



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

CLOSED SESSION

September 21, 2020

6:00 p.m.








Zoom Meeting

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 203.*

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

CLOSED SESSION

4. Closed Session to Discuss Personnel Matters, Library Director's Annual Performance Objectives and Other Personnel Matters

Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session

Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

5. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
6. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 21, 2020 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 16, 2020.



Alyssa Stolze, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

September 21, 2020

6:30 p.m.

Call-In Information

(669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

Mission Statement:

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-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
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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 August 17, 2020 Library Board of Trustees Regular Date and August 27, 2020 Special Date Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for August 2020. (Receive & File and Approve)

11. FY2019-2020 Cash Flow Analysis through August 2020; the Schedule of Anticipated Property Tax Revenues for FY2019-2020 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for August 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for August 2020. (Receive & File)

14. Acquisitions Report for August 2020. (Receive & File)

15. Entrepreneurial Activities Report for August 2020. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for August 2020. (Receive, File, and Ratify Appointments)

17. Circulation Report for August 2020. (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 August 2020.
20. Children's Services Report for August 2020.
21. Adult Services Report for August 2020.
22. Placentia Library Web Site & Technology Report for August 2020.

CLOSED SESSION

23. President Carline will report on actions taken by the Library Board of Trustees during the closed session.

NEW BUSINESS

24. Review and Discuss the Proposed District-Based Election System Timeline.
25. Approve the Retainer Agreement for Legal Services with Woodruff, Spradlin & Smart.
26. Authorize the Library Director to Attend the League of Cities Virtual Conference.
27. Discuss COVID-19 Testing Procedure for Staff and Volunteers.
28. Review and Adopt Policy 3027 – Unclaimed Check Policy.
29. Joint-Use Committee Report from President Carline.
30. Phase 2 Report from the Library Director.
31. Staff Appreciation and Recognition Report from the Assistant Library Director.

ADJOURNMENT

32. Agenda Preparation for the September Regular Date Meeting which will be held on October 19, 2020 at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
33. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
34. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the September 21, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on September 16, 2020.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
AUGUST 17, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 17th, 2020 at 6:31 p.m.

Members Present: President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter.

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: None.

ADOPTION OF AGENDA

It was motioned by Trustee Minter and seconded by Trustee DeVecchio to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the opening ceremony for Veteran's Village and reported there was no Joint Use Committee Meeting this month.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler had nothing to report at this time.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended a Financial Partner's Credit Union Strategic Planning meeting and attended a Literacy virtual training. Trustee Martin also attended the opening ceremony for Veteran's Village.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported out on her involvement serving on the Conference Committee and Marketing Committee for the California Library Association's May 2021 Conference. Additionally, Director Contreras gave an update on the Summer Reading Program ending, the Hangar's popular Take and Make Kits, and congratulated Assistant Library Director Baltierra on being chosen to serve on the California State Library and California Library Association's Continuing Education Advisory Board.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported the PLFF Membership Drive is still outstanding, the Author's Luncheon Chair will be pursuing an alternative general fundraiser to the Author's Luncheon, and the August meeting was moved to August 18th, 2020. Moreover, President Dahl and Director Contreras discussed the option of having PLFF volunteers in the back work room to sort and shelve on Sundays.

CONSENT CALENDAR

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

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

**MINUTES OF THE LIBRARY
BOARD OF TRUSTEES JULY
20, 2020 REGULAR DATE
MEETING.**

Minutes of the Library Board of Trustees July 20th, 2020 Regular Date Meeting were approved received, and filed (Item 9).

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

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

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

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

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

**SYSTEMS LIBRARIAN, JON
LEGREE, WILL PROVIDE A
REPORT ON THE DISTRICT'S**

Systems Librarian, Jon Legree, provided a report to the Board on the Library's current IT projects and status including: laptops and hotspots for checkout have been ordered for the Library of Things Collection, the District's continuation and

TECHNOLOGY PLAN AND UPDATES.

satisfaction with the SirsiDynix contract, the future IT Plan, including an IP Phone System and updating hardware, updating software for staff PCs, and the removal of number of volumes in the revised Acquisition Report. Lastly, Mr. Legree presented the plan to create an online Library Card Application by the end of the month that will allow patrons to have full checkout abilities as a regular card versus limitations of the virtual card. Trustee Martin requested Mr. Legree present a prioritized three to five year IT Plan and estimated budget at the December Board Meeting. No action was taken at this time.

RECEIVE, ACCEPT & FILE THE EXECUTED JOINT-USE AGREEMENT OF FACILITIES AND NOTICE AND DECLARATION OF RECIPROCAL ACCESS EASEMENTS WITH THE CITY OF PLACENTIA.

On September 10, 2019, the Placentia Library District and the City of Placentia agreed to enter and execute a Notice and Declaration of Reciprocal Access Easements and the Agreement for the Joint Use of Facilities Between the City of Placentia and the Placentia Library District. The documents are to be received and filed on the record. It was motioned by Trustee Minter and seconded by Trustee DeVecchio to receive, accept and file the Executed Joint-Use Agreement of Facilities and Notice and Declaration of Reciprocal Access Easements With The City Of Placentia. All in favor:

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

AUTHORIZE A FUNDING REQUEST FROM THE GENERAL FUND FOR THE STAFF APPRECIATION RECOGNITION EVENT.

Library Director Contreras presented the staff request for \$3,000 from the general fund to support the annual Staff Appreciation and Recognition event. The committee members, Yesenia Baltierra, Lori Worden, and Alyssa Stolze will oversee this year’s event ensuring the safety of staff. It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to authorize the request for \$3,000 for the annual Staff Appreciation and Recognition event legal requirements permitting. A roll call vote was taken:

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

ADOPT RESOLUTION 20-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY STATING THE INTENT OF THE DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT OF ELECTION CODE SECTION § 10010.

Library Director Contreras gave background on the California Voting Rights Act of 2001 (“CVRA”) set forth at Elections Code sections 14025 to 14032, noting that the CVRA defines “at-large” and “district-based” election methods. To be proactive, Director Contreras recommended the Library Board of Trustees to consider adopting a resolution of intent to transition from an “at-large election” to a “district-based election” system. The anticipated timeline from intent to implementation is expected to be six months with the process to include community meetings, public hearings and adoption of resolution to establish the boundaries for a district-based election system for the Placentia Library District.

After a discussion and resolution title amendment, it was motioned by Trustee Martin to approve Resolution 20-02: A Resolution of the Board of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the

District to transition from an At-Large Election System to a District-Based Election System prior to the 2022 General Election pursuant to California Elections Code Sections § 14025 – 14032 as amended. The motion was seconded by Secretary Shkoler. A roll call vote was taken:

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

DISCUSS DOG BITE INCIDENT AND POSSIBLE MEDICAL REIMBURSEMENT TO THE DISTRICT.

Library Director Contreras presented that a staff was bit by a dog during home deliveries recently and the discussion of possible reimbursement from the owner for medical expenses estimated at \$500. After discussing, the Board chose to not proceed with pursuing medical reimbursement from the patron. It was suggested by President Carline that in addition to the patron’s notice that they will not be permitted to continue home deliveries, the District may inform said patron of the cost with no further action needed. It was also recommended by the Board that the Library Director discuss liability and safety practices with SDRMA to continue to keep District employees safer in all scenarios during home deliveries. No action was taken.

AUTHORIZE A BUDGET REALLOCATION OF \$40,000 FROM 1310 - EQUIPMENT & FURNITURE TO 5342 - TECHNOLOGY & SOFTWARE.

On May 21, 2020, the Library Board of Trustees adopted Resolution 20-01 to amend the 2020-2021 budget that included \$50,000 for budget line item 1310 – Equipment & Furniture. Library Director Contreras presented the request for \$40,000 to be reallocated to a newly established budget line item 5342 – Technology & Software. This line item includes technology-related hardware and software for the public and staff with a portion to be dedicated to purchase laptops and hotspots for patrons to checkout and upgrades of staff PCs and software. It was motioned by Trustee Minter and seconded Secretary Shkoler to authorize the budget allocation of \$40,000 from 1310- Equipment & Furniture to 5342 – Technology & Software. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on September 21st, 2020 at 6:30 p.m. It was requested by the Board to include a California Voter’s Rights Act timeline in addition to presenting SDRMA’s recommendations for the Covid-19 Reopening Plan regarding staff practices during home deliveries.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of August 17th, 2020 was adjourned at 7:50 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL DATE MEETING OF THE BOARD OF TRUSTEES
AUGUST 27, 2020

CALL TO ORDER

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on August 27th, 2020 at 5:05 p.m.

Members Present: President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter

Members Absent: None

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

Guests: None

ADOPTION OF AGENDA

It was moved by Secretary Shkoler and seconded by Trustee Minter to adopt the Agenda (Item 3).

AYES: Carline, Shkoler, DeVecchio, Martin, Minter

NOES: None

ABSENT: None

ORAL COMMUNICATION

None (Item 4).

**REVIEW AND DISCUSS
PHASE 2 DUE TO
GOVERNOR'S REMOVAL OF
ORANGE COUNTY OFF THE
WATCH LIST.**

Library Director Contreras presented the current status of Orange County being removed from the Governor's watch list and requested the Board's consideration to implement Phase 2 should Orange County pass the required fourteen day period. After a thorough discussion that included two options: 1) align re-opening with school district in-person re-opening date; 2) re-open on September 14, 2020 then reassess situation at the September 21, 2020 Board meeting. Library staff recommended option 2 with the following parameters:

- Library Hours: Monday – Saturday, 10am-5pm to all patrons
- Curbside and virtual programming will be available.
- Passport Services: Monday-Saturday, 10am-4pm and contingent upon staff availability. Patrons are encouraged to call the library prior to their visits to ensure availability of service.
- In-Person Literacy services & exam proctoring will be available.
- Visit is limited to one hour.
- Computer assistance will not be available to ensure safety and social distancing for staff and patrons.
- Home delivery will no longer be available.

Trustee Martin made a motion to authorize the Placentia Library District to open for Phase 2 on September 14th in compliance with state and local orders. Trustee DeVecchio seconded the motion. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter

NOES: None

ABSENT: None

REVIEW OF ACTION ITEMS

The next Board of Trustees Meeting will be on September 21st, 2020 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Special Meeting of August 27th, 2020 was adjourned at 5:25 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

3:54 P.M.
9/9/20
Accrual Basis

Placentia Library District
Check Register
August 2020

Date	Ref No.	Payee	Memo	Payment	Type
08/05/2020	11281	Placentia Library District	For payroll on 08/19/2020	50,000.00	Check
08/05/2020	11282	New Readers Press	Literacy Collection	2,622.49	Bill Payment
08/05/2020	11283	Baker & Taylor	Books	9,238.99	Bill Payment
08/05/2020	11284	Time Warner Cable	Service 7/12/20-8/11/20	67.90	Bill Payment
08/05/2020	11285	American Library Association	Carline ALA Membership renewal	199.00	Bill Payment
08/05/2020	11286	Woodruff, Spradlin & Smart	Services rendered through 6/30/20	441.00	Bill Payment
08/05/2020	11287	Johnson Controls Security Solutions	8/1/20-10/31/20 Service	847.56	Bill Payment
08/05/2020	11288	Midwest Tape	Audiobooks/DVDs	680.15	Bill Payment
08/05/2020	11289	Tim Worden	Home Deliveries Mileage Reimbursement	22.77	Bill Payment
08/05/2020	11290	Public Agency Retirement Services	PARS Employer Contribution for PP 07/03/20-07/16/20	2,221.34	Bill Payment
08/05/2020	11291	Arcelia Janitorial Service	Janitorial Services 7/1-7/30/20	2,318.00	Bill Payment
08/05/2020	11292	Pitney Bowes Purchase Power	June 2020 Postage	19.97	Bill Payment
08/05/2020	11293	SoCalGas	Service 6/16/20-7/16/20	48.83	Bill Payment
08/06/2020	11294	Public Agency Retirement Services	PARS employer contribution PP 07/17/20-07/30/20	2,252.22	Bill Payment
08/06/2020	11295	Baker & Taylor	Books	1,012.61	Bill Payment
08/06/2020	11296	Golden State Water Company	6/18-7/21/20 Services	780.06	Bill Payment
08/06/2020	11297	Midwest Tape	Audiobooks/DVDs	176.14	Bill Payment
08/06/2020	11298	Staples Advantage	Paper	57.68	Bill Payment
08/06/2020	11299	American Library Association	ALA membership Baltierra 9/1/20- 8/31/21	225.00	Bill Payment
08/06/2020	11300	City of Placentia	Shared Costs with the City	5,059.48	Bill Payment
08/12/2020	11301	Placentia Library District	For payroll on 09/02/2020	50,000.00	Check
08/12/2020	11302	Johnson Controls Security Solutions	Voided - Tyco Service on 7/24/20	0	Bill Payment
08/12/2020	11303	Alex Moving	Monthly Storage	360.00	Bill Payment
08/12/2020	11304	SDRMA	Medical Benefits September 2020 Ancillary Benefits September 2020	25,187.63	Bill Payment
08/12/2020	11305	Southern California Edison	7/1/20-7/31/20 Services	2,457.21	Bill Payment
08/12/2020	11306	Bibliotheca LLC	RFID Tags	2,025.94	Bill Payment
08/12/2020	11307	SirsiDYNIX #774271	Sirsi Contract Renewal September 1, 2020 – August 31, 2021	14,706.73	Bill Payment
08/21/2020	11308	Faronics	Deep Freeze Maintenance, Upgrade, and License	2,211.30	Bill Payment
08/21/2020	11309	Baker & Taylor	Books/Lunch at the Library Enrichment Kits	3,183.77	Bill Payment
08/21/2020	11310	Midwest Tape	Audiobooks/DVDs	440.85	Bill Payment
08/21/2020	11311	CDW Government	Office 2019 Licenses	3,231.45	Bill Payment
08/21/2020	11312	Dell Marketing L.P.	Laptops & Laptop Sleeves for LOTs & Staff Desktop PCs	16,438.24	Bill Payment
08/21/2020	11313	Cintas	Cleaning Supplies	452.76	Bill Payment
08/21/2020	11314	Ingram Inc	Lunch at the Library Enrichment Kits	751.57	Bill Payment
08/21/2020	11315	Joe Backflow Co.	Annual backflow test and replace leaking test handle	135.00	Bill Payment
08/21/2020	11316	Republic Services	Recycling Service 7/1/20-7/31/20	156.02	Bill Payment
08/21/2020	11317	CALNET3	7/2/20-8/1/20 Services	179.30	Bill Payment
08/21/2020	11318	Staples Advantage	Office Supplies	15.42	Bill Payment
				<u>200,224.38</u>	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through August 2020 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: September 21, 2020

Fiscal Year 2020-2021	
7/31/2020	790,798.96
8/31/2020	791,646.81
9/30/2020	
10/31/2020	
11/30/2020	
12/31/2020	
1/31/2021	
2/28/2021	
3/31/2021	
4/30/2021	
5/31/2021	
6/30/2021	

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


SUBJECT: Financial Reports through August 2020 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: September 21, 2020

Summary of Cash and Investments as of August 31, 2020

Cash with Orange County Treasurer Fund 9LX	\$791,646.81
General Fund Checking – Bank of the West	\$122,335.01
General Fund Savings – Bank of the West	\$616,313.48
<i>(Impact Fees in Savings – Restricted)</i>	\$11,225.06
Payroll Checking – Wells Fargo Bank	\$56,885.70
Total Cash and Investments	\$1,587,181.00

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of August 31, 2020

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,256,631	24,050	(2,232,581)	1.1%
4020	Property Taxes - Current Unsecured	77,318	-	(77,318)	0.0%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	65,012	7,820	(57,192)	12.0%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapport Tax	0	-	0	-
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	-	0	-
4190	State - Homeowners Property Tax Relief	67,033	-	(67,033)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	54,782	(2,439,605)	2.2%
INTEREST REVENUE					
4600	Interest	8,500	1,891	(6,609)	22.2%
	Sub Total	8,500	1,891	(6,609)	22.2%
GRANT REVENUE					
4210, 4421	State Grants	20,000	10,000	(10,000)	50.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	10,000	(30,000)	25.0%
MISCELLANEOUS REVENUES					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	-	(25,000)	0.0%
* 4430, 4414, 4400	Other Revenue	0	55	55	-
4310	Fines & Fees	15,000	486	(14,514)	3.2%
4320, 4330	Passport/Photos	150,000	1,396	(148,604)	0.9%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	-	(2,000)	0.0%
	Sub Total	192,000	1,937	(190,063)	1.0%
TOTAL REVENUES YTD FOR FY 18/19:		2,734,887	77,028	(2,677,859)	2.8%
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	8,418	(11,581.86)	42.1%

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

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

August 31, 2020

16.66% of the year completed.

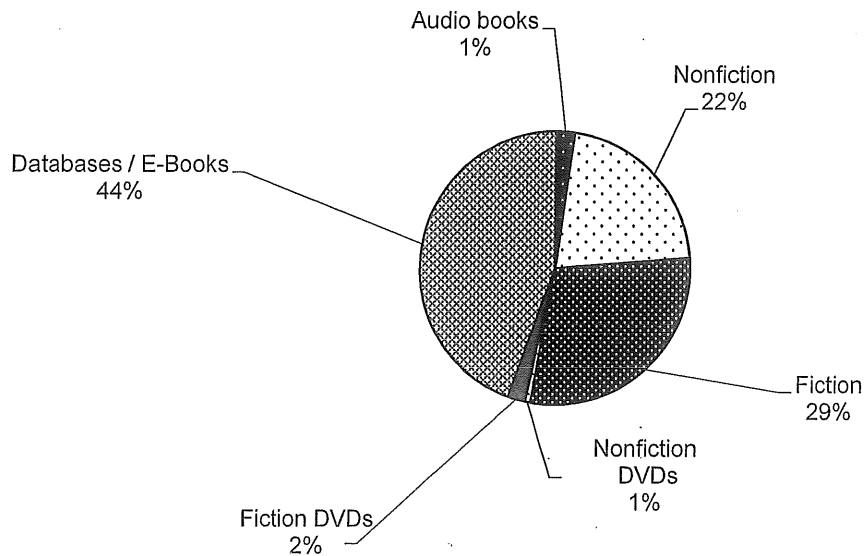
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,470,812	163,749	0.11	\$1,307,063
5030	Retirement	64,143	9,219	0.14	\$54,924
5040	Unemployment Insurance	2,500	435	0.17	\$2,066
5050	Health Insurance	289,038	44,070	0.15	\$244,968
5064	Dental Insurance	17,796	168	0.01	\$17,628
5060	Life Insurance	9,420	783	0.08	\$8,638
5066	AD & D Insurance	6,172	961	0.16	\$5,211
5068	Vision Insurance	3,541	463	0.13	\$3,078
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	2,102	0.13	\$14,150
	TOTAL	\$1,884,674	\$221,949	0.12	\$1,662,725
SERVICES & SUPPLIES					
5100	Communications	11,000	341	0.03	\$10,659
5170	Household Expenses	25,000	5,359	0.21	\$19,641
5099	Liability Insurance	22,000	6,697	0.30	\$15,303
5205	Maintenance Expense	20,000	2,529	0.13	\$17,471
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	24,637	0.27	\$65,363
5290	Memberships	11,000	1,504	0.14	\$9,496
5300-5350	Office Expenses & Postage	85,000	19,704	0.23	\$65,296
5400	Prof./Specialized Services	202,000	60,226	0.30	\$141,774
5495, 5900, 5910, 5920	Programs	50,000	10,446	0.21	\$39,554
5500	Books/Library Materials	223,213	37,608	0.17	\$185,605
5600	Meetings/Professional Development	25,000	161	0.01	\$24,839
5700	Mileage/Parking	1,000	53	0.05	\$947
5800	Utilities	35,000	1,887	0.05	\$33,113
7000	COVID-19	20,000	922	0.05	\$19,078
	TOTAL	\$820,213	\$172,074	0.21	\$648,139
	OPERATING EXPENSES	\$2,704,887	\$394,023	0.15	\$2,310,864
FIXED ASSETS & TAXES					
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	-	0.00	\$20,000
	TOTAL	\$30,000	-	0.00	\$30,000
CAPITAL PROJECT					
*5211	Renovation	\$0	-	-	\$0
	TOTAL	\$0	-	-	\$0
TOTAL BUDGET		\$2,734,887	\$394,023	0.14	\$2,340,864

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

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH AUGUST 2020

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
Total Fiction	\$14,838	1052	\$0	0
Total Non-Fiction	\$10,985	495	\$0	0
Total Electronic	\$22,695	61		
Total Audio Books	\$1,123	287	\$0	0
Total Educational DVDs	\$304	10	\$0	0
Total Entertainment DVDs	\$1,077	311	\$0	0
Total Library of Things	0	0	\$0	0
YTD TOTAL MATERIALS	\$51,022	2216	\$0	0
Budget	\$223,213		\$265,183	
% Spent YTD	23%			





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for August 2020

DATE: September 21, 2020

Net Revenue Summary for August 2020

			YTD	YTD
	Aug-20	Aug-19	2020-2021	2019-2020
Passport	0	3,885	1,120	18,270
Passport Photos	0	696	276	3,360
Test Proctor	0	0	0	0
Fines & Fees	333	204	486	459
Meeting Room	0	0	0	0
TOTAL	333	4,785	1,882	22,089



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for August 2020

DATE: September 21, 2020

	Aug-20	Aug-19	YTD 2020-2021	YTD 2019-2020
Separation	0	0	0	1
Retirement	0	0	0	0
Appointments	0	0	0	2
Open Positions	*1	0	1	1
Workers' Compensation Leave	0	0	0	0
Total	1	0	1	4

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Circulation Activity Report for August 2020
DATE: September 21, 2020

CIRCULATION	Aug-20	Aug-19	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
New Patron Registrations	419	39	547	139	293.5%
Circulation (items)	6,455	742	6,455	9,945	-35.1%
Circulation (e-content)	10,712	1,545	21,073	8,319	153.3%
Total Circulation	17,167	2,287	17,167	18,264	-6.0%
Total Active Borrowers*	2,006	3,956			
Attendance	1,019	726	3,058	10,656	-71.3%
Registered Card Holders*	54,243	47,835			
Adult Fiction	851	90	2,041	1,080	89.0%
Adult/Teen Nonfiction	690	34	1,613	487	231.2%
Adult Magazines	4	-	5	-	0.0%
Adult/Teen Audio Books	87	25	191	199	-4.0%
Adult DVDs	373	106	374	1,357	-72.4%
Library of Things (LOTs)	1	-	12	4	200.0%
Teen Fiction	267	33	678	276	145.7%
Video Games	88	10	194	141	37.6%
Childrens Fiction	3,163	325	7,377	5,040	46.4%
Childrens Nonfiction	743	15	1,590	550	189.1%
Childrens Magazines	1	0	2	-	0.0%
Childrens Audio Books	28	-	53	-	0.0%
Childrens DVDs	187	104	411	811	-49.3%

* YTD % change not applicable.

PATRON COUNT

Gate Count					Hours Open	Average Per Hour
August 2020	August 2019	Y-T-D 2020/21	Y-T-D 2019-20	Y-T-D % change		
1,019	726	2,227	54,225	-2335%	182	6

Passport Count

PASSPORTS								
Aug 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00								0
11:00								0
12:00								0
1:00								0
2:00								0
3:00								0
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	0	0	0	0	0	0

Aug 2020	Aug 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
0	10	8	528	-6500%

ACHIEVEMENTS

- Estella, Tim, Angie and Laura assisted at Lunch at the Library August 18th-27th.

MEETINGS

- Estella attended Supervisors Meeting on August 12th and 26th.
- Estella, Angie, Laura and Tim attended the Support Services Meeting on August 27th.
- Estella, Angie, Laura and Tim attended the All Staff Meeting on August 18th.

PROFESSIONAL DEVELOPMENT

- Tim researched how libraries are continuing to share information and market their digital and virtual services during COVID-19

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through August 2020
DATE: SEPTEMBER 21, 2020

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							0.00
Nov-20							0.00
Dec-20							0.00
Jan-21							0.00
Feb-21							0.00
Mar-21							0.00
Apr-21							0.00
May-21							0.00
Jun-21							0.00
	TOTAL	\$0.00	\$6,401.60	\$249.60	\$17.82	\$0.00	\$6,669.02

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for August 2020

DATE: September 21, 2020

Meetings:

- Board of Trustees Meeting: August 17th & 27th
- All Staff Meeting: August 18th
- PLFF Board Meeting: August 10th
- PYLUSD Lunch at the Library Meeting: August 4th
- One on One Meetings with Staff: August 4th, 6th, 12th, 13th, 19th, 24th, and 27th
- T-Mobile Hotspot Meeting: August 5th
- Orange County Emergency Management Organization Meeting: August 6th
- Supervisor Meeting: August 12th, 25th, 26th
- California Public Library Survey Information Session: August 19th
- CLA Finance Committee: August 19th
- California Voting Center Site Visit: August 19th
- Special District Director's Meeting: August 21st
- CLA Board Meeting: August 24th
- Johnson Controls, Inc. Project Update Meeting: August 27th
- Support Services Meeting: August 27th
- Staff Appreciation Dinner Committee Meeting: August 31st

Facilities:

- Johnson Controls, Inc.: August 13th, 24th, & 31st
- Joe's Back Flow: August 13th
- AT&T: August 24th
-

Training/Workshops/Conference:

- N/A

Events:

- Lunch at the Library: August 18th, 19th, 20th, 25th, 26th, 27th



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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 August 2020

DATE: September 21, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
Programs		Attendance		Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	August	August	August	August	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2020	2020	2019	2019	2020-21	2020-21	2019-20	2019-20		
Storytime	13	5,302	0	0	13	5,302	8	283	62.50%	1773.50%
Educational	0	0	0	0	0	0	0	0	0.00%	0.00%
Reading	0	0	0	0	4	1,355	2	375	100%	261.33%
Seasonal	6	2,470	0	0	6	2,470	0	0	0.00%	0.00%
Totals	19	7,772	0	0	23	9,127	20	1,316	15.00%	593.54%

Reference/Computer Usage Statistics

	August	August	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Reference—in person	11	0	32	275	-88.36%
Reference--telephone	32	0	65	13	400.00%
Total Reference	43	0	97	288	-66.32%
Children's computer usage	0	0	0	0	0.00%

ACHIEVEMENTS

- Venessa assisted with Lunch at the Library on August 18th-27th 2020.
- Lori Worden assisted Yesenia Baltierra with planning and coordinating Lunch at the Library.

MEETINGS

- Venessa and Yesenia had their monthly meeting on August 26th
- Venessa attended the Staff Meeting on August 18th.
- Lori Worden attended the all-staff meeting on August 18th.
- Lori Worden attended a Staff Appreciation dinner planning meeting on August 31st.
- Lori Worden attended a Lunch at the Library planning meeting on August 4th with Yesenia Baltierra and Suzanne Morales, PYLUSD Director of Nutrition Services.
- Lori Worden attended a Winter Reading Program meeting on August 31st.
- Ana Balderas attended the All-Staff meeting on August 18th.
- Ana Balderas had a one-on-one phone meeting with Yesenia Baltierra on August 24th.

PROFESSIONAL DEVELOPMENT

- None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for August 2020

DATE: September 21, 2020

MONTHLY STATISTICS

Information Desk Activity	August	August	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2021-20	2019-20	% change
Information -- in person	1	0	122	844	-85.55%
Information -- telephone	561	0	1204	488	146.72%
Information -- email/chat	51	0	111	0	100%
Curbside Service	982	0	1774	0	100%
Delivery Service	36	0	75	0	100%
Technology assistance	1	0	9	0	100%
Guest passes	0	0	0	0	N/A
Adult and Children's computer use (desktops)	0	0	58	0	100%
Adult computer usage (desktop)	0	0	43	0	100%
Teen computer usage	0	0	7	0	100%

Volunteer Hours:	August	August	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-20	2018-19	% change
History Room	0	0	0	23	-100%
PLFF	9	144.58	53.75	444.33	-87.90%
General Library	0	0	6	45.25	-86.74%
Technology	0	0	0	0	0.00%
Homework Club	0	0	0	0	0.00%
Adult Literacy Tutors	108.5	57.25	240	119.08	101.55%
PTAC	32	44.5	44	93.5	-52.94%
Summer Reading Program	0	176.53	0	176.53	-100%
Total Volunteer Hours	149.5	246.33	343.75	901.69	-61.88 %

History Room Activity	August	August	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-18	% change
History Room Visitors	1	0	1	3	-66.67%

Public Services Outreach Activity	August	August	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-20	% change
Outreach Visits	0	3	0	5	-100.00%
Outreach Attendance	0	77	0	177	-100.00%

Adult and Teen Programs

Type of Program	Number of Programs August	Attendance August	Number of Programs August	Attendance August	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY2021	FY2021	FY1920	FY1920		
Book Club	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	1	1	0	0	1	1	0	0	100.00%	100.00%
Fine Art Programs	0	0	0	0	0	0	1	300	-100.00%	-100.00%
Hangar Makerspace Programs	1	67	0	0	1	67	0	0	100.00%	100.00%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	1	18	0	0	1	18	0	0	100.00%	100.00%
Home and Lifestyle Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	11	60	0	0	21	120	3	22	600.00%	445.45%
Reading Programs Adult	0	0	0	0	1	94	1	53	0.00%	77.36%
Reading Programs Teen	0	0	0	0	1	17	1	25	0.00%	-32.00%
Volunteer Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Placentia Teen Advisory Council	2	22	2	23	4	30	3	38	33.33%	-21.05%
Teen Only Programs	1	1	0	0	4	5	0	0	100.00%	100.00%
Adult and Teen Program Total	17	151	2	23	34	334	9	438	277.78%	-23.74%
Teen Program Total	3	23	2	23	9	52	4	63	125.00%	-17.46%

The Hangar Makerspace	Attendance August	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-20	% change	
Hangar Open Hour Visitors	0	0	0	0	N/A	
Adult/Teen Hangar Programs	67	0	67	0	100%	
Tween Hangar Programs	0	0	0	0	N/A	
Family Hangar Programs	0	0	0	0	N/A	
Total	67	0	67	0	100%	

Literacy	YTD2021	YTD1920	% Change
English Literacy Students	29	33	-12.12%
Students Graduated	1	0	100%
English Literacy Tutors	31	27	14.81%

Proctored Tests	August	August	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Number of Tests	0	0	0	0	N/A

ACHIEVEMENTS

- Michelle Meades completed reorganizing the history room on August 29th.
- Michelle Meades coordinated the Local History Scavenger Hunt on August 15th.
- Victor Meza coordinated PTAC meetings on August 6th & 20th.
- Victor Meza coordinated Game On! Smash Tournament on August 13th.
- Shellie McCurdy and Megan Tolman coordinated the Hangar Take & Make August DIY Spa Kits starting August 17th.
- Sabrina Rosengren and Sally Federman coordinated Literacy Reads on August 4th, 11th, 18th, and 25th.
- Sabrina Rosengren coordinated Read, Write, Speak Club August 7th, 14th, 21st, and 28th.
- Sabrina Rosengren and Sally Federman coordinated Learner Open House on August 24th.
- Sabrina Rosengren coordinated Tutor Open House on August 24th.
- Katie Matas, and Victor Meza assisted with Lunch at the Library on August 18th- 27th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on August 4th and 19th.
- Michelle Meades met with Wendy Amireh on August 3rd.
- Wendy Amireh attended the supervisors meetings August 12th and 26th.
- Wendy Amireh attended Phase 2 Planning meeting on August 25th.
- Wendy Amireh, Megan Tolman and Victor Meza attended a Winter Reading Challenge planning meeting August 31st.
- Adult Services Staff attended all staff meeting on August 18th.
- Wendy Amireh attended Kiwanis meetings on August 6th, 13th and 20th.
- Katie Matas met with Wendy Amireh on August 4th.
- Victor Meza attended the Teen SLS Meeting through Zoom on August 19th.
- Victor Meza met with Wendy Amireh on August 11th.
- Shellie McCurdy and Wendy Amireh attended Hangar meetings on August 3rd, 13th, 18th and 29th.
- Shellie McCurdy and Megan Tolman met on August 12th, 15th, 18th, 22nd, and 29th.
- Sabrina Rosengren, Sally Federman, and Wendy Amireh met on August 17th.
- Sabrina Rosengren attended a CLLS Key to Community meeting on August 3rd, 4th, 14th, 19th, 22nd, and 28th.
- Sabrina Rosengren and Sally Federman attended Key to Community Get Ready to Vote meeting on August 27th.
- Sabrina Rosengren attended CLLS Network meeting on August 6th and 20th.
- Sabrina Rosengren attended SCLLN Network meeting on August 11th.
- Sabrina Rosengren attended CLLS COVID Task Force meeting on August 13th and 20th.
- Sabrina Rosengren met with Read, Write, Speak facilitators on August 10th.
- Sabrina Rosengren met with Navigation Center's Volunteer Coordinator on August 12th.

- Megan Tolman met with Wendy Amireh on August 3rd.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended Census webinar on August 20th.
- Sabrina Rosengren attended 100th Anniversary Celebration of Women Suffrage workshop on August 22nd.
- Katie Matas and Sabrina Rosengren attended a webinar by Tutor.com.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for August 2020

DATE: September 21, 2020

<u>On-line database usage</u>	August 2020	Onsite Usage 8/20	Remote Usage 8/20	August 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Library Catalog	5,185	0	5,185	27,876	10,637	67,632	-84%
General Reference Center	0	0	0	1	2	139	-99%
Biography In Context	4	0	4	2	4	11	-64%
Opposing Viewpoints	3	0	3	2	3	10	-70%
Consumer Reports	144	0	144		375	197	90%
Freegal	965	0	965	903	1,846	1,828	1%
Heritage Quest	74	0	74	431	98	1,032	-91%
Novelist	27	0	27	3	110	57	93%
Pronunciator	20	0	20	1	26	6	333%
ABC Mouse	5	0	5	3	8	3	167%
ABC Mouse - Bring Reading Home	23	0	23	51	38	N/A	N/A
World Book Online	0	0	0	0	0	N/A	N/A
Tumblebooks	74	0	74	64	287	193	49%
Reference USA	272	0	272	146	307	267	15%
Enki	4	0	4	4	9	10	-10%
Hoopla	2324	0	2324	950	4,562	1,921	137%
Overdrive e-books	2863	0	2863	203	5,701	1,810	215%
Overdrive audio books	1285	0	1285	118	2,672	1,257	113%
Overdrive e-books - Placentia Advantage	2049	0	2049		4,030	N/A	N/A
Overdrive audiobooks - Placentia Advantage	885	0	885		1,922	N/A	N/A
Tutor.com	1	0	1	N/A	6	N/A	N/A
Zinio	263	0	263	210	488	342	43%
TOTAL DATABASE USAGE	16,470	-	11,285	30,968	33,131	76,715	-57%

Computer & Online Resource Use					
	August 2020	August 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Residents	598	407	987	1,162	-15%
Non-Placentia Residents	482	340	832	949	-12%
Total	1,080	747	1,819	2,111	-14%

Website Traffic					
	August 2020	August 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Website visits	9,605	5,750	19,655	18,472	6%
Page Hits	16,637	12,184	34,870	25,416	37%
Users	4,673	3,635	9,057	10,425	-13%
Pages/Session	2.06	1.58	N/A	N/A	N/A
Avg. Session Duration	00:02:05	0:02:06	N/A	N/A	N/A
% New Sessions	67	27	N/A	N/A	N/A

Wifi Use					
	August 2020	August 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
	111	1,836	229	2,814	-92%
Total	111	1,836	229	2,814	-92%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gayle Carline, Board President
SUBJECT: Closed Session Report
DATE: September 21, 2020

BACKGROUND

Board President Carline will report out on actions taken during the Closed Session.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review and Discuss the Proposed District-Based Election System Timeline

DATE: September 21, 2020

BACKGROUND

At the August 17, 2020 Library Board of Trustees meeting, the Board adopted Resolution 20-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election to a District-Based Election System pursuant to California Elections Code Section § 10010.

The California Voting Rights Act of 2001 (“CVRA”) is set forth at Elections Code sections 14025 to 14032. The CVRA defines “at-large” and “district-based” election methods. An “at-large election method” includes an election method by which the voters of the entire city vote for members of the city council, regardless of where they reside, as well as an election method under which candidates must reside in certain districts and the voters of the entire city elect the councilmembers, i.e. a “from-district” method. (Elec. Code § 14026.) The CVRA uses the term “district-based elections” and defines that term in substantially the same manner as “by-district” elections, i.e., the candidate is elected only by the voters residing within the election district. (Elec. Code § 14026.)

The CVRA prohibits “racially polarized voting.” (Elec. Code §§ 14027, 14028.) Racially polarized voting means that there is a difference between the choice of candidates preferred by voters of a racial minority class, and the choice of candidates that are preferred by voters in the rest of the electorate, so as to dilute the vote of the racial minority class of voters. (Elec. Code §§ 14026, 14028.) In other words, the CVRA prohibits an at-large election method that impairs the ability of a racial minority class from influencing the outcome of an election due to dilution of their vote by nonracial minority voters.

Staff is seeking Board input and approval for the proposed timeline.

Attachment A is the proposed timeline.

RECOMMENDATION

Approve the timeline as proposed inclusive of input received from the Library Board of Trustees.

CVRA Proposed Timeline

September 21, 2020

- Approve timeline

October 19, 2020

- Public Meeting to Review Pre-Map

October 26, 2020

- 1st Community Meeting to Review Pre-Map

November 2, 2020

- 2nd Community Meeting to Review Pre-Map

November 9, 2020

- Release map option(s) to the public
- 3rd Community Meeting to Review map option(s)

November 16, 2020

- 1st Public Hearing to Review Map Option(s)

November 23, 2020

- 2nd Public Hearing to Review Map Option(s)

December 21, 2020

- 3rd Public Hearing to Review Map Option(s)

January 19, 2021

- Adopt Resolution Establishing the Boundaries for a District-Based Election

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Approve the Retainer Agreement for Legal Services with Woodruff, Spradlin & Smart.

DATE: September 21, 2020

BACKGROUND

In 2013, the Placentia Library District retained the services of Mr. David DeBerry of Woodruff, Spradlin & Smart to provide legal services for personnel matters. Since then, Mr. DeBerry and his associates have also provided guidance, legal opinions, and representations in matters of employment law, joint-use public spaces, contractual disputes, construction law matters, and public agency law. Staff believes having these issues handled by appellate specialists will be most efficient and enhance the District's compliance to the law while protecting the District with legal representation.

Attachment A – Letter from Mr. DeBerry

Attachment B – Agreement for General Counsel Services

RECOMMENDATIONS

1. Approve the proposed Retainer Agreement with Woodruff, Spradlin & Smart LLP (Attachment B) for legal services; and,
2. Authorize the President Carline and Secretary Shkoler to execute the Retainer Agreements and future authorized amendments to the Agreements and the Library Director to take necessary steps to associate Haynes and Boone as co-counsel in the legal matters; and
3. Authorize the Library Director to appropriate additional funding amounts, as necessary, to pay legal costs above the amount budgeted for litigation costs in the Adopted FY 2020-2021 Budget from unassigned fund balance in the General Fund for attorneys' services, if needed, to defend the District when necessary.



DAVID A. DEBERRY
DIRECT DIAL: (714) 415-1088
DIRECT FAX: (714) 415-1188
E-MAIL: DDEBERRY@WSS-LAW.COM

September 4, 2020

FIRST-CLASS MAIL AND E-MAIL

Trustees of the Placentia Library District
Attention: Jeanette Contreras, Library Director
411 East Chapman Avenue
Placentia, CA 92870

Re: Legal Services Agreement

Dear Trustees:

Attached is a legal services agreement for general counsel and related legal services. Over the past seven years our firm, primarily attorney Barbara Raileanu, a personnel specialist in our firm and I have provided legal services to the Placentia Library District ("District"). We were initially retained for a personnel matter, but since that time have advised and assisted the District on a number of legal matters, including public works contracts for the Library renovation, the new agreement with the City of Placentia for the joint use of facilities, establishment of the 115 Trust, Brown Act questions, responding to inquiries from the State Labor Commissioner, and additional personnel matters as they arise.

The agreements that have been entered into between the District and our firm are specific to personnel matters and the joint powers agreement and not reflective of the broader range of services being provided. As such, I am proposing a new agreement that covers the services being provided.

Jeanette inquired as to whether the District must issue a request for proposal for these services. Unlike public works contracts, there is no specific State law requirement that the District seeks proposals for consultants, including attorneys. Having said that, I am not advising the District one way or the other as to whether it should issue a request for proposal. That is entirely up to the Trustees.


In any event, I do not anticipate that entering into this Agreement will result in any additional legal costs being incurred as it provides that legal services will be provided, as they are now, only if requested by the Trustees or the Library Director. The hourly rate being proposed is the current rate and the agreement provides that the rate will not be increased until July 1, 2022. Please feel free to have another attorney review the agreement and advise the Trustees on it.

Trustees of the Placentia Library District
Attention: Jeanette Contreras, Library Director
September 4, 2020
Page 2

In any event, it is and has been a pleasure working with all of you over the years.

Sincerely,

WOODRUFF, SPRADLIN & SMART
A Professional Corporation



DAVID A. DEBERRY *by cjo*

AGREEMENT FOR GENERAL COUNSEL SERVICES

THIS AGREEMENT (the "Agreement") is made and entered into as of this day of September, 2020, by and between the PLACENTIA LIBRARY DISTRICT ("District") and the law firm of WOODRUFF, SPRADLIN & SMART, a Professional Corporation (hereinafter "WS&S").

RECITALS

- A. The Board of Trustees, as the governing body of the District, desires to contract with WS&S to provide general counsel services and such other legal services for the District upon the District's request.
- B. The Board of Trustees desires to appoint David DeBerry, an attorney with WS&S, to act as the General Counsel for the District.
- C. WS&S desires to provide the foregoing services and to perform legal services as necessary for the proper function of the District.
- D. District and WS&S wish to provide for the terms and conditions of retaining and employing WS&S to provide legal services as set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

AGREEMENT

1. Retention of WS&S. District hereby retains and employs WS&S to provide such legal services incident to providing attorney representation for the District, as same may be requested by the District. In this regard, David DeBerry is designated as the General Counsel for the District. Mr. DeBerry is authorized to assign other attorneys of WS&S who may have particular expertise in legal services requested by the District. The Board of Trustees may at any time request that the Firm assign a different attorney in the law firm to act as General Counsel.
2. Scope of Duties. District retains and employs WS&S to provide legal services required in connection with District's operation as a library district duly formed under the California Education Code. The legal services to be performed shall include those generally understood to be within the field of public law as it may apply to the District. WS&S shall provide those legal services reasonably required to advise and represent District and shall take reasonable steps to keep District informed of the progress of the representation and to respond in a timely manner to the inquiries of District regarding pending matters. The Board of Trustees may, in its discretion, assign legal services to attorneys other than the WS&S. It is understood that at District's request, the legal services to be performed and the functions of the General Counsel shall include, but are not limited to, the following:

- 2.1 Represent and advised the Board of Trustees and all District officers in matters of law pertaining to their office. Give advice or opinion on the legality of all matters under consideration by the Board of Trustees or officers of the District;
- 2.2 Attend meetings of the Board of Trustees and other meetings when so requested by the Board of Trustees or the Library Director;
- 2.3 Assist in the preparation and review of resolutions, contracts, deeds, leases and other legal documents;
- 2.4 Approve the form of contracts made by and between the District and bonds given to the District, endorsing same;
- 2.5 Prepare legal opinions for the District;
- 2.6 Oversee services provided by other legal specialists retained by the District for specialized legal issues, as deemed appropriate by the Board of Trustees;
- 2.7 Represent the District in civil litigation; and
- 2.8 Perform such other legal duties as may be required by the Board of Trustees or Library Director.

3. **Independent Contractor.** WS&S and any attorneys or other persons employed by WS&S, shall at all times be considered an independent contractor and not an employee of the District and not entitled to any benefits of the District's employees. Except to the extent provided herein, the District and its employees shall not have any control over the conduct of WS&S.

4. **Fees, Costs and Expenses.**

- 4.1 District agrees to pay WS&S at the rates set forth in Exhibit "A," which is attached hereto and is incorporated herein by reference. Rate will be increased in accordance with Exhibit "A".
- 4.2 District agrees to pay out-of-pocket costs and expenses associated with WS&S' work pursuant to Exhibit "A".

5. **Statements/Task-Billing.** WS&S shall prepare and present to District detailed monthly statements for professional and other services rendered to District for the month preceding the statement, indicating each task performed by WS&S. District shall pay the statements within 30 days of receipt of the same. WS&S shall update District, upon request, regarding the status of WS&S' billings.

6. **Insurance and Indemnification.**

- 6.1. WS&S shall carry Professional Liability/Errors and Omissions and Automotive Liability insurances in an amount not less than \$2 million per occurrence and \$4 million in aggregate. The District shall be named as a certificate holder and an additional insured on the Automotive Liability policy. All insurance coverage shall be provided by an insurance company with a rating of A-, VII or greater in

the latest edition of Best's Insurance Guide and authorized to do business in the State of California. Such policies shall not be canceled or materially changed absent 30 days' prior written notice to the District. With respect to Professional Liability/Errors and Omissions insurance, WS&S agrees to maintain such insurance for at least three years after termination of this Agreement as long as such insurance is reasonably available on the market.

- 6.2. WS&S agrees to indemnify, defend and hold harmless, the District, its Board of Trustees, officers, agents and employees from and against and claim, demands, damages, injury or judgment which arises out the negligent performance or willful misconduct of WS&S in performing under this Agreement.

7. **Arbitration.** Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by binding arbitration in the County of Orange, before one arbitrator. In the event the parties are unable to agree upon an arbitrator, an arbitrator shall be selected through the rules of the American Arbitration Association. The Arbitrator shall have the authority to set procedures and discovery in the arbitration. In any such matter, the prevailing party shall be entitled to recover its reasonable costs and attorney's fees. Judgment on the arbitrator's written award may be entered in any court having jurisdiction. The arbitrator's remedial power shall be the same as the remedial power a court would have over the dispute. This clause shall not preclude the parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The parties shall be jointly responsible for the arbitration fees and the arbitrator's compensation and expenses. The arbitrator shall award costs to the prevailing party which shall include reasonable attorney's fees and any other costs not jointly agreed to be shared between the parties. In the event one party has paid more than its share of the arbitration fees and expenses, the arbitrator may award fees and expenses to such party. This section shall survive the expiration of this Agreement.

8. **Term and Termination.** The term of this Agreement shall commence on the date executed by both parties, until terminated by either party. WS&S shall serve under the terms of this Agreement at the pleasure of District, and by a majority vote of the Board of Trustees, District hereby reserves the right to terminate this Agreement upon ten (10) days written notice to WS&S for any reason or to require substitute attorney personnel. When WS&S' services are terminated, all unpaid charges shall be due and payable to WS&S for work actually performed up to the time of termination and for any other work it completes at the direction of the District. WS&S may terminate this Agreement with or without cause upon ninety (90) days written notice to the District.

9. **Notice.** Any notices required by this Agreement shall be given by personal service or by delivery of such notice by first-class mail, postage prepaid. Such notices shall be addressed to each party at the address listed below. Either party may change the information in such notice upon written notice as provided herein.

District:
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870
Attn: Jeanette Contreras,
Library Director
Phone: 714.528.1906

WS&S:
Woodruff, Spradlin & Smart
555 Anton Boulevard, Suite 1200
Costa Mesa, CA 92626
Attn: David DeBerry
Director
Phone: 714-558-7000

10. **Non-Discrimination.** WS&S shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, disability or national origin.

11. **Conflicts of Interest.** WS&S represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any legal representation which is in conflict with the legal services to be provided the District under this Agreement. During the term of this Agreement and/or as a result of being awarded this contract, WS&S shall not offer, encourage or accept any financial interest in WS&S's business from any District employee or official.

12. **Files.** All legal files of WS&S pertaining to the District shall be and remain the property of District. WS&S shall control the physical location of such legal files in a secure and accessible location during the term of this Agreement and be entitled to retain copies of such files, at WS&S' expense, upon termination of this Agreement.

13. **Modifications to the Agreement.** Unless otherwise provided for in this Agreement, modifications relating to the nature, extent or duration of WS&S' professional services to be rendered hereunder shall require the written approval of the parties. Any such written approval shall be deemed to be a supplement to this Agreement and shall specify any changes in the Scope of Services and the agreed-upon billing rate to be charged by WS&S and paid by the District.

14. **Assignment and Delegation.** This Agreement contemplates the personal professional services of WS&S and it shall not be assigned or delegated without the prior written consent of the District. WS&S shall supervise delegated work, except where precluded from doing so by virtue of a conflict of interest and where otherwise agreed to by the parties hereto.

15. Legal Construction.

15.1 This Agreement is made and entered into in the State of California and shall, in all respects, be interpreted, enforced and governed under the laws of the State of California.

15.2 This Agreement shall be construed without regard to the identity of the persons who drafted its various provisions. Each and every provision of this Agreement shall be construed as though each of the parties participated equally in the drafting of same, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

15.3 The article and section, captions and headings herein have been inserted for convenience only, and shall not be considered or referred to in resolving questions of interpretation or construction 15.4 Whenever in this Agreement the context may so require, the masculine gender shall be deemed to refer to and include the feminine and neuter, and the singular shall refer to and include the plural.

16. Entire Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and contains all covenants and agreements between the parties with respect to such matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated in the preamble to this Agreement and represent that they are authorized to bind their respective parties.

ATTEST:

PLACENTIA LIBRARY DISTRICT

By: _____ By: _____
Al Shkoler Gayle Carline
Secretary to the Board President, Board of Trustees

WOODRUFF, SPRADLIN & SMART

By: _____
David DeBerry
Vice President/ Director

EXHIBIT "A"

WOODRUFF, SPRADLIN & SMART
Rates and Billing Practices

Hourly Rates for Legal Personnel

All Attorneys	\$255
Specialty Litigation:	\$285
Paralegals	\$155.00

Billing Increment

- Attorneys shall bill in increments of one-tenth of an hour (six minutes).
- Attorneys shall not bill for secretarial time, including time spent for faxing, mailing, arranging for messengers, or calendaring.

Costs and Expenses

Extraordinary photocopying ²	\$0.25 per page or actual cost if sent out
Parking at Courthouse	Actual cost
Filing fees, messenger fees	Actual cost
Jury fees, & expert fees	Actual cost
Phone	No cost

Effective on July 1, 2022, and each year thereafter, the hourly rates for Retainer Services and Legal Personnel shall be adjusted in an amount equal to the percentage increase in the Consumer Price Index for the Los Angeles-Orange County Metropolitan Area, all wage earners, for the period between June 1 May 30 of the prior 12 month period. Each hourly rate shall be rounded to the nearest \$1.00 increment.

¹ Such as Environmental/Land Use/Eminent Domain/Personnel

OATH OF OFFICE

California Constitution Article 20, Section 3

I, DAVID A. DeBERRY, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

David A. DeBerry

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2020, by David A; DeBerry, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Notary Public

(Seal)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize the Library Director to Attend the League of Cities Virtual Conference,

DATE: September 21, 2020

BACKGROUND

The League of Cities Reimagined 2020 Annual Conference & Expo will be held virtually on October 7-9, 2020.

The Library Director, along with Directors from Monterey County, Redwood City, and Thousand Oaks, have been invited to speak at the conference. The Directors will speak on Friday, October 9th on how libraries have responded during COVID-19 and other disasters. Please see Attachment A for additional conference sessions.

Presenters are offered a \$25 registration fee for access to the full conference.

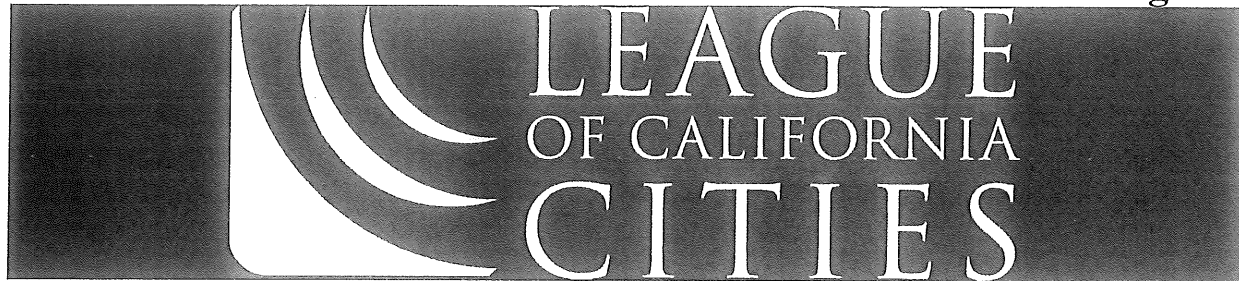
Attachment A – List of Conference Sessions

Attachment B – Western Magazine (League of Cities publication) Cover

Fiscal Impact: \$25

RECOMMENDATIONS

1. Authorize the Library Director to attend the League of Cities Virtual Conference on October 7-9, 2020.
2. Authorize by a roll call vote.
3. Roll call vote.



Educational sessions at the annual conference offer professional development, focusing on workable solutions through current and timely topics. Targeting a broad audience, sessions address innovative, thought/discussion provoking, evidence based, trends, tools, and best practices. Connecting professional experience and collective understanding, these sessions aim to provide attendees the opportunity to gain practical skills and useful resources. Join us for timely topics and quality content. Below is a list of concurrent, speed and general sessions. *Please note, sessions and speakers are subject to change due to unforeseen circumstances.*

WEDNESDAY

Opening General Session - Annual Report and Keynote Address

10:00 - 11:30 a.m.

[\(show details\)](#)

Los Angeles County Division Meeting

11:45 a.m. - 12:45 p.m.

[\(show details\)](#)

East Bay Division Meeting

11:45 a.m. - 12:45 p.m.

[\(show details\)](#)

The Role of Local Governments in Adapting to Climate Change

1:00 - 2:15 p.m.

[\(show details\)](#)

Rates, Policies and Reforms... How COVID-19 Will Impact CalPERS Employers

1:00 - 2:15 p.m.

[\(show details\)](#)

Building a Virtual Emergency Operations Center: Lessons Learned From COVID-19

1:00 - 2:15 p.m.

[\(show details\)](#)

Talking Together About Housing in Burlingame: Building Community Support

1:00 - 2:15 p.m.

[\(show details\)](#)

City Managers Department Business Meeting

1:15 - 2:00 p.m.

[\(show details\)](#)

Fiscal Officers Department Meeting

2:30 - 3:15 p.m.

[\(show details\)](#)

Local Government Apprenticeship and Workforce Strategies: A Latino Caucus Perspective

2:30 - 3:45 p.m.

[\(show details\)](#)

Leadership in a Time of Uncertainty, Fear and Recovery

2:30 - 3:45 p.m.

[\(show details\)](#)

Placemaking and Community Branding That Leverages Your Natural Assets

2:30 - 3:45 p.m.

[\(show details\)](#)

Using Big Data to Reduce Catastrophic Impacts of Wildfire

2:30 - 3:45 p.m.

[\(show details\)](#)

Fire Chiefs Department Business Meeting

3:45 - 4:15 p.m.

[\(show details\)](#)

Is Your City Really Prepared for Rising Pension Costs?

4:00 - 5:15 p.m.

[\(show details\)](#)

Resetting Your Community Post-COVID-19

4:00 - 5:15 p.m.

[\(show details\)](#)

Regional Partnership: How to Address Homelessness Differently

4:00 - 5:15 p.m.

[\(show details\)](#)

Rural City Information Exchange Meeting

4:00 - 5:15 p.m.

[\(show details\)](#)

LGBTQ+ Executive/Ally: Bolstering Your City's Economic and Social Prosperity

4:00 - 5:15 p.m.

[\(show details\)](#)

Personnel and Employee Relations Department Meeting

4:30 - 5:00 p.m.

[\(show details\)](#)

CitiPAC - Annual Leadership Reception

5:30 - 7:00 p.m.

[\(show details\)](#)

THURSDAY

General Session

9:00 - 11:00 a.m.

[\(show details\)](#)

Asian-Pacific Islander Caucus Business Meeting

10:45 - 11:15 a.m.

[\(show details\)](#)

What You Need to Know About Municipal Revenues

10:45 a.m. - 12:00 p.m.

[\(show details\)](#)

Is a Virtual Workforce Our New Normal?

10:45 a.m. - 12:00 p.m.

[\(show details\)](#)

Modern Emergencies: How to Incorporate Digital Communications Into Emergency Plans

10:45 a.m. - 12:00 p.m.

[\(show details\)](#)

What to Do When In-Person Engagement Isn't Possible

10:45 a.m. - 12:00 p.m.

[\(show details\)](#)

Lesbian Gay Bisexual-Transgender Queer Caucus Business Meeting

11:30 a.m. - 12:00 p.m.

[\(show details\)](#)

Coastal Cities Group Meeting

11:45 a.m. - 12:30 p.m.

[\(show details\)](#)

Latino Caucus Business Meeting

12:45 - 1:15 p.m.

[\(show details\)](#)

Scrap Your Fears About Food Waste Regulations: Preparing for SB1383

12:45 - 2:00 p.m.

[\(show details\)](#)

Housing Law Update

12:45 - 2:00 p.m.

[\(show details\)](#)

Informing Through Crisis: COVID-19's Impact on Black Communities in California

12:45 - 2:00 p.m.

[\(show details\)](#)

General Resolutions Committee

1:00 - 2:15 p.m.

[\(show details\)](#)

African-American Caucus Business Meeting

2:15 - 2:45 p.m.

[\(show details\)](#)

Ten Years After the Bell Scandal: Are We More Ethical?

2:15 - 3:30 p.m.

[\(show details\)](#)

From Vision to Reality: Lessons Learned in Complete Street Implementation

2:15 - 3:30 p.m.

[\(show details\)](#)

Women's Caucus Business Meeting

3:45 - 4:15 p.m.

[\(show details\)](#)

How Women in Government Can Navigate Their Way to Corporate Boards

2:15 - 3:30 p.m.

[\(show details\)](#)

Public Works Department Meeting

2:30 - 3:00 p.m.

[\(show details\)](#)

Understanding Public Service Ethics Laws and Principles (AB 1234)

3:00 - 5:00 p.m.

[\(show details\)](#)

Recovering From Ransomware

3:45 - 5:00 p.m.

[\(show details\)](#)

Social Media & Government: What Are the Rules of Engagement?

3:45 - 5:00 p.m.

[\(show details\)](#)

FRIDAY

Harassment Prevention Training for Supervisors and Officials (AB 1661)

8:30 - 10:45 a.m.

[\(show details\)](#)

City Attorney Department Business Meeting

9:00 - 9:30 a.m.

[\(show details\)](#)

Layoffs, Furloughs, & Concessions - Negotiating in Challenging Times

9:00 - 10:15 a.m.

[\(show details\)](#)

Libraries Respond in Crisis and Beyond

9:00 - 10:15 a.m.

[\(hide details\)](#)

When cities were tested responding to COVID-19, many turned to libraries to fill gaps no other agencies could. From lending Wi-Fi hotspots for distance learners to setting up childcare centers for first responders, library staff answered the call. This quick transition from information centers to virtual community centers is nothing new for the library. In addition to traditional services, libraries provide support for job training, early education, wellness, and more. This session will demonstrate how a well-trained staff and solidly equipped facilities can produce a huge return on investment and serve as a crucial element in your emergency preparedness toolkit.

SPEAKERS: Jeanette Contreras, Library Director, Placentia Library District

Mayors & Council Members Department Meeting

10:15 - 11:00 a.m.

[\(show details\)](#)

Telecommuting Policies -- Hot Topics & Key Issues to Consider

10:30 - 11:45 a.m.

[\(show details\)](#)

Code Enforcement During a Pandemic: Lessons Learned

10:30 - 11:45 a.m.

(show details)

How to Communicate Effectively During Times of Crises

10:30 - 11:45 a.m.

(show details)

General Assembly

11:00 a.m. - 12:15 p.m.

(show details)

SEPTEMBER 2020 • The Monthly Magazine of the League of California Cities

WESTERN *City*



The International League of California Cities
2020 Annual Conference & Expo p.8
Meet the Speakers p.9
Using Big Data to Measure Catastrophic
Impacts of Wildfire p.11
Is a 15% and More? Here's Our New Research p.20

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss COVID-19 Testing Procedure for Staff and Volunteers.

DATE: September 21, 2020

BACKGROUND

On September 3, 2020, the Library Director was notified by an employee of his/her COVID-19 positive test result. The District took swift actions the next day including:

- Notifying staff, trustees, friends, community partners, and patrons.
- Cleaning and sanitizing of all areas in the library.
- Closing bookdrops.
- Changing due date for all checked out items to October 5, 2020.
- Requiring staff who have been in the building between August 17th - September 3rd to get tested (on district time) and submit results to the Business Manager.

Administration received a few questions from staff regarding testing including frequency. Library staff is asking for directions from the Library Board of Trustees regarding inquiries from staff and procedure for volunteers. Additionally, Library Director recommends the Board to consider implementing a waiver form for volunteers as per Attachment A.

Attachment A – Volunteer Waiver of COVID-19 Liability Form

Attachment B – CDC FAQs

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



Volunteer Assumption of Risk

Waiver of Liability & COVID-19 Agreement

Agreement

- I attest that I am not experiencing any symptoms of illness such as a fever, cough, or shortness of breath. If I develop these symptoms, I agree that I will cancel my shift before arriving at the District, as far in advance as possible.
- I am aware that I must follow the safety and hygiene protocols that have been implemented by the Placentia Library District and according to the Center for Disease Control (CDC) and local health guidelines.
- I attest that:
 - I have not traveled internationally in the past 14 days
 - I have not traveled to a highly-impacted area within the United States in the past 14 days
 - I do not believe that I have been exposed to a person with a confirmed or suspected case of COVID-19
 - I have not been diagnosed with COVID-19 and not yet cleared as noncontagious by state or local public health authorities
 - I am following recommended guidelines as much as possible - practicing social distancing by participating in group activities of fewer than 10, trying to maintain separation of six feet from others, and otherwise limiting my exposure to the coronavirus.

Assumption of Risk and Waiver of Liability

I acknowledge that I have voluntarily applied to the District volunteer program. I understand that the scope of my volunteer relationship with the District is limited to a volunteer position and that no compensation is expected in return for services provided by me; that the District will not provide any benefits traditionally associated with employment; and that I am responsible for my own insurance coverage in the event of illness or personal injury as a result of my services to the District.

I understand that my volunteer activities with District may include activities that could be hazardous to me, including but not limited to packing, loading, unloading and carrying heavy items, transportation to and from work sites, and exposure to people with infectious diseases. I fully understand and appreciate the risks that are inherent to my volunteer activities. I hereby assume the risk of bodily injury, illness, death, medical treatment and property damage resulting from my volunteer activities, even if resulting from the negligence of District or its officers, directors, employees or agents.

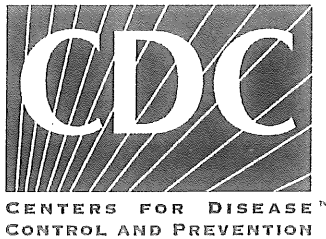
I hereby release, discharge and agree to indemnify and hold the District harmless from, and waive on behalf of myself and my heirs and personal representatives and any minors I am responsible for who volunteer with me, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the District, or that may otherwise arise in any way in connection with any voluntary activities with, or for the District. I understand that this release discharges District from any liability or claim that I or my heirs, personal representatives or minors I am responsible for may have against District with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from or in connection with my volunteer activities. This liability waiver and release extends to the District together with all of its officers, directors, affiliates, employees and agents.

I agree that this release will be governed by California law and that the exclusive venue for any dispute arising from this release will be a court of competent jurisdiction sitting in the State of California.

Volunteer Name (Please Print): _____

Volunteer Signature: _____

Date: _____



COVID-19 FAQs

Suspected or Confirmed Cases of COVID-19 in the Workplace

What should I do if an employee comes to work with COVID-19 symptoms?

Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.

Sick employees should follow CDC-recommended steps to help prevent the spread of COVID-19. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider.

Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

What should I do if an employee is suspected or confirmed to have COVID-19?

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2[external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
- Be sure to follow the instructions on the product labels to ensure safe and effective use of the product.
- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:

- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees who test positive for COVID-19 (using a viral test, not an antibody test) should be excluded from work and remain in home isolation if they do not need to be hospitalized. Employers should provide education to employees on what to do if they are sick.
- Employers may need to work with local health department officials to determine which employees may have had close contact with the employee with COVID-19 and who may need to take additional precautions, including exclusion from work and remaining at home.
- Most workplaces should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.
- Critical infrastructure workplaces should follow the guidance Implementing Safety Practices for Critical Infrastructure Employees Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Sick employees should follow CDC-recommended steps. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider. Antibody test results should not be used to make decisions about returning persons to the workplace.

If employees have been exposed but are not showing symptoms, should I allow them to work? Employees may have been exposed if they are a "close contact" of someone who is infected, which is defined as being within about 6 feet of a person with COVID-19 for a prolonged period of time:

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow CDC recommended steps.
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

All other employees should self-monitor for symptoms and wear cloth face coverings when in public. If they develop symptoms, they should notify their supervisor and stay home.

See Public Health Recommendations for Community-Related Exposure for more information.

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure employees may be permitted to continue work following potential exposure to COVID-19, provided they remain symptom-free and additional precautions are taken to protect them and the community.

- Critical infrastructure businesses have an obligation to limit, to the extent possible, the reintegration into the worksite of in-person employees who have been exposed to COVID-19 but remain symptom-free in ways that best protect the health of the employee, their co-employees, and the general public.
 - Remaining at home for 14 days may still be the most preferred and viable option for exposed employees.
- An analysis of core job tasks and workforce availability at worksites can allow the employer to match core activities to other equally skilled and available in-person employees who have not been exposed.
- A critical infrastructure employee who is symptom-free and returns to work should wear a cloth face covering at all times while in the workplace for 14 days after last exposure. Employers can issue cloth face coverings or can approve employees' supplied cloth face coverings in the event of shortages.

See Implementing Safety Practices for Critical Infrastructure Employees Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19 and COVID-19 Critical Infrastructure Sector Response Planning for more information.

What testing does CDC recommend for employees in a workplace?

What should I do if I find out several days later, after an employee worked, that they were diagnosed with COVID-19?

- If it has been **less than 7 days** since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.
- If it has been **7 days or more** since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Other employees may have been exposed to the virus if they were in "close contact" (within approximately 6 feet) of the sick employee for a prolonged period of time.
 - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - Those who have symptoms should self-isolate and follow CDC recommended steps.
 - In most workplaces, those potentially exposed but with no symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
 - Critical infrastructure employees should follow Implementing Safety Practices for Critical Infrastructure Employees Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. A critical infrastructure employee who is symptom-free and returns to work should wear a cloth face covering at all times while in the workplace for 14 days after last exposure. Employers can issue cloth

face coverings or can approve employees' supplied cloth face coverings in the event of shortages.

- Employees not considered exposed should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.

When should an employee suspected or confirmed to have COVID-19 return to work?

Sick employees should follow steps to prevent the spread of COVID-19. Employees should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider.

Employers should not require a sick employee to provide a negative COVID-19 test result or healthcare provider's note to return to work. Employees with COVID-19 who have stayed home can stop home isolation and return to work when they have met one of the sets of criteria found here.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review and Adopt Policy 3027 – Unclaimed Checks/Uncashed Funds Policy.

DATE: September 21, 2020

BACKGROUND

The District's annual audit was presented to the Library Board of Trustees at the January 22, 2020 meeting. The audit included a recommendation by the auditors for the District to establish a policy for unclaimed checks. Library staff recommends adoption of a new policy and procedure for the procedure for unclaimed checks/uncashed funds – Policy 3027.

The main objective of Policy 3027 is to enhance the prospect of returning unclaimed property held by the District to its rightful owner. The District will transfer unclaimed property only after reasonable diligent efforts to contact the owner have been unsuccessful or where, after having been notified, the owner fails to claim the property within the time allowed by state law. Government Code Section 50053 provides: "When any such money becomes the property of a local agency and is in a special fund, the legislative body may transfer it to the general fund." Unclaimed checks/funds which permanently transferred to the District from monies held in a special fund may be transferred to the General Fund to benefit all residents. The process dealing with unclaimed checks/uncashed funds is outlined in Government Code 50050 (Attachment B). Unclaimed funds are reclassified to an "unclaimed funds/property" liability account and held there until they are released back to the general fund. Checks under \$15 are held in the liability account for one year and released to the general fund if not claimed in that particular year. Checks over \$15 are held in the liability account for three years. At the end of the three years, a notice is published in a local paper stating the amount of the check and for whom. If no one claims the check(s), they are released back to the general fund. Notice is done twice a year by the public agency. The District had 20 unclaimed checks since 2016.

Attachment A – Policy 3027 – Unclaimed Checks/Uncashed Funds Policy

Attachment B – Government Code 50050

RECOMMENDATION

Adopt Policy 3027 – Unclaimed Checks/Uncashed Funds Policy as presented inclusive of input received from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Unclaimed Checks/Uncashed Funds Policy

POLICY NUMBER: 3027

2110.1 Purpose

The purpose of this policy is to aid in proper cash management for the District and to ensure vendors are properly paid. Unclaimed checks/uncashed funds may result from checks being lost or misplaced, and may cause the District's vendor accounts to become past due. This policy will ensure lost checks are reissued to the payee whenever possible. When checks cannot be reissued, this policy will ensure that the cash is returned to the District.

2110.2 Policy Statement

Administration is responsible for implementing this policy. The Unclaimed Checks/Uncashed Funds Policy will comply with the standards set by the Governmental Accounting Standards Board (GASB) or other applicable government accounting standards and with Generally Accepted Accounting Principles (GAAP), as well as California Code 50050-50057. A check that has not been cashed by the payee six months after the check date.

2110.3 Procedures and Guidelines

Every month the Business Manager will review the District's outstanding (issued but not cashed) check list and identify unclaimed checks. Payees will be notified by letter and given the opportunity to submit a claim form to have the check reissued. Unclaimed checks which are under \$15.00 will be voided when they are more than one year past the check issue date. The cash will be returned to the District fund from which the check was issued. Unclaimed checks which are over \$15.00 will remain on the outstanding check list for three years. After three years, the District will publish a notice in a local newspaper of general circulation, once per week for two successive weeks. The notice will include the payee name, amount of the check, the District fund, and the date the money will be returned to the District if it is not claimed (not less than 45 days or more than 60 days from the date of the first notice). Claimants may submit a claim to the District Business Manager, which must include the claimant's name, address, amount of claim, and grounds on which the claim is founded. If the District accepts the claim, the original check will be voided and a new check issued. If the claim is rejected, or if no claim is filed by the date listed in the notice, the check will be voided and the cash returned to the District fund from which the check was issued.



State of California

GOVERNMENT CODE

Section 50050

50050. For purposes of this article, “local agency” includes all districts. Except as otherwise provided by law, money, excluding restitution to victims, that is not the property of a local agency that remains unclaimed in its treasury or in the official custody of its officers for three years is the property of the local agency after notice if not claimed or if no verified complaint is filed and served. At any time after the expiration of the three-year period, the treasurer of the local agency may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the local agency. At the expiration of the three-year period, money representing restitution collected on behalf of victims shall be deposited into the Restitution Fund or used by the local agency for purposes of victim services. If a local agency elects to use the money for purposes of victim services, the local agency shall first document that it has made a reasonable effort to locate and notify the victim to whom the restitution is owed. The local agency may utilize fees collected pursuant to subdivision (l) of Section 1203.1 or subdivision (f) of Section 2085.5 of the Penal Code to offset the reasonable cost of locating and notifying the victim to whom restitution is owed. With respect to moneys deposited with the county treasurer pursuant to Section 7663 of the Probate Code, this three-year period to claim money held by a local agency is extended for an infant or person of unsound mind until one year from the date his or her disability ceases.

For purposes of this section, “infant” and “person of unsound mind” have the same meaning as given to those terms as used in Section 1441 of the Code of Civil Procedure.

(Amended by Stats. 2013, Ch. 457, Sec. 1. (AB 934) Effective January 1, 2014.)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Joint-Use Committee Report
DATE: September 21, 2020

BACKGROUND

Board President Carline will report out on the Joint-Use Committee meeting held September 3, 2020.

Attachment A – September 3, 2020 Meeting Minutes.

PRELIMINARY MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA
TO DISCUSS TO THE JOINT USE AGREEMENT
SEPTEMBER 3, 2020

CALL TO ORDER

Members Present: President Gayle Carline, Trustee Jo-Anne Martin, Library Director Jeanette Contreras, Mayor Ward Smith, Councilmember Craig Green

Members Absent: Damien Arrula, City Administrator

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 after 40 years, i.e., on May 21, 2012, and the Library and City have not entered into any new agreement governing the use of the Common Area. In the absence of an agreement, the Library and the City have continued to share in the cost of maintaining the Common Area as originally set forth in the JPA, as well as shared the costs of utilities.

**CITY OF PLACENTIA
UPDATES**

The City provided updates including the fire department and EMS exceeding expectations since starting, the construction work throughout Placentia, and that the Heritage Parade is cancelled with an alternative being looked into. Furthermore, the City discussed its fluidity in programming and service delivery as Community Services adapts and modifies summer programs, such as hosting a drive in theater rather than movies in the park. Moreover, the Santa Fe road closure has had such positive feedback overall with the outdoor dining that the City is considering permanent road closure.

Additionally, Mayor Smith reported out that he has been consistently attending League of Cities meetings and the California Mayor's Coalition meetings. The City Council also had their first open to the public council meeting where city staff were stationed to escort members of the public inside should they wish to present.

Director Estevez met with a company to discuss solar and the trees. City members also took a moment and complimented library staff doing curbside and bookdrop when it started. Lastly, it was mentioned that the State of the City is tentatively planned for October.

**PLACENTIA LIBRARY
DISTRICT UPDATES**

The Placentia Library District will reopen on Monday, September 14th with a 30 patron maximum. The library hours will be Monday through Saturday 10:00 a.m. to 5:00 p.m. The Bodhi Coffee Shop will remain closed with the Bookstore open with the honor box system only and no donations. Furthermore, curbside pickup will continue and home deliveries will discontinue.

ACTION ITEMS

Director Estevez will email the City's Capital Improvement Projects projected for the next five years with cost estimates for the Library District to review.

NEXT MEETING

The next meeting is scheduled for Thursday, October 1st at 3:30 p.m. Email Alyssa Stolze with any agenda items.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Phase 2 Report & Updates
DATE: September 21, 2020

BACKGROUND

Library Director Contreras will provide an update on Phase 2 and how the District is responding to the pandemic.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Staff Appreciation and Recognition Report

DATE: September 21, 2020

BACKGROUND

Assistant Library Director Baltierra will provide a report on the progress being made for the annual Staff Appreciation and Recognition event. This year's committee members are Yesenia Baltierra, Lori Worden, and Alyssa Stolze.



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