



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE, TIME & LOCATION  
MEETING








June 14, 2019  
10:00 a.m.  
History Room

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

3. Adoption of Agenda

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

*SA*

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 May 17, 2019 Date Library Board of Trustees Meeting. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

10. Check Register for May 2019. (Receive & File and Approve)

11. FY2018-2019 Cash Flow Analysis through May 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 May 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for May 2019. (Receive & File)

14. Acquisitions Report for May 2019. (Receive & File)

15. Entrepreneurial Activities Report for May 2019. (Receive & File)

**GENERAL CONSENT REPORTS (Items 16 – 18)**

16. Personnel Report for May 2019. (Receive, File, and Ratify Appointments)

17. Circulation Report for May 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 May 2019.
20. Children's Services Report for May 2019.
21. Adult Services Report for May 2019.
22. Placentia Library Web Site & Technology Report for May 2019.

**NEW BUSINESS**

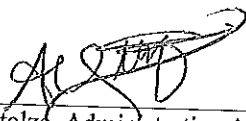
23. Authorize an amendment to the Library Board of Trustees' vote on the Integrated Library System, to enter into a five year contract with SirsiDynix.
24. Select a Regular and an Alternate for the Special District Member of the Orange County Local Agency Formation Commission (LAFCO)
25. Select a candidate to serve on the California Special Districts Association 2020-2022 Board.
26. Travel Authorization for Trustees and the Business Manager to Attend the California Special District Association (CSDA) Annual Conference in Anaheim, California, September 25-28, 2019.

**ADJOURNMENT**

27. Agenda Preparation for the July Date Meeting which will be held on July 15, 2019 unless re-scheduled by the Library Board of Trustees.
28. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
29. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the June 14, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 12, 2019

  
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Alyssa Stolze, Administrative Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
MAY 17<sup>TH</sup>, 2019

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 17<sup>th</sup>, 2019 at 3:00 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; Fernando Maldonado, 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 DeVecchio to adopt the Agenda (Item 3).

<b>AYES:</b>	Carline, Martin, DeVecchio, Shkoler, Minter
<b>NOES:</b>	None
<b>ABSENT:</b>	None

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the Police and Fire Recognition Breakfast and the PLFF Volunteer Luncheon.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler attended the Police and Fire Recognition Breakfast, Literacy Recognition event, and the PLFF Volunteer Luncheon.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin Love Placentia, the Literacy Recognition event, the PLFF Volunteer Luncheon, Pawfest, and a Centennial Gala meeting.

Trustee Minter attended the Police and Fire Recognition Breakfast.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras attended the California Special District Directors Forum, Pawfest, met with the new Literacy Assistant, announced an internal staff's promotion to Library Assistant, Teen Services, and gave the Board an update on staff's work with PLFF: cleaning out the POD, rotating the collection, and updating the Bookstore. In addition to this, Director Contreras had attended numerous weekly meetings with the contractors for the Centennial Renovation project.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on the updated Bookstore and positive reviews they have been receiving. President Dahl thanked the staff for their work and announced the hopes to send back their storage POD by the end of May. Efforts are now being made to purge and weed the PLFF Bookstore storage room.

**CONSENT CALENDAR**

It was moved by Trustee Minter and seconded by Trustee Martin to approve Agenda Item 9-22 with the amended Item 26, Attachment A. A roll call vote was taken:

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

**MINUTES FOR THE APRIL  
15<sup>th</sup>, 2019 BOARD  
MEETING**

The minutes for the April 15<sup>th</sup>, 2019 Library Board of Trustees Regular Date Meeting and the April 15<sup>th</sup>, 2019 Library Board of Trustees Work Session Meeting were received, approved, and filed. (Item 9)

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

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

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

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

**GENERAL CONSENT  
REPORTS**

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

**REVIEW AND ADOPT  
PLACENTIA LIBRARY  
DISTRICT POLICY 6055-  
BARBARA & ED  
HEMMERLING GROUP  
STUDY ROOMS, AS  
PRESENTED.**

Library Director Contreras presented the amended Policy 6055 for the Barbara & Ed Hemmerling Group Study Rooms. The Board reviewed the presented policy and compared it to the Community Meeting Room Policy 6050 for reference. With the changes of certain verbiage for 6055.1a to commercial business transactions and combining 6055.1c with 6055.3 for reservations, Trustee Martin motioned to authorize the changes as amended to Policy 6055- Barbara & Ed Hemmerling Group Study Rooms and was seconded by Secretary Shkoler.

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

**PUBLIC HEARING FOR THE  
BUDGET FOR FISCAL YEAR  
2019-2021 AND ADOPT  
RESOLUTION 19-01: A  
RESOLUTION OF THE  
BOARD OF TRUSTEES OF  
THE PLACENTIA LIBRARY  
DISTRICT OF ORANGE  
COUNTY TO ADOPT FISCAL  
YEAR 2019-2021 BUDGET  
FOR THE PLACENTIA  
LIBRARY DISTRICT OF  
ORANGE COUNTY.**

Director Contreras presented the Budget for Fiscal Years 2019-2021, and opened the Public Hearing. As no residents were present for the Public Hearing, the hearing was closed. The Fiscal Years 2019-2021 Budget includes the proposed revenue, expenditures, and salary schedule for FY 2019-2020 with a 3% COLA, and organizational chart. Resolution 19-01, to adopt the 2019-2021 Budget, was submitted for trustee approval.

After discussion, and reading of Resolution 19-01 by title, it was moved by Trustee Martin and seconded by Trustee DeVecchio to approve the FY 2019-2021 Budget and adopt Resolution 17-01 (Item 24). A roll call vote was taken:

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

**PUBLIC HEARING FOR THE  
FINES AND FEES FOR FISCAL  
YEAR 2019-2021 AND  
ADOPT RESOLUTION 19-02:  
A RESOLUTION OF THE  
BOARD OF TRUSTEES OF  
THE PLACENTIA LIBRARY  
DISTRICT OF ORANGE  
COUNTY TO ADOPT THE  
FINES AND FEES SCHEDULE  
FOR FISCAL YEAR 2019-  
2021 FOR THE PLACENTIA  
LIBRARY DISTRICT OF  
ORANGE COUNTY.**

Director Contreras presented revised Policy 6035: Fines and Fee Schedule for Fiscal Years 2017-2019, and opened the Public Hearing. As no residents were present for the Public Hearing, the hearing was closed. Policy revisions included the Passport Application fee increasing to \$35 per application and \$25 incidental and/or cleaning fee for the Barbara & Ed Hemmerling Group Study Rooms. Resolution 19-02, to adopt the Fines and Fee Schedule for FY 2019-2021, was submitted for trustee approval.

After discussion, and reading of Resolution 19-02 by title, it was moved by Secretary Shkoler and seconded by Trustee Martin to approve the FY 2019-2021 Fines and Fees Schedule and adopt Resolution 17-02 (Item 25). A roll call vote was taken:

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

**PUBLIC HEARING TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2019-2021 AND ADOPT BY RESOLUTION 19-03: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2019-2021.**

Director Contreras presented the holiday and library closure schedule for Fiscal Years 2017-2019, and opened the Public Hearing. As no residents were present for the Public Hearing, the hearing was closed. Resolution 19-03, to adopt Holiday and Library Closure Schedule for FY 2019-2021, was submitted for trustee approval.

After discussion, and reading of Resolution 19-03 by title, it was moved by Secretary Shkoler and seconded by Trustee Martin to approve the FY 2019-2021 Holiday and Library Closure schedule and adopt Resolution 17-03 (Item 26). A roll call vote was taken:

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

**AWARD CONTRACT FOR PLACENTIA LIBRARY DISTRICT'S FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT AND PREPARATION OF THE GANN LIMIT REVIEW REPORT FOR THE 2018-2019 FISCAL YEAR TO WHITE, NELSON, DIEHL & EVANS LLP.**

Director Contreras presented White, Nelson, Diehl & Evans LLP proposal for the Financial Audit and GANN Limit Review Report for Fiscal Year 2018-2019. After discussion about fees and years of service, it was motioned by Trustee Minter to award the Financial Audit and GANN Limit Review Report preparation contract for the 2018-2019 Fiscal Year to White, Nelson, Diehl & Evans LLP and seconded by Trustee Martin.

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

**AUTHORIZE THE FIRST CHANGE ORDER TO PROJECT #PLD-2018-003 IN THE AMOUNT OF \$46,593.23 WITH VINCOR CONSTRUCTION, INC., A CALIFORNIA-BASED COMPANY, TO PROVIDE ADDITIONAL CONSTRUCTION SERVICES FOR THE DISTRICT'S RENOVATION PROJECT. THIS WOULD RESULT IN AN AMENDED CONTRACT WITH A NEW TOTAL AMOUNT NOT TO EXCEED \$1,241,000.**

Director Contreras presented the first change order to move the book drop and replace carpet in staff work areas was presented. Director Contreras explained these were needed due to the relocation of the electrical panel and the water damage and age of the carpet. After discussion, the Board requested there be a discussion of carpet cost in that area with the subcontractor due to the water damage. Moreover, the Board recommended that if there is a change under \$50,000, to put it in the consent calendar in the future. It was motioned by Trustee DeVecchio to authorize the first change order to Project #PLD-2018-003 in the amount of \$46,593.23, resulting in an amended contract with a new total not to exceed \$1,241,000, as presented and seconded by Trustee Minter.

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



**DISCUSS THE REQUEST FOR PROPOSAL FOR THE INTERGRATED LIBRARY SYSTEM.**

Director Contreras presented the responses for the Integrated Library System Request for Proposals for the Board of Trustees to discuss and determine the appropriate action. Six proposals were discussed from the following respondents: auto-graphics, Biblion X, ByWater Solutions, Innovative Interfaces, SirsiDynix, and The Library Corporation. After a discussion, including the Technology Manager's recommendations and staff's needs, Trustee Martin motioned to authorize one year of SirsiDynix Horizon not to exceed \$30,000 per year with the intention of possibly migrating in the 2020-2021 Fiscal Year to another system. This was seconded by Trustee DeVecchio.

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

**REVIEW OF ACTION ITEMS**

The next Board Meeting will be held on Friday, June 14<sup>th</sup>, 2019 at 10:00 a.m.

**ADJOURNMENT**

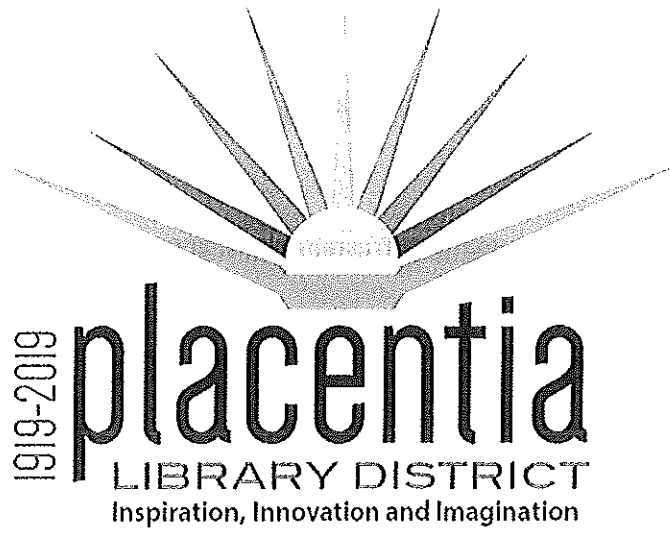
The Board of Trustees Unusual Date Meeting of May 17<sup>th</sup>, 2019 was adjourned at 4:19 p.m.

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Gayle Carline, President  
Library Board of Trustees

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Al Shkoler, Secretary  
Library Board of Trustee



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11:33 AM  
06/11/19  
Accrual Basis

Placentia Library District  
Check Register  
May 2019

Date	Ref No.	Payee	Memo	Payment	Type
05/06/2019	10493	Golden State Water Company	3/20-4/18/19 Water	578.39	Bill Payment
05/06/2019	10494	City of Placentia	City Charges Mar 2019	4,555.96	Bill Payment
05/06/2019	10495	Johnson Controls Inc.	Payment 3- Mar/April 2019	459,835.00	Bill Payment
05/06/2019	10496	SDRMA	Ancillary Benefits for May 2019	2,319.51	Bill Payment
05/06/2019	10497	Placentia-Yorba Linda Unified School Dist	Literacy Promotion Invitations	23.54	Bill Payment
05/06/2019	10498	Midwest Tape	Audiobooks/DVDs	1,027.23	Bill Payment
05/06/2019	10499	Envisionware, Inc.	Envisionware Subscription Jun 2019	900.00	Bill Payment
05/06/2019	10500	PODS Enterprises, LLC	PODs in storage 4/10-5/9/19	247.04	Bill Payment
05/06/2019	10501	O.C. Plumbing	Drain Cleaning	270.22	Bill Payment
05/06/2019	10502	Baker & Taylor	Books	371.07	Bill Payment
05/06/2019	10503	Alyssa Stolze	April 2019 Reimbursement	73.97	Bill Payment
05/06/2019	10504	Arcelia Janitorial Service	Janitorial Services for April 2019	918.00	Bill Payment
05/06/2019	10505	Venessa Faber	Storytime craft supplies	17.24	Bill Payment
05/06/2019	10506	New Readers Press	Literacy Workbooks	386.20	Bill Payment
05/06/2019	10507	Deanna White	Storytime supplies staff reimbursement	9.10	Bill Payment
05/06/2019	10508	Michelle Meades	Staff Reimbursement	79.46	Bill Payment
05/06/2019	10509	San Marino Roofing Co. Inc.	March 2019 Progress Billing for Roof Replacement	157,537.60	Bill Payment
05/06/2019	10510	United Site Services	Portable Restrooms 4/1-4/28/19	478.66	Bill Payment
05/06/2019	10511	Yamada Enterprises	Yamada Enterprises Initial Deposit per Yamada Purchasing Agreement 19-001	145,590.00	Bill Payment
05/06/2019	10512	Republic Services	Recycling and Disposal Service for 03/01-03/31/19	655.32	Bill Payment
05/06/2019	10513	Johnson Controls Security Solutions	Fire Alarm Service 05/01/19-07/31/19	733.42	Bill Payment
05/07/2019	10514	Placentia Library District	For Payroll on 05/15/19	55,000.00	Check
05/13/2019	10515	San Marino Roofing Co. Inc.	April 2019 Progress Billing (100%) Roof System Replacement	30,103.55	Bill Payment
05/13/2019	10516	Legacy Integrative Solutions	April 2019 Services	373.23	Bill Payment
05/13/2019	10517	SoCalGas	3/20-4/18/19 Gas	9.23	Bill Payment
05/13/2019	10518	Pitney Bowes Purchase Power BankCard Center-Bank of the West	Apr 2019 Postage	2,041.98	Bill Payment
05/13/2019	10519	West	3/29/-4/28/19 CC	3,898.82	Bill Payment
05/13/2019	10520	Golden State Water Company	2/21-3/20/19 Water	295.18	Bill Payment
05/13/2019	10521	San Marino Roofing Co. Inc.	Roof Replacement Project Contract Retention	9,875.85	Bill Payment
05/13/2019	10522	Placentia-Yorba Linda Unified School Dist	Signs for passports	36.98	Bill Payment
05/13/2019	10523	SDRMA	Medical Benefits for June 2019	20,601.96	Bill Payment
05/21/2019	10524	Placentia Library District	For payroll on 05/29/19	55,000.00	Check
05/21/2019	10525	PODS Enterprises, LLC	PODs	1,832.62	Bill Payment
05/21/2019	10526	Midwest Tape	Audiobooks/DVDs	312.90	Bill Payment
05/21/2019	10527	Kiwanis Club of Placentia	Amireh Membership	300.00	Bill Payment
05/21/2019	10528	CALNET3	4/2/19-5/1/19 Service	169.51	Bill Payment
05/21/2019	10529	Baker & Taylor	Books	391.59	Bill Payment
05/21/2019	10530	Republic Services	Recycling Container 4/1-4/30/19	2.33	Bill Payment
05/21/2019	10531	Employment Development Dept.	1/1-3/31/19 Coverage Period	3,723.00	Bill Payment
05/21/2019	10532	Venessa Faber	Storytime craft reimbursement	92.26	Bill Payment

11:33 AM  
06/11/19  
Accrual Basis

Placentia Library District  
Check Register  
May 2019

05/21/2019	10533	Brea Trophy and Engraving	Name tag and desk plates	62.16	Bill Payment
05/21/2019	10534	New Readers Press	Literacy workbooks	59.20	Bill Payment
05/21/2019	10535	Califa	Novelist K-8 7/1/19-6/30/20	785.89	Bill Payment
05/21/2019	10536	Victor Meza.	PTAC reimbursement	130.67	Bill Payment
05/22/2019	10537	Placentia Library Foundation	March-April 2019	1,903.75	Bill Payment
05/22/2019	10538	Staples Advantage	Stickers for PLFF Bookstore	357.09	Bill Payment
05/22/2019	10539	Cintas	Cleaning Supplies	374.34	Bill Payment
05/22/2019	10540	Umpqua Bank	CC Charges Apr 2019	3,199.92	Bill Payment
05/22/2019	10541	Mickey O'Connor	Wacky Wednesdays 2019	350.00	Bill Payment
05/22/2019	10542	Amazing School Assemblies	Wacky Wednesdays	375.00	Bill Payment
05/22/2019	10543	MD Medical Clinics	Rosengren physical	117.50	Bill Payment
05/22/2019	10544	Baker & Taylor	Books	426.45	Bill Payment
05/22/2019	10546	Kathy Carn	Staff reimbursement	31.38	Bill Payment
05/22/2019	10547	Yesenia Baltierra.	Staff reimbursement	352.56	Bill Payment
05/22/2019	10548	Califa	Electronic Subscription	3,965.48	Bill Payment
05/23/2019	10549	Vincor Construction, Inc.	Renovation Pay Application #1	292,821.88	Bill Payment
05/29/2019	10550	Midwest Tape	Audiobooks/DVDs	2,428.47	Bill Payment
05/29/2019	10551	Baker & Taylor	Books	6,745.00	Bill Payment
05/29/2019	10552	Time Warner Cable	Spectrum Cable TV Service 5/12-6/11/19	65.72	Bill Payment
05/29/2019	10553	SoCalGas	4/18-5/17/19 Gas	39.68	Bill Payment
05/29/2019	10554	Robert Housley	Training	210.00	Bill Payment
05/29/2019	10555	Public Agency Retirement Services	Payroll reimbursements	6,583.82	Bill Payment
05/29/2019	10556	Cintas	Cleaning Supplies	201.36	Bill Payment
05/29/2019	10557	Giddy Up Ranch	Summer Reading Celebration	200.00	Bill Payment
05/29/2019	10558	Unique Management Services, Inc.	Collections Service May 19	44.75	Bill Payment
05/29/2019	10559	Dewey Pest Control	Pest Control Quarterly	135.00	Bill Payment
05/29/2019	10560	United Site Services	Portable Restrooms 5/1-5/31/19	478.66	Bill Payment
05/29/2019	10561	Alyssa Stolze	Education Re-imbusement	1,500.00	Bill Payment
05/29/2019	10562	Wendy Amireh	Reimbursement for Literacy Supplies	460.83	Bill Payment
05/29/2019	10563	Baker & Taylor	Books	1,426.31	Bill Payment
05/29/2019	10564	Midwest Tape	Audiobooks/DVDs	711.12	Bill Payment
05/29/2019	10565	Baker & Taylor	Books	1,215.79	Bill Payment
05/29/2019	10566	Midwest Tape	Audiobooks/DVDs	289.48	Bill Payment
05/29/2019	10567	City of Placentia	Service for March 19-April 19	5,240.67	Bill Payment
05/29/2019	10568	Baker & Taylor	Books	504.06	Bill Payment
05/29/2019	10569	Baker & Taylor	Books	697.21	Bill Payment
05/29/2019	10570	Baker & Taylor	Books	1,267.60	Bill Payment
05/29/2019	10571	Golden State Water Company	4/18-5/21/19 water	782.97	Bill Payment
				<u>1,297,209.69</u>	

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

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

**DATE:** June 14, 2019

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

<b>Fiscal Year 2017-2018</b>	
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**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** June 14, 2019

**Summary of Cash and Investments as of May 31, 2019**

Cash with Orange County Treasurer Fund 9LX	\$2,351,350.88
General Fund Checking – Bank of the West	655,165.82
General Fund Savings – Bank of the West	963,446.88
<i>(Impact Fees in Savings – Restricted)</i>	<i>\$696,164.75</i>
Payroll Checking – Wells Fargo Bank	\$ 16,660.33
<b>Total Cash and Investments</b>	<b>\$3,986,623.91</b>

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 RARY DISTRICT  
YTD REVENUE REPORT  
As of May 31, 2019

Acct #	DESCRIPTION	BUDGET (AMENDED)	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured		2,198,659	(155,193)	93.4%
4020	Property Taxes - Current Unsecured	2,353,852	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	59,286	(12,877)	82.2%
4060	Property Taxes - Prior Supplemental	0	0	0	0.0%
* 4070	Interest on Unsupport Tax	0	0	0	-
** 4080	Penalties & Costs on Delinq Taxes	0	581	581	1442.4%
4090	Taxes Special Dist Augmentation	1,113	16,061	14,947	48.0%
4190	State - Homeowners Property Tax Relief	9,538	4,582	(4,956)	21.6%
* 4191	Asset Sales of the Placentia Successor Agency	51,177	11,073	(40,105)	-
	Sub Total	2,551,113	2,354,557	(196,556)	92.3%
<b>INTEREST REVENUE</b>					
4600	Interest				
	Sub Total	8,500	23,556	15,056	277.1%
	Sub Total	8,500	23,556	15,056	277.1%
<b>GRANT REVENUE</b>					
4210	State Grants	30,000	21,000	(9,000)	70.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	50,000	21,000	(29,000)	42.0%
<b>MISCELLANEOUS REVENUES</b>					
4420	Newsletter Ads				
4410	PLFF Grants	700	-	(700)	0.0%
* 4430	Other Revenue	38,310	38,834	524	101.4%
4440	Centennial Renovation	0	15,286	15,286	-
4310	Fines & Fees	1,500,000	1,126,100	(373,900)	75.1%
4320, 4330	Passport/Photos	16,594	12,046	(4,548)	72.6%
* 4340	Meeting Room Fees	189,500	230,964	41,464	121.9%
4350	Test Proctor	0	340	340	-
	Sub Total	2,500	5,150	2,650	206.0%
4500	Impact Fees	1,747,604	1,428,720	(318,884)	81.8%
	Sub Total	90,000	67,888	(22,112)	75.4%
<b>TOTAL REVENUES YTD FOR FY 18/19:</b>					
		4,447,217	3,895,721	(551,496)	87.6%
<b>Total Revenue without Renovation Revenue</b>					
		\$2,947,217	\$2,769,621	(\$177,596)	94.0%

\*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

May 31, 2019

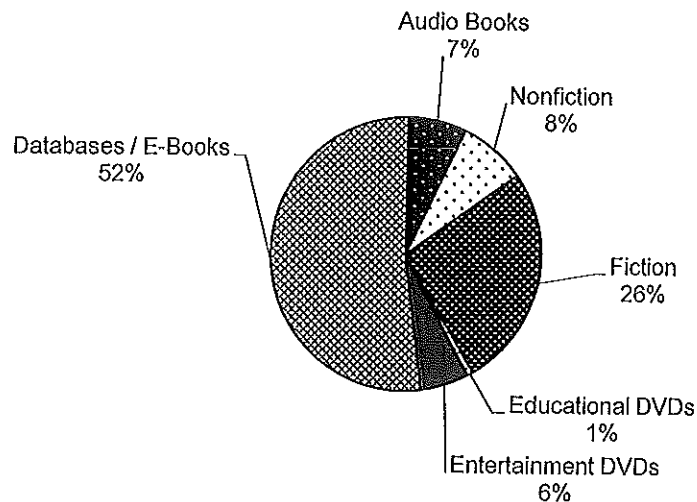
91.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS (AMENDED)	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,513,099	1,338,359	0.88	\$174,740
5030	Retirement	58,553	51,368	0.88	\$7,185
5040	Unemployment Insurance	4,000.00	6,423.00	1.61	(\$2,423)
5050	Health Insurance	297,502	235,657	0.79	\$61,845
5064	Dental Insurance	17,796	13,839	0.78	\$3,957
5060	Life Insurance	5,603	4,126	0.74	\$1,477
5066	AD & D Insurance	8,720	6,970	0.80	\$1,750
5068	Vision Insurance	3,441	2,774	0.81	\$667
5090	Employee Assistance Program	12,000	8,172	0.68	\$3,828
5070	Workers' Compensation Insurance	13,768	5,369	0.39	\$8,399
	<b>TOTAL</b>	<b>\$1,934,482</b>	<b>\$1,673,056</b>	<b>0.86</b>	<b>\$261,426</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	9,120	17,110	1.88	(\$7,990)
5170	Household Expenses	15,000	10,426	0.70	\$4,574
5099	Library Insurance	17,000	15,035	0.88	\$1,965
5205	Maintenance Expense	25,000	15,852	0.63	\$9,148
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	75,000	76,161	1.02	(\$1,161)
5290	Memberships	9,000	6,823	0.76	\$2,177
5300, 5310, 5350	Office Expenses & Postage	77,500	68,899	0.89	\$8,601
5400	Prof./Specialized Services	204,950	132,157	0.64	\$72,793
5495, 5900, 5910	Programs	52,067	21,961	0.42	\$30,106
5500	Books/Library Materials	352,000	160,361	0.46	\$191,639
5600	Meetings/Professional Development	44,640	49,033	1.10	(\$4,393)
5700	Mileage/Parking	1,600	915	0.57	\$685
5800	Utilities	59,858	26,798	0.45	\$33,060
	<b>TOTAL</b>	<b>\$942,735</b>	<b>\$601,530</b>	<b>0.64</b>	<b>\$341,205</b>
	<b>OPERATING EXPENSES</b>	<b>\$2,877,217</b>	<b>\$2,274,586</b>	<b>0.79</b>	<b>\$602,631</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building & Improvements	\$30,000	-	0.00	\$30,000
4200	Equipment & Furniture	\$30,000	-	0.00	\$30,000
6100	Taxes and Assessments	\$10,000	8,559	0.86	\$1,441
	<b>TOTAL</b>	<b>\$70,000</b>	<b>8,559</b>	<b>0.12</b>	<b>\$61,441</b>
<b>CAPITAL PROJECT</b>					
5211	Renovation	\$4,100,000	2,168,539	0.53	\$1,931,461
	<b>TOTAL</b>	<b>\$4,100,000</b>	<b>2,168,539</b>	<b>0.53</b>	<b>\$1,931,461</b>
<b>TOTAL BUDGET</b>		<b>\$7,047,217</b>	<b>\$4,451,684</b>	<b>0.63</b>	<b>\$2,595,533</b>
Total Expenses without Renovation Expenses		\$2,947,217	\$2,283,145	0.77	\$664,072

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2018-2019 THROUGH THE MONTH OF MAY 2019

	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2017/18	YTD 2017/18	YTD 2017/18
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$39,542	1727	2023	\$42,665	2469	2669
Total Non-Fiction	\$12,120	474	728	\$33,054	1320	1919
Total Databases / E-Books	\$78,116	776	0	\$38,818	241	0
Total Audio Books	\$10,504	221	221	\$6,678	359	362
Total Educational DVDs	\$949	28	28	\$3,232	87	87
Total Entertainment DVDs	\$8,653	238	323	\$7,578	166	270
Total Library of Things	\$0	0	0	\$0	0	0
<b>YTD TOTAL MATERIALS</b>	<b>\$149,884</b>	<b>3464</b>	<b>3323</b>	<b>\$132,025</b>	<b>4642</b>	<b>5307</b>
Budget	\$272,000			\$255,689		
% Spent YTD	55%			52%		



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 MAY 2019

Prepared by Katie Matas, Librarian I

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$26,142	1014	1038	\$0	0	0	\$26,142	1014	1038	\$436	15	15	\$26,578	1029	1053
Total Adult Fiction	\$26,142	1014	1038	\$0	0	0	\$26,142	1014	1038	\$436	15	15	\$26,578	1029	1053
Adult Non-Fiction	\$10,521	407	469	\$0	0	0	\$10,521	407	469	\$520	18	18	\$11,051	425	487
Adult Reference	\$365	10	10	\$0	0	0	\$365	10	10	\$799	21	21	\$1,164	31	31
Adult Magazines	\$322	1	184	\$0	0	0	\$322	1	184	\$0	0	0	\$322	1	184
Total Adult Non-Fiction	\$11,208	418	663	\$0	0	0	\$11,208	418	663	\$1,329	39	39	\$12,537	457	702
TOTAL ADULT PRINT MATERIALS	\$37,350	1432	1701	\$0	0	0	\$37,350	1432	1701	\$1,765	54	54	\$39,115	1486	1755
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$10,504	217	217	\$0	0	0	\$10,504	217	217	\$0	0	0	\$10,504	217	217
Adult E-books	\$20,249	459	0	\$0	0	0	\$20,249	459	0	\$0	0	0	\$20,249	459	0
Adult Educational DVDs	\$949	28	28	\$0	0	0	\$949	28	28	\$0	2	2	\$949	30	30
Adult Entertainment DVDs	\$6,025	151	224	\$0	0	0	\$6,025	151	224	\$137	28	28	\$6,162	179	252
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$37,727	855	469	\$0	0	0	\$37,727	855	469	\$137	30	30	\$37,864	885	499
TOTAL ADULT MATERIALS	\$75,077	2,287	2,170	\$0	0	0	\$75,077	2,287	2,170	\$1,902	84	84	\$76,979	2,371	2,254
Young Adult Fiction	\$1,942	132	132	\$0	0	0	\$1,942	132	132	\$176	10	10	\$2,118	142	142
Total Young Adult Fiction	\$1,942	132	132	\$0	0	0	\$1,942	132	132	\$176	10	10	\$2,118	142	142
Young Adult Non-Fiction	\$242	15	16	\$0	0	0	\$242	15	16	\$0	0	0	\$242	15	16
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Non-Fiction	\$242	15	16	\$0	0	0	\$242	15	16	\$0	0	0	\$242	15	16
TOTAL YOUNG ADULT PRINT MATERIALS	\$2,184	147	148	\$0	0	0	\$2,184	147	148	\$176	10	10	\$2,360	157	158
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$3,224	92	0	\$159	4	4	\$3,383	96	4	\$0	0	0	\$3,383	96	4
Young Adult Video Games	\$725	12	12	\$0	0	0	\$725	12	12	\$751	30	30	\$1,477	42	42
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$3,950	104	12	\$159	4	4	\$4,109	108	16	\$751	30	30	\$4,860	138	46
Juvenile Fiction	\$11,458	591	853	\$0	0	0	\$11,458	591	853	\$419	33	34	\$11,877	624	887
Total Juvenile Fiction	\$11,458	591	853	\$0	0	0	\$11,458	591	853	\$419	33	34	\$11,877	624	887
Juvenile Non-Fiction	\$670	41	48	\$0	0	0	\$670	41	48	\$62	5	5	\$732	46	53
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$670	41	48	\$0	0	0	\$670	41	48	\$62	5	5	\$732	46	54
TOTAL JUVENILE PRINT MATERIALS	\$12,128	632	902	\$0	0	0	\$12,128	632	902	\$481	38	39	\$12,609	670	941
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	4	4	\$0	0	0	\$0	4	4	\$0	0	0	\$0	4	4
Juvenile E-books	\$4,667	211	0	\$0	0	0	\$4,667	211	0	\$0	0	0	\$4,667	211	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$1,802	75	87	\$0	0	0	\$1,802	75	87	\$0	0	0	\$1,802	75	87
TOTAL JUVENILE NON-PRINT MATERIALS	\$6,569	290	91	\$0	0	0	\$6,569	290	91	\$0	0	0	\$6,569	290	91
TOTAL JUVENILE MATERIALS	\$18,697	922	993	\$0	0	0	\$18,697	922	993	\$481	38	39	\$19,178	960	1032
Databases	\$49,976	14	0	\$0	0	0	\$49,976	14	0	\$0	0	0	\$49,976	14	0
E-books	\$28,140	762	0	\$159	4	4	\$28,299	766	4	\$0	0	0	\$28,299	766	4
TOTAL DATABASES / E-BOOKS	\$78,116	776	0	\$159	4	4	\$78,275	780	4	\$0	0	0	\$78,275	780	4
Total Fiction	\$39,542	1737	2023	\$0	0	0	\$39,542	1737	2023	\$1,031	58	59	\$40,573	1795	2082
Total Non-Fiction	\$12,120	474	728	\$0	0	0	\$12,120	474	728	\$1,391	44	44	\$13,511	518	772
Total Databases / E-books	\$78,116	776	0	\$159	4	4	\$78,275	780	4	\$0	0	0	\$78,275	780	4
Total Audio Books	\$10,504	221	221	\$0	0	0	\$10,504	221	221	\$0	0	0	\$10,504	221	221
Total Educational DVDs	\$949	28	28	\$0	0	0	\$949	28	28	\$0	2	2	\$949	30	30
Total Entertainment DVDs	\$8,653	238	323	\$0	0	0	\$8,653	238	323	\$686	58	58	\$9,341	296	381
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$149,884	3474	3323	\$159	4	4	\$150,043	3478	3327	\$5,310	162	163	\$155,353	3640	3490

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** Service Revenue Activities Report for May 2019  
**DATE:** June 14, 2019

**Net Revenue Summary for May 2019**

			YTD	YTD
	May-2019	May-2018	2018-2019	2017-2018
Passport	21,665.00	32,516.00	199,040.03	214,542.50
Passport Photos	3,348.00	5,208.00	31,924.25	54,375.00
Test Proctor	100.00	700.00	5,150.00	8,750.00
Fines & Fees	301.38	1,647.38	12,046.08	20,335.27
Meeting Room	0.00	90.00	340.00	2,755.00
<b>Total</b>	<b>25,414.38</b>	<b>40,161.38</b>	<b>248,500.36</b>	<b>300,757.77</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** Personnel Report for May 2019  
**DATE:** June 14, 2019

	May-19	May-18	YTD 2018-2019	YTD 2017-2018
Separation	0	0	2	7
Retirement	0	0	0	0
Appointments	2	0	7	11
Open Positions	1	0	5	8
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>14</b>	<b>26</b>

SEPARATION: None  
 RETIREMENT: None  
 APPOINTMENTS: Victor Meza, Library Assistant – Teen Services  
 Sabrina Rosengren, Library Assistant – Literacy  
 OPEN POSITIONS: Library Clerk, Support Services



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Technology Manager

**SUBJECT:** Circulation Activity Report: **May 2019**

**DATE:** June 14, 2019

<u>CIRCULATION</u>	May-19	May-18	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
New Patron Registrations	76	397	2,041	3,158	-35.4%
Total Circulation	3,700	22,394	146,499	242,017	-39.5%
Total Active Borrowers*	5,727	7,742			
Attendance	7,150	25,638	175,465	272,237	-35.5%
Adult Fiction	349	2,309	11,470	27,416	-58.2%
Adult Nonfiction	189	2,233	6,867	21,275	-67.7%
Adult Magazines	0	233	559	2,098	-73.4%
Adult Music CDs	0	95	97	1,041	-90.7%
Adult Audio Books	156	550	2,738	5,706	-52.0%
Adult DVDs	1,086	2,248	18,150	25,375	-28.5%
Library of Things	24	33	1,541	269	NA
YA Fiction	77	973	3,799	11,797	-67.8%
YA Nonfiction	7	87	448	1,083	-58.6%
YA Audio Books	0	0	0	0	0.0%
Video Games	76	51	706	660	7.0%
JV Fiction	118	10,074	46,529	106,541	-56.3%
JV Nonfiction	1,094	2,054	7,547	25,556	-70.5%
JV Magazines	0	2	30	30	0.0%
JV Music CDs	0	15	66	285	-76.8%
JV Audio Books	0	46	32	438	-92.7%
JV DVDs	521	1,391	8,608	15,560	-44.7%
* YTD % change not applicable.					

**TEST PROCTORING**

May 2019	May 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
2	14	107	155	-31%

**PATRON COUNT**

Gate Count					Hours Open	Average Per Hour	Open 30 days
May 2019	May 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change	278	23	
6,331	24,507	138,961	264,464	-90%			
Open 30 days; Closed 1 day (8 hours)					245		
Outside Gate Counts					Library Attendance Total		
Adult/Teen Programs			245		7,150		
Children Programs			241				
Outreach Events			333				
Meeting Room Rentals			0				
<b>TOTAL</b>			<b>819</b>				

**PASSPORTS**

May 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		4	3	2	3	8	37	57
10:00		3	5	8	6	2	37	61
11:00		3	5	3	4	5	36	56
12:00		8	6		7	3	34	58
1:00	34	7	3	2	5	8	29	88
2:00	33	11	12	5	10	6	26	103
3:00	28	7	11	9	15	10	29	109
4:00	7	10	12	6	10	1	2	48
5:00		17	7	15	16			55
6:00		14	10	17	15			56
7:00		1		4	7			12
<b>DAY TOTALS</b>	<b>102</b>	<b>85</b>	<b>74</b>	<b>71</b>	<b>98</b>	<b>43</b>	<b>230</b>	<b>703</b>

May 2019	May 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
703	876	5943	7227	-22%

**STAFF ACTIVITY**

- Katie attended Friday Huddles on May 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 31<sup>st</sup>.
- Jon, Katie, and Estella participated in a phone meeting with Anaheim pertaining to the ILS system changes on May 7<sup>th</sup>.
- Katie attended the all staff meeting on May 20<sup>th</sup>.
- Jon, Katie, Estella, Laura, Beatrice, Tim, and Christie participated in a Support Services staff meeting on May 16<sup>th</sup>.
- Jon attended 2 CSDA webinars.
- Staff attended the Police and Fire recognition breakfast.
- Support Services staff attended 2 staff recognition luncheons.
- Jon attended a meeting at Anaheim Central library about the separation.
- Tim worked at the LOT 318 homework club on April 3, 10, 17 and 24.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through May 2019  
**DATE:** June 14, 2019

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND'S (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	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19							
<b>TOTAL</b>		<b>\$54,597.68</b>	<b>\$14,692.22</b>	<b>\$1,425.00</b>	<b>\$92.98</b>	<b>0.00</b>	<b>\$70,807.88</b>

*\* City Billing  
 Not Received*

PERIOD IN FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF	GROUND'S	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
<b>TOTAL</b>		<b>\$70,775.83</b>	<b>14,617.27</b>	<b>1,467.50</b>	<b>109.25</b>	<b>0.00</b>	<b>\$86,969.85</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Administration Report for May 2019

**DATE:** June 14, 2019

**Meetings:**

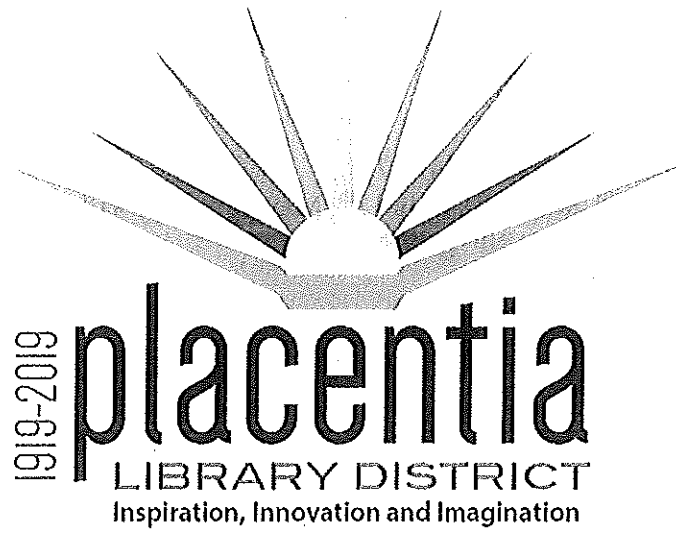
- Library Board of Trustees: May 17<sup>th</sup>
- Huddles: May 3<sup>rd</sup>, May 10<sup>th</sup>, May 17<sup>th</sup>, May 24<sup>th</sup>, May 31<sup>st</sup>
- All Staff Meeting: May 20<sup>th</sup> & 30<sup>th</sup>
- PLFF: May 13<sup>th</sup>, 14<sup>th</sup>
- Fundraising Committee: May 17<sup>th</sup>
- Summer Reading Celebration: May 15<sup>th</sup>,
- Anaheim Public Library: May 23<sup>rd</sup> to discuss shared ILS
- Johnson Controls, Inc. (JCI): May 2<sup>nd</sup>, May 16<sup>th</sup>, May 23<sup>rd</sup>, May 30<sup>th</sup>
- Vincor Construction, Inc.: May 7<sup>th</sup>, May 14<sup>th</sup>, May 28<sup>th</sup>
- Anaheim Public Library: May 16<sup>th</sup> to discuss dissolution of shared integration library system (ILS) for fiscal year 2019-2020.
- City of Placentia, Placentia Police Department, Johnson Controls, Inc., and Placentia Library District meeting: May 23<sup>rd</sup> to discuss power down and separation of shared power meter between the City and Library.

**Facilities:**

- May 24<sup>th</sup>: Placentia Library District new meter live.

**Training/Workshops/Conference:**

- Webinar *Do You Have the Evidence: Employment Documentation* : May 9<sup>th</sup>
- Training with Mr. Robert Housley, Accounting Consultant: May 14<sup>th</sup>
- CSDA Legislative Days: May 20<sup>th</sup> – 22<sup>nd</sup>
- Special District Summit: May 30<sup>th</sup>



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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 May 2019  
**DATE:** June 14, 2019

**MONTHLY STATISTICS**

**Program Statistics**

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	May	May	May	May	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2019	2019	2018	2018	2018-19	2018-19	2017-18	2017-18	17/18-18/19	17/18-18/19
Storytime	1	60	9	376	79	3,600	121	5,024	-34.71%	-28.34%
Educational	11	28	22	487	132	7,398	180	4,813	-26.67%	53.71%
Reading	0	0	1	60	11	1,645	25	2,222	-56.00%	-25.97%
Seasonal	1	155	0	0	4	2,914	6	2,826	-33.33%	3.11%
Totals	13	243	32	923	185	13,580	332	14,885	-44.28%	-8.77%

**Reference/Computer Usage Statistics**

	May	May	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2018-2019	2017-2018	% change
Reference—in person	264	780	3,694	5,679	-34.95%
Reference--telephone	9	23	186	272	-31.62%
<b>Total Reference</b>	<b>273</b>	<b>803</b>	<b>3,880</b>	<b>5,951</b>	<b>-34.80%</b>
*Children's computer usage	0	892	2,449	8,597	-71.51%

\*Public access computers are no longer available to the public.

**ACHIEVEMENTS**

- Venessa Faber developed and delivered a special Star Wars storytime “May the 4th Be With You” on May 4<sup>th</sup>.
- Venessa Faber developed and delivered a storytime for the Paw Fest event on May 11<sup>th</sup>.
- Lori Worden continued to participate in outreach at Tynes Elementary School.
- Ana Balderas continued to participate in outreach at LOT 318.
- Lori Worden attended Ruby Drive and Brookhaven Elementary Schools to promote the Summer Reading Program on May 28<sup>th</sup>, 29<sup>th</sup>, 20<sup>th</sup> and 31<sup>st</sup>.
- Deanna White attended Ruby Drive Elementary school to promote the Summer Reading Program on May 30<sup>th</sup>.
- Kathy Carn assisted with interview at Newport Beach Public Library on May 30<sup>th</sup>.

**MEETINGS**

- Kathy Carn met with members of the ILS transition committee (PLD and Anaheim) on May 7<sup>th</sup>.
- Kathy Carn attended the SLS Children's Committee meeting at Huntington Beach Public Library on May 13<sup>th</sup>.
- Kathy Carn met with members of the Summer Reading Celebration Committee on May 15<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for Supervisors Meetings on May 15<sup>th</sup> and 22<sup>nd</sup>.
- Kathy Carn met with Yesenia Baltierra to discuss Children's Services on May 16<sup>th</sup> and 29<sup>th</sup>.
- Kathy Carn, Deanna White, Lori Worden and Ana Balderas attended the All Staff Meeting on May 20<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for a Tutor.com demonstration on May 22<sup>nd</sup>.

**PROFESSIONAL DEVELOPMENT**

- Deanna White completed the OCLC "Supercharged Storytime" training on May 2<sup>nd</sup>.
- Venessa Faber participated in the webinar "Embracing Risk-Friendly Learning" on May 8<sup>th</sup>.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Public Services Manager

**SUBJECT:** Adult Services Report for May 2019

**DATE:** June 14, 2019

**MONTHLY STATISTICS**

<b>Information Desk Activity</b>	<b>May 2019</b>	<b>May 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
Information -- in person	889	1,721	13,238	16,879	-21.57%
Information -- telephone	563	825	6,508	7,688	-15.35%
Information -- email/chat	13	14	51	143	-64.34%
Technology assistance	0	281	1,348	2,801	-51.87%
Guest passes	0	74	635	748	-15.11%
Adult and Children's computer use (desktops)	0	2,133	8,648	23,321	-62.92%
Adult computer usage (desktop)	0	1,878	9,032	19,274	-53.14%
Public computer use (express laptops)	0	18	11	140	-92.14%

<b>History Room Activity</b>	<b>May 2019</b>	<b>May 2018</b>	<b>Y-T-D FY2018-19</b>	<b>Y-T-D FY2017-18</b>	<b>Y-T-D % change</b>
History Room Visitors	4	480	46	575	-92.00%

<b>Volunteer Hours</b>	<b>May 2019</b>	<b>May 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
History Room	23.75	22.75	154.5	516.25	-70.07%
PLFF	277.75	376.58	3739.85	4669.29	-19.91%
General Library	72	370.92	2180.44	5940.29	-63.29%
Technology	0	0	0	20	-100.00%
Homework Club	40.75	69.75	545.25	612.6	-10.99%
Adult Literacy Tutors	112.52	161.25	1413.21	1995.75	-29.19%
PTAC	31.5	51.25	721	1017.5	-29.14%
Summer Reading Program	0	0	675.75	1365.62	-50.52%
<b>Total Volunteer Hours</b>	<b>558.27</b>	<b>1052.5</b>	<b>9430</b>	<b>16137.3</b>	<b>-41.56%</b>

<b>Public Services Outreach Activity</b>	<b>May 2019</b>	<b>May 2018</b>	<b>Y-T-D FY2018-19</b>	<b>Y-T-D FY2017-18</b>	<b>Y-T-D % change</b>
Outreach Visits	15	3	181	33	448.48%

Outreach Attendance	333	829	5446	13824	-60.60%
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**Adult Programs**

Type of Program	Number of Programs May	Attendance May	Number of Programs May	Attendance May	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	9	2	16	11	70	-81.82%	-77.14%
Computer Workshops	0	0	0	0	0	0	13	138	-100.00%	-100.00%
Educational Programs	0	0	0	0	3	99	11	2,377	-72.73%	-95.84%
Fine Art Programs	0	0	1	16	3	341	10	260	-70.00%	31.15%
Health & Fitness Programs	0	0	0	0	0	0	13	269	-100.00%	-100.00%
History Room Programs	2	118	6	510	9	630	12	677	-25.00%	-6.94%
Home and Lifestyle Programs	0	0	0	0	0	0	3	330	-100.00%	-100.00%
Literacy Programs	7	92	8	87	56	769	68	712	-17.65%	8.01%
Reading Programs	0	0	0	0	5	654	5	595	0.00%	9.92%
Volunteer Programs	1	14	1	19	7	92	18	223	-61.11%	-58.74%
<b>Totals</b>	<b>10</b>	<b>224</b>	<b>17</b>	<b>641</b>	<b>85</b>	<b>2,601</b>	<b>164</b>	<b>5,651</b>	<b>-48.17%</b>	<b>-53.9%</b>

Literacy	YTD1819	YTD1718	% Change
English Literacy Students	60	47	27.66%
Students Graduated	8	17	-52.94%
English Literacy Tutors	46	39	17.95%

**Teen Programs**

Type of Program	Number of Programs May	Attendance May	Number of Programs May	Attendance May	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	0	0	0	0	4	19	6	88	-33.33%	-78.41%
Friday Flicks	0	0	4	13	7	29	38	155	-81.58%	-81.29%
PTAC	1	21	2	37	20	415	24	520	-16.67%	-20.19%
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	0	0	1	14	4	39	-75.00%	-64.10%
The Vault	0	0	1	0	2	167	5	241	-60.00%	-30.1%
<b>Totals</b>	<b>1</b>	<b>21</b>	<b>7</b>	<b>50</b>	<b>37</b>	<b>926</b>	<b>80</b>	<b>1,231</b>	<b>-53.75%</b>	<b>-24.78%</b>

**ACHIEVEMENTS**

- Sally Federman coordinated RWS Club on May 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>.
- Sally Federman coordinated a Literacy Writing Workshop on May 18<sup>th</sup>.
- Sally Federman coordinated BINGO program and awarded prizes on May 18<sup>th</sup>.
- Victor Meza coordinated a PTAC meetings on May 16<sup>th</sup>.
- Victor assisted in Mrs. Kim's class at Tynes Elementary on May 8<sup>th</sup> and 22<sup>nd</sup>.
- Michelle Meades and Victor Meza coordinated the volunteer orientation on May 28<sup>th</sup>.
- Michelle Meades coordinated 3<sup>rd</sup> grade outreach on May 30<sup>th</sup> and May 31<sup>st</sup>.
- Adult Services Staff reorganized the PLFF bookstore May 15<sup>th</sup> and 16<sup>th</sup>.
- Wendy Amireh participated in the Buena Park interviews on May 6<sup>th</sup>.
- Sally Federman and Wendy Amireh coordinated the Literacy Promotion and Recognition on May 2<sup>nd</sup>.
- Managed and coordinated the Paw Fest event on May 11<sup>th</sup>.

**MEETINGS**

- Wendy Amireh and Yesenia Baltierra met on May 14<sup>th</sup> and 30<sup>th</sup>.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on May 15<sup>th</sup> and 22<sup>nd</sup>.
- Wendy Amireh attended Kiwanis meetings on May 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup>.
- Michelle Meades met with the Wendy Amireh on May 7<sup>th</sup>, 13<sup>th</sup>, and 28<sup>th</sup>.
- Michelle Meades met with Victor Meza on May 14<sup>th</sup> and 28<sup>th</sup>.
- Michelle Meades attended the Library Innovation Grant meetings on May 2<sup>nd</sup> and May 3<sup>rd</sup>.
- Wendy Amireh and Michelle Meades attended the Public Services signage meeting on May 8<sup>th</sup>.
- Michelle Meades attended the Signage Committee meeting on May 8<sup>th</sup>.
- Sally Federman met with Literacy Workshop instructor Laura Poladian on May 17<sup>th</sup>.
- Sally Federman met with a prospective Literacy tutor on May 21<sup>st</sup>.
- Sally Federman gave a Literacy progress assessment on May 28<sup>th</sup>.
- Michelle Meades, Wendy Amireh, Victor Meza, Sally Federman, Yesenia Baltierra, and Sabrina Rosengren attended the staff meeting on May 30<sup>th</sup>.
- Victor Meza met with Wendy Amireh on May 6<sup>th</sup> and 23<sup>rd</sup>.
- Victor Meza met Katie for Ingram training on May 21<sup>st</sup>.
- Victor Meza attended the SLS Teen Service meeting on May 15<sup>th</sup>.
- Wendy Amireh participated in the ILS meeting on May 7<sup>th</sup>.
- Wendy Amireh participated in the SRC meeting led by Yesenia Baltierra on May 15<sup>th</sup> and 29<sup>th</sup>.
- Yesenia Baltierra and Wendy Amireh participated in the interview panel for the Library Assistant-Teen Services on May 13<sup>th</sup>.
- Wendy Amireh attended the SLS Adult Services meeting on May 14<sup>th</sup>.
- Jeannie Killianey met with Wendy Amireh on May 13<sup>th</sup>.
- Jeannie Killianey met with Victor Meza on May 13<sup>th</sup>.
- Yesenia Baltierra attended the Huddle meetings on May 3<sup>rd</sup>, 10<sup>th</sup>, and 24<sup>th</sup>.
- Yesenia Baltierra met with Jon Legree on May 6<sup>th</sup>.
- Yesenia Baltierra met with Alyssa Stolze on May 7<sup>th</sup> and 24<sup>th</sup>.
- Yesenia Baltierra attended zoom meeting regarding ILS system on May 7<sup>th</sup>.
- Yesenia Baltierra attended the LMT meeting on May 7<sup>th</sup>.
- Yesenia Baltierra attended the Placita Santa Fe Merchants' meeting on May 14<sup>th</sup>.
- Yesenia Baltierra attended the PCC meeting on May 21<sup>st</sup>.
- Yesenia Baltierra met with a representative from Tutor.com on May 22<sup>nd</sup>.

- Yesenia Baltierra met with a representative from Hoopla on May 28<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Michelle Meades attended the Immigrant Engagement Webinar on May 7<sup>th</sup>.
- Victor Meza attended YALSA Teen Services with Impact workshop on May 20<sup>th</sup>.
- Yesenia Baltierra attended the Leadership Challenge presentations on May 8<sup>th</sup> and 9<sup>th</sup>.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Tim Worden, Emerging Technologies Assistant

**SUBJECT:** Placentia Library Website & Technology Report for May 2019

**DATE:** June 14, 2019

<u>On-line database usage</u>	May 2019	Onsite Usage 5/19	Remote Usage 5/19	May 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Library Catalog	76,995	N/A	N/A	14,431	271,754	193,832	40%
General Reference Center	152	31	121	8	1,103	401	175%
Biography In Context	55	21	34	24	3,935	3,753	5%
Opposing Viewpoints	67	34	33	6	4,154	1,612	158%
Consumer Reports (new July 2016)	209	N/A	N/A	108	1,586	885	79%
Freegal	885	N/A	N/A	976	9,818	11,294	-13%
Heritage Quest	61	N/A	N/A	88	1,193	2,859	-58%
Overlist	11	N/A	N/A	15	463	305	52%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	449	219	913	-76%
Pronunciator	9	N/A	N/A	13	228	477	-52%
ABC Mouse	72	N/A	N/A	620	489	1,213	-60%
ABC Mouse - Bring Reading Home (New March 2018)	Data Not Available	N/A	N/A	7	11	N/A	N/A
World Book Online (New February 2018)	3	N/A	N/A	1	46	N/A	N/A
Career Cruising	1	N/A	N/A	8	46	95	-52%
Tumblebooks	61	N/A	N/A	113	823	1,191	-31%
Reference USA	85	N/A	N/A	145	1,964	3,163	-38%
Enki	6	N/A	N/A	4	29	123	-76%
Hoopla	1191	N/A	N/A	801	11,671	7,663	52%
Overdrive e-books	1,593	N/A	N/A	1,397	17,613	17,552	0%
Overdrive audio books	1,198	N/A	N/A	877	11,327	11,101	2%
Overdrive e-books - Placentia Advantage (New March 2018)	1,520	N/A	N/A	1,453	4,502	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,462	N/A	N/A	1,470	4,300	N/A	N/A
Zinio	196	N/A	N/A	49	1,441	867	66%
<b>TOTAL DATABASE USAGE</b>	<b>85,832</b>	<b>86</b>	<b>188</b>	<b>23,063</b>	<b>348,715</b>	<b>259,299</b>	<b>34%</b>

<b>Computer &amp; Online Resource Use</b>					
	<b>May 2019</b>	<b>May 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
Placentia Residents	773	968	10,694	17,084	-37%
Non-Placentia Residents	631	730	8,492	12,417	-32%
<b>Total</b>	<b>1,404</b>	<b>1,698</b>	<b>19,186</b>	<b>29,501</b>	<b>-35%</b>

<b>Website Traffic</b>					
	<b>May 2019</b>	<b>May 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
Website visits	7,626	10,557	88,022	131,499	-33%
Page Hits	14,001	17,407	152,624	221,874	-31%
Users	4,152	6,116	48,873	76,464	-36%
Pages/Session	1.84	1.65	N/A	N/A	N/A
Avg. Session Duration	00:02:22	00:02:20	N/A	N/A	N/A
% New Sessions	70	N/A	N/A	N/A	N/A

<b>Wifi Use</b>					
	<b>May 2019</b>	<b>May 2018</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D 2017-18</b>	<b>Y-T-D % change</b>
<b>Total</b>	<b>4,342</b>	<b>1,832</b>	<b>22,439</b>	<b>21,020</b>	<b>7%</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize an amendment to the Library Board of Trustee's vote on the Integrated Library System (ILS) and enter into a five-year contract with SirsiDynix.

**DATE:** June 14, 2019

**BACKGROUND**

On July 20, 1993, the Placentia Library District entered into an Agreement for the City of Anaheim to provide an automated library service system, Dynix. The system included the following online services: circulation, catalog, batch services, electronic mail system, offline backup system, LC/MARC and Brodart databases.

The Agreement between the District and the City of Anaheim was renewed on June 28, 2017. During this time, the City of Anaheim, along with the District, reviewed proposals for an integrated library system (ILS). The outcome resulted in contract with SirsiDynix. The District's cost for the ILS service through the City of Anaheim is currently \$34,000. The letter of termination from the Agreement was submitted on March 29, 2019. Representatives from the District and the City of Anaheim met on April 30, 2019 with a follow-up conference call on May 7, 2019 to discuss the planning, FAQ development, logistics, training, and messaging, moving forward with independent ILS for the District. A May 23<sup>rd</sup> meeting is scheduled to finalize the messaging and FAQs.

At the May 17, 2019 Library Board of Trustees Meeting, the Board awarded a one-year contract with SirsiDynix to provide ILS and directed staff to pursue discussion with The Library Corporation (TLC) for a multi-year agreement, beginning with fiscal year 2020-2021.

After several communications with SirsiDynix, library staff negotiated a five-year agreement with SirsiDynix that resulted in savings for the District. The annual costs are as follows:

- First year -- \$24,052
- Second year -- \$19,081
- Third year -- \$19,132
- Fourth year -- \$19,184
- Fifth year - \$19,239

Compared to the cost the District currently pays for a shared ILS with the City of Anaheim, SirsiDynix's agreement saves the District 30% the first year and an average of 45% the following years,

Staff recommends the Library Board of Trustees amends the May 17, 2019 vote on the ILS matter.

Attachment A is SirsiDynix's Agreement and Quote

FISCAL IMPACT: \$100,688 for five years

**RECOMMENDATIONS**

1. Authorize an amendment to the Library Board of Trustee's vote on the Integrated Library System (ILS); and
2. Authorize the District to enter into a five-year contract with SirsiDynix and President Carline to sign the Agreement.
3. Authorize by a Roll Call Vote.
4. Roll Call Vote.



Pending Final Executive Approval

As of May 24, 2019

SirsiDynix Quote for Placentia Public Library

Horizon SaaS Migration Quote

	Mx Cap	5 Year Agreement SaaS Horizon					5 Year Total
		0% Year 1	0.00% Year 2	0.00% Year 3	0.00% Year 4	0.00% Year 5	
<b>Horizon SaaS</b>							
SaaS Subscription**		\$16,580	\$16,580	\$16,580	\$16,580	\$16,580	\$82,900
Includes: Horizon SaaS Products, Core Catalog, Circulation Debt collect, SIP2 Licenses, & 30 Staff Licenses SIP2 Licenses (2) Acquisitions, EDI & 9xx Serials Inventory & Authority Control							
Enterprise eRC Annual Subscription (2 Connectors)	Included	Included					\$0 \$0
BC Analytics (Essentials)	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$6,000
SaaS Migration Services, Installation, & Training	\$20,080						\$20,080
SaaS Migration Discount - 75%	(\$15,060)						(\$15,060)
<b>Total Horizon SaaS Migration</b>	<b>\$22,800</b>	<b>\$17,780</b>	<b>\$17,780</b>	<b>\$17,780</b>	<b>\$17,780</b>	<b>\$17,780</b>	<b>\$93,920</b>
<b>3rd Party Vendors</b>			3.90%	3.90%	3.90%	3.90%	
Enriched Content - 3.9% Uplift per Vendor	\$1,252	\$1,301	\$1,352	\$1,404	\$1,459	\$1,459	\$6,768
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Other Products &amp; 3rd Party Products</b>	<b>\$1,252</b>	<b>\$1,301</b>	<b>\$1,352</b>	<b>\$1,404</b>	<b>\$1,459</b>	<b>\$1,459</b>	<b>\$6,768</b>
<b>Total Horizon SaaS &amp; 3rd Party Products</b>	<b>\$24,052</b>	<b>\$19,081</b>	<b>\$19,132</b>	<b>\$19,184</b>	<b>\$19,239</b>	<b>\$19,239</b>	<b>\$100,688</b>

SirsiDynix Quote for Placentia Public Library

Horizon SaaS Migration Quote

	Mx Cap	3 Year Agreement SaaS Horizon			3 Year Total
		0% Year 1	0.00% Year 2	2.90% Year 3	
<b>Horizon SaaS</b>					
SaaS Subscription**		\$16,580	\$16,580	\$17,061	\$50,221
Includes: Horizon SaaS Products, Core Catalog, Circulation Debt collect, SIP2 Licenses, & 30 Staff Licenses SIP2 Licenses (2) Acquisitions, EDI & 9xx Serials Inventory & Authority Control					
Enterprise eRC Annual Subscription (2 Connectors)	Included	Included			\$0 \$0
BC Analytics (Essentials)	\$1,200	\$1,200	\$1,234.80		\$3,635
SaaS Migration Services, Installation, & Training	\$20,080				\$20,080
SaaS Migration Discount - 65%	(\$13,052)				(\$13,052)
<b>Total Horizon SaaS Migration</b>	<b>\$24,808</b>	<b>\$17,780</b>	<b>\$18,296</b>		<b>\$60,884</b>
<b>3rd Party Vendors</b>			3.90%	3.90%	
Enriched Content - 3.9% Uplift per Vendor	\$1,252	\$1,301	\$1,352		\$3,905
	\$0	\$0	\$0		\$0
<b>Total Other Products &amp; 3rd Party Products</b>	<b>\$1,252</b>	<b>\$1,301</b>	<b>\$1,352</b>		<b>\$3,905</b>
<b>Total Horizon SaaS &amp; 3rd Party Products</b>	<b>\$26,060</b>	<b>\$19,081</b>	<b>\$19,647</b>		<b>\$64,788</b>

## MASTER AGREEMENT BETWEEN PLACENTIA LIBRARY AND SIRSIDYNIX

### 1. PURPOSE AND SCOPE

**1.1 Parties and Effective Date.** This Master Agreement (the "Master Agreement") is entered into between Sirsi Corporation dba SirsiDynix ("SirsiDynix") and the customer identified in the signature block below ("Customer"), with effect on the date of the last signature below ("Effective Date").

**1.2 Purpose.** This Master Agreement establishes the general terms and conditions to which the parties have agreed with respect to the provision of Products by SirsiDynix to Customer. Additional terms for the purchase of a specific Product are set forth in the Quote(s). By signing below, the parties acknowledge receipt of and agree to be bound by the terms and conditions of this Master Agreement and the Quote(s) for Products purchased by Customer. All pre-printed or standard terms of any Customer purchase order or other business processing document shall have no effect.

**1.3 Incorporation of Quotes.** "Quote" means the document(s), regardless of actual name, executed by the parties which is incorporated by reference into the terms of this Master Agreement, and describes order-specific information, such as description of Product ordered, License Metrics, fees, statements of work, exhibits and milestones. At any time after execution of the Master Agreement and the initial Quote, Customer may purchase additional Products or otherwise expand the scope of existing licenses or Subscriptions granted under a Quote, upon SirsiDynix receipt and acceptance of a new Quote specifying the foregoing.

**1.4 Incorporation of EULAs.** Customer's use of any Third Party Products licensed hereunder or incorporated in the Products may be subject to, and Customer shall sign and comply with, any applicable EULAs.

**1.5 Order of Precedence.** To the extent any terms and conditions of this Master Agreement conflict with the terms and conditions of a Quote, the terms and conditions of the Master Agreement shall control, except where the Quote expressly states the intent to supersede a specific portion of the Master Agreement. To the extent any terms and conditions of this Master Agreement conflict with the terms and conditions of an EULA, the terms and conditions of the EULA shall control.

### 2. PRODUCTS USE RIGHTS; TITLE

**2.1 Generally.** Customer's purchase of Products under this Master Agreement may include from time-to-time Software, Subscriptions, Services, and/or Hardware. The following provisions under this Section 2 apply if relevant to the type of Product purchased pursuant to a Quote.

**2.2.1 Software License.** Subject to the terms and conditions of this Master Agreement including without limitation the restrictions set forth in Section 2.7 and Section 2.9 and timely payment of the applicable fees, SirsiDynix hereby grants to Customer a limited, non-exclusive, and non-transferable license to (i) install, run and use the Software identified in the Quote in the Operating Environment solely for Internal Business Purposes, and (ii) use the Documentation in connection with such use of the Software. Customer may not make copies of the Software except a reasonable number of machine-readable copies solely for internal backup or archival purposes. All Intellectual Property rights notices must be reproduced and included on such copies. Customer shall maintain accurate and up-to-date records of the number and location of all copies of the Software and inform SirsiDynix in writing of such upon request. **2.2.2** Unless otherwise set forth in a Quote, the Software shall not be simultaneously loaded and operated on more than one hardware platform, except temporarily during the process of platform

migration. **2.2.3** Customer shall use the Third Party Products solely in conjunction with the SirsiDynix Software and Customer shall have no broader rights with respect to the Third Party Products than it has to the SirsiDynix Software. SirsiDynix may add and/or substitute functionally equivalent products for any third party items in the event of product unavailability, end-of-life, or changes to software requirements.

**2.3.1 Subscriptions.** For Subscriptions purchased by Customer, and subject to the terms and conditions of this Master Agreement including without limitation the restrictions set forth in Sections 2.7 and 2.9 and timely payment of the applicable fees, SirsiDynix grants to Customer the right to access and use the Subscription identified in the Quote solely for Internal Business Purposes and to use the Documentation in connection with such access and use for the Term. SirsiDynix shall use commercially reasonable efforts to make the Subscription Services available 24x7, except for scheduled downtime events, or emergency downtime events, or Internet service provider failures or delays. SirsiDynix will use commercially reasonable efforts to perform scheduled downtime events outside of normal business hours. Customer acknowledges that the Subscription Services may be subject to limitations, delays, and other problems inherent in the use of the Internet and electronic communications. SirsiDynix is not responsible for any delays, delivery failures, or other damage resulting from such problems. **2.3.2** Customer is solely responsible for obtaining and maintaining at its own expense, all equipment that may be needed to access Subscriptions, including without limitation, Internet connections. Customer understands that Subscription communications may traverse an unencrypted public Internet connection and that use of the Internet provides the opportunity for unauthorized third parties to illegally gain access to Customer Data. Accordingly, SirsiDynix does not guaranty the privacy, security or authenticity of any information transmitted over or stored in any system connected to the Internet. Customer shall not encrypt Subscription traffic except as may be available through the SirsiDynix VPN solution. **2.3.3** Customer is responsible for maintaining the confidentiality of all passwords and for ensuring that each password is used only by the authorized user. Customer is responsible for all activities that occur under Customer's account. Customer agrees to immediately notify SirsiDynix of any unauthorized use of Customer's account or any other breach of security known to Customer. SirsiDynix shall have no liability for any loss or damage arising from Customer's failure to comply with these requirements. **2.3.4** Customer shall be solely responsible for the accuracy, quality, integrity and legality of Customer Data and of the means by which it acquired Customer Data. Customer acknowledges and agrees that SirsiDynix does not monitor or police the content of communications or data of Customer or its users transmitted through the Subscriptions, and that SirsiDynix shall not be responsible for the content of any such communications or transmissions. Customer shall use the Subscriptions exclusively for authorized and legal purposes, consistent with all applicable laws and regulations. Customer agrees not to post or upload any content or data which (a) is libelous, defamatory, obscene, pornographic, abusive, harassing or threatening; (b) contains viruses or other contaminating or destructive features; (c) violates the rights of others, such as data which infringes on any intellectual property rights or violates any right of privacy or publicity; (d) constitutes sensitive personal information such as social security numbers, credit card information, or drivers license numbers; or (e) otherwise violates any applicable law. Customer further agrees not to interfere or disrupt networks connected to the Subscriptions, not to interfere with another customer's use

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and enjoyment of similar services and to comply with all regulations, policies and procedures of networks connected to the Subscriptions. SirsiDynix may remove any violating content posted or transmitted on or through the Subscriptions, without notice to Customer. SirsiDynix may suspend or terminate any user's access to the Subscriptions upon notice in the event that SirsiDynix reasonably determines that such user has violated these terms and conditions. 2.3.6 The provision of third party Subscriptions is subject to availability from third party providers and SirsiDynix shall have no liability should such Subscription become unavailable for any reason or is no longer available under reasonable commercial terms. 2.3.6 In the event that Customer is locally hosting Subscription Software, SirsiDynix hereby grants to Customer, subject to the terms and conditions of this Master Agreement including without limitation the restrictions set forth in Section 2.7 and Section 2.9 and timely payment of the applicable fees, a limited, non-exclusive, non-transferable grant of use to locally install and use the Subscription Software solely for Customer's internal business purposes. The grant of use for Subscription Software is not a license and remains in effect only while Customer is timely paying its Subscription fees to SirsiDynix. If Customer fails to timely pay Subscription fees, Customer must immediately discontinue use of and certify to SirsiDynix the removal of Subscription Software.

**2.4.1 Services.** Services are described in the Quote. SirsiDynix shall be responsible for securing, managing, scheduling, coordinating and supervising SirsiDynix personnel, including its subcontractors, in performing any Services. Any change to the scope of Services must be in writing signed by both parties. Once executed by both parties, a change shall become a part of the Quote. **2.4.2** Customer acknowledges and agrees that SirsiDynix performance is dependent upon the timely and effective satisfaction of Customer's responsibilities hereunder and timely decisions and approvals of Customer in connection with the Services. SirsiDynix shall be entitled to rely on all decisions and approvals of Customer. Customer's data must be provided to SirsiDynix in a format reasonably approved by SirsiDynix or additional charges will apply. Customer shall be responsible for providing secured access to Customer's systems to SirsiDynix. SirsiDynix alone shall decide whether such access is sufficient for the performance of Services.

**2.5. Software Maintenance.** **2.5.1** Subject to Customer's timely payment of applicable fees, SirsiDynix will provide during the Term Maintenance services for the Software in accordance with the maintenance plan indicated in the Quote, provided however that with respect to Third Party Products, SirsiDynix's obligation to offer Maintenance is limited to using commercially reasonable efforts to obtain Maintenance from the third party owner of such Software. All licenses in Customer's possession must be supported under the same maintenance plan. **2.5.2** Updates are provided if and when available, and SirsiDynix is under no obligation to develop any future programs or functionality. **2.5.3** SirsiDynix is under no obligation to provide Maintenance with respect to: (i) a Product that has been altered or modified by anyone other than SirsiDynix or its licensors; (ii) a release for which Maintenance has been discontinued; (iii) a Product used other than in accordance with the Documentation or other than on the Operating Environment; (iv) discrepancies that do not significantly impair or affect the operation of the Product; or (v) any systems or programs not supplied by SirsiDynix. **2.5.4** For the avoidance of doubt, Updates provided under Maintenance services are subsequent minor or maintenance releases to the standard Products, excluding custom development or customizations whether such customizations are performed by SirsiDynix or by Customer or a third party. SirsiDynix reserves the right to charge Client for any reintegration work required to make customizations compatible with future releases. **2.5.5** If ordered, Maintenance must be ordered for all Software and all associated License Metrics licensed by Customer. Customer may not purchase or renew Maintenance for a subset of its licenses only. **2.5.6** If an Error was corrected or is not present in a more current release of the Product, SirsiDynix shall have no obligation to correct such Errors in prior releases of the Software. **2.5.7** Fees for Maintenance Services do not include implementation, training and other Professional Services. **2.5.8** It is Customer's responsibility to ensure that all appropriate users receive initial training services sufficient to enable Customer to effectively use the Software. Failure to do so could result in additional Maintenance fees if

service requests are deemed excessive as a result of insufficient training, at SirsiDynix's discretion. **2.6.9** In the event Customer does not renew Maintenance and subsequently desires to reinstate Maintenance, a reinstatement fee shall be assessed equal to 120% of the aggregate Maintenance fee that would have been payable during the period of lapse. **2.6.10** For Software licenses and Subscription Software, Customer is solely responsible for the installation of Updates and agrees to (i) meet the Update standard set forth in the SirsiDynix Support Policies referenced in the definition of Maintenance and (ii) maintain the Operating Environment. With respect to Subscriptions, SirsiDynix is responsible for the implementation of Updates and shall no longer provide access to any previous release upon the date SirsiDynix migrates to a new Update for production use in SirsiDynix's hosted environment.

**2.6.1 Hardware and Hardware Maintenance.** Title to the Hardware identified in the Quote, if any, shall pass to Customer on SirsiDynix's placement of the Hardware with a common carrier or licensed trucker, which shall constitute delivery to Customer. Thereafter Customer will be responsible for risks of loss or damage, except for loss or damage caused by SirsiDynix in the process of installation. **2.6.2** SirsiDynix does not provide support for Hardware unless Customer purchases any available maintenance associated with such Hardware. Such Hardware maintenance may be provided through a third party and is subject to that third party's standard terms, conditions and warranties, if any.

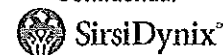
**2.7 License Metrics.** Customer may not use the Products in excess of the License Metrics specified in the Quote. Additional License Metrics and associated Maintenance must be purchased at the pricing in effect at the time the additional License Metrics are added in the event actual usage exceeds the licensed quantity, prorated for the remainder of the then-current Term. The additional License Metrics purchased shall terminate on the same date as the pre-existing Products. Prices are based on License Metrics purchased and not actual usage. The number of License Metrics provided in the initial Quote is a minimum amount that Customer has committed to for the Term and there shall be no fee adjustments or refunds for any decreases in usage.

**2.8 Reservation of Rights.** All rights not expressly granted in the Master Agreement are reserved by SirsiDynix and its third party providers. Customer acknowledges that: (i) all Software is licensed and not sold and all Subscriptions and Content are subscribed to and not sold; (ii) Customer acquires only the right to use the Protected Materials. SirsiDynix and its third party providers retain sole and exclusive ownership and all rights, title, and interest in, including Intellectual Property embodied or associated with, the Protected Materials and all copies and derivative works thereof (whether developed by SirsiDynix, Customer or a third party); and (iii) the Protected Materials, including the source and object codes, logic and structure, constitute valuable trade secrets of SirsiDynix and its third party providers. Customer agrees to secure and protect the Products consistent with the maintenance of SirsiDynix's and its third party providers' rights in the Products, as set forth in this Master Agreement.

**2.9 Restrictions.** Unless specifically permitted or licensed by SirsiDynix, Customer shall not itself, or through any affiliate, employee, consultant, contractor, agent or other third party: (i) sell, resell, distribute, host, lease, rent, license or sublicense, in whole or in part, the Protected Materials; (ii) decipher, decompile, disassemble, reverse assemble, modify, translate, reverse engineer or otherwise attempt to derive source code, algorithms, tags, specifications, architecture, structure or other elements of the Protected Materials, including the license keys, in whole or in part, for competitive purposes or otherwise; (iii) allow access to, provide, divulge or make available the Protected Materials to any user other than Customer's employees and independent contractors who have a need to such access and who shall be bound by a nondisclosure agreement with provisions that are at least as restrictive as the terms of this Master Agreement (except the Customer may grant access to public access catalogs to library users, other libraries, and third party entities); (iv) write or develop any derivative works based upon the Protected Materials; (v) modify, adapt, translate or otherwise make any changes to the Protected Materials or any part thereof; (vi) use the Protected Materials to provide processing services to third

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parties, or otherwise use the same on a 'service bureau' basis; (vii) disclose or publish, without SirsiDynix's prior written consent, performance or capacity statistics or the results of any benchmark test performed on the Protected Materials; or (viii) otherwise use or copy the Protected Materials except as expressly permitted herein.

**2.10 Customer Data.** SirsiDynix disclaims ownership of any and all Customer Data, all bibliographic, authority, item, fine, patron, and other data loaded to, created and/or entered into Customer's database or supplied to SirsiDynix by Customer. Notwithstanding Customer's ownership of Customer Data, at the end of the Term SirsiDynix shall only be obligated to provide to Customer extractable Customer Data at no additional charge in a supported MARC and/or ASCII delimited format. SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

**2.11 License Grant by Customer.** Customer grants to SirsiDynix a non-exclusive, royalty-free license, to use equipment, software, Customer Data or other material of Customer solely for the purpose of performing SirsiDynix's obligations under the Master Agreement.

**2.12 Enforcement.** Customer shall (i) ensure that all users of the Products comply with the terms and conditions of the Master Agreement, (ii) promptly notify SirsiDynix of any actual or suspected violation thereof and (iii) cooperate with SirsiDynix with respect to investigation and enforcement of the Master Agreement.

### 3. FINANCIAL TERMS

**3.1.1 Fees and Payment Terms.** The Customer shall pay the amounts set forth in the Quote. Subject to the provisions of the Quote, SirsiDynix may annually increase the fees of Subscription, Subscription Software and/or Maintenance upon 30 days written notice in advance. Invoices become past due 30 days after the invoice date. Interest accrues on past due balances at the higher of 1½% per month or the highest rate allowed by law. If Customer fails to make payments of any amount due under the Master Agreement, SirsiDynix will be entitled to suspend its performance upon ten (10) days written notice to Customer. **3.1.2** Unless expressly provided otherwise, amounts paid or payable for Software, Subscriptions, Subscription Software and Hardware are not contingent upon the performance of any Services.

**3.2 Taxes.** Customer agrees to pay any sales tax arising out of the Master Agreement, other than those based on SirsiDynix's net income. If Customer is tax-exempt, Customer agrees to send SirsiDynix a copy of its tax-exempt certificate upon execution of the Master Agreement. Customer agrees to indemnify SirsiDynix from any liability or expense incurred by SirsiDynix as a result of Customer's failure or delay in paying such sales tax due.

**3.3 No Contingencies.** Customer agrees that its purchases hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written comments made by SirsiDynix regarding future functionality or features.

### 4. CONFIDENTIALITY

**4.1 Non-Disclosure.** Each party will protect the other party's Confidential Information from unauthorized dissemination and use the same degree of care that each such party uses to protect its own confidential information, but in no event less than a reasonable amount of care. Neither party will use Confidential Information of the other party for purposes other than those necessary to directly further the purposes of the Master Agreement. Neither party will disclose to third parties Confidential Information without prior written consent of the other party.

**4.2 Exceptions.** Information shall not be considered Confidential Information to the extent, but only to the extent, that the receiving party can establish that such information (i) is or becomes generally known or available to the public through no fault of the receiving party; (ii) was in the receiving party's possession before receipt from the disclosing party; (iii) is lawfully obtained from a third party who has the right to make such disclosure on a non-confidential basis; (iv) has been independently developed by one party without reference to any Confidential Information of the other; (v) is information aggregated by SirsiDynix that no longer contains any personally identifiable information; or (vi) is required to be disclosed by

law provided the receiving party has promptly notified the disclosing party of such requirement and allowed the disclosing party a reasonable time to oppose such requirement. The parties acknowledge that Customer may be subject to freedom of information legislation and further acknowledges that such legislation may take precedence over the confidentiality provisions of this section as they apply to Customer.

### 5. PRIVACY

Customer represents and warrants that before providing personally identifiable information to SirsiDynix or its agents, it will comply with any laws applicable to the disclosure of personally identifiable information, including providing notices to or obtaining permission from third parties to allow sharing of their personally identifiable information with SirsiDynix under the Master Agreement. Customer will indemnify SirsiDynix for any breach of this representation and warranty. No personally identifiable information will be disseminated by SirsiDynix to any third parties, except as consented to by Customer or required by law.

### 6. INDEMNIFICATION

**6.1.1 By SirsiDynix.** SirsiDynix will defend or settle, at its option and expense, any action, suit or proceeding brought against Customer that the SirsiDynix Software (excluding Content and Third Party Products) infringe a third party's USA patent, registered copyright, or registered trademark ("Claim"). SirsiDynix will indemnify Customer against all damages and costs finally awarded which are attributable exclusively to such Claim, provided that Customer: (i) promptly gives written notice of the claim to SirsiDynix; (ii) gives SirsiDynix sole control of the defense and settlement of the Claim; (iii) provides SirsiDynix, at SirsiDynix's expense, with all available information and assistance relating to the Claim and cooperates with SirsiDynix and its counsel; (iv) does not compromise or settle such Claim; and (v) is not in material breach of any agreement with SirsiDynix. **6.1.2** SirsiDynix has no obligation to the extent any Claim results from: (i) Customer having modified the SirsiDynix Software or used a release other than the most current unaltered release of the SirsiDynix Software, if such an infringement would have been avoided by the use of such current unaltered release, (ii) Third Party Products and/or Content, or (iii) the combination, operation or use of the SirsiDynix Software with software or data not provided by SirsiDynix. **6.1.3** If it is adjudicated that the use of the SirsiDynix Software in accordance with the Master Agreement infringes any USA patent, registered copyright, or registered trademark, SirsiDynix shall, at its option: (i) procure for Customer the right to continue using the infringing SirsiDynix Software; (ii) replace or modify the same so it becomes non-infringing; or (iii) Customer will be entitled to an equitable adjustment in the fees paid for the affected SirsiDynix Software. THIS SECTION STATES SIRSIDYNIX'S ENTIRE OBLIGATION TO CUSTOMER AND CUSTOMER'S SOLE REMEDY FOR ANY CLAIM OF INFRINGEMENT.

**6.2 By Customer.** To the extent allowed by law, Customer shall defend or settle, at its option and expense, any action, suit or proceeding brought against SirsiDynix by a third party arising out of or in connection with: (i) any claim that Customer Data infringes on the intellectual property rights of a third party; (ii) any claim by a Customer user or (iii) any claim that Customer or a Customer's user is using the Product in a manner that violates the provisions of the Master Agreement. Customer's obligations under this section are contingent upon: (a) SirsiDynix providing Customer with prompt written notice of such claim; (b) SirsiDynix providing reasonable cooperation to Customer, at Customer's expense, in the defense and settlement of such claim; and (c) Customer having sole authority to defend or settle such claim.

### 7. WARRANTIES; REMEDIES; DISCLAIMERS

**7.1 SirsiDynix Software.** SirsiDynix warrants that, for a period of 90 days from the Go Live Date, the SirsiDynix Software, as updated by SirsiDynix and used in accordance with the Documentation and in the Operating Environment, will operate in all material respects in conformity with the Documentation.

If SirsiDynix Software does not perform as warranted, SirsiDynix shall use commercially reasonable efforts to correct Errors. As Customer's exclusive remedy for any claim under this warranty, Customer shall promptly notify

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SirsiDynix in writing of its claim. Provided that such claim is reasonably determined by SirsiDynix to be SirsiDynix's responsibility, SirsiDynix shall, within ninety (90) days of its receipt of Customer's written notice; (i) correct such Error; (ii) provide Customer with a plan reasonably acceptable to Customer for correcting the Error; or (iii) if neither (i) nor (ii) can be accomplished with reasonable commercial efforts from SirsiDynix, then SirsiDynix or Customer may terminate the affected SirsiDynix Software license and Customer will be entitled to an equitable adjustment in the fees paid for the affected SirsiDynix Software at SirsiDynix's discretion. The preceding warranty cure shall constitute SirsiDynix's entire liability and Customer's exclusive remedy for cure of the warranty set forth herein.

**7.2 SirsiDynix Subscriptions.** SirsiDynix warrants that Subscriptions, as used in accordance with the Documentation, will operate in all material respects in conformity with the Documentation.

**7.3 Exclusions.** SirsiDynix is not responsible for any claimed breach of any warranty caused by: (i) modifications made to the SirsiDynix Software by anyone other than SirsiDynix; (ii) the combination, operation or use of the SirsiDynix Software with any items that are not part of the Operating Environment; (iii) Customer's failure to use any new or corrected releases of the SirsiDynix Software made available by SirsiDynix; (iv) SirsiDynix's adherence to Customer's specifications or instructions; or (v) Customer deviating from the operating procedures described in the Documentation.

**7.4 Third Party Products.** SirsiDynix warrants that it is an authorized distributor of the Third Party Product and that with the execution of this Master Agreement and the applicable EULA, Customer will have the right to use such Product in accordance with the terms and conditions of the terms of this Master Agreement and the applicable EULA. SIRSIDYNIX MAKES NO OTHER WARRANTY WITH RESPECT TO ANY THIRD PARTY PRODUCTS. CUSTOMER'S SOLE REMEDY WITH RESPECT TO SUCH THIRD PARTY PRODUCTS SHALL BE PURSUANT TO THE ORIGINAL LICENSOR'S WARRANTY, IF ANY, TO SIRSIDYNIX, TO THE EXTENT PERMITTED BY THE ORIGINAL LICENSOR. THIRD PARTY PRODUCTS ARE MADE AVAILABLE BY SIRSIDYNIX ON AN "AS IS, AS AVAILABLE" BASIS.

**7.5 Hardware.** SirsiDynix warrants that it is an authorized distributor of the Hardware. Hardware warranties shall be governed by the manufacturer's warranty. SIRSIDYNIX MAKES NO WARRANTIES OF ANY KIND WITH RESPECT TO HARDWARE OR HARDWARE MAINTENANCE. CUSTOMER'S SOLE REMEDY WITH RESPECT TO SUCH HARDWARE OR HARDWARE MAINTENANCE SHALL BE PURSUANT TO THE MANUFACTURER'S WARRANTY, IF ANY.

**7.6 Disclaimers.** THE WARRANTIES SET FORTH IN THIS MASTER AGREEMENT ARE IN LIEU OF, AND SIRSIDYNIX, ITS LICENSORS AND SUPPLIERS EXPRESSLY DISCLAIM TO THE MAXIMUM EXTENT PERMITTED BY LAW, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, (i) ANY WARRANTY THAT ANY PRODUCT IS ERROR-FREE OR WILL OPERATE WITHOUT INTERRUPTION OR THAT ALL ERRORS WILL BE CORRECTED; (ii) ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT, (iii) ANY WARRANTY THAT CONTENT OR THIRD PARTY PRODUCTS WILL BE ACCURATE, RELIABLE AND ERROR-FREE AND (iv) ANY AND ALL IMPLIED WARRANTIES ARISING FROM STATUTE, COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE. NO ADVICE, STATEMENT OR INFORMATION GIVEN BY SIRSIDYNIX, ITS AFFILIATES, CONTRACTORS OR EMPLOYEES SHALL CREATE OR CHANGE ANY WARRANTY PROVIDED HEREIN. CUSTOMER ACKNOWLEDGES THAT USE OF OR CONNECTION TO THE INTERNET PROVIDES THE OPPORTUNITY FOR UNAUTHORIZED THIRD PARTIES TO CIRCUMVENT SECURITY PRECAUTIONS AND ILLEGALLY GAIN ACCESS TO THE SERVICES AND CUSTOMER DATA AND THAT NO FORM OF ENCRYPTION IS FOOL PROOF. ACCORDINGLY, SIRSIDYNIX CANNOT AND DOES NOT GUARANTEE THE PRIVACY, SECURITY OR AUTHENTICITY OF ANY INFORMATION SO TRANSMITTED OVER OR STORED IN ANY SYSTEM CONNECTED TO THE INTERNET.

## 8. EXCLUSION AND LIMITATION OF LIABILITY

**8.1 TO THE FULLEST EXTENT PERMITTED BY LAW, SIRSIDYNIX'S TOTAL LIABILITY (INCLUDING ATTORNEYS FEES AWARDED UNDER THE MASTER AGREEMENT) TO CUSTOMER FOR ANY CLAIM BY CUSTOMER OR ANY THIRD PARTIES UNDER THE MASTER AGREEMENT, EXCLUDING LIABILITY PURSUANT TO SECTION 6 (Indemnification), WILL BE LIMITED TO THE FEES PAID BY CUSTOMER DURING THE PREVIOUS 12 MONTHS FOR THE PRODUCT WHICH IS THE SUBJECT MATTER OF THE CLAIM.**

**8.2 IN NO EVENT WILL SIRSIDYNIX BE LIABLE TO CUSTOMER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY PUNITIVE, TREBLE OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, REVENUE, PROFITS, STAFF TIME, GOODWILL, USE, DATA, OR OTHER ECONOMIC ADVANTAGE), WHETHER BASED ON BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE, WHETHER OR NOT SIRSIDYNIX HAS PREVIOUSLY BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

**8.3 NO CLAIM ARISING OUT OF THE MASTER AGREEMENT, REGARDLESS OF FORM, MAY BE BROUGHT BY CUSTOMER MORE THAN TWO YEARS AFTER THE CAUSE OF ACTION ARISES.**

## 9. TERM AND TERMINATION

**9.1 Term of Master Agreement.** Subject to Section 10,12 below, the term of this Master Agreement shall commence on the Effective Date and shall continue in full force and effect until the expiration or termination of all Quotes, unless otherwise terminated earlier as provided hereunder.

**9.2 Product and Services Term.** The respective initial term of Software Maintenance, Hardware Maintenance, Subscriptions, and Subscription Software as applicable, is specified in the Quote ("Initial Term"). The Initial Term and any renewal term shall automatically renew for the same length as the Initial Term unless either party gives written notice 60 days prior to the end of any previous Term of its intention to terminate the Subscription or Maintenance service. The Initial Term and renewal terms are referred to as the "Term".

**9.3.1 Termination.** Either party may terminate the Master Agreement immediately upon written notice if the other party commits a non-remediable material breach of the Master Agreement, or if the other party fails to cure any remediable material breach or provide a written plan of cure acceptable to the non-breaching party within 30 days of being notified in writing of such breach. Where the non-breaching party has a right to terminate the Master Agreement, the non-breaching party may at its discretion terminate the Master Agreement or the applicable Quote. Quotes that are not terminated shall continue in full force and effect under the terms of this Master Agreement **9.3.2** Following termination of the Master Agreement, Customer agrees to certify that it has returned or destroyed all copies of the applicable Product and Confidential Information and acknowledges that its rights to use the same are relinquished.

**9.4. Suspension.** SirsiDynix will be entitled to suspend any or all performance upon 10 days written notice to Customer in the event Customer is in breach of the Master Agreement. Further, SirsiDynix may suspend Customer's use of and access to all or a portion of the Subscriptions if, and so long as, in SirsiDynix's sole judgment, there is a security risk created by Customer that may interfere with the proper continued provision of services or the operation of SirsiDynix's network or systems. SirsiDynix may impose an additional charge to reinstate service following such suspension.

Customer Initial and Date: \_\_\_\_\_

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**10. GENERAL PROVISIONS**

**10.1 Force Majeure.** The parties will exercise every reasonable effort to meet their respective obligations hereunder but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including but not limited to power outages or failure of third party service providers. This provision does not relieve Customer of its obligation to make payments then owing.

**10.2 Assignment.** SirsiDynix may assign the Master Agreement and all of its rights and obligations herein without Customer's approval to its parent company or other affiliated company, to a successor by operation of law, or by reason of the sale or transfer of all or substantially all of its stock or assets to another entity. Neither party may otherwise assign or transfer the Master Agreement without the prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the above, SirsiDynix may fulfill its obligations hereunder through its affiliated companies.

**10.3 Cooperation.** Customer agrees to provide cooperation, which means assistance, information, equipment, data, a suitable work environment, timely access, and resources reasonably necessary to enable SirsiDynix to perform any and all installation, implementation, and services required to fulfill its obligations hereunder including but not limited to ensuring SirsiDynix has remote access. Failure to grant such cooperation shall allow SirsiDynix to deem the Product purchased by Customer to be fully accepted and delivered. In the event any delay in implementing Products is caused by Customer resulting in SirsiDynix incurring additional expenses, the Customer shall pay to SirsiDynix the amount of such additional expenses.

**10.4 Delegation.** SirsiDynix may subcontract or delegate any work under any Quote to any third party without Customer's prior written consent, provided however that SirsiDynix shall remain responsible for the performance of any such subcontractors.

**10.5 Notice of U.S. Government Restricted Rights.** If the Customer hereunder is the U.S. Government, or if the Software is acquired hereunder on behalf of the US Government with U.S. Government federal funding, notice is hereby given that the Software is commercial computer software and documentation developed exclusively at private expense and is furnished as follows: "U.S. GOVERNMENT RESTRICTED RIGHTS. Software delivered subject to the FAR 52.227-19. All use, duplication and disclosure of the Software by or on behalf of the U.S. Government shall be subject to this Master Agreement and the restrictions contained in subsection (c) of FAR 52.227-19, Commercial Computer Software - Restricted Rights (June 1987)".

**10.6 Export.** Customer shall comply fully with all relevant export laws and regulations of the United States to ensure that the Software is not exported, directly or indirectly, in violation of United States law.

**10.7 Non-solicitation.** During the term of this Master Agreement and for a period of one year following its termination, neither party will solicit for employment directly or through other parties, without the other party's written permission, any individual employed by the other party, provided however that the hiring of individuals responding to general public marketing and recruiting advertisements and events shall not be a violation of this provision; only active, targeted solicitation is prohibited.

**10.8 Compliance.** During the term of this Master Agreement and for a period of one year following its termination, SirsiDynix shall have the right to verify Customer's full compliance with the terms and requirements of the Master Agreement. If such verification process reveals any noncompliance by Customer, Customer shall reimburse SirsiDynix for the reasonable costs and expenses of such verification process incurred by SirsiDynix (including but not limited to reasonable attorneys' fees), and Customer shall promptly cure any such noncompliance; provided, however, that the obligations under this section do not constitute a waiver of SirsiDynix's termination rights and do not affect SirsiDynix's right to payment for Products and interest fees related to usage in excess of the License Metrics.

**10.9 Notices.** Any notice required or permitted to be sent under the Master Agreement shall be delivered by hand, by overnight courier, by email

to SirsiDynix at [legal@sirsidynix.com](mailto:legal@sirsidynix.com), or by email to Customer at any current Customer email address routinely used by SirsiDynix, or by registered mail, return receipt requested, to the address of the parties set forth in the Master Agreement or to such other address of the parties designated in writing in accordance with this subsection.

**10.10 Relationship.** The Master Agreement is not intended to create a partnership, franchise, joint venture, agency, or a fiduciary or employment relationship. Neither party may bind the other party or act in a manner which expresses or implies a relationship other than that of independent contractor.

**10.11 Invalidity.** If any provision of the Master Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

**10.12 Survival.** The following provisions will survive any termination or expiration of the Master Agreement: sections 1, 2.7, 2.8, 2.10, 2.12, 3, 4, 5, 6, 7, 8, 9, and 10.

**10.13 No Waiver.** Any waiver of the provisions of the Master Agreement or of a party's rights or remedies under the Master Agreement must be in writing to be effective. Any such waiver shall constitute a waiver only with respect to the specific matter described in such writing and shall in no way impair the rights of the party granting such waiver in any other respect or at any other time. The waiver by either of the parties hereto of a breach or of a default under any of the provisions of the Master Agreement shall not be construed as a waiver of any other breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder. The rights and remedies herein provided are cumulative and none is exclusive of any other, or of any rights or remedies that any party may otherwise have at law or in equity. Failure, neglect, or delay by a party to enforce the provisions of the Master Agreement or its rights or remedies at any time, shall not be construed and shall not be deemed to be a waiver of such party's rights under the Master Agreement and shall not in any way affect the validity of the whole or any part of the Master Agreement or prejudice such party's right to take subsequent action.

**10.14 Entire Agreement.** The Master Agreement constitutes the parties' entire agreement relating to its subject matter. It cancels and supersedes all prior or contemporaneous oral or written communications, requests for proposals, proposals, conditions, representations, and warranties, or other communication between the parties relating to its subject matter as well as any prior contractual agreements between the parties. Notwithstanding the precedence of this Master Agreement, any existing Customer License Metrics shall continue unless new License Metrics are identified in a Quote. No modification to the Master Agreement will be binding unless in writing and signed by an authorized representative of each party.

**10.15 Third Party Beneficiaries.** All rights and benefits afforded to SirsiDynix under the Master Agreement shall apply equally to the owner of the Third Party Products with respect to the Third Party Products, and such third party is an intended third party beneficiary of the Master Agreement, with respect to the Third Party Products.

**10.16 Governing Law and Venue.** The Master Agreement shall be governed by and construed in accordance with the laws of the State of Utah without giving effect to its principles of conflict of laws. Any dispute shall be litigated in the state or federal courts located in Utah to whose exclusive jurisdiction the parties hereby consent. In addition, the Customer hereby waives any objection the customer may have based upon lack of personal jurisdiction, improper venue and/or "forum non conveniens".

**10.17 Application of Laws.** The parties agree that this contract is not a contract for the sale of goods; therefore, the Master Agreement shall not be governed by any codification of Article 2 or 2A of the Uniform Commercial Code, or any codification of the Uniform Computer Information Technology Act ("UCITA"), or any references to the United National Convention on Contracts for the International Sale of Goods.

**10.18 Counterparts.** The Master Agreement and each Schedule may be executed in one or more counterparts, each of which shall constitute an enforceable original of the Master Agreement, and that facsimile, electronic

Customer Initial and Date: \_\_\_\_\_

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and/or .pdf scanned copies of signatures shall be as effective and binding as original signatures.

10.19 **Headings and Drafting.** The headings in the Master Agreement shall not be used to construe or interpret the Master Agreement. The Master Agreement shall not be construed in favor of or against a party based on the originator of the document.

10.20 **Attorney's Fees.** In the event a party seeks and obtains a remedy in the courts for its rights under this Master Agreement, the prevailing party in such litigation shall be entitled to its reasonable attorney's fees and cost.

\*\*\*\*\*

END OF MASTER AGREEMENT

<b>Placentia Library</b> 411 E. Chapman Ave. Placentia, California 92870	<b>Sirsi Corporation</b> SirsiDynix Technology Centre 3300 N. Ashton Blvd. - Suite 500 Lehi, UT 84043
Sign: _____	Sign: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Customer Initial and Date: \_\_\_\_\_



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**Exhibit A - DEFINITIONS**

**"Circulation"** means the checkout of a Library Item to a patron, the checkout of a Library Item for the purpose of tracking in-library usage, the renewal of a Library Item, or an action functionally identical to any of the preceding acts.

**"Confidential Information"** means Information of SirsiDynix and/or its licensors includes but is not limited to the terms and conditions (but not the existence) of the Master Agreement, all trade secrets, software, source code, object code, specifications, as well as results of testing and benchmarking of the Software or other services, product roadmap, data and other information of SirsiDynix and its licensors relating to or embodied in the Software or Documentation, including but not limited to Information designated as confidential in writing or Information which ought to be in good faith considered confidential and proprietary to the disclosing party. SirsiDynix's placement of a copyright notice on any portion of any Software will not be construed to mean that such portion has been published and will not derogate from any claim that such portion contains proprietary and confidential information of SirsiDynix. Confidential Information does not include that the Customer uses SirsiDynix Products.

**"Content"** means any information, data, text, software, music, sound, photographs, graphics, video messages or other material which Customer receives through a Subscription.

**"Customer Data"** means any electronic data, information or material provided or submitted by Customer (including the Customer's patrons and users) to SirsiDynix through a Subscription or Services, or which Customer (including the Customer's patrons and users) enters into the Subscription or Services or has entered on its behalf, or which SirsiDynix is otherwise given access to under the Master Agreement. Customer Data does not include non-personally identifiable information aggregated by SirsiDynix.

**"Documentation"** means the user instructions, release notes, manuals and on-line help files made available by SirsiDynix regarding the use of the applicable Product.

**"Effective Date"** is defined in section 1.1.

**"Error"** means a material failure of a Product to conform to its functional specifications described in the Documentation.

**"EULA"** means the end user license agreement that accompanies the Third Party Product, which governs the use of or access by Customer to the applicable Third Party Product.

**"Go Live Date"** means the date on which the Products are substantially ready for operational use for normal daily business.

**"Hardware"** means the physical hardware and equipment manufactured by third party providers and sold to Customers by SirsiDynix.

**"Intellectual Property"** means any and all Intellectual property rights, recognized in any country or jurisdiction in the world, now or hereafter existing, and whether or not perfected, filed or recorded, including without limitation inventions, technology, patents rights (including patent applications and disclosures), copyrights, trade secrets, trademarks, service marks, trade dress, methodologies, procedures, processes, know-how, tools, utilities, techniques, various concepts, ideas, methods, models, templates, software, source code, algorithms, the generalized features of the structure, sequence and organization of software, user interfaces and screen designs, general purpose consulting and software tools, utilities and routines, and logic, coherence and methods of operation of systems, training methodology and materials, which SirsiDynix has created, acquired or otherwise has rights in, and may, in connection with the performance of obligations hereunder, create, employ, provide, modify, create, acquire or otherwise obtain rights in.

**"Internal Business Purposes"** means Customer's internal use but does not include (1) sharing Confidential Information or Intellectual Property with third parties without SirsiDynix written consent or (2) integration of third party

products by any means into Software, Subscriptions or Subscription Software without additional SirsiDynix license.

**"License Metrics"** means limits on Product usage as set forth in the Quote such as Titles, Circulation, Users, students, seats, and reports.

**"Maintenance"** means the technical support and, with respect to Software, the provision of Updates for the level of support services purchased from SirsiDynix, all of which are provided under SirsiDynix's support policies in effect at the time the Services are provided, which may be modified from time-to-time by SirsiDynix in its sole discretion. A current version of such Support Policies can be found under "SirsiDynix Support Policies" (Document ID 125773) at <http://support.sirsidynix.com>.

**"Operating Environment"** means SirsiDynix-recommended hardware, operating system, middleware, database products and other software on which the Software will operate.

**"Professional Services"** means data conversion, implementation, site planning, configuration, integration and deployment of the Software or Subscriptions, training, project management and other consulting services.

**"Products"** means Software, Subscriptions, Subscription Software, Services and Hardware.

**"Protected Materials"** means Software and work product provided by SirsiDynix under Services, Subscriptions, Subscription Software and SirsiDynix's or its licensors' Intellectual Property and Confidential Information.

**"Quote"** is defined in Section 1.3.

**"Services"** means those services provided or arranged by SirsiDynix including but not limited to specific SirsiDynix Products such as (i) Professional Services; and (ii) that part of Maintenance that is technical support, excluding the provision of Updates.

**"SirsiDynix Software"** means each SirsiDynix-developed and/or SirsiDynix-owned software product in machine-readable object code (not source code), the Documentation for such product, and any Updates thereto.

**"Software"** means the SirsiDynix Software and Third Party Software.

**"Subscriptions"** means the provision of access by SirsiDynix or its hosting providers to Software and/or Content from a server farm that is comprised of application, data and remote access servers, including associated offline components including but not limited to cloud services and web access to Content.

**"Subscription Software"** means Subscriptions hosted by Customer. Customer does not have a license in Subscription Software.

**"Term"** is defined in section 9.2.

**"Titles"** means the number of unique records for an electronic, virtual, and/or physical item which may be used by a library patron, such as a bibliographic, MARC, visual material, serial or Dublin Core record, created on the Software or Subscription. Multiple items, representing either identical items or volumes in a set, may be included in a single Title.

**"Third Party Products"** means software or content including documentation and updates if any, owned by an entity other than SirsiDynix and provided by SirsiDynix in connection with Products.

**"Updates"** means the error corrections, releases, updates, modifications or enhancements subsequently developed that SirsiDynix makes generally available to its customers as part of Maintenance on a when and if available basis. Updates exclude new products, modules, platform or functionality for which SirsiDynix charges a separate fee.

**"Users"** means Customer's employees or agents who have been issued user names and passwords by Customer to use the Products. Each such User shall be one person, and user names and passwords cannot be shared or used by more than one person.

Customer Initial and Date: \_\_\_\_\_

Quote for Placentia Library

SirsiDynix Technology Center  
3300 N. Ashton Boulevard,  
Suite 500  
Lehi, UT 84043  
Phone: 800-288-8020



# QUOTE

Quote 98771 for:

*Placentia Library*

Horizon SaaS, Enterprise, eRC, BC Products

Quote valid until: August 23, 2019

Prepared by: Tina Beecroft,  
Executive Account Manager

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This Quote is hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer, if any. The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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Quote for Placentia Library

# Quote Information

## General and/or Custom Services Statement of Work

Any additional cost to clean up Anaheim's data once Placentia Library migrates from Anaheim will be billable to Placentia.

Enriched Content is provided by a 3rd party & will continued to be serviced & billed through SirsiDynix at the vendors agreed upon pricing & uplift charges.

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# Purchase Details

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

COMPONENT	Year 1	Estimated Year 2	Estimated Year 3	Estimated Year 4	Estimated Year 5
SirsiDynix Products	58,750	16,440	16,440	16,440	16,440
SirsiDynix Services	32,710	-	-	-	-
Discount	(68,480)	-	-	-	-
<b>Subtotal</b>	<b>22,980</b>	<b>16,440</b>	<b>16,440</b>	<b>16,440</b>	<b>16,440</b>

Initial Term: Five (5) Years

Initial Term Annual Price Increase Cap for SirsiDynix Products/Services: 0% until Term Renewal

The Initial Term and the Initial Term Annual Price Increase Cap set forth above shall apply to Active Products and new purchased Products/Services.

Customer's usage is subject to limitations that can be found in the Terms and Conditions section at the end of the Quote.

SirsiDynix reserves the right to adjust Initial Term pricing for Third Party/integrated products/services if a Third Party vendor increases pricing for Third Party/integrated products/services.

Any applicable discount shall be applied on final payment. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Master Agreement, unless such additional terms are statutorily required of the Customer.

This Purchase Details section may not include pre-existing obligations for ongoing Products not listed in the Quote.

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# Detailed Pricing

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

COMPONENT	Qty	Total Price Year 1
<b>SirsiDynix Products</b>		<b>58,750</b>
<b>SirsiDynix Horizon SaaS Subscription</b>		<b>18,870</b>
Includes:		
Cataloging and Authority Control, Circulation and Offline Circulation, Reports, Z39.50 server.		
BLUEcloud Analytics Platform Essentials, Annual Subscription	1	1,200
BLUEcloud MobileCirc, Annual Subscription	1	1,850
Horizon SaaS Acquisitions	1	4,720
Horizon SaaS Debt Collect	1	1,510
Horizon SaaS Inventory	1	Included
Horizon SaaS Serials	1	4,720
Horizon SaaS SIP2 Interface Per Certified Vendor	2	760
Horizon SaaS User Seat License (ea)	15	12,000
SaaS Enterprise Annual Subscription	1	4,520
SaaS User Level - 15 Staff seats	1	Included
SirsiDynix eRC Connector for hoopla digital, Annual Subscription	1	5,000
SirsiDynix eRC Connector for OverDrive, Annual Subscription	1	Included
SirsiDynix eResource Central Gateway Services, Annual Subscription	1	3,000
SirsiDynix SMS Notification for Horizon, Annual Subscription - 5K Message Package	1	600
<b>SirsiDynix Services</b>		<b>32,710</b>

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COMPONENT	Qty	Total Price Year 1
<b>Consulting:</b>		
BLUEcloud Analytics Q and A, Distance, Annual Subscription	1	Included
BLUEcloud Analytics SureStart-1, Distance	1	Included
Enterprise SureStart-3	1	2,100
Consulting Support for Library's Go-Live, Distance	1	500
SureStart-3	1	2,980
SirsiDynix Enterprise Theme Customization	1	880
<b>Data Services:</b>		
Deluxe Data Migration Package from a SirsiDynix system	1	13,180
<b>Product Delivery:</b>		
BLUEcloud MobileCirc Installation	1	500
SirsiDynix Enterprise Software Installation	1	1,400
SirsiDynix eRC Additional Partner Setup	1	600
SirsiDynix eRC Gateway Services Installation	1	850
SIP2 Additional Port Configuration	2	460
<b>Project Management:</b>		
Project Management for all products in this Quote	1	7,280
<b>Training:</b>		
BC157 BLUEcloud MobileCirc, Self-Paced	1	50
BC825 SirsiDynix Enterprise End User, Self-Paced	1	50
BC830 SirsiDynix Enterprise: Day-to-day Administration, Private, Hands-on Lab	1	700
BC862 SirsiDynix eResource Central, Private	1	240
BLUEcloud Analytics Package of courses, Self-Paced	1	Included

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Quote for Placentia Library

Quote Number 957118

COMPONENT	Qty	Total Price Year 1
HZN506 Horizon Acquisitions: Basics, Group	1	340
HZN540 Horizon Acquisitions: Management, Group	1	340
HZN542 Horizon Acquisitions: Intermediate, Group	1	260
<b>Discount</b>		<b>(68,480)</b>
VIP		(42,310)
Services Discount		(26,170)
<b>Quote Total</b>		<b>22,980</b>

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# Component Descriptions

Each description below relates to a quantity of one for the component. There may be more than one in this Quote.

## SirsiDynix Products

### **BLUEcloud Analytics Platform Essentials, Annual Subscription**

Minimum requirements: Symphony 3.3.1 or Horizon 7.3.3.

The BLUEcloud Analytics Platform provides a web-based, cloud-hosted suite of data-mining and OLAP tools with the following functionality:

- Unique view of data warehouse for analysis of your institution, collections, and users
- Supports advanced and predictive analysis to establish trends and patterns
- Presentations for effectively communicating to boards and administrators
- Drill anywhere capabilities, users can view summary-to-detail-level data
- Robust security, flexible information distribution/collaboration, and easy self-service analysis
- Ability to print, download, and e-mail data and graphs in a variety of formats (Microsoft Excel® and PowerPoint®)

This Essentials package provides 2 years of transaction data, 2 Reporter accounts, 1 Creator account and 5 Premium Feature Credits. These Credits expire at the end of each subscription year.

### **BLUEcloud MobileCirc, Annual Subscription**

MobileCirc enables library staff to work wherever they are, with or without a data connection. Features include:

- Mobile circulation. Perform common tasks like check-ins, checkouts and renewals. Register new users by scanning driver's license (selected regions only) or by manually entering user information.
- Flexible inventory. Integrates with Bluetooth scanners to make taking inventory faster and easier.
- Efficient shelving. Provides real-time lists of candidates for weeding and items needed to fill holds. MobileCirc lists include filters designed specifically for library staff.

Requires SirsiDynix Symphony 3.4.1 SP2 and SirsiDynix Symphony Web Services 3.5 or higher, OR, Horizon 7.5.2 and Horizon Web Services 2.0.

### **Horizon SaaS Acquisitions**

### **Horizon SaaS Debt Collect**

### **Horizon SaaS Inventory**

### **Horizon SaaS Serials**

### **Horizon SaaS SIP2 Interface Per Certified Vendor**

SirsiDynix Certified Solutions Providers offer SIP2-certified products to our customers. We certify that their products are compliant. This interface is priced per vendor.

### **Horizon SaaS User Seat License (ea)**

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Quote for Placentia Library

**SaaS User Level - 15 Staff seats****SaaS Enterprise Annual Subscription**

SirsiDynix Enterprise is a state-of-the-art faceted search solution that empowers libraries to make their collections more searchable and discoverable than ever before. Capitalizing on fuzzy search logic technology never before available to libraries, SirsiDynix Enterprise delivers leading-edge faceted search capabilities, simplified search interfaces, and much more.

**SirsiDynix eRC Connector for hoopla digital, Annual Subscription**

Provides access through SirsiDynix eResource Central Gateway Services to the approved content of one hoopla digital main account.

It does not include any 3rd Party fees which may be required by the Partner to use the content being accessed.

**SirsiDynix eRC Connector for OverDrive, Annual Subscription**

Provides access through SirsiDynix eResource Central Gateway Services to the approved content of one OverDrive main account.

It does not include any 3rd Party fees which may be required by the Partner to use the content being accessed.

**SirsiDynix eResource Central Gateway Services, Annual Subscription**

Minimum requirements: SirsiDynix Symphony 3.4.1 or Horizon 7.5.1 and above.

eResource Central Gateway Services provides eBook integration which allows libraries to provide seamless access to all library resources via a single user interface.

Open Library and Project Gutenberg content is available and included with this service.

**SirsiDynix SMS Notification for Horizon, Annual Subscription - 5K Message Package**

Subscription to the SMS Notification feature requires your ILS system to be on Horizon 7.5.2 or above.

Up to 5,000 messages included per year. Additional messages used, if allowed, will be deducted from the subsequent subscription package purchased. Messages not used at annual renewal will be forfeit.

You may change the subscribed package to increase or decrease the number of messages at annual renewal time.

**SirsiDynix Services****Consulting****BLUEcloud Analytics Q and A, Distance, Annual Subscription**

The BLUEcloud Analytics Q and A Subscription provides unlimited access to Consultant led Q and A sessions. Two sessions per month are offered. Attendees are encouraged to bring their questions, projects and issues to the each session. Consultants will address issues presented by customers.

**BLUEcloud Analytics SureStart-1, Distance**

SureStart is a layer of consulting support designed to smoothly transition sites into using BLUEcloud Analytics.

Through one private, online session a member of the Consulting Services team will "jump start" BLUEcloud Analytics by creating two report templates for the site, providing instruction and answering staff questions. SureStart addresses issues outside the scope of training by focusing on the site's individual needs.

**Enterprise SureStart-3**

SureStart is a layer of consulting support designed to smooth the transition to Enterprise by addressing configuration issues like search limits, profiles, etc.

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**Consulting Support for Library's Go-Live, Distance**

The purpose of access to a Go Live Consultant is to have an expert available to answer questions from members of the library staff, assist the System Administrator and make sure the staff is prepared to handle the day-to-day tasks using the new software.

**SureStart-3**

SureStart is a layer of consulting support designed to smooth the transition to a new ILS platform. SureStart is a resource for the entire staff, not just system administrators. SureStart addresses issues outside the scope of education services training

**SirsiDynix Enterprise Theme Customization**

Working with a SirsiDynix Consultant, theme customization addresses changing the look and feel of the product like colors, adding graphics, and using CSS to edit fonts and page layouts.

This custom work is guaranteed to work on the version of Enterprise currently installed on the customer's system. SirsiDynix cannot guarantee compatibility with future releases. Updating custom work to be compatible with a later release will attract additional fees.

**Data Services****Deluxe Data Migration Package from a SirsiDynix system**

To implement the proposed Symphony system for the Library, SirsiDynix has included a deluxe migration package, which includes conversion and migration to Symphony of the following types of viable data from another SirsiDynix system:

- Cataloguing: bibliographic and authority records; item data;
- Circulation: patron, and circulation transactions (current charges, unpaid bills, and active holds);
- Acquisitions: open orders, vendors, and funds;
- Serials: serial control, issue, and routing records.

For current Licensor customers, the extraction of all viable data from the existing systems will be provided by Licensor for no additional charge.

Included in the package:

- One instance only of each data type
- One test load and one production load only

**Product Delivery****BLUEcloud MobileCirc Installation**

Installation of BLUEcloud MobileCirc against one database.

**SirsiDynix Enterprise Software Installation**

Includes installation of Enterprise in SirsiDynix SaaS facility, installation of Enterprise Agent on a Horizon or SirsiDynix Symphony ILS and installation/configuration of the appropriate Java Development (JDK). In addition; it includes the installation of Web Services for sites using SirsiDynix Symphony.

**SirsiDynix eRC Additional Partner Setup**

Includes configuration of one SirsiDynix eResource Central Partner.

**SirsiDynix eRC Gateway Services Installation**

Includes installation and configuration of SirsiDynix eResource Central Gateway Services and one eRC connector.

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This Quote is hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer, if any. The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

Quote for Placentia Library

**SIP2 Additional Port Configuration**  
Configuration of additional port for SIP2.

**Project Management**

Project Management includes the services of a Project Manager. The Project Manager is your primary point of contact during the implementation. You will work with your project manager to plan timeframes, schedule resources from the professional services team, and coordinate with other departments at SirsiDynix to deliver products and services outlined in this quote.

Depending on the type of implementation, the Project Manager will do the following:

- Act as your primary SirsiDynix contact during your implementation
- Identify customer needs and key tasks to be accomplished by both the customer and SirsiDynix to ensure a successful implementation
- Organize meetings with you and appropriate SirsiDynix staff to kick off your implementation project
- Work with SirsiDynix global operations staff to develop, communicate, and manage the overall implementation schedule
- Bring key SirsiDynix staff onto the project to ensure proper resources are available to meet critical milestones of your schedule
- Report to you regularly via phone and email status reports to keep everyone apprised of project progress
- Monitor quality control checks at critical intervals in your project
- Assist with the transition from Implementation phase to Customer Support

**Training**

**HZN506 Horizon Acquisitions: Basics, Group**

One seat in a group distance instructor-led course for Horizon Basic Acquisitions. This course covers the basics of Acquisitions, including the following:

- Basic Workflow
- Basic Ordering
- Receiving and Invoicing
- Introduction to Edifact"

**HZN542 Horizon Acquisitions: Intermediate, Group**

One seat in a group distance instructor-led course for Horizon Intermediate Acquisitions. This course covers additional acquisitions functionality, including the following:

- Standing Orders
- Subscriptions
- Non Title Statements"

**HZN540 Horizon Acquisitions: Management, Group**

One seat in a group distance instructor-led course for Horizon Acquisitions Management. This course covers the basics of Acquisitions Setup and Maintenance:

- Creating Budgets
- Creating Vendor Records
- Managing Acquisitions Reports
- Setting Acquisition Parameters (Workslips)
- Setting up Selection Lists
- Reviewing Acquisitions Mapping for Title Source 2
- Edifact Setup"

**BC862 SirsiDynix eResource Central, Private**

Eight seats in a Private distance instructor-led course for eResource Central.

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Quote for Placentia Library

Quote Number 95715

**BC830 SirsiDynix Enterprise: Day-to-day Administration, Private, Hands-on Lab**

Eight seats in a private distance instructor-led course. Learn to manage the day-to-day tasks needed by Enterprise Administrators.

**BLUEcloud Analytics Package of courses, Self-Paced****BC825 SirsiDynix Enterprise End User, Self-Paced**

One seat in the specified Self-paced training class.

This class will review the basic features available to users within Enterprise.

Content is English only.

**BC157 BLUEcloud MobileCirc, Self-Paced**

This training reviews the functionality present in MobileCirc. One user will have unlimited access to this course for one year. This training is available in English only.

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## Terms and Conditions

SirsiDynix SaaS Services are based upon annual circulation and Staff Users. You may use the SaaS Services for up to 340,000 annually circulated items and up to 30 Staff Users; an increase in either circulation or Staff Users requires additional licensing fees.

SIP2 is based upon certified vendors. You are authorized for 2 certified vendors; an increase in the number of certified vendors requires additional fees.

SirsiDynix Professional Services performed by way of remote network access require ssh (Unix/Linux), Remote Desktop (Windows) or unattended Logmein Rescue (Windows) access for the duration of the project. The library may limit connectivity to the SirsiDynix Corporate IP address or implement a Cisco AnyConnect VPN tunnel. Other remote connectivity options may incur additional fees, onsite travel fees or void the ability of SirsiDynix to perform the project. A full description can be found in the Access Requirement for Support Guide on our customer support website.

SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

### Payment Terms

The term of any quoted products is for no less than the Initial Term and shall automatically renew for the length of the Initial Term. Subsequent years' Maintenance and Subscription fees are to be paid annually in advance. Following the first year of System operation, Maintenance and Subscription fees will be subject to annual increases. Unless otherwise specifically stated in writing, products and/or services purchased at promotional prices or with promotional discounts do not qualify for such discounts or limitations on price increases for subsequent years.

#### SaaS Migration

- 100% of Year 1 total due on date of initial live use of SaaS Services

**Payment/Invoices while Migrating to the Cloud/SaaS-** During the transition from a locally hosted system to a Cloud/SaaS services, annual Maintenance for the locally hosted system must be timely paid for the entire invoiced period to avoid interruption in receiving support and updates. Once your Cloud/SaaS services "Go Live", SirsiDynix will issue a pro rata credit for the unused portion of the previously paid Maintenance to be used against future billings.

Unless otherwise specifically stated in writing, Products and/or services purchased at promotional prices or with promotional discounts do not qualify for such discounts or limitations on price increases for subsequent years.

This document is hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Agreement, unless such additional terms are statutorily required of

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Quote for Placentia Library

the Customer. In the event of a conflict, the terms, payment terms, discounts, product lists and/or statement of work contained within this document shall take precedence over the current Agreement between the parties.

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Quote for Placentia Library

# Signature(s)

**Customer Signature:**  
Placentia Library

**Sirsi Corporation dba SirsiDynix Signature:**

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_  
(Authorized Signature)

Name: \_\_\_\_\_  
(Printed)

Name: \_\_\_\_\_  
(Printed)

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Billing Address:**

Placentia Library  
411 E. Chapman Ave.  
Placentia  
California 92870  
United States  
jlegree@placentialibrary.org

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Select a Regular and an Alternate for the Special District Member of the Orange County Local Agency Formation Commission (LAFCO)

**DATE:** June 14, 2019

**BACKGROUND**

On April 10, 2019, the Regular Special District Member seat was vacated. The expiration date of this term is June 30, 2020. LAFCO has received submissions from Mr. James Fisler, Mesa Water Director and Sandra Jacobs, Santa Margarita Water District Director.

The appointment process for special district seats is governed by Government Code Section 56332 and the Independent Special District Selection Committee Bylaws.

Attachment A is additional information on the candidates' background and experience.

**RECOMMENDATIONS**

1. Select a Regular and an ~~Alternate~~<sup>g</sup> for the Special District Member of LAFCO; and,
2. Roll Call Vote.

## Elect James R. Fisler to OC LAFCO

**\* KNOWLEDGE \* EXPERIENCE \* COMMITMENT \***

### **James R. Fisler – Mesa Water District Director**



- **Orange County Local Agency Formation Commission (OC LAFCO) Special District Alternate Commissioner, 2011-present**
- **Independent Special Districts of Orange County (ISDOC) Executive Committee – Immediate Past President; President, 2016-2018**
- **Mesa Water District Director, 2009-present; President, 2012-2014**
- **Mesa Water District Improvement Corporation President, 2010-2012 & 2017-present; Engineering & Operations Committee Chairman; Legislative & Public Affairs Committee Vice Chairman**
- **Association of California Water Agencies Local Government Committee, 2016-present**
- **County of Orange Housing & Community Development Commission, 2017-present (appointed by the Orange County Board of Supervisors)**
- **City of Costa Mesa**
  - Planning Commissioner & Vice Chairman
  - Parks & Recreation Commissioner
  - Finance Committee Chairman; Finance & Pension Advisory Committee Chairman
  - Residential Rehabilitation & Redevelopment Committee
  - Citizen's Police Academy graduate; Neighbors for Neighbors volunteer
- **Costa Mesa Chamber of Commerce Board Member**
- **Costa Mesa Senior Center Board Member**
- **Friends of Costa Mesa Libraries Board Member**

As your advocate at OC LAFCO over the past 8 years, James R. Fisler has been a strong leader and voice for Special Districts. Director Fisler is grateful to have been elected to serve as your representative at both OC LAFCO and ISDOC.

With a passion for public policy and community service, Director Fisler is committed to representing the mutual interests of Orange County's water, wastewater, sanitary, cemetery, library, vector control, recreation and parks, and other special districts that provide services to their communities.

Director Fisler is a Broker/Associate with Torelli Realty in Mesa Verde. Prior to that, he was a regional manager for Nordstrom for over 12 years. Both positions have equipped him with the skills and expertise to provide outstanding customer service in advocating for your interests in alignment with the shared interests of Orange County's Special Districts and those we serve.

Director Fisler would be honored to receive your vote to serve as Commissioner representing Orange County's Special Districts.



**MesaWater**  
DISTRICT®

*Dedicated to  
Satisfying our Community's  
Water Needs*

**BOARD OF DIRECTORS**

**Shawn Dewane**  
*President  
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**Fred R. Bockmiller, P.E.**  
*Director  
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**James R. Fisler**  
*Director  
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*General Manager*

**Denise Garcia**  
*District Secretary*

**Marwan Khalifa, CPA, MBA**  
*District Treasurer*

**Atkinson, Andelson,  
Loya, Ruud & Romo**  
*Legal Counsel*

1965 Placentia Avenue  
Costa Mesa, CA 92627  
tel 949.631.1200  
fax 949.574.1036  
Info@MesaWater.org  
MesaWater.org

May 14, 2019

**RE: Declaration of Candidacy of James R. Fisler for OC LAFCO  
representing the Special Districts of Orange County**

It has been my honor to serve on the Orange County Local Agency Formation Commission (OC LAFCO) as your Special District Alternate Commissioner for the last 8 years, having been elected by the Independent Special Districts Selection Committee in 2011 and re-elected in 2014 and 2018.

**In April 2019, one of the two Special District voting members resigned from the Commission. I am announcing my candidacy to fill this vacated seat.**

During my service as an Alternate Commissioner, I have sat on the dais and participated fully in all OC LAFCO discussions on all agenda items, and thus have broad knowledge of the OC LAFCO process and experience as a Commissioner. As such, I am the most experienced and qualified candidate.

I have been an effective Commissioner at OC LAFCO who has positively influenced decisions that have benefitted and protected special districts and local control. I have been a strong advocate for the Special Districts of Orange County on OC LAFCO, as well as at the Independent Special Districts of Orange County (ISDOC) where I served as President in 2017 and 2018.

I have personally visited all of the Special Districts in Orange County multiple times over the past 8 years. It would be a distinct honor to serve Orange County's Special Districts as a full voting member at OC LAFCO to ensure the economical, effective, and efficient delivery of government services to the public.

There are some who want to "regionalize" this election by saying this seat must go to someone from "South County" due to ongoing and future development of Rancho Mission Viejo. This is a flawed premise since OC LAFCO is strictly prohibited from making land use development decisions. Those development decisions are made by the local governing agency. In the case of Rancho Mission Viejo, the entities involved in development there are the OC Planning Commission and the OC Board of Supervisors. OC LAFCO's role will be looking at future optimal governance structure and identifying the Special Districts that will provide the area's water and wastewater services.

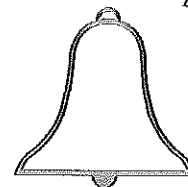
Additionally, the approved OC LAFCO work plan has a multitude of projects located throughout Orange County, not just South Orange County. Feel free to contact me at 714.423.4351 with any questions concerning the OC LAFCO role at Rancho Mission Viejo or the remaining 27 unincorporated islands located throughout Orange County including large islands in Anaheim and North Tustin.

Please review my enclosed statement of qualifications. Thank you for your consideration of my knowledge, experience, and commitment when you vote for this very important seat.

Sincerely,

James R. Fisler, Mesa Water Director

BOARD OF DIRECTORS  
 SAUNDRA F. JACOBS BETTY H. OLSON, PH.D  
 CHARLEY WILSON CHARLES GIBSON  
 JUSTIN McCUSKER  
 DANIEL R. FERONS  
 GENERAL MANAGER



## Santa Margarita Water District

### Saundra F. Jacobs

Candidate for Special District Representative, LAFCO

#### Special District Organizations

- President, Santa Margarita Water District, (Current; Elected board member since 1996)
- President, Executive Committee, Independent Special Districts of Orange County, (Current; Board member since 1999)
- Santiago Aqueduct Committee, Board of Directors, Alternate
- California Special Districts Association, Member
- California Women's Leadership Association, member
- Association of California Water Agencies (ACWA), Region 10 member, Communications Committee
- ACWA Joint Powers Authority, Executive Committee Member
- Orange County Water Association, member
- Former President, Board of Directors, Lake Mission Viejo Association

#### Professional Organizations

- Registered Environmental Assessor
- American Planning Association, Member
- Association of Environmental Professionals, Member
- California Wireless Association, Member

#### Personal Background

I've been married to my husband Jeff for 25 years and have lived in Mission Viejo since 1992. I've raised 4 step-daughters and now have 14 beautiful grandchildren. I have an engrained work ethic from my mother who raised me and my 3 siblings by herself.

#### Business Background

I have been a business owner for the past 25 years and I specialize in regulatory compliance in the telecommunication industry. As a business owner of over 80 employees, I understand the value of budgets and working within those budgets.

#### No Conflict of Interest

I do not have any conflicts of interest or other external influences that would affect my judgement and decisions as a LAFCO Commissioner.

#### Platform

I believe LAFCO is a facilitating organization. Its job is to support and enable cooperative and voluntary applications and conduct the reviews and inquiries required by statute without bias or

favor. I believe in local control; that local communities know what is best for their ratepayers, their residents and their businesses. I do not support involuntary consolidations or dissolutions of special districts or other units of government except in extreme cases of insolvency or other dire circumstances.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** California Special Districts Association (CSDA) 2020-2022 Board Elections

**DATE:** June 14, 2019

**BACKGROUND**

Four candidates have submitted candidate statements for the 2020-2022 CSDA Board of Directors in Southern Network, Seat B. The candidates are:

- Dennis LaMoreaux, Palmdale Water District
- Michael Mack, Rainbow Municipal Water District
- Greg Mills, Serrano Water District
- Kathleen Tiegs, Cucamonga Valley Water District

Attachments A are additional information about the candidates.

**RECOMMENDATION**

Select a Candidate to serve on the California Special Districts Association (CSDA) 2020-2022 Board.



**PALMDALE WATER DISTRICT**  
**A CENTURY OF SERVICE**

June 3, 2019

**BOARD OF DIRECTORS**

**ROBERT E. ALVARADO**  
Division 1

**DON WILSON**  
Division 2

**GLORIA DIZMANG**  
Division 3

**KATHY MAC LAREN**  
Division 4

**VINCENT DINO**  
Division 5

Placentia Library District  
ATTN: Ms. Jeanette Contreras  
Library Director  
411 E Chapman Avenue  
Placentia, CA 92870-6101


**RE: SUPPORT FOR CSDA SEAT "B" IN SOUTHERN NETWORK**


Dear Ms. Contreras:

Palmdale Water District is honored to nominate Dennis LaMoreaux to serve on the Southern Network Board of Directors for the California Special Districts Association (CSDA). We respectfully request your support and vote in the upcoming election for Dennis to represent you. Enclosed is his candidate statement explaining his background and extensive qualifications that are critical for the continued success of the CSDA Board.

Dennis fully understands the important role special districts play to efficiently and responsibly provide services for the people of California. He is fully committed to strengthening the understanding of our role and helping to ensure we remain viable in California. Dennis' dedication, loyalty, knowledge and work ethic have made him a stellar leader for Palmdale Water District. We are confident that he will be a true asset to the Southern Network Board with your support.

Very truly yours,

  
VINCENT DINO,  
President

  
KATHY MAC LAREN,  
Vice-President

Enclosure

cc: PWD Board of Directors

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**DENNIS D. LaMOREAUX**  
General Manager

**ALESHIRE & WYNDER LLP**  
Attorneys



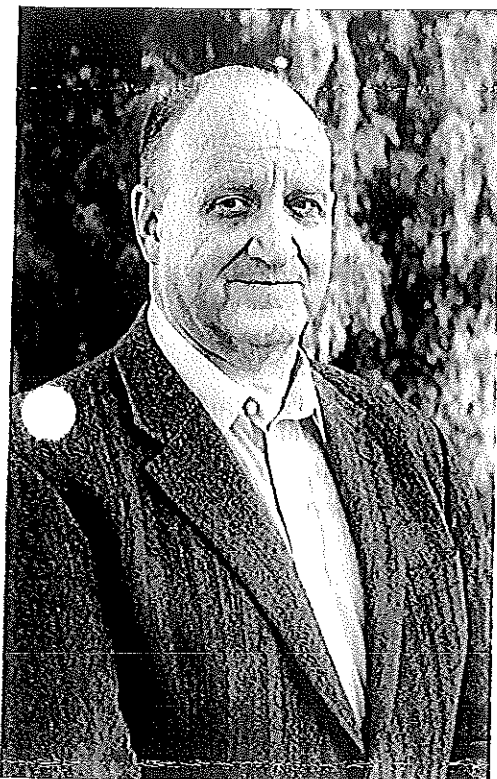


# VOTE FOR DENNIS D. LaMOREAUX CSDA SOUTHERN NETWORK BOARD SEAT "B"

Fellow Southern Network CSDA Members,



PALMDALE WATER DISTRICT  
A CENTURY OF SERVICE



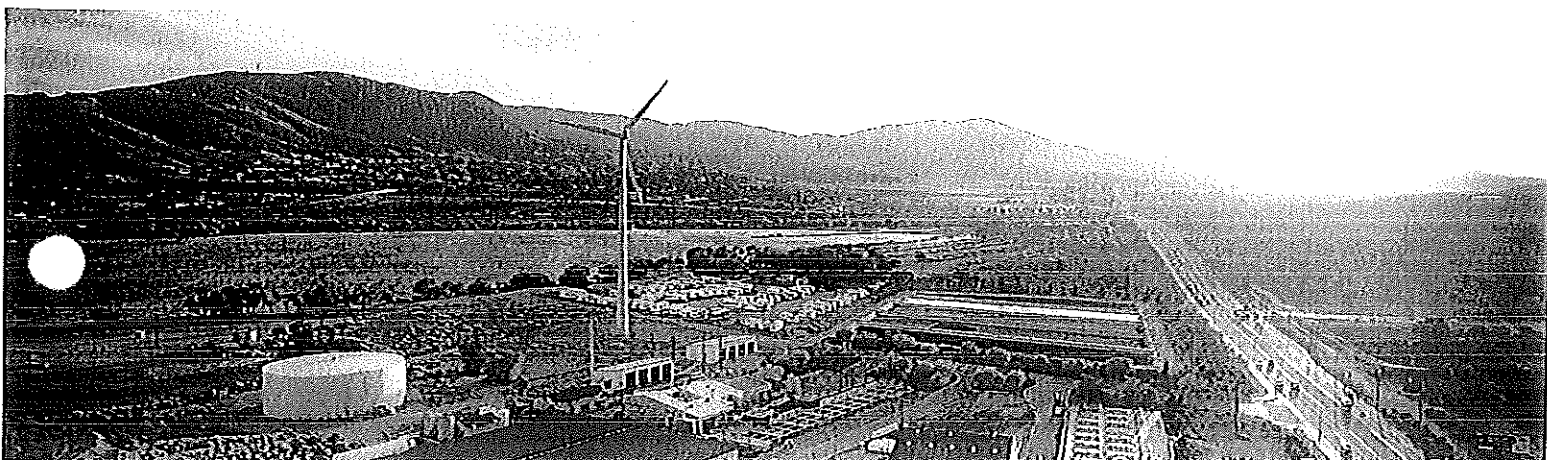
Dennis D. LaMoreaux

I respectfully ask for your support to be the Seat "B" Board member for our area. I have worked with special districts in California for more than three decades and am confident that I have the skills, experience and commitment to be a strong proponent for our Network. There were several challenges and changes to special districts during my tenure. These include Little Hoover Commission reports, gaining representation on Local Agency Formation Commissions, and multiple efforts to better inform and educate State legislators. These challenges were handled successfully and made us stronger and more unified. My involvement with these matters will be helpful for both our Network and the entire Association as new issues arise.

My 30-plus years with special districts have been with Palmdale Water District and Rosamond Community Services District. Palmdale Water District celebrated 100 years of serving the community in 2018. It is a medium-sized water district with about 27,000 water service connections. It is a State Water Contractor that operates in an adjudicated groundwater basin and owns two surface water reservoirs and dams. Rosamond Community Services District was formed in 1966 to provide services in its area. It is a smaller district with 5,103 water and 4,738 sewer connections. It also operates streetlights and provides graffiti abatement. My experience in these different types of districts is valuable and gives a well-rounded background to understand and advocate for our Network.

The Southern Network has a large area and nearly 200 member agencies. I am fully committed to representing the entire Network as a board director. With your votes, I will be honored to work with current Southern Network Directors Arlene Schafer and Jo MacKenzie to make sure our needs are met and are well represented within the full CSDA Board.

*Dennis D. LaMoreaux*





May 22, 2019

Ms. Jeanette Contreras  
Placentia Library District  
411 E Chapman Avenue  
Placentia, CA 92870-6101

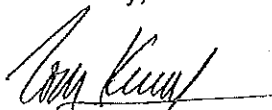
Dear Ms. Contreras,

It is with great pleasure that I forward for your consideration a candidate statement for Director Michael Mack who is seeking your support for the Southern Network (Seat B) of the California Special Districts Association Board of Directors.

Director Mack has served on the Rainbow Municipal Water District Board of Directors since 2016. He is actively involved in CSDA, serving on the Elections and Bylaws Committee, as well as with the Association of California Water Agencies.

Attached you will find a candidate's statement summarizing some of his many accomplishments. I encourage you to forward this information to your Board of Directors and consider supporting his candidacy for the 2019 elections which will take place June 17th to August 9th. Please do not hesitate to contact me, if you need additional information or if you would like him to contact your Board of Directors.

Sincerely,

  
Tom Kennedy  
General Manager

## ENDLESS POSSIBILITIES



My name is Michael Mack and I am honored to be seeking election to be on the Board of Directors of California Special Districts Association.

I was elected to the Rainbow Municipal Water District Board of Directors in December 2016 and appointed to serve as the District's representative at both ACWA and CSDA. My background includes a degree in horticulture and worked for the City of San Marcos for over thirty years. As the Parks Department Supervisor, I had many responsibilities including reviewing plans and inspection of new park and street median installations. I was both a Certified Playground Inspector and Irrigation Auditor. One of my main responsibilities was ensuring efficient usage of water resources. I calculated, determined, and programmed water requirements for the plant material for all parks and street medians within the City.

I have learned the importance of CSDA is we are the support system to help ensure efficient and productive services to both small and large communities throughout California at the local level of city governments. As your CSDA Board Member, I see endless possibilities and promise to tackle and meet the challenges our districts face. We all must work together for present and future needs for our special districts and by doing so we can and will achieve our goals. We must be proactive with our legislators and with this energy and commitment we can make the difference between success and failure.

I am very honored to have this chance to serve all of you and given this opportunity. I feel extensive service and experience in the public sector, I will work effortlessly to make those endless possibilities become reality.



SERRANO WATER DISTRICT  
18021 EAST LINCOLN STREET  
VILLA PARK, CA 92861-6446  
714-538-0079

**Directors**

C.L. "Larry" Pharris, Jr., President  
Greg Mills, Vice President  
Frank O. Bryant  
Jerry L. Haight  
Brad Reese

Jerry Vilander, General Manager

May 6, 2019

Dear President and/or General Manager:

It is my honor to request your agency's support and vote for election to CSDA Seat B (California Special Districts Association) for the 2020-2022 term. Please disseminate this letter and attached candidate statement of experience to your agency's governing board.

I have served on the Serrano Water District Board for over three years and am currently the Board Vice President providing solid leadership and guidance with the District's Finance and Insurance Committees. Additionally, I have served as the District's representative for the ACWA-JPIA Insurance Committee for the past year.

Previously, I served on the Villa Park City Council for a four-year term including one term as Mayor and another as Mayor Pro-Tem. During my tenure with the City of Villa Park, I was very involved and an active participant in many sensitive community issues including the Community Development Committee, shortening the permitting process. Additionally, I served on the Orange County Sanitation District as a Board Member for two years proactively involved in many of the improvements that residents benefit from today. I also served a three-year term on the Orange County Vector Control District.

During my tenure here at Serrano Water District, I have been instrumental in spearheading financial programs, planning and fiscal analysis including capital improvement programs and ensuring that the District is providing high-quality water to its constituents in the most cost-effective manner. My personal commitment to the Serrano Water Districts ratepayer is emblematic of the successful stewardship towards ensuring that all assets are maintained and replaced within best industry practices.

Additionally, I have been fundamentally involved with the District's long-term planning including common sense initiatives for maximum rate payer benefit at minimum cost. I possess a solid understanding of Special Districts and believe that they provide better governance and

May 6, 2019

Page 2

improved local control. Also, I am actively involved with attending LAFCO meetings which provides me with the knowledge and skills necessary to work collaboratively in the best interest of Special Districts. Again, I am requesting your vote for the CSDA Seat B position. I am committed to working with all of the voting agencies to accomplish their goals. My statement of qualifications is attached for your perusal.

If you have any questions, kindly contact our General Manager, Jerry Vilander, at (714) 538-0079 or through email at [jerryv@serranowater.org](mailto:jerryv@serranowater.org). Thank you for considering me for the CSDA Seat B position.

Sincerely,



Greg Mills  
Serrano Water District, Vice President

cc: Board of Directors  
Jerry Vilander, General Manager

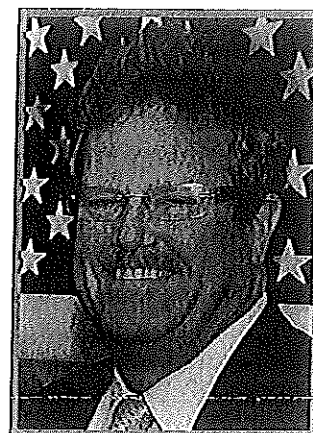
Attachment

## Greg Mills Seat B CSDA

### EXPERIENCE

#### BUSINESS

- Small business owner – fifteen years
- Analytical Chemist – six years
- Process Engineer – six years
- Technical Marketing Manager – three years
- Marketing Director – three years
- Marketing Executive – five years



#### COMMUNITY INVOLVEMENT

- Board Member (Vice President) - Serrano Water District three years
- Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tem (one year each)
- Orange County Sanitation District - Director two years
- Orange County Vector Control District - Director three years
- ACWA-JPIA - Representative Serrano Water District
- Villa Park Family Picnic – five years
  - Chair – three years
- Eagle Scout
- Villa Park Rotary - Board member twenty-one years.
  - Club President; Paul Harris Fellow
- Indian Princess YMCA - seven years
- Orange Elks Lodge – seven years

#### PROFFESIONAL

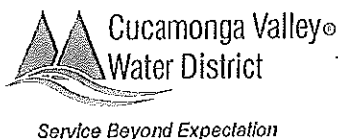
- American Chemical Society – thirty years
- CS Mantech – eleven years
- PDA (Parenteral Drug Association)- five years
- ISPE (International Society of Pharmaceutical Engineering – eight years
- SEMI (Semiconductor Equipment and Manufacturer Institute – nine years
- Optical Society of America – four years
- MEPTEC
- AVS (American Vacuum Society)
  - ICMCTF

#### EDUCATION

- B.A., Chemistry – Illinois College
  - Phi Alpha President/Vice President
- M.S., Engineering Management – Santa Clara University

#### PERSONAL

- Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.



10440 Ashford Street, Rancho Cucamonga, CA 91730-2799  
P.O. Box 638, Rancho Cucamonga, CA 91729-0638  
(909) 987-2591 Fax (909) 476-8032

**John Bosler**  
Secretary/General Manager/CEO

April 19, 2019

Ms. Jeanette Contreras  
Placentia Library District  
411 E Chapman Avenue  
Placentia, CA 92870-6101

Dear Ms. Contreras,

It is with great pleasure that I forward for your consideration a candidate statement for Director Kathleen Tiegs who is seeking your support for the Southern Network (Seat B) of the California Special Districts Association Board of Directors.

Director Tiegs has served admirably on the Cucamonga Valley Water District Board of Directors since 2005. She is actively involved in CSDA, as well as with the Association of California Water Agencies, and has served in numerous leadership positions with both organizations.

Attached you will find a candidate's statement summarizing some of her many accomplishments. You will also get a true sense of her integrity as a leader and her passion as an advocate for special districts throughout California. Also, Director Tiegs will attend Special Districts Legislative Days being held in Sacramento May 21-22, 2019 if you would like to meet her in person and discuss her commitment to serving you and your district.

I encourage you to forward this information to your Board of Directors and consider supporting her candidacy for the 2019 elections which will take place June 17<sup>th</sup> to August 9<sup>th</sup>. Please do not hesitate to contact me, if you need additional information or if you would like her to contact your Board of Directors. Thank you for your consideration in this matter.

Sincerely,

John Bosler  
General Manager/CEO

James V. Curatalo Jr.  
President

Luis Cetina  
Vice President

Oscar Gonzalez  
Director

Randall James Reed  
Director

Kathleen J. Tiegs  
Director

## Kathleen J. Tiegs

2020-2022 California Special Districts Association  
Board of Directors, Southern Network, Seat B



I am pleased to share with you my interest in serving as the Southern Network, Seat B, representative for the California Special Districts Association (CSDA) Board of Directors. Through my involvement with CSDA since 2011, I have served with great passion and commitment on the Board of Directors, and the Membership, Legislative, and By-laws Committees.

My experience on the Cucamonga Valley Water District (CVWD) Board of Directors has provided me with a solid foundation to lead. Elected to the CVWD in November 2005, I have served as the Board President and currently serve on the Legislative and Outreach, and Human Resources/Risk Management Committees. From 2014 to 2017 I was honored to serve in the capacity of President and Vice President of the Association of California Water Agencies (ACWA). My duties at ACWA provided me the extremely valuable opportunity to effectively dialogue with special districts across the state on the important issues they are facing and how we can solve them.

I also served on the Association of San Bernardino County Special Districts Board of Directors from 2010 – 2015 where I developed a network of colleagues in a variety of agencies with a common goal of serving the needs of our constituents. There are numerous critical issues that confront special districts today; these challenges will require strong, experienced leadership, as well as a commitment to preserving the special district's mission to make communities better by providing core local services and taking action through community collaboration.

Thank you for allowing me to share with you my experience, leadership and knowledge. I look forward to serving you and the entire CSDA organization.

With Best Regards,

*Kathleen J. Tiegs*



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Travel Authorization for Trustees and the Library Director to Attend the California Special District Association (CSDA) Annual Conference in Anaheim, California, September 25-28, 2019.**

**DATE:** June 14, 2019

**BACKGROUND**

The California Special District Association (CSDA) Annual Conference will be held in Anaheim, California from September 25-27, 2019. The expense will be drawn from the General Fund.

Fiscal Impact: \$800 per attendee

**RECOMMENDATIONS**

1. Motion to Authorize Trustees and the Business Manager to attend the California Special District Association (CSDA) Annual Conference in Anaheim, California, September 25-28, 2019.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call Vote.

