



**AGENDA**  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
UNUSUAL DATE MEETING

February 16, 2021

6:30 p.m.

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the January 20, 2021 Library Board of Trustees Meeting. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

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

11. FY2020-2021 Cash Flow Analysis through January 2021; the Schedule of Anticipated Property Tax Revenues for FY2020-2021 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 15)**

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

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

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

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

**GENERAL CONSENT REPORTS (Items 16 – 18)**

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

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

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

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for January 2021.

20. Children's Services Report for January 2021.

21. Adult Services Report for January 2021.
22. Placentia Library Web Site & Technology Report for January 2021.

**PUBLIC HEARING**

23. Fourth Hearing on District-Based Elections with Presentation of a Proposed Map.

**NEW BUSINESS**

24. Review the Civic Center Event Calendar.
25. Strategic Planning Committee will discuss the Strategic Plan and Vision.
26. Discuss Trustee Shioura's interest in serving on the ISDOC Website Subcommittee.
27. Nomination for ISDOC Executive Committee 2<sup>nd</sup> Vice President Vacancy.
28. Discuss a Possible Vaccination Policy.
29. President Martin will report on the Joint-Use Committee Meeting.

**ADJOURNMENT**

30. Agenda Preparation for the March Regular Date Meeting which will be held on March 15, 2021 as approved by the Board at the December 21, 2020 Meeting.
31. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
32. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the February 16, 2021 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 11, 2021.



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Alyssa Stolze, Administrative Assistant



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PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
JANUARY 20<sup>TH</sup>, 2021

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 20<sup>th</sup>, 2021 at 6:33 p.m.

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

**Members Absent:** None.

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

**Guests:** David DeBerry, Woodruff, Spradlin, & Smart.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Martin attended the new trustee orientation training, the Joint Use Committee Meeting, and the Financial Partner's Credit Union finance meeting. Additionally, President Martin has continued virtually meeting with her literacy learner.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline attended the new trustee orientation training and the Joint Use Committee Meeting.

Trustee Dahl had attended the new trustee orientation training and the PLFF Board Meeting.

Trustee Shioura attended the ISDOC Executive Committee Meeting and the new trustee orientation training.

Trustee Shkoler had nothing to report at this time.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported on her activities with CLA in addition to assisting with shelving, sorting and relabeling while in the office. Library Director Contreras also attended the Joint Use Committee meeting and the new trustee orientation training.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updated on the presidency transition, fundraising opportunities, and an email received from a patron that was forwarded to the Library director.

**CONSENT CALENDAR**

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

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

**MINUTES FOR DECEMBER  
21, 2020 REGULAR DATE  
MEETING.**

The minutes for the December 21<sup>st</sup>, 2020 Regular Date Board Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for December 2020 (Item 10)  
Fund 707 Balance Report for December 2020 (Item 11)

Financial Reports through December 2020 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 December 2020 (Item 13)  
Acquisitions Report for December 2020 (Item 14)  
Service Revenue Report for December 2020 (Item 15)

**GENERAL CONSENT  
REPORTS**

Personnel Report for December 2020 (Item 16)  
Circulation Report for December 2020 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

**STAFF REPORTS**

Administration Report for December 2020 (Item 19)  
Children's Services Report December 2020 (Item 20)  
Adult Services Report for December 2020 (Item 21)  
Placentia Library Website Technology Report for December 2020 (Item 22)

**THIRD HEARING ON  
DISTRICT-BASED ELECTIONS  
WITH PRESENTATION OF A  
PROPOSED MAP.**

In August of 2020 the Board of Trustees ("Board") adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board held two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries

of the proposed districts are drawn and the sequencing of the district elections with the third hearing presenting the first map.

President Martin opened the first of the two hearings with the map presented. Library Director Contreras and David DeBerry of Woodruff, Spradlin & Smart presented how the District has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in The Register. Notices of the hearing were posted on the Library's website in English and Spanish and on the Library's Facebook page. There were no members of the public at this time and the public hearing was closed. The next public hearing will take place on February 16, 2020. Secretary Carline motioned to proceed with the current map presented and to proceed with the fourth public hearing to implement district-based voting in the 2022 Election. This motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**Discuss and Reassess the Current Phase 2 Covid-19 Re-Opening Plan.**

Library Director Contreras provided an overview of current guidelines the District is operating at according to the Phase 2 Covid Re-Opening Plan, inclusive of a 5% building capacity or 30 patrons and no donations being accepted. The hours of operation are Tuesday through Saturday, 10am-5pm with services including virtual programming, in-person service, curbside, technology access, take home kits, literacy, passport and exam proctoring. District staff have asked for direction from the Board regarding continuing Phase 2 with the addition of an authorization to increase part-time employee hours to meet scheduling needs. The Board thoroughly discussed current implementations and guidelines and agreed to continue with the current Phase 2 implementations. It was motioned to adjust the Phase 2 Reopening Plan as recommended and authorize a budget amendment to allow for an increase in part-time hours to meet scheduling needs not to exceed \$15,000. The motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**Library Director will Present the Strategic Plan and Vision as Discussed at the Staff Development Day.**

Library Director Contreras presented the draft strategic plan created by staff at the last Staff Development Day, inclusive of a new mission statement, vision statement, and goals for the 2021-2023 Fiscal Years. In order to have a final draft presented and implemented prior to the new fiscal year, it was recommended to create and Ad Hoc committee for strategic plan review with trustees and staff. The Ad Hoc Committee is inclusive of Trustee Shioura, Secretary Carline and PLFF. The committee will present their progress at future board meetings. No action was taken at this time.

**Authorization to Attend the Virtual California Library Association Annual Conference on May 11-14, 2021.**

Library Director Contreras presented the large number of library staff that were chosen to present at the upcoming California Library Association Virtual Conference inclusive of two board members, herself and the District’s Legal Counsel. Library Director Contreras presented the scholarship opportunities for staff member presenters that they will each be applying for that would cover conference registration. The Board then discussed the conference and it was motioned by Secretary Carline and seconded by Trustee Shkoler to authorize an amendment to the 2020-2021 budget to allocate funds for the CLA virtual conference and authorize President Martin, Secretary Carline, Trustee Shioura, Trustee Dahl, Director Contreras, Mr. DeBerry, and staff unable to secure scholarships to attend CLA virtual conference. A roll call vote was taken:

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

**Authorization to Attend the American Library Association Annual Conference on June 24-29, 2021 in Chicago, Illinois.**

Library Director Contreras presented information on the American Library Association (ALA) Annual Conference and how it would be in-person in Chicago, Illinois. The conference was discussed in depth by the Board with the motion to authorize an amendment to the 2020-2021 Budget to allocate funds for the ALA Conference for the Board President, Secretary Carline, Trustee Shkoler, the Assistant Library Director, and one staff if selected or needed. This was seconded by Trustee Shkoler. A roll call vote was taken:

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

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

President Martin reported on the Joint-Use Meeting being productive in its discussions of the Capital Improvement Projects (CIP), latest events and entity updates. The CIP Plan presented by the City was thoroughly discussed; however, true costs over estimates were requested to be provided from the City to consider for the next budget cycle. A thorough discussion of the schedule of events, coordination with better communication and the suggestion of after-action meetings. The District and City also provided updates inclusive of vaccine distributions and fire department updates. The next meeting will take place on February 4<sup>th</sup>, 2021.

**Systems Librarian will provide a Technology Report on Current Projects.**

Systems Librarian Jon Legree provided the Board the current progress on website development, the ability to apply for a library card virtually, and an internal support ticket system. Mr. Legree took questions from the Board and provided an estimated completion date of the end of April. At the direction of the Board President, Mr. Legree and Trustee Shioura will be meeting to discuss the District’s IT Infrastructure.

**REVIEW OF ACTION ITEMS**

The next Board Meeting will be on February 16<sup>th</sup>, 2021 at 6:30 p.m.



**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of January 20<sup>th</sup>, 2021 was adjourned at 7:55 p.m.

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Jo-Anne Martin, President  
Library Board of Trustees

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Gayle Carline, Secretary  
Library Board of Trustees



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Placentia Library District  
Check Register  
January 2021

Date	Ref No.	Payee	Memo	Payment	Type
01/20/2021	11538	Staples Advantage	Envelope Labels	25.65	Bill Payment
01/20/2021	11537	Legacy Integrative Solutions	Printer Service	449.99	Bill Payment
01/20/2021	11536	Woodruff, Spradlin & Smart	Services rendered through 12/31/20	459.00	Bill Payment
01/20/2021	11535	Midwest Tape	Audiobooks/DVDs	270.29	Bill Payment
01/20/2021	11534	Southern California Edison	Electric Service 12/02/20-12/31/20	1,814.65	Bill Payment
01/20/2021	11533	Ana Balderas	STEAM Club Supplies Reimbursement	59.11	Bill Payment
01/20/2021	11532	Alex Moving	Furniture Storage due to COVID-19 Guidelines	360.00	Bill Payment
01/20/2021	11531	Light Up My Holiday	Placentia Library Light Install 2020	5,073.00	Bill Payment
01/20/2021	11530	Baker & Taylor	Books	4,568.50	Bill Payment
01/11/2021	11529	SDRMA	Ancillary Benefits February 2021	2,218.43	Bill Payment
01/11/2021	11528	Republic Services	Recycling Service 11/01/20-11/30/20 and 12/01/20-12/31/20	316.80	Bill Payment
01/11/2021	11527	Brea Trophy and Engraving	Name plates and badges for trustees	103.03	Bill Payment
01/11/2021	11526	Public Agency Retirement Services	PARS Contribution for PP 12/04/20-12/17/20 PARS Contribution for PP 12/18/20-12/31/20	4,547.95	Bill Payment
01/11/2021	11525	Baker & Taylor	Books	1,043.78	Bill Payment
01/11/2021	11524	Woodruff, Spradlin & Smart	Services rendered through 11/30/20	382.50	Bill Payment
01/11/2021	11523	Cintas	Cleaning Supplies	251.26	Bill Payment
01/07/2021	11522	Califa	Proquest Heritage Quest Online 1/1/21-12/31/21	972.25	Bill Payment
01/07/2021	11521	Tumbleweed Press, Inc.	Tumblebook Subscription Renewal 10/9/20-10/9/21	599.00	Bill Payment
01/07/2021	11520	Cintas	Cleaning Supplies	186.49	Bill Payment
01/07/2021	11519	Republic Services	Trash Service 1/01-03/31	84.42	Bill Payment
01/07/2021	11518	Golden State Water Company	Water Service for 11/19/20-11/30/20	687.89	Bill Payment
01/07/2021	11517	Staples Advantage	Office Supplies	145.31	Bill Payment
01/07/2021	11516	SDRMA	Medical Benefits February 2021	24,259.59	Bill Payment
01/07/2021	11515	American Library Association	Trustee Shkoler Membership FY 20-21 ALA Membership # 2047889 09-01-20-08-30-21	199.00	Bill Payment
01/07/2021	11514	Umpqua Bank	11/30/20-12/31/20 CC Charges	5,439.96	Bill Payment
01/07/2021	11513	U.S. Bank	Facility Lease # ISRF-18-120	18,181.70	Bill Payment
01/07/2021	11512	City of Placentia	Civic Center Shared Costs December 2020	2,108.88	Bill Payment
01/07/2021	11511	Arcelia Janitorial Service	Janitorial Services from 12/01/2020 to 12/31/2020	3,912.00	Bill Payment
01/07/2021	11510	Time Warner Cable	Service from 12/12/20-01/11/21	67.82	Bill Payment
01/07/2021	11509	Pitney Bowes Purchase Power	Dec 2020 Postage	289.99	Bill Payment
01/07/2021	11508	Baker & Taylor	Books	2,227.54	Bill Payment
01/07/2021	11507	Midwest Tape	Audiobooks/DVDs	7,071.88	Bill Payment
				<u>88,377.66</u>	



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

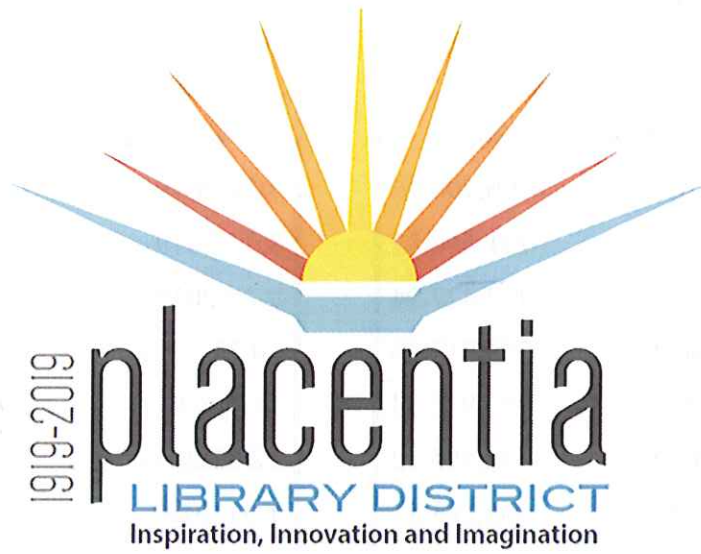
**FROM:** Fernando Maldonado, Business Manager

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

**DATE:** February 16, 2021

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** February 16, 2021

**Summary of Cash and Investments as of January 31, 2021**

Cash with Orange County Treasurer Fund 9LX	\$795,201.11
General Fund Checking – Bank of the West	\$231,992.54
General Fund Savings – Bank of the West	\$1,211,251.29
<i>(Impact Fees in Savings – Restricted)</i>	\$30,009.54
Payroll Checking – Wells Fargo Bank	\$65,397.77
<b>Total Cash and Investments</b>	<b>\$2,303,842.71</b>

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.




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Jeanette Contreras  
Library Director



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PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT

January 31, 2021

58.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,470,812	663,180	0.45	\$807,632
5030	Retirement	64,143	29,843	0.47	\$34,300
5040	Unemployment Insurance	2,500	0	0.00	\$2,500
5050	Health Insurance	289,038	158,727	0.55	\$130,311
5064	Dental Insurance	17,796	7,628	0.43	\$10,168
5060	Life Insurance	9,420	2,788	0.30	\$6,632
5066	AD & D Insurance	6,172	3,674	0.60	\$2,498
5068	Vision Insurance	3,541	1,601	0.45	\$1,940
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	7,357	0.45	\$8,895
	<b>TOTAL</b>	<b>\$1,884,674</b>	<b>\$874,799</b>	<b>0.46</b>	<b>\$1,009,875</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	11,000	5,812	0.53	\$5,188
5170	Household Expenses	25,000	9,664	0.39	\$15,336
5099	Liability Insurance	22,000	23,440	1.07	(\$1,440)
5205	Maintenance Expense	20,000	7,371	0.37	\$12,629
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	62,078	0.69	\$27,922
5290	Memberships	11,000	6,104	0.55	\$4,896
5300-5350	Office Expenses & Postage	85,000	23,132	0.27	\$61,868
5400	Prof./Specialized Services	202,000	97,091	0.48	\$104,909
5495, 5900, 5910, 5920	Programs	50,000	21,200	0.42	\$28,800
5500	Books/Library Materials	223,213	99,951	0.45	\$123,262
5600	Meetings/Professional Development	25,000	4,501	0.18	\$20,499
5700	Mileage/Parking	1,000	74	0.07	\$926
5800	Utilities	35,000	4,877	0.14	\$30,123
7000	COVID-19	20,000	5,785	0.29	\$14,215
	<b>TOTAL</b>	<b>\$820,213</b>	<b>\$371,080</b>	<b>0.45</b>	<b>\$449,133</b>
<b>OPERATING EXPENSES</b>					
	<b>TOTAL</b>	<b>\$2,704,887</b>	<b>\$1,245,879</b>	<b>0.46</b>	<b>\$1,459,008</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	9,386	0.47	\$10,614
	<b>TOTAL</b>	<b>\$30,000</b>	<b>9,386</b>	<b>0.31</b>	<b>\$20,614</b>
<b>CAPITAL PROJECT</b>					
*5211	Renovation	\$0	-	-	\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>
	<b>TOTAL BUDGET</b>	<b>\$2,734,887</b>	<b>\$1,255,264</b>	<b>0.46</b>	<b>\$1,479,623</b>

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

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

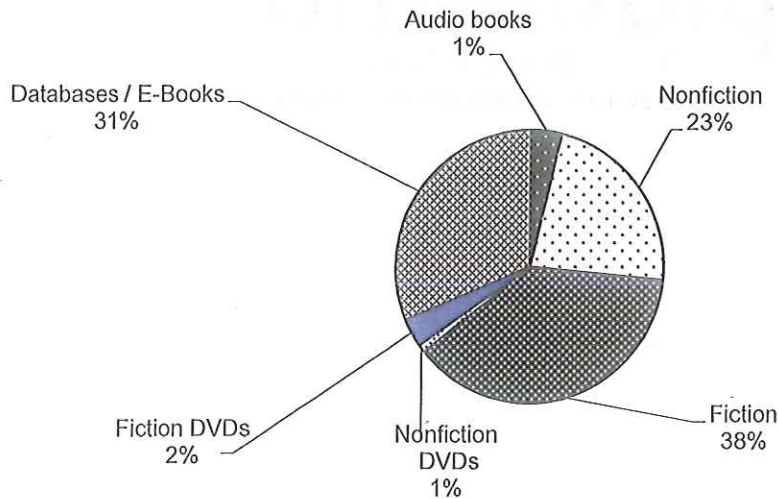
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,256,631	1,514,470	(742,161)	67.1%
4020	Property Taxes - Current Unsecured	77,318	63,978	(13,340)	82.7%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	65,012	29,600	(35,412)	45.5%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapport Tax	0	966	966	-
4080	Penalties & Costs on Delinq Taxes	18,558	22,912	4,354	123.5%
4090	Taxes Special Dist Augmentation	9,835	-	(9,835)	0.0%
* 4180	Other Revenue	0	80	80	-
4190	State - Homeowners Property Tax Relief	67,033	6,201	(60,832)	9.3%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	1,638,209	(856,178)	65.7%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	5,421	(3,079)	63.8%
	Sub Total	8,500	5,421	(3,079)	63.8%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	20,000	49,385	29,385	246.9%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	49,385	9,385	123.5%
<b>MISCELLANEOUS REVENUES</b>					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	11,000	(14,000)	44.0%
* 4430, 4414, 4400	Other Revenue	0	2,372	2,372	-
4310	Fines & Fees	15,000	3,613	(11,387)	24.1%
4320, 4330	Passport/Photos	150,000	38,877	(111,123)	25.9%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	550	(1,450)	27.5%
	Sub Total	192,000	56,412	(135,588)	29.4%
<b>TOTAL REVENUES YTD FOR FY 20/21:</b>					
		2,734,887	1,774,748	(960,139)	64.9%
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	25,321	5,321.22	126.6%

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

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH JANUARY 2021

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
<b>Total Fiction</b>	\$39,688	2421	\$42,506	1831
<b>Total Non-Fiction</b>	23,838	1199	\$27,143	1224
<b>Total Databases / E-Books</b>	\$32,841	430	\$40,223	199
<b>Total Audio Books</b>	\$3,955	348	\$4,150	88
<b>Total Educational DVDs</b>	\$931	27	\$1,395	48
<b>Total Entertainment DVDs</b>	\$3,579	376	\$4,920	113
<b>Total Library of Things</b>	\$0	0	\$0	0
<b>YTD TOTAL MATERIALS</b>	\$104,832	4801	\$120,337	3503
<b>Budget</b>	\$223,213		\$265,183	
<b>% Spent YTD</b>	47%		45%	





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** Service Revenue Activities Report for January 2021  
**DATE:** February 16, 2021

**Net Revenue Summary for January 2021**

			YTD	YTD
	Jan-21	Jan-20	2020-2021	2019-2020
Passport	9,940	19,292	32,288	84,621
Passport Photos	2,004	3,504	6,588	15,312
Test Proctor	300	400	550	1,900
Fines & Fees	966	3,034	3,612	29,053
Meeting Room	0	0	0	690
<b>TOTAL</b>	13,210	26,230	43,038	131,576



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** Personnel Report for January 2021  
**DATE:** February 16, 2021

	Jan-21	Jan-20	YTD 2020-2021	YTD 2019-2020
Separation	0	0	0	2
Retirement	0	0	1	0
Appointments	0	1	1	7
Open Positions	*1	0	1	5
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>14</b>

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Circulation Activity Report for January 2021

**DATE:** February 16, 2021

<b>CIRCULATION</b>	Jan-21	Jan-20		Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
New Patron Registrations	154	389		1,344	2,534	-47.0%
Circulation (items)	12,498	16,476		70,715	138,475	-48.9%
Circulation (e-content)	10,028	7,061		10,028	7,061	42.0%
Total Circulation	22,526	23,537		140,243	145,536	-3.6%
Total Active Borrowers*	5,413	5,301				
Attendance	6,348	23,583		32,558	153,967	-78.9%
Registered Card Holders*	54,990	50,095				
Adult Fiction	1,897	1,947		9,922	8,599	15.4%
Adult/Teen Nonfiction	1,158	1,879		6,387	7,573	-15.7%
Adult Magazines	2	9		21	12	75.0%
Adult/Teen Audio Books	230	220		1,211	1,205	0.5%
Adult DVDs	1,185	1,678		5,966	9,805	-39.2%
Library of Things	12	27		53	178	-70.2%
Teen Fiction	331	561		2,316	2,070	11.9%
Video Games	124	307		446	908	-50.9%
Childrens Fiction	5,974	7,614		21,965	23,140	-5.1%
Childrens Nonfiction	1,262	1,599		3,865	3,787	2.1%
Childrens Magazines	2	3		85	50	70.0%
Childrens Audio Books	18	11		1,018	3,412	-70.2%
Childrens DVDs	303	621		1,079	2,135	-49.5%
* YTD % change not applicable.						

**PATRON COUNT**

Jan-21	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			194	177	182	171	295	1019
11:00			167	112	124	140	251	794
12:00			134	135	140	107	247	763
1:00			151	163	91	116	248	769
2:00			191	157	139	173	247	907
3:00			188	195	215	161	233	992
4:00			225	188	122	143	217	895
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	1250	1127	1013	1011	1738	6139
<b>Gate Count</b>								
January 2021	January 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change		Hours Open	Average PerHour	
6,139	10,136	30,479	86,660	-65%		147	41.8	
Closed 1 day for New Years day					Open: 21 days			
<b>Outside Gate Counts</b>								
Adult/Teen Programs			0					
Children Programs			0					
Curbside			209					
Meeting Room Rentals			0					
<b>TOTAL</b>			209					
					<b>Library Attendance Total</b>			
					6,348			

**Passport Count**

PASSPORTS								
January 2021	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			3	5	2	5	20	35
11:00			8	6	6	5	18	43
12:00			6	8	7	9	26	56
1:00			7	9	9	9	29	63
2:00			8	11	5	7	24	55
3:00			9	16	13	11	21	70
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	41	55	42	46	138	322

Jan 2021	Jan 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
322	722	998	2551	-156%

**ACHIEVEMENTS**

- Erich completed scanning and editing all subject files X-Z for History Room scanning project.

**MEETINGS**

- Angie and Estella had a one-on-one Zoom meeting on January 13<sup>th</sup>.
- Erich and Estella had a one-on-one Zoom meeting on January 12<sup>th</sup>.
- Laura and Estella had a one-on-one Zoom meeting on January 8<sup>th</sup>.
- Angie, Erich, Estella, Laura attended a Support Services Zoom meeting on January 14<sup>th</sup>.
- Angie, Erich, Estella, Tim and Laura attended the All-Staff meeting via zoom on January 21<sup>st</sup>.
- Angie, Erich, Tim and Estella attended Friday Zoom huddles on January 8<sup>th</sup>, 15<sup>th</sup>, & 29<sup>th</sup>.
- Angie, Erich, Laura attended Team A daily huddles on January 2<sup>nd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 29<sup>th</sup>, & 30<sup>th</sup>.
- Estella and Tim attended Team B daily huddles on January 8<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14, 22, 23, 26, 27, & 28.
- Tim had a Tech/ETA meeting with Jon on Microsoft Teams on January 20<sup>th</sup>.
- Tim had a meeting with Lori to film her Seasonal Crafternoons Valentine’s Day craft video on January 21<sup>st</sup>.

**PROFESSIONAL DEVELOPMENT**

- None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through January 2021  
**DATE:** February 16, 2021

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20	12/15/2020	0.00	1,600.40	499.20	9.28	0.00	2,108.88
Jan-21	*	*	*	*	*	*	0.00
Feb-21							0.00
Mar-21							0.00
Apr-21							0.00
May-21							0.00
Jun-21							0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$12,803.20</b>	<b>\$1,497.60</b>	<b>\$45.37</b>	<b>\$0.00</b>	<b>\$14,346.17</b>

\* City Billing Not Received

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for January 2021

**DATE:** February 16, 2021

**Meetings:**

- Board of Trustees Meeting: January 20<sup>th</sup>
- All Staff Meeting: January 21<sup>st</sup>
  
- 2021 CLA Monthly Conference Chairs Meeting: January 6<sup>th</sup>
- One on One Staff Meeting: January 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 27<sup>th</sup> & 29<sup>th</sup>
- Library Impact Fees Meeting: January 7<sup>th</sup>
- Kiwanis Club Meeting: January 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>
- Weekly Huddles: January 8<sup>th</sup>, 15<sup>th</sup>, & 29<sup>th</sup>
- Board of Trustees New Trustee Orientation: January 12<sup>th</sup>
- Placentia Collaborative Meeting: January 12<sup>th</sup>
- Deputy and Assistant Director's Network Conversation #2: January 12<sup>th</sup>
- Paychex Yearly Meeting: January 13<sup>th</sup>
- Support Services Meeting: January 14<sup>th</sup>
- Management Meeting: January 20<sup>th</sup>
- Events Meeting with City of Placentia: January 21<sup>st</sup>
- CLA Presentation Planning Committee Meeting: January 27<sup>th</sup>
- 2021 Capital Improvement Projects Meeting: January 27<sup>th</sup>
- Children's Services Meeting: January 28<sup>th</sup>

**Facilities:**

- Capitol Door Front Entrance Maintenance: January 20<sup>th</sup>
- Bear State HVAC Maintenance: January 22<sup>nd</sup>

**Training/Workshops/Conference:**

- Southern California Economic Forecast Webinar: January 21<sup>st</sup>
- Library Director Crash Course: January 25<sup>th</sup>

**Events:**

- N/A



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Assistant Library Director  
**SUBJECT:** Children’s Services Report for January 2021  
**DATE:** February 16, 2021

**MONTHLY STATISTICS**

**Program Statistics**

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	January 2021	January 2021	January 2020	January 2020	Y-T-D 2020-21	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D	Y-T-D
Storytime	10	2,470	24	921	54	18,164	130	5,171	-58.46%	251.27%
Educational	1	122	14	77	3	1,490	46	799	-93.48%	86.48%
Reading	1	12	1	35	7	1,456	8	1,131	-12.50%	28.74%
Seasonal	0	0	4	8	9	3,903	5	884	80.00%	341.52%
Totals	12	2,604	45	1,044	75	25,013	218	7,245	-65.60%	245.24%

**Reference/Computer Usage Statistics**

	January 2021	January 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Reference—in person	99	452	545	2,527	-78.43%
Reference--telephone	27	7	155	76	103.95%
<b>Total Reference</b>	<b>126</b>	<b>459</b>	<b>700</b>	<b>2,603</b>	<b>-73.11%</b>
Children's computer usage	15	505	127	2,732	-95.35%

**ACHIEVEMENTS**

- Deanna White created and conducted Sunshine Babies and Toddler Tales Virtual Storytime on Facebook Live on January 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- Ana Balderas created and performed two Luna, Luna Bilingual Storytime programs on January 6<sup>th</sup> and 20<sup>th</sup>.
- Venessa Faber coordinated Rise and Shine Virtual Storytime on Jan. 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.

**MEETINGS**

- Venessa Faber, Deanna White and Lori Worden attended a Children’s Services Meeting with Yesenia Baltierra on January 28<sup>th</sup>.
- Venessa Faber met with Megan Tolman on Jan. 23<sup>rd</sup>.
- Lori Worden attended a “Youth Services Networking Conversation” zoom meeting on January 21<sup>st</sup>.

**PROFESSIONAL DEVELOPMENT**

- None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Adult Services Report for January 2021

**DATE:** February 16, 2021

**MONTHLY STATISTICS**

<b>Information Desk Activity</b>	<b>January</b>	<b>January</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2021-20</b>	<b>2019-20</b>	<b>% change</b>
Information -- in person	659	1560	3321	7856	-57.73%
Information -- telephone	648	632	4065	3101	31.09%
Information -- email/chat	7	10	181	41	341.46%
Curbside Service	209	0	3133	0	100.00%
Delivery Service	0	0	77	0	100.00%
Technology assistance	55	197	190	698	-72.78%
Guest passes	13	92	42	511	-91.78%
Adult and Children's computer use (desktops)	520	1547	2197	6840	-67.88%
Adult computer usage (desktop)	648	1144	2384	5015	-52.46%
Teen computer usage	34	237	173	1240	-86.05%

<b>Volunteer Hours:</b>	<b>January</b>	<b>January</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2010</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
History Room	0	22.75	0	116.75	-100%
PLFF	22	422.83	282.25	2080.57	-86.43%
General Library	13	241.82	32	1061.36	-96.99%
Technology	0	0	0	0	0.00%
Homework Club	0	26.5	0	87.85	-100.00%
Adult Literacy Tutors	119	118.08	710.5	597.56	18.90%
PTAC	19	21.25	168.5	330	-48.94%
Summer Reading Program	0	0	0	176.53	-100%
<b>Total Volunteer Hours</b>	<b>173</b>	<b>850.23</b>	<b>1193.25</b>	<b>4474.12</b>	<b>-73.33%</b>

History Room Activity	January	January	Y-T-D	Y-T-D	Y-T-D
	2021	2020	FY2020-21	FY2019-18	% change
History Room Visitors	0	12	11	78	-85.90%

Public Services Outreach Activity	January	January	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-20	% change
Outreach Visits	0	0	0	9	-100.00%
Outreach Attendance	0	0	0	522	-100.00%

**Adult and Teen Programs**

Type of Program	Number of Programs January	Attendance January	Number of Programs January	Attendance January	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2021	2021	2020	2020	FY2021	FY2021	FY1920	FY1920		
Book Club	0	0	1	12	0	0	4	39	-100.00%	-100.00%
Educational Programs	1	1	0	0	2	405	0	0	-100.00%	-100.00%
Fine Art Programs	0	0	0	0	0	0	3	425	-100.00%	-100.00%
Hangar Makerspace Programs	1	329	2	5	6	1800	18	204	-66.67%	782.35%
Health & Fitness Programs	0	0	5	42	0	0	5	42	-100.00%	-100.00%
History Room Programs	0	0	0	0	1	18	3	23	-66.67%	-21.74%
Home and Lifestyle Programs	0	0	0	0	1	426	3	50	-66.67%	752.00%
Literacy Programs	9	66	6	87	67	415	28	342	82.11%	19.29%
Reading Programs Adult	1	54	1	40	4	431	4	162	0.00%	166.05%
Reading Programs Teen	1	7	1	1	4	80	4	31	0.00%	158.06%
Volunteer Programs	0	0	1	1	0	0	4	54	-100.00%	-100.00%
Placentia Teen Advisory Council	1	7	1	21	13	101	12	187	8.33%	-45.99%
Teen Only Programs	1	54	2	14	8	177	4	321	100.00%	-44.86%
Adult and Teen Program Total	15	518	20	223	106	3853	92	1880	15.22%	104.95%
Teen Program Total	3	71	4	36	25	358	20	539	25.00%	-33.58%

The Hangar Makerspace	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D	
	January	2020	2019	FY2020-21	FY2019-20	% change
Hangar Open Hour Visitors	0	0	99	0	553	-100%
Adult/Teen Hangar Programs	329	329	5	1621	167	870.66%
Tween Hangar Programs	0	0	3	0	20	-100%
Family Hangar Programs	0	0	0	0	22	-100%
<b>Total</b>	<b>329</b>	<b>329</b>	<b>107</b>	<b>1621</b>	<b>762</b>	<b>570.66%</b>

Literacy	YTD2021	YTD1920	% Change
English Literacy Students	36	62	-41.94%
Students Graduated	3	1	200%
English Literacy Tutors	36	33	9.09%

<u>Proctored Tests</u>	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Number of Tests	4	17	6	37	-84%

**ACHIEVEMENTS**

- Shellie McCurdy and Megan Tolman coordinated the January Hangar Take & Make on January 2<sup>nd</sup>.
- Victor Meza coordinated a PTAC on January 7<sup>th</sup>.
- Victor Meza coordinated the Groovy Tie Dye Towel program on January 9<sup>th</sup>.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Book Club January 5th, 12th, 19th, and 26th.
- Sabrina Rosengren coordinated Read, Write, Speak Club January 8th, 15th, 22nd, and 29th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on January 14th.
- Sabrina Rosengren & Sally Federman coordinated Tutor and Learner Potluck/Game Day on January 15th.
- Sabrina Rosengren presented to Navigation Center staff on January 20th.
- Sabrina Rosengren attended virtual UCI Volunteer Fair on January 15th.

**MEETINGS**

- Michelle Meades, Shellie McCurdy and Megan Tolman met on January 20<sup>th</sup>.
- Michelle Meades attended the SLS meeting on January 12<sup>th</sup>.
- Michelle Meades attended the Historical Committee Meeting on January 26<sup>th</sup>.
- Michelle Meades met with Victor Meza on January 14<sup>th</sup>.
- Michelle Meades and Megan Tolman met on January 22<sup>nd</sup>.
- Victor Meza met with Yesenia Baltierra on January 29<sup>th</sup>.
- Katie Matas met with Yesenia Baltierra on January 29<sup>th</sup>.
- Sabrina Rosengren attended CLLS meetings January 8<sup>th</sup>, 18<sup>th</sup>.
- Sabrina Rosengren attended SCLLN meeting on January 12<sup>th</sup>.
- Sabrina Rosengren attended meeting with Navigation Center on January 8<sup>th</sup>.
- Sabrina Rosengren met with Yesenia Baltierra on January 27<sup>th</sup>.
- Adult and Teen Services attended the All Staff meeting on January 21<sup>st</sup>.
- Adult and Teen Services attended the All Staff Huddles on January 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
- Team A attended daily huddles on January 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>, and 25<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Shellie McCurdy attended the ALA's Graphic Design Skills for All Library Employees Webinars on January 6<sup>th</sup> and January 13<sup>th</sup>.
- Shellie McCurdy attended the California Revealed Webinar 1: Memory Lab Model(s) on January 15<sup>th</sup>.
- Michelle Meades attended the ADA Compliance Webinar on January 8<sup>th</sup>.
- Michelle Meades attended the Big Programs Small Budgets webinar on January 14<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Systems Librarian

**SUBJECT:** Placentia Library Website & Technology Report for January 2021

**DATE:** February 16, 2021

<u>On-line database usage</u>	January	Onsite	Remote	January	Y-T-D	Y-T-D	Y-T-D
	2021	Usage 1/21	Usage 1/21	2020	2020-21	2019-20	% change
Placentia Library Catalog	4,514	N/A	N/A	11,249	30,458	30,458	N/A
General Reference Center	20	N/A	20	0	57	172	-67%
Biography In Context	0	N/A	N/A	11	32	702	-95%
Opposing Viewpoints	0	N/A	N/A	39	13	91	-86%
Consumer Reports	381	N/A	N/A	64	898	N/A	N/A
Freegal	958	N/A	N/A	728	6,369	5,883	8%
Heritage Quest	229	N/A	N/A	1,200	1,010	4,716	-79%
Novelist	75	N/A	N/A	62	373	266	40%
Pronunciator	14	N/A	N/A	3	73	203	-64%
ABC Mouse	2	N/A	N/A	5	35	92	-62%
ABC Mouse - Bring Learning Home	11	N/A	N/A	12	330	N/A	N/A
World Book Online	0	N/A	N/A	0	28	N/A	N/A
Tumblebooks	66	N/A	N/A	71	421	1,115	-62%
Reference USA	195	N/A	N/A	237	1,420	951	49%
Hoopla	2,213	N/A	N/A	985	15,152	6,681	127%
Overdrive e-books	2,468	N/A	N/A	1,766	17,939	8,610	108%
Overdrive audio books	1,345	N/A	N/A	1,361	8,845	6,123	44%
Overdrive e-books - Placentia Advantage	1,446	N/A	N/A	905	11,341	N/A	N/A
Overdrive audiobooks - Placentia Advantage	908	N/A	N/A	1,015	6,446	N/A	N/A
Tutor.com	28	N/A	N/A	1	135	N/A	N/A
Zinio	232	N/A	N/A	147	1,972	1,182	67%
ProQuest Pub. Avail. Database*	0	N/A	N/A	0	35	0	N/A
ProQuest Coronavirus Research*	0	N/A	N/A	0	16	0	N/A
ProQuest Ebook Central*	0	N/A	N/A	0	16	0	N/A
ProQuest SIRS Discoverer*	0	N/A	N/A	0	21	0	N/A
ProQuest SIRS Issues Researcher*	0	N/A	N/A	0	0	0	N/A
ProQuest eLibrary*	0	N/A	N/A	0	0	0	N/A
BrainFuse JobNow/VetNow*	11	N/A	N/A	0	0	0	N/A
<b>TOTAL DATABASE USAGE</b>	<b>15,116</b>	<b>-</b>	<b>20</b>	<b>19,861</b>	<b>103,435</b>	<b>67,245</b>	<b>54%</b>
* Added September 2020							

<b>Computer &amp; Online Resource Use</b>					
	<b>January</b>	<b>January</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
Placentia Residents	635	806	3,148	3,341	-6%
Non-Placentia Residents	568	588	2,712	2,517	8%
<b>Total</b>	<b>1203</b>	<b>1394</b>	<b>5,860</b>	<b>5,858</b>	<b>0%</b>

<b>Website Traffic</b>					
	<b>January</b>	<b>January</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
Website visits	9,224	10,138	61,145	64,002	-4%
Page Hits	15,989	18,295	107,958	110,920	-3%
Users	4,856	5,852	30,953	36,570	-15%
Pages/Session	1.73	1.80	N/A	N/A	N/A
Avg. Session Duration	00:02:07	00:02:17	N/A	N/A	N/A
% New Sessions	71	75	N/A	N/A	N/A

<b>Wifi Use</b>					
	<b>January</b>	<b>January</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
	292	993	0	8,859	-100%
<b>Total</b>	<b>292</b>	<b>993</b>	<b>0</b>	<b>8,859</b>	<b>-100%</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, General Counsel

**SUBJECT:** **Hearing on District-Based Elections**

**DATE:** February 16, 2021

**BACKGROUND**

In August of 2020 the Board of Trustees (“Board”) adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board held two public hearings on November 16, 2020, and December 21, 2020, to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts were drawn and the sequencing of the district elections. Once a map is drawn, the Board is required to hold two additional hearings to receive public input on the maps.

At its meeting in January, the Board considered the proposed map, as well as election sequencing. This is the second of the two hearings hearing at which the public and the Board would consider a proposed map and sequencing of the district elections. At the January meeting, the Board was in general agreement with the proposed map and a proposed sequencing of the elections as set forth below. Since the Board set this matter for hearings at its October 19, 2020 meeting the Placentia Library District (“Library”) has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing, along with the proposed map and sequencing of elections was published in English and Spanish in *The Register*. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page.

Based on the District’s Proposed Map (Attachment E), current trustees reside in the following districts:

- District 1: No representation
- District 2: No representation
- District 3: Trustee Dahl
- District 4: President Martin
- District 5: Secretary Carline, Trustees Shioura and Shkoler

## DISCUSSION

At this hearing the public would typically be invited for the second time to provide input on the proposed map and proposed election sequencing. However, since the January meeting, Library Director Jeanette Contreras had a conversation with the City of Placentia demographer who drew up the City's district election map and which map is largely being proposed for the Library's district elections since the jurisdictions of the two entities are generally co-terminus except for a small pocket of unincorporated area with approximately 988 residents that is within the Library's jurisdictional boundaries but not the City's.

The Library Director learned of the potential for the City's map to change dramatically, which if the case, would undermine at least some of the Board's rationale for aligning the Library's district election map with the City's, which was to provide consistency between the two entities and minimize voter confusion. As such and as noted below, the staff's recommendation is to table the implementation of the district elections for the time being.

If the matter is tabled and the proposed map and sequencing is not changed, the Board could pick up the matter again at this stage. If the matter is tabled for an extensive period, say six months or so, it may be prudent to re-initiate the process from the beginning. However, that decision can be made when the Board decides to bring the matter forward again. Tabling the matter for an extensive period may result in the first district-based elections being held in 2024, rather than 2022, depending on when the Board took final action.

If the matter is tabled and either the proposed map or sequencing is altered, the Board could pick up the matter from where it was at its January meeting, i.e., where it first considered a proposed map and sequencing. As in the above scenario, if the matter is tabled for an extensive period, it may be prudent to re-initiate the process.

The Board is not under any timeframe to implement district-based elections, especially given the potential effect that COVID-19 may have had on public participation, even though the Library does afford public input opportunities via its virtual meeting process.

Should the Board decide to continue the district election process, the Board would consider the following:

### **1. Considerations for District Boundaries**

At the hearing the public will be invited to provide input regarding the proposed map and whether it furthers the purposes of the California Voting Rights Act of 2001, i.e., prevents voting dilution of protected classes. "Communities of interest" and other local factors were considered in drafting the district map, which largely corresponds to the district map adopted by the City of Placentia which recently completed the process of

establishing district-based elections. The City's jurisdictional boundaries mirror the Library's except for one small unincorporated area as noted above. At the first hearing, no public input was received.

As noted in previous staff reports, a community of interest is a neighborhood or group that may benefit from being in the same district because of shared interests, views, or characteristics. Examples of considerations for a community of interest, in no order of priority, include:

- School attendance area;
- Communities separated by physical features such as canyons, hills, rail, or roads;
- Communities around a park or other neighborhood landmarks;
- Communities with shared interests on issues, neighborhood activities, or legislative/election concerns; and
- Shared demographic characteristics such as income, education, linguistic isolation, language spoken at home, single-family and multi-family housing areas.

Some of the requirements for the districts to ensure compliance with state and federal criteria are that each district shall:

- Contain a nearly equal population.
- Be drawn in a manner that complies with the Federal Voting Rights Act.
- Not be drawn with race as the predominate factor.

## **2. Election Sequencing**

The Board would also discuss for the second time the proposed election sequencing. As noted at the January meeting, since the terms of the Board are staggered, district elections cannot all take place at the same election. Elections Code section 10010 provides that the Board is to give special consideration to the purposes of the California Voting Rights Act of 2001 (prevention of voting dilution of protected classes) and to consider preferences expressed by the public in determining how sequencing of the district elections is to occur. In other words, the Board must make a deliberative decision regarding sequencing.

The election sequencing that was proposed at the first hearing would start district-based elections in November of 2022<sup>1</sup>, when there are two Trustee seats up for election and this is the earliest it could be initiated. It is being proposed to initiate district-based elections in districts 2 and 4. As noted in previous staff report, the sequencing of elections cannot result in shortening any Trustee term. Currently there is no one on the Board of Trustees

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<sup>1</sup> It is not required that district-based elections start in November of 2022, as the Library is not currently required to implement district-based elections. In addition, Governor Newsom's Order No. N-34-20 has suspended the time in which local agencies which are required to implement district-based elections to hold hearings and otherwise implement district-based elections due to COVID-19.

from proposed district 2. President of the Board, Trustee Martin, resides in district 4, but her term expires in November of 2022. It is understood that no matter what sequencing the Board chooses, it may result in a district having more than one representative on the Board until the 2024 election.

### **3. Next Steps**

Should the Board determine to continue the process, the Board should direct staff to bring back an ordinance for first reading to approve the final map and proposed sequencing at its meeting in March. An ordinance was not drafted for this February meeting, because staff is recommending tabling the matter due to the new information it has received since the February 15, 2021, meeting. If the Board provides this direction, the ordinance would be introduced for first reading in March and for a second reading and final adoption at the Board meeting in April. The ordinance would then become effective 30 days from final adoption. Any changes to the map, will require an additional hearing.

Attachment A is the Public Notice

Attachment B is the Placentia Library District's Sphere of Influence Map

Attachment C is the Hamer Island Map

Attachment D is the Hamer Island Population

Attachment E is the Proposed Map

Attachment F is the Timeline.

### **RECOMMENDATION**

Table discussion on district-based elections and direct staff to report to the Board at its meeting in March on the status of the City's revision to its map.

If the Board determines to continue the process, direct staff to bring back an ordinance to be introduced for first reading approving of a district-based map and election sequencing.

## NOTICE OF PUBLIC HEARING

Placentia Library District  
411 E. Chapman Avenue  
Placentia, CA

Notice is given that the Board of Trustees of the Placentia Library District will conduct public hearings on the below listed dates and times in the City of Placentia City Council Chamber<sup>5</sup> located at 411 E. Chapman Avenue, Placentia, to discuss the implementation of a district-based electoral system for the election of representatives to the Board of Trustees pursuant to Elections Code section 10010.

At the following public hearings, the Board of Trustees will receive public input on and consider the proposed district map (printed below) to transition from at-large elections for the Board of Trustees to district-based elections. The proposed map is also available on the Placentia Library District website at [www.placentialibrary.org](http://www.placentialibrary.org). In addition, the Board of Trustees will receive public input on and consider election sequencing to implement the proposed district-based elections. The proposed sequencing would start with the November 2022 election for the Board of Trustees, when there are two Board of Trustee seats up for election. It is being proposed that voters in proposed districts 2 and 4 would elect Board of Trustee representatives from their districts for four-year terms. In November of 2024, the voters in proposed districts 1, 3, and 5 would elect Board of Trustee representatives from their districts for four-year terms. After the 2024 election the implementation of the district-based election system would be complete.

Wednesday, January 20, 2021 -- 6:30 p.m.

Tuesday, February 16, 2020 – 6:30 p.m.

You are invited to attend all public hearings and comment on the proposed actions described above. If you challenge any action related to this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered at, or prior to, a public hearing. If you have written comments that you wish to submit, please send them by mail to Placentia Library District, Attn: Library Director, 411 E. Chapman Avenue, Placentia, CA 92870. Written comments may also be submitted by e-mail at [jcontreras@placentialibrary.org](mailto:jcontreras@placentialibrary.org) at least one hour prior to a public hearing and if timely received, will be made a part of that hearing's record.

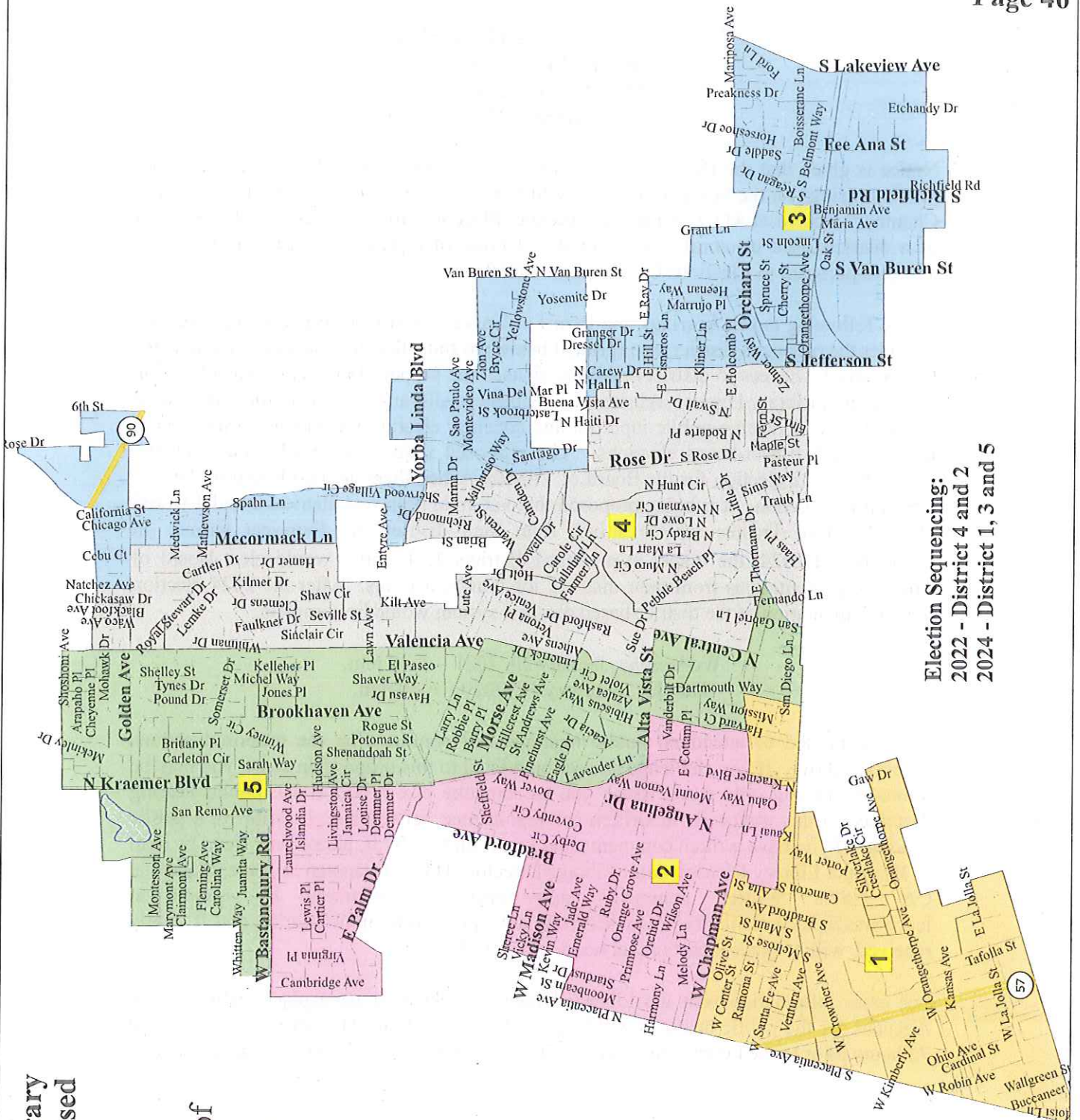
For more information visit the Library District's website at [www.placentialibrary.org](http://www.placentialibrary.org). Agendas for the public hearings will be posted on the Library District's website at least 72 hours prior to the hearing and contain additional information for you to participate.

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<sup>5</sup> Due to COVID-19 some or all public hearings may be held via teleconference. Consult the agenda on the Library District's website prior to each hearing for more information as to location, whether the hearing will be conducted via teleconference, and how to participate in each public hearing.

**Placentia Library  
District Proposed  
District Map**

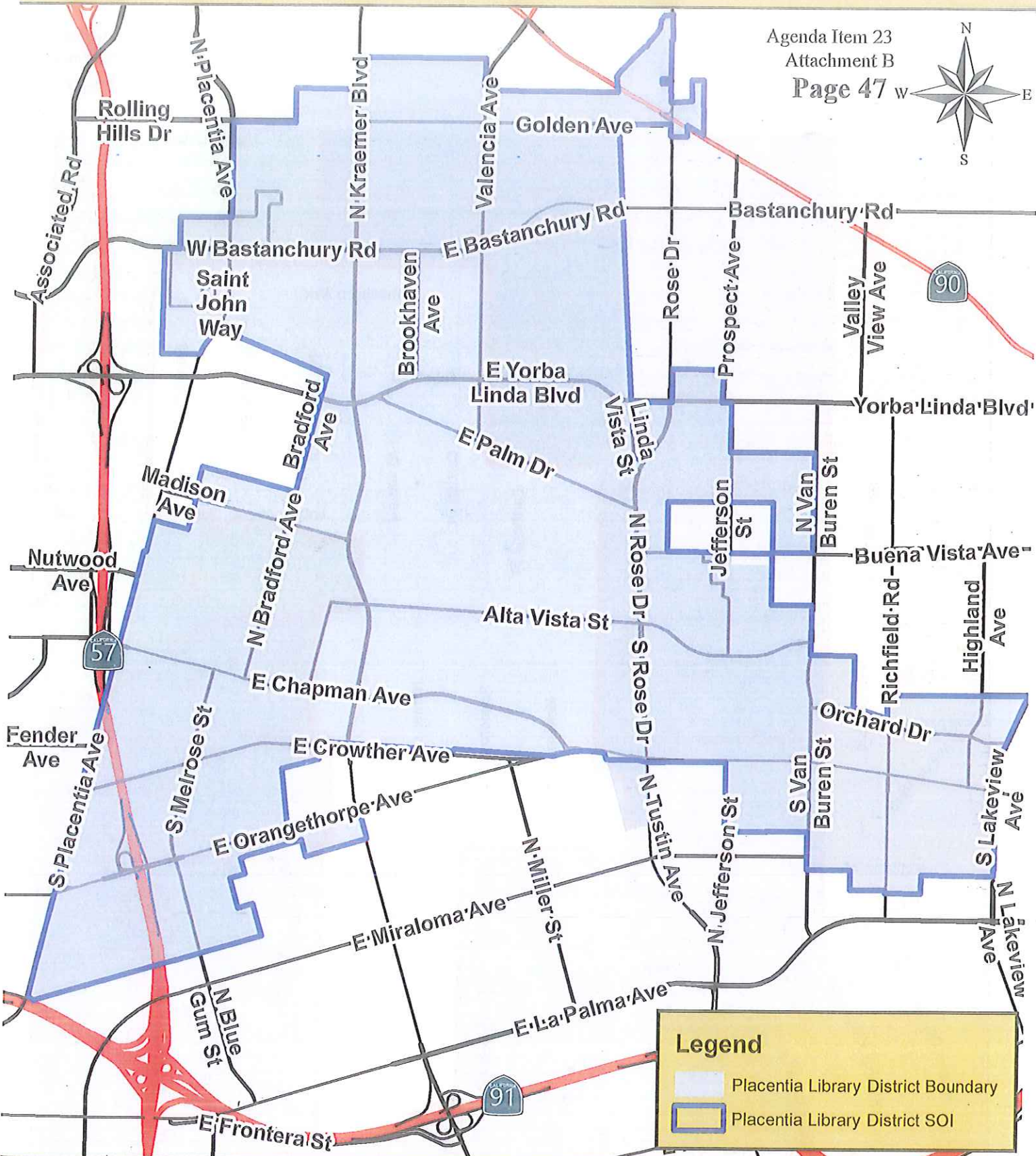
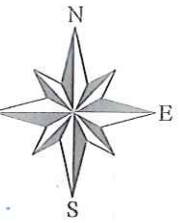
(Proposed map  
based on City of  
Placentia 2019  
Adjusted Map)



**Election Sequencing:**  
2022 - District 4 and 2  
2024 - District 1, 3 and 5

**Map layers**

- 2019 Adjusted Map
- Water Area
- Pipeline/Power Line
- Railroad
- River
- Streets

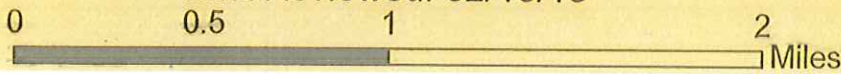
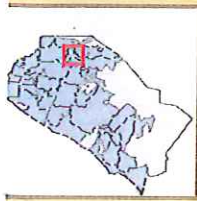


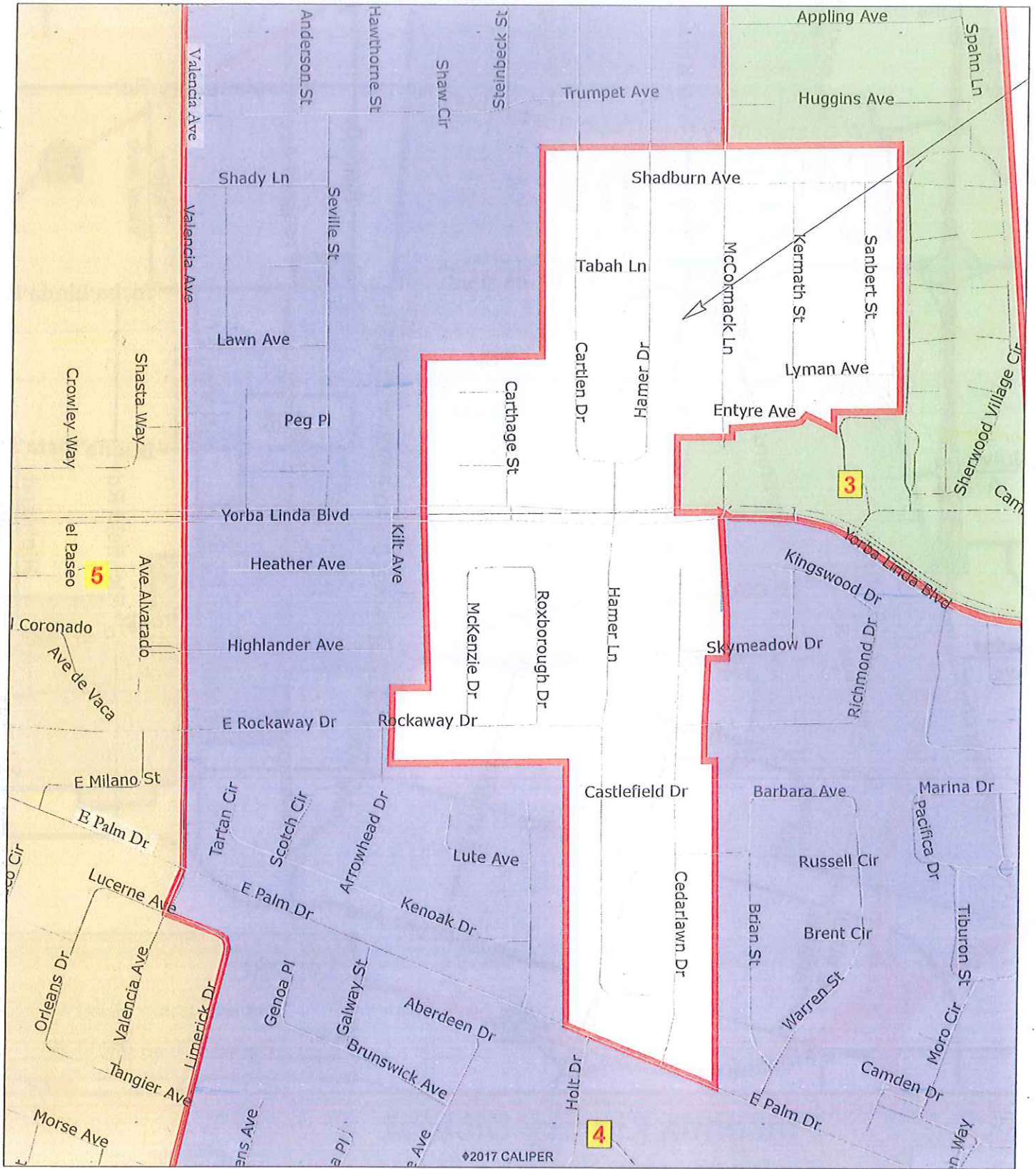
**Legend**

- Placentia Library District Boundary
- Placentia Library District SOI

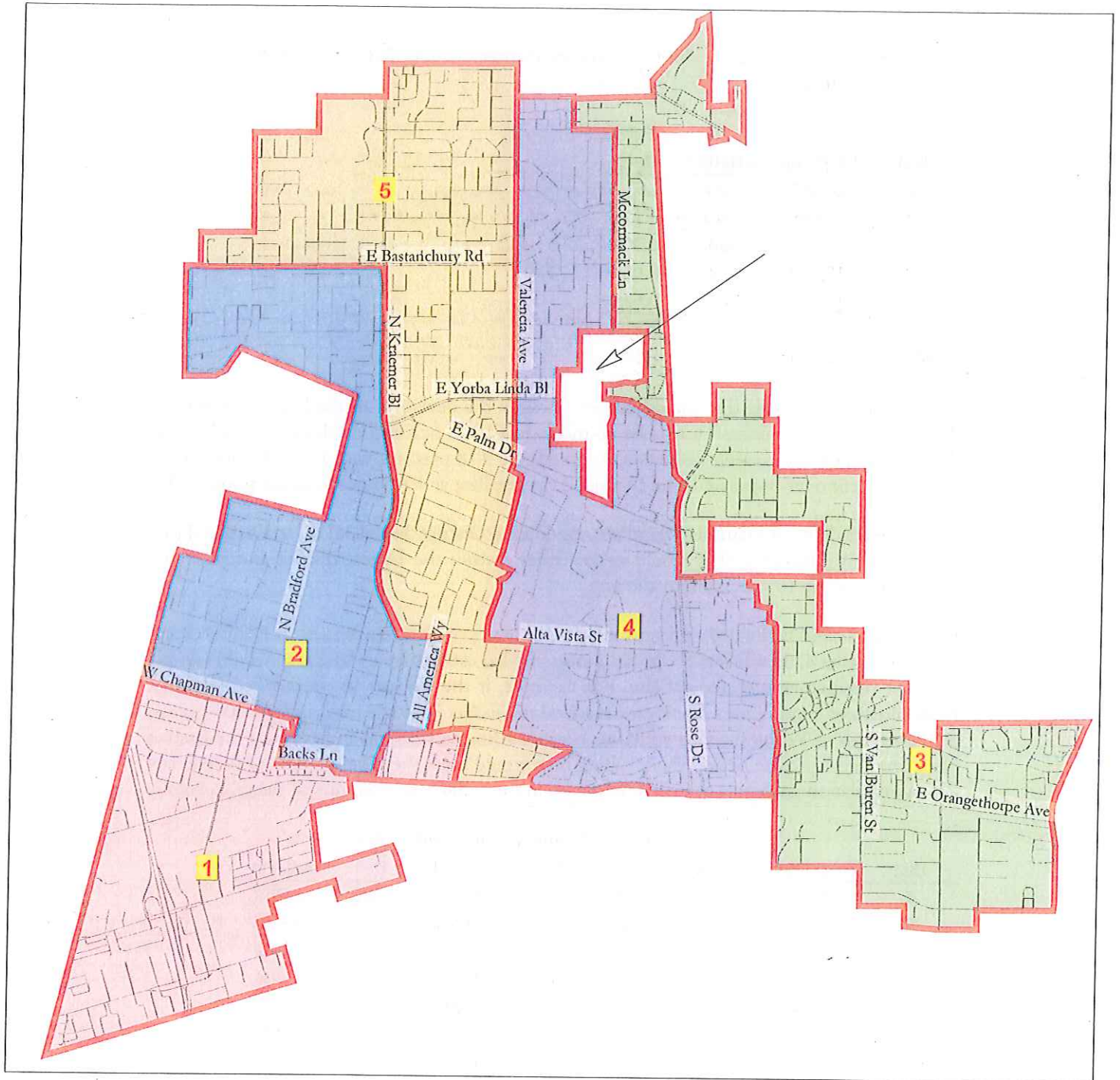
## Placentia Library District Sphere of Influence Map

SOI Originally Adopted: 11/26/75  
 Last Reviewed: 02/13/13











National Demographics Corporation

February 5, 2021

Using the most recent decennial Census data available (2010), Hammer Island contains 988 residents.

The population numbers for the City Council districts as adopted (not including Hammer Island), are as follows:

Dist	Total Pop.	Deviation	Pct. Dev.
1	10,685	574	5.67%
2	9,696	-415	-4.11%
3	10,081	-30	-0.30%
4	10,044	-67	-0.66%
5	10,050	-61	-0.61%
<b>Total</b>	<b>50,555</b>		<b>9.78%</b>
Ideal	10,111		

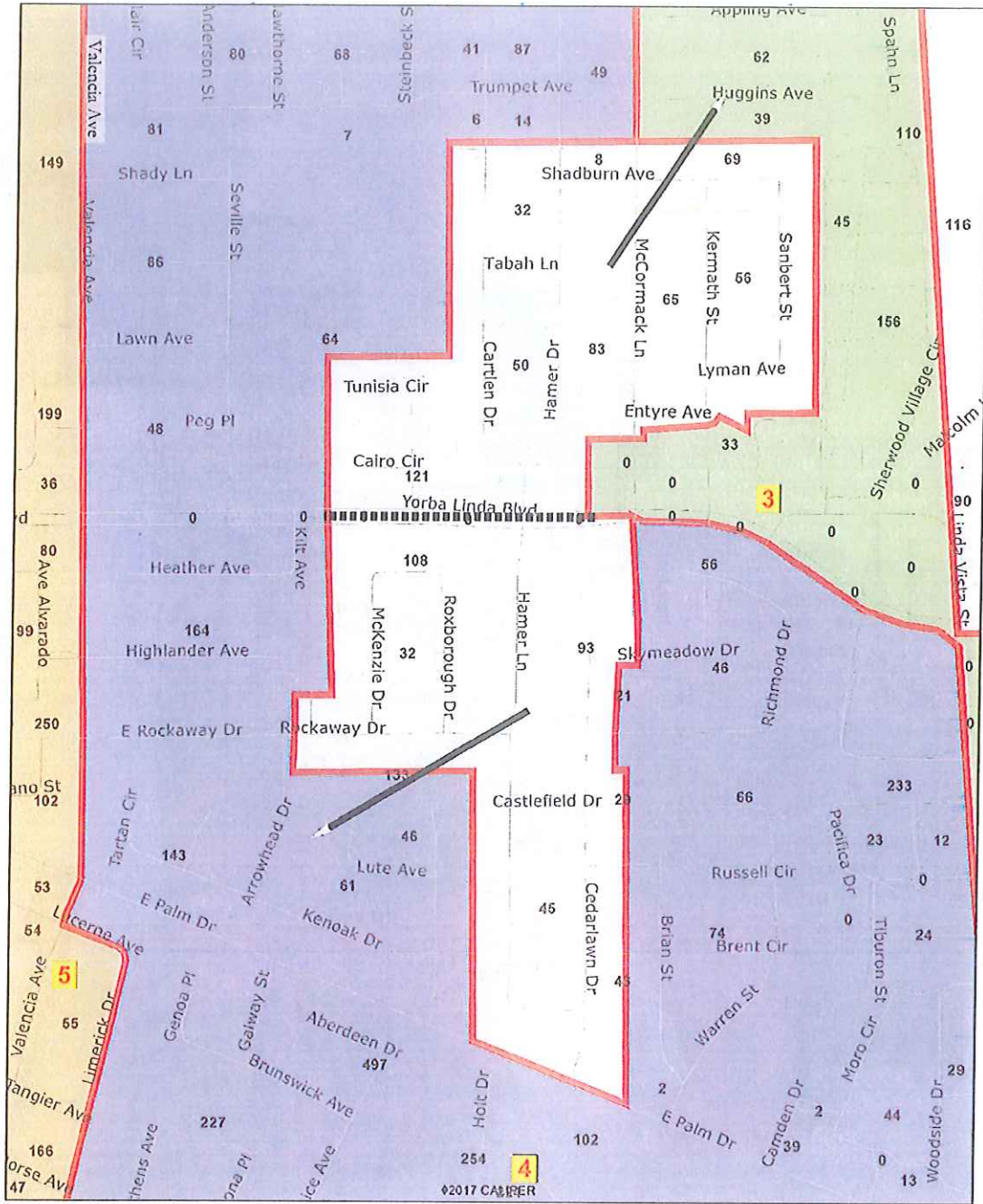
The legal requirement is that the difference between the deviation of the largest district and the deviation of the smallest district be no more than 10.00 percent. As shown in bold above, the deviation of the existing districts as adopted was 9.78 percent, with District 1 the largest at 5.67 percent over-populated, and District 2 the smallest at 4.11 percent under-populated.

If the 988 residents of Hammer Island are all added to District 3 or all added to District 4 (the two adjoining Districts), that would make either district the largest district and push the deviation over the 10% maximum allowed.

If Hammer Island is divided appropriately, with some population assigned to District 3 and some to District 4, then District 1 would remain the largest district and the map would comply with the requirements of federal law. For example, if the 484-person portion of Hammer Island north of Yorba Linda Boulevard is added to District 3 (to the east) and the 504-person portion south of Yorba Linda is added to District 4 (to the west), as indicated by the dashed black line in the picture below, the resulting map would meet the requirements of federal law with a population deviation of 9.59% as shown in the "adjusted" columns of the table below:

Dist	Total Pop.	Deviation	Pct. Dev.	Hammer Island	Adjusted Total	Adj. Dev.	Adj. Pct
1	10,685	574	5.67%		10,685	376	3.65%
2	9,696	-415	-4.11%		9,696	-613	-5.95%
3	10,081	-30	-0.30%	484	10,565	256	2.49%
4	10,044	-67	-0.66%	504	10,548	239	2.32%
5	10,050	-61	-0.61%		10,050	-259	-2.51%
<b>Total</b>	<b>50,555</b>		<b>9.78%</b>		<b>51,543</b>		<b>9.59%</b>
Ideal	10,111				10,309		

Caution: due to both population shifts and/or the new California Fair Maps Act, the Council districts map may see significant changes in the 2021 redistricting. On January 27<sup>th</sup> the Census Bureau recently said the 2020 Census data would be available "no sooner than July 31, 2021."

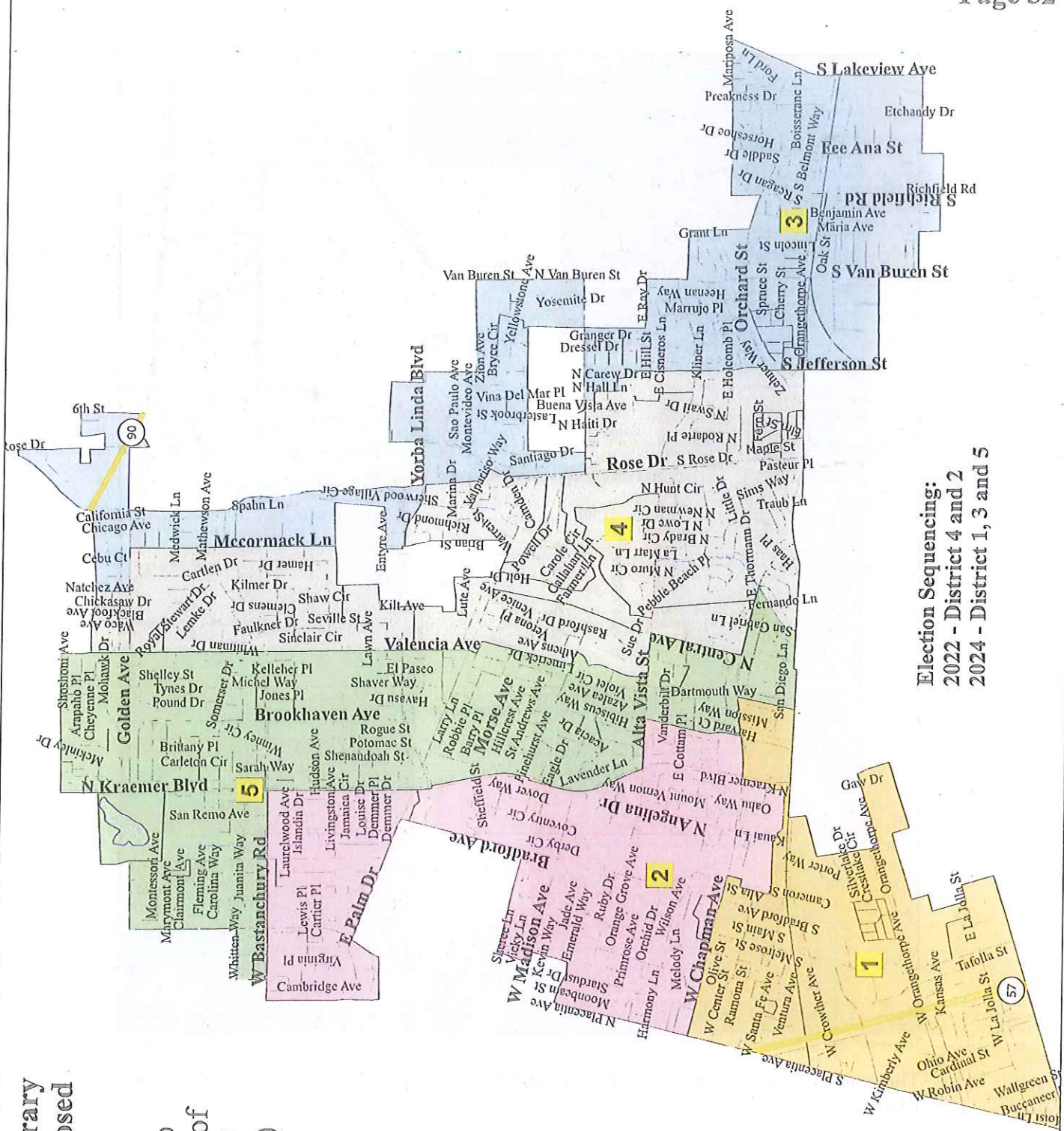


The numbers shown on the map are the 2010 Census population counts for each Census Block.

Douglas Johnson, President  
National Demographics Corporation  
djohnson@NDCresearch.com

**Placentia Library  
District Proposed  
District Map**

(Proposed map  
based on City of  
Placentia 2019  
Adjusted Map)



**Election Sequencing:**  
2022 - District 4 and 2  
2024 - District 1, 3 and 5

Map layers	
	2019 Adjusted Map
	Water Area
	Pipeline/Power Line
	Railroad
	River
	Streets

**PLACENTIA LIBRARY DISTRICT**  
**TIMELINE FOR CONSIDERATION AND IMPLEMENTATION OF DISTRICT-**  
**BASED ELECTIONS**

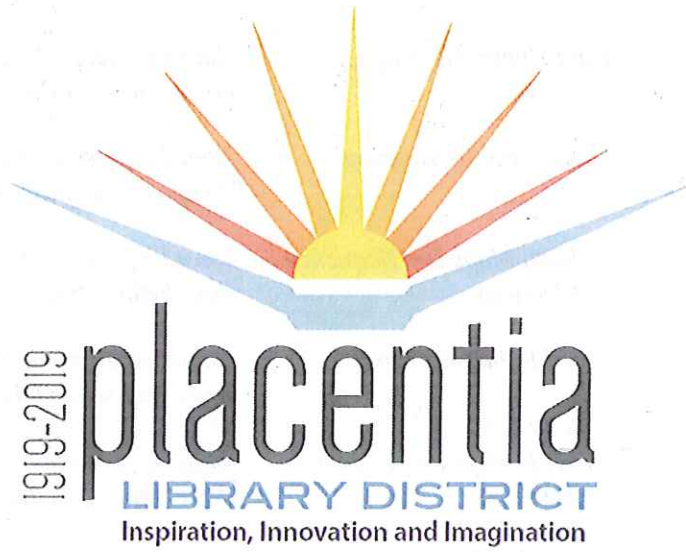
**(Items in Italics Have Been Completed)**

<b>DATE</b>	<b>EVENT</b>	<b>COMMENT</b>
<i>August 17, 2020</i>	<i>Board Adopts Resolution of Intention</i>	<i>Triggers public hearing process</i>
<i>November 16, 2020</i>	<i>First Public Hearing</i>	<i>Board receives public input regarding composition of districts. No maps yet.</i>
<i>December 21, 2020</i>	<i>Second Public Hearing</i>	<i>Board received public input regarding composition of districts. No maps yet.<sup>2</sup></i>
<i>January 13, 2021</i>	<i>Publish Maps and Sequence of Elections</i>	<i>Must be published and posted at least 7 days before third hearing</i>
<i>January 20, 2021</i>	<i>Third Public Hearing</i>	<i>Board receives and comments on draft maps and sequencing of elections</i>
<i>February 9, 2021</i>	<i>Publish Maps and Sequence of Elections</i>	<i>Must be published and posted at least 7 days before fourth hearing<sup>3</sup></i>
February 16, 2021	Fourth Public Hearing	Board hearing regarding draft maps and sequencing <sup>4</sup> at which Board may adopt ordinance for first reading approving district-based elections and sequencing
March 15, 2021	Ordinance Second Reading	
March 16, 2021	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2022	General Election	First election utilizing adopted districts
November 2024	General Election	Remaining seats filled by districts

<sup>2</sup> First and second hearings must occur within a period of 30 days.

<sup>3</sup> Map(s) need not be re-published if it does not change

<sup>4</sup> Third and fourth hearings must occur within a period of 45 days.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Review the Civic Center Event Calendar  
**DATE:** February 16, 2021

**BACKGROUND**

At President Martin's request, the Library Board of Trustees will review the Civic Center Event calendar on a monthly basis to address any concerns and answer questions the Board may have as both the District and the City continue their efforts to coordinate events in the common area within the Civic Center Plaza.

Assistant Library Director, Yesenia Baltierra, is the District's liaison for event coordination. She will be provide an update on the calendar.

Attachment A is the current event calendar.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

## City of Placentia 2021 Community Services Planning Calendar

**JANUARY**

- 4 City Hall returns from Holiday break
- 11 Placentia Community Foundation Mtg. 5:00 p.m.
- 12 City Council Meeting
- 12 Parks, Arts, and Recreation Commission Mtg. 6:30 p.m.
- 13 Heritage Festival Committee Mtg. 6:30 p.m.
- 13 Senior Advisory Mtg. 4:00 p.m.
- 18 City Hall Closed – Martin Luther King Jr. Day
- 26 City Council Mtg.
- 26 HEART Pet Clinic in parking lot – 5:00 p.m. – 9:30 p.m.
- 30 Shred Day Event in parking lot - 8:00 a.m. -12:00 p.m.

**FEBRUARY**

- 2 City Council Mtg.
- 9 Parks, Arts, and Recreation Commission Mtg. 6:30 p.m.
- 10 Heritage Festival Committee Mtg. 6:30 p.m.
- 15 City Hall Closed – President's Day
- 16 City Council Mtg.
- 22 Placentia Community Foundation Mtg. 5:00 p.m.
- 23 HEART Pet Clinic in parking lot – 5:00 p.m. – 9:30 p.m.

**MARCH**

- 2 City Council Meeting
- 9 Parks, Arts, and Recreation Commission Mtg. 6:30 p.m.
- 10 Heritage Festival Committee Mtg. 6:30 p.m.
- 16 City Council Meeting
- 22 Placentia Community Foundation Mtg. 5:00 p.m.
- 23 HEART Pet Clinic in parking lot – 5:00 p.m. – 9:30 p.m.
- 27 **Library's Easter Eggcitement Drive Thru**

**APRIL**

- 6 City Council Meeting
- 13 Parks, Arts, and Recreation Commission Mtg. 6:30 p.m.
- 14 Heritage Festival Committee Mtg. 6:30 p.m.
- 14 Senior Advisory Mtg. 4:00 p.m.
- 20 City Council Meeting
- 26 Placentia Community Foundation Mtg. 5:00 p.m.
- 27 HEART Pet Clinic in parking lot – 5:00 p.m. – 9:30 p.m.

**MAY**

- 4 City Council Meeting
- 11 Parks, Arts, and Rec Commission Mtg. 6:30 p.m.
- 12 Heritage Festival Committee Mtg. 6:30 p.m.
- 18 City Council Mtg.
- 22 **Summer Program Registration 7 a.m. – 2 p.m.**
- 24 Placentia Community Foundation Mtg. 5:00 p.m.
- 25 HEART Pet Clinic in parking lot – 5:00 – 9:30 p.m.
- 31 City Hall Closed – Memorial Day

**JUNE**

- 1 City Council Mtg.
- 8 Parks, Arts, and Recreating Commission Mtg.
- 9 Heritage Committee Mtg.
- 11 **Summer Drive in Movie – 3:30 p.m. – 11:30 p.m.**
- 15 City Council Mtg.
- 21-24 C.S. Staff Summer Inservice
- 22 HEART Pet Clinic in parking lot – 5:00pm-9:30pm
- 26 **Library's Summer Reading Celebration Drive Thru**
- 28 Placentia Community Foundation Mtg. 5:00 p.m.
- 28 **CS Summer Programs Start**

**JULY PARKS & RECREATION MONTH**

- 6 City Council Mtg.
- 9 **Summer Drive in Movie – 3:30 p.m. – 11:30 p.m.**
- 13 Parks, Arts, and Rec Commission Mtg. 6:30 p.m.
- 14 Heritage Committee Mtg. 6:30 p.m.
- 14 Senior Advisory Committee Mtg. 4:00 p.m.
- 15 **Virtual Concert in the Plaza – 6:00 p.m. – 8:30 p.m.**
- 20 City Council Meeting
- 23 **Summer Drive in Movie – 3:30 p.m. – 11:30 p.m.**
- 26 Placentia Community Foundation Mtg. 5:00 p.m.
- 27 HEART Pet Clinic in parking lot – 5 – 9:30 p.m.
- 29 **Virtual Concert in the Plaza – 6:00 p.m. – 8:30 p.m.**  
**Concerts in the Park - TBA**  
**Movies in the Park - TBA**



City of Placentia  
2021 Community Services Planning Calendar

AUGUST

- 3 City Council Mtg.
- 6 Summer Drive in Movie -- 3:30 -- 11:30 pm
- 10 Parks, Arts, and Rec Commission Mtg. 6:30pm
- 11 Heritage Festival Committee Mtg. 6:30pm
- 12 Virtual Concert in the Plaza 6:00 pm-8:30pm
- 14 **Library's End of Summer Celebration**
- 20 Summer Drive in Movie -- 3:30 pm-11:30pm
- 23 Placentia Community Foundation mtg. 5:00pm
- 24 HEART Pet Clinic in parking lot 5-9:30pm
- 26 Virtual Concert in the Plaza 6:00pm-8:30pm

SEPTEMBER **NATIONAL SENIOR CENTER MONTH**

- 6 City Hall Closed -- Labor Day
- 7 City Council Mtg.
- 14 Parks, Arts, and Rec Commission Mtg. 6:30pm
- 15 Heritage Festival Committee Mtg. 6:30pm
- 21 City Council Meeting
- 27 Placentia Community Foundation mtg. 5:00pm
- 28 HEART Pet Clinic in parking lot 5-9:30pm

OCTOBER

- 5 City Council Mtg.
- 9 Heritage Festival & Parade
- 12 Parks, Arts, and Rec Commission mtg. 6:30pm
- 13 Heritage Festival Committee mtg. 6:30pm
- 13 Senior Advisory Committee mtg. 4:00pm
- 19 City Council Meeting
- 22 Halloween Drive in Movie 3:30pm-11:30pm
- 25 Placentia Community Foundation mtg. 5:00pm
- 26 HEART Pet Clinic -- 5:00pm-9:30pm
- 29 Halloween Hunt - Drive Thru Event 4pm-11:30pm

NOVEMBER

- 2 City Council Mtg.
- 9 Parks, Arts, and Recreation Commission Mtg.
- 10 Heritage Festival Wrap Up Mtg.
- 11 City Hall Closed -- Veteran's Day
- 11 Veteran's Day Ceremony in the Plaza
- 16 City Council Mtg.
- 19 Drive in Movie -- 3:30pm-11:30pm
- 23 HEART Pet Clinic -- 5:00pm-9:30pm
- 24-26 City Hall Closed -Thanksgiving Holiday
- 29 Placentia Community Foundation Mtg. 5:00pm

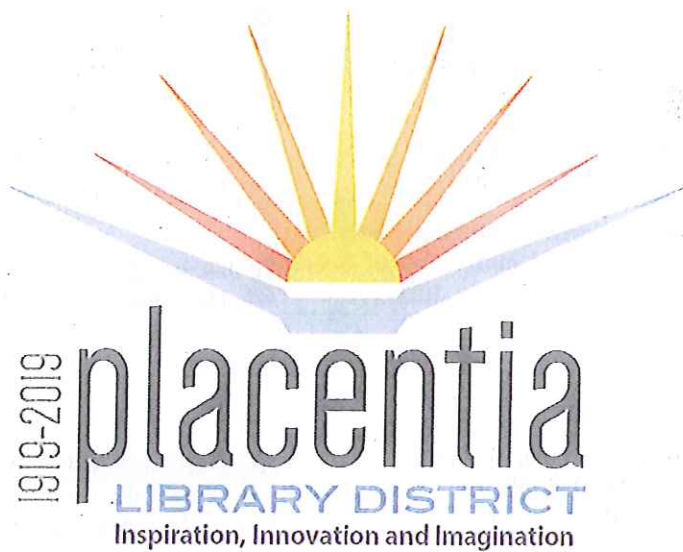
DECEMBER

- 7 City Council Mtg.
- 1 Tree Lighting/Winter Wonderland set up in Plaza
- 2 Tree Lighting/Winter Wonderland in the Plaza 5-9pm
- 9 Tamale Festival
- 11 Holiday Drive in Movie -- 3:30pm-11:30pm
- 21 City Council Mtg.

20-January 2

City Hall Closure -- Christmas and New Year's Holiday

**Note: Tentative Programs include the following:**  
PD-Drug Take Back days  
Library Lunch Program



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Strategic Planning Committee Report  
**DATE:** February 16, 2021

**BACKGROUND**

At the January 21, 2021 Library Board of Trustees meeting, an ad hoc committee was established to discuss and make recommendations regarding the District's 2021-2023 Strategic Plan. The Board approved the committee to be comprised of Secretary Gayle Carline, Trustee Hilaire Shioura, and Assistant Library Director, Yesenia Baltierra.

The Committee will provide an update on the progress of their work and applicable recommendations.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss Trustee Shioura's Interest in Serving on the ISDOC Website Subcommittee

**DATE:** February 16, 2021

**BACKGROUND**

At the January 5, 2021 Independent Special Districts of Orange County (ISDOC) Executive meeting, the committee reviewed the organization's website with discussions on improving it. At the meeting, Trustee Shioura had expressed interest in assisting ISDOC with the website as his background is in IT.

The URL for the ISDOC website is [www.mwdoc.com/isdoc](http://www.mwdoc.com/isdoc).

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Nomination for ISDOC Executive Committee 2<sup>nd</sup> Vice President Vacancy**

**DATE:** February 16, 2021

**BACKGROUND**

The Independent Special Districts of Orange County (ISDOC) has provided a notice calling for candidates for the position of 2<sup>nd</sup> Vice President on the Executive Committee. The ISDOC 2<sup>nd</sup> Vice President vacancy was announced on February 2, 2021. The Executive Committee meet on the first Tuesday of each month at 7:30 a.m. The meetings are currently held via teleconference until further notice, due to the pandemic.

The duties of the 2<sup>nd</sup> Vice President include:

- Chairing the Membership Committee.
- Maintaining a list of current regular and associate members.
- Following up with any outstanding membership dues as needed.
- In the absence of the President and First Vice President, performing all duties of the President.

Attachment A is the Call for Nomination.

Nominations must be received by Friday, March 26, 2021.

Discuss and determine which Trustee is interested in serving as ISDOC's 2<sup>nd</sup> Vice President on the Executive Committee.

**RECOMMENDATIONS**

1. Determine which interested Trustee may submit nomination; and,
2. Authorize interested Trustee to submit nomination; and,
3. Roll Call Vote; and,
4. Authorize staff to submit nomination.



February 2, 2021

**PLEASE DISSEMINATE TO ALL BOARD MEMBERS**

Mailing Address

P.O. Box 20895  
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD  
18700 Ward Street  
Fountain Valley, CA 92708

(714) 963-3058  
(714) 964-5930 fax

[www.mwdoc.com/isdoc](http://www.mwdoc.com/isdoc)

Executive Committee

**President**

Hon. Mark Monin  
*El Toro Water District*

**1st Vice President**

Hon. Arlene Schafer  
*Costa Mesa Sanitary District*

**2nd Vice President**

Vacant

**3rd Vice President**

Hon. Brooke Jones  
*Yorba Linda Water District*

**Secretary**

Hon. Greg Mills  
*Serrano Water District*

**Treasurer**

Hon. Bill Green  
*South Coast Water District*

**Immediate Past President**

Hon. Sandra Jacobs  
*Santa Margarita Water District*

Staff Administration

**Heather Baez**

*Municipal Water District of Orange County*

**Christina Hernandez**

*Municipal Water District of Orange County*

Re: ISDOC Executive Committee 2nd Vice President Vacancy

This email shall serve as official notice and call for candidates to fill the vacancy for the 2nd Vice President position on of the Independent Special Districts of Orange County (ISDOC). The ISDOC Executive Committee will fill the vacancy by appointment.

Per the ISDOC bylaws, Article III Section II Point E: "With the exception of the immediate past president, if a vacancy occurs on the Executive Committee, the Committee shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy shall hold office for the unexpired term of the former incumbent."

Nominations will close on **Friday, March 26, 2021 at 5:00 p.m.** Any Board Member/Trustee of a regular ISDOC member agency is eligible for nomination for this open position. Individuals who wish to be considered should submit a letter of interest, together with a resolution from their Board authorizing their candidacy. The appointment will be made by the ISDOC Executive Committee on **Tuesday, April 6, 2021.**

Responsibilities of the positions are as follows:

**SECOND VICE PRESIDENT:** The Second Vice President chairs the Membership Committee. Duties include maintaining a list of current regular and associate members, follow up with any outstanding membership dues as needed, and in the absence of the President and First Vice President, shall perform all duties of the President.

Meetings of the Executive Committee typically occur on the first Tuesday of each month at 7:30 a.m. in the offices of the Municipal Water District of Orange County (MWDOC) in Fountain Valley. Due to COVID-19 restrictions, meetings are currently being held via teleconference until further notice.

If you are seeking nomination to the 2<sup>nd</sup> Vice President position on the Executive Committee, please send your letter/email of interest and a copy of your Board's authorizing resolution to Heather Baez at [Hbaez@mwdoc.com](mailto:Hbaez@mwdoc.com). All nomination requests must be received by **Friday, March 26, 2021.**

If you have any questions about the any of the positions or the election process, please contact either Heather Baez at [Hbaez@mwdoc.com](mailto:Hbaez@mwdoc.com) or Christina Hernandez at [Chernandez@mwdoc.com](mailto:Chernandez@mwdoc.com)

Sincerely,

*Mark Monin*

Mark Monin, President  
Independent Special Districts of Orange County



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Discuss a Possible Vaccination Policy  
**DATE:** February 16, 2021

**BACKGROUND**

The Centers for Disease Control (CDC) indicates the importance of vaccines to stop the COVID-19 pandemic. It is the best protection from the disease, along with the combination of wearing a face mask, staying at least 6 feet away from others, avoiding crowds, and washing hands often.

Currently vaccines are available in Orange County for individuals under the Tier 1 category. These include seniors 65 years of age and older, healthcare workers, and law enforcement workers in high-risk settings. Over 280,000 doses were administered to 242,349 individuals during the periods of December 15, 2020 through February 2, 2021.

It is understandable that some people may be concerned about getting their vaccinations as they become available in Orange County. For this reason and in preparation for staff receiving vaccinations, library administrators recommend the Library Board of Trustees begin discussions regarding a policy to address the necessary process moving forward.

Attachment A is the draft policy for discussion.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

## Placentia Public Library District Policy on COVID-19 Vaccination

### POLICY

The Placentia Public Library District (“District”) agrees with the recommendations made by the Center for Disease Control (“CDC”) regarding COVID-19 vaccinations and is hereby adopting this policy based on those considerations, which are as follows:

#### COVID-19 vaccination will help keep you from getting COVID-19

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you’ll get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

#### COVID-19 vaccination is a safer way to help build protection

- COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect you. And if you get sick, you could spread the disease to friends, family, and others around you.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA).
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts don’t know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity. COVID-19 vaccination will help protect you by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as new evidence becomes available.

**COVID-19 vaccination will be an important tool to help stop the pandemic**

- Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with your immune system so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools we have available. As experts learn more about how COVID-19 vaccination may help reduce spread of the disease in communities, CDC will continue to update the recommendations to protect communities using the latest science.

**PROCEDURE**

Based on the foregoing reasons published by the CDC for getting vaccines and to ensure that the District and its employees do everything possible to help stop the spread of COVID-19, the District hereby adopts the following procedure to encourage District employees to get vaccinated for COVID-19.

1. The District will reimburse all employees who show proof of having been vaccinated for COVID-19 for any out of pocket costs associated with getting the vaccine. Employees are required to submit such documentation and request for reimbursement using the normal protocol for receiving reimbursements.
2. The District will compensate employees for time lost from work due to getting the COVID-19 vaccine. Employees are encouraged to use their own time to get the vaccine but when that is not possible, employees seeking compensation must show proof that they got the vaccine during regularly scheduled work hours.
3. When available and possible, the District will coordinate with vaccine providers to make vaccines available cost-free on-site and during working hours on a periodic basis until all those interested in getting the vaccine have been vaccinated. At this time, we do not know when or if this will be possible.
4. The District is not mandating that employees receive the vaccine and all employees who choose to get the vaccine do so voluntarily and at their own risk.
5. The District reserves the right to continue to require employees who get the vaccine to maintain social distance of six feet or more from co-workers and members of the public and to continue to wear a mask or facial covering (even if the federal, California or Orange County health guidelines or orders state that those who have been vaccinated are no longer required to do so).



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Joint-Use Committee Update  
**DATE:** February 16, 2021

**BACKGROUND**

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

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

PRELIMINARY MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA  
TO DISCUSS TO THE JOINT USE AGREEMENT  
FEBRUARY 4<sup>TH</sup>, 2021

**CALL TO ORDER**

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

**Members Absent:** None.

**Staff Present:** Luis Estevez, Director of Public Works; Alyssa Stolze, Administrative Assistant.

**Guests:** None

**BACKGROUND**

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

**CITY OF PLACENTIA  
UPDATES**

The City provided updates preparation for the mid-year budget update with numbers being higher than anticipated, property taxes, interest rate updates, new positions in the Fire and Police Department alongside updates on developments such as the Audi dealership, housing developments, and their goal to create a Community Center. The City also noted the Census results plan to be accessible by July and the district map will be revisited by City Council.

**PLACENTIA LIBRARY  
DISTRICT UPDATES**

The Library provided updates on their district-based election process, Strategic Plan Ad Hoc Committee, how seven library staff and two board members and legal counsel will be presenters at the California Library Association Conference, and new board member trainings that have been taking place. The Placentia Library District additionally remains open with modified hours of Tuesday through Saturday 10:00 a.m. to 5:00 p.m. with rotating staff schedules.

**ACTION ITEMS**

None.

**NEXT MEETING**

The next meeting is scheduled for Thursday, February 4<sup>th</sup> at 3:30 p.m. Email Alyssa Stolze with any agenda items.