



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES BUDGET WORK SESSION

March 18, 2019

5:00 p.m.








City of Placentia Community Meeting Room
401 E. Chapman Avenue
Placentia, CA 92870

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

BUDGET WORK SESSION

5. Library Director will present the proposed Fiscal Year 2019-2021 Budget.

ADJOURNMENT

6. Agenda Preparation for the April Date Meeting which will be held on April 15, 2019 in the Community Room at the City of Placentia, unless re-scheduled by the Library Board of Trustees.
7. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
8. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 18, 2019 Budget Work Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 14, 2019.



Alyssa Stolze, Administrative Assistant



placentia
LIBRARY DISTRICT
Inspiration, Innovation and Imagination

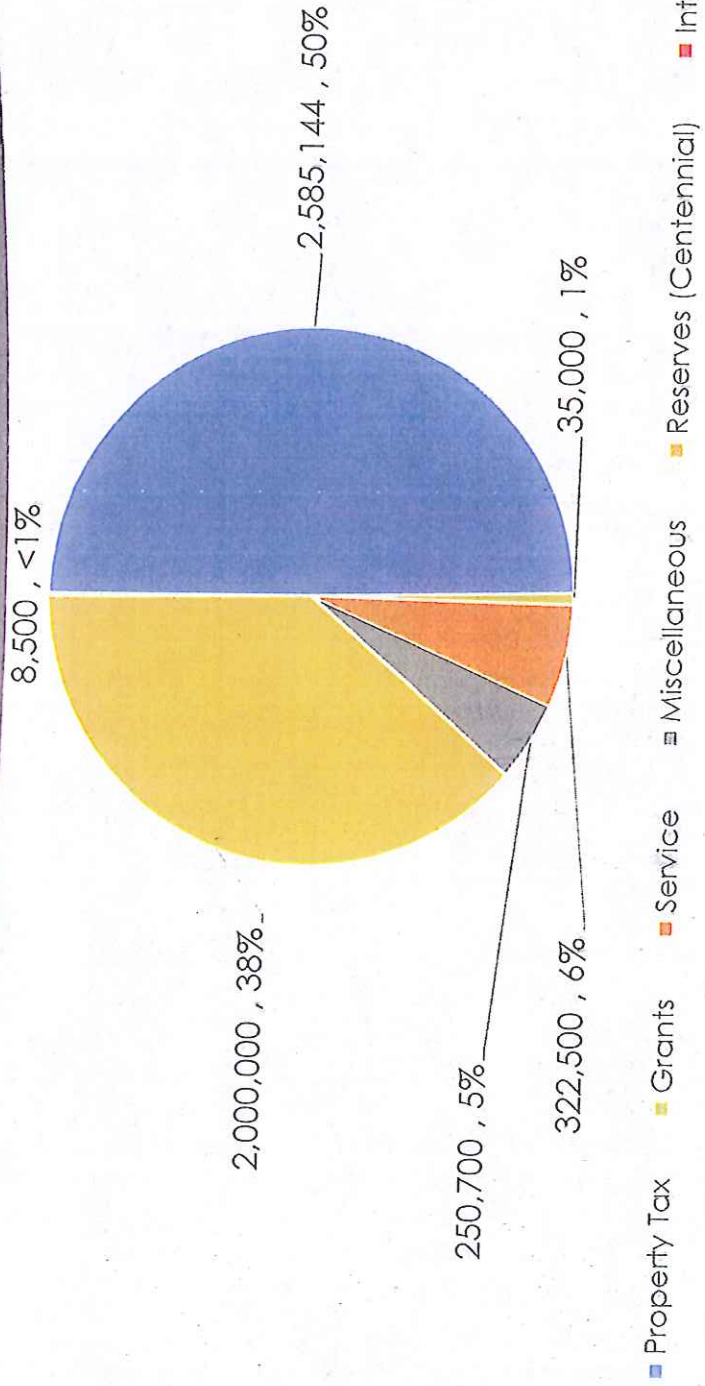
1819-2019

BUDGET WORK SESSION
FISCAL YEARS 2019-2021

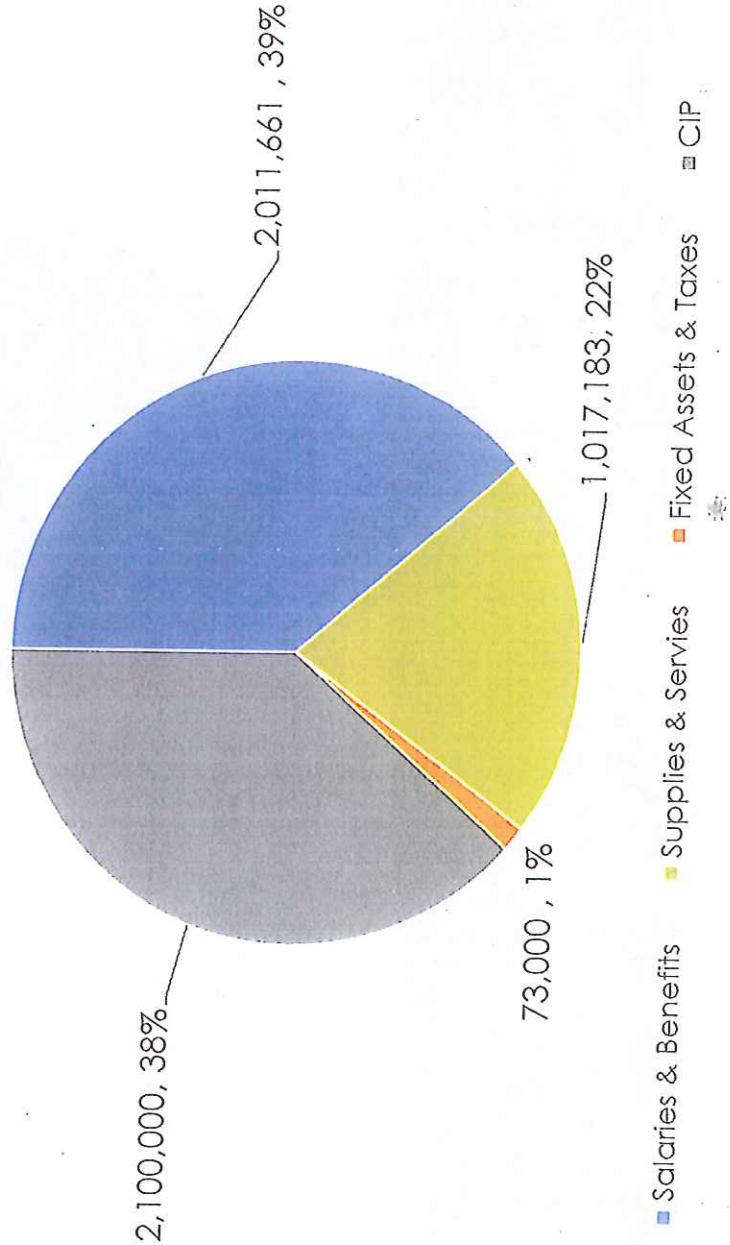
MARCH 18, 2019



**Fiscal Year 2019-2020 - \$5,201,844 (minus CIP -- \$3,101,844)
REVENUE**

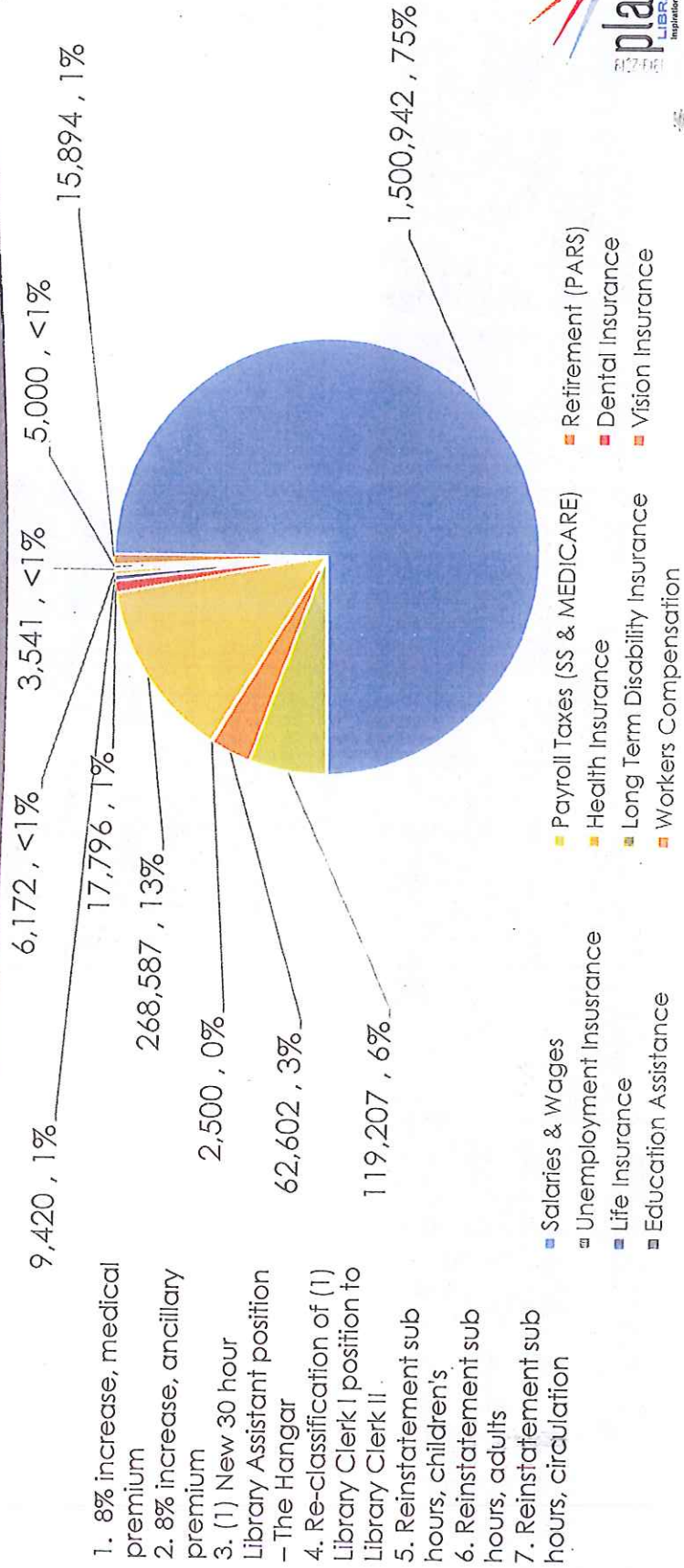


Fiscal Year 2019-2020 -- \$5,201,844
EXPENDITURES



\$311,183
(10% of
Budget)
Library Materials

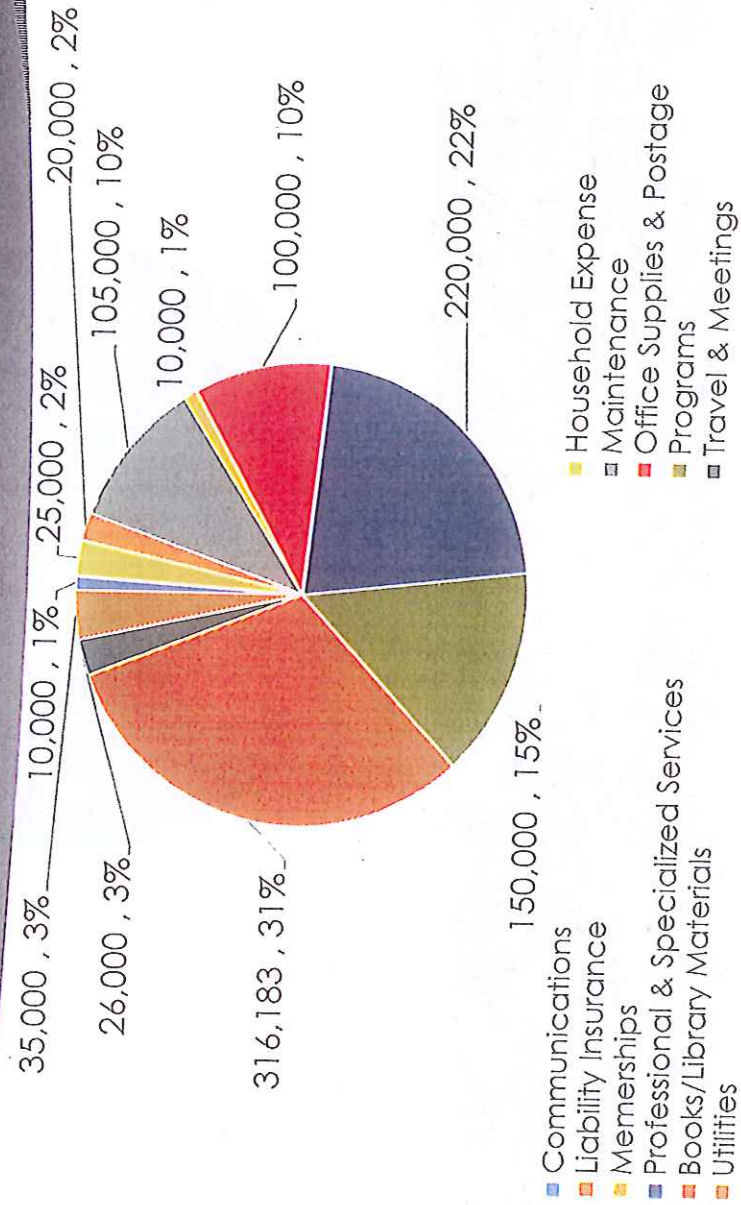
FISCAL YEAR 2019-2020 -- \$2,011,661 SALARIES & BENEFITS



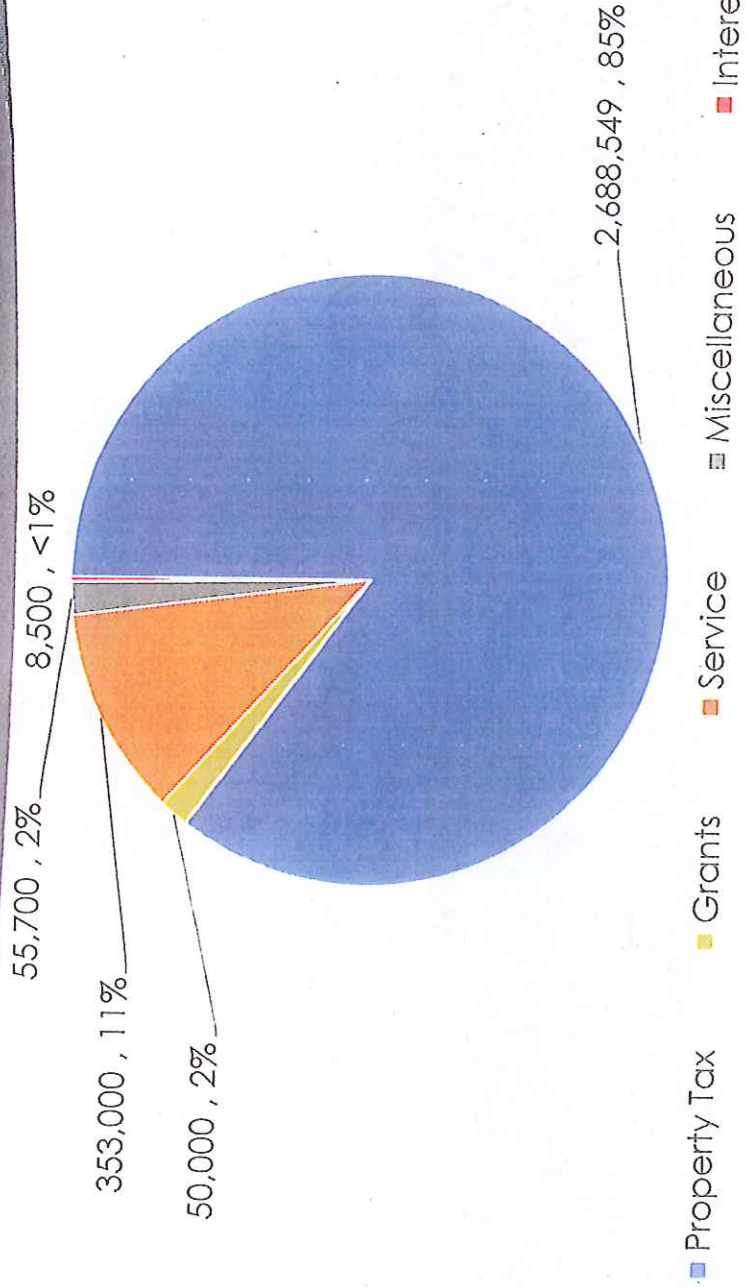
- 1. 8% increase, medical premium
- 2. 8% increase, ancillary premium
- 3. (1) New 30 hour Library Assistant position - The Hangar
- 4. Re-classification of (1) Library Clerk I position to Library Clerk II.
- 5. Reinstatement sub hours, children's
- 6. Reinstatement sub hours, adults
- 7. Reinstatement sub hours, circulation



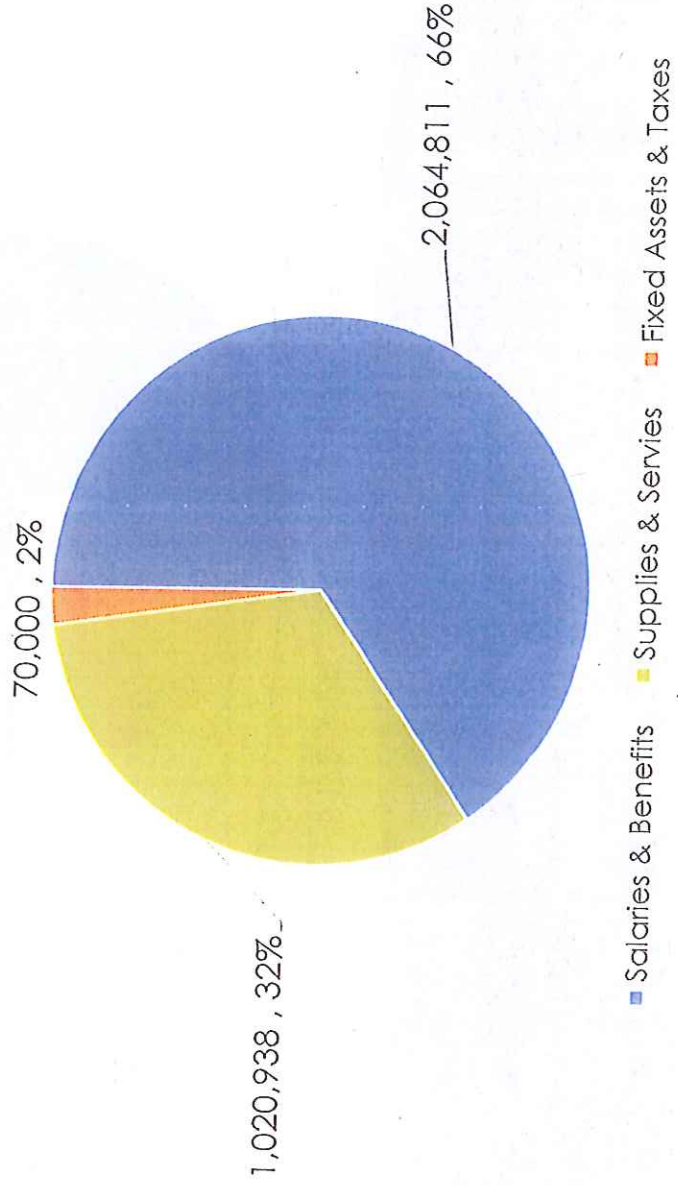
**Fiscal Year 2019-2020-- \$1,017,183
SUPPLIES & SERVICES**



Fiscal Year 2020-2021 -- \$3,155,749
REVENUE



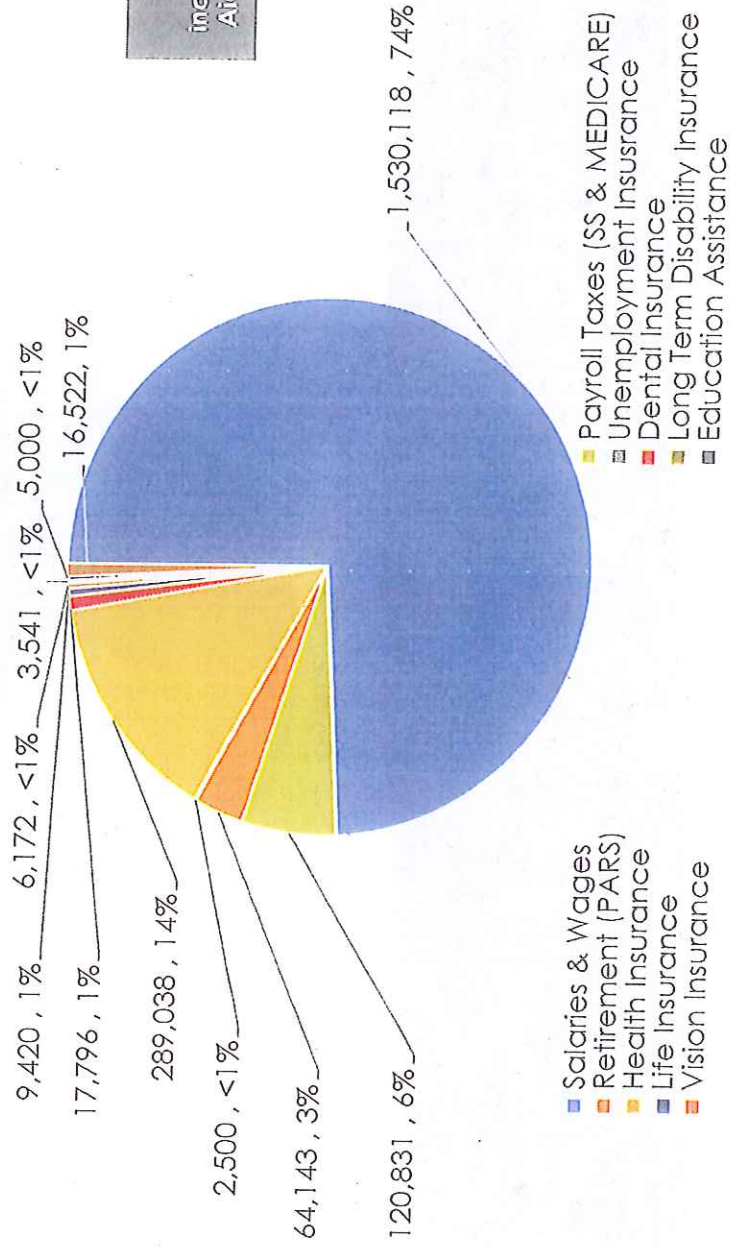
Fiscal Year 2020-2021 - \$3,155,749
EXPENDITURES



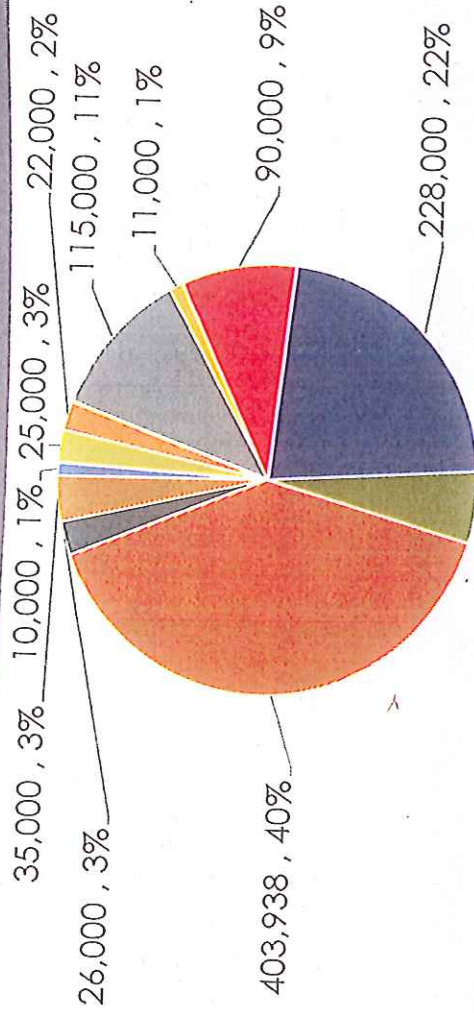
\$403,938
(13% of Budget)
Library Materials



FISCAL YEAR 2020-2021 -- \$2,064,811 SALARIES & BENEFITS



**Fiscal Year 2020-2021 -- \$1,020,938
SUPPLIES & SERVICES**



- Communications
- Liability Insurance
- Memberships
- Professional & Specialized Services
- Books/Library Materials
- Utilities

- Household Expense
- Maintenance
- Office Supplies & Postage
- Programs
- Travel & Meetings



Summary

Fiscal Year 2019-2020

1. Completion of renovation and energy efficiency projects
2. 4% increase projection, property tax
3. 8% increase in medical premium
4. 8% increase in ancillary premium
5. (1) new 30 hour Library Assistant position for The Hangar
6. Re-classification of (1) Library Clerk I to Library Clerk II
7. Reinstatement of sub hours, children's
8. Reinstatement of sub hours, adults
9. Reinstatement of sub hours, circulation
10. 3% COLA
11. New ILS
12. New credit card processing service provider
13. New library cards with updated logo
14. New programs for The Hangar and Crossroads Corner

Fiscal Year 2019-2020

1. 4% increase projection, property tax
2. 8% increase in medical premium
3. 8% increase in ancillary premium
4. 3% COLA
5. 2.5% salary increase for Library Aide classification
6. Election Expense



Questions?



placentia
LIBRARY DISTRICT
Inspiration, Innovation and Imagination
1919-2019

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2019-2021

Object Code	Category	2017-2018 ACTUAL	2018-2019 ADOPTED	2018-2019 PROJECTED	2019-2020 PROPOSED	2020-2021 PROPOSED
4010	Current Secured	2,286,865	2,269,805	2,265,896	2,356,532	2,450,793
4030	Prior Secured					
	SUB-TOTAL CURRENT SECURED	2,286,865	2,269,805	2,265,896	2,356,532	2,450,793
4020	Current Unsecured	72,245	62,335	71,485	74,344	77,318
4040	Prior Unsecured	1,024	0	0		
	SUB-TOTAL SECURED	73,268	62,335	71,485	74,344	77,318
4050	SUPPLEMENTAL -- CURRENT	67,932	71,096	60,107	62,511	65,012
4060	SUPPLEMENTAL -- PRIOR	15,275	0	0		
4070	INTEREST ON UNNAPORT. TAX	1,846	1,846	2,058		
4080	PENALTIES & COST ON DELIQ. TAX	16,232	1,097	17,158	17,844	18,558
4090	TAXES SPECIAL DIST. AUGMENTATION	9,100	9,397	9,093	9,457	9,835
4190	STATE - HOMEOWNERS PR TAX RELIEF	13,224	50,421	61,976	64,455	67,033
	TOTAL PROPERTY TAX REVENUE	2,483,743	2,465,997	2,487,773	2,585,144	2,688,549
4210	State Grants	30,000	30,000	10,000	15,000	30,000
4220	Federal Grants					
4230	Other Grants	0	20,000	15,000	20,000	20,000
	TOTAL GRANTS REVENUE	30,000	50,000	25,000	35,000	50,000
4310	Fines & Fees	20,335	16,500	16,750	20,000	20,000
4320	Passports	214,543	112,500	150,000	230,000	250,000
4330	Passport Pictures	54,375	12,000	25,000	60,000	70,000
4340	Meeting Room	2,755	0	340	3,000	3,000
4350	Test Proctoring	8,750	2,500	5,000	9,500	10,000
	TOTAL SERVICE REVENUE	300,758	143,500	197,090	322,500	353,000
4410	PLFF Grants	45,880	37,000	36,300	250,000	55,000
4420	Newsletter Ads	1,750	700	700	700	700
4430	Misc. Revenue	1,141	0	0	0	0
	Redevelopment Agency Funds			4,051		
	TOTAL MISCELLANEOUS REVENUE	48,771	37,700	41,051	250,700	55,700
4440	Centennial Renovation	13,282	50,000	1,800,000	2,000,000	0
4500 *	IMPACT FEES	8,239	10,000	90,000	50,000	20,000
4600	INTEREST	24,517	8,500	8,500	8,500	8,500
TOTAL REVENUE		2,896,027	2,715,697	4,649,414	5,201,844	3,155,749

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2019-2021

OBJECT		2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
CODE	DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
	5010 Salaries & Wages	1,065,943	1,334,746	1,128,018	1,500,942	1,530,118
	5020 Payroll Taxes (SS & MEDICARE)	385,260	302,644	365,212	119,207	120,831
	5030 Retirement (PARS)	25,612	56,500	54,892	62,602	64,143
	5040 Unemployment Insurance	1,288	7,000	4,050	2,500	2,500
	5050 Health Insurance	251,714	266,515	245,739	268,587	289,038
	5064 Dental Insurance	14,043	17,240	15,145	17,796	17,796
	5060 Life Insurance	3,701	8,370	5,577	9,420	9,420
	5066 Long Term Disability Insurance	5,822	5,452	7,351	6,172	6,172
	5068 Vision Insurance	2,788	3,340	3,437	3,541	3,541
	5090 Education Assistance	0	822	11,008	5,000	5,000
	TOTAL EMPLOYEE INSURANCE					
	5070 Workers Compensation	4,806	13,832	6,080	15,894	16,252
	TOTAL SALARIES & EMPLOYEE BENEFITS	1,760,977	2,016,461	1,846,509	2,011,661	2,064,811
	5100 Communications	26,292	24,000	9,120	10,000	10,000
	5150 Household Expense	18,615	15,000	33,770	25,000	25,000
	5099 Liability Insurance	14,885	15,000	15,352	20,000	22,000
	5205 Maintenance - Equipment	24,795	20,000	21,273	25,000	25,000
	5220-5280 Maintenance - Building & Grounds	91,278	95,000	69,953	80,000	90,000
	TOTAL MAINTENANCE EXPENSE	116,073	115,000	91,226	105,000	115,000
	5290 Memberships	10,540	9,000	10,134	10,000	11,000
	5295 Miscellaneous Expense	0	2,500	0	0	0
	TOTAL OFFICE SUPPLY & POSTAGE EXPENSES	64,843	55,000	77,500	100,000	90,000
	5405 Library Automated Library System	33,145	34,000	24,000	20,000	15,000
	5410 Library Board Consultants & Legal	6,063	10,000	23,157	20,000	15,000
	5415 HR/Finance Services	7,131	2,000	3,766	10,000	10,000
	5420 Audit & Accounting Services	21,189	20,000	25,000	30,000	30,000
	5430 Computer Services	51,741	25,000	24,000	5,000	5,000
	5440 Collection	1,468	2,500	1,000	2,000	2,000
	5445 Payroll Preparation	9,559	6,500	10,000	12,000	13,000
	5450 Bank Fees	139	200	2,280	2,500	1,000
	5455 Election Expenses	0	20,000	0	0	20,000

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2019-2021

OBJECT	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
CODE DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
5460 BankCard Fees	13,005	2,000	9,000	12,000	13,000
5465 Staff Training	583	3,000	3,000	7,500	5,000
5475 Employee Screening	2,184	750	750	1,000	1,000
Other Professional and Specialized					
5480 Services	19,457	50,000	45,000	25,000	20,000
Loan Obligation (ibank)				78,000	78,000
TOTAL PROFESSIONAL AND SPECIALIZED SERVICES	165,664	175,950	170,953	225,000	228,000
5495 Programs	56,401	30,000	52,067	150,000	55,000
TOTAL BOOKS/LIBRARY MATERIALS	171,679	272,000	352,000	311,183	403,938
5600 TOTAL TRAVEL & MEETINGS	46,652	32,940	58,178	25,000	25,000
5700 Mileage/Parking	890	4,000	1,600	1,000	1,000
TOTAL UTILITIES	78,807	77,000	47,564	35,000	35,000
TOTAL SUPPLIES & SERVICES	771,342	827,390	919,464	1,017,183	1,020,938
1310 Building & Improvements	0	50,000	0	10,000	40,000
1320 Equipment & Furniture	0	50,000	17,824	48,000	10,000
6100 Taxes & Assessments	8,773	10,000	10,000	15,000	20,000
TOTAL FIXED ASSETS & TAXES	8,773	110,000	27,824	73,000	70,000
5211 Renovation		1,800,000	1,800,000	2,100,000	0
TOTAL Capital Project		1,800,000	1,800,000	2,100,000	-
TOTAL EXPENSES	2,541,091	4,753,851	4,593,797	5,201,844	3,155,749
			Expenses - Capital Project	3,101,844	031819

GOVERNANCE

LIBRARY BOARD OF TRUSTEES

- Banki Baskara, President
- Ally Walker, Secretary
- Richard D. Woodall, Treasurer
- Dr. Anne Krentz, Trustee
- Elizabeth Winter, Trustee

PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART / SERVICES

FISCAL YEARS 2019-2021

LEADERSHIP

LIBRARY DIRECTOR

PUBLIC SERVICES MANAGER

TECHNOLOGY MANAGER

FINANCE ACCOUNTING

HUMAN RESOURCES

RISK MANAGEMENT

FACILITY MANAGEMENT

TRAINING

PUBLIC MEETINGS

PUBLIC RELATIONS

PUBLIC POLICY

P.L.E.F.

ADULT SERVICES DEPARTMENT

Supervising Librarian; Librarians; State-Funded Literacy Assistant

REFERENCE

VOLUNTEER

HISTORY ROOM

LITERACY

COMPUTER WORKSHOPS

TEEN SERVICES

BOOK DISCUSSIONS

CHILDREN'S SERVICES DEPARTMENT

Supervising Librarian; Librarians; Library Assistants

STORYTIME

POCKET TALES

THE HANGAR

HOMework CLUB

READ TO THE DOGS

CROSSROADS CORNER

CIRCULATION/TECHNOLOGY DEPARTMENT

Librarian; Emerging Technologies Assistant; Library Clerk; Library Aides

CIRCULATION

TECHNICAL SERVICES

PASSPORT SERVICES

MEETING ROOM RENTAL

AUTOMATION SYSTEMS

PUBLIC EQUIPMENT

WEBSITE SOCIAL MEDIA

PREDICTORINE SERVICES

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2019-2021
NON-EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE (2019-2020)										
HR	14.24	14.60	14.96	15.33	15.72	16.11	16.51	16.93	17.35	18.22
PP	1,139.20	1,167.68	1,196.87	1,226.79	1,257.46	1,288.90	1,321.12	1,354.15	1,388.00	1,457.40
AN	29,619.20	30,359.68	31,118.67	31,896.64	32,694.05	33,511.41	34,349.19	35,207.92	36,088.12	37,892.53
MO	2,468.27	2,529.97	2,593.22	2,658.05	2,724.50	2,792.62	2,862.43	2,934.80	3,008.17	3,157.71
LIBRARY AIDE (2020-2021)										
HR	14.60	14.97	15.34	15.72	16.12	16.52	16.93	17.35	17.79	18.68
PP	1,168.00	1,197.20	1,227.13	1,257.81	1,289.25	1,321.48	1,354.52	1,388.38	1,423.09	1,494.25
AN	30,368.00	31,127.20	31,905.38	32,703.01	33,520.59	34,358.60	35,217.57	36,098.01	37,000.46	38,850.48
MO	2,530.67	2,593.93	2,658.78	2,725.25	2,793.38	2,863.22	2,934.80	3,008.17	3,083.37	3,237.54
LIBRARY CLERK										
HR	17.17	17.60	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.97
PP	17.00	1,407.94	1,443.14	1,479.22	1,516.20	1,554.10	1,592.95	1,632.78	1,673.60	1,757.28
AN	35,713.60	36,606.44	37,521.60	38,459.64	39,421.13	40,406.66	41,416.83	42,452.25	43,513.55	45,689.23
MO	2,976.13	1,875.47	1,922.27	1,970.80	2,019.33	2,067.22	2,115.40	2,164.00	2,213.13	2,307.44
EMERGING TECHNOLOGIES ASS'N										
HR	17.69	18.13	18.59	19.05	19.53	20.01	20.51	21.03	21.55	22.63
PP	1,415.20	1,450.58	1,486.84	1,524.02	1,562.12	1,601.17	1,641.20	1,682.23	1,724.28	1,810.50
AN	36,795.20	37,715.08	38,657.96	39,624.41	40,615.02	41,630.39	42,671.15	43,737.93	44,831.38	47,072.95
MO	3,066.27	3,142.92	3,221.50	3,302.03	3,384.58	3,469.20	3,555.93	3,644.83	3,735.95	3,922.75
LIBRARY CLERK II										
HR	20.01	20.51	21.02	21.55	22.09	22.64	23.21	23.79	24.38	25.60
PP	17.00	1,640.82	1,681.84	1,723.89	1,766.98	1,811.16	1,856.44	1,902.85	1,950.42	2,047.94
AN	41,620.80	42,661.32	43,727.85	44,821.05	45,941.58	47,090.11	48,267.37	49,474.05	50,710.90	53,246.45
MO	3,468.40	1,875.47	1,922.27	1,970.80	2,019.33	2,067.22	2,115.40	2,164.00	2,213.13	2,307.44
LIBRARY ASSISTANT										
HR	22.62	23.19	23.77	24.36	24.97	25.59	26.23	26.89	27.56	28.94
PP	1,809.60	1,854.84	1,901.21	1,948.74	1,997.46	2,047.40	2,098.58	2,151.05	2,204.82	2,315.06
AN	47,049.60	48,225.84	49,431.49	50,667.27	51,933.95	53,232.30	54,563.11	55,927.19	57,325.37	60,191.64
MO	3,920.80	4,018.82	4,119.29	4,222.27	4,327.83	4,436.03	4,546.93	4,660.60	4,777.11	5,015.97
ADMINISTRATIVE ASSISTANT										
HR	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.75
PP	1,985.60	2,035.24	2,086.12	2,138.27	2,191.73	2,246.52	2,302.69	2,360.25	2,419.26	2,540.22
AN	51,625.60	52,916.24	54,229.15	55,595.12	56,985.00	58,409.63	59,869.87	61,366.62	62,900.78	66,045.82
MO	4,302.13	4,409.69	4,519.93	4,632.93	4,748.75	4,867.47	4,989.16	5,113.88	5,241.73	5,503.82
LIBRARIAN I										
HR	27.78	28.47	29.19	29.92	30.66	31.43	32.22	33.02	33.85	35.54
PP	2,222.40	2,277.96	2,334.91	2,393.28	2,453.11	2,514.44	2,577.30	2,641.74	2,707.78	2,843.17
AN	57,782.40	59,226.96	60,707.63	62,225.32	63,780.96	65,375.48	67,009.87	68,685.12	70,402.24	73,922.36
MO	4,815.20	4,935.58	5,058.97	5,185.44	5,315.08	5,447.96	5,584.16	5,723.76	5,866.85	6,160.20
SUPERVISING LIBRARIAN										
HR	32.68	33.50	34.33	35.19	36.07	36.97	37.90	38.85	39.82	41.81
PP	2,614.40	2,679.76	2,746.75	2,815.42	2,885.81	2,957.95	3,031.90	3,107.70	3,185.39	3,344.66
AN	67,974.40	69,673.76	71,415.60	73,200.99	75,031.02	76,906.79	78,829.46	80,800.20	82,820.21	86,961.22
MO	5,664.53	5,806.15	5,951.30	6,100.08	6,252.58	6,408.90	6,569.12	6,733.35	6,901.68	7,246.77

Signature _____ : Approved _____ Effective: July 1, 2019

Gayle Carlisle, President

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2019-2021**

EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR										
PP										
AN	171,000									
MO										
PUBLIC SERVICES MANAGER TECHNOLOGY MANAGER										
HR	39.84	40.84	41.86	42.90	43.98	45.08	46.20	47.36	48.54	50.97
PP	3,187.20	3,266.88	3,348.55	3,432.27	3,518.07	3,606.02	3,696.17	3,788.58	3,883.29	4,077.46
AN	82,867.20	84,938.88	87,062.35	89,238.91	91,469.88	93,756.63	96,100.55	98,503.06	100,965.64	106,013.92
MO	6,905.60	7,078.24	7,255.20	7,436.58	7,622.49	7,813.05	8,008.38	8,208.59	8,413.80	8,834.49
BUSINESS MANAGER										
HR	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	45.98
PP	2,875.20	2,947.08	3,020.76	3,096.28	3,173.68	3,253.02	3,334.35	3,417.71	3,503.15	3,678.31
AN	74,755.20	76,624.08	78,539.68	80,503.17	82,515.75	84,578.65	86,693.11	88,860.44	91,081.95	95,636.05
MO	6,229.60	6,385.34	6,544.97	6,708.60	6,876.31	7,048.22	7,224.43	7,405.04	7,590.16	7,969.67

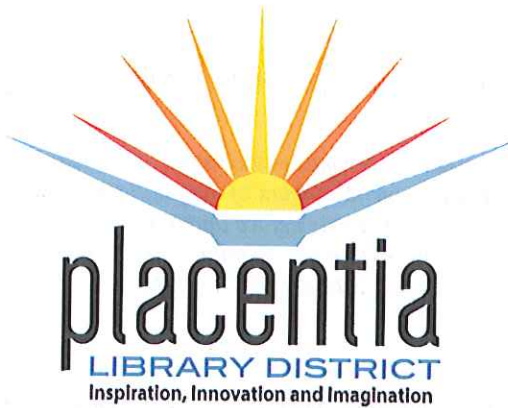
Signature _____: Approved

Gayle Carline, President

Effective: July 1, 2019

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2019-2021**

EXEMPT



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

March 18, 2019

6:30 p.m.








City of Placentia Community Meeting Room
401 E. Chapman Avenue
Placentia, CA 92870

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the February 19, 2019 Library Board of Trustees Unusual Date Meeting, February 28, 2019 and March 5, 2019 Library Board of Trustees Special Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for February 2019. (Receive & File and Approve)
11. FY2018-2019 Cash Flow Analysis through February 2019; the Schedule of Anticipated Property Tax Revenues for FY2018-2019 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

NEW BUSINESS

- ✓ 23. Ms. Letty Gali, Executive Director from LOT318 will give a report on the partnership between the Placentia Library District and LOT318.
- ✓ 24. Johnson Controls, Inc. will provide an update on the energy efficiency project including a walkthrough of the project area.
25. Authorize Board President Carline to sign the Purchasing Agreement 19-001 with Yamada Enterprises to provide the furniture, fixtures and equipment (FF&E), library bookstacks, and custom millwork for Project #2018-03, dated January 25, 2019.
26. Authorize a reclassification of the Librarian – Literacy position to Library Assistant as presented.
27. Discuss and determine a date for the May Board meeting due to the California Library Special District Legislative Day.
28. Board President Carline and Library Director Contreras will provide a report on the Local Agency Formation Commission (LAFCO) Annual Strategic Planning Workshop.

ADJOURNMENT

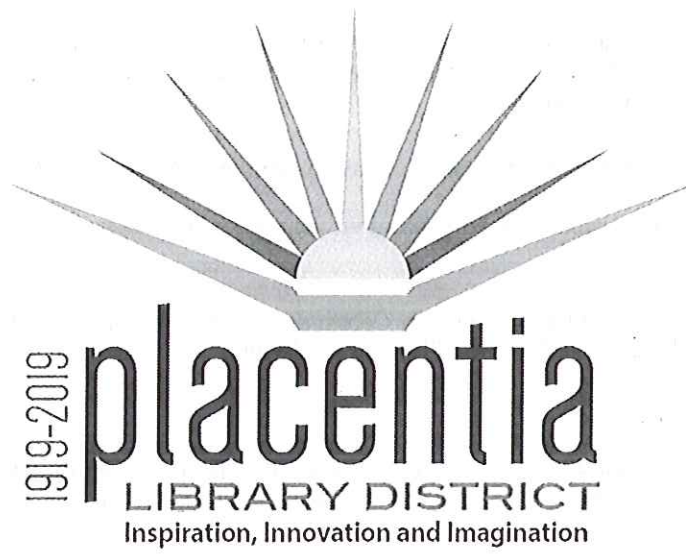
29. Agenda Preparation for the April Date Meeting which will be held on April 15, 2019 in the Community Room at the City of Placentia, unless re-scheduled by the Library Board of Trustees.
30. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, 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 March 18, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 14, 2019.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 19TH, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 19th, 2019 at 6:37 pm.

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

Members Absent: None

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

Guests: None

ADOPTION OF 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

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the ALA Midwinter Conference and the Chamber of Commerce's Excellence in Placentia.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Chamber of Commerce's Excellence in Placentia.

Trustee DeVecchio participated in a Special District Association promotional video and attended the Chamber of Commerce's Excellence in Placentia.

Trustee Martin attended a H.I.S. House Board Meeting, a Financial Partners Credit Union Director's meeting, and attended the Chamber of Commerce's Excellence in Placentia where she awarded the title of the 2019 Citizen of the Year.

Trustee Minter attended an ISDOC Luncheon, a meeting at Senator Chang's, and the Chamber of Commerce's Excellence in Placentia.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Chamber of Commerce's Excellence in Placentia, ALA Midwinter Conference, a meeting with Senator Chang's office, a tour with the Seattle Library Director, participated in a CSDA interview for their 75th anniversary, and has been participating in meetings behind the scenes with the energy efficiency project. Director Contreras has also been working with PLFF in regards to fundraising.

**FRIENDS FOUNDATION
REPORT**

President Dahl attended the Chamber of Commerce’s Excellence in Placentia, ALA Midwinter Conference, and is finishing the planning for the upcoming Author’s Luncheon.

CONSENT CALENDAR

The Board of Trustees discussed questions in regards to items 12 and 19. It was then moved by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Item 9-22. A roll call vote was taken:

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

**MINUTES FOR THE
JANUARY 23RD, 2019
BOARD MEETING**

The minutes for the January 23rd, 2019 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

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

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

**GENERAL CONSENT
REPORTS**

Personnel Report for January 2019 – received and filed. (Item 16)
Circulation Report for January 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 January 2019 (Item 19)
Children’s Services Report for January 2019 & Supervising Children’s Librarian, Kathy Carn, reported out on her experiences and takeaways at the ALA Midwinter Conference (Item 20)
Adult Services Report for January 2019 (Item 21)
Placentia Library Website Technology Report for January 2019 (Item 22)

REPRESENTATION AT THE LOCAL AGENCY FORMATION COMMISSION STRATEGIC PLANNING WORKSHOP, MARCH 13, 2019.

Director Contreras presented the Local Agency Formation Commission’s Strategic planning workshop on March 13, 2019. The workshop would include a discussion of the Commission’s goals, accomplishments and opportunities for Fiscal Year 2019-2020. The Board authorized President Carline, Trustee Minter and the Library Director to represent the Placentia Library District at the LAFCO Annual Strategic Plan Workshop.

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

TRAVEL AUTHORIZATION: LIBRARY BOARD OF TRUSTEES AND LIBRARY DIRECTOR TO ATTEND THE SPECIAL DISTRICT LEGISLATIVE DAYS IN SACRAMENTO, CALIFORNIA, MAY 20-22, 2019.

Director Contreras presented a travel authorization request to the Board of Trustees for California Special District Association Legislative Days May 20-22, 2019 in Sacramento, CA. It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to authorize the travel and attendance of President Carline, Trustee Martin, and Library Director Contreras to the California Special District Association Legislative Days May 20-22, 2019 in Sacramento, CA.

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

AUTHORIZE AMENDMENTS TO THE PLACENTIA LIBRARY DISTRICT POLICY 2010- HOURS OF WORK AND OVERTIME, AS PRESENTED.

Director Contreras presented the current Policy 2010- Hours of Work and Overtime and recommended that the California Labor Code 512 regulating the meal and rest breaks be included in Policy 2010. It was motioned by Secretary Shkoler to authorize these amendments to the Placentia Library District Policy 2010 – Hours of Work and Overtime, as presented and seconded by Trustee Martin.

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

AUTHORIZE THE FORMATION OF A FUNDRAISING COMMITTEE TO POSSIBLY INCLUDE LIBRARY STAFF, PLACENTIA LIBRARY FRIENDS FOUNDATION BOARD MEMBER, AND/OR LIBRARY TRUSTEE TO DEVELOP FUNDRAISING EFFORTS FOR THE CENTENNIAL RENOVATION PROJECT.

Director Contreras presented the PLFF Board President’s request for the assistance of trustees and library staff to develop fundraising programs and events that will inspire, activate, and rally the community. The motion to authorize the formation of a fundraising committee was moved by Secretary Shkoler and seconded by Trustee Martin.

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

The motion to authorize Trustee Martin and Director Contreras to be co-chairs was motioned by Secretary Shkoler and seconded by Trustee DeVecchio.

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

**CALIFORNIA SPECIAL
DISTRICT ASSOCIATION
(CSDA) BOARD OF
DIRECTORS CALL FOR
NOMINATIONS.**

Director Contreras presented that the Elections and Bylaws Committee of the California Special District Association (CSDA) is looking for members who are interested in serving on the Board of Directors for the 2020-2022 term. After a discussion of duties and current obligations, no member of the Board of Trustees will not be pursuing this opportunity this term.

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on March 18th, 2019 with a 5:00 p.m. Budget Work Session prior. Additionally, the May Board of Trustees Meeting will be presented to be moved to a different date due to the CSDA Legislative Days.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 18th, 2019 was adjourned at 7:27 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 28TH, 2019

CALL TO ORDER

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 28th, 2019 at 5:40 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; Alyssa Stolze, Administrative Assistant.

Guests: None

ADOPTION OF 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

None (Item 4).

PRESENTATION OF THE PROPOSALS FOR GENERAL CONTRACT SERVICE FOR THE CENTENNIAL RENOVATION PROJECT

Director Contreras presented the three proposals made by Alonco Construction, Inc., Cal-City Construction, Inc., and Vincor Construction, Inc. It was suggested by the Director that no action is to be taken at this meeting until time is given to Cal-City Construction for review of the proposals with the option to protest. Cal-City Construction has submitted a protest, therefore, the Board chose to continue the review and award a general contractor on March 5th, 2019 at 5:30 p.m. in the History Room.

REVIEW OF ACTION ITEMS

The next Special Meeting will be held on March 5th, 2019 at 5:30 p.m. in the History Room

ADJOURNMENT

The Board of Trustees Special Meeting of February 28th, 2019 was adjourned at 6:06 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee

PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 5TH, 2019

CALL TO ORDER

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 5th, 2019 at 5:35 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; Alyssa Stolze, Administrative Assistant.

Guests: Woo Lim, President of Cal-City Construction, Inc.; James Lim, Estimator for Cal-City Construction; Matt Diunzio, Project Manager for Vincor Construction, Inc.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

Cal-City Construction President Woo Lim handed out exhibits for the Board to review. President Lim introduced himself, gave Cal-City Construction's background, and presented in detail Cal-City's concerns with the bids. Following President Lim was Mr. James Lim, an estimator for Cal-City, who elaborated further on the concerns within the bidding process. Mr. Diunzio, Project Manager for Vincor Construction, then presented the background and qualifications of the company for the project (Item 4).

AWARD CONTRACT FOR THE LIBRARY RENOVATION PROJECT TO VINCOR CONSTRUCTION, INC. AS THE LOWEST RESPONSIBLE BIDDER IN THE AMOUNT OF \$1,194,213.73 AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE THE CONTRACT.

Director Contreras addressed the concerns of Cal-City Construction in regards to the exhibits presented followed by a thorough discussion with the Board to choose to award a proposal or to repost the Request for Proposals an additional two weeks. Additionally, an addendum was given to the Board in regards to the protests received by Cal-City Construction and legal counsel. After further in depth discussion, it was motioned by Secretary Martin to award the contract for the Library Renovation Project to Vincor as the lowest responsible bidder in the amount of \$1,194,213.73 and authorize the Board President to execute the contract. The motion was seconded by Trustee DeVecchio.

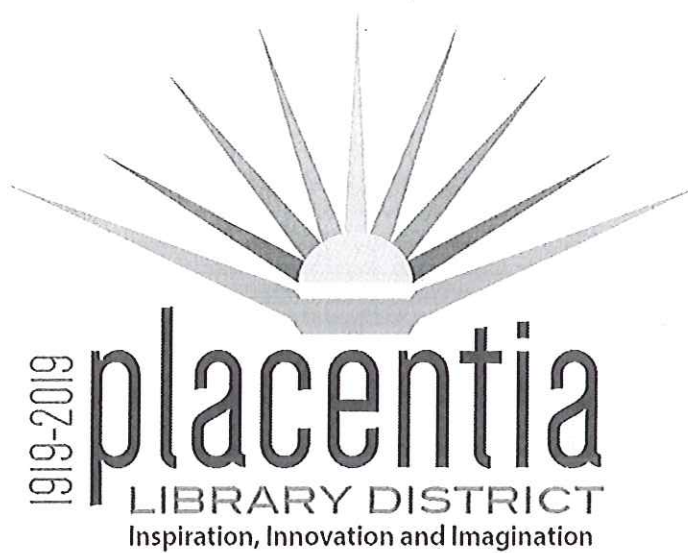
AYES: Carline, Martin, DeVecchio, Shkoler, Minter
NOES: None
ABSENT: None

ADJOURNMENT

The Board of Trustees Special Meeting of March 5th, 2019 was adjourned at 6:07 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee



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11:30 AM
03/06/19
Accrual Basis

Placentia Library District
Check Register
February 2019

Date	Ref No.	Payee	Memo	Payment	Type
02/01/2019	10337	CA Department of Tax & Fee Administration	Taxes due for Oct 18 -Dec 18	36.49	Bill Payment
02/04/2019	10339	Ingram Inc	Books	30.21	Bill Payment
02/04/2019	10340	SoCalGas	Services 12/18/18-01/18/19	26.61	Bill Payment
02/04/2019	10341	Dick's Lock & Safe	Side Admin door key reproduction.	390.37	Bill Payment
02/04/2019	10342	OverDrive	Audiobooks	86.94	Bill Payment
02/04/2019	10343	Baker & Taylor	Books	240.93	Bill Payment
02/04/2019	10344	Placentia Library Foundation	Jan 2019 Pass Through	351.35	Bill Payment
02/12/2019	10345	White Nelson Diehl Evans LLP Unique Management Services, Inc.	Rpt for FY 17-18 Collections	1,765.00 62.65	Bill Payment
02/12/2019	10347	Republic Services	Recycling 01/01-01/31/19	146.58	Bill Payment
02/12/2019	10348	Midwest Tape	DVD's	924.50	Bill Payment
02/12/2019	10349	Legacy Integrative Solutions	Printer service calls 01/2019	625.63	Bill Payment
02/12/2019	10350	Employment Development Dept.	10/1/18-12/31/18 Charges	2,700.00	Bill Payment
02/12/2019	10351	Custom Software Solutions, Inc	Website	500.00	Bill Payment
02/12/2019	10352	Baker & Taylor	Books	438.91	Bill Payment
02/12/2019	10353	Pitney Bowes Purchase Power	Postage	1,020.99	Bill Payment
02/12/2019	10354	OverDrive	Audiobooks	336.89	Bill Payment
02/12/2019	10355	Ingram Inc	Books	37.19	Bill Payment
02/12/2019	10356	Golden State Water Company	12/20/18-1/23/19 Services	646.25	Bill Payment
02/12/2019	10357	Cintas	Janitorial Supplies	263.16	Bill Payment
02/12/2019	10358	Time Warner Cable	2/12-3/11/19 Service	64.27	Bill Payment
02/12/2019	10359	Coleen Wakai State of CA - Department of Justice	Mileage for SCLLN and outreach for Jan 2019 Fingerprints for P.S. Intern	140.01 32.00	Bill Payment
02/12/2019	10360	Staples Advantage	Office supplies	78.40	Bill Payment
02/12/2019	10362	Arcelia Janitorial Service	Janitorial Service Jan 2019	1,242.00	Bill Payment
02/12/2019	10363	Placentia Library District	For Payroll on 02/20/19	55,000.00	Check
02/19/2019	10364	Dewey Pest Control	Quarterly visit	135.00	Bill Payment
02/19/2019	10365	Baker & Taylor	Books	902.01	Bill Payment
02/19/2019	10366	CALNET3	Phone 1/2/19-2/1/19	563.88	Bill Payment
02/19/2019	10367	Jeanette Contreras	ALA Annual 19 Flight	423.61	Bill Payment
02/25/2019	10369	Victor Meza. BankCard Center-Bank of the West	SLS Mileage Reimbursement Bill 12/29/18-01/28/19	13.68 11,496.44	Bill Payment
02/25/2019	10371	PODS Enterprises, LLC	Storage	1,840.90	Bill Payment
02/25/2019	10372	Dick's Lock & Safe	Broken Door Lock and Door Arm	195.00	Bill Payment
02/25/2019	10373	OverDrive	Audiobooks	1,603.99	Bill Payment
02/25/2019	10374	White Nelson Diehl Evans LLP	FY 17-18 Audit	1,905.00	Bill Payment
02/25/2019	10375	SDRMA	Feb 19 Ancillary and March 19 Medical	25,314.66	Bill Payment
02/25/2019	10376	Midwest Tape	DVD's	309.94	Bill Payment
02/25/2019	10377	Kathy Carn	Reimbursement ALA Midwinter 2019	326.89	Bill Payment
02/25/2019	10378	Dodge Data & Analytics	RFP online posting for Contractor 2/5/19- 2/15/19	106.25	Bill Payment

11:30 AM
03/06/19
Accrual Basis

**Placentia Library District
Check Register
February 2019**

02/25/2019	10379	United Site Services	Portable Restroom Jan 2019	478.41	Bill Payment
02/25/2019	10380	Coleen Wakai	Literacy BINGO event expenses	88.68	Bill Payment
02/28/2019	10382	Placentia Library District	For Payroll on March 06, 2019	55,000.00	Check
02/28/2019	10383	Midwest Tape	DVD's	3,095.29	Bill Payment
02/28/2019	10384	Woodruff, Spradlin & Smart	Joint Powers Matter for services rendered through 1/31/19	2,193.00	Bill Payment
02/28/2019	10385	Baker & Taylor	Books	311.56	Bill Payment
02/28/2019	10386	Gayle Carline.	ALA 2019 Midwinter Reimbursement	128.35	Bill Payment
02/28/2019	10387	OverDrive	Audiobooks	2,025.97	Bill Payment
02/28/2019	10388	Advantage, Inc.	Newsletter Printing	3,649.50	Bill Payment
				<u>179,295.34</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

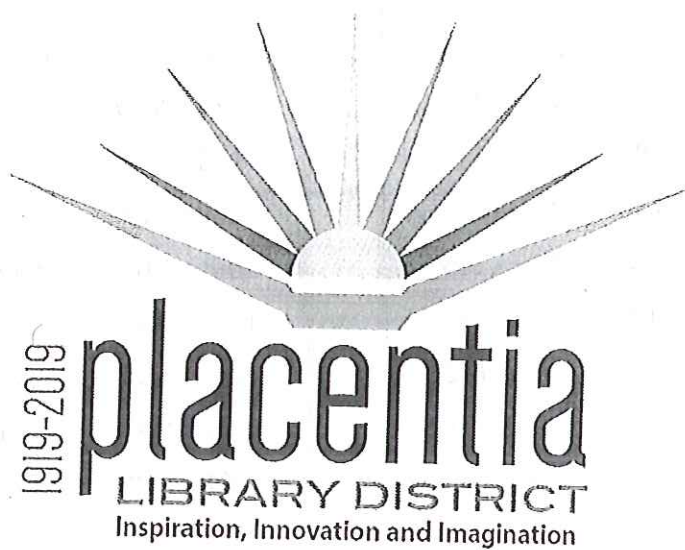
FROM: Fernando Maldonado, Acting Business Manager

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

DATE: March 18, 2019

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	
04/30/2019	
5/31/2019	
6/30/2019	

Fiscal Year 2017-2018	
07/31/2017	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/2017	2,498,084.78
11/30/2017	2,500,309.42
12/31/2017	2,502,508.82
01/31/2018	2,502,381.29
2/28/2018	2,502,253.65
3/31/2018	2,504,538.94
04/30/2018	2,509,766.98
5/31/2018	2,512,623.18
6/30/2018	2,512,581.20



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


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

DATE: March 18, 2019

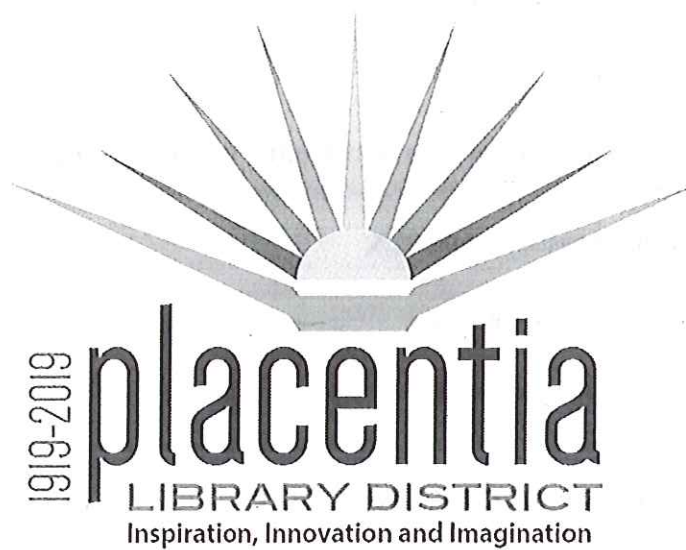
Summary of Cash and Investments as of February 31, 2019

Cash with Orange County Treasurer Fund 9LX	2,339,428.02
General Fund Checking – Bank of the West	786,709.55
General Fund Savings – Bank of the West	826,135.26
<i>(Impact Fees in Savings – Restricted)</i>	\$694,836.27
Payroll Checking – Wells Fargo Bank	\$17,067.41
Total Cash and Investments	3,969,340.24

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 BARRY DISTRICT
YTD REVENUE REPORT
As of February 28, 2019

Acct #	DESCRIPTION	BUDGET (AMENDED)	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,353,852	1,151,135	(1,202,717)	48.9%
4020	Property Taxes - Current Unsecured	63,270	60,265	(3,005)	95.2%
4030	Property Taxes - Prior Secured	0	-	0	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0	0.0%
4050	Property Taxes - Curr Supplemental	72,162	39,489	(32,673)	54.7%
4060	Property Taxes - Prior Supplemental	0	0	0	0.0%
* 4070	Interest on Unsupport Tax	0	0	0	0.0%
** 4080	Penalties & Costs on Delinq Taxes	0	581	581	-
4090	Taxes Special Dist Augmentation	1,113	16,061	14,947	1442.4%
4190	State - Homeowners Property Tax Relief	9,538	4,582	(4,956)	48.0%
* 4191	Asset Sales of the Placentia Successor Agency	51,177	6,513	(44,664)	12.7%
	Sub Total	2,551,113	1,282,678	(1,268,436)	50.3%
INTEREST REVENUE					
4600	Interest	8,500	23,549	15,049	277.1%
	Sub Total	8,500	23,549	15,049	277.1%
GRANT REVENUE					
4210	State Grants	30,000	18,000	(12,000)	60.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	50,000	18,000	(32,000)	36.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	38,310	19,429	(18,881)	50.7%
* 4430	Other Revenue	0	15,286	15,286	-
4440	Centennial Renovation	1,500,000	-	(1,500,000)	0.0%
4310	Fines & Fees	16,594	11,167	(5,427)	67.3%
4320, 4330	Passport/Photos	189,500	138,113	(51,387)	72.9%
* 4340	Meeting Room Fees	0	340	340	-
4350	Test Proctor	2,500	4,800	2,300	192.0%
	Sub Total	1,747,604	189,134	(1,558,470)	10.8%
4500	Impact Fees	90,000	66,560	(23,440)	74.0%
TOTAL REVENUES YTD FOR FY 18/19:		4,447,217	1,579,921	(2,867,296)	35.5%
Total Revenue without Renovation Revenue		\$2,947,217	\$1,579,921	(\$1,367,296)	53.6%

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

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

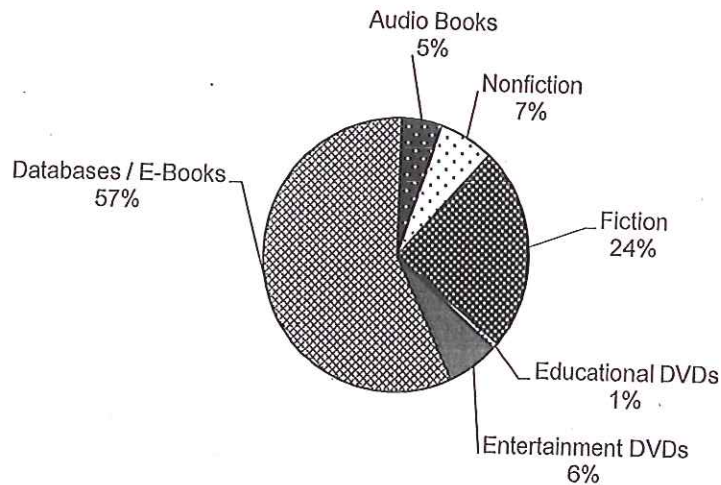
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
February 28, 2019
66.66% of the year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS (AMENDED)	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,513,099	993,486	0.66	\$519,613
5030	Retirement	58,553	23,928	0.41	\$34,625
5040	Unemployment Insurance	4,000.00	2,700.00	0.68	\$1,300
5050	Health Insurance	297,502	147,826	0.50	\$149,676
5064	Dental Insurance	17,796	8,097	0.45	\$9,699
5060	Life Insurance	5,603	2,385	0.43	\$3,218
5066	AD & D Insurance	8,720	4,235	0.49	\$4,485
5068	Vision Insurance	3,441	1,625	0.47	\$1,816
5090	Employee Assistance Program	12,000	6,672	0.56	\$5,328
5070	Workers' Compensation Insurance	13,768	3,387	0.25	\$10,381
	TOTAL	\$1,934,482	\$1,194,340	0.62	\$740,142
SERVICES & SUPPLIES					
5100	Communications	9,120	8,132	0.89	\$988
5170	Household Expenses	15,000	9,556	0.64	\$5,444
5099	Library Insurance	17,000	9,568	0.56	\$7,432
5205	Maintenance Expense	25,000	12,182	0.49	\$12,818
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	75,000	47,578	0.63	\$27,422
5290	Memberships	9,000	6,090	0.68	\$2,910
5300, 5310, 5350	Office Expenses & Postage	77,500	49,071	0.63	\$28,429
5400	Prof./Specialized Services	204,950	93,790	0.46	\$111,160
5495, 5900, 5910	Programs	52,067	14,974	0.29	\$37,093
5500	Books/Library Materials	352,000	124,980	0.36	\$227,020
5600	Meetings/Professional Development	44,640	38,786	0.87	\$5,854
5700	Mileage/Parking	1,600	798	0.50	\$802
5800	Utilities	59,858	25,043	0.42	\$34,815
	TOTAL	\$942,735	\$440,546	0.47	\$502,189
	OPERATING EXPENSES	\$2,877,217	\$1,634,886	0.57	\$1,242,331
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$30,000	-	0.00	\$30,000
4200	Equipment & Furniture	\$30,000	-	0.00	\$30,000
6100	Taxes and Assessments	\$10,000	8,550	0.85	\$1,450
	TOTAL	\$70,000	8,550	0.12	\$61,450
CAPITAL PROJECT					
5211	Renovation	\$4,100,000	974,177	0.24	\$3,125,823
	TOTAL	\$4,100,000	974,177	0.24	\$3,125,823
TOTAL BUDGET		\$7,047,217	\$2,617,612	0.37	\$4,429,605
Total Expenses without Renovation Expenses		\$2,947,217	\$1,643,436	0.56	\$1,303,781

Placentia Library District

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

	YTD 2018/19	YTD 2018/19	YTD 20118/19	YTD 2017/18	YTD 2017/18	YTD 2017/18
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$26,246	918	1034	\$31,007	1643	1821
Total Non-Fiction	\$7,322	309	518	\$29,691	1166	1599
Total Databases / E-Books	\$62,210	633	0	\$17,281	4	0
Total Audio Books	\$5,365	114	114	\$3,778	299	301
Total Educational DVDs	\$719	22	22	\$2,556	70	70
Total Entertainment DVDs	\$6,858	194	265	\$4,851	107	172
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$108,720	2190	1953	\$89,164	5285	5331
Budget	\$272,000			\$255,689		
% Spent YTD	40%			35%		



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

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

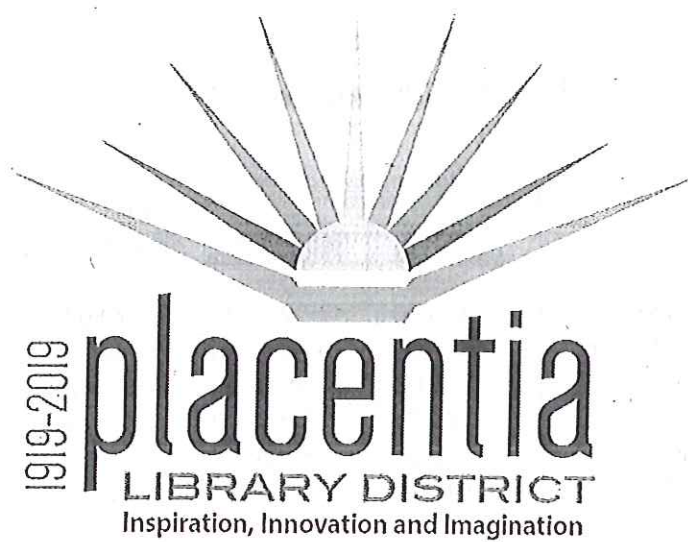
GENERAL FUND	ADOPT-A-BOOKGRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$21,959	686	700	\$21,959	686	700	\$436	15	15	\$22,395	701	715
Adult Non-Fiction	\$6,019	262	284	\$6,019	262	284	\$530	17	17	\$6,549	279	301
Adult Reference	\$328	8	8	\$328	8	8	\$742	17	17	\$1,070	25	25
Adult Magazines	\$6,669	271	476	\$6,669	271	476	\$0	0	0	\$322	1	184
TOTAL ADULT PRINT MATERIALS	\$28,228	957	1176	\$28,228	957	1176	\$1,708	49	49	\$7,941	305	510
Adult Music CDs	\$0	0	0	\$0	0	0	\$1,708	49	49	\$30,336	1006	1225
Adult Audio Books	\$5,365	114	114	\$5,365	114	114	\$0	0	0	\$0	0	0
Adult E-books	\$18,479	416	0	\$18,479	0	0	\$0	0	0	\$5,365	114	114
Adult Educational DVDs	\$719	22	22	\$719	22	22	\$0	0	0	\$18,479	0	0
Adult Entertainment DVDs	\$4,728	115	175	\$4,728	115	175	\$0	0	0	\$719	22	22
Library of Things	\$0	0	0	\$0	0	0	\$137	10	10	\$4,865	125	185
TOTAL ADULT NON-PRINT MATERIALS	\$29,291	667	311	\$29,291	667	311	\$0	0	0	\$0	0	0
TOTAL ADULT MATERIALS	\$57,919	1,624	1,487	\$57,919	1,624	1,487	\$1,845	59	59	\$59,764	1,693	1,546
Young Adult Fiction	\$897	50	50	\$897	50	50	\$176	10	10	\$1,073	60	60
Total Young Adult Fiction	\$897	50	50	\$897	50	50	\$176	10	10	\$1,073	60	60
Young Adult Non-Fiction	\$157	11	11	\$157	11	11	\$0	0	0	\$157	11	11
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Non-Fiction	\$157	11	11	\$157	11	11	\$0	0	0	\$157	11	11
TOTAL YOUNG ADULT PRINT MATERIALS	\$1,054	61	61	\$1,054	61	61	\$176	10	10	\$1,230	71	71
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$2,826	81	0	\$2,826	85	4	\$0	0	0	\$2,826	85	4
Young Adult Video Games	\$305	6	6	\$305	6	6	\$751	30	30	\$1,056	36	36
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$3,131	87	6	\$3,280	91	10	\$751	30	30	\$4,041	121	40
Juvenile Fiction	\$3,390	182	284	\$3,390	182	284	\$400	31	32	\$3,790	213	316
Total Juvenile Fiction	\$3,390	182	284	\$3,390	182	284	\$400	31	32	\$3,790	213	316
Juvenile Non-Fiction	\$496	27	30	\$496	27	30	\$62	5	5	\$558	32	35
Juvenile Reference	\$0	0	1	\$0	0	1	\$0	0	0	\$0	0	0
Juvenile Magazines	\$496	27	31	\$496	27	31	\$62	5	5	\$558	32	36
TOTAL JUVENILE PRINT MATERIALS	\$3,886	209	315	\$3,886	209	315	\$462	36	37	\$4,348	245	352
Juvenile Music CDs	\$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
Juvenile E-books	\$3,153	127	0	\$3,153	127	0	\$0	0	0	\$3,153	127	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$1,825	73	84	\$1,825	73	84	\$0	0	0	\$1,825	73	84
TOTAL JUVENILE NON-PRINT MATERIALS	\$4,978	200	84	\$4,978	200	84	\$0	0	0	\$4,978	200	84
TOTAL JUVENILE MATERIALS	\$8,864	409	399	\$8,864	409	399	\$462	36	37	\$9,326	445	436
Databases	\$37,752	9	0	\$37,752	9	0	\$0	0	0	\$37,752	9	0
E-books	\$24,458	624	0	\$24,458	628	4	\$0	0	0	\$24,458	628	4
TOTAL DATABASES / E-BOOKS	\$62,210	633	0	\$62,210	637	4	\$0	0	0	\$62,210	637	4
Total Fiction	\$26,246	918	1034	\$26,246	918	1034	\$1,012	56	57	\$27,258	974	1091
Total Non-Fiction	\$7,322	309	518	\$7,322	309	518	\$1,334	39	39	\$8,656	348	557
Total Databases / E-books	\$62,210	633	0	\$62,210	637	4	\$0	0	0	\$62,210	637	4
Total Audio Books	\$5,365	114	114	\$5,365	114	114	\$0	0	0	\$5,365	114	114
Total Educational DVDs	\$719	22	22	\$719	22	22	\$0	0	0	\$719	22	22
Total Entertainment DVDs	\$6,669	194	265	\$6,669	194	265	\$888	40	40	\$7,446	234	305
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$108,720	2190	1953	\$108,879	2194	1957	\$9,234	135	136	\$112,113	2329	2093

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Acting Business Manager
SUBJECT: Service Revenue Activities Report for February 2019
DATE: March 18, 2019

Net Revenue Summary for February 2019

	Feb-2019	Feb-2018	YTD 2018-2019	YTD 2017-2018.
Passport	15,120.00	17,925.00	111,470.03	107,528.00
Passport Photos	2,447.00	4,284.00	18,436.25	28,000.00
Test Proctor	50.00	400.00	4,650.00	5,750.00
Fines & Fees	176.60	1,699.46	11,009.25	13,234.87
Meeting Room	0.00	520.00	340.00	1,860.00
Total	17,793.60	24,828.46	145,905.53	156,372.87



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

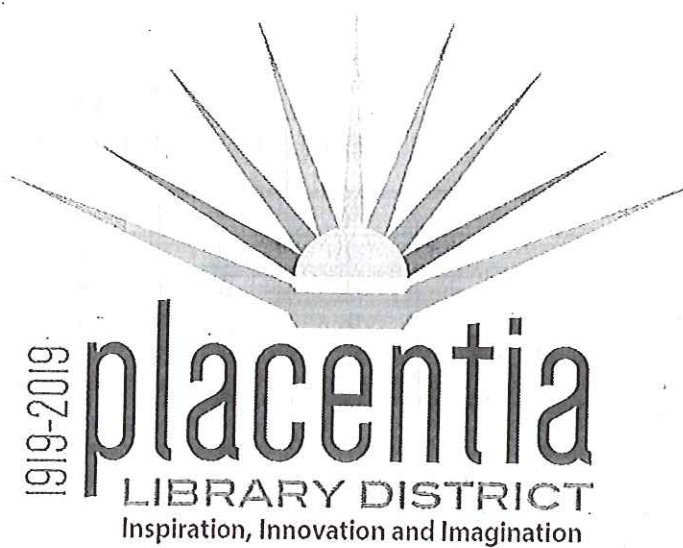
FROM: Fernando Maldonado, Acting Business Manager

SUBJECT: Personnel Report for February 2019

DATE: March 18, 2019

	Feb-19	Feb-18	YTD 2018-2019	YTD 2017-2018
Separation	0	2	2	5
Retirement	0	0	0	0
Appointments	0	0	4	7
Open Positions	0	3	2	8
Workers' Compensation Leave	0	0	0	0
Total	0	5	8	20

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Jon Legree, Technology Manager
SUBJECT: Circulation Activity Report: **February 2019**
DATE: **March 18, 2019**

<u>CIRCULATION</u>	Feb-19	Feb. 18	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
New Patron Registrations	84	224	1,570	2,223	-29.4%
Total Circulation	2,369	18,642	116,884	176,303	-33.7%
Total Active Borrowers*	6,747	7,802			
Attendance	919	22,820	128,270	191,744	-33.1%
Adult Fiction	361	2,084	10,382	20,396	-49.1%
Adult Nonfiction	146	1,859	6,298	15,117	-58.3%
Adult Magazines	0	162	445	1,510	-70.5%
Adult Music CDs	0	99	97	703	-86.2%
Adult Audio Books	172	429	2,257	4,112	-45.1%
Adult DVDs	995	2,023	15,888	18,599	-14.6%
Library of Things	15	26	204	183	11.5%
YA Fiction	97	826	3,595	8,871	-59.5%
YA Nonfiction	8	90	404	780	-48.2%
YA Audio Books	0	0	0	0	0.0%
Video Games	57	30	483	513	-5.8%
JV Fiction	371	7,885	45,446	78,234	-41.9%
JV Nonfiction	129	2,039	6,175	18,294	-66.2%
JV Magazines	0	1	30	26	15.4%
JV Music CDs	0	36	65	201	-67.7%
JV Audio Books	0	65	32	301	-89.4%
JV DVDs	18	988	6,964	11,576	-39.8%
* YTD % change not applicable.					

TEST PROCTORING

February 2019	February 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
3	8	99	113	-12%

PATRON COUNT

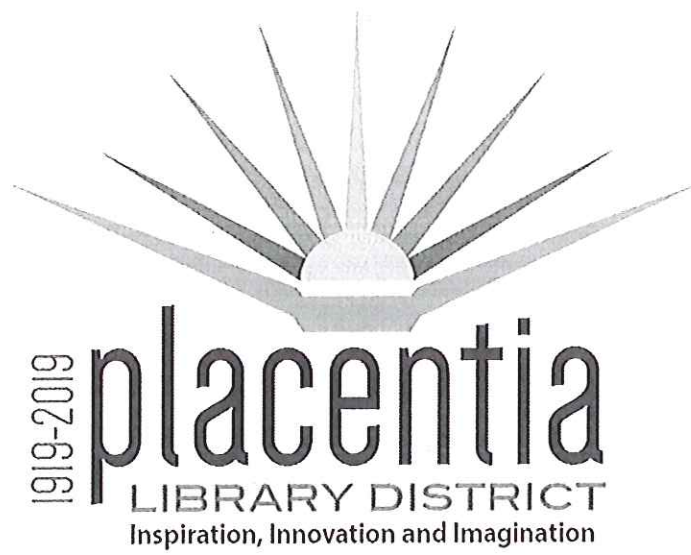
Gate Count					Hours Open	Average PerHour
February 2019	February 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change		
6,052	21,664	112,921	189,903	-41%	245	24.7
Open 27 days; Closed 1 day (closed 11 hours)						
Outside Gate Counts						
Adult/Teen Programs					80	
Children Programs					307	
Outreach Events					532	
Meeting Room Rentals					0	
TOTAL					919	
					Library Attendance Total	
					6,971	

PASSPORTS

Feb. 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS										
9:00		1		6	2	4	26	39										
10:00		3	4	6	4	6	26	49										
11:00		2	7	3	6	8	26	52										
12:00		7	3	4	9	7	26	56										
1:00	31	1	7	6	2	7	26	80										
2:00	31	9	4	10	5	9	25	93										
3:00	25	10	8	7	5	7	23	85										
4:00	5	10	9	6	7		2	39										
5:00		12	12	8	12			44										
6:00		11	12	12	10			45										
7:00		2		2	1			5										
DAY TOTALS	92	68	66	70	63	48	180	587										
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Feb 2019</th> <th>Feb 2018</th> <th>Y-T-D 2018-19</th> <th>Y-T-D 2017-18</th> <th>Y-T-D % change</th> </tr> </thead> <tbody> <tr> <td>587</td> <td>736</td> <td>3538</td> <td>4320</td> <td>-22%</td> </tr> </tbody> </table>									Feb 2019	Feb 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change	587	736	3538	4320	-22%
Feb 2019	Feb 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change														
587	736	3538	4320	-22%														

STAFF ACTIVITY

- Katie attended Friday Huddles on February 1st, 8th, 15th, and 22nd.
- Staff provided Setup/Take Down in the Plaza: 25 set-ups/ 25 breakdowns
- Meeting Room rentals patron count: 0 (renovation has started)
- Tim submitted the 2019 eXPLORE newsletter, and it was printed.
- Estella attended the Anaheim Consortium Meeting at Anaheim Central on February 28th.
- Tim filmed/took videos at the Excellence in Placentia Gala on January 24th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

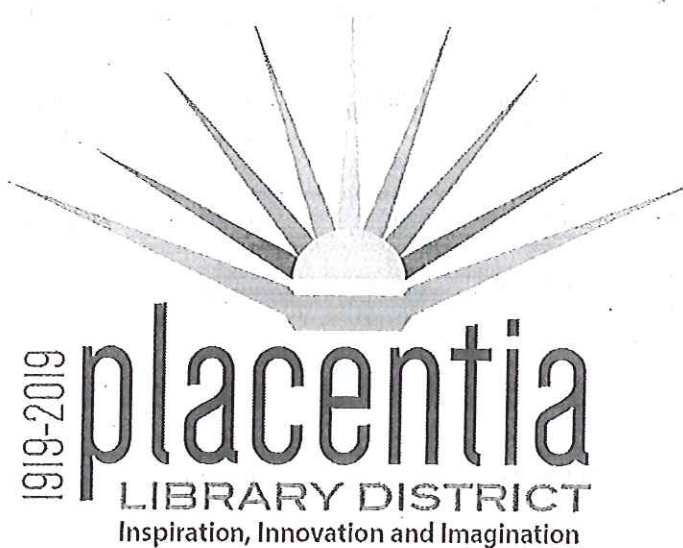
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Acting Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through February 2019
DATE: March 18, 2019

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	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							
Apr-19							
May-19							
Jun-19							
	TOTAL	\$43,049.83	\$8,721.54	\$997.50	\$61.90	0.00	\$52,830.77

* City Billing
Not Received

PERIOD IN FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	0.00	*
Aug-17	08-15-17	16,166.86	*	42.50	19.79	0.00	\$16,229.15
Sep-17	09-20-17	8,558.53	1,452.49	*	*	0.00	\$10,011.02
Oct-17	10-26-17	8,314.14	2,904.98	427.50	10.87	0.00	\$11,657.49
Nov-17	11-21-17	5,075.75	*	*	9.59	0.00	\$5,085.34
Dec-17	*	*	*	+	*	0.00	*
Jan-18	01-16-18	8,800.12	1,452.49	285.00	8.10	0.00	\$10,545.71
Feb-18	02-21-18	*	*	142.50	10.13	0.00	\$152.63
Mar-18	03-28-18	9,310.29	*	142.50	*	0.00	\$9,452.79
Apr-18	04-04-18	*	6,290.93	*	*	0.00	\$6,290.93
May-18	05-15-18	4,556.81	2,516.38	285.00	30.52	0.00	\$7,388.71
Jun-18	06-13-18	9,993.33	*	142.5	20.25	0.00	\$10,156.08
	TOTAL	\$70,775.83	14,617.27	1,467.50	109.25	0.00	\$86,969.85



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Administration Report for February 2019

DATE: March 18, 2019

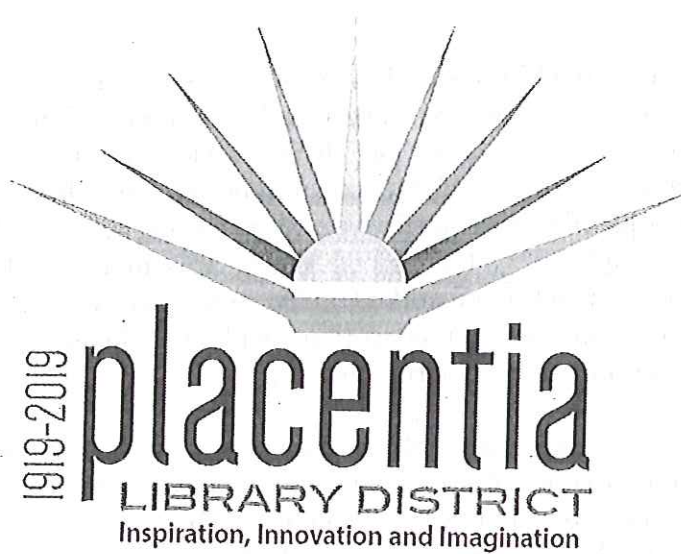
February 2019 was a month which focused on the management of the Request for Proposal for Project #2018-3 and conducting pre-bid walkthroughs. Administration staff continues to have weekly meetings with Johnson Controls, Inc. (JCI) to review and discuss issues, timeline, and progress. The project has experienced delays due to subcontractor schedules and weather. Work will resume as weather permits, with anticipation of the roofing project to begin March 11th and staff corridor to be completed by the end of March. This month, JCI also worked on the automatic light sensors, the locksmith worked on the current staff entrance, and quarterly spray work was conducted. Administration is working with the plumber to fix the refrigerator waterline. Water gallons are provided during this time.

On February 27th, the Special District Risk Management Authority (SDRMA) conducted a Liability Loss Control Program Review and Hazard Identification (Resurvey) to assist the District in seeking continuous improvement in the area of loss control. The last survey conducted was on September 19, 2016, with most findings concentrated on the lack of hazard material data sheets (HMDS) in the HVAC room. Administration conducted a walkthrough of the building and completed tasks to ensure compliance of the 2016 recommendations. As a result of staff's diligence, SDRMA Safety Management Consultant placed the District in its "elite" status, reflecting the corrective measurements in place and attention to safety. A few minor points were identified during the survey which will be corrected in a timely manner.

Library staff have been exceptionally patient and understanding and their concerns, e.g., building access, airflow, etc., are addressed. Administration is grateful for staff's flexibility and feedback and we will continue to work with staff to resolve issues that arise.

Meetings:

- Board Meetings: February 19th
- Friday Huddles: February 1st, 8th, 15th, 22nd
- Contractors pre-bid walkthroughs with Alonco, Vincor and Angeles, respectively: February 5th, 15th, 20th
- Santiago Library System Executive Council Meeting: February 26th
- Library District Directors Meeting: February 13th
- JCI: February 7th, 14th, 21st, 25th, 28th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for February 2019
DATE: March 18, 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
	February 2019	February 2019	February 2018	February 2018	Y-T-D 2018-19	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 17/18-18/19	Y-T-D 17/18-18/19
Storytime	7	180	11	416	70	2,773	85	3,459	-17.65%	-19.83%
Educational	9	62	18	375	81	1,311	117	3,025	-30.77%	-56.66%
Reading	0	0	1	35	11	1,644	22	2,046	-50.00%	-19.65%
Special	0	0	0	60	1	200	3	693	-66.67%	-71.14%
Totals	16	242	30	886	162	5,728	227	9,223	-28.63%	-37.89%

Reference/Computer Usage Statistics

	February 2019	February 2018	Y-T-D 2018-2019	Y-T-D 2017-2018	Y-T-D % change
Reference—in person	194	428	2,983	3,829	-22.09%
Reference--telephone	12	37	141	200	-29.50%
Total Reference	206	465	3,124	4,029	-22.46%
*Children's computer usage	0	803	2,449	6,919	-64.60%

*Statistics for public access computers no longer being recorded due to lobby closure.

ACHIEVEMENTS

- Lori Worden and Kathy Carn continued outreach at Tynes and Ruby Drive Elementary throughout the month of February.
- Ana Balderas continued outreach with LOT 318 throughout the month of February.
- Lori Worden conducted a storytime at Eastside Christian preschool as part of their Community Helpers month on February 27th.

MEETINGS

- Lori Worden, Ana Balderas, Deanna White, Venessa Faber, and Kathy Carn attended the Children’s Meeting on February 7th.
- Lori Worden met with Kathy Carn to discuss the C21 program on February 11th.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for a Supervisors Meeting on February 13th and 28th.
- Kathy Carn attended the Board Meeting to report out on CLA and ALA-Midwinter conferences on February 18th.

- Deanna White, Ana Balderas, Yesenia Baltierra, and Kathy Carn attended the All Staff Meeting on February 19th.
- Kathy Carn met with Yesenia Baltierra to discuss Children's Services on February 21st.
- Kathy Carn attended the tour of the ValTech lab with Yesenia Baltierra, Jon Legree, and Jeanette Contreras on February 26th.
- Kathy Carn attended the tour of Ontario Public Library's Lightspeed Makerspace with Yesenia Baltierra, Jon Legree, and Wendy Amireh on February 27th.

PROFESSIONAL DEVELOPMENT

- Lori Worden began a six week course hosted by InfoPeople, "Emotional Intelligence in the Library Workplace".
- Lori Worden participated in a webinar, "Summer Programs: Research and Practice".
- Kathy Carn participated in an online course, "Telling the Library Story with Data".

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for February 2019

DATE: March 18, 2019

MONTHLY STATISTICS

Information Desk Activity	February 2019	February 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Information -- in person	875	1381	10419	11982	-13.04%
Information -- telephone	519	572	4707	5328	-11.66%
Information -- email/chat	2	5	31	122	-74.59%
Technology assistance	0	279	1344	1884	-28.66%
Guest passes	0	51	635	507	25.25%
Adult and Children's computer use (sktops)	0	1827	8648	16802	-48.53%
Adult computer usage (desktop)	0	1681	9032	13573	-33.46%
Public computer use (express laptops)	0	9	11	66	-83.33%

History Room Activity	February 2019	February 2018	Y-T-D FY2018-19	Y-T-D FY2017-18	Y-T-D % change
History Room Visitors	7	12	35	72	-51.39%

Volunteer Hours	February 2019	February 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
History Room	8	58	112.25	380	-70.46%
PLFF	250.85	420.58	2720.1	3462.21	-21.43%
General Library	95.25	388.97	1890.94	4363.3	-56.66%
Technology	0	0	0	18.25	-100.00%
Homework Club	45.75	69	387	417.35	-7.27%
Adult Literacy Tutors	133.77	191.23	993.69	1395	-28.77%
PTAC	67.5	69	593.5	870.75	-31.84%
Summer Reading Program	0	0	675.75	1365.62	-50.52%
Total Volunteer Hours	601.12	1196.78	7373.23	12272.48	-39.92%

Public Services Outreach Activity	February 2019	February 2018	Y-T-D FY2018-19	Y-T-D FY2017-18	Y-T-D % change
Outreach Visits	23	0	136	17	700.00%

Outreach Attendance	552	0	4228	7357	-42.53%
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Adult Programs

Type of Program	Number of Programs February	Attendance February	Number of Programs February	Attendance February	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	FY1819	FY1819	FY1718	FY1718		
Book Club	0	0	1	8	2	16	8	47	-75.00%	-65.96%
Computer Workshops	0	0	2	19	0	0	10	105	-100.00%	-100.00%
Educational Programs	0	0	1	15	2	73	10	2332	-80.00%	-96.87%
Fine Art Programs	0	0	0	0	3	341	7	207	-57.14%	64.73%
Health & Fitness Programs	0	0	0	0	0	0	7	175	-100.00%	-100.00%
History Room Programs	0	0	1	30	3	168	6	167	-50.00%	0.60%
Home and Lifestyle Programs	0	0	0	0	0	0	3	330	-100.00%	-100.00%
Literacy Programs	4	20	6	72	36	414	43	405	-16.28%	2.22%
Reading Programs	0	0	0	0	5	654	5	595	0.00%	9.92%
Volunteer Programs	1	6	1	28	5	66	15	178	-66.67%	-62.90%
Totals	5	26	12	172	56	1,732	114	4,541	-50.88%	-61.1%

Literacy	YTD1819	YTD1718	% Change
English Literacy Students	50	40	30.00%
Students Graduated	3	10	-70.00%
English Literacy Tutors	42	35	20.00%

Teen Programs

Type of Program	Number of Programs February	Attendance February	Number of Programs February	Attendance February	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	FY1819	FY1819	FY1718	FY1718		
Collaboratory	1	5	0	0	4	19	5	76	-20.00%	-75.00%
Friday Flicks	0	0	4	10	7	29	25	113	-72.00%	-74.34%
PTAC	2	49	2	48	15	315	19	406	-21.05%	-22.41%
Summer Reading Program	0	0	0	0	2	122	2	127	0.00%	-3.94%
Teen Misc.	0	0	0	0	1	160	1	61	0.00%	162.30%
Test	0	0	1	11	1	14	3	39	-66.67%	-64.10%
The Vault	0	0	1	11	2	167	3	234	-33.33%	-28.63%
Totals	3	54	8	80	32	826	58	1056	-44.83%	-21.78%

ACHIEVEMENTS

- Coleen Wakai coordinated Conversation Club on February 1st, 8th, 15th, and 22nd.
- Coleen Wakai coordinated a literacy orientation on February 12th.
- Victor Meza coordinated a PTAC meetings on February 7th and 21st.

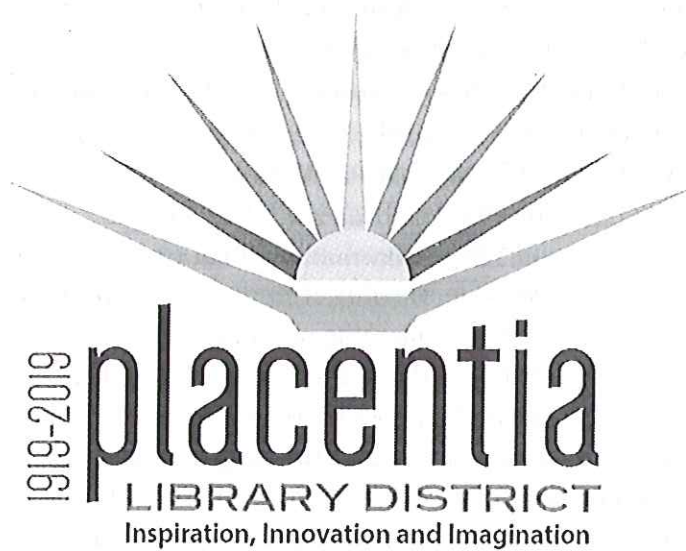
- Wendy Amireh and Yesenia Baltierra visited Ontario Library's Makerspace on February 27th.
- Wendy Amireh and Kathy Carn received a \$3,000 mini-grant for The Bot Box: Where Inspiration, Imagination, and Innovation Reach Out.
- Michelle Meades and Victor Meza coordinated the Volunteer Orientation on February 5th.
- Michelle Meades submitted the Library Innovation Lab Grant on February 28th.
- Victor Meza coordinated the program "Stanger Crafts" on February 21st.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on February 4th, 7th and 21st.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on February 7th, 13th and 28th.
- Wendy Amireh attended Kiwanis meetings on February 7th, 14th, 21st and 28th.
- Michelle Meades met with the Wendy Amireh on February 5th, 7th, 12th, 14th, 21st.
- Michelle Meades attended the Historical Committee meeting on February 26th.
- Coleen Wakai met with Wendy Amireh on February 7th, 14th, 21st, and 28th.
- Coleen Wakai met with individual literacy tutors on February 5th, 6th, 27th, and 28th.
- Jeannie Killianey met with Wendy Amireh on February 4th.
- Victor Meza met with Wendy Amireh on February 4th, 11th and 22nd.
- Wendy Amireh, Coleen Wakai and Sally Federman and met on January 21st.
- Wendy Amireh, Coleen Wakai, Michelle Meades attended the Staff Meeting on February 20th.
- Yesenia Baltierra attended the Paw Fest planning meeting on February 4th.
- Yesenia Baltierra attended the PLFF Board meeting on February 11th.
- Yesenia Baltierra attended the Placita Santa Fe Merchants' meeting on February 12th.
- Yesenia Baltierra attended the Board of Trustees meeting on February 19th.
- Yesenia Baltierra met with Fernando Maldonado on February 26th.
- Yesenia Baltierra met with the Leadership Challenge Team on February 28th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended the webinar Library Innovation Lab on February 7th.
- Michelle Meades attended the webinar Archives Unbound on February 27th.
- Victor Meza completed the online course Teen Services Fundamentals by InfoPeople.



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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 February 2019

DATE: March 18, 2019

<u>On-line database usage</u>							
	February 2019	Onsite Usage 2/18	Remote Usage 2/18	February 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Library Catalog	9,091	N/A	N/A	16,726	128,584	123,632	4%
General Reference Center	46	39	7	31	866	241	259%
Biography In Context	543	416	127	48	3,232	3,223	0%
Opposing Viewpoints	436	278	158	273	2,783	1,132	146%
Consumer Reports	77	N/A	N/A	53	860	512	68%
Freegal	735	N/A	N/A	1,084	7,114	8,220	-13%
Heritage Quest	137	N/A	N/A	87	930	2,277	-59%
Novelist	37	N/A	N/A	35	447	234	91%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	0	88	254	-65%
Pronunciator	6	N/A	N/A	50	176	353	-50%
ABC Mouse	51	N/A	N/A	92	318	434	-27%
ABC Mouse - Bring							
Learning Home (new March 2018)	7	N/A	N/A	N/A	166	N/A	N/A
World Book Online (New February 2018)	106	N/A	N/A	38	38	N/A	N/A
Career Cruising	0	N/A	N/A	9	43	60	-28%
Tumblebooks	102	N/A	N/A	47	610	860	-29%
Reference USA	181	N/A	N/A	156	1,510	2,566	-41%
Enki	0	N/A	N/A	12	23	96	-76%
Hoopla	1118	N/A	N/A	714	8,174	5,285	79%
Overdrive e-books	1,434	N/A	N/A	2,597	12,880	13,518	-5%
Overdrive audio books	1,030	N/A	N/A	1,965	7,924	8,615	-8%
Overdrive e-books - Placentia Advantage (New March 2018)	985	N/A	N/A	N/A	10,812	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	911	N/A	N/A	N/A	10,133	N/A	N/A
inio	157	N/A	N/A	52	892	713	35%
TOTAL DATABASE USAGE	17,190	733	292	24,069	198,603	172,225	15%

Computer & Online Resource Use	February	February	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2018-19	2017-18	% change
Placentia Residents	639	1,192	8,059	14,091	-43%
Non-Placentia Residents	566	885	6,218	10,143	-39%
Total	1,205	2,077	14,277	24,234	-41%

Website Traffic	February	February	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2018-19	2017-18	% change
Website visits	6,970	10,446	64,582	98,786	-35%
Page Hits	12,614	18,007	110,216	166,033	-34%
Users	3,894	6,534	35,885	57,388	-37%
Pages/Session	1.79	1.72	N/A	N/A	N/A
Avg. Session Duration	00:02:36	00:02:22	N/A	N/A	N/A
% New Sessions	70	N/A	N/A	N/A	N/A

Wifi Use	February	February	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2018-19	2017-18	% change
	914	1,344	10,662	15,429	-31%
Total	914	1,344	10,662	15,429	-31%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

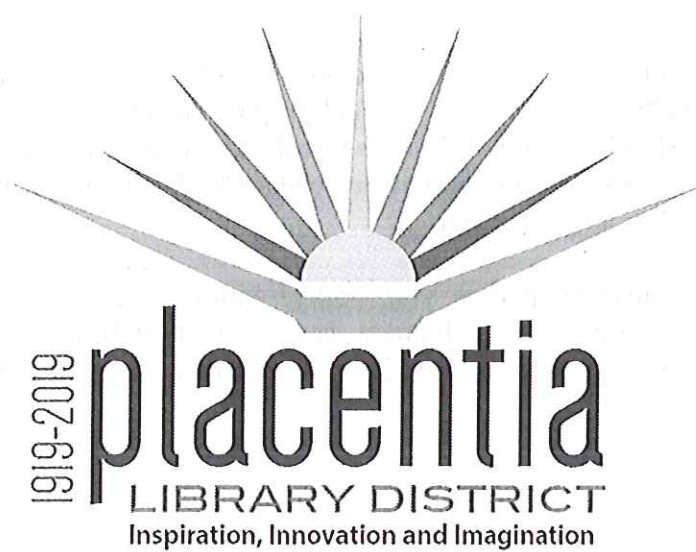
SUBJECT: Ms. Letty Gali, Executive Director to report on partnership between the Placentia Library District and LOT318

DATE: MARCH 18, 2019

BACKGROUND

LOT318 is a non-profit organization that provides at-risk youths and their community with opportunities to grow, “see their own worth and purpose in this world” through support from partners such as the Honda Center, Edison International, Boy Scouts of America, and many more. Services they provide include homework club, Thanksgiving Clothing Drive, and math and reading programs during the summer.

During the District’s renovation period, staff worked with Letty and her team to assist with the development of a library collection and literacy. Tonight, Letty will share with the Library Board the progress made and the impact of District’s involvement with LOT318 students and their families.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

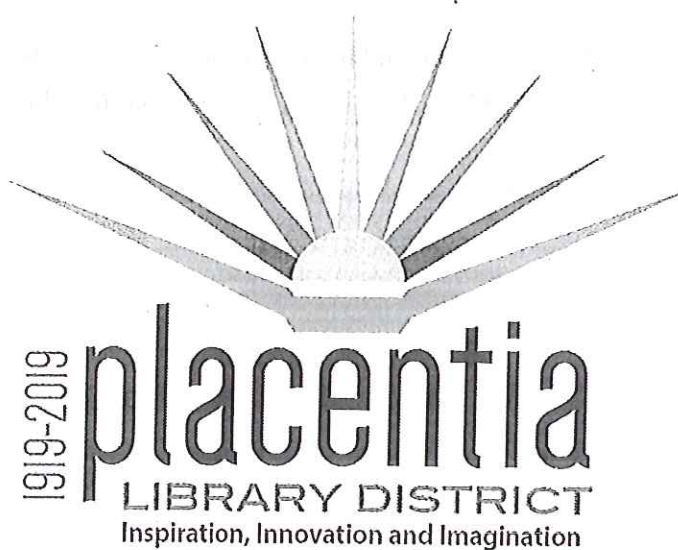
TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Johnson Controls, Inc. (JCI) will provide an update on the energy efficiency project with a site walkthrough

DATE: March 18, 2019

Representatives from JCI, Chris Parrott and Chris Bout, will provide a presentation on the progress made on the energy efficiency project and a walkthrough to follow thereafter.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize Board President Carline to sign the Purchasing Agreement #19-001 with Yamada Enterprises

DATE: March 18, 2019

BACKGROUND

On July 17, 2017, Library Board of Trustees adopted Resolution 17-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2017-2019 Capital Improvement Plan to Renovate the Placentia Library District and Implement Energy Efficiency Project. The total approved budget for the renovation and energy efficiency projects was \$4M.

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

Additionally, the new space will create a special place for children and their families, where they can experience joy in learning and exploring in a space that promotes interaction with other children or their caregivers while achieving a sense of accomplishment.

The energy efficiency project under discussion is comprised of several key energy upgrades for the Placentia Library District. This includes:

- Retrofitting all interior lights to LED standards
- Replacing the HVAC system with a four-valve rooftop HVAC system including demolition and removal of existing HVAC system
- Installing solar panels on the roof at the Placentia Library District including the installation and management of a new sub-metering unit for the Placentia Library District

To date, the energy efficiency project remains on budget.

The \$2.3 million budget for the renovation included procurement of Furniture, Fixtures, and Equipment (FFE). The purchase and installation of new furniture components include library furniture, bookstacks, custom millwork, tables, chairs, bookshelves, etc. This also includes the procurement and installation of the four fabricated structures for the Crossroads Corner, to be located in the Children's area.

The project is anticipated to begin in the summer with an expected completion date of August 16, 2019.

Yamada Enterprises is a furniture dealer located at 16552 Burke Lane, Huntington Beach. The company has been in business for over 40 years and have provided library shelving and furniture to many libraries in Southern California. Yamada Enterprises will supply library furniture, fixtures and equipment for the following manufacturers: Arper, TMC, Davis Furniture, Claridge, Worden, Estey, Peter Pepper, Egan, Andreu World Bernhardt, and PS Furniture.

The anticipated expenditures for library furniture and shelving provided by Yamada Enterprises is expected to be \$970,600 including freight, delivery, installation and tax.

Attachment A is Yamada's Agreement.

RECOMMENDATIONS

1. Motion to authorize Board President Carline to sign the Purchasing Agreement #19-001 with Yamada Enterprises for the procurement and installation of furniture, fixtures, and equipment, in the amount of \$970,600; and,
2. Authorize Board President Carline to sign the Purchasing Agreement #19-001 with Yamada Enterprises for the procurement and installation of furniture, fixtures, and equipment, in the amount of \$970,600; and,
3. Motion for a roll call vote.
4. Roll call vote.
5. Motion to authorize the Library Director to approve related change orders, not to exceed \$50,000; and,
6. Authorize the Library Director to approve related change orders, not to exceed \$50,000; and,
7. Motion for a roll call vote.
8. Roll call vote.

PLD Initials: _____

Yamada Initials: _____



PURCHASING AGREEMENT 19-001

This Purchasing Agreement is (this "Agreement") by and between Placentia Library District, 411 E Chapman Ave, Placentia, CA 92870 and Yamada Enterprises, of 16552 Burke Lane, Huntington Beach, California 92647. In this Agreement, the party who is contracting to receive the services shall be referred to as "Client", and the party who will be providing the services shall be referred to as "Vendor".

1. **DESCRIPTION OF SERVICES.** Vendor will provide the following services (collectively, the "Services") at: Placentia Library District, 411 E Chapman Ave, Placentia, CA 92870: Furnish all necessary materials, equipment and labor to provide the FF&E, Library Bookstacks, and Custom Millwork per emar Studio Design Development Set project #2018_03 dated 1/25/19 sheets: 3/G001, A203, A204, ID-6.01, ID-6.02, ID-9.1, ID-9.2, ID-9.3, ID-9.4, ID-9.5, ID-10.0. Services are expected to be completed by August 16, 2019.

Approved revisions to the aforementioned Design Development Set are as follows and are reflected in the contract amount: Deleted (1) privacy screen from Quiet 09 and added (2) pull-up tables, Changed all simulated stone material SS-01 to a solid surfacing material, Changed all 3form divider panels on computer tables to a frosted acrylic material, Changed Customer Service Desk from curved in plan to orthogonal in plan, Deleted (3) built-in benches at book shelving units.

2. **PAYMENT FOR SERVICES.** Client will pay compensation to Vendor for the Services in the amount of: Nine hundred fifty-five thousand six hundred dollars (\$970,600.00). Payments will be made as follows:

Initial deposit due with signed contract for submittal preparation:	\$ 145,590.00
Progress Payment #1 due with approved submittals for material order preparation & processing:	\$ 242,650.00
Progress Payment #2 due 45 days prior to material fabrication completion:	\$ 145,590.00
Progress Payment #3 due 7 days prior to material shipping from factory:	\$ 242,650.00
Final Payment due Net 30 after installation is complete:	\$ 194,120.00

Client shall pay to Vendor for the satisfactory performance and completion of the work and performance of all duties, obligations and responsibilities of Vendor under this Agreement, the sum set forth above as the Price, subject only to additions/deductions as agreed upon by Vendor and Client in writing. The price shall be deemed to include all costs of Vendor including the costs of labor, supervision, services, materials, equipment, tools, transportation, insurance, and taxes. Price does not include bonds, permits, city approvals, inspection fees or storage charges.

It is agreed that the price stated in this agreement assumes the installation area is free and clear from all debris, floor covering has been installed and all areas are ready for installation. Installation of all furnishings and shelving must take place at one time to avoid excess trips. If site is not 100% ready for installation, as agreed upon, Vendor is not responsible to absorb any storage costs or any additional labor costs as a result.

Final payment is due 30 days after completion of installation. If, at the end of 30 days, any punch list items and/or certified payroll documentation remains incomplete, client may withhold up to 10% of remaining balance (\$19,412.00) until any and all punch list items and certified payroll requirements have been completed.

Library Interiors

16552 Burke Lane • Huntington Beach, CA • 92647-4538
(714) 843-9882 • (800) 444-4594 • FAX (714) 843-9202

PLD Initials: _____

Yamada Initials: _____

3. **ENTIRE AGREEMENT:** This Agreement represents the entire agreement between Vendor and Client and supersedes any prior written or oral representations.
4. **TIME:** Time is of the essence of this Agreement. The Client shall provide the Vendor with scheduling information in a form acceptable to the Vendor.

Client may, in its discretion, suspend all or any part of the construction of the Project or the Vendor's services hereunder; provided, however, that if Client shall suspend construction of the Project or Vendor's services hereunder for a period of ninety (90) consecutive days or more and such suspension is not caused by the Vendor's default or the acts or omissions of Vendor or its sub-contractors, upon rescission of such suspension, the compensation payable under this Agreement will be subject to adjustment to provide for actual costs and expenses incurred by Vendor as a direct result of the suspension and resumption of Project construction or Vendor's services hereunder.

Should the Client delay the Vendor, or any other sub-contractor, Client will indemnify Vendor and hold Vendor harmless for any damages, claims, demands, liens, stop notices, lawsuits or attorney's fees or any other costs or liabilities imposed on the Client.

It is understood that the products provided under this agreement are specialty items that are made to order. Subsequently they have manufacturing lead times. The Client understands that these lead times need to be built in to the overall construction schedule. The Vendor shall provide lead times on materials to assist the Client in generating an overall project schedule if requested. Once these specialty items have been ordered the order cannot be cancelled or changed.

Material will not be released into production until shop drawings and color selections are approved. The Vendor shall submit shop drawings within four (4) weeks. All material will be ordered when approvals are returned to and accepted by Vendor.

5. **INSURANCE.** Before commencing the Work and until completion and final acceptance thereof by Client, Vendor shall obtain and maintain, at its expense, the insurance coverage types and amounts specified in the attached certificate of insurance. (Exhibit A). Once a contract has been fully executed, Vendor will provide Client with an "additional insured" insurance certificate for this project.

As a condition to any payment for the Work, Vendor shall furnish a certificate, satisfactory to Client, showing the required insurance to be in force and stating that the insurance will not be canceled or changed except upon at least thirty (30) days written notice thereof to Client. The Client nor any other additional insured, nor their agents, employees or assigns, shall be liable to Vendor or its agents, employees or assigns for any loss or damage covered by the insurance policies.

6. **LABOR.** Vendor outsources all labor. Vendor shall ensure hired labor is compatible with this type of work and shall take all steps necessary to avoid labor disputes; and shall be responsible for any delays and damages to Client caused by such disputes. Vendor shall maintain and exercise control over all employees engaged in the performance of the Work, to the extent permitted by law, remove or cause to be removed from the Project any employee whose presence is detrimental to the orderly execution of the Work. Vendor shall not permit anyone under the age of 18 to perform the Work or to have access to the Project site. Labor will be paid at prevailing wage rates and tiered sub-contractors will provide certified payroll upon request.

Library Interiors

16552 Burke Lane • Huntington Beach, CA • 92647-4538
(714) 843-9882 • (800) 444-4594 • FAX (714) 843-9202

PLD Initials: _____

Yamada Initials: _____

7. **OWNER'S RESPONSIBILITIES.** (A) Client affirms that they are the Owner of this project, or the Owner of jobsite has authorized the Client to enter into this agreement and the Client has the right to contract for construction of the Project on the Job Site.
- (B) Client will ensure that Client's Representative responds in writing and with reasonable promptness to written requests from Vendor for (1) interpretation of the Plans, or (2) other information relevant to completion of the Work. Vendor is authorized to rely on written responses from Client's Representative.
- (C) Client will not interfere with or permit others to interfere with, stop, hinder, or delay completion of the Work by Vendor as provided under this Agreement.
8. **RELATIONSHIP OF PARTIES.** It is understood by parties that Vendor is an independent contractor with respect to Client, and not an employee of Client. Client will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Vendor.
9. **CLEAN UP.** Vendor shall, at its own expense: (A) keep the premises at all times free from waste materials, packaging and other debris accumulated in connection with the Work by collecting and removing such debris from the job site on a daily or other basis requested by Client; (B) at the completion of the Work in each area, sweep and otherwise make the Work and its immediate vicinity "broom-clean;" (C) remove all of its tools as directed by Client at the completion of the Work; and (D) at final inspection clean and prepare the Work for acceptance by Client.
10. **FINAL PAYMENT.** (A) Vendor will submit an invoice for final payment and will notify Client when the Work has been completed.
- (B) Making of final payment constitutes waiver of all Claims by Client against Vendor except those Claims previously made in writing and delivered to Vendor and those obligations otherwise provided by this Agreement or by operation of Law.
11. **DISPUTES.** Should any dispute arise relative to the performance of this contract that the parties cannot resolve, the dispute shall be referred to a single arbitrator acceptable to the Vendor and the Client. If the Vendor and the Client cannot agree upon an arbitrator, the dispute shall be referred to the American Arbitration Association for resolution.
- All Attorney fees that shall be incurred in the resolution of disputes shall be the responsibility of the party not prevailing in the dispute.
12. **TERMINATION:** Should the Client fail to rectify any contractual deficiencies, including, but not limited to, failure to make timely payments to the Vendor within three (3) working days of Vendor's written notice, Vendor shall have the right to take whatever steps it deems necessary to correct said deficiencies and charge the cost to the Client, who shall be liable for the full cost of Vendor's corrective action, including, but not limited to, overhead, profit, and actual attorney's fees.

This Agreement may be terminated by Client at any time for any reason or for no reason upon ten (10) calendar days' prior written notice to the Vendor - providing that material has NOT been ordered. Per Item #4 of this Agreement, once the orders have been placed, the order cannot be cancelled. Upon the termination of this Agreement by Client, Client shall pay to the Vendor as payment in full for all labor, work, and services performed hereunder, all materials supplied and expenses incurred by the Vendor, the following amount: (i) the unpaid prorated compensation set forth in this

Library Interiors

16552 Burke Lane • Huntington Beach, CA • 92647-4538
 (714) 843-9882 • (800) 444-4594 • FAX (714) 843-9202

PLD Initials: _____

Yamada Initials: _____

Agreement for all Services actually performed by the Vendor under this Agreement up to the effective date of termination, plus (ii) the amount of all reimbursable expenses (i.e., expenses for which Client has expressly agreed to reimburse the Vendor in this Agreement) incurred by the Vendor up to the effective date of termination for which Client has not previously reimbursed the Vendor. Expenses may include, but are not limited to: administrative, design, planning and submittal preparation fees. Concurrent with the Vendor's receipt of payment, the Vendor shall sign and deliver to Client a full and unconditional waiver and release of lien, along with true, correct and complete copies of all of Vendor's work product associated with the Services. As used herein, "effective date of termination" means that date which is ten (10) calendar days following Vendor's receipt of the notice of termination, or such later date as may be set forth in the notice of termination.

13. **WARRANTIES.** All Warranties are limited to the implied warranties of habitability and workmanlike construction and are limited to a period of one year from the date of the issuance of a certificate of completion by the Client. If a certificate of completion is not issued the warranty period will commence upon request for final payment. This limited warranty is the only express warranty provided by the Vendor. In certain cases, a manufacturer may provide a standard warranty of more than one year. If that is the case, the warranty period will continue under the terms determined by the manufacturer warranty.

14. **INDEMNITY:** To the fullest extent permitted by law, Vendor shall indemnify, protect, defend, and hold harmless the Client and its employees, agents, partners, members, successors and assigns from and against any claims, damages, losses, liabilities, costs, actions, causes of action, suits, penalties, fines and expenses, including but not limited to attorneys' and expert fees, arising, in whole or in part, out of or resulting from performance of the Vendor's Services under the Agreement, including, without limitation, any of the Vendor's Services performed by any contractors, subcontractors, or materialman retained by Vendor.

15. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

16. **APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of California.

17. **EFFECTIVE DATE AND SIGNATURE.** This Agreement shall become effective on the date it is signed by both parties. We, the undersigned, have read, understood, and agree to each of the provisions of this Agreement and hereby acknowledge receipt of a copy of this Agreement.

Yamada Enterprises

Placentia Library District

Signature

Signature

Linda Braverman, President

Printed Name, Title

Printed Name, Title

Date

Date

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize a reclassification of the Librarian – Literacy position to Library Assistant – Literacy as presented.

DATE: March 18, 2019

BACKGROUND

The Public Services Manager would like to request a reclassification of the current Librarian I position for Literacy Services to be amended to Library Assistant. The current classification requires a master's degree in library and information science (MLIS). As part of the reassessment of duties within the librarian I classification, a few staff were assigned different responsibilities, including one Librarian position. The current staff in the position, a Librarian I, was responsible for duties that included professional work that required the graduate education. One such assignment was Literacy. As the District continues to receive state grants for literacy and the program expanding, this librarian's time was focused on literacy and very minimal MLIS-related work.

Most library literacy programs are handled by literacy assistants with education requirement from a high school diploma through a bachelor's degree, with no MLIS requirement. The work performed for the literacy program can be handled by a library assistant, paraprofessional staff. This classification requires a bachelor's degree with experience in reading, preferred.

Attachment A is the Library Assistant Job Description.

RECOMMENDATIONS

1. Motion to authorize a reclassification of the Librarian – Literacy position to Library Assistant – Literacy as presented; and,
2. Authorize a reclassification of the Librarian – Literacy position to Library Assistant – Literacy as presented;
3. Motion by a roll call vote.
4. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description - Library Assistant
POLICY NUMBER: 2319

DEFINITION:

Under the general direction of the Supervising Librarian, performs library work in the reference, circulation, technical services, and literacy or administration departments; and performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and interpersonal communication skills. Library Assistant provides customer service at the single-point Information Desk which includes circulation duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Supervising Librarian.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs specialized reference work using print and electronic formats.
- Selects and de-selects books and other library materials for areas of the collection assigned by the Supervising Librarian.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to the staff and the community.
- Responsible for programming.
- Answers reference questions at the Information Desk.
- Troubleshoots and assists the public with District equipment and machines.
- Assists the public in making the most effective use of the Library's collection and facility.
- Assists the public with using the electronic databases and reference services.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Supervising Librarian.
- Makes recommendations to the Supervising Librarian concerning the public relations activities for the Children's, Adult, and/or Circulation/Technology Departments.
- Conducts presentations and participates in outreach activities.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies.
- Application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- Personal computer hardware and software operations.
- Skills required performing reference work for adult and children using print and electronic resources and interactive searching.
- Reference sources and methods to serve adults and children.
- Current events, literature and standard works in various fields.

Ability to:

- Apply the knowledge listed above.
- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Respond to common inquiries or complaints from Library customers.
- Follow Library policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.
- Efficiently use word processing, spreadsheet, database, and desktop publishing and library system software applications.
- Organize and manage work flow for self.
- Establish and maintain effective relations with co-workers, the public and community organizations.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in Library Science or a related field. Library experience is highly desirable.

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person,

before groups and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

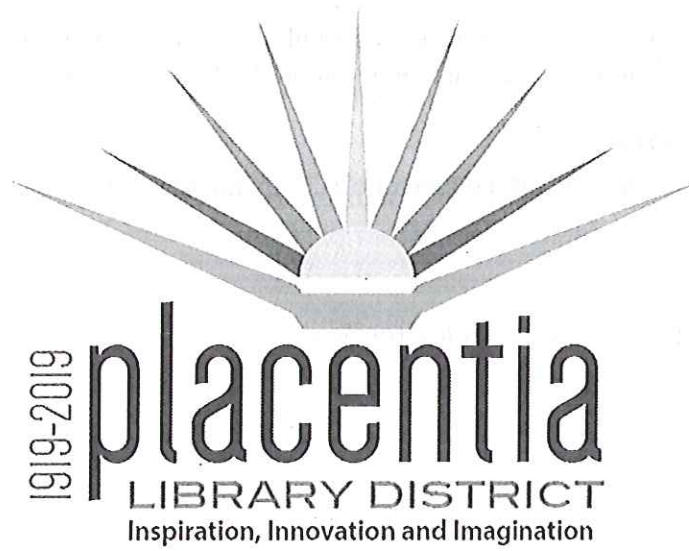
Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is a non-exempt paraprofessional classification.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: May Board Meeting Date
DATE: March 18, 2019

BACKGROUND

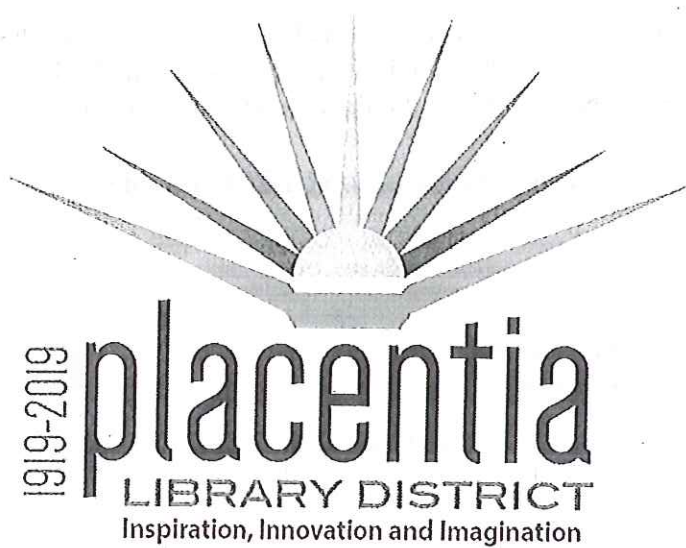
The May Board Meeting is scheduled to be held on Monday, May 20, 2019. President Carline, Trustee Martin, and Library Director Contreras, will be in Sacramento for the California Special District Association Legislative Day on May 20-22, 2019.

Below is the May calendar for the Board to consider alternate dates for the May Board meeting.

MAY 2019							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
5	6	7	8	9	10	11	
Mother's Day 12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	Memorial Day 27	28	29	30	31		

RECOMMENDATION

Action is to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Report on the Local Agency Formation Commission (LAFCO)
Annual Strategic Planning Workshop.

DATE: March 18, 2019

BACKGROUND

Board President Carline and Library Director Contreras will report out on their attendance at LAFCO's annual strategic planning workshop on March 13, 2019.

Attachment A is the March 13, 2019 LAFCO agenda and reports.

RECOMMENDATION

Action is to be determined by the Library Board of Trustees.

LOCAL AGENCY FORMATION COMMISSION**ORANGE COUNTY**

2677 North Main Street, Suite 1050

Santa Ana, CA 92705

(714) 640-5100 ♦ FAX (714) 640-5139

ANNUAL STRATEGIC PLANNING WORKSHOP**Wednesday, March 13, 2019****8:15 a.m. – 1:00 p.m.****Orange County Transportation Authority****Conference Room - 08****550 South Main Street, Orange, CA 92868**

Any member of the public may request to speak on any agenda item at the time that item is being considered by the Commission.

- 1. CALL THE MEETING TO ORDER**
- 2. PLEDGE OF ALLEGIANCE – COMMISSIONER CHARLEY WILSON**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
 - a.) February 13, 2019 – Regular Commission Meeting
- 5. INTRODUCTION TO WORKSHOP**
- 6. PUBLIC COMMENT**
- 7. STRATEGIC PLANNING WORKSHOP**
- 8. ADJOURNMENT OF WORKSHOP**

NOTICE REGARDING ITEMS DISTRIBUTED TO THE COMMISSION LESS THAN 72 HOURS PRIOR TO THE LAFCO REGULAR MEETING:

Pursuant to Government Code Section 54957.5 public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be available to the public at Orange County LAFCO offices at 2677 North Main Street, Suite 1050, Santa Ana, CA 92705 during regular business hours. These records when possible will also be made available on the OC LAFCO website at <http://www.oclafco.org>.

NOTICE: *State law requires that a participant in a LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.*

LAFCO Agendas and supporting documentation are available on the Internet at <http://oclafco.org>.

**DRAFT MINUTES****4a****OC LAFCO REGULAR MEETING AGENDA**

Wednesday, February 13, 2019
8:15 a.m. - 12:00 p.m.

Hall of Administration
Planning Commission Hearing Room
333 W. Santa Ana Blvd.
10 Civic Center Plaza, Santa, CA 92701

1. CALL TO ORDER

Chair McGregor called the regular meeting of the Orange County Local Agency Formation Commission (OC LAFCO) to order at 8:18 a.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Fisler led the Pledge of Allegiance.

3. ROLL CALL

The following Commissioners and Alternates were present:

- Chair Derek J. McGregor
- Vice Chair Cheryl Brothers
- Commissioner Allan Bernstein
- Commissioner Douglass Davert
- Commissioner Charley Wilson
- Alternate Commissioner Wendy Bucknum
- Alternate Commissioner James Fisler
- Alternate Commissioner Lou Penrose

The following Commissioners were absent:

- Commissioner Lisa Bartlett
- Alternate Commissioner Michelle Steel

February 13, 2019
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The following OC LAFCO staff members were present:

- o Executive Officer Carolyn Emery
- o Assistant Executive Officer Debra Kurita
- o Policy Analyst Luis Tapia
- o Policy Analyst Gavin Centeno
- o Commission Clerk Cheryl Carter-Benjamin
- o Legal Counsel Scott Smith

4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION
(Received After Agenda Distribution)

Commission Clerk Cheryl Carter-Benjamin noted no supplemental correspondence was received.

5. APPROVAL OF MINUTES

5a. - November 14, 2018 - Regular Commission Meeting Minutes

The regular minutes were approved with no revisions.

MOTION: Approve the November 14, 2018 Regular Commission Meeting Minutes. (Douglass Davert)

SECOND: Cheryl Brothers

FOR: Derek J. McGregor, Cheryl Brothers, Allan Bernstein, Douglass Davert, Charley Wilson

AGAINST: None

ABSTAIN: None

MOTION PASSED: 5-0.

6. PUBLIC COMMENT

Chair McGregor requested public comments on any non-agenda items. There were none. Chair McGregor closed the public comments.

7. CONSENT CALENDAR

Chair McGregor called for the approval of the consent calendar.

7a. - Appointment Process for OC LAFCO Expiring Terms and Vacant Seat

7b. -OC LAFCO Professional Services Agreement Update

7c. - Recognition of Dedicated Service of Former Commissioner Todd Spitzer

February 13, 2019

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MOTION: Approve the Consent Calendar. (Douglass Davert)
SECOND: Allan Bernstein
FOR: Derek J. McGregor, Cheryl Brothers, Allan Bernstein,
Douglass Davert, Charley Wilson
AGAINST: None
ABSTAIN: None

MOTION PASSED: 5-0.

8. PUBLIC HEARING

The Chair stated that there were no public hearing items for consideration.

9. COMMISSION DISCUSSION AND ACTION

9a. - OC LAFCO FY 2018-19 Work Plan Mid-Year Update

Executive Officer Carolyn Emery provided an update on the accomplishments on the projects identified in the FY 2018-19 Work Plan. She highlighted the Commission's progress on the mandated projects, the Commission-initiated projects and the administrative projects. She further noted that since the adoption of the workplan in November, three anticipated applications have been added, including the annexation of the Cielo Vista development area to the City of Yorba Linda, the annexation of a portion of IRWD's service area to the Orange County Sanitation District, and a reorganization involving Laguna Woods and Laguna Hills.

Vice Chair Brothers asked if the Southern Region meetings were still held quarterly as shown in the work plan. Ms. Emery replied that the Southern Region currently meets twice a year and that the work plan will be corrected to reflect that schedule.

MOTION: Receive and file OC LAFCO's FY 2018-19 Work Plan Mid-Year Update. (Douglass Davert)
SECOND: Cheryl Brothers
FOR: Derek J. McGregor, Cheryl Brothers, Allan Bernstein,
Douglass Davert, Charley Wilson
AGAINST: None
ABSTAIN: None

MOTION PASSED: 5-0.

9b. - Legislative Quarterly Report

Policy Analyst Luis Tapia gave a brief presentation on anticipated legislation for the current legislative session that began in December 2018.

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MOTION: Receive and file the quarterly legislative update. (Charley Wilson)
SECOND: Allan Bernstein
FOR: Derek J. McGregor, Cheryl Brothers, Allan Bernstein, Douglass Davert, Charley Wilson
AGAINST: None
ABSTAIN: None

MOTION PASSED: 5-0.

9c. - OC LAFCO Update to Personnel Policies and Procedures

Executive Officer Carolyn Emery gave an overview of the proposed revisions to OC LAFCO's personnel policies and procedures. She noted that because federal and state labor laws may change, the Commission's personnel policies and procedures are reviewed annually by staff and legal counsel.

MOTION: Adopt the proposed updates to OC LAFCO Personnel Policies and Procedures. (Cheryl Brothers)
SECOND: Douglass Davert
FOR: Derek J. McGregor, Cheryl Brothers, Allan Bernstein, Douglass Davert, Charley Wilson
AGAINST: None
ABSTAIN: None

MOTION PASSED: 5-0.

9d. - Election of LAFCO Officers for 2019

Executive Officer Carolyn Emery presented the staff report for the election of an OC LAFCO Chair and Vice Chair for 2019. She noted that, in accordance with agency bylaws, the Commission annually elects a Chair and Vice Chair. She also reminded the Commission that the Chair, Vice Chair and immediate past Chair serve as the members of the Commission's Executive Committee.

Chair McGregor nominated Vice Chair Brothers to serve as the LAFCO Chair. Chair McGregor called for other nominations for the LAFCO Chair. There were none.

MOTION: Nominate Vice Chair Brothers to serve as the 2019 LAFCO Chair. (Derek J. McGregor)
SECOND: Charley Wilson
FOR: Derek J. McGregor, Cheryl Brothers, Allan Bernstein, Douglass Davert, Charley Wilson

February 13, 2019
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AGAINST: None
ABSTAIN: None

MOTION PASSED: 5-0.

Commissioner Wilson nominated Commissioner Davert to serve as the LAFCO Vice Chair. Chair McGregor called for other nominations for the LAFCO Vice Chair. There were none.

MOTION: Nominate Commissioner Davert to serve as the 2019 LAFCO Vice Chair. (Charley Wilson)

SECOND: Allan Bernstein

FOR: Derek J. McGregor, Cheryl Brothers, Allan Bernstein, Douglass Davert, Charley Wilson

AGAINST: None

ABSTAIN: None

MOTION PASSED: 5-0.

10. COMMISSIONER COMMENTS

Many Commissioners congratulated the newly appointed Chair and Vice Chair, and Commissioner McGregor was commended for his dedication and leadership as Chair for several terms.

Commissioners Brothers and Davert thanked the Commissioners for their support and stated that they looked forward to serving.

Commissioner Wilson acknowledged and congratulated Jose Solorio and Adan Ortega for being seated on the board at Metropolitan Water District of Southern California. He noted that Mr. Solorio will represent Santa Ana and Mr. Ortega will represent Fullerton.

Commissioner Bucknum extended a happy new year to the Commission and staff and apologized for her absence over the last few months due to family losses. She noted her appreciation for the Commission adjourning the November 2018 meeting in memory of her mother.

Chair McGregor stated that the proposed agendas for December and January were light and, with no objections, both meetings were cancelled, but added that he received frequent updates from staff on projects and it was busy during those months. He extended his congratulations to the new Chair and

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Vice Chair and stated that he looks forward to serving with them as the Immediate Past Chair on the Executive Committee.

11. EXECUTIVE OFFICER'S REPORT

11a. - Special District OC LAFCO Apportionment

Executive Officer Emery stated that discussions are continuing amongst the districts concerning the structure of the special district apportionment of the LAFCO budget. She noted that ISDOC will provide leadership on this issue and is moving towards reconvening an ad hoc committee to identify, review and analyze options for the structure of those apportionments. She concluded that LAFCO staff's role in this process would be to provide information, as appropriate, upon request.

11b. - ACC-OC and ISDOC Presentations

Executive Officer Emery stated that staff was invited to make presentations to the newly elected city councilmembers at the ACC-OC workshop and to members of ISDOC at its January quarterly meeting. She noted that this provided an opportunity to present information on the Commission's legislative mission, its role in Orange County, and the Commission's current workplan.

11c. - San Juan Capistrano Utility Systems Transfer Update

Executive Officer Emery stated that the City of San Juan Capistrano continues to meet with the potential successor agencies to address the potential needs and requirements of the transfer of the water and wastewater utilities. She added that the City held a public meeting on February 5 with presentations from each of the potential successor agencies (*Moulton Niguel WD, Santa Margarita WD and South Coast WD*). She further noted that council agreed to bring the item back on February 19 to make a decision and move forward towards filing an application with LAFCO.

11d. - Center for Demographics (CDR) Census Project

Executive Officer Emery announced that staff has been working collaboratively with CDR and County staff on reviewing some of the unincorporated areas in anticipation of the 2020 census. She noted that staff is collaborating with both agencies to identify boundaries for Rancho Mission Viejo, Silverado-Modjeska Canyon, and Foothill-Trabuco Canyon for the United States Census Bureau to use for statistical purposes only.

12. INFORMATIONAL ITEMS & ANNOUNCEMENTS

12a. - 2019 Strategic Planning Session

The Chair reminded the Commission that the Strategic Planning Session will take place on March 13, 2019 at the Orange County Transportation Authority (OCTA) and is scheduled to begin at 8:15 a.m. He noted that the session will be facilitated by William Chiat, President of the Alta Mesa Group and discussions will include the

February 13, 2019

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Commission's goals, accomplishments and opportunities. He further stated that the planning session is a public meeting and there will be an opportunity for public comments at the start of the session.

13. CLOSED SESSION

The Chair stated that there were no closed session items for discussion.

14. ADJOURNMENT OF REGULAR COMMISSION MEETING

The Regular Commission Meeting was adjourned 8:43 a.m.

Cheryl Brothers, Chair
Orange County Local Agency Formation Commission

By: _____

Cheryl Carter-Benjamin
Commission Clerk



March 13, 2019

7

TO: Local Agency Formation Commission
FROM: Executive Officer
SUBJECT: 2019 Strategic Planning Workshop

CHAIR
CHERYL BROTHERS
Councilmember
City of Fountain Valley

VICE CHAIR
DOUGLASS DAVERT
Director
East Orange County Water District

IMMEDIATE PAST CHAIR
DEREK J. MCGREGOR
Representative of
General Public

LISA BARTLETT
Supervisor
5th District

DR. ALLAN BERNSTEIN
Councilmember
City of Tustin

CHARLEY WILSON
Director
Santa Margarita Water District

VACANT
Supervisor
3rd District

ALTERNATE
WENDY BUCKNUM
Councilmember
City of Mission Viejo

ALTERNATE
JAMES FISLER
Director
Mesa Water District

ALTERNATE
LOU PENROSE
Representative of
General Public

ALTERNATE
MICHELLE STEEL
Supervisor
2nd District

CAROLYN EMERY
Executive Officer

Background

On March 13, 2019, the Commission will conduct its 23rd Strategic Planning Workshop. The annual workshop is an opportunity for the Commission to discuss the OC LAFCO mission, reflect on the agency's past year accomplishments and to plan for challenges on the horizon and identify opportunities. This year's Strategic Planning Workshop will be facilitated by William ("Bill") Chiat of the Alta Mesa Group. The workshop agenda and Mr. Chiat's biography are attached to this staff report.

The Strategic Planning Workshop will serve as the foundation for the development of an agency strategic plan and annual work plan to be considered at a future Commission meeting.

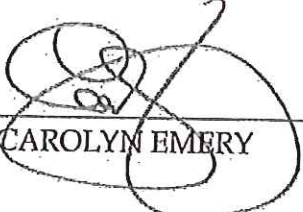
4th Cycle of Sphere of Influence (SOI) Reviews & Updates and Municipal Service Reviews (MSRs)

In 2018, the agency began the process for the fourth cycle of SOI and MSR reviews and updates. Since receiving this state mandate in 2000, the Commission has valued the input from Orange County cities, special districts, the public and other service providers and interested parties. As part of this effort, the Commission discussed the stakeholder input and developed a proposed timeline for the preparation of MSRs for 34 cities and 34 special districts and reviews of the respective agency SOIs for the fourth cycle (Attachment C).

During the 2019 Strategic Planning Workshop, the Commission and staff will further discuss this project as part of the Commission's future priorities and identify strategies for completing this project, as well as desired outcomes.

2019 Strategic Planning Workshop
March 13, 2019
Page 2 of 2

Respectfully submitted,



CAROLYN EMERY

Attachments:

- A. *2019 Strategic Planning Workshop Agenda*
- B. *Biography of William Chiat*
- C. *Proposed 2018-2022 SOI/MSR Timeline*

ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION

Commission Strategy Workshop



AGENDA

Wednesday, 13 March 2019 • Orange County Transportation Authority, 550 South Main Street, Orange, CA

8:15 **Call to Order** by Chair
Public Comment
Introduction to workshop by Chair and Executive Officer

Times are
approximate

8:25 **Commission building: *Quotable Quotes***
Exercise to build relationships amongst Commissioners

Assessment: *Progress and Accomplishments of LAFCO*
Setting context by reflecting on successes, changes and accomplishments over last year

9:00 **Discussion: *How Does Orange LAFCO Want to be Known – Its Public Value?***
Examine LAFCO's purpose for the people of Orange County; its contributions to the community

9:45 **Break**

10:00 **Future Focus: *Challenges and Opportunities for Orange LAFCO***
Discussion on a shared vision and desired outcomes – looking towards 2023

Moving Forward: *Commission Strategies*
Identify vital strategies for LAFCO focus in next 3-4 years –the public value of Orange LAFCO

11:00 **Discussion: *Achievement of Strategies***
Examine Commission and staff expectations of each other

11:45 **Short-Term: *LAFCO 18 Month Priorities***
Consider key priorities and desired outcomes for next 18 months

Noon **Lunch**

12:30 **Continued: *LAFCO 18 Month Priorities***
Examines key priorities and desired outcomes for next 18 months

Reflections on the Workshop

1:00 **Adjourn**



WILLIAM "Bill" CHIAT

Bill Chiat is Dean of the California State Association of Counties Institute for Excellence in County Government and President of Alta Mesa Group, LLC. His expertise spans over 40 years in local and state governments. He served as County Executive Officer of Napa County and Director of Organizational Effectiveness in Santa Barbara County. Bill held executive positions in city and special district governments, including several regional agencies and joint power authorities. At the state level, he served as Executive Director of the Arizona Governor's Office for Excellence in Government and led the state's executive education program, and as executive director of the California Association of Local Agency Formation Commissions.



Bill provides organizational development, executive development and facilitation services with local governments throughout the West, and is a Lecturer in the University of California-Berkeley Goldman School of Public Policy executive programs.

Bill has a B.S. from the University of Minnesota, a M.S. from the University of Michigan and is a graduate of the Senior Executives in State and Local Government Program from the Kennedy School of Government at Harvard University. He has research and taught a wide range of courses in public agency leadership, organizational structure, governance and operations.

He can be reached at bill@altamesagroup.com or bchiat@counties.org.

Leadership – Agility – Resourcefulness

Bill Chiat works to expand leadership capacity and capabilities of those in public service so they may better serve their communities and advance their vision and agency goals.

PROPOSED TIMELINE FOR 4 TH CYCLE – SOI and MSRs				
MSR Region	Areas of Interest Identified by Stakeholders	Cities	Special Districts	Proposed Timeline
Southeast	<ul style="list-style-type: none"> ■ Public Works <ol style="list-style-type: none"> 1. Location and condition of public Infrastructure ■ Police <ol style="list-style-type: none"> 1. Fiscal sustainability of increasing costs of contracts with County Sheriff 2. Impacts of and ability to maintain related pension costs ■ Water <ol style="list-style-type: none"> 1. Water quality involving low flow run-off issues 2. Assistance for agencies from treatment agencies on flow diversion and low flow funding mechanisms 3. Water rate structures and conservation 	Lake Forest Mission Viejo Rancho Santa Margarita San Clemente San Juan Capistrano	El Toro WD Irvine Ranch WD Moulton Niguel WD Santa Margarita WD Trabuco Canyon WD South Orange County Wastewater Authority (JPA)	2019-20
	<ul style="list-style-type: none"> ■ Public Works ■ Water <ol style="list-style-type: none"> 1. Agency collaboration on urban water run-off and water treatment. 2. Collaboration between water districts and cities 3. Impacts of water conservation 4. Water reliability 5. Possible opportunities for consolidation of districts 	Aliso Viejo Dana Point Laguna Beach Laguna Hills Laguna Niguel Laguna Woods	Capistrano Bay CSD Emerald Bay CSD El Toro WD Laguna Beach County WD Moulton Niguel WD South Coast WD Three Arch Bay CSD South Orange County Wastewater Authority (JPA)	

PROPOSED TIMELINE FOR 4 TH CYCLE – SOIs and MSRS				
MSR Region	Areas of Interest Identified by Stakeholders	Cities	Special Districts	Proposed Timeline
Central	<ul style="list-style-type: none"> ■ Police ■ Public Works <ol style="list-style-type: none"> 1. Affordable housing 2. Lack of alignment regarding Infrastructure limitations and legislative mandates on affordable and regular housing 3. Population growth demands on existing Infrastructure 4. Accessory dwellings' Impact on service delivery 	Anaheim Irvine Orange Santa Ana Tustin Villa Park	East Orange County WD Irvine Ranch WD Serrano WD Silverado Modjeska Park & Rec. District	2020-21
West	<ul style="list-style-type: none"> ■ Public Safety (Police and Fire) <ol style="list-style-type: none"> 1. Utilization of shared service models to decrease costs of services and maximize delivery efficiency 2. Shared services database for areas that include: detectives, SWAT, traffic enforcement 3. Fiscal sustainability 4. Political pressures 5. Internal and external demands to maintain level of services with increasing costs 6. Maintaining related pension costs 7. Providing the most efficient and cost-effective services to residents ■ Parks and Recreation <ol style="list-style-type: none"> 1. Fiscal sustainability of maintenance of facilities and programs with scarce resources 	Cypress Buena Park Garden Grove Fountain Valley La Palma Stanton Westminster	Buena Park LD Cypress Park & Rec. District Garden Grove SD Midway SD	2020-21

PROPOSED TIMELINE FOR 4 TH CYCLE – SOIs and MSRS				
MSR Region	Areas of Interest Identified by Stakeholders	Cities	Special Districts	Proposed Timeline
West (cont'd)	<ul style="list-style-type: none"> ■ Public Works <ol style="list-style-type: none"> 1. Achieving economies of scale 2. Shared services database that includes: operational and staffing costs; population growth impacts on infrastructure and land use 	Cypress Buena Park Garden Grove Fountain Valley La Palma Stanton Westminster	Buena Park LD Cypress Park & Rec. District Garden Grove SD Midway SD	2020-21
North	<ul style="list-style-type: none"> ■ Fire and Emergency Response <ol style="list-style-type: none"> 1. Integration of fire and water services for more effective response during emergency and disaster events 2. Consolidation of internal services (i.e. procurement, HR, training) 3. Regionalization of service delivery involving medical calls and reduction in costs 4. Maintaining of adequate fire suppression ■ Police <ol style="list-style-type: none"> 1. Consolidation of specialty services that may include: CSI, dispatch, commercial and traffic enforcement 2. External issues involving consolidation of departments ■ Shared Services <ol style="list-style-type: none"> 1. Maximizing of funding opportunities supported by County for unincorporated Islands 2. Shared service models to increase funding for additional services that may include: IT, purchasing, training, HR, class comps 3. Development of shared services system for areas such as: landscape and fleet maintenance 	Brea Fullerton La Habra Placentia Yorba Linda	Placentia LD Yorba Linda WD	2021-22

PROPOSED TIMELINE FOR 4 TH CYCLE - SOLS and MSRS				
MSR Region	Areas of Interest Identified by Stakeholders	Cities	Special Districts	Proposed Timeline
Coastal	<ul style="list-style-type: none"> ■ Public Works <ol style="list-style-type: none"> 1. Public outreach for better understanding of the financing of infrastructure 2. Correlation of level and cost of services 3. Economies of scale and potential shared services system for areas such as: fleet tree trimming, and purchasing ■ Solid Waste <ol style="list-style-type: none"> 1. Impacts of having fewer haulers on competitive bidding and rates ■ Parks and Recreation ■ Police <ol style="list-style-type: none"> 1. Impediments involving consolidation of agencies 	Costa Mesa Huntington Beach Los Alamitos Newport Beach Seal Beach	Costa Mesa SD Irvine Ranch WD Mesa WD Rossmoor CSD Rossmoor/Los Alamitos SD Sunset Beach SD Surfside Colony CSD Surfside Colony SWSD	2021-22

MSR Region	Areas of Interest Identified by Stakeholders	Proposed Timeline ¹
County Service Area Nos. 13, 22, and 26	<ul style="list-style-type: none"> a. Overlap in service boundary for some CSAs with cities and duplication of services b. Potential for change of organization or reorganization with adjacent city 	2019-20
Municipal Water District of OC	<ul style="list-style-type: none"> a. Potential opportunities to collaborate with agencies involving cost effectiveness for water supply programs and projects 	2019-20
Orange County Cemetery District	<ul style="list-style-type: none"> a. Infrastructure: land acquisition to accommodate growth after 2030 b. Public Works: Planning, development, utility services and access issues related to new cemetery location 	2019-20
Orange County Sanitation District	TO BE PROVIDED BY THE DISTRICT	2020-21
Orange County Vector Control District	<ul style="list-style-type: none"> a. Public Works: mosquito breeding and conveyance systems b. Parks and Recreation: mosquito breeding and lack of grounds maintenance 	2021-22
Orange County Water District	<ul style="list-style-type: none"> a. Water: recycled water efforts, addressing the drought and water conservation b. Use of MSRs as tool/resource to update on services provided by the district 	2021-22

¹ Proposed timeline published in June 13, 2018 Proposed Work Plan Staff Report. Some dates have been updated to align with the approval of the work plan on November 14, 2018.