



## AGENDA

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR DATE MEETING








October 15, 2018  
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 September 20, 2018 Library Board of Trustees Meeting. (Receive & File and Approve)

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

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

11. FY2018-2019 Cash Flow Analysis through September 2018; 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 September 2018 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

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

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

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

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

17. Circulation Report for September 2018. (Receive & File)

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

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for September 2018.
20. Children's Services Report for September 2018.
21. Adult Services Report for September 2018.
22. Placentia Library Web Site & Technology Report for September 2018.

**PRESENTATION**

23. Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

**NEW BUSINESS**

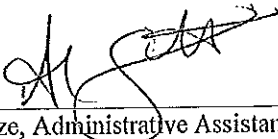
24. Business Manager Timothy Hino will present an accounting audit of the Placentia Library District's payables from DavisFarr.
25. President Carline will provide a report on the Joint Use Committee's progress.
26. Authorize a Contract Change Order to Resolution 17-06: A Resolution of the Placentia Library Board of the Placentia Library District Approving an Energy Service Contract.
27. Travel Authorization: Library Board of Trustees and Library Director, to attend the American Library Association (ALA) Midwinter Meetings and Exhibits in Seattle, Washington on January 25-29, 2019.
28. Authorize an advertisement in the Placentia-opoly board game.
29. Election of Officers for Independent Special Districts of Orange County (ISDOC)

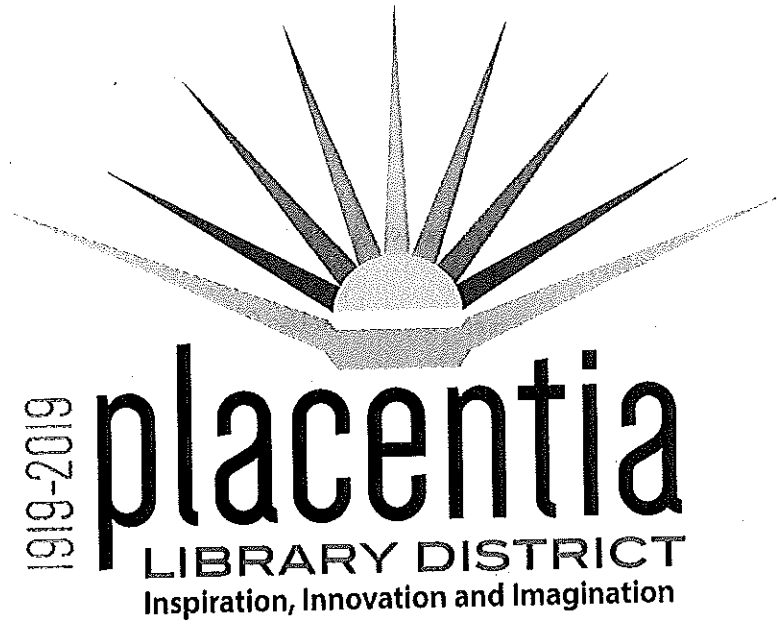
**ADJOURNMENT**

30. Agenda Preparation for the November Date Meeting which will be held on November 19, 2018 unless re-scheduled by the Library Board of Trustees.
31. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
32. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 15, 2018 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 11, 2018.

  
\_\_\_\_\_  
Alyssa Stolze, Administrative Assistant



**Page intentionally left blank**

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES  
SEPTEMBER 20<sup>TH</sup>, 2018

**CALL TO ORDER**

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 20<sup>th</sup>, 2018 at 6:31 pm.

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

**Members Absent:** None

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Jon Legree, Technology Manager; Timothy Hino, Business Manager; Alyssa Stolze, Administrative Assistant

**Guests:** None

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended presentations at Kiwanis Club, Placentia Yorba Linda Unified School District, and the Rotary Club, interviewed for the CSDA Innovative Program of the Year Award, and attended a JPA Committee Meeting.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Martin attended the State of the City Luncheon, the PLFF Thank You Dinner, Summer Luau and Ice Cream Social, interviewed for the OC Register, and attended a H.I.S. House Board Meeting.

Trustee DeVecchio attended the State of the City Luncheon, the PLFF Thank You Dinner, and Ellie Rankin's service.

Trustee Shkoler attended the State of the City Luncheon, the PLFF Thank You Dinner, and the Summer Luau and Ice Cream Social.

Trustee Minter attended the State of the City Luncheon, the Kiwanis presentation, the JPA Committee Meeting, and participated in legal counsel conference calls.

**LIBRARY DIRECTOR  
REPORT**

Library Director presentations at Kiwanis Club, Placentia Yorba Linda Unified School District, and the Rotary Club, attended a Harwood workshop, met with Rotary about their Rotary Book for 3<sup>rd</sup> graders, and attended a JPA Committee Meeting. Director Contreras also reported out on updates in the planning and execution of the Centennial Renovation, and also updated the Board on the status of the broken main water line and its estimated repair date.

**FRIENDS FOUNDATION  
REPORT**

President Sherri Dahl reported out on the Bookstore's transition, how their numbers have increased since the semi-closure, and how the Friends are currently working on their Author's Luncheon and fundraising.

**CONSENT CALENDAR**

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

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

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

Minutes for the July 16<sup>th</sup>, 2018 Board of Trustees Meeting were received, approved, and filed. (Item 9)

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

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

Financial Reports through June 2018 for Placentia Library District Accounts of Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for June, July and August 2018 – received and filed. (Item 13)  
Acquisitions Report for July and August 2018 – received and filed. (Item 14)  
Service Revenue Report for July and August 2018 – received and filed. (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for July and August 2018 – received and filed. (Item 16)  
Circulation Report for July and August 2018 – received and filed. (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia – received and filed. (Item 18)

**STAFF REPORTS**

Administration Report for July and August 2018 (Item 19)  
Children's Services Report for July and August 2018 (Item 20)  
Adult Services Report for July and August 2018 (Item 21)  
Placentia Library Website Technology Report for July and August 2018 (Item 22)

**LIBRARY STAFF WILL  
PROVIDE A REPORT ON  
THEIR ATTENDANCE AT THE  
AMERICAN LIBRARY  
ASSOCIATION  
CONFERENCE.**

Supervising Adult Services Librarian, Wendy Amireh, and Administrative Assistant, Alyssa Stolze, reported out on their experiences at the American Library Association Conference, noting sessions and exhibitions that they would like to apply to the renovation, policies, and programs.

**TRAVEL AUTHORIZATION FOR TECHNOLOGY MANAGER TO ATTEND THE INTERNET LIBRARIAN CONFERENCE IN MONTEREY, CALIFORNIA, OCTOBER 16-18, 2018**

Director Contreras requested the authorization for Technology Manager, Jon Legree, to attend the annual Internet Librarian Conference in Monterey, CA. It was motioned to approve the request for the Technology Manager to attend the conference by Trustee Minter and seconded by Trustee Shkoler.

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

**REQUEST FOR NAMING OF STORYTIME ALCOVE TO HONOR VIRGINIA AND NORMAN HAUSSMANN.**

Director Contreras presented the biographies of Norman and Ginny Haussmann, their history with the Placentia Library District, and Mr. Haussmann's wish to honor Ginny's memory by donating \$20,000 towards the renovation. It is requested that the name of the future Storytime Alcove honor Mr. and Mrs. Haussmann. The request for naming the alcove in their honor was motioned by Secretary Martin and seconded by Trustee DeVecchio.

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

**RATIFICATION OF DAVID FARR SERVICE AS APPROVED AT THE SEPTEMBER 28, 2015 BOARD MEETING.**

Director Contreras presented the library staff's recommendation and request of the ratification of Davis Farr's original scope of work to include the performance of internet audits with focus on internal controls including vendor payments and disbursements, duplicate payments, late payments, aging payments, reconciliations, accounts payable documentation, receipts and payments of invoices, analysis of invoices and inclusive of other related undertakings. It was motioned to approve the ratification of Mr. Farr's service by Trustee Shkoler and seconded by Trustee DeVecchio.

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

**RATIFICATION OF BEST, BEST & KRIEGER SERVICE AS APPROVED AT THE MARCH 18, 2008 BOARD MEETING.**

Director Contreras presented the library staff's recommendation and request of the ratification of Best, Best & Krieger's scope of work to assist the District in assuring compliance, litigating disputes, and establishing understanding and legal interpretation of all matters related to the library impact fee, including the agreement between the City of Placentia and the District and Resolution 08-10 and other additional services as warranted by the Library Board of Trustees. It was motioned to approve the ratification of Best, Best & Krieger's service by Trustee DeVecchio and seconded by Secretary Martin.

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

**PRESIDENT CARLINE WILL PROVIDE AND UPDATE ON THE JOINT USE AGREEMENT COMMITTEE'S WORK.**

President Carline provided the Board with updates pertaining to the Joint Use Agreement (JPA) Committee's Work, which included the services of Mr. DeBerry's legal consultation to respond to the City's Terms, the creation of an outline from the

Library to the City of Placentia, and the projected next meeting date to be mid-October.

**DIRECTOR CONTRERAS WILL PROVIDE AN UPDATE ON THE RENOVATION PROJECT.**

Director Contreras allowed Business Manager, Timothy Hino, Public Services Manager, Yesenia Baltierra, and Technology Manager, Jon Legree, report out on their staff's committee progress, packing schedule, updates with JCI and the roofing company, updates on the staff members working at the schools, and the actions being taken in regards to the furnishings being picked up by donors, auctioned, and then given to charity.

**REVIEW OF ACTION ITEMS**

Trustee Minter announced her absence for the November meeting and requested that the Agenda be posted at the Chamber of Commerce, on site at the library, and posters be made for future meetings held at the Chamber of Commerce from January 2019 through September 2019.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of July 17<sup>th</sup>, 2018 was adjourned at 7:44 p.m.

---

Gayle Carline, President  
Library Board of Trustees

---

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



Placentia Library District  
Check Register  
September 2018

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/05/2018	10032	Arcelia Janitorial Service	August 2018 Invoice	-2,880.00
Bill Pmt -Check	09/05/2018	10033	California Special Districts Association	Conference	-720.00
Bill Pmt -Check	09/05/2018	10034	Midwest Tape	DVDs	-454.13
Bill Pmt -Check	09/05/2018	10035	Public Agency Reirement Services	Retirement for Employees	-4,022.23
Bill Pmt -Check	09/05/2018	10036	Sirsi Corporation	Enriched Content- Basic Subscription	-1,030.02
Bill Pmt -Check	09/05/2018	10037	Staples Advantage	Supplies	-383.99
Bill Pmt -Check	09/06/2018	10038	Schlotzsky's	PTAC Meeting Lunch	-62.46
Bill Pmt -Check	09/10/2018	10039	Alyssa Stolze	Reimbursement for August-September 2018	-48.36
Bill Pmt -Check	09/10/2018	10040	Baker & Taylor	Books	-1,059.15
Bill Pmt -Check	09/10/2018	10041	Bear State	Maintenance	-610.85
Bill Pmt -Check	09/10/2018	10042	Cintas	Cleaning Supplies	-571.52
Bill Pmt -Check	09/10/2018	10043	Click Consulting	Managed Services Plan August 2018	-4,000.00
Bill Pmt -Check	09/10/2018	10044	Golden State Water Company	Services for 7/23-8/14/18	-891.86
Bill Pmt -Check	09/10/2018	10045	Ingram Inc	Books	-13.38
Bill Pmt -Check	09/10/2018	10046	Jeanette Contreras	Fabric for Curtains	-56.99
Bill Pmt -Check	09/10/2018	10047	Pitney Bowes Purchase Power	Postage for August 2018	-1,020.99
Bill Pmt -Check	09/10/2018	10048	Placentia-Yorba Linda Unified School Dist	Business Cards & Renovation Flyers/Posters	-514.29
Bill Pmt -Check	09/10/2018	10049	Republic Services	Services for recycling 8/1-8/31/18	-144.20
Bill Pmt -Check	09/10/2018	10050	SDRMA	Medical for Oct 2018	-24,906.36
ck	09/10/2018	10051	Placentia Library District	For Payroll on 9/19/18	-50,000.00
Bill Pmt -Check	09/17/2018	10052	Baker & Taylor	Books	-1,276.17
Bill Pmt -Check	09/17/2018	10053	BankCard Center-Bank of the West	Credit Card Charges 7/29-8/28/18	-6,447.62
Bill Pmt -Check	09/17/2018	10054	Bibliotheca LLC	Annual Support Renewal 9/1/18-8/31/19	-1,596.00
Bill Pmt -Check	09/17/2018	10055	CALNET3	Monthly Service	-412.38
Bill Pmt -Check	09/17/2018	10056	Cintas	Supplies	-979.00
Bill Pmt -Check	09/17/2018	10057	City of Placentia	July 2018 Charges	-9,591.06
Bill Pmt -Check	09/17/2018	10058	Click Consulting	Managed Services Plan for September	-3,500.00
Bill Pmt -Check	09/17/2018	10059	Dewey Pest Control	Service for Sept-Nov	-135.00
Bill Pmt -Check	09/17/2018	10060	Dick's Lock & Safe	Emergency Exit new handle and lock	-175.01
Bill Pmt -Check	09/17/2018	10061	Jon Legree	Reimbursement	-165.46
Bill Pmt -Check	09/17/2018	10062	Legacy Integrative Solutions	Printer services August 2018	-567.52
Bill Pmt -Check	09/17/2018	10063	Midwest Tape	DVDs	-106.18
Bill Pmt -Check	09/17/2018	10064	Placentia Library Foundation	Pay out for August 2018	-6,680.40
Bill Pmt -Check	09/17/2018	10065	Uniqe Management Services, Inc.	Collections August 2018	-143.20
Bill Pmt -Check	09/20/2018	10066	Alyssa Stolze	Tuition Reimbursement 2018	-1,500.00
Bill Pmt -Check	09/20/2018	10067	Baker & Taylor	Books	-418.20
Bill Pmt -Check	09/20/2018	10068	Dick's Lock & Safe	Fix back doors	-289.17
Bill Pmt -Check	09/20/2018	10069	Eartel	Fix phone lines 5-17-18	-150.00
Bill Pmt -Check	09/20/2018	10070	Kelly Lim	Lost and paid refund	-16.99
Bill Pmt -Check	09/20/2018	10071	Midwest Tape	DVDs	-644.69
Bill Pmt -Check	09/20/2018	10072	SDRMA	Ancillary Benefits for October 2018	-2,697.32
Bill Pmt -Check	09/20/2018	10073	White Nelson Diehl Evans LLP	Interim billing for Controller's Rpt ending June 30, 2018	-6,500.00
Bill Pmt -Check	09/20/2018	10074	Woodruff, Spradlin & Smart	Services on 8/24/18	-102.00

Placentia Library District  
Check Register  
September 2018

Type	Date	Num	Name	Memo	Amount
Check	09/20/2018	10075	Placentia Library District	For Payroll on 11/3/18	-55,000.00
Bill Pmt -Check	09/21/2018	10076	Ana Balderas	Reimbursement for HW Club supplies	-13.96
Bill Pmt -Check	09/21/2018	10077	Fernando Maldonado	Reimbursement	-55.74
Bill Pmt -Check	09/21/2018	10078	Information Today Inc.	Internet Librarian Conference- Jon Legree	-649.99
Bill Pmt -Check	09/21/2018	10079	Lori Worden	Reimbursement for lost then found DVD	-29.99
Bill Pmt -Check	09/21/2018	10080	SoCalGas	8/15-9/14/18 Services	-56.10
Bill Pmt -Check	09/21/2018	10081	Tim Worden	Educational Reimbursement for 2018	-1,422.00
					<u>-194,711.93</u>

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

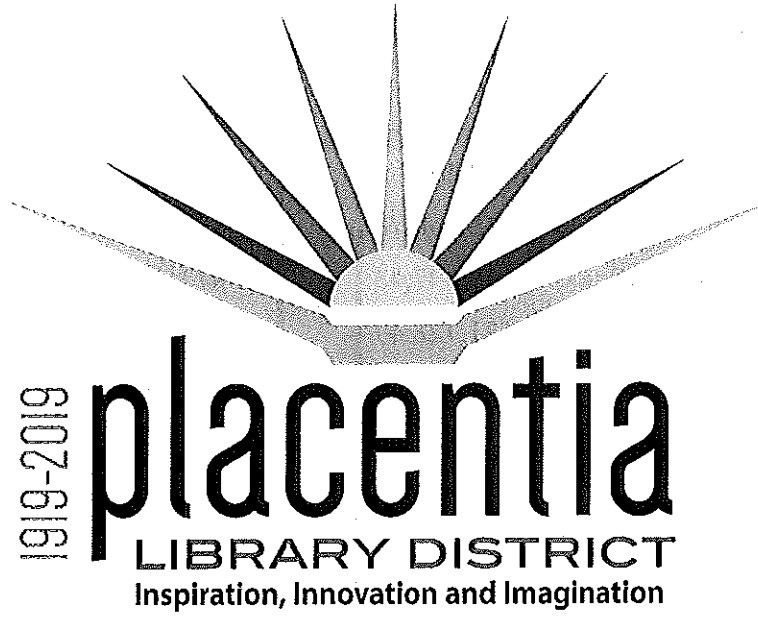
---

---

**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** Fund Balance Report through September 2018 for Placentia Library District Fund 9LX with Orange County Treasurer  
**DATE:** October 15, 2018

<b>Fiscal Year 2018-2019</b>	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	
11/30/2018	
12/31/2018	
01/31/2019	
2/28/2019	
3/31/2019	
04/30/2019	
5/31/2019	
6/30/2019	

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



**Page intentionally left blank**

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director


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

**DATE:** October 15, 2018

**Summary of Cash and Investments as of September 30, 2018**

Cash with Orange County Treasurer Fund 9LX	2,521,728.47
General Fund Checking – Bank of the West	55,534.28
General Fund Savings – Bank of the West	710,106.87
<i>(Impact Fees in Savings – Restricted)</i>	628,484.57
Payroll Checking – Wells Fargo Bank	68,212.08
<b>Total Cash and Investments</b>	<b>3,355,581.70</b>

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

  
 \_\_\_\_\_  
 Jeanette Contreras  
 Library Director



**Page intentionally left blank**

PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
September 30, 2018

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,269,805	11,447	(2,258,358.23)	0.5%
4020	Property Taxes - Current Unsecured	62,335	43,843	(18,492.25)	70.3%
4030	Property Taxes - Prior Secured	0	-	0.00	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
4050	Property Taxes - Curr Supplemental	71,096	10,924	(60,171.98)	15.4%
4060	Property Taxes - Prior Supplemental	0	0	0.23	23.0%
4070	Interest on Unsupport Tax	0	-	0.00	0.0%
4080	Penalties & Costs on Delinq Taxes	1,097	16,061	14,963.83	1464.1%
4090	Taxes Special Dist Augmentation	9,397	-	(9,397.00)	0.0%
4190	State - Homeowners Property Tax Relief	50,421	-	(50,421.00)	0.0%
	Sub Total	2,464,151	82,275	(2,381,876.40)	3.3%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	12,553	4,052.54	147.7%
	Sub Total	8,500	12,553	4,052.54	147.7%
<b>GRANT REVENUE</b>					
4210	State Grants	30,000	18,000	(12,000.00)	60.0%
4230	Other Governmental Agencies	20,000	-	(20,000.00)	
	Sub Total	50,000	18,000	(32,000.00)	36.0%
<b>MISCELLANEOUS REVENUES</b>					
4420	Newsletter Ads	700	-	(700.00)	0.0%
4410	PLFF Grants	37,000	19,429	(17,571.24)	52.5%
4430	Other Revenue	50,000	11,317	(38,682.88)	22.6%
4440	Centennial Renovation	0	-	0.00	0.0%
4310	Fines & Fees	16,500	5,200	(11,300.41)	31.5%
4330, 4320	Passport/Photos	124,500	53,605	(70,895.20)	43.1%
4340	Meeting Room Fees	0	340	340.00	34000.0%
4350	Test Proctor	2,500	2,750	250.00	110.0%
	Sub Total	231,200	92,640	(138,559.73)	40.1%
4500	Impact Fees	10,000	208	(9,791.90)	2.1%
<b>TOTAL REVENUES YTD FOR FY 18/19:</b>		<b>2,763,851</b>	<b>205,676</b>	<b>(2,558,175)</b>	<b>7.4%</b>

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 September 30, 2018  
 25% of year completed

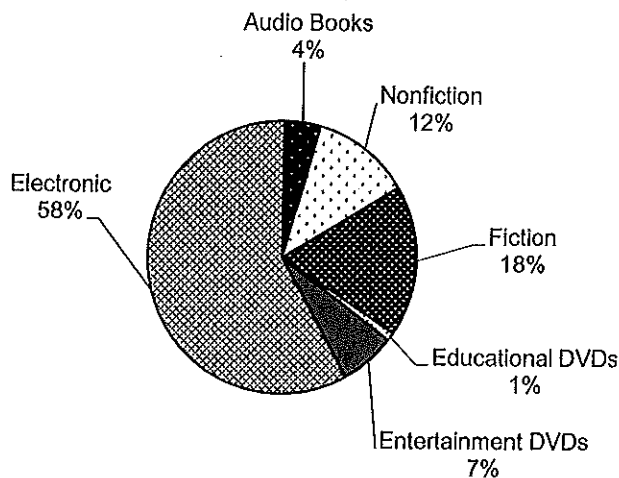
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,437,390	336,572.62	0.23	\$1,100,817.38
5030	Retirement	56,500	10,839	0.19	\$45,661.27
5040	Unemployment Insurance	7,000.00	-	0.00	\$7,000.00
5050	Health Insurance	266,515	50,668	0.19	\$215,846.70
5064	Dental Insurance	17,240	4,170	0.24	\$13,070.08
5060	Life Insurance	8,370	1,050	0.13	\$7,320.35
5066	AD & D Insurance	5,452	1,715	0.31	\$3,736.55
5068	Vision Insurance	3,340	839	0.25	\$2,500.92
5090	Education Assistance	822	2,922	3.55	(\$2,100.00)
5070	Workers' Compensation Insurance	13,832	1,405	0.10	\$12,427.37
	<b>TOTAL</b>	<b>\$1,816,461</b>	<b>\$410,180</b>	<b>0.23</b>	<b>\$1,406,281</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	24,000	1,596	0.07	\$22,404
5150	Household Expenses	15,000	4,918	0.33	\$10,082
5099	Library Insurance	15,000	4,100	0.27	\$10,900
5205	Maintenance Expense	20,000	7,434	0.37	\$12,566
5220-5280, 5160, 5180, 5210	Maintenance, Buildings & Improvements	95,000	31,176	0.33	\$63,824
5290	Memberships	9,000	2,802	0.31	\$6,198
5295	Miscellaneous Expense	2,500	-	0.00	\$2,500
5300, 5310, 5350	Office Expenses & Postage	55,000	11,993	0.22	\$43,007
5400	Prof./Specialized Services	175,950	27,055	0.15	\$148,895
	Programs	30,000	5,562	0.19	\$24,438
5500	Books/Library Materials	352,000	32,089	0.09	\$319,911
5600	Meetings/Professional Development	32,940	8,395	0.25	\$24,545
5700	Mileage/Parking	4,000	180	0.04	\$3,820
5800	Utilities	77,000	3,295	0.04	\$73,705
	<b>TOTAL</b>	<b>\$907,390</b>	<b>\$140,594</b>	<b>0.15</b>	<b>\$766,796</b>
	<b>OPERATING EXPENSES</b>	<b>\$2,723,851</b>	<b>\$550,774</b>	<b>0.20</b>	<b>\$2,173,077</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building & Improvements	\$60,000	-	0.00	\$60,000
4200	Equipment & Furniture	\$60,000	-	0.00	\$60,000
6100	Taxes and Assessments	\$10,000	8,513.10	0.85	\$1,487
	<b>TOTAL</b>	<b>\$130,000</b>	<b>8,513.10</b>	<b>0.07</b>	<b>\$121,487</b>
<b>TOTAL BUDGET</b>		<b>\$2,853,851</b>	<b>\$559,287</b>	<b>0.20</b>	<b>\$2,294,564</b>



# Placentia Library District

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

	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	\$5,308	371	423	\$1,816	373	495
Total Non-Fiction	\$3,516	148	291	\$5,528	212	421
Total Electronic	\$17,093	4	0	\$8,159	0	0
Total Audio Books	\$1,285	33	33	\$157	193	195
Total Educational DVDs	\$277	9	9	\$845	16	16
Total Entertainment DVDs	\$1,980	63	91	\$1,346	36	55
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$29,459	628	847	\$17,851	830	1182
Budget	\$272,000			\$255,689		
% Spent YTD	11%			7%		



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

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

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$3,279	268	275	\$0	0	0	\$3,279	268	275	\$0	0	0	\$3,279	268	275
Total Adult Fiction	\$3,279	268	275	\$0	0	0	\$3,279	268	275	\$0	0	0	\$3,279	268	275
Adult Non-Fiction	\$3,216	134	156	\$0	0	0	\$3,216	134	156	\$0	0	0	\$3,216	134	156
Adult Reference	\$176	5	5	\$0	0	0	\$176	5	5	\$420	7	7	\$566	12	12
Adult magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Nonfiction	\$3,392	139	281	\$0	0	0	\$3,392	139	281	\$420	7	7	\$3,812	146	288
TOTAL ADULT PRINT MATERIALS	\$6,671	407	556	\$0	0	0	\$6,671	407	556	\$420	7	7	\$7,091	414	563
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$1,285	33	33	\$0	0	0	\$1,285	33	33	\$0	0	0	\$1,285	33	33
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$277	9	9	\$0	0	0	\$277	9	9	\$0	0	0	\$277	9	9
Adult Entertainment DVDs	\$1,582	38	64	\$0	0	0	\$1,582	38	64	\$0	0	0	\$1,582	38	64
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$3,144	80	106	\$0	0	0	\$3,144	80	106	\$0	0	0	\$3,144	80	106
TOTAL ADULT MATERIALS	\$9,815	487	662	\$0	0	0	\$9,815	487	662	\$420	7	7	\$10,235	494	669
Young Adult Fiction	\$385	24	24	\$0	0	0	\$385	24	24	\$0	0	0	\$385	24	24
Total Young Adult Fiction	\$385	24	24	\$0	0	0	\$385	24	24	\$0	0	0	\$385	24	24
Young Adult Non-Fiction	\$101	8	8	\$0	0	0	\$101	8	8	\$0	0	0	\$101	8	8
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Nonfiction	\$101	8	8	\$0	0	0	\$101	8	8	\$0	0	0	\$101	8	8
TOTAL YOUNG ADULT PRINT MATERIALS	\$486	32	32	\$0	0	0	\$486	32	32	\$0	0	0	\$486	32	32
Young Adult Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult E-books	\$0	0	0	\$159	4	4	\$159	4	4	\$0	0	0	\$159	4	4
Young Adult Video Games	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL YOUNG ADULT NON-PRINT MATERIALS	\$0	0	0	\$159	4	4	\$159	4	4	\$0	0	0	\$159	4	4
Juvenile Fiction	\$1,644	79	124	\$0	0	0	\$1,644	79	124	\$0	0	0	\$1,644	79	124
Total Juvenile Fiction	\$1,644	79	124	\$0	0	0	\$1,644	79	124	\$0	0	0	\$1,644	79	124
Juvenile Non-Fiction	\$23	1	1	\$0	0	0	\$23	1	1	\$0	0	0	\$23	1	1
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Juvenile Nonfiction	\$23	1	2	\$0	0	0	\$23	1	2	\$0	0	0	\$23	1	2
TOTAL JUVENILE PRINT MATERIALS	\$1,667	80	126	\$0	0	0	\$1,667	80	126	\$0	0	0	\$1,667	80	126
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$398	25	27	\$0	0	0	\$398	25	27	\$0	0	0	\$398	25	27
TOTAL JUVENILE NON-PRINT MATERIALS	\$398	25	27	\$0	0	0	\$398	25	27	\$0	0	0	\$398	25	27
TOTAL JUVENILE MATERIALS	\$2,065	105	153	\$0	0	0	\$2,065	105	153	\$0	0	0	\$2,065	105	153
On-line databases	\$17,093	4	0	\$0	0	0	\$17,093	4	0	\$0	0	0	\$17,093	4	0
E-books	\$0	0	0	\$159	4	4	\$159	4	4	\$0	0	0	\$159	4	4
TOTAL ELECTRONIC MATERIALS	\$17,093	4	0	\$159	4	4	\$17,252	8	4	\$0	0	0	\$17,252	8	4
Total Fiction	\$5,308	371	423	\$0	0	0	\$5,308	371	423	\$0	0	0	\$5,308	371	423
Total Non-Fiction	\$3,516	148	291	\$0	0	0	\$3,516	148	291	\$420	7	7	\$3,936	155	298
Total Electronic	\$17,093	4	0	\$159	4	4	\$17,252	8	4	\$0	0	0	\$17,252	8	4
Total Audio Books	\$1,285	33	33	\$0	0	0	\$1,285	33	33	\$0	0	0	\$1,285	33	33
Total Educational DVDs	\$277	9	9	\$0	0	0	\$277	9	9	\$0	0	0	\$277	9	9
Total Entertainment DVDs	\$1,980	63	91	\$0	0	0	\$1,980	63	91	\$0	0	0	\$1,980	63	91
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$29,459	628	847	\$159	4	4	\$29,618	632	851	\$420	7	7	\$30,038	639	858

---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Jeanette Contreras, Library Director

**FROM:** Timothy Hino, Business Manager

**SUBJECT:** Service Revenue Activities Report for September 2018

**DATE:** October 15, 2018

**Net Revenue Summary for September 2018**

	Sept-2018	Sept-2017	YTD 2018-2019	YTD 2017-2018
Passport	16,765.00	12,858.00	45,906.00	27,985.00
Passport Photos	3,298.00	2,976.00	7,698.80	6,914.00
Test Proctor	350.00	850.00	2,750.00	2,200.00
Fines & Fees	1,728.89	2,038.00	5,196.59	11,305.91
Meeting Room	110.00	250.00	340.00	880.00
<b>Total</b>	<b>22,251.89</b>	<b>23,678.58</b>	<b>61,891.39</b>	<b>49,284.91</b>



**Page intentionally left blank**

---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Jeanette Contreras, Library Director

**FROM:** Timothy Hino, Business Manager

**SUBJECT:** Personnel Report for September 2018

**DATE:** October 15, 2018

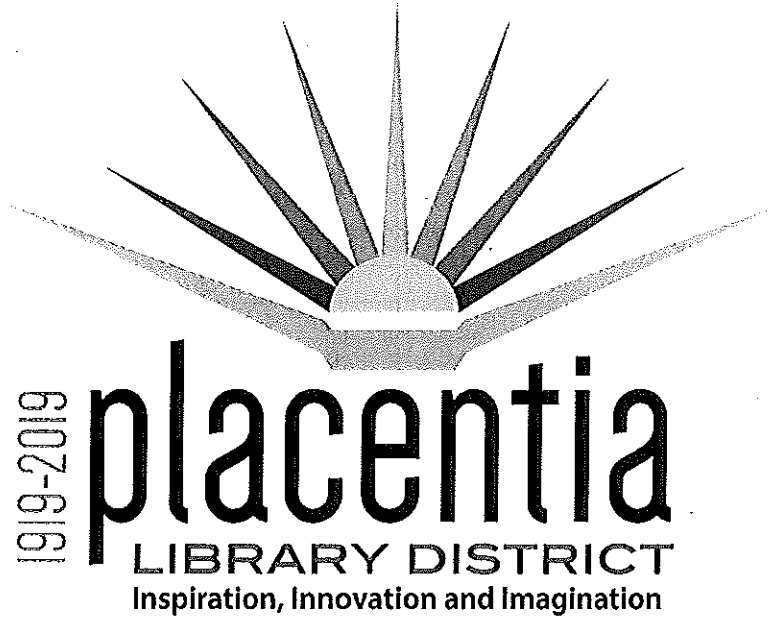
			YTD	YTD
	Sept-18	Sept-17	2018-2019	2017-2018
Separation	0	1	1	1
Retirement	0	0	0	0
Appointments	0	1	1	2
Open Positions	0	3	0	4
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>7</b>

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: None

OPEN POSITIONS: None



**Page intentionally left blank**

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Katie Matas, Librarian I  
**SUBJECT:** Circulation Activity Report: September 2018  
**DATE:** October 15, 2018

<b>CIRCULATION</b>	Sep-18	Sept. 17	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
New Patron Registrations	182	366	847	1,031	-17.8%
Total Circulation	13,517	23,007	66,824	76,314	-12.4%
Total Active Borrowers*	7,447	7,853			
Attendance	15,217	25,945	65,219	75,947	-14.1%
Adult Fiction	1,123	2,526	6,822	8,844	-22.9%
Adult Nonfiction	679	1,690	4,874	6,305	-22.7%
Adult Magazines	64	234	443	764	-42.0%
Adult Music CDs	18	41	90	350	-74.3%
Adult Audio Books	343	532	1,239	1,610	-23.0%
Adult DVDs	3,707	2,378	8,964	7,900	13.5%
Library of Things (LOTs)	24	8	86	28	207.1%
YA Fiction	356	1,176	2,840	4,561	-37.7%
YA Nonfiction	54	70	290	335	-13.4%
YA Audio Books	0	0	0	0	0.0%
YA Video Games	36	79	160	274	-41.6%
JUV Fiction	5,768	10,362	25,835	35,188	-26.6%
JUV Nonfiction	547	2,227	4,924	7,558	-34.9%
JUV Magazines	1	1	30	9	0.0%
JUV Music CDs	10	28	53	71	-25.4%
JUV Audio Books	1	45	30	112	-73.2%
JUV DVDs	674	1,610	4,383	5,518	-20.6%

\* YTD % change not applicable.

**TEST PROCTORING**

September 2018	September 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
6	17	56	48	17%

**PATRON COUNT**

Gate Count					Hours Open	Average Per Hour
Sept 2018	Sept 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change	272	53
14,481	24,458	60,869	80,494	-32%		
Outside Gate Counts					<b>Library Attendance Total</b>	
Adult/Teen Programs			224		15,217	
Children Programs			512			
Outreach Events			0			
Meeting Room Rentals			0			
<b>TOTAL</b>			736			

1 Day Closed: Monday, Sept. 3 for Labor Day.

**PASSPORTS**

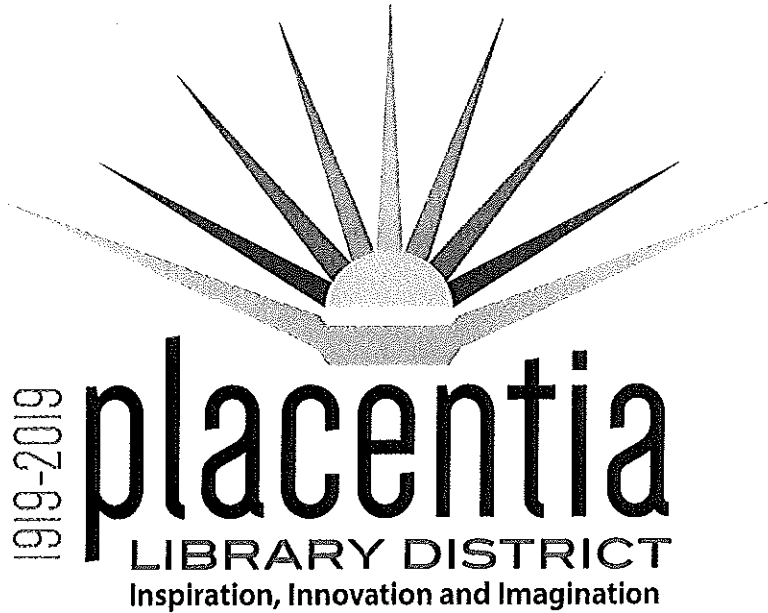
Sept. 2018	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		2	2	1		2	28	35
10:00		1	6	2	2	5	27	43
11:00		2	6	2	5	8	27	50
12:00			3	3	5	6	27	44
1:00	20	1	2	5	2	5	21	56
2:00	24	4	4	4	3	2	16	57
3:00	16	3	3	5	4	3	6	40
4:00	1	3	3	6	6	2	3	24
5:00		6	8	14	6			34
6:00		8	5	10	6			29
7:00								0
<b>DAY TOTALS</b>	<b>61</b>	<b>30</b>	<b>42</b>	<b>52</b>	<b>39</b>	<b>33</b>	<b>155</b>	<b>412</b>

Sep 2018	Sep 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
412	484	904	1617	-79%



**STAFF ACTIVITY**

- Katie attended Friday Huddles on September 7<sup>th</sup>, 14<sup>th</sup>, 17<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.
- Jon, Victor, Estella, Laura, and Beatrice attended the Support Services staff meeting on September 25<sup>th</sup>.
- Katie, Laura, Victor attended the PLFF thank you dinner on September 10<sup>th</sup>.
- Katie, Jon, Beatrice, Victor, Laura, Tim W., and Christie attended the CSDA awards luncheon and toured the Palm Springs Library on September 26<sup>th</sup>.
- Katie made the necessary changes in Horizon to hide the collection that will be stored during the renovation.
- Staff provided Setup/Take Down in the Plaza: 16 set-ups/ 16 breakdowns
- Meeting Room rentals patron count: 0 (renovation has started)
- Estella attended Anaheim/Placentia consortium meeting on September 27<sup>th</sup>.



**Page intentionally left blank**

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Timothy Hino, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through September 2018  
**DATE:** October 15, 2018

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2017-2018	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							
Nov-18							
Dec-18							
Jan-19							
Feb-19							
Mar-19							
Apr-19							
May-19							
Jun-19							
	<b>TOTAL</b>	<b>\$26,961.38</b>	<b>4,243.53</b>	<b>570.00</b>	<b>30.85</b>	<b>0.00</b>	<b>\$31,805.76</b>

*\* City Billing  
Not Received*

PERIOD IN FY 2016-2017	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
	<b>TOTAL</b>	<b>\$70,775.83</b>	<b>14,617.27</b>	<b>1,467.50</b>	<b>109.25</b>	<b>0.00</b>	<b>\$86,969.85</b>



**Page intentionally left blank**

---



---

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

---



---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director  
Timothy Hino, Business Manager

**SUBJECT:** Administration Report for September 2018

**DATE:** October 15, 2018

**Meetings:**

- Library Board Meeting – September 20<sup>th</sup>
- Friday Morning Huddles – September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>
- Managers Meeting – September 13<sup>th</sup>
- Staff Meeting – September 24<sup>th</sup>
- JCI – September 6<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>
- Edison – September 13<sup>th</sup>
- Heartland – September 7<sup>th</sup>, 12<sup>th</sup>,
- PayChex – September 7<sup>th</sup>
- PLFF Board Meeting – September 10<sup>th</sup>
- Centennial Presentations - September 11<sup>th</sup>
- Best, Best & Krieger – September 14<sup>th</sup>
- Anaheim Library – September 14<sup>th</sup>
- Bodhi Leaf Coffee Traders – September 19<sup>th</sup>
- Special District Directors – September 20<sup>th</sup>
- Chamber of Commerce – September 25<sup>th</sup>
- Placentia Yorba Linda Unified School District – September 25<sup>th</sup>, 27<sup>th</sup> & 28<sup>th</sup>
- Grand Re-Opening Committee – September 27<sup>th</sup>

**Facilities:**

- Annual Alarm Check – September 5<sup>th</sup>
- Dick's Lock and Safe – September 6<sup>th</sup>
- Bee Buster – Sept 25<sup>th</sup>

**Conference:**

- Harwood – September 17<sup>th</sup> & 18<sup>th</sup>
- CSDA Conference – September 23<sup>rd</sup> to 27<sup>th</sup>
- CSDA Innovative Award Luncheon – September 26<sup>th</sup>

**Community Functions / Events:**

- Rotary Leadership – September 10<sup>th</sup>
- PLFF Appreciation Dinner – September 10<sup>th</sup>
- Kiwanis Awards and Installation for Wendy Amireh – September 27<sup>th</sup>



**Page intentionally left blank**

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Public Services Manager  
**SUBJECT:** Children’s Services Report for September 2018  
**DATE:** October 15, 2018

**MONTHLY STATISTICS**

**Program Statistics**

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	September	September	September	September	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2018	2018	2017	2017	2018-19	2018-19	2017-18	2017-18	17/18-18/19	17/18-18/19
Storytime	6	249	13	588	32	1475	41	1,769	-21.95%	-16.62%
Educational	12	263	16	377	20	545	26	770	-23.08%	-29.22%
Reading	-	-	1	28	9	1254	15	1,442	-40.00%	-13.04%
Seasonal	-	-	-	-	1	200	0	0	#DIV/0!	#DIV/0!
Totals	18	512	30	993	61	3274	82	3,981	-25.61%	-17.76%

**Reference/Computer Usage Statistics**

	September	September	Y-T-D	Y-T-D	Y-T-D
	2018	2017	2018-2019	2017-2018	% change
Reference—in person	409	568	1,644	1,576	4.31%
Reference--telephone	40	31	99	92	7.61%
<b>Total Reference</b>	<b>449</b>	<b>599</b>	<b>1,743</b>	<b>1,668</b>	<b>4.50%</b>
Children's computer usage	46	898	2449	3,308	-25.97%

**ACHIEVEMENTS**

- Kathy Carn, Yesenia Baltierra and Lori Worden presented to Placentia elementary school Principals regarding C21 on September 6<sup>th</sup>.
- Kathy Carn assisted with Librarian III interviews at Newport Beach Public Library on September 19<sup>th</sup>.
- Kathy Carn, Lori Worden, Yesenia Baltierra and Venessa Faber attended the California Special District Association Awards Luncheon in Palm Springs on September 26<sup>th</sup>.
- Lori Worden proctored one exam on September 21<sup>st</sup>.

**MEETINGS**

- Kathy Carn met with Yesenia Baltierra regarding C21 on September 5<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for a Supervisors Meeting on September 12<sup>th</sup> and September 27<sup>th</sup>.
- Kathy Carn met with the Re-Grand Opening Committee on September 13<sup>th</sup> and 27<sup>th</sup>.
- Kathy Carn met with Yesenia Baltierra regarding Children's Services on September 11<sup>th</sup> and 25<sup>th</sup>.
- Kathy Carn met with the Makerspace Committee on September 12<sup>th</sup>.
- Kathy Carn met with Wendy Amireh regarding Public Services scheduling on September 20<sup>th</sup> and 24<sup>th</sup>.
- Venessa Faber met with Yesenia Baltierra regarding Harwood practices and future outreach plans on Sept. 24<sup>th</sup>.
- Deanna White met with the Grand Re-Opening Committee on September 13<sup>th</sup>.
- Yesenia Baltierra attended the I<sup>3</sup> Card meeting on September 25<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

N/A



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for September 2018

**DATE:** October 15, 2018

**MONTHLY STATISTICS**

<b>Reference Desk Activity</b>	<b>September</b>	<b>September</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>2018-19</b>	<b>2017-18</b>	<b>% change</b>
Reference -- in person	1473	1560	4796	4917	-2.46%
Reference -- telephone	652	628	2060	2477	-16.83%
Reference -- email/chat	8	22	25	39	-35.90%
Technology assistance	192	214	863	734	17.57%
Guest passes	61	78	481	222	116.67%
Adult and Children's computer use (desktops)	1125	2179	5464	6864	-20.40%
Adult computer usage (desktop)	1477	2042	4524	6342	-28.67%
Public computer use (express laptops)	0	19	11	31	-64.52%

<b>History Room Activity</b>	<b>September</b>	<b>September</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>FY2018-19</b>	<b>FY2017-18</b>	<b>% change</b>
History Room Visitors	0	4	11	22	-50.00%

<b>Volunteer Hours</b>	<b>September</b>	<b>September</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>2018-19</b>	<b>2017-18</b>	<b>% change</b>
History Room	13.5	37	49.5	150.25	-67.05%
PLFF	291.33	506.83	1176.25	1587.24	-25.89%
General Library	150.92	510.63	1196.67	1910.85	-37.37%
Technology	0	0	0	10.75	-100.00%
Homework Club	63.25	57.75	63.25	57.75	9.52%
Adult Literacy	118.75	185.47	344.92	582.72	-40.81%
PTAC	64.25	66	235.5	197.75	19.09%
Summer Reading Program	0	0	675.75	1365.62	-50.52%
<b>Total Volunteer Hours</b>	<b>702</b>	<b>1363.68</b>	<b>3741.84</b>	<b>5862.93</b>	<b>-36.18%</b>

<b>Public Services Outreach Activity</b>	<b>September</b>	<b>September</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2018</b>	<b>2017</b>	<b>FY2018-19</b>	<b>FY2017-18</b>	<b>% change</b>
Outreach Visits	0	0	4	3	33.33%
Outreach Attendance	0	0	360	356	1.12%

**Adult Programs**

Type of Program	Number of Programs September	Attendance September	Number of Programs September	Attendance September	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1819	FY1819	FY1718	FY1718		
Book Club	0	0	1	9	2	16	3	21	-33.33%	-23.81%
Computer Workshops	0	0	0	0	0	0	4	42	-100.00%	-100.00%
Educational Programs	0	0	2	54	2	73	7	2269	-71.43%	-96.78%
Fine Art Programs	0	0	0	0	3	341	6	165	-50.00%	106.67%
Health & Fitness Programs	0	0	2	40	0	0	3	110	-100.00%	-100.00%
History Room Programs	1	45	1	27	2	68	3	97	-33.33%	-29.90%
Home and Lifestyle Programs	0	0	1	150	0	0	3	330	-100.00%	-100.00%
Literacy Programs	5	48	7	66	12	83	15	116	-20.00%	-28.45%
Reading Programs	0	0	0	0	2	492	2	455	0.00%	8.13%
Volunteer Programs	0	0	1	30	2	47	3	89	-33.33%	-47.19%
<b>Totals</b>	<b>6</b>	<b>93</b>	<b>15</b>	<b>376</b>	<b>25</b>	<b>1120</b>	<b>49</b>	<b>3694</b>	<b>-48.98%</b>	<b>-69.68%</b>

Literacy	YTD 1819	YTD 1718	% Change
English Literacy Students	39	30	30.00%
Students Graduated	0	4	-100.00%
English Literacy Tutors	34	25	36.00%

**Teen Programs**

Type of Program	Number of Programs September	Attendance September	Number of Programs September	Attendance September	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2018	2018	2017	2017	FY1819	FY1819	FY1718	FY1718		
Collaboratory	0	0	1	7	2	0	3	16	-33.33%	-100.00%
Friday Flicks	0	0	4	24	6	16	11	74	-45.45%	-78.38%
PTAC	2	46	2	38	5	94	6	155	-16.67%	-39.35%
Summer Reading Program	0	0	0	0	2	122	2	127	0.00%	-3.94%
Teen Misc.	0	0	0	0	0	0	1	61	-100.00%	-100.00%
Test	0	0	1	20	1	14	1	20	0.00%	0.00%
The Vault	0	0	0	0	0	0	1	26	-100.00%	-100.00%
<b>Totals</b>	<b>2</b>	<b>46</b>	<b>8</b>	<b>89</b>	<b>16</b>	<b>246</b>	<b>25</b>	<b>479</b>	<b>-36.00%</b>	<b>-48.64%</b>

**ACHIEVEMENTS**

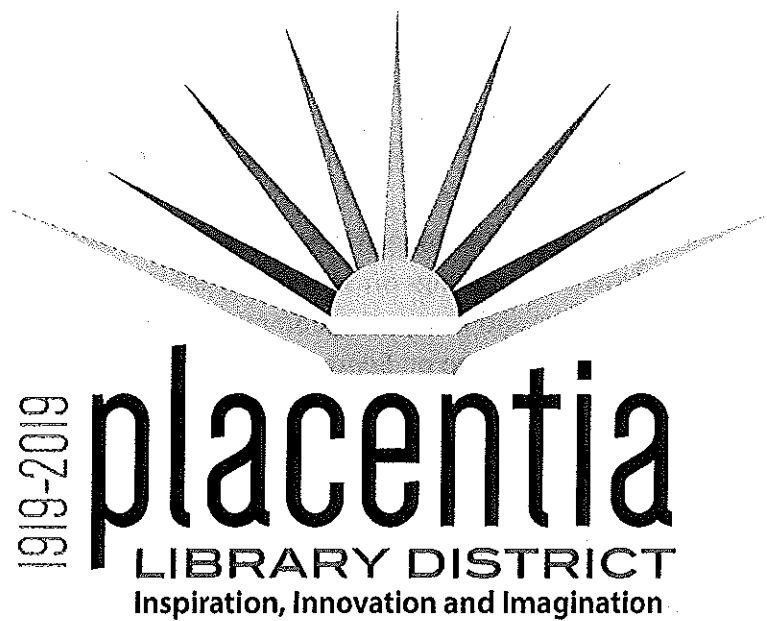
- Coleen Wakai coordinated a Literacy Orientation September 6<sup>th</sup>.
- Coleen Wakai coordinated Conversation Club, September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.
- Fernando Maldonado coordinated a PTAC meeting on September 6<sup>th</sup> and 20<sup>th</sup>.
- Michelle Meades conducted Homework Club interviews with Ana Balderas on September 6<sup>th</sup>.
- Michelle Meades attended an outreach event at the Criterion HOA 45<sup>th</sup> anniversary on September 23<sup>rd</sup>.
- Wendy Amireh, Michelle Meades, Yesenia Baltierra, and Fernando Maldonado attended the CSDA Awards Luncheon on September 26<sup>th</sup>.

**MEETINGS**

- Wendy Amireh and Yesenia Baltierra met on September 4<sup>th</sup>.
- Wendy Amireh attended the supervisors meeting on September 12<sup>th</sup> and 27<sup>th</sup>.
- Wendy Amireh and Yesenia Baltierra met with the Centennial Video Committee on September 6<sup>th</sup> and 20<sup>th</sup>.
- Fernando Maldonado met with the Centennial Video Committee on September 20<sup>th</sup>.
- Wendy Amireh attended Kiwanis meetings on September 6<sup>th</sup>, 13<sup>th</sup> and 27<sup>th</sup>.
- Michelle Meades met with the grand re-opening committee on September 13<sup>th</sup> and 27<sup>th</sup>.
- Michelle Meades met with Lisa Pacheco on September 4<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>,
- Michelle Meades met with the Wendy Amireh on September 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.
- Wendy Amireh attended the SLS Adult Services meeting on September 11<sup>th</sup>.
- Yesenia Baltierra, Coleen Wakai, and Wendy Amireh attended Huddle meetings on September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- Adult Services Staff met on September 24<sup>th</sup>.
- Wendy Amireh, Fernando Maldonado, Sally Federman, Jeannie Killianey, Yesenia Baltierra, and Michelle Meades attended the staff meeting on September 24<sup>th</sup>.
- Coleen Wakai met with Wendy Amireh on September 27<sup>th</sup>.
- Coleen Wakai met with individual literacy tutors on September 4<sup>th</sup>, 6<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> and 27<sup>th</sup>.
- Fernando Maldonado and Wendy Amireh met on September 27<sup>th</sup>.
- Wendy Amireh and Kathy Carn met on September 20<sup>th</sup> and 24<sup>th</sup>.
- Wendy Amireh and Sally Federman met on September 26<sup>th</sup>.
- Jeannie Killianey and Wendy Townsend met on September 10<sup>th</sup>.
- Jeannie Killianey and Lori Worden discussed turnover reports on September 17<sup>th</sup>.
- Yesenia Baltierra met with the Grand Re-opening Committee on September 13<sup>th</sup> and 27<sup>th</sup>.
- Yesenia Baltierra met with the Harwood Committee on September 12<sup>th</sup> and 26<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Fernando Maldonado attended Everything YA 2018 conference on September 7<sup>th</sup>.
- Coleen Wakai attended the State Library California Literacy Services 2018 Conference held in Sacramento, CA on September 25<sup>th</sup> and 26<sup>th</sup>.
- Sally Federman listened to a webcast titled, Innovative Programming Beyond Library Walls, on September 25<sup>th</sup>.
- Yesenia Baltierra attended the Harwood Follow-up Meeting in Pasadena, CA on September 17<sup>th</sup> and 18<sup>th</sup>.



**Page intentionally left blank**

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Placentia Library Website & Technology Report for September 2018

**DATE:** October 15, 2018

**On-line database usage**

	September 2018	Onsite Usage 9/18	Remote Usage 9/18	September 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Library Catalog	12,693	N/A	N/A	15,894	47,700	48,517	-2%
General Reference Center	71	64	7	43	79	66	20%
Biography In Context	279	268	11	1669	293	1,700	-83%
Opposing Viewpoints	129	123	6	27	132	37	257%
Consumer Reports (new July 2016)	39	N/A	N/A	124	159	348	-54%
Freegal	912	N/A	N/A	959	2,629	3,046	-14%
Heritage Quest	72	N/A	N/A	132	166	1,059	-84%
Novelist	50	N/A	N/A	41	110	102	8%
Public Library Core Collection Nonfi	58	N/A	N/A	26	63	95	-34%
Pronunciator	9	N/A	N/A	44	43	190	-77%
ABC Mouse	3	N/A	N/A	38	79	147	-46%
ABC Mouse - Bring Reading Home (New March 2018)	54	N/A	N/A	N/A	139	N/A	N/A
Career Cruising	5	N/A	N/A	2	17	10	N/A
Tumblebooks	101	N/A	N/A	219	229	475	-52%
Reference USA	104	N/A	N/A	456	349	1,245	-72%
Enki	1	N/A	N/A	2	4	6	-33%
Hoopla	962	N/A	N/A	566	2,814	1,831	54%
Overdrive e-books	1592	N/A	N/A	1147	5,190	3,915	33%
Overdrive audio books	890	N/A	N/A	740	2,868	2,236	28%
Overdrive e-books - Placentia Advantage (New March 2018)	1219	N/A	N/A	N/A	4,138	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	1421	N/A	N/A	N/A	3,993	N/A	N/A
Zinio	41	N/A	N/A	88	152	429	-65%
<b>TOTAL DATABASE USAGE</b>	<b>20,705</b>	<b>455</b>	<b>24</b>	<b>22,217</b>	<b>71,346</b>	<b>65,454</b>	<b>9%</b>

**Website Traffic**

	September 2018	September 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Website visits	8,388	12,668	32,974	42,238	-22%
Page Hits	14,050	21,800	55,048	71,171	-23%
Users	4,668	7,510	18,183	21,949	-17%
Pages/Session	1.68	1.72	N/A	N/A	N/A
Avg. Session Duration	00:02:14	00:02:32	N/A	N/A	N/A
% New Sessions	68	49	N/A	N/A	N/A

**Computer & Online Resource Use**

	September 2018	September 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
Placentia Residents	1,200	1,361	3,599	4,252	-15%
Non-Placentia Residents	923	1,039	2,654	2,795	-5%
<b>Total</b>	<b>2,123</b>	<b>2,400</b>	<b>6,253</b>	<b>7,047</b>	<b>-11%</b>

**Wifi Use**

	September 2018	September 2017	Y-T-D 2018-19	Y-T-D 2017-18	Y-T-D % change
<b>Total</b>	<b>1,462</b>	<b>2,259</b>	<b>5,165</b>	<b>6,915</b>	<b>-25%</b>

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Public Agency Retirement Services (PARS) Presentation

**DATE:** October 15, 2018

**BACKGROUND**

Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

Attachment A is the copy of the presentation.

**RECOMMENDATION**

Receive and file.

PUBLIC  
AGENCY  
RETIREMENT  
SERVICES

**PARS**

TRUSTED SOLUTIONS. LASTING RESULTS.

# PLACENTIA LIBRARY DISTRICT

Defined Contribution Plan Review

October 15, 2018



# PARS TRUST TEAM



## Trust Administrator & Consultant

- Recordkeeping/account valuations
- Monitors contributions
- Processes distributions
- Handles all agency/participant inquiries
- Monitor plan compliance

## Trustee

- Safeguards plan assets
- Oversight protection
- Plan fiduciary
- Custodian of assets

## Investment Manager

- An investment sub-advisor to U.S. Bank
- Manages plan investments according to established policy
- Uses open architecture
- Active and passive options

34 years (1984 – 2018)

155 years (1863 – 2018)

99 years (1919 – 2018)

## Corporate Experience

### Plans Under Administration

1,600+ plans, 850+ public agencies, 400,000+ participants

### Dollars under Administration

Over \$3.2 billion

Over \$4.0 trillion

Over \$14.1 billion under management

*The*  
**PARS DEFINED  
CONTRIBUTION PLAN**

# SUMMARY OF AGENCY'S PLAN

**Plan Effective Date:**

July 1, 2008

**Type of Plan:**

401(a) Defined Contribution

**Active Contributing (as of August 31, 2018):**

29 Active Participants  
20 Active Contributing

**Employer Contribution\*:**

4.00% of Compensation

**Eligibility:**

Full-Time and Part-Time Employees  
21 Years of Age & 6 Months of Service

**Total Assets as of August 31, 2018:**

\$1,009,669

**Average Account Balance:**

\$29,696

**Investment Selection:**

Balanced HighMark PLUS  
(approx. 60% equity/40% fixed income)



# PLAN VESTING (TIER 1)

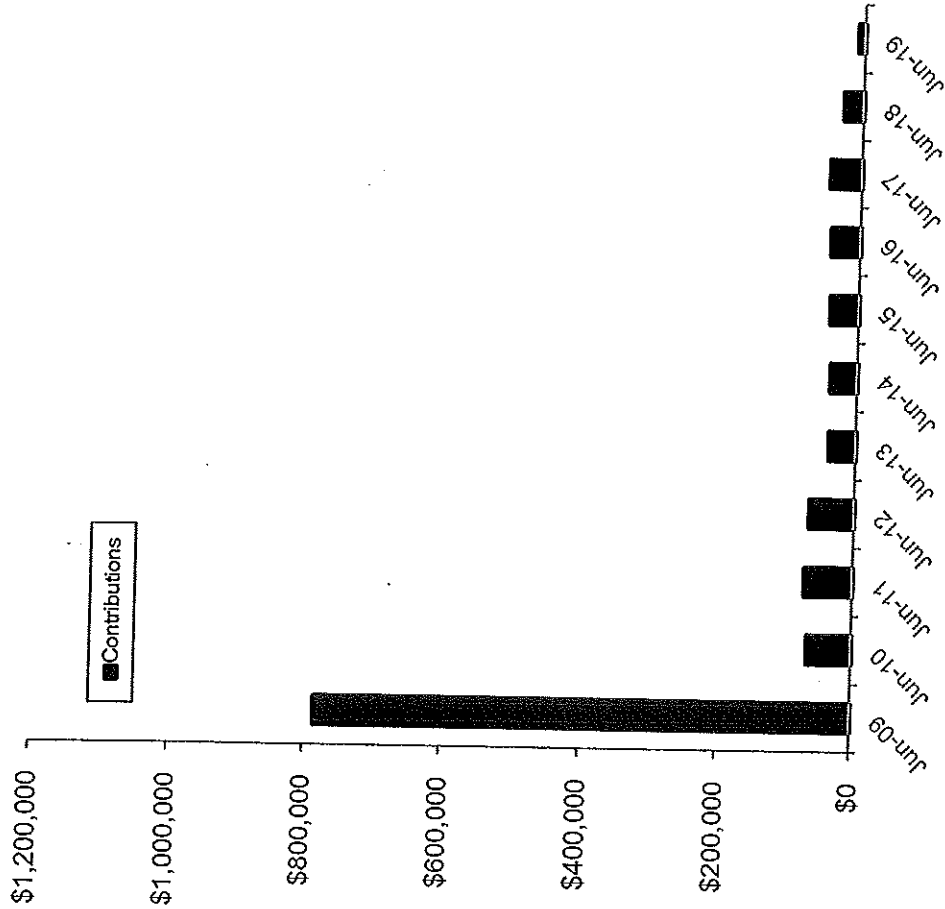
- Vesting refers to the ownership of your employer contributions.

Years of Service Completed	Percent Vested
1	20%
2	40%
3	60%
4	80%
5	100%

- Participants will be credited one (1) year of District Service upon completion of 1000 hours within the plan year.

# PLAN CONTRIBUTIONS

AS OF PLAN YEAR ENDING AUGUST 31, 2018:

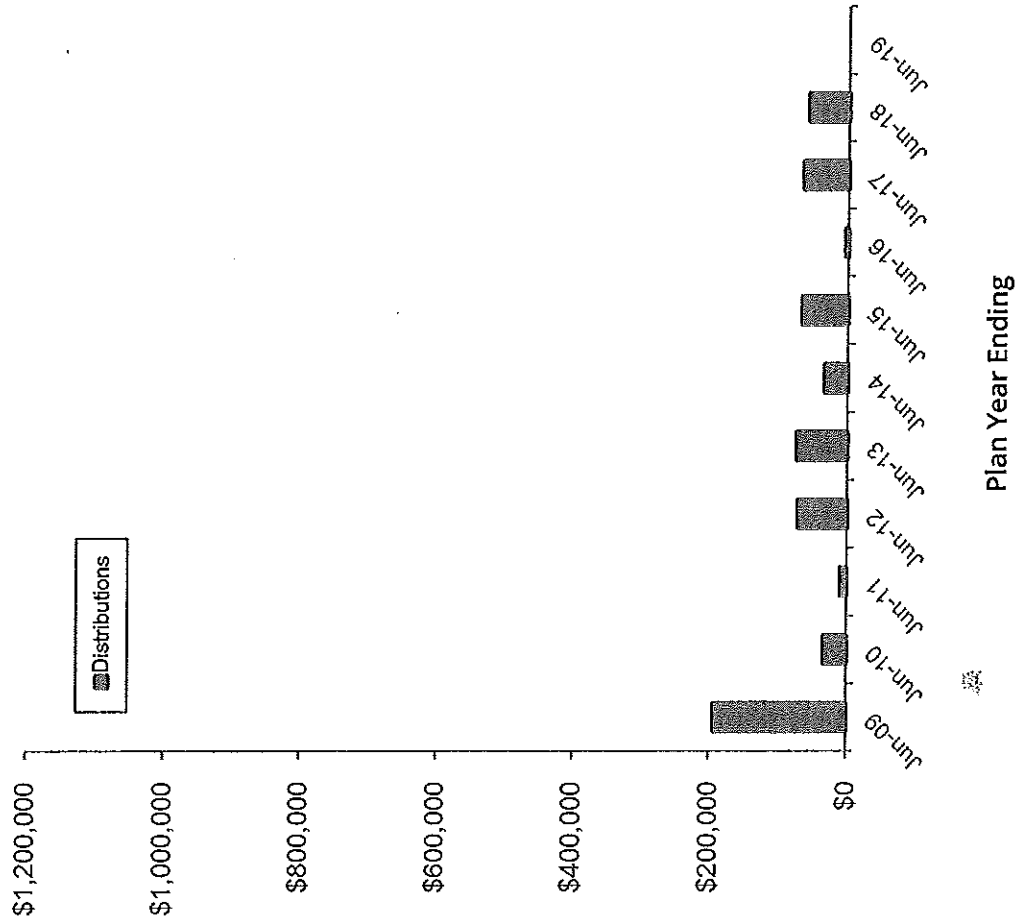


Plan Year Ending

\* Plan Year Ending June 2009 included transfer from prior administrator  
 \*\* Plan Year Ending June 2019 is based on 2 months of activity

# PLAN DISTRIBUTIONS

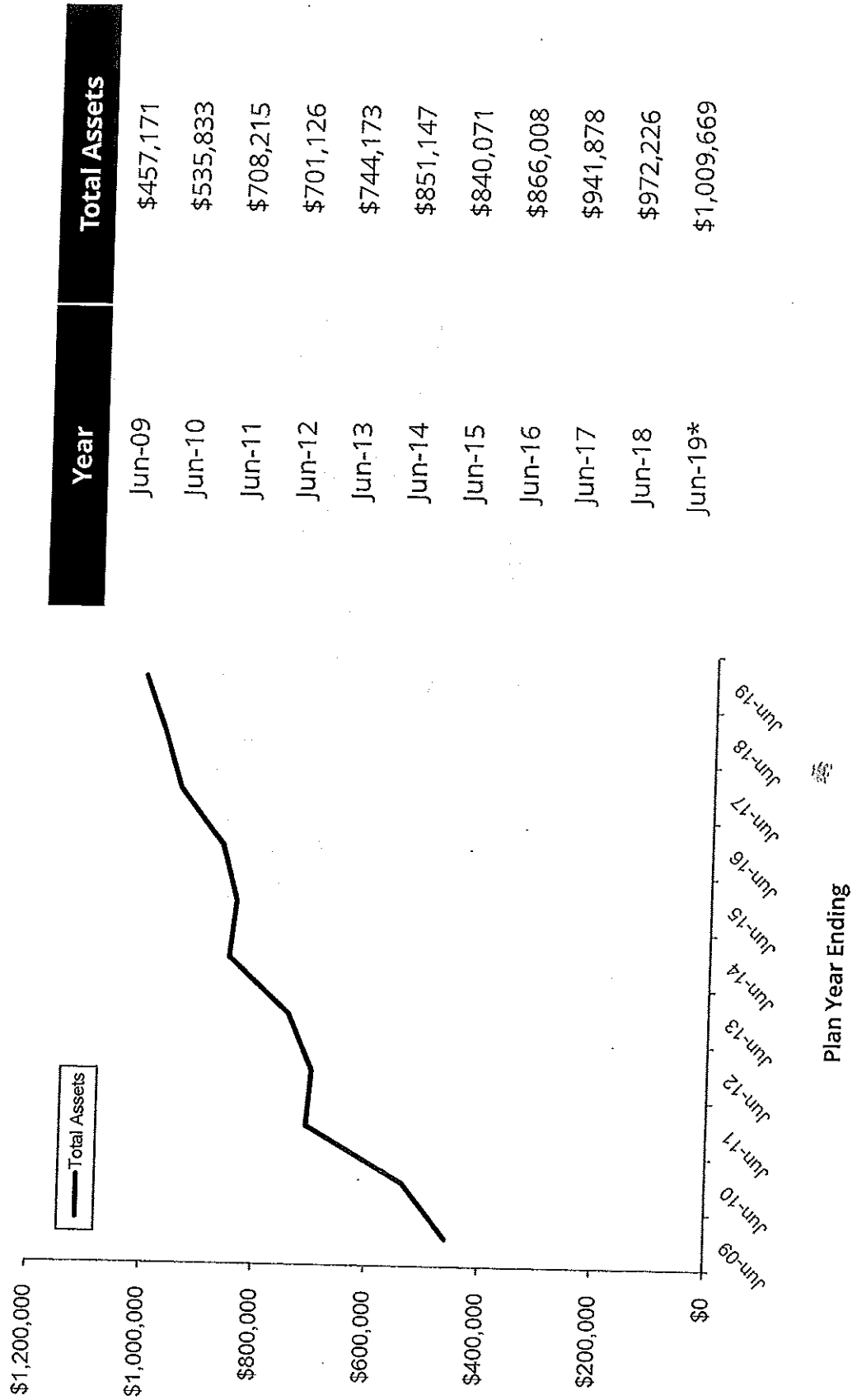
AS OF PLAN YEAR ENDING AUGUST 31, 2018:



\*Plan Year Ending June 2019 is based on 2 months of activity

# PLAN ASSETS

AS OF PLAN YEAR ENDING AUGUST 31, 2018:

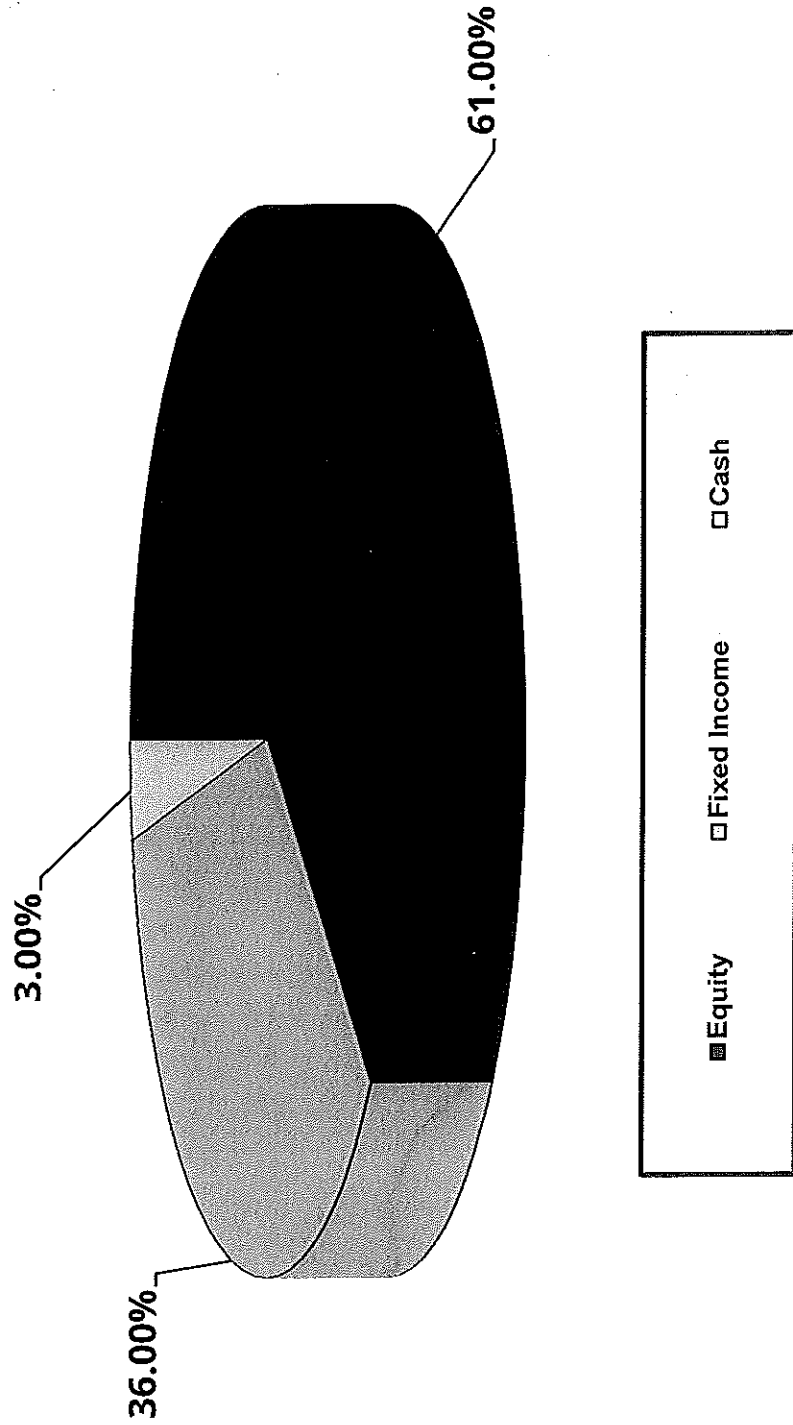


\*Plan Year Ending June 2019 is based on 2 months of activity

# ASSET ALLOCATION

AS OF JUNE 30, 2018

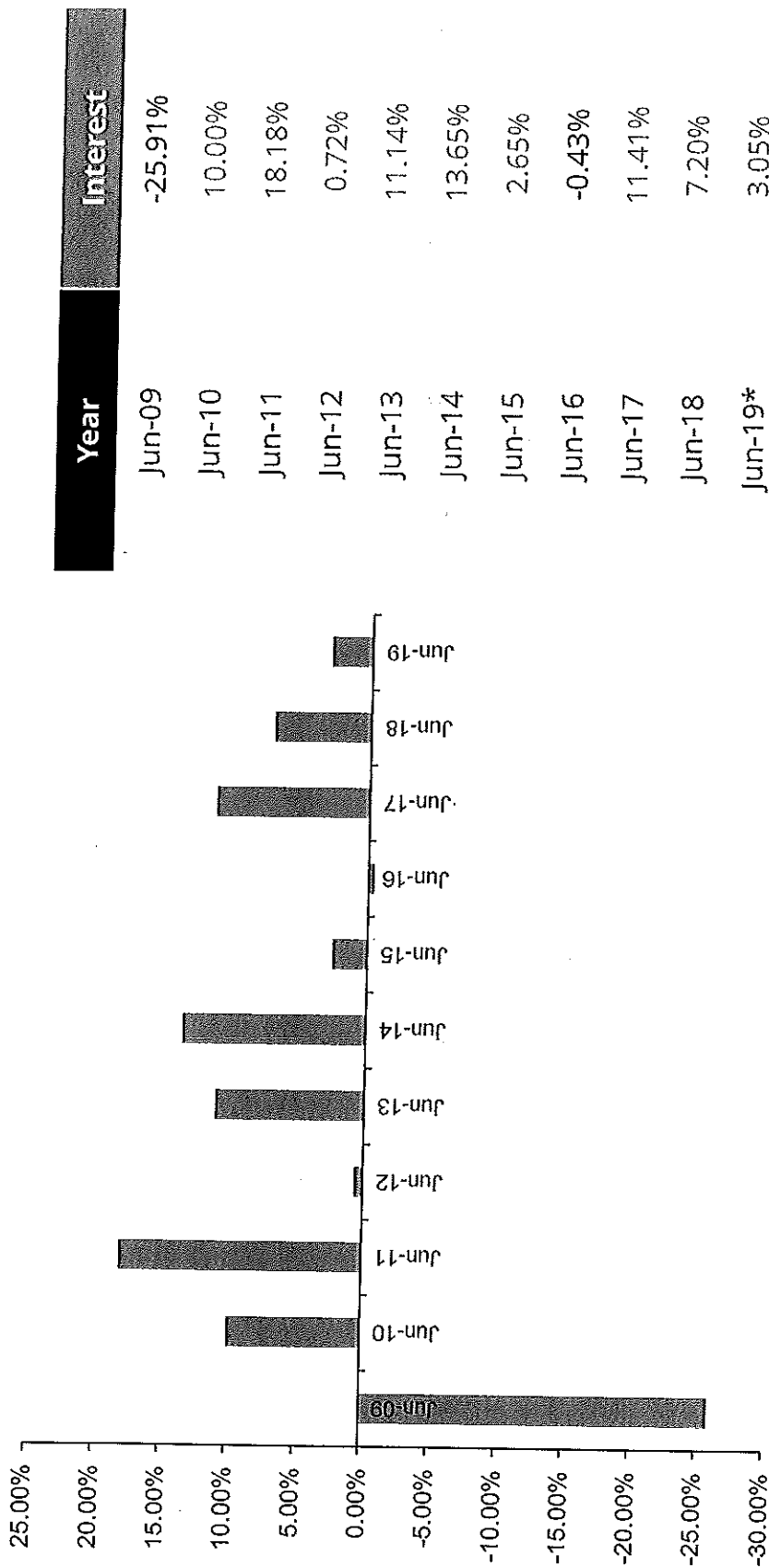
## Balanced HighMark PLUS





# PLAN INVESTMENT RETURNS

AS OF PLAN YEAR ENDING AUGUST 31, 2018:



Plan Year Ending

\*Plan Year Ending June 2019 is based on 2 months of activity

A photograph of a document with the words "BALANCE" and "ASSETS" written in large, bold, black letters. The document is tilted. There are some handwritten numbers: "21,111", "51,111", "80,605", and "332,75".

## ELIGIBILITY FOR DISTRIBUTION

- PARS Plans permit distribution of benefits based on the occurrence of one of the following events:
  - Termination or Separation from Employment
  - Retirement
  - Permanent and Total Disability
  - Death



## DISTRIBUTION OPTIONS

- PARS Plans permit employees to select benefit payout options including:
  - Lump Sum Payout
  - IRA Rollover
  - Rollover to another qualified Plan
  - Annuity purchase

# CONTACTS

---

## DENNIS YU

Executive Vice President, Consulting

[dyu@pars.org](mailto:dyu@pars.org)

(800) 540-6369 x104

## ANGELA TANG

Client Services Coordinator

[atang@pars.org](mailto:atang@pars.org)

(800) 540-6369 x159

## PHOEBE TAN

Senior Manager, Plan Support

[ptan@pars.org](mailto:ptan@pars.org)

(800) 540-6369 x142

## PHILLIP MUSCETTO

Vice President, Plan Accounting

[pmuschetto@pars.org](mailto:pmuschetto@pars.org)

(800) 540-6369 x106



TRUSTED SOLUTIONS. LASTING RESULTS.

4350 Von Karman Avenue, Suite 100  
Newport Beach, CA 92660

T: (800) 540-6369

F: (800) 660-8057



**PARS DIVERSIFIED PORTFOLIOS  
BALANCED**

**WHY THE PARS DIVERSIFIED  
BALANCED PORTFOLIO?**

Comprehensive Investment Solution  
HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

**Rigorous Manager Due Diligence**  
Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

**Flexible Investment Options**  
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

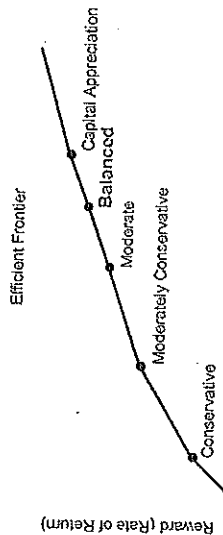
**Risk Management**

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers

Q2 2018

**INVESTMENT OBJECTIVE**

To provide growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return.



**ASSET ALLOCATION — BALANCED PORTFOLIO**

	Strategic Range	Policy	Tactical
Equity	50 – 70%	60%	81%
Fixed Income	30 – 50%	35%	36%
Cash	0 – 20%	5%	3%

**ANNUALIZED TOTAL RETURNS** (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus (Active)	Index Plus (Passive)
Current Quarter*	Current Quarter*
Blended Benchmark**	Blended Benchmark**
Year To Date	Year To Date
Blended Benchmark	Blended Benchmark
1 Year	1 Year
Blended Benchmark	Blended Benchmark
3 Year	3 Year
Blended Benchmark	Blended Benchmark
5 Year	5 Year
Blended Benchmark	Blended Benchmark
10 Year	10 Year
Blended Benchmark	Blended Benchmark

\* Returns less than 1-year are not annualized. \*\*Breakdown for Blended Benchmark: 32% S&P 500, 6% Russell Mid Cap, 9% Russell 2000, 1% MSCI EIM FREE, 7% MSCI EAFE, 27% BC US Agg, 6.75% ML, 1-3 Yr US Corp/Gov't, 1.25% US High Yield Master II, 2% White REIT, and 5% Cit 1 Mth T-Bill. Prior to October 2012, the blended benchmarks were 51% S&P 500, 3% Russell 2000, 6% MSCI EAFE, 5% ML, 1-3 Yr Corp./Gov't, 30% BC Agg, 5% Cit 1 Mth T-Bill. Prior to April 2007, the blended benchmarks were 60% S&P 500, 5% ML, 1-3 Yr Corp/Gov't, 30% BC Agg, and 5% Cit 1 Mth T-Bill.

**ANNUAL RETURNS**

HighMark Plus (Active)	Index Plus (Passive)
2008	2008
2009	2009

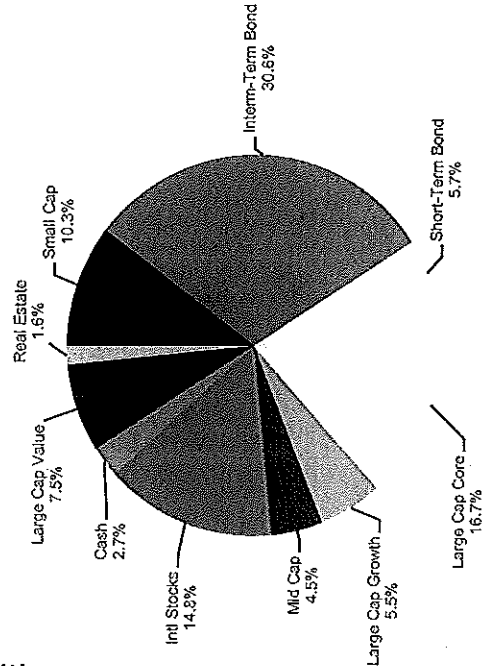
**HOLDINGS**

- HighMark Plus (Active)
- Columbia Contrarian Core Z
- Vanguard Growth & Income Adm
- Dodge & Cox Stock Fund
- Harbor Capital Appreciation
- T. Rowe Price Growth Stock
- iShares Russell Mid-Cap ETF
- Vanguard REIT ETF
- Undiscovered Managers Behavioral Value
- T. Rowe Price New Horizons
- Nationwide Balford International Equities
- Dodge & Cox International Stock
- MFS International Growth I
- Hartford Schroders Emerging Markets Eq
- Vanguard Short-Term Invest-Grade Adm
- PIMCO Total Return
- Prudential Total Return
- DoubleLine Core Fixed Income
- First American Government Obligations Z

- Index Plus (Passive)
- iShares Core S&P 500 ETF
- iShares S&P 500/Value
- iShares S&P 500/Growth
- iShares Russell Mid-Cap ETF
- Vanguard REIT ETF
- iShares Russell 2000 Value
- iShares Russell 2000 Growth
- iShares MSCI EAFE
- Vanguard FTSE Emerging Markets ETF
- Vanguard Short-Term Invest-Grade Adm
- iShares Core U.S. Aggregate
- First American Government Obligations Z

*Holdings are subject to change at the discretion of the investment manager.*

**STYLE**



The performance records shown represent size-weighted composites of six exempt accounts that most the following criteria: Composites are managed by HighMark's HighMark Capital Advisors (HCA) with full investment authority according to the PARS Balanced active and passive objectives and do not have equity concentration of 25% or more in one common stock security.

The composite name has been changed from PARS Balanced/Moderately Aggressive to PARS Balanced on 5/1/2013. The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-advisor to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. As of June 30, 2018, the blended rate is 0.58%. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 36 basis points paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio returns. Assuming an investment for five years, a 5% annual total return would grow to \$12.54 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns at the end of the period would be \$12.54 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Investment of 10.0% and other income. Client's return will be reduced by the advisory fees and other expenses it may incur.

**HIGHMARK CAPITAL MANAGEMENT**

350 California Street  
Suite 1600  
San Francisco, CA 94104  
800-582-4734  
www.highmarkcapital.com

**ABOUT THE ADVISER**

HighMark® Capital Management, Inc. (HighMark) has nearly 100 years (including predecessor organizations) of institutional money management experience with more than \$7.1 billion in assets under management. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

**ABOUT THE PORTFOLIO MANAGEMENT TEAM**

**Andrew Brown, CFA®**  
Senior Portfolio Manager  
Investment Experience: since 1994  
HighMark Tenure: since 1997  
Education: MBA, University of Southern California; BA, University of Southern California

**Salvatore "Tory" Milazzo III, CFA®**  
Senior Portfolio Manager  
Investment Experience: since 2004  
HighMark Tenure: since 2014  
Education: BA, Colgate University

**J. Keith Stribling, CFA®**  
Senior Portfolio Manager  
Investment Experience: since 1985  
HighMark Tenure: since 1995  
Education: BA, Stetson University

**Christiane Tsuda**  
Senior Portfolio Manager  
Investment Experience: since 1987  
HighMark Tenure: since 2010  
Education: BA, International Christian University, Tokyo

**Anne Wimmer, CFA®**  
Senior Portfolio Manager  
Investment Experience: since 1987  
HighMark Tenure: since 2007  
Education: BA, University of California, Santa Barbara

**Randy Yurchak, CFA®**  
Senior Portfolio Manager  
Investment Experience: since 2002  
HighMark Tenure: since 2017  
Education: MBA, Arizona State University; BS, University of Washington

**Asset Allocation Committee**  
Number of Members: 16  
Average Years of Experience: 27  
Average Tenure (Years): 14

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Accounting Audit Report from DavisFarr  
**DATE:** October 15, 2018

**BACKGROUND**

Mr. Marc Davis was retained by the Placentia Library District to perform an internal audit of the District's accounts payable (AP) activities for the last three years. The internal audit focused on determining whether the invoices from the City of Placentia correctly reflected the District's percentage obligation for work performed in the common areas of the Civic Center Plaza.

At tonight's Board meeting, Business Manager Timothy Hino will present a report of Mr. Davis' findings and recommendations.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



**Page intentionally left blank**



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Joint Use Committee Report  
**DATE:** October 15, 2018

**BACKGROUND**

President Carline will provide an update on the progress made by the Joint Use Committee.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



**Page intentionally left blank**

---

---

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize a Contract Change Order to Resolution 17-06: A Resolution of the Placentia Library Board of the Placentia Library District Approving an Energy Service Contract

**DATE:** October 15, 2018

### BACKGROUND

At the December 19, 2017 Library Board of Trustees meeting, the Board adopted Resolution 17-06: A Resolution of the Placentia Library Board of the Placentia Library District Approving an Energy Service Contract to provide installation of solar panels, replacement of HVAC system, and install LED lights.

At the direction of the Library Board, staff was asked to obtain information for a possible second Edison meter, specifically for the District. The separate meter will allow for individual meters to capture usage and activities particular to the respective agencies. As both agencies move forward with their plans to install solar panels, the separate meter is equally important to record the net amount of energy consumed or generated over a month. Excess energy not used by the individual agencies will accurately go back to the electric grid of the respective agencies.

After several meetings and conversations with Johnson Controls, Inc. (JCI), Edison, the City of Placentia, and Electrical Work, Inc. it was determined that the most reasonable option for installation of a second meter is to have it located on the City's loading dock. The City of Placentia has verbally agreed to split the proposed cost and all permit and planning costs.

Attachment A is the Contract Change Order

Attachment B is the proposal from Electrical Work, Inc.

Attachment C is the Meter Split Layout

Attachment D is the City's Response Dated October 10, 2018

Fiscal Impact: \$27,644

### RECOMMENDATIONS

1. Motion to authorize a Contract Change Order in the amount of \$27,644 to Resolution 17-06: A Resolution of the Placentia Library Board of the Placentia Library District Approving an Energy Service Contract
2. Authorization by a roll call vote.
3. Roll call vote.



**CONTRACT CHANGE ORDER**

Change Order No. <b>PCO #1</b>	FOR	JCI Contract # <b>7PZ5-0056</b>
Date (mo/day/yr) October 9, 2018		

Client Placentia Library District
Address 411 E. Chapman Ave
City, State, Zip Placentia, CA 92870
Project Title Placentia Library Performance Contract
Location 411 E. Chapman Ave. Placentia CA 92870

The above numbered Contract is hereby modified to the extent described below in accordance with the Terms and Conditions of the CHANGES section thereof and any other terms, conditions or provisions of said Contract that may be applicable in this instance.

Contract Amount prior to this Change Order ..... \$ 1,478,000.00

Make changes as follows:

Split from the existing Edison meter that feeds the City Hall Building.

Work to include the following:

- Supply and Install new 1000-amp switchgear with 800-amp breaker at the LOADING DOCK located at City Hall.
- Provide Structural Calculations for anchoring new Switchgear
- Core Holes required for installation
- Handrail where required by Southern California Edison
- All conduit and wire required for Southern California Edison to install new meter.
- Prevailing Wage and Certified Payroll

Total amount of this change order including all costs for the above scope of work ..... \$ 56,137.85

Total amount of this Contract as revised by this change order ..... \$ 1,534,137.85

JOHNSON CONTROLS, INC.		Customer	
Name (typed) Bradley Harlow		Name (typed)	
Title Area General Manager		Title	
Signature	Date	Signature	Date

# Electrical Work Inc.

Office 951/698-7758

20481 Via Palo Pinto  
Murrieta, CA 92562

Fax 951/493-1901

October 8, 2018

Johnson Controls  
5770 Warland Dr.  
Suite A  
Cypress, CA 90630  
ATTN: Bryson Barnella

Phone: 562-236-6184  
Email: Bryson.Barnella@jci.com

Dear Mr. Barnella,

Electrical Work, Inc. is pleased to quote the following work at the Placentia Library in the City of Placentia. This project is a Prevailing Wage Project with Certified Payroll.

### INSTALLED ON THE LOADING DOCK

1. Provide Supervision and Oversight as required to perform this work.
2. Provide Structural Calculations as required for Panel Anchoring on the existing Loading Dock.
3. This price assumes that all Permitting Fees will be handled by others.
4. Supply and install a new, NEMA-1, 18-KAIC, 3-Phase, 4-Wire, 277/480 Volt, 1000-Amp, Meter Main on the Loading Dock as discussed during our Job Walks. This new Meter Main will be provided with an SCE Pull Section, Meter Compartment and 800-Amp Main Circuit Breaker. No additional Distribution is included.
5. Core the Building wall as required for the Conduit Penetrations. The new Meter Main will be installed Back-to-Back with the existing UGPS (Underground Pull Section).
6. Run Conduits and wire as required between the existing Meter Main UGPS and new Meter Main Pull Section.
7. Supply and install a Safety Handrail at the edge of the dock extending a minimum of 36" past the Switchgear.
8. Check for proper Rotation and Voltage.
9. Attend Inspection(s) as required.

TOTAL LABOR.....	\$ 8,775.00
TOTAL EQUIPMENT RENTAL.....	\$ 750.00
TOTAL MATERIALS.....	\$ 30,600.00
TOTAL SUB CONTRACT.....	\$ 1,031.25
PLUS APPLICABLE TAX ON MATERIALS.....	\$ 2,371.50

Putting Your Power To Work!

License #750259

# Electrical Work Inc.

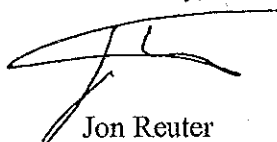
Office 951/698-7758

20481 Via Palo Pinto  
Murrieta, CA 92562

Fax 951/493-1901

- This pricing does not include rerouting the Existing Library Feeders to the new Meter Main.
- All workmanship is guaranteed for 1 full year. Materials maintain manufacturer's warranty.
- Please Note: Due to rising costs of copper and related materials costs may vary from when order is placed.
- Please Note: Due to the frequent inability to set firm inspections schedules with most local agencies – ALL inspection attendance will be performed on a Time & Materials basis and is in addition to the above pricing.
- **Payment Terms:**  
 Terms: due upon receipt.  
 Projects that involve the purchase of capital equipment will required a 25% deposit and the equipment will be invoiced at the time of shipment. Equipment sales are F.O.B. the shipping point.  
 Projects that will be fabricated or installed over a period of longer than 2 weeks will be invoiced on a progressive basis and are subject to a 25% deposit.  
 Projects greater than \$20,000 require a 25% deposit.  
 New customers require additional deposit.
- In the event of litigation relating to this agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses. A 1.5% per month service charge will be added to all delinquent balances.
- Not included in this quotation are permits, plan check, premium time labor, travel, freight, tax, underground obstructions or any work not specifically described in this quotation. Corrections and-or repairs to the existing plant infrastructure are not included in this quotation.
- This price is valid for 30 days from the above date.
- Beware of unlicensed contractors operating in this area. To verify the current status of a contractor's license, please call the Contractors License board at 1-800-321-CSLB. If you use an unlicensed contractor, you will assume full responsibility for any injuries or property damage that may occur.

Sincerely,



Jon Reuter  
President  
Electrical Work, Inc.

Approved \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

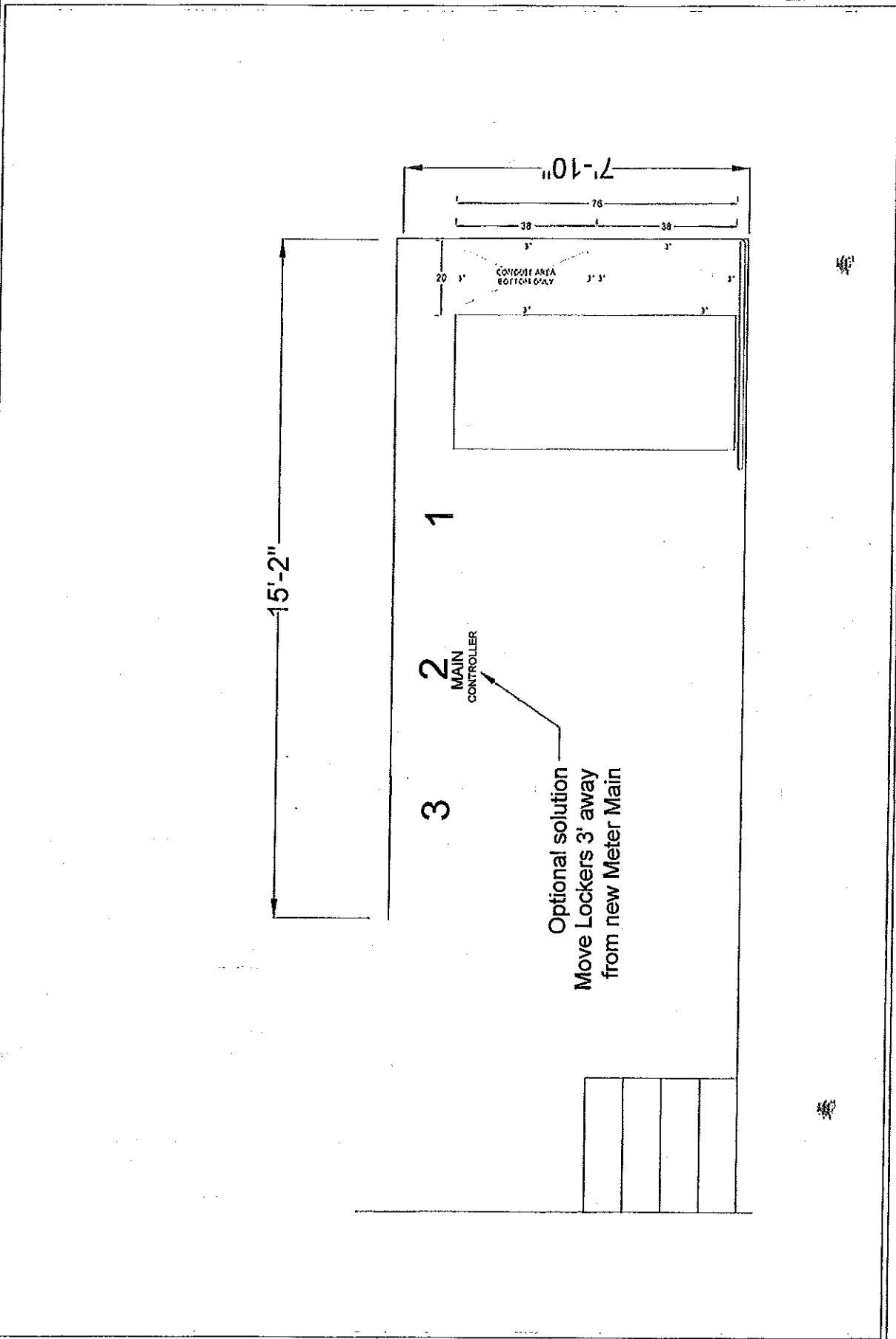
Signature \_\_\_\_\_

Putting Your Power To Work!

License #750259



DATE	10/27/18	CAD/ITER		SCALE	1/2"=1'	
PROJECT	Meter Split Layout				DATE	
CITY	San Diego				DESIGNER	
CLIENT	411 E. Channing Ave., Escondido, CA 92026				DATE	
PROJECT NO.	A2				DATE	
SHEET NO.	A2				DATE	
REVISIONS						



The People are the City



**Mayor**  
CHAD P. WANKE  
**Mayor Pro Tem**  
RHONDA SHADER  
**Councilmembers:**  
CRAIG S. GREEN  
WARD L. SMITH  
JEREMY B. YAMAGUCHI

**City Clerk:**  
PATRICK J. MELIA  
**City Treasurer**  
KEVIN A. LARSON  
**City Administrator**  
DAMIEN R. ARRULA

401 East Chapman Avenue – Placentia, California 92870

October 10, 2018

Jeanette Contreras  
Library Director  
Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA 92870

**Delivered via e-mail**

**RE: SHARED CIVIC CENTER ELECTRIC METER**

Dear Ms. Contreras:

This correspondence is a follow up to our meeting on October 3, 2018, when we met to discuss a project to split the existing electric service meter serving both of our properties into two separate service meters. We had the opportunity to discuss your contractor's proposal to install new switchgear and a new breaker on the City's loading dock in order to split the Southern California Edison service feed into the City Hall building via a new Library District electric meter to be installed on the City's loading dock. This plan to split the electric meter service has been approved by Southern California Edison under a contract change order with your contractor, Johnson Controls. The cost of this work amounts to \$56,137.85 and will be split 50/50 between the City and Library District. The contract change order and site plan are attached hereto for reference.

This correspondence shall serve as formal notice that the City is in agreement with the plan and approach to split the electric service meter and the cost to complete this work. Based on the agreed upon cost share split, the City's share of this work amounts to \$28,068.93. It should be noted that the City's cost share exceeds the City Administrator's approval limit and as such, will require the City Council's approval. Staff will present this proposal to the City Council for its consideration and approval of a City purchase order for the City's share of this work at its meeting of November 13, 2018. The City shall grant the Library District access onto its property for the purpose of maintaining the District's electrical equipment and this provision will be included in the future Civic Center Joint Powers Agreement.

The City appreciates the partnership with the District in developing a mutually beneficial and cost effective solution to this issue and we value our continued working relationship. Should you have any questions, please feel free to contact me any time.



Sincerely,

A handwritten signature in black ink, appearing to read 'D. Arrula', with a long horizontal stroke extending to the right.

Damien R. Arrula  
City Administrator

Attachment: Contract Change Order and Site Plan



**Page intentionally left blank**

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Travel Authorization: Library Board of Trustees, Library Director and Children's Supervising Librarian, to attend the American Library Association Midwinter Conference in Seattle, Washington on January 25-29, 2019.**

**DATE:** October 15, 2018

**BACKGROUND**

The American Library Association Midwinter conference will be held January 25-29, 2019 in Seattle, Washington. The event is largely focused on the librarian, with emphasis on peer-to-peer sessions on trends and innovation. Connections for library professionals and boards are boundless and will offer long-term professional benefits, including sharing ideas and best practices throughout the field.

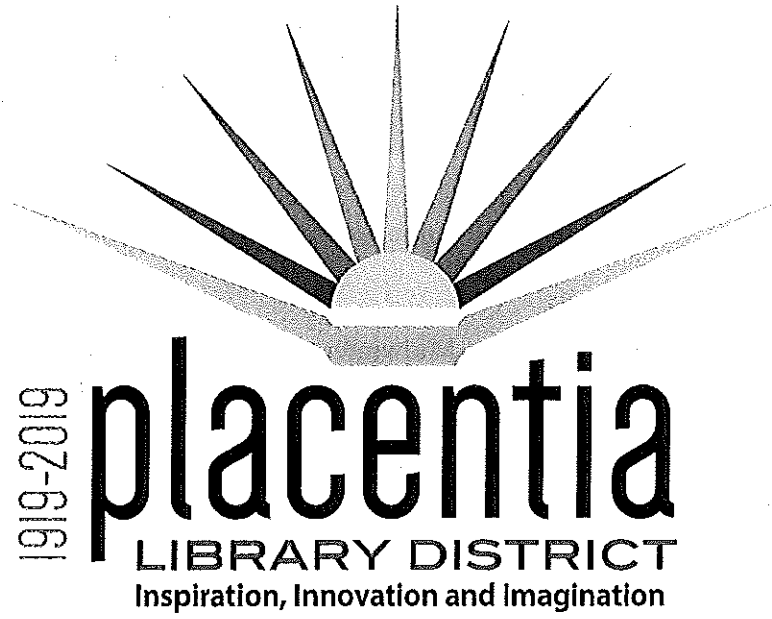
In addition to the sessions, discussions, programs and events, many exhibitors will be on-hand for conference attendees to check out their products and services and perhaps conduct onsite meetings as well.

Melinda Gates, co-chair of the Bill and Melinda Gates Foundation and author of the upcoming book, *The Moment of Lift: How Empowering Women Changes the World*, will be the opening session speaker. One of the speaker series will include Rick Steves, host of PBS Rick Steves' Europe show and National Public Radio Show Travel with Rick Steves.

Fiscal Impact: \$1,800 per attendee

**RECOMMENDATIONS**

1. Authorize the Library Board of Trustees, Library Director and Children's Supervising Librarian to attend the American Library Association Midwinter conference on January 25-29, 2019 in Seattle, Washington.
2. Authorize by a roll call vote.
3. Roll call vote.



**Page intentionally left blank**

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Authorize an advertisement in the Placentia-opoly board game.  
**DATE:** October 15, 2018

**BACKGROUND**

The Placentia Chamber of Commerce, in partnership with the Kiwanis Club of Placentia are offering advertisement opportunities in the "Placentia-opoly" board game. Advertisement prices range from \$75-\$1,000. The last Placentia-opoly version was produced in 1998.

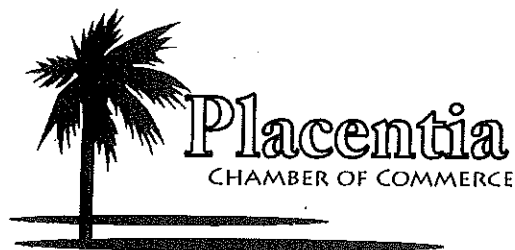
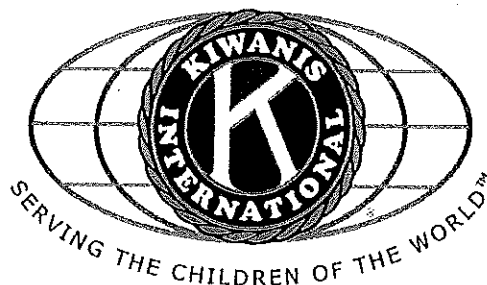
In recognition of the District's upcoming centennial, library staff recommends the District advertises in the Placentia-opoly board game.

Attachment A is additional information about pricing and agreement.

Fiscal Impact: \$75-\$1,000

**RECOMMENDATIONS**

1. Authorize an advertisement in the Placentia-opoly board game.
2. Authorize by a roll call vote.
3. Roll call vote.



August 23, 2018

To The Friends of Our Community:

The Kiwanis Club of Placentia Foundation and Placentia Chamber of Commerce are pleased to announce that we will be sponsoring a board game customized to the city of Placentia. "Placentia-opoly", which plays like your favorite board game, substitutes the street names of its properties with the names of local businesses, service organizations or community members like you.. Each property or areas of the board will be "sold" as a permanent advertisement or recognition.

We appreciate your contribution to our community and are excited to give you the opportunity to be a part of this great game.

Advertising opportunities range from \$75.00 to \$750.00. In addition to the permanent advertisement, you will have the option to purchase an unlimited number of games at a substantially reduced cost for resale. The profit on the games can offset the cost of the ad.

Game timelines:

- Completed advertisement packet, payment and logo need to be received no later than December 21, 2018. See contract for details.
- Placentiaopoly games arrive and will be ready for distribution early April 2019.

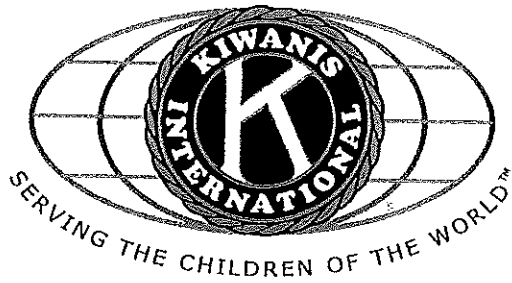
We are looking forward to you taking advantage of this great opportunity. All net proceeds from the sale of these games will go back to our wonderful community. For more information, you may contact one of the following:

Stephaine Walker: (909) 476-9781 or at [stephainelatrell@msn.com](mailto:stephainelatrell@msn.com) or  
Michele Severson: (714) 528-1873 or at [michele@placentiachamber.com](mailto:michele@placentiachamber.com)

Sincerely,

*Stephaine and Michele*

Stephaine L. Walker & Michele Severson  
Co-Chairs



### "Placentiaopoly" Advertising Agreement

<b>Customer Information:</b>	
Company Name: _____	
Contact: _____	Title: _____
Address: _____	Zip: _____
Email: _____	Phone: _____

<b>Ad Information:</b>	
Ad Type: <i>(Major Sponsor, Property Ad, Side of Box Lid or Patron Listing)</i>	_____
Ad Location: <i>(Space number or description)</i>	_____
Ad Size: _____	Materials Provided: <i>(Logo, etc.)</i> _____

<b>Price and Payment*</b>	
Ad Cost: _____	Date: _____
Chamber Card Option (\$25): _____	Check #: _____
Money \$1000 or \$175 per denomination _____	
Games Purchased** : _____	Amount: _____
Total: _____	Balance: _____
<p><i>*Please make checks payable to: Kiwanis Club of Placentia Foundation      **Pre-order @ \$19.50 each. Balance due with completed order.</i></p>	

**TERMS:** All advertising orders are accepted subject to the terms, conditions and provisions of this agreement. The execution of an order is construed as acceptance by parties of all rates and conditions under which advertising is sold at the time.

**CONDITIONS:** Kiwanis Club of Placentia Foundation (KCOFF) and Placentia Chamber of Commerce (PCC) will contract to produce a minimum of 500 "Placentiaopoly" games upon the sale of forty primary advertisement board spaces.

**PAYMENT TERMS:** All advertisement costs are due at the time of signing including the cost of pre-ordered games. No ad space will be held for Advertiser prior to payment in full.

**CANCELLATION:** Ad cancellations will not be accepted after the closing date of December 21, 2018. Cancellations must be received by the closing date and must be made in writing to Placentia Chamber of Commerce, 117 N. Main Street, Placentia, CA 92870; info@placentiachamber.com; (714) 528-1873.

**ERRORS/OMISSIONS:** An advertising proof shall be submitted by the Advertiser with their completed order. KCOFF and PCC do not assume liability for errors or omissions in the advertisement.

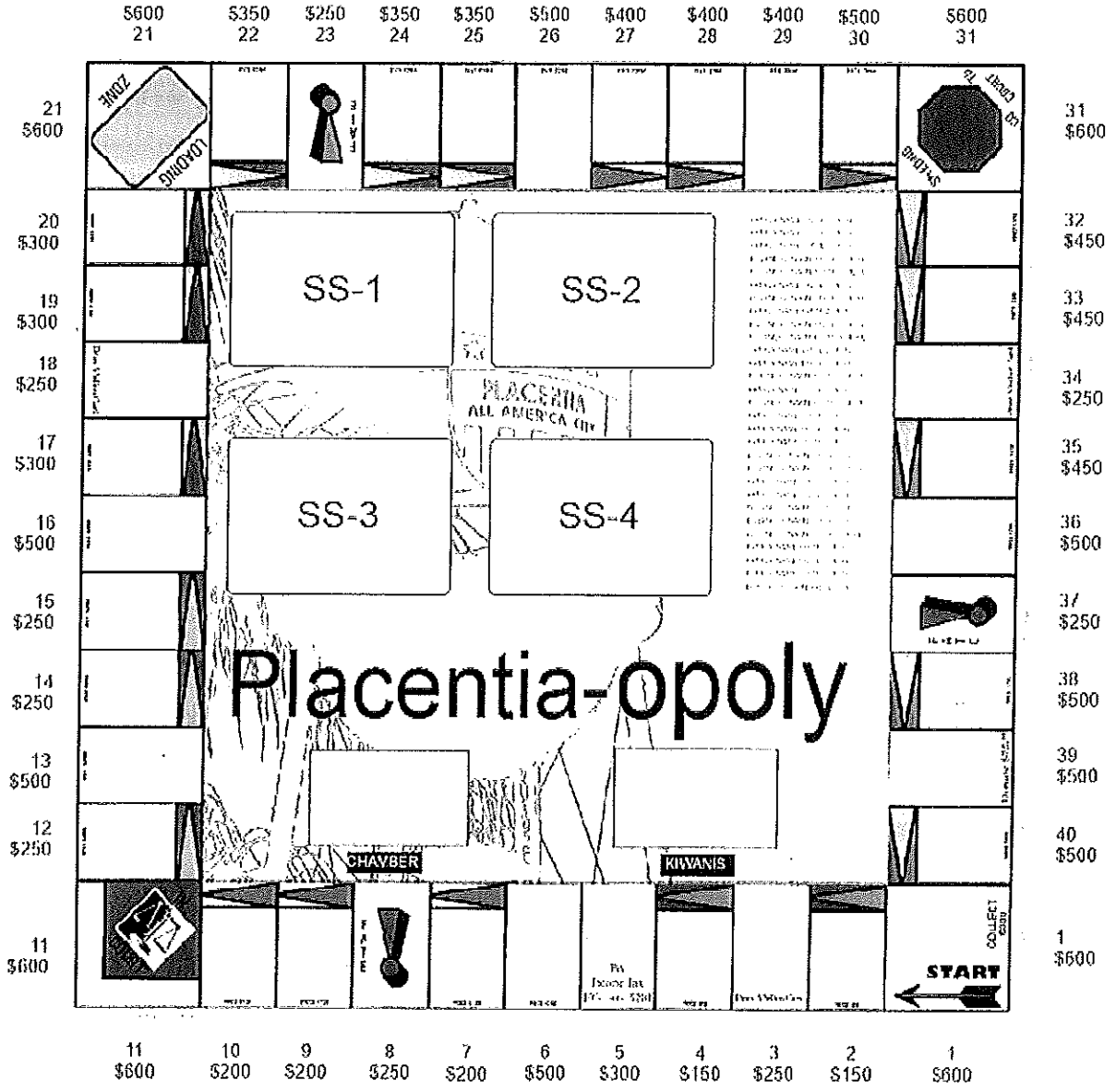
**LIMITATION OF LIABILITY:** Notwithstanding any other provision of this Agreement, under no circumstances shall the liability of KCOFF and PCC to Advertiser, under any legal theory or claim, exceed the amount paid by Advertiser for the advertisement that is the subject of this Agreement.

I have read the Advertising Agreement and agree to the terms and conditions set forth on this form.

Name: _____	Title: _____
Signature: _____	Date: _____
KCOFF or PCC Rep.: _____	Phone: _____
Signature: _____	Date: _____



# Placentia-opoly

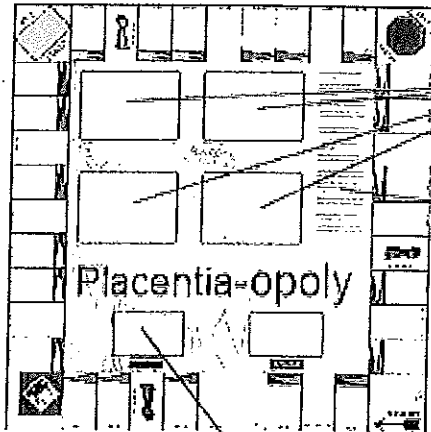


- 4 \$750 Signature Sponsors: SS1 - SS4) (Full Color)
- 7 \$175 Money: Each Denomination (Black and White)
- 29 \$75 Family/Business Patrons (Black Text Line)
- 40 \$150-\$600 Spaces around the board (Full Color logo and 3 lines of Black Text)
- 16 \$25 (+Option) Chamber Card (Black and White)
- 9 \$100 (+ option) LOGO - Side of Box Lid (Full Color)





# Placentia-opoly



4 - Signature Sponsors (Full Color)  
 Size 4" x 2.75" **\$750**

29 - Family/Business Patrons Text Line  
 24 Characters (black) **\$75**

**\$150 - \$600**

40 - Spaces around the board (full color)  
 (Logos to fit over/around color template)

+ Option **\$25**  
 16 - Chamber Yellow Cards (black)

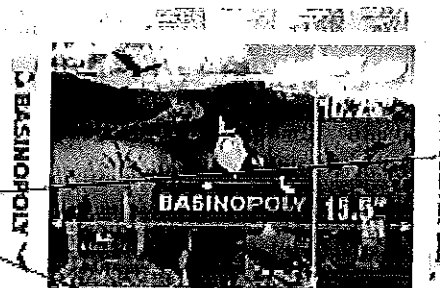


**\$175**  
 7 - Money Denominations  
 (Black Logo)



BOX COVER SAMPLE  
 Top of box: Art Contest  
 2 sides: "Placentia-Opoly"  
 2 sides: 9 Business Logos

+ Option **\$100**





# PLACENTIA-OPOLY

## Advertising Layout Sheet

### Family/Business Patrons Text Lines (30)

24 Characters (max)




**Jeanette Contreras**

---

**From:** Michele Severson <Michele@Placentiachamber.com>  
**Sent:** Tuesday, October 02, 2018 9:12 AM  
**To:** Jeanette Contreras  
**Cc:** kathibaldwin@aol.com  
**Subject:** RE: Placentiapoloy Is Here!  
**Attachments:** c-Placentiapoloy Game Board Layout and Pricing.docx

I talked to the committee and they all agree that the chamber must have some sort of presence on the box cover since the project is specifically designed to promote the chamber and the city.

What we came up with is an Alternate Plan B we are hoping your board will like. The box top can be split up into four quadrants and we could use two for your information/pictures and two for ours. We would charge \$1000 for two squares. Your choice whether you wanted to go landscape or portrait.

Alternate Plan C is: there are four larger spaces in the middle of the board that are meant for larger sponsors. These are \$750 each and you can have as many as you would like. I have attached the game board for your review.

Let me know what you think. We would definitely love to support and promote the Library's big birthday!  
Michele

**From:** Jeanette Contreras [mailto:jcontreras@placentialibrary.org]  
**Sent:** Monday, October 01, 2018 2:20 PM  
**To:** Michele Severson  
**Cc:** kathibaldwin@aol.com  
**Subject:** RE: Placentiapoloy Is Here!

Dear Michele,

Can you please confirm advertisement price for the box cover. If my memory serves me, it was \$1,500? The request will be presented to our Board on October 15<sup>th</sup>.

*Jeanette Contreras*  
*Library Director*  
*Placentia Library District*  
*411 E. Chapman Avenue*  
*(714) 528-1906 x203*  
[www.placentialibrary.org](http://www.placentialibrary.org)



**From:** Michele Severson [mailto:michele@placentiachamber.com]  
**Sent:** Tuesday, August 28, 2018 3:05 PM  
**To:** Jeanette Contreras <jcontreras@placentialibrary.org>  
**Subject:** Placentiapoloy Is Here!

The Placentia Chamber and Kiwanis of Placentia have teamed up to create a unique marketing opportunity for the businesses in our community. We are offering it to our members first so you have a chance to "Get On Board" and get priority spots before the general public.

22 years ago, the city launched a similar game and all those who bought one in 1996 (I was one of them :) can still see the advertisers as they play the game over two decades later. This is a great way for you to not only continually market your business for a nominal cost, but also support the community.

Below are the attachments with the information and advertising opportunities. Please note, besides having your information on the spaces, you can also advertise on the back of the "Community Chest" cards, put your logo on the side of the box top or opt for a large advertisement in the middle of the board.

Reservations are first come, first served, so we recommend you send your reservation in early to secure the space you want.

Please feel free to call me at (714) 528-1873 or email at [michele@placentiachamber.com](mailto:michele@placentiachamber.com) if you have any questions or require additional information.

[Placentiaopoly Information Letter](#)

[Get On Board](#)

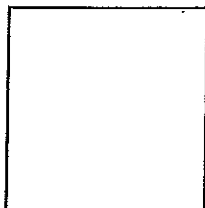
[Placentiaopoly Game Board](#)

[Placentiaopoly Ad Layout Sheets](#)

[Placentiaopoly Ad Contract](#)

Sincerely,

Michele Severson  
Membership Director



---

This email was sent on behalf of Placentia Chamber of Commerce by GrowthZone, 24400 Smiley RD Ste. 4, Nisswa, MN 56468. To unsubscribe [click here](#). If you have questions or comments concerning this email or GrowthZone services in general, please contact us by email at [support@growthzone.com](mailto:support@growthzone.com).

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Election of Officers for Independent Special Districts of Orange County (ISDOC)  
**DATE:** October 15, 2018

**BACKGROUND**

The Independent Special Districts of Orange County (ISDOC) provided ballot and candidates' statements to the Placentia Library District for the upcoming election of officers. The following positions are open:

President:

1. Sandra Jacobs, Santa Margarita Water District
2. Michael Posey, Orange County Mosquito & Vector Control District

First Vice President (Programs):

1. Lucille Kring, Orange County Mosquito & Vector Control District
2. Mark Monin, El Toro Water District

Attachment A are the instructions, Ballot for ISDOC Election of Officers

Attachment B are the candidates' statements.

**RECOMMENDATIONS**

1. Select a President and First Vice President.
2. Authorize Board President Carline to sign the ballot on behalf of the Placentia Library District.

Mailing Address

P.O. Box 20895  
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD  
18700 Ward Street  
Fountain Valley, CA 92708

(714) 983-3058  
(714) 964-5930 fax

[www.mwdoc.com/isdoc](http://www.mwdoc.com/isdoc)

Executive Committee**President**

Hon. James Fisler  
*Mesa Water District*

**1<sup>st</sup> Vice President**

Hon. Sandra Jacobs  
*Santa Margarita Water District*

**2<sup>nd</sup> Vice President**

Hon. Mark Monin  
*El Toro Water District*

**3<sup>rd</sup> Vice President**

Hon. Mary Aileen Mathels  
*Irvine Ranch Water District*

**Secretary**

Hon. Doug Davert  
*East Orange County Water District*

**Treasurer**

Hon. Joan C. Finnegan  
*Municipal Water District of  
Orange County*

**Immediate Past President**

Hon. Mike Scheafer  
*Costa Mesa Sanitary District*

Staff Administration**Heather Baez**

*Municipal Water District of Orange  
County*

**Sylvia Prado**

*East Orange County Water  
District*

September 21, 2018

**RE: Election of Independent Special Districts of Orange County (ISDOC) Officers**

Dear Member Districts,

The nomination period for Executive Committee officer positions closed on September 18<sup>th</sup>, 2018. At this time, ISDOC is conducting a vote of Regular Special District Members for the election of officers. This letter serves as official notice of the election.

The names of nominated candidates are printed on the ballot. Please vote for one candidate per seat.

The Executive Committee meets at 7:30 am on the first Tuesday of the month. Meetings are open to the public. Duties of Executive Committee members are contained in the ISDOC bylaws, which may be found at the ISDOC website - <http://www.mwdoc.com/ISDOC>.

Each Regular Member District in good standing shall be entitled to one vote. In accordance with current bylaws, the vote must be cast (signed) by the district's presiding officer or an alternate selected by the district board.

You may submit your ballot via mail or email to Heather Baez: P.O. Box 20895, Fountain Valley, CA 92728 (mail) or [hbaez@mwdoc.com](mailto:hbaez@mwdoc.com) (email). **Ballots must be received by 5:00 p.m. on Tuesday, October 23, 2018 in order to be counted. Even if positions are uncontested, it is important to submit a ballot since a quorum of voting members is required for the election of officers.**

The names of officers elected will be announced at the October 25<sup>th</sup> quarterly meeting.

If you have any questions or wish to discuss the election process further, please contact Heather Baez (MWDOC) at [hbaez@mwdoc.com](mailto:hbaez@mwdoc.com) or (714) 593-5012.

Sincerely,

James R. Fisler, President  
Independent Special Districts of Orange County

**Enclosed:** Ballot for ISDOC Election of Officers  
Candidates' Statements

# INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY ELECTION OF OFFICERS

The ISDOC Executive Committee consists of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Immediate Past President. Officers are elected in October of even numbered years for two year terms. Please vote for one candidate per seat.

The ISDOC bylaws indicate, "At the end of the nominating period if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected." This is the case for the Second Vice President, Third Vice President and Treasurer positions, therefore they are not on the ballot. Arlene Schafer from Costa Mesa Sanitary District, Mary Aileen Matheis from Irvine Ranch Water District and Joan Finnegan from Municipal Water District of Orange County, respectfully, have been selected to these seats. As there were no nominations for the Secretary position, the ISDOC Executive Committee will either fill the vacancy by appointment or call for a special election within the first sixty days of 2019.

**Cast your Vote:** Please cast your vote for the remaining seats by placing an "X" on the line next to the individual for which you wish to vote in each position. If you are writing in a candidate, please include their district affiliation and position. **THE SIGNATURE PAGE IS ON THE REVERSE SIDE OF THE BALLOT. IT MUST BE SIGNED BY YOUR VOTING REPRESENTATIVE IN ORDER TO BE COUNTED.**

### President

\_\_\_\_\_ Sandra Jacobs, Vice President  
Santa Margarita Water District

\_\_\_\_\_ Michael Posey, Trustee  
Orange County Mosquito & Vector Control District

### First Vice President (Programs)

\_\_\_\_\_ Lucille Kring, President  
Orange County Mosquito & Vector Control District

\_\_\_\_\_ Mark Monin, Director  
El Toro Water District

-----  
\_\_\_\_\_  
DISTRICT NAME

\_\_\_\_\_  
SIGNATURE OF VOTING REPRESENTATIVE

**Ballots must be received no later than 5 p.m. October 23, 2018.**

You may return your ballot by mail or email to:

Heather Baez  
P.O. Box 20895  
Fountain Valley, CA 92728  
Attention: ISDOC Executive Committee Election  
OR Email: [hbaez@mwdoc.com](mailto:hbaez@mwdoc.com)

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



## Santa Margarita Water District

August 28, 2018

Dear Colleagues:

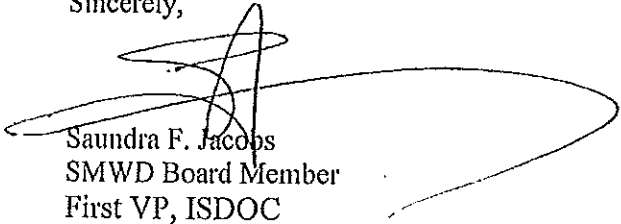
I am delighted to announce my candidacy for President of the Independent Special Districts of Orange County ("ISDOC"). I am writing today to ask for your districts' support.

I have a deep and abiding commitment to the twenty-six Special Districts that competently and ably provide critical public services in our county. It has been my privilege to serve in ISDOC leadership during my 12 consecutive years on the ISDOC Board. I am currently the First Vice President and serve on the Executive Committee.

My passion for public service and the work of special districts comes from my 22 years on the Santa Margarita Water District ("SMWD") Board of Directors. While I have extensive experience in the water sector I also have a keen interest and awareness of the needs and requirements for success of all special districts—from library and vector control to water, sewer, and other community services. I hope that I have adequately demonstrated my willingness to provide leadership in organization, advocacy, and communication to benefit and nurture special districts of every stripe.

ISDOC is an important association of agencies providing important services associated with LAFCO and CSDA. We need the continued leadership of all individuals who have a demonstrated commitment to serving the public, a strong sense of responsibility for the protection of the value that special districts provide, and a vision to plan for the future of the organization here in Orange County. It would be my honor to serve you and our organization as President and I humbly ask for your vote and support. If you or your colleagues have questions about my candidacy I hope you will contact me at 949/702-1145 or at [saundraj@smwd.com](mailto:saundraj@smwd.com).

Sincerely,

  
Sandra F. Jacobs  
SMWD Board Member  
First VP, ISDOC



# Michael Posey

708 Main St. • Huntington Beach, CA 92648 • Phone: 714-412-0174  
E-Mail: mikeposey@earthlink.net

Date: September 17, 2018

Independent Special Districts of Orange County  
18700 Ward St.  
Fountain Valley, CA 92708

Dear Selection Committee

I am writing to you today to express my keen interest in serving as President of ISDOC. I was nominated to apply and voted unanimously by my peers at Orange County Mosquito and Vector Control where I serve on the Board of Trustees as well serve as the Chair for the Budget and Finance Committee.

Until year-end, I also serve as Mayor for the City of Huntington Beach voted in unanimously by my City Council colleagues in December 2017 for a one-year term. First elected to the City Council in 2014 I am finishing my first term and running for re-election for a second term. Prior to my election to City Council, I served as a Planning Commissioner.

Other County-wide service includes Commissioner for Orange County Parks. I was nominated to serve by Orange County Supervisor, Michelle Steel with my nomination confirmed unanimously by the entire Board. I also serve as Chair of the West Orange County Water District and an alternate on Sanitation District.

Committees served at the City of Huntington Beach include Chair of Economic Development Committee, Chair of Intergovernmental Relations, Personnel Committee, Special events and many others.

Non-Governmental service with the Association of California Cities include, Co-Chair of the Jobs and Economic Development Committee and member of the Legislative Affairs Committee. I also serve on the Governmental Affairs Committee for the Huntington Beach Chamber of Commerce.

Lastly, I am on the Board of SCAG, OCCOG and serve as the alternate voting member of the RHNA Committee for SCAG.

I respectfully ask that nomination be considered: I have the demonstrated leadership, organizational and relationship building skills to well serve ISDOC and its members.

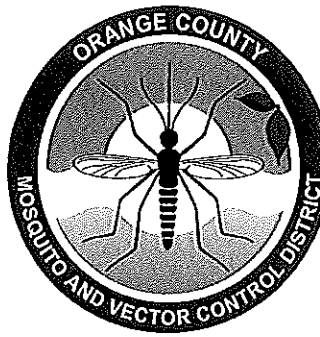
Sincerely,



Michael Posey

BOARD OFFICERS FOR 2018  
PRESIDENT  
LUCILLE KRING  
VICE-PRESIDENT  
CHERYL BROTHERS  
SECRETARY  
SHARI L. HORNE

DISTRICT MANAGER  
RICHARD HOWARD  
CLERK OF THE BOARD  
TAWNIA E. PETT



Agenda Item 29  
13001 GARDEN GROVE AVENUE  
GARDEN GROVE, CA 92843-2192  
PHONES: (714) 971-2421  
(949) 654-2421  
FAX: (714) 971-3940  
ocvcd@ocvcd.org  
ocvector.org  
facebook.com/ocvectorcontrol  
twitter.com/ocvector

BOARD OF TRUSTEES - 2018

ALISO VIEJO  
PHILLIP B. TSUNODA  
ANAHEIM  
LUCILLE KRING  
BREA  
CECILIA HUPP  
BUENA PARK  
MICHAEL DAVIS  
COSTA MESA  
SANDRA GENIS  
CYPRESS  
PAULO MORALES  
DANA POINT  
RICHARD VICZOREK  
FOUNTAIN VALLEY  
CHERYL BROTHERS  
FULLERTON  
JENNIFER FITZGERALD  
GARDEN GROVE  
STEPHANIE KLOPFENSTEIN  
HUNTINGTON BEACH  
MIKE POSEY  
IRVINE  
LYNN SCHOTT  
LA HABRA  
JAMES GOMEZ  
LA PALMA  
MARSHALL GOODMAN  
LAGUNA BEACH  
ROB ZUR SCHMIEDE  
LAGUNA HILLS  
LARRY WOODRUFF  
LAGUNA NIGUEL  
JOHN MARK JENNINGS  
LAGUNA WOODS  
SHARI L. HORNE  
LAKE FOREST  
ROBERT HOLTZCLAW  
LOS ALAMITOS  
MARK CHIRCO  
MISSION VIEJO  
ROBERT RUESCH  
NEWPORT BEACH  
SCOTT PEOTTER  
ORANGE  
MICHAEL ALVAREZ  
PLACENTIA  
CRAIG GREEN  
RANCHO SANTA MARGARITA  
APRIL JOSEPHSON  
SAN CLEMENTE  
MICHELLE SCHUMACHER  
SAN JUAN CAPISTRANO  
PAM PATTERSON  
SANTA ANA  
CECILIA AGUINAGA  
SEAL BEACH  
SANDRA MASSA-LAVITT  
STANTON  
AL ETHANS  
TUSTIN  
LETITIA CLARK  
VILLA PARK  
BILL NELSON  
WESTMINSTER  
SERGIO CONTRERAS  
YORBA LINDA  
PEGGY HUANG  
COUNTY OF ORANGE  
LILLY SIMMERING

September 17, 2018

My name is Lucille Kring, council woman in Anaheim for 14 years.

I am running for 1<sup>st</sup> Vice President of ISDOC. This organization is needed to serve the community of Orange County. It does a great job and needs to be protected.

I have served on the Orange County Sanitation District board for over 4 years.

I served on the Transportation Corridor Agencies board for over 8 years.

I am currently the president of the Orange County Mosquito and Vector Control board and have served for over 11 years, twice as President.

I believe my background on these boards and council has prepared me to be a part of ISDOC.

Thank you for your consideration,

Lucille Kring

*"An Independent Special District Serving Orange County Since 1947"*

The mission of the Orange County Mosquito and Vector Control District is to provide the citizens of Orange County with the highest level of protection from vectors and vector-borne diseases.

# El Toro Water District Page 83

"A District of Distinction"

Serving the Public - Respecting the Environment



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

**General Manager**  
Robert R. Hill

September 4, 2018

MWDOC  
Attention: Brett Barber  
18700 Ward Street  
Fountain Valley, CA 92708

RECEIVED

SEP 07 2018

MWD OF OC

**Re: Mark Monin for ISDOC 1<sup>st</sup> Vice President**

Dear Mr. Barber,

I would be honored to serve as 1st Vice President for the Independent Special Districts of Orange County and would love to speak with your District. I am a Director on the El Toro Water District Board and Vice Chairman / Commissioner of the Orange County Airport Land Use Commission. I was also a PCF Fire Fighter with the Orange County Fire Authority. I have proven to be a fiscally responsible individual with a "think out of the box mentality" and I look forward to working with the other ISDOC Board members to achieve greatness. I love Orange County and want to work hard here and in Sacramento to help Special Districts progress into the future.

Since first becoming involved with ISDOC I have been attending the Executive Committee meetings on a regular basis which is important because I know the issues that have affected ISDOC in the past and what is important to propel this fine organization in the future.

My qualifications for this position include:

- > EXPERIENCED LEADER
- > COMMITTED TO SPECIAL DISTRICTS
- > FISCALLY RESPONSIBLE
- > DEDICATED

As you know ISDOC is a membership association that was formed more than 30 years ago to serve the needs of Orange County's independent special districts. I want to build on that fine tradition, work hard with others to achieve a higher degree of member satisfaction and make ISDOC even stronger. I feel we can do more with the membership, continue to provide valuable information and presentations on issues that affect your district which can help you with important discussions in the future.

I am very active in Orange County and my community. Please see the accompanying resume outlining my experience and education. I would love to hear your thoughts on how we can make ISDOC even better and please contact me with your input, ideas or questions on my experience or platform. I can be reached at (949) 939-6612 or [markmonin@msn.com](mailto:markmonin@msn.com).

Sincerely,

EL TORO WATER DISTRICT

Mark Monin, Director

# El Toro Water District Page 84

"A District of Distinction"

Serving the Public - Respecting the Environment



**Board of Directors**

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

**General Manager**

Robert R. Hill

September 27, 2018

Placentia Library District  
Attention: Board of Trustees  
411 East Chapman Ave.  
Placentia, CA 92870



**Re: Mark Monin for ISDOC Executive Committee 1st Vice President**

Dear Board Members,

I would be honored to serve as 1st Vice President for the Independent Special Districts of Orange County Chairing the Program Committee and would love to speak with your District. Duties include planning the Quarterly Luncheon Program, inviting and coordinating with the invited speakers and in the absence of the President perform all duties of the President.

I currently serve on the ISDOC Executive Committee as the 2nd Vice President chairing the Membership Committee. Duties include maintaining a list of current and regular and associate members, follow up with any outstanding membership dues as needed and in the absence of the President and the 1st Vice President perform all duties of the President.

I am a Director and Treasurer on the El Toro Water District Board and Vice Chairman / Commissioner of the Orange County Airport Land Use Commission. I was also a PCF Fire Fighter with the Orange County Fire Authority. I have proven to be a fiscally responsible individual with a "think out of the box mentality" and I look forward to working with the other ISDOC Board members to achieve greatness. I love Orange County and want to work hard here and in Sacramento to help Special Districts progress into the future. With the exception of one meeting, I have attended every ISDOC Executive Committee meeting in the last 4 years and I know the issues that have affected ISDOC in the past and what is important to propel this fine organization in the future. My qualifications for this position include:

**>EXPERIENCED LEADER >COMMITTED TO SPECIAL DISTRICTS >FISCALLY RESPONSIBLE  
>DEDICATED**

As you know ISDOC is a membership association that was formed more than 30 years ago to serve the needs of Orange County's independent special districts. I want to continue to build on that fine tradition, work hard with others to achieve a higher degree of member satisfaction and make ISDOC even stronger. I feel I can collaborate with the Executive Committee and the membership to provide valuable information and presentations on issues that affect Special Districts which can help you with important discussions in the future.

Please see the accompanying resume outlining my experience and education. I would love to hear your thoughts on how we can make ISDOC even better and please contact me with your input, ideas or questions on my experience or platform. I can be reached at (949) 939-6612 or [markmonin@msn.com](mailto:markmonin@msn.com).

Sincerely,

Mark Monin, Director/Treasurer

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Review and Discuss the Draft Facility Uses Revocable License Agreement Between the Placentia Library District and Bodhi Leaf Coffee Traders

**DATE:** October 15, 2018

**BACKGROUND**

Prior to the approval of the \$2.3 million dollar library renovation plan in June 2017, the Placentia Library District conducted several community conversations, online survey, and charrette exercises, to gain input from our community as to what they would like to see at their library when the renovation is completed. Overwhelmingly, the response was to offer some type of café or coffee service. Our foot traffic, demographic, and space studies support this need. A coffee service can support and enhance the concept of library as a place and adds to the library experience, enhancing the library's aesthetic, and facilitating a sense of community within the library's physical space.

Bodhi Leaf Coffee Traders is a small company in California with a mission to provide large and small roasters with exceptional coffees and excellent customer service. They currently have five locations with a sixth to be open soon in Santa Clarita. Bodhi offers a full menu including coffee, tea, iced drinks, smoothies, pastries and gifts. Bodhi is responsible for cost of the equipment, furnishings, supplies, and design of the coffee station while the District will handle the cost for the construction. Additionally, Bodhi has offered the following:

- 5 % of net sales which would cover our price of occupying the space.
- all sales will be easily tracked on our Square POS system
- everything payable on the 10th of every month.
- we will provide a full report of sales with payment every month.

Attachment A is the Facility Use Revocable License Agreement.

Attachment B is the Architectural Plan.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

## Facility Use Revocable License Agreement

This non-exclusive Facility Use Revocable License Agreement ("License") is, made and entered into, and made effective this \_\_\_ day of \_\_\_, 2018 by and between The Placentia Library District ("District") and Bodhi Leaf Coffee Traders ("Bodhi"). The parties to this License hereto do agree as follows:

### Recitals

- (a) In consideration for the non-exclusive use and occupancy of designated portions of District's Placentia Library facility, which facility is shown in Exhibit "A", attached hereto (the "Facility"), Bodhi will develop and operate a coffee shop within the Facility.
- (b) District desires that the services provided by Bodhi be provided to patrons of the library as well as others who may be at the Facility.
- (c) Bodhi desires to use portions of the Facility on a non-exclusive basis to operate a coffee shop pursuant to the terms and conditions of this License and subject to all rules and restrictions relating to the use of the Facility.

NOW, THEREFORE, in consideration of the mutual covenants, promises and conditions set forth herein, the parties hereto agree as follow:

Section 1. Revocable License. Subject to the terms, promises, conditions and duties of this License, District hereby grants a revocable, non-exclusive license to Bodhi to use and occupy portions of the Facility subject to the terms and conditions set forth herein. Any termination of this License shall take effect not less than thirty (30) calendar days following receipt by Bodhi of District's Notice of Termination, unless termination is due to the breach of Bodhi. The license herein is granted in consideration for the operation of a coffee shop within the Facility.

Section 2. Facility Inspection. Bodhi has inspected the Facility and has accepted the Facility in its present condition and makes no demand on District for any improvements or alteration thereof. Further, Bodhi is not permitted, and shall not make, any alterations, improvements, or repairs to the Facility without the prior written permission of District.

Section 3. Use Limited. Nothing herein, or any application of this License, shall give Bodhi the right to use the Facility, or any portion thereof, for any other purpose than as expressly set forth in this License, and Bodhi shall not have the right to lease, assign, or license the use of the Facility at any time.

Section 4. License Area. District shall provide Bodhi, at the Facility, a designated space to operate its coffee shop, which space is shown in Exhibit "A", which is attached hereto and incorporated herein by reference (the "License Area"). Bodhi's hours of operation shall be subject to District approval, but in no event shall extend beyond those hours in which the Facility

is open to the general public. Bodhi shall provide the District with its proposed schedule at least fourteen (14) days in advance of making any improvements and/or beginning operations.

- a. The District will not provide any staff support to Bodhi. Bodhi shall be solely responsible for operating the coffee shop, paying its employees, and ensuring its operations are consistent with and do not interfere with the quiet use and enjoyment of the Facility by District's patrons.
- b. District will pay for ordinary utility costs, and maintenance costs of the Facility; provided that Bodhi shall be solely responsible for ensuring that the License Area is maintained and clean at all times in at least as good a condition as the rest of the Facility.
- d. In permitting the License Area to be used as described herein, the District does not relinquish custody or control thereof and does hereby specifically retain the right to enact, modify or enforce any and all appropriate laws, rules, and regulations applicable to said premises. The District's Library Director or her designee (hereafter, "Director"), may enter the Licensed Area without notice or any other restrictions whatsoever.

Section 5. Use of the Facility.

Bodhi shall conform to and abide by all District rules and regulations, and state and federal laws and regulations, insofar as the same or any of them are applicable to the operation of the coffee shop and use of the License Area. Where permits and/or licenses are required for food and beverage and/or other operations hereunder and/or any construction authorized herein, the same must be first obtained from the regulatory agency having jurisdiction. Bodhi may use the Licensed Area and make improvements thereto in accordance with the plans attached hereto as Exhibit "C" and as such plans may be amended with the written approval of the Director; provided that in no event shall such plans cause any expansion of the License Area without the prior approval of the District's Board of Directors and prior written amendment to this License.

- a. Bodhi shall exercise reasonable efforts not to allow any loud, boisterous or disorderly conduct by Bodhi customers to avoid any disruptions to the Facility's primary function as a public library.
- b. Notwithstanding any contrary provision herein, the District shall not be responsible for any loss or damage to property of Bodhi or of others located within the License Area.
- c. Bodhi shall not post signs upon the exterior or interior of the Facility, unless prior written approval therefore is obtained from District.
- d. Bodhi shall keep the License Area and the Facility free and clear of rubbish and litter generated by its operations and shall deposit rubbish and litter in containers as designated. Bodhi shall bring into the Facility any offensive matter or refuse or

substance constituting an unnecessary, unreasonable, or unlawful fire hazard, or material detrimental to the public health.

- e. Bodhi's designated representative shall meet with the Director at such times as may be required by the Director to review Bodhi's performance under this License and to discuss any problems or matters as determined by the Director.
- f. Bodhi shall not use or permit the use of the Licensed Area in any manner which creates a nuisance or that causes a violation of the District's regulations for use of the Facility.
- g. This License is by and between District and Bodhi and is not intended and shall not be construed, to create any relationship of agent, employee, or representative of District. Bodhi and its employees shall at all times be considered as independent contractors and not entitled to any compensation or benefits from the District.

Section 6. Compensation. As monthly compensation for use of the License Area, Bodhi agrees to pay \_\_\_% of all net profits earned in the month immediately preceding the month in which payment is due. Bodhi's first payment shall be due on the 15<sup>th</sup> of the month following the month in which Bodhi begins its operations and the 15<sup>th</sup> of each month following thereafter in which Bodhi operates a coffee shop within the License Area. Net profits shall be calculated by deducting expenses incurred solely for the operation of the coffee shop within the License Area from all revenues generated by the coffee shop. With each payment, Bodhi shall submit records evidencing how the District's compensation was determined in such form as is reasonably satisfactory to the District. If no net profits were earned during any particular month, Bodhi shall still be required to submit paperwork on the 15<sup>th</sup> of the month, evidencing that the District is not entitled to any compensation for that month. Although not binding on Bodhi, it was the parties anticipation that the District would receive approximately \$\_\_\_ per month in compensation under this License. Bodhi shall keep all records pertaining to such net profits for a least two years and make such records available to the District or its authorized representative upon request. Any payment made after the date due shall incur a one-time penalty of 5% of the amount owed or \$100, whichever is greater. Payments made more than 30 days after they are due shall accrue interest at the rate of 10% per annum or portion thereof.

Section 7. Public Safety. Bodhi agrees that at all times it will conduct its operations in compliance with all public safety rules, and further agrees that Bodhi, and each of its guests and invitees, will observe and abide by all applicable laws, regulations and requests by duly authorized governmental agencies. District shall have the right to refuse to allow any material, substances, equipment, or objects to be brought into the Facility which may cause bodily injury or property damage, and the further right to require its immediate removal. Bodhi may not install or operate any equipment, fixture, or device nor operate or permit to be operated any engine, motor, or other machinery or use gas, electricity or flammable substances in the Facility except upon the prior written approval of District.



Section 8. Waiver. Any waiver by either Party of any breach of any one or more of the covenants, conditions, terms and agreements herein contained shall not be construed to be a waiver of any subsequent or other breach of the same or of any other covenant, condition, term or agreement herein contained, nor shall failure to require exact, full and complete compliance with any of the covenants, conditions, terms or agreements herein contained be construed as in any manner changing the terms of this License or preventing either party from enforcing the full provisions thereof.

Section 9. Insurance. Without limiting the indemnification requirements set forth herein below, Bodhi shall procure and/or maintain, at its own cost and expense, the following insurance:

(a) General liability insurance which provides full coverage for the Bell Tower Facility and District, as described herein above, in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence and annual aggregate.

(b) Automobile insurance covering all vehicles (owned, non-owned and hired) used or operated by Bodhi, or any of Bodhi' employees, volunteers, agents, such contractors (including subcontractor employees and agents) and consultants, with personal liability coverage of not less than \$1,000,000, and property damage coverage of not less than \$1,000,000.

(c) The policies required under subsections (a) and (b) shall name the District and its Board Directors, employees, and volunteers, as additional insured(s). A Certificate(s) of Insurance, with accompanying additional insured endorsements, evidencing such insurance coverages, as described above, shall be provided to the District with this signed License. Bodhi policy(s) or policy endorsements shall stipulate that the insurance afforded the additional insureds shall apply as primary insurance and that any other insurance maintained by District will be excess only and shall not be called upon to contribute with the insurance described herein above. Such evidence shall specifically identify this License and shall contain express conditions that the District is to be given written notice at least thirty (30) days in advance of any modification or termination of any program of insurance. Failure on the part of Bodhi to procure or maintain required insurance shall constitute a material breach of this License upon which this License may be immediately terminated.

(d) Bodhi shall carry Worker's Compensation, disability, and unemployment insurance, covering all of Bodhi' employees, volunteers, agents, and subcontractors as required by applicable law. The policy shall be endorsed to waive claims of subrogation against the District and its Board Directors, employees and volunteers.

Section 10. Indemnity, Waiver and Release. In further consideration of this License, the sufficiency of which is acknowledged, Bodhi agrees to defend, indemnify and hold harmless the District, and its Board Directors, employees, volunteers, and agents (collectively the "Indemnitees"), from and against any and all claims, demands, expenses, liabilities, disputes, rights, remedies, and causes of action of every kind and nature whatsoever, including attorney's fees (hereinafter collectively "Claims") which Bodhi, or any of its invitees, guests, volunteers may have, or which may hereafter accrue, including to his/her/their respective heirs and assigns,

arising from, or related to this License or any operations hereunder by Bodhi. This indemnity provision applies regardless of any active or passive negligent act or omission of an Indemnitee. The obligations described herein shall not be construed to negate, abridge, or otherwise reduce any other obligation of indemnity which would otherwise exist as to any party or person to be indemnified hereunder. This indemnification shall extend to Claims occurring after this License is terminated as well as while it is in force.

Section 11. Construction of License. This License shall be interpreted in accordance and governed in all respects by the laws of the State of California. Titles and captions contained herein are inserted as a matter of convenience and for reference, and in no way define, limit, or extend or describe the scope of this License or any provision hereof. No provision of this License is to be interpreted for or against either party because that party or legal representative drafted such provision. Whenever the context of this License requires the same, the singular shall include the plural and the masculine shall include the feminine and the neuter. The persons executing this License on behalf of Bodhi warrants its/their authority to do so on behalf of Bodhi, and that such authority has been dully and validly conferred.

Section 12. Term of License. The term of the License shall commence \_\_\_\_\_, 2018 and continue month-to-month thereafter, until terminated.

Section 13. Termination of License. Notwithstanding any other provision of this License to the contrary, this License may be terminated by either party with thirty (30) days prior written notice or immediately upon a material breach hereof. Upon termination of this License, Bodhi shall remove all improvements and return the License Area to at least as good of condition and repair as it was upon the effective date of this License, ordinary wear and tear excepted. If Bodhi fails to do so, the District may cause such work to be done and Bodhi shall be liable for the District's actual costs incurred thereof and a 10% administrative charge for District staff time in having the work performed.

Bodhi Coffee

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

By: \_\_\_\_\_

Steve Sims

Title: Owner

Placentia Library District

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

By: \_\_\_\_\_

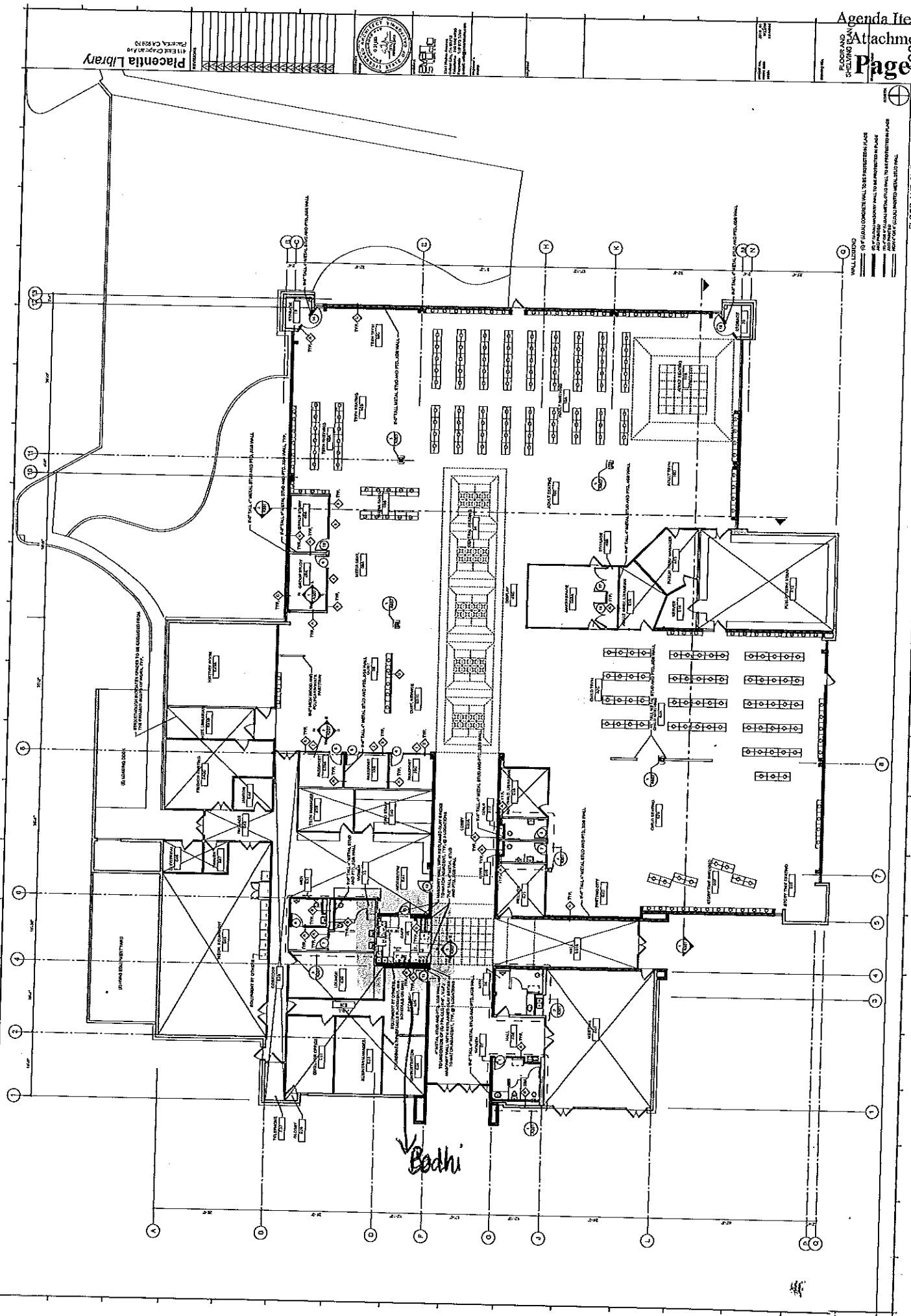
Gayle Carline, Board President

APPROVED AS TO FORM:

By: \_\_\_\_\_

David DeBerry,  
District Legal Counsel

Placentia Library  
11 West Ocean Ave  
Placentia, CA 92670



*Bochi*

- 1 WALL LAYOUT
- 2 8\"/>
- 3 8\"/>
- 4 8\"/>
- 5 8\"/>
- 6 8\"/>
- 7 8\"/>
- 8 8\"/>
- 9 8\"/>
- 10 8\"/>
- 11 8\"/>
- 12 8\"/>

FLOOR AND SHELVING PLAN  
SCALE: 1/4\"/>



**Page intentionally left blank**