



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

CLOSED SESSION

October 21, 2019

6:00 p.m.








History Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

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

CLOSED SESSION

4. Closed Session to Discuss Personnel Matters, Library Director's Annual Performance Objectives and Other Personnel Matters

Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.

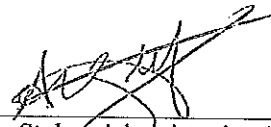
Presentation: Library Board President will report on the Closed Session
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

5. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
6. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 21, 2019 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 17, 2019.



Alyssa Stolze, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

October 21, 2019

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.

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the July 22, 2019 Unusual Date Meeting, August 26, 2019 Work Session & September 23, 2019 Unusual Date Library Board of Trustees Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for July – September 2019. (Receive & File and Approve)
11. FY2019-2020 Cash Flow Analysis through July – September 2019; the Schedule of Anticipated Property Tax Revenues for FY2019-2020 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for July - September 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for July – September 2019. (Receive & File)
14. Acquisitions Report for July – September 2019. (Receive & File)
15. Entrepreneurial Activities Report for July – September 2019. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for July – September 2019. (Receive, File, and Ratify Appointments)
17. Circulation Report for July - September 2019. (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 July – September 2019.
20. Children's Services Report for July – September 2019.
21. Adult Services Report for July - September 2019.
22. Placentia Library Web Site & Technology Report for July & August 2019.

CLOSED SESSION

23. President Carline will report on actions taken at the Library Board of Trustees Closed Session Meeting.

PRESENTATION

24. Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

NEW BUSINESS

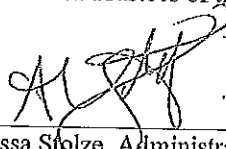
25. Discuss the Orange County Operational Area Agreement of the County of Orange and Political Subdivisions.
26. Travel Authorization: Library Board of Trustees and staff to attend the Public Library Association (PLA) conference in Nashville, Tennessee on February 25-29, 2020.
27. 2019 Staff Appreciation and Recognition Fund Request.
28. Adopt a Resolution 19-04: A Resolution of the Library Board of Trustees of Placentia Library District Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program.

ADJOURNMENT

29. Agenda Preparation for the November Date Meeting which will be held on November 18, 2019 unless re-scheduled by the Library Board of Trustees.
30. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
31. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 21, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 17, 2019.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
JULY 22ND, 2019

- CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 22nd, 2019 at 6:30 p.m.
- Members Present:** President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter
- Members Absent:** None
- Staff Present:** Jeanette Contreras, Library Director; Fernando Maldonado, Business Manager; Yesenia Baltierra, Public Services Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant
- Guests:** None
- ADOPTION OF AGENDA** It was motioned by President Carline to adopt the agenda. It was moved by Trustee Minter and seconded by Trustee Martin to adopt the agenda as presented (Item 3).
- | | |
|----------------|---|
| AYES: | Carline, Martin, DeVecchio, Shkoler, Minter |
| NOES: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Carline attended the American Library Association's Conference in Washington, D.C. President Carline also presented renovation updates at a City Council meeting and attended a Joint Use Committee Meeting.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Shkoler attended the American Library Association's Conference, the staff luncheon, and the City Council Meeting where President Carline presented.
- Trustee DeVecchio attended the groundbreaking ceremony for "The Herald," staff luncheon, the Summer Reading Celebration, and the City Council Meeting.
- Trustee Martin attended the American Library Association's Conference, the staff luncheon, several Gala meetings, the PLFF Board Meeting, H.I.S. House Board meetings, and the City Council Meeting where President Carline presented.
- Trustee Minter attended the American Library Association's Conference, the groundbreaking ceremony for "The Herald," and a Joint Use Committee meeting.
- LIBRARY DIRECTOR REPORT** Library Director Contreras attended the American Library Association's Conference and a Joint Use Committee Meeting. Director Contreras also provided updates on the LAFCO election, the upcoming Black Ties & Tales Gala, Renovation Project, and Energy Efficiency Project.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on PLFF forming a bookstore committee, Gala updates, and the Friends securing a Bookstore Manager. Additionally, President Dahl reported on the success of the Summer Reading Celebration and plans for next year's.

CONSENT CALENDAR

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

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

**MINUTES FOR THE JUNE
16TH, 2019 BOARD
MEETING**

The minutes for the June 16th, 2019 Library Board of Trustees Unusual Date Meeting were received, approved, and filed as amended. (Item 9)

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

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

Check Registers for June 2019 – received and filed (Item 10)
Fund 707 Balance Report for June 2019 – received and filed (Item 11)

Financial Reports through June 2019 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 June 2019 – received and filed. (Item 13)
Acquisitions Report for June 2019 – received and filed. (Item 14)
Service Revenue Report for June 2019 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for June 2019 – received and filed. (Item 16)
Circulation Report for June 2019 – 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 June 2019 (Item 19)
Children's Services Report for June 2019 (Item 20)
Adult Services Report for June 2019 (Item 21)
Placentia Library Website Technology Report for June 2019 (Item 22)

**SPECIAL DISTRICT RISK
MANAGEMENT AUTHORITY
(SDRMA) ELECTION**

Library Director Contreras presented the Special District Risk Management Authority's nomination and candidate package. After an open discussion of the candidates and their qualifications, it was motioned by Trustee Martin and seconded by Trustee Minter to authorize President Carline and Secretary Shkoler to sign the Election Ballot for Bob Swan, Incumbent, Jesse D. Claypool, Board Chair, and Sandy Seifer-Raffelson, Incumbent for the SDRMA Board of Directors. A roll call vote was taken:

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

**TRAVEL AUTHORIZATION
FOR TRUSTEES AND STAFF
TO ATTEND THE
CALIFORNIA LIBRARY
ASSOCIATION (CLA)
ANNUAL CONFERENCE IN
PASADENA, CALIFORNIA,
OCTOBER 24-26, 2019.**

Director Contreras presented the travel authorization for the California Library Association's Annual Conference in Pasadena, October 24-26, 2019. Additionally, it was noted that due to staff presenting and a literacy scholarship, four staff were granted full scholarships for the entire conference. It was then motioned by Trustee Martin to authorize the District four staff members, Secretary Shkoler, and Trustee DeVecchio to attend the California Library Association conference. The motion was seconded by Trustee Minter. A roll call vote was taken:

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

**AUTHORIZE AN
AMENDMENT TO THE 2019-
2021 BUDGET FOR A 30-
HOUR POSITION CHANGE
FROM EMERGING
TECHNOLOGIES ASSISTANT
TO LIBRARY ASSISTANT.**

Director Contreras presented staff's recommendation to change the Fiscal Year 2019-2021 Budget's Organizational Chart to reflect Library Assistant rather than the Emerging Technologies Assistant for the makerspace position. It was motioned by Trustee Martin and seconded by Secretary Shkoler to approve the amendment to the Fiscal Year 2019-2021 Budget to change from Emerging Technologies Assistant to Library Assistant. A roll call vote was taken:

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

**AUTHORIZE AN
AMENDMENT TO THE
PLACENTIA LIBRARY
DISTRICT POLICY 2319- JOB
DESCRIPTION- LIBRARY
ASSISTANT**

Director Contreras presented amending District Policy 2319- Job Description- Library Assistant to reflect specific duties pertaining to the makerspace position. After discussion of amending certain verbiage to clearly state what job duties pertain specifically to the makerspace library assistant, it was motioned by Trustee Martin and seconded by Secretary Shkoler to approve District Policy 2319- Job Description- Library Assistant as amended. A roll call vote was taken:

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

LIBRARY BOARD OF TRUSTEES AUGUST 19, 2019 MEETING

Director Contreras presented the recommendation from staff to cancel the August 19, 2019 Board Meeting due to not foreseeing any items needing immediate attention. After a discussion, the Trustees chose to move forward with a Work Session in order to be up to date as the Grand Re-Opening approaches. It was decided that there would be a Work Session on August 26th, 2019 at 4:30 p.m. to discuss Centennial Updates.

REVIEW OF ACTION ITEMS

The next Board Meeting will be an August 26th, 2019 Work Session at 4:30 p.m. in the History Room.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of July 22nd, 2019 was adjourned at 7:22 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee

MINUTES
PLACENTIA LIBRARY DISTRICT
WORK SESSION OF THE BOARD OF TRUSTEES
AUGUST 26TH, 2019

CALL TO ORDER

President Carline called the Work Session of the Placentia Library District (PLD) Board of Trustees to order on August 26th, 2019 at 4:30 p.m.

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

Members Absent: None

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

Guests: Neel Schmitt, Chairman of the Veterans Advisory Council.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the agenda. Trustee Shkoler entered at 4:36 p.m. It was moved by Trustee Martin and seconded by Trustee Minter to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

Mr. Schmitt, Chairman of the City's Veterans Advisory Committee, extended a personal invitation to the Board of Trustees to attend the Veteran's Day event, where Trustee Martin will be the City's guest speaker on Veterans Day, November 11th. (Item 4).

**UPDATES ON THE
CENTENNIAL RENOVATION
AND GRAND RE-OPENING**

Director Contreras presented the program for the Centennial Grand Re-Opening, updates on current statuses of the Renovation and Energy Efficiency projects, and answered inquiries from the Board. The Trustees discussed in depth the aesthetics of the HVAC vents on the outside of the building. Director Contreras is waiting for architect drawings for a screening and is working with the City to address the issue. For the Grand Re-Opening, however, a banner will cover it temporarily.

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on the regular date of Monday, September 16 2019 at 6:30 p.m. in the Community Meeting Room.

ADJOURNMENT

The Board of Trustees Work Session of August 26th, 2019 was adjourned at 5:07 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 23RD, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 23rd, 2019 at 6:30 p.m.

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

Members Absent: None

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

Guests: Ethan Brown, Emergency Management Coordinator, Orange County Sheriff.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the agenda. It was moved by Secretary Shkoler and seconded by Trustee Martin to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

Mr. Ethan Brown, Emergency Management Coordinator with the Orange County Sheriff. Operational Area agreement is being asked to be reviewed by the Board of Trustees. Mr. Brown provided the Board of Trustees the original document and the current draft. Feedback is required by October 31st, 2019. President Carline asked several questions regarding formatting and noted it will be included on the agenda in October for the Board to discuss and provide feedback to submit to the OC Sheriff (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Black Ties & Tales Gala, Taste of Placentia, a Joint Use Committee meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Black Ties & Tales Gala, Financial Partners Credit Union Forum, a Friends Board Meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

Trustee DeVecchio attended the Centennial Grand Re-Opening & Ribbon Cutting.

Trustee Martin attended the Black Ties & Tales Gala, a H.I.S. House Board Meeting, Financial Partners Credit Union Forum, a Friends Board Meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

Trustee Minter attended the Black Ties & Tales Gala, a Joint Use Committee meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras took an opportunity to thank the staff of their tremendous efforts throughout the renovation process. Director Contreras shared statistics of the week following re-opening compared to the same week the year prior, with an 80% increase in new library cardholders and additional increases in checkouts, attendees for programs for both Adults and Children's, and reiterated the positive statistics following re-opening. Director Contreras also attended the Black Ties & Tales Gala, a Friends Board Meeting, and the Centennial Grand Re-Opening & Ribbon Cutting.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl thanked the District for the flowers post-surgery. President Dahl reported out on PLFF's attendance at the Grand Re-Opening, thanked Bunny Lynch for her efforts to prepare for the re-opening, silent auctions have begun, and began a frequent buyers card. Additionally, PLFF found a way to completely fund the Fiscal Year 2019-2020 request.

CONSENT CALENDAR

Agenda Items 9-22 will be discussed at the October Board of Trustees Meeting.

**MINUTES FOR THE JULY 22,
2019 BOARD MEETING AND
AUGUST 26, 2019 WORK
SESSION.**

The minutes for the July 22nd, 2019 Library Board of Trustees Unusual Date Meeting and August 26, 2019 Work Session will be received and reviewed at the October Meeting (Item 9).

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

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

Director Contreras reported the following reports will be presented at the October meeting:

Check Registers for July & August 2019 (Item 10)

Fund 707 Balance Report for July & August 2019 (Item 11)

Financial Reports through August 2019 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 July & August 2019 (Item 13)

Acquisitions Report for July & August 2019 (Item 14)

Service Revenue Report for July & August 2019 (Item 15)

**GENERAL CONSENT
REPORTS**

Director Contreras reported the following reports will be presented at the October meeting:

Personnel Report for July & August 2019 (Item 16)

Circulation Report for July & August 2019 (Item 17)

Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Director Contreras reported the following reports will be presented at the October meeting:

Administration Report for July & August 2019 (Item 19)

Children's Services Report for July & August 2019 (Item 20)

Adult Services Report for July & August 2019 (Item 21)

Placentia Library Website Technology Report for July & August 2019 (Item 22)

**DISCUSS PLACENTIA
LIBRARY DISTRICT POLICY
2275 – SOCIAL MEDIA AND
APPROVE AMENDMENTS
AS DISCUSSED**

Library Director Contreras presented Policy 2275- Social Media to the Board of Trustees to discuss the current version of the policy and if changes are necessary with current technology and social media trends. The Board discussed the policy and procedures that may need to be emphasized. Director Contreras clarified that Tim Worden, the Emerging Technologies Assistant, is the sole person posting and responding to the public on the Library's different platforms. Mr. Worden will also be the personnel covering the Friends social media platforms as well. The Board decided they would like to continue this discussion of policy after California Special District Association's course on social media processes. Policy 2275- Social Media will be discussed further at the October meeting.

**TRAVEL AUTHORIZATION
FOR THE LIBRARY DIRECTOR
TO ATTEND THE
CALIFORNIA LIBRARY
ASSOCIATION ANNUAL
CONFERENCE IN
PASADENA, OCTOBER 24-
26, 2019.**

Director Contreras presented the travel authorization for the Director to attend California Library Association's (CLA) Annual Conference in Pasadena, October 24-26, 2019 in order to represent the library and support the staff attending. It was then motioned by Secretary Shkoler and seconded by Trustee Martin to authorize the Library Director to attend the CLA Conference. A roll call vote was taken:

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

**AUTHORIZE AMENDMENTS
TO THE PLACENTIA LIBRARY
DISTRICT POLICY 6030 –
CIRCULATION AS
PRESENTED AND
DISCUSSED.**

Director Contreras presented staff's recommendation to amend Policy 6030-Circulation in regards to loan periods based on circulation volume and outdated verbiage regarding to overdue fines and fees. The Board discussed verbiage to reflect the fine free policy and additional comments. The Board suggested placing the recommended amendments and to review the feedback in March 2020 of the duration of checkouts. It was motioned by Trustee Martin and seconded by Secretary Shkoler to authorize amendments to Policy 6030-Circulation as presented and discussed. A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 6035– FEE SCHEDULE AS PRESENTED AND DISCUSSED.

Director Contreras presented amending District Policy 6035- Fee Schedule to reflect the fine free policy and updating amounts due to labor and costs. After discussion of the amendments, it was motioned by Trustee Minter and seconded by Trustee Martin to approve District Policy 6035- Fee Schedule as discussed and presented. A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 6065 – PUBLIC BEHAVIOR POLICY AS PRESENTED AND DISCUSSED.

Director Contreras presented amending District Policy 6065- Public Behavior Policy to reflect no smoking on library property, labeling staff in charge, rather than Librarian only as a point of contact, and specifying what a service animal is. After discussion of the amendments, it was motioned by Trustee Minter and seconded by Trustee DeVecchio to approve District Policy 6065—Public Behavior Policy as discussed and presented. A roll call vote was taken:

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

DISCUSS AND AUTHORIZE BOARD PRESIDENT CARLINE TO SIGN THE AGREEMENT FOR THE JOINT USE OF FACILITIES BETWEEN THE CITY OF PLACENTIA AND THE PLACENTIA LIBRARY DISTRICT.

Director Contreras gave a description of the process with the City in the creation of the proposed renewed Joint Use Agreement and descriptions of responsibilities of the shared Common Area. The Joint Use of Facilities Agreement Between the City of Placentia and the Placentia Library District was presented to the Board with recommendations of amendments regarding the parking easement and grammar. After a thorough discussion, it was motioned by Trustee DeVecchio and seconded by Trustee Martin to approve the Joint Use of Facilities Agreement Between the City of Placentia and the Placentia Library District with reflections of amendments as presented. It was then motioned by Trustee DeVecchio and Trustee Martin to authorize President Carline to sign the Agreement. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

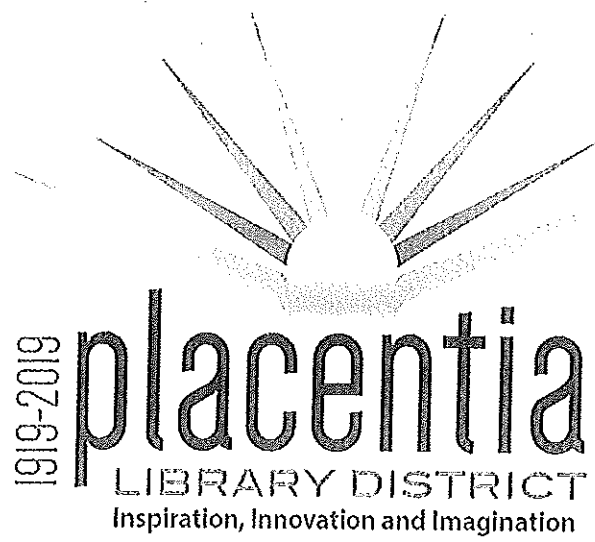
The next Board Meeting will be on October 21st, 2019 at 6:30 p.m. in the Community Meeting Room. The Emergency Management Operational Area Agreement, Policy 2270- Social Media, and Public Library Association Conference were requested to be on the agenda for the October Meeting.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of September 23rd, 2019 was adjourned at 7:20 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees



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12:09 P.M.
10/14/19
Accrual Basis

Placentia Library District
Check Register
July 2019

Date	Ref No.	Payee	Memo	Payment	Type
07/29/2019	10671	Bibliothea LLC	Bibliothea Annual Support & Maintenance Sept 1, 2019- August 31, 2020	3,545.00	Bill Payment
07/29/2019	10670	Folklore Mexicano	Deposit for 10-29-19 performance	300.00	Bill Payment
07/29/2019	10669	Signs By Ron	Light pole banners deposit (50%)	1,301.13	Bill Payment
07/29/2019	10668	Vincor Construction, Inc.	Vincor Construction Inc. Pay App #3	245,249.27	Bill Payment
07/29/2019	10667	Kingsley	New Bookdrop Kwikdrop Thruwall Walk Up Rtn W/Chute	1,256.77	Bill Payment
07/29/2019	10666	Kathy Carn	SRP paper and craft straws	13.12	Bill Payment
07/29/2019	10665	Victor Meza.	Mileage for SLS Tech Meeting	30.50	Bill Payment
07/17/2019	10664	Jeanette Contreras	Directors Luncheon Reimbursement	151.40	Bill Payment
07/17/2019	10663	Placentia Library District American Library Association	For Payroll on 07/24/19	60,000.00	Check
07/15/2019	10662	U.S. Bank	Y. Baltierra ALA Membership 2019-2020	145.00	Bill Payment
07/15/2019	10661	Midwest Tape	Voided	0	Bill Payment
07/15/2019	10660	Tim Worden	Audiobooks/DVDs	910.18	Bill Payment
07/15/2019	10659		Apr-June 2019 Mileage	18.73	Bill Payment
07/15/2019	10658	Arcelia Janitorial Service	June 2019 Janitorial Services	990.00	Bill Payment
07/15/2019	10657	Jeanette Contreras	Gala Fundraiser Decoration Supplies	327.76	Bill Payment
07/15/2019	10656	Blu Dawn Events & Entertainment	Wacky Wednesdays	460.00	Bill Payment
07/15/2019	10655	Golden State Water Company	5/21-6/21/19 Service	771.69	Bill Payment
07/15/2019	10654	Pitney Bowes Purchase Power	June 2019 Postage	1,464.54	Bill Payment
07/15/2019	10653	Life of the Party	Magic show for Grand Re-Opening	495.00	Bill Payment
07/15/2019	10652	Baker & Taylor	Books	11,248.41	Bill Payment
07/15/2019	10651	Placentia-Yorba Linda Unified School Dist	Print Jobs in June 2019	221.04	Bill Payment
07/15/2019	10650	Republic Services	Recycling Service 6/1-6/30/19	146.58	Bill Payment
07/15/2019	10649	MD Medical Clinics	Fisher pre-employment physical	194.00	Bill Payment
07/15/2019	10648	Orange County Treasurer- Tax Collector	FY 2019-2020 Allocation	2,000.00	Bill Payment
07/15/2019	10647	Placentia Chamber of Commerce	Chamber of Commerce Annual Membership	305.00	Bill Payment
07/15/2019	10646	Unique Management Services, Inc.	Collections June 2019	71.60	Bill Payment
07/15/2019	10645	CALNET3	6/2-7/1/19 Service	166.53	Bill Payment
07/15/2019	10644	Legacy Integrative Solutions	Printer services June 2019	633.40	Bill Payment
07/08/2019	10642	BankCard Center-Bank of the West	Voided - June CC reconciliation	0	Bill Payment
07/08/2019	10641	Umpqua Bank	June 2019 CC Charges	6,951.61	Bill Payment
07/08/2019	10639	Placentia Library Foundation	For PLFF Pass-Through May & June 2019	614.50	Bill Payment
07/08/2019	10638	Placentia-Yorba Linda Unified School Dist	Business cards- Shkoler, Meza, Martin, Maldonado, Rosengren	56.55	Bill Payment
07/08/2019	10637	Midwest Tape	Audiobooks/DVDs	3,648.46	Bill Payment
07/08/2019	10636	OverDrive	Audiobooks	59.99	Bill Payment
07/08/2019	10635	Baker & Taylor	Books	15,419.13	Bill Payment

12:09 P.M.
10/14/19
Accrual Basis

Placentia Library District
Check Register
July 2019

07/08/2019	10634	Callfa	Pronunciator 7/1/19-6/30/20	1,172.00	Bill Payment
07/02/2019	10633	SDRMA	Workers Compensation Program FY 19/20		
07/02/2019	10632	Yesenia Baltierra,	Property/Liability Program for FY19/20	32,562.08	Bill Payment
07/02/2019	10631	Wendy Amlreh	ALA 2019 Reimbursement	352.51	Bill Payment
07/02/2019	10630	Jon Legree	Reimbursement	32.80	Bill Payment
		Brea Trophy and	Reimbursement	46.25	Bill Payment
07/02/2019	10629	Engraving	New employee name tags	22.24	Bill Payment
07/02/2019	10628	City of Placentia	April and May 2019 Expenses	4,909.01	Bill Payment
07/02/2019	10627	Kathy Carn	Reimbursement	16.70	Bill Payment
07/02/2019	10626	Alyssa Stolze	Reimbursement	98.95	Bill Payment
07/02/2019	10625	SoCalGas	5/17-6/18/19 Services	38.71	Bill Payment
07/02/2019	10624	OverDrive	Audiobooks/eBooks	2,569.67	Bill Payment
07/02/2019	10623	Baker & Taylor	Books	43,373.23	Bill Payment
07/02/2019	10622	Ingram Inc	Video Games/Books	9,711.59	Bill Payment
07/02/2019	10621	Midwest Tape	Audiobooks/DVDs	4,486.84	Bill Payment
07/02/2019	10620	Placentia Library District	For Payroll on 07/10/19	60,000.00	Check
				<u>518,559.47</u>	

12:25 P.M.
10/14/19
Accrual Basis

Placentia Library District
Check Register
August 2019

Date	Ref No.	Payee	Memo	Payment	Type
08/29/2019	10722	Victor Meza,	PTAC Reimbursements	43.42	Bill Payment
08/29/2019	10721	Yamada Enterprises	Yamada Enterprises Furniture Progress Payment #2 & #3 Per Purchasing Agreement 19-001	388,240.00	Bill Payment
08/29/2019	10720	SDRMA	Ancillary Benefits August 2019 & Medical for September 2019	45,507.02	Bill Payment
08/29/2019	10719	Remote Pilots	eXPLORE Fall 2019 Newsletter Art	640.00	Bill Payment
08/29/2019	10718	Rotary Club of Placentia	Jeanette- Rotary Membership (JC paid \$14 under fines and fees)	84.00	Bill Payment
08/29/2019	10717	Kathy Carn	Dog collar for Bradley- Crossroads Corner	12.99	Bill Payment
08/29/2019	10716	Robert Housley	Accounting Training for Business Manager	70.00	Bill Payment
08/29/2019	10715	Advantage, Inc.	Fall 16 page eXPLORE	4,470.09	Bill Payment
08/29/2019	10714	Midwest Tape	Audiobooks/DVDs	2,015.05	Bill Payment
08/29/2019	10713	OC Custom Vinyl Graphics & Signs	100 # Dash boards (PLFF to repay PLD)	204.73	Bill Payment
08/29/2019	10712	OverDrive	Audiobooks/eBooks	2,041.37	Bill Payment
08/29/2019	10711	Republic Services	Recycling Service 7/1-7/31/19	151.18	Bill Payment
08/29/2019	10710	Woodruff, Spradlin & Smart	Joint Powers Services for July 2019	331.50	Bill Payment
08/29/2019	10709	CALNET3	Services 7/2/19-8/1/19	150.94	Bill Payment
08/29/2019	10708	City of Placentia	Banners & Heritage Parade	235.00	Bill Payment
08/29/2019	10707	Dell Marketing L.P. Employment Development Dept.	New computers for renovation	36,326.39	Bill Payment
08/29/2019	10706		Taxes through 6/30/19	3,723.00	Bill Payment
08/29/2019	10705	Envisionware, Inc.	Mobile print station and installation	1,025.00	Bill Payment
08/29/2019	10704	Legacy Integrative Solutions	Printing Services for July 2019	583.48	Bill Payment
08/28/2019	10703	Placentia Library District	For Payroll on 09/04/2019	45,000.00	Check
08/19/2019	10702	Califa	April-June 2018 CENIC	4,061.43	Bill Payment
08/19/2019	10701	The Cal State Fullerton Philanthropic Foundation	Radlobroadcast for Grand Re-Opening	200.00	Bill Payment
08/19/2019	10700	Envisionware, Inc. Unlque Management Services, Inc.	Renewal Invoice	4,076.09	Bill Payment
08/19/2019	10699		July 2019 Collection Services	71.60	Bill Payment
08/19/2019	10698	DEMCO, Inc.	Book trucks & labeling supplies	5,807.91	Bill Payment
08/19/2019	10697	Jo Anne Martin	Reimbursement for costs for travel, hotel, and food during ALA Annual Conference 2019	1,227.98	Bill Payment
08/19/2019	10696	America's Instant Signs	Renovation plaques	2,508.56	Bill Payment
08/19/2019	10695	Wendy Amireh	Ice cream for ice cream social event	150.83	Bill Payment
08/19/2019	10694	Time Warner Cable	7/12-8/11/19 Services	65.72	Bill Payment
08/19/2019	10693	Baker & Taylor	Books	4,776.55	Bill Payment
08/19/2019	10692	Glgakom	E-Rate Equipment	7,510.38	Bill Payment
08/19/2019	10691	Criterion	Drive In Movie Night- Princess Bride Screening License	325.00	Bill Payment
08/19/2019	10690	Johnson Controls Security Solutions	Tyco security system 8/1-10/31/19	788.42	Bill Payment
08/19/2019	10689	Able Card, LLC	Library Cards (PO 28)	3,730.43	Bill Payment
08/19/2019	10688	Rock The Bikel	Bikes and charging stations	6,921.75	Bill Payment
08/19/2019	10687	City of Anaheim	Remainder of Contract for shared ILS FY 19/20	3,541.00	Bill Payment
08/19/2019	10686	Umpqua Bank	7/1-7/28/19 CC Charges	20,364.19	Bill Payment
08/19/2019	10685	Arcella Janitorial Service	July 2019 Janitorial Services	918.00	Bill Payment

12:25 P.M.
10/14/19
Accrual Basis

Placentia Library District
Check Register
August 2019

08/19/2019	10684	Advantage, Inc.	eXPLORE Fall 2019 postage	3,569.76	Bill Payment
08/19/2019	10683	Pitney Bowes Purchase Power	July 2019 Postage	1,724.11	Bill Payment
08/19/2019	10682	Southern California Edison	6/1-9/30/19 Services	7,584.99	Bill Payment
08/19/2019	10681	SoCalGas	6/18-7/18/19 Gas	21.95	Bill Payment
08/19/2019	10679	United Site Services	Portable Restrooms 7/22-8/18/19	478.66	Bill Payment
08/19/2019	10678	BankCard Center-Bank of the West	6/29-7/28/19 CC (& June 2019 charges-check lost in mail)	15,781.87	Bill Payment
08/19/2019	10677	Staples Advantage	Toner and calendar (PO #22)	147.16	Bill Payment
08/12/2019	10676	Placentia Library District	For Payroll on 08/21/19	45,000.00	Check
			Voided - Original payment by check voided due to getting lost in the mail. Follow up payment made as a wire transfer on 08/05/19		
08/05/2019	10315	U.S. Bank	Wire Transfer to Pay iBank Quarterly Payment for July 2019	0	Bill Payment
08/05/2019	61			55,464.40	Journal
08/02/2019	10674	Johnson Controls Inc.	HVAC Project JCI Pay App #4 for June	233,761.00	Bill Payment
08/02/2019	10673	PODS Enterprises, LLC	PODs costs for remainder of FY 18-19	3,880.08	Bill Payment
08/02/2019	10672	Placentia Library District	For Payroll on 08/07/19	55,000.00	Check
				<u>1,020,314.96</u>	

12:30 P.M.
10/14/19
Accrual Basis

Placentia Library District
Check Register
September 2019

Date	Ref No.	Payee	Memo	Payment	Type
09/30/2019	10766	Gale/Cengage Learning	Database Subscriptions	6,520.49	Bill Payment
09/30/2019	10765	Placentia-Yorba Linda Unified School Dist	Gala expense- printing charges owed to PLD by PLFF	707.07	Bill Payment
09/30/2019	10764	Yamada Enterprises	Yamada Enterprises Final Payment Inclusive of Change Orders #1, 4, 5, and 6 (Credit)	197,887.18	Bill Payment
09/30/2019	10763	Vincor Construction, Inc.	Placentia Library Renovation Pay App#5	141,818.84	Bill Payment
09/30/2019	10762	emar Studio	Architecture Final Payment 100% Cost Admin Phase	31,099.58	Bill Payment
09/30/2019	10761	Woodruff, Spradlin & Smart	Services rendered through 8/31/19	382.50	Bill Payment
09/30/2019	10760	Kathy Carn	Crossroads Corner items	170.04	Bill Payment
09/30/2019	10759	Cintas	Cleaning Supplies	262.06	Bill Payment
09/30/2019	10758	Glasby Maintenance Supply	Janitorial Supplies	379.56	Bill Payment
09/24/2019	10757	Placentia Library District	To avoid account overdrafts.	10,000.00	Check
09/23/2019	10755	Kathy Carn	Hangar & Crossroads Corner Supplies	192.27	Bill Payment
09/23/2019	10754	Time Warner Cable	Services 9/12-10/11/19	131.44	Bill Payment
09/23/2019	10753	Dick's Lock & Safe	New locks & keys for building	2,705.08	Bill Payment
09/23/2019	10752	MD Medical Clinics	Pre-employment physicals for McCurdy, Badge, Maglonzo	582.00	Bill Payment
09/23/2019	10751	Venessa Faber	Makerspace supplies	236.28	Bill Payment
09/23/2019	10750	Tim Worden	Educational Reimbursement 2019	1,422.00	Bill Payment
09/23/2019	10749	Brea Trophy and Engraving	Name & Picture Tags	148.39	Bill Payment
09/23/2019	10748	Medallion Electric	Electrical work for renovation	12,405.00	Bill Payment
09/23/2019	10747	New Readers Press	Literacy books	659.84	Bill Payment
09/23/2019	10746	Eartel	Eartel phone system	1,921.46	Bill Payment
09/23/2019	10745	American Library Association	ALA 2019 Renewals	688.00	Bill Payment
09/23/2019	10744	Envisionware, Inc.	Envisionware Renewal 10/1/19-9/30/20	3,378.18	Bill Payment
09/23/2019	10743	Jon Legree	Home Depot supplies for renovation	90.27	Bill Payment
09/23/2019	10742	Staples Advantage	Office Supplies	500.63	Bill Payment
09/23/2019	10741	Unique Management Services, Inc.	Collection Services for August 2019	44.75	Bill Payment
09/23/2019	10740	CALNET3	Services for 8/2/19-9/11/19	170.71	Bill Payment
09/23/2019	10739	Placentia Library District	For payroll on 10/02/19	55,000.00	Check
09/12/2019	10738	Envisionware, Inc.	Envisionware services and coin/bill software	5,449.24	Bill Payment
09/12/2019	10737	Jesus E. Ramos		400.00	Bill Payment
09/12/2019	10736	Jason's Catered Events	Catering for Grand Re-Opening (PLFF Renovation Funds)	3,124.75	Bill Payment
09/12/2019	10735	Southern California Edison State of CA - Department of Justice	Services for 8/7-8/29/19	2,267.18	Bill Payment
09/12/2019	10734		Fingerprints for Juan Padilla	32.00	Bill Payment
09/12/2019	10733	Alex Moving	Moving services to empty POD's	1,102.50	Bill Payment
09/12/2019	10732	United Site Services	Portable Restrooms 08/19-09/05/19	239.31	Bill Payment
09/12/2019	10731	A Magic Touch Massage	Massages for staff	637.50	Bill Payment

12:30 P.M.
10/14/19
Accrual Basis

Placentia Library District
Check Register
September 2019

09/12/2019	10730	Golden State Water Company	7/22/19-8/20/19 Service	2,033.52	Bill Payment
09/12/2019	10729	Placentia Library District	For Payroll on 09/18/19	55,000.00	Check
09/12/2019	10317	BankCard Center-Bank of the West		8,841.18	Bill Payment
09/07/2019	10728	Pitney Bowes Purchase Power	August 2019 Postage	86.76	Bill Payment
09/04/2019	10727	Jairos Plumbing	Repair Roof Storm Water Drain Pipe in Mechanical Room	1,600.00	Bill Payment
09/04/2019	10726	Arcelia Janitorial Service	Janitorial Services 8/1-8/31/19	972.00	Bill Payment
09/04/2019	10725	United Site Services	United Site Services (Portable Restrooms) for June 2019 with Additional One Time Service	478.66	Bill Payment
09/04/2019	10724	Time Warner Cable	8/12-9/11/19 Services	65.72	Bill Payment
09/04/2019	10723	Placentia-Yorba Linda Unified School Dist	Various print jobs for June-August 2019	1,781.73	Bill Payment
				<u>553,615.67</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through July 2019 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: October 21, 2019

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	
9/30/2019	
10/31/2019	
11/30/2019	
12/31/2019	
01/31/2020	
2/28/2020	
3/31/2020	
04/30/2020	
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through August 2019 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: October 21, 2019

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	
10/31/2019	
11/30/2019	
12/31/2019	
01/31/2020	
2/28/2020	
3/31/2020	
04/30/2020	
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through September 2019 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: October 21, 2019

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	
11/30/2019	
12/31/2019	
01/31/2020	
2/28/2020	
3/31/2020	
04/30/2020	
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through July 2019 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: October 21, 2019

Summary of Cash and Investments as of July 31, 2019

Cash with Orange County Treasurer Fund 9LX	\$2,359,796.20
General Fund Checking – Bank of the West	\$565,330.33
General Fund Savings – Bank of the West	\$24,591.12
<i>(Impact Fees in Savings – Restricted)</i>	\$217,591.78
Payroll Checking – Wells Fargo Bank	\$ 26,562.05
Total Cash and Investments	\$2,976,279.70

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

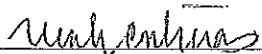
SUBJECT: Financial Reports through August 2019 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: October 21, 2019

Summary of Cash and Investments as of August 31, 2019

Cash with Orange County Treasurer Fund 9LX	\$1,664,223.95
General Fund Checking – Bank of the West	\$713,540.02
General Fund Savings – Bank of the West	\$62,647.73
<i>(Impact Fees in Savings – Restricted)</i>	\$218,286.38
Payroll Checking – Wells Fargo Bank	\$ 61,068.43
Total Cash and Investments	\$2,501,480.13

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

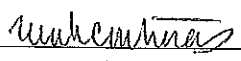
SUBJECT: Financial Reports through September 2019 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: October 21, 2019

Summary of Cash and Investments as of September 30, 2019

Cash with Orange County Treasurer Fund 9LX	\$768,754.12
General Fund Checking – Bank of the West	\$1,010,675.05
General Fund Savings – Bank of the West	\$65,847.28
<i>(Impact Fees in Savings – Restricted)</i>	\$218,286.38
Payroll Checking – Wells Fargo Bank	\$ 62,243.80
Total Cash and Investments	\$1,907,520.25

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



 Jeanette Contreras
 Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of July 31, 2019

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured		13,861	(2,342,671)	0.6%
4020	Property Taxes - Current Unsecured	2,356,532	-	(74,344)	0.0%
* 4030	Property Taxes - Prior Secured	74,344	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	6,637	(55,874)	10.6%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	1,819	1,819	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	-	(9,457)	0.0%
4190	State - Homeowners Property Tax Relief	64,455	-	(64,455)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	40,895	(2,544,248)	1.6%
INTEREST REVENUE					
4600	Interest		4,329	(4,171)	50.9%
	Sub Total	8,500	4,329	(4,171)	50.9%
GRANT REVENUE					
4210	State Grants	15,000	-	(15,000)	0.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	35,000	-	(35,000)	0.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	250,000	-	(250,000)	0.0%
* 4430	Other Revenue	0	-	0	-
4440	Centennial Renovation	2,000,000	-	(2,000,000)	0.0%
4310	Fines & Fees	20,000	256	(19,744)	1.3%
4320, 4330	Passport/Photos	290,000	17,049	(272,951)	5.9%
4340	Meeting Room Fees	3,000	-	(3,000)	0.0%
4350	Test Proctor	9,500	-	(9,500)	0.0%
	Sub Total	2,573,200	17,305	(2,555,895)	0.7%
4500	Impact Fees	50,000	53	(49,948)	0.1%
TOTAL REVENUES YTD FOR FY 18/19:					
		5,251,843	62,582	(5,189,261)	1.2%
Total Revenue without Renovation Revenue					
		\$3,251,843	\$62,582	(\$3,189,261)	1.9%

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

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

July 31, 2019

8.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	172,364	0.11	\$1,437,785
5030	Retirement	62,602	4,355	0.07	\$58,247
5040	Unemployment Insurance	2,500	-	0.00	\$2,500
5050	Health Insurance	268,587	20,666	0.08	\$247,921
5064	Dental Insurance	17,796	1,065	0.06	\$16,731
5060	Life Insurance	9,420	318	0.03	\$9,102
5066	AD & D Insurance	6,172	858	0.14	\$5,314
5068	Vision Insurance	3,541	216	0.06	\$3,325
5090	Employee Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	15,894	983	0.06	\$14,911
	TOTAL	\$2,001,661	\$200,826	0.10	\$1,800,835
SERVICES & SUPPLIES					
5100	Communications	22,000	243	0.01	\$21,757
5170	Household Expenses	25,000	0	0.00	\$25,000
5099	Library Insurance	20,000	1,730	0.09	\$18,270
5205	Maintenance Expense	25,000	527	0.02	\$24,473
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	10,361	0.08	\$119,639
5290	Memberships	10,000	38	0.00	\$9,962
5300, 5310, 5350	Office Expenses & Postage	100,000	24,814	0.25	\$75,186
5400	Prof./Specialized Services	219,000	4,809	0.02	\$214,191
5495, 5900, 5910	Programs	150,000	15,606	0.10	\$134,394
5500	Books/Library Materials	265,183	7,892	0.03	\$257,291
5600	Meetings/Professional Development	25,000	217	0.01	\$24,783
5700	Mileage/Parking	1,000	49	0.05	\$951
5800	Utilities	35,000	22	0.00	\$34,978
	TOTAL	\$1,027,183	\$66,308	0.06	\$960,875
	OPERATING EXPENSES	\$3,028,844	\$267,134	0.09	\$2,761,710
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	\$48,000	-	0.00	\$48,000
6100	Taxes and Assessments	\$15,000	-	0.00	\$15,000
	TOTAL	\$73,000	-	0.00	\$73,000
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	444,669	0.21	\$1,655,331
	TOTAL	\$2,100,000	444,669	0.21	\$1,655,331
TOTAL BUDGET		\$5,201,844	\$711,804	0.14	\$4,490,040
Total Expenses without Renovation Expenses		\$3,101,844	\$267,134	0.09	\$2,834,710

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of August 31, 2019

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured		13,861	(2,342,671)	0.6%
4020	Property Taxes - Current Unsecured	2,356,532	-	(74,344)	0.0%
* 4030	Property Taxes - Prior Secured	74,344	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	0	7,801	(54,710)	12.5%
* 4060	Property Taxes - Prior Supplemental	62,511	0	0	-
* 4070	Interest on Unapport Tax	0	0	0	-
4080	Penalties & Costs on Delinq Taxes	0	1,819	1,819	-
4090	Taxes Special Dist Augmentation	17,844	18,577	733	104.1%
4190	State - Homeowners Property Tax Relief	9,457	-	(9,457)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	64,455	-	(64,455)	0.0%
	Sub Total	2,585,143	42,059	(2,543,084)	1.6%
INTEREST REVENUE					
4600	Interest		8,875	375	104.4%
	Sub Total	8,500	8,875	375	104.4%
GRANT REVENUE					
4210	State Grants	15,000	-	(15,000)	0.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	35,000	-	(35,000)	0.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	250,000	-	(250,000)	0.0%
* 4430	Other Revenue	0	-	0	-
4440	Centennial Renovation	2,000,000	-	(2,000,000)	0.0%
4310	Fines & Fees	20,000	459	(19,541)	2.3%
4320, 4330	Passport/Photos	290,000	21,630	(268,370)	7.5%
4340	Meeting Room Fees	3,000	-	(3,000)	0.0%
4350	Test Proctor	9,500	-	(9,500)	0.0%
	Sub Total	2,573,200	22,089	(2,551,111)	0.9%
4500	Impact Fees	50,000	218,286	168,286	436.6%
TOTAL REVENUES YTD FOR FY 18/19:					
		5,251,843	291,310	(4,960,533)	5.5%
Total Revenue without Renovation Revenue					
		\$3,251,843	\$291,310	(\$2,960,533)	9.0%

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

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

August 31, 2019

16.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	285,338	0.18	\$1,324,811
5030	Retirement	62,602	8,764	0.14	\$53,838
5040	Unemployment Insurance	2,500	-	0.00	\$2,500
5050	Health Insurance	268,587	43,679	0.16	\$224,908
5064	Dental Insurance	17,796	2,251	0.13	\$15,545
5060	Life Insurance	9,420	677	0.07	\$8,743
5066	AD & D Insurance	6,172	1,450	0.23	\$4,722
5068	Vision Insurance	3,541	455	0.13	\$3,086
5090	Employee Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	15,894	1,967	0.12	\$13,927
	TOTAL	\$2,001,661	\$344,581	0.17	\$1,657,080
SERVICES & SUPPLIES					
5100	Communications	22,000	500	0.02	\$21,500
5170	Household Expenses	25,000	0	0.00	\$25,000
5099	Library Insurance	20,000	3,460	0.17	\$16,540
5205	Maintenance Expense	25,000	998	0.04	\$24,002
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	15,039	0.12	\$114,961
5290	Memberships	10,000	160	0.02	\$9,840
5300, 5310, 5350	Office Expenses & Postage	100,000	66,015	0.66	\$33,985
5400	Prof./Specialized Services	219,000	6,419	0.03	\$212,581
5495, 5900, 5910	Programs	150,000	19,791	0.13	\$130,209
5500	Books/Library Materials	265,183	16,401	0.06	\$248,782
5600	Meetings/Professional Development	25,000	10,647	0.43	\$14,353
5700	Mileage/Parking	1,000	49	0.05	\$951
5800	Utilities	35,000	2,077	0.06	\$32,923
	TOTAL	\$1,027,183	\$141,556	0.14	\$885,627
OPERATING EXPENSES					
		\$3,028,844	\$486,137	0.16	\$2,542,707
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,326	0.00	\$11,674
6100	Taxes and Assessments	\$15,000	3,723	0.25	\$11,277
	TOTAL	\$73,000	40,049	0.55	\$32,951
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,184,759	0.56	\$915,241
	TOTAL	\$2,100,000	1,184,759	0.56	\$915,241
TOTAL BUDGET		\$5,201,844	\$1,710,945	0.33	\$3,490,899
Total Expenses without Renovation Expenses		\$3,101,844	\$526,186	0.17	\$2,575,658

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of September 30, 2019

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	13,861	(2,342,671)	0.6%
4020	Property Taxes - Current Unsecured	74,344	41,758	(32,586)	56.2%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	9,310	(53,201)	14.9%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	0	0	-
4080	Penalties & Costs on Delinq Taxes	17,844	1,819	1,819	-
4090	Taxes Special Dist Augmentation	9,457	18,577	733	-
4190	State - Homeowners Property Tax Relief	64,455	-	(9,457)	104.1%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	(64,455)	0.0%
	Sub Total	2,585,143	85,326	(2,499,817)	3.3%
INTEREST REVENUE					
4600	Interest	8,500	13,512	5,012	159.0%
	Sub Total	8,500	13,512	5,012	159.0%
GRANT REVENUE					
4210	State Grants	15,000	-	(15,000)	0.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	35,000	-	(35,000)	0.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	250,000	-	(250,000)	0.0%
* 4430	Other Revenue	0	-	0	-
4440	Centennial Renovation	2,000,000	-	(2,000,000)	0.0%
4310	Fines & Fees	20,000	459	(19,541)	2.3%
4320, 4330	Passport/Photos	290,000	21,630	(268,370)	7.5%
4340	Meeting Room Fees	3,000	-	(3,000)	0.0%
4350	Test Proctor	9,500	-	(9,500)	0.0%
	Sub Total	2,573,200	22,089	(2,551,111)	0.9%
4500	Impact Fees	50,000	218,286	168,286	436.6%
TOTAL REVENUES YTD FOR FY 18/19:		5,251,843	339,214	(4,912,629)	6.5%
Total Revenue without Renovation Revenue		\$3,251,843	\$339,214	(\$2,912,629)	10.4%

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

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

September 30, 2019

25.00% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	400,830	0.25	\$1,209,319
5030	Retirement	62,602	13,218	0.21	\$49,384
5040	Unemployment Insurance	2,500	-	0.00	\$2,500
5050	Health Insurance	268,587	62,747	0.23	\$205,840
5064	Dental Insurance	17,796	3,236	0.18	\$14,560
5060	Life Insurance	9,420	967	0.10	\$8,453
5066	AD & D Insurance	6,172	1,943	0.31	\$4,229
5068	Vision Insurance	3,541	655	0.19	\$2,886
5090	Employee Assistance Program	5,000	1,422	0.28	\$3,578
5070	Workers' Compensation Insurance	15,894	2,950	0.19	\$12,944
	TOTAL	\$2,001,661	\$487,969	0.24	\$1,513,692
SERVICES & SUPPLIES					
5100	Communications	22,000	3,421	0.16	\$18,579
5170	Household Expenses	25,000	1,014	0.04	\$23,986
5099	Library Insurance	20,000	5,190	0.26	\$14,810
5205	Maintenance Expense	25,000	6,013	0.24	\$18,987
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	23,563	0.18	\$106,437
5290	Memberships	10,000	1,577	0.16	\$8,423
5300, 5310, 5350	Office Expenses & Postage	100,000	76,121	0.76	\$23,879
5400	Prof./Specialized Services	219,000	11,300	0.05	\$207,700
5495, 5900, 5910	Programs	150,000	29,523	0.20	\$120,477
5500	Books/Library Materials	265,183	24,985	0.09	\$240,198
5600	Meetings/Professional Development	25,000	13,115	0.52	\$11,885
5700	Mileage/Parking	1,000	124	0.12	\$876
5800	Utilities	35,000	3,606	0.10	\$31,394
	TOTAL	\$1,027,183	\$199,553	0.19	\$827,630
	OPERATING EXPENSES	\$3,028,844	\$687,523	0.23	\$2,341,321
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,326	0.00	\$11,674
6100	Taxes and Assessments	\$15,000	3,723	0.25	\$11,277
	TOTAL	\$73,000	40,049	0.55	\$32,951
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,573,542	0.75	\$526,458
	TOTAL	\$2,100,000	1,573,542	0.75	\$526,458
TOTAL BUDGET		\$5,201,844	\$2,301,114	0.44	\$2,900,730
Total Expenses without Renovation Expenses		\$3,101,844	\$727,572	0.23	\$2,374,272

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF JULY 2019

	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$0	0	0	\$1,091	82	107
Total Non-Fiction	\$0	0	0	\$1,878	70	156
Total Electronic	\$0	0	0	\$0	0	0
Total Audio Books	\$0	0	0	\$0	0	0
Total Educational DVDs	\$0	0	0	\$0	0	0
Total Entertainment DVDs	\$0	0	0	\$642	16	24
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$0	0	0	\$3,611	168	287
Budget	\$265,183			\$272,000		
% Spent YTD	0%			1%		

There is no information for a pie chart.

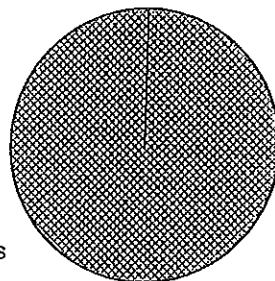
ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF JULY 2019
Prepared by Kaite Matias, Librarian I

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Nonseriales	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Nonfiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Non-Fiction	\$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
Total Young Adult Nonfiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL YOUNG ADULT PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Nonfiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Databases	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL DATABASES / E-BOOKS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Databases / E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF AUG 2019

	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$0	39	0	\$3,692	249	294
Total Non-Fiction	\$0	0	0	\$2,710	109	225
Total Electronic	\$2,082	0	0	\$16,494	3	0
Total Audio Books	\$0	0	0	\$938	24	24
Total Educational DVDs	\$0	0	0	\$190	4	4
Total Entertainment DVDs	\$0	0	0	\$1,300	35	51
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$2,082	0	0	\$25,324	424	598
Budget	\$272,000			\$272,000		
% Spent YTD	1%			9%		



Databases / E-Books
100%

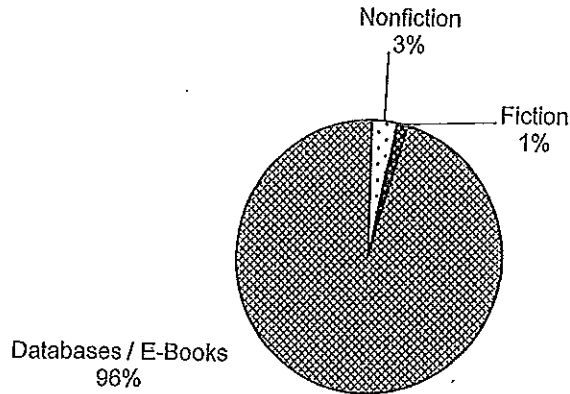
ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF AUGUST 2019
Prepared by Katie Matias, Librarian I

GENERAL FUND	Amount		Titles		Volumes		ADOPT-A-BOOK/GRANT		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
							Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	\$0	\$0	39	39	43	43	\$0	0	\$0	39	\$0	0	\$0	39
Adult Non-Fiction	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Reference	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult e-books	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Educational DVDs	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Adult Entertainment DVDs	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Library of Things	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL ADULT NON-PRINT MATERIALS	\$67	\$67	0	0	0	0	\$67	0	\$67	0	\$67	0	\$67	0
TOTAL ADULT MATERIALS	\$67	\$67	39	39	43	43	\$67	39	\$67	39	\$67	39	\$67	43
Young Adult Fiction	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Young Adult Non-Fiction	\$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
Young Adult e-books	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Young Adult Educational DVDs	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Young Adult Entertainment DVDs	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Young Adult Library of Things	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL YOUNG ADULT MATERIALS	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Fiction	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Non-Fiction	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Juvenile Reference	\$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
Juvenile Educational DVDs	\$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
Juvenile Library of Things	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL JUVENILE MATERIALS	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Databases	\$2,015	\$2,015	0	0	0	0	\$2,015	0	\$2,015	0	\$2,015	0	\$2,015	0
E-books	\$67	\$67	0	0	0	0	\$67	0	\$67	0	\$67	0	\$67	0
TOTAL DATABASES / E-BOOKS	\$2,082	\$2,082	0	0	0	0	\$2,082	0	\$2,082	0	\$2,082	0	\$2,082	0
Total Fiction	\$0	\$0	39	39	43	43	\$0	0	\$0	39	\$0	0	\$0	39
Total Non-Fiction	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Databases / E-books	\$2,082	\$2,082	0	0	0	0	\$2,082	0	\$2,082	0	\$2,082	0	\$2,082	0
Total Audio Books	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Educational DVDs	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Entertainment DVDs	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Library of Things	\$0	\$0	0	0	0	0	\$0	0	\$0	0	\$0	0	\$0	0
TOTAL MATERIALS	\$2,082	\$2,082	39	39	43	43	\$2,082	39	\$2,082	39	\$2,082	39	\$2,082	43

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF SEPT 2019

	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$267	79	104	\$5,308	371	423
Total Non-Fiction	\$602	104	237	\$3,516	148	291
Total Electronic	\$18,742	7	0	\$17,093	4	0
Total Audio Books	\$11	0	0	\$1,285	33	33
Total Educational DVDs	\$0	0	0	\$277	9	9
Total Entertainment DVDs	\$0	0	0	\$1,980	63	91
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$19,622	190	341	\$29,459	628	847
Budget	\$265,183			\$272,000		
% Spent YTD	7%			11%		



ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF SEPTEMBER 2019
Prepared by Katie Matias, Librarian I

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$208	76	101	\$0	0	0	\$208	76	101	\$0	0	0	\$208	76	101
Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Nonfiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT PRINT MATERIALS	\$208	76	101	\$0	0	0	\$208	76	101	\$0	0	0	\$208	76	101
Adult Audio Books	\$11	1	0	\$0	0	0	\$11	1	0	\$0	0	0	\$11	1	0
Adult E-books	\$154	1	0	\$0	0	0	\$154	1	0	\$0	0	0	\$154	1	0
Adult Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$165	1	0	\$0	0	0	\$165	1	0	\$0	0	0	\$165	1	0
TOTAL ADULT MATERIALS	\$371	77	101	\$0	0	0	\$371	77	101	\$0	0	0	\$371	77	101
Teen Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Nonfiction	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL TEEN PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL TEEN NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Fiction	\$51	3	3	\$0	0	0	\$51	3	3	\$0	0	0	\$51	3	3
Total Juvenile Fiction	\$51	3	3	\$0	0	0	\$51	3	3	\$0	0	0	\$51	3	3
Juvenile Non-Fiction	\$574	103	236	\$0	0	0	\$574	103	236	\$0	0	0	\$574	103	236
Juvenile Reference	\$28	1	1	\$0	0	0	\$28	1	1	\$0	0	0	\$28	1	1
Juvenile Miscellanea	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Nonfiction	\$602	104	237	\$0	0	0	\$602	104	237	\$0	0	0	\$602	104	237
TOTAL JUVENILE PRINT MATERIALS	\$653	107	240	\$0	0	0	\$653	107	240	\$0	0	0	\$653	107	240
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$653	107	240	\$0	0	0	\$653	107	240	\$0	0	0	\$653	107	240
Databases	\$18,588	6	0	\$0	0	0	\$18,588	6	0	\$0	0	0	\$18,588	6	0
E-books	\$154	1	0	\$0	0	0	\$154	1	0	\$0	0	0	\$154	1	0
TOTAL DATABASES / EBOOKS	\$18,742	7	0	\$0	0	0	\$18,742	7	0	\$0	0	0	\$18,742	7	0
Total Fiction	\$287	79	104	\$0	0	0	\$287	79	104	\$0	0	0	\$287	79	104
Total Non-Fiction	\$602	104	237	\$0	0	0	\$602	104	237	\$0	0	0	\$602	104	237
Total Databases / E-books	\$18,742	7	0	\$0	0	0	\$18,742	7	0	\$0	0	0	\$18,742	7	0
Total Audio Books	\$11	1	0	\$0	0	0	\$11	1	0	\$0	0	0	\$11	1	0
Total Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$19,622	190	341	\$0	0	0	\$19,622	190	341	\$0	0	0	\$19,622	190	341

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for July 2019
DATE: October 21, 2019

Net Revenue Summary for July 2019

	July-2019	July-2018	YTD 2019-2020	YTD 2018-2019
Passport	14,385.00	15,141.00	14,385.00	15,141.00
Passport Photos	2,664.00	2,139.00	2,664.00	2,139.00
Test Proctor	0.00	1,350.00	0.00	1,350.00
Fines & Fees	255.61	1,677.15	255.61	1,677.15
Meeting Room	0.00	85.00	0.00	85.00
Total	17,304.61	20,392.15	17,304.61	20,392.15

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for August 2019
DATE: October 21, 2019

Net Revenue Summary for August 2019

	Aug-2019	Aug-2018	YTD 2019-2020	YTD 2018-2019
Passport	3,885.00	14,000.00	18,270.00	29,141.00
Passport Photos	696.00	2,261.80	3,360.00	4,400.80
Test Proctor	0.00	1,050.00	0.00	2,400.00
Fines & Fees	203.80	1,866.50	459.41	3,543.65
Meeting Room	0.00	145.00	0.00	230.00
Total	4,784.80	19,323.30	22,089.41	39,715.45

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for September 2019

DATE: October 21, 2019

Net Revenue Summary for September 2019

			YTD	YTD
	Sept-2019	Sept-2018	2019-2020	2018-2019
Passport	6,875.00	16,660.00	25,145.00	45,801.00
Passport Photos	0	3,276.00	3,360.00	7,676.80
Test Proctor	0	350.00	0.00	2,750.00
Fines & Fees	0	1,875.30	459.41	5,418.95
Meeting Room	0	110.00	0.00	340.00
Total	6,875.00	22,271.30	28,964.41	61,986.75



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for July 2019
DATE: October 21, 2019

	Jul-19	Jul-18	YTD 2019-2020	YTD 2018-2019
Separation	1	0	1	0
Retirement	0	0	0	0
Appointments	2	0	2	0
Open Positions	1	0	1	0
Workers' Compensation Leave	0	0	0	0
Total	4	0	4	0

SEPARATION: Ivette Fisher, Library Clerk – Support Services
RETIREMENT: None
APPOINTMENTS: Christie Hwang, Library Clerk – Support Services
 Robert Arauz, Library Aide – Support Services
OPEN POSITIONS: Library Assistant Maker Space 30 Hr. Part-time, Public Services

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for August 2019

DATE: October 21, 2019

	Aug-19	Aug-18	YTD 2019-2020	YTD 2018-2019
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	0	0	2	0
Open Positions	0	0	1	0
Workers' Compensation Leave	0	0	0	0
Total	0	0	4	0

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for September 2019
DATE: October 21, 2019

	Sept-19	Sept-18	YTD 2019-2020	YTD 2018-2019
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	1	0	3	0
Open Positions	2	0	3	0
Workers' Compensation Leave	0	0	0	0
Total	3	0	7	0

SEPARATION: None
RETIREMENT: None
APPOINTMENTS: Shellie McCurdy, Library Assistant Makerspace Part-time 30 Hr.
 – Public Services
OPEN POSITIONS: Public Services Substitute – Adults
 Public Services Substitute – Children's



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Circulation Activity Report: July 2019

DATE: October 21, 2019

CIRCULATION	Jul-19	Jul-18		Y-T-D	Y-T-D	Y-T-D
				2019-20	2018-19	% change
New Patron Registrations	100	326		100	326	-69.3%
Total Circulation	9,203	28,640		9,203	28,640	-67.9%
Total Active Borrowers*	4,982	7,645		4,982		
Attendance	9,930	26,021		9,930	26,021	-61.8%
Adult Fiction	990	2,756		990	2,756	-64.1%
Adult/Teen Nonfiction	453	1,948		453	1,948	-76.7%
Adult Magazines	0	147		-	147	-100.0%
Adult Audio Books	174	494		174	494	-64.8%
Adult DVDs	1,251	2,782		1,251	2,782	-55.0%
Library of Things (LOTs)	4	27		4	27	-85.2%
Teen Fiction	243	1,291		243	1,291	-81.2%
Teen Audio Books	0	0		0	0	0.0%
Video Games	131	81		131	81	61.7%
Childrens Fiction	4,715	9,190		4,715	9,190	-48.7%
Childrens Nonfiction	535	1,974		535	1,974	-72.9%
Childrens Magazines	0	0		0	0	0.0%
Childrens Audio Books	0	3		-	3	-100.0%
Childrens DVDs	707	1,438		707	1,438	-50.8%

* YTD % change not applicable.

TEST PROCTORING

July 2019	July 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
0	29	0	29	-100%

PATRON COUNT

Open 29 days, closed for 4th of July and SDD							
Gate Count					Hours Open	Average Per Hour	
July 2019	July 2018	Y-T-D 2019/20	Y-T-D 2018-19	Y-T-D % change			
8,947	24,120	8,947	24,120	-170%	278	36	
Outside Gate Counts					Library Attendance Total		
Adult/Teen Programs			415				
Children Programs			468		9,930		
Outreach Events			100				
Meeting Room Rentals			0				
TOTAL			983				

PASSPORTS

July 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		6	3	6	1	7	14	37
10:00		7	1	7	3	14	18	50
11:00		7	6	8	4	8	17	50
12:00		10	5	6	3	11	17	52
1:00	18	5	6	5	1	7	20	62
2:00	17	11	12	5	7	7	12	71
3:00	15	10	7	5	4	7	15	63
4:00	1	15	12	4	4	2		38
5:00		21	17	7	3			48
6:00		19	11	12	1			43
7:00			1	3				4
DAY TOTALS	51	111	81	68	31	63	113	518

July 2019	July 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
518	445	518	445	14%

STAFF ACTIVITY

- Katie attended Friday Huddles on July 5th, 12th, and 19th.
- Jon, Katie, Yesenia, Wendy, and Kathy met to discuss re-labeling project on July 30th.
- Jon, Estella, Laura, Beatrice, Tim, and Christie participated in a Support Services staff meeting on July 25th
- Tim took pictures of the library renovation progress. This post became one of the library's most popular social media posts to date:

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Circulation Activity Report: August 2019

DATE: October 21, 2019

CIRCULATION	Oct-19	Oct-18	Y-T-D	Y-T-D	Y-T-D
			2019-20	2018-19	% change
New Patron Registrations	39	147	548	1,178	-53.5%
Total Circulation	742	10,295	21,021	86,609	-75.7%
Total Active Borrowers*	3,956	7,274			
Attendance	726	16,026	10,656	91,973	-88.4%
Adult Fiction	90	832	2,003	7,477	-73.2%
Adult/Teen Nonfiction	34	436	1,202	5,248	-77.1%
Adult Magazines	0	2	-	393	-100.0%
Adult Audio Books	25	266	312	1,538	-79.7%
Adult DVDs	106	1,496	2,391	10,506	-77.2%
Library of Things (LOTs)	0	33	30	119	-74.8%
Teen Fiction	33	156	432	3,056	-85.9%
Teen Audio Books	0	0	0	0	0.0%
Video Games	10	73	244	233	4.7%
Childrens Fiction	325	5,939	8,563	31,705	-73.0%
Childrens Nonfiction	15	339	3,143	5,453	-42.4%
Childrens Magazines	0	0	0	30	0.0%
Childrens Audio Books	0	2	26	32	-18.8%
Childrens DVDs	104	709	2,583	4,593	-43.8%

* YTD % change not applicable.

TEST PROCTORING

July 2019	July 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
0	29	0	29	-100%

PATRON COUNT

Gate Count						
Aug 2019	Aug 2018	Y-T-D 2019/20	Y-T-D 2018-19	Y-T-D % change	Hours Open	Average Per Hour
726	30,105	9,673	54,225	-461%	11	75
Outside Gate Counts						
Adult/Teen Programs			23			
Children Programs			0			
Outreach Events			77			
Meeting Room Rentals			0			
TOTAL			100			
					Library Attendance Total	
					826	

PASSPORTS

Aug 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00					1			1
10:00					1			1
11:00								0
12:00					1			1
1:00					2			2
2:00					4			4
3:00					1			1
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	0	0	10	0	0	10

Aug 2019	Aug 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
10	459	528	904	-71%

STAFF ACTIVITY

- The library was closed and staff worked very hard to prepare for the grand reopening.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Circulation Activity Report: **September 2019**

DATE: October 21, 2019

CIRCULATION	Sep-19	Sept. 18		Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
New Patron Registrations	409	182		509	1,031	-50.6%
Total Circulation	11,076	13,517		20,279	76,314	-73.4%
Total Active Borrowers*	5,004	7,447				
Attendance		15,217		9,930	75,947	-86.9%
Adult Fiction	923	1,123		1,913	6,645	-71.2%
Adult/Teen Nonfiction	715	733		1,168	4,812	-75.7%
Adult Magazines	0	64		-	391	-100.0%
Adult Audio Books	113	343		287	1,272	-77.4%
Adult DVDs	1,034	3,707		2,285	9,010	-74.6%
Library of Things (LOTs)	26	24		30	86	-65.1%
Teen Fiction	156	356		399	2,900	-86.2%
Teen Audio Books	0	0		0	0	0.0%
Teen Video Games	103	36		234	160	46.3%
Childrens Fiction	3,523	5,768		8,238	25,766	-68.0%
Childrens Nonfiction	2,593	547		3,128	5,114	-38.8%
Childrens Magazines	0	1		-	30	0.0%
Childrens Audio Books	26	1		26	30	-13.3%
Childrens DVDs	1,772	674		2,479	3,884	-36.2%

TEST PROCTORING

September 2019	September 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
2	6	2	56	-96%

PATRON COUNT

Gate Count					Hours Open	Average Per Hour
Sept 2019	Sept 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change		
50,046	14,481	58,993	68,706	-16%	151	331
Outside Gate Counts						
Adult/Teen Programs				67		
Children Programs				0		
Outreach Events				45		
Meeting Room Rentals				0		
TOTAL				112		

Library Attendance Total
50,158

1 Day Closed: Monday, Sept. 2 for Labor Day. Closed to public 9/1/19-9/13/19.
Grand Re-Opening September 14, 2019

PASSPORTS

Sept 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00			1	1	1	4	8	15
10:00		3	4	3	4	4	11	29
11:00		2	2	2		2	12	20
12:00		4	1	2	3	5	12	27
1:00	19	3		1		1	11	35
2:00	19	5		1	5	4	11	45
3:00	20	2	2	1	3	5	8	41
4:00	5	7	1		3	2		18
5:00		12	2	4	3			21
6:00		10	5	4	4			23
7:00				1				1
DAY TOTALS	63	48	18	20	26	27	73	275

Sep 2019	Sep 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
275	412	803	1316	-64%

STAFF ACTIVITY

- Katie attended Friday Huddles on September 6th, 13th, 20th, and 27th.
- Support Services staff participated in Staff Development Day September 10th.
- Support Services staff participated in the Library's Grand Re-opening Celebration September 14th.
- Jon, Estella, Tim, Katie, Beatrice, Danny, Christie, and Laura attended the all staff meeting September 24th.
- Jon, Estella, Laura, Beatrice, Katie, Tim, and Christie participated in a Support Services staff meeting on September 26th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through July 2019
DATE: October 21, 2019

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19							
Sep-19							
Oct-19							
Nov-19							
Dec-19							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
	TOTAL	\$0.00	\$1,492.67	\$0.00	\$10.70	\$0.00	\$1,503.37

** City Billing Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through August 2019
DATE: October 21, 2019

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19							
Oct-19							
Nov-19							
Dec-19							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
	TOTAL	\$0.00	\$2,985.34	\$232.80	\$10.70	\$0.00	\$3,228.84

** City Billing
Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUND	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through September 2019
DATE: October 21, 2019

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19							
Nov-19							
Dec-19							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
	TOTAL	\$0.00	\$2,985.34	\$232.80	\$10.70	\$0.00	\$3,228.84

** City Billing Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director
Fernando Maldonado, Business Manager

SUBJECT: Administration Report for July - September 2019

DATE: October 21, 2019

During the months of July – September 2019, the focus has been to work with contractors to ensure the completion of the renovation and energy efficiency projects in preparation of the grand re-opening on September 14th. After nearly 11 months of limited service operation while still remaining open for 7 days a week, the Library was closed August 2nd – September 13th in order for staff to perform the following:

- Work with contractors for walkthroughs to review all punch lists before final inspection.
- Conduct staff development day to train staff on SirsiDynix, makerspace and pretend city equipment, educate staff on upcoming programs and services so that they are prepared to intelligently answer questions patrons may have at the grand re-opening. Customer service was one of our areas of focus.
- Work with SirsiDynix for migration of our independent OPAC.
- Finalize the Library's newsletter (to be mailed out in three weeks). This requires information from Advantage Printing and coordination with our partners with whom we have collaborated with.
- Prepare for the Grand Re-opening (program, invitations, food, music, activities, volunteers, VIP attendance, proclamations, permits, coordination with the City, logistics, etc).
- Prepare for the Gala for 200 guests (finalizing ticket sale information, creating and assembling programs, auction presentation, writing script for emcee, putting together silent auction baskets, making 23-25 centerpieces, logistics and walkthroughs with Nixon library and caterer staff).
- Receive, inbox, process and catalog 150 boxes (approximately 3,000 items) from Baker and Taylor.
- Review, re-inventory, re-label, and re-shelf nearly 80,000 physical items.
- Unbox, review, catalog, test and inventory over 100 makerspace and Crossroads Corner items.
- Purchase, inspect, test, and install 34 PCs and 13 laptops.
- Move all items from the meeting room back to the main floor.
- Replace carpet damaged in the meeting room.
- Move all staff desks back to their original locations.
- Move passport desks and equipment out of the Business Manager's office and allow him to move back.
- Re-organize Administration reception area, the History Room, the work room, and the storage room.
- Paint the work room, administration offices, the friends' bookstore and staff offices.
- Re-merchandise the friends' bookstore and relocate shelves and vending machines.
- Create and ensure installation of parking lot banners.

Meetings:

- Library Board of Trustees: July 22nd, August 26th, September 23rd
- Joint Use Committee: July 29th, August 26th
- PLFF: August 12th
- Huddles: July 5th, 12th, 19th, July 26th, August 2nd, 9th, 16th, 23rd, 30th, September 6th, 13th, 20th, and 27th
- All Staff Meeting: July 23rd, August 20th, September 24th
- Manager's Meeting: July 19th, September 20th, 26th
- Summer Reading Celebration: July 3rd
- Controls, Inc. (JCI): July 11th, 18th, August 1st, 22nd, September 9th
- Vincor Construction, Inc.: July 2nd, 9th, 16th, 23rd, 30th, August 6th, 13th, 20th, 27th, September 10th
- Bodhi: July 19th, September 27th
- Orange County Health Department: September 11th
- Auditors Meeting: July 1st, 2nd, 18th
- Fundraising Committee: July 5th, 12th, 26th, August 2nd, 9th
- Library District Director's Meeting: July 16th
- SLS Executive Council: August 14th
- Rotary: July 24th, 31st
- Yamada: July 29th
- Orange County Register: August 30th
- PYLUSD Reprographics: September 30th
- Julianne Vu, prospective library school candidate – September 24th

Training/Workshops/Conference:

- Webinar *Records Retention* : July 30th
- Staff Development Day: September 10th
- CSDA Conference: September 25th – 27th

Events / Fundraiser:

- Summer Reading Celebration: July 3rd
- Black Tie & Tales Gala: August 9th
- Grand Re-Opening: September 14th
- State of the City: September 25th

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for July 2019
DATE: October 21, 2019

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	July 2019	July 2019	July 2018	July 2018	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D 2018-19	18/19-19/20	18/19-19/20
Storytime	8	283	12	549	8	283	12	549	-33.33%	-48.45%
Educational	0	0	3	137	0	0	3	137	-100.00%	-100.00%
Reading	2	375	5	943	2	375	5	943	-60.00%	-60.23%
Seasonal	0	0	1	200	0	0	1	200	-100.00%	-100.00%
Totals	10	658	21	1,829	10	658	21	1,829	-52.38%	-64.02%

Reference/Computer Usage Statistics

	July 2019	July 2018	Y-T-D 2019-2020	Y-T-D 2018-2019	Y-T-D % change
Reference—in person	275	664	275	664	-58.58%
Reference--telephone	13	27	13	27	-51.85%
Total Reference	288	691	288	691	-58.32%
Children's computer usage	0	1,204	0	1,204	-100.00%

*Computers not available during renovation

ACHIEVEMENTS

Children’s Services assisted with projects and tasks related in the renovation project.

MEETINGS

Kathy Carn met with Yesenia Baltierra, Wendy Amireh, and Fernando Maldonado to review Summer Reading Celebration on July 3rd.

Kathy Carn met with Yesenia Baltierra and Wendy Amireh for Supervisor Meetings on July 3rd, July 24th, and July 31st.

Kathy Carn met with Yesenia Baltierra to discuss Children’s Services on July 9th, and July 23rd.

Kathy Carn and Yesenia Baltierra met with Ana Balderas for her annual performance review on July 9th.
Children's Services staff attended the All Staff Meeting on July 16th.

Kathy Carn met with Yesenia Baltierra, Wendy Amireh, Katie Matas, and Jon Legree to discuss the collection re-labelling project on July 30th.

PROFESSIONAL DEVELOPMENT

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for August 2019
DATE: October 21, 2019

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	August 2019	August 2019	August 2018	August 2018	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D 2018-19	18/19-19/20	18/19-19/20
Storytime	0	0	14	677	8	283	26	1,226	-69.23%	-76.92%
Educational	0	0	5	145	0	0	8	282	-100.00%	-100.00%
Reading	0	0	4	311	2	375	9	1,254	-77.78%	-70.10%
Seasonal	0	0	0	0	0	0	1	200	-100.00%	-100.00%
Totals	0	0	23	1,133	10	658	65	4,791	-84.62%	-86.27%

Reference/Computer Usage Statistics

	August 2019	August 2018	Y-T-D 2019-2020	Y-T-D 2018-2019	Y-T-D % change
Reference—in person	0	571	275	1,235	-77.73%
Reference--telephone	0	32	13	59	-77.97%
Total Reference	0	603	288	1,294	-77.74%
Children's computer usage	0	1199	0	2,403	-100.00%

ACHIEVEMENTS

Children’s Services assisted with projects and tasks related in the renovation project.

MEETINGS

Kathy Carn met with Yesenia Baltierra and Wendy Amireh for Supervisor Meetings on August 14th, and August 28th.
 Kathy Carn met with Yesenia Baltierra to discuss Children’s Services on August 20th.
 Kathy Carn met with Yesenia Baltierra, Lori Worden, and Venessa Faber to discuss policies for Crossroads Corner on August 12th.
 Kathy Carn met with Yesenia Baltierra and Wendy Amireh to discuss policies for The Hangar on August 12th.

Kathy Carn and Yesenia Baltierra met with Dominique Polchow at the Placentia-Yorba Linda Unified School District to discuss the C21 program on August 28th.

PROFESSIONAL DEVELOPMENT

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for September 2019
DATE: October 21, 2019

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	September 2019	September 2019	September 2018	September 2018	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D 2018-19	18/19-19/20	18/19-19/20
Storytime	16	754	6	249	24	1,037	32	1,475	-25.00%	-29.69%
Educational	5	22	12	263	5	22	20	545	-75.00%	-95.96%
Reading	0	0	0	0	2	375	9	1,254	-77.78%	-70.10%
Seasonal	2	475	0	0	2	475	1	200	100.00%	137.50%
Totals	23	1,251	18	512	33	1,909	61	3,274	-45.90%	-41.69%

Reference/Computer Usage Statistics

	September 2019	September 2018	Y-T-D 2019-20	Y-T-D 2018-2019	Y-T-D % change
Reference—in person	344	409	619	1,644	-62.35%
Reference--telephone	11	40	24	99	-75.76%
Total Reference	355	449	643	1,743	-63.11%
Children's computer usage	421	46	421	2,449	-82.81%

ACHIEVEMENTS

Children’s Services assisted with projects and tasks related in the renovation project. All members of the Children’s Services department assisted with the Grand Re-opening Celebration. Kathy Carn and Lori Worden represented PLD at the Public Library Expo event hosted by CSUF on September 24th and 25th. Children’s Service introduced three new programs, including bilingual storytime, Toddler Tales, and Stay and Play.

MEETINGS

Kathy Carn met with Yesenia Baltierra to discuss Children’s Services on September 3rd and 11th. Kathy Carn met with Yesenia Baltierra and Wendy Amireh for a Supervisors Meeting on September 11th and 26th. Kathy Carn met with Yesenia Baltierra and Shellie McCurdy to discuss Hangar policies on September 16th.

Lori Worden, Deanna White, and Ana Balderas attended the All Staff Meeting on September 24th.

Kathy Carn met with Yesenia Baltierra to discuss Crossroads Corner rules on September 26th.

Kathy Carn met with Lori Worden for a bi-weekly meeting on September 26th.

Kathy Carn met with Wendy Amireh to discuss The Hangar and substitute Library Assistant training on September 30th.

PROFESSIONAL DEVELOPMENT

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for July 2019

DATE: October 21, 2019

MONTHLY STATISTICS

Information Desk Activity	July	July	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
Information -- in person	844	1661	844	1661	-49.19%
Information -- telephone	488	748	488	748	-34.76%
Information -- email/chat	0	7	0	7	7000.00%
Technology assistance	0	300	0	300	-100.00%
Guest passes	0	308	0	308	-100.00%
Adult and Children's computer use (desktops)	0	2048	0	2048	-100.00%
Adult computer usage (desktop)	0	907	0	907	-100.00%
Public computer use (express laptops)	0	3	0	3	-100.00%

History Room Activity	July	July	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
History Room Visitors	3	4	3	4	-25.00%

Volunteer Hours	July	July	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
History Room	23	17.5	23	17.5	31.43%
PLFF	299.75	395.67	299.75	395.67	-24.24%
General Library	45.25	552	45.25	552	-91.80%
Technology	0	0	0	0	0.00%
Homework Club	0	0	0	0	0.00%
Adult Literacy	61.83	95.67	61.83	95.67	-35.37%
PTAC	49	94.5	49	94.5	-48.15%
Summer Reading Program	176.53	550.5	176.53	550.5	-67.93%
Total Volunteer Hours	655.36	1705.84	655.36	1705.84	-61.58%

Public Services Outreach Activity	July	July	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
Outreach Visits	2	1	2	1	100.00%

Outreach Attendance	100	150	100	150	-33.33%
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Adult Programs

Type of Program	Number of Programs July	Attendance July	Number of Programs July	Attendance July	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Book Club	0	0	1	5	0	0	1	5	-100.00%	-100.00%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Fine Art Programs	1	300	2	41	1	300	2	41	-50.00%	631.71%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	0	0	1	23	0	0	1	23	-100.00%	-100.00%
Home and Lifestyle Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	3	22	5	29	3	22	5	29	-40.00%	-24.14%
Reading Programs	1	53	1	337	1	53	1	337	0.00%	-84.27%
Volunteer Programs	0	0	1	30	0	0	1	30	-100.00%	-100.00%
Totals	5	375	11	465	5	375	11	465	-54.55%	-19.?

Literacy	YTD 1920	YTD 1819	% Change
English Literacy Students	31	32	-3.13%
Students Graduated	0	0	0%
English Literacy Tutors	25	31	-19.35%

Teen Programs

Type of Program	Number of Programs July	Attendance July	Number of Programs July	Attendance July	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Collaborator	0	0	1	0	0	0	1	0	-100.00%	0.00%
Friday Flicks	0	0	4	6	0	0	4	6	-100.00%	-100.00%
PTAC	1	15	2	31	1	15	2	31	-50.00%	-51.61%
Summer Reading Program	1	25	1	95	1	25	1	95	0.00%	-73.68%
Teen Misc.	0	0	0	0	0	0	0	0	0.00%	0.00%
Test	0	0	0	0	0	0	0	0	0.00%	0.00%
The Vault	0	0	0	0	0	0	0	0	0.00%	0.00%
Totals	2	40	8	132	2	40	8	132	-75.00%	-69.7

ACHIEVEMENTS

- Victor Meza coordinated a PTAC meeting on July 18th.

- Victor Meza attended Movies in the Park with PTAC on July 12th.
- Victor Meza and Michelle Meades participated in outreach at SAGE Presbyterian Church on July 25th.
- Wendy Amireh participated in the interview panel for the Librarian 1 Adult Services on July 2nd.
- Wendy Amireh coordinated the End of Summer Ice Cream Social on July 27th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on July 23rd.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on July 3rd, 24th and 31st.
- Wendy Amireh attended a Kiwanis meeting on July 25th.
- Wendy Amireh attended the collection relabeling meeting on July 30th.
- Michelle Meades met with the Wendy Amireh on July 1st, 22nd, 24th, 25th, 29th, 30th and 31st.
- Michelle Meades and Wendy Amireh met with Yesenia Baltierra on July 29th.
- Michelle Meades met with Ana Balderas on July 28th.
- Michelle Meades attended the CA Humanities grant meetings on July 18th and 19th.
- Michelle Meades attended the Grand Reopening Committee meeting on July 17th.
- Michelle Meades and Wendy Amireh attended the Video Committee meeting on July 23rd.
- Michelle Meades attended the Historical Committee Meeting on July 23rd.
- Sabrina Rosengren met with new literacy pairs on July 19th and 30th.
- Sabrina Rosengren and Wendy Amireh met on July 11th and 25th.
- Sabrina Rosengren met with Joe Lambert, Director of Development Services City of Placentia to discuss literacy on July 17th.
- Sally Federman, Sabrina Rosengren and Wendy Amireh met on July 18th.
- Adult Services Staff attended the staff meeting on July 23rd.
- Victor Meza met with Wendy Amireh on July 1st, 8th and 22nd.
- Victor Meza met with Michelle Meades on July 23rd for volunteer training.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended an online webinar for Librarian Reference Training on July 8th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Adult Services Report for August 2019
DATE: October 21, 2019

MONTHLY STATISTICS

<u>Information Desk Activity</u>	August 2019	August 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Information -- in person	0	1662	844	3323	-74.60%
Information -- telephone	0	660	488	1408	-65.34%
Information -- email/chat	0	10	0	17	-100.00%
Technology assistance	0	371	0	671	-100.00%
Guest passes	0	112	0	420	-100.00%
Adult and Children's computer use (desktops)	0	2291	0	4339	-100.00%
Adult computer usage (desktop)	0	2140	0	3047	-100.00%
Public computer use (express laptops)	0	8	0	11	-100.00%

<u>History Room Activity</u>	August 2019	August 2018	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
History Room Visitors	0	7	3	11	-72.73%

<u>Volunteer Hours</u>	August 2019	August 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
History Room	0	18.5	23	36	-36.11%
PLFF	144.58	489.25	444.33	884.92	-49.79%
General Library	0	493.75	45.25	1045.75	-95.67%
Technology	0	0	0	0	0.00%
Homework Club	0	0	0	0	0.00%
Adult Literacy	57.25	130.5	119.08	226.17	-47.35%
PTAC	44.5	76.75	93.5	171.25	-45.40%
Summer Reading Program	0	125.25	176.53	675.75	-73.88%
Total Volunteer Hours	246.33	1334	901.69	3039.84	-70.34%

<u>Public Services Outreach Activity</u>	August 2019	August 2018	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
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Outreach Visits	3	3	5	4	25.00%
Outreach Attendance	77	210	177	360	-50.83%

Adult Programs

Type of Program	Number of Programs August	Attendance August	Number of Programs August	Attendance August	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Book Club	0	0	1	11	0	0	2	16	-100.00%	-100.00%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	2	73	0	0	2	73	-100.00%	-100.00%
Fine Art Programs	0	0	1	300	1	300	3	341	-66.67%	-12.02%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	0	0	0	0	0	0	1	23	-100.00%	-100.00%
Home and Lifestyle Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	0	0	2	6	3	22	7	35	-57.14%	-37.14%
Reading Programs	0	0	1	155	1	53	2	492	-50.00%	-89.23%
Volunteer Programs	0	0	1	17	0	0	2	47	-100.00%	-100.00%
Totals	0	0	8	562	5	375	19	1,027	-73.68%	-63.49%

Literacy	YTD 1920	YTD 1819	% Change
English Literacy Students	33	32	3.13%
Students Graduated	0	0	0%
English Literacy Tutors	27	31	-12.90%

Teen Programs

Type of Program	Number of Programs August	Attendance August	Number of Programs August	Attendance August	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	1	0	0	0	2	0	-100.00%	0.00%
Friday Flicks	0	0	2	10	0	0	6	16	-100.00%	-100.00%
PTAC	2	23	1	17	3	38	3	48	0.00%	-20.83%
Summer Reading Program	0	0	1	27	1	25	2	122	-50.00%	-79.51%
Teen Misc.	0	0	0	0	0	0	0	0	0.00%	0.00%
Test	0	0	1	14	0	0	1	14	-100.00%	-100.00%
The Vault	0	0	0	0	0	0	0	0	0.00%	0.00%
Totals	2	23	6	68	4	63	14	200	-71.43%	-68.50%

ACHIEVEMENTS

- Victor Meza coordinated a PTAC meetings on August 1st and 15th.
- Victor Meza attended Movies in the Park with PTAC on August 16th.
- Victor Meza and Ana Balderas did outreach with BotBox at Aktion Club on August 29th.
- Victor Meza attended the SLS Teen Meeting in Newport Beach on August 21st.

- Michelle Meades and Sabrina Rosengren interviewed an intern for the History Room on August 1st.
- Wendy Amireh, Michelle Meades and Tim Worden completed the Centennial Celebration video.
- Adult and Teen Services staff assisted in arranging and re-shelving the library collections.
- Wendy Amireh participated in the Library Assistant, Makerspace interviews on August 15th and 22nd.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on August 12th and 20th.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on August 14th and 28th.
- Wendy Amireh attended Kiwanis meetings on August 1st, 8th and 29th.
- Michelle Meades met with Victor Meza Wendy Amireh on August 2nd.
- Michelle Meades met with Wendy Amireh on August 6th, 13th, and 20th.
- Michelle Meades met with Venessa Faber on August 12th and August 14th.
- Sabrina Rosengren met with new tutoring pair's initial meeting August 7th
- Sabrina Rosengren attended SCLLN meeting on August 20th
- Sabina Rosengren met City of Placentia Community Services Provider about Literacy on August 12th.
- Sabrina Rosengren and Wendy Amireh met on August 1st, 8th, 22nd & 29th.
- Sally Federman, Sabrina Rosengren and Wendy Amireh met on August 19th.
- Victor Meza met with Wendy Amireh on August 9th, 13th and 20th.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended 1 hour Tutor.com online webinar August 26th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for September 2019

DATE: October 15, 2019

MONTHLY STATISTICS

Information Desk Activity	September 2019	September 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Information -- in person	1126	1473	1970	4796	-58.92%
Information -- telephone	324	652	812	2060	-60.58%
Information -- email/chat	20	8	20	25	-20.00%
Technology assistance	95	192	95	863	-88.99%
Guest passes	76	61	76	481	-84.20%
Adult and Children's computer use (desktops)	866	1125	866	5464	-84.15%
Adult computer usage (desktop)	499	1477	499	4524	-88.97%
Teen computer usage	179	N/A	179	N/A	N/A
Public computer use (express laptops)	0	0	0	11	-100.00%

History Room Activity	September 2019	September 2018	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
History Room Visitors	31	0	34	11	209.09%

Volunteer Hours	September 2019	September 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
History Room	6	13.5	29	49.5	-41.41%
PLFF	233.33	291.33	677.66	1176.25	-42.39%
General Library	171.4	150.92	216.65	1196.67	-81.90%
Technology	0	0	0	0	0.00%
Homework Club	7.35	63.25	7.35	63.25	-88.38%
Adult Literacy	59.25	118.75	178.33	344.92	-48.30%
AC	33	64.25	126.5	235.5	-46.28%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	510.33	702	1412.02	3741.84	-62.26%

Public Services Outreach Activity	September 2019	September 2018	Y-T-D FY 2019-20	Y-T-D FY 2018-19	Y-T-D % change
Outreach Visits	2	18	7	22	-68.18%
Outreach Attendance	45	624	222	984	-77.44%

Adult Programs

Type of Program	Number of Programs September	Attendance September	Number of Programs September	Attendance September	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Book Club	0	0	0	0	0	0	2	16	-100.00%	-100.00%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	0	0	0	0	2	73	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	1	300	3	341	-66.67%	-12.02%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programming	0	0	1	45	0	0	2	68	-100.00%	-100.00%
Home and Lifestyle	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	4	51	5	48	7	73	12	83	-41.67%	-12.05%
The Hangar Makerspace	3	139	0	0	3	139	0	0	N/A	N/A
Reading Programs	0	0	0	0	1	53	2	492	-50.00%	-89.23%
Volunteer Programs	0	0	0	0	0	0	2	47	-100.00%	-100.00%
Totals	7	190	6	93	12	565	25	1120	-52.00%	-49.55%

Literacy	YTD 1920	YTD 1819	% Change
English Literacy Students	41	39	5.13%
Students Graduated	0	0	0.00%
English Literacy Tutors	27	36	-25.00%

The Hangar Makerspace	September 2019	September 2018	Y-T-D FY 2019-20	Y-T-D FY 2018-19	Y-T-D % change
Visitors	119	N/A	119	N/A	N/A

Teen Programs

Type of Program	Number of Programs September	Attendance September	Number of Programs September	Attendance September	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0	0	0	0	2	0	-100.00%	0.00%
Friday Flicks	0	0	0	0	0	0	6	16	-100.00%	-100.00%
PTAC	2	39	2	46	5	77	5	94	0.00%	-18.09%
Summer Reading Program	0	0	0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	0	0	0	0	0	0	0	0	0.00%	0.00%
Test	0	0	0	0	0	0	1	14	0.00%	0.00%
The Vault	0	0	0	0	0	0	0	0	0.00%	0.00%
Totals	2	39	2	46	6	102	16	246	-62.50%	-58.54%

ACHIEVEMENTS

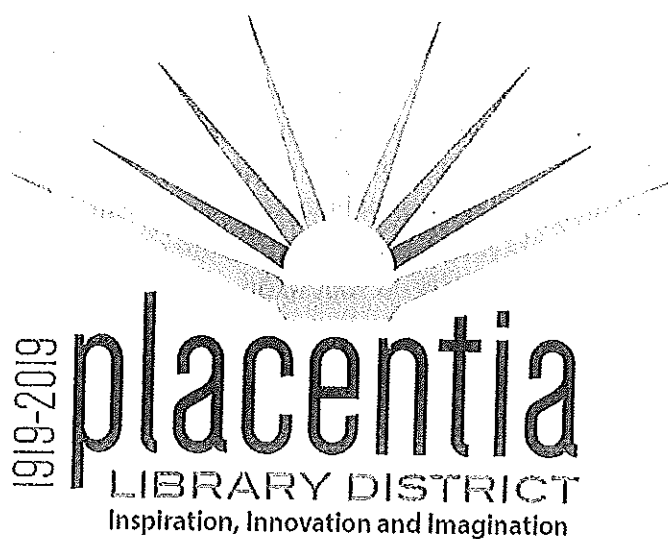
- Victor Meza coordinated a PTAC meetings on September 5th and 19th.
- Michelle Meades trained the History Room Intern on September 4th and 5th.
- Michelle Meades attended the State of the City Luncheon on September 25th.
- Sabrina Rosengren coordinated 2 Tutor In-Service meetings September 17th.
- Sabrina Rosengren and Sally Federman attended an outreach event at CSUF on September 24th and 25th.
- Shellie McCurdy prepared and organized the Hangar Makerspace.
- Shellie McCurdy coordinated Hangar 101 on September 17th.
- Shellie McCurdy coordinated September’s Maker Challenge.
- Victor Meza coordinated Bot Box on September 14th.
- Adult and Teen Services staff assisted preparing the library for reopening including re-shelving and labeling the collection.
- Adult and Teen Services staff participated in the grand reopening on September 14th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on September 3rd and 18th.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on September 11th and 26th.
- Wendy Amireh attended Kiwanis meetings on September 5th, 12th, 19th and 26th.
- Michelle Meades met with Juan Padilla on September 17th.
- Michelle Meades met with Wendy Amireh on September 18th, and 26th.
- Michelle Meades attended the Historical Committee meeting on September 24th.
- Sabrina Rosengren attended CLLS Strategic Planning meeting on September 15th.
- Sabrina Rosengren and Wendy Amireh met on September 5th and 12th.
- Victor Meza met with Wendy Amireh on September 9th, 20th and 27th.
- Wendy Amireh and Kathy Carn met on September 30th.
- Shellie McCurdy and Wendy Amireh met on September 21st.
- Adult and Teen Services staff attended the staff meeting on September 10th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended 1 hour Tutor.com online webinar September 18th.
- Sabrina Rosengren attended an all-day Family Literacy Workshop on September 15th.
- Sabrina Rosengren attended the ProLiteracy Conference September 25th-28th.



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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 July 2019
DATE: October 21, 2019

<u>On-line database usage</u>	July 2019	Onsite Usage 7/19	Remote Usage 7/19	July 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	39,756	N/A	N/A	16,790	39,756	16,790	137%
General Reference Center	138	N/A	N/A	5	138	5	2660%
Biography In Context	9	N/A	N/A	12	9	12	-25%
Opposing Viewpoints	8	N/A	N/A	2	8	2	300%
Consumer Reports	197	N/A	N/A	120	197	120	64%
Freegal	925	N/A	N/A	848	925	848	9%
Heritage Quest	601	N/A	N/A	37	601	37	1524%
Novelist	54	N/A	N/A	29	54	29	86%
Public Library Core							
Collection Nonfiction	0	N/A	N/A	0	0	0	#DIV/0!
Pronunciator	5	N/A	N/A	16	5	16	-69%
ABC Mouse	36	N/A	N/A	43	36	43	-16%
ABC Mouse - Bring Reading Home (New March 2018)		N/A	N/A	34	0	N/A	N/A
World Book Online (New 2018)	0	N/A	N/A	0	0	N/A	N/A
Career Cruising	0	N/A	N/A	9	0	9	N/A
Tumblebooks	129	N/A	N/A	88	129	88	47%
Reference USA	121	N/A	N/A	104	121	104	16%
Enki	6	N/A	N/A	1	6	1	N/A
Hoopla	971	N/A	N/A	883	971	883	10%
Overdrive e-books	1607	N/A	N/A	1800	1,607	1,800	-11%
Overdrive audio books	1139	N/A	N/A	930	1,139	930	22%
Overdrive e-books - Placentia Advantage (New March 2018)	1137	N/A	N/A	1757	1,137	N/A	N/A
Overdrive audio books - Placentia Advantage New March 2018)	995	N/A	N/A	1459	995	N/A	N/A
Zinio	132	N/A	N/A	55	132	55	140%
TOTAL DATABASE USAGE	47,966	N/A	N/A	25,022	47,966	21,772	120%

Computer & Online Resource Use

	July 2019	July 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	755	1,391	755	1,391	-46%
Non-Placentia Residents	609	1,050	609	1,050	-42%
Total	1,364	2,441	1,364	2,441	-44%

Website Traffic

	July 2019	July 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Website visits	7,476	12,722	12,722	14,013	-9%
Page Hits	13,232	21,196	21,196	23,750	-11%
Users	3,848	6,790	6,790	6,244	9%
Pages/Session	1.94	1.67	N/A	N/A	N/A
Avg. Session Duration	00:02:26	00:02:26	N/A	N/A	N/A
% New Sessions	70	71	N/A	N/A	N/A

Wifi Use

	July 2019	July 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Total	978	1,867	978	1,867	-48%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Tim Worden, Emerging Technologies Assistant
SUBJECT: Placentia Library Website & Technology Report for August 2019
DATE: October 21, 2019

<u>On-line database usage</u>	August 2019	Onsite Usage 8/19	Remote Usage 8/19	August 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	27,876	N/A	N/A	15,406	67,632	32,196	110%
General Reference Center	1	0	3	3	139	8	1638%
Biography In Context	2	0	1	2	11	14	-21%
Opposing Viewpoints	2	0	1	1	10	3	233%
Consumer Reports (August 2018 Data Not Available)	N/A	N/A	N/A	46	N/A	166	N/A
Freegal	903	N/A	N/A	869	1,828	1,717	6%
Heritage Quest	431	N/A	N/A	57	1,032	94	998%
Novelist	3	N/A	N/A	31	57	60	-5%
Public Library Core Collection							
Nonfiction (staff use only)	5	N/A	N/A	5	5	5	0%
Pronunciator	1	N/A	N/A	18	6	34	-82%
ABC Mouse	N/A	N/A	N/A	33	N/A	76	N/A
ABC Mouse - Bring Reading Home (New March 2018)	N/A	N/A	N/A	51	N/A	N/A	N/A
World Book Online	0	N/A	N/A	0	0	N/A	N/A
Career Cruising	0	N/A	N/A	3	0	12	N/A
Tumblebooks	64	N/A	N/A	40	193	128	51%
Reference USA	146	N/A	N/A	141	267	245	9%
Enki	4	N/A	N/A	2	10	3	233%
Hoopla	950	N/A	N/A	969	1,921	1,852	4%
Overdrive e-books	203	N/A	N/A	1798	1,810	3,598	-50%
Overdrive audio books	118	N/A	N/A	1048	1,257	1,978	-36%
Overdrive e-books - Placentia Advantage (New March 2018)	N/A	N/A	N/A	1162	N/A	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	N/A	N/A	N/A	1113	N/A	N/A	N/A
Zinio	210	N/A	N/A	56	342	111	208%
TOTAL DATABASE USAGE	30,919	-	5	22,854	N/A	42,300	N/A

Computer & Online Resource Use

	August 2019	August 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	407	1,008	1,162	2,399	-52%
Non-Placentia Residents	340	681	949	1,731	-45%
Total	747	1,689	2,111	4,130	-49%

Website Traffic

	August 2019	August 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Website visits	5,750	11,864	18,472	25,877	-29%
Page Hits	12,184	19,802	33,380	43,552	-23%
Users	3,635	6,725	10,425	12,969	-20%
Pages/Session	1.58	1.67	N/A	N/A	N/A
Avg. Session Duration	0:02:06	0:02:19	N/A	N/A	N/A
% New Sessions	27	72	N/A	N/A	N/A

Wifi Use

	August 2019	August 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
	N/A	1,836	N/A	3,703	N/A
Total	N/A	1,836	N/A	3,703	N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for September 2019

DATE: October 21, 2019

<u>On-line database usage</u>	September 2019	Onsite Usage 9/19	Remote Usage 9/19	September 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	1,550	N/A	N/A	12,693	69,182	44,889	54%
General Reference Center	8	4	4	71	147	79	86%
Biography In Context	568	558	10	279	579	293	98%
Opposing Viewpoints	20	14	6	129	30	132	-77%
Consumer Reports (new July 2016)	N/A	N/A	N/A	39	N/A	205	N/A
Freegal	877	N/A	N/A	912	2,705	2,629	3%
Heritage Quest	472	N/A	N/A	72	1,504	166	806%
Novelist	8	N/A	N/A	50	65	110	-41%
Public Library Core Collection Nonfi	58	N/A	N/A	58	63	63	0%
Pronunciator	159	N/A	N/A	9	165	43	284%
ABC Mouse	N/A	N/A	N/A	3	N/A	79	N/A
ABC Mouse - Bring Reading Home (New March 2018)	N/A	N/A	N/A	54	N/A	N/A	N/A
World Book Online	2	N/A	N/A	7	2	N/A	N/A
Career Cruising	0	N/A	N/A	5	0	17	N/A
Tumblebooks	228	N/A	N/A	101	421	229	84%
Reference USA	46	N/A	N/A	104	313	349	-10%
Enki	5	N/A	N/A	1	15	4	275%
Hoopla	938	N/A	N/A	962	2,859	2,814	2%
Overdrive e-books	169	N/A	N/A	1592	1,979	5,190	-62%
Overdrive audio books	93	N/A	N/A	890	1,350	2,868	-53%
Overdrive e-books - Placentia Advantage (New March 2018)	N/A	N/A	N/A	1219	N/A	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	N/A	N/A	N/A	1421	N/A	N/A	N/A
Zinio	190	N/A	N/A	41	532	152	250%
TOTAL DATABASE USAGE	5,391	576	20	20,712	N/A	60,311	N/A

Computer & Online Resource Use

	September 2019	September 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	123	1,200	1,285	3,599	-64%
Non-Placentia Residents	62	923	1,011	2,654	-62%
Total	185	2,123	2,296	6,253	-63%

Website Traffic

	September 2019	September 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Website visits	8,690	8,388	27,162	34,265	-21%
Page Hits	18,444	14,050	51,824	57,602	-10%
Users	4,975	4,668	15,400	17,637	-13%
Pages/Session	1.75	1.68	N/A	N/A	N/A
Avg. Session Duration	00:02:33	00:02:14	N/A	N/A	N/A
% New Sessions	73	68	N/A	N/A	N/A

Wifi Use

	September 2019	September 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
N/A		1,462	N/A	5,716	N/A
Total	N/A	1,462	N/A	5,716	N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

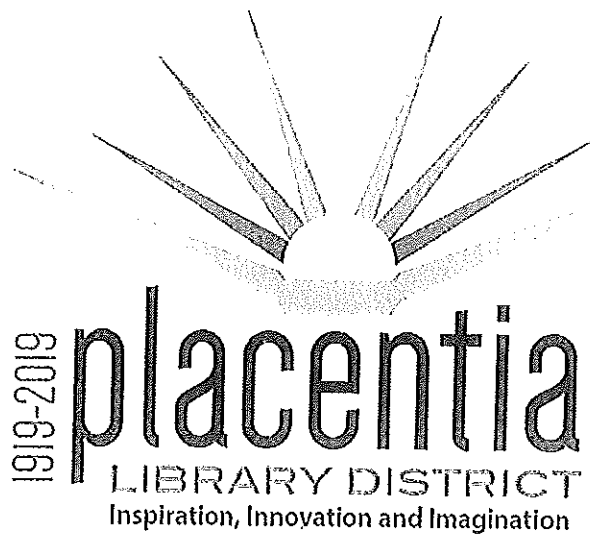
TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Report on Actions taken at the Library Board of Trustees Closed Session Meeting

DATE: October 21, 2019

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on October 21, 2019.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Public Agency Retirement Services (PARS) Presentation
DATE: October 21, 2019

BACKGROUND

Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

Attachment A is the copy of the presentation.

RECOMMENDATION

Receive and file.

PLACENTIA LIBRARY DISTRICT

Defined Contribution Plan Review

October 21, 2019

PARS

PUBLIC
AGENCY
RETIREMENT
SERVICES

TRUSTED SOLUTIONS. LASTING RESULTS.

PARS TRUST TEAM

Trust Administrator & Consultant



- Recordkeeping/reporting
- Coordinates all City services
- Monitors plan compliance

- Processes contributions/disbursements
- Hands-on, dedicated support teams

35

Years of Experience
(1984-2019)

1,900+

Plans under
Administration

900+

Public Agency
Clients

500K+

Plan Participants

\$4.0B

Assets under
Administration

Trustee



- 5th largest commercial bank and one of the nation's largest trustees for Section 115 trusts.
- Safeguard plan assets,
- Oversight protection as plan fiduciary
- Custodian of assets

156

Years of Experience
(1863-2019)

\$5.0T

Assets under
Administration

Investment Manager



- Investment sub-advisor to trustee U.S. Bank
- Investment policy assistance
- Uses open architecture
- Active and passive platform options
- Customized portfolios (with minimum asset level)

100

Years of Experience
(1919-2019)

\$16.0B

Assets under
Management

The
**PARS DEFINED
CONTRIBUTION PLAN**

SUMMARY OF AGENCY'S PLAN

Plan Effective Date:

July 1, 2008

Type of Plan:

401(a) Defined Contribution

Active Contributing (as of August 31, 2019):

31 Active Participants
22 Active Contributing

Employer Contribution:

4.00% of Compensation

Eligibility:

Full-Time and Part-Time Employees
21 Years of Age & 6 Months of Service

Total Assets as of August 31, 2019:

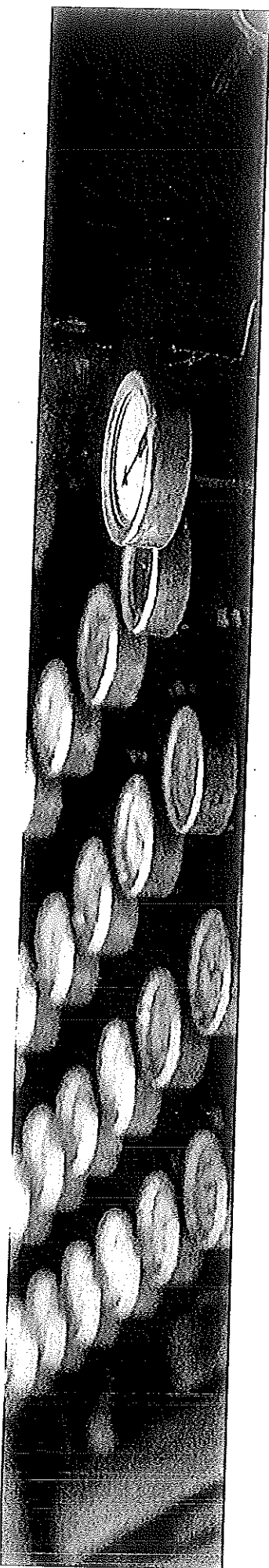
\$1,082,289

Average Account Balance:

\$27,057.24

Investment Selection:

Balanced HighMark PLUS
(approx. 60% equity/40% fixed income)



PLAN VESTING (TIER 1)

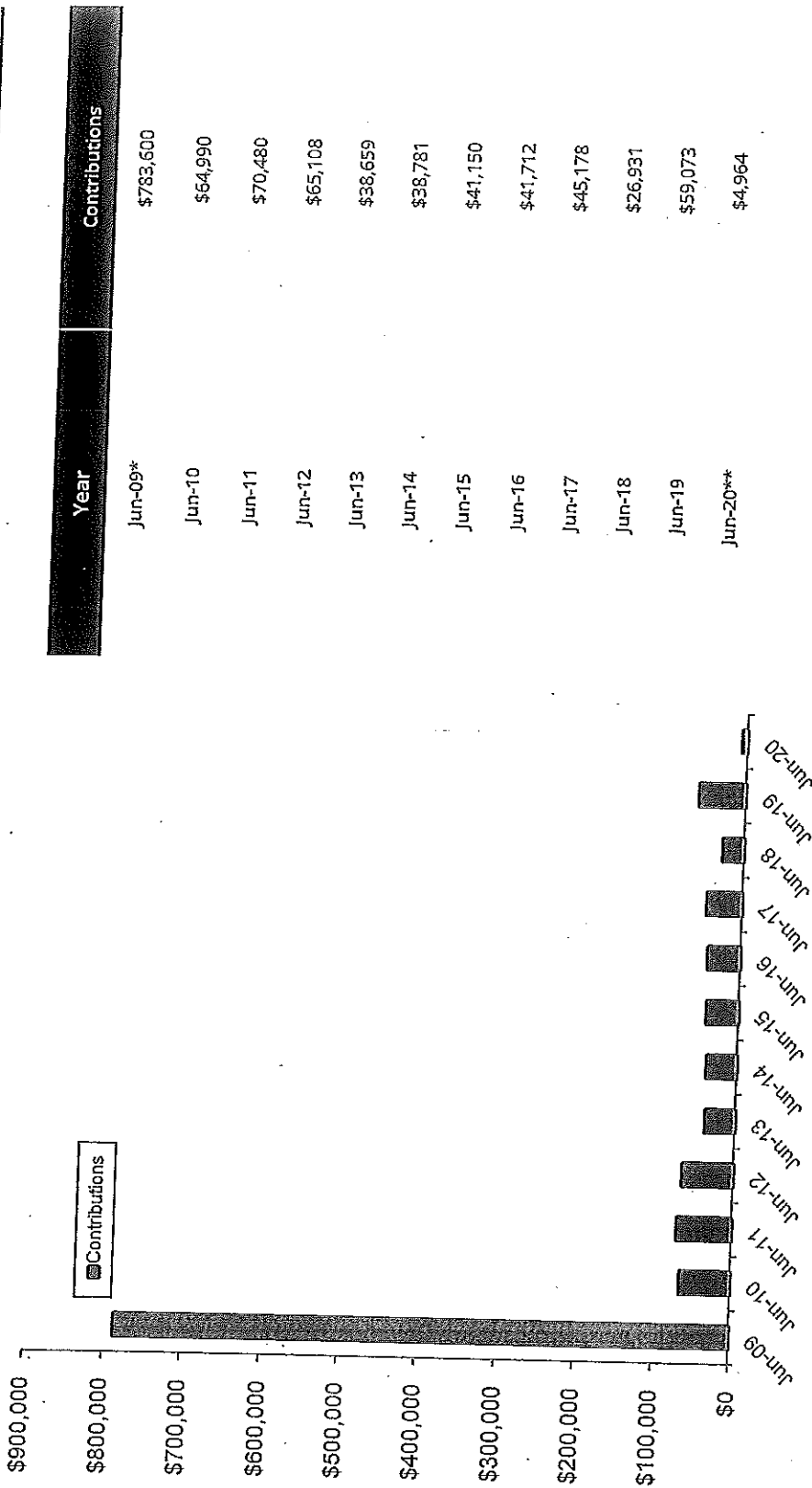
- Vesting refers to the ownership of your employer contributions.

Years of Service Completed	Percent Vested
1	20%
2	40%
3	60%
4	80%
5	100%

- Participants will be credited one (1) year of District Service upon completion of 1000 hours within the plan year.

PLAN CONTRIBUTIONS

AS OF PLAN YEAR ENDING AUGUST 31, 2019:

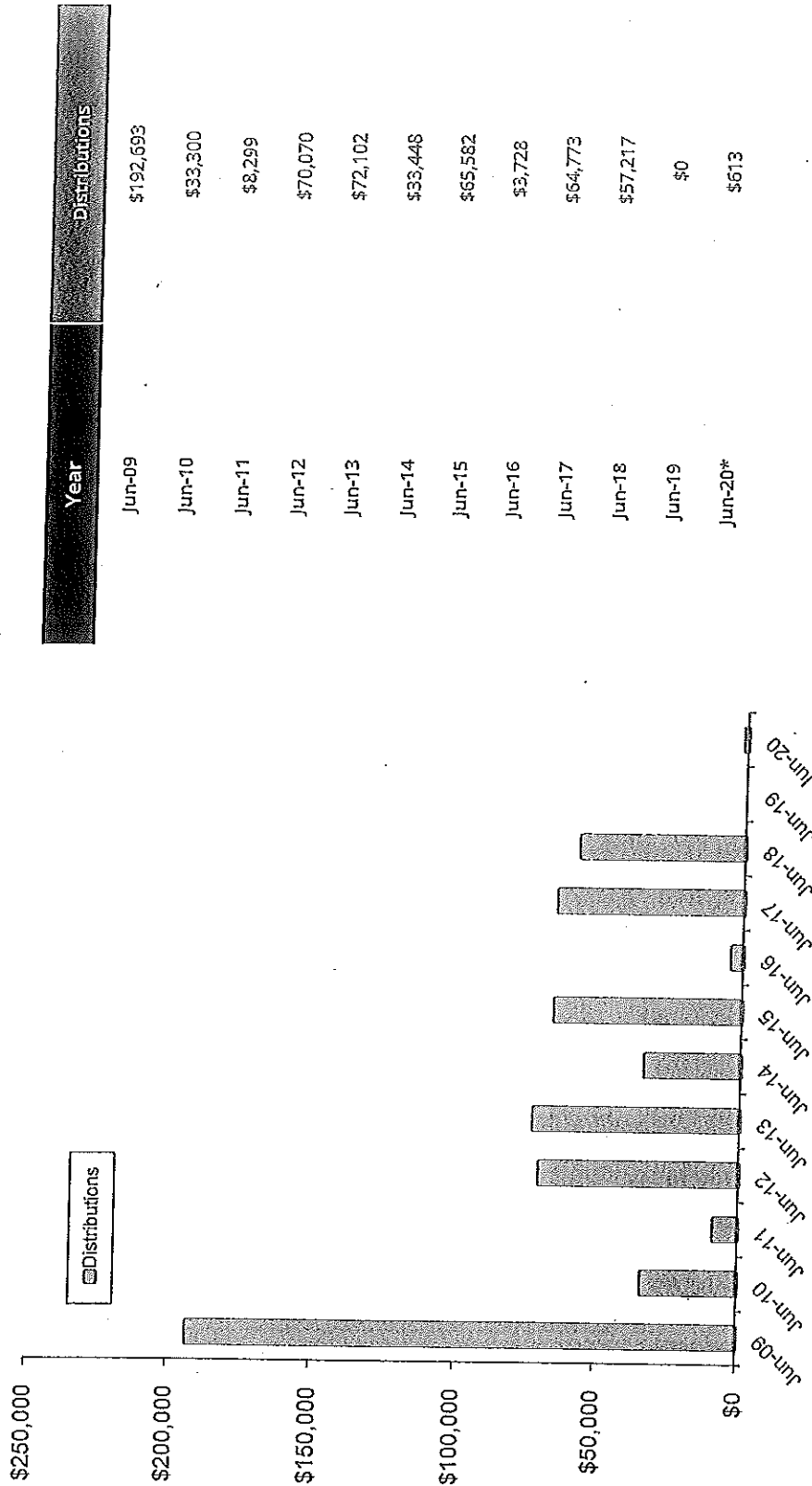


Plan Year Ending

* Plan Year Ending June 2009 included transfer from prior administrator
** Plan Year Ending June 2020 is based on 2 months of activity

PLAN DISTRIBUTIONS

AS OF PLAN YEAR ENDING AUGUST 31, 2019:

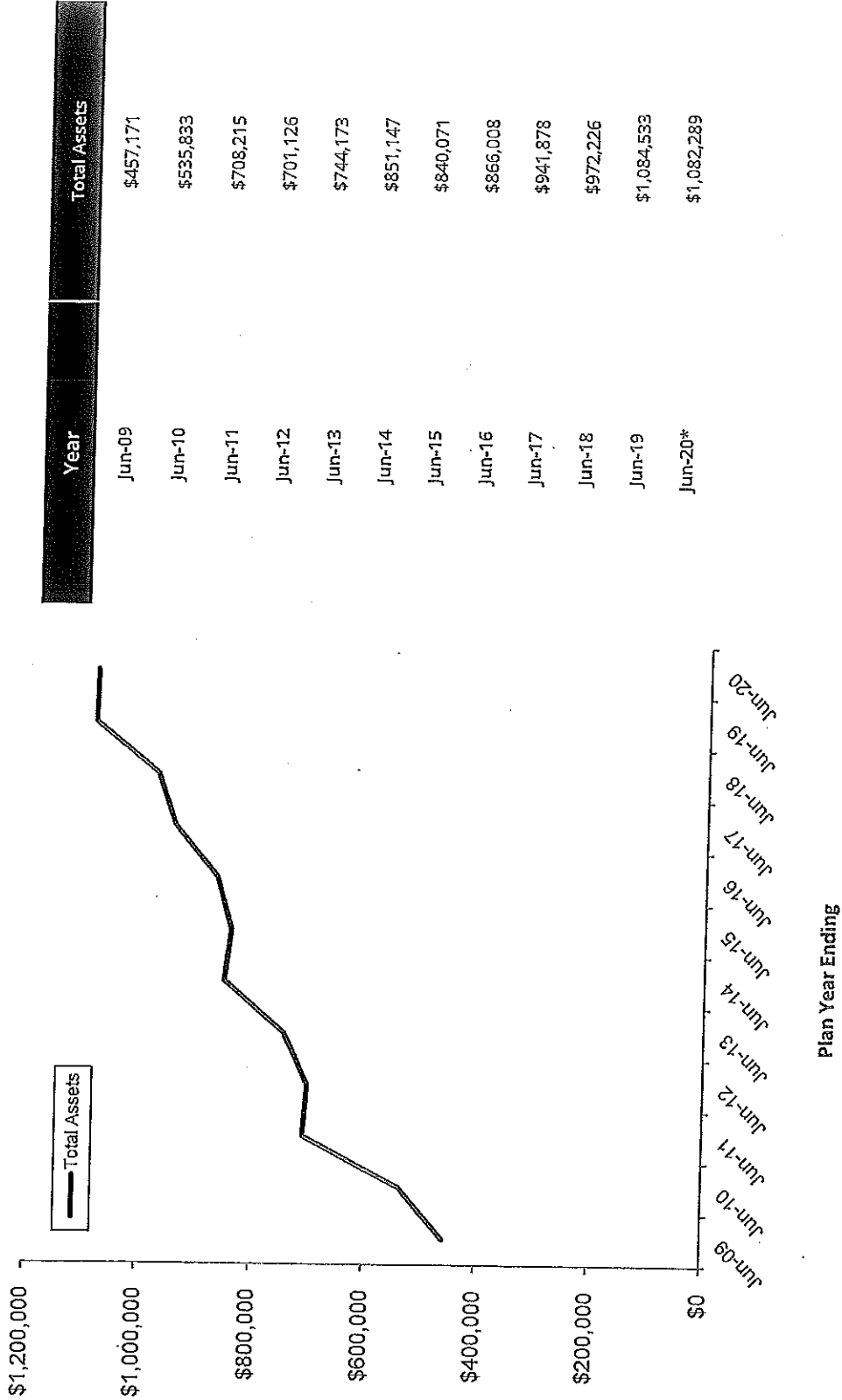


Plan Year Ending

*Plan Year Ending June 2020 is based on 2 months of activity

PLAN ASSETS

AS OF PLAN YEAR ENDING AUGUST 31, 2019:

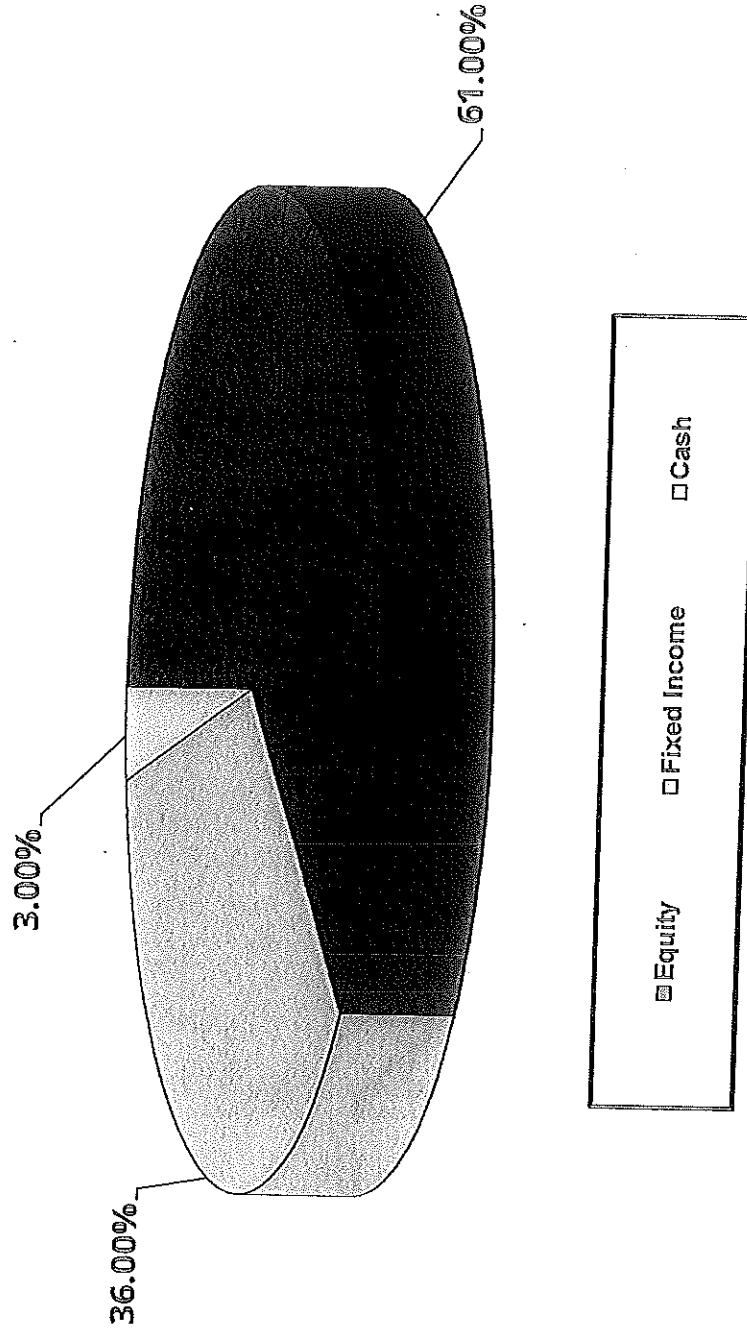


*Plan Year Ending June 2020 is based on 2 months of activity

ASSET ALLOCATION

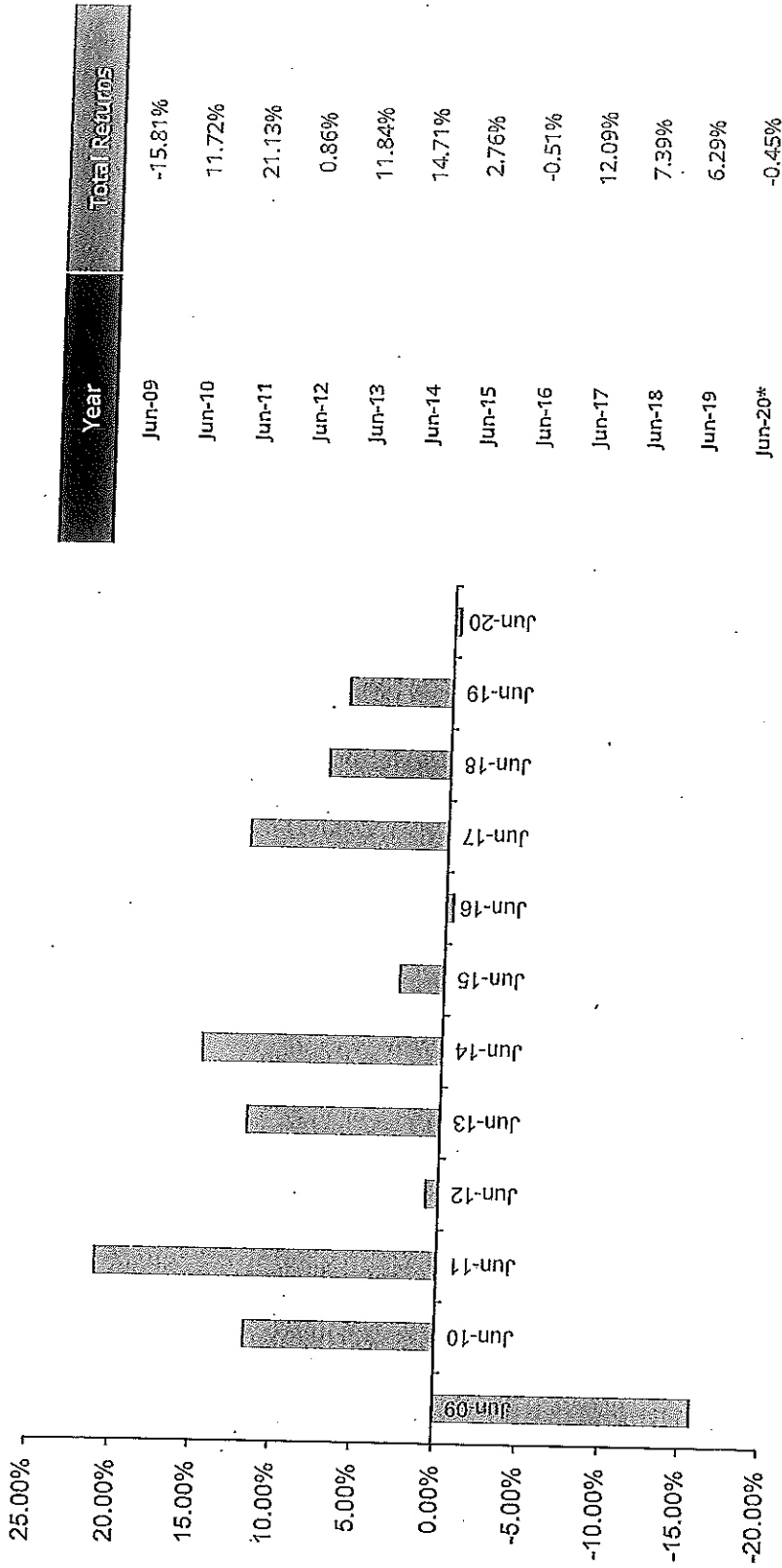
AS OF JUNE 30, 2019

BALANCED HIGHMARK PLUS



PLAN INVESTMENT RETURNS

AS OF PLAN YEAR ENDING AUGUST 31, 2019:



Plan Year Ending

*Plan Year Ending June 2020 is based on 2 months of activity

BALANCE SHEET	
ASSETS	
	80,000
	232,750

ELIGIBILITY FOR DISTRIBUTION

- PARS Plans permit distribution of benefits based on the occurrence of one of the following events:
 - Termination or Separation from Employment
 - Retirement
 - Permanent and Total Disability
 - Death



DISTRIBUTION OPTIONS

- PARS Plans permit employees to select benefit payout options including:
 - Lump Sum Payout
 - IRA Rollover
 - Rollover to another qualified Plan
 - Annuity purchase

CONTACTS

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Executive Vice President
(800) 540-6369 x104
dyu@pars.org

Angela Tang
Client Services Coordinator
(800) 540-6369 x159
atang@pars.org

Phoebe Tan
Senior Manager, Plan Support
(800) 540-6369 x142
ptan@pars.org

Phillip Muschetto
Vice President, Plan Accounting
(800) 540-6369 x106
pmuschetto@pars.org



**PARS DIVERSIFIED PORTFOLIOS
CONSERVATIVE**

Q2 2019

**WHY THE PARS DIVERSIFIED
CONSERVATIVE PORTFOLIO?**

Comprehensive Investment Solution
HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

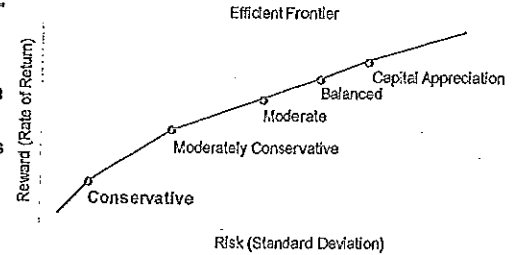
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide a consistent level of inflation-protected income over the long-term. The major portion of the assets will be fixed income related. Equity securities are utilized to provide inflation protection.



ASSET ALLOCATION — CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	5 – 20%	15%	16%
Fixed Income	60 – 95%	80%	78%
Cash	0 – 20%	5%	6%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
Current Quarter*	2.98%	Current Quarter*	2.62%
Blended Benchmark**,**	2.67%	Blended Benchmark**,**	2.67%
Year To Date*	7.72%	Year To Date*	7.01%
Blended Benchmark**,**	6.80%	Blended Benchmark**,**	6.80%
1 Year	7.22%	1 Year	6.76%
Blended Benchmark**	6.62%	Blended Benchmark**	6.62%
3 Year	4.29%	3 Year	3.57%
Blended Benchmark**	3.77%	Blended Benchmark**	3.77%
5 Year	3.60%	5 Year	3.21%
Blended Benchmark**	3.38%	Blended Benchmark**	3.38%
10 Year	5.25%	10 Year	4.75%
Blended Benchmark**	4.39%	Blended Benchmark**	4.39%

* Returns less than one year are not annualized. **Breakdown for Blended Benchmark: From 10/1/2012 - Present: 7.5% S&P500, 1.5% Russell Mid Cap, 2.5% Russell 2000, 1% MSCI EM (net), 2% MSCI EAFE (net), 52.25% BBG Barclays US Agg, 25.75% ICE BoAML 1-3 Yr US Corp Govt, 2% ICE BoAML US High Yield Master II, 0.5% Wishure REIT, and 5% FTSE 1 Mth T-Bill. From 4/1/2007 - 9/30/2012, the blended benchmark was 12% S&P 500, 1% Russell 2000, 2% MSCI EAFE (net), 40% ICE BoAML 1-3 Year Corp Govt, 40% BBG Barclays US Agg, 5% FTSE 1 Mth T-Bill. Prior to April 2007, the blended benchmark was 15% S&P 500, 40% ICE BoAML 1-3Yr Corp Govt, 40% BBG Barclays US Agg, and 5% FTSE 1 Mth T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-9.04%	2008	-6.70%
2009	15.59%	2009	10.49%
2010	8.68%	2010	7.67%
2011	2.19%	2011	3.70%
2012	8.45%	2012	6.22%
2013	3.69%	2013	3.40%
2014	3.88%	2014	4.32%
2015	0.29%	2015	0.06%
2016	4.18%	2016	3.75%
2017	6.73%	2017	5.52%
2018	-1.35%	2018	-1.09%

PORTFOLIO FACTS

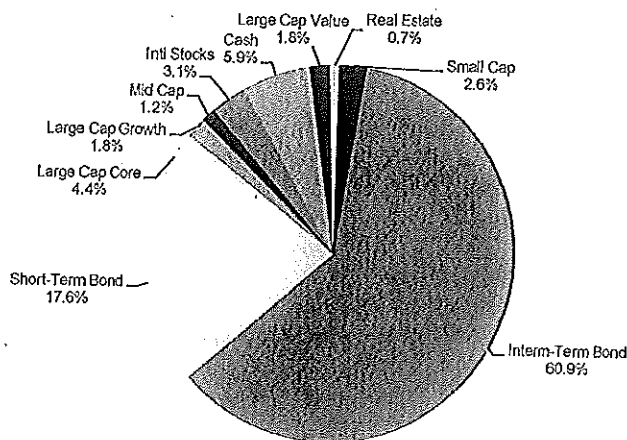
HighMark Plus (Active)		Index Plus (Passive)	
Composite Inception Date	07/2004	Composite Inception Date	07/2004
No of Holdings in Portfolio	18	No of Holdings in Portfolio	12

HOLDINGS

HighMark Plus (Active)	Index Plus (Passive)
Columbia Contrarian Core I3	iShares Core S&P 500 ETF
Vanguard Growth & Income Adm	iShares S&P 500 Value ETF
Dodge & Cox Stock Fund	iShares S&P 500 Growth ETF
Harbor Capital Appreciation - Retirement	iShares Russell Mid-Cap ETF
T. Rowe Price Growth Stock - I	Vanguard Real Estate ETF
iShares Russell Mid-Cap ETF	iShares Russell 2000 Value ETF
Vanguard Real Estate ETF	iShares Russell 2000 Growth ETF
Undiscovered Managers Behavioral Value-R6	iShares MSCI EAFE ETF
Victory RS Small Cap Growth - R6	Vanguard FTSE Emerging Markets ETF
DFA Large Cap International Portfolio	Vanguard Short-Term Invest-Grade Adm
Dodge & Cox International Stock	iShares Core U.S. Aggregate
MFS International Growth - R6	First American Government Obligations Z
Hartford Schroders Emerging Markets Eq	
Vanguard Short-Term Invest-Grade Adm	
PIMCO Total Return Fund - Inst	
PGIM Total Return Bond - R6	
DoubleLine Core Fixed Income - I	
First American Government Obligations Z	

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark's Portfolio Management Group (PMG) with full investment authority according to the PARS Conservative active and passive objectives.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofAML US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. The Wilshire REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofAML 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofAML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
Suite 1600
San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with \$7.7 billion in assets under management and \$8.3 billion in assets under advisement*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA®
Senior Portfolio Manager
Investment Experience: since 1994
HighMark Tenure: since 1997
Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®
Senior Portfolio Manager
Investment Experience: since 2004
HighMark Tenure: since 2014
Education: BA, Colgate University

J. Keith Stribling, CFA®
Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

Christiane Tsuda
Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®
Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2007
Education: BA, University of California, Santa Barbara

Randy Yurchak, CFA®
Senior Portfolio Manager
Investment Experience: since 2002
HighMark Tenure: since 2017
Education: MBA, Arizona State University; BS, University of Washington

Asset Allocation Committee
Number of Members: 16
Average Years of Experience: 28
Average Tenure (Years): 15

Manager Review Group
Number of Members: 7
Average Years of Experience: 19
Average Tenure (Years): 7

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. Assets under advisement ("AUA") include assets for which HighMark provides certain investment advisory services (including, but not limited to, investment research and strategies) for client assets of its parent company, MUFG Union Bank, N.A.



**PARS DIVERSIFIED PORTFOLIOS
MODERATELY CONSERVATIVE**

Q2 2019

**WHY THE PARS DIVERSIFIED
MODERATELY CONSERVATIVE PORTFOLIO?**

Comprehensive Investment Solution
HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

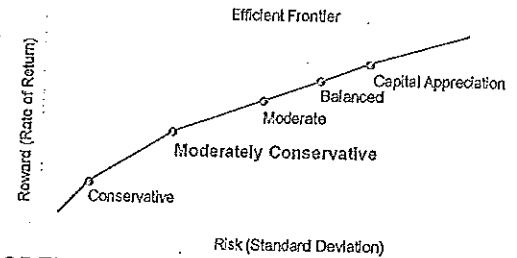
Rigorous Manager Due Diligence
Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management
The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide current income, with capital appreciation as a secondary objective. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.



ASSET ALLOCATION — MODERATELY CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	20 - 40%	30%	31%
Fixed Income	50 - 80%	65%	66%
Cash	0 - 20%	5%	3%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
Current Quarter*	3.10%	Current Quarter*	2.83%
Blended Benchmark**, **	2.97%	Blended Benchmark**, **	2.97%
Year To Date*	9.37%	Year To Date*	8.98%
Blended Benchmark**, **	8.90%	Blended Benchmark**, **	8.90%
1 Year	7.01%	1 Year	6.99%
Blended Benchmark**	6.97%	Blended Benchmark**	6.97%
3 Year	5.82%	3 Year	5.10%
Blended Benchmark**	5.40%	Blended Benchmark**	5.40%
5 Year	4.34%	5 Year	4.16%
Blended Benchmark**	4.40%	Blended Benchmark**	4.40%
10 Year	6.71%	10 Year	6.24%
Blended Benchmark**	6.11%	Blended Benchmark**	6.11%

* Returns less than one year are not annualized. **Breakdown for Blended Benchmark: From 10/1/2012 - Present: 15.5% S&P500, 3% Russell Mid Cap, 4.5% Russell 2000, 2% MSCI EM (net), 4% MSCI EAFE (net), 49.25% BBG Barclays US Agg, 14% ICE BofAML 1-3 Yr US Corp/Govt, 1.75% ICE BofAML US High Yield Master II, 1% Wilshire REIT, and 5% FTSE 1 Mth T-Bill. From 4/1/2007 - 9/30/2012: the blended benchmark was 25% S&P 500, 1.5% Russell 2000, 3.5% MSCI EAFE (net), 25% ICE BofAML 1-3 Year Corp/Govt, 40% BBG Barclays US Agg, 5% FTSE 1 Mth T-Bill. Prior to April 2007, the blended benchmark was 30% S&P 500, 25% ICE BofAML 1-3Yr Corp/Govt, 40% BBG Barclays US Agg, and 5% FTSE 1 Mth T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-15.37%	2008	-12.40%
2009	18.71%	2009	11.92%
2010	10.46%	2010	9.72%
2011	1.75%	2011	3.24%
2012	10.88%	2012	8.24%
2013	7.30%	2013	6.78%
2014	4.41%	2014	5.40%
2015	0.32%	2015	-0.18%
2016	4.94%	2016	5.42%
2017	9.56%	2017	8.08%
2018	-2.60%	2018	-2.33%

PORTFOLIO FACTS

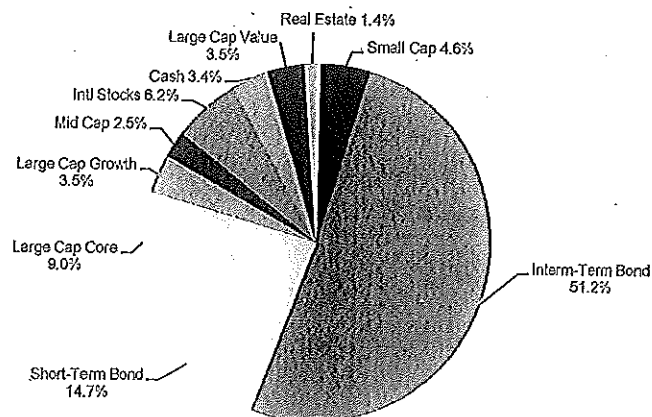
HighMark Plus (Active)		Index Plus (Passive)	
Composite Inception Date	08/2004	Composite Inception Date	05/2005
No of Holdings In Portfolio	18	No of Holdings In Portfolio	12

HOLDINGS

HighMark Plus (Active)	Index Plus (Passive)
Columbia Contrarian Core I3	iShares Core S&P 500 ETF
Vanguard Growth & Income Adm	iShares S&P 500 Value ETF
Dodge & Cox Stock Fund	iShares S&P 500 Growth ETF
Harbor Capital Appreciation - Retirement	iShares Russell Mid-Cap ETF
T. Rowe Price Growth Stock - I	Vanguard Real Estate ETF
iShares Russell Mid-Cap ETF	iShares Russell 2000 Value ETF
Vanguard Real Estate ETF	iShares Russell 2000 Growth ETF
Undiscovered Managers Behavioral Value-R6	iShares MSCI EAFE ETF
Victory RS Small Cap Growth - R6	Vanguard FTSE Emerging Markets ETF
DFA Large Cap International Portfolio	Vanguard Short-Term Invest-Grade Adm
Dodge & Cox International Stock	iShares Core U.S. Aggregate
MFS International Growth - R6	First American Government Obligations Z
Hartford Schroders Emerging Markets Eq	
Vanguard Short-Term Invest-Grade Adm	
PIMCO Total Return Fund - Inst	
PGIM Total Return Bond - R6	
DoubleLine Core Fixed Income - I	
First American Government Obligations Z	

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent a size-weighted composite of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark's Portfolio Management Group (PMG) with full investment authority according to the PARS Moderately Conservative active and passive objectives.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 0.38% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.38% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofAML US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofAML 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofAML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
Suite 1600
San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

HighMark[®] Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with \$7.7 billion in assets under management and \$8.3 billion in assets under advisement¹. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA[®]

Senior Portfolio Manager

Investment Experience: since 1994

HighMark Tenure: since 1997

Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA[®]

Senior Portfolio Manager

Investment Experience: since 2004

HighMark Tenure: since 2014

Education: BA, Colgate University

J. Keith Stribling, CFA[®]

Senior Portfolio Manager

Investment Experience: since 1985

HighMark Tenure: since 1995

Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2010

Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA[®]

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2007

Education: BA, University of California, Santa Barbara

Randy Yurchak, CFA[®]

Senior Portfolio Manager

Investment Experience: since 2002

HighMark Tenure: since 2017

Education: MBA, Arizona State University;

BS, University of Washington

Asset Allocation Committee

Number of Members: 16

Average Years of Experience: 28

Average Tenure (Years): 15

Manager Review Group

Number of Members: 7

Average Years of Experience: 19

Average Tenure (Years): 7

¹Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. Assets under advisement ("AUA") include assets for which HighMark provides certain investment advisory services (including, but not limited to, investment research and strategies) for client assets of its parent company, MUFG Union Bank, N.A.



**PARS DIVERSIFIED PORTFOLIOS
MODERATE**

Q2 2019

**WHY THE PARS DIVERSIFIED
MODERATE PORTFOLIO?**

Comprehensive Investment Solution
HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

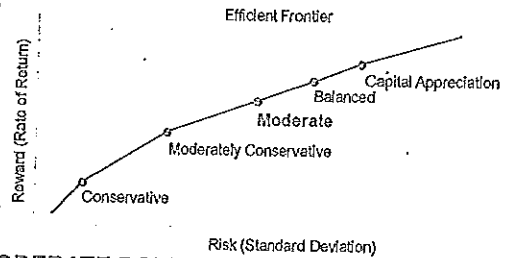
Rigorous Manager Due Diligence
Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management
The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide current income and moderate capital appreciation. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important.



ASSET ALLOCATION — MODERATE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	40 - 60%	50%	51%
Fixed Income	40 - 60%	45%	46%
Cash	0 - 20%	5%	3%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
Current Quarter*	3.23%	Current Quarter*	2.95%
Blended Benchmark**,**	3.16%	Blended Benchmark**,**	3.16%
Year To Date*	11.74%	Year To Date*	11.36%
Blended Benchmark**,**	11.35%	Blended Benchmark**,**	11.35%
1 Year	6.94%	1 Year	6.77%
Blended Benchmark**	6.95%	Blended Benchmark**	6.95%
3 Year	7.95%	3 Year	7.14%
Blended Benchmark**	7.52%	Blended Benchmark**	7.52%
5 Year	5.43%	5 Year	5.18%
Blended Benchmark**	5.62%	Blended Benchmark**	5.62%
10 Year	8.35%	10 Year	8.09%
Blended Benchmark**	8.18%	Blended Benchmark**	8.18%

* Returns less than one year are not annualized. ** Breakdown for Blended Benchmark From 10/1/2012 – Present: 26.5% S&P500, 5% Russell Mid Cap, 7.5% Russell 2000, 3.25% MSCI EM (net), 6% MSCI EAFE (net), 33.50% BBG Barclays US Agg, 10% ICE BoTAML 1-3 Yr US Corp/Govt, 1.60% ICE BoTAML US High Yield Master II, 1.75% Wishire REIT, and 5% FTSE 1 Mth T-Bill. From 4/1/2007 – 9/30/2012: the blended benchmark was 43% S&P 500, 2% Russell 2000, 5% MSCI EAFE (net), 15% ICE BoTAML 1-3 Year Corp/Govt, 30% BBG Barclays US Agg, 5% FTSE 1 Mth T-Bill. Prior to April 2007: the blended benchmark was 50% S&P 500, 15% ICE BoTAML 1-3Yr Corp/Gov, 30% BBG Barclays US Agg, and 5% FTSE 1 Mth T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-22.88%	2008	-18.14%
2009	21.47%	2009	16.05%
2010	12.42%	2010	11.77%
2011	0.55%	2011	2.29%
2012	12.25%	2012	10.91%
2013	13.06%	2013	12.79%
2014	4.84%	2014	5.72%
2015	0.14%	2015	-0.52%
2016	6.45%	2016	7.23%
2017	13.19%	2017	11.59%
2018	-4.03%	2018	-4.03%

PORTFOLIO FACTS

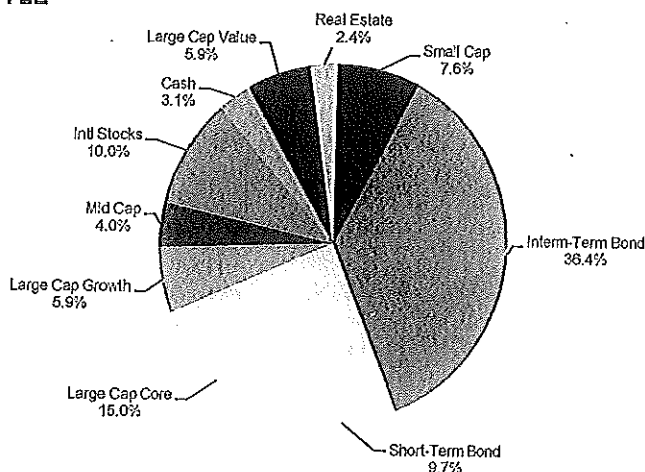
HighMark Plus (Active)		Index Plus (Passive)	
Composite Inception Date	10/2004	Composite Inception Date	05/2006
No of Holdings in Portfolio	18	No of Holdings in Portfolio	12

HOLDINGS

HighMark Plus (Active)	Index Plus (Passive)
Columbia Contrarian Core I3	iShares Core S&P 500 ETF
Vanguard Growth & Income Adm	iShares S&P 500 Value ETF
Dodge & Cox Stock Fund	iShares S&P 500 Growth ETF
Harbor Capital Appreciation - Retirement	iShares Russell Mid-Cap ETF
T. Rowe Price Growth Stock - I	Vanguard Real Estate ETF
iShares Russell Mid-Cap ETF	iShares Russell 2000 Value ETF
Vanguard Real Estate ETF	iShares Russell 2000 Growth ETF
Undiscovered Managers Behavioral Value-R6	iShares MSCI EAFE ETF
Victory RS Small Cap Growth - R6	Vanguard FTSE Emerging Markets ETF
DFA Large Cap International Portfolio	Vanguard Short-Term Invest-Grade Adm
Dodge & Cox International Stock	iShares Core U.S. Aggregate
MFS International Growth - R6	First American Government Obligations Z
Hartford Schroders Emerging Markets Eq	
Vanguard Short-Term Invest-Grade Adm	
PIMCO Total Return Fund - Inst	
PGIM Total Return Bond - R6	
DoubleLine Core Fixed Income - I	
First American Government Obligations Z	

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark's Portfolio Management Group (PMG) with full investment authority according to the PARS Moderate active and passive objectives.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.78 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index tracks the performance of the small-cap segment of the U.S. equity universe. The ICE BofAML US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. The Bloomberg Barclays U.S. Corporate Bond Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays U.S. Corporate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofAML 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofAML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
Suite 1600
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800-582-4734

ABOUT THE ADVISER

HighMark[®] Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with \$7.7 billion in assets under management and \$8.3 billion in assets under advisement*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA[®]
Senior Portfolio Manager
Investment Experience: since 1994
HighMark Tenure: since 1997
Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA[®]
Senior Portfolio Manager
Investment Experience: since 2004
HighMark Tenure: since 2014
Education: BA, Colgate University

J. Keith Stribling, CFA[®]
Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

Christiane Tsuda
Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA[®]
Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2007
Education: BA, University of California, Santa Barbara

Randy Yurchak, CFA[®]
Senior Portfolio Manager
Investment Experience: since 2002
HighMark Tenure: since 2017
Education: MBA, Arizona State University; BS, University of Washington

Asset Allocation Committee
Number of Members: 16
Average Years of Experience: 28
Average Tenure (Years): 15

Manager Review Group
Number of Members: 7
Average Years of Experience: 19
Average Tenure (Years): 7

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. Assets under advisement ("AUA") include assets for which HighMark provides certain investment advisory services (including, but not limited to, investment research and strategies) for client assets of its parent company, MUFG Union Bank, N.A.



**PARS DIVERSIFIED PORTFOLIOS
BALANCED**

Q2 2019

**WHY THE PARS DIVERSIFIED
BALANCED PORTFOLIO?**

Comprehensive Investment Solution
HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

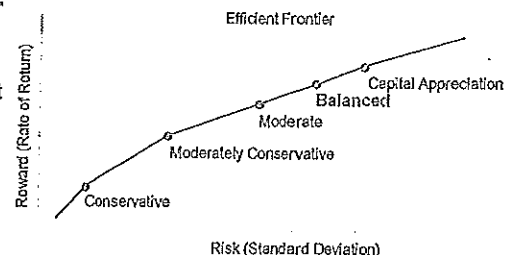
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return.



ASSET ALLOCATION — BALANCED PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	50 – 70%	60%	61%
Fixed Income	30 – 50%	35%	36%
Cash	0 – 20%	5%	3%

ANNUALIZED TOTAL RETURNS

(Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
Current Quarter*	3.30%	Current Quarter*	3.04%
Blended Benchmark**,**	3.26%	Blended Benchmark**,**	3.26%
Year To Date*	13.04%	Year To Date*	12.53%
Blended Benchmark**,**	12.59%	Blended Benchmark**,**	12.59%
1 Year	6.82%	1 Year	6.55%
Blended Benchmark**	6.90%	Blended Benchmark**	6.90%
3 Year	9.11%	3 Year	8.09%
Blended Benchmark**	8.58%	Blended Benchmark**	8.58%
5 Year	5.92%	5 Year	5.65%
Blended Benchmark**	6.22%	Blended Benchmark**	6.22%
10 Year	9.07%	10 Year	8.89%
Blended Benchmark**	9.28%	Blended Benchmark**	9.28%

* Returns less than one year are not annualized. ** Breakdown for Blended Benchmark From 10/1/2012 – Present: 32% S&P500, 6% Russell Mid Cap, 9% Russell 2000, 4% MSCI EM (net), 7% MSCI EAFE (net), 27% BBG Barclays US Agg, 6.75% ICE BoAML 1-3 Yr US Corp/Govt, 1.25% ICE BoAML US High Yield Master II, 2% Wilshire REIT, and 5% FTSE 1 Mth T-Bill. From 4/1/2007 – 9/30/2012: the blended benchmark was 51% S&P 500, 3% Russell 2000, 6% MSCI EAFE (net), 5% ICE BoAML 1-3 Year Corp/Govt, 30% BBG Barclays US Agg, 5% FTSE 1 Mth T-Bill. Prior to April 2007: the blended benchmark was 60% S&P 500, 5% ICE BoAML 1-3Yr Corp/Govt, 30% BBG Barclays US Agg, and 5% FTSE 1 Mth T-Bill.

ANNUAL RETURNS

(Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-25.72%	2008	-23.22%
2009	21.36%	2009	17.62%
2010	14.11%	2010	12.76%
2011	-0.46%	2011	1.60%
2012	13.25%	2012	11.93%
2013	16.61%	2013	15.63%
2014	4.70%	2014	6.08%
2015	0.04%	2015	-0.81%
2016	6.81%	2016	8.25%
2017	15.46%	2017	13.39%
2018	-4.88%	2018	-5.05%

PORTFOLIO FACTS

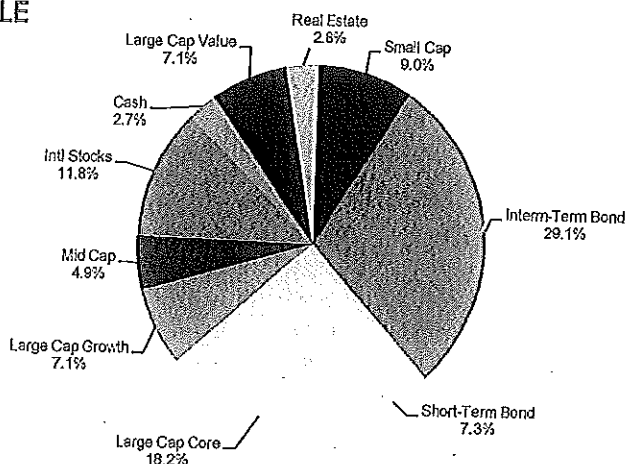
HighMark Plus (Active)		Index Plus (Passive)	
Composite Inception Date	10/2006	Composite Inception Date	10/2007
No of Holdings in Portfolio	18	No of Holdings in Portfolio	12

HOLDINGS

HighMark Plus (Active)	Index Plus (Passive)
Columbia Contrarian Core I3	IShares Core S&P 500 ETF
Vanguard Growth & Income Adm	IShares S&P 500 Value ETF
Dodge & Cox Stock Fund	IShares S&P 500 Growth ETF
Harbor Capital Appreciation - Retirement	IShares Russell Mid-Cap ETF
T. Rowe Price Growth Stock - I	Vanguard Real Estate ETF
IShares Russell Mid-Cap ETF	IShares Russell 2000 Value ETF
Vanguard Real Estate ETF	IShares Russell 2000 Growth ETF
Undiscovered Managers Behavioral Value-R6	IShares MSCI EAFE ETF
Victory RS Small Cap Growth - R6	Vanguard FTSE Emerging Markets ETF
DFA Large Cap International Portfolio	Vanguard Short-Term Invest-Grade Adm
Dodge & Cox International Stock	IShares Core U.S. Aggregate
MFS International Growth - R6	First American Government Obligations Z
Harford Schroders Emerging Markets Eq	
Vanguard Short-Term Invest-Grade Adm	
PIMCO Total Return Fund - Inst	
PGIM Total Return Bond - R6	
DoubleLine Core Fixed Income - I	
First American Government Obligations Z	

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark's Portfolio Management Group (PMG) with full investment authority according to the PARS Balanced active and passive objectives.

The composite name has been changed from PARS Balanced/Moderately Aggressive to PARS Balanced on 5/1/2013. The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.78 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assume the reinvestment of dividends and other earnings. An investor cannot invest directly in an Index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization Index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization Index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BoAML US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BoAML 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BoAML U.S. Corporate & Government Index with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

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HIGHMARK CAPITAL MANAGEMENT

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ABOUT THE ADVISER

HighMark[®] Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with \$7.7 billion in assets under management and \$8.3 billion in assets under advisement*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

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Senior Portfolio Manager
Investment Experience: since 1994
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Education: BA, Colgate University

J. Keith Stribling, CFA[®]
Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

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Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

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Education: MBA, Arizona State University; BS, University of Washington

Asset Allocation Committee
Number of Members: 16
Average Years of Experience: 28
Average Tenure (Years): 15

Manager Review Group
Number of Members: 7
Average Years of Experience: 19
Average Tenure (Years): 7

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. Assets under advisement ("AUA") include assets for which HighMark provides certain investment advisory services (including, but not limited to, investment research and strategies) for client assets of its parent company, MUFG Union Bank, N.A.



**PARS DIVERSIFIED PORTFOLIOS
CAPITAL APPRECIATION**

Q2 2019

**WHY THE PARS DIVERSIFIED
CAPITAL APPRECIATION PORTFOLIO?**

Comprehensive Investment Solution
HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

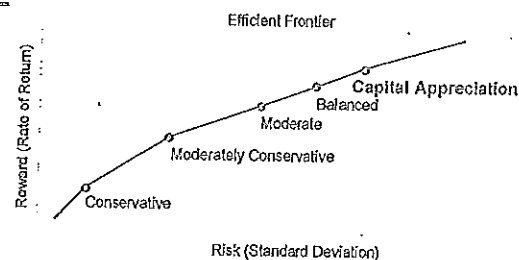
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Flexible Investment Options
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management
The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.



ASSET ALLOCATION — CAPITAL APPRECIATION PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	85 - 85%	75%	76%
Fixed Income	10 - 30%	20%	22%
Cash	0 - 20%	5%	2%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

Consolidated Composite	
Current Quarter*	3.32%
Blended Benchmark**, **	3.37%
Year To Date*	14.55%
Blended Benchmark**, **	14.34%
1 Year	6.61%
Blended Benchmark**	6.65%
3 Year	10.10%
Blended Benchmark**	10.10%
5 Year	6.62%
Blended Benchmark**	6.94%
10 Year	9.93%
Blended Benchmark**	10.66%

* Returns less than one year are not annualized. ** Breakdown for Blended Benchmark: 39.6% S&P500, 7.5% Russell Mid Cap, 10.5% Russell 2000, 5.25% MSCI EM (net), 10.25% MSCI EAFE (net), 16% BBG Barclays US Agg, 3% ICE BofAML 1-3 Yr US Corp/Govt, 1% ICE BofAML US High Yield Master II, 2% Wishfire REIT, and 5% FTSE 1 Mth T-Bill

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

Consolidated Composite	
2008	N/A
2009	23.77%
2010	12.95%
2011	-1.35%
2012	13.87%
2013	20.33%
2014	6.05%
2015	-0.27%
2016	8.81%
2017	16.72%
2018	-5.82%

PORTFOLIO FACTS

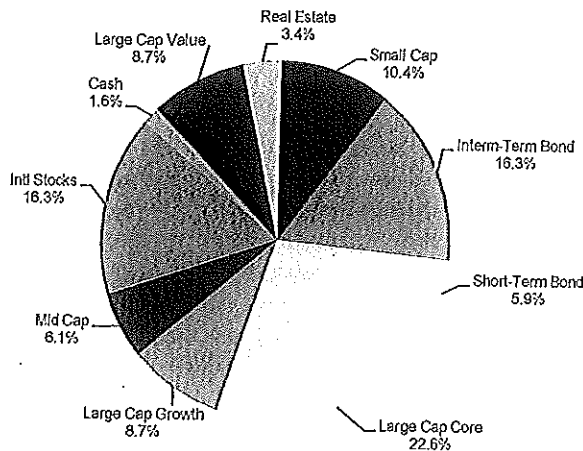
Consolidated Composite	
Composite Inception Date	01/2009
No of Holdings in Portfolio	18

HOLDINGS

HighMark Plus (Active)	Index Plus (Passive)
Columbia Contrarian Core I3	IShares Core S&P 500 ETF
Vanguard Growth & Income Adm	IShares S&P 500 Value ETF
Dodge & Cox Stock Fund	IShares S&P 500 Growth ETF
Harbor Capital Appreciation - Retirement	IShares Russell Mid-Cap ETF
T. Rowe Price Growth Stock - I	Vanguard Real Estate ETF
IShares Russell Mid-Cap ETF	IShares Russell 2000 Value ETF
Vanguard Real Estate ETF	IShares Russell 2000 Growth ETF
Undiscovered Managers Behavioral Value-R6	IShares MSCI EAFE ETF
Victory RS Small Cap Growth - R6	Vanguard FTSE Emerging Markets ETF
DFA Large Cap International Portfolio	Vanguard Short-Term Invest-Grade Adm
Dodge & Cox International Stock	IShares Core U.S. Aggregate
MFS International Growth - R6	First American Government Obligations Z
Hartford Schroders Emerging Markets Eq	
Vanguard Short-Term Invest-Grade Adm	
PIMCO Total Return Fund - Inst	
PGIM Total Return Bond - R6	
DoubleLine Core Fixed Income - I	
First American Government Obligations Z	

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent a size-weighted composite of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark's Portfolio Management Group (PMG) with full investment authority according to the PARS Capital Appreciation active and passive objectives.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assume the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index tracks the performance of the small-cap segment of the U.S. equity universe. The ICE BofAML US High Yield Master II Index measures the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wisdom REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofAML 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofAML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
Suite 1600
San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

HighMark[®] Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with \$7.7 billion in assets under management and \$8.3 billion in assets under advisement*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA[®]
Senior Portfolio Manager
Investment Experience: since 1994
HighMark Tenure: since 1997
Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA[®]
Senior Portfolio Manager
Investment Experience: since 2004
HighMark Tenure: since 2014
Education: BA, Colgate University

J. Keith Stribling, CFA[®]
Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

Christiane Tsuda
Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA[®]
Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2007
Education: BA, University of California, Santa Barbara

Randy Yurchak, CFA[®]
Senior Portfolio Manager
Investment Experience: since 2002
HighMark Tenure: since 2017
Education: MBA, Arizona State University; BS, University of Washington

Asset Allocation Committee
Number of Members: 16
Average Years of Experience: 28
Average Tenure (Years): 15

Manager Review Group
Number of Members: 7
Average Years of Experience: 19
Average Tenure (Years): 7

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. Assets under advisement ("AUA") include assets for which HighMark provides certain investment advisory services (including, but not limited to, investment research and strategies) for client assets of its parent company, MUFG Union Bank, N.A.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss the Orange County Operational Area Agreement of the County of Orange and Political Subdivisions.**

DATE: October 21, 2019

BACKGROUND

At the September 23, 2019 Library Board of Trustees meeting, Mr. Ethan Miller Brown from the Orange County Sheriff's Department spoke about the Orange County Operational Area Agreement of the County of Orange and Political Subdivisions. The Agreement presented is an updated from the original 1995 Agreement.

In 2017, The Operational Area Executive Board updated the Agreement to reflect current best practices and update outdated information. The Executive Board is seeking input and support for the updated Agreement which will be presented to the Orange County Board of Supervisors and the governing board of every Orange County jurisdiction. During Mr. Brown's presentation, it was requested that the Placentia Library Board of Trustees and the District Counsel to review the draft Agreement and provide input to the Orange County Sheriff's Department.

Attachment A is the June 2019 Draft Agreement.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

Orange County Operational Area Agreement

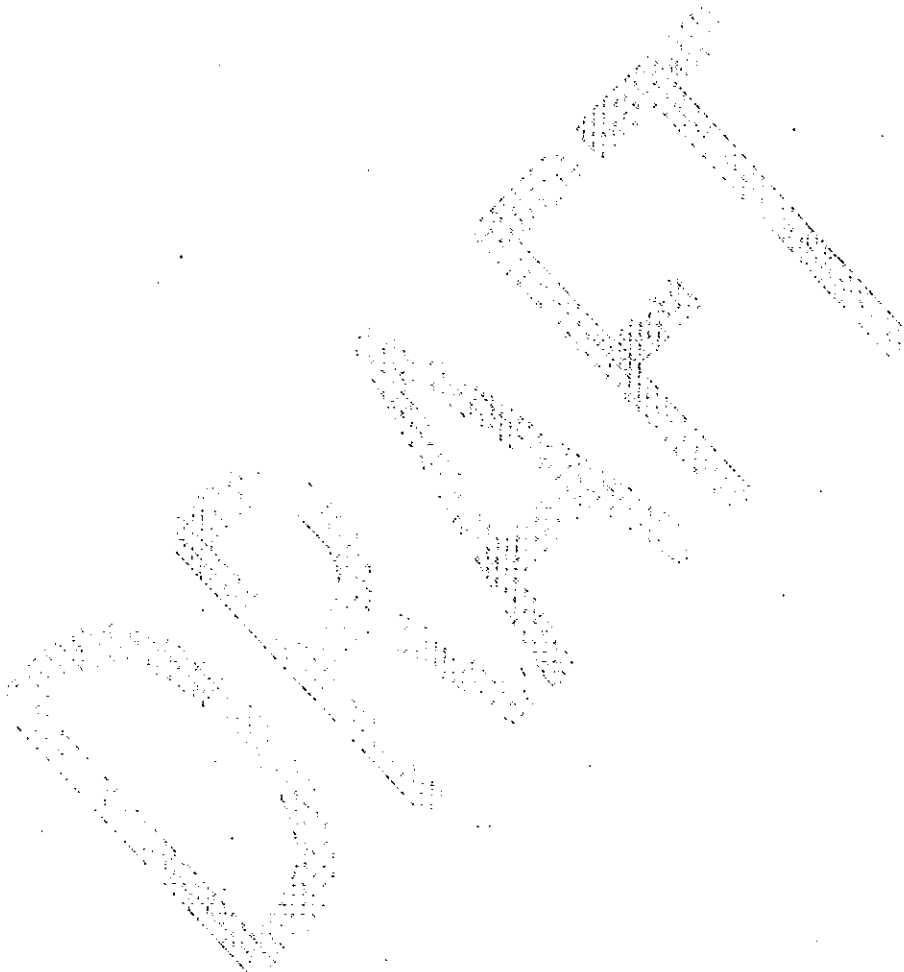


of the County of Orange
and Political Subdivisions
June 2019 DRAFT

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Orange County Operational Area Agreement

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I. Recitals

**OPERATIONAL AREA AGREEMENT
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

THIS AGREEMENT is entered into this _____ day of _____, 2019, which date is enumerated for purpose of reference only, by and between the County of Orange, hereinafter referred to as County, and all other Political Subdivisions within Orange County, as defined in Government Code Section 8557 (b) of the California Emergency Services Act, hereinafter referred to as Subdivisions, collectively hereafter referred to as the Parties.

WITNESSETH:

WHEREAS, it is the intent of the Parties hereto to coordinate prevention, preparedness, response, recovery and mitigation efforts for the safety of persons and property from the effects of natural, human-caused, or war-caused disasters, hereinafter referred to as emergencies, as required by the California Emergency Services Act and the Standardized Emergency Management System (SEMS) Regulations, Title 19 California Code of Regulations Sections 2400 et seq.; and

WHEREAS, the purpose of an Operational Area, as defined in Government Code Section 8605 and Title 19 California Code of Regulations Sections 2403 and 2409, is to manage and coordinate information, resources, and priorities among the local governments within the geographic area of the County, and to serve as the coordination and communication link between the local government level and the regional level of the State; and to use multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities; and

WHEREAS, this Agreement is intended to provide for the continued management of the Operational Area; cooperative and mutual handling of duties and responsibilities of the Operational Area Lead Agency; coordination of the emergency functions of the Operational Area with all other public agencies, corporations, organizations, and affected private persons within the Operational Area; and the preparation and implementation of plans for the protection of persons and property within the Operational Area in the event of an emergency; and

WHEREAS, in accord with the requirements of California laws and regulations the County previously adopted Orange County Codified Ordinances, section 3-1-5 and Resolutions 81-1104 and 95-870 and intends to adopt an updated resolution for this Agreement to support emergency management planning and coordination of all political subdivisions within the Orange County geographic area as required by State law; and

WHEREAS, Orange County Board of Supervisors Resolution 05-144 adopted the National Incident Management System (NIMS) for the Orange County Operational Area which sets many of the same objectives as the Standardized Emergency Management System;

NOW THEREFORE, the Parties hereto agree as follows:

Orange County Operational Area Agreement

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Orange County Operational Area Agreement

1 **Section One. Operational Area Establishment**

2 **1.1 Operational Area Established**

3 The entire geographic area of Orange County constitutes an Operational Area for the purposes
4 of prevention, preparedness, response, recovery and mitigation. All local governments should
5 cooperate in organizing an effective operational area, but the operational area authority and
6 responsibility is not affected by the non-participation of any local government. The County of
7 Orange shall be the Operational Area Lead Agency as specified in Title 19 California Code of
8 Regulations Section 2409(d).

9 **1.2 Local Authority**

10 In the event of an actual or threatened emergency, each jurisdiction shall retain the authority
11 provided for by law respecting its jurisdiction.

Orange County Operational Area Agreement

1 Section Two. Operational Area Council, Executive Board and Subcommittees**2 2.1 Operational Area Signatory Council**

3 All political subdivisions within the geographic area of Orange County, California are organized
4 into the Operational Area, regardless of signatory status.¹ The Operational Area Signatory
5 Council, hereinafter referred to as the Council, is hereby created to include the signature Parties
6 to this Agreement. The Parties acknowledge that the Council is not a separate legal entity and
7 that it is not their intention to form a joint powers authority.

8 2.1.1 Membership

9 All Subdivisions in the County of Orange, including cities, school districts, special districts, joint
10 powers authorities, and the County, by approval and execution of this Agreement, are members
11 of the Council. Parties shall designate annually in writing to the Orange County Sheriff's
12 Department Emergency Management Division, hereinafter referred to as County Emergency
13 Management, a primary and alternate representative of its governing body to serve on the
14 Operational Area Signatory Council.

15 2.1.2 Responsibilities

16 It is not the intent of this Agreement that there be regular meetings of the Council. In routine
17 matters and day-to-day decision-making, the Operational Area Executive Board (as described in
18 Section 2.2) will represent the interests of the Operational Area. However, the Council shall have
19 authority over the major policy issues of the Operational Area, as determined by the Executive
20 Board, including adoption of and amendments to this Agreement and adoption of any
21 Operational Area fees. Council members will receive information regarding major Operational
22 Area policy issues from the Executive Board, when necessary, for consideration at their
23 respective governing body meetings. Furthermore, whenever a majority of the Council determine
24 that an issue should be brought before the Council, it shall be done irrespective of whether the
25 Executive Board has identified it as a major policy issue.

26 2.1.3 Representatives Meeting

27 The representatives of the Council may meet as necessary as determined by the Executive Board
28 or as requested by a majority of the members of the Council. Should it be necessary for the
29 Council to meet, each member of the Council shall be entitled to one vote. The representatives
30 present shall, by majority vote, select a Chair Pro Tem for that meeting from among the
31 representatives present. A majority of all Council member representatives shall constitute a
32 quorum for the transaction of business relating to the Operational Area. Unless otherwise
33 provided herein, a vote of the majority of those present and qualified to vote shall be sufficient
34 for the adoption of any motion, resolution, or order and to take any other action deemed

¹ 19 CA ADC §2409

Orange County Operational Area Agreement

35 appropriate to further the objectives of the Operational Area. Voting will be conducted in
36 accordance with Robert's Rules of Order. All meetings will be noticed and conducted in
37 accordance with the Brown Act.

38 **2.2 Operational Area Executive Board**

39 **2.2.1 Membership**

40 The Council shall have an Operational Area Executive Board, hereinafter referred to as the
41 Executive Board, consisting of sixteen voting members. The Executive Board includes
42 representatives from the County Board of Supervisors, public safety agencies and Mutual Aid
43 Coordinators, key County departments, and OA jurisdictions. Individuals will only serve as a
44 voting member in one role for any single meeting and for purposes of determining quorum.

45 *Executive Board Members*

- 46 1. The Chair of the Orange County Board of Supervisors
- 47 2. The County Executive Officer
- 48 3. The Operational Area Law Enforcement Mutual Aid Coordinator, the Orange County
49 Sheriff
- 50 4. The Operational Area Fire & Rescue Mutual Aid Coordinator, as selected by the Orange
51 County Fire Chiefs Association
- 52 5. The Operational Area Public Works Mutual Aid Coordinator, the Orange County Public
53 Works Director
- 54 6. The Operational Area Health Care Mutual Aid Coordinator, the Orange County Health
55 Care Agency Director
- 56 7. The Operational Area Water/Wastewater Mutual Aid Coordinator
- 57 8. The Orange County Social Services Agency Director
- 58 9. A representative selected jointly from the Orange County City Managers Association and
59 the League of Cities.
- 60 10. A representative from the Orange County Chiefs of Police and Sheriff's Association
- 61 11. A representative from the Orange County Fire Chiefs Association
- 62 12. A representative from the Orange County City Engineers and Public Works Directors
63 Association
- 64 13. A representative from Independent Special Districts of Orange County
- 65 14. The Orange County Superintendent of Schools
- 66 15. A representative selected jointly from Orange County Community College Districts
- 67 16. The Orange County Transportation Authority Chief Executive Officer

68 *Terms, Alternates and Voting*

69 Executive Board members subject to being "selected," which are enumerated above as numbers
70 4, 9-13 and 15, shall be appointed by their respective agency, jurisdiction or organizations

Orange County Operational Area Agreement

71 annually and shall serve at the discretion of their organization for one year. Each jurisdiction,
72 agency or organization shall also designate three alternate representatives. Individuals appointed
73 to the Executive Board can be the same or different than those identified in Section 2.1.1 as a
74 member jurisdiction's Council representative. In no circumstances shall one individual occupy
75 more than one Executive Board position or count as more than one member for purposes of
76 determining quorum.

77 Each Executive Board member, or alternate in the absence of the voting member for whom
78 he/she is the designated alternate, shall be entitled to one vote. A majority of the Executive Board
79 (9 members) shall constitute a quorum for the transaction of business relating to the Operational
80 Area. Unless otherwise provided herein, a vote of the majority of those present and qualified to
81 vote shall be sufficient for the adoption of any motion, resolution or order and to take any other
82 action deemed appropriate to achieve the objectives of the Operational Area. Voting will be
83 conducted in accordance with Robert's Rules of Order.

84 *Operational Area Executive Board Chair and Vice-Chair*

85 The Chair and Vice Chair shall be elected annually by the Executive Board. In the absence of both
86 the Chair and the Vice Chair, the members of the Executive Board present shall, by majority vote,
87 select one of the members present to act as Chair Pro Tem.

88 *Meetings*

89 The Executive Board shall meet quarterly or as designated by the Executive Board Chair.

90 **2.2.2 Responsibilities**

91 The Executive Board shall have oversight of the actions of the Operational Area Manager (as
92 described in Section 4.2) in the daily operations and administration of the Operational Area. The
93 Executive Board's oversight authority shall include directing the development, establishment,
94 and implementation of the policies of the Operational Area, and keeping the Council informed of
95 its actions. The Executive Board shall determine which major policy issues of the Operational
96 Area require Council approval and shall seek such approval.

97 *Policy and Operational Area Emergency Operations Plan*

98 The Executive Board will establish Operational Area policy, review and approve the Operational
99 Area Emergency Operations Plan and Annexes, and maintain these documents as required by
100 SEMS and NIMS.

101 *Mutual Aid Plans and Agreements*

102 The Executive Board shall review proposals of emergency mutual aid plans and agreements and
103 make recommendations on endorsement of such proposals to governing boards of Subdivisions.

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104 *Laws, Rules, Legislation and Regulation*

105 The Executive Board shall review and may recommend for action or adoption by the members of
106 the Council, emergency and mutual aid plans, agreements, ordinances, resolutions, and any rules
107 and regulations necessary to implement such plans and agreements. The Executive Board may
108 also study, review, and make recommendations on State and Federal legislation and policy as
109 appropriate, and on matters referred to the Executive Board in writing by Council members.

110 *Operational Area Executive Board Emergency Advisory Capacity*

111 The Executive Board may be convened by the Chair or the Operational Area Coordinator, as
112 described in Section 4.1, to review a potential or actual emergency situation and make and
113 receive appropriate recommendations from the Operational Area Coordinator and Council
114 members to facilitate a coordinated Operational Area response.

115 **2.2.3 Subcommittees and Working Groups**

116 The Executive Board may establish standing and ad hoc subcommittees and working groups to
117 complete its work and to ensure communication and coordination between all interested
118 persons or groups. Subcommittees and working groups shall elect a Chairperson and provide
119 appropriate staff support from their participants. The Operational Area Manager shall provide
120 coordination between these subcommittees and the Executive Board only. No subcommittee or
121 working group can bind Parties to legal or financial obligations.

122 **2.3 Orange County Emergency Management Organization**

123 There is hereby established a standing subcommittee to the Executive Board, the Orange County
124 Emergency Management Organization, hereinafter referred to as OCEMO. The County and all
125 Subdivisions shall be expected to participate in OCEMO, to the maximum extent possible, with
126 the understanding that the cooperative maintenance of the Operational Area Emergency
127 Operations Plan, policies and procedures, training and exercises is necessary to ensure that the
128 Operational Area Emergency Operations Plan, policies, procedures, training and exercises meet
129 the emergency needs of the Subdivisions, County, and Operational Area.

130 **2.3.1 Membership**

131 The entire OCEMO body ("Members at Large") consists of three groups of representatives
132 involved in some capacity of an emergency management function, as defined below and in the
133 OCEMO Bylaws.

134 *Signatory Members*

135 Staff members with primary emergency management responsibilities from signatory agencies to
136 the Orange County Operational Area Agreement are considered Signatory Members. Each
137 signatory jurisdiction shall identify a primary and secondary representative who shall have the
138 right to vote on behalf of the jurisdiction. To ensure compliance with the Brown Act, no more

Orange County Operational Area Agreement

139 than eight OCEMO members who are also voting members of the Operational Area Executive
140 Board shall be present at any OCEMO meeting.

141 *Collaborative Members*

142 Representatives of other government, non-profit, or private agencies that are not signatories to
143 the Operational Area Agreement and are not currently represented by a Signatory or
144 Collaborative Member, but are considered to have a significant role in OA planning, response and
145 recovery processes are considered Collaborative Members. Collaborative members must be
146 approved by Signatory Members and have limited voting rights as outlined in the OCEMO Bylaws.

147 *Associate Members*

148 Other organizational representatives interested in participating in OCEMO activities, and who
149 may provide input into the Operational Area Emergency Operations Plan, annexes, and
150 supporting SOPs are considered Associate Members. Associate members have no voting rights.

151 **2.3.2 Responsibilities**

152 As a subcommittee to the Executive Board, the responsibilities of OCEMO are to meet the
153 following objectives as they relate to disaster and emergency prevention, preparedness,
154 response, recovery and mitigation within the Orange County Operational Area:

155 *Operational Area Plans, Annexes, and Standard Operating Procedures*

156 ◦ Participate in revisions and updates of the Operational Area Emergency Operations Plan
157 and associated Annexes and Standard Operating Procedures developed and maintained
158 by County Emergency Management as described in Section 3.2. Once completed, plans
159 and the associated Annexes reviewed by OCEMO shall be forwarded to the Operational
160 Area Executive Board for approval.

161 *Training and Exercises*

162 ◦ Coordinate training and exercises for the Operational Area, to include after action
163 discussions, lessons learned and professional development.

164 *Public Education and Outreach*

165 ◦ Coordinate the development of public education and whole community emergency
166 preparedness programs.

167 *Legislation*

168 ◦ Review and report on legislation impacting emergency plans and programs, and propose
169 concepts for new legislation for consideration by the Executive Board.

170 *Other*

171 ◦ Other duties as assigned by the Executive Board.

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172 **2.3.3 OCEMO Leadership**

173 The OCEMO Leadership shall consist of the OCEMO Chairperson, First Vice Chairperson and
174 Second Vice Chairperson, elected in accord with the OCEMO bylaws, the Operational Area
175 Manager and the immediate past Chairperson. Any Signatory or Collaborative Member shall be
176 eligible to serve as a candidate for OCEMO Chairperson, First Vice Chairperson, and Second Vice
177 Chairperson as outlined in the OCEMO Bylaws.

178 **2.3.4 Organization and Procedures**

179 OCEMO will maintain and approve Bylaws. The Bylaws will define, at a minimum, OCEMO
180 purpose, membership, leadership duties, elections, voting procedures, official meeting
181 frequency, and the process for amending the Bylaws.

182 OCEMO will review the Bylaws, as needed. Any amendments to the Bylaws will be approved by
183 OCEMO Signatory Members, as detailed in the OCEMO Bylaws.

184 Staff support to OCEMO Subcommittees and working groups shall be provided by OCEMO
185 members.

186 **2.3.5 Administrative Support**

187 The County shall provide administrative support to OCEMO as follows:

- 188 ◦ Attend all OCEMO and OCEMO Leadership meetings
- 189 ◦ Maintain a contact list of the primary and alternate representatives of each OCEMO
190 member
- 191 ◦ Organize and manage OCEMO Leadership elections and votes on other issues
- 192 ◦ Notify members of their appointment to office or subcommittees
- 193 ◦ Create and distribute OCEMO meeting agendas
- 194 ◦ Take and transmit OCEMO meeting minutes
- 195 ◦ Maintain official OCEMO records, including agendas and minutes, in compliance with
196 County record retention policies.

Orange County Operational Area Agreement

1 **Section Three. Responsibilities**

2 **3.1 Operational Area Jurisdiction Responsibilities**

3 Subdivisions of the Orange County Operational Area have the responsibilities as set forth below:

4 *Participation*

5 Actively participate as a member jurisdiction in the Council, Executive Board if designated,
6 subcommittees including OCEMO, including providing staff to support the work of the Executive
7 Board and subcommittees.

8 *Cooperation*

9 Promote cooperation among all Subdivisions in order to improve the overall Operational Area
10 emergency management program.

11 *Emergency Management Program*

12 Develop an emergency management program to provide for the needs of the Subdivision, which
13 shall be complementary to and compatible and coordinated with the needs of the Operational
14 Area in the event of an emergency.

15 *Emergency Plan and Organization*

16 Develop and maintain an emergency operations plan and organization to provide for the
17 emergency needs of the Subdivision according to SEMS and NIMS, and coordinate with and,
18 where able, support other Subdivisions, the County, and the Operational Area Emergency
19 Operations Center.

20 *Procedures*

21 Develop Subdivision procedures that outline the steps necessary to satisfy responsibilities as a
22 member jurisdiction of the Operational Area.

23 *Training and Exercises*

24 Maintain a thorough knowledge of the Parties' and Operational Area's Emergency Operations
25 Plans and ensure that the supporting services and key personnel are properly trained and
26 organized to meet all of their responsibilities in the event of an emergency. Conduct regular
27 exercises and participate in regional exercises, when offered.

28 *Emergency Assistance*

29 Subdivisions shall offer assistance to other jurisdictions and secondary and relief support to the
30 OA EOC within the limits of capabilities and according to applicable mutual aid agreements.
31 Subdivisions should participate in mutual aid agreements wherever possible.

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32 *Resource Lists*

33 Maintain current resource listings of staff, facilities, equipment and supplies available in the
34 jurisdiction for use in the event of an emergency.

35 *Critical Points of Contact*

36 Identify 24-hour or other critical points-of-contact for the Subdivision that may be used by the
37 Operational Area during emergency operations. If the points-of-contact are individuals, identify
38 a primary and at least three alternates for each. Inform the Operational Area when critical points-
39 of-contact change or are updated.

40 **3.2 County-Specific Responsibilities**

41 The County acts as the Operational Area Lead Agency. The Operational Area Lead Agency has the
42 following responsibilities to the Operational Area in addition to those responsibilities specified
43 under Section 3.1 of this Agreement:

44 *24-Hour Contact Point*

45 The County shall provide the 24-hour contact point for the Operational Area and act as lead in
46 activating the Operational Area Emergency Operations Center, hereinafter referred to as OA EOC.

47 *Operational Area Emergency Operations Center*

48 The County Emergency Operations Center (located at 2644 Santiago Canyon Road, in Silverado,
49 California) and Alternate Emergency Operations Center (as designated) shall serve as the OA EOC.
50 The OA EOC shall exist as a dedicated essential facility and be capable of serving as the central
51 point for:

- 52 • coordinating information and resources with local governments within the OA
- 53 • coordinating all levels of government as a component of Orange County's Multiagency
54 Coordination System (MACS)
- 55 • coordinating with other OAs
- 56 • reporting information to and coordinating with the California Office of Emergency
57 Services Southern Region Emergency Operations Center

58 County Emergency Management staff shall be responsible for ensuring the OA EOC is maintained
59 in a state of constant readiness, in accord with the FEMA Emergency Operations Center
60 Assessment Checklist and ASTM E2668 – Standard Guide for Emergency Operations Center
61 Development, or subsequent standards if revised.

62 *Initial EOC Activation Staffing*

63 The County shall provide initial OA EOC activation staff. Subdivisions with available resources may
64 provide secondary and relief OA EOC staffing.

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65 *Disaster Recovery*

66 The County shall be responsible for coordinating the formal recovery process through Cal OES
67 and FEMA and will assist with:

- 68 ◦ Coordinating Initial Operational Area recovery
- 69 ◦ Scheduling damage assessment site visits
- 70 ◦ Other duties as outlined in the Recovery Annex to the Operational Area Emergency
71 Operations Plan

72 Subdivisions have ultimate responsibility for their own recovery program.

73 *Operational Area Emergency Operations Plan and Annexes*

74 County Emergency Management staff shall be responsible for coordinating with the Orange
75 County Emergency Management Organization to maintain and revise the Operational Area
76 Emergency Operations Plan, annexes and standard operating procedures as directed by the
77 Operational Area Executive Board.

78 *Operational Area Executive Board Support*

79 County Emergency Management staff shall provide support to the Operational Area Executive
80 Board for agendas and minutes for meetings and coordinating follow-up only.

81 *Subcommittee and Working Group Support*

82 County Emergency Management staff shall provide support to Operational Area Executive Board
83 subcommittees and working groups.

Orange County Operational Area Agreement

1 **Section Four. Operational Area Coordinator and Operational Area Manager**

2 **4.1 Operational Area Coordinator**

3 By this Agreement, the Council creates and recognizes the position of an Operational Area
4 Coordinator, hereinafter referred to as the Coordinator. During an emergency the Operational
5 Area Coordinator position will be filled by the Orange County Director of Emergency Services, as
6 specified by Section 3-1-6 of the Orange County Code of Ordinances and County Board of
7 Supervisors Resolution 12-036, as presently existing or as hereafter amended.

8 **4.1.1 Powers and Duties**

9 The Coordinator shall direct and coordinate the Operational Area during times of emergency. In
10 addition to their responsibilities as Director of Emergency Services, the Coordinator shall have
11 the additional duties and powers, as described below and in the Operational Area Emergency
12 Operations Plan:

13 *Direction and Coordination*

14 Serve as key decision-maker in the Operational Area Emergency Operations Center, providing
15 direction and coordination necessary to accomplish the purposes of this Agreement and
16 responsibilities of the Operational Area Lead as specified in Title 19 California Code of Regulations
17 Section 2409(e).

18 *Operational Area Representative*

19 Represent the Operational Area in all dealings with the public or private agencies on matters
20 pertaining to emergencies as defined in Section 3-1-2 of the Orange County Code of Ordinances.

21 **4.2 Operational Area Manager**

22 The position of the Operational Area Manager is hereby recognized. The Operational Area
23 Manager shall be the County Emergency Manager as specified in Section 3-1-6 of the Orange
24 County Code of Ordinances and County Board of Supervisors Resolution 12-036, as presently
25 existing or as hereafter amended.

26 **4.2.1 Powers and Duties**

27 The Operational Area Manager shall have the following powers and duties:

28 *Administration of Operational Area Agreement*

29 On a day-to-day basis, ensure County-specific responsibilities detailed in Section 3.2 are met.

30 *Staff to the Operational Area Executive Board*

31 Serve as staff to the Executive Board, maintain close liaison with the Executive Board, and
32 coordinate all activities of assigned Operational Area staff with the Executive Board.

Orange County Operational Area Agreement

- 1 *Daily Coordination and Assistance*
- 2 Direct the daily coordination and cooperation between the Operational Area staff, Subdivisions,
- 3 and Executive Board Subcommittees, including OCEMO. Resolve questions of authority and
- 4 responsibility that may arise between them, and work closely with and assist the Executive Board,
- 5 as required.

- 6 *Notification of Emergency Operations Center Activation*
- 7 Notify the Board of Supervisors and Executive Board of an Operational Area Emergency
- 8 Operations Center activation as soon as practical, and keep the Executive Board and Board of
- 9 Supervisors informed on all aspects of a current emergency situation as soon as information
- 10 becomes available.

- 11 *OCEMO Support*
- 12 Serve on OCEMO Leadership. Provide support to OCEMO for agendas, minutes and
- 13 administrative support only. Staff support to OCEMO subcommittees shall be provided by
- 14 OCEMO members.

- 15 *Budget and Staffing*
- 16 Develop an annual operating budget and staffing recommendations, and monitor the
- 17 Operational Area expenditures at the direction of the Executive Board.

- 18 *After Action Reports*
- 19 Coordinate with OCEMO for the development of after action reports for the Operational Area
- 20 Executive Board following activations of the Operational Area Emergency Operations Center.

- 21 *Resource Coordination*
- 22 Act as the coordination point between the county, cities, and special districts and the California
- 23 Office of Emergency Services on a day-to-day basis for Emergency Management Mutual Aid
- 24 (EMMA) resource requests, in accordance with the State of California Emergency Management
- 25 Mutual Aid Plan. The OA Manager may also coordinate other OA mutual aid requests, as
- 26 appropriate.

Orange County Operational Area Agreement

1 **Section Five. Operational Area Response Systems**

2 **5.1 Operational Area Emergency Operations Plan**

3 Under the direction of the Executive Board, County Emergency Management shall be responsible
4 for maintaining the Operational Area Emergency Operations Plan, which shall provide for the
5 effective mobilization of all Operational Area resources, both public and private, to meet any
6 condition constituting an emergency; and shall provide for the organization, powers and duties, and
7 staff of the Operational Area emergency response organization. This responsibility is inclusive of the
8 Emergency Operations Plan and any associated Annexes and SOPs.

9 **5.1.1 Compliance**

10 The Operational Area Emergency Operations Plan shall comply with applicable local, state and
11 federal planning criteria, commonly known as NIMS and SEMS.

12 **5.1.2 Functional Assignments**

13 The Operational Area Emergency Operations Plan shall include the functions assigned to the mutual
14 aid organizations, County agencies/departments and Subdivisions. It shall be the responsibility of
15 the agency/department heads and Subdivisions to appoint staff who shall report to the Emergency
16 Operations Center and carry out the assigned duties as appropriate.

17 **5.1.3 Approval**

18 Updates and revisions to the Operational Area Emergency Operations Plan and annexes will be
19 effective on approval by the Executive Board. Standard Operating Procedures and other support
20 documents may be updated on an ongoing basis by County Emergency Management as long as
21 changes are consistent with approved plans and annexes.

22 **5.2 Operational Area Emergency Operations Center**

23 **5.2.1 Location**

24 The primary and dedicated County Emergency Operations Center located at 2644 Santiago Canyon
25 Rd., Silverado, California, or alternate as designated, shall serve as the OA EOC. Communication
26 connection to the OA EOC shall be the responsibility of each Subdivision and Mutual Aid Coordinator
27 or their representative.

28 **5.2.2 Required Activation**

29 Activation of the OA EOC is required under the conditions defined by SEMS, Title 19 California Code
30 of Regulations Section 2409(f), the Orange County Operational Area Emergency Operations Plan and
31 associated Annexes.

Orange County Operational Area Agreement

1 **5.2.3 Staff for the Operational Area Emergency Operations Center**

2 The County shall provide initial OA EOC activation staff. Subdivisions with available resources shall
3 provide secondary and relief OA EOC staffing. Emergency management or other mutual aid shall be
4 used to staff the OA EOC as necessary. The County declares its willingness to provide a staff member
5 to an impacted Subdivision's EOC or Incident Command Post to act as an Operational Area
6 coordination point, if desired by the Subdivision and as personnel availability and safety concerns
7 allow.



Orange County Operational Area Agreement

1 **Section Six. Operational Area Finance**

2 **6.1 Operational Area Expenses and Revenues**

3 *Operational Area Administrative Expenses*

4 This Agreement recognizes that there are day-to-day costs associated with Operational Area
5 administration and emergency management activities; these costs are separate from County-
6 specific emergency management activities. The County shall provide administrative staffing for the
7 Operational Area to carry out the duties as delineated in Section 3.2 and Section 4 of this Agreement;
8 however, the County shall not be solely responsible for the costs of administering the Operational
9 Area.

10 The County Board of Supervisors has the over-arching authority and responsibility to approve the
11 County Emergency Management budget that supports both County and Operational Area
12 emergency management activities.

13 To offset costs of the Operational Area, the Executive Board shall be responsible for the acquisition
14 and distribution of federal, state, and business or private foundation emergency management grant
15 funds. The Executive Board shall be responsible for determining the potential source of, and for
16 acquiring funds or staff time to meet any grant matching requirements. For emergency
17 management grant funds made available to the Operational Area for distribution among the
18 Subdivisions, the Executive Board will review and approve proposed funding allocation methods;
19 their review will take into consideration recommendations from OCEDO, acting in its role as
20 subcommittee to the Executive Board. If funding becomes available with a short application period
21 that does not allow for OCEDO, Executive Board, and County Board of Supervisors pre-approval,
22 then approval will be sought retroactively through the ratification process set forth by the County
23 Board of Supervisors.

24 The County or any Subdivision may fund through general or special funds any services, supplies, or
25 programs that they separately or jointly determine are necessary to comply with laws or regulations,
26 or that serve the purposes of emergency prevention, preparedness, response, recovery and
27 mitigation on an Operational Area level.

28 *Costs of Operational Area during Emergencies and the Recovery Phase*

29 During emergencies, all Operational Area jurisdictions shall be expected to participate to the
30 maximum extent possible, according to mutual aid and other agreements, with the understanding
31 that during an emergency, the priorities are life safety, property, and the environment (in that
32 order), regardless of which jurisdiction is impacted. This Agreement incorporates by reference the
33 reimbursement concepts of the Emergency Management Assistance Compact, the California
34 Disaster and Civil Defense Master Mutual Aid Agreement, and the State of California Emergency
35 Management Mutual Aid Plan. Expenditures made in connection with such emergency activities

Orange County Operational Area Agreement

- 1 required by this Agreement, the California Emergency Services Act and/or SEMS, including mutual
2 aid activities, shall be deemed conclusively to be for the direct protection and benefit of the
3 persons and property in the Operational Area.
- 4 In deciding the level of Operational Area response and resource commitment during emergencies,
5 the County and Subdivisions agree to operate according to the Emergency Operations Plan and
6 supporting documents defined in Section 5.1 of this Agreement.
- 7 There may arise situations in which use of OA EOC personnel, services, or equipment is desired
8 outside of the scope defined within the Emergency Operations Plan. To meet this need, the County
9 will develop and maintain a procedure, to be approved by the Executive Board, whereby any
10 Subdivision, including any County agency, may request partial or complete activation of the OA EOC,
11 including staff or equipment, on an "assistance-for-hire" basis.
- 12 *Financial Reimbursement and Recovery Following Emergencies*
- 13 The County and each Subdivision are each individually responsible for developing, submitting, and
14 receiving their own emergency aid, loans or grants from any source including local, state, and federal
15 governments. Each is individually responsible for the timeliness, accuracy, and compliance of its own
16 expenditures submitted for reimbursement through such mechanisms.

Orange County Operational Area Agreement

1 **Section Seven. Operational Area Agreement Administration**

2 **7.1 Existing Agreements**

3 Nothing contained in this Agreement shall be construed as superseding or modifying any existing
4 agreements, including mutual aid agreements, except for the existing OPERATIONAL AREA
5 AGREEMENT OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS dated October 3, 1995,
6 and addenda; and nothing herein shall be construed as preventing any Party from entering into
7 or modifying mutual aid or other emergency response agreements.

8 **7.2 Effective Date**

9 This Agreement shall become effective six months after approval and execution by the County
10 Board of Supervisors and at least one Subdivision. Any Subdivision in Orange County may become
11 a Party hereto by executing this Agreement. Notice shall be provided to the County upon a
12 Subdivision's execution of this Agreement as indicated in Section 7.6 of this Agreement.

13 **7.3 Withdrawal**

14 Any Party may withdraw from this Agreement by providing written notice to County Emergency
15 Management. Said notice shall be given 30 days before withdrawal from this Agreement.

16 **7.4 Indemnification**

17 Each Party shall defend, indemnify and hold harmless the other Parties, and their officers, agents,
18 employees and representatives from any and all losses, liability, damages, claims, suits, actions,
19 administrative proceedings, demands, and litigation, and all expenses and costs relating to acts
20 or omissions of the indemnitor, its officers, agents, employees, or representatives arising out of
21 or incidental to performance under this Agreement. No Party assumes liability for the acts or
22 omissions of persons other than that Party's respective officers, agents, employees or
23 representatives.

24 **7.5 Counterparts**

25 This Agreement may be executed in two or more counterparts, each of which shall be deemed
26 an original, and all of which shall constitute one and the same instrument.

27 **7.6 Interpretation**

28 Save to the extent that the context or the express provisions of this Agreement otherwise
29 require:

- 30 ◦ Headings and sub-headings are for ease of reference only and shall not be taken into
31 consideration in the interpretation or construction of this Agreement;
- 32 ◦ All references to Parts, Sections, and Paragraphs are references to Parts, Sections and
33 Paragraphs contained herein;

Orange County Operational Area Agreement

- 1 ◦ All references to any ordinance, resolution, law, regulation or guidance shall include
2 references to any ordinance, resolution, law, regulation or guidance which amends,
3 extends, consolidates or replaces the same or which has been amended, extended,
4 consolidated, supplemented, substituted, novated, replaced, or assigned by the same and
5 shall include, without limitation, any instrument, proclamation, bylaw, directive, decision,
6 regulation, rule, order, notice, codes of practice, code of conduct, rule of court,
7 instrument or delegated or other subordinate legislation thereto;
- 8 ◦ The words "herein", "hereto" and "hereunder" refer to this Agreement as a whole and
9 not to the particular Section, or Paragraph in which such word may be used;
- 10 ◦ Any reference to a public organization or representative shall be deemed to include a
11 reference to any successor to such public organization or representative or any
12 organization or entity or representative which has taken over the functions or
13 responsibilities of such public organization or representative.

14 **7.7 Ambiguities**

15 In the case of any ambiguity or discrepancy:

- 16 ◦ Between the provisions in this Agreement and the provisions of any underlying Executive
17 Order, law, or regulation, the provisions of underlying Executive Order, law, or regulations
18 will be incorporated by approval of the Executive Board and written notice shall be
19 provided to all Parties.
- 20 ◦ Between the provisions in this Agreement and the provisions of any underlying mutual
21 aid agreement or emergency operations plan, the provisions of this Agreement shall
22 prevail until such time as the Operational Area Executive Board considers the matter and
23 notice of proposed resolution to such issues are provided to all Parties.

24 **7.8 Amendment**

25 This Agreement may not be amended or modified except in a writing executed by a majority of
26 all signature Parties as defined by Section 2.1 of this Agreement.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization for the Library Board of Trustees and Library Staff to attend the Annual Public Library Association (PLA) Conference in Nashville, Tennessee on February 25-29, 2020.

DATE: October 21, 2019

BACKGROUND

The Annual Public Library Association Conference will be held in Nashville, Tennessee on February 25-29, 2020. This year PLA will be celebrating its 75th anniversary and for the first time in 20 years the conference is being held in the southeastern part of the U.S. Most events will take place at the Music City Center.

The 2020 Conference will be held February 25–29 in downtown Nashville, TN, with most events taking place at the Music City Center. The PLA 2020 Conference offer hundreds of topics presented by other public library professionals through interactive learning, information-sharing and discussions. There will also be approximately 300 exhibitors where attendees can engage with new and current products, services, and technologies.

For the greatest possible savings, please consider joining the Public Library Association prior to registering for the PLA 2020 Conference. Membership includes access to a vast network of public library professionals, a free subscription to Public Libraries magazine, and ongoing professional development opportunities. Registration opened in September.

We are requesting travel authorization for the Library Trustees, Library Director and Public Services Manager to attend the PLA conference.

Fiscal Impact: \$2,000/person

RECOMMENDATIONS

1. Motion to authorize the Library Trustees, Library Director and Public Services Manager to attend the Annual Public Library Association Conference on February 25-29, 2020 in Nashville, Tennessee; and
2. Authorization by a roll call vote; and
3. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: 2019 Staff Appreciation and Recognition Fund Request
DATE: October 21, 2019

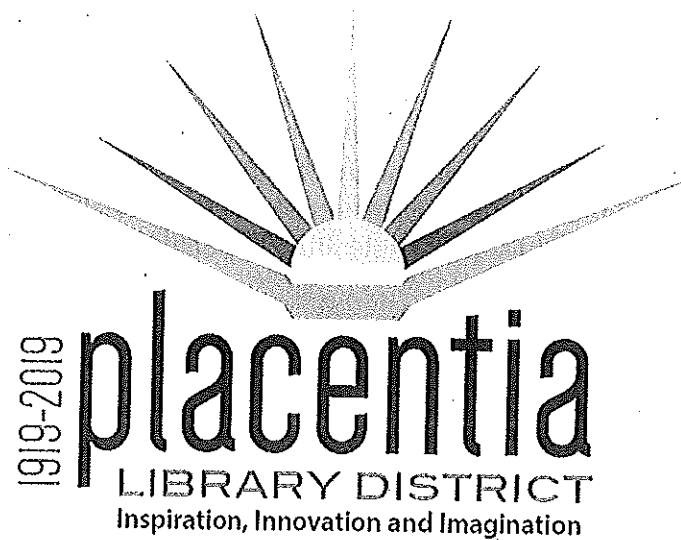
BACKGROUND

Library staff will present a request to the Placentia Library Friends Foundation (PLFF) for \$3,500 for the 2010 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. Library Director requests \$2,000 towards the function to cover expenses beyond the PLFF's donation.

Fiscal Impact: \$2,000

RECOMMENDATIONS

1. Motion to approve the request for \$2,000 to be used for the annual Staff Appreciation and Recognition event; and,
2. Authorize the request for \$2,000 for the annual Staff Appreciation and Recognition event by a roll call; and,
3. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 19-04: A Resolution of the Library Board of Trustees of Placentia Library District Approving the Form and Authorizing the Execution of a Memorandum of Understanding (MOU) and Authorizing Participation in the Special District Risk Management Authority's (SDRMA) Health Benefits Program.**

DATE: October 21, 2019

BACKGROUND

Staff is requesting the Library Board of Trustees to approve an amended MOU with SDRMA. At its June 26, 2019 meeting, the SDRMA Board of Directors approved amendments to the MOU between member agencies and SDRMA. The amendments were primarily made to align the MOU with IRS guidelines, the Affordable Care Act (ACA), and the California State Association of Counties – Excess Insurance Authority (CSAC-EIA) pool guidelines.

The Library Board of Trustees must execute the MOU and Resolution and return the original MOU and Resolution to SDRMA by November 1, 2019. If the District fails to execute the amendment shall be deemed to have withdrawn from SDRMA program on the next annual renewal date.

Attachment A is the Memorandum of Understanding.

Attachment B is Resolution 19-04.

RECOMMENDATIONS

1. Adopt Resolution 19-04: A Resolution of the Library Board of Trustees of Placentia Library District Approving the Form and Authorizing the Execution of a Memorandum of Understanding (MOU) and Authorizing Participation in the Special District Risk Management Authority's (SDRMA) Health Benefits Program; and,
2. Authorize Board President Carline and Board Secretary to execute the appropriate documents.



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants



and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must



- be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
 10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
 11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
 12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
 13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
 14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
 15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
 16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
 17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.



18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: Laura S. Hill

Special District Risk
Management Authority

Dated: _____

By: _____

Placentia Library District

RESOLUTION NO. 19-04

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Placentia Library District
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN
THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS
PROGRAM**

WHEREAS, Placentia Library District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to

consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

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

PASSED AND ADOPTED this ____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary



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