

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES UNUSUAL DATE MEETING

February 19, 2019

6:30 p.m.








Placentia Chamber of Commerce
117 N. Main Street
Placentia, CA 92870

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the January 23, 2019 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

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

NEW BUSINESS

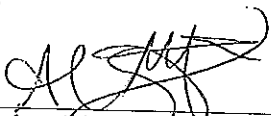
23. Representation at the Local Agency Formation Commission Strategic Planning Workshop, March 13, 2019.
24. Travel Authorization: Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 20-22, 2019.
25. Authorize Amendments to the Placentia Library District Policy 2010 – Hours of Work and Overtime, as presented.
26. Authorize the formation a fundraising committee to possibly include library staff, Placentia Library Friends Foundation board member, and/or Library Trustee to develop fundraising efforts for the centennial renovation project.
27. California Special District Association (CSDA) Board of Directors Call For Nominations

ADJOURNMENT

28. Agenda Preparation for the February Unusual Date Meeting which will be held on March 18, 2019 in the History Room at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
29. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
30. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 19, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 15, 2019.



Alyssa Stolze, Administrative Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
JANUARY 23rd, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 23rd, 2019 at 6:31 pm.

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

Members Absent: None

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

Guests: None

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Joint Use Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended some holiday events and looks forward to future events.

Trustee DeVecchio participated in a Special District Association promotional video.

Trustee Martin attended the PLFF Board Meeting, attended a lunch meeting with Director Contreras and PLFF President Dahl, H.I.S. House Board Meeting, and a Financial Partners Credit Union Director's meeting.

Trustee Minter attended the Joint Use Meeting.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras worked with the Johnson Controls Inc. contractors and continues to work with staff, patrons and PLFF in identifying and resolving logistical changes associated with the renovation. Director Contreras also participated in a Special District Association promotional video and attended the Joint Use Meeting.

**FRIENDS FOUNDATION
REPORT**

Authors Luncheon planning is well underway, the PLFF Board voted to terminate their fundraising contract with Robin Hoklotubbe and shift towards another consultant to accomplish their fundraising goal by December 2019.

CONSENT CALENDAR

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

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

**MINUTES FOR THE
DECEMBER 18TH, 2018
BOARD MEETING**

The amended minutes for the December 18th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

Check Registers for December 2018 – received and filed (Item 10)
Fund 707 Balance Report for December 2018 – received and filed (Item 11)

Financial Reports through December 2018 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 December 2018 – received and filed. (Item 13)
Acquisitions Report for December 2018 – received and filed. (Item 14)
Service Revenue Report for December 2018 – received and filed. (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for December 2018 – received and filed. (Item 16)
Circulation Report for December 2018 – 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 December 2018 (Item 19)
Children's Services Report for December 2018 (Item 20)
Adult Services Report for December 2018 (Item 21)
Placentia Library Website Technology Report for December 2018 (Item 22)

**DISCUSS THE GENERAL
CONTRACTOR PROPOSAL
FOR THE RENOVATION
PROJECT.**

Director Contreras presented a review of the single bid from Cal-City Construction in the amount of \$1.496 million, which projected the overall budget to be over by approximately \$500,000. Library Director Contreras met with Cal-City Construction, Yamada, and Erik Mar of eMar studio to discuss the entire cost to not exceed \$2.5 million. Yamada was able to identify changes to save \$123,000. Cal-City Construction was able to save \$100,000; however, this amount would not include the ten percent contingency. Additionally, it did remove two the group study rooms and two multipurpose rooms. The original \$2.3 million would be exceeded,

however, it would be within the Board approved \$2.5 million scope. Due to the changes in scope and the contingency not being included, it was requested by library staff for the Board to reject the bid received by Cal-City Construction and to authorize staff to repost the Request for Proposal (RFP). After further discussion, it was motioned by Trustee Martin and seconded by Trustee DeVecchio to reject all bids received by Cal-City Construction and to authorize the Library Director to re-advertise the request for proposal.

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

**TRAVEL AUTHORIZATION:
THE AMERICAN LIBRARY
ASSOCIATION ANNUAL
CONFERENCE ON JUNE 20-
25, 2019 WASHINGTON,
D.C.**

Director Contreras presented a travel authorization request to the Board of Trustees for the American Library Association's Annual Conference in June 20-25, 2019 in Washington, D.C. It was also recommended the Friends Foundation present this to their Board so Friends members attend as well. It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to authorize the travel and attendance of President Carline, Secretary Shkoler, Trustee Martin, Trustee Minter, Library Director Contreras, and Public Services Manager Yesenia Baltierra to the American Library Association's Annual Conference in June 20-25, 2019 in Washington, D.C.

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

**JOINT USE COMMITTEE
UPDATE FROM PRESIDENT
CARLINE**

President Carline reported out about the meeting on January 7th with the City of Placentia. A discount or waiver of permit fees was requested and submitted to the City. There has not been a response yet. The District thanked the City for the improvement in the collection of Library Impact Fees. Additionally, Councilman Green suggested the Board send a request letter to utilize the City's facilities for Board Meetings. This request was sent by Director Contreras with an indemnification letter included. I will now draft the agreement in MOU format rather than JPA and send to the Board for review when it is prepared. The document is requested to be sent the week before the meeting. Because of this, the February 4th meeting will be moved to March 4th to allot more time for the drafting of the MOU.

REVIEW OF ACTION ITEMS

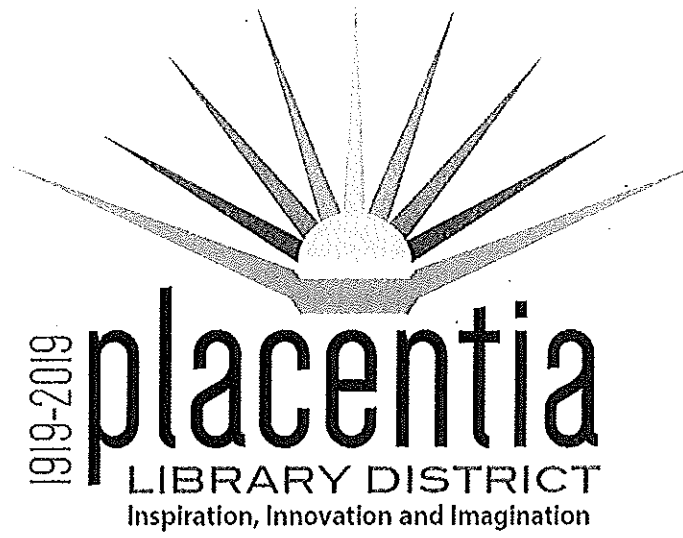
The next Board Meeting will be held on Tuesday, February 19th, 2019 at 6:30 p.m. in the History Room. Trustee Minter suggested that if the contracting bids presented at the next Board Meeting are high again then to review financing options at the meeting in order to not delay awarding the contract.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 18th, 2018 was adjourned at 7:06 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee



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11:45 AM
02/13/19
Accrual Basis

Placentia Library District
Check Register
January 2019

Date	Ref No.	Payee	Memo	Payment	Type
01/02/2019	10258	Alyssa Stolze	Reimbursement for Dec 2018	54.02	Bill Payment
01/02/2019	10259	Baker & Taylor	Books	2,064.06	Bill Payment
01/02/2019	10260	Cintas	Cleaning Supplies	354.67	Bill Payment
01/02/2019	10261	Dick's Lock & Safe	Service on 12/12/18	102.50	Bill Payment
01/02/2019	10262	Environmental Cleaning Solutions	Asbestos removal from waste dumpster	5,775.00	Bill Payment
01/02/2019	10263	Kathy Carn	Reimbursement for Dec 2018	50.90	Bill Payment
01/02/2019	10264	Kiwanis Club of Placentia	15 Placentiaopoly Games	330.00	Bill Payment
01/02/2019	10265	Literacy Prosystems, Inc	LACES 2/1/19-1/31/20	655.00	Bill Payment
01/02/2019	10267	OverDrive	Audio Books	4,445.53	Bill Payment
01/02/2019	10268	PODS Enterprises, LLC	Storage	1,331.36	Bill Payment
01/02/2019	10269	SDRMA	Medical for Feb 2019	21,759.44	Bill Payment
01/02/2019	10270	SoCalGas	11/15-12/18/18 Services	27.92	Bill Payment
01/02/2019	10271	Tim Worden	Mileage Reimbursement for Dec 2018	10.52	Bill Payment
01/10/2019	10272	Ana Balderas	Mileage Reimbursement for LOT 318	8.72	Bill Payment
01/10/2019	10273	Arcelia Janitorial Service	Janitorial Services 12/1/18-12/31/18	1,134.00	Bill Payment
01/10/2019	10274	Baker & Taylor	Books	485.05	Bill Payment
01/10/2019	10275	BankCard Center-Bank of the West	CC Charges 11/29/18-12/28/18	2,479.99	Bill Payment
01/10/2019	10276	Callifa	Broadband Internet and Proquest Subscription	5,014.62	Bill Payment
01/10/2019	10277	Cintas	Cleaning Supplies	383.48	Bill Payment
01/10/2019	10278	City of Placentia	Landscaping, electricity, water, and AT&T.	6,191.70	Bill Payment
01/10/2019	10279	Davis Farr LLP	Analysis of City Invoices Dec 2018	324.40	Bill Payment
01/10/2019	10280	Dennise Laird	LiveScan reimbursement for 1/2/19	20.00	Bill Payment
01/10/2019	10281	Dick's Lock & Safe	Service on 12/26/18	97.50	Bill Payment
01/10/2019	10282	Electrical Work, Inc.	Services for Water Leak 12/7/18	425.00	Bill Payment
01/10/2019	10283	Environmental Remediation Contractors Inc	Asbestos Removal on 1/8/19	5,775.00	Bill Payment
01/10/2019	10284	Golden State Water Company	Services 11/20-12/20/18	355.88	Bill Payment
01/10/2019	10285	Johnson Controls Inc.	Pro-Rated Period for 1/1-1/31/19	17.06	Bill Payment
01/10/2019	10286	Legacy Integrative Solutions	December 2018 Services	613.89	Bill Payment
01/10/2019	10287	MD Medical Clinics	Services on 12/6/18 for B.Q.	179.00	Bill Payment
01/10/2019	10288	Midwest Tape	DVD's	386.91	Bill Payment
01/10/2019	10289	OverDrive	Audiobooks	3,122.30	Bill Payment
01/10/2019	10290	Patriot Environmental Lab Services, Inc.	Asbestos Survey	591.00	Bill Payment
01/10/2019	10291	Rauch Communication Consultants, Inc.	Services rendered through 10/31/18	17,847.65	Bill Payment
01/10/2019	10292	Republic Services	Recycling 12/01-12/31/18 and Waste Container Service	224.17	Bill Payment

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02/13/19
Accrual Basis

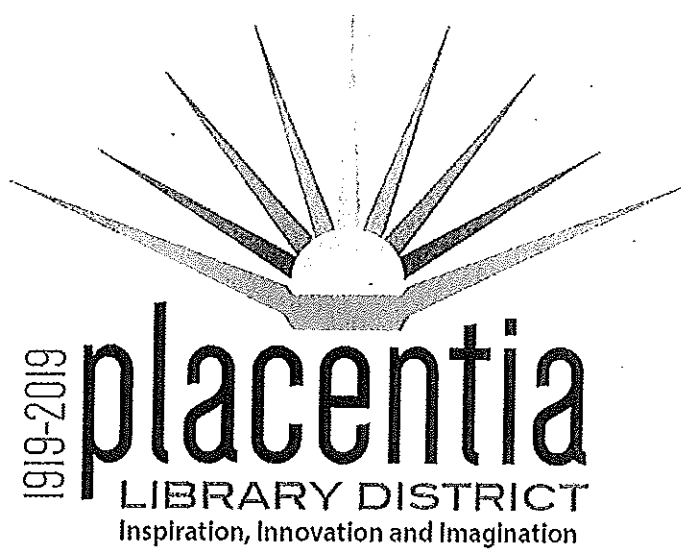
Placentia Library District
Check Register
January 2019

Date	Ref No.	Payee	Memo	Payment	Type
01/10/2019	10293	San Marino Roofing Co. Inc.	Roof Service Call on 12/6/18	500.00	Bill Payment
01/10/2019	10294	SDRMA	SDRMA Medical Benefits Feb 2019	21,278.22	Bill Payment
01/10/2019	10295	Staples Advantage	DVD binder and ink for JC's printer	218.47	Bill Payment
01/10/2019	10296	Time Warner Cable	Services for 1/12/19-2/11/19	7.88	Bill Payment
01/10/2019	10297	UC Regents	January 23 Student Life & Leadership Event	40.00	Bill Payment
01/10/2019	10298	Victor Meza.	PTAC reimbursement for December 2018	28.51	Bill Payment
01/18/2019	10299	Placentia Library District	For Payroll on 01/23/2019	60,000.00	Check
01/16/2019	10300	Cintas	Cleaning Supplies	79.94	Bill Payment
01/16/2019	10301	Dewey Pest Control	Jan-Mar 2019 Pest Control Services	135.00	Bill Payment
01/16/2019	10302	Midwest Tape	Hoopla December 2018	2,269.98	Bill Payment
01/16/2019	10303	OverDrive	Audiobooks	646.43	Bill Payment
01/16/2019	10304	U.S. Bank	Facility Lease #ISRF-18-20 Payment	19,277.98	Bill Payment
01/16/2019	10305	Unique Management Services, Inc.	December 2018 Collection Services PLFF Passthrough Nov 2018 and	98.45	Bill Payment
01/17/2019	10306	Placentia Library Foundation	Dec 2018	1,114.25	Bill Payment
01/17/2019	10307	Midwest Tape	Audiobooks/DVD's	385.41	Bill Payment
01/17/2019	10308	OverDrive	Sep 18 Adult E-Book	21.99	Bill Payment
01/17/2019	10309	Woodruff, Spradlin & Smart	Legal Services Rendered through Dec 18	178.50	Bill Payment
01/23/2019	10310	County of Orange Treasurer	Property Tax (2nd Installment)	4,247.55	Bill Payment
01/23/2019	10311	Midwest Tape	Audiobooks/DVD's	29.72	Bill Payment
01/23/2019	10312	PODS Enterprises, LLC	Storage	1,593.86	Bill Payment
01/23/2019	10313	OverDrive	Audiobooks	795.89	Bill Payment
01/29/2019	10314	Staples Advantage	Office Supplies	1,102.46	Bill Payment
01/29/2019	10315	MD Medical Clinics	Services for 11/1/18-01/11-19	179.00	Bill Payment
01/29/2019	10316	Cintas	Cleaning Supplies	212.49	Bill Payment
01/29/2019	10317	PODS Enterprises, LLC	Storage	247.04	Bill Payment
01/29/2019	10318	Placentia-Yorba Linda Unified School Dist	Renovation Banner and C21 Certificate	238.78	Bill Payment
01/29/2019	10319	Midwest Tape	Audiobooks/DVD's	665.12	Bill Payment
01/29/2019	10321	Custom Software Solutions, Inc	Website	500.00	Bill Payment
01/29/2019	10322	Click Consulting	IT Services Dec. 2018	3,500.00	Bill Payment
01/29/2019	10323	Republic Services	Waste Container Service	144.25	Bill Payment
01/29/2019	10324	OverDrive	Audiobooks	3,000.00	Bill Payment
01/29/2019	10325	CALNET3	Internet and Cable	399.72	Bill Payment
01/29/2019	10326	Baker & Taylor	Books	1,771.22	Bill Payment
01/29/2019	10327	Estella A Wnek	Reimbursement Dec. 18	27.47	Bill Payment
01/29/2019	10328	Victor Meza.	Reimbursement for Dec. 18 Teen Programs	36.23	Bill Payment

11:45 AM
02/13/19
Accrual Basis

Placentia Library District
Check Register
January 2019

Date	Ref No.	Payee	Memo	Payment	Type
01/29/2019	10329	Johnson Controls Inc.	Prepaid for services 01/19 through 04/19	733.42	Bill Payment
01/29/2019	10330	Midwest Tape	DVD's	2,636.54	Bill Payment
01/29/2019	10331	Dick's Lock & Safe	Keys	390.37	Bill Payment
01/29/2019	10332	OverDrive	Audiobooks	2,924.32	Bill Payment
01/29/2019	10333	Custom Software Solutions, Inc	Website	500.00	Bill Payment
01/29/2019	10334	Placentia Library District	Payroll	60,000.00	Check
01/30/2019	10335	Jeanette Contreras	Reimbursement staff fans and data	1,161.87	Bill Payment
01/31/2019	10336	PODS Enterprises, LLC	Storage	2,994.56	Bill Payment



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

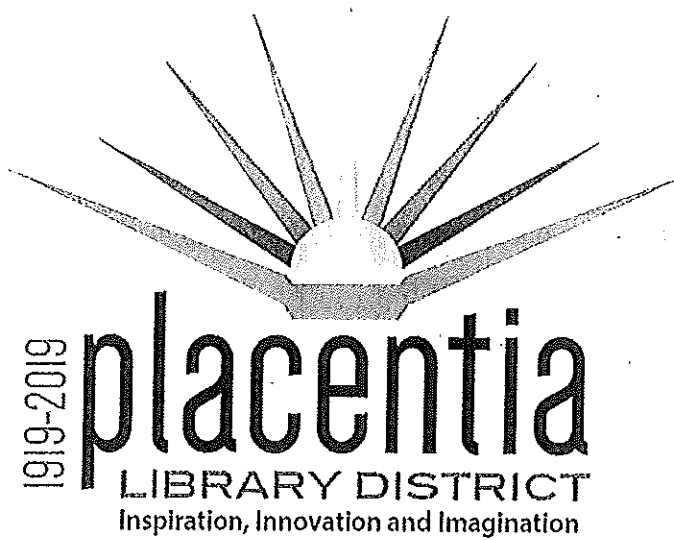
FROM: Fernando Maldonado, Acting Business Manager

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

DATE: February 19, 2019

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	
3/31/2019	
04/30/2019	
5/31/2019	
6/30/2019	

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: February 19, 2019

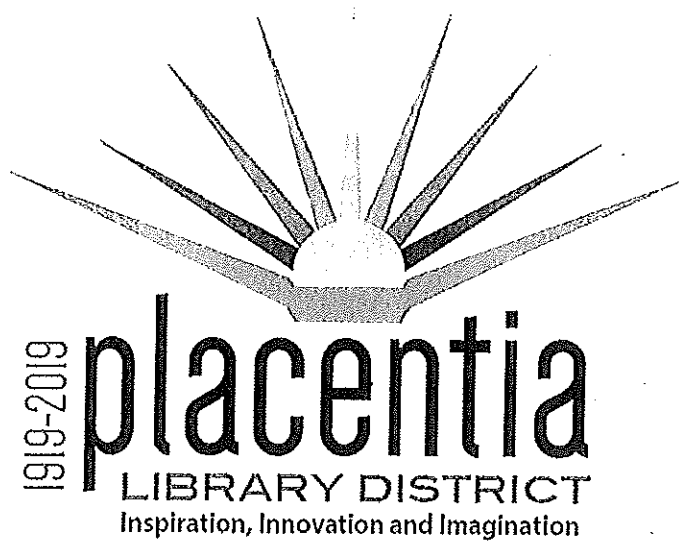
Summary of Cash and Investments as of January 31, 2019

Cash with Orange County Treasurer Fund 9LX	2,335,771.87
General Fund Checking – Bank of the West	880,975.78
General Fund Savings – Bank of the West	798,692.59
<i>(Impact Fees in Savings – Restricted)</i>	\$694,836.27
Payroll Checking – Wells Fargo Bank	\$77,273.28
Total Cash and Investments	4,092,713.52

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



Jeanette Contreras
Library Director



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

Acct #	DESCRIPTION	BUDGET (AMENDED)	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured		1,151,135	(1,202,717)	48.9%
4020	Property Taxes - Current Unsecured	2,353,852	60,285	(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	36,980	(35,182)	51.2%
4060	Property Taxes - Prior Supplemental	0	0	0	0.0%
* 4070	Interest on Unsupport Tax	0	0	0	0.0%
** 4080	Penalties & Costs on Delinq Taxes	0	581	581	-
4090	Taxes Special Dist Augmentation	1,113	16,061	14,947	1442.4%
4190	State - Homeowners Property Tax Relief	9,538	-	(9,538)	0.0%
	Sub Total	2,551,113	1,271,536	(1,279,578)	12.7%
INTEREST REVENUE					
4600	Interest		23,549	15,049	277.1%
	Sub Total	8,500	23,549	15,049	277.1%
GRANT REVENUE					
4210	State Grants	30,000	18,000	(12,000)	60.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	50,000	18,000	(32,000)	36.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	38,310	19,429	(18,881)	50.7%
* 4430	Other Revenue	0	15,286	15,286	-
4440	Centennial Renovation	1,500,000	-	(1,500,000)	0.0%
4310	Fines & Fees	16,594	10,833	(5,761)	65.3%
4320, 4330	Passport/Photos	189,500	112,339	(77,161)	59.3%
* 4340	Meeting Room Fees	0	340	340	-
4350	Test Proctor	2,500	4,600	2,100	184.0%
4500	Impact Fees	90,000	66,560	(23,440)	74.0%
	Sub Total	1,747,604	162,826	(1,584,778)	9.3%
TOTAL REVENUES YTD FOR FY 18/19:		4,447,217	1,542,471	(2,904,746)	34.7%
Total Revenue without Renovation Revenue		\$2,947,217	\$1,542,471	(\$1,404,746)	52.3%

*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

January 31, 2019

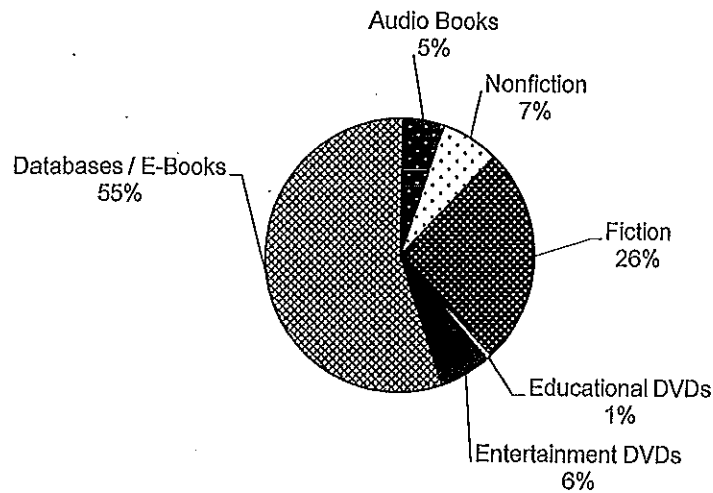
58.33% of the year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS (AMENDED)	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,513,099	824,097	0.54	\$689,002
5030	Retirement	58,553	23,928	0.41	\$34,625
5040	Unemployment Insurance	4,000.00	2,700.00	0.68	\$1,300
5050	Health Insurance	297,502	148,614	0.50	\$148,888
5064	Dental Insurance	17,796	8,097	0.45	\$9,699
5060	Life Insurance	5,603	2,385	0.43	\$3,218
5066	AD & D Insurance	8,720	4,235	0.49	\$4,485
5068	Vision Insurance	3,441	1,625	0.47	\$1,816
5090	Employee Assistance Program	12,000	6,672	0.56	\$5,328
5070	Workers' Compensation Insurance	13,768	3,387	0.25	\$10,381
	TOTAL	\$1,934,482	\$1,025,738	0.53	\$908,744
SERVICES & SUPPLIES					
5100	Communications	9,120	7,568	0.83	\$1,552
5170	Household Expenses	15,000	9,556	0.64	\$5,444
5099	Library Insurance	17,000	9,568	0.56	\$7,432
5205	Maintenance Expense	25,000	12,182	0.49	\$12,818
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	75,000	44,333	0.59	\$30,667
5290	Memberships	9,000	4,009	0.45	\$4,991
5300, 5310, 5350	Office Expenses & Postage	77,500	31,648	0.41	\$45,852
5400	Prof./Specialized Services	204,950	90,447	0.44	\$114,503
5495, 5900, 5910	Programs	52,067	15,221	0.29	\$36,846
5500	Books/Library Materials	352,000	108,198	0.31	\$243,802
5600	Meetings/Professional Development	44,640	37,907	0.85	\$6,733
5700	Mileage/Parking	1,600	644	0.40	\$956
5800	Utilities	59,858	24,705	0.41	\$35,153
	TOTAL	\$942,735	\$395,986	0.42	\$546,749
	OPERATING EXPENSES	\$2,877,217	\$1,421,724	0.49	\$1,455,493
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$30,000	-	0.00	\$30,000
4200	Equipment & Furniture	\$30,000	-	0.00	\$30,000
6100	Taxes and Assessments	\$10,000	8,513	0.85	\$1,487
	TOTAL	\$70,000	8,513	0.12	\$61,487
CAPITAL PROJECT					
5211	Renovation	\$4,100,000	531,722	0.13	\$3,568,278
	TOTAL	\$4,100,000	531,722	0.13	\$3,568,278
TOTAL BUDGET		\$7,047,217	\$1,961,959	0.28	\$5,085,258
	Total Expenses without Renovation Expenses	\$2,947,217	\$1,430,237	0.49	\$1,516,980

Placentia Library District

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

	YTD 2018/19	YTD 2018/19	YTD 20118/19	YTD 2017/18	YTD 2017/18	YTD 2017/18
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$24,487	814	922	\$29,737	1524	1699
Total Non-Fiction	\$6,714	281	481	\$28,384	1108	1473
Total Databases / E-Books	\$52,588	478	0	\$17,281	4	0
Total Audio Books	\$4,744	102	102	\$2,901	282	284
Total Educational DVDs	\$622	19	19	\$2,113	57	57
Total Entertainment DVDs	\$5,787	163	228	\$4,166	92	148
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$94,942	1857	1752	\$84,582	3067	3661
Budget	\$272,000			\$255,689		
% Spent YTD	35%			33%		



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 JANUARY 2019
Prepared by Katie Matias, Librarian I

	GENERAL FUND			ADOPT-A-BOOKGRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$20,624	600	613	\$0	0	0	\$20,624	600	613	\$436	15	15	\$21,060	615	628
Adult Non-Fiction	\$5,476	237	259	\$0	0	0	\$5,476	237	259	\$520	17	17	\$6,006	254	276
Adult Reference	\$328	8	8	\$0	0	0	\$328	8	8	\$742	17	17	\$1,070	25	25
Adult Magazines	\$322	1	175	\$0	0	0	\$322	1	175	\$0	0	0	\$322	1	175
TOTAL ADULT PRINT MATERIALS	\$26,750	846	1055	\$0	0	0	\$26,750	846	1055	\$1,708	49	49	\$28,458	895	1104
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$4,744	102	102	\$0	0	0	\$4,744	102	102	\$0	0	0	\$4,744	102	102
Adult E-books	\$14,438	332	0	\$0	0	0	\$14,438	332	0	\$0	0	0	\$14,438	332	0
Adult Educational DVDs	\$622	19	19	\$0	0	0	\$622	19	19	\$0	0	0	\$622	19	19
Adult Entertainment DVDs	\$4,227	101	156	\$0	0	0	\$4,227	101	156	\$137	10	10	\$4,364	111	166
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$24,031	554	277	\$0	0	0	\$24,031	554	277	\$137	10	10	\$24,168	564	287
TOTAL ADULT MATERIALS	\$50,781	1,400	1,332	\$0	0	0	\$50,781	1,400	1,332	\$1,845	59	59	\$52,626	1,459	1,391
Young Adult Fiction	\$787	48	48	\$0	0	0	\$787	48	48	\$176	10	10	\$963	58	58
Young Adult Non-Fiction	\$157	11	11	\$0	0	0	\$157	11	11	\$0	0	0	\$157	11	11
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL YOUNG ADULT PRINT MATERIALS	\$944	59	59	\$0	0	0	\$944	59	59	\$176	10	10	\$1,120	69	69
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$2,067	63	0	\$159	4	4	\$2,226	67	4	\$0	0	0	\$2,226	67	4
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$751	30	30	\$751	30	30
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$2,067	63	0	\$159	4	4	\$2,226	67	4	\$751	30	30	\$2,977	97	34
Juvenile Fiction	\$3,076	166	261	\$0	0	0	\$3,076	166	261	\$400	31	32	\$3,476	197	293
Juvenile Non-Fiction	\$3,076	166	261	\$0	0	0	\$3,076	166	261	\$400	31	32	\$3,476	197	293
Juvenile Reference	\$431	24	27	\$0	0	0	\$431	24	27	\$62	5	5	\$493	29	32
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE PRINT MATERIALS	\$431	24	28	\$0	0	0	\$431	24	28	\$62	5	5	\$493	29	33
Juvenile Non-Print Materials	\$3,507	190	289	\$0	0	0	\$3,507	190	289	\$462	36	37	\$3,969	226	326
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$2,006	75	0	\$0	0	0	\$2,006	75	0	\$0	0	0	\$2,006	75	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$1,560	62	72	\$0	0	0	\$1,560	62	72	\$0	0	0	\$1,560	62	72
TOTAL JUVENILE NON-PRINT MATERIALS	\$3,566	137	72	\$0	0	0	\$3,566	137	72	\$0	0	0	\$3,566	137	72
TOTAL JUVENILE MATERIALS	\$7,073	327	361	\$0	0	0	\$7,073	327	361	\$462	36	37	\$7,535	363	398
Databases	\$34,077	8	0	\$0	0	0	\$34,077	8	0	\$0	0	0	\$34,077	8	0
E-books	\$18,511	470	0	\$159	4	4	\$18,670	474	4	\$0	0	0	\$18,670	474	4
TOTAL DATABASES / E-BOOKS	\$52,588	478	0	\$159	4	4	\$52,747	482	4	\$0	0	0	\$52,747	482	4
Total Fiction	\$24,487	814	922	\$0	0	0	\$24,487	814	922	\$1,012	56	57	\$25,499	870	979
Total Non-Fiction	\$6,714	281	481	\$159	4	4	\$6,873	285	485	\$1,334	39	39	\$8,207	324	520
Total Databases / E-books	\$52,588	478	0	\$159	4	4	\$52,747	482	4	\$0	0	0	\$52,747	482	4
Total Audio Books	\$4,744	102	102	\$0	0	0	\$4,744	102	102	\$0	0	0	\$4,744	102	102
Total Educational DVDs	\$622	19	19	\$0	0	0	\$622	19	19	\$0	0	0	\$622	19	19
Total Entertainment DVDs	\$5,787	163	228	\$0	0	0	\$5,787	163	228	\$886	40	40	\$6,673	203	268
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$84,942	1857	1752	\$159	4	4	\$85,101	1861	1756	\$3,234	135	135	\$88,335	1936	1892

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Acting Business Manager

SUBJECT: Service Revenue Activities Report for January 2019

DATE: February 19, 2019

Net Revenue Summary for January 2019

	Jan-2019	Jan-2018	YTD 2018-2019	YTD 2017-2018
Passport	16,609.00	17,816.00	96,350.03	89,603.00
Passport Photos	2,736.00	4,224.00	15,989.25	23,716.00
Test Proctor	150.00	350.00	4,600.00	5,350.00
Fines & Fees	2,846.23	2,469.72	10,832.65	11,535.41
Meeting Room	0.00	380.00	340.00	1,340.00
Total	22,341.23	25,239.72	128,111.93	131,544.41



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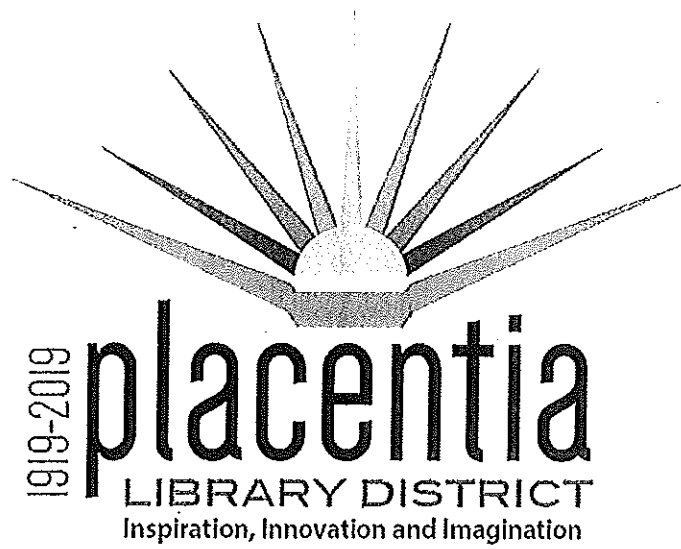
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Acting Business Manager
SUBJECT: Personnel Report for January 2019
DATE: February 19, 2019

	Jan-19	Jan-18	YTD 2018-2019	YTD 2017-2018
Separation	0	0	2	3
Retirement	0	0	0	0
Appointments	1*	2	4	7
Open Positions	0	1	2	5
Workers' Compensation Leave	0	0	0	0
Total	1	3	8	15

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: Christie Hwang, Library Clerk.
 OPEN POSITIONS: None

* Denotes temporary assignment



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Circulation Activity Report: January 2019

DATE: February 19, 2019

<u>CIRCULATION</u>	Jan-19	Jan. 18		Y-T-D	Y-T-D	Y-T-D
				2018-19	2017-18	% change
New Patron Registrations	172	283		1,486	1,999	-25.7%
Total Circulation	8,128	19,916		114,515	157,661	-27.4%
Total Active Borrowers*	6,747	7,810				
Attendance	9,946	22,728		127,351	168,924	-24.6%
Adult Fiction	798	2,417		10,021	18,312	-45.3%
Adult Nonfiction	278	1,986		6,152	13,258	-53.6%
Adult Magazines	0	88		445	1,348	-67.0%
Adult Music CDs	0	90		97	604	-83.9%
Adult Audio Books	179	516		2,085	3,683	-43.4%
Adult DVDs	1,408	2,315		14,893	16,576	-10.2%
Library of Things	23	25		189	157	20.4%
YA Fiction	167	760		3,498	8,045	-56.5%
YA Nonfiction	19	89		396	690	-42.6%
YA Audio Books	0	0		0	0	0.0%
Video Games	55	50		426	483	-11.8%
JUV Fiction	4,322	8,414		45,075	70,349	-35.9%
JUV Nonfiction	288	2,014		6,046	16,255	-62.8%
JUV Magazines	0	2		30	25	20.0%
JUV Music CDs	0	37		65	165	-60.6%
JUV Audio Books	0	35		32	236	-86.4%
JUV DVDs	591	1,078		6,946	10,588	-34.4%
* YTD % change not applicable.						

TEST PROCTORING

January 2019	January 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
4	7	96	105	-9%

PATRON COUNT

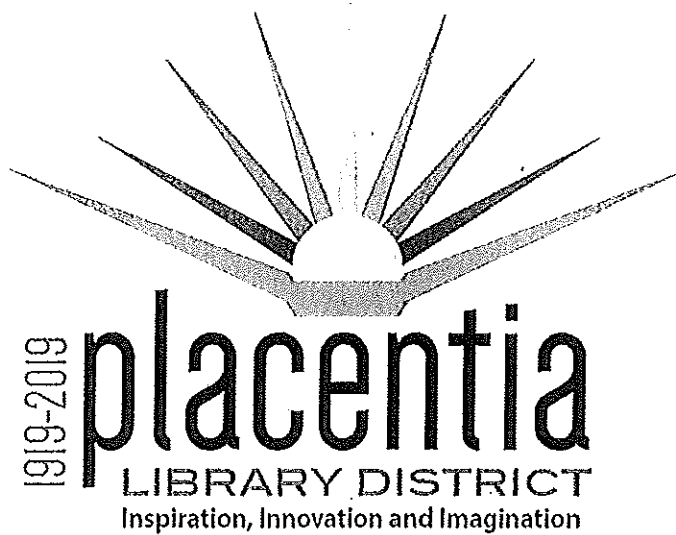
Gate Count					Hours Open	Average PerHour
January 2019	January 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change		
8,797	22,001	106,869	168,239	-36%	267	32.9
<i>Closed 2 Days; Closed 22 hours.</i>						
Outside Gate Counts						
Adult/Teen Programs			253			
Children Programs			334			
Outreach Events			562			
Meeting Room Rentals			0			
TOTAL			1149			
					Library Attendance Total	9,946

PASSPORTS

Jan. 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		1	3	3	2	9	30	48
10:00		2	2	3	6	10	30	53
11:00			5	6	3	7	30	51
12:00		6	9	4	10	5	30	64
1:00	31	11	6	5	9	12	27	101
2:00	30	8	6	8	9	8	24	93
3:00	26	2	8	7	9	10	22	84
4:00	5	9	11	12	6	3	6	52
5:00		15	8	13	11			47
6:00		16	7	7	10			40
7:00				1				1
DAY TOTALS	92	70	65	69	75	64	199	634
	Jan 2019	Jan 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change			
	634	710	2951	3584	-21%			

STAFF ACTIVITY

- Katie attended Friday Huddles on January 4th, 11th, 18th, and 25th.
- Staff provided Setup/Take Down in the Plaza: 25 set-ups/ 25 breakdowns
- Meeting Room rentals patron count: 0 (renovation has started)
- Tim is working on the 2019 eXPLORE newsletter
- Estella attended the Anaheim Consortium Meeting at Anaheim Central on January 31st
- Tim attended the SLS Marketing Meeting at the Orange Public Library on Dec 6th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

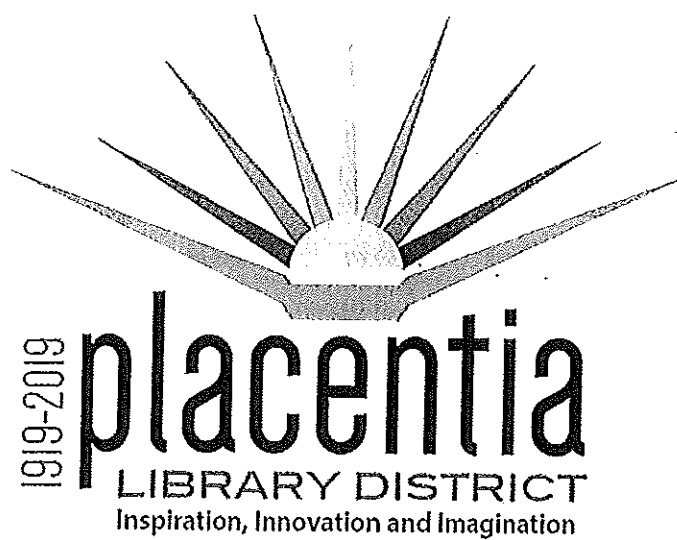
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Acting Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through January 2019
DATE: February 19, 2019

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
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							
Mar-19							
Apr-19							
May-19							
Jun-19							
	TOTAL	\$43,049.83	\$8,721.54	\$997.50	\$61.90	0.00	\$52,830.77

** City Billing Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Administration Report for January 2019

DATE: February 19, 2019

Meetings:

- Library Board of Trustees: January 23rd
- Trustee Martin & Placentia Library Friends Foundation President: January 21st
- Friday Huddles: January 4th, 11th, 18th, 25th
- Johnson Controls, Inc.: January 3rd, 10th, 18th, 24th, 31st
- California Special District Association interview: January 16th
- Senator Ling Ling Chang's Office: January 31st
- Orange County Librarian: January 16th

Facilities:

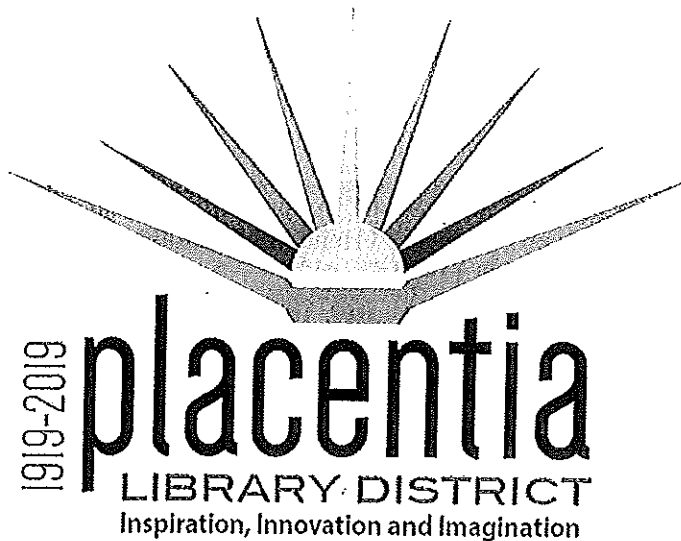
- Jan 07th: Environmental Remediation Contractors, Inc removed air ducts and drywall in electrical and mechanical rooms.
- Jan 11th: Dick's Lock and Safe to reproduce temporary side administration door key.
- Jan 16th: San Marino Roofing called to repair Meeting Room and side Administration door roof leak.

Professional Development:

- California Library Association "My Leadership Journey": January 17th
- American Library Association Midwinter Conference: January 25th – 29th
- Seattle Public Library Tour: January 28th

Events:

- Excellence in Placentia Awards: January 24th



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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 January 2019
DATE: February 19, 2019

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	December	December	December	December	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	6	190	6	196	63	2,593	74	3,043	-14.86%	-14.79%
Educational	10	144	18	455	72	1,249	99	2,650	-27.27%	-52.87%
Reading	0	0	1	10	11	1,644	21	2,011	-47.62%	-18.25%
Seasonal	0	0	0	0	1	200	3	633	-66.67%	-68.40%
Totals	16	334	25	661	146	5,486	197	8,337	-25.89%	-34.20%

Reference/Computer Usage Statistics

	January 2019	January 2018	Y-T-D 2018-2019	Y-T-D 2017-2018	Y-T-D % change
Reference—in person	256	484	2,789	3,401	-17.99%
Reference--telephone	7	37	129	163	-20.86%
Total Reference	263	521	2,918	3,564	-18.13%
*Children's computer usage	0	887	2,449	7,003	-65.03%

*Public access computers currently available are designated as Adult computers. Children’s computer usage is incorporated in Adult computer usage statistic.

ACHIEVEMENTS

- Deanna White was interviewed by California Special Districts Public Affairs for a video celebrating Special Districts.
- Kathy Carn, and Lori Worden continued weekly outreach at Ruby Drive and Tynes Elementary School.
- Ana Balderas continued weekly outreach with LOT 318.
- Kathy Carn and Lori Worden continued to assist with running Homework Club.
- Yesenia Baltierra, Kathy Carn, Ana Balderas, Lori Worden, and Venessa Faber attended the annual Chamber of Commerce Gala at the Alta Vista Country Club on January 24th.

MEETINGS

- Deanna White, Lori Worden, Venessa Faber, Ana Balderas, and Kathy Carn attended the Children Services Team meeting on January 3rd.
- Deanna White met with Kathy Carn, and Ana Balderas to discuss a Bilingual Children’s Storytime at Eggcitement on January 24th.
- Deanna White, Kathy Carn, Ana Balderas, and Lori Worden attended Staff Meeting on January 24th.

- Kathy Carn attended the Supervisors Meeting with Yesenia Baltierra and Wendy Amireh on January 8th and 16th.
- Kathy Carn met with Venessa Faber for the Crossroads Committee Meeting on January 9th.
- Kathy Carn met with Victor Meza to review Children's Services on January 15th.
- Kathy Carn met with Yesenia Baltierra to discuss Easter Eggcitement on January 15th.
- Kathy Carn and Yesenia Baltierra visited the Makerspace at Aliso Viejo library on January 22nd.

PROFESSIONAL DEVELOPMENT

- Lori Worden completed a Library Works webinar on "Best Children's Books of 2018," on January 23rd.
- Kathy Carn attended the ALA-Midwinter conference in Seattle January 25-29th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for January 2019

DATE: February 19, 2019

MONTHLY STATISTICS

Information Desk Activity	January 2019	January 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Reference -- in person	1179	1446	9544	10601	-9.97%
Reference -- telephone	607	712	4188	4756	-11.94%
Reference -- email/chat	2	3	29	117	-75.21%
Technology assistance	12	247	1344	1605	-16.26%
Guest passes	5	60	635	456	39.25%
Adult and Children's computer use (desktops)	138	2041	8648	14975	-42.25%
Adult computer usage (desktop)	178	1825	9032	11892	-24.05%
Public computer use (express laptops)	0	8	11	57	-80.70%

History Room Activity	January 2019	January 2018	Y-T-D FY2018-19	Y-T-D FY2017-18	Y-T-D % change
History Room Visitors	3	7	28	60	-53.33%

Volunteer Hours	January 2019	January 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
History Room	17	62.25	104.25	322	-67.62%
PLFF	379.5	382.83	2469.25	3041.63	-18.82%
General Library	152.75	375	1795.69	3974.33	-54.82%
Technology	0	0	0	18.25	-100.00%
Homework Club	48.25	60	341.25	348.35	-2.04%
Adult Literacy Tutors	127.5	120.55	859.92	1203.77	-28.56%
PTAC	48	52.75	526	801.75	-34.39%
Summer Reading Program	0	0	675.75	1365.62	-50.52%
Total Volunteer Hours	773	1053.38	6772.11	11075.7	-38.86%

Public Services Outreach Activity	January 2019	January 2018	Y-T-D FY2018-19	Y-T-D FY2017-18	Y-T-D % change
Outreach Visits	18	0	113	17	564.71%

Outreach Attendance	427	0	3676	7357	-50.03%
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Adult Programs

Type of Program	Number of Programs December	Attendance December	Number of Programs December	Attendance December	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1819	FY1819	FY1718	FY1718		
Book Club	0	0	1	6	2	16	7	39	-71.43%	-58.97%
Computer Workshops	0	0	0	0	0	0	8	86	-100.00%	-100.00%
Educational Programs	0	0	0	0	2	73	9	2317	-77.78%	-96.85%
Fine Art Programs	0	0	0	0	3	341	7	207	-57.14%	64.73%
Health & Fitness Programs	0	0	0	0	0	0	7	175	-100.00%	-100.00%
History Room Programs	0	0	0	0	3	168	5	137	-40.00%	22.63%
Home and Lifestyle Programs	0	0	0	0	0	0	3	330	-100.00%	-100.00%
Literacy Programs	5	45	6	51	32	394	37	333	-13.51%	18.32%
Reading Programs	1	66	1	60	5	654	5	595	0.00%	9.92%
Volunteer Programs	0	0	1	21	4	60	14	150	-71.43%	-60.00%
Totals	6	111	9	138	51	1,706	102	4,369	-50.00%	-60.95%

Literacy	YTD1819	YTD1718	% Change
English Literacy Students	50	38	31.58%
Students Graduated	2	10	-80.00%
English Literacy Tutors	42	33	27.27%

Teen Programs

Type of Program	Number of Programs January	Attendance January	Number of Programs January	Attendance January	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1819	FY1819	FY1718	FY1718		
Collaboratory	1	14	1	26	3	14	5	76	-40.00%	-81.58%
Friday Flicks	0	0	2	0	7	29	21	103	-66.67%	-71.84%
PTAC	2	34	2	44	13	266	17	358	-23.53%	-25.70%
Summer Reading Program	0	0	0	0	2	122	2	127	0.00%	-3.94%
Teen Misc.	1	160	0	0	1	160	1	61	0.00%	162.30%
Test	0	0	0	0	1	14	2	28	-50.00%	-50.00%
The Vault	0	0	0	0	2	167	2	223	0.00%	-25.11%
Totals	4	208	5	70	29	772	50	976	-42.00%	-20.90%

ACHIEVEMENTS

- Coleen Wakai coordinated Conversation Club on January 4th, 11th, 18th, & 25th.
- Coleen attended UCI's Community Service & Leadership Fair on January 23rd.
- Coleen Wakai participated and judged first round of Writer to Writer emerging writer letters for SCLLN.
- Coleen Wakai coordinated Literacy's International Potluck on January 11th.

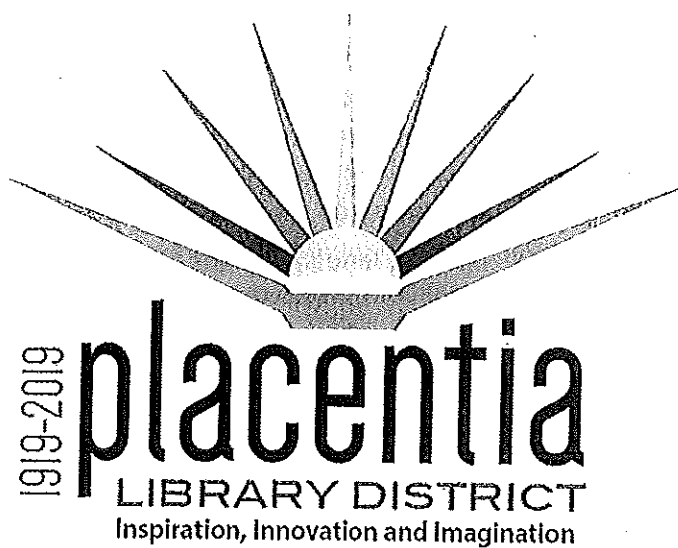
- Coleen Wakai coordinated Literacy's first Family Gaming Day on January 26th.
- Coleen Wakai literacy's student application was accepted to the Adult Learner Leadership Institute (ALLI) on January 29th.
- Victor Meza coordinated a PTAC meetings on January 3rd and 17th.
- Wendy Amireh and Victor Meza provided a database class to AVID students at Valencia High School on January 16th.
- Wendy Amireh and Yesenia Baltierra visited Aliso Viejo Library's Makerspace on January 22nd.
- Yesenia Baltierra attended the International Potluck on January 11th.
-

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on January 8th and 22nd.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on January 8th and 16th.
- Wendy Amireh attended Kiwanis meetings on January 3rd, 10th, 17th, and 31st.
- Wendy Amireh and Yesenia Baltierra attended Dennis O'Hern's memorial on January 22nd.
- Wendy Amireh and Michelle Meades attended the Adult Services SLS meeting on January 15th.
- Michelle Meades met with the Wendy Amireh on January 2nd, 8th, 10th, 15th, 17th, 22nd, 24th, 29th and 31st.
- Michelle Meades met with Lisa Pacheco on January 2nd and January 14th.
- Michelle Meades attended the Historical Committee meeting on January 22nd.
- Michelle Meades met with Melrose teacher, Monic Burch, on January 29th.
- Coleen Wakai met with Wendy Amireh on January 3rd, 10th, 17th, 24th and 31st.
- Coleen Wakai met with individual literacy tutors on January 16th, 29th, 30th.
- Coleen Wakai attended the SCLLN Meeting in San Diego on January 15th.
- Jeannie Killianey met with Wendy Townsend on January 14th.
- Victor Meza met with Wendy Amireh on January 7th, 11th, 14th, 18th and 28th.
- Wendy Amireh, Coleen Wakai and Sally Federman and met on January 21st.
- Wendy Amireh, Coleen Wakai, Michelle Meades attended the Staff Meeting on January 24th.
- Wendy Amireh, Victor Meza, Sally Federman, Michelle Meades, Jeannie Killianey attended the Adult Services meeting on January 28th.
- Wendy Amireh, Coleen Wakai and Victor Meza attended the Excellence in Placentia Awards on January 24th.
- Victor Meza met with Michelle Meades on January 7th and 29th.
- Victor Meza met with Kathy Carn on January 15th.
- Victor Meza, Yesenia Baltierra and Fernando Maldonado met with La Michoacana on January 14th.
- Yesenia Baltierra attended the International Potluck on January 11th.
- Yesenia Baltierra attended the Community Collaborative meeting on January 15th.
- Yesenia Baltierra attended the Leadership Journey held at Pasadena Library on January 17th.
- Yesenia Baltierra attended the Leadership Challenge Team meeting on January 29th.

PROFESSIONAL DEVELOPMENT

- None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Placentia Library Website & Technology Report for January 2019

DATE: February 2019

<u>On-line database usage</u>	December 2018	Onsite Usage 12/17	Remote Usage 12/17	December 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Library Catalog	21,443	N/A	N/A	12,817	108,244	90,399	20%
General Reference Center	25	19	6	24	531	185	187%
Biography In Context	7	7	0	45	2,177	3,136	-31%
Opposing Viewpoints	284	283	1	21	1,463	854	71%
Consumer Reports (new July 2016)	73	N/A	N/A		589	452	N/A
Freegal	977	N/A	N/A	1,113	5,481	6,082	-10%
Heritage Quest	280	N/A	N/A	424	611	1,991	-69%
Novelist	109	N/A	N/A	5	387	175	121%
Public Library Core Collection Nonfiction (staff use only)	0	N/A	N/A	0	88	253	-65%
Pronunciator	4	N/A	N/A	25	120	282	-57%
ABC Mouse	45	N/A	N/A	41	219	295	-26%
ABC Mouse - Bring Learning Home (new March 2018)	6	N/A	N/A	N/A	152	N/A	N/A
World Book Online (new March 2018)	41	N/A	N/A		189	N/A	N/A
Career Cruising	8	N/A	N/A	16	28	41	-32%
Tumblebooks	48	N/A	N/A	41	437	710	-38%
Reference USA	120	N/A	N/A	154	1,092	1,886	-42%
Enki	3	N/A	N/A	10	19	44	-57%
Hoopla	1077	N/A	N/A	625	5,905	3,817	55%
Overdrive e-books	1,591	N/A	N/A	1,322	9,762	7,786	25%
Overdrive audio books	1,025	N/A	N/A	673	5,766	4,349	33%
Overdrive e-books - Placentia Advantage (New March 2018)	1,016	N/A	N/A	N/A	8,629	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	973	N/A	N/A	N/A	8,231	N/A	N/A
Zinio	141	N/A	N/A	42	591	625	-5.44%
TOTAL DATABASE USAGE	29,296	309	7	17,398	160,711	123,362	30%

Computer & Online Resource Use					
	January 2019	January 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Residents	766	1278	7,420	12,899	-42%
Non-Placentia Residents	655	929	5,652	9,258	-39%
Total	1421	2207	13,072	22,157	-41%

Website Traffic					
	January 2018	January 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Website visits	7,767	12,837	57,612	88,340	-35%
Page Hits	14,386	21,379	97,602	148,026	-34%
Users	4,339	8,150	31,991	50,854	-37%
Pages/Session	1.85	1.67	N/A	N/A	N/A
Avg. Session Duration	00:03:04	00:02:26	N/A	N/A	N/A
% New Sessions	71	55	N/A	N/A	N/A

Wifi Use					
	January 2019	January 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Total	993	1,131	9,748	14,085	-31%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Representation at the Local Agency Formation Commission (LAFCO) Strategic Planning Workshop on March 13, 2019.

DATE: February 19, 2019

BACKGROUND

The Commission will hold its Annual Strategic Plan Workshop on Wednesday, March 13, 2019 at the Orange County Transportation Authority (OCTA), Conference Room 08 located at 550 South Main Street in the City of Orange. The workshop is scheduled for 8:15 a.m. to 1:00 p.m. and will be facilitated by William Chiat, President of the Alta Mesa Group. The workshop will include a discussion of the Commission's goals, accomplishments and opportunities for Fiscal Year 2019-2020. The half-day workshop is a public meeting and there will be an opportunity for public comment at the beginning of the workshop.

Attachment A is LAFCO's Fiscal Year 2018-2019 Strategic Plan.

RECOMMENDATION

Authorize a Library Board of Trustee and the Library Director to represent the Placentia Library District at the LAFCO Annual Strategic Plan Workshop on March 13, 2019.



2018 STRATEGIC PLAN

April 11, 2018

2677 North Main Street, Suite 1050, Santa Ana, CA 92705 • (714) 640-5100 • FAX (714) 640-5139
www.oclafco.org



2018 STRATEGIC PLAN

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Councilmember
City of Fountain Valley

IMMEDIATE PAST CHAIR
CHARLEY WILSON
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Santa Margarita Water District

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5th District

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Councilmember
City of Tustin

TODD SPITZER
Supervisor
3rd District

JOHN WITHERS
Director
Irvine Ranch Water District

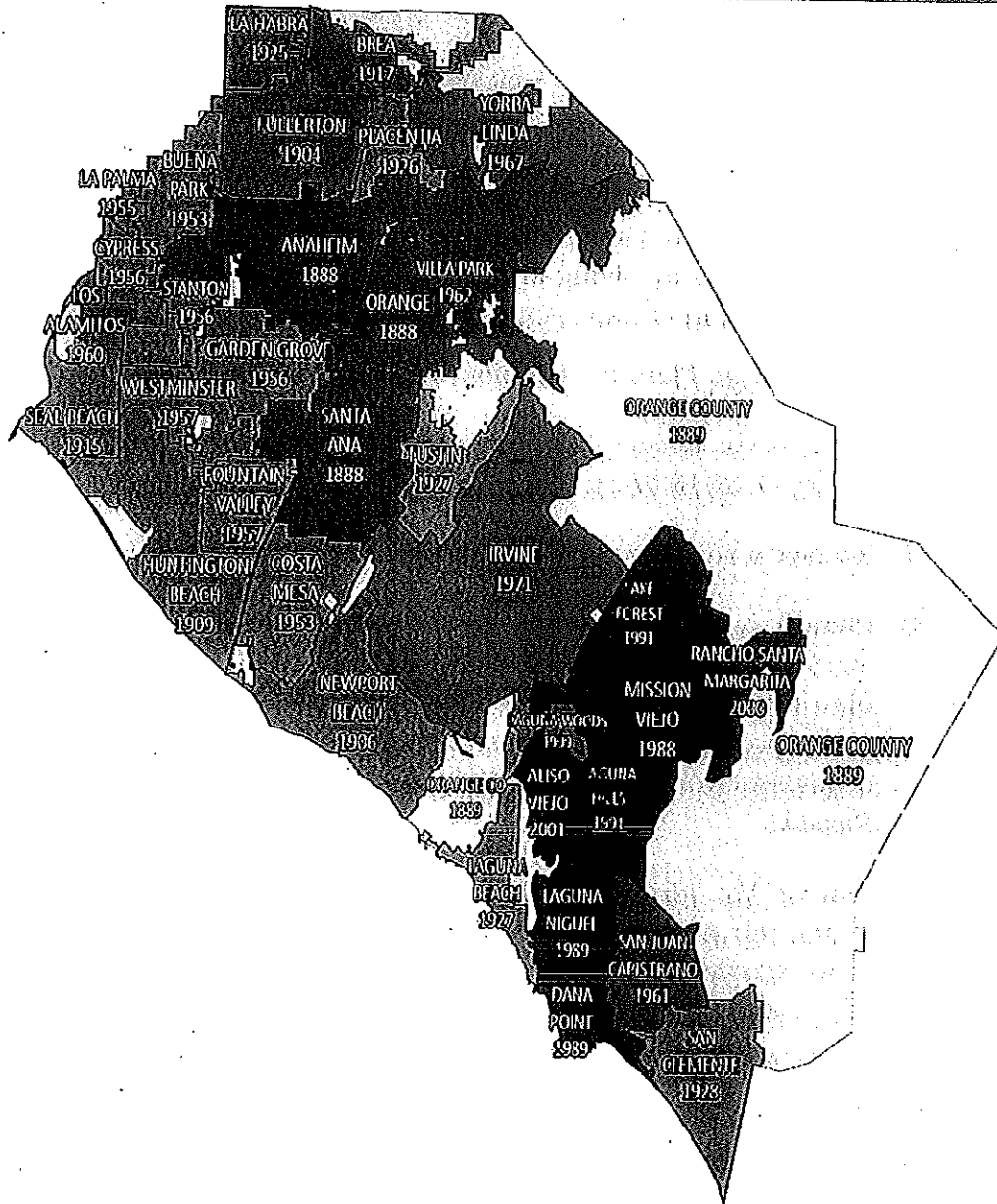
ALTERNATE
WENDY BUCKNUM
Councilmember
City of Mission Viejo

ALTERNATE
JAMES FISLER
Director
Mesa Water District

ALTERNATE
LOU PENROSE
Representative of
General Public

ALTERNATE
MICHELLE STEEL
Supervisor
2nd District

CAROLYN EMERY
Executive Officer



OC LAFCO Mission

"LAFCO serves the citizens of Orange County by facilitating constructive changes in governmental structure and boundaries through special studies, programs, and actions that resolve intergovernmental issues, by fostering orderly development and governance, and by promoting the efficient delivery of services. LAFCO also serves as a resource for local governments and citizens by providing a structure for sharing information among stakeholders in Orange County."

Adopted January 2005



2018 STRATEGIC PLAN

INTRODUCTION

This year represents the Commission's 22nd Strategic Planning Session. Through its strategic planning process, the Commission identifies challenges and opportunities facing OC LAFCO and develops a broad framework to guide the agency's decisions involving state and Commission-initiated mandates and providing leadership in Orange County on local and regional issues.

At the 2018 Strategic Planning Session, the Commission will:

1. Discuss the accomplishments of the agency's organizational goals and the 2017-2018 Work Plan.
2. Receive a report on the agency's overall performance.
3. Identify and prioritize key projects that will be included in the 2018-2019 Work Plan that begins on July 1, 2018. During this part of the planning session, OC LAFCO Consultant, Management Partners will give a presentation on the stakeholder input process for the next cycle of reviews and updates of Spheres of Influence and Municipal Service Reviews.

The adoption of an annual work plan allows the Commission and staff to proactively plan for multi-year projects, prioritize staff's efforts, and ensure the most efficient allocation of agency resources. Following the adoption of the strategic plan, staff will prepare the FY 2018-2019 Proposed Budget and Work Plan for Commission consideration at the May 9 regular Commission meeting.

The Strategic Planning Session will be held on **Wednesday, April 11, 2018 from 8:15 a.m. to 12:00 p.m.** at the *Orange County Transportation Authority, Conference Room 08 at 550 South Main Street in Orange.*



2018 STRATEGIC PLAN

OC LAFCO ORGANIZATIONAL GOALS

The following key organizational goals were adopted by the Commission to assist in accomplishing the legislative mandates set forth by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and carrying out the overall mission of OC LAFCO. The goals are also used for establishing annual work plans and required agency resources.

➤ **Goal One: Statutory and Commission-Initiated Mandates**

Carry out the legislative purpose of LAFCO to encourage efficient municipal services and orderly formation and development of local agencies, through the annexation of areas to adjacent cities and special districts and conducting of Municipal Service Reviews and other studies.

➤ **Goal Two: Outreach and External Relations**

Through the leadership of executive staff, foster the development of collaborative relationships among the executive staff of Orange County's local and regional agencies and organizations that support efforts to collectively address common challenges and the roles of each agency in the planning and shaping of Orange County's infrastructure.

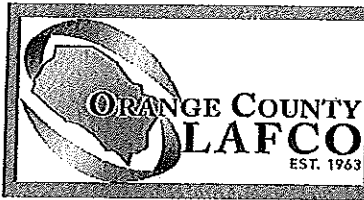
➤ **Goal Three: Legislative Advocacy**

Support legislation that enhances LAFCO authority and powers to perform the duties mandated by the California Legislature and that recognizes the Commission's authority to establish policies based on local needs and conditions relative to Orange County.

➤ **Goal Four: Internal Efficiency**

Maintain internal efficiencies that support OC LAFCO's organizational effectiveness that meet statutory requirements and include proactive outreach to our funding agencies and the public within the adopted budget.

These organizational goals are used in discussion of the Commission's accomplishments for FY 2017-2018 in the next section of this Strategic Plan.



2018 STRATEGIC PLAN

2017-2018 AGENCY ACCOMPLISHMENTS

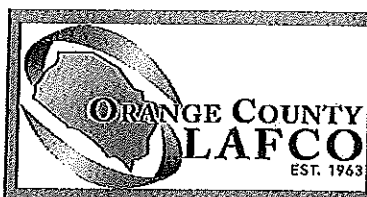
PERFORMANCE DASHBOARD

- Project Completed
- Project to be completed by June 30
- Project to continue on FY-18-19 Work Plan
- Project Not Completed

Goal One: Statutory and Commission-Initiated Mandates

Carry out the legislative purpose of LAFCO to encourage efficient municipal services and orderly formation and development of local agencies, through the annexation of areas to adjacent cities and special districts and conducting of Municipal Service Reviews and other studies.

- **(1) La Habra Islands Reorganization**
- **(2) Reorganization between the City of Garden Grove and the City of Orange**
- **(3) Sphere of Influence Reviews/Updates & Municipal Service Reviews**
 - Completed stakeholder input process
- **(4) LAFCO Policies and Procedures Update**
 - Commission Bylaws
 - Disadvantaged Unincorporated Communities
 - Personnel Policies and Procedures
 - Accounting and Financial Policies
 - Records Retention & Destruction Policy
 - Use of Computer and Electronic Communication



2018 STRATEGIC PLAN

2017-2018 AGENCY ACCOMPLISHMENTS

PERFORMANCE DASHBOARD

- Project Completed
- Project to be completed by June 30
- Project to continue on FY 18-19 Work Plan
- Project Not Completed

Goal One: Statutory and Commission-Initiated Mandates

Carry out the legislative purpose of LAFCO to encourage efficient municipal services and orderly formation and development of local agencies, through the annexation of areas to adjacent cities and special districts and conducting of Municipal Service Reviews and other studies.

■ (5) Implementation of SB 244

- Completed update to data and maps for Orange County disadvantaged unincorporated communities (DUCs).
- Completed outreach to the County, cities, and special districts adjacent to or providing services to the identified DUCs.

■ (6) Implementation of SB 1266

- Established a webpage and on-line clearinghouse for the JPAs providing municipal services in Orange County.

■ (7) Special District Selection Committee

- Administered the Special District process for the appointment of a special district member to the County RDA Oversight Committee.



2018 STRATEGIC PLAN

2017-2018 AGENCY ACCOMPLISHMENTS

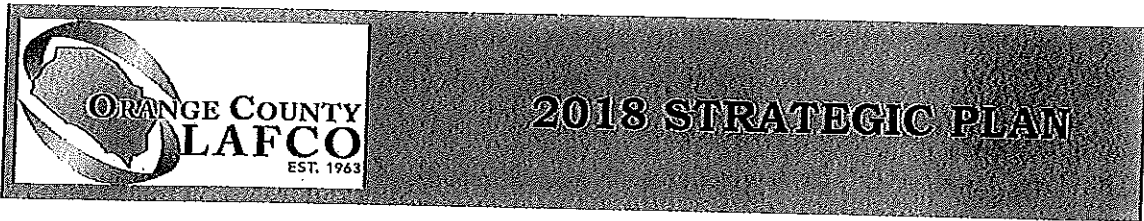
PERFORMANCE DASHBOARD

- Project Completed
- Project to be completed by June 30
- Project to continue on FY 18-19 Work Plan
- Project Not Completed

Goal One: Statutory and Commission-Initiated Mandates

Carry out the legislative purpose of LAFCO to encourage efficient municipal services and orderly formation and development of local agencies, through the annexation of areas to adjacent cities and special districts and conducting of Municipal Service Reviews and other studies.

- **(8) LAFCO Policies and Procedures Update**
 - Sphere of Influence Policy and Guidelines for Preserving Community Identity
 - Standards for Evaluating Service Plans and Preparing Municipal Service Reviews
 - Policies and Procedures for the Review and/or Processing of Out-of- Area Agreements by the Executive Officer
- **(9) Changes of Organization or Reorganization (annexations, detachments) and Municipal Service Reviews**
 - City of San Juan Capistrano MSR for Transfer of Water and Wastewater Services
 - 17th Street/Tustin Island (Santa Ana)
 - Costa Mesa SD/City of Newport Beach Annexations
 - OCSA Annexations for Yorba Linda and Anaheim Hills Areas
 - City of Orange – Detachment of Givens Property
 - City of Orange – Detachment of Open Space
 - Municipal Service Review Planning Process for 4th Cycle



2017-2018 AGENCY ACCOMPLISHMENTS

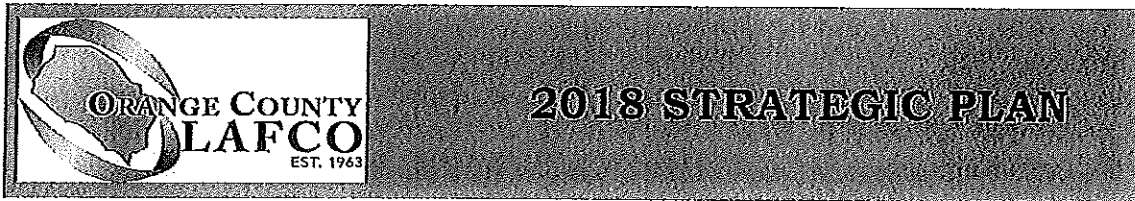
PERFORMANCE DASHBOARD

- Project Completed
- Project to be completed by June 30
- Project to continue on FY 18-19 Work Plan
- Project Not Completed

Goal One: Statutory and Commission-Initiated Mandates

Carry out the legislative purpose of LAFCO to encourage efficient municipal services and orderly formation and development of local agencies, through the annexation of areas to adjacent cities and special districts and conducting of Municipal Service Reviews and other studies.

- **(10) Changes of Organization or Reorganization (annexations, detachments) and Municipal Service Reviews**
 - Facilitate annexation discussions with City of Huntington Beach involving the Bolsa Chica unincorporated area.



2017-2018 AGENCY ACCOMPLISHMENTS

PERFORMANCE DASHBOARD

- Project Completed
- Project to be completed by June 30
- Project to continue on FY 18-19 Work Plan
- Project Not Completed

Goal Two: Outreach and External Relations

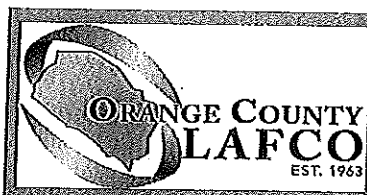
Through the leadership of executive staff, foster the development of collaborative relationships among the executive staff of Orange County's local and regional agencies and organizations that support efforts to collectively address common challenges and the roles of each agency in the planning and shaping of Orange County's infrastructure.

■ (1) Administrative Projects

- Commissioner Brothers continued as CALAFCO Executive Board Member.
- EO served as CALAFCO Deputy Executive Officer for Southern Region and CALAFCO Conference Program Chair.
- Staff served on planning committee for CALAFCO Annual Conference.
- EO participated as instructor for "LAFCO Planning and Regulating the Boundaries and Service Areas of Cities and Special Districts in California" at UCLA and UC Davis Extension Services.

■ (2) Commission Initiated Project

- Develop educational tools and resources that include OC LAFCO brochure and video presentation.



2018 STRATEGIC PLAN

2017-2018 AGENCY ACCOMPLISHMENTS

PERFORMANCE DASHBOARD

- Project Completed
- Project to be completed by June 30
- Project to continue on FY 18-19 Work Plan
- Project Not Completed

Goal Two: Outreach and External Relations

Through the leadership of executive staff, foster the development of collaborative relationships among the executive staff of Orange County's local and regional agencies and organizations that support efforts to collectively address common challenges and the roles of each agency in the planning and shaping of Orange County's infrastructure.

■ (3) **Administrative Projects**

- Conduct LAFCO 101 Sessions with local departments and regional organizations.
- Conduct annual educational workshop for OC agencies, organizations, and community groups on OC LAFCO's role and current legislation impacting LAFCOs.



2018 STRATEGIC PLAN

2017-2018 AGENCY ACCOMPLISHMENTS

PERFORMANCE DASHBOARD

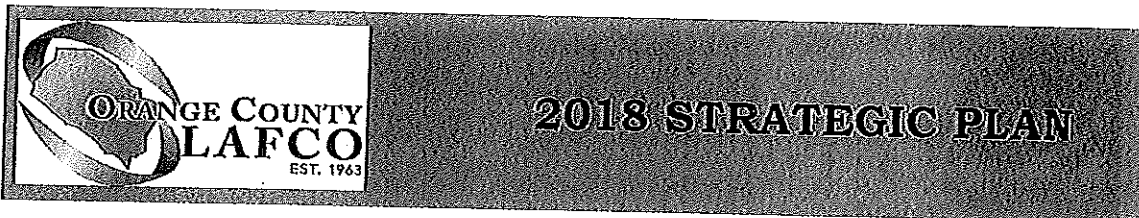
- Project Completed
- Project to be completed by June 30
- Project to continue on FY 18-19 Work Plan
- Project Not Completed

Goal Three: Legislative Advocacy

Support legislation that enhances LAFCO authority and powers to perform the duties mandated by the California Legislature and that recognizes the Commission's authority to establish policies based on local needs and conditions relative to Orange County.

■ (1) Administrative Projects

- Commission reviewed multiple legislative bills of interest to LAFCO and adopted positions on seven bills involving some of the following topics: the restoration of the Vehicle License Fee to four cities in the County of Riverside, streamlining the process of seating special districts on LAFCOs, and non-controversial changes to the Cortese-Knox Hertzberg Act.
- Commissioner Brothers and staff continued participation as a member of the CALAFCO Legislative Committee and engaged in other efforts regarding LAFCO's authority and CALAFCO operations including: the Little Hoover Commission working group, and CALAFCO subcommittees on available one-time grant funding to LAFCOs and CALAFCO membership dues.
- Preparation and distribution of quarterly legislative reports to the County, cities, special districts and other LAFCO stakeholders.



2017-2018 AGENCY ACCOMPLISHMENTS

PERFORMANCE DASHBOARD	
■	Project Completed
■	Project to be completed by June 30
■	Project to continue on FY 18-19 Work Plan
■	Project Not Completed

Goal Four: Internal Efficiency

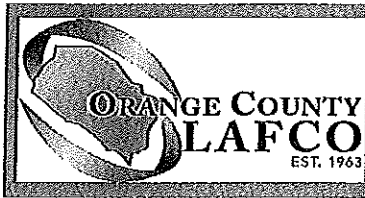
Maintain internal efficiencies that support OC LAFCO's organizational effectiveness that meet statutory requirements and include proactive outreach to our funding agencies and the public within the adopted budget.

■ (1) Administrative Projects

- Organizational Assessment of Classification, Evaluation and Compensation Structure and Professional Development Program
- Preparation of annual audited financial statements
- Maintaining of agency expenditures within adopted annual budget
- Preparation of quarterly project and budget reports
- Redesign of OC LAFCO Handbook
- Review of Agency Professional Services Agreements

■ (2) Administrative Projects

- Legal Services RFQ Process
- Adoption of 2018 Strategic Plan
- Adoption of Proposed and Final budgets for FY 2018-2019
- Adoption of FY 2018-2019 Work Plan
- Special District Appointment Process
- Public Member Appointment Process



2018 STRATEGIC PLAN

2017-2018 AGENCY ACCOMPLISHMENTS

PERFORMANCE DASHBOARD

- Project Completed
- Project to be completed by June 30
- Project to continue on FY 18-19 Work Plan
- Project Not Completed

Goal Four: Internal Efficiency

Maintain internal efficiencies that support OC LAFCO's organizational effectiveness that meet statutory requirements and include proactive outreach to our funding agencies and the public within the adopted budget.

■ (3) **Administrative Projects**

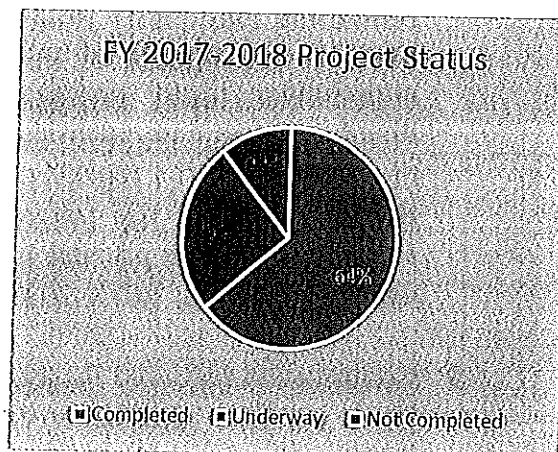
- Complete electronic archiving of LAFCO records systems and full integration of project tracking system.



2018 STRATEGIC PLAN

OVERALL AGENCY PERFORMANCE

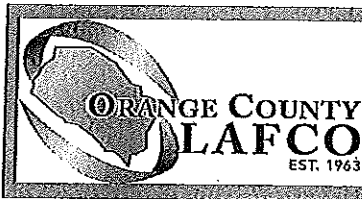
This year's work plan included mandated, commission-initiated and administrative projects that aligned with the Commission's organizational goals of processing applications, proactive outreach and external relations, and enhancing OC LAFCO's operational efficiencies. At the date of the Commission's Strategic Planning Session, the agency is slightly less than three months away from completing another work plan cycle. Thirteen of the Commission's 22 work plan projects have been completed. Five other projects are currently underway and include both filed and anticipated applications that have remaining items to be completed before scheduling for consideration by the Commission. There are two work plan projects, electronic archiving of agency records and outreach and external relations efforts that were not completed this year due to resources required for mandated and other administrative projects. Many of the projects that are currently underway or not completed may be identified as projects for the next work plan cycle.



The overall performance of the agency this year continues to be strong through the leadership of the Commission and support from five full-time staff, one paid intern and consultants. As indicated above, the agency accomplished key work plan milestones through the resources provided in the agency's adopted budget. The following are snapshots of the Commission's overall performance in the key areas: (1) Mandated Projects; (2) Commission-Initiated Projects; and (3) Administrative Projects. Additionally the FY 2017-2018 Work Plan Update is referenced in Attachment A.

➤ Mandated Projects

The Commission's FY 2017-18 Work Plan includes 11 mandated projects that consist of filed and anticipated applications and other statutorily required projects. To date, three applications have been filed



2018 STRATEGIC PLAN

OVERALL AGENCY PERFORMANCE

and two of those were approved by the Commission. Three other applications are expected to be filed in the next fiscal year. The five remaining mandatory projects were initiated by the Commission and include: the update of multiple policies and procedures; the MSR stakeholder input process; and statutory requirements involving disadvantaged communities, reporting by JPAs, and the appointment of a special district representative to the new Redevelopment Oversight Board. Each of the milestones for these projects were completed. However, the MSR process is a multi-year project and expected to carry over to fiscal year 2018-2019.

➤ Commission-Initiated Projects

There are five Commission-Initiated projects identified in the FY 2017-2018 work plan: (1) County Unincorporated Areas; (2) Outreach and External Relations; (3) Legislative Affairs; (4) South Orange County Future Governance; and (5) Special District Selections Committee.

Approximately 86% of the milestones identified for these projects have been completed. These projects represent the Commission's leadership and partnership with Orange County local and regional agencies. Because of these efforts, six of the 33 remaining unincorporated islands were successfully annexed and progress is continuing on another small unincorporated island with long-standing annexation issues.

➤ Administrative Projects

The Commission's key administrative projects support maintaining internal efficiencies and adequate resources. Approximately 80% of the administrative activities have been completed. One of the key projects completed by the Commission during this fiscal year was the Comprehensive Organizational Assessment which involved a review of the agency's classification and compensation structure, as well as its professional development program and related policies. This project was completed after a thorough review of the assessment prepared by an independent consultant and deliberative discussions by the Commission.



2018 STRATEGIC PLAN

OVERALL AGENCY PERFORMANCE

Other administrative projects completed this year include preparation of the budget for the next fiscal year and the agency's audited financial statements. Both of these projects are also legislative requirements. The agency's year-end financial projections represent a balanced budget and overall administrative efficiency.



2018 STRATEGIC PLAN

KEY PROJECT OPPORTUNITIES FOR 2018-2019

The OC LAFCO mission and organizational goals reflect the Commission's authority granted by the legislature and its role in Orange County local government. The Commission continues to effect efficient municipal service delivery systems in Orange County through its planning and regulatory oversight of city and special district spheres of influence, jurisdictional boundaries and Municipal Service Reviews.

Throughout the year, OC LAFCO receives applications proposing the annexation, detachment or reorganization of territory to cities and districts, and requests to review spheres of influence and prepare municipal service reviews. Additionally, the agency staff facilitates discussions with agencies, landowners, and developers interested in potential jurisdictional changes and receiving municipal services. Over the next year, it is anticipated that the agency resources will be allocated towards processing active applications, facilitating discussions and providing assistance to applicants of anticipated applications, and working on the proactive Commission-initiated projects, such as the Unincorporated Areas Program and the current cycle of reviews and updates to spheres of influence and municipal service reviews. OC LAFCO's role of engaging the County, cities, special districts, communities and other LAFCO stakeholders in discussions regarding the service needs and demands of Orange County's existing and future demographics remains as an important key effort.

MANDATED PROJECTS (2018-2019)

Over the last three years, approved Work Plans have included an average of eight filed and anticipated projects involving routine or complex changes of organizations that the Commission is mandated to process in accordance with State law. The 2018-2019 Work Plan will include several mandated projects that will continue from the current year, as well as a number of projects that are anticipated to be filed throughout the coming year. The timeline for processing routine applications can range from six to nine months from the filing of the application. However, for complex applications, such as the annexation of islands, the timeline for processing can be from one to two years. With each



2018 STRATEGIC PLAN

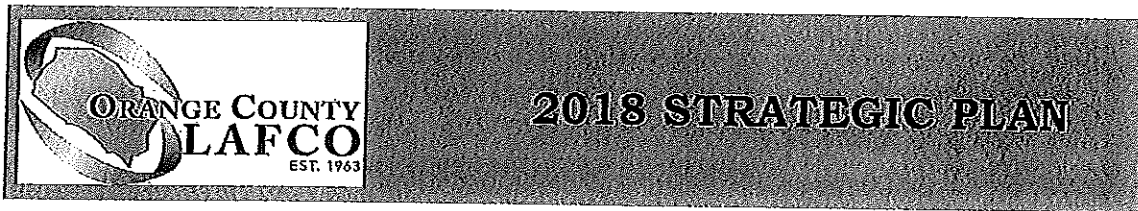
MANDATED PROJECTS (2018-2019) - *Continued*

application, processing and external issues, such as agency/resident opposition, infrastructure challenges, agency negotiations, and other unique circumstances, may impact these estimated timelines.

To keep the Commission apprised of the status of these projects, the Executive Officer meets with the Executive Committee quarterly to provide updates on projects and staffing and quarterly reports are prepared for the Commission. If additional mandatory applications are filed, or existing projects require extraordinary staff efforts and resources, the Executive Officer may be required to shift staff resources from the more discretionary projects to the applications that OC LAFCO is mandated to process.

The table below lists the projects anticipated for inclusion in the 2018-2019 Work Plan that will commence on July 1, 2018. Two key mandated projects, spheres and MSRs and policy updates, are more fully described in the narrative following the table, beginning on the next page.

Mandated Projects 2018-2019 Work Plan	Project Description	Project Complexity	Project Status
City of San Juan Capistrano Focused Municipal Service Review	Potential transfer of water and wastewater sewer services and operations to a successor agency.	Complex	Active Application
City of Orange Detachment of Open Space	Proposed detachment of permanent open space territory.	Routine	Anticipated
City of Orange Detachment - Givens Property	Proposed detachment of territory to correct encroachment and other issues	Complex	Anticipated
Irvine Ranch Water District/Orange County Sanitation District Annexation	Potential annexation to match district boundaries to conform with current out-of-area service agreements	Routine	Anticipated
Orange County Sanitation District Annexation (Anaheim)	Potential annexation of properties located in the City of Anaheim, connected to sewer but not within the District's boundary.	Complex	Anticipated
Orange County Sanitation District Annexation (Yorba Linda)	Potential annexation of properties located in the City of Yorba Linda, connected to sewer but not within the District's boundary.	Complex	Anticipated



MANDATED PROJECTS (2018-2019) - Continued

Mandated Projects 2018-2019 Work Plan	Project Description	Project Complexity	Project Status
Costa Mesa Sanitation District/Newport Beach Annexations	Potential annexation of properties located in the City of Newport Beach that are connected to sewer but not within the District's boundary.	Complex	Anticipated
4th Cycle of Spheres of Influence and Municipal Service Reviews	Development of a scope and timeline for the 4 th round of MSR's addressing OC LAFCO's 34 cities , 35 special districts and other appropriate service providers	Complex Multi-year Process	Active
LAFCO Policies & Procedures Update	Commission is statutorily required to establish policies and procedures that support its authority granted by the Legislature.	Administrative	Active

4th Cycle of Spheres of Influence (SOIs) and Municipal Service Reviews (MSRs)

In 2016, the Commission began the planning process for the 4th cycle of MSRs and SOIs. The planning process for this key multi-year OC LAFCO project has included the following:

- Development of a stakeholder program to receive input from the County, cities, special districts, other service providers, and the public on key areas of interests for discussion in SOI and MSR studies.
- Established and conducted regional and individual meetings to inform stakeholders of the MSR process and determinations and receive input on service issues, opportunities and best practices for sub regions and countywide.
- Preparation of a report by OC LAFCO consultant on stakeholder input to assist the Commission and staff on the development of the SOI/MSR scope and 5-year timeline.



2018 STRATEGIC PLAN

MANDATED PROJECTS (2018-2019) - *Continued*

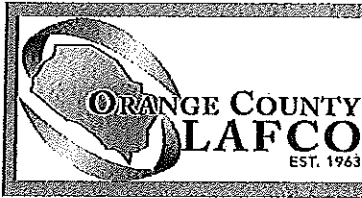
Stakeholder input and the identification of service challenges and opportunities for Orange County is key to the Commission's development of an MSR program that addresses the required MSR determinations (shown on next page) and recommendations that align with the OC LAFCO MSR guiding principles. During the strategic planning session, the OC LAFCO Consultant, Management Partners, will present the highlights of the stakeholder report and consultant observations (Attachment B). Both are intended to assist the Commission and staff in an interactive discussion on the key service areas and challenges that should be addressed in the 2018-2022 MSR cycle.

OC LAFCO MSR Guiding Principles

- MSRs should be studies that review and address issues and opportunities of future growth, municipal service delivery, and infrastructure needs and opportunities within Orange County over the next 10 to 20 years.
- MSRs should be educational and valuable to stakeholders and the public, as the ultimate end-users of the studies by raising awareness about future opportunities to provide municipal services efficiently, equitably, and reliably.
- MSRs should be used to assist the Commission in determining the future boundaries and service areas for cities and special districts.
- MSRs should be conducted through an open and inclusive process.

The following are key points for the interactive discussion and will assist staff in preparing a timeline for the SOIs and MSRs that will be considered as part of the FY 2018-19 Work Plan by the Commission:

- How can the role and tools of OC LAFCO be used in preparing for the implications of regional growth in Orange County that lay ahead?
- How can the Commission continue to proactively encourage discussions on efficient service delivery, shared services and changes in governance structures?
- What is the Commission's role in findings that result from the MSRs which identify the necessity for a change of organization or reorganization as defined by the factors of consideration?



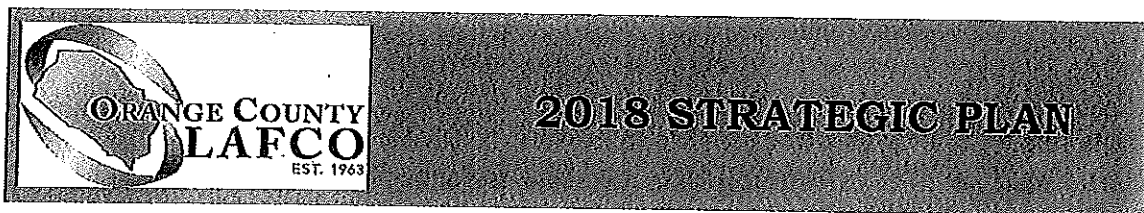
2018 STRATEGIC PLAN

MANDATED PROJECTS (2018-2019) - *Continued*

- What tools can the Commission enhance or establish to engage the public more on discussions regarding existing and future governance?
- How can OC LAFCO assist with regionalized problem solving (i.e., homelessness, transportation)?

MSR Determinations (Section 56430)

- (1) Growth and population projections for the affected area
- (2) Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
- (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies, including needs and deficiencies related to sewers, municipal and industrial water, and structural fire protections in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
- (4) Financial ability of agencies to provide services.
- (5) Status of, and opportunities for, shared facilities.
- (6) Accountability for community service needs, including governmental structure and operational efficiencies.
- (7) Any other matter related to effective and efficient service delivery, as required by commission policy.

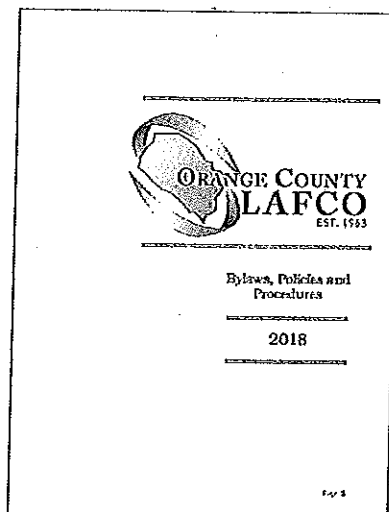


MANDATED PROJECTS (2018-2019) - *Continued*

LAFCO Policies and Procedures Update

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.) requires that each LAFCO adopt written policies and procedures. The Orange County LAFCO Handbook includes a compilation of the Commission's policies and procedures.

Over the last three years, the Commission has completed a more in-depth review of the agency's policies and procedures as part of the annual work plans. While administrative policies, such as personnel, financial and accounting, and records retention, are reviewed annually and updated only as necessary, policies related to project processing require a more detailed review but with less frequency. Additionally, an overhaul of "look" and formatting of the agency handbook has been completed to enhance the navigation and accessibility of the document contents.



For the 2018-2019 Work Plan, staff has identified the remaining policies and procedures for review:

- Policies and Procedures for Conducting Protest Proceedings
This policy establishes procedural guidelines for the Commission to carry out its functions and responsibilities of conducting protest proceedings for changes of organization and reorganization in accordance with the Cortese-Knox-Hertzberg Reorganization Act of 2000. This policy was last reviewed in 2014 and it is anticipated that any amendments to it will include consistency with recent and relative changes in State law.



2018 STRATEGIC PLAN

MANDATED PROJECTS (2018-2019) - *Continued*

- Policies and Procedures for Incomplete Applications

This policy enables the Commission to deem applications that have remained incomplete for extended periods of time as inactive and abandoned and to remove them from an OC LAFCO annual work plan. In preliminary review of this policy, the reference code section is outdated and other areas warrant additional clarification and reference to other applicable policies.
- Policies and Procedures for Disincorporations

The current policy for disincorporations provides a brief overview of the process and guiding principles for the Commission's analysis of a municipal disincorporation. Since the adoption of the policy in 2012, the State law for processing of disincorporations by LAFCOs has been updated. Amendments to this policy would address consistency of the policy with recent amendments to the Cortese-Knox-Hertzberg Act and any other State laws and processes.
- Policies to Implement Disclosure of Political Expenditures

This section establishes the Commission's requirements regarding the reporting of expenditures for political purposes related to a proposal for a change of organization or reorganization and contributions in support of or in opposition to any proposal at LAFCO in compliance with State law. Amendments may include updating the provisions to be consistent with State law and adding a disclosure form to both the policy and the OC LAFCO application.



2018 STRATEGIC PLAN

COMMISSION-INITIATED PROJECTS (2018-2019)

OC LAFCO has provided key leadership and partnership roles in Orange County through proactive initiatives designed to support the efficient delivery of municipal services and to foster relationships among local and regional agencies and organizations. The Commission has continuously committed resources to successful programs such as the Unincorporated Areas Program, legislative affairs efforts, and outreach activities that keep OC LAFCO stakeholders informed of Commission projects and activities.

While these Commission-initiated projects support the mission and organizational goals of OC LAFCO, the allocation of resources to the discretionary projects still needs to be prioritized and balanced with the active and anticipated mandatory projects. At the Strategic Planning Session, the Commission will discuss the prioritization of these projects in order to provide guidance to staff for appropriately adjusting work assignments when mandatory projects and other programs create competing demands for resources during the year. The following chart provides a brief description of the projects and identifies the priority level proposed by staff.

Commission-Initiated and Discretionary Projects 2018-2019 Work Plan	Project Description	Recommended Priority
County Unincorporated Areas Program	Continue collaborative and concentrated effort to annex areas of high interest.	<i>High</i>
South Orange County Governance	Work collaboratively with Fifth District Supervisor and facilitate discussions involving the inhabited South Orange County unincorporated inhabited communities on future governance pathways.	<i>High</i>
Outreach and External Relations	Continue to proactively engage and foster collaborative relationships with Orange County legislators, local and regional agencies and organizations and the public to inform of the role of LAFCO and current projects.	<i>Medium</i>
Legislative Affairs	Proactively monitor and participate in legislative activities related to LAFCO's mission and the Orange County region.	<i>Medium</i>



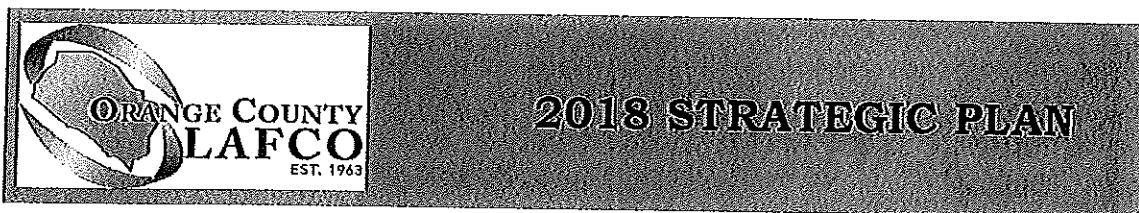
2018 STRATEGIC PLAN

COMMISSION-INITIATED PROJECTS (2018-2019) – *Continued*

County-Unincorporated Areas Program

The OC LAFCO Unincorporated Islands Program has led to the successful annexation of approximately 6,400 acres of unincorporated territory since 2000. Nearly 20 years since the effort was began by the Commission, the Program itself has involved several components that have contributed to the effectiveness: the establishment of a task force, adoption of guiding principles that encourage logical boundaries and efficient service delivery, and facilitating discussions of stakeholders to address the challenges associated with annexation of the unincorporated areas. However, the Commission's more current proactive leadership to a concentrated effort on small unincorporated areas (less than 150 acres) with a high potential for annexation has been effective in addressing the challenges associated with many of the remaining 27 areas. The success of the Commission's ongoing commitment to the Program resulted in the annexation of six small islands to the City of La Habra this past month and contributed to progress for the potential annexation of four additional small islands in two other cities.

OC LAFCO's leadership and resources are key components for continuing this effort in this next fiscal year. Discussions with two cities regarding potential annexation of adjacent areas are currently underway and another potential area has been identified for discussion with the respective city. As with past efforts, these areas have unique challenges and this effort will require the proactive participation of both the staff and Commission. Based on the Commission's discussion at the Strategic Planning Session, staff will define identify key priority areas as part of the 2018-2019 Work Plan.



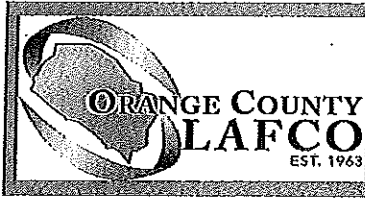
COMMISSION-INITIATED PROJECTS (2018-2019) – Continued

Table 1: Remaining Small OC Islands (150 acres or less)

Island	City/Sol	Acres
Andora/Fairhope	Buena Park	39
North Island	Fountain Valley	20.90
El Modena	Orange	102.6
North El Modena	Orange	31.60
Olive Heights	Orange	31.60
Hammer	Placentia	75.89
17 th and Tustin	Santa Ana	24.78
Dale/Augusta	Stanton	98.78
Katella/Rustic	Stanton	11.46
Mac/Syracuse	Stanton	27.28
Beach McFadden	Westminster	40.78
Bolsa/Pacific	Westminster	32.84
McFadden/Monroe	Westminster	21.14
Fairlynn	Yorba Linda	146
TOTAL ISLANDS = 14		TOTAL ACRES = 704.65

Table 2: Remaining Large OC Islands (over 150 acres)

Island	Annexing City	Acres
Southwest Anaheim	Anaheim	496
SACC/South Mesa	Costa Mesa	194.88
Bolsa Chica	Huntington Beach	1,513
Rossmoor	Los Alamitos	988.36
Banning Ranch	New Port Beach	465
Lincoln Glassell	Orange	176.56
Orange Park Acres	Orange	396.27
Santiago Creek	Orange	187
North Tustin (portion)	Orange	737
North Tustin (portion)	Tustin	3,812
Bolsa/Midway	Westminster	296.85
Country Club	Yorba Linda	221.99
Canyons	N/A	N/A
TOTAL ISLANDS = 13		TOTAL ACRES = 9,485.16



2018 STRATEGIC PLAN

COMMISSION-INITIATED PROJECTS (2018-2019) -- *Continued*

South Orange County Governance

For nearly 30 years, OC LAFCO has been involved in establishing jurisdictional boundaries and addressing local governance in South Orange County. Since 1988, the Commission has approved eight city incorporations, multiple jurisdictional changes, and prepared several governance studies. In 2016, the Commission completed the South Orange County Governance Visioning Process, a multi-year project designed to provide a forum for stakeholders to discuss and identify viable future governance alternatives for the established and developing communities in the unincorporated territory of South Orange County. The process yielded a common consensus among the stakeholders that long-term governance alternatives for the region were not feasible at that time. The stakeholders, however, did express interest in the Commission's continued leadership in a collaborative process to collectively share information and explore long-term efforts at providing localized governance for the unincorporated communities. To support that interest, the Commission identified two study areas, one study area for the developed communities and another for the developing "new communities" of Rancho Mission Viejo. Since that time staff has continued to monitor the build out of the Rancho Mission Viejo community as well as other service related issues and impacts, such as transportation and other planning efforts.

Although cityhood or potential annexations in South Orange County may be long term jurisdictional options, reengaging representatives of the developed unincorporated communities (Coto de Caza, Ladera Ranch, Los Flores, Stonecliffe, and Wagonwheel) would provide an opportunity for these stakeholders to collectively discuss and address current service-related issues and concerns. Additionally, OC LAFCO proactively facilitating these discussions would assist in developing a pathway to future governance collaboratively with the communities and key elected leaders.

It is recommended that the Commission discuss and consider identifying this effort for inclusion in the FY 2018-2018 Work Plan.



2018 STRATEGIC PLAN

COMMISSION-INITIATED PROJECTS (2018-2019) – *Continued*

Outreach and External Relations

Establishing relationships with key stakeholders across the County and informing the public about OC LAFCO's role continue to be important efforts of the agency. Throughout the year, whether it occurs during interactive discussions of the strategic planning session or the public hearing for a jurisdictional change, the Commission has expressed the significance of OC LAFCO fulfilling its legislative mandate together with informing affected agencies, other stakeholders and the public of the Commission's mission, projects and its role as a resource in Orange County government.

For next year's work plan, it is important for the Commission and staff to continue cultivating relationships with affected agencies and conduct outreach to other stakeholders and the public. This effort may be support through the following activities:

- Conduct an educational workshop for Orange County agencies, organizations and community groups on Commission's role, current legislation impacting LAFCO stakeholders, current projects, and case studies.
- Meet with newly elected Orange County legislators to inform of OC LAFCO's mission and current projects relative to their districts.
- Promote "Who is OC LAFCO and its role in local government?" through the development of OC LAFCO brochure and video.

Legislative Affairs

OC LAFCO continues to be proactive in legislative affairs through its participation as a member of the CALAFCO Legislative Committee and the Southern Region of CALAFCO by monitoring and adopting positions on bills affecting LAFCOs and the southern region. Additionally, Commissioners and staff have participated on CALAFCO working groups for drafting legislation and in outreach to Orange County legislators on proposed bills. The Commission's participation in this area has been key to heightening OC LAFCO's awareness and involvement in efforts to effect legislation impacting LAFCOs and other local governments. Further, the agency has made concerted efforts to ensure that the County, cities and special districts are informed of LAFCO-related legislation.



2018 STRATEGIC PLAN

COMMISSION-INITIATED PROJECTS (2018-2019) – *Continued*

Over the past two years, we have seen continuous efforts of proposed legislation calling for more transparency for public agencies, LAFCOs oversight involving joint power authorities and special districts, and the dissolving of inactive special districts. We also experienced the effort of the Little Hoover Commission's (LHC) latest review of special districts and LAFCO's authority. In early winter of 2018, the Legislature will begin a new two-year session. Based on recommendations from the LHC and discussions of the CALAFCO Board and Legislative Committee, key issues impacting LAFCO that are expected during the next session include: (1) potential one-time grant funding for LAFCOs to incentivize LAFCOs or smaller special districts to develop and implement dissolution or consolidation plans; (2) restoration of funding for future inhabited annexations and incorporations; and (3) more forced water consolidations by the Water Resources Board. Staff recommends that the monitoring of these efforts, as well as any others that surface in the coming year impacting LAFCOs, continue as a key Commission-initiated project for the FY 2018-2019 work plan.

ADMINISTRATIVE PROJECTS (2018-2019)

The OC LAFCO administrative projects support compliance with legislative mandates and the Commission's organizational goal of maintaining internal efficiencies and organizational effectiveness within the adopted budget.

To support this goal, the Commission will continue the administrative efforts of staff, including maintaining and updating the website, and preparing quarterly project, budget and legislative reports that provide information about the services and activities of OC LAFCO to the public and other local agencies, and preparation of the agency's annual budget and audited financial statements.



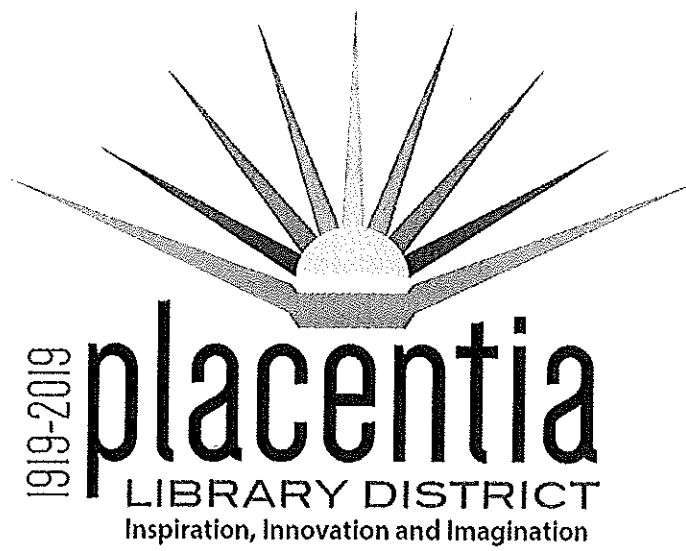
2018 STRATEGIC PLAN

CONCLUSION

With three months left in this work plan cycle, the accomplishments of the FY 2017-2018 Work Plan represents a successful year for OC LAFCO. This is due to the leadership and deliberative planning and allocation of resources by the Commission and staff. This year's Strategic Plan provides the opportunity for the Commission to reflect on those achievements and discuss current and expected projects that will guide staff in the development of the proposed FY 2018-19 Work Plan that will be presented to the Commission for consideration in May.

Attachment

- A. *2017-2018 Work Plan Update*
- B. *Orange County Local Agency Formation Commission (OC LAFCO) Municipal Service Review Stakeholder Outreach Report*



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 20-21, 2019**

DATE: February 19, 2019

BACKGROUND

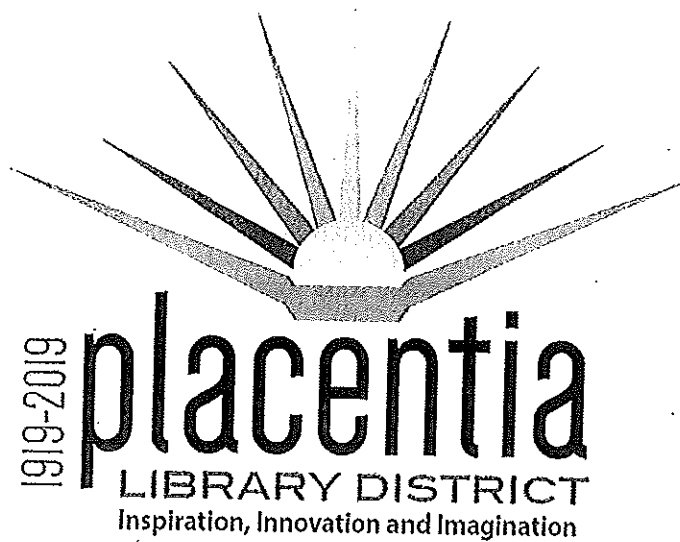
Special Districts Legislative Days is a two-day legislative conference, organized by the California Special District Association that features a dynamic lineup of speakers and activities. Representatives from all types of special districts attend this event to ensure the successful delivery of the essential local services special districts provide to millions of people statewide.

It is an opportunity to hear from and interact with some of California's key elected officials and leading policy experts on the most important issues currently facing special districts, meet with legislators, and exchange ideas with other special district leaders, both in the Capitol and at a private legislative reception.

Fiscal Impact: \$700/person

RECOMMENDATIONS

1. Authorize Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 20-21, 2019.
2. Motion to authorize travel request by a roll call vote.
3. Roll Call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize Amendments to the Placentia Library District Policy 2010 – Hours of Work and Overtime, as presented.

DATE: February 19, 2019

BACKGROUND

Placentia Library District Policy 2010 – Hours of Work and Overtime establishes the rules governing employment hours for non-exempt employees. Policy 2010 was last amended on June 21, 2010 to include language regarding attendance at Board meetings as stated under Policy 2010.5.

Recently, questions have been raised concerning meal and rest breaks. The California Labor Code 512, which stipulates the guidelines for these breaks was provided to managers and supervisors on July 8, 2014, albeit not in the District's policy manual. It is recommended that the California Labor Code 512 regulating the meal and rest breaks be included in Policy 2010 as follows:

2010.2.1 Meal Break

An employer shall not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than 30 minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. An employer shall not employ an employee for a work period of more than 10 hours per day without providing the employee with a second meal period of not less than 30 minutes, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and the employee only if the first meal period was not waived.

An employee wishing to waive the meal period will be required to submit a written request to the Library Director. The request must provide explanations and duration for such request.

2010.2.2 Rest Break

The length of required rest periods must be at least ten (10) minutes for each four (4) hours, or substantial fraction thereof, that the employee will work in the day. These rest breaks must be counted as time worked and must be paid time. They must also be in the middle of the employee's work period, to the extent that this is a practicable. But rest periods are not required for employees who work less than three and a half (3 1/2) hours in a day.

RECOMMENDATION

Authorize amendments to the Placentia Library District Policy 2010 – Hours of Work and Overtime, as presented.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy will apply to all non-exempt employees.

2010.2 The regular hours of work each day will be consecutive except for interruptions for meals and rest breaks, as defined by the California Labor Code 512 below:

2010.2.1 *Meal Break*

An employer shall not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than 30 minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. An employer shall not employ an employee for a work period of more than 10 hours per day without providing the employee with a second meal period of not less than 30 minutes, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and the employee only if the first meal period was not waived.

An employee wishing to waive the meal period will be required to submit a written request to the Library Director. The request must provide explanations and duration for such request.

2010.2.2 *Rest Break*

The length of required rest periods must be at least ten (10) minutes for each four (4) hours, or substantial fraction thereof, that the employee will work in the day.

These rest breaks must be counted as time worked and must be paid time. They must also be in the middle of the employee's work period, to the extent that this is a practicable.

But rest periods are not required for employees who work less than three and a half (3 1/2) hours in a day.

2010.3 The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 80 hours in a pay period; or

2010.4.2 Time worked on a designated holiday.

2010.5 Work shall be defined as activity in performance of assigned tasks.

2010.5.1 If employees are specifically assigned to attend Board of Trustees Meetings, the time shall be considered as part of their working hours for the pay period and their schedule shall be adjusted by their supervisor.

2010.5.2 Voluntary, non-assigned attendance at Board of Trustees Meetings shall not be considered as work for the purposes of this policy and attendance during regularly scheduled work hours shall be treated as time away from work and subject to Policy 2020.9 on vacation time.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize the formation a fundraising committee to possibly include library staff, Placentia Library Friends Foundation (PLFF) board member, and/or Library Trustee to develop fundraising efforts for the centennial renovation project.

DATE: February 19, 2019

BACKGROUND

On July 16, 2018 the PLFF entered into an agreement with a fundraising consultant to provide strategies to raise \$500,000 for the centennial renovation project. Due to lack of performance results, PLFF authorized the termination of service with the consultant on January 23, 2019. The consultant raised \$480 since November 11, 2018.

The PLFF Board President requests the assistance of trustees and library staff to develop fundraising programs and events that will inspire, activate, and rally the community. These efforts may include community-driven fundraising, crowdfunding campaign, fundraising events, social media sharing, and peer-to-peer fundraising. The current library operation is advantageous to support library staff involvement in fundraising efforts.

RECOMMENDATIONS

1. Motion to authorize the formation of a fundraising committee; and,
2. Motion to authorize Trustee Martin and Director Contreras to be co-chairs; and,
3. Motion by a roll call vote.
4. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: California Special District Association (CSDA) Board of Directors Call for Nominations

DATE: February 19, 2019

BACKGROUND

The Elections and Bylaws Committee of the California Special District Association (CSDA) is looking for members who are interested in serving on the Board of Directors for the 2020-2022 term. The responsibilities for CSDA Board of Directors are:

- Attend all board meetings held every other month and in Sacramento; typically on the second Friday of the month.
- Participate on at least one committee, meeting 3-4 times a year in Sacramento.
- Attend the Special Districts Legislative Day in spring.
- Attend the Annual Conference in fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years.

The nomination is due April 17, 2019.

Attachment A is the nomination call from CSDA.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.



California Special
Districts Association
Districts Stronger Together

DATE: February 15, 2019
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889

E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District

(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by April 17, 2019 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



California Special
Districts Association
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS

