

AGENDA






PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

Monday, July 21, 2014
6:30 P.M.
Meeting Room

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

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

To accomplish this goal the Library will:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

7. Library Director Report

8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the June 16, 2014 Library Board of Trustees Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

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

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

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

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

TREASURER'S REPORTS (Items 14 – 17)

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

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

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

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

GENERAL CONSENT REPORTS (Items 18 – 20)

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

STAFF REPORTS (Items 21 – 24)

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

CONTINUING BUSINESS

25. Continue Discussion of Possible Renovation Project for Centennial Event with presentations from Fieldman, Rolapp & Associates, HMC Architects and everylibrary.org.
26. Authorize contract to Fieldman, Rolapp & Associates to provide financial counseling services.
27. Approve ipad Borrowing Policy and Borrower Agreement as a First Reading.

NEW BUSINESS

28. Travel Authorization for Children's Services Supervisor to Attend the Management & Leadership Skills for Managers and Supervisors Seminar in Anaheim, California, September 11-12, 2014.
29. Travel Authorization for Children's Librarian to Attend the Association for Library Service to Children (ALSC) National Institute in Oakland, California, September 18-20, 2014.
30. Travel Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Palm Springs, September 29 – October 2, 2014.
31. Approve Graphics Design Service Request for Proposal as Presented.

DISCUSSION ITEM

32. Discuss the Library Board of Trustees Meeting Dates for August and September 2014.

ADJOURNMENT

33. Agenda Preparation for the July Date Meeting which will be held on Wednesday, September 10, 2014 unless re-scheduled by the Library Board of Trustees.
34. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

35. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the July 21, 2014 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 17, 2014



Diane Warner, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 16, 2014

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 16, 2014 at 6:31 p.m.

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

Members Absent: None

Others Present: Adam Bauer, President at Fieldman Rolapp & Associates; Library Director Jeanette Contreras, Business Manager Yesenia Baltierra, Administrative Assistant Diane Warner and Lori Worden, Children's Services Supervisor.

ADOPTION OF AGENDA

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

AYES: Shkoler, DeVecchio, Martin, Carline, Minter

NOES: None

ORAL COMMUNICATION

Placentia Library Friends Foundation requested that all Trustees and Library staff renew their PLFF membership for the new 2014-15 fiscal year.

TRUSTEE & ORGANIZATIONAL REPORTS

President Shkoler attended the Rotary Club's Cowabunga Crab Fest fundraiser event on June 7, as well as the Orange Wine Trolley, a wine-tasting fundraiser attended by the Placentia Rotary Club, and the PLFF Thank You Luncheon. (Item 5)

Secretary Minter Secretary Minter participated at monthly OCLC events.

Trustee DeVecchio enjoyed the Bradford House Summer Concert and attended the Thank You Luncheon for the Placentia Library Friends Foundation on June 16, hosted by the library staff.

Trustee Martin also attended the Rotary Club's Cowabunga Crab Fest fundraiser on June 7, and the Orange Wine Trolley event.

Trustee Carline enjoyed the Rotary Club's Cowabunga Crab Fest fundraiser event, and the June 9 PLFF meeting, and is attending the Library fundraiser at Chipotle in Brea on June 18. (Item 6)

LIBRARY DIRECTOR REPORT

Director Contreras thanked Trustees for participating in the HAPPY Video and reminded everyone that PLD's Summer Reading Celebration began today, June 16, and runs through August 16, 2014.

- CONSENT CALENDAR** It was moved by Trustee Carline and seconded by Trustee DeVecchio to approve Agenda Items 9-24:
AYES: Shkoler, Minter, Carline, Martin, DeVecchio
NOES: None
- MINUTES FOR MAY 19 TRUSTEES MEETING** Meeting Minutes were received, approved and filed. (Item 9)
- CLAIMS** Nonstandard Claims in excess of \$300 – none (Item 10)
- Claims Forwarded by the Library Director and Trustees – Three (3) claims batches were approved by the Trustees and forwarded to Orange County for payment on June 17, 2014. Moved by Secretary Minter and seconded by Trustee Carline to receive approve the claims already submitted. (Item 11)
- Moved by Secretary Minter and seconded by Trustee Martin to receive, file and approve the Current Vendor Claims, Book Claims and Payroll reports. (Item 12)
- FY 2013-2014 Cash Flow Analysis through April 2014 – received and filed (Item 13)
- TREASURER'S REPORT** Financial Reports for April 2014 for Placentia Library District Accounts on Deposit with the Orange County Treasurer – received and filed (Item 14)
- Balance Sheet for April 2014 – received and filed (Item 15)
Acquisitions Report for April 2014 – received and filed (Item 16)
- Entrepreneurial Activities Report for April 2014 – received and filed. Passport Revenue through April 2014 has already exceeded the total passport revenue for 2013. (Item 17)
- GENERAL CONSENT REPORTS** Personnel Report for April 2014 – The Circulation Library Aide position was filled internally. Applications are now being accepted for the part-time Library Aide position in Children's services. (Item 18)
- Circulation Report for April 2014 – received and filed. (Item 19)
- Review of Shared Maintenance Costs with the City of Placentia under the JPA – received and filed. (Item 20)
- Moved by Trustee Carline and seconded by Trustee Martin to accept the general consent reports.

STAFF REPORTS

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

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

Adult Services Report for April 2014 (Item 23)

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

CONTINUING BUSINESS

Discuss Possible Library Renovation

Continued discussion about financing options for the Library Renovation project. Adam Bauer, President of Fieldman Rolapp & Associates, is a financial consultant who has assisted the Placentia Yorba Linda Unified School District (PYLUSD) and other Orange County public agencies in acquiring funding for financial bonds. He has had a 100% success rate with all funding-related projects thus far. Mr. Bauer presented an overview of parcel tax and general obligation bond financial options to fund our library renovation and expansion plans, with scheduled completion by 2019. Library Director Contreras has also spoken with a representative from EveryLibrary.org, which assists public libraries with tactical efforts in presenting funding requests to the community, once the library has a confirmed master plan. The timeline to establish Project Financing is approximately 15-18 months.

General Obligation Bond loans are calculated on assessed home value, using an average of \$8 per \$100,000 of value (a \$500K home value would be a \$40 bond amount). There are 12,069 residential property parcels and 562 non-government parcels in Placentia for calculating a parcel tax amount. The average residential parcel tax is \$25 per \$100,000 of home value (a \$500K home would have a \$125 parcel tax per year) and the average parcel tax lifespan is nine (9) years. Facility renovations usually fall under a general obligation bond.

A first step is to poll Placentia residents to determine the level of community support for bonds and/or a parcel tax, using a statistical polling company to design the questions and manage the polling phone bank. Poll results would determine moving forward or not, and which type of funding would be approved by the public.

Mr. Bauer explained that Library Impact Fees already collected from contractors/ builders by Placentia Library can be applied to costs incurred to justify project funding options and polling costs. This should be confirmed by an attorney who specializes in this type of law. (Item 25)

Trustee Martin moved to receive a formal proposal on project costs and timeline from Fieldman Rolapp & Associates, for review and a vote at the Board of Trustees meeting on July 21, 2014. Seconded by Trustee Carline.

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

**Authorize Mid-Year
Amendments to Fiscal
Year 2013-2015 Budget**

Director Contreras explained requested to increase the 2013-2015 library budget by \$262,320.00 due to increased costs including: library programs, computer services, passport postage, equipment maintenance, structure and improvements. Moved by Secretary Minter and seconded by Trustee Carline to read Resolution 15-02 and vote on the request to amend the 2013-15 Placentia Library Budget. (Item 26) Roll Call vote was unanimous by all Trustees.

AYES: Shkoler, Minter, Martin, Carline, DeVecchio

NOES: None

NEW BUSINESS

**Authorize Removal of
the Electronic Marquee**

Director Contreras recommended removal of the electronic marquee (located on side of building facing parking lot), as the vendor is no longer in business to maintain the sign, and staff is not able to update information displayed. After discussion, it was moved by Trustee Martin and seconded by Trustee Carline to turn off the electronic sign but not remove it, as additional building repair costs are prohibitive. A new electronic marquee may be considered as part of the library expansion and renovation project. Trustees voted unanimously to turn off but not remove the marquee sign. (Item 27)

**Authorize an
Advertisement in the
"Placentia-opoly" board
game being sponsored
by the Kiwanis Club of
Placentia**

Kiwanis Club of Placentia is providing community members an opportunity to advertise in a fundraising event, by purchasing a property space on their "Placentia-opoly" game board. Secretary Minter suggested this could be a way to promote and celebrate the Library's upcoming Centennial celebration and also acknowledge on-going Library support from the Kiwanis Club. After discussion, it was moved by Secretary Minter and seconded by Trustee Martin to purchase a \$400 property space on the game board. (Item 28) A Roll Call vote was taken:

AYES: Minter, Martin, Carline, DeVecchio

NOES: Shkoler

**Approve Expenditure
2014 Staff Appreciation
Dinner**

Staff requests \$1,000 from the General Fund towards the cost for venue rental and decorations for the 2014 Staff Appreciation Dinner, scheduled for Friday, October 24. It was moved by Trustee DeVecchio and seconded by Secretary Minter to approve request for \$1000. (Item 29) A Roll Call vote was taken:

AYES: Shkoler, Minter, Martin, Carline, DeVecchio

NOES: None

**Award Contract for PLD
Financial Audit and
Preparation of Annual
Controller's Report**

Macias Gini & O'Connell has prepared the Placentia Library District's annual financial audit for six years. They have provided superior service and worked with library staff to ensure a transparent and efficient auditing process. Motion by Secretary Minter and seconded by Trustee DeVecchio to award the Financial Audit and Annual Controller's Report contract for fiscal year 2013-2014 to Macias Gini & O'Connell for an amount not to exceed \$15,000; and to authorize the Library Director to sign the engagement letter. Secretary Minter

requested that Library Director request new RFPs for these services for fiscal year 2015-2016. (Item 30)

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

Select a Candidate for the CSDA 2014 Board

Select a Candidate to serve on the California Special Districts Association (CSDA) 2014 Board Elections. Board voted for Sheryl Landrum, of the Resource Conservation District, as the candidate they will support. (Item 31)

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

Discuss the Possibility of Purchasing Banners for the Light Poles in the Parking Lot

Outdoor advertising with pole banners has become increasingly popular. Light pole banners usually last 1-5 years subject to weather, pollution, and correct placement conditions. Advantages for PLD in advertising with banners include: increasing awareness of PLD brand and events, marketing campaigns, attracting new users and supporters, connecting to the community. After discussion, the agenda item was postponed for a future Board meeting. (Item 32)

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District held on June 16, 2014 was adjourned at 8:00pm.

The next meeting will be held on July 21, 2014 at 6:30 p.m.

Al Shkoler
President
Library Board of Trustees

Elizabeth Minter
Secretary
Library Board of Trustees



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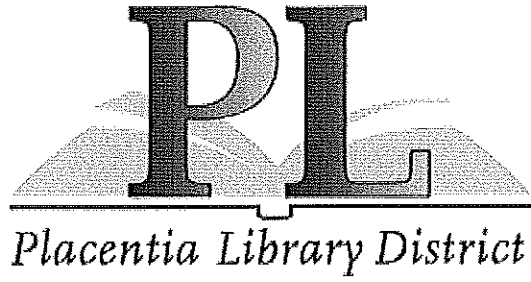
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Non-standard Claims for June 2014
DATE: July 21, 2014

TYPE	DATE	CLAIM #	AMOUNT
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NONE

TOTAL	\$0
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Summary of Claims Forwarded by the Library Director & Trustees
DATE: July 21, 2014

TYPE	DATE	CLAIM#	AMOUNT
707	07-10-14	5772	\$ 34,621.42
707	07-10-14	5773	\$10,643.96
TOTAL			\$ 45,265.38



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Current Claims and Payroll
DATE: July 21, 2014

Current Claims

<u>TYPE</u>	<u>DATE</u>	<u>CLAIM #</u>	<u>AMOUNT</u>
<i>Subtotal for Claims</i>			<i>\$ 0</i>
Payroll			
On Demand Wire	08/13/14	107	40,000
On Demand Wire	08/27/14	108	40,000
On Demand Wire	09/10/14	109	40,000
<i>Subtotal for Payroll</i>			<i>\$ 120,000.00</i>

**TOTAL CURRENT
CLAIMS & PAYROLL**

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/21/14
REPORT NO: 107

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*08-04-14 Payroll #03 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		

The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/21/14
REPORT NO: 108

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*08-18-14 Payroll #04 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		
The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.							

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE: 07/21/14
REPORT NO: 109

The County Auditor is authorized to draw these checks from:

Placentia Library District
411 E Chapman Ave
Placentia, CA 92870

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

*Process on the date specified.

APPROVED CLAIMS						AC'S USE ONLY	
Vendor Code Payee Name and Address	DATE INVOICE #	OBJT REV/ BS ACCT	DEPT OBJT	REPT CATG	AMOUNT	DOC NUMBER	SC
VC6532 Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	*09-02-14 Payroll #05 FY14/15	0100			\$ 40,000.00		
TOTAL REMITTANCE:					\$ 40,000.00		

The claims listed above (totaling \$40,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Approved by _____

Countersigned by _____

Attested and/or countersigned by _____

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

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

DATE: July 21, 2014

Fiscal Year 2013-2014	
07/31/13	2,041,592.77
8/31/2013	1,731,038.74
9/30/2013	1,637,400.49
10/31/13	1,498,226.33
11/30/2013	1,486,892.97
12/31/2013	2,147,271.47
01/31/14	2,066,699.35
2/28/2014	2,039,275.14
3/31/2014	1,979,234.63
04/30/14	2,442,155.17
5/31/2014	2,378,156.46
6/30/2014	2,134,629.15
General Reserves	414,789.10
Impact Fees	406,613.78

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

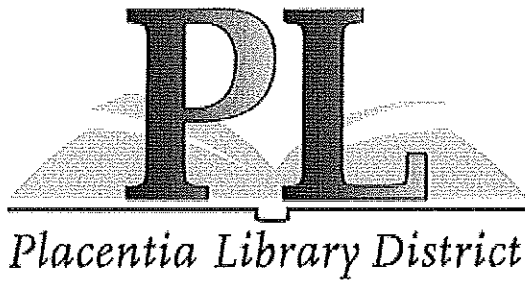
DATE: July 21, 2014

Summary of Cash and Investments as of June 30, 2014

Cash with Orange County Treasurer Fund 707	1,595,822.57
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	406,613.78
General Fund Checking – Bank of the West	33,954.45
General Fund Savings – Bank of the West	592,398.83
Payroll Checking – Wells Fargo Bank	107,238.53
Total Cash and Investments	3,150,817.26

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

Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
June 30, 2014

GENERAL REV Fund 707 SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES					
6210	Property Taxes - Current Secured	1,833,161	1,836,789	3,627.89	100.2%
6220	Property Taxes - Current Unsecured	78,317	66,042	(12,275.17)	84.3%
6230	Property Taxes - Prior Secured	0	-	0.00	0.0%
6240	Property Taxes - Prior Unsecured	0	1,289	1,289.13	0.0%
6250	Taxes - Spec Dist Augmentation	3,947	8,400	4,453.48	212.8%
6280	Property Taxes - Curr Supplemental	25,094	42,586	17,491.51	169.7%
6290	Other Taxes	0	6,099	6,098.90	100.0%
6300	Property Taxes - Prior Supplemental	0	639	639.11	100.0%
6540	Penalties & Costs on Delinq Taxes	1,652	313	(1,338.77)	19.0%
	Sub Total	1,942,171	1,962,157	19,986.08	101.0%
REVENUE FROM USE OF MONEY & PROPY					
6610	Interest	0	7,066	7,066.37	100.0%
	Sub Total	0	7,066	7,066.37	100.0%
INTERGOVERNMENTAL REVENUES					
6690	State - Homeowners Property Tax Relief	17,243	14,214	(3,029.00)	82.4%
6970	State - Other	0	-	0.00	0.0%
7120	Other-In-Lieu Taxes	0	-	0.00	0.0%
7130	Other Governmental Agencies	0	1,761.04	1,761.04	100.0%
	Sub Total	17,243	15,975	(1,267.96)	92.6%
MISCELLANEOUS REVENUES					
7670	Miscellaneous Revenue (Local Revenue)				
	Newsletter Ads	0	1,100	1,100.00	100.0%
	Grants	0	187,639	187,638.88	100.0%
	Fines & Fees	45,000	39,178	(5,821.92)	87.1%
	Passport/Photos	70,000	141,354	71,354.00	201.9%
	Meeting Room Fees	8,000	4,187	(3,813.00)	52.3%
	DVD Rentals	6,000	6,774	774.00	112.9%
	Test Proctor	4,000	6,550	2,550.00	163.8%
	Sub Total	133,000	386,782	253,781.96	290.8%
7680	6-MO Expired (Outlawed) Checks	0	-	0.00	0%
	YTD Actual	2,092,414	2,371,980	279,566.45	113%
	FY 12/13 Funds Available	40,000	40,000		
	TOTAL REVENUES FY 12/13:	2,132,414	2,411,980	279,566.45	113.1%
MISCELLANEOUS REVENUES (Restricted)					
	Impact Fees	0	32,194	32,194.48	100%
	City of Placentia Tax Sharing Agreement	0	-	0.00	0%
	SLS Account	0	6,283.00	6,283.00	100%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

June 30, 2014

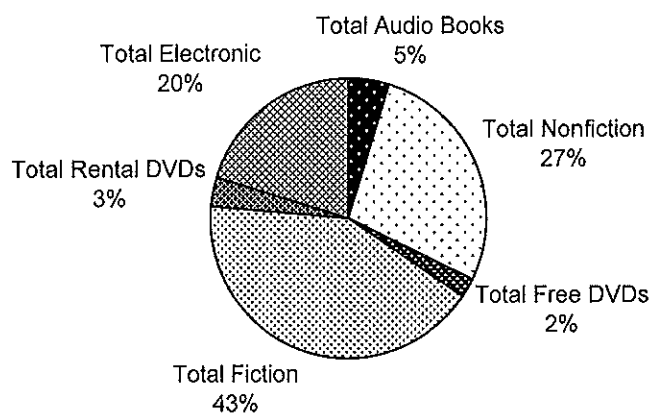
100% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,077,523	1,009,643	0.94	\$67,880
0200	Retirement	41,644	36,499	0.88	\$5,145
0301	Unemployment Insurance	9,000	0	0.00	\$9,000
0306	Health Insurance	190,893	169,957	0.89	\$20,936
0306-0770	Employee Assistance Program	715	530	0.74	\$185
0308	Dental Insurance	15,917	14,937	0.94	\$980
0309	Life Insurance	7,568	7,342	0.97	\$226
0310	AD & D Insurance	4,008	3,847	0.96	\$161
0319	Vision Insurance	2,574	2,406	0.93	\$168
0350	Workers' Compensation Insurance	10,000	8,233	0.82	\$1,767
	TOTAL	\$1,359,842	\$1,253,394	0.92	\$106,448
SERVICES & SUPPLIES					
0700	Communications	25,000	10,452	0.42	\$14,548
0900	Food	2,000	2,333	1.17	-\$333
1000	Household Expenses	12,000	12,113	1.01	-\$113
1100	Library Insurance	12,000	11,122	0.93	\$878
1300	Maintenance, Equipment	25,000	24,952	1.00	\$48
1400	Maintenance, Buildings & Improvements	48,500	67,911	1.40	-\$19,411
1600	Memberships	12,000	7,059	0.59	\$4,941
1700	Miscellaneous Expense	500	334	0.67	\$166
1800	Office Expenses	38,872	37,854	0.97	\$1,018
1803	Postage	5,500	10,398	1.89	-\$4,898
1900	Prof./Specialized Services	163,700	180,132	1.10	-\$16,432
1912	Investment Administrative Fees	1,500	1,430	0.95	\$70
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,000	948	0.95	\$52
2200	Rents & Leases - Buildings & Improvements	15,000	14,090	0.94	\$910
2400	Books/Library Materials	162,000	172,016	1.06	-\$10,016
2600	Transportation & Travel	5,000	2,524	0.50	\$2,476
2700	Meetings	30,500	20,071	0.66	\$10,429
2800	Utilities	73,500	77,170	1.05	-\$3,670
	TOTAL	\$634,072	\$652,910	1.03	-\$18,838
OTHER CHARGES					
3700	Taxes and Assessments	\$8,500	\$9,526	1.12	-\$1,026
	OPERATING EXPENSES	\$2,002,414	\$1,915,830	0.96	\$86,584
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$55,000	\$46,750	0.85	\$8,250
4200	Structures/Improvements	75,000	\$86,348	1.15	-\$11,348
5200	Contingency Funds	\$0		0.00	\$0
	TOTAL	\$130,000	\$133,098	1.02	-\$3,098
TOTAL BUDGET (Fund 707)					
		\$2,132,414	\$2,048,928	0.96	\$83,486
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$0	\$117,847	0.00	-\$117,847

Placentia Library District

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

	<u>Amount</u>	<u>Title</u>	<u>Volumes</u>
Total Fiction	\$65,226	3711	4317
Total Non-Fiction	\$42,727	1846	2810
Total Electronic	\$31,482	371	362
Total Audio Books	\$7,348	182	184
Total Free DVDs	\$3,566	138	150
Total Rental DVDs	\$5,297	198	208
TOTAL MATERIALS	\$155,646	6446	8031



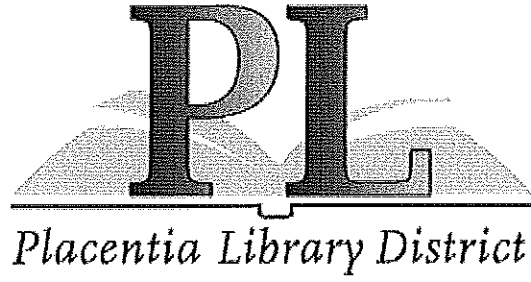
The figures on this report reflect items and invoices received through the end of the month. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Entrepreneurial Activities Report for June 2014
DATE: July 21, 2014

Net Revenue Summary for June 2014

	Jun-14	Jun-13	YTD 2013-2014	YTD 2012-2013
Passport	13,675.00	11,175.00	115,801.00	95,725.00
Passport Photos	3,210.00	2,532.00	25,553.00	21,033.00
Test Proctor	150.00	350.00	6,550.00	4,250.00
Meeting Room	220.00	400.00	4,187.00	4,510.00
DVD Rentals	682.00	649.00	6,774.00	6,304.60
Total	17,937.00	15,106.00	158,865.00	131,822.60



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Business Manager
SUBJECT: Personnel Report for June 2014
DATE: July 21, 2014

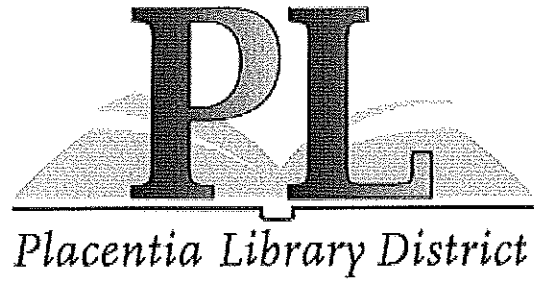
			YTD	YTD
	Jun-14	Jun-13	2013-2014	2012-2013
Separation	0	0	2	5
Retirement	0	1	0	1
Appointments	0	0	3	6
Open Positions	1	1	4	6
Workers' Compensation Leave	0	1	1	1
Total	1	3	10	19

SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
None

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Circulation Supervisor
SUBJECT: Circulation Activity Report
DATE: July 21, 2014

MONTHLY STATISTICS

June 2014

CIRCULATION			Y-T-D	Y-T-D	Y-T-D
	Jun-14	Jun-13	2013-14	2012-13	% change
New Patron Registrations	569	403	4,083	3,690	10.7%
Total Circulation*	21,607	20,258	238,423	203,488	14.7%
Total Active Borrowers**	8,495	8,541			
Attendance	24,138	22,086	268,361	269,778	-0.5%
Registered Card Holders**	32,561	33,993			
Adult Fiction	3,099	2,975	32,787	33,782	-2.9%
Adult Nonfiction	2,481	1,989	28,015	22,136	26.6%
Adult Magazines	353	244	2,981	2,716	9.8%
Adult Music CDs	140	213	2,248	2,076	8.3%
Adult Audio Books	576	612	7,091	6,769	4.8%
Adult Free DVDs	260	309	3,217	3,381	-4.9%
Adult Rental DVDs	487	476	5,083	5,031	1.0%
Overdrive E-Books	697	462	7,134	3,841	85.7%
Overdrive Audio Books	287	231	2,940	1,649	78.3%
JV Fiction	13,572	8,984	111,093	80,025	38.8%
YA Fiction	1,984	1,352	16,473	14,073	17.1%
JV Nonfiction	2,717	1,481	25,748	16,041	60.5%
YA Nonfiction	98	80	1,171	897	30.5%
JV Magazines	14	17	99	152	-34.9%
JV Music CDs	22	24	287	244	17.6%
JV Audio Books	48	44	538	509	5.7%
JV Free DVDs	772	778	7,879	7,755	1.6%
JV Rental DVDs	322	292	2,597	2,468	5.2%
Video Games	23	0	141	0	900.0%

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

**Year to date not applicable.

PATRON COUNT

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		993	481	634	532	678	3,318
10:00		633	741	349	751	546	3,020
11:00		629	639	403	635	831	3,137
12:00		1,165	644	584	670	897	3,960
1:00	1,374	815	927	605	700	626	5,047
2:00	1,422	749	661	798	634	1,302	5,566
3:00	1,504	1,084	680	841	718	868	5,695
4:00	1,191	1,336	922	966	752	541	5,708
5:00		898	718	635	767		3,018
6:00		1,009	687	791	1,021		3,508
7:00		1,077	834	857	726		3,494
8:00		961	614	607	623		2,805
Total/Day							48,276
* Grand Total							24,138

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

PASSPORT SERVICES

	Sun	Mon	Tues	Wed	Thur	Sat	Total/Hr.
9:00		6	3	7	9	7	32
10:00		5	4	5	3	11	28
11:00		3	5	5	4	23	40
12:00		8	6	4	5	24	47
1:00	23	7	5	4	1	24	64
2:00	19	14	3	7	8	24	75
3:00	15	12	5	5	9	21	67
4:00	16	13	6	5	7	15	62
5:00		16	10	13	6		45
6:00		14	8	9	7		38
7:00		14	5	3	8		30
8:00		7	0	6	6		19
Total/Day	73	119	60	73	73	149	547
Grand Total							547

STAFF ACTIVITY

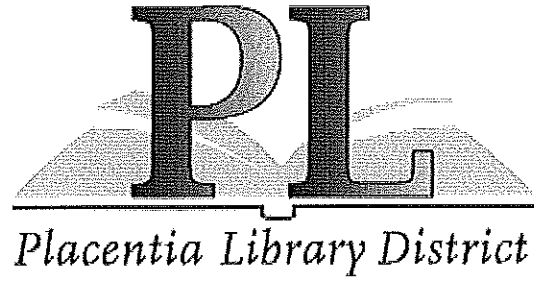
- June 03, 2014- Estella delivered money deposits to the bank.
 June 05, 2014- Estella delivered money deposits to the bank.
 June 07, 2014- Staff organized the meeting room for Teen Summer Volunteer Orientation.
 June 08, 2014- Staff assisted PLFF with the book sale.
 June 10, 2014- Estella delivered money deposits to the bank.
 June 10, 2014- Staff organized the meeting room for PLFF board meeting.
 June 10, 2014- Staff organized the meeting room for the Book Discussion.
 June 12, 2014- Estella delivered money deposits to the bank.
 June 12, 2014- Fernando participated in Supervisors meeting.
 June 12, 2014- Staff organized the meeting room for Adult Literacy and Volunteer Orientation.
 June 16, 2014- Fernando attended Board meeting.
 June 17, 2014- Staff organized the meeting room for Pre-School story time.
 June 17, 2014- Laura D., Estella, Beatrice, Laura C. and Victor attended Circulation Department meeting.
 June 17, 2014- Estella delivered money deposits to the bank.
 June 17, 2014- Estella, Beatrice, Sara, Laura C. and Fernando attended all staff meeting.
 June 19, 2014- Staff organized the meeting room for Lap-Sit story time.
 June 19, 2014- Estella delivered money deposits to the bank.
 June 19, 2014- Staff organized the meeting room for P-Tac.
 June 20, 2014- Circulation staff participated in Staff Development Day.
 June 22, 2014- Staff assisted with the Summer Reading Kickoff.
 June 24, 2014- Staff organized the meeting room for Pre-School story time.
 June 24, 2014- Estella delivered money deposits to the bank.
 June 25, 2014- Staff organized the Childrens area for the Draw Animals program.
 June 26, 2014- Staff organized the meeting room for Lap-Sit story time.
 June 26, 2014- Fernando participated in Supervisors meeting.
 June 26, 2014- Staff organized the meeting room for Teens Extraordinary Pet Tricks Competition.
 June 26, 2014- Estella delivered money deposits to the bank.
 June 30, 2014- Starr participated in Saroo's farewell get together.
 June 30, 2014- Fernando participated in Supervisors meeting.

ONGOING PROJECTS

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

NEW PROJECTS AND ACTIVITIES

- Laura D. and Fernando will work on Passport Marketing Campaign.
 Max Molina will be in charge of the library's Instagram.
 Fernando will work to fill the vacant Page position.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Diane Warner, Administrative Assistant

SUBJECT: City of Placentia Invoices - JUNE 2014

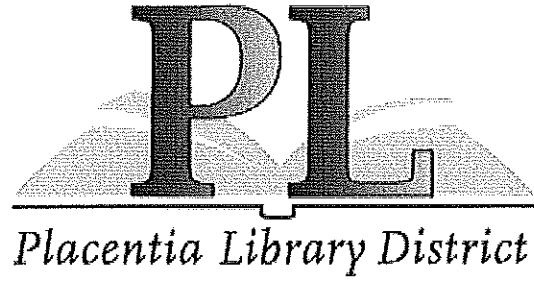
DATE: July 21, 2014

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2014-2015	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
13-Jul	7/18/2013	6,812.45	1,452.49	142.50	*	\$8,407.44
13-Aug	8/14/2013	7,692.39	1,452.49	*	*	\$9,144.88
13-Sep	*	*	*	*	*	\$0.00
13-Oct	10/2/2013	7,334.43	2,904.98	285.00	15.87	\$10,540.28
13-Nov	11/21/2013	7,469.80	1,452.49	142.50	7.91	\$9,072.70
13-Dec	*	*	*	*	*	\$0.00
14-Jan	1/15/2014	11,909.86	1,452.49	285.00	23.66	\$13,671.01
14-Feb	2/26/2014	3,946.20	4,357.47	430.00	8.27	\$8,741.94
14-Mar	03/25/14	3,595.48	2,904.98	427.50	8.15	\$6,936.11
14-Apr	04/23/14	3,595.48		427.50	8.15	4,031.13
14-May	*	*	*	*	*	\$0.00
14-Jun	*	*	*	*	*	\$0.00
	TOTAL	\$ 52,356.09	\$ 15,977.39	\$ 2,140.00	\$ 72.01	\$ 70,545.49
	AVG	5,235.61	1,597.74	214.00	7.21	7,054.55

* City Billing Not Received

PERIOD COVERED FY 2013-2014	INVOICE DATE	SO. CA. EDISON	TURF	GROUNDS	IRRIGATION CONTROL	TOTAL
12-Jul	8/22/2012	2,954.95	1,452.50	142.5	7.68	\$4,557.63
12-Aug	11/29/2012	6,506.97	*	142.5	7.92	\$6,657.39
12-Sep	11/29/2012	6,627.60	1,452.49	142.5	15.7	\$6,785.80
12-Oct	11/29/2012	4,192.58	1,452.49	*	*	\$4,192.58
12-Nov	12/26/2013	3,209.17	*	*	7.76	\$6,121.91
12-Dec	2/12/2013	3,090.82	*	*	15.66	\$3,106.48
13-Jan	*	*	*	*	*	*
13-Feb	*	*	*	*	*	*
13-Mar	3/20/2013	2,918.46	4,357.47	285	*	\$7,560.93
13-Apr	*	*	*	*	*	*
13-May	5/8/2013	3,192.56	*	285	15.64	*
13-Jun	6/18/2013	3,462.99	*	142.5	7.8	3,613.29
	TOTAL	\$36,156.10	\$8,714.95	\$1,140.00	\$78.16	\$38,982.72
	AVG	3,013.01	726.25	95	6.51	3,248.56



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Director's Report for June 2014

DATE: July 21, 2014

Accomplishments

- Reviewed 18 staff performance evaluations and conducted three evaluation meetings.
- Met with caterer to secure venue and finalize menu for the annual Staff Appreciation & Recognition Dinner.
- Continued to meet with Ms. Dixie Shaw to discuss possible library programs.
- Met with PLFF's incoming President to provide information on PLFF and the President's roles.
- Met with President of Fieldman, Rolapp & Associates for information on bond/parcel tax information.
- Met with staff and strategic planning consultant to finalize strategic plan elements for presentation to the Library Board of Trustees at the July 21 meeting.

Meetings

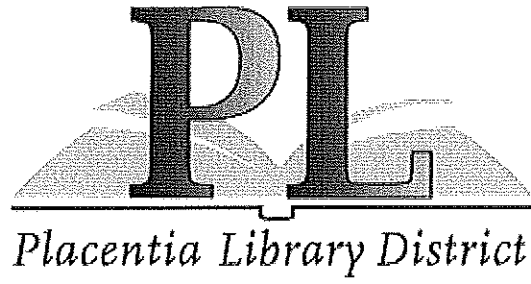
- Library Board of Trustees meeting – June 11 & 16
- Staff meeting – June 17
- Monday huddles – June 4, 16 & 23
- PLFF meetings – June 9
- Supervisor's meetings – June 4
- eXPLORE meeting – June 19
- Click Consulting – June 24
- Santiago Library System Executive Council – June 10
- Rotary – June 12
- CSL Digital Task Force – June 18 & 23
- Vendor meetings – June 4
- Performance Evaluation meetings – June 5 & 24

Training/Workshop/Conference

- American Library Association – June 26 – July 1

Community Events / Functions

- Rotary Cowabunga – June 7
- Thank You Luncheon for PLFF – June 16
- Screening of "Happy" Video – June 16
- PLFF Chipotle Fundraiser – June 18



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Lori Worden, Children’s Services Supervisor
SUBJECT: Children’s Services Monthly Activity Report for June 2014
DATE: July 21, 2014

MONTHLY STATISTICS

Childrens Desk Activity

	June 2014	June 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Phone reference:	46	49	465	426	9.15%
In person reference/research:	970	883	9758	9930	-1.73%
Total Reference	1016	932	10123	10356	-2.25%
Total Number of Programs	29	29	452	481	-6.03%
Total Programs Attendance	4167	3249	21,179	19419	9.06%

PROGRAM STATISTICS

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Read to the Dogs	1	20
F.I.R.S.T.	1	19
Preschool Story Times I & II: 3-6 years	4	142
Pocket Tales: Stories, music, and movement.	2	58
Lap Sit 24 months & younger	2	126
Family Game Day	1	24
Homework Club	4	32
P-TAC	1	16
6/2-3 Melrose Elementary SRP Site Visits	2	654
6/3 & 6/5 Tynes Elementary SRP Site Visits	2	280
6/4 Wagner Elementary SRP Site Visit	1	399
6/7 Teen Volunteer Orientation & Training	1	36

6/9 Van Buren Elementary SRP Site Visit	1	609
6/10 Sierra Vista Elementary SRP Site Visit	1	298
6/18 SRP Blast-off!	1	125
6/22 SRP Kickoff!	1	50
6/25 SRP Drawing Secrets... Revealed!	1	160
6/26 YA SRP Extraordinary Pet Tricks	1	26
6/30 SRP Total Registrations	1	1,093
Total June 2014	29	4,167
Total June 2013	29	3,249
Current FY to date	452	21,179
Previous FY to date	450	19,419

Achievements:

- Lori Worden attended the Placentia Round Table Women' Club meeting on June 4 and was introduced as a new member.
- Brenda Ramirez completed plans for the Children's Paws to Read and the preschool Puppy Paws Summer Reading Programs.
- Coleen Wakai completed plans for the teen Summer Reading Program.
- SJSU library school student Maria Espinoza began her summer internship in the Children's dept. of the library. She plans to work 135 hours in the Children's dept. and complete her internship in August. She is concentrating on Children's programming and collection development.
- Brenda Ramirez and Lori Worden completed visits to area PYLUSD elementary schools to encourage children to participate in this summer's reading program.
- Children's staff made plans for Fall 2014 and Winter 2015 programming and submitted our programs for inclusion in the upcoming eXPLORE newsletter.
- Children's staff attended planning meetings for the library's Five Year Strategic Plan.
- Lori Worden completed annual performance evaluations for Children's staff.
- Coleen Wakai and Lori Worden assisted with the Summer Reading Program Kick-off.
- Lori Worden attended the American Library Association conference in Las Vegas.
- Children's staff purchased materials with PLFF gap funds for the children's and teen collections. Lori Worden also purchased Common Core materials with Califa funds.

In progress:

- Children's staff members are conducting the Summer Reading Program and events for children and teens.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Nadia Dallstream, Adult Services Supervisor

SUBJECT: Adult Services Report for June 2014

DATE: July 21, 2014

MONTHLY STATISTICS**Reference Desk Activity**

	June 2014	June 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Reference -- in person	860	931	9,242	11,573	-20.14%
Reference -- telephone	323	355	3,726	4,371	-14.76%
Reference -- email/chat	0	1	27	32	-15.63%
Technology assistance	339	439	6,170	5,114	20.65%
Guest passes	251	165	2,058	1,654	24.43%
Adult and Children's computer use (desktops)	2,163	2361	28,315	30,225	-6.32%
Adult computer usage (desktop)	1,925	1991	24,341	25,787	-5.61%
Public computer use (express laptops)	635	219	1,774	3,472	-48.91%
Adult Program Attendance	88	198	2,231	1,824	22.31%
Number of Adult Programs	8	8	114	93	22.58%

Adult Services Programs

	June 2014
June 10, 2014 Book Discussions: <i>My Beloved World</i> (Killianey)	11
June 10, 2014 Computer Workshop: Microsoft Word: Basics and Beyond (Killianey)	8
June 12, 2014 Adult Conversation Club (Faber)	3
June 17, 2014 Computer Workshop: Microsoft Word: Basics and Beyond (Killianey)	5
June 22, 2014 Summer Reading Program Kick Off: Paws to Read (Faber & Townsend)	50
June 24, 2014 Computer Workshop: Google Beyond the Search Box (Killianey)	7
June 26, 2014 Adult Conversation Club (Faber)	1
June 12, 2014 Adult Literacy and Volunteer Orientation (Faber & Townsend)	3
Total Program Attendance	88

Volunteer Hours

	June 2014	June 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room	0	0	36	268	-86.57%
PLFF	507	529.75	6570.25	5505	19.35%
General Library	414	636.5	5612.5	4797.5	16.99%
Technology	39	29.5	484	925.5	-47.70%
Homework Club	18	16.5	803.25	913.5	-12.07%
Adult Literacy Tutors	68.75	31.5	814.45	600.75	35.57%
PTAC	128.5	122.25	1612.75	1591	1.37%
Summer Reading Program	440	403.25	1920.5	1716.5	11.88%
Total Volunteer Hours	1615.25	1769.25	17853.7	16317.75	9.41%

History Room Activity

	June 2014	June 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
History Room Visitors	18	9	104	85	22.35%

Adult Literacy

	June 2014
Number of Tutors	14
Number of Students	19
Total Number of Participants	33

Computer Literacy

	June 2014
Number of Tutors	2
Number of Students	2
Total Number of Participants	4

ACHIEVEMENTS

- *Katie Matas, Nadia Dallstream and Venessa Faber* created new book trough displays.
- *Wendy Townsend* completed weeding the 300's collection.
- *Nadia Dallstream, Jeannie Killianey, Venessa Faber and Wendy Townsend* participated in the library promotional video.
- *Venessa Faber* completed the weeding of the paperbacks, and the Nonfiction 100s and 200s.
- *Jeannie Killianey* promoted the library's YouTube video to the California library community via the CALIX listserv and wrote a press release for the premier.
- *Venessa Faber* created and sent a Constant Contact e-mail to promote the Reading=Happy Video.
- *Jeannie Killianey* created the Summer Reading Program display window.
- *Katie Matas* updated the messages on the telephone that included the new hours.
- *Wendy Townsend, Venessa Faber, Katie Matas, Jeannie Killianey and Nadia Dallstream* decorated the Library for the Adult Summer Reading Program.

- *Wendy Townsend, Venessa Faber, Katie Matas, Jeannie Killianey and Nadia Dallstream* participated in the PLFF Thank You Luncheon.
- *Nadia Dallstream* coordinated the PLFF Thank You Luncheon.
- *Venessa Faber* trained 3 new literacy tutors.
- *Nadia Dallstream* picked up yearbooks from 8 local schools for inclusion in the Library's History Room collection.
- *Nadia Dallstream* accepted the position of Chairperson for the Adult Services SLS Group for a one-year term.
- *Nadia Dallstream* completed 2 Adult Service's Staff Evaluations.
- *Nadia Dallstream* submitted student portion of LSTA PLSEP grant information and successfully completed a MLIS course on Human Resources.

MEETINGS

- *Nadia Dallstream* attended the Sirsi Dynix Meeting on BlueCloud for the library's Horizon ILS on June 5th.
- *Nadia Dallstream* attended 3 Supervisor/Manager Meetings.
- *Nadia Dallstream* attended the Adult Services SLS Meeting on June 17th.
- *Nadia Dallstream, Katie Matas, Venessa Faber and Wendy Townsend* attended the Staff Meeting on June 17th.
- *Jeannie Killianey and Nadia Dallstream* met 1 time.
- *Katie Matas and Nadia Dallstream* met 1 time.
- *Nadia Dallstream, Coleen Wakai and Katie Matas* 3 times to work on the Strategic Plan.
- *Nadia Dallstream* met with the Business Manager and Circulation Supervisor to discuss Adult Program Registration on June 18th.
- *Nadia Dallstream, Venessa Faber, Wendy Townsend, Jeannie Killianey and Katie Matas* participated in the staff Strategic Planning Meeting on June 20th.
- *Jeannie Killianey and Brenda Ramirez* met 1 time to plan out the display case for SRP.
- *Wendy Townsend, Katie Matas, Nadia Dallstream and Jeannie Killianey* attended Adult Services meetings on June 9th.
- *Wendy Townsend* attended Kiwanis meetings on June 5th, 12th, 19th & 26th.
- *Wendy Townsend* attended the Employee Appreciation Dinner committee meetings on June 3rd and 18th.
- *Venessa Faber* met with the Strategic Planning/Public Relations group on June 7th and 14th.
- *Venessa Faber, Coleen Wakai and Lori Worden* met to discuss SRP Kickoff on June 4th, 12th, and 19th.
- *Venessa Faber* attended the Placentia Round Table Women's Club on June 4th.
- *Venessa Faber* assisted with the Children's Library Assistant Interviews on June 17th.
- *Wendy Townsend* met with the Program Strategic Planning group 3 times.
- *Wendy Townsend* met with Yesenia to discuss the Placentia Community Foundation grant on June 24th.
- *Wendy Townsend* attended the Placentia Historical Committee meeting on June 24th.
- *Nadia Dallstream* met with the Library Director on June 24th to discuss the annual performance review.
- *Nadia Dallstream* met with the Library Director, Circulation Supervisor, Business Manager and Bibliotheca representatives to discuss RFID process basics on June 19th.
- *Nadia Dallstream* met with Library Director and Children's Supervisor to discuss long-term cross-training possibility on June 25th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Placentia Library Website & Technology Report for June 2014
DATE: July 21, 2014

On-line database usage

	June 2014	Onsite Usage 6/14	Remote Usage 6/14	June 2013	Y-T-D 2012-13	Y-T-D 2011-12	Y-T-D % change
Placentia Library Catalog	17,681	N/A	N/A	15,133	177,172	207,354	-15%
General Reference Center	51	19	32	53	975	829	18%
Biography In Context	12	9	3	3	377	199	89%
Opposing Viewpoints	6	6	0	5	1,224	187	555%
Freegal	561	N/A	N/A	504	6,611	4,416	50%
Heritage Quest	301	N/A	N/A	448	4,884	6,086	-20%
Novelist	54	N/A	N/A	63	394	651	-39%
Shmoop	1	N/A	N/A	2	219	129	70%
Tumblebooks	544	N/A	N/A	536	5,281	5,855	-10%
Reference USA	216	N/A	N/A	485	3,908	2,039	92%
TOTAL DATABASE USAGE	19,427	34	35	17,232	201,045	227,745	-12%

Website Traffic

	June 2014	June 2013	Y-T-D 2013-14	Y-T-D 2012-13	Y-T-D % change
Website visits	23,335	20,923	251,386	255,690	-2%
Page Hits	39,100	39,172	462,114	466,351	-1%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: July 21, 2014

BACKGROUND

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

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

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

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

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

At the June 16, 2014 Library Board of Trustees meeting, Mr. Adam Bauer from Fieldman, Rolaap & Associates presented analysis on general obligation bond. The Library Board of Trustees directed staff to obtain additional information from Mr. Bauer including costs for his service, the processes involved in a bond ballot, and architectural service.

Presentations will be made by Mr. Bauer, Mr. Steve Wilkerson from HMC Architects and Mr. John Chraska from everylibrary.org. Mr. Chraska will be available via video calling, skype.

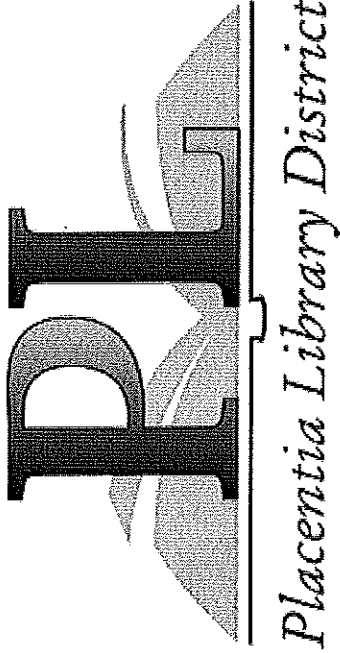
Attachment A is Mr. Bauer's presentation

Attachment B is Mr. Wilkerson's presentation

Fiscal Impact: To be determined

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



General Obligation Bond Follow-up Conversation

July 21, 2014

Library Expansion Architect Review

Option	Description
1	Renovate Existing Facility
2	Renovate Existing Facility and expand single story construction
3	Renovate Existing Facility and Expand with 2-story construction

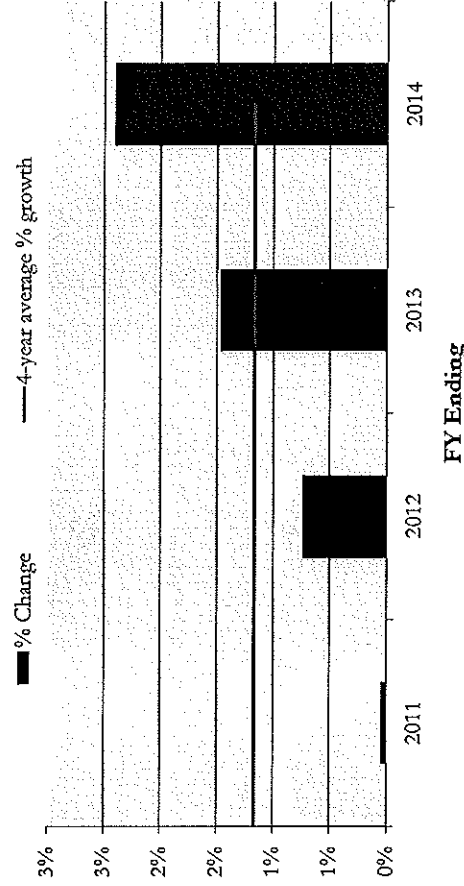


Historical Assessed Valuation

FY Ending	Assessed Valuation ⁽¹⁾	% Change
2010	5,036,070,386	-
2011	5,038,696,534	0.05%
2012	5,076,158,968	0.74%
2013	5,150,716,907	1.47%
2014	5,274,784,691	2.41%
4-yr Average:		1.17%

⁽¹⁾Total Before Redevelopment Increment

Historical % Change in Total Assessed Value



Fiscal Year	Assessed Value	Factor	Bonding Capacity	Outstanding Principal as of 7/21/14	Remaining Capacity as of 7/21/14
2013-14	5,274,784,691	1.25%	65,934,809	-	65,934,809

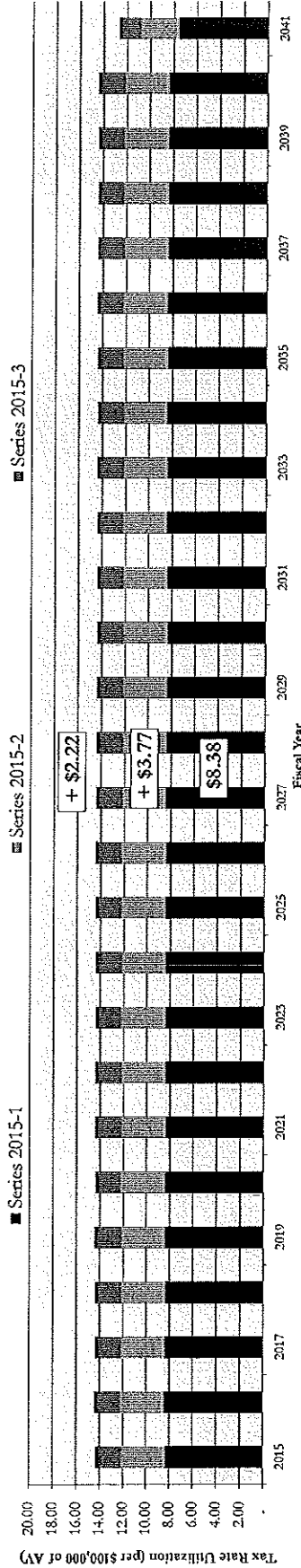




Potential 2014 General Obligation Bond Election

- Upon a successful November 2014 election, the Library District would only require a tax rate of \$8.36, \$12.15 or \$14.37 per \$100,000 of Assessed Value, respectively, to finance \$10.0, \$14.6 or \$17.3 million in projects over 27 years using only Current Interest Bonds

2014 GO Bond Election Estimated Tax Rates⁽¹⁾⁽²⁾



Series 2015			
	Scenario 1	Scenario 2	Scenario 3
Issue Date	2/1/2015	2/1/2015	2/1/2015
Par Amount	10,265,000	14,900,000	17,625,000
Project Amount	10,000,000	14,600,000	17,300,000
Final Maturity Date	8/1/2041	8/1/2041	8/1/2041
Percentage of CIBs	100%	100%	100%
Percentage of CABs	0%	0%	0%
Repayment Ratio	1.93	1.93	1.93

⁽¹⁾ Assumes 3% growth for FY 14-15 and 3.50% every year thereafter.

⁽²⁾ Assumes 10-year average MMD 'A' scale per maturity.



Finance Team Members and Role

- Issuer
 - Central actor – legal entity that is borrowing money by issuing bonds
 - Financing is being accomplished by and for the Issuer
- Bond Counsel
 - Provides legal parameters and guidelines to Library District and Financing Team
 - Drafts legal documents pursuant to which debt is issued/secured
 - Provides the legal opinion stating that debt is exempt from federal and state income taxes (California)
- Disclosure Counsel
 - Assists the Library District in fairly disclosing all pertinent facts related to the debt offering

Finance Team Members and Role

- Financial Advisor
 - Prepares, advises and assists in the execution of financing plans
 - Serves as organizer of the debt
 - Negotiates bond parameters on behalf of Library District
 - Advises on structure of debt
 - Advises on term and call features
 - Analyze and make recommendations about alternative financing techniques
 - Negotiates on behalf of issuer
 - Does not purchase or underwrite debt
 - Services as primary spokesperson with the rating agencies
 - Recommends timing and sale of Bonds
 - Has a fiduciary responsibility

Finance Team Members and Role

- Underwriter
 - Purchases debt with the intent to resell to investors
 - In a negotiated sale the underwriter is hired early in the process and assists the Library District and other members of the financing team
 - Does not have fiduciary responsibility
- Communication Consultant
 - Hired by the Library District to conduct public Outreach
- Campaign Consultant
 - Works directly with the campaign, legal and financial team to determine most successful strategy to win bond election

Preliminary Schedule

Preliminary Schedule for Considering a General Obligation Bond Measure

Phase	Description
1	Exploration
2	Campaign
3	Bond Sale

GO Bond Measure Phase I (Exploration)

Description	Cost
Public Opinion Survey	\$15,000-\$20,000
Consulting (monthly)	
(4) = 2014	\$5,000/month
(12) = 2015	
(3-7) = 2016	
Newsletter (15,000)	\$7,400
Post Card Mailings	
(2 rounds @ 15,000 copies)	\$13,400
Architectural (TO GET UPDATE)	\$5,000
Total	TBD based on number of months



GO Bond Measure Phase 2 (Campaign)

Description	Cost
Post Card Mailings (1 round @ 15,000 copies)	\$6,700 x 1 = \$6,700
Consulting (monthly)	\$5,000 x 3 = \$15,000
Total	\$21,700



GO Bond Measure Phase 3 (Bond Sale)

Description	Cost
Underwriter*	\$50,000-\$105,000
Bond Counsel	\$55,000
Disclosure Counsel	\$25,000
Financial Advisor	\$60,000
Data Services	\$2,000
Printer	\$3,000
Total	\$195,000-\$250,000

*Depends on amount of Bonds issued.
Note: All costs are contingent on Bond sale.





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PLACENTIA LIBRARY RENOVATION/EXPANSION

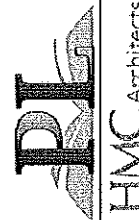
PLACENTIA LIBRARY DISTRICT CONCEPTUAL PROJECT COST OPTIONS



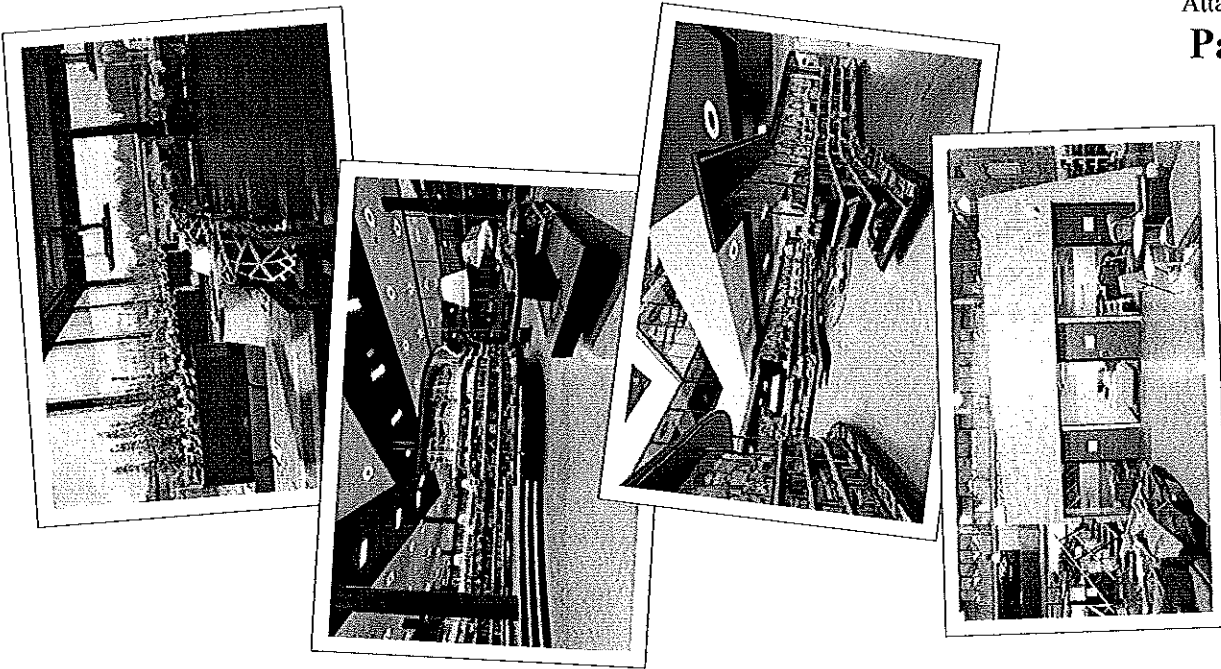
411 E. CHAPMAN AVE., PLACENTIA, CA, 92670 | HMC Architects

“Dedicated for the cultural enrichment of the citizens of Placentia”

September 1974 Placentia Library Dedication
Ray Bradbury, author and guest speaker



PRELIMINARY RENOVATION / EXPANSION SCOPE STATEMENTS



- The existing Library built in 1973, opened in 1974, in a single story 27,400 SF masonry shear wall structure, as part of the Placentia Civic Center Complex along with City Hall and Police Department. The original facility experienced minor damage from the Whittier earthquake in 1987 and China earthquake in 2008 but essentially the majority of the Library is in its original condition. The Placentia Library has served the community admirably over the past 40 years but is in need of renovation and potential expansion to keep up with new programs and technology demands in the delivery of its services. The Library Director commented, "there is a desire to have the interior be a contemporary, light filled space that is transparent and inviting to the larger community."
- The client likes the acoustical wood treatment above the circulation desk area and gave examples of desired renovation finish level. (see far right)
- Board Meeting on July 21st. Cost options include:
 - 1) Renovation only of existing 27,400 one story facility with no expansions. 2) Single story additions expanding 7,700 SF along with a renovation / reconfiguration of the existing 27,400 SF. 3) Two story addition expanding 9,000 SF along with a renovation / reconfiguration of the existing 27,400 SF and 4) Two story addition expanding 15,000 SF along with a renovation / reconfiguration of the existing 27,400 SF. Costs shall include hard and soft costs with contingencies for total project costs.
- September 2019 Move-In desired. Interim housing during construction is a consideration.
- Expand Multipurpose / Board Room from 100 seating capacity to 300 depending on available space to expand
- Provide an enhanced themed Story Time Area in the Children's Reading Area
- More Group Study Rooms are needed
- Provide a Maker Room approximately 400 SF for various types of crafts and assembly activities
- Provide an Outdoor Covered Patio for reading and activities
- Upgrade Wi-Fi capabilities to have a strong evenly dispersed signal throughout the Library
- Less need for printed materials, more emphasis on electronic media and online resources
- Provide lower bookshelves for easier supervision and access to books.
- More computers needed throughout, iPads (10) and Laptops can be checked out
- Provide copy and scanning area
- Staff Count: 30 (11 full time; 19 part time and on-call)
- Passport Office needs to expand from 1 desk to 4
- ADA compliance required throughout
- Sustainability and LEED Certification to be considered
- Placentia History Room needs visual access from adjacent Office
- RF conveyor belt checkout system needed
- Single point service desk model for Library. Central versus Decentralized staff
- Replace and upgrade electrical service and HVAC system
- Provide Honor System Bookstore, Office and Storage. Consolidate separate existing spaces into one contiguous area
- Computer Room and Staff Lounge have been recently remodeled.
- Improve Display features
- Rebuild Storage Shed at loading dock area. Possibly rethink the delivery and trash area
- Relocate Drop Box
- Staff and Volunteers to have lockers
- If Expansions are provided then the Parking area expands approximately 40-75 stalls per code. City Planning Department needs to be consulted to assess allowable expansion area
- Existing Environmental Impact Report, Title Report, Plans, Studies and Reports should be reviewed if available.

PROJECT DESCRIPTION

In Option 1, a Renovation Only approach is modeled into three levels of renovation: Light, Moderate and Heavy. Light Renovation is basically a minor cosmetic renovation concentrating on updating finish materials, components and limited upgrading of various building systems. Moderate Renovation anticipates further replacement of finishes and building systems with minor reconstruction of interior spaces. A Heavy Renovation is characterized by a more comprehensive replacement and upgrade of finishes, building systems and interior reconstruction.

A Heavy Renovation is shown as the minimum level in the summary below. The Renovation Only approach does not include any expansion of the existing spaces, and therefore may or may not, satisfy anticipated program improvements of the Library. Unknown items could be discovered as the planning process moves forward such as a structural seismic retrofit requirement or having to abate a large amount of hazardous materials; therefore, contingencies are built into the summaries to help account for such unknowns at this point in the process.

A Site Allowance is provided for potential infrastructure improvements, covered patio, drop box relocation, limited landscape and paving improvements. The conceptual assumptions provided are based on preliminary information and could change as more information is made available to HMC.

CONCEPTUAL PROJECT COST SUMMARY

CONCEPTUAL COSTS SHOWN BELOW ARE PROJECTED THROUGH CONSTRUCTION 2018						
CONSTRUCTION COST	COST/S.F.	BLDG. S.F.	SUBTOTAL	SITE ALLOWANCE	20% CONTINGENCY	TOTALS
Light Renovation	\$ 200	27,400	\$ 5,480,000	\$ 375,000	\$ 1,171,000	\$ 7,026,000
Moderate Renovation	\$ 230	27,400	\$ 6,302,000	\$ 375,000	\$ 1,335,400	\$ 8,012,400
Heavy Renovation	\$ 250	27,400	\$ 6,850,000	\$ 375,000	\$ 1,445,000	\$ 8,670,000
			SUBTOTAL			\$ 8,670,000
30% SOFT COST						\$ 2,601,000
architectural and engineering fees, site utility survey, furniture and equipment costs, financial reserves, regulatory agency fees, design review fee, environmental impact report and CEQA update fees, bidding, legal, reimbursables, etc.						
5% PROJECT CONTINGENCY						\$ 563,550
			SUBTOTAL			\$ 11,271,000
			CONCEPTUAL PROJECT COST TOTAL			\$ 11,834,550

Cost allocations could be adjusted to Library's risk tolerance



OPTION 1: RENOVATION OF EXISTING FACILITY ONLY

PLACENTIA LIBRARY RENOVATION / EXPANSION CONCEPTUAL PROJECT COST OPTIONS

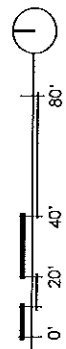
JULY 21, 2014

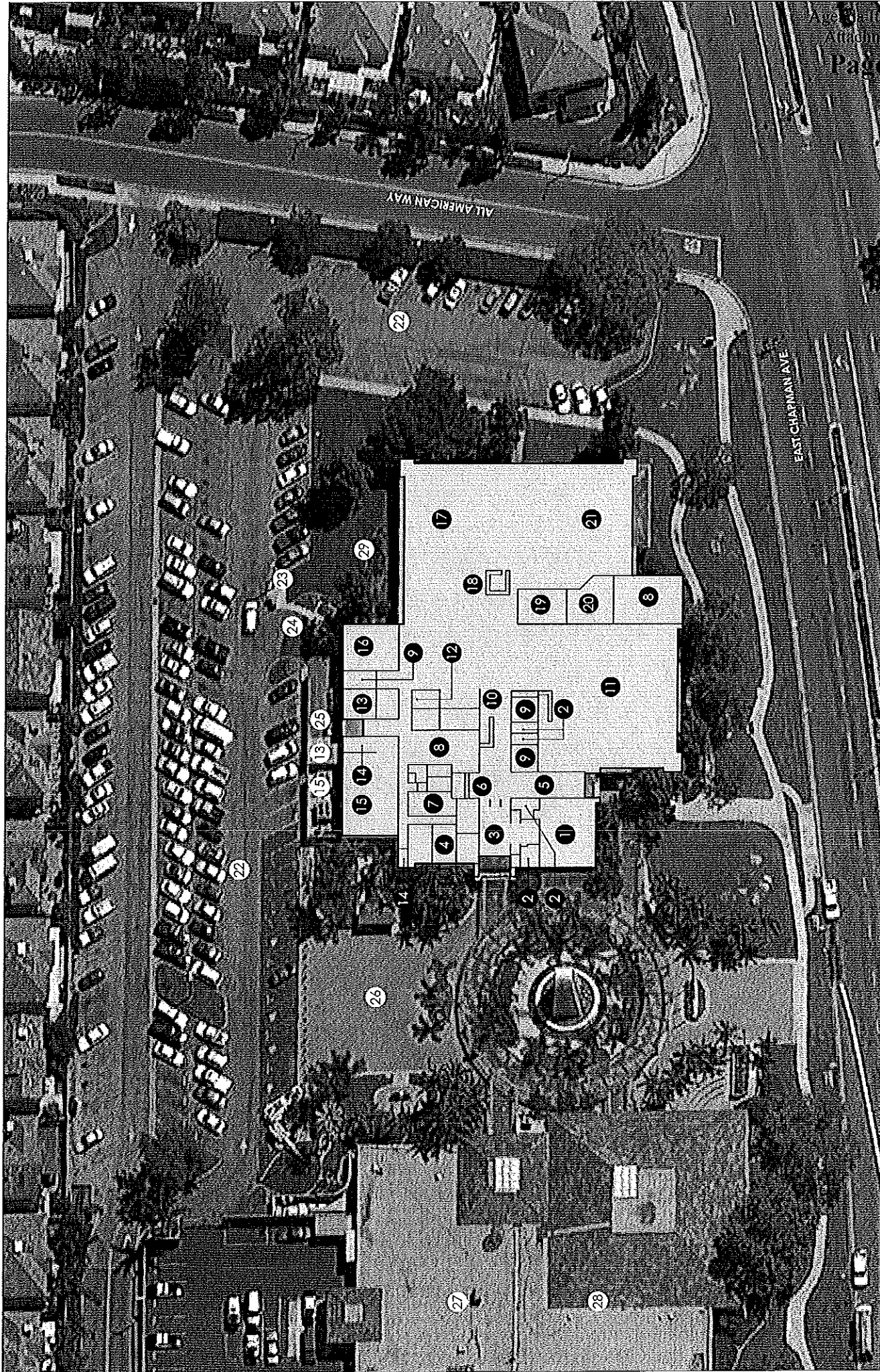
LEGEND

1/	MULTIPURPOSE / BOARDROOM
2/	RESTROOM
3/	LOBBY/ CONTROL POINT
4/	ADMINISTRATION
5/	BOOKSTORE
6/	CIRCULATION
7/	STAFF LOUNGE
8/	STAFF WORKROOM
9/	OFFICE
10/	CHECK-OUT
11/	CHILDREN'S AREA
12/	PASSPORTS
13/	STORAGE
14/	ELECTRICAL
15/	MECHANICAL
16/	PLACENTIA HISTORY ROOM
17/	ADULT AREA
18/	REFERENCE DESK
19/	COMPUTER LAB
20/	GROUP STUDY
21/	TEEN AREA
22/	PARKING
23/	DROP BOX
24/	DELIVERIES / TRASH PICK-UP
25/	LOADING DOCK
26/	CIVIC CENTER PLAZA
27/	POLICE
28/	CITY HALL
29/	POTENTIAL COVERED PATIO

EXISTING PARKING COUNTS: 183

STANDARD	138
ACCESSIBLE	5
ELECTED OFFICIAL	7
SHORT TERM	18
RESERVED	19
CAR POOL	1





PROJECT DESCRIPTION

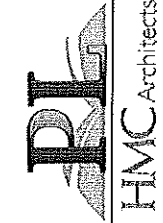
The approach in Option 2 anticipates a Single Story Expansion in various areas of the Library combined with Renovating the Existing Library Facility to address program needs. In contrast to Option 1, a Moderate Renovation in lieu of Heavy is anticipated due to combining an expansion of existing spaces to help satisfy new program requirements. A Heavy Renovation may still be desired and possibly needed by the Library but a Moderate Renovation is assumed at this point due to the best information made available. Unknown items could be discovered as the planning process moves forward such as a structural seismic retrofit requirement or having to abate a large amount of hazardous materials which could alter the decision to potentially go to a Heavy Renovation. Contingencies are built into the summaries to help account for such unknowns at this point in the process.

A Site Allowance similar to Option 1 is provided in Option 2. The difference in Option 2 is, as the Library expands in size it also triggers a code requirement for additional parking to be provided. The site is presumably built out so it is not currently clear how this requirement would be addressed. Further discussion is needed with the City Planning Department to help determine shared parking assignments, requirements and if an expansion is allowed. A code analysis discussion with the City will be needed to determine the allowable expansion size permitted by code. The conceptual assumptions provided are based on preliminary information and could change as more information is made available to HMC.

CONCEPTUAL PROJECT COST SUMMARY

CONCEPTUAL COSTS SHOWN BELOW ARE PROJECTED THROUGH CONSTRUCTION 2018				
CONSTRUCTION COST	COST/S.F.	BLDG. S.F.	SUBTOTAL	TOTALS
Single-Story Expansion	\$ 360	7,700	\$ 2,772,000	\$ 3,596,400
Moderate Renovation	\$ 230	27,400	\$ 6,302,000	\$ 8,012,400
30% SOFT COST				\$ 3,482,640
				SUBTOTAL \$ 11,608,800
				\$ 3,482,640
				SUBTOTAL \$ 15,091,440
5% PROJECT CONTINGENCY				\$ 754,572
				TOTAL CONCEPTUAL PROJECT COST \$ 15,846,012

Cost allocations could be adjusted to Library's risk tolerance



OPTION 2: SINGLE STORY EXPANSION AND RENOVATION OF EXISTING FACILITY

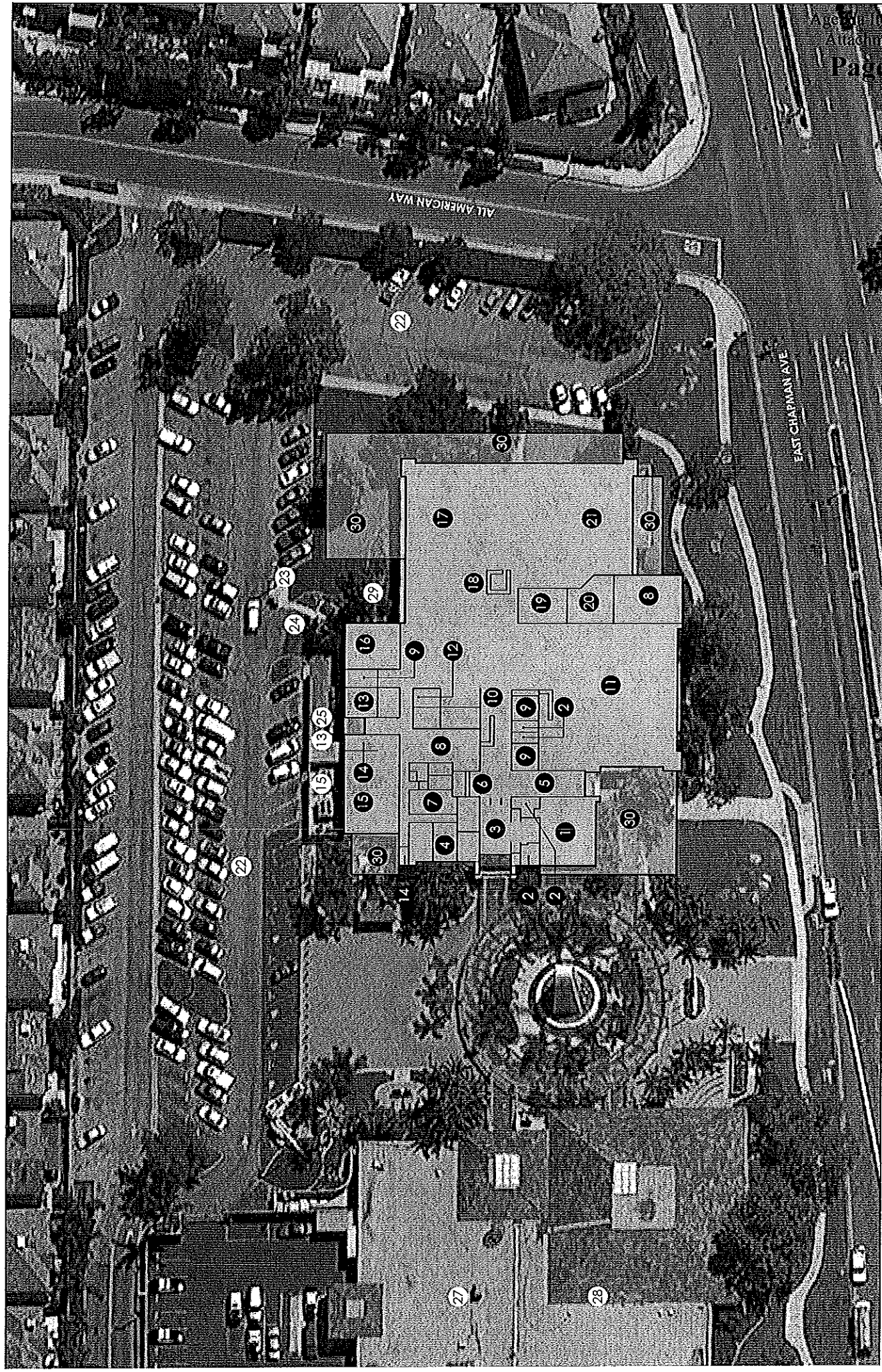
PLACENTIA LIBRARY RENOVATION / EXPANSION CONCEPTUAL PROJECT COST OPTIONS

JULY 21, 2014

- LEGEND**
- 1/ MULTIPURPOSE / BOARDROOM
 - 2/ RESTROOM
 - 3/ LOBBY/ CONTROL POINT
 - 4/ ADMINISTRATION
 - 5/ BOOKSTORE
 - 6/ CIRCULATION
 - 7/ STAFF LOUNGE
 - 8/ STAFF WORKROOM
 - 9/ OFFICE
 - 10/ CHECK-OUT
 - 11/ CHILDREN'S AREA
 - 12/ PASSENGERS
 - 13/ STORAGE
 - 14/ ELECTRICAL
 - 15/ MECHANICAL
 - 16/ PLACENTIA HISTORY ROOM
 - 17/ ADULT AREA
 - 18/ REFERENCE DESK
 - 19/ COMPUTER LAB
 - 20/ GROUP STUDY
 - 21/ TEEN AREA
 - 22/ PARKING
 - 23/ DROP BOX
 - 24/ DELIVERIES / TRASH PICK-UP
 - 25/ LOADING DOCK
 - 26/ CIVIC-CENTER PLAZA
 - 27/ POLICE
 - 28/ CITY HALL
 - 29/ POTENTIAL COVERED PATIO
 - 30/ POTENTIAL EXPANSION AREA

- EXISTING PARKING COUNTS: 183**
- STANDARD 138
 - ACCESSIBLE 5
 - ELECTED OFFICIAL 7
 - SHORT TERM 13
 - RESERVED 19
 - CAR POOL 1
- POTENTIAL ADDITIONAL PARKING REQUIRED: 39**





PROJECT DESCRIPTION

A Two Story Expansion is combined with a Moderate Renovation of the Existing Library Facility in the Option 3 approach. As mentioned before, a Moderate Renovation in lieu of Heavy is anticipated due to combining an expansion of the existing facility to help satisfy new program requirements. A Heavy Renovation may still be desired and possibly needed by the Library but a Moderate Renovation is assumed at this point due to the best information made available. Unknown items could be discovered as the planning process moves forward such as a structural seismic retrofit requirement or having to abate a large amount of hazardous materials which could alter the decision to potentially go to a Heavy Renovation. Contingencies are built into the summaries to help account for such unknowns at this point in the process.

A Site Allowance similar to Option 2 is provided in Option 3. The difference in Option 3 is that there could potentially be additional landscape area needing renovation when construction is completed. Similarly, as the Library expands in size it also triggers a code requirement for additional parking to be provided. The site is presumably built out so it is not currently clear how this requirement would be addressed. Further discussion is needed with the City Planning Department to help determine shared parking assignments, requirements and if an expansion is allowed. A code analysis discussion with the City will be needed to determine the allowable expansion size permitted by code. The conceptual assumptions provided are based on preliminary information and could change as more information is made available to HMC.

CONCEPTUAL PROJECT COST SUMMARY

CONCEPTUAL COSTS SHOWN BELOW ARE PROJECTED THROUGH CONSTRUCTION 2018						
CONSTRUCTION COST	COST/S.F.	BLDG. S.F.	SUBTOTAL	SITE ALLOWANCE	20% CONTINGENCY	TOTALS
Two-Story Expansion	\$ 475	9,000	\$ 4,275,000	\$ 240,000	\$ 903,000	\$ 5,418,000
Moderate Renovation	\$ 230	27,400	\$ 6,302,000	\$ 375,000	\$ 1,335,400	\$ 8,012,400
30% SOFT COST						\$ 13,430,400
architectural and engineering fees, site utility and topography survey, furniture and equipment costs, financial reserves, regulatory agency fees, design review fee, seismic study, environmental impact report and CEQA update fees, bidding, legal, reimbursables, etc.						\$ 4,029,120
5% PROJECT CONTINGENCY						\$ 872,976
Cost allocations could be adjusted to Library's risk tolerance						\$ 18,332,496



OPTION 3: TWO-STORY EXPANSION AND RENOVATION OF EXISTING FACILITY

PLACENTIA LIBRARY RENOVATION / EXPANSION CONCEPTUAL PROJECT COST OPTIONS

JULY 21, 2014

LEGEND

1/	MULTIPURPOSE / BOARDROOM
2/	RESTROOM
3/	LOBBY/ CONTROL POINT
4/	ADMINISTRATION
5/	BOOKSTORE
6/	CIRCULATION
7/	STAFF LOUNGE
8/	STAFF WORKROOM
9/	OFFICE
10/	CHECK-OUT
11/	CHILDREN'S AREA
12/	PASSPORTS
13/	STORAGE
14/	ELECTRICAL
15/	MECHANICAL
16/	PLACENTIA HISTORY ROOM
17/	ADULT AREA
18/	REFERENCE DESK
19/	COMPUTER LAB
20/	GROUP STUDY
21/	TEEN AREA
22/	PARKING
23/	DROP BOX
24/	DELIVERIES / TRASH PICK-UP
25/	LOADING DOCK
26/	CIVIC-CENTER PLAZA
27/	POLICE
28/	CITY HALL
29/	POTENTIAL COVERED PATIO
30/	POTENTIAL EXPANSION AREA

EXISTING PARKING COUNTS: 183

STANDARD	138
ACCESSIBLE	5
ELECTED OFFICIAL	7
SHORT TERM	13
RESERVED	19
CAR POOL	1
POTENTIAL ADDITIONAL PARKING REQUIRED:	45



