



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








February 22, 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.

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

8. Placentia Library Friends Foundation Board of Directors Report

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the January 25, 2017 Library Board of Trustees Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

11. FY2016-2017 Cash Flow Analysis through January 2017; the Schedule of Anticipated Property Tax Revenues for FY2016-2017 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

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

NEW BUSINESS

23. Discuss and decide if any Trustees are interested in serving on the Special District Risk Management (SDRMA) Board of Directors for 2018-2021.
24. Travel Authorization to the California Special District Association Legislative Days on May 16-17, 2017 in Sacramento, California.
25. Travel Authorization to the American Library Association Annual Conference on June 22-27, 2017 in Chicago, Illinois.
26. Library Director will report out on the American Library Association Referenda Roundup.
27. Library Director will provide an update on the Civic Center Plaza parking lot.
28. Discuss the building maintenance proposals and decide which company will be awarded the contract.
29. Discuss and decide on a date for the Library Board of Trustees meeting in March.

ADJOURNMENT

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

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

I, Diane Warner, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 22, 2017 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 17, 2017.



Diane Warner, Administrative Assistant



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CALL TO ORDER

President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 25, 2017 at 6:33pm.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Venessa Faber, Support Services Manager; Diane Warner, Administrative Assistant

Guests: Debbie Kurita, Assistant Executive Officer for Orange County LAFCo; Darin Lenyi, Placentia Chief of Police

ADOPTION OF AGENDA

President Carline requested that agenda items 23 and 24 be moved up to the beginning of the meeting. It was moved by Trustee Shkoler and seconded by Secretary Martin to adopt the January 25, 2017 meeting agenda:

AYES: Carline, Martin, Shkoler, DeVecchio, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

President Carline attended the ALA Mid-Winter Conference and Symposium on the Future of Libraries, and enjoyed informative seminars on partnering with the community and local businesses for win-win projects, a systemic approach to presenting program for children up to senior citizens, empowering patrons more control over civic discussions. (Item 5)

Secretary Martin participated in a 1-day Harwood Seminar on December 28th. (Item 6)

Trustee DeVecchio had nothing to report. (Item 6)

Trustee Minter shared information on a Summary Referendum for California with Library Director Contreras, who will distribute the information. (Item 6)

Trustee Shkoler participated at the annual meeting of the Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Placentia. (Item 6)

**LIBRARY DIRECTOR
REPORT**

Library Director Jeanette Contreras also attended the ALA Mid-Winter Conference and Symposium on the Future of Libraries and the Harwood Seminar, sharing details and plans for another Harwood workshop in March 2017, presented in conjunction with the American Library Association (ALA). Library Director Contreras echoed President Carline's interest in pursuing ideas received at the Symposium on the Future of Libraries. Library Director Contreras shared concerns about the new Presidential Administration's decision to possibly cancel funding for the National Endowment for the Humanities and the Institute of Libraries and Museums, which

affects Placentia Library's grant funding for training and Literacy programs. Other concerns include ethics in libraries, training staff to deal with book censorship requests and freedom of speech, and patron privacy issues. Library Director Jeanette Contreras is coordinating the annual Chamber of Commerce "Citizen and Business of the Year" event. (Item 7)

**FRIENDS FOUNDATION
REPORT**

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

CONSENT CALENDAR

Trustee DeVecchio provided an update on his availability to participate at the February 2017 board meeting. It was moved by Trustee Shkoler and seconded by Secretary Martin to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES for the
DECEMBER 19, 2016
BOARD MEETING**

Minutes for the December 19, 2016 Trustees meeting were received, approved and filed. (Item 9)

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

Check Registers for December 2016 – received and filed (Item 10)
Fund 707 Balance Report for December 2016 – received and filed (Item 11)

Financial Reports through December 2016 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 December 2016 – received and filed. (Item 13)
Acquisitions Report for December 2016 – received and filed. (Item 14)
Entrepreneurial Activities Report for December 2016 – received/filed. (Item 15)

Moved by Secretary Martin 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, Shkoler, DeVecchio, Minter
NOES: None
ABSENT: None

**GENERAL CONSENT
REPORTS**

Personnel Report for December 2016 – received and filed. (Item 16)
Circulation Report for December 2016 – received and filed. (Item 17)
Review of Shared Maintenance Costs with the City of Placentia for July 2016 through January 2017, under the JPA – received and filed. (Item 18)

STAFF REPORTS

Administration Report for December 2016 (Item 19)
Children's Services Report for December 2016 (Item 20)
Adult Services Report for December 2016 (Item 21)
Placentia Library Website Technology Report - December 2016 (Item 22)

NEW BUSINESS

INTRODUCTION OF NEW REPRESENTATIVE FOR ORANGE COUNTY LOCAL AGENCY FROMATION COMMISSION (LAFCO)

Debbie Kurita introduced herself and presented an overview on the Orange County Local Area Formation Commission (LAFCo), created in 1963 by California in response to rapid growth across the state to oversee planning and boundaries for cities and special districts, one per county. Ms. Kurita distributed an information brochure and a contact list of Orange County commissioners. Trustee Minter asked about the status of annexing the Placentia "island" (a county residential area receiving Placentia city services) and Ms. Kurita provided a website link. (Item 23)

INTRODUCTION OF NEW PLACENTIA CHIEF OF POLICE

Darin Lenyi introduced himself as the new Placentia Chief of Police, and was appointed on October 19, 2016. Police Chief Lenyi confirmed that Placentia Police department currently provides services to the "island" area and suggested that the City should annex that Orange County land area into the City boundary. Library Director Contreras thanked Police Chief Lenyi for extending the agreement for providing complimentary LiveScan fingerprinting service to Placentia Library. (Item 24)

CIVIC CENTER PARKING LOT SURVEY REPORT

Library Director Contreras presented a summary on the Civic Center Parking Lot Survey conducted by library staff from December 1-16, 2017. A comparison of daily patron count reports and cars in the parking lot confirmed that the Library has the majority of patrons between 10:00am and 6:00pm daily, but ongoing patron complaints about parking availability. The survey shows that the majority of cars in the front parking lot from 9:00am to 5:00pm belong to City employees. Survey results will be presented to the City of Placentia prior to discussions about the City hiring an outside engineering firm to conduct a similar survey, at a potential cost to the Library of \$12,000. Trustees requested the survey information be presented to the City as soon as possible, so an update can be presented at the February 22nd monthly board meeting. (Item 25)

TRAVEL AUTHORIZATION FOR CENIC CONFERENCE ON MARCH 19-22, 2017

Library Director Contreras presented a request to attend the California Research and Education Network Initiative (CENIC) Conference at the San Diego University Campus in La Jolla from March 19-22, 2017. In 2016, the District received \$30,000 for broadband funding and will apply for 2017 funding to support connectivity at the joint-use Teen Center at Kraemer Park. Fiscal Impact is \$1,000. After review and discussion, it was moved by Trustee Minter and seconded by Trustee Shkoler to approve the Library Director attending the CENIC Conference. (Item 26) A roll call vote was taken to approve travel expenses:

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

**TRAVEL AUTHORIZATION
FOR RIPL CONFERENCE
ON APRIL 10-11, 2017**

Library Director Contreras presented a request to attend the California Research Institute for Public Libraries (RIPL) Conference in Sacramento on April 10-11. Placentia Library was selected as one of 50 libraries across California to participate, with the goal of developing skills in evaluation and data use to plan, manage and demonstrate our library's effect on the Placentia community. Fiscal Impact: \$700. After review and discussion, it was moved by Secretary Martin and seconded by Trustee Shkoler to approve the Library Director attending the RIPL Conference. (Item 27) A roll call vote was taken:

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

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of January 25, 2017 was adjourned at 7:37pm.

The next Board of Trustees meeting will be held on the unusual date of Wednesday, February 22, 2017 at 6:30pm.

Gayle Carline, President
Library Board of Trustees

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

Placentia Library District
Check Register
January 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/06/2017	8761	Earlel	Phone install/programming	-150.00
Bill Pmt -Check	01/06/2017	8762	Coleen Wakai	Program supplies reimb	-32.58
Bill Pmt -Check	01/06/2017	8763	Pitney Bowes Purchase Power	misc charges	-55.60
Bill Pmt -Check	01/06/2017	8764	Venessa Faber	Reimb Supplies-Roof Issues	-180.36
Bill Pmt -Check	01/06/2017	8765	Public Agency Retirement Services	PP 12/09-12/22 Pd 12/28	-1,851.10
Bill Pmt -Check	01/06/2017	8766	Traffic Management, Inc.	Parking Signage	-367.20
Bill Pmt -Check	01/06/2017	8767	Baker & Taylor	Books	-512.74
Bill Pmt -Check	01/06/2017	8768	BankCard Center-Bank of lha West	Dec 2016	-1,255.47
Bill Pmt -Check	01/13/2017	8769	Edmond Otis	Deposit Feb ,2017 Event	-1,250.00
Bill Pmt -Check	01/13/2017	8770	SDRMA	Jan 2017	-2,769.54
Bill Pmt -Check	01/13/2017	8771	Diane R. Warner	reimb mileage	-23.94
Bill Pmt -Check	01/13/2017	8772	Public Agency Retirement Services	PP 12/23-01/05 Pd 01/11/17	-1,731.72
Bill Pmt -Check	01/13/2017	8773	OC Custom Vinyl Graphics & Signs	Banner	-299.80
Bill Pmt -Check	01/13/2017	8774	Time Warner Cable	01/12-02/11/2017	-384.09
Bill Pmt -Check	01/13/2017	8775	Time Warner Cable	Jan Svc	-290.64
Bill Pmt -Check	01/13/2017	8776	Marina Tutty	Acctg Svcs	-2,467.50
Bill Pmt -Check	01/13/2017	8777	Excel Micro, LLC	Annual Agreement	-1,237.50
Bill Pmt -Check	01/13/2017	8778	Cintas	Supplies	-341.37
Bill Pmt -Check	01/13/2017	8779	Republic Services	Recycle 12/01-12/31/16	-134.30
Bill Pmt -Check	01/13/2017	8780	Click Consulting	CENIC	-88.19
Bill Pmt -Check	01/13/2017	8781	Staples Advantage	Supplies	-317.15
Bill Pmt -Check	01/13/2017	8782	Bear State	Reset Chiller	-215.00
Bill Pmt -Check	01/13/2017	8783	O.C. Plumbing	Plumbing Svc	-524.50
Bill Pmt -Check	01/13/2017	8784	Richards Watson Gershon	Legal Matter	-2,290.38
Bill Pmt -Check	01/13/2017	8785	Baker & Taylor	Books	-3,244.47
Bill Pmt -Check	01/13/2017	8786	Midwest Tape	DVDs/ABDs	-750.53
Bill Pmt -Check	01/13/2017	8787	OverDrive	eBooks	-1,110.96
Bill Pmt -Check	01/20/2017	8788	Califa	Lynnda.com Nov16-Oct17	-409.50
Bill Pmt -Check	01/20/2017	8789	Placentia Library Foundation	Jan Reimb	-106.20
Bill Pmt -Check	01/20/2017	8790	eCivis, Inc	Oct 16-Sept17	-550.00
Bill Pmt -Check	01/20/2017	8791	Click Consulting	Equip and Mo Svc	-5,304.84
Bill Pmt -Check	01/20/2017	8792	Cintas	supplies	-331.97
Bill Pmt -Check	01/20/2017	8793	Golden State Water Company	11/08-12/21/16	-893.06
Bill Pmt -Check	01/20/2017	8794	O.C. Plumbing	Roof drain	-1,175.05
Bill Pmt -Check	01/20/2017	8795	Baker & Taylor	Books	-386.90
Bill Pmt -Check	01/20/2017	8796	Midwest Tape	DVDs	-177.23
Bill Pmt -Check	01/20/2017	8797	Ingram Inc	Books	-158.58
Bill Pmt -Check	01/27/2017	8798	Fernando Maldonado	Reimb	-135.10
Bill Pmt -Check	01/27/2017	8799	State Board of Equalization	Sales and Use Tax 10/01-12/31/16	-359.00
Bill Pmt -Check	01/27/2017	8800	SDRMA	Dec and Sept/Oct/Nov catchup	-25,367.40
Bill Pmt -Check	01/27/2017	8801	SDRMA	Feb 2017	-2,313.95
Bill Pmt -Check	01/27/2017	8802	Public Agency Retirement Services	PP 01/08-01/21/17	-1,840.75
Bill Pmt -Check	01/27/2017	8803	The Gas Company	12/15/16-01/17/17	-838.52
Bill Pmt -Check	01/27/2017	8804	City of Placentia	GL 0010-1220	-5,118.17
Bill Pmt -Check	01/27/2017	8805	Edmond Otis	Bal Due Feb 3/2017 Event	-1,250.00
Bill Pmt -Check	01/27/2017	8806	Unlque Management Services, Inc.	Dec Placements	-161.10
Bill Pmt -Check	01/27/2017	8807	Cintas	supplies	-345.80
Bill Pmt -Check	01/27/2017	8808	CALNET3	12/02-01/01/17	-157.76
Bill Pmt -Check	01/27/2017	8809	State of CA - Department of Justice	Dec 2016	-32.00
Bill Pmt -Check	01/27/2017	8810	Bear State	12/29 work	-220.00
Bill Pmt -Check	01/27/2017	8811	O.C. Plumbing	01/09 Repair	-291.00
Bill Pmt -Check	01/27/2017	8812	Staples Advantage	Toner/Supplies	-352.89
Bill Pmt -Check	01/27/2017	8813	Baker & Taylor	Books	-2,652.06
Bill Pmt -Check	01/27/2017	8814	Midwest Tape	DVDs/ABDs	-754.73
					<u>-75,560.09</u>



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Fund Balance Report for Placentia Library District Fund 707 on Deposit with Orange County Treasurer Post-Petition Balances (B/S Account 8010-Cash)

DATE: February 22, 2017

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
2/29/2017	
3/31/2017	
04/30/17	
5/31/2017	
6/30/2017	
General Reserves	414,789.10
Impact Fees	620,037.82

Fiscal Year 2015-2016	
07/31/15	2,039,958.86
8/31/2015	1,964,131.43
9/30/2015	1,814,121.60
10/31/15	1,621,301.45
11/30/2015	1,684,004.08
12/31/2015	2,433,359.90
01/31/16	2,378,291.05
2/28/2016	2,235,388.76
3/31/2016	2,192,337.72
04/30/16	2,697,676.47
5/31/2016	2,642,755.94
6/30/2016	2,439,183.06
General Reserves	414,789.10
Impact Fees	578,824.90



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

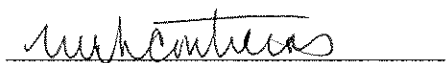
SUBJECT: Financial Reports through January 2017 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: February 22, 2017

Summary of Cash and Investments as of January 31, 2017

Cash with Orange County Treasurer Fund 707	2,527,382.64
Reserves with Orange County Treasurer	414,789.10
Impact Fees with County and Bank of the West (Restricted)	620,037.82
General Fund Checking – Bank of the West	1,107,740.72
General Fund Savings – Bank of the West	333,641.58
Payroll Checking – Wells Fargo Bank	57,082.98
Total Cash and Investments	5,060,674.84

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 L^YARY DISTRICT
YTD REVENUE REPORT
January 31, 2017

GENERAL REV Fund 707	SRCE	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
TAXES						
6210		Property Taxes - Current Secured	2,037,868	1,218,137	(819,731.05)	59.8%
6220		Property Taxes - Current Unsecured	57,632	50,764	(6,867.80)	88.1%
6230		Property Taxes - Prior Secured	0	5,289	5,288.77	0.0%
6240		Property Taxes - Prior Unsecured	0	-	0.00	0.0%
6250		Taxes - Spec Dist Augmentation	13,256	-	(13,256.00)	0.0%
6280		Property Taxes - Curr Supplemental	65,732	2,413	(63,319.38)	0.0%
6290		Other Taxes	3,120	-	(3,120.00)	0.0%
6300		Property Taxes - Prior Supplemental	0	15,766	15,766.17	100%
6540		Penalties & Costs on Delinq Taxes	1,014	165	(848.76)	16.3%
		Sub Total	2,178,622	1,292,534	(886,088.05)	59.3%
REVENUE FROM USE OF MONEY & PROPY						
6610		Interest	5,720	10,134	4,413.62	177.2%
		Sub Total	5,720	10,134	4,413.62	177.2%
INTERGOVERNMENTAL REVENUES						
6690		State - Homeowners Property Tax Relief	8,792	46,617	37,824.83	530.2%
6970		State - Other	0	-	0.00	0.0%
7120		Other-In-Lieu Taxes	0	-	0.00	0.0%
7130		Other Governmental Agencies	2,000	-	(2,000.00)	0.0%
		Sub Total	10,792	46,617	35,824.83	432.0%
MISCELLANEOUS REVENUES						
7670		Miscellaneous Revenue (Local Revenue)		20,318		
		Newsletter Ads	700	-	(700.00)	0.0%
		Grants	45,000	18,558	(26,442.00)	41.2%
		Fines & Fees	45,000	27,109	(17,890.84)	60.2%
		Passport/Photos	125,000	89,339	(35,661.00)	71.5%
		Meeting Room Fees	5,000	2,235	(2,765.00)	44.7%
		Test Proctor	7,000	4,100	(2,900.00)	58.6%
		Sub Total	227,700	141,341	(86,358.84)	62.1%
7680		6-MO Expired (Outlawed) Checks	0	-	0.00	0%
		YTD Actual	2,422,834	1,490,626	(932,208.44)	62%
		FY 14/15 Funds Available	70,000			
TOTAL REVENUES FY 15/16:			2,492,834	1,490,626	(1,002,208.44)	59.8%
MISCELLANEOUS REVENUES						
		Restricted Impact Fees	0	41,213	41,212.92	100%
		SLS Account	0	-	0.00	100%

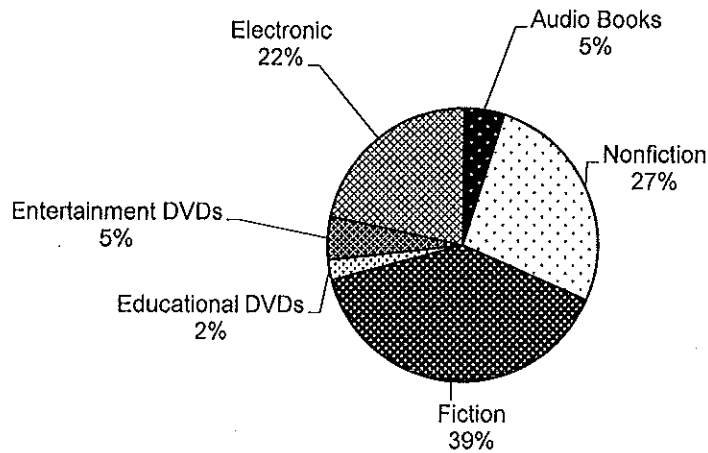
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 January 31, 2017
 59% of year completed

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
0100	Salaries & Wages	1,227,447	742,123	0.60	\$485,324
0200	Retirement	46,549	25,257	0.54	\$21,292
0301	Unemployment Insurance	0	0	0.00	\$0
0306	Health Insurance	210,543	106,417	0.51	\$104,126
0306-0770	Employee Assistance Program	715	60	0.08	\$655
0308	Dental Insurance	12,833	7,102	0.55	\$5,731
0309	Life Insurance	7,320	4,301	0.59	\$3,019
0310	AD & D Insurance	4,627	2,422	0.52	\$2,205
0319	Vision Insurance	2,526	1,426	0.56	\$1,100
0350	Workers' Compensation Insurance	12,000	8,036	0.67	\$3,964
	TOTAL	\$1,524,560	\$897,144	0.59	\$627,416
SERVICES & SUPPLIES					
0700	Communications	23,000	7,010	0.30	\$15,990
0900	Food	2,000	0	0.00	\$2,000
1000	Household Expenses	20,000	10,054	0.50	\$9,946
1100	Library Insurance	15,000	7,035	0.47	\$7,965
1300	Maintenance, Equipment	32,000	33,280	1.04	-\$1,280
1400	Maintenance, Buildings & Improvements	106,700	17,280	0.16	\$89,420
1600	Memberships	9,000	2,976	0.33	\$6,024
1700	Miscellaneous Expense	2,500		0.00	\$2,500
1800	Office Expenses	48,000	33,959	0.71	\$14,041
1803	Postage	14,000	5,373	0.38	\$8,627
1900	Prof./Specialized Services	206,100	91,236	0.44	\$114,864
1912	Investment Administrative Fees	1,700	814	0.48	\$886
2000	Publication and Legal Notices	500	0	0.00	\$500
2100	Rents and Leases - Equipment	1,100	0	0.00	\$1,100
2200	Rents & Leases - Buildings & Improvements	0	0	0.00	\$0
2400	Books/Library Materials	294,174	117,167	0.40	\$177,007
2600	Transportation & Travel	4,500	298	0.07	\$4,202
2700	Meetings	19,500	19,043	0.98	\$457
2800	Utilities	87,500	54,159	0.62	\$33,341
	TOTAL	\$887,274	\$399,684	0.45	\$487,590
OTHER CHARGES					
3700	Taxes and Assessments	\$11,000	\$9,973	0.91	\$1,027
	OPERATING EXPENSES	\$2,422,834	\$1,306,801	0.54	\$1,116,033
FIXED ASSETS & CONTINGENCY FUNDS					
4000	Equipment	\$60,000	\$1,393	0.02	\$58,607
4200	Structures/Improvements	10,000	\$16,023	1.60	-\$6,023
5200	Contingency Funds	\$0	\$0	0.00	\$0
	TOTAL	\$70,000	\$17,416	0.25	\$52,584
TOTAL BUDGET (Fund 707)					
Reserves	General Reserves	\$414,789	\$0	0.00	\$414,789
	Impact Fees (Restricted)	\$406,614	\$0	0.00	\$406,614
	Grants	\$35,000	\$36,558	0.00	-\$1,558

Placentia Library District

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

	YTD 2016/17	YTD 2016/17	YTD 2016/17	YTD 2015/16	YTD 2015/16	YTD 2015/16
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$45,923	2319	2495	\$55,577	2642	2998
Total Non-Fiction	\$31,188	1375	1965	\$31,388	1403	1860
Total Electronic	\$25,362	889	0	\$24,783	530	0
Total Audio Books	\$5,598	122	122	\$7,127	162	162
Total Educational DVDs	\$2,766	81	82	\$2,007	60	62
Total Entertainment DVDs	\$5,966	146	220	\$5,991	180	262
YTD TOTAL MATERIALS	\$116,803	4932	4884	\$126,873	4977	5344
Budget	\$255,700			\$249,174		
% Spent YTD	46%			51%		



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 2016-2017 THROUGH THE MONTH OF JANUARY 2017
Prepared by: Katie Matas, Acquisitions Librarian

	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	\$22,608	788	913	\$330	23	23	\$22,938	811	936	26	1	1	\$22,964	812	937
California Adult Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Fiction	\$22,608	788	913	\$330	23	23	\$22,938	811	936	\$26	1	1	\$22,964	812	937
Adult Non-Fiction	\$9,656	408	439	\$150	1	1	\$9,846	409	440	1500	56	56	\$11,346	465	496
Adult Reference	\$690	11	11	\$690	0	0	\$690	11	11	572	14	14	\$1,262	25	25
Adult magazines	\$4,919	69	69	\$0	0	0	\$4,919	69	69	0	0	0	\$4,919	69	69
California Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Total Adult Non-Fiction	\$15,305	488	519	\$150	1	1	\$15,455	489	520	\$2,072	70	70	\$17,527	559	595
TOTAL ADULT PRINT MATERIALS	\$37,913	1276	1432	\$480	24	24	\$38,393	1300	1460	\$2,098	71	71	\$40,491	1,371	1,531
Adult Music CDs	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Audio Books	\$5,598	122	122	\$380	8	8	\$5,978	130	130	62	5	5	\$6,578	130	130
Adult E-books	\$5,023	391	0	\$0	0	0	\$5,023	391	0	0	0	0	\$5,023	391	0
SLS Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Adult Educational DVDs	\$2,559	74	74	\$0	0	0	\$2,559	74	74	0	0	0	\$2,559	74	74
Adult Entertainment DVDs	\$5,213	137	211	\$0	0	0	\$5,213	137	211	0	0	0	\$5,213	137	211
TOTAL ADULT NON-PRINT MATERIALS	\$18,393	724	407	\$380	8	8	\$18,773	732	415	\$0	0	0	\$18,773	732	415
TOTAL ADULT MATERIALS	\$56,306	2,000	2,352	\$860	32	32	\$57,166	2,032	2,384	\$2,098	71	71	\$59,264	2,103	2,455
Juvenile Fiction	\$18,149	1277	1320	\$50	2	2	\$18,179	1279	1322	62	5	5	\$18,241	1284	1327
California Juvenile Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Fiction	\$5,166	254	262	\$23	0	0	\$5,189	254	262	19	1	1	\$5,208	255	263
California Young Adult Fiction	\$23,315	1531	1562	\$53	2	2	\$23,368	1533	1584	\$81	6	6	\$23,449	1,539	1,590
Juvenile Non-Fiction	\$14,497	673	680	\$0	0	0	\$14,497	673	680	25	1	1	\$14,522	674	681
California Juvenile Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Non-Fiction	\$835	61	61	\$0	1	1	\$835	62	62	0	0	0	\$835	62	62
California Young Adult Non-Fiction	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Juvenile Reference	\$202	0	0	\$0	0	0	\$202	0	0	0	0	0	\$202	0	0
Young Adult Reference	\$0	146	146	\$0	0	0	\$0	146	146	0	0	0	\$0	146	146
Juvenile Magazines	\$349	7	46	\$0	0	0	\$349	7	46	0	0	0	\$349	7	46
Total Juvenile Non-Fiction	\$15,883	887	933	\$0	1	1	\$15,883	888	939	\$25	1	1	\$15,908	889	940
TOTAL JUVENILE PRINT MATERIALS	\$38,198	2,418	2,515	\$53	3	3	\$38,251	2,275	2,372	\$106	7	7	\$38,357	2,282	2,379
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	\$1,007	492	0	\$0	0	0	\$1,007	492	0	0	0	0	\$1,007	492	0
SLS Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
Young Adult Video Games	\$543	9	9	\$0	0	0	\$543	9	9	0	0	0	\$543	9	9
Juvenile Educational DVDs	\$207	7	8	\$0	0	0	\$207	7	8	0	0	0	\$207	7	8
Juvenile Entertainment DVDs	\$210	9	9	\$0	0	0	\$210	9	9	0	0	0	\$210	9	9
TOTAL JUVENILE NON-PRINT MATERIALS	\$1,967	517	26	\$0	0	0	\$1,967	517	26	\$0	0	0	\$1,967	517	26
TOTAL JUVENILE MATERIALS	\$41,165	2935	2541	\$53	3	3	\$41,218	2792	2398	\$106	7	7	\$41,324	2799	2405
On-line databases	\$19,332	6	0	\$0	0	0	\$19,332	6	0	0	0	0	\$19,332	6	0
E-books	\$6,030	883	0	\$0	0	0	\$6,030	883	0	0	0	0	\$6,030	883	0
SLS E-books	\$0	0	0	\$0	0	0	\$0	0	0	0	0	0	\$0	0	0
TOTAL ELECTRONIC MATERIALS	\$325,362	889	0	\$0	0	0	\$25,362	889	0	\$0	0	0	\$25,362	889	0
Total Fiction	\$45,923	2319	2495	\$383	25	25	\$46,306	2344	2520	\$107	7	7	\$46,413	2351	2527
Total Non-Fiction	\$31,188	1375	1965	\$150	2	2	\$31,338	1231	1821	\$2,097	71	71	\$33,435	1302	1892
Total Electronic	\$25,362	889	0	\$0	0	0	\$25,362	889	0	\$0	0	0	\$25,362	889	0
Total Audio Books	\$5,598	122	122	\$380	8	8	\$5,978	130	130	\$0	0	0	\$5,978	130	130
Total Educational DVDs	\$2,766	81	82	\$0	0	0	\$2,766	81	82	\$0	0	0	\$2,766	81	82
Total Entertainment DVDs	\$5,966	146	220	\$0	0	0	\$5,966	146	220	\$0	0	0	\$5,966	146	220
TOTAL MATERIALS	\$118,803	4932	4884	\$813	35	35	\$117,716	4,821	4,773	\$2,204	78	78	\$119,920	4899	4851

Outstanding Orders as of January 2017
 General Fund \$0
 Adopt-a-Book/Grant \$19,054
 TOTAL \$19,054

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Marina Tutty

SUBJECT: Entrepreneurial Activities Report for December 2016

DATE: February 22, 2017

Net Revenue Summary for January 2017

			YTD	YTD
	Jan-17	Jan-16	2016-2017	2015-2016
Passport	14,950	14,422	70,603	65,903
Passport Photos	4,652	3,349	18,736	15,326
Test Proctor	300	250	4,100	4,613
Meeting Room	1,090	495	2,235	2,328
Total	20,992	18,516	95,674	88,170



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: Personnel Report for JANURAY 2017
DATE: February 22, 2017

	Jan-17	Jan-16	YTD 2016-2017	YTD 2015-2016
Separation	0	0	1	0
Retirement	0	0	0	0
Appointments	0	0	8	3
Open Positions	1	1	6	1
Workers' Compensation Leave	0	0	0	0
Total	1	1	15	4

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None
 SUB Library Assistant



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Venessa Faber, Support Services Manager
SUBJECT: Circulation Activity Report: **January 2017**
DATE: February 22, 2017

CIRCULATION	Jan-17	Jan. 16	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
New Patron Registrations	284	290	2,066	2,291	-9.8%
Total Circulation	23,475	24,518	164,262	177,907	-7.7%
Total Active Borrowers*	7,813	8,227			
Attendance	22,482	24,783	166,318	180,226	-7.7%
Adult Fiction	2,733	3,046	19,788	22,243	-11.0%
Adult Nonfiction	2,017	2,138	13,895	16,059	-13.5%
Adult Magazines	97	238	929	1,734	-46.4%
Adult Music CDs	92	132	924	1,316	-29.8%
Adult Audio Books	545	566	3899	4,499	-13.3%
Adult DVDs**	2,360	2,171	10471	12,670	-17.4%
JV Fiction	9,818	10,198	69,961	82,091	-14.8%
YA Fiction	1,259	1,325	9,586	11,424	-16.1%
JV Nonfiction	2,310	2,689	15,381	16,834	-8.6%
YA Nonfiction	73	88	781	676	15.5%
JV Magazines	1	3	123	26	373.1%
JV Music CDs	25	41	153	206	-25.7%
JV Audio Books	41	81	398	501	-20.6%
JV DVDs**	1,521	1,378	8,445	9,723	-13.1%
Video Games	92	28	656	211	210.9%

* YTD % change not applicable.

**As of July 1, 2015 all DVDs are free.

TEST PROCTORING

January 2017	January 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
6	5	83	90	-8%

PATRON COUNT

Jan-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		324	263	213	205	243	186	1434
10:00		298	300	223	250	189	314	1574
11:00		306	345	268	198	201	356	1674
12:00		339	315	227	182	199	424	1686
1:00	517	314	389	389	253	251	452	2565
2:00	414	345	398	526	280	264	379	2606
3:00	389	599	717	547	518	388	389	3547
4:00	246	519	583	501	470	289	206	2814
5:00		430	626	489	407			1952
6:00		298	458	289	281			1326
7:00		221	177	153	116			667
DAY TOTALS	1566	3993	4571	3825	3160	2024	2706	21845

January 2017	January 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
21,845	24,690	156,205	174,585	-11%

Hours Open	Average PerHour
278	78.6

Closed 1 Day; Closed 4 hours.

Outside Gate Counts	
Adult Programs	113
Children/Teen Programs	429
Meeting Room Rentals	95
TOTAL	637

Library Attendance Total
22,482

PASSPORTS

Jan-17	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		3	0	1	1	1	17	23
10:00		6	6	2	5	5	36	60
11:00		2	5	5	2	7	36	57
12:00		7	4	0	5	9	35	60
1:00	32	3	6	3	7	13	33	97
2:00	29	8	5	5	6	14	26	93
3:00	23	9	9	5	7	7	13	73
4:00	3	8	15	13	9	3	2	53
5:00		16	19	10	8			53
6:00		12	10	9	9			40
7:00		1	0	0	0			1
DAY TOTALS	87	75	79	53	59	59	198	610

Jan 2017	Jan 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
610	584	2855	2692	6%

STAFF ACTIVITY

- Venessa, Katie and Tim attended Friday Huddle on January 6th, 13th, and 20th.
- Katie participated in training on the new Baker & Taylor website on January 9th.
- Staff provided Setup/Take Down in the Meeting Room: 29 set-ups/ 29 breakdowns
- Venessa, Estella, Katie, Tim, Beatrice, and Victor attended the Support Services Department meeting on January 11th.
- Laura did the bank deposits on January 10th, 17th, and 24th
- Estella completed re-certification for processing U.S. Passport applications on January 11, 2017
- Tim completed designing the eXPLORE newsletter on Jan 26th.
- Tim visited PYLUSD to pick up proofs of the eXPLORE on Jan 12th and 26th.
- Tim designed fliers and publicity materials for library programs including February Registration Day, Valentine's Day program, Citizenship, Shake Rattle and Read, Bouncing Babies, Excellence in Placentia Awards and Share Day, as well as the February calendars.
- Venessa attended the Round Table general meeting on Jan. 4th
- Venessa met with Tom Edelblute from APL to discuss ongoing consortium items and to discuss new ILS RFP on Jan. 9th.
- Venessa met with Yesenia and Jeanette to discuss administrative needs on Jan. 12th.
- Venessa attended the SLS Circulation meeting at Orange Public Library on Jan. 19th.
- Venessa attended the quarterly APL circulation consortium meeting on Jan. 26th
- Venessa worked with Jeanette for Citizen of the Year event on Jan. 25 and 26.
- Venessa interviewed potential SJSU Intern with Michelle Meades on Jan. 30th.

ONGOING PROJECTS

- Venessa and Click Consultant, Jesse, are finalizing CENIC Broadband connection requirements.
- Venessa is working with Time Warner Cable/Spectrum to update our public TV channel and is also working to coordinate a planning date with the City.
- Passport agents are coordinating Passport Campaign.
- Support Services Staff are collaborating on a Silent Auction item for PLFF's Author's Luncheon.

NEW PROJECTS AND ACTIVITIES

- Venessa is beginning to work on performance evaluations for staff.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Diane Warner, Administrative Assistant
SUBJECT: City of Placentia Invoice for FEBRUARY 2017
DATE: February 22, 2017

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2016-2017	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	IRRIGATION AT&T	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	*	*	*	*	*	*	*
Mar-17							
Apr-17							
May-17							
Jun-17							
TOTAL		40,139.85	10,167.43	855.00	43.69	10,162.28	61,368.25
AVG		5,734.26	1,452.49	122.14	6.24	2,032.45	8,766.89

** City Billing
Not Received*

PERIOD IN FY 2015-2016	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	IRRIGATION CONTROL	FACILITY MAINT	<u>TOTAL</u>
July-Aug 2015	8-13-15	20,450.37	4,357.47	427.50	*	6,122.66	31,358.00
15-Sep	*	*	*	*	*	*	*
15-Oct	10-22-15	7,586.78	2,904.98	142.50	63.21	6,122.66	16,820.13
15-Nov	11-18-15	13,819.28	1,452.49	285.00	19.01	3,061.33	18,637.11
15-Dec	12-17-15	4,246.91	1,452.49	142.50	*	3,061.33	8,903.23
16-Jan	*	*	*	*	*	*	*
16-Feb	02-11-16	7,219.97	2,904.98	142.50	28.73	6,122.66	16,418.84
16-Mar	03-21-16	4,107.92	1,452.49	285.00	9.60	6122.66	11,977.67
16-Apr	04-19-16	3,952.48	1,452.49	142.50	9.60	1,554.00	7,111.07
16-May	05-18-16	4,163.19	1,452.49	142.50	*	2,520.00	8,278.18
16-Jun	07-11-16	4,377.70	*	142.50	19.18	*	4,539.38
TOTAL		69,924.60	17,429.88	1,852.50	149.33	34,687.30	124,043.61
AVG		5,827.05	1,452.49	154.38	12.45	2,890.61	10,336.97



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for January 2017
DATE: February 22, 2017

Accomplishments

Administrative staff's focus in January 2017 included working with the architect and library consultant to determine various activities and meetings related to the Centennial Renovation project, assisting with the promotion of the Author's Luncheon event, preparing the request for proposals for building and janitorial service and meeting with bidders, working with the auditors to prepare for the annual audit, continuing collaboration to move C21 program forward, and organizing the Chamber of Commerce Excellence in Placentia Awards event.

Met with a couple of residents as prospective PLFF board members.

Meetings

- Library Board of Trustees – January 25th
- Placentia Library Friends Foundation (PLFF) – January 9th
- Friday Huddles – January 6th, 13th & 27th
- Staff Meeting – January 26th
- Demco Leadership Travel – January 17th
- G4 Architect – January 30th
- Placentia Yorba Linda Unified School District – January 30th
- H.I.S. House – January 30th
- City of Placentia – January 31st

Community Function / Training

- El Camino Real High School Business Booster Club – January 18th
- American Library Association (ALA) Midwinter Conference – January 19-24
- Chamber Excellence in Placentia Awards – January 26th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children's Services Report for January 2017
DATE: February 22, 2017

MONTHLY STATISTICS

Children's Reference

	January 2017	January 2016	Y-T-D 2016-2017	Y-T-D 2015-2016	Y-T-D % change
Reference—in person	617	484	4,040	3,223	25.35%
Reference--telephone	24	23	160	251	-36.25%
Total Reference	641	507	4,200	3,474	20.90%
Total Number of Programs	27	46	248	268	-7.46%
Total Programs Attendance	476	974	10,623	9,921	7.08%

Children's Services Programs

Children's Services Programs	January 2017	January 2017	January 2016	January 2016	Y-T-D 2016-17	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D 2015-16	Y-T-D 15/16 - 16/17	Y-T-D 15/16 - 16/17
	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
Ongoing Programs										
0-2 year old Storytime Classes	-	-	8	346	40	2,125	48	2,087	-16.67%	1.82%
3-6 year old Storytime Classes	-	-	8	134	27	671	48	1,120	-77.78%	-40.09%
Music Classes	-	-	4	80	20	737	24	954	-20.00%	-22.75%
Read to the Dogs	1	18	1	25	7	267	7	135	0.00%	97.78%
Master Builders Club	1	32	1	23	6	154	6	186	0.00%	-17.20%
Sensational Saturdays	1	45	1	38	5	155	6	170	-20.00%	-8.82%
Homework Club	17	301	16	225	71	1,201	75	1,180	-5.63%	1.78%
PTAC (Placentia Teen Advisory Council)	2	44	1	16	14	266	13	185	7.14%	43.78%
PLD Collaboratory	1	-	-	-	6	25	-	-	100.00%	100.00%
The Vault	1	-	-	-	4	28	-	-	100.00%	100.00%
Teen Practice Exams	1	7	-	-	2	30	1	27	50.00%	11.11%
Special Programs										
Outreach	-	-	-	-	7	932	2	788	71.43%	18.27%
School Visits	-	-	-	-	-	-	1	25	-100.00%	-100.00%
Library Tours	1	19	-	-	1	19	-	-	100.00%	100.00%
Bilingual Programs	-	-	-	-	2	106	2	145	0.00%	-26.90%
Seasonal Programs	1	10	1	10	14	1,032	10	721	28.57%	43.13%
Teen Programs	-	-	5	77	9	137	11	203	-22.22%	-32.51%
SRP Registrations	-	-	-	-	6	399	6	457	0.00%	-12.69%
SRP Events	-	-	-	-	7	2,339	8	1,538	-14.29%	52.08%
Totals	27	476	46	974	248	10,623	268	9,921	-7.46%	7.08%

ACHIEVEMENTS

- Fernando Maldonado assisted Michelle Meades in the Teen Share Day project planning.
- Brenda Ramirez and Fernando Maldonado assisted with the implementation of the new Teen Zone furniture.
- Brenda Ramirez and Fernando Maldonado attended the Orange County Performers Showcase at the Yorba Linda Community Center on January 19th.
- Brenda Ramirez attended the Citizen of the Year event on January 26th.
- Yesenia Baltierra assisted the Education Committee with their Bingo for Scholars Event on January 23rd.

MEETINGS

- Fernando Maldonado, Lori Worden, and Joseph Nguyen attended the Childrens Department meeting on January 23rd.
- Joseph Nguyen met with Brenda Ramirez on January 25th and 29th.
- Lori Worden and Brenda Ramirez attended the Staff Meeting on January 26th.
- Brenda Ramirez met with Fernando Maldonado on January 25th.
- Brenda Ramirez attended the Supervisors meeting on January 18th.
- Yesenia Baltierra attended the Education Committee meeting on January 4th.
- Yesenia Baltierra attended the Placentia Teen Center Partnership meetings on January 10th and 18th.
Yesenia Baltierra met with Ken Oyama on January 21st regarding the Bingo for Scholars Event.
- Yesenia Baltierra met with Brenda Ramirez on January 4th and 24th.
- Yesenia Baltierra attended Kickoff Meeting for Get Healthy Placentia on January 25th.

PROFESSIONAL DEVELOPMENT

- Fernando Maldonado, Jennifer Rydberg, Yesenia Baltierra, and Lori Worden attended Baker and Taylor TS360 training on January 9th.
- Fernando Maldonado attended the Baker and Taylor TS360 webinar on January 6th.
- Lori Worden and Jennifer Rydberg attended the Baker and Taylor TS360 webinar on January 7th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Adult Services Report for January 2017
DATE: February 22, 2017

MONTHLY STATISTICS**Reference Desk Activity**

	January 2017	January 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Reference -- in person	1570	1045	10287	5475	87.89%
Reference -- telephone	701	330	3952	1467	169.39%
Reference -- email/chat	6	7	42	49	-14.29%
Technology assistance	245	334	1919	1624	18.17%
Guest passes	72	59	484	491	-1.43%
Adult and Children's computer use (desktops)	2367	2703	18035	22547	-20.01%
Adult computer usage (desktop)	2088	2357	15193	17173	-11.53%
Public computer use (express laptops)	4	39	64	343	-81.34%

History Room Activity

	January 2017	January 2016	Y-T-D FY2016-17	Y-T-D FY2015-16	Y-T-D % change
History Room Visitors	7	15	50	69	-27.54%

Volunteer Hours

	January 2017	January 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
History Room	10.5	12	52	184	-71.74%
PLFF	414.17	446	3263.67	3351.75	-2.63%
General Library	356.15	395.75	4047.95	3361.75	20.41%
Technology	4.5	52	183	100.5	82.09%
Homework Club	137.5	71.75	523.75	374	40.04%
Adult Literacy Tutors	123.25	184.5	934.25	1092.72	-14.50%
PTAC	61	58.25	395	425.13	-7.09%
Total Volunteer Hours	1107.07	1220.25	10007.87	9955.95	0.52%

Adult Services Programs

Type of Program	Number of Programs January	Attendance January	Number of Programs January	Attendance January	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date					FY16-17	FY16-17	FY15-16	FY15-16		
Book Club	1	12	1	15	7	82	6	68	16.67%	20.59%
Computer Workshops	4	42	2	11	18	165	14	112	28.57%	47.32%
Literacy Programs	6	28	4	36	40	277	34	299	17.65%	-7.36%
Summer Reading Program	0	0	0	0	2	281	2	347	0.00%	-19.02%
Summer Reading Events	0	0	0	0	2	141	1	38	100.00%	271.05%
Database Instruction	6	11	5	14	33	57	22	65	50.00%	-12.31%
Volunteer Programs	1	17	0	0	7	176	3	101	133.33%	74.26%
Health & Fitness Programs	3	58	0	0	17	398	13	171	30.77%	132.75%
Parenting Programs	0	0	0	0	0	0	4	16	-100.00%	-100.00%
Fine Arts Programs	0	0	1	18	3	178	3	113	0.00%	57.52%
Educational Programs-various topics	2	49	4	164	9	328	12	566	-25.00%	-42.05%
Outreach	1	4	4	21	4	22	19	104	-78.95%	-78.85%
Totals	24	221	17	258	142	2,105	129	1,979	10.08%	6.37%

Adult Literacy	Jan 2017	Jan 2016
Number of Tutors	18	19
Number of Students	29	27
Total Number of Participants	47	46

Computer Literacy	Jan 2017	Jan 2016
Number of Tutors	1	2
Number of Students	1	2
Total Number of Participants	2	4

ACHIEVEMENTS

- Coleen Wakai coordinated the Conversation Club January 6th, 13th, & 27th
- Coleen Wakai presented Conversation Club on January 20th.
- Michelle Meades coordinated Coloring for Stress Relief on January 26th.
- Michelle Meades coordinated Microsoft Excel computer workshops on January 10th, 17th, 24th and 31st.
- Jeannie Killianey coordinated the tax forms table on January 28th.

- Pat Grimm coordinated Literacy Orientation on January 21st.
- Coleen coordinated Literacy Orientation on January 24th.
- Wendy Townsend coordinated outreach services at Emerald Isle on January 12th.
- Wendy Townsend coordinated the Book Club on January 10th.
- Wendy Townsend coordinated Tai Chi on January 24th and 31st.
- Wendy Townsend and Fernando Maldonado led the Volunteer Orientation on January 17th.
- Yesenia Baltierra, Wendy Townsend and Coleen Wakai submitted the revised budget report for the CLLS grant on January 26th.

MEETINGS

- Wendy Townsend and Jeannie Killianey met on January 11th.
- Wendy Townsend and Pat Grimm met on January 17th.
- Michelle Meades met with Cheri Pape at Fullerton Library on January 25th
- Michelle Meades met with the Historical Committee on January 24th.
- Pat Grimm met with a new Literacy Tutor on January 28th.
- Michelle Meades met with Steve Berry's publicist over the phone to discuss History Matters Foundation on January 31st.
- Wendy Townsend met with Emerald Isle on January 17th.
- Wendy Townsend attended Kiwanis meetings on January 5th, 12th, 19th and 26th.
- Wendy Townsend and Coleen Wakai met on January 6th, 13th, and 31st.
- Wendy Townsend and Michelle Meades met on January 4th, 11th, 18th and 25th.
- Wendy Townsend and Yesenia Baltierra met on January 11th and 24th.
- Wendy Townsend attended the Supervisors meeting on January 18th.
- Michelle Meades and Wendy Townsend attended the Staff Meeting on January 26th.
- Wendy Townsend attended Huddle Meetings January 6th, 13th and 20th.
- Wendy Townsend, Jeannie Killianey, Coleen Wakai and Patricia Grimm attended the Adult Services meeting on January 23rd.
- Michelle Meades and Fernando Maldonado met with PTAC to discuss Teen Share Day on January 19th.
- Coleen Wakai attended the CLLS Committee Meeting in Sacramento, January 19th.
- Coleen Wakai met with 5 literacy students on January 3rd, 18th, and 24th.
- Coleen Wakai met with Sally Lynch regarding the SRP ART-rageous Journaling program and the Spring Literacy Tutor/Student Workshop January 4th.
- Yesenia Baltierra attended the Placita Santa Fe Merchants Association meeting on January 10th.
- Yesenia Baltierra attended conference call meeting with Baker and Taylor on January 11th.
- Yesenia Baltierra attended conference call meeting with Hoopla on January 11th and 19th.
- Yesenia Baltierra attended the Placentia Community Collaborate meeting on January 17th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades, Wendy Townsend, Coleen Wakai, Jeannie Killianey, and Yesenia Baltierra attended Baker and Taylor training on January 9th.
- Michelle Meades attended a grant writing workshop for historic preservation on January 23rd.
- Jeannie Killianey attended the Baker and Taylor webinar on January 7th.
- Yesenia Baltierra attended the Harwood Coaching webinar on January 10th and 19th.



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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 January 2017

DATE: February 22, 2017

On-line database usage

	January 2017	Onsite Usage 1/17	Remote Usage 1/17	January 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Library Catalog	14,614	N/A	N/A	14,395	102,185	100,986	1%
General Reference Center	34	26	8	69	207	383	-46%
Biography In Context	57	32	25	72	354	565	-37%
Opposing Viewpoints	53	48	5	108	1,082	1,926	-44%
Consumer Reports (new July 2016)	0	N/A	N/A	N/A	775	N/A	NA
Freegal	1,243	N/A	N/A	710	8,194	7,919	3%
Heritage Quest	977	N/A	N/A	180	4,753	6,413	-26%
Novelist	32	N/A	N/A	21	308	364	-15%
Public Library Core Collection							
Nonfiction (new June 2015 staff use only)	51	N/A	N/A	483	1,393	4,016	-65%
Pronunciator (new Sept. 2014)	33	N/A	N/A	89	525	626	-16%
ABC Mouse (new Sept. 2014)	364	N/A	N/A	130	1,754	541	224%
Career Cruising (new June 2015)	2	N/A	N/A	2	3	37	-92%
Tumblebooks	135	N/A	N/A	234	1,178	782	51%
Reference USA	284	N/A	N/A	124	1,375	1,144	20%
Enki (new Oct. 2014)	1	N/A	N/A	5	13	17	-24%
Hoopla (new May 2015)	485	N/A	N/A	188	2,430	1,089	123%
Overdrive e-books	1,069	N/A	N/A	764	6,634	6,837	-3%
Overdrive audio books	679	N/A	N/A	373	4,592	3,589	28%
Zinio (new Oct. 2014)	55	N/A	N/A	39	570	503	13.32%
TOTAL DATABASE USAGE	20,168	106	38	17,986	138,325	137,737	0%

	January 2017	January 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Website visits	12,148	12,689	86,326	85,188	1%
Page Hits	20,231	21,579	142,409	142,517	0%
Users	5,708	5,492	38,903	39,258	-1%
Pages/Session	1.67	1.70	N/A	N/A	N/A
Avg. Session Duration	00:02:37	0:03:02	N/A	N/A	N/A
% New Sessions	38	35	N/A	N/A	N/A

Computer & Online Resource Use

	January 2017	January 2018	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Placentia Residents	1770	1,341	9,645	9,306	4%
Non-Placentia Residents	1269	938	6,916	5,999	15%
Total	3039	2,279	16,561	15,305	8%

Wifi Use

	January 2017	January 2016	Y-T-D 2016-17	Y-T-D 2015-16	Y-T-D % change
Total	2,396	2,276	17,972	13,727	31%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Special District Risk Management Authority (SDRMA) Notification of Nominations – 2017 Election

DATE: February 22, 2017

BACKGROUND

Nominations for the SDRMA Board of Directors are now open, with a May 5, 2017 filing deadline.

The seven-member Board provides governance by supporting SDRMA's mission and purpose. The elections for Directors are staggered and held every two years, with four seats available in one election and three in the following election. Directors are elected for a four-year term which begins January 1st through December 31st.

The SDRMA Board of Directors meet in Sacramento, California for 4-6 hours, typically on the first Wednesday afternoon and Thursday morning of the month. Commitment time is 15-20 hours per month. Sandra Stark, a former Placentia Library Trustee, served on SDRMA's Board of Directors of the Special District Workers' Compensation Authority (SDWCA) for a number of years, beginning in 2000. Sandra was one of the 10-Board members who helped with the SDRMA (Property/Liability pool) and SDWCA (Workers' Compensation pool) merger in 2003.

Attachment A is the Notification of Nominations packet from SDRMA.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

*No interest from
Trustees*

**Notification of Nominations – 2017 Election
SDRMA Board of Directors**

February 3, 2017

Mrs. Gayle Carline
Board President
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870-6198

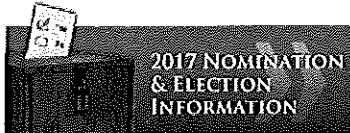
Dear Mrs. Carline:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2017 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-03, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Four Director seats are up for election. The nomination filing deadline is Friday, May 5, 2017. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA Tuesday, August 29, 2017.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-03, Section 4.1) and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidates Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2017 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2018 and expire December 31, 2021.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 5, 2017.**

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2017 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

2017 Nomination Packet Checklist



Agenda Item 23
Attachment A
Page 41

SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 5, 2017, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2017.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- ___ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

- ___ **Attachment Two:** **SDRMA Board of Directors 2017 Nomination/Election Schedule:** Please review this document for important deadlines.

- ___ **Attachment Three:** **SDRMA Election Policy No. 2017-03:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ___ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ___ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS

ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.
Four Seats For this Election	4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2018 and end on December 31, 2021.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	7-Board Meetings Annually: Generally not more than one meeting per month, with an average of seven board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	3:00 p.m. and 8:00 a.m.: Meetings are from 3:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to 10:00 a.m.
Meeting Length	4 - 6 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost efficient manner."

Special District Risk Management Authority | A Property/Liability, Workers' Compensation and Health Benefits Program

SDRMA BOARD OF DIRECTORS
2017 NOMINATION/ELECTION SCHEDULE

2017 Nomination/Election Schedule

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28			

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23/30	24	25	26	27	28
	29					

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23/30	24/31	25	26	27	28
	29					

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	30					

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24/31	25	26	27	28	29
	30					

TASK TIMELINE	
1/5	Board approves Election Schedule
2/3	Mail Notification of Election and Nomination Procedure to Members in January 90 days prior to mailing Ballots (103 actual days)
5/5	Deadline to return Nominations
5/11	Tentative Election Comm. Reviews Nominations
5/17-18	Mail Ballots 60 days prior to ballot receipt deadline (103 actual days)
8/29	Deadline to Receive Ballots
8/30	Tentative Election Committee Counts Ballots
8/31	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/27	Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/1-2	Directors' Elect Invited to SDRMA Board Meeting
1/20/18	Newly Elected Directors Seated and Election of Officers

**SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-03**

Policy No. 2017-03

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

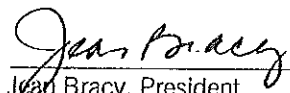
- a) notify all then member entities that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 2nd day of February 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

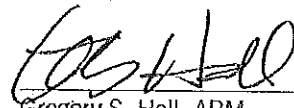
This Policy No. 2017-03 supercedes Policy No. 2015-01 and all other policies inconsistent herewith.

APPROVED:



Jean Bracy, President
Board of Directors

ATTEST:



Gregory S. Hall, ARM
Chief Executive Officer

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

[AGENCY NAME]
RESOLUTION NO.

**A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING
[CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY BOARD OF DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-03, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 5 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-03, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 5, 2017 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]
NAYES: "
ABSTAIN: "
ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

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

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

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

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

Candidate Signature _____ Date _____



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Travel Authorization: Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 16-17, 2017
DATE: February 22, 2017

BACKGROUND

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

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

Attachment A is additional information.

Fiscal Impact: \$700/person

RECOMMENDATIONS

1. Authorize Library Board of Trustees and Library Director to attend the Special District Legislative Days in Sacramento, California, May 16-17, 2017. *em/AS (4)*
2. Motion to authorize travel request by a roll call vote. *JC attending*
JM
3. Roll Call.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner.

Agenda Item 24
Attachment A
Page 60

PRSR STD
U.S. Postage
PAID
Permit No. 316
Sacramento, CA



SPECIAL DISTRICTS LEGISLATIVE DAYS

May 16-17, 2017

HELD AT THE GRAND EVENTS CENTER
1215 J Street • Sacramento, CA 95814
Across from the Sheraton Hotel

Jeanette Contreras
Placentia Library District
Library Director
411 E Chapman Ave
Placentia, CA 92870-6101



699
6

Join movers and shakers from all over California at THE legislative conference for special districts. This event provides local government leaders the opportunity to meet with and educate their legislators about the significant contributions special districts make in their communities and throughout the state.

EARLY BIRD DISCOUNT!
Register today at:
legislativedays.csdna.net

HOTEL INFORMATION

Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814

\$189 CSDA room rate. Call to reserve at 1-800-325-3535. Room reservation cut-off April 14.

Agenda At A Glance

Agenda subject to change

TUESDAY, MAY 16

9:00-10:00 a.m.	REGISTRATION Partake in refreshments and networking opportunities
10:00-10:15 a.m.	WELCOME - Day one officially begins
10:15-11:00 a.m.	LEGISLATORS PANEL Participate in audience Q and A with key legislators focused on local government policies
11:15 a.m.-12 p.m.	LEGISLATOR OF THE YEAR Honor a legislative champion for special districts
12:00-2:00 p.m.	LUNCH: LEGISLATIVE BRIEFING Learn the issues from CSDA's lobbyists
2:00-5:00 p.m.	LEGISLATIVE OFFICE VISITS Attend pre-arranged visits to legislative offices to advocate as a group on the top issues facing special districts
5:00-6:30 p.m.	HOSTED LEGISLATIVE RECEPTION Rub elbows in a casual environment with legislators and Capitol staff

WEDNESDAY, MAY 17

7:45-8:30 a.m.	DISTRICT NETWORKS CAFÉ Enjoy breakfast with your local network's public affairs field coordinators, CSDA Board Members, and fellow special district leaders
8:30-8:45 a.m.	WELCOME - Day two officially begins
8:45-9:45 a.m.	KEYNOTE SPEAKER Hear from a statewide official about the latest opportunities and challenges facing special districts in California
10:00-11:00 a.m.	POLICY PANEL What's next for special districts following the Little Hoover Commission report on special districts due out in March?
11:00-11:30 a.m.	AWARDS AND LEGISLATIVE PRIORITIES OUTLOOK Recognize the good work of your peers and hear concluding remarks on CSDA's legislative priorities



@SPECIALDISTRICT



FACEBOOK.COM/SPECIALDISTRICT



SPECIAL DISTRICTS LEGISLATIVE DAYS

Agenda Item 24
Attachment A
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EARLY BIRD DISCOUNT!
Register at legislatedays.csdanet.net.

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 14, 2017

- CSDA Member - \$175 Early Registration / \$225 Regular Registration
- Non-Member - \$265 Early Registration / \$340 Regular Registration

Three Ways to Register

- *Online:* Visit legislatedays.csdanet.net
- *Fax number:* 916.520.2465. All faxed forms must include credit card payment.
- *Mail:* CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Who qualifies for "member" rates?

All California Special Districts Association and Special District Risk Management Authority members.
Not sure if you are a member? Simply contact Cathrine Lemaire at cathrine1@csda.net or call toll-free at 877-924-2732.
It's not too late to become a CSDA member.

Registration includes the evening reception, legislative visits arranged by CSDA, written materials, and meals as indicated in the agenda.
Payment must accompany registration in order to process.

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> CSDA Member: \$175/EARLY BIRD | <input type="checkbox"/> Non-Member: \$265/EARLY BIRD | Total \$: <input type="text"/> |
| <input type="checkbox"/> CSDA Member: \$225/AFTER APRIL 14 | <input type="checkbox"/> Non-Member: \$340/AFTER APRIL 14 | |

Name/Title:

District:

Address:

City:

State:

ZIP:

Phone:

Fax:

Email:

Emergency Contact Name/Phone Number:

LEGISLATIVE OFFICE VISITS

CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts.

- Yes, I want to participate in prearranged meetings in the Capitol. No, I do not want to participate in prearranged meetings in the Capitol.

PAYMENT

- Check Visa MasterCard Discover American Express

Acct. name:

Acct. Number:

Expiration date:

Authorized Signature:

SPECIAL NEEDS

- Vegetarian Other:

CANCELLATION POLICY: Cancellations must be made IN WRITING and received via fax, mail, or email no later than three days prior to the event. All cancellations made within the specified time will be refunded less a \$75 processing fee.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization to Attend American Library Association (ALA) Annual Conference from June 22-27, 2017 in Chicago, Illinois

DATE: February 22, 2017

BACKGROUND

The ALA Annual Conference will be held in Chicago, Illinois from June 22-27, 2017.

This year's conference theme, "Transforming Our Libraries, Ourselves" will feature the following speakers:

- Reshma Saujani
Ms. Saujani is an American lawyer and politician, was named one of Fortune's 40 under 40, one of the 50 Most Powerful Women in New York by the New York Daily News, Forbes's Most Powerful Women Changing the World, and Business Insider's 50 Women Who Are Changing the World. She is the founder of the tech organization Girls Who Code. She was previously the Deputy Public Advocate at the Office of the New York City Public Advocate.
- Sandra Uwiringiyimana
Author of "How Dare the Sun Rises: Memoirs of a War Child", Ms. Uwiringiyimana shares her story how her family members were gunned down by armed rebels in a massacre in Africa and her life after arriving in the U.S. in 2007.
- Sarah Jessica Parker
Actress, producer, and designer, Ms. Parker has been a strong supporter of libraries. The "Sex and the City" actress is currently serving as honorary chair of the American Library Association's newly created Book Club Central.

The conference offers many opportunities for participants to learn about current issues and trends in library and information science as well as technology. This year's topics will include digital content, innovation, the library of the future, transformation, emerging trends, best practices, community engagement, leadership and over 800 vendors who will highlight new services, technologies, books and products to improve libraries from all over the world.

Fiscal Impact: \$2,000/attendee

RECOMMENDATIONS

1. Determine who needs to attend the American Library Association (ALA) Annual Conference from June 22-27, 2017 in Chicago, Illinois and authorize attendance.
2. Authorize travel authorization by a roll call.
3. Roll call.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Library Referenda Report**
DATE: February 22, 2017

BACKGROUND

The Library Director will provide a report on the 2016 library referenda from the American Library Association.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Civic Center Plaza Parking Lot Update
DATE: February 22, 2017

BACKGROUND

The Library District met with Councilman Smith and city staff on February 14, 2017 to discuss the Civic Center Plaza parking lot challenges. Library Director Contreras will provide a summary of the meeting.

Attachment A are handouts provided at the meeting.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



September 12, 2016

Mr. Luis Estevez
Acting Director of Public Works
City of Placentia
401 East Chapman Avenue
Placentia, California 92870

RE: Proposal to Conduct Civic Center Parking Management Study

Dear Luis:

Albert Grover & Associates (AGA) is pleased to present to the City of Placentia this Letter Proposal to conduct a comprehensive Parking Management Study for the vicinity of the City's Civic Center. Our proposal is based on discussion at a meeting held Thursday, September 8, 2016, with various members of City staff. It was requested that AGA outline a scope of service for a parking needs assessment and solutions for staff and visitors to the Police Department, City Hall, and the City's Public Library.

Based on our understanding of the City's desires and concerns, we anticipate that the tasks listed below will meet the City's needs. It should be noted that both the overall scope of work and the geographic extent of the study be based on our assumptions of existing City needs, and are open for further discussion. Any modification to the scope, geographic extent, etc., would also result in modifications to our cost proposal.

Our proposed scope is as follows:

1. Meet with responsible City personnel on-site to get a complete understanding of existing parking needs, staff levels, special events, etc. The main departments involved would be Police, Community Services, Placentia Library, and City Hall in general.
2. Inventory all existing parking spaces in the selected area, including street parking and surface parking lots. The inventory will be conducted via a physical on-site review. It will include an inventory of all signing, pavement markings, ingress/egress points, circulation, and number and size of parking stalls for various uses.
3. Install video cameras at a minimum of five locations in and around the Civic Center parking lots and on All American Way to record vehicle circulation and both pedestrian and bicycle activity on weekdays and weekends. The specific days and times of recording will be based on discussions with various City staff at the kick-off meeting.
4. Observe and evaluate existing pedestrian activities. Determine if additional/modified sidewalks, walkways, ramps, etc. would enhance pedestrian access and circulation, and be in conformance to the latest ADA requirements.

Mr. Luis Estevez
September 12, 2016
Page 2

5. Review State and City codes to determine the City's ability to legally enforce various on-site parking regulations. Make recommendations as to changes and/or modifications to codes, as necessary.
6. Review existing parking lot nighttime lighting levels and determine the appropriate levels and placement of lights as needed based on industry standards.
7. Determine the appropriate size and number of parking stalls needed to accommodate both short (existing) and long-term parking needs. Long-term is defined as year 2025
8. As required, develop conceptual base plans detailing modified parking stall arrangement, driveway and aisle geometrics, signing, striping, access points, location parking for public officials, employees, and visitors, landscaping modifications, and parking lot lighting. These plans will be for existing short term needs only.

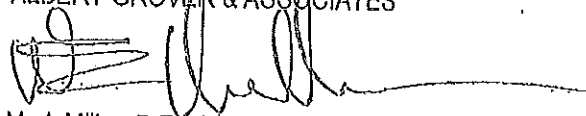
AGA will also determine long-term parking needs and what type of parking facility (parking structure) is needed. An Order of Magnitude cost estimate will be provided for both short and long-term recommendations, as agreed upon by City staff. This will include both design and construction estimates.
9. Quantify overall existing and anticipated project area parking needs, parking requirements, parking shortfalls, access and circulation modifications, parking operations, and pedestrian/bicycle enhancements in a formal Civic Center Parking Management Report. It is anticipated that results, conclusions, and recommendations of the study will be presented to the Library Board, Traffic Safety Commission, and City Council.
10. It is anticipated that at least six project meetings, in addition to the three previous meetings listed in Task 9, will be conducted, for a total of 9 meetings.

The total not-to-exceed cost to accomplish the above listed tasks is \$34,190 for the assumed geographic extent of the City's Civic Center area and the methodology utilized to collect usage data. AGA can complete the anticipated tasks and provide a draft report to the City for review within three months of receiving notice-to-proceed.

If you have any questions regarding this proposal, please contact me. Thank you for this opportunity to work with the City on this important project.

Respectfully submitted,

ALBERT GROVER & ASSOCIATES



Mark Miller, P.E., T.E., P.T.O.E.
Executive Vice President

Proposals\Presentat\Civic Center Parking Study.docx

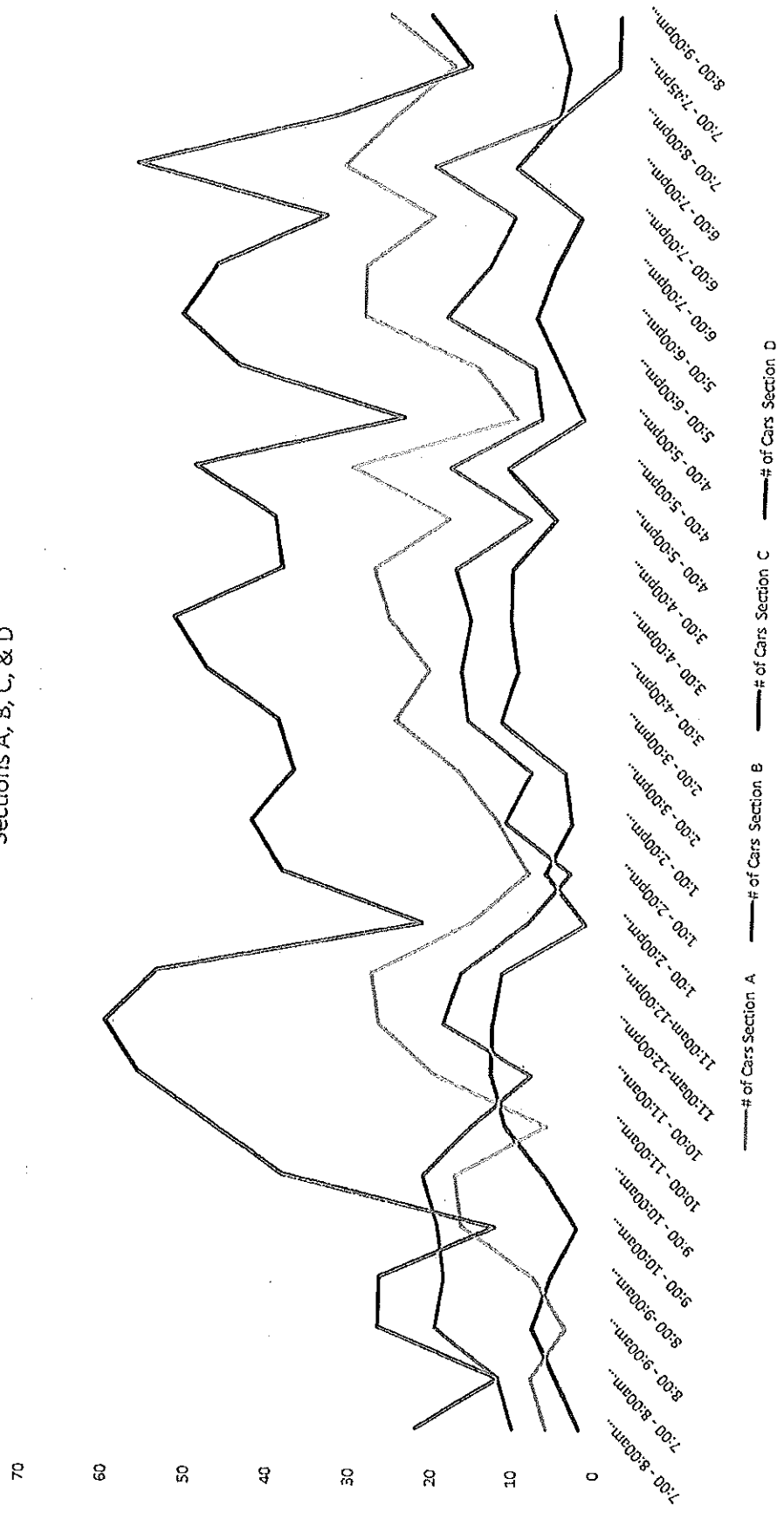
PLACENTIA CIVIC CENTER: 2016 PARKING LOT USAGE SURVEY FOR DECEMBER 1-16, 2016

Parking Lot Observation Times	STARTING COUNT (city = city or PPD staff)													Total Used in A-D	Open Spaces in A-D	Total Open (Public & Reserved)	Differences. Open spaces left are Designated (ADA, Reserved, 30 Min)
	# of Cars in ADA Spaces	# of Cars in 30-MINUTE Parking	PATRONS in Charging Spots	# of Cars RESERVED Section 1 (City)	# of Cars RESERVED Section 2 (City/PPD)	# of Cars Section A	# of Cars Section B	# of Cars Section C	# of Cars Section D	City/PPD in Public Area	City/PPD in Public EV Area	Total Used	Total Used in A-D				
7:00 - 8:00am Mon, 12-05-16	0	3	1	15	0	6	10	22	2	15	1	59	40	94	125	29	
7:00 - 8:00am Wed, 12-07-16	0	0	0	17	1	8	12	12	5	1	0	55	37	97	127	30	
8:00 - 9:00am Thurs, 12-08-16	0	5	1	13	1	4	20	27	8	0	1	79	59	75	105	28	
8:00 - 9:00am Tues, 12-13-16	0	5	0	14	1	8	19	27	6	7		80	60	74	102	28	
8:00 - 10:00am Fri, 12-02-16	1	6	1	11	1	17	20	19	3	6	1	73	53	81	109	28	
9:00 - 10:00am Thurs, 12-05-16	3	4	0	3	10	18	22	39	7	5	0	106	86	48	76	28	
10:00 - 11:00am Tues, 12-06-16	3	6	1	8	10	7	16	48	12	3	1	111	83	51	71	20	
10:00 - 11:00am Thurs, 12-08-16	3	6	1	8	0	21	9	57	14	4	0	119	101	33	63	30	
11:00am-12:00pm Thurs, 12-08-16	3	7	0	7	2	28	20	61	14	3	0	142	123	11	40	29	
11:00am-12:00pm Tues, 12-13-16	2	12	0	13	2	29	18	55	13	4	0	144	115	19	38	19	
1:00 - 2:00pm Sat, 12-04-16	1	7	0	13	2	17	10	23	3	8	0	76	55	81	106	23	
1:00 - 2:00pm Sat, 12-10-16	5	11	0	15	3	10	5	40	8	3	1	97	63	71	85	14	
1:00 - 2:00pm Sun, 12-11-16	4	9	0	1	10	14	13	44	5	5	1	100	76	88	82	24	
2:00 - 3:00pm Sat, 12-10-16	2	10	0	1	1	19	10	39	6	0	1	88	74	60	94	34	
2:00 - 3:00pm Tues, 12-13-16	2	7	2	17	1	27	18	41	14	1	1	129	100	54	53	19	
3:00 - 4:00pm Mon, 12-05-16	4	5	1	13	2	23	19	50	12	5	1	129	104	30	53	23	
3:00 - 4:00pm Wed, 12-07-16	5	10	0	15	3	28	18	54	13	0	0	146	113	21	36	15	
3:00 - 4:00pm Tues, 12-13-16	2	5	0	16	1	30	20	41	13	0	0	128	104	30	54	24	
4:00 - 5:00pm Thurs, 12-08-16	4	5	2	13	1	21	11	42	8	2	1	107	82	52	75	23	
4:00 - 5:00pm Tues, 12-13-16	2	7	0	16	0	33	21	52	14	2	1	145	120	14	37	27	
4:00 - 5:00pm Fri, 12-16-16	2	13	0	13	0	13	10	27	5	1	0	85	55	79	99	21	
5:00 - 6:00pm Thurs, 12-08-16	5	6	1	15	0	18	11	47	8	4	1	111	84	50	71	21	

PLACENTIA CIVIC CENTER: 2016 PARKING LOT USAGE SURVEY FOR DECEMBER 1-16, 2016

Parking Lot Observation Times	STARTING COUNT (city = city or PPD staff)													Differences, Open spaces that are designated (ADA, Reserved, 30 Min)	
	# of Cars in ADA Spaces	# of Cars in 30-MINUTE Parking	PATRONS In Charging Spots	# of Cars RESERVED Section 1 (City)	# of Cars RESERVED Section 2 (City/PPD)	# of Cars Section A	# of Cars Section B	# of Cars Section C	# of Cars Section D	City/PPD in Public Area	City/PPD in Public EV Area	Total Used in A-D	Open Spaces in A-D		Total Open (Public & Reserved)
5:00 - 6:00pm Wed, 12-14-16	3	8	1	1	3	32	22	54	11	1	0	135	15	47	32
6:00 - 7:00pm Tues, 12-07-16	0	13	1	13	3	32	17	50	9	3	0	138	26	44	18
6:00 - 7:00pm Mon, 12-12-16	2	10	1	18	1	24	14	37	6	4	1	113	53	69	16
6:00 - 7:00pm Wed, 12-14-16	5	13	1	2	8	35	24	60	14	0	1	162	1	20	19
7:00 - 8:00pm Tues, 12-06-16	4	12	1	15	7	29	9	36	9	4	1	122	83	60	9
7:00 - 7:30pm Mon, 12-12-16	1	9	1	15	3	22	8	20	2	4	1	81	52	101	19
8:00 - 9:00pm Tues, 12-06-16	1	9	1	15	7	30	10	25	2	4	1	100	67	82	15
TOTALS	24	83	8	58	30	207	108	240	67	25	2	616	248	320	36
TOTALS	24	83	8	58	30	207	108	240	67	25	2	616	248	320	36

Public Parking Counts
Sections A, B, C, & D



Total Parking

(Total Used Total Open
(Public & Reserved))

AVERAGES	Total Used	Total Open (Public & Reserved)
8:00 - 9:00pm Tues, 12-06-16	103.90	73.10
7:00 - 7:45pm Mon, 12-12-16	100	82
7:00 - 8:00pm Tues, 12-06-16	81	101
6:00 - 7:00pm Weds, 12-14-16	122	60
6:00 - 7:00pm Mon, 12-12-16	162	20
6:00 - 7:00pm Tues, 12-07-16	113	69
5:00 - 6:00pm Weds, 12-14-16	138	41
5:00 - 6:00pm Thurs, 12-03-16	135	47
4:00 - 5:00pm Fri, 12-16-16	111	71
4:00 - 5:00pm Tues, 12-13-16	83	59
4:00 - 5:00pm Thurs, 12-03-16	145	37
3:00 - 4:00pm Tues, 12-13-16	107	75
3:00 - 4:00pm Weds, 12-07-16	128	54
3:00 - 4:00pm Mon, 12-05-16	146	36
2:00 - 3:00pm Tues, 12-13-16	129	53
2:00 - 3:00pm Sat, 12-10-16	129	53
1:00 - 2:00pm Sun, 12-11-16	83	91
1:00 - 2:00pm Sat, 12-10-16	100	82
1:00 - 2:00pm Sun, 12-04-16	97	85
11:00am-12:00pm Tues, 12-13-16	76	105
11:00am-12:00pm Thurs, 12-03-16	144	38
10:00 - 11:00am Thurs, 12-03-16	142	40
10:00 - 11:00am Tues, 12-06-16	119	63
9:00 - 10:00am Thurs, 12-15-16	111	71
9:00 - 10:00am Fri, 12-02-16	105	76
8:00 - 9:00am Tues, 12-13-16	73	109
8:00 - 9:00am Thurs, 12-01-16	60	102
7:00 - 8:00am Weds, 12-07-16	79	103
7:00 - 8:00am Mon, 12-05-16	55	127
	59	123

