



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

April 19, 2021

6:30 p.m.

Placentia City Community Room
401 E. Chapman Avenue
Placentia, CA 92870

Zoom 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 March 15, 2021 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

11. FY2020-2021 Cash Flow Analysis through March 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 – 15)

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

13. Balance Sheet for March 2021. (Receive & File)

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for March 2021. (Receive, File, and Ratify Appointments)

17. Circulation Report for March 2021. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

19. Administration Report for March 2021.

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

PUBLIC HEARING

23. Public Hearing for the 2021-2023 Fiscal Year Budget & Adoption of Resolution 21-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2021-2023 Fiscal Year Budget for the Placentia Library District of Orange County.
24. Establish the Holiday and Library Closure Schedule for the 2021-2023 Fiscal Year and Adopt by Resolution 21-03.
25. Adoption of Resolution 21-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for the 2021-2023 Fiscal Year for the Placentia Library District of Orange County.

NEW BUSINESS

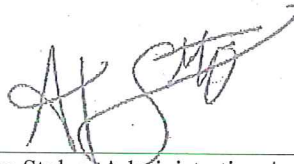
26. Adoption of Resolution 21-05: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2019-2020 Fiscal Year.
27. Adoption of Resolution 21-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2020-2021 Fiscal Year.
28. Discussion of the Use of Ultraviolet Light Disinfection for Library Materials.
29. Discussion of Streaming Services for Public Meetings.
30. Presentation and Discussion of Collection Management Services.
31. Review Phase 2 Re-Opening Plans and Discuss Preparations for Phase 3 Re-Opening.
32. Discussion of Public Engagement Approaches.

ADJOURNMENT

33. Agenda Preparation for the May Date Meeting which will be held on May 17, 2021 unless re-scheduled by the Library Board of Trustees.
34. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
35. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the April 19, 2021 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 15, 2021.



Alyssa Stolze, Administrative Assistant



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CALL TO ORDER

President Martin called the Work Session of the Placentia Library District (PLD) Board of Trustees to order on March 15, 2021 at 5:00 p.m.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

Guests:

ADOPTION OF AGENDA

It was moved by Trustee Shkoler and seconded by Secretary Carline to adopt the March 15, 2021 Budget Work Session Agenda:

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

ORAL COMMUNICATION

None

TRUSTEE REPORTS

None

LIBRARY DIRECTOR REPORT

None

FRIENDS FOUNDATION REPORT

None

CONSENT CALENDAR

None

DISCUSS AND REVIEW THE PROPOSED FISCAL YEAR 2021-2023 BUDGET.

Library Director Contreras gave a presentation on the 2021-2023 Budget inclusive of projected revenue, expenditures, and improvement projects in addition to answering questions from the trustees. The Board reviewed the budget line items for each fiscal year; however, Trustee Shioura expressed great concern regarding no members of the public in attendance and asked for the Board to have a second work session for more time to review the proposed budget. The Board agreed to a second Work Session on Monday, March 29th, 2021 at 6:00 p.m.

ADJOURNMENT

The Board of Trustees Budget Work Session on March 15, 2021 was adjourned at 6:28 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
MARCH 15TH, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 15th, 2021 at 6:34 p.m.

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

Members Absent: None.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant.

Guests: Marcus Lee, Johnson Controls, Inc; Daphnie Munoz, White, Nelson, Diehl, & Evans.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

A moment of silence was given in honor of the passing of Fred Minter (Item 4).

BOARD PRESIDENT REPORT

President Martin attended a post-Winter Wonderland Follow-up meeting with the City and the Joint Use Committee Meeting. Additionally, President Martin has continued meeting with her literacy learner, has been volunteering at Charity's Closet and attended the Financial Partner's Credit Union National Association of Government Affairs Conference. Moreover, President Martin took a tour of the new Yorba Linda Public Library and volunteered with Placentia Library Friends Foundation (PLFF).

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Committee Meeting and reported out on the LAFCO Meeting with potential policies under discussion and how they would affect the District.

Trustee Dahl attended the PLFF Board Meeting, has been working with Naydia on the PLFF Presidency transition, and attending CSDA webinar trainings.

Trustee Shioura spoke with residents regarding the budget and library tutoring services.

Trustee Shkoler had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported on her activities on the CLA Board and as chair of the CLA Conference Marketing Committee in addition to her work in preparing for the budget presentation. Library Director Contreras also attended the Joint Use Committee meeting, LAFCO meeting, Operational Emergency Procedures meeting with Dr. Chau, met with District Attorney Spitzer's office, and a CSDA led meeting with Congresswoman Young Kim's office.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the opportunity drawing fundraiser currently open, vending machines being restocked, donations now being accepted, Eggcitement, and community partnerships for future fundraisers.

CONSENT CALENDAR

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

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

**MINUTES FOR FEBRUARY
16, 2021 UNUSUAL DATE
MEETING.**

The minutes for the February 16th, 2021 Unusual Date Board Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for February 2021 (Item 10)
Fund 707 Balance Report for February 2021 (Item 11)

Financial Reports through February 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)

Balance Sheets for February 2021 (Item 13)
Acquisitions Report for February 2021 (Item 14)
Service Revenue Report for February 2021 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for February 2021 (Item 16)
Circulation Report for February 2021 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

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

PRESENTATION OF FISCAL YEAR 2019-2020 FINANCIAL AUDIT FROM WHITE, NELSON, DIEHL, EVANS FIRM.

Daphnie Munoz of White, Nelson, Diehl, Evans presented the final findings for the Fiscal Year 2019-2020 Audit of Financial Transactions for the Placentia Library District. The audit was furnished at the meeting and Ms. Munoz presented that it was an overall clean audit with two findings regarding the District’s GANN resolution needs to be done for Fiscal Year 2019-2020 and the financial books due to stale checks needing to be cancelled. The audit was received and filed with no other action to be taken.

PRESENTATION OF THE POST-INSTALLATION AND VERIFICATION REPORT FOR DECEMBER 19, 2017 – JANUARY 31, 2021.

The Placentia Library District signed a contract with JCI on December 19, 2017 with construction beginning on January 1, 2018. The Solar PV system interconnection with Southern California Edison, a separate meter from the City, was completed on August 7, 2019. Marcus J. Lee, Solution Performance Engineer from Johnson Controls, Inc. (JCI) presented the first post-installation and verification report for the period of December 19, 2017 through January 31, 2021. Mr. Lee presented that the as of mid-January 2021, \$72,445 of construction period savings have been achieved, more than the estimated savings of \$6,664, due to the extended construction period. The expected cost savings for Year 1 is \$49,381, which is \$1,334 greater than the Year 1 guarantee of \$48,046. Mr. Lee answered Board inquiries regarding longevity of the panels, provided additional data, and confirmed that JCI will submit a monthly savings report to the library as well. No action was taken at this time.

ADOPTION OF RESOLUTION 21-01: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY NOMINATING BOARD SECRETARY GAYLE CARLINE TO THE OFFICE OF THE 2ND VICE PRESIDENT ON THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY EXECUTIVE COMMITTEE.

At the February 16, 2021 Meeting, the nomination for the 2nd Vice President on the Independent Special Districts of Orange County was discussed. Secretary Carline and Trustee Shioura expressed interest in their nominations. After a 4-1 roll call vote with Trustee Shioura dissenting, Secretary Carline was authorized to submit her nomination for the ISDOC vacancy. As per ISDOC’s bylaws, a resolution for Secretary Carline’s nomination is required. It was motioned by Trustee Shkoler and seconded by Trustee Dahl to adopt Resolution 21-01: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County Nominating Board Secretary Gayle Carline to the Office of the 2nd Vice President on the Independent Special Districts of Orange County Executive Committee and authorize the Administrative Assistant, Alyssa Stolze, to submit a certified copy of Resolution 21-01 to ISDOC. A roll call vote was taken:

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

REVIEW OF INDEPENDENT DISTRICTS OF ORANGE COUNTY (ISDOC) APPOINTMENTS.

At the December 21, 2020 Library Board of Trustees meeting, the Board voted for Trustee Shioura to represent the District at the ISDOC meetings, with President Martin as alternate. Considering the passage of Secretary Carline’s nomination for the 2nd VP of ISDOC Executive Committee office and her 10 years of experience and understanding of Placentia Library District, it was recommended to authorize Secretary Carline in as the ISDOC representative. IT was motioned by Trustee

Shkoler and seconded by Trustee Dahl to a revote on the ISDOC appointment and invalidate the appointments made by the Board at the December 21, 2020 Library Board of Trustees Meeting. A roll call vote was taken:

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

It was then motioned by Trustee Shkoler and seconded by Trustee Dahl to authorize Secretary Carline with President Martin as alternate to represent the Placentia Library District on ISDOC. A roll call vote was taken:

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) 2022-2024 BOARD ELECTIONS, SEAT A.

The Elections and Bylaws Committee of the California Special District Association is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term. Placentia Library District Board of Trustees and Library Director (General Manager) are eligible for service on the Boards of Directors. Trustee Dahl nominated President Martin and Trustee Shioura nominated himself. After discussing each nominees' qualifications and interest in the CSDA Board Elections, the Board took roll call votes first for President Martin's nomination then roll call votes for Trustee Shioura's nomination. A roll call vote was taken for President Martin's nomination:

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

With a 4-1 vote for President Martin with Trustee Shioura dissenting, it was motioned by Trustee Dahl and seconded by Trustee Shkoler to authorize President Martin to submit her nomination to serve on the California Special District Association (CSDA) 2022-2024 Board of Directors, Seat A. A roll call vote was taken:

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

PRESENTAITON OF RECOMMENDED STRATEGIC PLAN BY THE AD HOC STRATEGIC PLANNING COMMITTEE.

At the January 20th, 2021 Board Meeting, the Strategic Planning Ad Hoc Committee was created inclusive of Trustee Shioura, Secretary Carline and Assistant Library Director Baltierra. The committee presented their progress to the Board at the February 16th, 2021 Board Meeting inclusive of staff feedback provided from Staff Development Day and items to be added, such as bilingual signage, technology focus, and types of programs. The Ad Hoc Committee presented the final Strategic Plan to the Board for review and approval. Trustee Shioura noted specific items he had requested were not included in the Strategic Plan, such as social worker or hired

tutoring services. The Board discussed the Strategic Plan and it was motioned by Trustee Shkoler to approve the 2021-2023 Strategic Plan as presented. This motion was seconded by Secretary Carline. A roll call vote was taken:

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

ADOPTION OF VACCINATION POLICY 2185.

At the February 16th, 2021 Meeting, Library Director Contreras presented the draft Vaccination Policy to the Board of Trustees. After an in length discussion, edits, and the request to include an addendum of understanding, it was determined by the Board of Trustees to have the Vaccination Policy Final Draft presented at the March Board Meeting. No action was taken at this time. With the addendum of understanding added and verbiage amended, it was motioned by Trustee Shkoler to adopt Policy 2815- Vaccination Policy as presented. This motion was seconded by Secretary Carline. A roll call vote was taken:

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

REVIEW OF PHASE 2 BUILDING CAPACITY AND UPDATES.

Library Director Contreras presented State guidelines for building capacity is currently at 25%. The current capacity at the Placentia Library District is 6.9%. To ensure the Library remains open irrelevant to potential positive tests experienced by library staff, library staffing is based on rotating teams – 10 staff per team. If a staff from one team tests positive, the other team will be activated until the quarantine period is over. The Board discussed the rotating team schedules and agreed to 20%, or a 105 patron capacity. It was motioned by Trustee Shkoler to authorize an amendment to the Re-Opening Plan for Phase 2 to increase the building capacity to 20%, or 105 patrons, effective March 20, 2021. This motion was seconded by Secretary Carline. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATE.

President Martin provided a report on the March 4th, 2021 Joint Use Committee Meeting, inclusive of the City's plan to redistrict their election map based on the upcoming Census results, the mid-year budget numbers being higher than anticipated, and upcoming developments and goals to create a Community Center. The City also provided updates regarding their emergency services success data. The next meeting is scheduled for Thursday, April 1st, 2021.

REVIEW OF ACTION ITEMS

The next Board Meeting will be on April 19th, 2021 at 6:30 p.m. with a Budget Work Session on March 29th, 2021 at 6:00 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of March 15th, 2021 was adjourned at 8:05 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees



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Placentia Library District
Check Register
March 2021

Date	Ref No.	Payee	Memo	Payment	Type
03/04/2021	11586	Recorded Books Inc.	RB Unlimited Magazine Collection	2,422.00	Bill Payment
03/04/2021	11587	Capitol Door Services	Entrance door labor and repair services 2/2/21	1,620.62	Bill Payment
03/04/2021	11588	Cintas	Cleaning Supplies	853.86	Bill Payment
03/04/2021	11589	Baker & Taylor	Books	2,943.69	Bill Payment
03/04/2021	11590	Pitney Bowes Purchase Power	Postage for Feb 2021	1,282.99	Bill Payment
03/04/2021	11591	Shellie McCurdy	Take and Make Supplies Reimbursement	242.52	Bill Payment
03/04/2021	11592	Time Warner Cable	Service from 02/12/21-03/11/21	67.06	Bill Payment
03/04/2021	11593	Woodruff, Spradlin & Smart	Services rendered through 1/31/21	841.50	Bill Payment
03/04/2021	11594	Arcelia Janitorial Service	Janitorial Services from 02/01/2021 to 02/28/2021	3,040.00	Bill Payment
03/04/2021	11595	Midwest Tape	Audiobooks/DVDs	507.58	Bill Payment
03/04/2021	11596	SoCalGas	Gas service for 01/19/21-02/18/21	40.05	Bill Payment
03/04/2021	11597	UMPQUA BANK	2/1/21-2/28/21 CC	6,104.01	Bill Payment
03/04/2021	11598	Findaway World LLC	Wonderbook SOP 2021	3,000.00	Bill Payment
03/17/2021	11615	Placentia Library District	For payroll on 4/14/21	55,000.00	Check
03/17/2021	11616	Public Agency Retirement Services	PP 1/1/21-3/11/21	11,616.64	Bill Payment
03/17/2021	11617	Baker & Taylor	Books	5,801.33	Bill Payment
03/17/2021	11618	Alex Moving	Furniture Storage due to COVID-19 Guidelines Feb 2021	360.00	Bill Payment
03/17/2021	11619	Republic Services	Trash service for 02/01/21-02/28/21	156.02	Bill Payment
03/17/2021	11620	Midwest Tape	Audiobooks/DVDs	477.19	Bill Payment
03/17/2021	11621	Southern California Edison	Electricity service for 02/01/21-03/03/21	1,802.48	Bill Payment
03/17/2021	11622	Dewey Pest Control	Dewey Pest Control Service March-May 2021	141.00	Bill Payment
03/17/2021	11623	Employment Development Dept.	Employment Tax period ending 12/31/20	823.00	Bill Payment
03/17/2021	11624	Legacy Integrative Solutions	Printer Service for Feb 21	874.61	Bill Payment
03/17/2021	11625	Golden State Water Company	Water service for 1/20/21-2/23/21	390.78	Bill Payment
03/17/2021	11626	Califa	CENIC Broadband Oct-Dec 2020	3,988.24	Bill Payment
03/17/2021	11627	SDRMA	Ancillary Benefits for April 21	2,218.43	Bill Payment
03/17/2021	11628	Jairos Plumbing	Staff Restrooms (Snaking Services)	180.00	Bill Payment
03/17/2021	11629	Staples Advantage	Office Supplies	31.41	Bill Payment
03/17/2021	11630	Placentia-Yorba Linda Unified School Dist	Spring Bookmarks	27.35	Bill Payment
03/29/2021	9720	Placentia Library District	Additional cash requirements for payroll on 3/31/21.	3,500.00	Expense
				110,354.36	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: April 19, 2021

Fiscal Year 2020-2021	
7/31/2020	790,798.96
8/31/2020	791,646.81
9/30/2020	792,427.94
10/31/2020	793,212.36
11/30/2020	793,942.94
12/31/2020	794,595.92
1/31/2021	795,201.11
2/28/2021	795,749.02
3/31/2021	796,231.15
4/30/2021	
5/31/2021	
6/30/2021	

Fiscal Year 2019-2020	
7/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	773,383.05
11/30/2019	775,109.08
12/31/2019	782,036.70
1/31/2020	783,463.84
2/29/2020	784,784.09
3/31/2020	786,068.73
4/30/2020	787,380.00
5/31/2020	788,631.94
6/30/2020	789,835.57



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: April 19, 2021

Summary of Cash and Investments as of March 31, 2021

Cash with Orange County Treasurer Fund 9LX	\$796,231.15
General Fund Checking – Bank of the West	\$1,067,592.98
General Fund Savings – Bank of the West	\$287,815.61
<i>(Impact Fees in Savings – Restricted)</i>	\$421,126.52
Payroll Checking – Wells Fargo Bank	\$3,155.45
Total Cash and Investments	\$2,154,795.19

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



Jeanette Contreras
Library Director



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**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
March 31, 2021
75.00% of the year completed.**

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,470,812	1,061,765	0.72	\$409,047
5030	Retirement	64,143	46,496	0.72	\$17,647
5040	Unemployment Insurance	2,500	1,631	0.65	\$870
5050	Health Insurance	289,038	207,246	0.72	\$81,792
5064	Dental Insurance	17,796	9,821	0.55	\$7,975
5060	Life Insurance	9,420	3,571	0.38	\$5,849
5066	AD & D Insurance	6,172	4,699	0.76	\$1,473
5068	Vision Insurance	3,541	2,038	0.58	\$1,503
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	9,459	0.58	\$6,793
	TOTAL	\$1,884,674	\$1,346,726	0.71	\$537,948
SERVICES & SUPPLIES					
5100	Communications	11,000	10,148	0.92	\$852
5170	Household Expenses	25,000	13,215	0.53	\$11,785
5099	Liability Insurance	22,000	30,137	1.37	(\$8,137)
5205	Maintenance Expense	20,000	10,171	0.51	\$9,829
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	50,235	0.56	\$39,765
5290	Memberships	11,000	7,728	0.70	\$3,272
5300-5350	Office Expenses & Postage	85,000	41,522	0.49	\$43,478
5400	Prof./Specialized Services	202,000	117,139	0.58	\$84,861
5495, 5900, 5910, 5920, 5921	Programs	50,000	29,581	0.59	\$20,419
5500	Books/Library Materials	223,213	139,417	0.62	\$83,796
5600	Meetings/Professional Development	25,000	5,335	0.21	\$19,665
5700	Mileage/Parking	1,000	74	0.07	\$926
5800	Utilities	35,000	35,059	1.00	(\$59)
7000	COVID-19	20,000	6,505	0.33	\$13,495
	TOTAL	\$820,213	\$496,265	0.61	\$323,948
	OPERATING EXPENSES	\$2,704,887	\$1,842,991	0.68	\$861,896
FIXED ASSETS & TAXES					
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	8,578	0.43	\$11,422
	TOTAL	\$30,000	8,578	0.29	\$21,422
CAPITAL PROJECT					
*5211	Renovation	\$0	-	-	\$0
	TOTAL	\$0	-	-	\$0
TOTAL BUDGET		\$2,734,887	\$1,851,569	0.68	\$883,318

*Mathematically unable to divide by zero. Dividing by zero provides a null value.

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of March 31, 2021

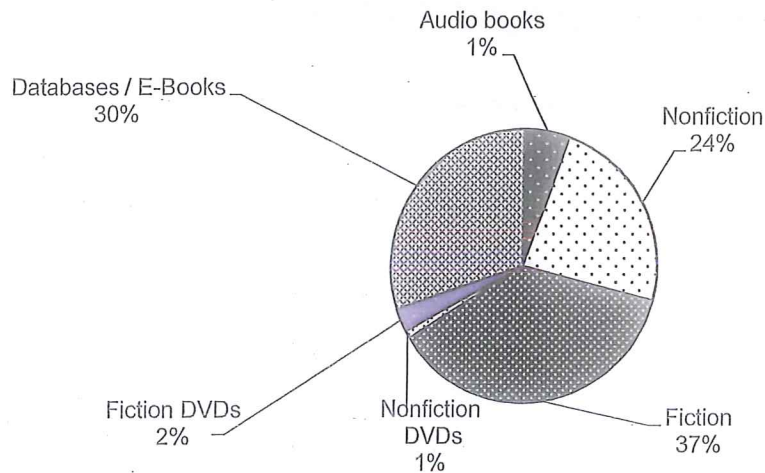
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,256,631	1,708,039	(548,592)	75.7%
4020	Property Taxes - Current Unsecured	77,318	63,978	(13,340)	82.7%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	65,012	35,187	(29,825)	54.1%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapporp Tax	0	966	966	-
4080	Penalties & Costs on Delinq Taxes	18,558	22,912	4,354	123.5%
4090	Taxes Special Dist Augmentation	9,835	4,814	(5,021)	48.9%
* 4180	Other Revenue	0	80	80	-
4190	State - Homeowners Property Tax Relief	67,033	6,201	(60,832)	9.3%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	1,842,178	(652,209)	73.9%
INTEREST REVENUE					
4600	Interest	8,500	7,350	(1,150)	86.5%
	Sub Total	8,500	7,350	(1,150)	86.5%
GRANT REVENUE					
4210, 4421	State Grants	20,000	49,385	29,385	246.9%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	49,385	9,385	123.5%
MISCELLANEOUS REVENUES					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	11,500	(13,500)	46.0%
* 4430, 4400	Other Revenue	0	2,372	2,372	-
4310	Fines & Fees	15,000	5,541	(9,459)	36.9%
4320, 4330	Passport/Photos	150,000	59,588	(90,412)	39.7%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	750	(1,250)	37.5%
	Sub Total	192,000	79,752	(112,248)	41.5%
TOTAL REVENUES YTD FOR FY 2021:					
		2,734,887	2,027,284	(727,603)	74.1%
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	48,620	28,620.22	243.1%

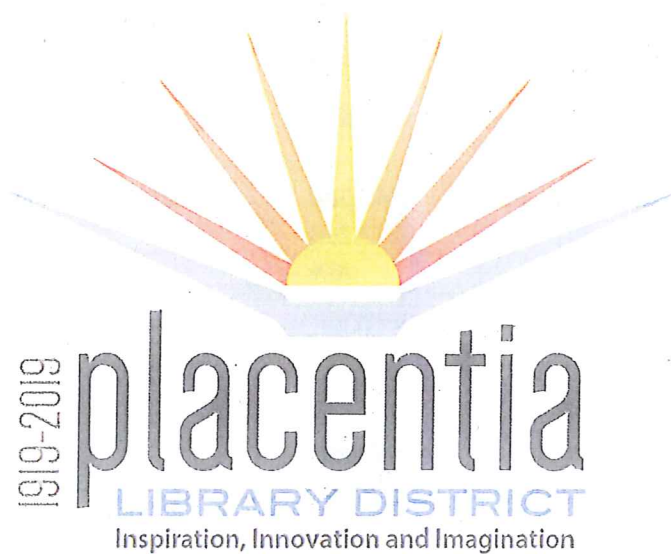
*Mathematically unable to divide by zero. Dividing by zero provides a null value.

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH MARCH 2021

	YTD 2020/21 Amount	YTD 2020/21 Titles	YTD 2019/20 Amount	YTD 2019/20 Titles
Total Fiction	\$54,818	2977	\$3,528	2348
Total Non-Fiction	\$34,724	1857	\$32,365	1555
Total Databases / E-Books	\$44,466	648	\$51,987	201
Total Audio Books	\$8,128	374	\$5,116	102
Total Educational DVDs	\$1,353	74	\$1,717	58
Total Entertainment DVDs	\$4,091	386	\$6,039	139
Total Library of Things	\$0	0	\$0	0
YTD TOTAL MATERIALS	\$147,580	6316	\$153,752	4403
Budget	\$223,213		\$265,183	
% Spent YTD	66%		58%	





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for March 2021

DATE: April 19, 2021

Net Revenue Summary for March 2021

			YTD	YTD
	Mar-21	Mar-20	2020-2021	2019-2020
Passport	6,860	15,809	49,195	127,625
Passport Photos	1,476	2,736	10,392	22,380
Test Proctor	100	300	750	2,550
Fines & Fees	1,017	4,542	5,541	32,413
Meeting Room	0	80	0	850
TOTAL	9,453	23,467	65,878	185,818



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for March 2021
DATE: April 19, 2021

			YTD	YTD
	Mar-21	Mar-20	2020-2021	2019-2020
Separation	0	1	0	3
Retirement	0	0	1	0
Appointments	0	0	1	7
Open Positions	*1	1	1	6
Workers' Compensation Leave	0	0	0	0
Total	1	2	3	16

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: * Children's Supervisor, Public Services

*All current and future vacancies are frozen until further notice due to budget amendments approved by the Board of Trustees in lieu of COVID-19.



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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 March 2021

DATE: April 19, 2021

<u>CIRCULATION</u>	Mar-21	Mar-20	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
New Patron Registrations	161	2,643	1,695	7,543	-77.5%
Circulation (items)	14,420	11,505	27,381	28,974	-5.5%
Circulation (e-content)	11,243	8,841	22,865	16,196	41.2%
Total Circulation	25,663	11,505	190,489	174,510	9.2%
Total Active Borrowers*	5,394	9,633			
Attendance	9,611	10,651	49,832	190,105	-73.8%
Registered Card Holders*	55,336	53,426			
Adult Fiction	2,222	1,330	14,032	11,684	20.1%
Adult/Teen Nonfiction	1,227	1,067	8,677	10,385	-16.4%
Adult Magazines	3	5	28	26	7.7%
Adult/Teen Audio Books	225	151	1,852	2,995	-38.2%
Adult DVDs	1,039	1,280	8,056	13,125	-38.6%
Library of Things	8	9	75	202	-62.9%
Teen Fiction	307	422	2,902	3,066	-5.3%
Video Games	162	171	745	1,381	-46.1%
Childrens Fiction	7,276	5,383	35,764	36,861	-3.0%
Childrens Nonfiction	1,535	1,213	6,869	6,595	4.2%
Childrens Magazines	0	2	85	54	57.4%
Childrens Audio Books	15	21	1,046	3,450	-69.7%
Childrens DVDs	401	451	1,778	3,297	-46.1%

* YTD % change not applicable.

PATRON COUNT

Mar-21	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			398	348	222	296	288	1552
11:00			275	293	139	163	306	1176
12:00			295	244	142	249	245	1175
1:00			339	270	172	200	259	1240
2:00			298	258	204	204	253	1217
3:00			332	265	223	223	199	1242
4:00			312	240	224	234	158	1168
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	2249	1918	1326	1569	1708	8770

Gate Count				
March 2021	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
8,770	12,800	45,662	124,947	-174%

Hours Open	Average PerHour
154	56.9

Open: 22 days

Outside Gate Counts	
Adult/Teen Programs	
Children Programs	650
Curbside	191
Meeting Room Rentals	
TOTAL	841

Library Attendance Total
9,611

Passport Count

PASSPORTS

March 2021	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			13	16	11	12	26	78
11:00			15	18	13	15	22	83
12:00			14	16	12	18	24	84
1:00			17	17	14	13	26	87
2:00			19	15	13	12	25	84
3:00			17	16	15	10	24	82
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	95	98	78	80	147	498

March 2021	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
498	355	1809	3593	-99%

ACHIEVEMENTS

- Laura assembled 399 Easter Eggcitement goodie bags.
- Eric assembled 399 Easter Eggcitement goodie bags.
- Laura assembled 180 craft kits.
- Tim worked on CLA Conference marketing committee projects to promote the virtual CLA Conference.

MEETINGS

- Laura, Erich, Angie, & Tim attended Friday Zoom Huddle meetings on March 5th, 12th, 19th and 26th.
- Laura, Angie, and Erich attended daily in building Team A huddles during the month of March.
- Erich had a relabeling meeting with Wendy and Katie on March 12th.
- Tim and Estella attended daily in building Team B huddles during the month of March.
- Tim had a technology training Teams meeting with Jon on March 18th.
- Tim had a one-on-one meeting with Yesenia on March 26th.
- Tim had a technology training Teams meeting with Jon on March 9th.
- Tim had a one-on-one meeting with Yesenia and Estella on March 2nd and 17th.
- Estella had a meeting with Jon and Laura on March 11th.
- Estella had a meeting with Yesenia on March 4th.
- Estella attended the All Staff meeting on March 16th.
- Estella attended supervisor's meeting on March 5th, 17th, and 24th.
- Estella had a meeting with Wendy on March 31st.

PROFESSIONAL DEVELOPMENT

- None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

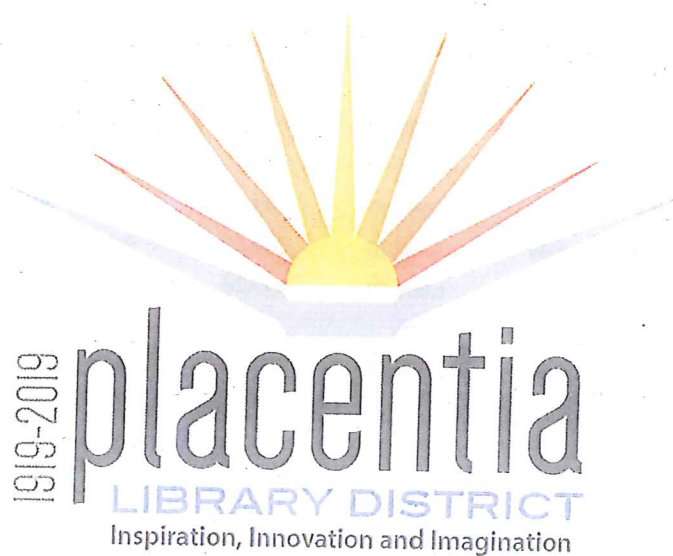
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through March 2021
DATE: April 19, 2021

CITY OF PLACENTIA INVOICES

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	*	*	*	*	*	*	0.00
Apr-21							0.00
May-21							0.00
Jun-21							0.00
	TOTAL	\$0.00	\$16,004.00	\$1,996.80	\$64.98	\$0.00	\$18,065.78

* City Billing Not Received

PERIOD IN FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-19	8/19/2019	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	9/17/2019	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	0.00
Oct-19	10/23/2019	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	0.00
Dec-19	12/12/2019	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20	1/15/2020	0.00	0.00	338.71	8.95	0.00	347.66
Feb-20	2/18/2020	0.00	1,600.40	748.80	8.89	1,946.88	4,304.97
Mar-20	3/13/2020	0.00	3,200.80	249.60	8.68	0.00	3,459.08
Apr-20	4/20/2020	0.00	1,600.40	0.00	17.36	1,300.29	2,918.05
May-20	*	*	*	*	*	*	0.00
Jun-20	6/24/2020	0.00	0.00	748.80	17.35	12,682.05	13,448.20
	TOTAL	\$0.00	\$14,080.41	\$2,784.31	\$100.30	\$20,093.82	\$37,058.84



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for March 2021

DATE: April 19, 2021

Meetings:

- Board of Trustees Budget Work Session & Regular Date Meeting: March 15th
- All Staff Meeting: March 16th
- PLFF Meeting: March 8th

- Board Roles & Responsibilities Meeting: March 1st
- One-on-One Staff Meetings: March 2nd, 4th, 5th, 15th, 17th, 19th, 25th, and 26th
- Meeting with Clifton Larson Allen LLP: March 3rd
- 2021 CLA Conference Chair Meeting: March 3rd
- Management Meeting: March 3rd & 10th
- Operational Area COVID-19 Coordination Conference Call: March 4th
- Joint Use Meeting: March 4th
- Library Impact Fee Meeting: March 4th
- Meeting with Johnson Controls Inc.: March 5th
- Supervisor Meeting: March 5th, 10th, 17th & 24th
- Weekly Huddle: March 5th, 12th, 19th, & 26th
- Placentia Collaborative Meeting: March 9th
- LAFCO 2021-2022 Budget & Fee Schedule Public Hearing: March 10th
- Deputy Director and Assistant Director Network Conversation #3: March 10th
- ICMA Presentation Meeting: March 11th
- Meeting with City IT: March 11th
- California Public Library Director's Networking Conversation: March 16th
- Staff Portraits: March 16th & 19th
- Summer Meals at the Library Program Meeting: March 18th
- Monthly Events Meeting with the City of Placentia: March 22nd
- CLA Board of Director's Meeting: March 22nd
- Meeting with PYLUSD Superintendent Dr. Elsasser: March 23rd
- Website Committe Meeting: March 23rd
- Administration Staff Meeting: March 24th
- Library IQ Meeting: March 24th

Facilities:

- Jairo's Plumbing: March 11th
- Dick's Lock & Safe: March 17th & 30th
- Juan Banderas Concrete: March 22nd
- Empire Parking Lot Services: March 20th

Training/Workshops/Conference:

- ICMA Southeast Regional Conference Speaker Training: March 9th
- Gale Analytics Training: March 15th
- ICMA Libraries Respond in Crisis and Beyond: March 12th

Events:

- Eggcitement: March 27th

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
 FROM: Yesenia Baltierra, Assistant Library Director
 SUBJECT: Children's Services Report for March, 2021
 DATE: April 19, 2021

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	March 2021	March 2021	March 2020	March 2020	Y-T-D 2020-21	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D	Y-T-D
Storytime	6	2,017	10	332	70	22,813	174	6,654	-59.77%	242.85%
Educational	1	171			4	1,661	60	878	-93.33%	89.18%
Reading	0	0	1	62	7	1,456	10	1,223	-30.00%	19.05%
Seasonal	1	650			11	4,759	5	884	120.00%	438.35%
Totals	8	2,838	12	394	94	30,689	281	8,908	-66.55%	244.51%

Reference/Computer Usage Statistics

	March 2021	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Reference--in person	150	184	818	3,086	-73.49%
Reference--telephone	14	6	171	90	90.00%
Total Reference	164	190	989	3,176	-68.86%
Children's computer usage	57	174	268	2,947	-90.91%

ACHIEVEMENTS

- Deanna White created and conducted Sunshine Babies & Toddler Tales Virtual Storytimes on Facebook Live March 18th and 25th.
- Venessa Faber worked with Megan Tolman on the LOTs collection reorganization on March 22nd.
- Venessa Faber updated 4 displays in the lobby display cases.
- Ana Balderas created Spring into STEAM program.
- Ana Balderas created and conducted Luna, Luna Bilingual Storytime on March 17th and 31st.
- Ana Balderas participated at the Easter Egg excitement program on March 27th.

MEETINGS

- Deanna White, Lori Worden and Venessa Faber met with Yesenia Baltierra for a Children's Services Meeting on March 18th.
- Deanna White met with Yesenia Baltierra for a one-on-one meeting on March 25th.
- Venessa Faber met with Yesenia Baltierra for their monthly one-to-one meeting on March 15th.
- Venessa Faber met with Wendy Amireh on March 16th.
- Venessa Faber and Lori Worden attended the All Staff Meeting on March 16th.

- Lori Worden met with Yesenia Baltierra on March 4th for a one-on-one meeting.
- Lori Worden met with Jeanette Contreras on March 4th for a one-on-one meeting.
- Lori Worden met with Yesenia Baltierra and Suzanne Morales from PYLUSD on March 18th.
- Lori Worden attended a Lunch at the Library meeting on March 4th.
- Lori Worden attended a Summer at Your Library Networking Conversation on March 25th.
- Lori Worden, Ana Balderas and Yesenia Baltierra attended Friday all-staff huddles on March 5th, 12th, 19th and 26th.
- Ana Balderas met with Yesenia Baltierra on March 17th for a one-on-one meeting.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for March 2021

DATE: April 19, 2021

MONTHLY STATISTICS

Information Desk Activity	March 2021	March 2020	Y-T-D 2021-20	Y-T-D 2019-20	Y-T-D % change
Information -- in person	851	892	4775	10060	-52.53%
Information -- telephone	1183	464	5925	4155	42.60%
Information -- email/chat	29	36	251	81	209.88%
Curbside Service	191	0	3534	0	100%
Delivery Service	0	0	77	0	100%
Technology assistance	57	157	282	1086	-74.03%
Guest passes	12	27	63	627	-89.95%
Adult and Children's computer use (desktops)	571	745	3318	9175	-63.84%
Adult computer usage (desktop)	645	53	3628	6178	-41.28%
Teen computer usage	10	66	191	1486	-87.15%

Volunteer Hours	March 2021	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
History Room	0	21.5	0	191	-100%
PLFF	40.75	105.5	360	2677.07	-86.55%
General Library	111.5	167.75	185.5	1543.11	-87.98%
Technology	0	0	0	0	0.00%
Homework Club	0	0	0	132.35	-100.00%
Adult Literacy Tutors	162.32	74.75	1031.57	835.81	23.42%
PTAC	7.5	47	200	424	-52.83%
Summer Reading Program	0	0	0	176.53	-100%
Total Volunteer Hours	274.5	416.75	1729.5	5979.87	-71.08%

History Room Activity	March	March	Y-T-D	Y-T-D	Y-T-D
	2021	2020	FY2020-21	FY2019-18	% change
History Room Visitors	0	0	14	78	-82.05%
Public Services Outreach Activity	March	March	Y-T-D	Y-T-D	Y-T-D
	2021	2020	FY2020-21	FY2019-20	% change
Outreach Visits	0	0	0	9	-100.00%
Outreach Attendance	0	0	0	522	-100.00%

Adult and Teen Programs

Type of Program	Number of Programs March	Attendance March	Number of Programs March	Attendance March	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2021	2021	2020	2020	FY2021	FY2021	FY1920	FY1920		
Book Club	0	0	1	7	0	0	6	56	-100.00%	-100.00%
Educational Programs	0	0	1	2	3	408	1	2	200.00%	20300.00%
Fine Art Programs	0	0	0	0	0	0	4	449	-100.00%	-100.00%
Hangar Makerspace Programs	1	157	1	11	8	2109	21	218	-61.90%	867.43%
Health & Fitness Programs	0	0	0	0	0	0	5	42	-100.00%	-100.00%
History Room Programs	0	0	0	0	1	18	3	23	-66.67%	-21.74%
Home and Lifestyle Programs	1	310	0	0	3	907	3	50	0.00%	1714.00%
Literacy Programs	13	95	4	19	90	598	40	428	125.00%	39.72%
Reading Programs Adult	0	0	0	0	4	431	4	162	0.00%	166.05%
Reading Programs Teen	0	0	0	0	4	80	4	31	0.00%	158.00%
Volunteer Programs	0	0	0	0	0	0	5	74	-100.00%	-100.00%
Placentia Teen Advisory Council	2	6	1	13	17	125	15	238	13.33%	-47.48%
Teen Only Programs	0	0	1	4	9	162	5	325	80.00%	-50.15%
Adult and Teen Program Total	17	568	7	415	139	4838	116	2098	19.83%	130.60%
Teen Program Total	2	6	2	17	30	367	24	594	25.00%	-38.22%

The Hangar Makerspace	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D	
	March	2021	2020	FY2020-21	FY2019-20	% change
Hangar Open Hour Visitors	0	0	42	0	739	-100%
Adult/Teen Hangar Programs	157	157	11	2089	181	1054.14%
Tween Hangar Programs	0	0	0	0	24	-100%
Family Hangar Programs	0	0	0	0	27	-100%
Total		157	53	2089	971	754.14%

Literacy	YTD2021	YTD1920	% Change
English Literacy Students	40	72	-44.44%
Students Graduated	4	1	300%
English Literacy Tutors	39	37	5.41%

Proctored Tests	March	March	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2020-21	2019-20	% change
Number of Tests	2	7	17	54	-69%

ACHIEVEMENTS

- o Shellie McCurdy and Megan Tolman coordinated the March Hangar Take & Make on March 2nd.
- o Victor Meza coordinated a PTAC Meeting on March 4th and 18th.
- o Michelle Meades and Shellie McCurdy coordinated Family Cooking Time: Soft Pretzels OH MY! On March 20th.
- o Michelle Meades and Wendy Amireh created the Eggcitement digital games on March 10th and 11th.
- o Michelle Meades assisted with Eggcitement on March 27th.
- o Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Book Club on March 2nd, 9th, 16th, 23rd, and 30th.
- o Sabrina Rosengren coordinated Read, Write, Speak Club on March 5th, 12th, 19th, and 26th.
- o Sabrina Rosengren presented at CLLS Learners as Conversation Leaders Workshop on March 4th.
- o Sabrina Rosengren coordinated Tutor & Learner Writing Workshop on March 9th.
- o Sabrina Rosengren and Sally Federman coordinated Learner Take & Make event on March 10th.
- o Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on March 11th.
- o Sabrina Rosengren coordinated Citizenship Information Sessions on March 6th and 13th.
- o Wendy Amireh participated on the Huntington Beach Public Library interview panel on March 2nd.

MEETINGS

- o Victor Meza met with Wendy Amireh on March 3rd, 16th and 30th.
- o Victor Meza met with PLFF President Naydia to discuss schedules, opportunities and procedures on March 23rd.
- o Victor Meza met with Jeanette Contreras on March 4th.
- o Victor Meza met with Michelle Meades to discuss the volunteer process on March 12th.
- o Michelle Meades met with Wendy Amireh on March 23rd.
- o Michelle Meades met with Shellie McCurdy on March 25th.
- o Michelle Meades met with Jeanette Contreras on March 5th.
- o Katie Matas met with Wendy Amireh March 2nd, March 18th, and March 23rd.
- o Katie Matas attended the SLS Reference and Local History committee meeting on March 9th.
- o Sabrina Rosengren met with Jeanette Contreras on March 5th.
- o Sabrina Rosengren and Wendy Amireh met on March 2nd, 16th, and 30th.
- o Sabrina Rosengren met with Adult Literacy workshop presenter on March 4th.
- o Sabrina Rosengren met with CLLS Learner Leadership Team on March 3rd.
- o Sabrina Rosengren met with CLLS Strategic Planning Team on March 24th.
- o Wendy Amireh met with Yesenia Baltierra on March 19th and 26th.
- o Wendy Amireh attended a Supervisor Meeting on March 5th, 10th, 17th and 24th.
- o Wendy Amireh met with website committee on March 23rd.
- o Wendy Amireh met with Jeanette Contreras on March 5th.
- o Wendy Amireh, Katie Matas, and Shellie McCurdy met on March 18th.
- o Wendy Amireh and Venessa Faber met on March 16th.
- o Wendy Amireh attended Kiwanis meetings on March 4th, 11th, 18th and 25th.
- o Wendy Amireh attended Love Placentia meeting on March 21st.
- o Shellie McCurdy met with Wendy Amireh on March 4th and 17th.

- Shellie McCurdy met with Jeanette Contreras on March 4th.
- Megan Tolman met with Wendy Amireh on March 12th and 30th.
- Megan Tolman met with Venessa Faber on March 2nd, 15th, 18th, and 22nd.
- Megan Tolman met with Shellie McCurdy on March 3rd.
- Megan Tolman met with Michelle Meades on March 12th.
- Megan Tolman met with Jeanette Contreras on March 5th.
- Katie Matas met with Jeanette Contreras on March 4th.
- Adult and Teen Services attended the All Staff meeting on March 16th.
- Adult and Teen Services attended the All Staff Huddles on March 5th, 12th, 19th, and 26th.
- Team A attended daily Huddles on March 2nd, 3rd, 4th, 5th, 12th, 13th, 16th, 17th, 18th, 26th, and 27th, 30th, 31st.
- Team B attended daily Huddles on March 5th, 6th, 9th, 10th, 11th, 19th, 20th, 23rd, 24th, and 25th.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh attended Gale Analytics training on March 15th.
- Wendy Amireh attended the Beanstack new client webinar on March 9th.
- Katie Matas attended the SLS Reference and Local History committee Inclusiveness in Collections training March 9th.
- Katie Matas watched the California Libraries Learn (CALL) webinar Build Staff Skills for Challenging Times March 10th.
- Michelle Meades attended the Self Care and Collaboration (CALL) webinar on March 9th.
- Michelle Meades viewed the webinar on Preparing for the Next Wave of Fatigued Customers (CALL) on March 10th.
- Wendy Amireh, and Katie Matas attended a demonstration of Library IQ on March 24th.
- Sabrina Rosengren watched the webinar on Preparing for the Next Wave of Fatigued Customers (CALL) on March 30th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for March 2021

DATE: April 19, 2021

On-line database usage

	March 2021	Onsite Usage 3/21	Remote Usage 3/21	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Library Catalog	1,859	N/A	N/A	4,108	4,714	37,421	-87%
General Reference Center	1	N/A	N/A	0	58	172	-66%
Biography In Context	0	N/A	N/A	5	32	729	-96%
Opposing Viewpoints	8	N/A	N/A	8	21	2,185	-99%
Consumer Reports	139	N/A	N/A	225	1,321	N/A N/A	
Freegal	917	N/A	N/A	718	8,168	7,298	12%
Heritage Quest	231	N/A	N/A	29	1,467	5,106	-71%
Novelist	63	N/A	N/A	61	452	359	26%
Pronunciator	3	N/A	N/A	2	87	209	-58%
ABC Mouse	59	N/A	N/A	30	155	130	19%
ABC Mouse Bring Learning Home	13	N/A	N/A	13	363	159	128%
World Book Online	9 N/A	N/A		3	41	116	-65%
Tumblebooks	21	N/A	N/A	192	509	1,392	-63%
Reference USA	425	N/A	N/A	140	2,231	1,163	92%
Hoopla	2,175	N/A	N/A	1646	19,676	9,375	110%
Overdrive e-books	2,201	N/A	N/A	2,208	22,355	12,110	85%
Overdrive audio books	1,243	N/A	N/A	1,194	11,432	8,273	38%
Overdrive e-books - Placentia Advantage	1,183	N/A	N/A	1,338	1,554	N/A	N/A
Overdrive audio books - Placentia Advantage	889	N/A	N/A	1,060	1,430	N/A	N/A
Tutor.com	1	N/A	N/A	45	156	N/A	N/A
Zinio	2462	N/A	N/A	247	6,754	1,661	307%
ProQuest Pub. Avail. Database*	0	N/A	N/A	0	34	N/A	N/A
ProQuest Coronavirus Research*	0	N/A	N/A	0	0	N/A	N/A
ProQuest Ebook Central*	2	N/A	N/A	0	36	N/A	N/A
ProQuest SIRS Discoverer*	0	N/A	N/A	0	2	N/A	N/A
ProQuest SIRS Issues Researcher*	0	N/A	N/A	0	16	N/A	N/A
ProQuest eLibrary*	0	N/A	N/A	0	2	N/A	N/A
BrainFuse JobNow/VetNow*	21	N/A	N/A	0	37	N/A	N/A
TOTAL DATABASE USAGE	13,902	N/A	N/A	13,272	83,103	87,858	-5%

* Added September 2020

Computer & Online Resource Use

	March 2021	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Residents	591	863	4,254	4,881	-13%
Non-Placentia Residents	521	666	3,715	3,705	0%
Total	1,112	1,529	7,969	8,586	-7%

Website Traffic

	March 2021	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Website visits	11,307	10,757	80,412	84,118	-4%
Page Hits	20,244	20,312	142,167	148,352	-4%
Users	6,360	6,297	41,762	48,187	-13%
Pages/Session	1.79	1.89	N/A	N/A	N/A
Avg. Session Duration	00:02:04	00:02:28	N/A	N/A	N/A
% New Sessions	74	80	N/A	N/A	N/A

Wifi Use

	March 2021	March 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Total	445	2,740	2,504	12,513	-80%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Public Hearing for the 2021-2023 Fiscal Year Budget & Adoption of Resolution 21-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2021-2023 Fiscal Year Budget for the Placentia Library District of Orange County.

DATE: April 19, 2021

BACKGROUND

The 2021-2023 Fiscal Year Budget was discussed at the March 15, 2021 Budget Work Session and presented to and reviewed by the Library Board of Trustees at the March 15, Regular Date Meeting. The Notice of Public Hearing for the Library Board's April 19, 2021 Regular Date Meeting was posted on the District's website and sent to the Orange County Register on April 14, 2021.

- Attachment A are the guidelines for conducting a Public Hearing.
- Attachment B is Resolution 21-02.
- Attachment C is the proposed Revenue for the 2021-2023 Fiscal Year.
- Attachment D is the proposed Expenditures for the 2021-2023 Fiscal Year.
- Attachment E is the proposed Salary Schedule for the 2021-2023 Fiscal Year.
- Attachment F is the proposed Organizational Chart for the 2021-2023 Fiscal Year.

RECOMMENDATIONS

1. Conduct Public Hearing on the 2021-2023 Fiscal Year Budget as published.
2. Finalize the 2021-2023 Fiscal Year Budget, inclusive of input from the Library Board of Trustees.
3. Motion to read Resolution 21-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2021-2023 Fiscal Year Budget for the Placentia Library District of Orange County.
4. Motion to Adopt Resolution 21-02 by a Roll Call Vote.
5. Roll Call Vote.

Public Hearing Procedures
April 19, 2021

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Administrative Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.

RESOLUTION 21-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE
2021-2023 FISCAL YEAR BUDGET FOR
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for the 2021-2023 Fiscal Year Budget were reviewed at the Regular Date Meeting of the Board of Trustees on April 19, 2021; and,

WHEREAS, all sources of income have been identified to support said budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for the 2021-2023 Fiscal Year, and implements such on July 1, 2021 as \$3,217,632 for the 2021-2022 Fiscal Year and \$3,282,600 for the 2022-2023 Fiscal Year.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of April 2021.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of April 2021.

Gayle Carline, Secretary
Placentia Library District Board of Trustees

Placentia Library District
Proposed Revenue Budget for Fund 707 for 2021-2023 Fiscal Year

Object Code	Category	2019-2020	2019-2020	2020-2021	2020-2021	2021-2022	2021-2022	2022-2023
		ADOPTED	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED	PROPOSED
4010	Current Secured	2,332,967	2,649,146	2,426,286	2,606,087	2,710,330	2,710,330	2,818,744
4030	Prior Secured							
	SUB-TOTAL CURRENT SECURED	2,332,967	2,649,146	2,426,286	2,606,087	2,710,330	2,710,330	2,818,744
4020	Current Unsecured	74,931	55,758	77,928	76,554	79,616	79,616	82,801
4040	Prior Unsecured	0	0	0	662	0	0	0
	SUB-TOTAL UNSECURED	74,931	55,758	77,928	77,216	80,305	80,305	83,517
4050	SUPPLEMENTAL -- CURRENT	65,157	46,883	67,763	44,776	46,567	46,567	48,430
4060	SUPPLEMENTAL -- PRIOR	0	0	0	0	0	0	0
4070	INTEREST ON UNNAPORT. TAX	0	3,219	0	2,831	0	0	0
4080	PENALTIES & COST ON DELIQ. TAX	16,703	18,736	17,371	0	0	0	0
4090	TAXES SPECIAL DIST. AUGMENTATION	94,271	4,729	98,042	8,756	9,106	9,106	9,470
4190	STATE - HOMEOWNERS PR TAX RELIEF	13,548	12,724	14,090	15,843	16,477	16,477	17,136
4,191	Former RDA							
	TOTAL PROPERTY TAX REVENUE	2,597,577	2,791,195	2,701,480	2,755,509	2,862,785	2,862,785	2,977,297
4210	State Grants	15,000	55,000	40,000	50,455	40,000	40,000	45,000
4220	Federal Grants				0			
4230	Other Grants	20,000		20,000	0	10,000	10,000	10,000
	TOTAL GRANTS REVENUE	35,000	55,000	60,000	50,455	50,000	50,000	55,000
4310	Fines & Fees	20,000	29,000	20,000	5,777	15,000	15,000	20,000
4320	Passports/Passport Photos	290,000	150,000	320,000	63,282	180,000	180,000	250,000
4340	Meeting Room	3,000	800	3,000	0	0	0	2,000
4350	Test Proctor	9,500	2,550	10,000	825	3,000	3,000	5,000
	TOTAL SERVICE REVENUE	322,500	182,350	353,000	69,884	198,000	198,000	277,000
4410	PLFF Grants	250,000	244,000	55,000	20,000	25,000	25,000	35,000
4420	Newsletter Ads	700	1,600	700	0	0	0	0
4430	Misc. Revenue	0	0	0	0	0	0	0
4435	NEW -Centennial							
4440	* Reserves	2,000,000	1,967,260	0	73,900	73,900	73,900	73,900
4500	* IMPACT FEES	50,000	228,769	20,000	150,000	37,738	37,738	204,719
4600	INTEREST	8,500	51,436	8,500	35,321	250,000	250,000	45,000
	TOTAL REVENUE	3,214,277	3,325,581	3,178,680	2,979,885	3,218,105	3,218,105	3,426,697
<i>(does not include impact fees & reserves)</i>								

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for 2021-2023 Fiscal Year

1.5% COLA 2021-2022 FY; 2% COLA 2022-2023 FY

OBJECT	2019-2020	2020-2021	2020-2021	2020-2021	2021-2022	2022-2023
CODE	ACTUAL	AMENDED	Actual as of 01/01/21	PROJECTED	PROPOSED	PROPOSED
5010 Salaries & Wages	1,222,498	1,349,981	447,810	827,204	1,495,364	1,520,905
5020 Payroll Taxes (SS & MEDICARE)	434,187	120,831	215,370	382,309	391,309	400,309
5030 Retirement (PARS)	60,365	64,143	30,120	55,938	60,365	60,365
5040 Unemployment Insurance	4,158	2,500	0	0	4,158	4,158
5050 Health Insurance	268,230	289,038	158,727	272,104	268,230	268,230
5060 Life Insurance	4,383	9,420	2,788	4,779	4,383	4,383
5064 Dental Insurance	11,388	17,796	7,628	13,077	11,388	11,388
5066 Long Term Disability Insurance	6,676	6,172	3,674	6,299	6,676	6,676
5068 Vision Insurance	2,733	3,541	1,601	2,744	2,733	2,733
5070 Workers Compensation	11,657	16,252	7,357	12,612	25,224	11,657
5090 Education Assistance	1,422	5,000	0	0	1,422	1,422
TOTAL SALARIES & EMPLOYEE BENEFITS	2,027,695	1,884,674	875,076	1,577,066	2,271,251	2,292,224
5100 Communications	29,272	11,000	5,812	28,458	26,500	29,500
5150 Household Expense	43,889	25,000	27,192	46,614	44,000	48,000
5099 Liability Insurance	20,808	22,000	23,440	40,182	45,689	50,258
5160 Refuse Disposal	3,272	0	1,119	1,918	3,272	3,272
5205 Maintenance - Equipment	12,921	20,000	7,371	12,636	12,921	12,921
5220-5280 Maintenance - Building & Grounds	105,367	90,000	37,377	66,824	145,000	125,000
5290 Memberships	7,469	11,000	6,104	10,463	7,469	7,469
5295 Miscellaneous Expense	0	0	0	0	300	400
5300 Office Supply & Postage	84,941	45,000	38,576	71,131	77,544	88,498
5405 Library Automated Library System	31,321	12,605	6,501	12,145	15,000	17,000
5410 Library Board Consultants & Legal	19,422	12,605	3,639	10,605	11,667	12,833
5415 HR/Finance Services	53	8,175	0	0	350	500
5420 Audit & Accounting Services	18,945	25,895	4,265	10,312	20,000	24,000
5425 Studies and Surveys	0	0	0	0	0	0
5430 Computer Services	0	3,746	0	0	1,000	1,000
5435 Unique Fee Collection	555	0	0	0	500	550
5440 LAFCO & Tax Collection	2,000	1,088	1,290	2,211	2,300	2,400
5445 Payroll Preparation	6,856	10,833	4,294	7,360	8,096	8,906
5450 Bank Fees	1,402	202	299	512	550	610
5455 Election Expenses	0	17,035	0	0	0	18,000
5460 CC Processing Fees	12,150	10,833	2,044	3,504	3,854	4,239
5465 Staff Training	2,445	3,746	0	550	1,000	1,200
5470 Employee Screening	1,755	202	0	50	100	125
5475 Other Prof. and Spec. Svcs.	3,221	0	0	0	2,000	2,500
5480 Marketing	28,572	17,035	750	1,286	2,500	5,000
5490 Loan Obligation (ibank)	18,739	78,000	74,087	127,007	73,968	73,844
5495 Programs	11,142	50,000	0	24,000	24,000	35,000
5500 Book/Library Materials	298,672	223,213	99,951	223,213	314,000	326,500
5600 Travel & Meetings	31,825	25,000	4,501	7,716	30,000	35,000
5700 Mileage/Parking	377	1,000	74	126	300	350
5800 Utilities	11,828	35,000	4,877	8,361	18,000	24,000

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for 2021-2023 Fiscal Year

1.5% COLA 2021-2022 FY; 2% COLA 2022-2023 FY

OBJECT		2019-2020	2020-2021	2020-2021	2020-2021	2021-2022	2022-2023
CODE	DESCRIPTION	ACTUAL	AMENDED	Actual as of 01/01/21	PROJECTED	PROPOSED	PROPOSED
	TOTAL SUPPLIES & SERVICES	809,219	760,213	353,563	717,186	891,881	958,876
	1310 Building & Improvements	0	40,000	0	7,000	20,000	0
	1320 Equipment & Furniture	36,541	10,000	0	9,000	3,000	5,000
	6100 Taxes & Assessments	10,449	20,000	9,386	16,090	16,500	16,500
	5211 Renovation	1,638,292	0	0	58,000	-	-
	7000 COVID-19	28,993	20,000	5,785	40,000	15,000	10,000
	TOTAL EXPENSES	4,551,189	2,734,887	1,243,810	2,424,342	3,217,632	3,282,600

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2021-2023
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
HR	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	19.19
AN	31,200.00	31,980.00	32,779.50	33,598.99	34,438.96	35,299.94	36,182.43	37,087.00	38,014.17	39,914.88
MO	2,600.00	2,665.00	2,731.63	2,799.92	2,869.91	2,941.66	3,015.20	3,090.58	3,167.85	3,326.24
LIBRARY CLERK										
HR	17.17	17.60	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.97
AN	35,713.60	36,606.44	37,521.60	38,459.64	39,421.13	40,406.66	41,416.83	42,452.25	43,513.55	45,689.23
MO	2,976.13	1,875.47	1,922.27	1,970.80	2,019.33	3,367.22	3,451.40	3,537.69	3,626.13	3,807.44
EMERGING TECHNOLOGIES ASS' HR										
HR	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.44	21.98	23.08
AN	37,523.20	38,461.28	39,422.81	40,408.38	41,418.59	42,454.06	43,515.41	44,603.29	45,718.38	48,004.29
MO	3,126.93	3,205.11	3,285.23	3,367.37	3,451.55	3,537.84	3,626.28	3,716.94	3,809.86	4,000.36
CIRCULATION SUPERVISOR										
HR	20.01	20.51	21.02	21.55	22.09	22.64	23.21	23.79	24.38	25.60
AN	41,620.80	42,661.32	43,727.85	44,821.05	45,941.58	47,090.11	48,267.37	49,474.05	50,710.90	53,246.45
MO	3,468.40	3,555.11	3,643.99	3,735.09	3,828.46	3,924.18	4,022.28	4,122.84	4,225.91	4,437.20
EXECUTIVE ASSISTANT (CONFIDENTIAL)										
HR	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.75
AN	51,625.60	52,916.24	54,239.15	55,595.12	56,985.00	58,409.63	59,869.87	61,366.62	62,900.78	66,045.82
MO	4,302.13	4,409.69	4,519.93	4,632.93	4,748.75	4,867.47	4,989.16	5,113.88	5,241.73	5,503.82
LIBRARY ASSISTANT										
HR	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.00	32.55
AN	52,915.20	54,238.08	55,594.03	56,983.88	58,408.48	59,868.69	61,365.41	62,899.54	64,472.03	67,695.63
MO	4,409.60	4,519.84	4,632.84	4,748.66	4,867.37	4,989.06	5,113.78	5,241.63	5,372.67	5,641.30
LIBRARIAN I										
HR	30.24	31.00	31.77	32.57	33.38	34.21	35.07	35.95	36.84	38.69
AN	62,899.20	64,471.68	66,083.47	67,735.56	69,428.95	71,164.67	72,943.79	74,767.38	76,636.57	80,468.40
MO	5,241.60	5,372.64	5,506.96	5,644.63	5,785.75	5,930.39	6,078.65	6,230.62	6,386.38	6,705.70
SUPERVISING LIBRARIAN SYSTEMS LIBRARIAN										
HR	35.07	35.95	36.85	37.77	38.71	39.68	40.67	41.69	42.73	44.87
AN	72,945.60	74,769.24	76,638.47	78,554.43	80,518.29	82,531.25	84,594.53	86,709.40	88,877.13	93,320.99
MO	6,078.80	6,230.77	6,386.54	6,546.20	6,709.86	6,877.60	7,049.54	7,225.78	7,406.43	7,776.75

Signature _____ : Approved _____ : Effective: July 1, 2021

Jo-Anne W. Martin, Board President

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2021-2023
EXEMPT**

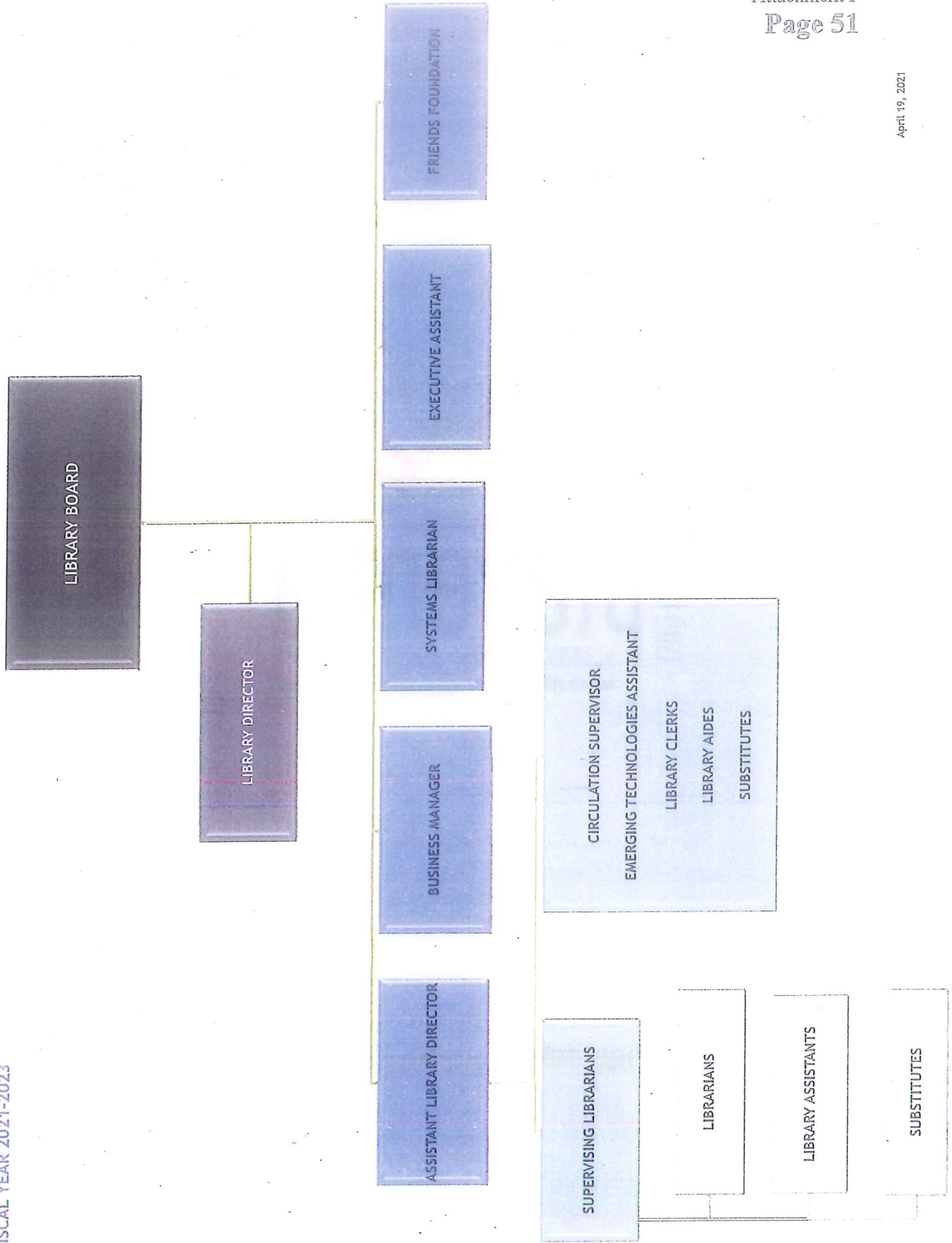
	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR	85.90									
AN	178,672									
MO	14,889.33									
ASSISTANT LIBRARY DIRECTOR										
HR	46.20	47.36	48.54	49.75	51.00	52.27	53.58	54.92	56.29	59.10
AN	96,096.00	98,498.40	100,960.86	103,484.88	106,072.00	108,723.80	111,441.90	114,227.95	117,083.64	122,937.83
MO	8,008.00	8,208.20	8,413.41	8,623.74	8,839.33	9,060.32	9,286.82	9,519.00	9,756.97	10,244.82
BUSINESS MANAGER										
HR	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	45.98
AN	74,755.20	76,624.08	78,539.68	80,503.17	82,515.75	84,578.65	86,693.11	88,860.44	91,081.95	95,636.05
MO	6,229.60	6,385.34	6,544.97	6,708.60	6,876.31	7,048.22	7,224.43	7,405.04	7,590.16	7,969.67

Signature _____ : Approved _____ Effective: July 1, 2021

March 2021

PLACENTIA LIBRARY DISTRICT

FISCAL YEAR 2021-2023





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Establish the Holiday and Library Closure Schedule for the 2021-2023 Fiscal Year and Adopt by Resolution 21-03.
DATE: April 19, 2021

BACKGROUND

The Placentia Library District Policy 2030 establishes the following days as paid holidays:

- New Years Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Attachment A is the proposed Holiday and Library Closure Schedule for the 2021-2023 Fiscal Year.

Attachment B is Resolution 21-03.

RECOMMENDATIONS

1. Determine and adopt the Holiday and Library Closure Schedule for the 2021-2023 Fiscal Year.
2. Read Resolution 21-03 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for the 2021-2023 Fiscal Year.
3. Adopt Resolution 21-03 by a roll call vote.
4. Roll Call Vote.

Placentia Library District
 Holiday and Library Closure Schedule
 2021-2023 Fiscal Year

Independence Day	Sunday	July 4, 2021
	Monday	July 4, 2022
Labor Day	Monday	September 6, 2021
	Monday	September 5, 2022
Veteran's Day	Thursday	November 11, 2021
	Friday	November 11, 2022
Thanksgiving Day	Thursday	November 25, 2021
	Thursday	November 24, 2022
Christmas Eve Day	Friday	December 24, 2021
	Saturday	December 24, 2022
Christmas Day	Saturday	December 25, 2021
	Sunday	December 25, 2022
New Year's Eve Day	Friday	December 31, 2021
	Saturday	December 31, 2022
New Year's Day	Saturday	January 1, 2022
	Sunday	January 1, 2023
President's Day	Monday	February 21, 2022
	Monday	February 20, 2023
Easter *	Sunday	April 17, 2022
	Sunday	April 9, 2023
Memorial Day	Monday	May 30, 2022
	Monday	May 29, 2023

*Denotes non-paid holiday

RESOLUTION 21-03

A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR THE 2021-2023 FISCAL YEAR

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Library Board of Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for the 2021-2023 Fiscal Year dated April 19, 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

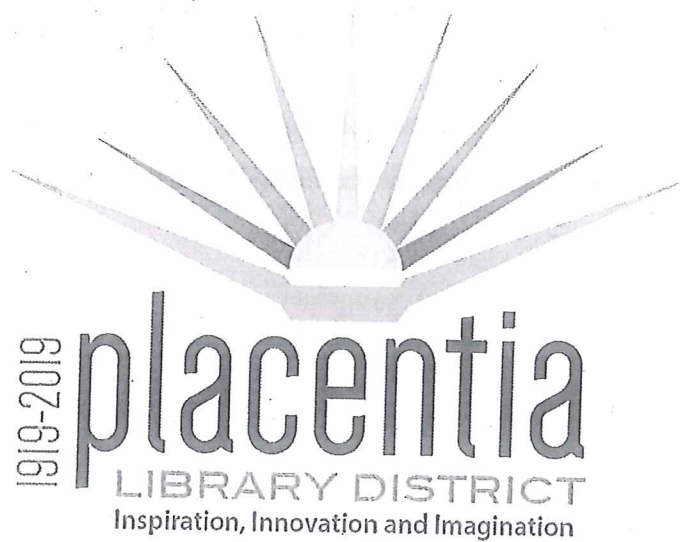
)ss.

County of Orange)

I, Gayle Carline, Secretary of the Library Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Library Board of Trustees at the Regular Date Meeting hereof held on the nineteenth day of April 2021.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of April 2021.

Gayle Carline, Secretary
Placentia Library District Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: - Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 21-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for the District for the 2021-2023 Fiscal Year.**

DATE: April 19, 2021

BACKGROUND

Conduct a Public Hearing and, if appropriate, adopt the attached Resolution 21-04.

Policy 6035 – Fee Schedule was last amended in September 2019 to reflect a new collection for checkout, the Library of Things (LOTs). One major amendment to Policy 6035 was the discontinuation of fines for overdue materials, which was approved in 2017. In the 2019-2020 Fiscal Year, the District collected over \$30,000 in fees and year-to-date for this fiscal year, the District has collected \$5,500. The decrease is due to COVID-19 and its impact on library operations including closures and building capacity.

The District fees are in alignment with the market for rentals and surrounding libraries for materials and supplies. Staff recommends maintaining the current Fee Schedule with no changes.

Attachment A is Resolution 21-04.

Attachment B is Policy 6035 – Fee Schedule.

RECOMMENDATIONS

1. Conduct Public Hearing on Policy 6035 - Fee Schedule for the 2021-2023 Fiscal Year.
2. Finalize Policy 6035 – Fee Schedule, inclusive of input from the Library Board of Trustees.
3. Motion to read Resolution 21-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fee Schedule for the Placentia Library District of Orange County.
4. Motion to Adopt Resolution 21-04 by a Roll Call Vote.
5. Roll Call Vote.

RESOLUTION 21-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT THE FEE SCHEDULE FOR THE DISTRICT
FOR THE 2021-2023 FISCAL YEAR

WHEREAS, the Placentia Library District Fee Schedule are reviewed each budget cycle and was last adopted on May 17, 2019; and

WHEREAS, the Fee Schedule is reflected in the Placentia Library District Policy 6035; and;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fee Schedule for the 2021-2023 Fiscal Year dated April 19, 2021 and implements such on July 1, 2021.

AYES:
NOES:
ABSENT:
ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of April, 2021.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of April, 2021.

Gayle Carline, Secretary
Placentia Library District Board of Trustees

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fee

Schedule POLICY NUMBER: 6035

Effective July 1, 2017, the Placentia Library District will no longer collect overdue fines, as approved by the Library Board of Trustees on June 28, 2017. A completed rental form must be turned in at the Information Desk during normal business hours at least 24 hours prior to the requested rental date. Please see the attached rental form application (Attachment A).

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$ 1.25 each
Tables, 6' (24 hr. period)	\$ 8.50 each
Meeting Room	
- Non-profit organizations	\$20.00 per hour
- Other groups	\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00
- After hour fee / Staff attendee	\$25 per hour, per staff with prior approval from the Director
- Clean-up fee	\$20.00
- Refundable security deposit / cleaning fee	\$50.00
- Set-up fee	\$20.00
- No show fee	\$25 in addition to the room rental fee
LOST OR DAMAGED MATERIALS	
An item that is 30 days overdue will become a "Lost" item. If a lost item is returned in its exact condition and damaged-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with lost items will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.00 collection services fee plus the \$10.00 processing fee.	

SPECIAL SERVICES & REPLACEMENTS

Collection Services Fee	\$ 25.00
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
Audiobook disc replacement	\$ 10.00 per disc
Audiobook case replacement	\$ 10.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each

Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
Passport Application	\$35.00 per application
Passport Photos	\$12.00
Library of Things (LOTS)	\$35.00 Cleaning Fee per item Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

(Adopted by the Library Board of Trustees, July 1, 2017.)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 21-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2019-2020 Fiscal Year.**

DATE: April 19, 2021

BACKGROUND

On November 6, 1979, Proposition 4, which is more commonly referred to as the “Gann Initiative,” was adopted by California voters. The measure became effective July 1, 1980, retroactive to fiscal year 1978-79. Statutes clarifying certain provisions of the Proposition are now codified in Article XIII B of the California Constitution. Pursuant to those regulations, the “Gann Limit” establishes constitutional spending limits allowable for California governmental agencies based on the Consumer Price Index and population growth. Concurrent with Proposition 4, the Revenue and Taxation Code, Section 7910, each local governmental unit is required to establish its appropriations limit prior to the beginning of each new fiscal year. In addition to Proposition 4, Proposition 111 was voted into law on June 5, 1990, in order to increase the accountability of local government in adopting appropriation limits.

One finding reflected in the most current financial audit was a missing resolution for the appropriation limits for the 2019-2020 Fiscal Year, as required. In determining the 2019-2020 Fiscal Year Gann Appropriations Limit calculation, the California Department of Finance price and population information. The following factors were considered: Population Factors Change in City Population indicated -.51% for the City of Placentia and the inflation change was 3.85%. Using these factors, the District’s 2019-2020 Gann Appropriations Limit is \$4,897,633. Gann Appropriations Limit is to establish the limit on the amount of revenues that can legally be spent by the Placentia Library District for the 2019-2020 Fiscal Year.

Attachment A is Resolution 21-05.

RECOMMENDATIONS

1. Motion to read Resolution 21-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2019-2020 Fiscal Year.
2. Motion to Adopt Resolution 21-05 by a Roll Call Vote.
3. Roll Call Vote.

RESOLUTION 21-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR THE 2019-2020 FISCAL YEAR

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the 2019-2020 Fiscal Year; and

WHEREAS, the Placentia Library District of Orange County has calculated appropriations limit by using the California Department of Finance price and population information; and

WHEREAS, such information indicates population percentage to be -.51 for Placentia and inflation percentage change to be 3.85 for the 2019-2020 Fiscal Year.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 21-05, dated April 19, 2021; and that the appropriations limit be \$4,897,633 for the 2019-2020 Fiscal Year.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of April 2021.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of April 2021.

Gayle Carline, Secretary
Placentia Library District Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Adoption of Resolution 21-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2020-2021 Fiscal Year.

DATE: April 19, 2021

BACKGROUND

On November 6, 1979, Proposition 4, which is more commonly referred to as the "Gann Initiative," was adopted by California voters. The measure became effective July 1, 1980, retroactive to fiscal year 1978-79. Statutes clarifying certain provisions of the Proposition are now codified in Article XIII B of the California Constitution. Pursuant to those regulations, the "Gann Limit" establishes constitutional spending limits allowable for California governmental agencies based on the Consumer Price Index and population growth. Concurrent with Proposition 4, the Revenue and Taxation Code, Section 7910, each local governmental unit is required to establish its appropriations limit prior to the beginning of each new fiscal year. In addition to Proposition 4, Proposition 111 was voted into law on June 5, 1990, in order to increase the accountability of local government in adopting appropriation limits.

In determining the 2020-2021 Fiscal Year Gann Appropriations Limit calculation, the California Department of Finance price and population information. The following factors were considered. Population Factors Change in City Population indicated -.49% for the City of Placentia and the inflation change was 3.73%. Using these factors, the District's 2020-2021 Gann Appropriations Limit is \$5,055,421. Gann Appropriations Limit is to establish the limit on the amount of revenues that can legally be spent by the Placentia Library District for the 2020-2021 Fiscal Year.

Attachment A is Resolution 21-06.

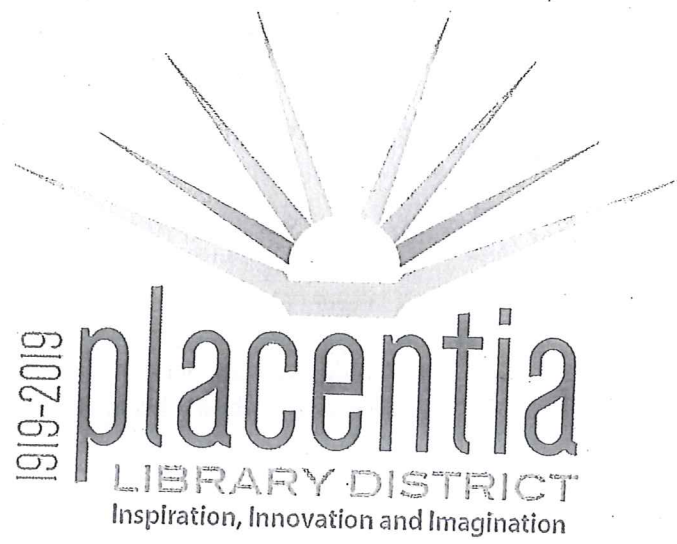
RECOMMENDATIONS

1. Motion to read Resolution 21-06: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2020-2021 Fiscal Year.
2. Motion to Adopt Resolution 21-06 by a Roll Call Vote.
3. Roll Call Vote.

I, Gayle Carline, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the nineteenth day of April 2021.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of April 2021.

Gayle Carline, Secretary
Placentia Library District Board of Trustees



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion of the Use of Ultraviolet Light Disinfection for Library Materials.

DATE: April 19, 2021

BACKGROUND

At the March 15, 2021 Regular Date Board of Trustees meeting, Trustee Shioura requested a discussion of UV light to be added to the April 19, 2021 Board meeting.

The District is currently adhering to guidelines from the Centers for Disease Control and Prevention (CDC) and studies from the REALM project with regards to the quarantine process for library materials. When the District was open to the public in June 2020, all returned items were quarantined in the Community Meeting Room for 14 days, as per the approved COVID-19 Reopening Plan (CRP). At the time, CDC recommended a 7-day quarantine period. The District took extra precautionary measurements with a 14-day quarantine instead. Staff executed a clean and safe process for handling returned items including different workstations for contaminated items and another ready for check-in and returning materials onto the shelves. The District's quarantine process as outlined in the CRP has been effective and efficient. The District currently quarantines returned items for 3 days, as per the updated CDC guidelines.

Since June 2020, we have zero cases of transmissions of the COVID-19 virus associated with the handling and contact of library materials.

According to the Institute of Museum and Library Services, research has found that stacked materials prolongs the virus and that after 5 days stacked books still showed the virus. CDC also states that transmitting Corona Virus from touching surfaces is very low (your chance of getting the virus from touch is 1 in 10,000). Their website states that the effectiveness of UV radiation for cleaning has not been established. The risk of transmission from high touch surfaces can be reduced by wearing masks, practicing good hand hygiene and regular general cleaning.

CDC does not believe that UV light is a proven alternative to soap and water and disinfectants that the library is already using.

UV ray exposure as a means of sterilization is also not recommended. Not only are UV rays harmful to the books, but in correspondence on the Preservation Administrators' Interest Group list-serv, the Chair of the American Institute for Conservation Health and Safety Committee has indicated that 40 minutes of exposure at high doses is required to kill bacteria using UV rays and this will not disinfect places that the UV rays miss during exposure, this according to the American Libraries Magazine, <https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>.

The Northeast Document Conservation Center concurs with the American Libraries Magazines, stating UV light also poses a potential risk to collection materials because of its high intensity. And because of how difficult it is to confirm that every page has been exposed to the light, the effort could prove fruitless. "UV germicidal irradiation has generally been [found to be effective](#) at exposure of 2-5 millijoules per

square centimeter [mJ/cm^2],” says Durant. “However, for this exposure to be effective, it must be complete exposure, [which is] something that is almost impossible to achieve with bound books. It’s certainly not as effective as simply isolating the books for at least 14 days.”

The Arkansas State Library indicated UVC needs to be on each page in order to sterilize. Additionally, strong evidence suggests that COVID-19 is thought to spread mainly from person to person and less commonly through contact with contaminated surfaces. ASL also cited research that states an overnight quarantine period of materials combined with frequent hand washing by library workers is likely sufficient to mitigate the spread of COVID-19 via library materials.

Preservation and conservation experts seem to agree that the quarantine of library materials is the most effect known method of disinfection.

Of the 116,867 libraries in America, and through our research, we are aware of two libraries that use UV sanitizing equipment – Millford in Delaware and Longview in Texas. We reached out to libraries in Orange County and below are their responses regarding UV light:

1. Huntington Beach – NO they are not using UV lights – they quarantine materials
2. Mission Viejo - NO they are not using UV lights – they quarantine for 24 hours
3. Yorba Linda - NO they are not using UV lights – they quarantine materials
4. Santa Ana – NO they are not using UV lights – they quarantine materials
5. OCPL – NO they are not using UV lights they quarantine for 4 days
6. Fullerton – NO they are not using UV lights they quarantine for 5 days
7. Newport Beach – NO they are not using UV lights –they quarantine for 24 hours
8. Orange – NO they are not using UV lights – they are quarantining but considering not to quarantine at all.

No libraries in Orange County currently use UV light to sanitize their library materials.

Hospitals are the most users of UV light to clean machines, beds, and equipment. The lights used for the hospitals are made for such purposes in that industry. Another user is the Magnolia Bakery in NYC who installed a “Health Cleanse Portal” that their patrons walk through – this sanitizes their clothes and belongings as they walk through, other businesses are considering this option (<https://www.efficientpowertech.com/cleanse-portal/> or <https://healtheinc.com/product/health-entry/>). The Cleanse Portal is about \$20,000.

Other UV products available include:

1. <https://www.pikinc.biz/product/library-book-sanitizer/>

PIKInc. Library Automation Solutions

\$4,900 for a desktop model that sanitizes up to 6 books in 30 seconds.

- UVC (UVGI) Ultraviolet Light Technology
- High-Pressure Air Circulation
- Sanitizes Books, Laptops, Tablets, DVDs, CDs, Wi-Fi Hotspots, Cell Phones, & More
- Deodorizing Feature
- Standard Plug-In
- Compact Design Ideal for Countertops
- One Year Standard Warranty

Brodart offers this for the same price: http://www.shopbrodart.com/Protective-Gear/_/ILS-Tabletop-Book-Sanitizer/?=

2. <https://www.pikinc.biz/product/super-book-sanitizer/>

PIKInic Library Automation Solutions - Longview Public Library in Texas uses this one \$8,900.00 - largest capacity on the market.

- Sanitizes up to 20 books in 5 minutes
- UVC (UVGI) Ultraviolet Light Technology
- High-Pressure Air Circulation
- Sanitizes Books, Laptops, Tablets, DVDs, CDs, Wi-Fi Hotspots, Cell Phones, & More
- Standard Plug-In
- Compact Design Ideal for Countertops
- One Year Standard Warranty *

Brodart also offers this for same price: http://www.shopbrodart.com/new/equipment/_/ILS-Super-Book-Sanitizer/

3. <https://www.demco.com/uv-book-sterilizer>Demco Book Sterilizing

\$5599.99 this model disinfects up to 3 books in 60 seconds.

- Exterior measures 49-1/4"H x 24-11/64"W x 19"D
- Emits the highest UV-C sterilization rays to inactivate DNA, RNA, and protein structures of microorganisms
- An air blower removes dust and ensures books remain open so UV light can clean inner pages
- An electrostatic air filter collects fine dust particles
- Offers easy, plug-and-play one-button operation
- No installation required
- Rolls on 2-1/2" dia. height-adjustable casters
- Replacement filters are \$19.99
- 1 review on the website gave it a 5 star

4. https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM68781/products_id/PRO79864School Outfitters

\$1649.99

- Product weight is 40lbs
- Internal Height is 12.5"
- External Dimensions 15.25" W x 20.5" D x 19" H
- Door: Key locked, UV absorbing transparent window with safety interlock
- UV Timer: 0-60 minutes – adjustable
- Electrical: 115V, 60Hz or 230V, 50Hz voltages available. Specify when ordering.
- UV Lamps: 3 x 254 nm 60 watt bulbs emitting 52.5 watts of UVC radiation
- Assembly required
- Warranty is Lifetime limited

1. <https://www.uvfab.com/product/handheld-uv-disinfection-system-truclean400/>UVFAB – handheld option

- EPA Registered (99219-CA-1)
- Quick and simple lamp-change
- Overall dimensions: 4" x 14" x 5.5" (WxDxH)
- Germicidal 254nm UV-C lamp (UV Lamp Model No. [UVFAB-GUV16T5](#))
- Over 10,000 hours of lamp life (5-10 years depending on hours used/day)
- Light-weight, portable, and handheld, Aluminum assembly (~2.5 lb)

- Very simple to use with safety On/Off switch
- Mesh guard for lamp protection
- Universal operating voltage: 120-240V, 50/60Hz
- Includes a 6-foot long power cord (US plug)
- 2-year Warranty
- Designed and Made in the USA
- The system includes a pair of Smith and Wesson UV Safety Glasses

Due to the effective safety measurements the District has implemented for nearly a year throughout the pandemic and with zero cases of the COVID-19 virus transmission related to library materials, staff recommends maintaining the current 3-day quarantine process for returned materials. UV light sanitizing equipment is not recommended.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion of Streaming Services for Public Meetings.

DATE: April 19, 2021

BACKGROUND

At the March 15, 2021 Regular Date Board of Trustees meeting, Trustee Shioura requested a discussion of livestreaming board meetings to be added to the April 19, 2021 Board meeting.

Currently, the public can attend the Board meetings in-person or virtually via Zoom. Both methods allow guests to address the Board during oral communications. Jon Legree, Systems Librarian, provided the following information of the available services:

1. Zoom (Current District virtual meetings). Streaming capability available for up to 100 participants. District currently pays \$180.12 per year for service. Other business plans include: \$199 per year for 300 participants or \$799 per year for 1,000 participants.
2. Streaming service host. Vimeo offers streaming hosting for \$75.00 per month if paid annually (\$900.00 per year).
<https://vimeo.com/store/premium>
3. Camera(s) – A PTZ (Pan, Tilt, Zoom) camera would allow each speaker to be photographed during meetings (\$949.00). https://www.bhphotovideo.com/c/product/1558077-REG/avipas_10x_hdmi_ptz_cam_ip.html
4. Streaming Encoder – A hardware device that takes the output from the camera and microphones and converts it to a format that can be used by the streaming host (\$699.00).
https://www.bhphotovideo.com/c/product/1609186-REG/teradek_10_0235_vidiu_x_modem.html
5. Microphone(s) At least two conference table style microphones would be needed (\$87.22).
https://www.amazon.com/CM-1000-Conference-Meeting-Microphone-Omni-Directional/dp/B00RY1WBLE/ref=sr_1_19?dchild=1&keywords=Conference%2BRoom%2BOMnidirectional%2BMicrophone&qid=1617820684&s=pc&sr=1-19

Additional lighting may be required, on top of the above costs. Approximate cost for required equipment and services: \$2,700.00 plus staff time.

RECOMMENDATION

Actions 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: Discussion of Streaming Services for Public Meetings.
DATE: April 19, 2021

BACKGROUND

At the March 15, 2021 Regular Date Board of Trustees meeting, Trustee Shioura requested a discussion of LibraryIQ to be added to the April 19, 2021 Board meeting. Rather than focusing on one specific service provider, library staff compiled the following information for the Board's review and consideration.

Jon Legree, Systems Librarian provided the following report.

LibraryIQ uses circulation transaction data exported from the library's ILS to provide detailed analysis of how the collection is performing. It allows users to easily determine well-performing areas of the collection and areas that need more attention. It compares circulation performance in specific Dewey areas with national data from libraries and retail bookselling.

The program also facilitates collection inventories to allow the library to have an accurate view of the collection based not only on catalog data, but on the physical presence of items. This would allow the library to remove or flag catalog records for items which have been purchased but are missing or lost.

LibraryIQ also includes an acquisitions element which effectively replaces the existing acquisitions system in Horizon. The program offers easier reporting of acquisitions data, as raw reports don't need to be run in Horizon. The program requires all ordering for all vendors to be done through LibraryIQ. The accounting and billing data are maintained by LibraryIQ. Using this service allows the library to take advantage of volume discounts from all vendors, which could result in lower costs to purchase items.

Finally, LibraryIQ does include geomapping data which plots library users on a map which can be determined by the library. This allows the library to see the geographic distribution of users and shows the frequency of library use by patrons in specific areas.

The advantages of LibraryIQ are:

- Relatively easy to use
- Detailed, useful information is presented in easily distributed format.
- Inventory feature appears to be more robust than SirsiDynix inventory system.
- Possible savings with vendor discounts.

Some disadvantages:

- High cost – see attached quote.
- Many of the reports are only available as pdfs. Altering or customizing the data in the reports appears to be difficult or not available as an option.

- Acquisitions system, although optional, doesn't appear to add any functionality that exists in the Horizon acquisitions system.

CollectionHQ is an alternative to LibraryIQ, which provides most of the same functionality for about the same price. CollectionHQ does not provide an acquisitions element like LibraryIQ because it integrates with the Baker & Taylor Title Source 360 platform, which the library uses as its primary source. CollectionHQ also does not include the demographic element.

The library recently started participating in a state library project which gives us a free one-year subscription to Gale Analytics. Gale Analytics allows the library to upload user demographic data to be processed with local demographic information gathered from different agencies which presents a detailed overview of the library's audience and how we interact with the local community. The data and analysis in Gale Analytics are similar to that provided by LibraryIQ, but it is more substantial and detailed. It shows the library who and where our users are in the community, as well as identifying non-library users in the area. Unlike LibraryIQ, Gale Analytics does not provide detailed information about the library's collection and circulation. It focuses on user demographics only.

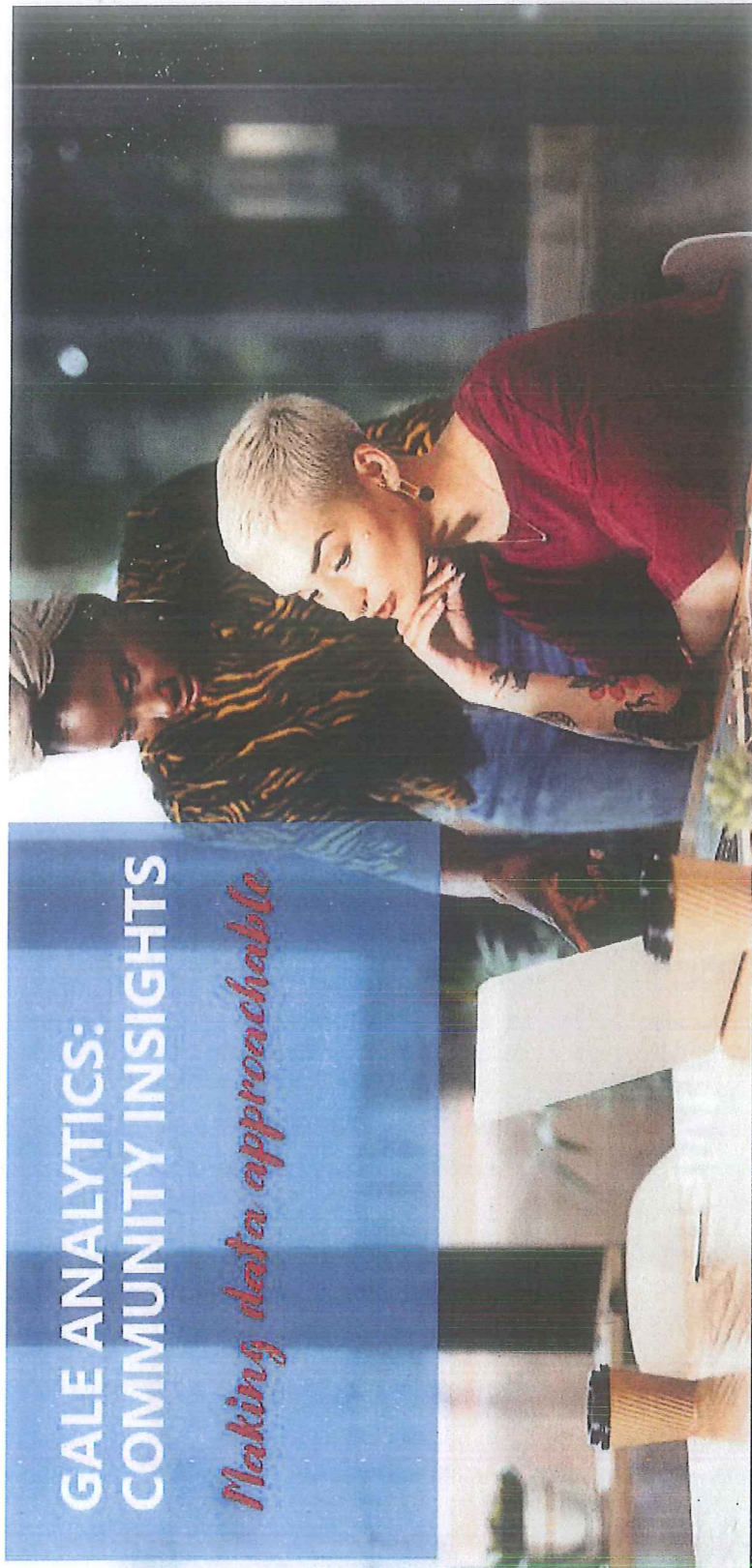
Attachment A is Gale Analytics brochure - \$4,613 per year.

Attachment B is LibraryIQ proposal - \$12,000 per year (discounted price)

Attachment C is SirsiDynix proposal - \$3,000 per year.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



**GALE ANALYTICS:
COMMUNITY INSIGHTS**

Making data approachable.

Gale, here for **everyone.**



Gale Analytics: Community Insights

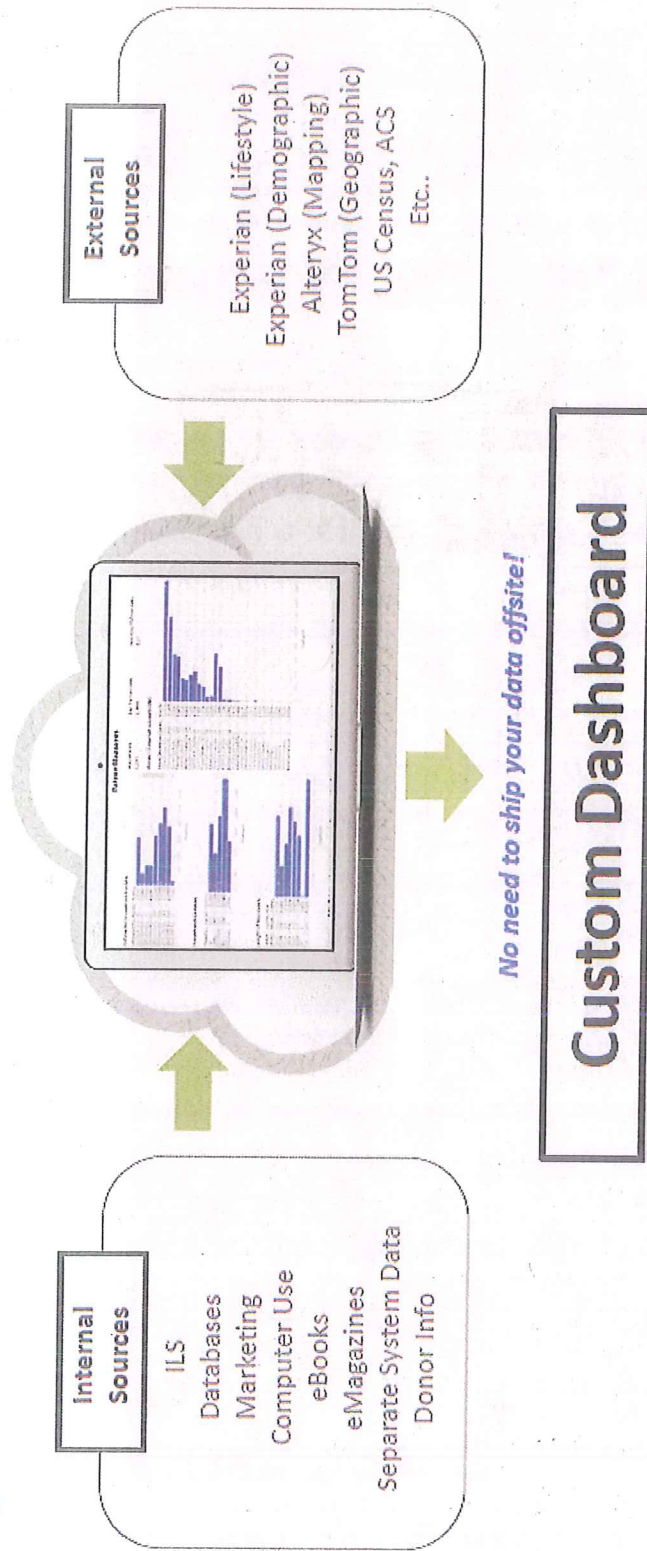
EMPOWER™ CHANGE



Gale Analytics

Offers insights into your patrons AND non-patrons by merging library data with external data (census, ACS, Mosaic) and turning it into an interactive Tableau experience, helping you solve problems, make decisions, and make a difference.

How does Gale Analytics work?



Gale, here for **everyone**.

Demographics of Patrons AND Non-patrons

Patron Measures

Households
31,853

Exp Patron HHs
1,229

Non-Exp Patron HHs
299

Checkouts
963,679

Checkouts/Patron HHs
433

Estimated Household Income

Estimated Househ. Income	Patrons	% of Total	Base	% of Total	Market P.
\$1,000-\$19,999	46	3.75%	1,967	6.20%	2.42%
\$20,000-\$29,999	46	3.75%	2,024	6.38%	2.71%
\$30,000-\$39,999	56	4.52%	2,333	7.33%	3.40%
\$40,000-\$49,999	82	6.60%	4,931	15.40%	7.30%
\$50,000-\$59,999	125	10.00%	4,526	14.20%	6.33%
\$60,000-\$69,999	255	20.60%	3,524	11.00%	7.38%
\$70,000-\$79,999	217	17.60%	2,502	7.80%	8.07%
\$80,000-\$89,999	117	9.40%	1,853	5.80%	12.2%
\$90,000-\$99,999	117	9.40%	1,870	5.80%	14.16%



Presence of Children

Presence of Children	Patrons	% of Total	Base	% of Total	Market P.
Present	527	42.6%	3,323	10.3%	3.64%
Absent	724	58.4%	3,923	12.3%	9.88%
Not Known	302	24.4%	4,902	15.4%	3.39%
Unknown	728	58.4%	11,665	36.6%	42.2%
Unknown	323	26.3%	4,216	13.2%	21.1%



Length of Residence

Length of Residence	Patrons	% of Total	Base	% of Total	Market P.
0-20	250	20.0%	41	12.5%	3.62%
21-30	275	22.0%	51	15.5%	4.23%
31-40	375	30.0%	60	18.0%	6.20%
41-50	421	33.7%	14,318	44.0%	32.0%
51+	324	26.0%	11,104	34.0%	27.2%



Patron: 2,223 Base: 31,853 Overall Market Penetration: 6.99%

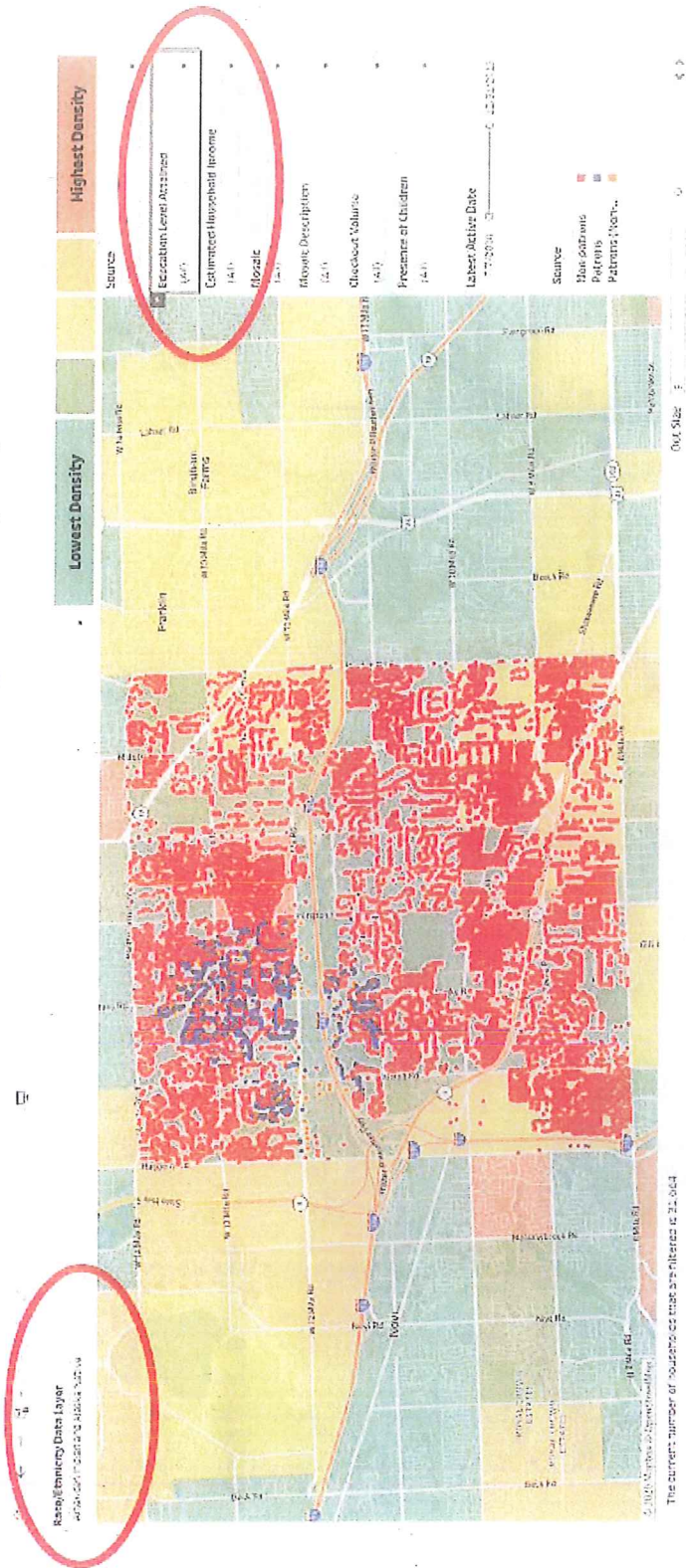
Mosaic

Mosaic Description	Patrons	% of Total	Base	% of Total	Market P.
Pharmaceutical Significa	528	24.2%	1,928	6.0%	2.53%
Pharmaceutical	362	16.3%	1,328	4.1%	1.65%
Pharmaceutical	372	16.7%	1,118	3.5%	1.38%
Pharmaceutical	371	16.6%	1,137	3.6%	1.42%
Pharmaceutical	321	14.4%	722	2.3%	0.79%
Pharmaceutical	301	13.4%	1,943	6.1%	2.07%
Pharmaceutical	80	3.6%	1,121	3.5%	1.07%
Pharmaceutical	72	3.3%	1,351	4.2%	1.29%
Pharmaceutical	65	2.9%	740	2.3%	0.76%
Pharmaceutical	62	2.8%	1,123	3.5%	1.07%
Pharmaceutical	42	1.9%	1,420	4.4%	1.39%
Pharmaceutical	29	1.3%	326	1.0%	0.36%
Pharmaceutical	27	1.2%	367	1.1%	0.36%
Pharmaceutical	25	1.1%	389	1.2%	0.37%
Pharmaceutical	22	1.0%	367	1.1%	0.36%
Pharmaceutical	11	0.5%	876	2.7%	0.83%
Pharmaceutical	7	0.3%	224	0.7%	0.23%
Pharmaceutical	4	0.2%	511	1.6%	0.49%
Pharmaceutical	4	0.2%	1,130	3.5%	1.07%
Pharmaceutical	1	0.0%	1,210	3.8%	1.15%
Pharmaceutical	1	0.0%	39	0.1%	0.03%
Pharmaceutical	1	0.0%	391	1.2%	0.36%
Pharmaceutical	1	0.0%	682	2.1%	0.64%
Pharmaceutical	1	0.0%	53	0.2%	0.06%
Pharmaceutical	1	0.0%	1,501	4.7%	1.42%
Pharmaceutical	0	0.0%	17	0.0%	0.00%
Pharmaceutical	0	0.0%	731	2.3%	0.69%
Pharmaceutical	0	0.0%	719	2.3%	0.68%
Pharmaceutical	0	0.0%	39	0.1%	0.03%
Pharmaceutical	0	0.0%	2	0.0%	0.00%
Pharmaceutical	0	0.0%	3	0.0%	0.00%
Pharmaceutical	0	0.0%	38	0.1%	0.03%



Start Here | Patron Measures | Non-Patron Measures | Checkouts Map | Checkouts Map | Presence of Children Map | Presence of Children Map | Estimated Household Income... | Estimated Household Income... | Young List | Young List | Mosaic Profiles | Mosaic Profiles

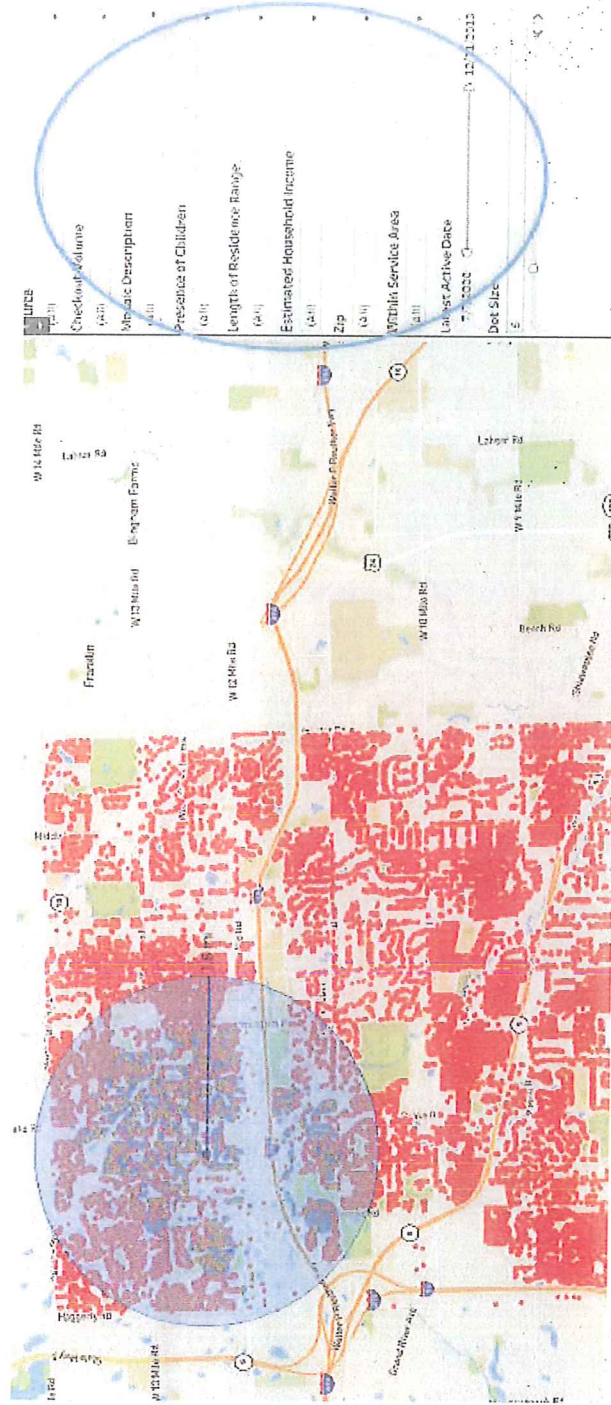
Mapping Patrons and Non-patrons through an Equity Lens



EMPOWER CHANGE



Tableau Dashboard Interactivity and Filters



EMPOWER CHANGE



Experian Mosaic Segmentation – 700 Data Points Used



Sample Use Cases

EMPOWER™ CHANGE

16



Sample Use Cases for EDI and Those Impacted By Pandemic

1. Since COVID, eBook usage has increased dramatically. Do a before/after analysis to get a better understanding of where the increase has come from. Have any groups dropped off? Use this information to better understand your audience, who to reach out, and how.
2. Forty percent of people earning less than \$40,000 have lost their jobs during the pandemic. Reach out to this group, specifically, to let them know the resources you have available to support them – upskilling, online classes, job search, etc.
3. Parents are stretched thin between homeschooling and working. Reach out to households with children to let them know the resources available to support both parents and children – mental health, homework help, virtual programs, etc.
4. Black and Hispanic Americans have been disproportionately affected by the pandemic. Using the Demographic Reach tab, see how your library has engaged with these groups. Get a better understanding of where clusters of patrons and non-patrons fall with various races and ethnicities. Use this data to take action on new programs, resources, and outreach efforts.
5. Those with a high school diploma or less have been disproportionately affected by the pandemic. Understand where this group falls among library patrons and non-patrons. Reach out to each group to let them know the resources you have available.

EMPOWER™ CHANGE



Gale's Data Training Commitment

EMPOWER™ CHANGE



Support and Training

Making data approachable

- Customer Success Manager
 - Initial Setup
 - Initial Training
 - Ongoing Support
- Marketing Analytics Consultant
 - Customization
 - Data Interpretation Support
 - Ongoing Support throughout subscription





Questions?

AMANDA WINCHEL

National Sales Manager – Library Analytics

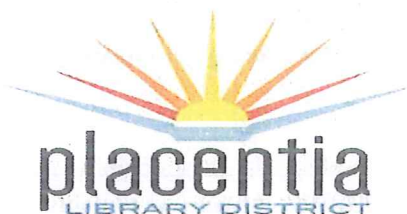
707-227-9171

Amanda.Winchel@Cengage.com



PROPOSAL FOR COLLECTION MANAGEMENT

PLACENTIA LIBRARY DISTRICT



LibraryIQ

A Division of Library Systems & Services

2600 Tower Oaks Boulevard | Suite 510
Rockville, MD 20852

March 15, 2021

libraryIQ

Jon Legree
Placentia Library District
411 E. Chapman Ave
Placentia, CA 92870

Dear Jon,

Thank you for giving LibraryIQ the opportunity to propose a collection management solution for the Placentia Library District. We look forward to providing a full collection management program that addresses current challenges and provides excellent choices and materials availability, all while enhancing efficiency.

The attached proposal includes a plan for achieving the specific collection management outcomes you desire for the Placentia Library District. We will provide a complete collection management solution that will enable the Library to maximize patron access to materials and optimize staff time.

Please do not hesitate to contact me at james.moore@libraryiq.com or 815-931-5100 with questions or for more information. We look forward to working with you.

Thank you,

James Moore

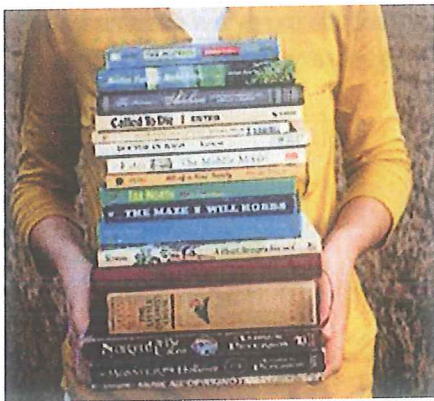
Library Partnership Director

LibraryIQ
2600 Tower Oaks Boulevard, Suite 510
Rockville, Maryland 20852

INTRODUCTION

A well-managed and well-used collection of books, publications, media and electronic material is the foundation of a healthy library. Collections that meet patron needs and align with popular interest increase the library's value to its community. LibraryIQ Collection Management Services are provided by experts with decades of library collection experience coupled with the latest analytics. The result is better collection performance and simpler collection management.

By taking advantage of sophisticated performance data, LibraryIQ ensures selection of the right materials in the right quantities to meet community needs. LibraryIQ provides centralized



acquisitions and automates the purchasing process. LibraryIQ also provides centralized catalog management, which significantly reduces staff required to maintain an accurate catalog. Significant purchase discounts are also part of the service.

LibraryIQ can help the Placentia Library District advance the Library's mission of providing the best possible Library service to the citizens of the region.

PROPOSED SCOPE OF SERVICES

Performance Analytics

Live, detailed collection performance data

- Access any time through the LibraryIQ portal
- View up-to-date acquisitions information including titles on order, titles received, invoices and fund reports with amounts budgeted, encumbered, spent and remaining
- Understand collection performance by BISAC, Dewey, collection code and material type
- Compare holdings to peer libraries, retail bookstores, best sellers, diversity and other curated collection lists to uncover what titles might be missing
- View electronic collection performance and usage from major vendors, including Overdrive, Hoopla, cloudLibrary, Axis360, Kanopy and Enki.
- Develop detailed weeding plans and lists using multiple criteria
- Determine which collections should be expanded or contracted based on demand

- Identify titles purchased but never circulated
- View patron data including patron mapping, demographics and activity indexes



Real people to analyze and activate

- Expert assistance with setting up a Collection Management Plan to include specific performance targets and achievement tactics
- Periodic conference calls to review progress and revise tactics as necessary

STATEMENT OF QUALIFICATIONS

LibraryIQ successfully manages the collections of public libraries across the United States. Analyzing complex data and applying successful practices, LibraryIQ professionals craft collection management plans that move libraries—in sync with local government—toward broad community goals.

LibraryIQ experts learn the local needs in every community, anticipate change and evolve along with demands and opportunities. LibraryIQ empowers libraries to become true community destinations.

Driven by a social mission to provide information access and library service of the highest quality, LibraryIQ offers a full range of library assessment, strategic planning and collections management services.

Quote for Placentia Library

Quote Number 108909

SirsiDynix Technology Center
3300 N. Ashton Boulevard,
Suite 500
Lehi, UT 84043
Phone: 800-288-8020



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QUOTE

Quote 108909 for:

Placentia Library

BC Analytics Upgrade to Plus

Quote valid until: June 30, 2021
Prepared by: Larry Menlove,
Inside Account Consultant, West Region

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PRICING

DELIVERABLE	COST
Performance Analytics <ul style="list-style-type: none">• Implementation• On-going Total Performance Analytics Year 1	\$1,000 \$11,000 \$12,000
Discounted Price	\$12,000

*Pricing valid for 30 days

Purchase Details

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

COMPONENT	Year 1	Estimated Year 2
SirsiDynix Products	3,000	3,000
SirsiDynix Services	0	-
Subtotal	3,000	3,000

Initial Term ends INVALID MONTH,

Initial Term Annual Price Increase Cap for SirsiDynix Products/Services: 0.0% until Term renewal

Customer's usage is subject to limitations that can be found in the Terms and Conditions section at the end of the Quote.

SirsiDynix reserves the right to adjust Initial Term pricing for Third Party/integrated products/services if a Third Party vendor increases pricing for Third Party/integrated products/services.

Any applicable discount shall be applied on final payment. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Master Agreement, unless such additional terms are statutorily required of the Customer.

This Purchase Details section may not include pre-existing obligations for ongoing Products not listed in the Quote.

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Detailed Pricing

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

COMPONENT	Qty	Total Price Year 1
SirsiDynix Products		3,000
BLUEcloud Analytics Platform Plus, Annual Subscription	1	
SirsiDynix Services		0
BLUEcloud Analytics Q and A, Distance, Annual Subscription	1	
BLUEcloud Analytics SureStart-2, Distance	1	
BLUEcloud Analytics Package of courses, SELF-PACED	1	
Quote Total		3,000

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Component Descriptions

Each description below relates to a quantity of one for the component. There may be more than one in this Quote.

SirsiDynix Products

BLUEcloud Analytics Platform Plus, Annual Subscription

The BLUEcloud Analytics Platform provides a web-based, cloud-hosted suite of data-mining and OLAP tools with the following functionality:

- Unique view of data warehouse for analysis of your institution, collections, and users
 - Supports advanced and predictive analysis to establish trends and patterns
 - Presentations for effectively communicating to boards and administrators
 - Drill anywhere capabilities, users can view summary-to-detail-level data
 - Robust security, flexible information distribution/collaboration, and easy self-service analysis
 - Ability to print, download, and e-mail data and graphs in a variety of formats (Microsoft Excel® and PowerPoint®)
- This Plus package provides 3 years of transaction data, 8 Reporter accounts, 2 Creator accounts and 10 Premium Feature Credits. These Credits expire at the end of each subscription year. Storage of Custom Data is an optional extra.

Minimum requirements: Symphony 3.4.1 SP3 (MS SQL Server or Oracle databases only) or Horizon 7.5.2

SirsiDynix Services

BLUEcloud Analytics Q and A, Distance, Annual Subscription

The BLUEcloud Analytics Q and A Subscription provides unlimited access to Consultant led Q and A sessions. Two sessions per month are offered. Attendees are encouraged to bring their questions, projects and issues to the each session. Consultants will address issues presented by customers.

BLUEcloud Analytics SureStart-2, Distance

SureStart is a layer of consulting support designed to smoothly transition sites into using BLUEcloud Analytics. Through two private, online sessions a member of the Consulting Services team will "jump start" BLUEcloud Analytics by creating five report templates for the site, providing instruction and answering staff questions. SureStart addresses issues outside the scope of training by focusing on the site's individual needs.

BLUEcloud Analytics Package of courses, SELF-PACED

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Terms and Conditions

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SirsiDynix Professional Services performed by way of remote network access require ssh (Unix/Linux), Remote Desktop (Windows) or unattended Logmein Rescue (Windows) access for the duration of the project. The library may limit connectivity to the SirsiDynix Corporate IP address or implement a Cisco AnyConnect VPN tunnel. Other remote connectivity options may incur additional fees, onsite travel fees or void the ability of SirsiDynix to perform the project. A full description can be found in the Access Requirement for Support Guide on our customer support website.

Maintenance must be ordered for all copies of the Software and for all elements of the Software which are used conjunctively by Customer. Customer's System shall remain within two (2) previously released software versions of the most recent version of the software at all times or an additional maintenance surcharge service charge will be added to the maintenance renewal.

Customer shall not integrate products offered by third parties into Software, Subscriptions or Subscription Software without additional license from SirsiDynix.

SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

Payment Terms

The term of any quoted products is for no less than the Initial Term and shall automatically renew for the length of the Initial Term. Subsequent years' Maintenance and Subscription fees are to be paid annually in advance. Following the first year of System operation, Maintenance and Subscription fees will be subject to annual increases. Unless otherwise specifically stated in writing, products and/or services purchased at promotional prices or with promotional discounts do not qualify for such discounts or limitations on price increases for subsequent years.

SirsiDynix Products and Services

- 100% due upon delivery of the first of any quoted SirsiDynix Products and Services

Any reference to license metrics and/or licensed amounts included in this quote shall be applicable only to the Products and/or services mentioned in this quote. This document and any software or professional services associated with this document are hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer. If there is no current agreement between the parties, the terms and conditions of the current SirsiDynix Master Software License and Services Agreement shall be deemed the controlling Agreement between the parties, a copy of which shall be furnished upon Customer's request. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Agreement, unless such additional terms are statutorily required of the Customer. In the event of a conflict, the terms, payment terms, discounts, product lists and/or statement of work contained within this document shall take precedence over the current Agreement between the parties. In the event Customer desires or

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requires updated terms and conditions for the continuing business relationship with SirsiDynix, please contact your regional Sales Representative.

Agenda Item 30

Attachment C

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Signature(s)

**Customer Signature:
Placentia Library**

By: _____
(Authorized Signature)

Name: _____
(Printed)

Job Title: _____

Date: _____

Billing Address:

Placentia Library
411 E. Chapman Avenue
Placentia
California 92870
United States

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review Phase 2 Re-Opening Plans and Discuss Preparations for Phase 3 Re-Opening.

DATE: April 19, 2021

BACKGROUND

Orange County is currently in the Orange Tier with building capacity allowed at 50%. At the March 15, 2021 Library Board of Trustees meeting, the Board approved building capacity to increase to 20% or 105 patrons, with the continuation of the rotating team schedules. The increased capacity begins March 20, 2021. The following Orange County libraries are open as follows:

- Anaheim – 200 patrons at Central.
- Buena Park – Limited capacity.
- Huntington Beach – Will open in May with limited capacity.
- Newport Beach - Fully open, no capacity limit.
- Mission Viejo – 112 patrons, by appointments.
- Orange City – 100 patrons with one-hour visitation limit.
- Orange County – Limited capacity.
- Orange County Law – 50% with appointments
- Santa Ana – 20 patrons
- Yorba Linda – No capacity, no time limits

As vaccines become more readily available and people getting vaccinated, with a total of 753,163 fully vaccinated in Orange County, we are experiencing similar participation with library staff. A majority of staff have been vaccinated and no positive case has been reported since February 14, 2021. As we prepare to discuss Phase 3 Re-Opening Plans, Administration recommends increasing building capacity to 50% with all staff to return to the library. Rotating team schedules will be discontinued. Hours will remain unchanged – Tuesday-Saturday, 10am-5pm. The return of all staff to the building will commence on April 26, 2021.

On April 6, 2021, Governor Newsom announced California is to be fully reopened on June 15, 2021. Two factors must be met for the reopening date:

- If vaccine supply is sufficient for Californians 16 years and older who wish to be inoculated; and
- If hospitalization rates are stable and low

In anticipation for the reopening of the state and barring unforeseen circumstances, Administration recommends the District to move into Phase 3 – Full Opening. Library hours will be Monday-Thursday, 9am-8pm, Friday & Saturday, 9am-5pm, and Sunday 1pm-5pm. The Friends Bookstore and Bodhi Café will be fully open. Administration also requests closure from June 28-July 11, 2021 to prepare for Phase 3. Effective date for Phase 3 is July 12, 2021.

RECOMMENDATIONS

1. Authorize an amendment to the Re-Opening Plan for Phase 2 to increase the building capacity to 50% and for all staff to return to the building, effective April 26, 2021.
2. Authorize amendment by a roll call vote.
3. Roll call vote.
4. Authorize library closure from June 28-July 11, 2021 for staff to prepare for Phase 3 Re-Opening.
5. Authorize by a roll call vote.
6. Roll call vote.
7. Authorize Phase 3 – Full Opening to begin July 12, 2021.
8. Authorize by a roll call vote.
9. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion of Public Engagement Approaches.

DATE: April 19, 2021

BACKGROUND

At the March 15, 2021 Regular Date Board of Trustees meeting, Trustee Shioura requested a discussion of public engagement at public meetings to be added to the April 19, 2021 Board meeting.

The Placentia Library District places a high value on the involvement and engagement of our community. Local government has the advantage of being closest to the people we serve. The District has various methods that our community use for requests, inquiries, complaints, and input. These methods include our amazing staff, website, emails, telephones, program surveys, and a library material suggestion form. Our staff has a superb relationship with our patrons, with conversations that go beyond the quick checkout of materials.

By exercising effective public engagement practices, the District can help deliver more enhanced library services to existing successful programs and services. We have a responsibility to bring people together and provide safe, welcoming spaces for all, and during the pandemic, the District has exceeded the community's expectations. When the pandemic began in March 2020, the District was the place the community turned to for factual and current information. The continuing and open dialogue helped eased the community's worries as they look forward to programs and services the District was providing, including the opening of our building for access to collection browsing and computer uses.

Prior to the pandemic, the District mailed over 20,000 newsletters to residents and businesses. The pamphlet provides information on current programs for adults, teens, children and families alike. This form of communication is also used to invite the public to provide input, e.g., renovation plans. Additionally, there are contact numbers for the Board, Administration, Staff, and Friends that the public can freely reach should they require assistance on the various matters, or just to provide input.

There are various techniques to enlist public engagement including:

- Library Tours
- Partnerships with service clubs (Rotary, Kiwanis, HOA, etc.)
- Briefings (See Attachment A for a sample)
- Electronic forums, social media, and email

- Response Summaries
- Television – Public Cable
- Community Facilitators
- Conversations with stakeholders
- Charrettes Sessions
- Focus Groups
- Surveys and Polls
- Coffee Klatches – “Kitchen Table Meetings”
- Community Events
- One format for consideration is to provide a “Board Highlights” that captures actions taken by the Board as well as recognitions and presentations during the public meetings.

If procuring a consultant to develop a public engagement strategic plan, the average consulting fee is \$100 per hour, ranging from \$50 - \$150 per hour. The cost can run upwards to \$50,000 depending on the specificity and output measurements expected.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

BOARD HIGHLIGHTS

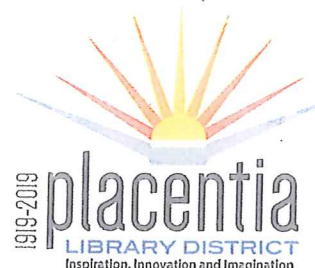
MARCH 15, 2021

BOARD ACTIONS

- Adoption of Resolution 21-01
Board nominated Secretary Carline to the Office of the 2nd Vice President on the Independent Special Districts of Orange County (ISDOC) Executive Committee.
- Secretary Carline to represent PLD on ISDOC
- President Martin authorized to submit her nomination to serve on the California Special District Association (CSDA) 2022-2024 Board of Directors.
- Approval of 2021-2023 Strategic Plan
- Adoption of Policy 2185: Vaccination Policy
- Approval of building capacity to 20%

RECOGNITIONS & PRESENTATIONS

- 2019-2020 Financial Audit
Daphne Munoz from White, Nelson, Diehl, Evans presented the District's 2019-2020 Financial Audit findings and recommendations.
- Energy Efficiency Post-Installation & Verification Report
Marcus J. Lee from Johnson Controls, Inc. presented the first PIV report. The expected cost savings for Year 1 for the District is \$49,381.



UPCOMING BOARD MEETINGS

Monday, April 19, 2021
Monday, May 17, 2021
Monday, June 21, 2021

All meetings are held at
411 E. Chapman Avenue,
Placentia, CA 92870 at
6:30 p.m. in the
Community Meeting
Room, unless otherwise
noted.

411 E. Chapman Ave.
Placentia, CA 92870
(714) 528-1906
placentialibrary.org

PLACENTIA LIBRARY DISTRICT BOARD



JO-ANNE W. MARTIN
PRESIDENT



GAYLE CARLINE
SECRETARY



SHERI DAHL
TRUSTEE



HILAIRE SHIOURA
TRUSTEE



AL SHKOLER
TRUSTEE



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