



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

CLOSED SESSION

April 16, 2018

6:00 p.m.








Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

CLOSED SESSION

4. Closed Session to Discuss Personnel Matters.

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

Presentation: Library Board President will report on the Closed Session

Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

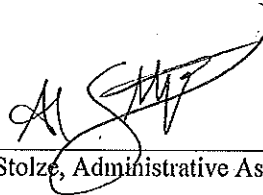
5. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

6. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 16, 2018 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 12, 2018.



Alyssa Stolze, Administrative Assistant



AGENDA








PLACENTIA LIBRARY
DISTRICT
BOARD OF TRUSTEES
REGULAR DATE
MEETING

Mission Statement:

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

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-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
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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 March 19, 2018 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

CLAIMS (Items 10 – 11)

10. Check Register for March 2018. (Receive & File and Approve)

11. FY2017-2018 Cash Flow Analysis through March 2018; the Schedule of Anticipated Property Tax Revenues for FY2018-2018 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for March 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for March 2018. (Receive & File)

14. Acquisitions Report for March 2018. (Receive & File)

15. Entrepreneurial Activities Report for March 2018. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for March 2018. (Receive, File, and Ratify Appointments)

17. Circulation Report for March 2018. (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 March 2018.
20. Children's Services Report for March 2018.
21. Adult Services Report for March 2018.
22. Placentia Library Web Site & Technology Report for March 2018.

CLOSED SESSION

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

NEW BUSINESS

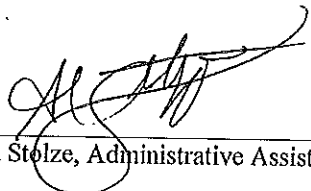
24. Special Districts Selection Election for Regular and Alternate Local Agency Formation Commission (LAFCO) Members.
25. Communication Consultant Proposal for the Centennial Renovation.
26. Janitorial Service Proposal for Maintenance and Repair of the Placentia Library District building from Arcelia Janitorial Service, Inc.
27. Travel Authorization: The American Library Association (ALA) Annual Conference from June 21-26, 2018 in New Orleans, Louisiana.
28. Organizational Chart Amendment.
29. Centennial Renovation Updates.

ADJOURNMENT

30. Agenda Preparation for the May Date Meeting which will be held on May 21, 2018 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
32. Adjourn

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

I, Alyssa Stolze, Administrative Assistant, of the Placentia Library District, hereby certify that the Agenda for the April 16, 2018 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 13, 2018.


Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 19, 2018

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 19th, 2018 at 5:32 pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Tim Hino, Business Manager; Alyssa Stolze, Administrative Assistant

Guests: None.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

East Orange County Water District's President, Mr. Doug Davert, introduced himself to the Board of Trustees and shared his background in order to seek the support of their for him running for a LAFCO commissioner seat. Municipal Water District of Orange County's President, Mr. Brett Barbee, also said a few words in support of President Davert's running and went more into depth of his background and qualifications (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Author's Luncheon, Meals on Wheels event, and a Skype conference call with Mr. Erik Mar of emar Studio along with library tours of his work.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Martin attended the Author's Luncheon, a H.I.S. House Board Meeting, H.I.S. House Charity's Closet Volunteer Event, a Placentia Library Friends Foundation meeting, and a Centennial Conversations meeting. Secretary Martin also attended a Skype conference call with Mr. Erik Mar of emar Studio and attended the library tours.

Trustee Minter attended the Author's Luncheon.

Trustee Shkoler attended the Author's Luncheon, took part in the library tours, and attended the H.I.S. House Charity's Closet Volunteer Event.

Trustee DeVecchio attended Author's Luncheon and a Centennial Conversations meeting.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended the Author's Luncheon, a H.I.S. House Board Meeting, H.I.S. House Charity's Closet Volunteer Event, a Placentia Library Friends Foundation meeting, and a Centennial Conversations meeting. Secretary Martin also attended a Skype conference call with Mr. Erik Mar of emar Studio and attended the library tours.

**FRIENDS FOUNDATION
REPORT**

No representative from the Placentia Library Friends Foundation (PLFF) present. (Item 8)

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee DeVecchio to approve Agenda Item 9-25. A roll call vote was taken:

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

**MINUTES FOR THE
FEBRUARY 20, 2018
BOARD MEETING**

Minutes for the February 20th, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

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

**GENERAL CONSENT
REPORTS**

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

PRESENTATION

None. (Item 23)

**AUTHORIZE PRESIDENT
CARLINE TO SIGN A
CONTRACT FOR E-RATE
CONSULTING SERVICES
WITH
EDTECHNOLOGYFUNDS,
INC.**

Director Contreras presented the proposal for consulting services with EdTechnologyFunds, Inc to help write grants and secure compliance, CENIC, and bandwidth needs. The motion was moved by President Carline to approve amended contract that would include a stated timeframe and an option of renewal. It is motioned by Secretary Martin and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**TRAVEL AUTHORIZATION:
NATIONAL LIBRARY
LEGISLATIVE DAY (NLLD) IN
WASHINGTON, D.C., MAY 6-
9, 2018**

Authorization for President Carline, Business Manager Timothy Hino, Secretary Martin, Trustee Shkoler, and Trustee DeVecchio to attend the California Special District Annual Conference in Indian Wells, California from September 24-27, 2018 was approved and motioned by Trustee Minter and seconded by Trustee Shkoler.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**DISCUSS AND DETERMINE
NOMINATION FOR THE
CALIFORNIA SPECIAL
DISTRICT ASSOCIATION
BOARD FOR 2019-2021
TERM**

The Board of Trustees discussed and determined that no one on the Board would like to be nominated for the California Special District Association Board.

REVIEW OF ACTION ITEMS

Trustee Minter would like a detailed report about the Erik Mar meeting, along with the observations and conclusions made from the library tours. Additionally, Trustee Minter would like to vote at the next Board of Trustees Meeting to attend the American Library Association Conference in New Orleans, LA, June 21-26, 2018.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of March 19, 2018 was adjourned at 5:58 p.m.

Gayle Carline, President
Library Board of Trustees

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



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Placentia Library District
Check Register

Type	Date	Num	Name	Memo	Amount
1000 - General Fund - Checking					
Bill Pmt -Check	03/05/2018	9648	Alyssa Stolze	Reimbursement for Author's Luncheon	-50.83
Bill Pmt -Check	03/05/2018		Baker & Taylor	QuickBooks generated zero amount transaction fo	0.00
Bill Pmt -Check	03/05/2018	9649	Bear State	Regular Maintenance for Feb 2018	-228.00
Bill Pmt -Check	03/05/2018	9650	City of Placentia	Literacy Banner for 9/1-9/15/18	-175.00
Bill Pmt -Check	03/05/2018	9651	Golden State Water Company	Services 1/22-2/21/18	-420.79
Bill Pmt -Check	03/05/2018	9652	Ingram Inc	Books	-35.70
Bill Pmt -Check	03/05/2018	9653	MD Medical Clinics	Service from 2/1/18-2/15/18	-117.50
Bill Pmt -Check	03/05/2018	9654	Midwest Tape	DVDs	-808.64
Bill Pmt -Check	03/05/2018	9655	O.C. Plumbing	Service on 2/15/18	-212.50
Bill Pmt -Check	03/05/2018	9656	SDRMA	Ancillary Benefits for March 2018	-2,563.58
Bill Pmt -Check	03/05/2018	9657	SoCalGas	Service for 1/17/18 - 2/15/18	-1,393.00
Bill Pmt -Check	03/05/2018	9658	Staples Advantage	Office Supplies order	-807.49
Bill Pmt -Check	03/05/2018	9659	Unique Management Services, Inc.	Collections invoice	-89.50
Bill Pmt -Check	03/05/2018	9660	W.K. Signs	Artwork and repairs for Eggcitement Banners	-215.60
Bill Pmt -Check	03/06/2018	9661	U.S. Postal Service	Postage for eXPLORE Newsletter March 2018	-1,507.45
Bill Pmt -Check	03/12/2018	9662	Alyssa Stolze	Inerviewers' Lunches	-44.71
Bill Pmt -Check	03/12/2018	9663	Baker & Taylor	Books	-864.35
Bill Pmt -Check	03/12/2018	9664	BankCard Center-Bank of the West	Feb 2018 Statement	-3,627.59
Bill Pmt -Check	03/12/2018	9665	Califa/PLS	Proquest 1/1/18-12/31/18	-935.00
Bill Pmt -Check	03/12/2018	9666	CALNET3	Monthly Statement for 2/2/18-3/1/18	-0.16
Bill Pmt -Check	03/12/2018	9667	City of Placentia	Services for December 2017	-152.63
Bill Pmt -Check	03/12/2018	9668	Envisionware, Inc.	Subscription: Payware Service Renewal Feb-may	-150.00
Bill Pmt -Check	03/12/2018	9669	Fernando Maldonado	PTAC Fundraising Supplies RE: Eggcitement	-61.22
Bill Pmt -Check	03/12/2018	9670	Marianne Follis	Mileage reimbursement	-8.87
Bill Pmt -Check	03/12/2018	9671	Master Janitorial Services	Services for March 2018	-3,100.00
Bill Pmt -Check	03/12/2018	9672	MD Medical Clinics	Hwang physical test	-117.50
Bill Pmt -Check	03/12/2018	9673	OC Custom Vinyl Graphics & Signs	Eggcitement Banners	-352.99
Bill Pmt -Check	03/12/2018	9674	OverDrive	Subscription	-7,810.07
Bill Pmt -Check	03/12/2018	9675	Placentia-Yorba Linda Unified School Dist	Celebrity Host Brochures	-9.22
Bill Pmt -Check	03/12/2018	9676	Recorded Books Inc.	Books	-3,639.09
Bill Pmt -Check	03/12/2018	9677	SDRMA	Medical Benefits for April 2018	-21,119.10
Bill Pmt -Check	03/12/2018	9678	Time Warner Cable	Service from 3/12/18-4/11/18	-369.14
Check	03/12/2018	9679	Placentia Library District	Payroll for 3/21/18	-50,000.00
Bill Pmt -Check	03/19/2018	9680	Alyssa Stolze	Reimbursement	-31.62
Bill Pmt -Check	03/19/2018	9681	Baker & Taylor	Books	-1,044.54
Bill Pmt -Check	03/19/2018	9682	Brea Trophy and Engraving	Name Badges	-27.24
Bill Pmt -Check	03/19/2018	9683	Califa	Service Oct-Dec 2017	-4,001.85
Bill Pmt -Check	03/19/2018	9684	Capitol Door Services	Service on 2/28/18	-160.00
Bill Pmt -Check	03/19/2018	9685	Fernando Maldonado	PTAC- Feb 18 teen events	-64.72
Bill Pmt -Check	03/19/2018	9686	Midwest Tape	DVDs	-784.91
Bill Pmt -Check	03/19/2018	9687	Placentia Library Foundation	Payout for Feb 2018	-906.25
Bill Pmt -Check	03/19/2018	9688	Unique Management Services, Inc.	Collections	-134.25
Bill Pmt -Check	03/19/2018	9689	Venessa Faber	Reimbursement for Dr. Seuss & Rise N Shine	-193.34
Bill Pmt -Check	03/21/2018	9690	Fun Services	VOID: Remainder of rental cost for Eggcitement	0.00

9:23 AM
04/10/18
Accrual Basis

Placentia Library District Check Register

Agenda Item 10
Page 12

Type	Date	Num	Name	March 2018	Memo	Amount
Bill Pmt -Check	03/21/2018	9691	Jump O' Rama Inflatables		Eggcitement Bounce House and Slide	-404.00
Bill Pmt -Check	03/26/2018	9692	Alyssa Stolze		Reimbursement	-85.62
Bill Pmt -Check	03/26/2018	9693	Baker & Taylor		Books	-3,687.49
Bill Pmt -Check	03/26/2018	9694	Group 4		Outstanding Balance from G4	-1,786.00
Bill Pmt -Check	03/26/2018	9695	Ingram Inc		Books	-19.65
Bill Pmt -Check	03/26/2018	9696	Legacy Integrative Solutions		Printer Services	-1,302.32
Bill Pmt -Check	03/26/2018	9697	Midwest Tape		DVDs	-654.75
Bill Pmt -Check	03/26/2018	9698	Woodruff, Spradlin & Smart		Review of iBank Application	-127.50
Check	03/26/2018	9699	Placentia Library District		payroll for 4/4/18	-50,000.00
Bill Pmt -Check	03/29/2018	9700	SCLLN		SCLLN Luncheon Conference	-170.00
						<u><u>-166,573.27</u></u>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

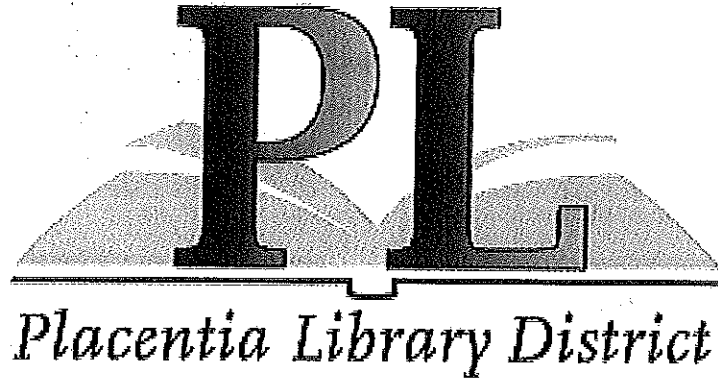
FROM: Timothy Hino, Business Manager

SUBJECT: Fund Balance Report through March 2018 for Placentia Library District Fund 707 with Orange County Treasurer

DATE: April 16, 2018

Fiscal Year 2017-2018	
07/31/17	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/17	2,498,084.78
11/30/2017	2,500,309.42
12/31/2017	2,502,508.82
01/31/18	2,502,381.29
2/28/2018	2,502,253.65
3/31/2018	2,504,538.94
04/30/18	0.00
5/31/2018	0.00
6/30/2018	0.00

Fiscal Year 2016-2017	
07/31/16	2,471,328.58
8/31/2016	2,472,833.87
9/30/2016	2,474,399.04
10/31/16	2,475,950.51
11/30/2016	2,477,456.70
12/31/2016	2,478,922.76
01/31/17	2,527,382.64
2/28/2017	2,529,054.47
3/31/2017	2,530,750.86
04/30/17	2,532,566.89
5/31/2017	2,487,334.78
6/30/2017	2,490,275.83



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through March 2018 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: April 16, 2018

Summary of Cash and Investments as of March 31, 2018

Cash with Orange County Treasurer Fund 707	2,504,538.94
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking – Bank of the West	948,512.58
General Fund Savings – Bank of the West	546,975.98
Payroll Checking – Wells Fargo Bank	70,515.01
Total Cash and Investments	4,070,542.51

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

EXPENDITURES REPORT

March 31, 2018

75% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,456,945	1,051,652	0.72	\$405,293
5030	Retirement	54,605	11,911	0.22	\$42,694
5040	Unemployment Insurance	-	251.00	0.00	(251.00)
5050	Health Insurance	266,516	188,902	0.71	\$77,615
5064	Dental Insurance	17,240	10,580	0.61	\$6,660
5060	Life Insurance	8,370	2,748	0.33	\$5,622
5066	AD & D Insurance	5,453	4,399	0.81	\$1,054
5068	Vision Insurance	3,341	2,094	0.63	\$1,247
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	7,593	0.54	\$6,359
	TOTAL	\$1,827,245	\$1,280,130	0.70	\$547,115
SERVICES & SUPPLIES					
5100	Communications	35,000	18,167	0.52	\$16,833
5150	Household Expenses	22,000	13,386	0.61	\$8,614
5099	Library Insurance	15,000	11,093	0.74	\$3,907
5205	Maintenance Expense	30,000	19,342	0.64	\$10,658
5220-5280, 5160, 5180, 5210	Maintenance, Buildings & Improvements	106,000	59,648	0.56	\$46,352
5290	Memberships	10,000	7,946	0.79	\$2,054
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	50,768	0.92	\$4,232
5400	Prof./Specialized Services	122,450	107,580	0.88	\$14,870
5495,5900,5910	Programs	41,000	41,628	1.02	-\$628
5500	Books/Library Materials	255,689	119,473	0.47	\$136,216
5600	Meetings	25,000	19,039	0.76	\$5,961
5700	Mileage/Parking	4,500	351	0.08	\$4,149
5800	Utilities	88,000	52,188	0.59	\$35,812
	TOTAL	\$810,639	\$520,609	0.64	\$290,030
	OPERATING EXPENSES	\$2,637,884	\$1,800,739	0.68	\$837,145
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	8,635.66	0.86	\$1,364
	TOTAL	\$30,000	8,635.66	0.29	\$21,364
TOTAL BUDGET		\$2,667,884	\$1,809,375	0.68	\$858,509

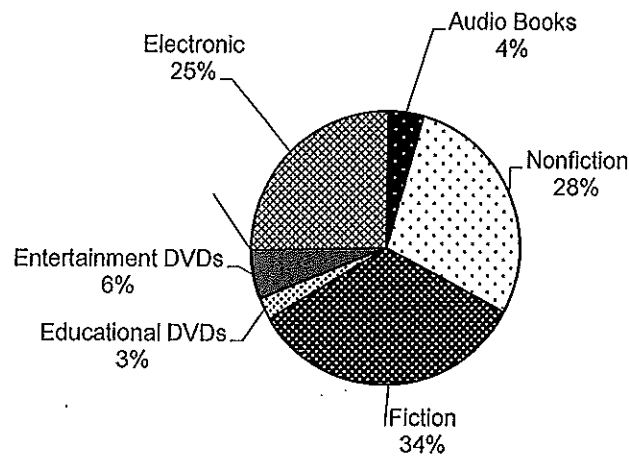


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Placentia Library District

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

	YTD 2017/18	YTD 2017/18	YTD 2017/18	YTD 2016/17	YTD 2016/17	YTD 2016/17
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$36,521	2088	2278	\$50,982	2763	2964
Total Non-Fiction	\$30,965	1240	1725	\$36,183	1713	2463
Total Electronic	\$27,526	174	0	\$28,298	969	0
Total Audio Books	\$4,542	314	316	\$6,498	145	145
Total Educational DVDs	\$2,812	78	78	\$3,092	89	90
Total Entertainment DVDs	\$6,339	137	225	\$8,734	240	338
YTD TOTAL MATERIALS	\$108,705	4031	4622	\$133,787	5919	6000
Budget	\$255,700			\$255,700		
% Spent YTD	43%			52%		



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF MARCH 2018
 Prepared by Katie Matas, Librarian I

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$26,069	1366	1524	\$0	0	0	\$26,069	1366	1524	\$27	1	1	\$26,096	1367	1525
Total Adult Fiction	\$26,069	1366	1524	\$0	0	0	\$26,069	1366	1524	\$27	1	1	\$26,096	1367	1525
Adult Non-Fiction	\$14,038	602	604	\$0	0	0	\$14,038	602	604	\$70	10	10	\$14,108	612	614
Adult Reference	\$350	8	8	\$0	0	0	\$350	8	8	\$478	8	8	\$829	16	16
Adult magazines	\$3,602	54	525	\$0	0	0	\$3,602	54	525	\$0	0	0	\$3,602	54	525
Total Adult Non-Fiction	\$17,990	664	1137	\$0	0	0	\$17,990	664	1137	\$549	18	18	\$18,539	682	1155
TOTAL ADULT PRINT MATERIALS	\$44,059	2030	2661	\$0	0	0	\$44,059	2030	2661	\$576	19	19	\$44,635	2049	2680
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$4,542	314	316	\$0	0	0	\$4,542	314	316	\$0	0	0	\$4,542	314	316
Adult E-books	\$7,810	168	0	\$0	0	0	\$7,810	0	0	\$0	0	0	\$7,810	0	0
Adult Educational DVDs	\$2,812	78	78	\$0	0	0	\$2,812	78	78	\$24	2	2	\$2,836	80	80
Adult Entertainment DVDs	\$6,065	130	214	\$0	0	0	\$6,065	130	214	\$111	4	4	\$6,176	134	218
TOTAL ADULT NON-PRINT MATERIALS	\$21,229	690	608	\$0	0	0	\$21,229	522	608	\$135	6	6	\$21,364	528	614
TOTAL ADULT MATERIALS	\$65,288	2,720	3,269	\$0	0	0	\$65,288	2,552	3,269	\$711	25	25	\$65,999	2,577	3,294
Juvenile Fiction	\$9,211	552	558	\$0	0	0	\$9,211	552	558	\$373	40	40	\$9,584	592	598
Young Adult Fiction	\$2,241	170	196	\$0	0	0	\$2,241	170	196	\$0	0	0	\$2,241	170	196
Total Juvenile Fiction	\$10,452	722	754	\$0	0	0	\$10,452	722	754	\$373	40	40	\$10,825	762	794
Juvenile Non-Fiction	\$11,185	510	514	\$0	0	0	\$11,185	510	514	\$123	8	8	\$11,308	518	522
Young Adult Non-Fiction	\$1,457	61	65	\$0	0	0	\$1,457	61	65	\$7	1	1	\$1,474	62	66
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$323	5	9	\$0	0	0	\$323	5	9	\$0	0	0	\$323	5	9
Total Juvenile Non-Fiction	\$12,975	576	588	\$0	0	0	\$12,975	576	588	\$130	9	9	\$13,105	585	597
TOTAL JUVENILE PRINT MATERIALS	\$23,427	1,298	1,342	\$0	0	0	\$23,427	1,298	1,342	\$503	49	49	\$23,930	1,347	1,391
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$66	2	2	\$36	2	2	\$36	2	2	\$0	0	0	\$36	2	2
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$238	5	9	\$238	5	9	\$238	5	9	\$95	4	4	\$333	9	13
TOTAL JUVENILE NON-PRINT MATERIALS	\$274	7	11	\$274	7	11	\$274	7	11	\$95	4	4	\$369	11	15
TOTAL JUVENILE MATERIALS	\$23,701	1305	1353	\$0	0	0	\$23,701	1305	1353	\$598	53	53	\$24,299	1358	1406
On-line databases	\$19,716	6	0	\$0	0	0	\$19,716	6	0	\$0	0	0	\$19,716	6	0
E-books	\$7,810	168	0	\$0	0	0	\$7,810	168	0	\$0	0	0	\$7,810	168	0
TOTAL ELECTRONIC MATERIALS	\$27,526	174	0	\$0	0	0	\$27,526	174	0	\$0	0	0	\$27,526	174	0
Total Fiction	\$66,521	2088	2278	\$0	0	0	\$66,521	2088	2278	\$400	41	41	\$66,921	2129	2319
Total Non-Fiction	\$30,965	1240	1725	\$0	0	0	\$30,965	1240	1725	\$879	27	27	\$31,844	1267	1752
Total Electronic	\$27,526	174	0	\$0	0	0	\$27,526	174	0	\$0	0	0	\$27,526	174	0
Total Audio Books	\$4,542	314	316	\$0	0	0	\$4,542	314	316	\$0	0	0	\$4,542	314	316
Total Educational DVDs	\$2,812	78	78	\$0	0	0	\$2,812	78	78	\$24	2	2	\$2,836	80	80
Total Entertainment DVDs	\$6,369	137	225	\$6,369	135	223	\$6,369	135	223	\$206	8	8	\$6,545	143	231
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$108,705	4,031	4,622	\$0	0	0	\$108,705	4,029	4,620	\$1,309	78	78	\$110,014	4,107	4,698

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino

SUBJECT: Service Revenue Activities Report for March 2018

DATE: April 16, 2018

Net Revenue Summary for March 2018

	Mar-2018	Mar-2017	YTD 2017-2018	YTD 2016-2017
Passport	24,301.50	26,317.00	133,679.50	117,908.00
Passport Photos	8,330.00	6,987.00	36,714.00	30,511.00
Test Proctor	700.00	850.00	6,450.00	5,450.00
Fines & Fees	1,982.08	6,987.00	15,207.00	36,852.00
Meeting Room	175.00	395.00	2,035.00	2,665.00
Total	35,488.58	40,596.60	194,085.50	193,386.00

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
March 31, 2018

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,122,628	1,543,470	(579,157.64)	72.7%
4020	Property Taxes - Current Unsecured	59,937	59,048	(889.44)	98.5%
4030	Property Taxes - Prior Secured	0	-	0.00	100.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	100.0%
4090	Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050	Property Taxes - Curr Supplemental	68,361	51,596	(16,764.81)	75.5%
4060	Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	88.9%
4070	Interest on Unsupport Tax	0	374	373.50	37350.0%
4080	Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4090	Taxes Special Dist Augmentation	0	4,698	4,698.00	469800.0%
4190	State - Homeowners Property Tax Relief	48,482	14,601	(33,881.43)	30.1%
	Sub Total	2,326,685	1,689,441	(637,244.31)	72.6%
INTEREST REVENUE					
4600	Interest	8,500	16,061	7,561.41	189.0%
	Sub Total	8,500	16,061	7,561.41	189.0%
GRANT REVENUE					
4210	State Grants	30,000	30,000	0.00	100.0%
	Sub Total	30,000	30,000	0.00	100.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,750	1,050.00	250.0%
4410	PLFF Grants	51,000	23,218	(27,781.62)	45.5%
4430	Other Revenue	0	4,105	4,105.00	410500.0%
4440	Centennial Renovation	0	1,150	1,150.00	115000.0%
4310	Fines & Fees	0	15,207	15,207.00	1520700.0%
4330, 4320	Passport/Photos	180,000	170,369	(9,631.50)	94.6%
4340	Meeting Room Fees	4,000	2,035	(1,965.00)	50.9%
4350	Test Proctor	7,000	6,450	(550.00)	92.1%
	Sub Total	242,700	224,284	(18,416.12)	92.4%
4500	Impact Fees	10,000	-	(10,000.00)	0.0%
TOTAL REVENUES YTD FOR FY 17/18:		2,617,885	1,959,786	(658,099)	74.9%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: Personnel Report for March 2018
DATE: April 16, 2018

			YTD	YTD
	Mar-18	Mar-17	2017-2018	2016-2017
Separation	1	0	6	2
Retirement	0	0	0	0
Appointments	2	0	9	8
Open Positions	2	1	8	6
Workers' Compensation Leave	0	0	0	0
Total	5	1	23	16

SEPARATION: Marianne Follis, Supervising Librarian
RETIREMENT: None
APPOINTMENTS: Christie Hwang, Library Aide
 Pamela Silva, Substitute Library Assistant
OPEN POSITIONS: Technology Manager, Supervising Librarian



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Librarian I
SUBJECT: Circulation Activity Report: **March 2018**
DATE: April 16, 2018

CIRCULATION	Mar-18	Mar. 17	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
New Patron Registrations	304	303	2,563	2,695	-4.9%
Total Circulation	22,711	24,643	204,063	210,551	-3.1%
Total Active Borrowers*	7,810	7,962			
Adult Fiction	2428	2622	23,018	24,821	-7.3%
Adult Nonfiction	2017	1816	16,933	17,432	-2.9%
Adult Magazines	200	152	1,662	1,218	36.5%
Adult Music CDs	90	123	826	1,128	-26.8%
Adult Audio Books	544	535	4,647	4,891	-5.0%
Adult DVDs**	2361	2157	20,756	19,691	5.4%
JV Fiction	9685	11328	89,562	90,628	-1.2%
YA Fiction	898	1186	10,057	11,823	-14.9%
JV Nonfiction	2793	2759	21,053	20,530	2.5%
YA Nonfiction	110	109	889	1,002	-11.3%
JV Magazines	0	0	119	63	88.9%
JV Music CDs	46	14	217	191	13.6%
JV Audio Books	52	55	358	500	-28.4%
JV DVDs**	1403	1726	13,302	13,321	-0.1%
Video Games	62	61	9,651	8,657	11.5%
Library of Things**	22	NA	205	NA	NA

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

Proctored Tests				
March 2018	March 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
14	17	129	110	17%

PATRON COUNT

Mar-18	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		314	209	300	440	330	373	1966
10:00		331	270	324	519	334	537	2315
11:00		285	209	255	429	280	518	1976
12:00		282	263	224	286	358	546	1959
1:00	862	293	268	455	352	372	648	3250
2:00	574	301	412	477	517	419	623	3323
3:00	508	586	650	509	675	616	453	3997
4:00	251	507	546	455	574	367	276	2976
5:00		457	504	463	514			1938
6:00		385	361	323	394			1463
7:00		187	226	213	205			831
DAY TOTALS	2195	3928	3918	3998	4905	3076	3974	25994
March 2018	March 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change		Hours Open	Average PerHour	
25,994	30,284	89,568	98,861	-10%		283	91.9	
Open 30 days; Closed 1 day (4 hours).								
Gate Counts								
Adult Programs				209				
Children/Teen Programs				3,099		Library Attendance Total		
Meeting Room Rentals				101		29,403		
TOTAL				3409				

PASSPORTS

Mar. 2018	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		9	3	8	1	9	55	85
10:00		9	7	7	3	9	54	89
11:00		9	8	5	8	12	49	91
12:00		8	8	7	3	14	52	92
1:00	43	9	1	10	4	15	52	134
2:00	43	16	7	7	10	17	44	144
3:00	42	21	11	16	13	13	37	153
4:00	25	22	13	20	20	2	11	113
5:00		20	18	24	20			82
6:00		19	19	16	18			72
7:00		1	1					2
DAY TOTALS	153	143	96	120	100	91	354	1057

March 2018	March 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
1057	1177	5377	4802	11%

STAFF ACTIVITY

- Katie attended Friday Huddles on March 2nd, 16th, 23rd, and 30th.
- Tim H., Katie, Beatrice, Victor, Estella, Laura, and Tim W. attended the Support Services staff meeting on March 20th.
- Katie, Beatrice, Victor, Danny, Estella, and Tim attended the Staff meeting on March 20th.
- Katie attended BLAST committee meetings on March 2nd, 9th, 23rd, and 30th.
- Staff provided Setup/Take Down in the Meeting Room: 40 set-ups/ 39 breakdowns
- Meeting Room rentals patron count: 85
- Estella attended the monthly Anaheim/Placentia Consortium circulation supervisors meeting at Anaheim Central Library on March 22nd.
- Tim completed the eXPLORE March-August 2018 newsletter.
- Katie met with Tim H. on March 12th.
- Tim designed fliers and publicity materials for several library programs including Discover Calligraphy, Mosaic Rocks, Conversation Club, Computer Workshop, Sensational Saturdays, Tai Chi, Citizenship, Adult Program Registration, a volunteer badge, wedding shower invitations, weekly summaries, March Constant Contact and March calendars.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through March 2018
DATE: April 16, 2018

**CITY OF PLACENTIA
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	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							
May-18							
Jun-18							
	TOTAL	\$56,225.69	5,809.96	1,040.00	58.48	0.00	\$63,134.13

** City Billing
 Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Timothy Hino, Business Manager
SUBJECT: Administration Report for March 2018
DATE: April 16, 2018

Meetings:

- Library Board Meeting – March 19th
- Friday Morning Huddles – March 2nd, 9th, 16th, 23rd, and 30th
- JCI – March 2nd
- City and JCI – March 8th
- BLAST Committee – March 2nd, 9th, 23rd, and 30th
- Support Service Department – March 20th
- PARs – March 28th
- PayChex – March 2nd, 7th, 13th, 14th, 23rd, 26th and 29th
- Manager’s Meeting – March 15th
- Staff Meeting – March 20th
- Timekeeping Training – March 6th, 12th, and 19th
- ADP – March 21st
- FAQs with Management – March 27th and 28th
- IBank in Sacramento – March 27th
- Mar Studio – March 9th
- PLFF Board – March 12th
- H.I.S. House Board – March 14th
- Fundraising Consultant – March 30th

Human Resource:

- 1st Round Interviews for Technology Manager – March 8th
- 2nd Round Interviews for Technology Manager – March 14th
- Intern Interview – March 22nd

Library / Community Functions:

- Author’s Luncheon – March 3rd
- Library Visits at La Mirada & Los Nietos Branches – March 15th
- C21 Award Presentations – March 19th & March 30th
- Public Library Association Conference – March 19th – 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 March 2018
DATE: April 16, 2018

MONTHLY STATISTICS

	March 2018	March 2017	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	554	716	4,383	5,207	-15.82%
Reference--telephone	35	31	235	204	15.20%
Total Reference	589	747	4,618	5,411	-14.66%

Children’s Services Programs

Type of Program	Number of		Total		Total		Total		% Change	
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	March 2018	March 2018	March 2017	March 2017	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 16/17-17/18	Y-T-D 16/17-17/18
Storytime	15	647	14	400	90	3553	89	3337	1.12%	6.47%
Educational	21	373	25	606	139	3220	148	3329	-6.08%	-3.27%
Reading	1	58	1	44	19	1970	18	1275	5.56%	54.51%
Teen	9	79	4	52	65	1008	38	522	71.05%	93.10%
Seasonal	2	2030	0	0	8	2790	9	661	-11.11%	322.09%
Totals	48	3,187	44	1,102	321	12541	302	9124	6.29%	37.45%

ACHIEVEMENTS

- Lori Worden proctored 3 exams on March 1st (2 exams), and March 15th (1 exam).
- Lori Worden and Yesenia attended the PLFF Author’s Luncheon on March 3rd.
- Yesenia Baltierra conducted storytime to three classrooms (2 Spanish/1 English) at Glenview Elementary on March 2nd.
- Deanna White and Lori Worden attended Golden Elementary C21 Awards Assembly on March 20th.
- Lori Worden attended Wagner Elementary C21 Awards Assembly on March 16th, Ruby Dr. Elementary C21 Awards Assembly on March 21st, and Morse Elementary C21 Awards Assembly on March 23rd.
- Yesenia Baltierra participated in Principle for a Day at Morse Elementary on March 21st.
- Yesenia Baltierra attended C21 Awards Assemblies on March 9th, 16th, 19th and 20th.
- Yesenia Baltierra participated in the Renovation Field Trip on March 15th.

MEETINGS

- Deanna White, Venessa Faber, Fernando Maldonado and Lori Worden attended Children's Department Meeting on March 1st.
- Deanna White met with Wendy Townsend and Lori Worden to discuss SRP decorations on March 1st.
- Deanna White met with Marianne Follis regarding PO orders and C21 on March 8th.
- Deanna White met with Yesenia Baltierra regarding C21 on March 8th.
- Deanna White met with Yesenia Baltierra regarding C21 on March 27th.
- Deanna White met with Lori Worden for Baker & Taylor Training on March 29th.
- Lori Worden attended the Love Placentia leader's training meeting on March 11th.
- Venessa Faber attended B.L.A.S.T. Committee Meetings on March 2nd, 9th, 23rd, and 30th.
- Yesenia Baltierra attended Eggcitement meeting on March 21st and March 28th.
- Yesenia Baltierra attended the Board meeting on March 19th.
- Yesenia Baltierra attended All Staff meeting on March 20th.
- Yesenia Baltierra attended Renovation FAQs meeting on March 27th, 29th, and 30th.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for March 2018

DATE: April 16, 2018

MONTHLY STATISTICS

Reference Desk Activity	March	March	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
Reference -- in person	1648	1682	13630	13308	2.42%
Reference -- telephone	816	805	6144	5331	15.25%
Reference -- email/chat	3	5	125	51	145.10%
Technology assistance	352	335	2236	2544	-12.11%
Guest passes	102	75	609	630	-3.33%
Adult and Children's computer use (desktops)	2179	2568	18981	22745	-16.55%
Adult computer usage (desktop)	1935	2169	15508	19238	-19.39%
Public computer use (express laptops)	35	10	101	88	14.77%

History Room Activity	March	March	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2017-18	FY2016-17	% change
History Room Visitors	15	24	87	81	7.41%

Volunteer Hours:	March	March	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2017-18	2016-17	% change
History Room	69.5	7	449.5	71.5	528.67%
PLFF	443.33	505.75	3905.54	4263.92	-8.40%
General Library	822.07	516.37	5185.37	4920.75	5.38%
Technology	0	4.5	18.25	191.5	-90.47%
Homework Club	68.5	161.25	485.85	831.5	-41.57%
Adult Literacy Tutors	229.25	168.83	1624.25	1205.83	34.70%
PTAC	66.25	65	937	555.72	68.61%
Summer Reading Program	0	0	1365.62	608.25	124.52%
Total Volunteer Hours	1698.9	1428.7	13971.38	12648.97	10.45%

Adult Programs

Type of Program	Number of Programs March	Attendance March	Number of Programs March	Attendance March	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1718	FY1718	FY1617	FY1617		
Book Club	1	6	1	10	9	53	9	96	0.00%	-44.79%
Computer Workshops	0	0	2	22	10	105	22	209	-54.55%	-49.76%
Educational	0	0	1	11	10	2,332	15	130	-33.33%	1693.85%
Fine Arts	0	0	0	0	7	207	4	301	75.00%	-31.23%
Health & Fitness	3	57	5	82	10	232	27	582	-62.96%	-60.14%
History Room	0	0	0	0	6	167	4	166	50.00%	0.60%
Home and Lifestyle	0	0	0	0	3	330	0	0	NA	NA
Literacy	10	156	8	90	53	561	56	408	-5.36%	37.50%
Reading	0	0	0	0	5	595	5	408	0.00%	45.83%
Volunteer	1	15	1	21	9	193	9	194	0.00%	-0.52%
Totals	15	234	18	236	122	4,775	151	2,494	-19.21%	91.46%

Public Services Outreach Activity					
	March	March	Y-T-D	Y-T-D	Y-T-D
	2018	2017	FY2017-18	FY2016-17	% change
Outreach Visits	0	4	6	20	-70.00%
Outreach Attendance	0	545	1540	1941	-20.66%

Literacy	YTD1718	FY1617	% Change
Computer Literacy Students	10	6	16.67%
English Literacy Students	41	50	-20.00%
Students Graduated	10	9	11.11%
Computer Literacy Tutors	6	8	-37.50%
English Literacy Tutors	36	38	-7.89%

ACHIEVEMENTS

- Michelle Meades coordinated the Volunteer Orientation on March 29th.
- Wendy Townsend coordinated and Michelle Meades led the Book Club on March 13th
- Wendy Townsend coordinated Tau Chi on March 13th, 20th and 27th.
- Patricia Grimm coordinated the Literacy Orientations on March 6th and 7th.
- Coleen Wakai coordinated Conversation Club on March 2nd, 9th, 16th, 23rd and 30th.

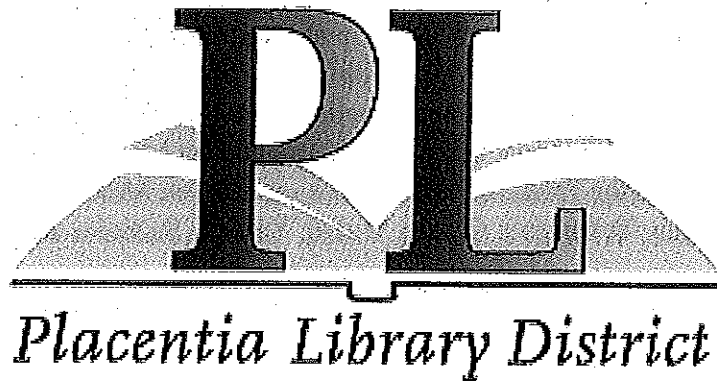
- Coleen Wakai provided Literacy outreach at Eggciment on March 23rd.
- Patricia Grimm helped intern Jonathan Chin to assess literacy students on March 6th.
- Patricia Grimm and Coleen Wakai coordinated the Citizenship classes on March 10th and 24th.
- Wendy Townsend and Michelle Meades submitted 3 conference proposals to CLA on March 28th.

MEETINGS

- Michelle Meades and Wendy Townsend met on March 7th, 14th, 21st, 22nd and 28th.
- Michelle Meades attended the Volunteer Meet Up at the Corona Public Library on March 6th.
- Michelle Meades and Wendy Townsend met with Nancy Murray of the Bradford House on March 7th.
- Michelle Meades met with Geriann Gellar to discuss History Matters on March 14th and 16th.
- Michelle Meades, Coleen Wakai and Yesenia Baltierra met on March 29th.
- Michelle Meades attended the Historical Committee meeting on March 27th.
- Michelle Meades, Wendy Townsend, Coleen Wakai, Yesenia Baltierra attended the Staff Meeting on March 20th.
- Wendy Townsend, Michelle Meades and Yesenia Baltierra met on March 8th.
- Wendy Townsend and Yesenia Baltierra met on March 6th, 14th, 21st and 28th.
- Wendy Townsend attended Kiwanis meetings on March 1st, 8th, 15th, and 22nd.
- Wendy Townsend, Lori Worden and Deanna White met to discuss SRP decorations on March 1st.
- Wendy Townsend met with the BLAST committee on March 2nd, 9th, 16th, 23rd and 30th.
- Wendy Townsend, Michelle Meades, Yesenia Baltierra and Coleen Wakai attended the Authors Luncheon on March 3rd.
- Wendy Townsend met with Tim Hino for timekeeping training on March 6th and 19th.
- Wendy Townsend met with Tim Worden for Overdrive Advantage Sharing stats training on March 21st.
- Coleen Wakai and Wendy Townsend met March 2nd, 9th and 30th.
- Jeannie Killianey and Wendy Townsend met on March 5th.
- Yesenia Baltierra attended PRTWC meeting on March 7th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended the webinar on Disaster Planning for libraries and archives and crisis communication on March 17th.
- Jeannie Killianey watched the Baker & Taylor webinar “Comics Build Better Worlds: World Building, Reader Engagement, and Empathy” on March 17th.
- Yesenia Baltierra attended Harwood Innovators Lab call on March 1st and attended meeting on March 13th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for March 2018

DATE: April 16, 2018

<u>On-line database usage</u>	March 2018	Onsite Usage 1/18	Remote Usage 1/18	March 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Library Catalog	35,694	N/A	N/A	14,723	159,326	129,951	23%
General Reference Center	90	90	0	88	331	315	5%
Biography In Context	350	342	8	86	3,573	457	682%
Opposing Viewpoints	391	384	7	124	1,523	1,212	26%
Consumer Reports (new July 2016)	133	N/A	N/A	67	875	709	23%
Freegal	1,066	N/A	N/A	1,151	9,286	10,385	-11%
Heritage Quest	118	N/A	N/A	414	2,395	5,805	-59%
Novelist	23	N/A	N/A	14	257	348	-26%
Public Library Core Collection							
Nonfiction (staff use only)	76	N/A	N/A	19	330	1,412	-77%
Pronunciator	56	N/A	N/A	18	409	562	-27%
ABC Mouse	83	N/A	N/A	286	517	2,099	-75%
ABC Mouse - Bring Reading Home (New March 2018)	2	N/A	N/A	N/A	2	N/A	N/A
World Book Online (New February 2018)	3	N/A	N/A	N/A	41	N/A	N/A
Career Cruising	18	N/A	N/A	1	78	4	1850%
Tumblebooks	143	N/A	N/A	209	1,003	1,746	-43%
Reference USA	252	N/A	N/A	103	2,818	1,706	65%
Enki	16	N/A	N/A	1	112	14	700%
Hoopla	825	N/A	N/A	687	6,110	3,718	64%
Overdrive e-books	1,397	N/A	N/A	1,097	14,915	8,803	69%
Overdrive audio books	820	N/A	N/A	691	9,435	5,874	61%
Overdrive e-books - Placentia Advantage (New March 2018)	1,554	N/A	N/A	N/A	1,554	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,430	N/A	N/A	N/A	1,430	N/A	N/A
Zinio	58	N/A	N/A	81	771	707	9%
TOTAL DATABASE USAGE:	44,598	816	15	19,860	217,091	175,827	23%

Website Traffic	March 2018	March 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Website visits	11,525	12,804	110,311	110,339	0%
Page Hits	20,181	21,553	186,214	182,951	2%
Users	6,757	6,150	64,145	50,557	27%
Pages/Session	1.71	1.68	N/A	N/A	N/A
Avg. Session Duration	00:00:25	00:02:37	N/A	N/A	N/A
% New Sessions	N/A	39	N/A	N/A	N/A

Computer & Online Resource Use	March 2018	March 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Residents	1,010	1,445	11,502	12,439	-8%
Non-Placentia Residents	771	1,047	8,260	8,735	-5%
Total	1,781	2,492	19,762	21,174	-7%

Wifi Use	March 2018	March 2017	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Total	1,927	2,777	17,356	23,258	-25%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: April 16, 2018

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on April 16, 2018.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: April 16, 2018

BACKGROUND

LAFCO has received the following nominations for the Special District Regular and Alternate Seats:

Regular Special District Nominations:

- Fred Adjarian, El Toro Water District
- Cecilia Aguinaga, Orange County Mosquito & Vector Control District
- Duane D. Cave, Moulton Niguel Water District
- Douglass S. Davert, East Orange County Water District

Alternate Special District Nominations:

- James Fidler, Mesa Water District
- Robert "Bob" Ooten, Costa Mesa Sanitary District

In accordance with Government Code Section 56332(c) and the Bylaws of the Orange County Independent Special District Selection Committee, the ballot and declaration, prepared by the LAFCO Executive Officer, have been transmitted to each independent special district presiding officer.

The Library Board of Trustees needs to select one Regular and one Alternate candidate for the Special District Members of LAFCO.

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

RECOMMENDATIONS

- 1) Select a Regular and an Alternate for the Special District Member of LAFCO; and,
- 2) Authorize President Carline to sign the Ballot and the Declaration of Qualification to Vote on behalf of the Placentia Library District.

Jeanette Contreras

From: Cheryl Carter-Benjamin <ccarter-benjamin@oclafco.org>
Sent: Monday, April 09, 2018 3:06 PM
To: Debra Kurita
Cc: Carolyn Emery; Gavin Centeno -
Subject: End of Nomination Process for OC LAFCO Regular and Alternate Special District Member Seats

Importance: High

Dear Presiding Officers,

The nomination period for the OC LAFCO Regular and Alternate Special District seats officially closed today, **Monday, April 9, 2018, at 3:00 p.m.**

Below are the nominations received for each seat:

Regular Special District Member:

1. Fred Adjarian, El Toro Water District
2. Cecilia Aguinaga, Orange County Mosquito & Vector Control District
3. Duane D. Cave, Moulton Niguel Water District
4. Douglass S. Davert, East Orange County Water District

Alternate Special District Member:

1. James Fisler, Mesa Water District
2. Robert "Bob" Ooten, Costa Mesa Sanitary District

Two ballots, one for the regular special district member and one for the alternate special district member, will be sent by email on **Tuesday, April 17, 2018** to independent special district presiding officers or designees as identified in the respective Declaration of Qualification to Vote. In accordance with the schedule for the appointment process, all ballots are due to OC LAFCO by **3:00 p.m. on Friday, May 25, 2018.**

If you have any questions regarding the process, please contact me or our Commission Clerk Cheryl Carter-Benjamin at (714) 640-5100.

Sincerely,

Carolyn Emery
Executive Officer
cemery@oclafco.org
(714) 640-5100



Cheryl Carter-Benjamin

Office Manager/Commission Clerk

ORANGE COUNTY LAFCO

ccarter-benjamin@oclafco.org

714.640.5100 (Main)

Please note this office is closed every other Friday. You may download the OC LAFCO annual calendar at www.oclafco.org.



El Toro Water District

"A District of Distinction"

Serving the Public - Respecting the Environment

Board of Directors

M. Scott Goldman
 William H. Kahn
 Jose F. Vergara
 Frederick J. Adjarian
 Mark L. Monin

General Manager

Robert R. Hill

April 2, 2018

Jeanette Contreras, General Manager
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92870

RE: Support for Fred J. Adjarian as OC LAFCO Regular Commissioner

Dear Ms. Contreras,

I am writing on behalf of El Toro Water District to request your organization's consideration of Fred J. Adjarian, an El Toro Water District Board member since 2014, for the position of Regular Commissioner representing Orange County's Special District's at the Orange County Local Agency Formation Commission (OC LAFCO).

Enclosed with this letter is a Professional Qualifications Summary for Director Adjarian. Director Adjarian's professional education, training and extensive local Municipal and Special District governance experience in California's water industry positions him well to compliment OC LAFCO's government organization and governance policy role as follows:

- Over 42 years of professional experience, with 34 years of local government service which 27 years involved executive-level management of five water agencies;
- Worked closely with Boards of Directors, City Councils, County Boards of Supervisors, State and Federal legislators plus other decision-makers to implement organizational strategic goals;
- Detailed knowledge of the structure and function of local government, plus direct experience with several LAFCO processes addressing institutional organization, governance and policy issues;
- Currently serving as El Toro Water District's designated Director to attend, monitor and report on all OC LAFCO monthly meetings [since 2014];
- Extensive experience in retail / regional wholesaler / state / federal water institutional relationships and policy issues affecting the sustainability of California's water resources and infrastructure;
- Cultivated collaborative and enduring working relationships with business and community leaders, regulatory agencies, and special interest groups.

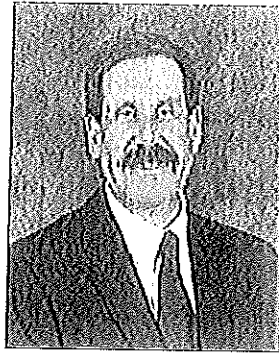
Director Adjarian will bring to OC LAFCO his extensive California water institutional experience, a passion for integrity and excellence, collaborative facilitation, attention to detail, a proven track record as a team player and great enthusiasm in all of his endeavors.

On behalf of the El Toro Water District I respectfully request your organizations consideration of Director Adjarian for the position of Regular Commissioner representing Orange County's Special District's at the OC LAFCO.

Sincerely,


 M. Scott Goldman
 Board President

cc: ETWD Board Members



ADJARIAN

CONSULTING SERVICES, LLC

PROFESSIONAL QUALIFICATIONS SUMMARY

Education

- B.A. Geography/Ecosystems, University of California at Los Angeles
- M.P.A. Public Administration, California State University, Long Beach

Professional Experience

2014 – Present: Member/Board of Directors – EL TORO WATER DISTRICT: Alternate ETWD representative to South OC Wastewater Authority plus Finance Committee; ETWD Representative to OC LAFCO, and Association of California Water Agencies – Joint Powers Insurance Authority.

2012-2014: District Manager – GOLDENS TATE WATER COMPANY/Managed an investor-owned water utility with staff of 58 and an operating budget of \$150M, serving 175,000 customer accounts in eight cities plus unincorporated LA County areas.

2010-2012: Acting Water Manager – CITY OF ORANGE WATER DIVISION/Managed a municipal water system with a staff of 42 and an operating budget of \$22.8 M, serving 36,000 customer accounts.

2005 – 2010: Water Services Manager – CITY OF TUSTIN WATER SERVICES DIVISION/Managed a municipal water system with a staff of 20 and an operating budget of \$8.9M, serving 20,000 customer accounts.

2003-2005: Water Resources Projects Administrator – MISSION SPRINGS WATER DISTRICT/Managed fiscal, administrative, CIP, environmental planning and water quality projects for a rapidly-growing water & sewer District.

1993-2003: General Manager/Secretary to the Board – MONTECITO WATER DISTRICT/Managed District water system with a staff of 25 and an operating budget of \$8.0M, serving 8,000 customer accounts.

1989-1999: General Manager/Secretary to the Board – RINCON DEL DIABLO MUNICIPAL WATER DISTRICT/Managed all facets of District water and fire services with a staff of 18 and an operating budget of \$5.0M, serving 38,000 customer accounts.

Professional Appointments, Certifications, and Awards

- Elected Board of Directors/El Toro Water District/December 2014
- Board Member/California Regional Water Quality Control Board/San Diego Region 9/1996-1999
- State Water Resources Control Board/Grade D-4/Operator No. 15594
- State Water Resources Control Board/Grade T-2/Operator No. 27052
- M.P.A. Public Administration/Awarded Distinguished Thesis Honors

March 19, 2018

VIA EMAIL AND US MAIL

Gayle Carline
Board President
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Dear Ms. Carline:

I would like to announce my candidacy for the position of Special District Representative to the Orange County Local Agency Formation Commission (LAFCO). I am honored to have the unanimous support of my fellow members of the Board of Directors of the Moulton Niguel Water District for this position. It would be my honor to receive the support of your district to represent you as a Special District Commissioner for LAFCO.

I have served as a Director for the Moulton Niguel Water District since 2014. As a Director, I chair the District's Citizens Advisory Committee and serve on the Audit Ad-hoc and Outreach Ad-hoc committees. I advocate for open communications and transparency in government as we receive public input, deliberate and ultimately make decisions that affect both special districts and our citizens throughout Orange County. I have an unwavering commitment to local decision-making, local control and fiscal responsibility. With the many issues that may arise this year at LAFCO, I pledge to you if elected that I will always listen to the Special Districts, local communities and stakeholders I represent in matters that come before me.

My business background involves forty-one years experience in the utility industry, having worked with Southern California Gas Company and San Diego Gas and Electric. My experience ranges from Operations to Risk Management and Human Resources, with my last eighteen years in External Relations, where I work daily with local elected officials, city/municipal staffs and the public at large. I have been extremely active in local chambers of commerce and civic, political and other community organizations within this region. I believe that my work and elected background has provided me the experience necessary to make the thoughtful decisions that you expect as a LAFCO Commissioner. I invite you to contact me directly at (714) 309-5733 or dcave@mnwd.com to answer any questions you may have or to discuss my qualifications and candidacy in greater detail.

BOARD OF
DIRECTORS

Duane D. Cave
DIRECTOR

Scott Colton
VICE PRESIDENT

Richard Flore
DIRECTOR

Donald Froelich
PRESIDENT

Gary R. Kurtz
DIRECTOR

Larry Lizotte
DIRECTOR

Brian S. Probolsky
VICE PRESIDENT

Thank you for your time. I would be honored to receive your district's support for my candidacy for LAFCO Special District Representative.

Sincerely,

A handwritten signature in black ink that reads "Duane D. Cave". The signature is written in a cursive style with a large initial "D" and "C".

Duane D. Cave
Director

cc: Jeanette Contreras, Library Director



eocwd.com

March 9, 2018

Ms. Jeanette Contreras
Library Director
23891 Via La Coruna
Mission Viejo, CA 92691

BOARD OF DIRECTORS

Dear Ms. Contreras:

Douglass S. Davert
President

I am writing to formally announce my candidacy for Special District Representative to the Orange County Local Agency Formation Commission (LAFCO). The seat will be filled in a "vote by email/ mail/fax" election that will be held during the April/May timeframe. I would be honored to receive your district's support to elect me as your next LAFCO commissioner.

Richard B. Bell
Vice President

John Dulebohn
Director

There are many issues on the horizon at LAFCO that will likely affect special district governance in our county, not the least of which are issues that will arise from the current round of Municipal Service Reviews. As your LAFCO representative, I will be an outspoken champion for preserving local control and a leader who will respect and defend special districts' ability to continue serving their communities and their constituents in a manner that is right for them.

Seymour (Sy) Everett
Director

John L. Sears
Director

During my 15 years of local government service, I have had the privilege of providing leadership in my roles as president of East Orange County Water District, director and chairman of the Orange County Sanitation District, director and chairman of the Orange County Fire Authority, trustee of Orange County Mosquito and Vector Control District, and councilmember and mayor of the city of Tustin. Serving in these roles afforded me opportunities to participate in and observe a range of LAFCO-related processes which have prepared me to step into the role of LAFCO commissioner.

Lisa Ohlund
General Manager

Enclosed is some background information about me, my public service experience, and my platform as a candidate for Special District Representative to LAFCO. I would be pleased to speak with you or your board colleagues about my candidacy and answer any questions you may have. Please feel free to contact me at (714) 318-9550 or doug@davertlaw.com.

Thank you for your thoughtful consideration of my candidacy for LAFCO Special District Representative.

Sincerely,

Douglass Davert
President
East Orange County Water District



DOUG DAVERT

Candidate for Special District seat at OC LAFCO

- President, East Orange County Water District (current; board member since 2012)
- ISDOC Secretary and Member of Executive Committee (current; since 2017)
- Past Chairman, Orange County Sanitation District (2008-10; board member 2004-10)
- Past Chairman, Orange County Fire Authority (2009; board member 2006-10)
- Former Mayor (2006; 2009) and Councilmember (2002-10) City of Tustin
- Former Trustee, Orange County Mosquito and Vector Control District (2003-05)

- Recognized by California Special District Association (CSDA) as a Board President of the Year (2008) for service at Orange County Sanitation District

- Recognized by Orange County Sanitation District "Honor Walk" for service to the organization as Board Chairman (2011)

- Successful LAFCO applicant/participant in annexation/consolidation/transfer of 17,000+ local sewers in Sewer Area 7 from the Orange County Sanitation District to the East Orange County Water District.

I am a married father of two teenage daughters. My wife and I grew up in Tustin and our children attend the same schools we did. I have been a practicing attorney since 1992 and have an "AV-Preeminent" rating which is the highest rating for an attorney from the Martindale-Hubbell rating agency. My practice is primarily focused on business matters. I do not represent public agencies. I do not represent clients with matters pending before public agencies. I do not have any conflicts-of-interest or other external influences that would affect my judgment as a LAFCO commissioner.

I do not support forced or involuntary consolidations or dissolutions of special districts except in the most extreme cases (insolvency/abandonment). I believe in local control. I believe local communities know what is best for their residents, businesses and ratepayers. I also believe that cooperative and voluntary applications to LAFCO should be supported with the least resistance and interference. LAFCO should be a facilitator rather than an authority.

DOUG DAVERT

Candidate for Special District seat at OC LAFCO

- President, East Orange County Water District (current; board member since 2012)
 - ISDOC Secretary and Member of Executive Committee (current; since 2017)
 - Past Chairman, Orange County Sanitation District (2008-10; board member 2004-10)
 - Past Chairman, Orange County Fire Authority (2009; board member 2006-10)
 - Former Mayor (2006; 2009) and Councilmember (2002-10) City of Tustin
 - Former Trustee, Orange County Mosquito and Vector Control District (2003-05)
-
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*Mayor & Council of Tustin
NOT a fan of consolidation.



MesaWater

DISTRICT®
Dedicated to

Satisfying our Community's
Water Needs

March 26, 2018

Ms. Jeanette Contreras
Library Director
Placentia Library District of Orange County
411 E. Chapman Ave.
Placentia, CA 92870

RE: Support for James R. Fisler as OC LAFCO Alternate Commissioner

Dear Ms. Contreras,

I am writing on behalf of Mesa Water District to request your organization's consideration of James (Jim) R. Fisler, a Mesa Water® Board member since 2009, for the position of Alternate Commissioner representing Orange County's Special Districts at the Orange County Local Agency Formation Commission (OC LAFCO).

Enclosed with this letter is a Statement of Qualifications for Director Fisler. Listed below are highlights of his recent government and leadership experience relevant to serving on the OC LAFCO Commission:

- Elected in 2011, and re-elected in 2014, as OC LAFCO Alternate Commissioner representing the Special Districts of Orange County
- Currently serves as President of the Independent Special Districts of Orange County (ISDOC)
- Previously served as ISDOC 1st Vice President and 2nd Vice President
- Served as Mesa Water Board President from 2012-2014
- Currently President of the Mesa Water District Improvement Corporation, a California nonprofit public benefit corporation formed to assist Mesa Water in financing certain improvements to the District's water system

I am confident that, if re-elected to OC LAFCO, Director Fisler will be committed to facilitating collaboration, coordination, cooperation and communications among special districts in Orange County. I am also confident that Director Fisler will represent you well on important issues that are of mutual interest to Orange County's Special Districts.

If you have any questions or requests for more information, please contact Mesa Water's External Affairs Manager, Stacy Taylor, at 714.791.0848 or StacyT@MesaWater.org. Thank you for your consideration of this matter.

Sincerely,

Jim Atkinson
Board President

c: Mesa Water Board of Directors
Paul E. Shoenberger, P.E., Mesa Water General Manager

Encl.

BOARD OF DIRECTORS

Jim Atkinson
President
Division IV

Fred R. Bockmiller, P.E.
Vice President
Division I

Marice H. DePasquale
Director
Division III

Shawn Dewane
Director
Division V

James R. Fisler
Director
Division II

Paul E. Shoenberger, P.E.
General Manager

Denise Garcia
District Secretary

Marwan Khalifa, CPA, MBA
District Treasurer

Atkinson, Andelson,
Loya, Ruud & Romo
Legal Counsel

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

Re-Elect James R. Fisler to OC LAFCO

James R. Fisler – Director, Mesa Water District



With a passion for public policy and public service, James (Jim) R. Fisler would be honored to receive your vote to continue serving you as Alternate Commissioner representing Orange County's Special Districts. First elected to this position in 2011, Director Fisler was re-elected in 2014 and has been your advocate at OC LAFCO for the past 7 years.

Director Fisler is committed to representing the mutual interests of Orange County's water, wastewater, sanitary, cemetery, vector control, library, recreation and parks, and other districts that provide specialized services within their communities.

Appointed to the Mesa Water District Board of Directors in August 2009, Director Fisler was elected in 2010 and re-elected in 2012 and 2016. He served as Mesa Water's Board President from 2012-2014. Since 2014, Director Fisler has served as 2nd Vice President, 1st Vice President and currently as President of the Independent Special Districts of Orange County (ISDOC) where he has been a strong leader and voice for Special Districts. Director Fisler is honored and grateful to have been elected by the Special Districts as your representative at both OC LAFCO and ISDOC.

Additionally, Director Fisler is serving as a member of the Local Government Committee of the Association of California Water Agencies (ACWA). He is also on the Costa Mesa Chamber of Commerce Board of Directors, and serves as Chairman for the City of Costa Mesa's Finance and Pension Advisory Committee. Recently, the Orange County Board of Supervisors appointed him as a Commissioner for the County of Orange Housing and Community Development Commission.

Currently for Mesa Water®, Director Fisler is Chairman of the District's Legislative & Public Affairs Committee, Chairman of the Engineering & Operations Committee, and he serves as an Alternate on Mesa Water's Finance Committee. He also serves as President of the Mesa Water District Improvement Corporation, a California nonprofit public benefit corporation formed to assist Mesa Water in financing certain improvements to the District's water system.

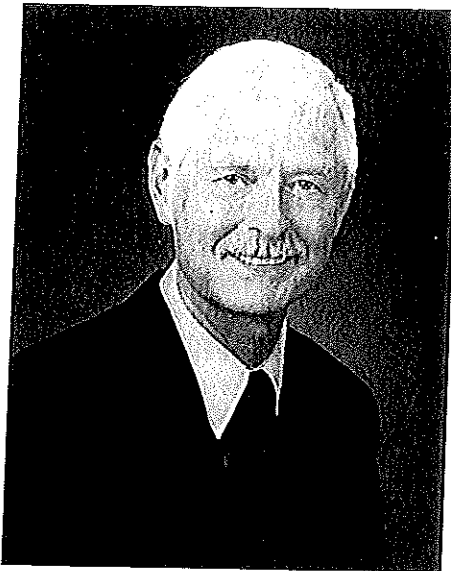
Previously, Director Fisler served as a Board member of the Friends of the Costa Mesa Libraries and of the Costa Mesa Senior Center. He also served as Vice Chair of the City of Costa Mesa's Planning Commission and as a Parks and Recreation Commissioner for the City. Additionally, he was a member of the City of Costa Mesa's Residential Rehabilitation and Redevelopment Committee for more than a decade. He also volunteered in the City's Neighbors for Neighbors program for over 10 years and is a graduate of the Costa Mesa Citizens Police Academy.

Director Fisler is a Real Estate Broker and Mortgage Loan Originator and worked as a regional manager for Nordstrom for more than 12 years. These positions have equipped him with the necessary skills to provide outstanding customer service in advocating for your interests in alignment with the shared interests of Orange County's Special Districts and those we serve.

Please consider voting for Director Fisler as your OC LAFCO representative.

ELECT ROBERT "BOB" OOTEN OC LAFCO ALTERNATE SPECIAL DISTRICT MEMBER SEAT

Robert "Bob" Ooten
Costa Mesa Sanitary District



SPECIAL DISTRICT EXPERIENCE

- ◆ Costa Mesa Sanitary District
- ◆ Orange County Sanitation District
- ◆ Independent Special Districts of OC
- ◆ ISDOC 2nd Vice President
- ◆ ISDOC Executive Committee
- ◆ California Special Districts Association (CSDA)
- ◆ California Water Environment Association (CWEA) Past President
- ◆ Santa Ana River Basin Section of CWEA Past President

For the past thirty seven years I have dedicated myself to serving the public good as a special district representative. For twenty-five years I worked for the Orange County Sanitation District (OCS D) where I served as Director of Operations & Maintenance responsible for ensuring that two wastewater treatment plants safely and efficiently treat 185 million gallons of wastewater a day. I now serve as an alternate Board Member on OCS D Board of Directors. For the past twelve years I have been an elected member of the Costa Mesa Sanitary District (CMSD) Board of Directors. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence for six consecutive years and received Gold Recognition for exemplary governance from the California Special Districts Association.

Recently, California LAFCOs and special districts have been under scrutiny from grand juries and state agencies. In 2015, the Orange County Grand Jury issued a report, "It's Time to Redraw the Line," which falsely accused OC LAFCO of failing to effectively fulfill its legislative mandate and using its latent powers. More recently, the Little Hoover Commission held numerous public hearings about LAFCOs and special districts and while the Commission's final report to the legislature had positive recommendations it still reminds me that we can never let our guard down. I am seeking your support to be your representative as the alternate special district member seat on LAFCO to ensure special districts have an active voice and remain independent. I also believe that homelessness is no longer a city or county problem and that it will take the involvement of other agencies, including special districts and LAFCO, to end homelessness in Orange County. If elected, I will work with LAFCO Commissioners and staff to include homelessness as one of the key municipal services when LAFCO prepares the next Municipal Service Review (MSR).

Let's continue to make special districts strong in Orange County. Please vote for Robert "Bob" Ooten by May 25, 2018.



Costa Mesa Sanitary District

...an Independent Special District

March 27, 2018

The Honorable Gayle Carline
President
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Agenda Item 24
Attachment A
Page 56

RE: OC LAFCO ALTERNATE SPECIAL DISTRICT MEMBER SEAT

Dear President Carline:

My name is Bob Ooten and it would be my honor and privilege to represent the Placentia Library District as the Alternate Special District Member of OC LAFCO. I believe my five decades of public service, which includes 37 years with special districts, makes me well qualified to serve as your representative on LAFCO.

This experience with special districts includes 25 years with the Orange County Sanitation District (OCSD), where I was responsible for operating and maintaining two wastewater treatment plants that treated 185 million gallons of wastewater per day. I currently serve as an alternate Board member at OCSD. For the past twelve years I have been elected member of the Costa Mesa Sanitary District (CMSD) Board of Directors where I served as President in 2011 and 2012. In addition, I served previously as 2nd Vice President to ISDOC and I am an active member of the California Special Districts Association (CSDA), which recently collaborated with CALAFCO and the Little Hoover Commission to advance a variety of special district reforms, such as improving oversight and transparency. I am also President of The Friends of the Costa Mesa Libraries.

Though alternate Commission members do not get to vote on agenda items unless regular members are absent, I believe it's still critically important to have an unbiased opinion at the table. I'm a strong proponent of preserving local control for special districts and advocating for good governance and efficient delivery of service. Enclosed is some additional information about my experience with special districts and my position relative to serving on the Commission.

Finally, my experience with developing and implementing strategic plans at CMSD and OCSD will help fulfill LAFCO's annual strategic plan for long-range projects, along with ensuring an efficient allocation of resources. I have the temperament, experience and patience to be a team player, contributing to OC LAFCO's continuing success. I hope you will support my candidacy for the Alternate Special District Member Seat.

Sincerely,

Bob Ooten
Assistant Secretary

Board of Directors

Michael Schaefer
James Ferryman
Arlene Schaefer
Robert Ooten
Arthur Perry

Staff

Scott C. Carroll
General Manager

Robin B. Hamers
District Engineer

Alan R. Burns
District Counsel

Marcus D. Davis
Treasurer

Noelini Middenway
District Clerk

Steve Hodgas
Finance Manager

www.cmsdca.gov



District of Distinction
2009-2019

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Communication Consultant Proposal for the Centennial Renovation

DATE: April 16, 2018

BACKGROUND

September 2, 2019, will mark Placentia Library District's centennial. To mark this special occasion and in recognition of the library's changing roles, the Library Board has approved a \$2.3M renovation budget which will offer new opportunities for innovation, learning and experiences. During the renovation, the District will provide minimal service, including checkouts of best sellers, passport services, and selective programming offsite. The works is expected to take one year and to begin in the Fall of 2018 with a grand reopening slated for September 2019. Additionally, solar panels will be installed during the renovation period.

As the District prepares for activities surrounding the upcoming Centennial milestone, staff recommends retaining a communication consultant to provide service and guidance to the District in order to help in raising awareness and engagement by the public and to also help raise funds to refill its reserve for future upgrades and programs during the renovation period.

The selected consultant will analyze the District's current external communications guidelines and its usefulness in effective, timely communication with the public.

The work of the consultant shall include, but not be limited to, the following:

1. Develop a tagline for our renovation.
2. Guidance in our new logo and branding.
3. Develop and assist in executing a strategy to improve all forms of communication available to the District with the public which includes the District's newsletter, website, Facebook, Twitter and other forms of communication as recommended by the consultant.
4. Develop our marketing strategy for our renovation.
5. Develop a strategy and guidance in implementing fundraising campaigns.
6. Provide guidance and talking points to District representatives in advance of public appearance and media coverage events, as directed by the District.
7. Consultant may be requested to attend a Board meetings on sensitive topics to stay informed on issues.

A Request for Proposal was posted on March 26, 2018. Attachment A is the proposal from Rauch Communication Consultants, Inc.

Fiscal Impact: Not to Exceed \$20,000

RECOMMENDATIONS

1. Approve the contract for communication consultation service with Rauch Communication Consultants, Inc.; and,
2. Roll call vote.



rauch communication
consultants inc.

Phone: 408-374-0977
Email: info@rauchcc.com
Web: www.rauchcc.com

936 Old Orchard Rd. Campbell, CA 95008

Dynamic Public Outreach, Smart Strategic Planning

For local governments, special districts, and the engineering, environmental and law firms that support them.

DATE: March 30, 2018

NO OF PAGES: 11

TO: Jeanette Contreras, Library Director

FROM: Martin Rauch

We are pleased to offer this proposal to provide public outreach and marketing support for the Centennial renovation and celebration of the Placentia library and the Library District.

This Library Is a Whole Lot More...

When we first received a call from the Library Director asking if we would be interested and able to help with marketing and communicating for the Centennial renovation, we assumed the library would be the hushed institution of old, full of books and focused on borrowing and providing a place to read or study.

To the contrary, we discovered that the Library has an amazing array of programs and it is planning to do even more through its Centennial renovation.

We believe that one key part of this marketing and communication project is to bring awareness to the public about the exciting things that are already happening and new plans for the library, and to promote engagement and seek out additional financial support for future programs.

We are an experienced team of outreach and communication experts that have worked together for years on many successful community marketing and outreach programs.

We have worked with over 200 special districts around the state, including many in Orange County and we would be honored if we are chosen to work with you on this exciting project.

The proposal enclosed with this letter contains ample background on our capabilities, and details on the proposed program and cost.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin Rauch', written in a cursive style.

Martin Rauch
President

OUR UNDERSTANDING OF WHAT THE LIBRARY NEEDS

The library has many exciting and engaging programs already and is going to make a big leap forward with its Centennial upgrade. Our understanding is that the library wants help in raising awareness and engagement by the public and to also help raise funds to refill its reserve for future upgrades and programs.

In addition to the centennial anniversary itself, the Library District wants its community to learn about, participate in and financially support the many exciting upgrades that are being prepared: a brand new, modern interior; new Children's Portal; new Children's Storytime space; new Maker Space with 3-D printers and other tools and a creative, collaborative space for people to work; upgraded bathrooms; and a possible new outdoor play area.

HOW WE PROPOSAL TO HELP

Consistent Story, Identity and Branding and Provide Outreach Plan

DEVELOP INTERESTING AND ENGAGING STORY LINE AND TAGLINE THAT STANDS OUT FROM THE CROWD. The task of the tagline is to be interesting and informative enough to get attention, stick in the memory and encourage further engagement. The words remain to be developed, but the ideas that arise have to do with "checking out" how much your library has to offer and how much more it is adding for you.

Fortunately, the Placentia Library has a long and interesting story with a significant past, close community ties, current vibrant programs and plan for future growth and improved services. Everything we do for you will echo this story, in your voice, with consistent visuals, colors and fonts. This is what ties the program together, making it compelling and ties people to it.

This element includes working with staff to identify key audiences and their special interests and needs so that we can match messages and communication tools to audiences: young parents may use media differently than older patrons, and children different than teenagers or business leaders in the community, etc.

We will provide a plan to carry it all out with a timeline and calendar.

NEW LOGO AND BRANDING GUIDE. The new logo would include a layout for the tagline type that could be used on signs, printed documents, t-shirts, etc. This will include a branding guide describing how to use colors, logo, fonts, etc., consistently and provide design approaches so that staff is able to utilize the materials effectively in the future.

WEBSITE VISUAL UPDATE. The website is the hub and everything else the spokes. We would drive people to the website (hub) for more information. As a result, we suggest that the visual branding of the website be updated to parallel the Centennial program. It looks like the District has a relatively new website and we are not talking about replacing it, simply updating the look of the homepage and header area. Perhaps a rotating banner of the key features of the Centennial program on the homepage and a more interesting page dedicated to it that goes beyond just links. The cost would be for the design work, your current webmaster could implement it.

Printed Materials and Earned Marketing

This category includes physical handouts and leave-behinds to remind people, provide reference and share.

ONE-PAGE GENERAL BROCHURE. The brochure would tell a brief highly summarized and visual story of the history of the library and its services, and how it's Centennial renovation will make it be even better in the future. It would lead people to social media and the web for more information

ONE PAGE HANDOUT SUMMARIZING THE REBUILD. Like the one-page library brochure, it would be highly visual and easy to "read" at a glance. It would focus on the renovation itself. What is it, what it

will look like, new features and serves, etc. It would also lead people to the web and social media for more information.

FOLDER. We would design a custom-printed folder to hold the materials, serving as a packet when speaking at services clubs, when talking with potential donors, etc. The interior contents could, potentially, be trimmed to stack one above the other, so all are visible.

RESEARCH OPTIONS, THEN DESIGN PROMOTIONAL GIVEAWAYS. We would want these to make sense to come from a library, promote the program and are useful. Book marks, USB thumb drives, and stretchable book covers are the types of promotional items that come to mind.

PRESENTATION. Develop a short presentation summarizing the District's history, current services and the exciting changes that are coming. This could be given to service clubs and community groups. It would be brief, graphical and tied in with the other materials.

PRESS AND OTHER. We can help the District prepare press releases, develop displays or display boards, or other media as needed.

Electronic Media

ELECTRONIC NEWSLETTER AND MAIL LIST DEVELOPMENT. Electronic newsletters are an excellent, low-cost way to keep interested members of the public up-to-date and engaged. The enews would be a simple and short document sent out monthly.

Template development and initial model newsletters. We would build a template in an enews marketing service such as mail chimp, making it easy for District staff to take over and maintain. such as mailchimp that automates many tasks, including mail list management, opt-ins, links to social media, and provides analytics – letting you know who is opening mail and what they are clicking on and what not.

Link to website. Each story would be archived on a page on the website. It takes time to build a list – you could have a place in the library dedicated to sign ups, the website could ask for sign ups,

Mail list Development. The mail list can be kicked off off using the voter registration rolls, which, usually has a large number of emails, etc. We may be able to get additional readers by asking if others with enewsletters would allow us to notify people of the new Placentia Library enewsletter: perhaps the city has an electronic newsletter or service clubs, etc. The library itself could have reminders to sign up for the enews and stay engaged when people check out books, at a display, etc.

SOCIAL MEDIA. Our social media expert would work closely with staff to update and focus use of social media to increase engagement and results. We suggest a focus on Facebook and Instagram. Our basic approach is that we would develop model posts and set up use of social media and then we will provide ongoing support and expertise.

Develop Social Media Editorial Calendar. Reviews important events and data, organizes content, evaluates performance to identify most successful content and calendars what happens when. **KEY BENEFIT:** Ensures you have quality content to share with your audience on a consistent basis. It also schedules content at an optimal time when the target audience is most active.

Implement Design and Branding. We will incorporate the program branding into the social media program using the same voice,



visuals, colors, etc. This would include development of new banner graphics and implementing branding within posts. This multiplies the effect of all the communication channels and makes it easier for staff to maintain consistency.

Provide social media technical and marketing support. Help with more advanced techniques as appropriate, such as a special popup Facebook group to last during this project, assistance utilizing video, setting up campaigns, utilizing pixel codes on the website to gain audience, tracking results and testing, boosting, etc.

Social Media Management Support and Tracking For a Few Months. Viveca Hess, our social media expert, would work with you to increase customer engagement. This would include:

- Daily posts that are branded following the social media template framework for visuals, voice and relevant shares from Placentia Library community partners.
- Content creation incorporating specific updates, launches, events, other content internal to Placentia Library.
- Content creation incorporating researched (and mapped out in a social media editorial calendar) community-based events, organizations relevant or related in some way to the engagement of Placentia Library ("partner messaging").
- As needed or on a regular monthly schedule, a Facebook ad campaign to extend outreach, engagement significantly for special occasions, events (ad cost outside of fee).
- Monthly reports to include analytics and conversion tracking from within Facebook Insights to measure key performance indicators, and best performing content.

The key benefits of the social media program are: building community; building engagement; clarifying and sharing the story and vision of Placentia Library's future plans; incentivizing community members to share the story, posts, events, behind the scenes and basically becoming Placentia Library's best brand ambassadors

MORE ABOUT OUR TEAM

LEAD OUTREACH CONSULTANT. Martin Rauch

Martin Rauch is President of Rauch Communications Consultants, a full service strategic planning and public outreach firm with main office near San Jose California that has served over 200 clients in California during the past 40 years.

Mr. Rauch, his staff, and affiliates have daily experience implementing virtually every type of communication activity from productive public meetings, to small stakeholder meetings, eye-catching mailers, interactive websites and more.

Martin conducts strategic planning sessions for the Boards and senior managers of client organizations. He also provides training in effective Board meetings, roles and relationships of Board members and managers and other related topics. He specializes in the preparation and facilitation of a wide variety of meetings. These complex events include focus groups, citizen's advisory committees, community presentations and public meetings.

Working out of RCC's San Jose Office, Martin also assists Board of Directors and senior managers, by tailoring public information projects that meet the special requirements of each client. For 26 years, he has provided public outreach, communication and marketing support throughout the state.

Mr. Rauch has served as a speaker and seminar leader for the Association of California Water Agencies (ACWA), California Association of Sanitary Agencies (CASA), California Special Districts Association (CSDA) and others. He was a regular faculty member of the Special District Institute, is a regular speaker for CSDA, and is on the Board of the Special District Leadership Foundation. He is the principle author of

the Special District Leadership Foundation certificate course on public outreach, communication and leadership. He has been invited as a speaker to other statewide associations.

Prior to his work for public agencies, he served for several years as a community organizer and educator for nonprofit organizations, organizing community groups and producing educational and information materials. He holds a Bachelor of Arts degree with High Honors from the University of California at Santa Barbara. Martin's formal training also includes completion of Business Mediation Training at UC Berkeley, as well as courses in Facilitating and Mediating Effective Agreements.

Depending on the project needs, Martin will be supported by the appropriate members of his team:

GRAPHIC DESIGNER. Laurie Severy, Affiliate.

Laurie has over 20 years' experience as a creative graphic designer. Her expertise includes identity, branding, design and production of traditional printed media, including: logos, brochures, catalogs, newsletters, packaging, presentation materials, and displays. Designing with usability and functionality in mind, her media capabilities include: website and interface design, presentations and computer-based training. Laurie's formal education was at UCLA, with coursework in computer graphics. She has worked for a wide array of clients including the L.A. Times, Universal Studios, Walt Disney Company, The Disney Channel, Buena Vista Pictures, Xerox, Kinko's, Hughes Electronics, TRW, Epson, Amgen, Answer Financial, Sams Club, Union Bank of California, Sears, Microsoft and others.

Graphic Designer: Christopher Crimi, Affiliate.

Christopher has over two decades of experience producing graphic materials from simple reports, to full-color brochures, web graphics, newsletters, and slide presentations. He has worked with RCC on dozens of public outreach projects over two decades, bringing a high degree of graphic sophistication to every piece he works on.

WEBMASTER: Jay Zeballos and Mike Zeballos, Affiliate.

Rauch Communication Consultants develops, maintains and upgrades numerous websites for public agencies around the state. Our webmasters have many years of experience with all aspects of web design and development, with a special expertise in meeting the needs of public agencies. Jay and Mike are not only technically expert, but they have a flair for developing sites that load fast, look great and communicate effectively.

SOCIAL MEDIA: Viveca Hess, Affiliate.

Viveca has overseen digital media for RCC for several years, integrating web content and social media platforms with the non-digital portion of the program. She also contributes to creative development. Combining a decade of her legal background, transactional work and marketing, Viveca offers a solid track record in creating, developing and executing digital and social communications. Initiating online presence based on well-researched source information, Viveca has provided successful content strategies for clients ranging from private water resource consultants, World Trade Center water initiatives for developing countries, United States Department of Commerce International Trade Administration, various Chambers of Commerce across the U.S. and non-profit organizations. Viveca has helped modernize and update media platforms for private and public-sector interests by utilizing her fluency in Twitter, Facebook, LinkedIn, YouTube, Foursquare, Blogs, Excel, PowerPoint, Word, Photoshop, Analytics, Constant Contact, WordPress, along with various webinar programs and mobile applications.

Lynda Boyd, RAUCH COMMUNICATIONS CONSULTANTS, Staff

Lynda manages all the production of documents for Rauch Communication Consultants, coordinating the writing, printing and mailing of materials, setting up schedules and coordinating project team activities to keep projects moving smoothly and on-schedule. Lynda has extensive experience mapping

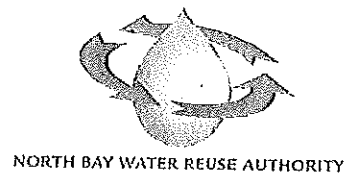
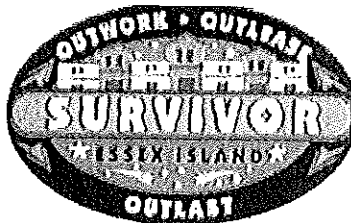
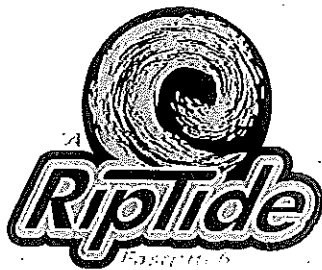
and developing accurate and cost-effective mail lists.

Amanda Green, CONSULTING SUPPORT, RESEARCH AND WRITING, *affiliate*

With a Master's Degree in Public Administration from Harvard University School of Government and seven years' experience, Amanda provides a range of support in researching, planning and writing. Her experience includes several years working on strategic planning and communication projects for RCC, and in the past with numerous government and industry clients.

SOME EXAMPLES OF OUR WORK ARE FOUND ON THE FOLLOWING PAGES

Logos



Ads, Displays, Postcards, Folders and other Graphics

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Charity Organization
Founders
Matt & Aimee Chapman
Increasing awareness of
etiquette, law, and
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**THE ESTATES
AT COUGLAR MOUNTAIN**

LIVE THE TALUS LIFESTYLE

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**HOW TO KEEP TREES
ALIVE IN THE DROUGHT**

*Think of the water trees absorb as well, are susceptible to high, disease, and can die.
Risk can be by not watering, provide shade, keep and water in our program.*

YOUNG TREES
1-3' tall
1/2" DBH
1/2" caliper
1/2" caliper
1/2" caliper

MATURE TREES
4-6' tall
1 1/2" DBH
1 1/2" caliper
1 1/2" caliper
1 1/2" caliper

OTHER TREE
Call today for more information on our drought resistant trees and shrubs. We have a large selection of trees and shrubs that are drought resistant and can survive in our program.

**SOLAR
POWER**
Now's the Time

Parking available
at Arklines
Park/Spearfield
Parking Lot, 350
Smith Ranch Rd.
Free shuttle to
and from the
solar site.

Las Gallinas Valley Sanitary
District Solar Dedication

LAS GALLINAS VALLEY SANITARY DISTRICT
COME CELEBRATE

**MARIN COUNTY'S
LARGEST SOLAR
POWER PROJECT**

DEDICATION:
FRIDAY, AUG. 18, 2006
3:00 PM

Printed on recycled paper.

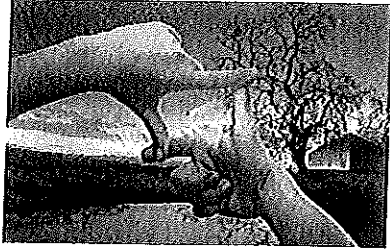
LGVSD
Las Gallinas Valley Sanitary District
300 Smith Ranch Road, San Rafael, CA 94903
Phone 415-472-1734 • Fax 415-459-7715
www.lgvsd.org

Address Service Requested
Board of Directors
Megan Clark
Douglas A. Colbert
Russell B. Greenfield
Larry Loder
Richard H. Orness

District Administration
Al Patella, Former District Manager
Mark Williams, District Manager
Lisa Harpaz, Administrative Manager

**MARIN COUNTY'S
LARGEST SOLAR
POWER PROJECT**

**SOLAR
POWER**
Now's the Time



Adobe
Digital Imaging.
Innovation
for Everyone



Las Gallinas Please Do Not Feed the Geese

TOO MANY GEESSE HARM OTHER WILDLIFE AND MAKE IT HARDER AND MORE COSTLY TO RECYCLE AND REUSE WATER. More than 125 geese attack birds in our area with the force of a 45 lb. freight train.

THE PROBLEM WITH FEEDING GEESSE:
Geese are a protected species under the Migratory Bird Treaty Act. Feeding geese is illegal in many areas. Geese are also a major pest to farmers and homeowners. They can damage crops and property. Feeding geese also makes it harder and more costly to recycle and reuse water.

HOW TO FEED GEESSE PROPERLY:
Do not feed geese. If you must feed them, do so in a controlled area. Do not feed them in public places. Do not feed them in areas where they can harm other wildlife.

AS A RESULT OF THIS PEST:
Feeding geese makes it harder and more costly to recycle and reuse water. It also makes it harder and more costly to protect our water supply.

Why Blue?

Some Tips on How to Blue Yourself:

- Get A Water Repeating Lawn? Put it On Blue. Use With Less Green and more Green. A Few. A Couple. Friendly Birds.
- Dark is Right. Water at Night. Go Blue.
- The Best Possible Cycle is a Better One. Use Less. Use Less. Use Less. Use Less. Use Less. Use Less.

Use our plant rebuy and tree programs to make your landscape more water efficient and to have the water meter.

Water is our future. www.dwr.org/water

My Water Number. What?

Reduced rates of water and sewer charges for customers who conserve water. The more water you save, the more you save. (By using 50% less water.)

www.dwr.org/water

It's time for a new look!
Grass guzzles water, limit lawn size.

REDUCE YOUR USE!
Our water supply is threatened. www.dwr.org

Our Water Supply is Threatened!

WATER EARLY
Avoid the Sun's Drying Heat.

REDUCE YOUR USE!
www.dwr.org

WATERLESS! Consider drought tolerant landscaping!

Save Water. Save Money. Save Our Groundwater.

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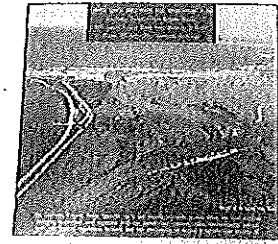
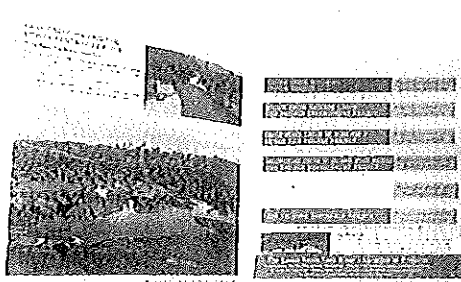
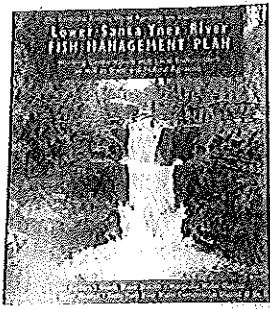
THE HERON

LAS GALLINAS VALLEY SANITARY DISTRICT

Avoid Using the Toxic Insecticide PERMETHRIN
found in many food and household pest control products.

WE NEED YOUR HELP TO PROTECT THE BAY

YOU CAN HELP PROTECT THE BAY FROM PERMETHRIN!
Learn more about it here!

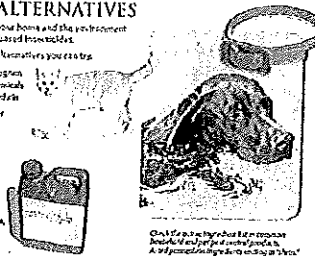


**AVOID TOXIC PERMETHRIN FLEA AND INSECT KILLER:
USE SAFER ALTERNATIVES**

It's an easy fix for your pet, your home and the environment.
Avoid using permethrin based flea and insecticides.

Below is a list of safer alternatives you can try:

- Frontline Advantage and Program are examples of safer chemicals that **DO NOT** contain permethrin
- Concern Grouping Insecticide
- Fleasite
- Sarco Grooming Insect Killer
- Oil of eucalyptus
- Neem oil
- Citrus
- Boric acid
- Essential oils such as clove, tea tree, basil, olive and rosemary



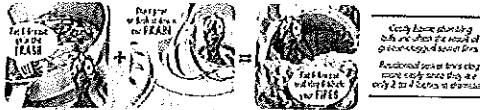
Over-the-counter flea and tick treatments that contain permethrin are highly toxic to your pet.

For More Information
Visit our website for more information and list of products by manufacturer. It's also helpful to visit these for alternative products and more.
Go to www.concerngroup.org

**Keep Your Pipes Fat Free to Prevent Clogs and Spills
BY FOLLOWING A FEW SIMPLE STEPS, YOU CAN HELP PREVENT SEWER SPILLS!**

Holiday Cooking Fats Are Hazardous to Your Pipes

Fat, Oil and Grease (FOG) are the leading cause of sewer spills. Cooking grease tends to leave film, build up and eventually causes a complete blockage. Pouring hot water and detergent down the drain only temporarily breaks up grease. A small amount of grease gets to your drain, flush immediately with cold water.



Cooking Fats and Oils Create Sewer Obstructions. Street Cleanup of Cooking Oil or Grease Drains Your Drain!
Large amounts of used cooking oil, such as from holiday deep fryers, should be brought to the household hazardous waste collection site. Do not pour it down the drain. Fat has the consistency of a solid amount of cooking oil, so it can solidify in your pipes.

DID YOU KNOW?
Be the following Thanksgiving on the house of the year for plumbing.



Goleta Sanitary District
One William Moffett Plaza
Goleta, California 93117
Phone: (805) 361-4518
www.GoletaSanitary.org

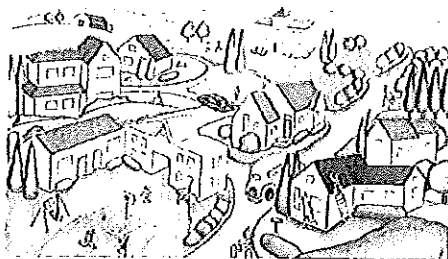
Learn more about proper grease disposal, household hazardous waste disposal, and more at LeashMore.org or GoletaSanitary.org

EGRWSS
POSTAL CUSTOMER

City of Santa Barbara

City of Santa Barbara Neighborhood Health Management Program

Please come and learn how you and your neighbors can
Build a Better Neighborhood



You Are Invited to a Neighborhood Meeting
Tuesday, January 27 • 6:30 to 8:30 p.m.
Cottage Hospital - Burnett Auditorium

Sponsored by the City of Santa Barbara Transportation Planning Division

THE PROBLEM...
Neighborhoods are less livable
Has your street changed? The quiet streets around the neighborhood with the lush greenery and the joy of being outdoors are being replaced by the noise, traffic and congestion of the city. The streets are becoming less and less livable, and you are not in charge of them. We have some ideas on how to change them.

THE SOLUTION...
Take Back The Streets
When residential streets "take back" to be neighborhood streets, there are not just new uses they should be places for people, products, spaces, shops and children to interact and enjoy these streets.



Residents can "take back the streets" through the Neighborhood Health Management Program by participating in one of the following ways: a community partnership with the City of Santa Barbara.



- Step 1: The Building**
The building is the first step in creating a new neighborhood. The building is a place where people can live, work, and play. It is a place where people can meet and interact. The building is a place where people can create a new neighborhood.
- Step 2: Gathering Information**
Gathering information is the second step in creating a new neighborhood. It is important to know what the needs and desires of the community are. This information can be used to guide the development of the neighborhood.
- Step 3: Building Community**
Building community is the third step in creating a new neighborhood. It is important to create a sense of belonging and shared responsibility among the residents. This can be done through community meetings, events, and other activities.
- Step 4: Create**
Creating a new neighborhood is a process that takes time and effort. It is important to be patient and persistent. The goal is to create a neighborhood that is safe, healthy, and livable.
- Step 5: Participating**
Participating in the development of a new neighborhood is an important part of the process. Residents should be encouraged to share their ideas and feedback. This helps to ensure that the neighborhood meets the needs and desires of the community.

ESTIMATED COSTS

The costs below are estimates for decision-making purposes. If you decide to work with us on this project, we propose to review the projects with you at that time and more accurately define the services that will best fit your needs, the scope and provide final costs.

ACTIVITIES AND DELIVERABLES	SUBTOTAL
CONSISTENT STORY, IDENTITY AND BRANDING	
DEVELOP INTERESTING AND ENGAGING STORY LINE AND TAGLINE THAT STANDS OUT FROM THE CROWD AND OUTREACH PLAN	\$2,540
NEW LOGO AND LOGO TYPE	\$2,750
WEBISTE VISUAL UPDATE	\$2,210
PRINTED MATERIALS AND HAND'S-ON-MARKETING	\$70
ONE-PAGE GENERAL BROCHURE	\$2,670
ONE-PAGE HANDOUT SUMMARIZING THE REBUILD	\$2,070
FOLDER	\$605
PRESENTATION	\$1,720
ELECTRONIC MEDIA	\$70
SOCIAL MEDIA	\$3,100
TOTAL	\$17,820

In addition, we expect it would be about \$240 to \$480 weekly for social media support for a couple of months.

Travel and Expenses Additional. Basic material expenses, including, travel expense (transportation and lodging), office printing and sales tax are additional and passed on at cost. Car mileage is at the IRS California rate at the time or actual rental car cost plus fuel.

More Cost Estimate Details. Final charges could be less than the not-to-exceed amounts. No out-of-scope work will be undertaken without prior written approval from the District. Out-of-scope work includes new tasks, or extra work on existing tasks, which exceeds the total estimated cost for the project.

Our rates are: outreach and public involvement programs rate for the senior consultants is \$175 per hour. Outreach and public involvement programs rate for associate consultants is \$115 per hour. Graphic designer and webmaster services rate is \$105 per hour. Social media and writing specialist's rate is \$45 to \$90 per hour. Rate for Administration and Production Manager, is \$70 per hour.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Janitorial Service Contract for Maintenance and Repair
DATE: April 16, 2018

BACKGROUND

At the February 22, 2017 Library Board of Trustees awarded the janitorial service contract to Master Janitorial Service with a fiscal impact of \$38,000. The crew assigned to the District provided excellent service with an acceptable response time. Library staff was informed of a crew change assign to the District and after discussing the situation with managers and staff, it was determined that the current crew consistently met our janitorial and building maintenance needs. Staff recommended the District retain our current crew who now has their own janitorial company, Arcelia Janitorial Service, Inc. Master Janitorial Service was notified of the contract termination on April 2, 2018.

The cost for the service with Arcelia Janitorial Service, Inc. is 7% less than Master Janitorial Service and includes four additional hours per week from the previous 35 hours.

Attachment A is the contract from Arcelia Janitorial Service, Inc.

Fiscal Impact: \$34,560

RECOMMENDATIONS

1. Approve the contract to Arcelia Janitorial Service, Inc. for janitorial and building maintenance service; and,
2. Authorize Library Director to sign the contract on behalf of the Placentia Library District.
3. Roll call vote.

**PLACENTIA LIBRARY DISTRICT and ARCELIA JANITORIAL SERVICE, INC.
SERVICES AGREEMENT**

This Agreement is made and entered into this 17th day of April, 2018, by and between Placentia Library District ("DISTRICT") and Arcelia Janitorial Service, a California corporation ("AJS").

A. Recitals.

- (i) DISTRICT requires janitorial service and building maintenance and repairs with respect to the maintenance and upkeep of DISTRICT's facilities located at 411 East Chapman Avenue, Placentia, CA, for seven (7) days per week with a minimum crew of two (2) persons ("Work"), working 20 hours per crew member per week, which is 40 hours total per week.
- (ii) AJS has submitted a proposal to DISTRICT for the performance of such services, pursuant to the terms and provisions hereof.
- (iii) DISTRICT desires to retain AJS to perform the Work.
- (iv) AJS desires to provide the services necessary to perform the Work, in order to assist DISTRICT in meeting its goals with regard to the maintenance and repair of DISTRICT's building.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by and between DISTRICT and AJS as follows:

B. Agreement.

1. Definitions: The following definitions shall apply to the following terms, except where the context of this Agreement otherwise requires:

- (a) Administrator: The Library Director or his or her designee.
- (b) Scope of Services: The provision of janitorial service and building maintenance and repair services, Scope of Services attached to this Agreement as Exhibit "A" and incorporated herein by reference ("services"), which includes the agreed upon schedule of performance and the schedule of costs. AJS warrants that all services and work shall be performed in a competent, professional and satisfactory manner in accordance with all standards prevalent in the industry. In the event of any inconsistencies between the terms contained in the Scope of Services and the terms set forth in this Agreement, the terms set forth in this Agreement shall govern.

2. Time of Completion:

- (a) The time for completion of the services is an essential condition of this Agreement. AJS shall prosecute regularly and diligently the Work in accordance with the agreed-upon schedule of performance set forth in Exhibit "A."
- (b) AJS shall, at AJS's sole cost and expense, secure and hire such other persons as may, in the opinion of AJS, be necessary to comply with the terms of this Agreement. In the event any

such other persons are retained by AJS, AJS hereby represents that such persons shall be fully qualified to perform services required hereunder.

3. Payment for Services:

- (a) DISTRICT shall pay AJS the following:
 - a. April 17, 2018 – August 31, 2019
 - i. \$18/hr. as needed due to renovation
 - ii. Hours are not to exceed 40 hours total per week.
 - iii. During these months, majority of the work would be facility related duties (moving boxes, taking down pictures, etc.).
 - b. September 1, 2019 – June 30, 2020
 - i. \$2,880.00 per month.

For the performance of the services, in accordance with rates and charges set forth in Exhibit "B." Said sum shall cover cost of all staff time and all other direct and indirect costs or fees.

- (b) Payments to AJS shall be made by DISTRICT in accordance with the invoices submitted by AJS, and such invoices shall be paid fifteen (15) days from receipt of invoice on the fifth (5th) of each month, as furnished by AJS. All charges shall be in accordance with Exhibit "B."
 - (c) Additional services: Payment for additional services requested, in writing, by District, and not included in AJS proposal as set forth in Exhibit "B" shall be paid on a reimbursement basis in accordance with a fee schedule provided to and approved, in writing, by, DISTRICT. Charges for additional services shall be invoiced on a monthly basis and shall be paid by DISTRICT in accordance with Section 3(b).
- 4. Records and Documents:** AJS shall maintain and provide complete and accurate records with respect to time, costs, expenses, receipts and other such information to DISTRICT that relate to the performance of such services under this Agreement. AJS shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and provided to DISTRICT's Library Director.
- 5. Workers' Compensation Insurance Certification:** Upon execution of the contract, AJS shall provide DISTRICT either with a certificate of insurance issued by an insurance carrier licensed to write workers' compensation insurance, liability, and property damage coverage in the State of California, including the name of the carrier and date of expiration of the insurance; or a certificate of consent to self-insure issued by the Director of the Department of Industrial Relations.
- 6. Maximum Hours:** It is further agreed that the maximum hours a worker is to be employed is limited to eight (8) hours a day and forty (40) hours a week, and AJS shall forfeit, as a penalty to the State, \$25 for each worker employed in the execution of the contract for each calendar day during which a worker is required or permitted to labor more than eight (8) hours in any calendar day or more than forty (40) hours in any calendar week in violation of Labor Code Section 1810-1815, inclusive.

7. **Apprentices:** Properly registered apprentices may be employed in the prosecution of the Work. Every such apprentice shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he or she is employed, and shall be employed only at the work of the craft or trade to which he or she is registered. AJS and each subcontractor must comply with the requirements of Labor Code Section 1777.5 and any related regulations regarding the employment of registered apprentices.

8. **Suspension or Termination:**

(a) DISTRICT may, at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion thereof, by serving upon AJS at least fifteen (15) days prior written notice. Upon receipt of said notice, AJS shall immediately cease all work under this Agreement, unless the notice provides otherwise. If AJS suspends or terminates this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, DISTRICT shall pay to AJS the value of the work performed up to the time of termination. Upon termination of the Agreement pursuant to this Section, AJS will submit an invoice to DISTRICT pursuant to Section 3 and shall provide to DISTRICT any and all supporting Documents as of the date of termination.

9. **Notices and Designated Representatives:** Any and all notices, demands, invoices and written communications between the parties hereto shall be addressed as set forth in this Section 10. The below-named individuals, furthermore, shall be those persons primarily responsible for the performance by the parties under this Agreement:

To DISTRICT:

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6101
Attention: Library Director

To AJS:

Arcelia Janitorial Service
1119 W. Chestnut St.
Anaheim, CA 92805
Attention: Jorge Rodriguez

Any such notices, demands, invoices, and written communications, by mail, shall be deemed to have been received by the addressee forty-eight (48) hours after deposit thereof in the United States mail, postage prepaid and properly addressed as set forth above.

10. **Indemnification:** DISTRICT shall defend, indemnify and save harmless AJS its elected and appointed officials, officers, agents and employees ("Indemnitees"), from all liability from loss, damage or injury to persons or property, including the payment by DISTRICT of any and all legal

costs and attorneys' fees, in any manner arising out of the acts and/or omissions of DISTRICT pursuant to this Agreement.

AJS shall defend, indemnify and save harmless DISTRICT its elected and appointed officials, officers, agents and employees ("Indemnitees"), from all liability from loss, damage or injury to persons or property, including the payment by AJS of any and all legal costs and attorneys' fees, in any manner arising out of the acts and/or omissions of AJS pursuant to this Agreement.

11. Legal Responsibilities:

- (a) **Legal Requirements.** AJS shall keep itself informed of State and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. AJS shall at all times observe and comply with all such laws and regulations. Neither DISTRICT, nor its officers, employees, or agents shall be liable at law or in equity occasioned by failure of AJS to comply with this Section.
- (b) **Non-liability of DISTRICT Officers and Employees.** No elected or appointed officer, official employee or agent of DISTRICT shall be personally liable to AJS, or any successor-in-interest, in the event of any default or breach by DISTRICT or for any amount which may become due to AJS, or to its successor, or for breach of any obligation of the terms of this Agreement.
- (c) **Nondiscrimination.** In connection with its performance under this Agreement, AJS shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, marital status, ancestry or national origin. AJS shall ensure that applicants are employed and that employees are treated during their employment, without regard to their race, religion, color, sex, age, marital status, ancestry or national origin. Such actions shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

12. Release of Information/Conflict of Interest:

- (a) All information gained by AJS in performance of this Agreement shall be considered confidential and shall not be released by AJS without DISTRICT's prior written authorization. AJS, its officers, employees or agents, shall not, without written authorization from DISTRICT or unless requested by DISTRICT's counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any work property located within DISTRICT. Response to a subpoena or court order shall not be considered "voluntary" provided AJS gives DISTRICT notice of such court order or subpoena.
- (b) DISTRICT shall promptly notify AJS should DISTRICT, its officer, employees or agents, be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any work or property located within DISTRICT.

- 13. Independent Contractor:** The Parties hereto agree that AJS and its employers, officers and agents are independent contractors under this Agreement, and shall not be construed for any purpose as employees of DISTRICT.
- 14. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- 15. Attorney's Fees:** In the event any legal proceeding is instituted to enforce any term or provision of this Agreement, the prevailing party in said legal proceeding shall be entitled to recover attorney's fees and costs from the opposing party in an amount determined by the court to be reasonable.
- 16. Authority to Execute:** The person or persons executing this Agreement on behalf of AJS warrant(s) and represent(s) that he/she has the authority to execute this Agreement on behalf of AJS and has the authority to bind AJS to the performance of AJS's obligations hereunder.
- 17. Entire Agreement:** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party which is not embodied herein nor any other agreement, statement, or promise not contained in this Agreement shall be valid and binding. Any modification of this Agreement shall be effective only if it is in writing signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above:

PLACENTIA LIBRARY DISTRICT

Jeanette Contreras
Library Director

Arcelia Janitorial Service (AJS)

Jorge Rodriguez
Owner

ATTEST:

Jo-Anne Martin
Library Board Secretary

EXHIBIT A – SCOPE OF SERVICES

Lobby/Entrance/Friends Bookstore	Daily	Weekly	Biweekly	Monthly
Clean the glass for display cases	X			
Sweep floor	X			
Damp mop floor	X			
Vacuum Welcome mat	X			
Clean and dust bookshelves	X			
Clean and dust lobby TV monitor and computers	X			
Clean lobby/entrance furniture	X			
Clean and sanitize upholstered furniture	X			
Empty and sanitize interior and exterior trashcans	X			
Change trashcan liners	X			
Clean and sanitize trashcans	X			
Spot clean all glass including pictures frames and display cases	X			
Spot clean walls	As needed			
Clean and sanitize phone in the Friends office		X		
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean, dust and sanitize drinking fountain	X			
Clean corners and remove cobwebs throughout area	X			

Public and staff restrooms (4 public restrooms, 2 staff restrooms)	Daily	Weekly	Biweekly	Monthly
Clean and sanitize toilets and urinals	X			
Clean and sanitize sinks, mirrors, baby changing station and counters	X			
Clean and sanitize partitions	X			
Clean and sanitize all door handles	X			
Spot clean walls	As needed			
Sweep floors	X			
Damp mop floors	X			
Machine wash floors	Every 4 months			
Empty and sanitize trashcans and sanitary receptacles	X			
Replace trashcan and sanitary receptacle liners	X			
Clean and sanitize trashcans	X			
Clean can light fixtures				X
Replace toilet paper, hand towels, toilet seat covers, and hand soap	As needed			
Clean corners and remove cobwebs throughout area	X			

EXHIBIT A – SCOPE OF SERVICES

Community Meeting Room	Daily	Weekly	Biweekly	Monthly
Clean entry frosted glass entry doors	X			
Clean interior glass including windows and doors	X			
Clean exterior glass including windows and doors				X
Clean and sanitize refrigerator door		X		
Clean and sanitize microwave				X
Clean and sanitize sink and counter	X			
Vacuum carpet	X			
Remove carpet stains	As needed			
Clean lobby/entrance furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean artwork		X		
Spot clean walls (White screen is not to be cleaned)	As needed			
Clean and sanitize phone		X		
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			
Replace hand towels and hand soap	As needed			

Group Study Room	Daily	Weekly	Biweekly	Monthly
Clean glass door	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean and sanitize furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls	As needed			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area		X		

History Room	Daily	Weekly	Biweekly	Monthly
Clean glass including doors	Weekly or as needed			
Vacuum carpet	X			
Remove carpet stains	As needed			
Dust book tops			X	
Clean furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls	As needed			
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

EXHIBIT A – SCOPE OF SERVICES

Public Areas / Stacks / Computer Lab	Daily	Weekly	Biweekly	Monthly
Clean entry glass including interior windows and doors	X			
Wash and clean exterior windows and doors				X
Vacuum carpet	X			
Remove carpet stains	As needed			
Clean bookshelves	X			
Clean and sanitize upholstered furniture	X			
Clean and sanitize wooden tables and chairs	X			
Clean and dust bookshelves and counters	X			
Clean and dust TV monitor in the computer lab			X	
Clean and dust all computer monitors and CPU	X			
Clean, dust and sanitize Information Desk monitors, counter tops and drinking fountains	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases		X		
Spot clean walls	As needed			
Clean and sanitize phones at the Information Desk	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			

Administration	Daily	Weekly	Biweekly	Monthly
Vacuum carpets	X			
Remove carpet stains	As needed			
Clean leather furniture		X		
Clean and sanitize upholstered furniture		X		
Wash and clean exterior windows and door				X
Clean and sanitize phones	X			
Clean and dust shelves	X			
Spot clean walls	As needed			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all glass including pictures frames and display cases	X			
Clean corners and remove cobwebs throughout area	X			

EXHIBIT A – SCOPE OF SERVICES

Staff Offices & Work Room	Daily	Weekly	Biweekly	Monthly
Clean glass including windows and doors	X			
Vacuum carpet	X			
Remove carpet stains	As needed			
Clean and dust furniture and counters	X			

Clean and dust computer monitors and CPU	X			
Clean, dust and sanitize phones	X			
Empty and sanitize trashcans	X			
Replace trashcan liners	X			
Spot clean walls	As needed			
Clean can light fixtures				X
Clean and sanitize all door handles	X			
Dust bookshelves	X			
Clean corners and remove cobwebs throughout area	X			

Staff Lounge	Daily	Weekly	Biweekly	Monthly
Clean and sanitize tables and chairs	X			
Sweep floor	X			
Wet mop floor	X			
Clean sink and counter	X			
Clean interior and exterior of microwaves	X			
Clean interior and exterior of refrigerator			X	
Clean and wipe stove		X		
Clean and wipe oven				X
Clean exterior of cupboards				X
Clean and sanitize phone		X		
Clean and dust computer monitor and CPU	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all artwork				X
Spot clean walls	As needed			
Vacuum and sanitize upholstered furniture	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			
Replace paper towels, hand soap and detergent soap	As Needed			

EXHIBIT A – SCOPE OF SERVICES

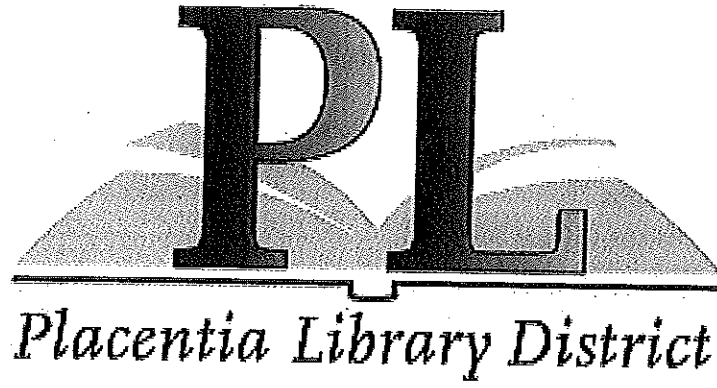
The following services are also included as part of the monthly service, and are not considered additional services:

- Clean and remove cobwebs on all exterior of building
- Water plants on a weekly basis
- Clean and dust silk plants on a weekly basis
- Hang and remove artwork as needed
- Repair plumbing on sinks, toilets, and associated fixtures
- Repair stucco and walls
- Repair concrete and perform minor concrete work
- Facilities painting / repairs
- Replace light bulbs
- Assemble, remove or repair furniture
- Install or repair facility roofing
- Install, modify, or repair facility appliances
- Other facility repair duties and assistance as needed

EXHIBIT B – PAYMENT FOR SERVICES

DISTRICT shall pay AJS from April 17, 2018 to August 31, 2019, an hourly rate of \$18 per hour for the performance of services, with a minimum crew of two (2) persons working and not to exceed a total of forty (40) hours for all crew members a week, set forth in Exhibit A – Scope of Services and in accordance to this Agreement.

DISTRICT shall pay AJS from September 1, 2019 to June 30, 2020, \$2,880 per month for the performance of services, with a minimum crew of two (2) persons working and not to exceed a total of forty (40) hours for all crew members a week, set forth in Exhibit A – Scope of Services and in accordance to this Agreement.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: April 16, 2018

BACKGROUND

At the January 22, 2018 meeting, the Library Board of Trustees approved President Carline, Secretary Martin, Trustee Shkoler, Library Director Contreras and a library staff to attend the ALA annual conference. At the March 19, 2018 Board of Trustees meeting, it was requested that the travel authorization for the ALA conference be on the April 16, 2018 agenda.

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

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

The final schedule is currently not available.

Fiscal Impact: \$1,800/attendee

RECOMMENDATIONS

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Organizational Chart Amendment
DATE: April 16, 2018

BACKGROUND

In 2008 the Library Board of Trustees approved a reorganizational chart that included a new service specifically for teens. The Teen Services was created and it included the Placentia Teen Advisory Council (PTAC), under the Children's Department. Library staff recommends Teen Services to be under Adult Services as programs and services for that audience, ages 14-18, are more aligned with the adult resources and needs. These needs can include workforce development, digital literacy, traditional literacy and year-round learning.

Public libraries continue to offer services and programs for teens including career planning and computer skills and adult services librarians are very knowledgeable with the resources available to provide the information that the teens need to prepare them for future employment including interview techniques. In 2010, 50% of the 14-18 year olds reported visiting a library to use a computer and the type of information they need require more critical thinking and sophistication than what be traditionally offered through children's services. Additionally, the teen collection including the manga collection, is more appropriate for the older teen audience and it needs to be located in the adult section in the library. We know from our experience working with the PTAC that teens identify themselves more as adults in training rather than as children.

Library staff recommends shifting teen services under the Adult Services Department effective immediately. The impact of the amendment includes:

- Reallocating general funds dedicated to teen services, from Children's Services to Adult Services.
- Reallocating one full-time Library Assistant position from Children's Services to Adult Services.

Attachment A is the amended Organizational Chart.

RECOMMENDATIONS

1. Authorize an amendment in the Organizational Chart to move Teen Services to the Adult Services Department; and
2. Authorize by a roll call vote.

PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART / SERVICES

FISCAL YEARS 2017-2019

GOVERNANCE
LIBRARY BOARD OF TRUSTEES

LEADERSHIP
LIBRARY DIRECTOR (1)
PUBLIC SERVICES MANAGER (1)
TECHNOLOGY MANAGER (1)

ADMINISTRATION
Business Manager (1)
Administrative Assistant (1)

- FINANCE ACCOUNTING
- HUMAN RESOURCES
- RISK MANAGEMENT
- FACILITY MANAGEMENT
- PUBLIC RELATIONS
- TRAINING
- PUBLIC POLICY
- PUBLIC MEETINGS
- PLIFF

ADULT SERVICES DEPARTMENT
Supervising Librarian (1), Librarians (3), Library Assistant (1), State-Funded Literacy Assistant (1)

- REFERENCE
- VOLUNTEER
- HISTORY ROOM
- LITERACY
- COMPUTER WORKSHOPS
- TEEN SERVICES
- BOOK DISCUSSIONS

CHILDREN'S SERVICES DEPARTMENT
Supervising Librarian (1), Librarian (1), Library Assistants (15)

- STORYTIME
- POCKET TAPES
- HOMÉWORK CLUB
- READ TO THE DOGS
- SYSTEM PROGRAMS
- READING PROGRAMS

CIRCULATION/TECHNOLOGY DEPARTMENT
Supervising Librarian (1), Emerging Technologies Assistant (1), Library Clerks (4)

- CIRCULATION
- TECHNICAL SERVICES
- PASSPORT SERVICES
- MEETING ROOM/RENTAL
- WEBSITE SOCIAL MEDIA
- PROCTORING SERVICES
- E-RESOURCES
- PUBLIC EQUIPMENT

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Centennial Renovation Updates
DATE: April 16, 2018

BACKGROUND

Library Director Contreras will provide the Library Board of Trustees with progress on the Centennial Renovation project and seek additional directions from the Board on future actions to be taken.

Attachment A are the Frequently Asked Questions (FAQs).

RECOMMENDATION

Action is determined by the Library Board of Trustees.

FAQs for CENTENNIAL RENOVATION

1. Introduction & Background

When the Placentia Library District first opened in 1919, it was designed to serve a population of less than 2,000 by loaning books to the residents of Placentia. Fast forward nearly 100 years later, the Library is the hub of the community, serving a population of 52,228 residents. Almost 325,975 people visited the Library and 280,710 items were loaned in 2016-2017.

The roles filled by the Library have changed dramatically, mainly due to rapid innovation due to technological developments. The Library is a place for education and self-help opportunities, it transforms lives through literacy, and it changes communities by supporting community and civic engagement. It is a place that welcomes everyone equally, offers visitors a place to stay in touch with their families, friends, and business associates while encouraging users to contribute back to their communities.

The focus of the renovation will be improving the building space to accommodate 21st century technology and community needs. The Library is the one place in the community that is free and accessible to all, every day of the week. Existing space will be reconfigured to reflect the community's needs and inputs based on library best practices and emerging service trends.

We embrace the Library's new roles of a convener, creator, collaborator and connector of innovative spaces for our community. The new space is designed to create new experiences that help to inspire, imagine, and innovate.

Mission Statement:

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

Board of Library Trustees:

The Placentia Library is an Independent Special District, governed by a five member elected Board of Trustees. The governing board promulgates policies and regulations for the District as well as establishing the budget for tax rate.

Population:

Source: <https://www.census.gov>

The estimated population of Placentia is approximately 52,228.

Library Hours:

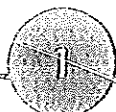
Monday through Thursday 9:00am – 8:00pm

Friday through Saturday 9:00am – 5:00pm

Sunday 1:00pm – 5:00pm

Registered Borrowers:

There are currently 44,437 registered library card holders (as of 2/28/18).



Library Usage in FY 2016/2017:

- Total number of service hours: 4,280
- Total number of visits/attendance: 325,975
- Total number of items checked out: 354,813
- Total number of attendees at library programs: 27,376

Collections and Equipment:

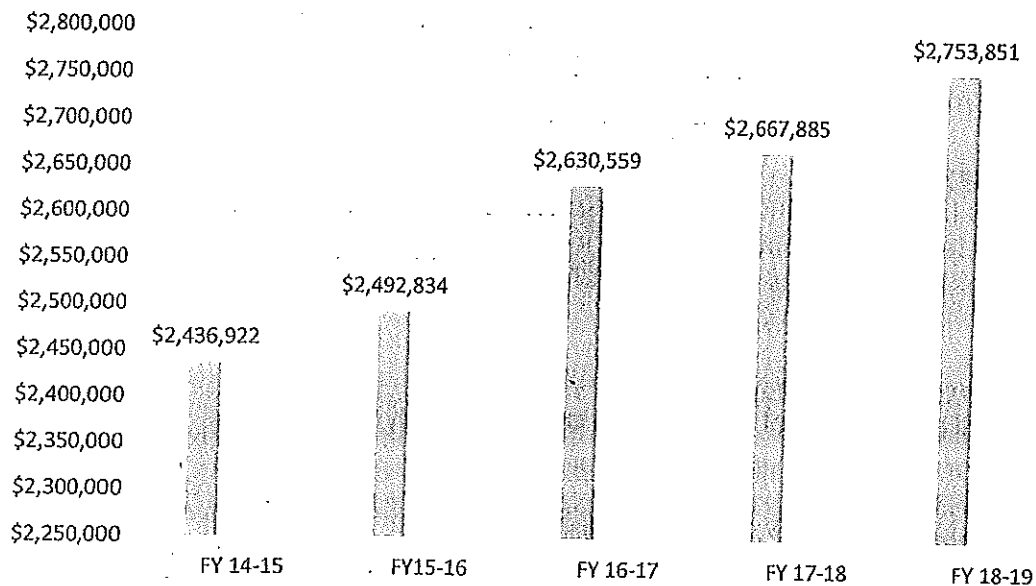
- The library's material collection has 77,896 books, 278,597 e-books;
- 6,025 DVDs/Videos (physical units); 15,348 DVDs/Videos (downloadable titles);
- 3,775 audio recordings (physical units); 51,359 audio recordings (downloadable titles);
- 77 magazine and newspaper subscriptions;
- 50 items from the Library of Things collection;
- The library has 23 computers for adults and 13 computers for children available for Internet use.

2. Library's Budget

On June 28, 2017, the board approved Fiscal Year 2017-2018 and 2018-2019 budget. The budget for the 2017-2018 fiscal year is \$2,667,884. The library receives no sales tax; it receives 89% of its revenue from property taxes and 11% from other sources such as fees, interest and grants.

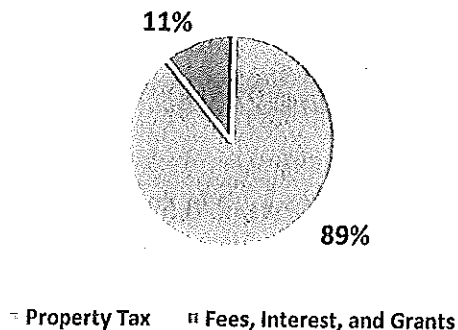
Source: *Placentia Library District*

Budgeted Revenue



Source: Placentia Library District

Fiscal Year 2017-2018 Revenue



Source: Orange County Auditor-Controller

ASSESSOR VALUES & TAXES (AS OF JANUARY 1, 2017)			
DESCRIPTION	FULL VALUE	COMPUTED TAX	
LAND	208,193		
IMPROVEMENTS - BUILDING	135,758		
TOTAL VALUES:	343,951	4,379.88	
HOMEOWNER EXEMPTION	-7,000	-76.16	
TOTAL NET TAXABLE VALUE:	336,951	4,303.82	

OWNER OF RECORD AS OF 12/31/16 (JANUARY 1, 2017)
ASSEESSEE NAME AND ADDRESS ARE NOT AVAILABLE ONLINE PER CA GOV CODE §8254.21

PAYOR NO (OCN)	TAXPAYER AREA	TOTAL PROPERTY TAX	TOTAL SPECIAL TAXES	TOTAL PROPERTY TAXES
336-121-31	09-004	\$2,151.91	\$2,151.91	\$4,303.82

IMPORTANT INFORMATION		VOTER APPROVED TAXES AND SPECIAL ASSESSMENTS			
If you sold this property or no longer own it, you can disregard this bill. Property taxes are the responsibility of the new owner. Contact the Office of the Assessor at (714) 834-2727 regarding ownership changes.		SERVICE AGENCY	RATE	VALUE	TAXES
		BASIC LEVY RATE	1.08000	336,951	3,369.51
		PLAG-YORBA LINDA UNIFIED	.05529	336,951	168.30
		NORTH OC COMM COLLEGE	.02577	336,951	98.62
		METRO WATER DAILY DOG	.00300	336,951	11.79
		SPECIAL ASSESSMENT CHARGES		PHONE NO.	
		NOSO FIRE ANT ASSMT		(800)273-5167	6.72
		VECTOR CONTROL CHG		(609)273-5167	1.92
		TRASH DISPOSAL FEE		(714)993-8120	287.88
		LAND WATER STDBY CHG		(566)807-6864	10.08
		OCSD SEWER USER FEE		(714)593-7281	331.00
		TOTAL CHARGED	1.08000		4,303.82

Example: If you own a home assessed at \$336,951, your property tax would be \$4,303.82 per year. The Placentia Library District receives on average 3.77% of the Basic Levy Taxes (\$3,369.51). The total the Placentia Library District would receive from this home owner would be \$127 per year. By using our [Library Calculator](#), it shows how much you would have paid for the services per month if our Library was not free. See breakdown below.

Source: Massachusetts Library Association
Library Savings Calculator

How much would you have to pay for the services your library provides for free?

- Enter in the left hand column the number of times per month you or your family use each service.
- Estimated retail value of each service will be calculated on the right.
- Optional: send us your total along with your comments about the library.

Use	Service (per month)	Cost
2	Adult Books Borrowed	\$ 46.00
5	Childrens/Young Adult Books Borrowed	\$ 105.00
	Audio Books Borrowed	\$ 0.00
	CDs Borrowed	\$ 0.00
2	Movies Borrowed	\$ 26.00
	Magazines Borrowed	\$ 0.00
	Electronic Books Borrowed	\$ 0.00
1	Electronic Audio Books Borrowed	\$ 11.00
1	Adult Programs & Classes Attended	\$ 15.00
1	Children's Programs Attended	\$ 7.00
2	Hours of Computer Use	\$ 24.00
	Magazine Use in Library	\$ 0.00
3	Newspapers/Magazines Viewed Online	\$ 6.00
	Other Database Searching	\$ 0.00
	Reference Questions Asked	\$ 0.00
TOTAL SAVINGS: \$240.00		<input type="button" value="Send to my Library"/>

EXAMPLE

Property Tax \$127

Library Services Used: \$2,880
(\$240 X 12)

Return on Investment: \$2,753

**% on Return on Investment:
2,167.72%**

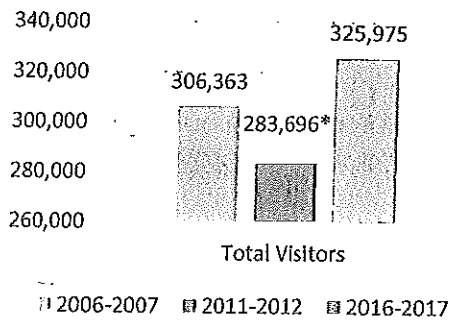
3. Why is a public library needed in this age of digital technology? Aren't books obsolete? Don't people find everything they need online? Won't technology and the internet eliminate the need for more library space?

The public library is needed now more than ever as a safe hub for the community. It is an innovative, creative space with access to free programs and services for people of all ages.

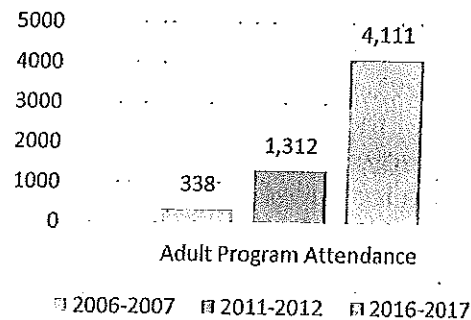
In 2016-2017 Placentia Library District usage statistics demonstrate that our community finds our services and programs relevant in this age of digital technology.

Source: Placentia Library District

Total Visitors

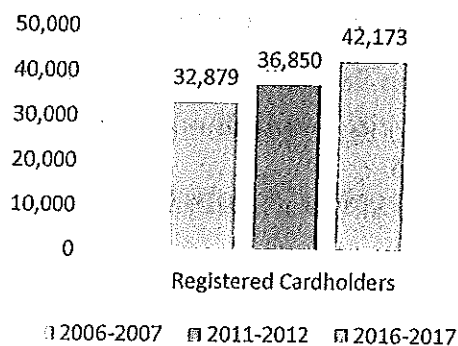


Adult Program Attendance

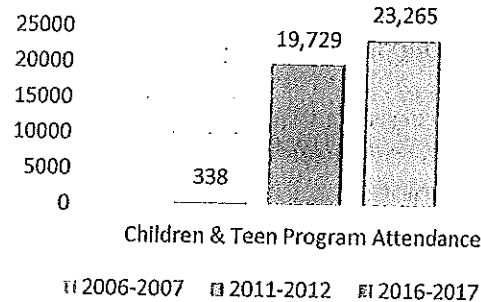


*For 2011-2012, Patron Counter was deactivated for 4 months due to replacement of lobby's floors.

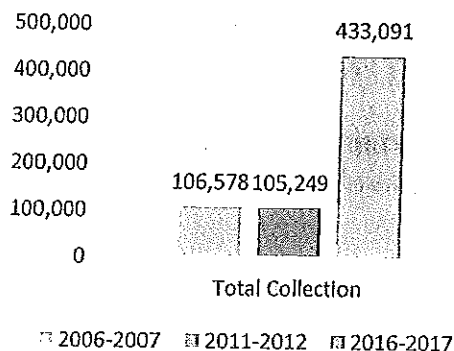
Registered Cardholders



Children & Teen Program Attendance



Total Collection



Wi-Fi Usage: 30,251
Computer Usage: 29,665
Website Visits: 150,305

In addition, below are a few statistics about public library usage during this digital age:
Source: <http://www.pewinternet.org>

- 80% think libraries should offer programs to teach people digital skills

- 57% think libraries should definitely offer more comfortable places for reading, working and relaxing
- 77% think that libraries provide them with the resources they need
- The act of borrowing printed books is still by far the most popular activity at libraries, even compared with using computers: 64% of library users ages 16 and older checked out a book in the last 12 months, compared with 29% who used a computer at the library in the same time frame.
- 44% of those 16 and older say their public libraries loan out e-books
- 69% say their local libraries contribute "a lot" to providing a safe place for people to spend time.
- 58% think they contribute "a lot" toward creating educational opportunities for people of all ages.
- 49% believe they contribute "a lot" to sparking creativity among young people.
- 47% agree libraries contribute "a lot" to providing a trusted place for people to learn about new technologies.
- 38% say they contribute "a lot" to promoting a sense of community among different groups within their local areas.
- 37% believe they contribute "a lot" to helping people decide what information they can trust.
- 33% assert they contribute "a lot" to helping people when they seek health information.
- 29% believe they contribute "a lot" to servicing as a gathering place for addressing challenges in their communities.
- 22% say they contribute "a lot" to helping people find jobs or pursue job training.
- 19% think they contribute "a lot" when natural disasters or major problems strike their communities.
- 8% of those who have used library websites in the past 12 months have used it to search a library's catalog.
- 44% of those website users reserved or placed holds on printed books, audiobooks, e-books, CDs or DVDs.
- 44% conducted research or got homework help.
- 40% renewed books, DVDs or CDs.
- 37% used online databases.
- 31% read book reviews or got book recommendations.

4. What are my library benefits?

The current benefits include:

Free Service

- Computer access, Internet and Wifi
- E-Resources (music and book downloads, movie streaming, business resources, genealogy, World Book Encyclopedia, Consumer Reports, and language tutorials)

- Literacy Services
- Computer Workshops
- Programs for Adults, Teens, and Children
- Library of Things (LOTS) Collection, which includes: drones, STEAM kits, Nintendo Switch, guitar, violin, ukulele, leaf blower, popcorn machine, Kitchen Aid mixer, etc.
- DVDs, video games, CDs, and audiobooks
- Books, magazines and newspapers
- Local History archive resources
- Reference and Reader's Advisory Services
- Special events: Eggcitement, Summer, Fall and Winter Reading Programs, Halloween Haunt, Summer Reading Celebration, etc.
- No overdue fines

Fee-Based

- Passport Services
- Meeting Room
- Rental Services: canopies, chairs, tables.
- Test Proctoring Services
- Fax Service
- Photocopy Service

The benefits of the public library are reflected by each individual in different ways. Here are a few testimonials from our patrons:

- **Fine Free Policy**
"I love this! Not that I have any overdue fines but I love the fact they will waive them to encourage the public to come".
- **Addition of the LOTS collection**
"I will start a new tradition of making Christmas pajamas with my daughters. Thanks to the sewing machine I was able to check out".
- **Citizenship Study Kit**
"Thanks to having this kit available to check out and use in the library I successfully passed my citizenship test, I am now a US Citizen!"
- **Literacy Services**
"Thanks to the Placentia Library literacy program, I am now able to read to my grandchildren!"
- **Children's Programs**
"Excellent programs – so creative and educational at the same time"

5. How does the Placentia Library District compare in space to other libraries?

Source: California State Library Fiscal Year 2015-2016

Library	Population	Building Square Feet	Budget
Altadena Library District	53,183	27,750	\$3,231,358
Anaheim Public Library	358,136	149,802	\$9,245,356
Buena Park Library District	83,347	44,178	\$3,380,134
Fullerton Public Library	142,457	56,000	\$4,045,348
Huntington Beach Public Library	195,212	127,240	\$4,749,162
Mission Viejo Public Library	96,701	41,500	\$4,203,826
Newport Beach Public Library	84,270	96,100	\$7,732,936
Orange County Public Library	1,615,125	377,143	\$50,244,227
Orange Public Library	141,420	62,261	\$5,106,822
Palos Verdes Library District	69,443	114,500	\$8,240,193
Placentia Library District	52,228	22,800	\$2,612,340
Santa Ana Public Library	342,930	51,604	\$4,246,069
Yorba Linda Public Library	67,637	28,350	\$4,867,496

6. What steps did the library take to come to the decision to renovate?

- 1978 – Proposition 13, which limited property taxes to be collected on property owners to one percent of the assessed value was passed. Proposition 13 severely impacted library funding across the cities and counties throughout California. Local governments thus became more dependent on the state government for revenue and the need to explore different revenue sources.
- 1996 – Through the efforts of the Placentia Library Foundation and several energized library supporters, the Placentia Library District placed a measure on the November 1996 ballot and unfortunately, Measure W was defeated. The measure would have provided for a five-year per household assessment of \$29 per year and \$24 for apartments. Measure W would have increased library hours, restored children's programs, increased the new book collection, and provided technological access and information.
- 2008 – The Library was closed for two months due to damage caused by the Chino Hill earthquake. The ceiling and light fixtures were replaced along with new paint.
- 2014 – The Placentia Library District wanted to explore a bond option to renovate its 44 year old building. True North Research designed and conducted a survey of voters to assess the feasibility of a local bond measure. The phone survey was conducted the later part of February 2015 with 400 registered voters and the result was not favorable for moving forward with a successful library bond. The Placentia Library District explored other finance options for a possible renovation project.

- 2017 & 2018 – Presentations were made to community partners and the public with charrette exercises in 2017 and conversations held in 2018. On June 28, 2017, the Library Board of Trustees adopted the 2017-2019 Fiscal Year Budget. The Budget included a capital improvement plan for renovation of the public area and implementation of an energy efficiency project.

7. What is the estimated cost of the project and how is it being funded?

- Budget & Reserves

The projected cost for the renovation is \$2.6M. The Library's ability to remain fiscally responsible enabled the Library to use its reserves to fund the project. Additionally, the Board also approved a \$1.5M energy efficiency project with \$300,000 from the general fund and the remaining \$1.2M from a loan.

Property taxes will not be increased to support the renovation project.

- Placentia Library Friends Foundation (PLFF)

The Placentia Library Friends Foundation is working to develop fundraising strategies to support the renovation project, with a goal to raise \$500,000, enabling the Library to strengthen its reserves. Currently, PLFF has received over \$70,000 in financial commitment towards the renovation project.

8. When is the renovation scheduled for completion?

The renovation project is expected to begin in Fall 2018 with a grand re-opening set for September 2019, to commemorate the Placentia Library District's 100th anniversary.

9. Where would we see space improvements in the renovated library?

The renovated area will be more accessible to seniors, accommodating to the needs of teens, and enriching for young visitors and their families. The improved experience includes:

- Quiet area with more natural light and comfortable furniture.
- Group study rooms with audio visual technology.
- Teen area with gaming units.
- Children's space with a mini-city replica to imagine the possibilities.
- Create space to collaborate and be inspired.
- Two additional passport offices.
- Bodhi Tea Leaf coffee shop.
- Updated restrooms.
- Multi-generational outdoor space.

10. What will happen to library services during renovation?

Bestseller titles and passport services will be available in the Library's community meeting room. Our e-resources including downloadable books and music, movie streaming, and databases are available 24/7 with your library card. Business hours will remain unchanged. We will also work with community partners to identify projects that can utilize the assistance and expertise of our library staff. Limited programs will be available offsite.

11. Will the Friends bookstore be open during the renovation? Will there be the Second Sunday book sale during the renovation? Can we still donate books?

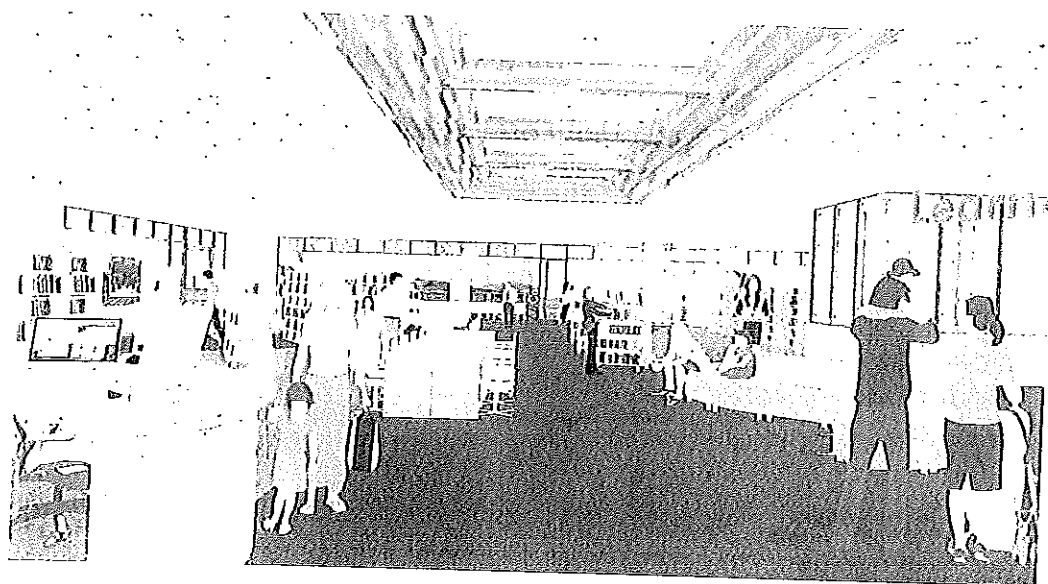
While the bookstore will not be open during the renovation, the Second Sunday book sale will continue. Donations can be dropped off at the front of the library. Please do not drop off donations at the back of the library or by the drive up book drop.

12. I have further questions about the renovation. Who can I contact?

If you have additional questions, please feel free to contact Administration at (714) 528-1906 x200 or email us at administration@placentialibrary.org. Please visit our website at www.placentialibrary.org for updates and progress on the renovation project.

13. How can I help?

If you would like to help us reach our \$500,000 goal, please send your donation to Placentia Library Friends Foundation at 411 E. Chapman Avenue, Placentia, CA 92870 or donate online at www.placentialibraryfriends.com.





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