



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING








January 23, 2019
6:30 p.m.
History Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 -- 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

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

CASH FLOW ANALYSIS (Items 10 – 11)

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

11. FY2018-2019 Cash Flow Analysis through December 2018; the Schedule of Anticipated Property Tax Revenues for FY2018-2019 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 -- 15)

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

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

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

STAFF REPORTS (Items 19 – 22)

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

NEW BUSINESS

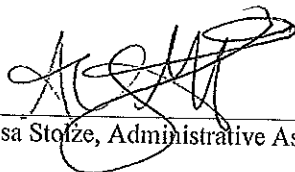
23. Discuss the General Contractor Proposal for the Renovation Project.
24. Travel Authorization: The American Library Association Annual Conference on June 20-25, 2019 in Washington, D.C.
25. Joint-Use Committee Update from President Carline.

ADJOURNMENT

26. Agenda Preparation for the February Unusual Date Meeting which will be held on February 18, 2019 in the History Room at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
27. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
28. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the January 23, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 18, 2019.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
DECEMBER 18TH, 2018

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 18th, 2018 at 6:33 pm.

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

Members Absent: None

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

Guests: Daphne Munoz, White, Nelson, Diehl, and Evans LLP; Scott Ogle, Advantage Printing; Andy Kang, Cal-City Construction, Inc.; Wendy Amireh, Adult Supervising Librarian; Michelle Meades, Adult Librarian; Victor Meza, Library Clerk; Laura De Leon, Library Clerk; Christie Hwang, Library Aide; Tim Worden, Emerging Technologies Assistant.

ADOPTION OF AGENDA

To continue as a library board quorum, trustees Martin and Shkoler needed to be re-appointed as Placentia Library District Trustees. Trustee Minter requested the agenda be modified to move items 23, 24, 25, and 31 ahead of the consent calendar. It was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt the modified Agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Tamale Festival and the Tree Lighting Ceremony.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Staff Holiday Luncheon.

Trustee DeVecchio attended the Staff Development Day and Tim Hino's goodbye.

Trustee Martin attended Staff Development Day and Tim Hino's goodbye, the Bodhi negotiation meeting, the Staff Holiday Luncheon, a H.I.S. House board meeting, and the H.I.S. House open house.

Trustee Minter attended the Tree Lighting Ceremony.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Staff Development Day, Holiday Luncheon, Tree Lighting Ceremony, and the California Library Association Conference. Library Director Contreras also provided an update on Administration's work with the energy efficiency project and the staff change of Fernando Maldonado becoming the Interim Business Manager.

**FRIENDS FOUNDATION
REPORT**

A Friends representative was not present; however, President Dahl updated Library Director Contreras that the Friends had met about the Authors Luncheon, which will take place on March 2, 2019 and that the bookstore sales are still going well.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Item 10-22. A roll call vote was taken:

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

**MINUTES FOR THE
NOVEMBER 19TH, 2018
BOARD MEETING**

Minutes for the November 19th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

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

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

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

Administration Report for November 2018 (Item 19)
Children's Services Report for November 2018 (Item 20)
Adult Services Report for November 2018 (Item 21)
Placentia Library Website Technology Report for November 2018 (Item 22)

PRESENTATION

President Carline presented the 2018 Employee of the Year Award to Library Clerk, Victor Meza and the Board of Trustees congratulated him on his award.

PRESENTATION OF FISCAL YEAR 2017-2018 FINANCIAL AUDIT WHITE, NELSON, DIEHL, EVANS LLP.

Daphne Munoz from White, Nelson, Diehl, and Evans LLP reported out on the Fiscal Year 2017-2018 Financial Audit. Ms. Munoz presented their findings during the audit, concluding it was a clean audit with over \$260,000 in revenue. Ms. Munoz made some suggestions for future audits and answered any inquiries from the Board of Trustees.

REPORTS FROM LIBRARY STAFF ON THEIR CALIFORNIA LIBRARY ASSOCIATION EXPERIENCE AND WORKSHOPS.

The following library staff reported out on their experiences, workshops attended, and takeaways from the California Library Association: Jon Legree, Technology Manager; Wendy Amireh, Adult Supervising Librarian; Fernando Maldonado, Library Assistant; Michelle Meades, Adult Librarian; Victor Meza, Library Clerk; Laura De Leon, Library Clerk; Christie Hwang, Library Aide; Tim Worden, Emerging Technologies Assistant.

PRESENTATION OF PROPOSALS FOR GENERAL CONTRACTOR SERVICE FOR THE CENTENNIAL RENOVATION PROJECT.

The Board of Trustees reviewed the sole bid from Cal-City Construction at the cost of \$1,469,100. Andy Kang, a representative from Cal-City Construction, answered trustee inquiries. Mr. Kang reassured that due to the cost exceeding the budget, Cal-City would be open to discuss negotiation of the cost with the Board, Erik Mar of eMar Studio, and the Library Director. After much deliberation, it was motioned by Trustee Martin to pursue a discussion of the budget in regards to the contract with eMar Studio and Cal-City Construction for a total project cost to not exceed \$2.5 million in total and that any amount over this amount will be presented to the Board with suggestions on how to compensate for the cost. This was seconded by Trustee Minter.

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

PRESENTATION OF PROPOSALS FOR PRINTING SERVICE.

The Board of Trustees reviewed the sole bid from Advantage Printing for the printing services for the District's bi-annual eXPLORE newsletters and the Summer Guide. Scott Ogle, owner of Advantage Printing, was present and answered inquiries from the Board. After discussing the bid more in depth, it was motioned by Trustee Minter and seconded by Trustee Martin to grant the contract with Advantage Printing for the eXPLORE newsletters and Summer Guide to not exceed the annual amount of \$20,000.

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

DISCUSSION OF EDUCATIONAL ASSISTANCE REIMBURSEMENT REQUESTS FROM FERNANDO MALDONADO, INTERIM BUSINESS MANAGER AND CHRISTE HWANG, LIBRARY AIDE.

Director Contreras presented the Board with two backdated educational reimbursements for Fernando Maldonado, Interim Business Manager, and Christie Hwang, Library Aide. The requests were reviewed and it was motioned by Secretary Shkoler to approve the request to award \$2,250 and \$750 educational assistance reimbursement requests as presented for Fernando Maldonado and Christie Hwang. It was seconded by Trustee Minter.

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

UPDATES ON THE CENTENNIAL RENOVATION PROJECT FROM LIBRARY DIRECTOR CONTRERAS.

Director Contreras presented updates in regards to the District’s renovation project including a crane for the HVAC placement on the roof during the beginning of January, patching of a roof leak in the Meeting Room, and the results of less than 2% of asbestos in the HVAC Machinery Room Putty Machine Linings that was tested, contained, and disposed of properly by an abatement company.

ADOPTION OF RESOLUTION 18-03: 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 2019.

The Board of Trustees reviewed the presented dates for the 2019 calendar year. The presented meetings are to take place the third Monday of each month. After two adjustments in January and February due to Trustee schedule conflicts, it was motioned by Trustee Martin and seconded by Secretary Shkoler to approve the Adoption of Resolution 18-03: 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 2019.

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

ELECTION OF OFFICERS.

The position of Library Board President and Secretary needed to be elected. Trustee Martin nominated Trustee Shkoler for Board President and Trustee Minter nominated Trustee Carline for President. Trustee Shkoler withdrew his nomination, enabling President Carline to continue in office as President for another year. Trustee Minter nominated Trustee Shkoler for Board Secretary. Trustee Martin motioned to elect Gayle Carline as the Library Board President and Al Shkoler as the Board Secretary. It was seconded by Trustee DeVecchio.

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

ADOPTION OF RESOLUTION 18-04: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE

Library Director Contreras performed a swearing in ceremony to certify the re-appointments of Al Shkoler and Jo-Anne Martin as Library Trustees, serving terms through December 18, 2021. Each trustee signed an Oath of Office form to confirm his/her appointment. It was then motioned by Trustee Minter and seconded by Trustee DeVecchio to approve the Adoption of Resolution 18-04: A Resolution of The Board of Trustees of The Placentia Library District of Orange County To Certify

APPOINTMENTS FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT; ADMINISTRATION OF THE OATH OF OFFICE.

The Appointments For The Office of Trustee of The Placentia Library District; Administration of The Oath Of Office.

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2019 BY THE BOARD PRESIDENT.

Library Director Contreras requested a discussion to select trustee representatives for several commissions and committees for the 2019 calendar year. The following were assigned to represent the library with a roll call vote:

Joint Use Agreement Committee

President Carline and Trustee Minter

Representative to Special District Local Area Formation Commission (LAFCO)

President Carline and Secretary Shkoler as alternate.

Representative to the Orange County Council of Governments

Trustee DeVecchio and Elizabeth Minter as alternate.

Representative to the Placentia Library Friends Foundation (PLFF)

Trustee Martin and President Carline as alternate.

Representative to the Independent Special District of Orange County

Trustee Minter and Trustee DeVecchio as alternate.

Personnel Committee

Trustee Martin and Trustee DeVecchio

Centennial Committee

President Carline and Trustee Martin

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on Wednesday, January 23rd, 2019 at 6:30 p.m. in the History Room.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 18th, 2018 was adjourned at 8:34 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee



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Placentia Library District
Check Register
December 2018

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/03/2018	10212	Arcelia Janitorial Service	November 2018 Services	-1,188.00
Bill Pmt -Check	12/03/2018	10213	Baker & Taylor	Books	-341.61
Bill Pmt -Check	12/03/2018	10214	Cintas	Cleaning Supplies	-348.98
Bill Pmt -Check	12/03/2018	10215	Midwest Tape	DVD's	-210.84
Bill Pmt -Check	12/03/2018	10216	OverDrive	Audiobooks July-August 2018	-383.99
Bill Pmt -Check	12/03/2018	10217	Placentia Library Foundation	PLFF Pass-Thru for Oct 2018	-683.75
Bill Pmt -Check	12/03/2018	10218	Public Agency Reirement Services	PP 11/09/18-11/22/18	-2,517.12
Bill Pmt -Check	12/03/2018	10219	Staples Advantage	PO # 390- glue	-94.87
Check	12/03/2018	10220	Placentia Library District	For Payroll on 12/06/18	-55,000.00
Bill Pmt -Check	12/05/2018	10221	Cindy Headlung	Notary for Quickbooks Administrator	-30.00
Bill Pmt -Check	12/10/2018	10222	Alyssa Stolze	Mileage and Reimbursement	-75.72
Bill Pmt -Check	12/10/2018	10223	Baker & Taylor	Books	-135.76
Bill Pmt -Check	12/10/2018	10224	California Special Districts Association	CSDA Membership Renewal for PLD	-6,740.00
Bill Pmt -Check	12/10/2018	10225	Davis Farr LLP	Services for October 2018	-535.05
Bill Pmt -Check	12/10/2018	10226	FireMaster	Annual Maintenance on 11/8/18	-197.00
Bill Pmt -Check	12/10/2018	10227	Golden State Water Company	10/18-11/20/18 Service	-908.03
Bill Pmt -Check	12/10/2018	10228	Midwest Tape	DVD's	-198.12
Bill Pmt -Check	12/10/2018	10229	Pitney Bowes Purchase Power	Nov 2018 Postage	-1,020.99
Bill Pmt -Check	12/10/2018	10230	Placentia-Yorba Linda Unified School Dist	Winter Reading Tickets	-24.78
Bill Pmt -Check	12/10/2018	10231	Public Agency Reirement Services	PP 11/23/18-12/06/18	-2,268.24
Bill Pmt -Check	12/11/2018	10232	Anaheim Public Library	Patron's Fees paid to PLD	-16.80
Bill Pmt -Check	12/11/2018	10233	Baker & Taylor	Books	-768.77
Bill Pmt -Check	12/11/2018	10234	BankCard Center-Bank of the West	10/29-11/28/18 Charges	-8,552.37
Bill Pmt -Check	12/11/2018	10235	CALNET3	Monthly Service	-407.39
Bill Pmt -Check	12/11/2018	10236	Cintas	Cleaning Supplies	-798.14
Bill Pmt -Check	12/11/2018	10237	Click Consulting	Managed Services Plan Dec 2018	-3,500.00
Bill Pmt -Check	12/11/2018	10238	Custom Software Solutions, Inc	Managed Services Plan Dec 2018	-500.00
Bill Pmt -Check	12/11/2018	10239	Environmental Cleaning Solutions	Absestos removal from roof	-3,000.00
Bill Pmt -Check	12/11/2018	10240	ISDOC	2019 ISDOC Membership Dues	-50.00
Bill Pmt -Check	12/11/2018	10241	Johnson Controls Inc.	Overdue balance	-429.08
Bill Pmt -Check	12/11/2018	10242	Legacy Integrative Solutions	Printer services for November 2018	-790.59
Bill Pmt -Check	12/11/2018	10243	Midwest Tape	DVD's	-610.08
Bill Pmt -Check	12/11/2018	10244	New Readers Press	News for You 3/1/19-1/30/20	-291.48
Bill Pmt -Check	12/11/2018	10245	Patriot Environmental Lab Services, Inc.	Environmental Laboratory Services	-3,203.00
Bill Pmt -Check	12/11/2018	10246	Republic Services	Recycling 11/1-11/30/18	-144.25
Bill Pmt -Check	12/11/2018	10247	SDRMA	Ancillary Benefits December 2018 with intere	-2,400.32
Bill Pmt -Check	12/11/2018	10248	Staples Advantage	PO #409	-132.63
Bill Pmt -Check	12/11/2018	10249	Unique Management Services, Inc.	November 2018 Collection Services	-241.65
Bill Pmt -Check	12/11/2018	10250	Woodruff, Spradlin & Smart	Review of Contract Documents for Renovati	-3,901.50
Check	12/19/2018	10251	Placentia Library District	For payroll on 12/26/2018.	-60,000.00
Bill Pmt -Check	12/19/2018	10252	Deanna White	VOID: D. White School Reimbursement 201	0.00
Bill Pmt -Check	12/19/2018	10253	Fernando Maldonado	Educational Reimbursement 2017-2018	-2,250.00
Check	12/19/2018	10254	Christie Hwang	VOID: Educational Reimbursement 2018 GJ	0.00

Placentia Library District
Check Register
December 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	12/19/2018	10255	Deanna White	Educational Reimbursement for 2018	-750.00
General Journal	12/19/2018	10470	Christie Hwang	For CHK 10254 voided on 12/20/2018	-1,500.00
Bill Pmt -Check	12/20/2018	10256	Christie Hwang	Educational Reimbursement for Chritle Hwai	-750.00
Check	12/20/2018	10257	Placentia Library District	For Payroll on 01/09/2019	-60,000.00
					<u>-227,890.90</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

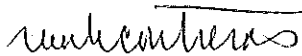
SUBJECT: Financial Reports through December 2018 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: January 23, 2019

Summary of Cash and Investments as of December 31, 2018

Cash with Orange County Treasurer Fund 9LX	2,332,182.94
General Fund Checking – Bank of the West	971,266.74
General Fund Savings – Bank of the West	775,846.99
<i>(Impact Fees in Savings – Restricted)</i>	<i>\$693,792.99</i>
Payroll Checking – Wells Fargo Bank	\$69,930.47
Total Cash and Investments	4,149,227.14

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of December 31, 2018

Acct #	DESCRIPTION	BUDGET (AMENDED)	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,353,852	1,028,538	(1,325,314)	43.7%
4020	Property Taxes - Current Unsecured	63,270	43,843	(19,427)	69.3%
4030	Property Taxes - Prior Secured	0	-	0	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0	0.0%
4050	Property Taxes - Curr Supplemental	72,162	24,641	(47,521)	34.1%
4060	Property Taxes - Prior Supplemental	0	0	0	0.0%
4070	Interest on Unsupport Tax	0	-	0	0.0%
** 4080	Penalties & Costs on Delinq Taxes	1,113	16,061	14,947	1442.4%
4090	Taxes Special Dist Augmentation	9,538	-	(9,538)	0.0%
4190	State - Homeowners Property Tax Relief	51,177	1,954	(49,223)	3.8%
	Sub Total	2,551,113	1,115,037	(1,436,077)	43.7%
INTEREST REVENUE					
4600	Interest	8,500	19,843	11,343	233.4%
	Sub Total	8,500	19,843	11,343	233.4%
GRANT REVENUE					
4210	State Grants	30,000	18,000	(12,000)	60.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	50,000	18,000	(32,000)	36.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	38,310	19,429	(18,881)	50.7%
* 4430	Other Revenue	0	15,286	15,286	-
4440	Centennial Renovation	1,500,000	-	(1,500,000)	0.0%
4310	Fines & Fees	16,594	8,021	(8,573)	48.3%
4330, 4320	Passport/Photos	189,500	92,996	(96,504)	49.1%
* 4340	Meeting Room Fees	0	340	340	-
4350	Test Proctor	2,500	4,450	1,950	178.0%
	Sub Total	1,747,604	140,521	(1,607,083)	8.0%
4500	Impact Fees	90,000	65,517	(24,483)	72.8%
TOTAL REVENUES YTD FOR FY 18/19:		4,447,217	1,358,918	(3,088,300)	30.6%
Total Revenue without Renovation Revenue		\$2,947,217	\$1,358,918	(\$1,588,300)	46.1%

*Mathematically unable to divide by zero. Dividing by zero provides a null value.

**An increase of 1442.4% means the final amount is 14.42 times larger than the original amount predicted.

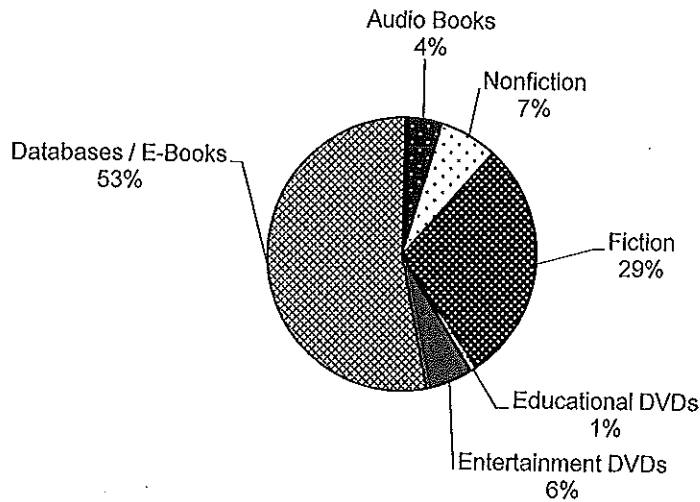
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
December 31, 2018
50.00% of the year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS (AMENDED)	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,513,099	772,044	0.51	\$741,055
5030	Retirement	58,553	23,928	0.41	\$34,625
5040	Unemployment Insurance	4,000.00	-	0.00	\$4,000
5050	Health Insurance -	297,502	97,993	0.33	\$199,509
5064	Dental Insurance	17,796	5,481	0.31	\$12,315
5060	Life Insurance	5,603	1,390	0.25	\$4,213
5066	AD & D Insurance	8,720	2,498	0.29	\$6,222
5068	Vision Insurance	3,441	1,103	0.32	\$2,338
5090	Employee Assistance Program	12,000	6,672	0.56	\$5,328
5070	Workers' Compensation Insurance	13,768	1,900	0.14	\$11,868
	TOTAL	\$1,934,482	\$913,009	0.47	\$1,021,474
SERVICES & SUPPLIES					
5100	Communications	9,120	6,475	0.71	\$2,645
5170	Household Expenses	15,000	8,736	0.58	\$6,264
5099	Library Insurance	17,000	5,467	0.32	\$11,533
5205	Maintenance Expense	25,000	9,361	0.37	\$15,639
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	75,000	42,037	0.56	\$32,963
5290	Memberships	9,000	4,739	0.53	\$4,261
5300, 5310, 5350	Office Expenses & Postage	77,500	27,589	0.36	\$49,911
5400	Prof/Specialized Services	204,950	82,549	0.40	\$122,401
5495, 5900, 5910	Programs	52,067	14,516	0.28	\$37,551
5500	Books/Library Materials	352,000	91,838	0.26	\$260,162
5600	Meetings/Professional Development	44,640	37,345	0.84	\$7,295
5700	Mileage/Parking	1,600	608	0.38	\$992
5800	Utilities	59,858	24,032	0.40	\$35,826
	TOTAL	\$942,735	\$355,293	0.38	\$587,442
	OPERATING EXPENSES	\$2,877,217	\$1,268,302	0.44	\$1,608,916
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$30,000	-	0.00	\$30,000
4200	Equipment & Furniture	\$30,000	-	0.00	\$30,000
6100	Taxes and Assessments	\$10,000	8,513	0.85	\$1,487
	TOTAL	\$70,000	8,513	0.12	\$61,487
CAPITAL PROJECT					
5211	Renovation	\$4,100,000	501,813	0.12	\$3,598,187
	TOTAL	\$4,100,000	501,813	0.12	\$3,598,187
TOTAL BUDGET		\$7,047,217	\$1,778,628	0.25	\$5,268,589
Total Expenses without Renovation Expenses		\$2,947,217	\$1,276,815	0.43	\$1,670,402

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2018-2019 THROUGH THE MONTH OF DEC. 2018

	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2017/18	YTD 2017/18	YTD 2017/18
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$23,340	730	828	\$24,104	1218	1370
Total Non-Fiction	\$5,665	234	425	\$20,776	839	1134
Total Databases / E-Books	\$43,103	372	0	\$8,758	1	0
Total Audio Books	\$3,636	79	79	\$1,781	260	262
Total Educational DVDs	\$536	16	16	\$1,855	49	49
Total Entertainment DVDs	\$4,615	127	182	\$3,628	78	127
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$80,895	1,558	1,530	\$60,902	2,445	2,942
Budget	\$272,000			\$255,689		
% Spent YTD	30%			24%		



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2018-2019 THROUGH THE MONTH OF DECEMBER 2018
Prepared by Katie Matas, Librarian I

Adult Fiction	GENERAL FUND			ADOPT-A-BOOKGRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
	\$19,974	540	553	\$0	0	0	\$19,974	540	553	\$243	8	8	\$20,217	548	561
Total Adult Fiction	\$19,974	540	553	\$0	0	0	\$19,974	540	553	\$243	8	8	\$20,217	548	561
Adult Non-Fiction	\$4,756	204	226	\$0	0	0	\$4,756	204	226	\$206	7	7	\$4,962	211	233
Adult Reference	\$275	6	6	\$0	0	0	\$275	6	6	\$621	13	13	\$896	19	19
Adult Magazines	\$322	1	169	\$0	0	0	\$322	1	169	\$0	0	0	\$322	1	169
Total Adult Nonfiction	\$5,353	211	401	\$0	0	0	\$5,353	211	401	\$827	20	20	\$6,180	231	421
TOTAL ADULT PRINT MATERIALS	\$25,327	751	954	\$0	0	0	\$25,327	751	954	\$1,070	28	28	\$26,397	779	982
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$3,636	79	79	\$0	0	0	\$3,636	79	79	\$0	0	0	\$3,636	79	79
Adult E-books	\$13,290	305	0	\$0	0	0	\$13,290	305	0	\$0	0	0	\$13,290	305	0
Adult Educational DVDs	\$536	16	16	\$0	0	0	\$536	16	16	\$0	0	0	\$536	16	16
Adult Entertainment DVDs	\$3,514	81	130	\$0	0	0	\$3,514	81	130	\$0	0	0	\$3,514	81	130
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$20,976	481	225	\$0	0	0	\$20,976	481	225	\$0	0	0	\$20,976	481	225
TOTAL ADULT MATERIALS	\$46,303	1,232	1,179	\$0	0	0	\$46,303	1,232	1,179	\$1,070	28	28	\$47,373	1,260	1,207
Young Adult Fiction	\$731	45	45	\$0	0	0	\$731	45	45	\$119	7	7	\$850	52	52
Total Young Adult Fiction	\$731	45	45	\$0	0	0	\$731	45	45	\$119	7	7	\$850	52	52
Young Adult Non-Fiction	\$141	10	10	\$0	0	0	\$141	10	10	\$0	0	0	\$141	10	10
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Nonfiction	\$141	10	10	\$0	0	0	\$141	10	10	\$0	0	0	\$141	10	10
TOTAL YOUNG ADULT PRINT MATERIALS	\$872	55	55	\$0	0	0	\$872	55	55	\$119	7	7	\$991	62	62
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$1,989	61	0	\$159	4	4	\$2,148	65	4	\$0	0	0	\$2,148	65	4
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$751	30	30	\$751	30	30
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$1,989	61	0	\$159	4	4	\$2,148	65	4	\$751	30	30	\$2,899	95	34
Juvenile Fiction	\$2,635	145	230	\$0	0	0	\$2,635	145	230	\$257	20	21	\$2,892	165	251
Total Juvenile Fiction	\$2,635	145	230	\$0	0	0	\$2,635	145	230	\$257	20	21	\$2,892	165	251
Juvenile Non-Fiction	\$171	13	13	\$0	0	0	\$171	13	13	\$17	2	2	\$188	15	15
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	1	\$0	0	1	\$0	0	1	\$0	0	0	\$0	0	1
Total Juvenile Nonfiction	\$171	13	14	\$0	0	0	\$171	13	14	\$17	2	2	\$188	15	16
TOTAL JUVENILE PRINT MATERIALS	\$2,806	158	244	\$0	0	0	\$2,806	158	244	\$274	22	23	\$3,080	180	267
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
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$1,101	46	52	\$0	0	0	\$1,101	46	52	\$0	0	0	\$1,101	46	52
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,101	46	52	\$0	0	0	\$1,101	46	52	\$0	0	0	\$1,101	46	52
TOTAL JUVENILE MATERIALS	\$3,907	204	296	\$0	0	0	\$3,907	204	296	\$274	22	23	\$4,181	226	319
Databases	\$27,854	6	0	\$0	0	0	\$27,854	6	0	\$0	0	0	\$27,854	6	0
E-books	\$15,249	366	0	\$159	4	4	\$15,408	370	4	\$0	0	0	\$15,408	370	4
TOTAL DATABASES / E-BOOKS	\$43,103	372	0	\$159	4	4	\$43,262	376	4	\$0	0	0	\$43,262	376	4
Total Fiction	\$26,340	730	828	\$0	0	0	\$26,340	730	828	\$819	35	36	\$27,159	765	864
Total Non-Fiction	\$5,665	234	425	\$0	0	0	\$5,665	234	425	\$844	22	22	\$6,509	256	447
Total Databases / E-books	\$43,103	372	0	\$159	4	4	\$43,262	376	4	\$0	0	0	\$43,262	376	4
Total Audio Books	\$3,636	79	79	\$0	0	0	\$3,636	79	79	\$0	0	0	\$3,636	79	79
Total Educational DVDs	\$536	16	16	\$0	0	0	\$536	16	16	\$0	0	0	\$536	16	16
Total Entertainment DVDs	\$4,615	127	182	\$0	0	0	\$4,615	127	182	\$751	30	30	\$5,366	157	212
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$80,885	1,558	1,530	\$159	4	4	\$81,054	1,562	1,534	\$2,214	87	88	\$83,268	1,649	1,622

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Interim Business Manager

SUBJECT: Service Revenue Activities Report for December 2018

DATE: January 23, 2019

Net Revenue Summary for December 2018

	Dec-2018	Dec-2017	YTD 2018-2019	YTD 2017-2018
Passport	7,728.30	8,309.00	79,742.28	71,787.00
Passport Photos	1,494.15	2,874.00	13,253.25	19,492.00
Test Proctor	900.00	1,150.00	4,450.00	5,000.00
Fines & Fees	667.01	1,785.68	8,021.27	9,065.69
Meeting Room	0.00	0.00	340.00	960.00
Total	10,789.46	14,118.68	105,806.80	106,304.69



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Interim Business Manager

SUBJECT: Personnel Report for December 2018

DATE: January 23, 2019

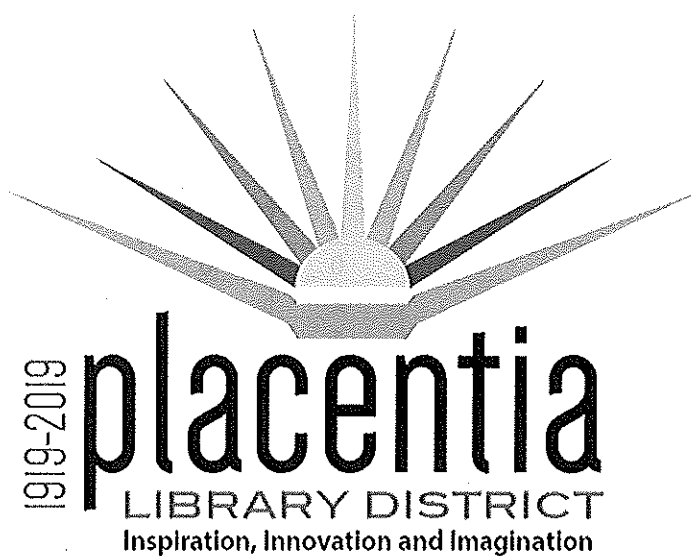
			YTD	YTD
	Dec-18	Dec-17	2018-2019	2017-2018
Separation	0	1	2	3
Retirement	0	0	0	0
Appointments	2	1	3	5
Open Positions	1	2	2	5
Workers' Compensation Leave	0	0	0	0
Total	3	4	7	13

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Fernando Maldonado, Interim Business Manager. Victor Meza, Library Assistant.

OPEN POSITIONS: Business Manager, Administration



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Circulation Activity Report: **December 2018**

DATE: January 23, 2019

CIRCULATION	Dec-18	Dec. 17		Y-T-D	Y-T-D	Y-T-D
				2018-19	2017-18	% change
New Patron Registrations	75	165		1,314	1,716	-23.4%
Total Circulation	7,906	17,376		106,387	137,745	-22.8%
Total Active Borrowers*	6,992	7,845				
Attendance	11,510	20,661		117,405	146,196	-19.7%
Adult Fiction	845	2,150		9,223	15,895	-42.0%
Adult Nonfiction	288	1,446		5,874	11,272	-47.9%
Adult Magazines	0	111		445	1,260	-64.7%
Adult Music CDs	-	52		97	514	-81.1%
Adult Audio Books	207	479		1,906	3,167	-39.8%
Adult DVDs	1,543	2,125		13,485	14,261	-5.4%
Library of Things (LOTs)	24	33		166	132	25.8%
YA Fiction	142	831		3,331	7,285	-54.3%
YA Nonfiction	20	74		377	601	-37.3%
YA Audio Books	0	0		0	0	0.0%
YA Video Games	65	67		371	433	-14.3%
JUV Fiction	3,974	7,159		40,753	61,935	-34.2%
JUV Nonfiction	234	1,658		5,758	14,241	-59.6%
JUV Magazines	0	3		30	23	0.0%
JUV Music CDs	4	17		65	128	-49.2%
JUV Audio Books	0	21		32	201	-84.1%
JUV DVDs	528	1,150		6,355	9,510	-33.2%

* YTD % change not applicable.

TEST PROCTORING

December 2018	December 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
18	23	92	98	-6%

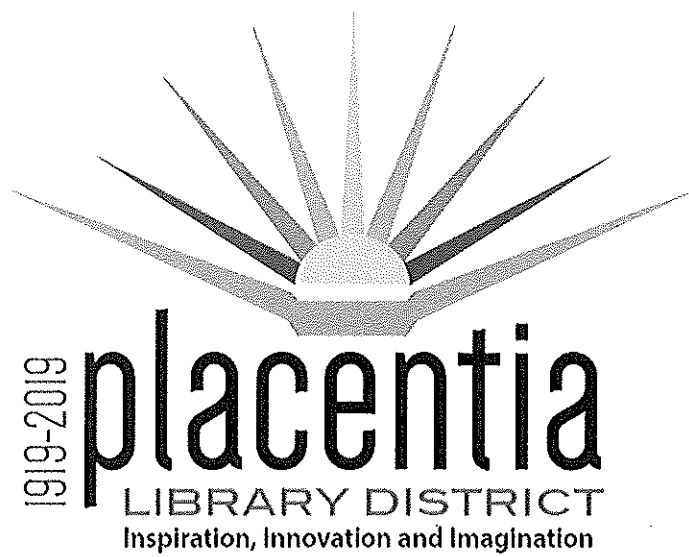
PATRON COUNT

Gate Count					Hours Open	Average PerHour
Dec. 2018	Dec. 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change		
10,364	19,909	98,072	107,617	-9%	238	43.5
<i>Closed 3 Days; Closed 33 hours.</i>						
Outside Gate Counts					Library Attendance Total	
Adult/Teen Programs			49		11,510	
Children Programs			229			
Outreach Events			868			
Meeting Room Rentals			0			
TOTAL			1146			

PASSPORTS								
Dec. 2018	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		4		4	1	6	15	30
10:00		3	3	3	3	4	8	24
11:00			2	1	3	8	12	26
12:00		2	4	3	4	8	15	36
1:00	15	2	2	3	4	6	11	43
2:00	11	2	3	4	6	6	7	39
3:00	8		2	3	6	6	7	32
4:00		4	3	4	5			16
5:00		5	3	6	6			20
6:00		3	1	8	4			16
7:00								0
DAY TOTALS	34	25	23	39	42	44	75	282
		Dec 2018	Dec 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change		
		282	353	2317	2874	-24%		

STAFF ACTIVITY

- Katie attended Friday Huddles on December 7th, and 28th.
- Staff provided Setup/Take Down in the Plaza: 25 set-ups/ 25 breakdowns
- Meeting Room rentals patron count: 0 (renovation has started)
- Tim is working on the 2019 eXPLORE newsletter
- Tim attended the SLS Marketing Meeting at the Orange Public Library on Dec 6th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

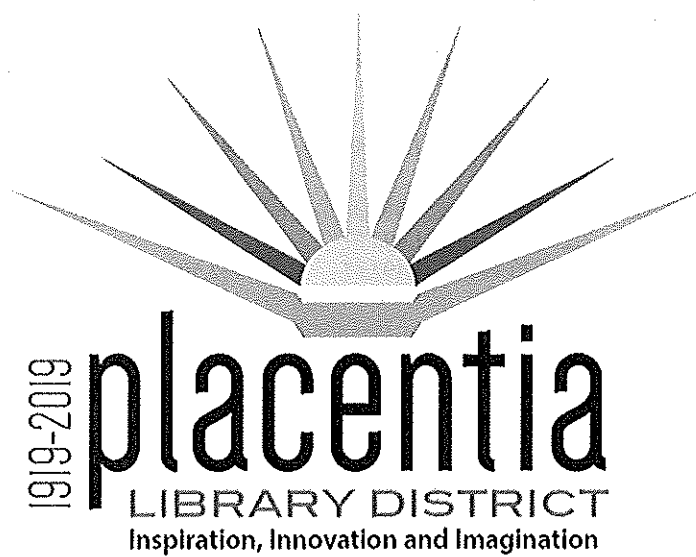
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Interim Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through December 2018
DATE: January 23, 2019

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19							
Feb-19							
Mar-19							
Apr-19							
May-19							
Jun-19							
	TOTAL	\$38831.55	\$7,228.87	\$712.50	\$41.15	0.00	\$46814.07

** City Billing
 Not Received*

PERIOD IN FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	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	*	*	*	+	*	0.00	*
Jan-18	01-16-18	8,800.12	1,452.49	285.00	8.10	0.00	\$10,545.71
Feb-18	02-21-18	*	*	142.50	10.13	0.00	\$152.63
Mar-18	03-28-18	9,310.29	*	142.50	*	0.00	\$9,452.79
Apr-18	04-04-18	*	6,290.93	*	*	0.00	\$6,290.93
May-18	05-15-18	4,556.81	2,516.38	285.00	30.52	0.00	\$7,388.71
Jun-18	06-13-18	9,993.33	*	142.5	20.25	0.00	\$10,156.08
	TOTAL	\$70,775.83	14,617.27	1,467.50	109.25	0.00	\$86,969.85



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for December 2018

DATE: January 23, 2019

Meetings:

- Board of Trustees Meeting- Dec. 18th
- Friday Morning Huddles – Dec. 7th, 14th and 21st
- Manager’s Meeting – December 13th
- City of PlacentiA – Dec. 12th
- JCI – Dec. 6th and 13th

Facilities:

- Patriot- Dec. 3rd
- San Marino Roofing – Dec. 04th and Dec. 07th.
- Dick’s Lock and Safe- Dec. 11th and Dec. 26th
- ERC - Dec. 14th
- Electrical Work Inc. – Dec. 07th

Conference:

- None

Events:

- Tamale Festival- Dec. 17th



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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 December 2018

DATE: January 23, 2019

MONTHLY STATISTICS**Program Statistics**

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	December	December	December	December	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2018	2018	2017	2017	2018-19	2018-19	2017-18	2017-18	17/18-18/19	17/18-18/19
Storytime	5	113	6	197	57	2,403	68	2,847	-16.18%	-15.60%
Educational	12	116	15	463	62	1,105	81	2,195	-23.46%	-49.66%
Reading	0	0	1	56	11	1,644	20	2,001	-45.00%	-17.84%
Seasonal	0	0	1	148	1	200	3	633	-66.67%	-68.40%
Totals	17	229	23	864	130	5,152	172	7,676	-24.42%	-32.88%

Reference/Computer Usage Statistics

	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2018-2019	2017-2018	% change
Reference—in person	196	333	2,533	2,917	-13.16%
Reference--telephone	2	11	122	126	-3.17%
Total Reference	198	344	2,655	3,043	-12.75%
*Children's computer usage	0	886	2449	6,116	-59.96%

*Public access computers currently available are designated as Adult computers. Children's computer usage is incorporated in Adult computer usage statistic.

ACHIEVEMENTS

- Lori Worden has continued her weekly outreach at Tynes Elementary School on Tuesdays and Fridays.
- Kathy Carn has continued her weekly outreach with Ruby Drive Elementary.
- Ana Balderas has continued with her weekly outreach with LOT 318 on Mondays and Wednesdays.
- Lori Worden proctored 4 exams on Dec. 14th, 18th, and 21st.

MEETINGS

- Kathy Carn met with Yesenia Baltierra to discuss Children's Services on December 4th and 26th.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for a Supervisors Meeting on December 5th.
- Kathy Carn met with Yesenia Baltierra and Lori Worden on December 27th.
- Kathy Carn, Lori Worden, Deanna White, Ana Balderas, and Venessa Faber attended the Children's Services Meeting on December 13th.

PROFESSIONAL DEVELOPMENT

- Kathy Carn attended the Los Angeles Public Library Mini-Maker Faire on December 1st.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for December 2018

DATE: January 23, 2019

MONTHLY STATISTICS

Reference Desk Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2018-19	2017-18	% change
Reference -- in person	1185	1238	8365	9155	-8.63%
Reference -- telephone	499	457	3581	4044	-11.45%
Reference -- email/chat	0	8	27	114	-76.32%
Technology assistance	151	231	1332	1358	-1.91%
Guest passes	50	46	630	396	59.09%
Adult and Children's computer use (desktops)	938	1874	8510	12934	-34.20%
Adult computer usage (desktop)	1314	1643	8854	10067	-12.05%
Public computer use (express laptops)	0	6	11	49	-77.55%

History Room Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2018-19	FY2017-18	% change
History Room Visitors	4	19	25	53	-52.83%

Volunteer Hours	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2018-19	2017-18	% change
History Room	13.25	37	87.25	259.75	-66.41%
PLFF	256.5	281.17	2089.75	2658.8	-21.40%
General Library	139	381.87	1642.94	3599.33	-54.35%
Technology	0	0	0	18.25	-100.00%
Homework Club	56.25	59.6	293	288.35	1.61%
Adult Literacy Tutors	116.5	159.75	732.42	1083.22	-32.38%
PTAC	70	76.75	478	749	-36.18%
Summer Reading Program	0	0	675.75	1365.62	-50.52%
Total Volunteer Hours	651.5	996.14	5999.11	10022.32	-40.14%

Public Services Outreach Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2018-19	FY2017-18	% change
Outreach Visits	23	5	95	17	458.82%
Outreach Attendance	868	2998	3249	7357	-55.84%

Adult Programs

Type of Program	Number of Programs December	Attendance December	Number of Programs December	Attendance December	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1819	FY1819	FY1718	FY1718		
Book Club	0	0	1	5	2	16	6	33	-66.67%	-51.52%
Computer Workshops	0	0	0	0	0	0	8	86	-100.00%	-100.00%
Educational Programs	0	0	0	0	2	73	9	2317	-77.78%	-96.85%
Fine Art Programs	0	0	1	42	3	341	7	207	-57.14%	64.73%
Health & Fitness Programs	0	0	0	0	0	0	7	175	-100.00%	-100.00%
History Room Programs	0	0	1	15	3	168	5	137	-40.00%	22.63%
Home and Lifestyle Programs	0	0	0	0	0	0	3	330	-100.00%	-100.00%
Literacy Programs	4	21	3	41	27	349	31	282	-12.90%	23.76%
Reading Programs	1	66	1	58	4	588	4	535	0.00%	9.91%
Volunteer Programs	1	5	1	11	4	60	13	129	-69.23%	-53.49%
Totals	6	92	8	172	45	1,595	93	4,231	-51.61%	-62.30%

Literacy	YTD 1819	YTD 1718	% Change
English Literacy Students	46	36	27.78%
Students Graduated	0	7	-100.00%
English Literacy Tutors	41	30	36.67%

Teen Programs

Type of Program	Number of Programs December	Attendance December	Number of Programs December	Attendance December	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1819	FY1819	FY1718	FY1718		
Collaboratory	0	0	0	0	2	0	4	50	-50.00%	-100.00%
Friday Flicks	0	0	3	0	7	29	19	103	-63.16%	-71.84%
PTAC	1	23	2	51	11	232	15	314	-26.67%	-26.11%
Summer Reading Program	0	0	0	0	2	122	2	127	0.00%	-3.94%
Teen Misc.	0	0	0	0	0	0	1	61	-100.00%	-100.00%
Test	0	0	0	0	1	14	2	28	-50.00%	-50.00%
The Vault	0	0	0	0	2	167	2	223	0.00%	-25.11%
Totals	1	23	5	51	25	564	45	906	-44.44%	-37.75%

ACHIEVEMENTS

- Coleen Wakai coordinated Conversation Club on December 7th, 14th, and 28th.
- Coleen coordinated a literacy orientation on December 17th.
- Michelle Meades attended the Tamale Festival on December 13th.
- Victor Meza coordinated a PTAC meeting on December 20th.
- Victor Meza and Wendy Amireh coordinated PTAC fundraiser on December 6th.
- Fernando Maldonado completed an Excellence in Placentia nomination for a PTAC teen on December 28th.
- Michelle Meades and Kathy Carn interviewed a new EPP intern on December 4th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on December 11th and 19th.
- Wendy Amireh attended the supervisors meetings on December 5th.
- Wendy Amireh attended Kiwanis meetings on December 6th, 13th, 16th and 20th.
- Michelle Meades met with the Wendy Amireh on December 4th, 11th, and 18th.
- Michelle Meades met with Lisa Pacheco on December 13th.
- Coleen Wakai met with Wendy Amireh on December 20th.
- Coleen Wakai met with individual literacy tutors on December 11th.
- Coleen Wakai met with Barbara Balent from Placentia Presbyterian Church on December 19th.
- Jeannie Killianey and Wendy Townsend met on December 10th.
- Jeannie Killianey and Tim Worden met to discuss social media on December 13th and 20th.
- Wendy Amireh and Victor Meza met on December 3rd, 10th, 11th and 17th.
- Wendy Amireh, Coleen Wakai and Sally Federman and on December 17th.
- Victor Meza and Fernando Maldonado met on December 10th.
- Wendy Amireh, Victor Meza and Michelle Meades attended the Board of Trustees meeting on December 18th.
- Michelle Meades, Victor Meza, Wendy Amireh attended the Staff Meeting on December 19th.
- Yesenia Baltierra attend the Anaheim Consortium meeting on December 3rd.
- Yesenia Baltierra met with the Leadership Challenge Team on December 19th.

PROFESSIONAL DEVELOPMENT

- Victor completed two Reference USA webinars on December 13th.
- Jeannie Killianey completed the webinar "Hoopla: A Year in Review 2018" on December 27th.
- Victor completed Novelist video training on December 13th.
- Victor completed Unleashing Your Power: Basic Training in Library Reference Services on December 17th.
- Yesenia Baltierra attended the Leadership Challenge Program December 5th and 6th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for December 2018

DATE: January 23, 2019

<u>On-line database usage</u>	December 2018	Onsite Usage 12/17	Remote Usage 12/17	December 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Library Catalog	21,443	N/A	N/A	12,817	108,244	90,399	20%
General Reference Center	25	19	6	24	531	185	187%
Biography In Context	7	7	0	45	2,177	3,136	-31%
Opposing Viewpoints	284	283	1	21	1,463	854	71%
Consumer Reports (new July 2016)	73	N/A	N/A		589	452	N/A
Freegal	977	N/A	N/A	1,113	5,481	6,082	-10%
Heritage Quest	280	N/A	N/A	424	611	1,991	-69%
Novelist	109	N/A	N/A	5	387	175	121%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	0	88	253	-65%
Pronunciator	4	N/A	N/A	25	120	282	-57%
ABC Mouse	45	N/A	N/A	41	219	295	-26%
ABC Mouse - Bring Learning Home (new March 2018)	6	N/A	N/A	N/A	152	N/A	N/A
World Book Online (new March 2018)	41	N/A	N/A		189	N/A	N/A
Career Cruising	8	N/A	N/A	16	28	41	-32%
Tumblebooks	48	N/A	N/A	41	437	710	-38%
Reference USA	120	N/A	N/A	154	1,092	1,886	-42%
Enki	3	N/A	N/A	10	19	44	-57%
Hoopla	1077	N/A	N/A	625	5,905	3,817	55%
Overdrive e-books	1,591	N/A	N/A	1,322	9,762	7,786	25%
Overdrive audio books	1,025	N/A	N/A	673	5,766	4,349	33%
Overdrive e-books - Placentia Advantage (New March 2018)	1,016	N/A	N/A	N/A	8,629	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	973	N/A	N/A	N/A	8,231	N/A	N/A
Zinio	141	N/A	N/A	42	591	625	-5.44%
TOTAL DATABASE USAGE	29,296	309	7	17,398	160,711	123,362	30%

Computer & Online Resource Use	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
Placentia Residents	1037	1401	6,654	11,621	-43%
Non-Placentia Residents	802	1060	4,997	8,329	-40%
Total	1,839	2,461	11,651	19,950	-42%

Website Traffic	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2018-19	2017-18	% change
Website visits	1,714	10,165	49,845	75,503	-34%
Page Hits	2,954	16,378	83,216	126,647	-34%
Users	1,145	6,317	27,652	42,704	-35%
Pages/Session	1.50	1.61	N/A	N/A	N/A
Avg. Session Duration	00:02:18	00:02:20	N/A	N/A	N/A
% New Sessions	60	52	N/A	N/A	N/A

Wifi Use	December	December	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2018-19	2017-18	% change
	1,059	1,805	8,755	12,954	-32%
Total	1,059	1,805	8,755	12,954	-32%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the General Contractor Proposal for the Centennial Renovation Project.

DATE: January 23, 2019

BACKGROUND

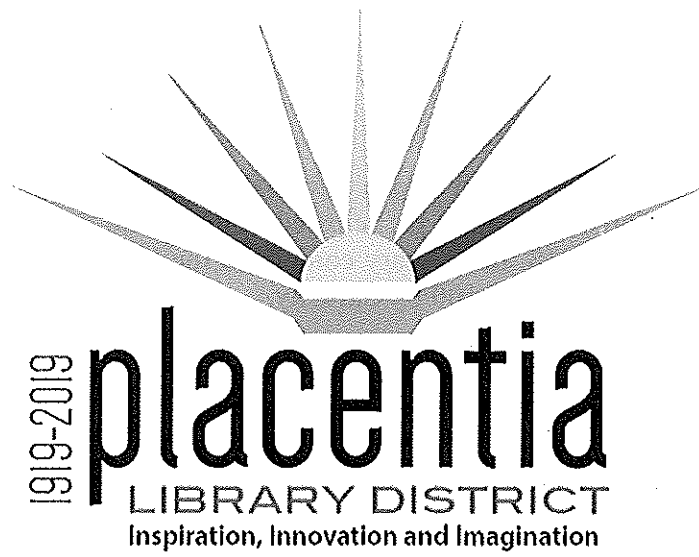
On November 13, 2018 the Library began a formal competitive bidding process for the renovation project. Three companies participated in the onsite walkthrough with library staff. On December 12, 2018, the Library completed the bidding process. One bid was received in the amount of \$1,469,100 by Cal-City.

At the December 18, 2018 Library Board of Trustees meeting, the Board awarded the contract for the Centennial Renovation Project ("Project") on the condition that the District staff successfully negotiating with the one bidder, Cal-City, Mr. Erik Mar ("Architect), and Yamada Enterprise, for modification to the bid, including price modifications due to the bid price exceeding the District's budget for the Project. Library Director met with the bidder, architect and Yamada to discuss modifications and a reduction of \$223,000 was proposed which would resulted in a budget of \$2,481,100. This new proposed budget would substantially reduce the scope of work. District staff was advised by legal counsel that modification of the bid is not an option in a competitive bidding process for a public works project. The Board must be either award the contract as bid by the lowest responsible bidder or reject all bids. In lieu of awarding the contract for the Project to the lowest responsible bidder, the Board is authorized to reject all bids pursuant to the Public Contract Code.

While the Public Contract Code does not required the Board to provide a reason for rejecting all bids, District staff is recommending rejection of all bids for three reasons: (1) the District only received the one bid, which means the bid process itself was not competitive; (2) the price bid by the lone bidder exceeds the District's budget for the Project; and (3) it is anticipated that if the Project is re-bid, the District will receive more than one bid and the bid responses will be more competitive.

RECOMMENDATION

Reject all bids and authorize the Library Director to re-advertise the Project.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization to Attend American Library Association (ALA) Annual Conference from June 20-25, 2019 in Washington, D.C.

DATE: January 23, 2019

BACKGROUND

The ALA Annual Conference will be held in Washington, D.C. from June 20-25, 2019. The Annual Conference has the reputation for being a top educational and networking opportunity for librarians. The emphasis of programs, sessions, discussions, and updates is focused on the future and on tools to help libraries adapt, stay strong, and improve services despite tight budgets. The networking opportunities have an outstanding track record for bringing long-term professional benefits, including sharing ideas and best practices throughout the field.

In addition to the excellent programs, the exhibit hall provides attendees an opportunity to meet with the District's current vendors and preview new product demonstrations while speaking with vendors to explore cost-effective innovations and new products that may meet the District's needs.

The conference offers many opportunities for participants to learn about current issues and trends in library and information science as well as technology. This year's topics will include digital content, innovation, the library of the future, transformation, emerging trends, best practices, community engagement, leadership and over 800 vendors who will highlight new services, technologies, books and products to improve libraries from all over the world.

Fiscal Impact: \$2,200/attendee

RECOMMENDATIONS

1. Authorize Library Trustees, Library Director, and Public Services Manager to attend the ALA Annual Conference in Washington, D.C. from June 20-25, 2019.
2. Authorize travel authorization by a roll call.
3. Roll call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Joint Use Committee Report
DATE: January 23, 2019

BACKGROUND

President Carline will provide an update on the progress made by the Joint Use Committee.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

