

## AGENDA

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

November 16, 2020

6:30 p.m.

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

#### **Mission Statement:**

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

#### **The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

#### **CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the October 19, 2020 Library Board of Trustees Meeting. (Receive & File and Approve)

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

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

11. FY 2020-2021 Cash Flow Analysis through October 2020; the Schedule of Anticipated Property Tax Revenues for FY 2020-2021 as provided by the Orange County Auditor. (Receive & File).

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

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

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

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

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

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

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

17. Circulation Report for October 2020. (Receive & File)

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

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for October 2020.
20. Children's Services Report for October 2020.
21. Adult Services Report for October 2020.
22. Placentia Library Web Site & Technology Report for October 2020.

**PRESENTATION**

23. President Carline will present the 2020 Employee of the Year Presentation to Alyssa Stolze.

**PUBLIC HEARING**

24. First Hearing on District-Based Elections.

**NEW BUSINESS**

25. Discuss a Mask-Related Incident and Inquiry from a Patron.
26. President Carline will report out on the Joint-Use Committee Meeting.
27. County of Orange Clerk of the Board Code Amendments for Public Services Manager and Technology Manager Reclassifications.

**ADJOURNMENT**

28. Agenda Preparation for the December Date Meeting which will be held on December 16, 2020 unless re-scheduled by the Library Board of Trustees.
29. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
30. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 16, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 12, 2020.



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Alyssa Stolze, Administrative Assistant



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## PLACENTIA LIBRARY DISTRICT

## REGULAR DATE MEETING OF THE BOARD OF TRUSTEES

OCTOBER 19, 2020

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 19<sup>th</sup>, 2020 at 6:32 p.m.

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

**Members Absent:** None.

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

**Guests:** Senator Ling Ling Chang, 29<sup>th</sup> District; Madison Sprague, Author; David DeBerry, Director at Woodruff, Spradlin & Smart.

**ADOPTION OF AGENDA**

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

AYES: Carline, Shkoler, DeVecchio, Martin, Minter

NOES: None

ABSENT: None

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the Joint Use Committee Meeting, a Personnel Committee meeting for the Employee of the Year, participated in the District's Mask PSA Video, and worked with Trustee Martin and Director Contreras on a CLA 2021 Virtual Conference proposal this month.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler participated in the District's Mask PSA Video.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended the Joint Use Committee Meeting, a Personnel Committee meeting for the Employee of the Year, participated in the District's Mask PSA Video, and worked with President Carline and Director Contreras on a CLA 2021 Virtual Conference proposal this month. Moreover, Trustee Martin continues to meet with her learner, attended a staff's baby shower, and attended a Federal Partner's Credit Union Director's Meeting.

Trustee Minter narrated the District' Mask PSA Video.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported out on her presentation at the League of California Cities Virtual Conference about how libraries are respond during crisis, is submitting the CLA proposal regarding the library's re-opening plans, and is working with staff to finalize the District's Mask PSA Video.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported the PLFF Membership Drive is moving forward, the need for a bookstore manager, pricers and sorters, and how they are planning to utilize National Giving Tuesday in November as a fundraising opportunity. PLFF President Dahl reported on the income from the Honor Box exceeding expectations as well.

**CONSENT CALENDAR**

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

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

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

Minutes of the Library Board of Trustees September 20<sup>th</sup>, 2020 Regular Date Meeting were approved received, and filed (Item 9).

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

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

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

Financial Reports through September 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for September 2020 (Item 13)  
Acquisitions Report for September 2020 (Item 14)  
Service Revenue Report for September 2020 (Item 15)

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

**PRESIDENT CARLINE WILL  
PRESENT A CERTIFICATE OF  
RECOGNITION TO MISS  
MADISON SPRAGUE FOR  
HER LITERARY  
ACCOMPLISHMENT.**

President Carline provided background on local author Madison Sprague and her accomplishment of having her first book published at age six. The Library Board of Trustees presented Miss Sprague with a certificate of recognition and congratulated her on her literary achievement.

**PRESENTATION BY SENATOR LING LING CHANG TO TRUSTEE JO-ANNE W. MARTIN FOR THE WOMEN OF DISTINCTION AWARD.**

Every year, Senator Ling Ling Chang honors outstanding women whose service has made a positive impact in our communities. Women from communities around the 29<sup>th</sup> Senate District are recognized as a Woman of Distinction during the annual event. Among those selected as Woman of Distinction, one woman in particular is commemorated as Woman of the Year with a Senate Resolution. The honoree is typically recognized on the Senate floor in Sacramento but due to COVID-19, this year’s event is held virtually. Senator Chang presented a certificate of achievement as Trustee Jo-Anne W. Martin has been selected as the Woman of Distinction in the 29th Senate District and was honored for her achievements.

**PRESENTATION TO BEATRICE QUINTANAR, LIBRARY CLERK, FOR HER YEARS OF SERVICE WITH THE PLACENTIA LIBRARY DISTRICT.**

President Carline reported out on stories collected from staff and their appreciation for Beatrice Quintanar, Library Clerk, during her career at the Placentia Library District as a Library Clerk. The Board of Trustees presented Ms. Quintanar a gift of recognition and shared their gratitude for her 22 years of service with the Placentia Library District as she retires.

**PRESIDENT CARLINE WILL PROVIDE A REPORT ON THE JOINT-USE COMMITTEE MEETING.**

President Carline reported out on the updates presented by the City at the October 1, 2020 Joint Use Committee Meeting. The City reported out on the emergency services having a response time of four and a half minutes in addition to a discussion regarding the number of development projects being completed within the next year. Meetings with Mr. Lambert and the Library Director have been reinstated to discuss library impact fees and there is an expected income of \$10 million.

Moreover, the City reported its 2020-2021 Fiscal Year had a reduction of 19% in revenue; however, balanced their budget with over \$300,000 in their general fund. Moreover, in the 2019-2020 Fiscal Year, the City completed \$32 million of Measure U repairs. The parking lot was also discussed regarding the misuse of the trustee reserved spots by City staff and lack of communication for events that impact parking. The Library then presented updates on its hours, occupancy limit, programs, the Mask PSA Video, and rotating schedules. The next meeting is scheduled for November 5, 2020.

**DISCUSS FOR PROCESS FOR DISTRICT-BASED ELECTIONS.**

David DeBerry, Director at Woodruff, Spradlin & Smart, presented the legal process behind creating and establishing district-based elections. Mr. DeBerry answered trustee inquiries regarding hearing schedules, requirements, and timelines. The Board of Trustees discussed election cycles as well, which can be finalized at the fourth public hearing and adopt a resolution. After an in depth conversation, it was motioned by Secretary Shkoler to adopt the proposed timeline for public hearings and direct the Library Director to post and publish notices required by law. A roll call vote was taken:

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



**SUBMIT BALLOT FOR THE ELECTION OF INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) FOR THE PRESIDENT POSITION.**

Library Director Contreras presented the Independent Special Districts of Orange County (ISDOC) candidates’ statements and ballot for the upcoming election of officers. The Board discussed the candidates’ qualifications in length. It was then motioned by Trustee Minter to select Mark Monin, El Toro Water District, and authorize Board President Carline to sign the ballot on behalf of the District. This motion was seconded by Trustee Martin. A roll call vote was taken:

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

**DISCUSS PSA MASK AND RELATED EFFORTS TO PROMOTE SAFETY MEASUREMENTS DURING THE COVID-19 PANDEMIC.**

Library Director Contreras presented the discussion of developing a face mask public awareness effort in response to the Library having its first positive case which resulted in negative outcomes for all staff who were in the building during the infectious period. Safety measurements implemented, including face masks, hand sanitizing, and social distancing, most likely contributed to such a fortunate outcome with all staff testing negative for the virus. Library Director Contreras presented the request to develop a face mask public awareness effort which may include public service announcements, activity sheets, bookmarks, video clips, and other social media content. It was motioned by Trustee Martin to authorize staff to develop a face mask public awareness effort not to exceed \$1,500. The motion was seconded by Secretary Shkoler. A roll call vote was taken:

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

**DISCUSS THE SCHEDULE A/B ROTATION INCLUSIVE OF STAFF INPUT.**

Library Director Contreras presented the request to authorize a weekly A/B Team rotation schedule to allow the least disruption to the public as possible. Library Director Contreras also requested that the library maintain the 30 patron capacity, a weekly rotation, 10 a.m. to 5 p.m. operating hours, and allow closure of the library on Sundays and Mondays. The Team A/B Schedule would be reassessed at the January 2021 Board Meeting. It was motioned by Secretary Shkoler to authorize a weekly A/B Team rotation schedule to be effective November 6<sup>th</sup>, 2020 with assessment to be provided to the Library Board of Trustees at the January 2021 Meeting. The motion was seconded by Trustee DeVecchio. All in favor:

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

**AUTHORIZATION FOR DISTRICT COUNSEL TO CO-PRESENT WITH TRUSTEES AND THE LIBRARY DIRECTOR AT THE CALIFORNIA LIBRARY ASSOCIATION VIRTUAL CONFERENCE IN MAY 2021,**

Library Director Contreras presented the request for District Counsel to co-present with Trustees and the Library Director at the 2021 California Library Association’s Virtual Conference. President Carline, Trustee Martin, and Library Director Contreras have submitted a program proposal for the California Library Association virtual conference on May 11-14, 2021. The program will discuss the cooperative decision-making on policies, plans, budget impacts and long range implications related to the COVID-19 pandemic. District Counsel, Mr. David DeBerry, has been involved throughout the decision-making process and conversations leading to the



**PENDING APPROVAL OF PROGRAM PROPOSAL.**

implementations and adoptions of such policies. Library Director Contreras reiterated Mr. DeBerry’s role as co-presenter will add value to the presentation, handling inquiries related to the legal aspects of such conversations and discussions should the proposal receive acceptance. It was motioned by Trustee Minter to authorize District Counsel to co-present at the CLA Virtual Conference, along with President Carline, Trustee Martin, and Library Director Contreras. This motion was seconded by Trustee DeVecchio. A roll call vote was taken:

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

**AUTHORIZATION TO FILL THE FULL-TIME LIBRARY CLERK POSITION DUE TO A RETIREMENT.**

Library Director Contreras reported out on a library staff submitting their letter of resignation due to retirement, effective November 5, 2020. At the May Board meeting, an amendment to the 2020-2021 was approved with inclusion of a hiring freeze. Library Director Contreras explained how the Library is currently in Phase 2 with access to in-person services and implementation of a Team A/B weekly rotation schedule, it is imperative that the District maintain the current staffing level. Library Director Contreras presented the request of authorization to fill the full-time Library Clerk I position that will be vacated by November 6<sup>th</sup> due to retirement. It was motioned by Secretary Shkoler to authorize the District to fill the full-time library clerk position due to a retirement. The motion was seconded by Trustee Minter. A roll call vote was taken:

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

**AUTHORIZATION TO CLOSE THE LIBRARY ON OCTOBER 30 AND NOVEMBER 2, 2020 FOR STAFF DEVELOPMENT DAYS.**

Library Director Contreras presented the amended request to authorize the Library to close on November 2<sup>nd</sup> and November 3<sup>rd</sup> for Staff Development Days. These days would be focused on staff developing a two year strategic plan and the 2021-2023 Fiscal Year budgets prior to rotating schedules beginning. The Board, should they approve, are invited to attend the Strategic Planning session on November 2<sup>nd</sup>. It was motioned by Trustee Martin to authorize closures on November 2<sup>nd</sup> and November 3<sup>rd</sup>, with the exception of furloughed staff, for Staff Development Days. The motion was seconded by Secretary Shkoler. A roll call vote was taken:

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

**REVIEW OF ACTION ITEMS**

The next Regular Date Board Meeting will be on November 16<sup>th</sup>, 2020 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of October 19<sup>th</sup>, 2020 was adjourned at 7:41 p.m.

\_\_\_\_\_  
Gayle Carline, President  
Library Board of Trustees

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Al Shkoler, Secretary  
Library Board of Trustees

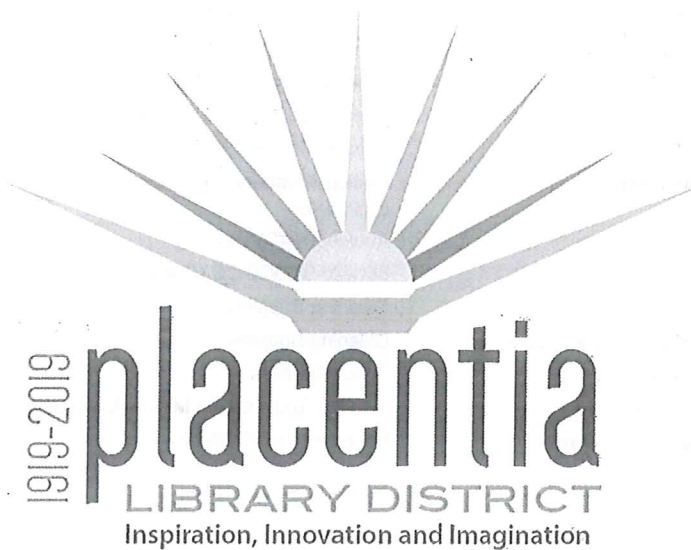


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2:56 P.M.  
11/10/20  
Accrual Basis

Placentia Library District  
Check Register  
October 2020

Date	Ref No.	Payee	Memo	Payment	Type
10/08/2020	11379	Johnson Controls Security Solutions	Fire Alarm Backup Batteries	626.53	Bill Payment
10/08/2020	11380	Midwest Tape	Audiobooks/DVDs	456.27	Bill Payment
10/08/2020	11381	Alex Moving	Storage 10/1/20-10/31/20	360.00	Bill Payment
10/08/2020	11382	Brea Trophy and Engraving	Engravings for bookends	69.64	Bill Payment
10/08/2020	11383	Cintas	Cleaning Supplies	226.38	Bill Payment
10/08/2020	11384	County of Orange Treasurer	OC Property Tax 2020-2021: Parcel No. 340- 8,596.52 312-02		Bill Payment
10/08/2020	11385	Public Agency Retirement Services	PARS Employer Contribution for PP 09/11/20-09/24/20	2,261.62	Bill Payment
10/08/2020	11386	Southern California Edison	Services 8/31/20-10/1/20	5,546.03	Bill Payment
10/08/2020	11387	Golden State Water Company	Services 8/20/20-9/22/20	1,139.26	Bill Payment
10/08/2020	11388	Glasby Maintenance Supply	Gloves & Sanitizer Wipes	1,221.15	Bill Payment
10/08/2020	11389	Staples Advantage	Door Stops	25.74	Bill Payment
10/08/2020	11390	Arcelia Janitorial Service	Janitorial Services 9/1/20-9/30/20	1,824.00	Bill Payment
10/08/2020	11391	Jorge Rodriguez	July-Oct 2020 Reimbursement	27.27	Bill Payment
10/08/2020	11392	Republic Services	Services 7/1/20-12/31/20	86.58	Bill Payment
10/12/2020	11393	Jairos Plumbing	Unclog 3 restrooms (Staff, Public, Children's)	300.00	Bill Payment
10/19/2020	11394	Midwest Tape	Audiobooks/DVDs	696.22	Bill Payment
10/19/2020	11395	Umpqua Bank	8/31/20-9/30/20 CC Charges	2,625.88	Bill Payment
10/19/2020	11396	Cintas	Cleaning Supplies	226.38	Bill Payment
10/19/2020	11397	Glasby Maintenance Supply	Cleaning Supplies	128.52	Bill Payment
10/19/2020	11398	Staples Advantage	Office Supplies	18.26	Bill Payment
10/19/2020	11399	Patsy Coffman	Meeting Room refund March-June 2020	160.00	Bill Payment
10/19/2020	11400	Placentia Library District	For payroll on 10/28/20	55,000.00	Check
				<u>81,622.25</u>	



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

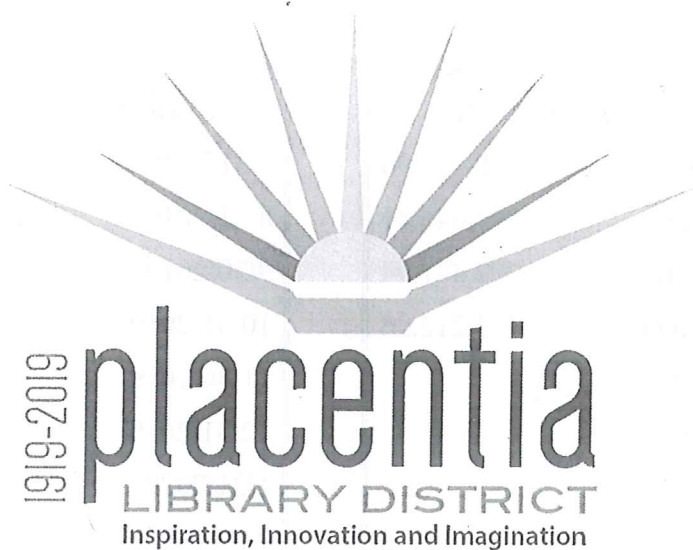
**FROM:** Fernando Maldonado, Business Manager

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

**DATE:** November 16, 2020

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** November 16, 2020

**Summary of Cash and Investments as of October 31, 2020**

Cash with Orange County Treasurer Fund 9LX	\$793,212.36
General Fund Checking – Bank of the West	\$320,126.82
General Fund Savings – Bank of the West	\$147,843.69
<i>(Impact Fees in Savings – Restricted)</i>	<i>\$11,225.06</i>
Payroll Checking – Wells Fargo Bank	\$10,785.97
<b>Total Cash and Investments</b>	<b>\$1,271,968.84</b>

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




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Jeanette Contreras  
Library Director



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

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,256,631	24,050	(2,232,581)	1.1%
4020	Property Taxes - Current Unsecured	77,318	36,261	(41,057)	46.9%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	65,012	11,525	(53,487)	17.7%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapport Tax	0	-	0	-
4080	Penalties & Costs on Delinq Taxes	18,558	22,912	4,354	123.5%
4090	Taxes Special Dist Augmentation	9,835	-	(9,835)	0.0%
* 4180	Other Revenue	0	80	80	-
4190	State - Homeowners Property Tax Relief	67,033	-	(67,033)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	94,828	(2,399,559)	3.8%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	3,818	(4,682)	44.9%
	Sub Total	8,500	3,818	(4,682)	44.9%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	20,000	12,251	(7,749)	61.3%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	12,251	(27,749)	30.6%
<b>MISCELLANEOUS REVENUES</b>					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	11,000	(14,000)	44.0%
* 4430, 4414, 4400	Other Revenue	0	2,072	2,072	-
4310	Fines & Fees	15,000	2,059	(12,941)	13.7%
4320, 4330	Passport/Photos	150,000	13,466	(136,534)	9.0%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	50	(1,950)	2.5%
	Sub Total	192,000	28,648	(163,352)	14.9%
<b>TOTAL REVENUES YTD FOR FY 18/19:</b>		<b>2,734,887</b>	<b>146,082</b>	<b>(2,608,805)</b>	<b>5.3%</b>
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	6,537	(13,463.26)	32.7%

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

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT

October 31, 2020

33.33% of the year completed.

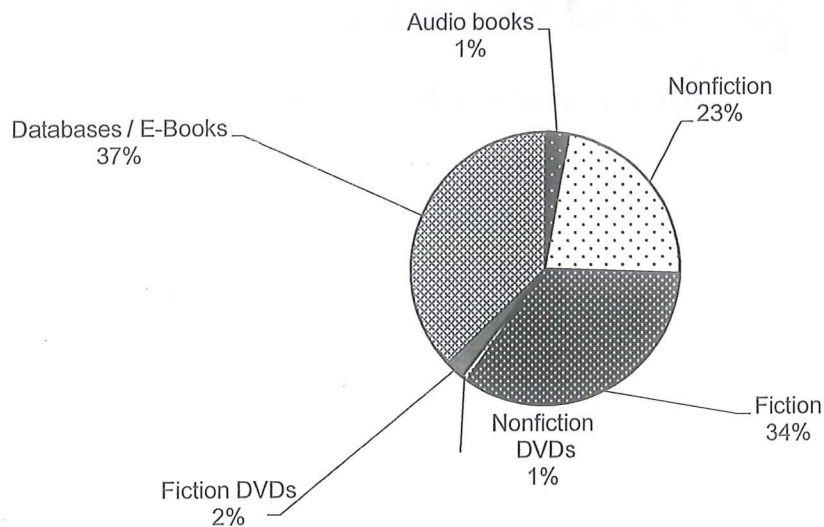
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,470,812	332,786	0.23	\$1,138,026
5030	Retirement	64,143	18,460	0.29	\$45,683
5040	Unemployment Insurance	2,500	0	0.00	\$2,500
5050	Health Insurance	289,038	89,709	0.31	\$199,329
5064	Dental Insurance	17,796	4,394	0.25	\$13,402
5060	Life Insurance	9,420	1,598	0.17	\$7,822
5066	AD & D Insurance	6,172	2,117	0.34	\$4,055
5068	Vision Insurance	3,541	927	0.26	\$2,614
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	4,204	0.26	\$12,048
	<b>TOTAL</b>	<b>\$1,884,674</b>	<b>\$454,195</b>	<b>0.24</b>	<b>\$1,430,479</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	11,000	5,185	0.47	\$5,815
5170	Household Expenses	25,000	7,050	0.28	\$17,950
5099	Liability Insurance	22,000	13,394	0.61	\$8,606
5205	Maintenance Expense	20,000	4,581	0.23	\$15,419
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	39,565	0.44	\$50,435
5290	Memberships	11,000	3,164	0.29	\$7,836
5300-5350	Office Expenses & Postage	85,000	21,366	0.25	\$63,634
5400	Prof./Specialized Services	202,000	65,355	0.32	\$136,645
5495, 5900, 5910, 5920	Programs	50,000	7,930	0.16	\$42,070
5500	Books/Library Materials	223,213	45,942	0.21	\$177,271
5600	Meetings/Professional Development	25,000	134	0.01	\$24,866
5700	Mileage/Parking	1,000	74	0.07	\$926
5800	Utilities	35,000	2,775	0.08	\$32,225
7000	COVID-19	20,000	3,225	0.16	\$16,775
	<b>TOTAL</b>	<b>\$820,213</b>	<b>\$219,739</b>	<b>0.27</b>	<b>\$600,474</b>
	<b>OPERATING EXPENSES</b>	<b>\$2,704,887</b>	<b>\$673,934</b>	<b>0.25</b>	<b>\$2,030,953</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	8,114	0.41	\$11,886
	<b>TOTAL</b>	<b>\$30,000</b>	<b>8,114</b>	<b>0.27</b>	<b>\$21,886</b>
<b>CAPITAL PROJECT</b>					
*5211	Renovation	\$0	-	-	\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>
<b>TOTAL BUDGET</b>		<b>\$2,734,887</b>	<b>\$682,048</b>	<b>0.25</b>	<b>\$2,052,839</b>

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

# Placentia Library District

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

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
<b>Total Fiction</b>	\$22,633	1553	\$23,011	670
<b>Total Non-Fiction</b>	\$15,022	670	\$4,703	195
<b>Total Databases / E-Books</b>	\$24,494	65	\$20,702	7
<b>Total Audio Books</b>	\$1,842	303	\$87	2
<b>Total Educational DVDs</b>	\$450	10	\$64	1
<b>Total Entertainment DVDs</b>	\$1,534	327	\$171	4
<b>Total Library of Things</b>	\$0	0	\$0	0
<b>YTD TOTAL MATERIALS</b>	\$65,973		\$48,738	879
<b>Budget</b>	\$223,213		\$265,183	
<b>% Spent YTD</b>	30%		18%	





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Service Revenue Activities Report for October 2020

**DATE:** November 16, 2020

**Net Revenue Summary for October 2020**

	Oct-20	Oct-19	YTD 2020-2021	YTD 2019-2020
Passport	9,388	15,558	11,078	39,218
Passport Photos	1,906	2,760	2,387	7,140
Test Proctor	50	550	50	550
Fines & Fees	1,624	1,615	2,059	24,016
Meeting Room	0	240	0	240
<b>TOTAL</b>	12,968	20,723	15,574	71,164



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

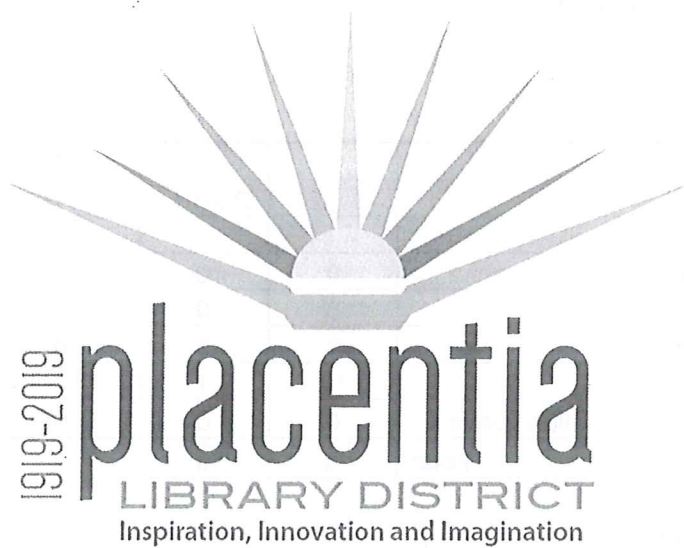
**SUBJECT:** Personnel Report for October 2020

**DATE:** November 16, 2020

	Oct-20	Oct-19	YTD 2020-2021	YTD 2019-2020
Separation	0	0	0	1
Retirement	0	0	0	0
Appointments	0	2	0	5
Open Positions	*1	1	1	4
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>*1</b>	<b>3</b>	<b>1</b>	<b>10</b>

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Circulation Activity Report for October 2020

**DATE:** November 16, 2020

<b>CIRCULATION</b>	Oct-20	Oct-19		Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
New Patron Registrations	273	462		948	1,493	-36.5%
Circulation (items)	12,566	10,947		44,422	87,261	-49.1%
Circulation (e-content)	9,896	8,315		40,960	18,179	125.3%
Total Circulation	22,462	19,262		28,136	80,076	-64.9%
Total Active Borrowers*	3,718	7,143				
Attendance	8,906	25,717		14,580	86,531	-83.2%
Registered Card Holders*	54,557	48,884				
Adult Fiction	1,684	1,422		4,356	3,425	27.2%
Adult/Teen Nonfiction	1,064	1,359		3,054	2,561	19.3%
Adult Magazines	8	0		14	-	#DIV/0!
Adult/Teen Audio Books	251	229		523	541	-3.3%
Adult DVDs	1,069	1,648		1,763	4,039	-56.4%
Library of Things (LOTs)	4	37		19	67	-71.6%
Teen Fiction	474	235		1,339	667	100.7%
Video Games	148	305		389	549	-29.1%
Childrens Fiction	6,252	3,821		16,020	12,384	29.4%
Childrens Nonfiction	1,216	1,112		3,280	4,255	-22.9%
Childrens Magazines	1	0		3	-	0.0%
Childrens Audio Books	24	21		83	47	76.6%
Childrens DVDs	371	758		962	3,341	-71.2%

\* YTD % change not applicable.

**PATRON COUNT**

Oct-20	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00		178	183	176	300	170	284	1,291
11:00		124	141	124	360	143	278	1,170
12:00		109	192	140	290	161	259	1,151
1:00		122	144	206	276	181	214	1,143
2:00		216	216	159	389	223	291	1,494
3:00		196	206	208	247	200	168	1,225
4:00		203	135	109	209	185	198	1,039
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	1,148	1,217	1,122	2,071	1,263	1,692	8,513
<b>Gate Count</b>								
Oct. 2020	Oct. 2019	Y-T-D 2020/21	Y-T-D 2019/20	Y-T-D % change		Hours Open	Average Per Hour	
8,513	23,322	13,749	83,041	-504%		189	47	
<b>Outside Gate Counts</b>				<b>Library Attendance Total</b>				
Adult/Teen Programs				0	8,906			
Children Programs				0				
curbside				393				
Meeting Room Rentals				0				
<b>TOTAL</b>				393				

Passport Count

PASSPORTS								
October 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00		2	9	4	3	4	10	32
11:00		6	4	6	4	5	16	41
12:00		4	4	10	8	8	20	54
1:00		6	8	3	8	5	18	48
2:00		9	9	8	7	11	17	61
3:00		8	19	9	13	16	8	73
4:00								0
5:00								0
6:00								0
7:00								0
<b>DAY TOTALS</b>	<b>0</b>	<b>35</b>	<b>53</b>	<b>40</b>	<b>43</b>	<b>49</b>	<b>89</b>	<b>309</b>

Oct 2020	Oct 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
309	431	380	1234	-225%

ACHIEVEMENTS

- Laura and Angie trained Public Services staff as new passport agents
- Angie, Tim, and Estella participated in the Mask PSA video
- Tim filmed the Mask PSA video October 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup>
- Tim edited and posted the Mask PSA video

MEETINGS

- Estella, Tim, Angie, Laura, and Beatrice attended the all staff meeting on October 20<sup>th</sup>
- Laura attended a one on one meeting with Estella on October 13<sup>th</sup>
- Laura attended a one on one meeting with Yesenia on October 27<sup>th</sup>
- Angie attended a one-on-one meeting with Estella on October 12<sup>th</sup>
- Angie, Laura, Estella, Beatrice, and Tim attended the Support Services meeting on October 13<sup>th</sup>
- Angie met with Yesenia and Estella on October 22<sup>nd</sup>
- Estella attended the Circulation SLS meeting on October 15<sup>th</sup>
- Estella attended a one on one meeting with Tim on October 20<sup>th</sup>
- Estella attended a meeting with Michelle on October 25<sup>th</sup>
- Estella attended a meeting with Wendy on October 26<sup>th</sup>
- Estella attended a zoom meeting with Yesenia and Eric on October 26<sup>th</sup>
- Estella attended a one on one meeting with Yesenia on October 27<sup>th</sup>
- Estella attended the HVAC training meeting on October 5<sup>th</sup>

PROFESSIONAL DEVELOPMENT

- None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

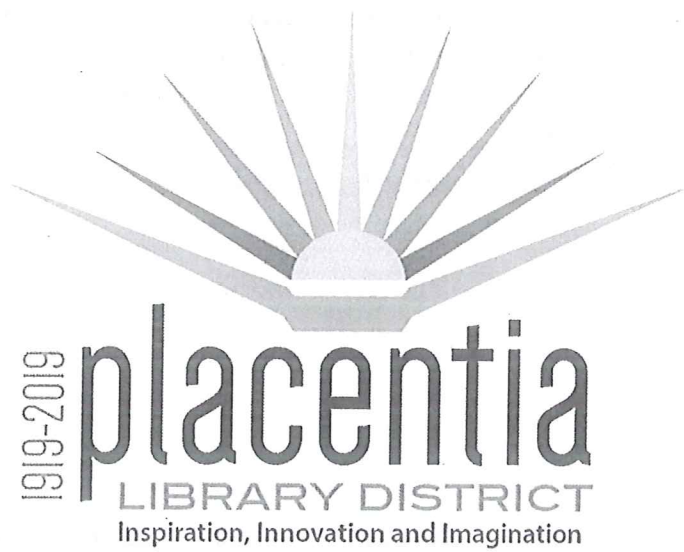
**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through October 2020  
**DATE:** November 16, 2020

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20							0.00
Dec-20							0.00
Jan-21							0.00
Feb-21							0.00
Mar-21							0.00
Apr-21							0.00
May-21							0.00
Jun-21							0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$8,002.00</b>	<b>\$748.80</b>	<b>\$27.02</b>	<b>\$0.00</b>	<b>\$8,777.82</b>

\* City Billing Not Received

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for October 2020

**DATE:** November 16, 2020

**Meetings:**

- Board of Trustees Meeting: October 19<sup>th</sup>
- All Staff Meeting: October 20<sup>th</sup>
- PLFF Board Meeting: October 12<sup>th</sup>
- Employee of the Year Meeting: October 5<sup>th</sup>
- Joint Use Committee Meeting: October 1<sup>st</sup>
- Personnel Committee Meeting: October 5<sup>th</sup>
- CLA Meetings: October 6<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 26<sup>th</sup>
- Children's Meeting: October 7<sup>th</sup>
- Future of Libraries October 7<sup>th</sup> & 8<sup>th</sup>
- Supervisor Meeting: October 7<sup>th</sup> & 21<sup>st</sup>
- One on One Meetings with Staff: October 13<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 26<sup>th</sup>, & 27<sup>th</sup>
- Support Services Meeting: October 13<sup>th</sup>
- California Public Library Directors Networking Conversation: October 15<sup>th</sup>
- Meeting with City IT Department: October 19<sup>th</sup>
- Staff Appreciation Dinner Committee Meeting: October 22<sup>nd</sup> & 26<sup>th</sup>
- Quarterly Events Meeting with City of Placentia: October 22<sup>nd</sup>
- Administration Budget & Strategic Planning Meeting: October 28<sup>th</sup>

**Facilities:**

- Capital Door: October 15<sup>th</sup>

**Training/Workshops/Conference:**

- HVAC Training: October 5<sup>th</sup>
- League of Cities Speaker and Moderator Training: October 5<sup>th</sup>
- Library Journal Summit: What's Next? Public Libraries Adapt to the New Abnormal: October 6<sup>th</sup>
- League of Cities Presentation & Conference: October 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>

**Events:**

- Lunch at the Library: August 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>
- Mask PSA Video: October 13<sup>th</sup> & 14<sup>th</sup>
- Senator Ling Ling Chang's 2020 Women of Distinction Awards: October 28<sup>th</sup>



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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 October 2020  
**DATE:** November 16, 2020

**MONTHLY STATISTICS**

**Program Statistics**

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	October 2020	October 2020	October 2019	October 2019	Y-T-D 2020-21	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D	Y-T-D
Storytime	9	3,216	38	1,498	29	11,309	63	2,551	-53.97%	343.32%
Educational	1	305	19	89	2	832	19	89	-89.47%	834.83%
Reading	0	0	2	518	4	1,355	4	893	0.00%	51.74%
Seasonal	1	679	4	38	7	3,149	6	513	16.67%	513.84%
<b>Totals</b>	<b>11</b>	<b>4,200</b>	<b>65</b>	<b>2,162</b>	<b>42</b>	<b>16,645</b>	<b>92</b>	<b>3,590</b>	<b>-54.35%</b>	<b>363.65%</b>

**Reference/Computer Usage Statistics**

	October 2020	October 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Reference—in person	98	550	194	1,169	-83.40%
Reference--telephone	22	18	108	42	157.14%
<b>Total Reference</b>	<b>120</b>	<b>568</b>	<b>302</b>	<b>1,211</b>	<b>-75.06%</b>
Children's computer usage	37	785	51	1,206	-95.77%

**ACHIEVEMENTS**

- Deanna White conducted Sunshine Babies & Toddler Tales Virtual Storytime on Facebook Live October 15, 22 & 29<sup>th</sup>.
- Ana Balderas conducted Luna, Luna Virtual Storytime on October 14<sup>th</sup> and 28<sup>th</sup>
- Ana Balderas conducted Virtual STEAM Club on October 21<sup>st</sup>
- Venessa conducted Rise and Shine Virtual Storytime on October 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>
- Deanna White and Ana Balderas submitted a proposal for CLA Virtual Storytimes on October 10<sup>th</sup>
- Lori Worden planned and conducted Crafternoons program craft pick-up and virtual program on October 20<sup>th</sup>

**MEETINGS**

- Deanna White met with Fernando Maldonado on October 1<sup>st</sup>
- Deanna White met with Tim Worden on October 17<sup>th</sup>
- Deanna White met with Yesenia Baltierra for a one-on-one on October 22<sup>nd</sup>
- Children’s staff attended the Children’s staff meeting on October 7<sup>th</sup>
- Children’s staff attended all-staff meeting on October 20<sup>th</sup>

- Lori Worden and Yesenia Baltierra met with Staff Appreciation Dinner planning committee on October 26<sup>th</sup>
- Lori Worden met with Yesenia Baltierra for a meeting on October 27
- Ana Balderas met with Yesenia Baltierra on October 28<sup>th</sup>
- Ana Balderas met with Tim Worden to train on cash-register closing procedures on October 14<sup>th</sup>

**PROFESSIONAL DEVELOPMENT**

- Deanna White participated and completed Brainfuse, JobNow, and VetNow training on October 1<sup>st</sup>
- Deanna White participated and completed Passport Agent Training on October 20<sup>th</sup>
- Lori Worden participated and completed Passport Agent Training on October 15<sup>th</sup>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** **Adult Services Report for October 2020**

**DATE:** November 16, 2020

**MONTHLY STATISTICS**

<b>Information Desk Activity</b>	<b>October 2020</b>	<b>October 2019</b>	<b>Y-T-D 2021-20</b>	<b>Y-T-D 2019-20</b>	<b>Y-T-D % change</b>
Information -- in person	917	1,558	1,330	3,628	-63.34%
Information -- telephone	875	557	2,466	1,369	80.13%
Information -- email/chat	30	5	150	25	500.00%
Curbside Service	393	0	2,427	0	100.00%
Delivery Service	0	0	77	0	100.00%
Technology assistance	44	129	67	224	-70.09%
Guest passes	10	171	17	247	-93.12%
Adult and Children's computer use (desktops)	593	1,700	793	2,566	-69.10%
Adult computer usage (desktop)	644	1,188	859	1,687	-49.08%
Teen computer usage	60	338	77	517	-85.11%

<b>Volunteer Hours:</b>	<b>October 2020</b>	<b>October 2019</b>	<b>Y-T-D 2020-21</b>	<b>Y-T-D 2019-20</b>	<b>Y-T-D % change</b>
History Room	0	34.75	0	63.75	-100%
PLFF	36	360.33	96.75	1037.99	-90.68%
General Library	0	286.07	6	502.72	-98.81%
Technology	0	0	0	0	0.00%
Homework Club	0	34.5	0	41.85	-100.00%
Adult Literacy Tutors	110	109	434.75	287.33	51.31%
PTAC	41.5	117.5	106.5	244	-56.35%
Summer Reading Program	0	0	0	176.53	-100%
<b>Total Volunteer Hours</b>	<b>112.75</b>	<b>510.33</b>	<b>456.5</b>	<b>1412.02</b>	<b>-67.67 %</b>



History Room Activity	October	October	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-18	% change
History Room Visitors	3	7	7	41	-82.93%

Public Services Outreach Activity	October	October	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-20	% change
Outreach Visits	0	1	0	8	-100.00%
Outreach Attendance	0	200	0	422	-100.00%

**Adult and Teen Programs**

Type of Program	Number of Programs October	Attendance October	Number of Programs October	Attendance October	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY2021	FY2021	FY1920	FY1920		
Book Club	0	0	1	10	0	0	5	445	-100.00%	-100.00%
Educational Programs	1	5	0	0	4	388	6	149	100.00%	100.00%
Fine Art Programs	0	0	2	125	0	0	4	250	-100.00%	-100.00%
Hangar Makerspace Programs	1	89	3	10	3	196	8	31	-62.50%	532.26%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	0	0	2	11	31	176	17	191	82.35%	-7.85%
Home and Lifestyle Programs	0	0	0	0	1	94	1	53	0.00%	77.36%
Literacy Programs	11	73	6	96	23	163	13	217	76.92%	-24.88%
Reading Programs Adult	0	0	0	0	0	0	1	30	-100.00%	-100.00%
Reading Programs Teen	0	0	0	0	8	47	7	114	14.29%	-58.77%
Volunteer Programs	0	0	1	30	5	5	3	360	66.67%	-98.61%
Placentia Teen Advisory Council	2	15	2	37	55	771	40	1360	37.50%	-43.31%
Teen Only Programs	1	39	1	300	16	147	11	1039	45.45%	-85.85%
Adult and Teen Program Total	16	221	18	619	146	1987	116	4239	25.86%	-53.13%
Teen Program Total	3	54	3	337	79	965	58	2513	36.21%	-61.60%

The Hangar Makerspace	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D	
	October	2020	2019	FY2020-21	FY2019-20	% change
Hangar Open Hour Visitors		0	111	0	230	-100%
Adult/Teen Hangar Programs		156	10	534	149	258.39%
Tween Hangar Programs		0	8	0	8	-100%
Family Hangar Programs		0	11	0	11	-100%
<b>Total</b>		<b>156</b>	<b>140</b>	<b>534</b>	<b>398</b>	<b>-41.61%</b>



Literacy	YTD2021	YTD1920	% Change
English Literacy Students	33	50	-34.00%
Students Graduated	2	0	200%
English Literacy Tutors	34	28	21.43%

Proctored Tests	October 2020	October 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Number of Tests	1	10	1	12	-92%

### ACHIEVEMENTS

- Michelle Meades coordinated the League of Women Voters Presentation on Pros and Cons of the Statewide Ballot Measure program on October 14<sup>th</sup>.
- Victor Meza coordinated PTAC meetings on October 1<sup>st</sup> and 15<sup>th</sup>
- Victor Meza and PTAC completed the Placentia Horror Story Maze October 19<sup>th</sup> - 31<sup>st</sup>.
- Shellie McCurdy, and Megan Tolman coordinated the October Hangar Take & Make on October 1<sup>st</sup>.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Book Club October 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>.
- Sabrina Rosengren coordinated Read, Write, Speak Club October 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.
- Sabrina Rosengren coordinated an Adult Literacy Voting Workshop on October 21<sup>st</sup>.
- Sabrina Rosengren co-facilitated a CLLS Key to Community Voting Workshop October 9<sup>th</sup> and 27<sup>th</sup>
- Megan Tolman, Michelle Meades, and Shellie McCurdy submitted a proposal to present at the CLA Conference on October 22<sup>nd</sup>.
- Adult Services staff participated in the face mask PSA on October 13<sup>th</sup>.

### MEETINGS

- Michelle Meades met with Wendy Amireh on October 13<sup>th</sup> and 28<sup>th</sup>.
- Katie Matas met with Wendy Amireh on October 6<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.
- Katie Matas attended a Zip Books open forum on October 20<sup>th</sup>.
- Victor Meza met with Wendy Amireh on October 13<sup>th</sup> and 27<sup>th</sup>.
- Shellie McCurdy and Wendy Amireh attended Hangar meetings on October 28<sup>th</sup>.
- Shellie McCurdy and Katie Matas met on October 28<sup>th</sup>.
- Shellie McCurdy and Michelle Meades met on October 7<sup>th</sup> and 22<sup>nd</sup>.
- Shellie McCurdy and Yesenia Baltierra met on October 1<sup>st</sup>.
- Sabrina Rosengren, Sally Federman, and Wendy Amireh met on October 19<sup>th</sup>.
- Sabrina Rosengren and Wendy Amireh met on October 5<sup>th</sup> and 28<sup>th</sup>.
- Sabrina Rosengren attended a CLLS Key to Community meeting on October 7<sup>th</sup> and 15<sup>th</sup>.
- Sabrina Rosengren attended CLLS Networking meeting on October 7<sup>th</sup>.
- Sabrina Rosengren met with Read, Write, Speak facilitators on October 26<sup>th</sup>.
- Sabrina Rosengren attended CLLS Strategic Planning meeting on October 28<sup>th</sup>.
- Sabrina Rosengren met with Key to Community Learner Leadership Team on October 9<sup>th</sup>.
- Megan Tolman met with Wendy Amireh on October 5<sup>th</sup>, 22<sup>nd</sup>, and 27<sup>th</sup>.
- Adult and Teen Services attended the All Staff meeting on October 20<sup>th</sup>.
- Michelle Meades met with Jan Henderson of the Historical Committee on October 26<sup>th</sup>.

- Michelle Meades met with Beth from the Bradford House on October 27<sup>th</sup>.
- Michelle Meades met with Megan Tolman on October 7<sup>th</sup>.
- Michelle Meades and Megan Tolman attended HVAC training on October 5<sup>th</sup>.
- Katie Matas continued training Megan Tolman as technical services back-up on October 21<sup>st</sup> and 27<sup>th</sup>.
- Katie Matas continued training Shellie McCurdy on receiving, and processing on October 28<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- None

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Systems Librarian

**SUBJECT:** Placentia Library Website & Technology Report for October 2020

**DATE:** November 16, 2020

<u>On-line database usage</u>	October	Onsite	Remote	October	Y-T-D	Y-T-D	Y-T-D
	2020	Usage 10/20	Usage 10/20	2019	2020-21	2019-20	% change
Placentia Library Catalog	4,172	N/A	N/A	N/A	N/A	N/A	N/A
General Reference Center	3	N/A	N/A	0	33	147	-78%
Biography In Context	2	N/A	N/A	93	32	672	-95%
Opposing Viewpoints	2	N/A	N/A	21	13	51	-75%
Consumer Reports	373	N/A	N/A	192	1,034	N/A	N/A
Freegal	899	N/A	N/A	787	3,595	3,492	3%
Heritage Quest	452	N/A	N/A	1,216	661	2,720	-76%
Novelist	45	N/A	N/A	55	284	120	137%
Pronunciator	1	N/A	N/A	8	51	173	-71%
ABC Mouse	6	N/A	N/A	20	22	47	-53%
ABC Mouse Bring Learning Home	N/A	N/A	N/A	10	N/A	N/A	N/A
World Book Online	1	N/A	N/A	0	21	N/A	N/A
Tumblebooks	35	N/A	N/A	269	352	690	-49%
Reference USA	403	N/A	N/A	113	1,108	426	160%
Hoopla	2109	N/A	N/A	930	8,838	3,789	133%
Overdrive e-books	2,594	N/A	N/A	1,720	10,965	3,699	196%
Overdrive audio books	1,180	N/A	N/A	1,219	5,198	2,569	102%
Overdrive e-books - Placentia Advantage	1,468	N/A	N/A	896	7,115	N/A	N/A
Overdrive audiobooks - Placentia Advantage	928	N/A	N/A	965	3,839	N/A	N/A
Tutor.com	14	N/A	N/A	33	41	N/A	N/A
Zinio	310	N/A	N/A	121	1,120	653	72%
ProQuest Pub. Avail. Database*	1	N/A	N/A	0	14	0	N/A
ProQuest Coronavirus Research*	1	N/A	N/A	0	14	0	N/A
ProQuest Ebook Central*	13	N/A	N/A	0	35	0	N/A
ProQuest SIRS Discoverer*	1	N/A	N/A	0	16	0	N/A
ProQuest SIRS Issues Researcher*	1	N/A	N/A	0	16	0	N/A
ProQuest eLibrary*	5	N/A	N/A	0	21	0	N/A
BrainFuse JobNow/VetNow*	0			0	0	0	N/A
<b>TOTAL DATABASE USAGE</b>	<b>15,019</b>	<b>-</b>	<b>-</b>	<b>8,668</b>	<b>44,438</b>	<b>19,248</b>	<b>131%</b>
* Added September 2020							

Computer & Online Resource Use	October	October	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
	Placentia Residents	438	9	1,892	1,294
Non-Placentia Residents	414	6	1,625	1,017	60%
<b>Total</b>	<b>852</b>	<b>15</b>	<b>3,517</b>	<b>2,311</b>	<b>52%</b>

Website Traffic	October	October	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
	Website visits	8,854	9,764	36,205	36,926
Page Hits	15,638	18,583	64,698	62,443	4%
Users	4,596	5,635	17,802	21,035	-15%
Pages/Session	1.77	1.73	N/A	N/A	N/A
Avg. Session Duration	00:02:04	00:02:22	N/A	N/A	N/A
% New Sessions	70	75	N/A	N/A	N/A

Wifi Use	October	October	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
	<b>Total</b>	<b>388</b>	<b>1,326</b>	<b>817</b>	<b>5,602</b>



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Gayle Carline, Board President

**SUBJECT:** **2020 Employee of the Year Presentation**

**DATE:** November 16, 2020

### BACKGROUND

This is Alyssa's second Employee of the Year nomination. Alyssa played a pivotal role in securing the District's multiple award recognitions with the California Special District Association and the Chamber of Commerce. Additionally, Alyssa served on the centennial fundraising gala which brought in over \$25,000 for the Placentia Library Friends Foundation. Alyssa's organizational and people skills were instrumental during the renovation project as there were many facets involved and her coordination was key to ensuring timeline were met and information communicated with all individuals involved. Alyssa is an extremely thoughtful person with a set of technical skills that is a true asset to the District. Her warmth and dedication to the District, staff, administrators, trustees, and the public is superb!

Alyssa's immense contributions to the District during this nomination period include:

1. Created and submitted nominations for the following awards:

- CLA PRExcellence Award (July 2019)
- CLA President's Award
- CSDA GM of the Year Award
- CSDA Public Advocacy Award
- CSDA Innovative Program Award (not submitting)
- Placentia Chamber of Commerce Excellence in Placentia

2. Served on the following committees and assisted with the following events:

Cowabunga: Assisted in the set up and takedown of Rotary's Cowabunga event

Gatsby Gala: Mailed invitations, purged list of Placentia businesses for sponsorship letters, sent all sponsorship packages, sent all donation request letters, assisted in basket assembly, assisted in day of set up and take down, produced initial expense and revenue sheet, created basket assembly breakdown, processed all vacation packages.

3. Grand Re-Opening Responsibilities: Sent invitations for grand re-opening, P.O.C. for VIPs for grand re-opening, assisted in set up for Grand Re-Opening, sent letters of proclamation requests to local and state officials, secured Chamber of Commerce for ribbon cutting ceremony.

4. Staff Appreciation Dinner: Created promotional signage for the event, wrote employee recognition script (pins), ordered raffle staff prizes, researched and secured entertainer, assisted in the assembly of centerpieces, assisted with set up and takedown of event.



5. Heritage Parade

6. Author's Luncheon

7. Pawfest

Congratulations, Alyssa on being recognized as the 2020 Employee of the Year.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, General Counsel

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

**DATE:** November 16, 2020

**BACKGROUND**

In August of 2020 the Board of Trustees (“Board”) adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board must hold two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

This is the first of the two hearings before a map(s) is drawn. Since the Board set this matter for hearing at its October 19, 2020 meeting the Placentia Library District (“Library”) has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in *The Register*. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page.

**DISCUSSION****1. Considerations for District Boundaries**

At the hearing the public will be invited to provide input regarding “communities of interest” and other local factors that are to be considered in drafting district maps. A community of interest is a neighborhood or group that may benefit from being in the same district because of shared interests, views, or characteristics. Examples of considerations for a community of interest, in no particular order of priority, include:

- School attendance area;
- Communities separated by physical features such as canyons, hills, rail, or roads;
- Communities around a park or other neighborhood landmarks;

- Communities with shared interests on issues, neighborhood activities, or legislative/election concerns; and
- Shared demographic characteristics such as income, education, linguistic isolation, language spoken at home, single-family and multi-family housing areas.

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

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

## **2. Election Sequencing**

Since the terms of the Board are staggered, district elections cannot all take place at the same election and thus the Board must decide the sequencing of its elections. Elections Code section 10010 provides that the Board is to give special consideration to the purposes of the California Voting Rights Act of 2001 (prevention of voting dilution of protected classes) and to consider preferences expressed by the public in determining how sequencing of the district elections is to occur. In other words, the Board must make a deliberative decision regarding sequencing.

The earliest district-based elections could start is November of 2022<sup>1</sup>, when there are two Trustee seats up for election. Should the Board decide to begin district-based elections in 2022, it would select two of the five districts to hold elections for Trustees. A factor the Board may want to consider in determining which two districts will hold elections are which districts will not be represented by the three remaining Trustees whose terms expire in 2024. For instance, if districts 1 and 3 are not represented by the three remaining Trustees, then districts 1 and 3 would have district-based elections in 2022. In such a scenario, districts 2, 4 and 5 would have district-based elections in 2024, at which time each district would be represented on the Board.

The Board may consider other factors it deems relevant in deciding the sequencing of district elections. However, the sequencing cannot result in shortening any Trustee term. It is understood that the no matter what sequencing the Board chooses, it may result in a district having more than one representative on the Board until the 2024 election.

## **3. Next Steps**

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

Following the November 16, 2020 hearing, the process is as follows:

- December 21, 2020 – second hearing, which is a continuation of the Board’s receipt of public input on the criteria noted above. Following the December 21<sup>st</sup> hearing, based on the Board’s direction, the Library will draft district map(s) and proposed election sequencing that will be published in *The Register* and posted on the Library’s website and kiosks and otherwise made available to the public. The draft map(s) and proposed sequencing must be published and posted at least seven days prior to the third hearing, i.e., by January 11, 2021.
- January 18, 2021 – third hearing and first at which the Board will receive public input on the draft map(s) and proposed sequencing. Based on the input, the Board may approve of the draft map(s) and proposed sequencing or direct alternative map(s) or revised sequencing be drafted. If the draft map(s) is changed it must be re-published and posted at least seven days prior to the fourth hearing, i.e., by February 8, 2021. If not, the Library would just publish a notice of the fourth hearing and otherwise leave the first draft map of the map posted.
- February 15, 2021 – fourth hearing at which the Board may adopt an ordinance for first reading approving a map and election sequencing.
- March 15, 2021 – if the Board has adopted an ordinance for first reading, it would adopt the second reading of the ordinance approving a map and election sequencing.

Attachment A is the Placentia Library District Sphere of Influence Map

Attachment B is the City of Placentia Adjusted District Map

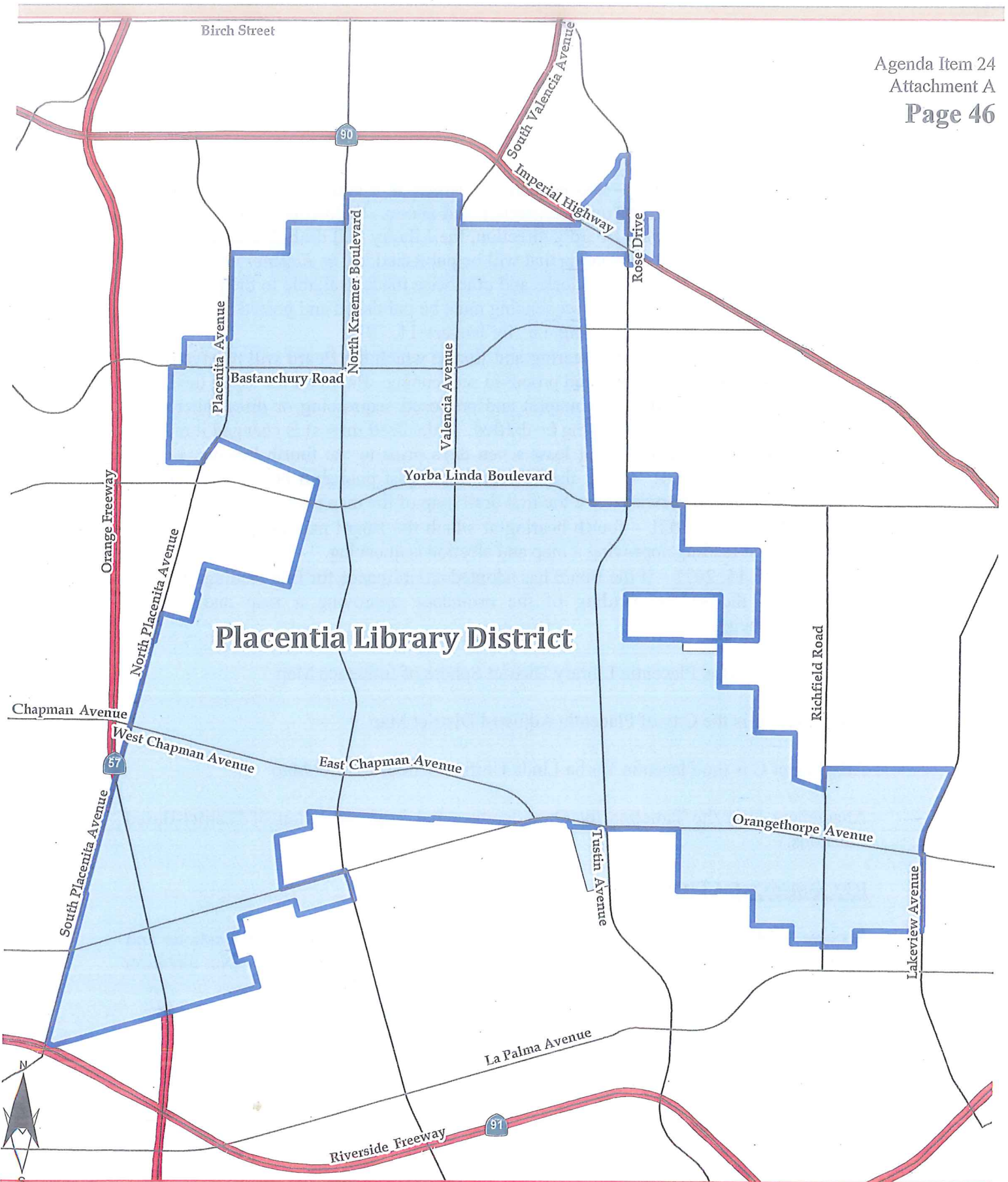
Attachment C is the Placentia Yorba Linda Unified School District Map

Attachment D is the Timeline for Consideration and Implementation of District-Based Elections.

### RECOMMENDATION

Receive public input regarding proposed boundaries and sequencing of elections and discuss any additional information the Board may want to consider. No direction regarding the actual drafting of the maps is to be provided at this meeting.



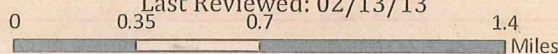


**Placentia Library District**

**Placentia Library District  
Sphere of Influence Map**

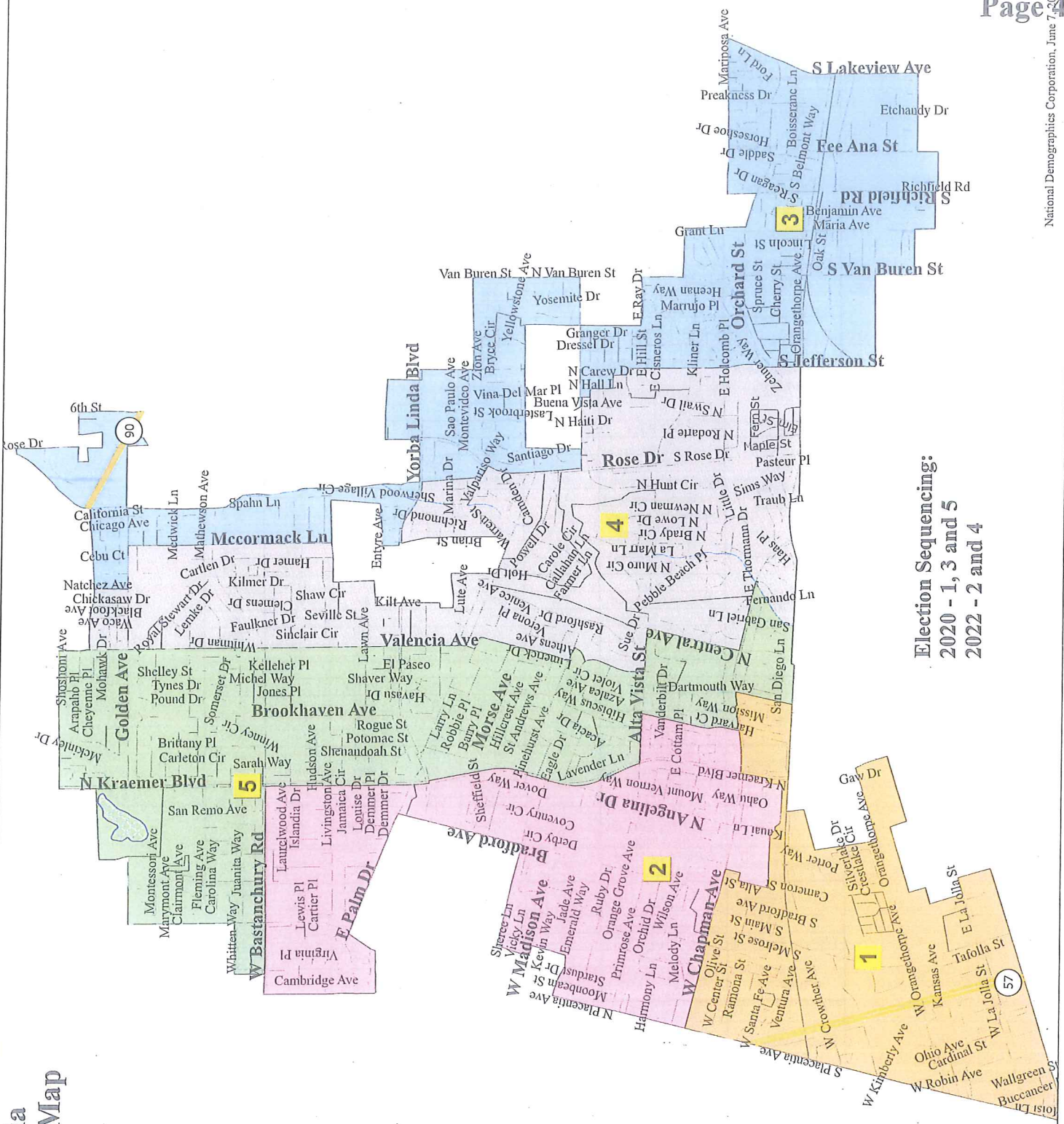
SOI Originally Adopted: 11/26/75  
Last Reviewed: 02/13/13

- Placentia Library District Boundary
- Placentia Library District SOI Boundary
- County Boundary





City of Placentia  
 2019 Adjusted Map



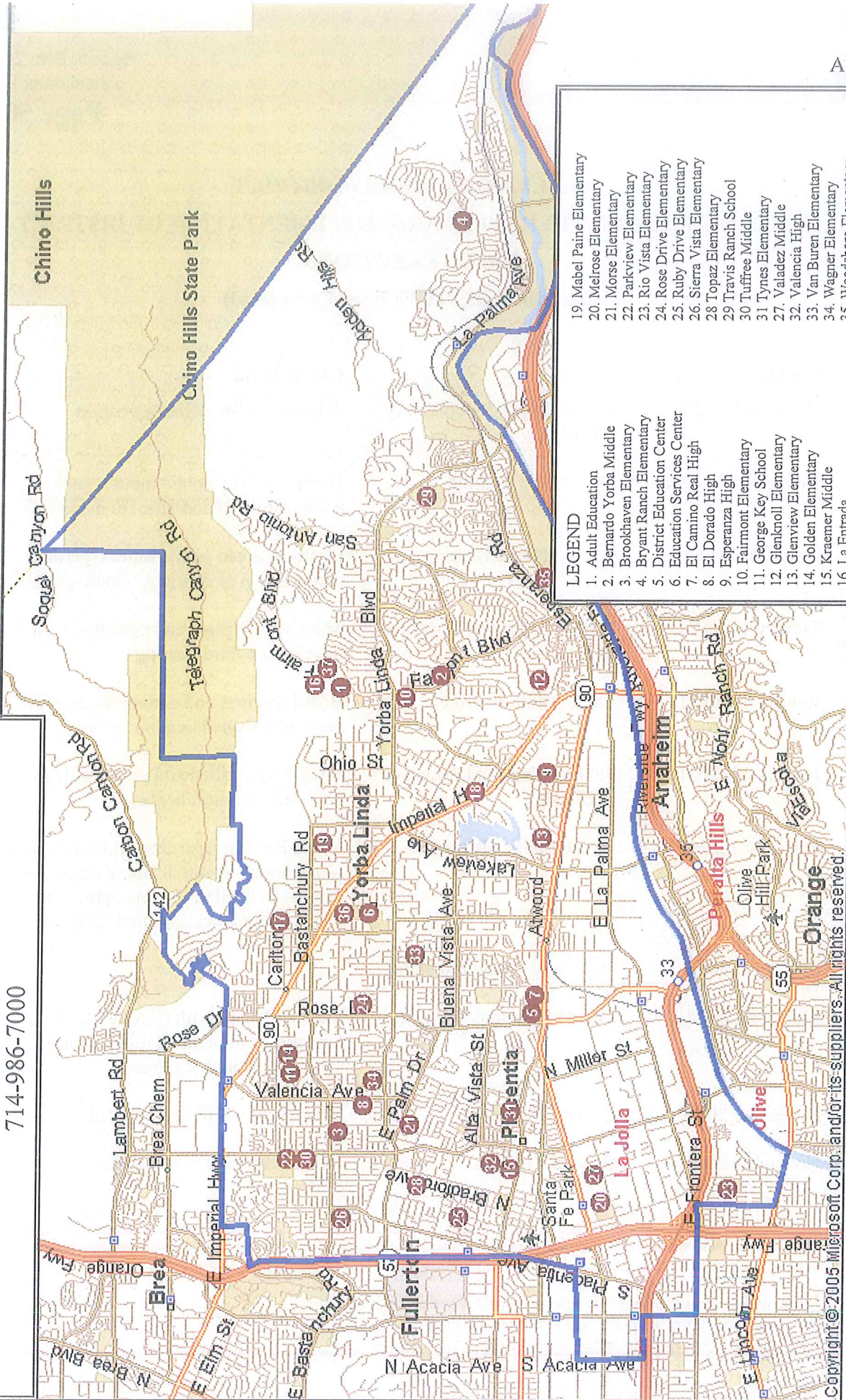
**Election Sequencing:**  
 2020 - 1, 3 and 5  
 2022 - 2 and 4

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

City of Placentia - 2019 Adjusted Map							
District		1	2	3	4	5	Total
	Total Pop	10,685	9,696	10,081	10,044	10,050	50,555
(Estimated After Block Splits)	Deviation from ideal	574	-415	-30	-67	-61	989
	% Deviation	5.67%	-4.11%	-0.30%	-0.66%	-0.61%	9.78%
<i>Demographic data below are calculated based on whole, unsplit Census Blocks</i>							
Total Pop	% Hisp	80%	37%	25%	16%	17%	36%
	% NH White	12%	43%	50%	57%	66%	45%
	% NH Black	2%	2%	3%	2%	1%	2%
	% Asian-American	5%	16%	21%	24%	14%	16%
Voting Age Pop	Total	7,651	7,651	7,592	7,730	7,480	38,104
	% Hisp	75%	34%	22%	14%	15%	32%
	% NH White	16%	46%	54%	59%	69%	49%
	% NH Black	2%	2%	3%	2%	1%	2%
	% Asian-American	6%	16%	20%	24%	14%	16%
Citizen Voting Age Pop	Total	4,005	6,819	7,162	7,341	7,252	32,578
	% Hisp	61%	28%	26%	17%	17%	27%
	% NH White	25%	51%	53%	57%	66%	53%
	% NH Black	1%	3%	2%	2%	1%	2%
	% Asian/Pac.Isl.	13%	16%	18%	23%	16%	18%
Voter Registration (Nov 2016)	Total	2,785	5,075	5,527	6,648	6,398	26,432
	% Latino est.	54%	34%	22%	17%	18%	25%
	% Asian-Surnamed	7%	8%	11%	12%	8%	10%
	% Filipino-Surnamed	2%	1%	1%	2%	1%	1%
	% Spanish-Surnamed	49%	30%	19%	16%	16%	23%
	% NH White est.	29%	54%	63%	64%	72%	60%
	% NH Black	1%	3%	2%	2%	1%	2%
Voter Turnout (Nov 2016)	Total	2,011	4,028	4,402	5,466	5,347	21,253
	% Latino	52%	32%	20%	17%	17%	24%
	% Asian-Surnamed	6%	8%	10%	11%	7%	9%
	% Filipino-Surnamed	1%	1%	1%	2%	1%	1%
	% Spanish-Surnamed	46%	29%	18%	15%	15%	21%
	% NH White est.	32%	56%	65%	66%	74%	63%
	% NH Black	1%	3%	2%	2%	1%	2%
Voter Turnout (Nov 2014)	Total	914	2,041	2,064	2,735	3,178	10,931
	% Latino	37%	22%	16%	11%	11%	16%
	% Asian-Surnamed	7%	6%	8%	8%	5%	7%
	% Filipino-Surnamed	1%	1%	1%	1%	0%	1%
	% NH White est.	43%	67%	73%	75%	84%	73%
	% NH Black est.	1%	3%	2%	1%	0%	1%
ACS Pop. Est.	Total	11,221	10,007	10,603	10,453	9,680	51,964
Age	age0-19	34%	24%	27%	25%	23%	27%
	age20-60	56%	62%	57%	52%	51%	56%
	age60plus	10%	15%	15%	23%	26%	18%
Immigration	immigrants	42%	31%	21%	23%	17%	27%
	naturalized	26%	41%	59%	63%	63%	45%
Language spoken at home	english	26%	52%	69%	69%	78%	58%
	spanish	64%	30%	14%	14%	8%	27%
	asian-lang	6%	9%	12%	12%	9%	10%
	other lang	3%	9%	5%	5%	5%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	35%	20%	10%	13%	8%	17%
Education (among those age 25+)	hs-grad	40%	49%	54%	52%	51%	49%
	bachelor	12%	20%	27%	27%	28%	23%
	graduatedegree	6%	13%	10%	13%	17%	12%
Child in Household	child-under18	45%	32%	40%	33%	29%	36%
Work (percent of pop age 16+)	employed	63%	64%	65%	60%	57%	62%
	Commute on Public Transit	7%	3%	1%	1%	1%	3%
Household Income	income 0-25k	23%	18%	11%	14%	9%	14%
	income 25-50k	29%	21%	13%	12%	14%	17%
	income 50-75k	17%	17%	16%	14%	13%	15%
	income 75-200k	26%	40%	52%	49%	51%	44%
	income 200k-plus	4%	5%	8%	12%	14%	9%
Housing Stats	single family	53%	51%	77%	85%	91%	72%
	multi-family	47%	49%	23%	15%	9%	28%
	vacant	4%	6%	4%	2%	2%	3%
	occupied	96%	94%	96%	98%	98%	97%
	rented	61%	58%	33%	21%	16%	37%
	owned	39%	42%	67%	79%	84%	63%
Total and Voting Age population data from the 2010 Decennial Census.							
Surname-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.							



**Placentia – Yorba Linda Unified School District**  
 1301 E. Orangethorpe Avenue, Placentia CA 92870  
 714-986-7000



- LEGEND**
- 1. Adult Education
  - 2. Bernardo Yorba Middle
  - 3. Brookhaven Elementary
  - 4. Bryant Ranch Elementary
  - 5. District Education Center
  - 6. Education Services Center
  - 7. El Camino Real High
  - 8. El Dorado High
  - 9. Esperanza High
  - 10. Fairmont Elementary
  - 11. George Key School
  - 12. Glenknoll Elementary
  - 13. Glenview Elementary
  - 14. Golden Elementary
  - 15. Kraemer Middle
  - 16. La Entrada
  - 17. Lakeview Elementary
  - 18. Linda Vista Elementary
  - 19. Mabel Paine Elementary
  - 20. Melrose Elementary
  - 21. Morse Elementary
  - 22. Parkview Elementary
  - 23. Rio Vista Elementary
  - 24. Rose Drive Elementary
  - 25. Ruby Drive Elementary
  - 26. Sierra Vista Elementary
  - 28. Topaz Elementary
  - 29. Travis Ranch School
  - 30. Tuffree Middle
  - 31. Tynes Elementary
  - 27. Valadez Middle
  - 32. Valencia High
  - 33. Van Buren Elementary
  - 34. Wagner Elementary
  - 35. Woodsboro Elementary
  - 36. Yorba Linda Middle
  - 37. Yorba Linda High



**PLACENTIA LIBRARY DISTRICT**  
**TIMELINE FOR CONSIDERATION AND IMPLEMENTATION OF DISTRICT-**  
**BASED ELECTIONS**  
**(Items in Italics Have Been Completed)**

<b>DATE</b>	<b>EVENT</b>	<b>COMMENT</b>
<i>August 17, 2020</i>	<i>Board Adopts Resolution of Intention</i>	<i>Triggers public hearing process</i>
November 16, 2020	First Public Hearing	Board receives public input regarding composition of districts. No maps yet.
December 21, 2020	Second Public Hearing	Board received public input regarding composition of districts. No maps yet. <sup>2</sup>
January 11, 2021	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before third hearing
January 18, 2021	Third Public Hearing	Board receives and comments on draft maps and sequencing of elections
January 19, 2021	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before fourth hearing <sup>3</sup>
February 15, 2021	Fourth Public Hearing	Board hearing regarding draft maps and sequencing <sup>4</sup> at which Board may adopt ordinance for first reading approving district-based elections and sequencing
March 15, 2021	Ordinance Second Reading	
March 16, 2021	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2022	General Election	First election utilizing adopted districts
November 2024	General Election	Remaining seats filled by districts

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

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras

**SUBJECT:** Discuss a Mask-Related Incident and Inquiry from a Patron

**DATE:** November 16, 2020

**BACKGROUND**

The Library Board of Trustees received an email from a patron, Mr. Joseph D’Hippolito, on October 28, 2020 regarding the Library’s mask requirement. A response dated October 28, 2020, was provided to Mr. D’Hippolito. Please see Attachment A for a copy of the response.

Mr. D’Hippolito has been witnessed by several staff, not wearing his mask correctly (under his nose). He has been asked by staff on several occasions including recently on October 16, 21, 26 and 28 to make sure his face mask covers his nose, mouth and chin the entire time he is in the building. After repeated failed attempts to ask Mr. D’Hippolito to correctly comply to the mask requirement, on November 6, he was banned from the Library for 30 days as per Policy 6067 – Patron Exclusion Policy. He will be able to return on December 6, 2020.

Library staff seeks directions from the Library Board of Trustees on future related matters.

Attachment A is the Library’s Response to Mr. D’Hippolito

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.



October 28, 2020

Dear Mr. D'Hippolito,

Thank you taking time to communicate with us regarding our face mask requirement. We have spoken with our team and have considered the incidents referenced in your email. We understand you are unhappy with our team's interactions with you during your visits this month. I do want to apologize for the experience you encountered on October 26<sup>th</sup>.

We also wanted to give you some background on our new safety measurements. At our Library Board of Trustees meeting on May 18, 2020 the Board approved our Re-opening plan that outlines the safety measurements necessary for each phase including Phase 2 – In-Person Service. The safety measurements include face mask requirements for all staff and patrons two years and over, plexiglass and hand sanitizers throughout the library, on-site cleaning crew during library open hours, social distancing, and no contact service and virtual programming. The decision was based on adherence to state-mandated procedures, CDC's recommendations to wear masks in public settings and when around other people to stop the spread of COVID-19, and an abundance care for the safety of our team and our patrons.

Anyone inside the library must have their face mask on and worn properly, covering their nose. You have been asked by several staff members on different occasions to wear your face mask correctly while you're in the building. This means your mask must be kept on and with your nose covered until you are outside the library. For patrons uncomfortable with the face mask requirement, we encourage them to take advantage of our curbside service and e-content including downloadable books, video streaming, and virtual programming. Laptops and hot spots will also soon be available for checkout. Please let me know if our team can assist you with access to virtual programs and services.

Our Patron Exclusion Policy permits staff to ban patrons for a one-month or other predetermined time periods should the unacceptable behavior continues after multiple requests and warnings by staff. Please find enclosed a copy of the policy.

We appreciate you bringing your concern to our attention. We look forward to continuing to serve you.

Sincerely,

Jeanette Contreras  
Library Director

Attachment – Patron Exclusion Policy

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**BOARD OF TRUSTEES**

Gayle Carline  
President

Al Shkoler  
Secretary

Richard DeVecchio, Ed.D.  
Trustee

Jo-Anne Martin  
Trustee

Elizabeth Minter  
Trustee

Jeanette Contreras, M.L.S.  
Library Director

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**PLACENTIA LIBRARY DISTRICT**  
411 E. Chapman Ave.  
Placentia, CA 92870  
Phone: 714-528-1925  
administration@placentialibrary.org  
www.placentialibrary.org

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Patron Exclusion Policy  
**POLICY NUMBER:** 6067

According to the Placentia Library District Policy 6065 – Public Behavior Policy, persons who violate the code of conduct will be asked to cease the behavior by library personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises. The first occurrence requiring staff to order person to leave results in the person being excluded from library premises for one month; any future occurrence earns twelve months.

If a person exhibits behavior violates the code of conduct and constitutes a threat to other library patrons, library volunteers, and/or library staff or otherwise disrupts the operations of the library, then the library can ban a patron from the library premises by following the procedures outlined below:

1. Library supervisors, managers and/or their designee have the authority to ban from the library premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately. Staff will refer to and follow the procedures for applying any level of exclusion from the library. This procedure details the process for banning an offending patron for periods less than one year.
2. In the event that a patron's behavior constitutes a perceived imminent serious threat to Library property, other library patrons, volunteers, and/or staff, library personnel may call the police for assistance. The Library Director has the authority to ban from the library premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.
3. If an individual who has been excluded attempts to return to the library premises, such an act will be considered trespassing and the police will be called to remove the person from the library premises.
4. Banning or exclusion from library premises denies the patron access to the building, grounds and services of the Placentia Library District. The patron may still access from an offsite computer the Library's webpage. The individual's library card will be blocked.
5. If the individual who has been banned for twelve months wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the library to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The



ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

6. It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

7. Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Public Behavior Policy can result in the individual being banned for an additional year from the Placentia Library District.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Joint-Use Committee Report  
**DATE:** November 16, 2020

**BACKGROUND**

Board President Carline will report out on the Joint-Use Committee meeting held November 5, 2020.

Attachment A – November 5, 2020 Meeting Minutes

PRELIMINARY MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA  
TO DISCUSS TO THE JOINT USE AGREEMENT  
NOVEMBER 5, 2020

**CALL TO ORDER**

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

**Members Absent:** City Administrator Damien Arrula.

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

**Guests:** None

**BACKGROUND**

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

**PARKING LOT**

Library Director Contreras brought it to the attention of the Committee of the issue of the parking lot for events continued with the drive in movie night and City staff not informing District staff of citation and towing throughout the parking lot. Since then, the City and Library staff have met to discuss upcoming events and have agreed to provide a one month notice in advance regarding events that impact the use of the parking lot. The next meeting will take place December 16<sup>th</sup>, 2020.

Police Captain Butts presented the police department's decision of issuing a serialized number hanging placard that would be valid for the date range of the elected officials' elected terms. It will be a hanging placard so that it can interchange between vehicles if needed. If a vehicle is parked in a reserved space without the hanging placard, a parking ticket would be enforced. The placards are printed on Monday, November 9<sup>th</sup>, 2020. The concept of staff stickers will be discussed by Director Estevez, City Administrator Arrula, Captain Butts and Chief Lenyi.

**LIBRARY    IMPACT    FEE  
MEETINGS**

Library Director Contreras reported out on the District's Business Manager, Fernando Maldonado, and Director Lambert reinstated monthly meetings to discuss library impact fees and upcoming projects. The next meeting will take place on December 3<sup>rd</sup>, 2020.

**CHRISTMAS TREE LIGHTING  
CEREMONY**

The City confirmed that there will be a Christmas Tree Lighting Event; however, it is to be determined if the event will take place on Facebook live, be a drive up program, and how they are finding a solution to avoid large gatherings of residents.

The City also reported that the Veteran’s Day event will be a pre-recorded video that will be posted online and there will be no in person event. A flyover above the plaza is projected, however, this will be captured by their staff.

**CIVIC CENTER CAPITAL IMPROVEMENT PROJECTS**

Library Director Contreras confirmed that the email of projected projects for the plaza was received from Director Estevez and shared with President Carline and Trustee Martin. Director Estevez is collecting estimated costs for the projects and will send what he has received to Library Director Contreras within the next week so it may be shared prior to the Library District’s November Board Meeting. The new list of projects will be prioritized with pre-RFP estimated costs.

**CITY OF PLACENTIA UPDATES**

The City provided updates regarding projects throughout the City, including the following: Crowther Apartment building progress, the transit orientated area and old town upgrades (i.e., decorative lights, new sidewalks, benches, bike racks, and signage), that the construction north of Bastanchury on Kraemer and Golden were funded with Measure M and SP1 tax revenues and are slightly delayed due to the asphalt company being effected by the recent fires. Moreover, the City approved 5-0 to extend outdoor dining until June 2021 based on projections of COVID-19. The City also reported out on doing well financially, with money remaining to place in their savings, and gave comparisons on neighboring cities effected by the pandemic.

**PLACENTIA LIBRARY DISTRICT UPDATES**

The Placentia Library District remains open with modified hours of Tuesday through Saturday 10:00 a.m. to 5:00 p.m. with rotating schedules beginning November 6<sup>th</sup>, 2020. Library Director Contreras also reported on the Library District being awarded the California Special District Association’s Exceptional Public Outreach award and AT & T Website Magazine’s Technology Innovation Operations category for virtual programming. The District also held staff development trainings, which included a discussion of budget planning. The staff discussions led to district staff’s want for the loading dock to be updated. Director Estevez offered to come walk through with Library Director Contreras to discuss widening dock. The Library also announced their two new board members that will be welcomed in January: Sherri Dahl, current Placentia Library Friends Foundation Board President, and Hilarie Fuji Shioura. The District looks forward to welcoming them and educating them on special districts.

**ACTION ITEMS**

Director Estevez will email an updated list of the City’s Capital Improvement Projects by priority for the next five years with cost estimates for the Library District to review for their 2021-2023 Budget Cycle.

**NEXT MEETING**

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Gayle Carline, Board President

**SUBJECT:** County of Orange Clerk of the Board Code Amendments for Public Services Manager and Technology Manager Reclassifications.

**DATE:** November 16, 2020

**BACKGROUND**

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

The District currently has the following positions filed under the Conflict of Interest Codes and are required to submit a Form 700: Library Trustees, Library Director, Business Manager, Technology Manager, Legal Counsel, and Consultant. At the December 12, 2019 Board Meeting, the Board approved the reclassification of the Public Services Manager position to Assistant Library Director and the Technology Manager position was reclassified to Systems Librarian. Due to these changes, it is required by the County of Orange Clerk of the Board to have the Board approve code amendments for these positions regarding the position title of Public Services Manager is being renamed to Assistant Library Director and the reclassification of the Technology Manager to Systems Librarian, removing the Technology Manager, now Systems Librarian, position from being required to file a Form 700.

Attachment A is the current Conflict of Interest Codes and filers for the Placentia Library District.

Attachment B is the Declaration for Non-County Local Agencies.

**RECOMMENDATION**

1. Authorize a code amendment for the renaming of Public Services Manager to Assistant Library Director as instructed by the Orange County Clerk of the Board; and
2. Authorize a code amendment to remove the "Technology Manager" position as instructed by the Orange County Clerk of the Board; and
3. Authorize the Board President to sign the Declaration for Non-County Local Agencies; and
3. Roll call vote.



Conflict of Interest Code  
EXHIBIT A (Working Draft)

Entity: Library Districts  
Agency: Placentia Library District

Position	Disclosure Category	Files With	Status
Assistant Library Director	OC-01	COB	Renamed
<b>Reason:</b> Board approved reclassification of Public Services Manager to Assistant Library Director at the December 12, 2019 Unusual Date Meeting.			
Business Manager	OC-01	COB	Unchanged
Consultant	OC-30	Agency	Unchanged
Legal Counsel	OC-01	COB	Unchanged
Library Director	OC-01	COB	Unchanged
Library Trustee	OC-01	COB	Unchanged
Technology Manager	OC-01	COB	Deleted
<b>Reason:</b> Due to reclassification of the title from Technology Manager to Systems Librarian at the December 12, 2019 Unusual Date Board Meeting.			

Total: 7



## Disclosure Descriptions EXHIBIT B (Working Draft)

Entity: Library Districts

Agency: Placentia Library District

Disclosure Category	Disclosure Description	Status
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.	Unchanged

**Grand Total: 2**

**Declaration for Non-County Local Agencies**

I have been designated as the appropriate official to submit this agency's proposed conflict of interest code or code amendment.

I certify that this agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions, and that the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. I further certify that the code includes all other provisions required by Government Code section 87302.

I certify that the proposed code or code amendment has been reviewed and approved by the agency's governing body and its highest official (chief executive officer, general manager, superintendent, chair, etc.).

I declare that the above is true and correct.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Agency**

\_\_\_\_\_  
**Date**