of Trustees Meetings was received, approved with note of correction, and filed with amendments as noted. (Item 9)

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

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

Financial Reports through December 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

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

**GENERAL CONSENT
REPORTS**

Personnel Report for December 2017 – received and filed. (Item 16)
Circulation Report for December 2017 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

STAFF REPORTS

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

PRESENTATION

President Carline presented The Employee of the Year Aware to Ms. Michelle Meades. (Item 23)

**ADOPTION OF RESOLUTION
17-08: ADOPTION OF
RESOLUTION 17-08: A
RESOLUTION OF THE**

Library Director Contreras presented to the Board the resolution to provide Workers' Compensation coverage to trustees and volunteers of the Placentia Library District. As clarified by the Business Manager, Timothy Hino, this coverage

GOVERNING BODY OF THE PLACENTIA LIBRARY DISTRICT, DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES.

would cover hospitalization costs and follow-up doctor's visits for the volunteer and/or governing body member that is injured in the workplace.

It was moved by President Carline to approve the resolution and seconded by Trustee Martin.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

MS. DAPHNE MUNOZ FROM WHITE, NELSON, DIEHL, EVANS

Ms. Daphne Munoz from White, Nelson, Diehl, Evans presented the 2016-2017 Fiscal Year Financial Audit to the Board of Trustees. She explained that there were no disagreements and that the audit has been received and filed. Furthermore, Ms. Munoz stated that the Placentia Library District's revenue exceeded its expenses for the 2016-2017 Fiscal Year. More specifically, the Placentia Library District's net revenue was \$348,810 over its total expenditures. There is no further action needed for the 2016-2017 Fiscal Year Financial Audit.

TRAVEL AUTHORIZATION: SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE ON FEBRUARY 4-7, 2018 IN LA QUINTA

Authorization for Business Manager, Timothy Hino, to attend the Special District Leadership Academy Conference on February 4-7, 2018 in La Quinta was motioned by President Carline and seconded by Trustee DeVecchio

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

TRAVEL AUTHORIZATION: AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE ON JUNE 21-26, 2018 IN NEW ORLEANS, LOUISIANA

Authorization for Library Director Contreras and the Board of Trustees to attend the American Library Association Annual (ALA) Conference on June 21-26, 2018 in New Orleans, Louisiana was approved and motioned by President Carline and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

Library Director Contreras then asked for another motion to be able to have an additional staff member attend the ALA Conference. This was approved and motioned by President Carline and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

REVIEW OF ACTION ITEMS

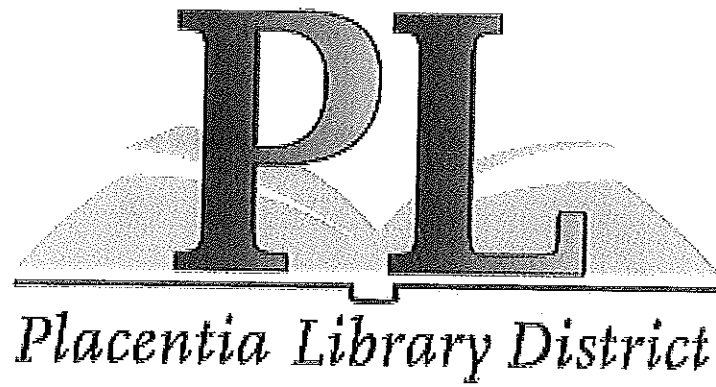
President Carline would like to have an announcement made to library staff that PLFF is in need of volunteers. President Carline would also like to have some type of memorial or way of honoring the passing of Pat Irot and Pat Jertberg. The next Library Board of Trustees meeting will be held on the unusual date of Tuesday, February 20, 2018 at 6:30 pm.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of January 22, 2018 was adjourned at 7:10 p.m.

Gayle Carline, President
Library Board of Trustees

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



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Placentia Library District
Check Register
January 2018

Type	Date	Num	Name	Memo	Amount
1000 · General Fund - Checking					
Bill Pmt -Check	01/02/2018	9523	Baker & Taylor	Books	-17,454.16
Bill Pmt -Check	01/02/2018	9524	Cintas	Supplies	-619.57
Bill Pmt -Check	01/02/2018	9525	Coleen Wakai	Reimbursement for Literacy Reads Snacks	-6.68
Bill Pmt -Check	01/02/2018	9526	Eartel	Phone services	-176.25
Bill Pmt -Check	01/02/2018	9527	Jeanette Contreras	Reimbursement for PLA Conference	-1,083.79
Bill Pmt -Check	01/02/2018	9528	Legacy Integrative Solutions	Printer Service	-805.33
Bill Pmt -Check	01/02/2018	9529	Marianne Follis	Reimbursement	-155.61
Bill Pmt -Check	01/02/2018	9530	Midwest Tape	DVDs	-1,727.62
Bill Pmt -Check	01/02/2018	9531	SDRMA	Ancillary Coverage for Jan 2018	-2,684.84
Bill Pmt -Check	01/08/2018	9532	Baker & Taylor	Books	-6,992.32
Bill Pmt -Check	01/08/2018	9533	Coleen Wakai	Sandwiches for two tutor meetings	-59.98
Bill Pmt -Check	01/08/2018	9534	Full Spectrum Educational Services	Wild Things & Animals of Prey Show 1/20/18	-250.00
Bill Pmt -Check	01/08/2018	9535	Glasby Maintenance Supply	Supplies	-264.42
Bill Pmt -Check	01/08/2018	9536	Ingram Inc	Books	-135.14
Bill Pmt -Check	01/08/2018	9537	MD Medical Clinics	Job Screening	-117.50
Bill Pmt -Check	01/08/2018	9538	Midwest Tape	DVDs	-284.33
Bill Pmt -Check	01/08/2018	9539	Pitney Bowes	Postage	-1,020.99
Bill Pmt -Check	01/08/2018	9540	SDRMA	February 2018 Coverage	-23,587.50
Check	01/08/2018	9541	Placentia Library District	Payroll for 1/10/18	-50,000.00
Bill Pmt -Check	01/12/2018	9542	Alyssa Stolze	Reimbursement for Staff Development Day	-67.61
Bill Pmt -Check	01/12/2018	9543	Baker & Taylor	Books	-27.31
Bill Pmt -Check	01/12/2018	9544	BankCard Center-Bank of the West	For 11/29/17 to 12/28/17	-5,509.81
Bill Pmt -Check	01/12/2018	9545	Brea Trophy and Engraving	Desk plate and name tags	-40.39
Bill Pmt -Check	01/12/2018	9546	Capitol Door Services	Door service 9/29/17	-190.00
Bill Pmt -Check	01/12/2018	9547	Ingram Inc	Books	-216.77
Bill Pmt -Check	01/12/2018	9548	Legacy Integrative Solutions	Printer services	-878.96
Bill Pmt -Check	01/12/2018	9549	Master Janitorial Services	Services for January 2018	-3,100.00
Bill Pmt -Check	01/12/2018	9550	Midwest Tape	DVDs	-555.25
Bill Pmt -Check	01/12/2018	9551	Minuteman Press	Business Cards	-140.08
Bill Pmt -Check	01/12/2018	9552	Placentia Library Foundation	Payout for Nov-Dec 2017	-375.10
Bill Pmt -Check	01/12/2018	9553	Ramon Macias	Tacos for Staff Development Day	-370.00
Bill Pmt -Check	01/12/2018	9554	Republic Services	VOID: Services 12/1-12/31/17	0.00
Bill Pmt -Check	01/12/2018	9555	Salazar Associates	Awards/Promotions	-159.43
Bill Pmt -Check	01/12/2018	9556	Tim Hino	Reimbursement	-45.99
Bill Pmt -Check	01/12/2018	9557	Republic Services	For Service for 12/1-12/31	-137.13
Bill Pmt -Check	01/22/2018	9558	Alyssa Stolze	Staff Development Supplies	-190.59
Bill Pmt -Check	01/22/2018	9559	Baker & Taylor	Books	-2,039.10
Bill Pmt -Check	01/22/2018	9560	Bear State	Services on 11-1-17	-1,515.97
Bill Pmt -Check	01/22/2018	9561	Brow Mantra Threading Salon	Teen Henna Program	-150.00
Bill Pmt -Check	01/22/2018	9562	Bush & Associates, Inc.	Land Survey	-8,892.00
Bill Pmt -Check	01/22/2018	9563	CA Department of Tax & Fee Administration	Filing Period 10/1/17-12/31/17	-52.00
Bill Pmt -Check	01/22/2018	9564	Califa	Lynda.com- 2 Prosolution Licenses	-410.00
Bill Pmt -Check	01/22/2018	9565	Click Consulting	Monthly service	-4,000.00

Placentia Library District
Check Register
January 2018

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/22/2018	9566	Fernando Maldonado	PTAC supplies	-71.48
Bill Pmt -Check	01/22/2018	9567	Golden State Water Company	VOID:	0.00
Bill Pmt -Check	01/22/2018	9568	Legacy Integrative Solutions	Printer services	-541.24
Bill Pmt -Check	01/22/2018	9569	Library Ideas	Freegal Music Subscription	-5,974.00
Bill Pmt -Check	01/22/2018	9570	Midwest Tape	DVDs	-519.88
Bill Pmt -Check	01/22/2018	9571	O.C. Plumbing	Fixed sink faucet on 1/4/18	-183.00
Bill Pmt -Check	01/22/2018	9572	Orange County Treasurer-Tax Collector	Parcel No. 340-312-02, 2nd Installment	-4,196.83
Bill Pmt -Check	01/22/2018	9573	OverDrive	Maintenance fee	-3,000.00
Bill Pmt -Check	01/22/2018	9574	Salazar Associates	C21 pendants	-2,225.27
Bill Pmt -Check	01/22/2018	9575	Time Warner Cable	Service	-644.83
Bill Pmt -Check	01/22/2018	9576	Tyco Integrated Security LLC	Security for 2/1/18 to 4/30/18	-2,819.44
Bill Pmt -Check	01/22/2018	9577	Unique Management Services, Inc.	Placements 12/7 to 12/28/17	-152.15
Bill Pmt -Check	01/22/2018	9578	Woodruff, Spradlin & Smart	Legal Fees	-258.00
Check	01/22/2018	9579	Placentia Library District	Payroll for 1/24/18	-50,000.00
Bill Pmt -Check	01/22/2018	9580	Midwest Tape	DVDs	-2,803.28
Bill Pmt -Check	01/22/2018	9581	Golden State Water Company	Water Bill	-618.66
Bill Pmt -Check	01/29/2018	9582	Baker & Taylor	Books	-1,264.44
Bill Pmt -Check	01/29/2018	9583	Brea Trophy and Engraving	Name Badges	-39.41
Bill Pmt -Check	01/29/2018	9584	California Special Districts Association	SDLA conference for Tim H.	-250.00
Bill Pmt -Check	01/29/2018	9585	CALNET3	Internet	-406.86
Bill Pmt -Check	01/29/2018	9586	Cintas	Supplies	-1,211.52
Bill Pmt -Check	01/29/2018	9587	Dick's Lock & Safe	Fixed lock in Children's Emergency Door	-91.89
Bill Pmt -Check	01/29/2018	9588	Eartel	Service for switching phone lines on 1/26/18	-150.00
Bill Pmt -Check	01/29/2018	9589	Michael C. Young	Lost book found refund	-35.64
Bill Pmt -Check	01/29/2018	9590	O.C. Plumbing	Service Call	-471.00
Bill Pmt -Check	01/29/2018	9591	Placentia-Yorba Linda Unified School Dist	Print jobs 12-/2017-1/2018	-149.14
Bill Pmt -Check	01/29/2018	9592	SCLLN	Membership Dues	-150.00
Bill Pmt -Check	01/29/2018	9593	SDRMA	Ancillary Benefits for Feb	-2,304.68
Bill Pmt -Check	01/29/2018	9594	SoCalGas	Service for 12/15/18-1/17/18	-2,490.42
Bill Pmt -Check	01/29/2018	9595	Placentia Library Foundation	Dec 2017-Jan 2018 Payout	-130.00
Total 1000 · General Fund - Checking					<u>-219,642.58</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

SUBJECT: Fund Balance Report through January 2018 for Placentia Library District Fund 707 with Orange County Treasurer

DATE: February 20, 2018

Fiscal Year 2017-2018	
07/31/17	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/17	2,498,084.78
11/30/2017	2,500,309.42
12/31/2017	2,502,508.82
01/31/18	2,502,381.29
2/28/2018	0.00
3/31/2018	0.00
04/30/18	0.00
5/31/2018	0.00
6/30/2018	0.00

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


SUBJECT: Financial Reports through January 2018 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: February 20, 2018

Summary of Cash and Investments as of January 31, 2018

Cash with Orange County Treasurer Fund 707	2,502,508.82
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking – Bank of the West	1,226,096.02
General Fund Savings – Bank of the West	471,607.08
Payroll Checking – Wells Fargo Bank	37,003.63
Total Cash and Investments	4,237,215.55

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
January 31, 2018

ACCT #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,122,628	1,387,944	(734,683.89)	65.4%
4020	Property Taxes - Current Unsecured	59,937	59,048	(889.44)	98.5%
4030	Property Taxes - Prior Secured	0	-	0.00	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
4090	Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050	Property Taxes - Curr Supplemental	68,361	44,393	(23,967.53)	64.9%
4060	Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	88.9%
4070	Interest on Unsupport Tax	0	374	373.50	0.0%
4080	Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4190	State - Homeowners Property Tax Relief	48,482	14,601	(33,881.43)	
	Sub Total	2,326,685	1,522,014	(804,671.28)	65.4%
INTEREST REVENUE					
4600	Interest	8,500	13,599	5,099.07	160.0%
	Sub Total	8,500	13,599	5,099.07	160.0%
GRANT REVENUE					
4210	State Grants	30,000	18,000	(12,000.00)	60.0%
	Sub Total	30,000	18,000	(12,000.00)	60.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,750	1,050.00	250.0%
4410	PLFF Grants	51,000	18,921	(32,078.61)	37.1%
4430	Other Revenue	0	3,605	3,605.00	0.0%
4440	Centennial Renovation	0	1,000	1,000.00	0.0%
4310	Fines & Fees	0	11,519	11,518.91	0.0%
4330, 4320	Passport/Photos	180,000	115,578	(64,422.00)	64.2%
4340	Meeting Room Fees	4,000	1,340	(2,660.00)	33.5%
4350	Test Proctor	7,000	5,350	(1,650.00)	76.4%
	Sub Total	242,700	159,063	(83,636.70)	65.5%
4500	Impact Fees	10,000	-	(10,000.00)	0.0%
TOTAL REVENUES YTD FOR FY 17/18:		2,617,885	1,712,676	(905,209)	65.4%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

January 31, 2018

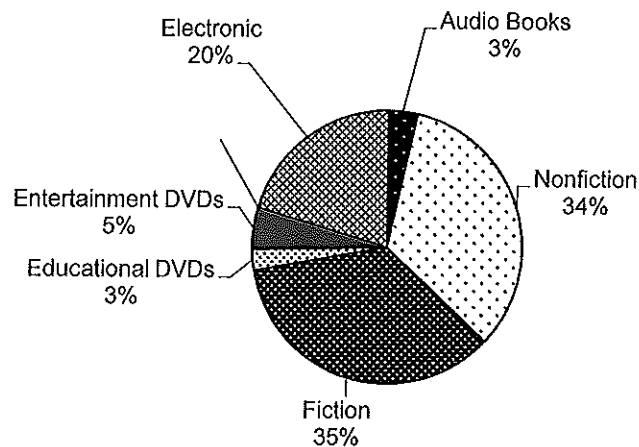
58.33% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,456,945	785,480	0.54	\$671,465
5030	Retirement	54,605	11,911	0.22	\$42,694
5040	Unemployment Insurance	-	251.00	0.00	(251.00)
5050	Health Insurance	266,516	144,397	0.54	\$122,120
5064	Dental Insurance	17,240	8,129	0.47	\$9,111
5060	Life Insurance	8,370	2,122	0.25	\$6,248
5066	AD & D Insurance	5,453	3,359	0.62	\$2,094
5068	Vision Insurance	3,341	1,601	0.48	\$1,740
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	2,785	0.20	\$11,167
	TOTAL	\$1,827,245	\$960,035	0.53	\$867,210
SERVICES & SUPPLIES					
5100	Communications	35,000	13,123	0.37	\$21,877
5150	Household Expenses	22,000	10,819	0.49	\$11,181
5099	Library Insurance	15,000	8,628	0.58	\$6,372
5205	Maintenance Expense	30,000	14,865	0.50	\$15,135
5220-5280, 5160, 5180, 5210	Maintenance, Buildings & Improvements	106,000	40,125	0.38	\$65,875
5290	Memberships	10,000	6,450	0.64	\$3,550
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	35,396	0.64	\$19,604
5400	Prof./Specialized Services	122,450	91,307	0.75	\$31,143
5495,5900,5910	Programs	41,000	35,638	0.87	\$5,362
5500	Books/Library Materials	255,689	85,240	0.33	\$170,449
5600	Meetings	25,000	14,216	0.57	\$10,784
5700	Mileage/Parking	4,500	299	0.07	\$4,201
5800	Utilities	88,000	39,180	0.45	\$48,820
	TOTAL	\$810,639	\$395,287	0.49	\$415,352
	OPERATING EXPENSES	\$2,637,884	\$1,355,322	0.51	\$1,282,562
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	8,635.66	0.86	\$1,364
	TOTAL	\$30,000	8,635.66	0.29	\$21,364
TOTAL BUDGET					
		\$2,667,884	\$1,363,958	0.51	\$1,303,926

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF JAN. 2018

	YTD 2017/18	YTD 2017/18	YTD 2017/18	YTD 2016/17	YTD 2016/17	YTD 2016/17
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$29,737	1524	1699	\$45,923	2319	2495
Total Non-Fiction	\$28,384	1108	1473	\$31,188	1375	1965
Total Electronic	\$17,281	4	0	\$25,362	889	0
Total Audio Books	\$2,901	282	284	\$5,598	122	122
Total Educational DVDs	\$2,113	57	57	\$2,766	81	82
Total Entertainment DVDs	\$4,166	92	148	\$5,966	146	220
YTD TOTAL MATERIALS	\$84,582	3067	3661	\$116,803	4932	4884
Budget	\$255,700			\$255,700		
% Spent YTD	33%			46%		



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 2017-2018 THROUGH THE MONTH OF JANUARY 2018
Prepared by Katie Matas, Supervising Librarian Support Services

	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	\$22,497	1039	1187	\$0	0	0	\$22,497	1039	1187	\$0	0	0	\$22,497	1039	1187
Adult Non-Fiction	\$12,135	510	512	\$0	0	0	\$12,135	510	512	\$0	0	0	\$12,135	510	512
Adult Reference	\$301	7	7	\$0	0	0	\$301	7	7	\$405	6	6	\$706	13	13
Adult magazines	\$3,602	54	407	\$0	0	0	\$3,602	54	407	\$405	6	6	\$3,602	54	407
	\$16,038	571	926	\$0	0	0	\$16,038	571	926	\$405	6	6	\$16,443	577	932
TOTAL ADULT PRINT MATERIALS	\$38,535	1610	2113	\$0	0	0	\$38,535	1610	2113	\$405	6	6	\$38,940	1616	2119
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$2,901	282	284	\$0	0	0	\$2,901	282	284	\$0	0	0	\$2,901	282	284
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$2,113	57	57	\$0	0	0	\$2,113	57	57	\$0	0	0	\$2,113	57	57
Adult Entertainment DVDs	\$4,166	91	147	\$0	0	0	\$4,166	91	147	\$0	0	0	\$4,166	91	147
TOTAL ADULT NON-PRINT MATERIALS	\$9,180	430	488	\$0	0	0	\$9,180	430	488	\$0	0	0	\$9,180	430	488
TOTAL ADULT MATERIALS	\$47,715	2,040	2,601	\$0	0	0	\$47,715	2,040	2,601	\$405	6	6	\$48,120	2,046	2,607
Juvenile Fiction	\$5,318	352	357	\$0	0	0	\$5,318	352	357	\$373	40	40	\$5,691	392	397
Young Adult Fiction	\$1,922	133	155	\$0	0	0	\$1,922	133	155	\$0	0	0	\$1,922	133	155
	\$7,240	485	512	\$0	0	0	\$7,240	485	512	\$373	40	40	\$7,613	525	552
Juvenile Non-Fiction	\$10,750	482	485	\$0	0	0	\$10,750	482	485	\$104	7	7	\$10,854	489	492
Young Adult Non-Fiction	\$1,273	50	54	\$0	0	0	\$1,273	50	54	\$0	0	0	\$1,273	50	54
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$323	5	8	\$0	0	0	\$323	5	8	\$0	0	0	\$323	5	8
	\$12,346	537	547	\$0	0	0	\$12,346	537	547	\$104	7	7	\$12,450	544	554
TOTAL JUVENILE PRINT MATERIALS	\$19,586	1,022	1,059	\$0	0	0	\$19,586	1,022	1,059	\$477	47	47	\$20,063	1,069	1,106
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$0	1	1	\$0	0	0	\$0	1	1	\$0	0	0	\$0	1	1
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	1	1	\$0	0	0	\$0	1	1	\$0	0	0	\$0	1	1
TOTAL JUVENILE PRINT MATERIALS	\$19,586	1,023	1,060	\$0	0	0	\$19,586	1,023	1,060	\$477	47	47	\$20,063	1,070	1,107
On-line databases	\$17,281	4	0	\$0	0	0	\$17,281	4	0	\$0	0	0	\$17,281	4	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$17,281	4	0	\$0	0	0	\$17,281	4	0	\$0	0	0	\$17,281	4	0
Total Fiction	\$29,737	1524	1699	\$0	0	0	\$29,737	1524	1699	\$373	40	40	\$30,110	1564	1739
Total Non-Fiction	\$28,384	1108	1473	\$0	0	0	\$28,384	1108	1473	\$509	13	13	\$28,893	1121	1486
Total Electronic	\$17,281	4	0	\$0	0	0	\$17,281	4	0	\$0	0	0	\$17,281	4	0
Total Audio Books	\$2,901	282	284	\$0	0	0	\$2,901	282	284	\$0	0	0	\$2,901	282	284
Total Educational DVDs	\$2,113	57	57	\$0	0	0	\$2,113	57	57	\$0	0	0	\$2,113	57	57
Total Entertainment DVDs	\$4,166	92	148	\$0	0	0	\$4,166	91	147	\$0	0	0	\$4,166	91	147
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$84,582	3067	3661	\$0	0	0	\$84,582	3,066	3,660	\$982	53	53	\$85,464	3,119	3,713

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino

SUBJECT: Service Revenue Activities Report for January 2018

DATE: February 20, 2018

Net Revenue Summary for January 2018

			YTD	YTD
	Jan-2018	Jan-2017	2017-2018	2016-2017
Passport	19,716.00	14,950.00	91,503.00	70,591.00
Passport Photos	4,620.00	4,652.00	24,112.00	18,748.00
Test Proctor	350.00	300.00	5350.00	4,100.00
Fines & Fees	2,453.22	4,246.81	11,518.91	27,109.16
Meeting Room	380.00	1,090.00	1,340.00	2,235.00
Total	27,519.22	25,238.81	133,823.91	122,783.16



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

SUBJECT: Personnel Report for January 2018

DATE: February 20, 2018

	Jan-18	Jan-17	YTD 2017-2018	YTD 2016-2017
Separation	0	0	3	1
Retirement	0	0	0	0
Appointments	2	0	7	8
Open Positions	1	1	5	6
Workers' Compensation Leave	0	0	0	0
Total	3	1	15	15

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Venessa Faber, Library Assistant
Deanna White, Library Assistant

OPEN POSITIONS: Substitute Library Assistant



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Supervising Librarian Support Services

SUBJECT: Circulation Activity Report: **January 2018**

DATE: **February 20, 2018**

CIRCULATION	Jan-18	Jan. 17	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
New Patron Registrations	283	284	2,036	2,066	-1.5%
Total Circulation	19,916	23,475	160,778	164,262	-2.1%
Total Active Borrowers*	7,810	7,813			
Attendance	22,728	22,482	179,978	166,318	8.2%
Adult Fiction	2,417	2,733	18,312	19,788	-7.5%
Adult Nonfiction	1,986	2,017	13,258	13,895	-4.6%
Adult Magazines	88	97	1,348	929	45.1%
Adult Music CDs	90	92	604	924	-34.6%
Adult Audio Books	516	545	3,683	3,899	-5.5%
Adult DVDs**	2,315	2,360	16,576	15,348	8.0%
JV Fiction	8,414	9,818	70,349	69,961	0.6%
YA Fiction	760	1,259	8,045	9,586	-16.1%
JV Nonfiction	2,014	2,310	16,255	15,381	5.7%
YA Nonfiction	89	73	690	781	-11.7%
JV Magazines	2	1	118	61	93.4%
JV Music CDs	37	25	167	153	9.2%
JV Audio Books	35	41	238	398	-40.2%
JV DVDs**	1,078	1,521	10,588	9,966	6.2%
Video Games	50	92	9,560	8,537	12.0%
Library of Things**	25	NA	157	NA	NA

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

January 2018	January 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
7	6	107	83	29%

PATRON COUNT

Jan-18	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		257	326	314	292	279	297	1765
10:00		260	275	453	412	263	336	1999
11:00		225	307	337	350	240	403	1862
12:00		196	341	308	259	227	368	1699
1:00	613	170	395	391	256	237	437	2499
2:00	457	262	446	597	350	265	414	2791
3:00	399	447	573	600	493	328	331	3171
4:00	203	342	583	557	413	284	241	2623
5:00		295	529	470	396			1690
6:00		226	393	347	232			1198
7:00		97	250	216	141			704
DAY TOTALS	1672	2777	4418	4590	3594	2123	2827	22001
January 2018	January 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change	Hours Open	Average PerHour		
22,001	21,845	168,239	166,360	1%	267	82.4		
<i>Closed 2 Days; Closed 22 hours.</i>								
Outside Gate Counts								
Adult Programs								67
Children/Teen Programs								610
Meeting Room Rentals								50
TOTAL								727
Library Attendance Total								
22,728								

PASSPORTS

Jan. 2018	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		4	7	1	4	7	25	48
10:00		7	5	5	2	3	26	48
11:00		1	8	7	4	5	28	53
12:00		6	7	9	7	8	27	64
1:00	34	8	12	2	7	11	28	102
2:00	33	8	6	11	7	8	28	101
3:00	31	9	17	11	11	9	23	111
4:00	10	14	14	10	15	3	14	80
5:00	2	12	19	16	17			64
6:00		4	13	8	12			37
7:00			1		1			2
DAY TOTALS	110	73	109	80	87	54	199	710

Jan 2018	Jan 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
710	610	3584	2855	20%

STAFF ACTIVITY

- Katie attended Friday Huddle on January 5th, 12th, 19th, and 26th.
- Katie, Beatrice, Victor, Danny, Estella, Laura, Erich, Tim, Robert, Angelica, and Sandra participated in the Staff Development Day on January 15th.
- Katie, Beatrice, Victor, Estella, Laura, Erich, and Tim attended the Support Services staff meeting on January 23rd.
- Katie, Beatrice, Victor, Danny, Estella, Laura, and Tim attended the Staff meeting on January 23rd.
- Katie, Beatrice, Estella, Tim, Laura, and Victor attended the Centennial Staff Meeting on January 31st.
- Beatrice, Estella, Tim, Laura and Chris attended the Citizen of the Year Dinner at Alta Vista Country Club on January 30th.
- Staff provided Setup/Take Down in the Meeting Room: 32 set-ups/ 31 breakdowns
- Meeting Room rentals patron count: 50
- Katie worked with staff at Envisionware and CBA to try to fix the coin tower used to pay for copies and prints. It was determined that the coin exchanger was broken, and Envisionware will send us a new coin exchanger.
- Katie attended the quarterly SLS Circulation meeting at Fullerton Public Library on January 11th.
- Katie attended the monthly Anaheim/Placentia Consortium circulation supervisors meeting at Anaheim Central Library on January 25th.
- Katie and Yesenia had a phone conference with Baker & Taylor about MARC records on January 22nd.
- Tim is working on the eXPLORE March-August 2018 newsletter.
- Tim worked on publicity for several library programs including History Matters, Valentine's Day children's program, LOTs, Weekly Summaries, January Constant Contact and January Calendars.
- Tim created an SOP for the new Passport laptop.
- Tim created an Eventbrite page for the library to be used for the History Matters program as well as, potentially, for registering for adult programs online.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through January 2018
DATE: February 20, 2018

**CITY OF PLACENTIA
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	0.00	*
Aug-17	08-15-17	16,166.86	*	42.50	19.79	0.00	\$16,229.15
Sep-17	09-20-17	8,558.53	1,452.49	*	*	0.00	\$10,011.02
Oct-17	10-26-17	8,314.14	2,904.98	427.50	10.87	0.00	\$11,657.49
Nov-17	11-21-17	5,075.75	*	*	9.59	0.00	\$5,085.34
Dec-17	*	*	*	*	*	0.00	*
Jan-18	01-16-18	8,800.12	1,452.49	285.00	8.10	0.00	\$10,545.71
Feb-18							
Mar-18							
Apr-18							
May-18							
Jun-18							
	TOTAL	\$46,915.40	5,809.96	755.00	48.35	0.00	\$53,528.71

** City Billing
 Not Received*

PERIOD IN FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Timothy Hino, Business Manager
SUBJECT: Administration Report for January 2018
DATE: February 20, 2018

For the month of January 2018, Administration's efforts were focused on mainly preparing for Staff Development Day, starting weekly centennial conversations with staff and assisting the Chamber of Commerce with the Citizen of the Year event. Additionally, the Library Director had meetings with Yamada Enterprise and Robin Hoklotubbe, a library consultant, for the centennial renovation.

Meetings:

- Friday Morning Huddles – January 5th, 12th, 19th, and 26th
- Placentia Library Friends Foundation (PLFF) – January 8th
- PayChex – January 8th, 16th
- Staff Development Day – January 15th
- Manager's Meeting – January 18th
- Master Janitorial Services – January 29th
- Robin Hoklotubbe – January 30th
- CLA Leadership Development – January 30th
- Citizen of the Year Dinner – January 30th
- Yamada Enterprise – January 31st
- Centennial Conversation – January 31st

Facilities:

- Dick's Lock and Key – January 17th
- OC Plumbing – January 4th and 19th

Conferences:

- Administration Assistant – January 24th



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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 January 2018
DATE: February 20, 2018

MONTHLY STATISTICS

	January 2018	January 2017	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	484	617	3,401	4,040	-15.82%
Reference--telephone	37	24	163	160	1.88%
Total Reference	521	641	3,564	4,200	-15.14%

Children’s Services Programs

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	January 2018	January 2018	January 2017	January 2017	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 16/17-17/18	Y-T-D 16/17-17/18
Storytime	6	196	-	-	64	2490	63	2571	1.59%	-3.15%
Educational	18	455	19	389	100	2472	103	2233	-2.91%	10.70%
Reading	1	10	1	18	17	1877	16	1166	6.25%	60.98%
Teen	5	70	5	51	48	849	31	419	54.84%	102.63%
Seasonal	0	0	0	0	5	700	7	594	-28.57%	17.85%
Totals	30	731	25	458	234	8388	220	6983	6.36%	20.12%

ACHIEVEMENTS

- Marianne Follis helped organize and run the OC Performers Showcase on January 25th.

MEETINGS

- Fernando Maldonado met with Chris Corpus to review Teen Center on January 4th.
- Marianne Follis, Ana Balderas, Fernando Maldonado, Lori Worden, and Yesenia Baltierra attended all staff meeting on January 23rd.
- Marianne Follis, Lori Worden, Fernando Maldonado, Venessa Faber, Ana Balderas, Yesenia Baltierra, and Deanna White attended the Citizen of the Year dinner on January 30th.
- Marianne Follis met with Yesenia Baltierra on January 16th and 30th.
- Marianne Follis met with Yesenia Baltierra and Wendy Townsend on January 3rd, 17th and 31st.
- Marianne Follis met with Yesenia and the representative of ABC Mouse on January 22nd.
- Yesenia Baltierra met with Alyssa Stolze on January 17th.
- Yesenia Baltierra met with Katie Matas on January 16th.
- Yesenia Baltierra attended Library Management meeting on January 11th.

PROFESSIONAL DEVELOPMENT

- Marianne Follis, Ana Balderas, Deanna White, Fernando Maldonado, Lori Worden, attended Reference USA database training on January 11th.
- Marianne Follis, Ana Balderas, Fernando Maldonado, Lori Worden, participated in staff development day on January 15th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Adult Services Report for January 2018
DATE: February 20, 2018

MONTHLY STATISTICS

Reference Desk Activity	January	January	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
Reference -- in person	1446	1570	10601	10287	3.05%
Reference -- telephone	712	701	4756	3952	20.34%
Reference -- email/chat	3	6	117	42	178.57%
Technology assistance	247	245	1605	1919	-16.36%
Guest passes	60	72	456	484	-5.79%
Adult and Children's computer use (desktops)	2041	2367	14975	18035	-16.97%
Adult computer usage (desktop)	1825	2088	11892	15193	-21.73%
Public computer use (express laptops)	8	4	57	64	-10.94%

History Room Activity	January	January	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2017-18	FY2016-17	% change
History Room Visitors	7	7	60	50	20.00%

Volunteer Hours	January	January	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
History Room	62.25	10.5	322	52	519.23%
PLFF	382.83	414.17	3041.63	3263.67	-6.80%
General Library	375	356.15	3974.33	4047.95	-1.82%
Technology	0	4.5	18.25	183	-90.03%
Homework Club	60	137.5	348.35	523.75	-33.49%
Adult Literacy Tutors	120.55	123.25	1203.77	934.25	28.85%
PTAC	52.75	61	801.75	395	102.97%
Summer Reading Program	0	0	1365.62	608.25	124.52%
Total Volunteer Hours	1053.38	1107.07	11075.7	10007.87	10.67%

Adult Programs

Type of Program	Number of Programs January	Attendance January	Number of Programs January	Attendance January	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1718	FY1718	FY1617	FY1617		
Book Club	1	6	1	12	7	39	7	78	0.00%	-50.00%
Computer Workshops	0	0	4	42	8	86	17	154	-52.94%	-44.16%
Educational	0	0	2	12	9	2,317	13	115	-30.77%	1914.78%
Fine Arts	0	0	0	0	7	207	4	301	75.00%	-31.23%
Health & Fitness	0	0	3	58	7	175	17	396	-58.82%	-55.81%
History Room	0	0	0	0	5	137	3	141	66.67%	-2.84%
Home and Lifestyle	0	0	0	0	3	330	0	0	N/A	N/A
Literacy	6	51	6	28	37	333	41	273	-9.76%	21.98%
Reading	1	60	1	41	5	595	5	408	0.00%	45.83%
Volunteer	1	21	1	17	7	150	7	157	0.00%	-4.46%
Totals	9	138	18	210	95	4,369	114	2,023	-16.67%	115.97%

Public Services Outreach Activity					
	January	January	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2017-18	FY2016-17	% change
Outreach Visits	0	0	6	15	-60.00%
Outreach Attendance	0	0	1,540	1,371	12.33%

Literacy	YTD1718	FY1617	% Change
Computer Literacy Students	7	6	16.67%
English Literacy Students	38	50	-24.00%
Students Graduated	10	9	11.11%
Computer Literacy Tutors	5	8	-37.50%
English Literacy Tutors	33	38	-13.16%

ACHIEVEMENTS

- Michelle Meades coordinated the Volunteer Orientation on January 16th.
- Michelle Meades trained a new History Room volunteer on January 8th.
- Wendy Townsend coordinated Book Club on January 9th.
- Wendy Townsend coordinated Overdrive Advantage Sharing.
- Wendy Townsend led B.L.A.S.T customer service training on January 15th.

- Coleen Wakai coordinated Conversation Club on January 5th, 12th, 19th and 26th.
- Jeannie Killianey submitted the Will Eisner Graphic Novel Growth Grant on January 22nd.
- Jeannie Killianey created new collection slides on January 27th.
- Patricia Grimm coordinated a Literacy Tutor Orientation on January 20th.
- Patricia Grimm assessed a total of 2 new and 3 current students on January 10th, 11th, 18th and 30th.
- Coleen Wakai and Patricia Grimm hosted the SCLLN meeting on January 16th.
- Coleen Wakai assessed literacy students on January 11th, 13th, 18th and 23rd.

MEETINGS

- Michelle Meades and Wendy Townsend met on January 4th, 10th, 17th and 24th and 31st.
- Michelle Meades met with Lisa Pacheco to discuss PLFF minutes on January 25th.
- Michelle Meades met with Marty Cole, a local author, on January 4th.
- Michelle Meades and Yesenia Baltierra attended the Placita Santa Fe Merchants Association meeting to promote History Matters on January 9th.
- Michelle Meades met with Tim Hino and Alyssa Stolze for volunteer training on January 10th.
- Michelle Meades met with Andrew Gonzalez to discuss Civic Center Tours on January 16th and 29th.
- Michelle Meades attended the Historical Committee meeting on January 23rd.
- Michelle Meades met with Coleen Wakai, Lori Worden and Yesenia Baltierra on January 24th.
- Michelle Meades, Wendy Townsend, Yesenia Baltierra attended the Staff Meeting on January 23rd.
- Michelle Meades, Wendy Townsend, Yesenia Baltierra attended Centennial Conversations on January 23rd and 31st.
- Yesenia Baltierra, Wendy Townsend and Jeannie Killianey met with Baker & Taylor on January 25th.
- Wendy Townsend and Yesenia Baltierra met on January 9th and 23rd.
- Wendy Townsend and Yesenia Baltierra attended the supervisors meeting on January 17th and 31st.
- Wendy Townsend attended Kiwanis meetings on January 4th, 11th, 18th and 25th.
- Wendy Townsend attended SLS Adult Services meeting on January 9th.
- Wendy Townsend met with Chris Corpus and Tim Worden on January 3rd.
- Wendy Townsend met with Alyssa Stolze on January 3rd.
- Patricia Grimm and Wendy Townsend met on January 10th and 17th.
- Patricia Grimm met with CSUF literacy intern, Jonathan, on January 30th.
- Coleen Wakai met with literacy tutors and students on January 4th, 8th, 10th, 12th and 17th.
- Coleen Wakai and Patricia Grimm met with Alyssa Stolze on January 9th.
- Coleen Wakai interviewed two CSUF students for spring literacy internships on January 4th and 5th.
- Coleen Wakai and Wendy Townsend met January 5th, 12th, 19th and 26th.
- Jeannie Killianey and Wendy Townsend met on January 4th & 11th.
- Yesenia Baltierra, Wendy Townsend and Michelle Meades attended Board of Trustees meeting on January 22nd.
- Wendy Townsend, Yesenia Baltierra, Michelle Meades, Patricia Grimm, and Coleen Wakai attended the Citizen of the Year award ceremony on January 30th.
- Adult Services staff attended the Adult Services meeting on January 22nd.
- Adult Services staff attended staff development day on January 15th.
-

PROFESSIONAL DEVELOPMENT

- Wendy Townsend, Jeannie Killianey, Yesenia Baltierra and Michelle Meades attended the Reference USA training on January 11th.

- Coleen Wakai attended the webinar “California's Career Online High School Program: Informational Webinar for New Applicants” on January 24th.
- Yesenia Baltierra attended Harwood monthly call on January 18th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for January 2018

DATE: January 20, 2017

<u>On-line database usage</u>	January 2018	Onsite Usage 1/18	Remote Usage 1/18	January 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Library Catalog	16,507	N/A	N/A	14,614	106,906	102,185	5%
General Reference Center	25	1	24	34	210	207	1%
Biography In Context	39	7	32	57	3,175	354	797%
Opposing Viewpoints	5	1	4	53	859	1,082	-21%
Consumer Reports (new July 2016)	7	N/A	N/A	0	689	642	7%
Freegal	1,054	N/A	N/A	1,243	7,136	8,194	-13%
Heritage Quest	199	N/A	N/A	977	2,190	4,753	-54%
Novelist	24	N/A	N/A	32	199	308	-35%
Public Library Core Collection							
Nonfiction	1	N/A	N/A	51	254	1,393	-82%
Pronunciator	21	N/A	N/A	33	303	525	-42%
ABC Mouse	47	N/A	N/A	364	342	1,754	-81%
Career Cruising	10	N/A	N/A	2	51	3	1600%
Tumblebooks	103	N/A	N/A	135	813	1,178	-31%
Reference USA	524	N/A	N/A	284	2,410	1,375	75%
Enki	40	N/A	N/A	1	84	13	546%
Hoopla	754	N/A	N/A	485	4,571	2,430	88%
Overdrive e-books	3,135	N/A	N/A	1,069	10,921	6,634	65%
Overdrive audio books	2,301	N/A	N/A	679	6,650	4,592	45%
Zinio	36	N/A	N/A	55	661	570	15.96%
TOTAL DATABASE USAGE	24,832	9	60	20,168	148,424	138,192	7%

Website Traffic	January 2018	January 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Website visits	12,837	12,148	88,340	86,326	2%
Page Hits	21,379	20,231	148,026	142,409	4%
Users	8,150	5,708	50,854	38,903	31%
Pages/Session	1.67	1.67	N/A	N/A	N/A
Avg. Session Duration	00:02:26	00:02:37	N/A	N/A	N/A
% New Sessions	55	38	N/A	N/A	N/A

Computer & Online Resource Use	January 2018	January 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Residents	1278	1770	9,300	9,645	-4%
Non-Placentia Residents	929	1269	6,604	6,948	-5%
Total	2207	3039	15,904	16,593	-4%

Wifi Use	January 2018	January 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Total	1,131	2,396	14,085	17,972	-22%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Presentation to Mr. Steve Pischel for his collaboration with the Placentia Library District.**

DATE: February 20, 2018

BACKGROUND

The presentation was scheduled for the January 22, 2018 Board meeting and postponed until the February 20, 2018 meeting.

The Library Board of Trustees would like to recognize Mr. Steve Pischel for his continued support of the Placentia Library District. Mr. Pischel has been a strong advocate for the District and been instrumental in working with library staff on many community events and programs, meeting the needs of the Placentia residents. Events include the Summer Reading Celebration, the Easter Eggcitement, and the Christmas Tree Lighting event; all of which Mr. Pischel attends and is one of the last person to leave.

The Placentia Library District very much appreciates Mr. Pischel's collaborative spirit, historical perspective, keen understanding of Placentia, and kindness towards everyone he encounters. A gentleman and dedicated public servant, Mr. Pischel will be missed by the Library Board, staff, friends foundation, and volunteers of the Placentia Library District.

President Carline will make the presentation.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adoption of Resolution 17-09: A Resolution of the Placentia Library District of Orange county Authorizing the Submission of an Application to the California Infrastructure and Economic Development Bank (“iBank”) for Financing a Capital Improvement Project, Authorizing the Incurring of an Obligation Payable to iBank for the Financing of a Capital Improvement Project if iBank Approves Said Application, Declaration of Official Intent to Reimburse Certain Expenditures from the Proceeds of an Obligation

DATE: February 20, 2018

BACKGROUND

The Placentia Library District is looking to work with Johnson Controls, Inc. to install solar panels, replace the 40 year plus HVAC system, and replace interior lighting to LED efficiency lights. The Library Board of Trustees approved the use of \$300,000 from the general fund to support the project.

Staff recommends applying for an Infrastructure State Revolving Fund Program (ISRF Program) offered by the California Infrastructure and Economic Development Bank (iBank) in an amount not to exceed \$1.2 million to finance the energy efficiency project.

Attachment A is Resolution 17-09.

RECOMMENDATIONS

1. Motion to read Resolution 17-09: A Resolution of the Placentia Library District of Orange county Authorizing the Submission of an Application to the California Infrastructure and Economic Development Bank (“iBank”) for Financing a Capital Improvement Project, Authorizing the Incurring of an Obligation Payable to iBank for the Financing of a Capital Improvement Project if iBank Approves Said Application, Declaration of Official Intent to Reimburse Certain Expenditures from the Proceeds of an Obligation.
2. Motion to adopt Resolution 17-09 by a roll call vote.
3. Roll call vote.
4. Authorize the submission to the California Infrastructure and Economic Development Bank (iBank) of an application for a loan in an amount not to exceed \$1.2 million for the energy efficiency project.

PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
RESOLUTION NO. 17-09

A RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT BANK ("IBANK") FOR FINANCING A CAPITAL IMPROVEMENT PROJECT, AUTHORIZING THE INCURRING OF AN OBLIGATION PAYABLE TO IBANK FOR THE FINANCING OF A CAPITAL IMPROVEMENT PROJECT IF IBANK APPROVES SAID APPLICATION, DECLARATION OF OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF AN OBLIGATION, AND APPROVING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the California Infrastructure and Economic Development Bank ("IBank") administers a financing program to assist local governments with the financing of eligible projects in accordance with Section 63000 *et seq.* of the California Government Code (the "Act"); and

WHEREAS, IBank created the Infrastructure State Revolving Fund Program ("ISRF Program") pursuant to the provision of the Act; and

WHEREAS, IBank has instituted an application process for financing under its ISRF Program; and

WHEREAS, IBank's Criteria, Priorities and Guidelines for the Selection of Projects for Financing under the ISRF Program, dated February 23, 2016, and as may thereafter be amended from time to time (the "Criteria"), establishes requirements for the financing of projects under the ISRF Program; and

WHEREAS, the Placentia Library District of Orange County ("Applicant") desires to submit an application ("Financing Application") to IBank under the ISRF Program for financing and refinancing the costs of the Library Energy Efficiency Project ("Project") in an amount not to exceed \$1,200,000; and

WHEREAS, the Act and the Criteria require the Applicant to make, by resolution of its governing body, certain findings prior to a project being selected for financing by IBank; and

WHEREAS, the Applicant expects to incur or pay certain expenditures in connection with the Project from its General Fund that are reimbursable with the proceeds of tax exempt bonds or other tax exempt securities under Federal Tax Law (defined below) prior to incurring indebtedness for the purpose of financing costs associated with the Project on a long-term basis (the "Reimbursement Expenditures"); and

WHEREAS, the Applicant reasonably expects that a financing arrangement ("Obligation") in an amount not expected to exceed \$1,200,000 will be entered into under and memorialized by one or more financing agreements and related documents (collectively, the "Financing Agreement") and that certain proceeds of such Obligation will be used to reimburse the Applicant for Reimbursement Expenditures incurred or paid prior to incurring the Obligation; and

WHEREAS, the Applicant acknowledges that IBank funds the ISRF Program, in part, with the proceeds of tax exempt bonds and, as such, has certain compliance obligations that may require it to have the Applicant enter into one or more new financing agreements to replace the Financing Agreement (collectively, the "Replacement Agreement") on terms and conditions substantially identical to the original Financing Agreement.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Placentia Library District of Orange County (the "Board of Trustees") as follows:

Section 1. The Board of Trustees hereby approves confirms, ratifies, and affirms all actions of the Applicant's representatives, employees and officers heretofore taken in connection with, or with respect to, submitting the Financing Application, and the consideration and approval of the Obligation and the Financing Agreement, if IBank approves the Financing Application and the Obligation, and in connection therewith finds and certifies:

- a. The Project facilitates the effective and efficient use of existing and future public resources so as to promote both economic development and conservation of natural resources;
- b. The Project develops and enhances public infrastructure in a manner that will attract, create, and sustain long-term employment opportunities;
- c. That the Project is consistent with the General Plan of the City of Placentia, and the General Plan of the County of Orange;
- d. The proposed financing is appropriate for the Project;
- e. The Project is consistent with the Criteria; and
- f. It has considered (i) the impact of the Project on California's land resources and the need to preserve such resources; (ii) whether the Project is economically or socially desirable; and (iii) whether the project is consistent with, and in furtherance of the State Environmental Goals and Policy Report (as defined in the Criteria).

Section 2. The Applicant hereby declares its official intent to use proceeds of the Obligation to reimburse itself for the Reimbursement Expenditures with the proceeds of tax exempt bonds or other tax exempt securities issued under the provisions of the Internal Revenue Code of 1986, as amended, and those Treasury Regulations implementing such provisions (collectively, "Federal Tax Law"). This declaration is made solely for purposes of establishing compliance with applicable requirements of

Federal Tax Law and its date is controlling for purposes of reimbursement under Federal Tax Law. This declaration does not bind the Applicant to make any expenditure, incur any indebtedness, or proceed with the Project.

Section 3. All of the Reimbursement Expenditures were made no earlier than 60 days prior to the date of this Resolution. The Applicant will allocate proceeds of the Obligation to pay Reimbursement Expenditures within eighteen (18) months of the later of the date the original expenditure was paid or the date the Project was placed in service or abandoned, but in no event more than three (3) years after the original expenditure was paid.

Section 4. The Library Director and his or her designee is hereby authorized and directed to act on behalf of the Applicant in all matters pertaining to the Financing Application, and if IBank approves the Financing Application and the Obligation, the execution of related financial documents, including but not limited to, the authority to (i) make payments from general fund revenues and other legally available sources of funds for the repayment of the Obligation, (ii) to provide covenants relating to the Obligation and as to any security or collateral securing the Obligation, and (iii) take any other action necessary or desirable to enable the Applicant to enter into the Financing Agreement and incur the Obligation.

Section 5. If the Financing Application and the Obligation is approved by IBank, the Library Director and his or her designee is authorized to negotiate, enter into and sign financing documents and any amendments thereto, including, but not limited to the Financing Agreement and the Replacement Agreement, with IBank for the purposes of financing the Obligation.

Section 6. This Resolution shall become effective immediately upon adoption.

* * * *

I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Board of Trustees of the Placentia Library District of Orange County in a regular meeting assembled on the February 20, 2018, by the following vote:

AYES

NOES:

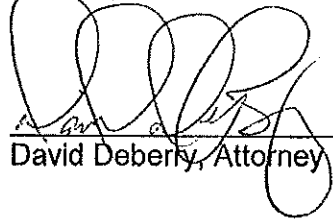
ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said Placentia Library District of Orange County this 20th day of February 2018.

Jo-Anne W. Martin, Board Secretary

Approved as to form:



David Deberry, Attorney



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Director to attend the National Library Legislative Day (NLLD) in Washington, D.C., May 7-8, 2018.**

DATE: February 20, 2018

BACKGROUND

National Library Legislative Day is a two-day advocacy event hosted by the American Library Association where library advocates from all over the country gather in Washington D.C. to speak with their legislators. Meetings are typically with legislative staff and each participant's voice and stories will have impact on how libraries are transforming lives and are the cornerstone of democracy and equality of information, digitization, and accessibility for all who visit libraries. The event reinforces the connection between local libraries and their federal government.

This year's event will likely focus on garnering legislators' support for the Institute of Museum & Libraries (IMLS) as the White House's released budget proposal for Fiscal Year 2019 calls for elimination of IMLS. The elimination of IMLS includes more than \$183.6 million for libraries through the Library Services and Technology Act (LSTA) and \$27 million for school libraries through the Innovative Approaches to Literacy program.

Library Director Contreras will be part of the California delegation with Deborah Doyle as the State Coordinator for NLLD.

Fiscal Impact: \$1,200

RECOMMENDATIONS

1. Authorize Library Director to serve on the California delegation at the National Library Legislative Day in Washington, D.C., May 7-8, 2018.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: emar Studio Proposal

DATE: February 20, 2018

BACKGROUND

At the December 19, 2016 Board of Trustees meeting, the Board approved entering into an agreement with Group 4 Architecture to provide conceptual design services for the District's Centennial Renovation project. The firm facilitated several meetings with the community, stakeholders, Library Board and staff on its conceptual designs.

Group 4 informed the District on January 18, 2018, that due to staffing shortage, the firm needed to end its service with the District and connected the District with Yamada Enterprises, Inc., one of the leading companies that designs and builds furniture and shelving units. The Library Director met with Yamada Enterprise representatives and it was determined that a professional architect will be needed for the outdoor space, miniature city experience, and group study rooms.

An onsite walk through and meeting with Mr. Erik Mar of emar Studio occurred on February 9, 2018 with Mr. Mar agreeing to be the project manager for the District's renovation project.

Attachment A is the proposal from emar Studio.

Fiscal Impact: \$12,430

RECOMMENDATION

Authorize the Library Director to execute a consultant agreement with emar Studio for architectural and project management services for the Centennial Renovation project.



t. 310 508 9390 f. 310 873 3740 www.emarstudio.com 3341 Helms Avenue, Culver City, CA 90232

February 16, 2018

Gayle Carline
Board President
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Transmitted via electronic mail

Dear President Carline,

emar Studio for Public Architecture is pleased to present this Fee Proposal for the provision of Pre-Design Services, Enhanced Schematic Design Documents, Construction Documents and Specifications, Plan Check and Bidding Services, Construction Observation Services, and Post-Occupancy Services for the proposed remodel / refurbishment of the Placentia Library located at 411 East Chapman Avenue, Placentia, CA 92870.

The following will be considered the scope of work under this proposal:

Pre- Design Services

- Generate accurate electronic format drawings from available documentation
- Meet with the Library District to identify a detailed scope of work. Architectural, Landscaping, and Interior designers will attend this meeting.
- Coordination of a survey of the exterior playground area. The survey will be provided as a reimbursable expense.
- 5% of the total fee will be due upon completion of this phase.

Enhanced Schematic Design Documents and Specifications

- Color and material presentation boards
- Fly through presentation for meeting with the City Council on April 16

- Base Scheme with Additive Alternates:
 - Base design including restroom upgrades, interior refurbishment/replacement of shelving, flooring, furniture, equipment, signage, and millwork; the addition of Group Study rooms; and the modification of the Computer / MakerSpace lab; coordination with upgrades to HVAC (including structural upgrades required to support new rooftop equipment), PV System, and Lighting system provided by others. Plumbing engineering will be included under this contract. Refurbishment of the existing lighting and lighting controls system will be provided by others and are not considered part of this contract. Any additional interior and exterior lighting and lighting controls as required to enhance the design intent are considered part of this contract. Power and data drawings are considered part of this contract.
 - Additive Alternate #01: Sliding bifold doors at Teen area and exterior activity / reading space with landscaping, play structures, and reading nooks. Landscaping and civil drawings are considered part of this package.
 - Additive Alternate #02: Pretend City elements in Childrens area
- Two (2) presentations/meetings with relevant stakeholders. Architectural, Landscaping, and Interior designers will attend these meetings.
- Provision of Opinion of Probable Cost by an independent estimator. Determination of final project scope based on cost estimates of base scheme and additive alternates.
- 25% of the total fee will be due upon completion of this phase.

50 % Construction Documents and Specifications

- Provision of construction documents and specifications as required to fully detail interior and exterior project scope, as determined in the Enhanced Schematic Design phase, including Architectural, Civil, Landscaping, Structural, Electrical, and Plumbing drawings and specifications are included.
- Drawings and specifications will be divided into two packages:
 - general contractor work, including additive bid alternates.
 - specialty vendor scope, encompassing shelving, signage, custom millwork, furniture, and equipment.
- Provision of Opinion of Probable Cost by an independent estimator. Verification of final project scope based on cost estimates of base scheme and additive alternates.
- 20% of the total fee will be due upon completion of this phase

90 / 100% % Construction Documents and Specifications

- Provision of construction documents and specifications as required to fully detail interior and exterior project scope, as determined in the Enhanced Schematic Design phase, including Architectural, Civil, Landscaping, Structural, Electrical, and Plumbing drawings and specifications are included.
- Drawings and specifications will be divided into two packages:
 - general contractor work, including additive bid alternates.
 - specialty vendor scope, encompassing shelving, signage, custom millwork, furniture, and equipment.
- Plan Check submittal will occur at the 90% CD stage. 100% CD documents will be provided after receipt of plan check corrections.
- Provision of Opinion of Probable Cost by an independent estimator. Determination of final project scope based on cost estimates of base scheme and additive alternates.
- 20% of the total fee will be due upon completion of this phase

Plan Check and Bidding Services

- Provision of documents as required to obtain required approvals and permits from jurisdictional agencies.
- Provision of documents as required to address General Contractor and specialty vendor requests for clarification
- 5% of the total fee will be due upon completion of this phase

Construction Observation Services

- Weekly Site visits and construction meetings
- Preparation of Meeting Minutes after each meeting
- Provision of documents as required to address Contractor Requests for Information and to evaluate architectural material Submittals and Substitution requests.
- 20% of the total fee will be due upon completion of this phase.

Post Occupancy Services

- Preparation of Record Documents, including Drawings and Specifications, incorporating all revisions and changes made during the construction process. These documents will be provided in electronic format to the Owner upon project completion.
- 5% of the total fee will be due upon completion of this phase.

This work will be performed for a lump sum price of \$210,000. The fees may be summarized as follows:

Pre-Design Services: 5%, or \$10,500

Enhanced Schematic Design Documents and Specifications: 25%, or \$52,500

50% Construction Documents and Specifications: 20%, or \$42,000

90% / 100% Construction Documents and Specifications: 20%, or \$42,000

Plan Check and Bidding Services: 5%, or \$10,500

Construction Observation Services: 20%, or \$42,000

Post Occupancy Services: 5%, or \$10,500

All surveying, plan check, printing, reproduction, and delivery costs will be paid by the Owner, as reimbursable expenses. Receipts for all Reimbursable Expenses will be submitted along with invoices and billed at cost plus 10%. Travel expenses for meetings and/or presentations are considered part of the lump sum fee.

The method of billing will be via an invoice upon completion of the work and upon its acceptance by the Owner.

Supplementary design / programming consultation is available on an hourly basis, at \$225/hour. This may involve meetings with staff and/or other project stakeholders.

emar Studio is a sole proprietorship, and the Principal, Erik Mar, is the only Architect who will work on this project.

This Fee Proposal is provided as a preliminary agreement only, and a full AIA B101-2017 contract will be provided for signature upon acceptance.

Sincerely yours,



Erik Mar, Architect, LEED® AP BD+C

Principal

emar Studio for Public Architecture

Accepted By

Gayle Carline

Date

Board President

Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Centennial Renovation Discussion & Updates

DATE: February 20, 2018

BACKGROUND

Library Director Contreras will provide the Library Board of Trustees with progress on the Centennial Renovation project and seek additional directions from the Board on future actions to be taken.

Attachment A are minutes from the centennial meetings.

RECOMMENDATION

Action is determined by the Library Board of Trustees.

**CENTENNIAL MEETING MINUTES
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Branding

The final three ideas for branding that will be presented at the February 20th Board of Trustees Meeting were as follows:

1. Turning the Page to the Next Century
2. 100 Years of History, Tomorrow's Possibilities
3. A Century of Impact, Innovation, and Imagination

Logos

It was decided by majority vote that the logo for the Centennial Renovation will also be used as the new logo for the Placentia Library District. There were various logos from other libraries presented as ideas to vote on and critique. The logo with the most positive response has been attached.

It was agreed upon that certain aspects would be pulled from them and presented to a graphic designer to make the library's own, original logo. The characteristics we will be presenting to the graphic designer are as follows:

- Needs to have bold colors
- No white font in front of colors
- "100" or "Centennial" displayed
- Should include both books and technology
- Modern
- No old-fashioned fonts (i.e., script)
- Innovative and Imaginative
- Possibility of showing the interior rather than exterior of the library

If there are any other suggestions, please share them. We would love to hear them!

Semi-Closure during Renovation

Best-sellers, including both books and DVDs, will be moved to the Meeting Room along with Passport Services. Prior to closure, there will be book weeding followed by hiring a crew to move the books. Please take note that the new shelving for the entire library will be the height of the shelving currently in the Children's section.

Additionally, staff will enter through the loading dock and use the History Room, Circulation Area, and Administration as shared work space for all staff members during construction.

Ideas for the Renovation

Ideas were given on the construction of the space by staff, including the following:

- Having a wide arch way leading to the Children's area (making it a separate space)
- Dog prints on the floors of the Pretend City
- Pretend City being connected to Placentia (i.e., Craftsman Wood Fired Pizza building, Police Station, Placentia-Linda Hospital, etc.)
- History Room getting new carpet and chairs
- The Passport office getting different lights than the rest of the library
- The Passport office extending through the length of the current waiting area, which would create a larger office to house two desks
- Having a café or percolation cart with the signs that no outside food is permitted, only what is purchased from the cart
- Having donors for the bricks or buying a handprint in the entry way
- A living tree in the entry way to make it less bare

**CENTENNIAL MEETING MINUTES
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- Changing the signs for the books where the Dewey system is still used, but have clearer signs of the topic, such as "Travel."
- Possibly enclosing the quiet area for adults
- Utilizing smaller tables and/or more cubicles in the quiet area
- An iPad directory map: shows if a book is in stock and a dot on a map to show you where you can find it

Future Meeting Dates

These conversations will continue to take place in the History Room on the following dates about the corresponding topic for all staff members who are available to attend:

- Communication Strategies: Wednesday, February 7th from 3-5 pm
- Communication Strategies: Wednesday, February 14th from 3-5 pm
- Fundraising: Wednesday, February 28th from 3-5 pm
- Fundraising: Wednesday, March 14th from 3-5 pm
- Fundraising: Wednesday, March 28th from 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 4th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 11th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 18th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 25th 3-5 pm

Please take note that these meetings and the topics are subject to change based on what is accomplished per meeting and the outside meetings with the companies involved in the renovation.

**CENTENNIAL MEETING MINUTES
FEBRUARY 7, 2018**

Branding

The final three ideas for branding that will be presented at the February 20th Board of Trustees Meeting were as follows:

1. Turning the Page to the Next Century
2. 100 Years of History, Tomorrow's Possibilities
3. A Century of Impact, Innovation, and Imagination

Fundraising Ideas

Staff examined both provided and their own lists of fundraising ideas for the Centennial Renovation. The top ideas are listed below:

1. Casino Night
2. Dog Walk-A-Thon
3. Mini Golf in the parking lot
4. Adult Trivia Night—this will be taking place at Wood-Fire Grilled Pizza
5. Crowd Funding (go fund me)
6. Tea Party
7. Change Collection (whirl pool change collection)
8. Buying handprints
9. Library Gala
10. Renting a Game Truck
11. Cultural Cuisine Night/International Food Fair
12. Haunted House
13. Giving Kiosk
14. Pizza Bingo

If any staff members have additional ideas, please share them by emailing Alyssa or sharing them at our next meeting!

Programs

Staff examined a number of program and event ideas to take place the day of or after the grand re-opening of the library. The top ideas are as follows:

1. Library After Dark Series
2. Plant a Tree
3. Host a Gala
4. Food trucks at opening
5. Elvis Weddings
6. Break a Guinness World Record
7. 100 Favorite Books Series
8. Create a Time Capsule (put in display case)
9. Ice cream social
10. Create a page on the website
11. Create a 100 Placentia

Again, if any staff members have additional ideas, please share them. We will continue to discuss both fundraising and program ideas as these conversations continue. Also, please note that when ideas are chosen to move forward with, staff will be heading these as both chairman or committee members.

**CENTENNIAL MEETING MINUTES
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Commemorative eXPLORE

It was decided by unanimous vote that there will be a special, commemorative addition of the eXPLORE with the programs and events for the Centennial Renovation.

Robin Hoklotube

Please take additional notice that Robert Karatsu regrettably is not able to continue his work with us due to family-related matters. Taking on our project is Library Consultant Robin Hoklotube. She will be present for the February 14th meeting to assist in our discussion of fundraising tactics.

Future Meeting Dates

These conversations will continue to take place in the History Room on the following dates about the corresponding topic for all staff members who are available to attend:

- Fundraising: Wednesday, February 14th from 3-5 pm
- Fundraising: Wednesday, February 28th from 3-5 pm
- Fundraising: Wednesday, March 14th from 3-5 pm
- Fundraising: Wednesday, March 28th from 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 4th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 11th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 18th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 25th 3-5 pm

Please take note that these meetings and the topics are subject to change based on what is accomplished per meeting and the outside meetings with the companies involved in the renovation.

**CENTENNIAL MEETING MINUTES
FEBRUARY 14, 2018**

Branding

The final three ideas for branding that will be presented at the February 20th Board of Trustees Meeting were as follows:

1. Turning the Page to the Next Century
2. 100 Years of History, Tomorrow's Possibilities
3. A Century of Impact, Innovation, and Imagination

Robin Hoklotube

Library Consultant, Robin Hoklotube, introduced herself to staff and shared both her personal and professional background. Robin then facilitated the discussion on brainstorming the top fundraising ideas with staff, the pros and cons of each, and different types of fundraising styles. Robin will be joining our discussion again at the Wednesday, March 14th meeting.

The Top Fundraising Ideas

The most popular of the event fundraising ideas were the following:

1. Casino Night
2. Library Gala: a "Behind the Scenes" and/or "First Look" after the renovation is finished.

Adult services will be investigating the estimated costs and what would be involved in planning these events.

Other event fundraising ideas discussed:

1. Mini Golf
2. Food and wine pairing
3. Tea Party
4. Pizza Bingo
5. Carnival

Passive fundraising ideas discussed:

1. Donors
2. Go Fund Me or a "donate" button on the website
3. Naming opportunities (chairs, endcaps, rooms, etc.)
4. Handprints and/or bricks

Future Meeting Dates

These conversations will continue to take place in the History Room on the following dates about the corresponding topic for all staff members who are available to attend:

- Fundraising: Wednesday, February 21st from 3-4 pm (**Please note: this will take place in the Meeting Room after the Staff Meeting**)
- Fundraising: Wednesday, February 28th from 3-4 pm
- Fundraising: Wednesday, March 14th from 3-4 pm
- Community, Partnerships, & Logistics: Wednesday, March 28th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 4th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 11th 3-5 pm
- Community, Partnerships, & Logistics: Wednesday, April 18th 3-5 pm

Please take note that these meetings and the topics are subject to change based on what is accomplished per meeting and the outside meetings with the companies involved in the renovation.



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