

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

November 27, 2023

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

Placentia Library District inspires, opens minds, innovates, and connects our community.

District Goals:

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, November 27, 2023

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 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 24 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 Library Board of Trustees Regular Date Meeting on October 23, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for October 2023. (Receive & File and Approve)

11. FY2023-2024 Fund Balance through October 2023; the Schedule of Anticipated Property Tax Revenues for FY2023-2024 as provided by the Orange County Auditor. (Receive & File)

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for October 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for October 2023. (Receive & File)

14. Acquisitions Report for October 2023. (Receive & File)

15. Entrepreneurial Activities Report and October 2023. (Receive & File)

16. Library Impact Fee Report for October 2023. (Receive & File)

Placentia Library District Board of Trustees Regular Date Meeting Agenda, November 27, 2023

GENERAL CONSENT REPORTS (Items 17 – 20)

- 17. Personnel Report for October 2023. (Receive, File, and Ratify Appointments)
- 18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 19. Administration Report for October 2023.
- 20. Circulation Report for October 2023.

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for October 2023.
- 22. Adult and Teen Services Report for October 2023.
- 23. Technology and Website Report for October 2023.
- 24. Customer Service Report for October 2023.

NEW BUSINESS (Items 25-30)

- 25. Presentation from the Placentia Chamber of Commerce on Membership Benefits.
- 26. Discuss and Review the IT Subscription List.
- 27. Discuss and Review District Representation on the Orange County Council of Governments (OCCOG).
- 28. ISDOC and Legislative Updates from Trustee Nelson.
- 29. Joint-Use Meeting Updates from President Carline.

AGENDA DEVELOPMENT

- 31. Agenda Preparation for the December Unusual Date Meeting which will be held on December 18, 2023 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 32. The Library Board of Trustees will adjourn the Regular Date November 27, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for November 27, 2023 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 22, 2023.



 Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 OCTOBER 23, 2023

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 23, 2023 at 6:44 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Scott Nelson (left early at 7:27 p.m.).

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.

Counsel Present: David DeBerry, Woodruff & Smart.

Guests: Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant; Dennis Yu, Public Agency Retirement Services; Angela Tang, Public Agency Retirement Services; Robert Callanan, Clifton Larson Allen LLP; Fullerton College Students

ADOPTION OF AGENDA

It was motioned by Trustee Beverage and seconded by Secretary Dahl to move up agenda items 26, 31, 32, 33, 36, and 38A. Trustee Beverage then made a motion to also pull agenda items 27 and 38 from the agenda. It was seconded by Secretary Dahl.

AYES:	Carline, Dahl, Beverage, Nelson
NOES:	None
ABSENT:	None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline reported she attended the State of the City and the Placentia Heritage Festival. She advised she will be meeting with the Placentia Library Friends Foundation to go over some marketing ideas for the Authors Luncheon.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Dahl reported she attended the State of the City, the Placentia Library Friends Foundation Board Meeting, the Employee of the Year Committee Meeting, the Personnel Committee Meeting and the Placentia Round Table Meeting where she wrapped up working on their scholarship program. She also took part in the Placentia Heritage Parade.

Trustee Beverage reported she took part in the Placentia Heritage Parade and attended the State of the City.

Trustee Nelson reported he attended the Employee of the Year Committee Meeting, the Personnel Committee Meeting and the ISDOC Luncheon.

LIBRARY DIRECTOR REPORT

Before reporting out, Library Director Contreras took this time to introduce new library staff to the Board: Bookmobile Library Clerk, Joy Ellis, and Library Clerk, Greg Chavez.

Director Contreras reported she attended the Future of Libraries Conference with Assistant Library Director Baltierra, the Employee of the Year Committee Meeting and the ISDOC Luncheon. She also took part in the Placentia Heritage Parade.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation on behalf of President Reuben Skipper. The PLFF are currently working on the Authors Luncheon. They have decided on the author, Janis Thomas. Their last quarterly book sale is coming up on December 16th and 17th. They had their highest ever bookstore month ever at \$1,991.55. Melissa has been doing a great job with the bookstore. We had a high amount of volunteer hours logged last month at 263 hours. Their Krispy Kreme fundraiser is ongoing and will end on October 31st.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 14 and 21. After a brief discussion where staff answered questions from the Board regarding those agenda items, it was moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as amended. A roll call vote was taken:

AYES: Carline, Dahl, Beverage
NOES: None
ABSENT: Nelson

MINUTES FOR SEPTEMBER 25, 2023 UNUSUAL DATE MEETING.

The minutes for the September 25, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

AYES: Carline, Dahl, Beverage
NOES: None
ABSENT: Nelson

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for September 2023 (Item 10)
Fund 707 Balance Report for September 2023 (Item 11)
Financial Reports through September 2023 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 September 2023 (Item 13)
Acquisitions Report for September 2023 (Item 14)
Entrepreneurial Activities Report for September 2023 (Item 15)
Library Impact Fee Report for September 2023 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for September 2023 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for September 2023 (Item 19)
Circulation Report for September 2023 (Item 20)

STAFF REPORTS

Children's Services Report September 2023 (Item 21)
Adult Services Report for September 2023 (Item 22)
Placentia Library Website Technology Report for September 2023 (Item 23)
Customer Service Report (Items 24)

APPROVAL OF LIBRARY DIRECTOR EMPLOYMENT AGREEMENT.

Legal Counsel David DeBerry reported there was a closed session earlier in the evening regarding the Library Director's Employment Agreement. Trustee Beverage made a motion to approve the Employment Agreement as amended for

Library Director, Jeanette Contreras. It was seconded by Secretary Dahl. A roll call vote was taken:

AYES: Carline, Dahl, Beverage, Nelson
NOES: None
ABSENT: None

AUTHORIZATION OF AMENDMENTS TO PLACENTIA LIBRARY DISTRICT POLICY 2110 – HEALTH AND WELFARE BENEFITS.

Director Contreras reported the requested amendments made to Policy 2110 – Health and Welfare Benefits is to ensure the language of the policy matches what the District is already providing to staff in regards to their health benefits. Secretary Dahl made a motion to authorize an amendment to Policy 2110 – Health and Welfare Benefits as presented. It was seconded by Trustee Beverage. A roll call vote was taken:

AYES: Carline, Dahl, Beverage, Nelson
NOES: None
ABSENT: None

ADOPTION OF THE PLACENTIA LIBRARY DISTRICT POLICY 2022 – EMPLOYEE OF THE YEAR BENEFITS.

Director Contreras reported the Board voted to approve Policy 2022 – Employee of the Year Benefits, as a first reading at the September Board meeting, with input to be gathered from staff. After results from a survey sent to staff were reviewed, the policy shown was amended to reflect those results. Trustee Beverage made a motion to adopt Policy 2022 - Employee of the Year Benefits as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

AYES: Carline, Dahl, Beverage, Nelson
NOES: None
ABSENT: None

DISCUSSION AND REVIEW OF THE DISTRICT’S MEMBERSHIPS.

Director Contreras reported out on the ongoing memberships that are held by the District as request by the Board during the previous Board meeting. After a discussion, the Board thanked staff for the report and advised they do not see any changes that need to be made. No action was taken at this time.

CONFERENCE AUTHORIZATION FOR THE LIBRARY BOARD OF TRUSTEES AND LIBRARY STAFF TO ATTEND THE PUBLIC LIBRARY ASSOCIATION (PLA) BIENNIAL CONFERENCE IN COLUMBUS, OHIO, APRIL 3-5, 2024.

Trustee Beverage made a motion to move up agenda item 34. It was seconded by Secretary Dahl. A roll call vote was taken:

AYES: Carline, Dahl, Beverage, Nelson
NOES: None
ABSENT: None

Director Contreras reported the Public Library Association Biennial Conference will be held in Columbus Ohio from April 3-5, 2024. After a discussion, Trustee Nelson made a motion to authorize Trustee Beverage, Secretary Dahl, President Carline and Library Staff to attend the Public Library Association Biennial Conference, in Columbus, Ohio, April 3-5, 2024. It was seconded by Trustee Beverage. A roll call vote was taken:

AYES: Carline, Dahl, Beverage, Nelson
NOES: None
ABSENT: None

AMENDMENTS TO THE APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES

Director Contreras listed out the current incumbent Board Representatives for the following agencies: the Joint Use Committee, the Special District Local Area Formation Commission (LAFCO) Selection Committee, the Orange County Council

FOR 2023 BY THE BOARD PRESIDENT.

of Governments (OCCOG), the Placentia Library Friends Foundation (PLFF), the Independent Special Districts of Orange County (ISDOC), and the Personnel Committee. After a discussion regarding each agency, the representatives will be as follows if approved by the Board:

Joint Use Agreement Committee
President Carline and Trustee Nelson with Director Contreras

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee
Trustee Beverage and President Carline as alternate

Representative to the Orange County Council of Governments (OCCOG)
Secretary Dahl and Trustee Beverage as alternate

Representative to the Placentia Library Friends Foundation (PLFF)
Secretary Dahl and President Carline as alternate

Independent Special Districts of Orange County (ISDOC)
Trustee Nelson and Trustee Beverage as alternate

Personnel Committee
Secretary Dahl and Trustee Nelson

Trustee Beverage made a motion to approve the changes made to the Library Board Representatives for 2023. It was seconded by Secretary Dahl. A roll call vote was taken:

- AYES: Carline, Dahl, Beverage, Nelson
- NOES: None
- ABSENT: None

REVISE RECOMMENDATION TO BOARD OF SUPERVISORS TO FILL VACANCY RESULTING FROM THE RESIGNATION OF FORMER TRUSTEE JO-ANNE MARTIN.

Director Contreras reported the Board needs to revise their recommendation to the Board of Supervisors regarding the seat vacated by former President Jo-Anne Martin. Trustee Beverage made a motion to send the following recommendation to the Board of Supervisors. First, appoint Gayle Carline, in lieu of election, to the Placentia Library District Board of Trustees to complete the term of office previously held by Jo-Anne Martin ending December of 2026. Second, appoint Dr. Voiza Arnold, in lieu of election, to the Placentia Library District Board of Trustees to complete the term of office previously held by Gayle Carline ending December of 2024. It was seconded by Secretary Dahl. A roll call vote was taken:

- AYES: Carline, Dahl, Beverage, Nelson
- NOES: None
- ABSENT: None

PRESENTATION FROM THE PUBLIC AGENCY RETIREMENT SERVICES (PARS).

Director Contreras reported Executive Vice President Dennis Yu and the District’s Senior Coordinator Angela Tang from our compensation vendor, Public Agency Retirement Services (PARS), are here for our annual presentation. The presentation can be found in this meeting’s Board Report. The Board thanked the team for coming out and presenting. No action was taken at this time.

PRESENTATION OF FISCAL YEAR 2021-2022 FINANCIAL AUDIT. Robert Callanan from CliftonLarsonAllen LLP reported out on the Fiscal Year 2021-2022 Financial audit. The Board thanked Mr. Callanan for the presentation. The Financial Audit for Fiscal Year 2021-2022 was received and will be filed.

DISCUSSION OF THE LOBBY SPACE. Director Contreras reported out on some options for the use of the lobby space which was vacated by Bodhi Leaf Coffee Traders in 2021. The Board expressed they would like to see more information for these options in terms of cost and what type of budget the overall project would have. No action was taken at this time.

ORANGE COUNTY COUNCIL OF GOVERNMENTS UPDATES FROM SECRETARY DAHL. Secretary Dahl reported out on the Orange County Council of Governments meeting.

ISDOC UPDATES FROM TRUSTEE NELSON. Trustee Nelson left early and has an excused absence.

ADMINISTRATION OF THE OATH OF OFFICE. This item was pulled from the agenda.

UPDATES FROM ORANGE COUNTY LAFCO CHAIRMAN DOUGLASS DAVERT, AND COMMISSIONER JAMES FISLER. This item was pulled from the agenda.

AGENDA DEVELOPMENT The next agenda will include the swearing in of Voiza Arnold as a Trustee.

The next Board Meeting will be on November 27, 2023 at 6:30 p.m.

ADJOURNMENT The Board of Trustees Regular Date Meeting of October 23, 2023 was adjourned at 8:19 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees



06:22 P.M.
11/08/23
Accrual Basis

**Placentia Library District
Check Register
October 2023**

Date	Ref No.	Payee	Memo	Payment	Type
10/2/2023	13300	OverDrive	Print subscriptions	5,000.00	Bill Payment
10/2/2023	13301	Republic Services	Service from 08/25/23-12/31/23	98.70	Bill Payment
10/2/2023	13302	Cintas	Janitorial supplies	413.15	Bill Payment
10/2/2023	13303	Golden State Water Company	September 2023 Statement	745.79	Bill Payment
10/2/2023	13304	UMPQUA BANK	CC Transactions from 08/30/23-09/28/23	11,407.34	Bill Payment
10/2/2023	13305	Placentia Library District	For Payroll on 10/11/23	70,000.00	Bill Payment
10/2/2023	13306	Baker & Taylor	Books	140.12	Bill Payment
10/2/2023	13307	Midwest Tape	Audiobooks, DVDs, & Blu-Rays	281.58	Bill Payment
10/2/2023	13308	Zoobean, Inc.	Beanstack Premium 10/01/23-09/30/24	1,589.50	Bill Payment
10/9/2023	13309	Arcelia Janitorial Service Pitney Bowes Purchase	Janitorial services and bathroom ceiling repair	5,237.50	Bill Payment
10/9/2023	13310	Power	September 2023 Statement	874.99	Bill Payment
10/9/2023	13311	City of Placentia	October 2023 Statement	586.43	Bill Payment
10/9/2023	13312	Placentia-Yorba Linda Unified School Dist	Fall 2023 Bookmarks, Business Cards for DS, Literacy Flyers, Heritage Parade Posters	225.27	Bill Payment
10/9/2023	13313	Cintas	Janitorial Supplies	512.96	Bill Payment
10/9/2023	13314	Midwest Tape-Hoopla	Digital subscriptions for September	8,244.98	Bill Payment
10/9/2023	13315	Republic Services	Service from 09/01/23-09/30/23	179.50	Bill Payment
10/9/2023	13316	Dewey Pest Control	Service from October through December	260.00	Bill Payment
10/9/2023	13317	County of Orange Treasurer	Orange County 2023-24 Property Tax Bill	9,078.34	Bill Payment
10/9/2023	13318	KCCI	Phone system update/changes	202.50	Bill Payment
10/9/2023	13319	SDRMA	Medical & Ancillary Benefits November 2023	22,828.85	Bill Payment
10/9/2023	13320	Eagle Multi Media Productions	September IT Support Services	7,374.25	Bill Payment
10/9/2023	13321	Baker & Taylor	Books	273.68	Bill Payment
10/9/2023	13322	Bibliotheca LLC	RFID tags	412.29	Bill Payment
10/9/2023	13323	Southern California Edison	Service from 08/29/23-09/27/23	8,093.98	Bill Payment
10/16/2023	13324	Woodruff & Smart, APC	For Services Rendered Through 09/30/23	2,142.00	Bill Payment
10/16/2023	13325	CALNET3	Service from 09/02/23-10/01/23	209.77	Bill Payment
10/16/2023	13326	Jeanette Contreras	Flight change reimbursement for JC	50.00	Bill Payment
10/16/2023	13327	Placentia Library District	For Payroll on 10/25/23	70,000.00	Bill Payment
10/16/2023	13328	Cintas	Janitorial supplies	208.63	Bill Payment
10/16/2023	13329	MD Medical Clinics	09/01/23-09/30/23 Pre-employment screening	243.00	Bill Payment
10/16/2023	13330	Staples, Inc.	Hand soap for restrooms	92.18	Bill Payment
10/16/2023	13331	Baker & Taylor	Books	1,892.80	Bill Payment
10/16/2023	13332	Brodart Co.	Spanish Collection	875.61	Bill Payment
10/16/2023	13333	CTC Technology & Energy State of CA - Department of Justice	MRC April - June 2023	1,419.60	Bill Payment
10/23/2023	13334	Charter Communications	Fingerprint apps	32.00	Bill Payment
10/23/2023	13335	Placentia-Yorba Linda Unified School Dist	Service from 10/12/23-11/11/23	84.52	Bill Payment
10/23/2023	13336	KnowBe4	Business cards for new staff JE Security Awareness Training Subscription 01/29/24- 03/28/25	13.05	Bill Payment
10/23/2023	13337	Cintas	Janitorial supplies	1,242.36	Bill Payment
10/23/2023	13338	Mayli Apontti	Mileage reimbursement for SLS Meeting	441.40	Bill Payment
10/23/2023	13339	Michelle Meades	Mileage Reimbursement for interviews at Alhambra Library	15.13	Bill Payment
10/23/2023	13340	New Readers Press	News For You subscription renewal	20.96	Bill Payment
10/23/2023	13341	Baker & Taylor	Books	138.12	Bill Payment
10/23/2023	13342			1,826.85	Bill Payment

06:22 P.M.
11/08/23
Accrual Basis

**Placentia Library District
Check Register
October 2023**

10/23/2023	13343	Brea Trophy and Engraving	Name plate, name tag, and portrait name plate for new Trustee VA	40.88	Bill Payment
10/23/2023	13344	Midwest Tape	Audiobooks, DVDs, & Blu-Rays	252.92	Bill Payment
10/23/2023	13345	SirsiDynix Yesenia Baltierra.	Service for 09/01/23-08/31/24 Mileage reimbursement	16,546.92	Bill Payment
10/23/2023	13346	Public Agency Retirement Services	Travel expenses for Legislative Days and Future for Libraries Conference	145.37	Bill Payment
10/30/2023	13347	Johnson Controls Security Solutions	Contributions for payroll on 10/11/23	3,887.16	Bill Payment
10/30/2023	13348	SoCalGas	Service from 11/01/23-01/31/24	1,095.03	Bill Payment
10/30/2023	13349	Pitney Bowes Purchase Power	Service from 09/15/23-10/17/23	51.90	Bill Payment
10/30/2023	13350	Playaway Products	October 2023 Statement	783.29	Bill Payment
10/30/2023	13351	Cintas	Spanish collection	58.88	Bill Payment
10/30/2023	13352	Midwest Tape	Janitorial supplies	236.88	Bill Payment
10/30/2023	13353	Placentia Library District	Audiobooks, DVDs, & Blu-Rays	158.94	Bill Payment
10/30/2023	13354	California Special Districts Association	For Payroll on 11/08/23	70,000.00	Bill Payment
10/30/2023	13355		2024 CSDA Membership Renewal	8,187.00	Bill Payment
TOTAL				\$ 336,454.85	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Fund Balance Report through October 2023 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: November 27, 2023

Fiscal Year 2023-2024	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	822,916.52
10/31/2023	825,542.53
11/30/2023	
12/31/2023	
1/31/2024	
2/28/2024	
3/31/2024	
4/30/2024	
5/31/2024	
6/30/2024	

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	809,466.13
4/30/2023	811,433.09
5/31/2023	813,351.43
6/30/2023	815,598.75



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

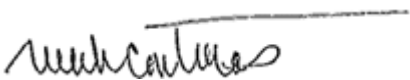
SUBJECT: **Financial Reports through October 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: November 27, 2023

Summary of Cash and Investments as of October 31, 2023

Cash with Orange County Treasurer Fund 9LX	\$	825,542.53
General Fund Checking – BMO	\$	274,494.44
General Fund Savings – BMO	\$	2,060,029.03
<i>(Impact Fees in Savings – Restricted)</i>	\$	823,853.88
Payroll Checking – Wells Fargo Bank	\$	53,983.74
Total Cash and Investments	\$	3,214,049.74

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



PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 AS OF OCTOBER 31, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,002,718	29,028	(2,973,690)	1.0%
4020	Property Taxes - Current Unsecured	74,371	37,335	(37,036)	50.2%
4050	Property Taxes - Curr Supplemental	113,049	27,173	(85,876)	24.0%
4070	Interest on Unapport Tax	651	0	(651)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,435	21,582	(853)	96.2%
4090	Taxes Special Dist Augmentation	10,376	0	(10,376)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	10,816	0	(10,816)	0.0%
	Sub Total	3,234,416	115,118	(3,119,298)	3.6%
INTEREST REVENUE					
4600	Interest	8,500	9,974	1,474	117.3%
	Sub Total	8,500	9,974	1,474	117.3%
GRANT REVENUE					
4210	State Grants	279,000	55,725	(223,275)	20.0%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	284,000	55,725	(228,275)	19.6%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	113,000	75,000	(38,000)	66.4%
4310	Fines & Fees	18,136	4,699	(13,437)	25.9%
4320, 4330	Passport/Photos	250,758	57,578	(193,180)	23.0%
4340	Meeting Room Fees	100	440	340	440.0%
* 4430	Other: Miscellaneous	0	0	0	-
	Sub Total	381,994	137,717	(244,277)	36.1%
TOTAL REVENUES YTD FOR FY 23/24:		3,908,910	318,535	(3,590,375)	8.1%

CASH, INVESTMENTS, & LIBRARY IMPACT FEES	BEGINNING BALANCE	END BALANCE	YTD ACTUAL
Cash/Investments	3,625,487	3,214,050	(602,097)
Impact Fees - Restricted Funds	823,854	823,854	27,639

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of October 31, 2023

33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,969,183	658,959	0.33	1,310,224
5030	Retirement & Post Employment Trust 115	94,007	12,164	0.13	81,843
5040	Unemployment Insurance	30,000	5,850	0.20	24,150
5050	Health Insurance	214,656	102,109	0.48	112,547
5060	Life Insurance	4,989	1,442	0.29	3,547
5064	Dental Insurance	16,529	3,370	0.20	13,159
5066	AD & D Insurance	7,958	1,957	0.25	6,001
5068	Vision Insurance	3,151	841	0.27	2,310
5070	Workers' Compensation Insurance	32,908	10,899	0.33	22,009
5090	Education Assistance Program	0	0	0.00	0
	TOTAL	\$2,373,381	\$797,590	0.34	\$1,575,791
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	69,824	23,774	0.34	46,050
5100-5140	Communications, Internet, Cable	78,301	16,871	0.22	61,430
5150, 5170, 5180	Janitorial Supplies & Services	67,334	19,400	0.29	47,934
5160	Refuse Disposal	3,272	817	0.25	2,455
5205	Maintenance Equipment	15,000	4,102	0.27	10,898
5200, 5210-5280	Building Maintenance	165,000	25,120	0.15	139,880
5290-5291	Memberships	15,500	3,540	0.23	11,960
5300-5350	Office Expenses & Postage	130,000	11,474	0.09	118,526
5400-5480	Prof./Specialized Services	200,000	60,489	0.30	139,511
5490	Loan Obligation (i-bank)	73,900	57,318	0.78	16,582
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	85,000	10,027	0.12	74,973
5500	Books/Library Materials	350,620	84,740	0.24	265,880
5600	Travel & Meetings/Professional Development	40,000	5,024	0.13	34,976
5700	Mileage/Parking	650	107	0.16	543
5800	Utilities	45,150	33,122	0.73	12,028
5900	Bookmobile - Vehicle	200,000	0	0.00	200,000
5901	Bookmobile - Collection	70,000	0	0.00	70,000
5902	Bookmobile - Supplies & Materials	15,000	0	0.00	15,000
5904	Bookmobile - Other	90,000	25	0.00	89,975
6000	Other	800,000	0	0.00	800,000
	TOTAL	\$2,514,551	\$355,951	0.14	\$2,158,600
OPERATING EXPENSES					
	OPERATING EXPENSES	\$4,887,932	\$1,153,541	0.24	\$3,734,391
FIXED ASSETS & TAXES					
1310	Building Improvements	\$25,000	0	0.00	25,000.00
1320	Equipment & Furniture	\$250,000	50,650	0.20	199,349.93
2500	Capital Lease (i-bank)	\$0	0	0.00	0.00
6100	Taxes and Assessments	\$11,849	9,078	0.77	2,770.66
	TOTAL	\$286,849	\$59,728	0.21	\$227,121
	TOTAL BUDGET	\$5,174,781	\$1,213,270	0.23	\$3,961,511

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for October 2023

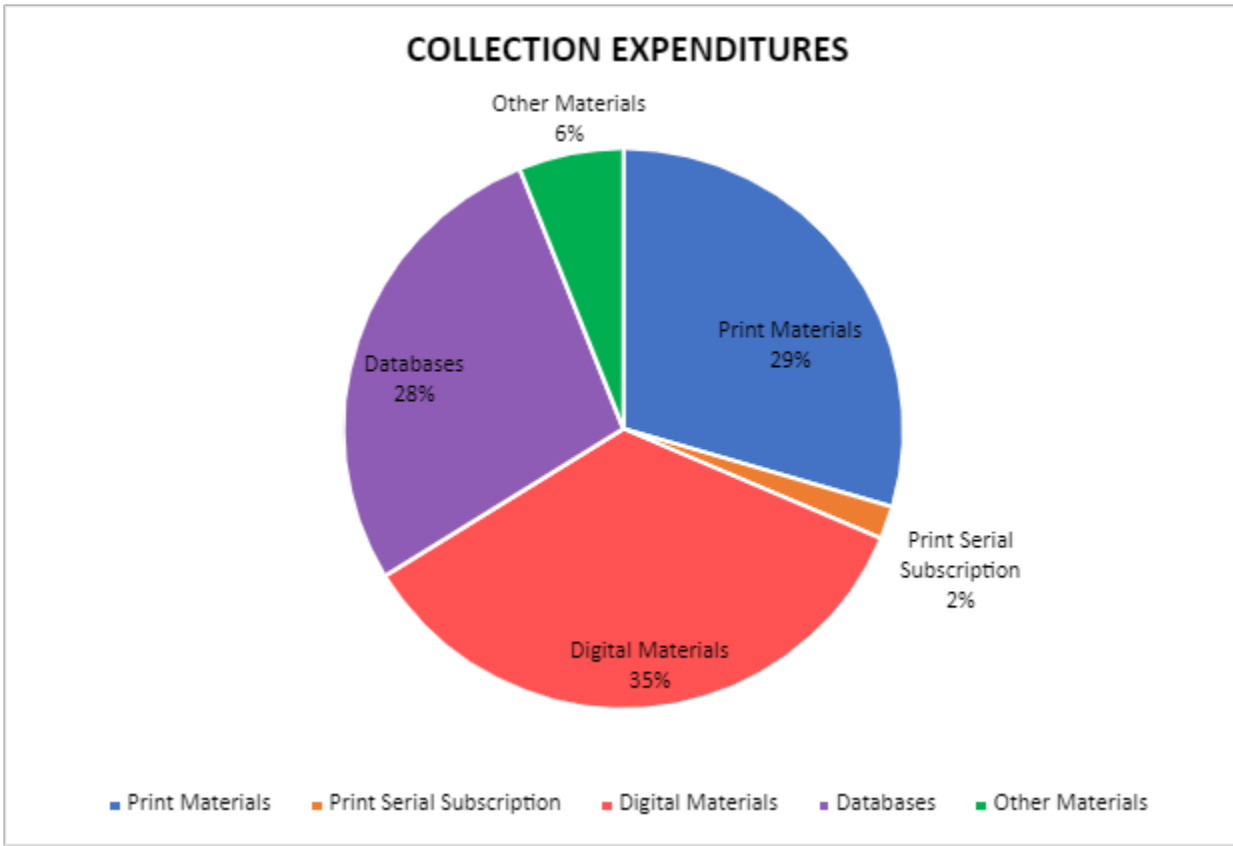
DATE: November 27, 2023

MONTHLY STATISTICS

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$350,620.00	31%	\$490,000.00	17%

Collection Expenditures	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	\$15,840	\$1,723	\$31,626	\$25,597	24%
Print Serial Subscription	\$0	\$0	\$2,024	\$882	129%
Total Print Materials	\$15,840	\$1,723	\$33,650	\$26,479	27%
Digital Materials	\$8,596	\$5,435	\$37,312	\$28,728	30%
Databases	\$0	\$0	\$29,733	\$20,302	46%
Total Electronic Content	\$8,596	\$5,435	\$67,045	\$49,030	37%
Other Materials	\$1,608	\$843	\$6,485	\$8,430	-23%
Total Collection Expenditures	\$26,044	\$8,001	\$107,180	\$83,939	28%

Titles Added	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	200	382	919	1,139	-19%
Print Serial Subscription	0	-	2	1	100%
Total Print Materials	200	382	921	1,140	-19%
Digital Materials	4227	2,817	21,662	15,475	40%
Databases	0	-	6	6	0%
Total Electronic Content	4,227	2,817	21,668	15,481	40%
Other Materials	12	28	55	100	-45%
Total Titles Added	4,439	3,227	22,644	16,721	35%



All Materials Held	October 2023	September 2023	Month to Month % changed
Total Materials Physical	81,251	81,207	0%
Total Materials Digital	1,675,255	1,665,771	1%
Total All Materials	1,756,506	1,746,978	1%

Children's Physical Materials Held	October 2023	September 2023	Month to Month % change
Children's Fiction	26,328	26,332	0%
Children's Nonfiction	14,104	14,083	0%
Children's Magazine	160	157	2%
Children's Audiobook	861	844	2%
Children's DVD/Video	1,570	1,656	-5%
Children's LOTs	56	59	-5%
TOTAL All Children's Physical Material	43,079	43,131	0%

Adult/Teen Physical Materials Held	October	September	Month to Month
	2023	2023	% change
Adult Fiction	17,421	17,319	1%
Adult Nonfiction	13,041	13,050	0%
Adult Magazine	60	67	-10%
Adult Audiobook	1,284	1,279	0%
Adult DVD/Video	2,981	2,991	0%
Adult LOTs	112	111	1%
Vinyl Records	157	157	0%
Video Games	377	391	-4%
Teen Fiction	2,739	2,711	1%
TOTAL All Adult/Teen Physical Material	38,172	38,076	0%

Digital Material Held	October	September	Month to Month
	2023	2023	% change
eBooks	955,794	952,222	0%
Digital Audiobooks	226,880	225,976	0%
Digital Videos	102,149	101,576	1%
Digital Magazines	5,269	5,247	0%
Digital Music	385,152	380,739	1%
Databases	11	11	0%
TOTAL All Digital Material	1,675,255	1,665,771	1%

Bookmobile Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$70,000.00	0%	NA	NA



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for October 2023

DATE: November 27, 2023

Net Revenue Summary for October 2023

			YTD	YTD
	Oct-23	Oct-22	2023-2024	2022-2023
Passport	9,275	14,805	41,160	63,280
Passport Photos	3,420	4,248	16,028	17,508
Fines & Fees	1,793	1,218	4,699	4,642
Meeting Room	0	0	440	120
TOTAL	\$ 14,448	\$ 20,271	\$ 62,327	\$ 85,550





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for October 2023

DATE: November 27, 2023

			YTD	YTD
	Oct-23	Oct-22	2023-2024	2022-2023
Separation	1	0	2	1
Retirement	0	0	0	1
Appointments	1	1	3	4
Open Positions	3	2	13	8
Workers' Compensation Leave	0	0	0	0
TOTAL	5	3	18	14

SEPARATION:
Library Clerk – Circulation FT – Erich Grimm

RETIREMENT:
None

APPOINTMENTS:
Library Clerk – Bookmobile PT – Joy Ellis

OPEN POSITIONS:
Library Assistant – Teen Services FT
Library Page – Circulation PT
Library Clerk – Circulation PT

WORKERS COMPENSATION LEAVE:
None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through October 2023
DATE: November 27, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23						
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
	TOTAL	\$3,310.12	\$869.44	\$41.26	\$274.17	\$4,494.99

* City Billing Not Received

PERIOD COVERED FY 2022-2023	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	1,655.06	0.00	10.20	0.00	1,665.26
Sep-22	*	*	*	*	*	0.00
Oct-22	10/4/2022	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	0.00
Jan-23	1/17/2023	3,310.12	0.00	20.50	0.00	3,330.62
Feb-23	*	*	*	*	*	0.00
Mar-23	3/13/2023	3,310.12	861.12	10.28	793.75	4,975.27
Apr-23	4/20/2023	1,655.06	753.93	20.21	0.00	2,429.20
May-23	5/23/2023	1,655.06	287.04	9.56	0.00	1,951.66
Jun-23	*	*	*	*	*	0.00
	TOTAL	\$18,205.66	\$3,299.85	\$101.43	\$793.75	\$22,400.69



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for October 2023**

DATE: November 27, 2023

Meetings:

- October 3, 2023: Future of Libraries Conference: Presentation by Nick Tanzi about Artificial Intelligence and the Library where he discussed the challenges facing Ai as we try to understand how to live with it. Understanding privacy concerns, need for policy development and learn how to use as a tool. Presentation by Bill Kolb & Anh Tran about Navigating First Amendment Audits. Each discussed their experiences dealing with an audit as well as how they handled it, lessons learned and the importance of policies and staff training. Attended by Library Director and Assistant Library Director
- October 9: PLFF Board Meeting – Secretary Dahl and Library Director
- October 14: Heritage Parade & Festival – Secretary Dahl, Trustee Beverage, Library Director, and Executive Assistant
- October 16: Employee of the Year Review Committee – Secretary Dahl, Trustee Nelson, and Library Director; meeting with Dr. Voiza Arnold
- October 17: Orange County Board of Supervisors Meeting
- October 24: Staff Meeting; Staff Halloween Potluck
- October 25: Apollo ILS Demonstrations Meeting: Assistant Library Director meet with representative to discuss ILS features and a short demonstration of the tools available for staff and patrons.
- October 26: Outdoor Library & Loading Dock Expansion Meeting: Library Management met with IDS Group to review project and conduct a walkthrough of the project areas; Meeting with PLFF Board Development Ad Hoc Committee; Meeting with President Carline
- October 27: CLA Management Special Interest Group Meeting: Assistant Library Director attended meeting where 13 CLA members attended to discuss current library events and their experiences dealing with the public, item discussed was Drag Queen

Storytime. In addition, a member discussed how they are using ChatGPT as a tool for management.

- October 30: Staff Baby Shower

- October 31: e-Rate Meeting: Assistant Library Director met with e-Rate Funding Specialist to discuss new grant award limits and deadlines. Staff to review award approval and select items available to use based on new deadlines.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for October 2023

DATE: November 27, 2023

Children's Circulation	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Children's Fiction Physical	9,285	10,833	40,445	42,050	-4%
Children's Fiction Digital	897	873	3,528	3,440	3%
Children's Fiction TOTAL	10,182	11,706	43,973	45,490	-3%
Children's Nonfiction Physical	2,148	2,425	9,941	9,861	1%
Children's Nonfiction Digital	120	109	414	416	0%
Children's Non-Fiction TOTAL	2,268	2,534	10,355	10,277	1%
Children's Magazine Physical	0	38	17	99	-83%
Children's Magazine Digital	909	204	1,570	938	67%
Children's Magazine TOTAL	909	242	1,587	1,037	53%
Children's Audiobook Physical	569	418	2,616	1,461	79%
Children's Audiobook Digital	629	429	2,425	1,774	37%
Children's Audiobook TOTAL	1,198	847	5,041	3,235	56%
Children's DVD/Video Physical	250	319	1,482	1,394	6%
Children's DVD/Video Digital	86	22	290	195	49%
Children's DVD/Video TOTAL	336	341	1,772	1,589	12%
Children's LOTs	36	26	155	114	36%
Music Digital	31	17	104	48	117%
TOTAL All Children's Physical Content	12,288	14,059	54,656	54,979	-1%
TOTAL All Children's Digital Content	2,672	1,654	8,331	6,811	22%
TOTAL All Children's Content	14,960	15,713	62,987	61,790	2%

Adult/Teen Circulation	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Fiction Physical	2,067	1,969	9,914	9,039	10%
Adult Fiction Digital	2,417	1,958	10,286	8,395	23%
Adult Fiction TOTAL	4,484	3,927	20,200	17,434	16%
Adult Nonfiction Physical	1,406	1,586	6,843	6,591	4%
Adult Nonfiction Digital	789	624	3,220	2,639	22%
Adult Non-Fiction TOTAL	2,195	2,210	10,063	9,230	9%
Adult Magazine Physical	27	19	76	77	-1%
Adult Magazine Digital	902	211	1,614	1,194	35%
Adult Magazine TOTAL	929	230	1,690	1,271	33%
Adult Audiobook Physical	78	128	516	506	2%
Adult Audiobook Digital	4,357	3,121	17,258	12,614	37%
Adult Audiobook TOTAL	4,435	3,249	17,774	13,120	35%
Adult DVD/Video Physical	407	636	2,139	2,804	-24%
Adult DVD/Video Digital	640	241	2,465	1,315	87%
Adult DVD/Video TOTAL	1,047	877	4,604	4,119	12%
Adult LOTs	88	71	405	308	31%
State Parks Pass*	39		262		
Vinyl Records*	116		259		
Video Games	257	150	1,397	676	107%
Music Digital	137	87	451	277	63%
Teen Fiction Physical	241	256	1,383	1,302	6%
Teen Fiction Digital	275	230	1,121	1,026	9%
Teen Fiction Total	516	486	2,504	2,328	8%
TOTAL All Adult/Teen Physical Content	4,726	4,815	22,673	21,303	6%
TOTAL All Adult/Teen Digital Content	9,517	6,472	36,415	27,460	33%
TOTAL All Adult/Teen Content	14,243	11,287	59,088	48,763	21%

* New collection for FY 23-24

All Circulation	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-24	% change
Total Circulation Physical	17,014	18,874	77,850	76,282	2%
Total Circulation Digital	12,189	8,126	44,746	34,271	31%
Total All Circulation	29,203	27,000	122,596	110,553	11%
Non-English Language Circulation	925	680	3,420	2,175	57%

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2023	2022	2023-24	2022-23	% change
ABC Mouse	1,824	2,685	9,358	11,569	-19%
Creative Bug	77	56	142	120	18%
Data Axle	3	60	146	246	-41%
Freegal	1,087	1,082	4,414	4,133	7%
Novelist	20	45	243	423	-43%
BookFlix	38		120		
TrueFlix	7		37		
Scholastic Teachables	98		365		
Mango Languages	50		198		
ChiltonLibrary	1		34		
TOTAL PLD DATABASE USAGE	3,205	3,928	15,057	16,491	-9%

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2023	2022	2023-24	2022-23	% change
Brainfuse VetNow	12	14	57	85	-33%
Brainfuse HelpNow	1		21		
Britannica	82	29	164	190	-14%
LinkedIn Learning	25	343	160	1,433	-89%
ProQuest	4	7	8	28	-71%
ProQuest Culture Grams	0	1	47	20	135%
Skillshare	1	1	4	5	-20%
Teaching Books and Book Connections	677	150	1,136	475	139%
National Geographic Kids (Gale)	3		51		
Gale in Context: Environmental Studies	1		3		
Gale Interactive: Science	0		20		
Coursera	9		60		
EBSCO LearningExpress Library	0		1		
GetSetUp	1		17		
Northstar	0		5		
	6		6		
TOTAL CSL DATABASE USAGE	816	769	1,754	2,469	-29%
TOTAL ALL DATABASE USAGE	4,021	4,697	16,811	18,960	-11%

*Mathematically unable to divide by zero



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for October 2023

DATE: November 27, 2023

Number of Programs by Type	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	47	9	105	39	169%
Children's Programs	6	9	32	28	14%
Teen Programs	2	2	10	9	11%
Outreach	0	0	1	1	-
TOTAL Children/Teens	55	20	148	77	92%

Program Attendance by Type	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	380	523	2,170	1,928	13%
Children's Programs	486	1,511	3,197	3,192	0%
Teen Programs	36	46	164	182	-10%
Outreach	0	0	932	395	136%
TOTAL Children/Teens	902	2,080	6,463	5,697	13%

The Hangar Makerspace	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Activity Hour Visits	162	60	626	304	106%
Hangar Appointments	5	0	78	0	0%
Hangar Users	3	10	24	85	-72%

ACHIEVEMENTS

- Mayli Apontti facilitated one Read to the Dogs program on October 2.

- Mayli Apontti planned and coordinated the Firefighter Storytime on October 9.
- Mayli Apontti planned and conducted one Family Storytime on October 21.
- Mayli Apontti collaborated with Megan Tolman to plan and coordinate the Pumpkin Book Character Decorating Contest, which ran from October 21 – 29.
- Mayli Apontti, Daisy Badge, Damean Sanz, and Elizabeth Tapia participated in the Placentia Police Department's Trunk or Treat event to represent the Library and to hand out small giveaways to children on October 26.
- Elizabeth Tapia led the Morning Meet Ups program on October 2, 16, 23, and 31.
- Elizabeth Tapia planned and conducted 2 in-person Luna, Luna Storytimes on October 18 and 25.
- Damean Sanz collaborated with Elizabeth Tapia to facilitate the Luna Luna storytime on October 18.
- Damean Sanz collaborated with Daisy Badge to facilitate the Family Story time and craft for October 28.
- Elizabeth Tapia planned and conducted STEAM Labs on October 17.
- Elizabeth Tapia collaborated with Megan Tolman to plan and set up the Dia De Los Muertos passive program in the lobby running from October 16- November 2.
- Caitlyn Sandfer coordinated PTAC meetings on October 5 and 19.
- Daisy Badge planned and conducted Baby Giggles and Wiggles on October 20.
- Daisy Badge planned and conducted a Dia De Los Muertos Storytime on October 28.

MEETINGS

- October 5, Margaret Hatanaka and Michelle Meades attended the City/Library meeting where Community Services reported on Heritage Parade (100 vendors, 200 cars for car show), shortened parade route to ½ mile vs 1 mile receiving some community member complaints, plans on shifting the Pet Clinic to Kraemer Park vs. using current city parking lot due to parking issues and upcoming holiday toy donation drive which goes to families who pre-register.
- October 5, Daisy Badge attended the Innovation and Networking Meeting for Lunch at the Library. Several libraries presented what they did as part of their Innovation Grant for Lunch at the Library. They included partnering with a local nonprofit that provided food education and demonstrations using a mobile kitchen (Charlie cart), sublimation printing, creating an awareness campaign (bench ads, billboards, radio commercials, buckslip ads, social media boosted ads) and providing shuttle services to/from the library.
- October 12, Margaret Hatanaka attended Kiwanis meeting where topics for discussion included potential city staff person to join as a corporate member, low turnout for the Back to School event and donating funds for Lot 318 pumpkins. They have allocated \$750 for library and at the November meeting would like to know some suggestions on how to spend the funding.
- October 12, Damean Sanz attended the *Stronger Together Evaluation & Assessment Community of Practice* where the topics for discussion touched on adapting to changes within each program. The presenters were presenters from the Mission Viejo Library

and their main focus under the theme of adaptation was specifically working with teens in their programs.

PROFESSIONAL DEVELOPMENT

- October 21, Damean Sanz, Elizabeth Tapia, and Megan Tolman attended the OC Maker Faire.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for October 2023

DATE: November 27, 2023

MONTHLY STATISTICS

Number of Programs by Type	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Adult Programs	2	11	6	23	-74%
Hangar (Take and Make)	0	1	2	7	-71%
History Room	0	1	1	1	0%
Literacy	47	16	147	59	149%
General Interest	3	3	5	4	25%
Self- Directed	1	0	3	5	-40%
TOTAL Adult	53	32	164	99	66%

Program Attendance by Type	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Adult Programs	35	37	123	111	11%
Hangar (Take and Make)	0	422	548	1,541	-64%
History Room	0	0	3	6	-50%
Literacy	298	472	965	713	35%
General Interest	1,806	510	2,373	513	363%
Self-Directed	318	0	366	396	-8%
TOTAL Adult	2,457	1,441	4,378	3,280	33%

Proctored Tests	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Number of Tests	0	3	0	16	-100%

History Room Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room Visitors	7	8	24	32	-25%
Memory Lab Appointments	12	0	37	N/A	N/A

The Hangar Makerspace	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Activity Hour Visits	162	60	626	304	106%
Hangar Appointments	5		78		
Hangar Users	3	10	24	85	-72%

Volunteer Hours	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	20212	2023-24	2022-23	% change
History Room	0	35.05	0	60	-100%
PLFF	269.92	205.25	1,019	885	15%
General Library	164	198	1,266	1,164	9%
Adult Literacy	323	215	895	798	12%
PTAC	70	162.75	236	279	-16%
Total Volunteer Hours	826.92	816.05	3414.7	3186	7%
FTE Equivalent	4.77	4.71	19.70	18.38	7%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2023-24	2022-23	% change
Adult Literacy & ESL Students	53	48	10%
Adult Literacy & ESL Tutors	49	42	17%

ACHIEVEMENTS

- Gena Christ facilitated Literacy Reads – Beginner Book Club on October 4, 11, 18, 25.
- Sally Federman facilitated Literacy Reads – Int. Book Club on October 3, 10, 17, 24, 31.
- Gena Christ coordinated Read, Write, Speak Club on October 6, 13, 20, 27.
- Laurel Dennis facilitated ESL Beginner Conversation Group on October 5, 12, 19, 26.
- Sally Federman and Laurel Dennis coordinated the Citizenship Class on October 5, 12, 19, 26.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on October 3, 10, 17, 24, 31.

- Laurel Dennis coordinated ESL Conversation afternoon class on October 3, 10, 17, 24, 31.
- Esther Canedo coordinated ESL Conversation afternoon class at the Whitten Center on October 5, 12, 19, 26.
- Esther Canedo coordinated ESL Conversation Thursday morning class at the Whitten Center on October 5, 12, 19, 26.
- Sally Federman and Esther Canedo facilitated a Learner Discussion at the Whitten Center on October 25.
- Sally Federman and Esther Canedo coordinated the Clever Conversation Workshop on October 2, 9, 16, 23, and 30.
- Sally Federman and Gena Christ facilitated a Learner Discussion on October 2.
- Sally Federman and Gena Christ facilitated a Tutor In-Service on October 3.
- Laurel Dennis coordinated the Learner-led Book Club on October 16.
- Tim Balen assisted coordinating PTAC on October 19.
- Tim Balen and Megan Tolman coordinated 5 Hangar appointments in September.
- Megan Tolman coordinated 12 Memory Lab appointments.
- Megan Tolman coordinated 17 History Room appointments.
- Megan Tolman coordinated Adult Book Club on October 10.
- Megan Tolman and Mayli Apontti coordinated the Book Character Pumpkin program from October 21-29.
- Michelle Meades, Margaret Hatanaka, and Yesenia Baltierra assisted with the Placentia Library District teen library assistant positions on October 25.

MEETINGS

- On October 5, Michelle Meades attended the City/Library meeting. At this meeting future dates where parking will be impacted were discussed. The City shared that they are in the midst of Heritage Day prep and the parade route has been shortened to ½ mile instead of 1.1 miles. Police are planning for Trunk or Treat on October 26 from 3-6, parking will be impacted. Fire shared that fire prevention week is next week and they are looking forward to partnering with the library for storytime.
- Katie Matas presented an overview of our Zip Book process at a Zip Book meeting hosted by the California State Library on October 18.
- Katie Matas and Megan Tolman met with SirsiDynix support staff on October 12 to discuss staff changes.
- On October 24, Tim Balen attended the SLS Technology and Technical Services meeting at the Yorba Linda Public Library. Library technology and technical services projects were discussed, including computer software, iPads, hotspots, online resources, and collection and grant updates.

- On October 4, Yesenia Baltierra, Margaret Hatanaka, Michelle Meades and Tim Balen met with the contract designer. The meeting discussed instructions and workflow for publicity, graphic design and social media.
- Michelle Meades participated in the City of Alhambra interviews for a librarian position on October 12.

PROFESSIONAL DEVELOPMENT

- Megan Tolman attended the OC Maker Faire on October 21.
- Tim Balen attended The Palace Project Fall 2023 webinar by LYRASIS on October 3.
- Tim Balen attended the “Overview and Interactive Tech Setup for Public Libraries” webinar for the Alexander Street Performing Arts Collections online resource on October 17.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for October 2023

DATE: November 27, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Children Computer Usage	327	363	1,318	1,262	4%
Children AWE Learning Usage	311		1,329		
Teen Computer Usage	58	162	531	589	-10%
Adult Computer Usage	1,057	1,100	4,340	4,408	-2%
Total Computer Usage	1,753	1,625	7,518	6,259	20%
Wi-Fi Usage	1,681	1,631	6,791	6,204	9%
Guest Passes	60	69	364	313	16%

Website Traffic	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Website visits	17,081	13,662	62,518	56,925	10%
Page Hits	26,846	23,073	101,269	97,230	4%
Users	13,129	8,729	43,140	35,385	22%
Pages/Session	1.57	1.57			
Avg. Session Duration	00:01:56	00:01:51			
% New Sessions	74	79			
Placentia Library Online Catalog Usage	4,813	4,362	20,130	19,938	1%

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- LOT's iPads
- Lobby TV player replacement
- List of technology subscription

Ongoing Projects:

- Library Website Development
- Library Mobile App Development with contractor
- Information Desk PC replacements
- New firewall installation and programming
- New Wi-Fi installation and programming
- Password Manager deployment
- Graphic Designer support

Upcoming Projects:

- Self-Check Machine replacements/ refresh
- ILS RFP research
- Bookmobile Equipment Requirements

System Updates:

The IT team, supervisors and staff have worked on testing and collecting feedback for final changes to the Solus Mobile Library App. The application is in final beta and is nearly ready to launch. Changes can be made spontaneously by internal staff and IT consultant so there is little to no cost to adjust even after the app is launched publicly.

IT staff spent time onboarding new staff and training them on how to use library systems. This included account setup, online credentials and licenses, Horizon/Citrix, cash registers, office 365, phone accounts, security systems, and third-party sites. IT consultant also spent time closing former staff accounts, updating permissions, and conducting a user and groups audit.

IT staff dedicated a significant amount of time assisting contract graphic designer in accessing shared files and accounts, and continuously resolving issues with international internet security restrictions, and user errors. Language barriers, time zone differences, and a general lack of technological comprehension has made productivity difficult with the contract graphic designer.

The IT consultant met with numerous staff and third party vendors to conduct research and provide input and consultation for special projects. These projects included ILS RFP, security camera upgrades, self-checkout machine upgrades, credit card payment processing, E-rate award project. Staff one-on-one meetings were held with Director, Assistant Director, Business Manager, acting Supervising Librarian, and Circulation supervisor.

We continue to strengthen cyber security by responding to new threats and constantly monitoring new techniques of unauthorized access. Consultant continues to work with admin staff to require stronger passwords for staff accounts and online accounts. A password manager is being rolled out to all supervisors and key staff who manage online accounts.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for October 2023

DATE: November 27, 2023

Attendance	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Number of Days Open	31	31	120	121	-1%
Number of Hours Open	282	279	1,092	1,082	1%
Attendance	18,859	17,858	74,941	70,339	7%

Card Holders	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Active Borrowers	4,043	5,619	20,236	24,060	-28%
Child Card Holders	14,947	14,053	59,446	55,807	6%
Teen Card Holders	4,602	4,469	18,371	17,805	3%
Adult Card Holders	46,353	43,261	183,719	171,207	7%
Total Card Holders	65,902	61,783	261,536	244,819	7%
New Patron Registration	327	369	1,467	1,634	-10%
New Virtual Library Cards	78	126	349	385	-9%

Information Desk Activity	October 2023	October 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Reference Questions -- in person	1,792	1,811	7,699	7,375	4%
Reference Questions -- telephone	485	560	1,874	2,448	-23%
Reference Questions -- email/chat	4	10	21	39	-46%
Total Reference Questions	2,281	2,381	9,594	9,862	-3%
Assistance in Spanish	64	35	241	290	-17%
Assistance with Passports	280	228	1,166	943	24%
Curbside Usage	15	15	58	63	-8%
Study Room Usage	230	172	736	637	16%

Passport Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Passports Processed	265	436	1,184	1,830	-35%
Consultations Only	25	41	101	151	-33%
Unfilled Appointments Sat-Sun	6	3	52	252	-79%
No Show Appointments Sat-Sun	10	16	84	295	-72%
Photo Only (Walk-in)	12	16	52	47	11%

ACTIVITIES

- Angie processed 181 new books.
- Yomara mailed 32 billing notices.
- Meeting room was used by 2 outside renters: Broadmoor HOA and Corte Vista HOA.
- Meeting room was used by 2 library partners: Kiwanis and Miss Placentia/Yorba Linda.
- Meeting room was used 32 times for library related activities/programs.
- Staff filled 326 requests from pull list.
- Staff pulled 134 expired holds from the request shelf.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Presentation from the Placentia Chamber of Commerce on Membership Benefits**

DATE: November 27, 2023

BACKGROUND

At the October 23, 2023 Library Board of Trustees meeting, staff were directed to invite the Placentia Chamber of Commerce to present to the Board information regarding membership benefits. The Chamber Executive Director, Michele Severson, will present membership benefit information and an update on upcoming events.

Established in 1924, the Placentia Chamber of Commerce is an organization committed to the development and growth of the economic, civic and industrial success of our community. The Placentia Chamber of Commerce has members ranging from local, home-based small businesses to some of the nation's larger corporate entities and franchises, and is continuing to grow in both membership and influence.

The Chamber offers a wide range of programs, including educational programs, networking opportunities and community events to support them in preparing for, and capitalizing on, the changes occurring at a rapid pace. The Mission of the Placentia Chamber of Commerce is to provide leadership for the advancement of economic vitality and quality of life for the total community. Providing programs and services that will expand and nurture investments, job opportunities and economic activity in Placentia. The Chamber's vision is to promote the development of new businesses and the expansion of current businesses while continuing to upgrade the community itself.

Current Chamber President is Walt Lynch, CEO of Lynch Ambulance.

Attachment A is a list of membership benefits.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



117 N. Main Street
Placentia, CA 92870-5603
714) 528-1873

www.placentiachamber.com

BENEFITS OF CHAMBER MEMBERSHIP

MARKETING OPPORTUNITIES

Web Site Listing and Link to Your Site.

Your business listed on our searchable directory with a link to your website.

Brochure Information Racks

Display your brochures, flyers and/or business cards at the Chamber office.

Membership Plaque

Every member receives a certificate of membership to display at their business.

Ceremonial Ribbon Cutting

Enhance your grand opening, re-location, new ownership, remodel milestone event with a ribbon cutting ceremony. We will bring the BIG scissors!

Chamber Chat

We create a YouTube video of you talking about your business & the struggles you have overcome. It's posted on our weekly emails, YouTube Channel & Website.

Referrals

The Chamber is contacted every day for reliable vendors and resources in the community.

ADVERTISING OPPORTUNITIES

Exclusive advertising opportunities for chamber members, i.e. Banner Ads, Press Releases, Hot deals, Posting Events, Chamber Spotlight on Social Media, a weekly Farmers Market booth (if available) Live Play Shop Placentia FB

Directory

Advertising opportunity in our Membership Directory.

SAVINGS PROGRAMS

Office Depot Discount Programs

Critical savings on everyday office supplies & printing

Prosource Wholesale Pricing

You get wholesale pricing for any remodel as a chamber member

NETWORKING OPPORTUNITIES

Lunch Mob Wednesday

1st & 3rd Wednesday each month. Held at a member business.
11:30 a.m. – 1:00 p.m.

Sunset Social

1st Thursday of the month. Held at a member business
5:00 p.m. – 7:00 p.m.

Placentia Power Networking

2nd and 4th Friday of the month. Held at Rembrandt's
11:30 a.m. – 1:00 p.m.

"Wined" Down Wednesday Happy Hour

4th Wednesday of each month. Held at a member business
5:00 p.m. – 7:00 p.m.

ANNUAL EVENTS

Sponsorship opportunities are available for most events, including annual Pillars of the Community.

Excellence In Placentia – January/February

Wedding Expo – March

First Responders Recognition Breakfast – May

New Member/Significant Anniv. Reception – April & Oct

Placentia Palooza – May/June

Sip & Shop – May

Chamber Business Alliance Mixer – June

Restaurant Week

Taste of Placentia – August

State of the City – September

Health Expo - November

Holiday Boutique - November

Small Business Saturday – Thanksgiving Week

Tax Deduction

Chamber membership is a deductible business expense

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeremy Yamaguchi, IT Consultant

THRU: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Review IT Subscriptions**

DATE: November 27, 2023

BACKGROUND

At the October 23, 2023 Board Meeting, Trustee Nelson requested a review of the District's current IT subscriptions. The District currently manages 30 subscriptions crucial to our library operations. These subscriptions play a vital role in offering enhanced services to our community while ensuring effective data management and security. They grant our community convenient access to a diverse range of digital resources. The IT subscriptions undergo regular review to adapt to technological changes and remain relevant as technology advances.

Current subscriptions include SirsiDynix, A2Hosting, Adobe, AT&T, Backblaze, Bibliotheca, Calendly, Canva, Constant Contact, Envisionware, E-Security Solutions, Gigakom, Knowbe4, Lastpass, Legacy, Microsoft, Miradore, Mobilebeacon, Mobilecitizen, MyFax, Network Solutions, Solus Mobile App, Streamline and Zoom.

The annual cost of the District's current IT subscriptions is \$73,480.65. Please refer to Attachment A for a comprehensive list of subscriptions, inclusive of a description for each item.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

IT Subscriptions 2023

#	Operating Expenses Service	Vendor	Annual Amount	Bill Cycle	License begin	License End	Narrative
1	ILS, OPAC, Enterprise	SirsiDymix	\$ 16,546.92	Annually	9/1/2023	8/31/2024	Library main ILS provider. Includes collection database, patron database, servers, staff access terminals, staff iOS apps, online catalog, and all connections to other 3rd parties to/from the database.
2	Adobe Creative Suites	Adobe	\$ 359.98	Annually	11/2/2023	11/1/2024	Collection of software applications for graphic design, video editing, web development, and photography.
3	Avast Cloud Antivirus x60	TechSoup/Avast	\$ 480.00	Annually	6/27/2023	6/27/2024	Antivirus for all staff endpoints and select public PCs.
4	Avast Cloud Patch Management x40	TechSoup/Avast	\$ 480.00	Annually	1/27/2023	1/26/2024	Patchmanagement for staff endpoints.
5	B2 Cloud Backup	Backblaze	\$ 1,000.00	Monthly	Monthly	Monthly	Cloud backup of all library systems.
6	Bibliotecha Support	Bibliotecha	\$ 2,347.00	Annually	9/1/2023	8/31/2024	Maintenance agreement for support. Includes RFID gate, RFID readers, self check machines.
7	Calendly Calendar subscription	Calendly	\$ 288.00	Annually	5/12/2022	5/12/2024	Online reservation services for passport and meeting room.
8	Calnet3	AT&T	\$ 2,517.24	Monthly	10/1/2015	Monthly	Internet Service Provider.
9	Canva Photo account	Canva	\$ -	Annually	8/31/2023	8/31/2024	Cloud-based design platform that makes it easy for anyone to create professional-looking graphics, presentations, and social media content, even without any design experience. Free (nonprofit status) \$119.40.
10	Cyber Security Training/ Phishing training	Knowbe4	\$ 1,452.36	Annually	10/31/2023	12/31/2024	Security awareness training platform that helps organizations protect themselves from cyberattacks by training their employees to identify and avoid phishing and other social engineering attacks.
11	Domain Name Services	Network Solutions	\$ 38.99	5-Year	8/3/2022	8/3/2027	Current website domain
12	Email marketing	Constant Contact	\$ 3,324.00	Monthly	Monthly	Monthly	Constant Contact is an email marketing and marketing automation platform that helps small businesses connect with their customers.
13	LOT's Hot Spots (11)	Mobile Citizen	\$ 1,320.00	Annually	7/1/2023	7/1/2024	Patron hotspots for checkout in LOT's program.
14	LOT's Hot Spots (14)	Mobile Beacon	\$ 1,752.00	Annually	8/14/2023	8/14/2024	Patron hotspots for checkout in LOT's program.
15	LPT/PC-Res/ Coin Machines, E-Com/ STS	Envisionware	\$ 3,350.77	Annually	9/30/2023	9/30/2024	Library printing, PC reservations, cash register, e-commerce services, and wireless printing license.

16	Microsoft Office 365 Subscription	Microsoft	\$ 5,473.20	Monthly	Monthly	Monthly	Cloud-based subscription service that provides a suite of productivity tools, including Word, Excel, PowerPoint, Outlook, Teams, and more.
17	Miradore iOS MDM	Miradore	\$ 600.00	Annually	7/15/2022	7/15/2023	Security management for all iPads.
18	Mobile App Connector	SirsiDyinx	\$ 7,130.00	Annually	9/1/2023	31-Aug-24	Server connection to/from Solus mobile application.
19	Mobile App hosting	Solus Mobile App	\$ 4,110.00	Annually	TBD	TBD	Library mobile application hosting.
20	MyFax	MyFax	\$ 144.00	Monthly	Monthly	Monthly	Online Fax Services.
21	Panda Adaptive Defense x15	E-Security Solutions	\$ 684.33	5-Year	10/17/2020	10/17/2025	Security software for all servers, Admin, Finance PC's
22	Password Manager	LastPass	\$ 450.00	Annually	9/26/2023	9/26/2024	Team password manager.
23	Payware Gateway Interface and terminal	Envisionware	\$ 2,128.24	Annually	9/30/2023	9/30/2024	Two Services for credit card machine support and online processing services for Passports offices and Information Desk.
24	Printer Payment Plan	Legacy	\$ 1,296.00	Annually	8/23/2019	8/23/2024	60 Month Term financing for two public copy machines/printer/scanners. Monthly maintenance for three staff machines/printer/scanners.
25	Printer Services	Legacy	\$ 8,444.06	Monthly	Monthly	Monthly	Printer maintenance and supply services with per page charges of \$0.115/ color and \$0.015/ black and white.
26	SonicWALL Licenses	Gigakom	\$ 3,948.00	3 Year	11/6/2023	11/6/2026	Security appliance licenses updates and features to protect our organization from evolving cyber threats.
27	Webhosting- Old Site	A2Hosting	\$ 335.88	Annually	1/22/2023	1/22/2024	Current website hosting services.
28	Webhosting-(Streamline)	Streamline	\$ 2,988.00	Annually	1/24/2023	1/21/2024	New website hosting services.
29	Zoom Meetings Administration (Lit)	Zoom	\$ 191.88	Monthly	Monthly	Monthly	Teleconferencing software for Literacy department. Covered by the CLLS grant.
30	Zoom PLD-IT (Admin)	Zoom	\$ 299.80	Annually	2/18/2023	2/18/2024	Teleconferencing software for Admin department.
		OpEx	\$ 73,480.65				



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Review District Representation on the Orange County Council of Governments (OCCOG).**

DATE: November 27, 2023

BACKGROUND

At the October 23, 2023 Trustees requested a discussion regarding continued representation at OCCOG meetings.

The Orange County Council of Governments (OCCOG) serves as Orange County's sub-regional planning organization. In partnership with the Southern California Association of Governments (SCAG), their Metropolitan Planning Organization (MPO), OCCOG leads the development of Orange County's required planning documents so the county can compete for state and federal funding. OCCOG representatives on the SCAG Board make sure Orange County's voice is heard when regional policy-making takes place.

OCCOG is a voluntary joint-powers agency which convenes jurisdictions throughout the County to address land use, energy, mobility, air quality, and water issues facing our residents and ensure our county is represented in regional decision-making. Through implementing effective governance practices, we deliver value to our member agencies and the tax-payers of Orange County.

The agency's values are:

Accuracy: The information provided by OCCOG for regional planning purposes, and the studies and reports prepared by OCCOG will be beyond reproach.

Collaboration: OCCOG seeks to bring together member jurisdictions, ex-officio partners and stakeholders throughout Orange County to develop consensus around the policy areas we address.

Efficiency: OCCOG will conduct its business in the most efficient and sustainable manner available.

Cost-Effectiveness: OCCOG is a good steward of taxpayer dollars.

Transparency: OCCOG is a model of good governance and engages members and the public openly and proactively.

Tenacity: OCCOG will fight tirelessly alongside our partners to ensure that Orange County's needs are met in all regional planning activities.

Secretary Dahl currently represents the Placentia Library District at OCCOG meetings as a public member. The District does not pay membership dues nor has it secured funds through OCCOG.

RECOMMENDATIONS

1. Discontinue District representation at OCCOG meetings, effective December 2023; and,
2. A roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Trustee Scott Nelson
SUBJECT: ISDOC and Legislative Updates
DATE: November 27, 2023

BACKGROUND

Trustee Nelson will provide updates on ISDOC and Legislative news.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

CSDA Weekly Grants Update - November 13, 2023

Department of Energy

FY 2024 Buildings Energy Efficiency Frontiers and Innovation and Technologies (BENEFIT)

WHAT DOES IT FUND? The purpose of this program reduce cost and enhance viability of building decarbonization with R&D, identify remaining needs with timely demonstrations, and increase the quality of life for building occupants through the commercialization of cutting-edge, clean technologies. Specifically, this program will support the development, validation, and demonstration of novel building technologies and retrofit practices in high priority technology areas. [Click here](#) for more information.

WHO'S ELIGIBLE? State, local, and tribal governmental entities, for-profit entities, educational institutions, nonprofits, and individuals

TOTAL FUNDING AMOUNT? \$13 million - \$30 million

WHEN'S IT DUE? December 18, 2023 (Concept Papers), March 5, 2023 (Full Applications)

Department Commerce

FY 2024 Aquatic Resource Management

WHAT DOES IT FUND? This program conserves and restores riparian and wetland areas, aquatic habitats, and water resources to provide resource functioning ecosystems for a combination of balanced and diverse uses including fish and wildlife, and for the long-term needs of future generations. [Click here](#) for more information.

WHO'S ELIGIBLE? State, county, city or township governments; special district governments; independent school districts; institutions of higher education; Native American tribal governments (Federally recognized); public housing authorities/ Indian housing authorities; nonprofits; and private institutions of higher education

TOTAL FUNDING AMOUNT? \$1 million

WHEN'S IT DUE? January 19, 2024

Department of the Interior

FY 2024 Headquarters Recreation and Visitor Services Program

WHAT DOES IT FUND? This program oversees a broad and complex set of recreation related programs that provide a multitude

of recreation opportunities and experiences. [Click here](#) for more information.

WHO'S ELIGIBLE? State, county, city or township governments; special district governments; independent school districts; institutions of higher education; Native American tribal governments (Federally recognized); public housing authorities/ Indian housing authorities; nonprofits; and private institutions of higher education

TOTAL FUNDING AMOUNT? \$250,000

WHEN'S IT DUE? February 1, 2024

Department of the Interior

FY 2024 IIJA/IRA Bureau of Land Management Eastern States (ES) Recreation and Visitor Services Program

WHAT DOES IT FUND? The purpose of this program is to support strong local economies and public land conservation. [Click here](#) for more information.

WHO'S ELIGIBLE? State governments, county governments, local governments, special district governments, independent school districts, institutions of higher education, Native American tribal governments and organizations, public housing authorities, and nonprofits

TOTAL FUNDING AMOUNT? \$150,000

WHEN'S IT DUE? January 31, 2024

Department of the Interior

FY 2024 IIJA/IRA Bureau of Land Management Headquarters Threatened and Endangered Species Program

WHAT DOES IT FUND? The purpose of this program is to conserve and recover federally listed animal and plant species and their habitats on public lands. [Click here](#) for more information.

WHO'S ELIGIBLE? State governments, county governments, local governments, special district governments, independent school districts, institutions of higher education, Native American tribal governments, public housing authorities/Indian housing authorities, and nonprofits

TOTAL FUNDING AMOUNT? \$500,000

WHEN'S IT DUE? January 19, 2024

National Endowment for the Humanities

FY 2024/2025 WaterSMART Small-Scale Water Efficiency Grants

WHAT DOES IT FUND? This program supports small-scale on-the-ground projects that seek to conserve, better manage, or

otherwise make more efficient use of water supplies. [Click here](#) for more information.

WHO'S ELIGIBLE? States, tribes, irrigation districts, water districts, local authorities, and other organizations with water or power delivery authority in the Western United States

TOTAL FUNDING AMOUNT? \$12 million

WHEN'S IT DUE? January 16, 2024; July 9, 2024; January 14, 2025; July 8, 2025

**National
Endowment for the
Arts**

**FY 2024 Small Communities, Big Challenges- Rural
Environmental Public Health Needs Prize Competition**

WHAT DOES IT FUND? The purpose of this program is to identify innovative and inclusive approaches local governments have developed for working with citizens, community groups, and other interested parties in rural communities to identify and address environmental public health concerns facing their people. [Click here](#) for more information. _

WHO'S ELIGIBLE? Local governments, local utility providers, wastewater management officials, environmental agencies, and housing authorities, departments of fish and wildlife, and Tribal and territorial governments

TOTAL FUNDING AMOUNT? \$250,000

WHEN'S IT DUE? January 31, 2024

CSDA Federal Legislative Update - November 13, 2023

Congressional Outlook

Congress is back in session this week, with the House and the Senate returning today. The federal government will shut down on Saturday, November 18 at 12:01 am, absent congressional passage of another short-term spending bill. While prospects of a government shutdown are low, the House and Senate must work quickly to ensure the government remains funded.

On Saturday, the House Republican majority, led by Speaker Mike Johnson (R-La.), introduced their version of a stopgap spending measure. Speaker Johnson will likely place the legislation on the House floor for a vote on Tuesday. The Furthering Continuing Appropriations and Other Extensions Act, 2024 (H.R. 6363) features a [two-step “laddered CR,”](#) which includes two separate funding deadlines, Friday, January 19, 2024 and Friday, February 2, 2024. The laddered CR would extend funding through Jan. 19 for federal agencies covered by the following four appropriations bills: Agriculture-FDA, Energy and Water, Military Construction-VA, and Transportation-HUD. The other eight spending bills would receive an extension of funding through Feb. 2. The spending measure would also extend expiring 2018 Farm Bill programs for one year, through September 30, 2024, while the National Flood Insurance Program (NFIP) would be extended through Feb. 2 and other expiring health programs would be extended through Jan. 19 and/or Feb. 2. The package does not include the Biden Administration’s emergency supplemental funding requests from October, including \$106 billion for Israel, Ukraine, and the U.S.-Mexico border. Speaker Johnson has told members of the House Republican Conference that if the “laddered CR” fails, the chamber would move to pass a 1-year CR.

The House may also vote later this week on the chamber’s version of the FY2024 Labor-HHS-Education ([H.R. 5894](#)), Commerce-Justice-Science ([H.R. 5893](#)), and Transportation-HUD ([H.R. 4820](#)) spending bills. However, the House was supposed to consider and vote on its FY24 Transportation-HUD and Financial Services-General Government spending bills last week, but withdrew them from floor consideration when it became clear that there was not the votes needed to pass each of them. A similar dynamic may occur again with the three aforementioned FY24 spending bills.

The Senate is working on a stopgap funding plan of its own that would keep the government funded until Jan. 19. Many expect the legislation to [drop elements of the supplemental funding request](#) as details shifted over the weekend. Democrats and Republicans in the upper chamber are tying border security and immigration provisions to Ukraine aid. Without having worked out the details, the Senate is likely to hold off on adding in the funds to allow more time to negotiate over details of the package. The Senate's version of the short-term spending bill would most likely include several extensions, including the Farm Bill, NFIP, and health care programs. Senate Majority Leader Chuck Schumer (D-NY) has a motion to invoke cloture on the motion to proceed to the Removing Extraneous Loopholes Insuring Every Veteran Emergency (RELIEVE) Act ([H.R. 815](#)), which would serve as the legislative vehicle for the Senate's version of the CR. The Senate will also vote to confirm Ana de Alba to be a U.S. Circuit Judge for the Ninth Circuit.

The House version of the stopgap funding bill includes an [extension of the Farm Bill](#) through Sept. 30, 2024. Democratic and Republican negotiators Senate Agriculture Committee Leaders Debbie Stabenow (D-Mich.) and John Boozman (R-Ark.) [issued a joint statement](#) with House Ag Committee Leaders Glenn "GT" Thompson (R-Pa.) and David Scott (D-Ga.) about the deal that would provide funding to all 20 farm bill programs set to lapse in the coming year. The leaders of the respective House and Senate Agriculture Committees are committed to "passing a 5-year Farm Bill." Speaker Johnson is facing pushback from members within his party over the proposed one-year extension.

Along with a vote on the CR, the House will consider [nine suspension bills](#), including votes on the Debbie Smith Act of 2023 ([H.R. 1105](#)), which provides law enforcement agencies and crime labs across the country with the resources they need to help improve DNA collection and analysis, eliminate the rape kit backlog, and enhance state and local prosecutors' capacity. The House may also take up a [House Resolution](#) impeaching Alejandro Mayorkas, Secretary of Homeland Security, for high crimes and misdemeanors; House Democrats are expected to force a tabling of consideration of this impeachment resolution to prevent a vote from taking place.

For the remainder of the week, the House will hold several hearings, including an Energy and Commerce Subcommittee [hearing](#) on "Clean Power Plan 2.0: EPA's Effort to Jeopardize Reliable and Affordable Energy for States;" a Natural Resources

Subcommittee legislative [hearing](#) on “H.R. 5770 (Rep. Neguse), “Water Data Improvement Act.” The Senate will also hold several hearings, including an Agriculture, Nutrition, and Forestry Committee [hearing](#) on “Innovation in American Agriculture: Leveraging Technology and Artificial Intelligence;” an Environment & Public Works Subcommittee [hearing](#) on “Challenges and Opportunities to Facilitate Wildlife Movement and Improve Migration Corridors;” an Environment & Public Works Committee [hearing](#) on “Opportunities in Industrial Decarbonization: Delivering Benefits for the Economy and the Climate;” and a Homeland Security & Governmental Affairs Subcommittee [hearing](#) on “Examining Federal COVID-era Spending and Preventing Future Fraud.” Additionally, Representative-elect Gabe Amo will be [sworn in on Monday evening](#) after winning the Rhode Island 1st Congressional District special election last Tuesday. Amo made history by becoming the first black candidate in Rhode Island elected to Congress.

Bills and Regulations of Interest to You

Bill	Title	Sponsors	Background
H.R. 6142	Think DIFFERENTLY About Emergencies Act	Rep. Marc Molinaro (R-NY-19)	Amends the Rural Electrification Act of 1936 to establish a last acre program.
S. 3246	Building Safer Streets Act	Sen. John Fetterman (D-PA)	Provides for consideration of all modes of transportation and all road users in certain highway and transit programs.
H.R. 6274	One Door to Work Act	Rep. Burgess Owens (R-UT-4)	Amends the Workforce Innovation and Opportunity Act to establish a State innovation demonstration authority.
H.R. 6194	Recidivism Reduction Transparency Act	Rep. Shontel Brown (D-OH-11)	Modify the report requirements under the Adult and Juvenile Offender State

			and Local Reentry Demonstration Projects grant.
<u>H.R. 6308</u>	Farm to School Act	Rep. Chris Pappas (D-VI-At Large)	Amends the Richard B. Russell National School Lunch Act to reauthorize the farm to school program.
<u>H.R. 6297</u>	Payer State Transparency Act	Rep. Bill Foster (D-IL-11)	Assesses the State by State impact of Federal taxation and spending.
<u>H.R. 6311</u> & <u>S. 3261</u>	National Coordination on Adaptation and Resilience for Security (NCARS) Act	Rep. Maria Elvira Salazar (R-FL-27) & Sen. Christopher Coons (D-DE)	Requires the Federal Government to produce a national adaptation and resilience strategy.
<u>H.R. 6318</u>	Public Housing for the 21st Century Act	Rep. Rashida Talib (D-MI-12)	Requires the Secretary of Housing and Urban Development to identify and make available information regarding best practices utilizing mixed-income, publicly owned housing to increase the supply of affordable housing.
<u>S. 3259</u>	Peer Support Services Center of Excellence Act	Sen. Susan Collins (R-ME)	Amends the Public Health Service Act to reauthorize and expand technical assistance and support for recovery community organizations and peer support networks.

Agency	Title	Proposed Regulation	Comment Deadline
FTA / DOT	<u>Programmatic Assessment of Greenhouse Gas Emissions From Transit Projects</u>	The guidance provides a framework for agencies to consider the effects of a proposed action on climate change, as indicated by its estimated GHG emissions. It also advises agencies to assess the effects of climate change on their proposed actions.	November 24, 2023
NIST	<u>Preventing the Improper Use of CHIPS Act Funding</u>	Implement conditions in the Act that seek to prevent funding provided through the program from being used to directly or indirectly benefit foreign countries of concern.	November 24, 2023
OMB	<u>Advancing Governance, Innovation, and Risk Management for Agency Use of Artificial Intelligence Draft Memorandum</u>	The change would establish new agency requirements in areas of AI governance, innovation, and risk management, and would direct agencies to adopt specific minimum risk management practices for uses of AI that impact the rights and safety of the public.	December 5, 2023
HHS	<u>Revision of HHS National Environmental Policy Act</u>	HHS is proposing a revision to its floodplain management procedures to include climate science if an action takes place in a floodplain.	December 6, 2023
OSTP	<u>Development of a Federal Environmental Justice Science, Data, and Research Plan</u>	OSTP seeks information to assist in developing a coordinated Federal strategy to identify and address gaps in science, data, and research related to environmental justice. Information received through this RFI will inform the biennial Environmental Justice Science, Data, and Research Plan.	December 12, 2023

HUD	<u>Expansion and Proposed Restructuring of the Digital Opportunity Demonstration Program</u>	HUD solicits comment on the expansion and restructuring of its demonstration program (ConnectHomeUSA) that is designed to further the collaborative efforts by government, industry, and nonprofit organizations to accelerate broadband internet adoption and use in HUD-assisted homes.	December 18, 2023
DOI	<u>Orphaned Wells Program Office</u>	The Orphaned Wells Program Office (OWPO) invites public comment to help inform its efforts in determining how to best structure the Regulatory Improvement Grant (RIG) program, pursuant to section 40601 of the Infrastructure Investment and Jobs Act	December 19, 2023
FTA	<u>Transit Worker Hours of Service and Fatigue Risk Management</u>	The FTA is considering proposing minimum safety standards to provide protections for transit workers to obtain adequate rest thereby reducing the risk of fatigue-related safety incidents.	December 29, 2023
DOT	<u>Transportation Services for Individuals With Disabilities</u>	DOT is considering whether to amend the accessibility requirements for transportation facilities under the Americans with Disabilities Act of 1990 (ADA) currently contained in Appendix A to DOT's regulations governing transportation services for individuals with disabilities.	January 5, 2024
NSF	<u>National Ocean Biodiversity Strategy</u>	National Science and Technology Council Subcommittee on Ocean Science and Technology (SOST), requests input from all interested parties to inform the development of a National Ocean Biodiversity Strategy	February 28, 2024

	(Strategy), covering the genetic lineages, species, habitats, and ecosystems of United States (U.S.) ocean, coastal, and Great Lakes waters.	
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: President Gayle Carline
SUBJECT: **Joint-Use Committee Updates**
DATE: November 27, 2023

BACKGROUND

President Carline will provide updates on the Joint-Use Committee's work.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

