



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

April 18, 2022

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 18, 2022

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 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 23 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 March 21, 2022 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for March 2022. (Receive & File and Approve)

11. FY2021-2022 Fund Balance through March 2022; the Schedule of Anticipated Property Tax Revenues for FY2021-2022 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for March 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for March 2022. (Receive & File)

14. Acquisitions Report for March 2022. (Receive & File)

15. Entrepreneurial Activities Report for March 2022. (Receive & File)

16. Library Impact Fee Report for March 2022. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for March 2022. (Receive, File, and Ratify Appointments)

18. Circulation Report for March 2022. (Receive & File)

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, April 18, 2022

STAFF REPORTS (Items 20 – 23)

- 20. Administration Report for March 2022.
- 21. Children's Services Report for March 2022.
- 22. Adult Services Report for March 2022.
- 23. Placentia Library Web Site & Technology Report for March 2022.

NEW BUSINESS

- 24. Public Library Association Conference Reports from Secretary Carline and Library Director Contreras.
- 25. Senior/Community Center Blue Ribbon Committee Report from President Martin.
- 26. Joint-Use Committee Report from President Martin.

AGENDA DEVELOPMENT


- 27. Agenda Preparation for the May Regular Date Meeting which will be held on May 16, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

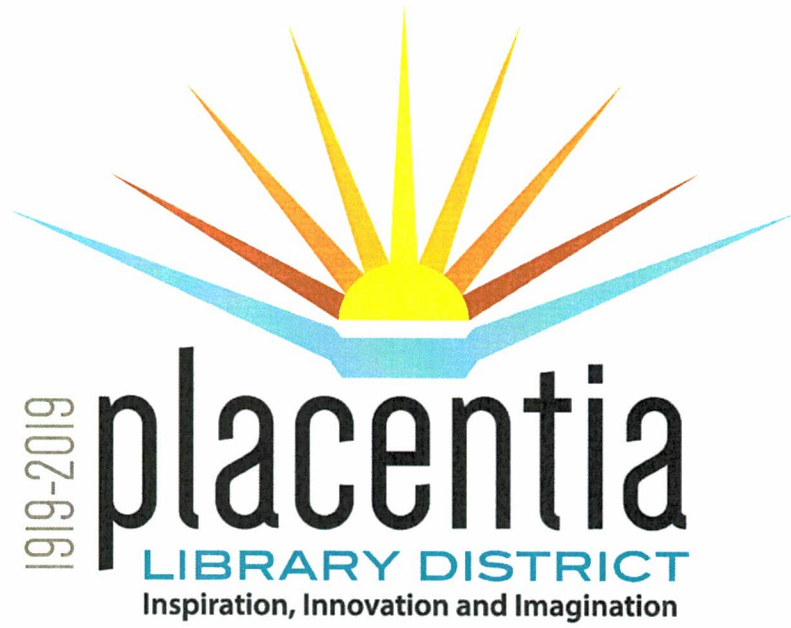
- 28. The Library Board of Trustees will adjourn the Regular Date April 18, 2022 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for April 18, 2022 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on April 13, 2022.



 Lina Nguyen, Executive Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 March 21, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on March 21, 2022 at 6:30 p.m.

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

Members Absent: Trustee Hilaire Shioura.

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

Counsel Present: David DeBerry, Woodruff, Spradlin & Smart.

Guests: Jeremy Yamaguchi, IT; Douglass Davert, LAFCO Chair; James Fisler, LAFCO Commissioner; John Sparks, resident; Stephanie Beverage, resident; Luke H., resident; Theresa Kintz, resident; Naydia Chantarasompoth, PLFF President; Shellie McCurdy, Library Assistant; Kathy Andrews, resident; Laura DeLeon, Library Clerk

ADOPTION OF AGENDA

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

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

LAFCO UPDATES FROM COMMISSIONERS DAVERT AND FISLER.

President Martin requested to change Agenda Item 24 to the first agenda item to be discussed. Director Contreras introduced the Orange County Local Agency Formation Commission (OC LAFCO) Chair, Douglass Davert, and the OC LAFCO Commissioner, James Fisler. LAFCO Chair Davert greeted the Board and stated they appreciate the support from the Library in the past and hopes the Library will continue to support them in the future. LAFCO Commissioner Fisler greeted the Board and thanked them for their time, and shared information about LAFCO's redesigned website and newsletter. President Martin asked both Chair Davert and Commissioner Fisler what they are looking forward to in the coming year and what are their priorities. Commissioner Fisler stated their priority is to continue work on the MSRs (Municipal Service Review). Chair Davert also stated they are keeping a watchful eye on movement in Sacramento which is looking to collapse special districts. Secretary Carline asked if LAFCO would consider live-streaming their meetings so non-voting members can have the opportunity to watch their meetings without having to physically be at the meeting since they do not take part in the meetings themselves. Chair Davert said it can be added to the agenda for the next LAFCO meeting. Director Contreras asked if the Library can be emailed updates on the MSR process and information on districts currently going through the MSR process. It has been twenty years since the Library's last MSR and the

next one is scheduled 2023/24. Director Contreras expressed she would like to know what kind of data the Library will need to look at for the MSR. The Commissioners said they can have Carolyn Emery send the Library a checklist of items needed for the MSR.

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the Author’s Luncheon, the Swearing-In and Promotion Ceremony for Police and Fire and Life Safety, Financial Partner’s Credit Union’s Governmental Affairs Conference, Charity Closet’s Annual Volunteer Appreciation Event, the Blue Ribbon Committee Meeting, the Joint Use Meeting, and Chaired the Alta Vista Advisory Committee Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Author’s Luncheon.

Trustee Shkoler attended the Author’s Luncheon.

Trustee Dahl attended the Author’s Luncheon, the Orange County Council of Governments meeting, Placentia Women’s Round Table, the Swearing In and Promotion Ceremony for Police and Fire and Life Safety, PLFF meeting, and the Joint Use Committee.

Trustee Shioura was absent.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras had meetings with Assemblyman Chen in Sacramento, the San Francisco Library Director and the San Jose Library School Director, Darren Hernandez – former assistant city manager for Santa Clarita, the interim Santa Monica Public Library Director, the Library’s former children’s librarian who retired from the Fullerton Library, and prospective coffee vendors. She also went to the Library’s Literacy Coordinator’s father’s funeral, the Swearing-In and Promotion Ceremony for Police and Fire and Life Safety, and the Author’s Luncheon.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth thanked Secretary Carline for stepping in to speak at the Author’s Luncheon. She advised the Board about Marla Jo Fisher, the author who was supposed to speak at the Author’s Luncheon, reaching out to her and expressing she wanted to make up for the event by sponsoring a new one. The event will be on April 22nd, 2022 at the Library. The doors will open at 5:00 p.m. There will be a talk, Q&A, and book signing. She also provided updates on upcoming books sales as well as a fundraising event to celebrate National Library Week.

CONSENT CALENDAR

It was moved by Secretary Carline and seconded by Trustee Dahl to approve Agenda Items 9-23 as presented. A roll call vote was taken:

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

ABSENT: Shioura

MINUTES FOR FEBRUARY 15, 2022 SPECIAL DATE MEETING AND THE FEBRUARY 23, 2022 UNUSUAL DATE MEETING.

The minutes for the February 15, 2022 Special Date Meeting and the February 23, 2022 Unusual Date Meeting were received, reviewed and filed as amended (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for February 2022 (Item 10)
 Fund 707 Balance Report for February 2022 (Item 11)
 Financial Reports through February 2022 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)

GENERAL CONSENT REPORTS

Balance Sheets for February 2022 (Item 13)
 Acquisitions Report for February 2022 (Item 14)
 Service Revenue Report for February 2022 (Item 15)
 Library Impact Fee Report for February 2022 (Item 16)
 Personnel Report for February 2022 (Item 17)
 Circulation Report for February 2022 (Item 18)
 Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for February 2022 (Item 20)
 Children’s Services Report February 2022 (Item 21)
 Adult Services Report for February 2022 (Item 22)
 Placentia Library Website Technology Report for February 2022 (Item 23)

STATUS OF BROWN ACT TELECONFERENCING LAWS.

Counsel DeBerry gave a brief status update on the Brown Act teleconferencing laws. Governor Newsom’s suspension of the requirements to teleconference under the Brown Act was set to expire last fall. However, the state legislature passed AB 361 which continued the Governor’s suspension of the requirements to teleconference -- with certain stipulations. AB 361 is now set to expire January 1, 2024. Currently, per AB 361, in order to bypass the teleconferencing requirements, a state of emergency has to be declared with mandated social distancing or a state of emergency has to be declared with imminent risk of meeting in person. The Board would have to adopt a resolution, every 30 days, in order for board members to teleconference. Otherwise they would have to follow the old requirements to teleconference -- which includes posting an agenda in front of where they want to teleconference from, and then making the space accessible to the public. President Martin reminded the Board they had discussed this matter in January and voted to continue meetings in person.

**CONFERENCE
AUTHORIZATION TO THE
CALIFORNIA LIBRARY
ASSOCIATION, ON JUNE 2-4,
2022.**

This year’s California Library Association (CLA) conference will be in Sacramento from June 2-4, 2022. Director Contreras asked if any of the Board members would like to attend. Secretary Carline will attend, representing the Board. Director Contreras also stated Assistant Library Director Yesenia Baltierra asked her team if any of them would like to attend the CLA conference and a part-time staff member is interested in going. She is applying for a scholarship through the CLA. After a discussion, it was motioned by Trustee Shkoler and seconded by Trustee Dahl to authorize Secretary Carline, Director Contreras, and one part-time staff member to attend the California Library Association conference on June 2-4, 2022, in Sacramento, with Director Contreras to attend June 1st as part of her CLA Board duties. A roll call vote was taken:

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

**CONFERENCE
AUTHORIZATION TO THE
AMERICAN LIBRARY
ASSOCIATION, ON JUNE 23-
28, 2022.**

This year’s American Library Association (ALA) conference will be in Washington D.C. from June 23-28, 2022. Director Contreras asked if any of the Board members would like to attend the conference with Assistant Library Director Baltierra and one staff member. Trustee Dahl will attend, representing the Board. After a discussion, it was motioned by Trustee Shkoler and seconded by Secretary Carline to authorize Trustee Dahl, Assistant Library Director Baltierra, and one staff member to attend the American Library Association conference on June 23-28, 2022, in Washington D.C. A roll call vote was taken:

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

**LEGISLATIVE UPDATES
FROM SECRETARY CARLINE.**

Secretary Carline presented the Congressional Outlook from the California Special District Association. There were 10 bills described, and only one directly applies to the Library - SB 34 – Libraries: student success cards. Director Contreras explained the intent of this bill is to allow students access to the Library and its services using their student ID card. There was reluctance in adopting this bill due to the sensitive nature of allowing access to student records. The Library is still working on this and Director Contreras stated she is trying to get support from Senator Josh Newman, Assemblyman Phillip Chen, and Congresswoman Young Kim.

**SENIOR/COMMUNITY
CENTER BLUE RIBBON
COMMITTEE REPORT FROM
PRESIDENT MARTIN.**

President Martin reported a subcommittee to review the top three proposals will meet March 28, 2022. They will put together a list of standard questions for the upcoming interviews of the top 3 contenders the third week of April. They will be joined by city staff for the interviews. The full committee will come back April 27, 2022 to make the final selection to be recommended to the City Council. After this, they will work with the individual firm to get a 35% mock-up of what the community center could look like.

**JOINT-USE COMMITTEE
REPORT FROM PRESIDENT
MARTIN.**

President Martin presented updates given by the City at the March 10, 2022 Joint Use Committee meeting. City updates included the trellis project, plumbing issues, annexation, district mapping, federal earmarks they have applied for, and adding new staff members. President Martin noted the federal earmarks are good to keep in mind for upcoming Library projects. Minutes from the Joint Use Meeting were furnished at this board meeting.

AGENDA DEVELOPMENT

President Martin requested a motion to include an IT update and security safety measures to be included in the next Board meeting. Secretary Carline motioned to adopt this item for the March meeting agenda. The motion was seconded by Trustee Dahl. All in favor:

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

Director Contreras requested to also add district mapping, the nexus study preliminary/library impact fees, update on state grants, audit presentation, and a budget update to the March meeting agenda as well. President Martin motioned to adopt these items for the March meeting agenda. The motion was seconded by Trustee Shkoler. All in favor:

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

ADJOURNMENT

The next Regular Board Meeting will be on April 18, 2022 at 6:30 p.m.

The Board of Trustees Regular Date Meeting of March 21, 2022 was adjourned at 7:23 p.m.



Jo-Anne Martin, President
Library Board of Trustees



Gayle Carline, Secretary
Library Board of Trustees



**Placentia Library District
Check Register
March 2022**

Date	Ref No.	Payee	Memo	Payment	Type
03/03/2022	12228	Placentia Library District	For payroll on 3/16/22	65,000.00	Check
03/03/2022	12229	Knobbe Martens Olson & Bear LLP	Trademark Application	350.00	Bill Payment
03/03/2022	12230	Baker & Taylor	Books	3,510.31	Bill Payment
03/03/2022	12231	Dick's Lock & Safe	Key Copies	126.76	Bill Payment
03/04/2022	12232	Public Agency Retirement Services	Retirement Contribution	2,702.38	Bill Payment
03/07/2022	12234	Wendy Amireh	PLFF 2/22 - Adults - Home Life Style	179.33	Check
03/15/2022	12235	Boys & Girls Club	Boys and Girls Club Sponsorship	3,000.00	Check
03/16/2022	12269	Placentia Library District	For payroll on 4/13/22	65,000.00	Check
03/17/2022	12233	Brea Trophy and Engraving	Name Plaque	16.49	Bill Payment
03/17/2022	12236	Amazon- Zip Books CA State Grant	Zip Books	380.63	Bill Payment
03/17/2022	12237	Golden State Water Company	Water Service	901.96	Bill Payment
03/17/2022	12238	SoCalGas	Gas Service	49.75	Bill Payment
03/17/2022	12239	Cintas	Cleaning Supplies	996.48	Bill Payment
03/17/2022	12240	Woodruff, Spradlin & Smart	Legal Services	1,453.50	Bill Payment
03/17/2022	12241	Arcelia Janitorial Service	Cleaning Service	3,360.00	Bill Payment
03/17/2022	12242	Dewey Pest Control	Rodent Control	646.00	Bill Payment
03/17/2022	12243	State of CA - Department of Justice	Fingerprints	64.00	Bill Payment
03/17/2022	12244	Republic Services	Trash Pick Up	158.87	Bill Payment
03/17/2022	12245	Baker & Taylor	Books	4,821.09	Bill Payment
03/17/2022	12246	City of Placentia	Civic Center Shared Costs	3,828.12	Bill Payment
03/17/2022	12247	Midwest Tape	Audio Books	4,334.57	Bill Payment
03/17/2022	12248	Johnson Controls	Measurement and Verification	5,877.00	Bill Payment
03/17/2022	12249	JV Plumbing	Plumbing	390.00	Bill Payment
03/17/2022	12250	CALNET3	Phone lines	185.67	Bill Payment
03/17/2022	12251	Good Moodra Yoga	Programing	210.00	Bill Payment
03/17/2022	12252	Findaway World LLC	Database	2,359.20	Bill Payment
03/17/2022	12253	Legacy Integrative Solutions	Printing Maintenance Service	1,320.14	Bill Payment
03/17/2022	12254	Placentia-Yorba Linda Unified School Dist	Poster Printing	257.58	Bill Payment
03/17/2022	12255	Califa	Broadband	2,615.88	Bill Payment
03/17/2022	12256	SDRMA	Ancillary Benefits April	2,555.37	Bill Payment
03/18/2022	12257	Jeanette Contreras	Annual Data Usage Reimbursement plus Air Fare for Meeting with Dr. Chow and Mr. Michael Lambert.	518.69	Check
03/18/2022	12258	Jeanette Contreras	Sacramento Meeting and PLA Conference 2022 changes.	567.39	Check
03/18/2022	12259	EBSCO Industries, Inc.	Database	158.30	Bill Payment
03/18/2022	12260	Placentia Library District	For payroll on 3/30/22.	60,000.00	Check
03/21/2022	12261	Jeanette Contreras	Return Flight Changes	97.98	Check
03/21/2022	12262	Charter Communications	TV Cable Service	74.31	Bill Payment
03/21/2022	12263	American Library Association	Annual Fee	201.00	Bill Payment
03/21/2022	12264	OC Custom Vinyl Graphics & Signs	Signs	26.94	Bill Payment
03/21/2022	12265	Cintas	Cleaning Supplies	190.63	Bill Payment
03/21/2022	12266	OverDrive	Audio Books	1,403.00	Bill Payment

3:24 P.M.
4/11/22
Accrual Basis

Placentia Library District
Check Register
March 2022

03/21/2022	12267	Baker & Taylor	Books	940.16	Bill Payment
03/21/2022	12268	Midwest Tape	Audio Books	74.63	Bill Payment
03/31/2022	12270	Lina Nguyen	Clean and Wash Bunny Costume for Eggcitement	40.00	Check
03/31/2022	12271	Lina Nguyen	Board Book, Money Deposits delivery + Ralphs	25.97	Check
03/31/2022	12272	SDRMA	Medical Benefits April	28,132.39	Bill Payment
03/31/2022	12273	Public Agency Retirement Services	Retirement Contributions	5,331.05	Bill Payment
03/31/2022	12274	CliftonLarsonAllenLLP	Interim Fiscal Audit Charge	4,400.00	Bill Payment
03/31/2022	12275	Republic Services	Trash Service	84.78	Bill Payment
03/31/2022	12276	Advantage, Inc.	Newsletter Printing	10,678.96	Bill Payment
03/31/2022	12277	Golden State Water Company	Water Service	493.67	Bill Payment
03/31/2022	12278	New Readers Press	Database	706.07	Bill Payment
03/31/2022	12279	City of Placentia	Shared costs	2,502.51	Bill Payment
03/31/2022	12280	Pitney Bowes	Postage	3,028.62	Bill Payment
03/31/2022	12281	SoCalGas	Gas Service	107.60	Bill Payment
03/31/2022	12282	Cintas Corporation #640	Cleaning Supplies	241.78	Bill Payment
03/31/2022	12283	Placentia-Yorba Linda Unified School Dist	Printing Service	101.92	Bill Payment
03/31/2022	12284	Amazon- Zip Books CA State Grant	Zip Books	985.73	Bill Payment
03/31/2022	12285	Uline	Maintenance Supplies	81.09	Bill Payment
03/31/2022	12286	Arcelia Janitorial Service	Monthly Janitorial Fee	3,738.00	Bill Payment
03/31/2022	12287	Baker & Taylor	Books	235.32	Bill Payment
03/31/2022	12288	Eagle Multi Media Productions	IT Services	4,712.50	Bill Payment
03/31/2022	12289	Glasby Maintenance Supply	Janitorial supplies	411.44	Bill Payment
03/31/2022	12290	Midwest Tape	Audio Books	100.73	Bill Payment
03/31/2022	12291	Findaway World LLC	Database	1,219.89	Bill Payment
				<u>308,264.13</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

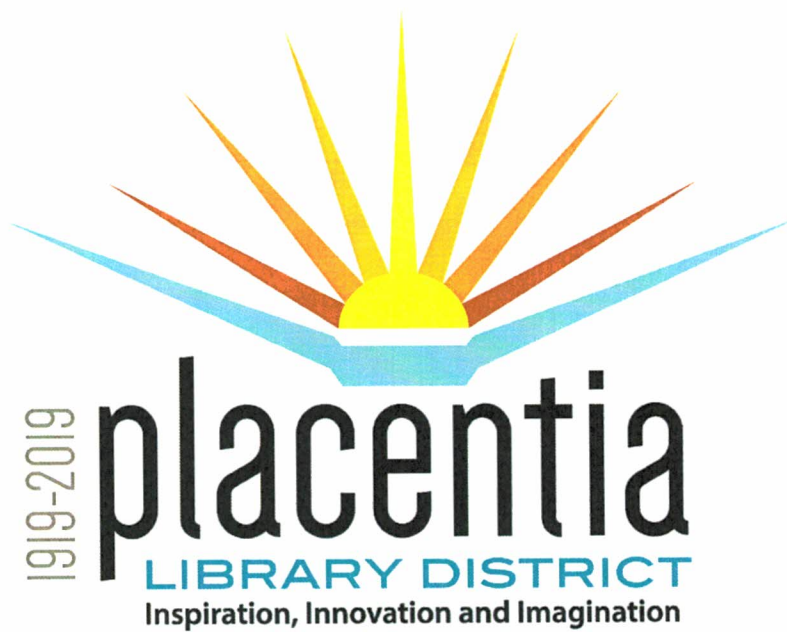
TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Fund Balance Report through March 2022 for Placentia Library District Fund 9LX with Orange County Treasurer**

DATE: April 18, 2022

Fiscal Year 2021-2022		Fiscal Year 2020-2021	
7/31/2021	797,842.63	7/31/2020	790,798.96
8/31/2021	798,184.45	8/31/2020	791,646.81
9/30/2021	798,537.58	9/30/2020	792,427.94
10/31/2021	798,901.40	10/31/2020	793,212.36
11/30/2021	799,252.48	11/30/2020	793,942.94
12/31/2021	799,583.47	12/31/2020	794,595.92
1/31/2022	799,893.16	1/31/2021	795,201.11
2/28/2022	800,192.11	2/29/2021	795,749.02
3/31/2022	800,425.89	3/31/2021	796,231.15
4/30/2022		4/30/2021	796,660.85
5/31/2022		5/31/2021	797,113.17
6/30/2022		6/30/2021	797,495.65



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through March 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: April 18, 2022

Summary of Cash and Investments as of March 31, 2022

Cash with Orange County Treasurer Fund 9LX	\$ 800,425.89
General Fund Checking – Bank of the West	\$ 1,129,687.37
General Fund Savings – Bank of the West	\$ 1,275,555.81
<i>(Impact Fees in Savings – Restricted)</i>	\$ 582,692.62
Payroll Checking – Wells Fargo Bank	\$ 7,626.46
Total Cash and Investments	\$ 3,213,295.53

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, 2022

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,710,330	1,735,897	(974,433)	64.0%
4020	Property Taxes - Current Unsecured	80,305	68,738	(11,567)	85.6%
4050	Property Taxes - Curr Supplemental	46,567	36,561	(10,006)	78.5%
* 4070	Interest on Unapport Tax	0	157	157	-
* 4080	Penalties & Costs on Delinq Taxes	0	20,285	20,285	-
4090	Taxes Special Dist Augmentation	9,106	4,408	(4,698)	48.4%
4190	State - Homeowners Property Tax Relief	16,477	6,075	(10,402)	36.9%
	Sub Total	2,862,785	1,872,121	(990,664)	65.4%
INTEREST REVENUE					
4600	Interest	8,500	2,708	(5,792)	31.9%
	Sub Total	8,500	2,708	(5,792)	31.9%
GRANT REVENUE					
4210, 4421	State Grants	40,000	72,533	32,533	181.3%
4220, 4230	Fed/Other Grants	10,000	60,317	50,317	603.2%
	Sub Total	50,000	132,850	82,850	265.7%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	25,000	13,000	(12,000)	52.0%
4310	Fines & Fees	15,000	13,075	(1,925)	87.2%
4320, 4330	Passport/Photos	180,000	228,167	48,167	126.8%
* 4340	Meeting Room Fees	0	40	40	-
4350	Test Proctor	3,000	2,150	(850)	71.7%
4430	Other: Miscellaneous	0	1,570	1,570	-
4435	Centennial (i-bank final disbursement)	73,900	-	(73,900)	0.0%
	Sub Total	296,900	258,002	(38,898)	86.9%
TOTAL REVENUES YTD FOR FY 21/22:		3,218,185	2,265,681	(952,504)	70.4%
4440	Reserves	37,738	-	(37,738)	0.0%
4500	Impact Fees	250,000	108,920	(141,080)	43.6%

* Mathematically unable to divide by zero.

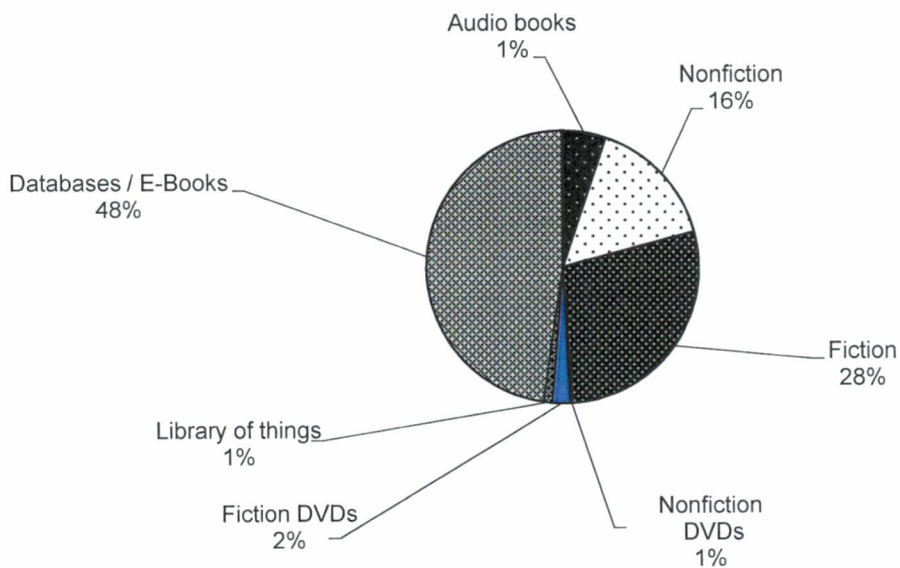
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 March 31, 2022
 75% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,846,673	1,281,735	0.69	\$564,939
5030	Retirement	60,365	49,428	0.82	\$10,937
5040	Unemployment Insurance	4,158	0	0.00	\$4,158
5050	Health Insurance	268,230	205,884	0.77	\$62,346
5064	Dental Insurance	11,388	9,359	0.82	\$2,029
5060	Life Insurance	4,383	3,061	0.70	\$1,322
5066	AD & D Insurance	6,676	4,494	0.67	\$2,182
5068	Vision Insurance	2,733	1,861	0.68	\$872
5090	Education Assistance Program	1,422	0	0.00	\$1,422
5070	Workers' Compensation Insurance	25,224	18,970	0.75	\$6,254
	TOTAL	\$2,231,252	\$1,574,791	0.71	\$656,461
SERVICES & SUPPLIES					
5100	Communications	26,500	16,283	0.61	\$10,217
5170	Household Expenses	44,000	14,216	0.32	\$29,784
5099	Liability Insurance	45,689	33,500	0.73	\$12,189
5205	Maintenance Expense	12,921	10,178	0.79	\$2,743
5210, 5220-5280, 5160, 5180	Building Maintenance	148,572	102,666	0.69	\$45,906
5290	Memberships	7,469	8,738	1.17	(\$1,269)
5300-5350	Office Expenses & Postage	77,544	54,897	0.71	\$22,647
5400-5480	Prof./Specialized Services	108,917	127,398	1.17	(\$18,481)
5490	Loan Obligation (i-bank)	73,968	73,968	1.00	\$0
5495, 5900, 5910, 5920	Programs	24,000	16,648	0.69	\$7,352
5500	Books/Library Materials	314,000	201,171	0.64	\$112,829
5600	Meetings/Professional Development	30,000	17,024	0.57	\$12,977
5700	Mileage/Parking	300	102	0.34	\$198
5800	Utilities	18,000	7,758	0.43	\$10,242
7000	COVID-19	15,000	304	0.02	\$14,696
	TOTAL	\$946,880	\$684,849	0.72	\$262,031
		\$3,178,132	\$2,259,640	0.71	\$918,492
OPERATING EXPENSES					
FIXED ASSETS & TAXES					
1310	Building Improvements	\$20,000	-	0.00	\$20,000
1320	Equipment & Furniture	\$3,000	-	0.00	\$3,000
6100	Taxes and Assessments	\$16,500	8,701	0.53	\$7,799
	TOTAL	\$39,500	8,701	0.22	\$30,799
TOTAL BUDGET		\$3,217,632	\$2,268,341	0.70	\$949,291

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH MARCH 2022

	YTD 2021/22	YTD 2021/22	YTD 2020/21	YTD 2020/21
	Amount	Titles	Amount	Titles
Total Fiction	\$55,156	2,744	\$54,818	2,977
Total Non-Fiction	\$30,860	1,231	\$34,724	1,857
Total Databases / E-Books	\$93,656	468	\$44,466	648
Total Audio Books	\$10,070	203	\$8,128	374
Total Educational DVDs	\$610	19	\$1,353	74
Total Entertainment DVDs	\$4,225	157	\$4,091	386
Total Library of Things	\$2,154	18	\$0	0
YTD TOTAL MATERIALS	\$196,731	4,840	\$147,580	6,316
Budget	\$314,000		\$233,850	
% Spent YTD	63%		63%	



ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 through the MONTH OF MARCH 2022

	GENERAL FUND		ADOPT-A-BOOK/GRANT		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
<u>Adult Fiction</u>	\$31,375	1306	\$460	25	\$31,835	1331	\$61	3	\$31,896	1334
Total Adult Fiction	\$31,375	1306	\$460	25	\$31,835	1331	\$61	3	\$31,896	1334
Adult Non-Fiction	\$11,530	466	\$1,411	63	\$12,941	529	\$121	4	\$13,061	533
Adult Reference	\$551	7	\$504	14	\$1,055	21	\$25	1	\$1,080	22
<u>Adult magazines</u>	\$2,231	10	\$0	0	\$2,231	10	\$0	0	\$2,231	10
Total Adult Nonfiction	\$14,312	483	\$1,915	77	\$16,227	560	\$146	5	\$16,373	565
TOTAL ADULT PRINT MATERIALS	\$45,687	1789	\$2,374	102	\$48,061	1891	\$207	8	\$48,268	1899
Adult Audio Books	\$3,407	68	\$0	0	\$3,407	68	\$0	0	\$3,407	68
Adult E-books	\$10,475	322	\$702	0	\$11,177	322	\$0	0	\$11,177	322
Adult Educational DVDs	\$414	14	\$0	0	\$414	14	\$20	1	\$434	15
Adult Entertainmentl DVDs	\$2,883	115	\$0	0	\$2,883	115	\$957	61	\$3,840	176
<u>Library of Things</u>	\$2,154	18	\$0	0	\$2,154	18	\$0	0	\$2,154	18
TOTAL ADULT NON-PRINT MATERIALS	\$19,333	537	\$702	0	\$20,035	537	\$977	62	\$21,012	599
									\$0	0
TOTAL ADULT MATERIALS	\$65,020	2326	\$3,076	102	\$68,096	2428	\$1,184	70	\$69,280	2498
<u>Teen Fiction</u>	\$1,806	109	\$15	1	\$1,821	110	\$136	4	\$1,957	114
Total Teen Fiction	\$1,806	109	\$15	1	\$1,821	110	\$136	4	\$1,957	114
Teen Non-Fiction	\$481	24	\$15	1	\$496	25	\$0	0	\$496	25
<u>Teen Reference</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Teen Nonfiction	\$481	24	\$15	1	\$496	25	\$0	0	\$496	25
TOTAL TEEN PRINT MATERIALS	\$2,287	133	\$30	2	\$2,317	135	\$136	4	\$2,453	139
Teen Audio Books	\$48	1	\$0	0	\$48	1	\$0	0	\$48	1
Teen E-books	\$2,006	72	\$701	0	\$2,707	72	\$0	0	\$2,707	72
<u>Video Games</u>	\$689	15	\$0	0	\$689	15	\$86	2	\$775	17
TOTAL TEEN NON-PRINT MATERIALS	\$2,743	88	\$701	0	\$3,444	88	\$86	2	\$3,530	90
<u>Juvenile Fiction</u>	\$21,975	1,329	\$457	38	\$22,432	1,367	\$415	26	\$22,846	1,393
Total Juvenile Fiction	\$21,975	1,329	\$457	38	\$22,432	1,367	\$415	26	\$22,846	1,393
Juvenile Non-Fiction	\$14,730	714	\$165	11	\$14,895	725	\$38	2	\$14,933	727
Juvenile Reference	\$1,120	3	\$0	0	\$1,120	3	\$36	1	\$1,156	4
<u>Juvenile Magazines</u>	\$217	7	\$0	0	\$217	7	\$0	0	\$217	7
Total Juvenile Nonfiction	\$16,067	724	\$165	11	\$16,232	735	\$74	3	\$16,306	738
TOTAL JUVENILE PRINT MATERIALS	\$38,042	2,053	\$622	49	\$38,664	2,102	\$489	29	\$39,153	2,131
Juvenile Audio Books	\$6,615	134	\$0	0	\$6,615	134	\$0	0	\$6,615	134
Juvenile E-books	\$1,022	59	\$0	0	\$1,022	59	\$0	0	\$1,022	59
Juvenile Educational DVDs	\$196	5	\$0	0	\$196	5	\$0	0	\$196	5
<u>Juvenile Entertainment DVDs</u>	\$653	27	\$0	0	\$653	27	\$537	26	\$1,190	53
TOTAL JUVENILE NON-PRINT MATERIALS	\$8,486	225	\$0	0	\$8,486	225	\$537	26	\$9,023	251
TOTAL JUVENILE MATERIALS	\$46,528	2,278	\$622	49	\$47,150	2,327	\$1,026	55	\$48,176	2382
On-line databases	\$80,153	15	\$0	0	\$80,153	15	\$0	0	\$80,153	15
<u>E-books</u>	\$13,503	453	\$1,403	0	\$14,906	453	\$0	0	\$14,906	453
TOTAL ELECTRONIC MATERIALS	\$93,656	468	\$1,403	0	\$95,059	468	\$0	0	\$95,059	468
Total Fiction	\$55,156	2744	\$932	64	\$56,088	2808	\$612	33	\$56,699	2841
Total Non-Fiction	\$30,860	1231	\$2,095	89	\$32,955	1320	\$220	8	\$33,175	1328
Total Electronic	\$93,656	468	\$1,403	0	\$95,059	468	\$0	0	\$95,059	468
Total Audio Books	\$10,070	203	\$0	0	\$10,070	203	\$0	0	\$10,070	203
Total Educational DVDs	\$610	19	\$0	0	\$610	19	\$20	1	\$630	20
Total Entertainment DVDs	\$4,225	157	\$0	0	\$4,225	157	\$1,580	89	\$5,805	246
Total Library of Things	\$2,154	18	\$0	0	\$2,154	18	\$0	0	\$2,154	18
TOTAL MATERIALS	\$196,731	4840	\$4,430	153	\$201,161	4993	\$2,431	131	\$203,592	5124

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

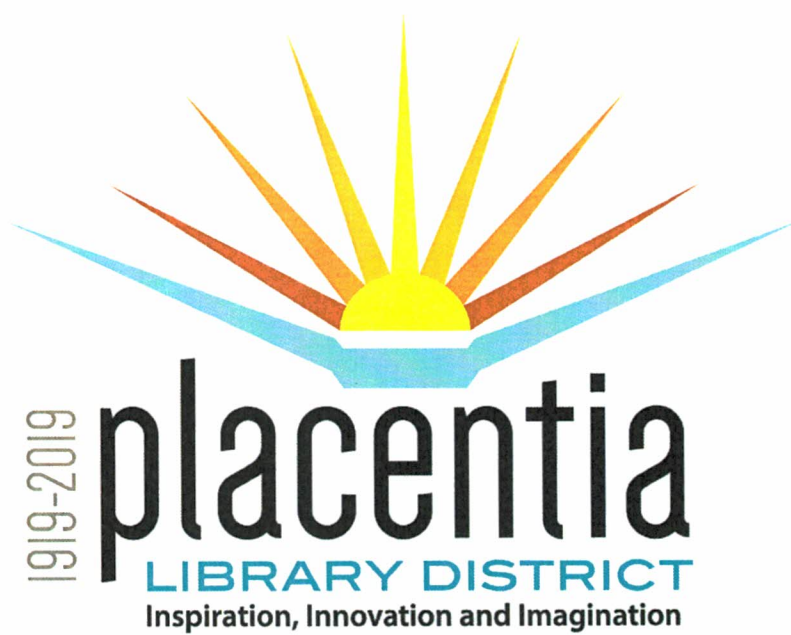
FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for March 2022

DATE: April 18, 2022

Net Revenue Summary for March 2022

			YTD	YTD
	Mar-22	Mar-21	2021-2022	2020-2021
Passport	42,151	16,874	183,056	59,210
Passport Photos	10,125	3,390	45,111	12,306
Test Proctor	100	100	2,150	750
Fines & Fees	2,249	1,220	13,075	5,742
Meeting Room	0	0	40	0
TOTAL	54,625	21,584	243,432	78,008



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Library Impact Fee Report – March 31, 2022

DATE: April 18, 2022

			YTD	YTD
	Mar-22	Mar-21	2021-2022	2020-2021
Total Monthly Fees Collected	\$23,407.28	\$367,817.98	\$108,920.36	\$417,524.72

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	DKH Construction Inc.	2 new Multifamily Dwellings	1014 Cypress Street	1,496	\$ 1,376.32	8/31/2021
2	Shea Homes LLP	6 New Detached Single Family Residences	1239, 1241, 1243, 1245, 1247, 1248 E. Providence Loop	13,808	\$ 12,703.36	9/2/2021
3	Shea Homes LLP	6 New Detached Single Family Residences	1233, 1234, 1235, 1236, 1237, 1238 E. Providence Loop	13,808	\$ 12,703.36	11/10/2021
4	Shea Homes LLP	6 New Detached Single Family Residences	1223, 1225, 1227, 1229, 1231, 1232 E. Providence Loop	13,928	\$ 12,813.76	12/15/2021
5	Shea Homes LLP	6 New Detached Single Family Residences	1218, 1219, 1220, 1221, 1222 E. Providence Loop	11,637	\$ 10,706.04	1/18/2022
6	HQT Homes	16 New Townhomes	Highland & Orchard	38,272	\$ 35,210.24	2/15/2022
7	L. Whittaker	2 Two Bedroom ADU's	107 Orchid Dr. Units B & C	1,208	\$ 1,111.08	3/9/2022
8	Shea Homes LLP	6 New Detached Single Family Residences	1211, 1213, 1214, 1215, 1216, 1217 E. Providence Loop	16,250	\$ 14,950.00	3/22/2022
9	Javier Montiel Brito	4 Bedroom Single Family Detached Home	606 Alcott Avenue	2,050	\$ 1,886.00	3/22/2022
10	Javier Montiel Brito	4 Bedroom Single Family Detached Home	600 Alcott Avenue	2,050	\$ 1,886.00	3/22/2022
11	Virginia N. Co/Giang Hoang Le	New 2 Bedroom ADU	2219 Montgomery Circle	959	\$ 882.28	3/24/2022
12	Whitestone Properties Inc.	1 Single Family Residence and 1 ADU	1963 McCormak Lane	2,926	\$ 2,691.92	3/29/2022
13						
2021/2022 YTD Total					\$ 108,920.36	
Ending Balance as of 6/30/21					\$ 473,772.26	
Running Total as of last zero (0) balance (12/31/2019).					\$ 582,692.62	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Personnel Report for March 2022**

DATE: April 18, 2022

			YTD	YTD
	Mar-22	Mar-21	2021-2022	2020-2021
Separation	0	0	4	0
Retirement	0	0	1	1
Appointments	2	0	10	1
Open Positions	0	1	10	1
Workers' Compensation Leave	0	0	0	0
TOTAL	2	1	25	3

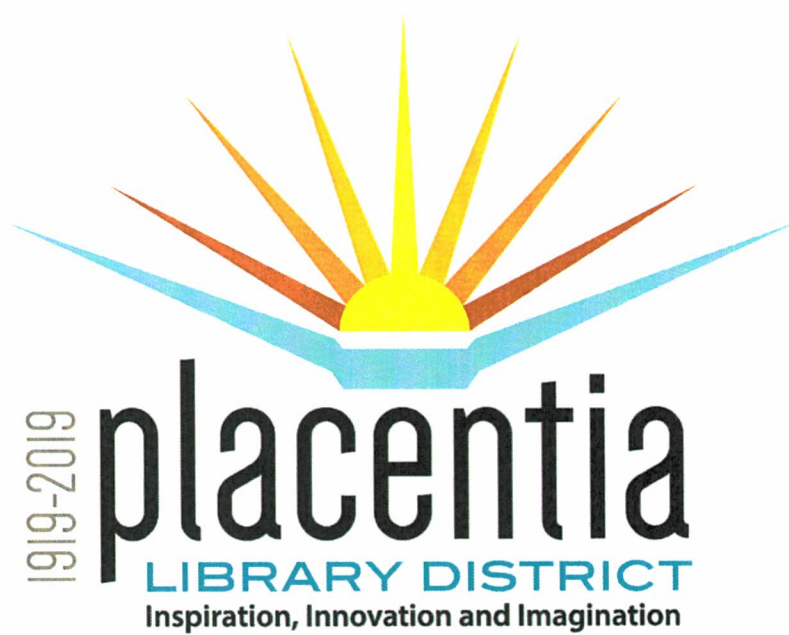
SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Jullie Bence, Library Assistant (On Call)-Public Services
 Cheyenne Tanner, Library Assistant (On Call) – Public Services

OPEN POSITIONS: None

WORKERS COMPENSATION LEAVE: None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for March 2022

DATE: April 18, 2022

CIRCULATION	Mar-22	Mar-21	Y-T-D	Y-T-D	Y-T-D
			2021-22	2020-21	% change
New Patron Registrations	432	161	3,765	1,695	122.1%
Circulation (items)	18,219	14,420	153,651	98,563	55.9%
Circulation (e-content)	9,446	11,243	81,730	88,806	-8.0%
Total Circulation	27,665	25,663	235,381	190,489	23.6%
Total Active Borrowers*	5,396	5,394			
Attendance	21,125	9,611	118,616	48,792	143.1%
Registered Card Holders*	59,622	55,336			
Adult Fiction	2,430	2,222	21,876	14,032	55.9%
Adult/Teen Nonfiction	1,657	1,227	12,609	8,677	45.3%
Adult Magazines	45	3	231	28	725.0%
Adult/Teen Audio Books	192	225	1,840	1,658	11.0%
Adult DVDs	763	1,039	6,534	8,056	-18.9%
Library of Things (LOT's)	80	8	496	75	561.3%
Teen Fiction	333	307	2,989	2,902	3.0%
Video Games	268	162	2,019	1,134	78.0%
Childrens Fiction	9,080	7,276	81,888	48,504	68.8%
Childrens LOT's**	22	0	204	-	-
Childrens Nonfiction	2,638	1,535	18,296	10,146	80.3%
Childrens Magazines	26	0	111	5	2120.0%
Childrens Audio Books	317	15	1,505	167	801.2%
Childrens DVDs	368	401	3,247	1,778	82.6%

*YTD % change not applicable.

**Mathematically unable to divide by zero.

Patron Count

22-Mar	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		298	350	313	332	296	472	2061
10:00		217	341	283	544	250	627	2262
11:00		268	311	266	349	247	422	1863
12:00		276	322	283	288	222	329	1720
1:00	1012	251	246	332	330	250	332	2753
2:00	400	250	277	502	280	245	319	2273
3:00	241	421	512	510	488	377	235	2784
4:00	201	380	463	451	374	247	102	2218
5:00		258	381	263	301			1203
6:00		273	259	359	272			1163
7:00		101	99	137	154			491
DAY TOTALS	1854	2993	3561	3699	3712	2134	2838	20791

Inside Gate Count 20791
 Outside Gate Counts 334
Total Library Attendance 21,125

Gate Count					Outside Gate Counts	
March 2022	March 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change		
20791	8,770	133,405	44,213	202%	Adult/Teen Programs	193
					Children Programs	0
					curbside	17
					Outreach	109
					Meeting Room Rentals	15
					TOTAL	334

Passport Count

Mar-22	SUN	MON	TUES	WED	THURS	FRI	SAT	"HOUR TOTALS"
9:00		15	23	32	18	15	23	126
10:00		13	17	16	21	16	18	101
11:00		13	19	17	24	15	24	112
12:00		24	20	17	26	16	19	122
1:00	34	23	19	17	23	15	30	161
2:00	29	27	17	17	21	22	20	153
3:00	11	25	24	19	23	13	9	124
4:00	3	19	21	30	25	2	0	100
5:00		19	27	25	20			91
6:00		19	22	21	19			81
7:00		0	0	0	0			0
DAY TOTALS	77	197	209	211	220	114	143	1171

March 2022	March 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
1171	498	5297	1809	193%

ACHIEVEMENTS

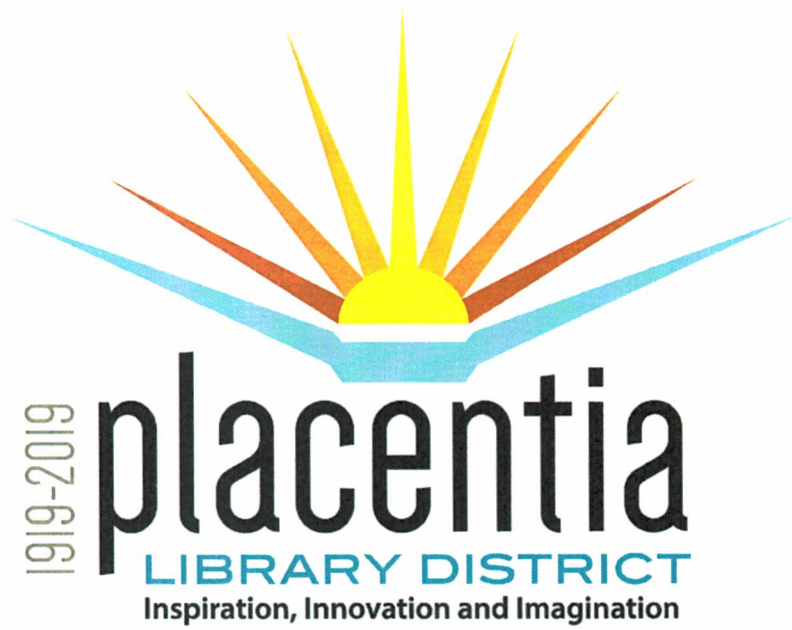
- Tim attended and photographed the Placentia Library Friends Foundation Author’s Luncheon on March 5th.

MEETINGS

- Estella attended the supervisors meeting on March 1st.
- Estella met with Laura on March 2nd.
- Estella, Laura and Tim attended the Huddle meeting on March 3rd, 10th, 17th, 24th and 31st.
- Estella, Laura, Tim, Eric and Angie attended Support Meeting on March 17th.
- Estella attended the SLS Meeting on March 17th.
- Estella met with Eric on March 16th.
- Estella met with Tim on March 9th, 23rd.
- Estella attended the All Staff meeting on March 22nd.
- Estella met with Yesenia on March 1st, 24th.
- Tim met with Sabrina and Daisy to discuss upcoming publicity on March 31st.
- Tim met with Estella to troubleshoot the coin machine on March 15th.

PROFESSIONAL DEVELOPMENT

- Tim attended a webinar on customer service on March 24th and 25th.



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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 March 2022
DATE: APRIL 18, 2022

CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2021-2022							
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21	8/25/2021	0.00	1,655.06	0.00	9.73	0.00	1,664.79
Sep-21	*	*	*	*	*	*	0.00
Oct-21	10/12/2021	0.00	3,310.12	499.20	9.68	0.00	3,819.00
Nov-21	11/8/2021	0.00	1,655.06	499.20	9.73	0.00	2,163.99
Dec-21	*	*	*	*	*	*	0.00
Jan-22	1/12/2022	0.00	1,655.06	0.00	18.95	677.91	2,351.92
Feb-22	2/16/2022	0.00	3,310.12	499.20	18.80	0.00	3,828.12
Mar-22	3/23/2022	0.00	1,655.06	499.20	9.38	338.87	2,502.51
Apr-22							0.00
May-22							0.00
Jun-22							0.00
TOTAL		\$0.00	\$14,840.88	\$2,496.00	\$86.12	\$1,016.78	\$18,439.78

* City Billing Not Received

PERIOD COVERED	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUND (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2020-2021							
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20	12/15/2020	0.00	1,600.40	499.20	9.28	0.00	2,108.88
Jan-21	*	*	*	*	*	*	0.00
Feb-21	2/10/2021	0.00	3,200.80	499.20	19.61	0.00	3,719.61
Mar-21	3/23/2021	0.00	1,600.40	249.60	10.37	67.90	1,928.27
Apr-21	4/27/2021	0.00	1,600.40	0.00	9.77	0.00	1,610.17
May-21	5/24/2021	0.00	1,600.40	249.60	9.89	0.00	1,859.89
Jun-21	6/15/2021	0.00	1,600.40	249.60	9.85	0.00	1,859.85
TOTAL		\$0.00	\$22,405.60	\$2,745.60	\$104.86	\$67.90	\$25,323.96



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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 2022
DATE: April 18, 2022

Meetings:

- Board of Trustees Meeting: March 21st
- All Staff Meeting: March 19th
- Weekly Huddles: March 3rd, 10th, 17th, 24th, 31st
- Eggcitement Meetings: March 1st, 11th, 18th
- Supervisors Meeting: March 1st, 10th, 17th, 31st
- Placentia Round Table Woman's Club: March 2nd
- One on One Staff Meetings: March 2nd, 10th, 16th, 18th, 22nd, 23rd, 24th
- Impact Fee Meeting: March 7th
- Joint Use Meeting: March 10th
- SirsiDynix Meeting: March 11th, 31st
- PLFF Board Meeting: March 14th
- Assemblyman Chen: March 10th, 16th
- Michael Lambert, SFPL Director: March 16th
- Dr. Chow, SJSU Director: March 16th & 24th
- ISDOC Meeting: March 1st
- Darren Hernandez, HDL Coren & Cone: March 2nd
- Amanda Winchel, Gale Analytics: March 31st
- Erica Cuyugan, Santa Monica Interim Library Director: March 3rd
- Kikanza Nuri-Robins, EDI Trainer: March 8th
- Author's Luncheon Planning Meetings: March 2nd

Training/Workshops/Conference:

- PLA Conference: March 22nd – 25th

Events/Functions:

- Swearing-In & Promotion Ceremony: March 3rd
- Author's Luncheon: March 5th
- Staff Family Funeral: March 14th

Facilities:

- HVAC meeting with Mike Hollis – March 1st
- Door locks and cameras with Verkada – March 2nd



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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 2022

DATE: April 18, 2022

MONTHLY STATISTICS

Program Statistics

Number of Programs by Type	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Storytime	11	6	67	70	-4%
Educational	2	1	5	6	-17%
Reading	1	0	14	6	133%
Seasonal	1	1	3	11	-73%
TOTAL	15	8	89	93	-4%

Attendance of Programs by Type	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Storytime	498	2,017	2,773	24,037	-88%
Educational	26	171	76	1,661	-95%
Reading	37	0	2,964	1,715	73%
Seasonal	17	650	1,037	4,759	-78%
TOTAL	578	2,838	6,850	32,172	-79%

FY20-21 Programs were held virtually. Attendance is based on 3 sec. views of online programs.

Reference/Computer Usage Statistics

	Mar	Mar	Y-T-D	Y-T-D	Y-T-D
	2022	2021	2021-22	2020-21	% change
Reference—in person	293	150	1,742	818	113%
Reference--telephone	7	14	130	171	-24%
Total Reference	300	164	1,872	989	89%
Children's computer usage	381	57	2,378	268	787%

ACHIEVEMENTS

- Mayli Apontti planned and conducted three Family Storytimes on March 12th, 19th, and 26th, in addition to a craft program that followed storytime on March 12th.
- Mayli Apontti created a children's book display to highlight the PLD's regularly scheduled storytimes and a second display to celebrate Poetry Month for the month of April 2022.
- Paige Gulley planned and conducted four Once Upon a Storytimes on March 10th, 17th, 24th, and 31st.
- Daisy Badge planned and conducted the Read Across America Storytime on March 2nd.
- Daisy Badge planned and conducted four Luna, Luna! Bilingual Pajama Storytimes on March 9th, 16th, 23rd and 30th.
- Daisy Badge planned and prepared one craft for Read Across America on March 2nd and two crafts for Luna, Luna! Bilingual Pajama Storytimes on March 16th and 30th.
- Lori Worden planned and conducted the Sew Fun sewing workshop for teens and adults on Saturday, March 19th with Shellie McCurdy.
- Lori Worden planned and conducted the Morning Meet Ups program on March 14.
- Venessa Faber conducted the Morning Meet Up on March 28th.
- Lori Worden and Venessa Faber worked with Yesenia Baltierra to complete the Lunch at the Library grant application.
- Venessa Faber attended the Wagner Elementary STEM Night on March 18th

MEETINGS

- Lori Worden, Mayli Apontti, and Venessa Faber attended the Selector Meeting on March 2nd.
- All Children's staff attended the Children's Services Team Meeting on March 9th
- Paige Gulley met with Venessa Faber on March 10th to discuss the SRP Sing-a-Long.
- Paige Gulley met with Venessa Faber for a one-on-one meeting on March 23rd.
- Mayli Apontti and Daisy Badge met on March 5th to discuss the Stuffed Animal Campout and research ideas.
- Mayli Apontti met with Venessa Faber on March 16th and 30th to discuss the B&T budget and POs.
- Mayli Apontti met with Maria Leon- Roman (Children's Intern), on March 23rd and 30th to discuss and plan for the Eggciment Storytime booth.
- Daisy Badge met with Venessa Faber for one-on-meetings on March 23rd and 30th.
- Daisy Badge met with Maria Leon-Roman (Children's Intern) on March 30th to discuss two future Luna, Luna Pajama Storytimes.
- Lori Worden met with Venessa Faber for one-on-one meetings on March 2nd, 16th, and 30th.
- Lori Worden and Venessa Faber attended the weekly huddles on March 3rd, 10th, 17th, 24th, and 31st.
- Lori Worden attended a Lunch at the Library zoom meeting on March 1st.
- Venessa Faber attended Supervisor Meetings on March 1st and 31st.
- Venessa Faber attended Public Services Supervisor Meetings on March 10th, 17th, and 31st.
- Venessa Faber met with Matt from Placentia Parks and Rec to do a park walkthrough for Eggciment on March 8th.
- Venessa Faber met with Yesenia Baltierra for a one-to-one meeting on March 8th and 22nd.
- Venessa Faber met with Yesenia Baltierra for an Eggciment update on March 18th.
- Venessa Faber met with Alex Chavez of Loaded Café to discuss donations to the library's program prizes.
- Venessa Faber participated in the SirsiDynix Zoom meeting on March 31st.

PROFESSIONAL DEVELOPMENT

- Mayli Apontti completed passport agent training on March 25th and received a certificate of completion on March 29th.
- Venessa Faber attended the Summer at your Library Zoom meeting on March 22.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for March 2022

DATE: April 18, 2022

MONTHLY STATISTICS

Information Desk Activity	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Information -- in person	2,299	851	12,566	4,775	163%
Information -- telephone	1,321	1,183	7,594	5,925	28%
Information -- email/chat	18	29	214	251	-15%
Curbside Service	17	191	266	3,324	-92%
Technology assistance	159	57	979	282	247%
Guest passes	72	12	453	63	619%
Adult and Children's computer use (desktops)	1,305	571	9,306	3,318	180%
Adult computer usage (desktop)	1,107	645	7,443	3,628	105%
Teen computer usage	138	10	1,043	191	446%

Public Services Outreach Activity	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Outreach Visits*	1	0	3	0	-
Outreach Attendance*	105	0	304	0	-

* Mathematically unable to divide by zero

Proctored Tests	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Number of Tests	2	2	44	16	175%

History Room Activity	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
History Room Visitors	21	0	43	3	1,333%

Adult and Teen Programs

Number of Programs by Type	March 2022	March 2021	FY-T-D FY2122	FY-T-D FY2021	FY-T-D % change
Book Club*	2	0	7	0	-
Educational Programs	1	0	12	5	140%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	3	1	11	8	38%
Health & Fitness Programs*	2	0	9	0	-
History Room Programs	0	0	1	1	0%
Home and Lifestyle Programs	1	1	3	4	-25%
Literacy Programs	20	13	119	90	32%
Reading Programs Adult	1	0	5	2	150%
Reading Programs Teen	0	0	2	2	0%
Placentia Teen Advisory Council	2	2	15	17	-12%
Teen Programs	0	0	2	9	-78%
Adult and Teen Program Total	32	17	186	138	35%
Teen Program Total	2	2	19	28	-32%

* Mathematically unable to divide by zero

Program Attendance by Type	March 2022	March 2021	FY-T-D FY2122	FY-T-D FY2021	FY-T-D % change
Book Club*	17	0	63	0	-
Educational Programs	11	0	225	10	2,150%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	249	157	2,291	2,109	9%
Health & Fitness Programs*	14	0	39	0	-
History Room Programs	0	0	94	18	422%
Home and Lifestyle Programs	189	310	680	1,305	-48%
Literacy Programs	90	95	492	598	-18%
Reading Programs Adult	8	0	296	431	-31%
Reading Programs Teen	0	0	29	80	-64%
Placentia Teen Advisory Council	47	6	238	125	90%
Teen Programs	0	0	574	143	301%
Adult and Teen Program Total	625	568	5,021	4,819	4%
Teen Program Total	47	6	841	348	142%

* Mathematically unable to divide by zero

FY2021: Program formats include virtual live attendance and 3 second views of recorded programs.

FY2122: Program formats include in-person, virtual live attendance and 3 second views of recorded programs.

Literacy	FY-T-D	FY-T-D	FY-T-D
	2021-22	2020-21	% change
English Literacy Students	52	40	30%
Students Graduated	2	4	-50%
English Literacy Tutors	45	39	15%

The Hangar Makerspace	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Hangar Open Hour Visits	64	0	347	3	11,467%
Hangar Users	15	0	77	2	3,750%
Hangar Tours	26	0	139	1	13,800%

Volunteer Hours	March	March	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
History Room*	114	0	435	0	-
PLFF	240	41	1,680	360	367%
General Library	412	112	2,492	173	1,341%
Adult Literacy	196	162	1,598	1,032	55%
PTAC	55	8	402	201	101%
Total Volunteer Hours	989	323	6,579	1,765	273%

* Mathematically unable to divide by zero.

ACHIEVEMENTS

- Victor Meza, Michelle Meades and Wendy Amireh coordinated Family Cooking Time on March 10-12th.
- Victor Meza coordinated PTAC Meetings on March 3rd and 17th.
- Victor Meza & Megan Tolman coordinated Yoga on the Lawn with GoodMoodra on March 5th and 19th.
- Victor Meza met with 2 Book a Librarian appointments on March 30th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on March 2nd, 9th, 16th, 23rd, and 30th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on March 1st, 8th, 15th, 22nd, 29th.
- Sabrina Rosengren and Daisy Badge facilitated the Read, Write, Speak Club teacher meeting on March 3rd.
- Sabrina Rosengren coordinated Read, Write, Speak Club on March 4th, 11th, 18th, 25th.
- Sabrina Rosengren & Sally Federman coordinated Tutor In-Service on March 28th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on March 10th.
- Michelle Meades coordinated Book Club on March 8th and 22nd.
- Michelle Meades rated candidates for Newport Beach Public Library, Library Assistant position on March 29th.
- Michelle Meades coordinated Book a Librarian appointments on March 3rd, March 13th, and 3 on March 28th.
- Megan Tolman coordinated the Women's History Month Reading Challenge starting on March 1st.

- Shellie McCurdy coordinated the March Hangar Take & Make on March 1st.
- Shellie McCurdy and Lori Worden coordinated Sew Fun at the Library on March 19th.
- Sabrina Rosengren and Wendy Amireh provided an Adult Literacy presentation at the Placentia Navigation Center on March 31st.
- Wendy Amireh coordinated the checkout of 5 LOTS Laptops to the Navigation Center on March 31st.

MEETINGS

- Wendy Amireh, Michelle Meades, Katie Matas and Megan Tolman participated in the selector meeting on March 2nd.
- Victor Meza met with Wendy Amireh on March 3rd, 8th and 22nd.
- Michelle Meades met with Wendy Amireh on March 1st.
- Wendy Amireh, Sabrina Rosengren, Katie Matas, and Megan Tolman attended All Staff meeting on March 22nd.
- Sabrina Rosengren and Wendy Amireh met on March 25th.
- Sabrina Rosengren, Sally Federman, and Wendy Amireh met on March 8th.
- Sabrina Rosengren, Daisy Badge, and Tim Worden met on March 31st.
- Wendy Amireh, Megan Tolman, Michelle Meades, Shellie McCurdy and Victor Meza attended Adult Services Team meeting on March 16th.
- Michelle Meades, Wendy Amireh, Megan Tolman, and Katie Matas met on March 2nd.
- Michelle Meades attended the California State Library LSTA Five Year Plan Meeting on March 31st.
- Wendy Amireh, Megan Tolman, and Katie Matas met on March 3rd.
- Megan Tolman and Katie Matas met on March 4th.
- Wendy Amireh met with Yesenia Baltierra on March 10th and 24th.
- Wendy Amireh attended Supervisor meetings on March 1st, 10th, 17th and 31st.
- Wendy Amireh attended Kiwanis meetings on March 10th and 16th.
- Wendy Amireh attended SLS Adult Services meeting on March 8th.
- Shellie McCurdy met with Wendy Amireh on March 16th and 26th.
- Shellie McCurdy met with Victor Meza on March 30th.
- Katie Matas met with Wendy Amireh on March 18th.
- Wendy Amireh, Sabrina Rosengren, Katie Matas, Michelle Meades attended weekly Huddles on March 3rd, 10th, 17th, 24th and 31st.
- Megan Tolman met with Wendy Amireh on March 3rd, 17th, and 31st.
- Megan Tolman met with Memory Lab network on March 11th and 25th.
- Sally Federman met with Wendy Amireh on March 1st and 19th.
- Daisy Badge attended the ESL Round I Cohort Meeting on March 17th.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh attended Using Gale Analytics to Communicate Data to Stakeholders on March 15th.
- Wendy Amireh attended Using Gale Analytics for Facilities Planning and Deepening Branch-Level Understanding on March 1st.
- Katie Matas attended Reforma LA featuring Spanish language books on March 8th and 10th.
- Wendy Amireh and Megan Tolman attended Memory Lab training March 28-30th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Placentia Library Website & Technology Report for March 2022

DATE: April 18, 2022

Online Catalog Usage	March 2022	March 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
Placentia Library Catalog	4,303	1,859	35,782	35,971	-1%

Online Database Usage	March 2022	March 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
<i>Funded by Placentia Library District</i>					
ABC Mouse	14	59	126	155	-19%
ABC Mouse - Bring Reading Home	123	13	1,201	292	311%
Biography In Context	3	1	19	12	58%
Consumer Reports	413	139	2,530	2,342	8%
Creative Bug*	6		114		-
Data Axle (Reference USA)	486	425	2,646	2,231	19%
Freegal	1,073	917	8,814	8,168	8%
Heritage Quest	29	231	470	1,467	-68%
Hoopla	2,337	2,175	20,243	19,676	3%
Novelist	25	63	263	452	-42%
OneFile	3	1	54	22	145%
Opposing Viewpoints	0	2	5	13	-62%
Overdrive audio books	1,410	1,243	12,593	11,432	10%
Overdrive audiobooks - Placentia Advantage Share	760	889	6,311	8,117	-22%
Overdrive e-books	2,180	2,201	19,431	22,355	-13%
Overdrive eBooks - Placentia Advantage Share	953	1,183	8,301	13,812	-40%
OverDrive Magazines	163	2462	1,971	6,716	-71%
Tumblebooks	34	21	335	575	-42%
Tutor.com	3	1	47	156	-70%
World Book Online		9	9	37	-76%
TOTAL PLD DATABASE USAGE	10,015	12,035	85,483	98,030	-13%

* Mathematically unable to divided by zero

Online Database Usage	March	March	Y-T-D	Y-T-D	Y-T-D
<i>Funded by California State Library</i>	2022	2021	2021-22	2020-21	% change
Archives Unbound	217	0	217	1,302	-83%
BrainFuse JobNow/VetNow	323	21	631	48	1,215%
Britannica Escolar	1	1	7	5	40%
Britannica School	1	3	117	28	318%
Coursera*	18		35		-
Gale in Context: Environmental Studies*	1		7		-
Gale Interactive: Science*	1		6		-
GetSetUp*	0		5		-
Learning Express*	3		17		-
LinkedIn Learning*	15		26		-
National Geographic Kids *	6		14		-
New York Times~	N/A	13	222	121	83%
NorthStar	0	0	0	4	-100%
ProQuest Coronavirus Research	6	0	56	14	300%
ProQuest Culture Grams	6	3	10	13	-23%
ProQuest Ebook Central	6	2	65	50	30%
ProQuest eLibrary	6	0	112	23	387%
ProQuest Pub. Avail. Database	7	0	55	14	293%
ProQuest SIRS Discoverer	6	0	54	16	238%
ProQuest SIRS Issues Researcher	7	0	55	16	244%
Skillshare	6		29		-
Teaching Books	5	3	214	26	723%
TOTAL CSL DATABASE USAGE	641	46	1,954	1,680	16%
TOTAL ALL DATABASE USAGE	10,656	12,081	87,437	99,710	-12%

~ NYT stats not available in time for board report

* Mathematically unable to divided by zero

Computer & Online Resource Use	March	March	Y-T-D	Y-T-D	Y-T-D
	2022	2021	2021-22	2020-21	% change
Placentia Residents	724	591	7,273	4,254	71%
Non-Placentia Residents	694	521	6,352	3,715	71%
Total	1,418	1,112	13,625	7,969	71%

Wi-Fi Use	March	March	Y-T-D	Y-T-D	Y-T-D
	2022	2021	2021-22	2020-21	% change
Total	1,452	445	10,862	2,504	334%

Website Traffic	March	March	Y-T-D	Y-T-D	Y-T-D
	2022	2021	2021-22	2020-21	% change
Website visits	14,441	11,307	105,985	80,412	32%
Page Hits	23,898	20,244	179,008	142,167	26%
Users	8,676	6,360	64,303	41,762	54%
Pages/Session	1.66	1.79	N/A	N/A	N/A
Avg. Session Duration	00:01:45	00:02:04	N/A	N/A	N/A
% New Sessions	77	74	N/A	N/A	N/A



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Public Library Association (PLA) Conference Reports**

DATE: April 18, 2022

BACKGROUND

Secretary Carline and Library Director Contreras were approved to attend the PLA Conference at the October 18, 2021 Board meeting. Tonight, Secretary Carline and Library Director Contreras will provide a report on their conference activities.

Attachment A – Secretary Carline Notes

Attachment B – Library Director Contreras Notes



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Notes from PLA 2022 Sessions

3/28/22 Gayle Carline

1. Opening Session Luvvie Ajayi Jones, author of “I’m Judging You: The Do-Better Manual” and “Professional Troublemaker: The Fear-Fighter Manual.”

Questions to ask ourselves in a controversial situation/conversation:

Do I mean it?

Can I defend it?

Can I say it thoughtfully?

Will my silence convict me?

The truth is never too late. If you didn’t say it then, say it now.

When you are truly scared and still tell the truth, it means you are closer to the deep truth.

The more you are stretched, the more you grow.

Freedom fighters need backup!

2. Find the First Amendment: A Library Puzzle

This session took various areas in and around the library to discuss 1st Amendment issues that might arise. I have downloaded the charts and notes with resources.

Libraries are supposed to promote access to the public—think of rules and policies in the least restrictive ways.

Pornography/obscenity is legal* BUT states can restrict children’s access and prosecution of adults (CIPA laws).

*Pornography may be legal, but behavior toward pornography (e.g. enticing others to view or pleasuring oneself) is not!

Illegal activity includes child pornography, pirating, etc.

Even with state laws, social media presents gray areas. For example, once a comment is made on a social media post, that post has become a public forum. This becomes problematic if the comments veer into other subjects, or if “trolls” invade—you cannot delete offensive comments. Social media posts made by a library are safer when comments are turned off.

Use of the community room can also be problematic. If the Friends Group uses the community room to sell books, the library must also allow other non-profits to use the room for fundraising. One way to limit the use of the room is to place broad limits on who can/cannot utilize the room. For example, “No Political Party meetings” instead of “No <Specific Political Party> meetings.”

CHARTS: PLA_First_Amend_lib_Puzzle2.pdf, Membiela_First_Amend_library-Puzzle_resourcesDRAFT.docx, Membiela-Michener_Policies_PLA2021.pdf

3. Local History for the People: A Newspaper Partnership

I did not actually attend this, but I did download the slides. We do have a liaison with our local newspaper (hint: me) and could approach them with the idea of a collaboration. The slides make a good point, that the trust patrons put in their library could be useful to local media, and local media could promote the history archives of the library.

What I was thinking, though, was perhaps we could improve our History Room, by first establishing a social media campaign of “On this date in <year>, Placentia was <doing this>.” For more information, visit our History Room.” Perhaps include photos? Engage with the residents and patrons to feed the need for improving the History Room. Perhaps we could even locate an expert who has designed such a space to suggest how to make our archives more accessible and enticing?

CHARTS: KCQPLA2022.pdf

4. How to Build a Better Board

I saved the slides to this presentation.

The Dynamics of a board produce outcomes according to three parts:

People: The best talent

Practices: Doing the right things

Policies: Performing with credibility and integrity

Current trustees and management must do their part to entice the best talent to join the board when there is a vacancy.

My Note: Is there a way to schedule time (perhaps during Staff Development Day) for the trustees to have training/development time?

Six Characteristics of Effective Boards:

1. Contextual

Culture, Norms, and Ethics

My note: Perhaps have reunions of former board members, both to honor past service and have conversations of when they felt effective, or what kind of pitfalls they faced?

2. Educational

Knowledge about the library, the board, the environment

My notes: Have we ever done a board assessment?

We need to educate the community about the board in order to entice potential trustees

How about an FAQ page for trustees on our website?

How about going into high schools, colleges, universities to discuss the duties of a trustee and the election process?

3. Interpersonal

Inclusiveness, collaboration, cohesiveness

Equal access to information

4. Analytical
 - Recognize the complexities and subtleties of issues
 - Think critically, raise doubts
5. Political
 - Develop and maintain healthy relationships among constituents
6. Strategic
 - Shape strategy and prioritize the future
 - Align today's work with the strategic plan

CHARTS: PLA How to Build a Better Board_Draft 1 2.24.22 Final.pptx

5. Prepare Your Library for Today's Censorship Battles

So, this began as a lot of doom and gloom. It got better. Also, they did not put the slides onto the PLA app, or I would have gobbled them up. I DID download slides from another session that I didn't attend, "Horrible, Evil Library Books: Intellectual Freedom Standards in Customer Service." The information echoed a lot of what was in this session.

What are we facing today (as opposed to past censorship problems?)

Censorship groups are combining forces

- Well organized

- Well funded

- Raising panic and challenging schools/libraries WITHOUT community support

Organizations listed:

- ALEC (American Legislative Exchange Council) –pushes legislation to restrict voting rights

- Congressional Prayer Caucus Foundation –bills itself as “keeping God in Congress.”

- The Heritage Foundation –mission is to promote conservative public policies

- Family Policy Alliance –right wing conservative Christian group

- American Family Association –anti LGBTQ+

- Liberty Council –upholds traditional Christian values

- No Left Turn in Education –proactively anti CRT

- Parents Defending Education –proactively anti CRT

- iVoter –right wing voter guide

- Alliance Defending Freedom –right wing legal advocacy

- Mass Resistance –anti LGBTQ+

- Moms for Liberty –proactively anti LGBTQ+

Check out local voter guides to see candidates who are being supported by these groups.

STRATEGIES FOR LIBRARIES TO RESPOND

- Know your community advocate(s)

- Individuals and organizations

- Think globally, act locally

- Respond thoughtfully to all inquiries/challenges

- Do NOT burn bridges

- Support other organizations
- Take the long view
- Build relationships with key decision makers
 - Advocate in local politics (trustees, council members, etc)
- Let the community know you
 - Be a trusted resource
 - (Anecdote about a legislator who would not vote for book banning because “he knows his library and they’re nice.”)
- Tell the library story
 - Frame the narrative
 - Be specific—talk about a person, not people in general
 - My Note: Could we have a “Patron of the Day”?
- Utilize resources
 - Libraries Transform
 - ALA Survey re: book banning
- Gather supporters
- WRITTEN POLICIES—the best defense
 - Misinformation and confusion are reduced if it’s all written down
 - How is the collection developed? Materials selected? (Note: ALL materials? Even LoT?)
 - What are the policies for reconsidering materials?
 - Include
 - Intellectual Freedoms Statement
 - Library Bill of Rights
 - ALA Code of Ethics
 - Freedom to Read Statement
 - Make clear the library’s fundamental principles and core values
 - Prepare, communicate, and educate
 - Ensure customer service and active listening
 - Report any censorship attempts/activities to the Office of Intellectual Freedom
 - Confidential
 - Don’t have to need support to report (Office wants to hear success stories as well as problems)
 - Funding exists to help
 - TRAIN Trustees to know the law.

CHARTS (FROM HORRIBLE, EVIL BOOKS): 2022-01 PLAIF Presentation.pptx, 2022-01 PLAIF DECK1.pptx, 2022-01 PLAIF DECK2.pptx, 2022-01 PLAIF DECK3.pptx, 2022-01 PLAIF DECK4.pptx

6. Diversity Counts: An Audit Tool That Adds Up

Diversity audits serve to identify personal biases, to present a balanced collection, promote the totality of the human experience, and reflect the best practices of ALA.

I saved the charts and handout. What they discussed was a very labor-intensive system of filling out an Excel spreadsheet, something that no library could do for all their collection. I could see its use in two ways:

1. When developing a booklist for a specific celebration, or a book club, using the spreadsheet could show whether we're hitting the mark on diverse books.
2. As we gathered this information, if other libraries are doing the same, we could share our knowledge and build a wealth of data.

CHARTS: Slides – Diversity Counts_An Audit Tool That Adds Up.pdf, Diversity Counts Handout.pdf

7. Ask the Experts: Board of Trustees

No slides/files were provided in the PLA app. This session presented case studies of boards that had pros and cons and how to address the cons. Scenario 1 was the overinvolved board member. Scenario 2 was the long-standing, change-avoidance board member. Suggestions for both were fairly similar:

- Make certain board member policies/procedures are clear and up-to-date (perhaps assign them the task of reviewing)
- Arrange refresher training with all
- Make staff feel comfortable referring the member to their boss when they attempt to give them a task
- Utilize a common format for addressing board member suggestions
- Contact support group (CSDA) for additional assistance
- Ask the board member: Why did they run for the board?

United for Libraries has webinars for trustees

NOTE—these webinars are free for many states, but not California!

When searching for new board members:

- Contact voter recruitment organization (League of Women Voters, etc) to alert that we are looking for candidates
- Approach candidates who can promise four years

Continually offer board training

Have clear policy/procedures for patrons/residents contacting board members, and board members response

8. Tool and Measures for a Sustainable Library or Library District

This was the clunker for me. I really wanted information on what sustainability meant and how we could track it. The first 20 minutes had some useful sites to investigate, and then it all degraded into a philosophical approach delivered by a physicist. I tried to download the charts, but the file was corrupted, and the charts didn't make sense anyway.

But here's what I did learn:

Sustainability was defined as “meeting the needs of the present without compromising the ability to meet the needs of the future.”

Sites with information on sustainability and how to involve the library:

- Sustainable Libraries Initiative

- The 17 Goals—United Nations Sustainable Development Goals

- US Green Building Council

- Federal Departments

 - EPA

 - Energy Star* (a benchmark for buildings)

 - Better Buildings Initiative

 - *It is important for libraries to participate in Energy Star, as there are currently not enough libraries to establish data that would allow libraries to be certified.

As I noted above, I will also provide any files I downloaded from these presentations.

Notes from PLA 2022 Sessions
4/18/22 Jeanette Contreras

1. Opening Session Luvvie Ajayi Jones, author of "I'm Judging You: The Do-Better Manual" and "Professional Troublemaker: The Fear-Fighter Manual."

Overview:

Questions to ask ourselves in a controversial situation/conversation:

- Do I mean it?
- Can I defend it?
- Can I say it thoughtfully?
- Will my silence convict me?

These questions help to stay within your integrity.

Takeaways:

- Making changes can come in small moments.
- Don't go in a room by yourself - Pull in someone else in the room with you who has less power, less access, and less voice.
- How we say something matters.
- Be less worry about what people think of you, and be more worried about how you're standing your integrity.

2. Effective Security Strategies: Empowering Staff to Address Disruptive Behaviors

Overview:

Must have solid policies, including patron banning and rules of conduct as well as an emergency manual, for staff as a resource to support necessary actions taken when a behavior is unacceptable.

Takeaways:

Strategies for Handling Disruptive Behaviors:

1. Start with respect.
2. Focus on behavior and not the customer.
3. Seek input from other staff.
4. Demonstrate empathy.
5. Clarify.

Suggested Guidelines for Describing Individuals (to law enforcement):

- Document observations (not assumptions) and be specific as possible.
- When in doubt, it's okay to say "unknown."
 - Acceptable terms for race: white, black or African American, Native American or American Indian, Asian, Native Hawaiian or Pacific Islander, Hispanic/Latinx, Person of Color (POC). Resources for Describing Individuals: The APA Style Guide for Bias-Free Language and the United States Census.

3. Doing the Work: Race, Equity, Diversity, and Inclusion

Overview:

Richland Library in Columbia, South Carolina experienced deep challenges related to race and social justice. Presenters shared changes they made, beginning with their "Let's Talk Race" conversations.

Takeaways:

1. Form a team of staff members to talk about race.
2. Establish guidelines
 - a. Ok to disagree
 - b. Confidential
 - c. Try new ideas
 - d. Respond with "tell me more"
 - e. Use "I" statements
3. Develop a Code of Conduct Equity Review & Strategic Plan. Resource: The Annie E. Casey Foundation's Seven-Step Action Guide on Race Equity and Inclusion.
4. Develop equity commitment statement.

4. Find the First Amendment: A Library Puzzle

Overview:

Presentation given by Clare Membiela, a Library Law Consultant for the Library of Michigan. She reiterated the rights of people to have access to libraries and that libraries fall under the "Limited Public Forums" – space designed for a specific purpose, as defined under the First Amendment.

Takeaways:

1. Libraries can implement Time Place and Manner restrictions to support the mission and purpose of the library, including restricting offensive odors or conduct as long as they are reasonable, narrowly tailored, content neutral, and equally enforced.
2. Restricting materials due to content is tricky; however, libraries can restrict some materials for these reasons:
 - a. Federal, state, or local law requires it.
 - b. Items are restricted for reasons other than content, e.g., lack of space, physical safety, or the cost or fragility of an item such as a rare item in the History Room.
 - c. Parental permission requirement for checkout of certain collection or attend certain program denies access. Cannot limit materials by content or restrict collection by age.
3. Meeting Room rules should limit BEHAVIOR, not speech. Rules can also limit use of the room by the TYPE of group, ACTIVITIES of group, but not VIEWPOINTS or SPEECH of group.
 - a. Display EDI signages
4. Develop a policy to include a statement informing parents that the parent, not the library is the entity best suited to determine the reading restrictions for their children, and that the library is not responsible for children's choice of materials.
5. Cannot forbid adults to go to children's area without a child.
6. Although obscenity is illegal, if something can be purchased legally in the open market, it is NOT obscene.
7. Recommend turning off public comments on social media – if permit public comments, social media platform becomes a public forum. Cannot delete comments.

5. Prepare Your Library for Today's Censorship Battles

Overview:

Libraries are experiencing a number of challenges threatening equitable access to programs and resources. Presenters spoke on current trends in legislation, described strategies to build support for the library, and create and plan strategy responses to adverse challenges. Legislations shared included Georgia's SB226 – Eliminating obscenity exemption for school libraries; Nebraska LB282 – Eliminating obscenity exemption for school and public library workers; Indian SB288 – Eliminating obscenity exemption for school and public library workers. In 2021, there have been criminal complaints filed in at least six communities. Over 100 critical race theory (CRT) bills have been introduced, with a dozen passed.

Takeaways:

1. Best Defense: Written Policies
 - a. Collection Development or Materials Selection Policy
 - b. Reconsideration of Materials Policy
 - c. Intellectual Freedom Statements
 - i. Library Bill of Rights
 - ii. ALA Code of Ethics
 - iii. Freedom to Read Statement
2. Strategies:
 - a. Know your community
 - b. Build Relationships
 - c. Establish trust and authority
 - d. Identify key messages
 - e. Have clear communication channels
 - f. Have crisis communications policy
 - g. Have censorship policy
 - h. Report Censorship – www.ala.org/challengereporting
3. Resources
 - a. Librariestransform.org – marketing materials

6. Welcoming Everyone: Creating Equitable and Inclusive Library Policies

Overview:

This session was similarly identical to the #4, as Clare Membiela was the presenter, along with Tara Michener, DEI Consultant.

Takeaways:

1. Social media and website must be ADA compliant
2. Add to policy "The Library is not responsible for materials checked out by your children."

7. A Library's Journey Towards Building a 21st Century Inclusive Community

Overview:

Neuse Regional Library shared information about their STEM program, having a social work intern, and hosting Coming Together (discussions of racial justice and equity), helped strengthened their relationship with the community. Unfortunately, this was not the session I had expected as much time was spent on talking about their STEM program.

Takeaways:

1. Establish Community Connections:
 - a. Secure social worker (college students need to complete field work – utilize their service)
 - b. Use Neighborhood Connections Toolkit from Azusa Public Library
 - c. Connect with Support Groups, e.g., caregivers, stress management, LGBTQA youths

8. Meetings & Exhibits

Had an opportunity to walk the exhibit hall and visited Gale, How-to-Stage, Innovative, Mango Languages, San Jose State University School of Information, and Unique Management. Additionally, I met with the SJSU School of Information Director, Dr. Chow.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Senior/Community Center Blue Ribbon Committee Report

DATE: April 18, 2022

BACKGROUND

President Martin will provide a report on the work of the Senior/Community Center Blue Ribbon Committee.

Attachment A is the agenda for the March 16th meeting.





Blue Ribbon Committee Meeting Agenda

March 16, 2022 6:30 p.m.
Virtual/Regular Meeting, City Hall

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

Chair
Jo-Anne Martin

On March 4, 2020, pursuant to California Government Code Section 8625, Governor Newsom declared a State of Emergency as a result of the threat of the COVID-19 virus.

Vice-Chair
Jodi Stout-Ward

On September 17, 2021, Governor Newsom signed AB 361, which went into immediate effect as urgency legislation. AB 361 added subsection (e) to Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings. As of September 19, 2021 the COVID-19 pandemic had killed more than 67,612 Californians. Social distancing measures decrease the chance of the spread of COVID-19.

Councilmember Craig Green

Councilmember Ward Smith

Sheila Jordan

Given the health risks associated with COVID-19, please be advised that while the City Council Chambers are open to the public, some or all of the Placentia City Council Members may attend this meeting via teleconference. Those locations are not listed on the agenda and are not accessible to the public.

Tricia Montelongo

Aaron Mills

Grace Carluen

Todd Rogers

How to join the virtual meeting

Participants will enter a waiting room and be admitted by the meeting host at the beginning of the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/84101462327?pwd=OEltNzlad1RJaGdIYkNwcXc0QjNqdz09>

Meeting ID: 841 0146 2327

Passcode: 311554

One tap mobile

+13462487799,,84101462327#,,,,*311554# US (Houston)

+17207072699,,84101462327#,,,,*311554# US (Denver)

Dial by your location

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 841 0146 2327

Passcode: 311554

Find your local number: <https://us06web.zoom.us/u/k2hiL2Xnj>

City of Placentia
401 E Chapman Avenue
City of Placentia, CA 92870

Community Services
Department
Phone: (714) 993-8232
Fax: (714) 961-0283
Website: www.placentia.org

How to Submit Public Comment

Members of the public may provide public comment by sending comments for the Blue Ribbon Committee meeting consideration by email to the Community Services Supervisor at vortiz@placentia.org. Please limit to 200 words or less. Comments received before or during a Committee meeting, until the close of the **Oral Communications** portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to

provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

Americans with Disabilities Act Accommodation

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at cityclerk@placentia.org or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health in regard to social distancing.

The city of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal City Council meeting procedures as soon as the emergency has ended.

Blue Ribbon Committee

March 16, 2022

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

Councilmember Craig Green
Councilmember Ward Smith
Tricia Montelongo
Sheila Jordan
Jo-Anne Martin
Jodi Stout-Ward
Aaron Mills
Grace Carluen

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

At this time the public is invited to address the Blue Ribbon Committee concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Blue Ribbon Committee.

COMMITTEE COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Committee Agenda.

BLUE RIBBON COMMITTEE AGENDA

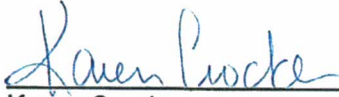
1. Review Proposals - Committee to discuss and review proposals for design of the Senior/Community Center Facility
2. Next Steps
3. Agenda Building

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, March 16, 2022, at 6:30 p.m.

CERTIFICATION OF POSTING

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the March 16, 2022, Regular Meeting of the Blue-Ribbon Committee was posted on Monday, March 7, 2022.



Karen Crocker
Community Services Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Joint-Use Committee Update**
DATE: April 18, 2022

BACKGROUND

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

Attachment A is the Minutes from the April 7th meeting.



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MINUTES
PLACENTIA LIBRARY DISTRICT
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA
TO DISCUSS TO THE JOINT USE AGREEMENT
APRIL 7, 2022

CALL TO ORDER

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

Members Absent: City Administrator Damien Arrula.

Staff Present: Deputy City Administrator Luis Estevez, Assistant Library Director Yesenia Baltierra, Executive Assistant Lina Nguyen.

Guests: None.

BACKGROUND

By its terms, the Joint Use Agreement, or "JPA," expired on May 21st, 2012. The District and City have now entered into a new agreement governing the use of the Common Area which was executed by notary on October 29th, 2019. The District 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.

EGGCITEMENT

Director Jeanette Contreras reported the Library's Easter Eggcitement & Spring Carnival will be this coming Saturday, April 9th, 2022, from 10AM to 1PM at Kraemer Memorial Park. Senator Josh Newman and Congresswoman Young Kim will both be in attendance to speak to the general public. Director Contreras thanked Rotary, Kiwanis, and the City for their assistance in the event. Director Contreras asked if the City would like to take back the hosting responsibilities for the Eggcitement event, as it's been traditionally a City-led event prior to it being removed from the City's budget in 2012. Deputy City Administrator Estevez will discuss with Community Services and report back at the next meeting.

LIBRARY BOARD UPDATE

President Jo-Anne Martin reported the Library will be holding a reception to honor Trustee Shkoler's years of service on the Library Board, on April 20th at 12:00pm in the Library Community Meeting Room. Trustee Shkoler will officially step down as a Trustee on April 22nd, 2022. The District will proceed to fill Trustee Shkoler's seat to complete his term, ending November 2022. Director Contreras reported the Library finalized a grant for procurement of a bookmobile.

TRELLIS PAINTING UPDATE

Deputy City Administrator Estevez reported he has obtained three quotes for painting the trellis. The City has not moved forward with this project yet due to being caught up with many other different projects. Deputy City Administrator Estevez advised he will follow up with his team.

CIVIC CAMPUS LIGHTING UPDATE

Deputy City Administrator Estevez advised the team will be setting aside money from their budget to upgrade the lighting throughout the Civic Campus. Deputy City Administrator Estevez reported there were issues with the parking lot lights and access to the parking lot lights are in the Library. The issue has since been resolved. Councilman Craig Green mentioned he noticed the lights over the Library's gazebo area have been out. Director Contreras advised she will update the City if there are still lighting issues on the Library's side.

**TREE CITY DESIGNATION
UPDATE**

Director Contreras asked if there could be another conversation about removing a tree on the Library’s side which has been blocking the Library’s solar panels. This tree also has invasive roots which are reaching the sidewalk and the Library’s foundation. The City had originally requested the Library refrain from removing the tree and trim it instead. This request was due to the City being in the process of becoming a designated “Tree City”. Deputy City Administrator Estevez reported Placentia has had the designation of being a “Tree City” for the past two years. Since the City already has the designation, Deputy City Administrator Estevez said there should not be an issue with removing the tree now. Director Contreras advised the Library’s Business Manager, Fernando Maldonado, will contact Deputy City Administrator Estevez about what type of tree the Library wishes to have removed and discuss the steps to get the tree removed.

CITY OF PLACENTIA UPDATE

Deputy City Administrator Estevez reported the City has another round of park and playground renovation projects. The ribbon cutting for Koch Park will be on April 14th, 2022 at 4:00PM and the Library is invited to attend. The City is working with Caltrans to install public art pieces and the JPI project is currently under construction.

ACTION ITEMS

Deputy City Administrator Estevez and Business Manager Maldonado still need to touch base regarding plumbing issues still present on the Library’s side and removal of tree on Library property.

NEXT MEETING

The next meeting is scheduled for Thursday, May 5th, 2022 at 3:30 p.m. Email Lina Nguyen with any items you would like to add to the agenda.