

## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES








CLOSED SESSION  
Monday, November 19, 2018  
6:00 p.m.  
History Room

**Mission Statement:**

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

**The Centennial Vision Statement:**

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

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

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

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

#### CALL TO ORDER

1. Call to Order                               Library Board President

2. Roll Call                                   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

**CLOSED SESSION**

4. Closed Session to Discuss Personnel Matters, Library Director's Annual Performance Objectives and Other Personnel Matters  
*Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.*

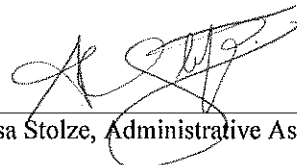
Presentation: Library Board President will report on the Closed Session  
Recommendation: Action to be determined by the Library Board of Trustees

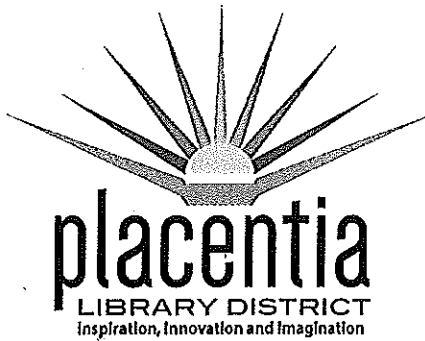
**ADJOURNMENT**

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

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 19, 2018 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 15, 2018.

  
\_\_\_\_\_  
Alyssa Stolze, Administrative Assistant



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING

November 19, 2018  
6:30 p.m.

**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.

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- 📖 We will reach our community with an active marketing plan.
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**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the October 15, 2018 Library Board of Trustees Meeting. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

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

11. FY2018-2019 Cash Flow Analysis through October 2018; the Schedule of Anticipated Property Tax Revenues for FY2018-2019 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 15)**

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

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

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

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

**GENERAL CONSENT REPORTS (Items 16 – 18)**

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

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

**CLOSED SESSION**

23. Board President Carline will report out on the Closed Session.

**NEW BUSINESS**

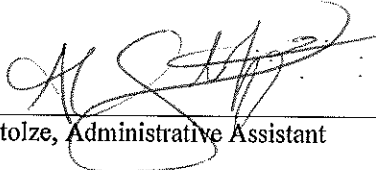
24. Mr. Marc Davis from DavisFarr will present an accounting audit of the Placentia Library District's payables.
25. Review the Placentia Library District's Current Credit Card Merchant and Authorize a Change as Presented.
26. Adopt Resolution 18-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal Year 2017-2019 Budget for the Placentia Library District of Orange County.
27. Authorize a Closure on November 30, 2018 for a Staff Development Day to Discuss and Develop the 2019-2021 Fiscal Years Budget.
28. Library Director will provide an Update on the Renovation and Energy Efficiency Project Progress.
29. Establish a Committee to Develop a Centennial Commemorative Book.

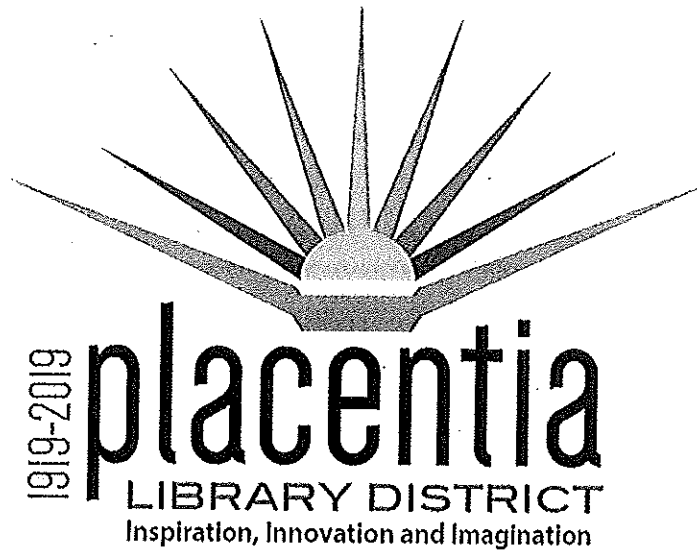
**ADJOURNMENT**

30. Agenda Preparation for the December Date Meeting which will be held on December 17, 2018 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, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 19, 2018 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 15, 2018.

  
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Alyssa Stolze, Administrative Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 15<sup>TH</sup>, 2018

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 15<sup>th</sup>, 2018 at 6:31 pm.

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

**Members Absent:** None

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Timothy Hino, Business Manager; Alyssa Stolze, Administrative Assistant

**Guests:** Mark Monin from ISDOC, Bryson Barnella form Johnson Controls, Inc., and Dennis Yu from PARS.

**ADOPTION OF AGENDA**

It was motioned by Trustee Shkoler and seconded by Secretary Martin to adopt the Agenda (Item 3).

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

**ORAL COMMUNICATION**

Mark Monin from the Independent Special Districts of Orange County (ISDOC) introduced himself to the Board of Trustees and provided background information on his qualifications and experience, and how is he is seeking the Board's vote for Monin's campaign for the First Vice President position in the upcoming ballot (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the California Special District Association's (CSDA) Annual Conference, accepted the Innovative Program of the Year award on the Library's behalf, attended the PLFF Thank You Dinner, and the Heritage Day Festival.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Martin attended CSDA's Annual Conference, accepted the Innovative Program of the Year award on the Library's behalf, attended the PLFF Thank You Dinner, presented at the Placentia Women's Round Table Club, participated in the Employee of the Year Board, attended a H.I.S. House Board Meeting and rode in the train for the Heritage Day Festival.

Trustee DeVecchio attended CSDA's Annual Conference, the PLFF Thank You Dinner, and the Heritage Day Festival.

Trustee Minter attended CSDA's Award Luncheon with Library staff, the PLFF Thank You Dinner , and the Placentia Women's Round Table Club, where she and Fred made a contribution to the Club in memory of Pat Irot and Ellie Rankin.

Trustee Shkoler attended CSDA's Annual Conference, attended the PLFF Thank You Dinner, participated in the Employee of the Year Board, and rode in the train for the Heritage Day Festival.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended CSDA's Award Luncheon with staff, attended the presentation at the Placentia Women's Round Table Club, participated in the Employee of the Year Board, attended a H.I.S. House Board Meeting and rode in the train for the Heritage Day Festival.

**FRIENDS FOUNDATION  
REPORT**

President Sherri Dahl reported out on the Bookstore's transition, how their numbers have increased since the semi-closure, and how the Friends are currently working on their Author's Luncheon and fundraising. Additionally, Sherri will be requesting to attend the ALA Midwinter Conference in January.

**CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Trustee Minter to approve Agenda Item 9-22. A roll call vote was taken:

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

**MINUTES FOR THE JUNE  
18TH, 2018 BOARD  
MEETING**

Minutes for the September 17<sup>th</sup>, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

Check Registers for September 2018 – received and filed (Item 10)  
Fund 707 Balance Report for September 2018 – received and filed (Item 11)

Financial Reports through September 2018 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 September 2018 – received and filed. (Item 13)  
Acquisitions Report for September 2018 – received and filed. (Item 14)  
Service Revenue Report for September 2018 – received and filed. (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for September 2018 – received and filed. (Item 16)  
Circulation Report for September 2018 – 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 September 2018 (Item 19)  
Children's Services Report for September 2018 (Item 20)  
Adult Services Report for September 2018 (Item 21)  
Placentia Library Website Technology Report for September 2018 (Item 22)

**PRESENTATION**

Dennis Yu, Vice President, and his associate Angela from PARs presented an accounting audit about the District's Defined Contribution Plan and answered any questions regarding the data in the handout.



**BUSINESS MANAGER  
TIMOTHY HINO WILL  
PRESENT AN ACCOUNTING  
AUDIT OF THE PLACENTIA  
LIBRARY DISTRICT'S  
PAYABLES FROM  
DAVISFARR.**

Director Contreras requested the agenda item be postponed to the November meeting so Mr. Davis can be present for any and all clarifications, give answers, and be available for further discussion.

**PRESIDENT CARLINE WILL  
PROVIDE A REPORT ON THE  
JOINT USE COMMITTEE'S  
PROGRESS.**

President Carline updated the Board that, due to a miscommunication, the next JPA meeting would be in November and coordinated by the City.

**AUTHORIZE A CONTRACT  
CHANGE ORDER TO  
RESOLUTION 17-06: A  
RESOLUTIN OF THE  
PLACENTIA LIBRARY BOARD  
OF THE PLACENTIA LIBRARY  
DISTRICT APPROVING AN  
ENERGY SERVICE  
CONTRACT.**

Bryson Barnella of Johnson Controls, Inc. (JCI) presented the status report about lighting, HVAC unit, permit plans, and roofing. Mr. Barnella also informed the Board that the solar panel installation is on hold due to the current metering position. It was presented that after the meeting with the City, Edison, Director Contreras and Business Manager Timothy Hino, splitting the meter would be the most efficient decision and explained the different options and the preferred choice due to both cost and time efficiency. Director Contreras then requested that the Board authorize a change in the contract to add the split meter. It was motioned by Secretary Martin to authorize a contract change order to Resolution 17-06: A Resolution of the Placentia Library Board of the Placentia Library District approving an energy service contract not to exceed \$30,000 and seconded by Trustee DeVecchio.

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

**TRAVEL AUTHORIZATION:  
LIBRARY BOARD OF  
TRUSTEES AND LIBRARY  
DIRECTOR, TO ATTEND THE  
AMERICAN LIBRARY  
ASSOCIATION (ALA)  
MIDWINTER MEETINGS  
AND EXHIBITS IN SEATTLE,  
WASHINGTON ON JANUARY  
25-29, 2019.**

Director Contreras presented the request for the President Carline, Secretary Martin, Trustee Shkoler, Director Contreras, and Supervising Children's Librarian Kathy Carn to attend the American Library Association (ALA) Midwinter Meetings and Exhibits in Seattle, Washington on January 25-29, 2019. It was motioned by Trustee Minter to approve three Board Members and two staff to attend the ALA Midwinter Meeting and Exhibits and seconded by Secretary Martin.

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

**AUTHORIZE AN  
ADVERTISEMENT IN THE  
PLACENTIA-OPOLY BOARD  
GAME.**

Director Contreras presented the opportunity for the Placentia Library District to advertise in the Placentia Chamber of Commerce's Placentia-opoly. After discussions of cost and possible areas on the game board, Secretary Martin motioned that the Placentia Library District advertise on two corners for \$1200 and if this was not available, to advertise on one of the signature sponsor in the middle. It was seconded by Trustee Shkoler.

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

**ELECTION OF OFFICERS FOR  
INDEPENDENT SPECIAL  
DISTRICTS OF ORANGE  
COUNTY (ISDOC).**

After discussion and a more in depth background from Mr. Monin, Trustee Minter motioned the President Carline by the voting representative to cast the ballot for Sandra Jacobs for President and Marc Monin for 1<sup>st</sup> Vice President. It was seconded by Secretary Martin.

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

**REVIEW OF ACTION ITEMS**

Trustee Minter reminded her absence for the November meeting and requested that the Agenda be posted at the Chamber of Commerce, on site at the library, and posters be made for future meetings held at the Chamber of Commerce from January 2019 through September 2019. Additionally, it was requested that the December 17<sup>th</sup> Board Meeting be moved to the following day, December 18<sup>th</sup>, by Secretary Martin. The date change was approved and reflected on the calendar.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of October 15<sup>th</sup>, 2018 was adjourned at 7:58 p.m.

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Gayle Carline, President  
Library Board of Trustees

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

Placentia Library District  
Check Register

Type	Date	Num	Name	October 2018	Memo	Amount
Bill Pmt -Check	10/02/2018	10082	Baker & Taylor		Books	-204.18
Bill Pmt -Check	10/02/2018	10083	Kathy Carn		RIPL Mileage Reimbursement	-58.21
Bill Pmt -Check	10/02/2018	10084	Library Works		Libraryworks Webinar for Public Services	-299.00
Bill Pmt -Check	10/02/2018	10085	Midwest.Tape		DVDs	-122.87
Bill Pmt -Check	10/02/2018	10086	Tumbleweed Press, Inc.		Subscription renewal 10/9/18-10/9/19	-599.00
Bill Pmt -Check	10/08/2018	10087	Arcelia Janitorial Service		September 2018 Janitorial Services	-1,260.00
Bill Pmt -Check	10/08/2018	10088	Kathy Carn		Mileage Reimbursement	-24.00
Bill Pmt -Check	10/08/2018	10089	Public Agency Reirement Services		Retirement contribution	-4,112.84
Bill Pmt -Check	10/08/2018	10090	Wendy Townsend		Mileage and PLFF Thank You Dinner supplies	-65.66
Check	10/08/2018	10091	Placentia Library District		For Payroll on 10/17/18	-55,000.00
Bill Pmt -Check	10/09/2018	10092	Costume Specialists, Inc		Clifford Costume rental for Heritage Parade 2018	-60.00
Bill Pmt -Check	10/09/2018	10093	Pitney Bowes Purchase Power		Sept 2018 Charges	-1,061.03
Bill Pmt -Check	10/11/2018	10094	Train Party Express		Heritage Parade 2018	-475.00
Bill Pmt -Check	10/16/2018	10095	Baker & Taylor		Books	-1,158.02
Bill Pmt -Check	10/16/2018	10096	BankCard Center-Bank of the West		VOID: September 2018 Charges	0.00
Bill Pmt -Check	10/16/2018	10097	CA Department of Tax & Fee Administration		Taxes due for Sept 2018	-18.00
Bill Pmt -Check	10/16/2018	10098	Cintas		Supplies	-538.97
Bill Pmt -Check	10/16/2018	10099	City of Placentia		August 2018 Charges	-12,439.31
Bill Pmt -Check	10/16/2018	10100	Click Consulting		Consulting	-4,065.69
Bill Pmt -Check	10/16/2018	10101	Golden State Water Company		8/14-9/20/18 Charges	-1,016.64
Bill Pmt -Check	10/16/2018	10102	Jeanette Contreras		VOID: Reimbursements July-Sept 2018	0.00
Bill Pmt -Check	10/16/2018	10103	Mariposa Landscapes, Inc.		repairing main line break in August 2018	-2,080.00
Bill Pmt -Check	10/16/2018	10104	Michelle Meades		CSDA Mileage reimbursement	-119.09
Bill Pmt -Check	10/16/2018	10105	Midwest Tape		DVDs	-1,093.60
Bill Pmt -Check	10/16/2018	10106	Placentia-Yorba Linda Unified School Dist		Print Shop Invoice	-1,484.81
Bill Pmt -Check	10/16/2018	10107	Placentia Library Foundation		Payout for Sept 2018	-510.00
Bill Pmt -Check	10/16/2018	10108	Republic Services		Monthly Services	-226.67
Bill Pmt -Check	10/16/2018	10109	Richard DeVecchio		DeVecchio CSDA Reimbursement 2018	-157.35
Bill Pmt -Check	10/16/2018	10110	Rowman & Littlefield Publishing Group Inc		Once a year reference book	-98.96
Bill Pmt -Check	10/16/2018	10111	SDRMA		Medical Invoice for Nov 2018	-9,926.64
Bill Pmt -Check	10/16/2018	10112	Staples Advantage		Markers for boxing	-57.73
Bill Pmt -Check	10/16/2018	10113	Tim Hino		Reimbursement	-1,244.28
Bill Pmt -Check	10/16/2018	10114	White Nelson Diehl Evans LLP		District State Controllers' Report ending 6/30/18	-7,000.00
Bill Pmt -Check	10/16/2018	10115	Al Shkoler		Reimbursement for CSDA	-23.87
Bill Pmt -Check	10/16/2018	10116	Gayle Carline.		Reimbursement for CSDA	-91.82
Bill Pmt -Check	10/16/2018	10117	Jo Anne Martin		Reimbursement for CSDA	-23.87
Bill Pmt -Check	10/17/2018	10118	Placita Santa Fe Merchants Association		Tamale Festival 2018 Booth	-200.00
Bill Pmt -Check	10/18/2018	10119	OC Custom Vinyl Graphics & Signs		Literacy Banner logo patches	-58.19
Bill Pmt -Check	10/22/2018	10120	Baker & Taylor		Books	-343.84
Bill Pmt -Check	10/22/2018	10121	CALNET3		Service	-171.54
Bill Pmt -Check	10/22/2018	10122	Cintas		Cleaning Supplies	-317.15
Bill Pmt -Check	10/22/2018	10123	County of Orange Treasurer		2018-2019 Secured Property Tax Bill	-4,247.55
Bill Pmt -Check	10/22/2018	10124	Custom Software Solutions, Inc		Managed Services Plan (MSP)	-500.00
Bill Pmt -Check	10/22/2018	10125	Jeanette Contreras		Reimbursements July-Sept 2018	-290.54

8:29 AM

11/13/18

Placentia Library District  
Check Register

Accrual Basis

Transaction	Date	Check #	Vendor	Description	Amount
Bill Pmt -Check	10/22/2018	10126	Legacy Integrative Solutions	Printer services for September 2018	-674.82
Bill Pmt -Check	10/22/2018	10127	Midwest Tape	DVDs	-411.04
Bill Pmt -Check	10/22/2018	10128	Public Agency Reirement Services	For Payroll 10/17/18	-2,074.05
Bill Pmt -Check	10/22/2018	10129	SDRMA	iBank Certificate	-47.50
Bill Pmt -Check	10/22/2018	10130	Woodruff, Spradlin & Smart	JPA for services through 9/30/18	-3,111.00
Check	10/22/2018	10131	Placentia Library District	For Payroll on 10/31/18	-60,000.00
Bill Pmt -Check	10/29/2018	10132	Baker & Taylor	Book lease program	-13,144.64
Bill Pmt -Check	10/29/2018	10133	Best Best & Krieger	Legal Services through September 30, 2018	-4,091.40
Bill Pmt -Check	10/29/2018	10134	Cintas	Supplies	-519.66
Bill Pmt -Check	10/29/2018	10135	Midwest Tape	DVDs	-4,374.76
Bill Pmt -Check	10/29/2018	10136	New Readers Press	PO #271 exchange difference	-70.77
Bill Pmt -Check	10/29/2018	10137	OverDrive	Yearly Subscription	-5,106.67
Bill Pmt -Check	10/29/2018	10138	Placentia-Yorba Linda Unified School Dist	Print jobs 9/2018-10/2018	-7,422.52
Bill Pmt -Check	10/29/2018	10139	Placentia Library Foundation	Give back PTAC funds to Friends	-905.45
Bill Pmt -Check	10/29/2018	10140	Public Agency Reirement Services	Fix for 8/22 and 9/5 on Ana Balderas' Account	-74.21
Bill Pmt -Check	10/29/2018	10141	Recorded Books Inc.	1 Year subscription to Zinio	-1,500.00
Bill Pmt -Check	10/29/2018	10142	SDRMA	Ancillary for November 2018	-1,519.15
Bill Pmt -Check	10/29/2018	10143	SoCalGas	9/14-10/17/18 Charges	-53.57
Bill Pmt -Check	10/29/2018	10144	Staples Advantage	PO #381	-424.85
Bill Pmt -Check	10/29/2018	10145	Tim Hino	Tax that was not included in PO #379	-20.46
Bill Pmt -Check	10/29/2018	10146	Tim Worden	Mileage for Sept 2018	-8.72
					<u>-218,401.16</u>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

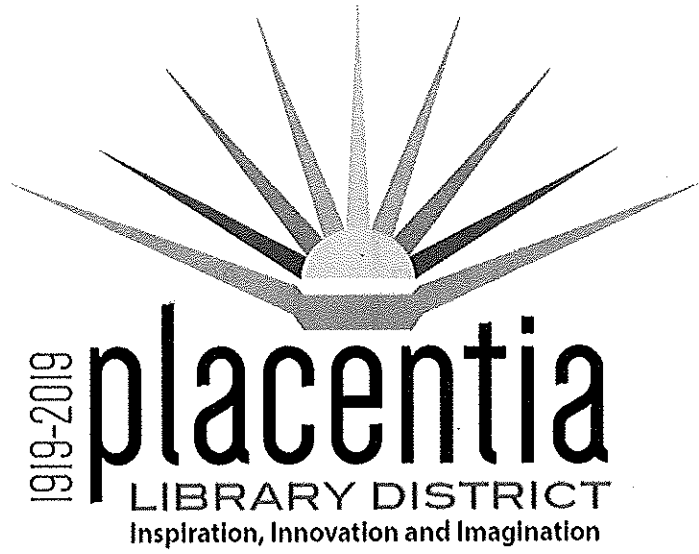
**FROM:** Timothy Hino, Business Manager

**SUBJECT:** Fund Balance Report through October 2018 for Placentia Library District Fund 9LX with Orange County Treasurer

**DATE:** November 19, 2018

<b>Fiscal Year 2018-2019</b>	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	
12/31/2018	
01/31/2019	
2/28/2019	
3/31/2019	
04/30/2019	
5/31/2019	
6/30/2019	

<b>Fiscal Year 2017-2018</b>	
07/31/2017	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/2017	2,498,084.78
11/30/2017	2,500,309.42
12/31/2017	2,502,508.82
01/31/2018	2,502,381.29
2/28/2018	2,502,253.65
3/31/2018	2,504,538.94
04/30/2018	2,509,766.98
5/31/2018	2,512,623.18
6/30/2018	2,512,581.20



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** November 19, 2018

**Summary of Cash and Investments as of October 31, 2018**

Cash with Orange County Treasurer Fund 9LX	2,325,166.55
General Fund Checking – Bank of the West	183,217.10
General Fund Savings – Bank of the West	679,328.26
<i>(Impact Fees in Savings – Restricted)</i>	<i>628,484.57</i>
Payroll Checking – Wells Fargo Bank	12,529.95
<b>Total Cash and Investments</b>	<b>3,200,241.86</b>

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




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Jeanette Contreras  
Library Director



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
October 31, 2018

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,269,805	11,447	(2,258,358.23)	0.5%
4020	Property Taxes - Current Unsecured	62,335	43,843	(18,492.25)	70.3%
4030	Property Taxes - Prior Secured	0	-	0.00	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
4050	Property Taxes - Curr Supplemental	71,096	17,490	(53,605.91)	24.6%
4060	Property Taxes - Prior Supplemental	0	0	0.23	23.0%
4070	Interest on Unsupport Tax	0	-	0.00	0.0%
4080	Penalties & Costs on Delinq Taxes	1,097	16,061	14,963.83	1464.1%
4090	Taxes Special Dist Augmentation	9,397	-	(9,397.00)	0.0%
4190	State - Homeowners Property Tax Relief	50,421	-	(50,421.00)	0.0%
	Sub Total	2,464,151	88,841	(2,375,310.33)	3.6%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	16,157	7,657.27	190.1%
	Sub Total	8,500	16,157	7,657.27	190.1%
<b>GRANT REVENUE</b>					
4210	State Grants	30,000	18,000	(12,000.00)	60.0%
4230	Other Governmental Agencies	20,000	-	-	-
	Sub Total	50,000	18,000	(32,000.00)	36.0%
<b>MISCELLANEOUS REVENUES</b>					
4420	Newsletter Ads	700	-	(700.00)	0.0%
4410	PLFF Grants	37,000	19,429	(17,571.24)	52.5%
4430	Other Revenue	50,000	15,276	(34,724.41)	30.6%
4440	Centennial Renovation	0	-	0.00	0.0%
4310	Fines & Fees	16,500	6,189	(10,310.51)	37.5%
4330, 4320	Passport/Photos	124,500	67,503	(56,997.20)	54.2%
4340	Meeting Room Fees	0	340	340.00	34000.0%
4350	Test Proctor	2,500	3,200	700.00	128.0%
	Sub Total	231,200	111,937	(119,263.36)	48.4%
4500	Impact Fees	10,000	208	(9,791.90)	2.1%
<b>TOTAL REVENUES YTD FOR FY 18/19:</b>		<b>2,763,851</b>	<b>235,143</b>	<b>(2,528,708)</b>	<b>8.5%</b>

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

October 31, 2018

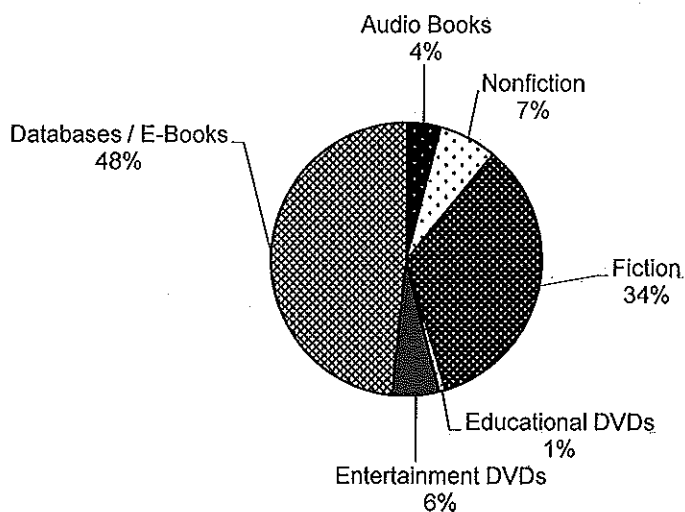
33.33% of the year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS (AMENDED)	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,513,099	483,002	0.32	\$1,030,097.21
5030	Retirement	58,553	17,228	0.29	\$41,325.32
5040	Unemployment Insurance	4,000.00	-	0.00	\$4,000.00
5050	Health Insurance	297,502	99,917	0.34	\$197,585.00
5064	Dental Insurance	17,796	5,481	0.31	\$12,315.00
5060	Life Insurance	5,603	1,390	0.25	\$4,213.00
5066	AD & D Insurance	8,720	2,498	0.29	\$6,222.00
5068	Vision Insurance	3,441	1,103	0.32	\$2,338.00
5090	Employee Assistance Program	12,000	2,922	0.24	\$9,078.00
5070	Workers' Compensation Insurance	13,768	1,900	0.14	\$11,868.00
	<b>TOTAL</b>	<b>\$1,934,482</b>	<b>\$615,440</b>	<b>0.32</b>	<b>\$1,319,042</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	9,120	1,583	0.17	\$7,537
5150	Household Expenses	15,000	6,302	0.42	\$8,698
5099	Library Insurance	17,000	5,467	0.32	\$11,533
5205	Maintenance Expense	25,000	9,361	0.37	\$15,639
5220-5280, 5160, 5180, 5210	Maintenance, Buildings & Improvements	75,000	19,718	0.26	\$55,282
5290	Memberships	9,000	4,689	0.52	\$4,311
5300,5310,5350	Office Expenses & Postage	77,500	24,687	0.32	\$52,813
5400	Prof./Specialized Services	204,950	51,829	0.25	\$153,121
5495	Programs	52,067	10,447	0.20	\$41,620
5500	Books/Library Materials	352,000	64,664	0.18	\$287,336
5600	Meetings/Professional Development	44,640	18,400	0.41	\$26,240
5700	Mileage/Parking	1,600	551	0.34	\$1,049
5800	Utilities	59,858	22,694	0.38	\$37,164
	<b>TOTAL</b>	<b>\$942,735</b>	<b>\$240,392</b>	<b>0.25</b>	<b>\$702,343</b>
	<b>OPERATING EXPENSES</b>	<b>\$2,877,217</b>	<b>\$855,833</b>	<b>0.30</b>	<b>\$2,021,384</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building & Improvements	\$30,000	-	0.00	\$30,000
4200	Equipment & Furniture	\$30,000	-	0.00	\$30,000
6100	Taxes and Assessments	\$10,000	8,513	0.85	\$1,487
	<b>TOTAL</b>	<b>\$70,000</b>	<b>8,513</b>	<b>0.12</b>	<b>\$61,487</b>
<b>CAPITAL PROJECT</b>					
5211	Renovation	\$4,100,000	426,930	0.10	\$3,673,070
	Loan Payment	63,755	\$44,477		
	<b>TOTAL</b>	<b>\$4,163,755</b>	<b>471,408</b>	<b>0.11</b>	<b>\$3,673,070</b>
<b>TOTAL BUDGET</b>		<b>\$7,110,972</b>	<b>\$1,335,754</b>	<b>0.19</b>	<b>\$5,755,941</b>
Total Expenses without Renovation Expenses		\$2,947,217	\$864,345.93	0.29	\$2,082,871

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2018-2019 THROUGH THE MONTH OF OCT. 2018

	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2017/18	YTD 2017/18	YTD 2017/18
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$19,539	471	533	\$17,493	672	799
Total Non-Fiction	\$3,958	164	330	\$9,549	364	595
Total Databases / E-Books	\$27,617	127	0	\$8,758	1	0
Total Audio Books	\$2,301	50	50	\$500	235	237
Total Educational DVDs	\$400	11	11	\$1,196	28	28
Total Entertainment DVDs	\$3,221	94	132	\$2,359	52	87
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$57,036	917	1056	\$39,855	1352	1746
Budget	\$272,000			\$255,689		
% Spent YTD	21%			16%		



The 2017-2018 materials budget was \$255,689. The Library Board approved \$79,387 to rollover into the 2018-2019 fiscal year materials budget.

ACQUISITIONS REPORT FOR FISCAL YEAR 2018-2019 THROUGH THE MONTH OF OCTOBER 2018

Prepared by Katie Mejias, Librarian I

	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	\$17,444	364	381	\$0	0	0	\$17,444	364	381	\$221	7	7	\$17,665	371	388
Total Adult Fiction	\$17,444	364	381	\$0	0	0	\$17,444	364	381	\$221	7	7	\$17,665	371	388
Adult Non-Fiction	\$3,519	147	169	\$0	0	0	\$3,519	147	169	\$159	5	5	\$3,678	152	174
Adult Reference	\$275	6	6	\$0	0	0	\$275	6	6	\$420	7	7	\$695	13	13
Adult Magazines	\$3,794	153	318	\$0	0	0	\$3,794	153	318	\$579	12	12	\$4,373	165	330
Total Adult Non-Fiction	\$7,588	206	493	\$0	0	0	\$7,588	206	493	\$1,048	19	19	\$8,636	217	522
TOTAL ADULT PRINT MATERIALS	\$25,032	570	874	\$0	0	0	\$25,032	570	874	\$1,269	26	26	\$26,301	588	899
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$2,301	50	50	\$0	0	0	\$2,301	50	50	\$0	0	0	\$2,301	50	50
Adult E-books	\$4,471	104	0	\$0	0	0	\$4,471	104	0	\$0	0	0	\$4,471	104	0
Adult Educational DVDs	\$400	11	11	\$0	0	0	\$400	11	11	\$0	0	0	\$400	11	11
Adult Entertainment DVDs	\$2,277	51	86	\$0	0	0	\$2,277	51	86	\$0	0	0	\$2,277	51	86
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$9,449	216	147	\$0	0	0	\$9,449	216	147	\$0	0	0	\$9,449	216	147
TOTAL ADULT MATERIALS	\$34,481	786	1,021	\$0	0	0	\$34,481	786	1,021	\$1,269	26	26	\$35,750	814	1,176
Young Adult Fiction	\$451	28	28	\$0	0	0	\$451	28	28	\$18	1	1	\$469	29	29
Total Young Adult Fiction	\$451	28	28	\$0	0	0	\$451	28	28	\$18	1	1	\$469	29	29
Young Adult Non-Fiction	\$141	10	10	\$0	0	0	\$141	10	10	\$0	0	0	\$141	10	10
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Non-Fiction	\$141	10	10	\$0	0	0	\$141	10	10	\$0	0	0	\$141	10	10
TOTAL YOUNG ADULT PRINT MATERIALS	\$592	38	38	\$0	0	0	\$592	38	38	\$18	1	1	\$610	39	39
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$496	19	0	\$159	4	4	\$645	23	4	\$0	0	0	\$645	23	4
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$751	30	30	\$751	30	30
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$496	19	0	\$159	4	4	\$645	23	4	\$751	30	30	\$1,396	53	34
Juvenile Fiction	\$1,644	79	124	\$0	0	0	\$1,644	79	124	\$148	11	11	\$1,792	90	135
Total Juvenile Fiction	\$1,644	79	124	\$0	0	0	\$1,644	79	124	\$148	11	11	\$1,792	90	135
Juvenile Non-Fiction	\$23	1	1	\$0	0	0	\$23	1	1	\$0	0	0	\$23	1	1
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$23	1	2	\$0	0	0	\$23	1	2	\$0	0	0	\$23	1	2
Total Juvenile Non-Fiction	\$23	1	2	\$0	0	0	\$23	1	2	\$0	0	0	\$23	1	2
TOTAL JUVENILE PRINT MATERIALS	\$1,667	80	126	\$0	0	0	\$1,667	80	126	\$148	11	11	\$1,815	91	137
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
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$944	43	46	\$0	0	0	\$944	43	46	\$0	0	0	\$944	43	46
TOTAL JUVENILE NON-PRINT MATERIALS	\$944	43	46	\$0	0	0	\$944	43	46	\$0	0	0	\$944	43	46
TOTAL JUVENILE MATERIALS	\$2,611	123	172	\$0	0	0	\$2,611	123	172	\$148	11	11	\$2,759	134	183
Databases	\$22,660	4	0	\$0	0	0	\$22,660	4	0	\$0	0	0	\$22,660	4	0
E-books	\$4,957	123	0	\$159	4	4	\$5,116	127	4	\$0	0	0	\$5,116	127	4
TOTAL DATABASES / E-BOOKS	\$27,617	127	0	\$159	4	4	\$27,776	131	4	\$0	0	0	\$27,776	131	4
Total Fiction	\$19,559	471	533	\$0	0	0	\$19,559	471	533	\$387	19	19	\$19,928	490	552
Total Non-Fiction	\$3,958	164	330	\$0	0	0	\$3,958	164	330	\$579	12	12	\$4,337	176	342
Total Databases / E-books	\$27,617	127	0	\$159	4	4	\$27,776	131	4	\$0	0	0	\$27,776	131	4
Total Audio Books	\$2,301	50	50	\$0	0	0	\$2,301	50	50	\$0	0	0	\$2,301	50	50
Total Educational DVDs	\$400	11	11	\$0	0	0	\$400	11	11	\$0	0	0	\$400	11	11
Total Entertainment DVDs	\$3,221	94	132	\$0	0	0	\$3,221	94	132	\$751	30	30	\$3,972	124	162
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$57,036	917	1,056	\$159	4	4	\$57,195	921	1,060	\$1,717	61	61	\$58,912	982	1,121

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

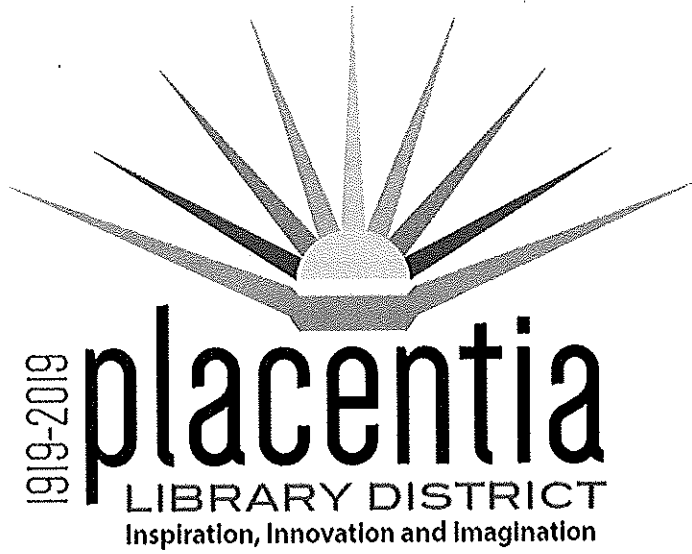
**FROM:** Timothy Hino, Business Manager

**SUBJECT:** Service Revenue Activities Report for October 2018

**DATE:** November 19, 2018

**Net Revenue Summary for October 2018**

	Oct-2018	Oct-2017	YTD 2018-2019	YTD 2017-2018
Passport	12,145.00	11,809.00	58,051.00	52,802.00
Passport Photos	1,753.00	3,479.00	9,451.80	13,846.00
Test Proctor	450.00	750.00	3,200.00	3,250.00
Fines & Fees	946.94	1,499.98	6,189.49	6,376.28
Meeting Room	0.00	750.00	340.00	900.00
<b>Total</b>	<b>15,294.94</b>	<b>17,642.98</b>	<b>77,232.29</b>	<b>77,174.28</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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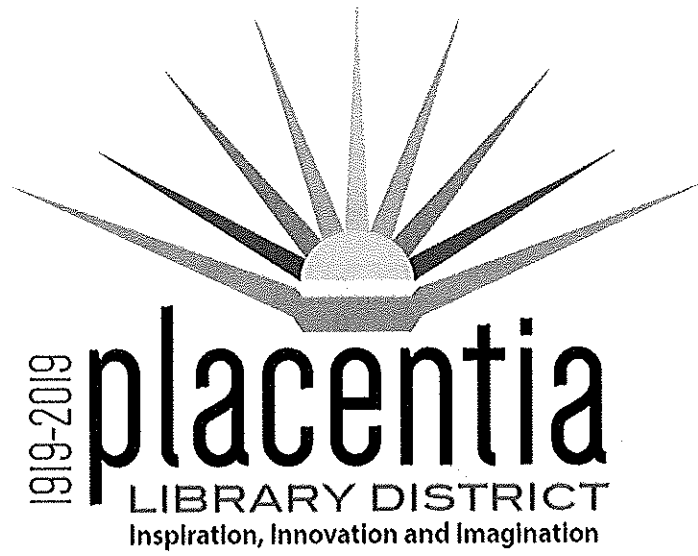


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** Personnel Report for October 2018  
**DATE:** November 19, 2018

			YTD	YTD
	Oct-18	Oct-17	2018-2019	2017-2018
Separation	0	0	1	1
Retirement	0	0	0	0
Appointments	0	2	1	4
Open Positions	0	1	0	4
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	0	3	2	9

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Circulation Activity Report: **October 2018**  
**DATE:** **November 19, 2018**

<b>CIRCULATION</b>	Oct-18	Oct-17	Y-T-D	Y-T-D	Y-T-D
			2018-19	2017-18	% change
New Patron Registrations	147	288	1,135	1,319	-13.9%
Total Circulation	10,295	22,621	89,445	98,935	-9.6%
Total Active Borrowers*	7,274	7,883			
Attendance	16,026	26,439	91,658	102,386	-10.5%
Adult Fiction	832	2,473	7,654	11,317	-32.4%
Adult Nonfiction	400	1,973	5,274	8,278	-36.3%
Adult Magazines	2	179	445	943	-52.8%
Adult Music CDs	4	49	94	399	-76.4%
Adult Audio Books	266	530	1,505	2,140	-29.7%
Adult DVDs	1,496	2,079	10,460	9,979	4.8%
Library of Things (LOTs)	33	40	119	68	75.0%
YA Fiction	156	1,022	2,996	5,583	-46.3%
YA Nonfiction	36	99	326	434	-24.9%
YA Audio Books	0	0	0	0	0.0%
YA Video Games	73	34	233	308	-24.4%
JUV Fiction	5,939	10,051	31,774	45,239	-29.8%
JUV Nonfiction	339	2,673	5,263	10,231	-48.6%
JUV Magazines	0	5	30	14	0.0%
JUV Music CDs	8	11	61	82	-25.6%
JUV Audio Books	2	35	32	147	-78.2%
JUV DVDs	709	1,368	5,092	6,886	-26.1%

\* YTD % change not applicable.

**TEST PROCTORING**

October 2018	October 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
9	15	65	63	3%

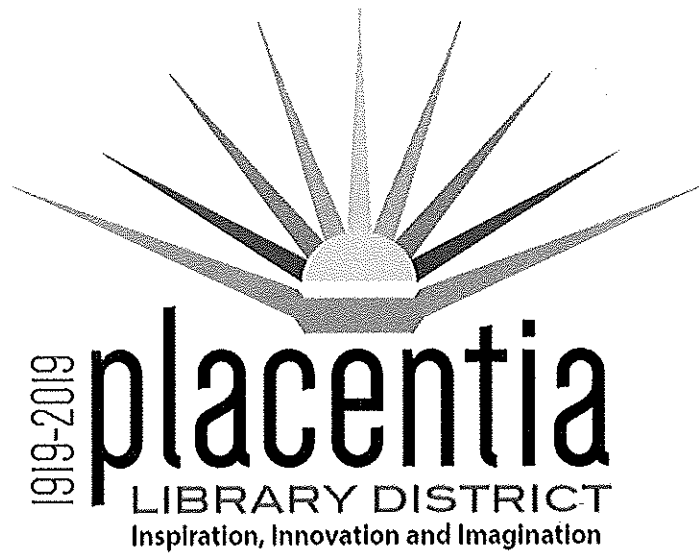
**PATRON COUNT**

Gate Count							
Oct 2018	Oct 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change		Hours Open	Average Per Hour
13,759	24,536	74,628	105,030	-41%		289	48
Outside Gate Counts							
Adult/Teen Programs			550				
Children Programs			766				
Outreach Events			951				
Meeting Room Rentals			0				
<b>TOTAL</b>			2267				
						<b>Library Attendance Total</b>	
						16,026	

PASSPORTS								
Oct-18	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1		4		2	20	27
10:00		4	1	5		3	20	33
11:00		7	4	7	5	1	17	41
12:00		3	4	4	1	5	13	30
1:00	22	4	4	2	5	2	14	53
2:00	23	5	5	6	3	6	6	54
3:00	23	5	4	7	3		2	44
4:00	5	10	8	8	6	4	1	42
5:00		8	10	5	6			29
6:00		3	6	3	8			20
7:00			1					1
<b>DAY TOTALS</b>	<b>73</b>	<b>50</b>	<b>47</b>	<b>51</b>	<b>37</b>	<b>23</b>	<b>93</b>	<b>374</b>
		Oct 2018	Oct 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change		
		374	479	1652	2096	-27%		

**STAFF ACTIVITY**

- Katie attended Friday Huddles on October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.
- Support Services Staff helped box the Library collection for storage.
- Jon installed an automatic door counter by the sliding doors to count people entering the Library.
- Katie participated in SQL computer training October 2-4 with Anaheim Public Library staff.
- Katie, Beatrice, Victor, Laura, and Tim W. attended the Bosses' Day potluck on October 16<sup>th</sup> (Jon participated via Facetime).
- Staff provided Setup/Take Down in the Plaza: 25 set-ups/ 25 breakdowns
- Meeting Room rentals patron count: 0 (renovation has started)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through October 2018  
**DATE:** November 19, 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-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40	*	142.50	10.16	0.00	9,591.06
Sep-18	09/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	0.00	1,492.67
Nov-18							
Dec-18							
Jan-19							
Feb-19							
Mar-19							
Apr-19							
May-19							
Jun-19							
<b>TOTAL</b>		<b>\$26,961.38</b>	<b>5,736.20</b>	<b>570.00</b>	<b>30.85</b>	<b>0.00</b>	<b>\$33,298.43</b>

*\* City Billing  
Not Received*

PERIOD IN FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	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	02-21-18	*	*	142.50	10.13	0.00	\$152.63
Mar-18	03-28-18	9,310.29	*	142.50	*	0.00	\$9,452.79
Apr-18	04-04-18	*	6,290.93	*	*	0.00	\$6,290.93
May-18	05-15-18	4,556.81	2,516.38	285.00	30.52	0.00	\$7,388.71
Jun-18	06-13-18	9,993.33	*	142.5	20.25	0.00	\$10,156.08
<b>TOTAL</b>		<b>\$70,775.83</b>	<b>14,617.27</b>	<b>1,467.50</b>	<b>109.25</b>	<b>0.00</b>	<b>\$86,969.85</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Timothy Hino, Business Manager

**SUBJECT:** Administration Report for October 2018

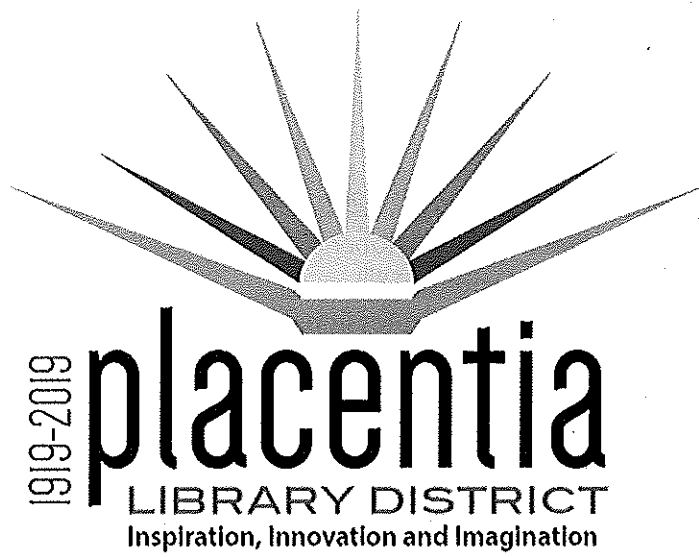
**DATE:** November 19, 2018

**Meetings:**

- Board Meeting – October 15<sup>th</sup>
- Friday Morning Huddles – Oct. 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>
- Grand Reopening Committee – October 11<sup>th</sup> & 25<sup>th</sup>
- Councilmember Green – October 18<sup>th</sup>
- California Library Association Professional Development Committee – October 24<sup>th</sup>
- Placentia Chamber of Commerce – October 24<sup>th</sup>
- JCI – Oct. 9<sup>th</sup>, 10<sup>th</sup>,
- Heartland – Oct. 8<sup>th</sup>
- PayChex – Oct. 4<sup>th</sup>

**Facilities:**

- OC Plumbing – Oct. 19<sup>th</sup>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children’s Services Report for October 2018  
**DATE:** November 19, 2018

**MONTHLY STATISTICS**

**Program Statistics**

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
	October	October	October	October	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2018	2018	2017	2017	2018-19	2018-19	2017-18	2017-18	17/18-18/19	17/18-18/19
Storytime	11	478	10	459	43	1953	51	2228	-15.69%	-12.34%
Educational	19	288	22	503	39	833	48	1273	-18.75%	-34.56%
Reading	1	323	2	366	10	1577	17	1808	-41.18%	-12.78%
Seasonal Events	0	0	2	485	1	200	2	485	-50.00%	-58.76%
<b>Totals</b>	<b>31</b>	<b>1,089</b>	<b>36</b>	<b>1,813</b>	<b>92</b>	<b>4,363</b>	<b>118</b>	<b>5,794</b>	<b>-22.03%</b>	<b>-24.70%</b>

**Reference/Computer Usage Statistics**

	October	October	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2018-2019	2017-2018	% change
Reference—in person	372	498	2,016	2,074	-2.80%
Reference--telephone	11	11	110	103	6.80%
<b>Total Reference</b>	<b>383</b>	<b>509</b>	<b>2,126</b>	<b>2,177</b>	<b>-2.34%</b>
*Children's computer usage	0	970	2449	4,278	-42.75%

\*Public access computers currently available are designated as Adult computers. Children’s computer usage is incorporated in Adult computer usage statistic.

**ACHIEVEMENTS**

- Deanna White represented PLD at the Placentia Heritage Festival on October 13<sup>th</sup>.
- Deanna White coordinated the Sunshine Babies Halloween Trick-or Treat Parade on October 25<sup>th</sup>.
- Lori Worden proctored one test on October 12<sup>th</sup>.
- Children’s staff assisted with boxing of all library books for preparation of the renovation on October 1<sup>st</sup>-3<sup>rd</sup>.
- Ana Balderas has continued with her weekly outreach with LOT 318 on Mondays and Wednesdays.
- Kathy Carn and Lori Worden have assisted with Homework Club throughout the month of October.
- Lori Worden has continued her weekly outreach at Tynes Elementary School on Tuesdays and Fridays.
- Kathy Carn assisted with the weekly outreach at Tynes Elementary School and began a new outreach opportunity at Ruby Drive Elementary School.
- Yesenia Baltierra attended the Spanish Language Children’s Book Fair on October 19<sup>th</sup>.

**MEETINGS**

- Deanna White met with Lori Worden and Kathy Carn for a Children's Services Meeting on October 4<sup>th</sup>.
- Deanna White, Yesenia Baltierra, and Kathy Carn met with the Grand Re-Opening Celebration committee on October 11<sup>th</sup>.
- Deanna White met with Yesenia Baltierra and Kathy Carn regarding Sunshine Babies Halloween Parade on October 3<sup>rd</sup>.
- Deanna White met with Kathy Carn and Lori Worden regarding C21 on October 25<sup>th</sup>.
- Lori Worden attended Crossroads Corner planning meetings with Kathy Carn and Venessa Faber on October 10<sup>th</sup> and 24<sup>th</sup>.
- Ana Balderas met with Deanna White to discuss Bilingual Storytime grant on October 16<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra regarding Children's Services on October 9<sup>th</sup> and 23<sup>rd</sup>.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for Supervisor Meetings on October 10<sup>th</sup> and 24<sup>th</sup>.
- Kathy Carn met with Wendy Amireh regarding 2019-2021 program budgets on October 30<sup>th</sup>.
- Yesenia Baltierra met with the Harwood committee on October 17<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

N/A

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for October 2018

**DATE:** November 19, 2018

**MONTHLY STATISTICS**

<b>Reference Desk Activity</b>	<b>October 2018</b>	<b>October 2017</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
Reference -- in person	1,189	1,544	5,985	6,461	-7.37%
Reference -- telephone	559	585	2,619	3,062	-14.47%
Reference -- email/chat	2	44	27	83	-67.47%
Technology assistance	170	210	1,033	944	9.43%
Guest passes	56	65	537	287	87.11%
Adult and Children's computer use (desktops)	1,162	2,245	6,626	9,109	-27.26%
Adult computer usage (desktop)	1,626	1,970	6,150	8,312	-26.01%
Public computer use (express laptops)	-	8	11	39	-71.79%

<b>History Room Activity</b>	<b>October 2018</b>	<b>October 2017</b>	<b>Y-T-D FY2018-19</b>	<b>Y-T-D FY2017-18</b>	<b>Y-T-D % change</b>
History Room Visitors	4	8	15	30	-50.00%

<b>Volunteer Hours</b>	<b>October 2018</b>	<b>October 2017</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
History Room	18.5	35.5	68	185.75	-63.39%
PLFF	373.5	457.97	1549.75	2045.21	-24.23%
General Library	211.77	749.28	1408.44	2660.13	-47.05%
Technology	0	5.75	0	16.5	-100.00%
Homework Club	103.75	97.75	167	155.5	7.40%
Adult Literacy	141.5	171.75	486.42	754.47	-35.53%
PTAC	117.25	401	352.75	598.75	-41.09%
Summer Reading Program	0	0	675.75	1365.62	-50.52%
<b>Total Volunteer Hours</b>	<b>966.27</b>	<b>1919</b>	<b>4708.11</b>	<b>7781.93</b>	<b>-39.50%</b>

<b>Public Services Outreach Activity</b>	<b>October</b>	<b>October</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>FY2018-19</b>	<b>FY2017-18</b>	<b>% change</b>
Outreach Visits	37	1	59	4	1375.00%
Outreach Attendance	951	255	1935	611	216.69%

**Adult Programs**

<b>Type of Program</b>	<b>Number of Programs October</b>	<b>Attendance October</b>	<b>Number of Programs October</b>	<b>Attendance October</b>	<b>Number of Programs FYTD</b>	<b>Attendance FYTD</b>	<b>Number of Programs FYTD</b>	<b>Attendance FYTD</b>	<b>Number of Programs FYTD % change</b>	<b>Attendance FYTD % change</b>
<b>Date</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>2017</b>	<b>FY1819</b>	<b>FY1819</b>	<b>FY1718</b>	<b>FY1718</b>		
Book Club	0	0	1	3	2	16	4	24	-50.00%	-33.33%
Computer Workshops	0	0	3	32	0	0	7	74	-100.00%	-100.00%
Educational Programs	0	0	2	48	2	73	9	2317	-77.78%	-96.85%
Fine Art Programs	0	0	0	0	3	341	6	165	-50.00%	106.67%
Health & Fitness Programs	0	0	4	65	0	0	7	175	-100.00%	-100.00%
History Room Programs	0	0	0	0	2	68	3	97	-33.33%	-29.90%
Home and Lifestyle Programs	0	0	0	0	0	0	3	330	-100.00%	-100.00%
Literacy Programs	7	208	6	63	19	291	21	179	-9.52%	62.57%
Reading Programs	0	0	0	0	2	492	2	455	0.00%	8.13%
Volunteer Programs	1	8	8	19	3	55	11	108	-72.73%	-49.07%
<b>Totals</b>	<b>8</b>	<b>216</b>	<b>24</b>	<b>230</b>	<b>33</b>	<b>1,336</b>	<b>73</b>	<b>3,924</b>	<b>-54.79%</b>	<b>-65.95%</b>

<b>Literacy</b>	<b>YTD 1819</b>	<b>YTD 1718</b>	<b>% Change</b>
English Literacy Students	42	34	23.53%
Students Graduated	0	7	-100.00%
English Literacy Tutors	37	28	32.14%

**Teen Programs**

<b>Type of Program</b>	<b>Number of Programs October</b>	<b>Attendance October</b>	<b>Number of Programs October</b>	<b>Attendance October</b>	<b>Number of Programs FYTD</b>	<b>Attendance FYTD</b>	<b>Number of Programs FYTD</b>	<b>Attendance FYTD</b>	<b>Number of Programs FYTD % change</b>	<b>Attendance FYTD % change</b>
<b>Date</b>	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>2017</b>	<b>FY1819</b>	<b>FY1819</b>	<b>FY1718</b>	<b>FY1718</b>		
Collaboratory	0	0	1	34	2	0	4	50	-50.00%	-100.00%
Friday Flicks	1	13	3	20	7	29	14	94	-50.00%	-69.15%
PTAC	3	74	5	66	8	168	11	221	-27.27%	-23.98%
Summer Reading Program	0	0	0	0	2	122	2	127	0.00%	-3.94%
Teen Misc.	0	0	0	0	0	0	1	61	-100.00%	-100.00%
Test	0	0	0	0	1	14	1	20	0.00%	-30.00%
The Vault	1	150	1	197	1	150	2	223	-50.00%	-32.74%
<b>Totals</b>	<b>5</b>	<b>237</b>	<b>10</b>	<b>317</b>	<b>21</b>	<b>483</b>	<b>35</b>	<b>796</b>	<b>-40.00%</b>	<b>-39.32%</b>

**ACHIEVEMENTS**

- Adult Services Staff helped box the library collection October 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.
- Wendy Amireh and Michele Meades created CLA Poster Session and Local History Archives 101 presentations.
- Coleen Wakai coordinated a Literacy Orientation on October 8<sup>th</sup> and 10<sup>th</sup>.
- Coleen Wakai coordinated Conversation Club, October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.
- Coleen Wakai attended North Orange County Education Harvest Festival on October 20<sup>th</sup>.
- Fernando Maldonado coordinated the Movie and Chill teen program on October 19<sup>th</sup>.
- Fernando Maldonado coordinated PTAC meetings on October 4<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.
- Michelle Meades and Fernando Maldonado coordinated a Volunteer Orientation on October 2<sup>nd</sup>.
- Fernando Maldonado coordinated Wendy Amireh and Yesenia Baltierra assisted at the Haunted Horror Nighttime Maze on October 27<sup>th</sup>.
- Yesenia Baltierra assisted the Huntington Beach Public Library in their Senior Librarian interview panel on October 1<sup>st</sup>.

### MEETINGS

- Wendy Amireh and Yesenia Baltierra met on October 10<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.
- Wendy Amireh attended the supervisors meetings on October 10<sup>th</sup> and 24<sup>th</sup>.
- Wendy Amireh, Fernando Maldonado and Yesenia Baltierra met with the Centennial Video Committee on October 4<sup>th</sup>.
- Wendy Amireh attended Kiwanis meetings on October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.
- Wendy Amireh and Kathy Carn interviewed an SJSU Intern on October 8<sup>th</sup>.
- Wendy Amireh, Coleen Wakai and Sally Federman attended the Literacy Team Meeting on October 15<sup>th</sup>.
- Michelle Meades and Yesenia Baltierra met with the grand re-opening committee on October 11<sup>th</sup>.
- Michelle Meades and Kathy Carn interviewed a One Stop Intern on October 30<sup>th</sup>.
- Michelle Meades met with the Wendy Amireh on October 2<sup>nd</sup>, 10<sup>th</sup>, 16<sup>h</sup> and 23<sup>rd</sup>.
- Coleen Wakai, and Wendy Amireh attended Huddle meetings on October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>.
- Adult Services staff attended the staff meeting on October 16<sup>th</sup>.
- Coleen Wakai met with Wendy Amireh on October 5<sup>th</sup>, 12<sup>th</sup>, and 26<sup>th</sup>.
- Coleen Wakai met with individual literacy tutors on October 1, 12<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, and 31<sup>st</sup>.
- Coleen Wakai met with Tim Hino on October 3<sup>rd</sup>.
- Coleen Wakai attended the SCLLN meeting on October 30<sup>th</sup>.
- Fernando Maldonado and Wendy Amireh met on October 11<sup>th</sup>.
- Wendy Amireh and Kathy Carn met on October 30<sup>th</sup>.
- Jeannie Killianey and Wendy Townsend met on October 8<sup>th</sup>.
- Yesenia Baltierra attended the LMT meeting on October 11<sup>th</sup>.
- Yesenia Baltierra met with Sandra Gonzalez from the City of Placentia on October 18<sup>th</sup>.
- Yesenia Baltierra met with Jon Legree and Tim Hino on October 24<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- Michelle Meades attended an Introduction to Library Management course provided by Infopeople on October 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Tim Worden, Emerging Technologies Assistant

**SUBJECT:** Placentia Library Website & Technology Report for October 2018

**DATE:** November 19, 2018

<u>On-line database usage</u>	October	Onsite	Remote	October	Y-T-D	Y-T-D	Y-T-D
	2018	Usage 10/18	Usage 10/18	2017	2018-19	2017-18	% change
Placentia Library Catalog	11,019	N/A	N/A	14,478	58,719	62,995	-7%
General Reference Center	200	2	198	58	279	124	125%
Biography In Context	1,794	23	1771	1277	2,087	2,977	-30%
Opposing Viewpoints	61	58	3	61	193	98	97%
Consumer Reports (new July 2016)	69	N/A	N/A	230	228	348	-34%
Freegal	1,000	N/A	N/A	980	3,629	4,026	-10%
Heritage Quest	29	N/A	N/A	340	195	1,399	-86%
Novelist	31	N/A	N/A	33	141	135	4%
Public Library Core Collection Nonfi	25	N/A	N/A	107	88	202	-56%
Pronunciator (new Sept. 2014)	20	N/A	N/A	33	63	223	-72%
ABC Mouse (new Sept. 2014)	55	N/A	N/A	67	134	214	-37%
ABC Mouse - Bring Reading Home (New March 2018)	4	N/A	N/A	N/A	143	N/A	N/A
Career Cruising (new June 2015)	0	N/A	N/A	5	17	15	13%
Tumblebooks	105	N/A	N/A	104	334	579	-42%
Reference USA	178	N/A	N/A	232	527	1,477	-64%
Enki (new Oct. 2014)	7	N/A	N/A	15	11	21	-48%
Hoopla (new May 2015)	1018	N/A	N/A	668	3,832	2,499	53%
Overdrive e-books	1,519	N/A	N/A	1243	6,709	5,158	30%
Overdrive audio books	987	N/A	N/A	721	3,855	2,957	30%
Overdrive e-books - Placentia Advantage (New March 2018)	1,575	N/A	N/A	N/A	5,713	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	1,472	N/A	N/A	N/A	5,465	N/A	N/A
Zinio (new Oct. 2014)	107	N/A	N/A	48	259	477	-46%
<b>TOTAL DATABASE USAGE</b>	<b>21,275</b>	<b>83</b>	<b>1,972</b>	<b>20,700</b>	<b>92,621</b>	<b>85,924</b>	<b>8%</b>

<b>Computer &amp; Online Resource Use</b>	<b>October</b>	<b>October</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>2018-19</b>	<b>2017-18</b>	<b>% change</b>
Placentia Residents	900	1,160	4,759	9,011	-47%
Non-Placentia Residents	735	892	3,546	6,341	-44%
<b>Total</b>	<b>1635</b>	<b>2,052</b>	<b>8,305</b>	<b>15,352</b>	<b>-46%</b>

<b>Website Traffic</b>	<b>October</b>	<b>October</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>2018-19</b>	<b>2017-18</b>	<b>% change</b>
Website visits	8,121	11,745	41,095	53,983	-24%
Page Hits	13,791	19,535	68,839	90,706	-24%
Users	4,573	7,322	22,756	29,271	-22%
Pages/Session	1.65	1.66	N/A	N/A	N/A
Avg. Session Duration	00:02:00	00:02:23	N/A	N/A	N/A
% New Sessions	70	53	N/A	N/A	N/A

<b>Wifi Use</b>	<b>October</b>	<b>October</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>2018-19</b>	<b>2017-18</b>	<b>% change</b>
	1,326	2,205	6,491	9,120	-29%
<b>Total</b>	<b>1,326</b>	<b>2,205</b>	<b>6,491</b>	<b>9,120</b>	<b>-29%</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Report on Actions taken at the Library Board of Trustees Closed Session Meeting**

**DATE:** November 19, 2018

**BACKGROUND**

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on November 19, 2018.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Accounting Audit Report by DavisFarr

**DATE:** November 19, 2018

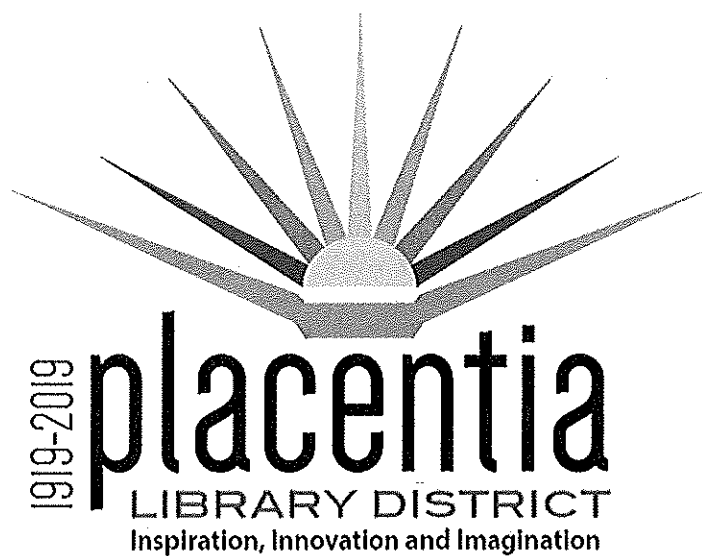
**BACKGROUND**

Mr. Marc Davis was retained by the Placentia Library District to perform an internal audit of the District's accounts payable (AP) activities for the last three years. The internal audit focused on determining whether the invoices from the City of Placentia correctly reflected the District's percentage obligation for work performed in the common areas of the Civic Center Plaza.

At tonight's Board meeting, Mr. Davis will provide a report of his findings and recommendations.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Review the Placentia Library District's Current Credit Card Merchant and Authorize a Change as Presented

**DATE:** November 19, 2018

**BACKGROUND**

Bank of the West has been providing credit card service to the Placentia Library District since 2009. The District uses the one credit card to make purchases and schedule travel arrangements. Most purchases are conducted through e-commerce including recurring services, e.g. shutterstock images.

There's no annual fees associated and no benefits attached. District staff has experienced several substandard customer service and limited accessibility. Due to the multiple interruptions and lack of ease ability with access to the District's account, District staff explored other merchants and their overall benefits.

Umpqua Bank began in 1953 and has since grown to 364 branches across Washington, Oregon, California, Nevada and Idaho. There's an office in Newport Beach. The bank believes in the power of community and giving back. The services provided by Umpqua includes personal and commercial banking products and services including financing options such as lines of credit, equipment, and real estate. The California Special District Association has changed its financial institution in the last few years to Umpqua due to the outstanding customer service received.

Attachment A is the comparison of services offered by Bank of the West, Chase, and Umpqua.

District staff recommends the District to terminate the credit card account with Bank of the West and establish a new account with Umpqua.

**RECOMMENDATIONS**

1. Authorize Library staff to open a new credit card account with Umpqua.
2. Authorize by a roll call vote.
3. Roll call vote.

	Umpqua	Bank of the West	Bank of the West	Chase	Chase	Chase
Type	Commercial Card	Business Card	Corporate Rewards Card	Ink Business Preferred	Ink Business Cash	Ink Business Unlimited
Card Type	Visa	Mastercard	Mastercard	Visa	Visa	Visa
Annual Fees	None	None	\$85 Annual Reward/\$30 annual card fee	\$95 Annual, first year free.	None	None
Benefits	At least 1% cash back on all spending	None	1 point per \$1 spent. \$50 Gift Card = 5,000 points	1 point per \$1 spent	5% on first \$25k on office supply, internet, cable, phone. 2% on first \$25k on gas and restaurant. 1% cash back on all other purchases.	1.5% cash back on every purchase
	If purchase are made with card, eligible for: Travel and Emergency Assistance, auto rental collision damage, lost luggage, Travel Accident insurance	If purchase are made with card, eligible for: Car Rental Collision Damage Waiver Insurance, Travel Assistance Services, and Extended Warranty and Purchase Assurance	If purchase are made with card, eligible for: Car Rental Collision Damage Waiver Insurance, Travel Assistance Services, and Extended Warranty and Purchase Assurance	If purchases are made with card, eligible for: cell phone protection, zero liability protection, no foreign transaction fees, fraud protection, purchase protection, trip cancellations/trip interruptions insurance, auto rental collision damage, extended warranty protection.	If purchases are made with card, eligible for: Auto rental collision, purchase protection, travel & emergency assistance, roadside dispatch, extended warranty protection. \$500 bonus cash back after spending \$3,000 in the first 3 months.	If purchases are made with card, eligible for: Auto rental collision damage waiver, extended warranty protection, travel and emergency assistance services.
	Umpqua pays CSDA (.10%) for all of our spending.					
Payout	Annually	None	Whenever have points	Whenever have points	Whenever have points	Whenever have points
Website	Yes, very easy to use and control cards real time.	Have not given us access.	Have used Centresuite before, pretty easy to use.	Yes, but does not know how it functions.	Yes, but does not know how it functions.	Yes, but does not know how it functions.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Adopt Resolution 18-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal Year 2017-2019 Budget for the Placentia Library District of Orange County.

**DATE:** November 19, 2018

**BACKGROUND**

At the June 28, 2017 Library Board of Trustees meeting, the Fiscal Years 2017-2019 Budget was adopted by Resolution 17-01. Library Director will present the amendments for consideration by the Library Board of Trustees. There will be no change in the organizational chart as staffing levels will not be affected by the proposed amendments.

Attachment A is a copy of the amended Revenue budget for 2017-2019.

Attachment B is a copy of the amended Expenditure budget for 2017-2019.

Attachment C is a copy of Resolution 18-02.

Fiscal Impact: N/A

**RECOMMENDATIONS**

1. Adopt Resolution 18-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Amend the Fiscal Year 2017-2019 Budget for the Placentia Library District of Orange County.
2. Adopt Resolution 18-02 by a roll call.
3. Roll call vote.

**Placentia Library District**

Proposed Revenue Budget for Fund 707 for Fiscal Year 2017-2019

Object Code	Category	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019
		ACTUAL	ACTUAL	ACTUAL	ADOPTED	AMENDED
4010	Current Secured	2,100,271	2,154,479	2,286,865	2,269,805	2,353,852
4030	Prior Secured			1		
	SUB-TOTAL CURRENT SECURED	2,100,271	2,154,479	2,286,867	2,269,805	2,353,852
4020	Current Unsecured	68,713	62,494	72,245	62,335	63,270
4040	Prior Unsecured	1,410	5,289	1,024	0	0
	SUB-TOTAL SECURED	70,123	67,783	73,268	62,335	63,270
4050	SUPPLEMENTAL -- CURRENT	50,904	39,413	67,932	71,096	72,162
4060	SUPPLEMENTAL -- PRIOR	1,034	30,767	15,275	0	0
4070	INTEREST ON UNNAPORT. TAX	0	(712)	1,846	1,846	0
4080	PENALTIES & COST ON DELIQ. TAX	312	2,811	16,232	1,097	1,113
4090	TAXES SPECIAL DIST. AUGMENTATION	8,294	8,143	9,100	9,397	9,538
4190	STATE - HOMEOWNERS PR TAX REFLIEF	14,096	53,896	13,224	50,421	51,177
	<b>TOTAL PROPERTY TAX REVENUE</b>	<b>2,245,034</b>	<b>2,356,580</b>	<b>2,483,744</b>	<b>2,465,997</b>	<b>2,551,113</b>
4210	State Grants		30,000	30,000	30,000	30,000
4220	Federal Grants					
4230	Other Governmental Agencies	2,000	2,000	0	20,000	20,000
	<b>TOTAL GRANTS REVENUE</b>	<b>2,000</b>	<b>32,000</b>	<b>30,000</b>	<b>50,000</b>	<b>50,000</b>
4310	Fines & Fees	51,160	47,766	20,335	16,500	16,594
4320	Passports	155,773	190,351	214,543	112,500	157,000
4330	Passport Pictures	38,222	46,725	54,375	12,000	32,500
4340	Meeting Room	3,693	2,765	2,755	0	0
4350	Test Proctoring	9,350	7,800	8,750	2,500	2,500
	<b>TOTAL SERVICE REVENUE</b>	<b>258,198</b>	<b>295,407</b>	<b>300,758</b>	<b>143,500</b>	<b>208,594</b>
4410	PLFF Grants	72,826	36,020	45,880	37,000	38,310
4420	Newsletter Ads	700	700	1,750	700	700
4430	Other Revenue			1,141	0	0
4440	Centennial Renovation	0	3,692	13,282	50,000	1,500,000
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>73,526</b>	<b>40,412</b>	<b>62,053</b>	<b>87,700</b>	<b>1,539,010</b>
4500	<b>IMPACT FEES</b>	<b>119,227</b>	<b>41,213</b>	<b>8,239</b>	<b>10,000</b>	<b>90,000</b>
4600	<b>INTEREST</b>	<b>14,282</b>	<b>18,030</b>	<b>24,517</b>	<b>8,500</b>	<b>8,500</b>
	<b>TOTAL REVENUE</b>	<b>2,712,267</b>	<b>2,783,642</b>	<b>2,909,311</b>	<b>2,765,697</b>	<b>4,447,217</b>



**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2017-2019**

OBJECT	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019
CODE      DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	AMENDED
5010 Salaries & Wages	1,042,047	908,466	1,065,943	1,334,746	1,407,575
5020 Payroll Taxes (SS & MEDICARE)	86,320	332,332	385,260	102,644	105,524
5030 Retirement (PARS)	45,229	44,807	25,612	56,500	58,553
5040 Unemployment Insurance	0	99	1,288	7,000	4,000
5050 Health Insurance	199,677	201,620	251,714	266,515	297,502
5064 Dental Insurance	9,086	12,099	14,043	17,240	17,796
5060 Life Insurance	6,081	7,019	3,701	8,370	5,603
5066 Long Term Disability Insurance	4,198	4,058	5,822	5,452	8,720
5068 Vision Insurance	2,177	2,461	2,788	3,340	3,441
5090 Employee Assistance Program	220	1,500	0	822	12,000
<b>TOTAL EMPLOYEE INSURANCE</b>					
5070 Workers Compensation	16,936	13,775	4,806	13,832	13,768
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,411,971</b>	<b>1,528,237</b>	<b>1,760,977</b>	<b>1,816,461</b>	<b>1,934,482</b>
5100 Communications	15,198	19,442	26,292	24,000	9,120
5150 Household Expense	19,951	19,624	18,615	15,000	15,000
5099 Liability Insurance	11,813	12,059	14,885	15,000	17,000
5205 Maintenance - Equipment	32,312	28,973	24,795	20,000	25,000
5220-5280 Maintenance - Building & Grounds	79,166	91,515	91,278	95,000	75,000
<b>TOTAL MAINTENANCE EXPENSE</b>	<b>111,478</b>	<b>120,488</b>	<b>116,073</b>	<b>115,000</b>	<b>100,000</b>
5290 Memberships	9,118	6,274	10,540	9,000	9,000
5295 Miscellaneous Expense	762	0	0	2,500	0
<b>TOTAL OFFICE SUPPLY &amp; POSTAGE EXPENSES</b>	<b>57,423</b>	<b>68,004</b>	<b>64,843</b>	<b>55,000</b>	<b>77,500</b>
Anaheim Library Automated Library					
5405 System	33,500	31,894	33,145	34,000	24,000
5410 Library Board Consultants & Legal	15,000	6,524	6,063	10,000	16,000
5415 HR/Finance Services	0	4,312	7,131	2,000	2,000
5420 Audit & Accounting Services	15,000	39,800	21,189	20,000	23,000
5430 Computer Services	36,000	52,868	51,741	25,000	24,000
5440 Collection	2,500	1,638	1,468	2,500	1,000
5445 Payroll Preparation	7,500	8,692	9,559	6,500	10,000
5450 Bank Fees	200	439	139	200	200

**PLACENTIA LIBRARY DISTRICT**  
**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2017-2019**

OBJECT	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019
CODE DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ADOPTED	AMENDED
5455 Election Expenses	0	0	0	20,000	20,000
5460 BankCard Fees	1,904	13,919	13,005	2,000	11,000
5465 Staff Training	500	736	583	3,000	3,000
5475 Employee Screening	750	1,944	2,184	750	750
Other Professional and Specialized					
5480 Services	102,856	29,576	19,457	50,000	70,000
<b>TOTAL PROFESSIONAL AND SPECIALIZED SERVICES</b>	<b>215,710</b>	<b>192,341</b>	<b>165,664</b>	<b>175,950</b>	<b>204,950</b>
5495 Programs	35,000	41,112	56,401	30,000	52,067
<b>TOTAL BOOKS/LIBRARY MATERIALS</b>	<b>258,899</b>	<b>262,269</b>	<b>171,679</b>	<b>272,000</b>	<b>352,000</b>
<b>TOTAL TRAVEL &amp; MEETINGS</b>	<b>21,613</b>	<b>45,264</b>	<b>46,652</b>	<b>32,940</b>	<b>44,640</b>
5700 Mileage/Parking	4,701	669	890	4,000	1,600
<b>TOTAL UTILITIES</b>	<b>85,792</b>	<b>76,507</b>	<b>78,807</b>	<b>77,000</b>	<b>59,858</b>
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>847,458</b>	<b>864,053</b>	<b>771,342</b>	<b>827,390</b>	<b>942,735</b>
1310 Building & Improvements	79,166	0	0	50,000	30,000
1320 Equipment & Furniture	41,424	0	0	50,000	30,000
6100 Taxes & Assessments	9,620	9,540	8,773	10,000	10,000
<b>TOTAL FIXED ASSETS &amp; TAXES</b>	<b>130,210</b>	<b>9,540</b>	<b>8,773</b>	<b>110,000</b>	<b>70,000</b>
5211 Renovation					3,863,755
<b>TOTAL Capital Project</b>					<b>3,863,755</b>
<b>TOTAL EXPENSES</b>	<b>2,389,639</b>	<b>2,401,829</b>	<b>2,541,091</b>	<b>2,753,851</b>	<b>6,810,972</b>

RESOLUTION 18-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO AMEND THE  
FISCAL YEAR 2017-2019 BUDGET FOR  
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2017-2019 was adopted at the Regular Meeting of the Board of Trustees on June 28, 2018; and

WHEREAS, the Placentia Library District has discovered expenditures not correctly reflected in the adopted budget and renovation and energy efficiency projects approval since the adoption of the Fiscal Year 2017-2019 Budget, thus necessitating modifications to the Placentia Library District budget; and

WHEREAS, the Budget Amendment to the Placentia Library District for Fiscal Year 2017-2019 Budget authorized by Resolution 18-02 would benefit the patrons of the Placentia Library District; and

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the amended for Fiscal Year 2018-2019 Budget only at the amount of \$2,947,217 for Fund Budget 707 and \$3,863,755 from the Placentia Library District's Reserves and the Loan for the Renovation and Energy Efficiency Projects for a total of \$6,810,972 for FY 2018-2019.

AYES:

NOES:

ABSENT:

ABSTAIN:

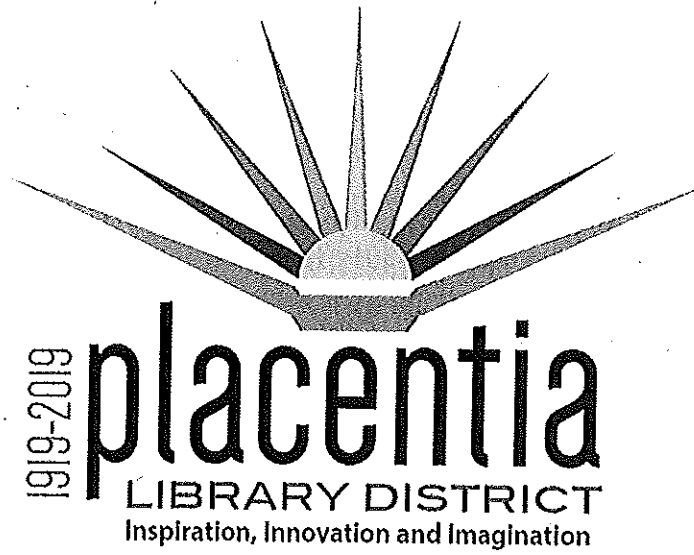
State of California    )  
                                  )ss.  
County of Orange     )

I, Jo-Anne W. Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution Amendment was duly and regularly adopted by the Board of Trustees at the Regular Date Meeting hereof held on the nineteenth day of November 2018.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of November 2018

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize a Closure on November 30, 2018 for a Staff Development Day

**BACKGROUND**

There are two Staff Development Day (SDD) held annually which provides staff job-related continuing education opportunities through participation of various in-service training and time also for staff to provide input in the development of the budget prior to presentations to the Library Board of Trustees. We have had two SDDs this year with emphasis on B.L.A.S.T. training, DISC personality profile exercise in January and in June which focused on the renovation project where staff contributed to the discussion of programs, space design, project updates, introductions of project architect and landscape teams, and an overview of RIPL and I<sup>3</sup> Access Card program.

Library staff have yet to convene to discuss the upcoming budget cycle and as a result, library staff is requesting the closure of November 30, 2018 to discuss and develop the Fiscal Year 2019-2021 Budget for budget work sessions with the Library Board of Trustees in the coming months.

Regular status employees will be invited to the training.

Fiscal Impact: \$300

**RECOMMENDATIONS**

1. Authorize a closure on November 30, 2018 for a Staff Development Day.
2. Roll call vote.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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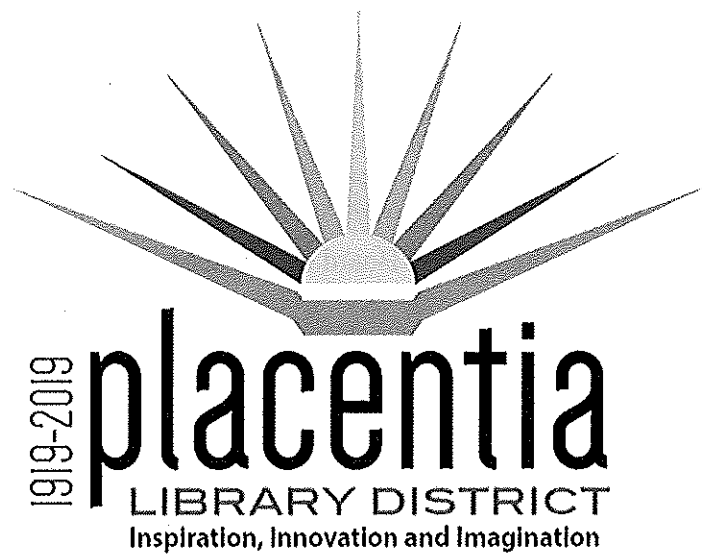
**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Centennial Renovation Updates  
**DATE:** November 19, 2018

**BACKGROUND**

Library Director Contreras will provide a presentation on the progress being made on the renovation and energy efficiency projects.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Establish a Committee to Develop a Centennial Commemorative Book

**DATE:** November 19, 2018

**BACKGROUND**

Library Director Contreras will provide the suggestions to establish a committee to develop a Centennial Commemorative Book.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

