

*Placentia Library District*

## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES

### WORK SESSION








Tuesday, December 19, 2017  
5:30 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 203.*





# AGENDA

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING








December 19, 2017  
6:30 p.m.  
Community Meeting Room

### **Mission Statement:**

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

### **The Centennial Vision Statement:**

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

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**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 November 20, 2017 Library Board of Trustees Meeting and Work Session, and Amended Minutes of the October 16, 2017 Library Board of Trustees Meeting. (Receive & File and Approve)

**CLAIMS (Items 10 – 11)**

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

**TREASURER'S REPORTS (Items 12 – 15)**

12. Financial Reports for November 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for November 2017. (Receive & File)
14. Acquisitions Report for November 2017. (Receive & File)
15. Entrepreneurial Activities Report for November 2017. (Receive & File)

**GENERAL CONSENT REPORTS (Items 16 – 18)**

16. Personnel Report for November 2017. (Receive, File, and Ratify Appointments)
17. Circulation Report for November 2017. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 19 – 22)**

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

**PRESENTATION**

23. President Carline will present Michelle Meades, Librarian I, with the 2017 Employee of the Year Award.

**NEW BUSINESS**

24. Award Energy Services Performance Contract to Johnson Controls, Inc., not to exceed \$1,450,000 and Adoption of Resolution 17-06: A Resolution of the Library Board of the Placentia Library District Approving an Energy Service Contract.
25. Authorization to enter into an agreement with Mr. Robert Karatsu, to provide library consulting services for the communication and marketing strategies for the Centennial Renovation project, not to exceed \$7,500.
26. Adoption of Resolution 17-07: 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 2018.
27. Election of Officers
28. Appointment of Library Board Representatives for 2018 by the Board President:
  - Incumbents are italicized.*
  - Representative to Special District Local Area Formation Commission (LAFCO) – *Trustee Shkoler and Secretary Martin* as alternate.
  - Representative to the Orange County Council of Governments – *Trustee DeVecchio.*
  - Representative to the Placentia Library Friends Foundation (PLFF) – *President Carline and Secretary Martin* as alternate.
  - Representative to the Independent Special District of Orange County – *Trustee Minter*
  - Personnel Committee – *President Carline and Trustee Shkoler*
  - Redevelopment Successor Agency Oversight Board – *Trustee Shkoler*
29. Authorize a Closure on January 15, 2018 for a Staff Development Day.

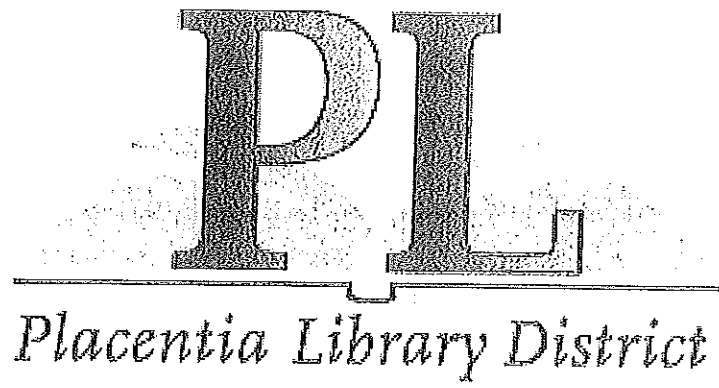
**ADJOURNMENT**

30. Agenda Preparation for the January Date Meeting which will be held on January 15, 2018 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
  - No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
32. Adjourn

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

I, Timothy Hino, Business Manager, of the Placentia Library District, hereby certify that the Agenda for the December 19, 2017 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 15, 2017.

  
Timothy Hino, Business Manager



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PLACENTIA LIBRARY DISTRICT

WORK SESSION MEETING OF THE BOARD OF TRUSTEES

October 16, 2017

**CALL TO ORDER** President Carline called the Work Session Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 16, 2017 at 4:40 P.M.

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

**Members Absent:** None

**Staff Present:** Library Director Jeanette Contreras

**Placentia Library Friends Foundation Present:** Ginny Sanatar, Ashley Nick

**ADOPTION OF AGENDA** It was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt the agenda as presented. (Item 3)

**AYES:** Carline, Martin, DeVecchio, Minter, Shkoler

**NOES:** None

**ORAL COMMUNICATION** None

**DISCUSSION** Library Director Contreras provided a summary of the proposed Legacy Fundraiser Project, as presented by Ms. Vivian Perez, President of the Placentia Community Foundation at the September 18, 2017 Library Board of Trustees meeting. No actions to report.

**ADJOURNMENT** The Work Session Meeting of the Board of Trustees of the Placentia Library District on October 16, 2017 adjourned at 5:16 P.M.

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Gayle Carline  
President  
Library Board of Trustees

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Jo-Anne Martin  
Secretary  
Library Board of Trustees

PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
October 16, 2017

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 16, 2017 at 6:31pm.

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

**Members Absent:** None

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

**ADOPTION OF AGENDA**

It was moved by Secretary Martin and seconded by Trustee Shkoler to adopt the Agenda (Item 3).

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

**ORAL COMMUNICATION**

None

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

President Carline attended the California Special District Association annual conference, the Placentia Library Friends Foundation board meeting, participated in the Heritage Festival, and met with Ms. Susan Smith, Vice-President of Philanthropy from St. Jude's Medical Center. (Item 5)

Secretary Martin attended the California Special District Association annual conference, participated in the Heritage Parade, and met with Ms. Susan Smith, Vice-President of Philanthropy from St. Jude's Medical Center. (Item 6)

Trustee Shkoler attended the California Special District Association annual conference and participated in the Heritage Parade. (Item 6)

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the California Special District Association annual conference, participated in the Heritage Parade, and met with Ms. Susan Smith, Vice-President of Philanthropy from St. Jude's Medical Center, and attended the Placentia Library Friends Foundation board meeting. She is currently working on the Technology Manager recruitment, fulfilling multiple commitments for the California Library Association (CLA), and preparing for her presentations at the CLA annual conference in Riverside. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

Ginny Sanatar of the Placentia Library Friends reported that they have two new potential board members and that they are working on promotion for the Author's Luncheon. (Item 8)



**CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for June 28 and  
September 18, 2017  
BOARD MEETINGS**

Minutes for the June 28 and September 18, 2017 Board of Trustees Meetings were received, approved and filed. (Item 9)

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

Check Registers for September 2017 – received and filed (Item 10)  
Fund 707 Balance Report for September 2017 – received and filed (Item 11)

Financial Reports through September 2017 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 September 2017 – received and filed. (Item 13)  
Acquisitions Report for September 2017 – received and filed. (Item 14)  
Entrepreneurial Activities Report for September 2017 – received and filed. (Item 15)

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

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

**GENERAL CONSENT  
REPORTS**

Personnel Report for September 2017 -- received and filed. (Item 16)  
Circulation Report for September 2017 – 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 September 2017 (Item 19)  
Children's Services Report for September 2017 (Item 20)  
Adult Services Report for September 2017 (Item 21)  
Placentia Library Website Technology Report for September 2017 (Item 22)

**CLOSED SESSION**

President Carline reported that the Library Board of Trustees approved a 6% salary increase and 2% COLA for the Library Director. (Item 23)

**ADOPT RESOLUTION  
17-05: A RESOLUTION OF  
THE LIBRARY OF  
TRUSTEES OF THE  
PLACENTIA LIBRARY  
DISTRICT OF ORANGE  
COUNTY, AUTHORIZING  
THE DEPOSIT AND  
INVESTMENT OF EXCESS  
OF FUNDS WITH THE  
TREASURER-TAX  
COLLECTOR OF THE  
COUNTY OF ORANGE,  
CALIFORNIA**

Moved by Trustee Shkoler and seconded by Secretary Martin to adopt Resolution 17-05: A Resolution of the Library of Trustees of the Placentia Library District of Orange County, Authorizing the Deposit and Investment of Excess Funds with the Treasurer-Tax Collector of the County of Orange, California. (Item 24)

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

**TRAVEL AUTHORIZATION:  
PUBLIC LIBRARY  
ASSOCIATION  
CONFERENCE ON MARCH  
20-24, 2018**

Moved by Secretary Martin and seconded by Trustee Minter to approve travel authorization for President Carline, Secretary Martin, Trustee Minter, Trustee Shkoler and Library Director Contreras, to attend the Public Library Association Conference in Philadelphia, Pennsylvania with legislative visits in Washington, D.C., contingent upon availability of legislators. Approved by a roll call vote. (Item 25)

**COUNTYWIDE  
REDEVELOPMENT  
AGENCY OVERSIGHT  
BOARD NOMINATION**

The Library Board of Trustees decided not to have District representation on the countywide Redevelopment Oversight Board. (Item 26)

**AGENDA PREPARATION**

Trustee Minter requested information on the Packing House District project and a work session with the Placentia Library Friends Foundation to discuss fundraising strategies for the Centennial Renovation project. (Item 27)

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of October 16, 2017 was adjourned at 7:02pm.

The next Library Board of Trustees meeting will be held on the unusual date of Monday, November 20, 2017 at 6:30pm. A Work Session will be held prior to this board meeting at 5:30pm.

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Gayle Carline, President  
Library Board of Trustees

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

MINUTES  
WORK SESSION OF THE BOARD OF TRUSTEES  
NOVEMBER 20, 2017

**CALL TO ORDER**

Secretary Martin called the Work Session of the Placentia Library District (PLD) Board of Trustees to order on November 20, 2017 at 5:39pm.

**Members Present:** Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler

**Members Absent:** President Carline (Excused Absence)

**Staff Present:** Jeanette Contreras, Library Director; Timothy Hino, Business Manager; Yesenia Baltierra, Public Services Manager; Chris Corpus, Technology Manager.

**Guests:** From Placentia Library Friends Foundation, Mary Strazdas and Ashley Nick (arrived at 5:56p.m.)

**ADOPTION OF AGENDA**

It was moved by Trustee DeVecchio and seconded by Trustee Shkoler to adopt the November 20, 2017 Work Session Agenda:

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

**ORAL COMMUNICATION**

None

**TRUSTEE REPORTS**

None

**LIBRARY DIRECTOR REPORT**

None

**FRIENDS FOUNDATION REPORT**

None

**CONSENT CALENDAR**

None

**LEGACY FUNDRAISER PROJECT DISCUSSION**

Trustee DeVecchio made a motion for President Carline to work with Library Director Contreras to provide a response to the Placentia Community Foundation that the District does not wish to pursue the Legacy Brick project as our current focus is to fundraise for the centennial renovation project. Trustee Minter seconded the motion. The Board directed Library Director Contreras to request a meeting with PLFF on December 11<sup>th</sup>, before their Board of Directors meeting. (Item 5)

**ADJOURNMENT**

The Board of Trustees Work Session on November 20, 2017 was adjourned at 5:58pm.

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Gayle Carline, President  
Library Board of Trustees

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

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
November 20, 2017

**CALL TO ORDER**

Secretary Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 20, 2017 at 6:31pm.

**Members Present:** Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Elizabeth Minter, Trustee Al Shkoler

**Members Absent:** President Gayle Carline (Excused Absence)

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Chris Corpus, Technology Manager; Wendy Townsend, Supervising Librarian; Tim Worden, Emerging Technology Assistant

**Guests:** From Johnson Controls, Inc., Christopher Bout, Bryson Barnella and Anthony Sclafani

**ADOPTION OF AGENDA**

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to adopt the amended Agenda to include Discussion of the December Board Meeting Date (Item 3).

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

**ORAL COMMUNICATION**

None. (Item 4)

**BOARD PRESIDENT REPORT**

President Carline was absent. (Item 5)

**TRUSTEE & ORGANIZATIONAL REPORTS**

Secretary Martin attended the Veteran's Day Celebration, Community Prayer Breakfast, Staff Appreciation & Recognition, meeting with St. Jude's Vice-President, Susan Smith, and the H.I.S. House Board meeting.

Trustee Minter attended the Independent Special Districts of Orange County (ISDOC) on October 26<sup>th</sup> with Deanne Thompson, Public Relations Manager from the John Wayne Airport, as the speaker. Trustee Minter also attended Anaheim Mayor's Breakfast on November 2<sup>nd</sup> with Daryl Strawberry as the speaker.

Trustee DeVecchio attended the Staff Appreciation & Recognition on October 29<sup>th</sup>, which thoroughly enjoys.

Trustee Shkoler attended a H.I.S. House board meeting, the Community Prayer Breakfast, Veteran's Day Celebration, Staff Appreciation & Recognition, and the Fire/Police/Emergency Services Recognition. (Item 6)

**LIBRARY DIRECTOR REPORT**

Library Director Contreras attended the Community Prayer Breakfast, Fire/Police/Emergency Services Recognition, Library Director's Forum, California Library Association Conference (CLAC), Library Marketing and Communications

Conference (LMCC), and the Staff Appreciation and Recognition event. The Library Director is happy to introduce the new Technology Manager, Chris Corpus who provided the Board a brief background about himself. Mr. Corpus has been in the information technology industry for over 20 years and has been responsible from systems analysis to systems management. His main goal is to get information technology completed for the District, within the District's strategic plan.

The Library Director also asked Ms. Townsend and Mr. Worden to provide a summary of their activities at recent conferences. Ms. Townsend attended CLAC and LMCC and she was excited to be around other libraries and hear what they are doing throughout California. Ms. Townsend spoke of a few possible library programs that may benefit the Placentia community including the B.L.A.S.T. model of customer service and a library club for the disabled adult population. She also received many tips on how to better market libraries with a focus on the overall experience. Mr. Worden spoke of workshops he attended at CLAC, including public relations, virtual reality, and user experience. He volunteered at the registration booth and appreciated meeting other library staff. (Item 7)

**FRIENDS FOUNDATION  
REPORT**

No representative from the Placentia Library Friends Foundation (PLFF) present. (Item 8)

**CONSENT CALENDAR**

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES FOR THE  
OCTOBER 16, 2017  
BOARD MEETINGS**

Minutes for the October 16, 2017 Board of Trustees Meetings was received, approved and filed with amendments as noted. (Item 9)

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

Check Registers for October 2017 – received and filed (Item 10)  
Fund 707 Balance Report for October 2017 – received and filed (Item 11)

Financial Reports through October 2017 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 October 2017 – received and filed, with amendments to the percentage received for accounts 4210 and 4500. (Item 13)

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

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

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

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

**GENERAL CONSENT REPORTS**

Personnel Report for October 2017 – received and filed. (Item 16)  
Circulation Report for October 2017 – 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 October 2017 (Item 19)  
Children's Services Report for October 2017 (Item 20)  
Adult Services Report for October 2017 (Item 21)  
Placentia Library Website Technology Report for October 2017 (Item 22)

**PRESENTATION**

The Employee of the Year presentation to Ms. Michelle Meades was rescheduled for the December Board meeting. (Item 23)

**JOHNSON CONTROLS, INC. (JCI) PRESENTATION**

Representatives from JCI, Mr. Christopher Bout, Mr. Bryson Barnella, and Mr. Anthony Scianfani, presented updated business cases to include recommendations of roof replacement and Bear State to handle the HVAC replacement project under the District's management. After a lengthy discussion with questions from the Board and answers from JCI, Trustee Minter made a motion to place the item on the December agenda for further discussions. Trustee DeVecchio seconded the motion. (Item 25).

**PACKING HOUSE DISTRICT PROJECT**

Library Director Contreras provided information on the City of Placentia's upcoming development projects including the Veteran's Village and Packing House District projects. At this time, it is unclear what the library impact fee revenue will be for these two new developments. Library staff will provide an update when information is available from the City. (Item 26)

**AGENDA PREPARATION FOR THE DECEMBER BOARD MEETING**

It was decided that the next board meeting will be held on December 19, 2017 at 6:30p.m., with a work session to discuss the legacy brick project with PLFF on November 11, 2017 at 5:30p.m., before their 6:30p.m. Board of Directors meeting. Trustee Minter asked that the renovation schedule be added to the agenda. (Item 27)

**REVIEW OF ACTION ITEMS**      None. (Item 28)

**ADJOURNMENT**                      The Board of Trustees Regular Date Meeting of November 20, 2017 was adjourned at 8:14p.m.

The next Library Board of Trustees meeting will be held on the unusual date of Tuesday, November 19, 2017 at 6:30pm. A Study Session will be held prior to this board meeting at 5:30pm.

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Gayle Carline, President  
Library Board of Trustees

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

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*Placentia Library District*

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Placentia Library District  
Check Register  
November 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/01/2017	9424	Placentia Women's Round Table	Prayer Breakfast	-200.00
Bill Pmt -Check	11/06/2017	9425	Baker & Taylor	Books	-1,684.23
Bill Pmt -Check	11/06/2017	9426	Bear State	Service Call	-530.00
Bill Pmt -Check	11/06/2017	9427	Brodart Co.	Supplies	-104.32
Bill Pmt -Check	11/06/2017	9428	Cintas	Supplies	-367.04
Bill Pmt -Check	11/06/2017	9429	City of Placentia	Christmas Tree	-500.00
Bill Pmt -Check	11/06/2017	9430	Eartel	Service Call	-150.00
Bill Pmt -Check	11/06/2017	9431	Estella A Wnek	Mileage Reimbursement	-34.24
Bill Pmt -Check	11/06/2017	9432	Master Janitorial Services	Sevice for Nov 2017	-3,100.00
Bill Pmt -Check	11/06/2017	9433	Midwest Tape	DVDs	-858.02
Bill Pmt -Check	11/06/2017	9434	Pitney Bowes Purchase Power	Postage for Nov 2017	-1,091.16
Bill Pmt -Check	11/06/2017	9435	Placentia Women's Round Table	VOID: Prayer Breakfast	0.00
Bill Pmt -Check	11/06/2017	9436	Republic Services	Service for 10/1-12/31	-51.72
Bill Pmt -Check	11/06/2017	9437	Wonderland Productions/Ric Morton	Ric Morton Silly Science Show	-300.00
Bill Pmt -Check	11/13/2017	9438	BankCard Center-Bank of the West	For 9/29/17-10/28/17	-12,431.69
Bill Pmt -Check	11/13/2017	9439	Bibliotheca LLC	RFID tags	-1,220.00
Bill Pmt -Check	11/13/2017	9440	City of Placentia	Service for July-Sept 2017	-11,657.49
Bill Pmt -Check	11/13/2017	9441	Jeanette Contreras	Reimbursement for Veteran's Program	-30.60
Bill Pmt -Check	11/13/2017	9442	Minuteman Press	Business Card for Chris and Ana	-140.08
Bill Pmt -Check	11/13/2017	9443	Republic Services	Service for 10/1-10/31	-137.13
Bill Pmt -Check	11/13/2017	9444	Rotary_Club of Placentia	Dues for Rotary	-70.00
Bill Pmt -Check	11/13/2017	9445	SDRMA	Medical for Dec 2017	-21,099.00
Bill Pmt -Check	11/13/2017	9446	State of CA - Department of Justice	4 Fingerprinting	-128.00
Bill Pmt -Check	11/13/2017	9447	Tim Hino	Reimbursement	-70.47
Bill Pmt -Check	11/13/2017	9448	Tim Worden	Reimbursement	-41.00
Bill Pmt -Check	11/13/2017	9449	Time Warner Cable	VOID: System error	0.00
Check	11/13/2017	9450	Placentia Library District	Payroll for 11/15/17	-50,000.00
Bill Pmt -Check	11/13/2017	9451	Time Warner Cable	Monthly Service	-644.83
Bill Pmt -Check	11/20/2017	9452	Baker & Taylor	Books	-929.64
Bill Pmt -Check	11/20/2017	9453	City of Placentia	VOID: Purchase of Christmas Tree	0.00
Bill Pmt -Check	11/20/2017	9454	Click Consulting	Monthly Service	-4,000.00
Bill Pmt -Check	11/20/2017	9455	Dewey Pest Control	Nov 2017 to Jan 2018 Service	-134.00
Bill Pmt -Check	11/20/2017	9456	EBSCO Industries, Inc.	2018 Subscription	-3,330.67
Bill Pmt -Check	11/20/2017	9457	Golden State Water Company	Service for Sept 20-Oct 19,2017	-1,012.21
Bill Pmt -Check	11/20/2017	9458	Jeanette Contreras	Reimbursement for Ornaments	-484.55
Bill Pmt -Check	11/20/2017	9459	Jennifer Rydberg	Reimbursement	-8.84
Bill Pmt -Check	11/20/2017	9460	Marianne Follis	Reimbursement for Costume Party	-140.98
Bill Pmt -Check	11/20/2017	9461	MD Medical Clinics	For Corpus and Balderas	-234.50
Bill Pmt -Check	11/20/2017	9462	Midwest Tape	DVDs	-746.53
Bill Pmt -Check	11/20/2017	9463	O.C. Plumbing	Service call	-405.47
Bill Pmt -Check	11/20/2017	9464	Uniqe Management Services, Inc.	Collections for October	-125.30
Bill Pmt -Check	11/20/2017	9465	White Nelson Diehl Evans LLP	Third interim Bill on Audit	-2,500.00

Placentia Library District  
**Check Register**  
 November 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/20/2017	9466	Jaime Cornejo	Reimbursement	-649.55
Bill Pmt -Check	11/28/2017	9467	Baker & Taylor	Books	-185.04
Bill Pmt -Check	11/28/2017	9468	Brea Trophy and Engraving	Engraved Plate	-13.17
Bill Pmt -Check	11/28/2017	9469	Cintas	Supplies	-820.19
Bill Pmt -Check	11/28/2017	9470	David Yarnell	Holiday Merrimont	-300.00
Bill Pmt -Check	11/28/2017	9471	Davis Farr LLP	Service for Oct 2017	-528.00
Bill Pmt -Check	11/28/2017	9472	Employment Development Dept.	July 1-Sept 30, 2017	-251.00
Bill Pmt -Check	11/28/2017	9473	Jeanette Contreras	Reimbursement for Ornaments	-129.21
Bill Pmt -Check	11/28/2017	9474	Midwest Tape	DVDs	-385.19
Bill Pmt -Check	11/28/2017	9475	Placentia Library Foundation	Reimbursement for Oct-Nov 2017	-64.25
Bill Pmt -Check	11/28/2017	9476	SDRMA	Ancillary Coverage for December 2017	-2,140.64
Bill Pmt -Check	11/28/2017	9477	Woodruff, Spradlin & Smart	Sevice for Oct 2017	-1,804.50
Check	11/28/2017	9478	Placentia Library District	Payroll 11-29-17	-50,000.00
Bill Pmt -Check	11/28/2017	9479	City of Placentia	Christmas Tree for Lighting Event 2017	-1,751.72
Bill Pmt -Check	11/30/2017	9480	Placentia Community Chorus	Tree Lighting Event 2017	-100.00
Bill Pmt -Check	11/30/2017	9481	Valencia High School Jazz Choir	Tree Lighting Event 2017	-100.00
					-179,916.17

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Timothy Hino, Business Manager

**SUBJECT:** Fund Balance Report through November 2017 for Placentia Library District Fund 707 with Orange County Treasurer

**DATE:** December 19, 2017

<b>Fiscal Year 2017-2018</b>	
07/31/17	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/17	2,498,084.78
11/30/2017	2,500,309.42
12/31/2017	0.00
01/31/18	0.00
2/28/2018	0.00
3/31/2018	0.00
04/30/18	0.00
5/31/2018	0.00
6/30/2018	0.00

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** December 19, 2017

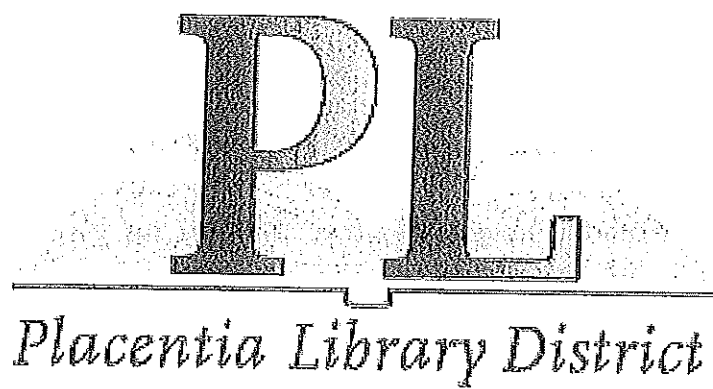
**Summary of Cash and Investments as of November 30, 2017**

Cash with Orange County Treasurer Fund 707	2,500,309.42
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking -- Bank of the West	589,980.63
General Fund Savings -- Bank of the West	427,800.70
Payroll Checking -- Wells Fargo Bank	65,895.18
<b>Total Cash and Investments</b>	<b>3,583,985.93</b>

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 L...ARY DISTRICT  
YTD REVENUE REPORT  
November 30, 2017

Acct. #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,122,628	421,931	(1,700,697.48)	19.9%
4020	Property Taxes - Current Unsecured	59,937	51,900	(8,036.56)	86.6%
4030	Property Taxes - Prior Secured	0	-	0.00	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
4090	Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050	Property Taxes - Curr Supplemental	68,361	23,189	(45,172.14)	33.9%
4060	Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	88.9%
4070	Interest on Unsupport Tax	0	-	0.00	0.0%
4080	Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4190	State - Homeowners Property Tax Relief	48,482	-	(48,482.00)	
	Sub Total	2,326,685	512,674	(1,814,010.67)	22.0%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	11,220	2,719.53	132.0%
	Sub Total	8,500	11,220	2,719.53	132.0%
<b>GRANT REVENUE</b>					
4210	State Grants	30,000	18,000	(12,000.00)	60.0%
	Sub Total	30,000	18,000	(12,000.00)	60.0%
<b>MISCELLANEOUS REVENUES</b>					
4420	Newsletter Ads	700	1,750	1,050.00	250.0%
4410	PLFF Grants	51,000	16,903	(34,097.50)	33.1%
4430	Other Revenue	0	3,605	3,605.00	0.0%
4310	Fines & Fees	0	7,477	7,476.51	0.0%
4330, 4320	Passport/Photos	180,000	80,129	(99,871.00)	44.5%
4340	Meeting Room Fees	4,000	960	(3,040.00)	24.0%
4350	Test Proctor	7,000	3,850	(3,150.00)	55.0%
	Sub Total	242,700	114,673	(128,026.99)	47.2%
4500	Impact Fees	10,000	-	(10,000.00)	0.0%
<b>TOTAL REVENUES YTD FOR FY 17/18:</b>		<b>2,617,885</b>	<b>656,567</b>	<b>(1,961,318)</b>	<b>25.1%</b>

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT  
November 30, 2017  
41.67% of year completed

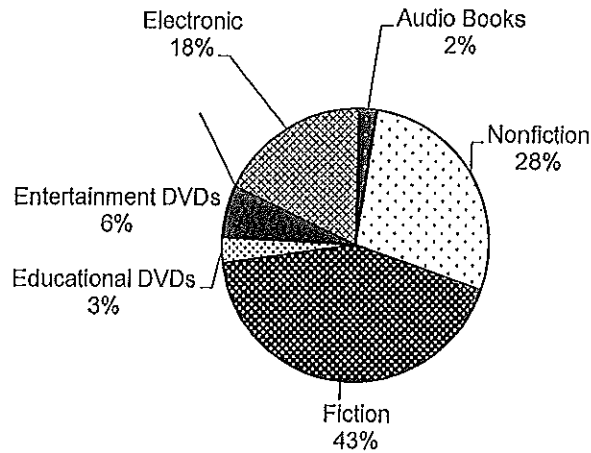
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,456,945	562,195	0.39	\$894,750
5030	Retirement	54,605	11,911	0.22	\$42,694
5040	Unemployment Insurance	-	251.00	0.00	(251.00)
5050	Health Insurance	266,516	97,711	0.37	\$168,805
5064	Dental Insurance	17,240	5,566	0.32	\$11,674
5060	Life Insurance	8,370	1,468	0.18	\$6,902
5066	AD & D Insurance	5,453	2,259	0.41	\$3,194
5068	Vision Insurance	3,341	1,093	0.33	\$2,248
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	1,977	0.14	\$11,975
	<b>TOTAL</b>	<b>\$1,827,245</b>	<b>\$684,431</b>	<b>0.37</b>	<b>\$1,142,814</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	35,000	9,775	0.28	\$25,225
5150	Household Expenses	22,000	7,459	0.34	\$14,541
5099	Library Insurance	15,000	6,163	0.41	\$8,837
5205	Maintenance Expense	30,000	10,822	0.36	\$19,178
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	106,000	29,140	0.27	\$76,860
5290	Memberships	10,000	5,049	0.50	\$4,951
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	25,036	0.46	\$29,964
5400	Prof./Specialized Services	122,450	61,750	0.50	\$60,700
5495,5900,5910	Programs	41,000	24,440	0.60	\$16,560
5500	Books/Library Materials	255,689	36,939	0.14	\$218,750
5600	Meetings	25,000	9,016	0.36	\$15,984
5700	Mileage/Parking	4,500	280	0.06	\$4,220
5800	Utilities	88,000	35,403	0.40	\$52,597
	<b>TOTAL</b>	<b>\$810,639</b>	<b>\$261,272</b>	<b>0.32</b>	<b>\$549,367</b>
	<b>OPERATING EXPENSES</b>	<b>\$2,637,884</b>	<b>\$945,703</b>	<b>0.36</b>	<b>\$1,692,181</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	8,583.66	0.86	\$1,416
	<b>TOTAL</b>	<b>\$30,000</b>	<b>8,583.66</b>	<b>0.29</b>	<b>\$21,416</b>
<b>TOTAL BUDGET</b>		<b>\$2,667,884</b>	<b>\$954,287</b>	<b>0.36</b>	<b>\$1,713,597</b>



# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF NOV. 2017

Nov-17						
	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	\$20,594	950	1094	\$37,010	1635	1725
Total Non-Fiction	\$13,571	455	694	\$25,244	1099	1517
Total Electronic	\$8,758	1	0	\$17,230	297	
Total Audio Books	\$1,072	247	249	\$4,553	101	101
Total Educational DVDs	\$1,478	37	37	\$1,752	52	53
Total Entertainment DVDs	\$2,986	63	105	\$4,318	106	160
YTD TOTAL MATERIALS	\$48,459	1753	2179	\$90,107	3290	3556
Budget	\$255,700			\$249,174		
% Spent YTD	19%			36%		



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 2017-2018 THROUGH THE MONTH OF NOVEMBER 2017  
 Prepared by Katie Matas, Supervising Librarian Support Services

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$18,304	773	904	\$0	0	0	\$18,304	773	904	\$0	0	0	\$18,304	773	904
Adult Non-Fiction	\$8,292	352	354	\$0	0	0	\$8,292	352	354	\$0	0	0	\$8,292	352	354
Adult Reference	\$287	6	6	\$0	0	0	\$287	6	6	\$0	0	0	\$287	6	6
Adult magazines	\$3,602	54	291	\$0	0	0	\$3,602	54	291	\$0	0	0	\$3,602	54	291
TOTAL ADULT PRINT MATERIALS	\$12,181	412	651	\$0	0	0	\$12,181	412	651	\$0	0	0	\$12,181	412	651
TOTAL ADULT PRINT MATERIALS	\$30,485	1,185	1,555	\$0	0	0	\$30,485	1,185	1,555	\$0	0	0	\$30,485	1,185	1,555
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$1,072	247	249	\$0	0	0	\$1,072	247	249	\$0	0	0	\$1,072	247	249
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$1,478	37	37	\$0	0	0	\$1,478	37	37	\$0	0	0	\$1,478	37	37
Adult Entertainment DVDs	\$2,986	63	105	\$0	0	0	\$2,986	63	105	\$0	0	0	\$2,986	63	105
TOTAL ADULT NON-PRINT MATERIALS	\$5,536	347	391	\$0	0	0	\$5,536	347	391	\$0	0	0	\$5,536	347	391
TOTAL ADULT MATERIALS	\$36,021	1,532	1,946	\$0	0	0	\$36,021	1,532	1,946	\$0	0	0	\$36,021	1,532	1,946
Juvenile Fiction	\$1,063	88	90	\$0	0	0	\$1,063	88	90	\$373	40	40	\$1,456	128	130
Young Adult Fiction	\$1,207	89	100	\$0	0	0	\$1,207	89	100	\$0	0	0	\$1,207	89	100
TOTAL JUVENILE FICTION	\$2,290	177	190	\$0	0	0	\$2,290	177	190	\$373	40	40	\$2,663	217	230
Juvenile Non-Fiction	\$743	26	26	\$0	0	0	\$743	26	26	\$104	7	7	\$847	33	33
Young Adult Non-Fiction	\$324	12	12	\$0	0	0	\$324	12	12	\$0	0	0	\$324	12	12
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$323	5	5	\$0	0	0	\$323	5	5	\$0	0	0	\$323	5	5
TOTAL JUVENILE NON-FICTION	\$1,390	43	43	\$0	0	0	\$1,390	43	43	\$104	7	7	\$1,494	50	50
TOTAL JUVENILE PRINT MATERIALS	\$3,680	220	233	\$0	0	0	\$3,680	220	233	\$477	47	47	\$4,157	267	280
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$3,680	220	233	\$0	0	0	\$3,680	220	233	\$477	47	47	\$4,157	267	280
On-line databases	\$8,758	1	0	\$0	0	0	\$8,758	1	0	\$0	0	0	\$8,758	1	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$8,758	1	0	\$0	0	0	\$8,758	1	0	\$0	0	0	\$8,758	1	0
Total Fiction	\$20,594	950	1094	\$0	0	0	\$20,594	950	1094	\$373	40	40	\$20,967	990	1134
Total Non-Fiction	\$13,571	455	694	\$0	0	0	\$13,571	455	694	\$104	7	7	\$13,675	462	701
Total Electronic	\$8,758	1	0	\$0	0	0	\$8,758	1	0	\$0	0	0	\$8,758	1	0
Total Audio Books	\$1,072	247	249	\$0	0	0	\$1,072	247	249	\$0	0	0	\$1,072	247	249
Total Educational DVDs	\$1,478	37	37	\$0	0	0	\$1,478	37	37	\$0	0	0	\$1,478	37	37
Total Entertainment DVDs	\$2,986	63	105	\$0	0	0	\$2,986	63	105	\$0	0	0	\$2,986	63	105
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$48,459	1,753	2,179	\$0	0	0	\$48,459	1,753	2,179	\$477	47	47	\$48,936	1,800	2,226

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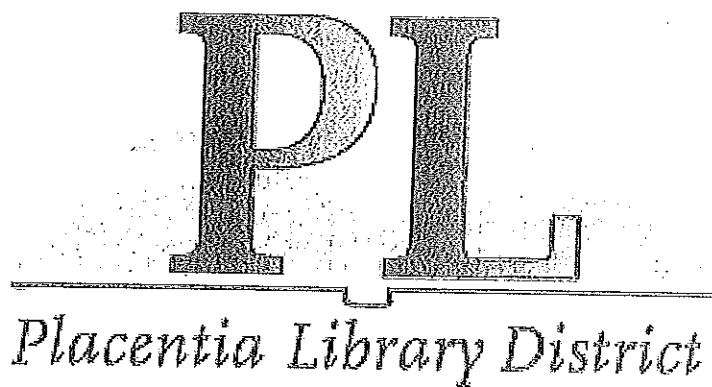
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino  
**SUBJECT:** Service Revenue Activities Report for November 2017  
**DATE:** December 19, 2017

**Net Revenue Summary for November 2017**

	Nov-2017	Nov-2016	YTD 2017-2018	YTD 2016-2017
Passport	10,676.00	9,300.00	63,4780.00	47,835.00
Passport Photos	2,796.00	2,148.00	16,642.00	11,834.00
Test Proctor	600.00	200.00	3,850.00	3,100.00
Fines & Fees	1,097.18	3,765.47	7,476.51	19,370.12
Meeting Room	60.00	90.00	960.00	1,055.00
<b>Total</b>	15,229.18	15,503.47	92,406.51	83,194.12



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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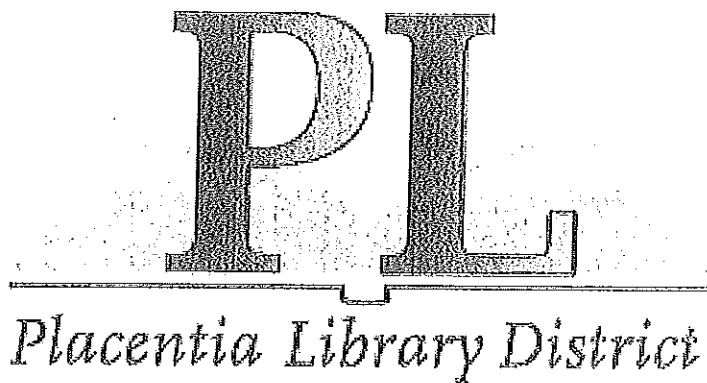


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** Personnel Report for November 2017  
**DATE:** December 19, 2017

			YTD	YTD
	Nov-17	Nov-16	2017-2018	2016-2017
Separation	1	0	2	1
Retirement	0	0	0	0
Appointments	0	2	4	7
Open Positions	2	1	5	6
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>3</b>	<b>3</b>	<b>11</b>	<b>14</b>

SEPARATION: Jennifer Rydberg, Library Assistant  
 RETIREMENT: None  
 APPOINTMENTS: None  
 OPEN POSITIONS: Library Assistant, Substitute Library Assistant



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Supervising Librarian Support Services  
**SUBJECT:** Circulation Activity Report: **November 2017**  
**DATE:** **December 19, 2017**

CIRCULATION	Nov-17	Nov-16	Y-T-D		
			2017-18	2016-17	% change
New Patron Registrations	232	237	1,588	1,570	1.1%
Total Circulation	21,434	22,249	123,486	120,685	2.3%
Total Active Borrowers*	7,858	7,862			
Attendance	23,149	21,800	136,589	124,391	9.8%
Adult Fiction	2,428	2,713	13,745	14,454	-4.9%
Adult Nonfiction	1,548	1,953	9,826	10,133	-3.0%
Adult Magazines	206	137	1,149	720	59.6%
Adult Music CDs	63	94	462	772	-40.2%
Adult Audio Books	548	548	2,688	2,875	-6.5%
Adult DVDs**	2,157	2,086	12,136	10,650	14.0%
JV Fiction	9,537	9,666	54,776	52,460	4.4%
YA Fiction	871	1,135	6,454	7,280	-11.3%
JV Nonfiction	2,352	2,091	12,583	11,196	12.4%
YA Nonfiction	93	110	527	613	-14.0%
JV Magazines	6	4	20	55	-63.6%
JV Music CDs	29	14	113	117	-3%
JV Audio Books	33	60	182	308	-41%
JV DVDs**	1,474	1,565	8,360	6,973	20%
Video Games	58	73	1,700	471	261%
Library of Things**	31	NA	99	NA	NA

\* YTD % change not applicable.

\*\*Library of Things new collection June 2017

**TEST PROCTORING**

November 2017	November 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
12	4	77	63	22%

**PATRON COUNT**

Nov-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		340	279	279	266	241	206	1611
10:00		309	260	394	356	287	265	1871
11:00		295	211	298	294	224	269	1591
12:00		267	247	272	216	254	264	1520
1:00	686	330	273	465	280	264	326	2624
2:00	451	325	321	540	387	253	261	2538
3:00	351	541	525	611	513	343	230	3114
4:00	193	450	445	619	490	212	138	2547
5:00		394	441	492	411			1738
6:00		310	268	416	343			1337
7:00		131	139	242	296			808
DAY TOTALS	1681	3692	3409	4628	3852	2078	1959	21299

Nov 2017	Nov 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change	Hours Open	Average Per Hour
21,299	20,615	126,329	129,357	-2%	259	82
<b>Outside Gate Counts</b>						
Adult Programs			94			
Children/Teen Programs			906			
Outreach Events			800			
Meeting Room Rentals			50			
<b>TOTAL</b>			1850			
					<b>Library Attendance Total</b>	
					23,149	

Closed 2 days: Veteran's, and Thanksgiving



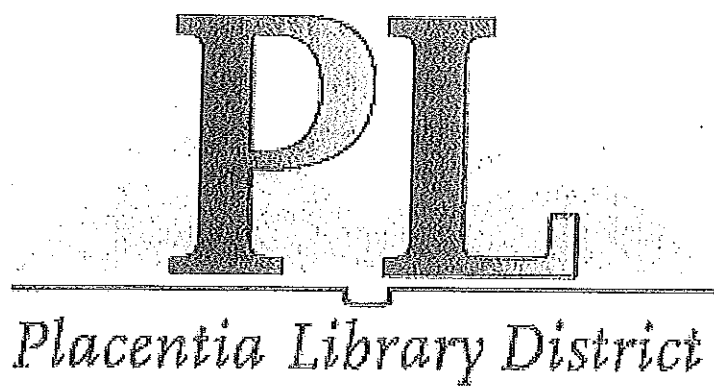
**PASSPORTS**

Nov. 2017	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		6	1	3	3	3	11	27
10:00		5	3		3	3	16	30
11:00		3	4	2	2	3	9	23
12:00		7	2		1	6	13	29
1:00	26	5	2	7	3	10	14	67
2:00	22	10	4	2	2	1	15	56
3:00	22	7	4	3	3	5	6	50
4:00	15	5	8	7	6	5	8	54
5:00		9	10	8	6			33
6:00		14	11	16	4			45
7:00		4	2	5				11
DAY TOTALS	85	75	51	53	33	36	92	425

Nov 2017	Nov 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
425	359	2521	1927	24%

**STAFF ACTIVITY**

- Katie, Beatrice, Estella, Tim W., Tim H., Danny, Eric, Victor, and Laura attended the Support Services Staff meeting on November 14<sup>th</sup>.
- Katie attended Friday Huddle on November 3<sup>rd</sup>, and 17<sup>th</sup>.
- Katie, Beatrice, Victor, Danny, Estella, and Tim attended the Staff meeting on November 21<sup>st</sup>.
- Katie and Tim finished preparing the LOTS collection for circulation.
- Tim updated the Library of Things check-in/check-out procedures.
- Tim designed publicity materials for several programs including C21, Local History Lectures, History Matters, Computer Workshop, December calendar and December Constant Contact.
- Tim took pictures at the Christmas Tree Lighting Ceremony (pictures of the event and of families with Santa) on November 30<sup>th</sup>.
- Tim attended the California Library Association Conference in Riverside on November 3<sup>rd</sup> and 4<sup>th</sup>.
- Tim presented what he learned at the CLA Conference at the Board Meeting on November 20<sup>th</sup>.
- Tim installed the new passports photo printer in the Passport Office, trained passport agents how to use it, and created a Standard Operating Procedures (SOP) for using the photo printer.
- Katie attended the Placentia Prayer Breakfast on November 8<sup>th</sup>.
- Beatrice, Victor, Tim and Robert helped decorate the Christmas tree inside the library in Adults on November 28<sup>th</sup>.
- Katie attended Anaheim Public Library circulation meetings on November 2<sup>nd</sup> and 30<sup>th</sup>.
- Katie visited Huntington Beach Public Library and Los Angeles Public Library to see the ILS products that are finalists to replace Horizon.
- Katie met with Anaheim staff to decide which ILS product to move forward with on November 30<sup>th</sup>.



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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 November 2017  
**DATE:** December 19, 2017

**CITY OF PLACENTIA  
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
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							
Jan-18							
Feb-18							
Mar-18							
Apr-18							
May-18							
Jun-18							
	<b>TOTAL</b>	<b>\$38,115.28</b>	<b>4,357.47</b>	<b>470.00</b>	<b>40.25</b>	<b>0.00</b>	<b>\$43,083.00</b>

*\* City Billing  
 Not Received*

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for November 2017

**DATE:** December 19, 2017

**Accomplishments**

November 2017 was primarily focused on the Christmas Tree Lighting event and completing several facility-related projects including Fire Master's inspection, pest control spraying, and water heater inspection. Additionally, the Library Director and Business Manager continue to have several meetings with Johnson Controls, Inc. and Bear State to discuss the energy efficiency project to ensure enough information is collected for preparation of the December board meeting. Administration was also working on the recruitment of the Administrative Assistant position and addressing a few personnel matters.

**Meetings**

- Library Board of Trustees – November 20<sup>th</sup>
- Placentia Library Friends Foundation (PLFF) – November 13<sup>th</sup>
- Manager's Meeting – November 16<sup>th</sup> & 21<sup>st</sup>
- Friday Huddles – November 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>
- Staff Meetings – November 21<sup>st</sup>
- Tree Lighting Meeting – November 14<sup>th</sup>, November 27<sup>th</sup>, 29<sup>th</sup>
- H.I.S House – November 14<sup>th</sup>
- JCI – November 1<sup>st</sup>, 13<sup>th</sup>
- Bear State – November 28<sup>th</sup>
- Susan Smith, St. Jude's Medical Center with President Carline and Secretary Martin – November 8<sup>th</sup>
- Santiago Library System – November 28<sup>th</sup>

**Community Function / Training / Conference**

- Library Director's Forum – November 1<sup>st</sup>
- California Library Association Conference – November 2<sup>nd</sup> – 5<sup>th</sup>
- Placentia Community Prayer Breakfast – November 8<sup>th</sup>
- CSDA Ethnic Compliance Training – November 8<sup>th</sup> (Business Manager)
- Library Marketing and Communications Conference – November 16<sup>th</sup> & 17<sup>th</sup>
- C21 Presentations – November 13<sup>th</sup> at Ruby Drive, 28<sup>th</sup> at Morse
- Christmas Tree Lighting Event – November 30<sup>th</sup>



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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 November 2017  
**DATE:** December 19, 2017

**MONTHLY STATISTICS**

	November 2017	November 2016	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	510	611	2,584	2,965	-12.85%
Reference--telephone	12	15	115	106	8.49%
<b>Total Reference</b>	<b>522</b>	<b>626</b>	<b>2,699</b>	<b>3,071</b>	<b>-12.11%</b>

**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
	November 2017	November 2017	November 2016	November 2016	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 16/17-17/18	Y-T-D 16/17-17/18
Storytime	11	422	11	499	52	2097	55	2217	-5.45%	-5.41%
Educational	18	459	21	359	68	1744	73	1664	-6.85%	4.81%
Reading	2	349	1	41	15	2023	14	1103	7.14%	83.41%
Teen	5	59	4	54	38	728	23	333	65.22%	118.62%
Seasonal	0	0	3	359	3	507	3	359	0.00%	41.23%
<b>Totals</b>	<b>36</b>	<b>1,289</b>	<b>40</b>	<b>1,312</b>	<b>176</b>	<b>7099</b>	<b>168</b>	<b>5676</b>	<b>4.76%</b>	<b>25.07%</b>

**ACHIEVEMENTS**

- Cover to Cover Reading Program ended. There were 393 registered participants who read 3,205 books resulting in 641 certificates being awarded.
- Yesenia Baltierra attended C21 assembly at Sierra Vista Elementary on November 8<sup>th</sup>.
- Yesenia Baltierra attended C21 assembly at Ruby Drive Elementary on November 13<sup>th</sup> and 14<sup>th</sup>.
- Yesenia Baltierra attended C21 assembly at Brookhaven Elementary on November 13<sup>th</sup>.
- Yesenia Baltierra attended C21 assembly at Wagner Elementary on November 15<sup>th</sup>.
- Yesenia Baltierra attended C21 assembly at Morse Elementary on November 28<sup>th</sup>.

**MEETINGS**

- Marianne Follis attended the SLS Meeting at Yorba Linda Library on November 6.
- Marianne Follis and Ana Balderas met with Michelle for training on Volgistics and Volunteers on November 7<sup>th</sup>.
- Marianne Follis met with Yesenia Baltierra and Wendy Townsend for a Supervisor's meeting on November 8<sup>th</sup>.
- Marianne Follis and Ana Balderas met with Laura Deleon on Meeting Room Processes on November 8<sup>th</sup>.
- Ana Balderas met with Estella Wnek on November 12<sup>th</sup> to discuss circulation and hold requests.
- Ana Balderas met with Tim Worden on November 14<sup>th</sup> to discuss publicity and social media outreach.
- Ana Balderas met with Yesenia Baltierra on November 14<sup>th</sup> to follow up on training and program overviews.
- Ana Balderas met with Lori Worden on November 15<sup>th</sup> to discuss the Children's programs she supervises.
- Marianne Follis met with Lori Worden and Ana Balderas on November 15, 2017 to discuss Winter Wonderland.
- Marianne Follis met with Yesenia Baltierra on November 9<sup>th</sup> and 21<sup>st</sup>.
- Marianne Follis met with the Children's Services Department on November 27<sup>th</sup>.
- Marianne Follis met with Wendy Townsend to discuss schedule training on November 28<sup>th</sup>.
- Marianne Follis and Ana Balderas met with Estella on November 29<sup>th</sup> to discuss the Passport Office.
- Lori Worden attended the Children's Service's Department meeting on November 27, 2017.
- Lori Worden met with Jennifer Rydberg to discuss the Rise and Shine storytime program on November 29<sup>th</sup>.
- Yesenia Baltierra attended Board of Trustees meeting on November 20<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- None



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Adult Services Report for November 2017  
**DATE:** December 19, 2017

**MONTHLY STATISTICS**

<b><u>Reference Desk Activity</u></b>	<b>November</b>	<b>November</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2017</b>	<b>2016</b>	<b>2017-18</b>	<b>2016-17</b>	<b>% change</b>
Reference -- in person	1456	1181	7,917	7,541	4.99%
Reference -- telephone	525	446	3587	2784	28.84%
Reference -- email/chat	23	0	106	33	221.21%
Technology assistance	183	244	1127	1380	-18.33%
Fast passes	63	52	350	355	-1.41%
Adult and Children's computer use (desktops)	1951	2175	11060	13614	-18.76%
Adult computer usage (desktop)	112	1989	8424	11171	-24.59%
Public computer use (express laptops)	4	5	43	52	-17.31%

<b><u>History Room Activity</u></b>	<b>November</b>	<b>November</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2017</b>	<b>2016</b>	<b>FY2017-18</b>	<b>FY2016-17</b>	<b>% change</b>
History Room Visitors	4	6	34	40	-15.00%

<b><u>Volunteer Hours</u></b>	<b>November</b>	<b>November</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2017</b>	<b>2016</b>	<b>2017-18</b>	<b>2016-17</b>	<b>% change</b>
History Room	37	14	222.75	39.5	463.92%
PLFF	332.42	484.25	2377.63	2403.25	-1.07%
General Library	557.33	459.5	3217.46	3299.52	-2.49%
Technology	1.75	14	18.25	175.75	-89.62%
Homework Club	73.25	100	228.75	326.5	-29.94%
Adult Literacy Tutors	169	116	923.47	719.25	28.39%
PTAC	73.5	59	672.25	281.75	138.60%
Summer Reading Program	0	0	1365.62	608.25	124.52%
<b>Total Volunteer Hours</b>	<b>1244.25</b>	<b>1246.75</b>	<b>9026.18</b>	<b>7853.77</b>	<b>14.93%</b>

<u>Adult Services Programs</u>										
Type of Program	Number of Programs November	Attendance November	Number of Programs November	Attendance November	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2017	2017	2016	2016	FY1718	FY1718	FY1617	FY1617		
Book Club	1	4	1	12	5	28	5	56	0.00%	-50.00%
Computer Workshops	1	12	3	24	8	86	12	109	-33.33%	-21.10%
Educational	0	0	1	7	9	2317	10	99	-10.00%	2240.40%
Fine Arts	0	0	0	0	6	165	1	123	500.00%	34.15%
Health & Fitness	0	0	0	0	7	175	14	338	-50.00%	-48.22%
History Room Programming	1	25	1	50	4	122	3	141	33.33%	-13.48%
Home and Lifestyle	0	0	0	0	3	330	0	0	NA	NA
Literacy	7	62	5	42	28	241	29	227	-3.45%	6.17%
Reading Programs	1	22	1	17	3	477	3	298	0.00%	60.07%
Volunteer	1	10	1	16	5	118	5	127	0.00%	-7.09%
<b>Totals</b>	<b>12</b>	<b>135</b>	<b>13</b>	<b>168</b>	<b>78</b>	<b>4059</b>	<b>82</b>	<b>1518</b>	<b>-4.88%</b>	<b>167.39%</b>

<u>Public Services Outreach Activity</u>					
	November 2017	November 2016	Y-T-D FY2017-18	Y-T-D FY2016-17	Y-T-D % change
Outreach Visits	1	0	5	14	-64.29%
Outreach Attendance	800	-	1,411	894	57.83%

Literacy	YTD1718	FY1617	% Change
Computer Literacy Students	7	6	16.67%
English Literacy Students	36	50	-28.00%
Students Graduated	7	9	-22.22%
Computer Literacy Tutors	5	8	-37.50%
English Literacy Tutors	30	38	-21.05%

**ACHIEVEMENTS**

- Michelle Meades coordinated Photo Image Editing class on November 18<sup>th</sup>.
- Michelle Meades coordinated the Local History Lecture, Born into Baseball on November 6<sup>th</sup>.
- Michelle Meades and Wendy Townsend coordinated the Volunteer Orientation on November 14<sup>th</sup>.
- Michelle Meades trained History Room intern on the yearbook digitization on November 9<sup>th</sup>.
- Michelle Meades participated in the Huntington Beach Library Interviews on November 1<sup>st</sup>.
- Wendy Townsend coordinated Book Club on November 14<sup>th</sup>.
- Wendy Townsend and Jeannie Killianey coordinated the Winter Reading Program on November 15<sup>th</sup>.
- Wendy Townsend and Jeannie Killianey coordinated Winter Adult Program Registration on November 4<sup>th</sup>.

- Wendy Townsend coordinated the holiday picture.
- Wendy Townsend and Yesenia Baltierra decorated the Civic Center Christmas tree on November 27<sup>th</sup>.
- Patricia Grimm coordinated the Adult Literacy Orientation on November 4<sup>th</sup> and 18<sup>th</sup>.
- Coleen Wakai coordinated Literacy Reads, November 8<sup>th</sup>.
- Coleen Wakai coordinated Conversation Club on November 3<sup>rd</sup>, 10<sup>th</sup> & 17<sup>th</sup>.
- Coleen Wakai coordinated the Literacy Holiday Potluck on November 17<sup>th</sup>.
- Coleen Wakai and CSUF intern Alondra Gomez attended CSUF Fieldwork Day on November 9<sup>th</sup>.
- Michelle Meades, Lori Worden, Yesenia Baltierra and Coleen Wakai helped coordinate the Holiday decorations for PLD.
- Jeannie Killianey created new collection slides on November 20<sup>th</sup>.
- Yesenia Baltierra coordinated Welcome Potluck on November 21<sup>st</sup>.
- Yesenia Baltierra assisted with Tree Lighting Event on November 30<sup>th</sup>.

### MEETINGS

- Michelle Meades attended the Placentia Historical Committee meeting on November 28<sup>th</sup>.
- Michelle Meades trained Marianne Follis and Ana Balderas Volunteer procedures on November 7<sup>th</sup>.
- Michelle Meades met with the Founders Society to discuss the History Matters event on November 8<sup>th</sup>.
- Michelle Meades met with Carol Fizzard to help with AAUW research on November 12<sup>th</sup>.
- Michelle Meades and Wendy Townsend met on November 8<sup>th</sup>, 13<sup>th</sup>, 28<sup>th</sup>.
- Michelle Meades met with Matt Sylvester to discuss a History Room internship on November 14<sup>th</sup>.
- Michelle Meades met with Katie Severapa in the History Room to look for articles in the Placentia News Times on November 27<sup>th</sup>.
- Michelle Meades attended the Libby webinar on November 19<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra met on November 14<sup>th</sup> and 28<sup>th</sup>.
- Wendy Townsend and Yesenia Baltierra attended the supervisors meeting on November 8<sup>th</sup> and 20<sup>th</sup>.
- Wendy Townsend attended Kiwanis meetings on November 2<sup>nd</sup>, 9<sup>th</sup> and 30<sup>th</sup>.
- Wendy Townsend, Coleen Wakai and Patricia Grimm met to discuss the Literacy program on November 20<sup>th</sup>.
- Adult Services staff attended the Adult Services meeting on November 28<sup>th</sup>.
- Wendy Townsend attended the Board Meeting on November 20<sup>th</sup>.
- Wendy Townsend attended the SLS Adult Services meeting on November 14<sup>th</sup>.
- Wendy Townsend, Yesenia Baltierra and Coleen Wakai attended the staff meeting on November 21<sup>st</sup>.
- Wendy Townsend and Yesenia Baltierra participated in interviews on November 29<sup>th</sup> and 30<sup>th</sup>.
- Coleen Wakai, Michelle Meades and Lori Worden met with Yesenia Baltierra on November 6<sup>th</sup>.
- Coleen Wakai met with literacy tutors on November 1<sup>st</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 21<sup>st</sup>.
- Coleen Wakai and Wendy Townsend met November 10<sup>th</sup>.
- Coleen Wakai met with CSUF literacy intern Alondra on November 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 30<sup>th</sup>.
- Patricia Grimm met with CSUF literacy intern, Alondra, on November 25<sup>th</sup>.
- Patricia Grimm met with literacy tutors on November 25<sup>th</sup>.
- Jeannie Killianey and Wendy Townsend met on November 2<sup>nd</sup>.
- Yesenia Baltierra attended ILS review meeting on November 7<sup>th</sup>.
- Yesenia Baltierra attended the Tree Lighting Committee meeting on November 7<sup>th</sup>, 15<sup>th</sup> and 29<sup>th</sup>.
- Yesenia Baltierra attended the LMT meeting on November 21<sup>st</sup>.

### PROFESSIONAL DEVELOPMENT

- Wendy Townsend attended CLA November 2<sup>nd</sup> - 4<sup>th</sup>.
- Wendy Townsend attended Library Marketing and Communications conference November 15<sup>th</sup>-18<sup>th</sup>.
- Patricia Grimm watched a Career Cruising Overview webinar on November 9<sup>th</sup>.

- Patricia Grimm watched Overdrive's Meet Libby webcast on November 25<sup>th</sup>.
- Coleen Wakai attended the pre-conference literacy workshops at the CLA conference on November 2<sup>nd</sup>.
- Michelle Meades attended the Meet Libby webinar on November 19<sup>th</sup>.
- Jeannie Killianey watched the Overview of Career Cruising webinar on November 4<sup>th</sup>.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Tim Worden, Emerging Technologies Assistant

**SUBJECT:** Placentia Library Website & Technology Report for November 2017

**DATE:** December 19, 2017

**On-line database usage**

	November 2017	Onsite Usage 11/17	Remote Usage 11/17	November 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Library Catalog	14,587	N/A	N/A	12,164	77,582	76,283	2%
General Reference Center	37	20	17	31	161	137	18%
Biography In Context	114	79	35	14	3,091	283	992%
Opposing Viewpoints	735	689	46	725	833	1,008	-17%
Consumer Reports (new July 2016)	104	N/A	N/A	132	682	524	30%
Freegal	943	N/A	N/A	1,149	4,969	5,681	-13%
Heritage Quest	168	N/A	N/A	132	1,567	3,113	-50%
Novelist	35	N/A	N/A	82	170	267	-36%
Public Library Core Collection Nonf	51	N/A	N/A	333	253	1,342	-81%
Pronunciator (new Sept. 2014)	34	N/A	N/A	47	257	449	-43%
ABC Mouse (new Sept. 2014)	40	N/A	N/A	412	254	1,162	-78%
Career Cruising (new June 2015)	10	N/A	N/A	0	25	1	2400%
Tumblebooks	90	N/A	N/A	328	669	873	-23%
Reference USA	255	N/A	N/A	117	1,732	1,044	66%
Enki (new Oct. 2014)	13	N/A	N/A	2	34	12	183%
Hoopla (new May 2015)	693	N/A	N/A	303	3,192	1,583	102%
Overdrive e-books	1306	N/A	N/A	608	6,464	4,487	44%
Overdrive audio books	719	N/A	N/A	1,014	3,676	3,239	13%
Zinio (new Oct. 2014)	106	N/A	N/A	63	583	410	42%
<b>TOTAL DATABASE USAGE</b>	<b>20,040</b>	<b>788</b>	<b>98</b>	<b>17,656</b>	<b>106,194</b>	<b>101,898</b>	<b>4%</b>

**Website Traffic**

	<b>November 2017</b>	<b>November 2016</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
Website visits	11,355	10,467	65,338	63,860	2%
Page Hits	19,563	16,978	110,269	105,605	4%
Users	7,116	4,816	36,387	28,635	27%
Pages/Session	1.72	1.62	N/A	N/A	N/A
Avg. Session Duration	00:02:27	00:02:34	N/A	N/A	N/A
% New Sessions	53	36	N/A	N/A	N/A

**Computer & Online Resource Use**

	<b>November 2017</b>	<b>November 2016</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
Placentia Residents	1209	1297	6,621	6,676	-1%
Non-Placentia Residents	928	884	4,615	4,781	-3%
<b>Total</b>	<b>2137</b>	<b>2181</b>	<b>11,236</b>	<b>11,457</b>	<b>-2%</b>

**Wifi Use**

	<b>November 2017</b>	<b>November 2016</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D 2016-17</b>	<b>Y-T-D % change</b>
<b>Total</b>	<b>2,029</b>	<b>2,588</b>	<b>11,597</b>	<b>13,269</b>	<b>-13%</b>

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Employee of the Year Presentation  
**DATE:** December 19, 2017

**PRESENTATION**

President Gayle Carline will present the 2017 Employee of Year Award to Michelle Meades, Librarian I.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Award Energy Services Performance Contract to Johnson Controls, Inc., not to exceed \$1,450,000 and Adoption of Resolution 17-06: A Resolution of the Library Board of the Placentia Library District Approving an Energy Service Contract.

**DATE:** December 19, 2017

**BACKGROUND**

Johnson Controls, Inc. is a global diversified technology and multi industrial leader serving a wide range of customers in more than 150 countries. They create intelligent buildings, efficient energy solutions, integrated infrastructure and next generation transportation systems that work seamlessly together to deliver on the promise of smart cities and communities. Some of their clients include the City of Sanger, Tulare, Barstow, Long Beach, and Lancaster.

The District invited the City of Placentia to participate in its discussion and plans for the Centennial renovation project, and it was at this meeting that the City Administrator announced that the City is looking into energy efficiency projects. City was working with Johnson Controls. Since then, the District and the City have met with representatives from Johnson Controls who provided different business cases for each agency's projects.

At the May 22, 2017 Board meeting, Johnson Controls, Inc. and Broadway Industries, Inc./Bear State presented proposals for HVAC work. Johnson Controls' proposals also included LED lighting and solar panels. Since the May 22, 2017 meeting, the Library Director has been communicating with Johnson & Broadway to address issues and concerns that were raised by the Library Board of Trustees, including project cost for a separate meter from the City and a project that would include both Johnson Controls, Inc. and Bear State.

The project as brought forth by Johnson Controls, Inc. is designed so that there will be no new spending. The projected energy savings that will be accrued from the energy efficiency projects are used to pay off the borrowed money and Johnson Controls, Inc. contract. Johnson Controls, Inc. has guaranteed that the energy savings will be large enough to pay off the loan each month. If this is not the case, Johnson Controls will pay the balance.

The Library Board of Trustees can authorize a \$300,000 appropriation from the reserves to finance the initial contribution towards the energy efficiency project. Other financing options will be required to meet the financial obligations.

The Performance Contract will be provided at the meeting.

Attachment A is the Facility Improvement Measure Summary Table

Attachment B is the Solar PV Layouts

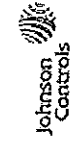
Attachment C is Resolution 17-06: A Resolution of the Library Board of the Placentia Library District Approving an Energy Service Contract.

Attachment D is the Public Hearing Notice

Fiscal Impact: \$1,450,000

**RECOMMENDATIONS**

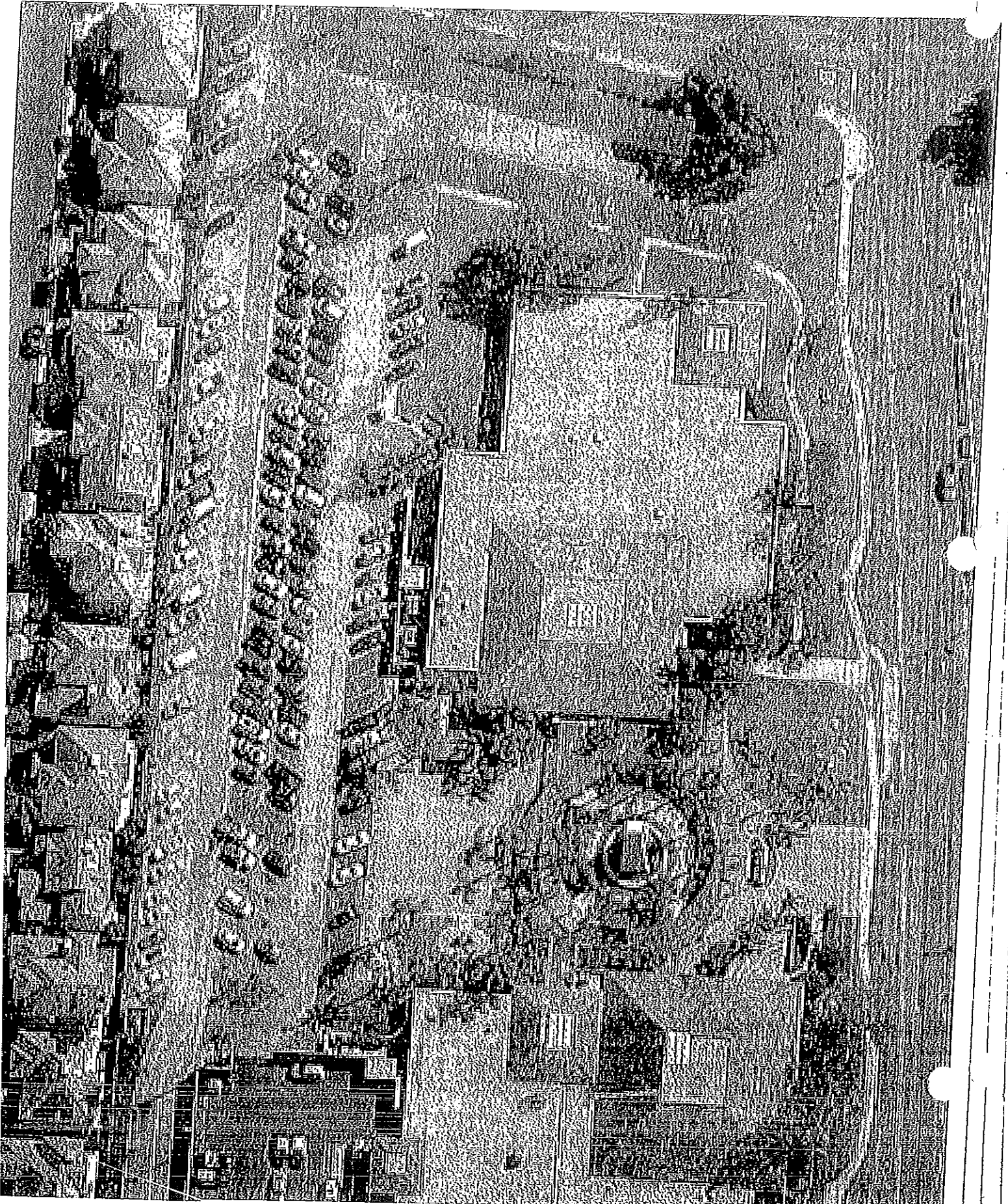
1. Motion to award the Energy Services Performance contract to Johnson Controls, Inc., not to exceed \$1,450,000 and authorize President Carline to sign on behalf of the Placentia Library District.
2. Authorization by a roll call vote.
3. Motion to adopt Resolution 17-06: A Resolution of the Library Board of the Placentia Library District Approving an Energy Service Contract.
4. Authorization by a roll call vote.



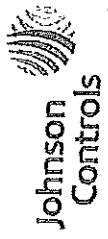
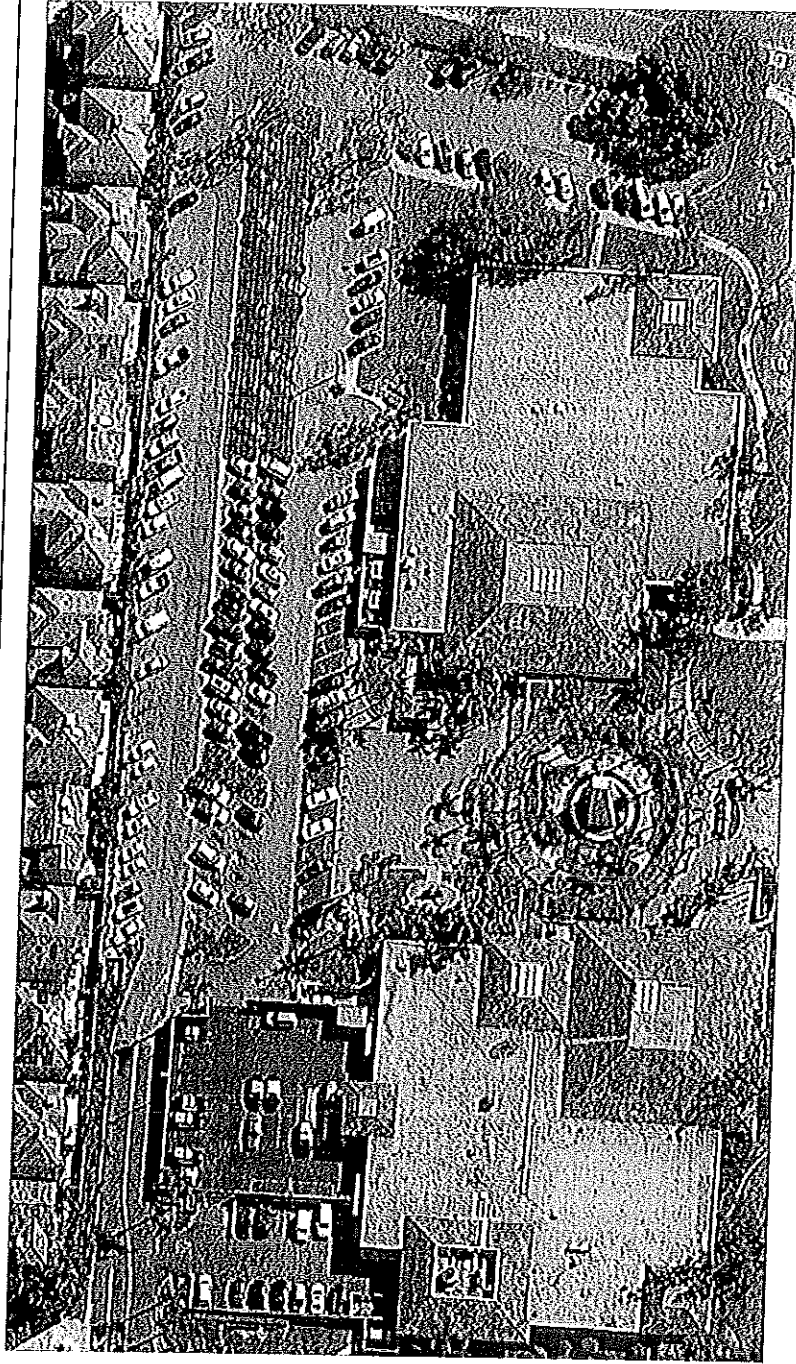
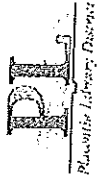
FACILITY IMPROVEMENT MEASURE (FIM) SUMMARY TABLE



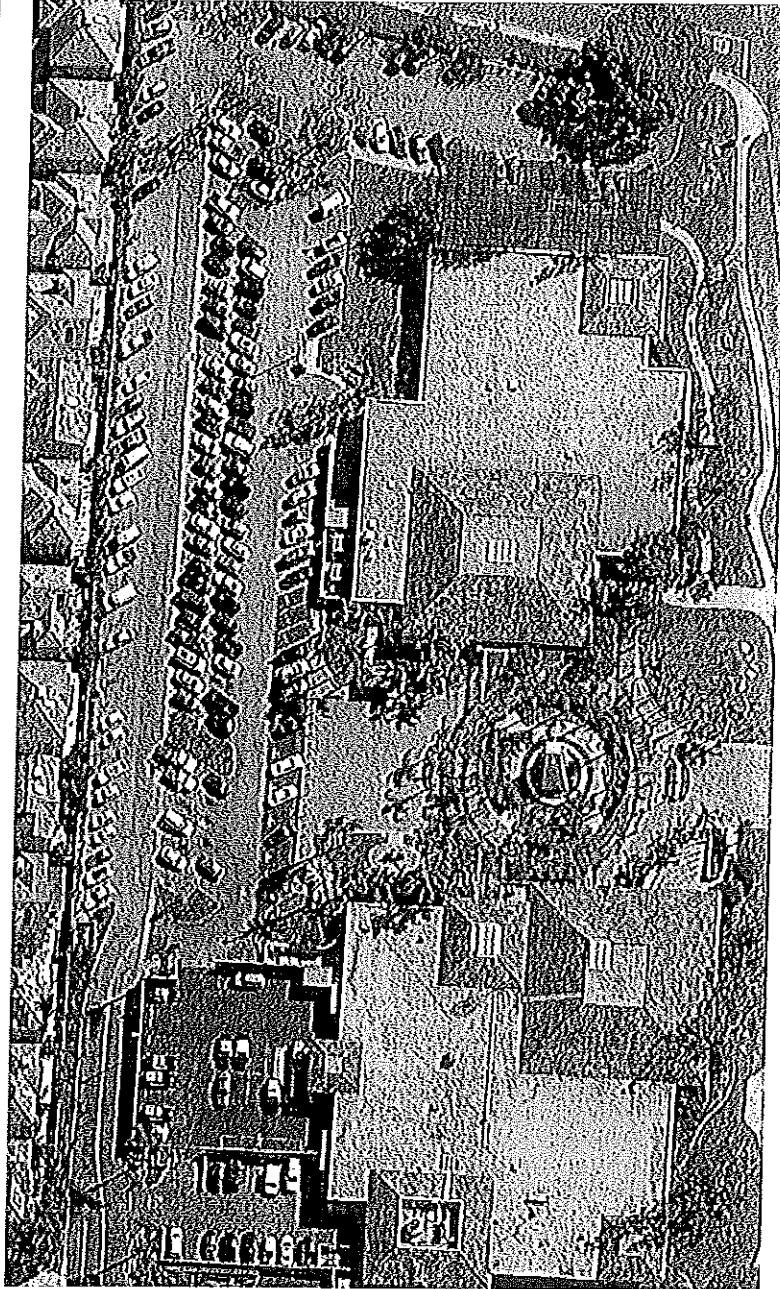
FIM	FIM PRICE	OPTION 1 SAME AS 1120	OPTION 2 1120 CARPORT PV	OPTION 3 HVAC BY JCI, NORTH LOT CARPORT PV	OPTION 4 HVAC BY JCI, EAST LOT CARPORT PV	OPTION 5 HVAC BY JCI, SHADE STRUC. PV
I-1 INTERIOR LIGHTING RETROFIT	\$ 150,080	\$ 150,080	\$ 150,080	\$ 150,080	\$ 150,080	\$ 150,080
H-2A REPLACE HVAC EQUIP AND CONTROLS (JC)	\$ 323,920	\$ 323,920	\$ 323,920	NOT INCLUDED	NOT INCLUDED	600,000
H-2B REPLACE HVAC EQUIP AND CONTROLS (BEAR STATE)	\$ 266,094	\$ 266,094	\$ 266,094	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED
E-1 REPLACE ROOFING	\$ 226,353	\$ 226,353	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED
S-1 ROOFTOP SOLAR PV SYSTEM	\$ 500,554	\$ 500,554	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED
S-2A CARPORT SOLAR PV (NORTH LOT)	\$ 645,522	NOT INCLUDED	\$ 645,522	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED
S-2B CARPORT SOLAR PV (EAST LOT)	\$ 688,673	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	688,673	NOT INCLUDED
S-3 SHADE STRUCTURE SOLAR PV SYSTEM	\$ 763,796	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	NOT INCLUDED	763,796
	SUBTOTAL	\$ 1,567,691	\$ 1,485,636	\$ 1,395,602	\$ 1,438,753	\$ 1,513,876
	JCI CONTRACT AMOUNT WITHOUT OWNER CONTINGENCY	\$ 1,206,907	\$ 1,119,522	\$ 1,395,602	\$ 1,438,753	\$ 1,513,876
	OWNER CONTINGENCY FOR ASBESTOS	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
	OWNER CONTINGENCY FOR TREE REMOVAL	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL PROJECT COST	\$ 1,574,501	\$ 1,493,116	\$ 1,403,102	\$ 1,446,253	\$ 1,521,376
	JCI CONTRACT AMOUNT WITH OWNER CONTINGENCY	\$ 1,208,407	\$ 1,127,022	\$ 1,403,102	\$ 1,446,253	\$ 1,521,376
	CAPITAL CONTRIBUTION	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	NET FINANCED AMOUNT	\$ 1,274,501	\$ 1,193,116	\$ 1,103,102	\$ 1,146,253	\$ 1,221,376



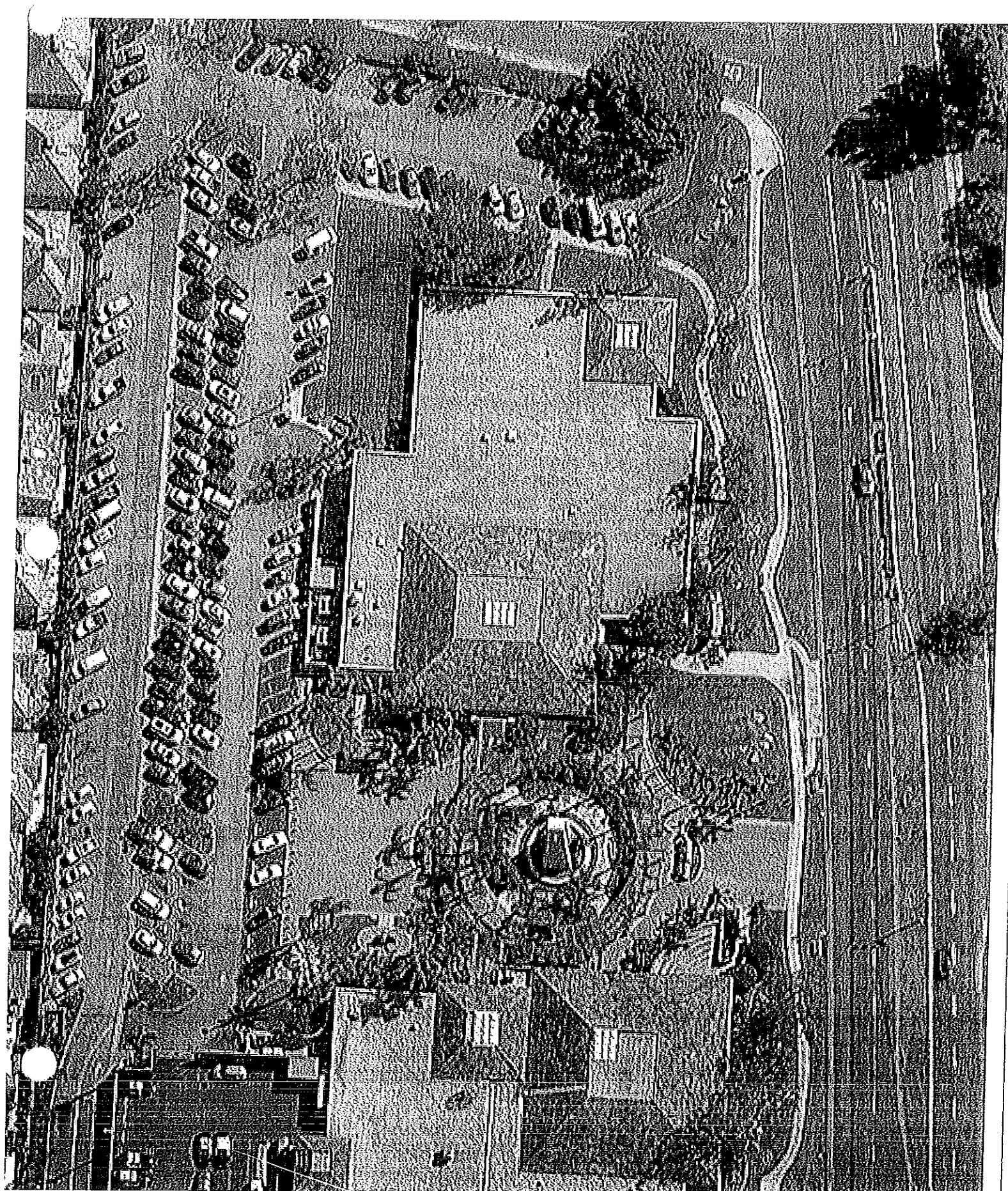
Solar PV Layouts



**Solar PV Layouts**







RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE LIBRARY BOARD OF THE PLACENTIA LIBRARY DISTRICT  
APPROVING AN ENERGY SERVICE CONTRACT

WHEREAS, Government Code section 4217.12 authorizes governmental entities to enter into energy service contracts with any person or entity, pursuant to which that person or entity will provide energy or conservation services to the entity, if the anticipated cost to the entity for conservation services provided under the contract is less than the anticipated marginal cost to the entity of energy that would have been consumed by the entity in the absence of the energy service contract; and

WHEREAS, Government Code section 4217.16 provides that a public entity entering into an energy service contract may do so by requesting proposals from qualified persons and awarding the contract based on the experience of the contractor, the type of technology employed by the contractor, the cost to the local entity, and any other relevant considerations; and

WHEREAS, the Library Director of the Placentia Library District ("PLD") utilized an informal competitive process consistent with Section 4217.16 to solicit proposals to implement a comprehensive alternative energy program for the PLD through the installation of solar equipment, HVAC equipment, lighting retrofits, temperature controls to provide alternative energy to the PLD and to guarantee certain energy cost savings to the PLD; and

WHEREAS, based on the information in Energy Service Contract the PLD and analysis performed by PLD Staff, the PLD has determined that the cost of the Energy Service Contract to the Entity for the energy conservation services provided thereunder is less than the anticipated marginal cost to the PLD of the energy that would have been consumed by the Entity in the absence of the Energy Service Contract; and

WHEREAS, on December 5, 2017, the PLD published a Public Notice, of its intent to consider entering into the Energy Service Contract and in accordance with Government Code sections 4217.12 the Entity's Board held a public hearing on December 19, 2017, to receive public comments on the Energy Service Contract; and

WHEREAS, the installation of the improvements described in the Energy Service Contract is a project which is categorically exempt from review under the California Environmental Quality Act under Class 3 exemptions.

NOW, THEREFORE, the Library Board of the Placentia Library District does hereby resolve as follows:

SECTION 1. Recitals. The foregoing recitals are true and correct and the PLD Board so finds and determines.

SECTION 2. Energy Service Contract Findings. In accordance with Section 4217.12 of the California Government Code, the PLD Board finds that the anticipated cost to the PLD for the energy conservation services provided by the conservation measures under the Energy Service Contract will be less than the anticipated marginal cost to the PLD of electrical energy that would have been consumed by the PLD in the absence of those purchases and the funds for the repayment of financing the cost of design, construction and operation of the energy conservation facilities are projected to be available from revenues resulting from funding that otherwise would have been used for the purchase of electrical energy required by the PLD in the absence of the energy conservation facilities.



SECTION 3. Approval of Energy Service Contract. The form of the Energy Service Contract presented to the PLD Board at this meeting, is hereby approved in the form presented, with such minor changes as may be authorized or approved by the PLD Board President, a copy of which shall be kept on file with the PLD Business Office, and authorizes and directs the PLD Board President to execute same.

SECTION 4. General Authorization. The PLD Board hereby authorizes and directs the Board President in the name of and on behalf of the PLD, to do any and all things and to execute and deliver any and all documents, including associated financing applications and, if necessary, arrangements with a HVAC contractor of PLD's choice for an approved HVAC project scope and price, that they may deem necessary or advisable in order to complete the execution and delivery of the Energy Service Contract and otherwise to carry out, give effect to, and comply with the terms and intent of this resolution. All actions heretofore taken by such officers and agents that are in conformity with the purposes and intent of this Resolution are hereby ratified, confirmed and approved in all respects. Should the Energy Service Contract require review by outside legal counsel, the Board President, shall be authorized to execute said contract contingent upon successful review and/or negotiation of Contract.

SECTION 5. Effective Date. This resolution shall take effect immediately upon its passage.

SECTION 6. Approved Project Scope and Price:

✓	FACILITY IMPROVEMENT MEASURE (FIM)
	L-1 INTERIOR LIGHTING RETROFIT
	H-1A REPLACE HVAC EQPMT AND CONTRLS (JCI)
	H-1B REPLACE HVAC EQPMT AND CONTRLS (BEAR STATE)
	H-1C TURNKEY HVAC (JCI)
	E-1 REPLACE ROOFING
	S-1 ROOFTOP SOLAR PV SYSTEM
	S-2A CARPORT SOLAR PV (NORTH LOT)
	S-2B CARPORT SOLAR PV (EAST LOT)
	S-3 SHADE STRUCTURE SOLAR PV SYSTEM

APPROVED PROJECT PRICE: \_\_\_\_\_

**PASSED AND ADOPTED** this 19<sup>th</sup> day of December, 2017, by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

\_\_\_\_\_  
Gayle Carline, Board President

I hereby certify that the foregoing resolution was duly introduced, passed and adopted at the time and place and by the vote as noted above.

PASSED AND ADOPTED BY the Library Board of the Placentia Library District at a regular meeting held on the 19<sup>th</sup> day of December, 2017.

**REVIEW AND APPROVED:**

**APPROVED AS TO FORM:**

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Gayle Carline, Board President

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Jeanette Contreras, Library Director

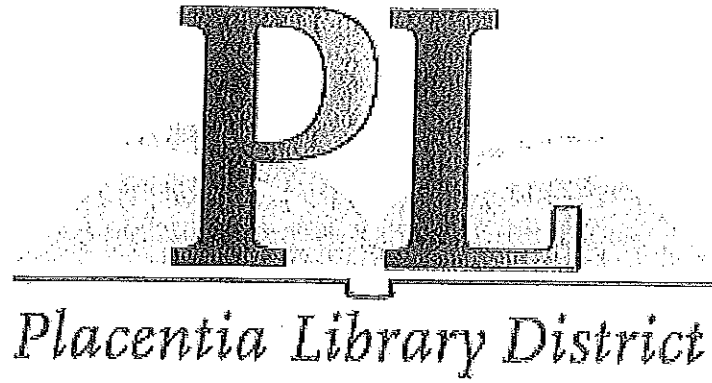
**NOTICE OF PUBLIC HEARING**  
**BEFORE THE PLACENTIA LIBRARY DISTRICT BOARD**  
**REGARDING AWARD OF A ENERGY CONSERVATION CONTRACT**  
**PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 4217**

NOTICE IS HERE BY GIVEN that at 6:30pm or as soon thereafter as the matter can be heard, on Tuesday, December 19, 2017 in the Community Meeting Room, 411 E. Chapman Ave. Placentia, CA 92870. The Library Board will conduct a Public Hearing as required by Section 4217 of California Government Code, at which it will hear and consider information concerning a proposal to award an energy services construction contract for energy efficiency improvements to Placentia Library District's main building.

A copy of the staff report will be available to interested parties in Administration or online at [www.placentialibrary.org](http://www.placentialibrary.org) on December 15, 2017.

If there are any further questions please call the Placentia Library District at (714) 528-1925. Those wishing to comment on the proposed project may either appear in person at the Public Hearing or submit written communications to the Business Manager.

PLACENTIA LIBRARY DISTRICT  
411 E. CHAPMAN AVE.  
(714) 528-1925



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorization to enter into an agreement with Mr. Robert Karatsu, to provide library consulting services for the communication and marketing strategies for the Centennial Renovation project, not to exceed \$7,500.

**DATE:** December 19, 2017

**BACKGROUND**

The Fiscal Year 2017-2019 Budget for the General Fund and the Centennial Renovation and energy efficiency projects were presented to and reviewed by the Library Board of Trustees at several public meetings including a Public Hearing at the Library Board's June 28, 2017 Unusual Date Meeting.

The proposed plan to commemorate the 100<sup>th</sup> Anniversary of the Placentia Library District centers on renovating and redesigning the public space including public restroom upgrades and outdoor space to meet the physical, social, research, creative and exploratory needs of our community, while anticipating the community's growing needs for emerging technologies and evolving collection and delivery systems.

Additionally, the new space will create a special place for children and their families, where they can experience joy in learning and exploring in a space that promotes interaction with other children or their caregivers while achieving a sense of accomplishment. The proposed intergenerational outdoor space will provide different generations a place to meet and to share. Seniors may find the intergenerational outdoor space a place where they can open up to their children and grandchildren and tell about their life experiences and childhood stories while sharing a good book together; thereby, creating a real pleasure and bonding experience through their informal conversations.

At the July 17, 2017 Library Board of Trustees meeting, the Board adopted Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Project. The resolution authorizes library staff to continue discussions and plans with the architect, G4 for the centennial renovation.

Library staff recommends moving with the next step of hiring a library consultant to provide a communications and marketing strategy for the centennial renovation project. This will enable the Placentia Library District to provide ongoing and transparent communication with the public regarding the project while allowing the public a mechanism to provide their input. Mr. Robert Karatsu is a former library director at Rancho Cucamonga Public Library and interim library director at the Pasadena Public Library. Under his leadership at Rancho Cucamonga, the library received the National Medal Award for Museums and Libraries which was presented by former First Lady, Michelle Obama, at a White House

ceremony. His experiences also include overseeing a \$3M renovation project, library branding, community outreach, and former President of the California Library Association. Mr. Karatsu is highly respected in the library field with strong support from library professionals and an even stronger coalition of partnerships. He understands libraries and is passionate about library services.

Attachment A is Mr. Robert Karatsu's Agreement.

Attachment B is Mr. Robert Karatsu's Resume.

Fiscal Impact: \$7,500

**RECOMMENDATIONS**

1. Motion to authorize the Placentia Library District to enter into an agreement with Mr. Robert Karatsu, to provide library consulting services for the communication and marketing strategies for the Centennial Renovation project, not to exceed \$7,500.
  
2. Authorization by a roll call vote.

Project Name: Placentia Library Renovation

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE PLACENTIA LIBRARY DISTRICT  
AND  
ROBERT KARATSU**

THIS AGREEMENT is made and entered into this 19th day of December, 2017, by and between the **PLACENTIA LIBRARY DISTRICT**, a special district ("District"), and **Robert Karatsu** ("Consultant").

District and Consultant agree as follows:

**1. RETENTION AS CONSULTANT**

District hereby retains Consultant, and Consultant hereby accepts such engagement, to perform the services described in Section 2. Consultant warrants it has the qualifications, experience, and facilities to properly and timely perform said services.

**2. DESCRIPTION OF SERVICES**

The services to be performed by Consultant are as follows:

Professional services in providing consulting advice and services to support the Placentia Library District "Centennial Renovation Project", scheduled for 2019. Services and deliverables shall generally include working with the Library Director, District Governing Board, and library staff to identify and define messaging "talking points" for District stakeholders, work directly with staff on explaining remodel process, consult with District stakeholders on branding and marketing of project remodel, work with District stakeholders on creation and implementation of a temporary library facility, consult with the Placentia Library Friends Foundation on capital fundraising, and other duties as agreed to with Library Director. Additionally, service is to include assist in the development of fundraising opportunities and strategies.

**3. COMPENSATION AND PAYMENT**

(a) **Maximum and Rate.** The total compensation payable to Consultant by District for the services under this Agreement **SHALL NOT EXCEED** the sum of \$7,500 (herein "not to exceed amount"), and shall be earned as the work progresses on the following basis:

Hourly at the hourly rates and with reimbursement to Consultant for those  
Placentia Library Remodel Consultant

expenses set forth in Consultant's Schedule of Fees attached as Exhibit "B," which is incorporated herein. The rates and expenses set forth in that exhibit shall be binding upon Consultant until **September 7, 2019**, after which any change in the rates and expenses must be approved in writing by District's Project Manager (District is to be given 60 days notice of any rate increase request), provided the not to exceed amount is the total compensation due Consultant for all work described under this Agreement.

(b) **Payment.** Consultant shall provide District with written verification of the actual compensation earned, in a form satisfactory to District's Project Manager. Invoices shall be made no more frequently than on a monthly basis, and describe the work performed (including, if applicable, a list of hours worked by personnel classification). All payments shall be made within 30 days after District's approval of the invoice.

(c) **Extra Services.** Additional work not reasonably encompassed by the Scope of Services described in Section 2 may be agreed upon only by execution of a written Amendment to this Agreement. No liability or right to compensation for extra services shall exist without such Amendment. Unless otherwise stated in the Amendment, applicable rates for extra services shall be at the rates set forth in Exhibit "B."

#### **4. DISTRICT PROJECT MANAGER**

The services to be performed by Consultant shall be accomplished under the general direction of, and coordinate with, District's "Project Manager", as that staff person is designated by District from time to time, and who presently is Jeanette Contreras.

#### **5. TERM, PROGRESS AND COMPLETION**

The term of this Agreement is from the date first written above to September 1, 2019 unless term of this Agreement is extended or the Agreement is terminated as provided for herein.

Consultant shall not commence work on the services to be performed under the Agreement until (i) Consultant furnishes proof of insurance as required by paragraph 9 below, and (ii) District's Project Manager gives written authorization to proceed with the work. All services shall be completed within the term of this Agreement.

#### **6. OWNERSHIP OF DOCUMENTS**

All drawings, designs, data, photographs, reports and other documentation (other than Consultant's drafts, notes and internal memorandum), including duplication of same prepared by Consultant in the performance of these services, are the property of District. District shall be entitled to immediate possession of the same upon completion of the work under this Agreement, or at any earlier or later time when requested by District. District agrees to hold Consultant harmless from all damages, claims, expenses, and



losses arising out of any reuse of the plans, specifications, graphics, brochures, reports, and other documentation for purposes other than those described in this Agreement, unless written authorization of Consultant is first obtained.

7. **PERSONAL SERVICES/NO ASSIGNMENT/SUBCONTRACTS**

This Agreement is for professional services which are personal to District. Robert Karatsu is deemed to be experienced and is a key member of Consultant's firm, and shall be directly involved in performing, supervising or assisting in the performance of this work. This key person shall communicate with, and periodically report to, District on the progress of the work. Should said individual be removed from assisting in this contracted work for any reason, District may terminate this Agreement.

This Agreement is not assignable by Consultant without District's prior written consent.

No part of the work described in this Agreement may be subcontracted out to other parties.

8. **HOLD HARMLESS AND INDEMNITY**

(a) **Hold Harmless for Consultant's Damages.** Consultant holds District, its elected officials, officers, agents, employees and volunteers, harmless from all of Consultant's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Consultant, to Consultant's employees, to Consultant's contractors or subcontractors, or to the owners of Consultant's firm, which damages, losses, injuries or liability occur during the work or services required under this Agreement, or performance of any activity or work required under this Agreement.

(b) **Defense and Indemnity of Third Party Claims/Liability.** Consultant shall indemnify, defend with legal counsel approved by District, and hold harmless District, its officers, officials, employees and volunteers from and against all liability including, but not limited to, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Consultant's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in the Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the District. Should conflict of interest principles preclude a single legal counsel from representing both District and Consultant, or should District otherwise find Consultant's legal counsel unacceptable, then Consultant shall reimburse the District its costs of defense, including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay District any final judgment rendered against the District (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the Consultant's negligent, reckless or wrongful performance. It

is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

Consultant's obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of District under any provision of this Agreement, Consultant shall not be required to indemnify and hold harmless District for liability attributable to the active negligence of District, provided such active negligence is determined by agreement between the parties or by findings of a court of competent jurisdiction. In instances where District is shown to have been actively negligent and where District's active negligence accounts for only a percentage of the liability involved, the obligation of the Consultant will be for that entire portion or percentage of liability not attributable to the active negligence of District.

(c) **Nonwaiver.** District does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by District, or the deposit with District, of any insurance certificates or policies described in Section 9.

## **9. RELATION OF THE PARTIES**

The relationship of the parties to this Agreement shall be that of independent contractors and in no event shall Consultant be considered an officer, agent, servant or employee of District. Consultant shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the described work.

## **10. CORRECTIONS**

In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work that may be disclosed during District's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by District, and the cost thereof shall be charged to Consultant or withheld from any funds due to Consultant hereunder.

## **11. TERMINATION BY DISTRICT**

District may, upon 15 calendar days written notice, terminate without cause any portion or all of the services agreed to be performed under this Agreement. If termination is for cause, no advance notice need be given. In the event of termination, Consultant shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by District to Consultant within 30

days following submission of a final statement by Consultant unless termination is for cause. In such event, Consultant shall be compensated only to the extent required by law.

## **12. ACCEPTANCE OF FINAL PAYMENT CONSTITUTES RELEASE**

The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of District from all claims and liabilities for compensation to Consultant for anything done, furnished, or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of District's check or the failure to make a written extra compensation claim within 10 calendar days of the receipt of that check. However, approval or payment by District shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subcontractors, agents and consultants for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by District for any defect or error in the work prepared by Consultant, its employees, subcontractors, agents and consultants.

## **13. AUDIT OF RECORDS**

Consultant shall maintain, in accordance with generally accepted accounting principles, complete and accurate records of all activities and operations relating to this Agreement. Records, including but not limited to, timecards, employment records, work progress reports, reimbursements, invoices, project records, proprietary data and information, as well as licensed software and any electronic records shall be kept for a period of four years beyond the termination of this Agreement. Consultant agrees that District, or its authorized representative, shall have the right to examine, audit, excerpt, copy or transcribe any of the records pertaining to this Agreement at any time during normal business hours. Consultant shall reimburse District for all reasonable costs of the audit, including travel time and auditor costs, should such audit reveal an overcharge of five (5) percent or more. Any overcharge will be considered a breach of this Agreement and could be cause for termination. The obligations of this section shall be explicitly included in any subcontracts or other agreements entered into by Consultant with respect to this Agreement.

## **14. WAIVER; REMEDIES CUMULATIVE**

Failure by a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand strict compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omissions by a party to take any action with respect to such default or breach. No express written waiver of a specified default or

breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right of remedy.

**15. CONFLICT OF INTEREST**

Consultant is unaware of any District employee or official that has a financial interest in Consultant's business. During the term of this Agreement and/or as a result of being awarded this Agreement, Consultant shall not offer, encourage or accept any financial interest in Consultant's business by any District employee or official.

**16. CONSTRUCTION OF LANGUAGE OF AGREEMENT**

The provisions of this Agreement shall be construed as a whole according to its common meaning of purpose of providing a public benefit and not strictly for or against any party. It shall be construed consistent with the provisions hereof, in order to achieve the objectives and purposes of the parties. Wherever required by the context, the singular shall include the plural and vice versa, and the masculine gender shall include the feminine or neutral genders or vice versa.

**17. MITIGATION OF DAMAGES**

In all situations arising out of this Agreement, the parties shall attempt to avoid and minimize the damages resulting from the conduct of the other party.

**18. GOVERNING LAW**

This Agreement, and the rights and obligations of the parties, shall be governed and interpreted in accordance with the laws of the State of California. Should litigation occur, venue shall be in Superior Court of Orange County.

**19. TAXPAYER IDENTIFICATION NUMBER**

Consultant shall provide District with a complete Request for Taxpayer Identification Number and Certification, Form W-9 (Rev. 12-87), as issued by the Internal Revenue Service.

**20. NON-APPROPRIATION OF FUNDS**

Payments due and payable to Consultant for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of District funds. In the event District has not appropriated sufficient funds for payment of Consultant services beyond the current fiscal year, this Agreement shall cover only those costs

incurred up to the conclusion of the current fiscal year.

**21. MODIFICATION/AMENDMENT OF AGREEMENT**

Any amendment, modification, or variation of the terms or tasks of this Agreement shall be in writing and shall be effective only upon the mutual written approval by the District Project Manager, or his/her designee, and Consultant.

**22. USE OF THE TERM "DISTRICT"**

Reference to "District" in this Agreement includes District Project Manager or any authorized representative acting on behalf of District.

**23. PERMITS AND LICENSES**

Consultant, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

**24. AUTHORIZATION**

Each party has expressly authorized the execution of this Agreement on its behalf and bind said party and its respective administrators, officers, directors, shareholders, divisions, subsidiaries, agents, employees, successors, assigns, principals, partners, joint venturers, insurance carriers and any others who may claim through it to this Agreement.

**25. ENTIRE AGREEMENT BETWEEN PARTIES**

Except for Consultant's proposals and submitted representations for obtaining this Agreement, this Agreement supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services, and contains all of the covenants and agreements between the parties with respect to said services.

**26. NOTICES**

Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO DISTRICT:

Attention:  
Jeanette Contreras  
Placentia Library District

411 E. Chapman Avenue  
Placentia, CA 92870

**TO CONSULTANT:**

Attention:  
Robert Karatsu  
3003 E. Del Mar Boulevard  
Pasadena, CA 91107

**In concurrence and witness whereof**, this Agreement has been executed by the parties effective on the date and year first above written.

**CONSULTANT**

\_\_\_\_\_  
Robert Karatsu, Consultant

**PLACENTIA LIBRARY DISTRICT**

\_\_\_\_\_  
Jeanette Contreras, District Project Manager

**ATTEST:**

\_\_\_\_\_  
Gayle Carline, Board President

## ROBERT KARATSU

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(626) 354-8916

rkaratsu@earthlink.net

### WORK EXPERIENCE:

#### **Robert Karatsu Consulting**

**January 2015 – Present**

Consultant work in the areas of organizational development, project management, grant writing, space planning and public presentations. Clients include City of Thousand Oaks, California State Library, Infopeople, San Diego Public Library and Mission Viejo Public Library.

#### **Adjunct Faculty – UCLA Department of Information Studies**

**September 2017-Present**

Teach graduate seminar on introduction to public libraries.

- Develop course curriculum.
- Weekly lectures and moderate class discussions.
- Grade papers and exams.

#### **Library Commissioner – City of Pasadena, CA**

**July 2017 - present**

Represent Council District 4 to advise the City Council on matters relating to the public library system.

#### **Interim Library Director – City of Pasadena, CA**

**August 2016-December 2016**

Oversee all library operations, assist with recruiting, hiring and orientation of permanent Library Director.

#### **Library Director – City of Rancho Cucamonga, CA**

**January 2008-December 2014**

*Previously Rancho Cucamonga Library (Principal Librarian, Library Services Manager and Assistant Library Director) since 1994.*

Oversee all library operations including budget, personnel, and grants.

- Led the Rancho Cucamonga Public Library to the 2013 Institute of Museum and Library Service's National Medal, the nation's highest honor that can be bestowed on a museum or library. Invited to the White House to accept award from the First Lady Michelle Obama
- Member of Rancho Cucamonga Executive Team
- Set the vision and direction for the library organization
- Working with Friends of the Library and Library Foundation, have raised over \$800,000 in donations and have written and received over \$1,000,000 in grants in the past three years
- Managed all aspects of a complete remodel of Archibald Library facility in Summer 2008. Project was budgeted at \$2.2 million and was completed on time and under budget
- Library Project Manager for the design and construction of the Victoria Garden Library. The Library, an \$11.8 million project is part of the award-winning Victoria Gardens Cultural Center which also includes a performing arts theater and an events space. Oversaw all aspects of the Library project from design charrette process through opening day
- Manage library budget of \$4.5 million for two facilities and bookmobile

- Oversee personnel including staff development and training, including recruiting and training of all staff
- Oversaw concept, plan and development of Play and Learn Islands™ (interactive exhibits housed at Rancho Cucamonga Libraries, loaned to dozens of California libraries, sold to 47 libraries nationwide, United States trademarked, awarded "Bright Idea" award from Harvard University for government innovation, and generated almost \$200,000 in revenue for library)
- Trainer for Staff Innovation Fund staff development program – a two part program that includes training in grant development and project management followed by an opportunity to apply for a grant to put into practice skills learned. Project was completely grant funded and has now been promoted by the California State Library at 25 California Libraries.
- Leadership role in Citywide initiatives / projects - Team RC, which plans Citywide Staff Development Day; Information Technology Review Group; Pop-Up RC2Go project; Healthy RC Initiative; EOC Management Section Team Leader; and more
- Producer of ALA-award-winning "Library Telethon" which has raised over \$900,000 in ten telethons

**President – California Library Association**

**January 2015 – December 2015**

Elected to Executive Board of the California Library Association as President-elect in 2014 and served as President in 2015. Produced highly successful annual conference (generated more revenue and attendance than any other CLA conference in the past ten years.) Also increased institutional memberships and business sponsorships by over 15% during term as President.

**Adjunct Faculty – San Jose State University**

**August 1995 – January 2007**

Taught Reference Services and Internet Reference courses for the Master of Library and Information Science Program.

- Plan and organize classes, lectures, discussions, assignments, and grading; have taught classes in person, completely online, and through distance education (via videoconferencing to remote locations)
- Attend faculty seminars and curriculum development workshops
- Develop and deliver class instructional content which includes reference interview techniques, search strategies, web site and database evaluation, and virtual reference

**EDUCATION:**

- Cal Poly Pomona Extension Program, Certificate in Southern California Local Government Leadership Academy, 2008.
- Institute for 21<sup>st</sup> Century Librarianship, Stanford University, 2000
- San Jose State University, Master of Library Science, 1979
- Cal State Long Beach, Bachelor of Arts, American Studies, 1976

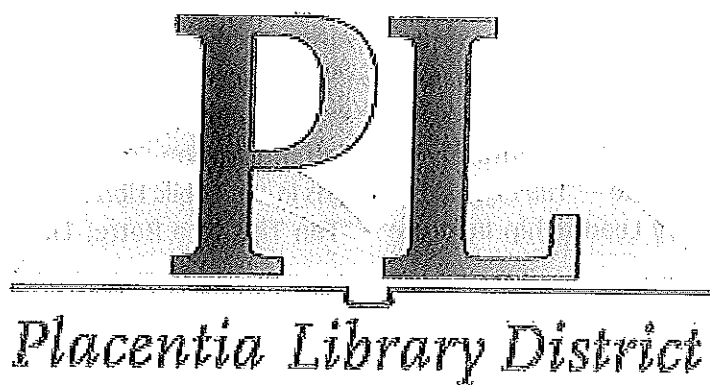
**SPEAKING ENGAGEMENTS (SELECTED)**



- California Library Association Conference – “Library Management Bootcamp” November 2016
- California Library Association Conference – “In Conversation with Jonathan Gold” November 2015
- IMLS Focus Meetings – “Play & Learn Islands” June 2015
- “Thursdays with CLA” – Monthly webinar on various topics in 2015
- Los Angeles Public Library Innovation Series – “Innovation Conversation” May 2014
- California State Library / Infopeople Webinar – “LSTA Pitching 101”. April 2013
- California Library Association Conference – “Staff Innovation Fund”. November 2012
- Eureka Leadership Institute – “The Biggest Challenges in the Public Library World”. May 2012
- Inland Empire Library Leadership Institute – “Ten Tips to a Better Library Experience”. January 2012
- California Library Association Conference – “Great in the State!: Doing a Library Telethon,” “Playing and Learning in the Public Library” and “Re-imagine and re-invent Local History”. November 2011
- American Library Association Conference – “Playing and Learning in the Public Library”. (preconference) June 2011
- Edgy Librarian Virtual Conference – “Playing and Learning in the Public Library” and “Local History 2.0”. January 2011.
- California Library Association Conference – “Playing and Learning in the Public Library” & “Public Library Programming for a Healthy Mind, Body & Earth”. November 2010.
- California Library Association Conference – “Can’t Buy a New One? Then Remodel What You Have!” and Ten Tips to a Better Library Experience”. November 2009.
- American Library Association Conference – “Fundraising on Steroids”. July 2008.
- California Library Association Institute – “Reference Tricks They Never Taught You in Library School”. November 2006
- Sacramento Public Library in-service – “Reference Tricks They Never Taught You in Library School”. October 2006
- City of Rancho Cucamonga City Council - “24/7 Virtual Reference.” November 2002
- City of Rancho Cucamonga City Council - “E-Government.” July 2002
- International City/County Management Association Best Practices Symposium - “Libraries in the 21<sup>st</sup> Century.” March 2000

#### AWARDS

- Rancho Cucamonga Library – Institute for Museum and Library Service National Medal Winner 2013
- Southern California Returned Peace Corps Volunteer – “Local Hero for 2013”
- “Employee of the Year”. City of Rancho Cucamonga. 1996



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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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 2018: 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 2018.

**DATE:** December 19, 2017

**BACKGROUND**

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

Below are the 2018 observed Federal Holidays:

<b>Date</b>	<b>Federal holiday</b>	<b>Day of the week</b>
January 1, 2018	New Year's Day	Monday
January 15, 2018	Martin Luther King Day	Monday
February 19, 2018	Presidents' Day	Monday
May 28, 2018	Memorial Day	Monday
July 4, 2018	Independence Day	Wednesday
September 3, 2018	Labor Day	Monday
October 8, 2018	Columbus Day	Monday
November 11, 2018	Veterans Day	Sunday
November 12, 2018	Veterans Day (observed)	Monday
November 22, 2018	Thanksgiving Day	Thursday
December 25, 2018	Christmas Day	Tuesday

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

- Martin Luther King, Jr.                      January 15
- Columbus Day                                      October 8

Please refer to Attachment A for recommended dates.

Attachment B is Resolution 17-07: 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 2018.

**RECOMMENDATIONS**

1. Determine the regular meeting dates and time for 2018.
2. Read Resolution 17-07 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 2018.
3. Adopt Resolution 17-07.

**RESOLUTION 17-07**

**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 2018**

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., the Regular Board Meeting for Calendar Year 2018, dated December 19, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

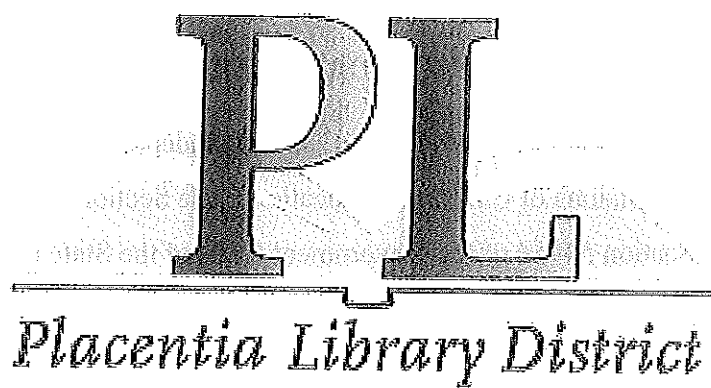
State of California    )  
                                  )ss.

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 Unusual Date Meeting hereof held on the Nineteenth day of December 2017.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Nineteenth day of December 2017.

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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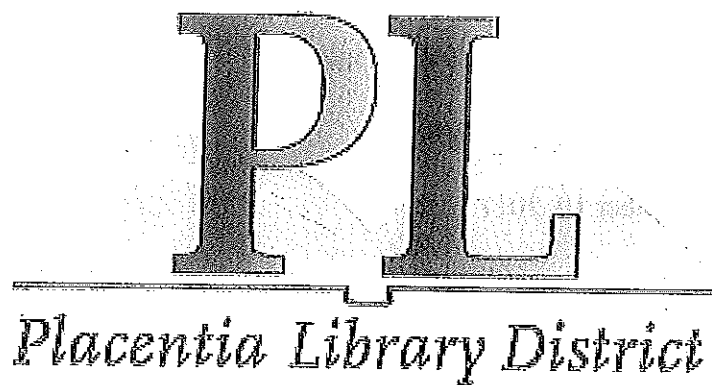
**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Election of Board Officers  
**DATE:** December 19, 2017

**BACKGROUND**

The following positions need to be elected:  
President (Incumbent is President Carline)  
Secretary (Incumbent is Secretary Martin)

**RECOMMENDATION**

Elect a Library Board President and a Library Board Secretary for 2018.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Appointment of Library Board Representatives for 2018 by the Board President**

**DATE:** December 19, 2017

**BACKGROUND**

The following positions need to be appointed:

*Incumbents are italicized.*

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee

*Trustee Shkoler and Trustee Martin as alternate*

Representative to the Orange County Council of Governments

*Trustee DeVecchio*

Representative to the Placentia Library Friends Foundation (PLFF)

*President Carline and Trustee Martin as alternate*

Independent Special Districts of Orange County (ISDOC)

*Trustee Minter*

Personnel Committee

*President Carline and Trustee Shkoler*

Redevelopment Successor Agency Oversight Board

*Trustee Shkoler*

Library staff will continue to represent the Placentia Library District at the Placentia Community Collaborative (formerly Network).

**RECOMMENDATION**

Appoint Library Board Representatives for 2018.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize a Closure on January 15, 2018 for a Staff Development Day

**BACKGROUND**

Library staff would like to have a Staff Development on Monday, January 15, 2018. The Library is normally open during the Martin Luther King, Jr. holiday, though it is a holiday observed by the Federal and most government agencies. The date proposed has one of the least impact on the public.

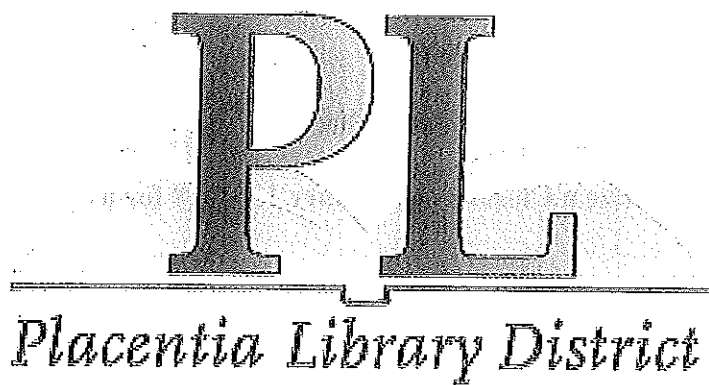
We have several new employees and library staff felt January is an ideal time for staff to convene for some customer service training. The training will include the following:

- B.L.A.S.T. (believe, listen, apologize, satisfy, thank) Customer Service
- DISC Personality Profile
- Teambuilding Exercise

The all-day training will be open to all staff including substitutes.

**RECOMMENDATION**

Authorize a Closure on January 15, 2018 for a Staff Development Day.



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