



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

April 22, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, April 22, 2024

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Meeting on March 25, 2024. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for March 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for March 2024. (Receive & File)
14. Acquisitions Report for March 2024. (Receive & File)
15. Entrepreneurial Activities Report and March 2024. (Receive & File)
16. Library Impact Fee Report for March 2024. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for March 2024. (Receive, File, and Ratify Appointments)
18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
19. Administration Report for March 2024.
20. Circulation Report for March 2024.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, April 22, 2024

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for March 2024.
- 22. Adult and Teen Services Report for March 2024.
- 23. Technology and Website Report for March 2024.
- 24. Customer Service Report for March 2024.

NEW BUSINESS (Items 25-27)

- 25. Presentation and Updates on Website Development by IT Consultant, Jeremy Yamaguchi.
- 26. Joint-Use Committee Updates from President Carline.
- 27. ISDOC & Legislative Updates from Trustee Nelson.

AGENDA DEVELOPMENT

- 28. Agenda Preparation for the May Regular Date Meeting which will be held on May 27, 2024 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 29. The Library Board of Trustees will adjourn the Regular Date April 22, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for April 22, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 17, 2024.



Lina Nguyen, Executive Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 MARCH 25, 2024

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 25, 2024 at 6:33 p.m.

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

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

Guests: Alex Aguirre, Library Assistant.

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

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she attended the Authors Luncheon and had her monthly meeting with Library Director Contreras.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Authors Luncheon, the Placentia Library Friends Foundation meeting and the Placentia Round Table Women’s Club meeting.

Trustee Arnold reported she attended the Authors Luncheon.

Trustee Beverage reported she attended the Authors Luncheon and the Placentia Round Table Women’s Club small business fair. She completed her Form 700 training and turned in her Form 700. She also viewed a United for Libraries Learning Live webinar about crisis communication.

Trustee Nelson reported he attended the Authors Luncheon, the ISDOC Committee Meeting, and a meeting with Gae Wood about PLFF marketing.

LIBRARY DIRECTOR REPORT Director Contreras took this time to introduce Alex Aguirre to the Board. Mr. Aguirre is the newly hired Children Services Library Assistant.

Director Contreras reported she attended a couple of meetings with the State Library: Planning Committee Forum and the Public Library Networking Call. There is a lot going on in terms of AI, grants, and call backs. All of these are affected by the state budget. She advised she is keeping an eye on the District’s \$600,000 ask with Assemblyman Chen’s office. She advised she spoke with Senator Newman’s office to get support for the ask. The District has a strong literacy program and recently added ESL to the program. The District has received \$60,000 from the

State Library for Literacy. Director Contreras also met with Pam Boyle, president of the Placentia Round Table Women’s Club, to see if she would be interested in helping the District from the PLFF side. She also attended the PLFF Board Meeting. She reported she received one of the 2024 Women of Distinction awards from Senator Tom Umberg’s office. She met with the Library Director from Buena Park to take about the ISDOC presentation they are putting together for the ISDOC quarterly luncheon. She attended the District’s Name That Tune program and then met with the DJ for the Taylor Swift dance party. She also met with the Library Directors from Alhambra and Torrance to discuss the customer service portion of Staff Development Day. She will meet with the IT Consultant Jeremy Yamaguchi and his staff to discuss the second portion of Staff Development Day regarding AI in libraries. She also met with IDS Group to go over the Outdoor Library Space.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) on behalf of President Reuben Skipper. 141 raffle tickets have been sold as of last Monday. Sixty-one out of sixty-five people attended the Name That Tune program. Items have been coming in for the yard sale. There have been 25 new members since the Taylor Swift programs were announced. That brings the total up to 85 members. The bookstore made \$1,875 last month. They have outstanding invoices for the bulk buyer that they use for the books they don’t sell in the bookstore. The net revenue from the Authors Luncheon was \$15,840. There was an overall revenue increase by 9%. Though there was an 8% increase in the meal cost.

Director Contreras reported 180 tickets have been sold as of the night of the Board Meeting.

CONSENT CALENDAR

After a brief discussion regarding agenda item 15 and whether or not the numbers for passports are increasing, it was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR FEBRUARY 26, 2024 REGULAR DATE MEETING.

The minutes for the February 26, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for February 2024 (Item 10)
 Fund 707 Balance Report for February 2024 (Item 11)
 Financial Reports through February 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)
 Balance Sheets for February 2024 (Item 13)
 Acquisitions Report for February 2024 (Item 14)
 Entrepreneurial Activities Report for February 2024 (Item 15)
 Library Impact Fee Report for February 2024 (Item 16)

GENERAL CONSENT REPORTS

Personnel Report for February 2024 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)
Administration Report for February 2024 (Item 19)
Circulation Report for February 2024 (Item 20)

STAFF REPORTS

Children’s Services Report February 2024 (Item 21)
Adult Services Report for February 2024 (Item 22)
Placentia Library Website Technology Report for February 2024 (Item 23)
Customer Service Report (Items 24)

DISCUSS THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT A.

Director Contreras reported the California Special Districts Association (CSDA) Board of Directors is looking for nominations for Seat A, which is within our district boundaries. The Trustees did not show interest in being nominated for this position. No action was taken at this time.

DISCUSS THE ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION NOMINATION FOR THE REGULAR SPECIAL DISTRICT MEMBER SEAT, WITH A TERM EXPIRATION OF JUNE 30, 2024.

Director Contreras reported the Orange County Agency Formation Commission (OC LAFCO) are looking for nominations for the Regular Special District Member seats. The Trustees did not show interest in being nominated for this position. No action was taken at this time.

AUTHORIZATION FOR TRUSTEES AND THE LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION LEGISLATIVE DAYS, MAY 21-22, 2024 IN SACRAMENTO, CALIFORNIA.

Director Contreras reported the CSDA Legislative Day is May 21-22 this year. This was presented at the February Board Meeting but was added back on to the agenda for this Board Meeting to see if the absent Trustees from the February meeting would be interested in attending. President Carline and Trustee Nelson advised they would like to attend. Trustee Beverage made a motion to authorize Trustee Nelson, President Carline, Library Director and Assistant Library Director to attend the CSDA Legislative Days as presented. It was seconded by Trustee Arnold. A roll call vote was taken:

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

OUTDOOR LIBRARY SPACE AND LOADING DOCK EXPANSION PROJECT PRESENTATION.

Director Contreras reported Business Manager Maskarino has been meeting regularly with the IDS Group regarding the outdoor space and loading dock project. The design has reached 80% completion. Business Manager Maskarino presented a PowerPoint presentation on the design. The Trustees are pleased with how the design looks. However, there are concerns about the height of the wall that will surround the space and the security of the space. Business Manager Maskarino will go back to IDS Group with their concerns and see how they can be addressed.

AUTHORIZATION TO APPROVE REIMBURSEMENTS FOR SECRETARY DAHL’S

Director Contreras reported it was recently discovered that Secretary Dahl has been paying her own membership fees for the Placentia Round Table Women’s Club since 2020. Since she is representing the District in these meetings, her membership fees should be covered by the District. Director Contreras is

ROUNDTABLE WOMEN'S CLUB MEMBERSHIP.

requesting to reimburse Secretary Dahl for her past membership fees and to begin paying her future membership fees. Trustee Nelson made a motion to approve reimbursements requests for Secretary Dahl's Placentia Round Table Women's Club membership. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZATION TO REALLOCATE \$5,000 FROM THE MATERIALS BUDGET ACCOUNT TO PROGRAM.

Director Contreras is requested approval to reallocate \$5,000 from the Books/Library Materials account to the Program Budget Account. She advised this reallocation is needed to cover programs tied to National Library Week and the Taylor Swift programs. Trustee Beverage made a motion to authorize the reallocation of \$5,000 from the Materials Budget Account 5500 from the General Funds to the Program Budget Account 5495 as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

President Carline reported there was no Joint Use Meeting since the last meeting in February.

ISDOC & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported that the Huntington Beach City Council is looking to move forward with privatizing the city's libraries. Another item of note is Initiative 1935. This initiative has been discussed by the Board before. The initiative severely limits local municipalities and special districts from raising funds. He will bring it back to the Board for a letter of opposition.

AGENDA DEVELOPMENT

Director Contreras reported she will be adding the California Library Association Conference authorization, an update on the outdoor library space, and the CSDA Conference authorization to the April Board Meeting agenda.

The next Board Meeting will be on April 22, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of March 25, 2024 was adjourned at 7:44 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees

**Placentia Library District
Check Register
March 2024**

| Date | Ref No. | Payee | Memo | Payment | Type |
|-----------|---------|---|--|-----------|--------------|
| 3/1/2024 | 13576 | Placentia Library District | For payroll on 03/13/24 | 70,000.00 | Bill Payment |
| 3/1/2024 | 13577 | SCLLN | Conference registration for Erin Rogers PO 151 | 60.00 | Bill Payment |
| 3/1/2024 | 13578 | Golden State Water Company | Service from 01/22/24-02/21/24 | 394.50 | Bill Payment |
| 3/1/2024 | 13579 | Pitney Bowes | February 2024 Statement | 1,004.39 | Bill Payment |
| 3/1/2024 | 13580 | Baker & Taylor | Books | 6,305.21 | Bill Payment |
| 3/1/2024 | 13581 | Ross Creations DJ, Sound & Lighting | Deposit for DJ and Lights PO 222 | 400.00 | Bill Payment |
| 3/1/2024 | 13582 | Cintas | Janitorial supplies | 253.61 | Bill Payment |
| 3/5/2024 | 13583 | City of Placentia | Plan-Check Building Permit Fees for Loading Dock Project | 498.86 | Bill Payment |
| 3/5/2024 | 13584 | Santiago Library System | Santiago Annual Membership Dues for PLD FY2023/24 | 560.00 | Bill Payment |
| 3/5/2024 | 13585 | SDRMA | Medical & Ancillary Benefits April 2024 | 30,091.50 | Bill Payment |
| 3/5/2024 | 13586 | UMPQUA BANK | CC Transactions from 01/31/24-02/29/24 | 10,130.70 | Bill Payment |
| 3/11/2024 | 13587 | Kanopy Inc. | Video tickets | 686.00 | Bill Payment |
| 3/11/2024 | 13588 | Midwest Tape-Hoopla | Hoopla Digital Content for February 2024 | 9,382.65 | Bill Payment |
| 3/11/2024 | 13589 | Republic Services | Recycling service from 02/01/24-02/29/24 Pickup service from 03/01/24-03/31/24 | 343.48 | Bill Payment |
| 3/11/2024 | 13590 | Southern California Edison | Service from 01/30/24-02/28/24 | 4,014.56 | Bill Payment |
| 3/11/2024 | 13591 | CALNET3 | Service from 02/02/24-03/01/24 | 228.87 | Bill Payment |
| 3/11/2024 | 13592 | Baker & Taylor | Books | 1,672.25 | Bill Payment |
| 3/11/2024 | 13593 | City of Placentia | AT&T Service from 01/01/24-01/31/24 Mariposa Landscapes July 2023 - January 2024 Service | 10,329.75 | Bill Payment |
| 3/11/2024 | 13594 | Emcor Services - Mesa Energy | Work on AC Unit 5 & Service from 03/01/24-05/31/24 | 6,092.00 | Bill Payment |
| 3/11/2024 | 13595 | Caitlyn Sandfer | Mileage reimbursement for Teen SLS Meeting | 14.48 | Bill Payment |
| 3/11/2024 | 13596 | Face Painting by Tiffany | Deposit for balloon decorations | 350.00 | Bill Payment |
| 3/11/2024 | 13597 | Cintas | Janitorial supplies | 477.05 | Bill Payment |
| 3/11/2024 | 13598 | Dewey Pest Control | March Service | 86.00 | Bill Payment |
| 3/11/2024 | 13599 | OC Wedding and Party Rentals | Dance floor rental deposit | 221.75 | Bill Payment |
| 3/11/2024 | 13600 | Brodart Co. | Spanish Bookmobile Collection | 21.27 | Bill Payment |
| 3/11/2024 | 13601 | Jeanette Contreras | Data usage reimbursement for June 2023 - February 2024 | 402.15 | Bill Payment |
| 3/11/2024 | 13602 | Public Agency Retirement Services | Contributions for payroll on 02/28/24 & 3/13/24 | 4,662.22 | Bill Payment |
| 3/18/2024 | 13603 | Placentia Library Foundation | PLFF Pass-Through Nov 23-Jan 24 | 2,284.10 | Bill Payment |
| 3/18/2024 | 13604 | Arcelia Janitorial Service | Janitorial Services from 02/01/24-02/29/24 | 4,150.00 | Bill Payment |
| 3/18/2024 | 13605 | Placentia-Yorba Linda Unified School Dist | Civic Center Student Guides | 911.22 | Bill Payment |
| 3/18/2024 | 13606 | Scholastic Library Publishing | Bookflix Gold Renewal 03/06/24-03/05/25 | 3,870.00 | Bill Payment |
| 3/18/2024 | 13607 | Able Card, LLC | Taylor Swift Library Cards | 1,283.12 | Bill Payment |
| 3/18/2024 | 13608 | Emcor Services - Mesa Energy | Work on AC Unit 6 | 2,630.00 | Bill Payment |
| 3/18/2024 | 13609 | Cintas | Janitorial Supplies | 253.61 | Bill Payment |
| 3/18/2024 | 13610 | Placentia Library District | 02/23/24-03/07/24 | 70,000.00 | Bill Payment |
| 3/18/2024 | 13611 | Legacy Integrative Solutions | Service from 02/02/24-03/06/24 | 932.16 | Bill Payment |
| 3/18/2024 | 13612 | Placentia Library Foundation | Tips, donations, silent auction from 2023 Authors Luncheon | 4,605.00 | Bill Payment |

9:45 A.M.
04/10/24
Accrual Basis

**Placentia Library District
Check Register
March 2024**

| | | | | | |
|--------------|-------|--------------------------------------|---|-------------------|--------------|
| 3/25/2024 | 13613 | Charter Communications | Service from 03/12/24-04/11/24 | 92.19 | Bill Payment |
| 3/25/2024 | 13614 | American Library Association | ALA Membership renewal for Gayle Carline | 218.00 | Bill Payment |
| 3/25/2024 | 13615 | Baker & Taylor | Books | 5,046.78 | Bill Payment |
| 3/25/2024 | 13616 | Face Painting by Tiffany | Balloons for TS Dance Party | 930.00 | Bill Payment |
| 3/25/2024 | 13617 | OC Wedding and Party Rentals | Dance floor rental remaining balance | 665.25 | Bill Payment |
| 3/25/2024 | 13618 | SoCalGas | Service from 02/15/24-03/18/24 | 63.50 | Bill Payment |
| 3/25/2024 | 13619 | Cintas | Janitorial supplies | 363.67 | Bill Payment |
| 3/25/2024 | 13620 | Excellence Awning | For payroll on 02/28/24 | 891.00 | Bill Payment |
| 3/25/2024 | 13621 | Placentia Chamber of Commerce | 2024 Principal for the Day GC | 50.00 | Bill Payment |
| 3/25/2024 | 13622 | Seco Electric and Lighting, Inc. | 30 Day Load Study | 2,500.00 | Bill Payment |
| 3/25/2024 | 13623 | Good Moodra Yoga | Yoga at the Library, April-May 2024 (PO 240) | 160.00 | Bill Payment |
| 3/25/2024 | 13624 | Placentia Library District | For payroll on 04/10/24 | 70,000.00 | Bill Payment |
| 3/25/2024 | 13625 | Advantage ColorGraphics | Newsletter March - August 2024 | 14,023.34 | Bill Payment |
| 3/25/2024 | 13626 | Public Agency Retirement Services | Contributions for payroll on 03/27/24 | 2,404.55 | Bill Payment |
| 3/26/2024 | 13627 | Sherri Dahl | 2020-2024 PRTWC Activation and Renewal reimbursement | 245.00 | Bill Payment |
| TOTAL | | | | 347,255.74 | |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Fund Balance Report through March 2024 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: April 22, 2024

| Fiscal Year 2023-2024 | |
|------------------------------|------------|
| 7/31/2023 | 817,970.90 |
| 8/31/2023 | 820,434.59 |
| 9/30/2023 | 822,916.52 |
| 10/31/2023 | 825,542.53 |
| 11/30/2023 | 828,237.08 |
| 12/31/2023 | 830,976.37 |
| 1/31/2024 | 833,921.08 |
| 2/28/2024 | 836,851.01 |
| 3/31/2024 | 839,963.27 |
| 4/30/2024 | |
| 5/31/2024 | |
| 6/30/2024 | |

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

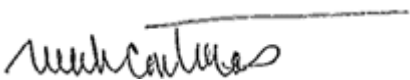
SUBJECT: **Financial Reports through March 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: April 22, 2024

Summary of Cash and Investments as of March 31, 2024

| | | |
|--|-----------|---------------------|
| Cash with Orange County Treasurer Fund 9LX | \$ | 839,963.27 |
| General Fund Checking – BMO | \$ | 989,829.87 |
| General Fund Savings – BMO | \$ | 2,339,546.25 |
| <i>(Impact Fees in Savings – Restricted)</i> | \$ | 859,485.08 |
| Payroll Checking – Wells Fargo Bank | \$ | 26,021.31 |
| Total Cash and Investments | \$ | 4,195,360.70 |

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 MARCH 31, 2024

| Acct # | DESCRIPTION | BUDGET | YTD ACTUAL | BALANCE | PERCENT % RECEIVED |
|---|--|-----------|------------|-------------|--------------------|
| PROPERTY TAX REVENUE | | | | | |
| 4010 | Property Taxes - Current Secured | 3,002,718 | 2,051,156 | (951,562) | 68.3% |
| 4020 | Property Taxes - Current Unsecured | 74,371 | 79,867 | 5,496 | 107.4% |
| 4050 | Property Taxes - Curr Supplemental | 113,049 | 64,375 | (48,674) | 56.9% |
| 4070 | Interest on Unapport Tax | 651 | 3,309 | 2,658 | 508.3% |
| 4080 | Penalties & Costs on Delinq Taxes | 22,435 | 21,582 | (853) | 96.2% |
| 4090 | Taxes Special Dist Augmentation | 10,376 | 4,524 | (5,852) | 43.6% |
| * 4180 | Other Revenue | 0 | 31,793 | 31,793 | - |
| 4190 | State - Homeowners Property Tax Relief | 10,816 | 6,135 | (4,681) | 56.7% |
| | Sub Total | 3,234,416 | 2,262,742 | (971,674) | 70.0% |
| INTEREST REVENUE | | | | | |
| 4600 | Interest | 8,500 | 75,388 | 66,888 | 886.9% |
| | Sub Total | 8,500 | 75,388 | 66,888 | 886.9% |
| GRANT REVENUE | | | | | |
| 4210 | State Grants | 279,000 | 105,829 | (173,171) | 37.9% |
| 4220,4230 | Fed/Other Grants | 5,000 | 0 | (5,000) | 0.0% |
| | Sub Total | 284,000 | 105,829 | (178,171) | 37.3% |
| MISCELLANEOUS REVENUES | | | | | |
| 4410 | PLFF Grants | 113,000 | 75,000 | (38,000) | 66.4% |
| 4310 | Fines & Fees | 18,136 | 10,455 | (7,681) | 57.6% |
| 4320, 4330 | Passport/Photos | 250,758 | 150,308 | (100,450) | 59.9% |
| 4340 | Meeting Room Fees | 100 | 1,249 | 1,149 | 1248.6% |
| * 4430 | Other: Miscellaneous | 0 | 1,905 | 1,905 | - |
| | Sub Total | 381,994 | 238,917 | (143,077) | 62.5% |
| TOTAL REVENUES YTD FOR FY 23/24: | | 3,908,910 | 2,682,876 | (1,226,034) | 68.6% |
| CASH, INVESTMENTS, & LIBRARY IMPACT FEES | | | | | |
| | BEGINNING BALANCE | | | | |
| | ENDING BALANCE | | | | |
| | YTD ACTUAL | | | | |
| 4500 | Cash/Investments | 4,112,925 | 4,195,361 | (27,919) | |
| | Impact Fees - Restricted Funds | 846,496 | 859,485 | 63,271 | |

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of March 31, 2024

75% of the year completed.

| ACCOUNT | DESCRIPTION | APPROPRIATIONS | EXPENDED | CURRENT REMAINDER |
|---|--|--------------------|--------------------|--------------------|
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 5010.5020 | Salaries & Wages | 1,969,183 | 1,372,892 | 596,291 |
| 5030 | Retirement & Post Employment Trust 115 | 94,007 | 39,237 | 54,770 |
| 5040 | Unemployment Insurance | 30,000 | 6,056 | 23,944 |
| 5050 | Health Insurance | 214,656 | 229,741 | (15,085) |
| 5060 | Life Insurance | 4,989 | 3,286 | 1,703 |
| 5064 | Dental Insurance | 16,529 | 7,021 | 9,508 |
| 5066 | AD & D Insurance | 7,958 | 4,292 | 3,666 |
| 5068 | Vision Insurance | 3,151 | 1,832 | 1,319 |
| 5070 | Workers' Compensation Insurance | 32,908 | 24,523 | 8,385 |
| 5090 | Education Assistance Program | 0 | 0 | 0 |
| TOTAL | | \$2,373,381 | \$1,688,879 | \$684,502 |
| SERVICES & SUPPLIES | | | | |
| 5099 | Property & Liability Insurance | 69,824 | 53,492 | 16,332 |
| 5100-5140 | Communications, Internet, Cable | 78,301 | 21,393 | 56,908 |
| 5150-5180 | Janitorial Supplies & Services | 67,334 | 50,516 | 16,818 |
| 5160 | Refuse Disposal | 3,272 | 2,473 | 799 |
| 5205 | Maintenance Equipment | 15,000 | 12,141 | 2,859 |
| 5200, 5210, 5220-5280 | Building Maintenance | 130,000 | 80,659 | 49,341 |
| 5290-5292 | Memberships | 15,500 | 8,802 | 6,698 |
| 5300-5350 | Office Expenses & Postage | 130,000 | 36,194 | 93,806 |
| 5400-5480 | Prof./Specialized Services | 200,000 | 146,560 | 53,440 |
| 5490 | Loan Obligation (i-bank) | 73,900 | 73,716 | 184 |
| 5495, 5910, 5920 | Programs, PL/PF Grant, Fed & State Grant | 85,000 | 35,089 | 49,911 |
| 5500 | Books/Library Materials | 350,620 | 222,124 | 128,496 |
| 5600 | Travel & Meetings/Professional Development | 40,000 | 22,495 | 17,505 |
| 5700 | Milage/Parking | 650 | 695 | (45) |
| 5800 | Utilities | 80,150 | 52,576 | 27,574 |
| 5900 | Bookmobile - Vehicle | 200,000 | 0 | 200,000 |
| 5901 | Bookmobile - Collection | 70,000 | 31 | 69,969 |
| 5902 | Bookmobile - Supplies & Materials | 15,000 | 0 | 15,000 |
| 5904 | Bookmobile - Other | 90,000 | 50 | 89,950 |
| 6000 | Other | 800,000 | 1,172 | 798,828 |
| TOTAL | | \$2,514,551 | \$820,177 | \$1,694,374 |
| FIXED ASSETS & TAXES | | | | |
| | | \$4,887,932 | \$2,509,056 | \$2,378,876 |
| 1310 | Building Improvements | 25,000 | 2,496 | 22,504.16 |
| 1320 | Equipment & Furniture | 250,000 | 52,373 | 197,627.34 |
| 2500 | Capital Lease | 0 | 0 | 0.00 |
| 6100 | Taxes and Assessments | 11,849 | 9,196 | 2,652.84 |
| TOTAL | | \$286,849 | \$64,065 | \$222,784 |
| TOTAL BUDGET | | | | |
| | | \$5,174,781 | \$2,573,121 | \$2,601,660 |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for March 2023

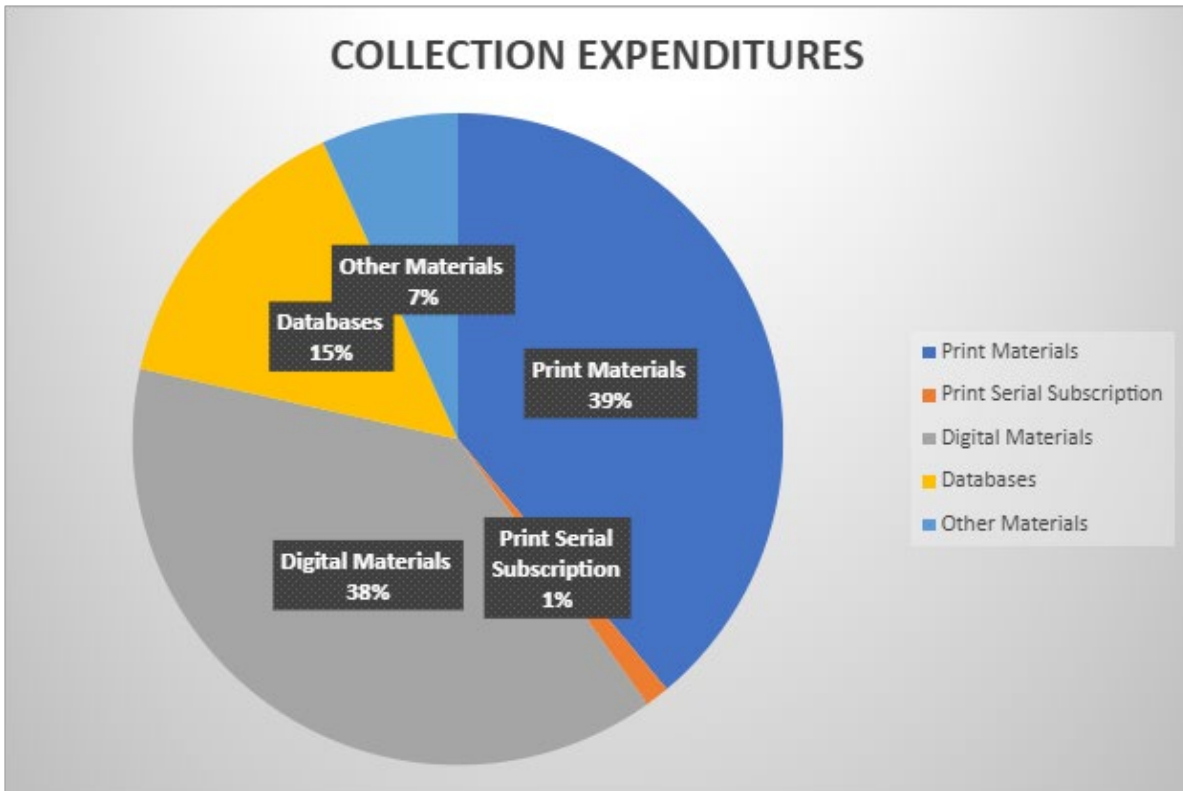
DATE: April 22, 2024

MONTHLY STATISTICS

| Total Budget | FY 2023-24 | % Spent | FY 2022-23 | % Spent |
|--------------|------------|---------|--------------|---------|
| | \$345,620 | 77% | \$535,000.00 | 38% |

| Collection Expenditures | March | March | FY-T-D | FY-T-D | FY-T-D |
|--------------------------------------|-----------------|-----------------|------------------|------------------|-------------|
| | 2024 | 2023 | 2023-2024 | 2022-2023 | % changed |
| Print Materials | \$7,381 | \$16,056 | \$92,382 | \$101,057 | -9% |
| Print Serial Subscription | \$0 | \$0 | \$2,856 | \$2,856 | 0% |
| Total Print Materials | \$7,381 | \$16,056 | \$95,238 | \$103,913 | -8% |
| Digital Materials | \$9,014 | \$10,772 | \$91,074 | \$92,832 | -2% |
| Databases | \$3,870 | \$19,999 | \$34,967 | \$51,096 | -32% |
| Total Electronic Content | \$12,884 | \$30,771 | \$126,041 | \$143,928 | -12% |
| Other Materials | \$3,016 | \$5,901 | \$16,164 | \$19,049 | -15% |
| Total Collection Expenditures | \$23,281 | \$52,728 | \$237,443 | \$266,890 | -11% |

| Titles Added | March | March | FY-T-D | FY-T-D | FY-T-D |
|---------------------------------|--------------|--------------|---------------|---------------|-------------|
| | 2024 | 2023 | 2023-2024 | 2022-2023 | % changed |
| Print Materials | 634 | 1,072 | 4,118 | 4,556 | -10% |
| Print Serial Subscription | 0 | 0 | 2 | 2 | 0% |
| Total Print Materials | 634 | 1,072 | 4,120 | 4,558 | -10% |
| Digital Materials | 4,202 | 3,738 | 44,996 | 44,532 | 1% |
| Databases | 1 | 5 | 7 | 11 | -36% |
| Total Electronic Content | 4,203 | 3,743 | 45,003 | 44,543 | 1% |
| Other Materials | 1 | 115 | 173 | 287 | -40% |
| Total Titles Added | 4,838 | 4,930 | 49,296 | 49,388 | 0% |



| All Materials Held | March | February | Month to Month |
|---------------------------------|-----------|-----------|----------------|
| | 2024 | 2024 | % changed |
| Total Materials Physical | 81,114 | 80,793 | 0% |
| Total Materials Digital | 1,772,699 | 1,726,097 | 3% |
| Total All Materials | 1,853,813 | 1,806,890 | 3% |

| Children's Physical Materials Held | March | February | Month to Month |
|---|---------------|---------------|----------------|
| | 2024 | 2024 | % change |
| Children's Fiction | 25,935 | 25,792 | 1% |
| Children's Nonfiction | 14,513 | 14,248 | 2% |
| Children's Magazine | 3 | 169 | -98% |
| Children's Audiobook | 904 | 905 | 0% |
| Children's DVD/Video | 1,554 | 1,598 | -3% |
| Children's LOTs | 62 | 63 | -2% |
| TOTAL All Children's Physical Material | 42,971 | 42,775 | 0% |

| Adult/Teen Physical Materials Held | March | February | Month to Month |
|---|---------------|-----------------|-----------------------|
| | 2024 | 2024 | % change |
| Adult Fiction | 17,148 | 17,196 | 0% |
| Adult Nonfiction | 13,284 | 13,161 | 1% |
| Adult Magazine | 4 | 51 | -92% |
| Adult Audiobook | 1,304 | 1,305 | 0% |
| Adult DVD/Video | 3,024 | 3,024 | 0% |
| Adult LOTs | 96 | 96 | 0% |
| Video Games | 393 | 393 | 0% |
| Vinyl Records | 174 | 167 | 4% |
| Teen Fiction | 2,716 | 2,625 | 3% |
| TOTAL All Adult/Teen Physical Material | 38,143 | 38,018 | 0% |

| Digital Material Held | March | February | Month to Month |
|-----------------------------------|------------------|------------------|-----------------------|
| | 2024 | 2024 | % change |
| eBooks | 981,767 | 961,980 | 2% |
| Digital Audiobooks | 248,062 | 238,233 | 4% |
| Digital Videos | 106,826 | 105,278 | 1% |
| Digital Magazines | 4,166 | 4,188 | -1% |
| Digital Music | 431,867 | 416,407 | 4% |
| Databases | 11 | 11 | 0% |
| TOTAL All Digital Material | 1,772,699 | 1,726,097 | 3% |

| Bookmobile Budget | FY 2023-24 | Expenditure | Titles Added |
|--------------------------|--------------------|--------------------|---------------------|
| | \$70,000.00 | \$49.85 | 4 |



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for March 2024

DATE: April 22, 2024

Net Revenue Summary for March 2024

| | | | YTD | YTD |
|-----------------|------------------|------------------|-------------------|-------------------|
| | Mar-24 | Mar-23 | 2023-2024 | 2022-2023 |
| Passport | 17,220 | 20,650 | 107,700 | 141,826 |
| Passport Photos | 7,080 | 5,496 | 42,608 | 38,740 |
| Fines & Fees | 1,963 | 1,275 | 10,455 | 10,289 |
| Meeting Room | 654 | 1,072 | 1,249 | 2,147 |
| TOTAL | \$ 26,917 | \$ 28,493 | \$ 162,012 | \$ 193,002 |



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Library Impact Fee Report – March 2024**

DATE: April 22, 2024

| Total Monthly Fees Collected | | | YTD | YTD |
|------------------------------|-------------|-------------|-------------|--------------|
| | Mar-24 | Mar-23 | 2023-2024 | 2022-2023 |
| | \$12,989.16 | \$25,133.76 | \$63,270.54 | \$136,043.84 |

Development Projects List

| Developer/Builder Name | Project Description | Address | Sq. Ft | Fee Paid to Library | Date |
|------------------------|---------------------|---------------------|--------|---------------------|----------|
| Turn Key Remodel | Attached Housing | 2113 Jeffrey Circle | 979 | \$ 1,057.32 | 3/8/2024 |
| Landsea Homes | Attached Housing | 1555 Lima Way | 5,672 | \$ 6,125.76 | 3/7/2024 |
| Landsea Homes | Attached Housing | 1554 Topeka Ave | 5,376 | \$ 5,806.08 | 3/7/2024 |
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|-------------------------------|---------------|
| 2023/2024 YTD Total | \$63,270.54 |
| Beginning Balance (7/01/2023) | \$ 796,214.54 |
| Ending Balance (02/29/2024) | \$ 859,485.08 |



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for March 2024

DATE: April 22, 2024

| | | | YTD | YTD |
|-----------------------------|--------|--------|-----------|-----------|
| | Mar-24 | Mar-23 | 2023-2024 | 2022-2023 |
| Separation | 0 | 0 | 3 | 3 |
| Retirement | 0 | 0 | 1 | 1 |
| Appointments | 3 | 2 | 13 | 11 |
| Open Positions | 0 | 0 | 18 | 10 |
| Workers' Compensation Leave | 0 | 0 | 0 | 0 |
| TOTAL | 3 | 2 | 35 | 25 |

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

FT Library Assistant – Alex Aguirre
 Grant Funded Library Assistant – Ruchika Sharda
 Grant Funded Library Assistant – Laurel Dennis

OPEN POSITIONS:

None

WORKERS COMPENSATION LEAVE:

None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through March 2024
DATE: April 22, 2024

CITY OF PLACENTIA INVOICES

| PERIOD COVERED FY 2023-2024 | INVOICE DATE | TURF (Merchants) | GROUNDS (SA Aquatics) | AT&T | FACILITY MAINT | TOTAL |
|--------------------------------|--------------|--------------------|-----------------------|-----------------|-------------------|--------------------|
| Jul-23 | 7/25/2023 | 3,310.12 | 287.04 | 20.20 | 0.00 | 3,617.36 |
| Aug-23 | 8/31/2023 | 0.00 | 291.20 | 0.00 | 0.00 | 291.20 |
| Sep-23 | 9/26/2023 | 0.00 | 291.20 | 21.06 | 274.17 | 586.43 |
| Oct-23 | * | * | * | * | * | * |
| Nov-23 | 11/6/2023 | 0.00 | 900.00 | 10.26 | 0.00 | 910.26 |
| Dec-23 | 12/15/2023 | 0.00 | 582.40 | 11.95 | 760.03 | 1,354.38 |
| Jan-24 | 1/31/2024 | 321.16 | 540.80 | 24.95 | 0.00 | 886.91 |
| Feb-24 | * | * | * | * | * | * |
| Mar-24 | 3/5/2024 | 11,837.34 | 0.00 | 24.43 | 37.18 | 11,898.95 |
| Apr-24 | | | | | | |
| May-24 | | | | | | |
| Jun-24 | | | | | | |
| TOTAL | | \$15,468.62 | \$2,892.64 | \$112.85 | \$1,071.38 | \$19,545.49 |

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for March 2024

DATE: April 22, 2024

Meetings:

- March 5
Outdoor Library/Loading Dock Project Virtual Meeting: Business Manager met with IDS' Shelley Sivak and her team to discuss updates and answer questions about the Outdoor Library and Loading Dock projects.

- March 6
Public Library Directors' Forum Planning Committee: Library Director

SAP Business One Virtual Meeting: Business Manager met with SAP representatives to discuss ERP software services.

- March 8
Oracle NetSuite Government Virtual Meeting: Business Manager met with Oracle representative to discuss ERP software services.

- March 8
eRate RFP Vendor Walkthrough: Assistant Library Director met with eRate vendors interested in bidding for the e-Rate project to scope the work area.

- March 11
Placentia Library Friends Foundation Board Meeting: Library Director

- March 12
Field Director from Assemblyman Chen and Field Director from Senator Newman:
Library Director

Women of Distinction Ceremony from Senator Tom Umberg: Library Director

Outdoor Library/Loading Dock Project Virtual Meeting: Business Manager met with IDS' Shelley Sivak and her team to discuss updates and answer questions about the Outdoor Library and Loading Dock projects.

- March 13
Public Library Directors Forum Planning Committee: Library Director

Buena Park Library District Library Director: Library Director
- March 14
Board President Carline: Library Director
- March 18
Club President Pam Boyle, Placentia Roundtable Women's Club: Library Director

Ross Creations: Library Director and Assistant Library Director
- March 19
Outdoor Library/Loading Dock Project Virtual Meeting: Business Manager met with IDS' Shelley Sivak and her team to discuss updates and answer questions about the Outdoor Library and Loading Dock projects.
- March 20
Public Library Directors Forum Planning Committee and Public Directors Networking Conversations: Library Director
- March 21
Library Management Team: Library Director, Assistant Library Director, Business Manager

Torrance Library Director and Alhambra Library Director re Staff Development Day Customer Service Training: Library Director
- March 25
Library Board Meeting: Library Director, Assistant Library Director, Business Manager, Executive Assistant
- March 26
Outdoor Library/Loading Dock Project Virtual Meeting: Business Manager met with IDS' Shelley Sivak and her team to discuss updates and answer questions about the Outdoor Library and Loading Dock projects.

IT Consultant and AI Speaker for Staff Development Day: Library Director

Lunch at the Library: Assistant Library Director and staff attended a meeting with California State Library Programs Consultant, Kaela Villalobos, to discuss plans for the Lunch at the Library programs starting in June.

- March 27
Principal for the Day: Assistant Library Director participated in Principal for the Day at George Key School & Venture Academy. It was a great opportunity to discuss library services and resources available for students and teachers, as well as explore the potential for a partnership with the school to create an internship program for students.

Security audit with Sgt. Joe Connell and Placentia Police Department: Library Director

Community Events / Functions:

- March 2
Author's Luncheon @ Alta Vista Country Club: Library Director, Assistant Library Director, Business Manager, Executive Assistant, and Public and Support Services attended the event.
- March 14
Taylor Swift Name That Tune Program: Library Director and Business Manager



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for March 2024

DATE: April 22, 2024

| Children's Circulation | March | March | FY-T-D | FY-T-D | FY-T-D |
|--|---------------|---------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Children's Fiction Physical | 8,893 | 8,963 | 82,816 | 87,710 | -6% |
| Children's Fiction Digital | 1,301 | 945 | 8,998 | 7,760 | 16% |
| Children's Fiction TOTAL | 10,194 | 9,908 | 91,814 | 95,470 | -4% |
| Children's Nonfiction Physical | 2,814 | 287 | 21,816 | 19,296 | 13% |
| Children's Nonfiction Digital | 177 | 121 | 1,167 | 1,004 | 16% |
| Children's Non-Fiction TOTAL | 2,991 | 408 | 22,983 | 20,300 | 13% |
| Children's Magazine Physical | 0 | 7 | 34 | 157 | -78% |
| Children's Magazine Digital | 944 | 205 | 6,141 | 2,047 | 200% |
| Children's Magazine TOTAL | 944 | 212 | 6,175 | 2,204 | 180% |
| Children's Audiobook Physical | 819 | 475 | 8,009 | 3,408 | 135% |
| Children's Audiobook Digital | 831 | 553 | 6,072 | 4,167 | 46% |
| Children's Audiobook TOTAL | 1,650 | 1,028 | 14,081 | 7,575 | 86% |
| Children's DVD/Video Physical | 314 | 349 | 3,231 | 2,750 | 17% |
| Children's DVD/Video Digital | 80 | 78 | 666 | 547 | 22% |
| Children's DVD/Video TOTAL | 394 | 427 | 3,897 | 3,297 | 18% |
| Children's LOTS | 35 | 44 | 325 | 277 | 17% |
| Music Digital | 10 | 13 | 190 | 120 | 58% |
| TOTAL All Children's Physical Content | 12,875 | 10,125 | 116,231 | 113,598 | 2% |
| TOTAL All Children's Digital Content | 3,343 | 1,915 | 23,234 | 15,645 | 49% |
| TOTAL All Children's Content | 16,218 | 12,040 | 139,465 | 129,243 | 8% |

| Adult/Teen Circulation | March | March | FY-T-D | FY-T-D | FY-T-D |
|--|---------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Adult Fiction Physical | 2,170 | 2,161 | 20,163 | 19,466 | 4% |
| Adult Fiction Digital | 3,402 | 1,936 | 25,179 | 15,853 | 59% |
| Adult Fiction TOTAL | 5,572 | 4,097 | 45,342 | 35,319 | 28% |
| Adult Nonfiction Physical | 1,423 | 1,493 | 14,035 | 13,918 | 1% |
| Adult Nonfiction Digital | 1,048 | 650 | 7,863 | 6,427 | 22% |
| Adult Non-Fiction TOTAL | 2,471 | 2,143 | 21,898 | 20,345 | 8% |
| Adult Magazine Physical | 2 | 24 | 132 | 218 | -39% |
| Adult Magazine Digital | 912 | 209 | 6,163 | 2,343 | 163% |
| Adult Magazine TOTAL | 914 | 233 | 6,295 | 2,561 | 146% |
| Adult Audiobook Physical | 100 | 721 | 1,047 | 1,787 | -41% |
| Adult Audiobook Digital | 7,112 | 453 | 46,879 | 26,822 | 75% |
| Adult Audiobook TOTAL | 7,212 | 1,174 | 47,926 | 28,609 | 68% |
| Adult DVD/Video Physical | 467 | 606 | 4,870 | 6,091 | -20% |
| Adult DVD/Video Digital | 533 | 306 | 5,813 | 2,983 | 95% |
| Adult DVD/Video TOTAL | 1,000 | 912 | 10,683 | 9,074 | 18% |
| Adult LOTs | 101 | 91 | 887 | 756 | 17% |
| State Parks Pass* | 57 | | 428 | | |
| Vinyl Records* | 121 | | 957 | | |
| Video Games | 284 | 236 | 3,081 | 1,775 | 74% |
| Music Digital | 108 | 107 | 1,193 | 693 | 72% |
| Teen Fiction Physical | 251 | 291 | 2,956 | 2,641 | 12% |
| Teen Fiction Digital | 328 | 227 | 2,694 | 2,037 | 32% |
| Teen Fiction Total | 579 | 518 | 5,650 | 4,678 | 21% |
| TOTAL All Adult/Teen Physical Content | 4,976 | 5,623 | 47,171 | 46,652 | 1% |
| TOTAL All Adult/Teen Digital Content | 13,443 | 3,888 | 95,784 | 57,158 | 68% |
| TOTAL All Adult/Teen Content | 18,419 | 9,511 | 142,955 | 103,810 | 38% |

| All Circulation | March | March | FY-T-D | FY-T-D | FY-T-D |
|----------------------------------|---------------|---------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Total Circulation Physical | 17,851 | 15,748 | 164,787 | 160,250 | 3% |
| Total Circulation Digital | 16,786 | 5,803 | 119,018 | 72,803 | 63% |
| Total All Circulation | 34,637 | 21,551 | 283,805 | 233,053 | 22% |
| Non-English Language Circulation | 840 | 572 | 7,822 | 5,696 | 37% |

| Online Database Usage | March | March | FY-T-D | FY-T-D | FY-T-D |
|---|--------------|--------------|---------------|---------------|-------------|
| <i>Funded by Placentia Library District</i> | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| ABC Mouse | 560 | 4,074 | 14,260 | 26,128 | -45% |
| Creative Bug | 52 | 9 | 271 | 249 | 9% |
| Data Axle | 15 | 25 | 200 | 522 | -62% |
| Freegal | 1,124 | 1,103 | 9,322 | 9,537 | -2% |
| Novelist | 25 | 30 | 330 | 929 | -64% |
| BookFlix | 96 | | 511 | | |
| TrueFlix | 0 | | 45 | | |
| Scholastic Teachables | 348 | | 902 | | |
| Mango Languages | 145 | | 613 | | |
| TOTAL PLD DATABASE USAGE | 2,365 | 5,375 | 26,504 | 37,499 | -29% |

| Online Database Usage | March | March | FY-T-D | FY-T-D | FY-T-D |
|---|--------------|--------------|---------------|---------------|-------------|
| <i>Funded by California State Library</i> | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Brainfuse VetNow | 4 | 9 | 114 | 134 | -15% |
| Brainfuse HelpNow | 25 | 10 | 137 | 362 | -62% |
| Britannica | 102 | 79 | 420 | 526 | -20% |
| LinkedIn Learning | 185 | 89 | 1,140 | 2,024 | -44% |
| ProQuest | 10 | 2 | 118 | 62 | 90% |
| ProQuest Culture Grams | 0 | 4 | 61 | 26 | 135% |
| Skillshare | 1 | 3 | 6 | 15 | -60% |
| Teaching Books and BookConnections | 297 | 0 | 2,373 | 874 | 172% |
| National Geographic Kids (Gale) | 1 | 3 | 62 | 71 | -13% |
| Gale in Context: Environmental Studies | 0 | 0 | 3 | 7 | -57% |
| Gale Interactive: Science | 1 | 0 | 23 | 61 | -62% |
| Coursera | 10 | 40 | 98 | 116 | -16% |
| EBSCO LearningExpress Library | 22 | 1 | 48 | 27 | 78% |
| GetSetUp | 3 | 25 | 31 | 149 | -79% |
| Northstar~ | 3 | 0 | 40 | 0 | |
| Alexander Street* | 0 | | 37 | | |
| TOTAL CSL DATABASE USAGE | 664 | 265 | 4,711 | 4,454 | 6% |
| TOTAL ALL DATABASE USAGE | 3,029 | 5,640 | 31,215 | 41,953 | -26% |

*New collection for FY 23-24

~Mathematically unable to divide by zero



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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 March 2024

DATE: April 22, 2024

| Number of Programs by Type | March | March | FY-T-D | FY-T-D | FY-T-D |
|-----------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Storytime | 6 | 9 | 78 | 87 | -10% |
| Children's Programs | 9 | 6 | 68 | 55 | 24% |
| Teen Programs | 2 | 3 | 21 | 21 | 0% |
| Outreach | 8 | 8 | 15 | 12 | 25% |
| TOTAL Children/Teen | 25 | 26 | 182 | 175 | 4% |

| Program Attendance by Type | March | March | FY-T-D | FY-T-D | FY-T-D |
|-----------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Storytime | 300 | 494 | 3,670 | 3,922 | -6% |
| Children's Programs | 251 | 299 | 4,494 | 4,189 | 7% |
| Teen Programs | 27 | 44 | 264 | 330 | -20% |
| Outreach | 543 | 344 | 979 | 818 | 20% |
| TOTAL Children/Teen | 1,121 | 1,181 | 9,407 | 9,259 | 2% |

| The Hangar Makerspace | March | March | FY-T-D | FY-T-D | FY-T-D |
|-------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Hangar Activity Hour Visits | 121 | 82 | 1,144 | 720 | 59% |
| Hangar Equipment In-House Use | 6 | | 94 | | |

ACHIEVEMENTS

- Mayli Apontti, Daisy Badge, and Damean Sanz planned and conducted Read Across America and facilitated a craft on March 2.
- Mayli Apontti planned and conducted Family Storytime and a craft on March 9.
- Mayli Apontti facilitated Read to the Dogs with a student group visit from LOT 318 on March 11.

- Mayli Apontti provided a 30-minute library tour for the Boys and Girls Club coordinators on March 12.
- Mayli Apontti served as library presenter for 3rd Grade Visits on March 19 and assisted with distributing lunch, overseeing craft activities, setup and cleanup.
- Daisy Badge, Damean Sanz, and Mayli Apontti attended Easter Eggcitement on March 23. Damean conducted outreach and facilitated the Library Info booth, while Daisy and Mayli planned and conducted storytimes and craft activities.
- Mayli Apontti and Tim Balen coordinated early pickup of Solar Eclipse glasses for PLFF members beginning the week of March 25.
- Daisy Badge planned and conducted Family Storytime on March 16.
- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on March 8 and 22.
- Daisy Badge led the Morning Meet Ups program on March 1 with Elizabeth Tapia and assisted Damean Sanz on March 8 and 15.
- Daisy Badge planned and prepped items for the Swiftie Crafternoon program on March 23.
- Daisy Badge assisted during Third Grade Visits on March 28 as a presenter.
- Damean Sanz and Joy Ellis attended the Homework Club at LOT 318, Cypress and Gomez on March 5 and March 7.
- Damean Sanz served as tour guide for 3rd Grade Visits and assisted with distributing lunch and overseeing craft activities. Also assisted with setup and cleanup on March 9 and 19.
- Damean Sanz and Joy Ellis attended Supervisor Doug Chaffee's Fishing Derby on March 9 for outreach.
- Damean Sanz and Joy Ellis attended the open house for Van Buren Elementary on March 21.
- Joy Ellis prepped items for the Swiftie Crafternoon and assisted with leading the program on March 23.
- Damean Sanz and Joy Ellis attended the open house for Golden Elementary on March 28.
- Caitlyn Sandfer planned and coordinated PTAC meetings on March 7 and 21.
- Caitlyn Sandfer and Elizabeth Tapia planned and hosted Name That Tune Taylor Swift Edition on March 14.
- Caitlyn Sandfer participated in Third Grade Visits on March 28 as a tour guide.
- Alex Aguirre helped and assisted with 3rd Grade Visits on March 19 and March 28 by distributing lunch and overseeing craft activities. Also helped with set-up and clean-up.
- Alex Aguirre led Morning Meet Ups with training from Elizabeth Tapia on March 22.
- Joy Ellis served as a tour guide for Third Grade Visits on March 19 and 28.

MEETINGS

- March 7, Daisy Badge attended the virtual Lunch at the Library Community of Practice session where partnerships, programming, and Farm to Summer was discussed.
- March 7, Margaret Hatanaka and Michelle Meades attended the City/Library meeting at City Hall where plans for upcoming 3rd Grade visits were discussed, Fire Department open house set for October 5, Police shared National Night out set for August 6 and Community Services discussed Eggcitement plans.
- On March 12, Elizabeth Tapia, Damean Sanz, and Michelle Meades met with the PYLUSD nutritional service team Deanne Carter and Orlando Luevano to discuss the distribution of lunches for our visiting schools for third grade visits.
- March 14, Damean Sanz attended the final Stronger Together Meeting where topics for discussion included final ignite talks about different library programs and how they went about their successful programs.
- March 19, Margaret Hatanaka attended the Kiwanis meeting at the library.
- March 19, Daisy Badge served on an interview panel for the Yorba Linda Public Library.
- March 26, Margaret Hatanaka, Daisy Badge, and Yesenia Baltierra attended a meeting with California State Library Programs Consultant Kaela Villalobos to discuss our plans for Lunch at the Library.
- On March 25, Alex Aguirre attended the Library Board meeting and was introduced to the Library Board of Trustees.

PROFESSIONAL DEVELOPMENT

- March 20, Daisy Badge and Damean Sanz trained Alex Aguirre on closing procedures.
- March 22, Daisy Badge trained Alex Aguirre on storytime planning and procedures as well as Board Reports.
- March 25, Caitlyn Sandfer trained Alex Aguirre on Teen Services procedures and Hangar operations.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for March 2024

DATE: April 22, 2024

MONTHLY STATISTICS

| Number of Programs by Type | March | March | FY-T-D | FY-T-D | FY-T-D |
|-----------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Adult Programs | 1 | 7 | 11 | 41 | -73% |
| Hangar (Take and Make) | 0 | 1 | 2 | 12 | -83% |
| History Room | 2 | 0 | 3 | 4 | -25% |
| Literacy | 43 | 21 | 313 | 144 | 117% |
| General Interest | 3 | 1 | 15 | 8 | 88% |
| Self-Directed | 1 | 0 | 7 | 10 | -30% |
| TOTAL Adult | 50 | 30 | 351 | 219 | 60% |

| Program Attendance by Type | March | March | FY-T-D | FY-T-D | FY-T-D |
|-----------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Adult Programs | 10 | 54 | 172 | 214 | -20% |
| History Room | 167 | 0 | 170 | 7 | 2329% |
| Literacy | 273 | 138 | 2,012 | 1,184 | 70% |
| General Interest | 187 | 15 | 3,503 | 736 | 376% |
| Self-Directed | 30 | 22 | 1,028 | 1,282 | -20% |
| TOTAL Adult | 667 | 520 | 7,433 | 6,505 | 14% |

| History Room Activity | March | March | FY-T-D | FY-T-D | FY-T-D |
|------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| History Room Visitors | 5 | 7 | 44 | 71 | -38% |
| Memory Lab Appointments | 10 | | | | |

| Volunteer Hours | March | March | FY-T-D | FY-T-D | FY-T-D |
|------------------------------|---------------|---------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| History Room | 0 | 0 | 0 | 91 | -100% |
| PLFF | 296.5 | 328.07 | 2,304 | 2,208 | 4% |
| General Library | 157.5 | 226 | 1,973 | 2,069 | -5% |
| Adult Literacy | 248.25 | 276.5 | 1,977 | 1,769 | 12% |
| PTAC | 51.93 | 96.75 | 377 | 543 | -31% |
| Total Volunteer Hours | 754.18 | 927.32 | 6630.18 | 6680 | -1% |
| FTE Equivalent | 4.35 | 5.35 | 38.25 | 38.54 | -1% |

| Literacy | FY-T-D | FY-T-D | FY-T-D |
|-------------------------|----------------|----------------|-----------------|
| | 2023-24 | 2022-23 | % change |
| Adult Literacy Students | 34 | 43 | -21% |
| Adult ESL Students | 36 | 9 | 300% |
| Adult Literacy Tutors | 39 | 44 | -11% |
| Adult ESL Tutors | 30 | 6 | 400% |

ACHIEVEMENTS

- Sally Federman coordinated Literacy Reads – Beginner Book Club on March 6, 13, 20, 27.
- Sally Federman facilitated Literacy Reads – Int. Book Club on March 5, 12, 19, 26.
- Esther Canedo coordinated Read, Write, Speak Club on March 1, 8, 15, 22.
- Sally Federman coordinated the Citizenship Class on March 14, 28.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on March 5, 12, 19, 26.
- Laurel Dennis facilitated ESL Conversation class at the Library on March 5, 12, 19, 26.
- Esther Canedo coordinated ESL Conversation Thursday afternoon class at the Whitten Center on March 14, 28.
- Esther Canedo coordinated ESL Conversation Thursday morning class at the Whitten Center on March 7, 14, 21, 28.
- Laurel Dennis coordinated ESL Conversation Thursday morning class at the Library on March 7, 14, 21, 28.

- Sally Federman facilitated the Casual Conversation group on March 7, 21.
- Ruchika Sharda facilitated a Financial Literacy Class on March 21.
- Sally Federman and Esther Canedo facilitated a Tutor In-Service on March 4.
- Sally Federman and Esther Canedo facilitated a Learner Discussion on March 6.
- Sally Federman and Esther Canedo facilitated a Learner Discussion at the Whitten Center on March 20.
- Esther Canedo facilitated the Clever Conversation Workshop on March 4, 11, 18, 25.
- Michelle Meades facilitated and oversaw 2 Third Grade Civic Center Tours on March 19 and March 28.
- Michelle Meades facilitated and oversaw the Name That Tune Taylor Swift Edition program on March 14.
- Michelle Meades facilitated and oversaw the Swiftie Crafternoon program on March 23.
- Elizabeth Tapia coordinated 10 Memory Lab appointments.
- Elizabeth Tapia coordinated 3 History Room appointments.
- Elizabeth Tapia led the Morning Meet Ups program on March 1 with Daisy Badge.
- Elizabeth Tapia and Caitlyn Sandfer planned and hosted Name That Tune Taylor Swift Edition on March 14.
- Elizabeth Tapia coordinated and led 2 Third Grade Civic Center Tours on March 19 and March 28.
- Elizabeth Tapia wrote and submitted a [guest memory blog post](#) for the Public Library Archives and Special Collections (PLASC) on March 26.
- Elizabeth Tapia trained Alejandro Aguirre on opening procedures on March 21.
- Elizabeth Tapia trained Alejandro Aguirre on Morning Meet Ups program set up and procedures on March 22.
- Tim Balen and Elizabeth Tapia hosted the Swiftie Crafternoon program on March 23.
- Tim Balen photographed the PLFF Authors Luncheon on March 2.
- Tim Balen photographed and took videos for the Name That Tune: Taylor Swift Edition on March 14.
- Megan Tolman coordinated Adult Book Club on March 12.
- Tim Balen coordinated the Swiftie Reading Challenge on Beanstack.
- Tim Balen and Mayli Apontti coordinated the Solar Eclipse Glasses Kit Pickup, including PLFF early pre-pickups, in March.

MEETINGS

- On March 5, Michelle Meades met with Yanei Munoz with the Braille Institute, to discuss the services they offer, that may be of help to our patrons.
- On March 6, Michelle Meades attended the Rotary meeting and thanked the Rotary Club for their support of the Author's Luncheon.
- On March 12, Michelle Meades attended the SLS meeting in Fullerton. At this meeting each library shared their upcoming plans for SRP and SRC.

- On March 12, Elizabeth Tapia, Damean Sanz, and Michelle Meades met with the PYLUSD nutritional service team Deeanne Carter and Orlando Luevano to discuss the distribution of lunches for our visiting schools for third grade visits.
- On March 26, Elizabeth Tapia attended the Placentia Historical Committee Meeting. In this meeting the historical committee asked if I could review our archival records to see if I could locate the original Placentia Fire patch for the fire department, and also spoke about how the OC Public Works is going to begin work sometime in spring and summer on a bikeway pathway project that will take a portion of Placentia, Brea, and Yorba Linda. The committee also stated that they are going to revisit the Arcadia Publishing topic once they have nine members.
- On March 7, Michelle Meades attended the Library/City monthly meeting. The library shared upcoming programs that may impact parking. The city shared upcoming park ribbon cuttings and Fire shared their plans for Fire Prevention Week.
- On March 20, Sally Federman attended a CLLS Networking meeting. Upcoming meetings and updates were shared. This month they featured a presentation on resources available through TeachingBooks.
- On March 21, Sally Federman attended an ESL Working Group Meeting. Allyson Jeffredo facilitated the meeting. Focus was on a demonstration of the learning platform, Off2Class, which focuses on saving teachers time with high-quality curriculum and tools.
- On March 21, Esther Canedo attended the ESL Working Group. Allyson Jeffredo led the discussion. Participating literacy staff shared successes and/or updates about their programs including games, informal assessments, and virtual conversation groups. A demo of the online learning platform, Off2Class was presented.
- On March 22, Esther Canedo attended the Leamos and Other First Language Literacy Discussion. The discussion was facilitated by Bev Schwartzberg and Allyson Jeffredo. Ana Maria Ruiz from the Azusa Library presented Leamos, a web-based program for learners to develop literacy in their native language and facilitate transition to an ESL program.

PROFESSIONAL DEVELOPMENT

- On March 16, Michelle Meades, Esther Canedo, Sally Federman, and Ruchika Sharda attended the SCLLN Literacy Conference in Buena Park. The conference offered workshops and networking opportunities for library staff, volunteers, learners, and library partners. We attended two workshops called Leading and Engaging English Conversation Groups and Getting Started with Writing.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for March 2024

DATE: April 22, 2024

MONTHLY STATISTICS

| Computer and Wi-Fi Usage | March | March | FY-T-D | FY-T-D | FY-T-D |
|---------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Children Computer Usage | 279 | 227 | 2,635 | 2,397 | 10% |
| Children AWE Learning Usage | 404 | | 3,019 | | |
| Teen Computer Usage | 101 | 150 | 1,109 | 1,064 | 4% |
| Adult Computer Usage | 1,026 | 1,028 | 9,650 | 9,483 | 2% |
| Total Computer Usage | 1,810 | 1,405 | 16,413 | 12,944 | 27% |
| Wi-Fi Usage | 1,296 | 1,726 | 12,806 | 13,822 | -7% |
| Guest Passes | 112 | 66 | 872 | 589 | 48% |
| Total Print Jobs | 104 | 980 | 7,187 | 7,104 | 1% |
| Total Pages Printed | 375 | 3,257 | 24,587 | 21,493 | 14% |

| Website Traffic | March | March | FY-T-D | FY-T-D | FY-T-D |
|--|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Website visits | 14,963 | 16,521 | 128,060 | 127,058 | 1% |
| Page Hits | 26,861 | 27,740 | 207,019 | 216,635 | -4% |
| Users | 9,310 | 10,195 | 83,172 | 80,076 | 4% |
| Pages/Session | 1.80 | 1.62 | | | |
| Avg. Session Duration | 00:02:36 | 00:02:04 | | | |
| % New Sessions | 95 | 79 | | | |
| Placentia Library Online Catalog Usage | 3,581 | 4,712 | 36,565 | 41,419 | -12% |

| App Usage | March | February | FY-T-D | FY-T-D | FY-T-D |
|--------------------------|--------------|-----------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| App Downloads | 77 | | 233 | | |
| App Launches | 821 | | 1,724 | | |
| Searches | 9,568 | | 24,287 | | |
| Requests Placed | 110 | | 235 | | |
| Renewals Done | 157 | | 359 | | |
| Patron Updates | 5 | | 19 | | |
| App Catalog Usage | 9,683 | | 18,981 | | |

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- Cybersecurity Training Updates
- Hangar Technology redeployment
- Patron PC Software updates & Security Patches

Ongoing Projects:

- Self-Check Machine replacements/ refresh
- Library Website Development (graphic designer work in progress)
- Information Desk PC replacements (Waiting on software vendor)
- New Department Laptop Deployment
- E-Rate grants RFP
- New mobile-print services setup
- AT&T Phone connections upgrade

Upcoming Projects:

- ILS RFP research
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment
- Workstation Windows 11 upgrades

System Updates:

Support Requests: IT staff responded to a higher level of requests for website postings, social media updates, third-party event management services, and inhouse technical tickets. Three emergencies arose during the month. Two temporary power outages during business hours, and one phone system malfunction. Both were resolved within 30 minutes. The new grant funded backup power supplies keep key components on during the power outages. Including phones, internet, wifi etc.

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

IT staff continue to support outside graphic designer to make progress on new website and mobile app. Goal is to have an updated website with new graphic design by March board meeting.

Assisted with Authors Lunch Eventbrite setup and technical needs planning for PLFF fundraiser. Setup Eventbrite online registration for Taylor Swift library events and updated numerous website pages.

The IT consultant met with numerous third-party vendors to conduct research and provide input and consultation for special projects. These projects included ILS RFP, self-checkout machine upgrades, facility maintenance, telephonic communications technology, Cyber Security vendors, and others.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for March 2024

DATE: April 22, 2024

| Attendance | March | March | FY-T-D | FY-T-D | FY-T-D |
|----------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Number of Days Open | 30 | 30 | 262 | 262 | 0% |
| Number of Hours Open | 272 | 275 | 2,392 | 2,369 | 1% |
| Attendance | 12,922 | 19,774 | 151,208 | 150,105 | 1% |

| Card Holders | March | March | FY-T-D | FY-T-D | FY-T-D |
|---------------------------|---------------|---------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2023-24 | 2022-23 | % change |
| Active Borrowers | 5,320 | 4,902 | 46,240 | 45,721 | 9% |
| Child Card Holders | 15,306 | 14,323 | 135,031 | 112,544 | 7% |
| Teen Card Holders | 4,639 | 4,521 | 41,493 | 35,787 | 3% |
| Adult Card Holders | 47,648 | 44,419 | 371,774 | 346,636 | 7% |
| Total Card Holders | 67,593 | 63,263 | 548,298 | 494,967 | 7% |
| New Patron Registration | 459 | 339 | 3,062 | 3,136 | -2% |
| New Virtual Library Cards | 116 | 125 | 814 | 727 | 12% |

| Information Desk Activity | March | March | FY-T-D | FY-T-D | FY-T-D |
|-----------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2022-23 | 2021-22 | % change |
| Reference Questions -- in person | 2,277 | 1,960 | 16,936 | 14,900 | 14% |
| Reference Questions -- telephone | 506 | 533 | 4,129 | 4,994 | -17% |
| Reference Questions -- email/chat | 12 | 3 | 83 | 109 | -24% |
| Total Reference Questions | 2,795 | 2,496 | 21,148 | 20,003 | 6% |
| Assistance in Spanish | 97 | 54 | 562 | 519 | 8% |
| Assistance with Passports | 520 | 407 | 3,341 | 2,578 | 30% |
| Curbside Usage | 4 | 16 | 98 | 123 | -20% |
| Study Room Usage | 222 | 186 | 1,724 | 1,416 | 22% |

| Passport Activity | March | March | FY-T-D | FY-T-D | FY-T-D |
|--------------------------------|--------------|--------------|----------------|----------------|-----------------|
| | 2024 | 2023 | 2022-23 | 2021-22 | % change |
| Passports Processed | 494 | 547 | 3,066 | 4,067 | -25% |
| Consultations Only | 30 | 38 | 227 | 316 | -28% |
| Unfilled Appointments Sat-Sun* | 17 | 35 | 83 | 116 | -28% |
| No Show Appointments Sat-Sun* | 17 | 66 | 139 | 194 | -28% |
| Photo Only (Walk-in)* | 28 | 35 | 137 | 125 | 10% |

**New Statistic for FY 2023-24*

ACTIVITIES

- Angie processed 619 new books.
- Yomara mailed 42 billing notices.
- Yomara processed 116 Virtual Library Cards.
- Meeting Room was used by 3 library partners: Kiwanis, PLFF and Boys and Girls club.
- Meeting Room was used 32 times for library related activities/programs.
- Meeting Room was rented by Broadmoor HOA and Corte Vista HOA.
- Staff filled 291 requests from the pull list.
- Staff pulled 131 expired holds from the request shelf.

MEETINGS

- **None**

PROFESSIONAL DEVELOPMENT

- **None**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: Jeremy Yamaguchi, IT Consultant

SUBJECT: Website Development Updates

DATE: April 22, 2024

SUMMARY:

The District currently manages its own website using library staff along with support from an IT consultant. The site was designed using free open-source code and was not developed by a professional. Staff prepared and posted a RFP for website design and hosting in July of 2022. A contract was awarded to Streamline. It is staff's recommendation to enter into an agreement with a professional website developer to design, develop, deploy, host, and manage a comprehensive website for the district.

BACKGROUND:

Our current website does not meet the standards of ADA accessibility, hindering the experience of people with disabilities. The website also lacks inclusivity, multi-language translation, and general ease of use functions found on more modern websites. Maintaining the website has also proved to be tedious and time-consuming, along with addressing constant security threat concerns.

DISCUSSION:

The current District website has been in production for over 5 years and has become antiquated and burdensome for staff to continue to maintain. The website was built in-house by previous staff members using free "open-source" technologies available. The District currently has only one staff member who can edit content on the current website and 1 website administrator who can add and change pages. Websites are the 24/7 *front door* to the library and is the only resource available to patrons wishing to access library resources from home or after hours. Advanced security threats, legal accessibility requirements, and constant changing of web services is not an expertise found within the library and staff is recommending a third-party vendor provide all of these services under a professional services agreement with the District.

Staff discussions have produced an extensive list of requests for the new website, but they can be summarized into these four key points:

1. **Modern Features:** Mobile web traffic has surpassed 50% of all internet traffic and users visiting the library website are using mobile devices more frequently. While the current site is viewable from mobile devices, there are many important improvements that will make the visitors experience better. The current site has a score of 76% for desktop performance and 26% for mobile users. Online research and access to databases have

become an important role of the library and ensuring an easy way for patrons to access these. The board agendas are managed manually every month by uploading documents and adding links. This can all be automated so that staff only uploads documents once, and all files stay organized and accessible to the public. We can even include video or audio recordings for past meetings.

2. **Equal access (Americans with Disabilities Act-ADA):** all entities with a website are required to provide adequate provisions for those with disabilities to access website content and features. Some of these features include larger fonts, text to speech, image descriptions in text tags, and other alternative ways for people to access the information. In order to come into compliance, the District would need to redesign the current website to provide these features.

3. **Security Improvements:** Open-source code is inherently vulnerable due to the nature of the source code available to everyone. Custom built sites by professionals provide an additional layer of protection from cyber security threats. Professional monitoring and a team dedicated to patching security vulnerabilities will ensure that security issues are addressed quickly and efficiently.

4. **Staff Efficiency:** Library staff currently spend significant time updating and maintaining the current website to keep it up and running. Only a few staff can edit the HTML code required to adjust main pages. Updating to a more user-friendly UI/UX will help facilitate more staff the ability to provide direct input to the website without having to funnel through the limited staff with HTML code experience. By integrating new embedded features, repetitive tasks like updating calendar events, and meeting space availability can be automated, and the public may even see live-computer availability. These features will empower staff to be more efficient with their time while being more effective at reaching the public with important information.

After soliciting multiple website developers to respond to the RFP, staff choose to recommend the cheapest solution presented by Streamline. Streamline is a website developer specifically focused on special districts. Their goals are to make website compliance, ADA accessibility, and meeting disclosures an easy process for even non-tech savvy staff. Their product is not designed for customization, creative alterations, or unique designs, but instead is focused on districts meeting the minimum required standard and postings with little to no technical knowledge. Through multiple meetings with Streamline staff and technicians, library staff believe this is the best version of the website possible given the limited options available within the Streamline website template environment. Streamline's service includes a number of templates and presets to choose from. Outside of these design templates, there is not much customization available.

Now three separate graphic designers have attempted to provide tactful and visually appealing graphics to improve the look and feel of the new website but have been met with technical limitations from the Streamline platform. This project has been plagued by delays due to out-of-scope requests from library staff and the breakdown of the contract graphic-design/social media contractors.

Here is a brief timeline of website progress.

April 24, 2023 – Board of Trustees approved contract with Streamline for website design and hosting for a three-year term. The total cost was \$8,900 for three years of hosting and one-time website migration.

July 31, 2023 – IT consultant and library staff provide a presentation of the fully migrated website on the Streamline platform. This is received as a progress update to the Board of Trustees where feedback was received to revisit the design and layout of the website and bring a graphic designer onboard to assist with improving the look and feel of the website.

October 13, 2023 – Graphic Designer starts and begins working on website design and style guides.

November 16, 2023 – Graphic Designer service is discontinued.

November 20, 2023 – Second Graphic Designer starts with District.

December 12, 2023 – Third Graphic Designer begins with District and starts working on District graphics and social media needs. Website is deprioritized due to the back log of social media requests and other internal graphic requests.

Feb 21, 2024 – Graphic Designer begins working on new website, as time permits.

March 15, 2024 – Graphic Designer, Streamline staff, and IT consultant receive feedback from library staff that, out of the templates and limitations of the streamline architecture, the current version is best option available. IT consultant and library staff begin manually migrating any updated content from old site to new site to match all changes. This is due to original migration completed nearly a year before.

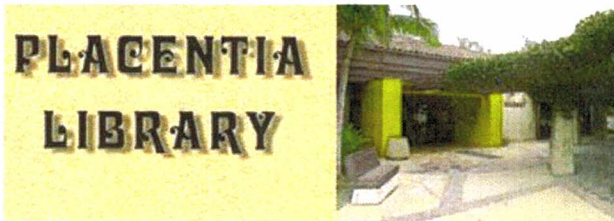
Attachment A is the PowerPoint presentation.

RECOMMENDATION:

Staff recommends the Board of Trustees review the new Streamline website, provide feedback on design and content, provide direction to staff to proceed with transition to new website.



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- Home
- Search the Catalog / Database
- Directions and Map
- Information Services
- Borrowers Services
- Literacy Services
- Passport Services
- Friends of Placentia Library
- Placentia Library Foundation
- Placentia History Room
- Links

Welcome to the Placentia Library
The Information Resource Center for the Whole Family

411 East Chapman Avenue
Placentia, CA 92870

Phone: (714) 528-1906
Fax: (714) 528-8236
e-mail: info@placentialibrary.org

The Library is located at the corner of Chapman and Kraemer, in the Civic Center Complex.

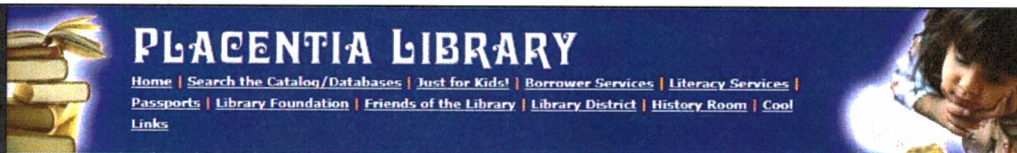
Book Return Dates

Date of Checkout:

Book Due Date:

[Click Here For Directions and Map](#)
[Click Here For Library Hours](#)

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Welcome to the Placentia Library

The Information Resource Center for the Whole Family



purchase library apparel on line
click here

poet laureate
click here for information

Getting to the Library



Adobe Flash Player is no longer supported

[Click here for new hours](#)

411 East Chapman Avenue
Placentia, CA 92870
[Click here for map](#)

The Library is located at the corner of Chapman and Kraemer in the Placentia Civic Center.

Netscape Users

Having trouble with this site? [Click here](#) to download the newest version of Netscape Navigator.

News

Notations: The Library's monthly newsletter is now available on-line by clicking here: [January/February](#), [March/April](#), [Summer](#), [Fall](#)

Passport service is now available on Saturdays. [Click here](#) for more information about obtaining a U.S. passport through the Placentia Library.

Get your **reference questions answered** 24 hours a day, seven days a week. [Click here](#) for more info.

eBooks now available! Do you need a book on tenants' rights right now? Would you like to be able to download a travel guide on your handheld before you take a trip? Brushing up your resume? The Placentia Library now has over 200 eBook titles available for our patrons. These titles can be checked out, read online, and downloaded onto your PC or handheld device. Subjects range from law to travel to fiction to job searching and beyond. [Click here](#) to browse our Digital Library

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Welcome to Placentia Library

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 - [Notary service](#)
 - [Meeting Room](#)

- The City of Placentia**
- [Community calendar](#)
 - [Schools, churches, etc.](#)
 - [Placentia History Room](#)
 - [Historical photos](#)
 - [Historical newspapers](#)
 - [Historical snippets](#)
 - [Poet Laureate](#)

[The name Placentia Details](#) ...

[Internet access policy Details](#) ...

[WiFi access Details](#) ...

Welcome to the Library's new website.

As well as changes to logo, layout and color, we have tried to create a website that is easier to navigate, so that you can quickly find the information you need

We have also given more prominence to the *anytime/anywhere* services on offer. Day or night, at home or abroad, you can access many of our services simply by going on the internet and linking to this website. When you click on the [Open 24/7](#) link you can see how we have brought these services together.

Finally, we put on the Home page a menu with links to our treasure trove of materials related to the history of Placentia. Be sure to check out the photographs and newspapers from our early days

Pay fines and Top-up

You can now top up your library account and pay your library fines online.

[Read more](#)

Summer Reading Program

Summertime brings a more leisurely pace for both children and adults. Reading is the perfect activity to fill those leisure hours, and the Placentia Library Friends Foundation is sponsoring summer reading programs for the whole family

[Read more](#)

[Home](#)

When, Where & How

- [Location](#)
- [Hours open](#)
- [Pay fines & Top-up](#)
- [FAQs](#)

What's next?

Sat. Jul 26th. @10:00am - 03:00PM
[Book a story time](#)

Mon. Jul 28th
[Dumplings from all around the world.](#)

Tue. Jul 29th. @6:00pm - 07:00PM
[Read to the stars](#)

Wed. Jul 30th. @6:30pm - 07:30PM
[Pocket Tales](#)

Events Calendar

| July 2008 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |

About the Library

- [Board of Trustees](#)
- [Friends Foundation](#)
- [Notations](#)
- [Contact us](#)
- [Support the Library](#)


2008
.net

Friday, March 14, 2008


PLACENTIA LIBRARY

Home Services Catalog Our Town Contact Us About us Photos My account

You are at: Home



pick of the pics



TRUE STORIES & OTHER: LIES

Monday evening, March 24, 2008, between 7 and 8:30 p.m. Dr. Joseph Arnold from CSUF will do an imaginative program called "True Stories and Other Lies" based on commentary from Mark Twain. Come and relax with some snacks during this entertaining free evening in the Placentia Library Meeting Room.

IMPORTANT SURVEY

Please participate in this important survey about how you use the Library's reference and information services. Your responses may help us to make our libraries even better. [read more...](#)

CATALOG

[Standard](#) [SMART](#)

GOT QUESTIONS?

[on-line databases](#)

hours

| | |
|-----------|---------|
| Sun | 1pm-5pm |
| Mon-Thurs | 9am-9pm |
| Fri | closed |
| Sat | 9am-5pm |

address & map

[411 E Chapman Ave](#)
[Placentia, CA 92870-6101](#)

Phone 714.528.1906
Fax 714.528.8236

THE NEW PASSPORT CARD

If you have any questions about the new Passport Card, [click here](#)

1938 FLOOD

The Placentia Library History Room Committee has produced a documentary on the 1938 Flood - "As remembered by Eddie Castro". The documentary is available on a DVD that you can borrow from the Library, or you can purchase your own copy at the Circulation Desk. To view the opening scenes, click on the "read more" link [read more...](#)

CNN INTERVIEW

Our Library Director, Elizabeth Minter, recently gave a TV interview in which she discussed the current and future direction of library services. To watch the interview, click on the "read more" link. [read more...](#)

LIFETIME & ESTATE GIVING

It's no secret that the programs of Placentia Library Friends Foundation depend upon your goodwill. We've created this easy-to-understand Web site to help you dream a little, about our future and yours. There are many easy giving options from which you can choose--strategies that enhance your personal well being, as well as PLFF. [read more...](#)

TEACHERS! HAVE YOU HEARD?

Placentia Library has a new outreach service to your classroom. We will send a storyteller to your classroom... [read more...](#)

2014

The screenshot shows the Placentia Library District website homepage. At the top left is the logo with 'PL' and 'Placentia Library District'. A navigation bar contains links: 'about us', 'my account', 'departments', 'resources', 'services', 'calendar', 'support the library', and 'books, music & eLibrary'. Below this is a grid of featured content: 'the placentia history collection', 'children's', 'teens', 'passports', 'adults', 'newsletter', and 'join our e-mail list' with an email input field and a 'Join' button. A large banner for 'pronunciator' is featured, with the text: 'pronunciator: A NEW FUN AND EASY WAY TO LEARN ANY OF 80 LANGUAGES, INCLUDING ENGLISH!'. To the right of the banner is a 'Quick Links' section with icons for 'ebooks', 'digital music', 'proctoring', 'volunteers', 'meeting room', and 'friends foundation'.

2022

The screenshot shows the Placentia Library District website homepage. At the top left is the logo for Placentia Library District, featuring a sunburst icon and the text "placentia LIBRARY DISTRICT". To the right of the logo is a horizontal navigation menu with icons and labels: "about us", "my account", "departments", "resources", "services", "calendar", "support the library", and "catalog, ebooks, & music". Below the navigation menu is a blue banner with the text: "Placentia Library Passport Services is open by appointment only. Please [click here](#) to schedule an appointment." The main content area is a grid of colorful tiles. The first row includes "the placentia history collection" (with a historical photo), "children's" (with a pile of toys), and "EXPLORE" (with a woman and a dog). The second row includes "teens" (with a group photo), "passports" (with a passport and American flag), "adults" (with a group of people at a table), and "newsletter" (with a blue background). Below the grid is an "Events" section with two promotional banners: "RAND" (with a tree and snowflakes) and "Holidays on hoopla" (with a dark background and colorful patterns). To the right of the events is a "Catalog Search" section with a search input field and a "Search" button. Below that is a "Quick Links" section with two tiles: "ebooks" (with a book icon) and "digital music" (with a headphones icon).

placentia LIBRARY DISTRICT

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

Search Website Go! Search Catalog Go!

Contact Us

Home About Us - My Account - Departments - Calendar Resources - Services - LOTs, Park Passes & More -

DONATE YOUR GENTLY USED HOME GOODS

PLFF Yard Sale Donations

COSTUME JEWELRY - HOME DECOR
HOUSEWARES - WORKING ELECTRONICS

CATALOG SEARCH EBOOKS & ONLINE RES... LITERACY PLACENTIA LIBRARY DISTRICT PASSPORT SERVICE CALENDAR VOLUNTEERS PLACENTIA LIBRARY FRIENDS FOUNDATION

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

Search Website Go! Search Catalog Go! [Contact Us](#)

[Home](#) [About Us](#) [My Account](#) [Departments](#) [Calendar](#) [Resources](#) [Services](#) [LOTS, Park Passes & More](#)

RESOURCES
[EBOOKS AND ONLINE LEARNING](#)
[CAREER PATHWAYS](#)
[LOCAL HISTORY ROOM](#)
[MEMORY LAB](#)
[THE HANGAR DIY LAB](#)
[COMPUTER TIPS & TRICKS](#)
[LOCAL LIBRARIES](#)

eBooks and Online Learning

Over 10,000 digital learning activities available at your library! For ages 2-8+
GET STARTED! FREE WITH YOUR LIBRARY CARD

Access With Your Library Card!

Did you know your Placentia library card provides you FREE access to some of the best digital resources, apps and websites available today? Check out our resources page to find your digital library card perks. Connecting is as easy as a few clicks of your mouse.

Many of our databases are available through web or mobile apps.

Don't have a library card? [Apply for a Placentia Library card in-person at the library during](#)

The screenshot displays the Placentia Library District website. At the top left is the logo for Placentia Library District, featuring a stylized sunburst above the word "placentia" and "LIBRARY DISTRICT" below it. To the right of the logo is the text "Placentia Library District" and a tagline: "Placentia Library District inspires, opens minds, innovates, and connects our community." In the top right corner, there are social media icons for YouTube, Instagram, and Facebook, along with a "Contact Us" link. Below the header is a navigation bar with links for Home, About Us, My Account, Departments, Calendar, Resources, Services, and LOTS, Park Passes & More. The main content area is titled "Board Meetings" and includes a "BOARD MEETING ZOOM DIRECT LINK" button. A "READ MORE" link is also present. The page features a sidebar with a list of navigation links: ABOUT US, BOARD OF TRUSTEES, BOARD MEETINGS, TRANSPARENCY, LEADERSHIP TEAM, EMPLOYMENT OPPORTUNITIES, FAQs, HOURS & DIRECTIONS, LIBRARY CLOSURE DATES, LIBRARY NEWS, LIBRARY POLICIES, REQUEST FOR PROGRAMS AND RESOURCES, HISTORY OF PLACENTIA LIBRARY, REQUEST FOR PROPOSALS, and CONTACT US. The main content area includes a "DOWNLOAD 2024 Board Meeting Dates" link and a calendar for January 2024. The calendar shows "JAN 22 2024" as the date for the "Board Meeting". Below the calendar, there is a list of links: Agenda, Minutes, 2024-01-22 BOT Regular Date MTG.pdf, and 2024-01-22 Board Highlights.pdf. A "READ MORE" link is also present.

placentia LIBRARY DISTRICT

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

Search Website Go! Search Catalog Go!

Contact Us

Home About Us My Account Departments Calendar Resources Services LOTS, Park Passes & More

ABOUT US

- BOARD OF TRUSTEES
- BOARD MEETINGS**
- TRANSPARENCY
- LEADERSHIP TEAM
- EMPLOYMENT OPPORTUNITIES
- FAQS
- HOURS & DIRECTIONS
- LIBRARY CLOSURE DATES
- LIBRARY NEWS
- LIBRARY POLICIES
- REQUEST FOR PROGRAMS AND RESOURCES
- HISTORY OF PLACENTIA LIBRARY
- REQUEST FOR PROPOSALS
- CONTACT US

Board Meetings

All Library Board meetings are open to the public. The Trustees usually meet on the Fourth Monday of each month at 6:30 p.m. in the Library's Community Meeting Room.

The Board Book, containing the agenda, calendar of events, public notices, and the previous month's minutes is available with the corresponding meeting date below OR at the Reference Desk.

[DOWNLOAD 2024 Board Meeting Dates](#)

2024 2023 2022 2021

JAN 22 2024


Board Meeting

- Agenda
- Minutes
- 2024-01-22 BOT Regular Date MTG.pdf
- 2024-01-22 Board Highlights.pdf




[READ MORE](#)

BOARD MEETING ZOOM DIRECT LINK

[READ MORE](#)



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



[Contact Us](#)

[Home](#) [About Us](#) [My Account](#) [Departments](#) [Calendar](#) [Resources](#) [Services](#) [LOTs, Park Passes & More](#)

ABOUT US

- [BOARD OF TRUSTEES](#)
- [EMPLOYMENT OPPORTUNITIES](#)
- [FAQS](#)
- [HOURS & DIRECTIONS](#)
- [LIBRARY CLOSURE DATES](#)
- [LIBRARY NEWS](#)
- [LIBRARY POLICIES](#)
- [REQUEST FOR PROGRAMS AND RESOURCES](#)
- [HISTORY OF PLACENTIA LIBRARY](#)
- [REQUEST FOR PROPOSALS](#)
- [CONTACT US](#)

Contact Us

Library Address:
411 E. Chapman Ave.
Placentia, CA 92870
[MAP](#)

Phone: [714.528.1906](tel:714.528.1906)
Fax: 714.203.6518

Have Questions or Comments?

Please fill in and submit the form below, and we will reply back as soon as possible. Thank you!

Your name (required)

Your email (required)

Compliance

Compliance

Transparency

Items required by the State of California are indicated by an icon 

All other items are part of the [Special District Leadership Foundation's](#) Transparency Certificate of Excellence program and are optional. The California Special District Association's nonprofit leadership group, the Special District Leadership Foundation, created voluntary guidelines to help California special districts follow transparency best practices. Districts that undertake these guidelines can apply for SDLF Transparency Certification. More information can be found on the [SDLF website](#).

Show only State of California requirements

- > General Agency Information ✔✔
- > Board of Directors ✔
- > Financial Reports and Policies ✔✔

- Next Steps

Complete content update

Staff training

Final testing

URL/DNS migration

Go Live

Future
opportunities:

Online events
and payments

ISDOC Quarterly Luncheon

\$25

Contact Information

First Name (required)



Last Name (required)

Email Address (required)

Street Address (required)

City (required)

State (required)

Zip Code (required)

Independent Special Districts of Orange County

Pay Independent Special Districts of Orange County

\$26.31


| | |
|--------------------------|---------|
| ISDOC Quarterly Luncheon | \$25.00 |
| Service Fee | \$1.31 |

Pay **Pay with link**

Or pay with card

Email

Card information

1234 1234 1234 1234 

MM / YY CVC


Cardholder name


Country or region

United States ▾

ZIP

Save my info for 1-click checkout with Link
Securely pay on Independent Special Districts of Orange County and everywhere Link is accepted.

 (201) 555-0123

 [link](#) [More info](#)

Pay

Powered by stripe [Terms](#) [Privacy](#)

By clicking Pay, you agree to [Link's terms](#) and [privacy policy](#).





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: April 22, 2024

BACKGROUND

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: ISDOC & Legislative Updates from Trustee Nelson

DATE: April 22, 2024

BACKGROUND

Trustee Nelson will report out on ISDOC meeting activities and legislative updates.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

March 2024

Spring is always the busiest season of the State Legislative Session and 2024 is no different. After the introduction of more than 2,100 bills by the February 16 bill introduction deadline, CSDA's Legislative Committee approved positions and provided direction for CSDA's advocacy efforts to take action on behalf of special districts and the communities they serve. Consequently, CSDA is calling upon all special districts to respond to three active Calls to Action this month:

1. Updated Surplus Land Act Guidelines
2. H.R. 7525 – Special District Grant Accessibility Act
3. Initiative 1935: Limits Ability of State and Local Governments

With so much at stake, this is shaping up to be perhaps the most significant year in decades for special districts, which makes Special Districts Legislative Days May 21-22 in Sacramento a must attend event for all special district officials. For the first time since the pandemic, we are bringing back Legislative Office Visits and we want to hit all 120 Legislators' offices with constituent special district representatives. Please register early at LegislativeDays.csda.net so we can schedule your meetings for a successful lobby day!

Inside this edition of the Take Action Brief:

CALL TO ACTION: Proposed SLA Guidelines subvert statutory protections
—March 25 deadline to comment.....2

CALL TO ACTION: H.R. 7525—Special District Grant Accessibility Act
support requests.....3

CALL TO ACTION: Initiative 1935—Limits ability of voters and
state and local governments.....4

REMINDER: Special districts are mandated to submit CARB ZEV report by April 1.....5

Registration Now Open for Special Districts Legislative Days
May 21-22 in Sacramento.....6

Contact a local CSDA representative near you!

Chris Norden
Dane Wadlé
Colleen Haley
Erasmus Viveros
Richelle Noroyan
Chris Palmer

Northern Network
Sierra Network
Bay Area Network
Central Network
Coastal Network
Southern Network

chrisn@csda.net
danew@csda.net
colleenh@csda.net
erasmov@csda.net
richellen@csda.net
chrisp@csda.net



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **CALL TO ACTION: Proposed SLA Guidelines subvert statutory protections—March 25 deadline to comment**

The California Department of Housing and Community Development's (HCD) Draft Updated Guidelines for implantation of the Surplus Land Act (SLA), released February 23, subvert necessary, negotiated protections secured through the legislative process, and conflict with plain statutory language and legislative intent.

These draft guidelines threaten special districts' authority to appropriately and efficiently engage in statutorily authorized transactions involving their lands.

*****CSDA CALL TO ACTION*****

CSDA calls on all special districts to review the information at csda.net/dhcd-sla-2024, as well as the [Draft Updated Guidelines](#), and submit written comments to HCD by March 25 deadline.

CSDA's [Take Action Page](#) contains a modifiable template comment letter for use by special districts, as well as an option to simply authorize an automated form letter for CSDA to submit on your behalf.

As discussed in more detail on the *Take Action Page*, the Draft Updated Guidelines include several issues of concern that ignore, unlawfully expand upon, or misstate current law as it pertains to special districts and the SLA, including:

1. Misapply the SLA to Agency's Use land and improperly purport to apply the SLA to Exempt Surplus land.
2. Misapply SLA penalty provisions while making changes in conflict with statute.
3. Allow third parties to issue notices of alleged violations of the SLA directly to public agencies with no basis in statute, exposing local agencies to unaccountable interference with operations.
4. Subject local agencies to a subjective open-ended definition of "Good Faith Negotiations."

Additional information from HCD about the Draft Updated Guidelines and the SLA can be viewed [here](#).

If you have any questions, please contact aarona@csda.net.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **CALL TO ACTION: H.R. 7525 – Special District Grant Accessibility Act support requests**

In a major milestone for the nation's special districts, this month, the U.S. House Oversight and Accountability Committee approved the Special District Grant Accessibility Act. The bill ([H.R. 7525](#)), which is sponsored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO), cleared the committee on an overwhelming 38-2 vote.

To view the committee's action on H.R. 7525, [please click here](#).

The Special District Grant Accessibility Act embodies the National Special District Coalition's (NSDC's) longstanding legislative objective of codifying in federal law a first-ever, formal definition of "special district." In addition to establishing such a definition, H.R. 7525 would direct federal agencies to recognize special districts as local governments for the purpose of ensuring that districts are eligible to receive appropriate forms of federal assistance, including funding and resources through key grant programs.

Looking ahead, the legislation is expected to be considered by the full House following Congress' spring break. As of this writing, it remains unclear when House leadership will schedule the bill for a floor vote.

*****CSDA CALL TO ACTION*****

In preparation for successful action on the floor, CSDA is calling all special districts to reach out to their Representatives in Congress to urge them to support H.R. 7525.

Please visit csda.net/GrantAccessibility to authorize your district to join CSDA's Coalition Support Letter by April 5 or to download a sample support letter.

If you need help identifying or contacting your Congressional Representative, visit: [Find Your Representative | house.gov](#) or contact your CSDA Public Affairs Field coordinator: csda.net/pafc.

CSDA is a founding member of NSDC. Special districts receive full benefit from NSDC's advocacy and services through membership in CSDA.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **CALL TO ACTION: Initiative 1935 – Limits ability of voters and state and local governments**

An entity representing California’s wealthiest corporations is behind a proposition that is eligible for the November 2024 statewide ballot. The measure — Initiative 1935 (previously Initiative 21-0042A1) — would revise the State Constitution to significantly undermine local control and disrupt the ability of local governments to provide essential services and infrastructure.

*****CSDA CALL TO ACTION*****

CSDA calls upon all members to join the more than 100 special districts and 200 cities that have already passed a board resolution in opposition to Initiative 1935.

Visit csda.net/VoterLimitations to:

- [Download Sample Board Resolution](#)
- [View CSDA Analysis](#)
- [Read the Full Initiative Language](#)

Ballot Initiative 1935 would result in the loss of billions of dollars annually in critical state and local funding by:

- **Adopting new and severely stricter rules for raising taxes, fees, assessments, and other charges.**
- **Revising the State Constitution, as amended by Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative’s proponents and plaintiffs; creating new grounds to challenge these funding sources and disrupting fiscal certainty.**
- **Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance and other laws and ordinances.**

The initiative includes provisions that would retroactively void *all* state and local taxes or fees adopted after January 1, 2022 if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow well-funded interests that are not residents of your community to invalidate the prior actions of local voters in your community, undermining local control and voter-approved decisions about investments needed in their essential services and infrastructure.

Many have referred to Initiative 1935 as the “CBRT Initiative”, a reference to its proponents, the [California Business Roundtable](#) (“CBRT”). These proponents have labeled their initiative the “Taxpayer Protection and Government Accountability Act,” or “Taxpayer Protection Act” for short. Whereas a growing opposition coalition has dubbed the initiative the “[Taxpayer Deception Act.](#)”



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **REMINDER: Special districts are mandated to submit new CARB ZEV report by April 1**

As previously reported by CSDA, the California Air Resource Board (CARB) Advanced Clean Fleets (ACF) regulation requires state and local government fleets to report to CARB by **April 1, 2024**.

CARB has posted myriad information about the regulation at: [Advanced Clean Fleets | California Air Resources Board](#), including:

- [Reporting](#)
- [Reporting Guides](#)
- [Resources](#)
- [FAQs](#)

Part 2 of CSDA's New Laws of 2024 Series featured an article entitled, "Zero Emissions Vehicle Mandate Kicks in January 1, 2024 – Reporting Due April 1. Download CSDA New Laws of 2024 Publication and see this article authored by David Boyer, Suparna Jain, and Kevin Harris of Atkinson, Andelson, Loya, Ruud & Romo on page 10:

<https://www.csda.net/viewdocument/new-laws-of-2024>

For questions about CARB's zero emissions vehicle mandate, contact CARB Advanced Clean Fleets at zevfleet@arb.ca.gov or call 866-634-3735.

May 21-22, 2024

SHERATON GRAND SACRAMENTO HOTEL



California Special
Districts Association

Districts Stronger Together

2024 SPECIAL DISTRICTS LEGISLATIVE DAYS

Legislative
Office Visits
are Back!

For the first time since the pandemic, CSDA will pre-arrange legislative office visits so you can meet with Legislators and Capitol staff in the new Capitol Annex Swing Space. Attendees will be grouped with special districts from your region to advocate for special districts and the communities we collectively serve.



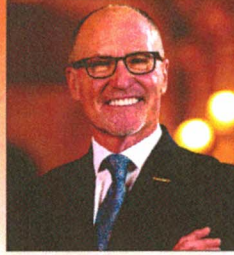
@CSDADISTRICTS
FACEBOOK.COM/CSDADISTRICTS
#DISTRICTSADVOCATE



Senator
ANNA CABALLERO
Chair, Appropriations
Committee



Senator
MARIE ALVARADO-GIL
Vice-Chair, Rural Caucus



Assembly Member
GREGG HART
Chair, Joint Legislative Audit
Committee



Agenda at a Glance

SUBJECT TO CHANGE

Tuesday, May 21, 2024 8:00 A.M. – 6:30 P.M.

8:00–8:30 A.M.

Registration and Breakfast Buffet Line Opens

8:30–9:30 A.M.

Breakfast with Legislators of the Year

- Senator Anna Caballero
- Senator Marie Alvarado-Gil
- Assembly Member Gregg Hart

9:30–11:00 A.M.

State Legislative Update

11:00–11:30 A.M.

Advocacy Briefing

11:30 A.M.–12:30 P.M.

Lunch and Group Preparations

12:30–1:00 P.M.

Shuttles Depart to Capitol Annex Swing Space

1:00–5:00 P.M.

Legislative Office Visits

- Pre-arranged visits in Legislative Offices

5:00–6:30 P.M.

Private Legislative Reception

Wednesday, May 22, 2024 8:00 A.M. – 11:30 A.M.

8:00–8:30 A.M.

Breakfast Buffet Line Opens

8:30–9:30 A.M.

Briefing on Critical Supreme Court Case Impacting Local Revenues and Government Functions

- Legislature of the State of California et al. vs. Weber could determine the ability of special districts and other agencies to provide essential services and infrastructure to their communities

9:30–10:30 A.M.

How to Maximize Working with Contract Lobbyists and Associations

10:30–11:30 A.M.

Beyond Legislative Days: Building Out Your District's Government and Media Relations Program Wherever It May be Today

11:30 A.M.

Closing

As the California State Legislature wrestles with a projected \$38-58 billion budget deficit and the courts and voters contemplate major constitutional actions on funding for essential services and infrastructure, there is one place where all special districts can come together to understand and influence our shared public policy challenges – **Special Districts Legislative Days**.

Lawmakers in Sacramento are making critical decisions that will impact the budget and operations of your district and your community. Special Districts Legislative Days is your opportunity to join with all types of special districts, large and small, north and south, rural and urban to strengthen our voice. Issues like revenue, governance, labor, and public works matter to all districts whether they provide water, sanitation, fire protection, parks, cemeteries, healthcare, mosquito abatement, resource conservation, ports, harbors, airports, libraries, or other essential services.



SPECIAL DISTRICTS LEGISLATIVE DAYS

EARLY BIRD PRICING – REGISTER ON OR BEFORE APRIL 24, 2024

- **CSDA Member - \$345 Early Registration / \$430 Regular Registration**
- **Non-Member - \$515 Early Registration / \$645 Regular Registration**

Three Ways to Register

- **Online:** Visit legislativedays.csda.net
- **Fax number:** 916.520.2465. All faxed forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.



Not sure if you are a member?

Simply contact membership@csda.net or call toll-free at 877-924-2732.

It's not too late to become a CSDA member!

| | | | |
|---|---|--------------------------------|-----------------------|
| Full registration includes the evening reception and meals as indicated in the agenda. | | | |
| Payment must accompany registration in order to process. | | | |
| <input type="checkbox"/> CSDA Member: \$345/EARLY BIRD | <input type="checkbox"/> Non-Member: \$515/EARLY BIRD | Total \$: <input type="text"/> | |
| <input type="checkbox"/> CSDA Member: \$430/AFTER APRIL 24 | <input type="checkbox"/> Non-Member: \$645/AFTER APRIL 24 | | |
| Name/Title: | | | |
| District: | | | |
| Address: | | | |
| City: | State: | ZIP: | |
| Phone: | Fax: | | |
| Email: | | | |
| Emergency Contact Name/Phone Number: | | | |
| LEGISLATIVE OFFICE VISITS | | | |
| CSDA will make every attempt to schedule meetings, for you and other attendees from your region, with your region's legislative representatives or staff. You will advocate as a group on the top issues facing special districts. | | | |
| <input type="checkbox"/> Yes-I want CSDA to pre-arrange Legislative Office Visits for me together with a group of attendees from my region to advocate for special districts during day one of the conference. | | | |
| <input type="checkbox"/> No-I will not be participating in the pre-arranged Legislative Office Visits in the Capitol Annex Swing Space during day one of the conference.. | | | |
| PAYMENT | | | |
| Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express | | | |
| Acct. name: | | Acct. Number: | |
| Expiration date: | CVC: | Zip: | Authorized Signature: |
| SPECIAL NEEDS | | | |
| <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other: | | | |
| Cancellations must be made in writing and received via fax, mail, or email no later than April 24, 2024, at 5:00 p.m. All cancellations made within the specified time will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after April 24, 2024. Substitutions are acceptable and must be done in writing no later than May 10, 2024 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465. | | | |
| Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are . | | | |

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**SPECIAL DISTRICTS
LEGISLATIVE DAYS**

May 21-22, 2024
SHERATON GRAND SACRAMENTO HOTEL



Map is not to scale



Hotel Information

*Sheraton Grand Sacramento Hotel
1230 J Street, Sacramento, CA 95814*

Room Rates

CSDA room reservations in the CSDA room block start at the rate of \$212 plus tax and fees per day.

Reservation Cut-Off Date

The room reservation cut-off is April 24, 2024; however, space is limited and may sell out before this date. The link for reservations will be emailed following registration.