



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

November 15, 2021
 6:30 p.m.
 Community Meeting Room
 411 E. Chapman Avenue
 Call-in Number: (669) 900-6833
 Meeting ID: 850 1206 7452
 Password: 046086

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director
 Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the October 18, 2021 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for October 2021. (Receive & File and Approve)

11. FY2020-2021 Fund Balance through October 2021; the Schedule of Anticipated Property Tax Revenues for FY2020-2021 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for October 2021 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for October 2021. (Receive & File)

14. Acquisitions Report for October 2021. (Receive & File)

15. Entrepreneurial Activities Report for October 2021. (Receive & File)

16. Library Impact Fee Report for October 2021. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for October 2021. (Receive, File, and Ratify Appointments)

18. Circulation Report for October 2021. (Receive & File)

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

STAFF REPORTS (Items 20 – 23)

20. Administration Report for October 2021.
21. Children's Services Report for October 2021.
22. Adult Services Report for October 2021.
23. Placentia Library Web Site & Technology Report for October 2021.

PRESENTATION

24. Presentation to Eagle Scout Troop.

NEW BUSINESS

25. Discuss and Review the Request for Proposal for Services of a Facilities Impact Fee Study.
26. Discuss and Review Patron Comments Regarding Current Mask Guideline.
27. Building Stronger Communities Grant Information by Director Contreras.
28. IT Updates by Jeremy Yamaguchi.
29. Legislative Updates by Secretary Carline.
30. Senior/Community Center Blue Ribbon Committee Report by President Martin.
31. Joint-Use Committee Report by President Martin.

AGENDA DEVELOPMENT

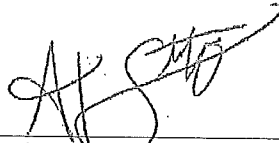
32. Agenda Preparation for the December Date Meeting which will be held on December 20, 2021 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

33. The Library Board of Trustees will adjourn the November 15, 2021 meeting.

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

I, Alyssa Stolze, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for the November 15, 2021 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 12, 2021.



Alyssa Stolze, Executive Assistant



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PLACENTIA LIBRARY DISTRICT

REGULAR DATE MEETING OF THE BOARD OF TRUSTEES

OCTOBER 18, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 18th, 2021 at 6:31 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl, Trustee Al Shkoler.

Members Absent: Trustee Hilaire Shioura. District received an email from Trustee Shioura on October 18 @ 2:02p.m. to inform us he would not attend the Board meeting. He did not provide a reason.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Executive Assistant; Daisy Badge, Library Assistant; Paige Gulley, Library Assistant; Simon Park, On Call Library Aide.

Counsel Present: David DeBerry, Woodruff, Spradlin & Smart.

Guests: Shellie McCurdy, Library Assistant; Laura DeLeon, Library Clerk.

ADOPTION OF AGENDA

It was motioned by President Martin to adopt the agenda as amended. It was moved by Trustee Shkoler and seconded by Trustee Dahl to adopt the agenda (Item 3).

AYES:	Martin, Carline, Dahl, Shkoler
NOES:	None
ABSENT:	Shioura

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the Teen Program Ad Hoc Committee (TPAC) meeting, Heritage Parade, State of the City Luncheon and Joint Use Committee Meeting. President Martin also volunteered at the Rotary Pancake Breakfast and local food distribution. Moreover, President Martin began he role in the Blue-Ribbon Committee and requested to report out on its progress at future board meetings.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Committee Meeting, LAFCO meeting, State of the City Luncheon, and the Chamber of Commerce’s Anniversary Reception.

Trustee Dahl attended the Teen Program Ad Hoc Committee (TPAC) meeting, Heritage Parade, State of the City Luncheon, the Chamber of Commerce’s Anniversary Reception, the PLFF Board Meeting and the Orange County Council of Government (OCCOG) Meeting.

Trustee Shioura was absent.

**LIBRARY DIRECTOR
REPORT**

Trustee Shkoler attended the Heritage Parade and State of the City Luncheon. Library Director Contreras introduced new staff members Daisy Badge, Library Assistant; Paige Gulley, Library Assistant; and Simon Park, On Call Library Aide. Each staff introduced themselves to the Board of Trustees and gave their backgrounds. Director Contreras then reported out on her attendance at the State of the City Luncheon, Joint Use Committee Meeting and the Chamber of Commerce’s Anniversary Reception. Moreover, Library Director Contreras provided updates on the Stronger Together Grant for a bookmobile and the partnership with the City of Placentia in addition to the removal of curbside parking spots #3-#5 to free up additional parking in the lot.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on PLFF approving and adopting their strategic plan and budget, an eagle scout project for a community library and carts, and that the PLFF yard sale will be on Saturday, November 6th and donations of gently used items are being accepted for the fundraising event. Moreover, President Chantarasompoth announced the 2022 Author’s Luncheon Author has been confirmed in addition to the welcoming of two new event planners and a Troy high school intern.

CONSENT CALENDAR

It was moved by Trustee Shkoler and seconded by Trustee Dahl to approve Agenda Items 9-22 as presented. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

A motion was then made to amend the agenda to have Item 29 moved to the beginning of the New Business section of the agenda. It was moved by Secretary Carline and seconded by Trustee Shkoler. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shioura, Shkoler
NOES: None
ABSENT: Shioura

**MINUTES FOR SEPTEMBER
20, 2021 REGULAR DATE
MEETING.**

The minutes for the September 20th, 2021 Regular Date Board Meeting were received, reviewed and filed as amended (Item 9).

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**CASH FLOW ANALYSIS
AND
TREASURER’S REPORTS**

Check Registers for September 2021 (Item 10)
Fund 707 Balance Report for September 2021 (Item 11)
Financial Reports through September 2021 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

**GENERAL CONSENT
REPORTS**

Balance Sheets for September 2021 (Item 13)
Acquisitions Report for September 2021 (Item 14)
Service Revenue Report for September 2021 (Item 15)
Personnel Report for September 2021 (Item 16)
Circulation Report for September 2021 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for September 2021 (Item 19)
Children's Services Report September 2021 (Item 20)
Adult Services Report for September 2021 (Item 21)
Placentia Library Website Technology Report for September 2021 (Item 22)

**ADJUSTMENT TO
COMPENSATION OF
LIBRARY DIRECTOR.**

The Board of Trustees appoints the Library Director and annually reviews the Library Director's performance and determines whether an adjustment to the compensation provided to the Library Director is appropriate. That review had taken place and the Board sub-committee of President Martin and Secretary Carline presented the recommendation that the Board of Trustees approve an increase of 3% in the Library District's annual contribution to the Library Director's PARS retirement account retroactive to September 8, 2021, from 8% to 11%, which would increase the Library District's contribution by \$5,416 annually. All other terms of compensation remain the same. Moreover, pursuant to the Brown Act, specifically Govt. Code § 54953, a summary report of any recommendation on the compensation to be paid to a local agency executive, in this case the Library Director, must be made orally; therefore, Legal Counsel Mr. DeBerry made the oral report of the recommendation. After a brief discussion, it was motioned by Trustee Shkoler and seconded by Trustee Dahl to approve a 3% increase in the District's contribution to the Library Director's PARs retirement account. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**REVIEW AND DISCUSS THE
REQUEST FOR PROPOSAL
FOR IT CONSULTANT
SERVICE.**

At the August 16, 2021 Library Board of Trustees meeting, the Board authorized the District to enter into an agreement with Mr. Jeremy Yamaguchi for IT service at a rate of \$65.00 per hour and not to exceed \$40,000. The interim service commenced on August 17, 2021 to ensure minimal disruptions in the District's technology operations and a smooth transition before the Systems Librarian's retirement on August 26, 2021. The authorization to hire an IT consultant was predicated on staff presenting an RFP for service for the duration of the 2021-2022 fiscal year, with an extension option for 2022-2023 fiscal year. The District places a high priority on consistent and comprehensive maintenance of the Districts' servers and computers. The work performed will include advising, developing, and implementing policies and procedures the security of all library technology systems against internal and external threats.

The Board reviewed the Request for Proposal for IT Consultant Service with the recommendation to update the criteria on the scoring sheet to the RFP in addition to language inclusive of any hours beyond 20 are to be approved by the Library Director and may not exceed 40.

It was then motioned by Trustee Shkoler to the Request for Proposal for IT Consultant Service as presented, inclusive of input received from the Library Board of Trustees. The motion was seconded by Trustee Dahl. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

A motion was made by Secretary Carline and seconded by Trustee Shkoler to authorize the use of the Systems Librarian position budget for the IT Consultant Service. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

A third motion was then made by Secretary Carline and seconded by Trustee Shkoler to authorize the Library Director to reallocate the Supplies & Services budget line item to fund the IT Consultant Service should additional funds are required and an exemption to Policy 3080 – Purchasing and Expense Authorization Policy, should additional funds exceed \$10,000. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**AUTHORIZATION TO
AMEND THE COVID
REOPENING PLAN.**

Library Director Contreras presented the background on the COVID-19 Reopening Plan (CRP) that was originally adopted on May 18, 2020. Since March 2019, there have been numerous federal, state, and local executive orders, reflecting the various phases and developments related to COVID-19. These orders include lockdowns, mask mandates, social distancing, building capacity, vaccine requirements, opening guidelines, public meeting provisions, etc. The CRP document was intended to be a fluid document that evolved based on the public health data trends as well as the understanding of the best way to mitigate spread while protecting the health of our patrons, staff, and volunteers. Library staff asked the Board to consider the following amendment: "The Board authorizes the Library Director, in consultation and with approval from the Board President; and in the absence of the Board President, the Board Secretary, to make changes at his/her discretion throughout the various phases of the District's COVID Re-Opening Plan."

After providing input, it was motioned by Secretary Carline to authorize an amendment to the COVID Reopening Plan as presented, inclusive of input received from the Library Board of Trustees with any changes made to be reflected in the

Director's Message to patron and reported out during the Director's Report at the monthly Board Meeting. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

The Director then recommended to lift the mask mandate for fully vaccinated individuals. Secretary Carline motioned to lift the mask mandate effective immediately. The motioned was seconded by Trustee Dahl. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**AUTHORIZATION TO CLOSE
THE LIBRARY ON
DECEMBER 3, 2021 FOR
STAFF DEVELOPMENT DAY.**

Library Director Contreras presented the request for closure on Friday, December 3, 2021 for Staff Development Day with a tentative agenda to include training on equity, diversity, inclusion (EDI) and preparation for holiday programs and activities. Staff Development Days (SDD) are held annually which provides staff job-related continuing education and budget discussion opportunities. Trustee Shkoler motioned to authorize closure on December 3rd, 2021 for Staff Development Day. The motion was seconded by Trustee Dahl. A roll call vote was taken.

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**CONFERENCE
AUTHORIZATION TO
ATTEND THE PUBLIC
LIBRARY ASSOCIATION
BIENNIAL CONFERENCE,
MARCH 23-25, 2022.**

Director Contreras presented the Public Library Association Biennial Conference will be held in Portland, Oregon, March 23-25, 2022. The conference will offer over 100 educational sessions, with a specific focus on serving public libraries. It is expected there will be many sessions highlighting equity, diversity, and inclusion issues. Most events will take place at the Oregon Convention Center, including over 120 exhibitors showcasing the latest in publications, media, technology, equipment, services, and supplies. The Board requested the estimated cost as registration is not open yet. Director Contreras estimated \$2,000 per attendee. It was then motioned by Trustee Shkoler to authorize three trustees and the Library Director to attend the Public Library Association Biennial Conference will be held in Portland, Oregon, March 23-25, 2022. The motion was seconded by Secretary Carline. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**APPROVE SYSTEMS AND
DEVICE AUDIT AND
ASSURANCE CONTRACT.**

Library Director Contreras presented how the Placentia Library District relies heavily on technology and cloud-based services to serve the community. Since beginning work for the Placentia Library District, interim IT Consultant Yamaguchi has found

numerous security vulnerabilities and a general lack of IT housekeeping practice. The amount of clean-up has well exceeded the weekly estimated hours given within the limited scope of the IT services contract. Director Contreras presented the request that a supplemental contractor specializing in cyber security be contracted to further audit on premise and cloud systems in a timely manner. Quotes from E-Security Solutions, Lumen Technology, and Windstream Technologies were received and contracts were presented by IT Consultant, Jeremy Yamaguchi then reviewed by the Board. The Board opened the item for discussion. It was then motioned by Trustee Shkoler to authorize E-Security Solutions to perform a systems and device audit of the District's equipment and set up. The motion was seconded by Trustee Dahl. A roll call vote was taken:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

STATUS ON TRADEMARK OF PLACENTIA LIBRARY DISTRICT AND PLACENTIA PUBLIC LIBRARY.

At the August 16, 2021, the Library Board of Trustees authorized District Counsel to work with Knobbe Martens Law Office to trademark Placentia Library District and Placentia Public Library. Legal Counsel, Mr. David DeBerry from Woodruff, Spradlin & Smart provided an update regarding the trademarking of the Placentia Library District and Placentia Public Library regarding how the District executed the contract and paid \$325 to Knobbe Martens Law Office for the trademark processing fee. More updates will be provided once received. No action was to be taken at this time.

DATABASE ANALYSIS REPORT

Yesenia Baltierra, Assistant Library Director, provided a presentation and analysis on the District's databases and usage from 2018-2019 and 2021-2022. The presentation highlighted Placentia Library District collections that are developed to meet the information needs of the community. The current collection holding consists of 73,933 print and 14 electronic databases, which includes Consumer Reports, Heritage Quest, Hoopla, Overdrive, Tutor.com, ABC Mouse, and so on. Additionally, three subscriptions are funded by the California State Library – ProQuest, Britanica Encyclopedia Online, Brainfuse, and New York Times articles. The District also offers audio and video materials, totaling 82,452 items which circulates 257,526 in the 2020-2021 fiscal year and 189,483 2019-2020 fiscal year and 248,246 in the 2018-2019 (pre-pandemic). The Board opened the item for discussion and inquiries. No action was to be taken at this time.

IT UPDATES

Mr. Jeremy Yamaguchi, District IT Consultant, provided an update on current progress and projects to the Board, inclusive of the following: updating all PCs, Office suite 2019, over 1,000 security patches installed and a new audio mixer in the meeting room in addition to upcoming projects, policy updates, and Request for Proposals. No action was to be taken at this time.

**TEEN PROGRAM AD HOC
COMMITTEE (TPAC) REPORT**

At the August 16, 2021 Library Board of Trustees meeting, the Board approved the formation of the Teen Program Ad Hoc Committee (TPAC) to address the development of teen programs offered at the District. Director Contreras introduced the TPAC members. The first meeting was held on October 5, 2021, in the Library History Room. Director Contreras presented the following recommendations for consideration and authorization from the Library Board of Trustees on behalf of TPAC:

- “Sensitive Content” Definition - Any topic that would affect an entire family, inclusive of topics such as sexuality, religion, politics, and mental health.
- Zoom Link - Will be posted and available to patrons.
- Parental Consent – With unanimity parental permission is not required as sensitive programs will be open to patrons over 14 years of age.
- Presenter background – Biography of presenters, who will have professional and educational backgrounds in the subject they are presenting, will be available on District website and/or newsletter prior to the program.
- Presentation content/handouts – Available upon request.
- Post Program Questions – Include a list of questions for families to discuss after the program, to continue conversations within family members.
- Assessment – Surveys will be conducted after programs. Staff to analyze attendance data, input received from patrons, and other data and make recommendations moving forward.

After a discussion, it was motioned by Trustee Shkoler and seconded by Trustee Dahl to authorize TPAC’s recommendations as presented, inclusive of input received from the Library Board of Trustees. All in favor:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

**JOINT-USE COMMITTEE
REPORT**

President Martin presented updates given by the City at the October 7, 2021 Joint Use Committee meeting. President Martin reported on updates from the City regarding the State of the City, progress of the Audi dealership, annexation negotiation discussions being continued, annual reports with surrounding cities, statuses on continued city-wide improvement projects, such as Kraemer Park Fountain, park initiative projects and the Blue-Ribbon Committee, and updates regarding the Fire Department operations. Moreover, the Library made a formal request for City partnership for the Stronger Together Grant, which would allow a bookmobile. The City would assist with the maintenance of the van, signs throughout Placentia, and a charging parking spot. The City and Library will also be collaborating with the Boys and Girls Club. No other action was to be taken at this time.

REVIEW OF ACTION ITEMS

Secretary Carline requested that legislative updates be an agenda item on an as-needed basis in addition to President Martin motioning to add the Blue-Ribbon Committee Updates as a recurring agenda item. The motion was seconded by Secretary Carline. All in favor:

AYES: Martin, Carline, Dahl, Shkoler
NOES: None
ABSENT: Shioura

The next Board Meeting will be on November 15th, 2021 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 18th, 2021 was adjourned at 7:49 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees

03:09 P.M.
11/09/21
Accrual Basis

Placentia Library District
Check Register
October 2021

Date	Ref No.	Payee	Memo	Payment	Type
10/07/2021	11976	MD Medical Clinics	Pre-Employment Physical Gulley	194.00	Bill Payment
10/07/2021	11977	Arcelia Janitorial Service	9/1/21-9/30/21 Janitorial Services	3,612.00	Bill Payment
10/07/2021	11978	eSecurity Solutions	WATCHGUARD TECHNOLOGIES : Panda Adaptive Defense 360 &Panda Patch Management - 1 Year - 1 to 50 license	1,205.25	Bill Payment
10/07/2021	11979	Train Party Express	Train for Heritage Parade 2021	550.00	Bill Payment
10/07/2021	11980	Tumbleweed Press, Inc.	Tumblebook Library Deluxe Subscription Renewal October 9, 2021- October 9, 2022	599.00	Bill Payment
10/07/2021	11981	UMPQUA BANK	8/30/21-9/30/21 CC Charges	7,639.61	Bill Payment
10/07/2021	11982	Baker & Taylor	Books	1,555.39	Bill Payment
10/07/2021	11983	Midwest Tape	Audiobooks/DVDs & Hoopla	4,316.27	Bill Payment
10/07/2021	11984	Republic Services	Refuse Disposal	87.64	Bill Payment
10/07/2021	11985	Golden State Water Company	8/20/21-9/22/21 Water Service	1,101.60	Bill Payment
10/07/2021	11986	OverDrive	Audiobooks/ebooks	7,125.03	Bill Payment
10/07/2021	11987	Cintas Corporation #640	Cleaning Supplies	233.97	Bill Payment
10/07/2021	11988	Staples Advantage	Personnel Folders	846.08	Bill Payment
10/07/2021	11989	Southern California Edison	8/30/21-9/28/21 Services	7,463.63	Bill Payment
10/08/2021	12011	Placentia Library District	For payroll on 11/10/21	65,000.00	Check
10/08/2021	12016	Placentia Library District	For payroll on 11/24/21	65,000.00	Check
10/11/2021	11990	SDRMA	Medical Benefits for October 21 & November 21	44,190.09	Bill Payment
10/11/2021	11991	Placentia Library Foundation	PLFF Pass-through for September 21	39.50	Bill Payment
10/11/2021	11992	Public Agency Retirement Services	PARS Contribution for PP 8/27/21- 9/9/21 PARS Contribution for PP 9/10/21- 9/23/21 PARS Contribution for PP 9/24/21- 10/7/21	7,246.13	Bill Payment
10/18/2021	11993	Unique Management Services, Inc.	Collection Services Sept 2021	8.95	Bill Payment
10/18/2021	11994	Eagle Multi Media Productions	IT Support Sept. 21	5,750.27	Bill Payment
10/18/2021	11995	Republic Services	Recycling Service 09/01/21-09/30/21	158.87	Bill Payment
10/18/2021	11996	Time Warner Cable	Service from 10/12/21-11/11/21	67.06	Bill Payment
10/18/2021	11997	Cintas	Cleaning Supplies	403.30	Bill Payment
10/18/2021	11998	Johnson Controls Security Solutions	11/1/21-1/31/22 Recurring Service for Security Cameras	947.57	Bill Payment
10/18/2021	11999	Glasby Maintenance Supply	Cleaning Supplies	322.40	Bill Payment
10/18/2021	12000	South Coast SolarClean	Rain Gutter Cleaning	228.15	Bill Payment
10/18/2021	12001	State of CA - Department of Justice	Pre-employment fingerprinting	96.00	Bill Payment
10/18/2021	12002	Yesenia Baltierra.	Paint for restrooms reimbursement	45.93	Bill Payment
10/18/2021	12003	Capitol Door Services	Main Entrance Auto Door; Troubleshoot door system.	240.00	Bill Payment
10/18/2021	12004	County of Orange Treasurer	Orange County 2021-2022 Property Tax	8,697.96	Bill Payment
10/18/2021	12005	CALNET3	Phone Service for 09/02/21-10/01/21	187.96	Bill Payment
10/18/2021	12006	Staples Advantage	Personnel Folders	1,684.54	Bill Payment
10/18/2021	12007	SDRMA	Ancillary benefits for November 21	1,772.87	Bill Payment
10/18/2021	12008	City of Placentia	October 21 City Invoice	3,819.00	Bill Payment
10/18/2021	12009	Brea Trophy and Engraving	Chief Lenyi Engraving	29.65	Bill Payment

03:09 P.M.
11/09/21
Accrual Basis

Placentia Library District
Check Register
October 2021

10/18/2021	12010	MD Medical Clinics	Pre-employment screenings: Gullely, Porras, Park	429.00	Bill Payment
10/18/2021	12012	American Library Association	ALA Martin FY 21-22 Membership # 2047891	201.00	Bill Payment
10/18/2021	12013	Jo-Anne Martin	CSDA Conference 2021 Reimbursement	192.61	Bill Payment
10/18/2021	12014	California Special Districts Association	2022 CSDA Membership Renewal: Placentia Library District	7,615.00	Bill Payment
10/18/2021	12015	Empire Parking Lot Services, Inc.	Remove 3 Curb-Side Signs/Posts	500.00	Bill Payment
10/26/2021	12017	Orange County Register	FY 21-22 OC Register Subscription (26 weeks)	337.19	Bill Payment
10/26/2021	12018	Unique Management Services, Inc.	August 2021 Collection Services	1,449.90	Bill Payment
10/26/2021	12019	Sherri Dahl	CSDA 2021 Travel Reimbursement	423.30	Bill Payment
10/26/2021	12020	Baker & Taylor	Books (Prepayment-Credit on File)	13,397.47	Bill Payment
10/26/2021	12021	David Aranda	Board Training 10/28/21	1,000.00	Bill Payment
10/26/2021	12022	Woodruff, Spradlin & Smart	Services rendered through 9/30/21	1,759.50	Bill Payment
10/26/2021	12023	CA Department of Tax & Fee Administration	Use Tax July-September 2021	3.00	Bill Payment
10/26/2021	12024	Cintas	Cleaning Supplies	374.28	Bill Payment
10/26/2021	12025	Staples Advantage	CCard	670.86	Bill Payment
10/26/2021	12026	Findaway World LLC	Wonderbooks	1,683.63	Bill Payment
10/26/2021	12027	Los Angeles Times	Acct # 10010816421 Los Angeles Times Renewal	757.84	Bill Payment
10/26/2021	12028	Legacy Integrative Solutions	Printer services	963.20	Bill Payment
10/26/2021	12029	New Readers Press	Journey to Success Student Books (PO 60)	239.46	Bill Payment
				<u>274,462.91</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through October 2021 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: November 15, 2021

Fiscal Year 2021-2022	
7/31/2020	797,842.63
8/31/2020	798,184.45
9/30/2020	798,537.58
10/31/2020	798,901.40
11/30/2020	
12/31/2020	
1/31/2021	
2/28/2021	
3/31/2021	
4/30/2021	
5/31/2021	
6/30/2021	

Fiscal Year 2020-2021	
7/31/2019	790,798.96
8/31/2019	791,646.81
9/30/2019	792,427.94
10/31/2019	793,212.36
11/30/2019	793,942.94
12/31/2019	794,595.92
1/31/2020	795,201.11
2/29/2020	795,749.02
3/31/2020	796,231.15
4/30/2020	796,660.85
5/31/2020	797,113.17
6/30/2020	797,495.65



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

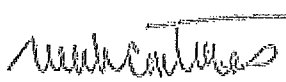
SUBJECT: Financial Reports through October 2021 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: November 15, 2021

Summary of Cash and Investments as of October 31, 2021

Cash with Orange County Treasurer Fund 9LX	\$798,901.40
General Fund Checking – Bank of the West	\$318,257.40
General Fund Savings – Bank of the West	\$975,626.39
<i>(Impact Fees in Savings – Restricted)</i>	\$487,851.94
Payroll Checking – Wells Fargo Bank	\$90,005.30
Total Cash and Investments	\$2,182,790.49

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 LIEBERT DISTRICT
 YTD REVENUE REPORT
 As of October 31, 2021

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,710,330	24,553	(2,685,777)	0.9%
4020	Property Taxes - Current Unsecured	80,305	44,057	(36,248)	54.9%
4050	Property Taxes - Curr Supplemental	46,567	12,230	(34,337)	26.3%
* 4080	Penalties & Costs on Delinq Taxes	0	20,285	20,285	-
4090	Taxes Special Dist Augmentation	9,106	-	(9,106)	0.0%
4190	State - Homeowners Property Tax Relief	16,477	-	(16,477)	0.0%
	Sub Total	2,862,785	101,125	(2,761,660)	3.5%
INTEREST REVENUE					
4600	Interest	8,500	1,160	(7,340)	13.6%
	Sub Total	8,500	1,160	(7,340)	13.6%
GRANT REVENUE					
4210, 4421	State Grants	40,000	1,800	(38,200)	4.5%
4230	Other Grants	10,000	-	(10,000)	0.0%
	Sub Total	50,000	1,800	(48,200)	3.6%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	25,000	12,000	(13,000)	48.0%
4310	Fines & Fees	15,000	5,782	(9,218)	38.5%
4320, 4330	Passport/Photos	180,000	92,451	(87,549)	51.4%
4350	Test Proctor	3,000	700	(2,300)	23.3%
4430	Other: Miscellaneous	0	1,560	1,560	-
4435	Centennial (i-bank final disbursement)	73,900	-	(73,900)	0.0%
	Sub Total	296,900	112,494	(184,406)	37.9%
TOTAL REVENUES YTD FOR FY 21/22:		3,218,185	216,579	(3,001,606)	6.7%
4440	Reserves	37,738	-	(37,738)	0.0%
4500	Impact Fees	250,000	14,080	(235,920)	5.6%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

October 31, 2021

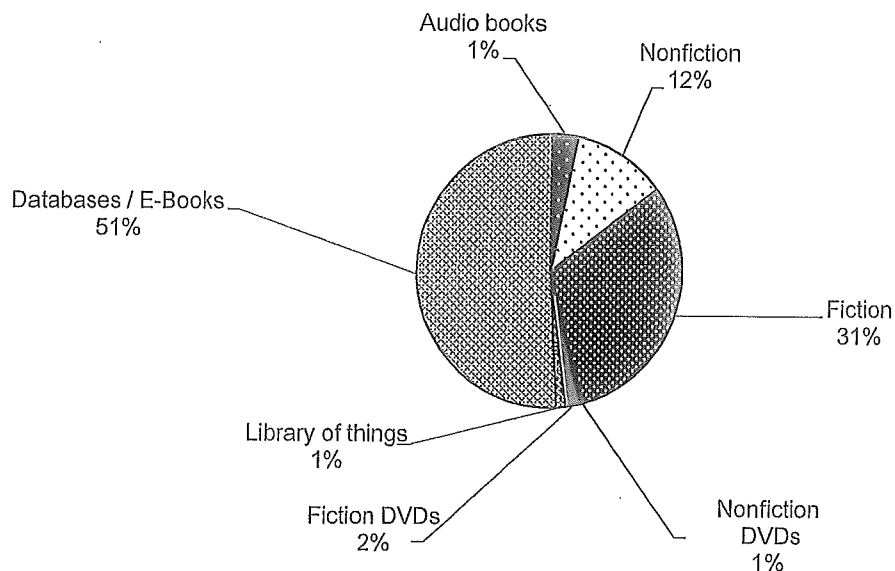
33.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,886,673	559,091	0.30	\$1,327,582
5030	Retirement	60,365	17,901	0.30	\$42,464
5040	Unemployment Insurance	4,158	0	0.00	\$4,158
5050	Health Insurance	268,250	92,172	0.34	\$176,058
5064	Dental Insurance	11,388	4,263	0.37	\$7,125
5060	Life Insurance	4,383	1,466	0.33	\$2,917
5066	AD & D Insurance	6,676	2,190	0.33	\$4,486
5068	Vision Insurance	2,733	850	0.31	\$1,883
5090	Education Assistance Program	1,422	0	0.00	\$1,422
5070	Workers' Compensation Insurance	25,224	8,431	0.33	\$16,793
	TOTAL	\$2,271,252	\$686,364	0.30	\$1,584,888
SERVICES & SUPPLIES					
5100	Communications	26,500	1,461	0.06	\$25,039
5170	Household Expenses	44,000	6,572	0.15	\$37,428
5099	Liability Insurance	45,689	14,889	0.33	\$30,800
5205	Maintenance Expense	12,921	6,793	0.53	\$6,128
5210, 5220-5280, 5160, 5180	Building Maintenance	148,572	44,248	0.30	\$104,324
5290	Memberships	7,469	4,817	0.64	\$2,652
5300-5350	Office Expenses & Postage	77,544	42,118	0.54	\$35,426
5400-5480	Prof./Specialized Services	68,917	42,227	0.61	\$26,690
5490	Loan Obligation (i-bank)	73,968	56,361	0.76	\$17,607
5495, 5900, 5910, 5920	Programs	24,000	5,207	0.22	\$18,793
5500	Books/Library Materials	314,000	87,854	0.28	\$226,146
5600	Meetings/Professional Development	30,000	8,503	0.28	\$21,497
5700	Mileage/Parking	300	34	0.11	\$266
5800	Utilities	18,000	4,177	0.23	\$13,823
7000	COVID-19	15,000	304	0.02	\$14,696
	TOTAL	\$906,880	\$325,566	0.36	\$581,314
OPERATING EXPENSES					
		\$3,178,132	\$1,011,930	0.32	\$2,166,202
FIXED ASSETS & TAXES					
1310	Building Improvements	\$20,000	-	0.00	\$20,000
1320	Equipment & Furniture	\$3,000	-	0.00	\$3,000
6100	Taxes and Assessments	\$16,500	8,701	0.53	\$7,799
	TOTAL	\$39,500	8,701	0.22	\$30,799
TOTAL BUDGET					
		\$3,217,632	\$1,020,630	0.32	\$2,197,002

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH OCTOBER 2021

	YTD 2021/22	YTD 2021/22	YTD 2020/21	YTD 2020/21
	Amount	Titles	Amount	Titles
Total Fiction	\$33,080	1168	\$22,633	1553
Total Non-Fiction	\$12,398	403	\$15,022	670
Total Databases / E-Books	\$54,400	248	\$24,494	65
Total Audio Books	\$3,345	90	\$1,842	303
Total Educational DVDs	\$356	12	\$450	10
Total Entertainment DVDs	\$2,020	77	\$1,534	327
Total Library of Things	\$1,212	12	\$0	0
YTD TOTAL MATERIALS	\$106,811		\$65,973	2928
Budget	\$314,000		\$223,213	
% Spent YTD	34%		30%	



ACQUISITIONS REPORT FOR FISCALYEAR 2021-2022 for the MONTH OF OCTOBER 2021

Prepared by Katie Matas, Librarian I

	GENERAL FUND		ADOPT-A-BOOK/GRANT		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
<u>Adult Fiction</u>	\$21,937	699	\$0	0	\$21,937	699	\$61	3	\$21,998	702
Total Adult Fiction	\$21,937	699	\$0	0	\$21,937	699	\$61	3	\$21,998	702
Adult Non-Fiction	\$5,854	252	\$0	0	\$5,854	252	\$121	4	\$5,975	256
Adult Reference	\$381	3	\$0	0	\$381	3	\$25	1	\$406	4
<u>Adult magazines</u>	\$1,222	2	\$0	0	\$1,222	2	\$0	0	\$1,222	2
Total Adult Nonfiction	\$7,457	257	\$0	0	\$7,457	257	\$146	5	\$7,603	262
TOTAL ADULT PRINT MATERIALS	\$29,394	956	\$0	0	\$29,394	956	\$207	8	\$29,601	964
Adult Audio Books	\$1,613	34	\$0	0	\$1,613	34	\$0	0	\$1,613	34
Adult E-books	\$4,916	157	\$0	0	\$4,916	157	\$0	0	\$4,916	157
Adult Educational DVDs	\$337	11	\$0	0	\$337	11	\$20	1	\$357	12
Adult Entertainment DVDs	\$1,475	57	\$0	0	\$1,475	57	\$957	61	\$2,432	118
<u>Library of Things</u>	\$1,212	12	\$0	0	\$1,212	12	\$0	0	\$1,212	12
TOTAL ADULT NON-PRINT MATERIALS	\$9,553	271	\$0	0	\$9,553	271	\$977	62	\$10,530	333
TOTAL ADULT MATERIALS	\$38,947	1227	\$0	0	\$38,947	1227	\$1,184	70	\$40,131	1297
<u>Teen Fiction</u>	\$1,257	83	\$0	0	\$1,257	83	\$136	4	\$1,393	87
Total Teen Fiction	\$1,257	83	\$0	0	\$1,257	83	\$136	4	\$1,393	87
Teen Non-Fiction	\$270	9	\$0	0	\$270	9	\$0	0	\$270	9
<u>Teen Reference</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Teen Nonfiction	\$270	9	\$0	0	\$270	9	\$0	0	\$270	9
TOTAL TEEN PRINT MATERIALS	\$1,527	92	\$0	0	\$1,527	92	\$136	4	\$1,663	96
Teen Audio Books	\$48	1	\$0	0	\$48	1	\$0	0	\$48	1
Teen Adult E-books	\$805	41	\$0	0	\$805	41	\$0	0	\$805	41
<u>Video Games</u>	\$99	2	\$0	0	\$99	2	\$86	2	\$185	4
TOTAL TEEN NON-PRINT MATERIALS	\$992	44	\$0	0	\$992	44	\$86	2	\$1,038	46
<u>Juvenile Fiction</u>	\$9,886	386	\$0	0	\$9,886	386	\$396	25	\$10,282	411
Total Juvenile Fiction	\$9,886	386	\$0	0	\$9,886	386	\$396	25	\$10,282	411
Juvenile Non-Fiction	\$4,653	135	\$0	0	\$4,653	135	\$38	2	\$4,691	137
Juvenile Reference	\$18	2	\$0	0	\$18	2	\$18	1	\$36	3
<u>Juvenile Magazines</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Juvenile Nonfiction	\$4,671	137	\$0	0	\$4,671	137	\$56	3	\$4,727	140
TOTAL JUVENILE PRINT MATERIALS	\$14,557	523	\$0	0	\$14,557	523	\$452	28	\$15,009	551
Juvenile Audio Books	\$1,684	55	\$0	0	\$1,684	55	\$0	0	\$1,684	55
Juvenile E-books	\$654	38	\$0	0	\$654	38	\$0	0	\$654	38
Juvenile Educational DVDs	\$19	1	\$0	0	\$19	1	\$0	0	\$19	1
<u>Juvenile Entertainment DVDs</u>	\$446	18	\$0	0	\$446	18	\$537	26	\$983	44
TOTAL JUVENILE NON-PRINT MATERIALS	\$2,803	112	\$0	0	\$2,803	112	\$537	26	\$3,340	138
TOTAL JUVENILE MATERIALS	\$17,360	635	\$0	0	\$17,360	635	\$989	54	\$18,349	689
On-line databases	\$48,025	12	\$0	0	\$48,025	12	\$0	0	\$48,025	12
<u>E-books</u>	\$6,375	236	\$0	0	\$6,375	236	\$0	0	\$6,375	236
TOTAL ELECTRONIC MATERIALS	\$54,400	248	\$0	0	\$54,400	248	\$0	0	\$54,400	248
Total Fiction	\$33,080	1168	\$0	0	\$33,080	1168	\$593	32	\$33,673	1200
Total Non-Fiction	\$12,398	403	\$0	0	\$12,398	403	\$202	8	\$12,600	411
Total Electronic	\$54,400	248	\$0	0	\$54,400	248	\$0	0	\$54,400	248
Total Audio Books	\$3,345	90	\$0	0	\$3,345	90	\$0	0	\$3,345	90
Total Educational DVDs	\$356	12	\$0	0	\$356	12	\$20	1	\$376	13
Total Entertainment DVDs	\$2,020	77	\$0	0	\$2,020	77	\$1,580	89	\$3,600	166
Total Library of Things	\$1,212	12	\$0	0	\$1,212	12	\$0	0	\$1,212	12
TOTAL MATERIALS	\$106,811	2010	\$0	0	\$106,811	2010	\$2,394	130	\$109,205	2140

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for October 2021
DATE: November 15, 2021

Net Revenue Summary for October 2021

			YTD	YTD
	21-Oct	20-Oct	2021-2022	2020-2021
Passport	13,335	9,389	75,621	11,079
Passport Photos	3,312	1,907	16,830	2,387
Test Proctor	100	50	700	50
Fines & Fees	1,848	1,625	5,782	2,059
Meeting Room	0	0	0	0
TOTAL	18,595	12,971	98,933	15,575



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
 FROM: Fernando Maldonado, Business Manager
 SUBJECT: Library Impact Fee Report - October 31, 2021
 DATE: November 15, 2021

	21-Oct	20-Oct	YTD 2021-2022	YTD 2020-2021
Total Monthly Fees Collected	\$0.00	\$0.00	\$ 14,079.68	\$ 7,623.26

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	DKH Construction Inc.	Two new Multifamily Dwellings	1014 Cypress Street	1,496	\$ 1,376.32	8/31/2021
2	Shea Homes LLP	6 New Detached Single-Family Residences	1239, 1241, 1243, 1245, 1247, 1248 Providence Loop	13,808	\$ 12,703.36	9/2/2021
3						
4						
5						
6						
7						

2021/2022 YTD Total	\$ 14,079.68
Ending Balance as of 6/30/21	\$ 473,772.26
Running Total	\$ 487,851.94



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
 FROM: Fernando Maldonado, Business Manager
 SUBJECT: Personnel Report for October 2021
 DATE: November 15, 2021

	Oct-21	Oct-20	YTD 2021-2022	YTD 2020-2021
Separation	0	0	1	0
Retirement	0	0	1	0
Appointments	3	0	4	0
Open Positions	2	1	7	1
Workers' Compensation Leave	0	0	0	0
Total	5	1	13	1

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: Simon Park, Library Aide (On Call)- Support Services
 Daisy Badge, Library Assistant Children's Services (20 Hour Part-Time) – Public Services
 Paige Gulley, Library Assistant Children's Services (20 Hour Part-Time) – Public Services
 OPEN POSITIONS: Librarian I (Part-Time)- Public Services
 Library Assistant (On Call) – Public Services
 WORKERS COMPENSATION LEAVE: None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for October 2021

DATE: November 15, 2021

<u>CIRCULATION</u>	Oct-21	Oct-20		Y-T-D 2021-22	Y-T-D 2019-20	Y-T-D % change
New Patron Registrations	417	273		2,360	948	149%
Circulation (items)	19,453	12,566		72,076	32,922	119%
Circulation (e-content)	8,780	9,896		36,564	37,373	-2%
Total Circulation	28,233	22,462		108,640	73,415	48%
Total Active Borrowers*	6,031	3,718				
Attendance	15,847	8,906		43,844	14,580	201%
Registered Card Holders*	58,236	54,557				
Adult Fiction	2,438	1,684		10,348	4,356	138%
Adult/Teen Nonfiction	1,402	1,064		5,699	3,054	87%
Adult Magazines	26	8		119	14	100%
Adult/Teen Audio Books	202	251		741	523	42%
Adult DVDs	816	1,069		2,759	2,441	13%
Library of Things (LOTs)	78	4		211	19	1,011%
Teen Fiction	331	474		1,579	1,339	18%
Video Games	210	148		837	389	115%
Childrens Fiction	10,989	6,252		39,552	16,020	147%
Childrens LOTs**	24	0		107	-	-
Childrens Nonfiction	2,301	1,216		8,087	3,280	147%
Childrens Magazines	7	1		44	3	1367%
Childrens Audio Books	153	24		398	83	380%
Childrens DVDs	476	371		1,595	962	66%

* YTD % change not applicable.

**Mathematically unable to divide by zero.

PATRON COUNT

Oct-21	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		168	144	203	201	232	216	
10:00		189	185	171	315	174	351	1,385
11:00		186	173	134	204	226	462	1,385
12:00		165	194	166	165	180	387	1,257
1:00	669	151	178	256	172	178	339	1,943
2:00	376	221	185	377	195	200	368	1,922
3:00	367	410	405	445	319	438	337	2,721
4:00	256	373	390	319	350	374	262	2,324
5:00		314	280	204	253			1,051
6:00		330	223	191	159			903
7:00		77	115	69	82			343
DAY TO-TALS	1,668	2,584	2,472	2,535	2,415	2,002	2,722	15,234

Inside Gate Count 15,234
 Outside Gate Counts 613

Total Library Attendance 15,847

Inside Gate Count					Outside Gate Counts	
Oct 2021	Oct 2020	Y-T-D 2021/22	Y-T-D 2020/21	Y-T-D % change		
15,234	8,513	15,234	11,759	23%	Adult/Teen Programs	554
					Children Programs	0
					Curbside	40
					Outreach	19
					Meeting Room Rentals	0
					TOTAL	613

Passport Count

Oct 2021	SUN	MON	TUES	WED	THURS	FRI	SAT	"HOUR TOTALS"
9:00		4	3	2	4	3	16	32
10:00		3	0	4	0	8	11	26
11:00		3	3	3	9	6	15	39
12:00		3	6	1	0	6	19	35
1:00	27	8	3	1	2	8	19	68
2:00	21	9	7	4	7	10	17	75
3:00	13	5	1	7	5	15	11	57
4:00	2	0	6	6	6	0	0	20
5:00		8	9	6	5			28
6:00		6	3	6	3			18
7:00		0	0	0	0			0
DAY TOTALS	63	49	41	40	41	56	108	398

Oct 2021	Oct 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
398	309	2,173	380	83%

ACHIEVEMENTS

- Angie participated in the Heritage Parade outreach on October 9th
- Tim is assisting Jeremy with updating the Information Desk computers and troubleshooting the computer software, including Horizon, Envisionware STS (payment terminal) and PC Reservation

MEETINGS

- Tim met with Victor to go over the sound system for Monster Mash on October 20th
- Tim attended the SLS Technology Committee meeting on October 26th
- Tim had a one-on-one with Estella and Yesenia on October 6th and October 20th
- Tim met with Venessa for a Book Character Pumpkins program planning meeting on October 6th
- Tim met with Paige for an intro one-on-one on October 20th
- Tim met with Daisy for an intro one-on-one on October 16th
- Tim had a meeting with Jeremy to update the Info 1 computer on October 26th
- Tim had a meeting with Jeremy to troubleshoot and update the Info 3 computer on October 28th
- Laura attended the All staff meeting on October 19th
- Laura met with Paige on October 6th
- Laura had a one-on-one with Estella on October 6th
- Estella met with Paige on October 13th
- Estella and Laura attended the weekly huddle meetings on October 6th, 13th, 20th and 27th
- Estella, Laura, Angie, and Eric attended Support Services meeting on October 14th

- Estella met with Eric for a one-on-one meeting on October 27th
- Estella met with Paige for an intro one-on-one on October 13th

PROFESSIONAL DEVELOPMENT

- Tim attended webinars and setting up the admin portals and public access links and publicity for the library databases and resources, including the 6 new databases provided by the California State Library
- Laura completed the U.S. Passport recertification training on October 28th

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through October 2021
DATE: November 15, 2021

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2021-2022	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21	8/25/2021	0.00	1,655.06	0.00	9.73	0.00	1,664.79
Sep-21	*	*	*	*	*	*	0.00
Oct-21	10/12/2021	0.00	3,310.12	499.20	9.68	0.00	3,819.00
Nov-21							0.00
Dec-21							0.00
Jan-22							0.00
Feb-22							0.00
Mar-22							0.00
Apr-22							0.00
May-22							0.00
Jun-22							0.00
	TOTAL	\$0.00	\$6,565.58	\$998.40	\$29.26	\$0.00	\$7,593.24

* City Billing Not Received

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20	12/15/2020	0.00	1,600.40	499.20	9.28	0.00	2,108.88
Jan-21	*	*	*	*	*	*	0.00
Feb-21	2/10/2021	0.00	3,200.80	499.20	19.61	0.00	3,719.61
Mar-21	3/23/2021	0.00	1,600.40	249.60	10.37	67.90	1,928.27
Apr-21	4/27/2021	0.00	1,600.40	0.00	9.77	0.00	1,610.17
May-21	5/24/2021	0.00	1,600.40	249.60	9.89	0.00	1,859.89
Jun-21	6/15/2021	0.00	1,600.40	249.60	9.85	0.00	1,859.85
	TOTAL	\$0.00	\$22,405.60	\$2,745.60	\$104.86	\$67.90	\$25,323.96



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
 FROM: Jeanette Contreras, Library Director
 SUBJECT: Administration Report for October 2021
 DATE: October 18, 2021

Meetings:

- PLFF Meeting: October 11th
- Board of Trustees Regular Date Meeting: October 18th
- All Staff Meeting: October 19th

- Fingerprinting: October 1st
- Meeting with Auditor: October 13th
- Stronger Together: Improving Library Access Information Session: October 4th
- Teen Program Ad Hoc Committee: October 5th
- City Council Meeting: October 5th
- Placentia Round Table Women's Club Meeting: October 6th
- Meeting with Chief Hicks: October 6th
- Weekly Huddles: October 6th, 13th, 20th & 27th
- One on One Meeting: October 7th, 20th,
- Joint Use Committee Meeting: October 7th
- Meeting with Chief Lenyi: October 12th
- Part-Time Librarian Interviews: October 12th, 21st & 27th
- Supervisor Meeting: October 12th, 14th & 26th
- Westminster City Council Meeting: October 13th
- Meeting with Boys & Girls Club: October 14th
- Monthly Events Meeting: October 14th
- Library Impact Fee Meeting: October 14th
- Placentia Collaborative Meeting: October 19th
- I.T. Review Meeting: October 20th
- Placentia Navigation Center Meeting: October 22nd
- California Library Association Board of Directors Meeting: October 25th
- Placentia Veteran's Village Meeting: October 28th

Facilities:

- Johnson Controls, Inc: October 4th, 5th & 27th
- Bear State: October 27th

Training/Workshops/Conference:

- N/A

Events:

- Heritage Parade: October 9th
- Chamber of Commerce Anniversary Reception: October 14th
- California State University, Fullerton Orange County Business Council: October 20th
- Monster Mash: October 22nd
- Chief Lenyi Luncheon: October 25th
- ISDOC Quarterly Luncheon (virtual): October 28th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
 FROM: Yesenia Baltierra, Assistant Library Director
 SUBJECT: Children’s Services Report for October 2021
 DATE: November 15, 2021

MONTHLY STATISTICS

Children’s Services Statistics

Number of Programs by Type	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Storytime	8	9	123	21	5%
Educational	1	1	1	1	0%
Reading	2	0	9	5	1%
Seasonal*	0	1	0	7	-
TOTAL	11	11	133	37	3%

*Mathematically unable to divide by zero.

Attendance of Programs by Type	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Storytime	261	3,216	658	11,309	-1%
Educational	16	305	16	832	-1%
Reading	527	0	2,858	1,481	1%
Seasonal	0	679	870	3,149	-1%
TOTAL	804	4,200	5,282	16,771	-1%

Reference/Computer Usage Statistics

	Oct 2021	Oct 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
Reference—in person	281	98	776	194	300%
Reference--telephone	15	22	68	108	-37%
Total Reference	296	120	844	302	179%
Children's computer usage	304	37	821	51	1,510%

ACHIEVEMENTS

- Paige Gulley assisted with the Monster Mash program on October 22nd
- Paige Gulley conducted the program STEAM Labs – Magic Crystals on October 27th
- Paige Gulley and Lori Worden planned and conducted 1 Once Upon a Storytime on October 28th
- Lori Worden planned and conducted the Once Upon a Storytime on October 7th
- Lori Worden proctored 3 exams on October 8th, October 15th, and October 29th
- Daisy Badge planned and conducted 3 Luna, Luna Bilingual Storytimes on October 6th, 13th, and 20th
- Daisy Badge conducted 2 Family Storytimes on October 9th, and 30th
- Lori Worden and Venessa Faber attended Chief Lenyi's retirement luncheon on October 25th

MEETINGS

- Paige Gulley and Daisy Badge met with Fernando Maldonado, Sabrina Rosengren, Eric Grimm, and Angelina Fuentes on October 8th
- Paige Gulley met with Jeannette Contreras and Sally Federman for one-on-one meetings on October 11th
- Paige Gulley and Daisy Badge met with Victor Meza on October 11th
- Paige Gulley met with Estella Wnek, Laura DeLeon, and Michelle Meades for one-on-one meetings on October 13th
- Paige Gulley met with Katie Matas, Timothy Worden, Shellie McCurdy, and Venessa Faber for one-on-one meetings on October 20th
- Paige Gulley met with Alyssa Stolze, Lori Worden, Michelle Meades, and Wendy Amireh for one-on-one meetings on October 21st
- Paige Gulley met with Venessa Faber for a one-on-one meeting on October 27th
- Children's staff attended the Children's Services Team Meeting on October 13th
- Lori Worden attended one-to-one meetings with Venessa Faber on October 5th, 19th, and October 26th
- Lori Worden and Venessa Faber attended the all-staff meeting on October 19th
- Lori Worden and Venessa Faber attended the weekly huddles on October 6th, 13th, 20th, and 27th
- Venessa Faber met with Megan Tolman on October 1 to discuss LOTs
- Venessa Faber met with Tim Worden to discuss the Pumpkin Book Character contest on October 6th
- Venessa Faber met with Yesenia Baltierra and Wendy Amireh to discuss the Stronger Together Grant on October 6th, 7th, 26th and 28th
- Venessa Faber attended Public Services Supervisor meetings on October 14th, and 28th
- Venessa Faber attended the Supervisor meetings on October 12th, and 26th
- Venessa Faber and Yesenia Baltierra conducted 2nd interviews for the pending Librarian 1 position on October 21st and 27th
- Daisy Badge met with Lori Worden on October 13th
- Daisy Badge met with Sally Federman and Tim Worden for one-on-one meetings on October 16th
- Daisy Badge and Paige Gulley attended the Board Meeting on October 18th to introduce themselves
- Daisy Badge met with Katie Matas, Jeremy Yamaguchi, Alyssa Stolze, Venessa Faber, Yesenia Baltierra, Megan Tolman, Shellie McCurdy, Victor Meza, and Michelle Meades for one-on-one meetings on October 20th
- Daisy Badge met with Venessa Faber for a one-on-one meeting on October 27th

PROFESSIONAL DEVELOPMENT

- Venessa Faber attended the State Library's Webinars for new databases on October 19th and 26th
- Lori Worden successfully completed the Department of State's Passport Acceptance Agent Training for Existing Agents on October 21st

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
 FROM: Yesenia Baltierra, Assistant Library Director
 SUBJECT: Adult Services Report for October 2021
 DATE: November 15, 2021

MONTHLY STATISTICS

Information Desk Activity	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Information -- in person	1,268	917	5,405	1,330	306%
Information -- telephone	701	875	3,225	2,466	31%
Information -- email/chat	22	36	95	156	-39%
Curbside service	40	393	138	2427	-94%
Technology assistance	120	44	368	67	449%
Guest passes	56	10	151	17	788%
Adult and Children's computer use (desktops)	1,136	593	3,757	793	374%
Adult computer usage (desktop)	904	644	3,094	859	260%
Teen computer usage	137	60	442	77	474%

History Room Activity	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
History Room Visitors	4	0	7	3	133%

Public Services Outreach Activity	October 2021	September 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Outreach Visits*	1	0	1	0	-
Outreach Attendance*	19	0	49	0	-

* Mathematically unable to divide by zero

Proctored Tests	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Number of Tests*	3	0	15	0	-

* Mathematically unable to divide by zero

Adult and Teen Programs

Number of Programs by Type	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Book Club*	1	0	2	0	-
Educational Programs	2	1	8	2	100%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	1	1	4	3	33%
Health & Fitness Programs*	1	0	2	0	-
History Room Programs	0	0	0	1	-100%
Home and Lifestyle Programs*	0	0	1	0	-
Literacy Programs	15	11	52	42	24%
Reading Programs Adult	0	0	3	1	200%
Reading Programs Teen	0	0	2	1	100%
Placentia Teen Advisory Council	2	2	6	8	-25%
Teen Only Programs	1	1	2	5	-60%
Adult and Teen Program Number Total	23	16	82	63	30%
Teen Program Number Total	3	3	10	14	-29%

* Mathematically unable to divide by zero

Attendance of Programs by Type	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Book Club *	12	0	22	0	-
Educational Programs	25	5	120	6	1,900%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	175	156	937	534	75%
Health & Fitness Programs *	4	0	8	0	-
History Room Programs	0	0	0	18	-100%
Home and Lifestyle Programs *	0	0	195	0	-
Literacy Programs	62	73	232	249	-7%
Reading Programs Adult	0	0	139	94	48%
Reading Programs Teen	0	0	21	17	24%
Placentia Teen Advisory Council	33	15	73	62	18%
Teen Only Programs	550	39	574	44	1,205%
Adult and Teen Program Attendance Total	861	288	2321	1024	127%
Teen Program Attendance Total	583	54	668	123	443%

* Mathematically unable to divide by zero

Library	FY-T-D 2021-22	FY-T-D 2020-21	% change
English Literacy Students	40	33	21%
Students Graduated	1	2	-50%
English Literacy Tutors	34	34	0%

The Hangar Makerspace	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Hangar Open Hour Visits	29	0	101	3	3,267%
Hangar Users	6	0	23	2	1,050%
Hangar Tours	15	0	61	1	6,000%

Volunteer Hours	October 2021	October 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
History Room*	59.5	0	242	0	-
PLFF	225	36	869.5	96.75	799%
General Library	217.18	0	1111.9	6	18,432%
Adult Literacy	206	110	759.75	434.75	75%
PTAC	147.78	41.5	197.16	106.5	85%
Total Volunteer Hours	840.46	187.5	3165.31	644	392%

*mathematically unable to divide by zero.

ACHIEVEMENTS

- Shellie McCurdy and Wendy Amireh coordinated the October Hangar Take & Make on October 1st.
- Wendy Amireh coordinated Meditation by Good Moodra Yoga on October 5th.
- Wendy Amireh coordinated Yoga at the Library on October 9th.
- Michelle Meades coordinated the Book Club on October 12th.
- Michelle Meades filmed the FCT cinnamon rolls video on October 30th.
- Victor Meza coordinated PTAC Meetings on October 7th and 21st.
- Victor Meza and Michelle Meades coordinated the Monster Mash program on October 22nd.
- Sally Federman and Angie Fuentes attended Heritage Festival on October 9th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on October 6th, 13th, 20th, and 27th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on October 5th, 12th, 19th, and 26th.
- Sabrina Rosengren coordinated Read, Write, Speak Club on October 1st, 8th, 15th, 22nd, and 29th.
- Sabrina Rosengren and Sally Federman co-facilitated a Tutor In-Service Meeting on October 4th.
- Sabrina Rosengren coordinated Learner Take & Make event on October 13th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on October 14th.
- Wendy Amireh participated in Newport Beach Public Library interview panel on October 19-22.

MEETINGS

- Victor Meza met with Wendy Amireh on October 5th, 12th, 26th.
- Michelle Meades met with Wendy Amireh on October 28th.
- Michelle Meades, Wendy Amireh, Megan Tolman and Katie Matas met on October 21st.
- Michelle Meades met with Kathy Frazee on October 4th.
- Michelle Meades met with Victor Meza on October 4th and 20th.
- Michelle Meades met with Paige Gully on October 13th and October 21st.
- Michelle Meades met with Jayde Emery on October 21st.
- Michelle Meades attended the Historical Committee Meeting on October 26th.
- Michelle Meades met with Jan Henderson on October 13th.
- Michelle Meades met with Daisy Badge on October 20th.
- Sabrina Rosengren and Wendy Amireh met on October 8th.
- Sabrina Rosengren attended CLLS Strategic Planning check-in meeting on October 27th.
- Sabrina Rosengren attended CLLS Statewide Conversation meeting on October 27th.
- Wendy Amireh met with Venessa Faber on October 1st and 7th.
- Wendy Amireh met with Yesenia Baltierra on October 7th and 21st.
- Wendy Amireh attended Supervisor meetings on October 12th and 26th.
- Wendy Amireh met with Paige Gully on October 21st.
- Wendy Amireh attended the Public Services Supervisors meeting on October 14th and 28th.
- Wendy Amireh attended Kiwanis meetings on October 14th and 21st.
- Shellie McCurdy met with Wendy Amireh on October 13th and 23rd.
- Shellie McCurdy met with Paige Gully and Daisy Badge on October 20th.
- Megan Tolman met with Wendy Amireh on October 5th, 12th, 19th, 26th, and 27th.
- Wendy, Amireh, Katie Matas, Megan Tolman, and Sabrina Rosengren attended the All Staff Meeting on October 19th.
- Wendy Amireh, Sabrina Rosengren, Michelle Meades, and Megan Tolman attended weekly Huddles on October 6th 13th 20th and 27th.
- Megan Tolman, Michelle Meades, Katie Matas, and Wendy Amireh attended a Collection Development Meeting on October 21st.
- Katie Matas met with Daisy Badge and Paige Gully on October 20th.
- Katie Matas met with Wendy Amireh on October 29th.
- Wendy Amireh, Megan Tolman, attended the Adult and Teen Services meeting on October 13th.
- Wendy Amireh, Victor Meza and Yesenia Baltierra met on October 19th.
- Wendy Amireh and Yesenia Baltierra attended the Teen Program Advisory Council on October 5th.

PROFESSIONAL DEVELOPMENT

- Victor Meza completed the Library Juice Academy – Collection Management course.
- Megan Tolman began a Library Journal course titled “Evaluating, Auditing and Diversifying Your Collections” on October 19th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Placentia Library Website & Technology Report for October 2021

DATE: November 15, 2021

Online Catalog Usage	October 2021	October 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % Change
Placentia Library Catalog	3,968	4,172	16,866	18,112	-7%

Online Database Usage	October 2021	October 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % Change
<i>Funded by Placentia Library District</i>					
ABC Mouse	11	6	66	22	200%
ABC Mouse - Bring Reading Home	108	18	302	225	34%
Biography In Context	5	2	9	32	-72%
Consumer Reports	195	373	1,153	1,034	12%
Creative Bug*	19		66		-
Data Axle (Reference USA)	891	403	1,458	1,108	32%
Freegal	934	899	3,738	3,595	4%
General Reference Center	0	0	0	0	0%
Heritage Quest	48	452	351	661	-47%
Hoopla	2,247	2109	8,933	8,838	1%
Novelist	7	45	97	284	-66%
Opposing Viewpoints	0	2	1	13	-92%
Overdrive audio books	1,377	1,180	5,598	5,198	8%
Overdrive audiobooks - Placentia Advantage Share	676	928	2,886	3,809	-24%
Overdrive e-books	2,036	2,594	9,064	10,965	-17%
Overdrive eBooks - Placentia Advantage Share	878	1,468	3,917	7,115	-45%
OverDrive Magazines	294	310	855	1,082	-21%
Tumblebooks	35	35	118	352	-66%
Tutor.com	10	14	35	41	-15%
World Book Online	0	1	6	21	-71%
TOTAL PLD DATABASE USAGE	9,771	10,839	38,653	44,395	-13%

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Online Database Usage	October	October	Y-T-D	Y-T-D	Y-T-D
<i>Funded by California State Library</i>	2021	2020	2021-22	2020-21	% Change
Archives Unbound	0	0	0	6	-100%
BrainFuse JobNow/VetNow*	97		180		-
Britannica Escolar	1	0	5	4	25%
Britannica School	6	11	12	25	-52%
New York Times~	0	24	82	50	64%
NorthStar*	0		0		-
One File	2	2	12	4	200%
ProQuest Coronavirus Research	0	1	2	14	-86%
ProQuest Culture Grams	0	2	2	10	-80%
ProQuest Ebook Central	0	13	3	35	-91%
ProQuest eLibrary	0	5	7	21	-67%
ProQuest Pub. Avail. Database	0	1	1	14	-93%
ProQuest SIRS Discoverer	0	1	1	16	-94%
ProQuest SIRS Issues Researcher	0	1	1	16	-94%
Teaching Books	50	1	88	23	283%
TOTAL CSL DATABASE USAGE	156	62	396	238	66%
TOTAL ALL DATABASE USAGE	9,927	10,901	39,049	44,633	-13%

~ NYT stats not available in time for board report

* Mathematically unable to divided by zero

Computer & Online Resource Use	October	October	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2021-22	2020-21	% Change
Placentia Residents	834	438	3,499	1,892	85%
Non-Placentia Residents	768	414	3,011	1,625	85%
Total	1,602	852	6,510	3,517	85%

Website Traffic	October	October	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2021-22	2020-21	% Change
Website visits	11,462	8,854	46,124	36,205	27%
Page Hits	19,762	15,638	81,129	64,698	25%
Users	7,053	4,596	26,975	17,802	52%
Pages/Session	1.72	1.77	N/A	N/A	N/A
Avg. Session Duration	00:01:49	00:02:04	N/A	N/A	N/A
% New Sessions	76	70	N/A	N/A	N/A

Wi-Fi Use	October	October	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2021-22	2020-21	% Change
Total	1,234	388	4,456	817	445%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation to Eagle Scout, Atticus Kim

DATE: November 15, 2021

BACKGROUND:

Atticus Kim has been a Boy Scout for several years. Through his initial contact with the Placentia Library Friends Foundation (PLFF) President and in consultation with Administration, Atticus completed two projects for the District. Atticus felt the projects provided him with an opportunity to demonstrate leadership while performing a project that benefits the community around me. He secured funding and volunteers to build a free library and a book cart.

President Martin will present a certificate of appreciation to Atticus Kim for his Eagle Scout work with the Placentia Library District.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss and Review the Request for Proposal for Services of a
Facilities Impact Fee Study

DATE: November 15, 2021

BACKGROUND

At a meeting on June 26, 2008, the Board adopted Resolution 08-10 (Attachment A) which established a Library Facilities Impact Fee. The Resolution provides, among other things, that the District desires to have the City take action to impose the Library Facilities Impact Fee as part of the City's land use approval process for new development/construction.

Pursuant to the Resolution, for residential development, the Fee is to be paid prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, the Fee shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy whichever occurs first. For commercial, office and industrial development, the Fee is to be paid prior to the City's issuance of a building permit for any phase of the project.

Since the adoption of Resolution 08-10 in 2008, the Impact Fee has not been updated. Library staff recommends an updated Nexus Study for the District's current Library Impact Fee. Attachment B is a draft Request for Proposal (RFP) to procure service for an updated Facilities Impact Fee Study.

Attachment A is a copy of Resolution 08-10.

Attachment B is the draft RFP for a Nexus Study.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

RESOLUTION 08-10

A RESOLUTION OF THE PLACENTIA LIBRARY DISTRICT
ESTABLISHING A LIBRARY FACILITIES IMPACT FEE

WHEREAS, the facility standards identified in the Placentia Library District's Facility Master Plan, and the projected growth in the District's service population through 2025, indicate that there is a need for the construction, expansion and improvement of library facilities (collectively referred to "Facilities") to accommodate new development in the District's service area. The District's service area includes the boundaries of the City of Placentia; and

WHEREAS, the changing fiscal landscape in the State of California has steadily undercut the financial capacity of local governments, such as the District, to fund public facilities and improvements, such as the Facilities. As a result, the District has determined that it must find alternative sources of revenue to fund the Facilities which are necessary to serve the needs of the projected new development. The District has determined that the most appropriate means to recover the costs of development impacts upon the Facilities is to impose a development impact fee ("Library Facilities Impact Fee") upon applicants who apply to the City for development approval. Said Fee will be imposed and collected by the City in connection with the City's approval of new development; and

WHEREAS, the District finds that the approval of development projects by the City is of special benefit to development project applicants and that development projects constructed by applicants impose a special burden upon the Facilities within the District's service area, which includes the boundaries of the City, and said burden is separate and apart from that of the general public. Therefore, in the interests of fairness to the general public, the District desires to better recover the costs of development impacts upon the Facilities from applicants who have sought the City's approval for development projects. In addition, the District desires to have the City take any and all action that is required of the City to impose and collect the Library Facilities Impact Fee and to deposit and remit the Fee proceeds to the District in accordance with the law and applicable rules and regulations; and

WHEREAS, in 2007, the District adopted a Facility Master Plan which found a need to establish the Library Facilities Impact Fee to generate sufficient funds to pay for the Facilities as further described and recommended in said Facility Master Plan. Detailed descriptions of each of the Facilities, their approximate location, size, approximate time of availability and their estimated costs are also set forth in the Facility Master Plan; and

WHEREAS, the proposed establishment of the Library Facilities Impact Fee is based upon the information contained in a document entitled "Library Facilities Impact Fee Report," most recently dated June 20, 2008 ("Report") which was previously drafted and has been updated beginning in October of 2007. Based on said Report, District has determined a need to establish the Library Facilities Impact Fee ("Fee"); and

WHEREAS, the Report complies with Government Code Section 66001 by establishing the basis for the imposition of fees for new development; and in particular, the Report:

1. Identifies the purpose of the proposed Fee – the purpose is to provide a funding source from new development for capital improvements of library facilities to serve that development. The Fee will advance a legitimate interest of the District by enabling the District to provide library facilities to new development;

2. Identifies the use to which the Fee will be put – the Fee will fund expanded facilities to serve new development. All planned facilities will be located within the District. A potential list of planned facilities is identified in the Report. Specific facilities to be funded by Fee revenues will be identified through the District's Capital Improvement Plan during the annual budget process. The Capital Improvement Plan will identify the size, location, cost and funding sources for each facility, including the share of costs to be funded by the Fee;

3. Demonstrates a reasonable relationship between the Fee's use and the types of projects on which the Fee will be imposed – the Facilities funded by the Fee will expand the existing District-wide network of services accessible to the additional residents and workers associated with new development. Thus, there is a reasonable relationship between all new development District-wide and the use of Fee revenues to fund Facilities located throughout the District;

4. Demonstrates a reasonable relationship between the need for the Facilities and the types of developments on which the Fee is imposed – by calculating facility standards based on the existing facilities for 2007 and the associated service population, new development will only be responsible for its fair share of those Facilities. The Fee will not unfairly burden new development with the cost of Facilities associated with serving existing development;

5. Demonstrates a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed – the reasonable relationship between the amount of the Fee for a specific development project and the cost of the Facilities attributable to that project is based on the estimated size of the service population that the project will accommodate;

WHEREAS, copies of the Report and the Facility Master Plan are on file in the District's offices located at 411 East Chapman Avenue, Placentia, CA 92870 and have been made available for public review in accordance with State law; and

WHEREAS, in accordance with Government Code Sections 6062a, 66016 and 66018, a Notice of a Public Hearing was published in the Placentia News Times, a newspaper of general circulation, on June 19, 2008. A Public Hearing was held on June 26, 2008 at 5:30p.m. or soon thereafter. The purpose of the hearing was to provide the opportunity for members of the public to be heard to protest or support the proposed establishment of the Library Facilities Impact Fee. At least 10 days prior to the public hearing referenced above, the District made available for public inspection the Report and the Facility Master Plan; and

NOW, THEREFORE, the Board of Library Trustees of the Placentia Library District does hereby resolve as follows:

1. Incorporation of Recitals The Recitals set forth above are incorporated herein and made an operative part of this Resolution.
2. Adoption of the Report The Board hereby adopts the Report. The Report is on file at the District offices, at the address set forth above, and is available for public inspection.
3. Adoption of Fee Schedule The Board hereby adopts the Library Facilities Impact Fee Schedule ("Fee Schedule") as set forth in Exhibit "A" attached hereto and incorporated herein by reference.
4. Imposition and Collection of the Fee Unless otherwise stated in the Fee Schedule, the Fee shall be paid to the City at the following times: (a) For residential development - Prior to the date of final inspection, or the date the certificate of occupancy is issued, whichever occurs first. For residential projects containing more than one dwelling unit, the Fee shall be paid prior to the date the first dwelling unit within the project receives its final inspection or certificate of occupancy whichever occurs first; and (b) For commercial, office and industrial development - Prior to the City's issuance of a building permit for any phase of the project.
5. Deposit and Remittance of Fee Proceeds to the District The Fee proceeds shall be deposited and remitted to the District in accordance with the law and applicable rules and regulations. For example, and not by way of limitation, Section 19658 of the Education Code provides that revenue acquired for the purpose of the District and the Facilities shall be paid to the credit of the District and subject only to the order of the Board of Library Trustees.
6. The Fee Is Imposed as a Condition of Development Approval The Fee shall be imposed as a condition of development approval and not as an incident of property ownership. The Board hereby finds that there is a reasonable relationship between the amount of the Fee and the cost of the Facilities or portions of the Facilities attributable to the developments on which the Fee will be imposed. Information regarding the costs of the Facilities for which the Fee is established is available for public review at the District offices. Said information establishes that the amount of the Fee will not exceed the estimated reasonable cost of the Facilities or portions of Facilities attributable to the developments on which the Fee will be imposed.
7. CEQA Compliance The Fee is intended to fund future projects, programs, and capital improvement projects related to the District's Facilities. The Fee does not commit the District to approve any particular project, program, or capital improvement, but will be placed in a separate fund for potential future projects. Accordingly, the Board hereby finds that the Fee is not a "project" for purposes of environmental review under the California Environmental Quality Act ("CEQA"), because the Fee is merely "[t]he creation of [a] government funding mechanism[]" or other fiscal activity which do[es] not involve any commitment to any specific project which may

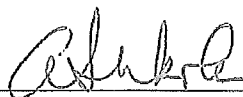
result in a potentially significant physical impact on the environment." (Cal. Code Regs., tit. 14, § 15378, subd. (b)(4); see also *Kauffman & Broad-South Bay, Inc. v. Morgan Hill Unified School District* (1992) 9 Cal.App.4th 464, 476 [holding that the formation of a community facilities district to raise revenue is not a "project" subject to CEQA where the formation of the district did not commit the public agency to any definite course of action].) The Board hereby determines that any activities which are to be funded by the Fees and are "projects" under CEQA shall be subject to full environmental review prior to Board approval. The District Staff are hereby directed to prepare and file a Notice of Exemption, under the California Environmental Quality Act, within 5 days of adoption of this Resolution.

8. Effective Date This Resolution shall take effect and be in full force and effect upon the date of adoption. However, the Fee established hereunder shall first be imposed and collected not less than 60 days from the date of adoption of this Resolution.

9. Severability If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

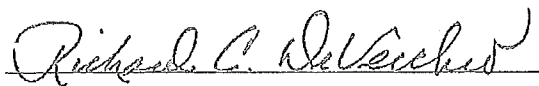
APPROVED AND ADOPTED this 26th day of June, 2008 by the following vote:

AYES:
NOES:
ABSTENTIONS:



President of the Library Board of Trustees of
the Placentia Library District

ATTEST:



Secretary of the Placentia Library District

EXHIBIT "A"
Fee Schedule

Land Use	Costs per Capita ¹	Density ²	Fee ¹	Administration Cost ²	Total Fee ¹	Fee Per Sq. Ft. ³
<u>Residential</u>						
Single Family	\$406	3.30	\$1,340	\$43	\$1,383	\$0.92
Multi-Family	\$406	2.66	1,080	38	1,118	1.12
<u>Nonresidential</u>						
Commercial	\$ 41	2.10	\$ 86	\$ 18	\$ 104	\$0.10
Office	\$ 41	3.05	125	19	144	0.14
Industrial;	\$ 41	1.40	57	17	74	0.07

¹Per dwelling unit for residential or per 1,000 square feet for nonresidential.

²Library Administrative cost are calculated as two percent of the impact fee. City administrative costs are \$15.92 per fee. Administrative costs include costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

³District wide the historical average single family home square footage is estimated at 1,500 and the historical average multi family home square footage is estimated at 1,000. These estimates are to reflect the existing inventory of homes, which have contributed historically to the library facilities.



REQUEST FOR PROPOSALS (RFP)

Facilities Impact Fee Study

INTRODUCTION

The Placentia Library District ("District") is soliciting proposals for the provision of services by a qualified consultant for a Facilities Impact Fee Study. The scope of services includes, but is not limited to: meeting with District staff to understand existing development processes and associated cost; review of existing impact fees; completion of all work in accordance with California State Code requirements governing impact fees.

BACKGROUND

The District was formed in September 1919. The District commemorated its centennial in 2019 with a renovated space that inspires imagination, innovation, collaboration and engagement.

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

The Centennial Vision Statement - This 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.

Primarily known as a bedroom community, the City of Placentia, which is nestled in northern Orange County, is a family-oriented community of approximately 51,000 residents. Placentia serves an area of approximately 6.7 square miles. The District provides a variety of services including a large physical and digital catalog, virtual and in-person library programs, literacy, gathering space, public computer stations, passport processing, a library of things (LOTs), and learning opportunities.

The Placentia Library District is an independent special district serving the residents of Placentia and surrounding communities. The District is presided by a five-member board who serve four-year terms and are elected by the community. The Board appoints the Library Director who is responsible for the day-to-day operations of the District, and who oversees all District departments and functions. The Board approved an operating budget of \$3.2M for 2021-2022 Fiscal Year which includes 26 FTEs and two capital improvement projects.

The District is open seven days a week – Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday and Saturday, 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

The District's current Library Impact Fee was adopted in 2008. It has not been updated since.

Procurement Process

The District has structured a procurement process which seeks to obtain the desired services, while establishing a process to assure that each Bidder is provided an equal opportunity to submit a Proposal in response to the RFP.

Proposals will be reviewed and evaluated by the District to determine if the Bidder has met the minimum requirements (i.e. professional, technical and financial) described in this RFP. Based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Bidder, the District will – in its sole judgement – determine which Bidder is best qualified to perform the services.

All communication is concerning this RFP or the RFP process shall be directed in writing to the Library Director. Proposals must be submitted to, and be received by, the District via mail or hand delivery no later than 2:00 p.m. on December 9, 2021. Proposals sent via facsimile transmission or email will be not be accepted.

Conditions Applicable to RFP

Upon submission of a Proposal in response to this RFP, the Bidder acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal.

- All costs incurred by the Bidder in connection with responding to this RFP shall be solely the Bidder's responsibility.
- The District reserves the right – in its sole judgement – to reject any Bidder that submits incomplete responses and/or information that is not responsive to the requirements of this RFP.
- The District reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP, or otherwise request additional information.
- No Proposals shall be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the District, in the exercise of its sole discretion, in accordance with law.
- Any and all Proposals not received by the District by 2:00 p.m. on December 9, 2021 will be rejected.
- Neither the District, nor its respective staff, consultants nor advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal.
- The District may waive any technical non-conformance with the terms of this RFP.
- The District may suspend or terminate the procurement process described in this RFP at any time at its sole discretion. If terminated, the District may decide to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the bidders.

Evaluation Criteria

The District will evaluate the proposals and will select the most responsible Bidder that meets the best interest of the District. The District shall be the sole judge of its own best interest, the Proposals and the resulting Contract. The District's decision is final. The District's evaluation criterion may include, but is not limited to, consideration of the following:

1. Qualifications
 - a. Personnel Expertise/Qualifications
 - b. Qualifications of the Firm
 - c. Experience in the Stated Criteria
2. Impact Fee Study and Capital Facility Plan Experience
3. Technical
 - a. Understanding of the Scope of Work
 - b. Technology and Process Used
 - c. Output Format and Use
4. Economic and price considerations
5. Other
 - a. Location
 - b. Commitment to the District Proposal completeness
 - c. Ability to provide required services
 - d. Comprehensiveness of submitted proposal
 - e. Time factors associated with the commencement and completion of the project.

Projected Activity Schedule (Subject to change as required)

Release of Request for Proposal	November 16, 2021
Deadline for Written Questions	November 26, 2021
Proposals Due	December 9, 2021
Proposal Unsealed, Reviewed and Evaluated	December 13, 2021
Board of Trustees Consideration of Recommendation	December 20, 2021
Staff & Consultant Engagement for Transition Period	December 21 – 31, 2021
Contract Scheduled to Begin	January 3, 2022

Submission of Proposal

Complete written proposals must be submitted in sealed envelopes marked and received no later than **2:00 p.m. (P.S.T) on Thursday, December 9, 2021** to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted. Bidders must submit their proposal consisting of:

1. One (1) unbound original (marked with the word "Original")
2. One (1) unbound copy of that original (marked with the word "Copy")

Proposals must be submitted to the following address:

Placentia Library District
Library Director
411 E. Chapman Avenue
Placentia, CA 92870
RE: RFP for Facilities Impact Fee Study

Questions

Questions about this RFP must be directed in writing, via email to Administration at administration@placentialibrary.org, on or before **Friday, November 26, 2021 at 2:00 p.m.** The District reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Placentia Library District official website, www.placentialibrary.org, under "Request for Proposals." Proposers should check this webpage daily for new information. The District will endeavor to answer all written questions in a timely order. The District reserves the right not to answer all questions. No questions other than written will be accepted, and no response other than written will be binding upon the District.

Award of Contract

Award of contract will be made to the most responsive/responsible bidder meeting the requirements of the District.

This solicitation does not commit the District to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods or services listed herein. The District may accept any proposal offered on all, partial, or none basis, or within funds available, whichever is the best interest of the District.

Change Orders

The District may at any time, without notice to any sureties, by written change order, make alterations to:

- a. The written specifications (including any applicable drawings)
- b. B. the general/special provisions
- c. The terms and conditions of the contract

And/or require the performance of extra work, decrease the quantity of work, or make such other changes as the District may find necessary or desirable. The Consultant shall not claim forfeiture of contract by reasons of such changes by the District. Changes in work and the amount of compensation to be paid to the Consultant for any extra work

as so ordered shall be determined in accordance with the unit prices of the Consultant's proposal.

No order, statement or conduct, written or oral, shall be treated as a change order unless in writing and signed by both the District and the Consultant.

Compliance with all Laws

Consultant hereby agrees that the material, equipment, or service offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Consultant's response. Consultant may submit an attachment entitled "Exceptions to Specifications" which must be signed by Consultant's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Proposals failing to comply with this requirement will be considered non-responsive. Submittal of brochure or manufacturer literature is desirable but may not be a substitution for the requirement.

Freedom of Information Statement

Procurement information shall be a public record to the extent required by the California Public Records Act, with the exception that commercial or financial information obtained in response to a "Request for Proposals" which is privileged and confidential if so designated by the Bidder shall be disclosed.

Such information must be clearly marked as "CONFIDENTIAL" by the Bidder for each section of information so affected. Privileged and confidential information is information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information.

Examples of this type of information may include:

- Customer lists
- Design recommendations and identification of prospective problem areas under an RFP
- Design concepts, including methods and procedures
- Biographical data for key employees of the Bidder

Governing Law

All proposals and related documents submitted to the District by Bidders and/or Consultants are governed under the laws of the State of California.

Scope of Work and Standards for Services

The successful Bidder will provide all services necessary to produce the required plan and analysis for the District according to California State Code. These services shall include, but not necessarily be limited to, the following:

- Population projection data
- Impact Fee Facilities Plan
- Calculation of fair and reasonable impact fees in accordance with California State laws.
- Preparation and submittal of a final report
- Attendance at staff and Board meetings to present the reports

If Consultant feels that additional tasks are warranted, they must be clearly identified in the proposal.

Requested Content and Sequence of Proposal Submittal

Item	Description
1. Cover Sheet	
2. Table of Contents	Item, page number
3. Company Summary	A brief history of the firm (one page)
4. Informational Content	Listing of the project team, their professional profile, credentials, and experience including specific assignments of the project team.
5. References	On a single page, provide three (3) projects with similar attributes to the District, including those that had fixed development processing fees and where significant work was required to establish the costs associated with providing the services. References shall include: <ul style="list-style-type: none"> • Name of agency • Contact name, title, phone number and email • Project start and completion date • Total cost of project • Brief summary of project
6. Project Summary	Concisely describe the project, its goals and the proposed plan of implementation (one page)
7. Outline of Services	Refer to Scope of Work and Standards for Services
8. Cost Summary	Present the following: <ul style="list-style-type: none"> • Specific "not to exceed" fixed fee • Summary project budget • Itemization according to individual tasks including labor rates for all project team members, sub-consultant fees, and other costs (i.e., printing, attendance at meetings, travel)
9. Required Documents	<ul style="list-style-type: none"> • Statement of Consultant's Qualifications

	<ul style="list-style-type: none"> o Form of Nonconclusion Affidavit o Indemnification Form o Acknowledgement of Addenda o Proposal Signature Page o Disclosure Statement
10. Other	<p>Provide a summary of any litigation filed against the Bidder in the past five (5) years which is related to the services that Bidder provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.</p> <p>IN the case of a sole proprietorship or partnership, provide Social Security numbers for all owners or partners.</p>
11. Additional Data	<p>Any additional information that the Bidder considers pertinent for consideration should be included in a separate section of the Proposal. Include a statement about why the Bidder feels its approach would be the most cost effective to the District.</p>



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization to Amend the COVID Reopening Plan (CRP).

DATE: November 15, 2021

BACKGROUND

At the October 18, 2021 meeting, the Library Board of Trustees authorized an update to the District's mask guideline. Effective that evening, mask will only be required for unvaccinated individuals. The updated guideline was shared through the Library Director's Message on October 20, 2021.

DISCUSSION

The District received communication from four patrons – with support and opposition even at 50/50. One patron submitted two separate emails. Attachment A are copies of emails received.

Staff reached out to libraries across Orange County. Of the responses received, all have similar mask requirement as Placentia Library District – masks required for unvaccinated with no monitoring. Please see below for additional information from other libraries.

- “Mission Viejo has a sign posted at the door and at service desks indicating that masks are required for the unvaccinated. Staff does not police it in general. The only exception is that we DO require masks for the unvaccinated at the few indoor children's programs we host. Again, we don't police this with adults, but for kids between ages 2-12, we do make sure they're masked up—and with the new vaccine eligibility, it'll be kids aged 2-5 required to wear masks at any indoor children's programs. Staff members are required to wear masks indoors at work if they are unvaccinated. Only HR and top-level administration knows who is and isn't vaccinated, of course. A lot of staff members choose to wear masks (especially with the public) so nobody's vaccination status is obvious.”
- “OC Public Libraries has had the same guidance in place since June 15th. We have signage near the entrances of each branch. We do not monitor masking and assume that those who are unmasked are vaccinated. Staff can attest to their vaccination status and be unmasked though many have continued to wear masks while working in public facing jobs.”

- “Santa Ana does not have any signage providing specifics about mask usage at the entrances of our facilities. We are on the honor system and assume that those entering the building without a mask are fully vaccinated. We recently agreed to put up a sign in the rooms where our programs take place. Our storytime staff have been instructed to provide masks as needed.”
- “Fullerton Members of the public are attesting to being fully vaccinated. The library board amended the Code of Conduct and added a section called “TEMPORARY SAFETY MEASURES” that addresses mask rules as well. The one noted exception is that masks are required to enter storytime regardless of vaccination status.”
- “Newport Beach We have had the same City-wide mask policy posted since June. Staff does not monitor. We assume any patrons or staff entering City facilities without a face covering are attesting to being fully vaccinated. This is consistent with Cal/OSHA updates from June also.”

After review of current practices of other libraries, staff recommends the current mask guideline remain unchanged.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

Jeanette Contreras

From: Information
Sent: Thursday, October 21, 2021 8:41 AM
To: Jeanette Contreras
Subject: Fw: Library Director Message

fyi




From: [REDACTED]
Sent: Thursday, October 21, 2021 8:10 AM
To: Information <Information@placentialibrary.org>
Subject: RE: Library Director Message

that's wonderful news. you and your staff are wonderful! they are always willing to help me figure out library related apps and various other challenges and giggle along the way. I feel the love thanks to people like michele and all the others.

smiles

From: Placentia Library <information@placentialibrary.org>
Sent: Wednesday, October 20, 2021 4:43 PM
To: [REDACTED]
Subject: Library Director Message

Placentia Library District
Library Director Message



Library Director Message: October 20

We hope you and your families are doing well and perhaps enjoying the fall season (apple picking or pumpkin baking yet?).

Jeanette Contreras

From: Information
Sent: Thursday, October 21, 2021 9:54 AM
To: Jeanette Contreras
Subject: Fw: Library Director Message




fyi

From: [REDACTED]
Sent: Thursday, October 21, 2021 9:19 AM
To: Information <Information@placentialibrary.org>
Subject: Re: Library Director Message

good to hear! i'll be back now. ty for the update.

On Wednesday, October 20, 2021, 04:42:29 PM PDT, Placentia Library <information@placentialibrary.org> wrote:

Placentia Library District
Library Director Message

Library Director Message: October 20

We hope you and your families are doing well and perhaps enjoying the fall season (apple picking or pumpkin baking yet?).

We wanted to provide you with an update on the mask mandate. At last night's board meeting, our Trustees authorized the removal of mask requirement for fully vaccinated individuals, effective immediately. Our team truly appreciates your cooperation throughout the various re-opening phases as our commitment to protecting our team and you remains unwavering.

We wish everyone continued joy as you imagine, innovate, and be inspired with the creative programs our team has developed for you!

Sincerely,

Jeanette Contreras
Library Director

From: [REDACTED]
Sent: Monday, October 25, 2021 1:01 PM
To: Information <Information@placentialibrary.org>
Subject: [Website feedback] Library

[REDACTED] sent a message using the contact form at <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placentialibrary.org%2Fcontact&data=04%7C01%7Cinformation%40placentialibrary.org%7C3d29465377024435cbc708d997f23236%7Ca8e879a8f5e54ced866d1d9a3bdd700a%7C0%7C0%7C637707889328910769%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLjBjBTIl6lk1haWwiLCJXVCi6Mn0%3D%7C3000&data=1gcueO9RXGukPtK2OyFw%2Bh6TcD6w1JSj5klsUeG4zKc%3D&reserved=0>.

Hello, I recently heard the Placentia Library Board of Trustees just voted to make their library maskless and I am deeply disappointed in the decision. The library is a place my kids love, but it's not worth the risk to their health when the library is not following basic mitigation measures during a worldwide pandemic. Children under the age of 12 are still not eligible for the vaccine and need masks to help lower exposure risk. I think it was a reckless decision and hope that it can be reconsidered for the health and safety of the community.

contact form
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contact form

Jeanette Contreras

From: Information
 Sent: Wednesday, October 20, 2021 4:58 PM
 To: Alyssa Stolze
 Cc: Jeanette Contreras
 Subject: Fw: Library Director Message




From: [Redacted]
 Sent: Wednesday, October 20, 2021 4:54 PM
 To: Information <Information@placentialibrary.org>
 Subject: Re: Library Director Message

This is a dissapointing decision considering children, who I'm assuming are frequent users of the library, are not yet eligible for the vaccine. And those vaccinated 6+ months ago can spread thr virus.

Plus people lie.

On Wed, Oct 20, 2021, 4:42 PM Placentia Library <information@placentialibrary.org> wrote:

Placentia Library District
Library Director Message

Library Director Message: October 20

We hope you and your families are doing well and perhaps enjoying the fall season (apple picking or pumpkin baking yet?).

We wanted to provide you with an update on the mask mandate. At last night's board meeting, our Trustees authorized the removal of mask requirement for fully vaccinated individuals, effective immediately. Our team truly appreciates your cooperation throughout the various re-opening phases as our commitment to protecting our team and you remains unwavering.

We wish everyone continued joy as you imagine, innovate, and be inspired with the creative programs our team has developed for you!

Sincerely,

From: [REDACTED]
Sent: Monday, October 25, 2021 12:25 PM
To: Information <Information@placentalibrary.org>
Subject: [Website feedback] Mask Policy

[REDACTED] sent a message using the contact form at <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.placentalibrary.org%2Fcontact&data=04%7C01%7Cinformation%40placentalibrary.org%7Cab59491bca654b07315b08d997ed35b9%7Ca8e879a8f5e54ced866d1d9a3bdd700a%7C0%7C0%7C637707867783692510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000&sd=NBCV3vtmq4W8FnMDtcsi2mTWzkHYIKwJfDPIhyqLHZk%3D&reserved=0>.

How truly disappointing and irresponsible that you would vote to make the library maskless. The LIBRARY caters to young children who are not yet eligible for the vaccine.

Now I know how much Placentia and the library do not value the children of this city.

I will not be bringing my child to your library for a very long time. And the books I have stacked up to donate. Absolutely not.

This is a truly disgusting and heartbreaking decision. Shame on you.

contact form
contact form
contact form



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Stronger Together: Improving Library Access Grant

DATE: November 15, 2021

BACKGROUND

California public libraries have an opportunity to apply for a state-funded grant to acquire bookmobile and community outreach vehicles. Libraries must offer programs that improve library access and program delivery to its communities. The purpose of the grant is to assist libraries better serve their communities, especially at hard to reach locations or low socio-economic neighborhoods – providing residents access to libraries that they would not otherwise have, due to lack of transportation and/or time.

The grant is due on November 15, 2021, provides up to \$250,000 for each jurisdiction. The Placentia Library District will request the full eligible amount with expected in-kind contributions (from the District and community partners) to match 100% of the grant amount. The majority of the \$250,000 grant will be allocated for the purchase of a bookmobile.

Funds will be awarded January 2022 with the project to be completed by March 31, 2024.

Director Contreras will be available to answer questions.

Attachment A is a copy of FAQs from the California State Library.

RECOMMENDATION

To be determined by the Library Board of Trustees.

Mobile Library: Frequently Asked Questions

Resources

- Recorded Information Session
- Questions and Answers from the Information Session

Grant Amounts

Most awards will be from \$50,000 to \$250,000, though we may consider smaller or larger amounts (for example, in the case of a cooperative application) on a case-by-case basis.

Number of Applications

The number of applications a library jurisdiction may submit depends on its total number of outlets:

- Fewer than 30 outlets: one application
- 30-60 outlets: up to two applications
- More than 60 outlets: up to three applications

Match Requirements

We are requiring a match for these grants, which may be cash or in-kind, or a combination of both. The match will be based on your library's Local Income Per Capita (LIPC) level, which is derived from California Public Libraries Survey data. For libraries in LIPC Level 1, a 20% match will be required. For LIPC Level 2, a 25% match will be required. For LIPC Level 3, a 30% match will be required. The match is a percentage of funds requested, not a percentage of the total budget. For example, the 20% match on a \$100,000 funding request would be \$20,000. We will consider reductions in match on a limited, case-by-case basis.

To find your library's LIPC, please check the [State Library's Statistics webpage](#).

Payment Schedule

A typical payment schedule is as follows:

- 45% upon execution of the agreement and the State Library's receipt of the awardee's claim form
- 45% upon receipt of the first six-month financial report
- 10% upon receipt and approval of the final quarterly status update

It can take up to ten weeks for a grantee to receive funds from the State Library after the signed claim form and/or reports are received by the Fiscal Office.

Allowable/Unallowable Costs

Allowable costs include:

- Minor improvements specific to the project space, such as carpeting in one area, furniture, shelving, lighting, etc., or a privacy space build, are allowable. No major construction costs are allowed.
- Staffing costs can be included
- Programming costs are allowed, such as materials, supplies, take-home kits, minor equipment, and food when used to enhance full participation in the program
- Collection and resources are allowed
- Vehicles including uplift, interior and exterior improvements, and pop-up library equipment are allowed
- Travel (in-state except by approval) is allowed
- Project promotion costs are allowed. The California State Library should be acknowledged in your promotional materials.

Unallowable costs include but are not limited to (please ask if you have questions):

- Fundraising activities, including grant writing
- Cash reserves and endowment holdings; purchase of land, buildings or major construction
- Non-educational social activities such as receptions, parties, galas
- Gifts/prizes/incentives; cash prizes or gift certificates with monetary value
- Contributions and donations to other entities
- Expenses incurred before the start of the grant period or after the ending date of the grant period without extension request and approval
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials

Partnership and/or Community Connection

Each funded project must have at least one partner or community connection. A partner is defined as an organization with which your library has a written agreement and which also provides resources to the project, either cash or in-kind, or both. A community connection is defined as an organization that supports your project but with whom you have no formal written agreement.

Reporting Requirements

Grantees will be required to submit narrative and financial reports every six months. The final report will cover nine months of project activity (July 2023 to March 2024). The reporting schedule is as follows:

- August 1, 2022
- January 31, 2023
- July 31, 2023
- April 30, 2024

Additionally, to ensure project success, each library will be required to provide quarterly status updates on the procurement process of their bookmobile or community outreach vehicle.

Acknowledgements

Grant recipients must ensure that the California State Library shall receive credit as the funding program and that the State of California likewise is acknowledged as the source of funds.

All promotional materials and publications related to the project must include the following acknowledgement statement:

“This project was supported in whole or in part by funding provided by the State of California, administered by the California State Library.”

Bookmobiles and community outreach vehicles must include the California State Library logo as well as the above statement in the vehicle's wrap design. If it is not possible to include the full acknowledgement statement due to space constraints, please include the California State Library logo and the following shortened acknowledgement statement:

“Funding provided by the State of California.”

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeremy Yamaguchi, IT Consultant
SUBJECT: IT Updates
DATE: November 15, 2021

BACKGROUND

Mr. Jeremy Yamaguchi, District IT Consultant, will provide an update on current IT progress and projects.

RECOMMENDATION

To be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Legislative Updates
DATE: November 15, 2021

BACKGROUND

Secretary Carline will provide a report on current legislations.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Senior/Community Center Blue Ribbon Committee Report

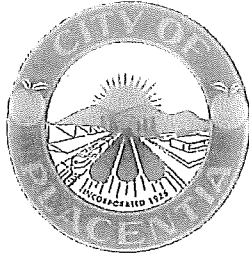
DATE: November 15, 2021

BACKGROUND

Formed by the City of Placentia, the Senior/Community Center Blue Ribbon Committee first met on September 29, 2021. The committee comprises of five residents: Sheila Jordan, Jo-Anne Martin, Aaron Mills, Tricia Montelongo, and Jodi Stout-Ward. Members are appointed from within the City Council districts. Board President Martin was elected as Chairperson for the Blue Ribbon Committee.

The Committee also met on October 13 and 27, 2021.

Attachment A is the agenda for the three meetings.



Blue Ribbon Committee Meeting Agenda

September 29, 2021 6:00 p.m.
Virtual/Regular Meeting, City Hall

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

On March 4, 2020, Governor Newsom proclaimed a State of Emergency as a result of the threat of the COVID-19 virus.

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which temporarily suspends requirements of the Brown Act allowing City Council Members to hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the City Council.

Given the health risks associated with COVID-19, please be advised that the City Council Chambers are closed to the public and some, or all, of the Placentia City Council Members may attend this meeting telephonically.

How to join the virtual meeting

Participants will enter a virtual waiting room and be admitted by the meeting host at the beginning of the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81474533155?pwd=WDBPTDZyZkcyYzUxS3pBZz09>

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City of Placentia
401 E Chapman Avenue
City of Placentia, CA 92870

Community Services
Department
Phone: (714) 993-8232
Fax: (714) 961-0283
Website: www.placentia.org

How to Submit Public Comment

Members of the public may provide public comment by sending comments for the Heritage Committee meeting consideration by email to the Community Services Supervisor at vortiz@placentia.org. Please limit to 200 words or less. Comments received before or during a Committee meeting, until the close of the Oral Communications portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

Americans with Disabilities Act Accommodation

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at cityclerk@placentia.org or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health in regard to social distancing.

The city of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal City Council meeting procedures as soon as the emergency has ended.

Blue Ribbon Committee

September 29, 2021

REGULAR MEETING
6:00 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

Mayor Craig Green
Councilmember Ward Smith
Tricia Montelongo
Sheila Jordan
Jo-Anne Martin
Jodi Stout-Ward
Aaron Mills

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

At this time the public is invited to address the Blue Ribbon Committee concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Blue Ribbon Committee.

COMMISSIONER COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Committee Agenda.

BLUE RIBBON COMMITTEE AGENDA

1. Oath
2. Selection of Chairman and Vice-Chairman
3. Project Background – Power Point Presentation
4. Committee Scope
5. Site visits of other Senior/Community Center
6. Agenda Building and Meeting Schedule – Committee chair and members to submit items for future committee meeting and determine.

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, October 13, 2021 at 6:00 p.m.

CERTIFICATION OF POSTING

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the September 29, 2021 Regular Meeting of the Blue Ribbon Committee was posted on Thursday, September 23, 2021.

Veronica Ortiz for Karen Crocker

Karen Crocker
Community Services Director

Blue Ribbon Committee

October 13, 2021

REGULAR MEETING
6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

Mayor Craig Green
Councilmember Ward Smith
Tricia Montelongo
Sheila Jordan
Jo-Anne Martin
Jodi Stout-Ward
Aaron Mills

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

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COMMITTEE COMMENTS AND REPORTS

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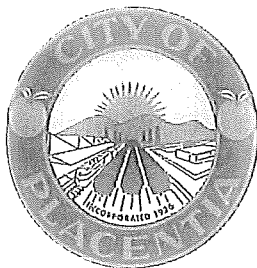
BLUE RIBBON COMMITTEE AGENDA

1. New Committee Member – Grace Carlson
2. Program Ideas for Senior Center/Community Center
3. Site visits of other Senior/Community Center

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, October 13, 2021 at 6:30 p.m.

CERTIFICATION OF POSTING



Blue Ribbon Committee Meeting Agenda

October 13, 2021 6:30 p.m.
Virtual/Regular Meeting, City Hall

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

Chair
Jodi-Stout Ward

On March 4, 2020, Governor Newsom proclaimed a State of Emergency as a result of the threat of the COVID-19 virus.

Jo-Anne Martin
Vice-Chair

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which temporarily suspends requirements of the Brown Act allowing City Council Members to hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the City Council.

Mayor Craig Green

Councilmember Ward Smith

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Sheila Jordan

Tricia Montelongo

How to join the virtual meeting

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Aaron Mills

Join Zoom Meeting

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Blue Ribbon Committee

October 13, 2021

REGULAR MEETING
6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

Mayor Craig Green
Councilmember Ward Smith
Tricia Montelongo
Sheila Jordan
Jo-Anne Martin
Jodi Stout-Ward
Aaron Mills

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

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COMMITTEE COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Committee Agenda.

BLUE RIBBON COMMITTEE AGENDA

1. *New Committee Member – Grace Carlvén*
2. Program Ideas for Senior Center/Community Center
3. Site visits of other Senior/Community Center

ADJOURNMENT

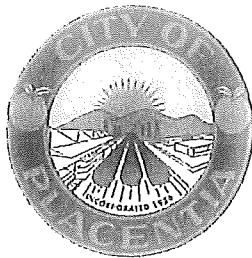
The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, October 13, 2021 at 6:30 p.m.

CERTIFICATION OF POSTING

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the October 13, 2021 Regular Meeting of the Blue Ribbon Committee was posted on Thursday, October 7, 2021.

A handwritten signature in cursive script that reads "Karen Crocker". The signature is written in black ink and is positioned above a horizontal line.

Karen Crocker
Community Services Director



Blue Ribbon Committee Meeting Agenda

October 27, 2021 6:30 p.m.
Virtual/Regular Meeting, City Hall

SPECIAL PROCEDURES NOTICE DURING
COVID-19 EMERGENCY

Chair
Jo-Anne Martin

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Vice-Chair
Jodi Stout-Ward

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Mayor Craig Green

Councilmember Ward Smith

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Sheila Jordan

Tricia Montelongo

Aaron Mills

Grace Carluen

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The City will return to normal City Council meeting procedures as soon as the emergency has ended.

Blue Ribbon Committee

October 27, 2021

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

Mayor Craig Green
Councilmember Ward Smith
Tricia Montelongo
Sheila Jordan
Jo-Anne Martin
Jodi Stout-Ward
Aaron Mills
Grace Carluen

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

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COMMITTEE COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Committee Agenda.

BLUE RIBBON COMMITTEE AGENDA

1. New Committee Member – Todd Rogers
2. Review Tour Dates/Locations
3. Program Ideas for Senior Center/Community Center

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, October 27, 2021 at 6:30 p.m.

CERTIFICATION OF POSTING

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the October 27, 2021 Regular Meeting of the Blue Ribbon Committee was posted on Wednesday, October 20, 2021.

Veronica Ortiz for Karen Crocker

Karen Crocker
Community Services Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Joint-Use Committee Update
DATE: November 15, 2021

BACKGROUND

President Martin will provide a report on the Joint-Use Committee meeting.

Attachment A is the Minutes from the November 4, 2021 Meeting.

MINUTES
PLACENTIA LIBRARY DISTRICT
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA
TO DISCUSS TO THE JOINT USE AGREEMENT
OCTOBER 7, 2021

Agenda Item 31
Attachment A
Page 94

CALL TO ORDER

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Library Director Jeanette Contreras, Councilmember Ward Smith; Mayor Craig Green; City Administrator Damien Arrula.

Members Absent: None.

Staff Present: Luis Estevez, Deputy City Administrator; Alyssa Stolze, Executive Assistant.

Guests: None.

BACKGROUND

By its terms, the Joint Use Agreement, or "JPA," expired on May 21, 2012. The Library and City have now entered into a new agreement governing the use of the Common Area that was executed by notary on October 29, 2019. The Library and the City have continued to meet on a monthly basis to discuss ongoing and upcoming projects pertaining to the Common Area and shared costs.

**LIBRARY BOARD TRAINING
UPDATE**

The Placentia Library District Board of Trustees hosted a Board Development Training with California Special District's David Aranda, an experienced consultant in special districts and local governments. All trustees attended and look forward to efforts as a result of the training as the Board aims for unity of purpose for the Placentia Library District.

**BUILDING STRONGER
COMMUNITIES GRANT**

At the October 7, 2021 Meeting, Director Contreras presented the State Library's Stronger Together Grant and the opportunity for partnership with the City for a bookmobile. The maximum award for the grant would be \$250,000 with the electric van for the book mobile costing an estimated \$116,000. Director Contreras presented the request for partnership regarding maintenance for the van, a charging station spot in the parking lot, and signs in certain areas of the City with the Bookmobile hours and locations.

Director Contreras presented to solidify the City's commitment for the street signs and maintenance. A letter will be sent from the District to Deputy City Administrator Estevez to finalize by early next week. The grant is due with all estimates by November 15th.

**THIRD GRADE CIVIC CENTER
TOUR**

In the past, the Placentia Library District, City of Placentia, and the Police Department have partnered for third grade Civic Center tours. This year, City Hall notified the library they would not be participating and Director Contreras wanted to verify. Administrator Arrula asked for Director Contreras to send the dates and confirmed City Council will host third graders in the Council Chambers in addition to a tour of the Police Department and a fire engine for students.

WATER FOUNTAIN UPDATE

Director Contreras requested an updated regarding the Civic Center water fountain leakage. Deputy City Administrator Estevez informed that City staff have isolated it to a light in the fountain leaking and causing conduit build up, which is leaking in the walls in the District’s electrical room. Deputy City Administrator Estevez will send an email with an update of when this should be fully resolved.

**PLACENTIA LIBRARY
DISTRICT UPDATES**

Director Contreras reported that Monster Mash was an incredible success with over 1,000 attendees, including Councilmember Yamaguchi and Mayor Green in attendance. Moreover, the District reported out on presenting a draft Request for Proposal for Library Impact Fee study consultant.

**CITY OF PLACENTIA
UPDATES**

City Administrator Arrula reported out on the City receiving the Orange County Business Council Award for its partnership with Lynch Ambulance, Kraemer fountain bids are underway, the Audi dealership’s soft opening is aimed for early next year, the Herald Grand Opening, and the Blue-Ribbon Committee’s progress. Deputy City Administrator Estevez confirmed there will be a Tree Lighting Ceremony and the pergola construction will begin post-holidays. Moreover, the City reminded the District of the upcoming Prayer Breakfast and that the City will be closed November 17th through January 3rd for the holidays.

ACTION ITEMS

Deputy City Administrator Estevez and Director Contreras will finalize the Stronger Together Grant commitment. Moreover, Director Contreras will send the dates for the third-grade tours to Administrator Arrula. Lastly, Deputy City Administrator Estevez and Joel Lambert will set up a meeting with Business Manager Fernando Maldonado for a staging plan meeting for the demolition of the pergola.

NEXT MEETING

The next meeting is scheduled for Thursday, December 2nd, 2021 at 3:30 p.m. Email Alyssa Stolze with any agenda items.



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