



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

January 22, 2018

6:30 p.m.








Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any questions 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 19, 2017 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 15)

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

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

PRESENTATION

23. President Carline will present Michelle Meades, Librarian I, with the 2017 Employee of the Year Award.
24. Presentation to Mr. Steve Pischel for his collaboration with the Placentia Library District.

NEW BUSINESS

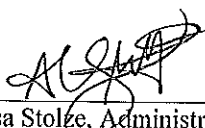
25. Presentation of Fiscal Year 2016-2017 Financial Audit from White, Nelson, Diehl, Evans Firm.
26. Adoption of Resolution 17-08: A Resolution of the Governing Body of the Placentia Library District, Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals While Providing Their Services.
27. Travel Authorization: Special District Leadership Academy Conference on February 4-7, 2018 in La Quinta, California.
28. Travel Authorization: The American Library Association Annual Conference on June 21-26, 2018 in New Orleans, Louisiana.
29. Authorize a Request to Increase Hours for a Part-Time Library Assistant Position in the Children's Department.

ADJOURNMENT

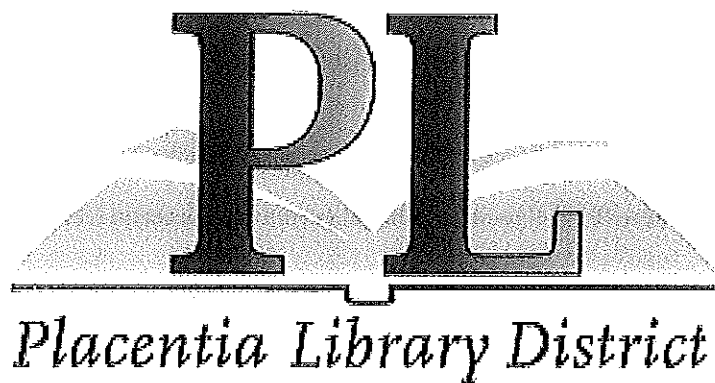
30. Agenda Preparation for the February Unusual Date Meeting which will be held on February 20, 2018 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
32. Adjourn

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

I, Alyssa Stolze, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the January 22, 2018 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 18, 2018.



Alyssa Stolze, Administrative Assistant



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MINUTES
WORK SESSION OF THE BOARD OF TRUSTEES
DECEMBER 19, 2017

CALL TO ORDER

President Carline called the Work Session of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2017 at 5:32pm.

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

Members Absent: Trustee Elizabeth Minter (Excused Absence)

Staff Present: Jeanette Contreras, Library Director; Timothy Hino, Business Manager; Chris Corpus, Technology Manager.

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

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to adopt the December 19, 2017 Work Session Agenda:

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

ORAL COMMUNICATION

None

TRUSTEE REPORTS

None

**LIBRARY DIRECTOR
REPORT**

None

**FRIENDS FOUNDATION
REPORT**

None

CONSENT CALENDAR

None

**JCI'S RENOVATION
DISCUSSION**

Johnson Controls, Inc., provided a summary of options regarding the installation of HVAC and solar panels during our Centennial renovation. No actions to report.

The Board of Trustees Work Session on December 19, 2017 was adjourned at 6:20pm.

ADJOURNMENT

Gayle Carline, President
Library Board of Trustees

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

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
December 19, 2017

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2017 at 6:32pm.

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

Members Absent: Trustee Elizabeth Minter (Excused Absence)

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

Guests: From Johnson Controls, Inc., Christopher Bout, Bryson Barnella, Anthony Sclafani and Richard Seifert. From Bear State, Mark Nelson. From Broadway Industries, Harry Prouty.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None. (Item 4)

BOARD PRESIDENT REPORT

President Carline attended the Community Prayer Breakfast and met with St. Jude's Vice President Susan Smith.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the Christmas Tree Lighting Ceremony, Tamale Fest, Rotary Club Christmas Breakfast, Library Staff Holiday Party, and hosted H.I.S. House's holiday event at her residence.

Trustee DeVecchio attended the Christmas Tree Lighting Ceremony and the Thanksgiving Holiday Party.

Trustee Shkoler attended the Christmas Tree Lighting Ceremony, Tamale Fest, Rotary Club Christmas Breakfast, Library Staff Holiday Party, H.I.S. House's holiday event, and a holiday party at the President of the Rotary Club's home.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Christmas Tree Lighting Ceremony, Tamale Fest, Rotary Club Christmas Breakfast, Library Staff Holiday Party, and H.I.S. House's holiday event. Director Contreras and Public Services Manager Baltierra also presented the C-21 Awards to six local schools.

Library Director Contreras also thanked management and staff for their leadership and work with staffing, changes in the library, and so on over the last month.

FRIENDS FOUNDATION REPORT	No representative from the Placentia Library Friends Foundation (PLFF) present. (Item 8)
CONSENT CALENDAR	It was moved by Trustee DeVecchio and seconded by Secretary Martin to approve Agenda Items 9-22. A roll call vote was taken: AYES: Carline, Martin, DeVecchio, Shkoler NOES: None ABSENT: Minter
MINUTES FOR THE NOVEMBER 20, 2017 BOARD MEETINGS	Minutes for the November 20, 2017 Board of Trustees Meetings was received, approved and filed with amendments as noted. (Item 9)
CASH FLOW ANALYSIS and TREASURER'S REPORTS	Check Registers for November 2017 – received and filed (Item 10) Fund 707 Balance Report for November 2017 – received and filed (Item 11) Financial Reports through November 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12) Balance Sheets for November 2017 – received and filed. (Item 13) Acquisitions Report for November 2017 – received and filed. (Item 14) Entrepreneurial Activities Report for November 2017 – received and filed. (Item 15)
GENERAL CONSENT REPORTS	Personnel Report for November 2017 – received and filed. (Item 16) Circulation Report for November 2017 – received and filed. (Item 17) Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)
STAFF REPORTS	Administration Report for November 2017 (Item 19) Children's Services Report for November 2017 (Item 20) Adult Services Report for November 2017 (Item 21) Placentia Library Website Technology Report for November 2017 (Item 22)
PRESENTATION	The Employee of the Year presentation to Ms. Michelle Meades was rescheduled for the January Board meeting. (Item 23) It was moved to amend Agenda Item 23 by Trustee Shkoler and seconded by Trustee DeVecchio.
JOHNSON CONTROLS, INC. (JCI) PRESENTATION AND TO ADOPTION OF RESOLUTION 17-06: A	Library Director Contreras reviewed information discussed in regards to the plan for Bear State to replace the HVAC. Further review of the different plans for panel solutions and their costs present by Johnson Controls, Inc. (JCI) were discussed. It was reiterated that JCI and Bear State would be working with the city directly.

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

President Carline, in accordance to Government Code 4217 Compliance, ordered a Public Hearing for public discussion to address concerns or objections. No public comments were made.

President Carline moved to motion to agreement with Johnson Controls, Inc. (JCI) contract to not exceed \$1.5 million and to authorize President Carline to sign on behalf of the Placentia Library District. Furthermore, the resolution of 17-06 of Placentia Public Library to approve an energy efficient contract.

It was moved by President Carline and seconded by Trustee DeVecchio

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

**MR. ROBERT KARATSU,
MARKETING CONSULTANT**

Library Director Contreras discussed how Marketing Consultant, Robert Karatsu, is going to provide strategies in communication, marketing, and fundraising for the library. Mr. Karatsu will be discussing how to announce the renovation, answer questions from the public, and the possible rebranding of the Placentia Library District to correspond with the Centennial Renovation Project. He will create a plan and be assisting in its execution over the year-long contract.

Mr. Karatsu will be speaking from 2 P.M.-4 P.M. at the Staff Development Day Monday, January 15, 2018 and the Board is invited to attend.

Motion for Placentia Library District to enter into agreement with Mr. Robert Karatsu to provide library consulting services for communication and marketing strategies for the Centennial Renovation Project, not to exceed \$7,500, was moved by Trustee Shkoler and seconded by Trustee DeVecchio

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

**ADOPTION OF RESOLUTION
17-01: RESOLUTION OF THE
BOARD OF TRUSTEES OF
THE PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY TO ESTABLISH THE
BOARD OF TRUSTEES
REGULAR MEETING DATES
FOR CALENDAR YEAR 2018.**

The Board of Trustees approved meeting dates for 2018, including the unusual following dates: Tuesday, January 22, 2018 due to Martin Luther King, Jr. Day and Tuesday, February 20th, 2018 due to Presidents Day.

Approval of unusual dates was moved by President Carline and seconded by Trustee DeVecchio.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

ELECTION OF OFFICERS

Secretary Martin nominated President Carline for another year of presidency.

Trustee Shkoler nominated Secretary Martin for another year as Secretary.

Trustee Shkoler moved to motion the reappointments of President Carline and Secretary Martin and was seconded by Trustee DeVecchio.

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2018 BY THE BOARD PRESIDENT.

President Carline to continue as President for another year and be a representative for PLFF and Personnel Committee

Secretary Martin to continue as Secretary for another year and be a representative of LAFCO Alternate and PLFF

Trustee DeVecchio to continue as a Trustee and be a representative of the OC Council of Government

Trustee Minter to continue as a trustee and be a representative of ISDOC

Trustee Shkoler to continue as a trustee and be a representative for LAFCO and Personnel Committee

All nominations and reappointments of Board Representatives for 2018 was moved by President Carline and seconded by Trustee Martin.

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

AUTHORIZE A CLOSURE OF JANUARY 15, 2018 FOR A STAFF DEVELOPMENT DAY.

Board Representatives for 2018: President Gayle Carline, Secretary Jo-Anne Martin, Trustee DeVecchio, Trustee Al Shkoler, Trustee Elizabeth Minter

Authorization for closure of Placentia Library District for Staff Development Day, Monday, January 15th, 2018, was motioned by Trustee Shkoler and seconded by Trustee DeVecchio

AYES: Carline, Martin, DeVecchio, Shkoler

NOES: None

ABSENT: Minter

REVIEW OF ACTION ITEMS

On the January, 22, 2018 Agenda, a meeting with President Carline and Robert Karatsu will be included. Also included on the Agenda will be the discussion of the letter from the Mayor.

The next Library Board of Trustees meeting will be held on the unusual date of Tuesday, January 22, 2018 at 6:30pm.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of December 19, 2017 was adjourned at 7:05 p.m.

Gayle Carline, President
Library Board of Trustees

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

Placentia Library District
Check Register
December 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/04/2017	9482	AT&T	Monthly Service	-807.39
Bill Pmt -Check	12/04/2017	9483	Baker & Taylor	Books	-2,780.54
Bill Pmt -Check	12/04/2017	9484	Bear State	Supplies	-1,118.00
Bill Pmt -Check	12/04/2017	9485	Cintas	Supplies	-333.59
Bill Pmt -Check	12/04/2017		EBSCO Industries, Inc.	QB generated zero amount transaction for bill payme	0.00
Bill Pmt -Check	12/04/2017	9486	FireMaster	Annual Maintenance	-327.26
Bill Pmt -Check	12/04/2017	9487	Jeanette Contreras	Reimbursement	-450.99
Bill Pmt -Check	12/04/2017	9488	SoCalGas	Service for 10/13/17 to 11/15/17	-154.96
Bill Pmt -Check	12/04/2017	9489	Tim Hino	Reimbursement	-138.97
Bill Pmt -Check	12/04/2017	9490	Wendy Townsend	Reimbursement	-1,009.95
Bill Pmt -Check	12/04/2017	9491	Wonderlic	50 Student Assessment	-200.80
Bill Pmt -Check	12/04/2017	9492	Yesenia Baltiera	Reimbursement	-598.22
Bill Pmt -Check	12/04/2017	9493	Christopher Corpus	Reimbursement for Mic and cables	-611.44
Bill Pmt -Check	12/04/2017	9494	Santa Ron Breach Services	Santa For Winter Wonderland	-310.00
Bill Pmt -Check	12/04/2017	9495	Katherine L Matas	Reimbursment for LOTs repair	-28.48
Bill Pmt -Check	12/11/2017	9496	Ana Balderas	VOID: Reimburse for Wonderland (printer issue)	0.00
Bill Pmt -Check	12/11/2017	9497	Brea Electric	Fix Transformers for HVAC	-711.94
Bill Pmt -Check	12/11/2017	9498	Brodart Co.	Supplies	-122.01
Bill Pmt -Check	12/11/2017	9499	Califa	Service for Jul-Sept 2017	-4,001.85
Bill Pmt -Check	12/11/2017	9500	Cintas	Supplies	-254.50
Bill Pmt -Check	12/11/2017	9501	City of Placentia	Electric and AT&T Expenses	-5,085.34
Bill Pmt -Check	12/11/2017	9502	Eartel	Service Call on 11-15-17	-285.00
Bill Pmt -Check	12/11/2017	9503	Golden State Water Company	Service for Nov 2017	-848.26
Bill Pmt -Check	12/11/2017	9504	Jeanette Contreras	Reimbursement	-155.25
Bill Pmt -Check	12/11/2017	9505	Master Janitorial Services	Service for December	-3,100.00
Bill Pmt -Check	12/11/2017	9506	Midwest Tape	DVDs	-93.17
Bill Pmt -Check	12/11/2017	9507	Placentia-Yorba Linda Unified School Dist	Picnic Banner	-135.77
Bill Pmt -Check	12/11/2017	9508	Ana Balderas	Reimbursement: Winter Wonderland	-8.62
Check	12/11/2017	9509	Placentia Library District	Payroll for 12-13-17	-50,000.00
Bill Pmt -Check	12/19/2017	9510	Anaheim Public Library	Received Payments for Overdue fines	-23.39
Bill Pmt -Check	12/19/2017	9511	AT&T	Monthly Service	-801.71
Bill Pmt -Check	12/19/2017	9512	BankCard Center-Bank of the West	For 10/29/17 to 11/28/17	-8,416.61
Bill Pmt -Check	12/19/2017	9513	Cintas	Supplies	-717.52
Bill Pmt -Check	12/19/2017	9514	Click Consulting	Monthly Service	-4,000.00
Bill Pmt -Check	12/19/2017	9515	Jeannie Killiney	Reimbursement	-47.30
Bill Pmt -Check	12/19/2017	9516	Pacific Carpet and Tile Cleaning	Service on 12/22/17	-1,400.00
Bill Pmt -Check	12/19/2017	9517	Placentia-Yorba Linda Unified School Dist	Tree Lighting Programs & C21 Program	-547.37
Bill Pmt -Check	12/19/2017	9518	Republic Services	Service for Nov 2017	-137.13
Bill Pmt -Check	12/19/2017	9519	SDRMA	Medical for Jan 2018	-27,722.50
Bill Pmt -Check	12/19/2017	9520	Time Warner Cable	Monthly Service	-644.83
Bill Pmt -Check	12/19/2017	9521	Watson Label Products	Codabar Item Lables	-1,048.00
Bill Pmt -Check	12/19/2017	9522	Placentia Library District	Payroll for 12/27/17	-50,000.00
					<u>-169,178.66</u>



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

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

DATE: January 22, 2018

Fiscal Year 2017-2018	
07/31/17	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/17	2,498,084.78
11/30/2017	2,500,309.42
12/31/2017	2,502,508.82
01/31/18	0.00
2/28/2018	0.00
3/31/2018	0.00
04/30/18	0.00
5/31/2018	0.00
6/30/2018	0.00

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	2,532,566.89
5/31/2017	2,487,334.78
6/30/2017	2,490,275.83



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

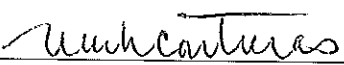
SUBJECT: Financial Reports through December 2017 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: January 22, 2018

Summary of Cash and Investments as of December 31, 2017

Cash with Orange County Treasurer Fund 707	2,502,508.82
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking -- Bank of the West	1,229,236.33
General Fund Savings -- Bank of the West	443,460.09
Payroll Checking -- Wells Fargo Bank	50,220.34
Total Cash and Investments	4,225,425.58

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 LIVERY DISTRICT
 YTD REVENUE REPORT
 December 31, 2017

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,122,628	1,226,168	(896,460.10)	57.8%
4020	Property Taxes - Current Unsecured	59,937	51,900	(8,036.56)	86.6%
4030	Property Taxes - Prior Secured	0	-	0.00	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
4090	Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050	Property Taxes - Curr Supplemental	68,361	30,607	(37,753.72)	44.8%
4060	Property Taxes - Prior Supplemental	17,166	15,275	(1,911.46)	88.9%
4070	Interest on Unsupport Tax	0	-	0.00	0.0%
4080	Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4190	State - Homeowners Property Tax Relief	48,482	1,984	(46,498.34)	
	Sub Total	2,326,665	1,326,314	(1,000,371.21)	57.0%
INTEREST REVENUE					
4600	Interest	8,500	13,572	5,072.10	159.7%
	Sub Total	8,500	13,572	5,072.10	159.7%
GRANT REVENUE					
4210	State Grants	30,000	18,000	(12,000.00)	60.0%
	Sub Total	30,000	18,000	(12,000.00)	60.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,750	1,050.00	250.0%
4410	PLFF Grants	51,000	16,903	(34,097.50)	33.1%
4430	Other Revenue	0	3,605	3,605.00	0.0%
4310	Fines & Fees	0	9,173	9,172.72	0.0%
4330, 4320	Passport/Photos	180,000	91,303	(88,697.00)	50.7%
4340	Meeting Room Fees	4,000	960	(3,040.00)	24.0%
4350	Test Proctor	7,000	5,000	(2,000.00)	71.4%
	Sub Total	242,700	128,693	(114,006.78)	53.0%
4500	Impact Fees	10,000	-	(10,000.00)	0.0%
TOTAL REVENUES YTD FOR FY 17/18:		2,617,885	1,486,579	(1,131,306)	56.8%

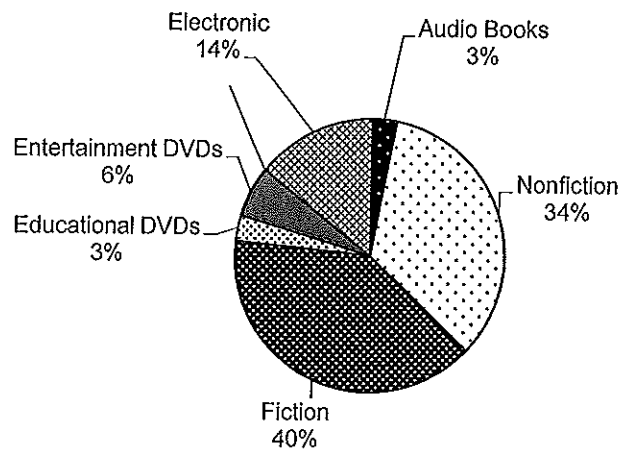
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 December 31, 2017
 50% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,456,945	680,896	0.47	\$776,049
5030	Retirement	54,605	11,911	0.22	\$42,694
5040	Unemployment Insurance	-	251.00	0.00	(251.00)
5050	Health Insurance	266,516	117,742	0.44	\$148,774
5064	Dental Insurance	17,240	6,712	0.39	\$10,528
5060	Life Insurance	8,370	1,768	0.21	\$6,602
5066	AD & D Insurance	5,453	2,731	0.50	\$2,722
5068	Vision Insurance	3,341	1,317	0.39	\$2,025
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	2,381	0.17	\$11,571
	TOTAL	\$1,827,245	\$825,708	0.45	\$1,001,537
SERVICES & SUPPLIES					
5100	Communications	35,000	11,682	0.33	\$23,318
5150	Household Expenses	22,000	9,315	0.42	\$12,685
5099	Library Insurance	15,000	7,395	0.49	\$7,605
5205	Maintenance Expense	30,000	12,844	0.43	\$17,156
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	106,000	34,029	0.32	\$71,971
5290	Memberships	10,000	5,711	0.57	\$4,289
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	30,921	0.56	\$24,079
5400	Prof./Specialized Services	122,450	69,587	0.57	\$52,863
5495,5900,5910	Programs	41,000	27,327	0.67	\$13,673
5500	Books/Library Materials	255,689	66,293	0.26	\$189,396
5600	Meetings	25,000	12,323	0.49	\$12,677
5700	Mileage/Parking	4,500	289	0.06	\$4,211
5800	Utilities	88,000	36,640	0.42	\$51,360
	TOTAL	\$810,639	\$324,356	0.40	\$486,283
	OPERATING EXPENSES	\$2,637,884	\$1,150,064	0.44	\$1,487,820
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	8,583.66	0.86	\$1,416
	TOTAL	\$30,000	8,583.66	0.29	\$21,416
TOTAL BUDGET		\$2,667,884	\$1,158,648	0.43	\$1,509,236

Placentia Library District

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

Dec-17						
	YTD 2017/18	YTD 2017/18	YTD 2017/18	YTD 2016/17	YTD 2016/17	YTD 2016/17
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$24,104	1218	1370	\$38,228	1708	1856
Total Non-Fiction	\$20,776	839	1134	\$25,907	1130	1611
Total Electronic	\$8,758	1	0	\$20,724	367	0
Total Audio Books	\$1,781	260	262	\$5,020	111	111
Total Educational DVDs	\$1,855	49	49	\$2,036	59	60
Total Entertainment DVDs	\$3,628	78	127	\$5,047	125	188
YTD TOTAL MATERIALS	\$60,902	2,445	2,942	\$96,962	3500	3826
Budget	\$255,700			\$255,700		
% Spent YTD	24%			38%		



The spent amounts on this report reflect items and invoices received through the end of the month. Budget amounts are regular budget dollars. Spent amounts include regular budgeted dollars as well as Adopt-A-Book and grant dollars. Invoices paid during the month are shown on the Financial Report rather than the Acquisitions report.

ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF DECEMBER 2017
Prepared by Katie Metas, Supervising Librarian Support Services

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$20,336	904	1034	\$0	0	0	\$20,336	904	1034	\$0	0	0	\$20,336	904	1034
Total Adult Fiction	\$20,336	904	1034	\$0	0	0	\$20,336	904	1034	\$0	0	0	\$20,336	904	1034
Adult Non-Fiction	\$9,961	418	420	\$0	0	0	\$9,961	418	420	\$0	0	0	\$9,961	418	420
Adult Reference	\$301	7	7	\$0	0	0	\$301	7	7	\$405	6	6	\$706	13	13
Adult magazines	\$3,602	54	344	\$0	0	0	\$3,602	54	344	\$0	0	0	\$3,602	54	344
Total Adult Non-Fiction	\$13,864	479	771	\$0	0	0	\$13,864	479	771	\$405	6	6	\$14,269	485	777
TOTAL ADULT PRINT MATERIALS	\$34,200	1383	1805	\$0	0	0	\$34,200	1383	1805	\$405	6	6	\$34,605	1389	1811
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$1,781	260	262	\$0	0	0	\$1,781	260	262	\$0	0	0	\$1,781	260	262
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$1,855	49	49	\$0	0	0	\$1,855	49	49	\$0	0	0	\$1,855	49	49
Adult Entertainment DVDs	\$3,628	77	126	\$0	0	0	\$3,628	77	126	\$0	0	0	\$3,628	77	126
TOTAL ADULT NON-PRINT MATERIALS	\$7,264	386	437	\$0	0	0	\$7,264	386	437	\$0	0	0	\$7,264	386	437
TOTAL ADULT MATERIALS	\$41,464	1,769	2,242	\$0	0	0	\$41,464	1,769	2,242	\$405	6	6	\$41,869	1,775	2,248
Juvenile Fiction	\$2,470	218	222	\$0	0	0	\$2,470	218	222	\$373	40	40	\$2,843	258	262
Young Adult Fiction	\$1,298	96	114	\$0	0	0	\$1,298	96	114	\$0	0	0	\$1,298	96	114
Total Juvenile Fiction	\$3,768	314	336	\$0	0	0	\$3,768	314	336	\$373	40	40	\$4,141	354	376
Juvenile Non-Fiction	\$6,182	342	343	\$0	0	0	\$6,182	342	343	\$104	7	7	\$6,286	349	350
Young Adult Non-Fiction	\$407	13	13	\$0	0	0	\$407	13	13	\$0	0	0	\$407	13	13
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$323	5	7	\$0	0	0	\$323	5	7	\$0	0	0	\$323	5	7
Total Juvenile Non-Fiction	\$6,912	360	363	\$0	0	0	\$6,912	360	363	\$104	7	7	\$7,016	367	370
TOTAL JUVENILE PRINT MATERIALS	\$10,680	674	699	\$0	0	0	\$10,680	674	699	\$477	47	47	\$11,157	721	746
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$0	1	1	\$0	0	0	\$0	1	1	\$0	0	0	\$0	1	1
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	1	1	\$0	0	0	\$0	1	1	\$0	0	0	\$0	1	1
TOTAL JUVENILE MATERIALS	\$10,680	675	700	\$0	0	0	\$10,680	675	700	\$477	47	47	\$11,157	722	747
On-line databases	\$8,758	1	0	\$0	0	0	\$8,758	1	0	\$0	0	0	\$8,758	1	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$8,758	1	0	\$0	0	0	\$8,758	1	0	\$0	0	0	\$8,758	1	0
Total Fiction	\$24,104	1218	1370	\$0	0	0	\$24,104	1218	1370	\$373	40	40	\$24,477	1258	1410
Total Non-Fiction	\$20,776	899	1134	\$0	0	0	\$20,776	899	1134	\$509	13	13	\$21,285	912	1147
Total Electronic	\$8,758	1	0	\$0	0	0	\$8,758	1	0	\$0	0	0	\$8,758	1	0
Total Audio Books	\$1,781	260	262	\$0	0	0	\$1,781	260	262	\$0	0	0	\$1,781	260	262
Total Educational DVDs	\$1,855	49	49	\$0	0	0	\$1,855	49	49	\$0	0	0	\$1,855	49	49
Total Entertainment DVDs	\$3,628	78	127	\$0	0	0	\$3,628	77	126	\$0	0	0	\$3,628	77	126
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$60,902	2445	2942	\$0	0	0	\$60,902	2,444	2,941	\$882	53	53	\$61,784	2,497	2994

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino
SUBJECT: Service Revenue Activities Report for December 2017
DATE: January 22, 2018

Net

	Dec-2017	Dec-2016	YTD 2017-2018	YTD 2016-2017
Passport	8,309.00	7,818.00	71,787.00	55,653.00
Passport Photos	2,874.00	2,250.00	19,516.00	14,084.00
Test Proctor	1,150.00	700.00	5,000.00	3,800.00
Fines & Fees	1,699.21	3,492.23	9,172.72	22,862.35
Meeting Room	0.00	90.00	960.00	1,145.00
Total	14,032.21	14,350.23	106,435.72	97,544.35

Revenue Summary for December 2017



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: Personnel Report for December 2017
DATE: January 22, 2018

	Dec-17	Dec-16	YTD 2017-2018	YTD 2016-2017
Separation	1	0	3	1
Retirement	0	0	0	0
Appointments	1	0	5	7
Open Positions	2	1	5	6
Workers' Compensation Leave	0	0	0	0
Total	4	1	13	14

SEPARATION: Diane Warner, Administrative Assistant
RETIREMENT: None
APPOINTMENTS: Alyssa Stolze, Administrative Assistant
OPEN POSITIONS: Library Assistant, Substitute Library Assistant



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Supervising Librarian Support Services
SUBJECT: Circulation Activity Report: **December 2017**
DATE: January 22, 2018

CIRCULATION	Dec-17	Dec. 16	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
New Patron Registrations	165	212	1,753	1,782	-1.6%
Total Circulation	17,376	20,102	140,862	140,787	0.1%
Total Active Borrowers*	7,845	7,806			
Attendance	20,661	19,445	157,250	143,836	9.3%
Adult Fiction	2,150	2,601	15,895	17,055	-6.8%
Adult Nonfiction	1,446	1,745	11,272	11,878	-5.1%
Adult Magazines	111	112	1,260	832	51.4%
Adult Music CDs	52	60	514	832	-38.2%
Adult Audio Books	479	479	3,167	3,354	-5.6%
Adult DVDs	2,125	2,338	14,261	12,988	9.8%
JV Fiction	7,159	7,683	61,935	60,143	3.0%
YA Fiction	831	1,047	7,285	8,327	-12.5%
JV Nonfiction	1,658	1,875	14,241	13,071	9.0%
YA Nonfiction	74	95	601	708	-15.1%
JV Magazines	3	5	116	60	93.3%
JV Music CDs	17	11	130	128	1.6%
JV Audio Books	21	49	203	357	-43.1%
JV DVDs	1,150	1,472	9,510	8,445	12.6%
Video Games	67	93	9,510	8,445	12.6%
Library of Things**	33	NA	132	NA	NA

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

December 2017	December 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
23	14	100	77	30%

PATRON COUNT

Dec-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOURLY TOTALS
9:00		215	257	223	267	312	275	1549
10:00		208	274	263	390	324	310	1769
11:00		175	252	239	481	260	423	1830
12:00		166	235	212	451	288	450	1802
1:00	403	151	257	289	520	260	460	2340
2:00	271	204	309	467	670	314	501	2736
3:00	235	446	466	483	453	497	390	2970
4:00	128	377	423	385	386	317	199	2215
5:00		344	295	358	324			1321
6:00		232	230	261	165			888
7:00		89	142	131	127			489
DAY TOTALS	1037	2607	3140	3311	4234	2572	3008	19909

Dec. 2017	Dec. 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change	Hours Open	Average PerHour
19,909	18,186	146,238	144,515	1%	257	77.5

Closed 3 Days; Closed 19 hours.

Outside Gate Counts	
Adult Programs	52
Children/Teen Programs	570
Meeting Room Rentals	130
TOTAL	752

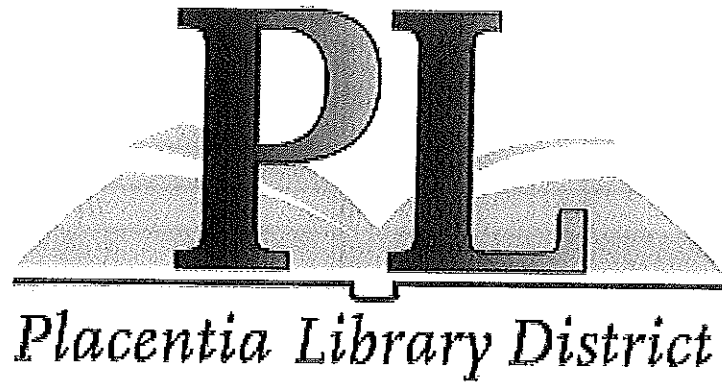
Library Attendance Total
20,661

Dec. 2017	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		2		3	2	6	10	23
10:00		3	2		2	9	11	27
11:00		1	5	5	2	8	18	39
12:00		5	6	5	6	11	20	53
1:00	12	2	1	3	3	9	20	50
2:00	11	3	3	4	4	8	15	48
3:00	6	1	5	7	4	10	9	42
4:00		1	6		7		1	15
5:00		2	12	10	10			34
6:00		3	4	5	9			21
7:00					1			1
DAY TOTALS	29	23	44	42	50	61	104	353

Dec 2017	Dec 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
353	318	2874	2245	22%

STAFF ACTIVITY

- Katie attended Friday Huddle on December 4th, 8th, and 15th.
- Katie, Beatrice, Victor, Danny, Estella, Laura, and Tim W. attended the Staff meeting on December 20th.
- Staff provided Set-up/Take Down in the Meeting Room: 27 set-ups/ 27 breakdowns
- Meeting Room rentals patron count: 130
- Tim W. took pictures of the Wagner Elementary Preschool visit on December 12th.
- Tim W. is working on the eXPLORE March-August 2018 newsletter.
- Tim W. worked on publicity for several library programs including History Matters, Valentine’s Day children’s program, LOTs, Weekly Summaries, January Constant Contact and January Calendars.
- Tim W. created an SOP for the new Passport laptop.
- Tim W. created an Eventbrite page for the library to be used for the History Matters program as well as, potentially, for registering for adult programs online.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through December 2017
DATE: January 22, 2018

**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-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							
Feb-18							
Mar-18							
Apr-18							
May-18							
Jun-18							
	TOTAL	\$38,115.28	4,357.47	470.00	40.25	0.00	\$43,083.00

** City Billing
 Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Administration Report for December 2017

DATE: January 22, 2018

For the month of December 2017, Administration's efforts were focused on several projects. Staff worked with auditors to ensure completion for a presentation at the January board meeting, met with Johnson Controls, Inc. to prepare for the December board meeting presentation, addressed personnel needs including the recruitment of an administrative assistant to provide clerical support for Administration, and prepared for the staff development day in January. Additionally, the District was approached by the Chamber of Commerce to assist with the Citizen of the Year event and we will do so as requested.

Meetings:

- Library Board – December 19th, 21st
- Placentia Library Friends Foundation – December 11th
- Friday Huddles – December 1st, 8th, 15th, 22nd, 29th
- Staff Meeting – December 20th
- Library Management Team – December 21st
- Chamber of Commerce – December 20th
- Tyco Integrated Security – December 4th
- JCI – December 6th, 13th

Facilities:

- Carpets were cleaned – December 22nd



Placentia Library District

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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 2017
DATE: January 22, 2018

MONTHLY STATISTICS

	December 2017	December 2016	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	333	458	2,917	3,423	-14.78%
Reference--telephone	11	30	126	136	-7.35%
Total Reference	344	488	3,043	3,559	-14.50%

Children’s Services Programs

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 2017	December 2017	December 2016	December 2016	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 16/17-17/18	Y-T-D 16/17-17/18
Storytime	6	197	8	354	58	2294	63	2571	-7.94%	-10.77%
Educational	14	273	11	180	82	2017	84	1844	-2.38%	9.38%
Reading	1	56	1	45	16	1867	15	1148	6.67%	62.63%
Teen	5	51	3	35	43	779	26	368	65.38%	111.68%
Seasonal	2	193	4	235	5	700	7	594	-28.57%	17.85%
Totals	28	770	27	849	204	7657	195	6525	4.62%	17.35%

ACHIEVEMENTS

- Lori Worden proctored 5 tests on December 2nd, 5th, 9th, 14th, and 21st.
- Lori Worden and Marianne Follis planned and presented the Winter Wonderland program, December 9th.
- Marianne Follis attended the Tamale Festival as outreach, December 6th.
- Marianne Follis and Yesenia organized a tour of City Hall, the Police Station and the Library with Wagner Preschool, December 12, 2017.
- Yesenia Baltierra attended C21 Assembly at Tynes Elementary on December 1st.
- Yesenia Baltierra attended C21 Assembly at Melrose Elementary on December 4th.

MEETINGS

- Fernando Maldonado participated in Teen Center garden meeting with the City of Placentia on December 7th.
- Fernando Maldonado, Lori Worden, Marianne Follis and Ana Balderas attended all staff meeting on December 19th.
- Marianne Follis met with Yesenia Baltierra on December 7th and 19th.

- Marianne Follis and Yesenia Baltierra attended a Supervisor's meeting on December 6th and 20th
- Marianne Follis met with Alyssa Stolze on December 28th.

PROFESSIONAL DEVELOPMENT

- Fernando Maldonado, Ana Balderas, Lori Worden, and Marianne Follis attended Baker and Taylor training on December 7th.
- Fernando Maldonado, Ana Balderas, Lori Worden, and Marianne Follis attended Overdrive training on December 14th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for December 2017

DATE: January 22, 2018

MONTHLY STATISTICS

<u>Reference Desk Activity</u>					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
Reference -- in person	1238	1176	9155	8717	5.02%
Reference -- telephone	457	467	4044	3251	24.39%
Reference -- email/chat	8	3	114	36	216.67%
Technology assistance	231	294	1358	1674	-18.88%
Guest passes	46	57	396	412	-3.88%
Adult and Children's computer use (desktops)	1874	2054	12934	15668	-17.45%
Adult computer usage (desktop)	1643	1934	10067	13105	-23.18%
Public computer use (express laptops)	6	8	49	60	-18.33%

<u>History Room Activity</u>					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
History Room Visitors	19	3	53	43	23.26%

<u>Volunteer Hours</u>					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2017	2016	2017-18	2016-17	% change
History Room	37	2	259.75	41.5	525.90%
PLFF	281.17	446.25	2658.8	2849.5	-6.69%
General Library	381.87	392.28	3599.33	3691.8	-2.50%
Technology	0	2.75	18.25	178.5	-89.78%
Homework Club	59.6	59.75	288.35	386.25	-25.35%
Adult Literacy Tutors	159.75	91.75	1083.22	811	33.57%
TAC	76.75	52.25	749	334	124.25%
Summer Reading Program	0	0	1365.62	608.25	124.52%
Total Volunteer Hours	996.14	1047.03	10022.32	8900.8	12.60%

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	2017	2017	2016	2016	FY1718	FY1718	FY1617	FY1617		
Book Club	1	5	1	10	6	33	6	66	0.00%	-50.00%
Computer Workshops	0	0	1	3	8	86	13	112	-38.46%	-23.21%
Educational	0	0	1	4	9	2,317	11	103	-18.18%	2149.51%
Fine Arts	1	42	3	178	7	207	4	301	75.00%	-31.23%
Health & Fitness	0	0	0	0	7	175	14	338	-50.00%	-48.22%
History Room	1	15	0	0	5	137	3	141	66.67%	-2.84%
Home and Lifestyle	0	0	0	0	3	330	0	0	NA	NA
Literacy	3	41	6	18	31	282	35	245	-11.43%	15.10%
Reading	1	58	1	69	4	535	4	367	0.00%	45.78%
Volunteer	1	11	1	13	6	129	6	140	0.00%	-7.14%
Totals	8	172	14	295	86	4,231	96	1,813	-10.42%	133.3%

Public Services Outreach Activity					
	December 2017	December 2016	Y-T-D FY2017-18	Y-T-D FY2016-17	Y-T-D % change
Outreach Visits	1	1	6	15	-60.00%
Outreach Attendance	129	477	1,540	1,371	12.33%

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

ACHIEVEMENTS

- Michelle Meades coordinated the Wolf Scout Tour of the History Room on December 13th.
- Michelle Meades coordinated the Wagner Preschool tour of the History Room on December 12th.
- Michelle Meades coordinated the Volunteer Orientation on December 3rd.
- Michelle Meades trained a new History Room volunteer on December 12th.
- Michelle Meades trained the One Stop intern on inputting PLFF Volgistics hours on December 13th.

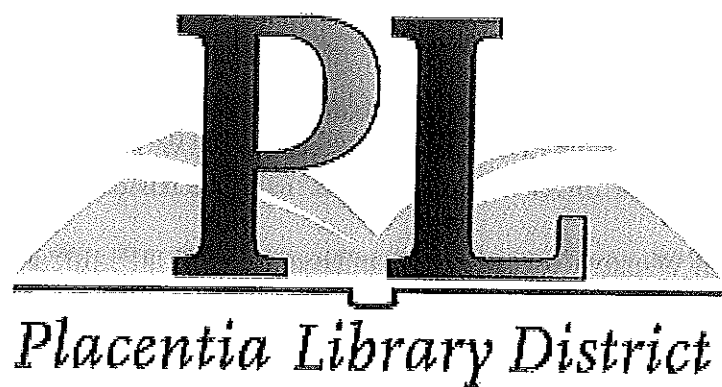
- Michelle Meades completed California Listens grant on December 13th.
- Wendy Townsend coordinated Book Club on December 12th.
- Coleen Wakai coordinated Conversation Club on December 1st, 8th and 15th.
- Coleen Wakai re-assessed one adult learner on December 7th.
- Jeannie Killianey coordinated the Holiday Merriment Program on December 9th.

MEETINGS

- Michelle Meades attended the Placentia Historical Committee meeting on December 26th.
- Michelle Meades met with Kathy McKnight to research AAUW's 50th anniversary on December 3rd.
- Michelle Meades met with Coleen Wakai to discuss using the History Room and literary tutors on December 5th.
- Michelle Meades and Wendy Townsend met on December 5th, 11th, 13th and 20th.
- Michelle Meades, Wendy Townsend and Yesenia Baltierra met with Joe Lambert to discuss the California Listens grant on December 18th.
- Michelle Meades and Wendy Townsend met with Lisa Pacheco to discuss History Matters on December 19th.
- Michelle Meades and Wendy Townsend attended the City Council meeting for History Matters on December 12th.
- Michelle Meades, Wendy Townsend, Yesenia Baltierra attended the Staff Meeting on December 20th.
- Wendy Townsend and Yesenia Baltierra met on December 13th.
- Wendy Townsend and Yesenia Baltierra attended the supervisors meeting on December 6th and 20th.
- Wendy Townsend attended Kiwanis meetings on December 7th, 14th and 21st.
- Wendy Townsend attended Newport Beach Public Library interviews on December 12th.
- Wendy Townsend attended Public Services Substitute interviews on December 11th.
- Coleen Wakai met with CSUF Literacy Intern, Alondra Gomez on December 4th, 11th, 13th, & 18th.
- Coleen Wakai met with literacy tutors on December 7th, & 12th.
- Coleen Wakai interviewed and met with CSUF student for spring literacy internship on December 15th.
- Coleen Wakai and Wendy Townsend met December 1st and 8th.
- Coleen Wakai met with adult learner on December 7th.
- Patricia Grimm and Wendy Townsend met on December 20th.
- Patricia Grimm interviewed a possible CSUF literacy intern, Daniel Perez, on December 23rd.
- Patricia Grimm met with CSUF literacy intern, Alondra, on December 23rd and 30th.
- Jeannie Killianey and Wendy Townsend met on December 4th.
- Yesenia Baltierra attended Tree Lighting wrap-up meeting on December 11th.
- Yesenia Baltierra attended PLFF Board Meeting on December 11th.
- Yesenia Baltierra attended Board of Trustees meeting on December 19th.
- Yesenia Baltierra attended LMT meeting on December 21st.

PROFESSIONAL DEVELOPMENT

- Wendy Townsend, Coleen Wakai, Jeannie Killianey, Yesenia Baltierra and Michelle Meades attended the Baker & Taylor training on December 7th.
- Wendy Townsend, Yesenia Baltierra and Jeannie Killianey attended the Overdrive purchasing training on December 14th.
- Patricia Grimm completed the requirements for certification as a Test Administrator for the Wonderlic General Assessment of Instructional Needs (GAIN) on December 23rd.
- Yesenia Baltierra attended Harwood Innovators Lab webinar and conference call on December 21st.



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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 2017
DATE: January 22, 2018

On-line database usage

	December 2017	Onsite Usage 12/17	Remote Usage 12/17	December 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Library Catalog	12,817	N/A	N/A	11,288	90,399	87,571	3%
General Reference Center	24	9	15	36	185	173	7%
Biography In Context	45	41	4	14	3,136	297	956%
Opposing Viewpoints	21	19	2	21	854	1,029	-17%
Consumer Reports (new July 2016)	86	N/A	N/A	118	768	NA	N/A
Freegal	1,113	N/A	N/A	1,270	6,082	6,951	-13%
Heritage Quest	424	N/A	N/A	663	1,991	3,776	-47%
Novelist	5	N/A	N/A	9	175	276	-37%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	0	253	1,342	-81%
Pronunciator	25	N/A	N/A	43	282	492	-43%
ABC Mouse	41	N/A	N/A	228	295	1,390	-79%
Career Cruising	16	N/A	N/A	0	41	1	4000%
Tumblebooks	41	N/A	N/A	170	710	1,043	-32%
Reference USA	154	N/A	N/A	47	1,886	1,091	73%
Enki	10	N/A	N/A	0	44	12	267%
Hoopla	625	N/A	N/A	362	3,817	1,945	96%
Overdrive e-books	1,322	N/A	N/A	1,078	7,786	5,565	40%
Overdrive audio books	673	N/A	N/A	674	4,349	3,913	11%
Zinio	42	N/A	N/A	105	625	515	21.36%
TOTAL DATABASE USAGE	17,484	69	21	16,126	123,678	117,382	5%

Website Traffic

	December 2017	December 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Website visits	10,165	10,318	75,503	74,178	2%
Page Hits	16,378	16,573	126,647	122,178	4%
Users	6,317	4,560	42,704	33,195	29%
Pages/Session	1.61	1.61	N/A	N/A	N/A
Avg. Session Duration	00:02:20	00:02:38	N/A	N/A	N/A
% New Sessions	52	34	N/A	N/A	N/A

Computer & Online Resource Use

	December 2017	December 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Residents	1401	1199	8,022	7,875	2%
Non-Placentia Residents	1060	898	5,675	5,679	0%
Total	2,461	2,097	13,697	13,554	1%

Wifi Use

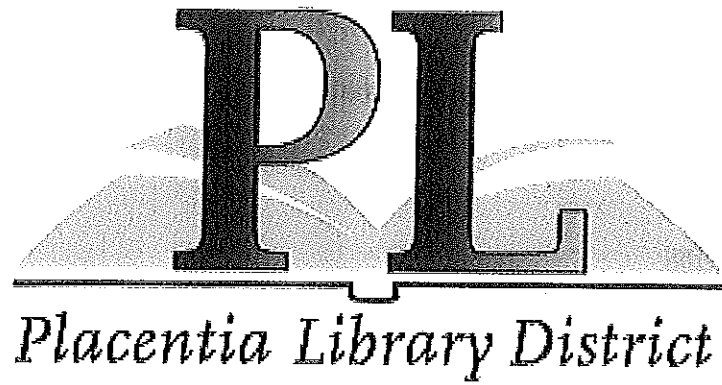
	December 2017	December 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
	1,805	2,307	12,954	15,576	-17%
Total	1,805	2,307	12,954	15,576	-17%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Employee of the Year Presentation
DATE: January 22, 2018

PRESENTATION

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Presentation to Mr. Steve Pischel for his collaboration with the Placentia Library District.**

DATE: January 22, 2018

BACKGROUND

The Library Board of Trustees would like to recognize Mr. Steve Pischel for his continued support of the Placentia Library District. Mr. Pischel has been a strong advocate for the District and been instrumental in working with library staff on many community events and programs, meeting the needs of the Placentia residents. Events include the Summer Reading Celebration, the Easter Eggcitement, and the Christmas Tree Lighting event; all of which Mr. Pischel attends and is one of the last to leave.

The Placentia Library District very much appreciates Mr. Pischel's collaborative spirit, historical perspective, keen understanding of Placentia, and kindness towards everyone he encounters. A gentleman and dedicated public servant, Mr. Pischel will be missed by the Library Board, staff, friends foundation, and volunteers of the Placentia Library District.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation of Fiscal Year 2016-2017 Financial Audit from White, Nelson, Diehl, Evans Firm.

DATE: January 22, 2018

BACKGROUND

Ms. Daphnie Munoz from White, Nelson, Diehl, Evans will present the final findings for the Fiscal Year 2016-2017 Audit of Financial Transactions for the Placentia Library District.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2016-2017.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 17-08: A Resolution of the Governing Body of the Placentia Library District, Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals While Providing Their Services**

DATE: January 22, 2018

BACKGROUND

The Placentia Library District was informed by the Special District Risk Management Authority (SDRMA) that a new Resolution is needed to continue covering its Governing Body members and/or volunteers. Pursuant to Labor Code 3363.5 which states that "*a person who performs voluntary service without pay for a public agency, as designated and authorized by the governing body of the agency or its designee, shall, upon adoption of a resolution by the governing body of the agency so declaring, be deemed to be an employee of the agency for purposes of this division while performing such service.*"

The designated persons need to be listed under the Workers' Compensation Program as required by SDRMA.

Attachment A is Resolution 17-08.

RECOMMENDATIONS

1. Motion to read Resolution 17-08 by title only: A Resolution of the Governing Body of the Placentia Library District, Declaring that Governing Body Members and Volunteers Shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals While Providing Their Services
2. Motion to adopt Resolution 17-08 by a roll call vote.

RESOLUTION No. 17-08
RESOLUTION OF THE GOVERNING BODY OF
THE PLACENTIA LIBRARY DISTRICT
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Placentia Library District utilized the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, The Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Placentia Library District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Placentia Library District for the purpose of Worker's Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Placentia Library District.

PASSED, APPROVED AND ADOPTED this January 22, 2018 by the following vote:

AYES:

NOES:

ABSENT:

Gayle Carline, President
Library of Board Trustees

APPROVED AS TO FORM:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Special District Leadership Academy Conference on February 4-7, 2018 in La Quinta, California.

DATE: January 22, 2018

BACKGROUND

The California Special District Association (CSDA) Leadership Academy Conference will be held in La Quinta, California from February 4-7, 2018. The expense will be drawn from the General Fund. Accommodation and transportation will not be needed for this conference.

The Library Director recommends Business Manager, Timothy Hino, to attend the conference which will be valuable to expanding his understanding and knowledge of the operations of a special district. This year's conference includes the following workshops:

- Building a Foundation for Good Governance
- Show Me the Money! What Do Board Members Need to Know About District Finances?
- Fulfilling Your District's Mission: Charting the Course
- Defining Board/Staff Roles and Relationships

Attachment A is the schedule for the Conference.

Fiscal Impact: \$800.00

RECOMMENDATIONS

1. Motion to Authorize the Business Manager to attend the California Special District Association (CSDA) Leadership Academy Conference on February 4-7, 2018 in La Quinta, California.
2. Motion to authorize travel request by a roll call vote.



FIRST TIME ATTENDEE SCHEDULE - Available at all three locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.

(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 4:30 p.m.

(Break from 3:00 - 3:30 p.m.)

**FULFILLING YOUR DISTRICT'S MISSION:
CHARTING THE COURSE**

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values and strategic goals and how to communicate those objectives to your constituents.



5:30 – 7:00 p.m.

**SIP AND SAVOR
EVENING RECEPTION**



*Sponsored by the Special District Risk
Management Authority (SDRMA)*

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:30 a.m.)

**DEFINING BOARD/STAFF ROLES
AND RELATIONSHIPS**

*This session covers Module 4 of the
SDLA: Board's Role in Human Resources*

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.

LUNCH PROVIDED (all attendees)

1:15 – 4:00 p.m.

(Break from 2:45 - 3:00 p.m.)

**GET THE WORD OUT! BEST PRACTICES
FOR COMMUNICATION AND OUTREACH**

*This session covers Module 2 of the
SDLA: Setting Direction/Community Leadership.*

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

Wednesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:15 a.m.)

**SHOW ME THE MONEY!
WHAT DO BOARD MEMBERS
NEED TO KNOW ABOUT
DISTRICT FINANCES?**

*This session covers Module 3 of the
SDLA: Board's Role in Finance and
Fiscal Accountability.*

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 – 12:30 p.m.

**GRADUATION CERTIFICATE
DISTRIBUTION**

First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: The American Library Association (ALA) Annual Conference from June 21-26, 2018 in New Orleans, Louisiana.**

DATE: January 22, 2018

BACKGROUND

The ALA Annual Conference will be held in New Orleans, Louisiana from June 21-26, 2018.

ALA is the oldest and largest library association in the world and its annual conference draws up to 25,000 librarians, library staff, educators, authors, publishers, friends of libraries, trustees, and exhibitors from all over the world. With approximately 2,500 scheduled events, the conference offers many opportunities for participants to learn about current issues and trends in library and information science as well as technology. Sessions included in this year's conference includes IGNITE and Conversation Starters, offering attendees a forum to hear the latest from colleagues on what's working in their libraries and beyond and THINK FIT @ ALA, providing sustainable and environmentally-friendly activities to conference attendees and their guests.

The final schedule is currently not available.

Fiscal Impact: \$1,800/attendee

RECOMMENDATIONS

1. Authorize Library Trustees and the Library Director to attend the American Library Association (ALA) Annual Conference from June 21-26, 2018 in New Orleans, Louisiana.
2. Authorize travel authorization by a roll call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize a Request to Increase Hours for a Part-Time Library Assistant Position.

DATE: January 22, 2018

BACKGROUND

Public Services Manager, Yesenia Baltierra, submitted a request to increase hours for one Library Assistant substitute to a 20 hour part-time Library Assistant. The regular employment status position will include benefits. The additional hours will include additional assignments including the Hispanic Heritage Month activities, El Dia, and outreach of the C21 program.

The fiscal impact is \$9,338 for six months and \$18,143 annually. As of December 31, 2017, the District's salaries and benefits budget is under by \$47,577. The Business Manager does not foresee an impact on the overall 2017-2019 Budget for the District.

Attachment A is Manager Baltierra's request dated January 10, 2018.

Attachment B is the fiscal impact

RECOMMENDATIONS

1. Motion to authorize Manager Baltierra's request based on information provided.
2. Authorize request by a roll call vote.



PLACENTIA LIBRARY DISTRICT

TO: JEANETTE CONTRERAS, LIBRARY DIRECTOR
FROM: YESENIA BALTIERRA, PUBLIC SERVICES MANAGER YB
SUBJECT: PART-TIME LIBRARY ASSISTANT
DATE: January 10, 2018

Mrs. Contreras,

I would like to formally request the promotion of Deana White from Substitute Library Assistant to regular 20 hour part-time Library Assistant.

Ms. White is currently subbing a minimum of 10 hours a week. Her responsibilities include desk time and two sessions of the Bouncing Babies Storytime classes. With the additional 10 hours the tasks that will be covered are the following:

- Hispanic Heritage Month
- El Dia
- C21 programs/outreach

Thanks in advance for the consideration to this request.

Respectfully,

Yesenia Baltierra
Public Services Manager

Based on 6 months (till the end of FY)

	<u>Current Rate</u> <u>around 13 hrs</u> <u>per week (as</u> <u>of 1/11/18)</u>	<u>New Hours @</u>		<u>New Hours @</u>		<u>New Hours @</u>	
		<u>Step 1</u>	<u>Difference</u>	<u>Step 2</u>	<u>Difference</u>	<u>Step 3</u>	<u>Difference</u>
Rate	\$ 22.18	\$ 22.18		\$ 22.73		\$ 23.30	
Salary	\$ 10,602.96	\$ 11,533.60	\$ 930.64	\$ 11,819.60	\$ 1,216.64	\$ 12,116.00	\$ 1,513.04
Health	\$ -	\$ 4,962.00	\$ 4,962.00	\$ 4,962.00	\$ 4,962.00	\$ 4,962.00	\$ 4,962.00
Ancillary	\$ -	\$ 458.16	\$ 458.16	\$ 458.16	\$ 458.16	\$ 458.16	\$ 458.16
PARs (4%)	\$ -	\$ 509.18	\$ 509.18	\$ 509.18	\$ 509.18	\$ 509.18	\$ 509.18
Social Security/Medicare (7.65%)	\$ -	\$ 882.32	\$ 882.32	\$ 904.20	\$ 904.20	\$ 926.87	\$ 926.87
Workers Comp (1.02%)	\$ -	\$ 117.64	\$ 117.64	\$ 120.56	\$ 120.56	\$ 123.58	\$ 123.58
Floating Holidays	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vacation	\$ -	\$ 443.69	\$ 443.69	\$ 454.69	\$ 454.69	\$ 466.09	\$ 466.09
Sick	\$ 249.89	\$ 598.86	\$ 348.97	\$ 613.71	\$ 363.82	\$ 629.10	\$ 379.21
Total Compensation:	\$ 10,852.85	\$ 19,505.46	\$ 8,652.60	\$ 19,842.10	\$ 8,989.25	\$ 20,190.99	\$ 9,338.14

Based on a full year

	<u>Current Rate</u> <u>around 13 hrs</u> <u>per week (as</u> <u>of 1/11/18)</u>	<u>New Hours @</u>		<u>New Hours @</u>		<u>New Hours @</u>	
		<u>Step 1</u>	<u>Difference</u>	<u>Step 2</u>	<u>Difference</u>	<u>Step 3</u>	<u>Difference</u>
Rate	\$ 22.18	\$ 22.18		\$ 22.73		\$ 23.30	
Salary	\$ 21,205.92	\$ 23,067.20	\$ 1,861.28	\$ 23,639.20	\$ 2,433.28	\$ 24,232.00	\$ 3,026.08
Health	\$ -	\$ 9,924.00	\$ 9,924.00	\$ 9,924.00	\$ 9,924.00	\$ 9,924.00	\$ 9,924.00
Ancillary	\$ -	\$ 916.32	\$ 916.32	\$ 916.32	\$ 916.32	\$ 916.32	\$ 916.32
PARs (4%)	\$ -	\$ 461.34	\$ 461.34	\$ 472.78	\$ 472.78	\$ 484.64	\$ 484.64
Social Security/Medicare (7.65%)	\$ -	\$ 1,764.64	\$ 1,764.64	\$ 1,808.40	\$ 1,808.40	\$ 1,853.75	\$ 1,853.75
Workers Comp (1.02%)	\$ -	\$ 235.29	\$ 235.29	\$ 241.12	\$ 241.12	\$ 247.17	\$ 247.17
Floating Holidays	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vacation	\$ -	\$ 887.38	\$ 887.38	\$ 909.38	\$ 909.38	\$ 932.19	\$ 932.19
Sick	\$ 499.79	\$ 1,197.72	\$ 697.93	\$ 1,227.42	\$ 727.63	\$ 1,258.20	\$ 758.41
Total Compensation:	\$ 21,705.71	\$ 38,453.89	\$ 16,748.18	\$ 39,138.62	\$ 17,432.92	\$ 39,848.26	\$ 18,142.55



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