



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

BUDGET WORK SESSION

Wednesday, April 17, 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.*

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Administrative Assistant

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

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, 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 by Government Code Section 54954.2(b).

BUDGET WORK SESSION

5. Library Director will present the proposed Fiscal Years 2017-2019 Budget.

ADJOURNMENT

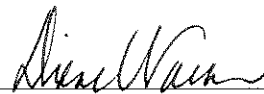
6. Review of Action Items.

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

7. Adjourn

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

I, Diane Warner, Administrative Assistant of Placentia Library District, hereby certify that the Agenda for the April 17, 2017 Budget Work Session of the Library Board of Trustees of the Placentia Library District was posted on April 13, 2017.



Diane Warner, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

April 17, 2017

6:30 p.m.








Community Meeting Room

Mission Statement:

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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

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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 March 29, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for March 2017. (Receive & File and Approve)

11. FY2016-2017 Cash Flow Analysis through March 2017; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for March 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for March 2017. (Receive & File)

14. Acquisitions Report for March 2017. (Receive & File)

15. Entrepreneurial Activities Report for March 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for March 2017. (Receive, File, and Ratify Appointments)

17. Circulation Report for March 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 March 2017.
20. Children's Services Report for March 2017.
21. Adult Services Report for March 2017.
22. Placentia Library Web Site & Technology Report for March 2017.

NEW BUSINESS

23. Adult Literacy Coordinator, Coleen Wakai, will speak about the Writer to Writer Challenge.
24. Library staff will conduct a presentation of the District's e-resources and database.
25. Library Director will provide an update on the parking lot and energy efficiency projects.

ADJOURNMENT

26. Agenda Preparation for the May Unusual Date Meeting which will be held on May 22, 2017 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, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 17, 2017 Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 13, 2017.



Diane Warner, Administrative Assistant



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MINUTES
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
March 29, 2017

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 29, 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; Diane Warner, Administrative Assistant; Michele Meades, Librarian I – Volunteers; Fernando Maldonado, Library Assistant – Teens

ADOPTION OF AGENDA

It was moved by Secretary Martin and seconded by Trustee Minter to adopt the March 29, 2017 meeting agenda:

AYES: Carline, Martin, Shkoler, DeVecchio, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the Authors Luncheon and participated at Placentia Yorba Linda Unified School District's "Principal for a Day" event at Sierra Vista Elementary School, and commented that Placentia Library was well represented at the district office luncheon. (Item 5)

Secretary Martin enjoyed the annual Authors Luncheon and State of the City Luncheon, attended a Homeless Intervention Shelter and House Board meeting, a Harwood Workspace seminar in Sacramento, participated at the Principal for a Day event at Wagner Elementary School, and met with the City for continued discussions about parking issues.
(Item 6)

Trustee Minter attended the Authors Luncheon and the "OC 2040" Workshop at Chapman University in Orange. Event included programs ranging from city/county governance and affordable housing issues, to redevelopment agencies, to a presentation on marijuana sales and tax revenue process across Orange County.
(Item 6)

Trustee DeVecchio attended the annual State of the City Luncheon and felt positive about the Mayor's plan for moving our city forward. (Item 6)

Trustee Shkoler also attended the Author's Luncheon, the annual State of the City Luncheon, a Homeless Intervention Shelter and House Board meeting and a Placentia Rotary meeting. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras commented on President Carline's pleasant article about the Principal For A Day event in the Placentia News-Times. March meetings and activities included the annual Authors Luncheon and State of the City Luncheon, Chamber of Commerce and Homeless Intervention Shelter and House board

meetings, attended the California Research and Education Network Initiative Conference, worked on securing janitorial service provider, worked with G4 architect, met with the City on parking issues, and participated in the Harwood Workspace seminar. Upcoming meetings include a discussion about solar panel project with the City. (Item 7)

**FRIENDS FOUNDATION
REPORT**

Lorray Dietz provided an update from the Placentia Library Friends Foundation. The Authors Luncheon was very interesting and successful, with net profit amount available in April. The Placentia Library Friends Foundation Board of Directors now totals 14 members, with a target of 15 board members. (Item 8)

CONSENT CALENDAR

It was moved by Trustee Minter and seconded by Secretary Martin to approve the Agenda item 9 (Minutes for February 2017). A roll call vote was taken:

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

Library Director clarified that on the Total Cash Investments for February 2017 (agenda item 12), the amount for the Reserves with the County and the Impact Fees were already accounted under the Cash with the County for Fund 707 and the General Fund Checking accounts, and will be corrected for the April Board reports to reflect the actual total cash and investments of \$3,776,805.30 through February 2017. After clarification on reports 13 and 15, and agenda item 22, it was moved by Trustee Minter and seconded by Trustee Shkoler to approve Agenda Items 10-22. A roll call vote was taken:

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

**MINUTES for the
FEBRUARY 22, 2017
BOARD MEETING**

Minutes for the February 22, 2017 Board of Trustees Meeting were received, approved and filed. (Item 9)

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

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

Financial Reports through February 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments – Incorrect information was submitted and will be corrected for the April 2017 board meeting. (Item 12)

Balance Sheets for February 2017 – received and filed. (Item 13)
Acquisitions Report for February 2017 – received and filed. (Item 14)
Entrepreneurial Activities Report for February 2017 – received/filed. (Item 15)

Moved by Trustee Minter and seconded by Trustee Shkoler 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 February 2017 – received and filed. (Item 16)
Circulation Report for February 2017 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through February 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for February 2017 (Item 19)
Children's Services Report for February 2017 (Item 20)
Adult Services Report for February 2017 (Item 21)
Placentia Library Website Technology Report - February 2017 (Item 22)

NEW BUSINESS

REPORT ON TEENS @ LIBRARIES EVENT

History Room Librarian, Michelle Meades, and Teen Services Library Assistant, Fernando Maldonado, reported on their participation with the *Teens @ the Library: A Get Involved Workshop* event held on March 2nd. California State Library provides the opportunity for library professionals working with teens to network with teen volunteer coordinators. 54 librarians attended along with a Q&A panel of 5 teen speakers. The workshop explored best practices about teen volunteer engagement while helping library professionals understand what motivates teen volunteers, how better to recruit teen volunteers, address challenges, opportunities and rewards of working with teens. A teen volunteer panel discussed the different perspectives of working with teens. Workshop and lunch were hosted by the California State Library. (Item 23)

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS – CALL FOR NOMINATIONS, SEAT C

Library Director Contreras presented an opportunity for Trustees to join the California Special Districts Association Board of Directors, Seat C. After discussion, none of the Trustees were interested in being nominated and no action was taken. (Item 24)

TRAVEL AUTHORIZATION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION ANNUAL CONFERENCE ON SEPTEMBER 25-28, 2017

Library Director Contreras presented a travel authorization request to the California Special Districts Association's Annual Conference from September 25-28, 2017 in Monterey, CA. Fiscal Impact: \$1,600 per person. After review and discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve attendance by President Carline, Secretary Martin, Trustee Shkoler and Trustee DeVecchio. (Item 25) A roll call vote was taken to approve travel expenses:

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

CITY OF PLACENTIA “NO SMOKING” ORDINANCE

Library Director Contreras reported on the City’s plans to expand the No Smoking Ordinance for the Placentia Civic Plaza. A draft revised ordinance was presented to the Placentia City Council on March 7, 2017. The revised ordinance would include no smoking anywhere in the civic plaza parking lot, as well as all buildings, lawns and the plaza area. Library staff have concerns on enforcement of the ordinance which is expected to go into effect in June 2017. (Item 26) No action was taken.

REVISIT BUILDING MAINTENANCE PROPOSALS and AWARD CONTRACT

Coastal Building Services, the building maintenance vendor approved at the February Board Meeting, started service on March 1st and cancelled their contract the same day. Library Director Contreras then retained RFP vendor #2, Master Janitorial Service, on a temporary basis to provide janitorial services through March 31st. Library Director Contreras recommended that Master Janitorial Service be awarded the on-going building maintenance contract, at a rate of \$3,100 per month for daily service from 7:00-9:30am with a two-person crew. Master Janitorial is the service currently used by Buena Park Library.

After review and discussion, it was moved by Trustee Minter and seconded by Secretary Martin to award a 3-year contract to Master Janitorial Service, with handyman services available as needed at an additional cost. Library Director was directed to discuss the renovation plan impact with Master Janitorial Service. (Item 27) A roll call vote was taken:

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

EDUCATIONAL ASSISTANCE REQUEST

Library Director Contreras presented a request for educational assistance from Tim Worden, Emerging Technologies Assistant, to assist with tuition for his Master’s Degree in Library and Information Science, per Policy 2120. Financial impact: up to \$1,500 per calendar year, based on qualifying grades. After discussion, it was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve the request. (Item 28) A roll call vote was taken:

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

DETERMINE NEW DATE FOR MAY 2017 BOARD OF TRUSTEES MEETING

Due to Library Director Contreras and Trustee Martin attending the California Special Districts Association’s Legislative Days from May 15-17, the Trustees agreed to change the date for the May Board of Trustees Meeting to Monday, May 22, 2017.

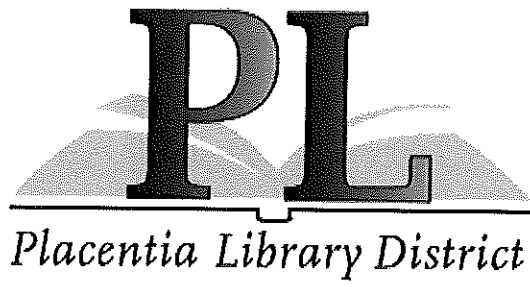
ADJOURNMENT

The Board of Trustees Unusual Date Meeting of March 29, 2017 was adjourned at 7:23pm.

The next Library Board of Trustees meeting will be held on the regular date of Monday, April 17, 2017 at 6:30pm. A Budget Work Session will be held prior to this board meeting, at 5:30pm.

Gayle Carline, President
Library Board of Trustees

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



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Placentia Library District
Check Register
March 2017

Type	Date	Num	Name	Memo	Amount
1000 - General Fund - Checking					
Bill Pmt -Check	03/03/2017	8876	Pamella Saldua Fuentes	Refund for two books returned	-37.20
Bill Pmt -Check	03/03/2017	8877	Coleen Wakai	reimb supplies	-47.65
Bill Pmt -Check	03/03/2017	8878	Pitney Bowes Purchase Power	postage	-820.99
Bill Pmt -Check	03/03/2017	8879	SDRMA	April Premiums	-23,943.13
Bill Pmt -Check	03/06/2017	8880	Group 4	Interior rendering	-2,500.00
Bill Pmt -Check	03/10/2017	8881	Public Agency Reirement Services	Pri 2/17-03/02/17	-1,782.67
Bill Pmt -Check	03/10/2017	8882	Baker & Taylor	Books	-1,008.31
Bill Pmt -Check	03/10/2017	8884	Davis Farr LLP	Jan Svc	-266.87
Bill Pmt -Check	03/10/2017	8895	Diane R. Warner	mileage reimb	-32.34
Bill Pmt -Check	03/10/2017	8885	EBSCO Industries, Inc.	Adj	-2.98
Bill Pmt -Check	03/10/2017	8886	Jeanette Contreras	Exp Reimb	-2,459.29
Bill Pmt -Check	03/10/2017	8883	Legacy Integrative Solutions	Period End 02/05/17	-648.70
Bill Pmt -Check	03/10/2017	8887	Marina Tutty	Jan-Feb	-2,607.50
Bill Pmt -Check	03/10/2017	8888	Midwest Tape	DVDs	-922.41
Bill Pmt -Check	03/10/2017	8889	OverDrive	eBooks	-2,543.81
Bill Pmt -Check	03/10/2017	8890	Pitney Bowes Purchase Power	postage	-71.42
Bill Pmt -Check	03/10/2017	8891	Republic Services	02/01-02/28 Svc	-134.30
Bill Pmt -Check	03/10/2017	8892	Staples Advantage	supplies	-528.09
Bill Pmt -Check	03/10/2017	8893	State of CA - Department of Justice	Feb Fingerprint	-32.00
Bill Pmt -Check	03/10/2017	8894	The Gas Company	01/17-02/15/17	-671.00
Bill Pmt -Check	03/10/2017	8896	SCANDOC Imaging, Inc.	32 Boxes Digital	-6,326.16
Bill Pmt -Check	03/17/2017	8897	AMS.NET, Inc.	CENIC Equip	-1,020.00
Bill Pmt -Check	03/17/2017	8898	Baker & Taylor	Books	-1,680.44
Bill Pmt -Check	03/17/2017	8899	BankCard Center-Bank of the West	Feb Exp	-5,316.65
Bill Pmt -Check	03/17/2017	8900	Brodart Co.	Library case tray	-130.85
Bill Pmt -Check	03/17/2017	8901	Cintas	Jan supplies	-581.40
Bill Pmt -Check	03/17/2017	8902	Fernando Maldonado	reimb	-68.19
Bill Pmt -Check	03/17/2017	8903	Master Janitorial Services	March Svc	-3,000.00
Bill Pmt -Check	03/17/2017	8904	Midwest Tape	DVDs/ABDs	-550.02
Bill Pmt -Check	03/17/2017	8905	OverDrive	eBooks	-139.99
Bill Pmt -Check	03/17/2017	8906	Placentia Library Foundation	CCard reimb	-2,026.50
Bill Pmt -Check	03/17/2017	8907	SDRMA	April Preriums	-19,775.00
Bill Pmt -Check	03/17/2017	8908	Staples Advantage	Cover/labels	-64.17
Bill Pmt -Check	03/17/2017	8909	The Computer Tutor	March 11 and 18	-130.00
Bill Pmt -Check	03/17/2017	8910	Time Warner Cable	3/14-4/13 Svc	-290.64
Bill Pmt -Check	03/20/2017	8911	Sam's Club	April 6 Event	-1,580.50
Bill Pmt -Check	03/24/2017	8912	Bear State	HVAC maint	-367.71
Bill Pmt -Check	03/24/2017	8913	Brea Electric	Breaker work 3/20	-301.07
Bill Pmt -Check	03/24/2017	8914	City of Placentia	Svc	-14,178.34
Bill Pmt -Check	03/24/2017	8915	Coastal Building Services, Inc.	Cleaning Svc 3/1	-71.25

Placentia Library District
Check Register
March 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	03/24/2017	8916	County of Orange Treasurer	Parcel 340-312-02	-4,146.11
Bill Pmt -Check	03/24/2017	8917	Excel Micro, LLC	Agreement PPBUS	-618.75
Bill Pmt -Check	03/24/2017	8918	Glasby Maintenance Supply	supplies	-197.31
Bill Pmt -Check	03/24/2017	8919	Golden State Water Company	01/23-02/22/17	-350.44
Bill Pmt -Check	03/24/2017	8920	Group 4	Conceptual design	-9,944.00
Bill Pmt -Check	03/24/2017	8921	Midwest Tape	DVDs/ABDs	-532.04
Bill Pmt -Check	03/24/2017	8922	Placentia-Yorba Linda Unified School Dist	printing	-596.13
Bill Pmt -Check	03/24/2017	8923	Public Agency Reirement Services	03/03-03/16	-1,758.81
Bill Pmt -Check	03/24/2017	8924	Unique Management Services, Inc.	Feb Placements	-62.65
Bill Pmt -Check	03/24/2017	8925	White Nelson Diehl Evans LLP	Audi FY 2015-16 Interim work	-3,000.00
Bill Pmt -Check	03/24/2017	8926	Woodruff, Spradlin & Smart	Feb Matters	-630.00
Bill Pmt -Check	03/31/2017	8927	Baker & Taylor	books	-923.42
Bill Pmt -Check	03/31/2017	8928	Bee Removers	3/11 work	-110.00
Bill Pmt -Check	03/31/2017	8929	CALNET3	01/02-03/01/17	-321.51
Bill Pmt -Check	03/31/2017	8930	Cintas	Jan supplies	-646.58
Bill Pmt -Check	03/31/2017	8931	Coleen Wakai	CLLS reimb	-26.97
Bill Pmt -Check	03/31/2017	8932	Davis Farr LLP	Svc Feb 2017	-457.50
Bill Pmt -Check	03/31/2017	8933	Diane R. Warner	mileage reimb	-15.52
Bill Pmt -Check	03/31/2017	8934	Jump O' Rama Inflatables	April 18 Event	-404.00
Bill Pmt -Check	03/31/2017	8935	Lori Worden	STEAM reimb	-11.49
Bill Pmt -Check	03/31/2017	8936	Michelle Meades	program reimb	-34.96
Bill Pmt -Check	03/31/2017	8937	Midwest Tape	DVDs/ABDs	-1,056.66
Bill Pmt -Check	03/31/2017	8938	Pitney Bowes Purchase Power	April-June lease	-126.07
Bill Pmt -Check	03/31/2017	8939	Placentia-Yorba Linda Unified School Dist	Newsletter March-Aug	-7,378.22
Bill Pmt -Check	03/31/2017	8940	SDRMA	April	-1,822.72
Bill Pmt -Check	03/31/2017	8941	Staples Advantage	Supplies office and programs	-1,054.35
Bill Pmt -Check	03/31/2017	8942	The Gas Company	02/15-03/17	-726.55
Bill Pmt -Check	03/31/2017	8943	Theodore Gordon	6 Yoga Classes	-270.00
Bill Pmt -Check	03/31/2017	8944	Yorba Linda Feed	VOID: April 6 Event	0.00
Total 1000 · General Fund - Checking					-135,882.30
					<u>-135,882.30</u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

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

DATE: April 17, 2017

Fiscal Year 2016-2017	
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	
5/31/2017	
6/30/2017	
General Reserves	414,789.10
Impact Fees	620,037.82

Fiscal Year 2015-2016	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/28/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	2,439,183.06
General Reserves	414,789.10
Impact Fees	578,824.90



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

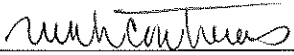
SUBJECT: **Financial Reports through March 2017 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: April 17, 2017

Summary of Cash and Investments as of March 31, 2017

Cash with Orange County Treasurer Fund 707	2,530,750.89
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	620,037.82
General Fund Checking – Bank of the West	1,001,392.76
General Fund Savings – Bank of the West	231,934.37
Payroll Checking – Wells Fargo Bank	56,520.29
Total Cash and Investments	3,820,598.31

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 LIFEWAY DISTRICT
YTD REVE. - REPORT
March 31, 2017

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	1,377,765	(660,102.64)	67.6%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
6230		Property Taxes - Prior Secured	0	5,289	5,288.77	0.0%
6240		Property Taxes - Prior Unsecured	0	0.00	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	4,188	(9,068.40)	31.6%
6280		Property Taxes - Curr Supplemental	65,732	12,374	(53,358.32)	0.0%
6290		Other Taxes	3,120		(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	18,879	18,878.95	100%
6540		Penalties & Costs on Delinq Taxes	1,014	545	(468.79)	53.8%
		Sub Total	2,178,622	1,469,804	(708,818.23)	67.5%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,720	2,144	(3,576.49)	37.5%
		Sub Total	5,720	2,144	(3,576.49)	37.5%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	46,617	37,824.83	530.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000		(2,000.00)	0.0%
		Sub Total	10,792	46,617	35,824.83	432.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		32,322		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	36,695	(8,305.00)	81.5%
		Fines & Fees	45,000	34,733	(10,267.00)	77.2%
		Passport/Photos	125,000	147,365	22,365.00	117.9%
		Meeting Room Fees	5,000	2,665	(2,335.00)	53.3%
		Test Proctor	7,000	5,450	(1,550.00)	77.9%
		Sub Total	227,700	226,908	(792.00)	99.7%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	1,745,472	(677,361.89)	72%
		FY 14/15 Funds Available	70,000			
		TOTAL REVENUES FY 15/16:	2,492,834	1,745,472	(747,361.89)	70.0%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

March 31, 2017

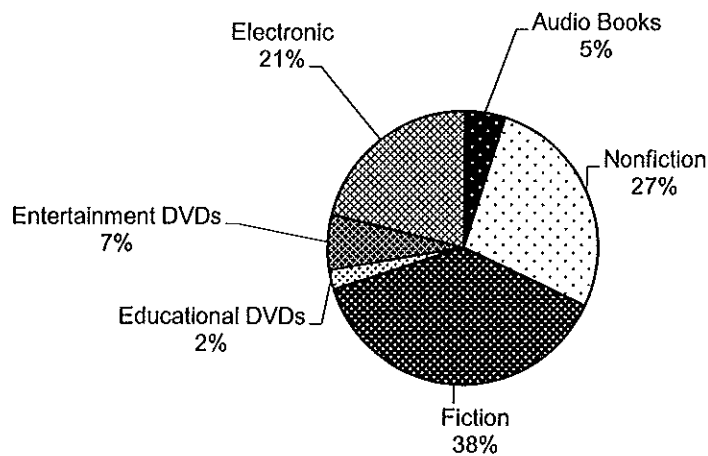
75% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	1,141,667	0.93	\$85,780
0200	Retirement	46,549	32,342	0.69	\$14,207
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	47,065	0.22	\$163,478
0306-0770	Employee Assistance Program	715	60	0.08	\$655
0308	Dental Insurance	12,833	10,089	0.79	\$2,744
0309	Life Insurance	7,320	6,365	0.87	\$955
0310	AD & D Insurance	4,627	3,268	0.71	\$1,359
0319	Vision Insurance	2,526	2,072	0.82	\$454
0350	Workers' Compensation Insurance	12,000	10,332	0.86	\$1,668
	TOTAL	\$1,524,560	\$1,253,259	0.82	\$271,301
SERVICES & SUPPLIES					
0700	Communications	23,000	8,472	0.37	\$14,528
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	17,770	0.89	\$2,230
1100	Library Insurance	15,000	9,045	0.60	\$5,955
1300	Maintenance, Equipment	32,000	18,248	0.57	\$13,752
1400	Maintenance, Buildings & Improvements	106,700	50,131	0.47	\$56,569
1600	Memberships	9,000	4,059	0.45	\$4,941
1700	Miscellaneous Expense	2,500	0	0.00	\$2,500
1800	Office Expenses	48,000	47,638	0.99	\$362
1803	Postage	14,000	9,516	0.68	\$4,484
1900	Prof./Specialized Services	206,100	132,160	0.64	\$73,940
1912	Investment Administrative Fees	1,700	9,379	5.52	-\$7,679
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	141,950	0.48	\$152,224
2600	Transportation & Travel	4,500	1,836	0.41	\$2,664
2700	Meetings	19,500	23,092	1.18	-\$3,592
2800	Utilities	87,500	59,376	0.68	\$28,125
	TOTAL	\$887,274	\$532,670	0.60	\$354,604
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$9,973	0.91	\$1,027
	OPERATING EXPENSES	\$2,422,834	\$1,795,902	0.74	\$626,932
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$11,593	0.19	\$48,407
4200	Structures/Improvements	10,000	\$16,023	1.60	-\$6,023
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$27,616	0.39	\$42,384
TOTAL BUDGET (Fund 707)					
		\$2,492,834	\$1,823,518	0.73	\$669,316
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$41,213	0.10	\$365,401
	Grants	\$35,000	\$36,695	0.00	-\$1,695

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF MARCH 2017

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$50,982	2763	2964	\$66,171	3436	3953
Total Non-Fiction	\$36,183	1713	2463	\$40,615	1762	2470
Total Electronic	\$28,298	969	0	\$31,378	655	0
Total Audio Books	\$6,498	145	145	\$8,987	205	205
Total Educational DVDs	\$3,092	89	90	\$2,100	63	65
Total Entertainment DVDs	\$8,734	240	338	\$8,039	241	350
YTD TOTAL MATERIALS	\$133,787	5919	6000	\$157,290	6362	7043
Budget	\$255,700			\$249,174		
% Spent YTD	52%			63%		



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 2016-2017 THROUGH THE MONTH OF MARCH 2017

Prepared by Katie Matas, Acquisitions Librarian

	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	\$25,866	1036	1168	\$330	23	23	\$26,196	1059	1192	\$	169	10	\$26,365	1069	1202
California Adult Fiction	\$25,866	1036	1168	\$330	23	23	\$26,196	1059	1192	\$	169	10	\$26,365	1069	1202
Total Adult Fiction	\$25,866	1036	1168	\$330	23	23	\$26,196	1059	1192	\$	169	10	\$26,365	1069	1202
Adult Non-Fiction	\$11,914	553	564	\$150	29	29	\$12,064	562	593	\$1,549	58	58	\$13,613	620	651
Adult Reference	\$988	14	14	\$0	0	0	\$988	14	14	\$572	14	14	\$1,440	28	28
Adult magazines	\$4,922	69	736	\$0	0	0	\$4,922	69	736	\$0	0	0	\$4,922	69	736
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Non-Fiction	\$17,704	616	1314	\$150	29	29	\$17,854	645	1343	\$2,121	72	72	\$19,975	717	1415
TOTAL ADULT PRINT MATERIALS	\$43,570	1652	2483	\$480	52	52	\$44,050	1704	2535	\$2,290	82	82	\$46,340	1,786	2,617
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$6,498	145	145	\$365	8	8	\$6,863	153	153	\$0	0	0	\$6,863	153	153
Adult E-books	\$7,959	471	0	\$0	0	0	\$7,959	471	0	\$0	0	0	\$7,959	471	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$2,885	82	82	\$0	0	0	\$2,885	82	82	\$0	0	0	\$2,885	82	82
Adult Entertainment DVDs	\$6,878	180	278	\$15	1	1	\$6,893	181	279	\$0	0	0	\$6,893	181	279
TOTAL ADULT NON-PRINT MATERIALS	\$24,220	878	505	\$380	9	9	\$24,600	887	514	\$0	0	0	\$24,600	887	514
TOTAL ADULT MATERIALS	\$67,790	2,530	2,988	\$860	61	61	\$68,650	2,591	3,049	\$2,290	82	82	\$70,940	2,673	3,131
Juvenile Fiction	\$19,936	1465	1524	\$30	2	2	\$19,966	1467	1526	\$62	5	5	\$20,028	1472	1531
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$5,180	262	271	\$23	0	0	\$5,203	262	271	\$19	1	1	\$5,222	263	272
California Young Adult Fiction	\$25,116	1727	1795	\$53	2	2	\$25,169	1729	1797	\$81	6	6	\$25,250	1,735	1,803
Total Juvenile Fiction	\$17,043	868	877	\$0	0	0	\$17,043	868	877	\$25	1	1	\$17,068	869	878
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$825	61	61	\$0	1	1	\$825	62	62	\$0	0	0	\$825	62	62
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$202	0	0	\$0	0	0	\$202	0	0	\$0	0	0	\$202	0	0
Young Adult Reference	\$0	161	161	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Materials/Books	\$399	7	50	\$0	0	0	\$399	7	50	\$0	0	0	\$399	7	50
Total Juvenile Non-Fiction	\$18,478	1097	1149	\$0	1	1	\$18,479	937	989	\$25	1	1	\$18,504	938	990
TOTAL JUVENILE PRINT MATERIALS	\$43,595	2,824	2,944	\$53	3	3	\$43,648	2,866	2,796	\$106	7	7	\$43,754	2,673	2,793
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	\$1,007	492	0	\$0	0	0	\$1,007	492	0	\$0	0	0	\$1,007	492	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$543	17	17	\$0	0	0	\$543	17	17	\$0	0	0	\$543	17	17
Juvenile Educational DVDs	\$207	7	8	\$0	0	0	\$207	7	8	\$0	0	0	\$207	7	8
Juvenile Entertainment DVDs	\$1,313	60	60	\$0	0	0	\$1,313	60	60	\$0	0	0	\$1,313	60	60
TOTAL JUVENILE NON-PRINT MATERIALS	\$3,070	576	85	\$0	0	0	\$3,070	578	85	\$0	0	0	\$3,070	576	85
TOTAL JUVENILE MATERIALS	\$46,665	3400	3029	\$53	3	3	\$46,718	3242	2871	\$106	7	7	\$46,824	3249	2878
On-line databases	\$19,332	6	6	\$0	0	0	\$19,332	6	6	\$0	0	0	\$19,332	6	6
E-books	\$9,966	963	0	\$0	0	0	\$9,966	963	0	\$0	0	0	\$9,966	963	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$29,298	969	0	\$0	0	0	\$29,298	969	0	\$0	0	0	\$29,298	969	0
Total Fiction	\$50,982	2763	2964	\$393	25	25	\$51,365	2788	2989	\$250	16	16	\$51,615	2804	3005
Total Non-Fiction	\$36,183	1713	2463	\$150	30	30	\$36,333	1862	2332	\$2,146	73	73	\$38,479	1655	2405
Total Audio	\$24,298	969	0	\$0	0	0	\$24,298	969	0	\$0	0	0	\$24,298	969	0
Total Electronic	\$8,498	145	145	\$0	0	0	\$8,498	145	145	\$0	0	0	\$8,498	145	145
Total Juvenile	\$5,092	89	90	\$0	0	0	\$5,092	89	90	\$0	0	0	\$5,092	89	90
Total Educational DVDs	\$3,734	240	338	\$15	1	1	\$3,749	241	339	\$0	0	0	\$3,749	241	339
Total Entertainment DVDs	\$133,787	5919	6000	\$913	64	64	\$134,700	5,822	5,903	\$2,396	89	89	\$137,096	5911	5992
TOTAL MATERIALS	\$133,787	5919	6000	\$913	64	64	\$134,700	5,822	5,903	\$2,396	89	89	\$137,096	5911	5992

Outstanding: Orleans, as of March 2017
Adopt-a-book/Grant
\$2,160

General Fund
\$22,276

TOTAL
\$24,436

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for March 2017

DATE: April 17, 2017

Net Revenue Summary for March 2017

	March-17	March-16	YTD 2016-2017	YTD 2015-2016
Passport	25,263	20,075	116,854	103,578
Passport Photos	6,987	3,978	30,511	23,535
Test Proctor	850	1,050	5,450	6,450
Meeting Room	395	45	2,665	3,273
Total	33,495	25,148	155,480	136,836



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Personnel Report for MARCH 2017
DATE: April 17, 2017

	Mar 17	Mar-16	YTD 2016-2017	YTD 2015-2016
Separation	0	0	2	1
Retirement	0	0	0	0
Appointments	0	0	8	3
Open Positions	1	0	6	1
Workers' Compensation Leave	0	0	0	0
Total	1	0	16	5

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: Support Services Manager



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Katie Matas, Librarian I

SUBJECT: Circulation Activity Report: **March 2017**

DATE: April 17, 2017

CIRCULATION	Mar-17	Mar. 16		Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	303	298		2,695	2,950	-8.6%
Total Circulation	24,643	22,787		210,551	223,047	-5.6%
Total Active Borrowers*	7,962	8,124				
Attendance	32,520	28,506		223,423	230,462	-3.1%
Adult Fiction	2622	2,747		24,821	27,669	-10.3%
Adult Nonfiction	1816	1,880		17,432	19,868	-12.3%
Adult Magazines	152	167		1,218	2,130	-42.8%
Adult Music CDs	123	145		1,128	1,540	-26.8%
Adult Audio Books	535	614		4,891	5,622	-13.0%
Adult DVDs**	2157	2,297		19,691	16,119	22.2%
JV Fiction	11328	9,936		90,628	101,573	-10.8%
YA Fiction	1186	1,213		11,823	13,669	-13.5%
JV Nonfiction	2759	1,938		20,530	21,357	-3.9%
YA Nonfiction	109	88		1,002	894	12.1%
JV Magazines	0	7		125	34	267.6%
JV Music CDs	14	22		191	246	-22.4%
JV Audio Books	55	54		500	622	-19.6%
JV DVDs**	1726	1,654		13,321	12,873	3.5%
Video Games	61	25		776	254	205.5%

* YTD % change not applicable.

**As of July 1, 2015 all DVDs are free.

TEST PROCTORING

March 2017	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
17	21	110	129	-15%

PATRON COUNT

Mar-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOURLY TOTALS
9:00		272	189	358	427	318	574	2138
10:00		227	193	302	484	300	739	2245
11:00		270	255	364	466	339	702	2396
12:00		223	225	337	349	257	754	2145
1:00	1413	233	285	491	366	410	840	4038
2:00	778	403	428	733	431	403	837	4013
3:00	551	644	638	703	755	456	627	4374
4:00	386	588	559	710	661	367	336	3607
5:00		539	581	602	615			2337
6:00		397	400	583	487			1867
7:00		255	201	438	230			1124
DAY TOTALS	3128	4051	3954	5621	5271	2850	5409	30284

March 2017	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
30,284	25,447	93,571	101,399	-8%

Hours Open	Average PerHour
289	104.8

Open 30 days; Closed 1 day (4 hours). Gate count issue for 3/29, 3/30 and 3/31

Outside Gate Counts	
Adult Programs	202
Children/Teen Programs	1884
Meeting Room Rentals	150
TOTAL	2236

Library Attendance Total
32,520

PASSPORTS

Mar-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		2	3	3	7	11	45	71
10:00		7	6	12	11	9	52	97
11:00		10	8	10	8	11	51	98
12:00		8	5	10	12	15	50	100
1:00	59	9	14	15	11	18	48	174
2:00	60	13	9	17	10	20	43	172
3:00	59	18	14	18	15	16	33	173
4:00	19	19	18	28	17	0	9	110
5:00		23	14	27	23			87
6:00		22	21	23	18			84
7:00		1	8	1	1			11
DAY TOTALS	197	132	120	164	133	100	331	1177

March 2017	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
1177	805	4802	4213	12%

STAFF ACTIVITY

- Katie, Beatrice, Laura, Victor and Estella participated in the Strategic Planning meeting on March 6th.
- Katie, Tim, Beatrice, Estella, Victor, and Laura attended the Support Services Staff meeting on March 8th.
- Katie, Eric and Tim attended Friday Huddle on March 3rd, 10th, 17th, 24th, and 31st.
- Staff provided Setup/Take Down in the Meeting Room: 46 set-ups/ 45 breakdowns
- Meeting Room rentals patron count: 150
- Laura did the bank deposits on March 30th
- Tim designed fliers and publicity materials for library programs including El Dia de los Ninos, PLD Col-laboratory, Literacy, Literacy Reads, Easter Eggoitement, PLFF Thank You Lunch Save the Date and Homework Club.
- Tim attended and took pictures at the PLFF Author's Luncheon on March 4th.
- Tim installed the new credit card machine in the Passport Office on March 9th.
- Katie attended the SLS Technology and Technical Services committee meeting on March 14th.
- Tim attended the SLS Marketing committee meeting on March 23rd.
- Katie, Beatrice, Victor, and Tim attended the Staff meeting on March 30th.
- Estella attended the Anaheim/Placentia circulation meeting at Anaheim Central on March 23rd.

- Laura assisted with cake cutting for Dr. Seuss's birthday.
- Laura assisted Yesenia with transporting supplies for Easter Eggcitement goody bags at the Placenta Round Table Women's Club on March 23rd.
- Victor and Eric brought out the Easter Eggcitement items including the Bunny costume, plastic eggs, plastic goodie bags, and 30 canopies.
- Victor is working on a discard manual.

ONGOING PROJECTS

- Passport agents are coordinating Passport Campaign.
- Support Services Staff collaborated on a Silent Auction item for PLFF's Author's Luncheon.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoice through MARCH 2017
DATE: April 17, 2017

Placentia Library’s contract with the City of Placentia to provide building maintenance services ended on February 28, 2017. March invoice includes final charges for February service.

**CITY OF PLACENTIA
 INVOICES**

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants) (or Mariposa)	GROUNDS (SA Aquatics)	IRRIGATION 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						---	
Jun-17							
	TOTAL	47,277.77	14,524.90	1,140.00	63.34	20,516.94	83,522.95
	AVG	5,253.09	1,613.88	126.67	7.04	2,279.66	9,280.33

** City Billing
 Not Received*

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	6122.66	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	142.50	9.60	1,554.00	7,111.07
16-May	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun	07-11-16	4,377.70	*	142.50	19.18	*	4,539.38
	TOTAL	69,924.60	17,429.88	1,852.50	149.33	34,687.30	124,043.61
	AVG	5,827.05	1,452.49	154.38	12.45	2,890.61	10,336.97



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for March 2017

DATE: April 17, 2017

Accomplishments

Assisted in the Chamber of Commerce's Principal for a Day event. Continued to address the parking concerns with the City. Met with several CENIC participants to discuss collaborations and explore opportunities for e-learning programs. Met with representatives from Johnson Controls, Inc. for a tour of the library's facility as part of the energy efficient projects.

Meetings

- Library Board of Trustees – March 29th
- Friday Huddles – March 10th, 24th & 31st
- Staff Meeting – March 30th
- H.I.S. House – March 23rd
- Chamber of Commerce Education Committee Meeting – March 1st
- California Library Association Leadership Committee – March 23rd
- Rotary – March 29th
- Harwood Consultant – March 23rd
- Anaheim Public Library – March 30th
- Johnson Controls, Inc. – March 30th

Community Function / Training / Conference

- CENIC Conference – March 19th – 22nd
- State of the City – March 23rd
- Harwood Training – March 27th



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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 March 2017
DATE: April 17, 2017

MONTHLY STATISTICS

Children's Reference

	March 2017	March 2016	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	716	709	5,207	4,416	17.91%
Reference--telephone	31	48	204	322	-36.65%
Total Reference	747	757	5,411	4,738	14.20%
Total Number of Programs	53	52	342	365	-6.30%
Total Programs Attendance	1,685	2,537	13,295	13,700	-2.96%

Children’s Services Programs

Children's Services Programs	March 2017	March 2017	March 2016	March 2016	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 15/16 - 16/17	Y-T-D 15/16 - 16/17
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	Ongoing Programs									
0-2 year old Storytime Classes	10	351	10	689	58	2,767	66	3,229	-12.12%	-14.31%
3-6 year old Storytime Classes	4	49	10	203	35	795	66	1,487	-46.97%	-46.54%
Music Classes	5	230	5	200	29	1,060	33	1,270	-12.12%	-16.54%
Read to the Dogs	1	44	1	31	9	376	9	196	0.00%	91.84%
Master Builders Club	1	25	1	30	8	190	8	237	0.00%	-19.83%
Sensational Saturdays	1	35	-	-	7	250	7	215	0.00%	16.28%
Homework Club	18	316	16	164	103	1,766	105	1,536	-1.90%	14.97%
PTAC (Placentia Teen Advisory Council)	2	38	2	35	18	347	17	252	5.88%	37.70%
PLD Collaboratory	1	7	1	26	8	40	1	26	700.00%	53.85%
The Vault	1	7	1	17	5	35	1	17	400.00%	105.88%
Teen Practice Exams	-	-	-	-	2	30	2	47	0.00%	-36.17%
Special Programs										
Outreach	4	545	1	90	12	1,502	5	968	140.00%	55.17%
School Visits	-	-	-	-	-	-	1	25	-100.00%	-100.00%
Library Tours	-	-	-	-	1	19	-	-	100%	100.00%
Bilingual Programs	-	-	-	-	2	106	2	145	0.00%	-26.90%
Seasonal Programs	-	-	4	1,052	16	1,099	16	1,846	0.00%	-40.47%
Teen Programs	5	38	-	-	16	175	12	209	33.33%	-16.27%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-12.50%	52.08%
Totals	53	1,685	52	2,537	342	13,295	365	13,700	-6.30%	-2.96%

ACHIEVEMENTS

- Jennifer Rydberg attended the ShamRock-N-Run outreach event on March 19th.
- Jennifer Rydberg, Brenda Ramirez, Yesenia Baltierra and Lori Worden attended the Author's Luncheon on March 4th.
- Brenda Ramirez attended the Principal For a Day event at Topaz Elementary School on March 15th.
- Brenda Ramirez assisted Yesenia Baltierra with the Harwood Conversations Over Tacos (COTs) meetings in the La Jolla community on March 22nd and 29th.
- Lori Worden assisted with the "National Craft Month" March display.
- Lori Worden participated in Read Across America day at Melrose Elementary on March 2nd by reading to second grade classes and encouraging children to get library cards and visit Placentia Library.
- Lori Worden was interviewed by Fullerton College student Ulysses Castillo about working as a librarian in a public library, as an assignment for his Career class.
- Yesenia Baltierra attended the Principal For a Day event at Kraemer Middle School on March 15th
- Yesenia Baltierra participated in Read Across America day and Reading on the Green at Glenview Elementary on March 2nd.
- Yesenia Baltierra hosted Easter Eggcitement Goodie Bag Stuffing Party on March 21st.

MEETINGS

- Lori Worden, Fernando Maldonado, Yesenia Baltierra and Brenda Ramirez attended the Strategic Planning meeting on March 6th.
- Fernando Maldonado attended SLS Teen Services meeting in Newport Beach on March 20th.
- Fernando Maldonado attended Board of Trustees meeting on March 29th.
- Brenda Ramirez met with Lori Worden on March 22nd.
- Brenda Ramirez met with Joseph Nguyen on March 2nd, 22nd, and 23rd.
- Brenda Ramirez met with Fernando Maldonado on March 20th and 27th.
- Brenda Ramirez met with Jennifer Rydberg on March 29th.
- Brenda Ramirez met with Yesenia Baltierra on March 7th, 21st, and 30th.
- Brenda Ramirez met with Wendy Townsend on March 6th and 20th.
- Brenda Ramirez, Lori Worden, Fernando Maldonado, and Jennifer Rydberg attended the Children's Department meeting on March 27th.
- Brenda Ramirez, Yesenia Baltierra and Lori Worden attended the Staff Meeting on March 30th.
- Brenda Ramirez met with Yesenia Baltierra and Wendy on March 2nd, 15th, and 29th.
- Yesenia Baltierra met with Jeanette Contreras on March 2nd, 3rd, 7th and 8th.
- Yesenia Baltierra attended the Get Healthy Placentia meeting on March 6th.
- Yesenia Baltierra met with the Easter Eggcitement Committee on March 6th.
- Yesenia Baltierra met with Jesse Coyne on March 9th, 13th, and 16th.
- Yesenia Baltierra attended PLFF Board meeting on March 13th.

PROFESSIONAL DEVELOPMENT

- Fernando Maldonado attended Teen Involvement Workshop on March 2nd.
- Yesenia Baltierra participated in the Harwood Coaching Webinar on March 9th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Public Services Manager**SUBJECT:** Adult Services Report for March 2017**DATE:** April 17, 2017**MONTHLY STATISTICS****Reference Desk Activity**

	March 2017	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1682	1200	13308	7696	72.92%
Reference -- telephone	805	493	5331	2369	125.03%
Reference -- email/chat	5	7	51	61	-16.39%
Technology assistance	335	280	2544	2138	18.99%
Guest passes	75	106	630	664	-5.12%
Adult and Children's computer use (desktops)	2568	2722	22745	27910	-18.51%
Adult computer usage (desktop)	2169	2460	19238	22039	-12.71%
Public computer use (express laptops)	10	18	88	390	-77.44%

History Room Activity

	March 2017	March 2016	Y-T-D FY2016-17	Y-T-D FY2015-16	Y-T-D % change
History Room Visitors	24	13	81	89	-8.99%

Volunteer Hours:

	March 2017	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	7	32.5	71.5	254.25	-71.88%
PLFF	505.75	543.75	4263.92	4423.5	-3.61%
General Library	516.37	568	4920.75	4417	11.40%
Technology	4.5	4.5	191.5	112.25	70.60%
Homework Club	161.25	98.25	831.5	566.5	46.78%
Adult Literacy Tutors	168.83	200.75	1205.83	1470.72	-18.01%
PTAC	65	63	555.72	548.88	1.25%
Total Volunteer Hours	1428.7	1510.75	12648.97	12859.2	-1.63%

Adult Services Programs

Type of Program	Number of Programs March	Attendance March	Number of Programs March	Attendance March	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	FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	10	1	12	9	100	8	93	12.50%	7.53%
Computer Workshops	2	22	2	19	23	220	18	147	27.78%	49.66%
Literacy Programs	7	88	9	66	54	410	49	415	10.20%	-1.20%
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	5	19	2	12	45	90	29	88	55.17%	2.27%
Volunteer Programs	1	21	1	19	9	213	5	159	80.00%	33.96%
Health & Fitness Programs	5	82	6	116	27	584	19	287	42.11%	103.48%
Parenting Programs	0	0	0	0	0	0	5	27	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	3	178	3	113	0.00%	57.52%
Educational Programs-varied topics	1	11	2	101	11	364	16	765	-31.25%	-52.42%
Outreach	0	0	5	141	5	26	28	285	-82.14%	-90.88%
Totals	22	253	28	486	190	2,607	175	2,703	8.57%	-3.55%

Adult Literacy		
	Mar 2017	Mar 2016
Number of Tutors	23	19
Number of Students	32	28
Total Number of Participants	55	47

Computer Literacy		
	Mar 2017	Mar 2016
Number of Tutors	2	2
Number of Students	2	2
Total Number of Participants	4	4

ACHIEVEMENTS

- Coleen Wakai coordinated two Citizenship presentations, March 4th in Spanish, March 11th in English.
- Coleen Wakai coordinated the Conversation Club March 3rd, 10th, 17th & 24th.
- Coleen Wakai coordinated the Stress Reliever Adult Coloring Class on March 23rd.
- Coleen Wakai coordinated new program Literacy Reads with author Paula Pereira on March 24th.
- Patricia Grimm coordinated the Literacy Orientation on March 18th.
- Michelle Meades and Fernando Maldonado coordinated Teens @ the Library on March 2nd.
- Michelle Meades and Jeannie Killianey coordinated the computer workshop Excel Practice on March 11th and 18th.
- Wendy Townsend coordinated the Book Club on March 14th.
- Wendy Townsend coordinated Yoga on March 15th, 22nd, and 29th.
- Michelle Meades coordinated Murder in the Metro on March 21st
- Wendy Townsend led the Volunteer Orientation on March 14th
- Wendy Townsend participated in Principal for a day at Rose Drive Elementary School on March 15th.
- Wendy Townsend participated in the Senior Librarian panel interviews at Fullerton Public Library on March 22nd.
- Patricia Grimm performed a literacy student assessment on March 22nd.
- Michelle Meades coordinated Yoga on March 22nd.
- Michelle Meades and Joseph Nguyen submitted the NASA @ the Libraries grant on March 22nd.
- Patricia Grimm, Tim Worden, and Coleen Wakai coordinated with OC Register for literacy advertisement distributed on March 31st.
- Michelle Meades and Coleen Wakai interviewed two Val Tech students on March 28th.

MEETINGS

- Jeannie Killianey and Wendy Townsend met on March 6th.
- Michelle Meades and Wendy Townsend met on March 1st, 8th, 15th, 22nd, and 29th.
- Michelle Meades met with Jennifer Rydberg to discuss displays for volunteer week on March 1st.
- Michelle Meades, Coleen Wakai, Jeannie Killianey and Wendy Townsend attended the Strategic Planning Meeting on March 6th.
- Coleen Wakai met with Literacy intern, Linda C. on March 1st, 8th, 15th & 27th.
- Wendy Townsend and Coleen Wakai met on March 3rd, 10th, 17th, 23rd and 31st.
- Michelle Meades attended the Placentia Historical Committee meeting on March 28th
- Wendy Townsend met with Patricia Grimm on March 22nd.
- Wendy Townsend attended Kiwanis meetings on March 2nd, 9th, 16th, 23rd and 30th.
- Wendy Townsend and Yesenia Baltierra met on March 7th and 21st.
- Wendy Townsend and Yesenia Baltierra attended the Supervisors meeting on March 2nd, 15th and 29th.
- Wendy Townsend and Brenda Ramirez met on March 6th and 20th.
- Wendy Townsend attended the Love Placentia meeting on March 13th.
- Coleen Wakai and Yesenia Baltierra attended the Staff Meeting on March 30th.
- Wendy Townsend, Yesenia Baltierra and Coleen Wakai attended Huddle Meetings on March 3rd, 10th, 24th and 31st.
- Wendy Townsend and Yesenia Baltierra attended the State of the City on March 23rd.

- Wendy Townsend, Jeannie Killianey, Michelle Meades, Coleen Wakai and Patricia Grimm attended the Adult Services meeting on March 27th.
- Michelle Meades attended the Board Meeting on March 29th.
- Yesenia Baltierra attended the Placita Santa Fe Merchants' Association meeting on March 14th.
- Yesenia Baltierra met with literacy student on March 17th and 28th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended a 4 week ecourse on How to Implement a Digitization Program in March.
- Michelle Meades attended Teens @ the Library on March 2nd.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for March 2017

DATE: April 15, 2017

On-line database usage

	March 2017	Onsite Usage 1/17	Remote Usage 1/17	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	14,723	N/A	N/A	15,010	129,951	130,463	0%
General Reference Center	88	84	4	41	315	512	-38%
Biography In Context	86	84	2	25	457	1,828	-75%
Opposing Viewpoints	124	124	0	259	1,212	2,327	-48%
Consumer Reports (new July 2016)	67	N/A	N/A	N/A	842	NA	NA
Freegal	1,151	N/A	N/A	1,071	10,385	9,923	5%
Heritage Quest	0	N/A	N/A	191	5,391	7,032	-23%
Novelist	14	N/A	N/A	17	348	413	-16%
Public Library Core Collection Nonfiction (new June 2015 staff use only)	19	N/A	N/A	4	1,412	4,020	-65%
Pronunciator (new Sept. 2014)	18	N/A	N/A	94	562	807	-30%
ABC Mouse (new Sept. 2014)	286	N/A	N/A	136	2,099	807	160%
Career Cruising (new June 2015)	1	N/A	N/A	1	4	39	-90%
Tumblebooks	209	N/A	N/A	53	1,746	1,118	56%
Reference USA	103	N/A	N/A	121	1,706	1,531	11%
Enki (new Oct. 2014)	1	N/A	N/A	3	14	20	-30%
Hoopla (new May 2015)	687	N/A	N/A	229	3,718	1,470	153%
Overdrive e-books	1,097	N/A	N/A	1,065	8,803	8,631	2%
Overdrive audio books	691	N/A	N/A	552	5,874	4,526	30%
Zinio (new Oct. 2014)	81	N/A	N/A	115	707	645	10%
TOTAL DATABASE USAGE	19,446	292	6	18,987	175,546	176,112	0%

Website Traffic

	March 2017	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	12,804	13,051	110,339	110,394	0%
Page Hits	21,553	22,068	182,951	184,896	-1%
Users	6,150	5,889	50,557	50,170	1%
Pages/Session	1.68	1.69	N/A	N/A	N/A
Avg. Session Duration	00:02:37	0:03:00	N/A	N/A	N/A
% New Sessions	39	37	N/A	N/A	N/A

Computer & Online Resource Use

	March 2017	March 2018	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Residents	1,445	1,396	12,439	12,132	3%
Non-Placentia Residents	1,047	1,030	8,703	8,032	8%
Total	2,492	2,426	21,142	20,164	5%

Wifi Use

	March 2017	March 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
	2,777	2,478	23,258	18,682	24%
Total	2,777	2,478	23,258	18,682	24%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Writer to Writer Challenge Presentation**
DATE: April 17, 2017

BACKGROUND

Adult learners who participate in public library literacy programs throughout California have an opportunity to get involve in the statewide Writer to Writer writing challenge. Leaners are asked to read a book of their choice then compose a letter to the author, deceased or living, and share their thoughts and opinions about how the book inspired or touched them. The competition is sponsored by the Southern California Library Literacy Network and its purpose is to integrate the learners' reading and writing skills while sharing their thoughts and opinions through written words.

Coleen Wakai currently oversees the Adult Literacy program with Patricia Grimm assisting in the program. Their dedication to the program has resulted in 32 registered learners 23 tutors last month which is up 17% & 12%, respectively from March of 2016.

The Placentia Library District had three learners participate in the Writer to Writer Challenge. The learners and tutors will be present at the Board meeting to speak about their experiences and what they have learned as a result of their participation in the Adult Literacy program.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: E-Resource and Database Presentation
DATE: April 17, 2017

BACKGROUND

At the March 29, 2017 Library Board of Trustees meeting, staff was asked to present information on the current databases available on the District's website.

Lori Worden, Children's Librarian, will provide information on the following databases:

- ABC Mouse: A subscription-based digital program to help children 2-8 years of age learn phonics, math, social studies, art, music and much more.
- Consumer Report: Resource that provides over 4,000 reviews and ratings on consumer products.
- Novelist: Reader's advisory resource that provides reading recommendations of like interests.

Coleen Wakai, Adult Services Librarian, will provide information on the following databases:

- ReferenceUSA: Provides data on 48 million businesses and 268 consumers.
- Pronunciator: Language learning software database that provides over 4,000 courses in 80 languages.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Parking Lot and Energy Efficiency Projects
DATE: April 17, 2017

BACKGROUND

Library Director will provide a report on the status of the parking lot and energy efficiency projects.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.