



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING








September 18, 2017
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 July 17, 2017 and August 10, 2017 Library Board of Trustees Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for July and August 2017. (Receive & File and Approve)

11. FY2017-2018 Cash Flow Analysis through August 2017; the Schedule of Anticipated Property Tax Revenues for FY2017-2018 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for July and August 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for July and August 2017. (Receive & File)

14. Acquisitions Report for July and August 2017. (Receive & File)

15. Entrepreneurial Activities Report for July and August 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for July and August 2017. (Receive, File, and Ratify Appointments)

17. Circulation Report for July and August 2017. (Receive & File)

18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

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

NEW BUSINESS

- (23) Meet & Greet with Councilmembers Rhonda Shader and Ward Smith.
- (24) Ms. Vivian Perez, President of the Placentia Community Foundation, will make a presentation on the Brick Legacy Fundraiser Project.
- (25) Mr. Shawn Tan, Client Services Coordinator, will provide an update on the Placentia Library District's Public Agency Retirement Services (PARS) plan.
26. Library Director will provide an update on the Orange County Local Agency Formation Commission (LAFCO) Distribution Fee Schedule and the Municipal Service Review Stakeholder Meetings.
27. Award Contract for Placentia Library District's Financial Audit, Management Letter and Preparation of the GANN Limit Review Report for the 2016-2017 Fiscal Year.
28. Discuss and Review the Attorney-Client Retainer Agreement for Joint Exercise of Powers Counsel.
29. Public Services Manager will present information on the first Community of the 21st Century (C21) program.
30. Library Director will provide an update on the Staff Appreciation Recognition activities and the Centennial Fundraising Efforts.
31. Library Director will provide an update on the Centennial Fundraising efforts and Contribution Consideration from Community Leaders.

ADJOURNMENT

32. Agenda Preparation for the October Date Meeting which will be held on October 16, 2017 unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 18, 2017 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 14, 2017.



Diane Warner, Administrative Assistant



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MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 17, 2017

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 17, 2017 at 6:33pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Tim Hino, Business Manager; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Fernando Maldonado, Library Assistant; Jaime Cornejo, Sub Library Assistant; and Vivian Jacobo, Sub Library Clerk.

Guests: None

ADOPTION OF AGENDA

Agenda item 23 was moved forward before Oral Communication. After this change, it was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the revised July 17, 2017 meeting agenda:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline enjoyed meeting Senator Josh Newman and Assemblyman Philip Chen at their local Brea, CA offices. (Item 5)

Secretary Martin attended the Friends Foundation annual membership luncheon and the meetings with Senator Newman and Assemblyman Chen, along with a Homeless Intervention Shelter (HIS House) Board meeting. (Item 6)

Trustee DeVecchio also enjoyed the Friends Foundation luncheon. (Item 6)

Trustee Minter attended the Independent Special Districts of Orange County (ISDOC) quarterly meeting, where Library Director Contreras was a presenter. (Item 6)

Trustee Shkoler enjoyed the Friends Foundation luncheon and a library staff farewell lunch. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras introduced new Business Manager, Tim Hino, along with library staff Jaime Cornejo and Vivian Jacobo; met with renovation and energy-efficiency equipment vendors; met with Senator Newman and Assemblyman Chen; hosted a RIPL Training session; attended the American Library Association (ALA) annual conference; updated trustees on outstanding job openings; presented at the ISDOC meeting; attended the Friends Foundation annual meeting; and announced the upcoming Staff Development Day on July 28th. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Ginny Sanatar shared that the Friends Foundation will contribute funds towards the Centennial Renovation project, with a final amount yet to be decided; and a newly created Procedures Manual for new board members. (Item 8)

CONSENT CALENDAR

After clarification on several of the monthly reports, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve Agenda Items 9-22, pending addition of Budget Work Session Minutes. A roll call vote was taken:

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

**MINUTES for MAY 22, 2017
and JUNE 28, 2017 BOARD
MEETINGS**

Board Meeting Minutes for May 22, 2017 and June 28, 2017 were approved and filed. (Item 9) The Budget Work Session Agenda for June 28, 2017 included discussions on the proposed Fiscal Year 2017-2019 Budget and the proposed Capital Improvement Plan for the Centennial Anniversary. No action was taken.

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

Check Registers for June 2017 – received and filed (Item 10)
Fund 707 Balance Report for June 2017 – received and filed (Item 11)
Financial Reports through June 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments – received and filed (Item 12)

Balance Sheets for June 2017 – received and filed (Item 13)

- A revised Year-end Expenditures Report will be provided in August 2017.

Acquisitions Report for June 2017 – received and filed (Item 14)

Entrepreneurial Activities Report for June 2017 – received and filed (Item 15)

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

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

PRESENTATION

The Library Board of Trustees recognized teen patron Mateo Pantoja, a student at El Dorado High School, as the winner of the “Community of the 21st Century” (C21) program logo contest. The C21 Program is a partnership between PYLUSD and Placentia Library, which promotes collaboration, critical thinking, citizenship and creativity. President Carline presented Mateo with a gift card on behalf of Placentia Library. (Item 23)

CONTINUING BUSINESS

**ADOPT RESOLUTION 17-02:
POLICY 6035 – FINES & FEES
FOR FISCAL YEARS 2017-
2018**

The proposed Fiscal Year 2017-2019 Fee Schedule was reviewed by the Library Board of Trustees at the May 22, 2017 Budget Work Session, with a Public Hearing held at the June 28, 2017 Board Meeting. Per Trustee Minter’s request, the Policy 6035 layout was revised and Resolution 17-02 was resubmitted at the July 17th board meeting. After discussion and reading of the resolution title, it was moved by Secretary Martin and seconded by Trustee Minter to approve revised Policy 6035 and Resolution 17-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for Fiscal Year 2017-2019 for the Placentia Library District of Orange County. (Item 24) A roll call vote was taken:

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

**ADOPT RESOLUTION 17-04:
FY 2017-2019 CAPITAL
IMPROVEMENT PLAN TO
RENOVATE PLACENTIA
LIBRARY DISTRICT &
IMPLEMENT ENERGY
EFFICIENT PROGRAMS**

At the June 28th board meeting, Library Director Contreras presented Resolution 17-04, to adopt the Fiscal Year 2017-2019 Capital Improvement Plan to renovate the library and implement energy-efficient programs, including replacement of HVAC system and all library lighting. The proposed plan commemorates the 100th Anniversary of the Placentia Library District, and centers on renovating and redesigning the public space, including public restroom upgrades and outdoor space to meet the physical, social, research, creative and exploratory needs of our community. The District would have its own electric meter and electric panel, separate from the City of Placentia. Trustees requested Resolution 17-04, Section 2, be revised to allow maximum funds of \$2.7M be authorized from Library Reserve Accounts, and the resolution re-submitted at the July 17 board meeting. The estimated cost for the renovation is \$2.4M with the energy efficiency programs estimated at \$1.6M. Fiscal Impact: \$4.0M. (Item 25)

After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Martin to amend Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt FY 2017-2019 Capital Improvement Plan to Renovate Placentia Library District and Implement Energy Efficient Programs. It was further moved by Secretary Martin and seconded by Trustee Minter to adopt amended Resolution 17-04. A roll call vote was taken:

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

NEW BUSINESS

**HARWOOD PUBLIC
INNOVATOR’S LAB
“TURNING OUTWARD”
WORKSHOP**

Board Secretary Martin presented the Harwood Public Innovator’s Lab methodology, and the initial “Turning Outward” exercise for community involvement. The Harwood Institute for Public Innovation is a nonpartisan, nonprofit organization that teaches, coaches and inspires individuals and organizations to solve pressing problems and change how communities work together. No action required. (Item 26)

**LIBRARY DATABASE
PRESENTATION: CAREER
CRUISING**

Library Assistant Fernando Maldonado presented an overview of the Career Cruising database available for patron use. Information is updated in real-time, and Trustees were very enthusiastic about community uses for this employment assistance database. No action required. (Item 27)

**AUTHORIZATION TO
AMEND JOB TITLE FOR
SUPPORT SERVICES
MANAGER**

Library Director Contreras presented a request to amend the Support Services Manager title to Automation Technology Manager, to better clarify the Information Technology component required for this position. This title change places more emphasis on technology experience rather than support. The proposed title change is more suitable for the job responsibilities, with results that are more aligned with what the District is looking for based on the job description. Salary will remain unchanged. After discussion, Trustees requested the title be amended to “Technology Manager.” It was moved by Trustee Shkoler and seconded by Secretary Martin to approve this change in job title. (Item 28)

A roll call vote was taken:

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

**AUGUST 21, 2017 BOARD
MEETING DATE**

As library staff foresees no agenda items requiring immediate attention for Trustee consideration in August, Trustees voted to cancel the August 21st board meeting.

ADJOURNMENT

The Board of Trustees Regular Meeting of July 17, 2017 was adjourned at 8:05pm.

The next Library Board of Trustees meeting will be held on the regular date of September 18, 2017 at 6:30pm.

Gayle Carline, President
Library Board of Trustees

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

MINUTES
 UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
 August 10, 2017

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 10, 2017 at 3:03pm.

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

Members Absent: Trustee Elizabeth Minter (excused absence)

Staff Present: Jeanette Contreras, Library Director; Tim Hino, Business Manager; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant

ADOPTION OF AGENDA

Library Director requested the August agenda items 5-22 be postponed to the September 18th board meeting. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the revised August 10, 2017 meeting agenda:

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

CONSENT CALENDAR

Items 9-22 will be furnished at the September 18th board meeting. It was moved by Trustee Shkoler and seconded by Secretary Martin to only discuss New Business items 23-26 at this meeting. A roll call vote was taken:

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

NEW BUSINESS

**AUTHORIZE AMENDMENT
 TO POLICY 2306 –
 TECHNOLOGY MANAGER
 JOB DESCRIPTION**

Library Director Contreras presented a request to amend the education requirement for Policy 2306 - Technology Manager to include a Certificate of Information Technology and seven years of IT experience or a Bachelor's Degree and five years of experience. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to amend the education requirement for Policy 2306 - Technology Manager. (Item 23) A roll call vote was taken:

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

**TRAVEL REQUEST FOR
 LIBRARY DIRECTOR TO
 ATTEND THE CALIFORNIA
 SPECIAL DISTRICTS ASSN
 (CSDA) ANNUAL
 CONFERENCE**

Library Director Contreras presented a travel authorization request to also attend the California Special Districts Association (CSDA) Annual Conference from September 25-28, 2017 in Monterey, CA. Trustees Carline, Martin and Shkoler are already attending. Fiscal Impact: \$1,600 per attendee. After discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve this travel request. (Item 24) A roll call vote was taken:

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

**TRAVEL REQUEST FOR
BUSINESS MANAGER TO
ATTEND THE CSDA BOARD
SECRETARY/CLERK
CONFERENCE FROM
OCTOBER 22-24, 2017**

Library Director Contreras presented a travel authorization request for new Business Manager Tim Hino to attend the CSDA Board Secretary/Clerk Conference from October 22-24, 2017 in Anaheim. This conference will provide an introduction to the operations and management of a special district. Fiscal Impact: \$600. After discussion, it was moved by Trustee DeVecchio and seconded by Secretary Martin to approve this travel request. (Item 25) A roll call vote was taken:

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

**AUTHORIZE AMENDMENT
TO POLICY 6035 – FEE
SCHEDULE**

Policy 6035 – Fee Schedule was approved at the June 28, 2017 Unusual Date Library Board meeting. It was noted afterward that the “re-shelving” fee was not reflected on the approved policy. Library staff recommends continuing the re-shelving fee of \$1.00 for any held item not picked up by a patron after five days. After discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve this policy amendment. (Item 26) A roll call vote was taken:

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

The Board of Trustees Unusual Date Meeting of August 10, 2017 was adjourned at 3:25pm.

ADJOURNMENT

The next Library Board of Trustees meeting will be held on the regular date of September 18, 2017 at 6:30pm.

Gayle Carline, President
Library Board of Trustees

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

Placentia Library District
Check Register
July 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/01/2017	9148	David Cousin	July 12 Event SRP	-325.00
Bill Pmt -Check	07/01/2017	9149	Flora M. Brown	July 8 Event SRP	-300.00
Bill Pmt -Check	07/01/2017	9150	Melissa Guzzetta	July 11,13,18 Classes	-195.00
Bill Pmt -Check	07/01/2017	9151	Mobile Zoo of Southern California	July 5 Event	-249.00
Bill Pmt -Check	07/07/2017	9152	Baker & Taylor	Books	-4,433.06
Bill Pmt -Check	07/07/2017	9153	Cintas	supplies	-347.38
Bill Pmt -Check	07/07/2017	9154	Eagle Multi Media Productions	Maintence Expense	-430.99
Bill Pmt -Check	07/07/2017	9155	EBSCO Industries, Inc.	Annual subscriptions	-5,555.00
Bill Pmt -Check	07/07/2017	9156	Group 4	Svc through May30	-700.00
Bill Pmt -Check	07/07/2017	9157	Hey Hey Entertainment LLC	July 19 Event	-255.00
Bill Pmt -Check	07/07/2017	9158	Lamar Companies	6/19-6/25 Ad	-1,250.00
Bill Pmt -Check	07/07/2017	9159	Midwest Tape	DVDs	-549.17
Bill Pmt -Check	07/07/2017	9160	Orange County Treasurer-Tax Collector	LAFCO FY17-18	-2,000.00
Bill Pmt -Check	07/07/2017	9161	SDRMA	Workers' Comp/Liability Insurance	-19,640.37
Check	07/07/2017	9162	Placentia Library District	Pri 7/12	-50,000.00
Bill Pmt -Check	07/14/2017	9163	Baker & Taylor	Books	-391.96
Bill Pmt -Check	07/14/2017	9164	Califa	Book and Electronic Subscription	-1,913.80
Bill Pmt -Check	07/14/2017	9165	Cintas	Supplies	-741.49
Bill Pmt -Check	07/14/2017	9166	Fernando Maldonado	Reimbursement	-121.58
Bill Pmt -Check	07/14/2017	9167	Gate/Cenegage Learning	Subscriptions FY 17-18	-5,914.28
Bill Pmt -Check	07/14/2017	9168	Ingram Library Services	Books	-127.81
Bill Pmt -Check	07/14/2017	9169	Jeanette Contreras	VOID: Reimb	0.00
Bill Pmt -Check	07/14/2017	9170	Linda Hofschire	June14-15 Event	-887.22
Bill Pmt -Check	07/14/2017	9171	Lori Worden	reimb	-26.15
Bill Pmt -Check	07/14/2017	9172	Marina Tully	Contract Accounting work	-3,080.00
Bill Pmt -Check	07/14/2017	9173	Midwest Tape	DVDs	-1,377.94
Bill Pmt -Check	07/14/2017	9174	Nicholaus Young	July 26 Event	-300.00
Bill Pmt -Check	07/14/2017	9175	Placentia Library Foundation	Reimb for CC and membership	-744.30
Bill Pmt -Check	07/14/2017	9176	SDRMA	Aug. Premiums	-18,121.00
Bill Pmt -Check	07/14/2017	9177	Sharon Morris	June13-16 Event	-997.64
Bill Pmt -Check	07/14/2017	9178	State of CA - Department of Justice	June 2017	-192.00
Bill Pmt -Check	07/14/2017	9179	Wendy Townsend	SRP reimb	-55.00
Bill Pmt -Check	07/14/2017	9180	World Book, Inc.	Database	-1,150.00
Bill Pmt -Check	07/14/2017	9181	Jeanette Contreras	Reimb	-1,237.80
Bill Pmt -Check	07/19/2017	9182	BankCard Center-Bank of the West	June 2018	-10,153.08
Bill Pmt -Check	07/19/2017	9183	Pitney Bowes Purchase Power	June 2017	-1,089.93
Bill Pmt -Check	07/19/2017	9184	Republic Services	6/01-6/31/17 AC 306763401710	-611.00
Bill Pmt -Check	07/21/2017	9185	Baker & Taylor	Books	-2,320.99
Bill Pmt -Check	07/21/2017	9186	Bear State	Invoice #17-01-0411 Repairs	-4,566.76
Bill Pmt -Check	07/21/2017	9187	Califa	Books	-16,418.20
Bill Pmt -Check	07/21/2017	9188	Cintas	Supplies	-622.38
Bill Pmt -Check	07/21/2017	9189	Click Consulting	Managed Services Plan	-4,000.00
Bill Pmt -Check	07/21/2017	9190	Danny Gonzalez	Mileage Reimb	-27.82
Bill Pmt -Check	07/21/2017	9191	David Skale	Aug 9 Event	-300.00
Bill Pmt -Check	07/21/2017	9192	Dewey Pest Control	July through Sept	-134.00
Bill Pmt -Check	07/21/2017	9193	Diane R. Warner	Reimbursement	-97.10
Bill Pmt -Check	07/21/2017	9194	Elizabeth Ann Luce	Aug 2 Event	-300.00

Placentia Library District
Check Register

July 2017

Bill Pmt -Check	07/21/2017	9195	Golden State Water Company	5/18-6/20	-771.55
Bill Pmt -Check	07/21/2017	9196	Jo Anne Martin	Reimbursement	-339.32
Bill Pmt -Check	07/21/2017	9197	Lori Worden	Reimbursement	-35.45
Bill Pmt -Check	07/21/2017	9198	Margo's Flowers	Flowers	-105.00
Bill Pmt -Check	07/21/2017	9199	Master Janitorial Services	For July	-3,200.00
Bill Pmt -Check	07/21/2017	9200	Midwest Tape	DVDs	-288.05
Bill Pmt -Check	07/21/2017	9201	Minuteman Press	Business Cards TH	-70.04
Bill Pmt -Check	07/21/2017	9202	OverDrive	eBooks	-32,458.51
Bill Pmt -Check	07/21/2017	9203	Placentia-Yorba Linda Unified School Dist	Print Job For PLFF	-169.53
Bill Pmt -Check	07/21/2017	9204	Placentia Chamber of Commerce	Annual Membership	-305.00
Bill Pmt -Check	07/21/2017	9205	Placentia Library Foundation	CC Reimb	-260.00
Bill Pmt -Check	07/21/2017	9206	Public Agency Retirement Services	Retirement for Employees	-3,856.65
Bill Pmt -Check	07/21/2017	9207	Santiago Library Systems	Membership for 17-18	-360.00
Bill Pmt -Check	07/21/2017	9208	Staples Advantage	Office Supplies	-132.07
Bill Pmt -Check	07/21/2017	9209	Time Warner Cable	Service for 8/14/17-9/13/17	-275.69
Bill Pmt -Check	07/21/2017	9210	Tyco Integrated Security LLC	For 8/1/17-10/31/17	-2,819.44
Bill Pmt -Check	07/21/2017	9211	Unique Management Services, Inc.	For Month of June	-152.15
Bill Pmt -Check	07/21/2017	9212	Wendy Townsend	Reimbursement	-382.38
Check	07/21/2017	9213	Placentia Library District	PRL 7/26	-50,000.00
Bill Pmt -Check	07/21/2017	9214	City of Placentia	Service 4/28-5/31	-6,588.70
Bill Pmt -Check	07/24/2017	9215	Baker & Taylor	Books	-858.47
Bill Pmt -Check	07/24/2017	9216	CALNET3	Service 6/2/17-7/1/17	-168.18
Bill Pmt -Check	07/24/2017	9217	Cintas	Supplies	-404.28
Bill Pmt -Check	07/24/2017	9218	City of Placentia	Street Banner - 2 weeks Sept. 2017	-175.00
Bill Pmt -Check	07/24/2017	9219	Coleen Wakai	SRP adult needle work event	-115.49
Bill Pmt -Check	07/24/2017	9220	Envisionware, Inc.	Oct. 17- Sept. 18	-3,993.06
Bill Pmt -Check	07/24/2017	9221	Legacy Integrative Solutions	For period 7/8/17 Maintenance	-988.60
Bill Pmt -Check	07/24/2017	9222	Los Angeles Times	Subscription Aug 17-Aug 18	-623.92
Bill Pmt -Check	07/24/2017	9223	MD Medical Clinics	Acct # A51821 for Jeannie	-231.87
Bill Pmt -Check	07/24/2017	9224	Midwest Tape	DVDs	-205.41
Bill Pmt -Check	07/24/2017	9225	OCLC	For software	-227.14
Bill Pmt -Check	07/24/2017	9226	SDRMA	Ancillary Coverage for Aug '17	-1,823.30
Bill Pmt -Check	07/24/2017	9227	SoCalGas	For 6/15-7/17	-102.81
Bill Pmt -Check	07/24/2017	9228	Wendy Townsend	Reimbursement	-194.46
Bill Pmt -Check	07/26/2017	9229	CALNET3	For 6/2/17-7/1/17	-237.86
					<u>-277,170.58</u>
					<u>-277,170.58</u>

Placentia Library District
Check Register
August 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/02/2017	9250	BankCard Center-Bank of the West	For Period 6/29/17-7/28/17	-7,238.62
Bill Pmt -Check	08/02/2017	9251	Bear State	Maint. 7/18	-175.00
Bill Pmt -Check	08/02/2017	9252	Click Consulting	Service	-4,000.00
Bill Pmt -Check	08/02/2017	9253	Eartel	Service call	-150.00
Bill Pmt -Check	08/02/2017	9254	Fernando Maldonado	Reimbursement for Supplies	-109.49
Bill Pmt -Check	08/02/2017	9255	MD Medical Clinics	Pre-Screening	-235.00
Bill Pmt -Check	08/02/2017	9256	Pitney Bowes Purchase Power	July 2017	-594.97
Bill Pmt -Check	08/02/2017	9257	Placentia-Yorba Linda Unified School Dist	Print jobs	-236.38
Bill Pmt -Check	08/02/2017	9258	Placentia Library Foundation	Membership, CC payments (Payout)	-628.40
Bill Pmt -Check	08/02/2017	9259	Republic Services	Service for 7/1-7/31	-432.24
Bill Pmt -Check	08/02/2017	9260	SDRMA	Medical Benefits for Sept	-23,250.00
Bill Pmt -Check	08/02/2017	9261	Staples Advantage	Supplies	-283.12
Bill Pmt -Check	08/02/2017	9262	State of CA - Department of Justice	Fingerprint	-32.00
Bill Pmt -Check	08/02/2017	9263	Time Warner Cable	Service 8/12-9/11	-339.27
Bill Pmt -Check	08/03/2017	9230	Baker & Taylor	Books	-1,239.82
Bill Pmt -Check	08/03/2017	9231	Bear State	Service Call for HVAC	-310.00
Bill Pmt -Check	08/03/2017	9232	Braa Electric	Repair of lights	-135.00
Bill Pmt -Check	08/03/2017	9233	Cintas	Supplies	-311.19
Bill Pmt -Check	08/03/2017	9234	Coleen Wakal	Reimbursement for food and supplies	-64.92
Bill Pmt -Check	08/03/2017	9235	DEMCO, Inc.	Plastic Shelf Organizer	-173.44
Bill Pmt -Check	08/03/2017	9236	Dream Shapers	Aug 16 Event	-275.00
Bill Pmt -Check	08/03/2017	9237	Estella A Wnek	Mileage Reimb.	-40.02
Bill Pmt -Check	08/03/2017	9238	Jeanette Contreras	Reimb. for food	-20.53
Bill Pmt -Check	08/03/2017	9239	Katherine L Matas	Mileage Reimb.	-27.82
Bill Pmt -Check	08/03/2017	9240	Marina Tutty	July Services	-953.75
Bill Pmt -Check	08/03/2017	9241	Master Janitorial Services	Service for Aug 2017	-3,100.00
Bill Pmt -Check	08/03/2017	9242	Mountain View Chapter Embroiderers Guild	Exploring needlework techniques	-100.00
Bill Pmt -Check	08/03/2017	9243	Public Agency Retirement Services	For 7/26/17	-1,859.44
Bill Pmt -Check	08/03/2017	9244	Sally Lynch	Art-Journaling SRP Adult	-100.00
Bill Pmt -Check	08/03/2017	9245	William Moll	Refund for lost book found	-39.95
Bill Pmt -Check	08/03/2017	9246	Yesenia Baltiera	Reimbursement for supplies and food	-600.31
Bill Pmt -Check	08/03/2017	9247	Wendy Townsend	Reimb. for summer reading	-150.00
Bill Pmt -Check	08/03/2017	9281	Staples Advantage	Supplies	-679.62
Check	08/07/2017	9248	Placentia Library District	Prf 8/9/17	-50,000.00
Bill Pmt -Check	08/07/2017	9249	Leialinani Polynesian Dance Academy	Hula Workshop	-700.00
Bill Pmt -Check	08/10/2017	9264	Public Agency Retirement Services	For PP 8/9/17-8/23/17	-1,886.65
Bill Pmt -Check	08/16/2017	9265	Ralph's	Bakery order for 8/20/17	-143.68
Bill Pmt -Check	08/17/2017	9283	AT&T	7/2-8/1 service	-800.77
Bill Pmt -Check	08/17/2017	9284	Cintas	Janitorial Supplies	-653.29
Bill Pmt -Check	08/17/2017	9285	Click Consulting	Managed Service Plan for May and June of FY 16-17	-195.50
Bill Pmt -Check	08/17/2017	9286	Diane R. Warner	Mileage Reimb. for July-Aug	-10.46
Bill Pmt -Check	08/17/2017	9287	Fernando Maldonado	PTAC and Teen Summer Bash	-161.35
Bill Pmt -Check	08/17/2017	9288	MD Medical Clinics	Jeannie visit and followup for injured finger	-336.87
Bill Pmt -Check	08/17/2017	9289	Public Agency Retirement Services	PP 8/4-8/17/17	-1,882.23
Bill Pmt -Check	08/17/2017	9290	SoCalGas	Service for 7/17-8/15/17	-54.52
Bill Pmt -Check	08/17/2017	9291	Staples Advantage	circ supplies	-98.99
Bill Pmt -Check	08/17/2017	9292	The Library Store Inc.	Book Labels	-54.64
Bill Pmt -Check	08/17/2017	9293	Unique Management Services, Inc.	For the Month of July service	-62.65
Bill Pmt -Check	08/17/2017	9294	Wendy Townsend	Harry Potter and Eclipse Events	-202.16
Bill Pmt -Check	08/18/2017	9266	Baker & Taylor	Books	-40.31
Bill Pmt -Check	08/18/2017	9267	Bear State	Repair of HVAC leak	-1,510.43
Bill Pmt -Check	08/18/2017	9268	Califa/PLS	For 7/1/17-6/30/18	-754.95
Bill Pmt -Check	08/18/2017	9269	Click Consulting	Recovery of Diane's Comp.	-2,461.29
Bill Pmt -Check	08/18/2017	9270	Diane R. Warner	Reimbursement for Badge, water and Cake	-56.48
Bill Pmt -Check	08/18/2017	9271	Dick's Lock & Safe	Service Call for Keys	-97.90

Placentia Library District
Check Register
August 2016

Bill Pmt -Check	08/18/2017	9272	Glasby Maintenance Supply	Supplies	-228.74
Bill Pmt -Check	08/18/2017	9273	Golden State Water Company	For 6/20/17-7/24/17	-853.82
Bill Pmt -Check	08/18/2017	9274	Infogroup	Subscription 7-15-17 to 7-14-18	-7,154.00
Bill Pmt -Check	08/18/2017	9275	Ingram Inc	Books	-103.10
Bill Pmt -Check	08/18/2017	9276	Midwest Tape	DVDs	-642.80
Bill Pmt -Check	08/18/2017	9277	Placentia-Yorba Linda Unified School Dist	Print Flyers	-60.63
Bill Pmt -Check	08/18/2017	9278	Placentia Library Foundallon	Bookstore CC	-50.75
Bill Pmt -Check	08/18/2017	9279	Staples Advantage	Supplies	-442.90
Bill Pmt -Check	08/18/2017	9280	Time Warner Cable	Service for 8/14/17-9/13/17	-275.69
Check	08/18/2017	9282	Placentia Library District	Payroll 8/23/17	-50,000.00
Bill Pmt -Check	08/25/2017	9297	U.S. Postal Service	Postage to all Fall/Winter eXPLORE newsletter	-1,496.57
					<u>-171,359.42</u>

-171,359.42

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 1040-Cash)

DATE: September 18, 2017

Fiscal Year 2017-2018	
07/31/17	2,491,457.82
8/31/2017	0.00
9/30/2017	0.00
10/31/17	0.00
11/30/2017	0.00
12/31/2017	0.00
01/31/18	0.00
2/28/2018	0.00
3/31/2018	0.00
04/30/18	0.00
5/31/2018	0.00
6/30/2018	0.00
General	
Reserves	414,789.10
Impact Fees	620,037.82

Fiscal Year 2016-2017	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/17	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	2,530,750.86
04/30/17	2,532,566.89
5/31/2017	2,487,334.78
6/30/2017	2,490,275.83
General	
Reserves	414,789.10
Impact Fees	620,037.82

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 1040-Cash)

DATE: September 18, 2017

Fiscal Year 2017-2018	
07/31/17	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	0.00
10/31/17	0.00
11/30/2017	0.00
12/31/2017	0.00
01/31/18	0.00
2/28/2018	0.00
3/31/2018	0.00
04/30/18	0.00
5/31/2018	0.00
6/30/2018	0.00
General	
Reserves	414,789.10
Impact Fees	620,037.82

Fiscal Year 2016-2017	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/17	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	2,530,750.86
04/30/17	2,532,566.89
5/31/2017	2,487,334.78
6/30/2017	2,490,275.83
General	
Reserves	414,789.10
Impact Fees	620,037.82

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: September 18, 2017

Summary of Cash and Investments as of July 31, 2017

Cash with Orange County Treasurer Fund 707	2,491,457.82
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking – Bank of the West	978,338.42
General Fund Savings – Bank of the West	312,922.21
Payroll Checking – Wells Fargo Bank	106,799.66
Total Cash and Investments	3,889,518.11

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: September 18, 2017

Summary of Cash and Investments as of August 31, 2017

Cash with Orange County Treasurer Fund 707	2,493,625.46
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking – Bank of the West	734,084.40
General Fund Savings – Bank of the West	337,582.52
Payroll Checking – Wells Fargo Bank	99,128.31
Total Cash and Investments	3,664,420.69

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

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
 June 30, 2017

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,119,383	2,154,479	35,096.46	101.7%
6220		Property Taxes - Current Unsecured	59,936	62,494	2,558.28	104.3%
6230		Property Taxes - Prior Secured	0	-	0.00	0.0%
6240		Property Taxes - Prior Unsecured	0	5,289	5,288.77	0.0%
6250		Taxes - Spec Dist Augmentation	13,786	8,143	(5,642.80)	59.1%
6280		Property Taxes - Curr Supplemental	68,361	39,413	(28,948.46)	57.7%
6290		Other Taxes	3,245		(3,245.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	30,767	30,767.44	100%
4070		Interest on Unsupport Tax	0	(712)	(711.72)	200%
6540		Penalties & Costs on Delinq Taxes	1,055	2,811	1,756.36	266.5%
		Sub Total	2,265,766	2,302,685	36,919.33	101.6%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,949	18,030	12,081.28	303.1%
		Sub Total	5,949	18,030	12,081.28	303.1%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	9,144	53,896	44,751.86	589.4%
6970		State - Other	20,000	30,000	10,000.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	2,000.00	0.00	100.0%
		Sub Total	31,144	85,896	54,751.86	275.8%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		3,692		
		Newsletter Ads	700	700	0.00	100.0%
		PLFF Grants	36,000	36,020	20.00	100.1%
		Fines & Fees	45,000	47,766	2,766.47	106.1%
		Passport/Photos	175,000	237,076	62,076.00	135.5%
		Meeting Room Fees	5,000	2,765	(2,235.00)	55.3%
		Test Proctor	9,000	7,800	(1,200.00)	86.7%
		Sub Total	270,700	335,819	65,119.26	124.1%
		Impact Fees	0	41,213	41,212.92	100%
		YTD Actual	2,573,559	2,783,644	210,085	108%
		Surplus From Previous Fiscal Year	55,000			
		TOTAL REVENUES FY 16/17:	2,628,559	2,783,644	210,085	105.9%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 June 30, 2017
 100% of year completed

Final Year-end

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,275,730	1,240,799	0.97	\$34,931
0200	Retirement	48,154	44,807	0.93	\$3,347
0301	Unemployment Insurance	0	99	0.00	-\$99
0306	Health Insurance	242,079	201,620	0.83	\$40,459
0306-0770	Employee Assistance Program	787	0	0.00	\$787
0308	Dental Insurance	13,903	12,099	0.87	\$1,804
0309	Life Insurance	4,130	7,019	1.70	-\$2,889
0310	AD & D Insurance	5,611	4,058	0.72	\$1,553
0319	Vision Insurance	2,826	2,461	0.87	\$365
0350	Workers' Compensation Insurance	12,021	13,775	1.15	-\$1,754
	TOTAL	\$1,605,241	\$1,526,738	0.95	\$78,503
SERVICES & SUPPLIES					
0700	Communications	24,000	19,442	0.81	\$4,558
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	22,000	19,624	0.89	\$2,376
1100	Library Insurance	15,000	12,059	0.80	\$2,941
1300	Maintenance, Equipment	35,000	28,973	0.83	\$6,027
1400	Maintenance, Buildings & Improvements	104,700	78,077	0.75	\$26,623
1600	Memberships	9,000	6,274	0.70	\$2,726
1700	Miscellaneous Expense	2,500	-328	-0.13	\$2,828
1800	Office Expenses	56,118	56,069	1.00	\$49
1803	Postage	15,000	12,587	0.84	\$2,413
1900	Prof./Specialized Services	249,800	233,207	0.93	\$16,593
1912	Investment Administrative Fees	1,800	439	0.24	\$1,361
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,200	0	0.00	\$1,200
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	255,700	258,865	1.01	-\$3,165
2400-0761	Programs	36,000	44,452	1.23	-\$8,452
2600	Transportation & Travel	4,500	669	0.15	\$3,831
2700	Meetings	19,500	18,886	0.97	\$614
2800	Utilities	89,000	76,507	0.86	\$12,493
	TOTAL	\$943,318	\$865,803	0.92	\$77,515
OTHER CHARGES					
3700	Taxes and Assessments	\$12,000	\$9,540	0.79	\$2,460
	OPERATING EXPENSES	\$2,560,559	\$2,402,081	0.94	\$158,478
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$48,394	0.81	\$11,606
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$48,394	0.69	\$21,606
TOTAL BUDGET (Fund 707)					
		\$2,630,559	\$2,450,475	0.93	\$180,084

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
July 31, 2017

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE						
4010		Property Taxes - Current Secured	2,122,628	9,133	(2,113,495.27)	0.4%
4020		Property Taxes - Current Unsecured	59,937	-	(59,937.00)	0.0%
430		Property Taxes - Prior Secured	-	-	-	0.0%
4040		Property Taxes - Prior Unsecured	-	-	-	0.0%
4090		Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050		Property Taxes - Curr Supplemental	68,361	5,723	(62,638.33)	8.4%
4060		Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	100%
4070		Interest on Unsupport Tax	-	-	-	200%
4080		Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4190		State - Homeowners Property Tax Relief	48,482	-	(48,482.00)	
		Sub Total	2,326,685	30,510	(2,296,175.09)	1.3%
INTEREST REVENUE						
4600		Interest	8,500	1,701	(6,799.06)	20.0%
		Sub Total	8,500	1,701	(6,799.06)	20.0%
GRANT REVENUE						
4210		State Grants	30,000	-	(30,000.00)	0.0%
		Sub Total	30,000	-	(30,000.00)	0.0%
MISCELLANEOUS REVENUES						
4420		Newsletter Ads	700	-	(700.00)	0.0%
4410		PLFF Grants	51,000	-	(51,000.00)	0.0%
4310		Fines & Fees	0	820	820.00	0.0%
4330, 4320		Passport/Photos	180,000	15,059	(164,941.00)	8.4%
4340		Meeting Room Fees	4,000	440	(3,560.00)	11.0%
4350		Test Proctor	7,000	900	(6,100.00)	12.9%
		Sub Total	242,700	17,219	(225,481.00)	7.1%
4500		Impact Fees	10,000	-	(10,000.00)	100%
YTD Actual			2,617,885	49,430	(2,568,455)	2%
TOTAL REVENUES FY 17/18:			2,617,885	49,430	-2,568,455	1.9%

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 July 31, 2017
 8.33% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,456,945	76,068	0.05	\$1,380,877
5030	Retirement	54,605	2,651	0.05	\$51,954
5040	Unemployment Insurance	-	-	0.00	-
5050	Health Insurance	266,516	18,173	0.07	\$248,343
5064	Dental Insurance	17,240	1,066	0.06	\$16,174
5060	Life Insurance	8,370	304	0.04	\$8,066
5066	AD & D Insurance	5,453	443	0.08	\$5,010
5068	Vision Insurance	3,341	215	0.06	\$3,126
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	404	0.03	\$13,548
	TOTAL	\$1,827,245	\$99,324	0.05	\$1,727,921
SERVICES & SUPPLIES					
5100	Communications	35,000	428	0.01	\$34,572
5150	Household Expenses	22,000	1,338	0.06	\$20,662
5099	Library Insurance	15,000	1,233	0.08	\$13,767
5205	Maintenance Expense	30,000	2,928	0.10	\$27,072
5220-5280, 5160	Maintenance, Buildings & Improvements	106,000	999	0.01	\$105,001
5290	Memberships	10,000	1,021	0.10	\$8,979
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	1,445	0.03	\$53,555
5400	Prof./Specialized Services	122,450	13,202	0.11	\$109,248
5495,5900,5910	Programs	41,000	5,202	0.13	\$35,798
5500	Books/Library Materials	255,689	4,147	0.02	\$251,542
5600	Meetings	25,000	2,362	0.09	\$22,638
5700	Mileage/Parking	4,500	46	0.01	\$4,454
5800	Utilities	88,000	629	0.01	\$87,371
	TOTAL	\$810,639	\$34,980	0.04	\$775,659
	OPERATING EXPENSES	\$2,637,884	\$134,304	0.10	\$2,503,580
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	-	0.00	\$10,000
	TOTAL	\$30,000	-	0.00	\$30,000
TOTAL BUDGET		\$2,667,884	\$134,304	0.10	\$2,533,580

PLACENTIA LIBRARY DISTRICT
YTD REVE. REPORT
August 31, 2017

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE						
4010		Property Taxes - Current Secured	2,122,628	9,133	(2,113,495.27)	0.4%
4020		Property Taxes - Current Unsecured	59,937	-	(59,937.00)	0.0%
4030		Property Taxes - Prior Secured	0	-	0.00	0.0%
4040		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
4090		Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050		Property Taxes - Curr Supplemental	68,361	7,486	(60,875.45)	11.0%
4060		Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	100%
4070		Interest on Unspport Tax	0	-	0.00	200%
4080		Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4190		State - Homeowners Property Tax Relief	48,482	-	(48,482.00)	
		Sub Total	2,326,685	32,273	(2,294,412.21)	1.4%
INTEREST REVENUE						
4600		Interest	8,500	4,033	(4,467.12)	47.4%
		Sub Total	8,500	4,033	(4,467.12)	47.4%
GRANT REVENUE						
4210		State Grants	30,000	-	(30,000.00)	0.0%
		Sub Total	30,000	-	(30,000.00)	0.0%
MISCELLANEOUS REVENUES						
4420		Newsletter Ads	700	-	(700.00)	0.0%
4410		PLFF Grants	51,000	200	(50,800.00)	0.4%
4310		Fines & Fees	0	2,949	2,949.48	0.0%
4330, 4320		Passport/Photos	180,000	35,579	(144,421.00)	19.8%
4340		Meeting Room Fees	4,000	520	(3,480.00)	13.0%
4350		Test Proctor	7,000	1,650	(5,350.00)	23.6%
		Sub Total	242,700	40,898	(201,801.52)	16.9%
4500		Impact Fees	10,000	-	(10,000.00)	100%
YTD Actual			2,617,885	77,204	(2,540,681)	3%
TOTAL REVENUES FY 17/18:			2,617,885	77,204	-2,540,681	2.9%

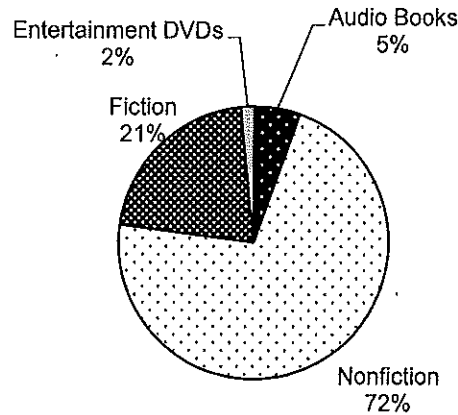
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 August 31, 2017
 16.66% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,456,945	231,498	0.16	\$1,225,447
5030	Retirement	54,605	6,420	0.12	\$48,185
5040	Unemployment Insurance	-	-	0.00	-
5050	Health Insurance	266,516	33,090	0.12	\$233,426
5064	Dental Insurance	17,240	2,048	0.12	\$15,192
5060	Life Insurance	8,370	571	0.07	\$7,799
5066	AD & D Insurance	5,453	835	0.15	\$4,618
5068	Vision Insurance	3,341	398	0.12	\$2,943
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	808	0.06	\$13,144
	TOTAL	\$1,827,245	\$275,667	0.15	\$1,551,578
SERVICES & SUPPLIES					
5100	Communications	35,000	1,959	0.06	\$33,041
5150	Household Expenses	22,000	2,531	0.12	\$19,469
5099	Library Insurance	15,000	2,465	0.16	\$12,535
5205	Maintenance Expense	30,000	4,764	0.16	\$25,236
5220-5280, 5160	Maintenance, Buildings & Improvements	106,000	3,430	0.03	\$102,570
5290	Memberships	10,000	1,838	0.18	\$8,162
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	6,830	0.12	\$48,170
5400	Prof./Specialized Services	122,450	29,391	0.24	\$93,059
5495,5900,5910	Programs	41,000	10,616	0.26	\$30,384
5500	Books/Library Materials	255,689	8,995	0.04	\$246,694
5600	Meetings	25,000	4,790	0.19	\$20,210
5700	Mileage/Parking	4,500	124	0.03	\$4,376
5800	Utilities	88,000	10,320	0.12	\$77,680
	TOTAL	\$810,639	\$88,053	0.11	\$722,586
	OPERATING EXPENSES	\$2,637,884	\$363,720	0.26	\$2,274,164
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	-	0.00	\$10,000
	TOTAL	\$30,000	-	0.00	\$30,000
TOTAL BUDGET		\$2,667,884	\$363,720	0.26	\$2,304,164

Placentia Library District

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

	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	\$623	5	79	\$1,551	171	179
Total Non-Fiction	\$2,099	57	116	\$3,024	127	215
Total Electronic	\$0	0	0	\$13,883	3	0
Total Audio Books	\$157	3	3	\$642	14	14
Total Educational DVDs	\$0	0	0	\$277	11	11
Total Entertainment DVDs	\$48	1	1	\$1,064	23	32
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$2,927	66	199	\$20,441	349	451
Budget	\$255,689			\$255,700		
% Spent YTD	\$2,927			\$40,882		



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.

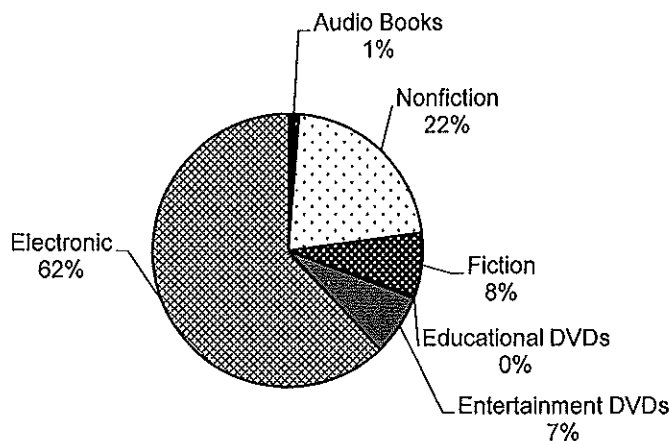
ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF JULY 2017
Prepared by Katie Matas, Supervising Librarian Support Services

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$583	0	74	\$0	0	0	\$583	0	74	\$0	0	0	\$583	0	74
Total Adult Fiction	\$583	0	74	\$0	0	0	\$583	0	74	\$0	0	0	\$583	0	74
Adult Non-Fiction	\$639	28	30	\$0	0	0	\$639	28	30	\$0	0	0	\$639	28	30
Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult magazines	\$624	1	58	\$0	0	0	\$624	1	58	\$0	0	0	\$624	1	58
Total Adult Non-Fiction	\$1,263	29	88	\$0	0	0	\$1,263	29	88	\$0	0	0	\$1,263	29	88
TOTAL ADULT PRINT MATERIALS	\$1,846	29	162	\$0	0	0	\$1,846	29	162	\$0	0	0	\$1,846	29	162
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$157	3	3	\$0	0	0	\$157	3	3	\$0	0	0	\$157	3	3
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Entertainment DVDs	\$48	1	1	\$0	0	0	\$48	1	1	\$0	0	0	\$48	1	1
TOTAL ADULT NON-PRINT MATERIALS	\$205	4	4	\$0	0	0	\$205	4	4	\$0	0	0	\$205	4	4
TOTAL ADULT MATERIALS	\$2,051	33	166	\$0	0	0	\$2,051	33	166	\$0	0	0	\$2,051	33	166
Juvenile Fiction	\$15	1	1	\$0	0	0	\$15	1	1	\$373	40	40	\$388	41	41
Young Adult Fiction	\$25	4	4	\$0	0	0	\$25	4	4	\$0	0	0	\$25	4	4
Total Juvenile Fiction	\$40	5	5	\$0	0	0	\$40	5	5	\$373	40	40	\$413	45	45
Juvenile Non-Fiction	\$677	23	23	\$0	0	0	\$677	23	23	\$104	7	7	\$781	30	30
Young Adult Non-Fiction	\$159	5	5	\$0	0	0	\$159	5	5	\$0	0	0	\$159	5	5
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
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	\$836	28	28	\$0	0	0	\$836	28	28	\$104	7	7	\$940	35	35
TOTAL JUVENILE PRINT MATERIALS	\$876	33	33	\$0	0	0	\$876	33	33	\$477	47	47	\$1,353	80	80
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$876	33	33	\$0	0	0	\$876	33	33	\$477	47	47	\$1,353	80	80
On-line databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Fiction	\$623	5	79	\$0	0	0	\$623	5	79	\$373	40	40	\$996	45	119
Total Non-Fiction	\$2,098	57	116	\$0	0	0	\$2,098	57	116	\$104	7	7	\$2,203	64	123
Total Electronic	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Audio Books	\$157	3	3	\$0	0	0	\$157	3	3	\$0	0	0	\$157	3	3
Total Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Entertainment DVDs	\$48	1	1	\$0	0	0	\$48	1	1	\$0	0	0	\$48	1	1
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$2,927	66	199	\$0	0	0	\$2,927	66	199	\$477	47	47	\$3,404	113	246

Placentia Library District

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

	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	\$993	200	308	\$12,122	686	790
Total Non-Fiction	\$2,856	92	232	\$7,010	290	416
Total Electronic	\$8,159	0	0	\$312	7	0
Total Audio Books	\$157	124	126	\$2,129	47	47
Total Educational DVDs	\$29	1	1	\$1,000	28	29
Total Entertainment DVDs	\$962	22	35	\$1,577	55	67
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$13,156	439	702	\$24,150	1113	1349
Budget	\$255,700			\$249,174		
% Spent YTD	5%			10%		



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 2016-2017 THROUGH THE MONTH OF AUGUST 2017
Prepared by Katie Matas, Supervising Librarian Support Services

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$940	193	300	\$0	0	0	\$940	193	300	\$0	0	0	\$940	193	300
Total Adult Fiction	\$940	193	300	\$0	0	0	\$940	193	300	\$0	0	0	\$940	193	300
Adult Non-Fiction	\$1,340	61	63	\$0	0	0	\$1,340	61	63	\$0	0	0	\$1,340	61	63
Adult Reference	\$56	2	2	\$0	0	0	\$56	2	2	\$0	0	0	\$56	2	2
Adult magazines	\$624	1	135	\$0	0	0	\$624	1	135	\$0	0	0	\$624	1	135
Total Adult Non-Fiction	\$2,020	64	200	\$0	0	0	\$2,020	64	200	\$0	0	0	\$2,020	64	200
TOTAL ADULT PRINT MATERIALS	\$2,960	257	500	\$0	0	0	\$2,960	257	500	\$0	0	0	\$2,960	257	500
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$157	124	126	\$0	0	0	\$157	124	126	\$0	0	0	\$157	124	126
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$29	1	1	\$0	0	0	\$29	1	1	\$0	0	0	\$29	1	1
Adult Entertainment DVDs	\$962	22	35	\$0	0	0	\$962	22	35	\$0	0	0	\$962	22	35
TOTAL ADULT NON-PRINT MATERIALS	\$1,148	147	162	\$0	0	0	\$1,148	147	162	\$0	0	0	\$1,148	147	162
TOTAL ADULT MATERIALS	\$4,108	404	662	\$0	0	0	\$4,108	404	662	\$0	0	0	\$4,108	404	662
Juvenile Fiction	\$15	1	1	\$0	0	0	\$15	1	1	\$373	40	40	\$388	41	41
Young Adult Fiction	\$38	6	7	\$0	0	0	\$38	6	7	\$0	0	0	\$38	6	7
Total Juvenile Fiction	\$53	7	8	\$0	0	0	\$53	7	8	\$373	40	40	\$426	47	48
Juvenile Non-Fiction	\$677	23	23	\$0	0	0	\$677	23	23	\$104	7	7	\$781	30	30
Young Adult Non-Fiction	\$159	5	5	\$0	0	0	\$159	5	5	\$0	0	0	\$159	5	5
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	4	\$0	0	0	\$0	0	4	\$0	0	0	\$0	0	4
Total Juvenile Non-Fiction	\$836	28	32	\$0	0	0	\$836	28	32	\$104	7	7	\$940	35	39
TOTAL JUVENILE PRINT MATERIALS	\$889	35	40	\$0	0	0	\$889	35	40	\$477	47	47	\$1,366	82	87
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$889	35	40	\$0	0	0	\$889	35	40	\$477	47	47	\$1,366	82	87
On-line databases	\$8,159	0	0	\$0	0	0	\$8,159	0	0	\$0	0	0	\$8,159	0	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$8,159	0	0	\$0	0	0	\$8,159	0	0	\$0	0	0	\$8,159	0	0
Total Fiction	\$993	200	308	\$0	0	0	\$993	200	308	\$373	40	40	\$1,366	240	348
Total Non-Fiction	\$2,856	92	232	\$0	0	0	\$2,856	92	232	\$104	7	7	\$2,960	99	239
Total Electronic	\$8,159	0	0	\$0	0	0	\$8,159	0	0	\$0	0	0	\$8,159	0	0
Total Audio Books	\$157	124	126	\$0	0	0	\$157	124	126	\$0	0	0	\$157	124	126
Total Educational DVDs	\$29	1	1	\$0	0	0	\$29	1	1	\$0	0	0	\$29	1	1
Total Entertainment DVDs	\$962	22	35	\$0	0	0	\$962	22	35	\$0	0	0	\$962	22	35
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$13,156	439	702	\$0	0	0	\$13,156	439	702	\$477	47	47	\$13,633	486	749

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino
SUBJECT: Service Revenue Activities Report for July and August 2017
DATE: September 18, 2017

Net Revenue Summary for July 2017

	July-2017	July-2016	YTD 2017-2018	YTD 2016-2017
Passport	11,700.00	10,900.00	11,700.00	10,900.00
Passport Photos	3,359.00	2,796.00	3,359.00	2,796.00
Test Proctor	900.00	800.00	900.00	800.00
Fines & Fees	820.90	3,794.77	820.90	3,794.77
Meeting Room	440.00	610.00	440.00	610.00
Total	17,019.90	18,900.77	17,019.90	18,900.77

Net Revenue Summary for August 2017

	August-2017	August-2016	YTD 2017-2018	YTD 2016-2017
Passport	16,548.00	9,035.00	28,248.00	19,935.00
Passport Photos	3,972.00	2,438.00	7,331.00	5,234.00
Test Proctor	750.00	1,200.00	1,650.00	2,000.00
Fines & Fees	2,128.58	3,949.51	2,949.48	7,744.28
Meeting Room	80.00	20.00	520.00	630.00
Total	23,678.58	16,642.51	40,698.48	35,543.28



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Tim Hino, Business Manager
SUBJECT: Personnel Report for JULY and AUGUST 2017
DATE: September 18, 2017

	Jul-17	Jul-16	YTD 2017-2018	YTD 2016-2017
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	1	2	1	2
Open Positions	2	1	2	1
Workers' Compensation Leave	0	0	0	0
Total	3	3	3	3

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: Business Manager
 OPEN POSITIONS: Technology Manager
 Supervising Librarian, Children's Dept.

	Aug-17	Aug-16	YTD 2017-2018	YTD 2016-2017
Separation	1	1	0	1
Retirement	0	0	0	0
Appointments	0	2	1	2
Open Positions	2	2	2	2
Workers' Compensation Leave	0	0	0	0
Total	3	5	3	5

SEPARATION: Joseph Nguyen, Library Assistant
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: Technology Manager
 Supervising Librarian, Children's Dept.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Supervising Librarian Support Services

SUBJECT: Circulation Activity Report: **July 2017**

DATE: August 21, 2017

CIRCULATION	Jul-17	Jul-16		Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
New Patron Registrations	362	349		362	349	3.7%
Total Circulation	29,550	26,339		29,550	26,339	12.2%
Total Active Borrowers*	7,911	7,962				
Attendance	26,809	25,263		26,809	25,263	6.1%
Adult Fiction	3,304	3,167		3,304	3,167	4.3%
Adult Nonfiction	2,423	2,128		2,423	2,128	13.9%
Adult Magazines	313	169		313	169	85.2%
Adult Music CDs	194	80		194	80	142.5%
Adult Audio Books	504	608		504	608	-17.1%
Adult DVDs	2,704	2,517		2,704	2,517	7.4%
JV Fiction	13,470	11,133		13,470	11,133	21.0%
YA Fiction	1,747	1,943		1,747	1,943	-10.1%
JV Nonfiction	2,653	2,258		2,653	2,258	17.5%
YA Nonfiction	131	127		131	127	3.1%
JV Magazines	0	23		0	23	-100.0%
JV Music CDs	29	29		29	29	0.0%
JV Audio Books	31	80		31	80	-61.3%
JV DVDs**	1,939	1,978		1,939	1,978	-2.0%
Video Games	97	99		97	99	-2.0%
Library of Things**	11	NA		11	NA	NA

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

July 2017	July 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
18	16	18	16	13%

PATRON COUNT

Jul-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		474	260	368	373	230	412	2,117
10:00		545	252	349	518	187	500	2,351
11:00		491	260	416	400	272	543	2,382
12:00		536	291	334	381	250	472	2,264
1:00	857	492	309	725	380	248	603	3,614
2:00	585	488	299	638	345	314	580	3,249
3:00	549	531	251	455	348	270	449	2,853
4:00	342	449	274	387	463	239	341	2,495
5:00		517	251	316	531			1,615
6:00		506	252	328	614			1,700
7:00		234	174	277	606			1,291
DAY TOTALS	2,333	5,263	2,873	4,593	4,959	2,010	3,900	25,931

Open 29 days, closed for 4th of July and SDD

July 2017	July 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change	Hours Open	Average Per Hour
25,931	23,890	25,931	23,890	8%	260	100

Outside Gate Counts	
Adult Programs	125
Children/Teen Programs	569
Outreach Events	134
Meeting Room Rentals	50
TOTAL	878

Library Attendance Total
26,809

PASSPORTS								
Jul-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		2	2	1	2	3	21	31
10:00		8	4	3	2	7	22	46
11:00		7	2	7	2	7	19	44
12:00		6	3	6	3	7	36	61
1:00	20	12	8	1	3	4	31	79
2:00	29	11	6	12	2	3	21	84
3:00	26	8	5	14	13	5	25	96
4:00	13	17	9	7	9	4	8	67
5:00		16	7	10	7			40
6:00		13	8	10	13			44
7:00		2	2	8	6			18
DAY TOTALS	88	102	56	79	62	40	183	610

July 2017	July 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
610	448	610	448	27%

STAFF ACTIVITY

- Tim, Beatrice, Estella, Victor, and Laura attended the Support Services Staff meeting on July 19th.
- Katie attended Friday Huddle on July 7th.
- Katie and Jesse participated in a conference call with Anaheim Library technology staff on June 5th.
- Katie, Danny, Tracy, and Robert participated in passport training on July 6th and received their passport agent certification.
- Staff provided Setup/Take Down in the Meeting Room: 31 set-ups/ 31 breakdowns
- Meeting Room rentals patron count: 50
- Tim designed fliers and publicity materials for library programs including Summer Reading Program, Summer Reading Celebration, Solar Eclipse, Hula, Art Journaling, Weekly Challenge, Write Your Life Story and calendars.
- Laura, Beatrice, Victor, and Tim attended the Staff meeting on July 18th.
- Victor is working on a discard manual.
- Katie, Eric, Victor, Estella, Tim, and Beatrice participated in the Staff Development Day July 28th.
- Katie continued to work with Bernadette, a Summer MLIS intern from San Jose’s program.

ONGOING PROJECTS

- Tim is working on the September 2017-March 2018 eXPLORE newsletter.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Supervising Librarian Support Services
SUBJECT: Circulation Activity Report: August 2017
DATE: September 18, 2017

<u>CIRCULATION</u>	Aug-17	Aug-16	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
New Patron Registrations	340	352	702	701	0.1%
Total Circulation	26,874	25,164	56,424	51,503	9.6%
Total Active Borrowers*	7,827	7,964			
Attendance	34,247	26,879	61,056	52,142	17.1%
Adult Fiction	3,014	3,134	6,318	6,301	0.3%
Adult Nonfiction	2,192	2,252	4,615	4,380	5.4%
Adult Magazines	217	177	530	346	53.2%
Adult Music CDs	115	246	309	326	-5.2%
Adult Audio Books	574	589	1,078	1,197	-9.9%
Adult DVDs**	2,818	2,397	5,522	4,914	12.4%
JV Fiction	11,356	10,309	24,826	21,442	15.8%
YA Fiction	1,638	1,823	3,385	3,766	-10.1%
JV Nonfiction	2,678	2,176	5,331	4,434	20.2%
YA Nonfiction	134	133	265	260	1.9%
JV Magazines	8	2	8	25	-68.0%
JV Music CDs	16	20	45	49	-8.2%
JV Audio Books	38	53	69	133	-48.1%
JV DVDs**	1,969	1,737	3,908	3,715	5.2%
Video Games	98	116	195	215	-9.3%
Library of Things**	9	NA	20	NA	NA

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

August 2017	August 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
15	24	33	40	-18%

PATRON COUNT

Aug-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		546	388	464	466	287	334	2,485
10:00		719	524	490	705	298	586	3,322
11:00		431	599	426	544	283	670	2,953
12:00		356	642	418	402	316	718	2,852
1:00	591	354	429	777	407	314	844	3,716
2:00	381	313	396	801	378	303	474	3,046
3:00	355	166	507	786	415	309	417	2,955
4:00	300	294	501	812	475	252	196	2,830
5:00		364	454	894	405			2,117
6:00		327	341	1018	353			2,039
7:00		208	320	998	264			1,790
DAY TOTALS	1,627	4,078	5,101	5,101	4,814	2,362	4,239	30,105
Aug 2017	Aug 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change	Hours Open	Average Per Hour		
30,105	24,119	56,036	48,009	14%	289	104		
Outside Gate Counts								
Adult Programs			2641					
Children/Teen Programs			1190					
Outreach Events			222					
Meeting Room Rentals			89					
TOTAL			4142					
					Library Attendance Total			
					34,247			

PASSPORTS								
Aug-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00			4	6	1	5	17	33
10:00		5	10	7	7	2	15	46
11:00		5	3	9	6	6	26	55
12:00		4	3	5	2	6	19	39
1:00	17	4	5	10	4	8	23	71
2:00	14		3	4	2	5	32	60
3:00	16	8	4	5	5	5	10	53
4:00	9	8	10	12	9	6	3	57
5:00		6	20	14	12			52
6:00		9	9	16	9			43
7:00		2	3	5	4			14
DAY TOTALS	56	51	74	93	61	43	145	523
		Aug	Aug	Y-T-D	Y-T-D	Y-T-D		
		2017	2016	2017-18	2016-17	% change		
		523	366	1133	814	28%		

STAFF ACTIVITY

- Yesenia, Katie, Beatrice, Estella, Victor, and Laura attended the Support Services Staff meeting on August 16th.
- Katie attended Friday Huddle on August 4th, 11th, 18th, and 25th.
- Katie met with Yesenia on August 17th.
- Katie and Yesenia met with representatives from Baker and Taylor on August 3rd.
- Vivian participated in online passport training on August 25th.
- Staff provided Setup/Take Down in the Meeting Room: 32 set-ups/ 32 breakdowns
- Meeting Room rentals patron count: 89
- Tim designed fliers and publicity materials for library programs including Summer Reading Program, Summer Reading Celebration, Solar Eclipse, Hula, Art Journaling, Weekly Challenge, Write Your Life Story and calendars.
- Katie, Laura, Beatrice, Victor, and Tim attended the Staff meeting on August 14th.
- Victor is working on a discard manual.
- Katie, Eric, Victor, Estella, Tim, and Beatrice participated in the Staff Development Day August 14th.
- Bernadette completed her Summer MLIS internship through San Jose's program.
- Tim completed the September 2017-March 2018 eXPLORE newsletter.
- Katie hosted the Anaheim/Placentia Circulation meeting on August 31st.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia - Shared Maintenance Costs through JULY 2017
DATE: August 10, 2017

**CITY OF PLACENTIA
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	*	*
Aug-17							
Sep-17							
Oct-17							
Nov-17							
Dec-17							
Jan-18							
Feb-18							
Mar-18							
Apr-18							
May-18							
Jun-18							

**TOTAL
 AVG**

** City Billing
 Not Received*

PERIOD IN FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	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
	TOTAL	60,227.29	18,882.37	1,567.50	92.91	20,627.81	101,397.88
	AVG	5,018.94	1,573.53	130.63	7.75	2,279.66	8,449.83

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Tim Hino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through AUGUST 2017
DATE: September 18, 2017

**CITY OF PLACENTIA
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	0.00	*
Aug-17	08-15-17	\$16,166.86	*	\$ 142.50	\$ 19.79	0.00	\$16,329.15
Sep-17							
Oct-17							
Nov-17							
Dec-17							
Jan-18							
Feb-18							
Mar-18							
Apr-18							
May-18							
Jun-18							

**TOTAL
 AVG**

** City Billing
 Not Received*

PERIOD IN FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	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
	TOTAL	60,227.29	18,882.37	1,567.50	92.91	20,627.81	101,397.88
	AVG	5,018.94	1,573.53	130.63	7.75	2,279.66	8,449.83

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for July & August 2017

DATE: September 18, 2017

Accomplishments

July and August were focused on several personnel matters, including recruitments for the Business Manager, Technology Manager, Supervising Librarian and substitutes. Interviews for the Technology Manager, post amendments to the position title and education requirement, will be held on September 20, 2017, while the Supervising Librarian interviews were conducted on July 11, 2017. Our new Business Manager, Tim Hino, started on July 7, 2017. We anticipate having the Technology Manager and Supervising Librarian on board by October 2017. Library Director continued to meet with the Public Services Manager to address and provide guidance on personnel matters.

Business Manager, Tim Hino, has been working with Jacque Rodgers from Davis Farr LLP for the last two months to close out the 2016-2017 Fiscal Year. The audit project for the 2016-2017 Fiscal Year has begun and Mr. Hino has been overseeing the project and making himself available to the auditors to ensure timely response to the auditors' informational requests. On August 24, 2017, Mr. Hino met with Mr. Shawn Tan from the Public Agency Retirement Services (PARS) to get an overview of the District's retirement program. The District experienced an ant problem in the public services staff area and Dewey Pest Control was called out to provide service.

Meetings

- Library Board of Trustees – July 17th & August 10th
- Placentia Library Friends Foundation (PLFF) – July 10th & August 14th
- Friday Huddles – July 7th, 14th, 21st, 28th; August 4th, 11th, 18th, 25th
- Staff Meetings – July 18th & August 14th
- Rotary – July 12th, 19th, 26th; August 2nd & August 29th (Susan Ouweleen)
- City of Placentia – August 16th (Tree Lighting)
- California Special District Association (CSDA) Fiscal Committee – August 18th
- Centennial Fundraising Committee – August 21st
- California Library Association Leadership Committee – August 25th
- Tree Lighting Committee – August 29th
- H.I.S. House Community Resources Committee – August 30th

Community Function / Training / Conference

- Chamber Taste of the Town – August 17th
- Solar Eclipse Program – August 21st
- PLFF Thank You Luncheon – August 21st

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for July 2017
DATE: September 18, 2017

MONTHLY STATISTICS

	July 2017	July 2016	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	545	515	545	515	5.83%
Reference--telephone	21	17	21	17	23.53%
Total Reference	566	532	566	532	6.39%
Total Number of Programs	33	34	33	34	-2.94%
Total Programs Attendance	1,450	1,415	1,450	1,415	2.47%

Children’s Services 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
	July 2017	July 2017	July 2016	July 2016	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	14	488	16	485	14	488	16	485	-12.50%	0.62%
Educational	6	180	6	232	6	180	6	232	0.00%	-22.41%
Reading	5	656	5	625	5	656	5	625	0.00%	4.96%
Teen	8	126	6	64	8	126	6	64	33.33%	96.88%
Library Tour	0	0	0	0	0	0	0	0	0.00%	0.00%
Seasonal	0	0	1	9	0	0	1	9	-100.00%	-100.00%
Totals	33	1,450	34	1,415	33	1,450	34	1,415	-2.94%	2.47%

ACHIEVEMENTS

- Lori Worden planned the David Cousin Comedic Juggling performance held on July 12th.
- Lori Worden planned the Do You Want to Build a Puppet Show performance held on July 19th.
- Lori Worden planned the Nick & Jen Show performance held on July 26th.
- Lori Worden proctored 7 exams on: July 11th, 15th, 17th, 18th, 19th and 20th.
- Lori Worden conducted the Rise and Shine Storytime on July 15th.
- Lori Worden conducted Bouncing Babies’ storytimes on July 27th.
- Lori Worden conducted a storytime at Blessed Sacrament Preschool on July 21st.
- Lori Worden and Joseph Nguyen conducted an outreach at Movie Night at the Park on July 7th.
- Fernando Maldonado and Yesenia Baltierra served as part of the interview panel for the Children’s Services Supervising Librarian position on July 18th.
- Joseph Nguyen and Michelle Meades conducted Concerts in the Park on July 13th.
- Yesenia Baltierra participated as a judge for the Bark Walk City event on July 22nd.

MEETINGS

- Deanna White met with Yesenia Baltierra on July 6th and 13th.
- Lori Worden met with Yesenia Baltierra on July 13th.
- Lori Worden met with Tim Hino to discuss Public Services functions at the Information Desk on July 10th.
- Lori Worden, Yesenia Baltierra and Joseph Nguyen attended the Staff Development Day on July 28th.
- Fernando Maldonado met with Yesenia Baltierra to discuss teen substitute training on July 13th.
- Joseph Nguyen met with Yesenia Baltierra on July 11th, 12th and 28th.
- Yesenia Baltierra met with City of Placentia staff to discuss a possible grant for the Teen Center on July 10th.
- Yesenia Baltierra met with City of Placentia staff on July 20th.
- Yesenia Baltierra met with Jennifer Rydberg on July 19th.

PROFESSIONAL DEVELOPMENT

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for August 2017
DATE: September 18, 2017

MONTHLY STATISTICS

	August 2017	August 2016	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	463	479	1,008	994	1.41%
Reference--telephone	40	27	61	44	38.64%
Total Reference	503	506	1,069	1,038	2.99%
Total Number of Programs	32	26	65	60	8.33%
Total Programs Attendance	1,679	2,352	3,129	3,767	-16.94%

Children’s Services 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
	August 2017	August 2017	August 2016	August 2016	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	16/17-17/18	16/17-17/18
Storytime	14	693	8	303	28	1,181	24	788	16.67%	49.87%
Educational	6	225	3	107	12	405	9	339	33.33%	19.47%
Reading	5	624	6	345	10	1,280	11	970	-9.09%	31.96%
Teen	7	137	7	70	15	263	13	134	15.38%	96.27%
Library Tour	0	0	0	0	0	0	0	0	0.00%	0.00%
Seasonal	0	0	2	1,527	0	0	3	1,536	-100.00%	-100.00%
Totals	32	1,679	26	2,352	65	3,129	60	3,767	8.33%	-16.94%

ACHIEVEMENTS

- Fernando Maldonado trained Jaime Cornejo on teen services responsibilities on August 8th, 11th, and 17th.
- Jennifer Rydberg planned, promoted, and facilitated the Luce Puppets performance held on August 2nd and the Dave Skale the Magician performance held on August 9th.
- Deanna White planned, promoted and facilitated the Bouncing Babies program for the month of August 3rd, 10th, 17th, 24th and 31st.
- Lori Worden facilitated the Ken Frawley Music, Stories, and Puppet show performance held on August 16th.
- Lori Worden coordinated with Michelle Meades to plan, promote and facilitate the Craftstravaganza and Ice Cream Social event on August 19th.
- Yesenia Baltierra conducted a new staff training on August 5th.

MEETINGS

- Fernando Maldonado met with Yesenia Baltierra on August 18th.
- Deanna White met with Yesenia Baltierra on August 17th.
- Lori Worden met with Yesenia Baltierra on August 3rd.

PROFESSIONAL DEVELOPMENT

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Public Services Manager**SUBJECT:** Adult Services Report for July 2017**DATE:** September 18, 2017**MONTHLY STATISTICS**

<u>Reference Desk Activity</u>					
	July	July	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
Reference -- in person	1682	1545	1682	1545	8.87%
Reference -- telephone	584	544	584	544	7.35%
Reference -- email/chat	0	6	0	6	-100.00%
Technology assistance	245	287	245	287	-14.63%
Guest passes	58	65	58	65	-10.77%
Adult and Children's computer use (desktops)	2204	3355	2204	3355	-34.31%
Adult computer usage (desktop)	2081	2226	2081	2226	-6.51%
Public computer use (express laptops)	5	10	5	10	-50.00%

<u>History Room Activity</u>					
	July	July	Y-T-D	Y-T-D	Y-T-D
	2017	2016	FY2017-18	FY2016-17	% change
History Room Visitors	12	8	12	8	50.00%

<u>Volunteer Hours</u>					
	July	July	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
History Room	50.75	12	50.75	12	322.92%
PLFF	561.68	464.25	561.68	464.25	20.99%
General Library	609.5	746	609.5	746	-18.30%
Technology	6.25	57.5	6.25	57.5	-89.13%
Homework Club	0	0	0	0	0
Adult Literacy	199	152	199	152	30.92%
PTAC	72	57	72	57	26.32%
Summer Reading Program	823.55	489.75	823.55	489.75	68.16%
Total Volunteer Hours	2322.73	1978.5	2322.73	1978.5	17.40%

Adult Services Programs

Type of Program	Number of Programs July	Attendance July	Number of Programs July	Attendance July	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2017	2017	2016	2016	FY1718	FY1718	FY1617	FY1617		
Book Club	1	5	1	13	1	5	1	13	0.00%	-61.54%
Computer Workshops	3	36	2	22	3	36	2	22	50.00%	63.64%
Educational	1	25	2	9	1	25	2	9	-50.00%	177.78%
Fine Arts	3	71	1	123	3	71	1	123	200.00%	-42.28%
Health & Fitness	0	0	2	90	0	0	2	90	-100.00%	-100.00%
History Room Programming	1	45	1	45	1	45	1	45	0.00%	0.00%
Home and Lifestyle	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Reading Programs	6	45	7	37	6	45	7	37	-14.29%	21.62%
Volunteer	1	278	1	154	1	278	1	154	0.00%	80.52%
Totals	17	536	18	526	17	536	18	526	-5.56%	1.90%

Public Services Outreach Activity	July 2017	July 2016	FY-T-D FY2017-18	FY-T-D FY2016-17	FY-T-D % change
Outreach Visits	2	6	2	6	-66.67%
Outreach Attendance	134	305	134	305	-56.07%

Literacy	FY1718	FY1617	% Change
Computer Literacy Students	6	6	0.00%
English Literacy Students	28	50	-44.00%
Students Graduated	1	9	-88.89%
Computer Literacy Tutors	5	8	-37.50%
English Literacy Tutors	23	38	-39.47%

ACHIEVEMENTS

- Michelle Meades presented at the PLFF luncheon on the History of the Placentia Library on July 8th.
- Michelle Meades and Fernando Maldonado coordinated the Volunteer Orientation on July 10th.
- Michelle Meades provided outreach services at Concerts in the Park on July 13th.
- Michelle Meades trained a new History Room OneStop worker on July 25th.
- Michelle Meades coordinated three Computer Workshop sessions on July 11th, 13th and 18th.
- Patricia Grimm coordinated a Tutor Orientation on July 11th.
- Coleen Wakai coordinated Conversation Club July 21st.

- Coleen Wakai coordinated the Exploring Needlework Techniques with the Mt. View EGA on July 16th.
- Coleen Wakai coordinated ART-rageous Journaling on July 20th and 27th.
- Wendy Townsend and Yesenia Baltierra participated in the Supervising Librarian, Children's interviews on July 18th.
- Wendy Townsend coordinated Book Club on July 11th.
- Wendy Townsend coordinated Write Your Life Story on July 8th.
- Jeannie Killianey created new collection slides on July 15th.
- Yesenia Baltierra attended the PLFF Annual Membership meeting on July 8th.

MEETINGS

- Michelle Meades met with Josue from One Stop on July 18th.
- Michelle Meades and Wendy Townsend met on July 5th, 12th, 19th, 26th and 27th.
- Michelle Meades attended the Placentia Historical Committee Meeting on July 25th.
- Michelle Meades met with Fernando Maldonado to discuss new PTAC descriptions on July 27th.
- Adult Services staff and Yesenia Baltierra attended Staff Development Day on July 28th.
- Coleen Wakai met Wendy Townsend on July 13th and 21st.
- Patricia Grimm met with Wendy Townsend on July 12th.
- Patricia Grimm, Sally Federman and Wendy Townsend met on July 5th.
- Patricia Grimm assessed five literacy students on July 12th, 13th, and 15th.
- Coleen Wakai and Patricia Grimm met with Uyn Joo Namkung; ESL teacher for Rowland Heights on July 18th.
- Adult Services staff attended the Adult Services meeting on July 24th.
- Coleen Wakai, Wendy Townsend, Michelle Meades attended Staff Meeting July 18th.
- Wendy Townsend and Yesenia Baltierra met on July 6th, 12th, 19th, and 26th.
- Jeannie Killianey and Wendy Townsend met on July 3rd.
- Wendy Townsend attended Kiwanis meetings on July 6th, 12th, 20th and 27th.
- Yesenia Baltierra attended ILS RFP review meeting on July 12th and 19th.
- Yesenia Baltierra met with Tim Worden on July 13th.
- Yesenia Baltierra attended the Board of Trustees meeting on July 17th.
- Yesenia Baltierra

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for August 2017

DATE: September 18, 2017

MONTHLY STATISTICS

<u>Reference Desk Activity</u>					
	August	August	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
Reference -- in person	1675	1663	3357	3208	4.64%
Reference -- telephone	1265	643	1849	1187	55.77%
Reference -- email/chat	17	12	17	18	-5.56%
Technology assistance	275	283	520	570	-8.77%
Guest passes	86	93	144	158	-8.86%
Adult and Children's computer use (desktops)	2481	2825	4685	6180	-24.19%
Adult computer usage (desktop)	2219	2404	4300	4630	-7.13%
Public computer use (express laptops)	7	8	12	18	-33.33%

<u>History Room Activity</u>					
	August	August	Y-T-D	Y-T-D	Y-T-D
	2017	2016	FY2017-8	FY2016-17	% change
History Room Visitors	6	9	18	17	5.88%

<u>Volunteer Hours</u>					
	August	August	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
History Room	62.5	6	113.25	18	529.17%
PLFF	518.73	537.5	1080.41	1001.75	7.85%
General Library	790.72	1065	1400.22	1811	-22.68%
Technology	4.5	76.5	10.75	134	-91.98%
Homework Club	0	0	0	0	0
Adult Literacy	198.25	152.25	397.25	304.25	30.57%
PLFF	59.75	40	131.75	97	35.82%
Summer Reading Program	542.07	118.5	1365.62	608.25	124.52%
Total Volunteer Hours	2176.52	1995.75	4499.25	3974.25	13.21%

Adult Services Programs

Type of Program	Number of Programs August	Attendance August	Number of Programs August	Attendance August	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2017	2017	2016	2016	FY1718	FY1718	FY1617	FY1617		
Book Club	1	7	1	13	2	12	2	26	0.00%	-53.85%
Computer Workshops	1	6	2	12	4	42	4	34	0.00%	23.53%
Educational	4	2190	3	28	5	2215	5	37	0.00%	5886.49%
Fine Arts	3	94	0	0	6	165	1	123	500.00%	34.15%
Health & Fitness	1	70	4	140	1	70	6	230	-83.33%	-69.57%
History Room Programming	1	25	1	46	2	70	2	91	0.00%	-23.08%
Home and Lifestyle	2	180	0	0	2	180	0	0	NA	NA
Literacy Reading Programs	2	5	4	32	8	50	11	69	-27.27%	-27.54%
Volunteer	1	177	1	127	2	455	2	281	0.00%	61.92%
	1	28	1	29	2	59	2	62	0.00%	-4.84%
Totals	17	2782	17	427	34	3318	35	953	-2.86%	248.16%

<u>Public Services Outreach Activity</u>	August 2017	August 2016	Y-T-D FY2017-18	Y-T-D FY2016-17	Y-T-D % change
Outreach Visits	1	3	3	9	-66.67%
Outreach Attendance	222	252	356	557	-36.09%

Literacy	FY1718	FY1617	% Change
Computer Literacy Students	7	6	16.67%
English Literacy Students	28	50	-44.00%
Students Graduated	3	9	-66.67%
Computer Literacy Tutors	5	8	-37.50%
English Literacy Tutors	23	38	-39.47%

ACHIEVEMENTS

- Michelle Meades and Wendy Townsend coordinated the Evening of Astronomy on August 1st.
- Michelle Meades coordinated the LHLS: All America City on August 7th.
- Michelle Meades and Fernando Maldonado coordinated the Volunteer Orientation on August 8th.
- Patricia Grimm coordinated the Adult Literacy Orientation on August 12th.
- Michelle Meades trained two new History Room volunteers on August 16th and 23rd.
- Michelle Meades coordinated the Keep Placentia Safe program on August 15th.
- Michelle Meades and Lori Worden coordinated the Craftstravaganza and Ice Cream Social programs on August 19th.

- Michelle Meades and Wendy Townsend coordinated the Solar Eclipse Viewing Party on August 21st.
- Michelle Meades coordinated the Computer Workshop Tech Savvy Tips and Tricks on August 26th.
- Michelle Meades coordinated Brewing with BJ's Restaurant and Brewhouse on August 26th.
- Coleen coordinated ART-rageous Journaling workshop on August 3rd.
- Coleen coordinated Exploring Needlework Techniques workshop on August 13th.
- Coleen Wakai coordinated the Adult Literacy Orientation on August 15th.
- Wendy Townsend coordinated Book Club on August 8th.
- Wendy Townsend coordinated Adult Program Registration on August 12th.
- Wendy Townsend coordinated the end of the Summer Reading Program on August 17th.
- Wendy Townsend coordinated Hula Your Heart out on August 5th.
- Wendy Townsend, Yesenia Baltierra, and Coleen Wakai attended the PLFF Thank You luncheon on August 21st.
- Yesenia Baltierra assisted with Solar Eclipse Viewing Party on August 21st.

MEETINGS

- Michelle Meades met with Fernando Maldonado and a teen focus group to discuss SRP on August 9th.
- Michelle Meades met with Fernando Maldonado to discuss and prepare for the teen focus group on August 7th.
- Michelle Meades and Wendy Townsend met on August 2nd, 9th and 16th.
- Coleen Wakai met Wendy Townsend on August 11th and 18th.
- Coleen Wakai, Wendy Townsend, Michelle Meades attended Staff Meeting August 15th.
- Wendy Townsend and Yesenia Baltierra met on August 2nd, 8th and 16th.
- Wendy Townsend attended Kiwanis meetings on August 3rd, 10th and 17th.
- Coleen Wakai met with Conversation Club tutors to plan 2017-18 Conversation programs, August 7th.
- Coleen Wakai met with possible literacy intern on August 4th.
- Coleen Wakai met with a literacy tutor on August 9th.
- Coleen Wakai met with UCI literacy tutor on August 31st.
- Coleen Wakai, Joseph Nguyen, and Pat Grimm met on August 9th.
- Coleen Wakai met with a literacy tutor regarding her second literacy match, August 17th.
- Yesenia Baltierra attended Harwood Coaching call on August 3rd, 14th and 17th.
- Yesenia Baltierra met with Baker & Taylor staff on August 3rd.
- Yesenia Baltierra attended Tree Lighting meeting on August 29th.
- Yesenia Baltierra met with Katie Matas and Estella Wnek on August 29th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended the Webinar Volunteer Match online tour on August 30th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Tim Worden, Emerging Technologies Assistant
SUBJECT: Placentia Library Website & Technology Report for July 2017
DATE: September 18, 2017

<u>On-line database usage</u>	July 2017	Onsite Usage 7/17	Remote Usage 7/17	July 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Library Catalog	17,217	N/A	N/A	15,941	17,217	15,941	8%
General Reference Center	17	1	17	18	17	18	-6%
Biography In Context	12	2	10	6	12	6	100%
Opposing Viewpoints	4	1	3	4	4	4	0%
Consumer Reports (new July 2016)	178	N/A	N/A	14	178	14	1171%
Freegal	1,054	N/A	N/A	1,043	1,054	1,043	1%
Heritage Quest	273	N/A	N/A	1,090	273	1,090	-75%
Novelist	43	N/A	N/A	23	43	23	87%
Public Library Core Collection Nonf	11	N/A	N/A	515	11	515	-98%
Pronunciator	66	N/A	N/A	147	66	147	-55%
ABC Mouse	54	N/A	N/A	77	54	77	-30%
Career Cruising	7	N/A	N/A	0	7	0	N/A
Tumblebooks	175	N/A	N/A	186	175	186	-6%
Reference USA	289	N/A	N/A	279	289	279	4%
Enki	2	N/A	N/A	0	2	0	N/A
Hoopla	628	N/A	N/A	320	628	320	96%
Overdrive e-books	1386	N/A	N/A	916	1,386	916	51%
Overdrive audio books	780	N/A	N/A	548	780	548	42%
Zinio	252	N/A	N/A	68	252	68	271%
TOTAL DATABASE USAGE	22,448	4	30	21,195	22,448	21,195	6%

<u>Website Traffic</u>	July 2017	July 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Website visits	14,013	15,718	14,013	15,718	-11%
Page Hits	23,750	25,647	23,750	25,647	-7%
Users	6,244	6,780	6,244	6,780	-8%
Pages/Session	1.69	1.63	1.69	N/A	N/A
Avg. Session Duration	00:02:38	00:02:50	00:02:38	N/A	N/A
% New Sessions	35	35	35	N/A	N/A

Computer & Online Resource Use	July	July	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
Placentia Residents	1,440	1,351	1,440	1,351	7%
Non-Placentia Residents	950	1,008	950	1,008	-6%
Total	2,390	2,359	2,390	2,359	1%

Wifi Use	July	July	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
	2,269	2,634	2,269	2,634	-14%
Total	2,269	2,634	2,269	2,634	-14%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Tim Worden, Emerging Technologies Assistant
SUBJECT: Placentia Library Website & Technology Report for August 2017
DATE: September 18, 2017

<u>On-line database usage</u>	August	Onsite	Remote	August	Y-T-D	Y-T-D	Y-T-D
	2017	Usage 8/17	Usage 8/17	2016	2017-18	2016-17	% change
Placentia Library Catalog	15,406	N/A	N/A	22,713	32,623	38,654	-16%
General Reference Center	6	0	6	5	23	23	0%
Biography In Context	19	11	8	9	31	15	107%
Opposing Viewpoints	6	5	1	6	10	10	0%
Consumer Reports (new July 2016)	46	N/A	N/A	132	224	146	53%
Freegal	1,033	N/A	N/A	1,204	2,087	2,247	-7%
Heritage Quest	654	N/A	N/A	1,071	927	2,161	-57%
Novelist	18	N/A	N/A	63	61	86	-29%
Public Library Core Collection Nonf	58	N/A	N/A	138	69	653	-89%
Pronunciator	80	N/A	N/A	135	146	282	-48%
ABC Mouse	55	N/A	N/A	118	109	195	-44%
Career Cruising	1	N/A	N/A	0	8	0	N/A
Tumblebooks	81	N/A	N/A	91	256	277	-8%
Reference USA	500	N/A	N/A	210	789	489	61%
Enki	2	N/A	N/A	1	4	1	300%
Hoopla (new May 2015)	637	N/A	N/A	328	1,265	648	95%
Overdrive e-books	1382	N/A	N/A	1079	2,768	1,995	39%
Overdrive audio books	716	N/A	N/A	565	1,496	1,113	34%
Zinio	89	N/A	N/A	97	341	165	107%
TOTAL DATABASE USAGE	20,789	16	15	27,965	43,237	49,160	-12%

<u>Website Traffic</u>	August	August	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
Website visits	15,557	13,816	29,570	29,534	0%
Page Hits	25,621	23,098	49,371	48,745	1%
Users	8,195	6,175	14,439	12,955	11%
Pages/Session	1.65	1.67	N/A	N/A	N/A
Avg. Session Duration	00:02:34	0:02:50	N/A	N/A	N/A
% New Sessions	44	35	N/A	N/A	N/A

Computer & Online Resource Use	August	August	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
Placentia Residents	1,451	1,246	2,891	2,597	11%
Non-Placentia Residents	806	806	1,756	1,814	-3%
Total	2,257	2,052	4,647	4,411	5%

Wifi Use	August	August	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
	2,387	2,688	4,656	5,322	-13%
Total	2,387	2,688	4,656	5,322	-13%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Meet & Greet with Councilmembers Rhonda Shader and Ward Smith

DATE: September 18, 2017

BACKGROUND

Councilmember Rhonda Shader has lived in Placentia with her husband Frank for over 15 years. They have two adult children: Chantal Shader a graduate of Valencia High School and Point Loma Nazarene University, who is currently working for FedEx, and Zachary NewComer a graduate of Orange Lutheran High School of Orange County and Vanguard University, who is currently an Auditor at Marcum. Rhonda owns an insurance agency in Fullerton where she regularly employs 3-5 people.

Councilwoman Shader has over 30 years of professional experience in the areas of law, banking, mortgage banking and risk management. She has served as an Economic Development Commissioner in the City of Fullerton, is a past President of the North Orange County Chamber of Commerce, current Chair of Discovery Depot a preschool in Yorba Linda and serves in multiple non-profit organizations in leadership positions and as an active member, including her church where she has been a volunteer Treasurer and Board Member for the last 9 years.

Councilwoman Shader received her Bachelor of Management Degree from University of Phoenix and her Paralegal Degree from Rancho Santiago College. She graduated high school from nearby Buena Park High School. She is currently serving and representing the City on the following committees/organizations: Association of California Cities-Orange County, Santa Ana River Flood Protection Agency, Placentia Community Foundation, Economic Development Committee and General Plan Advisory Subcommittee

Councilman Ward Smith and his family moved to Placentia when he was six years old, and he has called Placentia his home ever since. He attended El Dorado High School, and soon after graduating from college Councilman Smith joined the Placentia Police Department. He and his wife, Paula, are grandparents to Makaliah, eight; Karson, 5; Arwyn, 4 and Aryia, 1 month.

A 34-year veteran of the department, Councilman Smith held various positions throughout the organization and retired as the department's Police Chief in 2016. Councilman Smith has a strong understanding and knowledge of the public sector operation. His experience will result in better transparency and fiscal responsibility for the community he serves. He is a supporter of the city charter amendment that requires a super majority of the Council to place any tax measure on the ballot.

Councilman Smith is President-Elect for the Rotary Club of Placentia where he has been a member for over 12 years. He has also served on the Boys and Girls Club board, Chamber of Commerce and religious groups. Councilman Smith believes in community partnerships and its critical role in shaping the community's future.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation from the Placentia Community Foundation on the Brick Legacy Fundraiser Project

DATE: September 18, 2017

BACKGROUND

Ms. Vivian Perez, President of the Placentia Community Foundation (PCF), will provide information on the Brick Legacy Fundraiser Project. The purpose of the project is to create a fundraiser benefiting the Placentia community, while creating a living history through the sales of bricks that will be located in the Civic Center Plaza.

The project was initiated by PCF in February 2017 with presentations made to the City Administrator and the Mayor in July and August 2017, respectively. The presentation was also presented to the Centennial Fundraising Committee on September 12, 2017 and it was recommended that the Placentia Library Board of Trustees, as the governing board for the Placentia Library District, needs to be presented with the information.

Attachment A is a copy of Ms. Perez's powerpoint presentation.

Attachment B is a copy of the Donor Website Order Form.

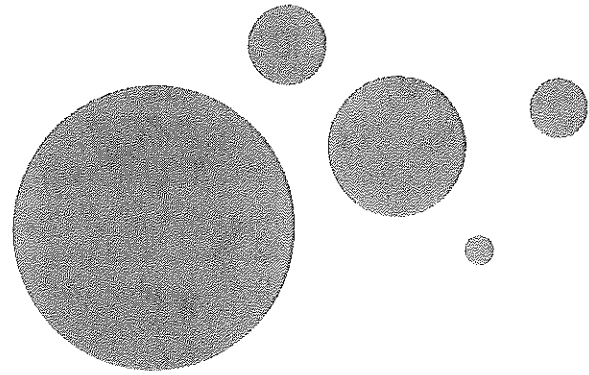
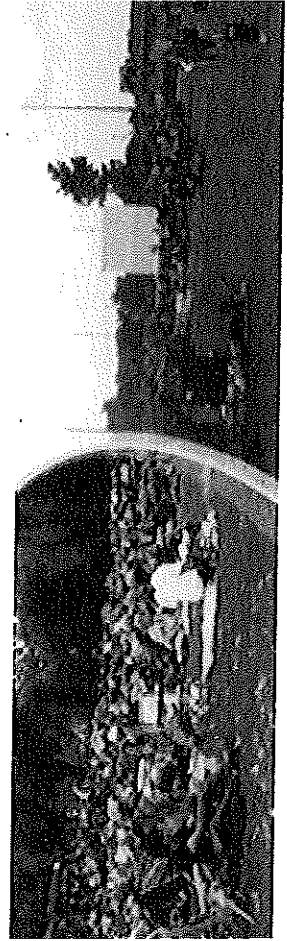
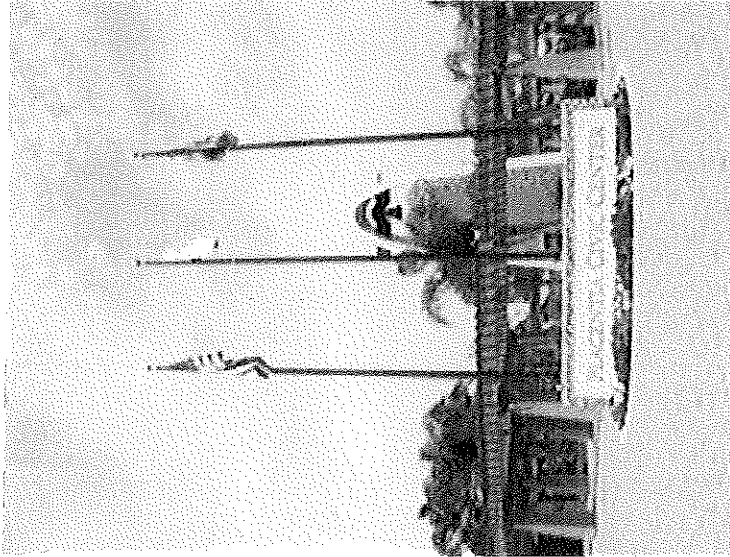
Library staff recommends no actions to be taken as additional time is required to further review the project with the Placentia Library District Board of Trustees, library staff, the Placentia Library Friends Foundation, and other stakeholders of the Placentia Library District.

RECOMMENDATION

No actions to be taken at this time.

- *Conceptual approval to move forward with fundraiser.*
- *work session BOT + PLFF in October*

THE LEGACY FUNDRAISER PROJECT



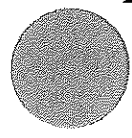
WHO WILL BE INVOLVED?

Key Stakeholders

- o City of Placentia
- o Placentia Library District Trustees
- o Placentia Community Foundation

Donors

- o Community Organizations
- o Community Leaders
- o Churches
- o Businesses
- o Schools
- o Community At-large



KEY STAKE HOLDERS

- Create a fundraiser benefiting the Placentia community
- Strengthen community-wide partnerships
- Create a living history
- A cost effective manner to fundraise
- Fundraiser can be administered on-line, by check or hardcopy order form

TIME LINE- APPROVALS

- PCF initiates project-COMPLETED 2/17
- Meeting with Stakeholders-Introduce fundraiser
 - Present to City Administrator- COMPLETED 7/17
 - Present to Mayor-7/17 COMPLETED 8/17
 - Meet with The Placentia Library District Trustees-9/17
 - Meet with the Friends of the Library Foundation-TBD
- Secure all stakeholders approvals-TBD
- Sign agreement with Polar Engraving-TBD
- Create website and marketing flyer-TBD
- Roll out project to public-2018

COMMUNITY PARTNERSHIPS

- Placentia Community Foundation (PCF) will take the lead on the project
- Placentia Library as a community partner and as part stakeholder to the civic center property
 - Establish a fundraising entity/committee
 - Work the fundraiser equally and in unity
 - Develop a plan for net proceed disbursement
- Help to support community programs and events via PCF grants
- Effectively manage brick installs with an install schedule twice annually
- Develop a program that denotes a community legacy for residents and businesses in the city

LEGACY BRICKS LOCATION

- At the Placentia Civic Center
- Install will be systematically done by Public Works
 - Will oversee overall annual maintenance
 - Approximately 3600 spaces available
- Scheduled install
 - Twice annually—Spring & Late Fall

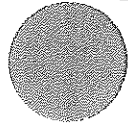
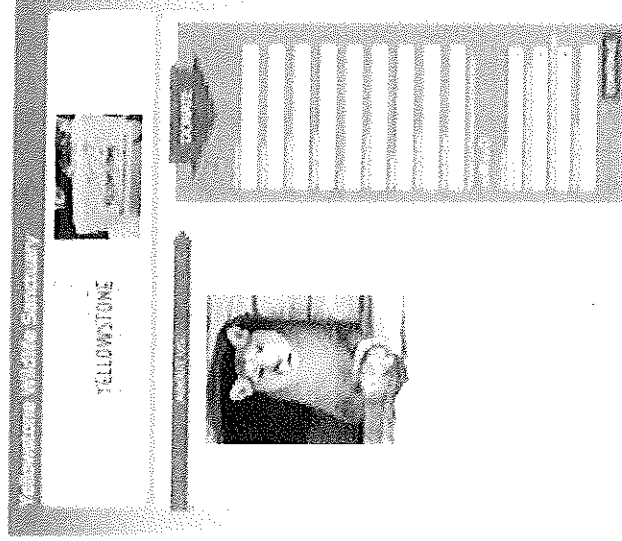


PROMOTION & MARKETING STRATEGY

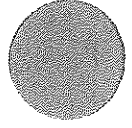
- **Reach out to all community organizations**
- **Social Media**
 - Placentia Buzz
 - Partnering organizations' websites
 - Facebook
 - Instagram
- **Multi-media**
 - Announcement by City Council
 - Press Release for publication outlets
 - Placentia TV
 - Quarterly publications, i.e., Placentia Palms
 - Local news outlets
- **Legacy Project Brochure**
 - Organizations and local businesses will have copies at their locations
 - At each City event, the brochures will be available at the Community Services table

HOW TO APPROACH POTENTIAL DONORS?

- o Take advantage of Polar Engravings FREE donor website and brochure design



POLAR ENGRAVING
LASER TECHNOLOGY



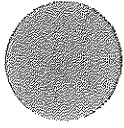
PHYSICAL DESCRIPTION OF THE BRICKS

- Easy installation
- Comes in standard U.S. sizes
- Composed of gray concrete
- Offered sizes for the civic center
 - 4X8
 - 8X8
 - or customized option to retrofit already installed bricks



ABOUT THE VENDOR

- Polar Engraving has the knowledge, technology and experience to make our project a huge success
- Provides supportive resources, such as free website set up and design options
- Provides high quality engravings and the best marketing tools to be successful
- Has available staff to answer specific questions
- Is committed to the success of our Legacy Project
- Free website design
- Help manage online sales



POLAR ENGRAVING
LASER TECHNOLOGY

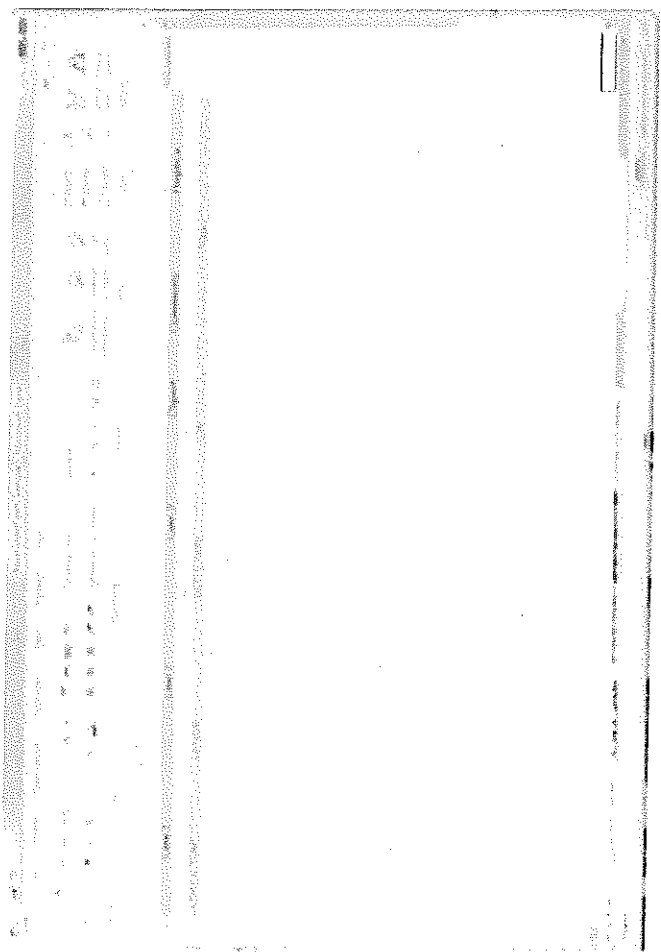


ORDERING BRICKS

Easy online ordering system via a website



ORDERING BRICKS



POTENTIAL FUNDRAISER

100 4x8 Bricks sold @ \$150 each= \$15,000

Cost is \$17.50 x 100 = \$1,750

Install cost is \$100 per 10 bricks= \$1,000

Possible net proceeds = \$12,250

100 8x8 Bricks sold @ \$250 each= \$25,000

Cost is \$25.50 x 100 = \$2,550

Install cost is \$100 per 10 bricks= \$1,000

Possible net proceeds = \$21,450

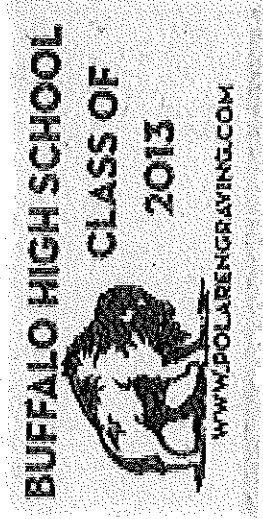
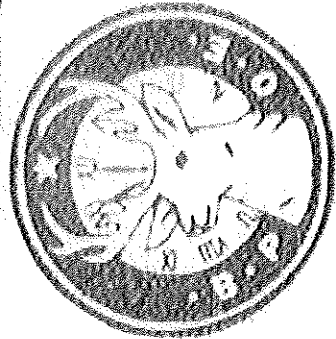
Add logo: \$6 for 4X8 Brick

Add logo: \$30 for 8X8 Brick

BRICK FUNDRAISER PRICING

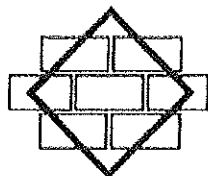
Brick Sizes	Engraving	All Inclusive Price
4" x 8" x 2" 1/4 Clay or Concrete	with 1-3 lines of engraving, up to 20 spaces	\$17.50
8" x 8" x 2" 1/4 Clay or	With 1-6 lines of engraving, up to 20 spaces	\$25.50
Clip Art, Symbols, Logos, & Emblems	Per: any clip art, symbol, logo or emblem of your choice.	\$6.00
<ul style="list-style-type: none"> • PRICING INCLUDES: BRICK, TEXT ENGRAVING, BLACK COLORING AND SHIPPING WITHIN CONTINENTAL U.S. • TO QUALIFY FOR BRICK FUNDRAISER PRICING YOU MUST ORDER A MINIMUM OF 5 BRICKS PER SIZE 		

MANNINGTON ELKS
JUSTICE--BROTHERLY LOVE



FIDELITY--CHARITY

PLEASE NOTE: IT'S NOT POSSIBLE TO START WORKING ON YOUR DONOR WEBSITE UNTIL WE RECEIVE ALL REQUIRED INFORMATION, IF YOU HAVE QUESTIONS PLEASE CONTACT US AT 1-800-546-7993



POLAR ENGRAVING

LASER TECHNOLOGY

~Simply The Best!

BRICK AND TILE ENGRAVERS SINCE 1998

Donor Website Order Form

Organization Name:	
Contact Person's Name:	
Telephone Number:	
Email Address:	
Shipping Information	
Address:	
Address:	
City:	
State:	
Zip Code:	

Please provide us with the following information for your website.

- A written description of your project or fundraiser.
- 2 or 3 images you would like on your site
- (Optional) banner image; size should be 960px x 200px
- Please email all your information and any additional clip art or logos for your site to MySite@polarengraving.com

Would you like us to design your brochure?	
PayPal ID (Should be your login email address):	
Check Payable To:	
Mailing Address:	
Mailing Address:	
City:	
State:	
Zip:	
Engraving font chosen by your organization:	

PLEASE NOTE: IT'S NOT POSSIBLE TO START WORKING ON YOUR DONOR WEBSITE UNTIL WE RECEIVE ALL REQUIRED INFORMATION, IF YOU HAVE QUESTIONS PLEASE CONTACT US AT 1-800-546-7993

Concrete Bricks

Sizes available: 4" x 8", 8" x 8" & 12" x 12"

Colors available: Color # 5 Brown (Tan), Color # 7 Gray, Color # 9 Beige (Vanilla), Color # 10 Red.

Clay Bricks:

Sizes Available: 4" x 8" & 8" x 8"

Colors Available: Color # 12 Red Clay

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Porcelain Tiles.

Sizes Available: 6" x 6" & 12" x 12"

Colors Available: Beige & Red

Porcelain Wood Tiles.

Sizes Available: 6" x 12"

Quarry Tiles.

Sizes Available: 4" x 8", 8" x 8" & (12" x 12" only available in Red)

Colors Available: Beige, Gray & Red

Black Granite Tiles.

Sizes Available: 4" x 8", 8" x 8", 12" x 12" & 18" x 18"

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Size:		Size:	
Color:		Color:	
Price without Logo:		Price without Logo:	
Price with Logo:		Price with Logo:	

Donor Keepsakes:

We offer optional 4" x 4" Replica Tiles as an additional revenue stream for your project.

Please indicate below how much you would like to sell them for. Your cost is \$10.00 per tile.

Replica Tile Price:	
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PLEASE NOTE: IT'S NOT POSSIBLE TO START WORKING ON YOUR DONOR WEBSITE UNTIL WE RECEIVE ALL REQUIRED INFORMATION, IF YOU HAVE QUESTIONS PLEASE CONTACT US AT 1-800-546-7993

Clip Art, Logos or Artwork:

Please indicate ID# for clip art from our library. Refer to our clip art library online:
<http://polarengraving.com/clip-art-gallery/>

We can also add your own clip art or logos. Custom clipart/logos/artwork must be emailed to MySite@polarengraving.com together with the rest of your information.

If you would like ALL clip art or one type of clip art (military, religious, cats, dogs, etc.) please let us know:

EX:# A01				

(Name of Organization)

(Print Name of Contact Person)

X _____
(Signature)

(Date)

Polar Engraving Offers the Free Donor Website as a free service to our clients to help with their fundraising efforts. By signing this agreement you agree that you have read and accepted Polar Engraving's Site Terms and Conditions of Use.

Please complete, sign and email to: MySite@polarengraving.com
Or Mail To:

Polar Engraving
6166 Taylor Rd. #105
Naples FL 34109

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Important Company Policies

Payment, Ordering and Production Time:

Your order must be submitted using our order forms and emailed to us. We do not accept paper order forms or faxes. The order forms are available online at <http://polarengraving.com/order-forms/> or we can email you the form.

We do not start engraving your order until we receive **full payment of your invoice**. You can mail us a check or pay by Visa or MasterCard over the phone. If you want to pay with a Visa or MasterCard we charge a 2.5% processing fee (min. \$5). To mail us a check use the address below.

Polar Engraving
6166 Taylor Road Unit 105
Naples, FL 34109

Our regular production time is 2-4 weeks for the engraving and we ship right after. If you need your order sooner, we can accommodate you with a rush order. We accept rush orders on a case by case basis depending on current production load, please call us if you think your order may require rush order service.

The rush order guarantees we start working on your order the next business day after we receive payment. Your order will ship as soon as it is ready. This **does not** include rush shipping. The rush order fee is \$50 for orders under \$500 or 10% of your invoice if it is above \$500.

Donor Website and Brochure Order Form:

Once we have all the required information we need, we will set up your donor website. The donor website can take up to 7-10 business days to be completed. When your donor website is complete, you will receive an email with your URL for review and approval.

After you review your website we will allow for one more round of revisions or changes of your website within the first 30 days. If you require further revisions or changes after this, we will charge you a \$100 administrative fee. After the first 30 days, we can modify your website with no additional administrative fees.

Once you approve your donor website, we can create your brochure order form. We will use the same information as your donor website. The turnaround time for the brochure can take up to 7 business days. Once it is completed, we will email you the brochure as a Word and PDF file. Should you need to make any changes, you can always modify the Word document. We **do not** print your brochure order form, we only provide the electronic file. Your organization would be responsible for printing.

By checking off this box, your organization confirms that you have read and accepted Polar Engraving's important company policies.



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