



AGENDA

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

July 22, 2019

6:30 p.m.








History Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the June 14, 2019 Unusual Date Library Board of Trustees Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for June 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

17. Circulation Report for June 2019. (Receive & File)

18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

19. Administration Report for June 2019.
20. Children's Services Report for June 2019.
21. Adult Services Report for June 2019.
22. Placentia Library Web Site & Technology Report for June 2019.

NEW BUSINESS

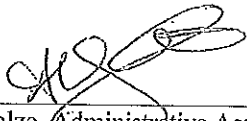
23. Special District Risk Management Authority (SDRMA) Election
24. Travel Authorization for Trustees and Library Staff to Attend the California Library Association Annual Conference in Pasadena, October 24-26, 2019.
25. Authorize an Amendment to the 2019-2021 Budget for a 30-Hour Position Change from Emerging Technologies Assistant to Library Assistant.
26. Authorize an Amendment to Placentia Library District Policy 2319 – Job Description – Library Assistant, as presented.
27. Library Board of Trustees August 19, 2019 Meeting.

ADJOURNMENT

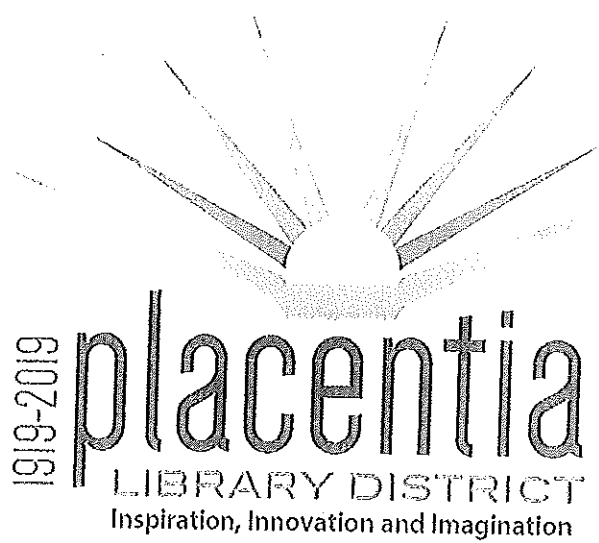
28. Agenda Preparation for the August Date Meeting which will be held on August 19, 2019 unless re-scheduled by the Library Board of Trustees.
29. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
30. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the July 22, 2019 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 18, 2019



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
JUNE 14TH, 2019

CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 14th, 2019 at 10:01 a.m.

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

Members Absent: None

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

Guests: Director Jim Fisler, Mesa Water District; Director Sandra Jacobs, Santa Margarita Water District; Mayor Rhonda Shader, City of Placentia; President Brett Barbre, Municipal Water District of Orange County.

ADOPTION OF AGENDA

It was motioned by President Carline to move oral communication (Item 4) to the first business to be addressed. Trustee Shkoler entered at 10:06 a.m. It was moved by Trustee Minter and seconded by Trustee Martin to adopt the agenda as modified (Item 3).

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

ORAL COMMUNICATION

Mayor Rhonda Shader from the City of Placentia introduced Director Sandra Jacobs of the Santa Margarita Water District and provided background of her knowledge of Director Jacobs' abilities. Director Jacobs then spoke and informed the trustees of her background and qualifications for the Orange County Local Agency Formation Commission (LAFCO) Regular member candidacy. Followed by Director Jacobs was Director Jim Fisler of the Mesa Water District. Director Fisler spoke of his history with LAFCO, the library, and his qualifications. President Brett Barbre of the Municipal Water District of Orange County then spoke on behalf of Director Fisler in support of his candidacy (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the California Special District Legislative Days where she met with Assemblyman Chen and his aides. President Carline also met with legislators that do not have special districts to provide insight. President Carline also attended Rotary's Cowabunga event and a Joint Use meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended Rotary's Cowabunga and the staff luncheon.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended Rotary’s Cowabunga, two Gala meetings, and the sta... luncheon.

Trustee Minter attended and sponsored Rotary’s Cowabunga event and attended a Joint Use Meeting.

LIBRARY DIRECTOR REPORT

Library Director Contreras attended the California Special District Legislative Days, Rotary’s Cowabunga, and Gala meetings. Director Contreras updated the Board on Gala, personnel, and construction updates as well.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on the updated Bookstore and positive reviews they have been receiving. President the Board’s reactions to the changes in the bookstore and listening to concerns of volunteers. The PLFF Board also approved a budget of \$45,000 for the 2019-2020 Fiscal Year for programs. Additionally, the PLFF Board aims to allocate \$22,750 from the Gala funds towards programs.

CONSENT CALENDAR

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

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

MINUTES FOR THE MAY 17TH, 2019 BOARD MEETING

The minutes for the May 17th, 2019 Library Board of Trustees Unusual Date Meeting Meeting were received, approved, and filed. (Item 9)

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

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

Financial Reports through May 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for May 2019 – received and filed. (Item 13)
Acquisitions Report for May 2019 – received and filed. (Item 14)
Service Revenue Report for May 2019 – received and filed. (Item 15)

GENERAL CONSENT REPORTS

Personnel Report for May 2019 – received and filed. (Item 16)
Circulation Report for May 2019 – received and filed. (Item 17)

Review of Shared Maintenance Costs with the City of Placentia – received and filed.
(Item 18)

STAFF REPORTS

Administration Report for May 2019 (Item 19)

Children's Services Report for May 2019 (Item 20)

Adult Services Report for May 2019 (Item 21)

Placentia Library Website Technology Report for May 2019 (Item 22)

AUTHORIZE AN AMENDMENT TO THE LIBRARY BOARD OF TRUSTEE'S VOTE ON THE INTERGRATED LIBRARY SYSTEM, TO ENTER INTO A FIVE YEAR CONTRACT WITH SIRSIDYNIX.

Library Director Contreras presented an amendment to the Board to vote to enter into a five year contract with SirsiDynix. Director Contreras presented how at the May 17th, 2019 Unusual Date Board Meeting, the Board awarded a one-year contract with SirsiDynix to provide ILS and directed staff to pursue other options for the 2020-2021 Fiscal Year, however, SirsiDynix and library staff negotiated a five year agreement that would save 30% the first year and 45% average the following years. It was motioned by Secretary Shkoler to authorize the amendment to the Library Board of Trustee's vote on the Integrated Library System (ILS). This motion was seconded by Trustee Martin.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

It was then motioned by Secretary Shkoler to authorize the District to enter into a five-year contract with SirsiDynix and for President Carline to sign the Agreement. This was seconded by Trustee Minter.

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

SELECT A REGULAR FOR THE SPECIAL DISTRICT MEMBER OF THE ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO).

Director Contreras presented the candidates for the Regular Special District Member seat at the Orange County Local Agency Formation Commission (LAFCO). After discussion and further review of the qualifications of the candidates, it was recommended by Trustee Martin and seconded by Secretary Shkoler to select Sandra Jacobs for the regular seat. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2020-2022 BOARD ELECTIONS.

Director Contreras presented the candidates and their statements for the 2020-2022 CSDA Board of Director in the Southern Network, Seat B. After discussion and further review of the qualifications of the candidates, it was recommended by Secretary Shkoler and seconded by Trustee Martin to select Dennis LaMoreaux to serve on the CSDA 2020-2022 Board. A roll call vote was taken:

AYES: Carline, Martin, DeVecchio, Shkoler, Minter

NOES: None

ABSENT: None

**TRAVEL AUTHORIZATION
FOR TRUSTEES AND THE
BUSINESS MANAGER TO
ATTEND THE CALIFORNIA
SPECIAL DISTRICT
ASSOCIATION (CSDA)
ANNUAL CONFERENCE IN
ANAHEIM, CALIFORNIA,
SEPTEMBER 25-28, 2019.**

Director Contreras presented the travel request for the Board of Trustees and the Business Manager to attend the California Special District Association's Annual Conference in Anaheim. After a discussion of availability and expenses, it was motioned by Trustee Martin and seconded by Secretary Shkoler to authorize Secretary Shkoler, Trustee Martin, and the Business Manager to attend the CSDA Annual Conference in Anaheim, California, September 25-28, 2019.

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be held on the unusual date of Monday, July 22, 2019 at 6:30 p.m. in the History Room.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of June 14th, 2019 was adjourned at 11:17 a.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustee

2:30 P.M.
07/10/19
Accrual Basis

Placentia Library District
Check Register
June 2019

Date	Ref No.	Payee	Memo	Payment	Type
06/04/2019	10572	Placentia Library District	For Payroll on 06/12/19	60,000.00	Check
06/04/2019	10573	Ingram Inc	Videogames	19.67	Bill Payment
06/04/2019	10574	Baker & Taylor	Books	633.87	Bill Payment
06/04/2019	10575	SDRMA	Ancillary Benefits for June 2019	2,017.67	Bill Payment
06/04/2019	10576	Midwest Tape	Audiobooks/DVDs	1,416.41	Bill Payment
06/10/2019	10577	Califa	Genic Jan-Mar 19	4,098.97	Bill Payment
06/10/2019	10578	SDRMA	Medical Coverage for July 2019	21,453.66	Bill Payment
06/10/2019	10579	Baker & Taylor	Books	252.47	Bill Payment
06/10/2019	10580	Sigala Inspection Services Inc.	Epoxy Inspection	1,600.00	Bill Payment
06/10/2019	10581	Midwest Tape	Audiobooks/DVDs	44.56	Bill Payment
06/17/2019	10582	Placentia Library District	For Payroll on June 26, 2019	55,000.00	Check
06/17/2019	10583	Califa	Tutor.com 7/1-6/30/20	7,590.00	Bill Payment
06/17/2019	10584	Legacy Integrative Solutions	May 2019 Services	1,103.33	Bill Payment
06/17/2019	10585	CALNET3 Unique Management	5/2-6/1/19 Phone	165.84	Bill Payment
06/17/2019	10586	Services, Inc.	May collection services	71.60	Bill Payment
06/17/2019	10587	OverDrive	eBooks	12,413.30	Bill Payment
06/17/2019	10588	EBSCO Industries,inc.	EBSCO package, Consumer Reports, & Nonfiction Core Collection	5,722.00	Bill Payment
06/17/2019	10589	United Site Services	Portable Restrooms	478.66	Bill Payment
06/17/2019	10590	Giddy Up Ranch	Pony Carousel SRC 2019	850.00	Bill Payment
06/17/2019	10591	Kathy Carn	Gala supplies - PLFF will need to reimburse PLD	37.71	Bill Payment
06/17/2019	10592	Baker & Taylor	Books	1,449.40	Bill Payment
06/17/2019	10593	Republic Services	Recycling Service 5/1-5/31/19	215.11	Bill Payment
06/17/2019	10594	Alyssa Stolze	Envelopes and letterhead paper for Gala- PLFF to reimburse PLD	175.04	Bill Payment
06/17/2019	10595	Umpqua Bank	May CC Charges	4,338.75	Bill Payment
06/17/2019	10596	Michelle Meades	Supplies for 3rd grade visits	46.26	Bill Payment
06/17/2019	10597	Midwest Tape	Audiobooks/DVDs	4,910.92	Bill Payment
06/17/2019	10598	Arcella Janitorial Service	May 2019 Janitorial Services	900.00	Bill Payment
06/17/2019	10599	Ana Balderas	Dia supplies	16.16	Bill Payment
06/17/2019	10600	Yamada Enterprises	Yamada Furnishings (1st installment- Customer Deposit)	242,650.00	Bill Payment
06/17/2019	10601	Vincor Construction, Inc.	Vincor Construction, Inc. Placentia Library Renovation Pay App #2	392,444.17	Bill Payment
06/18/2019	10602	Jump O' Rama Inflatables	SRC 2019 Bouncer	184.00	Bill Payment
06/18/2019	10603	Train Party Express	SRC Train 2019	550.00	Bill Payment
06/26/2019	10604	Staples Advantage	Office & passport supplies	1,595.66	Bill Payment
06/26/2019	10605	Baker & Taylor	Books	11,312.30	Bill Payment
06/26/2019	10606	Midwest Tape	Audiobooks/DVDs	2,788.00	Bill Payment
06/26/2019	10607	OverDrive	eBooks/Audiobooks	20,896.72	Bill Payment
06/26/2019	10608	Placentia-Yorba Linda Unified School Dist	SRP Bookmarks and registration cards and tickets	570.24	Bill Payment
06/26/2019	10609	Pan Asian Publications (USA) Inc	Chinese & Korean books	2,632.50	Bill Payment
06/26/2019	10610	Cintas	Janitorial Supplies	575.70	Bill Payment
06/26/2019	10611	Time Warner Cable	6/12-7/11/19 service	65.72	Bill Payment

2:30 P.M.
07/10/19
Accrual Basis

Placentia Library District
Check Register
June 2019

06/26/2019	10612	Kathy Carn	Reimbursement	200.69	Bill Payment
		BankCard Center-Bank of			
		the West	Monthly Payment	269.84	Bill Payment
06/26/2019	10613	Sabrina Rosengren	Literacy snacks	9.71	Bill Payment
06/26/2019	10614	Baker & Taylor	Books	800.38	Bill Payment
		Public Agency Retirement			
		Services	5/24-6/20/19 PARs	4,424.79	Bill Payment
06/26/2019	10615	Midwest Tape	Audiobooks/DVDs	441.13	Bill Payment
06/26/2019	10616	SDRMA	Ancillary benefits for July 2019	2,456.96	Bill Payment
06/26/2019	10617	Lori Worden	SRP display board & paper	12.43	Bill Payment
				<u>871,902.30</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: July 22, 2019

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: July 22, 2019

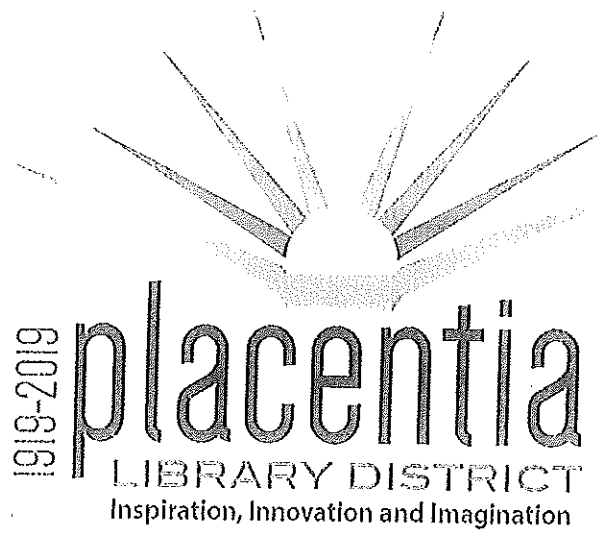
Summary of Cash and Investments as of June 30, 2019

Cash with Orange County Treasurer Fund 9LX	\$2,355,581.68
General Fund Checking – Bank of the West	429,849.09
General Fund Savings – Bank of the West	400,315.21
<i>(Impact Fees in Savings – Restricted)</i>	\$698,256.15
Payroll Checking – Wells Fargo Bank	\$ 19,311.76
Total Cash and Investments	\$3,205,057.74

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



Jeanette Contreras
Library Director



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

Acct #	DESCRIPTION	BUDGET (AMENDED)	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,353,852	2,198,659	(155,193)	93.4%
4020	Property Taxes - Current Unsecured	63,270	72,049	8,779	113.9%
4030	Property Taxes - Prior Secured	0	-	0	0.0%
* 4040	Property Taxes - Prior Unsecured	0	779	779	-
4050	Property Taxes - Curr Supplemental	72,162	62,651	(9,511)	86.8%
4060	Property Taxes - Prior Supplemental	0	0	0	0.0%
* 4070	Interest on Unsupport Tax	0	581	581	-
** 4080	Penalties & Costs on Delinq Taxes	1,113	16,061	14,947	1442.4%
4090	Taxes Special Dist Augmentation	9,538	9,065	(473)	95.0%
4190	State - Homeowners Property Tax Relief	51,177	13,027	(38,151)	25.5%
* 4191	Asset Sales of the Placentia Successor Agency	0	4,051	4,051	-
	Sub Total	2,551,113	2,376,923	(174,190)	93.2%
INTEREST REVENUE					
4600	Interest	8,500	47,909	39,409	563.6%
	Sub Total	8,500	47,909	39,409	563.6%
GRANT REVENUE					
4210	State Grants	30,000	21,000	(9,000)	70.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	50,000	21,000	(29,000)	42.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	38,310	38,834	524	101.4%
* 4430	Other Revenue	0	15,286	15,286	-
4440	Centennial Renovation	1,500,000	1,126,100	(373,900)	75.1%
4310	Fines & Fees	16,594	7,646	(8,948)	46.1%
4320, 4330	Passport/Photos	189,500	267,294	77,794	141.1%
* 4340	Meeting Room Fees	0	340	340	-
4350	Test Proctor	2,500	5,150	2,650	206.0%
4500	Impact Fees	1,747,604	1,460,649	(286,955)	83.6%
	Sub Total	90,000	72,071	(17,929)	80.1%
TOTAL REVENUES YTD FOR FY 18/19:		4,447,217	3,978,553	(468,665)	89.5%
Total Revenue without Renovation Revenue		\$2,947,217	\$2,852,453	(\$94,765)	96.8%

*Mathematically unable to divide by zero. Dividing by zero provides a null value.
**An increase of 1442.4% means the final amount is 14.42 times larger than the original amount predicted.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

June 30, 2019

100% of the year completed.

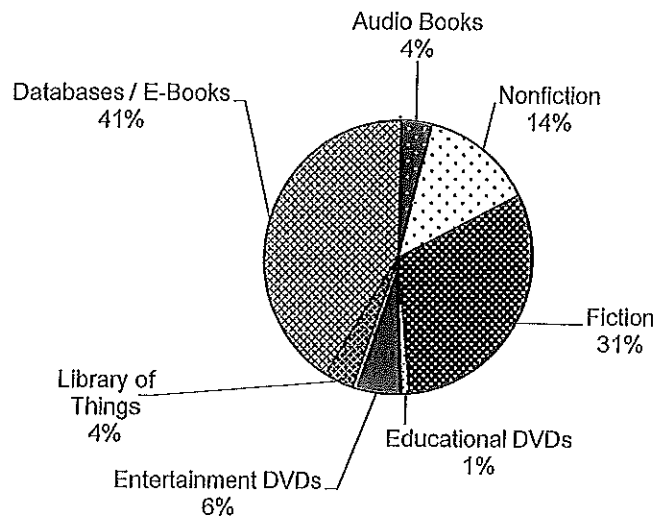
ACCOUNT	DESCRIPTION	APPROPRIATIONS (AMENDED)	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,513,099	1,450,866	0.96	\$62,233
5030	Retirement	58,553	55,793	0.95	\$2,760
5040	Unemployment Insurance	4,000.00	6,423.00	1.61	(\$2,423)
5050	Health Insurance	297,502	255,517	0.86	\$41,985
5064	Dental Insurance	17,796	14,832	0.83	\$2,964
5060	Life Insurance	5,603	4,435	0.79	\$1,168
5066	AD & D Insurance	8,720	7,485	0.86	\$1,235
5068	Vision Insurance	3,441	2,974	0.86	\$467
5090	Employee Assistance Program	12,000	8,172	0.68	\$3,828
5070	Workers' Compensation Insurance	13,768	17,666	1.28	(\$3,898)
TOTAL		\$1,934,482	\$1,824,163	0.94	\$110,319
SERVICES & SUPPLIES					
5100	Communications	9,120	17,395	1.91	(\$8,275)
5170	Household Expenses	15,000	11,002	0.73	\$3,998
5099	Library Insurance	17,000	16,402	0.96	\$598
5205	Maintenance Expense	25,000	16,583	0.66	\$8,417
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	75,000	81,411	1.09	(\$6,411)
5290	Memberships	9,000	6,895	0.77	\$2,105
5300, 5310, 5350	Office Expenses & Postage	77,500	84,770	1.09	(\$7,270)
5400	Prof./Specialized Services	204,950	165,351	0.81	\$39,599
5495, 5900, 5910	Programs	52,067	22,665	0.44	\$29,402
5500	Books/Library Materials	352,000	322,230	0.92	\$29,770
5600	Meetings/Professional Development	44,640	48,144	1.08	(\$3,504)
5700	Mileage/Parking	1,600	990	0.62	\$610
5800	Utilities	59,858	27,609	0.46	\$32,249
TOTAL		\$942,735	\$821,445	0.87	\$121,290
OPERATING EXPENSES		\$2,877,217	\$2,645,608	0.92	\$231,609
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$30,000	-	0.00	\$30,000
4200	Equipment & Furniture	\$30,000	-	0.00	\$30,000
6100	Taxes and Assessments	\$10,000	8,559	0.86	\$1,441
TOTAL		\$70,000	8,559	0.12	\$61,441
CAPITAL PROJECT					
5211	Renovation	\$4,100,000	2,784,632	0.68	\$1,315,368
TOTAL		\$4,100,000	2,784,632	0.68	\$1,315,368
TOTAL BUDGET		\$7,047,217	\$5,438,799	0.77	\$1,608,418
Total Expenses without Renovation Expenses		\$2,947,217	\$2,654,167	0.90	\$293,050

Placentia Library District

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

	YTD 2018/19	YTD 2018/19	YTD 2018/19	YTD 2017/18	YTD 2017/18	YTD 2017/18
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$103,401	5126	6051	\$55,305	2962	3529
Total Non-Fiction	\$45,790	2038	2304	\$34,548	1344	1994
Total Databases / E-Books	\$138,075	1679	0	\$64,936	885	0
Total Audio Books	\$12,213	259	259	\$7,353	376	379
Total Educational DVDs	\$3,212	91	91	\$3,275	88	88
Total Entertainment DVDs	\$19,428	506	599	\$8,287	186	296
Total Library of Things	\$12,209	17	47	\$2,498	6	7
YTD TOTAL MATERIALS	\$334,328	9716	9351	\$176,302	5847	6293
Budget	\$352,000			\$255,689		
% Spent YTD	95%			69%		

The remaining \$17,672 is encumbered and awaiting invoices from vendors.



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

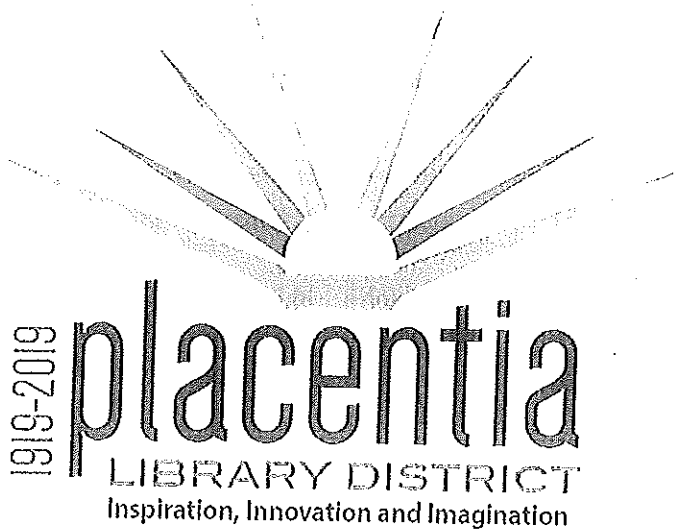
Adult Fiction	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Total Adult Fiction	\$42,262	1830	1861	\$0	0	0	\$42,262	1830	1861	\$436	15	15	\$42,698	1845	1876
Adult Non-Fiction	\$30,461	1263	1329	\$0	0	0	\$30,461	1263	1329	\$530	18	18	\$31,021	1281	1347
Adult Reference	\$365	10	10	\$0	0	0	\$365	10	10	\$789	21	21	\$1,154	31	31
Adult Unassigned	\$322	1	184	\$0	0	0	\$322	1	184	\$0	0	0	\$322	1	184
TOTAL ADULT PRINT MATERIALS	\$31,178	1274	1523	\$0	0	0	\$31,178	1274	1523	\$1,329	39	39	\$32,507	1313	1562
Adult Music CDs	\$73,440	3104	3384	\$0	0	0	\$73,440	3104	3384	\$1,765	54	54	\$75,205	3158	3438
Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult E-books	\$11,055	237	237	\$0	0	0	\$11,055	237	237	\$0	0	0	\$11,055	237	237
Adult Educational DVDs	\$49,627	1060	0	\$0	0	0	\$49,627	0	0	\$0	0	0	\$49,627	0	0
Adult Entertainment DVDs	\$3,182	89	89	\$0	0	0	\$3,182	89	89	\$0	2	2	\$3,182	91	91
Library of Things	\$8,170	212	293	\$0	0	0	\$8,170	212	293	\$137	28	28	\$8,307	240	321
TOTAL ADULT NON-PRINT MATERIALS	\$12,209	17	47	\$0	0	0	\$12,209	17	47	\$0	0	0	\$12,209	17	47
TOTAL ADULT MATERIALS	\$84,243	1615	666	\$0	0	0	\$84,243	1615	666	\$137	30	30	\$84,380	1645	696
Young Adult Fiction	\$157,663	4,719	4,050	\$0	0	0	\$157,663	4,719	4,050	\$1,902	84	84	\$159,565	4,803	4,134
Young Adult Reference	\$7,454	505	509	\$0	0	0	\$7,454	505	509	\$176	10	10	\$7,630	515	519
Young Adult Non-Fiction	\$7,454	505	509	\$0	0	0	\$7,454	505	509	\$176	10	10	\$7,630	515	519
Young Adult Unassigned	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL YOUNG ADULT PRINT MATERIALS	\$2,432	126	127	\$0	0	0	\$2,432	126	127	\$0	0	0	\$2,432	126	127
Young Adult Non-Fiction	\$2,432	126	127	\$0	0	0	\$2,432	126	127	\$0	0	0	\$2,432	126	127
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$176	10	10	\$10,062	641	646
Young Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$9,660	278	0	\$159	4	4	\$10,019	282	4	\$0	0	0	\$10,019	282	4
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$9,660	186	186	\$159	4	4	\$9,894	186	186	\$751	30	30	\$10,645	216	216
Juvenile Fiction	\$18,554	464	186	\$159	4	4	\$18,713	468	190	\$751	30	30	\$19,464	498	220
Juvenile Reference	\$53,685	2791	3681	\$0	0	0	\$53,685	2791	3681	\$419	33	34	\$54,104	2,824	3,715
Juvenile Non-Fiction	\$53,685	2791	3681	\$0	0	0	\$53,685	2791	3681	\$419	33	34	\$54,104	2,824	3,715
Juvenile Unassigned	\$9,473	483	508	\$0	0	0	\$9,473	483	508	\$62	5	5	\$9,535	488	513
Juvenile Audio Books	\$2,707	145	145	\$0	0	0	\$2,707	145	145	\$0	0	0	\$2,707	145	145
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$12,160	638	654	\$0	0	0	\$12,160	638	654	\$62	5	5	\$12,242	643	659
Juvenile Entertainment DVDs	\$65,865	3,429	4,335	\$0	0	0	\$65,865	3,429	4,335	\$431	38	39	\$66,346	3,467	4,374
TOTAL JUVENILE PRINT MATERIALS	\$76,247	3637	4479	\$0	0	0	\$76,247	3637	4479	\$431	38	39	\$76,728	3925	4518
Juvenile Music CDs	\$71,958	15	0	\$0	0	0	\$71,958	15	0	\$0	0	0	\$71,958	15	0
Juvenile Audio Books	\$66,117	1684	0	\$159	4	4	\$66,276	1688	4	\$0	0	0	\$66,276	1688	4
Juvenile E-books	\$136,075	1679	0	\$159	4	4	\$136,234	1683	4	\$0	0	0	\$136,234	1683	4
Juvenile Educational DVDs	\$103,401	5126	6051	\$0	0	0	\$103,401	5126	6051	\$1,031	58	59	\$104,432	5184	6110
Juvenile Entertainment DVDs	\$45,790	2038	2304	\$0	0	0	\$45,790	2038	2304	\$1,391	44	44	\$47,181	2082	2348
TOTAL ADULTS / E-BOOKS	\$136,075	1679	0	\$159	4	4	\$136,234	1683	4	\$0	0	0	\$136,234	1683	4
Total Fiction	\$103,401	5126	6051	\$0	0	0	\$103,401	5126	6051	\$1,031	58	59	\$104,432	5184	6110
Total Non-Fiction	\$45,790	2038	2304	\$0	0	0	\$45,790	2038	2304	\$1,391	44	44	\$47,181	2082	2348
Total Audio Books	\$136,075	1679	0	\$159	4	4	\$136,234	1683	4	\$0	0	0	\$136,234	1683	4
Total Educational DVDs	\$12,213	259	259	\$0	0	0	\$12,213	259	259	\$0	0	0	\$12,213	259	259
Total Entertainment DVDs	\$3,212	91	91	\$0	0	0	\$3,212	91	91	\$0	2	2	\$3,212	93	93
Total Library of Things	\$10,428	506	599	\$0	0	0	\$10,428	506	599	\$688	58	58	\$10,428	564	657
TOTAL MATERIALS	\$12,209	17	47	\$0	0	0	\$12,209	17	47	\$0	0	0	\$12,209	17	47
TOTAL ADULTS / E-BOOKS	\$334,328	9716	9351	\$159	4	4	\$334,487	9720	9355	\$3,310	162	163	\$337,797	9882	9578

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for June 2019
DATE: July 22, 2019

Net Revenue Summary for June 2019

	June-2019	June-2018	YTD 2018-2019	YTD 2017-2018
Passport	27,195.00	18,542.00	229,957.18	214,542.50
Passport Photos	4,860.00	8,109.00	37,337.25	54,375.00
Test Proctor	0.00	850.00	5,150.00	8,750.00
Fines & Fees	(4,947.65)	1,962.03	7,645.54	20,335.27
Meeting Room	0.00	190.00	340.00	2,755.00
Total	27,107.35	29,653.03	280,429.97	300,757.77



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for June 2019
DATE: July 22, 2019

	Jun-19	Jun-18	YTD 2018-2019	YTD 2017-2018
Separation	1	0	2	7
Retirement	0	0	1	0
Appointments	0	0	7	11
Open Positions	3	0	8	8
Workers' Compensation Leave	0	0	0	0
Total	4	0	18	26

SEPARATION: Jeannie Killianey, Librarian I Part-Time – Public Services
RETIREMENT: None
APPOINTMENTS: None
OPEN POSITIONS: Librarian I Part-Time, Public Services
 Library Clerk, Support Services
 Emerging Technologies Assistant 30 Hour Part-Time, Public Services



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Circulation Activity Report: **June 2019**

DATE: **July 22, 2019**

CIRCULATION	Jun-19	Jun-18	Y-T-D	Y-T-D	Y-T-D
			2018-19	2017-18	% change
New Patron Registrations	242	421	2,283	3,579	-36.2%
Total Circulation	3,452	23,573	149,951	265,590	-43.5%
Total Active Borrowers*	5,471	7,764			
Attendance	10,642	24,618	186,107	296,855	-37.3%
Adult Fiction	358	2,581	11,828	29,997	-60.6%
Adult Nonfiction	241	1,892	7,108	23,167	-69.3%
Adult Magazines	0	133	559	2,231	-74.9%
Adult Music CDs	0	71	97	1,112	-91.3%
Adult Audio Books	145	468	2,883	6,174	-53.3%
Adult DVDs	1,154	2,545	19,304	27,920	-30.9%
Library of Things	32	32	1,573	301	422.6%
YA Fiction	148	1,233	3,947	13,030	-69.7%
YA Nonfiction	35	175	483	1,258	-61.6%
YA Audio Books	0	0	0	0	0.0%
Video Games	97	66	803	726	10.6%
JV Fiction	564	10,620	47,093	117,161	-59.8%
JV Nonfiction	181	2,248	7,728	27,804	-72.2%
JV Magazines	0	2	30	32	-6.3%
JV Music CDs	0	8	66	293	-77.5%
JV Audio Books	0	35	32	473	-93.2%
JV DVDs	495	1,464	9,103	17,024	-46.5%
* YTD % change not applicable.					

TEST PROCTORING

June 2019	June 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
0	18	107	173	-38%

PATRON COUNT

Gate Count				
June 2019	June 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
8,944	22,408	147,905	286,872	-94%

Hours Open	Average Per Hour
275	33

Open 30 Days

Open 29 days; one day closure for SDD

Outside Gate Counts	
Adult/Teen Programs	374
Children Programs	4354
Outreach Events	3050
Meeting Room Rentals	0
TOTAL	7778

Library Attendance Total
16,722

PASSPORTS

June 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3	1	3	3	9	33	52
10:00		6	3	2	5	10	35	61
11:00		3	10	8	4	7	35	67
12:00		9	3	7	8	10	30	67
1:00	33	5	5	8	2	15	26	94
2:00	32	9	7	12	8	16	25	109
3:00	19	10	8	12	8	7	20	84
4:00	6	11	10	13	12	4	1	57
5:00		16	12	12	7			47
6:00		17	15	10	7			49
7:00		3		1	2			6
DAY TOTALS	90	92	74	88	66	78	205	693

June 2019	June 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
693	628	6636	7855	-18%

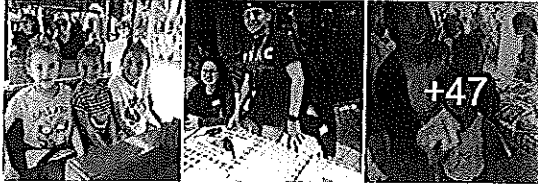
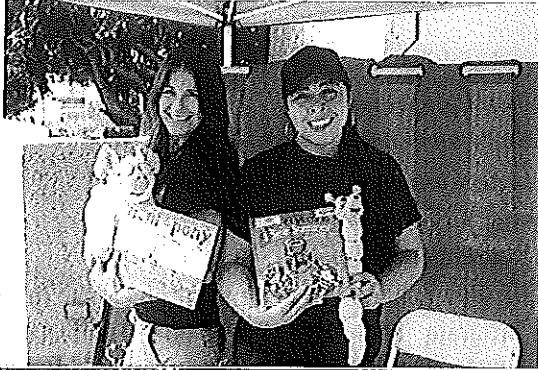
STAFF ACTIVITY

- Katie attended Friday Huddles on June 7th, 14th, 21st, and 28th.
- Katie attended the all staff meeting on June 17th.
- Jon, Katie, Estella, Laura, Beatrice, Tim, and Christie participated in a Support Services staff meeting on June 20th.
- Jon attended 2 CSDA webinars.
- Jon attended the Police and Fire recognition breakfast.
- Support Services staff attended 2 staff recognition luncheons.
- Jon attended a meeting at Anaheim Central library about the separation.
- Tim attended an SLS Marketing Meeting at the Orange Public Library on June 12.
- Laura attended outreach at the Whitten Center on June 18th and 20th.
- Laura began helping with receiving and processing new books.
- Tim created an updated tri-fold brochure for staff to hand out to new patrons at the Information Desk.
- Tim took pictures at the Summer Reading Program. The pictures were edited and shared to social media, which received more than 1,000 views and more than 200 likes and comments on Facebook.

Post Details

Placentia Library shared an album.
Published by Placentia P13 (?) · June 26 at 6:51 PM ·

Photos from our Summer Reading Celebration! Our Summer Reading Program continues until July 25, and our End of Summer Ice Cream Social is July 27.

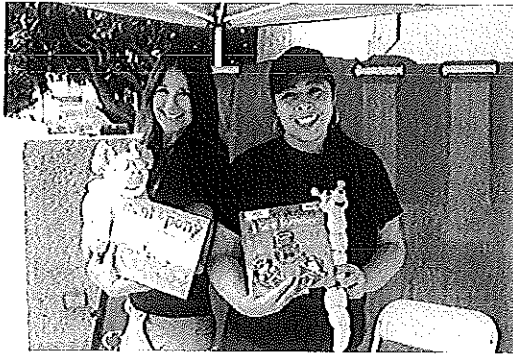


Placentia Library added 53 new photos to the album: Summer Reading Celebration — at Placentia Library
Published by Placentia P13 (?) · June 26 at 6:41 PM

467 People Reached 186 Engagements Boost Unavailable

Post Details

Placentia Library added a new photo to the album: Summer Reading Celebration — at Placentia Library.
Published by Placentia P13 (?) · June 26 at 6:47 PM ·



Get More Likes, Comments and Shares
Boost this post for \$29 to reach up to 3,500 people.

764 People Reached 339 Engagements **Boost Post**

Al Shaker, Larry Cummings and Jeannia Kolanay

Like Comment Share ...

Performance for Your Post

457 People Reached

16 Reactions, Comments & Shares

10 Likes	10 On Post	0 On Shares
3 Love	3 On Post	0 On Shares
1 Comments	1 On Post	0 On Shares
2 Shares	1 On Post	1 On Shares

170 Post Clicks

45 Photo Views	1 Link Clicks	124 Other Clicks
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NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unfollow Page

Reported status may be delayed from what appears on posts

Performance for Your Post

754 People Reached

101 Reactions, Comments & Shares

165 Likes	82 On Post	63 On Shares
21 Love	20 On Post	1 On Shares
1 Reactions	1 On Post	0 On Shares
11 Comments	0 On Post	11 On Shares
3 Shares	0 On Post	3 On Shares

147 Post Clicks

94 Photo Views	0 Link Clicks	63 Other Clicks
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NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unfollow Page

Reported status may be delayed from what appears on posts

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through June 2019
DATE: July 22, 2019

CITY OF PLACENTIA INVOICES

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

** City Billing Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Administration Report for June 2019

DATE: July 22, 2019

Meetings:

- Library Board of Trustees: June 14th
- Huddles: June 07th, June 14th, June 21st, and June 28th
- All Staff Meeting: June 17th
- Placentia Library Friends Foundation: June 10th
- Fundraising Committee: June 14th
- Summer Reading Celebration: June 12th, June 13th, and June 18th
- Johnson Controls, Inc. (JCI): June 04th, June 11th, and June 18th
- Vincor Construction, Inc.: June 04th, June 11th, and June 25th
- Joint Use Meeting: June 3rd
- City Council Meeting: June 18th

Facilities:

- N/A

Training/Workshops/Conference:

- American Library Association Conference: June 20-25th
- Webinar *Harassment Prevention* : June 6th
- Training with Mr. Robert Housley, Accounting Consultant: June 13th

Events:

- Summer Reading Celebration Event: June 22nd



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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 June 2019
DATE: July 22, 2019

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	June 2019	June 2019	June 2018	June 2018	Y-T-D 2018-19	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D 2017-18	17/18-18/19	17/18-18/19
Storytime	5	185	4	163	84	3,785	125	5,187	-32.80%	-27.03%
Educational	17	3,008	3	34	149	10,406	183	4,847	-18.58%	114.69%
Reading	1	521	2	734	12	2,166	27	2,956	-55.56%	-26.73%
Seasonal	2	1,376	2	1,545	6	4,290	8	4,371	-25.00%	-1.85%
Is	25	5,090	11	2,476	210	18,670	343	17,361	-38.78%	7.54%

Reference/Computer Usage Statistics

	June 2019	June 2018	Y-T-D 2018-2019	Y-T-D 2017-2018	Y-T-D % change
Reference—in person	441	562	4,135	6,241	-33.74%
Reference--telephone	6	19	192	291	-34.02%
Total Reference	447	581	4,327	6,532	-33.76%
*Children's computer usage	0	909	2,449	8,614	-71.57%

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

ACHIEVEMENTS

- Kathy Carn assisted with interviews for the ETA-Makerspace position on June 13th.
- Kathy Carn, Ana Balderas, Deanna White, Lori Worden, and Venessa Faber participated in the Summer Reading Celebration on June 22nd.
- Kathy Carn and Lori Worden planned and conducted Wacky Wednesday (John Abrams Animal Magic Show) on June 26th.
- Lori Worden, Kathy Carn, and Yesenia Baltierra represented the library while assisting at C21 award assemblies at PYLUSD Elementary Schools.
- Lori Worden, Venessa Faber, Kathy Carn, Deanna White, and Ana Balderas participated in school visits to promote the Summer Reading Program.

MEETINGS

- Lori Worden, Kathy Carn, and Ana Balderas attended the all-staff meeting on June 17th.
- Kathy Carn met with Sabrina Rosengren for an overview of Children's Services on June 18th.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh regarding Makerspace equipment on Library of Things (LOTS) items on June 18th.
- Kathy Carn met with Jeanette Contreras and Wendy Amireh to discuss the ETA-Makerspace position and job description on June 18th.
- Kathy Carn met with Wendy Amireh to revise the ETA-Makerspace job description on June 19th.
- Kathy Carn met with Wendy Amireh and Yesenia Baltierra for a Supervisors Meeting on June 19th.
- Ana Balderas and Deanna White met to review and practice their SRC Storytimes and Puppet Show on June 19th.
- Kathy met with Ana Balderas to discuss Homework Club and Bilingual Storytime programming for Fall 2019 on June 26th.

PROFESSIONAL DEVELOPMENT

- Lori Worden completed the "Supercharged Storytime" online course on June 3, 2019.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for June 2019

DATE: July 22, 2019

MONTHLY STATISTICS

Information Desk Activity	June	June	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2018-19	FY2017-18	% change
Information -- in person	1,053	1,761	14,291	18,640	-23.33%
Information -- telephone	585	750	7,093	8,438	-15.94%
Information -- email/chat	1	33	52	176	-70.45%
Technology assistance	0	306	1,348	3,107	-56.61%
Guest passes	0	415	635	1,163	-45.40%
Adult and Children's computer use (desktops)	0	1,684	8,648	25,005	-65.41%
Adult computer usage (desktop)	0	1,719	9,032	20,993	-56.98%
Public computer use (express laptops)	0	6	11	146	-92.47%

History Room Activity	June	June	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2018-19	FY2017-18	% change
History Room Visitors	7	114	53	689	-92.31%

Volunteer Hours	June	June	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2018-19	2017-18	% change
History Room	23.75	16.5	178.25	532.75	-66.54%
PLFF	296.67	393.67	4036.52	5062.96	-20.27%
General Library	372.17	919.07	2552.61	6859.36	-62.79%
Technology	0	0	0	20	-100.00%
Homework Club	0	0	545.25	612.6	-10.99%
Adult Literacy Tutors	85	99.25	1498.21	2095	-28.49%
PTAC	25.5	96	746.5	1113.5	-32.96%
Summer Reading Program	36	114.25	711.75	1479.87	-51.90%
Total Volunteer Hours	839.09	1638.74	10269.09	17776.04	-42.23%

Public Services Outreach Activity	June	June	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2018-19	FY2017-18	% change
Outreach Visits	11	13	192	46	317.39%

Outreach Attendance	3050	4533	8496	18357	-53.72%
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Adult Programs

Type of Program	Number of Programs June	Attendance June	Number of Programs June	Attendance June	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1819	FY1819	FY1718	FY1718		
Book Club	0	0	1	8	2	16	12	78	-83.33%	-79.49%
Computer Workshops	0	0	1	7	0	0	14	145	-100.00%	-100.00%
Educational Programs	0	0	0	0	3	99	11	2,377	-72.73%	-95.84%
Fine Art Programs	0	0	0	0	3	341	10	260	-70.00%	31.15%
Health & Fitness Programs	0	0	0	0	0	0	13	269	-100.00%	-100.00%
History Room Programs	2	56	1	107	11	686	13	784	-15.38%	-12.50%
Home and Lifestyle Programs	0	0	1	39	0	0	4	369	-100.00%	-100.00%
Literacy Programs	5	29	7	60	61	798	75	772	-18.67%	3.37%
Reading Programs	1	186	1	318	6	840	6	913	0.00%	-8.00%
Volunteer Programs	1	36	4	79	8	128	22	302	-63.64%	-57.6%
Totals	9	307	16	618	94	2,908	180	6,269	-47.78%	-53.6%

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

Teen Programs

Type of Program	Number of Programs June	Attendance June	Number of Programs June	Attendance June	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1819	FY1819	FY1718	FY1718		
Collaboratory	0	0	0	0	4	19	10	107	-60.00%	-82.24%
Friday Flicks	0	0	5	20	12	49	50	204	-76.00%	-75.98%
PTAC	2	29	2	46	22	461	46	981	-52.17%	-53.01%
Summer Reading Program	1	37	1	147	3	269	5	396	-40.00%	-32.07%
Teen Misc.	0	0	0	0	1	160	2	221	-50.00%	-27.1%
Test	0	0	0	0	1	14	5	53	-80.00%	-73.58%
The Vault	0	0	1	16	3	183	8	424	-62.50%	-56.84%
Totals	3	66	9	229	40	992	126	2,386	-68.25%	-58.42%

ACHIEVEMENTS

- Victor Meza coordinated a PTAC meetings on June 6th and 20th.
- Victor Meza attended the Tynes Award Ceremony on June 5th and 7th.
- Victor Meza and Yesenia Baltierra attended the Placentia Teen Center Grand reopening on June 5th.
- Victor Meza went to Kraemer Middle School during lunch for volunteer recruitment on June 7th.
- Michelle Meades and Victor Meza coordinated the volunteer orientation on June 15th.
- Michelle Meades coordinated outreach for the Cal Humanities grant on June 8th, 18th and 20th.
- Wendy Amireh participated in the interview panel for the ETA, Makerspace, on June 17th.
- Adult Services Staff participated in the Summer Reading Celebration on June 22nd.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on June 11th.
- Wendy Amireh attended the supervisors meetings led by Yesenia Baltierra on June 12th.
- Wendy Amireh attended Kiwanis meetings on June 6th, 13th, 20, and 27th.
- Wendy Amireh met with Jeannie Killianey on June 10th.
- Michelle Meades met with the Wendy Amireh on June 4th, 11th, 18th, and 25th.
- Michelle Meades met with Venessa Faber on June 26th.
- Michelle Meades met with Ana Balderas on June 30th.
- Michelle Meades met with Sabrina Rosengren on June 4th, 11th and 26th.
- Michelle Meades met with Victor Meza on June 25th.
- Michelle Meades attended the Library Innovation Grant webinar meeting on June 19th.
- Michelle Meades attended the Historical Committee Meeting on June 25th.
- Sabrina Rosengren met with potential literacy tutors for orientation June 11th and 24th
- Sabrina Rosengren and Wendy Amireh met on June 6th, 13th, 20th and 27th.
- Sally Federman and Sabrina Rosengren coordinated the Writing Workshop on June 8th.
- Sally Federman, Sabrina Rosengren and Wendy Amireh met on June 18th.
- Adult Services Staff attended the staff meeting on June 17th.
- Victor Meza met with Wendy Amireh on June 3rd, 10th, 11th, 17th and 24th.
- Victor Meza and Sabrina Rosengren worked together on desk and discussed Teen services on June 6th.
- Victor Meza met with Jeannie Killianey on June 17th.
- Wendy Amireh participated in the SRC meeting led by Yesenia Baltierra on June 11th and 18th.
- Yesenia Baltierra met with member of the Kiwanis Club regarding SRC on June 3rd.
- Yesenia Baltierra attended the PRTWC meeting on June 5th.
- Yesenia Baltierra attended the PLFF Board meeting on June 10th.
- Yesenia Baltierra attended the Placita Santa Fe Merchants' meeting on June 11th.
- Yesenia Baltierra attended the PLFF Gala Committee meeting in June 14th.
- Yesenia Baltierra met with Hoopla Representative on June 19th.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh attended the CSDA Webinar: Required Harassment Prevention Training for Special District Board Members and Staff on June 6th.
- Sabrina Rosengren visited the Ventura County Library and Santa Paula Library for CLLS program site visits on June 10th.

- Michelle Meades attended the Family Recipe digitization webinar on June 3rd.
- Yesenia Baltierra attended ALA Annual Conference June 20th-25th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for June 2019

DATE: July 22, 2019

<u>On-line database usage</u>	June 2019	Onsite Usage 6/19	Remote Usage 6/19	June 2018	Y-T-D 2018-2019	Y-T-D 2017-2018	Y-T-D % change
Placentia Library Catalog	26,853	N/A	N/A	25,943	298,607	219,775	36%
General Reference Center	112	0	112	9	1,215	410	196%
Biography In Context	1	0	1	15	3,936	3,768	4%
Opposing Viewpoints	0	0	0	40	4,154	1,652	151%
Consumer Reports (new July 2016)	129	N/A	N/A	134	1,715	1,019	68%
Freegal	912	N/A	N/A	846	10,730	12,140	-12%
Heritage Quest	9	N/A	N/A	108	1,202	2,967	-59%
Novelist	10	N/A	N/A	34	473	339	40%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	207	219	1,120	-80%
Pronunciator	10	N/A	N/A	17	238	494	-52%
	<i>Data Not</i>						
ABC Mouse	<i>Available</i>	N/A	N/A	63	489	1,276	-52%
ABC Mouse - Bring Learning Home (New March 2018)	<i>Data Not</i> <i>Available</i>	N/A	N/A	11	22	N/A	N/A
World Book Online (New February 2018)	3	N/A	N/A	0	49	N/A	N/A
Career Cruising	0	N/A	N/A	7	46	102	-59%
Tumblebooks	225	N/A	N/A	199	1,048	1,390	-25%
Reference USA	113	N/A	N/A	155	2,077	3,318	-37%
Enki	1	N/A	N/A		30	123	-76%
Hoopla	1217	N/A	N/A	794	12,888	8,457	52%
Overdrive e-books	2,021	N/A	N/A	1,776	19,634	19,328	2%
Overdrive audio books	1,369	N/A	N/A	982	12,696	12,083	5%
Overdrive e-books - Placentia Advantage (New March 2018)	1,145	N/A	N/A	1,582	5,647	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	997	N/A	N/A	411	5,297	N/A	N/A
inio (new Oct. 2014)	161	N/A	N/A	65	1,602	932	72%
TOTAL DATABASE USAGE	35,288	0	113	33,398	384,014	290,693	32%

Computer & Online Resource Use

	June 2019	June 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Residents	716	1,331	11,410	18,415	-38%
Non-Placentia Residents	583	972	9,075	13,389	-32%
Total	1,299	2,303	20,485	31,804	-36%

Website Traffic

	June 2019	June 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Website visits	8,341	12,391	96,363	143,890	-33%
Page Hits	15,185	21,497	167,809	243,371	-31%
Users	4,342	6,762	53,215	83,226	-36%
Pages/Session	1.92	1.83	N/A	N/A	N/A
Avg. Session Duration	00:02:28	00:02:27	N/A	N/A	N/A
% New Sessions	N/A	N/A	N/A	N/A	N/A

Wifi Use

	June 2019	June 2018	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Total	1,129	1,806	23,568	22,826	3%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Special District Risk Management Authority (SDRMA) Election

DATE: July 22, 2019

BACKGROUND

On May 2, 2019, SDRMA's Election Committee confirmed the qualification requirements of four candidates who are seeking a seat on SDRMA's Board of Directors. These candidates are:

- Bob Swan (Incumbent), Board Member, Groveland Community Services District
- Jesse D. Claypool, Board Chair, Honey Lake Valley Resource Conservation District
- Patrick K. O'Rourke, Board Member, Redwood Region Economic Development Commission
- Sandy Seifer-Raffelson (Incumbent), Finance Manager/Treasurer, Herlong Public Utility District
- James (Jim) M. Hamlin, Board President, Burney Water District

The four-year terms for newly elected Directors will begin on January 1, 2020 and end on December 31, 2023.

Each agency governing body must select up to three (3) candidates and approve the Official Election Resolution and Ballot. The signed resolution and ballot must be mailed to SDRMA on or before 5:00 p.m., August 21, 2019.

Attachment A is the Official Election Resolution and Ballot Packet which includes:

- Election Ballot Instructions
- Official Resolution and Ballot
- Candidate's Statements of Qualifications

RECOMMENDATIONS

- 1) Discuss and select up to three (3) candidates to serve on SDRMA's Board of Directors; and,
- 2) Roll call vote; and,
- 3) Authorize President Carline and Secretary Shkoler to sign the Official Election Ballot on behalf of the Placentia Library District.



SOUTH DISTRICT REGIONAL MANAGEMENT AGENCY

2019 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (5)
- Self-addressed, Stamped Envelope



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. * www.sdrma.org

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot **MUST** be sealed and **received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below.** A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.
5. Important balloting and election dates are:

August 21, 2019:	Deadline for members to return the signed Official Election Ballot
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.

OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

- BOB SWAN (INCUMBENT)**
Board Member, Groveland Community Services District
- JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District
- PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission
- SANDY SEIFERT- RAFFELSON (INCUMBENT)**
Finance Manager/Treasurer, Herlong Public Utility District
- JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Placentia Library District at a public meeting by the following votes:

AYES: _____
 NOES: _____
 ABSTAIN: _____
 ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* **Bob Swan**

District/Agency **Groveland Community Services District (GCSD)**

Work Address **P.O. Box 350, Groveland, CA 95321**

Work Phone **(209) 962-7161**

Home Phone **(408) 398-4731**

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:

1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to its members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.
2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).
3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.
4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.
5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to \$120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.
2. Continue to retain / acquire highly qualified staff, and ensure that this is a desirable place to work.
3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.
4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.
5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Robert J. Arvan Date 4-24-2019

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* **Jesse D. Claypool**
District/Agency **Honey Lake Valley Resource Conservation District**
Work Address **USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130**
Work Phone **530-257-7271 ext 100** Home Phone **530-310-0232**

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

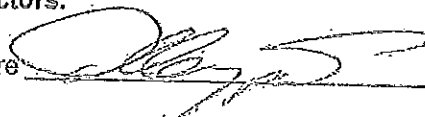
What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4-26-19

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM
 District/Agency Redwood Region Economic Development Commission (RREDC)
 Work Address 520 E Street Eureka, CA 95501
 Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____

Date 3/25/1953 2019

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates. No statements are endorsed by SDRMA.

Candidate: Sandy Seifert-Raffelson

District/Agency: Herlong Public Utility District

Work Address: 447-855 Plumas St., P o Box 115, Herlong, CA 96113

Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature *Jessie Seiferth-Ruffalo* Date 4/16/19

Special District Risk Management Authority
 Board of Directors
 Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
 - no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin
 District/Agency Burney Water District
 Work Address 20222 Hudson St. Burney, Ca. 96013
 Work Phone (530) 335-3582 Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and
 move into new areas. Our districts are facing new challenges constantly.

**What Board or committee experience do you have that would help you to be an effective Board Member?
 (SDRMA or any other organization) (Response Required)**

See Next:

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage
Sold business and retired.

Board Member of Mayer's Memorial Hospital District from 1990 until 2014
Served on the Associal of Hospital Districts for six years.

Served on the board of Burrey Water District the previous six years. Current
Serving on Mayer's Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need
to have a listening ear for the districts that are represented. Need to
use caution when jumping into new areas, not jepordise their strong programs
and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I
am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to
serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hank Date 3-27-2019

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization for the Library Board of Trustees and Library Staff to attend the Annual California Library Association (CLA) Conference in Pasadena, California on October 24-26, 2019.**

DATE: July 22, 2019

BACKGROUND

The Annual California Library Association Conference will be October 24-26, 2019 in Pasadena, California. The theme for this year's conference is the League of Extraordinary Librarians. The conference includes the following speakers:

Keynote Speaker

Steve Pemberton's triumphant life story is about defying seemingly insurmountable beginnings as a child orphaned into foster care. As told in the major motion picture and acclaimed, best-selling memoir, *A Chance in the World*, adversity only fueled his desire to become a man of resilience, determination and vision.

He currently serves as Chief Human Resources Officer for Workhuman (formerly Globoforce). Prior to that, he served as the first-ever Global Chief Diversity Officer for Walgreens Boots Alliance. Steve's tireless advocacy for the disenfranchised has earned him numerous accolades, including the prestigious Horizon Award by the United States Congress, presented to individuals in the private sector who have contributed to expanding opportunities for all Americans.

Featured Speakers

Eric Klinenberg is a professor of sociology and the director of the Institute for Public Knowledge at New York University. His most recent book is *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*, available now. He is also the coauthor of the #1 New York Times bestseller *Modern Romance*. Klinenberg's previous books include *Going Solo: The Extraordinary Rise and Surprising Appeal of Living Alone*, *Heat Wave: A Social Autopsy of Disaster in Chicago*, and *Fighting for Air: The Battle to Control America's Media*. In addition to his books and scholarly articles, Klinenberg has contributed to *The New Yorker*, *The New York Times Magazine*, *Rolling Stone*, *Wired*, and *This American Life*.

Ken Breisch is an Associate Professor of Architecture and American Studies and Ethnicity. He holds a Ph.D. from the University of Michigan and served as founder and Director of the USC Graduate Programs in Historic Preservation (now Heritage Conservation) from 1997 to 2011. Under his leadership, this program was the recipient of the California Preservation

Foundation President's Award and a Los Angeles Conservancy Preservation Award. Breisch has taught at SCI-Arc (The Southern California Institute of Architecture), the University of Delaware and the University of Texas at Austin and served as Director of Survey and Planning for the Texas State Historic Preservation Office from 1981 until 1986. He has published on American architectural history, especially in the areas of vernacular building and library design, where his books include *Henry Hobson Richardson and the Small Public Library in America: A Study in Typology* (MIT, 1997); *The Los Angeles Central Library: Building an Architectural Icon, 1872-1933* (J. Paul Getty Trust, 2016); and *American Libraries: 1730-1950* (Library of Congress and W. W. Norton, 2017). He is the co-editor of *Constructing Image, Identity and Place: Perspectives in Vernacular Architecture, IX*; and *Building Place: Perspectives in Vernacular Architecture, X* (University of Tennessee Press: 2003 and 2005). Breisch is a past president of the Society of Architectural Historians and has served on the Board of The Vernacular Architecture Forum. He was a Santa Monica Planning Commissioner from 1993 to 2000, and a member of the Board of the Santa Monica Public Library from 2001 to 2014. He currently serves on the Santa Monica Landmarks Commission and is Board Member Emeritus of the Santa Monica Conservancy.

Three library staff, Laura DeLeon, Tim Worden, and Christie Hwang, applied and received grants from the California Library Association for the full-day conference registration fees. They will be presenting at the conference, sharing information and tips on providing a successful passport services, especially during a year-long and challenging renovation time. Additionally, Sabrina Rosengren, Literacy Services Library Assistant, will be attending the Pro-Literacy conference, part of the CLA annual conference. Her attendance is completely covered by the California Library Literacy Services grant.

We are requesting travel authorization for four library staff and trustees to attend the CLA conference in Pasadena, California. Authorization will include mileage and per diem. Lodging is not required.

Fiscal Impact: \$500/person

RECOMMENDATIONS

1. Motion to authorize trustees and four library staff to attend the Annual California Library Association Conference on October 24-26 in Pasadena, California; and
2. Authorization by a roll call vote; and
3. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize an Amendment to the 2019-2021 Budget for a 30-Hour Position Change from Emerging Technologies Assistant to Library Assistant

DATE: July 22, 2019

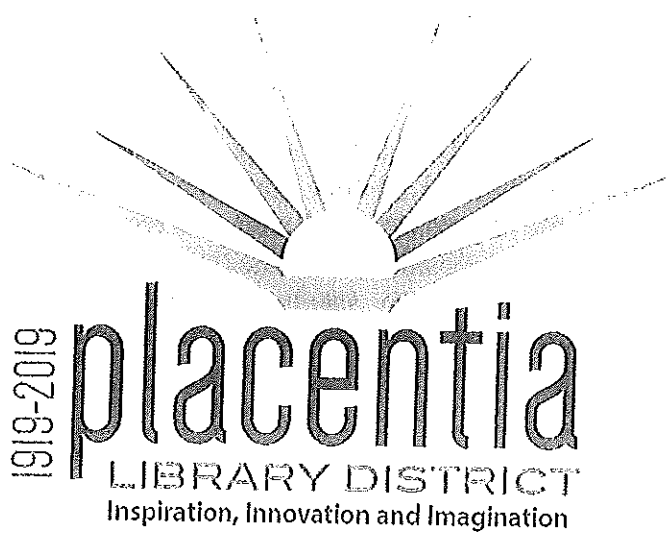
BACKGROUND

On May 17, 2019 the 2019-2021 Budget was adopted through the passage of Resolution 19-01. The budget adoption included a 30-hour Emerging Technologies Assistant position. In further discussions with the library staff and after one recruitment for the position, it was recommended by staff that the position is reclassified as a Library Assistant. The District interviewed six candidates and no candidates received a second interview. The reclassification will be more in line with the paraprofessional duties and attract more suitable candidates.

There is no fiscal impact.

RECOMMENDATIONS

1. Motion to authorize an amendment to the 2019-2021 Budget as presented; and,
2. Authorize by a roll call vote; and,
3. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize an Amendment to Placentia Library District Policy 2319 – Job Description – Library Assistant as presented.

DATE: July 22, 2019

BACKGROUND

At the April 15, 2019 Library Board of Trustees meeting, the Board approved the reclassification of the Librarian – Literacy Services to Library Assistant. Based on the recommendation and analysis from the Public Services Manager, it was determined that the duties of the Librarian – Literacy Services support the responsibilities that fall within the job description of the Library Assistant, thus removing the Master’s Degree in Library and Information Science requirement. At the time of approval, the amendment also included responsibilities that are specific to literacy services.

Library staff now requests a few minor amendments to the Library Assistant to reflect the 30-hour position for the makerspace.

Attachment A is Policy 2319 – Job Description – Library Assistant to include language reflecting the makerspace duties. The requested changes are noted bolded and underlined.

RECOMMENDATIONS

1. Motion to authorize amendments to Policy 2319 – Job Description – Library Assistant as presented; and,
2. Motion for a roll call vote; and,
3. Roll call vote.

Placentia Library District

POLICY MANUAL

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

DEFINITION:

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

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Supervising Librarian.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

- Performs specialized reference work using print and electronic formats.
- Selects and de-selects books and other library materials for areas of the collection assigned by the Supervising Librarian.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to the staff and the community.
- Responsible for programming, **including and not limited to STEAM activities for the makerspace**
- Answers reference questions at the Information Desk.
- Troubleshoots and assists the public with District equipment and machines.
- Assists the public in making the most effective use of the Library's collection and facility.
- Assists the public with using the electronic databases and reference services.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Supervising Librarian.
- Makes recommendations to the Supervising Librarian concerning the public relations activities for the Children's, Adult, and/or Circulation/Technology Departments.
- Conducts presentations and participates in outreach activities.
- Track inventory and purchase new consumables
- Ability to teach classes in 3D modeling, coding and develop new curriculum

- Research, develop and prototype innovative maker activities and maintain all Maker Space materials, tools and equipment including hardware and software.
- Functions Specific to Literacy Services:
 - Develops and implements goals, objectives, programs and procedures for literacy services.
 - Responsible for collection development of adult and family literacy materials.
 - Develops and maintains partnerships with community organizations and childcare centers to secure the library's role in developing early literacy skills.
 - Arranges, coordinates and conducts training sessions for volunteer tutors and learners.
 - Plans, coordinates, supervises and conducts literacy special events.
 - Plans, organizes, trains, directs, supervises and reviews work of grant-funded literacy positions.
 - Assesses effectiveness of literacy services and programs.
 - Supervises scheduling, training, and evaluation of assigned personnel.
 - Writes and implements grants.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

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

Ability to:

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

Education and Experience:

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

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

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

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

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, and stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 20 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

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

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

WORKING CONDITIONS:

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

FLSA STATUS:

This is a non-exempt paraprofessional classification.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Library Board of Trustees August 19, 2019 Meeting
DATE: July 22, 2019

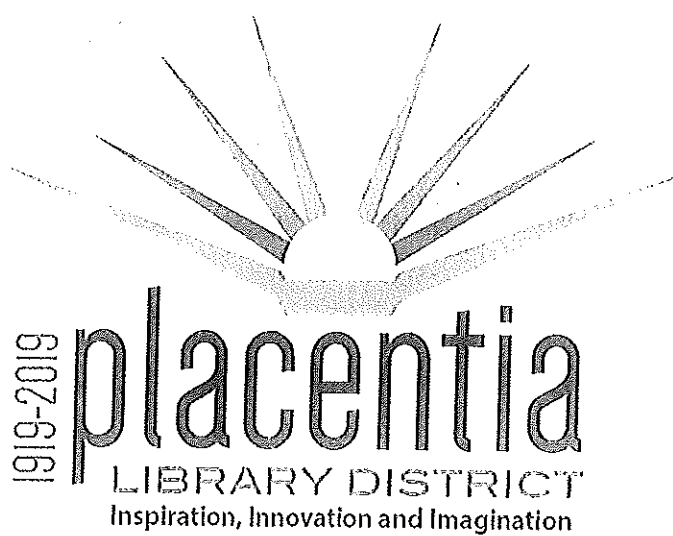
BACKGROUND

Currently, library staff does not foresee presenting agenda items for the Library Board of Trustees to consider which would require immediate attention. As a result, it is anticipated that the August meeting would only include non-decision making reports such as the consent calendar, staff reports, general consent reports, claims, and treasurer's reports.

Library staff recommends cancelling the August 19, 2019 Library Board of Trustees meeting.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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