



**Board of Trustees  
Regular Date Meeting**

**May 21, 2018  
6:30 P.M.**

**Placentia Library  
Meeting Room**

**Library Director**





# AGENDA

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

May 21, 2018

6:30 p.m.








Community Meeting Room

### Mission Statement:

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

### The Centennial Vision Statement:

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

### **CALL TO ORDER**

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

### 3. Adoption of Agenda

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral  
*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.*
6. Trustee Reports  
*The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.*
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director  
Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the April 16, 2018 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 11)**

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

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

12. Financial Reports for April 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for April 2018. (Receive & File)
14. Acquisitions Report for April 2018. (Receive & File)
15. Service Revenue Activities Report for April 2018. (Receive & File)

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

16. Personnel Report for April 2018. (Receive, File, and Ratify Appointments)
17. Circulation Report for April 2018. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 19 – 22)**

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

**NEW BUSINESS**

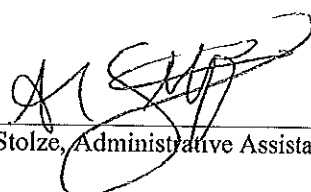
23. Presentation from emar studio, TDS, and Pamela Studios on renovation updates and plans.
24. Award Contract for Placentia Library District's Financial Audit, Management Letter, Financial Transactions Report and Supplement to the Annual Report and Preparation of the GANN Limit Review Report for the 2017-2018 Fiscal Year to White, Nelson, Diehl & Evans LLP.
25. Travel Authorization: The California Library Association (CLA) Annual Conference from November 9-11, 2018 in Santa Clara, California.
26. 2018 Staff Appreciation and Recognition Fund Request
27. Authorize Closure on June 8, 2018 for a Staff Development Day.
28. Adopt Resolution 17-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2017-2018 and Resolution 18-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2018-2019.
29. Authorization to Transfer Rollover Funds within the General Fund Accounts.
30. Discuss a "Take Your Dog to Work Day" Request from Staff.

**ADJOURNMENT**

31. Agenda Preparation for the June Date Meeting which will be held on June 18, 2018 unless re-scheduled by the Library Board of Trustees. *Communications strategy update*
32. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
33. Adjourn

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

I, Alyssa Stolze, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the May 21, 2018 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on May 17, 2018.

  
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Alyssa Stolze, Administrative Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
APRIL 16, 2018

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on April 16<sup>th</sup>, 2018 at 6:30 pm.

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

**Members Absent:** None

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

**Guests:** Christie Hwang, Library Aide; Kathy Carn, Supervising Children's Librarian; Fred Adjarian, Orange County Water District.

**ADOPTION OF AGENDA**

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

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

Mr. Fred Adjarian of the Orange County Water District introduced himself to the Board of Trustees and shared his background in order to seek their support for his running for a LAFCO commissioner seat. (Item 4)

**BOARD PRESIDENT REPORT**

President Carline attended the Placentia Library Friends Foundation's Volunteer Luncheon and the Public Library Association's Annual Conference.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Martin attended the Placentia Library Friends Foundation's Volunteer Luncheon, a H.I.S. House Board Meeting, and Wendy's Bridal Shower.

Trustee Minter attended the Placentia Library Friends Foundation's Volunteer Luncheon.

Trustee DeVecchio attended the Placentia Library Friends Foundation's Volunteer Luncheon and an ISDOC meeting.

Trustee Shkoler attended the Placentia Library Friends Foundation's Volunteer Luncheon.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the Public Library Association's Annual Conference and C21 presentations at Tynes and Ruby Drive Elementary Schools. Director Contreras also notated that the Placentia Library District was featured in

both the Orange County Register and on CBS 2 News, both articles relating to the Library's LOTS collection. Furthermore, Director Contreras introduced the Library's newest Library Aide, Christie Hwang, and Supervising Children's Librarian, Kathy Carn to the Board of Trustees.

**FRIENDS FOUNDATION REPORT**

Sherrí Dahl attended the Placentia Library Friends Foundation's (P.L.F.F.) Volunteer Luncheon and a P.L.F.F. Board Meeting. (Item 8)

**CONSENT CALENDAR**

It was moved by Trustee Minter and seconded by Secretary Martin 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 MARCH 19<sup>TH</sup>, 2018 BOARD MEETING**

Minutes for the March 19<sup>th</sup>, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

Financial Reports through March 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for March 2018 – received and filed. (Item 13)  
Acquisitions Report for March 2018 – received and filed. (Item 14)  
Service Revenue Report for March 2018 – received and filed. (Item 15)

**GENERAL CONSENT REPORTS**

Personnel Report for March 2018 – received and filed. (Item 16)  
Circulation Report for March 2018 – received and filed. (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for March 2018 (Item 19)  
Children's Services Report for March 2018 (Item 20)  
Adult Services Report for March 2018 (Item 21)  
Placentia Library Website Technology Report for March 2018 (Item 22)

**CLOSED SESSION**

President Carline reported that during the Closed Session at 6 p.m., the Board presented a letter and have decided to send a response letter, along with thanking them for their input and service. (Item 23)



**SPECIAL DISTRICTS  
SELECTION ELECTION FOR  
REGULAR AND ALTERNATE  
LOCAL AGENCY  
FORMATION COMMISSION  
(LAFCO) MEMBERS**

The Board reviewed the candidates for both the Regular and Alternate Local Agency Formation Commission (LAFCO) Members. After further discussion Secretary Martin motioned to select Mr. Doug Davert for the Regular seat and Mr. Bob Ooten for the Alternate seat. It was moved by Trustee Minter and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

It was then motioned by Secretary Martin to authorize President Carline to sign the Ballot and the Declaration of Qualification to Vote on behalf of the Placentia Library District. It was moved by Trustee DeVecchio and seconded by Trustee Minter.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**COMMUNICATION  
CONSULTANT PROPOSAL  
FOR THE CENTENNIAL  
RENOVATION**

Mr. Martin Rauch introduced himself to the Board by conference call and provided his team's qualifications followed by answering questions about the proposal presented. President Carline motioned for the authorization to approve the contract for communication consultation service with Rauch Communication Consultants, Inc. It was moved by Secretary Martin and seconded by Trustee Minter.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**JANITORIAL SERVICE  
PROPOSAL FOR  
MAINTENANCE AND REPAIR  
OF THE PLACENTIA LIBRARY  
DISTRICT BUILDING FROM  
ARCELIA JANITORIAL  
SERVICE, INC.**

The Board of Trustees was presented Arcelia Janitorial Service, Inc.'s Maintenance and Repair proposal. It was motioned by President Carline to approve the contract to Arcelia Janitorial Service, Inc. for janitorial and building maintenance service and to authorize Library Director Contreras to sign the contract on behalf of the Placentia Library District. It was moved by Trustee Shkoler and seconded by Secretary Martin.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**TRAVEL AUTHORIZATION:  
THE AMERICAN LIBRARY  
ASSOCIATION (ALA)  
ANNUAL CONFERENCE  
FROM JUNE 21-26, 2018 IN  
NEW ORLEANS, LA**

At the January 22, 2018 meeting, the Library Board of Trustees approved President Carline, Secretary Martin, Trustee Shkoler, Library Director Contreras and a library staff to attend the ALA annual conference. At the March 19, 2018 Board of Trustees meeting, it was requested that the travel authorization for the ALA conference be on the April 16, 2018 agenda. President Carline motioned to authorize Library Trustee Minter to also attend the American Library Association (ALA) Annual Conference from June 21-26, 2018 in New Orleans, LA. It was moved by Secretary Martin and seconded by Trustee DeVecchio.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

- |                                   |                   |  |
|-----------------------------------|-------------------|--|
| <b>ORGANIZATION<br/>AMENDMENT</b> | <b>CHART</b>      | <p>Director Contreras presented the Library staff's recommendation to the Board of Trustees that Teen Services move from being under the Children's Department to Adult Services, as programs and services for that audience, ages 14-18, are more aligned with the adult resources and needs. President Carline motioned to authorize an amendment in the Organizational Chart to move Teen Services to the Adult Services department: It was moved by Trustee Minter and seconded by Trustee Shkoler.</p> <p>AYES: Carline, Martin, DeVecchio, Shkoler, Minter<br/>NOES: None<br/>ABSENT: None</p> |
| <b>CENTENNIAL<br/>UPDATES</b>     | <b>RENOVATION</b> | <p>Director Contreras presented the FAQs created by staff to the Board of Trustees. Director Contreras then discussed that Mr. Erik Mar of EMar Studio would be presenting a fly over and the art renderings of the layout at the May 21<sup>st</sup>, 2018 Board Meeting. Furthermore, the idea of having solar panels on the roof instead of in the outdoor play area due to light restrictions was presented along with how it would work within the \$1.5 million budget.</p>  |
| <b>REVIEW OF ACTION ITEMS</b>     |                   | <p>The Board of Trustees would like to have Mr. Mar present at the May 21<sup>st</sup>, 2018 Board Meeting. Furthermore, the Board would like the JPA renewed as soon possible along with a meeting coordinated between City Council and President Carline, Secretary Martin, and Director Contreras. Following the City Council meeting, the Board of Trustees and Director Contreras will meet with the City of Placentia for further discussions.</p>   |
| <b>ADJOURNMENT</b>                |                   | <p>The Board of Trustees Regular Date Meeting of April 16<sup>th</sup>, 2018 was adjourned at 7:41 p.m.</p>  |

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Gayle Carline, President  
Library Board of Trustees

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

Placentia Library District  
Check Register

Type	Date	Num	Name	April 2018	Memo	Amount
<b>1000 - General Fund - Checking</b>						
Pmt -Check	04/02/2018	9701	Baker & Taylor		Books	-2,413.28
Bill Pmt -Check	04/02/2018	9702	Beverly Womack		Ornamental Lettering Class	-240.00
Bill Pmt -Check	04/02/2018	9703	Cintas		Supplies	-1,323.71
Bill Pmt -Check	04/02/2018	9704	Ingram Inc		Books	-23.41
Bill Pmt -Check	04/02/2018	9705	Michelle Meades		Book Club snacks	-5.99
Bill Pmt -Check	04/02/2018	9706	Placentia-Yorba Linda Unified School Dist		Easter eggcitement posters	-38.01
Bill Pmt -Check	04/02/2018	9707	SDRMA		Ancillary Benefits for April 2018	-2,063.37
Bill Pmt -Check	04/02/2018	9708	SoCalGas		Service for 2/15/18-3/19/18	-1,983.23
Bill Pmt -Check	04/09/2018	9710	Glasby Maintenance Supply		Paper Towel order	-60.02
Bill Pmt -Check	04/09/2018	9711	Golden State Water Company		Service for 2/21-3/20/18	-410.30
Bill Pmt -Check	04/09/2018	9712	Mad Science of North Orange County		Sensational Saturdays	-350.00
Bill Pmt -Check	04/09/2018	9713	Midwest Tape		DVDs	-1,029.09
Bill Pmt -Check	04/09/2018	9714	Pitney Bowes Purchase Power		Postage for Feb 2018-Mar 2018	-2,161.27
Bill Pmt -Check	04/09/2018	9715	Republic Services		Service	-156.35
Bill Pmt -Check	04/09/2018	9716	Richard DeVecchio		Reimbursement for ISDOC	-42.89
Bill Pmt -Check	04/09/2018	9717	Tim Hino		Reimbursement	-272.10
Check	04/09/2018	9718	Placentia Library District		Payroll for 4-18-18	-50,000.00
Bill Pmt -Check	04/09/2018	9719	Gayle Carline.		Reimbursement for PLA	-71.88
Bill Pmt -Check	04/10/2018	9721	SCLLN		Guest for Writer to Writer Luncheon	-15.00
Bill Pmt -Check	04/16/2018	9722	Baker & Taylor		Books	-1,199.84
Bill Pmt -Check	04/16/2018	9723	BankCard Center-Bank of the West		Statement 3/1-3/28/18	-8,212.63
Bill Pmt -Check	04/16/2018	9724	Bear State		Service on 3/20/18	-310.00
Bill Pmt -Check	04/16/2018	9725	CALNET3		Service 3/2-4/1/18	-156.78
Bill Pmt -Check	04/16/2018	9726	Carol Pankow		Refund check for History Matters	-54.84
Bill Pmt -Check	04/16/2018	9727	City of Placentia		December and January Edison and SA Equatics	-9,452.79
Bill Pmt -Check	04/16/2018	9728	Coleen Wakai		Refund check for History Matters	-50.00
Bill Pmt -Check	04/16/2018	9729	Deanna White		Reimbursement for Bouncing Babies Easter Treat	-7.50
Bill Pmt -Check	04/16/2018	9730	Deborah Makin		Refund check for History Matters	-109.68
Bill Pmt -Check	04/16/2018	9731	Diane Sherwood		Refund check for History Matters	-215.24
Bill Pmt -Check	04/16/2018	9732	Eileen Lozano		Refund check for History Matters	-109.68
Bill Pmt -Check	04/16/2018	9733	Emi Han		Refund check for History Matters	-109.68
Bill Pmt -Check	04/16/2018	9734	Fernando Maldonado		PTAC reimbursement	-47.87
Bill Pmt -Check	04/16/2018	9735	Gaeten Wood		History Matters Refund	-109.68
Bill Pmt -Check	04/16/2018	9736	Honey Leas		Refund check for History Matters	-109.68
Bill Pmt -Check	04/16/2018	9737	Isabelle Hlavac		Refund check for History Matters	-50.00
Bill Pmt -Check	04/16/2018	9738	Kathl Baldwin		Refund check for History Matters	-200.00
Bill Pmt -Check	04/16/2018	9739	Kathy Kellerman		Refund check for History Matters	-109.68
Bill Pmt -Check	04/16/2018	9740	Kiwanis Club of Placentia		PLD Kiwanis Dues	-300.00
Bill Pmt -Check	04/16/2018	9741	Kris Cox		Refund check for History Matters	-115.24
Bill Pmt -Check	04/16/2018	9742	Lisa Pacheco		Refund check for History Matters	-50.00
Bill Pmt -Check	04/16/2018	9743	Master Janitorial Services		Last day prorated bill & 3/31 machine scrub	-1,863.00
Bill Pmt -Check	04/16/2018	9744	MD Medical Clinics		Legree Physical	-117.50
Bill Pmt -Check	04/16/2018	9745	Midwest Tape		DVDs	-785.54
Bill Pmt -Check	04/16/2018	9746	Nancy Drummond		History Matters Refund	-109.68

Placentia Library District  
Check Register

Type	Date	Num	Name	April 2018	Memo	Amount
Bill Pmt -Check	04/16/2018	9747	Placentia-Yorba Linda Unified School Dist		eXPLORE print job	-9,671.40
Bill Pmt -Check	04/16/2018	9748	Placentia Library Foundation		March 2018 Payout	-3,461.00
Bill Pmt -Check	04/16/2018	9749	Priya Sprenger		Refund check for Hlstory Matters	-100.00
Bill Pmt -Check	04/16/2018	9750	Rebecca Gomez		History Matters Refund	-54.84
Bill Pmt -Check	04/16/2018	9751	Republic Services		Services 3/1-3/30/18	-139.19
Bill Pmt -Check	04/16/2018	9752	SDRMA		Medical for May 2018	-21,114.00
Bill Pmt -Check	04/16/2018	9753	Susan Bedell		Refund check for History Matters	-54.84
Bill Pmt -Check	04/16/2018	9754	The Computer Tutor		Computer Workshops 4/9,4/16, & 4/23/18	-255.00
Bill Pmt -Check	04/16/2018	9755	Time Warner Cable		Service	-644.83
Bill Pmt -Check	04/16/2018	9756	Toni Franklin		History Matters Refund	-54.84
Bill Pmt -Check	04/16/2018	9757	Tyco Integrated Security LLC		Service for 5/1/18-7/31/18	-2,819.66
Bill Pmt -Check	04/16/2018	9758	Unique Management Services, Inc.		Collections Services for March 2018	-62.65
Bill Pmt -Check	04/16/2018	9759	Wendy Townsend		History Room Archival Supplies & Literacy	-59.81
Bill Pmt -Check	04/23/2018	9760	Baker & Taylor		Books	-1,118.82
Bill Pmt -Check	04/23/2018	9761	Bear State		Maintances	-2,022.70
Bill Pmt -Check	04/23/2018	9762	City of Placentia		Mechants Landscape Service Oct2017- Feb2018	-6,290.93
Bill Pmt -Check	04/23/2018	9763	Click Consulting		Monthly Service for previous month	-4,019.40
Bill Pmt -Check	04/23/2018	9764	Midwest Tape		DVDs	-290.22
Bill Pmt -Check	04/23/2018	9765	SDRMA		Insurance for the Event	-47.50
Check	04/23/2018	9766	Placentia Library District		Payroll for 5/2/18	-50,000.00
Bill Pmt -Check	04/25/2018	9767	Candyce White		Reimbursement for Passport Fees	-122.89
Bill Pmt -Check	04/25/2018	9768	Flora M. Brown		Workshop on 4/28/18	-300.00
Bill Pmt -Check	04/30/2018	9769	Alyssa Stolze		Reimbursement	-40.00
Bill Pmt -Check	04/30/2018	9770	Baker & Taylor		Books	-745.11
Bill Pmt -Check	04/30/2018	9771	Brea Electric		Replace of lights	-530.00
Bill Pmt -Check	04/30/2018	9772	Brea Trophy and Engraving		Carn and Legree name badges	-38.25
Bill Pmt -Check	04/30/2018	9773	CA IBank c/o DGS Contracted Fiscal Svcs		Origination Fee for ISRF 18-120	-12,000.00
Bill Pmt -Check	04/30/2018	9774	CALNET3		Statement for 3/2-4/1/18	-239.14
Bill Pmt -Check	04/30/2018	9775	Cintas		Supplies	-1,444.17
Bill Pmt -Check	04/30/2018	9776	Click Consulting		Monthly Service	-4,500.00
Bill Pmt -Check	04/30/2018	9777	Dick's Lock & Safe		Wendy's door	-135.00
Bill Pmt -Check	04/30/2018	9778	Glasby Maintenance Supply		Cleaning Supplies	-308.67
Bill Pmt -Check	04/30/2018	9779	Ingram Inc		Books for El Dia	-98.87
Bill Pmt -Check	04/30/2018	9780	Midwest Tape		DVDs	-5,765.05
Bill Pmt -Check	04/30/2018	9781	Minuteman Press		Business cards & letterhead	-673.30
Bill Pmt -Check	04/30/2018	9782	Public Agency Reirement Services		Balance after foreiture account on 4/20/18	-2,890.78
Bill Pmt -Check	04/30/2018	9783	Republic Services		Service 4/1-6/30	-77.58
Bill Pmt -Check	04/30/2018	9784	SDRMA		Ancillary Benefits for May 2018	-2,084.86
Bill Pmt -Check	04/30/2018	9785	SoCalGas		Service for 3/19-4/17/18	-668.54
Bill Pmt -Check	04/30/2018	9786	Staples Advantage		Supplies	-1,199.63
Bill Pmt -Check	04/30/2018	9787	The Blue Submarine		VOID: Sensation Saturdays	0.00
Bill Pmt -Check	04/30/2018	9788	Yesenia Baltiera		Reimbursement	-374.38
Total 1000 - General Fund - Checking						<b>-223,135.27</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Timothy Hino, Business Manager

**SUBJECT:** Fund Balance Report through April 2018 for Placentia Library District Fund 707 and Fund 9LX with Orange County Treasurer

**DATE:** May 21, 2018

<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	0.00
6/30/2018	0.00

<b>Fiscal Year 2016-2017</b>	
07/31/2016	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/2016	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/2017	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	2,530,750.86
04/30/2017	2,532,566.89
5/31/2017	2,487,334.78
6/30/2017	2,490,275.83



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director


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

**DATE:** May 21, 2018

**Summary of Cash and Investments as of April 30, 2018**

Cash with Orange County Treasurer Fund 707	2,509,766.98
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking – Bank of the West	1,420,608.82
General Fund Savings – Bank of the West	596,975.14
Payroll Checking – Wells Fargo Bank	66,934.84
<b>Total Cash and Investments</b>	<b>4,594,285.78</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 VILLAGE DISTRICT**  
**YTD REVENUE REPORT**  
 April 30, 2018

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,122,628	2,205,875	83,246.89	103.9%
4020	Property Taxes - Current Unsecured	59,937	59,048	(889.44)	98.5%
4030	Property Taxes - Prior Secured	0	-	0.00	100.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	100.0%
4090	Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050	Property Taxes - Curr Supplemental	68,361	57,163	(11,197.61)	83.6%
4060	Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	88.9%
4070	Interest on Unsupport Tax	0	374	373.50	37350.0%
4080	Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4090	Taxes Special Dist Augmentation	0	4,698	4,698.00	469800.0%
4190	State - Homeowners Property Tax Relief	48,482	14,601	(33,881.43)	30.1%
	Sub Total	2,326,685	2,357,412	30,727.42	101.3%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	21,450	12,950.37	252.4%
	Sub Total	8,500	21,450	12,950.37	252.4%
<b>GRANT REVENUE</b>					
4210	State Grants	30,000	30,000	0.00	100.0%
	Sub Total	30,000	30,000	0.00	100.0%
<b>MISCELLANEOUS REVENUES</b>					
4420	Newsletter Ads	700	1,750	1,050.00	250.0%
4410	PLFF Grants	51,000	25,307	(25,692.52)	49.6%
4430	Other Revenue	0	893	892.64	410500.0%
4440	Centennial Renovation	0	1,150	1,150.00	115000.0%
4310	Fines & Fees	0	16,762	16,761.72	1520700.0%
4330, 4320	Passport/Photos	180,000	204,355	24,354.61	113.5%
4340	Meeting Room Fees	4,000	2,475	(1,525.00)	61.9%
4350	Test Proctor	7,000	7,200	200.00	102.9%
	Sub Total	242,700	259,891	17,191.45	107.1%
4500	Impact Fees	10,000	-	(10,000.00)	0.0%
	<b>TOTAL REVENUES YTD FOR FY 17/18:</b>	<b>2,617,885</b>	<b>2,668,754</b>	<b>50,869</b>	<b>101.9%</b>

**PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT**

April 30, 2018

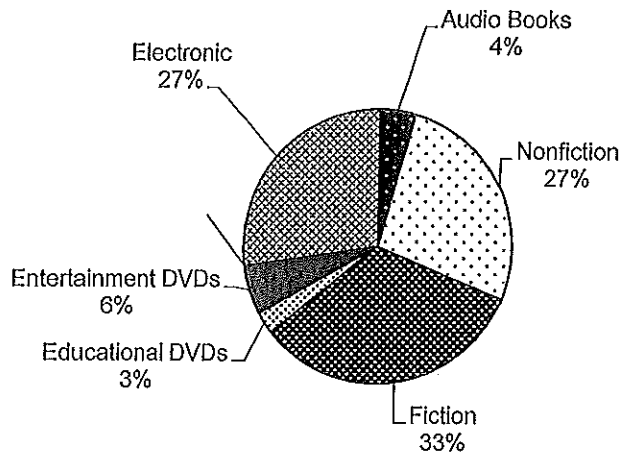
83.33% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,456,945	1,105,251	0.76	\$351,694
5030	Retirement	54,605	14,802	0.27	\$39,803
5040	Unemployment Insurance	-	1,770.00	1770.00	(1,770.00)
5050	Health Insurance	266,516	209,487	0.79	\$57,029
5064	Dental Insurance	17,240	11,699	0.68	\$5,541
5060	Life Insurance	8,370	3,047	0.36	\$5,323
5066	AD & D Insurance	5,453	4,821	0.88	\$632
5068	Vision Insurance	3,341	2,318	0.69	\$1,023
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	7,997	0.57	\$5,955
	<b>TOTAL</b>	<b>\$1,827,245</b>	<b>\$1,361,192</b>	<b>0.74</b>	<b>\$466,053</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	35,000	19,208	0.55	\$15,792
5150	Household Expenses	22,000	15,583	0.71	\$6,417
5099	Library Insurance	15,000	12,325	0.82	\$2,675
5205	Maintenance Expense	30,000	21,581	0.72	\$8,419
5220-5280, 5160, 5180, 5210	Maintenance, Buildings & Improvements	106,000	83,934	0.79	\$22,066
5290	Memberships	10,000	8,842	0.88	\$1,158
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	58,462	1.06	-\$3,462
5400	Prof./Specialized Services	122,450	121,073	0.99	\$1,377
	Programs	41,000	38,965	0.95	\$2,035
5500	Books/Library Materials	255,689	133,355	0.52	\$122,334
5600	Professional Development/Training/Meetings	25,000	25,611	1.02	-\$611
5700	Mileage/Parking	4,500	696	0.15	\$3,804
5800	Utilities	88,000	53,273	0.61	\$34,727
	<b>TOTAL</b>	<b>\$810,639</b>	<b>\$592,906</b>	<b>0.73</b>	<b>\$217,733</b>
	<b>OPERATING EXPENSES</b>	<b>\$2,637,884</b>	<b>\$1,954,098</b>	<b>0.74</b>	<b>\$683,786</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	8,635.66	0.86	\$1,364
	<b>TOTAL</b>	<b>\$30,000</b>	<b>8,635.66</b>	<b>0.29</b>	<b>\$21,364</b>
<b>TOTAL BUDGET</b>		<b>\$2,667,884</b>	<b>\$1,962,734</b>	<b>0.74</b>	<b>\$705,150</b>

# Placentia Library District

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

	YTD 2017/18	YTD 2017/18	YTD 2017/18	YTD 2016/17	YTD 2016/17	YTD 2016/17
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$39,138	2283	2483	\$54,304	2957	3162
Total Non-Fiction	\$31,939	1278	1822	\$42,374	1911	2736
Total Electronic	\$32,489	174	0	\$32,124	1086	0
Total Audio Books	\$5,095	331	333	\$7,273	160	160
Total Educational DVDs	\$3,129	83	83	\$3,419	99	100
Total Entertainment DVDs	\$6,890	155	251	\$9,254	249	354
YTD TOTAL MATERIALS	\$118,680	4304	4960	\$148,748	6462	6512
Budget	\$255,689			\$255,700		
% Spent YTD	46%			58%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as adopt-a-book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

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

Adult Fiction	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
Total Adult Fiction	\$27,797	1532	1691	\$0	0	0	\$27,797	1532	1691	\$27	1	1	\$27,824	1533	1692
Adult Non-Fiction	\$14,624	629	631	\$0	0	0	\$14,624	629	631	\$70	10	10	\$14,694	639	641
Adult Reference	\$350	8	8	\$0	0	0	\$350	8	8	\$479	8	8	\$829	16	16
Adult Magazines	\$3,602	54	582	\$0	0	0	\$3,602	54	582	\$0	0	0	\$3,602	54	582
TOTAL ADULT PRINT MATERIALS	\$18,576	691	1221	\$0	0	0	\$18,576	691	1221	\$549	18	18	\$19,125	709	1239
Adult Music CDs	\$46,373	2223	2912	\$0	0	0	\$46,373	2223	2912	\$576	19	19	\$46,949	2242	2931
Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult E-books	\$5,085	331	333	\$0	0	0	\$5,085	331	333	\$0	0	0	\$5,085	331	333
Adult Educational DVDs	\$7,810	168	0	\$0	0	0	\$7,810	0	0	\$0	0	0	\$7,810	0	0
Adult Entertainment DVDs	\$3,129	83	83	\$0	0	0	\$3,129	83	83	\$24	2	2	\$3,153	85	85
TOTAL ADULT NON-PRINT MATERIALS	\$6,506	145	236	\$0	0	0	\$6,506	145	236	\$111	4	4	\$6,617	149	240
TOTAL ADULT MATERIALS	\$22,540	727	852	\$0	0	0	\$22,540	589	652	\$135	6	6	\$22,675	595	658
Juvenile Fiction	\$68,913	2,950	3,564	\$0	0	0	\$68,913	2,782	3,564	\$711	25	25	\$69,624	2,807	3,589
Young Adult Fiction	\$8,899	577	583	\$0	0	0	\$8,899	577	583	\$373	40	40	\$9,272	617	623
Total Juvenile Fiction	\$2,442	174	201	\$0	0	0	\$2,442	174	201	\$0	0	0	\$2,442	174	201
Juvenile Non-Fiction	\$11,341	751	784	\$0	0	0	\$11,341	751	784	\$373	40	40	\$11,714	791	824
Young Adult Non-Fiction	\$11,406	517	521	\$0	0	0	\$11,406	517	521	\$123	8	8	\$11,529	525	529
Juvenile Reference	\$1,634	65	69	\$0	0	0	\$1,634	65	69	\$7	1	1	\$1,641	66	70
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-FICTION	\$23	5	11	\$0	0	0	\$23	5	11	\$0	0	0	\$23	5	11
TOTAL JUVENILE PRINT MATERIALS	\$13,363	587	601	\$0	0	0	\$13,363	587	601	\$130	9	9	\$13,493	596	610
Juvenile Music CDs	\$24,704	1,338	1,385	\$0	0	0	\$24,704	1,338	1,385	\$503	49	49	\$25,207	1,387	1,434
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$36	2	2	\$0	0	0	\$36	2	2	\$0	0	0	\$36	2	2
Juvenile Educational DVDs	\$348	8	13	\$0	0	0	\$348	8	13	\$95	4	4	\$443	12	17
Juvenile Entertainment DVDs	\$384	10	15	\$0	0	0	\$384	10	15	\$95	4	4	\$479	14	19
TOTAL JUVENILE NON-PRINT MATERIALS	\$25,088	1348	1400	\$0	0	0	\$25,088	1348	1400	\$598	53	53	\$25,686	1401	1453
On-line databases	\$24,679	6	0	\$0	0	0	\$24,679	6	0	\$0	0	0	\$24,679	6	0
E-books	\$7,810	168	0	\$0	0	0	\$7,810	168	0	\$0	0	0	\$7,810	168	0
TOTAL ELECTRONIC MATERIALS	\$32,489	174	0	\$0	0	0	\$32,489	174	0	\$0	0	0	\$32,489	174	0
Total Fiction	\$39,138	2283	2475	\$0	0	0	\$39,138	2283	2475	\$400	41	41	\$39,538	2324	2516
Total Non-Fiction	\$31,939	1278	1822	\$0	0	0	\$31,939	1278	1822	\$679	27	27	\$32,618	1305	1849
Total Electronic	\$32,489	174	0	\$0	0	0	\$32,489	174	0	\$0	0	0	\$32,489	174	0
Total Audio Books	\$5,085	331	333	\$0	0	0	\$5,085	331	333	\$0	0	0	\$5,085	331	333
Total Educational DVDs	\$3,129	83	83	\$0	0	0	\$3,129	83	83	\$24	2	2	\$3,153	85	85
Total Entertainment DVDs	\$6,890	155	251	\$0	0	0	\$6,890	153	248	\$206	8	8	\$7,096	161	257
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$118,680	4304	4864	\$0	0	0	\$118,680	4,302	4,862	\$1,309	78	78	\$119,989	4380	5040

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino  
**SUBJECT:** Service Revenue Activities Report for April 2018  
**DATE:** May 21, 2018

**Net Revenue Summary for April 2018**

			YTD	YTD
	Apr-2018	Apr-2017	2017-2018	2016-2017
Passport	31,529.11	26,113.00	163,308.61	144,021.00
Passport Photos	4,716.00	6,192.00	41,046.00	36,703.00
Test Proctor	750.00	600.00	7,200.00	6,050.00
Fines & Fees	1,544.77	3,753.99	16,761.72	40,605.99
Meeting Room	440.00	20.00	2,475.00	2,685.00
<b>Total</b>	<b>38,979.88</b>	<b>36,678.99</b>	<b>230,791.33</b>	<b>230,064.99</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** Personnel Report for April 2018  
**DATE:** May 21, 2018

			YTD	YTD
	Apr-18	Apr-17	2017-2018	2016-2017
Separation	1	0	7	2
Retirement	0	0	0	0
Appointments	2	0	11	8
Open Positions	0	3	8	7
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	3	3	26	17

**SEPARATION:** Pamela Silva, Substitute Library Assistant  
**RETIREMENT:** None  
**APPOINTMENTS:** Kathy Carn, Supervising Librarian  
Jon Legree, Technology Manager  
**OPEN POSITIONS:** None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Jon Legree, Technology Services Manager  
**SUBJECT:** Circulation Activity Report: April 2018  
**DATE:** May 21, 2018

<b>CIRCULATION</b>	<b>Apr-18</b>	<b>Apr-17</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
			<b>2017-18</b>	<b>2016-17</b>	<b>% change</b>
New Patron Registrations	234	308	2,797	3,003	-6.9%
Total Circulation	20,609	21,992	224,672	232,543	-3.4%
Total Active Borrowers*	7,751	7,798			
Attendance	25,452	33,741	260,770	257,164	1.4%
Adult Fiction	2,283	2,793	25,301	27,614	-8.4%
Adult Nonfiction	1,908	1,888	18,841	19,320	-2.5%
Adult Magazines	155	137	1,817	1,355	34.1%
Adult Music CDs	153	103	979	1,231	-20.5%
Adult Audio Books	500	464	5,147	5,355	-3.9%
Adult DVDs**	2,167	2,454	22,923	22,145	3.5%
JV Fiction	8,548	9,260	98,110	99,888	-1.8%
YA Fiction	1055	962	11,112	12,785	-13.1%
JV Nonfiction	2,415	2,155	23,468	22,685	3.5%
YA Nonfiction	106	125	995	1,127	-11.7%
JV Magazines	2	3	121	66	83.3%
JV Music CDs	23	32	240	223	7.6%
JV Audio Books	39	59	397	559	-29.0%
JV DVDs**	1,190	1,510	14,492	14,831	-2.3%
Video Games	34	47	9,685	8,704	11.3%
Library of Things**	31	NA	236	NA	NA

\* YTD % change not applicable.  
 \*\*Library of Things new collection June 2017

**TEST PROCTORING**

April 2018	April 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
14	12	143	122	17%

**PATRON COUNT**

Apr-18	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		382	290	326	358	237	348	1941
10:00		404	228	356	512	235	439	2174
11:00		387	317	279	353	252	499	2087
12:00		346	242	242	253	244	534	1861
1:00	911	376	255	323	254	270	528	2917
2:00	553	468	370	411	289	264	372	2727
3:00	429	732	599	495	522	389	352	3518
4:00	225	753	487	486	479	233	213	2876
5:00		591	402	356	338			1687
6:00		461	370	406	274			1511
7:00		198	180	248	135			761
DAY TOTALS	2118	5098	3740	3928	3767	2124	3285	24060

April 2018	April 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change	Hours Open	Average Per Hour	Open 29 days
24,060	30,953	113,628	129,814	-14%	267	90	

Open 29 days; Closed 1 day (4 hours).

Outside Gate Counts	
Adult Programs	148
Children/Teen Programs	1104
Meeting Room Rentals	140
<b>TOTAL</b>	<b>1392</b>

Library Attendance Total
25,452

**Passports**

Apr. 2018	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		8	6	9	11	10	48	92
10:00		11	10	11	8	11	40	91
11:00		12	11	7	11	18	33	92
12:00		14	11	14	5	18	41	103
1:00	37	16	10	4	9	20	33	129
2:00	32	16	10	9	13	16	28	124
3:00	31	20	11	11	9	3	9	94
4:00	6	27	17	15	17	1		83
5:00		29	16	19	23			87
6:00		24	13	17	21			75
7:00			1		3			4
<b>DAY TOTALS</b>	<b>106</b>	<b>177</b>	<b>116</b>	<b>116</b>	<b>130</b>	<b>97</b>	<b>232</b>	<b>974</b>

April 2018	April 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
974	1057	6351	5859	8%

**STAFF ACTIVITY**

- Katie attended Friday Huddles on April 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>.
- Tim H., Katie, Beatrice, Victor, Estella, Laura, and Tim W. attended the Support Services staff meeting on April 17<sup>th</sup>.
- Katie, Beatrice, Victor, Danny, Estella, Laura, and Tim attended the Staff meeting on April 17<sup>th</sup>.
- Katie attended BLAST committee meetings on April 13<sup>th</sup>, and 20<sup>th</sup>.
- Staff provided Setup/Take Down in the Meeting Room: 37 set-ups/ 38 breakdowns
- Meeting Room rentals patron count: 140
- Tim completed the eXPLORE March-August 2018 newsletter.
- Tim designed fliers and publicity materials for several library programs including Discover Calligraphy, Mosaic Rocks, Conversation Club, Computer Workshop, Sensational Saturdays, Tai Chi, Citizenship, Adult Program Registration, a volunteer badge, wedding shower invitations, weekly summaries, March Constant Contact and March calendars.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through April 2018  
**DATE:** May 21, 2018

**CITY OF PLACENTIA  
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	0.00	*
Aug-17	08-15-17	16,166.86	*	42.50	19.79	0.00	\$16,229.15
Sep-17	09-20-17	8,558.53	1,452.49	*	*	0.00	\$10,011.02
Oct-17	10-26-17	8,314.14	2,904.98	427.50	10.87	0.00	\$11,657.49
Nov-17	11-21-17	5,075.75	*	*	9.59	0.00	\$5,085.34
Dec-17	*	*	*	*	*	0.00	*
Jan-18	01-16-18	8,800.12	1,452.49	285.00	8.10	0.00	\$10,545.71
Feb-18	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							
Jun-18							
	<b>TOTAL</b>	<b>\$56,225.69</b>	<b>12,100.89</b>	<b>1,040.00</b>	<b>58.48</b>	<b>0.00</b>	<b>\$69,425.06</b>

*\* City Billing  
 Not Received*

PERIOD IN FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-16	*	*	*	*	*	*	*
Aug-16	*	*	*	*	*	*	*
Sep-16	09-13-16	21,226.41	4,357.47	427.50	19.27	*	26,030.65
Oct-16	*	*	*	*	*	*	*
Nov-16	11-07-16	11,501.61	2,904.98	142.50	*	10,162.28	24,711.37
Dec-16	12-08-16	3,908.38	1,452.49	142.50	4.69	*	5,508.06
Jan-17	01-10-17	3,503.45	1,452.49	142.50	19.73	*	5,118.17
Feb-17	02-27-17	3,468.72	2,904.98	142.50	9.82	7,652.32	14,178.34
Mar-17	03-27-17	3,669.20	1,452.49	142.50	9.83	2,702.34	7,976.36
Apr-17	*	*	*	*	*	---	*
May-17	05-03-17	3,860.73	1,452.49	142.50	9.83	110.87	5,576.42
Jun-17	07-03-17	9088.79	2,904.98	285.00	19.74	---	12,298.51
	<b>TOTAL</b>	<b>60,227.29</b>	<b>18,882.37</b>	<b>1,567.50</b>	<b>92.91</b>	<b>20,627.81</b>	<b>101,397.88</b>



*Placentia Library District*

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** Administration Report for April 2018  
**DATE:** May 21, 2018

**Meetings:**

- Library Board of Trustees – April 16<sup>th</sup>
- Manager’s Meeting – April 19<sup>th</sup>
- Staff Meetings – April 17<sup>th</sup>, April 18<sup>th</sup>
- Friday Morning Huddles – April 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>
- Support Service Department – April 17<sup>th</sup>
- Placentia Library Friends Foundation (PLFF) – April 9<sup>th</sup>
- JCI – April 2<sup>nd</sup>
- City of Placentia – April 3<sup>rd</sup>
- BLAST Committee – April 6<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup>
- JMG Security – April 9<sup>th</sup>
- PayChex – April 3<sup>rd</sup>, 5<sup>th</sup>, and 13<sup>th</sup>
- Mr. Jeff Ferre – April 25<sup>th</sup>
- Mr. David DeBerry – April 17<sup>th</sup>
- Mr. Erik Mar – April 24<sup>th</sup>
- Mr. Steve Sims – April 24<sup>th</sup>
- Ms. Letty Gail – April 24<sup>th</sup>
- Mr. Martin Rauch – April 26<sup>th</sup>
- Mr. Reuben Skipper – April 26<sup>th</sup>
- Mr. Brando Theis – April 27<sup>th</sup>
- Dr. Gregory Pluko – April 30<sup>th</sup>

**Human Resources:**

- 1st Round Interviews for Supervising Librarian – April 3<sup>rd</sup>
- 2nd Round Interviews for Supervising Librarian – April 4<sup>th</sup>

**Facilities:**

- Dick’s Lock and Safe – April 17<sup>th</sup> and 20<sup>th</sup>
- Passport Audit – April 12<sup>th</sup>

**Events:**

- PLFF Volunteer Luncheon – April 6<sup>th</sup>
- Police Fire and Emergency Services Recognition – April 26<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 April 2018  
**DATE:** May 21, 2018

**MONTHLY STATISTICS**

	April 2018	April 2017	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	516	488	4,899	5,695	-13.98%
Reference--telephone	14	61	249	265	-6.04%
<b>Total Reference</b>	<b>530</b>	<b>549</b>	<b>5,148</b>	<b>5,960</b>	<b>-13.62%</b>

**CHILDREN’S SERVICE PROGRAMS**

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	April 2018	April 2018	April 2017	April 2017	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 16/17-17/18	Y-T-D 16/17-17/18
Storytime	12	542	13	441	102	4095	102	3778	0.00%	8.39%
Educational	18	548	18	433	157	3768	166	3762	-5.42%	0.16%
Reading	1	58	1	75	20	2028	19	1350	5.26%	50.22%
Teen	6	46	4	55	71	1054	42	577	69.05%	82.67%
Seasonal	1	103	1	1500	9	2893	10	2161	-10.00%	33.87%
<b>Totals</b>	<b>38</b>	<b>1,297</b>	<b>37</b>	<b>2,504</b>	<b>359</b>	<b>13838</b>	<b>339</b>	<b>11628</b>	<b>5.90%</b>	<b>19.01%</b>

**ACHIEVEMENTS**

- Placentia Library District participated with outreach in Friendly Center Health Fair and connected with over 400 patrons.
- Lori Worden was the Love Placentia project leader for the Placentia Library project: Summer Reading Program decorations: “Reading Takes You Everywhere.” Decorations were put up by volunteers on Saturday, April 28<sup>th</sup>
- Ana Balderas coordinated the El Dia/Children’s Day event on April 30<sup>th</sup>.

**MEETINGS**

- Deanna White met with Lori Worden regarding SRP decorations on April 4<sup>th</sup>.
- Deanna White met with Yesenia Baltierra regarding C21 on April 10<sup>th</sup>.
- Deanna White attended the Staff Meeting on April 17<sup>th</sup>

- Deanna White met with Kathy Carn on April 24<sup>th</sup>
- Fernando Maldonado attended meeting with City of Placentia, and Boys & Girls Club to discuss Placentia Teen Center outdoor garden on April 2<sup>nd</sup>.
- Fernando Maldonado met with Colleen Wakai to be oriented on Literacy Services on April 2<sup>nd</sup>.
- Fernando Maldonado met with Michele Meades to prepare for Summer Reading Program volunteer orientations on April 5<sup>th</sup>
- Fernando Maldonado participated in SRP meeting with Yesenia Baltierra, Wendy Townsend, and Michelle Meades on April 12<sup>th</sup>.
- Fernando Maldonado, Deanna White, Ana Balderas, Yesenia Baltierra, and Lori Worden attended Children's Department meeting on April 12<sup>th</sup>.
- Fernando Maldonado met with Yesenia Baltierra to discuss Young Adult services re-assignment to Adult Services on April 13<sup>th</sup>.
- Fernando Maldonado attended Young Adults SLS Committee meeting at Newport Beach Public Library on April 18<sup>th</sup>.
- Fernando Maldonado and Wendy Townsend met to discuss Young Adult re-assignment to Adult's Department on April 19<sup>th</sup>.
- Fernando Maldonado met with Kathy Carn to introduce her to Young Adult services on April 23<sup>rd</sup>.
- Fernando Maldonado attended Adult Services department meeting on April 23<sup>rd</sup>.
- Lori Worden proctored 5 tests on these dates: April 17<sup>th</sup>, April 18<sup>th</sup>, April 24<sup>th</sup>, April 25<sup>th</sup> and April 26<sup>th</sup>.
- Lori Worden attended a Love Placentia leader's meeting on Sunday, April 22<sup>nd</sup>.
- Ana Balderas met with Lori Worden and Michelle Meades on April 5<sup>th</sup> to discuss story time techniques.
- Ana Balderas met with Kathy Carn on April 26<sup>th</sup>
- Ana Balderas met with Pam to discuss Homework Club procedures on April 26<sup>th</sup>.
- Kathy Carn attending the PLD Board Meeting on April 16<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra for training and instruction on April 16<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 24<sup>th</sup> and 26<sup>th</sup>
- Kathy Carn met with Wendy Townsend for an Adult Services orientation on April 18<sup>th</sup>.
- Kathy Carn met with Venessa Faber for a "Meet and Greet" meeting and to discuss the Children's weeding project on April 18<sup>th</sup>.
- Kathy Carn met with Tim Hino for training on Paychex timekeeping software on April 20<sup>th</sup>.
- Kathy Carn met with Katie Matas for an IT Service orientation on April 20<sup>th</sup>.
- Kathy Carn met with Lori Worden for a "Meet and Greet" meeting on April 23<sup>rd</sup>.
- Kathy Carn met with Pat Grimm and Coleen Wakai for a Literacy orientation on April 24<sup>th</sup>.
- Kathy Carn met with Michelle Meades for a History Room orientation on April 24<sup>th</sup>.
- Kathy Carn met with Victor Meza for a Support Services orientation on April 24<sup>th</sup>.
- Kathy Carn met with Michelle Meades for a Volunteer orientation on April 25<sup>th</sup>.
- Kathy Carn attended the Placentia Police, Fire, and Emergency Services Recognition Breakfast on April 26<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra and Wendy Townsend for a Supervisors Meeting on April 26<sup>th</sup>.
- Kathy Carn met with Wendy Townsend to discuss staff database assignments, database promotion ideas and the "Christmas in July" program on April 30<sup>th</sup>.

### **PROFESSIONAL DEVELOPMENT**

Not Applicable

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Adult Services Report for April 2018  
**DATE:** May 21, 2018

**MONTHLY STATISTICS**

<b>Reference Desk Activity</b>	<b>April 2018</b>	<b>April 2017</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
Reference -- in person	1,528	1,500	15,158	14,808	2.36%
Reference -- telephone	719	774	6,863	6,105	12.42%
Reference -- email/chat	4	5	129	56	130.36%
Technology assistance	284	285	2,520	2,829	-10.92%
Guest passes	65	52	674	682	-1.17%
Adult and Children's computer use (laptops)	2,207	2,282	21,188	25,027	-15.34%
Adult computer usage (desktop)	1,888	1,926	17,396	21,164	-17.80%
Public computer use (express laptops)	21	5	122	93	31.18%

<b>History Room Activity</b>	<b>April 2018</b>	<b>April 2017</b>	<b>Y-T-D FY2017-18</b>	<b>Y-T-D FY2016-17</b>	<b>Y-T-D % change</b>
History Room Visitors	8	10	95	91	4.40%

<b>Volunteer Hours</b>	<b>April 2018</b>	<b>April 2017</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
History Room	44	19.5	493.5	91	442.31%
PLFF	387.17	485.33	4292.71	4749.25	-9.61%
General Library	384	949.97	5569.37	5870.72	-5.13%
Technology	1.75	4.25	20	195.75	-89.78%
Homework Club	57	92.5	542.85	924	-41.25%
Adult Literacy Tutors	210.25	129.5	1834.5	1335.33	37.38%
PTAC	29.25	69	966.25	624.72	54.67%
Summer Reading Program	0	0	1365.62	608.25	124.52%
<b>Total Volunteer Hours</b>	<b>1113.42</b>	<b>1750.05</b>	<b>16450.42</b>	<b>14399.02</b>	<b>14.25%</b>

<b>Public Services Outreach Activity</b>	<b>April 2018</b>	<b>April 2017</b>	<b>Y-T-D FY2017-18</b>	<b>Y-T-D FY2016-17</b>	<b>Y-T-D % change</b>
Outreach Visits	2	1	8	21	-61.90%

Outreach Attendance	421	146	1961	2087	-6.04%
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**Adult Programs**

Type of Program	Number of Programs April	Attendance April	Number of Programs April	Attendance April	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1718	FY1718	FY1617	FY1617		
Book Club	1	8	1	10	10	61	10	106	0.00%	-42.45%
Computer Workshops	3	33	1	6	13	138	23	215	-43.48%	-35.81%
Educational	1	45	0	0	11	2,377	15	130	-26.67%	1728.46%
Fine Arts	2	37	0	0	9	244	4	301	125.00%	-18.94%
Health & Fitness	3	37	3	50	13	269	30	632	-56.67%	-57.44%
History Room	0	0	1	7	6	167	5	173	20.00%	-3.47%
Home and Lifestyle	0	0	0	0	3	330	0	0	NA	NA
Literacy	7	64	8	45	60	625	64	453	-6.25%	37.97%
Reading	0	0	0	0	5	595	5	408	0.00%	45.83%
Volunteer	1	11	1	12	10	204	10	206	0.00%	-0.97%
<b>Totals</b>	<b>18</b>	<b>235</b>	<b>15</b>	<b>130</b>	<b>140</b>	<b>5,010</b>	<b>166</b>	<b>2,624</b>	<b>-15.66%</b>	<b>90.9%</b>

Literacy	YTD1718	FY1617	% Change
Computer Literacy Students	12	6	100.00%
English Literacy Students	43	50	-14.00%
Students Graduated	15	9	66.67%
Computer Literacy Tutors	7	8	-12.50%
English Literacy Tutors	38	38	0.00%

**ACHIEVEMENTS**

- Michelle Meades and Fernando Maldonado coordinated the Volunteer Orientation on April 22<sup>nd</sup>.
- Michelle Meades coordinated Computer Workshops on April 9<sup>th</sup>, 16<sup>th</sup>, and 23<sup>rd</sup>.
- Michelle Meades coordinated the Calligraphy: Ornamental Lettering program on April 14<sup>th</sup> and 21<sup>st</sup>.
- Wendy Townsend coordinated and the Book Club on April 10<sup>th</sup>.
- Wendy Townsend coordinated Tai Chi on April 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>.
- Wendy Townsend participated in Orange Public Library interviews on April 25<sup>th</sup>.
- Wendy Townsend coordinated Escape the Library April 8<sup>th</sup> - 14<sup>th</sup>.
- Patricia Grimm coordinated a Literacy Orientation on April 7<sup>th</sup>.
- Coleen Wakai coordinated Conversation Club on April 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>.
- Coleen Wakai coordinated a Literacy Orientation on April 3<sup>rd</sup>.
- Coleen Wakai coordinated a Literacy Workshop on April 28<sup>th</sup>.

- Coleen Wakai attended an outreach for literacy tutors at Saddleback College on April 11<sup>th</sup>.
- Yesenia Baltierra attended the Writer to Writer Luncheon on April 14<sup>th</sup>.

### MEETINGS

- Michelle Meades and Wendy Townsend met on April 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>.
- Michelle Meades interviewed potential Homework Club members on April 2<sup>nd</sup> and 5<sup>th</sup>.
- Michelle Meades met with Jesse Coyne to discuss the History Room computer on April 5<sup>th</sup>.
- Michelle Meades met with Fernando Maldonado to discuss SRP training on April 5<sup>th</sup>.
- Michelle Meades met with Ana Balderas to discuss story time practices on April 5<sup>th</sup>.
- Michelle Meades and Wendy Townsend met with Yesenia Baltierra to discuss SRP on April 12<sup>th</sup>.
- Michelle Meades met with Tim Hino to discuss One Stop volunteers on April 18<sup>th</sup>.
- Michelle Meades met with Tim Hino and Tim Worden to discuss Val Tech internships on April 18<sup>th</sup>.
- Michelle Meades met with Kathy Carn to discuss History Room policies and procedures on April 24<sup>th</sup>.
- Michelle Meades attended the Historical Committee meeting on April 24<sup>th</sup>.
- Michelle Meades met with Kathy Carn to discuss puppet shows and volunteer training on April 25<sup>th</sup>.
- Michelle Meades and Coleen Wakai met with Yesenia Baltierra on April 30<sup>th</sup>.
- Adult Services staff attended the Adult Services department meeting on April 23<sup>rd</sup>.
- Coleen Wakai met with literacy tutors on April 3<sup>rd</sup> and April 12<sup>th</sup>.
- Coleen Wakai met with Wendy Townsend on April 6<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup>.
- Coleen Wakai, Wendy Townsend, and Yesenia Baltierra attended the Staff Meeting on April 17<sup>th</sup>.
- Coleen Wakai, Pat Grimm, Kathy Carn and Fernando Maldonado met on April 24<sup>th</sup>.
- Coleen Wakai met with CSUF literacy interns on April 4<sup>th</sup>, 9<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra met on April 4<sup>th</sup>, 11<sup>th</sup>, 17<sup>th</sup>.
- Wendy Townsend met with Fernando on April 18<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra attended the supervisors meeting on April 26<sup>th</sup>.
- Wendy Townsend attended Kiwanis meetings on April 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>.
- Wendy Townsend met with the BLAST committee on April 6<sup>th</sup> and 13<sup>th</sup>.
- Wendy Townsend met with Jim from Bookpoints on April 10<sup>th</sup>.
- Wendy Townsend met with Kathy Carn on April 18<sup>th</sup> and 30<sup>th</sup>.
- Yesenia Baltierra attended a call meeting with Baker & Taylor on April 11<sup>th</sup>.
- Yesenia Baltierra attended the Board of Trustees meeting on April 16<sup>th</sup>.
- Jeannie Killianey and Wendy Townsend met on April 5<sup>th</sup>.
- Jeannie Killianey met with Coleen Wakai to discuss the Request Ratio Report on April 28<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- Patricia Grimm and Coleen Wakai attended the SCLLN Workshop and Writer to Writer Luncheon at Buena Park Holiday Inn on April 14<sup>th</sup>. Pat attended a class on writing strategies that included a number of tips and tricks we can share with our tutors; Coleen and Pat interacted with other Literacy folks on filling in templates for Roles and Goals.
- Yesenia Baltierra participated in a Harwood call on April 19<sup>th</sup> and a Regional meeting on April 23<sup>rd</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Technology Services Manager

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

**DATE:** May 22, 2018

**On-line database usage**

	April 2018	Onsite Usage 4/17	Remote Usage 4/17	April 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Library Catalog	31,661	N/A	N/A	13,521	179,401	143,472	25%
General Reference Center	62	62	0	73	393	388	1%
Biography In Context	156	155	1	706	3,729	1,163	221%
Opposing Viewpoints	83	83	0	117	1,606	1,329	21%
Consumer Reports (new July 2016)	132	N/A	N/A	370	1,007	1,079	-7%
Freegal	1,032	N/A	N/A	1,080	10,318	11,465	-10%
Heritage Quest	376	N/A	N/A	800	2,771	6,605	-58%
Novelist	33	N/A	N/A	62	290	410	-29%
Public Library Core Collection							
Nonfiction (staff use only)	453	N/A	N/A	4	783	1,416	-45%
Pronunciator	55	N/A	N/A	52	464	614	-24%
ABC Mouse	76	N/A	N/A	114	593	2,213	-73%
ABC Mouse - Bring Reading Home (New March 2018)	2	N/A	N/A	N/A	2	N/A	N/A
World Book Online (New February 2018)	4	N/A	N/A	N/A	45	N/A	N/A
Career Cruising	9	N/A	N/A	13	87	17	412%
Tumblebooks	75	N/A	N/A	124	1,078	1,870	-42%
Reference USA	200	N/A	N/A	235	3,018	1,941	55%
Enki	7	N/A	N/A	1	119	15	693%
Hoopla	752	N/A	N/A	595	6,862	4,313	59%
Overdrive e-books	1,240	N/A	N/A	1,083	16,155	9,886	63%
Overdrive audio books	789	N/A	N/A	659	10,224	6,533	56%
Overdrive e-books - Placentia Advantage (New March 2018)	1,495	N/A	N/A	N/A	3,049	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,400	N/A	N/A	N/A	2,830	N/A	N/A
Zinio	47	N/A	N/A	88	818	795	3%
<b>TOTAL DATABASE USAGE</b>	<b>40,139</b>	<b>300</b>	<b>1</b>	<b>19,697</b>	<b>245,642</b>	<b>195,524</b>	<b>26%</b>

**Website Traffic**

	<b>April 2018</b>	<b>April 2017</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
Website visits	10,631	13,366	120,942	123,705	-2%
Page Hits	18,253	21,452	204,467	204,403	0%
Users	6,203	6,907	70,348	57,464	22%
Pages/Session	1.72	1.60	N/A	N/A	N/A
Avg. Session Duration	00:02:28	0:02:28	N/A	N/A	N/A
% New Sessions	N/A	42	N/A	N/A	N/A

**Computer & Online Resource Use**

	<b>April 2018</b>	<b>April 2017</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
Placentia Residents	1,015	1,236	12,517	13,675	-8%
Non-Placentia Residents	773	917	9,033	9,652	-6%
<b>Total</b>	<b>1,788</b>	<b>2,153</b>	<b>21,550</b>	<b>23,327</b>	<b>-8%</b>

**Wifi Use**

	<b>April 2018</b>	<b>April 2017</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
<b>Total</b>	<b>1,832</b>	<b>2,249</b>	<b>19,188</b>	<b>25,507</b>	<b>-25%</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:** Presentation from emar studio, TDS, and Pamela Studios on renovation updates and plans.

**DATE:** May 21, 2018

**BACKGROUND**

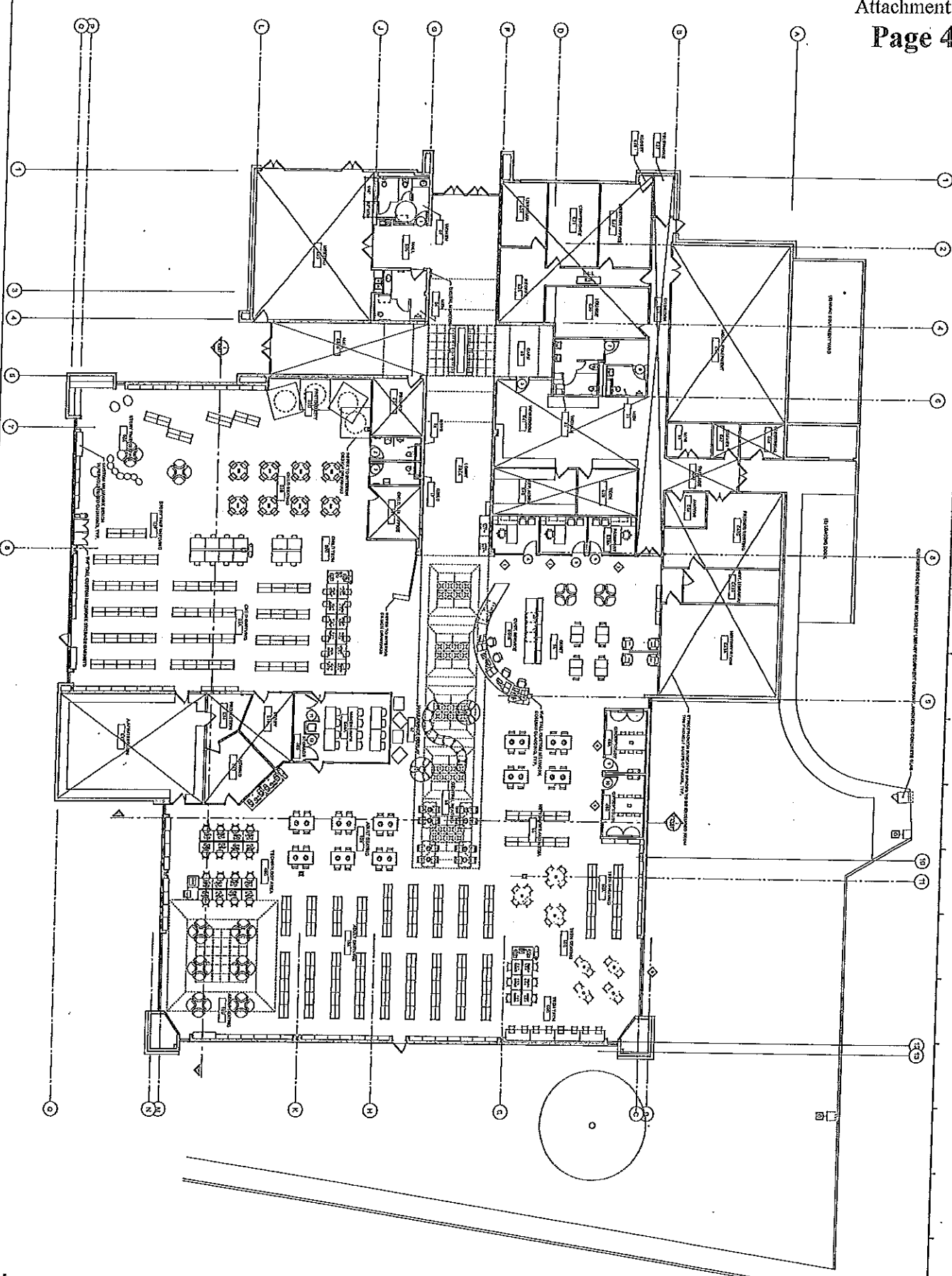
President Carline and the library management team met with Mr. Erik Mar from emar studio, Ms. Judy Van Wyk from TDS and Ms. Pamela Brief from Pamela Studios on May 3<sup>rd</sup> to review the plans for the interior and outdoor spaces. The plans were then presented to the library staff on May 7<sup>th</sup> to seek their input and design preferences for the new space.

Tonight, Mr. Mar and his team will present the proposed cost estimates, design and floor plans for the centennial renovation project.

Attachment A is the floorplan for the renovated space.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



FURNITURE AND EQUIPMENT PLAN  
 A204

FURNITURE AND EQUIPMENT PLAN

DATE: 11/11/03  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

PROJECT: PLACENTIA LIBRARY  
 SHEET: A204

SCALE: AS SHOWN  
 NOTES: 1. ALL DIMENSIONS ARE IN FEET AND INCHES.  
 2. SEE OTHER SHEETS FOR DETAILS.



NO.	DESCRIPTION
1	PLACEMENT OF FURNITURE AND EQUIPMENT
2	ADJUSTMENT OF ROOM LAYOUT
3	REVISIONS TO ELECTRICAL PLAN
4	REVISIONS TO MECHANICAL PLAN
5	REVISIONS TO STRUCTURAL PLAN

**Placentia Library**  
 411 East Ocean Ave  
 Placentia, CA 92672

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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:** Award Contract for Placentia Library District's Financial Audit, Management Letter, Financial Transactions Report and Supplement to the Annual Report, and Preparation of the GANN Limit Review Report for the 2017-2018 Fiscal Year.

**DATE:** May 21, 2018

**BACKGROUND**

White, Nelson, Diehl & Evans LLP has prepared the Placentia Library District's annual financial audit for two fiscal years. They have provided superior service and work with library staff to ensure a transparent and efficient auditing process.

Attachment A are the letters of proposal from White, Nelson, Diehl & Evans LLP to provide the Financial Audit and the GANN Limit Review Report for the 2017-2018 Fiscal Year.

Fiscal Impact: \$20,170

**RECOMMENDATIONS**

1. Motion to award the Financial Audit and GANN Limit Review Report preparation contract for the 2017-2018 Fiscal Year to White, Nelson, Diehl & Evans LLP for the amount of \$20,170; and
2. Authorize the contract to White, Nelson, Diehl & Evans LLP by a roll call vote; and
3. Authorize Board President, Gayle Carline, to sign the engagement letter.



WHITE NELSON DIEHL EVANS LLP  
Certified Public Accountants & Consultants

May 2, 2018

Ms. Jeanette Contreras  
Library Director  
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

Dear Ms. Contreras:

We are pleased to confirm our understanding the services we are to provide Placentia Library District (the District) for the year ending June 30, 2018. We will audit the governmental activities and major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ending June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. General Fund - Budgetary Comparison Schedule

Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 2

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 3

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Other Services**

We will also assist in preparing the state controller's report (see separate engagement letter), and the financial statements of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the state controller's report and financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. Because of the importance of oral and written management representations to the effective performance of our services, the District releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 4

### **Management Responsibilities (Continued)**

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Engagement Administration, Fees, and Other**

Noted below is a listing of work required by District staff to assist in the audit.

1. Preparation of trial balances for all funds, after posting of all year-end journal entries.
2. Preparation of supporting schedules for all material balance sheet accounts, and selected revenue and expense accounts.
3. Typing of all confirmation requests.
4. Pulling and refiling of all supporting documents required for audit verification.

Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 5

**Engagement Administration, Fees, and Other (Continued)**

Our maximum annual fees as of and for the year ending June 30, 2018, are as follows:

District Audit	\$ 17,880
GANN Limit Review Report	<u>525</u>
Total (Not to Exceed)	<u>\$ 18,405</u>

The maximum annual fee stipulated herein contemplates that conditions satisfactory to the normal progress and completion of the examination will be encountered and the District's accounting personnel will furnish the agreed upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work; we shall report such conditions to the responsible District officials and provide the District with an estimate of the additional accounting fees involved.

The audit documentation for this engagement is the property of White Nelson Diehl Evans LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agencies or their designees. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of White Nelson Diehl Evans LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

In accordance with our firm's current record retention policy, all of your original records will be returned to you at the conclusion of this engagement. Our audit documentation files will be kept for a period of seven years after the issuance of the audit report. All other files will be kept for as long as you retain us as your auditors. However, upon termination of our service, all records will be destroyed after a period of seven years. Physical deterioration or catastrophic events may further shorten the life of these records. The audit documentation files of our firm are not a substitute for your original records.

Enclosed with this letter is a copy of our most recent external peer review report.

To ensure that White Nelson Diehl Evans LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.



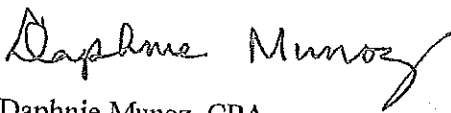
Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 6

**Engagement Administration, Fees, and Other (Continued)**

We appreciate the opportunity to be of service to the Placentia Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP



Daphnie Munoz, CPA  
Engagement Partner

**RESPONSE:**

This letter correctly sets forth the understanding  
of the Placentia Library District.

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

The logo for White Nelson Diehl Evans LLP is centered at the top of the page. It features the word "WANDER" in a large, stylized, serif font, with the letters "W", "N", "D", and "E" being significantly larger than "A", "N", and "D". Below this, the text "WHITE NELSON DIEHL EVANS LLP" is written in a smaller, all-caps, sans-serif font. Underneath that, the phrase "Certified Public Accountants & Consultants" is written in an even smaller, all-caps, sans-serif font. The entire logo is set against a dark, textured rectangular background.

WHITE NELSON DIEHL EVANS LLP  
Certified Public Accountants & Consultants

May 2, 2018

Ms. Jeanette Contreras  
Library Director  
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

Dear Ms. Contreras:

We are pleased to confirm our understanding of the services we are to provide the Placentia Library District (the "District") for the year ending June 30, 2018. We will prepare the Special Districts Financial Transactions Report and Supplement to the Annual Report for the 2018 fiscal year and perform a compilation engagement with respect to these reports.

#### **Our Responsibilities**

The objective of our engagement is to -

1. prepare the Special Districts Financial Transactions Report and Supplement to the Annual Report in accordance with the format prescribed by the California State Controller's Office based on information provided by you, and
2. apply accounting and financial reporting expertise to assist you in the presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Special Districts Financial Transactions Report and Supplement to the Annual Report in order for them to be in accordance with the format prescribed the California State Controller's Office.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services ("SSARS") promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants ("AICPA") and comply with the AICPA's *Code of Professional Conduct* including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the Special Districts Financial Transactions Report and Supplement to the Annual Report.

Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 2

### **Our Responsibilities (Continued)**

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the District or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report in accordance with the format prescribed by the California State Controller's Office.

You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the format prescribed by the California State Controller's Office as the financial reporting framework to be applied in the preparation of the Special Districts Financial Transactions Report and Supplement to the Annual Report.
2. The preparation and fair presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report in accordance with the format prescribed by the California State Controller's Office.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report.
4. The prevention and detection of fraud.
5. To ensure that the District complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.

Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 3

### **Your Responsibilities (Continued)**

7. To provide us with -

- access to all information of which you are aware that is relevant to the fair presentation of the Special Districts Financial Transactions Report and Supplement to the Annual Report, such as records, documentation, and other matters.
- additional information that we may request from you for the purpose of the compilation engagement.
- unrestricted access to persons within the District of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual, preferably within senior management, with suitable skills, knowledge, and experience to oversee our preparation of your Special Districts Financial Transactions Report and Supplement to the Annual Report. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

### **Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the Special Districts Financial Transactions Report and Supplement to the Annual Report and that, accordingly, we do not express an opinion, a conclusion, or provide any assurance on them. If, for any reason, we are unable to complete the compilation of your Special Districts Financial Transactions Report and Supplement to the Annual Report, we will not issue a report on such annual reports as a result of this engagement.

Our report will disclose that the Special Districts Financial Transactions Report and Supplement to the Annual Report are presented in a prescribed form in accordance with the requirements of the California State Controller's Office and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

You agree to include our accountants' compilation report in any document containing the Special Districts Financial Transactions Report and Supplement to the Annual Report that indicates we have performed a compilation engagement on such annual reports and, prior to inclusion of the report, to ask our permission to do so.

Ms. Jeanette Contreras, Library Director  
Placentia Library District  
May 2, 2018  
Page 4

**Other Relevant Information**

Ms. Daphnie Munoz, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

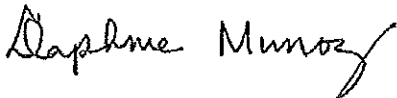
Our fee for this service will be \$1,765. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

To ensure that White Nelson Diehl Evans LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP



Daphnie Munoz, CPA  
Engagement Partner

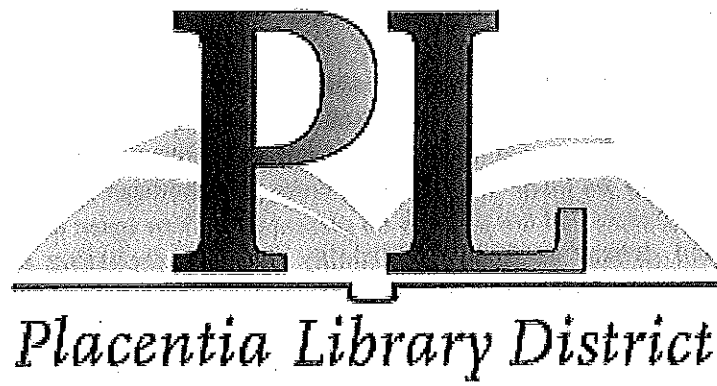
**RESPONSE:**

This letter correctly sets forth the understanding  
of the Placentia Library District.

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



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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:** **Travel Authorization for the Library Board of Trustees and Library Staff to attend the Annual California Library Association (CLA) Conference in Santa Clara, California, November 9-11, 2018.**

**DATE:** May 21, 2018

**BACKGROUND**

The Annual California Library Association Conference will be November 9-11 in Santa Clara, California. The theme for this year's conference is No Barriers, No Walls, Access For All. The conference this year is held one less days than past conferences due to logistical reasons.

The Conference Planning Committee is working on this year's programs and will provide updates once submissions have been reviewed and approved. Our library staff will be presenting two sessions at this year's conference. Library management recommends authorizing all regular status employees for the opportunity to attend this year's conference, taking advantage of the semi-closure due to the renovation project. Management anticipates 17 staff attending and we will caravan to the conference and share rooms, for cost efficiency.

Fiscal Impact: \$900 per attendee

**RECOMMENDATIONS**

1. Motion to authorize the Library Director and three library staff to attend the Annual California Library Association Conference on November 9-11 in Santa Clara, California; and
2. Authorization by a roll call vote;
3. Roll call vote.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** 2018 Staff Appreciation and Recognition Fund Request  
**DATE:** May 21, 2018

**BACKGROUND**

Library staff will present a request to the Placentia Library Friends Foundation (PLFF) for \$3,500 for the 2018 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. Library Director requests \$2,000 towards the function to cover expenses beyond the PLFF's donation.

The committee members for this year's Staff Appreciation and Recognition event are Tim Hino, Alyssa Stolze and Victor Meza.

Fiscal Impact: \$2,000

**RECOMMENDATIONS**

1. Motion to approve the request for \$2,000 to be used for the annual Staff Appreciation and Recognition event; and,
2. Authorize the request for \$2,000 for the annual Staff Appreciation and Recognition event by a roll call; and,
3. Roll call vote.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize a Closure on June 8, 2018 for a Staff Development Day

**BACKGROUND**

There are two Staff Development Days (SDD) held annually, which provide staff job-related continuing education opportunities through participation of various in-service training. The last SDD was held on January 15, 2018 which included the B.L.A.S.T. training, DISC personality profile exercise, and a teambuilding exercise.

The agenda for the Friday, June 8<sup>th</sup> in-service is expected to include development plans for the centennial semi-closure and a teambuilding exercise. The all-day training encourages staff to continue learning and working together while progressing towards the overall mission of the District in general. All regular status employees will be invited to the training.

**RECOMMENDATION**

Authorize a Closure on June 8, 2018 for a Staff Development Day.



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A. LAST YEAR'S Limit	\$ 4,413,243			
		<u>99.95</u>	0.9995	1
B. ADJUSTMENT FACTORS		100		1.036382
1. Population %	-0.05%			3.64%
2. Inflation %	3.69%	<u>103.62</u>	1.0369	
		100		
Total Adjustment %	3.64%			
C. ANNUAL ADJUSTMENT \$	\$ 160,561			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ 160,561			
F. CURRENT YEAR LIMIT	\$ 4,573,804			

FY 17/18

A. LAST YEAR'S Limit	\$ 4,573,804			
B. ADJUSTMENT FACTORS		<u>99.97</u>	0.9997	1
1. Population %	-0.03%	100		1.036389
2. Inflation %	3.67%			3.64%
		<u>103.67</u>	1.0367	
		100		
Total Adjustment %	3.64%			
C. ANNUAL ADJUSTMENT \$	\$ 166,436			
D. OTHER ADJUSTMENTS	\$ -			
E. TOTAL AJUSTMENTS	\$ 166,436			
F. CURRENT YEAR LIMIT	\$ 4,740,240			

FY 18/19

May 2017

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2017-18 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2017-18	3.69

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2017-18 appropriation limit.

**2017-18:**

Per Capita Cost of Living Change = 3.69 percent  
 Population Change = 0.85 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.69 + 100}{100} = 1.0369$

Population converted to a ratio:  $\frac{0.85 + 100}{100} = 1.0085$

Calculation of factor for FY 2017-18:  $1.0369 \times 1.0085 = 1.0457$



EDMUND G. BROWN JR. • GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2017

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

#### **Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2017, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2017-18. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2017-18 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

#### **Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

#### **Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2017.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY M. COSTA  
Chief Deputy Director

Attachment

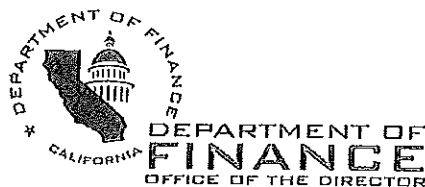


Fiscal Year 2017-18

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2016 to January 1, 2017 and Total Population, January 1, 2017**

County City	Percent Change 2016-2017	--- Population Minus Exclusions ---		Total Population
		1-1-16	1-1-17	1-1-2017
Orange				
Aliso Viejo	-0.06	50,341	50,312	50,312
Anaheim	0.80	355,675	358,529	358,546
Brea	1.39	43,606	44,214	44,214
Buena Park	1.01	83,042	83,884	83,884
Costa Mesa	-0.05	113,906	113,848	114,044
Cypress	0.24	49,535	49,655	49,655
Dana Point	0.17	33,643	33,699	33,699
Fountain Valley	-0.04	56,730	56,709	56,709
Fullerton	0.22	141,918	142,234	142,234
Garden Grove	0.00	176,285	176,277	176,277
Huntington Beach	0.51	196,564	197,574	197,574
Irvine	3.85	257,181	267,086	267,086
Laguna Beach	-0.02	23,509	23,505	23,505
Laguna Hills	2.63	30,736	31,544	31,544
Laguna Niguel	1.60	65,637	66,689	66,689
Laguna Woods	-0.06	16,329	16,319	16,319
La Habra	0.13	62,003	62,084	62,084
Lake Forest	1.87	83,376	84,931	84,931
La Palma	-0.14	16,006	15,984	15,984
Los Alamitos	-0.02	11,741	11,739	11,739
Mission Viejo	-0.05	96,763	96,718	96,718
Newport Beach	-0.15	85,045	84,915	84,915
Orange	0.09	140,761	140,882	140,882
Placentia	-0.05	52,292	52,268	52,268
Rancho Santa Margarita	-0.07	48,636	48,602	48,602
San Clemente	0.11	65,904	65,975	65,975
San Juan Capistrano	0.40	36,118	36,262	36,262
Santa Ana	0.40	339,997	341,341	341,341
Seal Beach	-0.14	24,393	24,359	24,890
Stanton	0.13	39,560	39,611	39,611
Tustin	0.44	82,015	82,372	82,372
Villa Park	-0.02	5,945	5,944	5,944
Westminster	0.17	93,375	93,533	93,533
Yorba Linda	0.38	67,832	67,890	67,890
Unincorporated	0.47	125,209	125,792	125,792
County Total	0.69	3,171,408	3,193,280	3,194,024

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



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May 2018

Dear Fiscal Officer:

**Subject: Price Factor and Population Information****Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2018, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2018-19. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2018-19 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. Finance will certify the higher estimate to the State Controller by June 1, 2018.

**Please Note:** The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN

Director

By:

AMY M. COSTA  
Chief Deputy Director

Attachment

May 2018

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2018-19 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2018-19	3.67

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2018-19 appropriation limit.

2018-19:

Per Capita Cost of Living Change = 3.67 percent  
 Population Change = 0.78 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.67 + 100}{100} = 1.0367$

Population converted to a ratio:  $\frac{0.78 + 100}{100} = 1.0078$

Calculation of factor for FY 2018-19:  $1.0367 \times 1.0078 = 1.0448$

Fiscal Year 2018-19

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2017-2018	1-1-17	1-1-18	1-1-2018
<b>Orange</b>				
Aliso Viejo	3.11	50,384	51,950	51,950
Anaheim	0.16	356,485	357,067	357,084
Brea	0.25	44,776	44,890	44,890
Buena Park	0.08	83,926	83,995	83,995
Costa Mesa	0.25	114,872	115,156	115,296
Cypress	0.55	49,704	49,978	49,978
Dana Point	0.51	33,897	34,071	34,071
Fountain Valley	0.01	56,916	56,920	56,920
Fullerton	0.50	143,499	144,214	144,214
Garden Grove	0.06	176,784	176,896	176,896
Huntington Beach	0.33	201,981	202,648	202,648
Irvine	3.40	267,097	276,176	276,176
Laguna Beach	0.26	23,248	23,309	23,309
Laguna Hills	-0.03	31,829	31,818	31,818
Laguna Niguel	0.14	65,288	65,377	65,377
Laguna Woods	0.13	16,575	16,597	16,597
La Habra	0.64	62,451	62,850	62,850
Lake Forest	1.72	83,414	84,845	84,845
La Palma	0.09	15,933	15,948	15,948
Los Alamitos	0.03	11,860	11,863	11,863
Mission Viejo	0.00	95,985	95,987	95,987
Newport Beach	1.13	86,207	87,182	87,182
Orange	0.69	140,981	141,952	141,952
Placentia	-0.03	52,772	52,755	52,755
Rancho Santa Margarita	0.06	49,301	49,329	49,329
San Clemente	0.82	65,009	65,543	65,543
San Juan Capistrano	0.37	36,624	36,759	36,759
Santa Ana	0.12	337,843	338,247	338,247
Seal Beach	0.10	25,374	25,399	25,984
Stanton	-0.08	39,500	39,470	39,470
Tustin	0.06	82,291	82,344	82,344
Villa Park	0.12	5,944	5,951	5,951
Westminster	0.13	94,353	94,476	94,476
Yorba Linda	0.49	68,781	69,121	69,121
Unincorporated	2.32	126,342	129,278	129,278
<b>County Total</b>	<b>0.69</b>	<b>3,198,226</b>	<b>3,220,361</b>	<b>3,221,103</b>

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**RESOLUTION 17-10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE  
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2017-2018**

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2017-2018; and

WHEREAS, the Placentia Library District of Orange County has calculated appropriations limit by using the California Department of Finance price and population information; and

WHEREAS, such information indicates population percentage to be -.05 for Placentia and inflation percentage change to be 3.69 for Fiscal Year 2017-2018.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 17-10, dated May 21, 2018; and that the appropriations limit be \$4,573,804 for Fiscal Year 2017-2018.

AYES:

NOES:

ABSENT:

ABSTAIN:

County of Orange )ss.  
)

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

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of May 2018.

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



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

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of May 2018.

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorization to Transfer and Rollover Funds within the General Fund Accounts

**DATE:** May 21, 2018

**BACKGROUND**

The current Fiscal Year 2017-2018 Budget was approved on June 28, 2017. Management requests the following transfers and rollover for Fiscal Year 2017-2018:

Budget Account	Description	Appropriations	Transfer / Rollover Amount	Reasons for Transfer/Rollover
1310	Fixed Assets – Building & Improvement	\$10,000	Rollover \$10,000 for Fiscal Year 2018-2019.	Centennial-related projects.
4200	Fixed Assets – Equipment & Furniture	\$10,000	Rollover \$10,000 for Fiscal Year 2018-2019.	Centennial-related projects.
5100	Communications	\$35,000	1. Transfer \$9,000 to Budget Account 5600 – Professional Development.  2. Transfer \$3,000 to 5300, 5310, 5350 – Office Expenses & Postage.	Library, CENIC and marketing conferences.  Increase in postage rate, passport activities, and additional printing of the District’s newsletters.
5500	Books/Library Materials	\$255,689	Rollover \$80,000 to Fiscal Year 2018-2019.	Strengthen collection for Centennial Grand Re-Opening.

**RECOMMENDATIONS**

1. Authorize transfers and rollovers Fiscal Year 2017-2018 General Funds as presented; and,
2. Authorization by a roll call vote; and,
3. Roll call vote.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss a "Take Your Dog / Cat to Work" Day Request From Staff

**DATE:** May 21, 2018

**BACKGROUND**

2018 marks the 20<sup>th</sup> annual Take Your Dog to Work event. It was started by Pet Sitters International to celebrate how great dogs are as companions and promote their adoptions. The event encourages employers to experience the joys of pets in the workplace for one day to support the well-being of our employees. Though the event is on Friday, June 22<sup>nd</sup>, staff request permission to bring their dog and/or cat on June 18<sup>th</sup> – 22<sup>nd</sup> to celebrate Take Your Pet to Work Week.

According to a 2016 Survey conducted by Banfield Pet Hospital, the impacts of a pet-friendly office on employee morale and workplace dynamics are largely seen as positive. In pet-friendly offices, both employees and Human Resources managers agree that allowing pets in the workplace has reduced stress, provided a greater work-life balance, increased productivity and morale, and decreased guilt over leaving their pets at home. The study also discovered companies with pet-friendly policies are more likely to retain talent, with 82% of employees saying that they feel a greater sense of loyalty to their employers.

The Psychology Department from the University of Southern California (USC) also stated that more and more frequently, employers and employees are discovering that pets at the workplace make them happier, lower stress levels, and create a comfortable, flexible environment. Pets can create camaraderie within the workplace and trigger interactions that may not have happened without them. Better communication leads to more trust, a key component in a successful work environment. Trust and communication rival stress and promote productivity, causing improved morale and reduced absenteeism. Furthermore, reduced stress means less stress-related ailments and the healthcare costs that accompany them.

The event gives the District an opportunity to partner with local animal shelters, rescue groups, humane society and other pet professionals to organize programs that promote the benefits of dogs and health-related programs for dogs and cats.

Attachment A is the Application, Authorization, and Release Form.

Fiscal Impact: N/A

**RECOMMENDATION**

Authorize the "Take Your Dog / Cat to Work" Day program as presented, effective June 1, 2018 with a follow-up report to the Library Board of Trustees at the July 16, 2018 meeting.



## Take Your Dog/Cat to Work Day Application, Authorization, and Release Form

### General Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Department Manager \_\_\_\_\_

### Pet Description

Pet Name \_\_\_\_\_

Breed \_\_\_\_\_

Last Vaccination Date \_\_\_\_\_

City Registered to \_\_\_\_\_

Chip ID# \_\_\_\_\_

### Medical Information

Employee pet owner agrees to maintain copies of all pertinent pet medical information on premises and agrees to the following minimum requirements:

- All vaccinations are complete and current, including the core vaccinations: Rabies, DA2PP, and Canine Parvovirus.
- Parasite control is being done on a routine basis and the animal is free of ticks and fleas.
- Animal has no recent history (6 months) of infection or ringworm.

### Guidelines

The Placentia Library District will allow dogs and cats that meet the following requirements to be brought to work:

- A release form for each dog and cat must be completed, signed and submitted to the Business Manager, along with the supporting current veterinary record, at least five (5) business days prior to approved visitation date. A release form may be obtained from the Business Manager.
- The dog and cat must be clean, well groomed, fleas free and free of illness and disease. A current veterinary record proving wellness, heartworm prevention, parasite control, and vaccine compliance must be provided to Human Resources (HR) prior to visitation.
- The dog and cat must be potty-trained/ house broken.
- Dog and cat must have no history of aggressive behavior or biting, and be well socialized to people and other dogs and cats.
- One dog or cat per employee.

### General Rules

- Any display of aggressive behavior will require immediate removal from the premises. Any employee asked to take their dog and cat home must do so immediately. Employees will be responsible for making up any resulting lost productivity.
- Dogs and cats must be accompanied by the employee owner at all times. Dogs must not be allowed to wander unattended, inside or outside the building.
- Dogs and cats must be secured on leashes at all times on business premises outside of buildings



- If dogs and cats are left alone in employee work areas, they must be restrained by baby gates and/or crates.
- Employee pet owners will provide a safe and comfortable place for their dogs and cats within their workspace by "dog / cat proofing" the area.
- Dogs and cats must not be allowed to chew on waste or any form of office equipment (i.e. electric wire, cords, carpet, etc.)
- Water, comforts and food must be provided for the dog and cat.
- Dog and cat owners must clean up after their dog and cat goes to the bathroom outside.
- Loud play, squeaky toys, and meaty treats are prohibited.
- All dogs and cats must be treated humanely. A high standard of animal compassion is expected of all pet owner employees.

**Damages**

- Employees are totally responsible for cleaning up and sanitizing immediately after accidents and for supplying effective products. Feces and poop bags must be sealed and discarded in a trash bin outside the building.
- Employees will be held fully responsible for any damage that is done to the property, its employees or patrons.

**Waiver of Liability**

In consideration of being permitted to bring ones dog and cat to the work place, owner employee does hereby unconditionally releases, indemnifies, waives, discharges, and agrees to hold harmless Placentia Library District, staff, trustees, or patrons from any loss, damage, liability and expense, including court costs and attorney fees, that may be incurred as a result of injuries, including death to persons, dogs and cats, or damage to property, directly or indirectly associated with the owner bringing his/her dog and cat to the work place, whether caused by the negligence of other staff, trustees, patron, or otherwise.

BY SIGNING THIS AUTHORIZATION AND RELEASE, THE DOG OR CAT OWNER EXPRESSLY ACKNOWLEDGES AND REPRESENTS that he/she has carefully read the foregoing terms and conditions, understands the contents thereof and signs voluntarily; he/she is at least eighteen (18) years of age and fully competent; and executes this Authorization and Release intending that he/she, his/her spouse and family members, and his/her heirs, assigns and personal representatives if deceased, be legally bound by same.

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EMPLOYEE SIGNATURE

DATE

**Department Approval**

I have discussed the foregoing Authorization and Release with the pet owner employee and am agreeable to employee bringing his or her pet to the workplace and into my department. I approve this request, subject to employee following these and other departmental guidelines and demonstrating responsible pet ownership.

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MANAGER SIGNATURE

DATE