

AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

January 23, 2023

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, January 23, 2023

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 – 24)

- Presentation: Library Director
Recommendation: Approve by Motion
Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on December 19, 2022. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for December 2022. (Receive & File and Approve)
11. FY2021-2022 Fund Balance through December 2022; the Schedule of Anticipated Property Tax Revenues for FY2022-2023 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for December 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for December 2022. (Receive & File)
14. Acquisitions Report for December 2022. (Receive & File)
15. Entrepreneurial Activities Report and December 2022. (Receive & File)
16. Library Impact Fee Report for December 2022. (Receive & File)

Placentia Library District Board of Trustees Regular Date Meeting Agenda, January 23, 2023

GENERAL CONSENT REPORTS (Items 17 – 20)

- 17. Personnel Report for December 2022. (Receive, File, and Ratify Appointments)
- 18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 19. Administration Report for December 2022.
- 20. Circulation Report for December 2022.

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for December 2022.
- 22. Adult and Teen Services Report for December 2022.
- 23. Technology and Website Report for December 2022.
- 24. Customer Service Report for December 2022.

NEW BUSINESS (Items 25-31)

- 25. Authorization for Amendments to Policy 2030 – Holidays.
- 26. Authorization for Amendments to Policy 5010 – Board Meetings.
- 27. Discussion of Website Proposals Received.
- 28. Authorization for the Formation of a “Freedom to Read” Committee.
- 29. Authorization for Attendance to the Annual Texas Library Conference on April 18-23, 2023.
- 30. December 2, 2022 Staff Development Day Report from Library Director.
- 31. Legislative Updates from Secretary Carline.

AGENDA DEVELOPMENT

- 32. Agenda Preparation for the February Regular Date Meeting which will be held on February 27, 2023 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 33. The Library Board of Trustees will adjourn the Regular Date January 23, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for January 23, 2023 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 17, 2023.



Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 December 19, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 19, 2022 at 6:31 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline (via Zoom), Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

Members Absent: None.

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: Megan Tolman, Librarian; Margaret Hatanaka, Supervising Librarian; Jeremy Yamaguchi, IT Consultant; Rueben Skipper, Placentia Library Friends Foundation President.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage and seconded by Trustee Dahl to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended City Councilmember Craig Green’s retirement reception, the Placentia Tamale Festival, and the Financial Partners Credit Union board meeting. She completed the IT training and volunteered at Charity’s Closet. She also reported the ground lease agreement between the City and the County for the proposed Senior/Community Center at Tri-City Park was unanimously approved by the Board of Supervisors.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Carline attended the Placentia Tamale Festival. She was unable to attend the LAFCO meeting and the minutes have not been posted yet. She did see the ground lease was approved by the Board of Supervisors.

Trustee Dahl attended the City’s Tree Lighting Ceremony, the Orange County Council of Governments meeting, the PLFF meeting, and the Literacy potluck. She also did two interviews with CSUF journalism student Dominic Samaniego and completed the IT training. For the Placentia Round Table Women’s Club, she went to their monthly meeting, they finished all of their soup sales and she worked with Assistant Library Director Baltierra on the scholarship committee.

Trustee Beverage attended the Literacy potluck. She also completed the IT training and viewed a PLA webinar called “Spotlight on Safety: Addressing Threats in Public Libraries”.

Trustee Nelson attended the Placentia Tamale Festival.

LIBRARY DIRECTOR REPORT

Library Director Contreras reported she participated in a panel for the City of Commerce for their new library director, she also helped the California State Library by sitting on a panel to make plans for the library director’s forum, she attended the Boys & Girls Club holiday get-together for Board members, she hosted a movie night for staff and their families, she attended City Councilmember Craig Green’s retirement reception, and she attended Staff Development Day.

Director Contreras than took this time to introduce Margaret Hatanaka, the new Adult and Teen Services Supervising Librarian, to the Board.

FRIENDS FOUNDATION REPORT

The Placentia Library Friends Foundation (PLFF) President, Rueben Skipper, reported he attended Staff Appreciation Night, the Literacy potluck, volunteered with the YMCA Board of Directors to pass out toys at their holiday event, attended the Board of Supervisor’s open house and attended Lisa Bartlett’s birthday/retirement party. Next main event for PLFF is the March 4, 2023 Author’s Luncheon. It will consist of an author talk, Q&A, and silent auction. The author is Shawn Nocher. She is a local author and has two books out. For their previous book sale days on December 10th and 11th, they made \$124 and \$72, respectively. The next book sales are next year on March 18th and 19th. They will also be having a spring cleaning in April 2023. Future fundraisers will be with local restaurants but they are also thinking about doing a movie night at Cinema City. They are also talking about doing a car raffle. Their account balance for the end of November was \$145,421.

CONSENT CALENDAR

The Board discussed questions in regards to Agenda Item 13 with staff. It was then moved by Trustee Beverage and seconded by Trustee Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

- AYES: Martin, Carline, Beverage, Nelson, Dahl
- NOES: None
- ABSENT: None

MINUTES FOR NOVEMBER 21, 2022 REGULAR DATE MEETING.

The minutes for the November 21, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).

- AYES: Martin, Carline, Beverage, Nelson, Dahl
- NOES: None
- ABSENT: None

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for November 2022 (Item 10)
 Fund 707 Balance Report for November 2022 (Item 11)
 Financial Reports through November 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 November 2022 (Item 13)
 Acquisitions Report for November 2022 (Item 14)
 Service Revenue Report for November 2022 (Item 15)
 Library Impact Fee Report for November 2022 (Item 16)
 Personnel Report for November 2022 (Item 17)
 Circulation Report for November 2022 (Item 18)
 Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

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

ADOPTION OF RESOLUTION 2022-08: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENTS FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT; ADMINISTRATION OF THE OATH OF OFFICE.

Director Contreras reported we have three Board members in this election cycle who have received their certificate of appointments with the District from the Orange County Registrar of Voters: President Martin for four years, Trustee Nelson for four years, and Trustee Beverage for two years. Trustee Nelson made a motion to adopt Resolution 2022-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments for the Office of Trustee of the Placentia Library District. It was seconded by Trustee Dahl. A roll call vote was taken:

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

President Martin directed Director Contreras to administer the Oath of Office to the Library Board members as appointed.

ELECTION OF OFFICERS.

Director Contreras reported the following positions need to be elected: Board President and Board Secretary. Trustee Nelson nominated President Martin to serve again if she is amenable to doing so. President Martin accepted her nomination. The nomination was moved by Trustee Dahl and seconded by Trustee Beverage. All-in-favor:

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

President Martin nominated Secretary Carline to serve again as she knows Secretary Carline is willing to do so. The nomination was moved by Trustee Dahl and seconded by Trustee Beverage. All-in-favor:

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2023 BY THE BOARD PRESIDENT.

The Board reviewed incumbent Board Representatives for the following agencies: the Joint Use Committee, the Special District Local Area Formation Commission (LAFCO) Selection Committee, the Orange County Council of Governments (OCCOG), the Placentia Library Friends Foundation (PLFF), the Independent Special Districts of Orange County (ISDOC), and the Personnel Committee. After a discussion regarding each agency, the representatives are as follows:

- Joint Use Agreement Committee
 - President Martin and Trustee Nelson with Director Contreras Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee
 - Trustee Beverage and Secretary Carline as alternate Representative to the Orange County Council of Governments (OCCOG)
 - Trustee Dahl and Trustee Nelson as alternate Representative to the Placentia Library Friends Foundation (PLFF)
 - Trustee Dahl and President Martin as alternate

Independent Special Districts of Orange County (ISDOC)
Secretary Carline and Trustee Beverage as alternate
Personnel Committee
Trustee Dahl and Trustee Nelson

**EMPLOYEE OF THE YEAR
RECOGNITION BY BOARD
PRESIDENT.**

Director Contreras thanked Secretary Carline and Trustee Dahl for serving on the Personnel Committee which also oversaw the Employee of the Year nomination. The Employee of the Year was announced during Staff Appreciation Night. Tonight, we are formally recognizing Megan Tolman as Employee of the Year by presenting her with the award. President Martin thanked Megan for all of her hard work and presented her with the Employee of the Year award.

**ASSOCIATION OF
BOOKMOBILE & OUTREACH
SERVICES AND INTERNET
LIBRARIAN CONFERENCE
REPORTS FROM
CHILDREN’S SUPERVISING
LIBRARIAN.**

Director Contreras reported Venessa Faber, the Children’s Supervising Librarian, was unable to attend tonight’s meeting to report out on her experience at the Association of Bookmobile & Outreach Services Conference and the Internet Librarian Conference. Her reports for both conferences are available in the Board report. Director Contreras advised she will share any questions the Board has with Venessa.

**DISTRICT-BASED ELECTIONS
ORDINANCE AND
ADOPTION OF RESOLUTION
2022-09.**

Counsel DeBerry reported this is the final public hearing regarding the Board’s transition from at-large to district-based elections. The map being proposed mirrors the map adopted by the City of Placentia when it transitioned to district-based elections. The proposed election sequencing to initiate district-based elections will be for districts 1, 3, and 4 in 2024 and districts 2 and 5 in 2026. Part of the Board’s final action for establishing district-based elections is to consider Ordinance 2022-01 for second reading and adopting Resolution 2022-09. After comments from the Board, Trustee Beverage made a motion to adopt Ordinance 2022-01, An Ordinance of the Board of Trustees of the Placentia Library District Establishing by-District Elections of Five Trustees. It was seconded by Trustee Nelson. A roll call vote was taken:

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

Trustee Nelson made a motion to adopt Resolution 2022-09: A Resolution of the Board of Trustees of the Placentia Library District, Adopting the District Map and Sequence of Elections for Transitioning from At-Large to By-District Elections. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION
2022-10: A RESOLUTION OF
THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY
DISTRICT OF ORANGE
COUNTY TO ESTABLISH THE
BOARD OF TRUSTEES
REGULAR MEETING DATES
FOR CALENDAR YEAR 2023.**

Director Contreras introduced this agenda item to the Board and reported she added two lists of regular Board meeting dates for the Board to consider. The first list of dates shows what the schedule will look like if Board meetings continue on the 3rd Monday of each month. The second list shows what the schedule will look like if Board meetings were to be moved to the 4th Monday of each month. Staff recommends changing the Board meetings to the 4th Monday of the month in order to allow staff more time to receive reports from outside agencies. After the Board confirmed there are no conflicts with the new schedule, Trustee Beverage made a motion to move the Placentia Library District monthly Board meetings to

the 4th Monday of each month. It was seconded by Trustee Nelson. A roll call vote was taken:

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

Trustee Beverage made a motion to adopt Resolution 2022-10: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2023. It was seconded by Trustee Dahl. A roll call vote was taken:

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

ADOPTION OF RESOLUTION 2022-11: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2023-2025.

Director Contreras presented the holiday and library closure schedule for fiscal year 2023-2025, which coincides with most Federal holidays. After a discussion regarding Martin Luther King Jr. Day, the Board decided to add it as one of the holidays which the library will close for. Trustee Dahl made a motion to adopt Resolution 2022-11: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Fiscal Year 2023-2025. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZATION FOR CLOSURE ON MARCH 9, 2023 FOR STAFF DEVELOPMENT TRAINING.

Director Contreras thanked the Board for allowing a library closure on December 2, 2022 for Staff Development Day. There are two Staff Development Days each fiscal year. The first is for budget and strategic planning. The second is for staff training. For our second Staff Development Day of this fiscal year, staff would like the Board’s authorization to close on Thursday, March 9, 2023. At the previous Staff Development Day, staff requested to move Staff Development Days from Fridays to Thursdays. This allows for more staff to attend and participate. After a discussion among the Board, Trustee Beverage made a motion to authorize a closure on March 9, 2023 for a Staff Development Day. It was seconded by Trustee Dahl. A roll call vote was taken:

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

DISCUSSION OF WEBSITE PROPOSALS RECEIVED.

Director Contreras reported the original recommendation was to move forward with the website proposal from CivicPlus. However, more references have been received and she is no longer comfortable with moving forward with the original recommendation. She is recommending to postpone the decision to the January Board meeting in order to receive all references for both vendors. Jeremy Yamaguchi, IT Consultant, gave a presentation on the history of the District’s website and reported on the various updates and upgrades which are needed to keep the website current. The Board had a discussion regarding the different options which are provided by each vendor and which features the District needs. No action was taken at this time.

**LEGISLATIVE UPDATES
FROM TRUSTEE CARLINE.**

Secretary Carline reported out on legislative updates from the Independent Special Districts of Orange County. There were no federal bills that would affect the District.

AGENDA DEVELOPMENT

An agenda item President Martin requested was the consideration of putting together a Freedom to Read Committee. The decision on which website vendor to move forward with will also be added to the agenda. Director Contreras also advised a report on the December 2, 2022 Staff Development Day will be presented at the next meeting.

The next Board Meeting will be on January 23, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 19, 2022 was adjourned at 07:38 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees

8:50 A.M.
01/17/23
Accrual Basis

Placentia Library District
Check Register
December 2022

Date	Ref No.	Payee	Memo	Payment	Type
12/02/2022	12693	Fernando Maldonado	Reimbursement for Staff Development Day food supplies	20.00	Bill Payment
12/02/2022	12692	Placentia Library District	Check 12692 intended for payroll on 1/4/23 however, by mistake the payroll description was a repeat payroll on 12/21/22.	70,000.00	Bill Payment
12/02/2022	12691	Arcelia Janitorial Service	Janitorial Services from 11/01/22 to 11/30/22	3,696.00	Bill Payment
12/02/2022	12690	JV Plumbing	Service on 11/21/22 and 11/29/22	411.19	Bill Payment
12/02/2022	12689	Robert Housley	Financial Consulting Services Nov. 22	330.00	Bill Payment
12/02/2022	12688	Jeanette Contreras	Reimbursement for Staff Development Day food supplies	801.48	Bill Payment
12/07/2022	12722	YourMembership.com, Inc.	Job posting through CLA for Library Assistant	199.00	Bill Payment
12/07/2022	12721	Robert Housley	Voided	0	Bill Payment
12/07/2022	12720	Legacy Integrative Solutions	Service from 11/01/22-12/02/22	712.85	Bill Payment
12/07/2022	12719	Findaway World LLC	Audiobooks	51.65	Bill Payment
12/07/2022	12718	Fernando Maldonado	Reimbursement for mileage and office supplies	80.71	Bill Payment
12/07/2022	12717	Placentia-Yorba Linda Unified School Dist	Winter Reading Bookmarks and ESL Bookmarks	240.34	Bill Payment
12/07/2022	12716	Jeanette Contreras	Voided	0	Bill Payment
12/07/2022	12715	Baker & Taylor	Books	985.72	Bill Payment
12/07/2022	12714	Midwest Tape	Audiobooks	98.22	Bill Payment
12/07/2022	12713	MD Medical Clinics	Video Reimbursement	222.00	Bill Payment
12/07/2022	12712	EBSCO Industries, Inc.	Print Subscription Renewal	1,092.86	Bill Payment
12/07/2022	12711	Cintas	Janitorial Supplies for 12/02/22	435.52	Bill Payment
12/07/2022	12710	Southern California Edison	Service from 10/31/22-11/30/22	3,266.63	Bill Payment
12/07/2022	12709	Republic Services	Service from 11/01/22-11/30/22	169.68	Bill Payment
12/07/2022	12708	Midwest Tape-Hoopla	Digital Content for November 2022	4,941.42	Bill Payment
12/07/2022	12707	CliftonLarsonAllenLLP	Pre-Engagement for District's Financial Statements Year Ended 06/30/22	810.00	Bill Payment
12/07/2022	12706	SirsiDynix	Palace Project - SIP2 Palace Project	690.00	Bill Payment
12/07/2022	12705	Rowman & Littlefield Publishing Group Inc	Calendar of Events 2023	115.26	Bill Payment
12/07/2022	12704	Dell Marketing L.P.	4 All-in-One Computers for Literacy	6,336.13	Bill Payment
12/07/2022	12703	Staples, Inc.	Paper towels for restrooms	730.67	Bill Payment
12/07/2022	12702	Brodart Co.	Books for Spanish Collection	90.83	Bill Payment
12/07/2022	12701	Golden State Water Company	Service from 10/21/22-11/21/22	804.11	Bill Payment
12/07/2022	12700	SoCalGas	Services from 10/18/22-11/17/22	51.40	Bill Payment
12/07/2022	12699	City of Placentia	Shared Service: Grounds	3,894.55	Bill Payment
12/07/2022	12698	DEMCO, Inc.	Reference labels	42.13	Bill Payment
12/07/2022	12697	Charter Communications	Service from 11/12/22-12/11/22	74.18	Bill Payment
12/07/2022	12696	Woodruff, Spradlin & Smart	Services Rendered Through 10/31/22	1,861.50	Bill Payment
12/07/2022	12695	Envisionware, Inc.	Annual Renewal	725.00	Bill Payment
12/07/2022	12694	Public Agency Retirement Services	Contributions payroll on 10/26/22 and 11/09/22	5,036.64	Bill Payment
12/13/2022	12735	JV Plumbing	Service on 12/05/22	170.00	Bill Payment
12/13/2022	12734	New Readers Press	Student workbooks and teacher guides for Literacy	436.71	Bill Payment
12/13/2022	12733	SDRMA	Jan. 23 Medical & Ancillary Benefits	29,292.92	Bill Payment
12/13/2022	12732	Amazon- Zip Books CA State Grant	Zip-books	456.40	Bill Payment

8:50 A.M.
01/17/23
Accrual Basis

**Placentia Library District
Check Register
December 2022**

12/13/2022	12731	Cintas	Janitorial Supplies for 11/11/22, 11/25/22, and 12/09/22	488.54	Bill Payment
12/13/2022	12730	State of CA - Department of Justice	Fingerprinting	32.00	Bill Payment
12/13/2022	12729	CALNET3	Service for 11/02/22-12/01/22	209.62	Bill Payment
12/13/2022	12728	Dewey Pest Control	December Service	86.00	Bill Payment
12/13/2022	12727	Jeanette Contreras	Reimbursement for holiday supplies	581.63	Bill Payment
12/13/2022	12726	Public Agency Retirement Services	Contributions payroll on 11/23/22 and 12/07/22	5,593.66	Bill Payment
12/13/2022	12725	California Special Districts Association	Membership renewal	8,186.00	Bill Payment
12/13/2022	12724	Robert Housley	Financial consulting services from 10/01/22-10/28/22	1,017.50	Bill Payment
12/13/2022	12723	Placentia Library Foundation	PLFF Pass Through from July 2022- November 2022	580.85	Bill Payment
12/14/2022	12739	Placentia Library District	Payroll on 01/18/23	85,000.00	Bill Payment
12/14/2022	12738	Lina L Nguyen	Mileage Reimbursement	40.75	Bill Payment
12/14/2022	12737	Light Up My Holiday	Holiday flood flights	4,990.00	Bill Payment
12/14/2022	12736	Placentia Library Foundation	PLFF Pass Through June 22	346.75	Bill Payment
12/19/2022	12758	Sally Federman	Reimbursement for Literacy Potluck	19.35	Bill Payment
12/19/2022	12757	Findaway World LLC	Wonderbooks	3,004.78	Bill Payment
12/19/2022	12756	Baker & Taylor	Books	2,533.34	Bill Payment
12/19/2022	12755	Midwest Tape	Audiobooks	87.34	Bill Payment
12/19/2022	12754	Michelle Meades	Reimbursement for PTAC meal	48.87	Bill Payment
12/19/2022	12753	Cintas	Janitorial Supplies for 12/16/22	235.19	Bill Payment
12/19/2022	12752	Ingram Library Services	Books	200.01	Bill Payment
12/19/2022	12751	Woodruff, Spradlin & Smart	Services rendered through 11/30/22	1,606.50	Bill Payment
12/19/2022	12750	Pitney Bowes Purchase Power	Passport postage	989.99	Bill Payment
12/19/2022	12749	Pitney Bowes	Postage sheets for Administration	41.54	Bill Payment
12/29/2022	12770	Placentia Library District	Payroll on 02/01/23	70,000.00	Bill Payment
12/29/2022	12769	Cintas	Janitorial Supplies for 12/23/22 and 12/30/22	343.04	Bill Payment
12/29/2022	12768	Yesenia Baltierra.	Reimbursements for interview panel, new staff meet and greet, and Staff Development Day	195.12	Bill Payment
12/29/2022	12767	Golden State Water Company	Service from 11/21/22-12/20/22	767.47	Bill Payment
12/29/2022	12766	FM Thomas Air Conditioning	Replay and fuse replacement. Checked compressors and got units back online.	932.70	Bill Payment
12/29/2022	12765	SoCalGas	Service from 11/17/11-12/17/22	53.88	Bill Payment
12/29/2022	12764	Placentia-Yorba Linda Unified School Dist	Business Cards	14.14	Bill Payment
12/29/2022	12763	New Readers Press	Student workbooks and teacher guides for Literacy	522.00	Bill Payment
12/29/2022	12762	Good Moodra Yoga	Yoga at the Library - March to May 2023 sessions	192.50	Bill Payment
12/29/2022	12761	OverDrive	E-books	2,278.74	Bill Payment
12/29/2022	12760	Charter Communications	Service from 12/12/22-01/11/23	74.18	Bill Payment
12/29/2022	12759	Arcelia Janitorial Service	Janitorial Services from 12/01/22 to 12/31/22	3,765.77	Bill Payment
12/30/2022	12771	Public Agency Retirement Services	Contributions payroll on 12/21/22	2,701.36	Bill Payment
				<u>337,134.81</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

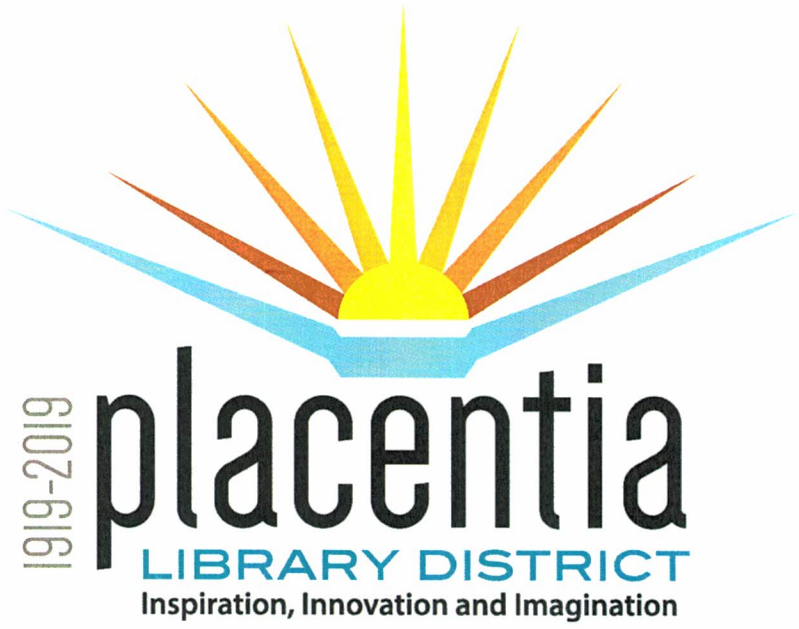
FROM: Fernando Maldonado, Business Manager

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

DATE: January 23, 2023

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	
2/28/2023	
3/31/2023	
4/30/2023	
5/31/2023	
6/30/2023	

Fiscal Year 2021-2022	
7/31/2021	797,842.63
8/31/2021	798,184.45
9/30/2021	798,537.58
10/31/2021	798,901.40
11/30/2021	799,252.48
12/31/2021	799,583.47
1/31/2022	799,893.16
2/28/2022	800,192.11
3/31/2022	800,425.89
4/30/2022	800,659.68
5/31/2022	800,890.91
6/30/2022	801,591.77



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: January 23, 2023

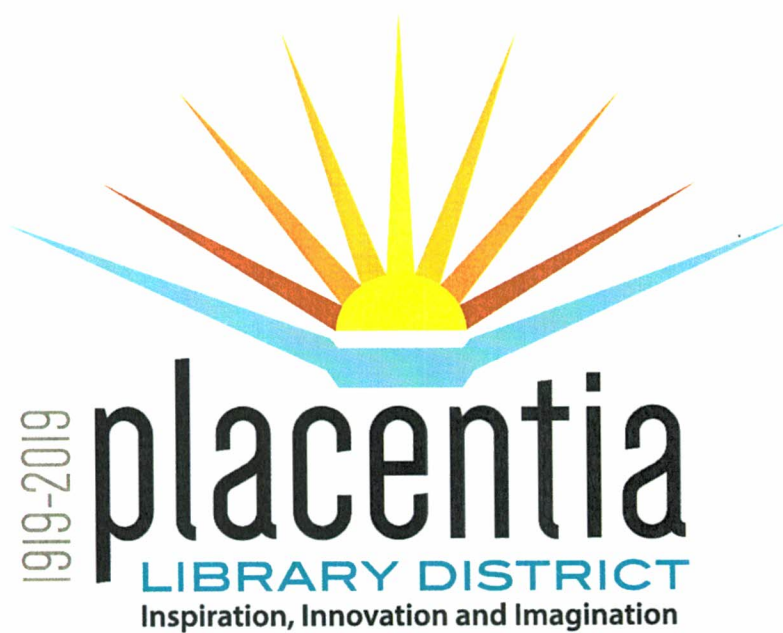
Summary of Cash and Investments as of December 31, 2022

Cash with Orange County Treasurer Fund 9LX	\$	804,777.08
General Fund Checking – Bank of the West	\$	1,041,499.41
General Fund Savings – Bank of the West	\$	1,834,828.55
<i>(Impact Fees in Savings – Restricted)</i>	\$	705,958.74
Payroll Checking – Wells Fargo Bank	\$	172,386.72
Total Cash and Investments	\$	3,853,491.76

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



PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 As of December 31, 2022

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	1,534,031	(1,329,730)	53.6%
4020	Property Taxes - Current Unsecured	95,849	39,095	(56,754)	40.8%
4050	Property Taxes - Curr Supplemental	53,482	51,361	(2,121)	96.0%
* 4070	Interest on Unapport Tax	0	0	0	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
* 4180	Other Revenue	0	18,201	18,201	-
4190	State - Homeowners Property Tax Relief	13,415	1,871	(11,544)	13.9%
	Sub Total	3,058,409	1,666,341	(1,392,068)	54.5%
INTEREST REVENUE					
4600	Interest	8,500	2,616	(5,884)	30.8%
	Sub Total	8,500	2,616	(5,884)	30.8%
GRANT REVENUE					
4210, 4421	State Grants	330,254	190,567	(139,687)	57.7%
4220, 4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	191,567	(148,687)	56.3%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	0	(35,000)	0.0%
4310	Fines & Fees	20,000	6,393	(13,607)	32.0%
4320, 4330	Passport/Photos	266,875	109,689	(157,186)	41.1%
4340	Meeting Room Fees	100	175	75	175.0%
4350	Test Proctor	2,400	870	(1,530)	36.3%
* 4430	Other: Miscellaneous	0	11,173	11,173	-
	Sub Total	324,375	128,300	(196,075)	39.6%
TOTAL REVENUES YTD FOR FY 22/23:		3,723,038	1,988,823	(1,742,715)	53.4%
4440	Cash/Investments	3,778,908		(3,778,908)	0.0%
4500	Impact Fees - Restricted Funds	623,224	81,769	(541,455)	13.1%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
December 31, 2022

50% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	908,566	0.35	\$1,674,766
5030	Retirement & Post Employment Trust 115	79,100	32,711	0.41	\$46,389
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	118,404	0.37	\$199,854
5060	Life Insurance	9,740	1,710	0.18	\$8,030
5064	Dental Insurance	16,845	4,921	0.29	\$11,924
5066	AD & D Insurance	7,600	2,515	0.33	\$5,085
5068	Vision Insurance	3,334	1,052	0.32	\$2,282
5070	Workers' Compensation Insurance	34,353	13,069	0.38	\$21,284
5090	Education Assistance Program	5,000	0	0.00	\$5,000
	TOTAL	\$3,060,562	\$1,082,948	0.35	\$1,977,614
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	45,000	23,881	0.53	\$21,120
5100	Communications	55,000	19,247	0.35	\$35,753
5150, 5170, 5180	Janitorial Supplies & Services	50,000	30,688	0.61	\$19,312
5160	Refuse Disposal	5,200	1,162	0.22	\$4,038
5205	Maintenance Equipment	15,000	6,241	0.42	\$8,759
5210-5280	Building Maintenance	165,000	65,016	0.39	\$99,984
5290	Memberships	25,000	5,316	0.21	\$19,684
5300-5350	Office Expenses & Postage	136,198	42,934	0.32	\$93,264
5400-5480	Prof./Specialized Services	307,305	72,771	0.24	\$234,534
5490	Loan Obligation (-bank)	73,844	56,832	0.77	\$17,012
5495, 5910, 5920	Programs	55,000	34,604	0.63	\$20,396
5500	Books/Library Materials	535,000	109,743	0.21	\$425,257
5600	Travel & Meetings/Professional Development	65,000	12,172	0.19	\$52,828
5700	Mileage/Parking	1,000	472	0.47	\$528
5800	Utilities	28,500	5,938	0.21	\$22,562
5900	Bookmobile - Vehicle	240,000	53,160	0.22	\$186,840
5901	Bookmobile - Collection	35,000	0	0.00	\$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	\$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	\$70,000
5904	Bookmobile - Other	2,500	0	0.00	\$2,500
5295, 6000	Other	10,000	8,242	0.82	\$1,758
	TOTAL	\$1,926,047	\$548,417	0.28	\$1,377,630
OPERATING EXPENSES					
		\$4,986,609	\$1,631,365	0.33	\$3,355,244
FIXED ASSETS & TAXES					
1310	Building Improvements	\$292,000	35,620	0.12	\$256,380
1320	Equipment & Furniture	\$50,000	20,143	0.40	\$29,857
6100	Taxes and Assessments	\$17,500	8799.4	0.50	\$8,701
	TOTAL	\$359,500	\$64,562	0.18	\$294,938
TOTAL BUDGET					
		\$5,346,109	\$1,695,926	0.32	\$3,650,183

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for December 2022

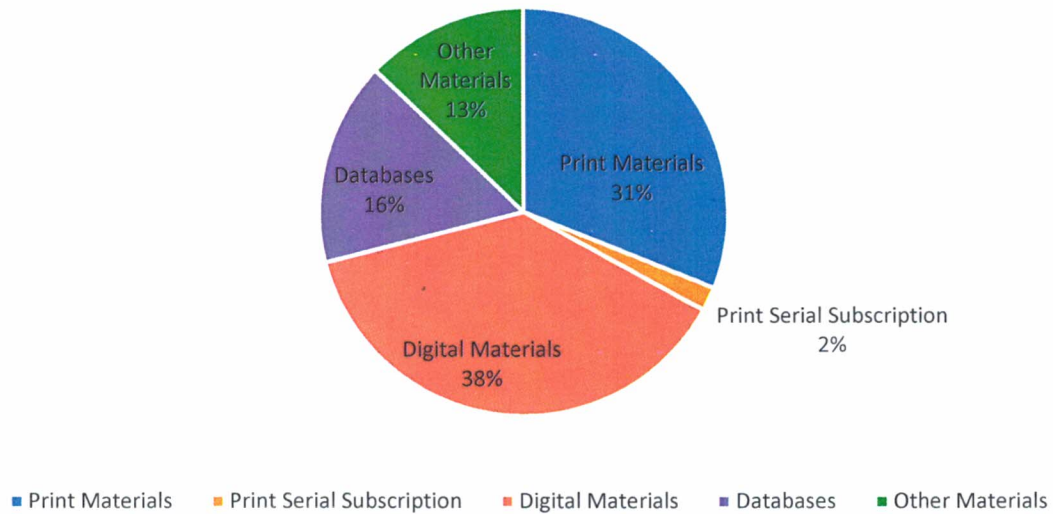
DATE: January 23, 2023

MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$535,000.00	24%	\$314,000.00	45%

Collection Expenditures	December 2022	December 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$6,959	\$10,302	\$39,164	\$59,549	-34%
Print Serial Subscription	\$1,092	\$1,099	\$2,405	\$2,448	-2%
Total Print Materials	\$8,051	\$11,401	\$41,569	\$61,997	-33%
Digital Materials	\$7,541	\$6,603	\$48,134	\$34,456	40%
Databases	\$0	\$3,891	\$20,302	\$34,710	-42%
Total Electronic Content	\$7,541	\$10,494	\$68,436	\$69,166	-1%
Other Materials	\$3,261	\$2,022	\$16,266	\$10,626	53%
Total Collection Expenditures	\$18,853	\$23,917	\$126,271	\$141,789	-11%

COLLECTION EXPENDITURES



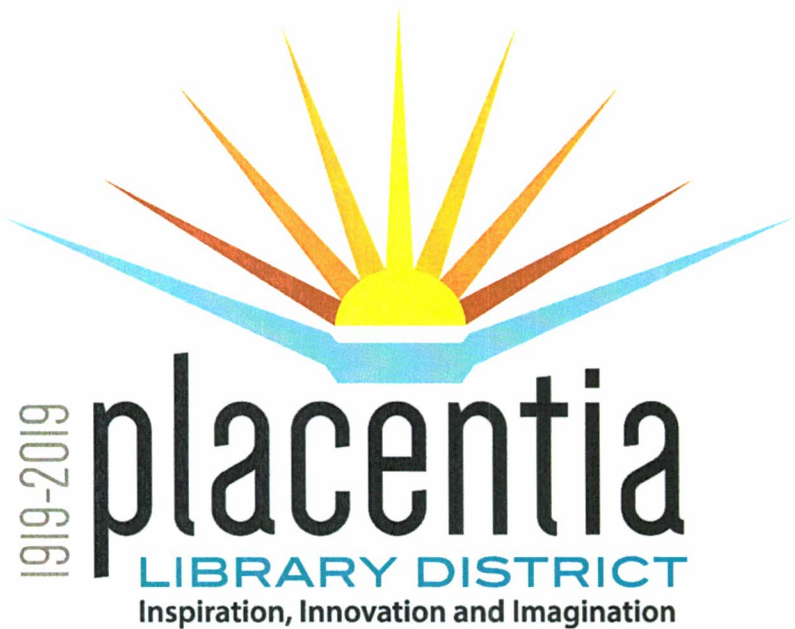
Titles Added	December 2022	December 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	465	545	1,921	2,794	-31%
Print Serial Subscription	7	15	9	17	-47%
Total Print Materials	472	560	1,930	2,811	-31%
Digital Materials	2,761	2,238	21,173	11,621	82%
Databases	0	1	6	12	-50%
Total Electronic Content	2,761	2,239	21,179	11,633	82%
Other Materials	108	18	236	248	-5%
Total Titles Added	3,341	2,817	23,345	14,692	59%

All Materials Held	December	November	Month to Month
	2022	2022	% changed
Total Materials Physical	81,035	81,069	0%
Total Materials Digital	1,476,587	1,446,907	2%
Total All Materials	1,557,622	1,527,976	2%

Children's Physical Materials Held	December	November	Month to Month
	2022	2022	% change
Children's Fiction	24,870	24,701	1%
Children's Nonfiction	13,832	13,677	1%
Children's Magazine	162	159	2%
Children's Audiobook	731	629	16%
Children's DVD/Video	1,812	1,799	1%
Children's LOTs	54	54	0%
TOTAL All Children's Physical Material	41,461	41,019	1%

Adult/Teen Physical Materials Held	December	November	Month to Month
	2022	2022	% change
Adult Fiction	16,967	16,804	1%
Adult Nonfiction	13,929	14,098	-1%
Adult Magazine	108	97	11%
Adult Audiobook	1,249	1,243	0%
Adult DVD/Video	4,018	3,997	1%
Adult LOTs	153	113	35%
Video Games	348	350	-1%
Teen Fiction	2,802	3,348	-16%
TOTAL All Adult/Teen Physical Material	39,574	40,050	-1%

Digital Material Held	December	November	Month to Month
	2022	2022	% change
eBooks	835,870	812,919	3%
Digital Audiobooks	190,243	189,243	1%
Digital Videos	94,029	93,909	0%
Digital Magazines	4,517	4,440	2%
Digital Music	351,911	346,379	2%
Databases	17	17	0%
TOTAL All Digital Material	1,476,587	1,446,907	2%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

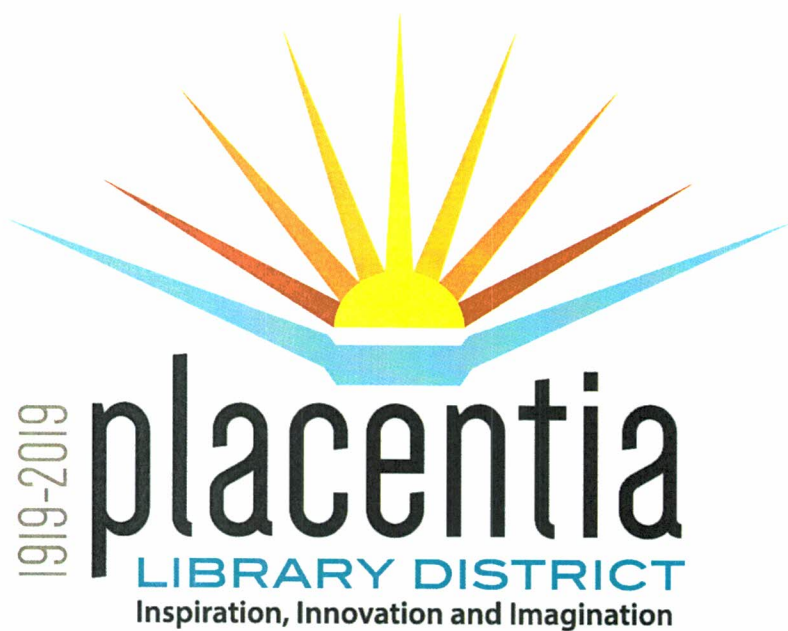
FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for December 2022

DATE: January 23, 2023

Net Revenue Summary for December 2022

	Dec-22	Dec-21	YTD 2022-2023	YTD 2021-2022
Passport	10,920	12,390	74,165	88,011
Passport Photos	2,892	3,132	20,400	19,962
Test Proctor	80	400	850	1,100
Fines & Fees	835	1,021	5,474	8,192
Meeting Room	0	0	120	0
TOTAL	\$ 14,727	\$ 16,943	\$ 101,009	\$ 117,265



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Library Impact Fee Report – December 31, 2022

DATE: January 23, 2023

Total Monthly Fees Collected			YTD	YTD
	Dec-22	Dec-21	2022-2023	2021-2022
	\$0.00	\$12,813.76	\$81,768.60	\$39,596.80

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2	Ernesto Ramos	2 Single Fam. Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3	Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4	Whitestone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
5	Whitestone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
6	George Arechiga	1 SFD Addition	248 Wilson Ave.	1,065	\$ 979.80	9/15/2022
7	Ted Romios	1 SFD Addition	2401 Rose Dr.	1,678	\$ 1,543.76	9/21/2022
8	Melanie Mallers	New 1 Story ADU	427 Windflower Circle.	748	\$ 688.16	10/4/2022
9	Rocco Enterprises	Single Fam. Residence	1663 Oak St.	1,220	\$ 1,122.40	10/13/2022
10	Eric Chang	New 3-Bedroom ADU	949 Cobb Ave. Unit B	1,182	\$ 1,087.44	10/19/2022
11	National Core	65 Senior Housing Units	1314 N. Angelina Dr.	55,126	\$ 61,741.12	11/18/2022
12						
13						
14						
15						
16						
17						
18						
19						
20						
2022/2023 YTD Total					\$ 81,768.60	
Ending Balance as of 6/30/22					\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).					\$ 705,958.74	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: **Personnel Report for December 2022**
DATE: January 23, 2023

			YTD	YTD
	Dec-22	Dec-21	2022-2023	2021-2022
Separation	0	1	2	3
Retirement	0	0	1	1
Appointments	0	0	7	7
Open Positions	1	3	9	10
Workers' Compensation Leave	0	0	0	0
TOTAL	1	4	19	21

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Assistant-Adults/Teen's Full-Time-Public Services

WORKERS COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

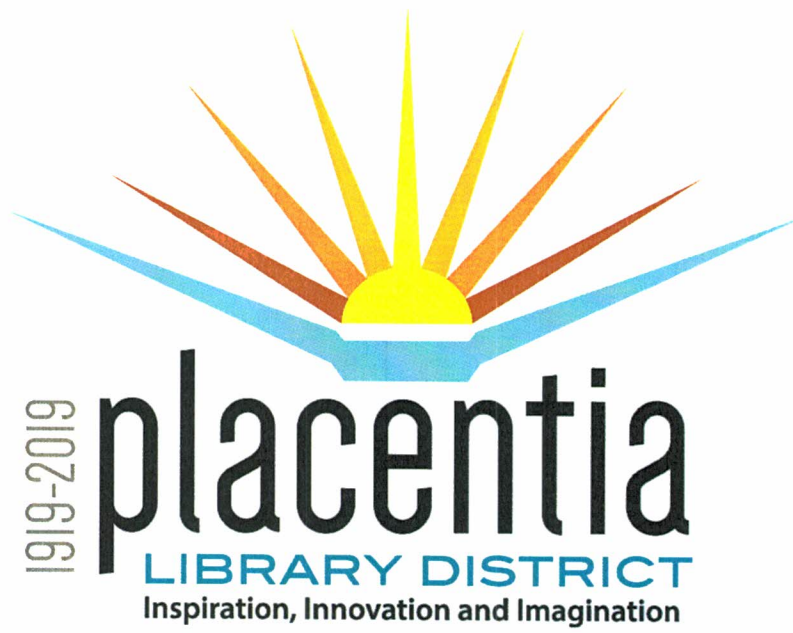
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through December 2022
DATE: January 23, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2022-2023	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	0.00	1,655.06	0.00	10.20	0.00	1,665.26
Sep-22	*	*	*	*	*	*	0.00
Oct-22	10/4/2022	0.00	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	0.00	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	*	0.00
Jan-23							0.00
Feb-23							0.00
Mar-23							0.00
Apr-23							0.00
May-23							0.00
Jun-23							0.00
TOTAL		\$0.00	\$8,275.30	\$1,397.76	\$40.88	\$0.00	\$9,713.94

* City Billing Not Received

PERIOD COVERED FY 2021-2022	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
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	4/18/2022	0.00	1,655.06	249.60	9.38	0.00	1,914.04
May-22	5/23/2022	0.00	1,655.06	249.60	9.31	1,022.88	2,936.85
Jun-22	6/20/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
TOTAL		\$0.00	\$19,806.06	\$3,244.80	\$114.14	\$2,039.66	\$25,204.66



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for December 2022

DATE: January 23, 2023

Meetings:

- Board of Trustees Meeting: December 19th
- All Staff Meeting: December 20th
- Weekly Huddles: December 1st, 8th, 15th, and 22nd
- One on One Staff Meetings: December 1st, 6th, 13th, 15th, and 20th
- eRate Meeting: December 6th
- PRTWC Meeting: December 7th
- Bookmobile Grant Meeting: December 8th
- Supervisor Meetings: December 8th
- Literacy Holiday Potluck Event: December 8th
- PLFF Board Meeting: December 12th
- Kiwanis Meeting: December 20th
- IT Meeting: December 21st
- Meeting with architect: December 2nd
- California State Library: December 8th
- Boys & Girls Club: December 13th
- Patron call (Nadine): December 23rd

Training/Workshops/Conference:

- Annual Government Tax and Employee Benefit Seminar: December 1st
- Staff Development Day: December 2nd

Events/Functions:

- Commerce City Library Director interview panel: December 1st
- Councilman Green's Retirement: December 5th
- Staff Movie Night: December 16th



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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 December 2022

DATE: January 23, 2023

All Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Total Circulation Physical	16,314	15,144	110,403	96,360	15%
Total Circulation Digital	7,879	6,935	48,011	45,509	5%
Total All Circulation	24,193	22,079	158,414	141,869	12%
Non-English Language Circulation	918	550	3,798	3,376	13%

Children's Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Children's Fiction Physical	8,677	8,115	60,557	49,242	23%
Children's Fiction Digital	847	647	5,126	5,025	2%
Children's Fiction TOTAL	9,524	8,762	65,683	54,267	21%
Children's Nonfiction Physical	2,094	1,601	14,271	11,755	21%
Children's Nonfiction Digital	138	89	657	666	-1%
Children's Non-Fiction TOTAL	2,232	1,690	14,928	12,421	20%
Children's Magazine Physical	6	11	128	70	83%
Children's Magazine Digital	236	3	1,689	29	5724%
Children's Magazine TOTAL	242	14	1,817	99	1735%
Children's Audiobook Physical	336	171	2,188	746	193%
Children's Audiobook Digital	441	363	2,671	2,418	10%
Children's Audiobook TOTAL	777	534	4,859	3,164	54%
Children's DVD/Video Physical	207	292	1,884	2,199	-14%
Children's DVD/Video Digital	47	48	326	254	28%
Children's DVD/Video TOTAL	254	340	2,210	2,453	-10%
Children's LOTs	23	20	157	153	3%
Music Digital	17	25	77	149	-48%
TOTAL All Children's Physical Content	11,343	10,210	79,185	64,165	23%
TOTAL All Children's Digital Content	1,726	1,175	10,546	8,541	23%
TOTAL All Children's Content	13,069	11,385	89,731	72,706	23%

Adult/Teen Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Fiction Physical	2,059	2,203	13,348	14,827	-10%
Adult Fiction Digital	1,565	1,796	8,928	12,271	-27%
Adult Fiction TOTAL	3,624	3,999	22,276	27,098	-18%
Adult Nonfiction Physical	1,451	1,225	9,308	8,181	14%
Adult Nonfiction Digital	553	525	4,220	3,448	22%
Adult Non-Fiction TOTAL	2,004	1,750	13,528	11,629	16%
Adult Magazine Physical	32	23	134	156	-14%
Adult Magazine Digital	249	236	1,695	1,313	29%
Adult Magazine TOTAL	281	259	1,829	1,469	25%
Adult Audiobook Physical	160	183	814	1,049	-22%
Adult Audiobook Digital	3,165	2,572	18,825	16,223	16%
Adult Audiobook TOTAL	3,325	2,755	19,639	17,272	14%
Adult DVD/Video Physical	667	788	4,135	4,319	-4%
Adult DVD/Video Digital	338	280	2,018	1,659	22%
Adult DVD/Video TOTAL	1,005	1,068	6,153	5,978	3%
Adult LOTs	123	49	505	308	64%
Video Games	236	215	1,138	1,298	-12%
Music Digital	78	85	435	465	-6%
Teen Fiction Physical	243	248	1,836	2,057	-11%
Teen Fiction Digital	205	266	1,344	1,589	-15%
Teen Fiction Total	448	514	3,180	3,646	-13%
TOTAL All Adult/Teen Physical Content	4,971	4,934	31,218	32,195	-3%
TOTAL All Adult/Teen Digital Content	6,153	5,760	37,465	36,968	1%
TOTAL All Adult/Teen Content	11,124	10,694	68,683	69,163	-1%

Online Database Usage	December	December	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2022	2021	2022-23	2021-22	% change
ABC Mouse	2,385	1,974	30,000	9,711	209%
Creative Bug	26	15	178	269	-34%
Data Axle	15	103	400	1,823	-78%
Freegal	1,076	1,023	6,251	5,719	9%
Heritage Quest	0	27	280	387	-28%
Novelist	21	11	1,609	184	774%
TOTAL PLD DATABASE USAGE	3,523	3,153	38,718	18,093	114%

Online Database Usage	December	November	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2022	2021	2022-23	2021-22	% change
Brainfuse VetNow	14	53	112	241	-54%
Brainfuse HelpNow	54		274	0	-
Britannica	20	52	223	145	54%
LinkedIn Learning	154		1,893	0	-
ProQuest	1	79	33	99	-67%
ProQuest Culture Grams	0	0	20	23	-13%
Skillshare	2	5	8	11	-27%
Teaching Books and Book Connections	0	70	860	442	95%
National Geographic Kids (Gale)	0		48	0	-
Gale in Context: Environmental Studies	0		2	0	-
Gale Interactive: Science	1		27	0	-
Coursera	9	3	24	3	700%
EBSCO LearningExpress Library	21	13	24	13	85%
GetSetUp	33	4	53	4	1225%
Northstar	0	0	0	0	-
TOTAL CSL DATABASE USAGE	309	279	3,601	981	267%
TOTAL ALL DATABASE USAGE	3,832	3,432	42,319	19,074	122%

*Mathematically unable to divide by zero



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for December 2022

DATE: January 23, 2023

Number of Programs by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Storytime	10	8	56	46	22%
Children's Programs	5	1	43	17	153%
Outreach	0	1	2	2	0%
TOTAL Children	15	10	101	65	55%

Program Attendance by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Storytime	366	222	2,623	1,993	32%
Children's Programs	253	63	3,752	3,200	17%
Outreach	0	255	395	304	30%
TOTAL Children	619	540	6,770	5,497	23%

ACHIEVEMENTS

- Elizabeth Tapia led the Morning Meet Ups program on December 5, 12, and 19.
- Elizabeth Tapia planned and conducted 3 Luna, Luna! Bilingual Pajama Storytime on December 7, 14, and 21.
- Mayli Apontti planned and conducted 2 Family Storytimes on December 3 and 10.
- Elizabeth Tapia created a display promoting our Spanish collection along our Luna, Luna! Storytime, and soccer titles to showcase the 2022 FIFA World Cup in the display case.
- Mayli Apontti created two displays, one to highlight children's Kwanzaa books and another to promote the Winter Reading Program.
- Mayli Apontti conducted 2 Once Upon a Storytimes on December 1 and 15.
- Mayli Apontti conducted a library tour and storytime activities for a local Homeschool group visit on December 16.

- Mayli Apontti and Daisy Badge planned and led the Winter Wonderland program on December 17.
- Daisy Badge planned and conducted 2 Once Upon a Storytimes on December 8 and 22.
- Daisy Badge created a display promoting the Winter Wonderland Storytime.
- Venessa Faber provided Margaret Hatanaka with schedule training on December 13 and 28.

MEETINGS

- Venessa Faber, Daisy Badge, Mayli Apontti, and Elizabeth Tapia attended the Staff Development Day on December 2.
- Venessa Faber, Daisy Badge, Mayli Apontti, and Elizabeth Tapia met for a Children's Meeting on December 14.
- Daisy Badge, Mayli Apontti, and Elizabeth Tapia attended the Staff Meeting on December 20.
- Mayli Apontti met with Venessa Faber for a one-to-one meeting on December 9 and 23.
- Daisy Badge met with Venessa Faber for one-to-one meetings on December 13 and 27.
- Elizabeth Tapia met with Venessa Faber for one-to-one meetings on December 5 and 13.
- Mayli Apontti and Venessa Faber attended the morning huddle on December 8.
- Daisy Badge and Mayli Apontti met on December 10 to finalize Winter Wonderland plans.
- Daisy Badge and Mayli Apontti met with Erich Grimm, Miss Yorba Linda (Kiannah Dole) and three other Teens/ court members to do a play rehearsal for the Winter Wonderland program on December 14.
- Venessa Faber attended Councilman Green's retirement luncheon on December 5.
- Venessa Faber attended the Children SLS meeting that was specific to Performer's Showcase planning on December 6.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for December 2022

DATE: January 23, 2023

MONTHLY STATISTICS

Program Attendance by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	5	16	5	16	-69%
Hangar	420	321	420	321	31%
History Room	0	94	0	94	-100%
Literacy	67	44	67	44	52%
Teen Programs	15	36	15	36	-58%
General Interest	196	446	196	446	-56%
Self Directed	314	184	314	184	71%
Outreach	0	255	0	255	-100%
TOTAL Adult/Teen	1,017	1,141	1,017	1,141	-11%
TOTAL All	1,017	1,396	1,017	1,396	-27%

Number of Programs by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	1	3	1	3	-67%
Hangar	1	1	1	1	0%
History Room	0	1	0	1	-100%
Literacy	10	10	10	10	0%
Teen Programs	1	2	1	2	-50%
General Interest	1	2	1	2	-50%
Self Directed	2	0	2	0	-
Outreach	0	1	0	1	-100%
TOTAL Adult/Teen	16	19	16	19	-16%
TOTAL All	16	20	16	20	-20%

Proctored Tests	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Number of Tests	2	9	19	34	-44%

History Room Activity	December 2022	December 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
History Room Visitors	8	1	47	10	370%

Volunteer Hours	December 2022	December 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
History Room	0	11	91	298	-69%
PLFF	281.5	129	1,422	1,486	-4%
General Library	147.25	205	1,494	1,566	-5%
Adult Literacy	145.25	125	1,137	1,062	7%
PTAC	40.25	46	378	284	33%
Total Volunteer Hours	614.25	516	4522.33	4696	-4%
FTE Equivalent	3.54	2.98	26.09	27.09	-4%

Literacy	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Adult Literacy & ESL Students	52	44	18%
Adult Literacy & ESL Tutors	43	38	13%

ACHIEVEMENTS

- Adult Services staff participated in Staff Development Day December 2.
- Megan Tolman coordinated 6 Memory Lab appointments.
- Michelle Meades coordinated Book Club on December 13.
- Michelle Meades, Megan Tolman and Katie Matas completed 2 student evaluations for the SJSU interns on December 1.
- Megan Tolman coordinated the Family Cooking Time Yule Log Program December 8 to 10.
- Michelle Meades coordinated the PTAC meeting on December 15.
- Katie Matas weeded the Adult Spanish, Chinese, and Korean collections to enable better browsing.
- Shellie McCurdy coordinated the December Take & Make on December 1.
- Sally Federman coordinated Literacy Reads – Beginner Book Club on December 7 and 14.
- Sally Federman coordinated Literacy Reads – Int. Book Club on December 6 and 13.
- Sally Federman coordinated Read, Write, Speak Club on December 9 and 16.
- Sally Federman facilitated an ESL Beginner Conversation Group December 1, 8 and 15.
- Sally Federman coordinated Literacy Holiday Potluck on December 8.
- Sally Federman turned in 7 entries for the Writer-to-Writer Challenge on December 7.

MEETINGS

- Adult and Teen Service's staff attended Staff Development Day on December 2.
- Adult and Teen Service's staff attended the Board of Trustees holiday party on December 19.
- Katie Matas attended weekly Thursday Huddles in December.

- Shellie McCurdy met with Margaret Hatanaka on December 14.
- Katie Matas met with Margaret Hatanaka on December 6, and 20.
- Megan Tolman met with Margaret Hatanaka on December 13.
- Michelle Meades met with Margaret Hatanaka on December 7.
- Michelle Meades met with Tim Balen on December 7 and 13.
- Tim Balen met with Margaret Hatanaka on December 9 and 13.
- Tim Balen met with Fernando Maldonado on December 13.
- Sally Federman met with RWS facilitators December 6.
- Sally Federman met with CLLS coordinators on December 7.
- Sally Federman and Margaret Hatanaka meet December 16.
- Margaret Hatanaka and Sally Federman conducted Literacy Assistant interview on December 5.
- Margaret Hatanaka met with Yesenia Baltierra on December 6, 8 and 15.
- Margaret Hatanaka attended Public Supervisor's meeting with Yesenia Baltierra and Venessa Faber on December 8.
- Margaret Hatanaka served on Beverly Hills Public Library virtual interview panel on December 12.
- Margaret Hatanaka met with Estella Wnek on December 14.
- Margaret Hatanaka met with Venessa Faber on December 13 and 28.
- Margaret Hatanaka met with library volunteer Geoffrey for Mango Language database access on December 19.
- Margaret Hatanaka met with Laurel Dennis on December 28.

PROFESSIONAL DEVELOPMENT

- None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for December 2022

DATE: January 23, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Children Computer Usage	226	304	1757	1358	29%
Teen Computer Usage	53	69	700	681	3%
Adult Computer Usage	982	904	6310	4486	41%
Total Computer Usage	1,261	941	8,767	6,525	34%
Wi-Fi Usage	1,234	1,102	9,086	6,769	34%
Guest Passes	58	29	407	241	69%

Website Traffic	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Website visits	11,209	10,575	79,706	68,705	16%
Page Hits	18,153	16,777	134,941	116,471	16%
Users	7,305	6,640	50,143	41,846	22%
Pages/Session	1.62	1.59			
Avg. Session Duration	00:01:40	00:01:41			
% New Sessions	80	79			
Placentia Library Online Catalog Usage	3,751	3,407	27,713	23,773	17%

Technology Updates

Completed Projects:

- Building Maintenance reporting system
- Consolidated issue reporting for staff
- Support account for patron technology questions (support@placentialibrary.org)
- Network Segmentation and security updates
- Website Domain renewal/extension
- E-Waste inventory and disposal

Ongoing Projects:

Library Mobile App- Research
Automated Meeting room, study room, and history room bookings online
Workstations Preventative Maintenance
New Website RFP Review
Update Virtual Library Card Application Process
E-Rate Request Preparation
History Room/ Memory Lab/ Study Room scheduling automation

Upcoming Projects:

Credit Card Processing update/Consolidation
Google Chrome Managed Browsers Project
Self-Check Machine replacements/ refresh
Windows 7 computer replacements
Circulation and print release terminal replacement
Passport computer replacement
District Policy Book Updates (technology items)
Bookmobile Connectivity- Research

System Updates:

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

Main server components continue to fail due to ageing hardware. This month we replaced two hard drives in servers because of failure. No data was loss, but staff and patron services were negatively impacted until replacement drives were able to be installed. Four out of ten hard drives have failed in the main servers, and one of ten has failed in the security camera server.

IT consultant met with numerous staff and third party vendors to conduct research and provide input and consultation for special projects. These projects included Hangar updates, security camera upgrades, self-checkout machine upgrades, credit card payment processing consolidation, E-rate submission, High-speed grant submission, outdoor construction project, server and server room updates, 2- year equipment replacement plan, printer agreement update, replacement plan, and District Policy Book technology related updates, to name a few.

We continue to strengthen cyber security by responding to new threats and constantly monitoring new techniques of unauthorized access. Consultant continues to work with admin staff to require stronger passwords for staff accounts and online accounts.

The IT team was successful in obtaining a Microsoft grant for \$3,500 in Azure cloud services. This will be used for additional security monitoring, as well as AI programing to automate systems for staff and provide advanced analytics of library data systems.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for December 2022

DATE: January 23, 2023

Attendance	December 2022	December 2021	FY-T-D 2022-23	FY-T-D 2022-22	FY-T-D % change
Number of Days Open	27	27	176	166	6%
Number of Hours Open	252	254	1,593	1,523	5%
Attendance	11,861	12,329	96,112	86,751	11%

Card Holders	December 2022	December 2021	FY-T-D 2022-23	FY-T-D 2022-22	FY-T-D % change
Active Borrowers~	3,122	4,094			-24%
Child Card Holders*	14,132				-
Teen Card Holders*	4,485				-
Adult Card Holders*	43,643				-
Total Card Holders	62,260	0			-
New Patron Registration	230	218	2,130	2,789	-24%
New Virtual Library Cards	42	41	479	617	-22%

~FY-T-D- comparison not applicable

*FY 2021-22 data not available

Information Desk Activity	December 2022	December 2021	FY-T-D 2022-23	FY-T-D 2022-22	FY-T-D % change
Reference Questions -- in person	1,010	1,342	9,939	9,354	6%
Reference Questions -- telephone	469	698	3,406	4,688	-27%
Reference Questions -- email/chat	15	13	59	112	-47%
Total Reference Questions	1,494	2,053	13,404	14,154	-5%
Assistance in Spanish	42	18	380	133	186%
Assistance with Passports*	207		1,403		-
Curbside Usage	11	27	87	192	-55%
Study Room Usage*	132	114	907	524	73%

*FY 2021-22 data not available

Passport Activity	December	December	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2022-22	% change
Passports Processed	350	381	2,537	2,927	-13%
Consultations Only*	28		213		-
Unfilled Appointments*	219		823		-
No Show Appointments*	32		427		-
Photo Only (Walk-in)	10		58		-

*New Statistic for FY 2022-23

ACHIEVEMENTS

- The meeting room was used for 19 library programs.
- A total of 478 requests were pulled and filled from the Pull List by the staff.
- The staff pulled 276 expired items from the hold shelf.
- Angie processed 273 new books and 11 new magazines.
- Erich sent out 85 billing notices to patrons.

MEETINGS

- Estella attended Council Member Craig Green Retirement Luncheon on December 5.
- Estella met with Yomara on December 5.
- Estella met with Laura on December 7.
- Estella attended the weekly huddle meeting on December 1, 8, 15, 22 and 29.
- Estella met with Sandra on December 18.
- Estella met with Iesu on December 20.
- Estella, Laura and Eric attended the All Staff meeting on December 20.
- Estella met with Eric on December 28.
- Estella, Laura, Erich, Yomara and Angie attended the support services department meeting on December 15.
- Angie met with Estella for a one-on-one meeting on December 15.
- All of Support Services team attended Staff development day on December 2.

PROFESSIONAL DEVELOPMENT

- Laura, Eric, Angie, Yomara and Sandra have completed the U.S. Department of State: 2023 Passport Agent Recertification.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Amendments to Policy 2030 - Holidays**

DATE: January 23, 2023

BACKGROUND

At the December 19, 2022 Board of Trustees meeting, the Board approved the designation of Martin Luther King, Jr. as a District holiday, honoring the late Dr. King. The date for the holiday closure will align with the federal holiday schedule observing Martin Luther King, Jr.

Staff recommends an amendment to Policy 2030.2 to include Martin Luther King, Jr. as a paid holiday.

Attachment A is a copy of the Policy 2030 - Holidays

RECOMMENDATIONS

1. Authorize an amendment to Policy 2030 - Holiday as presented, inclusive of input from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time employees.

2030.2 The following days will be recognized and observed as paid holidays:

New Years Day
Martin Luther King, Jr.
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
Three (3) Floating Holidays

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week.

2030.5 Floating Holidays may be taken at the discretion of the employee, and must be pre-approved by employee's Manager or Library Director.

2030.6 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.7 When a holiday occurs on a Monday, the full-time and regular part-time staff will be subject to different work schedules for that work week so that each staff member will work at least one holiday weekend per year and receive at least two four-day weekends per year. The

scheduling supervisors will strive to give each staff member who works on a holiday weekend two days off in succession during the week with the Monday holiday.

2030.8 Any employee who works on any of the holidays listed above will be paid for all hours worked at the rate of time and one-half (1½) the regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Amendments to Policy 5010 – Board Meetings**

DATE: January 23, 2023

BACKGROUND

At the December 19, 2022 Board of Trustees meeting, the Board discussed and approved changing the board meeting date from the third Monday of each month to the fourth Monday. Staff made the request, recognizing additional time needed to collect data and information for several reports. Information comes from other agencies and vendors which may be available the week before the previous board meeting dates, on the third Monday. Additionally, the new date does not conflict with the District's holiday schedule, resulting in less meeting date changes and less impact on our community and team.

Staff recommends an amendment to Policy 5010.1 to reflect a change in the board meeting date from the third Monday to the fourth Monday of each month.

Attachment A is a copy of the Policy 5010 – Board Meetings

RECOMMENDATIONS

1. Authorize an amendment to Policy 5010 – Board Meetings as presented, inclusive of input from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Trustees will be held on the **fourth** Monday following of each calendar month at 6:30 P.M. in the Community Meeting Room of Placentia Library District, 411 East Chapman Avenue, Placentia, unless otherwise noted. The date, time and place of regular Board meetings will be reconsidered annually at the annual organizational meeting of the Board.

5010.1.1 Notification for regularly scheduled meetings of the Library Board of Trustees will be given by the delivery, by District staff, of the Agenda to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. A regularly scheduled meeting is one that falls on the date and time established by the Library Board of Trustees at its December meeting, or at a non-regular date and/or time that has been set by Board action at a regular Library Board meeting.

5010.1.2 Requests to change the date and/or time of a regular meeting that occur after the previous Library Board Meeting, will be made to either the Library Board President or the Library Director. At the instruction of the Library Board President or the Library Director the Administrative Assistant will survey each of the Trustees by telephone or e-mail to check for availability for the proposed date and/or time. The survey results will be forwarded to the Library Board President who will make the final determination about the meeting date and/or time. In the absence of the Library Board President the Library Board Secretary will make this determination.

5010.1.2.1 It is the expectation of the Trustees that there be unanimous consent to any change in date and/or time of a Board meeting. Exceptions to this expectation may be made by the Library Board President or Secretary only for extenuating circumstances.

5010.1.3 The Administrative Assistant will notify each Trustee by telephone or e-mail about the final determination for the meeting date and/or time. The Agenda will be delivered by staff to the address of record as designated by each Trustee, at least seventy-two (72) hours before the meeting. The Agenda notebook for each meeting that was not pre-approved by Library Board action for an unusual date and/or time will use a red cover page and the meeting announcement on the Agenda will note the “Unusual Date and/or Time”.

5010.1.4 Except for emergency situations requests to change a Meeting date and/or time to an earlier date and/or time will not be honored if the Meeting date and time have been posted for the public. Posting generally occurs five to six calendar days before the Meeting. Once a Meeting has been posted it may be changed only to a later time and/or date. If an earlier time and/or date is needed a Special Meeting will need to be authorized by the Library Board President and posted and noticed to the media.

5010.2 Special meetings (non-emergency) of the Board of Trustees may be called by the Board President.

5010.2.1 All Trustees, the Library Director, Library Services Manager, Business Manager, and Administrative Assistant will be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification will be in writing, delivered to them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda will be prepared as specified for regular Board meetings in Policy #5020 and will be delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.

5010.3 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Trustees may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Library Director, Board President or Board Secretary in the President's absence.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) will be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Library Director, or his/her designee, will notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings will be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Library Director or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting will be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Trustees may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Trustees are present at any regular or adjourned regular meeting, the Library Director may declare the meeting adjourned to a stated time and place, and he/she will cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Trustees will hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Secretary from among its members to serve during the coming calendar year, and will appoint the Library Director as the Board's Acting Secretary and Treasurer.

5010.6 The Chairperson of the meetings described herein will determine the order in which agenda items will be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the Library Director will insure that appropriate information is available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeremy Yamaguchi, IT Consultant

THRU: Jeanette Contreras, Library Director

SUBJECT: Discussion of Website Proposals Received

DATE: January 23, 2023

BACKGROUND

The District currently manages its own website using library staff along with support from an IT consultant. The site was designed using free open-source code and was not developed by a professional web development team. Staff has been researching options to redesign and update the District website to better meet patron needs and become current with compliance and regulations. Staff has prepared some recommendations for the District website. At the last board meeting the Board requested more information on the website proposals and wanted to explore the opportunity to include a mobile app for the District as part of the website development.

DISCUSSION

Staff has been in discussions with numerous website developers who manage all aspects of hosting a website including servers, databases, security and ongoing preventative maintenance relating to the support of their websites. Additionally, they provide training and ongoing support for staff on the use and updates to websites. The District has four staff members who can edit content on the current website and two website administrators who can add and change pages and website code.

The current District website has been in production for over 5 years and has become antiquated and burdensome for staff to continue to maintain. The website was built in-house by previous staff members using free technologies and has become outdated, missing security patches, and does not meet standard accessibility requirements. Websites are the 24/7 *front door* to the library and is the only resource available to patrons wishing to access library resources from home and after hours. Advanced security threats, legal accessibility requirements, and constant changing of web services is not an expertise found within the library and staff is recommending a professional services agreement with Civic Plus to design, develop, host, and maintain a new website for the District.

District staff have identified four key improvements needed in the new website to meet the needs of patrons and staff who create and upload content to the website:

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

ensuring an easy way for patrons to access these. The board agendas are managed manually every month by uploading documents and adding links by hand. This can all be automated so that staff only upload documents once, and all files stay organized and accessible to the public.

2. **Equal access (Americans with Disabilities Act- ADA):** all entities with a website are required to provide adequate provisions for those with disabilities to access website content and features. Some of these features include larger fonts, text to speech, image descriptions in text tags, and other alternative ways for people to access the information. In order to come into compliance, the District would need to redesign the current website to provide these features.
3. **Security Improvements:** Websites are inherently vulnerable due to the nature of the public access to forward facing servers. Websites by professionals provide an additional layer of protection from cyber security threats. Professional monitoring and a team dedicated to patching security vulnerabilities will ensure security issues are addressed quickly and efficiently.
4. **Staff Efficiency:** District Staff currently spends significant time updating and maintaining the current website just to keep it up and running. Only a few staff can edit the HTML code required to adjust main pages, and the District IT consultant spends time every week working to keep the current system functioning. Updating to a more user-friendly UI/UX will help facilitate more staff the ability to provide direct content to the website without having to funnel through the limited staff with HTML code experience. By integrating new embedded features, repetitive tasks like updating calendar events, and meeting space availability can be automated. These features will empower staff to be more efficient with their time while being more effective at reaching the public with important information.

In addition to these four key areas, the following goals were communicated to prospective vendors and included in all responses:

Website Goals:

1. Include templates that incorporate into the content management system that will permit both technical and non-technical PLD staff to update web site content on specific pages.
2. Once the site has been completed and accepted by PLD, the site will be maintained centrally by CONTRACTOR as well as nonprofessional editors from various PLD departments. This should be kept in mind when selecting the tools that are included.
3. Convert and revamp substantial amounts of existing content to new web site.
4. The site must seamlessly integrate with PLD's enterprise systems including catalog and circulation, online database resources, third-party vendors.
5. The site must be clean and attractive, with a mix of text and graphics. Visually, the site should be modern, distinctive, memorable, and engaging. It should fit as close to a single displayed page on a typical size monitor as possible.
6. Each section of the site should have a common look and feel. The Placentia Library District logo should be prominently displayed on every page as a common header and will be provided by the PLD representative.
7. The use of photography and fonts should be consistent throughout the site, with the layout of each page having a great deal of consistency. Pictures on the front page should be a larger size than other subpages. The sitemap should provide for these photos to be easily changed.
8. The site should be easy to navigate, where information is grouped and presented in a logical manner with a minimal number of levels needed for the user to find the desired information. The navigation design should complement the capabilities of touch-enabled, mobile devices.
9. Development of templates that adhere to the proposed navigation scheme enabling non-technical users to easily add new sections/pages.

10. Provide search capabilities using key words or phrasing that will identify content throughout the site and optimize Google Rankings.
11. Build connections to externally hosted library resources.
12. An assigned project manager will be made available to present information and coordinate with PLD staff, including a reasonable number of meetings (either in person or via videoconference) to present design and development solutions.
13. Once the web site has been completed and accepted by PLD, the web site design and all of its contents, software and architecture become property of Placentia Library District.

After reviewing the proposals received and receiving feedback from the board at the December meeting, staff is seeking direction from the board.

Civic plus proposal uses Drupal as its source code and builds a user interface that is friendly for staff to add and edit content. While it has many new features and capabilities, it will still run on the Drupal opensource platform.

Revize proposal includes a custom-built website from the ground up that allows the District to add features and designs as desired without limitations from a pre-defined platform. This will also provide a high level of security as the source code is not opensource on the internet to everyone.

Mobile App:

After discussing the option of a mobile app with each respondent, staff was not satisfied with the options that were presented. Revize relied heavily on a “Mobile optimized website” that would rely on users experiencing the website in a mobile friendly format, rather than inside of a dedicated mobile app. Civic plus app developers expressed their “see-click-fix” product is not designed to operate as a library app, and is based more on a request for service model for cities and agencies that manage large volumes of requests from the public. Staff researched other vendors who have dedicated teams for mobile app development and found that the purpose built library apps and existing third-party integrations with ILS and e-books was more desirable.

Some vendors who build mobile apps just for libraries include Bibliocommons, Bibliotheca, and Sirsidynix.

Option 1: Direct staff to work with Civic Plus and develop a new website

Option 2: Reject all bids and keep current website for near future

Option 3: Reject all bids and prepare a new RFP to include mobile application and web development proposals.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization for the Formation of a “Freedom to Read” Committee

DATE: January 23, 2023

BACKGROUND

In March of 2022, the American Library Association (ALA) hired Hart Research Associates and North Star Opinion Research to conduct a national poll regarding the role libraries play in communities and schools. The result indicated most Americans oppose recent efforts to remove books from schools and libraries, and they trust in librarians to make appropriate collection decisions.

Among the poll’s findings are:

- 71% of voters oppose efforts to remove books from public libraries, including majorities of voters across party lines.
- 74% of parents of public-school children expressed “a high degree of confidence” in school librarians to make good decisions about which books to make available to children.
- 71% who oppose efforts to have books removed from their local public libraries includes majorities of Democrats (75%), Independents (58%), and Republicans (70%).
- 90% of voters and 92% of voters who are parents, expressed a favorable opinion of librarians who work in local public libraries and school libraries.
- 79% of parents say libraries in their community do a good job offering books that represent a variety of viewpoints, across the political spectrum 89% Democrats, 77% Independents and 70% Republicans.
- 75% of voters said they are confident in local public libraries to make good decisions about what books to include in their collections, with majorities of public school parents affirming that various types of books should be available in school libraries on an age-appropriate basis – including works that address racial issues, such as the *1619 Project*, works of literature that use racial slurs such as *Huckleberry Finn*, *To Kill a Mockingbird* and *Of Mice and Men*, and fiction and nonfiction books that include lesbian, gay, and transgender experiences such as *George* and *This Day in June*.

Despite these favorable poll results, and a stark contrast from the 2007 PEW Research survey which indicated a decline in traditional social attitudes and greater acceptance of homosexuality,

there continues to be an uptick in efforts to ban books nationwide – including new legislation in some states to ban books. Take the state of Texas with its effort to ban 850 books in the state.

The formation of the Freedom to Read Committee (F2R) to include public members and staff to assess the Texas book banning list and provide recommendations, including responses, to the Board for authorization, will ensure our team continues to provide exceptional and equitable services to our community while being engaged with stakeholders who can be part of a change and advocate for literature and books. The direction and goals can be established by the F2R Committee with guidance from staff. It is important to garner a holistic approach to the censorship of books with conversations and dialogues from different perspectives.

The Assistant Library Director will chair the committee.

RECOMMENDATIONS

1. Authorize the formation of a “Freedom to Read” Committee with the Assistant Library Director as the chair; and
2. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Conference Authorization: Texas Library Association Conference in Austin, Texas, April 19-22, 2023**

DATE: January 23, 2023

BACKGROUND

The “Libraries Unite” 2023 conference is expected to “unite all library workers in the common purpose of providing knowledge, information, and services that will enhance individual growth.” With the proliferation of book banning legislations across several states, including Texas, it is important for library leaders to have a pulse on the national impacts in their respective communities as they work with their governing body to ensure a comprehensive and all-around collection and programming, serving everyone.

The Texas Library Association conference is the nation’s largest state library association meeting and very much a national show. The conference regularly draws over 7,000 librarians, publishers, and vendors and 500 exhibiting companies each year. Its association includes 10 districts and nearly 30 roundtables and discussion groups, allowing for endless opportunities to connect with other library professionals and understand new perspectives and operations. Additionally, the conference will provide a chance to visit libraries with outdoor spaces and bookmobile services.

Examples of programs:

- Leadership Symposium: Handling Change and Managing Stress the Smart Way
- Collaborate with Cultural Humility and Cultural Intelligence
- Web Accessibility and Public Libraries
- What You Need to Know About the New Statewide Interlibrary Loan System
- Building a Data Dashboard to Measure Community Outreach and Engagement
- Starting and Sustaining All Types of Library Support Groups
- Why Defending Intellectual Freedom in your Library Makes Sense
- Supporting an Equitable and Sustainable City
- The Anywhere Library: A Mobile Technology Service Model
- Outreach is Reaching Out: Bookmobiles, Lobby Stops, Pop-Up Libraries, and More
- A Pathway for Access: Enhanced Library Card Programs
- #Freedom Matters: Defending Intellectual Freedom
- Reexamining Recruitment, Retention, and Advancement Practices for Equity and Inclusion
- Get Ready Stay Ready: The Community Action Toolkit

The opening session features Jeff Shaara, award-winning author of 17 novels and LaToya Watkins, author of *Perish*. Other featured speakers include:

- Grace Lin, author of *A Big Mooncake for Little Star*, a Caldecott Honor
- Jerry Craft, author and illustrator of the graphic novels *New Kid* and *Class Act*
- Carmen Agra Deedy, author of *The Library Dragon*
- Deborah Roberts, correspondent for 20/20, Nightline, Good Morning America, and World News Tonight with David Muir
- Eriq La Salle, actor, director, writer and producer

RECOMMENDATIONS

1. Authorize the Library Director to attend the Texas Library Association Conference in Austin, Texas, April 18-23; and,
2. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **December 2, 2022 Staff Development Day Report from Library Director**

DATE: January 23, 2023

BACKGROUND

At the October 17, 2022 Library Board of Trustees meeting, the Board approved a Staff Development Day to take place on December 2, 2022. The purpose of that particular training day was two-pronged: discuss 2023-2025 budgetary needs and provide cyber security/IT training for all staff.

Attachment A is a copy of the minutes for the December 2, 2022 Staff Development Day.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.


STAFF DEVELOPMENT DAY MINUTES
December 2, 2022
Submitted by: Lina Nguyen

December 2, 2022 Staff Development Day

Cyber Security/IT Training

Jeremy Yamaguchi, IT, provided Cyber Security and IT training:

- The ticketing system for IT troubleshooting on Microsoft Teams should be filled out for any IT issue. It is the quickest way to get an IT issue resolved.
- The District has been signed up for additional Cyber Security training through KnowBe4. All staff should have received an email to set up a user account to begin their training.
- The District will be moving towards updating all Microsoft Office passwords to stronger passwords as well as utilizing Multi-Factor Authentication.

Budget Planning FY 2023-2025 & Departmental Worksheets

Jeanette Contreras, Library Director, had staff divide into departmental breakout groups to evaluate the FY 23-25 Strategic Plan and the accomplishments their departments have made thus far.

Accomplishments for FY 2022-2023 thus far:

Children's

- Promoted 1 part-time Children's Librarian to full time status in July 2022.
- Promoted 1 part-time Children's Library Assistant to Children's Librarian (July 2022), full time.
- Fill 1 full-time Children's Library Assistant (November 2022).
- Hire 1 new Children's Librarian - Bookmobile (January, 2022), full time.
- Continue 1K Books Before Kindergarten program.
- Librarians assisted patrons with Book a Librarian services.
- Continue 3 weekly storytimes, with breaks as needed.
- Increase educational programming, including semi-monthly STEAM programs.
- Reading Programs to continue (Summer, Winter, Read to the Dogs, Cover to Cover provided by In N Out)
- Provide 4 SRP Wild Wednesday Programs(weekly, July 2022)
- Host Lunch at the Library in-person (August 2022)
- Collaborate with Teen and Adult Services to host Pumpkin Book Character Decorating Contest (October 2022)
- Collaborate with Adult Services for Monster Mash program (October 22, 2022)
- Provide Fall passive program for community in library lobby (November 2022)
- Host Winter Wonderland Program that includes puppets and volunteers (December 2022)
- Increase the reoccurrence of Morning Meet Ups to be a weekly program.

**STAFF DEVELOPMENT DAY MINUTES**

December 2, 2022

Submitted by: Lina Nguyen

- Hosted a Fire Truck storytime in which Placentia Fire Department and Lynch Ambulance Services was here to engage with those in attendance.
- Evaluate Who HQ to be a sub section in Biographies
- Relabel and subdivide Children's Spanish collection and expand shelving.
- Began Collection HQ training and implementation.
- Added additional learning components/toys to Crossroads Corner for daily use.
- Received Bookmobile Grant.
- Sent Children's Supervisor to ABOS Conference and Internet Librarian Conference (October 2022).
- Have new staff observe in-person storytimes at neighboring libraries to help in the evaluation of our own library programs. (September and October 2022)
- Staff participated in donating food for the Friendly Center's Thanksgiving Baskets.
- Staff attended Staff Development Day on Dec. 2, 2022.

Adult and Teens

- Developed Hangar DIY Lab outreach activities that target local community groups.
- Increased social media presence by creating specific adult and teen content.
- Provided programs in virtual/kit and in-person formats to expand access and increase flexibility for participation.
- Developed marketing plan and launched Memory Lab as a new service for the community.
- Increased selector options for foreign language collections through standing order plans and additional vendors.
- Understand community use of digital collections to meet community demand.
- Reviewed and acquired low-level materials and updated ESL resources in the Literacy Collection.
- Completed set up, staff training and regular use of Collection HQ for collection development.
- Implemented standardized qualitative evaluation questions in all Adult and Teen Services programming.
- Incorporated booklists and resource suggestions to all Adult and Teen Services programming.
- Continued to promote Equity, Diversity, and Inclusion programs and materials to the community.
- Strengthened current and developed new Literacy learner leader opportunities and programs.

**STAFF DEVELOPMENT DAY MINUTES**

December 2, 2022

Submitted by: Lina Nguyen

- Implemented a new ESL program.
- Applied for California Library Literacy Services Basic Literacy and ESL grants FY2223.
- Applied for Zip Books grant FY2223 to support increase of the collections and patron access.
- Increased staff efficiency through reorganization and archiving the Adult and Teen Services digital files.
- Increased patron access and use of the Glowforge by completing air filter project in the Hangar DIY Lab.

Circulation

- Registered 1,634 new library borrowers.
- Registered 385 new virtual card users.
- Processed 600 new books.
- 1,830 U.S. Passport Applications processed.
- Added 3 new part-time staff.
- Provided bilingual (English/Spanish) translation for passports.
- Maintain 97-99% accuracy for transactions for the register and passport office.
- Continue school outreach with library cards.
- Staff attended the Placentia Heritage Festival as outreach.
- Restructured building and collections.
- Collaborated with other departments to increase LOT's process.

Administration

- Adopted new phone system.
- Received high-speed grant for network upgrade.
- Installed AC in the server room.
- Received \$400,000 grant for outdoor living space and electric charging station for bookmobile.
- Received the Covid relief grant of \$56,000.
- Received the \$58,000 Building Forward and infrastructure grant.
- Secured the IT consultant for 2 more years.
- Implemented Cyber security training for staff.
- Received the \$250,000 bookmobile grant.
- Completed the pergola refurbishment project with the City.
- Completed the Nexus Study Update.
- Installed a canopy over the book drop.
- Created a ticket system for IT issues.
- Will implement a ticket system for facility issues.
- Completed a security audit.
- Consolidated banks.


STAFF DEVELOPMENT DAY MINUTES

December 2, 2022

Submitted by: Lina Nguyen

- Completed two staff development day training.
- Updated policies:
 - Policy 2265: Information Technology Equipment Use
 - Policy 6010: Materials Selection Policy
- Completed the PCI (Payment Card Industry) audit.
- Obtained a 7% COLA for staff from the Board.
- Obtained a wellness stipend and an inflationary stipend from the Board.
- Established office space for the Literacy team with 4 staff.
- Supported staff training and conferences.
- Adopted a password manager for administration and IT passwords.
- Created an automated scheduling system for Passport appointments.
- Will get a ventilation system installed in the Hangar.
- Established an MOU with the City to help maintain the bookmobile.
- Will implement the Palace Project.
- Entered into a contract with Collection HQ.
- Will create an automated scheduling system for study rooms, the meeting room, and the History Room (Memory Lab).
- Will replace office desk for Hangar staff with a larger desk.

Budget Wishlist for FY 2023-2025
Children's

- FY 2023-2024
 - **New books rolling shelf (like Adults), 20 points**
 - Add one part-time librarian to Children's, 2 points
 - Bins for Spanish board books, 6 points
 - Storytime alcove storage, 7 points
 - Cricut and tablet for staff (die cuts are dead), 2 points
 - Classy corkboard for wall in Children's area
 - Podium desk for Children's Reference in pm, 19 points
 - Take down unnecessary signage (no cost)
 - Replace all Children's tablets, 2 points
- FY 2024-2025
 - **Rearrange Info Desk set up, 57 points**
 - Bodhi area for storage
 - Folding worktable for Children's
 - Wall art or professional mural in Children's, 6 points
 - Glass wall from Hangar to Swing wall for noise
 - Study room automation – screen with time
 - Replacement furniture for CRC Diner and Market
 - Ergonomic chairs and desks


STAFF DEVELOPMENT DAY MINUTES

December 2, 2022

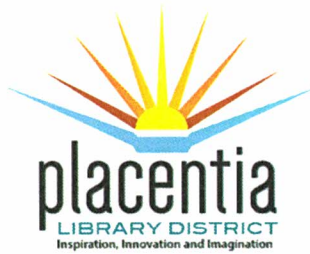
Submitted by: Lina Nguyen

Adults and Teens

- FY 2023-2024
 - Renovate staff spaces, 50 points
 - Dual monitors
 - Big girl desk for the Hangar
 - Elevated desks
 - Cupboards for literacy
 - Tablet catalog endcaps, 15 points
 - Mobile book displays on other side of RFID, 3 points
 - Redo layout of Passport #1 into Lit/Book a Librarian/Proctor office, 2 points
 - Signage - especially for non-English language, 6 points
 - 20hr Hangar staff + 20hr staff for ESL
 - Deodorizer for AS computer space
 - Café style seating in lobby
 - Add more small laptop tables
- FY 2024-2025
 - History room digital collection on website
 - Outdoor storage space for storing programming supplies
 - More staff outreach and outdoor programming, 2 points
 - Growing Hangar (new space in reading area?), 10 points

Circulation

- FY 2022-2023
 - Passport Computer #3, 12 points
 - Passport camera, 2 points
 - Holds printer, 3 points
 - Printer for Estella
 - Department laptop
- FY 2023-2024
 - New Part-Time Clerk/PP Agent, 30 points
 - Two passport cameras, 4 points
 - Walkie-talkies
 - Paper cutter
 - New pagers
 - Computer for passport app only
 - Create FT LEAD Clerk position
- FY 2024-2025
 - 2 new passport computers
 - Electric charging stations for vehicles (tied to Library card?)
 - RFID pads
 - New outdoor bookdrop, 8 points



<p>STAFF DEVELOPMENT DAY MINUTES</p>

<p>December 2, 2022</p>

<p>Submitted by: Lina Nguyen</p>

Administration

- All-in-one upgrades, 6 points
- Self-check updates, 10 points
- Public wifi captive portal
- Public computer refresh
- Calendly for meeting room, study rooms, and memory lab, 14 points
- Replace Hangar flooring
- Printer management system, 3 points
- Turf replacement along All America Way
- Refurb café space
- Replace AS supervisor office door, 8 points

Budget Wishlist items to be discussed with supervisors

- Children's
 - Podium desk for Children's Reference in pm, 19 points
 - Take down unnecessary signage
- Adult and Teens
 - Big girl desk for Hangar
 - Redo layout of Passport Office # 1
 - Signage
 - Deodorizer for AS computer space
- Circulation
 - Passport camera
 - Holds printer
 - Department laptop
 - Walkie-talkies
 - Paper cutter
 - New pagers
- Administration
 - Calendly for meeting room, study rooms, and memory lab, 14 points

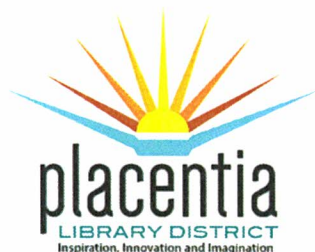
Budget Wishlist Items approved for FY 2023-2025 Budget

- Rearrange Info Desk set up, 57 points
- Renovate staff spaces, 50 points
- New Part-Time Clerk/PP Agent, 30 points
- New books rolling shelf (like Adults), 20 points

Plus/Delta

Plus:

- Casual dress code
- Everyone here
- Ideas and light voting



STAFF DEVELOPMENT DAY MINUTES

December 2, 2022

Submitted by: Lina Nguyen

- Admin listened to everyone's ideas
- White elephant
- Food
- Schedule
- Meeting space
- Wonderful temperature
- Jeremy (and his shirt) and listening to IT needs
- Flow of activity and agenda
- All team activities
- Toilet paper gift exchange
- Christmas cards

Delta:

- Have SDD on a Thursday
- Bring back fidget toys and playdoh

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Legislative Updates from Secretary Carline
DATE: January 23, 2023

BACKGROUND

Secretary Carline will provide a legislative update on current issues.

Attachment A is a copy of the January 2023 Take Action Brief from the California Special District Association.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

January 2023

California's State Legislature has reconvened with nearly one-third of the Legislature new to their office. In total, voters elected 10 new State Senators to the Upper House and 23 new Assemblymembers to the "People's House." Download CSDA's guide to [Take Action: Engaging with Your Community and Legislators](#) for guidance on building relationships with the new legislators serving your area. Visit [CSDA's Map of Special Districts](#) to learn which legislative districts overlap with your special district. If you have a relationship with your new legislators, please let us know by completing our brief [Grassroots Mobilization Survey](#).

After all the formal swearing-in ceremonies were completed, Legislators have already started introducing their first bills of the year. As required by the State Constitution, on January 10, Governor Gavin Newsom formally released his 2023-24 State Budget proposal. CSDA members can track all bills affecting special districts at csda.net/bill-tracking. Learn more about the State Budget in this Take Action Brief and stay tuned to CSDA eNews as well as the [Advocacy News Blog](#) for developments throughout the year.

Inside this edition of the Take Action Brief:

- Governor Newsom's state budget proposal guards reserves in face of \$22.5 billion shortfall.....2
- Proposed CARB zero emissions vehicle mandate on local agencies.....3
- February 28, 2023: The last day for COVID-19 teleconference board meetings under AB 361.....4
- California Public Records Act recodification takes effect.....5

Contact a local CSDA representative near you!

Chris Norden	Northern Network	chrisn@csda.net
Dane Wadlé	Sierra Network	danew@csda.net
Colleen Haley	Bay Area Network	colleenh@csda.net
Chris Palmer (Interim)	Central Network	chrisp@csda.net
Charlotte Holifield	Coastal Network	charlotteh@csda.net
Chris Palmer	Southern Network	chrisp@csda.net



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ Governor Newsom's state budget proposal guards reserves in face of \$22.5 billion shortfall

On Tuesday, January 10, 2023, California Governor Gavin Newsom presented his proposed budget for the 2023-24 fiscal year. As 2023 begins, economic and revenue risks highlighted in last year's budget have materialized – multiple federal reserve bank interest rate increases, continued high inflation, and further stock market declines. Largely due to California's highly progressive income tax structure and reliance on capital gains, the state anticipates a budget shortfall of \$22.5 billion in the upcoming fiscal year.

Governor Newsom highlighted a \$297 billion budget proposal that leaves the state's \$35 billion in reserve funding whole and instead closes the projected shortfall through a series of budgetary maneuvers, including:

- \$7.4 billion in funding delays
- \$5.7 billion in reductions and pullbacks
- \$4.3 billion in fund shifts
- \$3.9 billion in trigger reductions (these items placed in a "trigger" would restore the reductions at the 2024 Governor's Budget should sufficient funds be made available to cover certain commitments)
- \$1.2 billion in limited revenue generation and building.

Budget items that will remain untouched include, but are not limited to education and homelessness funding. Furthermore, the proposed 2023-24 State Budget sustains \$44 billion for various statewide infrastructure projects including funding to accelerate the transition to zero-emission vehicles (ZEV).

During his press conference for the January 10 budget presentation, Governor Newsom emphasized that climate change continues to be a major priority for his administration. Specifically, there will be new investments in urban flood risk reduction, ongoing Delta projects to reduce the risk of levee failure and flooding, \$25 million for Central Valley Flood Protection, urban water use objectives, planning and permitting for new water supplies, and \$125 million General Fund one-time as a drought contingency set-aside.

In the event the state wanted to tap into California's Constitutionally established "Rainy Day Fund," the Governor would first have to declare a fiscal emergency, and no more than 50 percent of the balance may be withdrawn in any given fiscal year. This option may become a point of conversation in the coming months as the Legislature begins considering the Governor's proposal.

2023-24 State Budget proposal available at ebudget.ca.gov

If you have questions or input on the 2023-24 State Budget proposal, please contact CSDA Legislative Analyst Cole Query at cole@csda.net.

The Governor will release his May Revision to his State Budget proposal come mid-May; the "Revise" will reflect updated revenues proceeding the April tax deadline and the Legislature will be constitutionally obligated to pass a budget to the Governor by June 15.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ Proposed CARB zero emissions vehicle mandate on local agencies

As part of a larger strategy to accelerate the state's large-scale transition to zero-emission vehicles, the California Air Resources Board (CARB) has proposed (and workshopped) the Advanced Clean Fleet (ACF) regulation. The primary goal of the proposed ACF regulation is to accelerate the market for zero-emission trucks, vans, and buses by requiring fleets suited for electrification to transition to zero-emission vehicles (ZEV) where feasible.

This proposed regulation will be applied to fleets, businesses, and public entities that own or operate medium- and heavy-duty vehicles ranging from Class 2b to Class 8. Class 2b vehicles are trucks that weigh between 8,500 – 10,000 pounds fully loaded as classified by the Federal Highway Administration. Class 8 vehicles are vehicles with a gross vehicle weight rating (GVWR) exceeding 33,000 pounds.

Proposed mandate on medium- and heavy-duty state and local government vehicles:

- 50 percent of additions to fleet must be ZEV between 2024-26; and
- 100 percent of additions to fleet must be ZEV after January 1, 2027.

State and local government exemptions include ZEV unavailability, daily usage, infrastructure delay, backup vehicles, and mutual aid. Excluded from the ACF requirements are emergency vehicles as defined in California Vehicle Code Section 165, dedicated snow removal vehicles, heavy cranes, and two-engine trucks and workover rigs amongst a few other exemptions.

Share your questions and concerns regarding the CARB ZEV mandate

Special district officials with questions, concerns, or an interest in joining a working group to ensure essential services are not disrupted by the proposed regulation are encouraged to email CSDA Legislative Analyst Cole Querry at cole@csda.net.

CSDA is continuing to monitor developments within the proposed regulation while keeping a keen focus on the proposed changes addressed by CARB at their October 27, 2022 public hearing to consider the regulation. These changes include more time for infrastructure exemptions, added flexibility for public fleets, more flexibility for Senate Bill 1383 fleets, enhanced criteria for ZEV unavailability determination, and the temporary use of transient trucks in the state. CSDA joined a local government coalition comment letter addressing concerns with the proposed regulation in advance of the October 27 hearing.

For more information, visit arb.ca.gov/our-work/programs/advanced-clean-fleets



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **February 28, 2023: The last day for COVID-19 teleconference board meetings under AB 361**

- *The provisions enacted into law as part of [Assembly Bill 361 \(R. Rivas, 2021\)](#) currently remain in place until 2024.*
- *However, the state-of-emergency related to COVID-19 in the state of California terminates on February 28, 2023.*
- *The end of the state-of-emergency means local agencies cannot use AB 361's provisions after February 28, for COVID-19 reasons*

On October 17, 2022, Governor Gavin Newsom [announced](#) that the state-of-emergency proclamation related to COVID-19 would terminate at the end of February 2023.

The impending repeal of the Governor's COVID-19 proclamation means that local agencies conducting remote meetings based on the COVID-19 State of Emergency must transition to either:

- 1) In-person meetings,
- 2) "Typical" teleconferenced meetings (as they existed pre-COVID, replete with all the corresponding open meeting requirements including those related to agenda postings, remote meeting site identification, and others), or
- 3) "AB 2449-style" teleconferenced meetings (i.e., teleconferenced meetings using the framework provided as a result of the passage of [Assembly Bill 2449 \[Rubio, 2022\]](#)). CSDA has previously written about AB 2449 in CSDA eNews, "[What to Know About Brown Act Legislation Reaching the Finish Line.](#)"

CSDA members interested in more discussion on this topic may be interested in one of the association's January webinars, "[Brown Act: Come for the Basics, Stay for the Updates.](#)"

Would your district use AB 361 remote meetings if confronted with an emergency other than COVID-19?

CSDA is interested in hearing whether AB 361 would have been useful in disasters that preceded COVID-19 as well as those that may arise in the future (e.g., during select wildfires, earthquakes, floods, and other large-scale disasters). Your input is critical to efforts to secure continued legal access to remote meetings during future emergencies. Please [visit this page](#) to answer two quick questions with your feedback.

While the ability to use AB 361 for COVID-19-related reasons will expire February 28, the provisions of law codified as a result of the bill's passage will remain in place until 2024, at which point they will be repealed by their own provisions. This means that, should a new state of emergency proclamation be issued by the Governor in connection with a disaster that makes it impossible to meet in-person safely, local agencies may turn to AB 361's provisions to meet remotely during the course of the disaster (at least, until the law sunsets).



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ California Public Records Act recodification takes effect

What special districts need to know

On January 1, a long-awaited reorganization and recodification of the California Public Records Act (CPRA) took effect. The CPRA was enacted to provide transparency and access to public records, and declares that “access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state.” Therefore, all California special districts are required to comply with the provisions of the CPRA.

Since its enactment in 1968, the CPRA has gone through many revisions and additions to the statutes governing public records. In an attempt to address the unwieldy and sometimes confusing CPRA statutes resulting from the decades of revisions to the law, the Legislature enacted [AB 473 \(Chau\)](#) in 2021.

Working with the Law Revision Commission, the Legislature sought to recodify the text in a “clear and organized manner” without making any substantive changes to the law, and sought to accomplish seven objectives:

1. Reduce the length and complexity of current sections.
2. Avoid unnecessary cross-references.
3. Neither expand nor contract the scope of existing exemptions to the general rule that records are open to the public pursuant to the current provisions of the CPRA.
4. To the extent compatible with (3), use terms with common definitions.
5. Organize the existing provisions in such a way that similar provisions are located in close proximity to one another.
6. Eliminate duplicative provisions.
7. Clearly express legislative intent without any change in the substantive provisions.

AB 473 unanimously passed the Legislature in 2021 and was signed by the Governor, although it delayed the effect of the text change until January 1, 2023. Accordingly, the CPRA – which previously started in the California Government Code at section 6250, is now beginning at [Government Code section 7920.000](#).

Special districts that have standard language in documents used for CPRA requests and responses, and which reference CPRA code sections, may need to update those documents to reflect the recodified CPRA sections. In addition, districts will need to be mindful of the recodification when citing the statutes in any response to a CPRA request.

The California Law Revision Commission has created a “[disposition table](#),” intended to help translate the old code sections into the new code sections.

For questions regarding this change to the CPRA, contact CSDA Deputy General Counsel Mustafa Hessabi at mustafah@cdda.net.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ OTHER WAYS TO TAKE ACTION

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email updates@csda.net to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email updates@csda.net for help accessing these additional member resources.