

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING



July 20, 2020

6:30 p.m.

Call-In Information

(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 June 15, 2020 Library Board of Trustees Regular Date and July 2, 2020 Emergency Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 15)

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

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

NEW BUSINESS

23. President Carline will provide a report on the Joint-Use Committee meeting.
24. Status on Library Operations – Phase 1.

ADJOURNMENT

25. Agenda Preparation for the August Regular Date Meeting which will be held on August 17, 2020 at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
26. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
27. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the July 20, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 16, 2020.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
JUNE 15, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 15th, 2020 at 6:29 p.m.

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

Members Absent: None.

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

Guests: Dennis Yu, Executive Vice President, Public Agency Retirement Services; Greg Mills, Serrano Water District.

ADOPTION OF AGENDA

It was motioned by Trustee DeVecchio and seconded by Secretary Shkoler 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 teleconference Joint Use Committee Meeting.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler had nothing to report at this time.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended a virtual Financial Partner's Credit Union Board Meeting, weekly Literacy Open House programs, and has continued being a Literacy Tutor virtually as well. Trustee Martin also attended the teleconference Joint-Use Committee Meeting.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended numerous meetings, including but not exclusive to the following: White House COVID-19, PLA, CLA, and State Library briefings, Special District Director's Meetings, and Staff Meetings. Library Director Contreras reported out on what other libraries are doing regarding their re-opening plans. Moreover, Library Director Contreras provided the Board of Trustees updates on the curbside pickup, home deliveries, and Summer Reading Program.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl presented the following updates: the PLFF Board has secured a new treasurer, a sorting plan has been set in place, donations will not be accepted until further notice, there are ads posted for a volunteer to take over for Barbara Hemmerling, who has retired after many years of volunteer service, and will be using the Honor Box throughout Phase 2 of the Covid-19 Reopening Plan, not reinstating volunteers until Phase 3. The bookstore vending machines will remain operational and be restocked throughout Phase 2. Moreover, PLFF will be selling face masks for \$1 each in addition to starting their membership drive this month.

CONSENT CALENDAR

Trustee Minter requested Item 17 reflect virtual circulation in addition to Item 22. It was then moved by Trustee Martin and seconded by Trustee DeVecchio 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 MAY
18, 2020 REGULAR DATE
MEETING AND MAY 21,
2020 CONTINUATION
MEETING.**

Minutes of the Library Board of Trustees May 18th, 2020 Regular Date Meeting and May 21st, 2020 Continuation 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 May 2020 (Item 10)
 Fund 707 Balance Report for May 2020 (Item 11)

Financial Reports through May 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 May 2020 (Item 13)
 Acquisitions Report for February - April 2020 (Item 14)
 Service Revenue Report for February - April 2020 (Item 15)

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

A PRESENTATION BY MR. DENNIS YU, PARS EXECUTIVE VICE PRESIDENT, ON THE PLACENTIA LIBRARY DISTRICT'S DEFINED CONTRIBUTION PLAN AND THE CARES ACT.

Director Contreras introduced Dennis Yu, Executive Vice President at Public Agency Retirement Services (PARs). Executive Vice President Yu presented on the Placentia Library District's Defined Contribution Plan and the CARES Act. This plan will allow staff to access their retirement while still employed at the District in addition to being able to withdraw up to \$100,000 and not be subject to penalty. If withdrawn, the employee would have the ability to pay back the distribution for up to three years post-withdrawal. The Board asked Executive Vice President Yu additional questions and noted that if approved, PARs will provide District employees FAQs and clarified that PARs will not be giving financial advice to personnel. It was then motioned by Trustee DeVecchio to authorize the Library Director to amend the Placentia Library District's Defined Contribution Plan to reflect the CARES Act. It was seconded by Trustee Martin. A roll call vote was taken:

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) 2021-2023 BOARD ELECTIONS, SOUTHERN NETWORK, SEAT C.

Library Director Contreras presented California Special District Association (CSDA) 2021-2023 Board Elections, Southern Network, Seat C candidates. At this time, candidate Greg Mills from Serrano Water District presented his qualifications, background, and plans should he be elected to Seat C. After Mr. Mills exited, the Board of Trustees discussed all four candidates. After much deliberation, it was motioned by Trustee Martin and seconded by Trustee Minter to authorize the Library Director to submit the electronic vote for the California Special District Association 2021-2023 Board of Directors in Southern California, Seat C in accordance to the Library Board of Trustees' votes for candidate Greg Mills. A roll call vote was taken:

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

PRESIDENT CARLINE'S REPORT ON THE JOINT-USE COMMITTEE MEETING.

President Carline provided the report from the June 4th, 2020 Joint-Use Committee Meeting. The meeting was regarding protests and the Library's role, steps and actions, and how the police department has been receiving information about upcoming protests. Protests have been peaceful thus far and are mainly on the corner of Chapman Avenue and Kraemer Avenue rather than the plaza itself. Moreover, the City and District will both be postponing pending Capital Improvement Projects. Additionally, the City stated their independent consultant expects a 3.6% increase in property tax despite Covid-19. At the request of the Board, Joint-Use Committee Minutes will be included in the consent calendar at future meetings.

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be on July 20th, 2020 at 6:30 p.m. It was requested by the Board to contact the City of Placentia to request if the City Council Chambers can be utilized for the next meeting.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of June 15th, 2020 was adjourned at 7:28 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
EMERGENCY MEETING OF THE BOARD OF TRUSTEES
JULY 2ND, 2020

CALL TO ORDER

President Carline called the Emergency Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 2nd, 2020 at 5:00 p.m.

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

Members Absent: None.

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

Guests: None.

ADOPTION OF AGENDA

It was motioned by Trustee Minter and seconded by Trustee DeVecchio to adopt the agenda (Item 3). Secretary Shkoler entered the room at 5:09 p.m.

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

ORAL COMMUNICATION

None (Item 4).

**EMERGENCY MEETING TO
DISCUSS LIBRARY
OPERATIONS DUE TO
SURGE IN CORONAVIRUS
CASES.**

Library Director Contreras presented the staff request to have the Board of Trustees consider returning the Library to Phase 1 operations. Due to the rising numbers of COVID-19 cases in Orange County, staff have come forward requesting rolling back to Phase 1, which includes home deliveries, curbside pickup, virtual programs, and the ability for staff to still work on site with a building occupancy limit of 15.

Additionally, Library Director Contreras presented the request to also amend Phase 1 library operation hours to 10 a.m. to 5 p.m. Monday through Saturday in light of minimal patron activity in later hours.

Moreover, should Phase 1 with the amended hours be approved, the Library Director requested authorization to purchase 15 laptops and hot spots for patrons to checkout in correlation with Library of Things (LOTs) procedures and protocols.

After much discussion, Trustee Martin motioned to reflect the Library Director's recommendation to return to Phase 1 starting July 3rd with amended hours and the authorization to purchase laptops and hot spots for patrons to checkout with phase changes to be reassessed in accordance with government guidelines. Trustee Minter seconded the motion. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Regular Date Board Meeting will be held on July 20th, 2020 at 6:30 p.m. at the City of Placentia’s City Council Chambers.

ADJOURNMENT

The Board of Trustees Emergency Meeting of July 2nd, 2020 was adjourned at 5:17 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

4:21 P.M.
7/15/20
Accrual Basis

Placentia Library District
Check Register
June 2020

Date	Ref No.	Payee	Memo	Payment	Type
06/10/2020	11186	Baker & Taylor	Books	10.88	Bill Payment
06/10/2020	11187	OverDrive	Audiobooks/ebooks	14,265.43	Bill Payment
06/10/2020	11188	Cintas	Cleaning supplies	977.93	Bill Payment
06/10/2020	11189	Angelina Fuentes	Fingerprinting at Postal Annex	30.00	Bill Payment
06/10/2020	11190	Ana Balderas	Purchases for STEAM club and storytime	30.02	Bill Payment
06/10/2020	11191	Arcelia Janitorial Service	May 2020 Janitorial Services	760.00	Bill Payment
06/10/2020	11192	Brea Electric	Power outage service call 5/28/20	145.00	Bill Payment
06/10/2020	11193	Midwest Tape	Audiobooks/DVDs	350.03	Bill Payment
06/10/2020	11194	Legacy Integrative Solutions	Printer services	232.74	Bill Payment
06/10/2020	11195	Dick's Lock & Safe	New restroom handles and locks	907.65	Bill Payment
06/10/2020	11197	Staples Advantage	Wall tape for signage	17.17	Bill Payment
06/10/2020	11198	Michelle Meades	Postage for CA Revealed hard drive	20.14	Bill Payment
06/10/2020	11199	Placentia Library District	Payroll for 06/24/2020	60,000.00	Check
06/10/2020	11200	Umpqua Bank	Voided - CC 3/31-4/30/20	0	Bill Payment
06/10/2020	11201	Alex Moving	Furniture storage due to COVID-19	2,097.38	Bill Payment
06/10/2020	11202	Califa	Cenic Broadband Jan-Mar 2020	4,257.57	Bill Payment
06/10/2020	11203	SDRMA	Medical benefits July 20	21,250.68	Bill Payment
06/13/2020	11204	Michelle Meades	Book club supplies	4.99	Bill Payment
06/13/2020	11205	Umpqua Bank	CC 3/31-5/31/20	11,826.24	Bill Payment
06/13/2020	11206	New Readers Press	News for You online subscription and Learning Upgrade Student License (21)	1,179.97	Bill Payment
06/13/2020	11207	SCLLN	2020 Membership Dues for SCLLN	150.00	Bill Payment
06/13/2020	11208	Jairos Plumbing	Snaking service on 6/12/20	350.00	Bill Payment
06/13/2020	11209	Public Agency Retirement Services	For pay period 05/22/20-06/04/20	2,231.62	Bill Payment
06/13/2020	11210	Midwest Tape	Audiobooks/DVDs	3,667.80	Bill Payment
06/13/2020	11211	SDRMA	Ancillary benefits for July 2020	2,231.18	Bill Payment
06/24/2020	11212	SoCalGas	5/15-6/16/20 Services	48.53	Bill Payment
06/24/2020	11213	OverDrive	Audiobooks/ebooks	6,552.61	Bill Payment
06/24/2020	11214	Time Warner Cable	6/12-7/11/20 Services	135.80	Bill Payment
06/24/2020	11215	Placentia-Yorba Linda Unified School Dist	CRP signage and decals (curbside, cdc signage, floor decals)	1,141.34	Bill Payment
06/24/2020	11216	Baker & Taylor	Books	13,392.72	Bill Payment
06/24/2020	11217	Cintas	Cleaning Supplies	1,955.86	Bill Payment
06/24/2020	11218	CALNET3	5/2-6/1/20 Service	325.25	Bill Payment
06/24/2020	11219	Woodruff, Spradlin & Smart	Services rendered through May 31st, 2020	1,344.00	Bill Payment
06/24/2020	11220	Republic Services	Recycling Service 5/1-5/31/20	153.63	Bill Payment
06/24/2020	11221	New Readers Press	Literacy Collection	1,910.69	Bill Payment
06/24/2020	11222	Midwest Tape	Audiobooks/DVDs	1,847.52	Bill Payment
06/24/2020	11223	Southern California Edison	4/29-20-6/1/20 Services	2,438.35	Bill Payment
06/24/2020	11224	Jon Legree	Gorilla tape and handheld mic	17.12	Bill Payment
06/24/2020	11225	Tim Worden	SLS meeting snacks	12.19	Bill Payment
06/24/2020	11226	Glasby Maintenance Supply	Disinfectant wipes	96.00	Bill Payment
06/24/2020	11227	Glasby Maintenance Supply	Cleaning supplies	181.58	Bill Payment
06/24/2020	11228	Placentia Library District	For payroll on 07/08/20	65,000.00	Check
06/25/2020	11229	Public Agency Retirement Services	PARS employer contribution for payroll on 06/24/20	2,051.63	Bill Payment
06/30/2020	11230	Baker & Taylor	Books	148.05	Bill Payment
06/30/2020	11231	Light Up My Holiday	Outdoor lights rental	2,175.00	Bill Payment
06/30/2020	11232	Arcelia Janitorial Service	Janitorial services 6/1-6/30/20	4,427.00	Bill Payment

4:21 P.M.
7/15/20
Accrual Basis

Placentia Library District
Check Register
June 2020

06/30/2020	11233	Danny Gonzalez	Home Deliveries Mileage Reimbursement	4.37	Bill Payment
06/30/2020	11234	Erich Grimm	Home Deliveries Mileage Reimbursement	13.63	Bill Payment
06/30/2020	11235	Estella A Wnek	Home Deliveries Mileage Reimbursement	10.12	Bill Payment
06/30/2020	11236	Midwest Tape	Audiobooks/DVDs	16,874.00	Bill Payment
06/30/2020	11237	OverDrive	Deposit on Account for FY 19-20 (audiobooks/ebooks)	43,759.78	Bill Payment
06/30/2020	11238	Robert Arauz	Home Deliveries Mileage Reimbursement	7.59	Bill Payment
06/30/2020	11239	Staples Advantage	Paper	478.20	Bill Payment
06/30/2020	11240	Volgistics Inc.	Volgistics Service 7/28/20-7/27/21	996.00	Bill Payment
06/30/2020	11241	Cintas	Cleaning Supplies	2,052.47	Bill Payment
06/30/2020	11242	Yamada Enterprises	Sneeze Guards	21,898.81	Bill Payment
06/30/2020	11246	Placentia Library Foundation	PLFF Pass-Thru January-June 2020	3,476.75	Bill Payment
06/30/2020	11247	Grass Roots Press	Literacy Collection Materials	288.24	Bill Payment
06/30/2020	11248	Ana Balderas	STEAM Club Supplies	14.76	Bill Payment
06/30/2020	11258	City of Placentia	Shared Costs with the City March 2020-May 2020 (includes parking lot slurry seal)	13,448.20	Bill Payment
				<u>335,672.21</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: July 20, 2020

Fiscal Year 2019-2020	
07/31/2019	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
01/31/2020	783,463.84
2/29/2020	784,784.09
3/31/2020	786,068.73
04/30/2020	787,380.00
5/31/2020	788,631.94
6/30/2020	789,835.57

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: July 20, 2020

Summary of Cash and Investments as of June 30, 2020

Cash with Orange County Treasurer Fund 9LX	\$789,835.57
General Fund Checking – Bank of the West	\$773,552.43
General Fund Savings – Bank of the West	\$593,200.61
<i>*(Impact Fees in Savings – Restricted)</i>	\$3,601.80
Payroll Checking – Wells Fargo Bank	\$21,685.06
Total Cash and Investments	\$2,178,273.67

*Impact fees accumulated after the Library Centennial Capital Improvement project as of January 01, 2020.

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 June 30, 2020

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	2,716,305	359,773	115.3%
4020	Property Taxes - Current Unsecured	74,344	75,086	742	101.0%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	601	601	-
4050	Property Taxes - Curr Supplemental	62,511	54,877	(7,634)	87.8%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	5,085	5,085	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	9,216	(241)	97.4%
* 4180	Other Revenue	0	21,078	21,078	-
4190	State - Homeowners Property Tax Relief	64,455	12,725	(51,730)	19.7%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	2,913,549	328,406	112.7%
INTEREST REVENUE					
4600	Interest	8,500	53,983	45,483	635.1%
	Sub Total	8,500	53,983	45,483	635.1%
GRANT REVENUE					
4210, 4421	State Grants	15,000	35,465	20,465	236.4%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	48,329	13,329	138.1%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,600	900	228.6%
4410	PLFF Grants	250,000	263,760	13,760	105.5%
* 4430, 4414	Other Revenue	0	4	4	-
4310	Fines & Fees	20,000	32,411	12,411	162.1%
4320, 4330	Passport/Photos	290,000	153,054	(136,946)	52.8%
4340	Meeting Room Fees	3,000	850	(2,150)	28.3%
4350	Test Proctor	9,500	2,600	(6,900)	27.4%
	Sub Total	573,200	454,280	(118,920)	79.3%
TOTAL REVENUES YTD FOR FY 18/19:		3,251,843	3,698,899	447,056	113.7%
4440	Centennial Renovation	2,000,000	2,000,000		
4500	Impact Fees	50,000	228,760	178,759.60	457.5%

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

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 June 30, 2020
 100.00% of the year completed.

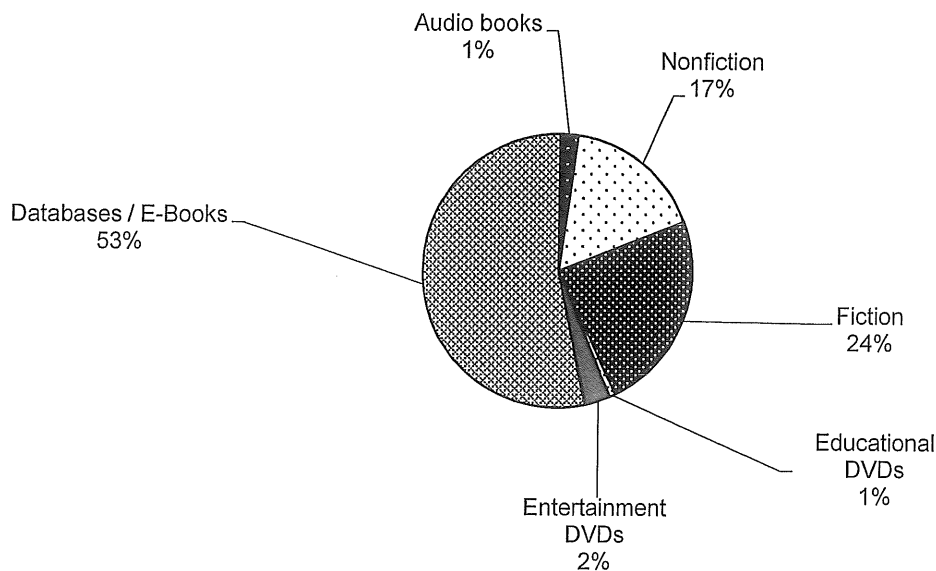
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	1,605,824	1.00	\$4,325
5030	Retirement	62,602	58,215	0.93	\$4,387
5040	Unemployment Insurance	2,500	3,723	1.49	(\$1,223)
5050	Health Insurance	268,587	268,152	1.00	\$435
5064	Dental Insurance	17,796	13,397	0.75	\$4,399
5060	Life Insurance	9,420	4,383	0.47	\$5,037
5066	AD & D Insurance	6,172	6,676	1.08	(\$504)
5068	Vision Insurance	3,541	2,733	0.77	\$808
5090	Employee Assistance Program	5,000	1,422	0.28	\$3,578
5070	Workers' Compensation Insurance	15,894	11,657	0.73	\$4,237
	TOTAL	\$2,001,661	\$1,976,182	0.99	\$25,479
SERVICES & SUPPLIES					
5100	Communications	22,000	24,433	1.11	(\$2,433)
5170	Household Expenses	25,000	14,440	0.58	\$10,560
5099	Library Insurance	20,000	20,784	1.04	(\$784)
5205	Maintenance Expense	25,000	12,921	0.52	\$12,079
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	126,314	0.97	\$3,686
5290	Memberships	10,000	7,142	0.71	\$2,858
5300, 5310, 5350	Office Expenses & Postage	100,000	81,619	0.82	\$18,381
5400	Prof./Specialized Services	219,000	144,490	0.66	\$74,510
5495, 5900, 5910	Programs	150,000	62,292	0.42	\$87,708
5500	Books/Library Materials	265,183	239,856	0.90	\$25,327
5600	Meetings/Professional Development	25,000	31,543	1.26	(\$6,543)
5700	Mileage/Parking	1,000	377	0.38	\$623
5800	Utilities	35,000	10,415	0.30	\$24,585
*7000	COVID-19	0	28,160	-	(\$28,160)
	TOTAL	\$1,027,183	\$804,786	0.78	\$222,397
FIXED ASSETS & TAXES					
	OPERATING EXPENSES	\$3,028,844	\$2,780,967	0.92	\$247,877
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,541	0.76	\$11,459
6100	Taxes and Assessments	\$15,000	9,480	0.63	\$5,520
	TOTAL	\$73,000	46,021	0.63	\$26,979
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,638,292	0.78	\$461,708
	TOTAL	\$2,100,000	1,638,292	0.78	\$461,708
TOTAL BUDGET					
		\$5,201,844	\$4,465,280	0.86	\$736,564
Total Expenses without Renovation Expenses					
		\$3,101,844	\$2,826,989	0.91	\$274,855

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

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF JUNE 2020

	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$62,930	2348	2641	\$103,401	5126	6051
Total Non-Fiction	\$44,852	1555	1806	\$45,790	2038	2304
Total Databases / E-Books	\$141,460	462	0	\$138,075	1679	0
Total Audio Books	\$5,774	102	104	\$12,213	259	259
Total Educational DVDs	\$1,821	58	58	\$3,212	91	91
Total Entertainment DVDs	\$7,902	139	193	\$19,428	506	599
Total Library of Things	\$505	0	0	\$12,209	17	47
YTD TOTAL MATERIALS	\$265,244	9716	9351	\$334,328	9716	9351
Budget	\$265,183			\$255,689		
% Spent YTD	100%			131%		





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for June 2020

DATE: July 20, 2020

Net Revenue Summary for June 2020

			YTD	YTD
	June-2020	June-2019	2019-2020	2018-2019
Passport	1,610	27,195	130,180	229,957
Passport Photos	253	4,860	22,873	37,337
Test Proctor	0	0	2,600	5,150
Fines & Fees	39	313	32,411	7,645
Meeting Room	0	0	850	340
Total	1,902	32,368	188,914	280,429



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for June 2020

DATE: July 20, 2020

<u>On-line database usage</u>	June	Onsite	Remote	June	Y-T-D	Y-T-D	Y-T-D
	2020	Usage 6/20	Usage 6/20	2019	2019-2020	2018-2019	% change
Placentia Library Catalog	4,267	0	4,267	26,853	14,374	295,796	-95%
General Reference Center	17	0	17	112	189	1,215	-84%
Biography In Context	0	0	0	1	730	3,936	-81%
Opposing Viewpoints	4	0	4	0	2,196	4,154	-47%
Consumer Reports	355	0	355	129	355	1,692	-79%
Freegal	850	0	850	912	9,896	10,730	-8%
Heritage Quest	572	0	572	9	5,890	1,202	390%
Novelist	79	0	79	10	510	466	9%
Public Library Core Collection							
Nonfiction (staff use only)	0	0	0	0	217	219	-1%
Pronunciator	3	0	3	10	223	238	-6%
ABC Mouse	3	0	3		152	459	-6%
ABC Mouse-Bring Learning Home (New March 2018)	18	0	18	N/A	149	191	-22%
World Book Online (New February 2018)	0	0	0	3	46	49	-6%
Tumblebooks	314	0	314	225	2,285	1,048	-22%
Reference USA	113	0	113	113	1,333	2,077	-36%
Enki	9	0	9	1	66	30	120%
Hoopla	2022	0	2022	1217	15,752	13,980	13%
Overdrive e-books	2,877	0	2,877	2,021	20,898	19,634	6%
Overdrive audio books	1,411	0	1,411	1,369	12,214	12,696	-4%
Overdrive e-books - Placentia Advantage (New March 2018)	1,909	0	1,909	1,145	6,411	5,647	14%
Overdrive audio books - Placentia Advantage (New March 2018)	1,020	0	1,020	997	5,320	5,297	0%
Tutor.com (New September 2019)	1	0	1	N/A	179	N/A	N/A
Zinio	248	0	248	161	2,562	1,494	71%
TOTAL DATABASE USAGE	16,092	0	16,092	35,288	101,947	382,250	-73%

Computer & Online Resource Use					
	June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	602	716	6,053	10,601	-43%
Non-Placentia Residents	475	583	4,684	8,462	-45%
Total	1,077	1,299	10,737	19,063	-44%

Wifi Use					
	June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
	2,989	1,129	21,328	23,568	-10%
Total	2,989	1,129	21,328	23,568	-10%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for June 2020
DATE: July 20, 2020

			YTD	YTD
	June-20	June-19	2019-2020	2018-2019
Separation	0	1	3	2
Retirement	0	0	0	1
Appointments	0	0	7	7
Open Positions	*1	3	7	8
Workers' Compensation Leave	0	0	0	0
Total	1	4	17	18

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 June 2020

DATE: July 20, 2020

PATRON COUNT

CIRCULATION	Jun-20	Jun-19		Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
New Patron Registrations	163	242		4,616	2,108	119.0%
Total Circulation	8,128	3,452		101,910	128,007	-20.4%
Total Active Borrowers*	3,004	5,471				
Attendance	2,058	10,642		130,628	157,019	-16.8%
Registered Card Holders*	53,723	47,735				
Adult Fiction	1,023	358		11,287	11,651	-3.1%
Adult/Teen Nonfiction	834	276		10,118	7,239	39.8%
Adult Magazines	9	0		30	507	-94.1%
Adult Audio Books	108	145		1,439	2,916	-50.7%
Adult DVDs	513	1,154		12,252	19,350	-36.7%
Library of Things	1	32		194	1,573	-87.7%
Teen Fiction	209	148		2,820	4,007	-29.6%
Teen Audio Books	27	0		1491	426	0.0%
Video Games	52	97		1,801	803	124.3%
Childrens Fiction	4,238	564		43,520	47,024	-7.5%
Childrens Nonfiction	876	181		10,498	7,918	32.6%
Childrens Magazines	1	0		6	30	-80.0%
Childrens Audio Books	27	0		162	32	406.3%
Childrens DVDs	237	495		6,320	8,604	-26.5%
* YTD % change not applicable.						

Gate Count				
June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
2,058	8,944	177,658	155,742	12%

Hours Open	Average Per Hour
86	24

Passport Count

PASSPORTS

June 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00								0
11:00								0
12:00								0
1:00	2					2	5	9
2:00	2					2	4	8
3:00	2						4	6
4:00		7	7	2	2			18
5:00		7	6	2	6			21
6:00		3	3	1	2			9
7:00								0
DAY TOTALS	6	17	16	5	10	4	13	71

June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
71	693	3664	6636	-81%

ACHIEVEMENTS

- Tim designed the Summer Reading Program publicity.
- Tim created the Curbside Pickup & Home Delivery page forms and publicity.

MEETINGS

- Angie, Estella, Eric, Robert, Beatrice, Laura, and Tim attended Support Services meetings on June 23rd.
- Angie attended All-Staff meetings via Zoom on June 2 & 16
- Angie attended a PS and SS meeting on June 5 to prepare for Curbside services
- Angie, Estella, Laura and Tim attended an All-Staff huddle on June 8
- Angie, Estella, Eric, Robert, Laura and Tim attended a SS meeting via Zoom on June 10
- Angie attended Morning Huddles on June 15, 16, & 17
- Angie, Tim, Estella and Laura attended the Training for Phase 2 (trial run) on June 18
- Estella attended Supervisor meeting on June 3, 10, 17, and 24th.
- Estella attended meeting with Yesenia on June 4th and 18th and 23rd.
- Estella attended Huddle Team meeting on June 8th, 15th.
- Estella attended a SS and PS meeting on June 5 and 23rd.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through June 2020
DATE: July 20, 2020

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19	10/23/19	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	*
Dec-19	12/12/19	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20	01/15/20	0.00	0.00	338.71	8.95	0.00	347.66
Feb-20	02/18/20	0.00	1,600.40	748.80	8.89	1,946.88	4,304.97
Mar-20	03/13/20	0.00	3,200.80	249.60	8.68	0.00	3,459.08
Apr-20	04/20/20	0.00	1,600.40	0.00	17.36	1,300.29	2,918.05
May-20	*	*	*	*	*	*	*
Jun-20	06/24/20	0.00	0.00	748.80	17.35	12,682.05	13,448.20
	TOTAL	\$0.00	\$14,080.41	\$2,784.31	\$100.30	\$20,093.82	\$37,058.84

** City Billing
Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for June 2020

DATE: July 20, 2020

Meetings:

- Personnel Meeting: June 1st
- Staff Meeting: June 1st, 4th, 18th, 23rd, & 30th
- Support Services Meeting: June 1st, 10th, 17th, 24th
- All Staff Meeting: June 2nd, 5th, 8th, 9th, 15th, 16th, 17th, 18th
- Placentia Library Friends Foundation Board Meeting: June 2nd & 8th
- Supervisor Meeting: June 3rd, 10th, 17th, 24th
- Joint Use Committee Meeting: June 4th
- Lunch at the Library Meeting: June 4th & 30th
- California Public Library Directors Networking Conversation: June 10th
- Adult Services Meeting: June 10th & 24th
- CLA Finance Committee: June 11th & 17th
- Board of Trustees Regular Date Meeting: June 15th
- Monthly Meeting with the Board: June 18th
- Placentia Collaborative Meeting: June 22nd
- Santiago Executive Council Meeting: June 22nd
- Meeting with Director Estevez: June 22nd
- Children's Meeting: June 23rd
- SLS Children's Services Meeting: June 29th

Facilities:

- Cintas: June 2nd
- Dick's Lock & Safe: June 2nd
- Johnson Controls, Inc.: June 12th
- Jairos Plumbing: June 12th & 22nd
- White Mechanical: June 12th
- Dewey Pest Control: June 17th
- City of Place (Parking Lot): June 22nd

Training/Workshops/Conference:

- ALA "The Library Community Moving Forward in the New Normal": June 4th
- ALA Virtual Conference: June 24th- June 26th

Events:

- Inaugural Badge Pinning Ceremony for the Placentia Fire and Life Safety Department: June 30th



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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 June 2020

DATE: July 20, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	June	June	June	June	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2020	2020	2019	2019	2019-20	2019-20	2018-19	2018-19	18/19-19/20	18/19-19/20
Storytime	12	197	5	185	86	388	19	786	352.63%	-50.64%
Educational	4	81	2	382	5	272	29	1,073	-82.76%	-74.65%
Reading	1	152	0	0	7	375	2	105	250.00%	257.14%
The Hangar Makerspace	0	0	0	0	11	914	0	415	N/A*	N/A*
Personal Programs	1	299	2	2,559	12	1,213	7	5,533	71.43%	-78.08%
Totals	18	729	9	3,126	327	10,948	235	13,067	39.15%	-16.22%

Reference/Computer Usage Statistics

	June	June	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-2020	2018-2019	% change
Reference—in person	80	441	3,285	4,135	-20.56%
Reference--telephone	34	6	132	192	-31.25%
Total Reference	114	447	3,417	4,327	-21.03%
Children's computer usage	2	0	3,530	2,449	44.14%

ACHIEVEMENTS

- Children’s Staff were trained on Curbside, Home Delivery and In-Person roles for re-opening the library on June 18th.
- Ana Balderas held four virtual S.T.E.A.M. Club programs on June 1st, 8th, 15th and 22nd.
- Ana Balderas continued the virtual Luna, Luna Bilingual storytime program on June 3rd, 10th, 17th and 24th.
- Venessa provided 2 One-to-One Makerspace tutorials for patrons: one sewing and one Cricut.
- Venessa worked with Tim to record the Wacky Wednesday Storytime on June 27th.
- Venessa, Ana, Lori, and Deanna assembled Wacky Wednesday Craft kits on June 9th.

MEETINGS

- Deanna White, Ana Balderas, Venessa Faber, Lori Worden and Yesenia Baltierra met to discuss Children’s SRP and Programming on June 9th, 2020.
- Deanna White, Ana Balderas, Venessa Faber, Lori Worden and Yesenia Baltierra attended all-staff meetings on June 2nd and 16th, 2020.
- Lori Worden and Yesenia Baltierra attended a Lunch at the Library meeting on June 11th.

PROFESSIONAL DEVELOPMENT

- Lori Worden attended the ALA 2020 Virtual Conference, June 24th - June 26th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for June 2020

DATE: July 20, 2020

MONTHLY STATISTICS

Information Desk Activity	June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Information -- in person	491	1,053	10,451	14,291	-26.87%
Information -- telephone	601	585	4,756	7,093	-32.95%
Information -- email/chat	79	1	1,073	52	1963.46%
Curbside Service	313	0	313	0	100.00%
Delivery Service	47	0	47	0	100.00%
Technology assistance	41	0	1,127	1,348	-16.39%
Fast passes	3	0	630	635	-0.79%
Adult and Children's computer use (desktops)	140	0	9,315	8,648	7.71%
Adult computer usage (desktop)	101	0	6,789	9,032	-24.83%
Teen computer usage	16	N/A	1502	NA	NA
Public computer use (express laptops)	0	0	0	11	-100.00%

Volunteer Hours:	June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
History Room	0	23.75	191	178.25	7.15%
PLFF	3.75	296.67	2680.82	4036.52	-33.59%
General Library	0	372.17	1543.11	2552.61	-39.55%
Technology	0	0	0	0	0.00%
Homework Club	0	40.75	132.35	545.25	-75.73%
Adult Literacy Tutors	79.5	85	1042.56	1498.21	-30.41%
PTAC	13.5	25.5	494.25	746.5	-33.79%
Summer Reading Program	0	36	176.53	711.75	-75.20%
Total Volunteer Hours	96.75	839.09	6260.62	10269.09	-39.03%

History Room Activity	June	June	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2019-20	FY2018-19	% change
History Room Visitors	4	7	83	53	56.60%

Public Services Outreach Activity	June	June	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2019-20	FY2018-19	% change
Outreach Visits	0	11	9	192	-95.31%
Outreach Attendance	0	3050	522	8496	-93.86%

Adult Programs

June	Number of Programs June	Attendance June	Number of Programs June	Attendance June	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	FY1920	FY1920	FY1819	F1819		
Book Club	2	3	0	0	12	77	2	16	500.00%	381.25%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	1	2	0	0	5	11	3	99	66.67%	-88.89%
Fine Arts Programs	0	0	0	0	4	449	3	341	33.33%	31.67%
Health & Fitness Programs	0	0	0	0	5	42	0	0	100.00%	100.00%
History Room Programming	0	0	2	56	4	363	11	686	-63.64%	-47.08%
Home and Lifestyle	0	0	0	0	4	69	0	0	100.00%	100.00%
Literacy Programs	12	77	5	29	73	646	61	798	19.67%	-19.05%
The Hangar Makerspace	5	1412	0	0	36	6450	0	0	100.00%	100.00%
Reading Programs	1	87	1	186	5	246	6	840	-16.67%	-70.71%
Volunteer Programs	0	0	1	36	5	92	8	128	-37.50%	-28.13%
Totals	21	1,581	9	307	153	8,445	94	2,908	62.77%	190.41%

The Hangar Makerspace	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D	
	June	2020	2019	FY2019-20	FY2018-19	% change
Hangar Open Hour Visitors		3	0	742	0	N/A
Adult/Teen Hangar Programs		1412	0	5315	0	N/A
Tween Hangar Programs		0	0	24	0	N/A
Family Hangar Programs		0	0	1125	0	N/A
Total		1415	0	7206	0	N/A

Literacy	YTD1920	YTD1819	% Change
English Literacy Students	73	60	21.67%
Students Graduated	3	8	-62.50%
English Literacy Tutors	38	46	-17.39%

Proctored Tests	June	June	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-20	2018-19	% change
Number of Tests	0	0	54	107	-50%

Teen Programs

Type of Program	Number of Programs June	Attendance June	Number of Programs June	Attendance June	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	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0	0	0	0	4	19	-100.00%	-100.00%
Friday Flicks	0	0	0	0	0	0	7	29	-100.00%	-100.00%
PTAC	1	9	2	29	20	305	40	720	-50.00%	-57.64%
Summer Reading Program	1	10	1	37	2	62	4	184	-50.00%	-66.30%
Teen Misc.	6	17	0	0	15	99	16	259	-6.25%	-61.78%
Text	0	0	0	0	0	0	1	14	-100.00%	-100.00%
T. ult	0	0	0	0	1	300	3	467	-66.67%	-35.76%
Totals	8	36	3	66	43	736	75	1692	-42.67%	-56.50%

ACHIEVEMENTS

- Michelle Meades coordinated Emma book club on June 20th.
- Michelle Meades picked up yearbooks for the History Room on June 16th.
- Victor Meza conducted a Hangar Appointment with a patron on June 25th.
- Victor Meza coordinated a PTAC meeting on June 4th.
- Victor Meza coordinated Game On! Smash Tournament on June 1st, 8th, 22nd and 25th.
- Victor Meza coordinated Game On! Animal Crossing on June 3rd, 10th and 24th.
- Shellie McCurdy coordinated virtual program Pressed Flowers on June 1st.
- Shellie McCurdy coordinated virtual program No Machine Ice Cream on June 8th.
- Shellie McCurdy coordinated virtual program Stop Motion Maker Challenge on June 15th and 22nd.
- Sabrina Rosengren and Sally Federman coordinated Literacy Reads Book Club on June 2nd, 9th, 16th, 23rd, and 30th.
- Sabrina Rosengren coordinated and facilitated Read, Write, Speak Club on June 5th, 12th, 19th, and 26th.
- Sabrina Rosengren and Sally Federman coordinated Adult Literacy Open House on June 3rd.
- Sabrina Rosengren and Sally Federman coordinated Tutor In-Service on June 25th.
- Wendy Amireh coordinated two Book-a-Librarian appointments.
- Katie Matas and Yesenia Baltierra closed out the Zip Books grant for FY 2019/20 on June 29th.
- Tori Maglonzo coordinated virtual program Magazine Portrait Collage Art on June 5th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on June 18th.
- Michelle Meades met with Wendy Amireh on June 2nd, 9th, and 29th.
- Wendy Amireh attended the supervisors meetings June 1st, 3rd, 10th, 17th and 23rd.
- Adult Services Staff attended all staff meetings on June 2nd, and 22nd.
- Adult Services Staff attended training for reopening on June 18th.
- Adult Services Staff attended meeting on June 10th.
- Wendy Amireh attended Kiwanis meetings on June 11th.
- Katie Matas met with Wendy Amireh on June 4th, 15th, and 24th.
- Victor Meza met with Wendy Amireh on June 5th, 12th, 22nd
- Shellie McCurdy and Wendy Amireh attended Hangar Meetings on June 3rd, 10th and 17th.
- Sabrina Rosengren and Wendy Amireh met on June 4th, 11th, 18th, and 25th.
- Sabrina Rosengren attended CLLS Network meeting on June 11th.
- Sabrina Rosengren attended a Key to Community Learner Leader meeting on June 12th.
- Megan Tolman met with Wendy Amireh on May 5th and May 21st.
- Wendy Amireh, Katie Matas and Michelle Meades met on June 24th.
- Wendy Amireh attended reopening training on June 18th.
- Wendy Amireh attended reopening training on June 5th.
- Wendy Amireh and Victor Meza met for SRP training on June 9th.
- Wendy Amireh, Victor Meza and Michelle Meades met to discuss volunteers on June 5th.
- Wendy Amireh, Victor Meza and Venessa Faber met to discuss the Hangar on June 24th.
- Wendy Amireh and Yesenia Baltierra attended huddle meetings on June 8th, 15th, 16th, 17th, 19th and 26th.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended Webinar "CLLS Roles & Goals" on June 9th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for June 2020

DATE: July 20, 2020

<u>On-line database usage</u>	June	Onsite	Remote	June	Y-T-D	Y-T-D	Y-T-D
	2020	Usage 6/20	Usage 6/20	2019	2019-2020	2018-2019	% change
Placentia Library Catalog	4,267	0	4,267	26,853	14,374	295,796	-95%
General Reference Center	17	0	17	112	189	1,215	-84%
Biography In Context	0	0	0	1	730	3,936	-81%
Opposing Viewpoints	4	0	4	0	2,196	4,154	-47%
Consumer Reports	355	0	355	129	355	1,692	-79%
Freegal	850	0	850	912	9,896	10,730	-8%
Heritage Quest	572	0	572	9	5,890	1,202	390%
ProQuest	79	0	79	10	510	466	9%
Public Library Core Collection							
Nonfiction (staff use only)	0	0	0	0	217	219	-1%
Pronunciator	3	0	3	10	223	238	-6%
ABC Mouse	3	0	3		152	459	-6%
ABC Mouse-Bring Learning Home (New March 2018)	18	0	18	N/A	149	191	-22%
World Book Online (New February 2018)	0	0	0	3	46	49	-6%
Tumblebooks	314	0	314	225	2,285	1,048	-22%
Reference USA	113	0	113	113	1,333	2,077	-36%
Enki	9	0	9	1	66	30	120%
Hoopla	2022	0	2022	1217	15,752	13,980	13%
Overdrive e-books	2,877	0	2,877	2,021	20,898	19,634	6%
Overdrive audio books	1,411	0	1,411	1,369	12,214	12,696	-4%
Overdrive e-books - Placentia Advantage (New March 2018)	1,909	0	1,909	1,145	6,411	5,647	14%
Overdrive audio books - Placentia Advantage (New March 2018)	1,020	0	1,020	997	5,320	5,297	0%
Tutor.com (New September 2019)	1	0	1	N/A	179	N/A	N/A
ProQuest	248	0	248	161	2,562	1,494	71%
TOTAL DATABASE USAGE	16,092	0	16,092	35,288	101,947	382,250	-73%

Computer & Online Resource Use					
	June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	602	716	6,053	10,601	-43%
Non-Placentia Residents	475	583	4,684	8,462	-45%
Total	1,077	1,299	10,737	19,063	-44%

Wifi Use					
	June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Total	2,989	1,129	21,328	23,568	-10%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: President Carline's Report on the Joint-Use Committee Meeting.

DATE: July 20, 2020

BACKGROUND

The Joint-Use Committee met on July 1, 2020 through zoom. Present were President Carline, Trustee Martin, Library Director Contreras, Mayor Smith, Councilmember Green, City Administrator Arrula, Public Works Director Estevez, and Administrative Assistant Stolze.

President Carline will provide a report on the meeting.

Attachment A are the minutes for the July 1, 2020 meeting.

Attachment B are the minutes for the June 4, 2020 meeting.

PRELIMINARY MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA
TO DISCUSS TO THE JOINT USE AGREEMENT
JULY 1, 2020

CALL TO ORDER

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

Members Absent: None

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

Guests: None.

BACKGROUND

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

**CITY OF PLACENTIA
UPDATES**

The City provided updates including the slurry seal, plaza improvements, and safety protocols the City has in place for visitors. Moreover, Director Estevez responded to inquiries from Director Contreras regarding the new slurry seal of the parking lot.

City Administrator Arrula noted they have received approximately \$1 million in CARES Act funding in addition to the Placentia Fire Department officially starting operations.

The City plans to create a five year Capital Improvement Plan for projects such as the pergola, water fountain, landscape lighting, and possible solar panel car ports. Additionally, the City shared upcoming projects for the 2020-2021 Fiscal Year that would supply Library Impact Fees to the District and updated on the Veteran's Village opening event coming up.

**PLACENTIA LIBRARY
DISTRICT UPDATES**

The Placentia Library District reopened on Monday, June 22nd with limited occupancy, time limitations, social distancing guidelines, curbside pickup, and home delivery services. The five parking spots just passed the book drop will be reserved for curbside pickup. Director Contreras shared statistical updates of the number of patrons that have visited since re-opening and thanked Chief Lenyi for their work with the overnight parking citations.

The Placentia Library District has also sent letters to state and local legislators regarding Special District's exclusion from the CARES Act.

ACTION ITEMS

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

NEXT MEETING

The next meeting is scheduled for Thursday, August 6th at 3:30 p.m. Email Alyssa Stolze with any agenda items.

PRELIMINARY MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA
TO DISCUSS TO THE JOINT USE AGREEMENT
JUNE 4, 2020 Page 42

CALL TO ORDER

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

Members Absent: None

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

Guests: Police Chief Darin Lenyi, Police Captain Brad Butts

BACKGROUND

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

PROTESTS

Police Chief Lenyi and Police Captain Butts provided updates to the Joint Use Committee regarding protests planned in the Placentia area that they have been made aware of, the Placentia Police Department's plans of action, and answered inquiries from both entities regarding actions staff should take if a protest is taking place.

Director Contreras noted that once she receives confirmation from the Police Department regarding a planned or nearby protest, staff will be notified to vacate the library for the remainder of the day. The Library will be closed to the public and begin curbside pickup Monday, June 8th with shifts ending at 4:30. If there is an event, Chief Lenyi will inform the Library Director know so staff can be notified to vacate accordingly. Moreover, if an incident of property damage occurs to the Library District, the District must call their assigned protocol officer. If there is not a protocol officer assigned, contact Chief Lenyi and one will be assigned from there.

**COVID-19
PLANS**

REOPENING

The Placentia Library District gave an update on their reopening plans starting Monday, June 8th with curbside pickup and home delivery services. Five parking spots just passed the book drop will be reserved for curbside pickup. Monday, June 22nd the library will open for limited capacity and services as well with no in-person programming until further notice. There

The City is updating its technology to be able to utilize teleconference calls and MS teams in each room. Both entities have changed their budgets in accordance to the needs of COVID 19.

**CIVIC CENTER CAPITAL
IMPROVEMENT PROGRAM**

Director Contreras noted that the District' Fiscal Year 2020-2021 Budget does not include civic center capital improvement plans. This includes the postponement of

the HVAC screen for the District. The City confirmed they will also be delaying projects as well. The Parking Lot was part of the 2019-2020 Fiscal Year Budget and has been completed. Director Estevez and Director Contreras will meet to go over a prioritized wish list, costs, and timing for Fiscal Year 2021-2022 and 2022-2023

UPDATES

Placentia Fire Department and EMS are going to begin operation July 1st, 2020. Director Estevez will be sharing the Library Board of Trustees Regular Meeting on June 15th at 6:30 with the new Fire Chief so they may introduce themselves.

Mayor Smith will send an invitation to the Library Board for the Veterans Village opening on July 22nd.

Director Estevez is also going to follow up with City personnel regarding parking signage.

NEXT MEETING

The next meeting is scheduled for Thursday, July 2nd at 3:30 p.m. Email Alyssa Stolze with any agenda items.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Status on Library Operations – Phase 1

DATE: July 20, 2020

BACKGROUND

Library Director Contreras will provide a report on the Library's Phase 1 operations and recommendations.



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