



## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES BUDGET WORK SESSION

April 15, 2019

6:00 p.m.








City of Placentia Community Meeting Room  
401 E. Chapman Avenue  
Placentia, CA 92870

#### **Mission Statement:**

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

#### **The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

#### **CALL TO ORDER**

1. Call to Order      Library Board President
2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

4. Oral Communications

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

**BUDGET WORK SESSION**

5. Discuss and review the proposed Fiscal Year 2019-2021 Budget.

**ADJOURNMENT**

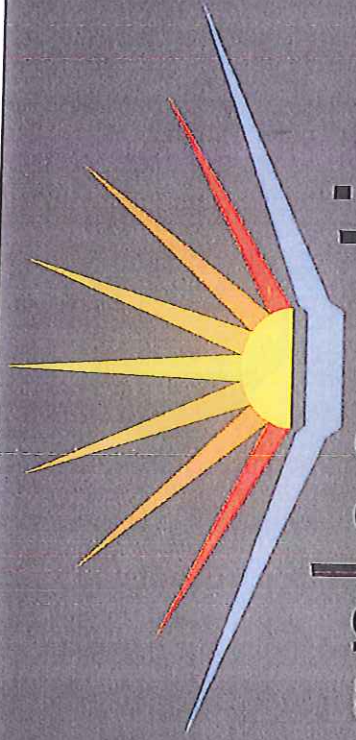
6. Agenda Preparation for the May Unusual Date Meeting which will be held on May 17, 2019 in the Community Room at the City of Placentia, unless re-scheduled by the Library Board of Trustees.
7. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
8. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 15, 2019 Budget Work Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 11, 2019.



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



placentia  
LIBRARY DISTRICT  
Inspiration, Innovation and Imagination

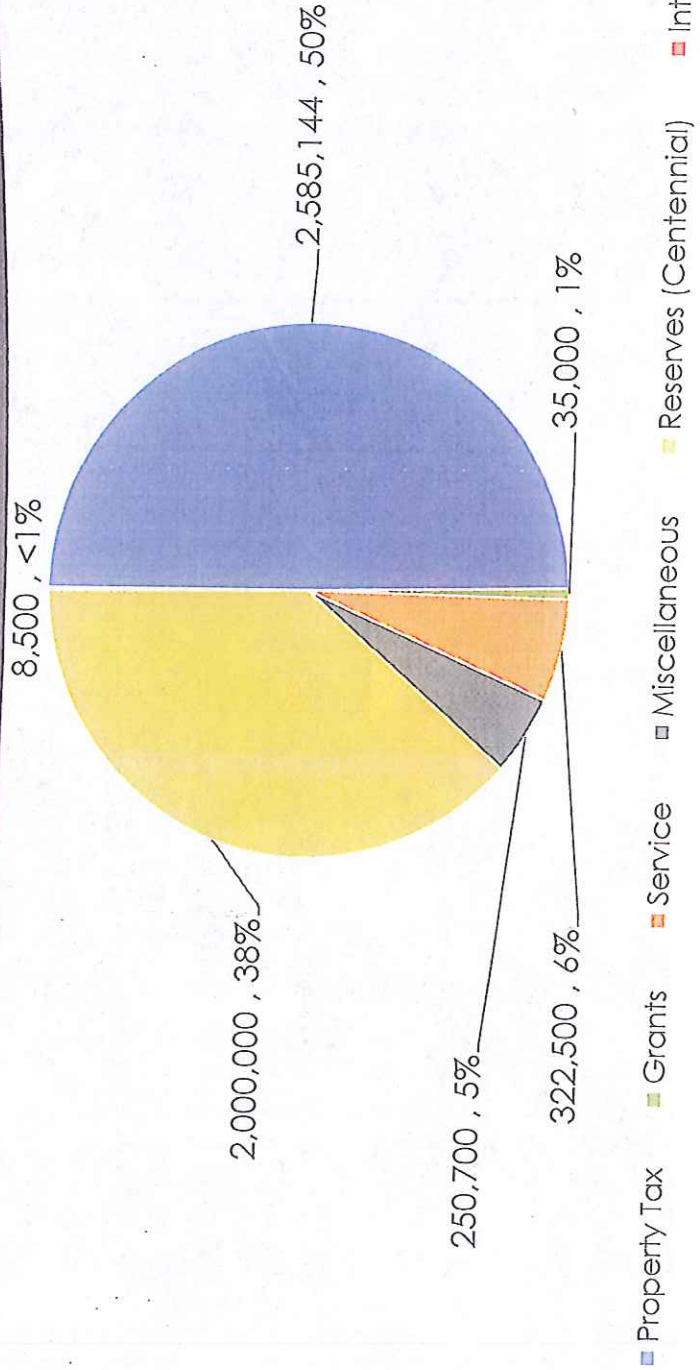
1919-2019

BUDGET WORK SESSION

FISCAL YEARS 2019-2021

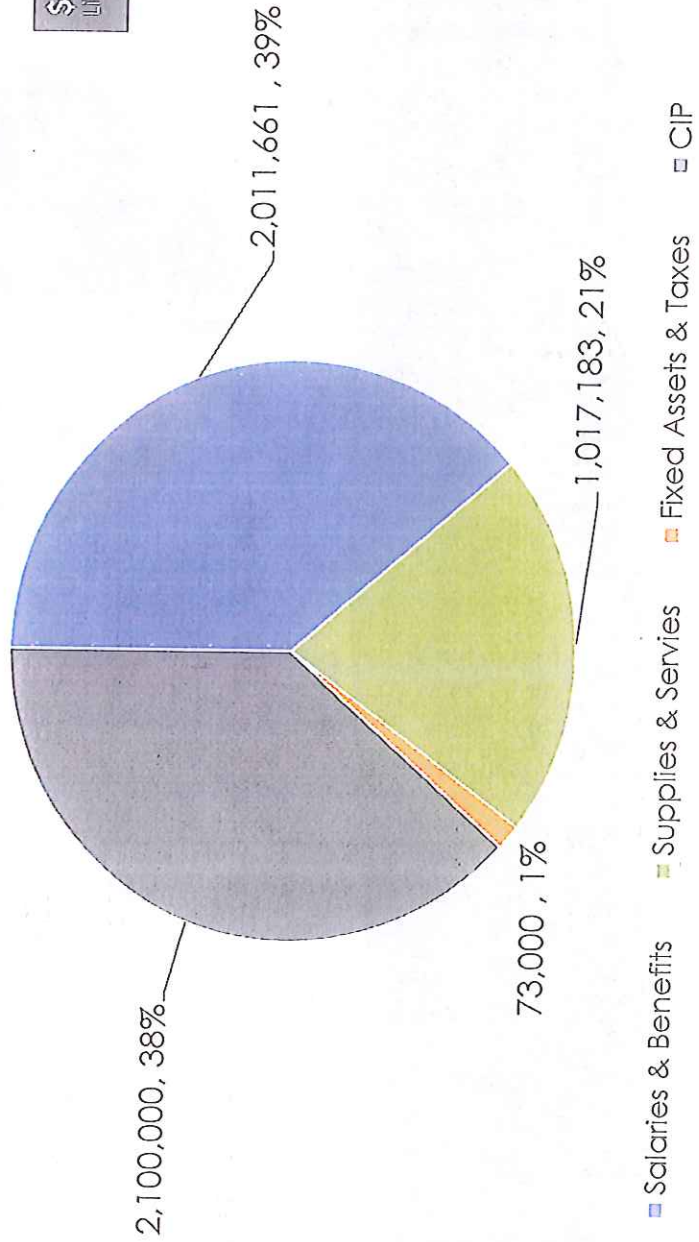
APRIL 15, 2019

Fiscal Year 2019-2020 - \$5,201,844 (minus CIP -- \$3,101,844)  
REVENUE



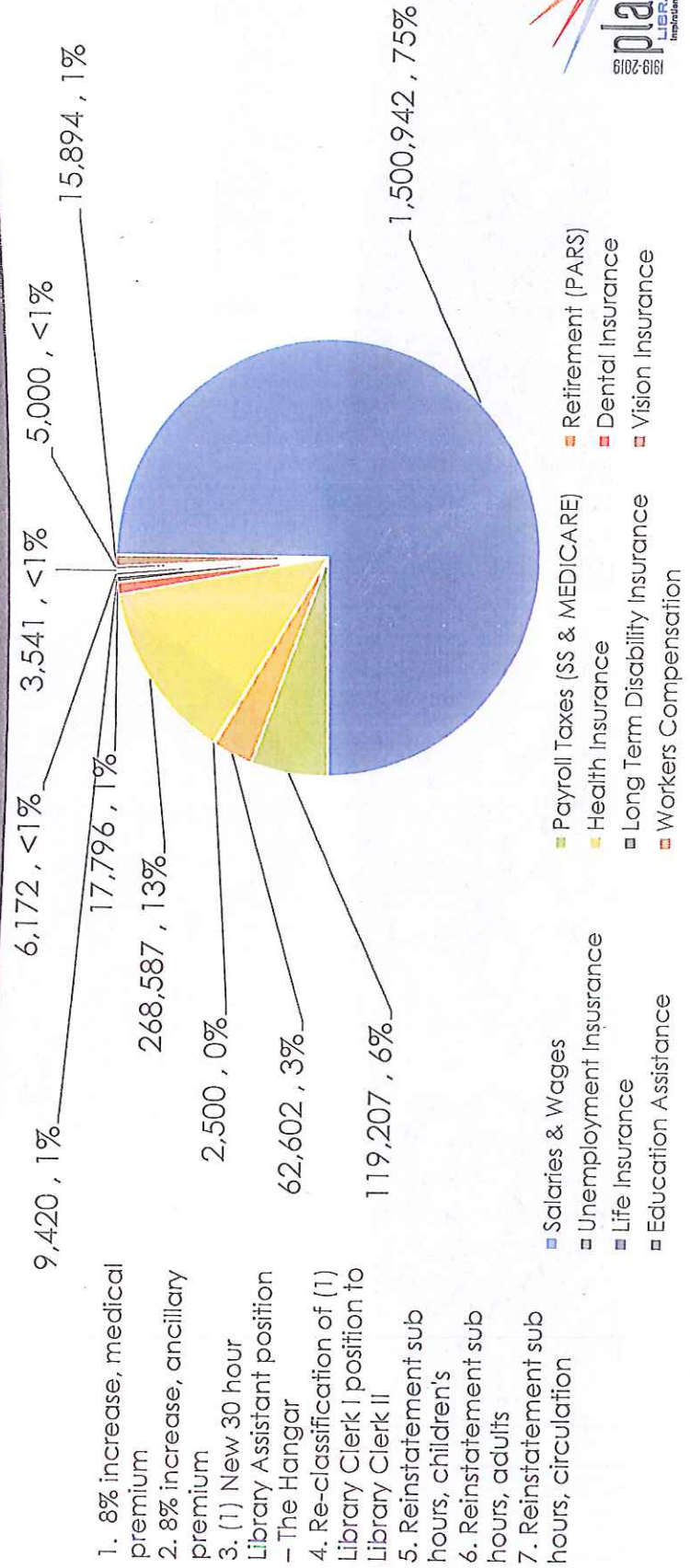
- Property Tax
- Grants
- Service
- Miscellaneous
- Reserves (Centennial)
- Interest

# Fiscal Year 2019-2020 -- \$5,201,844 EXPENDITURES



# FISCAL YEAR 2019-2020 -- \$2,011,661 SALARIES & BENEFITS

4

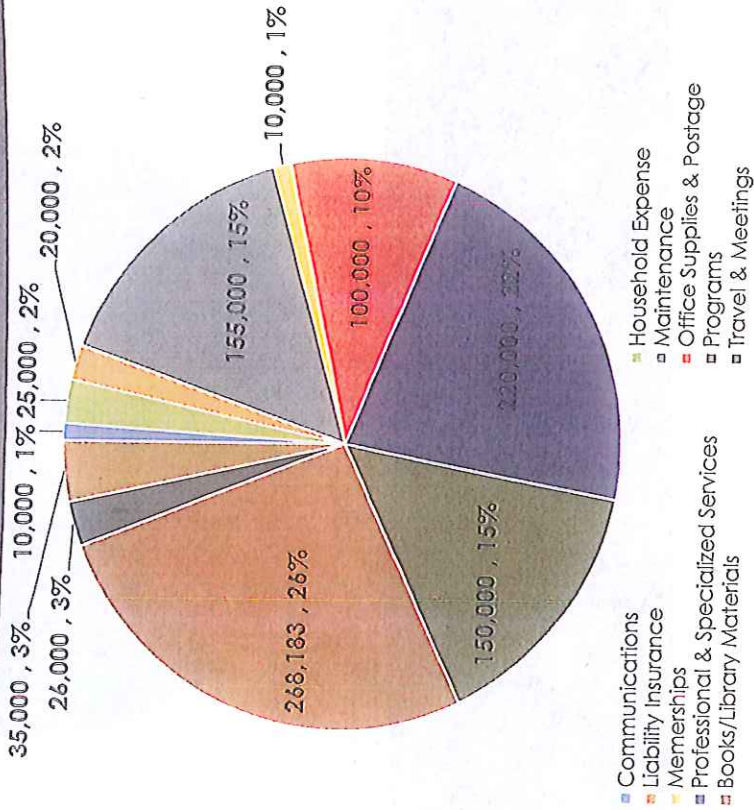


1. 8% increase, medical premium
2. 8% increase, ancillary premium
3. (1) New 30 hour Library Assistant position - The Hangar
4. Re-classification of (1) Library Clerk I position to Library Clerk II
5. Reinstatement sub hours, children's
6. Reinstatement sub hours, adults
7. Reinstatement sub hours, circulation

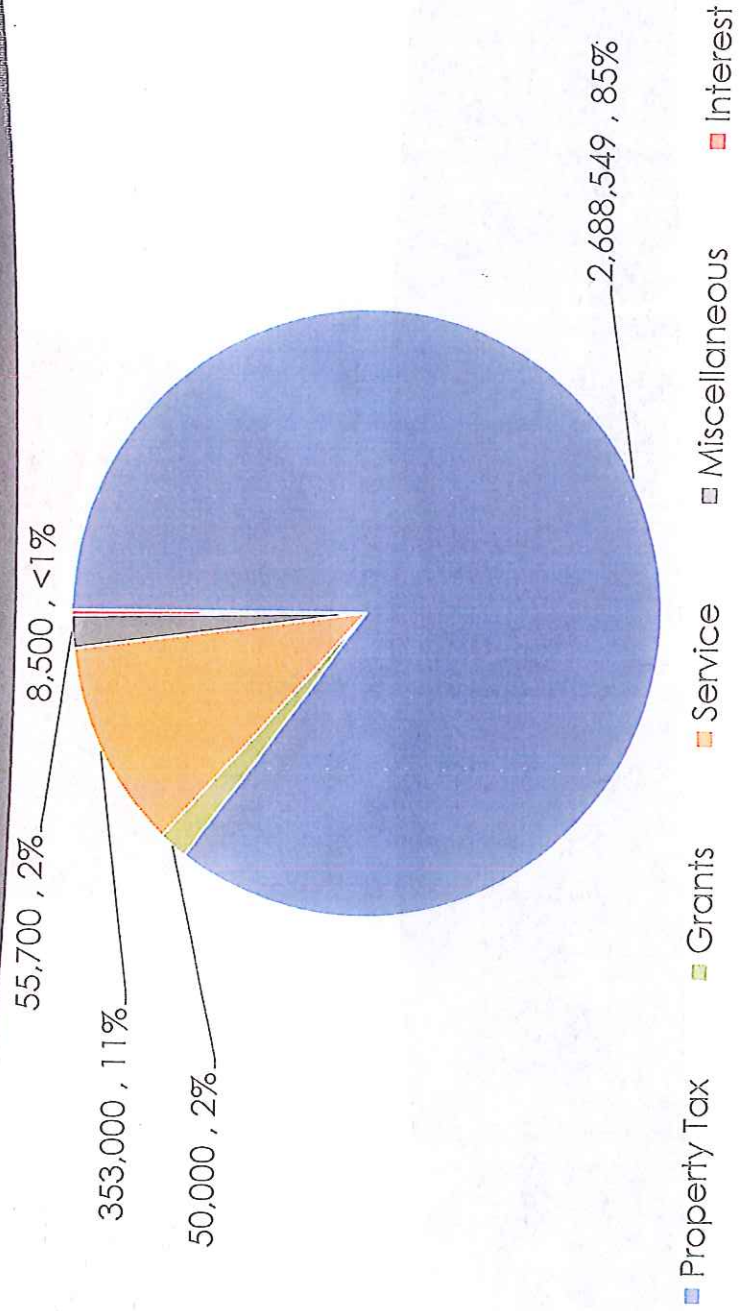


# Fiscal Year 2019-2020-- \$1,017,183 SUPPLIES & SERVICES

- New phone system
- Common area improvements (w/City)
- iBank loan payment
- New library cards
- Independent ILS system
- Graphic designer
- 8.7% materials budget

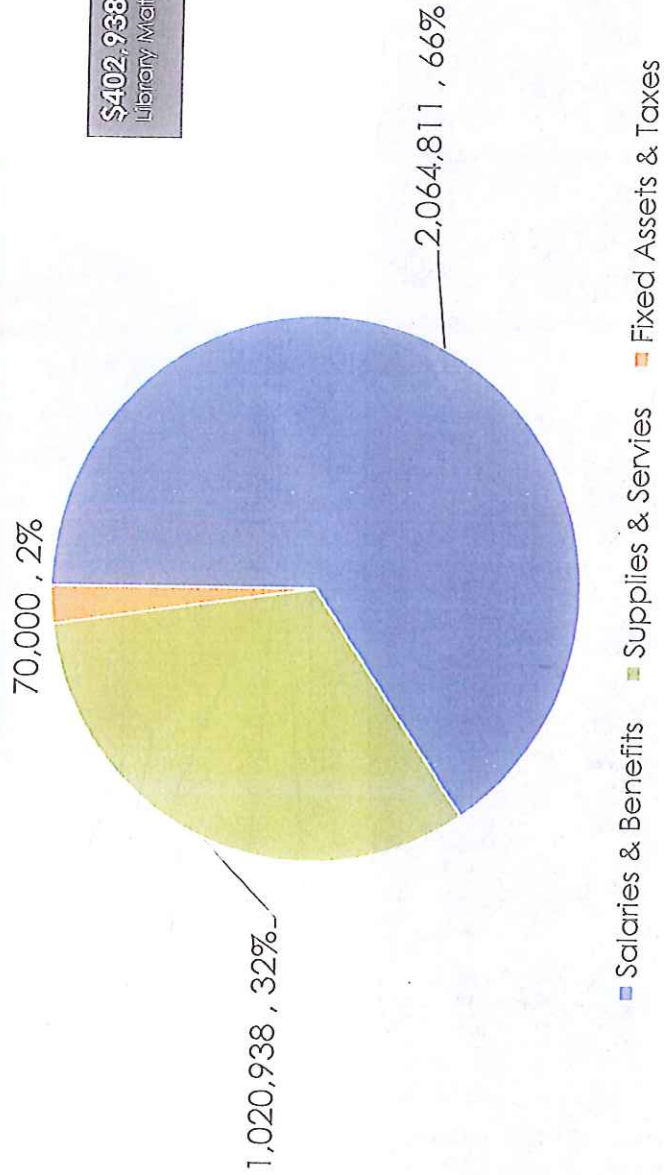


### Fiscal Year 2020-2021 -- \$3,155,749 REVENUE

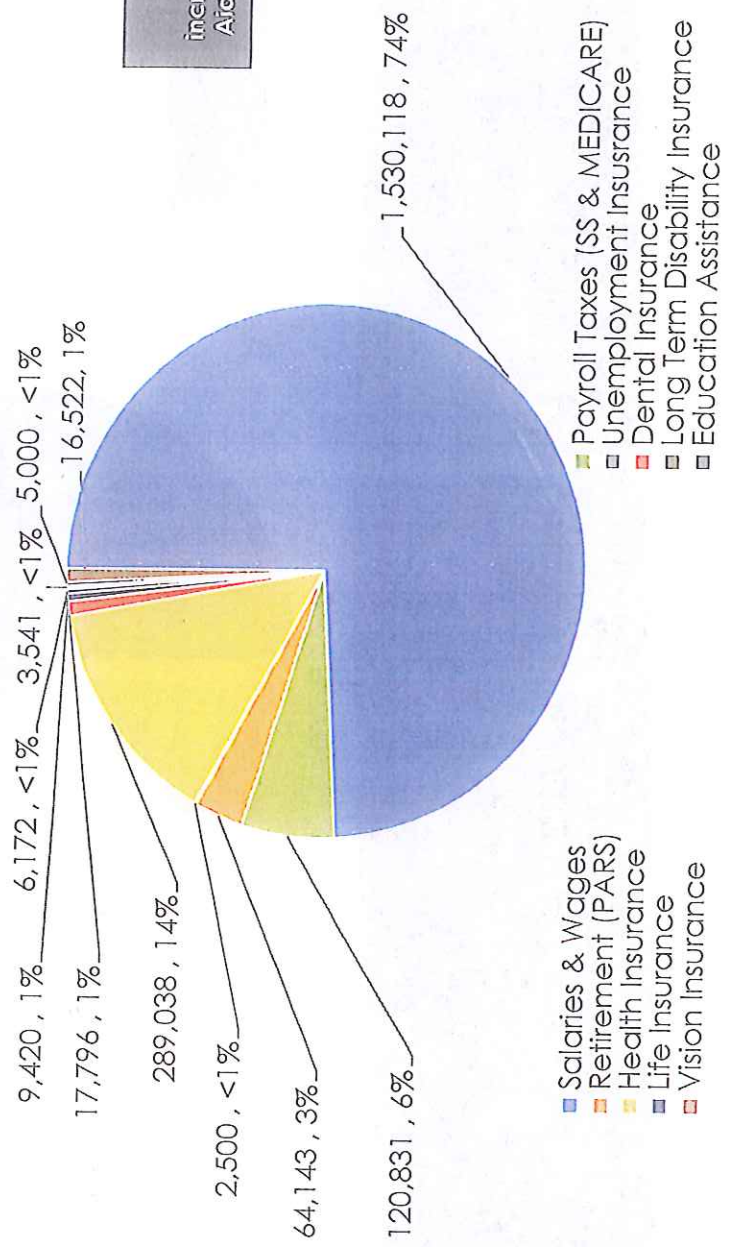




# Fiscal Year 2020-2021 - \$3,155,749 EXPENDITURES

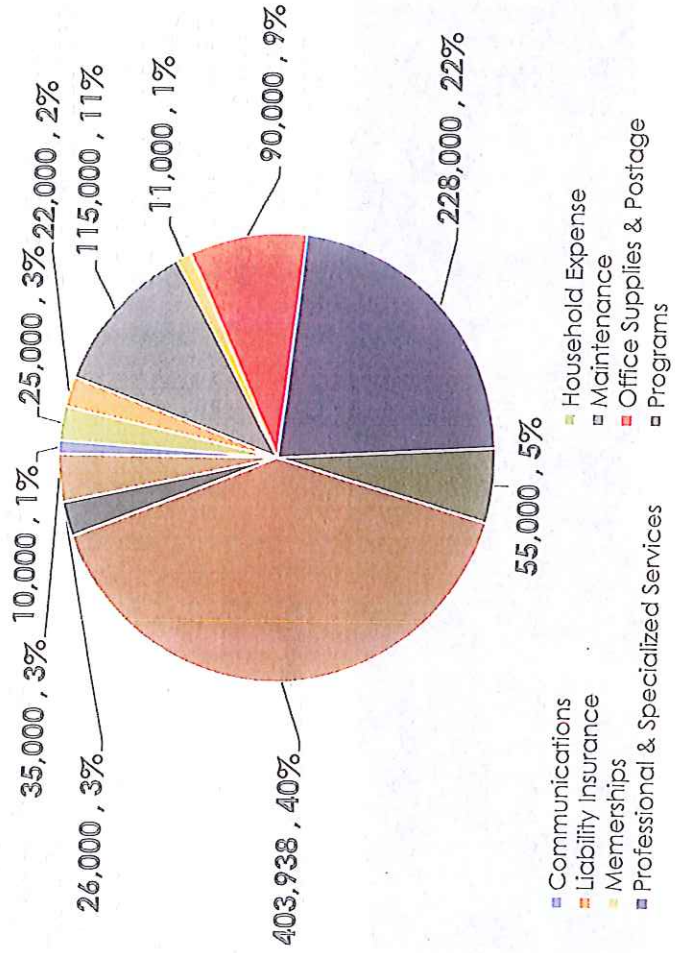


# FISCAL YEAR 2020-2021 -- \$2,064,811 SALARIES & BENEFITS



Fiscal Year 2020-2021 -- \$1,020,938  
SUPPLIES & SERVICES

- iBank loan payment
- 13% materials budget



# Summary

10

## Fiscal Year 2019-2020

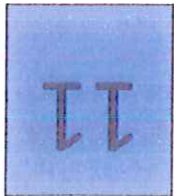
1. Completion of renovation and energy efficiency projects
2. Common area improvements (w/City)
3. iBank loan payment
4. 8.7% for materials budget
5. 4% increase projection, property tax
6. 8% increase in medical premium
7. 8% increase in ancillary premium
8. (1) new 30 hour Library Assistant position for The Hangar
9. Re-classification of (1) Library Clerk I to Library Clerk II
10. Reinstatement of sub hours, children's
11. Reinstatement of sub hours, adults
12. Reinstatement of sub hours, circulation
13. 3% COLA
14. Independent ILS
15. New credit card processing service provider
16. New library cards with updated logo
17. New programs for The Hangar and Crossroads Corner
18. Graphic design

## Fiscal Year 2019-2020

1. 13% for materials budget
2. iBank loan payment
3. 4% increase projection, property tax
4. 8% increase in medical premium
5. 8% increase in ancillary premium
6. 3% COLA
7. 2.5% salary increase for Library Aide classification
8. Election Expense

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2019-2021

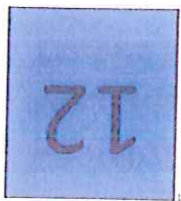


Object Code Category	ACTUAL	ADOPTED	PROJECTED	PROPOSED	PROPOSED
	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021

4010	Current Secured	2,286,865	2,269,805	2,265,896	2,356,532	2,450,793
4030	Prior Secured	2,286,865	2,269,805	2,265,896	2,356,532	2,450,793
4020	Current Unsecured	72,245	62,335	71,485	74,344	77,318
4040	Prior Unsecured	1,024	0	0	0	0
	SUB-TOTAL SECURED	73,268	62,335	71,485	74,344	77,318
4050	SUPPLEMENTAL -- CURRENT	67,932	71,096	60,107	62,511	65,012
4060	SUPPLEMENTAL -- PRIOR	15,275	0	0	0	0
4070	INTEREST ON UNNAPORT. TAX	1,846	1,846	2,058	0	0
4080	PENALTIES & COST ON DELIQ. TAX	16,232	1,097	17,158	17,844	18,558
4090	TAXES SPECIAL DIST. AUGMENTATION	9,100	9,397	9,093	9,457	9,835
4190	STATE - HOMEOWNERS PR TAX REFLIEF	13,224	50,421	61,976	64,455	67,033
	TOTAL PROPERTY TAX REVENUE	2,483,743	2,465,997	2,487,773	2,585,144	2,688,549
4210	State Grants	30,000	30,000	10,000	15,000	30,000
4220	Federal Grants	0	0	0	0	0
4230	Other Grants	0	20,000	15,000	20,000	20,000
	TOTAL GRANTS REVENUE	30,000	50,000	25,000	35,000	50,000
4310	Fines & Fees	20,335	16,500	16,750	20,000	20,000
4320	Passports	214,543	112,500	150,000	230,000	250,000
4330	Passport Pictures	54,375	12,000	25,000	60,000	70,000
4340	Meeting Room	2,755	0	340	3,000	3,000
4350	Test Proctoring	8,750	2,500	5,000	9,500	10,000
	TOTAL SERVICE REVENUE	300,758	143,500	197,090	322,500	353,000
4410	PLFF Grants	45,880	37,000	36,300	250,000	55,000
4420	Newsletter Ads	1,750	700	700	700	700
4430	Misc. Revenue	1,141	0	0	0	0
	Redevelopment Agency Funds	48,771	37,700	41,051	250,700	55,700
	TOTAL MISCELLANEOUS REVENUE	48,771	37,700	41,051	250,700	55,700
4440	Centennial Renovation	13,282	50,000	1,800,000	2,000,000	0
4500 *	IMPACT FEES	8,239	10,000	90,000	50,000	20,000
4600	INTEREST	24,517	8,500	8,500	8,500	8,500
	<b>TOTAL REVENUE</b>	<b>2,896,027</b>	<b>2,715,697</b>	<b>4,649,414</b>	<b>5,201,844</b>	<b>3,155,749</b>

April 15, 2019

PLACENTIA LIBRARY DISTRICT  
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2019-2021



OBJECT	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
CODE	DESCRIPTION	ACTUAL	AMENDED	PROPOSED	PROPOSED
5010	Salaries & Wages	1,065,943	1,334,746	1,128,018	1,530,118
5020	Payroll Taxes (SS & MEDICARE)	385,260	302,644	365,212	120,831
5030	Retirement (PARS)	25,612	56,500	54,892	64,143
5040	Unemployment Insurance	1,288	7,000	4,050	2,500
5050	Health Insurance	251,714	266,515	245,739	289,038
5064	Dental Insurance	14,043	17,240	15,145	17,796
5060	Life Insurance	3,701	8,370	5,577	9,420
5066	Long Term Disability Insurance	5,822	5,452	7,351	6,172
5068	Vision Insurance	2,788	3,340	3,437	3,541
5090	Education Assistance	0	822	11,008	5,000
TOTAL EMPLOYEE INSURANCE					
5070	Workers Compensation	4,806	13,832	6,080	16,252
TOTAL SALARIES & EMPLOYEE BENEFITS					
1,760,977					
2,016,461					
1,846,509					
2,001,661					
2,064,811					
5100	Communications	26,292	24,000	9,120	11,000
5150	Household Expense	18,615	15,000	33,770	25,000
5099	Liability Insurance	14,885	15,000	15,352	22,000
5205	Maintenance - Equipment	24,795	20,000	21,273	25,000
5220-5280	Maintenance - Building & Grounds	91,278	95,000	69,953	90,000
TOTAL MAINTENANCE EXPENSE					
116,073					
5290	Memberships	10,540	9,000	10,134	11,000
5295	Miscellaneous Expense	0	2,500	0	0
TOTAL OFFICE SUPPLY & POSTAGE EXPENSES					
64,843					
55,000					
77,500					
100,000					
90,000					
5405	Library Automated Library System	33,145	34,000	24,000	20,000
5410	Library Board Consultants & Legal	6,063	10,000	23,157	15,000
5415	HR/Finance Services	7,131	2,000	3,766	10,000
5420	Audit & Accounting Services	21,189	20,000	25,000	30,000
5430	Computer Services	51,741	25,000	24,000	30,000
5440	Collection	1,468	2,500	1,000	5,000
5445	Payroll Preparation	9,559	6,500	10,000	2,000
5450	Bank Fees	139	200	2,280	1,000
5455	Election Expenses	0	20,000	0	20,000

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2019-2021



OBJECT	DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
2017-2018	2018-2019	2018-2019	2018-2019	2019-2020	2020-2021	PROPOSED
5460	BankCard Fees	13,005	2,000	9,000	12,000	13,000
5465	Staff Training	583	3,000	3,000	7,500	5,000
5475	Employee Screening	2,184	750	750	1,000	1,000
5480	Services	19,457	50,000	45,000	25,000	20,000
	Loan Obligation (bank)				78,000	78,000
	TOTAL PROFESSIONAL AND	165,664	175,950	170,953	224,000	233,000
	SPECIALIZED SERVICES				150,000	55,000
5495	Programs	56,401	30,000	52,067		
	TOTAL BOOKS/LIBRARY	171,679	272,000	352,000	268,183	402,938
5600	TOTAL TRAVEL & MEETINGS	46,652	32,940	58,178	25,000	25,000
5700	Mileage/Parking	890	4,000	1,600	1,000	1,000
	TOTAL UTILITIES	78,807	77,000	47,564	35,000	35,000
	TOTAL SUPPLIES & SERVICES	771,342	827,390	919,464	1,035,183	1,025,938
1310	Building & Improvements	0	50,000	0	10,000	40,000
1320	Equipment & Furniture	0	50,000	17,824	40,000	10,000
6100	Taxes & Assessments	8,773	10,000	10,000	15,000	20,000
	TOTAL FIXED ASSETS & TAXES	8,773	110,000	27,824	65,000	70,000
5211	Renovation		1,800,000	1,800,000	2,100,000	0
	TOTAL Capital Project		1,800,000	1,800,000	2,100,000	-
	TOTAL EXPENSES	2,541,091	4,753,851	4,593,797	5,201,844	3,160,749
	Expenses - Capital Project				3,101,844	

April 15, 2019

Questions?







## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

April 15, 2019

6:30 p.m.








City of Placentia Community Meeting Room  
401 E. Chapman Avenue  
Placentia, CA 92870

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#### 3. Adoption of Agenda

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Presentation:      Library Director

Recommendation:      Adopt by Motion

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**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 March 18, 2019 Library Board of Trustees Date Meeting and Budget Work Session. (Receive & File and Approve)

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

10. Check Register for March 2019. (Receive & File and Approve)
11. FY2018-2019 Cash Flow Analysis through March 2019; the Schedule of Anticipated Property Tax Revenues for FY2018-2019 as provided by the Orange County Auditor. (Receive & File).

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

12. Financial Reports for March 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for March 2019. (Receive & File)
14. Acquisitions Report for March 2019. (Receive & File)
15. Entrepreneurial Activities Report for March 2019. (Receive & File)

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

16. Personnel Report for March 2019. (Receive, File, and Ratify Appointments)
17. Circulation Report for March 2019. (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 March 2019.
20. Children's Services Report for March 2019.
21. Adult Services Report for March 2019.
22. Placentia Library Web Site & Technology Report for March 2019.

**NEW BUSINESS**

23. Authorize Board President Carline to sign the Purchasing Agreement 19-001 with Yamada Enterprises to provide the furniture, fixtures and equipment (FF&E), library bookstacks, and custom millwork for Project #2018-03, dated January 25, 2019.
24. Authorize an amendment to Placentia Library District Policy 2319 – Job Description – Library Assistant as presented.
25. Authorize amendments to Placentia Library District Policy 6055 – Barbara & Ed Hemmerling Group Study Rooms.

**ADJOURNMENT**

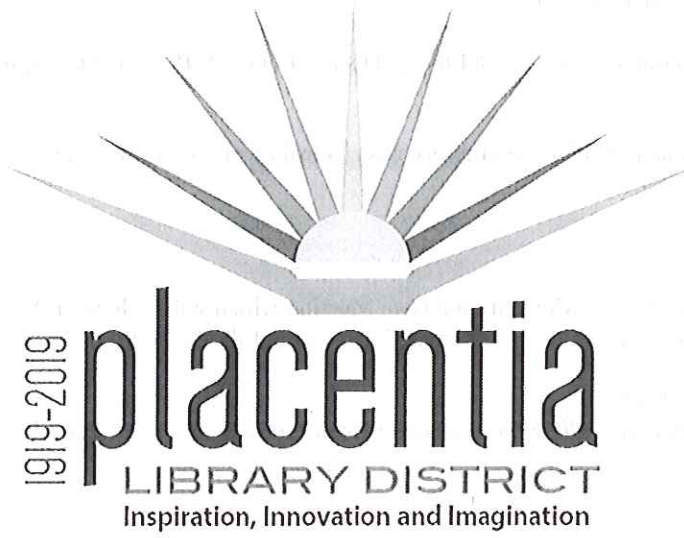
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27. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
28. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 15, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 11, 2019.



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Alyssa Stolze, Administrative Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
WORK SESSION MEETING OF THE BOARD OF TRUSTEES  
MARCH 18<sup>TH</sup>, 2019

<b>CALL TO ORDER</b>	President Carline called the Work Session of the Placentia Library District (PLD) Board of Trustees to order on March 18 <sup>th</sup> , 2019 at 5:02 pm.  <b>Members Present:</b> President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter  <b>Members Absent:</b> None  <b>Staff Present:</b> Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Fernando Maldonado, Acting Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant  <b>Guests:</b> None
<b>ADOPTION OF AGENDA</b>	It was moved by Secretary Shkoler and seconded by Trustee Martin to adopt the Agenda (Item 3).  AYES: Carline, Martin, DeVecchio, Shkoler, Minter NOES: None ABSENT: None
<b>ORAL COMMUNICATION</b>	None (Item 4).
<b>BOARD PRESIDENT REPORT</b>	None
<b>TRUSTEE &amp; ORGANIZATIONAL REPORTS</b>	None
<b>LIBRARY DIRECTOR REPORT</b>	None
<b>FRIENDS FOUNDATION REPORT</b>	None
<b>CONSENT CALENDAR</b>	None

**DISCUSSION**

Library Director Contreras gave an overview and presentation on the proposed budget for Fiscal Year 2019-2020 and Fiscal Year 2020-2021. The Board of Trustees reviewed the presentation, asked questions, and openly discussed the projected expenditures and revenues for the next two fiscal years in detail. With additional suggestions and further clarifications, the Board will review the budget again at the next Work Session.

**ADJOURNMENT**

The Board of Trustees Work Session Meeting of March 18<sup>th</sup>, 2019 was adjourned at 5:54 p.m.

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Gayle Carline, President  
Library Board of Trustees

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Al Shkoler, Secretary  
Library Board of Trustee

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
MARCH 18<sup>TH</sup>, 2019

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 18<sup>th</sup>, 2019 at 6:31 pm.

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

**Members Absent:** None

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Fernando Maldonado, Acting Business Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

**Guests:** Dr. Debbie Silverman, Principal at Tynes Elementary School; Diane McKibben, Principal at Ruby Drive Elementary School; Letty Gali, LOT 318; Chris Parrott, Johnson Controls, Inc.; Christopher Bout, Johnson Controls, Inc.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

Principals Debbie Silverman and Diane McKibben reported to the Board in regards to their appreciation for and feedback to the District's collaboration with the local schools. Both principals commended the staff volunteers for their help, invaluable patience and how they challenged the students (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the Local Agency Formation Commission (LAFCO) meeting and served as a Celebrity Host at the Author's Luncheon.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler served as a Celebrity Host at the Author's Luncheon.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended a H.I.S. House Board Meeting, a Financial Partners Credit Union Director's meeting, attended the City's Community Conversation of homelessness, served as a Celebrity Host for the Author's Luncheon, and attended the Government Affairs Conference in Washington, D.C.

Trustee Minter attended the Van Buren C21 assemblies where she announced and distributed the awards to students.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended Centennial Gala meetings, the Authors Luncheon, the LAFCO Meeting, and is continuing to work with Johnson Controls and subcontractors on the renovation.

**FRIENDS FOUNDATION  
REPORT**

There was not a Placentia Library Friends Foundation representative present.

**CONSENT CALENDAR**

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

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

**MINUTES FOR THE  
JANUARY 23<sup>RD</sup>, 2019  
BOARD MEETING**

The minutes for the February 19, 2019 Library Board of Trustees Unusual Date Meeting, February 28, 2019 and March 5, 2019 Library Board of Trustees Special Meetings were received, approved, and filed. (Item 9)

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

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

Check Registers for February 2019 – received and filed (Item 10)  
Fund 707 Balance Report for February 2019 – received and filed (Item 11)

Financial Reports through February 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for February 2019 – received and filed. (Item 13)  
Acquisitions Report for February 2019 – received and filed. (Item 14)  
Service Revenue Report for February 2019 – received and filed. (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for February 2019 – received and filed. (Item 16)  
Circulation Report for February 2019 – received and filed. (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for February 2019 (Item 19)  
Children's Services Report for February 2019 (Item 20)  
Adult Services Report for February 2019 (Item 21)  
Placentia Library Website Technology Report for February 2019 (Item 22)



**MS. LETTY GALI, EXECUTIVE DIRECTOR FROM LOT318 WILL GIVE A REPORT ON THE PARTNERSHIP BETWEEN THE PLACENTIA LIBRARY DISTRICT AND LOT318.**

Ms. Letty Gali, Executive Director of LOT318, spoke about the core values and mission of LOT318 for the La Jolla community. By loving others in truth, LOT318 continues to assist the needs in the community and the relationship between the organization and the library has continued to grow. Partnering with the District's staff, Library Assistant, Ana Balderas, and Emerging Technologies Assistant, Tim Worden, Ms. Gali noted how they have both been instrumental in the growth of the homework club. Ms. Gali also mentioned she looks forward to the continued partnership with the District for the betterment of the community.

**JOHNSON CONTROLS, INC. WILL PROVIDE AN UPDATE ON THE ENERGY EFFICIENCY PROJECT INCLUDING A WALKTHROUGH OF THE PROJECT AREA.**

Chris Parrott, Project Manager from Johnson Controls, Inc. and Christopher Bout, Sales Representative from Johnson Controls, Inc. provided a presentation with updates regarding the energy efficiency project's progress. After presenting, Mr. Parrott and Mr. Bout answered inquiries from the Trustees followed by a walkthrough of the construction site.

**AUTHORIZE BOARD PRESIDENT CARLINE TO SIGN THE PURCHASING AGREEMENT 19-001 WITH YAMADA ENTERPRISES TO PROVIDE THE FURNITURE, FIXTURES, AND EQUIPMENT (FF&E), LIBRARY BOOKSTACKS, AND CUSTOM MILLWORK FOR PROJECT #2018-03, DATED JANUARY 25, 2019.**

Director Contreras presented the purchasing agreement furnished by Yamada Enterprises followed by a discussion with the Board. After reviewing, the Board of Trustees requested that the Board not take action until the performance bond is included in the agreement, a statement that all the materials will be new and unblemished, and clarification if a Request for Proposals is necessary.

**AUTHORIZE A RECLASSIFICATION OF LIBRARIAN- LITERACY POSITION TO LIBRARY ASSISTANT AS PRESENTED.**

Director Contreras presented the request for the reclassification of the Literacy position from Librarian to Literacy Assistant. This would include a change in the educational requirement from a Masters in Library Science to a Bachelors. After discussion of the requirements and job duties, the Board noted that the reclassification must include language regarding the position must have adult or family literacy experience, adult education training, equivalent experience, and/or lifelong learning. It was motioned by to Trustee Minter and seconded by Trustee Martin to authorize a reclassification of the Librarian-Literacy position to Library Assistant as presented.

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

**DISCUSS AND DETERMINE A DATE FOR THE MAY BOARD MEETING DUE TO CALIFORNIA LIBRARY LEGISLATIVE DAY.**

The Board discussed alternative dates for the Board of Trustee Meeting in May and agreed on Friday, May 17<sup>th</sup> at 3:00 p.m. The motion was made by Trustee Martin to authorize the date change to May 17<sup>th</sup> at 3:00 p.m. and seconded by Secretary Shkoler.

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

**BOARD PRESIDENT CARLINE AND LIBRARY DIRECTOR CONTRERAS WILL PROVIDE A REPORT ON THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) ANNUAL STRATEGIC PLAN.**

President Carline and Director Contreras reported out on their experience at the Local Agency Formation Commission (LAFCO) Annual Strategic Plan meeting. This meeting reviewed the 2021-2022 Municipal review and what the LAFCO repository provides and does for the public.

**REVIEW OF ACTION ITEMS**

The next Board Meeting will be held on April 15<sup>th</sup>, 2019 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of March 18<sup>th</sup>, 2019 was adjourned 7:49 p.m.

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Gayle Carline, President  
Library Board of Trustees

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Al Shkoler, Secretary  
Library Board of Trustee

Placentia Library District  
Check Register  
March 2019

Date	Ref No.	Payee	Memo	Payment	Type
03/04/2019	10389	Environmental Remediation Contractors	Removal of HVAC Roof Units	13,000.00	Bill Payment
03/04/2019	10390	SDRMA	Ancillary Benefits for March 2019	2,448.13	Bill Payment
03/04/2019	10391	Midwest Tape	Audio Books/ DVD's	231.89	Bill Payment
03/04/2019	10392	Baker & Taylor	Books	742.86	Bill Payment
03/04/2019	10393	San Marino Roofing Co.	Roof Leak	400.00	Bill Payment
03/07/2019	10394	Johnson Controls Inc.	Energy Efficiency Project 2nd Invoice	427,029.00	Bill Payment
03/13/2019	10395	Placentia Library District	For Payroll on 03/20/2019	55,000.00	Check
03/13/2019	10396	Midwest Tape	Audio Books/ DVD's	3,005.29	Bill Payment
03/13/2019	10397	Baker & Taylor	Books	983.29	Bill Payment
03/13/2019	10398	Placentia-Yorba Linda Unified School Dist	3rd Grade Tour Posters	164.32	Bill Payment
03/13/2019	10399	OverDrive	e-Books	2,736.48	Bill Payment
03/13/2019	10400	Staples Advantage	Staff heaters, toner, and office supplies	641.22	Bill Payment
03/13/2019	10401	Golden State Water Company	Water Utilities 1/23/19-2/21/19	314.12	Bill Payment
03/13/2019	10402	Time Warner Cable	Cable TV	65.72	Bill Payment
03/13/2019	10403	SoCal Gas	Gas Utilities	23.46	Bill Payment
03/13/2019	10404	SDRMA	Medical for April 2019	21,453.66	Bill Payment
03/13/2019	10405	Rauch Communication Consultants, Inc.	Centennial Renovation Presentation Folders	816.17	Bill Payment
03/13/2019	10406	Ingram Inc	Video Games	368.20	Bill Payment
03/13/2019	10407	Brea Trophy and Engraving	Desk plates and name tag for Board	50.95	Bill Payment
03/13/2019	10408	World Book, Inc.	Online Database	1,195.00	Bill Payment
03/13/2019	10409	San Marino Roofing Co.	Roof Leak	400.00	Bill Payment
3/2019	10410	CALNET3	Communications	4.31	Bill Payment
3/2019	10411	Jorge Rodriguez	PLFF Tarp Wall and Archive Room Frames	55.17	Bill Payment
03/13/2019	10412	Alyssa Stolze	LAFCO Luncheon and meeting supplies	97.04	Bill Payment
03/13/2019	10413	Pitney Bowes Purchase Power	Postage	1,097.07	Bill Payment
03/13/2019	10414	City of Anaheim	FY 18/19 ILS	33,807.98	Bill Payment
03/13/2019	10415	OC Custom Vinyl Graphics & Signs	Eggcitement Banner 2019	70.04	Bill Payment
03/13/2019	10416	Arcelia Janitorial Service	Janitorial Service for Feb 2019	1,008.00	Bill Payment
03/13/2019	10417	BankCard Center-Bank of the West	Credit Card Payment for Feb 2019	12,324.31	Bill Payment
03/14/2019	10418	SCLLN	7 Tickets Re: Writer to Writer	140.00	Bill Payment
03/18/2019	10419	PODS Enterprises, LLC	Book Storage During Renovation	1,840.90	Bill Payment
03/18/2019	10420	Midwest Tape	Audio Books/ DVD's	633.36	Bill Payment
03/18/2019	10421	Califa	Cenic Broadbank Oct-Dec 2018	4,050.21	Bill Payment
03/18/2019	10422	OverDrive	e-Books	127.98	Bill Payment
03/18/2019	10423	Baker & Taylor	Books	678.42	Bill Payment
03/18/2019	10424	City of Placentia	Utilities for Jan 2019	9,778.20	Bill Payment
03/18/2019	10425	United Site Services	Portable Restrooms Feb 2019	478.41	Bill Payment
03/18/2019	10426	Ingram Inc	Video Games	312.03	Bill Payment
03/18/2019	10427	Unique Management Services, Inc.	Collections	89.50	Bill Payment
03/18/2019	10428	Woodruff, Spradlin & Smart	Legal Service Feb 2019	2,754.00	Bill Payment

5:01 PM  
04/08/19  
Accrual Basis

**Placentia Library District**  
**Check Register**  
**March 2019**

03/18/2019	10429	Republic Services	Recycling Service Feb 2019	146.58	Bill Payment
03/18/2019	10430	Victor Meza.	Program Supplies	62.47	Bill Payment
03/18/2019	10431	Michelle Meades	3rd Grade Visit Supplies	57.27	Bill Payment
03/18/2019	10432	Advantage, Inc.	eXPLORE Spring 2019 Newsletter	5,033.99	Bill Payment
03/28/2019	10433	Placentia Library District	For Payroll on 04/03/19	55,000.00	Check
03/28/2019	10434	emar Studio	Architectural, RFP, Permits, Flyover, etc.	102,618.95	Bill Payment
				<u>763,335.95</u>	

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

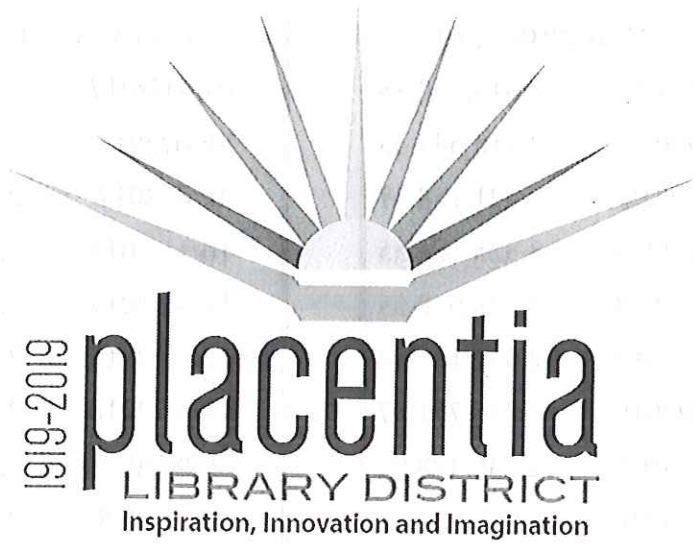
**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Fund Balance Report through March 2019 for Placentia Library District Fund 9LX with Orange County Treasurer

**DATE:** April 15, 2019

<b>Fiscal Year 2018-2019</b>	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	
5/31/2019	
6/30/2019	

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Financial Reports through March 2019 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

**DATE:** April 15, 2019

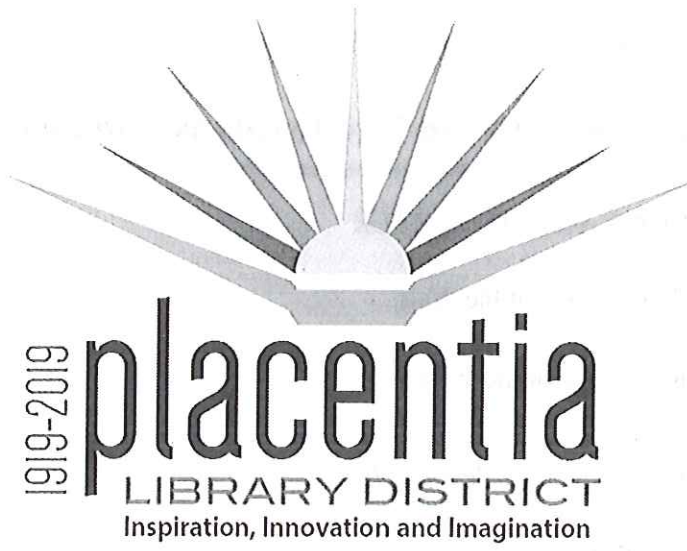
**Summary of Cash and Investments as of March 31, 2019**

Cash with Orange County Treasurer Fund 9LX	2,343,290.63
General Fund Checking – Bank of the West	987,708.91
General Fund Savings – Bank of the West	901,933.26
<i>(Impact Fees in Savings – Restricted)</i>	<i>\$696,164.75</i>
Payroll Checking – Wells Fargo Bank	\$ 68,430.13
<b>Total Cash and Investments</b>	<b>4,301,362.93</b>

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

  
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Jeanette Contreras  
Library Director



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PLACENTIA CLERK DISTRICT  
YTD REVENUE REPORT  
As of March 31, 2019

Acct #	DESCRIPTION	BUDGET (AMENDED)	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,353,852	1,311,586	(1,042,266)	55.7%
4020	Property Taxes - Current Unsecured	63,270	60,265	(3,005)	95.2%
4030	Property Taxes - Prior Secured	0	-	0	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0	0.0%
4050	Property Taxes - Curr Supplemental	72,162	43,181	(28,982)	59.8%
4060	Property Taxes - Prior Supplemental	0	0	0	0.0%
* 4070	Interest on Unsupport Tax	0	0	0	0.0%
** 4080	Penalties & Costs on Delinq Taxes	0	581	581	-
4090	Taxes Special Dist Augmentation	1,113	16,061	14,947	1442.4%
4190	State - Homeowners Property Tax Relief	9,538	4,582	(4,956)	48.0%
* 4191	Asset Sales of the Placentia Successor Agency	51,177	6,513	(44,664)	12.7%
	Sub Total	2,551,113	1,446,820	(1,104,294)	56.7%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	23,553	15,053	277.1%
	Sub Total	8,500	23,553	15,053	277.1%
<b>GRANT REVENUE</b>					
4210	State Grants	30,000	18,000	(12,000)	60.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	50,000	18,000	(32,000)	36.0%
<b>MISCELLANEOUS REVENUES</b>					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	38,310	38,834	524	101.4%
* 4430	Other Revenue	0	15,286	15,286	-
4440	Centennial Renovation	1,500,000	796,529	(703,471)	53.1%
4310	Fines & Fees	16,594	11,584	(5,010)	69.8%
4320, 4330	Passport/Photos	189,500	176,449	(13,051)	93.1%
* 4340	Meeting Room Fees	0	340	340	-
4350	Test Proctor	2,500	4,900	2,400	196.0%
	Sub Total	1,747,604	1,043,922	(703,682)	59.7%
4500	Impact Fees	90,000	67,888	(22,112)	75.4%
	<b>TOTAL REVENUES YTD FOR FY 18/19:</b>	<b>4,447,217</b>	<b>2,600,183</b>	<b>(1,847,034)</b>	<b>58.5%</b>
	Total Revenue without Renovation Revenue	\$2,947,217	\$1,803,654	(\$1,143,563)	61.2%

\*Mathematically unable to divide by zero. Dividing by zero provides a null value.  
\*\*An increase of 1442.4% means the final amount is 14.42 times larger than the original amount predicted.

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

March 31, 2019

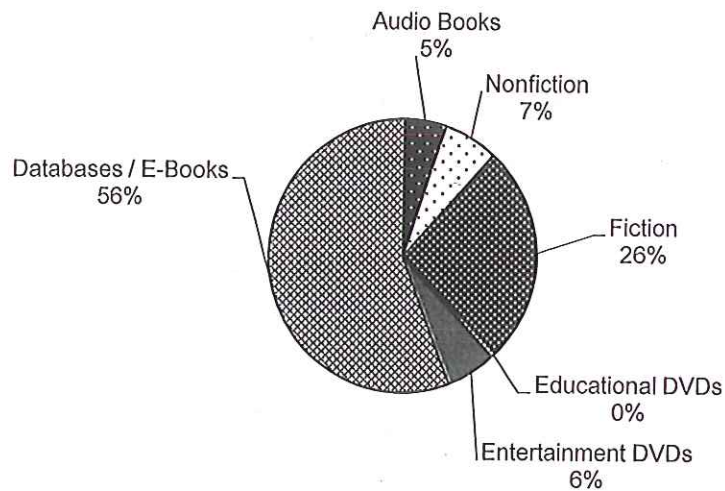
75.00% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS (AMENDED)	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,513,099	1,051,507	0.69	\$461,592
5030	Retirement	58,553	40,183	0.69	\$18,370
5040	Unemployment Insurance	4,000.00	2,700.00	0.68	\$1,300
5050	Health Insurance	297,502	168,339	0.57	\$129,163
5064	Dental Insurance	17,796	10,283	0.58	\$7,513
5060	Life Insurance	5,603	3,092	0.55	\$2,511
5066	AD & D Insurance	8,720	5,291	0.61	\$3,429
5068	Vision Insurance	3,441	2,059	0.60	\$1,382
5090	Employee Assistance Program	12,000	6,672	0.56	\$5,328
5070	Workers' Compensation Insurance	13,768	3,882	0.28	\$9,886
	<b>TOTAL</b>	<b>\$1,934,482</b>	<b>\$1,294,009</b>	<b>0.67</b>	<b>\$640,473</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	9,120	12,428	1.36	(\$3,308)
5170	Household Expenses	15,000	9,850	0.66	\$5,150
5099	Library Insurance	17,000	10,935	0.64	\$6,065
5205	Maintenance Expense	25,000	13,434	0.54	\$11,566
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	75,000	61,603	0.82	\$13,397
5290	Memberships	9,000	6,232	0.69	\$2,768
5300, 5310, 5350	Office Expenses & Postage	77,500	74,202	0.96	\$3,298
5400	Prof./Specialized Services	204,950	116,069	0.57	\$88,881
5495, 5900, 5910	Programs	52,067	15,487	0.30	\$36,580
5500	Books/Library Materials	352,000	137,141	0.39	\$214,859
5600	Meetings/Professional Development	44,640	37,325	0.84	\$7,315
5700	Mileage/Parking	1,600	823	0.51	\$777
5800	Utilities	59,858	25,093	0.42	\$34,76
	<b>TOTAL</b>	<b>\$942,735</b>	<b>\$520,622</b>	<b>0.55</b>	<b>\$422,113</b>
<b>OPERATING EXPENSES</b>					
		<b>\$2,877,217</b>	<b>\$1,814,630</b>	<b>0.63</b>	<b>\$1,062,587</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building & Improvements	\$30,000	-	0.00	\$30,000
4200	Equipment & Furniture	\$30,000	-	0.00	\$30,000
6100	Taxes and Assessments	\$10,000	8,550	0.85	\$1,450
	<b>TOTAL</b>	<b>\$70,000</b>	<b>8,550</b>	<b>0.12</b>	<b>\$61,450</b>
<b>CAPITAL PROJECT</b>					
5211	Renovation	\$4,100,000	1,218,226	0.30	\$2,881,774
	<b>TOTAL</b>	<b>\$4,100,000</b>	<b>1,218,226</b>	<b>0.30</b>	<b>\$2,881,774</b>
<b>TOTAL BUDGET</b>		<b>\$7,047,217</b>	<b>\$3,041,406</b>	<b>0.43</b>	<b>\$4,005,811</b>
Total Expenses without Renovation Expenses		\$2,947,217	\$1,823,180	0.62	\$1,124,037

# Placentia Library District

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

	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2017/18	YTD 2017/18	YTD 2017/18
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$32,287	1107	1233	\$36,521	2088	2278
Total Non-Fiction	\$8,429	352	570	\$30,965	1240	1725
Total Databases / E-Books	\$70,362	768	0	\$27,526	174	0
Total Audio Books	\$6,387	136	136	\$4,542	314	316
Total Educational DVDs	\$769	24	24	\$2,812	78	78
Total Entertainment DVDs	\$7,711	212	291	\$6,339	137	225
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$125,945	2599	2254	\$108,705	4031	4622
Budget	\$272,000			\$255,689		
% Spent YTD	46%			43%		



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2018-2019 THROUGH THE MONTH OF FEBRUARY 2019  
Prepared by Katie Matas, Librarian I

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$23,303	803	821	\$0	0	0	\$23,303	803	821	\$436	15	15	\$23,739	818	836
Total Adult Fiction	\$23,303	803	821	\$0	0	0	\$23,303	803	821	\$436	15	15	\$23,739	818	836
Adult Non-Fiction	\$6,948	298	328	\$0	0	0	\$6,948	298	328	\$530	17	17	\$7,478	315	345
Adult Reference	\$351	9	9	\$0	0	0	\$351	9	9	\$799	20	20	\$1,150	29	29
Adult Magazines	\$322	1	184	\$0	0	0	\$322	1	184	\$0	0	0	\$322	1	184
Total Adult Nonfiction	\$7,621	308	521	\$0	0	0	\$7,621	308	521	\$1,329	37	37	\$8,950	345	558
TOTAL ADULT PRINT MATERIALS	\$30,924	1111	1342	\$0	0	0	\$30,924	1111	1342	\$1,765	52	52	\$32,689	1163	1394
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$6,387	136	136	\$0	0	0	\$6,387	136	136	\$0	0	0	\$6,387	136	136
Adult E-books	\$20,222	458	0	\$0	0	0	\$20,222	458	0	\$0	0	0	\$20,222	0	0
Adult Educational DVDs	\$769	24	24	\$0	0	0	\$769	24	24	\$0	0	0	\$769	24	24
Adult Entertainment DVDs	\$5,129	125	192	\$0	0	0	\$5,129	125	192	\$137	10	10	\$5,266	135	202
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$32,507	743	352	\$0	0	0	\$32,507	743	352	\$137	10	10	\$32,644	753	362
TOTAL ADULT MATERIALS	\$63,431	1,854	1,694	\$0	0	0	\$63,431	1,854	1,694	\$1,902	62	62	\$65,333	1,916	1,756
Young Adult Fiction	\$1,413	114	114	\$0	0	0	\$1,413	114	114	\$176	10	10	\$1,589	124	124
Total Young Adult Fiction	\$1,413	114	114	\$0	0	0	\$1,413	114	114	\$176	10	10	\$1,589	124	124
Young Adult Non-Fiction	\$203	12	13	\$0	0	0	\$203	12	13	\$0	0	0	\$203	12	13
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Nonfiction	\$203	12	13	\$0	0	0	\$203	12	13	\$0	0	0	\$203	12	13
TOTAL YOUNG ADULT PRINT MATERIALS	\$1,616	126	127	\$0	0	0	\$1,616	126	127	\$176	10	10	\$1,792	136	137
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$3,205	91	0	\$159	4	4	\$3,364	95	4	\$0	0	0	\$3,364	95	4
Young Adult Video Games	\$680	12	12	\$0	0	0	\$680	12	12	\$751	30	30	\$1,431	42	42
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$3,885	103	12	\$159	4	4	\$4,044	107	16	\$751	30	30	\$4,795	137	46
Juvenile Fiction	\$7,571	190	298	\$0	0	0	\$7,571	190	298	\$419	33	34	\$7,990	223	332
Total Juvenile Fiction	\$7,571	190	298	\$0	0	0	\$7,571	190	298	\$419	33	34	\$7,990	223	332
Juvenile Non-Fiction	\$605	32	35	\$0	0	0	\$605	32	35	\$62	5	5	\$667	37	40
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	1	\$0	0	0	\$0	0	1	\$0	0	0	\$0	0	1
Total Juvenile Nonfiction	\$605	32	36	\$0	0	0	\$605	32	36	\$62	5	5	\$667	37	41
TOTAL JUVENILE PRINT MATERIALS	\$8,176	222	334	\$0	0	0	\$8,176	222	334	\$481	38	39	\$8,657	260	373
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$4,266	210	0	\$0	0	0	\$4,266	210	0	\$0	0	0	\$4,266	210	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$1,902	75	87	\$0	0	0	\$1,902	75	87	\$0	0	0	\$1,902	75	87
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,168	285	87	\$0	0	0	\$6,168	285	87	\$0	0	0	\$6,168	285	87
TOTAL JUVENILE MATERIALS	\$14,344	507	421	\$0	0	0	\$14,344	507	421	\$481	38	39	\$14,825	545	460
Databases	\$42,669	9	0	\$0	0	0	\$42,669	9	0	\$0	0	0	\$42,669	9	0
E-books	\$27,893	759	0	\$159	4	4	\$27,852	763	4	\$0	0	0	\$27,852	763	4
TOTAL DATABASES / E-BOOKS	\$70,562	768	0	\$159	4	4	\$70,521	772	4	\$0	0	0	\$70,521	772	4
Total Fiction	\$32,287	1107	1233	\$0	0	0	\$32,287	1107	1233	\$1,031	58	59	\$33,318	1165	1292
Total Non-Fiction	\$8,429	352	570	\$0	0	0	\$8,429	352	570	\$1,391	42	42	\$9,820	394	612
Total Databases / E-books	\$70,562	768	0	\$159	4	4	\$70,521	772	4	\$0	0	0	\$70,521	772	4
Total Audio Books	\$6,387	136	136	\$0	0	0	\$6,387	136	136	\$0	0	0	\$6,387	136	136
Total Educational DVDs	\$769	24	24	\$0	0	0	\$769	24	24	\$0	0	0	\$769	24	24
Total Entertainment DVDs	\$7,111	212	291	\$0	0	0	\$7,111	212	291	\$888	40	40	\$8,000	252	331
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$125,945	2599	2254	\$159	4	4	\$126,104	2603	2259	\$3,310	140	141	\$129,414	2743	2399

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

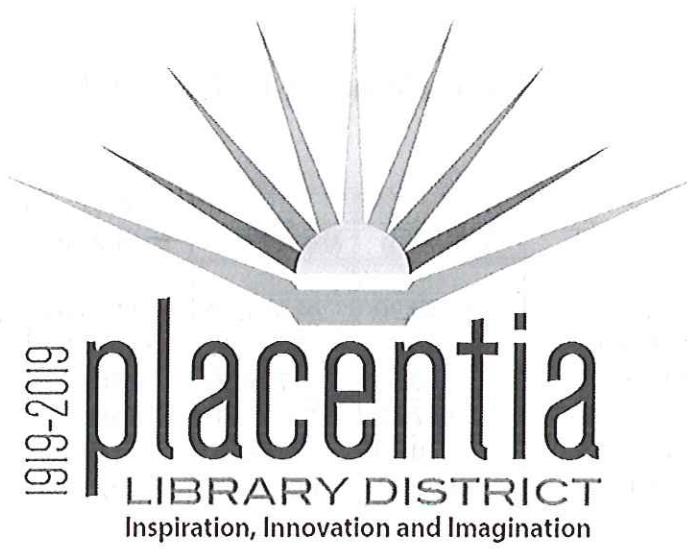
**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Service Revenue Activities Report for March 2019

**DATE:** April 15, 2019

**Net Revenue Summary for March 2019**

	Mar-2019	Mar-2018	YTD 2018-2019	YTD 2017-2018
Passport	33,740.00	24,351.50	152,385.03	131,879.50
Passport Photos	4,596.00	8,354.00	24,064.25	36,354.00
Test Proctor	100.00	700.00	4,900.00	6,450.00
Fines & Fees	417.42	2,027.11	11,583.96	15,261.98
Meeting Room	0.00	175.00	340.00	2,035.00
<b>Total</b>	<b>38,853.42</b>	<b>35,607.61</b>	<b>193,273.24</b>	<b>191,980.48</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Personnel Report for March 2019

**DATE:** April 15, 2019

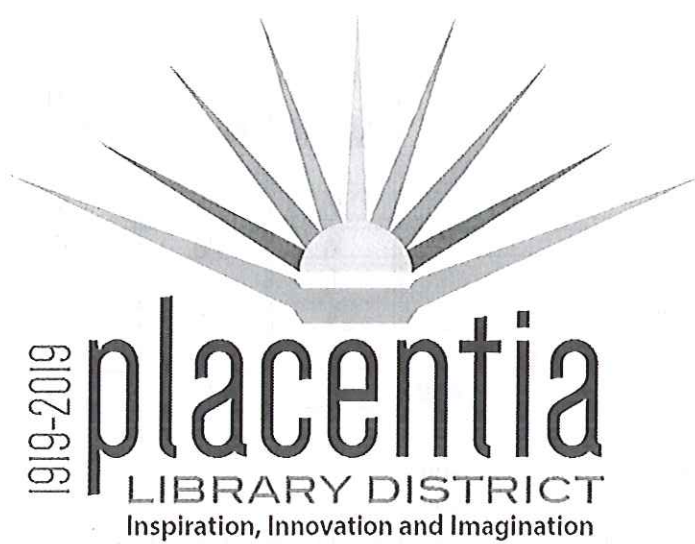
	Mar-19	Mar-18	YTD 2018-2019	YTD 2017-2018
Separation	0	1	2	6
Retirement	0	0	0	0
Appointments	1	2	5	9
Open Positions	1	2	3	8
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>2</b>	<b>5</b>	<b>10</b>	<b>23</b>

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Fernando Maldonado, Business Manager, Administration

OPEN POSITIONS: Library Assistant-Literacy, Public Services



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Technology Manager

**SUBJECT:** Circulation Activity Report: **March 2019**

**DATE:** April 15, 2019

<b>CIRCULATION</b>	Mar-19	Mar. 18	Y-T-D	Y-T-D	Y-T-D
			2018-19	2017-18	% change
New Patron Registrations	86	304	1,874	2,527	-25.8%
Total Circulation	3,603	22,711	139,595	199,014	-29.9%
Total Active Borrowers*	7,645	7,810			
Attendance		29,403	157,673	221,147	-28.7%
Adult Fiction	354	2428	10,736	22,824	-53.0%
Adult Nonfiction	208	2017	6,506	17,134	-62.0%
Adult Magazines	114	200	559	1,710	-67.3%
Adult Music CDs	0	90	97	793	-87.8%
Adult Audio Books	179	544	2,436	4,656	-47.7%
Adult DVDs	53	2361	15,941	20,960	-23.9%
Library of Things	1284	22	1,488	205	625.9%
YA Fiction	63	898	3,658	9,769	-62.6%
YA Nonfiction	24	110	428	890	-51.9%
YA Audio Books	0	0	0	0	0.0%
Video Games	76	62	559	575	-2.8%
JV Fiction	508	9685	45,954	87,919	-47.7%
JV Nonfiction	162	2793	6,337	21,087	-69.9%
JV Magazines	0	0	30	26	15.4%
JV Music CDs	1	46	66	247	-73.3%
JV Audio Books	0	52	32	353	-90.9%
JV DVDs	546	1403	7,510	12,979	-42.1%
* YTD % change not applicable.					

**TEST PROCTORING**

March 2019	March 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
3	14	102	127	-20%

**PATRON COUNT**

Gate Count					Hours Open	Average PerHour
March 2019	March 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change		
12,800	25,994	125,721	215,897	-72%	283	45.2
Open 30 days; Closed 1 day (4 hours).						
Outside Gate Counts						
Adult/Teen Programs			344			
Children Programs			4120			
Outreach Events			633			
Meeting Room Rentals			0			
<b>TOTAL</b>			5097			
					Library Attendance Total	
					17,897	

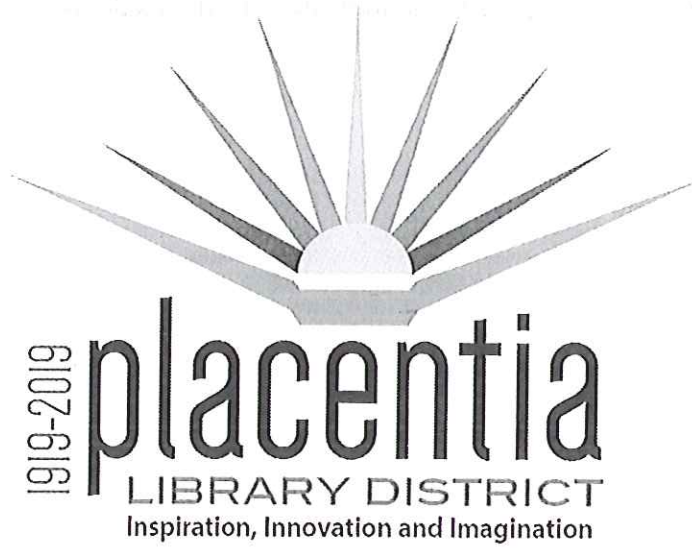
**PASSPORTS**

Mar. 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3	5	8	3	13	40	72
10:00		5	5	5	4	9	40	68
11:00		7	10	5	5	13	37	77
12:00		7	3	7	5	6	38	66
1:00	45	2	12	5	3	13	38	118
2:00	46	6	7	9	4	11	36	119
3:00	47	7	17	9	13	15	37	145
4:00	9	11	16	11	10	5	8	70
5:00		11	19	20	12			62
6:00		16	14	21	14			65
7:00		3	4	11	9			27
<b>DAY TOTALS</b>	<b>147</b>	<b>78</b>	<b>112</b>	<b>111</b>	<b>82</b>	<b>85</b>	<b>274</b>	<b>889</b>

March 2019	March 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
889	1057	4465	5377	-20%

**STAFF ACTIVITY**

- Katie attended Friday Huddles on March 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
- Jon, Estella, and Katie viewed a demonstration of the KOHA ILS by Bywater Solutions.
- Staff provided Setup/Take Down in the Plaza: 25 set-ups/ 25 breakdowns
- Meeting Room rentals patron count: 0 (renovation has started)
- Estella attended the Anaheim Consortium Meeting at Anaheim Central on March 28<sup>th</sup>.
- Jon posted an RFP for a new ILS system on March 22<sup>nd</sup>.
- Tim attended the SLS Marketing Meeting at Orange Public Library on March 14<sup>th</sup>.
- Tim worked at LOT 318 as a Homework Club tutor on March 7, 14, 21 and 28<sup>th</sup>.
- Tim designed a Passport poster sign to be displayed outside the passport office.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

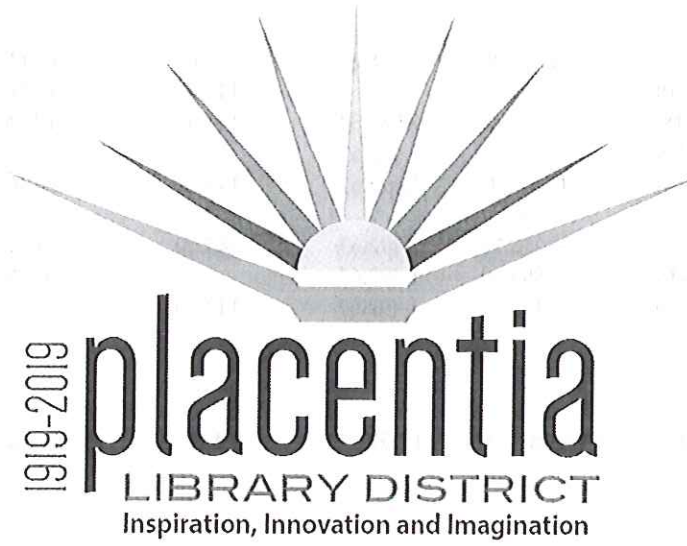
**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through March 2019  
**DATE:** April 15, 2019

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19							
May-19							
Jun-19							
	<b>TOTAL</b>	<b>\$48,081.75</b>	<b>\$11,706.88</b>	<b>\$1,140.00</b>	<b>\$82.62</b>	<b>0.00</b>	<b>\$61,011.25</b>

*\* City Billing Not Received*

PERIOD IN FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF	GROUND (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	0.00	*
Aug-17	08-15-17	16,166.86	*	42.50	19.79	0.00	\$16,229.15
Sep-17	09-20-17	8,558.53	1,452.49	*	*	0.00	\$10,011.02
Oct-17	10-26-17	8,314.14	2,904.98	427.50	10.87	0.00	\$11,657.49
Nov-17	11-21-17	5,075.75	*	*	9.59	0.00	\$5,085.34
Dec-17	*	*	*	+	*	0.00	*
Jan-18	01-16-18	8,800.12	1,452.49	285.00	8.10	0.00	\$10,545.71
Feb-18	02-21-18	*	*	142.50	10.13	0.00	\$152.63
Mar-18	03-28-18	9,310.29	*	142.50	*	0.00	\$9,452.79
Apr-18	04-04-18	*	6,290.93	*	*	0.00	\$6,290.93
May-18	05-15-18	4,556.81	2,516.38	285.00	30.52	0.00	\$7,388.71
Jun-18	06-13-18	9,993.33	*	142.5	20.25	0.00	\$10,156.08
	<b>TOTAL</b>	<b>\$70,775.83</b>	<b>14,617.27</b>	<b>1,467.50</b>	<b>109.25</b>	<b>0.00</b>	<b>\$86,969.85</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director  
Fernando Maldonado, Business Manager

**SUBJECT:** Administration Report for March 2019

**DATE:** April 15, 2019

**Meetings:**

- Board Meetings: March 5<sup>th</sup>, 18<sup>th</sup>
- Budget Work Session: March 18<sup>th</sup>
- Friday Huddles: March 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>
- Johnson Controls, Inc. (JCI): March 7<sup>th</sup>, 14<sup>th</sup>, 22<sup>nd</sup>
- Vincor Construction, Inc.: March 11<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, 28<sup>th</sup>
- Management Meeting: March 7<sup>th</sup>, 11<sup>th</sup>
- Staff Meeting: March 19<sup>th</sup>
- Placentia Library Friends Foundation (PLFF): March 11<sup>th</sup>
- Fundraising Committee: March 22<sup>nd</sup>
- LAFCO: March 13<sup>th</sup>
- Phone interview with CSUF reporter, Angelina Dequina: March 15<sup>th</sup>
- California Library Services Board (CLSB) Meeting: March 28<sup>th</sup>
- Summer Reading Celebration Committee: March 12<sup>th</sup>
- Storage Room Committee: March 1<sup>st</sup>, 14<sup>th</sup>, 29<sup>th</sup>
- Mar. 01<sup>st</sup>: Storage Room Committee met to plan for post renovation mechanical room usage.

**Facilities:**

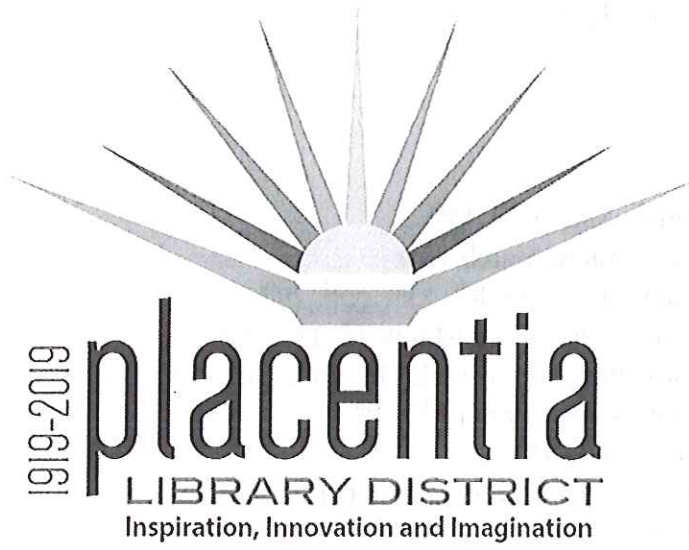
- Mar 20<sup>th</sup>: OC Plumbing assessed broken water line connecting to the Staff Lounge refrigerator as water and ice were not available.

**Training/ Workshops / Conference:**

- Fernando Maldonado attended CPR training. – March 16<sup>th</sup>

**Events:**

- Author's Luncheon – March 2<sup>nd</sup>
- Placentia Collaborative Community – March 19<sup>th</sup>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children’s Services Report for March 2019  
**DATE:** April 15, 2019

**MONTHLY STATISTICS**

**Program Statistics**

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	March	March	March	March	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2019	2019	2018	2018	2018-19	2018-19	2017-18	2017-18	17/18-18/19	17/18-18/19
Storytime	8	306	15	647	78	3,079	100	4,106	-22.00%	-25.01%
Educational	22	3,814	23	753	108	7,280	140	3,778	-22.86%	92.69%
Reading	0	0	1	58	11	1,644	23	2,104	-52.17%	-21.86%
Seasonal	0	0	2	2,030	1	200	5	2,723	-80.00%	-92.66%
Totals	30	4,120	41	3,488	146	10,227	268	12,711	-45.52%	-19.54%

**Reference/Computer Usage Statistics**

	March 2019	March 2018	Y-T-D 2018-2019	Y-T-D 2017-2018	Y-T-D % change
Reference—in person	262	554	3,245	4,383	-25.96%
Reference--telephone	21	35	162	235	-31.06%
<b>Total Reference</b>	<b>283</b>	<b>589</b>	<b>3,407</b>	<b>4,618</b>	<b>-26.22%</b>
*Children's computer usage	0	943	2,449	7,946	-69.18%

\*Statistics for public access computers no longer being recorded due to lobby closure.

**ACHIEVEMENTS**

- Lori Worden represented the library at Tynes Elementary for their trimester awards assembly to recognize C21 certificate recipients at their school on March 13<sup>th</sup>.
- Lori Worden represented the library at Ruby Drive Elementary for their trimester awards assembly to recognize C21 certificate recipients at their school on March 20<sup>th</sup>.
- Kathy Carn represented the library at Golden Elementary for their trimester awards assembly to recognize C21 certificate recipients at their school on March 12<sup>th</sup>.
- Kathy Carn represented the library at Ruby Drive Elementary for their trimester awards assembly to recognize C21 certificate recipients at their school on March 18<sup>th</sup>.
- Kathy Carn represented the library at Melrose Elementary for their trimester awards assembly to recognize C21 certificate recipients at their school on March 26<sup>th</sup>.
- Yesenia Baltierra represented the library at Wagner Elementary for their trimester awards assembly to recognize C21 certificate recipients at their school on March 15<sup>th</sup>.
- Lori Worden and Kathy Carn continued outreach at Tynes and Ruby Drive Elementary throughout the month of March.
- Ana Balderas continued outreach with LOT 318 throughout the month of March.

- Kathy Carn and Yesenia Baltierra worked with members of the Placentia Women's Roundtable to prepare goodies bags for Easter Eggcitement on March 12<sup>th</sup>.
- Yesenia Baltierra participated at Glenview Elementary for Read Across America in 2 English classes and 2 Spanish classes on March 8<sup>th</sup>.

### **MEETINGS**

- Lori Worden met with Kathy Carn and Venessa Faber for continued Crossroads Corner planning on March 20<sup>th</sup> and 25<sup>th</sup>.
- Lori Worden, Deanna White, Ana Balderas, Venessa Faber, and Kathy Carn attended the Children's Department meeting on March 7<sup>th</sup>.
- Kathy Carn, Deanna White, Yesenia Baltierra and Ana Balderas attended the All Staff Meeting on March 19<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra to discuss Children's Services on March 6<sup>th</sup> and 19<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for Supervisor Meetings on March 13<sup>th</sup> and 27<sup>th</sup>.
- Kathy Carn and Yesenia Baltierra met with City staff for Easter Eggcitement planning on March 18<sup>th</sup>.
- Kathy Carn met with Wendy Amireh and Venessa Faber to discuss collections on March 18<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh to discuss PLFF Gala decorations on March 19<sup>th</sup>.
- Kathy Carn met with Wendy Amireh to discuss the CLA Mini-Grant project (The Bot Box) on March 26<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra to discuss Easter Eggcitement planning on March 28<sup>th</sup>.
- Yesenia Baltierra attended Placentia Round Table Women's Club on March 6<sup>th</sup>.

### **PROFESSIONAL DEVELOPMENT**

- Lori Worden successfully completed an InfoPeople four-week course on "Emotional Intelligence in the Workplace."
- Lori Worden and Kathy Carn attended a training by Ryan Dowd on "The Librarian's Guide to Homelessness" on March 1<sup>st</sup>.
- Lori Worden, Deanna White, Ana Balderas, Venessa Faber, and Kathy Carn attended a Storytime Workshop presented by the SLS Children's Committee on March 14<sup>th</sup>.
- Yesenia Baltierra successfully completed four-week course on "Using Infographics for Big Impact."

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for March 2019

**DATE:** April 15, 2019

**MONTHLY STATISTICS**

<b>Information Desk Activity</b>	<b>March 2019</b>	<b>March 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
Information -- in person	931	1648	11350	13630	-16.73%
Information -- telephone	680	816	5387	6144	-12.32%
Information -- email/chat	3	3	34	125	-72.80%
Technology assistance	4	352	1348	2236	-39.71%
Guest passes	0	102	635	609	4.27%
Adult and Children's computer use (desktops)	0	2179	8648	18981	-54.44%
Adult computer usage (desktop)	0	1935	9032	15508	-41.76%
Public computer use (express laptops)	0	35	11	101	-89.11%

<b>History Room Activity</b>	<b>March 2019</b>	<b>March 2018</b>	<b>Y-T-D FY2018-19</b>	<b>Y-T-D FY2017-18</b>	<b>Y-T-D % change</b>
History Room Visitors	1	15	36	87	-58.62%

<b>Volunteer Hours</b>	<b>March 2019</b>	<b>March 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
History Room	8.25	69.5	120.5	449.5	-73.19%
PLFF	369	443.33	3089.1	3905.54	-20.90%
General Library	98.75	822.07	1989.69	5185.37	-61.63%
Technology	0	0	0	18.25	-100.00%
Homework Club	58.75	68.5	445.75	485.85	-8.25%
Adult Literacy Tutors	154.5	229.25	1148.19	1624.25	-29.31%
PTAC	48	66.25	641.5	937	-31.54%
Summer Reading Program	0	0	675.75	1365.62	-50.52%
<b>Total Volunteer Hours</b>	<b>737.25</b>	<b>1698.9</b>	<b>8110.48</b>	<b>13971.38</b>	<b>-41.95%</b>

Public Services Outreach Activity	March	March	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2018-19	FY2017-18	% change
Outreach Visits	20	11	156	28	457.14%
Outreach Attendance	633	5217	4861	12574	-61.34%

**Adult Programs**

Type of Program	Number of Programs February	Attendance March	Number of Programs March	Attendance March	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1819	FY1819	FY1718	FY1718		
Book Club	0	0	1	6	2	16	9	53	-77.78%	-69.81%
Computer Workshops	0	0	0	0	0	0	10	105	-100.00%	-100.00%
Educational Programs	0	0	0	0	2	73	10	2332	-80.00%	-96.87%
Fine Art Programs	0	0	0	0	3	341	7	207	-57.14%	64.73%
Health & Fitness Programs	0	0	3	57	0	0	10	232	-100.00%	-100.00%
History Room Programs	1	69	0	0	4	237	6	167	-33.33%	41.52%
Home and Lifestyle Programs	0	0	0	0	0	0	3	330	-100.00%	-100.00%
Literacy Programs	10	235	10	156	46	649	53	561	-13.21%	15.69%
Reading Programs	0	0	0	0	5	654	5	595	0.00%	9.92%
Volunteer Programs	0	0	1	15	5	66	16	193	-68.75%	-65.80%
<b>Totals</b>	<b>11</b>	<b>69</b>	<b>15</b>	<b>234</b>	<b>67</b>	<b>1,801</b>	<b>129</b>	<b>4,775</b>	<b>-48.06%</b>	<b>-62.28%</b>

Literacy	YTD1819	YTD1718	% Change
English Literacy Students	57	41	39.02%
Students Graduated	3	10	-70.00%
English Literacy Tutors	44	36	22.22%

**Programs**

Type of Program	Number of Programs March	Attendance March	Number of Programs March	Attendance March	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1819	FY1819	FY1718	FY1718		
Collaboratory	0	0	0	0	4	19	5	76	-20.00%	-75.00%
Friday Flicks	0	0	5	21	7	29	30	134	-76.67%	-78.36%
PTAC	2	40	2	51	17	355	21	457	-19.05%	-22.32%
Summer Reading Program	0	0	0	0	2	122	2	127	0.00%	-3.94%
Teen Misc.	0	0	0	0	1	160	1	61	0.00%	162.30%
Test	0	0	1	0	1	14	4	39	-75.00%	-64.10%
The Vault	0	0	1	7	2	167	4	241	-50.00%	-30.71%
<b>Totals</b>	<b>2</b>	<b>40</b>	<b>9</b>	<b>79</b>	<b>34</b>	<b>866</b>	<b>67</b>	<b>1,135</b>	<b>-49.25%</b>	<b>-23.70%</b>

**ACHIEVEMENTS**

- Coleen Wakai coordinated Conversation Club on March 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, and 29<sup>th</sup>.
- Coleen Wakai coordinated a literacy orientation on March 26<sup>th</sup>.
- Coleen Wakai and a literacy tutor attended the Whitten/Melrose Health and Wellness outreach on behalf on March 6<sup>th</sup>.
- Coleen Wakai, Ana Balderas and a literacy tutor attended the Melrose/Valdez Health and Wellness outreach on March 9<sup>th</sup>.
- Coleen Wakai coordinated Citizenship presentations on March 6<sup>th</sup> and March 9<sup>th</sup>.
- Coleen Wakai attended Gabriel Barriga’s ALLI Bootcamp graduation ceremony in Corona on March 10<sup>th</sup>.
- Coleen Wakai and Sally Federman attended the Writer to Writer Brunch on March 16<sup>th</sup>.
- Victor Meza coordinated a PTAC meetings on March 7<sup>th</sup> and 21<sup>st</sup>.
- Victor assisted in Mrs. Kim’s class at Tynes Elementary on March 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>.
- Victor attended the Tynes C21 awards assembly on March 21<sup>st</sup>.
- Michelle Meades was awarded the California Humanities grant for the Library innovation on March 25<sup>th</sup>.
- Michelle Meades coordinated the 3<sup>rd</sup> grade visit to Brookhaven Elementary School on March 22<sup>nd</sup>.
- Wendy Amireh attended the Morse C21 assembly on March 29<sup>th</sup>.
- Wendy Amireh completed a staff’s performance review on March 21<sup>st</sup>.
- Yesenia Baltierra attended the PLFF Author’s Luncheon on March 2<sup>nd</sup>.

**MEETINGS**

- Wendy Amireh and Yesenia Baltierra met on March 5<sup>th</sup> and 19<sup>th</sup>.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on March 13<sup>th</sup>, 19<sup>th</sup> and 27<sup>th</sup>.
- Wendy Amireh attended Kiwanis meetings on March 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>.
- Michelle Meades met with the Wendy Amireh on March 5<sup>th</sup>, 7<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, 19<sup>th</sup>, 21<sup>st</sup>, 26<sup>th</sup> and 27<sup>th</sup>.
- Michelle Meades attended the Historical Committee meeting on March 26<sup>th</sup>.
- Michelle Meades met with Victor Meza on March 27<sup>th</sup>.
- Michelle Meades met with Lyn Goss on March 28<sup>th</sup>.
- Adult Services staff attended the Adult Services Meeting on March 25<sup>th</sup>.
- Coleen Wakai met with Wendy Amireh on March 5<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.

- Coleen Wakai and Sally Federman met with Wendy Amireh on March 7<sup>th</sup>, and 18<sup>th</sup>.
- Coleen Wakai met with individual literacy tutors on March 1<sup>st</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, and 22<sup>nd</sup>.
- Coleen Wakai met with individual adult learners on March 1<sup>st</sup>, 20<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>.
- Jeannie Killianey and Victor Meza met on March 7<sup>th</sup> and 11<sup>th</sup>.
- Jeannie Killianey and Wendy Amireh met on March 11<sup>th</sup>.
- Victor Meza met with Wendy Amireh on March 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>.
- Wendy Amireh, Coleen Wakai, Michelle Meades attended the Staff Meeting on March 19<sup>th</sup>.
- Wendy Amireh met with Kathy Carn and Venessa Faber on March 18<sup>th</sup>.
- Wendy Amireh attended the SRC committee meeting on March 12<sup>th</sup>.
- Wendy Amireh attended the Adult SLS meeting on March 12<sup>th</sup>.
- Yesenia Baltierra attended the Merchant's Association meeting on March 12<sup>th</sup>.

#### **PROFESSIONAL DEVELOPMENT**

- Wendy Amireh listened to PLA's "Just One Thing" webinar on March 11<sup>th</sup>.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Placentia Library Website & Technology Report for March 2019

**DATE:** April 15, 2019

<u>On-line database usage</u>	March 2019	Onsite Usage 3/19	Remote Usage 3/19	March 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Library Catalog	22,720	N/A	N/A	24,108	151,304	147,740	2%
General Reference Center	19	90	0	90	885	331	167%
Biography In Context	447	342	8	350	3,679	3,573	3%
Opposing Viewpoints	342	384	7	391	3,125	1,523	105%
Consumer Reports (new July 2016)	131	N/A	N/A	133	991	645	54%
Freegal	908	N/A	N/A	1,066	8,022	9,286	-14%
Heritage Quest	10	N/A	N/A	118	940	2,395	-61%
Novelist	1	N/A	N/A	23	448	257	74%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	76	88	330	-73%
Pronunciator	24	N/A	N/A	56	200	409	-51%
ABC Mouse	60	N/A	N/A	83	378	517	-27%
ABC Mouse - Bring Reading Home (New March 2018)	3	N/A	N/A	2	2	N/A	N/A
World Book Online (New February 2018)	122	N/A	N/A	3	41	N/A	N/A
Career Cruising	2	N/A	N/A	18	45	78	-42%
Tumblebooks	59	N/A	N/A	143	669	1,003	-33%
Reference USA	192	N/A	N/A	252	1,702	2,818	-40%
Enki	0	N/A	N/A	16	23	112	-79%
Hoopla	1196	N/A	N/A	825	9,370	6,110	53%
Overdrive e-books	1,595	N/A	N/A	1,397	14,475	14,915	-3%
Overdrive audio books	1,079	N/A	N/A	820	9,003	9,435	-5%
Overdrive e-books - Placentia Advantage (New March 2018)	1,132	N/A	N/A	1,554	1,554	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,072	N/A	N/A	1,430	1,430	N/A	N/A
Zinio	197	N/A	N/A	58	1,089	771	41%
<b>TOTAL DATABASE USAGE</b>	<b>31,311</b>	<b>816</b>	<b>15</b>	<b>33,012</b>	<b>209,463</b>	<b>202,248</b>	<b>4%</b>

<b>Computer &amp; Online Resource Use</b>					
	<b>March 2019</b>	<b>March 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
Placentia Residents	635	1,010	8,694	15,101	-42%
Non-Placentia Residents	573	771	6,791	10,914	-38%
<b>Total</b>	<b>1,208</b>	<b>1,781</b>	<b>15,485</b>	<b>26,015</b>	<b>-40%</b>

<b>Website Traffic</b>					
	<b>March 2019</b>	<b>March 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
Website visits	7,855	11,525	72,437	110,311	-34%
Page Hits	14,061	20,181	124,277	186,214	-33%
Users	4,452	6,757	40,337	64,145	-37%
Pages/Session	1.76	1.71	N/A	N/A	N/A
Avg. Session Duration	00:02:20	00:00:25	N/A	N/A	N/A
% New Sessions	71	N/A	N/A	N/A	N/A

<b>Wifi Use</b>					
	<b>March 2019</b>	<b>March 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
<b>Total</b>	<b>2,740</b>	<b>1,927</b>	<b>13,402</b>	<b>17,356</b>	<b>-23%</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize Board President Carline to sign the Purchasing Agreement #19-001 with Yamada Enterprises

**DATE:** April 15, 2019

**BACKGROUND**

On July 17, 2017, Library Board of Trustees adopted 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. The total approved budget for the renovation and energy efficiency projects was \$4M.

The proposed plan to commemorate the 100<sup>th</sup> Anniversary of the Placentia Library District centers on renovating and redesigning the public space including public restroom upgrades and 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 energy efficiency project under discussion is comprised of several key energy upgrade for the Placentia Library District. This includes:

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

To date, the energy efficiency project remains on budget.

The \$2.3 million budget for the renovation included procurement of Furniture, Fixtures, and Equipment (FFE). The purchase and installation of new furniture components include library furniture, bookstacks, custom millwork, tables, chairs, bookshelves, etc. This also includes the procurement and installation of the four fabricated structures for the Crossroads Corner, to be located in the Children's area.

The project is anticipated to begin in the Summer with an expected completion date of August 16, 2019.

Yamada Enterprises is a furniture dealer located at 16552 Burke Lane, Huntington Beach. The company has been in business for over 40 years and have provided library shelving and furniture to many libraries in Southern California. Yamada Enterprises will supply library furniture, fixtures and equipment for the following manufacturers: Arper, TMC, Davis Furniture, Claridge, Worden, Estey, Peter Pepper, Egan, Andreu World Bernhardt, and PS Furniture. The anticipated expenditures for library furniture and shelving provided by Yamada Enterprises is expected to be \$970,600 including freight, delivery, installation and tax.

Placentia Library District Policy 3080.2 states “Purchases or contracts that are over ten thousand dollars (\$10,000) must comply with the competitive bid process” and Policy 3080.2.1 “The Library Director will have the authority to spend up to \$10,000 per vendor to resolve the situation and resume services.” Staff has consulted with Legal Counsel, other public works professionals, and library directors, confirming that a request for approval is not required for FF&E projects as they are not under the provision of the public works requirement. Additionally, the renovation project timing and schedule are considerations to ensure the completion of work for re-opening with full library access on September 14, 2019. Staff recommends the waiver of said policy and authorize the Purchasing Agreement between the District and Yamada Enterprises.

Attachment A is Policy 3080 – Purchasing and Expense Authorization

Attachment B is Yamada’s Agreement.

#### **RECOMMENDATIONS**

1. Motion to authorize the waiving of Policy 3080.2 as presented; and,
2. Authorize Board President Carline to sign the Purchasing Agreement #19-001 with Yamada Enterprises for the procurement and installation of furniture, fixtures, and equipment, in the amount of \$970,600; and,
3. Motion for a roll call vote.
4. Roll call vote.
5. Motion to authorize the waiving of Policy 3080.2.1 as presented; and,
6. Motion to authorize the Library Director to approve related change orders, not to exceed \$50,000; and,
7. Authorize the Library Director to approve related change orders, not to exceed \$50,000; and,
8. Motion for a roll call vote.
9. Roll call vote.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Purchasing and Expense Authorization  
**POLICY NUMBER:** 3080

**3080.1** All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget. All purchases and contracts authorized by the Library Director will be made with attention to the quality, performance, delivery, service capability and lowest possible cost.

**3080.2** Any commitment of District funds for a purchase or expense greater than \$10,000 will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations. Purchases or contracts that are over ten thousand dollars (\$10,000) must comply with the competitive bid process. Purchases or contracts that are between five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) may be made without competitive bid requirements, but shall, whenever possible, be based on at least three (3) documented price quotes. Purchases or contracts that are under five thousand dollars (\$5,000) may be made at the Library Director's discretion.

**3080.2.1** Such contracts in excess of ten thousand dollars (\$10,000) shall be presented to the Library Board of Trustees for approval to waive bids and for approval to enter into a formal contract. In emergency situations, the Library Director will inform the Library Board President of the emergency. If the President is not available, the Library Director shall contact the Board Secretary. In the absence of either party, the Library Director will contact any Trustee for approval. The Library Director will have the authority to spend up to \$10,000 per vendor to resolve the situation and resume services in order to secure the safety of patrons and staff. The Board President shall have the authority to waive the \$10,000 bidding procedures set forth in this Policy and, with the Library Director, shall effect procurements in excess of the amount otherwise provided in this section to resume service. Neither party may commit the District to purchases or contracts that exceed \$45,000 without Board approval. Library Director, with the Library Board President, shall use the following procedures:

**3080.2.1.a** Decision Memo stating the reason for the determination of the emergency shall be provided to the library board in a timely manner.

**3080.2.1.b** In emergency situations, the Library Board President shall not be required to comply with competitive bidding and advertising requirements of this Policy. Library Director, with the Library Board President, shall be empowered to negotiate and execute contracts without prior approval of the library board.

**3080.2.1.c** A Purchase Order, along with all written documentation, shall be submitted to the library board for ratification at a library board meeting. If the next scheduled meeting is more than 14 (fourteen) days hence, a special board meeting will be called.

**3080.3** The Library Director and his/her Designee shall make procurement decisions in the best interest of the District and shall evaluate the cost effectiveness of purchases. Single source provider is exempt from the competitive bidding process and shall be per terms of agreement. Additionally, the following library material vendors and other standing order purchases are exempt from the bidding process, unless otherwise recommended by the Library Director and approved by the Library Board of Trustees:

- a. Baker & Taylor (BTAC)
- b. Ebsco
- c. OverDrive
- d. Ingram
- e. Brodart
- f. Freegal
- g. Hoopla
- h. Gale
- i. Bibliotheca
- j. SirsiDynix

**3080.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

**3080.4.1** Travel reimbursement requests and expense reimbursements submitted by the Library Director will be signed by two Trustees.

**3080.5** In compliance with the Orange County Counsel opinion A-1000, dated June 20, 1983, stating, "...a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is \$20,000 or less" the Board of Trustees authorizes the Library Director to process claims for items totaling less than \$20,000 of routine, budgeted expenses. These claims shall be signed by the Library Director and countersigned by one (1) Trustee.

**3080.5.1** Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than \$20,000 may be authorized by two (2) Trustee signatures and/or the Library Director.

**3080.5.2** In the absence of the Library Director, three (3) Trustees may sign Claims for routine budgeted items without any restriction in the amount of the Claim.

PLD Initials: \_\_\_\_\_

Yamada Initials: \_\_\_\_\_



**PURCHASING AGREEMENT 19-001**

This Purchasing Agreement is (this "Agreement") by and between Placentia Library District, 411 E Chapman Ave, Placentia, CA 92870 and Yamada Enterprises, of 16552 Burke Lane, Huntington Beach, California 92647. In this Agreement, the party who is contracting to receive the services shall be referred to as "Client", and the party who will be providing the services shall be referred to as "Vendor".

- DESCRIPTION OF SERVICES.** Vendor will provide the following services (collectively, the "Services") at: Placentia Library District, 411 E Chapman Ave, Placentia, CA 92870: Furnish all necessary materials, equipment and labor to provide the FF&E, Library Bookstacks, and Custom Millwork per emar Studio Design Development Set project #2018\_03 dated 1/25/19 sheets: 3/G001, A203, A204, ID-6.01, ID-6.02, ID-9.1, ID-9.2, ID-9.3, ID-9.4, ID-9.5, ID-10.0. Services are expected to be completed by August 16, 2019.

Approved revisions to the aforementioned Design Development Set are as follows and are reflected in the contract amount: Deleted (1) privacy screen from Quiet 09 and added (2) pull-up tables, Changed all simulated stone material SS-01 to a solid surfacing material, Changed all 3form divider panels on computer tables to a frosted acrylic material, Changed Customer Service Desk from curved in plan to orthogonal in plan, Deleted (3) built-in benches at book shelving units.

- PAYMENT FOR SERVICES.** Client will pay compensation to Vendor for the Services in the amount of: Nine hundred fifty-five thousand six hundred dollars (\$970,600.00). Payments will be made as follows:

Initial deposit due with signed contract for submittal preparation:	\$ 145,590.00
Progress Payment #1 due with approved submittals for material order preparation & processing:	\$ 242,650.00
Progress Payment #2 due 45 days prior to material fabrication completion:	\$ 145,590.00
Progress Payment #3 due 7 days prior to material shipping from factory:	\$ 242,650.00
Final Payment due Net 30 after installation is complete:	\$ 194,120.00

Client shall pay to Vendor for the satisfactory performance and completion of the work and performance of all duties, obligations and responsibilities of Vendor under this Agreement, the sum set forth above as the Price, subject only to additions/deductions as agreed upon by Vendor and Client in writing. The price shall be deemed to include all costs of Vendor including the costs of labor, supervision, services, materials, equipment, tools, transportation, insurance, and taxes. Price does not include bonds, permits, city approvals, inspection fees or storage charges.

It is agreed that the price stated in this agreement assumes the installation area is free and clear from all debris, floor covering has been installed and all areas are ready for installation. Installation of all furnishings and shelving must take place at one time to avoid excess trips. If site is not 100% ready for installation, as agreed upon, Vendor is not responsible to absorb any storage costs or any additional labor costs as a result.

Final payment is due 30 days after completion of installation. If, at the end of 30 days, any punch list items and/or certified payroll documentation remains incomplete, client may withhold up to 10% of remaining balance (\$19,412.00) until any and all punch list items and certified payroll requirements have been completed.

**Library Interiors**

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PLD Initials: \_\_\_\_\_

Yamada Initials: \_\_\_\_\_

3. **ENTIRE AGREEMENT:** This Agreement represents the entire agreement between Vendor and Client and supersedes any prior written or oral representations.
4. **TIME:** Time is of the essence of this Agreement. The Client shall provide the Vendor with scheduling information in a form acceptable to the Vendor.

Client may, in its discretion, suspend all or any part of the construction of the Project or the Vendor's services hereunder; provided, however, that if Client shall suspend construction of the Project or Vendor's services hereunder for a period of ninety (90) consecutive days or more and such suspension is not caused by the Vendor's default or the acts or omissions of Vendor or its sub-contractors, upon rescission of such suspension, the compensation payable under this Agreement will be subject to adjustment to provide for actual costs and expenses incurred by Vendor as a direct result of the suspension and resumption of Project construction or Vendor's services hereunder.

Should the Client delay the Vendor, or any other sub-contractor, Client will indemnify Vendor and hold Vendor harmless for any damages, claims, demands, liens, stop notices, lawsuits or attorney's fees or any other costs or liabilities imposed on the Client.

It is understood that the products provided under this agreement are specialty items that are made to order. Subsequently they have manufacturing lead times. The Client understands that these lead times need to be built in to the overall construction schedule. The Vendor shall provide lead times on materials to assist the Client in generating an overall project schedule if requested. Once these specialty items have been ordered the order cannot be cancelled or changed.

Material will not be released into production until shop drawings and color selections are approved. The Vendor shall submit shop drawings within four (4) weeks. All material will be ordered when approvals are returned to and accepted by Vendor.

5. **INSURANCE.** Before commencing the Work and until completion and final acceptance thereof by Client, Vendor shall obtain and maintain, at its expense, the insurance coverage types and amounts specified in the attached certificate of insurance. (Exhibit A). Once a contract has been fully executed, Vendor will provide Client with an "additional insured" insurance certificate for this project.

As a condition to any payment for the Work, Vendor shall furnish a certificate, satisfactory to Client, showing the required insurance to be in force and stating that the insurance will not be canceled or changed except upon at least thirty (30) days written notice thereof to Client. The Client nor any other additional insured, nor their agents, employees or assigns, shall be liable to Vendor or its agents, employees or assigns for any loss or damage covered by the insurance policies.

6. **LABOR.** Vendor outsources all labor. Vendor shall ensure hired labor is compatible with this type of work and shall take all steps necessary to avoid labor disputes; and shall be responsible for any delays and damages to Client caused by such disputes. Vendor shall maintain and exercise control over all employees engaged in the performance of the Work, to the extent permitted by law, remove or cause to be removed from the Project any employee whose presence is detrimental to the orderly execution of the Work. Vendor shall not permit anyone under the age of 18 to perform the Work or to have access to the Project site. Labor will be paid at prevailing wage rates and tiered sub-contractors will provide certified payroll upon request.

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Yamada Initials: \_\_\_\_\_

7. **OWNER'S RESPONSIBILITIES.** (A). Client affirms that they are the Owner of this project, or the Owner of jobsite has authorized the Client to enter into this agreement and the Client has the right to contract for construction of the Project on the Job Site.

(B) Client will ensure that Client's Representative responds in writing and with reasonable promptness to written requests from Vendor for (1) interpretation of the Plans, or (2) other information relevant to completion of the Work. Vendor is authorized to rely on written responses from Client's Representative.

(C) Client will not interfere with or permit others to interfere with, stop, hinder, or delay completion of the Work by Vendor as provided under this Agreement.

8. **RELATIONSHIP OF PARTIES.** It is understood by parties that Vendor is an independent contractor with respect to Client, and not an employee of Client. Client will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Vendor.

9. **CLEAN UP.** Vendor shall, at its own expense: (A) keep the premises at all times free from waste materials, packaging and other debris accumulated in connection with the Work by collecting and removing such debris from the job site on a daily or other basis requested by Client; (B) at the completion of the Work in each area, sweep and otherwise make the Work and its immediate vicinity "broom-clean;" (C) remove all of its tools as directed by Client at the completion of the Work; and (D) at final inspection clean and prepare the Work for acceptance by Client.

10. **FINAL PAYMENT.** (A) Vendor will submit an invoice for final payment and will notify Client when the Work has been completed.

(B) Making of final payment constitutes waiver of all Claims by Client against Vendor except those Claims previously made in writing and delivered to Vendor and those obligations otherwise provided by this Agreement or by operation of Law.

11. **DISPUTES.** Should any dispute arise relative to the performance of this contract that the parties cannot resolve, the dispute shall be referred to a single arbitrator acceptable to the Vendor and the Client. If the Vendor and the Client cannot agree upon an arbitrator, the dispute shall be referred to the American Arbitration Association for resolution.

All Attorney fees that shall be incurred in the resolution of disputes shall be the responsibility of the party not prevailing in the dispute.

12. **TERMINATION:** Should the Client fail to rectify any contractual deficiencies, including, but not limited to, failure to make timely payments to the Vendor within three (3) working days of Vendor's written notice, Vendor shall have the right to take whatever steps it deems necessary to correct said deficiencies and charge the cost to the Client, who shall be liable for the full cost of Vendor's corrective action, including, but not limited to, overhead, profit, and actual attorney's fees.

This Agreement may be terminated by Client at any time for any reason or for no reason upon ten (10) calendar days' prior written notice to the Vendor - providing that material has NOT been ordered. Per Item #4 of this Agreement, once the orders have been placed, the order cannot be cancelled. Upon the termination of this Agreement by Client, Client shall pay to the Vendor as payment in full for all labor, work, and services performed hereunder, all materials supplied and expenses incurred by the Vendor, the following amount: (i) the unpaid prorated compensation set forth in this

### Library Interiors

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Yamada Initials: \_\_\_\_\_

Agreement for all Services actually performed by the Vendor under this Agreement up to the effective date of termination, plus (ii) the amount of all reimbursable expenses (i.e., expenses for which Client has expressly agreed to reimburse the Vendor in this Agreement) incurred by the Vendor up to the effective date of termination for which Client has not previously reimbursed the Vendor. Expenses may include, but are not limited to: administrative, design, planning and submittal preparation fees. Concurrent with the Vendor's receipt of payment, the Vendor shall sign and deliver to Client a full and unconditional waiver and release of lien, along with true, correct and complete copies of all of Vendor's work product associated with the Services. As used herein, "effective date of termination" means that date which is ten (10) calendar days following Vendor's receipt of the notice of termination, or such later date as may be set forth in the notice of termination.

- 13. **WARRANTIES.** All Warranties are limited to the implied warranties of habitability and workmanlike construction and are limited to a period of one year from the date of the issuance of a certificate of completion by the Client. If a certificate of completion is not issued the warranty period will commence upon request for final payment. This limited warranty is the only express warranty provided by the Vendor. In certain cases, a manufacturer may provide a standard warranty of more than one year. If that is the case, the warranty period will continue under the terms determined by the manufacturer warranty.
- 14. **INDEMNITY:** To the fullest extent permitted by law, Vendor shall indemnify, protect, defend, and hold harmless the Client and its employees, agents, partners, members, successors and assigns from and against any claims, damages, losses, liabilities, costs, actions, causes of action, suits, penalties, fines and expenses, including but not limited to attorneys' and expert fees, arising, in whole or in part, out of or resulting from performance of the Vendor's Services under the Agreement, including, without limitation, any of the Vendor's Services performed by any contractors, subcontractors, or materialman retained by Vendor.
- 15. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 16. **APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of California.
- 17. **EFFECTIVE DATE AND SIGNATURE.** This Agreement shall become effective on the date it is signed by both parties. We, the undersigned, have read, understood, and agree to each of the provisions of this Agreement and hereby acknowledge receipt of a copy of this Agreement.

**Yamada Enterprises**

**Placentia Library District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Linda Braverman, President  
Printed Name, Title

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Library Interiors**

16552 Burke Lane • Huntington Beach, CA • 92647-4538  
(714) 843-9882 • (800) 444-4594 • FAX (714) 843-9202



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize an Amendment to Placentia Library District Policy 2319 – Job Description – Library Assistant as presented.

**DATE:** April 15, 2019

**BACKGROUND**

At the March 18, 2019 Library Board of Trustees meeting, the Board approved the reclassification of the Librarian – Literacy Services to Library Assistant. Based on the recommendation and analysis from the Public Services Manager, it was determined that the duties of the Librarian – Literacy Services support the responsibilities that fall within the job description of the Library Assistant, thus removing the Master’s Degree in Library and Information Science requirement.

As with other classifications that were previously reclassified, the impacted employee was sought for her feedback before her retirement. The interviews for the Library Assistant – Literacy Services were held on April 10, 2019 with eight candidates interested in the position.

Attachment A is Policy 2319 – Job Description – Library Assistant to include specific Literacy Services duties.

**RECOMMENDATIONS**

1. Motion to authorize amendments to Policy 2319 – Job Description – Library Assistant as presented; and,
2. Motion for a roll call vote.
3. Roll call vote.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Job Description - Library Assistant  
**POLICY NUMBER:** 2319

### **DEFINITION:**

Under the general direction of the Supervising Librarian, performs library work in the reference, circulation, technical services, and literacy or administration departments; and performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and interpersonal communication skills. Library Assistant provides customer service at the single-point Information Desk which includes circulation duties.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Supervising Librarian.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

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

- Performs specialized reference work using print and electronic formats.
- Selects and de-selects books and other library materials for areas of the collection assigned by the Supervising Librarian.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to the staff and the community.
- Responsible for programming.
- Answers reference questions at the Information Desk.
- Troubleshoots and assists the public with District equipment and machines.
- Assists the public in making the most effective use of the Library's collection and facility.
- Assists the public with using the electronic databases and reference services.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Supervising Librarian.
- Makes recommendations to the Supervising Librarian concerning the public relations activities for the Children's, Adult, and/or Circulation/Technology Departments.
- Conducts presentations and participates in outreach activities.

- Functions Specific to Literacy Services:
  - Develops and implements goals, objectives, programs and procedures for literacy services.
  - Responsible for collection development of adult and family literacy materials.
  - Develops and maintains partnerships with community organizations and childcare centers to secure the library's role in developing early literacy skills.
  - Arranges, coordinates and conducts training sessions for volunteer tutors and learners.
  - Plans, coordinates, supervises and conducts literacy special events.
  - Plans, organizes, trains, directs, supervises and reviews work of grant-funded literacy positions.
  - Assesses effectiveness of literacy services and programs.
  - Supervises scheduling, training, and evaluation of assigned personnel.
  - Writes and implements grants.
- Performs other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Modern public library organization, procedures and policies.
- Application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- Personal computer hardware and software operations.
- Skills required performing reference work for adult and children using print and electronic resources and interactive searching.
- Reference sources and methods to serve adults and children.
- Current events, literature and standard works in various fields.

**Ability to:**

- Apply the knowledge listed above.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from Library customers.
- Follow Library policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.
- Efficiently use word processing, spreadsheet, database, and desktop publishing and library system software applications.
- Organize and manage work flow for self.
- Establish and maintain effective relations with co-workers, the public and community organizations.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in Library Science or a related field. Library experience is highly desirable.

**Licenses and Certifications:**

Possession of a valid California driver's license.

**PHYSICAL DEMANDS:**

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

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL ELEMENTS:**

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

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

**WORKING CONDITIONS:**

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

**FLSA STATUS:**

This is a non-exempt paraprofessional classification.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize an Amendment to Placentia Library District Policy #6055 – Group Study Rooms and the Naming of the Group Study Room to the Barbara & Ed Hemmerling Group Study Room

**DATE:** April 15, 2019

**BACKGROUND**

At the February 17, 2009 Library Board of Trustees meeting, the Board authorized the use of the teen room to be designated as a group study room. At the time of approval, the purpose of the Library study room is to provide a facility for students to meet and conduct group discussions for the advancement of their education. Students were required to register at the Children's Desk and provide a valid library card. Students' library cards will be returned after use of the study room. Reservations were taken during normal library hours and are required 24 hours before use of the study room. The last reservation of the day was accepted one hour before the library closed. Usage was for one hour and if there was no reservation for the study room, students can request an additional hour at a time.

In October 2018, Mrs. Barbara Hemmerling donated a substantial contribution towards the centennial renovation project, in hers and her late husband's honor. A former teacher at Charles Wagner School from 1966-1989, Mrs. Hemmerling taught third through sixth graders from 1966-1989 and through her passion for the students and profession, her students received one of the best learning experiences. As a current board member of the Placentia Library Friends Foundation and the Placentia Round Table Women's Club, Mrs. Hemmerling has volunteered over 6,000 hours since 2007 for the Library. Her family has also visited the Library since they moved to Placentia in 1963. Additionally, Mrs. Hemmerling was honored with the distinction of being the Citizen of the Year in 2008, due partly to her amazing service to the Library. Mrs. Hemmerling's husband, Ed graduated from the University of Redlands. They both married and he was then drafted, serving in Korea. Mr. Hemmerling worked for Rockwell until he retired in 1989. A book enthusiast, Mr. Hemmerling was also seen at the Library often helping with book sales and vending machines. Barbara and Ed Hemmerling are active members of the Placentia Library District community and though he has passed, Mrs. Hemmerling continues to support for the Library and through Mr. Hemmerling's memories.

Library staff recommends the group study room to be named the Barbara & Ed Hemmerling Group Study Room.

Attachment A is the amended Policy 6055 – Group Study Rooms as presented.

**RECOMMENDATIONS**

1. Motion to authorize amendments to Policy 6055 – Group Study Rooms as presented; and,
2. Motion for a roll call vote.
3. Roll call vote.
4. Motion to authorize the naming of the group study rooms to the Barbara & Ed Hemmerling Group Study Rooms; and,
5. Motion for a roll call vote.
6. Roll call vote.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Barbara & Ed Hemmerling Group Study Rooms  
**POLICY NUMBER:** 6055

### Current Policy

**6055.1** The purpose of the Library study room is to provide facility for students to meet and conduct group discussions for the advancement of their education. The Library will provide equal access to all students. The Library has one study room located in the Young Adult area and has a room capacity of twelve at one time. There is no charge for use of the study room.

**6055.2** Students will be required to register at the Children's Desk and provide a valid library card. Students' library cards will be returned after use of the study room.

**6055.3** Reservations are taken during normal library hours and are required 24 hours before use of the study room. The last reservation of the day will be accepted one hour before the closes. Reservations are for one hour. If there is no reservation for the study room, students can request an additional hour at a time.

**6055.4** Students are required to observe all library policies. There is no eating, drinking, and sleeping allowed in the study room. Bottled water is acceptable. Failure to comply with all library policies may result in loss of study room or library privileges.

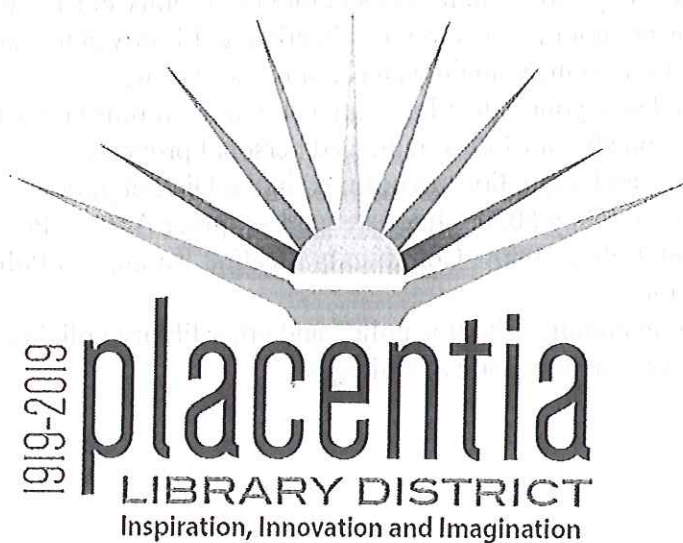
### Amended Policy

#### **6055**

The Placentia Library District is committed to providing an environment that is conducive to study and group collaboration. The Library provides our guests access to the Barbara & Ed Hemmerling group study rooms within the following guidelines:

- **6055.1**
  - a. The Barbara & Ed Hemmerling group study rooms are available for use by non-private, student groups only. Rooms are not be used to conduct business transactions.
  - b. Guests must be at least 12 years of age and have a current valid Placentia Library card.
  - c. Rooms are available on first come, first served basis when not reserved. Guests without reservations must vacate room when requested by guests with valid reservations. Reservations can be made online or by calling the Information Desk.

- d. Reservations will be held 10 minutes after the scheduled start time. If the group of two or more is not present after the 10-minute grace period, the reservation is forfeited and the time slot becomes available to others.
- e. Rooms are reserved in one (1) hour time increments, up to two (2) hours/day. If there are no other reservations, time may be extended an additional hours, up to three (3).
- f. There is a minimum of two (2) guests and maximum of six (6) guests per room.
- g. Furniture are not to be moved in or out of the rooms.
- h. Maintain a moderate noise level that does not disturb those in adjoining rooms or outside the rooms. Rooms are not soundproof.
- i. Leave the room in good condition for the next guests, including erasing the whiteboard and disposing of trash.
- j. Vacate study rooms 30 minutes before the Library closing time.
- k. Rooms are not intended to provide privacy. Library staff may enter rooms as needed for security, maintenance, or other reasons.
- l. Do not leave your valuables unattended in the rooms at any time. The Library is not responsible for lost or damaged personal property.
- m. All rules and regulations as outlined in the District policies, including but not limited to Policy 6020 – Internet and Computer Access, Policy 6040 – Beverage & Food, Policy 6050 – Community Meeting Room, and Policy 6065 – Public Behavior.
- n. Failure to comply with this policy and other library policies may result in loss of study room and/or library privileges.



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