



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

December 18, 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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, December 18, 2023

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 – 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 November 27, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 16)

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

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

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

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

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, December 18, 2023

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for November 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 November 2023.
20. Circulation Report for November 2023.

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-35)

25. Adoption of Resolution 2023-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointment of Dr. Voiza Arnold for the Office of Trustee of the Placentia Library District; Administration of the Oath of Office.
26. Election of Officers
 - Current Board President: Gayle Carline
 - Current Board Secretary: Sherri Dahl
27. Appointment of Library Board Representatives for 2024 by the Board President:
Current 2023 Representatives:
 - Representative to Special District Local Area Formation Commission (LAFCO) – 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.
 - Representative to the Independent Special District of Orange County (ISDOC) – Trustee Nelson and Trustee Beverage as alternate.
 - Personnel Committee – Secretary Dahl and Trustee Nelson
 - Joint Use Agreement Committee – President Carline and Trustee Nelson
28. Report from Executive Assistant, Lina Nguyen, on her attendance at the California Special District Association Board Secretary Conference.
29. Adoption of Resolution 2023-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meetings Dates for Calendar Year 2024.
30. Discuss and Authorize a Taylor Swift (Library Version) program in 2024.
31. Authorize an Amendment to Placentia Library District Policy 2012 – Dress Code for Library District Employees and Volunteers.
32. Joint-Use Committee Updates from President Carline.
33. OCCOG Updates from Secretary Dahl

Placentia Library District Board of Trustees Regular Date Meeting Agenda, December 18, 2023

34. LAFCO Updates from Trustee Beverage

35. ISDOC Updates from Trustee Nelson.

AGENDA DEVELOPMENT

36. Agenda Preparation for the January Regular Date Meeting which will be held on January 22, 2024 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

37. The Library Board of Trustees will adjourn the Regular Date December 18, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for December 18, 2023 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 13, 2023.



Lina Nguyen, Executive Assistant

MINUTES
 PLACENTIA LIBRARY DISTRICT
 SPECIAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 NOVEMBER 2, 2023

CALL TO ORDER President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 2, 2023 at 4:06 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl via teleconference, Trustee Stephanie Beverage, Trustee Scott Nelson.

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

Counsel Present: David DeBerry via teleconference.

Guests: None.

ADOPTION OF AGENDA It was motioned by Trustee Beverage and seconded by Trustee Nelson to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION None (Item 4).

AUTHORIZE SECRETARY DAHL TO PARTICIPATE BY TELECONFERENCE DUE TO A MEDICAL CONDITION. Trustee Beverage made a motion to authorize Secretary Dahl to participate in the November 2, 2023 Special Meeting due to a medical condition. It was seconded by Trustee Nelson. A roll call vote was taken:

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

APPOINT DR. VOIZA ARNOLD TO COMPLETE THE TERM OF OFFICE PREVIOUSLY HELD BY JO-ANNE MARTIN ENDING DECEMBER 2026. Trustee Beverage made a motion to send the following recommendation to the Board of Supervisors. Rescind the action to appoint Dr. Voiza Arnold to complete Trustee Carline’s term ending December 4, 2024 and 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 Jo-Anne Martin ending December of 2026. It was seconded by Trustee Nelson. A roll call vote was taken:

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

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

ADJOURNMENT The Board of Trustees Special Date Meeting of November 2, 2023 was adjourned at 4:10 p.m.

Gayle Carline, President
 Library Board of Trustees

Sherri Dahl, Secretary
 Library Board of Trustees

MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 NOVEMBER 27, 2023

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 27, 2023 at 6:31 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Scott Nelson.

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

Counsel Present: None.

Guests: Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant; Demitri Gonzales, Library Page; Andrew Nguyen; Library Page; Jullie Bence, Library Assistant; Michele Severson, Chamber Executive Director.

ADOPTION OF AGENDA It was motioned by Trustee Nelson and seconded by Trustee Beverage to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she attended the Joint Use Meeting, the Community Prayer Breakfast and Staff Appreciation Night. She took this time to award Jullie Bence with her one-year of service pin.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended Staff Appreciation Night, the Placentia Library Friends Foundation (PLFF) Board Meeting and the Orange County Council of Governments (OCCOG) meeting.

Trustee Beverage reported she attended Staff Appreciation Night and a PLA webinar on book banning in the United States.

Trustee Nelson reported he attended Staff Appreciation Night, an ISDOC meeting and the Joint Use Meeting.

LIBRARY DIRECTOR REPORT Director Contreras took this time to thank staff for their work on preparing for Staff Appreciation Night and the Board for their support. She reported she met with the PLFF Board to discuss the Taylor Swift fundraiser. They submitted an application for registration in the nonprofit raffle program for this year and next year. They are waiting to hear back from the Department of Justice. She also attended an SLS meeting, the Community Prayer Breakfast and the Joint Use Meeting. She reported she and the Assistant Library Director met and had lunch with the new Assistant Library Director from Beaumont.

Director Contreras also reported she and the Assistant Library Director are hosting a Porto's Potato gathering for staff on December 19, 2023 at 12:30 p.m. in the Community Meeting Room and invited the Board to join.

Director Contreras reminded the Board the library will be closed on November 30, 2023 for Staff Development Day. This date also coincides with the City's Tree Lighting Ceremony.

She then took this time to introduce two new staff members to the Board: Demitiri Gonzalez and Andrew Nguyen.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation on behalf of President Reuben Skipper. The Krispy Kreme fundraiser raised \$350. They will be having a book sale on December 16-17, 2023.

CONSENT CALENDAR

It was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR OCTOBER 23, 2023 REGULAR DATE MEETING.

The minutes for the October 23, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

PRESENTATION FROM THE PLACENTIA CHAMBER OF

Director Contreras reported at the last meeting, the Board had requested she invite the Chamber of Commerce to come to the District and report out on the benefits the District has through their membership. She welcomed Michele

**COMMERCE ON
MEMBERSHIP BENEFITS.**

Severson to the podium for her presentation on membership benefits. While the Board agreed the networking opportunities would be beneficial, the fact that District staff would have to put in work to utilize some of the benefits makes the membership less appealing. No action was taken.

**DISCUSS AND REVIEW THE
IT SUBSCRIPTION LIST.**

Director Contreras reported the Board had requested to see a review of the District’s current IT subscriptions. Jeremy Yamaguchi, IT Consultant, reported out on the list. The Board requested he look into the subscriptions further to see if all of them are necessary. Mr. Yamaguchi advised he will see if there is anything more that can be done. The Board thanked Mr. Yamaguchi. No action was taken.

**DISCUSS AND REVIEW
DISTRICT REPRESENTATION
ON THE ORANGE COUNTY
COUNCIL OF
GOVERNMENTS (OCCOG).**

Director Contreras reported at the previous meeting, it was discussed the District should stop sending a Trustee to cover the OCCOG meetings. After a brief discussion where the Board agreed the District was seeing no benefit to these meetings, Trustee Nelson made a motion to discontinue District representation at OCCOG meetings, effective December 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ISDOC AND LEGISLATIVE
UPDATES FROM TRUSTEE
NELSON.**

Trustee Nelson reported there is nothing that is standing out for special districts at the moment.

**JOINT-USE MEETING
UPDATES FROM PRESIDENT
CARLINE.**

President Carline reported the Joint Use Meeting mainly consisted of discussions on the parking lot. The City provided the District with findings from a parking lot study which showed the Civic Center does not require a parking structure at this time. The City plans to shift employee parking to the back and patron parking to the front. There will be an extra District Trustee parking spot added to the current two the District has. The City agreed to helping District staff with the outdoor space construction in terms of providing the District with a point of contact that the District can go to if staff have any questions. The City also agreed to allow the District to install a new book drop next to the mail box.

AGENDA DEVELOPMENT

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

The next Board Meeting will be on December 18, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 27, 2023 was adjourned at 7:24 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees

**Placentia Library District
Check Register
November 2023**

Date	Ref No.	Payee	Memo	Payment	Type
11/03/2023	13356	Oxford University Press USA	Voided Check	0.00	Bill Payment
11/03/2023	13357	Oxford University Press USA	PO 314 - Literacy Collection	23.60	Bill Payment
11/06/2023	13359	Playaway Products	Spanish Collection	117.75	Bill Payment
11/06/2023	13358	Cintas	Janitorial supplies	332.58	Bill Payment
11/07/2023	13360	SDRMA	Medical & Ancillary Benefits December 2023	23,058.96	Bill Payment
11/07/2023	13361	UMPQUA BANK	CC Transactions from 09/29/23-10/30/23	9,249.84	Bill Payment
11/09/2023	13362	Ron Smithling	Vinyl Window Signs	497.83	Bill Payment
11/15/2023	13363	Emcor Services - Mesa Energy	Worked on the AC unit for the Children's Department Roof, rain gutter, and solar panel cleaning (\$99 discount applied to rain gutter cleaning)	765.00	Bill Payment
11/15/2023	13364	South Coast SolarClean		894.00	Bill Payment
11/15/2023	13365	Midwest Tape	DVDs, Audiobooks, & Blu-Ray Janitorial services	163.12	Bill Payment
11/15/2023	13366	Arcelia Janitorial Service	Replacement faucet for janitor's closet	4,501.69	Bill Payment
11/15/2023	13367	Golden State Water Company	Service from 09/22/23-10/20/23	724.54	Bill Payment
11/15/2023	13368	Dewey Pest Control	Voided Check	0.00	Bill Payment
11/15/2023	13369	Midwest Tape-Hoopla	Digital subscriptions for October	8,595.50	Bill Payment
11/15/2023	13370	The Placentia Police Department	Fire Alarm Permit 2023 19-513765	162.00	Bill Payment
11/15/2023	13371	JV Plumbing	Cleared the bathroom sink in the men's restroom and the main line in the women's restroom	499.25	Bill Payment
11/15/2023	13372	CALNET3	Service from 10/02/23-11/01/23	225.16	Bill Payment
11/15/2023	13373	Baker & Taylor	Book Leasing Service for 09/01/23-07/31/24 & Books	13,974.43	Bill Payment
11/15/2023	13374	Cintas	Janitorial supplies	255.15	Bill Payment
11/15/2023	13375	Placentia Library District	For Payroll on 11/22/23	70,000.00	Bill Payment
11/15/2023	13376	Playaway Products	Wonderbooks	1,477.09	Bill Payment
11/15/2023	13377	Southern California Edison	Service from 09/28/23-10/26/23	3,998.74	Bill Payment
11/15/2023	13378	Angelina Fuentes	Mileage reimbursement for dropping off and picking up books from Fullerton Library and express mail drop off. For work done on 10/18/23 Replace belts and filters Wash condenser coils Clear condensation from drain lines	54.82	Bill Payment
11/16/2023	13381	FM Thomas Air Conditioning	Check modes	2,100.00	Bill Payment
11/16/2023	13382	Public Agency Retirement Services	Contributions for payroll on 11/08/23 Interim billing on audit of the District's financial statements for the year ended June 30, 2022	2,374.36	Bill Payment
11/27/2023	13383	CliftonLarsonAllenLLP		5,250.00	Bill Payment
11/27/2023	13384	Woodruff & Smart, APC	For Services Rendered Through 10/31/23	5,878.75	Bill Payment
11/27/2023	13385	Dewey Pest Control	November Service	86.00	Bill Payment
11/27/2023	13386	MD Medical Clinics	10/01/23-10/31/23 Pre-employment screening	493.12	Bill Payment
11/27/2023	13387	Placentia-Yorba Linda Unified School Dist	EOY poster for Staff Appreciation Night, Trustee business cards for GC and SD, Literacy GED Bookmarks, & Trustee business cards for VA	136.48	Bill Payment
11/27/2023	13388	State of CA - Department of Justice	Fingerprint apps	64.00	Bill Payment

02:42 P.M.
12/11/23
Accrual Basis

**Placentia Library District
Check Register
November 2023**

11/27/2023	13389	Eagle Multi Media Productions	IT Support Services for October	6,714.50	Bill Payment
11/27/2023	13390	Charter Communications	Service from 11/12/23-12/11/23	86.29	Bill Payment
11/27/2023	13391	Public Agency Retirement Services	Contributions for payroll on 11/22/23	2,398.34	Bill Payment
11/27/2023	13392	Baker & Taylor	Books	4,874.40	Bill Payment
11/27/2023	13393	Cintas	Janitorial supplies	733.74	Bill Payment
11/27/2023	13394	Gaeten Wood	Parking reimbursement for Staff Appreciation Night	20.00	Bill Payment
11/27/2023	13395	Margaret Hatanaka	Reimbursement for welcome supplies and Parking reimbursement for Staff Appreciation Night	48.11	Bill Payment
11/27/2023	13396	Michelle Meades	Parking reimbursement for Staff Appreciation Night	28.00	Bill Payment
11/27/2023	13397	Midwest Tape	Audiobooks & Blu-Rays	961.32	Bill Payment
11/27/2023	13398	Tim Balen	Mileage reimbursement for SLS Tech Services and Technology Committee Meeting at Yorba Linda Public Library	5.30	Bill Payment
11/27/2023	13399	Damean F Sanz	Reimbursement for Staff Appreciation Night parking	24.00	Bill Payment
11/27/2023	13400	Seco Electric and Lighting, Inc.	Replacing outdoor lights	1,604.84	Bill Payment
11/27/2023	13401	Playaway Products	Wonderbooks	58.88	Bill Payment
11/27/2023	13402	Legacy Integrative Solutions	Service from 08/22/23-11/13/23	1,938.61	Bill Payment
11/27/2023	13403	FireMaster	Annual Fire Maintenance	289.38	Bill Payment
11/27/2023	13404	Placentia Library District	For Payroll on 12/06/23	70,000.00	Bill Payment
TOTAL				\$ 245,739.47	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: December 18, 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	828,237.08
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

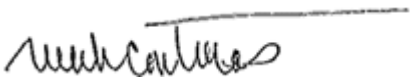
SUBJECT: **Financial Reports through November 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: December 18, 2023

Summary of Cash and Investments as of November 30, 2023

Cash with Orange County Treasurer Fund 9LX	\$	828,237.08
General Fund Checking – BMO	\$	643,278.77
General Fund Savings – BMO	\$	2,077,090.16
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>841,219.92</i>
Payroll Checking – Wells Fargo Bank	\$	37,492.76
Total Cash and Investments	\$	3,586,098.77

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 NOVEMBER 30, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,002,718	621,972	(2,380,747)	20.7%
4020	Property Taxes - Current Unsecured	74,371	37,335	(37,036)	50.2%
4050	Property Taxes - Curr Supplemental	113,049	34,281	(78,768)	30.3%
4070	Interest on Unappopt 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	715,170	(2,519,246)	22.1%
INTEREST REVENUE					
4600	Interest	8,500	12,808	4,308	150.7%
	Sub Total	8,500	12,808	4,308	150.7%
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	5,131	(13,005)	28.3%
4320, 4330	Passport/Photos	250,758	66,368	(184,390)	26.5%
4340	Meeting Room Fees	100	440	340	440.0%
* 4430	Other: Miscellaneous	0	0	0	-
	Sub Total	381,994	146,939	(235,055)	38.5%
TOTAL REVENUES YTD FOR FY 23/24:		3,908,910	930,642	(2,978,268)	23.8%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
	Cash/Investments	3,214,050	3,586,099	(230,048)	
4500	Impact Fees - Restricted Funds	823,854	841,220	45,005	
* Mathematically unable to divide by zero.					

**PLACENTIA LIBRARY DISTRICT
 EXPENDITURES REPORT**

as of November 30, 2023
 42% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,969,183	936,378	0.48	1,032,805
5030	Retirement & Post Employment Trust 115	94,007	16,936	0.18	77,071
5040	Unemployment Insurance	30,000	5,850	0.20	24,150
5050	Health Insurance	214,656	123,058	0.57	91,598
5060	Life Insurance	4,989	1,760	0.35	3,229
5064	Dental Insurance	16,529	4,186	0.25	12,343
5066	AD & D Insurance	7,958	1,957	0.25	6,001
5068	Vision Insurance	3,151	1,019	0.32	2,132
5070	Workers' Compensation Insurance	32,908	13,624	0.41	19,284
5090	Education Assistance Program	0	0	0.00	0
TOTAL		\$2,373,381	\$1,104,768	0.47	\$1,268,613
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	69,824	29,718	0.43	40,106
5100-5140	Communications, Internet, Cable	78,301	17,193	0.22	61,108
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	4,577	0.31	10,423
5200, 5210-5280	Building Maintenance	165,000	27,801	0.17	137,199
5290-5291	Memberships	15,500	4,442	0.29	11,058
5300-5350	Office Expenses & Postage	130,000	14,434	0.11	115,566
5400-5480	Prof./Specialized Services	200,000	83,838	0.42	116,162
5490	Loan Obligation (-bank)	73,900	57,318	0.78	16,582
5495, 5910, 5920	Programs, PLPF Grant, Fed & State Grant	85,000	12,012	0.14	72,988
5500	Books/Library Materials	350,620	119,270	0.34	231,350
5600	Travel & Meetings/Professional Development	40,000	7,237	0.18	32,763
5700	Mileage/Parking	650	274	0.42	376
5800	Utilities	43,150	37,421	0.83	7,729
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	\$435,777	0.17	\$2,078,774
OPERATING EXPENSES		\$4,887,932	\$1,540,545	0.32	\$3,347,387
FIXED ASSETS & TAXES					
1310	Building Improvements	25,000	1,605	0.06	23,395.16
1320	Equipment & Furniture	250,000	50,650	0.20	199,349.93
2500	Capital Lease	0	0	0.00	0.00
6100	Taxes and Assessments	11,849	9,115	0.77	2,733.66
TOTAL		\$286,849	\$61,370	0.21	\$225,479
TOTAL BUDGET		\$5,174,781	\$1,601,915	0.31	\$3,572,866

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for November 2023

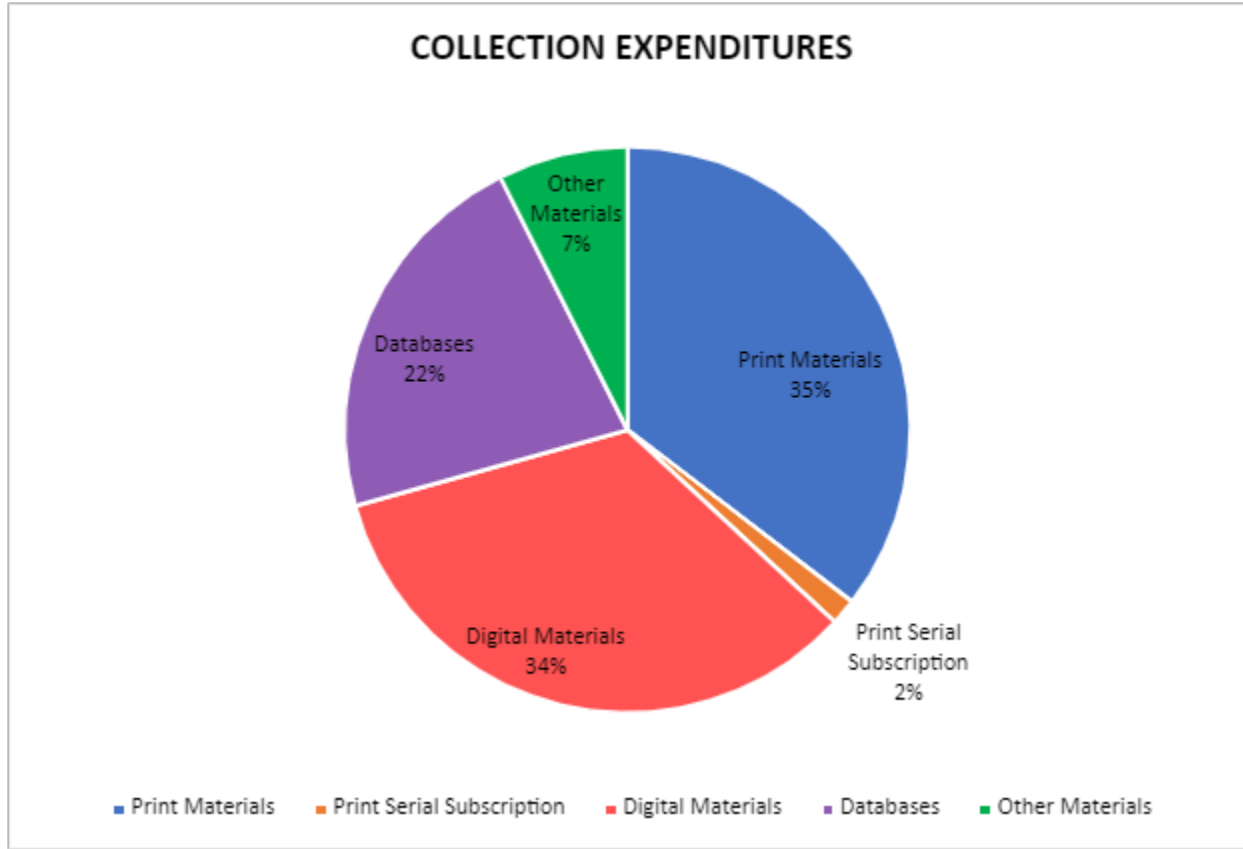
DATE: December 18, 2023

MONTHLY STATISTICS

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$350,620.00	39%	\$535,000.00	20%

Collection Expenditures	November 2023	November 2022	FY-T-D 2022-23	FY-T-D 2022-23	FY-T-D % changed
Print Materials	\$16,377	\$6,608	\$48,003	\$31,626	52%
Print Serial Subscription	\$0	\$431	\$2,024	\$2,024	0%
Total Print Materials	\$16,377	\$7,039	\$50,027	\$33,650	49%
Digital Materials	\$8,502	\$11,865	\$45,814	\$37,312	23%
Databases	\$0	\$0	\$29,733	\$29,733	0%
Total Electronic Content	\$8,502	\$11,865	\$75,547	\$67,045	13%
Other Materials	\$3,573	\$4,575	\$10,058	\$6,485	55%
Total Collection Expenditures	\$28,452	\$23,479	\$135,632	\$107,180	27%

Titles Added	November 2023	November 2022	FY-T-D 2023-2024	FY-T-D 2022-2023	FY-T-D % changed
Print Materials	584	317	1,503	1,236	22%
Print Serial Subscription	0	1	2	3	-33%
Total Print Materials	584	318	1,505	1,239	21%
Digital Materials	4,321	2,937	25,983	24,599	6%
Databases	0	0	6	6	0%
Total Electronic Content	4,321	2,937	25,989	24,605	6%
Other Materials	69	28	124	83	49%
Total Titles Added	4,974	3,283	27,618	25,927	7%



All Materials Held	November	October	Month to Month
	2022	2022	% changed
Total Materials Physical	79,816	81,251	-2%
Total Materials Digital	1,658,307	1,675,255	-1%
Total All Materials	1,738,123	1,756,506	-1%

Children's Physical Materials Held	November	October	Month to Month
	2023	2023	% change
Children's Fiction	25,475	26,328	-3%
Children's Nonfiction	14,087	14,104	0%
Children's Magazine	161	160	1%
Children's Audiobook	862	861	0%
Children's DVD/Video	1,588	1,570	1%
Children's LOTs	57	56	2%
TOTAL All Children's Physical Material	42,230	43,079	-2%
Adult/Teen Physical Materials Held	November	October	Month to Month

	2023	2023	% change
Adult Fiction	16,886	17,421	-3%
Adult Nonfiction	12,978	13,041	0%
Adult Magazine	63	60	5%
Adult Audiobook	1,294	1,284	1%
Adult DVD/Video	2,994	2,981	0%
Adult LOTs	98	112	-13%
Vinyl Records	157	157	0%
Video Games	377	377	0%
Teen Fiction	2,739	2,739	0%
TOTAL All Adult/Teen Physical Material	37,586	38,172	-2%

Digital Material Held	November	October	Month to Month
	2023	2023	% change
eBooks	929,384	955,794	-3%
Digital Audiobooks	229,384	226,880	1%
Digital Videos	103,148	102,149	1%
Digital Magazines	4,207	5,269	-20%
Digital Music	392,173	385,152	2%
Databases	11	11	0%
TOTAL All Digital Material	1,658,307	1,675,255	-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 November 2023

DATE: December 18, 2023

Net Revenue Summary for November 2023

			YTD	YTD
	Nov-23	Nov-22	2023-2024	2022-2023
Passport	6,720	12,145	47,500	74,900
Passport Photos	2,460	3,672	18,868	21,180
Fines & Fees	828	921	5,131	5,560
Meeting Room	0	55	440	175
TOTAL	\$ 10,008	\$ 16,793	\$ 71,939	\$ 101,815



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Library Impact Fee Report – November 30, 2023

DATE: December 18, 2023

Total Monthly Fees Collected			YTD	YTD
	Nov-23	Nov-22	2023-2024	2022-2023
	\$17,366.04	\$0.00	\$45,005.38	\$20,027.48

Development Projects List

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
Peter Do	Single Detached Housing	307 Orange Grove	1,200	\$ 864.00	11/14/2023
Toll Brothers	Single Detached Housing	601 Patten Ave	2,255	\$ 1,623.60	11/15/2023
Toll Brothers	Single Detached Housing	603 Patten Ave	2,125	\$ 1,530.00	11/15/2023
Toll Brothers	Single Detached Housing	605 Patten Ave	1,859	\$ 1,338.48	11/15/2023
Leonora Burga	Single Detached Housing	2102 Carleton Circle	770	\$ 554.40	11/15/2023
Landsea Homes	Single Attached Housing	1556 Topeka Ave	10,607	\$ 11,455.56	11/21/2023

2023/2024 YTD Total	\$45,005.38
Ending Balance as of 6/30/23	\$ 796,214.54
Running Total as of last zero (0) balance (12/31/2019).	\$ 841,219.92



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for November 2023

DATE: December 18, 2023

			YTD	YTD
	Nov-23	Nov-22	2023-2024	2022-2023
Separation	0	2	2	3
Retirement	0	0	0	1
Appointments	3	3	6	7
Open Positions	1	0	14	8
Workers' Compensation Leave	0	0	0	0
TOTAL	4	5	22	19

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

Library Assistant – Teen Services FT – Caitlyn Sandfer
 Library Page – Circulation PT – Demitri Gonzales
 On-Call Library Page – Andrew Nguyen

OPEN POSITIONS:

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 November 2023
DATE: December 18, 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	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
	TOTAL	\$3,310.12	\$1,769.44	\$51.52	\$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 November 2023

DATE: December 18, 2023

Meetings:

- November 1, PRTWC Meeting: Assistant Library Director participated in the meeting and provided assistance to the lunch committee by contributing to both the setup and cleanup processes. Furthermore, in response to the request from the PRTWC Board, a scholarship committee is being established with expanded member involvement. Assistant Library Director has been designated as a continuing member of the Scholarship Committee. Meetings for this committee are scheduled to commence in December.
- November 3, GigaKom Meeting: Assistant Library Director and the IT consultant held a meeting with GigaKom staff to coordinate the installation of recently acquired equipment funded through the e-Rate Grant. It was concluded that the most suitable date for the installation would be November 30, 2023.
- November 3, ADP Meeting: Business Manager attended a virtual meeting with ADP sales representatives to discuss offer to provide payroll services for the Placentia Library District.
- November 6, Meeting with Hotel Lulu staff regarding Staff Appreciation Recognition event.
- November 7, ISDOC meeting with Trustee Nelson.
- November 7, Palos Verdes Library District Meeting: Business Manager met with Finance Manager Will Liu and HR Manager Sarah Udin-Armstrong at Palos Verdes Library District to learn about each other roles, and exchange information.
- November 8, Boys and Girls Club Meeting: Assistant Library Director held a meeting with Sharon Davenport, Program Coordinator, and Allison Soto, Lead Staff, to discuss the implementation of a program on Tuesdays from 5-6 pm, starting January 9th. The chosen program originates from the Boys and Girls Clubs of America and is known as Triple Play, comprising three distinct subprograms: mind, body, and soul. The specific focus for implementation is on the 'soul' subprogram, which emphasizes Social &

Emotional Learning. Moreover, the selected program is designed for three different age groups, tailoring its content to meet the unique needs of each group. The identified target audience for this initiative is tweens aged 9-12.

- November 8, LOT318 Meeting: Assistant Library Director convened a meeting with Letty Gali and Deryk Machado to formally introduce the bookmobile staff, Damean and Joy. During the meeting, it was agreed upon that staff members would commence their attendance at the homework clubs once a month, starting from December. The schedule for attendance was established as follows: staff will participate at Cypress St. on the first Monday and at the Gomez Center on the first Thursday of each month.
- November 8, Library Impact Fees Meeting: Business Manager met with City of Placentia's Director of Development Services, Joe Lambert, to discuss Library Impact Fees for October 2023. No fees were collected in October 2023, and with current construction projects still in the process of plan check and approval by the City of Placentia.
- November 9, Graphic Designer Meeting: Assistant Library Director with Suzan Nuri, a Graphic Design Consultant, to discuss the district's requirements for graphic designers, workload, and expectations.
- November 11, City of Placentia Veteran's Day Celebration: Business Manager attended the City of Placentia's Veteran's Day Celebration to honor Placentia's Veterans and those currently serving in the United States Armed Forces.
- November 12, Staff Appreciation Recognition at Hotel Lulu
- November 13, PLFF Board meeting
- November 14, SLS Executive Council meeting
- November 14, Stronger Together Grant Meeting: Assistant Library Director met with Linda Stewart, Grant Manager, to address the grant timeline. After a thorough conversation, Linda suggested that the District pursue a grant extension owing to unforeseen delays in vehicle production. Subsequently, Yesenia submitted the grant extension request on November 14, 2023, and it is currently awaiting review and approval.
- November 15, Peer Mentoring Meeting: Library Director and Assistant Library Director met with Kelly Van Valkenburg, Assistant Library Director from Beaumont Library District. The purpose of the meeting was to offer Kelly insights into how our District manages staff tasks and workloads. Assistant Library Director provided a detailed description of staffing workloads, including procedures taken to complete tasks, time assessments, program analysis, and policy recommendations, among other aspects.

- November 15, Smart Cities Workshop: Business Manager attended the Smart Cities Workshop hosted by Placentia FiberCity to give construction updates on the city's fiber optic network. 600,000 linear feet has been completed with 300,000 more to be installed with the estimated completion date between Quarter 2 and Quarter 3 of 2024. Smart City vendors were in attendance to present their products and services that would use the city's new fiber optic network once it's completed.
- November 16, Community Prayer Breakfast: Library Director and Business Manager attended Placentia's Annual Community Prayer Breakfast with former professional baseball player, Matt Luke, as guest speaker.
- November 16, Joint Use Meeting: Library Director and Assistant Library Director met with the City.
- November 16, Library Director met with President Carline and Trustee Nelson.
- November 27, Library Board of Trustees meeting.
- November 28, All staff meeting.
- November 28, California CLASS Meeting: Business Manager met with Crystal Lynn from California CLASS over virtual meeting to showcase their website portal for pool investing.
- November 30, Staff Development Day



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for November 2023

DATE: December 18, 2023

Children's Circulation	November 2023	November 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Children's Fiction Physical	8,462	9,830	48,907	51,880	-6%
Children's Fiction Digital	934	841	4,462	4,281	4%
Children's Fiction TOTAL	9,396	10,671	53,369	56,161	-5%
Children's Nonfiction Physical	2,179	2,316	12,120	12,177	0%
Children's Nonfiction Digital	141	103	555	519	7%
Children's Non-Fiction TOTAL	2,320	2,419	12,675	12,696	0%
Children's Magazine Physical	0	23	17	122	-86%
Children's Magazine Digital	790	241	2,360	1,179	100%
Children's Magazine TOTAL	790	264	2,377	1,301	83%
Children's Audiobook Physical	1,667	391	4,283	1,852	131%
Children's Audiobook Digital	564	456	2,989	2,230	34%
Children's Audiobook TOTAL	2,231	847	7,272	4,082	78%
Children's DVD/Video Physical	326	283	1,808	1,677	8%
Children's DVD/Video Digital	92	84	382	279	37%
Children's DVD/Video TOTAL	418	367	2,190	1,956	12%
Children's LOTs	30	20	185	134	38%
Music Digital	13	12	117	60	95%
TOTAL All Children's Physical Content	12,664	12,863	67,320	67,842	-1%
TOTAL All Children's Digital Content	2,534	1,737	10,865	8,548	27%
TOTAL All Children's Content	15,198	14,600	78,185	76,390	2%

Adult/Teen Circulation	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Fiction Physical	1,873	2,092	11,787	11,131	6%
Adult Fiction Digital	2,370	692	12,656	9,087	39%
Adult Fiction TOTAL	4,243	2,784	24,443	20,218	21%
Adult Nonfiction Physical	1,388	1,395	8,231	7,986	3%
Adult Nonfiction Digital	730	1,317	3,950	3,956	0%
Adult Non-Fiction TOTAL	2,118	2,712	12,181	11,942	2%
Adult Magazine Physical	15	19	91	96	-5%
Adult Magazine Digital	794	252	2,408	1,446	67%
Adult Magazine TOTAL	809	271	2,499	1,542	62%
Adult Audiobook Physical	115	113	631	619	2%
Adult Audiobook Digital	4,365	3,050	21,623	15,664	38%
Adult Audiobook TOTAL	4,480	3,163	22,254	16,283	37%
Adult DVD/Video Physical	485	632	2,624	3,436	-24%
Adult DVD/Video Digital	622	365	3,087	1,680	84%
Adult DVD/Video TOTAL	1,107	997	5,711	5,116	12%
Adult LOTs	103	72	508	380	34%
State Parks Pass*	28		290		
Vinyl Records*	135		394		
Video Games	352	196	1,749	872	101%
Music Digital	173	80	624	357	75%
Teen Fiction Physical	250	244	1,633	1,546	6%
Teen Fiction Digital	256	199	1,377	1,225	12%
Teen Fiction Total	506	443	3,010	2,771	9%
TOTAL All Adult/Teen Physical Content	4,744	4,763	27,254	26,066	5%
TOTAL All Adult/Teen Digital Content	9,310	5,955	45,725	33,415	37%
TOTAL All Adult/Teen Content	14,054	10,718	72,979	59,481	23%

All Circulation	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-24	% change
Total Circulation Physical	17,408	17,626	95,258	93,908	1%
Total Circulation Digital	11,844	7,692	56,590	41,963	35%
Total All Circulation	29,252	25,318	151,848	135,871	12%
Non-English Language Circulation	899	526	4,319	2,701	60%

Online Database Usage	November	November	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	1,044	2,475	10,402	14,044	-26%
Creative Bug	36	32	178	152	17%
Data Axle	0	139	146	385	-62%
Freegal	936	1,042	5,350	5,175	3%
Novelist	11	404	254	827	-69%
BookFlix*	26		146		
TrueFlix *	1		38		
Scholastic Teachables*	8		373		
Mango Languages*	59		257		
ChiltonLibrary*	7		41		
TOTAL PLD DATABASE USAGE	2,128	4,092	17,185	20,583	-17%

Online Database Usage	November	November	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	27	13	84	98	-14%
Brainfuse HelpNow	23		44	220	
Britannica	21	13	185	203	-9%
LinkedIn Learning	83	306	243	1,739	-86%
ProQuest	0	4	8	32	-75%
ProQuest Culture Grams	0	0	47	20	135%
Skillshare	1	1	5	6	-17%
Teaching Books and Book Connections	215	385	1,351	860	57%
National Geographic Kids (Gale)	6		57		
Gale in Context: Environmental Studies	0		3		
Gale Interactive: Science	0		20		
Coursera	7		67		
EBSCO LearningExpress Library	1		2		
GetSetUp	3		20		
Northstar	6		11		
	22		28		
TOTAL CSL DATABASE USAGE	393	844	2,147	3,285	-35%
TOTAL ALL DATABASE USAGE	2,521	4,936	19,332	23,868	-19%

* New collection for FY 23-24



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for November 2023

DATE: December 18, 2023

Number of Programs by Type	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	7	10	45	49	-8%
Children's Programs	7	6	39	34	15%
Teen Programs	3	3	13	12	8%
Outreach	0	0	1	1	0%
TOTAL Children/Teen	17	19	98	96	4%

Program Attendance by Type	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	235	233	2,405	2,161	11%
Children's Programs	411	53	3,608	3,245	11%
Teen Programs	33	30	197	212	-7%
Outreach	0	0	365	395	-8%
TOTAL Children/Teen	679	316	6,575	6,013	9%

The Hangar Makerspace	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Activity Hour Visits	146	82	760	386	100%
Hangar Appointments	6		84		
Hangar Users	5	21	29	106	-73%

ACHIEVEMENTS

- Mayli Apontti collaborated with Elizabeth Tapia to plan and conduct Family Lotería Night on November 2.

- Mayli Apontti facilitated one Read to the Dogs program on November 6.
- Mayli Apontti planned and conducted 2 in-person Family Storytimes on November 4 for Diwali Storytime, and November 18 was for a National Native American Heritage Month Storytime. Both storytimes included craft activities.
- Mayli Apontti planned and led a library tour and activity for a Girl Scout troop visit on November 20.
- Damean Sanz collaborated with Mayli Apontti to lead Family Story on November 4 and 18.
- Elizabeth Tapia planned, organized, and took lead on conducting Family Lotería Night on November 2.
- Elizabeth Tapia led the Morning Meet Ups program on November 6, 13, and 20.
- Elizabeth Tapia planned and conducted 4 in-person Luna, Luna storytimes on November 1, 8, 15 and 29.
- Damean Sanz collaborated with Elizabeth Tapia to lead Luna, Luna storytime on November 8 and 29.
- Caitlyn Sandfer planned and coordinated PTAC meetings on November 2 and 16.
- Daisy Badge planned and conducted Baby Giggles and Wiggles on November 3 and 10.
- Daisy Badge finalized the Lunch at the Library Application Grant for submission.
- Damean Sanz collaborated with Daisy Badge to lead Family Story on November 2.

MEETINGS

- November 3, Margaret Hatanaka served on an interview panel for Beverly Hills Public via Zoom. A total of 12 candidates were interviewed.
- November 2, Margaret Hatanaka attended the monthly City/Library where Community Services discussed the Tree lighting ceremony for November 30 and Wayne Park ribbon cutting on November 4. The Police department reported that their National Drug Take Back event on October 28 brought in 40 pounds of drugs. The Police Department's Tip a Cop event on November 6 will be donated to the Special Olympics.
- November 4, Elizabeth Tapia joined the CLA Local History Room meeting via Zoom where topics for discussion included emergency preparedness plans and collection assessment resources for archival spaces.
- November 8, Damean Sanz, Joy Ellis, and Yesenia Baltierra attended a meeting with LOT 318 at the Gomez Center to discuss expectations of our partnership and set a schedule to visit the Gomez Center and Cypress Street location once a month to help with their Homework Club.
- November 9, Damean Sanz attended the Stronger Together Meeting where topics for discussion included developing a stronger teen volunteer foundation by allowing them some autonomy over the library programs.
- November 15, Margaret Hatanaka attended the Kiwanis meeting where topics for discussion included upcoming holiday volunteer opportunities at His House, PATH Navigation Center, and providing lunch for Rose Parade Float decorators in Irwindale on December 29.

- November 15, Caitlyn Sandfer attended the Teen SLS meeting at Mission Viejo Public Library. Topics included what we accomplished during fall programming, our upcoming plans for winter programming, and general announcements.
- November 16, Margaret Hatanaka attended the Community Prayer breakfast held at the Placentia Round Table Women's Club.
- November 17 and 28, Damean Sanz attended a meeting with Yesenia Baltierra to discuss the expectations of the boiler room in order to clean and organize for the upcoming book mobile collection.

PROFESSIONAL DEVELOPMENT

- Elizabeth Tapia trained with Megan Tolman on Nov 5, 12, and 19 to understand where local history Room materials are located physically in the history room, the server, and SharePoint.
- Damean Sanz completed the ALA Fundamentals to Collection Development class where the main take-aways were weeding, acquisitions, and collection development.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for November 2023

DATE: December 18, 2023

MONTHLY STATISTICS

Number of Programs by Type	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	1	5	7	28	-75%
Hangar (Take and Make)	0	1	2	8	-75%
History Room	0	1	1	2	-50%
Literacy	26	15	173	74	134%
General Interest	3	1	8	5	60%
Self-Directed	0	0	3	5	-40%
TOTAL Adult	30	23	194	122	59%

Program Attendance by Type	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	14	28	137	139	-1%
Hangar (Take and Make)	0	239	548	1,780	-69%
History Room	0	0	3	6	-50%
Literacy	178	35	1,143	748	53%
General Interest	88	0	2,461	513	380%
Self-Directed	0	305	366	701	-48%
TOTAL Adult	280	607	4,658	3,887	20%

History Room Activity	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room Visitors	9	7	33	39	-15%
Memory Lab Appointments	7	0	44	N/A	N/A

The Hangar Makerspace	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Activity Hour Visits	146	82	772	386	100%
Hangar Appointments	6		84		
Hangar Users	5	21	29	106	-73%

Volunteer Hours	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room	0	31.03	0	91	-100%
PLFF	237.25	255.75	1,256	1,141	10%
General Library	185	182.5	1,451	1,347	8%
Adult Literacy	205.5	194	1,108	992	12%
PTAC	36.67	58.5	272	338	-19%
Total Volunteer Hours	664.42	721.78	4,087.12	3,909	5%
FTE Equivalent	3.83	4.16	23.58	22.55	5%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2023-24	2022-23	% change
Adult Literacy & ESL Students	60	50	20%
Adult Literacy & ESL Tutors	55	42	31%

ACHIEVEMENTS

- Gena Christ facilitated Literacy Reads – Beginner Book Club on November 1, 8, 15, 29.
- Sally Federman facilitated Literacy Reads – Int. Book Club on November 7, 14, 28.
- Gena Christ coordinated Read, Write, Speak Club on November 3, 10, 17.
- Sally Federman coordinated the Citizenship Class on November 2, 16.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on November 7, 14, 28.
- Sally Federman coordinated ESL Conversation afternoon class on November 7, 14, 28.
- Esther Canedo coordinated ESL Conversation afternoon class at the Whitten Center on November 2, 16, 30.
- Esther Canedo coordinated ESL Conversation Thursday morning class at the Whitten Center on November 2, 16, 30.
- Sally Federman and Esther Canedo coordinated the Clever Conversation Workshop on November 6.
- Megan Tolman coordinated 7 Memory Lab appointments.
- Megan Tolman coordinated 17 History Room appointments.
- Megan Tolman coordinated Adult Book Club on November 14.

- Megan Tolman and Elizabeth Tapia coordinated the Día de Muertos Community Altar, ending on November 5.
- Megan Tolman and Mayli Apontti coordinated Winter Reading Decoration's set up on November 30.
- Katie Matas continued to train Megan Tolman on Technical Services tasks.
- Katie Matas and Megan Tolman worked to set-up the Bookmobile in Horizon.
- Tim Balen coordinated the Native American Heritage Month Reading Program on Beanstack.
- Tim Balen coordinated setting up the Winter Reading Program on Beanstack.
- Tim Balen coordinated library graphics and publicity, social media posts, website updates and email newsletters.

MEETINGS

- On November 2, Michelle Meades, Megan Tolman, and Katie Matas met with our Brodart representative, Alicia Snarr to discuss Spanish book ordering.
- On November 13, Michelle Meades watched the archived meeting of ESL Continuing Libraries Application 24-26. Applications are due on December 15 by 5:00pm. The application is available on Counting Opinions. The biggest takeaway is that the financial report section now has a new format to align with the State Library's funding categories.
- On November 14 Michelle Meades attended the Adult Services Reference SLS meeting at Santa Ana Public Library. Discussed at this meeting were platforms to host history room digital materials, who used what and what they liked about it, as well as price. We received a tour of the Santa Ana History Room and met their history room librarian, Jaime Cornejo.
- On November 15, Michelle Meades attended the Smart Cities Infrastructure Workshop, hosted by Placentia FiberCity at the Alta Vista Country Club. Discussed was how to utilize the new Placentia FiberCity fiber optic network in order to implement technologies so as to enhance services to our community.
- On November 16, Michelle Meades attended the Prayer Breakfast at the Round Table Women's Club. Matt Luke was the featured speaker, who spoke about his personal and professional life and the challenges he faced.
- On November 22, Tim Balen and Margaret Hatanaka met with a potential contract graphic designer to discuss the library's graphic design, social media and marketing workflow and processes.
- On November 28 Megan Tolman met with the Placentia Historical Committee. They discussed the slow process of their projects due to a current lack of members.

PROFESSIONAL DEVELOPMENT

- None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for November 2023

DATE: December 18, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Children Computer Usage	310	269	1,628	1,531	6%
Children AWE Learning Usage	337		1,666		
Teen Computer Usage	74	58	605	647	-6%
Adult Computer Usage	858	920	5,198	5,328	-2%
Total Computer Usage	1,579	1,247	9,097	7,506	21%
Wi-Fi Usage	1,392	1,648	8,183	7,852	4%
Guest Passes	83	36	447	349	28%

Website Traffic	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Website visits	10,575	11,572	73,093	68,497	7%
Page Hits	16,547	19,558	117,816	116,788	1%
Users	6,316	7,453	49,456	42,838	15%
Pages/Session	1.56	1.55			
Avg. Session Duration	00:02:34	00:01:46			
% New Sessions	100	79			
Placentia Library Online Catalog Usage	2,769	4,024	22,899	23,962	-4%

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- Lobby TV player replacement
- New firewall installation and programming
- New Wi-Fi installation and programming
- Network Segregation Project

Ongoing Projects:

- Library Website Development (waiting for feedback)
- Library Mobile App Development (waiting for feedback)
- Information Desk PC replacements (waiting on software vendor)
- Password Manager deployment

Upcoming Projects:

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

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 designers in accessing shared files and accounts, and continuously resolving issues. Language barriers, time zone differences, and a general lack of technological comprehension has made productivity difficult with the first contract graphic designer. IT staff have now offboarded two separate graphic designers and setup three unique access accounts with each taking the better part of a day to complete.

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.

IT staff attended staff development day to assist with technology needs while also supervising network vendor for the install of new access points, firewall, and router.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for November 2023

DATE: December 18, 2023

Attendance	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Number of Days Open	27	28	148	149	-1%
Number of Hours Open	248	259	1,351	1,341	1%
Attendance	14,861	12,811	90,379	83,150	9%

Card Holders	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Active Borrowers	5,099	4,845	25,335	28,905	5%
Child Card Holders	14,992	14,098	74,438	69,905	6%
Teen Card Holders	4,608	4,476	22,979	22,281	3%
Adult Card Holders	46,573	43,446	230,292	214,653	7%
Total Card Holders	66,173	62,020	327,709	306,839	7%
New Patron Registration	282	266	1,749	1,900	-8%
New Virtual Library Cards	67	52	416	437	-5%

Information Desk Activity	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Reference Questions -- in person	1,527	1,554	9,226	8,929	3%
Reference Questions -- telephone	373	489	2,247	2,937	-23%
Reference Questions -- email/chat	10	5	31	44	-30%
Total Reference Questions	1,910	2,048	11,504	11,910	-3%
Assistance in Spanish	36	48	277	338	-18%
Assistance with Passports	256	253	1,422	1,196	19%
Curbside Usage	23	13	81	76	7%
Study Room Usage	161	138	897	775	16%

Passport Activity	November	November	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Passports Processed	238	357	1,422	2,187	-35%
Consultations Only	16	34	117	185	-37%
Unfilled Appointments Sat-Sun*	7	8	52	26	-77%
No Show Appointments Sat-Sun*	12	10	85	68	-69%
Photo Only (Walk-in)	4	1	56	48	17%

**New Statistic for FY 2023-24*

ACTIVITIES

- Angie processed 585 new books
- Yomara mailed 84 billing notices.
- Staff filled 343 requests from pull list.
- Staff pulled 110 expired holds from the request shelf.
- Meeting room was used by 2 library partners: Kiwanis and Rotary Youth.
- Meeting room was used by 1 outside renters: Corte Vista HOA
- Meeting room was used 25 times for library related activities/programs.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration of the Oath of Office.**

DATE: December 18, 2023

BACKGROUND

On November 28, 2023, the Orange County Board of Supervisors, approved the appointment of Dr. Voiza Arnold to serve on the Placentia Library District, term ending December 2, 2026. Tonight, the Oath of Office will be administered to Dr. Arnold and she will officially begin her term as a Library Board of Trustee with the Placentia Library District.

President Carline will administer the Oath of Office.

Attachment A is the Orange County Board of Supervisors Minute Order.

Attachment B is the Oath of Office.

RECOMMENDATIONS

1. Accept the Orange County Board of Supervisors' appointment of Dr. Voiza Arnold as presented; and
2. Direct Board President Carline to administer the Oath of Office to Dr. Arnold; and
3. Roll call.

ORANGE COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

November 28, 2023

Submitting Agency/Department: Chairman Wagner

Rescind Board action taken on 10/17/23, Item S28F appointing Dr. Voiza Arnold to complete term ending 12/4/24; and appoint Dr. Voiza Arnold in lieu of election to Placentia Library District Board of Trustees to complete term ending 12/2/26

The following is action taken by the Board of Supervisors:

APPROVED AS RECOMMENDED [X] OTHER []

Unanimous [] (1) DO: X (2) SARMIENTO: X (3) WAGNER: Y (4) CHAFFEE: Y (5) FOLEY: Y

Vote Key: Y=Yes; N=No; A=Abstain; X=Excused; B.O.=Board Order

Documents accompanying this matter:

- [] Resolution(s)
[] Ordinances(s)
[] Contract(s)

Item No. 2

Special Notes:

Copies sent to:

District 3
Placentia Library – Jeanette Contreras
Appointee

12.7.23



I certify that the foregoing is a true and correct copy of the Minute Order adopted by the Board of Supervisors . Orange County, State of California. Robin Stieler, Clerk of the Board

By: [Signature]
Deputy



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Election of Board Officers**

DATE: December 18, 2023

BACKGROUND

The following positions need to be elected:
President (Incumbent is President Carline)
Secretary (Incumbent is Secretary Dahl)

RECOMMENDATION

Elect a Library Board President and a Library Board Secretary for 2024.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Appointment of Library Board Representatives for 2024 by the Board President**

DATE: December 18, 2023

BACKGROUND

The following positions need to be appointed:

Incumbents are italicized.

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

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

At the November 27, 2023 Board meeting, there was a request to consider District representation at the Chamber of Commerce meetings. Library staff will continue to represent the Placentia Library District at the Placentia Collaborative, Downtown Merchants Association, Placentia Roundtable Women's Club, and Kiwanis Club.

RECOMMENDATION

1. Authorize the appointment of Library Board Representatives for 2024 as discussed; and,
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **California Special District Association Board Secretary Conference Report from Executive Assistant, Lina Nguyen.**

DATE: December 18, 2023

BACKGROUND

At the September 25, 2023 Library Board of Trustees meeting, the Board approved Executive Assistant Nguyen to attend the annual Board Secretary/Clerk Conference. Tonight, Ms. Nguyen will share her conference experience and what learning she gained from the conference.

Attachment A is Ms. Nguyen's report.

Notes from the CSDA Board Secretary/Clerk Conference Sessions

November 6-8, 2023

1. Pre-Conference Workshop: Tips for Managing the Records Retention Lifecycle

Overview: There are specific events that can trigger a record's movement to the next phase of the records lifecycle and help to define retention needs and requirements. Examples of these events can include, but are not limited to, expiration of a contract, termination of employment, completion of an audit, and settlement of a legal matter. These events help in determining the value the record continues to bring to the agency, and when to consider the matter "closed" for retention purposes as the value diminishes.

Highlights:

- Benefits of Records Management includes ensuring Federal, State and regulatory compliance, safeguarding vital information and minimizing litigation risks.
- When evaluating records, format does not matter. Content does.
- If there is no legal obligation to keeping records, don't keep it. The cost of keeping it will outweigh everything else.
- When doing offboarding, ensure outgoing staff have relinquished any records before they leave.
 - We can even add in a document for them to sign which states they have handed over all records they have.

2. Opening Keynote "Change Chose Me...Now What?"

Overview: Staying positive in tough times means learning to embrace change. Merlyna Valentine's presentation showed that life is more than just what happens to you. How you respond is what matters most. Ms. Valentine was about to start another year as an elementary school Principal when she was hospitalized due to a pain she was experiencing in her side. The doctors discovered it was a kidney stone but she subsequently contracted the flu and was hospitalized and given a 10% chance to survive the night and if she did, her life would forever be altered because she had become septic. She became a quadruple amputee at the end of this ordeal but you would have never guessed that when watching her walk back and forth across the banquet hall during her keynote speech. After two years and six surgeries, Ms. Valentine danced her way back to the school where her Principal position was waiting for her. I was truly in awe when I found out that she was an amputee. She did not sit once during her speech and stood by the exit doors to shake hands with attendees as they left. Ms. Valentine is an example of how to live a purposeful and successful life by believing in yourself and embracing change.

3. Board Secretary/Clerk Foundations

Overview: The board secretary in a special district plays a multifaceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines.

Highlights:

- As tasks begin to pile up it's important to be consistent, communicate, and cooperate.
- It's important to create a dialogue during discussion and not allow those to turn into debates.

4. Staying in Compliance, Part One

Overview: As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covered crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, and much more.

Highlights:

- The process for filing a Board Trustee vacancy is to notify county elections official within 15 days; appoint a successor, call for an election or take no action within 60 days; and if no action is taken after those 60 days, the County Board of Supervisors may appoint a successor or call for an election within 30 additional days.
- While it is important for us to know about the laws governing special districts, it is also important to always confer with our attorney as he will have a better understanding of them.

5. Advanced Training in the California Public Records Act

Overview: If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. This training covered advanced concepts in the CPRA, including when an applicable exemption may give an agency the right to withhold a particular record or a portion of a record.

Highlights:

- The Public Records Act's sole function is to provide for disclosure and not to act as a policy.

- A public records request must be dealt with within 10 days of the request and if it is denied, a denial letter must be written out that includes the name and title of the person making the denial determination.

6. Staying in Compliance, Part Two

Overview: This session continued where the first part left off on reviewing the laws governing special districts.

Highlights:

- To avoid prohibited serial meetings, emails to the Board containing any item of business that is within the subject matter jurisdiction of the legislative body should be emailed to each Trustee separately.
- Our main page should have a direct link to the agenda of an upcoming Board of Trustees Meeting. Currently, to get to our agenda, you would have to go to the Board of Trustees page where you can find the link to it.

7. Best Practices for Taking & Processing Meeting Minutes

Overview: This session went over best practices for taking and processing minutes according to Robert's Rules of Order, and how the clerk can intervene when essential content is missing from the motion. We'll also cover what should and should not be included in minutes (Hint: Not everything is important). This session does not cover the mental task of listening and scribing minutes, but rather, it describes problems that the presenter has encountered in her three decades of working as a Municipal Clerk and training other Clerks throughout California, Oregon and Alaska.

Highlights:

- There are three types of minutes: action, summary, and verbatim. Action minutes are the most efficient record of a meeting. Summary minutes can be subjective and leaves a lot of room for error. Verbatim minutes are not minutes at all and are technically transcripts. Verbatim minutes leave the greatest room for error that can harm the agency. Currently the minutes I type up for the District are somewhere between action and summary minutes.
 - Action minutes don't allow room for interpretative "smoking gun" statements. This limits liability for the agency.
- One tip I learned was to create a template that will allow for pre-filling standing items during the meeting and can simplify the preparation process.

8. Website Compliance 101: Everything Board Secretaries Need to Know

Overview: With so many requirements for special districts, staying compliant can be a bear. This session did a walkthrough of how to stay compliant in California.

Highlights:

- This presentation was actually conducted by Mac Clemmens, the CEO of Streamline! Which makes me feel like we're definitely in good hands when it

comes to website compliance since the Board had chosen to go with Streamline when looking for a website vendor this year.

- Content on the website should be written at an 8th grade level.
- Accessibility claims rose by 56% present in 2021. In 2022, the average ADA claim was \$39,000. The percentage of districts hit in 2022 was 6%. That's 2,403 districts.
- The Department of Justice will start enforcement actions against special districts in 2026.
 - However, even if we were to get dinged, we'll just need to show that it is something that is being worked on.

9. Understanding Board Member & District Liability Issues

Overview: This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.

Highlights:

- An item that is within the subject matter jurisdiction of the legislative body can be discussed with staff only if those discussions do not communicate information about other Board members' comments or positions on the matter.
- If a public official has a disqualifying conflict of interest, the official must not only step aside from voting, but the entire process leading up to a decision, including conversations with fellow officials and staff (including before, during or after any meeting at which the item may be taken up).



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 2023-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2024.**

DATE: December 18, 2023

BACKGROUND

The Library Board of Trustees currently meet the fourth Monday of each month at 6:30 p.m.

Should the Board continue its meeting on the 4th Monday, below is the recommended meeting dates for 2024:

- Monday, January 22nd (January 15th is Martin Luther King Day, Library is closed)
- Monday, February 26th (February 19th is President's Day, Library is closed)
- Monday, March 25th
- Monday, April 22nd
- Monday, May 27th
- Monday, June 24th
- Monday, July 22nd
- Monday, August 26th
- Monday, September 23rd
- Monday, October 28th
- Monday, November 25th
- Monday, December 23rd

Attachment A is Resolution 2023-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2024.

RECOMMENDATIONS

1. Read Resolution 2023-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2024.
2. Adopt Resolution 2023-08.
3. Roll Call Vote.

RESOLUTION 2023-08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES
FOR CALENDAR YEAR 2024**

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes the fourth Monday of each month at 6:30 P.M., the Regular Board Meeting for Calendar Year 2024, dated December 18, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

)ss.

County of Orange)

I, Sherri Dahl , 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 Date Meeting hereof held on the Eighteenth day of December 2023.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Eighteenth day of December 2023.

Board Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Authorize a Taylor Swift (Library Version) program in 2024.**

DATE: December 18, 2023

BACKGROUND

Taylor Swift is undeniably one of the most influential and culturally significant music artists of the 21st century. Her fans, aka, Swifties, have impacted the economy, driving consumption of all things Taylor Swift, to a frenzy. Winner of 12 Grammy awards, she continues to dominate not only the music industry, but globally in all industries, including football.

Several libraries across the country have hosted Taylor Swift programs, including:

Milpitas Library - California
 Monroe County Public Library – Indiana
 Cincinnati & Hamilton County Public Library - Ohio
 Fairhope Public Library - Alabama
 St. Louis Public Library – Missouri
 New York Public Library (Virtual Taylor Swift Jeopardy) – New York
 William Jeanes Memorial Library – Pennsylvania

Organizing Taylor Swift (Library Version) programs and events is an engaging way to bring people together, a commitment to the District's mission. With over 530 million followers on social media, the District's Taylor Swift (Library Version) programs and events will have the following impacts:

- Fan Engagement – Creating excitement and engagement while inviting first time visitors
- Community Building – Instilling a sense of community and shared experiences
- Interactive Activities – Offering trivia games, Name that Tune, and a dance party will unleash creativity and imagination
- Fundraising Promotion – Fostering prospective PLFF memberships through the Taylor Swift Merch opportunity drawing while building awareness of PLFF's work and its efforts to raise money for library programs.
- Memorable Experience – Providing unforgettable memories and reaffirm the innovation that is the Placentia Library District.

Our research appears to indicate a Taylor Swift program has not been offered by any libraries in Southern California – the Placentia Library District would be the first.

Our amazing library team have discussed several programs and events and they include:

- Scavenger Hunt
- Taylor photo op
- Taylor-inspired reading challenge
- Name That Tune

- Friendship Bracelets
- Bookmarks and Button Making
- Trivia
- Artistry and Entrepreneurship Seminar, conducted by Crystal Haryanto, UC Berkley alumna and founder of the university course
- Taylor Swift dance party

Funds for the Taylor Swift (Library Version) programs and events are provided by PLFF. The support group is hosting a Taylor Swift fundraiser, beginning December 21st. Please see Attachment A for additional information.

RECOMMENDATIONS

1. Authorize the Placentia Library District to offer Taylor Swift (Library Version) Programs and Events; and
2. Roll call vote.

OPPORTUNITY DRAWING

Taylor Swift Merch

DECEMBER 21, 2023 - APRIL 11, 2024

Includes:

- ♥ 1989 M/L Size Cardigan
- ♥ 1989 Vinyl (Taylor's Version)
- ♥ Speak Now CD (Taylor's Version)
- ♥ Red CD (Taylor's Version)
- ♥ Lover Vinyl
- ♥ Midnights Vinyl
- ♥ Time Magazines - 3 Covers
- ♥ The Eras Tour Concert Film
popcorn tub & cup

TICKET: \$10

Available at the Placentia Library District, while supplies last.

Please see staff at the Information Desk.

Cash & Credit Card only - \$1 processing fee applies to credit card transactions.



Winning ticket will be drawn at the
Taylor Swift Dance Party on April 11, 2024



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Amendment Recommendation to Placentia Library District Policy (PLD) 2012 – Dress Code for Library District Employees and Volunteers**

DATE: December 18, 2023

BACKGROUND

The Placentia Library District Policy 2012 – Dress Code was last amended at the June 20, 2016 Library Board of Trustees meeting. The approved amendments included:

- 2012.3.4 Facial and tongue piercings are not allowed. (deleted)
- 2012.3.7 Athletic wear such as sweats and spandex. Leggings are permitted and must be covered by a dress, skirt or sweater that must be no shorter than 2” above the knee. (added)
- 2012.3.15 Employees are allowed to display tattoos at the workplace so long as the tattoos are not offensive to co-workers, the public, volunteers or other in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature. (added)

2012.3.15 Dyed hair and facial piercings are acceptable. (added)

2012.4 Disciplinary Action

If Management determines an employee’s appearance may present a conflict, the employee will be asked to identify appropriate options, such as covering of tattoos, recoloring of hair to more natural colors, removal of excessive or offensive piercings, to resolve the conflict. (added)

The current policy 2012.3 outlines attire that are not permitted, including jeans except on Saturday and Sunday. Please see below.

2012.3 Inappropriate attire that may not be worn on any occasion includes:

- 2012.3.1 Suggestive attire such as low-cut blouses and other revealing apparel.
- 2012.3.2 Jeans, except on Saturday and Sunday. Volunteers may wear jeans Monday – Sunday with the understanding that a professional image must be maintained.
- 2012.3.3 Torn, patched or soiled clothing.

The team asks the Board's consideration to amend Policy 2012 – Dress Code with the following changes:

2012.3 Appropriate Attire includes:

2012.3.1 Jeans are acceptable per guidelines

2012.3.1.1 Acceptable Jeans: Dark and light-colored jeans (e.g., black, navy blue, beige, white).

2012.3.1.2 Inappropriate Jeans: Distressed and torn jeans with patches, patterns or designs.

2012.3.1.3 Appropriate Pairing: Jeans need to be paired with professional and neat tops, blouses, sweaters, shirts, polos, oxford or any Placentia Library District logo tops. T-shirts, tank tops, and overly casual tops are not appropriate when wearing jeans.

2012.3.2 Leggings are permitted and must be covered by a dress, skirt or sweater that must be no shorter than 2 inches above the knee. Athletic wear such as sweats and spandex are not allowed.

All former 2012.3 series be renumbered to 2012.4

2012.4 Inappropriate attire that may not be worn on any occasion includes:

2012.4.1 Suggestive attire such as low cut blouses and other revealing apparel.

2012.4.2 Jeans, except on Saturday and Sunday. Volunteers may wear jeans Monday – Sunday with the understanding that a professional image must be maintained. **(delete)**

2012.4.3 Torn, patched or soiled clothing.

2012.4.4 Any jewelry or piercing that may impede vision or cause injury.

2012.4.5 Open toe shoes for those classifications whose duties require handling book carts, equipment and heavy furniture for the majority of their work

schedule. These classifications include library pages, aides, clerks, and facility maintenance technician.

2012.4.6 Flip-flops or thong shoes.

2012.4.8 Beach attire.

2012.4.9 Shorts of any type.

2012.4.10 Dresses and skirts shorter than two (2) inches above the knee.

2012.4.11 Halter tops, tube or tank tops, muscle shirts.

2012.4.12 Underwear as outerwear.

2012.4.13 Hats and caps.

2012.4.14 Non-library affiliated slogans, logos, obscenities, etc. with the exception of approved school logos.

2012.4.15 Employees are allowed to display tattoos at the workplace so long as the tattoos are not offensive to co-workers, the public, volunteers or others in the workplace, based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.

2012.4.16 Dyed hair and facial piercings are acceptable.

Dress code regarding the appropriateness of jeans from neighboring libraries indicate acceptability of such attire with City logo tops, e.g., polos, sweater, oxford shirts, etc. A recent survey resulted in an overwhelming desire from our team to allow jeans to be worn every day. Reasons for jeans include improving comfort, adapting to industry trends, fostering a more inclusive work environment, and addressing practically. Attachments A – F are dress code policies/information from other library systems.

Attachment A – Altadena Library District
Attachment B – Huntington Beach Public Library
Attachment C – Newport Public Library
Attachment D – Orange County Law Library
Attachment E – Yorba Linda Public Library
Attachment F – Buena Park Library District

Our team is requesting funding for District logo attire to compliment the approved jeans. District will provide two clothing top pieces with additional pieces to be covered by staff. Our team currently has a District logo polo shirt and jacket, provided by the District.

The amendment to the District's Dress Code Policy strikes a balance between maintaining a professional appearance and providing flexibility for our team's individual comfort. We trust that our team will adhere to these guidelines in the spirit of maintaining a positive and collaborative work environment.

RECOMMENDATIONS

1. Approve amendments to Placentia Library District Policy 2012 – Dress Code for Library District Employees and Volunteers as presented and inclusive of input from the Library Board of Trustees, effective December 19, 2023; and,
2. Approve funding for District logo clothing; and,
3. Roll call vote.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Administration of the Personnel System

SECTION: Personnel

BOARD APPROVED: November 23, 2020

12.18.1 People using common areas such as lunch rooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

12.19 Dress Code.

12.19.1 Policy. It is the policy of Altadena Library District that each employee's dress, grooming, and personal hygiene be appropriate to the work environment. Employees are expected at all times to present a professional image to customers, prospects, and the public. All employees are expected to wear appropriate business casual, work attire. Employees should not wear shirts with potentially offensive images, ripped and worn looking jeans, athletic clothing, shorts, flip-flops, and similar items of casual attire that do not present a business-like appearance. As a precaution, employees who work with book trucks or heavy furniture are encouraged to wear closed toe shoes. Staff are expected to maintain proper hygiene.

12.19.1.1 Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.

12.19.1.2 Staff may participate in special dress days as defined by the Library Director. This may include a more a casual appearance such as wearing shorts or ball caps on special event days.

12.19.1.3 The District will make reasonable accommodations for employees who have specific religious dress practices and religious grooming practices, unless it is determined that the accommodation has an undue hardship on the District.

12.19.1.4 Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also may result in disciplinary action.

12.20 Workplace Violence Policy. The Altadena Library District strives to maintain a safe and secure workplace for all employees and visitors. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be

Is there a dress code?

No Citywide written policy, but there are general rules of thumb to follow

Each department will vary with how it is appropriate to dress

- Business Casual is the Norm for Office Work
 - *Slacks, trousers, or other nice pants*
 - *Blouses, button-ups, polos, collared shirts*
 - *Boots, pumps, ballerina flats, oxfords, loafers*
- Some departments allow nice jeans with a polo / button-up shirt / blouse as the norm
 - *Avoid distressed jeans (no holes, please!)*
- Avoid beat-up sneakers / flip flops or other sandals with no back / stiletto heels
- Avoid shorts
- Avoid spaghetti straps / low-cut tops / short skirts or dresses
- Avoid graphic tees / shirts with logos
 - *No inappropriate language or slogans*
- Casual Fridays should still be work appropriate
- Reminder: Halloween costumes should respect other cultures, religions, races, etc.



City of Newport Beach Standards of Appearance Office Attire

The City considers the presentation of our image to each other, customers and the public to be very important and we believe good grooming habits and personal hygiene are an important part of this image. Our goal is to project a professional image while taking advantage of more relaxed standards of business attire.

These are basic guidelines for office and public counter dress and are not an all-inclusive list with management reserving the right to determine appropriateness. A good rule of thumb is "*If in doubt, don't wear it.*"

Guidelines

Slacks, shorts and jeans

Slacks should be clean, pressed, "dress" or a casual khaki style. Dress shorts for women are only allowed if they are tailored "dress" style. Hems may not be above mid-thigh when wearer is seated.

Jeans free of holes and tears, that are hemmed and in good condition are only allowed under the following circumstances:

1. Jeans may be worn Monday through Thursday if an employee is wearing a City of Newport Beach polo shirt (one with the City seal).
2. Jeans may be worn on Fridays, as a part of casual dress day, with any shirt/blouse that meets the City's standards of appearance.

Unacceptable Attire: Sweat pants, Bib overalls, beach attire, exercise attire such as spandex or other form-fitting shorts, pants or leggings. Any garments worn too low to expose hips, and jean cutoffs.

Shirts/Blouses:

Dress shirts, blouses, polo style shirts, sweaters, or City-issued shirts are acceptable.

Unacceptable Attire: Sweatshirts, bare midriff shirts, shirts with necklines that are inappropriately low cut, sheer blouses, exposed undergarments, tank tops - spaghetti straps, halter tops and tube tops unless worn under a suit jacket or appropriate cover-up, shirts with slogans or large-letter advertising or promotion unless in promotion of a City program, and underwear as outerwear.



City of Newport Beach Standards of Appearance Office Attire

Dresses/Skirts:

Hem may not be above mid-thigh when wearer is seated.

Unacceptable Attire: Mini Skirts, micro skirts, sheer skirts not lined.

Footwear:

Employees who work in an environment where bruising or bumping is likely must wear closed-toe shoes.

Unacceptable Attire: Flip Flops (rubber, beach type or shower type), slippers, Ugg-type boots or ragged tennis shoes.

ORANGE COUNTY PUBLIC LAW LIBRARY

Employee Dress Code

Library employees are expected to present a clean and professional image to customers and co-workers (MOU Section 36E.) The Library is a public place of business, and employees must wear appropriate clothes when on the job. T-shirts or shorts are not appropriate work attire. Our Office Safety & Work Practices Policy includes “a safe shoe (covered toe shoe) should be worn at all times.” Open-toe shoes and sandals do not provide necessary protection of your feet from book trucks, dropped books and library paraphernalia.

YORBA LINDA

We have a Personnel Manual that was recently updated and approved by the City Council. Below is the part about the dress code. At the Library, we make exceptions for athletic shoes for most staff and pages may wear jeans and t-shirts.

PERSONAL APPEARANCE, GROOMING AND DRESS CODE

The City is a professional workplace and desires to maintain a professional image with the community, visitors, and the general public, as well as fellow co-workers. Employees are expected to use good judgment in determining their dress and appearance while on duty. Clothing and appearance should always be neat, clean, appropriate for the job site, and not constitute a safety hazard. Violation of this policy and failure to correct may result in disciplinary action.

2.1 Uniforms

Certain positions within City service require that a uniform be worn. A uniform is a set of City-issued clothing that identifies an individual as a City employee and promotes professionalism and safety, and should be worn in accordance with the following guidelines:

1. Employees are expected to wear their City-issued uniforms and boots at all times while on duty unless otherwise specified. Uniforms may be worn to and from work, but they are not a substitute for personal attire.
2. Uniforms should always be neat and clean, free of holes, tears, and other signs of wear or damage. The City provides uniforms and a cleaning service, but it is the employee's responsibility to maintain these uniforms in a neat and clean condition. Any damaged or worn-out uniforms should be reported to the supervisor for replacement.
3. Uniforms should be worn neatly, with shirts tucked in at all times and pants/shorts worn at the waist.
4. Undergarments and other personal clothing worn under the City uniform shall be free of advertisement, designs, or logos that are visible through or under the uniform. Other non-uniform attire may not be worn while on duty.
5. As part of the uniform, hats or caps are provided for certain positions. Caps are to be worn with the bill/brim facing frontwards. Non-uniform hats or caps should not be worn while on duty unless deemed necessary and/or appropriate by the supervisor.

2.2 Expectations

Among the City's expectations are:

1. City employees shall maintain their personal hygiene and a ppearance to project a professional image appropriate for their assignment. Therefore, it is necessary that all employees maintain a clean, presentable appearance.
2. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.
3. Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns, and mustaches must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors. Extreme hair coloring/styles are not permitted.
4. Appropriate visible tattoos and body art are permitted in the workplace. Tattoos may not be conspicuously displayed on the hands, head, neck, or face (excluding tattoos for natural-looking cosmetic enhancements, such as eyebrows, lips, and eyeliners). Tattoos are bound by the same workplace policies as other means of expression. Any visible tattoo that is obscene; indecent; violent; sexually explicit; sexist; advocates or symbolizes sexual acts or conduct; advocates or symbolizes prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, age; or is otherwise offensive or violates any other City policy, is not permitted.
5. All jewelry worn by employees must be appropriate, so it does not detract from a professional appearance. Facial piercing jewelry such as tongue piercing, eyebrow piercing, lip piercing, ear stretching, or any other facial piercing is prohibited. No other body piercing except ear piercing or a small, single stud nose piercing shall be visible while an employee is on duty or representing the City in any official capacity.
6. Employees are expected to demonstrate good judgment and professional taste at all times and must refrain from wearing anything that other employees or the public might find offensive or uncomfortable. Employees found to

be in violation of the policy may be asked to go home and change their attire and may be required to use paid time off as appropriate.

2.3 Guidelines on Attire

Examples of appropriate and inappropriate attire are provided below. Some attire is inappropriate when worn as an outer garment but may be appropriate if concealed or worn as an undergarment.

Dress Guidelines		
Dress Attire	Appropriate	Inappropriate
Business suits	X	
Collared shirts	X	
Dress sandals, mules, or wedges	X	
Dress Shirts	X	
Dress shoes	X	
Dress slacks	X	
Dresses of moderate length (2" above the knee to ankle)	X	
Khaki or "Dockers" type slacks	X	
Pantsuits	X	
Polo-type shirts	X	
Short-sleeved or sleeveless dresses, shirts or tops	X	
Skirts of moderate length (2" above the knee to ankle)	X	
Sport coats	X	
Athletic shoes (sneakers/tennis shoes) *		X
Casual sandals (thongs, flip-flops, Crocs-style)		X
Clothing with sports/celebrity logos/messages, etc.		X
Dresses/tops with spaghetti straps; cocktail/evening		X
Gym or sweatpants or workout wear		X
Halter tops, crop tops, tank tops, razor-back tops		X
Jeans**		X
Leggings (except with dresses)		X
Low-back dresses, blouses, or shirts		X

Sheer, see-through, or revealing clothing		X
Shorts***		X
Sweatshirts, "hoodies," or jogging outfits		X
T-shirts****		X

* While athletic shoes are not considered appropriate in a formal business setting, it is acknowledged that some employees (by the nature of their assignments) may wear athletic shoes. Shoes should be a neutral or complementary color and be clean and in good repair.

** While jeans (blue or colored) are not considered appropriate in a business setting, it is acknowledged that some employees (by the nature of their assignments) may wear jeans along with a shirt that identifies them as an employee of the City. On certain Fridays and other days designated by the City Manager, authorization to wear jeans may be granted to office employees. Jeans must be worn in good taste and be in good condition with no rips, holes, or tears. Faded and "worn look" jeans are not appropriate. Employees who are required to attend professional meetings and/or events on these designated days shall use appropriate judgment in wearing appropriate attire.

*** While shorts are not considered appropriate in any business setting, it is acknowledged that some field and/or recreation employees (by the nature of their assignments) may wear shorts along with a shirt that identifies them as an employee of the City.

**** While t-shirts are not considered appropriate in any business setting, it is acknowledged that some employees (by the nature of their assignments) may wear a t-shirt if it identifies them as a City employee and correlates with a City program (e.g., certain Recreation programs, Summer Reading Program).

Disaster Service Workers

All Employees are considered to be "disaster service workers" pursuant to provisions of State law. (Government Code Section 3100-3109.) Employees shall fully comply with the disaster service duties and responsibilities as assigned to them by their supervisor during an emergency. Each employee will be given the Buena Park Library District Disaster Worker Brochure which explains the employee's role and obligation in the event of an emergency.

Dress Code and Personal Grooming Standards

Each employee must report to work in a manner that is hygienic, properly groomed, and wearing appropriate clothing that is clean, and suitable for working in the Library. See the chart at the end of this policy for guidelines on appropriate clothing to wear when at work and when representing the District off site. Employees have a right to dress consistent with their gender identity. Employees may not wear clothing, jewelry or footwear that can create a safety hazard or that is unprofessional. All employees are a representative of the District in the eyes of the public and are expected to have a professional, well-groomed presence while working in the Library or when representing the Library at external events.

Personal Cleanliness and Fragrance-Free Zones

Since we are a patron-oriented work environment, and we also are concerned about the well-being of our employees with chemical and scent sensitivities, all employees are expected to report to work without the use of heavily scented personal products. When supervisors and/or District management have been made aware of chemical and/or fragrance sensitivities on the part of patrons and/or employees, the District may have to designate certain areas of the workplace and patron use areas as "Fragrance-Free" Zones. If such a designation must be made, employees working in those zones are required to refrain from using/wearing specifically identified products, or if specific products cannot be readily identified, employees will not be able to use any scented products, including but not limited to colognes, after-shave lotions, perfumes including perfume samples from magazines; and scented products including deodorants, body/face lotions, hair sprays or similar products. Employees are also required to refrain from using, spray or solid air fresheners, room deodorizers, plug-in wall air fresheners, scented cleaning compounds or similar products in any public or staff-only Library location.

What can be worn to work

Clothing that is considered acceptable for working with our patrons and colleagues includes business casual or more casual clothes provided they are clean and in good condition. Clothing cannot contain images or wording that may offend anyone.

Employees who prefer to wear casual clothing to work, may have to wear business casual or business attire, depending on the circumstances, when representing the Library at special events and/or attending meetings on behalf of the Library. Business wear includes suits, clean and pressed collared/button cotton shirts with a tie and dress shoes or, coordinated pantsuits, dresses with a jacket and dress shoes. Employees should check with their supervisor or the Library Director to confirm attire expectations particularly when representing the Library.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Joint-Use Committee Updates from President Carline**

DATE: December 18, 2023

BACKGROUND

President Carline will provide an update on the Joint-Use Committee meeting.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **OCCOG Updates from Secretary Dahl**
DATE: December 18, 2023

BACKGROUND

Secretary Dahl will provide an update on the OCCOG meeting.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: LAFCO Updates from Trustee Beverage
DATE: December 18, 2023

BACKGROUND

Trustee Beverage will provide an update on the LAFCO meeting.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: ISDOC Updates from Trustee Nelson
DATE: December 18, 2023

BACKGROUND

Trustee Nelson will provide an update on the ISDOC meeting.

