

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

December 21, 2015 Community Meeting Room

3.5	Statement:	Application of the state of the
Placentia minds, an	Library District provides lifelong learning and reading opportured bring our community together.	nities that inspire, open
The Cent	tennial Vision Statement: on of the Trustees is intended to help celebrate the 100-year anni	versary of the District.
<u>m</u>	We will be the place where the community "sees and experience and premier programming.	
Ш	We will renovate and expand our Library.	可以完成的NA#實際資金等(1998
മ	We will remain financially self-sufficient.	i de dinase di Servata dinasera di
<u> </u>	We will seek strong community support.	West of the range for the second seco
Ω	We will reach our community with an active marketing plan.	State of the State
1 100 (100	We will increase the percentage of our operating budget that supremier collection in Orange County.	ipports establishing the
Ф	We will plan for maintaining our qualified and professional sta	iff. The anneady was the second of the second

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

Call to Order

Library Board President

2. Roll Call Recorder

Adoption of Agenda 3.

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

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Oral Communications 4.

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

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, when we would be added to the control of the control of a place and the

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,

- Library Director Report ... And the second control of the second c 7.
- 8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation:

Library Director

Recommendation: Approve by Motion Research the statement alice to th

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. and the first consideration of the primary was discussed in a first and

Minutes of the November 16, 2015 Library Board of Trustees Date Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 13)

- Nonstandard Claims in excess of \$300. (Receive & File and Approve)
- Claims forwarded by the Library Director and Library Trustees. (Receive & File and Approve) 11.
- Current Claims and Payroll. (Receive & File and Approve) 12.
- FY2014-2015Cash Flow Analysis through November2015; the Schedule of Anticipated Property Tax 13. Revenues for FY2014-2015 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 14 - 17)

- Financial Reports for November 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- Balance Sheet for November 2015. (Receive & File) 15.
- Acquisitions Report for November 2015. (Receive & File) 16.
- 17. Entrepreneurial Activities Report for November 2015. (Receive & File)

GENERAL CONSENT REPORTS (Items 18 – 20)

- Personnel Report for November 2015. (Receive, File, and Ratify Appointments)
- Circulation Report for November 2015. (Receive & File) 19.

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

STAFF REPORTS (Items 21 – 24)

- 21. Administration Report for November 2015.
- 22. Children's Services Report for November 2015.
- 23. Adult Services Report for November 2015.
- 24. Placentia Library Web Site & Technology Report for November 2015.

NEW BUSINESS

- Selection of Date and Time for Regular Board Meetings for 2016: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2016.
- 26. Election of Board Officers:

Incumbents are indicated in parentheses.

President (Shkoler)

Secretary (Martin)

27. Appointment of Library Board Representatives for 2016 by the Board President:

Incumbents are in parentheses.

- Representative to Special District Local Area Formation Commission (LAFCO) (Trustee Carline), Secretary Martin as alternate.
- Representative to the Orange County Council of Governments (Trustee DeVecchio)
- Representative to the Placentia Library Friends Foundation (PLFF) (Trustee Carline), Secretary Martin as alternate.
- Representative to the Independent Special District of Orange County (*Trustee DeVecchio*), Secretary Martin as alternate.
- Personnel Committee (President Shkoler and Trustee Carline)
- 28. Authorization to Continue Providing Full Healthcare coverage for Beatrice Quintanar for December 2015.
- Authorization to enter into an agreement with Sam McBane Mulford, Strategist, to facilitate Centennial Facility Plan meetings.
- 30. Training Authorization for the "Who Does What? Best Practices in Board/Staff Relations" webinar on January 20, 2016.

ADJOURNMENT

- Agenda Preparation for the January Regular Date Meeting which will be held on Monday, January 18, 2016 unless re-scheduled by the Library Board of Trustees.
- 32. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

33. Adjourn

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 21, 2015 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 17, 2015.

Diane Warner, Administrative Assistant

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Placentia Library District

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PLACENTIA LIBRARY DISTRICT REGULAR DATE MEETING OF THE BOARD OF TRUSTEES

November 16, 2015

CALL TO ORDER

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THE THE RESIDENCE OF THE PERSON

President Shkoler called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 16, 2015 at 6:32pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

Guests: Marina Tutty, Financial Consultant for Placentia Library District

ADOPTION OF AGENDA

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

AYES:

Shkoler, Martin, Carline, DeVecchio, Minter

NOES:

None

ABSENT:

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None

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TRUSTEE & **ORGANIZATIONAL** REPORTS

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President Shkoler enjoyed participating at the Staff Appreciation Dinner in October 30th. (Item 5)

Secretary Martin also attended the Staff Appreciation Dinner in October 30th. (Item 6)

Trustee Carline enjoyed the Placentia Prayer Breakfast, attended the Staff Appreciation Dinner and the monthly PLFF meeting. (Item 6)

Trustee Minter shared that the November issues of American Libraries magazine focused on Trustees, represented Placentia Library at the City of Anaheim Mayor's Prayer Breakfast in October, and attended the October 13th OCLC meeting where the topics included new library projects. (Item 6)

Trustee Minter requested Library Administration confirm that annual ALA memberships are paid by the library for all Trustees. Trustee Minter has been paying for her own ALA membership for the past two years, including an extra amount for membership in ALA's Trustee group. (Item 6) 14.94公司1

Trustee DeVecchio also enjoyed the Staff Appreciation Dinner in October 30th. (Item 6)

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LIBRARY DIRECTOR REPORT

Library Director Contreras, along with the Public Services and Support Services Managers, attended the annual CLA Conference in Pasadena, State Librarian Luncheon, and CLA PRExcellence Award where the District received an award for the "Happy" video. Discussion topics included library MakerSpace options and financing options for the library's possible Centennial renovation. Director Contreras also attended the Placentia Prayer Breakfast and Staff Appreciation Recognition. (Item 7)

FRIENDS FOUNDATION REPORT OF A PROPERTY OF A SEC

Ginny Sanatar reported that the monthly PLFF "Second Sunday Sale" raised \$532 in November in only two hours - a record high. The Friends are working on publicity for the 2016 Authors Luncheon, with ticket prices at \$55 per person through January 31st and increasing to \$59 on February 1st. (Item 8)

CONSENT CALENDAR

Moved by Secretary Martin and seconded by Trustee DeVecchio to approve Agenda Items 9-24, with a name change correction in the October 26th Minutes (Item 9). A roll call vote was held.

AYES:

Shkoler, Martin, Carline, DeVecchio

NOES:

None

ABSTAIN:

Minter

MINUTES for the OCTOBER 26th BOARD OF TRUSTEES MEETING

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Following a name change correction, the Minutes for the October 26, 2015 Board of Trustees Meeting will be received, approved and filed at the December 16, 2015 meeting. (Item 9)

CLAIMS

Nonstandard Claims in excess of \$300 - none (Item 10)

Claims Forwarded by the Library Director and Trustees – Seven (7) claim batches were approved and forwarded to Orange County for payment during October. (Item 11)

Current Claims and Payroll - One (1) PARS claim batch and three (3) payroll claims were approved by the Trustees and forwarded to the County of Orange for payment. (Item 12)

Moved by Trustee Carline and seconded by Secretary Martin to receive, file and approve the Forwarded Claims, Current Vendor and Book Claims, and Payroll reports.

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to the factor of the construction of the AYES;

Shkoler, Martin, Carline, DeVecchio, Minter

NOES:

None

ABSENT:

None

TREASURER'S REPORTS

Fund Balance Report for Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash) report was received and filed. (Item 13)

Financial Reports through October 2015 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger - received and filed. (Item 14)

Balance Sheets for October 2015 - received and filed. (Item 15)
Acquisitions Report for October 2015 - received and filed. (Item 16)

Entrepreneurial Activities Report for October 2015 - received, filed. (Item 17)

GENERAL CONSENT REPORTS

Personnel Report for October 2015 – received and filed. (Item 18)

Circulation Report for October 2015 – received and filed. (Item 19)

Review of Shared Maintenance Costs with the City of Placentia for September-October 2015, under the JPA – received and filed. (Item 20)

STAFF REPORTS

Administration Report for October 2015 (Item 21)
Children's Services Report for October 2015 (Item 22)
Adult Services Report for October 2015 (Item 23)
Placentia Library Website Technology Report - October 2015 (Item 24)

CLOSED SESSION

President Shkoler reported that no action was taken by the Board during the closed session. (Item 25)

NEW BUSINESS

EMPLOYEE OF THE YEAR PRESENTATION

President Shkoler presented the 2015 Employee of the Year Proclamation to Laura de Leon in recognition of her outstanding work ethic and dedicated support. A group photo was also taken with the Trustees. Laura received the \$500 Employee of the Year cash award and plaque at the Staff Appreciation Dinner held on October 30, 2015. (Item 26)

Placentia Library District Policy 3025 -Reserves

At the October 26th Trustees meeting, Trustee DeVecchio requested information about the District's reserves and capital improvement funds, with the goal of increasing reserve funds for a possible Centennial Remodeling project. Library Director Contreras stated that the approved 2015-17 budget did not set aside any funds for capital improvement projects and reserves. The District's general reserve fund 707 has a current balance of \$414,789.10 and the Library Impact Fee fund has a balance of \$492,572.50. In addition, the Library's savings account has over \$700,000. (Item 27)

After discussion, the Board of Trustees agreed to identify the District's general reserve fund 707 amounts for specific line items: Capital Improvements, Information Technology/Computer Replacement and Sick Leave Pay-out. Trustees discussed assigning 5% of future budgets specifically to the Capital Improvements line item, as well as roll over any remaining general reserve fund 707 dollars into the Capital Improvements line item at the end of each fiscal year. Library Director Contreras suggested having Mr. Davis from DavisFarr review the District's current Policy 3025-Reserves, and will provide recommended updates at the January 2016 Board of Trustees meeting. (Item 27)

The Agency of the Part of the English Call vote was taken; as the assent the control of the Carling Deve

www.specialisticalistics of the conditional of AYES; when a Shkoler, Martin, Carline, DeVecchio, Minter

NOES: Part 115 Page Nones, the sales and Preparation

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ADJOURNMENT The Regular Date November 16, 2015 Board of Trustees meeting was adjourned

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(The next Board of Trustees meeting will be held on December 21, 2015 at 6:30pm.

PERMITTED TO A PARTY OF THE PAR

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Helmorph Carlo School Commander and Sales Comments and Statements

Jo-Anne W. Martin, Secretary

Al Shkoler, President

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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 NOVEMBER 2015

DATE:

December 21, 2015

TYPE

DATE

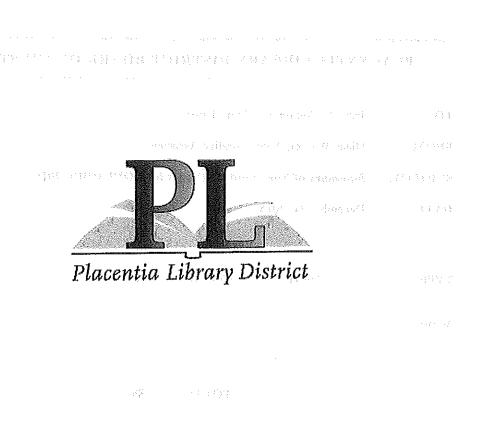
CLAIM#

AMOUNT

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 DECEMBER Claims Forwarded by the Library Director and

Trustees

DATE: December 21, 2015

707 TYPE	DATE	CLAIM#	AMOUNT
Misc Vendors	11-26-15	5941	\$ 7,969.02
Mise Vendors	11-27-15	5944	\$ 44,438.38
PARS	12-03-15	5945	\$ 1,533.12

TOTAL \$ 53,940.52

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11/25/15

Placentia, CA 92870			e se esta		: .	44447 - 434 -	UNIT	
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VO-13358 Click Consyling, Ino. P.O. Box 81880 Infine, GA 92602	11/1/2015	21422	1300			\$4,000.00		
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YG-13383 Brea Electric Company 624 East Imperial thry, Suite D Brea, CA 92821	11/5/2015	13427	1400	0714		\$215.00		
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DATE: 116 11/30/15 NACH BERNELE

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Placentia Library District

411 E Chapman Avo

12/03/15 DATE

REPORT NO

5945

The County Auditor is authorized to draw these checks from:

FUND: 707 DEPT: V700

BUDGET CONTROL: 707

Placentia, CA 92870 UNIT: 0900 AC'S USE ONLY APPROVED CLAIMS OBJT DOC REPT DEPT DATE REV/ Yendor Code NUMBER AMOUNT BS ACCT OBIT CATG INVOICE II Payee Hame and Addross 118 VO-12483 \$1,533,12 200 Pliaso II Systems (PARS) 12-02-15 c/o U.S. Bank National Association Trustee for PARS #6740022400 P.O. Box 511049 Los Angeles, CA 90051-8204 \$1,599.12 TOTAL REMITTANCE:

The claims listed above totaling \$1,533.12 are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payers named who are described in Government Code Section 3101 have taken the eath or affirmation required by Government Code Section 3102.

(7/2015)

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:		Jeanette	Contreras,	Library	Director	
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FROM: Diane Warner, Administrative Assistant

SUBJECT: Current Claims and Payroll

DATE: December 21, 2015

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TYPE	DATE	CLAIM#	<u>AMOUNT</u>
Baker & Taylor	11-25-15	5939	\$ 1,089.88
Baker & Taylor	11-25-15	5940	\$ 1,148.24
Midwest Tape	11-25-15	5942	\$ 877.01
Baker & Taylor / EBSCO	11-25-15	5943	\$ 4,473.89
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Subtotal for Claims		, reds Escriptor	\$ 7,589.02
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Payroll		151	
On Demand Wire	12-21-15	147	\$ 40,000.00
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Subtotal for Payroll	**	len na ligh	\$ 120,000.00
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TOTAL CURRENT CLAIMS & PAYROLL \$ 127,589.02

Placentia Library District

411 E Chapman Ave

DATE:

11/25/15 5939

REPORT NO: The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700

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UNIT: 0900

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	11/05/15	4011304043	2400	0760		\$22,39		
	11/03/13	4011384644	2400	0,00		722.33		
	11/05/15	4011301014	2400	0760		\$249.38		
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	11/05/15		2400	0760		\$20.48		
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	11/09/15		2400	0760		\$15.42		
		4011394101						
	11/09/15		2400	0760		\$22.39		
		4011394102				Vertical Control		
	11/09/15		2400	0760		\$19.89		
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	11/09/15	4544304404	2400	0760		\$83.81		
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	J	4011394119		1		4 44 - 5818 /		
						2 12 12		
			TO	TAL REMITT	TANCE:	\$1,089.88		

The claims listed above totaling \$1,089.88 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
Print Name	Print Name	Print Name

DATE: 11/25/15
REPORT NO: 5940

The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700 BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

SWO BERTAN		APPI	ROVED CLAIM	AS HANNER	13320-3-10			AC'S USE	ONLY
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VC-4218-4		10/28/15		2400	0760		\$37.76		
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Baker & Taylor Books	ŀ		4011385785	(44 ±	0760		\$106.74		:::::
PO Box 277930		10/28/15		2400	0760		\$100.74		:::::
Allanta, GA 30384-7930		1	4011376418	100					
		10/28/15	·	2400	0760		\$60.57		::::
		1	4011376419	100		7			
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The claims listed above totaling \$1,148.24 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
Print Name	Print Name	Print Name

DATE: 11/25/15

REPORT NO: 5942 The County Auditor is authorized to draw these checks from:

FUND: 707

DEPT: V700 BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

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VC-2993			11/03/2015		2400	0760		\$107.10		***
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PO Box 820			11/03/2015		2400	0760		\$51.09	30 15 00 F	
Holland OH 43528			. 9	3377271				- 27	·特特·埃洛	ו
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			and the second second			TAL REMIT		\$877.01		<u> </u>
e claims listed above this District and I cert	totaling \$877.01 a	re appro	wed for payment	pursuant	to an order	entered in the	Minutes of	the Board of Director	S	

Approved by Countersigned by Attested and/or countersigned by Print Name Print Name Print Name

Rev. 6/1/2015

required by Government Code Section 3102.

REPORT NO: The County Auditor is authorized to draw these checks from:

Holds, as as the goal FUND: 707 CORRESPONDENTS V700

BUDGET CONTROL: 707

UNIT: 0900

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

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vendor code	1, ENEX 19	DATE	INNOSCE #	REV/	DEPT	REPT	AGAGERRA	DOC	١.
Payee Name and Address]. 	INVOICE #	BS ACCT	OBJT	CATG	AMOUNT	NUMBER	
VC-4218-4	:	11-09-15		2400	0760		26.12		1:::
Baker & Taylor Books	i		4011394120				¥#1		
PO Box 277930	:	11-09-15		2400	0760		17.94		
Atlanta, GA 30384-7930			4011394121						
	1	11-13-15	4011452700	2400	0760		25.44		
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				2400	0760				
VC-4997 - NEW Address		11-04-15		2400	0760	1	4,704.39		
EBSCO Information Services		1	392209						:
Payment Processing Center PO Box 204661			1	2400	0760		i		
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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 b	Y
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411 E Chapman Ave

Placentia, CA 92870

Vendor Code

VC6532

Payee Name and Address

Placentia Library District 411 B. Chapman Ave Piacentia, CA 92870

Placentia Library District (**) 4 decidente y face to 3

DATE:

12/21/15 147 REPORT NO:

The County Auditor is authorized to draw these checks from: FUND: 707

DEPT: V700

BUDGET CONTROL: 707

*Process on the date specified.

UNIT: 0900 AC'S USE ONLY APPROVED CLAIMS OBJT DOC DATE REV/ DEPT REPT CATG NUMBER SC **AMOUNT** OBJT **BS ACCT** INVOICE # 0100 40,000.00 *01-18-16 Payroll #43 FY15/16

TOTAL REMITTANCE: \$ 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 regulred by Government Code Section 3102.

Approved by

Countersigned by

Attested and/or countersigned by

40,000.00

Page Total:

DATE: 12/21/15 REPORT NO: 148

The County Auditor is authorized to draw these checks from:

High Michigan FUND: 707 A SHARA A SEE DEPT: V700

BUDGET CONTROL: 707

Placentia Library District 411 E Chapman Ave Placentia, CA 92870

*Process on the date specified. UNIT: 0900 AC'S USE ONLY **APPROVED CLAIMS** OBJT REPT DOC DEPT REV/ Vendor Code INVOICE# OBJT CATG AMOUNT NUMBER BS ACCT Payee Name and Address 40,000.00 *02-01-16 0100 VC6532 Payroll #44 FY15/16 Placentia Library District 411 B. Chapman Ave Placentia, CA 92870

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.

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Approved by	Countersigned by	Attested and/or countersigned by
	Raza Tatali	

Page 22 12/21/15

LOCALLY GOVERNED DISTRICT CLAIMS TRANSMITTED FOR PAYMENT

Placentia Library District

Placentia, CA 92870

411 E Chapman Ave

DATE:

REPORT NO: 149

FUND: 707

DEPT: V700

The County Auditor is authorized to draw these checks from:

*Process on the date specified.

BUDGET CONTROL: 707 UNIT: 0900

*Process on the date specified. APPROVED CLAIMS						AC'S USE	: 090	
		APPROVED CLA	OBJT	ì		· 1	AC2 D2F	ONLY
		DATE		DEDT	REPT		рос	
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Payee Name and Address		INVOICE#	BS ACCT	OBJT	CATG	AMOUNT	NOMBER	30
						40,000,00		
VC6532		*02-15-16	0100		i	\$ 40,000.00		
Placentia Library District		Payro!l #45 FY15/16	3 to 14			and the sa		
411 B. Chapman Ave				•	1	No. 2		
Piacentia, CA 92870	•		:			10		
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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.

pproved by	•	•	(

Page Total:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Jeanette Contreras, Library Director

FROM:

Marina Tutty

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:

December 21, 2015

		1
Fiscal Year	2015-2016	
07/31/14	2,039,958.86	
8/31/2014	1,964,131.43	11/12
9/30/2014	1,814,121.60	
10/31/14	1,621,301.45	
11/30/2014	1,684,004.08	
12/31/2014		
01/31/15		
2/28/2015		
3/31/2015		
04/30/15		
5/31/2015		
6/30/2015	tyrajski terrii.	İştatı'd
General	41 4 700 10	
Reserves	414,789.10	
Impact Fees	492,572.50]

Fiscal Year	2014-2015
07/31/14	2,038,031.94
8/31/2014	1,913,894.68
9/30/2014	1,786,383.91
10/31/14	1,582,509.04
11/30/2014	1,546,532.94
12/31/2014	2,237,492.97
01/31/15	2,191,615.06
2/28/2015	2,079,577.11
3/31/2015	1,896,468.01
04/30/15	2,359,500.73
5/31/2015	2,293,555.26
6/30/2015	2,039,958.86
General	
Reserves	414,789.10
Impact Fees	459,597.50

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TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Financial Reports through October 2015 for the Placentia Library District Accounts

on Deposit with the Orange County Treasurer and the Placentia Library District

General Ledger

DATE:

December 21, 2015

Summary of Cash and Investments as of November 30, 2015

Cash with Orange County Treasurer Fund 707	1,145197.50	
Reserves with Orange County Treasurer	414,789.10	
Impact Fees with County and Bank of the West (Restricted)	492,572.50	
General Fund Checking – Bank of the West	84,632.14	
General Fund Savings – Bank of the West	756,159.69	
Payroll Checking – Wells Fargo Bank	81,674.31	
Total Cash and Investments	2,975,025.24	

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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Strategic Control

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

November 30, 2015 23% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
	& EMPLOYEE BENEFITS		33 147	1 14 3 14 11	1 1 1 11 11
0100	Salaries & Wages	1,227,447	218,067	0.18	\$1,009,380
0200	Retirement	46,549	17,309	0.37	\$29,240
0301	Unemployment Insurance	10,575	0	0.00	\$0
0306	Health Insurance	210,543	52,477	0,25	\$158,066
0306-0770	Employee Assistance Program	715	163	0.23	\$552
0308	Dental Insurance	12,833	5,177	0.40	\$7,656
0309	Life Insurance	7,320	2,764	0.38	\$4,556
0310	AD & D Insurance	4,627	1,928	0.42	\$2,699
0319	Vision Insurance	2,526	983	0.39	\$1,543
0350	Workers' Compensation Insurance	12,000	16,936	1.41	-\$4,936
. 0550		\$1,524,560	\$315,805	0.21	\$1,208,755
CEDVICE	TOTAL	91,027,000	3313,000		
	& SUPPLIES	23,000	4,840	0.21	\$18,160
0700	Communications	2,000	61	0.03	\$1,939
0900	Food	20,000	7,586	0.38	\$12,414
1000	Household Expenses	20,000	11,813	0.79	\$3,187
1100	Library Insurance	32,000	13,354	0.42	\$18,646
1300	Maintenance, Equipment	106,700	23,388	0.22	\$83,312
1400	Maintenance, Buildings & Improvements	9,000	7,296	0.81	\$1,704
1600	Memberships Miscellaneous Expense	2,500	626	0.25	\$1,874
1700		48,000	22,652	0.47	\$25,348
1800	Office Expenses	14,000	5,391	0.39	\$8,609
1803	Postage	206,100	57,185	0.28	\$148,915
1900	Prof./Specialized Services	1,700	1,029	0.61	\$671
1912	Investment Administrative Fees	500	0	0.00	\$500
2000	Publication and Legal Notices	1,100	21,444	19.49	-\$20,344
2100	Rents and Leases - Equipment	1,700	0	0.00	\$0
2200	Rents & Leases - Buildings & Improvements	294,174	19,448	0.07	\$274,726
2400	Books/Library Materials	4,500	1,592	0.35	\$2,908
2600	Transportation & Travel	19,500	12,474	0.64	\$7,026
2700	Meetings	87,500	33,661	0.38	\$53,839
2800	Utilities		7, 70		
	TOTAL	\$887,274	\$243,840	0.27	\$643,434
OTHER CHAR	IGES				
3700	Taxes and Assessments	\$11,000	\$245	0.02	\$10,755
	OPERATING EXPENSES	\$2,422,834	\$559,889	0.23	\$1,862,945
EIVED ASSI	ETS & CONTINGENCY FUNDS		5 74 77 48	All the second	
4000	Equipment	\$60,000	\$24,675	0.41	\$35,325
4200	Structures/Improvements	10,000	\$0	0.00	\$10,000
5200	Contingency Funds	\$0	\$0	0.00	\$0
	l s	\$70,000	\$24,675	0.35	\$45,325
	TOTAL	3/0,000	924,013	9,55	\$10,020
	CONT. CT. 150E)	02.402.024	SE01 ECE	0.22	\$1,908,269
	OGET (Fund 707)	\$2,492,834	\$584,565	0.23	
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$21,936	0.00	\$13,064

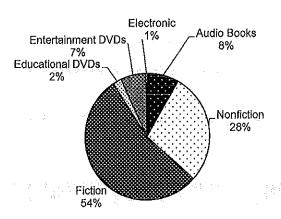
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PLACENTIA LIBRARY DISTRICT	YTD REVENUE REPORT	And the second of the second o	

Agenda Item 15 Page 28	THE STATE OF THE S	12/14/2015 5:03 PM
Agend PERCENT % RECEIVED	11.2% 0.0%	100%
BALANCE	(1,808,724,81) (11,667.29) 0.00 0.00 (13,256.00) (52,705.29) (3,120.00) 1,034.46 (701.74) (1,783.63) (1,783.63) (1,783.63) (1,783.63) (1,783.63) (1,783.63) (1,783.63) (1,782.00) (2,000.00) (10,792.00) (4,151.76 (9,127.59) (69,258.00) (3,660.00) (3,687.00) (79,680.83) (79,680.83)	(2.051,467.13) 32,975.00 0.00
YTD ACTUAL	229,073 (45,965 13,027 1,034 3,12 289,411 (289,411 (3,936 3,936 3,936 51,152 35,872 51,152 35,872 51,152 35,872 1,940 3,313 1,940	32.975 32.975 32.975 33.975 34.53 35.975 36.53 3
	2,037,868 57,632 0 13,256 65,732 3,120 3,120 5,720 5,720 5,720 10,792 10,792 10,792 700 45,000 7,000 7,000 7,000	7.492,834 7.492,834 7.493,634 7.494,634
YTD REVENUE REPORT November 30, 2015 BUD	Total Total	ES FY 15/16:
The first of the f	Property Taxes - Current Secured Property Taxes - Current Unsecured Property Taxes - Prior Secured Property Taxes - Prior Secured Taxes - Spec Dist Augmentation Property Taxes - Prior Supplemental Other Taxes Property Taxes - Prior Supplemental Other Taxes Property Taxes - Prior Supplemental Other Taxes Property Taxes - Prior Supplemental Penalties & Costs on Deling Taxes Sub State - Homeowners Property Tax Relief State - Other Other Taxes Other Taxes Sub State - Other Other Governmental Agencies Sub Miscellaneous Revenue (Local Revenue) Newsletter Ads Grants Fines & Fees Passport/Photos Meeting Room Fees Test Proctor Sut 6-MO Expired (Outlawed) Checks FY 14/15 Funds Available	TOTAL REVENUE TOTAL
DESCRIPTION	Property Taxes - Current Secur Property Taxes - Current Unsecur Property Taxes - Prior Secured Property Taxes - Prior Unsecur Taxes - Spec Dist Augmentatio Property Taxes - Prior Supplem Other Taxes Property Taxes - Prior Supplem Penalties & Costs on Deling Ta E OF MONEY & PROPY Interest TAL REVENUES State - Other Other-In-Lieu Taxes Other Governmental Agencies Other Governmental Agencies Grants Miscellaneous Revenue (Loca Newsletter Ads Grants Fines & Fees Passport/Photos Meeting Room Fees Test Proctor 6-MO Expired (Outlawed) Che	Sount
GENERAL REV Fund 707 SRCE	TAXES 6210 Property Taxe 6220 Property Taxe 6240 Property Taxe 6240 Property Taxe 6240 Property Taxe 6250 Taxes - Spec 6280 Cther Taxes 6290 Cther Taxes 6300 Reverty Taxe 6540 Interest INTERGOVERNIMENTAL REVENUES 6690 State - Other 7120 Other-In-Lieu 7130 Other Govert 7130 Other Govert 7130 Other Govert 7130 Other Govert 7130 Niscellaneou Newsletter A Grants Fines & Fees Passport/Phc Meeting Roo Test Proctor 7680 Ge-MO Expire	MISCELLANEOUS REVENUES Restricted Impact SLS Ac
GEN STATE		

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2015-2016 THROUGH THE MONTH OF NOV 2015

g fire and great	YTL	2015/16	YTD 2015/16	YTD 2015/16	ΥΤι	2014/15	YTD 2014/15	YTD 2014/15
	Am	ount	Titles	Volumes	Am	ount	Titles	Volumes
Total Fiction	\$	41,556	1775	2057	\$	30,798	1190	1227
Total Non-Fiction	\$	21,734	805	1082	\$	16,599	551	828
Total Electronic	\$	312	7	0	\$	15,078	148	0
Total Audio Books	\$	6,212	141	141	\$	5,537	127	127
Total Educational DVDs	\$	1,733	52	54	\$	1,572	64	65
Total Entertainment DVDs	\$	4,961	155	223	\$	2,306	91	94
YTD TOTAL MATERIALS	\$	76,508	2935	3557	\$	71,890	2171	2341
Budget	Ş	249,174				\$255,602		·
% Spent YTD		31%				28%		



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 2015-2016 THROUGH THE MONTH OF NOVEMBER 2015 Propured by Katle Maiss, Acquisitions Librarian

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	E CENE	Z	ļ	₹.	OKIGRAN	Ŀ	2	RCHASEL	_	Δ.	\sim		P	TOTAL ITEMS		
Activity Election	Amount 525 430		Volumes		rities Volumes	2 C	ł	TKIOS VO	Volumos	Value	- 1	Volumes	Amount	Trios	olumos	
Califn Adult Fiction Total Adult Fiction	\$23,430	2 2	22.0	\$288	900	}°g	\$23,718	- 0	£ 0 \$	388	000	900	\$00,7,652 8	g ° 53	\$ ° \$	
Adult Non-Fiction	\$9,213	64 :	407	S	0.	0 (\$9.213	94	407	S	0	0	\$9,213	64	407	
Adult magazines	24,793	: 8	- 68 - 68	<u>ş</u> 8	ه و	pο	2,78	2 28	308	B 6	00	00	\$583	2 4	300	
Califa Adult Non-Fiction Total Adult Non-Fiction	\$14 8 44 44 44	o 86	0 727	\$145	0 0	0 9	\$14,589	20 2	o E	ន្តន		00	\$14.589	္ မွ	9	
TOTAL ADULT PRINT MATERIALS	\$37,874	144	1451	\$433	ça	36	\$38,307	23	1487	08	٥	a	538.307	1.53	1.487	
Advist Music CDa	\$	ć	c		•		\$,	•	: ;			,		}	
Adult Audio Books	\$5,586	ž	. \$ <u>ī</u>	3 8	0	9 9	35,586	5 th	- :	3 8	3 0	3 O	35,586		o %	
Adult E-books SLS Adult E-books	\$3 12 6	٥ م	0 6	នុទ	00	00	212 212	۰,		8	0 (े	2312		0	
Adult Educational DVDs	\$1,627	4 !	\$	s :	a	00	\$1,627	, 2		8	. 0	0	\$1,627	f	- 4	
ASULT ADULT NON-PRINT MATERIALS	\$70,216	25. 3	708 280	នន	: 0 0	00	\$2,691 \$10,216	£ 8	28 28 28 28	& R	00	00	\$2,691	25 25 25 26	2 G 2 G	
TOTAL ADULT MATERIALS	\$48,090	1,400	1,731	\$433	, i Ф	8	\$48,523	1,409	1,767	8	Ą	ć	\$48,523	1,409	1,767	
Juvenile Fiction	\$13,702	300	1001	8	0	0	\$13,702	800	1001	8	0	O	\$13,702	800	1001	
Young Adult Fiction	34,424	22.0	33.0	8 8	, i	00	\$ 45 8 45	327	0 8	8 8		00	S 25		0 <u>0</u>	
Califa Youns Adult Fiction Total Juvenile Fiction	\$18,126	1127	1333	88	o o	00	\$18,128	1127	0 223	88	00		\$18,126	2	្តនិ	
moteral and allowers	609 94	į.	ě	Š		•		í	ě	. ;				11.7		
Califa Juvenile Non-Fiction	ORC'CO	30	80	3 8	5 0	- 0	D60'93	N 0	g 0	8 8	o	00	25,530 30		285	
Young Adult Non-Fiction Calife Young Adult Non-Fiction	51.745 80.08	3 °	8 C	85	00	0.0	S1,140	20	89	9 6	00	06	\$1,140	3 '	8	
Juvenile Reference	8	. •	. 0	8			\$ \$	0		9 8	• • • •		3 3		. 0	
Javenile Magezines Total Juvenile New-Figlen	\$7,280 \$7,280	308	ឧង	នន	o o,	00	\$560 \$7,290	38 13	ឧន្ត	음 용	00	00	\$560	55 55	355	
TOTAL JUVENILE PRINT MATERIALS	\$25,416	- 92	1,688	ន្ត		0		1,436	1,688	Ş	o	٥	\$25,416	Ť	1,688	
Juvenile Music CDs	ន	٥	٥	ន		0	8	٥	0	8	0	O	₽ P	٥	0	
Juvenite E-books Juvenite E-books	3626	9 c	a) c	S &	o c	0 0	\$626	ā c	ති ද	e :	0	0	\$626	92 (δ.	
SLS Juvenile E-books	8	00	•	<i>े</i> इ.इ.	Þ	, 0	3 8	0	, ,	3 3	- 0	9 6	3 2	o 0	00	
Young Adult Video Games Juvenile Educational DVDs	\$828 \$106	S 4	8 v	ន្តន	 o o	9 0	\$928 \$406	8 4	e e	8 9	0 0	00	\$528		8,4	
Juvenije Entertalpment DVDs TOTAL JUVENILE NON-PRINT MATERIALS	\$2,270 \$3,930	6. E	117	ន្តន	000		\$2,270	۵. د	117	885	06		\$2.270 \$3.030	የድና	44.0	
TOTAL JUVENILE MATERIALS	\$29,346	1555	1846	8	. 0	0	\$29.346	1555		9	, 6	• c	346 PCR	Gu.	1846	
Online detabases	ş	•	c	() () ()		,				: : : . :				44	2	
E-books	\$312	۸۰	9 0	3 8	9 0	. 0	23 E	~ c		8 8		0 0	23 25 27 27	۸٥	00	
SLS E-books E-movies	<u>유</u> 유	00	00	ន ន	00	00	នទ	00	00	8 8	0 (0.6	2 6	0 0	00	
E-music	8	01		8		00	ន	00	0	3 3	9	0	3 8	90	o 0	
O AL ELECTRONIC MATERIALS	5312	,	0	ន	o	o	23.12	۲	0	3	o 	•	\$312	7	۰.	
Total Fiction Total Non-Fiction	\$41,556 \$21,734	27.75 208	2057 1082	\$288 \$145	ကမာ	ဗ္က ဖ	\$41,844	1778 118	2087	88	06	्	\$41,844	1778	2087	
Total Electronic	\$312	۲.	٥,	8	0	0	\$3.12	^	o	용	٥	0	\$312		90	
Total Educational DVDs	1773 1773 1773	ž 8	<u> </u>	នន	00	00	\$6.212 25.72 25.73	1 28	2 2	ទូ ទូ	00	00	\$6,212	2 8	2 2	
	\$4,961	155	Si :	ន	0	0	\$4,961	155	23	ş	0		34,967		8	
TOTAL MATERIALS	\$76,508	2835	3557	2	¢1	g	\$76,941	2,944	3,593	8	•	3 .	\$76,941	.,	3593	
	0	đ	Outstanding Orde	ers as of November 2015	ber 2015	,	į		eky. T	Y www	*	112				
ali ali No	\$6,457		`	ADODI-8-000K		-143	10.TAL 58.787				rai Mil		rui Kali	-		
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Jeanette Contreras, Library Director

FROM:

Marina Tutty

SUBJECT:

Entrepreneurial Activities Report for November 2015

DATE:

December 21, 2015

Net Revenue Summary for November 2015

		ANI W	YTD	YTD
	Nov-15	Nov-14	2015-2016	2014-2015
Passport	7,346.00	6,000.00	45,170.00	36,825.00
Passport Photos	1,951.00	1,308.00	10,972.00	8,847.00
Test Proctor	650.00	200.00	3,313.00	3,350.00
Meeting Room	425.00	680.00	1,940.00	2,495.00
Total	10,372.00	8,188.00	61,395.00	51,517.00

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THE PARK				
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760.148 A	00 879 61		(ed. 18e.)	The seventh bayeses in
1. V/. V. V. V. V. V. V. V. V. V. V. V. V. V.	: 60.070.t. 60.040	00 000 00.088	1 40.03a 1 80 80a	Lessell ocean
(GOLY (A.F.)		90.881,6	Me Kys of	

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Jeanette Contreras, Library Director

FROM:

Diane Warner, Administrative Assistant

SUBJECT:

Personnel Report for NOVEMBER 2015

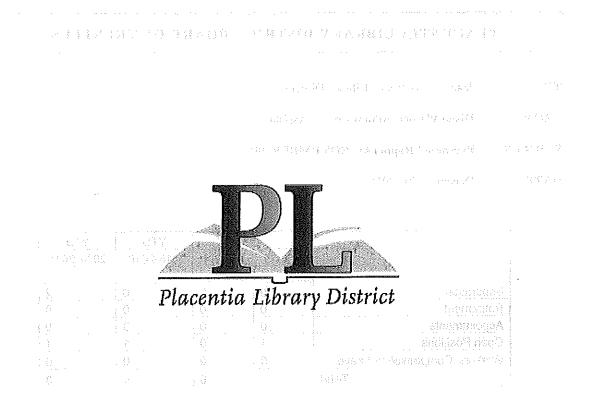
DATE:

December 21, 2015

	19807 V00344	- M34634		
5 14 5 15 15 15 15 15 15 15 15 15 15 15 15 1			YTD	YTD
	Nov-15	Nov-14	2015-2016	2014-2015
Separation	0		fe to 0	2
Retirement	0	0	0	0
Appointments	0	0	3	0
Open Positions	1	0	1	1
Workers' Compensation Leave	0	0	0	0
Total	1	0	4	3

SEPARATION: None RETIREMENT: None APPOINTMENTS: None

OPEN POSITIONS: Library Aide - Circulation



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Jeanette Contreras, Library Director

FROM:

Venessa Faber, Support Services Manager

SUBJECT: Circulation Activity Report: November 2015

DATE:

December 21, 2015

produced and the control of the cont							
CIRCULATION	Nov-15	Nov-14	M-T-M	4.9	Y-T-D	Y-T-D	Y-T-D
	į (ŽĂ,)		% change	10	2015-16	2014-15	% change
New Patron Registrations	271	282			1,805	1,725	4.6%
Total Circulation	26,758	25,688	<u>.</u>		132,222	122,411	8.0%
Total Active Borrowers*	8,279	8,483	-2.4%	1000 11 / 100			
Attendance	21,957	23,335	1.8	: 1	128,980	130,558	-1,2%
	The second state of the se					(60, viol.) v 1000	11000
Adult Fiction	3,020	2,792	13.0	٠.	16,484	15,143	8.9%
Adult Nonfiction	2,496	3,001			12,214	13,719	-11.0%
Adult Magazines	293	264			1,298	1,089	19.2%
.:]				
Adult Music CDs	108	134			1,072	799	34.2%
Adult Audio Books	624	568			3,289	2,734	20.3%
Adult DVDs**	1859	736			7,636	3,672	108.0%
	100000	e respectively.			nde Villea	-3 X	
JV Fiction	12,492	12,674			63,135	61,253	3.1%
YA Fiction	1,889	1,370			8,958	8,140	10.0%
JV Nonfiction	2968	3,057			12,353	13,404	-7.8%
YA Nonfiction	68	105	1.5		527	275	91.6%
JV Magazines	5	18			21	26	-19.2%
			: .				
JV Music CDs	29	29	.	-	141	186	-24.2%
JV Audio Books	61	62			361	223	61.9%
JV DVDs**	829	861	:		6,799	5,081	33.8%
Video Games	17	17			156	. 111	40.5%

^{*} YTD % change not applicable.

^{**}As of July 1. 2015 all DVDs are free.

PATRON COUNT

	313 329	217 385	203	281	203	293	1510
		325			200	233	1310
		202	168	313	220	298	1713
	316	346	170	226	202	364	1624
	335	323	234	176	188	485	1741
751	359	250	305	201	244	415	2525
532	394	258	328	// 220	307	407	2446
475	737	432	397	420	361	297	3119
293	752	524	404	513	285	241	3012
	753	427	390	428			1998
	495	343	256	222			1316
X	254	270	152	166			842
2051	5 037	3775	3007	3166	2010	2800	21846
	532 475 293	751 359 532 394 475 737 293 752 753 495 254 2051 5037	751 359 250 532 394 258 475 737 432 293 752 524 753 427 495 343 254 270	751 359 250 305 532 394 258 328 475 737 432 397 293 752 524 404 753 427 390 495 343 256 254 270 152 2051 5037 3775 3007	751 359 250 305 201 532 394 258 328 220 475 737 432 397 420 293 752 524 404 513 753 427 390 428 495 343 256 222 254 270 152 166 2051 5037 3775 3007 3166	751 359 250 305 201 244 532 394 258 328 220 307 475 737 432 397 420 361 293 752 524 404 513 285 753 427 390 428 495 343 256 222 254 270 152 166 2051 5037 3775 3007 3166 2010	751 359 250 305 201 244 415 532 394 258 328 220 307 407 475 737 432 397 420 361 297 293 752 524 404 513 285 241 753 427 390 428 495 343 256 222 254 270 152 166 2051 5037 3775 3007 3166 2010 2800

	Nov.	Nov.	Y-T-D	Y-T-D	Y-T-D
	2015	2014	2015-16	2014-15	% change
Ì	21,846	23,335	129,357	135,028	-4%

ARRIV.

Closed 2 days: Veteran's and Thanksgiving. (22 hours)

PASSPOR	\mathbf{TS}	1.00	r ra		1.000	3	·	
Nov-15	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
	, III 46	1.1			1.11	7		- 100
9:00				1		5	10	16
10:00		15			3	3	11	18
11:00		2	1	2	1		13	19
12:00	<u> </u>		1		2	2	13	18
1;00	13	4	1	2	- 57.7	4	13	36
2:00	16	2	4	3	3	4	. 15	47
3:00	11	2	5	6	5	3	10	42
4:00	6	2	5	11	1	4	7.	36
5:00	A SALAS SERVICES	8	4	6	. 8			26
6:00		14	3	4	11			32
7:00		8	5		4			17

DAY TOTALS 46	- 1 day 43 /	28	35			92 307
	Nov	Nov	Y-T-D	Y-T-D	Y-T-D	Tarahan ya kana ang kana da sa
	2015	2014	2015-16	2014-15	% change	
	307	240	1825	1473		

TEST PROCTORING

Proctored Te	igyera i ga‱aege 8 ts	Tarakerak (* 15. s	grafit de	and the second of	ormalisar (mar)
2015	2014	2015-16	2014-15	% change	
13	4	64	67	-4%	

STAFF ACTIVITY

Katie and Venessa attended Friday Huddles on November 13th, and 20th.

Venessa went to CLA Nov. 5-7th

Venessa attended the manager meeting on Nov. 12th.

Venessa worked with Yesenia on State Report on Nov. 19th

Venessa attended Rotary Meetings on Nov. 4, 11, 18, 25

Venessa attended Placentia Round Table Women's Club

Katie, Venessa, Laura, Sara, Estella, and Tim attended the Staff Meeting on November 17th.

Staff provided Setup/Take Down in the Meeting Room:

Lapsit Storytime for Children's on Nov 5, 12 and 19

Preschool Storytime for Children's on Nov 3, 10, 17 and 24

PTAC for Young Adult's on November 19

Chess to Checkers for Children's on Nov 6 and 20

Homework Club for Children's and Young Adults from Nov 2-5, 9-10, 12, 16-19

History Lectures for Adults on Nov 2

Corte Vista HOA (outside organization) on Nov 3

Yoga for Adults on Nov 4, 18 and 25

Greentree HOA (outside organization) on Nov 12

Volunteer Orientation for all departments on Nov 14

PLFF Meeting for Placentia Library Friends Foundation on Nov 9

Lego Club for Children's on Nov 10

Family Gaming for Children's on Nov 21

Board Meeting on Nov 16

Staff Meeting on Nov 17

Fullerton Plaza (outside organization) on Nov 24

Pocket Tales for Children's on Nov 25

Parenting Series for Adult's on Nov 17

Staff organized the following programs outside of the Community Meeting Room

Book Discussion for Adult's on Nov 10

Campfire Night for Children's on Nov 13

FIRST for Children's on Nov 23

Altura HOA (outside organization) on Nov 17

Laura took the deposits to the bank on Nov 3, 10, 17 and 24

A sendicible of

Tim assisted with Campfire Night on Nov. 13 Tim filmed and edited a zombie/superhero video for the library to submit for a PLA Conference contest; video went on to have more than 6,000 views, 300 likes and 110 shares.

ONGOING PROJECTS

Venessa is working with Anaheim on Mobile Circ/BLUE Cloud.

NEW PROJECTS AND ACTIVITIES

- Venessa is working on instructional videos for SLS Automation consortium meeting.
- Laura is working to add Pocket Tales to the Meeting Room Calendar every Wednesday from 6:30PM-7:30PM
- Laura is working to add Adult Literacy Sessions to the Meeting Room Calendar every Monday from 9Am-1PM

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TO:

Jeanette Contreras, Library Director

FROM:

Diane Warner, Administrative Assistant

SUBJECT:

City of Placentia Invoices for NOVEMBER 2015

DATE:

December 21, 2015

CITY OF PLACENTIA INVOICES

PERIOD				의 경기 경기 강기 경기 경기 경기 경기			
COVERED	INVOICE	SO, CAL	TURF	GROUNDS	IRRIGATION	FACILITY	
FY 2015-2016	DATE	EDISON	(Mariposa)	(SA Aquatics)	AT&T	MAINT	<u>TOTAL</u>
11 2010 2010							
		X 148 (14)					
July-Aug 2015	8-13-15	20,450.37	4,357,47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	***************************************		*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	11-18-15	•				3,061.33	3,061.33
16-Jan	•••						
16-Feb							
16-Mar							
16-Apr							
16-May							
16-Jun							
10-3411							
	TOTAL	28,037.15	7,262.45	570.00	63.21	12,245,32	48,178.13
	AVG	9,345.72	1,815.62	142.50	21.07	3,061.33	12,044.54
*City Billing							
Not Received							
					mara mian	E LOW TEV	
PERIOD IN	INVOICE	SO. CAL		an ar 11 15 4	IRRIGATION	FACILITY	<u>TOTAL</u>
FY 2014-2015	DATE	EDISON	TURF	GROUNDS	CONTROL	MAINT	IUIAL
14 5 2014	7-17-14	12,249.89	1,452.49	142,50	16.36	*	13,861.24
May-June 2014 July-Aug 2014	8-13-14	8.722.47	2,904.98	285.00	8.18	*	11,920.63
лиу-лид 2014 14-Sep	* 0~17-14	*	1,452.49	*	*	*	1,452.49
14-Sep 14-Oct	10-08-14	8.081.06	1.452.49	285.00	8.57	12,245.32	22,072.44
14-0ci 14-Nov	11-17-14	13,758.60	1,452.49	142,50	16.91	3,061.33	18,431.83
14-Nov 14-Dec	*	3,708.42	1,452.49	*	*	*	5,160.91
15-Jan	1-15-15	7,868.53	1,452.49	427.50	8.38	6,122.66	15,879.56
15-Feb	*	4,123.46	1,452.49	*	8.38	*	5,584.33
15-Mar	03-19-15	*	1,452,49	142.50	16.85	6,122.66	7,734.50
	*	*	*	*	*	3,061,33	*
15-Apr 15-May	05-20-15	8,892.88	2,904.98	427.50	17.00	3,061.33	15,303.69
15-May 15-Jun	*	*	*	*	*	3,061.33	*
12-0111							
	TOTAL	\$ 67,405.31	\$ 17,429.88	\$ 1,852.50	\$ 100,63	\$ 36,735.96	\$117,401.62
	AVG	\$ 6,127.76	\$ 1,452.49	\$ 142.45	\$ 8.39	\$ 3,339.64	\$ 9,783.47

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TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for November 2015

DATE: December 21, 2015

Accomplishments

• Participated in the Public Library Association video contest.

- Met with HIS House Board members to discuss their needs for the upcoming December 11th fundraiser at the Library.
- Secured presenters for the Active Shooter training at the upcoming Staff Development Day on December 4th.
- Completed and implemented a Satisfaction Survey to assess Administration's performance and service levels.
- Continued to assist the Placentia Library Friends Foundation with the Author's Luncheon event.

Meetings

- Library Board of Trustees November 16
- All-Staff November 17
- Manager's November 12
- Administrative Assistant November 10, 24
- Friday Huddles November 6, 20, 27
- Round Table Women's Club November 4
- HIS House November 17, 20
- Chamber of Commerce November 19
- Santiago Library System November 9
- Brea Police Department November 25
- Library Consultants November 6

Professional Development

• California Library Association Conference – November 4-8

Upcoming Projects

- · CSDA District Distinction Award
- Centennial Remodel Project
- Special District Administrator Certification Examination

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- Placentia Library District Note: State of the control
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TO: To be the Jeanette Contreras, Library Director and beautiful goodly Heath part has polynoide has a se

FROM: and a Yesenia Baltierra, Public Services Manager

SUBJECT: Children's Services Report for November 2015

DATE: (1984) December 21, 2015. And I subboil all the about a brangery face beautifully spring the contents.

MONTHLY STATISTICS

		2015	2014	2015-2016	2014-2015	Y-T-D % change	Markasa Markasa
Reference—in person	17 V 🖸	434	796	2,386	4,395	-45.71%	AM Market
Referencetelephone		25	26	210	251	-16.33%	
Total Reference	7	459 "	822	2,596	4,646	-44.12%	
Total Number of Programs		41	34	181	188	-3.72%	
Total Programs Attendance		985	947	7,320	7,808	-6,25%	40/2003

Children's Services Programs

	November 2015	November 2015	November 2014	November 2014	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 2014-15	Y-T-D 2014-15	Y-T-D 14/15 - 15/16	Y-T-D 14/15 - 15/16
	Number of	Total	Number of	Total	Total Total		Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
Regular Monthly Programs										
Read to the Dogs	1	25	1	38	5	90	5	150	0.00%	-40.00%
F.I.R.S.T.	1	22	1	31	5	63	66 13 13 15 15	126	0,00%	-50.00%
Preschool Storytimes (3-6 years old)	8	183	. 6	154	. 36	888	38	996	-5.26%	-10.84%
Lego Club	The state of the s	29	0	0	2	74	11 00.8	167	100%	
Pocket Tales	(1:00%) 14	99	11.77	1112	19	589	, ₁₃ 1, 45 19.	605	0.00%	-2.64%
Lap Sit (0-2 years old)	6	265	6	290	36	1,570	25	1,419	44.00%	10.64%
P-TAC (Placentia Teen Advisory Council)	1	10	2	49	11	154	12	247	-8.33%	-37.65%
Tweens Chess To Checkers	a serana editoria.	13	1 chall	(4.7)	16	97	id-was S		20.00%	
Family Game Day	ł	25	0	0	4	69			33.33%	-10.39%
Homework Club	13	180	11	165	30	553	42	608	-28.57%	-9,05%
Special Programs										
Campfire Night	1	80	1	65	1	. 80	1	65	0,00%	23,08%
Cover To Cover Registrations	1	43	1	30	1	292	1	201	0.00%	45.27%
Teen Reading Program	1	0	0	0	1	19	*	*	100%	0.00%
Wiggles & Giggles	1	11	0	0	1	39	0	0	100%	100%
Total	s 41	985	34	947	181	7,326	186	8,917	-2.69%	-17.84%

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* Program not held

YTD totals include program totals from previous months not listed for the current month.

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ACHIEVEMENTS PROFESSION OF A CHIEVEMENTS PROFESSION AND A

- Lori Worden weeded 476 items from the juvenile fiction collection.
- Lori Worden and Jennifer Rydberg planned and conducted the annual Campfire Night on November 13th.
- Lori Worden presented a display for the Campfire Night at the Library in the library display case.
- Lori Worden, Brenda Ramirez, Jennifer Rydberg, and Fernando Maldonado assisted with planning spring and Summer Children's department programming, including the Summer Reading program.
- Brenda Ramirez began conducting the stories portion of Pocket Tales Storytime on November 18th.
- Brenda Ramirez planned and prepared materials for Holiday Decorating with Wendy Townsend, where
- Jennifer Rydberg conducted Chess to Checkers on November 6th.
- Jennifer Rydberg conducted Lego Club on November 10th.
- Jennifer Rydberg conducted Family Game Day on November 21st,
- Jennifer Rydberg conducted F.I.R.S.T. on November 23rd.

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281

Jennifer Rydberg conducted the Storytime portion of Pocket Tales Storytime on November 25th.

MEETINGS

- Lori Worden, Brenda Ramirez and Yesenia Baltierra attended the all-staff meeting on November 17th.
- Lori Worden, Brenda Ramirez, Fernando Maldonado and Jennifer Rydberg attended a Children's department Staff meeting on November 4th.
- Fernando Maldonado met with Yesenia Baltierra on November 25th to discuss upcoming programing.
- Fernando Maldonado attended Huddle Meetings on November 13th, 20th and 27th.
- Yesenia Baltierra attended PYLUSD Network Meeting on November 18th.

PROFESSIONAL DEVELOPMENT

17 C . . .

- Brenda Ramirez attended the Webcast, Reengaging Library Users, on November 4th.
 - Brenda Ramirez attended a Children in Crisis outreach visit with the Orange County Chapter of REFORMA on November 14th.
 - Fernando Maldonado attended Young Adult Library Services Association symposium in Portland, Oregon on November 6th through November 8th.

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for November 2015

DATE: December 21, 2015

MONTHLY STATISTICS

Reference Desk Activity	NIIron	November	Y-T-D	Y-T-D	Y-T-D
general and the second of the	November 2015	2014	2015-16	2014-15	% change
Reference in person	845	829	3,750	4,583	-18.18%
Reference == telephone	220	278	920	1595	-42.32%
Reference email/chat	- 21	5	39	16	143.75%
Technology assistance	234	423	1056	2445	-56.81%
Guest passes Adult and Children's computer use	67	150	364	717	-49.23%
(desktops)	2450	2411	16880	13979	20.75%
Adult computer usage (desktop)	2241	1981	12705	11744	8.18%
Public computer use (express laptops)	17	46	232	220	5.45%
Adult Program Attendance	266	148	1963	2034	-3.49%
Number of Adult Programs	21	11	95	61	55.74%

History Room Activity		November	Y-T-D 2015-2016	Y-T-D	Y-T-D
Water State of the Control of the Co	2015	2014	2015-2010	2014-13	
History Room Visitors	6	8	49	49	0.00%

Volunteer Hours					
	November No	ovember	Y-T-D	Y-T-D	Y-T-D
	2015	2014	2015-16	2014-15	% change
History Room	43.5	11.5	145.75	53.25	173.71%
PLFF	442.5	497	2503.75	2811.5	-10.95%
General Library	534.5	250.25	2494.25	1647.25	51.42%
Technology	6	69.5	42.5	323.25	-86.85%
Homework Club	73	101.5	249.75	361.25	-30.87%
Adult Literacy Tutors	179	80	742.72	344	115.91%
PTAC	30.5	165.5	345.88	865.25	-60.03%

Total Volunteer Hours 1309 1175,25 7590,7 7575 0.21%

Adult Services Programs

									1.4	17-17-17-1
Type of N	iumber of	Attendance	Number of	Attendance	Number of			Attendance		Attendance
Program P	rograms	November	_	November	Programs	YTD 2015-16	Programs	YTD 2014-15	Programs 💮	
N	November	2015	November	2014	YTD 2015-16		YTD 2014-15		YTD % change	change
2	2015		2014					2148 JK V	efromesel (Profession & Co.
Book Club	1	. 11	1	. 13	5 5	53	5	60	0.00%	-13,219
Computer								221823 2318	and the same of th	era e area e a
Workshops	2	! 16	2	17	12	. 89	14	122	-16.67%	-37.08%
Literacy										
Programs	3				17	196	13	58	23.53%	70.41%
Janimici	er di	3 3 4	* * *	<i>i</i> 1, √ 4	er er gjóri í h	ni ngan araw				
Reading	12 12	- 1 TV:	11 (1)	SPC 4.	2.491	A 蒙蒙高雪				
Program	0	0	0	0) 2	517	0	108	100.00%	79.11%
Summer	q f		11.	1.0					Alika ka	e englis
Reading	ŧ	Ay i			N.	-				
Events	0		0	· · · · · · · · · · · · · · · · · · ·			2	1 277	100.00%	-102.63%
Database	77 :	F."	*2*						Marro et 200	
Instruction	∵/ 3	7	. 1	10	. 9	47	1	10	88.89%	78.72%
Volunteer			•	111		:				
Programs	2	49	1	42	4	100	2	74 24 - 13 - 13 - 13 - 13 - 13 - 13 - 13 - 1	50.00%	
Health &	11	11.71	- 11 April	141	44		•	t en geelekund.		
Fitness		A								(194-4)
Programs		50	3		12	161	12	208	0.00%	-29.19%
Parenting		11:		; . t	_		100			
Program s	1	10	1	· > 6	2	10	4	27	-100.00%	-170.00%
Art			:		. 1				0.000	
Programs	0	0	0	0	1	20	1	21	0.00%	-5.00%
Educational										
Programs-										•
varied				_	_		_	45	haife no capital v	
topics	2					η ν. ν. ν. ν. 217		, · 78	57.14%	64.06%
Outreach	4	1 1 1 1 Table				1.0	²	14	75.00%	72.55%
Totals	21	266	11	148	80	1499	59	857	26.25%	42.83%

Adult Literacy	4 14	¥	44 1 7	
	e	Nov. 2015		Nov. 2014
Number of Tutors		16	- 4	15
Number of Students	-	26	+1, 11, 11	22
Total Number of Participants	B A	42		37

r Literacy			
, 140 v	Nov. 2015	Nov. 2014	
f Tutors	1	4	
Students	3	10	
	4	14 (14)	
	f Tutors Students ber of	Nov. 2015 f Tutors Students 3	

ACHIEVEMENTS

- Jeannie Killianey updated the December Artist series slideshow and bibliography.
- Jeannie Killianey coordinated two Computer Workshop session dates.
- Jeannie Killianey provided outreach services to Emerald Isle on November 9th/ 23rd and conducted a brief iPad Basics workshop on November 23rd.
- Jeannie Killianey updated the book trough for the December Holiday programs including an updated bibliography.
- Jeannie Killianey, Wendy Townsend, and Coleen Wakai provided program content for the next issue of the eXPLORE Newsletter.
- Wendy Townsend selected books for Rotary and Kiwanis.
- Wendy Townsend completed schedules for the month of December.
- Coleen Wakai and Jeannie Killianey conducted a Volunteer Orientation, November 14th.
- Coleen Wakai completed two interviews with potential literacy tutors, and two literacy student assessments.
- Coleen Wakai and Laura DeLeon provided outreach for literacy tutors at CSUF Field Day, November 9th.

MEETINGS

- Wendy Townsend attended the Heritage Coordinating Council Meeting on November 3rd.
- Wendy Townsend attended a Kiwanis meeting on November 5th.
- Wendy Townsend attended the Placentia Historical Committee meeting on November 24th.
- Nadia Dallstream and Yesenia Baltierra met on November 30th.
- Coleen Wakai and Yesenia Baltierra met on November 3rd and 25th regarding Literacy Program
- Coleen Wakai and Yesenia Baltierra met Theodore Gordon, Tai Chi Instructor on November 20th.
- Yesenia Baltierra attended the Placentia Community Collaborative Meeting on November 17th.

PROFESSIONAL DEVELOPMENT

- Wendy Townsend completed CERT training.
- Jeannie Killianey participated in the webinar "Bring 'em Back: Re-engaging Library Users" on November
- Coleen Wakai and Yesenia Baltierra attended the CLLS Orientation and Adult Literacy Pre-CLA Conference Workshop in Pasadena, November 5th.
- Yesenia Baltierra attended CLA Conference November 5th through November 8th.

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Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Jeanette Contreras, Library Director

FROM:

Katie Matas, Librarian I

SUBJECT:

Placentia Library Website & Technology Report for November 2015

DATE:

December 21, 2015

On-line database usage	20 <u>,</u> 1	24	.45		Section to the Section of the Sectio		
· 特別的 · · · · · · · · · · · · · · · · · · ·	November	Onsite	Remote	November	Y-T-D	Y-T-D	Y-T-D
	2015	Usage	Usage	2014	2015- 16	2014- 15	% change
	2015	11/15	11/15				
Placentia Library Catalog	12,988	N/A	N/A	15,045	73,880	85,819	-14%
General Reference Center	108	89	19	80	275	340	-19%
Biography In Context	282	256	26	84	460	178	158%
Opposing Viewpoints	465	455	10	1200	⇔ 693	1,746	-60%
Freegal	1,410	N/A	N/A	544	6,003	2,937	104%
Heritage Quest	1,981	N/A	N/A	301	5,803	2,798	107%
Novelist	23	N/A	N/A	23	318	261	22%
Public Library Core Collection							
Nonfiction (new June 2015 staff							37/1
use only)	584	N/A	N/A	N/A	1,657	N/A	N/A
Pronunciator (new Sept. 2014)	47	N/A	N/A	136	488	479	N/A
ABC Mouse (new Sept. 2014)	53	N/A	N/A	32	344	105	N/A
Career Cruising (new June 2015)	5	N/A	N/A	N/A	31	N/A	N/A
Tumblebooks	8	N/A	N/A	226	545	1,276	-57%
Reference USA	236	N/A	N/A	297	962	1,257	-23%
Enki (new Oct. 2014)	0	N/A	N/A	3	11	13	N/A
Hoopla (new May 2015)	143	N/A	N/A	N/A	754	N/A	N/A
Overdrive e-books	881	N/A	N/A	664	4,894	3,892	26%
Overdrive audio books	532	N/A	N/A	366	2,684	1,854	45%
Zinio (new Oct. 2014)	70	N/A	N/A	11	396	1	N/A
TOTAL DATABASE USAGE	19,816	800	55	19,002	100,198	102,956	-3%

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TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Selection of Date and Time for Regular Board Meetings for 2016: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for

Carlot Administration

Calendar Year 2016.

DATE:

December 21, 2015

BACKGROUND

The current date and time is the third Monday of each month at 6:30 p.m.

Below are the 2015 observed Federal Holidays:

than Shappers and Administration

New Year's Day

Monday, January 18

Birthday of Martin Luther King, Jr.

Monday, February 15

Washington's Birthday

Monday, May 30

Memorial Day

Monday, July 4

Independence Day

Monday, September 5

Labor Day

Monday, October 10

Columbus Day

Friday, November 11

Veterans Day

Thursday, November 24

Thanksgiving Day

Monday, December 26

Christmas Day

The Library currently observes all the above holidays with the exception of:

• Martin Luther King, Jr.

January 18

Columbus Day

October 10

Please refer to Attachment A for recommended dates.

Attachment B is Resolution 16-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2016.

RECOMMENDATIONS

1. Determine the regular meeting dates and time for 2016.

- 2. Read Resolution 16-05 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2016.
- 3. Adopt Resolution 16-05.

PLACENTIA LIBRARY BOARD MEETING CALENDAR

of april

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MONTH	DATE	TIME	LOCATION
January (fourth Monda	v)	6:30 p.m.	Community Meeting Room (SPE) College Community Meeting Room (SPE) College Co
February (fourth Monda	22*	6:30 p.m.	Community Meeting Room
March		6:30 p.m. 11 11 11 11	Community Meeting Room
April		aired of the phylogeness of the control of the cont	Community Meeting Room
May	16	6;30 p.m.	Community Meeting Room
June	20		Community Meeting Room
July		6:30 p.m.	Community Meeting Room
August	15	6:30 p.m. same des	Community Meeting Room
September		-	Community Meeting Room
October	17 : S	6:30 p.m.	Community Meeting Room
November	21	6:30 p.m.	Community Meeting Room
December	19 - Al Lat. 197	6:30, p.m. (1)	Community Meeting Room
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RESOLUTION 16-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2016

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M., except for established dates of January 26 and February 22, 2016, the Regular Board Meeting for Calendar Year 2016, dated December 21, 2015.

AYES:		
NOES:		
ABSENT:		
ABSTAIN:	•	
State of California)	
)ss.	der 14 A.C. Sevender met de la L
County of Orange)	

I, Jo-Anne Martin, Secretary of the Board of Trustees of the Placentia Library District Of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Twenty-First day of December 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twenty-First day of December 2015.

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

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TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Election of Board Officers

DATE:

December 21, 2015

BACKGROUND

The following positions need to be elected:

President (Incumbent is President Shkoler)

Secretary (Incumbent is Secretary Martin)

RECOMMENDATION

Elect a Library Board President and a Library Board Secretary for 2016.

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TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Appointment of Library Board Representatives for 2013 by the Board

President

DATE:

December 21, 2015

BACKGROUND

The following positions need to be appointed:

Incumbents are in parentheses.

Representative to Special District Local Area Formation Commission (LAFCO)

Selection Committee (Trustee Carline and Trustee Martin as alternate)

Representative to the Orange County Council of Governments (Trustee

DeVecchio)

Representative to the Placentia Library Friends Foundation (PLFF) (Trustee

Carline and Trustee Martin as alternate)

Independent Special Districts of Orange County (ISDOC) (District reinstated

membership this year; hence, there are no appointments from last year)

Personnel Committee (President Shkoler and Trustee Carline)

Representative to the Placentia Community Network (Staff)

RECOMMENDATION

Appoint Library Board Representatives for 2016.

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TO:

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Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Request from Ms. Beatrice Quintanar for continuation of all benefits as

full-time status for December 2015 and January 1, 2016.

DATE:

December 21, 2015

BACKGROUND

Ms. Beatrice Quintanar, Library Clerk, has been employed with the Placentia Library District since November 1998. Ms. Quintanar was absent for an extended period of time recently due to a medical condition. During her absence, she exercised her Family Medical Leave Act rights which ended on December 7, 2015. Additionally, Ms. Quintanar participated in the Catastrophic Leave program which resulted in 160 donated hours from co-workers.

Per a doctor's note, Ms. Quintanar was permitted to return to work on a 4-hour shift, beginning December 7, 2015 through January 1, 2016. The District has made reasonable accommodation for Beatrice to return to work on December 7, 2015 on a part-time basis through January 1, 2016.

Placentia Library District provides benefits to regular full-time employees and pro-rate allocation for employees working 20 or more hours, with the exception of Policy 2030 – Holidays which only applies to all regular full-time employees.

Ms. Quintanar is requesting that all her benefits be compensated as regular full-time status during her part-time schedule for December 2015 and January 1, 2016. These benefits include:

- Policy 2020 Vacation Accruals (December 1, 2015 January 1, 2016)
- Policy 2030 Holidays (December 24, 25, 31, 2015 and January 1, 2016)
- Policy 2040 Sick Leave Accruals (December 1, 2015 January 1, 2016)
- Policy 2050 Bereavement Leave (December 1, 2015 January 1, 2016)
- Policy 2060 Jury Duty (December 1, 2015 January 1, 2016)
- Policy 2110 Health and Welfare Benefits (December 1, 2015 January 1, 2016)
- Policy 2120 Educational Assistance (December 1, 2015 January 1, 2016)

Attachment A is Ms. Quintanar's request.

Fiscal Impact: \$3,818+

RECOMMENDATIONS

- 1. Motion to approve Ms. Beatrice Quintanar's request to continue to receive all benefits as full-time status for December 2015 and January 1, 2016 during her part-time schedule for these periods.
- 2. Approve by a roll call vote.

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PLACENTIA LIBRARY DISTRICT

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To: Placentia Library Board of Trustees are an analyzable canada for unascaled variable () and tree () and tree () and tree () and placentia Library District () and tree are an analyzable or a probable to an adjacent and affine a leading of the district section of the form of the district sections of the form district sections of the form district sections of the form of the

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My employment started on November 8, 1998 and I am requesting my benefits be extended for December 2015 and January 1, 2016. I have been ill for the last 4 months and my doctor gave me a note to return to work on Dec. 7, 2015 part time.

Benefits include: The state of the separate passes on the growth of the contribute of the relative Alexander.

Policy 2020-Vacation Accruals (12/1/2015-01/01/2016)

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Policy 2040-Sick Leave Accruals (12/01/2015-01/01/2016)

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Policy 2110 Health and Welfare Benefits (12/01/2015-01/01/2016)

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Beatrice Quintanar
Library Clerk/Passport Agent

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Library Board of Trustees TO:

Jeanette Contreras, Library Director FROM:

Authorization to enter into an Agreement with Sam McBane Mulford, Strategist, SUBJECT:

to facilitate the Centennial Facility Plan meetings.

December 21, 2015 DATE:

BACKGROUND

As the Placentia Library District continues to explore the feasibility of a Centennial Facility Plan, we need to identify a steering committee that includes community partners, then proceed with an initial meeting to be facilitated by a professional library consultant.

Ms. Sam McBane Mulford owns Ideation Collaborative, whose business is bringing people together for dialogue and problem solving in different phases of a project. Ms. McBane Mulford has over 21 years of experiences in strategic master planning, programming, and design of both large and small-scale public and private projects. She has worked with the Omaha Public Library, Carmel Clay Public Library, Dr. Martin Luther King, Jr. Joint Library, San Jose Public Library, City of Sunnyvale Library, Santa Clara County, and the City of San Jose.

Ms. McBane Mulford will be responsible for the preplanning process of the Centennial Facility Plan. This process may include the needs assessments, long and short-term building programs, requirement specifications, and build consensus for a plan that will be important in all aspects of ensuring the success of the District's Centennial Facility Plan. She will guide the conversations and exercise to help everyone involved to understand the reasons and needs for the change.

At the December 15, 2014 Library Board of Trustees meeting, it was decided that a steering committee was needed to move forward with the Centennial Facility Plan, and that members include a Library Trustee, Library Director, Staff, City, School Board Superintendent, PLFF Board Director, and selected members of the community. The steering committee is to develop a strategy for the Centennial Facility Plan, inclusive of staff's feedback. Community members to consider:

- Rotary Club
- Kiwanis
- Lions Club
- Round Table Women's Club
- Chamber of Commerce
- Southern California Edison
- Southern California Gas Company
- Time Warner Cable
- Premier Jeep
- Downtown Merchants

Attachment A is the proposal from Ms. McBane Mulford.

Attachment B is Ms. McBane Mulford's qualifications.

Fiscal Impact: \$7,500

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RECOMMENDATIONS

- 1. Motion to authorize entering into an agreement with Sam McBane Mulford, to facilitate the Centennial Facility Plan meetings.
- 2. Authorize by roll call.

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Placentia Library Centennial Remodel Project | Proposal for Services November 30, 2015

Agenda Item 29 Attachment A Page 63

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

Centennial Remodel Project Planning and Engagement Activities Re:

I am excited to offer this proposal for professional services in support of your Centennial Library remodeling project. I understand you'd like to create a planning team and engage your community and stakeholders in imagining different possibilities and priorities for the future. You will get a sense of what your community values and help shape how a remodeled Library might support future customer experiences.

Scope

Session 1: Planning Team Mobilization

This ¾ day session (10 am to 3 pm) will include:

Formulation of Planning Team (roles and responsibilities, roadmap of planning activities, preliminary schedule)

Development of a Communication and Engagement Plan (input and feedback activities to include communication on the project (internal and external) as well as community surveys, opportunities for aspirational conversations, and exploration of adaptive reuse of the remodeled facility.

Session 2 and 3: Imagining Adaptive Reuse of the Library: Community Charrettes In two separate ¾ day sessions (10 am to 3 pm), scheduled to ensure the greatest participation and able to accommodate 40 to 60 people each, the consultant will facilitate community members through a process of identifying needs of the community, and imagining the types of spaces that will meet those needs as well as flexibly adapt to emergent future needs. Community members will play with to scale representations of spaces in plan form, and will create stories of how spaces will be used, what amenities will be available, and what relationships spaces should have to each other to best create a vibrant library that well serves its community.

These three sessions are assumed to happen on three different dates, with enough time between the Planning team meeting and the charrettes to insure sufficient lead time to invite participants.

Fees

Fees are inclusive of all consultant expenses (travel, lodging, local transportation and miscellaneous facilitator supplies. Consultant will rely on the Library to arrange for or provide two easels and flip charts for each session.

Fees for Professional Services

\$ 7500.00.

Sincerely,

Sam McBane Mulford, strategist, ideation collaborative sam@strategicimp.com | 408.387.9020

Page 64

and Experience Personnel, Qualifications

deation

ollaborative and mindful of organizational 2007. Future-focused, inquisitive business enterprise founded by Sam McBane Mulford April 1, is a woman-owned, small history and culture, the firm

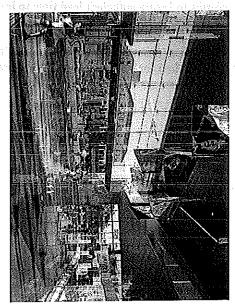
by research and data gathering, systems analysis, generation [2.0] of strategic planning. Sam innovatively practices the development of strategic actioning as the next establish priorities, and inventive service model development benchmarking best practices, pioneering methodologies to organization to achieve its vision. facilitates strategic dialogue and perspective, supplemented that drive decision-making on a daily basis, allowing the he result is simple articulation and clarity in specific goals

accomplished alone in this world, and facilitating groups and undertaken. Community outreach and engagement is vita design and facilitation, which applies to every project The firm's unique core competency and value is in process comprehensively planned and actively facilitated to successful public and not for profit projects, and must be toward it together is powerful, if not game-changing. focused in the 'we'. Very little of great value is actually product released must have 'i-in its name, ioc's work is throughout to ensure success. In a society where every new whole communities to develop a shared vision and work

> strategic planning through its tactical execution. Maintaining being the conversation with a community beyond initial input and Reaching out and establishing a forum for dialogue and do not negatively impact the process. Active listening and guarantee that emerging issues are addressed readily and problem solving is critical to every phase of a project, from its throughout the implementation of any project or idea will

project. for your within the and advocacy creates trust with you and community responsive

additional organizations expertise is in working with The firm's



constantly seeking future foresight and emergent thought in various professions, industries, and institutions for opportunities technologies on needs, services and facilities. Sam is community', as well as the impact of current and emerging with more partners, perspective, and purpose in the to move from 'doing more with less resources' to 'doing more for cross-pollination and fertilization of models and solutions strategic perspective and principles to problem seeking that can be evolved to your specific issues. Sam applies esearch and analysis, and opportunity-driven solutions

deation ollaborative

Attachment B Page 65



Sam McBane Mulford, strategist

Sam McBane Mulford will serve as principal in charge and key contact for this project.

synthesize data into rich information processes, research, data gathering and analytics, and technologies that adept at designing and facilitating Sam will work with you to complete the strategic planning project. She is

engaging the Commission, stakeholders, patrons, staff, library engagement. She will lead the process design and advocate for community, stakeholder, and staff not an invisible facilitator, but a dynamic and energetic are the means by which she is able to work in an intensively information and capture the detailed discussion that occurs, audio, video, laptops and projectors to both present group interactions, supported by technologies to include facilitation techniques to manage both small and large advocacy groups, and community. Use of innovative facilitation work described in this proposal, to include that drives decision-making and resource allocation. Sam is collaborative way.

Principal in the firm, allowed her to develop deep expertise with Anderson Brulé Architects, Inc. (ABA), last serving as a scale public and private projects. Her twelve years tenure planning, programming, and design of both large and smalltwenty-one years experience in the strategic master As the principal strategist and founder of iec, Sam has over with libraries who sought to re-imagine and reinvent to stay relevant and valued within their communities. Passion and

> development of processes, systems, and tools within a knowledge management, and technology facilitate rapid knowledge and understanding of information systems, community goals and values. Intuitive and discrete community needs and serve to support organizational and implement project processes that are unique to the allow her to work with clients and communities to design and expertise in systems analysis, process design, and facilitation project that tend to serve the client long after successful documentation. process planning and management, and appropriate learn and adopt the disciplines and principles of facilitation, project completion. Staff who participate in the process

Sam has a thorough understanding of the trends affecting adopted or adapted to transform the traditional public models, outside the library realm, to see what can be public libraries and the services they need to provide, both increasingly diverse community needs service models is designed to meet rapidly evolving and changing community needs. This forward-thinking look at library into one that is positioned to nimbly respond to now and in the future. She has studied other service delivery

Select relevant experience

- Omaha Public Library Strategic Plan, Omaha, Nebraska
- Carmel Clay Public Library Strategic Plan, Carmel, IN
- Programming, Virginia Beach, VA Strategic Operational Planning and Preliminary Tidewater Community College and Virginia Beach Lifelong Learning Resources Center, Feasibility Analysis
- Strategic Operational Planning and Design, The Dr. Martin Luther King, Jr. Joint Library Feasibility,



State University, San José, CA* Redevelopment Agency, City of San José / San José

- Way, for San José Public Library Branches, San José, CA* Innovative Library Service Model (ILSM) – The San José
- Los Gatos, CA* First 5 Santa Clara County Strategic Plan, San José, CA* Town of Los Gatos Civic Center and Library Master Plan,
- Strategy Community Needs Assessment and Plan of City of Sunnyvale Library of the Future Study and Preferred Facility Strategy, Sunnyvale, CA* Service, Library Building Program, Facility Scenarios and
- Assessment, Plan of Service, Program, Conceptual Design, Library Bond Act of 2000 Grant Application Redwood Shores Community Library, Library Needs (awarded), City of Redwood City, CA*

Strategic Operational Plan, San I, CA* City of San José Civic Center Mission Development and

*Experience during tenure at ABA

Education

- College of Environmental Design, Texas A&M University
- San Francisco Institute of Architecture, San Francisco
- Engineers Advanced Management Institute of Architects and

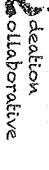
Professional affiliations and Community Service

- American Library Association, Public Library Association, and California Library Association
- Urban Libraries Council
- World Future Society
- International Association of Facilitators
- Saratoga, California Library Commissioner
- Santa Clara County Library's The Reading Program Literacy Tutor
- Our House Homeless Teen Center Volunteer

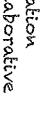
Habitat for Humanity, San José, Volunteer

Publications

- McBane Mulford, Sam, and Ned A. Himmel. How Libraries Unlimited, 2010. <u>Green Is My Library?</u> Santa Barbara, California:
- Greenway Communications, 2005. (Contributor) Davy, Kyle V., and Susan L. Harris. Value Redesigned: New Models for Professional Practice. Atlanta, GA:



November 30, 2015



es Sam has worked with over 35 libraries and has been involved 3 million square feet of public and academic library space – in the strategic planning, programming, and design of almost scope of ioc's strategic planning, service model development, and design experience with libraries Highlighted here are a few select projects that represent the for libraries ranging from 5,000 to 1/2 million square feet.

meet emerging needs. readying the organization for 21st century library services to relationships that support diverse and changing use of the models, leveraged staffing models, spatial allocations and Examples of innovations created within the work done with library, and organizational advancement plans focused on libraries include patron-centric service philosophies and

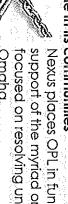
- underlying socioeconomic and community-building system, and builds capacity in the organization to do value in direct patron service. Development of and strategic plan, using lean principles and new special competencies (process design, facilitation, and training in core competencies for all staff ensure transformation before beginning implementation of the OPL in Omaha is beginning its service model megacommunity approach to resolving Omaha's midst of and providing strategic support for the role within the community, designed to place OPL in the project management) will support them in the NEXUS more with the resources they have. Integration of consistency in customer experiences throughout the fechnologies to leverage staff to greater and higher
- support serendipitous learning and interaction, and communities, which required rethinking and careful services to the academic and public library diversity through population migration and immigration. of joint use, every library in America needs to explore extremely diverse needs within one facility. Regardless provide a broad spectrum of service responses to meet analysis of how to zone potentially conflictive activities. SJPL and SJSU in San Jose partnered to provide seamless generations daily and begin to encounter increasing these concepts as they serve four very different
- and programs and use of space in their new facility. conversation is a new and exciting direction for these diversity and create a stronger community through development of programs and content to embrace is accelerating that in Virginia Beach. Assertive cultural diversity, population migration and immigration communities have always had greater ethnic and content are some examples. Where military their children's learning through paralleled or associated and giving parents richer opportunities to be involved in Teens teaching seniors how to use new technologies, sharing through sophisticated development of services lifelong learning through intergenerational learning and VBPL in Virginia Beach, VA explored how to enrich In addressing the generational conundrum, TCC and libraries.

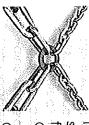


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68 gg POmaha Public Library Strategic Plan, Omaha, Nebraska essentiality to ensure its sustainability. challenging dual strategy to address these issues and reach communities. It created an exciting and extremely Through community and organizational analytics, OPL found itself underutilized within and undervalued by its

- through community collaboration Omaha needs a Nexus to create greater positive impact
- OPL needs to extend its reach and serve even more people in its communities





support of the myriad organizations that are Nexus places OPL in fundamental, strategic focused on resolving underlying issues in

together to address compelling issues. As catalyst and support these organizations. collaborator, OPL will proactively engage and strategically and non-profit organizations and citizens as the public sphere intersection at which these organizations and individuals join OPL will serve as an essential connection with and between Omaha's public, private, Omaha.



standard public library method for attracting patrons to the Library. The added identifying needs, developing resources Long Reach is an enhancement of the and services that address them, and

segmentation to better understand the lifestyles and element in the Long Reach strategy is the use of market and groups. In the state of the state of the second second number of patrons by reaching niche interests, individuals lifestages of people in OPL's communities, and to grow the

> other: Nexus and Long Reach work in tandem – each supports the

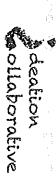
- Strategic alliances are a trusted referral for OPL to their service populations, creating new patrons
- can help them with issues Long Reach patrons discover Nexus organizations that
- OPL resource allocations to either core strategy can be leveraged to achieve the goals in both

strategy phases of the planning process: discovered and identified as critical during the analytics and The strategic plan is based upon integration of key concepts

Essentiality and the OPL Brand communities' recognized value of OPL, resulting in OPL Outcomes of both core strategies will create patron and

perceived as essential to its ecosystem.

- evidenced through sophisticated performance generate a process orientation and development of **Business Principles and Practices** people and resources to achieve the new purpose as project management proficiencies that leverage Integration of private practices into the work of OPL will measurements.
- Market Segmentation
- and recommendations for OPL are highlighted in this and offers a rich understanding of the demographics, being pioneered by OPL and few other public libraries, Utilization of this analytics and business intelligence tool is lifestyles, lifestages, and values of patrons. Key findings
- virtual. Creation of a comprehensive, but fluid, capital Reaching patrons requires place, whether physical or Alignment of Facilities Master Plan



improvement program will give OPL the ability to prioritize facility investments through core strategies.

These concepts, when integrated into and addressed within OPL's leadership perspective, relationships, service delivery, and operations, will create capacity to achieve the Nexus and Long Reach core strategies.

Sam designed and facilitated OPL through the strategic planning process, which included extensive community and staff engagement. For maybe the first time, OPL invited its community leadership into the process and actively listened to what leadership thought OPL should be along to improve the quality of lives in the communities it serves. Where partnerships existed, this outreach paved the way for strong, strategic alliances that places OPL at the table for community wide discussions and action.

Creating a Collaborative Culture through Community Engagement, Omaha Public Library IMLS National Leadership Grant

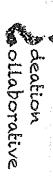
OPL is implementing its strategic plan, and Sam engaged Cheryl and they approached the Director last year to write and submit a National Leadership grant application to the Institute of Museum and Library Services. OPL, with Ioc and fully engaged as consultants, was awarded a \$407,000.00 grant over two years to develop a replicable, scalable, model for public libraries as anchor institutions to create a new discipline - utilizing community engagement to help their members connect, solve problems, and create and innovate new value in their communities. OPL has partnered with the University of Nebraska at Omaha, College of Public Affairs and Community Services, Center for Public Affairs Research

to provide the outcomes development and evaluation components.

and even non-profit sectors is usually focused around the project addresses the need for Public Libraries to clearly economic vitality." It is process oriented, as we intend to enhance civic engagement, cultural opportunities, and museums and libraries as strong community anchors that and help them achieve their goals. and bring people together to participate in shared learning trusted institutions with no agenda to facilitate engagement organization's agenda. Our communities need neutral, Community engagement as practiced in the public, private demonstrate new value in a transparent and tangible way. define and expand their role in the community, and to Healthy communities are comprised of engaged citizens. This engagement and create the foundation for the body of discover and codify the best practices of community This project addresses the IMLS strategic goal of "promoting these activities to become a discipline specific to libraries

The intended audiences for this project are the communities we serve: individuals to organizations and agencies, and the community at large. The library is a community-based organization that is seen as a place where ideas and opinions can be freely shared, and is well poised to work in collaboration with community, civic, and business leaders to craft a better system for connecting individuals to each other, and to their communities.

Specific project activities include the development of a community asset map as groundwork for engagement efforts that define interest or issue arenas and who is doing what, why, and how, revealing opportunities for collaboration and greater engagement. The design and implementation of



270 Pamultiple pilot projects, progressing in complexity from a upon successes. Staff will learn just in time, with training, but and innovation will integrate best practices and will build mostly through doing the work with experts and partners. The and collaboration and eventually into the realm of creativity relationship/connection orientation through problem solving project will deliver a set of principles, practices, and tools in

- the discipline of community engagement including: A scalable model for community engagement that is community leadership and library patrons inclusive of ideas, opinion, and feedback from
- building resources that position the public library as a Knowledge, practice, tools, guidelines, and capacity connect with people and find networks, solve problems, community anchor organization, facilitating and even innovate engagement of individuals and organizations to
- difference effectiveness of services and programs that make a community engagement, and metrics for determining Methods for designing and measuring outcomes for

through a sense of connection and belonging. The bigscale this model, will benefit by improving the quality of life connect and become engaged in the community. For the will create a culture of awareness, options, and the choice to picture outcome for this project is two-fold. In Omaha, OPL Our communities, and those of other libraries that adapt and engagement. disciplined practice for library and community library field this project will produce and disseminate a

itself underutilized within and undervalued by its Through community and organizational analytics, OPL found

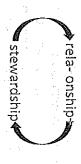
> essentiality to ensure its sustainability. challenging dual strategy to address these issues and reach communities. It created an exciting and extremely

determine who we would be, and why. Along the way, we SCL began a journey in mid-2011 to seek our future: to Carmel Clay Public Library Strafegic Plan, Carmel, Indiana our patrons that we should not lose what we do well in found our future was really Carmel's future, and learned from becoming what we will need to be.

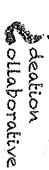
communities in an increasingly dynamic and complex world develop in implementation of our strategy. It is strategic in nature – more detailed tactical plans will This plan represents the discovery of how CCPL will serve its

successes and Carmel's emergent needs. document - one that adapts and evolves relative to CCPL's nimble organization. This plan will become a living attention to strategy is powerful in becoming an even more course correct given change in our environment; continual accomplishing nearer term goals. Strategy will shift and Strategy is how we achieve our long-term vision by

stewardship. CCPL's strategic direction is simple: relationships and



November 30, 2015



patrons (individuals and families)

organizations (community services, not for profits

philanthropic, public agencies, business, corporations,

retail, and commerce, other libraries)

communities served and the library profession at large

Engaging in collaborative relationships will strengthen our

ability to embed ourselves and become integral to our communities, giving us the ability to anticipate changes in

needs as well as emergent issues in Carmel and our larger

world.

Through relationships, CCPL entrusts itself with stewardship of

elemental to stewardship, and CCPL will employ the Carmel's successes. Facilitation and servant leadership are

spectrum of facilitative and leadership roles from responsive through collaborative to dynamic in working for and with Carmel:

responsive facilitation eases the work of an individual

or group and helps them achieve their goals

collaborative facilitation entails learning and doing

together, seeking and defining problems, and co-

creating solutions

dynamic facilitation requires inquiry and advocacy, as

well as active participation in and even influence on the outcome

Our goals are statements of the collective community's

provide. CCPL will move from our place of strength in the benefits as realized through what we choose to do and

Opportunity quadrant into three new arenas, resulting in:

opportunities for CCPL to grow current performance

excellence into new and exciting realms

prospects for greater community engagement through enhanced and extended presence in and

a strong community that collaborates in seeking and dialogue with the communities

solving its problems together and for the greater good an exemplary model for strong communities that intend to shape their preferred future

Opportunity in Carmel is maximized for all that opt to seek.

- lifelong discovery and learning
- education and entertainment
- entrepreneurism and invention

the communities it serves. Carmel's experiences are enriched by CCPL's Presence in

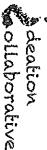
- services, content, and experiences physically distributed and virtual access to library
- collaborative service delivery (public/private/non
- strategic alliances that produce holistic results

Carmel's Voice leads its development and future success

- facilitated community connectedness
- conversant communities avoid crucial conversations by solving problems proactively
- communities share a vision for Carmel's future and work collaboratively to achieve it

all its community assets – people and places. The Carmel community is fully engaged in active Leverage of

- cataloging and mapping of community assets
- utilization of community resources for greater, collective ROI
- wealth of social capital



10

Creating axes with **relationship** and **stewardship**, community and staff participants in a strategy workshop diagrammed quadrants that define four places in which CCPL either exists or will strive to be. Each quadrant reflects an intersection of the spectrums in relationships and stewardship, and the key concepts in the quadrants themselves become CCPL's strategic goals.

L Strategy Moc

Relationship

Stewardshi

deation

Responsive

Collaborative

Agenda Item 29 Attachment B



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By State State Carlo Luther King Jr., City of San Jose & San Jose State Carlo Martin Luther King Jr., City of San Jose & San Jose State Operational Plan and Space Program | San Jose, CA University Joint Library, Library Plan, Feasibility, Strategic

combines library services for a city more than 150 meetings with library analysis of organizational structure, selected to prepare, facilitate, and and university system. ABA was This is a first-of-its-kind model that staff, ABA developed a Strategic document the development of a fiscal and operational issues. After Library Plan through its feasibility

Gunnar Birkerts and Carrier Johnson for this 474,500 square-ABA served as the associate architect in collaboration with well as the design development. participated in the conceptual and schematic design, as designed and facilitated the process. She also developed and integration of the two libraries. Sam McBane Mulford co-Operational Plan that focuses on seamless service delivery

the Access database for the building program, and

architect, provided design details, specifications, budget public library and a major university library created a joint foot library. This is the first time in history that a major city of 2003. This building houses the academic collections and and mezzanine. The Joint Library project opened in August metropolitan facility. ABA, worked closely with the prime goal of the facility is to provide enhanced services to all uses means to maximize resources through collaborating. The reconciliation, and operational planning for the nine floors programs of the San José State University Library, as well as Library of the City of San José. The facility is an innovative the collections and programs of the Martin Luther King Main

> spaces. The SJSU Special Collections, the Main Library's complementary community and student specific program groups, and has been designed with various and California Room, The Steinbeck Center, and the Beethoven

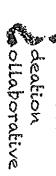
embarked upon project to establish Sunnyvale's Library of City of Sunnyvale Library of the Future | Sunnyvale, CA The City of Sunnyvale and Sunnyvale Public Library

articulating the the Future. The Needs inside a circa 1960, libraries, currently housed future library services. As community's vision for first, foundational step to one of the State's busiest Plan of Service were the Assessment and Library



attention as a public facility. situated off a main thoroughfare and therefore draws little the other services and public spaces of the site. However, it is building, a part of the city's civic center, creates a linkage to of expansion and upgrade. This historically significant beautiful brick building, Sunnyvale's current library is in need

Sunnyvale's city staff and ABA worked together to assess the developing a successful master plan. The master plan capacity for the year 2030. This information was integral in adjacent. Visual elements of interest would be incorporated Library's current services against the targeted needs and library and city staff with the new Library of the Future facility proposes a reuse of the existing building as office space for



Attachment B

Panto the design creating a new focal point for the Civic Center and draw public interest.

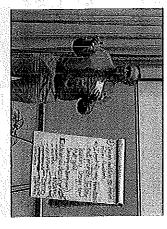
and public use space. The master plan also intends to environment that provides numerous educational program accommodates the future ratio of book stacks to options in site location and massing, rooftop gardens, and options for the new library including alternate locations, library. In collaboration with the City, ABA evaluated other currently occupies part of the proposed new site for the preserve the successful Charles Street Gardens project that technology. This ensures the Library's relevance as a learning Careful planning and flexibility within the Library effort to maintain this mutually beneficial and successful proposed underground parking. All these options were an garden decks over parking in addition to the already learning environment for the community.

Building Program, Facility Scenarios, and Funding Options. Program processes, authoring the analysis and final reports. led the Needs Assessment, Plan of Service and Buidling method to achieve it. Sam McBane Multord designed and defines the community and City vision for the Library and the Ultimately, the Library of the Future Study and Strategy This document guided the planning and design of the

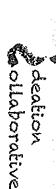
Virginia Beach, VA Library | Joint Library and Lifelong Learning Center | Tidewater Community College & Virginia Beach Public

and what is presently called the South Rosemont Area Library The City of Virginia Beach and Tidewater Community College planning to build new the TCC/Virginia Beach Campus Learning Resources Center (TCC) are considering building a single facility to house both (CIP Project 3-175). Both the College and Library are

street from each other, and opportunity that should be within the leadership of proceeding with either explored prior to both institutions as an this concept has emerged facilities on land across the



include a broader evaluation of the feasibility of the joint-use steps in the planning process. A Core Team, comprised of in June of 2005 to assist in development of appropriate next workshop participants included a broad representation of essentially how 'joint' this facility could and should be. The establish alignment of the group toward a feasible concept broadly gauge the opportunities and challenges and Sam designed and co-facilitated the adopted process which concept for these potential partner organizations. worked with the consultants to design a process that would key individuals from TCC and the City and Public Library, The City and TCC engaged Anderson Brulé Architects (ABA potential partners and community members. included an initial, intensive feasibility workshop intended to TCC, City, and Public Library staff and leadership, as well as



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stakeholders and staff, as and the City. Focus well as leadership at TCC consultants visited Workshop, the outreach methodologies groups and other conduct outreach to Virginia Beach to

students, faculty, parents, children, teens, staff, seniors, Education Center, examples of partnership opportunities visited the Advanced Technology Center and the Higher facilities that each organization had created. The team also facilities to learn first-hand about services, operations, and process. The team visited other TCC and Virginia Beach educators, volunteers, and potential partners in the planning realized by these and other organizations were used to include

that a joint-use library was not only feasible, but that TCC and statements, and then define goals for their successful structured to first explore critical issues, develop problem 30th and 31st, 2005. It was held at the Advanced the City should consider taking advantage of every led by consultant team facilitators. The workshop was Technology Center on the TCC Campus, with 56 attendees The two-day Feasibility Workshop was conducted August resolution. The conclusion of the feasibility workshop was

learning that would be new model for lifelong opportunity to create a capable of adapting to

Prior to the Feasibility

needs through research and data analysis, as well as an was to create an holistic understanding of library service

The purpose of this strategic operational planning process

inclusive staff, stakeholder and community outreach process

and creative strategies for service responses and conceptual communities they serve. The project explored innovative that reflects the diversity of the partner organizations and the

joint-library solutions that will enable the partners to realize

public partnership. Sam designed and led the strategic foundation for legislative approval and funding of this public-The successful strategic planning effort provided the and the building is currently in the schematic design phase planning, programming and operational planning process,

emergent needs within the community.

strategic plan, and begin the design and construction effort

and feedback. The Strategic Operational Planning process outreach to stakeholders and the community to obtain input included staff teams, organized around library issues, with

their vision, goals, and strategic objectives. Participants

positions TCC and the City of Virginia Beach to finalize a



reaction Llaborative

References

System | 425.369.3232 | gwasdin@kcis.org
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