



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

BUDGET WORK SESSION

Monday, June 28, 2017

5:30 p.m.








Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

June 28, 2017

6:30 p.m.








Community Meeting Room

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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 May 22, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for May 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for May 2017. (Receive & File)
14. Acquisitions Report for May 2017. (Receive & File)
15. Entrepreneurial Activities Report for May 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for May 2017. (Receive, File, and Ratify Appointments)
17. Circulation Report for May 2017. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

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

CONTINUING BUSINESS

- 23. Authorize the Board President to sign an Agreement with Johnson Controls, Inc. for energy efficiency projects.
- 24. Public Hearing for the Budget for Fiscal Year 2017-2019.
- 25. Public Hearing for the Fines and Fees for Fiscal Year 2017-2019.
- 26. Establish the Holiday and Library Closure Schedule for Fiscal Year 2017-2019 and Adopt by Resolution 17-03.
- 27. Adopt Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Plans.

NEW BUSINESS

- 28. Board Secretary Martin will provide an overview on the Harwood Public Innovator's Lab and the "Turning Outward" exercise.
- 29. California Special Districts Association (CSDA) 2017 Board Elections.
- 30. Special District Risk Management Authority (SDRMA) Election Resolution and Ballot.
- 31. Authorize the Library Director to attend the Library Marketing and Communications Conference on November 16-17, 2017 in Addison, Texas.
- 32. Authorize the Board President to sign an Agreement between the City of Anaheim and Placentia Library District for the City of Anaheim to provide integrated library system services to the District.

ADJOURNMENT

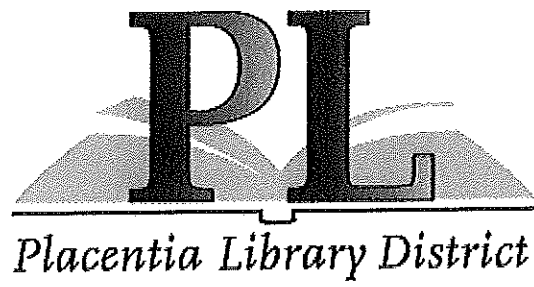
- 33. Agenda Preparation for the June Date Meeting which will be held on July 17, 2017 unless re-scheduled by the Library Board of Trustees.
- 34. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 35. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the June 28, 2017 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 23, 2017.



Diane Warner, Administrative Assistant



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CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 22, 2017 at 6:31pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Michelle Meades, History Room Librarian; Marina Tutty, financial consultant.

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

ADOPTION OF AGENDA

Agenda items 23, 24 and 25 were moved forward before Oral Communication, item 26 was postponed to the June agenda, and new agenda item 35 was added. After these changes, it was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the revised May 22, 2017 meeting agenda:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

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

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

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

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

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

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras thanked the Friends Foundation for hosting the volunteer lunch, recognized staff efforts in preparing the Love Placentia's project to set up our Summer Reading Program "Reading by Design" decorations throughout the library.

Library Director Contreras also recognized Yesenia Baltierra for continuing to also oversee the Support Services department until a new manager is hired, and promoted upcoming community events. (Item 7)

FRIENDS FOUNDATION REPORT

Ginny Sanatar of the Placentia Library Friends Foundation provided an update on Maria Kalman’s recovery and reported that they have five new board members, all under age thirty. Bunny Lynch is retiring as Treasurer, and being replaced by Lorry Dietz. Daniel Kim is stepping down as Corresponding Secretary, and being replaced by Sheila Jordan. (Item 8)

CONSENT CALENDAR

After clarification of April report details, it was moved by Trustee Minter and seconded by Secretary Martin to approve Agenda Items 9-22. A roll call vote was taken:

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

MINUTES for APRIL 17, 2017 BOARD MEETING

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

CASH FLOW ANALYSIS and TREASURER’S REPORTS

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

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

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

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

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

NEW BUSINESS

PRESENTATION OF ENERGY EFFICIENT PROPOSALS

The District is planning for the Centennial Renovation project. Representatives from Johnson Control, Inc. and Mr. Harry Prouty, President of Broadway Industries, Inc., with 35 years of experience, presented proposals for the District's energy efficiency projects, including updating lights to LED standards, installing rooftop solar photo voltaic (PV) panels and replacing the HVAC and the building automation (BAS) control systems. Fiscal Impact: \$500,000 - \$1.5M. No Action was required by trustees at this time, with further discussion at the June board meeting. (Item 23)

STATUS PRESENTATION: PROGRESS OF THE CENTENNIAL RENOVATION PROJECT

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

PRESENTATION OF FY 2015-2016 FINANCIAL AUDIT

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

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

STAFF PRESENTATION OF LIBRARY DATABASE RESOURCES

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

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

Library Director Contreras presented the opportunity for a Trustee to be nominated for the position of Secretary on the Executive Committee of the Independent Special Districts of Orange County (ISDOC). After discussion, no Trustees were not interested in being nominated. (Item 27)

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

Library Director Contreras presented a travel authorization request for the Library Director and three (3) staff to attend the California Library Association (CLA) Annual Conference being held in Riverside, California, from November 2-5, 2017. This year, the District submitted two proposals in collaboration with Sacramento Public Library, San Diego Public Library, Mission Viejo Public Library, and Redwood Public

Library. Fiscal Impact: \$1,100 per attendee. It was moved by Secretary Martin and seconded by Trustee Shkoler to approve this travel request. Trustee Minter requested staff be encouraged to also attend the Public Library Association annual conference. (Item 28)

A roll call vote was taken:

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

FUNDS REQUEST FOR ANNUAL STAFF APPRECIATION & RECOGNITION EVENT

Library staff will present a request to the Placentia Library Friends Foundation (PLFF) for \$3,500 for the 2017 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. This year's event will be an outdoor picnic theme for staff and their families. Library Director Contreras requests an additional \$2,000 towards the function to cover expenses beyond the PLFF's donation. Fiscal Impact: \$2,000. It was moved by Trustee Minter and seconded by Trustee Shkoler to approve this travel request. (Item 29)

A roll call vote was taken:

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

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

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

NEW DATE FOR JUNE BOARD MEETING

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

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

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

A roll call vote was taken:

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

ADJOURNMENT

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

The next Library Board of Trustees meeting will be held on the unusual date of Wednesday, June 28, 2017 at 6:30pm. A Budget Work Session will be held prior to this board meeting at 5:30pm.

Gayle Carline, President
Library Board of Trustees

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



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Placentia Library District
Check Register
May 2017

Type	Date	Num	Name	Memo	Amount
Check	05/02/2017	9000	Placentia Women's Round Table	Luncheon 05-03-17	-30.00
Bill Pmt -Check	05/04/2017	9001	BankCard Center-Bank of the West	April Exp	-4,687.17
Bill Pmt -Check	05/05/2017	9002	Baker & Taylor	Books	-530.54
Bill Pmt -Check	05/05/2017	9003	Brea Electric	Acces point work	-1,690.00
Bill Pmt -Check	05/05/2017	9004	Cintas	supplies	-312.27
Bill Pmt -Check	05/05/2017	9005	Diane R. Warner	reimb	-33.73
Bill Pmt -Check	05/05/2017	9006	Gerald L Edwards	May 13 Event	-200.00
Bill Pmt -Check	05/05/2017	9007	Midwest Tape	DVD/ABD	-430.35
Bill Pmt -Check	05/05/2017	9008	OCLC	FY 2017-18 membership ILLWorld	-250.00
Bill Pmt -Check	05/05/2017	9009	Pitney Bowes Purchase Power	Postage	-820.99
Bill Pmt -Check	05/05/2017	9010	Placentia-Yorba Linda Unified School Dist	Library Week adds	-365.67
Bill Pmt -Check	05/05/2017	9011	Public Agency Reirement Services	4/14-4/27/2017	-1,860.40
Bill Pmt -Check	05/05/2017	9012	Republic Services	4/01-06/30	-50.76
Bill Pmt -Check	05/05/2017	9013	Staples Advantage	supplies/paper	-224.04
Bill Pmt -Check	05/12/2017	9014	Baker & Taylor	Books	-3,485.16
Bill Pmt -Check	05/12/2017	9015	BankCard Center-Bank of the West	April	-7,683.59
Bill Pmt -Check	05/12/2017	9016	Cintas	Supplies	-629.52
Bill Pmt -Check	05/12/2017	9017	Jo Anne Martin	June ALA Conf Reimb	-1,169.72
Bill Pmt -Check	05/12/2017	9018	Marina Tutty	March-April Svcs	-3,097.50
Bill Pmt -Check	05/12/2017	9019	Master Janitorial Services	May and mold svc	-3,310.00
Bill Pmt -Check	05/12/2017	9020	Michelle Meades	Cookies Reimb	-6.00
Bill Pmt -Check	05/12/2017	9021	Midwest Tape	DVD/ABD	-373.55
Bill Pmt -Check	05/12/2017	9022	Minuteman Press	500 letterhead	-247.83
Bill Pmt -Check	05/12/2017	9023	OverDrive	eBooks	-2,110.20
Bill Pmt -Check	05/12/2017	9024	PYLUSD Transportation	3rd Grade Trip	-146.00
Bill Pmt -Check	05/12/2017	9025	Republic Services	recycle April	-134.30
Bill Pmt -Check	05/12/2017	9026	SDRMA	June	-17,080.55
Bill Pmt -Check	05/12/2017	9027	Staples Advantage	Supplies	-68.72
Bill Pmt -Check	05/12/2017	9028	Time Warner Cable	May Svcs	-644.83
Bill Pmt -Check	05/12/2017	9029	White Nelson Diehl Evans LLP	Interim billing FY 15-16	-4,000.00
Check	05/12/2017	9030	Placentia Library District	Pri 5/17	-50,000.00
Bill Pmt -Check	05/19/2017	9031	Baker & Taylor	Books	-2,868.35
Bill Pmt -Check	05/19/2017	9032	CALNET3	May Svcs	-365.75
Bill Pmt -Check	05/19/2017	9033	Cintas	supplies	-504.44
Bill Pmt -Check	05/19/2017	9034	Eartel	phone mailbox repair	-150.00
Bill Pmt -Check	05/19/2017	9035	Employment Development Dept.	H Alexan	-99.00
Bill Pmt -Check	05/19/2017	9036	Fernando Maldonado	reimb PTAC supplies	-59.93
Bill Pmt -Check	05/19/2017	9037	Golden State Water Company	29934100008/3/21420	-677.31
Bill Pmt -Check	05/19/2017	9038	Legacy Integrative Solutions	PE 4/25/2017	-1,532.98
Bill Pmt -Check	05/19/2017	9039	Michelle Meades	reimb SRP	-40.00
Bill Pmt -Check	05/19/2017	9040	Midwest Tape	DVD/ABD	-760.07
Bill Pmt -Check	05/19/2017	9041	OverDrive	eBooks	-349.95
Bill Pmt -Check	05/19/2017	9042	Pitney Bowes Purchase Power	A/C 0010389860	-131.86
Bill Pmt -Check	05/19/2017	9043	ProLiteracy Membership Program	Annual Membership	-49.00
Bill Pmt -Check	05/19/2017	9044	Public Agency Reirement Services	PP 4/28-5/11	-1,904.54
Bill Pmt -Check	05/19/2017	9045	The Computer Tutor	5/2,5/9,5/16,5/23 Courses	-260.00
Bill Pmt -Check	05/19/2017	9046	Tim Worden	mileage reimb	-15.94
Check	05/19/2017	9047	Placentia Library District	Pri 6/14	-50,000.00
Bill Pmt -Check	05/26/2017	9048	Baker & Taylor	Books	-3,219.75
Bill Pmt -Check	05/26/2017	9049	Bear State	Chiller not working	-355.00
Bill Pmt -Check	05/26/2017	9050	Cintas	Supplies	-345.27

Placentia Library District
Check Register
May 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/26/2017	9051	Click Consulting	Comptrs and Mo Svc	-24,778.31
Bill Pmt -Check	05/26/2017	9052	Diane R. Warner	reimb	-38.49
Bill Pmt -Check	05/26/2017	9053	Eagle Multi Media Productions	CAT extender/cables	-88.99
Bill Pmt -Check	05/26/2017	9054	Glasby Maintenance Supply	supplies	-69.97
Bill Pmt -Check	05/26/2017	9055	Jeanette Contreras	ALA Reimb	-4,503.26
Bill Pmt -Check	05/26/2017	9056	Jo Anne Martin	ALA flight reimb	-506.02
Bill Pmt -Check	05/26/2017	9057	Margo's Flowers	G Wood	-63.88
Bill Pmt -Check	05/26/2017	9058	Midwest Tape	DVD/ABD	-357.17
Bill Pmt -Check	05/26/2017	9059	OverDrive	eBooks	-528.63
Bill Pmt -Check	05/26/2017	9060	Placentia Library Foundation	May reimb	-77.55
Bill Pmt -Check	05/26/2017	9061	Sally Lynch	04/25,05/02,05/09 Classes	-200.00
Bill Pmt -Check	05/26/2017	9062	Staples Advantage	Supplies/Paper	-358.70
Bill Pmt -Check	05/26/2017	9063	The Gas Company	04/17-05/15/17	-613.57
Bill Pmt -Check	05/26/2017	9064	Theodore Gordon	6 Yoga Classes	-270.00
Bill Pmt -Check	05/26/2017	9065	Unique Management Services, Inc.	April Placements	-44.75
Check	05/30/2017	9066	Sophie's Donuts	Balance Due on order for 06-01-17	-89.92
TOTAL					-201,951.74

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

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

DATE: June 28, 2017

Fiscal Year 2016-2017	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/17	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	2,530,750.86
04/30/17	2,532,566.89
5/31/2017	2,487,334.78
6/30/2017	
General	
Reserves	414,789.10
Impact Fees	620,037.82

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 28, 2017

Summary of Cash and Investments as of May 31, 2017

Cash with Orange County Treasurer Fund 707	2,487,334.78
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	620,037.82
General Fund Checking – Bank of the West	1,421,832.24
General Fund Savings – Bank of the West	251,905.46
Payroll Checking – Wells Fargo Bank	71,992.65
Total Cash and Investments	4,233,065.13

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
May 31, 2017

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	2,175,690	137,821.90	106.8%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	5,289	5,288.77	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	4,188	(9,068.40)	31.6%
6280		Property Taxes - Curr Supplemental	65,732	18,811	(46,921.15)	28.6%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	18,879	18,878.95	100%
6540		Penalties & Costs on Delinq Taxes	1,014	545	(468.79)	53.8%
		Sub Total	2,178,622	2,274,165	95,543.48	104.4%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,720	17,708	11,988.33	309.6%
		Sub Total	5,720	17,708	11,988.33	309.6%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	46,617	37,824.83	530.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	46,617	35,824.83	432.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		33,213		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	36,695	(8,305.00)	81.5%
		Fines & Fees	45,000	44,051	(949.27)	97.9%
		Passport/Photos	125,000	213,117	88,117.00	170.5%
		Meeting Room Fees	5,000	2,685	(2,315.00)	53.7%
		Test Proctor	7,000	6,850	(150.00)	97.9%
		Sub Total	227,700	303,398	75,697.73	133.2%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	2,641,888	219,054.37	109%
		FY 14/15 Funds Available	70,000			
TOTAL REVENUES FY 16/17:						
			2,492,834	2,641,888	149,054.37	106.0%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

May 31, 2017

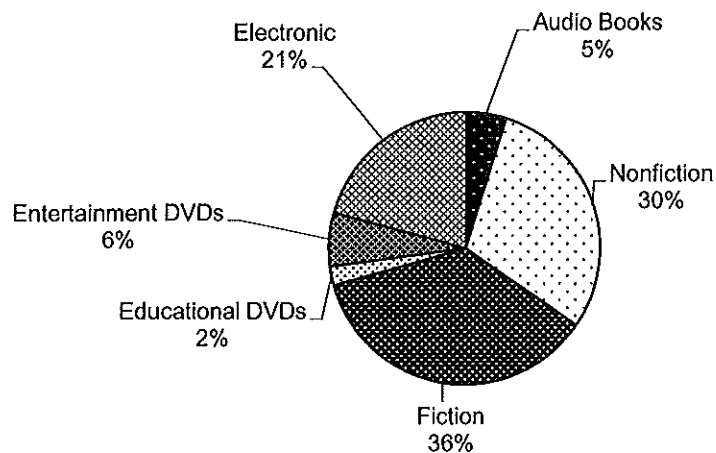
83.3% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	1,178,517	0.96	\$48,930
0200	Retirement	46,549	41,661	0.89	\$4,888
0301	Unemployment Insurance	0	99	0.00	-\$99
0306	Health Insurance	210,543	135,548	0.64	\$74,995
0306-0770	Employee Assistance Program	715	60	0.08	\$655
0308	Dental Insurance	12,833	11,033	0.86	\$1,800
0309	Life Insurance	7,320	6,652	0.91	\$668
0310	AD & D Insurance	4,627	3,677	0.79	\$950
0319	Vision Insurance	2,526	2,255	0.89	\$271
0350	Workers' Compensation Insurance	12,000	12,628	1.05	-\$628
	TOTAL	\$1,524,560	\$1,392,129	0.91	\$132,431
SERVICES & SUPPLIES					
0700	Communications	23,000	11,756	0.51	\$11,244
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	31,083	1.55	-\$11,083
1100	Library Insurance	15,000	11,054	0.74	\$3,946
1300	Maintenance, Equipment	32,000	23,594	0.74	\$8,406
1400	Maintenance, Buildings & Improvements	106,700	70,539	0.66	\$36,161
1600	Memberships	9,000	5,313	0.59	\$3,687
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	54,020	1.13	-\$6,020
1803	Postage	14,000	11,437	0.82	\$2,563
1900	Prof./Specialized Services	206,100	201,596	0.98	\$4,504
1912	Investment Administrative Fees	1,700	13,160	7.74	-\$11,460
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	173,301	0.59	\$120,873
2600	Transportation & Travel	4,500	565	0.13	\$3,935
2700	Meetings	19,500	34,220	1.75	-\$14,720
2800	Utilities	87,500	72,247	0.83	\$15,253
	TOTAL	\$887,274	\$713,886	0.80	\$173,388
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$10,452	0.95	\$548
	OPERATING EXPENSES	\$2,422,834	\$2,116,467	0.87	\$306,367
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$32,371	0.54	\$27,629
4200	Structures/Improvements	10,000	\$16,023	1.60	-\$6,023
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$48,394	0.69	\$21,606
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$2,164,861	0.87	\$327,973
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$620,038	\$41,213	0.07	\$578,825
	Grants	\$35,000	\$36,695	0.00	-\$1,695

Placentia Library District

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

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$57,090	3263	3485	\$83,081	4490	5049
Total Non-Fiction	\$46,841	2098	3011	\$57,133	2238	3159
Total Electronic	\$32,788	1099	0	\$53,259	881	0
Total Audio Books	\$7,726	168	168	\$12,393	283	283
Total Educational DVDs	\$3,549	108	109	\$4,204	130	134
Total Entertainment DVDs	\$10,069	260	372	\$12,095	437	562
YTD TOTAL MATERIALS	\$158,063	6996	7145	\$222,165	8459	9187
Budget	\$255,700			\$249,174		
% Spent YTD	62%			89%		



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.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for May 2017

DATE: June 28, 2017

Net Revenue Summary for May 2017

	May-17	May-16	YTD 2016-2017	YTD 2015-2016
Passport	26,273	18,309	170,244	141,073
Passport Photos	6,170	6,665	42,873	34,693
Test Proctor	800	1,100	6,850	8,400
Meeting Room	0	20	2,685	3,622
Total	33,243	26,094	222,652	187,788



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: Personnel Report for MAY 2017

DATE: June 28, 2017

			YTD	YTD
	May-17	May-16	2016-2017	2015-2016
Separation	0	1	2	2
Retirement	0	0	0	0
Appointments	0	3	8	4
Open Positions	4	2	7	2
Workers' Compensation Leave	0	0	0	0
Total	4	6	17	8

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None

OPEN POSITIONS: Support Services Manager
 Business Manager
 (4) SUB Library Aide, Passports
 SUB Library Assistant



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Circulation Activity Report: **May 2017**
DATE: **June 28, 2017**

<u>CIRCULATION</u>	May-17	May-16	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	246	260	3,249	3,536	-8.1%
Total Circulation	21,433	22,164	253,976	267,355	-5.0%
Total Active Borrowers*	7,707	8,037			
Attendance	31,875	24,479	289,039	282,359	2.4%
Adult Fiction	2,526	2,610	30,140	33,030	-8.7%
Adult Nonfiction	1,712	1,543	21,032	23,503	-10.5%
Adult Magazines	135	94	1,490	2,325	-35.9%
Adult Music CDs	143	121	1,374	1,746	-21.3%
Adult Audio Books	467	608	5,822	6,762	-13.9%
Adult DVDs**	2,378	2,391	24,523	20,614	19.0%
JV Fiction	8,954	6,722	108,842	117,534	-7.4%
YA Fiction	983	756	13,768	15,486	-11.1%
JV Nonfiction	1,987	1,199	24,672	24,733	-0.2%
YA Nonfiction	456	54	1,583	1,077	47.0%
JV Magazines	1	5	129	42	207.1%
JV Music CDs	38	27	261	301	-13.3%
JV Audio Books	88	68	647	747	-13.4%
JV DVDs**	1,471	1,529	16,302	15,784	3.3%
Video Games	75	28	898	296	203.4%

* YTD % change not applicable.

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

TEST PROCTORING

May 2017	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
16	22	138	168	-18%

PATRON COUNT

May-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00								0
11:00								0
12:00								0
1:00								0
2:00								0
3:00								0
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	0	0	0	0	0	29276

Open 30 days; Closed 1 day (8 hours). Gate count issue awaiting repair

May 2017	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change	Hours Open	Average Per Hour	Open 30 days
29,276	23,371	153,800	150,510	2%	278	105	

Outside Gate Counts	
Adult Programs	187
Children/Teen Programs	2317
Meeting Room Rentals	95
TOTAL	2599

Library Attendance Total
31,875

PASSPORTS

May-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		4	7	3	5	2	31	52
10:00		4	10	8	2	5	37	66
11:00		4	8	5	4	1	37	59
12:00		8	14	5	2	4	37	70
1:00	46	10	9	6	5	12	37	125
2:00	47	7	11	17	7	19	37	145
3:00	47	19	18	18	21	15	28	166
4:00	22	25	22	14	20	1	14	118
5:00		28	29	28	23			108
6:00		23	24	31	22			100
7:00		5	19	6	7			37
DAY TOTALS	162	137	171	141	118	59	258	1046

May 2017	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
1046	820	6905	5802	16%

STAFF ACTIVITY

- Katie, Tim, Beatrice, Estella, Victor, and Laura attended the Support Services Staff meeting on May 17th.
- Katie and Tim attended Friday Huddle on May 5th, 12th, 19th, and 26th.
- Katie and Jesse participated in a conference call with Anaheim Library technology staff on May 1st.
- Katie attended the Adult Services Department meeting to learn about the Summer Reading Program computer registration on May 22nd.
- Staff provided Setup/Take Down in the Meeting Room: 40 set-ups/ 40 breakdowns
- Meeting Room rentals patron count: 95
- Laura did the bank deposits on May 9th, 16th, 24th and 30th
- Tim designed fliers and publicity materials for library programs including Top Drone, Popotillo Straw Art, Gardening by Design, the Weekly Challenge, the Summer Reading Program, the Summer Reading Celebration, Write Your Life Story, Wacky Wednesdays, Exploring Needlework Techniques and the June and July calendars.
- Estella participated in the interviews for substitute library aides on May 25th.
- Tim filmed a Literacy workshop on May 13th.
- Tim created an instructions manual to help staff connect and troubleshoot issues for the Meeting Room projector and laptop.
- Laura, Katie, Beatrice, Victor, and Tim attended the Staff meeting on May 23rd.
- Victor is working on a discard manual.
- Katie set-up codes in Horizon to prepare for the addition of items to the new Placentia Library of Things collection.
- Tim photographed a third grade class visit and posted the pictures on social media at the library and Civic Center on May 3rd.
- Tim attended the Mental Health Training on May 6th.
- Tim photographed the library's drones and created a checklist style document showing what equipment comes in each type of drone patrons can check out, for the Library of Things collection.

ONGOING PROJECTS

- Passport agents are coordinating Passport Campaign.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia - Shared Maintenance Costs through MAY 2017
DATE: June 28, 2017

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

**CITY OF PLACENTIA
 INVOICES**

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

** City Billing
 Not Received*

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



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for May 2017

DATE: June 28, 2017

Accomplishments

- Interviewed candidates for the Library Aide position.
- Worked on a marketing campaign for the California Library Association (CLA) Leadership Development Committee to recruit potential candidate and promote voter turnout for the upcoming CLA election.
- Participated in the planning of the Rotary Club's Cowabunga fundraiser in June.
- Created the recruitment flyer for the Business Manager and promotional materials for the Placentia Library Friends Foundation.
- Rejoined the Rotary Club of Placentia and assigned to the Valencia High School Interact Club. Met with the new Interact Club board and began conversations about the 2017-2018 plans.

Meetings

- Library Board of Trustees – May 22nd
- PLFF – May 8th
- Friday Huddles – May 5th, 12th, 19th
- Staff Meeting – May 23rd
- Accountant – May 22nd
- Police Chief – May 25th
- H.I.S. House – May 25th, 31st
- Rotary – May 3rd, 10th, 17th, 24th, 27th, 31st
- Chamber of Commerce – May 18th
- Placentia Yorba Linda Unified School District Superintendent – May 26th
- Southern California Edison – May 31st

Community Function / Training / Conference

- Literacy Promotion and Recognition – May 24th
- Kiwanis 5th Anniversary – May 25th



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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 May 2017
DATE: June 28, 2017

MONTHLY STATISTICS

Children's Reference

	May 2017	May 2016	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	571	812	6,266	5,949	5.33%
Reference--telephone	13	33	278	397	-29.97%
Total Reference	584	845	6,544	6,346	3.12%
Total Number of Programs	47	27	435	437	-0.46%
Total Programs Attendance	2,530	842	18,713	16,012	16.87%

Children’s Services Programs

Children's Services Programs	May	May	May	May	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2017	2017	2016	2016	2016-17	2016-17	2015-16	2015-16	15/16 - 16/17	15/16 - 16/17
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
Ongoing Programs										
0-2 year old Storytime Classes	6	242	-	-	72	3,392	74	3,758	-2.70%	-9.74%
3-6 year old Storytime Classes	3	42	-	-	43	895	74	1,669	-41.89%	-46.38%
Music Classes	3	149	-	-	36	1,475	37	1,465	-2.70%	0.68%
Read to the Dogs	1	42	1	35	11	493	11	263	0.00%	87.45%
Master Builders Club	-	-	-	-	9	217	9	291	0.00%	-25.43%
Sensational Saturdays	1	15	1	51	9	305	9	327	0.00%	-6.73%
Homework Club	18	279	17	119	133	2,226	138	1,826	-3.62%	21.91%
PTAC (Placentia Teen Advisory Council)	2	50	2	31	22	441	21	316	4.76%	39.56%
PLD Collaboratory	1	15	1	6	10	59	3	50	233.33%	18.00%
The Vault	1	4	1	15	6	39	2	32	200.00%	21.88%
Teen Practice Exams	-	-	-	-	3	37	2	47	50.00%	-21.28%
Special Programs										
Outreach	6	1,558	3	582	18	3,060	9	1,674	100.00%	82.80%
School Visits	-	-	-	-	-	-	1	25	-100.00%	-100.00%
Library Tours	1	97	-	-	4	142	-	-	100%	100.00%
Bilingual Programs	-	-	-	-	5	359	3	205	66.67%	75.12%
Seasonal Programs	-	-	1	3	17	2,599	18	1,860	-5.56%	39.73%
Teen Programs	4	37	-	-	24	236	12	209	100.00%	12.92%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
Totals	47	2,530	27	842	435	18,713	437	16,012	-0.46%	16.87%

ACHIEVEMENTS

- Lori Worden spoke at these schools about the Summer Reading Program to encourage children to read and register for this year's program: Topaz Elementary, Van Buren Elementary, Ruby Dr. Elementary and Morse Elementary.
- Lori Worden conducted Children's Department tours for all Sierra Vista 3rd grade students on May 3rd.
- Brenda Ramirez presented a SRP school visit at Ruby Dr. Elementary School on May 16th.

MEETINGS

- Fernando Maldonado, Brenda Ramirez, and Lori Worden attended the Public Services Team Meeting on Monday May 1st.
- Fernando Maldonado attended Placentia Teen Center Building/Garden meeting on Thursday May 11th.
- Fernando Maldonado participated in SRP Website development meeting with Wendy Townsend and Michelle Meades on Monday May 22nd.
- Fernando Maldonado met with Wendy Townsend and Michelle Meades for training on the Reading by Design website on May 15th.
- Fernando Maldonado met with Michelle Meades to discuss SRP volunteer duties on May 18th.
- Lori Worden met to discuss SRP decorations with Wendy Townsend and Coleen Wakai on May 25th.
- Jennifer Rydberg met with Brenda Ramirez on May 3rd and May 15th.
- Jennifer Rydberg attended the SRP Website Development Meeting on Monday, May 22nd.
- Jennifer Rydberg, Joseph Nguyen, Fernando Maldonado, Brenda Ramirez, and Lori Worden attended Children's Services Meeting on, May 22nd.
- Brenda Ramirez met with Lori Worden on May 31st.
- Brenda Ramirez met with Fernando Maldonado on May 15th.
- Brenda Ramirez met with Yesenia Baltierra and Wendy Townsend on May 10th and 24th.
- Brenda Ramirez attended the SRC committee meeting on May 17th and 31st.
- Brenda Ramirez met with Wendy Townsend on May 1st and 15th.
- Brenda Ramirez met with Yesenia Baltierra on May 4th and 16th.
- Brenda Ramirez and Lori Worden attended the Staff Meeting on May 23rd.

PROFESSIONAL DEVELOPMENT

- Fernando Maldonado participated in Mental Health training on Saturday May 6th.
- Lori Worden and Brenda Ramirez participated in the RIPL webinar on May 31st.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for May 2017

DATE: June 28, 2017

MONTHLY STATISTICS

Reference Desk Activity

	May 2017	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1,762	1,393	16,570	10,464	58.35%
Reference -- telephone	896	636	7,001	3,597	94.63%
Reference -- email/chat	7	2	63	68	-7.35%
Technology assistance	50	387	2,879	2,867	0.42%
Guest passes	238	90	920	902	2.00%
Adult and Children's computer use (desktops)	2,357	2,632	27,384	33,810	-19.01%
Adult computer usage (desktop)	2,092	2,344	23,256	26,725	-12.98%
Public computer use (express laptops)	11	12	104	420	-75.24%

History Room Activity

	May 2017	May 2016	Y-T-D FY2016-17	Y-T-D FY2015-16	Y-T-D % change
History Room Visitors	109	5	200	102	96.08%

Volunteer Hours

	May 2017	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	12.25	21.5	103.25	311.5	-66.85%
PLFF	433.67	445.5	5182.92	5320.25	-2.58%
General Library	632	563	6502.72	5525.5	17.69%
Technology	0	9.5	195.75	127.75	53.23%
Homework Club	116.5	106.5	1040.5	790	31.71%
Adult Literacy Tutors	135.42	266.75	1470.75	1999.72	-26.45%
PTAC	69	60.75	693.72	662.38	4.73%
Total Volunteer Hours	1398.84	1473.5	15797.86	15803.2	-0.03%

Adult Services Programs

Type of Program	Number of Programs May	Attendance May	Number of Programs May	Attendance May	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2017	2017	2016	2016	FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	7	1	12	11	117	10	120	10.00%	-2.50%
Computer Workshops	4	48	2	22	28	274	22	193	27.27%	41.97%
Literacy Programs	8	79	5	55	71	536	59	512	20.34%	4.69%
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	9	26	6	20	62	128	40	119	55.00%	7.56%
Volunteer Programs	1	22	1	24	11	247	8	219	37.50%	12.79%
Health & Fitness Programs	4	65	5	92	34	699	27	443	25.93%	57.79%
Parenting Programs	0	0	0	0	0	0	5	27	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	3	178	4	133	-25.00%	33.83%
Educational Programs-varied topics	1	38	2	69	12	402	21	920	-42.86%	-56.30%
Outreach	2	106	2	17	9	285	35	376	-74.29%	-24.20%
Totals	30	391	24	311	245	3,288	226	3,386	8.41%	-2.89%

Adult Literacy		
	May 2017	May 2016
Number of Tutors	20	21
Number of Students	29	38
Total Number of Participants	49	59

Computer Literacy		
	May 2017	May 2016
Number of Tutors	3	2
Number of Students	3	2
Total Number of Participants	6	4

ACHIEVEMENTS

- Michelle Meades coordinated Excel Computer Workshop on May 2nd, 9th, 16th and 23rd.
- Michelle Meades coordinated the Civic Center field trip for Sierra Vista Elementary school on May 3rd.
- Coleen Wakai coordinated the Promotion & Recognition Celebration for Literacy on May 24th.
- Coleen Wakai coordinated the Conversation Club on May 5th, 12th, 19th and 26th.

- Coleen Wakai coordinated the Stress Reliever Adult Coloring Class on May 25th.
- Michelle Meades coordinated the LHLS on May 1st.
- Coleen Wakai coordinated ART-rageous workshop for Literacy students and tutors on May 2nd and 9th.
- Yesenia Baltierra led the Mental Health First Aide training on May 6th.
- Coleen Wakai coordinated Literacy Workshop on Picture Books on May 13th.
- Patricia Grimm coordinated a Literacy Orientation on May 20th.
- Michelle Meades and Fernando Maldonado coordinated the Volunteer Orientation on May 16th.
- Coleen Wakai submitted CLLS 2017-18 grant application on May 25th.
- Wendy Townsend coordinated the Book Club on May 9th.
- Wendy Townsend coordinated Yoga on May 23rd and 30th.
- Wendy Townsend coordinated the Mindful You program on May 20th.
- Wendy Townsend coordinated Adult Program Registration on May 20th.

MEETINGS

- Adult Services staff attended the Public Services Team Meeting led by Yesenia Baltierra on May 1st.
- Coleen Wakai attended the Kiwanis meeting May 4th.
- Coleen Wakai met with Sally Federman for Conversation Club training on May 12th and 26th.
- Coleen Wakai met with Orange Public Library Literacy Coordinator to begin a partnership on May 12th.
- Coleen Wakai met with Pat Grimm May 13th.
- Coleen Wakai met with new literacy tutors on May 4th and 18th.
- Patricia Grimm, Coleen Wakai and Wendy Townsend met on May 9th.
- Patricia Grimm met with Wendy Townsend on May 16th and May 31st.
- Michelle Meades and Wendy Townsend met on May 3rd, 17th, 24th, and 31st.
- Michelle Meades met with Mary Strazdas to discuss the history of Hug 'n Hearts in Placentia on May 11th.
- Michelle Meades, Wendy Townsend and Estella Wnek interviewed an EPP candidate on May 11th.
- Michelle Meades met with Charles Cauffman to discuss a History Room internship on May 11th.
- Michelle Meades met with Andrew Gonzalez to discuss Civic Center tours on May 17th and 30th.
- Michelle Meades met with Fernando Maldonado to discuss SRP volunteer duties on May 18th.
- Coleen Wakai met with Literacy intern, Linda C. on May 3rd and 10th.
- Jeannie Killianey and Wendy Townsend met on May 10th.
- Wendy Townsend and Coleen Wakai met on May 5th, 12th and 26th.
- Michelle Meades attended the Placentia Historical Committee meeting on May 23rd.
- Wendy Townsend attended the SLS meeting on May 2nd.
- Wendy Townsend and Coleen Wakai interviewed a new Tai Chi instructor on May 3rd.
- Wendy Townsend met with Reading by Design on May 4th and 18th.
- Wendy Townsend attended Kiwanis meetings on May 4th, 11th, 18th and 25th.
- Wendy Townsend and Yesenia Baltierra met on May 5th and 10th.
- Wendy Townsend and Yesenia Baltierra attended the Supervisors meeting on May 10th and 24th.
- Wendy Townsend and Brenda Ramirez met on May 1st and 15th.
- Wendy Townsend, Coleen Wakai and Lori Worden met to discuss SRP decorations on May 25th.
- Wendy Townsend, Michelle Meades, Jeannie Killianey and Patricia Grimm attended the Adult Services meeting on May 22nd.
- Wendy Townsend and Yesenia Baltierra attended the SRC committee meeting on May 17th and 31st.
- Wendy Townsend and Yesenia Baltierra participated in the Public Services sub interviews on May 25th.
- Michelle Meades, Yesenia Baltierra, and Wendy Townsend attended the staff meeting on May 23.
- Wendy Townsend met with Michelle Meades and Fernando Maldonado for training on the Reading by Design website on May 15th.

- Yesenia Baltierra attended the Get Healthy Placentia meeting on May 1st.
- Yesenia Baltierra attended the OC Hispanic Chamber of Commerce meeting on May 5th.
- Yesenia Baltierra attended the PCC meeting on May 16th.
- Yesenia Baltierra attended the Support Services meeting on May 17th.
- Yesenia Baltierra met with Elizabeth Tande on May 23rd.
- Yesenia Baltierra attended Kiwanis 5th Anniversary Celebration on May 25th.
- Yesenia Baltierra met with Wendy Townsend and Katie Matas on May 24th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended the VolunteerMatch Volunteer Engagement webinar on May 9th.
- Michelle Meades watched the webinar on the Zinio for Libraries app on May 25th.
- Michelle Meades, Yesenia Baltierra and Wendy Townsend attended the RIPL introductory webinar on May 31st.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for May 2017

DATE: June 28, 2017

On-line database usage

	May 2017	Onsite Usage 1/17	Remote Usage 1/17	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	14,408	N/A	N/A	14,901	157,880	160,976	-2%
General Reference Center	66	66	1	37	454	669	-32%
Biography In Context	472	468	8	37	1,635	1,934	-15%
Opposing Viewpoints	159	159	0	201	1,488	3,159	-53%
Consumer Reports (new July 2016)	30	N/A	N/A	N/A	1,242	NA	NA
Freegal	1,107	N/A	N/A	1,215	12,572	12,141	4%
Heritage Quest	1,160	N/A	N/A	512	7,765	8,272	-6%
Novelist	40	N/A	N/A	16	450	445	1%
Public Library Core Collection							
Nonfiction (new June 2015 staff use only)	0	N/A	N/A	696	1,416	4,716	-70%
Pronunciator (new Sept. 2014)	17	N/A	N/A	85	631	1,029	-39%
ABC Mouse (new Sept. 2014)	269	N/A	N/A	32	2,482	894	178%
Career Cruising (new June 2015)	6	N/A	N/A	4	23	46	-50%
Tumblebooks	247	N/A	N/A	157	2,117	1,347	57%
Reference USA	220	N/A	N/A	137	2,161	2,012	7%
Enki (new Oct. 2014)	5	N/A	N/A	3	20	24	-17%
Hoopla (new May 2015)	615	N/A	N/A	294	4,928	2,023	144%
Overdrive e-books	1,164	N/A	N/A	1,016	11,050	10,695	3%
Overdrive audio books	713	N/A	N/A	651	7,246	5,797	25%
Zinio (new Oct. 2014)	76	N/A	N/A	72	871	786	11%
TOTAL DATABASE USAGE	20,774	693	9	20,066	216,431	216,965	0%

Website Traffic

	May 2017	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	12,094	13,526	135,799	136,863	-1%
Page Hits	20,433	23,177	224,836	229,985	-2%
Users	5,654	6,174	63,118	62,104	2%
Pages/Session	1.69	1.71	N/A	N/A	N/A
Avg. Session Duration	00:02:49	0:02:56	N/A	N/A	N/A
% New Sessions	38	37	N/A	N/A	N/A

Computer & Online Resource Use

	May 2017	May 2018	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Residents	1,253	1,270	14,928	14,750	1%
Non-Placentia Residents	889	965	10,509	10,043	5%
Total	2,142	2,235	25,437	24,793	3%

Wifi Use

	May 2017	May 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
	2,533	2,478	28,040	24,893	13%
Total	2,533	2,478	28,040	24,893	13%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize the Board President to Sign an Agreement with Johnson Controls, Inc. for Energy Efficiency Project

DATE: June 28, 2017

BACKGROUND

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

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

At the May 22, 2017 Board meeting, Johnson Controls, Inc. and Broadway Industries, Inc./Bear State presented proposals for HVAC work. Johnson Controls' proposals also included LED lighting and solar panels. Since the May 22, 2017 meeting, the Library Director has been communicating with Johnson & Broadway to address issues and concerns that were raised by the Library Board of Trustees, including project costs for a separate meter from the City and a project that would include both Johnson Controls, Inc. and Bear State.

The project as brought forth by Johnson Controls, Inc. is designed so that there will be no new spending. The projected energy savings that will be accrued form the energy efficiency projects are used to pay off the borrowed money and Johnson Controls, Inc. contract. Johnson Controls, Inc. has guaranteed that the energy savings will be large enough to pay off the loan each month. If this is not the case, Johnson Controls will pay the balance.

The Library Board of Trustees can authorize a \$300,000 appropriation from the reserves to finance the initial contribution towards the energy efficiency project. Other financing options will be required to meet the financial obligations.

Attachment A is the Project Development Agreement.

Fiscal Impact: \$1-1.5M

RECOMMENDATIONS

1. Motion to authorize the Board President to sign an Agreement with Johnson Controls, Inc. for energy efficiency projects.
2. Authorization by a roll call vote.



**PROJECT DEVELOPMENT AGREEMENT
BETWEEN**

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

AND

Johnson Controls, Inc.
5770 Warland Drive
Cypress, CA 90630

THIS PROJECT DEVELOPMENT AGREEMENT (this "Agreement") is made and entered into in this ____ day of _____, 2017 by and between Placentia Library District ("PLD") and Johnson Controls, Inc. ("JCI").

The purpose of this Project Development Agreement (PDA) is to confirm the intent of the Placentia Library District (PLD) and Johnson Controls, Inc. (JCI) to enter into an Agreement to implement an Energy Services Performance Contract pursuant to California Public Resource Code 25008 and California Government Code 4217.10. The primary focus will be to implement a group of Facility Improvement Measures (FIM's) that collectively are self-funded by guaranteed savings. This Agreement will provide the basis of the scope of the projects, the obligations of both parties, the technical and financial requirements to be met and the intended outcome and timeline.

WHEREAS, the Placentia Library District desires to enter into an Energy Savings Performance Contract and initial Project Development Agreement for Self-Funded Energy Efficiency pursuant to California Public Resource Code 25008; and

WHEREAS, The Placentia Library District desires to retain JCI to perform the work specified in the Feasibility Study and initial Project Development Agreement; and

WHEREAS, The Placentia Library District is authorized and empowered pursuant to California Government Code Chapter 3.2. Energy Conservation Contracts, Section 4217.10-4217.18, and the Placentia Library District has complied with all requirements of said laws.

1. Scope of Work

It is the Parties' mutual understanding this Project Development Agreement is for the purpose of development of a final proposal (Energy Savings Performance Contract between JCI and the Placentia Library District), to be delivered to the Placentia Library District, for review of the scope of work.

Facilities evaluated as part of this this PDA shall include:

1. Placentia Library District Building, 411 E. Chapman Ave. Placentia, CA 92870

The scope of the proposed project shall include the following facility improvement measures (FIM's):

1. Roof-mounted Solar Photovoltaic System
2. Interior and Exterior Lighting Retrofit
3. HVAC
4. Building Automation System



At the completion of this PDA, the FIM's will be developed such that JCI will provide the following:

- a) A turnkey Energy Savings Performance Contract for the project which shall include a guaranteed maximum price, guaranteed energy savings, and non-guaranteed projections of any O&M savings for the project;
- b) A financial pro-forma that meets the financial metrics of being self-funding from energy and/or operational savings within the combined useful life of the measures;

2. Development Schedule

It is the intent and commitment of all parties identified in this Agreement to work diligently, and cause others under their direction to work diligently to achieve the Milestone Schedule identified herein:

Milestone*	Customer Completion Date
PLD Board approves Project Development Agreement	May 22, 2017
JCI commences development process	June 26, 2017
JCI presents results of project development and financing options	August 11, 2017
PLD approves installation agreement	September 11, 2017
JCI receives Notice to Proceed with construction	September 20, 2017

*These milestones may be modified by subsequent work plans mutually agreed upon by both parties.

3. Deliverables

Upon completion of the project development, JCI shall deliver to the Customer:

- a. A firm offer (Turnkey Energy Services Contract) by JCI to implement the project with a guaranteed maximum price and guaranteed savings.
- b. A written description of each FIM proposed to be implemented;
- c. A pro forma cash flow illustrating the financial viability of the proposed project. The pro forma will include applicable annual costs and savings that affect the project outcome such as electricity savings, natural gas savings, utility rebates, maintenance savings, and financing costs;
- d. A preliminary schedule for implementation of the project;
- e. A summary of the Measurement & Verification plan that will be used for guaranteeing the savings generated by the project;
- h. If the proposed project does not proceed to construction, JCI will provide work product to date which is developed during the PDA.



4. Records and Data

During project development, the Customer will furnish to JCI upon its request, accurate and complete data concerning current: equipment performance data if available; costs; budgets; facilities requirements; future projected loads; facility operating requirements; collective bargaining agreements; etc.

5. Preparation of Implementation Contract

JCI will develop the framework of the subsequent Implementation Agreement and the Financing Agreement if applicable. JCI and Customer shall work diligently during the project development to complete and populate contract documents. The form of the documents will vary depending on Customer requirements, state statute where applicable and JCI requirements, but where prudent shall utilize JCI standard documents.

6. Project Development Cost and Payment Terms

Customer agrees that the cost for JCI to provide project development services for this PDA is \$35,000 and is payable within 30 days after JCI provides the Deliverables identified herein. However, Customer will have no obligation to pay this amount if:

- a. JCI and the Customer enter into the Energy Savings Performance Contract for the proposed project within 60 days after JCI provides the Deliverables of the PDA. Costs for project development will be transferred to the total cost of the implementation Contract and be subject to the payment terms outlined in the Contract;
- b. The project fails to meet the financial criteria of being self-funding, inclusive of \$300,000 capital injection from Customer, within the combined useful life of the FIMs; in which case the Customer is not obligated to pay JCI for the cost of the development services.

7. Indemnity

JCI and the Customer agree that JCI shall be responsible only for such injury, loss, or damage caused by the intentional misconduct or the negligent act or omission of JCI. To the extent permitted by law, JCI and the Customer agree to indemnify and to hold each other, including their officers, agents, directors, and employees, harmless from all claims, demands, or suits of any kind, including all legal costs and attorney's fees, resulting from the intentional misconduct of their employees or any negligent act or omission by their employees or agents. Neither JCI nor the Customer will be responsible to the other for any special, indirect, or consequential damages.

8. Disputes

If a dispute arises under this Agreement, the parties shall promptly attempt in good faith to resolve the dispute by negotiation. All disputes not resolved by negotiation shall be resolved in accordance with the Commercial Rules of the American Arbitration Association in effect at the time, except as modified herein. All disputes shall be decided by a single arbitrator. A decision shall be rendered by the arbitrator no later than nine months after the demand for arbitration is filed, and the arbitrator shall state in writing the factual and legal basis for the award. No discovery shall be permitted. The arbitrator shall issue a scheduling order that shall not be modified except by the mutual agreement of the parties. Judgment may be entered upon the award in the highest State or Federal court having jurisdiction over the matter. The prevailing party shall recover all costs, including attorney's fees, incurred as a result of this dispute.



9. Confidentiality

This agreement creates a confidential relationship between JCI and Customer. Both parties acknowledge that while performing this Agreement, each will have access to confidential information, including but not limited to systems, services or planned services, suppliers, data, financial information, computer software, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, and other information relating to the other party ("Proprietary Information"). Except as authorized in writing both parties agree to keep all Proprietary Information confidential. JCI may only make copies of Proprietary Information necessary for performing its services. Upon cessation of services, termination, or expiration of this Agreement, or upon either party's request, whichever is earlier, both parties will return all such information and all documents, data and other materials in their control that contain or relate to such Proprietary Information.

JCI and Customer understand that this is a confidential project and agree to keep and maintain confidentiality regarding its undertaking of this project. JCI shall coordinate its services only through the designated Customer representative and shall provide information regarding this project to only those persons approved by Customer. JCI will be notified in writing of any changes in the designated Customer representative.

10. Miscellaneous Provisions

This Agreement cannot be assigned by either party without the prior written consent of the other party. This Agreement is the entire Agreement between JCI and the Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between JCI and the Customer. Any change or modification to this Agreement will not be effective unless made in writing. This written instrument must specifically indicate that it is an amendment, change, or modification to this Agreement.

This document represents the business intent of both parties and should be executed by the parties who would ultimately be signatory to a final agreement.

JOHNSON CONTROLS, INC.		CUSTOMER	
By	BRADLEY J HARLOW	By	JEANETTE CONTRERAS
Signature		Signature	
Title	AREA GENERAL MANAGER	Title	LIBRARY DIRECTOR
Date		Date	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for the Budget for Fiscal Year 2017-2019
DATE: June 28, 2017

BACKGROUND

The Fiscal Year 2017-2019 Budget for the General Fund was presented to and reviewed by the Library Board of Trustees at its May 22, 2017 Unusual Date Meeting and scheduled for Public Hearing at the Library Board's June 28, 2017 Unusual Date Meeting.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for Fiscal Year 2017-2019 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website.

Public Hearing

A Public Hearing needs to be conducted for the Proposed Budget for Fiscal Year 2017-2019 for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Budget Resolution

The Fiscal Year 2017-2019 Budget for all District Funds needs to be adopted by Resolution 17-01. Attachment B is Resolution 17-01.

Attachment C is the proposed Revenue for Fiscal Year 2017-2019.

Attachment D is the proposed Expenditures for Fiscal Year 2017-2019.

Attachment E is the proposed Salary Schedule for Fiscal Year 2017-2019.

RECOMMENDATIONS

1. Conduct Public Hearing on the Budget for Fiscal Year 2017-2019 as published.
2. Finalize Placentia Library District Budget for Fiscal Year 2017-2019.
3. Motion to read Resolution 17-01 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Budget for the Placentia Library District of Orange County.
4. Motion to adopt Resolution 17-01 by a roll call vote.

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 17-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
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 were reviewed at the Regular Date Meeting of the Board of Trustees on June 28, 2017; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for Fiscal Year 2017-2019, and implements such on July 1, 2017 as \$2,667,884 for Fiscal Year 2017-2018 and \$2,753,851 for Fiscal Year 2017-2019 for a total of \$5,421,735 for both fiscal years.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at an Unusual Date Meeting hereof held on the twenty-eighth day of June 2017.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of June 2017.

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

Placentia Library District

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

		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Object Code	Category	ACTUAL	ACTUAL	PROJECTED	PROPOSED	PROPOSED
4010	Current Secured	1,950,266	2,100,271	2,040,988	2,122,628	2,186,306
4030	Prior Secured					
	SUB-TOTAL CURRENT SECURED	1,950,266	2,100,271	2,040,988	2,122,628	2,186,306
4020	Current Unsecured	73,213	68,713	57,632	59,937	62,335
4040	Prior Unsecured	1,365	1,410	0	0	0
	SUB-TOTAL SECURED	74,578	70,123	57,632	59,937	62,335
4050	SUPPLEMENTAL -- CURRENT	53,738	50,904	65,732	68,361	71,096
4060	SUPPLEMENTAL -- PRIOR	614	1,034	0	17,186	0
4070	INTEREST ON UNNAPORT. TAX	0	0	0	0	0
4080	PENALTIES & COST ON DELIQ. TAX	335	312	1,014	1,055	1,097
4090	TAXES SPECIAL DIST. AUGMENTATION	8,213	8,294	8,688	9,036	9,397
4190	STATE - HOMEOWNERS PR TAX REFLIEF	14,112	14,096	46,617	48,482	50,421
	TOTAL PROPERTY TAX REVENUE	2,101,856	2,245,034	2,220,671	2,326,684	2,380,651
4210	State Grants			30,000	30,000	30,000
4220	Federal Grants					
4230	Other Governmental Agencies	27,694	2,000	2,000	0	20,000
	TOTAL GRANTS REVENUE	27,694	2,000	32,000	30,000	50,000
4310	Fines & Fees	52,613	51,160	45,700	0	0
4320	Passports	138,399	155,773	129,000	150,000	112,500
4330	Passport Pictures	28,787	38,222	29,524	30,000	12,000
4340	Meting Room	6,000	3,693	5,000	4,000	0
4350	Test Proctoring	7,750	9,350	7,000	7,000	2,500
	TOTAL SERVICE REVENUE	233,549	258,198	280,224	251,000	227,000
4410	PLFF Grants	50,584	72,826	36,000	51,000	37,000
4420	Newsletter Ads	700	700	0	700	700
4430	Other Revenue	0	0	2,318		50,000
	TOTAL MISCELLANEOUS REVENUE	51,284	73,526	38,318	51,700	87,700
4500 *	IMPACT FEES	52,984	119,227	41,213	10,000	10,000
4600	INTEREST	8,871	14,282	19,739	8,500	8,500
TOTAL REVENUE		2,423,254	2,593,040	2,590,952	2,667,884	2,753,851

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

OBJECT		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
CODE	DESCRIPTION	ACTUAL	ACTUAL	PROJECTED	PROPOSED	PROPOSED
5010	Salaries & Wages	1,028,332	1,042,047	1,147,469	1,323,473	1,293,801
5020	Payroll Taxes (SS & MEDICARE)	85,184	86,320	87,782	98,873	98,517
5030	Retirement (PARS)	41,133	45,229	48,154	51,324	54,382
5040	Unemployment Insurance	0	0	0	0	7,000
5050	Health Insurance	152,003	199,677	210,000	267,882	261,500
5064	Dental Insurance	12,244	9,086	12,900	17,240	17,240
5060	Life Insurance	6,663	6,081	6,200	8,370	8,020
5066	Long Term Disability Insurance	3,967	4,198	4,100	5,453	5,402
5068	Vision Insurance	2,202	2,177	2,581	3,341	3,240
5090	Employee Assistance Program	680	220	450	823	787
	TOTAL EMPLOYEE INSURANCE					
5070	Workers Compensation	22,478	16,936	12,628	13,832	13,832
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,354,886	1,411,971	1,532,264	1,790,611	1,763,721
		0.610	0.591	0.612	0.669	0.640
5100	Communications	14,337	15,198	23,000	35,000	24,000
5150	Household Expense	14,342	19,951	25,000	22,000	15,000
5099	Liability Insurance	12,001	11,813	15,000	15,000	15,000
5205	Maintenance - Equipment	27,547	32,312	40,000	30,000	20,000
5220-5280	Maintenance - Building & Grounds	78,546	79,166	110,000	106,000	85,000
	TOTAL MAINTENANCE EXPENSES	106,093	111,478	150,000	136,000	105,000
5290	Memberships	7,619	9,118	9,500	10,000	9,000

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

OBJECT	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
CODE DESCRIPTION	ACTUAL	ACTUAL	PROJECTED	PROPOSED	PROPOSED
5295 Miscellaneous Expense	647	762	1,000	1,000	2,500
TOTAL OFFICE SUPPLY &					
5300 POSTAGE EXPENSES	51,381	57,423	62,000	60,000	55,000
Anaheim Library Automated Library					
5405 System	34,000	33,500	34,000	34,000	34,000
5410 Library Board Consultants & Legal	12,000	15,000	10,000	10,000	10,000
5415 HR/Finance Services	10,000	0	10,000	2,000	2,000
5420 Audit & Accounting Services	14,500	15,000	17,000	18,000	20,000
5430 Computer Services	35,000	36,000	40,000	30,000	30,000
5440 Collection	2,500	2,500	2,500	2,500	2,500
5445 Payroll Preparation	7,500	7,500	7,800	7,000	6,500
5450 Bank Fees	200	200	200	200	200
5455 Election Expenses	18,000	0	22,000	0	20,000
5460 BankCard Fees	1,395	1,904	2,000	2,000	2,000
5465 Staff Training	500	500	2,000	1,000	3,000
5475 Employee Screening	750	750	1,000	750	750
Other Professional and Specialized					
5480 Services	42,415	102,856	29,000	50,000	50,000
TOTAL PROFESSIONAL AND					
SPECIALIZED SERVICES	178,760	215,710	177,500	157,450	180,950
5495 Programs	3,000	35,000	45,000	41,000	30,000
5510 Media					
5520 Books					
5530 Supplies Public Services					
5540 Electronic Subscriptions					
5550 Print Subscriptions					
TOTAL BOOKS/LIBRARY					
MATERIALS	246,000	258,899	249,000	264,689	282,480
5610 California Special District Association					
5620 California Library Association					
5630 American Library Association					
5640 Reforma					
5650 Public Library Association					

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

OBJECT	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
CODE DESCRIPTION	ACTUAL	ACTUAL	PROJECTED	PROPOSED	PROPOSED
5660 Legislative Days					
5670 Staff Development					
5680 Local Meetings					
5690 Meetings - Other					
TOTAL TRAVEL & MEETINGS	28,175	21,613	24,000	20,000	30,200
5700 Mileage/Parking	1,012	4,701	4,500	4,500	4,000
5810 Electric					
5820 Gas					
5830 Water					
TOTAL UTILITIES	81,512	85,792	87,500	88,000	77,000
TOTAL SUPPLIES & SERVICES	744,879	847,458	873,000	854,639	830,130
	0.34	0.35	0.35	0.32	0.30
1310 Building & Improvements	5,786	79,166	30,000	10,000	50,000
1320 Equipment & Furniture	104,506	41,424	60,000	10,000	100,000
6100 Taxes & Assessments	11,867	9,620	10,000	10,000	10,000
TOTAL FIXED ASSETS & TAXES	122,159	130,210	100,000	30,000	160,000
	0.05	0.05	0.04	0.01	0.06
TOTAL EXPENSES	2,221,924	2,389,639	2,505,264	2,675,250	2,753,851

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2017-2018
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE										
HR	11.24	11.52	11.81	12.10	12.41	12.72	13.03	13.36	13.69	14.38
PP	899.20	921.68	944.72	968.34	992.55	1,017.36	1,042.80	1,068.87	1,095.59	1,150.37
AN	23,379.20	23,963.68	24,562.77	25,176.84	25,806.26	26,451.42	27,112.70	27,790.52	28,485.29	29,909.55
MO	1,948.27	1,996.97	2,046.90	2,098.07	2,150.52	2,204.28	2,259.39	2,315.88	2,373.77	2,492.46
LIBRARY AIDE										
HR	14.35	14.71	15.08	15.45	15.84	16.24	16.64	17.06	17.48	18.36
PP	1,148.00	1,176.70	1,206.12	1,236.27	1,267.18	1,298.86	1,331.33	1,364.61	1,398.73	1,468.66
AN	29,848.00	30,594.20	31,359.06	32,143.03	32,946.61	33,770.27	34,614.53	35,479.89	36,366.89	38,185.23
MO	2,487.33	2,549.52	2,613.25	2,678.59	2,745.55	2,814.19	2,884.54	2,956.66	3,030.57	3,182.10
LIBRARY CLERK										
HR	17.91	18.36	18.82	19.29	19.77	20.26	20.77	21.29	21.82	22.91
PP	1,432.80	1,468.62	1,505.34	1,542.97	1,581.54	1,621.08	1,661.61	1,703.15	1,745.73	1,833.01
AN	37,252.80	38,184.12	39,138.72	40,117.19	41,120.12	42,148.12	43,201.83	44,281.87	45,388.92	47,658.37
MO	3,104.40	1,875.47	1,922.27	1,970.80	2,019.33	3,512.34	3,600.15	3,690.16	3,782.41	3,971.53
EMERGING TECHNOLOGIES ASS' HR										
HR	18.80	19.27	19.75	20.25	20.75	21.27	21.80	22.35	22.91	24.05
PP	1,504.00	1,541.60	1,580.14	1,619.64	1,660.13	1,701.64	1,744.18	1,787.78	1,832.48	1,924.10
AN	39,104.00	40,081.60	41,083.64	42,110.73	43,163.50	44,242.59	45,348.65	46,482.37	47,644.43	50,026.65
MO	3,258.67	3,340.13	3,423.64	3,509.23	3,596.96	3,686.88	3,779.05	3,873.53	3,970.37	4,168.89
LIBRARY ASSISTANT										
HR	22.18	22.73	23.30	23.89	24.48	25.09	25.72	26.37	27.02	28.38
PP	1,774.40	1,818.76	1,864.23	1,910.83	1,958.61	2,007.57	2,057.76	2,109.20	2,161.93	2,270.03
AN	46,134.40	47,287.76	48,469.95	49,681.70	50,923.75	52,196.84	53,501.76	54,839.30	56,210.29	59,020.80
MO	3,844.53	3,940.65	4,039.16	4,140.14	4,243.65	4,349.74	4,458.48	4,569.94	4,684.19	4,918.40
ADMINISTRATIVE ASSISTANT										
HR	23.85	24.45	25.06	25.68	26.33	26.98	27.66	28.35	29.06	30.51
PP	1,908.00	1,955.70	2,004.59	2,054.71	2,106.07	2,158.73	2,212.70	2,268.01	2,324.71	2,440.95
AN	49,608.00	50,848.20	52,119.41	53,422.39	54,757.95	56,126.90	57,530.07	58,968.32	60,442.53	63,464.66
MO	4,134.00	4,237.35	4,343.28	4,451.87	4,563.16	4,677.24	4,794.17	4,914.03	5,036.88	5,288.72
LIBRARIAN I										
HR	28.11	28.81	29.53	30.27	31.03	31.80	32.60	33.41	34.25	35.96
PP	2,248.80	2,305.02	2,362.65	2,421.71	2,482.25	2,544.31	2,607.92	2,673.12	2,739.94	2,876.94
AN	58,468.80	59,930.52	61,428.78	62,964.50	64,538.62	66,152.08	67,805.88	69,501.03	71,238.56	74,800.48
MO	4,872.40	4,994.21	5,119.07	5,247.04	5,378.22	5,512.67	5,650.49	5,791.75	5,936.55	6,233.37
SUPERVISING LIBRARIAN										
HR	32.83	33.65	34.49	35.35	36.24	37.14	38.07	39.02	40.00	42.00
PP	2,626.40	2,692.06	2,759.36	2,828.35	2,899.05	2,971.53	3,045.82	3,121.96	3,200.01	3,360.01
AN	68,286.40	69,993.56	71,743.40	73,536.98	75,375.41	77,259.79	79,191.29	81,171.07	83,200.35	87,360.37
MO	5,690.53	5,832.80	5,978.62	6,128.08	6,281.28	6,438.32	6,599.27	6,764.26	6,933.36	7,280.03

Signature _____ : Approved _____ Effective: July 1, 2017

Gayle Carline, President

March 2017

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2017-2018
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	131,258									
MO										
PUBLIC SERVICES MANAGER										
SUPPORT SERVICES MANAGER										
HR	40.92	41.94	42.99	44.07	45.17	46.30	47.45	48.64	49.86	52.35
PP	3,273.60	3,355.44	3,439.33	3,525.31	3,613.44	3,703.78	3,796.37	3,891.28	3,988.56	4,187.99
AN	85,113.60	87,241.44	89,422.48	91,658.04	93,949.49	96,298.23	98,705.68	101,173.32	103,702.66	#####
MO	7,092.80	7,270.12	7,451.87	7,638.17	7,829.12	8,024.85	8,225.47	8,431.11	8,641.89	9,073.98
BUSINESS MANAGER										
HR	34.38	35.24	36.12	37.02	37.95	38.90	39.87	40.87	41.89	43.98
PP	2,750.40	2,819.16	2,889.64	2,961.88	3,035.93	3,111.83	3,189.62	3,269.36	3,351.10	3,518.65
AN	71,510.40	73,298.16	75,130.61	77,008.88	78,934.10	80,907.45	82,930.14	85,003.39	87,128.48	91,484.90
MO	5,959.20	6,108.18	6,260.88	6,417.41	6,577.84	6,742.29	6,910.85	7,083.62	7,260.71	7,623.74

Signature _____: Approved

Gayle Carline, President

Effective: July 1, 2017

March 2017

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2018-2019
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
HR	14.05	14.40	14.76	15.13	15.51	15.90	16.29	16.70	17.12	17.97
PP	1,124.00	1,152.10	1,180.90	1,210.43	1,240.69	1,271.70	1,303.50	1,336.08	1,369.48	1,437.96
AN	29,224.00	29,954.60	30,703.47	31,471.05	32,257.83	33,064.27	33,890.88	34,738.15	35,606.61	37,386.94
MO	2,435.33	2,496.22	2,558.62	2,622.59	2,688.15	2,755.36	2,824.24	2,894.85	2,967.22	3,115.58
LIBRARY CLERK										
HR	16.63	17.05	17.47	17.91	18.36	18.82	19.29	19.77	20.26	21.28
PP	1,330.40	1,363.66	1,397.75	1,432.70	1,468.51	1,505.23	1,542.86	1,581.43	1,620.96	1,702.01
AN	34,590.40	35,455.16	36,341.54	37,250.08	38,181.33	39,135.86	40,114.26	41,117.12	42,145.04	44,252.30
MO	2,882.53	1,875.47	1,922.27	1,970.80	2,019.33	2,061.32	3,342.85	3,426.43	3,512.09	3,687.69
EMERGING TECHNOLOGIES ASS'										
HR	17.46	17.90	18.34	18.80	19.27	19.75	20.25	20.75	21.27	22.34
PP	1,396.80	1,431.72	1,467.51	1,504.20	1,541.81	1,580.35	1,619.86	1,660.36	1,701.87	1,786.96
AN	36,316.80	37,224.72	38,155.34	39,109.22	40,086.95	41,089.13	42,116.35	43,169.26	44,248.49	46,460.92
MO	3,026.40	3,102.06	3,179.61	3,259.10	3,340.58	3,424.09	3,509.70	3,597.44	3,687.37	3,871.74
LIBRARY ASSISTANT										
HR	22.32	22.88	23.45	24.04	24.64	25.25	25.88	26.53	27.19	28.55
PP	1,785.60	1,830.24	1,876.00	1,922.90	1,970.97	2,020.24	2,070.75	2,122.52	2,175.58	2,284.36
AN	46,425.60	47,586.24	48,775.90	49,995.29	51,245.18	52,526.31	53,839.46	55,185.45	56,565.09	59,393.34
MO	3,868.80	3,965.52	4,064.66	4,166.27	4,270.43	4,377.19	4,486.62	4,598.79	4,713.76	4,949.44
ADMINISTRATIVE ASSISTANT										
HR	23.85	24.45	25.06	25.68	26.33	26.98	27.66	28.35	29.06	30.51
PP	1,908.00	1,955.70	2,004.59	2,054.71	2,106.07	2,158.73	2,212.70	2,268.01	2,324.71	2,440.95
AN	49,608.00	50,848.20	52,119.41	53,422.39	54,757.95	56,126.90	57,530.07	58,968.32	60,442.53	63,464.66
MO	4,134.00	4,237.35	4,343.28	4,451.87	4,563.16	4,677.24	4,794.17	4,914.03	5,036.88	5,288.72
LIBRARIAN I										
HR	27.72	28.41	29.12	29.85	30.60	31.36	32.15	32.95	33.77	35.46
PP	2,217.60	2,273.04	2,329.87	2,388.11	2,447.82	2,509.01	2,571.74	2,636.03	2,701.93	2,837.03
AN	57,657.60	59,099.04	60,576.52	62,090.93	63,643.20	65,234.28	66,865.14	68,536.77	70,250.19	73,762.70
MO	4,804.80	4,924.92	5,048.04	5,174.24	5,303.60	5,436.19	5,572.09	5,711.40	5,854.18	6,146.89
SUPERVISING LIBRARIAN										
HR	33.94	34.79	35.66	36.55	37.46	38.40	39.36	40.34	41.35	43.42
PP	2,715.20	2,783.08	2,852.66	2,923.97	2,997.07	3,072.00	3,148.80	3,227.52	3,308.21	3,473.62
AN	70,595.20	72,360.08	74,169.08	76,023.31	77,923.89	79,871.99	81,868.79	83,915.51	86,013.40	90,314.07
MO	5,882.93	6,030.01	6,180.76	6,335.28	6,493.66	6,656.00	6,822.40	6,992.96	7,167.78	7,526.17

Signature _____ : Approved _____ Effective: July 1, 2018

Gayle Carline, President

April 2017

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2018-2019
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN										
MO	141,000									
PUBLIC SERVICES MANAGER										
SUPPORT SERVICES MANAGER										
HR	39.08	40.06	41.06	42.08	43.14	44.22	45.32	46.45	47.62	50.00
PP	3,126.40	3,204.56	3,284.67	3,366.79	3,450.96	3,537.23	3,625.67	3,716.31	3,809.21	3,999.68
AN	81,286.40	83,318.56	85,401.52	87,536.56	89,724.98	91,968.10	94,267.30	96,623.99	99,039.59	#####
MO	6,773.87	6,943.21	7,116.79	7,294.71	7,477.08	7,664.01	7,855.61	8,052.00	8,253.30	8,665.96
BUSINESS MANAGER										
HR	35.24	36.12	37.02	37.95	38.90	39.87	40.87	41.89	42.94	45.08
PP	2,819.20	2,889.68	2,961.92	3,035.97	3,111.87	3,189.67	3,269.41	3,351.14	3,434.92	3,606.67
AN	73,299.20	75,131.68	77,009.97	78,935.22	80,908.60	82,931.32	85,004.60	87,129.71	89,307.96	93,773.36
MO	6,108.27	6,260.97	6,417.50	6,577.94	6,742.38	6,910.94	7,083.72	7,260.81	7,442.33	7,814.45

Signature _____ : Approved

Gayle Carline, President

Effective: July 1, 2018

April 2017



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Hearing for and Adoption of the Placentia Library District Policy 6035 – Fines and Fees Schedule for Fiscal Year 2017-2019 by Resolution 17-02
DATE: June 28, 2017

BACKGROUND

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

Legal Notices

The Notice of Public Hearing for the Amended Fines & Fees Schedule for Fiscal Year 2017-2019 for the Placentia Library District was sent to the Orange County Register, posted in the Library's public bulletin board and on the Library's website.

Public Hearing

A Public Hearing needs to be conducted for the Amended Fines & Fees Schedule for Fiscal Year 2017-2019 for the Placentia Library District. The guidelines for conducting a Public Hearing are in Attachment A.

Amended Fines and Fees Schedule Resolution

Amended Fines & Fees Schedule for Fiscal Year 2017-2019 for the Placentia Library District needs to be adopted by Resolution 17-02.

Attachment B is Resolution 17-02.

Attachment C is the Amended Fines & Fees Schedule for Fiscal Years 2017-2019.

RECOMMENDATIONS

1. Conduct Public Hearing on the Fines & Fees Schedule for Fiscal Years 2017-2019 as published.
2. Motion to read Resolution 17-02 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines & Fees Schedule for Fiscal Years 2017-2019 for the Placentia Library District of Orange County.
3. Motion to adopt Resolution 17-02 by a roll call vote.

Public Hearing Procedures

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 17-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO AMEND THE FINES & FEES SCHEDULE FOR THE DISTRICT
FOR FISCAL YEAR 2017-2019**

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

WHEREAS, the proposed changes include an elimination of the overdue fines and library card replacement fee;

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines & Fees Schedule for Fiscal Year 2017-2019 dated June 28, 2017 and implements such on July 1, 2017.

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

State of California)
)ss.
County of Orange)

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of June, 2017.

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

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fines & Fees
Schedule POLICY NUMBER: 6035

At the Placentia Library District meeting on March 29, 2017 the Library Director recommended to the Library Board of Trustees that the Placentia Library District eliminate fines for overdue materials, lost card replacements, and processing fee. The Board of Trustees hoped that this change in policy would:

- Provide more friendly customer service
- Facilitate the return of library materials by removing the fear of having to pay a fine
- Encourage use of the library by those who might be worried about past fines (especially children)
- Adopt a more modern approach to library services
- Streamline library procedures

Borrowers with blocked accounts will not be able to check out any physical materials or items until the overdue, lost or damaged items have been returned, replaced or paid for.

In making this recommendation the Library Director and library staff looked at the experiences of other libraries across the country that have adopted a fine free system. They also examined how library staff were spending their time, and the different aspects of interactions between staff and library users at the information desk. After reviewing the information provided by the Library Director, the Library Board of Trustees voted to adopt the fine free circulation policy for Placentia Library District, effective September 1, 2017.

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$ 1.25 each
Tables, 6' (24 hr. period)	\$ 8.50 each
Meeting Room	
- Non-profit organizations	\$20.00 per hour
- Other groups	\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00
- After hour fee / Staff attendee	\$25 per hour, per staff
- Clean-up fee	\$20.00
- Refundable security deposit / cleaning fee	\$50.00
- Set-up fee	\$20.00
LOST OR DAMAGED MATERIALS	

An item that is 30 days overdue will become a "Lost" item. Cost of replacement or replacement of the exact item with the same ISBN number.

SPECIAL SERVICES & REPLACEMENTS	
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
CD – audio book replacement	\$ 8.00 per CD
CD case replacement	\$ 2.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each
Fax Local	\$ 1.00 per page
Fax Long Distance	\$ 1.50 per page
Fax International	\$ 5.00 per page
Passport photos	\$12.00
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
Library of Things (LOTS)	Repair or Replacement cost associated with damage or loss of LOTS and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.
(Adopted by the Library Board of Trustees, January 18, 1993.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish the Holiday and Library Closure Schedule for Fiscal Year 2017-2019
and Adopt by Resolution 17-03
DATE: June 28, 2017

BACKGROUND

The Placentia Library District Policy 2030 establishes the following days as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Attachment A is the proposed Holiday and Library Closure Schedule for Fiscal Year 2017-2019.

Attachment B is Resolution 17-03.

RECOMMENDATIONS

1. Determine and adopt the Holiday and Library Closure Schedule for Fiscal Year 2017-2019
2. Read Resolution 17-03 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Fiscal Year 2017-2019.
3. Adopt Resolution 17-03 by a roll call vote.

**Placentia Library District
 Holiday and Library Closure Schedule
 Fiscal Year 2017-2019**

Independence Day	Tuesday Wednesday	July 4, 2017 July 4, 2018
Labor Day	Monday Monday	September 4, 2017 September 3, 2018
Veteran's Day	Saturday Sunday	November 11, 2017 November 11, 2018
Thanksgiving Day	Thursday Thursday	November 23, 2017 November 22, 2018
Christmas Eve Day	Sunday Monday	December 24, 2017 December 24, 2018
Christmas Day	Monday Tuesday	December 25, 2017 December 25, 2018
New Year's Eve Day	Sunday Monday	December 31, 2017 December 31, 2018
New Year's Day	Monday Tuesday	January 1, 2018 January 1, 2019
President's Day	Monday Monday	February 19, 2018 February 18, 2019
Easter *	Sunday Sunday	April 1, 2018 April 21, 2019
Memorial Day	Monday Monday	May 28, 2018 May 27, 2019

*Denotes non-paid holiday

RESOLUTION 17-03

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR FISCAL YEAR 2017-2019**

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Library Board of Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for Fiscal Year 2017-2019 dated June 28, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of June 2017.

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 28, 2017

BACKGROUND

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

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

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

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

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

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

Attachment A is Resolution 17-04.

Fiscal Impact: \$1-\$1.5M

RECOMMENDATIONS

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

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

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

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

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

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

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

Section 2: In adopting the Fiscal Year 2017-2019 Capital Improvement Plan, the Library Board of Trustees hereby authorizes the use of \$2.5M from the \$4.23M reserves as of May 31, 2017, to renovate the Placentia Library District.

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

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

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Capital Improvement Plan for Fiscal Year 2017-2019 dated June 28, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-eighth day of June 2017.

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