



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

July 16, 2018
6:30 p.m.








Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the June 18, 2018 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for June 2018. (Receive & File and Approve)

11. FY2017-2018 Cash Flow Analysis through June 2018; the Schedule of Anticipated Property Tax Revenues for FY2016-2018 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for June 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for June 2018. (Receive & File)

14. Acquisitions Report for June 2018. (Receive & File)

15. Entrepreneurial Activities Report for June 2018. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for June 2018. (Receive, File, and Ratify Appointments)

17. Circulation Report for June 2018. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

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

NEW BUSINESS

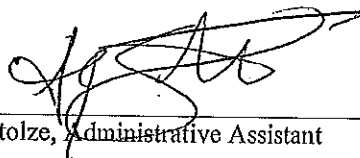
23. Discuss and consider a plaque for the History Room in memory of Marie Schmidt, Pat Irot, and Pat Jertberg.
24. Library Board of Trustees August 20, 2018 Meeting.
25. Library Director will provide an update on the Renovation Project.

ADJOURNMENT

26. Agenda Preparation for the August Date Meeting which will be held on August 20, 2018 unless re-scheduled by the Library Board of Trustees.
27. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
28. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the July 16, 2018 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 13, 2018.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
JUNE 18TH, 2018

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 18th, 2018 at 6:31 pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant

Guests: None

ADOPTION OF AGENDA

It was motioned by Trustee Shkoler to add an emergency agenda item to have the Library Director attend the American Library Association Conference in New Orleans, June 21st through June 26th to represent the library and bring back updates in the library community, ideas, and trainings for staff. The motion was seconded by Secretary Martin.

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

The agenda so modified was then moved by Trustee Shkoler and seconded by Secretary Martin to adopt the Agenda (Item 3).

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

ORAL COMMUNICATION

Trustee Minter moved to motion the adoption of the agenda and was seconded by Secretary Martin. (Item 4)

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

BOARD PRESIDENT REPORT

President Carline attended Rotary's Cowabunga event, set up a committee for the Joint Use Agreement discussion with Director Contreras and Trustee Minter.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the Literacy Promotion, Rotary's Cowabunga, and took the Holiday Photo with staff at Staff Development Day.

Trustee Minter attended Rotary's Cowabunga event.

Trustee DeVecchio attended the Literacy Promotion.

Trustee Shkoler attended the Literacy Promotion, Rotary's Cowabunga, and took the Holiday Photo with staff at Staff Development Day.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended Rotary's Cowabunga, presented C21 Awards at Morse Elementary, has been working with Rauch Communications and eMar studio on the Centennial Renovation Project, participated in discussions for Placentia Library Friends Foundation's fundraising efforts, assisted with the Miss Placentia Bon Voyage event, and had Technology Manager, Jon Legree, attend the SLS Council meeting on her behalf.

**FRIENDS FOUNDATION
REPORT**

Sherri Dahl announced Lisa Pacheco's resignation as Board President. Sherri Dahl is now the Board President of the Placentia Library Friends Foundation's (P.L.F.F.). Additionally, fundraising ideas are being further discussed.

CONSENT CALENDAR

After a discussion on two of the agenda items, including the city's cost in maintenance to be part of the Joint Use Agreement and a question of employment statistics, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Agenda Item 9-22. A roll call vote was taken:

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

**MINUTES FOR THE MAY
21ST, 2018 BOARD
MEETING**

Minutes for the April 16th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

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

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

Administration Report for May 2018 (Item 19)
Children's Services Report for May 2018 (Item 20)
Adult Services Report for May 2018 (Item 21)

Placentia Library Website Technology Report for May 2018 (Item 22)

AWARD CONTRACT TO SAN MARINO ROOF CO., INC. FOR PLACENTIA LIBRARY DISTRICT'S ROOFING REPLACEMENT.

Director Contreras presented the four bids from the following roofing companies: Letner Roofing Company, Anning-Johnson Company, Courtney Inc., and San Marino Roof Company. After reviewing the bids, it was motioned by Trustee Minter and seconded by Trustee Shkoler to award the roof replacement service to San Marino Roof Company Inc. in the amount of \$193,393 and authorize President Carline to sign the contract.

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

UPDATES ON COMMUNICATIONS STRATEGY PLANS.

Director Contreras presented renovation updates pertaining to communication strategies. Director Contreras presented the logo options, how the voting process was executed, and the final selected logo. Additionally, Director Contreras provided the update to the Board of Trustees that information folders for upcoming presentations plan to be printed within the coming weeks.

UPDATES ON CENTENNIAL RENOVATION PLANS.

Director Contreras presented a visual packet for the Board of Trustees to view the interior selections of the furniture and finishes for the remodel. Director Contreras also discussed that with these selections and the removal of the outdoor space, eMar studio is now doing an updated cost analysis. Director Contreras then answered questions from the Board in regards to the timeline, with the semi-closure beginning at the end of September 2018 and lasting through September 2019.

EMERGENCY AGENDA ITEM: A TRAVEL AUTHORIZATION FOR THE LIBRARY DIRECTOR TO ATTEND THE AMERICAN LIBRARY ASSOCIATION (ALA) CONFERENCE IN NEW ORLEANS, LA FROM JUNE 21, 2018 TO JUNE 26, 2018.

Trustee Shkoler presented the importance for Director Contreras to attend the American Library Association (ALA) Conference from June 21st-June 26th, 2018 in New Orleans, LA. It was motioned to approve the travel authorization by Trustee Shkoler and seconded by Secretary Martin.

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

REVIEW OF ACTION ITEMS

To present the discussion of possibly going dark in August 2018.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of May 21st, 2018 was adjourned at 7:16 p.m.

Gayle Carline, President
Library Board of Trustees

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



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Placentia Library District
Check Register
June 2018

| Date | Num | Name | Memo | Amount |
|---------------------------------------|------|---|--|-------------|
| 1000 - General Fund - Checking | | | | |
| 06/04/2018 | 9846 | Best Best & Krieger | Services through April 2018 | -643.50 |
| 06/04/2018 | 9847 | Califa | CENIC Broadband Jan-Mar 2018 | -4,015.10 |
| 06/04/2018 | 9848 | City of Placentia | May Invoice | -7,738.71 |
| 06/04/2018 | 9849 | Jo Anne Martin | ALA flight reimbursement | -1,544.07 |
| 06/04/2018 | 9850 | Placentia-Yorba Linda Unified School Dist | Print jobs | -200.37 |
| 06/04/2018 | 9851 | Public Agency Retirement Services | Retirement | -3,617.04 |
| 06/04/2018 | 9852 | Staples Advantage | Literacy Awards | -101.59 |
| 06/11/2018 | 9853 | Alyssa Stolze | Reimbursement | -165.19 |
| 06/11/2018 | 9854 | Arcella Janitorial Service | May 2018 Invoice | -2,880.00 |
| 06/11/2018 | 9855 | Baker & Taylor | Books | -1,412.13 |
| 06/11/2018 | 9856 | Bear State | Regular Maintenance for May 2018 | -398.14 |
| 06/11/2018 | 9857 | CA Department of Tax & Fee Administration | Jan-Mar 2018 Filing Period | -23.34 |
| 06/11/2018 | 9858 | Cintas | Supplies | -775.06 |
| 06/11/2018 | 9859 | Click Consulting | Dell Optiplex | -1,495.87 |
| 06/11/2018 | 9860 | ExColo LLC | Computer Engineering & Consulting Services | -250.00 |
| 06/11/2018 | 9861 | Golden State Water Company | Service Apr-May 2018 | -416.22 |
| 06/11/2018 | 9862 | Johnson Controls Inc. | Initial Mobilization Payment (25%) | -369,500.00 |
| 06/11/2018 | 9863 | Midwest Tape | DVDs | -3,978.65 |
| 06/11/2018 | 9864 | OverDrive | Subscription | -2,344.66 |
| 06/11/2018 | 9865 | Pitney Bowes Purchase Power | Postage for May 2018 | -1,020.99 |
| 06/11/2018 | 9866 | Placentia-Yorba Linda Unified School Dist | Print orders for May 2018 | -3,367.04 |
| 06/11/2018 | 9867 | Republic Services | Recycling service 4/1-4/30/18 | -117.91 |
| 06/11/2018 | 9868 | Staples Advantage | Supplies | -372.19 |
| 06/11/2018 | 9869 | SDRMA | Medical for July 2018 | -29,186.28 |
| 06/13/2018 | 9870 | Baker & Taylor | Books | -1,485.73 |
| 06/13/2018 | 9871 | BankCard Center-Bank of the West | For 4/29/18-5/28/18 | -6,774.73 |
| 06/13/2018 | 9872 | Midwest Tape | DVDs | -506.00 |
| 06/13/2018 | 9873 | OverDrive | Subscription | -1,461.87 |
| 06/13/2018 | 9874 | PYLUSD Transportation | 3rd Grade Tours | -216.00 |
| 06/13/2018 | 9875 | Republic Services | Services 5/1-5/31/18 | -138.90 |
| 06/13/2018 | 9876 | Time Warner Cable | Internet for 6/14-7/13/18 | -275.69 |
| 06/13/2018 | 9877 | Wendy Townsend | Reimbursement | -196.44 |
| 06/13/2018 | 9878 | Placentia Library District | Payroll for 6/27/18 | -65,000.00 |
| 06/13/2018 | 9879 | Orange County Fire Authority | VOID: OCFA Event Permit for SRC | 0.00 |
| 06/13/2018 | 9880 | Fun Services | Train for SRC | -250.00 |
| 06/13/2018 | 9881 | Gale/Cengage Learning | Subscription through 6/30/19 | -6,209.99 |
| 06/13/2018 | 9882 | Giddy Up Ranch | Pony Rides for SRC | -1,000.00 |
| 06/13/2018 | 9883 | Jump O' Rama Inflatables | Bounce House for SRC | -164.00 |
| 06/13/2018 | 9884 | OC Custom Vinyl Graphics & Signs | Small banners for SRC | -90.00 |
| 06/13/2018 | 9885 | Public Agency Retirement Services | For Payroll 6-13-18 | -1,799.28 |
| 06/18/2018 | 9886 | Jeanette Contreras | ALA Reimbursement | -1,878.92 |
| 06/20/2018 | 9887 | Sam's Club | Food for SRC | -1,363.86 |
| 06/25/2018 | 9888 | Baker & Taylor | Books | -729.31 |
| 06/25/2018 | 9889 | CA Department of Tax & Fee Administration | Sales Tax for Apr-Jun 2018 | -114.00 |

Placentia Library District
Check Register
June 2018

| Date | Num | Name | Memo | Amount |
|--------------------------------------|------|----------------------------------|--------------------------------|-------------|
| 06/25/2018 | 9890 | Callfa | Pronunciator | -1,958.45 |
| 06/25/2018 | 9891 | CALNET3 | Internet | -412.91 |
| 06/25/2018 | 9892 | Cintas | Supplies | -979.00 |
| 06/25/2018 | 9893 | City of Placentia | City Invoice | -10,156.08 |
| 06/25/2018 | 9894 | Click Consulting | Managed Services Plan | -4,000.00 |
| 06/25/2018 | 9895 | Coleen Wakai | Milege for CLLS Operations | -177.83 |
| 06/25/2018 | 9896 | emar Studio | Flyover, and Design | -63,315.16 |
| 06/25/2018 | 9897 | Legacy Integrative Solutions | Services for May 2018 | -934.11 |
| 06/25/2018 | 9898 | Michelle Meades | Reimbursement | -276.08 |
| 06/25/2018 | 9899 | Midwest Tape | DVDs | -379.67 |
| 06/25/2018 | 9900 | Staples Advantage | SDD supplies | -207.05 |
| 06/25/2018 | 9901 | Unique Management Services, Inc. | Services for May 2018 | -98.45 |
| 06/25/2018 | 9902 | Wendy Townsend | SRP and Tea Party Reimbursment | -97.40 |
| Total 1000 - General Fund - Checking | | | | -608,210.96 |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

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

DATE: July 16, 2018

| Fiscal Year 2017-2018 | |
|------------------------------|--------------|
| 07/31/2017 | 2,491,457.82 |
| 8/31/2017 | 2,493,625.46 |
| 9/30/2017 | 2,495,857.28 |
| 10/31/2017 | 2,498,084.78 |
| 11/30/2017 | 2,500,309.42 |
| 12/31/2017 | 2,502,508.82 |
| 01/31/2018 | 2,502,381.29 |
| 2/28/2018 | 2,502,253.65 |
| 3/31/2018 | 2,504,538.94 |
| 04/30/2018 | 2,509,766.98 |
| 5/31/2018 | 2,512,623.18 |
| 6/30/2018 | 2,512,581.20 |

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



Placentia Library District

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


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

DATE: July 16, 2018

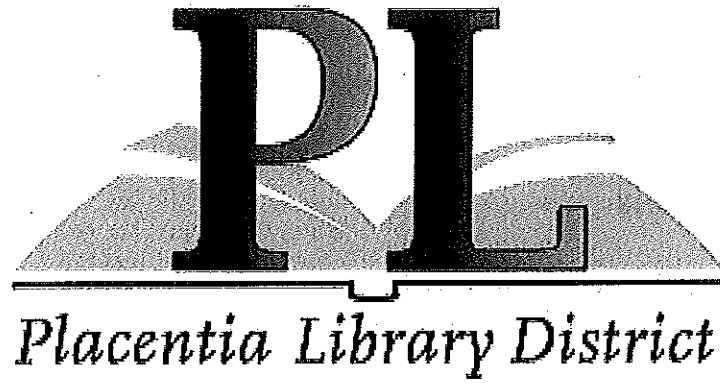
Summary of Cash and Investments as of June 30, 2018

| | |
|---|---------------------|
| Cash with Orange County Treasurer Fund 707 | 2,512,581.20 |
| <i>(Impact Fees with County - Restricted)</i> | 620,037.82 |
| General Fund Checking – Bank of the West | 704,972.99 |
| General Fund Savings – Bank of the West | 707,012.19 |
| <i>(Impact Fees in Savings – Restricted)</i> | 8,238.65 |
| Payroll Checking – Wells Fargo Bank | 25,673.00 |
| Total Cash and Investments | 3,950,239.38 |

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



Jeanette Contreras
Library Director



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**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT**

June 30, 2018

99.99% of year completed

* Year end has not been officially closed

| ACCOUNT | DESCRIPTION | APPROPRIATIONS | EXPENDED | CURRENT | REMAINDER |
|---|---------------------------------------|--------------------|--------------------|-------------|------------------|
| SALARIES & EMPLOYEE BENEFITS | | | | | |
| 5010, 5020 | Salaries & Wages | 1,456,945 | 1,451,134 | 1.00 | \$5,812 |
| 5030 | Retirement | 54,605 | 23,835 | 0.44 | \$30,770 |
| 5040 | Unemployment Insurance | - | 1,288.00 | 1288.00 | (1,288.00) |
| 5050 | Health Insurance | 266,516 | 251,714 | 0.94 | \$14,802 |
| 5064 | Dental Insurance | 17,240 | 14,043 | 0.81 | \$3,197 |
| 5060 | Life Insurance | 8,370 | 3,701 | 0.44 | \$4,669 |
| 5066 | AD & D Insurance | 5,453 | 5,822 | 1.07 | -\$369 |
| 5068 | Vision Insurance | 3,341 | 2,788 | 0.83 | \$553 |
| 5090 | Employee Assistance Program | 823 | - | 0.00 | \$823 |
| 5070 | Workers' Compensation Insurance | 13,952 | 4,806 | 0.34 | \$9,146 |
| | TOTAL | \$1,827,245 | \$1,759,131 | 0.96 | \$68,114 |
| SERVICES & SUPPLIES | | | | | |
| 5100 | Communications | 25,000 | 25,566 | 1.02 | (\$566) |
| 5150 | Household Expenses | 22,000 | 18,542 | 0.84 | \$3,458 |
| 5099 | Library Insurance | 15,000 | 14,885 | 0.99 | \$115 |
| 5205 | Maintenance Expense | 30,000 | 21,847 | 0.73 | \$8,153 |
| 5220-5280, 5160, 5180, 5210 | Maintenance, Buildings & Improvements | 106,000 | 153,095 | 1.44 | (\$47,095) |
| 5290 | Memberships | 10,000 | 10,350 | 1.04 | (\$350) |
| 5295 | Miscellaneous Expense | 1,000 | - | 0.00 | \$1,000 |
| 5300,5310,5350 | Office Expenses & Postage | 58,000 | 79,032 | 1.36 | (\$21,032) |
| 5400 | Prof./Specialized Services | 122,450 | 138,357 | 1.13 | (\$15,907) |
| | Programs | 41,000 | 53,195 | 1.30 | (\$12,195) |
| 5500 | Books/Library Materials | 175,689 | 177,843 | 1.01 | (\$2,154) |
| 5600 | Meetings/Professional Development | 32,000 | 33,773 | 1.06 | (\$1,773) |
| 5700 | Mileage/Parking | 4,500 | 839 | 0.19 | \$3,661 |
| 5800 | Utilities | 88,000 | 78,807 | 0.90 | \$9,193 |
| | TOTAL | \$730,639 | \$806,132 | 1.10 | -\$75,493 |
| | OPERATING EXPENSES | \$2,557,884 | \$2,565,263 | 1.00 | -\$7,379 |
| FIXED ASSETS & TAXES | | | | | |
| 1310 | Building & Improvements | \$0 | - | 0.00 | \$0 |
| 4200 | Equipment & Furniture | \$0 | - | 0.00 | \$0 |
| 6100 | Taxes and Assessments | \$10,000 | 8,773.00 | 0.88 | \$1,227 |
| | TOTAL | \$10,000 | 8,773.00 | 0.88 | \$1,227 |
| TOTAL BUDGET | | \$2,567,884 | \$2,574,036 | 1.00 | -\$6,152 |

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
June 30, 2018

| ACCT # | DESCRIPTION | BUDGET | YTD ACTUAL | BALANCE | PERCENT % RECEIVED |
|-------------------------------|---|------------------|------------------|----------------|--------------------|
| PROPERTY TAX REVENUE | | | | | |
| 4010 | Property Taxes - Current Secured | 2,122,628 | 2,263,902 | 141,274.07 | 106.7% |
| 4020 | Property Taxes - Current Unsecured | 59,937 | 72,245 | 12,307.63 | 120.5% |
| 4030 | Property Taxes - Prior Secured | 0 | - | 0.00 | 100.0% |
| 4040 | Property Taxes - Prior Unsecured | 0 | 1,024 | 1,023.55 | 100.0% |
| 4050 | Property Taxes - Curr Supplemental | 68,361 | 67,932 | (429.07) | 99.4% |
| 4060 | Property Taxes - Prior Supplemental | 17,186 | 15,275 | (1,911.46) | 88.9% |
| 4070 | Interest on Unsupport Tax | 0 | 1,846 | 1,846.14 | 37350.0% |
| 4080 | Penalties & Costs on Delinq Taxes | 1,055 | 380 | (675.03) | 36.0% |
| 4090 | Taxes Special Dist Augmentation | 9,036 | 9,100 | 64.20 | 469800.0% |
| 4190 | State - Homeowners Property Tax Relief | 48,482 | 13,224 | (35,257.52) | 27.3% |
| | Sub Total | 2,326,685 | 2,444,928 | 118,242.51 | 105.1% |
| INTEREST REVENUE | | | | | |
| 4600 | Interest | 8,500 | 21,531 | 13,031.16 | 253.3% |
| | Sub Total | 8,500 | 21,531 | 13,031.16 | 253.3% |
| GRANT REVENUE | | | | | |
| 4210 | State Grants | 30,000 | 30,000 | 0.00 | 100.0% |
| | Sub Total | 30,000 | 30,000 | 0.00 | 100.0% |
| MISCELLANEOUS REVENUES | | | | | |
| 4420 | Newsletter Ads | 700 | 1,750 | 1,050.00 | 250.0% |
| 4410 | PLFF Grants | 51,000 | 45,880 | (5,120.02) | 90.0% |
| 4430 | Other Revenue | 0 | 4,866 | 4,866.98 | 410500.0% |
| 4440 | Centennial Renovation | 0 | 13,282 | 13,282.25 | 115000.0% |
| 4310 | Fines & Fees | 0 | 20,490 | 20,499.74 | 1520700.0% |
| 4330, 4320 | Passport/Photos | 180,000 | 268,928 | 88,927.50 | 149.4% |
| 4340 | Meeting Room Fees | 4,000 | 2,755 | (1,245.00) | 68.9% |
| 4350 | Test Proctor | 7,000 | 8,750 | 1,750.00 | 125.0% |
| | Sub Total | 242,700 | 366,700 | 124,000.45 | 151.1% |
| 4500 | Impact Fees | 10,000 | 8,239 | (1,761.35) | 82.4% |
| | TOTAL REVENUES YTD FOR FY 17/18: | 2,617,885 | 2,871,398 | 253,513 | 109.7% |

* Year end has not been officially closed.

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

June 30, 2018

99.99% of year completed

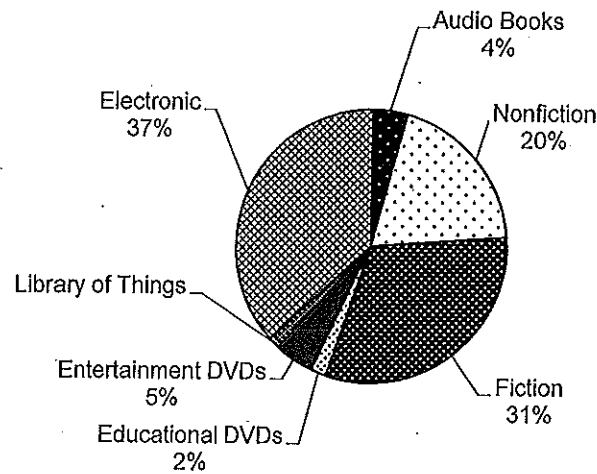
* Year end has not been officially closed

| ACCOUNT | DESCRIPTION | APPROPRIATIONS | EXPENDED | CURRENT | REMAINDER |
|---|---------------------------------------|--------------------|--------------------|-------------|------------------|
| SALARIES & EMPLOYEE BENEFITS | | | | | |
| 5010, 5020 | Salaries & Wages | 1,456,945 | 1,451,134 | 1.00 | \$5,812 |
| 5030 | Retirement | 54,605 | 23,835 | 0.44 | \$30,770 |
| 5040 | Unemployment Insurance | - | 1,288.00 | 1288.00 | (1,288.00) |
| 5050 | Health Insurance | 266,516 | 251,714 | 0.94 | \$14,802 |
| 5064 | Dental Insurance | 17,240 | 14,043 | 0.81 | \$3,197 |
| 5060 | Life Insurance | 8,370 | 3,701 | 0.44 | \$4,669 |
| 5066 | AD & D Insurance | 5,453 | 5,822 | 1.07 | -\$369 |
| 5068 | Vision Insurance | 3,341 | 2,788 | 0.83 | \$553 |
| 5090 | Employee Assistance Program | 823 | - | 0.00 | \$823 |
| 5070 | Workers' Compensation Insurance | 13,952 | 4,806 | 0.34 | \$9,146 |
| | TOTAL | \$1,827,245 | \$1,759,131 | 0.96 | \$68,114 |
| SERVICES & SUPPLIES | | | | | |
| 5100 | Communications | 25,000 | 25,566 | 1.02 | (\$566) |
| 5150 | Household Expenses | 22,000 | 18,542 | 0.84 | \$3,458 |
| 5099 | Library Insurance | 15,000 | 14,885 | 0.99 | \$115 |
| 5205 | Maintenance Expense | 30,000 | 24,934 | 0.83 | \$5,066 |
| 5220-5280, 5160, 5180, 5210 | Maintenance, Buildings & Improvements | 106,000 | 73,222 | 0.69 | \$32,778 |
| 5290 | Memberships | 10,000 | 10,350 | 1.04 | (\$350) |
| 5295 | Miscellaneous Expense | 1,000 | - | 0.00 | \$1,000 |
| 5300,5310,5350 | Office Expenses & Postage | 58,000 | 63,691 | 1.10 | (\$5,691) |
| 5400 | Prof./Specialized Services | 122,450 | 131,943 | 1.08 | (\$9,493) |
| | Programs | 41,000 | 53,195 | 1.30 | (\$12,195) |
| 5500 | Books/Library Materials | 255,689 | 177,843 | 0.70 | \$77,846 |
| 5600 | Meetings/Professional Development | 32,000 | 33,773 | 1.06 | (\$1,773) |
| 5700 | Mileage/Parking | 4,500 | 839 | 0.19 | \$3,661 |
| 5800 | Utilities | 88,000 | 78,807 | 0.90 | \$9,193 |
| | TOTAL | \$810,639 | \$707,591 | 0.87 | \$103,048 |
| | OPERATING EXPENSES | \$2,637,884 | \$2,466,722 | 0.94 | \$171,162 |
| FIXED ASSETS & TAXES | | | | | |
| 1310 | Building & Improvements | \$10,000 | - | 0.00 | \$10,000 |
| 4200 | Equipment & Furniture | \$10,000 | - | 0.00 | \$10,000 |
| 6100 | Taxes and Assessments | \$10,000 | 8,773.00 | 0.88 | \$1,227 |
| | TOTAL | \$30,000 | 8,773.00 | 0.29 | \$21,227 |
| TOTAL BUDGET | | \$2,667,884 | \$2,475,495 | 0.93 | \$192,389 |

Placentia Library District

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

| | YTD 2017/18 | YTD 2017/18 | YTD 2017/18 | YTD 2016/17 | YTD 2016/17 | YTD 2016/17 |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Amount | Titles | Volumes | Amount | Titles | Volumes |
| Total Fiction | \$55,305 | 2962 | 3529 | \$67,246 | 3770 | 4070 |
| Total Non-Fiction | \$34,548 | 1344 | 1994 | \$59,112 | 2275 | 3290 |
| Total Electronic | \$64,936 | 885 | 0 | \$95,083 | 1260 | 0 |
| Total Audio Books | \$7,353 | 376 | 379 | \$16,792 | 191 | 191 |
| Total Educational DVDs | \$3,275 | 88 | 88 | \$4,006 | 123 | 124 |
| Total Entertainment DVDs | \$8,287 | 186 | 296 | \$11,485 | 295 | 418 |
| Total Library of Things | \$2,498 | 6 | 7 | \$12,506 | 36 | 36 |
| YTD TOTAL MATERIALS | \$176,302 | 5847 | 6293 | \$266,230 | 7950 | 8129 |
| Budget | \$255,689 | | | \$255,700 | | |
| % Spent YTD | 69% | | | 104% | | |



The 2017-2018 materials budget was \$255,689. The Library Board approved \$79,387 to rollover into the 2018-2019 fiscal year materials budget.

ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF JUNE 2018
Prepared by Katie Matas, Librarian I

| | GENERAL FUND | | | ADOPT-A-BOOK/GRANT | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|------------------------------------|--------------|--------|---------|--------------------|--------|---------|-----------------|--------|---------|---------|--------|---------|-------------|--------|---------|
| | Amount | Titles | Volumes | Amount | Titles | Volumes | Amount | Titles | Volumes | Value | Titles | Volumes | Amount | Titles | Volumes |
| Adult Fiction | \$31,310 | 1771 | 1937 | \$0 | 0 | 0 | \$31,310 | 1771 | 1937 | \$100 | 3 | 3 | \$31,410 | 1774 | 1940 |
| Total Adult Fiction | \$31,310 | 1771 | 1937 | \$0 | 0 | 0 | \$31,310 | 1771 | 1937 | \$100 | 3 | 3 | \$31,410 | 1774 | 1940 |
| Adult Non-Fiction | \$16,376 | 680 | 684 | \$0 | 0 | 0 | \$16,376 | 680 | 684 | \$2,307 | 26 | 36 | \$18,683 | 706 | 720 |
| Adult Reference | \$370 | 9 | 8 | \$0 | 0 | 0 | \$370 | 9 | 8 | \$479 | 8 | 8 | \$849 | 17 | 16 |
| Adult magazines | \$3,602 | 54 | 684 | \$0 | 0 | 0 | \$3,602 | 54 | 684 | \$0 | 0 | 0 | \$3,602 | 54 | 684 |
| Total Adult Non-Fiction | \$20,348 | 743 | 1376 | \$0 | 0 | 0 | \$20,348 | 743 | 1376 | \$2,786 | 34 | 44 | \$23,134 | 777 | 1420 |
| TOTAL ADULT PRINT MATERIALS | \$51,658 | 2514 | 3313 | \$0 | 0 | 0 | \$51,658 | 2514 | 3313 | \$2,886 | 37 | 47 | \$54,544 | 2551 | 3360 |
| Adult Music CDs | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 |
| Adult Audio Books | \$7,353 | 376 | 379 | \$0 | 0 | 0 | \$7,353 | 376 | 379 | \$0 | 0 | 0 | \$7,353 | 376 | 379 |
| Adult E-books | \$15,995 | 511 | 0 | \$0 | 0 | 0 | \$15,995 | 511 | 0 | \$0 | 0 | 0 | \$15,995 | 511 | 0 |
| Adult Educational DVDs | \$3,275 | 88 | 88 | \$0 | 0 | 0 | \$3,275 | 88 | 88 | \$24 | 2 | 2 | \$3,299 | 90 | 90 |
| Adult Entertainment DVDs | \$7,686 | 170 | 273 | \$0 | 0 | 0 | \$7,686 | 170 | 273 | \$111 | 4 | 4 | \$7,797 | 174 | 277 |
| TOTAL ADULT NON-PRINT MATERIALS | \$34,309 | 1145 | 740 | \$0 | 0 | 0 | \$34,309 | 1145 | 740 | \$135 | 6 | 6 | \$34,444 | 1151 | 746 |
| TOTAL ADULT MATERIALS | \$85,967 | 3,659 | 4,053 | \$0 | 0 | 0 | \$85,967 | 3,659 | 4,053 | \$3,021 | 43 | 53 | \$88,988 | 3,702 | 4,106 |
| Juvenile Fiction | \$21,263 | 986 | 1370 | \$0 | 0 | 0 | \$21,263 | 986 | 1370 | \$373 | 40 | 40 | \$21,636 | 1026 | 1410 |
| Young Adult Fiction | \$2,732 | 195 | 222 | \$0 | 0 | 0 | \$2,732 | 195 | 222 | \$0 | 0 | 0 | \$2,732 | 195 | 222 |
| Total Juvenile Fiction | \$23,995 | 1191 | 1592 | \$0 | 0 | 0 | \$23,995 | 1191 | 1592 | \$373 | 40 | 40 | \$24,368 | 1221 | 1632 |
| Juvenile Non-Fiction | \$11,658 | 519 | 523 | \$0 | 0 | 0 | \$11,658 | 519 | 523 | \$123 | 8 | 8 | \$11,781 | 527 | 531 |
| Young Adult Non-Fiction | \$2,280 | 76 | 80 | \$0 | 0 | 0 | \$2,280 | 76 | 80 | \$7 | 1 | 1 | \$2,287 | 77 | 81 |
| Juvenile Reference | \$39 | 1 | 2 | \$0 | 0 | 0 | \$39 | 1 | 2 | \$0 | 0 | 0 | \$39 | 1 | 2 |
| Young Adult Reference | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 |
| Juvenile Magazines | \$323 | 5 | 13 | \$0 | 0 | 0 | \$323 | 5 | 13 | \$0 | 0 | 0 | \$323 | 5 | 13 |
| Total Juvenile Non-Fiction | \$14,300 | 601 | 618 | \$0 | 0 | 0 | \$14,300 | 601 | 618 | \$130 | 9 | 9 | \$14,430 | 610 | 627 |
| TOTAL JUVENILE PRINT MATERIALS | \$38,295 | 1,792 | 2,210 | \$0 | 0 | 0 | \$38,295 | 1,792 | 2,210 | \$503 | 49 | 49 | \$38,798 | 1,841 | 2,259 |
| Juvenile Music CDs | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 |
| Juvenile Audio Books | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 |
| Juvenile E-books | \$0 | 359 | 0 | \$0 | 0 | 0 | \$0 | 359 | 0 | \$0 | 0 | 0 | \$0 | 359 | 0 |
| Young Adult Video Games | \$36 | 2 | 2 | \$0 | 0 | 0 | \$36 | 2 | 2 | \$0 | 0 | 0 | \$36 | 2 | 2 |
| Juvenile Educational DVDs | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 | \$0 | 0 | 0 |
| Juvenile Entertainment DVDs | \$565 | 14 | 21 | \$0 | 0 | 0 | \$565 | 14 | 21 | \$85 | 4 | 4 | \$650 | 18 | 25 |
| TOTAL JUVENILE NON-PRINT MATERIALS | \$601 | 375 | 23 | \$0 | 0 | 0 | \$601 | 375 | 23 | \$95 | 4 | 4 | \$696 | 379 | 27 |
| TOTAL JUVENILE PRINT MATERIALS | \$38,896 | 2,167 | 2,233 | \$0 | 0 | 0 | \$38,896 | 2,167 | 2,233 | \$598 | 53 | 53 | \$39,494 | 2,220 | 2,286 |
| On-line databases | \$48,941 | 15 | 0 | \$0 | 0 | 0 | \$48,941 | 15 | 0 | \$0 | 0 | 0 | \$48,941 | 15 | 0 |
| E-books | \$15,995 | 870 | 0 | \$0 | 0 | 0 | \$15,995 | 870 | 0 | \$0 | 0 | 0 | \$15,995 | 870 | 0 |
| TOTAL ELECTRONIC MATERIALS | \$64,936 | 885 | 0 | \$0 | 0 | 0 | \$64,936 | 885 | 0 | \$0 | 0 | 0 | \$64,936 | 885 | 0 |
| Total Fiction | \$55,305 | 2962 | 3529 | \$0 | 0 | 0 | \$55,305 | 2962 | 3529 | \$473 | 43 | 43 | \$55,778 | 3005 | 3572 |
| Total Non-Fiction | \$34,648 | 1344 | 1994 | \$0 | 0 | 0 | \$34,648 | 1344 | 1994 | \$2,916 | 43 | 53 | \$37,564 | 1387 | 2047 |
| Total Electronic | \$64,936 | 885 | 0 | \$0 | 0 | 0 | \$64,936 | 885 | 0 | \$0 | 0 | 0 | \$64,936 | 885 | 0 |
| Total Audio Books | \$7,353 | 376 | 379 | \$0 | 0 | 0 | \$7,353 | 376 | 379 | \$0 | 0 | 0 | \$7,353 | 376 | 379 |
| Total Educational DVDs | \$3,275 | 88 | 88 | \$0 | 0 | 0 | \$3,275 | 88 | 88 | \$24 | 2 | 2 | \$3,299 | 90 | 90 |
| Total Entertainment DVDs | \$8,287 | 186 | 296 | \$0 | 0 | 0 | \$8,287 | 186 | 294 | \$206 | 8 | 8 | \$8,493 | 192 | 302 |
| Total Library of Things | \$2,498 | 6 | 7 | \$0 | 0 | 0 | \$2,498 | 6 | 7 | \$0 | 0 | 0 | \$2,498 | 6 | 7 |
| TOTAL MATERIALS | \$176,302 | 5847 | 6293 | \$0 | 0 | 0 | \$176,302 | 5,845 | 6,291 | \$3,619 | 96 | 106 | \$179,921 | 5941 | 6397 |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

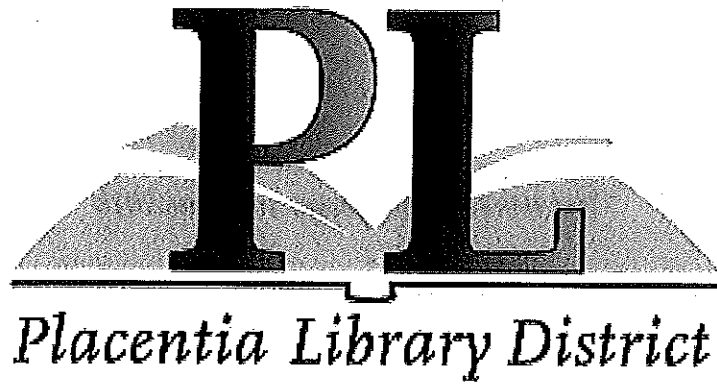
FROM: Timothy Hino, Business Manager

SUBJECT: Service Revenue Activities Report for June 2018

DATE: July 16, 2018

Net Revenue Summary for June 2018

| | | | YTD | YTD |
|-----------------|-----------|-----------|------------|------------|
| | June-2018 | June-2017 | 2017-2018 | 2016-2017 |
| Passport | 18,542.00 | 20,107.00 | 214,552.50 | 190,351.00 |
| Passport Photos | 8,109.00 | 3,852.00 | 54,375.00 | 46,725.00 |
| Test Proctor | 850.00 | 950.00 | 8,750.00 | 7,800.00 |
| Fines & Fees | 2,094.80 | 3,753.24 | 20,489.74 | 47,803.87 |
| Meeting Room | 190.00 | 80.00 | 2,755.00 | 2,765.00 |
| Total | 29,785.80 | 28,742.24 | 300,922.24 | 295,44.87 |



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: Personnel Report for June 2018
DATE: July 16, 2018

| | | | YTD | YTD |
|-----------------------------|--------|--------|-----------|-----------|
| | Jun-18 | Jun-17 | 2017-2018 | 2016-2017 |
| Separation | 0 | 1 | 7 | 3 |
| Retirement | 0 | 0 | 0 | 0 |
| Appointments | 0 | 5 | 11 | 13 |
| Open Positions | 0 | 3 | 8 | 8 |
| Workers' Compensation Leave | 0 | 0 | 0 | 0 |
| Total | 0 | 9 | 26 | 24 |

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Jon Legree, Technology Manager
SUBJECT: Circulation Activity Report: **June 2018**
DATE: July 16, 2018

| CIRCULATION | Jun-18 | Jun-17 | Y-T-D 2017-18 | Y-T-D 2016-17 | Y-T-D % change |
|--------------------------|--------|--------|------------------|------------------|-------------------|
| New Patron Registrations | 421 | 462 | 3,615 | 3,711 | -2.6% |
| Total Circulation | 23,573 | 26,734 | 270,639 | 280,710 | -3.6% |
| Total Active Borrowers* | 7,764 | 7,813 | | | |
| Attendance | 24,618 | 36,936 | 311,026 | 325,975 | -4.6% |
| Adult Fiction | 2,581 | 2,867 | 30,191 | 33,007 | -8.5% |
| Adult Nonfiction | 1,892 | 2,224 | 22,966 | 23,256 | -1.2% |
| Adult Magazines | 133 | 179 | 2,183 | 1,669 | 30.8% |
| Adult Music CDs | 71 | 136 | 1,145 | 1,510 | -24.2% |
| Adult Audio Books | 468 | 426 | 6,165 | 6,248 | -1.3% |
| Adult DVDs | 2,545 | 2,255 | 27,716 | 26,778 | 3.5% |
| JV Fiction | 10,620 | 11,947 | 118,804 | 120,789 | -1.6% |
| YA Fiction | 1,233 | 1,737 | 13,318 | 15,505 | -14.1% |
| JV Nonfiction | 2,248 | 2,354 | 27,770 | 27,026 | 2.8% |
| YA Nonfiction | 175 | 747 | 1,257 | 2,330 | -46.1% |
| JV Magazines | 2 | 3 | 125 | 70 | 78.6% |
| JV Music CDs | 8 | 29 | 263 | 290 | -9.3% |
| JV Audio Books | 35 | 44 | 478 | 691 | -30.8% |
| JV DVDs | 1,464 | 1,701 | 17,347 | 18,003 | -3.6% |
| Video Games | 66 | 85 | 9,802 | 8,864 | 10.6% |
| Library of Things** | 32 | NA | 301 | NA | NA |

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

| June 2018 | June 2017 | Y-T-D 2017-18 | Y-T-D 2016-17 | Y-T-D % change |
|-----------|-----------|---------------|---------------|----------------|
| 18 | 19 | 175 | 157 | 11% |

PATRON COUNT

| Jun-18 | SUN | MON | TUES | WED | THURS | FRI | SAT | HOUR TOTALS |
|---------------------------------------|-----------|---------------|---------------|----------------|-------|---------------------------------|------------------|-------------|
| 9:00 | | 277 | 309 | 294 | 348 | 285 | 431 | 1944 |
| 10:00 | | 367 | 327 | 344 | 401 | 373 | 400 | 2212 |
| 11:00 | | 301 | 364 | 335 | 328 | 320 | 522 | 2170 |
| 12:00 | | 279 | 320 | 292 | 265 | 304 | 468 | 1928 |
| 1:00 | 566 | 287 | 370 | 536 | 313 | 306 | 474 | 2852 |
| 2:00 | 435 | 349 | 402 | 508 | 324 | 303 | 479 | 2800 |
| 3:00 | 328 | 421 | 503 | 386 | 368 | 403 | 413 | 2822 |
| 4:00 | 213 | 343 | 343 | 391 | 344 | 314 | 287 | 2235 |
| 5:00 | | 356 | 335 | 389 | 304 | | | 1384 |
| 6:00 | | 321 | 307 | 355 | 279 | | | 1262 |
| 7:00 | | 152 | 184 | 254 | 209 | | | 799 |
| DAY TOTALS | 1542 | 3453 | 3764 | 4084 | 3483 | 2608 | 3474 | 22,408 |
| Open 29 days; one day closure for SDD | | | | | | | | |
| June 2018 | June 2017 | Y-T-D 2017-18 | Y-T-D 2016-17 | Y-T-D % change | | Hours Open | Average Per Hour | |
| 22,408 | 34,988 | 136,036 | 194,078 | -43% | | 275 | 81 | |
| Outside Gate Counts | | | | | | | | |
| Adult Programs | | | 477 | | | | | |
| Children/Teen Programs | | | 1627 | | | Library Attendance Total | | |
| Meeting Room Rentals | | | 106 | | | 24,618 | | |
| TOTAL | | | 2210 | | | | | |

PASSPORTS

| June 2018 | SUN | MON | TUES | WED | THURS | FRI | SAT | HOUR TOTALS |
|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------------|
| 9:00 | | 3 | 1 | 6 | 2 | 6 | 32 | 50 |
| 10:00 | | 7 | 2 | 5 | 4 | 6 | 33 | 57 |
| 11:00 | | 6 | 6 | 8 | 2 | 6 | 34 | 62 |
| 12:00 | | 7 | 5 | 6 | 9 | 7 | 32 | 66 |
| 1:00 | 16 | 6 | 11 | 6 | 5 | 8 | 31 | 83 |
| 2:00 | 23 | 8 | 12 | 10 | 7 | 10 | 30 | 100 |
| 3:00 | 21 | 12 | 13 | 8 | 7 | 8 | 8 | 77 |
| 4:00 | 1 | 12 | 12 | 12 | 8 | 4 | 3 | 52 |
| 5:00 | | 14 | 12 | 11 | 5 | | | 42 |
| 6:00 | | 8 | 11 | 9 | 7 | | | 35 |
| 7:00 | | | 2 | | 2 | | | 4 |
| DAY TOTALS | 61 | 83 | 87 | 81 | 58 | 55 | 203 | 628 |

| June 2018 | June 2017 | Y-T-D 2017-18 | Y-T-D 2016-17 | Y-T-D % change |
|-----------|-----------|---------------|---------------|----------------|
| 628 | 792 | 7855 | 7697 | 2% |

STAFF ACTIVITY

- Katie attended Friday Huddles on June 1st, 15th, 22nd, and 29th.
- Jon, Beatrice, Victor, Estella, Laura, and Tim W. attended the Support Services staff meeting on June 12th.
- Katie, Beatrice, Victor, Danny, Estella, Laura, and Christie attended the Staff Development Day on June 8th.
- Staff provided Setup/Take Down in the Meeting Room: 38 set-ups/ 38 breakdowns
- Meeting Room rentals patron count: 150
- Tim completed the eXPLORE Summer 2018 newsletter.
- Support Services staff helped with one school visit.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through June 2018
DATE: July 16, 2018

**CITY OF PLACENTIA
 INVOICES**

| PERIOD COVERED FY 2017-2018 | INVOICE DATE | SO. CAL EDISON | TURF (Merchants) | GROUNDS (SA Aquatics) | AT&T | FACILITY MAINT | TOTAL |
|--------------------------------|--------------|--------------------|------------------|-----------------------|---------------|----------------|--------------------|
| Jul-17 | * | * | * | * | * | 0.00 | * |
| Aug-17 | 08-15-17 | 16,166.86 | * | 42.50 | 19.79 | 0.00 | \$16,229.15 |
| Sep-17 | 09-20-17 | 8,558.53 | 1,452.49 | * | * | 0.00 | \$10,011.02 |
| Oct-17 | 10-26-17 | 8,314.14 | 2,904.98 | 427.50 | 10.87 | 0.00 | \$11,657.49 |
| Nov-17 | 11-21-17 | 5,075.75 | * | * | 9.59 | 0.00 | \$5,085.34 |
| Dec-17 | * | * | * | + | * | 0.00 | * |
| Jan-18 | 01-16-18 | 8,800.12 | 1,452.49 | 285.00 | 8.10 | 0.00 | \$10,545.71 |
| Feb-18 | 02-21-18 | * | * | 142.50 | 10.13 | 0.00 | \$152.63 |
| Mar-18 | 03-28-18 | 9,310.29 | * | 142.50 | * | 0.00 | \$9,452.79 |
| Apr-18 | 04-04-18 | * | 6,290.93 | * | * | 0.00 | \$6,290.93 |
| May-18 | 05-15-18 | 4,556.81 | 2,516.38 | 285.00 | 30.52 | 0.00 | \$7,388.71 |
| Jun-18 | 06-13-18 | 9,993.33 | * | 142.5 | 20.25 | 0.00 | \$10,156.08 |
| | TOTAL | \$70,775.83 | 14,617.27 | 1,467.50 | 109.25 | 0.00 | \$86,969.85 |

** City Billing
 Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director & Timothy Hino, Business Manager

SUBJECT: Administration Report for June 2018

DATE: July 18, 2018

During the month of June 2018, Administration focused on having the request for proposals for roofing services completed with bids ready for presentations at the June board meeting. Another major project was the Centennial Renovation and Celebration plans as staff continues to coordinate the many facets of the project with staff and stakeholders. The Library Director and Administrative Assistant were also fortunate to have the opportunity to attend the annual American Library Association conference and will be sharing what they learned and possible projects that will benefit our community.

Meetings:

- Board meeting – June 18th
- Management Meeting – June 11th, 20th
- Staff meeting – June 19th
- Friday Morning Huddles – June 8th, 15th, 22nd, and 29th.
- Prospective bidders walk-through (roofing) – June 4th
- Staff Development Day – June 8th
- Opening of Bids for Roofing – June 11th
- ISDOC Ad Hoc – June 26th
- Superintendent, Dr. Plutko – June 27th

Events:

- Morse Elementary School Presentation of C21 awards – June 11th
- Golden Elementary School Presentation of C21 awards – June 13th
- Summer Reading Celebration – June 23rd

Facilities:

- Carpet Cleaning – June 1st
- Bear State – June 14th
- O.C. Plumbing – June 15th
- Lawn Master walkthrough – June 27th
- Pest Control – June 29th

Training:

- Webinar: Harassment Prevention Training – June 5th
- ALA: June 21st – 26th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for June 2018
DATE: July 16, 2018

Monthly Statistics

| | June 2018 | June 2017 | Y-T-D 2017-2018 | Y-T-D 2016-2017 | Y-T-D % change |
|------------------------|------------|------------|-----------------|-----------------|----------------|
| Reference—in person | 562 | 645 | 6,065 | 6,911 | -12.24% |
| Reference--telephone | 19 | 55 | 284 | 333 | -14.71% |
| Total Reference | 581 | 700 | 6,349 | 7,244 | -12.36% |

Children’s Services Programs

| Type of Program | Number of Programs | Total Attendance | Number of Programs | Total Attendance | Total Programs | Total Attendance | Total Programs | Total Attendance | % Change Programs | % Change Attendance |
|-----------------|--------------------|------------------|--------------------|------------------|----------------|------------------|----------------|------------------|-------------------|---------------------|
| | June 2018 | June 2018 | June 2017 | June 2017 | Y-T-D 2017-18 | Y-T-D 2017-18 | Y-T-D 2016-17 | Y-T-D 2016-17 | Y-T-D 16/17-17/18 | Y-T-D 16/17-17/18 |
| Storytime | 4 | 163 | 4 | 162 | 115 | 4634 | 115 | 4224 | 0.00% | 9.71% |
| Educational | 3 | 34 | 5 | 157 | 185 | 4859 | 193 | 4362 | -4.15% | 11.39% |
| Reading | 2 | 734 | 1 | 53 | 23 | 2822 | 21 | 1445 | 9.52% | 95.29% |
| Teen | 8 | 82 | 5 | 105 | 86 | 1186 | 51 | 751 | 68.63% | 57.92% |
| Seasonal | 2 | 1545 | 1 | 1200 | 11 | 4438 | 11 | 3361 | 0.00% | 32.04% |
| Totals | 19 | 2,558 | 16 | 1,677 | 420 | 17939 | 391 | 14143 | 7.42% | 26.84% |

| Children’s SRP | YTD 2018 | | YTD 2017 | | MTD Change June |
|------------------|----------|--------|----------|--------|-----------------|
| | Jun-18 | Jun-18 | Jun-17 | Jun-17 | |
| Books Read | NA | NA | 1927 | 1927 | NA |
| Registered Users | 669 | 669 | 788 | 788 | -15.10 % |
| Completion | 0 | 0 | 0 | 0 | NA |
| Minutes Read | 26,334 | 26334 | NA | NA | NA |

| Teen SRP | YTD 2018 | | YTD 2017 | | MTD Change June |
|------------------|----------|--------|----------|--------|-----------------|
| | Jun-18 | Jun-18 | Jun-17 | Jun-17 | |
| Books Read | 90 | 90 | 347 | 347 | -76.06% |
| Completion | 0 | 0 | 0 | 0 | NA |
| Registered Users | 147 | 147 | 177 | 260 | -16.95% |

* Summer Reading Program dates: June 23rd -August 9th.

** Year to year comparison from 2018 to 2017 cannot be made due to changes to Children’s Reading Program design. 2018 will track reading milestones as “minutes read” versus the tracking method of “number of books read” from 2017.

***Completion: Children’s = 600 minutes, Teens = 3 books

ACHIEVEMENTS

- Deanna White performed Storytime at Blessed Sacrament CLC on June 21st.
- Deanna White visited Melrose Elementary for SRP Outreach on June 5th.

- Deanna White and Yesenia Baltierra participated as a Library Tour guide for 3rd grade visits on June 7th.
- Deanna White presented C21 Creativity and Collaboration awards at Brookhaven Elementary on June 11th.
- Venessa Faber assisted Michelle Meades with her Mary Poppins Tea Party on June 30th.
- Lori Worden proctored 3 exams on June 14th, 20th, and 27th.
- Children's Services staff worked at the Summer Reading Celebration event on June 23rd.
- Lori Worden visited Tynes Elementary for SRP outreach on June 5th.
- Lori Worden presented C21 Creativity and Collaboration awards at Wagner Elementary and presented SRP information to students on June 13th.
- Kathy Carn visited Melrose Elementary for SRP Outreach on June 4th and visited Tynes Elementary for SRP Outreach on June 6th.
- Kathy Carn presented C21 awards for Creativity and Citizenship at Melrose Elementary on June 11th.
- Kathy Carn presented C21 awards for Creativity and Citizenship at Sierra Vista Elementary on June 13th.
- Yesenia Baltierra presented C21 awards for Creativity and Citizenship at Ruby Drive Elementary on June 12th and 13th.
- Yesenia Baltierra managed SRC event on June 23rd.
- Yesenia Baltierra participated as a speaker at the Harwood webinar: Creating More Effective Library Programs on June 27th.

MEETINGS

- Deanna White, Venessa Faber, and Lori Worden attended the Children's Department meeting on June 20th.
- Kathy Carn met with Yesenia Baltierra on June 6th, 7th, 21st, and 26th to review department updates and directions.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh on June 6th and June 19th for a Supervisors Meeting.
- Kathy Carn met with Fernando Maldonado and Michelle Meades on June 11th to review Children's SRP prizes.
- Kathy Carn met with Yesenia Baltierra on June 12th to discuss Children's décor and furniture post renovation.
- Kathy Carn met with Yesenia Baltierra and Fernando Maldonado as part of the SRC Committee on June 13th and 19th.
- Kathy Carn met with Lori Worden, Ana Balderas, Deanna White, and Venessa Faber for a monthly Children's Meeting on June 20th.
- Kathy Carn met with Michelle Meades to practice the SRC puppet shows on June 21st.
- Kathy Carn attended the SLS Children's Services Committee Meeting at Fullerton Library on June 25th.
- Kathy Carn met with Venessa Faber on June 27th to discuss weeding progress and updates.
- Kathy Carn met with Yesenia Baltierra and Andi Norman of PYLUSD on June 28th for a C21 wrap-up/next steps meeting.

PROFESSIONAL DEVELOPMENT

- Kathy Carn, Ana Balderas, Venessa Faber, Deanna White, Yesenia Baltierra and Fernando Maldonado participated in Staff Development Day on June 8th.
- Venessa Faber viewed the Stretch Your Storytime Webinar provided by InfoPeople on June 22nd and 30th.
- Kathy Carn attended the Stretch Your Storytime webinar provided by InfoPeople on June 5th.
- Yesenia Baltierra participated in the Harwood Innovators Lab webinar on June 5th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for June 2018

DATE: July 16, 2018

MONTHLY STATISTICS

| <u>Reference Desk Activity</u> | June | June | Y-T-D | Y-T-D | Y-T-D |
|--|-------------|-------------|----------------|----------------|-----------------|
| | 2018 | 2017 | 2017-18 | 2016-17 | % change |
| Reference -- in person | 1,761 | 1,623 | 18,640 | 18,193 | 2.46% |
| Reference -- telephone | 750 | 681 | 8,438 | 7,682 | 9.84% |
| Reference -- email/chat | 33 | 11 | 176 | 74 | 137.84% |
| Technology assistance | 306 | 46 | 3,107 | 2,925 | 6.22% |
| Guest passes | 415 | 79 | 1,163 | 999 | 16.42% |
| Adult and Children's computer use (desktops) | 1,684 | 2,281 | 25,005 | 29,665 | -15.71% |
| Adult computer usage (desktop) | 1,719 | 2,360 | 20,993 | 25,616 | -18.05% |
| Public computer use (express laptops) | 6 | 13 | 146 | 117 | 24.79% |

| <u>History Room Activity</u> | June | June | Y-T-D | Y-T-D | Y-T-D |
|-------------------------------------|-------------|-------------|------------------|------------------|-----------------|
| | 2018 | 2017 | FY2017-18 | FY2016-17 | % change |
| History Room Visitors | 114 | 129 | 689 | 329 | 109.42% |

| <u>Volunteer Hours</u> | June | June | Y-T-D | Y-T-D | Y-T-D |
|-------------------------------|----------------|---------------|-----------------|-----------------|-----------------|
| | 2018 | 2017 | 2017-18 | 2016-17 | % change |
| History Room | 16.5 | 19.5 | 532.75 | 122.75 | 334.01% |
| PLFF | 393.67 | 502.42 | 5062.96 | 5685.34 | -10.95% |
| General Library | 919.07 | 1292.63 | 6859.36 | 7795.35 | -12.01% |
| Technology | 0 | 2.75 | 20 | 198.5 | -89.92% |
| Homework Club | 0 | 6.5 | 612.6 | 1047 | -41.49% |
| Adult Literacy Tutors | 99.25 | 145.58 | 2095 | 1616.33 | 29.61% |
| PTAC | 96 | 59.25 | 1113.5 | 752.97 | 47.88% |
| Summer Reading Program | 114.25 | 140.17 | 1479.87 | 748.42 | 97.73% |
| Total Volunteer Hours | 1638.74 | 2168.8 | 17776.04 | 17966.66 | -1.06% |

| Public Services Outreach Activity | | | | | |
|--|------|------|-----------|-----------|----------|
| | June | June | Y-T-D | Y-T-D | Y-T-D |
| | 2018 | 2017 | FY2017-18 | FY2016-17 | % change |
| Outreach Visits | 13 | 4 | 46 | 31 | 48.39% |
| Outreach Attendance | 4533 | 1543 | 18357 | 4788 | 283.40% |

Adult Programs

| Type of Program | Number of Programs June | Attendance June | Number of Programs June | Attendance June | Number of Programs FYTD | Attendance FYTD | Number of Programs FYTD | Attendance FYTD | Number of Programs FYTD % change | Attendance FYTD % change |
|------------------------------------|-------------------------|-----------------|-------------------------|-----------------|-------------------------|-----------------|-------------------------|-----------------|----------------------------------|--------------------------|
| Date | 2018 | 2018 | 2017 | 2017 | FY1718 | FY1718 | FY1617 | FY1617 | | |
| Book Club | 1 | 8 | 1 | 7 | 12 | 78 | 12 | 120 | 0.00% | -35.00% |
| Computer Workshops | 1 | 7 | 1 | 8 | 14 | 145 | 28 | 271 | -50.00% | -46.49% |
| Educational Programs-varied topics | 0 | 0 | 2 | 44 | 11 | 2,377 | 17 | 174 | -35.29% | 126% |
| Fine Arts Programs | 0 | 0 | 1 | 21 | 10 | 260 | 5 | 322 | 100.00% | -19.25% |
| Health & Fitness Programs | 0 | 0 | 4 | 61 | 13 | 269 | 38 | 758 | -65.79% | -64.51% |
| History Room Programming | 1 | 107 | 1 | 123 | 13 | 784 | 8 | 431 | 62.50% | 81.90% |
| Home and Lifestyle | 1 | 39 | 0 | 0 | 4 | 369 | 0 | 0 | NA | NA |
| Literacy Programs | 7 | 60 | 7 | 45 | 75 | 772 | 80 | 586 | -6.25% | 31.74% |
| Reading Programs | 1 | 318 | 1 | 306 | 6 | 913 | 6 | 714 | 0.00% | 27.87% |
| Volunteer Programs | 4 | 79 | 3 | 99 | 15 | 302 | 14 | 327 | 7.14% | -7.65% |
| Totals | 16 | 618 | 21 | 714 | 173 | 6,269 | 208 | 3,703 | -16.83% | 69.30% |

| Adult SRP | Jun-18 | YTD 2018 | Jun-17 | YTD 2017 | MTD Change June |
|------------------|--------|----------|--------|----------|-----------------|
| Books Read | 329 | 329 | 435 | 435 | -24.37 % |
| Completion | 0 | 0 | 0 | 0 | NA |
| Registered Users | 319 | 319 | 317 | 317 | 0.63% |

*2018 Summer Reading Program dates: June 23rd -August 9th

**Completion = 3 books.

| Literacy | FY1718 | FY1617 | % Change |
|----------------------------|--------|--------|----------|
| Computer Literacy Students | 12 | 6 | 100.00% |

| | | | |
|----------------------------------|----|----|---------|
| English Literacy Students | 47 | 50 | -6.00% |
| Students Graduated | 17 | 9 | 88.89% |
| Computer Literacy Tutors | 7 | 8 | -12.50% |
| English Literacy Tutors | 39 | 38 | 2.63% |

ACHIEVEMENTS

- Wendy Townsend coordinated the Book Club on June 12th.
- Michelle Meades and Fernando Maldonado coordinated the Volunteer Orientations on June 12th, 19th and 26th.
- Michelle Meades coordinated 3rd Grade Civic Center Tour on June 7th for Golden Elementary.
- Michelle Meades coordinated the Computer Workshop on June 27th.
- Michelle Meades coordinated the Tea Party on June 30th.
- Patricia Grimm coordinated the Adult Literacy Orientation on June 5th.
- Coleen Wakai coordinated Conversation Club on June 1st, 15th, 22nd, & 29th.
- Coleen Wakai coordinated 2nd Annual Literacy Promotion and Recognition Celebration on June 2nd.
- Coleen Wakai coordinated a Literacy Orientation on June 21st.
- Jeannie Killianey coordinated the Weekly Challenge for SRP.
- Jeannie Killianey and Venessa Faber created the SRP display window on June 2nd.
- Jeannie Killianey, Wendy Townsend, Patricia Grimm, Yesenia Baltierra, and Coleen Wakai participated in the 3rd Civic Center Tours.
- Michelle Meades was a rater for the City of Orange on June 13th.
- Yesenia Baltierra assisted with the 2nd Annual Literacy Promotion and Recognition Celebration on June 2nd.

MEETINGS

- Wendy Townsend, Coleen Wakai and Patricia Grimm met on June 19th.
- Wendy Townsend and Yesenia Baltierra met on June 1st, 12th and 30th.
- Wendy Townsend met with Bookpoints on June 5th.
- Wendy Townsend attended the supervisors meeting on June 6th and 19th.
- Wendy Townsend attended Kiwanis meetings on June 7th and 14th.
- Yesenia Baltierra attended Huddle meetings on June 1st, 22nd and 29th.
- Adult Services staff met on June 4th.
- Adult Services staff attended Staff Development Day on June 8th.
- Michelle Meades and Wendy Townsend met on June 6th, 13th, and 20th.
- Michelle Meades met with Fernando Maldonado to prepare for SRC/SRP training on June 5th.
- Michelle Meades met with Fernando Maldonado and Kathy Carn to discuss SRP on June 11th.
- Michelle Meades attended the Historical Committee meeting on June 26th.
- Michelle Meades met with Kathy Carn to practice the puppet shows on June 21st.
- Coleen Wakai met with individual literacy tutors on June 13th.
- Coleen Wakai met with Wendy Townsend on June 15th.
- Coleen Wakai, Michelle Meades, and Yesenia Baltierra attended the Staff Meeting on June 19th.
- Coleen Wakai and Pat Grimm met Wendy on June 19th.

- Yesenia Baltierra attended Renovation meeting on June 11th and 20th.

PROFESSIONAL DEVELOPMENT

- Wendy Townsend attended ALA in New Orleans, LA June 21-26, 2018.
- Coleen Wakai attended the San Diego READ Conference June 9th.
- Michelle Meades attended the California Revealed Workshop on June 14th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for June 2018

DATE: July 16, 2018

| <u>On-line database usage</u> | June 2018 | Onsite Usage 1/17 | Remote Usage 1/17 | June 2016 | Y-T-D 2017-18 | Y-T-D 2016-17 | Y-T-D % change |
|---|---------------|----------------------|----------------------|---------------|------------------|------------------|-------------------|
| Placentia Library Catalog | 25,943 | N/A | N/A | 16,239 | 219,775 | 174,119 | 26% |
| General Reference Center | 9 | 3 | 6 | 21 | 410 | 475 | -14% |
| Biography In Context | 15 | 14 | 1 | 71 | 3,768 | 1,706 | 121% |
| Opposing Viewpoints | 40 | 0 | 40 | 254 | 1,652 | 1,742 | -5% |
| Consumer Reports (new July 2016) | 134 | N/A | N/A | 50 | 1,249 | 1,159 | 8% |
| Freegal | 846 | N/A | N/A | 1,022 | 12,140 | 13,594 | -11% |
| Heritage Quest | 108 | N/A | N/A | 621 | 2,967 | 8,386 | -65% |
| Novelist | 34 | N/A | N/A | 40 | 339 | 490 | -31% |
| Public Library Core Collection | | | | | | | |
| Nonfiction (staff use only) | 207 | N/A | N/A | 0 | 1,439 | 1,416 | 2% |
| Pronunciator | 17 | N/A | N/A | 59 | 494 | 690 | -28% |
| ABC Mouse | 63 | N/A | N/A | 97 | 1,276 | 2,579 | -28% |
| ABC Mouse - Bring Learning Home (New March 2018) | 11 | N/A | N/A | N/A | 22 | N/A | N/A |
| World Book Online (New February 2018) | 0 | N/A | N/A | N/A | 46 | N/A | N/A |
| Career Cruising | 7 | N/A | N/A | 114 | 102 | 137 | -152% |
| Tumblebooks | 199 | N/A | N/A | 113 | 1,390 | 2,230 | -38% |
| Reference USA | 155 | N/A | N/A | 137 | 3,318 | 2,298 | 44% |
| Enki | | N/A | N/A | 5 | 123 | 25 | 392% |
| Hoopla | 794 | N/A | N/A | 632 | 8,457 | 5,560 | 52% |
| Overdrive e-books | 1,776 | N/A | N/A | 1,296 | 19,328 | 12,346 | 57% |
| Overdrive audio books | 982 | N/A | N/A | 773 | 12,083 | 8,019 | 51% |
| Overdrive e-books - Placentia Advantage (New March 2018) | 1,582 | N/A | N/A | N/A | 6,084 | N/A | N/A |
| Overdrive audio books - Placentia Advantage (New March 2018) | 411 | N/A | N/A | N/A | 4,711 | N/A | N/A |
| Zinio (new Oct. 2014) | 65 | N/A | N/A | 80 | 932 | 951 | -2% |
| TOTAL DATABASE USAGE | 33,398 | 17 | 47 | 21,624 | 302,105 | 237,922 | 27% |

| Website Traffic | | | | | |
|------------------------|-------------|-------------|----------------|----------------|-----------------|
| | June | June | Y-T-D | Y-T-D | Y-T-D |
| | 2018 | 2017 | 2017-18 | 2016-17 | % change |
| Website visits | 12,391 | 14,506 | 143,890 | 150,305 | -4% |
| Page Hits | 21,497 | 25,829 | 243,371 | 250,665 | -3% |
| Users | 6,762 | 6,776 | 83,226 | 69,894 | 19% |
| Pages/Session | 1.83 | 1.78 | N/A | N/A | N/A |
| Avg. Session Duration | 00:02:27 | 00:02:54 | N/A | N/A | N/A |
| % New Sessions | N/A | 38 | N/A | N/A | N/A |

| Computer & Online Resource Use | | | | | |
|---|--------------|--------------|----------------|----------------|-----------------|
| | June | June | Y-T-D | Y-T-D | Y-T-D |
| | 2018 | 2017 | 2017-18 | 2016-17 | % change |
| Placentia Residents | 1,331 | 1,530 | 14,816 | 16,458 | -10% |
| Non-Placentia Residents | 972 | 974 | 10,735 | 11,515 | -7% |
| Total | 2,303 | 2,504 | 25,551 | 27,973 | -9% |

| Wifi Use | | | | | |
|-----------------|--------------|--------------|----------------|----------------|-----------------|
| | June | June | Y-T-D | Y-T-D | Y-T-D |
| | 2018 | 2017 | 2017-18 | 2016-17 | % change |
| | 1,806 | 2,211 | 22,826 | 30,251 | -25% |
| Total | 1,806 | 2,211 | 22,826 | 30,251 | -25% |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and Consider a Recognition for Marie Schmidt, Pat Irot, and Pat Jertberg

DATE: July 16, 2018

BACKGROUND

Trustee DeVecchio requested the Library Board of Trustees consider a special posthumously recognition for Marie Schmidt, Pat Irot and Pat Jertberg. These volunteers were well respected in the community and had given thousands of hours to the Library in the development, curation, and cataloging of the History Room collection. They traveled to other libraries to study their history room collection to ensure that Placentia's collection is rich and meaningful to the residents of our community and for future generations.

On September 2, 2009, Marie, Pat I., and Pat J., were recognized for their extraordinary contribution to the History Room, as part of the Library's 90th anniversary celebration. As the Library prepares for the upcoming centennial celebration, the Library Board of Trustees may wish to consider recognizing the three volunteers with a bronze plaque with a dedication at the centennial grand re-opening on September 14, 2019.

Fiscal Impact: \$200-\$500

RECOMMENDATION

Authorize a bronze plaque dedication to Marie Schmidt, Pat Irot, and Pat Jertberg during the Centennial Celebration on September 14, 2019.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Board of Trustees August 20, 2018 Meeting

DATE: July 16, 2018

BACKGROUND

Currently, library staff does not foresee presenting agenda items for the Library Board of Trustees to consider which would require immediate attention. As a result, it is anticipated that the August meeting would only include non-decision making reports such as the consent calendar, staff reports, general consent reports, claims, and treasurer's reports.

Library staff recommends cancelling the August 20, 2018 Library Board of Trustees meeting.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Centennial Renovation Updates
DATE: July 16, 2018

BACKGROUND

The last update provided to the Library Board was at the June 18, 2018 meeting. Tonight, Library Director Contreras will provide another update with project timeline, partnership commitments, and outreach efforts.

RECOMMENDATION

Action is determined by the Library Board of Trustees.

