



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

WORK SESSION

Monday, October 16, 2017

4:30 p.m.








Community Meeting Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES








CLOSED SESSION
Monday, October 16, 2017
5:30 p.m.
Community Meeting Room

Mission Statement:

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CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

CLOSED SESSION

4. Closed Session to Discuss Personnel Matters, Library Director's Annual Performance Objectives and Other Personnel Issues

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

Presentation: Library Board President will report on the Closed Session


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

ADJOURNMENT

5. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
6. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 16, 2017 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 12, 2017.



Diane Warner, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING








October 16, 2017
6:30 p.m.
Community Meeting Room

Mission Statement:

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

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PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the September 18, 2017 and June 28, 2017 Budget Work Session Library Board of Trustees Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for September 2017. (Receive & File and Approve)

11. FY2017-2018 Cash Flow Analysis through August 2017; the Schedule of Anticipated Property Tax Revenues for FY2017-2018 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for September 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for September 2017. (Receive & File)

14. Acquisitions Report for September 2017. (Receive & File)

15. Entrepreneurial Activities Report for September 2017. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for September 2017. (Receive, File, and Ratify Appointments)

17. Circulation Report for September 2017. (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 2017.
20. Children's Services Report for September 2017.
21. Adult Services Report for September 2017.
22. Placentia Library Web Site & Technology Report for September 2017.

CLOSED SESSION

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

NEW BUSINESS

24. Adopt Resolution 17-05: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County, Authorizing the Deposit and Investment of Excess Funds with the Treasurer-Tax Collector of the County of Orange County, California.
25. Travel Authorization: Library Board of Trustees and Library Director, to attend the Public Library Association (PLA) conference in Philadelphia, Pennsylvania on March 20-24, 2018.
26. Discuss and Select a member of the Library Board of Trustees to represent the Placentia Library District on the Redevelopment Agency Oversight Board.

ADJOURNMENT

27. Agenda Preparation for the November Date Meeting which will be held on November 20, 2017 unless re-scheduled by the Library Board of Trustees.
28. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
29. Adjourn

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 16, 2017 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 12, 2017.



Diane Warner, Administrative Assistant



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MINUTES
 BUDGET WORK SESSION OF THE BOARD OF TRUSTEES
 JUNE 28, 2017

CALL TO ORDER President Carline called the Budget Work Session of the Placentia Library District (PLD) Board of Trustees to order on June 28, 2017 at 5:01pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director

Guests: None

ADOPTION OF AGENDA It was moved by Secretary Martin and seconded by Trustee Shkoler to adopt the June 28, 2017 Budget Work Session Agenda:

AYES: Carline, Martin, DeVecchio, Minter, Shkoler

NOES: None

ABSENT: None

ORAL COMMUNICATION None

TRUSTEE REPORTS None

LIBRARY DIRECTOR REPORT None

FRIENDS FOUNDATION REPORT None

CONSENT CALENDAR None

CONTINUED BUSINESS

PROPOSED FY 2017-19 BUDGET AND PROPOSED CAPITAL IMPROVEMENT PLAN Library Director Contreras presented the proposed budget for Fiscal Year 2017-2019 and the proposed Capital Improvement Plan for the Centennial Anniversary. Library Board of Trustees discussed the Fiscal Years 2017-2019 Budget and the Capital Improvement Plan for the Centennial Renovation project. No actions were taken.

ADJOURNMENT The Board of Trustees Budget Work Session on June 28, 2017 was adjourned at 6:25pm.

Gayle Carline, President
 Library Board of Trustees

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

MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 18, 2017

CALL TO ORDER

President Carline called the Regular Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 18, 2017 at 6:31pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Tim Hino, Business Manager; Yesenia Baltierra, Public Services Manager; Diane Warner, Administrative Assistant; Marianne Follis, Supervising Librarian, Children's Services; and Robert Arauz, Substitute Library Aide.

Guests: City Councilwoman Rhonda Shader, City Councilman Ward Smith; Vivian Perez, President of the Placentia Community Foundation; and Shawn Tan with Public Agency Retirement Services (PARS).

ADOPTION OF AGENDA

Agenda items 23, 24 and 25 were moved forward before Oral Communication. After this change, it was moved by Secretary Martin and seconded by Trustee DeVecchio to adopt the revised September 18, 2017 meeting agenda:

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

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended Centennial planning meetings and enjoyed the Taste of Placentia in August. (Item 5)

Secretary Martin attended the PLFF Thank You Luncheon as well as the Taste of Placentia event, HIS House board meeting and several Centennial meetings. (Item 6)

Trustee DeVecchio also enjoyed the PLFF Thank You Luncheon. (Item 6)

Trustee Minter had nothing to report this month. (Item 6)

Trustee Shkoler also enjoyed the PLFF Thank you Luncheon, Taste of Placentia, and the HIS House board meeting. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported attending the PLFF Thank You Luncheon, Taste of Placentia and Centennial planning meetings, and introduced two new library staff: Marianne Follis and Robert Arauz. Library Director Contreras informed Trustees that several former staff have never applied for their individual PARS account distributions totaling approximately \$19,000. These unclaimed funds become a credit to The District's PARS retirement account. Library Director Contreras reported the Business Manager is working with the CPA firm revising budgetary accounts to properly identify library expenses and recruitment interviews are scheduled this week for Technology Manager and Library Assistant. Business

Manager Tim Hino reported that Fiscal Year 2016-2017 is officially closed and the year-end reports have been updated. Overall, FY 16-17 expenses are under budget and revenue is over budget, leaving a \$330,000 budget surplus at year-end. (Item 7)

FRIENDS FOUNDATION REPORT

Friends Foundation did not have a representative attend this meeting. (Item 8)

CONSENT CALENDAR

After clarification on several of the monthly reports, it was moved by Trustee DeVecchio and seconded by Trustee Shkoler to approve Agenda Items 9-22. A roll call vote was taken:

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

MINUTES for JULY 17, 2017 and AUGUST 10, 2017 BOARD MEETINGS

Board Meeting Minutes for July 17, 2017 and August 10, 2017 were reviewed, approved and filed. (Item 9)

CASH FLOW ANALYSIS and TREASURER'S REPORTS

Check Registers for July & August 2017 – received and filed (Item 10)
Fund 707 Balance Report for July & August 2017 – received and filed (Item 11)
Financial Reports through July & August 2017 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments – received and filed (Item 12)

Balance Sheets for July & August 2017 – received and filed (Item 13)

- A revised FY16-17 Year-end Expenditures/Revenue Report was provided.

Acquisitions Report for July & August 2017 – received and filed (Item 14)

Entrepreneurial Activities Report for July & August 2017 – received/filed (Item 15)

It was moved by Trustee DeVecchio and seconded by Trustee Shkoler to receive, file and approve the Cash Flow Analysis and Financial Reports for Check Registers/Vendor Payments, Fund 707, Payroll, Balance Sheets, Acquisitions and Entrepreneurial Activities. A roll call vote was taken:

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

GENERAL CONSENT REPORTS

Personnel Report for July & August 2017 – received and filed. (Item 16)

Circulation Report for July & August 2017 – received and filed. (Item 17)

Review of Shared Maintenance Costs with the City of Placentia through August 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for July & August 2017 (Item 19)

Children's Services Report for July & August 2017 (Item 20)

Adult Services Report for July & August 2017 (Item 21)

Placentia Library Website Technology Report - July & August 2017 (Item 22)

NEW BUSINESS

MEET & GREET WITH NEW COUNCILMEMBERS

Recently elected Councilmembers Rhonda Shader and Ward Smith were formally introduced to the Library Trustees. Ms. Shader and Mr. Smith shared updates on sub-committee economic and community development projects; the Santa Fe Avenue train station and re-zoning efforts to stimulate business and investment growth; partnership between the City and Placentia Library; a positive city budget and technology renovation of the Council Chamber meeting room with a \$155,000 state grant; and partnering with St. Jude Healthcare to launch and promote the “Get Healthy Placentia” community health program. Library Director Contreras shared the background for the library’s new “fine-free” policy with the councilmembers. (Item 23)

PLACENTIA COMMUNITY FOUNDATION “BRICK LEGACY FUNDRAISER” PROJECT

Vivian Perez, President of the Placentia Community Foundation, presented the Foundation’s request to partner with Placentia Library District on a community fundraiser program selling 3,600 personalized bricks for installation in the rotunda area of Civic Plaza. Annual maintenance will be provided by the Placentia Public Works department, for labor costs only. Proceeds will fund grants for organizations that support the Placentia community, as well as the library itself. Trustees will review and discuss the proposal with the Placentia Library Friends Foundation, and provide a response at the October 2017 board meeting. (Item 24)

UPDATE ON THE PUBLIC AGENCY RETIREMENT SERVICES (PARS) PLAN PROVIDED TO EMPLOYEES

Shawn Tan, PARS Client Services Coordinator, presented an update and review of Placentia Library District’s retirement plan account, which is a 401A Defined Contribution Plan. The District contributes 4% of each employee’s weekly gross salary to individual retirement accounts bi-weekly. No Action required. (Item 25)

UPDATE ON O.C. LAFCO DISTRIBUTION FEE SCHEDULE AND MUNICIPAL SERVICE REVIEW STAKEHOLDER MEETINGS

Library Director Contreras presented an update on the Orange County Local Agency Formation Commission (LAFCO) Distribution Fee Schedule and the Municipal Service Review Stakeholders Meetings, and requested authorization to represent Placentia Library District on these LAFCO committees. It was moved by Trustee Minter and seconded by Trustee Shkoler to approve this request. (Item 26) A roll call vote was taken:

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

CONTRACT FOR FISCAL YEAR 2016-2017 FINANCIAL AUDIT AND GANN LIMIT REVIEW REPORT

Library Director Contreras presented the contract with White, Nelson, Diehl, Evans CPA firm to provide auditing services and a financial report for Placentia Library District’s FY2016-17 fiscal year, and prepare the annual GANN Limit Review report. Fee is not to exceed \$18,000 for these services. After discussion, it was moved by Trustee DeVecchio and seconded by Trustee Shkoler to approve this auditing contract. It was moved by Secretary Martin and seconded by Trustee Minter to authorize President Carline to sign the contract. (Item 27) A roll call vote was taken:

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

**DISCUSS AND REVIEW
ATTORNEY-CLIENT
RETAINER AGREEMENT FOR
JOINT EXERCISE OF
POWERS COUNSEL**

Library Director Contreras presented an amendment to our Agreement for Legal Services with Woodruff, Spradlin & Smart to include legal services related to the joint exercise of powers and use of the District’s facility with the City of Placentia. Fiscal Impact: \$255 per hour. After discussion, it was moved by Secretary Martin and seconded by Trustee DeVecchio to approve the amendment. It was further moved and seconded to authorize President Carline to sign the amendment.

(Item 28) A roll call vote was taken:

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

**COMMUNITY OF THE 21ST
CENTURY (C21) PROGRAM**

Public Services Manager Yesenia Baltierra shared an overview of the “Community of the 21st Century” character-building program, called the C21 Program. The District is partnering with Placentia Yorba Linda Unified School District to launch this program to promote communication, collaboration, critical thinking, citizenship and creativity. The program’s goal is to enhance what Placentia elementary schools are already teaching and promote these character traits beyond school walls. The District is also partnering with local businesses and organizations for support. No Action required.(Item 29)

**UPDATE ON 2017 STAFF
APPRECIATION AND
RECOGNITION EVENT**

Library Director Contreras provided an update on the 2017 Staff Appreciation and Recognition Picnic, scheduled for Sunday, October 29th at Tri-City Park in Placentia, from 11:00am to 2:30pm. Library staff had requested a picnic theme for this year’s event. No action required. (item 30)

**UPDATE ON CENTENNIAL
FUNDRAISING EFFORTS
AND CONTRIBUTION
CONSIDERATION FROM
COMMUNITY LEADERS**

Library Director Contreras presented a report on the discussions and actions taken by the Centennial Fundraising Committee. One fundraising effort to consider is securing financial support from community and library leaders. It was decided that the Library Board of Trustees and Library Director will personally contribute a total of \$10,000 towards the Centennial Renovation project. (Item 31)

ADJOURNMENT

The Board of Trustees Regular Meeting of September 18, 2017 was adjourned at 8:25pm.

The next Library Board of Trustees meeting will be held on Monday, October 16, 2017 at 6:30pm. A work session will be held with the Library Friends Foundation at 5:30pm on October 16th to discuss the fundraiser proposal from the Placentia Community Foundation.

Gayle Carline, President
Library Board of Trustees

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



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Placentia Library District
Check Register
September 2017

Type	Date	Num	Name	Memo	Amount
Check	09/01/2017	9296	Placentia Library District	Pri 9/6/17	-50,000.00
Bill Pmt -Check	09/01/2017	9298	Baker & Taylor	Books	-943.28
Bill Pmt -Check	09/01/2017	9299	Bear State	Service Call for HVAC	-750.45
Bill Pmt -Check	09/01/2017	9300	Brodart Co.	Supplies	-24.44
Bill Pmt -Check	09/01/2017	9301	Califa	Broadband Apr-Jun 2017	-4,000.57
Bill Pmt -Check	09/01/2017	9302	Cintas	Supplies	-311.19
Bill Pmt -Check	09/01/2017	9303	City of Placentia	Services for 5/31 to 7/31/17	-16,329.15
Bill Pmt -Check	09/01/2017	9304	Davis Farr LLP	Services for the month of July 2017	-1,003.00
Bill Pmt -Check	09/01/2017	9305	DEMCO, Inc.	Labels for books	-38.98
Bill Pmt -Check	09/01/2017	9306	Legacy Integrative Solutions	Printing Supplies	-1,070.67
Bill Pmt -Check	09/01/2017	9307	Midwest Tape	DVDs	-623.21
Bill Pmt -Check	09/01/2017	9308	OCLC	Annual Subscription	-250.00
Bill Pmt -Check	09/01/2017	9309	Paradise Cleaners	Dry cleaning linens	-131.45
Bill Pmt -Check	09/01/2017	9310	SDRMA	Sept Ancillary Coverage	-2,251.99
Bill Pmt -Check	09/01/2017	9311	SirsiDynix	Hardware	-3,735.90
Bill Pmt -Check	09/01/2017	9312	Staples Advantage	Netgear Switches	-75.40
Bill Pmt -Check	09/08/2017	9313	Erin Hollis	Harry Potter Program	-300.00
Bill Pmt -Check	09/08/2017	9314	Flora M. Brown	Write Your Life Story	-300.00
Bill Pmt -Check	09/08/2017	9315	Gregory Willison	The Vault (Teem Progrm) 10/5/17	-175.00
Bill Pmt -Check	09/08/2017	9316	Master Janitorial Services	Services for Sept 2017	-3,100.00
Bill Pmt -Check	09/08/2017	9317	MD Medical Clinics	For Employee's finger	-105.00
Bill Pmt -Check	09/08/2017	9318	Midwest Tape	DVDs	-562.09
Bill Pmt -Check	09/08/2017	9319	Pitney Bowes	For Aug 2017	-1,038.71
Bill Pmt -Check	09/08/2017	9320	Placentia-Yorba Linda Unified School Dist	eXPLORE Newsletter	-7,586.85
Bill Pmt -Check	09/08/2017	9321	Public Agency Reirement Services	For PP 9/6-9/20/17	-1,837.29
Bill Pmt -Check	09/08/2017	9322	SDRMA	Medical Benefits for Oct 2017	-21,099.00
Bill Pmt -Check	09/08/2017	9323	SmartSign	Metal Asset Tags	-610.15
Bill Pmt -Check	09/08/2017	9324	Staples Advantage	Supplies	-81.16
Bill Pmt -Check	09/08/2017	9325	Time Warner Cable	For 9-12 to 10-11-17	-369.15
Bill Pmt -Check	09/15/2017	9326	BankCard Center-Bank of the West	For 7/29-8/28/17	-4,281.93
Bill Pmt -Check	09/15/2017	9327	Jeanette Contreras	Reimbursement	-117.25
Bill Pmt -Check	09/15/2017	9328	Jeannie Killiney	Reimbursement for Harry Potter	-13.93
Bill Pmt -Check	09/15/2017	9329	Margo's Flowers	Flowers for Hinos & Maldonados for Baby	-130.00
Bill Pmt -Check	09/15/2017	9330	Michael A. Miniaci	PLFF 17118 History Room Program	-50.00
Bill Pmt -Check	09/15/2017	9331	Michelle Meades	Reimbursement for Home & Lifestyle	-262.58
Bill Pmt -Check	09/15/2017	9332	Republic Services	Sevice for August	-137.13
Bill Pmt -Check	09/15/2017	9333	Staples Advantage	American Flag	-11.40
Bill Pmt -Check	09/15/2017	9334	Time Warner Cable	Service from 9/14-10/13/17	-275.69
Bill Pmt -Check	09/15/2017	9335	Wendy Townsend	Reimbursement	-149.84
Bill Pmt -Check	09/15/2017	9336	White Nelson Diehl Evans LLP	First Interim Bill for FY 16-17 Audit	-7,000.00
Bill Pmt -Check	09/15/2017	9337	Woodruff, Spradlin & Smart	Legal Services	-252.00
Bill Pmt -Check	09/15/2017	9338	Placentia Library District	For Payroll 9-20-17	-50,000.00
Bill Pmt -Check	09/18/2017	9339	OC Custom Vinyl Graphics & Signs	Restroom Signs	-60.34



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Placentia Library District
 Check Register
 September 2017

Type	Date	Num	Name	Memo	Amount
Bill -Check	09/25/2017	9340	Baker & Taylor	Books	-2,799.19
Bill Pmt -Check	09/25/2017	9341	Bear State	Service Calls	-580.00
Bill Pmt -Check	09/25/2017	9342	CALNET3	Service for 8/2-9/1/17	-5.56
Bill Pmt -Check	09/25/2017	9343	Cintas	Supplies for Aug and Sept.	-1,758.94
Bill Pmt -Check	09/25/2017	9344	Click Consulting	Monthly Service	-4,000.00
Bill Pmt -Check	09/25/2017	9345	eCivis, Inc	For Service 10/1/17-9/30-18	-1,100.00
Bill Pmt -Check	09/25/2017	9346	Golden State Water Company	For 7/24-8/21/17	-1,248.65
Bill Pmt -Check	09/25/2017	9347	MD Medical Clinics	Pre Screen for Marianne	-133.46
Bill Pmt -Check	09/25/2017	9348	Midwest Tape	DVDs	-340.78
Bill Pmt -Check	09/25/2017	9349	Placentia Library Foundation	Payout for Aug-Sept 2017	-44.10
Bill Pmt -Check	09/25/2017	9350	Public Agency Reirement Services	For 9/20/17 paycheck	-1,827.20
Bill Pmt -Check	09/25/2017	9351	Salazar Associates	Fines Free shirts and wallets	-1,594.16
Bill Pmt -Check	09/25/2017	9352	SoCalGas	Service for 8/15-9/14/17	-51.88
Bill Pmt -Check	09/25/2017	9353	Staples Advantage	Supplies	-107.56
Bill Pmt -Check	09/25/2017	9354	State of CA - Department of Justice	Fingerprints for Follis and Rios	-64.00
					-197,101.65



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Timothy Hino, Business Manager

SUBJECT: Fund Balance Report through September 2017 for Placentia Library District Fund 707 with Orange County Treasurer

DATE: October 16, 2017

Fiscal Year 2017-2018	
07/31/17	2,491,457.82
8/31/2017	2,493,625.46
9/30/2017	2,495,857.28
10/31/17	0.00
11/30/2017	0.00
12/31/2017	0.00
01/31/18	0.00
2/28/2018	0.00
3/31/2018	0.00
04/30/18	0.00
5/31/2018	0.00
6/30/2018	0.00

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

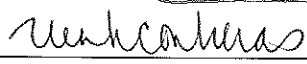
SUBJECT: Financial Reports through September 2017 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: October 16, 2017

Summary of Cash and Investments as of September 30, 2017

Cash with Orange County Treasurer Fund 707	2,495,857.28
<i>(Impact Fees with County - Restricted)</i>	620,037.82
General Fund Checking – Bank of the West	650,571.65
General Fund Savings – Bank of the West	373,514.30
Payroll Checking – Wells Fargo Bank	44,171.85
Total Cash and Investments	3,564,115.08

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVE. REPORT
September 30, 2017

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,122,628	9,133	(2,113,495.27)	0.4%
4020	Property Taxes - Current Unsecured	59,937	51,900	(8,036.56)	86.6%
4030	Property Taxes - Prior Secured	0	-	0.00	0.0%
4040	Property Taxes - Prior Unsecured	0	-	0.00	0.0%
4090	Taxes - Spec Dist Augmentation	9,036	-	(9,036.00)	0.0%
4050	Property Taxes - Curr Supplemental	68,361	9,241	(59,120.46)	13.5%
4060	Property Taxes - Prior Supplemental	17,186	15,275	(1,911.46)	100%
4070	Interest on Unsupport Tax	0	-	0.00	200%
4080	Penalties & Costs on Delinq Taxes	1,055	380	(675.03)	36.0%
4190	State - Homeowners Property Tax Relief	48,482	-	(48,482.00)	
	Sub Total	2,326,685	85,928	(2,240,756.78)	3.7%
INTEREST REVENUE					
4600	Interest	8,500	4,090	(4,409.75)	48.1%
	Sub Total	8,500	4,090	(4,409.75)	48.1%
GRANT REVENUE					
4210	State Grants	30,000	18,000	(12,000.00)	0.0%
	Sub Total	30,000	18,000	(12,000.00)	60.0%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700.00)	0.0%
4410	PLFF Grants	51,000	240	(50,760.00)	0.5%
4310	Fines & Fees	0	4,951	4,951.11	0.0%
4330, 4320	Passport/Photos	180,000	51,413	(128,587.00)	28.6%
4340	Meeting Room Fees	4,000	795	(3,205.00)	19.9%
4350	Test Proctor	7,000	2,500	(4,500.00)	35.7%
	Sub Total	242,700	59,899	(182,800.89)	24.7%
4500	Impact Fees	10,000	-	(10,000.00)	100%
TOTAL REVENUES YTD FOR FY 17/18:		2,617,885	167,918	(2,449,967)	6.4%

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

September 30, 2017

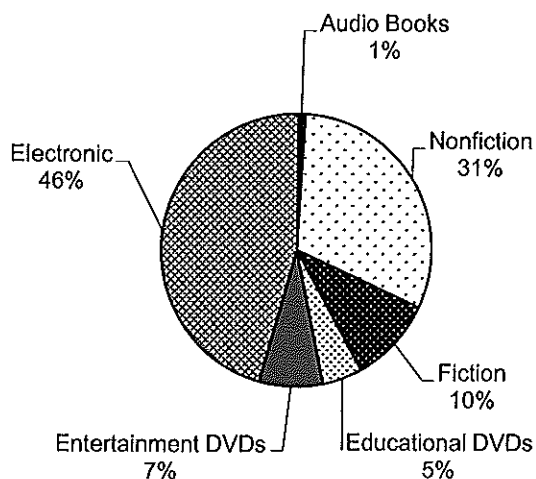
25% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,456,945	284,320	0.20	\$1,172,625
5030	Retirement	54,605	10,084	0.18	\$44,521
5040	Unemployment Insurance	-	-	0.00	-
5050	Health Insurance	266,516	57,942	0.22	\$208,574
5064	Dental Insurance	17,240	3,316	0.19	\$13,924
5060	Life Insurance	8,370	994	0.12	\$7,376
5066	AD & D Insurance	5,453	1,148	0.21	\$4,305
5068	Vision Insurance	3,341	645	0.19	\$2,696
5090	Employee Assistance Program	823	-	0.00	\$823
5070	Workers' Compensation Insurance	13,952	1,168	0.08	\$12,784
	TOTAL	\$1,827,245	\$359,618	0.20	\$1,467,627
SERVICES & SUPPLIES					
5100	Communications	35,000	2,910	0.08	\$32,090
5150	Household Expenses	22,000	4,647	0.21	\$17,353
5099	Library Insurance	15,000	3,698	0.25	\$11,302
5205	Maintenance Expense	30,000	6,779	0.23	\$23,222
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	106,000	15,869	0.15	\$90,131
5290	Memberships	10,000	2,455	0.25	\$7,545
5295	Miscellaneous Expense	1,000	-	0.00	\$1,000
5300,5310,5350	Office Expenses & Postage	55,000	17,618	0.32	\$37,382
5400	Prof./Specialized Services	122,450	39,834	0.33	\$82,616
5495,5900,5910	Programs	41,000	10,524	0.26	\$30,476
5500	Books/Library Materials	255,689	18,570	0.07	\$237,119
5600	Meetings	25,000	4,736	0.19	\$20,264
5700	Mileage/Parking	4,500	152	0.03	\$4,348
5800	Utilities	88,000	19,947	0.23	\$68,053
	TOTAL	\$810,639	\$147,738	0.18	\$662,901
	OPERATING EXPENSES	\$2,637,884	\$507,356	0.19	\$2,130,528
FIXED ASSETS & TAXES					
1310	Buliding & Improvements	\$10,000	-	0.00	\$10,000
4200	Equipment & Furniture	10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$10,000	-	0.00	\$10,000
	TOTAL	\$30,000	-	0.00	\$30,000
TOTAL BUDGET		\$2,667,884	\$507,356	0.19	\$2,160,528

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2016-2017 THROUGH THE MONTH OF SEP. 2017

Sep-17	YTD 2017/18	YTD 2017/18	YTD 2017/18	YTD 2016/17	YTD 2016/17	YTD 2016/17
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$1,816	373	495	\$24,396	738	779
Total Non-Fiction	\$5,528	212	421	\$9,692	516	801
Total Electronic	\$8,159	0	0	\$13,953	3	0
Total Audio Books	\$157	193	195	\$2,107	48	48
Total Educational DVDs	\$845	16	16	\$1,187	37	38
Total Entertainment DVDs	\$1,346	36	55	\$2,637	59	92
YTD TOTAL MATERIALS	\$17,851	830	1182	\$53,972	1401	1758
Budget	255,700			\$249,174		
% Spent YTD	7%			22%		



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

ACQUISITIONS REPORT FOR FISCAL YEAR 2017-2018 THROUGH THE MONTH OF SEPTEMBER 2017
 Prepared by Katie Matas, Supervising Librarian Support Services

	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	\$1,748	364	485	\$0	0	0	\$1,748	364	485	\$0	0	0	\$1,748	364	485
Total Adult Fiction	\$1,748	364	485	\$0	0	0	\$1,748	364	485	\$0	0	0	\$1,748	364	485
Adult Non-Fiction	\$3,804	175	177	\$0	0	0	\$3,804	175	177	\$0	0	0	\$3,804	175	177
Adult Reference	\$169	4	4	\$0	0	0	\$169	4	4	\$0	0	0	\$169	4	4
Adult magazines	\$624	1	203	\$0	0	0	\$624	1	203	\$0	0	0	\$624	1	203
Total Adult Non-Fiction	\$4,597	180	384	\$0	0	0	\$4,597	180	384	\$0	0	0	\$4,597	180	384
TOTAL ADULT PRINT MATERIALS	\$6,345	544	869	\$0	0	0	\$6,345	544	869	\$0	0	0	\$6,345	544	869
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Audio Books	\$157	193	195	\$0	0	0	\$157	193	195	\$0	0	0	\$157	193	195
Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Adult Educational DVDs	\$845	16	16	\$0	0	0	\$845	16	16	\$0	0	0	\$845	16	16
Adult Entertainment DVDs	\$1,346	36	55	\$0	0	0	\$1,346	36	55	\$0	0	0	\$1,346	36	55
TOTAL ADULT NON-PRINT MATERIALS	\$2,348	245	266	\$0	0	0	\$2,348	245	266	\$0	0	0	\$2,348	245	266
TOTAL ADULT MATERIALS	\$8,693	789	1,135	\$0	0	0	\$8,693	789	1,135	\$0	0	0	\$8,693	789	1,135
Juvenile Fiction	\$30	2	2	\$0	0	0	\$30	2	2	\$373	40	40	\$403	42	42
Young Adult Fiction	\$38	7	8	\$0	0	0	\$38	7	8	\$0	0	0	\$38	7	8
Total Juvenile Fiction	\$68	9	10	\$0	0	0	\$68	9	10	\$373	40	40	\$441	49	50
Juvenile Non-Fiction	\$700	24	24	\$0	0	0	\$700	24	24	\$104	7	7	\$804	31	31
Young Adult Non-Fiction	\$231	8	8	\$0	0	0	\$231	8	8	\$0	0	0	\$231	8	8
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$0	0	5	\$0	0	0	\$0	0	5	\$0	0	0	\$0	0	5
Total Juvenile Non-Fiction	\$931	32	37	\$0	0	0	\$931	32	37	\$104	7	7	\$1,035	39	44
TOTAL JUVENILE PRINT MATERIALS	\$999	41	47	\$0	0	0	\$999	41	47	\$477	47	47	\$1,476	88	94
Juvenile Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Young Adult Video Games	\$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	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$999	41	47	\$0	0	0	\$999	41	47	\$477	47	47	\$1,476	88	94
On-line databases	\$8,159	0	0	\$0	0	0	\$8,159	0	0	\$0	0	0	\$8,159	0	0
E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$8,159	0	0	\$0	0	0	\$8,159	0	0	\$0	0	0	\$8,159	0	0
Total Fiction	\$1,816	373	495	\$0	0	0	\$1,816	373	495	\$373	40	40	\$2,189	413	535
Total Non-Fiction	\$5,528	212	421	\$0	0	0	\$5,528	212	421	\$104	7	7	\$5,632	219	428
Total Electronic	\$8,159	0	0	\$0	0	0	\$8,159	0	0	\$0	0	0	\$8,159	0	0
Total Audio Books	\$157	193	195	\$0	0	0	\$157	193	195	\$0	0	0	\$157	193	195
Total Educational DVDs	\$845	16	16	\$0	0	0	\$845	16	16	\$0	0	0	\$845	16	16
Total Entertainment DVDs	\$1,346	36	55	\$0	0	0	\$1,346	36	55	\$0	0	0	\$1,346	36	55
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$17,851	830	1,182	\$0	0	0	\$17,851	830	1,182	\$477	47	47	\$18,328	877	1,229

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino
SUBJECT: Service Revenue Activities Report for September 2017
DATE: October 16, 2017

Net Revenue Summary for September 2017

			YTD	YTD
	Sept-2017	Sept-2016	2017-2018	2016-2017
Passport	12,858.00	8,050.00	41,106.00	27,985.00
Passport Photos	2,976.00	1,680.00	10,307.00	6,914.00
Test Proctor	850.00	200.00	2,500.00	2,200.00
Fines & Fees	2,038.00	3,561.63	4,951.11	11,305.91
Meeting Room	275.00	250.00	795.00	880.00
Total	18,997.00	13,741.63	59,659.11	49,284.91



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: Personnel Report for SEPTEMBER 2017
DATE: October 16, 2017

	Sep-17	Sep-16	YTD 2017-2018	YTD 2016-2017
Separation	1	1	1	1
Retirement	0	0	0	0
Appointments	1	1	2	4
Open Positions	3	1	4	4
Workers' Compensation Leave	0	0	0	0
Total	5	2	7	9

SEPARATION: None
RETIREMENT: None
APPOINTMENTS: Marianne Follis, Supervising Librarian, Children's Services
OPEN POSITIONS: Technology Manager
 Library Assistant, part-time
 Library Assistant, substitute



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Katie Matas, Supervising Librarian Support Services
SUBJECT: Circulation Activity Report: **September 2017**
DATE: **October 16, 2017**

<u>CIRCULATION</u>	Sep-17	Sept. 16	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
New Patron Registrations	366	333	1,068	1,034	3.3%
Total Circulation	23,007	22,764	79,431	74,267	7.0%
Total Active Borrowers*	7,853	7,975			
Attendance	25,945	24,803	87,001	76,945	13.1%
Adult Fiction	2,526	2,676	8,844	8,977	-1.5%
Adult Nonfiction	1,690	1,914	6,305	6,294	0.2%
Adult Magazines	234	103	764	449	70.2%
Adult Music CDs	41	169	350	495	-29.3%
Adult Audio Books	532	527	1,610	1,724	-6.6%
Adult DVDs**	2,378	1,598	7,900	6,512	21.3%
JV Fiction	10,362	10,264	35,188	31,706	11.0%
YA Fiction	1,176	1,184	4,561	4,950	-7.9%
JV Nonfiction	2,227	2,353	7,558	6,787	11.4%
YA Nonfiction	70	107	335	367	-8.7%
JV Magazines	1	16	9	41	-78.0%
JV Music CDs	28	31	73	80	-8.8%
JV Audio Books	45	48	114	181	-37.0%
JV DVDs**	1610	78	5,518	3,793	45.5%
Video Games	79	88	274	303	-9.6%
Library of Things**	8	NA	28	NA	NA

* YTD % change not applicable.

**Library of Things new collection June 2017

TEST PROCTORING

September 2017	September 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
17	4	50	44	14%

PATRON COUNT

Sep-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		263	313	356	321	367	406	2,026
10:00		246	321	374	447	323	440	2,151
11:00		239	282	309	357	343	545	2,075
12:00		221	291	274	259	355	563	1,963
1:00	614	245	291	365	287	295	545	2,642
2:00	550	269	335	446	337	387	484	2,808
3:00	450	403	595	510	621	557	351	3,487
4:00	363	419	548	551	499	420	321	3,121
5:00		373	542	508	398			1,821
6:00		290	408	429	290			1,417
7:00		198	226	293	230			947
DAY TOTALS	1,977	3,166	4,152	4,415	4,046	3,047	3,655	24,458

Sept 2017	Sept 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change	Hours Open	Average Per Hour
24,458	23,646	80,494	71,655	11%	272	90

Outside Gate Counts	
Adult Programs	217
Children/Teen Programs	1090
Outreach Events	0
Meeting Room Rentals	180
TOTAL	1487

Library Attendance Total
25,945

1 Day Closed: Monday, Sept. 4 for Labor Day.

PASSPORTS

Sep-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		0	1	2	0	2	16	21
10:00		1	2	4	1	0	20	28
11:00		0	3	0	3	0	25	31
12:00		1	1	1	3	6	22	34
1:00	22	2	8	5	6	3	23	69
2:00	20	4	6	10	7	9	27	83
3:00	20	0	7	5	5	13	29	79
4:00	14	10	12	3	7	6	13	65
5:00	0	8	13	4	10	0	0	35
6:00		7	14	5	8			34
7:00		2	1	2	0			5
DAY TOTALS	76	35	68	41	50	39	175	484

Sep 2017	Sep 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
484	324	1617	1138	30%

STAFF ACTIVITY

- Katie, Beatrice, Estella, Tim, and Laura attended the Support Services Staff meeting on September 14th.
- Katie attended Friday Huddle on September 1st, 8th, 15th, 22nd, and 29th.
- Katie and Estella attended presentations at Anaheim Public Library by the four companies vying for the new ILS contract.
- Staff provided Setup/Take Down in the Meeting Room: 45 set-ups/ 44 breakdowns
- Meeting Room rentals patron count: 180
- Tim designed fliers and publicity materials for library programs including Mysteries of the Cosmos Revealed, Teen Superhero Debate, Computer Workshop, Library of Things, the Cover to Cover Reading Club, and the October calendars and Constant Contact.
- Katie, Beatrice, Victor, and Tim attended the Staff meeting on September 19th.
- Laura completed a "How to" manual for Virtual Library Cards.
- Katie and Tim prepared the LOTs collection for the October 1st kick-off.
- Tim updated the Library of Things check-in/check-out procedures.
- Tim photographed Placentia principals at the Placentia-Yorba Linda Unified School District for the C21 program at their Sept 21st meeting.
- Tim designed a poster and brochure for the C21 program.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Timothy Hino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through SEPTEMBER 2017
DATE: October 16, 2017

**CITY OF PLACENTIA
 INVOICES**

PERIOD COVERED FY 2017-2018	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	IRRIGATION AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-17	*	*	*	*	*	0.00	*
Aug-17	08-15-17	\$16,166.86	*	\$ 142.50	\$ 19.79	0.00	\$16,329.15
Sep-17	09-20-17	8,558.53	1,452.49	*	*	0.00	\$10,011.02
Oct-17							
Nov-17							
Dec-17							
Jan-18							
Feb-18							
Mar-18							
Apr-18							
May-18							
Jun-18							
TOTAL		\$24,725.39	1,452.49	142.50	19.79	0.00	\$26,340.17

** City Billing
 Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for September 2017
DATE: October 16, 2017

Accomplishments

- Worked with Tyco to ensure inspection passing for the fire alarms.
- Worked with Capitol Door Service to perform service on the automatic entrance doors.
- Hired new Children's Supervising Librarian.
- Handled and participated in interviews for the Library Assistant and Technology Manager positions.
- Met with Placentia Yorba Linda Unified School District Superintendent to discuss facility use during the centennial renovation.
- Continue to meet with Johnson Controls, Inc. to discuss the energy efficiency projects with Business Manager overseeing site visits.
- Worked on promotions for the new Fine-Free Policy with an official launch on September 21st.
- Worked with the California Library Association Leadership Development Committee to produce several marketing materials to promote the upcoming election and recruit members for the open positions which includes President, Board-at-Large, Treasurer, ALA Councilor, and Student Representative.

Meetings

- Library Board of Trustees – September 18th
- Placentia Library Friends Foundation (PLFF) – September 11th
- Friday Huddles – September 1st, 8th, 15th, 22nd, 29th
- Staff Meetings – September 19th
- Special District Risk Management Authority (SDRMA) – September 19th
- City of Placentia – September 20th
- Rotary Club of Placentia – September 12th, 30th
- Tree Lighting Meeting – September 20th

Community Function / Training / Conference

- Webinar: California Public Library Survey – September 12th
- Fine-Free Launch – September 21st
- California Special District Association Conference – September 25th – 28th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Children's Services Report for September 2017

DATE: October 16, 2017

MONTHLY STATISTICS

	September 2017	September 2016	Y-T-D 2017-2018	Y-T-D 2016-2017	Y-T-D % change
Reference—in person	568	624	1,576	1,618	-2.60%
Reference--telephone	31	34	92	78	17.95%
Total Reference	599	658	1,668	1,696	-1.65%
Total Number of Programs	33	37	98	97	1.03%
Total Programs Attendance	1,050	1,132	4,179	4,899	-14.70%

Children's Services Programs

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 2017	September 2017	September 2016	September 2016	Y-T-D 2017-18	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 16/17-17/18	Y-T-D 16/17-17/18
Storytime	13	588	12	588	41	1,769	36	1,376	13.89%	28.56%
Educational	16	377	19	437	28	782	28	776	0.00%	0.77%
Reading	1	28	1	41	11	1,308	11	1,035	0.00%	26.38%
Teen	3	57	4	54	18	320	17	188	5.88%	70.21%
Library Tour	0	0	0	0	0	0	0	0	0.00%	0.00%
Seasonal	0	0	1	12	0	0	1	12	-100.00%	-100.00%
Totals	33	1,050	37	1,132	98	4,179	97	4,889	1.03%	-14.52%

ACHIEVEMENTS

- Lori Worden proctored two tests in September on September 22nd and 25th.
- Lori Worden met with Jeanette Contreras to plan the Fine-Free Launch for September 21st.
- Yesenia Baltierra conducted Homework Club volunteer interviews on September 7th and 13th.
- Yesenia Baltierra participated as part of the panel for a live webinar for the Harwood Innovatr Lab on September 19th.
- Yesenia Baltierra assisted with the Fine Free official launch on September 21st.

MEETINGS

- Lori Worden attended the all-staff meeting on September 19th.
- Yesenia Baltierra, Marianne Follis, Lori Worden, and Jennifer Rydberg attended the Children's Department staff meeting on September 25th.
- Lori Worden met with Marianne Follis on September 28th.

- Yesenia Baltierra met with the C21 Committee Meeting on September 1st.
- Yesenia Baltierra attended the Get Healthy Placentia Initiative Committee meeting on September 6th.
- Yesenia Baltierra met with Tim Worden on September 6th.
- Yesenia Baltierra attended the ILS demo meetings on September 11th, 18th, 19th, and 28th.
- Yesenia Baltierra and Marianne Follis attended the PYLUSD Board meeting on September 12th.
- Yesenia Baltierra and Marianne Follis attended the C21 Committee meeting on September 14th.
- Yesenia Baltierra met with Katie Matas on September 15th.
- Yesenia Baltierra attended Harwood Lab meeting on September 15th and 21st.
- Yesenia Baltierra attended Board of Trustees meeting on September 18th.
- Yesenia Baltierra attended the Tree Lighting Committee meeting on September 20th.
- Yesenia Baltierra attended Huddle meeting on September 1st, 8th, 15th, 22nd, and 29th.
- Yesenia Baltierra and Marianne Follis met on September 8th, 11th, 12th, 14th, 21st, 25th, 26th and 27th.
- Yesenia Baltierra, Wendy Townsend and Marianne Follis participated in the Library Assistant 2nd Interviews on September 27th.

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 2017

DATE: October 16, 2017

MONTHLY STATISTICS

Reference Desk Activity	September 2017	September 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Reference -- in person	1560	1532	4917	4740	3.73%
Reference -- telephone	628	596	2477	1783	38.92%
Reference -- email/chat	22	9	39	27	44.44%
Technology assistance	214	270	734	840	-12.62%
Guest passes	78	78	222	236	-5.93%
Adult and Children's computer use (sktops)	2179	2661	6864	8841	-22.36%
Adult computer usage (desktop)	2042	2223	6342	6853	-7.46%
Public computer use (express laptops)	19	19	31	37	-16.22%

History Room Activity	September 2017	September 2016	Y-T-D FY2017-18	Y-T-D FY2016-17	Y-T-D % change
	4	10	22	27	-18.52%

Volunteer Hours	September 2017	September 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
History Room	37	0	150.25	18	734.72%
PLFF	506.83	477.25	1587.24	1479	7.32%
General Library	510.63	575.5	1910.85	2386.5	-19.93%
Technology	0	16	10.75	150	-92.83%
Homework Club	57.75	111.5	57.75	111.5	-48.21%
Adult Literacy	185.47	131	582.72	435.25	33.88%
PTAC	66	41.75	197.75	138.75	42.52%
Summer Reading Program	0	0	1365.62	608.25	124.52%
Total Volunteer Hours	1363.68	1353	5862.93	5327.25	10.06%

Adult Services 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	2017	2017	2016	2016	FY1718	FY1718	FY1617	FY1617		
Book Club	1	9	1	11	3	21	3	37	0.00%	-43.24%
Computer Workshops	0	0	3	31	4	42	7	65	-42.86%	-35.38%
Educational	2	54	2	33	7	2269	7	70	0.00%	3141.43%
Fine Arts	0	0	0	0	6	165	1	123	500.00%	34.15%
Health & Fitness	2	40	4	55	3	110	10	285	-70.00%	-61.40%
History Room Programming	1	27	0	0	3	97	2	91	50.00%	6.59%
Home and Lifestyle	1	150	0	0	3	330	0	0	NA	NA
Literacy	7	66	6	60	15	116	17	129	-11.76%	-10.08%
Reading Programs	0	0	0	0	2	455	2	281	0.00%	61.92%
Volunteer	1	30	1	34	3	89	3	96	0.00%	-7.29%
Totals	15	376	17	224	49	3694	52	1177	-5.77%	213.85%

Public Services Outreach Activity	September 2017	September 2016	Y-T-D FY2017-18	Y-T-D FY2016-17	Y-T-D % change
Outreach Visits	0	1	3	10	-70.00%
Outreach Attendance	0	25	356	582	-38.83%

Literacy	FY1718	FY1617	% Change
Computer Literacy Students	7	6	16.67%
English Literacy Students	30	50	-40.00%
Students Graduated	4	9	-55.56%
Computer Literacy Tutors	5	8	-37.50%
English Literacy Tutors	25	38	-34.21%

ACHIEVEMENTS

- Michelle Meades and Jeannie Killianey coordinated the Food of Harry Potter on September 16th.
- Michelle Meades coordinated the LHLS: The Historical George Key Ranch on September 25th.
- Michelle Meades and Wendy Townsend coordinated the Volunteer Orientation on September 24th.
- Coleen Wakai Patricia Grimm coordinated the Adult Literacy Tutor Workshop on September 23rd and 26th.
- Coleen Wakai and Patricia Grimm coordinated the Adult Literacy Orientation on September 27th and 30th.
- Patricia Grimm created a new Literacy Mobile Apps bibliography.
- Wendy Townsend and Jeannie Killianey coordinated Write Your Life Story program on September 23rd.
- Jeannie Killianey created the Banned Books Week book trough on September 23rd.

- Wendy Townsend coordinated Book Club on September 12th.
- Coleen Wakai coordinated Conversation Club on September 8th, 15th, 22nd and 29th.
- Coleen Wakai and Pat Grimm coordinated the display case for National Literacy Month.
- Coleen Wakai, Pat Grimm, Wendy Townsend, and Yesenia Baltierra submitted 2016-17 CLLS Grant Report.
- Wendy Townsend ordered new fiction and non-fiction Korean and Chinese books.
- Wendy Townsend coordinated Tai Chi on September 19th and 26th.

MEETINGS

- Michelle Meades met with Angela Tober and Estrella Hernandez to discuss the work program on September 18th.
- Michelle Meades attended the Placentia Historical Committee meeting on September 26th.
- Michelle Meades met with Beverly Womack to discuss a calligraphy program on September 28th.
- Michelle Meades met with Katie Holtsclaw of the Placentia Police Department to discuss a CSI program on September 28th.
- Michelle Meades met with Mike Miniaci about the Historical Key Ranch Program on September 6th.
- Michelle Meades, Wendy Townsend and Yesenia Baltierra met with Steve Pischel and Joe Lambert to discuss the History Matters program on September 14th.
- Michelle Meades met with Yesenia Baltierra and Jeanette Contreras to discuss staff appreciation on September 18th.
- Michelle Meades met with Yesenia Baltierra to discuss the staff appreciation on September 20th.
- Michelle Meades met with Coleen Wakai to discuss literacy outreach on September 20th.
- Michelle Meades and Wendy Townsend met on September 6th, 13th, 20th and 27th.
- Coleen Wakai met Wendy Townsend on September 15th, 22nd and 29th.
- Coleen Wakai met with Aida M. as a potential literacy tutor, September 5th.
- Coleen Wakai met with new tutors September 13th and 18th.
- Coleen Wakai attended an SCLLN meeting on September 21st.
- Coleen Wakai and Wendy Townsend attended Staff Meeting September 19th.
- Patricia Grimm and Wendy Townsend met on September 13th and 27th.
- Jeannie Killianey and Wendy Townsend met on September 12th.
- Jeannie Killianey, Wendy Townsend, and Marianne Follis evaluated ILS systems at Anaheim Central on September 11th, 18th, 19th, and 28th.
- Wendy Townsend and Yesenia Baltierra met on September 5th and 19th.
- Wendy Townsend attended the supervisors meeting on September 13th.
- Wendy Townsend attended Kiwanis meetings on August 3rd, 10th and 17th.
- Wendy Townsend attended Kiwanis meeting on September 7th, 14th and 28th.
- Wendy Townsend participated in the Children's Library Assistant second interviews on September 27th.
- Adult Services staff attended the Adult Services meeting on September 25th.

PROFESSIONAL DEVELOPMENT

- Coleen Wakai attended a webinar: "How to Drive Customer Experience Excellence with A Values-Driven Service Culture".



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for September 2017

DATE: October 16, 2017

On-line database usage

	September 2017	Onsite Usage 9/17	Remote Usage 9/17	September 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Library Catalog	15,894	N/A	N/A	12,571	48,517	51,225	-5%
General Reference Center	43	32	11	37	66	60	10%
Biography In Context	1669	1655	14	73	1,700	88	1832%
Opposing Viewpoints	27	26	1	38	37	48	-23%
Consumer Reports (new July 2016)	124	N/A	N/A	246	348	NA	NA
Freegal	959	N/A	N/A	1,107	3,046	3,354	-9%
Heritage Quest	132	N/A	N/A	236	1,059	2,397	-56%
Novelist	41	N/A	N/A	20	102	106	-4%
Public Library Core Collection Nonf	26	N/A	N/A	0	95	653	-85%
Pronunciator	44	N/A	N/A	70	190	352	-46%
ABC Mouse	38	N/A	N/A	398	147	593	-75%
Career Cruising	2	N/A	N/A	0	10	0	#DIV/0!
Tumblebooks	219	N/A	N/A	64	475	341	39%
Reference USA	456	N/A	N/A	314	1,245	803	55%
Enki	2	N/A	N/A	1	6	2	200%
Hoopla	566	N/A	N/A	286	1,831	934	96%
Overdrive e-books	1147	N/A	N/A	920	3,915	2,915	34%
Overdrive audio books	740	N/A	N/A	539	2,236	1,652	35%
Zinio	88	N/A	N/A	94	429	259	66%
TOTAL DATABASE USAGE	22,217	1,713	26	17,014	65,454	65,782	0%

Website Traffic

	September 2017	September 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Website visits	12,668	12,017	42,238	41,551	2%
Page Hits	21,800	20,526	71,171	69,271	3%
Users	7,510	5,519	21,949	18,474	19%
Pages/Session	1.72	1.71	N/A	N/A	N/A
Avg. Session Duration	00:02:32	00:02:53	N/A	N/A	N/A
% New Sessions	49	36	N/A	N/A	N/A

Computer & Online Resource Use

	September 2017	September 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
Placentia Residents	1,361	1,389	4,252	3,986	7%
Non-Placentia Residents	1,039	1,023	2,795	2,837	-1%
Total	2,400	2,412	7,047	6,823	3%

Wifi Use

	September 2017	September 2016	Y-T-D 2017-18	Y-T-D 2016-17	Y-T-D % change
	2,259	2,706	6,915	8,028	-14%
Total	2,259	2,706	6,915	8,028	-14%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: October 16, 2017

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on October 16, 2017.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 17-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County, Authorizing the Deposit and Investment of Excess Funds with the Treasurer-Tax Collector of the County of Orange County, California.**

DATE: October 16, 2017

BACKGROUND

The Orange County Treasurer-Tax Collector manages an investment pool known as the Orange County Investment Pool (OCIP) with a portfolio of \$3.9 billion. Participation in OCIP will allow the District to benefit from the expertise offered by the County Treasurer-Tax Collector and a competitive rate of return. As of August 31, 2017, the OCIP market value increased 7.15% with an accrued earning for August at \$3.6 million.

On November 21, 2016, the Library Board of Trustees adopted Resolution 16-11, allowing the District to discontinue accounting services with the County of Orange. As a result of the adoption of Resolution 16-11, the Office of the County Treasurer-Controller informed the District on September 8, 2017 that a resolution is required to continue participation in OCIP and with allowance for transfers of funds when necessary for District-related business with the approval of the Board President, Library Director and Business Manager.

Attachment A is Resolution 17-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County, Authorizing the Deposit and Investment of Excess Funds with the Treasurer-Tax Collector of the County of Orange County, California.

Attachment B is the Agreement for the Deposit and Investment of Excess Funds into the County Treasury.

Fiscal Impact: None.

RECOMMENDATIONS

1. Motion to adopt Resolution 17-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County, Authorizing the Deposit and Investment of Excess Funds with the Treasurer-Tax Collector of the County of Orange County, California.
2. Roll call vote.



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RESOLUTION NO. 17-06

A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY, AUTHORIZING THE DEPOSIT AND INVESTMENT OF EXCESS FUNDS WITH THE TREASURER-TAX COLLECTOR OF THE COUNTY OF ORANGE, CALIFORNIA

WHEREAS, Government Code Section 53684 allows the Placentia Library District of Orange County (“District”) to deposit excess funds into the Orange County Treasury for purposes of investment by the Orange County Treasurer-Tax Collector; and

WHEREAS, the District’s Policy 3035 – Investment of District Funds authorizes the District’s Library Director to invest financial assets in local government investment pools; and

WHEREAS, the Orange County Investment Pool is a local government investment pool managed by the Orange County Treasurer-Tax Collector;

NOW, THEREFORE, THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The Library Board of Trustees hereby finds that it may, from time to time, be advantageous to make deposits for purposes of investment in the Orange County Investment Pool.

SECTION 2. The Library Board of Trustees hereby finds and determines that excess funds of the District are not required for immediate use and that the investment of such funds in the Orange County Investment Pool is an appropriate investment of its moneys.

SECTION 4. The Library Board of Trustees hereby authorizes the deposit of monies of the District into the Orange County Investment Pool for purposes of investment by the Orange County Treasurer-Tax Collector in accordance with the provisions of Government Code Section 53684 and the “Agreement for the Deposit and Investment of Excess Funds into the County Treasury” (“Agreement”) attached hereto as Exhibit A. The Library Board of Trustees approves the Agreement and authorizes the Library Director to execute the Agreement on behalf of the District.

SECTION 5. The following officers holding the title(s) specific herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Orange County Investment Pool, make changes to the District’s bank account or other administrative duties as needed and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Ms. Gayle Carline
Name

Ms. Jeanette Contreras
Name

Board President
Title

Library Director
Title

Signature

Signature

SECTION 6. This resolution shall remain in full force and effect until rescinded by the Library Board of Trustees by resolution.

The Board Secretary shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED on this 16th day of October 2017.

GAYLE CARLINE, Board President

ATTEST:

JO-ANNE W. MARTIN, Board Secretary

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.

I, Jo-Anne W. Martin, Board Secretary of the Placentia Library District, HEREBY CERTIFY that the foregoing **Resolution No. 17-06** was duly adopted by the Library Board of Trustees of the Placentia Library District of Orange County at a regular meeting thereof, held on the sixteenth day of October 2017, by the following vote:

AYES: TRUSTEES:
NOES: TRUSTEES:
ABSENT: TRUSTEES:

Jo-Anne W. Martin, Board Secretary

**AGREEMENT FOR
THE DEPOSIT AND INVESTMENT OF EXCESS FUNDS
INTO THE COUNTY TREASURY**

THIS AGREEMENT is made and entered into as of the date fully executed by and between the Placentia Library District hereinafter referred to as "District," and the County of Orange, California a political subdivision of the State of California, hereinafter referred to as "County."

RECITALS

WHEREAS, Section 53684 of the California Government Code allows local agencies to deposit excess funds into the County Treasury for purposes of investment by the County Treasurer-Tax Collector (the "Treasurer"); and

WHEREAS, District has found that it may, from time to time, be advantageous to make such deposits for purposes of investment with the Treasurer; and

WHEREAS, the treasurer or other official responsible for the funds of the District has determined, and may determine from time to time, that excess funds of the District exist which are not required for immediate use; and

WHEREAS, the governing body of District has authorized the deposit of moneys of District for purposes of investment with the County Treasury in accordance with the provisions of Section 53684 of the California Government Code; and

WHEREAS, with the consent of the Treasurer, the Treasurer may accept for investment deposits of District, provided that District is located within Orange County, or a Joint Powers Authority (JPA) consisting of at least one public agency from within Orange County;

NOW, THEREFORE, in consideration of the mutual promise herein, the parties agree as follows:

ARTICLES

1. **ACKNOWLEDGMENT**
The parties acknowledge that the Recitals are true and correct.
2. **SCOPE OF AGREEMENT**
This Agreement specifies the contractual terms and conditions by which County will manage and invest District's excess funds which have been deposited for investment with the Treasurer. Pursuant to various provisions of the Government Code and Revenue and Taxation Code, the Treasurer shall provide central depository and investment services for District.
3. **COUNTY INVESTMENT POOL/INVESTMENT POLICY STATEMENT**
District understands that the funds it deposits for investment will be held in the Orange County Investment Pool (OCIP) and shall be invested by the Treasurer in accordance with the policies contained in the Orange County Treasurer Investment Policy Statement (the

“IPS”), as now in effect and as may be revised from time to time.

4. **DISTRICT ACKNOWLEDGMENTS**

District acknowledges that it has received and carefully reviewed the IPS, and, is familiar with its contents. Having considered and weighed the risks of investing (including, but not limited to, the risks of loss of interest and principal) the District has determined that it is appropriate and legal to invest its moneys in the Orange County Treasury as permitted by the IPS. The District has been advised by the Treasurer and understands that the IPS may be amended by the Treasurer without the review or consent of District.

To the extent its moneys are invested with the County, in whole or in part, in OCIP, the District further acknowledges that it has reviewed and understands Net Asset Value (“NAV”) risk that is discussed in Section V of the IPS. The District finds and determines that investment of any of its moneys in OCIP is an appropriate investment of its moneys.

5. **TERM OF AGREEMENT**

This Agreement shall become effective on the date fully executed and shall continue indefinitely, unless this Agreement is terminated earlier by either party in accordance with Article 8.

6. **DEDUCTION OF ADMINISTRATIVE FEES**

District agrees that the Treasurer shall deduct administrative charges from its gross interest income pursuant to California Government Code Sections 53684(b) and 27013.

7. **AMENDMENT**

Neither party shall make any change to this Agreement without the others written consent. Such changes shall be incorporated into an Agreement Amendment, which shall not become effective until signed by the parties. The Treasurer may make amendments if the changes are ministerial.

8. **TERMINATION**

Either party in accordance with this Article may terminate the provision of services under this Agreement, in whole or in part, whenever either party shall determine that such termination is its best interest. Any such termination shall be effected by delivery to the other party of a Notice of Termination specifying the extent to which services under the Agreement are terminated, and the date upon which such termination will become effective.

After receipt of a Notice of Termination, and except as otherwise agreed:

- (a) The County shall stop performing under this Agreement on the date specified and to the extent specified in the Notice of Termination.
- (b) District shall request no further services requiring work to be performed after the termination date as specified in the Notice of Termination.

Upon termination, District agrees to pay the County for all services performed prior to termination.

9. **DEPOSITS AND WITHDRAWALS**

The officers holding the titles listed in the Resolution 17-06 dated October 16, 2017 or their successors in office, shall be authorized to deposit and request withdrawals of moneys of District in the County Treasury, make changes to the District's bank account or other administrative duties as required. When District requests withdrawal of funds from the County Treasury, District and County shall comply with all applicable withdrawal provisions pursuant to California law, as now in effect and as may be subsequently added, including but not limited to Government Code Section 27136.

10. NOTICES

Where required to be given under this Agreement, notice shall be in writing and shall be deemed given when delivered personally or deposited in the United States mail, postage prepaid, certified, addressed as follows:

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

County: Orange County Treasurer-Tax Collector
Attention: Shari L. Freidenrich
P.O Box 4515
Santa Ana, CA 92702-4515

11. MERGER/NO CONTINUING WAIVER

This Agreement contains the entire and complete understanding of the parties and supersedes any and all other prior agreements, oral or written, and discussions of the parties with respect to the provision of services under this Agreement. No waiver of any term or condition of this Agreement shall be deemed a continuing waiver thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date(s) written below.

DATED _____

PLACENTIA LIBRARY DISTRICT

By _____
Gayle Carline
Board President

By _____
Jo-Anne W. Martin
Board Secretary

DATED _____

COUNTY OF ORANGE, CALIFORNIA,

a political subdivision of the State of
California

By _____
Shari L. Freidenrich
Orange County Treasurer-Tax Collector

APPROVED AS TO FORM:

PLACENTIA LIBRARY DISTRICT

By _____
David DeBerry
District Counsel

DATED: _____

COUNTY OF ORANGE

By _____
Ronald T. Magsaysay, Deputy County Counsel
Office of the County Counsel

DATED: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Board of Trustees and Library Director, to attend the Public Library Association (PLA) conference in Philadelphia, Pennsylvania on March 20-24, 2018.**

DATE: October 16, 2017

BACKGROUND

The Public Library Association conference is held biannually. The 2018 conference will be held in Philadelphia, Pennsylvania on March 20-24, 2018. A sample of programs being offered can be found on Attachment A. There may be an opportunity to conduct legislative business in Washington, D.C. due to the proximity of the conference. With permission from the Library of Board of Trustees, library staff can coordinate schedules with the respective legislative aides.

Fiscal Impact: \$2,300-\$3,000/attendee

RECOMMENDATIONS

1. Authorize the Library Board of Trustees and Library Director to attend the Public Library Association (PLA) conference in Philadelphia, Pennsylvania on March 20-24, 2018.
2. Authorize by a roll call vote.

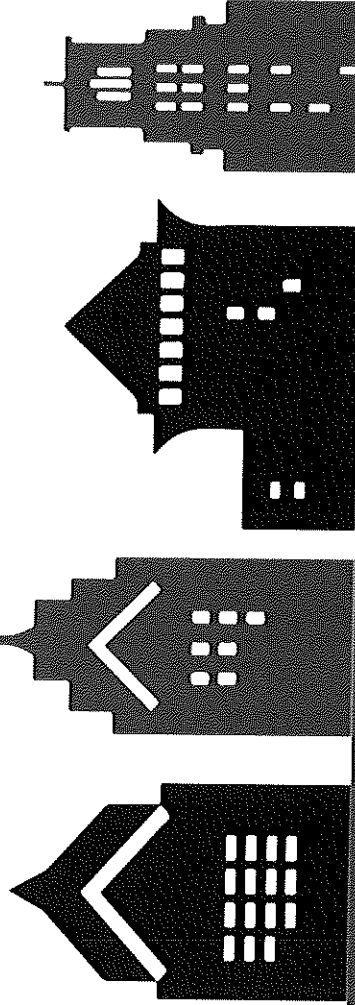


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MARCH 20-24, 2013

(<http://www.placonference.org>)

THE
IMAGINE POSSIBILITIES



PRECONFERENCES

Get a head start on learning; attend a preconference on Tuesday, March 20, or Wednesday, March 21, before the full conference opens. Preconferences offer in-depth education for public library administrators, managers, and staff. Click on each title for more information. Each preconference requires a separate registration.

Tuesday, March 20

Full Day

9:00 AM – 5:00 PM

- [Dynamic Planning Institute \(/program/dynamic-planning-institute/\)](#)
- [Literacy is Power and Libraries Provide the Fuel: The Movement that is PA Forward \(/program/literacy-is-power-and-libraries-provide-the-fuel-the-movement-that-is-pa-forward/\)](#)
- [Project Outcome Training Workshop: Tools for Measuring Patron Outcomes \(/program/project-outcome-training-workshop-tools-for-measuring-patron-outcomes/\)](#)
- *— This preconference is free, but registration is required and space is limited.*
- [Stand Up for Health: Health and Wellness Services for Your Community \(/program/stand-up-for-health-health-and-wellness-services-for-your-community/\)](#)
- *— A limited number of stipends will be available for this preconference. Applications will be available no later than October 16, 2017. Attendees who register before October 16 will be sent information about how to apply.*
- [Understanding Identity, Power, Oppression + Liberation: A Justice + Equity Training \(/program/understanding-identity-power-oppression-liberation-a-justice-equity-training/\)](#)

All full day preconferences include lunch.

Half Day

2:00 – 5:00 PM

- [A Social Worker Walks Into a Library: Bringing Social Work Services into Your Public Library \(/program/a-social-worker-walks-into-a-library-bringing-social-work-services-into-your-public-library/\)](#)
- [From A to T: Serving Transgender Customers \(/program/from-a-to-t-serving-transgender-customers/\)](#)
- [When Design Meets Service: What Global Library Trends Show Us About Future Library Spaces \(/program/when-design-meets-service-what-global-library-trends-show-us-about-future-library-spaces/\)](#)

Wednesday, March 21

Half Day

9:00 AM – 12:00 PM

Push Comes to Shove: Supporting Patrons of Color in Your Institution

Presenters: Tonyia Tidline, Not applicable; Tonyia Tidline, Not applicable; Kristyn Caragher, Des Plaines Public Library; Melissa Villa-Nicholas, Graduate School of Library and Information Studies, University of Rhode Island; Aisha Conner-Gaten, Loyola Marymount University; Tracy Drake, Chicago Public Library

Concurrent Program Session

High interaction (examples: facilitated discussion; small group collaborative work; hands-on activity or application)

Track: Challenge **Tags:** Administration/Management, Civic Engagement, Diversity, Inclusion, Innovation, Social Change

Community as Collaborator

Presenters: Amy Holcomb, Skokie Public Library; Amy Holcomb, Skokie Public Library; Vicki Rakowski, Barrington Area Library; Alicia Hammond, Forest Park Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Challenge **Tags:** Spaces and Places, Facilitation, Innovation, Programming/Services, Transforming Libraries, Trends and Forecasting

It's So Hard To Say Goodbye: Strategies and Best Practices for Sunsetting Legacy Programs

Presenters: Katy Hite, Worthington Libraries; Katy Hite, Worthington Libraries; Alexandra Skinner, Oak Park Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Challenge **Tags:** Serving Adults, Adult Services, Facilitation, Guidelines and Standards, Programming/Services, Trends and Forecasting

Lost in the Library? Never Again with User Centered Design

Presenters: Bridget Quinn-Carey, Hartford Public Library; Bridget Quinn-Carey, Hartford Public Library; Maxine Bleiweis, Maxine Bleiweis and Associates, LLC; Margaret Sullivan, Margaret Sullivan Studio

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Invent **Tags:** Spaces and Places, Buildings and Facilities, Equity of Access, Inclusion, Multicultural Services, User Experience (UX)

Sustaining Ideation with Progress, Not Perfection

Presenters: Christa Werle, Sno-Isle Libraries; Christa Werle, Sno-Isle Libraries; Sarah Sawicki, Richland Library; Heather Scouler, Fraser Valley Regional Library; Seth Ervin, Charlotte Mecklenburg Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Invent **Tags:** Leadership, Innovation, Leadership, Organizational Change, Project Management, Strategic Planning, Transforming Libraries

Transforming Digital Learning at Calgary Public Library

Presenters: Carrie Kitchen, Calgary Public Library; Carrie Kitchen, Calgary Public Library; Jessie Campbell, Calgary Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Invent **Tags:** Technology, Digital Literacy, Instruction, Programming/Services, Technology, Transforming Libraries

Your Neighbor is a Writer: Curating a Local E-book Collection

Presenters: Alison Kastner, Multnomah County Library; Alison Kastner, Multnomah County Library; Kady Ferris, Multnomah County Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Invent **Tags:** Collections/Tech Services, Collection Development, E-books, Innovation, Project Management, Readers' Advisory

Think Outside the Books: Building Innovative Programs and Services Through Staff Empowerment

Presenters: Brynna Tucker, brooklyn public library; Brynna Tucker, brooklyn public library

Concurrent Program Session

High interaction (examples: facilitated discussion; small group collaborative work; hands-on activity or application)

Track: Invent **Tags:** Administration/Management, Innovation, Organizational Change, Transforming Libraries, Trends and Forecasting, User Experience (UX)

Assessing and Aligning Service Philosophy, Service Delivery, and Service Points

Presenters: Susan Brown, Chapel Hill Public Library; Susan Brown, Chapel Hill Public Library; Meeghan Rosen, Chapel Hill Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Invent **Tags:** Administration/Management, Administration and Management, Organizational Change, Personnel and Staffing, Public Services, User Experience (UX)

Innovative Approaches to Circulating WiFi Hotspots

Presenters: Mikael Jacobsen, Skokie Public Library; Mikael Jacobsen, Skokie Public Library; Suzanne Wulf, Niles Public Library; Charity Kittler, New York Public Library

Concurrent Program Session

Low interaction (example: single speaker/panel with Q&A at the end of the program)

Track: Invent **Tags:** Technology, Collection Development, Emerging Technologies, Innovation, Mobile Technology, Social Change, Technology

Exploring Reconciliation Stories: Reimagining “Pehonan” in an Indigenous Digital Public Space

Presenters: Raquel Mann, Edmonton Public Library; Danielle Powder, Edmonton Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Invent **Tags:** Technology, Digital Libraries, Diversity, Emerging Technologies, Multicultural Services, Social Change, Technology

Guerrilla Branding: 10 Ways To Make a Big Splash with a Tiny Budget

Presenters: David Vinjamuri, New York University; David Vinjamuri, New York University

Concurrent Program Session

High interaction (examples: facilitated discussion; small group collaborative work; hands-on activity or application)

Track: Invent **Tags:** Marketing/Advocacy, Advocacy, Leadership, Marketing, Social Media, Transforming Libraries

Refuting the Idea of “Neutral”: Supporting Civic Engagement & Information in the Library

Presenters: Amy Koester, Skokie Public Library; Amy Koester, Skokie Public Library; Amy Holcomb, Skokie Public Library; Mimosha Shah, Skokie Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Spaces and Places, Civic Engagement, Facilitation, Intellectual Freedom and Ethics, Public Programs, Transforming Libraries

The Future is Now: Virtual, Augmented, and Mixed Reality in Public Libraries

Presenters: Jennifer Bishop, Carroll County Public Library; Jennifer Bishop, Carroll County Public Library; Liz Sundermann-Zinger, Division of Library Development & Services, Maryland State Department of Education

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Technology, Emerging Technologies, Innovation, Transforming Libraries

Conflict as Opportunity: Library Restorative Practices for Youth

Presenters: E Lane, Pima County Public Library; E Lane, Pima County Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Serving Youth, Inclusion, Organizational Change, Public Services, Urban Libraries, Youth Services

Eliminating Fines and Fees on Children’s Materials to Create a Win-Win for Your Library and Community

Presenters: Beth Crist, Colorado State Library; Beth Crist, Colorado State Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Leadership, Administration and Management, Inclusion, Leadership, Organizational Change, Transforming Libraries

Ditching Dewey: How to Make Searching Your Collection Engaging, Not Enraging
Presenters: Melissa Chiavaroli, Cumberland Public Library; Melissa Chiavaroli, Cumberland Public Library; Danielle Skeldon, Cumberland Public Library

Concurrent Program Session

High interaction (examples: facilitated discussion; small group collaborative work; hands-on activity or application)

Track: Imagine **Tags:** Collections/Tech Services, Adult Services, Collection Development, Continuing Education and Professional Development, Innovation, Organizational Change

Changing the Patron Ebook Experience

Presenters: Christine Peterson, Amigos Library Services; Christine Peterson, Amigos Library Services; James English, New York Public Library; Michael Blackwell, St. Mary's County Library; Kendall Wiggin, Connecticut State Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Technology, E-books, Electronic Resources, Innovation, Mobile Technology, Technology

Ensuring the Future of Libraries: Connecting the Academy and the Profession

Presenters: Susan Hildreth, University of Washington Information School; Susan Hildreth, University of Washington Information School; Joseph Tennis, University of Washington Information School; Deborah Jacobs, Gates Foundation

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Staffing, Human Resources, Librarianship, Library School Education, Organizational Change, Personnel and Staffing

Let's Make a Deal! Creative Collection Floating Opportunities

Presenters: Mary Wagoner, Houston Public Library; Mary Wagoner, Houston Public Library; Sara Karow, Houston Public Library; Fred Schumacher, Houston Public Library

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Collections/Tech Services, Collection Development, Innovation, Organizational Change, Resource Sharing, Technical Services

Libraries Aren't Neutral: Programming and Resources for the Political Climate

Presenters: Elizabeth Ludemann, Arlington Heights Memorial Library; Elizabeth Ludemann, Arlington Heights Memorial Library; Mike Monahan, Arlington Heights Memorial Library; Margaret Peebles, Gail Borden Public Library District

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Serving Adults, Adult Services, Civic Engagement, Hot Topics, Programming/Services, Public Programs

How to Adult: Teaching Life Skills to Teens

Presenters: Kayla Marie Figard, San Mateo County Libraries - Belmont Library; Kayla Marie Figard, San Mateo County Libraries - Belmont Library

Concurrent Program Session

High interaction (examples: facilitated discussion; small group collaborative work; hands-on activity or application)

Track: Imagine **Tags:** Serving Youth, Information Literacy, Partnerships and Collaboration, Programming/Services, Young Adult Services, Youth Services

Finding Focus: Strategic Planning through Collaborative Drawing

Presenters: Thomas Lide, Richland Library; Thomas Lide, Richland Library; Susan Lyon, Richland Library

Concurrent Program Session

High interaction (examples: facilitated discussion; small group collaborative work; hands-on activity or application)

Track: Imagine **Tags:** Leadership, Facilitation, Inclusion, Leadership, Social Change, Strategic Planning, Transforming Libraries

Great Expectations: Customer Service and the Future of Libraries

Presenters: Alicia Snarr, Maricopa County Library District; Alicia Snarr, Maricopa County Library District; Brianna King, Maricopa County Library District

Concurrent Program Session

Medium interaction (example: single speaker/panel with questions or discussion throughout)

Track: Imagine **Tags:** Administration/Management, Administration and Management, Continuing Education and Professional Development, Organizational Change, Personnel and Staffing, Public Services

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Redevelopment Agency Oversight Board Nomination

DATE: October 16, 2017

BACKGROUND

Nomination for the county-wide Redevelopment Agency Oversight Board Appointment is now open and all submissions must be submitted by November 10, 2017. Nominee for the county-wide Oversight Board must be an elected or appointed official. Trustee Shkoler currently serves on the City of Placentia Oversight Board, as the District's representative.

Attachment A is a letter dated September 21, 2017 from LAFCO Executive Officer, Carolyn Emery

Attachment B is a letter dated October 10, 2017 from LAFCO Executive Officer, Carolyn Emery, the Declaration of Qualification to Vote, to be signed by President Carline, and the 2017 Nomination Form, to be signed by President Carline.

RECOMMENDATION

Nominate a member of the Library Board of Trustees to serve on the county-wide Redevelopment Agency Oversight Board.



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LOCAL AGENCY FORMATION COMMISSION

ORANGE COUNTY



September 21, 2017

CHAIR
DEREK J. MCGREGOR
Representative of
General Public

VICE CHAIR
DR. ALLAN BERNSTEIN
Councilmember
City of Tustin

LISA BARTLETT
Supervisor
5th District

CHERYL BROTHERS
Councilmember
City of Fountain Valley

TODD SPITZER
Supervisor
3rd District

CHARLEY WILSON
Director
Santa Margarita Water District

JOHN WITHERS
Director
Irvine Ranch Water District

ALTERNATE
WENDY BUCKNUM
Councilmember
City of Mission Viejo

ALTERNATE
JAMES FISLER
Director
Mesa Water District

ALTERNATE
LOU PENROSE
Representative of
General Public

ALTERNATE
MICHELLE STEEL
Supervisor
2nd District

CAROLYN EMERY
Executive Officer

TO: Presiding Officers, Independent Special Districts of Orange County

RE: Redevelopment Agency Oversight Board Appointments - County of Orange

Recent Legislation gives the Orange County Local Agency Formation Commission ("LAFCO") the responsibility to conduct elections for the special district representative to the new county-wide Orange County Redevelopment Agency Oversight Board ("RDA Board"). The purpose of this letter is to inform you that LAFCO will conduct that 2018 election by mailed ballot, as it does other Independent Special District Selection Committee elections.

Background

California redevelopment law created an oversight board to monitor the remaining activities of each former redevelopment agency. In September of 2015, the Governor signed SB 107, which required the consolidation of more than 400 RDA Oversight Boards into just one oversight board per county, with the exception of Los Angeles County (Health and Safety Code Section 34179.) Each county's oversight board includes one special district representative to be appointed by that county's Independent Special District Selection Committee in accordance with that Committee's election procedures (Government Code Section 56332(e)). The new law further states that should the Committee fail to appoint a special district representative to the oversight board by July 15, 2018, the Governor is empowered to make the appointments. SB 107 did not specify a term of office, merely specifying that a board member "shall serve at the pleasure of the entity that appointed such member."

For your reference, I have included additional background on the legislation that was prepared by the California Special Districts Association ("CSDA") and the California Association of Local Agency Formation Commissions ("CALAFCO").

Appointments to Orange County RDA Oversight Board

The Orange County Special District Selection Committee's Bylaws authorize the LAFCO Executive Officer to conduct the elections of the

RDA Oversight Board Appointments
September 21, 2017
Page 2 of 2

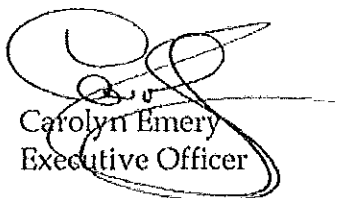
Committee in writing, which LAFCO has elected to do for the past several years. This is to inform you that, as authorized by the new law, LAFCO will conduct the elections for the special district representative to the new Orange County RDA oversight board by the same means it conducts other elections, which is by mailed written ballot.

The nomination and election by mail will be conducted pursuant to the following schedule:

DATE	EVENT
Tuesday, October 10, 2017	Nomination Period Begins: LAFCO Executive Officer emails notification letters with nomination form and Declaration of Qualification to Vote to independent special district presiding officers and general managers.
November 10, 2017 (3 PM)	Nomination Period Ends: Deadline for submitting nominations and Declaration of Qualification to Vote for RDA Oversight Board to LAFCO by 3:00 p.m.*
November 13, 2017	Voting Period Begins: Ballots emailed to all special district presiding officers/designees and general managers.
December 18, 2017 (3 PM)	Voting Period Ends: Ballots due to LAFCO by 3:00 p.m.
December 19, 2017	Ballots Counted: LAFCO staff tabulates ballots and announces results.
* Pursuant to Government Code §56332 (f)(2), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.	

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

Sincerely,



Carolyn Emery
Executive Officer

Attachment: "Countywide RDA Oversight Board Special District Appointments issued by CSDA & CALAFCO"

cc: Eric Woolery, Orange County Auditor-Controller
Special District General Managers



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COUNTYWIDE RDA OVERSIGHT BOARD SPECIAL DISTRICT APPOINTMENTS



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DISCLAIMER:

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ACKNOWLEDGEMENTS:

In preparing this paper, CSDA and CALAFCO greatly benefited from individuals who were generous with their time and insightful with their views. Members of our working group held background experience as special district general managers and directors of finance, local agency formation commission executive officers, RDA oversight board representatives, and attorneys.

CSDA and CALAFCO extend sincere appreciation to the individuals on our joint working group, who significantly contributed to the development of this guide. The contributions of the following people were invaluable:

Gary Bell
Attorney at Law
Colantuono, Highsmith & Whatley, PC

José C. Henriquez,
Executive Officer
El Dorado County Local Agency Formation Commission

Shane McAfee
General Manager
Greater Vallejo Recreation and Park District

Keene Simonds
Executive Officer
Marin County Local Agency Formation Commission

Charles Turner
Director of Finance
Eastern Municipal Water District



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On July 1, 2018, more than 400 redevelopment agency (RDA) oversight boards will be consolidated into just one oversight board per county (and five oversight boards in Los Angeles County). When this occurs, each county's Independent Special Districts Selection Committee will be granted the authority to appoint one special district representative to that county's respective oversight board.

If the Independent Special District Selection Committee in a county fails to act by July 15, 2018, the governor will make the appointment on its behalf. Therefore, it is important that the special districts in each affected county, and the Local Agency Formation Commissions (LAFCOs) that administer the operations of the Independent Special Districts Selection Committees, take proactive steps to ensure a successful locally-controlled appointment process.

Much is at stake in the decisions that go before oversight boards. In fiscal years 2015-16 and 2016-17 combined, the governor's 2016 May Revise estimated special districts will receive \$316 million in property tax restoration due to the continued wind down of RDAs. Oversight board actions could affect the amount and speed of future property tax restorations to special districts and other local agencies.

Due to the newness and uniqueness of the statute providing for countywide oversight boards, the many cross-references within the statute, and the lack of familiarity most LAFCOs and special districts have with the Health and Safety Code in which the statute is included, the authorizing language for special district appointments may be challenging to some local officials.

For these reasons, the California Special Districts Association (CSDA) and California Local Agency Formation Commission (CALAFCO) convened a working group to outline the process for appointing special district representatives to countywide oversight boards, and to provide guidance on potential questions related to that process.

COUNTIES REQUIRING A COUNTYWIDE OVERSIGHT BOARD

The following thirty-seven counties have two or more oversight boards that will be consolidated into one countywide oversight board on July 1, 2018 (except for Los Angeles County, which will be consolidated into five oversight boards):

- | | | |
|---------------------------------------|-------------------|-----------------|
| • Alameda | • Monterey | • Santa Barbara |
| • Butte | • Mendocino | • Santa Clara |
| • Contra Costa | • Merced | • Santa Cruz |
| • Fresno | • Nevada | • Shasta |
| • Humboldt | • Orange | • Solano |
| • Imperial | • Placer | • Sonoma |
| • Kern | • Riverside | • Stanislaus |
| • Kings | • Sacramento | • Sutter |
| • Lake | • San Bernardino | • Tulare |
| • Los Angeles (five oversight boards) | • San Diego | • Ventura |
| • Madera | • San Joaquin | • Yolo |
| • Marin | • San Luis Obispo | • Yuba |
| | • San Mateo | |

Of the counties noted above, the following eleven counties do not currently have an Independent Special Districts Selection Committee in place. Therefore, the special districts and LAFCO in each of these counties will need to form an Independent Special Districts Selection Committee in order to facilitate the appointment of a special district representative to the new countywide RDA oversight board:

- | | | |
|------------|---------------|----------|
| • Fresno | • Merced | • Tulare |
| • Imperial | • San Joaquin | • Yolo |
| • Kings | • Solano | • Yuba |
| • Madera | • Stanislaus | |



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SPECIAL DISTRICT REPRESENTATIVE APPOINTMENT PROCESS

The statutory authorization for appointing the special district representative to a countywide oversight board is found in Health and Safety Code 34179, which can be found in the appendix. This publication overviews the application of this authority in conjunction with the relevant code sections cross-referenced to the Cortese-Knox-Hertzberg Act or "LAFCo Law" in the Government Code.

On July 1, 2018, counties with 2 – 39 individual RDA oversight boards will be consolidated into one countywide oversight board. Upon consolidation, the county's Independent Special District Selection Committee is responsible for appointing the special district representative to the new countywide oversight board. The Independent Special District Selection Committee consists of the presiding officer of the legislative body of each independent special district or district-appointed alternate (Government Code Section 56332(a)).

Procedures

The LAFCo Executive Officer/Designee is responsible for calling and giving written notice of meetings of the Independent Special District Selection Committee, at which a representative may be appointed to the countywide RDA oversight board. (Government Code Section 56332(b)).

- A majority of the Independent Special District Selection Committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot (Government Code Section 56332(e)).

If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer/designee determines that a meeting of the special district selection committee, for the purpose of selecting the special district members or filling vacancies, is not feasible, the executive officer/designee shall conduct the business of the committee by mail. Elections by mail shall be conducted as follows (Government Code Section 56332(f)):

- 1) The executive officer/designee shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.
- 2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer/designee shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer/designee by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer/designee mailed the ballot to the eligible district.
- 3) The call for nominations, ballot, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer/designee, with prior concurrence of the presiding officer or his or her alternate as designated by the governing body, may transmit materials by electronic mail.
- 4) If the executive officer/designee has transmitted the call for nominations or ballot by electronic mail, the presiding officer, or his or her alternate as designated by the governing body, may respond to the executive officer/designee by electronic mail.



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- 5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.
- 6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer/designee after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer/designee shall extend the date to submit ballots by 60 days and notify all districts of the extension. The executive officer/designee shall announce the results of the election within seven days of the date specified.
 - o A quorum is the majority of members representing eligible districts (Government Code Section 56332(a))
- 7) All election materials shall be retained by the executive officer/designee for a period of at least six months after the announcement of the election results

Eligibility Requirements

Members appointed by the independent special district selection committee shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county (Government Code Section 56332(c)).

- Special district appointees to current individual oversight boards (pre consolidation into countywide oversight boards) are not restricted to members of the legislative body of the district.

There is no clear indication that the members appointed by the selection committee must be located in a former RDA. However, it could be implied by Health and Safety Code Section 34179(j)(3).

- Current individual oversight boards (prior to consolidation into countywide oversight boards) limit eligibility to special districts that have territory in the territorial jurisdiction of the former RDA and are eligible to receive property tax residual from the RPTTF: "One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188" (Health and Safety Code Section 34179(a)(3)(A)).

Based on Health and Safety Code Section 34179(j)(3), the committee should appoint a representative from a special district that receives property tax residual from the Redevelopment Property Tax Trust Fund (RPTTF).

- Health and Safety Code Section 34179(j)(3) reads in full: "One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188."

Deadlines and Vacancies

If no one is appointed by July 15, 2018, the governor may appoint an individual on behalf of the Independent Special District Selection Committee. The governor may also appoint individuals for any member position that remains vacant for more than 60 days (Health and Safety Code Section 34179(k)).



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Notification Requirements

Health and Safety Code Section 34179(j) does not include notification requirements of the selected special district appointee. However, the current individual oversight boards (prior to consolidation into countywide oversight boards) were required to elect one of their members as the chairperson and report the name of the chairperson and other members to the Department of Finance (Health and Safety Code Section 34179(a)). Additionally, the LAFCo Executive Officer/Designee must announce the results of an Independent Special District Selection Committee election within seven days (Government Code Section 56332(f)(6)).

Counties with Only One Individual Oversight Board

In each county where only one individual RDA oversight board exists, as of July 1, 2018, there will be no consolidation into a countywide oversight board and no change to the composition of the existing oversight board (Health and Safety Code Section 34179(l)).

Counties with 40 or More Individual Oversight Boards

In each county where 40 or more individual oversight boards exist (Los Angeles County), as of July 1, 2018, there will be a consolidation into five oversight boards. The special district membership of each oversight board shall be selected as outlined in Health and Safety Code Section 34179(j)(3) via the Independent Special District Selection Committee process (Health and Safety Code Section 34179(q)(1)).

The consolidated oversight boards in this county shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Each oversight board shall have jurisdiction over each successor agency located within its borders (Health and Safety Code Section 34179(q)(2)).

- If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date (Health and Safety Code Section 34179(q)(3)).

Health and Safety Code Section 34179(q) does not specify if the city and special district appointees must be from an agency located in the respective supervisorial seat.

POTENTIAL QUESTIONS

What if my county does not currently have an Independent Special District Selection Committee?

In the case where more than one successor agency exists within the county, an Independent Special District Selection Committee shall be created pursuant to Government Code Section 56332. Each independent special district shall appoint a member representative to the committee and notify the LAFCo of the appointed member. The LAFCo shall then call and conduct a meeting of the committee, pursuant to Section 56332, for purposes of appointing a representative to the countywide RDA oversight board.



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Does the Independent Special District Selection Committee also select an alternate, as it does with LAFCo commissioners? How should a vacancy be addressed?

The strictest interpretation of the statute only authorizes the appointment of one person, but a reasonable argument can be made for the appointment of an alternate. The Legislature expressly incorporated Government Code Section 56332 without elaboration, and that section allows for alternates.

Health and Safety Code Section 34179 does not mention alternates for the countywide oversight boards, but does allow each appointing authority to appoint an alternate for the current individual oversight boards (prior to the consolidation into a countywide oversight board) (Health and Safety Code Section 34179(a)(11)). The selection process outlined in Government Code Section 56332(c) includes the selection of an alternate for the commission.

To resolve any ambiguity, the Independent Special District Selection Committee may choose to adopt local policies, pursuant to its authority in Government Code section 56332, expressly authorizing the appointment of an alternate.

If the LAFCo Executive Officer/Designee anticipates a vacancy will occur – or if an actual vacancy occurs – an election may be held for a representative to the countywide oversight board (Government Code section 56332(b)).

What is the term of an appointment to the countywide RDA oversight board?

Nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that "Each member of an oversight board shall serve at the pleasure of the entity that appointed such member."

Can an appointee be replaced mid-term?

Yes; nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that "Each member of an oversight board shall serve at the pleasure of the entity that appointed such member."

Can the Independent Special District Selection Committee replace a special district representative appointed by the governor due to a vacancy?

While not clearly outlined within the relevant statutes, the intent of having locally appointed representatives on the oversight board is undermined if the law is interpreted such that seats could become, essentially, permanent representatives of the governor.

That being said, Independent Special District Selection Committees are strongly encouraged to appoint a representative no later than July 15, 2018, and within 60 days of any vacancy thereafter, in order to avoid this potential question.

What should a LAFCo do where the law is not explicit as to the process for appointments to the countywide RDA oversight board?

LAFCos should adopt local commission policies. Government Code Section 56300 allows LAFCos to adopt local policies either to clarify requirements or specify how a LAFCo will implement State law taking into account the local conditions. Case law has also indicated that these policies are allowed so long as they are not in conflict with State law.



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For example, Government Code 56325(d) indicates that, notwithstanding any other provision of the Cortese-Knox-Hertzberg Act, each LAFCo can appoint one member and one alternate member who represents the public at large. The same section goes on to specify that the appointment of the public and alternate members must be subject to an affirmative vote of at least one of the members from the other appointed authorities; and it also specifies the noticing requirements to announce the vacancy in this position. Section 56325(d) does not contain any direction for the process of appointing public members, nor does it have an indication of the vetting process for candidates eligible to be appointed to this position. With this unclear in the law, some LAFCos have adopted policies to clarify and indicate the basic appointment process.

LAFCos may establish local policies for appointing special district representatives to the countywide RDA oversight board, so long as they are not in conflict with State law.

DEFINITIONS

Taxing entities

Cities, counties, a city and county, special districts, and school entities, as defined in subdivision (f) of Section 95 of the Revenue and Taxation Code, that receive passthrough payments and distributions of property taxes pursuant to the provisions of this part (Health and Safety Code Section 34171(k)).

Executive officer

The executive officer or designee as authorized by the Local Agency Formation Commission (Government Code Section 56332(g)).



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APPENDIX

HEALTH AND SAFETY CODE

DIVISION 24. COMMUNITY DEVELOPMENT AND HOUSING [33000 - 37964] (*Heading of Division 24 amended by Stats. 1975, Ch. 1137.*)

PART 1.85. DISSOLUTION OF REDEVELOPMENT AGENCIES AND DESIGNATION OF SUCCESSOR AGENCIES [34170 - 34191.6] (*Part 1.85 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.*)

CHAPTER 4. Oversight Boards [34179 - 34181] (*Chapter 4 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.*)

34179. (a) Each successor agency shall have an oversight board composed of seven members. The members shall elect one of their members as the chairperson and shall report the name of the chairperson and other members to the Department of Finance on or before May 1, 2012. Members shall be selected as follows:

(1) One member appointed by the county board of supervisors.

(2) One member appointed by the mayor for the city that formed the redevelopment agency.

(3) (A) One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188.

(B) On or after the effective date of this subparagraph, the county auditor-controller may determine which is the largest special district for purposes of this section.

(4) One member appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public appointed by the county board of supervisors.

(7) One member representing the employees of the former redevelopment agency appointed by the mayor or chair of the board of supervisors, as the case may be, from the recognized employee organization representing the largest number of former redevelopment agency employees employed by the successor agency at that time. In the case where city or county employees performed administrative duties of the former redevelopment agency, the appointment shall be made from the recognized employee organization representing those employees. If a recognized employee organization does not exist for either the employees of the former redevelopment agency or the city or county employees performing administrative duties of the former redevelopment agency, the appointment shall be made from among the employees of the successor agency. In voting to approve a contract as an enforceable obligation, a member appointed pursuant to this paragraph shall not be deemed to be interested in the contract by virtue of being an employee of the successor agency or community for purposes of Section 1090 of the Government Code.

(8) If the county or a joint powers agency formed the redevelopment agency, then the largest city by acreage in the territorial jurisdiction of the former redevelopment agency may select one member. If there are no cities with territory in a project area of the redevelopment agency, the county superintendent of education may appoint an additional member to represent the public.

(9) If there are no special districts of the type that are eligible to receive property tax pursuant to Section 34188, within the territorial jurisdiction of the former redevelopment agency, then the county may appoint one member to represent the public.



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(10) If a redevelopment agency was formed by an entity that is both a charter city and a county, the oversight board shall be composed of seven members selected as follows: three members appointed by the mayor of the city, if that appointment is subject to confirmation by the county board of supervisors, one member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is the type of special district that is eligible to receive property tax revenues pursuant to Section 34188, one member appointed by the county superintendent of education to represent schools, one member appointed by the Chancellor of the California Community Colleges to represent community college districts, and one member representing employees of the former redevelopment agency appointed by the mayor of the city if that appointment is subject to confirmation by the county board of supervisors, to represent the largest number of former redevelopment agency employees employed by the successor agency at that time.

(11) Each appointing authority identified in this subdivision may, but is not required to, appoint alternate representatives to serve on the oversight board as may be necessary to attend any meeting of the oversight board in the event that the appointing authority's primary representative is unable to attend any meeting for any reason. If an alternate representative attends any meeting in place of the primary representative, the alternate representative shall have the same participatory and voting rights as all other attending members of the oversight board.

(b) The governor may appoint individuals to fill any oversight board member position described in subdivision (a) that has not been filled by May 15, 2012, or any member position that remains vacant for more than 60 days.

(c) The oversight board may direct the staff of the successor agency to perform work in furtherance of the oversight board's and the successor agency's duties and responsibilities under this part. The successor agency shall pay for all of the costs of meetings of the oversight board and may include such costs in its administrative budget. Oversight board members shall serve without compensation or reimbursement for expenses.

(d) Oversight board members are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code.

(e) A majority of the total membership of the oversight board shall constitute a quorum for the transaction of business. A majority vote of the total membership of the oversight board is required for the oversight board to take action. The oversight board shall be deemed to be a local entity for purposes of the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act of 1974. All actions taken by the oversight board shall be adopted by resolution.

(f) All notices required by law for proposed oversight board actions shall also be posted on the successor agency's Internet Web site or the oversight board's Internet Web site.

(g) Each member of an oversight board shall serve at the pleasure of the entity that appointed such member.

(h) (1) The department may review an oversight board action taken pursuant to this part. Written notice and information about all actions taken by an oversight board shall be provided to the department as an approved resolution by electronic means and in a manner of the department's choosing. Without abrogating the department's authority to review all matters related to the Recognized Obligation Payment Schedule pursuant to Section 34177, oversight boards are not required to submit the following oversight board actions for department approval:

(A) Meeting minutes and agendas.

(B) Administrative budgets.

(C) Changes in oversight board members, or the selection of an oversight board chair or vice chair.

(D) Transfers of governmental property pursuant to an approved long-range property management plan.



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(E) Transfers of property to be retained by the sponsoring entity for future development pursuant to an approved long-range property management plan.

(2) An oversight board action submitted in a manner specified by the department shall become effective five business days after submission, unless the department requests a review of the action. Each oversight board shall designate an official to whom the department may make those requests and who shall provide the department with the telephone number and e-mail contact information for the purpose of communicating with the department pursuant to this subdivision. Except as otherwise provided in this part, in the event that the department requests a review of a given oversight board action, it shall have 40 days from the date of its request to approve the oversight board action or return it to the oversight board for reconsideration and the oversight board action shall not be effective until approved by the department. In the event that the department returns the oversight board action to the oversight board for reconsideration, the oversight board shall resubmit the modified action for department approval and the modified oversight board action shall not become effective until approved by the department. If the department reviews a Recognized Obligation Payment Schedule, the department may eliminate or modify any item on that schedule prior to its approval. The county auditor-controller shall reflect the actions of the department in determining the amount of property tax revenues to allocate to the successor agency. The department shall provide notice to the successor agency and the county auditor-controller as to the reasons for its actions. To the extent that an oversight board continues to dispute a determination with the department, one or more future Recognized Obligation Payment Schedules may reflect any resolution of that dispute. The department may also agree to an amendment to a Recognized Obligation Payment Schedule to reflect a resolution of a disputed item; however, this shall not affect a past allocation of property tax or create a liability for any affected taxing entity.

(i) Oversight boards shall have fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distributions of property tax and other revenues pursuant to Section 34188. Further, the provisions of Division 4 (commencing with Section 1000) of the Government Code shall apply to oversight boards. Notwithstanding Section 1099 of the Government Code, or any other law, any individual may simultaneously be appointed to up to five oversight boards and may hold an office in a city, county, city and county, special district, school district, or community college district.

(j) Except as specified in subdivision (q), commencing on and after July 1, 2018, in each county where more than one oversight board was created by operation of the act adding this part, there shall be only one oversight board, which shall be staffed by the county auditor-controller, by another county entity selected by the county auditor-controller, or by a city within the county that the county auditor-controller may select after consulting with the department. Pursuant to Section 34183, the county auditor-controller may recover directly from the Redevelopment Property Tax Trust Fund, and distribute to the appropriate city or county entity, reimbursement for all costs incurred by it or by the city or county pursuant to this subdivision, which shall include any associated startup costs. However, if only one successor agency exists within the county, the county auditor-controller may designate the successor agency to staff the oversight board. The oversight board is appointed as follows:

(1) One member may be appointed by the county board of supervisors.

(2) One member may be appointed by the city selection committee established pursuant to Section 50270 of the Government Code. In a city and county, the mayor may appoint one member.

(3) One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188.

(4) One member may be appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public may be appointed by the county board of supervisors.



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- (7) One member may be appointed by the recognized employee organization representing the largest number of successor agency employees in the county.
- (k) The governor may appoint individuals to fill any oversight board member position described in subdivision (j) that has not been filled by July 15, 2018, or any member position that remains vacant for more than 60 days.
- (l) Commencing on and after July 1, 2018, in each county where only one oversight board was created by operation of the act adding this part, then there will be no change to the composition of that oversight board as a result of the operation of subdivision (j).
- (m) Any oversight board for a given successor agency, with the exception of countywide oversight boards, shall cease to exist when the successor agency has been formally dissolved pursuant to Section 34187. A county oversight board shall cease to exist when all successor agencies subject to its oversight have been formally dissolved pursuant to Section 34187.
- (n) An oversight board may direct a successor agency to provide additional legal or financial advice than what was given by agency staff.
- (o) An oversight board is authorized to contract with the county or other public or private agencies for administrative support.
- (p) On matters within the purview of the oversight board, decisions made by the oversight board supersede those made by the successor agency or the staff of the successor agency.
- (q) (1) Commencing on and after July 1, 2018, in each county where more than 40 oversight boards were created by operation of the act adding this part, there shall be five oversight boards, which shall each be staffed in the same manner as specified in subdivision (j). The membership of each oversight board shall be as specified in paragraphs (1) through (7), inclusive, of subdivision (j).
- (2) The oversight boards shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Except as specified in paragraph (3), each oversight board shall have jurisdiction over each successor agency located within its borders.
- (3) If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date.
- (4) The successor agency to the former redevelopment agency created by a county where more than 40 oversight boards were created by operation of the act adding this part, shall be under the jurisdiction of the oversight board with the fewest successor agencies under its jurisdiction.

(Amended by Stats. 2015, Ch. 325, Sec. 11. Effective September 22, 2015.)

LOCAL AGENCY FORMATION COMMISSION

ORANGE COUNTY



October 10, 2017

TO: Presiding Officers, Independent Special Districts of Orange County

DEREK J. MCGREGOR
Representative of
General Public

Subject: Start of Nomination Period for Redevelopment Agency Oversight Board Appointment- County of Orange

DR. ALLAN BERNSTEIN
Councilmember
City of Tustin

As a follow-up to my September 21, 2017 letter regarding the election process for the appointment of the special district member to the new county-wide Orange County Redevelopment Agency Oversight Board ("RDA Board"), this memorandum is to inform you of the start of the nomination period for this appointment (**Tuesday, October 10, 2017**).

LISA BARTLETT
Supervisor
5th District

CHERYL BROTHERS
Councilmember
City of Fountain Valley

The election process for special district seats are governed by Government Code Section 56332 and the Independent Special Districts Selection Committee Bylaws. To participate in the process, both, the attached Declaration of Qualification to Vote and the Nomination Form (if your District is nominating a candidate) must be submitted to LAFCO by **November 10, 2017**. The nomination and election by mail process will be conducted pursuant to the following schedule:

TODD SPITZER
Supervisor
3rd District

CHARLEY WILSON
Director
Santa Margarita Water District

JOHN WITHERS
Director
Irvine Ranch Water District

WENDY BUCKNUM
Councilmember
City of Mission Viejo

JAMES FISLER
Director
Mesa Water District

LOU PENROSE
Representative of
General Public

MICHELLE STEEL
Supervisor
2nd District

CAROLYN EMERY
Executive Officer

DATE	EVENT
Tuesday, October 10, 2017	Nomination Period Begins: LAFCO Executive Officer emails notification letters with nomination form and Declaration of Qualification to Vote to independent special district presiding officers and general managers.
November 10, 2017 (3 PM)	Nomination Period Ends: Deadline for submitting nominations and Declaration of Qualification to Vote for RDA Oversight Board to LAFCO by 3:00 p.m.*
November 13, 2017	Voting Period Begins: Ballots emailed to all special district presiding officers/designees and general managers.
December 18, 2017 (3 PM)	Voting Period Ends: Ballots due to LAFCO by 3:00 p.m.
December 19, 2017	Ballots Counted: LAFCO staff tabulates ballots and announces results.
* Pursuant to Government Code §56332 (f)(2), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.	

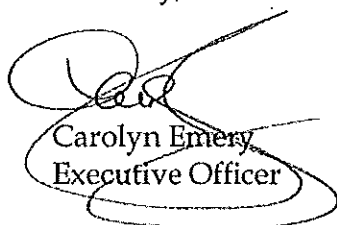
Nomination Period for Redevelopment Agency Oversight Board Appointment
October 10, 2017
Page 2 of 2

With respect to potential nominations, please note the following:

- To be eligible for a position, the nominee must be "elected or appointed to your district," for a fixed term.
- Individuals eligible for these positions must be "members of the legislative body of an independent special district...but shall not be members of the legislative body of a city or county" (Government Code Section 56332(c). For example, a city council member serving as a board-member of a vector control district is ineligible.
- Nominations must be made at a meeting of the governing board of the nominee's corresponding special district during the nominations period.
- Health and Safety Code Section 34179(j)(3) reads in full: "One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188."
- All completed nominations forms and any supplemental information must be received by LAFCO by the close of the nomination period, which is 3:00 p.m. on Friday, November 10, 2017. Nominations may be delivered by email at cemery@oclafco.org, U.S. Mail, or by fax to (714) 640-5139.

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

Sincerely,



Carolyn Emery
Executive Officer

Attachments: Declaration of Qualification to Vote
2017 Nomination Form

cc: Eric Woolery, Orange County Auditor-Controller
Independent Special District General Managers

DECLARATION OF QUALIFICATION TO VOTE

Gayle Carline, Presiding Officer
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870
gcarline@placentialibrary.org

I, _____,* hereby attest that
_____**has been authorized by the Board of
_____to vote in the Orange County Special
District Selection Committee election.

The Board also designated _____***as the alternate
voting member.

Name and Title*: _____

Signature*: _____

Date: _____

**Must be signed by either Board President or Board Secretary*

*** Must be a member of the Board*

****Must be a member of the Board*

Completed forms must be received by LAFCO by 3 PM, Tuesday, November 10,

2017. Forms must be delivered to Orange County LAFCO by:

- (1) Email at: cemery@oclafco.org, or
- (2) Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Carolyn Emery, or
- (3) FAX at: (714) 640-5139, Attn: Carolyn Emery

2017 NOMINATION FORM

Candidate for the Redevelopment Agency Oversight Board Appointment

CANDIDATE INFORMATION FOR <u>REDEVELOPMENT AGENCY OVERSIGHT BOARD</u> <u>MEMBER:</u>	
NAME:	_____
TITLE:	_____
DISTRICT:	_____
<input type="checkbox"/> Check box if resume or statement of qualifications is attached.	

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION
(Must be the presiding officer or a designated alternate board member.)

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

A resume or other supplemental information about the candidate may be included and will be distributed with the election ballots. All completed nomination forms and any supplemental information must be returned to Orange County LAFCO by:

1. Email at: cemery@oclafco.org or
2. Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705; or
3. Fax at: (714) 640-5139, Attn: Carolyn Emery

All forms and supplemental information must be received by LAFCO by 3:00 p.m. on Tuesday, November 10, 2017. Nomination forms or candidate information received after that deadline will not be considered.