



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

June 15, 2020

6:30 p.m.

Call-In Information

(669) 900-6833

Meeting ID: 851 9854 2797








Password: 600691

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the May 18, 2020 and May 21, 2020 Library Board of Trustees Regular Date and Continuation Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 15)

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

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

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

STAFF REPORTS (Items 19 – 22)

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

NEW BUSINESS


23. A Presentation by Mr. Dennis Yu, PARS Executive Vice President, on the Placentia Library District's Defined Contribution Plan and the CARES Act.
24. California Special Districts Association (CSDA) 2021-2023 Board Elections, Southern Network, Seat C.
25. President Carline will provide a report on the Joint-Use Committee meeting.

ADJOURNMENT

26. Agenda Preparation for the July Regular Date Meeting which will be held on July 20, 2020 at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
27. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
28. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the June 15, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 11, 2020.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
MAY 18, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 18th, 2020 at 6:30 p.m.

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

Members Absent: None.

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

Guests: None.

ADOPTION OF AGENDA

It was motioned by Trustee Minter and seconded by Trustee Martin to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline has been abiding by the Stay-At-Home Order.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler has been abiding by the Stay-At-Home Order.

Trustee DeVecchio has been abiding by the Stay-At-Home Order.

Trustee Martin attended a virtual Financial Partner's Credit Union Board Meeting, weekly Literacy Open House programs, and has continued being a Literacy Tutor virtually as well. Trustee Martin also attended United for Libraries Webinar and will be discussing the webinar with PLFF President Dahl.

Trustee Minter attended Congressman Gil Cisneros' Tele-Town Hall meeting for both COVID-19 in general and another specifically regarding Placentia. Trustee Minter also has attended various webinars.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras attended numerous meetings, including but not exclusive to the following: White House COVID-19, PLA, CLA, and State Library briefings, Special District Director's Meetings, Staff Meetings, planning the COVID-19 Re-opening Plan, and Senator Chang's and Congressman Cisneros' Tele-Town Hall Meetings. Library Director Contreras also took a moment to commend staff for their

efforts regarding the virtual programming, planning, and input for the Covid-19 Reopening Plan.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Sherri Dahl discussed that PLFF will have lost an estimated three and a half months of income; however, their investment account can cover these losses. Additionally, President Dahl announced that due to PLFF being made of volunteers, the organization did not qualify for federal aid or loans. Moreover, membership renewals will still be sent out starting in June.

CONSENT CALENDAR

Trustee Martin requested a Covid-19 expenditure account for Agenda Item 13 in addition to asking for an update regarding the growth and focus of the e-collection during this time. President Carline also noted for the record that Agenda Item 17 must be reprinted for the filed Board Report due to statistics being cut off in addition to changing "TBD" on reports throughout to May 18th, 2020 prior to filing. It was then moved by Secretary Shkoler and seconded by Trustee DeVecchio to approve Agenda Items 9-22. A roll call vote was taken:

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

MINUTES OF THE LIBRARY BOARD OF TRUSTEES FEBRUARY 18, 2020 UNUSUAL DATE MEETING, MARCH 10, 2020 SPECIAL MEETING, MARCH 16, 2020 EMERGENCY MEETING, MARCH 23, 2020 SPECIAL MEETING, AND APRIL 2, 2020 SPECIAL MEETING.

Minutes of the Library Board of Trustees February 18th, 2020 Unusual Date Meeting, March 10th, 2020 Special Meeting, March 16th, 2020 Emergency Meeting, March 23rd, 2020 Special Meeting, and April 2nd, 2020 Special Meeting were approved received, and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for February - April 2020 (Item 10)
Fund 707 Balance Report for February - April 2020 (Item 11)

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

Balance Sheets for February - April 2020 (Item 13)
Acquisitions Report for February - April 2020 (Item 14)
Service Revenue Report for February - April 2020 (Item 15)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

CONFERENCE AUTHORIZATION: LIBRARY BOARD OF TRUSTEES AND LIBRARY STAFF TO ATTEND THE AMERICAN LIBRARY ASSOCIATION (ALA) VIRTUAL EVENT ON JUNE 24-26, 2020.

Director Contreras presented the conference authorization for the Board and library staff to attend the American Library Association (ALA) Virtual Conference on June 24-26, 2020. The Board discussed the conference cost, platform and speakers. It was then motioned by Trustee Minter and seconded by Secretary Shkoler to authorize President Carline, Secretary Shkoler, Trustee DeVecchio, Trustee Martin, Trustee Minter, Assistant Library Director Baltierra and a staff to attend the American Library Association Virtual Conference on June 24-26, 2020 in Chicago, Illinois. A roll call vote was taken:

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

DISCUSS THE CALIFORNIA VOTING RIGHTS ACT (CVRA) AND PLACENTIA LIBRARY DISTRICT’S RESPONSE FOR DISTRICT-BASED ELECTION SYSTEM.

After being presented at the December Board Meeting, Director Contreras represented the California Voting Rights Act (CVRA) and the Placentia Library District’s response for a district-based election system. After a detailed discussion regarding elections, terms, and the City’s map, a motion was made. It was motioned by Trustee Minter for the Library Board of Trustees to endorse the concept of a district based map with the intention to follow the City of Placentia’s District Map and for the Library Director to have advisement counsel with the District’s legal counsel regarding further insight and create and present a resolution at the June 15th, 2020 Regular Date Meeting. This motion was seconded by Trustee Martin. All in favor:

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

AWARD CONTRACT FOR PLACENTIA LIBRARY DISTRICT’S FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT, AND

Director Contreras presented the letters of intent from White, Nelson, Diehl & Evans LLP. Director Contreras presented their qualifications and history with the Placentia Library District. After a discussion regarding the increase in cost, it was motioned by Secretary Shkoler and seconded by Trustee Minter to award the Financial Audit and GANN Limit Review Report preparation contract for the 2019-2020 Fiscal Year to White, Nelson, Diehl & Evans LLP in an amount not to exceed \$22,000. A roll call vote was taken:

AYES: Carline, Shkoler, DeVecchio, Martin, Minter

PREPARATION OF THE GANN LIMIT REVIEW REPORT FOR THE 2019-2020 FISCAL YEAR.

NOES: None
ABSENT: None

It was then motioned to authorize President Carline to sign the engagement letter. A roll call vote was taken:

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

DISCUSS AND AUTHORIZE THE PARKING LOT MODIFIED SLURRY SEAL PROJECT AS PRESENTED.

Director Contreras presented the City of Placentia’s Capital Improvement Project Request for Proposal process and cost proposal of a slurry seal for the Plaza Parking Lot. After discussing, it was motioned by Trustee DeVecchio and seconded by Secretary Shkoler to authorize the shared cost of \$12,550 for the civic center parking lot slurry seal project based on information received by the City of Placentia. A roll call vote was taken:

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

DISCUSS AND AUTHORIZE AMENDMENTS TO THE 2019-2021 FISCAL YEAR BUDGET AND ADOPT RESOLUTION 20-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AMENDING THE DISTRICT'S 2019-2021 FISCAL YEAR BUDGET.

Director Contreras recaptured that at the May 17, 2019 Library Board of Trustees meeting, the 2019-2021 Budget was adopted with an annual budget of \$5,201,844 (includes \$2.1M for capital improvement projects) or \$3,101,844 (minus capital improvement projects) for 2019-2020 and \$3,151,749 for 2020-2021. The corrected budget for 2020-2021 is \$3,272,214.

The long-term effects of COVID will adversely affect property taxes with the impact being felt in future fiscal years. The District still anticipates library impact fees to remain steady as projected. This is a restricted fund and cannot be allocated for library operations. Revenue is projected to be 2% higher and the expenditures (minus capital projects) 12% less than the adopted budget; as a result, there is a projected balance of \$403,239 to rebuild the reserves. The amended proposed budget for 2020-2021 decrease 16% based on the corrected total or \$527,327 less.

Three amendment options were presented to the Board. After much in depth discussion, the Board of Trustees asked for a more specific breakdown of each amendment option to be presented at a Continuation Meeting on Thursday, May 21st, 2020 at 3:00 p.m. No other action was taken at this time.

DISCUSS AND AUTHORIZE THE COVID-19 REOPENING PLAN AS PRESENTED.

Director Contreras presented the Covid-19 Reopening Plan (CRP) and background on the committee as well as guidelines developed by and specifically for staff. Director Contreras explained that the proposed plan provides a phased reopening for the Board of Trustees to consider and approve.

The Board went through the CRP, including the agreement to include specific guidelines and responsibilities for cleaning staff, Bodhi, and PLFF. In addition to this,

the Board agreed to rephrase sections in the document to remove ambiguities. It was then motioned by Trustee Martin and seconded by Secretary Shkoler to approve the COVID-19 Reopening Plan as amended with permission to include guidelines and share it with other libraries. All in favor:

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be on May 21st, 2020 at 3:00 p.m. to continue the discussion of the 2019-2021 Fiscal Year Budget Amendments. The Regular Date Board Meeting on June 15th, 2020 will include a presentation from Dennis Yu, Vice President of Public Agency Retirement Services (PARs).

ADJOURNMENT

The Board of Trustees Regular Date Meeting of May 18th, 2020 was adjourned at 7:54 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

CONTINUATION DATE MEETING OF THE BOARD OF TRUSTEES
MAY 21, 2020

CALL TO ORDER

President Carline called the Continuation Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 21, 2020 at 3:02 p.m.

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

Members Absent: None

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant; Venessa Faber, Library Assistant; Megan Tolman, Librarian

Guests: None

ADOPTION OF AGENDA

It was moved by Trustee DeVecchio and seconded by Trustee Martin to adopt the Agenda (Item 3). Trustee DeVecchio entered the meeting at 3:06 p.m. A roll call vote was taken:

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

ORAL COMMUNICATION

None (Item 4).

DISCUSS AND AUTHORIZE AMENDMENTS TO THE 2019-2021 FISCAL YEAR BUDGET AND ADOPT RESOLUTION 20-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AMENDING THE DISTRICT'S 2019-2021 FISCAL YEAR BUDGET

Resolution 20-01: A Resolution Of The Board Of Trustees Of The Placentia Library District Of Orange County Amending The District's 2019-2021 Fiscal Year Budget was presented at the May 18th, 2020 Regular Date Meeting where the Board requested a continuation meeting to review a more detailed breakdown of each amendment option for the budget.

The Library Director presented the three options to the Board with a breakdown of each option. After much in depth discussion, the Board of Trustees recommended the following changes to Option One: Freeze all positions with no internal promotions or new hires, merit and performance step increases will continue for eligible staff, substitutes will be furloughed, COLA will remain, postponement of capital improvement projects, an 8.5% book budget, in-person CLA conference for the Library Director due to her CLA Board role, virtual conferences available to Trustees and staff, and three part-time library aide positions will be furloughed while maintaining their benefits. Furloughed positions may be reinstated depending on the needs of the District. A midyear budget will be presented at the January 2021 Board of Trustees Meeting and further amendments to be recommended, if necessary. It was motioned by Trustee Martin and seconded by Trustee DeVecchio to approve the amendments and Option One as recommended and delineated by the Library Director and to read Resolution 20-01 by name. A roll call vote was taken:

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

It was then motioned to approve Resolution 20-01: A Resolution Of The Board Of Trustees Of The Placentia Library District Of Orange County Amending The District's 2019-2021 Fiscal Year Budget by Trustee Martin and seconded by Trustee DeVecchio. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board of Trustees Meeting will meet on June 15, 2020 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Continuation Meeting of May 21, 2020 was adjourned at 3:45 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees



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11:41 A.M.
6/09/20
Accrual Basis

Placentia Library District
Check Register
May 2020

Date	Ref No.	Payee	Memo	Payment	Type
05/04/2020	11147	Placentia Library District	For payroll on 05/13/20	60,000.00	Check
05/04/2020	11148	Placentia Library District	For payroll on 05/27/20	60,000.00	Check
05/04/2020	11149	Legacy Integrative Solutions	April 2020 Services	232.74	Bill Payment
05/04/2020	11150	OverDrive	Audiobooks/eBooks	3,709.67	Bill Payment
05/04/2020	11151	Golden State Water Company	3/20-4/21/20 Services	221.64	Bill Payment
05/04/2020	11152	City of Placentia	City of Placentia April 2020	2,918.05	Bill Payment
05/04/2020	11153	SDRMA	Ancillary benefits for May 2020	2,340.95	Bill Payment
05/04/2020	11154	SoCalGas	3/18/20-4/16/20 Services	44.35	Bill Payment
05/04/2020	11155	Advantage, Inc.	Explore Magazine March-August 2020	8,869.56	Bill Payment
05/04/2020	11156	CALNET3	3/2-4/1/20 Service	170.42	Bill Payment
05/04/2020	11157	Johnson Controls Security Solutions	5/1/20-7/31/20 Services	788.42	Bill Payment
05/04/2020	11158	Woodruff, Spradlin & Smart	Mar 2020 Legal Services	5,656.50	Bill Payment
05/04/2020	11159	Midwest Tape	Hoopla March 2020	3,088.25	Bill Payment
05/04/2020	11160	Southern California Edison	3/2-3/31/20 Services	2,928.55	Bill Payment
05/04/2020	11161	Republic Services	Dumpster Rental	636.18	Bill Payment
05/04/2020	11162	Venessa Faber	Mask supplies	155.84	Bill Payment
05/04/2020	11163	Glasby Maintenance Supply	Cleaning supplies	316.23	Bill Payment
05/04/2020	11164	Umpqua Bank	CC 2/28-3/30/20	12,049.71	Bill Payment
05/04/2020	11165	OCLC	Cat Express Renewal 6/01/2020 to 5/31/2021	323.41	Bill Payment
05/04/2020	11166	West Coast Arborists, Inc.	Consulting Arborist Inspection (7.5 hrs)	1,312.50	Bill Payment
05/04/2020	11167	Time Warner Cable	4/12/20-5/11/20 Services	135.80	Bill Payment
05/04/2020	11168	Placentia Round Table Women's Club	Eggcitement 2020 Refund Reference Check #6246	100.00	Check
05/04/2020	11169	Kiwanis Club of Placentia	Eggcitement 2020 Refund Reference Check #1242	500.00	Check
05/04/2020	11170	Rotary Club of Placentia	Eggcitement 2020 Donation Refund Reference Check #1055	550.00	Check
05/04/2020	11171	Placentia Round Table Women's Club	Yesenia Baltierra Membership Renewal	45.00	Bill Payment
05/27/2020	11172	Placentia Library District	For payroll on 06/10/20	65,000.00	Check
05/27/2020	11173	SDRMA	Ancillary benefits for June 2020 Medical Benefits June 2020	23,905.49	Bill Payment
05/27/2020	11174	Public Agency Retirement Services	Payrolls covered throughout 3/27-5/21/20	8,719.29	Bill Payment
05/27/2020	11175	Staples Advantage	Office supplies	427.24	Bill Payment
05/27/2020	11176	CALNET3	4/2-5/1/20 Service	162.55	Bill Payment
05/27/2020	11177	OverDrive	Audiobooks	342.49	Bill Payment
05/27/2020	11178	Woodruff, Spradlin & Smart	Services rendered through 4/30/20	280.50	Bill Payment
05/27/2020	11179	Republic Services	Recycling Service 4/1-4/30/20	151.36	Bill Payment
05/27/2020	11180	Southern California Edison	3/31-4/29/20 Service	1,176.01	Bill Payment
05/27/2020	11181	Califa	EBSCO Novelist renewal 7/1/20-6/30/21	825.03	Bill Payment
05/27/2020	11183	SoCalGas	4/16-5/15/20 Service	41.64	Bill Payment
05/27/2020	11184	EBSCO Industries, Inc.	EBSCO package 7/1/20-6/29/21	6,008.00	Bill Payment
05/27/2020	11185	Pitney Bowes Purchase Power	Pitney Bowes May 2020	19.97	Bill Payment
				<u>274,153.34</u>	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: June 15, 2020

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	773,383.05
11/30/2019	775,109.08
12/31/2019	782,036.70
01/31/2020	783,463.84
2/29/2020	784,784.09
3/31/2020	786,068.73
04/30/2020	787,380.00
5/31/2020	788,631.94
6/30/2020	

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: June 15, 2020

Summary of Cash and Investments as of May 31, 2020

Cash with Orange County Treasurer Fund 9LX	\$788,631.94
General Fund Checking – Bank of the West	\$981,848.16
General Fund Savings – Bank of the West	\$589,203.15
<i>*(Impact Fees in Savings – Restricted)</i>	<i>\$3,601.80</i>
Payroll Checking – Wells Fargo Bank	\$13,477.37
Total Cash and Investments	\$2,373,160.62

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

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

May 31, 2020

91.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	1,490,681	0.93	\$119,468
5030	Retirement	62,602	53,932	0.86	\$8,670
5040	Unemployment Insurance	2,500	3,723	1.49	(\$1,223)
5050	Health Insurance	268,587	246,348	0.92	\$22,239
5064	Dental Insurance	17,796	12,348	0.69	\$5,448
5060	Life Insurance	9,420	4,020	0.43	\$5,400
5066	AD & D Insurance	6,172	6,241	1.01	(\$69)
5068	Vision Insurance	3,541	2,517	0.71	\$1,024
5090	Employee Assistance Program	5,000	1,422	0.28	\$3,578
5070	Workers' Compensation Insurance	15,894	10,673	0.67	\$5,221
	TOTAL	\$2,001,661	\$1,831,905	0.92	\$169,756
SERVICES & SUPPLIES					
5100	Communications	22,000	23,335	1.06	(\$1,335)
5170	Household Expenses	25,000	9,454	0.38	\$15,546
5099	Library Insurance	20,000	19,050	0.95	\$950
5205	Maintenance Expense	25,000	11,667	0.47	\$13,333
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	104,733	0.81	\$25,267
5290	Memberships	10,000	6,359	0.64	\$3,641
5300, 5310, 5350	Office Expenses & Postage	100,000	76,777	0.77	\$23,223
5400	Prof./Specialized Services	219,000	142,073	0.65	\$76,927
5495, 5900, 5910	Programs	150,000	54,462	0.36	\$95,538
5500	Books/Library Materials	265,183	208,298	0.79	\$56,885
5600	Meetings/Professional Development	25,000	31,046	1.24	(\$6,046)
5700	Mileage/Parking	1,000	341	0.34	\$659
5800	Utilities	35,000	9,285	0.27	\$25,715
*7000	COVID-19	0	5,289	-	(\$5,289)
	TOTAL	\$1,027,183	\$702,168	0.68	\$325,015
	OPERATING EXPENSES	\$3,028,844	\$2,534,073	0.84	\$494,771
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,541	0.76	\$11,459
6100	Taxes and Assessments	\$15,000	9,480	0.63	\$5,520
	TOTAL	\$73,000	46,021	0.63	\$26,979
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,638,292	0.78	\$461,708
	TOTAL	\$2,100,000	1,638,292	0.78	\$461,708
TOTAL BUDGET		\$5,201,844	\$4,218,386	0.81	\$983,458
Total Expenses without Renovation Expenses		\$3,101,844	\$2,580,094	0.83	\$521,750

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

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

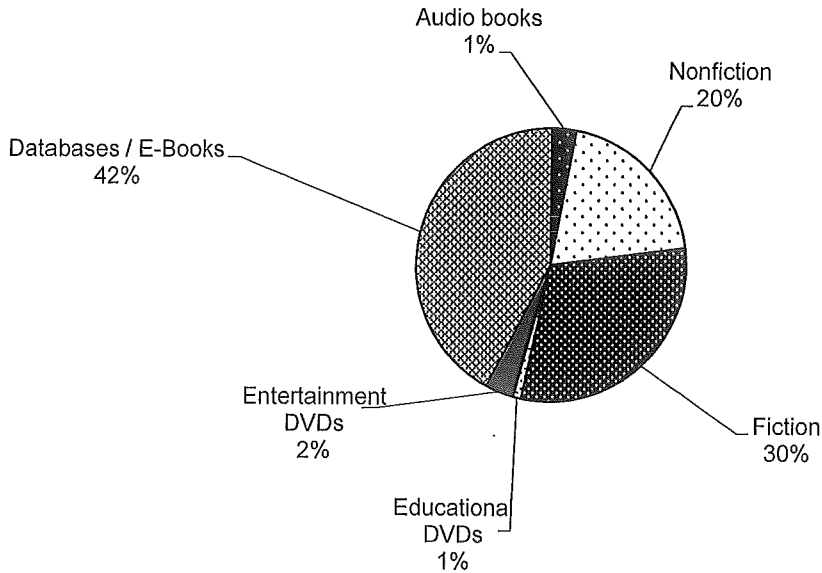
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	2,716,305	359,773	115.3%
4020	Property Taxes - Current Unsecured	74,344	62,449	(11,895)	84.0%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	53,660	(8,851)	85.8%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	3,219	3,219	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	4,553	(4,904)	48.1%
* 4180	Other Revenue	0	21,078	21,078	-
4190	State - Homeowners Property Tax Relief	64,455	10,816	(53,639)	16.8%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	2,890,657	305,514	111.8%
INTEREST REVENUE					
4600	Interest	8,500	51,441	42,941	605.2%
	Sub Total	8,500	51,441	42,941	605.2%
GRANT REVENUE					
4210, 4421	State Grants	15,000	35,465	20,465	236.4%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	48,329	13,329	138.1%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	1,600	900	228.6%
4410	PLFF Grants	250,000	263,760	13,760	105.5%
* 4430,4414	Other Revenue	0	4	4	-
4310	Fines & Fees	20,000	32,387	12,387	161.9%
4320, 4330	Passport/Photos	290,000	151,191	(138,809)	52.1%
4340	Meeting Room Fees	3,000	850	(2,150)	28.3%
4350	Test Proctor	9,500	2,600	(6,900)	27.4%
	Sub Total	573,200	452,392	(120,808)	78.9%
TOTAL REVENUES YTD FOR FY 18/19:		3,251,843	3,671,580	419,737	112.9%
4440	Centennial Renovation	2,000,000	2,000,000		
4500	Impact Fees	50,000	228,760	178,759.60	457.5%

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

Placentia Library District

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

	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$53,528	2348	2641	\$39,542	1727	2023
Total Non-Fiction	\$35,395	1555	1806	\$12,120	474	728
Total Databases / E-Books	\$74,690	462	0	\$78,116	776	0
Total Audio Books	\$5,116	102	104	\$10,504	221	221
Total Educational DVDs	\$1,717	58	58	\$949	28	28
Total Entertainment DVDs	\$6,039	139	193	\$8,653	238	323
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$176,485	4664	4802	\$149,884	3464	3323
Budget	\$272,000			\$272,000		
% Spent YTD	65%			55%		



ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF MAY 2020
Prepared by Jon Legree Systems Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$28,102	953	1086	\$447	24	24	\$28,549	977	1060	\$0	0	0	\$28,549	977	1060
Adult Non-Fiction	\$13,438	614	614	\$658	44	44	\$14,096	658	658	\$375	17	17	\$14,471	675	675
Adult Reference	\$320	12	12	\$0	0	0	\$320	12	12	\$0	0	0	\$320	12	12
Adult Magazines	\$1,838	14	51	\$0	0	0	\$1,838	14	51	\$0	0	0	\$1,838	14	51
TOTAL ADULT NON-FICTION	\$15,596	640	677	\$658	44	44	\$16,254	684	721	\$375	17	17	\$16,629	701	738
TOTAL ADULT PRINT MATERIALS	\$43,698	1593	1713	\$1,105	68	68	\$44,803	1681	1781	\$375	17	17	\$45,178	1678	1798
Adult Audio Books	\$4,973	99	101	\$0	0	0	\$4,973	99	101	\$0	0	0	\$4,973	99	101
Adult E-books	\$18,772	184	0	\$0	0	0	\$18,772	0	0	\$0	0	0	\$18,772	0	0
Adult Educational DVDs	\$1,717	58	58	\$0	0	0	\$1,717	58	58	\$0	0	0	\$1,717	58	58
Adult Entertainment DVDs	\$4,573	107	153	\$0	0	0	\$4,573	107	153	\$0	0	0	\$4,573	107	153
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$30,035	448	312	\$0	0	0	\$30,035	448	312	\$0	0	0	\$30,035	448	312
TOTAL ADULT MATERIALS	\$73,733	2,041	2,025	\$1,105	68	68	\$74,838	2,109	2,093	\$375	17	17	\$75,213	2,126	2,110
Teen Fiction	\$2,606	153	153	\$15	1	1	\$2,621	154	154	\$0	0	0	\$2,621	154	154
Total Young Adult Fiction	\$2,606	153	153	\$15	1	1	\$2,621	154	154	\$0	0	0	\$2,621	154	154
Teen Non-Fiction	\$633	24	51	\$280	2	2	\$913	26	53	\$0	0	0	\$913	26	53
Teen Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Nonfiction	\$633	24	51	\$280	2	2	\$913	26	53	\$0	0	0	\$913	26	53
TOTAL TEEN PRINT MATERIALS	\$3,239	177	204	\$285	3	3	\$3,524	180	207	\$0	0	0	\$3,524	180	207
Teen Audio Books	\$143	3	3	\$0	0	0	\$143	3	3	\$0	0	0	\$143	3	3
Teen E-books	\$3,300	80	0	\$0	0	0	\$3,300	80	0	\$0	0	0	\$3,300	80	0
Video Games	\$825	13	13	\$0	0	0	\$825	13	13	\$0	0	0	\$825	13	13
TOTAL TEEN NON-PRINT MATERIALS	\$4,268	96	16	\$0	0	0	\$4,268	96	16	\$0	0	0	\$4,268	96	16
Juvenile Fiction	\$22,820	1242	1452	\$413	32	32	\$23,233	1274	1484	\$0	0	0	\$23,233	1,274	1,484
Total Juvenile Fiction	\$22,820	1242	1452	\$413	32	32	\$23,233	1274	1484	\$0	0	0	\$23,233	1,274	1,484
Juvenile Non-Fiction	\$18,516	874	1039	\$177	2	2	\$18,693	876	1041	\$0	0	0	\$18,693	876	1,041
Juvenile Reference	\$70	3	3	\$0	0	0	\$70	3	3	\$0	0	0	\$70	3	3
Juvenile Magazines	\$580	14	36	\$0	0	0	\$580	14	36	\$0	0	0	\$580	14	36
TOTAL JUVENILE NON-FICTION	\$19,166	891	1078	\$177	2	2	\$19,343	893	1080	\$0	0	0	\$19,343	893	1,080
TOTAL JUVENILE PRINT MATERIALS	\$41,986	2,133	2,530	\$590	34	34	\$42,576	2,167	2,564	\$0	0	0	\$42,576	2,167	2,564
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$3,405	187	0	\$0	0	0	\$3,405	187	0	\$0	0	0	\$3,405	187	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$641	19	27	\$0	0	0	\$641	19	27	\$0	0	0	\$641	19	27
TOTAL JUVENILE NON-PRINT MATERIALS	\$4,046	206	27	\$0	0	0	\$4,046	206	27	\$0	0	0	\$4,046	206	27
TOTAL JUVENILE MATERIALS	\$46,032	2339	2557	\$590	34	34	\$46,622	2373	2591	\$0	0	0	\$46,622	2373	2591
Databases	\$49,213	11	0	\$5,000	0	0	\$54,213	11	0	\$0	0	0	\$54,213	11	0
E-books	\$25,477	451	0	\$0	0	0	\$25,477	451	0	\$0	0	0	\$25,477	451	0
TOTAL DATABASES / E-BOOKS	\$74,690	462	0	\$5,000	0	0	\$79,690	462	0	\$0	0	0	\$79,690	462	0
Total Fiction	\$53,528	2348	2641	\$875	57	57	\$54,403	2405	2698	\$0	0	0	\$54,403	2405	2698
Total Non-Fiction	\$35,395	1555	1805	\$1,115	48	48	\$36,510	1603	1854	\$375	17	17	\$36,885	1620	1871
Total Databases / E-books	\$74,690	462	0	\$5,000	0	0	\$79,690	462	0	\$0	0	0	\$79,690	462	0
Total Audio Books	\$5,116	102	104	\$0	0	0	\$5,116	102	104	\$0	0	0	\$5,116	102	104
Total Educational DVDs	\$1,717	58	58	\$0	0	0	\$1,717	58	58	\$0	0	0	\$1,717	58	58
Total Entertainment DVDs	\$6,039	139	193	\$0	0	0	\$6,039	139	193	\$0	0	0	\$6,039	139	193
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$176,485	4684	4802	\$8,990	105	105	\$183,475	4769	4907	\$375	17	17	\$183,850	4786	4924

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for May 2020
DATE: June 15, 2020

Net Revenue Summary for May 2020

	May-2020	May-2019	YTD 2019-2020	YTD 2018-2019
Passport	0	25,515	128,570	202,762
Passport Photos	0	3,900	22,620	32,477
Test Proctor	0	100	2,600	5,150
Fines & Fees	0	287	32,387	12,593
Meeting Room	0	0	850	340
Total	0	29,802	187,027	253,322



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for May 2020

DATE: June 15, 2020

	May-20	May-19	YTD 2019-2020	YTD 2018-2019
Separation	0	0	3	2
Retirement	0	0	0	0
Appointments	0	2	7	7
Open Positions	0	1	6	5
Workers' Compensation Leave	0	0	0	0
Total	0	3	16	14

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: None

OPEN POSITIONS: None



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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 May 2020

DATE: June 15, 2020

PATRON COUNT

CIRCULATION	May-20	May-19		Y-T-D	Y-T-D	Y-T-D
				2019-20	2018-19	% change
New Patron Registrations	75	76		4,453	1,866	138.6%
Total Circulation	0	3,700		93,782	124,555	-24.7%
Total Active Borrowers*	96	5,727				
Attendance	0	7,150		128,570	146,377	-12.2%
Registered Card Holders*	53,556	47,493				
Adult Fiction	0	349		10,264	11,293	-9.1%
Adult/Teen Nonfiction	0	196		9,284	6,963	33.3%
Adult Magazines	0	0		21	507	-95.9%
Adult Audio Books	0	156		1,331	2,771	-52.0%
Adult DVDs	0	1,086		11,739	18,196	-35.5%
Library of Things	0	24		193	1,541	NA
Teen Fiction	0	77		2,611	3,859	-32.3%
Teen Audio Books	0	0		1464	426	0.0%
Video Games	0	76		1,749	706	147.7%
Childrens Fiction	0	118		39,282	46,460	-15.4%
Childrens Nonfiction	0	1,094		9,622	7,737	24.4%
Childrens Magazines	0	0		5	30	-83.3%
Childrens Audio Books	0	0		135	32	321.9%
Childrens DVDs	0	521		6,083	8,109	-25.0%
* YTD % change not applicable.						

Gate Count				
May 2020	May 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
0	6,331	175,600	146,798	16%

Hours Open	Average Per Hour
0	0

Passport Count

May 2020	May 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
0	703	3593	5943	-65%

ACHIEVEMENTS

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

MEETINGS

- Estella attended Supervisors meeting on May 8th, 12th, 13th and 20th.
- Support Services staff the All Staff Zoom meetings on May 13th and 27th.
- Estella attended a Zoom meeting with Yesenia May 7th and 28th.
- Estella attended a meeting with Wendy on May 28th.
- Angie, Estella, Eric, Robert, Beatrice, Laura, and Tim attended Support Services meetings on May 13th & 27th.
- Angie attended a meeting with Tim and Ana via Zoom to go over Curbside and Home Delivery Service page on the Placentia Library website.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through May 2020
DATE: JUNE 15, 2020

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	<u>TOTAL</u>
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19	10/23/19	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	*
Dec-19	12/12/19	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20	01/15/20	0.00	*	338.71	8.95	*	347.66
Feb-20	02/18/20	0.00	1,600.40	748.80	8.89	1,946.88	4,304.97
Mar-20	03/13/20	0.00	3,200.80	249.60	8.68	*	3,459.08
Apr-20	04/20/20	0.00	1,600.40	*	17.36	1,300.29	2,918.05
May-20	*	*	*	*	*	*	*
Jun-20							
TOTAL		\$0.00	\$14,080.41	\$2,035.51	\$82.95	\$7,411.77	\$23,610.64

** City Billing
Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for May 2020

DATE: June 15, 2020

Meetings:

- Lunch at the Library Network Meeting: May 1st
- All Staff Meeting: May 5th & 19th
- Post COVID-19 Discussion (Santiago): May 5th
- COVID-19 Reopening Plans Meeting: May 6th & 11th
- Supervisor Meeting: May 7th, 8th, 12th, 13th, 20th, 27th, 28th
- Staff Evaluation Review Meeting: May 8th & 12th
- Children's Meeting: May 11th & 26th
- ISDOC General Manager Meeting: May 12th
- Adult Services Meeting: May 13th & 27th
- Support Services Meeting: May 13th & 27th
- Special District Directors Meeting: May 14th
- Board of Trustees Public Meeting: May 18th & 21st
- Placentia Collaborative Meeting: May 19th
- CLA Finance Committee: May 20th
- Placentia-Yorba Linda School District Meeting: May 22nd
- Staff Meeting: May 26th
- California Public Library Directors Networking Conversation: May 27th
- Amazon Locker Meeting: May 28th

Facilities:

- Alex Moving and Storage: May 26th
- Dicks Lock and Safe: May 27th

Training/Workshops/Conference:

- Virtual Workshop HR Boot Camp for Special Districts: May 12th & May 13th
- Form 700 Filing Officers' Workshop: May 13th

Events:

- N/A



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Children’s Services Report for May 2020
DATE: June 15, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	May 2020	May 2020	May 2019	May 2019	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D 2018-19	Y-T-D 18/19-19/20	Y-T-D 18/19-19/20
Storytime	13	318	1	60	87	693	99	1,283	-12.12%	-45.99%
Educational	0	0	11	28	1	191	27	691	-96.30%	-72.36%
Reading	0	0	0	0	6	223	2	105	200.00%	112.38%
The Hangar Makerspace	1	22	0	0	14	936	0	0	N/A*	N/A*
Seasonal Programs	0	0	1	155	11	914	5	2,974	120.00%	-69.27%
Totals	14	340	13	243	309	10,219	226	9,941	36.73%	2.80%

Reference/Computer Usage Statistics

	May 2020	May 2019	Y-T-D 2019-2020	Y-T-D 2018-2019	Y-T-D % change
Reference—in person	0	264	3,205	3,694	-13.24%
Reference--telephone	0	9	98	186	-47.31%
Total Reference	0	273	3,303	3,880	-14.87%
Children's computer usage	0	0	3,528	2,449	44.06%

ACHIEVEMENTS

- Venessa Faber finished sewing and mailing 95 masks for the community.
- Lori Worden finished sewing and mailing 110 face masks for the community.
- Ana Balderas planned, promoted and began presenting a weekly virtual STEAM Club.

MEETINGS

- Deanna White, Venessa Faber, Ana Balderas and Lori Worden met on May 12, 2020 to discuss SRP Craft Kits, Wacky Wednesdays and Prizes.
- Venessa Faber, Ana Balderas, Lori Worden, and Yesenia Baltierra participated in the Children’s Department Meeting on May 11th and 26th.
- Ana Balderas attended a meeting with Yesenia Baltierra on May 7th.

- Venessa Faber, Deanna White, Lori Worden and Ana Balderas attended the Zoom All Staff Meetings on May 5th and 19th.
- Lori Worden and Yesenia Baltierra attended a Zoom Lunch at the Library Meeting on May 15th.
- Lori Worden attended a Zoom meeting with Yesenia Baltierra and Suzanne Morales from PYLUSD to discuss Lunch at the Library on May 22nd.

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 May 2020

DATE: June 15, 2020

MONTHLY STATISTICS

Information Desk Activity	May 2020	May 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Information -- in person	0	889	9,960	13,238	-24.76%
Information -- telephone	0	563	4,155	6,508	-36.16%
Information -- email/chat	128	13	994	51	1849.02%
Technology assistance	0	0	1,086	1,348	-19.44%
Guest passes	0	0	627	635	-1.26%
Adult and Children's computer use (desktops)	0	0	9,175	8,648	6.09%
Adult computer usage (desktop)	0	0	6,688	9,032	-25.95%
Teen computer usage	0	N/A	1486	N/A	N/A
Public computer use (express laptops)	0	0	0	11	-100.00%

Volunteer Hours:	May 2020	May 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
History Room	0	23.75	191	154.5	23.26%
PLFF	0	277.75	2677.07	3739.85	-28.42%
General Library	0	72	1543.11	2180.44	-29.23%
Technology	0	0	0	0	0.00%
Homework Club	0	40.75	132.35	545.25	-75.73%
Adult Literacy Tutors	83	112.52	963.02	1413.21	-31.85%
PTAC	36	31.5	480.75	721	-33.32%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	110.50	558.72	6155.37	9430	-34.73%

History Room Activity	May	May	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2019-20	FY2018-19	% change
History Room Visitors	1	4	90	46	95.65%

Public Services Outreach Activity	May	May	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2019-20	FY2018-19	% change
Outreach Visits	0	15	9	81	-94.03%
Outreach Attendance	0	33	522	5446	-90..41%

Adult Programs

Type of Program	Number of Programs April	Attendance April	Number of Programs April	Attendance April	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	F1819		
Book Club	2	8	0	0	10	74	2	16	400.00%	362.50%
Computer Workshops	0	0	0	0	0	0	0	0	N/A	N/A
Educational Programs	2	5	0	0	4	9	3	99	33.33%	-90.91%
Fine Arts Programs	0	0	0	0	4	449	3	341	33.33%	31.67%
Health & Fitness Programs	0	0	0	0	5	42	0	0	100.00%	100.00%
History Room Programming	1	340	2	118	4	363	9	630	-55.56%	-42.38%
Home and Lifestyle	1	19	0	0	4	69	0	0	100.00%	100.00%
Literacy Programs	14	90	7	92	61	569	56	769	8.93%	-26.01%
The Hangar Makerspace	4	1,990	0	0	31	5,038	0	0	N/A	N/A
Reading Programs	0	0	0	0	4	159	5	654	-20.00%	-75.69%
Volunteer Programs	0	0	1	14	5	92	7	92	-28.57%	0.00%
Totals	24	2,452	10	224	132	6,864	85	2,601	55.29%	163.90%

The Hangar Makerspace	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D
May	2020	2019	FY2019-20	FY2018-19	% change
Hangar Open Hour Visitors	0	0	739	0	N/A
Adult/Teen Hangar Programs	1990	0	3903	0	N/A
Tween Hangar Programs	0	0	24	0	N/A
Family Hangar Programs	0	0	1125	0	N/A
Total	1990	0	5791	0	N/A

Literacy	YTD1920	YTD1819	% Change
English Literacy Students	73	60	21.67%
Students Graduated	2	8	-75.00%
English Literacy Tutors	38	46	-17.39%

Proctored Tests	May	May	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2019-20	2018-19	% change
Number of Tests	0	2	54	107	-50%

Teen Programs

Type of Program	Number of Programs April	Attendance April	Number of Programs April	Attendance April	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0		0	0	4	19	-100.00%	-100.00%
Friday Flicks	0	0	0		0	0	7	29	-100.00%	-100.00%
PTAC	2	23	1	21	18	276	20	415	-10.00%	-33.49%
Summer Reading Program	0	0	0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	7	42	0	0	15	99	1	160	1400.00%	-38.13%
Test	0	0	0	0	0	0	1	14	-100.00%	-100.00%
The Vault	0	0	0	0	1	300	2	167	-50.00%	79.64%
Totals	9	65	1	21	35	700	37	926	-5.41%	-24.41%

ACHIEVEMENTS

- Michelle Meades and Megan Tolman coordinated Brunch with Books on May 2nd.
- Michelle Meades and Megan Tolman coordinated Late Night Book Chat on May 6th.
- Michelle Meades and Megan Tolman coordinated Death on the Nile book club on May 16th.
- Michelle Meades and Megan Tolman coordinated the Quarantea Party on May 23rd.

- Victor Meza coordinated a PTAC meeting on May 7th and 21st.
- Victor Meza coordinated Game On! Smash Tournament on May 4th, 11th and 18th.
- Victor Meza coordinated Game On! Animal Crossing on May 6th, 13th, 20th and 27th.
- Shellie McCurdy coordinated virtual program Potato Printing on May 4th.
- Shellie McCurdy coordinated virtual program T-Shirt Quilts on May 11th.
- Shellie McCurdy coordinated virtual program Cardboard Challenge with Danny Gonzales on May 18th.
- Shellie McCurdy coordinated virtual program Washable Yarn Dusters on May 25th.
- Sabrina Rosengren and Sally Federman coordinated Literacy Reads Book Club on May 5th, 12th, 19th, and 26th.
- Sabrina Rosengren coordinated and facilitated Read, Write, Speak Club on May 1st, 8th, 15th, 22nd, and 29th.
- Sabrina Rosengren and Sally Federman coordinated Adult Literacy Open House on May 6th and 18th.
- Wendy Amireh coordinated Estate Preservation on May 2nd.
- Tori Maglonzo finished making 200 masks on May 27th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on May 7th and 28th.
- Michelle Meades met with Wendy Amireh on May 5th, 12th, 20th and 26th.
- Michelle Meades met with Sabrina Rosengren on May 8th.
- Michelle Meades met with Megan Tolman on May 4th, 6th, 12th, 13th, 20th, and 28th.
- Michelle Meades met with Victor Meza and Sabrina Rosengren on May 15th.
- Michelle Meades met with Wendy Amireh and Yesenia Baltierra on May 8th.
- Wendy Amireh attended the supervisors meetings May 8th, 12th, 13th, 20th and 27th.
- Adult Services Staff attended all staff meetings on May 5th and 19th.
- Adult Services Staff attended Adult Services meetings on May 13th and 27th.
- Wendy Amireh attended the CRP meetings on May 6th and 11th.
- Wendy Amireh and Estella Wnek met on May 5th, 18th and 27th.
- Wendy Amireh attended Kiwanis meetings on May 14th and 28th.
- Tori Maglonzo met with Wendy Amireh on May 7th and 21st.
- Wendy Amireh chaired the SLS Adult Services committee on May 12th.
- Katie Matas met with Wendy Amireh on May 7th, 14th, 21st, and 28th.
- Victor Meza met with Wendy Amireh on May 8th, 15th, 21st and 28th.
- Victor Meza attended the Teen SLS meeting on May 27th.
- Shellie McCurdy and Wendy Amireh attended Hangar Meetings on May 6th, 20th, and 27th.
- Sabrina Rosengren, Sally, Federman and Wendy Amireh met on May 7th, 14th, 21st, and 28th.
- Sabrina Rosengren met with Read, Write, Speak facilitators on May 20th.
- Sabrina Rosengren attended CLLS Network meeting on May 14th and 28th.
- Sabrina Rosengren attended SCLLN Network meeting on May 20th.
- Megan Tolman met with Wendy Amireh on May 5th and May 21st.
- Wendy Amireh, Katie Matas and Victor Meza met on May 21st.

PROFESSIONAL DEVELOPMENT

- Victor Meza completed the YALSA Building a Stronger Teen NonFiction Collection on May 14th.
- Sabrina Rosengren attended webinar "Learning Upgrade Challenge" on May 6th.
- Sabrina Rosengren attended webinar "Poetry for Learners" on May 12th.
- Sabrina Rosengren attended webinar "ESL Conversation Groups Going Online" on May 22nd.

- Sabrina Rosengren attended webinar “SCLLN Writing Workshop” on May 28th.
- Sally Federman watched ProLiteracy Distance Learning from the Field Session 3 webinar on May 14th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for May 2020

DATE: **June 15, 2020**

<u>On-line database usage</u>	May 2020	Onsite Usage 5/20	Remote Usage 5/20	May 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	1,561	0	1,561	76,995	10,107	268,943	-96%
General Reference Center	10	0	10	152	172	1,103	-84%
Biography In Context	0	0	0	55	730	3,935	-81%
Opposing Viewpoints	0	0	0	67	2,192	4,154	-47%
Consumer Reports	141	0		209	N/A	1,563	N/A
Freegal	892	0	892	885	9,046	9,818	-8%
Heritage Quest	176	0	176	61	5,318	1,193	346%
Novelist	4	0	4	4	431	456	-5%
Public Library Core Collection							
Nonfiction (staff use only)	0	0	0	0	217	219	-1%
Pronunciator	1	0	1	9	218	228	-4%
ABC Mouse	2	0	2	72	152	459	-67%
ABC Mouse - Bring Learning Home (New March 2018)	16	0		16	11	N/A	N/A
World Book Online (New February 2018)	4	0	4	3	46	N/A	N/A
Tumblebooks	368	0	368	61	2,164	823	163%
Reference USA	73	0	73	85	N/A	1,964	N/A
Enki	1	0	1	6	57	29	97%
Hoopla	2,153	0	2153	1191	13,730	12,763	8%
Overdrive e-books	2,991	0	2991	1,593	18,021	17,613	2%
Overdrive audio books	1,323	0	1323	1,198	10,803	11,327	-5%
Overdrive e-books - Placentia Advantage (New March 2018)	2,219	0	2,219	1,520	4,502	N/A	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1,105	0	1,105	1,462	4,300	N/A	N/A
Tutor.com (New September 2019)	29	0	29	N/A	N/A	N/A	N/A
Zinio	295	0	295	196	2,314	1,333	74%
TOTAL DATABASE USAGE	13,364	-	11,646	85,840	84,531	337,923	-75%

Computer & Online Resource Use					
	May 2020	May 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	262	773	5,451	9,885	-45%
Non-Placentia Residents	246	631	4,209	7,879	-47%
Total	508	1,404	9,660	17,764	-46%

Wifi Use					
	May 2020	May 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Total	2,807	4,342	18,339	22,439	-18%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **A Presentation by Mr. Dennis Yu, PARS Executive Vice President, on the Placentia Library District's Defined Contribution Plan and the CARES Act.**

DATE: June 15, 2020

BACKGROUND

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was enacted. The Act provided economic relief to employees impacted by COVID-19 and their retirement plans. The Placentia Library District has the option to allow employees to access their account during 2020 if they qualify.

Tonight Mr. Dennis Yu will present the process on accessing the defined contribution plan and what steps are to be taken by the Library Board of Trustees.

Attachment A is the presentation packet from PARS.

RECOMMENDATIONS

To be determined by the Library Board of Trustees.



Balance Sheet
PARS

PUBLIC
AGENCY
RETIREMENT
SERVICES

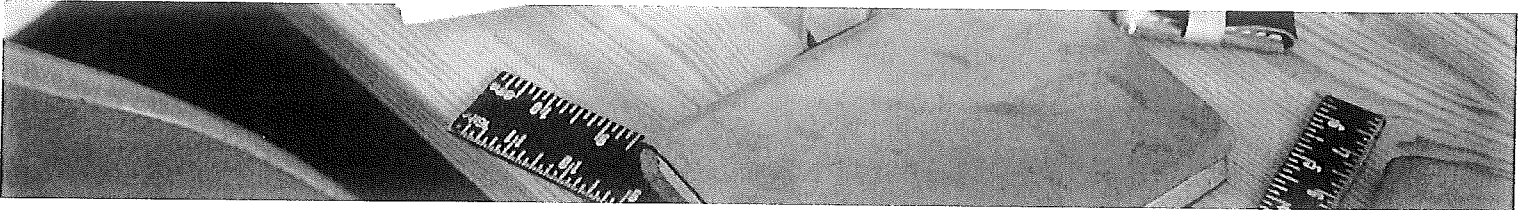
PARS

TRUSTED SOLUTIONS. LASTING RESULTS.

PLACENTIA LIBRARY DISTRICT

PARS Defined Contribution Plan

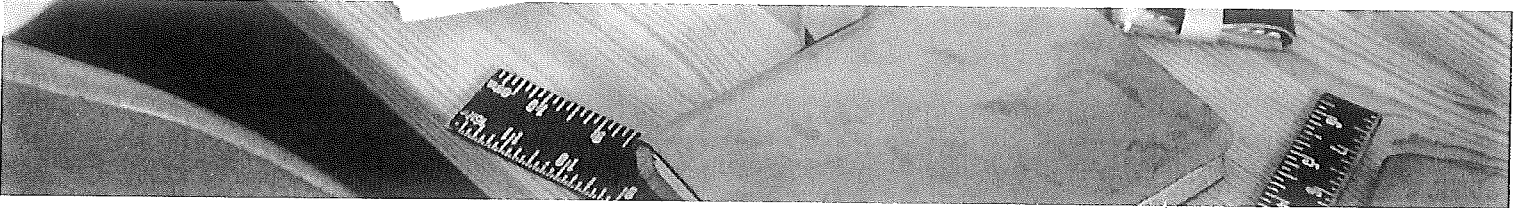
May 18, 2020



CARES ACT

- Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27, 2020
- CARES Act provides economic relief to employees impacted by COVID-19 who are participating in eligible retirement plans (such as the PARS Defined Contribution Plan)
- District will have the **option** to allow it's employees to access their PARS Defined Contribution plan account during 2020 if they are deemed a Qualified Individual
- Qualified Individual includes:
 - Someone who is diagnosed with COVID-19
 - Spouse or a dependent is diagnosed with COVID-19
 - Someone who experiences adverse financial consequences because of coronavirus-related situations such as quarantine, termination, furlough, reduction in hours, or staying home to care for children; or due to the closing or reducing hours of a business owned or operated by the individual due to coronavirus

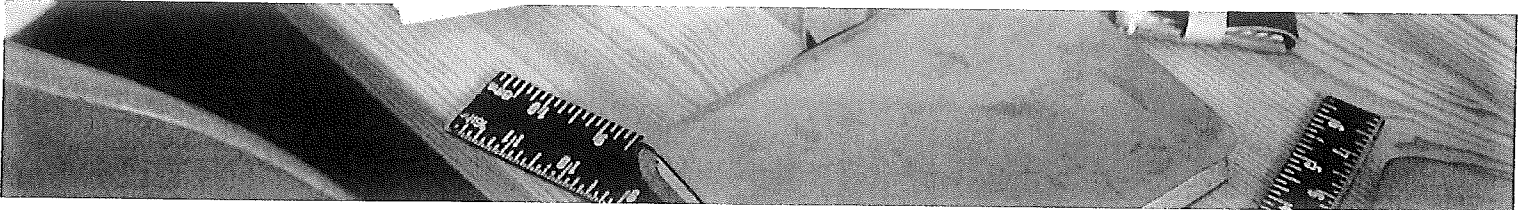
PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice. We present this information with the understanding that the District will consult with their respective counsel prior to making any CARES Act plan changes.



IMPACT TO THE EMPLOYEE

- Employees can self-certify to the District that they meet the requirement for a COVID-19 related distribution
- Can request up to \$100,000 of their vested retirement account balance in 2020
- Special tax relief is available to the COVID-19 related distribution including:
 - Taxation of the Distribution can be spread over 3 years
 - Distributions not subject to early withdrawal penalties
 - Distributions can be repaid back to the plan within 3 years

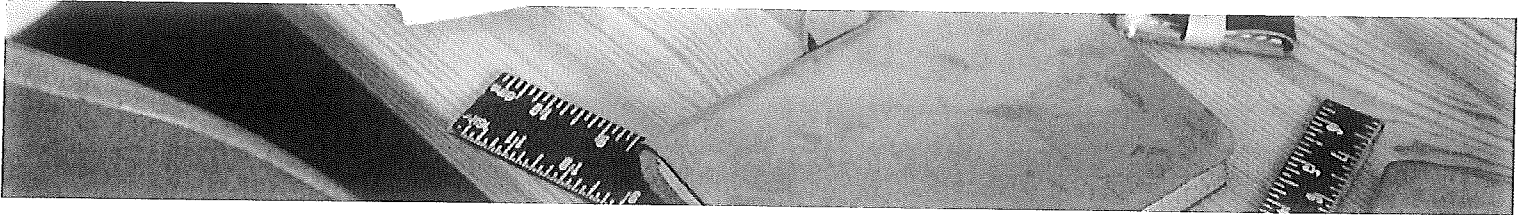
PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice. We present this information with the understanding that the District will consult with their respective counsel prior to making any CARES Act plan changes.



CONSIDERATIONS BEFORE MAKING WITHDRAWAL

- PARS Defined Contribution plan is the primary retirement plan for District employees
- Assets are intended for retirement, which could be diminished by withdrawing the assets
- If withdrawal occurs during a down-market period, it can theoretically lock in investment losses

PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice. We present this information with the understanding that the Participant will consult with their legal, tax and financial advisors prior to making any CARES Act withdrawals



NEXT STEPS

- District decides whether to enact CARES Act provisions into PARS plan
- Draft Plan Amendment provided
- If amendment is signed, special distribution form will be provided to the District
- Once the District submits a COVID-19 related distribution request, PARS will then work directly with the affected employee to facilitate the COVID-19 related distribution
- Participant has until December 15, 2020 to submit completed distribution form to PARS

CONTACTS

Dennis Yu
Executive Vice President
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dyu@pars.org

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Client Services Coordinator
(800) 540-6369 x159
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: California Special Districts Association (CSDA) 2021-2023 Board Elections, Southern Network, Seat C

DATE: June 15, 2020

BACKGROUND

Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law by President Trump on March 27, 2020. The CARES Act provides economic relief to employees impacted by COVID-19 who are participating in eligible retirement plans (such as the PARS Defined Contribution Plan). The Placentia Library District will have the option to allow its employees to access their PARS Defined Contribution plan account during 2020 if they are deemed a Qualified Individual. Qualified Individual includes someone who is diagnosed with COVID-19, spouse or a dependent is diagnosed with COVID, someone who experiences adverse financial consequences because of coronavirus related situations such as quarantine, termination, furlough, reduction in hours, or staying home to care for children; or due to the closing or reducing hours of a business owned or operated by the individual due to coronavirus

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in your Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat C. The deadline to submit a vote through the electronic system is July 10, 2020 at 5:00pm.

Four candidates have submitted candidate statements for the 2021-2023 CSDA Board of Directors in Southern Network, Seat C. The candidates are:

- Arlene Schafer (incumbent), Costa Mesa Sanitary District
- Ronald Coats, East Valley Water District
- Daniel Jagger, Beaumont-Cherry Water District
- Greg Mills, Serrano Water District

Attachments A are the candidates' information sheets and statements.

RECOMMENDATIONS

1. Select one candidate to serve on the California Special Districts Association (CSDA) 2021-2023 Board of Directors in Southern Network, Seat C.
2. Authorize by a roll call vote; and,
3. Roll call vote; and,
4. Authorize the Library Director to submit the electronic vote on behalf of the Placentia Library District in accordance to the Library Board of Trustees' votes.



California Special
Districts Association
Districts Stronger Together

2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Arlene Schafer

District/Company: Costa Mesa Sanitary District

Title: Board Secretary

Elected/Appointed/Staff: Elected

Length of Service with District: 20

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Current CSDA Board member, Legislation Committee member, Professional Development Committee member, Alliance Executive Council Committee member, Member Services Committee, Finance Committee member.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

League, California Association Sanitation Agencies (CASA)

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Orange County LAFCO Chair, Orange County Council of Governments, Independent Special Districts Orange County

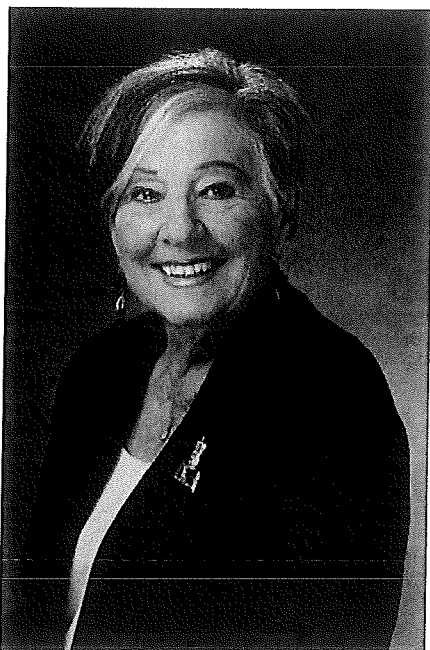
4. List civic organization involvement:

Harbor Mesa Lions, Costa Mesa Chamber of Commerce Government Association Committee

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

ELECT ARLENE SCHAFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK, SEAT C

Arlene Schafer – Secretary Costa Mesa Sanitary District



PREVIOUS EXPERIENCE

SERVING SPECIAL DISTRICTS

- ◆ OC LAFCO Chair
- ◆ CSDA Board President
- ◆ CSDA Board Vice President
- ◆ CSDA Board Secretary
- ◆ CSDA Finance Corporation
- ◆ CSDA Legislation Committee
- ◆ CSDA Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Independent Special Districts Orange County (ISDOC) Second Vice President

It has been an honor to serve as your Southern Network, Seat C representative for the past 12 years. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. I believe it is important for CSDA to continue serving as an advocate for California special districts by informing the legislature and the public of the important and essential services we provide to our communities. Furthermore, I believe it's important for special districts to demonstrate good governance that will help earn the public's trust.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. CMSD provides solid waste and wastewater collection services to over 116,000 residents residing in the City of Costa Mesa and portions of Newport Beach and the unincorporated Orange County. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence and CMSD is one of few special districts in California that received Platinum Recognition in Special District Governance.

If re-elected, I will continue to collaborate with CSDA committees to ensure you have educational opportunities to enhance special district governance and help elevate public awareness of the role we play as the form of government closest and most directly accountable to our constituents. I believe my experience, knowledge, dedication and commitment to special districts will enable me to represent you well and I am asking for your vote and support. Please vote for Arlene Schafer by **July 10, 2020.**



California Special
Districts Association
Districts Stronger Together

2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ronald L. Coats

District/Company: East Valley Water District

Title: Governing Board Member

Elected/Appointed/Staff: Elected

Length of Service with District: Six Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

* Please see attached

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

* Please see attached

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

* Please see attached

4. List civic organization involvement:

* Please see attached

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

Ronald L. Coats – 2020 CSDA Board Candidate Information Sheet

1) Involvement with CSDA

- Currently serving on the Member Services Committee and the Professional Development Committee.
- Received the Recognition in Special District Governance.
- Received my Certificate of Completion in the Special District Leadership Academy Advanced Coursework.
- Attended several workshops, webinars and conferences through CSDA.

2) State-wide Associations

1. Member of the California State Sheriff's Association (Over 30 Years)

3) Local government involvement

1. Currently serving as a Director, previously served as Vice Chair and Chairman of the Board for East Valley Water District (5 Years)
2. Currently serving as Vice Chair for the Advisory Committee on Water Policy for the San Bernardino Valley Municipal Water District (2 Years)
3. Served on the Citizens Advisory Committee for the Review of the General Plan for the City of San Bernardino (2 Years)
4. Served as a member, Vice Chair and Chairman of the Citizens Oversight Committee for the San Bernardino City Unified School District (12 Years)
5. Served as a member and Chairman of the Citizens Oversight Committee for the San Bernardino Community College District (3 Years)
6. Currently serving as a Board President for the Association of San Bernardino County Special Districts (2 Years)

4) Civic involvement

1. Donated over 36 gallons of Blood to Life Stream Blood Bank in San Bernardino and Riverside Counties
2. Member of the American Legion Post 421 in Highland, CA. (Over 35 Years)
3. Conducted "mock" job interviews to seniors at Redlands Unified School District schools (3 Years)
4. Served on the Planning and Allocations and Community Impact Cabinet committees for the Arrowhead United Way (15 Years)
5. Served in the United States Army from August of 1966 until August of 1970, attaining the rank of Staff Sergeant. Served in the United States and The Federal Republic of Germany (4 Years)
6. Served as a member and Chairman of the Ambassadors for the San Bernardino Area Chamber of Commerce (15 Years)



EAST VALLEY WATER DISTRICT

LEADERSHIP | PARTNERSHIP | STEWARDSHIP

BOARD OF DIRECTORS

David E. Smith
President

Phillip R. Goodrich
Vice President

Chris Carrillo
Director

Ronald L. Coats
Director

James Morales, Jr.
Director

John Mura, General Manager/CEO

Dear Fellow CSDA Member:

Since joining the East Valley Water District Board in 2014, I have had the pleasure of being part of a world class organization. I firmly believe in the importance of transparent government and public service. With these foundational principles, I look forward to representing this region in a professional manner, as the Southern Network, Seat B, Board of Directors representative for the California Special Districts Association (CSDA).

I am a proud member of the California Special District's Association and currently sit on the Member Services Committee and the Professional Development Committee. I am committed to active civic engagement, where I was also an ambassador for the San Bernardino Area Chamber of Commerce; Chairman of the Citizens Oversight Committee for San Bernardino Community College District; Vice Chairman of Advisory Commission on Water Policy Board for San Bernardino Valley Municipal Water District; Budget Review Committee member for the San Bernardino City Unified School District; along with being a 36 gallon plus donor to Life Stream Blood Bank; served in the United States Army; and member of many other civic organizations.

I have had the opportunity to work with a number of organizations through my involvement with CSDA, and truly believe in the importance of sharing knowledge, experiences, and lessons learned. As a lifetime member of the CSDA Leadership Foundation, I have experienced the benefits of a strong peer network firsthand. With East Valley Water District recently receiving its Gold District of Distinction Accreditation, we look forward to continuing to be an active member in the valuable organization.

As a CSDA Director, I will bring that passion for good governance and public service. I look forward to conveying local issues for discussion on a broader level and working through the challenges and opportunities facing special districts in California.

Whether it is serving in the military, participation in local organization, or representing the residents East Valley Water District, I have taken great pride in being an active member of my community. I look forward to your consideration for allowing me the opportunity to serve on the board of our special district community.

Sincerely,

Ronald L. Coats
East Valley Water District Board Member



California Special
Districts Association
Districts Stronger Together

2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Daniel K. Jagers

District/Company: Beaumont-Cherry Valley Water District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: Eight (8) years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

None

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

No

4. List civic organization involvement:

None

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

Promoted to the position of General Manager of Beaumont-Cherry Valley Water District in October 2017, Dan Jagers brings more than 25 years of professional experience to the District. Prior to this appointment, Mr. Jagers served BCVWD for more than five years as Director of Engineering, overseeing long-range planning, capital improvements, and project design on local and regional levels.

As General Manager, Mr. Jagers directs the activities of the District, moving the District toward its goals while maintaining consistency with the District's mission and vision. Mr. Jagers provides leadership based on the direction set by a five-member elected Board of Directors, manages operations, strategic planning, and policy implementation.

Mr. Jagers' experience as Director of Engineering for BCVWD garnered him the internal knowledge and proficiency to guide and manage the District. He directed and participated in Engineering Department goals and operating policies, provided direction to managers and coordinated all issues needing Board approval or policy direction from the Board of Directors.

A resident of the inland empire for more than 26 years, Dan brings local knowledge and experience to the District. He served as a Senior Engineer at Desert Water Agency, and spent 18 years in the private sector as a Senior Engineering Consultant with Krieger & Stewart, Inc. where he focused on all aspects of public facilities planning, design and construction service including full support services for small to large public infrastructure projects for water, recycled water, wastewater, storm water, site development, and street improvements. From planning, design and construction project management, Mr. Jagers' experience is high level and varied.

Dan's combination of public and private experience make him an asset to BCVWD.

Mr. Jagers graduated from Ohio State University with a Bachelor of Science in Civil Engineering. He is a Registered Civil Engineer in the State of California and has developed a reputation for trustworthiness, positivity, passion and professionalism.



California Special
Districts Association
Districts Stronger Together

2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Greg Mills.

District/Company: Serrano Water District

Title: Vice President/Director

Elected/Appointed/Staff: _____

Length of Service with District: 4 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Actively attends conference.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA-JPIA Board member - 2 years.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Orange County Sanitation District (Director 2 years); Orange

County Vector Control (Director 3 years); Villa Park City

Councilman & Mayor (4 years).

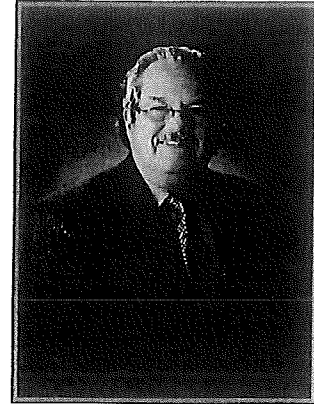
4. List civic organization involvement:

Villa Park Rotary (22 years); Indian Princess (7 years); Elks

Club (8 years).

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**

Greg Mills
Seat C CSDA
Candidate Statement



BUSINESS

- Small business owner – sixteen years
- Analytical Chemist – six years
- Process Engineer – six years
- Technical Marketing Manager – three years
- Marketing Director – three years
- Marketing Executive – five years

COMMUNITY INVOLVEMENT

- Board Member (Vice President) - Serrano Water District three years
- Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tem (one year each)
- Orange County Sanitation District - Director two years
- Orange County Vector Control District - Director three years
- ACWA-JPIA - Representative Serrano Water District
- Villa Park Family Picnic – five years
 - Chair – three years
- Eagle Scout; Camp Counselor
- Villa Park Rotary - Board member twenty-two years
 - Club President; Paul Harris Fellow; Speaker Chair
- Indian Princess YMCA - seven years
- Orange Elks Lodge – seven years

PROFFESIONAL

- American Chemical Society – thirty years
- CS Mantech – eleven years
- PDA (Parenteral Drug Association)– five years
- ISPE (International Society of Pharmaceutical Engineering – eight years
- SEMI (Semiconductor Equipment and Manufacturer Institute – nine years
- Optical Society of America – four years
- MEPTEC
- AVS (American Vacuum Society)
 - ICMCTF

EDUCATION

- B.A., Chemistry – Illinois College
 - Phi Alpha President/Vice President
- M.S., Engineering Management – Santa Clara University

PERSONAL

- Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **President Carline's Report on the Joint Use Committee Meeting.**
DATE: June 15, 2020

BACKGROUND

The Joint Use Committee met on June 4, 2020 through Zoom. Present were President Carline, Trustee Martin, Library Director Contreras, Mayor Smith, Councilmember Green, City Administrator Arrula, Police Chief Lenyi, Captain Butts, Public Works Director Estevez, and Administrative Assistant Stolze.

President Carline will provide a report on the meeting.



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