



AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

Monday, June 16, 2014
6:30 P.M.
Meeting Room

*The Vision of the Placentia Library District is to
inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

-  Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
-  Provide literacy outreach and services to the community.
-  Provide a special collection to document and preserve Placentia's History and Authors.
-  Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
-  Promote the Library's vision through consistent messages to the public.

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 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the May 19, 2014 Library Board of Trustees Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

10. Nonstandard Claims in excess of \$300. (Receive & File and Approve)

11. Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve)

12. Current Claims and Payroll. (Receive & File and Approve)

13. FY2013-2014 Cash Flow Analysis through May 2014; the Schedule of Anticipated Property Tax Revenues for FY2013-2014 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 – 17)

14. Financial Reports for May 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

15. Balance Sheet for May 2014. (Receive & File)

16. Acquisitions Report for May 2014. (Receive & File)

17. Entrepreneurial Activities Report for May 2014. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

18. Personnel Report for May 2014. (Receive, File, and Ratify Appointments)
19. Circulation Report for May 2014. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 21 – 24)

21. Library Director's Report for May 2014.
22. Children's Services Report for May 2014.
23. Adult Services Report for May 2014.
24. Placentia Library Web Site & Technology Report for May 2014.

CONTINUING BUSINESS

25. Continue Discussion of Possible Renovation Project for Centennial Event.
26. Authorize Mid-Year Amendments to Fiscal Year 2013-2015 Budget.

NEW BUSINESS

27. Authorize the Removal of the Electronic Marquee.
28. Authorize an Advertisement in the "Placentia-opoly" board game, sponsored by the Kiwanis Club of Placentia.
29. Approve Expenditure of \$1,000 from the General Fund for the Staff Appreciation & Recognition Event.
30. Award Contract for Placentia Library District's Financial Audit, Management Letter and preparation of the Annual Controller's Report for Fiscal Year 2013-2014.
31. Discuss and Select a Candidate to serve on the California Special Districts Association (CSDA) 2014 Board Elections

DISCUSSION ITEM

32. Discuss the possibility of purchasing banners for the light pole in the parking lot.

ADJOURNMENT

33. Agenda Preparation for the July Date Meeting which will be held on Monday, July 21, 2014 unless re-scheduled by the Library Board of Trustees.
34. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

35. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the June 16, 2014 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 11, 2014



Diane Warner, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 19, 2014

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 19, 2014 at 6:31 p.m.

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

Members Absent: None

Others Present: Library Director Jeanette Contreras, Administrative Assistant Diane Warner and Lori Worden, Children's Services Supervisor.

It was moved by Secretary Minter and seconded by Trustee Martin to adopt the agenda as presented:

ADOPTION OF AGENDA
 AYES: Shkoler, DeVecchio, Martin, Carline, Minter
 NOES: None

ORAL COMMUNICATION No oral communication.

TRUSTEE & ORGANIZATIONAL REPORTS
 President Shkoler attended an event at H.I.S. House. (Item 5)
 Secretary Minter Secretary Minter participated at the OCLC event.
 Trustee Martin attended the Friends Foundation Volunteer Luncheon and the Grand Opening Ceremony for Craftsman Woodfire Pizza.
 Trustee Carline also attended the Craftsman Pizza Ribbon-cutting ceremony. (Item 6)

LIBRARY DIRECTOR REPORT

PLFF BOARD UPDATE Director Contreras shared nominations to the Friends Foundation Board of Directors for 2014-15. The annual meeting is confirmed for Friday, July 25 at 7:00 p.m.

CONSENT CALENDAR It was moved by Secretary Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-24:
 AYES: Shkoler, Minter, Carline, Martin, DeVecchio
 NOES: None

MINUTES FOR APRIL 21 TRUSTEES MEETING Meeting Minutes were received, approved and filed. (Item 9)

CLAIMS Nonstandard Claims in excess of \$300 – none. (Item 10)

FY 2013-2014 Cash Flow Analysis through April 2014 – received and filed. (Item 13)

TREASURER'S REPORT

Financial Reports for April 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed. (Item 14)

Balance Sheet for April 2014 – received and filed. (Item 15)

Acquisitions Report for April 2014 – received and filed. (Item 16)

Entrepreneurial Activities Report for April 2014 – received and filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for April 2014. (Item 18)

Circulation Report for April 2014 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia under the JPA – received and filed. (Item 20)

STAFF REPORTS

Library Director's Report for April 2014. (Item 21)

Children's Services Report for April 2014. (Item 22)

Adult Services Report for April 2014. (Item 23)

Web Site & Technology Report for April 2014. (Item 24)

CONTINUING BUSINESS

Library Renovation

Continued discussion about financing options for the Library Renovation project. Library Director two 20-year and \$5M financing options from the California Special District Association (CSDA) Finance Corporation and Public Facilities Investment Corporations (PFIC). Trustees voted unanimously to research all available financial options, including loans and a possible bond, to cover the renovation costs. Secretary Minter requested that a project calendar be created to track all library renovation issues.

Trustee Carline motioned to have the Library Director schedule qualified representatives to present realistic financing options, including a property parcel tax, to the Trustee. Seconded by Trustee Martin. A Roll Call vote was taken. (Item 25)

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

NEW BUSINESS

**District Appropriations
Limit: Resolution 15-01**

Establish District's Appropriations Limitations (Gann Limit) at \$3,977,937 for Fiscal Year 2014-2015 by ratifying Resolution 15-01. (Item 26)

After discussion, it was motioned by Trustee Martin and seconded by Trustee Carline to approve the Resolution 15-01 with a roll call vote.

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

**Salary Schedule
Amendments for 2014-
2015**

Authorize amendments to the 2014-2015 Salary Schedule to reflect the new California minimum wage requirements. (Item 27)

It was motioned by Trustee DeVecchio and seconded by Secretary Minter to approve the Salary Schedule amendments with a roll call vote.

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

Custodial Services

Authorize Library custodial services to be contracted to the City of Placentia. Annual savings to library are expected to be \$24,000 or more.

It was motioned by Trustee Martin and seconded by Secretary Minter to award custodial services contract to the City of Placentia, with a roll call vote. (Item 28)

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

**Amendments to CSDA
Bylaws**

Approve the 2014 Proposed California Special District Association (CSDA) Bylaws amendments as proposed by the CSDA Board of Directors. (Item 29)

It was motioned by Secretary Minter and seconded by Trustee Carline to approve the Bylaws amendments as proposed.

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

**Alternate Member
Needed for O.C. LAFCO**

Select a candidate to serve as an alternate for the special district member of the Orange county Local Agency Formation Commission (LAFCO). Authorize President Shkoler to sign Ballot and Declaration of Qualification to Vote on behalf of the Placentia Library District.
(Item 30)

It was motioned by Trustee DeVecchio and seconded by Trustee Martin to nominate James Fisler as the LAFCO alternate member for Special District.

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

It was motioned by Trustee Carline and seconded by Trustee DeVecchio to authorize President Shkoler to sign the Ballot and Declaration.

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District held on May 19, 2014 adjourned at 7:58pm.

The next meeting will be held on June 16, 2014 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Elizabeth Minter
Secretary
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for May 2014
DATE: June 16, 2014

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: June 16, 2014

TYPE	DATE	CLAIM#	AMOUNT
707	06-09-14	5766	\$ 17,038.12
		TOTAL	\$ 17,038.12

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 05/29/14
REPORT NO: 5766

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC-8709 Minuteman Press 310 E Orangethorpe Ave Unit L Placentia CA 92870	5-28-14 28967	1800	0726		\$415.80		
VC-0059-4 Pitney Bowes Purchase Power PO Box 371874 Pittsburgh, PA 15250-7874	5-25-14 8000-9000-0652-5830	1803			\$615.39		
VC-0000007198 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	5-21-14 62262	1400	0715		\$7,157.69		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	5-8-14 708583654001	2400	0761		\$267.13		
VC-6003 Golden State Water Company PO Box 9016 San Dimas CA 91773-9016	5-21-14 29934100008	2803			\$845.23		
VC-13356 Click Consulting, Inc. 18017 Sky Park Circle, Suite C Irvine, CA 92614	5-15-14 18405	4000			\$32.40		
VC - Brea Electric Company 524 East Imperial Hwy. Suite B Brea, CA 92821	5-07-14 20826	1400	0714		\$3,153.31		
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2865	5-23-14 14884	0309 0308 0310 0306 0319	0770		\$583.40 \$1,055.66 \$373.62 \$56.43 \$191.42 \$2,260.53		
VC-12513 Tyco Integrated Security LLC P.O. Box 371967 Pittsburgh, PA 15250-7967	5-10-14 21851728	1300			\$714.07		
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	5-12-14 708769075001 708769052001 708583159001	1800 1800 1800	0728 0728 0728		\$6.58 \$798.97 \$771.02		
TOTAL REMITTANCE:					\$17,038.12		
The claims listed above totaling \$17,038.12 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: June 16, 2014

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
707	06/10/14	5767	\$16,269.48
<i>Subtotal for Claims</i>			\$16,269.48

Payroll

On Demand Wire	06/20/14	104	40,000
On Demand Wire	07/07/14	105	40,000
On Demand Wire	07/21/14	106	40,000
<i>Subtotal for Payroll</i>			\$120,000.00

TOTAL CURRENT CLAIMS & PAYROLL **\$136,269.48**



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LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/10/14
REPORT NO: 5767

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

APPROVED CLAIMS							AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC	
VC-6873-1 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	06-03-14 14-6-9025	1400	0710		\$373.15			
VC-4802-4 Office Depot PO Box 70025 Los Angeles CA 90074-0025	5-29-14 712408917001	1800	1000 0728		\$62.19 \$191.25 \$253.44			
VC-5048 Special District Risk Mgmt Auth 1112 I Street, Suite 300 Sacramento, CA 95814-2865	6-04-14 14945	0306			\$12,788.76			
VC-4156 Dick's Lock & Safe 650 N. Rose Dr. #614 Placentia, CA 92870	6-05-14 40989	1400	0716		\$103.90			
VC-1426 Legacy Integrative Solutions 8734 Clela Street, Unit D Downey, CA 90241	6-04-14 12652	1300 4000			\$705.73 \$91.80 \$797.53			
VC-13950 Brent H. Ives BHI Management Consulting 2459 Neptune Ct., Suite 110 Tracy, CA 95304	5-29-14 014-35	1900	0748		\$1,320.89			
VC-9914 Ray-Lite Industries, Inc. P.O. Box 1598 Brea, CA 92822-1598	5-15-14 3618	1000			\$395.82			
VC-11022 OGO Sense PMB 220 11 Main Street, Suite 7 Westbrook, ME 04092	06-02-14 3928	1300			\$29.99			
VC-9461 Dewey Pest Control P.O. Box 7114 Pasadena, CA 91109-7214	05-29-14 1152825-8628249	1400	0717		\$125.00			
VC-7360 NEW Address OC Custom Vinyl Graphics & Signs 980 E. Orangerhorpe Ave #E Anaheim, CA 92801	05-28-14 1297766	1800	0726		\$81.00			
TOTAL REMITTANCE:					\$16,269.48			
The claims listed above totaling \$16,269.48 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.								

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/16/14
REPORT NO: 104

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*06-20-14 Payroll #27 FY13/14	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/16/14
REPORT NO: 105
The County Auditor is authorized to draw these checks from:
FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-07-14 Payroll #01 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
<p>The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.</p>							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 06/16/14
REPORT NO: 106

The County Auditor is authorized to draw these checks from:

FUND: 707
DEPT: V700
BUDGET CONTROL: 707
UNIT: 0900

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*07-21-14 Payroll #02 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

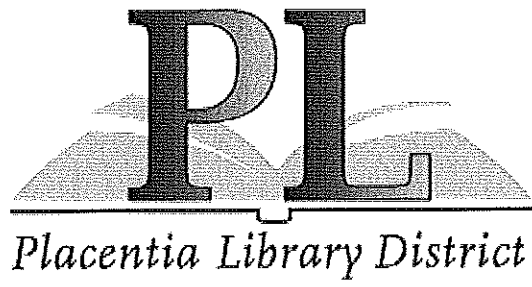
FROM: Yesenia Baltierra, Business Manager

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

DATE: June 16, 2014

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	2,378,156.46
6/30/2014	
Petty Cash	0.00
General Reserves	414,789.10
Impact Fees	374,419.30

Fiscal Year 2012-2013	
07/31/12	1,469,830.85
8/31/2012	1,349,149.11
9/30/2012	1,303,635.10
10/31/12	1,196,238.15
11/30/2012	1,367,458.84
12/31/2012	1,912,383.33
01/31/13	1,890,404.62
2/28/2013	1,794,179.66
3/31/2013	1,659,289.32
04/30/13	2,109,171.72
5/31/2013	2,053,081.07
6/30/2013	2,041,592.77
Petty Cash	0.00
General Reserves	414,789.10
Impact Fees	374,419.30



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through May 2014 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: June 16, 2014

Summary of Cash and Investments as of May 31, 2014

Cash with Orange County Treasurer Fund 707	1,839,349.88
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	374,419.30
General Fund Checking – Bank of the West	34,652.62
General Fund Savings – Bank of the West	587,767.06
Payroll Checking – Wells Fargo Bank	34,731.98
Total Cash and Investments	3,285,709.94

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
May 31, 2014

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	1,833,161	1,836,789	3,627.89	100.2%
6220		Property Taxes - Current Unsecured	78,317	55,299	(23,018.07)	70.6%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	3,947	4,216	269.21	106.8%
6280		Property Taxes - Curr Supplemental	25,094	40,332	15,238.05	160.7%
6290		Other Taxes	0	1,608	1,607.63	100.0%
6300		Property Taxes - Prior Supplemental	0	639	639.11	100.0%
6540		Penalties & Costs on Delinq Taxes	1,652	313	(1,338.77)	19.0%
		Sub Total	1,942,171	1,939,196	(2,974.95)	99.8%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	0	5,914	5,914.08	100.0%
		Sub Total	0	5,914	5,914.08	100.0%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	17,243	12,082	(5,161.10)	70.1%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	0	1,761.04	1,761.04	100.0%
		Sub Total	17,243	13,843	(3,400.06)	80.3%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)				
		Newsletter Ads	0	1,100	1,100.00	100.0%
		PLFF Grants	0	186,213	186,212.56	100.0%
		Fines & Fees	45,000	36,755	(8,244.96)	81.7%
		Passport/Photos	70,000	124,469	54,469.00	177.8%
		Meeting Room Fees	8,000	3,967	(4,033.00)	49.6%
		DVD Rentals	6,000	6,092	92.00	101.5%
		Test Proctor	4,000	6,400	2,400.00	160.0%
		Sub Total	133,000	364,996	231,995.60	274.4%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,092,414	2,323,949	231,534.67	111%
		FY 12/13 Funds Available	40,000	40,000		
		TOTAL REVENUES FY 12/13:	2,132,414	2,363,949	231,534.67	110.9%
MISCELLANEOUS REVENUES (Restricted)						
		Impact Fees	0	-	0.00	0%
		City of Placentia Tax Sharing Agreement	0	-	0.00	0%

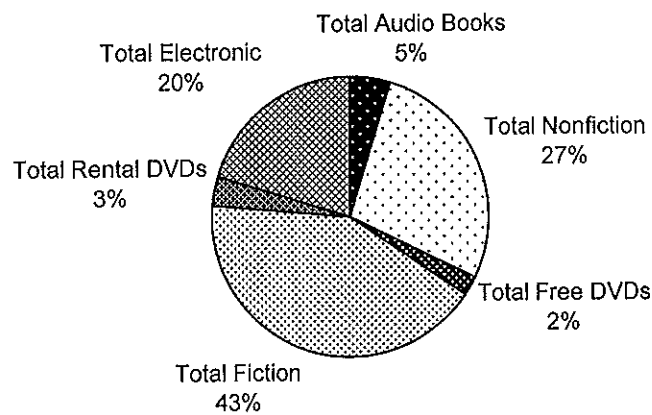
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 May 31, 2014
 92% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,077,523	926,699	0.86	\$150,824
0200	Retirement	41,644	26,844	0.64	\$14,800
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	158,005	0.83	\$32,888
0306-0770	Employee Assistance Program	715	474	0.66	\$241
0308	Dental Insurance	15,917	12,003	0.75	\$3,914
0309	Life Insurance	7,568	6,758	0.89	\$810
0310	AD & D Insurance	4,008	3,473	0.87	\$535
0319	Vision Insurance	2,574	1,862	0.72	\$712
0350	Workers' Compensation Insurance	10,000	6,083	0.61	\$3,917
	TOTAL	\$1,359,842	\$1,142,200	0.84	\$217,642
SERVICES & SUPPLIES					
0700	Communications	25,000	9,911	0.40	\$15,089
0900	Food	2,000	2,533	1.27	-\$533
1000	Household Expenses	12,000	10,331	0.86	\$1,669
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	19,848	0.79	\$5,152
1400	Maintenance, Buildings & Improvements	48,500	50,876	1.05	-\$2,376
1600	Memberships	12,000	6,338	0.53	\$5,662
1700	Miscellaneous Expense	500	236	0.47	\$264
1800	Office Expenses	38,872	36,322	0.93	\$2,550
1803	Postage	5,500	9,639	1.75	-\$4,139
1900	Prof./Specialized Services	163,700	171,755	1.05	-\$8,055
1912	Investment Administrative Fees	1,500	1,220	0.81	\$280
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	771	0.77	\$229
2200	Rents & Leases - Buildings & Improvements	15,000	14,090	0.94	\$910
2400	Books/Library Materials	162,000	165,578	1.02	-\$3,578
2600	Transportation & Travel	5,000	2,219	0.44	\$2,781
2700	Meetings	30,500	19,990	0.66	\$10,510
2800	Utilities	73,500	64,369	0.88	\$9,131
	TOTAL	\$634,072	\$597,147	0.94	\$36,925
OTHER CHARGES					
3700	Taxes and Assessments	\$8,500	\$9,526	1.12	-\$1,026
	OPERATING EXPENSES	\$2,002,414	\$1,748,873	0.87	\$253,541
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$55,000	\$46,053	0.84	\$8,947
4200	Structures/Improvements	75,000	\$70,427	0.94	\$4,573
5200	Contingency Funds	\$0		0.00	\$0
	TOTAL	\$130,000	\$116,479	0.90	\$13,521
TOTAL BUDGET (Fund 707)					
		\$2,132,414	\$1,865,353	0.87	\$267,061
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$374,419	\$0	0.00	\$374,419
	PLFF Grants	\$0	\$96,775	0.00	-\$96,775

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2013-2014 THROUGH THE MONTH OF MAY 2014

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$65,226	3688	4291
Total Non-Fiction	\$42,727	1846	2728
Total Electronic	\$31,482	371	362
Total Audio Books	\$7,348	182	184
Total Free DVDs	\$3,566	138	150
Total Rental DVDs	\$5,079	191	201
TOTAL MATERIALS	\$155,428	6416	7916



The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

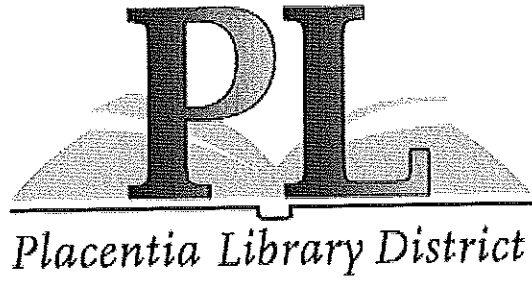
FROM: Yesenia Baltierra, Business Manager

SUBJECT: Entrepreneurial Activities Report for May 2014

DATE: June 16, 2014

Net Revenue Summary for May 2014

			YTD	YTD
	May-14	May-13	2013-2014	2012-2013
Passport	16,600.00	13,825.00	102,126.00	84,550.00
Passport Photos	3,491.00	2,952.00	22,343.00	18,501.00
Test Proctor	550.00	350.00	6,400.00	3,900.00
Meeting Room	325.00	270.00	3,967.00	4,110.00
DVD Rentals	494.00	527.00	6,092.00	5,655.60
Total	21,460.00	17,924.00	140,928.00	116,716.60



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: Personnel Report for May 2014

DATE: June 16, 2014

			YTD	YTD
	May-14	May-13	2013-2014	2012-2013
Separation	0	0	2	5
Retirement	0	0	0	0
Appointments	0	2	3	6
Open Positions	1	1	4	6
Workers' Compensation Leave	0	1	1	1
Total	1	4	10	18

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

OPEN POSITIONS:
Children's Library Assistant (15 hours)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: June 16, 2014

MONTHLY STATISTICS

May 2014

CIRCULATION				Y-T-D	Y-T-D	Y-T-D
	May-14	May-13		2013-14	2012-13	% change
New Patron Registrations	347	238		3,514	3,287	6.9%
Total Circulation*	19,878	15,804		216,816	183,230	15.5%
Total Active Borrowers**	8,307	8,797				
Attendance	23,066	21,439		244,223	247,692	-1.4%
Registered Card Holders**	32,000	33,545				
Adult Fiction	2,604	2,660		29,688	30,807	-3.6%
Adult Nonfiction	2,430	1,774		25,534	20,147	26.7%
Adult Magazines	278	187		2,628	2,472	6.3%
Adult Music CDs	108	157		2,108	1,863	13.2%
Adult Audio Books	532	607		6,515	6,157	5.8%
Adult Free DVDs	236	296		2,957	3,072	-3.7%
Adult Rental DVDs	350	433		4,596	4,555	0.9%
Overdrive E-Books	681	491		6,437	3,379	90.5%
Overdrive Audio Books	259	195		2,653	1,418	87.1%
JV Fiction	8,742	5,972		97,521	71,041	37.3%
YA Fiction	1,370	1,033		14,489	12,721	13.9%
JV Nonfiction	2,008	1,365		23,031	14,560	58.2%
YA Nonfiction	78	79		1,073	817	31.3%
JV Magazines	11	13		85	135	-37.0%
JV Music CDs	19	14		265	220	20.5%
JV Audio Books	24	37		490	465	5.4%
JV Free DVDs	578	572		7,107	6,977	1.9%
JV Rental DVDs	201	187		2,275	2,176	4.5%
Video Games	16	0		118	0	900.0%

* In-House counts were added to total circulation and all item types.

**Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		663	601	657	721	843	3,485
10:00		344	896	449	1,259	841	3,789
11:00		399	559	279	752	830	2,819
12:00		451	485	527	614	1,114	3,191
1:00	938	308	603	416	487	1,303	4,055
2:00	993	346	856	373	510	1,037	4,115
3:00	642	682	560	1,071	967	1,029	4,951
4:00	1,069	725	872	892	1,324	864	5,746
5:00		762	855	1,107	1,195		3,919
6:00		689	848	696	1,297		3,530
7:00		769	939	866	912		3,486
8:00		494	928	780	844		3,046
Total/Day							46,132
* Grand Total							23,066

*The patron count equipment counts each patron once every time they walk in & out of the library, therefore, the grand total reflected is smaller than the total because the total is divided by two.

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		2	10	1	2	14	29
10:00		1	4	2	5	31	43
11:00		4	7	0	6	20	37
12:00		12	2	0	6	32	52
1:00	30	6	8	3	11	30	88
2:00	25	5	8	10	7	27	82
3:00	17	9	9	8	8	28	79
4:00	17	13	12	18	11	22	93
5:00		12	12	9	16		49
6:00		9	9	12	15		45
7:00		10	5	17	9		41
8:00		2	3	13	8		26
Total/Day	89	85	89	93	104	204	664
Grand Total							664

STAFF ACTIVITY

- May 01, 2014- Staff organized the meeting room for Lap-Sit story time.
- May 01, 2014- Estella delivered money deposits to the bank.
- May 01, 2014- Fernando participated in Supervisors meeting.
- May 01, 2014- Staff organized the meeting room for P-Tac.
- May 03, 2014- Staff organized the meeting room for Parenting Series: Stress Free.
- May 03, 2014- Staff organized the meeting room for Historical European Martial Arts program.
- May 05, 2014- Circulation staff participated in Strategic Planning follow up discussion.
- May 06, 2014- Staff organized the meeting room for Pre-School story time.
- May 06, 2014- Estella delivered money deposits to the bank.
- May 08, 2014- Staff organized the meeting room for Lap-Sit story time.
- May 08, 2014- Staff organized the meeting room for Conversation Club.
- May 08, 2014- Estella delivered money deposits to the bank.
- May 10, 2014- Staff organized the meeting room for Volunteer Orientation.
- May 11, 2014- Staff helped with Friends monthly book sale.
- May 12, 2014- Staff organized the meeting room for PLFF board meeting.
- May 13, 2014- Staff organized the meeting room for Pre-School story time.
- May 13, 2014- Staff organized the meeting room for the Book Discussion.
- May 13, 2014- Estella delivered money deposits to the bank.
- May 14, 2014- Staff organized the meeting room for Cops story time.
- May 15, 2014- Staff organized the meeting room for Lap-Sit story time.
- May 15, 2014- Staff organized the meeting room for P-Tac.
- May 15, 2014- Staff organized the meeting room for RADD story time.
- May 17, 2014- Staff organized the meeting room for Parenting Series: A Child with Autism.
- May 19, 2014- Fernando attended Board meeting.
- May 20, 2014- Staff organized the meeting room for Pre-School story time.
- May 20, 2014- Estella, Beatrice, Eric, Laura C. and Fernando attended all staff meeting.
- May 20, 2014- Laura D., Estella, Beatrice, Eric, Laura C. and Victor attended Circulation Department meeting.
- May 22, 2014- Estella delivered money deposits to the bank.
- May 22, 2014- Fernando attended Consortium meeting in Anaheim.
- May 22, 2014- Staff organized the meeting room for Lap-Sit story time.
- May 22, 2014- Staff organized the meeting room for English Conversation Club.
- May 23, 2014- Estella, Laura C., Denae, Susi, and Fernando participated in Read Promo video.
- May 24, 2014- Staff organized the meeting room for Super Star story time.
- May 27, 2014- Staff organized the meeting room for Volunteer Orientation.
- May 27, 2014- Estella delivered money deposits to the bank.
- May 29, 2014- Staff organized the meeting room for Blue Birds in your Neighborhood.
- May 29, 2014- Fernando participated in Supervisors meeting.
- May 29, 2014- Fernando completed Library Aide training for Eric Grimm.
- May 29, 2014- Estella delivered money deposits to the bank.

ONGOING PROJECTS

Fernando continues to work on staff performance evaluations.
Circulation continues to assist Adults with program registrations.
Circulation staff continues to participate in Strategic Planning.
Fernando continues to assist with SRC event planning.
Circulation staff continues to assist Children's with Wiggles and Giggles program.

NEW PROJECTS AND ACTIVITIES

Laura D. and Fernando will work on Passport Marketing Campaign.
Fernando will work on new department schedules in lieu of new library hours.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

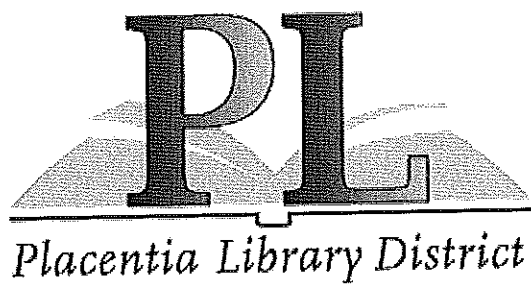
TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoices - May 2014
DATE: June 16, 2014

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr	04/23/14	3,595.48		427.50	8.15	4,031.13
14-May						\$0.00
14-Jun						\$0.00
	TOTAL	\$ 52,356.09	\$ 15,977.39	\$ 2,140.00	\$ 72.01	\$ 70,545.49
	AVG	5,235.61	1,597.74	214.00	7.21	7,054.55

* City Billing Not Received

PERIOD COVERED FY 2012-2013	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	3/20/2013	2,918.46	4,357.47	285	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May	5/8/2013	3,192.56	*	285	15.64	*
13-Jun	6/18/2013	3,462.99	*	142.5	7.8	3,613.29
	TOTAL	\$36,156.10	\$8,714.95	\$1,140.00	\$78.16	\$38,982.72
	AVG	3,013.01	726.25	95	6.51	3,248.56



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Director's Report for May 2014
DATE: June 16, 2014

Accomplishments

- Began meeting with the California State Library (CSL) Digital Data Task Force to discuss new online methods for completing the CSL annual reports.
- Met with videographer to discuss the promotional reading video.
- Finalized agreement with Bibliotheca to provide RFID system.
- Met with SirsiDynix for information regarding Horizon and upcoming developments.
- Met with Buena Park Library Director to answer questions regarding our District's camera system.
- Met with Valencia High School's new principal, Rick Lopez, to discuss possible partnership with the District and the school's ValTech program.
- Teleconference with *Everylibrary.org* President, John Chrastka, to obtain additional information about his business and their involvement in helping libraries with capital improvement projects.
- Recruited new member to serve on PLFF's Board of Directors.

Meetings

- Library Board of Trustees meeting – May 19
- Staff meeting – May 20
- Monday huddles – May 12, 19
- PLFF meetings – May 12
- Supervisor's meetings – May 15, 29
- Rotary – May 21
- Placentia Community Network – May 15
- LAFCO – May 14
- CSL Digital Task Force – May 16

Training/Workshop/Conference

- Webinar – Governing in the Age of Social Media

Community Events / Functions

- Promotional Video: "Reading = Happy" – May 23, 28



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children’s Services Supervisor
SUBJECT: Children’s Services Monthly Activity Report for May 2014
DATE: June 16, 2014

MONTHLY STATISTICS

Childrens Desk Activity

	May 2014	May 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	44	26	419	377	11.14%
In person reference/research:	703	715	8788	9047	-2.86%
Total Reference	747	741	9107	9424	-3.36%
Total Number of Programs	49	40	423	452	-6.42%
Total Programs Attendance	2387	1387	17012	16170	5.21%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	35
F.I.R.S.T.	1	26
Preschool Story Times I & II: 3-6 years	8	226
C.O.P.S.	1	4
Pocket Tales: Stories, music, and movement.	3	75
Lap Sit 24 months & younger	5	300
R.A.D.D.	1	8
Family Game Day	1	20
Homework Club	16	150
P-TAC (Placentia Teen Advisory Committee)	2	45
Super S.T.A.R.	1	4
Family Game Day	1	20

5/22 Morse Elementary SRP Site Visit	1	449
5/27-29 Ruby Dr. Elementary SRP Site Visit	3	403
5/27 SRP Teen Volunteer Orientation	1	37
5/28 Brookhaven Elementary SRP Site Visit	2	543
Wiggles and Giggles Baby Baskets	1	42
Total May 2014	49	2,387
Total May 2013	40	1,387
Current FY to date	423	17,012
Previous FY to date	452	16,170

Accomplishments:

- The “Wiggles and Giggles” program began May 12. This program encourages parents to get their new baby a Placentia Library card. Families receive a gift basket for their baby when they apply for a library card for their baby (twelve months and younger). Baskets and items were purchased with funds provided by a generous donation from the Placentia Library Friends Foundation.
- Children’s staff attended a Five-year strategic planning meeting with Brent Ives.
- Lori Worden hosted a SLS Children’s meeting at the library on May 6.
- Lori Worden hosted an Easter Eggciment follow-up meeting on May 7. Committee members discussed this year’s event and suggested ideas for next year’s event.
- Lori Worden attended meetings with Jeanette Contreras and library supervisors.
- Lori Worden attended the Library Board meeting.
- Children’s staff completed plans for this year’s Summer Reading Program. The “Paws to Read” program will begin June 16. Children’s staff visited Morse Elementary, Ruby Dr. Elementary, and Brookhaven Elementary schools to encourage students to participate in this year’s program.
- Children’s staff continued to order materials for the Children’s and Young Adult Collections, using gap funds provided by the Placentia Library Friends Foundation.

In Progress:

- Children’s staff will complete school visits to Placentia elementary schools to invite students to join the Summer Reading Program.
- Children’s staff are meeting with Adult Services Staff to plan the Summer Reading Program Kick-off event, scheduled for June 22.
- Children’s staff will spend Califa funds to purchase juvenile fiction titles to support the California Common Core Standards.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for May 2014

DATE: June 16, 2014

MONTHLY STATISTICS**Reference Desk Activity**

	May 2014	May 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Reference -- in person	676	761	8,382	10,642	-21.24%
Reference -- telephone	285	380	3,403	4,016	-15.26%
Reference -- email/chat	5	3	27	31	-12.90%
Technology assistance	326	392	5,831	4,675	24.73%
Guest passes	142	146	1,807	1,489	21.36%
Adult and Children's computer use (desktops)	2,287	2399	26,152	27,864	-6.14%
Adult computer usage (desktop)	1,895	2055	22,416	23,796	-5.80%
Public computer use (express laptops)	98	674	1,139	3,253	-64.99%
Adult Program Attendance	224	153	2,143	1,626	31.80%
Number of Adult Programs	12	13	106	85	24.71%

Adult Services Programs

	May 2014
May 3, 2014 Parenting Series: Stress-Free Parenting (Federman)	9
May 3, 2014 Historical European Martial Arts: A Survey of Europe's Combat History (Townsend)	15
May 6, 2014 Kids Creating Change & Reel Teen Real Talk Graduation (Townsend)	70
May 6, 2014 Computer Workshop: Welcome to Microsoft Windows 7	12
May 8, 2014 Conversation Club (Faber)	7
May 10, 2014 Volunteer Orientation (Townsend)	39
May 10, 2014 Literacy Orientation (Faber)	3
May 13, 2014 Book Discussions: <i>Songs of Willow Frost: A Novel</i>	7
May 17, 2014 Parenting Series: Parenting a Child with Autism (Dallstream & Townsend)	12
May 20, 2014 Computer Workshop: Fun with Digital Photos	10
May 22, 2014 Conversation Club (Faber)	8
May 29, 2014 Bluebirds in Your Neighborhood	32
Total Program Attendance	224

Volunteer Hours

	May 2014	May 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	0	17.5	36	268	-86.57%
PLFF	519	532	6063.25	4975.25	21.87%
General Library	333.25	459.5	5198.5	4161	24.93%
Technology	12.75	22.5	445	896	-50.33%
Homework Club	70.75	73	785.25	897	-12.46%
Adult Literacy Tutors	76.25	82.5	745.7	569.25	31.00%
PTAC	127	93	1484.25	1468.75	1.06%
Total Volunteer Hours	1139	1280	16,238.45	13,235.25	22.69%

History Room Activity

	May 2014	May 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	8	10	86	76	13.16%

Adult Literacy

	May 2014
Number of Tutors	13
Number of Students	18
Total Number of Participants	31

Computer Literacy

	May 2014
Number of Tutors	3
Number of Students	3
Total Number of Participants	6

ACHIEVEMENTS

- *Diane Cunningham* created new book trough displays.
- *Wendy Townsend* assisted at the Teen Summer Volunteer Orientation on May 27th.
- *Wendy Townsend* completed weeding the Audio and Playaway collections.
- *Jeannie Killianey* listed a library job opportunity on multiple online locations.
- *Jeannie Killianey* promoted library programs at the City of Placentia’s Registration Day on May 17th.
- *Jeannie Killianey* coordinated the “Bluebirds in Your Neighborhood” program on May 29th.
- *Jeannie Killianey* coordinated 2 computer workshops.
- *Jeannie Killianey* promoted and gathered participants for the library’s video on May 28th.
- *Nadia Dallstream, Jeannie Killianey, Venessa Faber and Wendy Townsend* participated in the library promotional video.

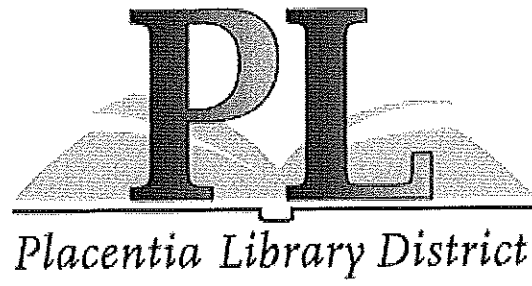
- *Wendy Townsend* hosted the Kids Creating Change Reel Teens, Real Talk Graduation on May 6th.
- *Venessa Faber* completed the weeding of the Nonfiction 400s.
- *Nadia Dallstream* co-choreographed and assisted with the Reading Promo filming for the Placentia Library Board of Trustees, Placentia Library Friends Foundation, Bright & Beautiful Pets, the Placentia Women's Roundtable and the Rotary Club of Placentia and had a lot of fun doing it.

MEETINGS

- *Nadia Dallstream* attended a WebEx meeting on May 1st to learn about Boopsie Mobile Libraries.
- *Nadia Dallstream* met with Literacy Services Intern Rachel Smyth on May 1st to complete her end of semester evaluation.
- *Nadia Dallstream and Katie Matas* attended the Monday Huddle meeting on May 12th and 19th.
- *Nadia Dallstream* attended 3 Supervisor/Manager Meetings.
- *Nadia Dallstream* had a phone conference with Baker and Taylor representatives on May 14th.
- *Nadia Dallstream, Katie Matas, Venessa Faber and Wendy Townsend* attended the Staff Meeting on May 20th.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Jeannie Killianey and Brenda Ramirez* met 1 time to plan out the display case for SRP.
- *Nadia Dallstream and Wendy Townsend* attended the Strategic Planning Meeting on May 5th.
- *Wendy Townsend, Katie Matas, Nadia Dallstream and Jeannie Killianey* attended Adult Services meetings on May 5th, 21st, and 28th.
- *Wendy Townsend* attended Kiwanis meetings on May 15th, 22nd & 29th.
- *Wendy Townsend* attended the Employee Appreciation Dinner committee meetings on May 8th and 27th.
- *Wendy Townsend and Nadia Dallstream* met on May 6th.
- *Nadia Dallstream* attended the WebEx Meeting to learn more about Hoopla streaming services.
- *Venessa Faber* attended the SCLLN meeting at Huntington Beach on May 22nd.
- *Venessa Faber and Wendy Townsend* met to discuss SRP decorations 3 times.
- *Venessa Faber* met with 2 English Literacy tutors to discuss materials on May 29th.
- *Venessa Faber, Coleen Wakai and Lori Worden* met to discuss SRP Kickoff on May 29th.

PROFESSIONAL DEVELOPMENT

Venessa Faber attended the SkillPath PhotoShop workshop at the Anaheim Doubletree on May 2nd. This workshop covered the many tools and creations possible with Adobe PhotoShop. Two tracks were available: basic and expert. I attended the basics course which was a little more advanced than what I consider basics so it was helpful in reminding me of certain tool capabilities and applications in the program. The instructor taught in CS6 which is a larger application than what we have, Elements 11. I really appreciated having this opportunity to attend this training because I really want to become proficient in this program so I can use my creativity on a variety of levels. I left with a lot of tips and instructions that will be of use with some practice and time. I feel that Elements works for what we are doing now, but if we want to expand our capabilities, we should consider purchasing CS6 for at least one staff computer.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for May 2014
DATE: June 16, 2014

On-line database usage

	May 2014	Onsite Usage 5/14	Remote Usage 5/14	May 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Placentia Library Catalog	15,015	N/A	N/A	14,420	159,491	192,221	-17%
General Reference Center	202	102	100	73	924	776	19%
Biography In Context	121	106	15	9	365	196	86%
Opposing Viewpoints	319	299	20	39	1,218	182	569%
Freegal	545	N/A	N/A	448	6,050	3,912	55%
Heritage Quest	296	N/A	N/A	404	4,583	5,638	-19%
Novelist	27	N/A	N/A	65	340	588	-42%
Shmoop	3	N/A	N/A	11	218	127	72%
Tumblebooks	533	N/A	N/A	424	4,737	5,319	-11%
Reference USA	217	N/A	N/A	118	3,692	1554	138%
TOTAL DATABASE USAGE	17,278	507	135	16,011	181,618	210,513	-14%

Website Traffic

	May 2014	May 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	22,470	22,185	228,051	234,767	-3%
Page Hits	38,935	41,078	423,014	427,179	-1%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Continue Discussion of a possible Library Renovation for the Centennial Event

DATE: June 16, 2014

BACKGROUND

A presentation was made by Jeffrey H. Tamkin, President & CEO of Public Facilities Investment Corporation (PFIC), and Stephen E. Finney, President of CWAAIA, at the November 25, 2013 Library Board of Trustees meeting. The firm provided the Trustees with introductory information regarding capital improvement projects, such as a building renovation and/or expansion. Mr. Finney provided a presentation, displaying various library projects CWAAIA has completed and are currently working on. Mr. Finney spoke about the module concept for PLD, which would allow the Library to remain open during construction. The second floor was deemed unacceptable due to cost and complete closure of the Library. Mr. Finney estimates the cost would be \$300-\$350 per square foot plus internal improvement costs like shelving, etc. Access and number of toilets drive how big the project can get. Restrooms costs are typically the most expensive per square foot.

In 2007, a Facility Master Plan was developed "to determine the long term library facility requirements to serve the needs of the Placentia Library District." The Facility Master Plan was based on a 44,680 square foot library from the current 22,800 square foot building. The District conducted a community survey last month and one of the highest rating critical elements was library renovation and expansion. Patrons have indicated that the library was old and outdated. The Placentia Library will be celebrating its centennial in 2019, and the existing building is nearly 40 years old. The Library Board of Trustees needs to determine if a renovation should be pursued as part of the Centennial Celebration.

At the April 21, 2014 Library Board of Trustees meeting, staff was directed to contact the California Special District Association (CSDA) for financing options for a possible renovation. After reviewing the District's current and past three budgets and audits, CSDA Finance Corporation concluded the District qualifies for a \$5M capital improvement project. In addition, staff also contacted PFIC for additional financing consideration. A \$5M loan from CSDA Finance Corporation would result in an annual loan payment of \$376,099 at a 4.25% interest rate on a 20-year term. PFIC offers a 3.74% interest rate for the same 20-year term with an annual loan payment of \$368,116; a variance of 2.2% or \$7,983 annually or \$159,660 for 20 years.

The District has approximately \$1.9M in investments and reserves with the County of Orange Treasurer, excluding \$374,419 of Library Impact Fees. Financing options for the renovation project can include a portion of the available funds with the County of Orange, the assistance from the Placentia Library Friends Foundation for a capital campaign, and a bond or parcel tax ballot. There will be an initial investment of \$200,000 to start a capital project which includes costs for consultants and architectural and engineering drawings for the master plan. This process will provide an indication of the success rate of a bond or parcel tax measure and whether a capital project is feasible.

At the May 19, 2014 Library Board of Trustees meeting, staff was directed to explore other financing options to be presented and discussed at the June 16, 2014 meeting. The Library Director spoke with representatives from the Placentia Yorba Linda School District and the Santa Clara County Library District. Each agency provided consultants they have worked with that secured successful bonds and parcel tax for the agencies.

Mr. Adam Bauer worked with the Placentia Yorba Linda School District and will be present to provide additional information about his involvement with the school district.

Attachment A is a brief biography about Mr. Bauer.

Everylibrary.org worked with the Santa Clara County Library District to secure the passing of a \$6.2 annual parcel tax. They provide assistance when a master plan for the project is completed and available for campaign activities. This organization provides assistance to libraries by:

- Assisting libraries in both the pre-filing and campaign stages of an initiative
- Providing strategic consulting services, voter segmentation advice, and assistance in developing ballot language.
- Conducting feasibility studies and assisting in setting up a local committee or PAC.
- Developing a fundraising strategy for local committee or PAC.
- Training volunteers in voter education and get-out-the-vote techniques.

Attachment B is information regarding *Everylibrary.org*.

Fiscal Impact: To be determined

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.