AGENDA



PLACENTIA LIBRARY DISTRICT **BOARD OF TRUSTEES BUDGET WORK SESSION**

March 15, 2021 5:00 p.m. Placentia City Community Room 401 E. Chapman Avenue Placentia, CA 92870

Call-in Number: (669) 900-6833 Meeting ID: 850 1206 7452 Password: 046086

Mission	Statement:
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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

Call to Order

Library Board President

2. Roll Call Recorder

Adoption of Agenda 3.

> 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).

BUDGET WORK SESSION

5. Discuss and review the proposed Fiscal Year 2021-2023 Budget.

ADJOURNMENT

- 6. Agenda Preparation for the April Date Meeting which will be held on April 19, 2021 unless re-scheduled by the Library Board of Trustees.
- 7. Review of Action Items.

 No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 8. Adjourn

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 15, 2011 Budget Work Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 11, 2021.

Alyssa Stolze, Administrative Assistant



AGENDA

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

March 15, 2021 6:30 p.m. Placentia City Community Room 401 E. Chapman Avenue Placentia, CA 92870

Call-in Number: (669) 900-6833 Meeting ID: 850 1206 7452 Password: 046086

Mission	Statement:
TATESSITAL	Statement.

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PLEDGE OF ALLEGIANCE

Library Board President

CALL TO ORDER

Call to Order

Library Board President

Roll Call 2.

Recorder

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

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TRUSTEE & ORGANIZATIONAL REPORTS

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.

- Library Director Report 7.
- Placentia Library Friends Foundation Board of Director's Report 8.

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)

Minutes of the February 16, 2021 Library Board of Trustees Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

- Check Register for February 2021. (Receive & File and Approve)
- FY2020-2021 Cash Flow Analysis through February 2021; the Schedule of Anticipated Property Tax 11. Revenues for FY2020-2021 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

- Financial Reports for February 2021 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
- 13. Balance Sheet for February 2021. (Receive & File)
- Acquisitions Report for February 2021. (Receive & File) 14.
- 15. Entrepreneurial Activities Report for February 2021. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 - 18)

- Personnel Report for February 2021. (Receive, File, and Ratify Appointments)
- 17. Circulation Report for February 2021. (Receive & File)
- Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

STAFF REPORTS (Items 19 – 22)

- 19. Administration Report for February 2021.
- 20. Children's Services Report for February 2021.

- Adult Services Report for February 2021. 21.
- Placentia Library Web Site & Technology Report for February 2021. 22.

PRESENTATION

- Presentation of Fiscal Year 2019-2020 Financial Audit from White, Nelson, Diehl, Evans Firm.
- Presentation of the Post-Installation Measurement and Verification Report Performance December 19th, 2017 -24. January 31st, 2021 by Mr. Marcus J. Lee from Johnson Controls, Inc.

NEW BUSINESS

- Adoption of Resolution 21-01: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County Nominating Board Secretary Gayle Carline to the Office of the 2nd Vice President on the Independent Special Districts of Orange County Executive Committee.
- Review of the Independent Districts of Orange County (ISDOC) Appointments. 26.
- California Special District Association (CSDA) Board of Directors Call for Nominations for Seat A. 27.
- Presentation of Recommended Strategic Plan by the Ad Hoc Strategic Planning Committee. 28.
- Adoption of Vaccination Policy 2185. 29.
- Execution of the Operational Area Agreement of the County of Orange and Political Subdivisions. 30.
- Review of Phase 2 Building Capacity and Updates. 31.
- Report of the Joint-Use Committee Meeting by President Martin. 32.

ADJOURNMENT

- Agenda Preparation for the April Date Meeting which will be held on April 19, 2021 unless re-scheduled by the Library Board of Trustees.
- Review of Action Items. 34. No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 35. Adjourn

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the March 15, 2021 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 11, 2021.

Alyssa Stolze, Administrative Assistant



PLACENTIA LIBRARY DISTRICT UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES FEBRUARY 16TH, 2021

CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 16th, 2021 at 6:35 p.m.

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

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

AYES:

Martin, Carline, Dahl, Shioura, Shkoler

NOES:

None

ABSENT:

None

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the new trustee board book training, the Joint Use Committee Meeting, CLA Presentation meeting, and the Financial Partner's Credit Union finance meeting. Additionally, President Martin has continued meeting with her literacy learner, has been volunteering at Charity's Closet and participated in a virtual 5k on behalf of the Financial Partner's Credit Union. Moreover, President Martin had her Board of Trustee portrait taken.

TRUSTEE &
ORGANIZATIONAL
REPORTS

Secretary Carline attended the Joint Use Committee Meeting, Strategic Planning Committee meeting, and CLA Presentation Meeting. Secretary Carline also had her Board of Trustee portrait taken.

Trustee Dahl attended the new trustee board book training, the PLFF Board Meeting, and had her Board of Trustee portrait taken.

Trustee Shioura attended the Strategic Planning Committee Meeting.

Trustee Shkoler had his Board of Trustee portrait taken.

LIBRARY DIRECTOR REPORT Library Director Contreras reported on her activities on the CLA Conference Marketing Committee in addition to assisting with shelving, sorting and relabeling while in the office. Library Director Contreras also attended the Joint Use Committee meeting, the new trustee board book training, and the PLFF Board Meeting.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the 2022 Author's Luncheon planning, increase in bookstore sales through the Honor Box, fundraising opportunities, PLFF ideas for opportunity drawings, and attended a volunteer meeting with library staff to discuss the potential for teen volunteers' and PLFF.

CONSENT CALENDAR

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

AYES:

Martin, Carline, Dahl, Shioura, Shkoler

NOES: ABSENT:

None None

MINUTES FOR JANUARY 20, 2020 UNUSUAL DATE MEETING. The minutes for the January 21st, 2021 Unusual Date Board Meeting were received, reviewed and filed (Item 9).

AYES:

Martin, Carline, Dahl, Shioura, Shkoler

NOES:

None

ABSENT:

None

CASH FLOW ANALYSIS

AND

TREASURER'S REPORTS

Check Registers for January 2021 (Item 10)

Fund 707 Balance Report for January 2021 (Item 11)

Financial Reports through January 2021 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 January 2021 (Item 13) Acquisitions Report for January 2021 (Item 14) Service Revenue Report for January 2021 (Item 15)

GENERAL CONSENT REPORTS

Personnel Report for January 2021 (Item 16) Circulation Report for January 2021 (Item 17)

Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for January 2021 (Item 19) Children's Services Report January 2021 (Item 20) Adult Services Report for January 2021 (Item 21)

Placentia Library Website Technology Report for January 2021 (Item 22)

FOURTH HEARING ON DISTRICT-BASED ELECTIONS WITH PRESENTATION OF A PROPOSED MAP.

In August of 2020 the Board of Trustees ("Board") adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board held two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections with the third and fourth hearing presenting the proposed map.

After a discussion with the City of Placentia regarding a possible change in the districting of their map based on the upcoming Census results at the Joint Use Committee Meeting, it was recommended by Library Director Contreras to table the district-based election mapping process and continue once the City provides an update on their new map. The Board discussed the recommendation in length, and it was motioned by Secretary Carline and seconded by Trustee Shkoler to table the discussion on district-based elections and direct staff to report to the Board at its meeting in March on the status of the City's revision of its map. A roll call vote was taken:

AYES:

Martin, Carline, Dahl, Shioura, Shkoler

NOES:

None

ABSENT:

None

REVIEW THE CIVIC CENTER EVENT CALENDAR.

Library Director Contreras presented the current City Calendar of Events inclusive of Library events through the end of the 2021 Calendar Year. Assistant Library Director Baltierra reported out on the ongoing monthly event meetings with the City of Placentia and Placentia Police Department, the concerns regarding the parking lot, and how the City is looking into other locations for events to have as little impact to the Civic Center Parking Lot as possible. Any updates to the event calendar will be provided by the City and presented to the Board of Trustees. No action was taken at this time.

STRATEGIC PLANNING COMMITTEE REPORT.

At the January 20th, 2021 Board Meeting, the Strategic Planning Ad Hoc Committee was created inclusive of Trustee Shioura, Secretary Carline and Assistant Library Director Baltierra. The committee presented their progress to the Board, inclusive of staff feedback provided from Staff Development Day and items to add, such as bilingual signage, technology focus, and types of programs. Moreover, it was suggested to have the Strategic Plan be 5 years to ensure goals that may not be included in the 2021-2023 budget cycle are still included. No action was taken at this time.

DISCUSS TRUSTEE SHIOURA'S INTEREST IN SERVING ON THE ISDOC WEBSITE SUBCOMMITTEE.

At the January 5, 2021 Independent Special Districts of Orange County (ISDOC) Executive meeting, the committee reviewed the organization's website with discussions on improving it. At the meeting, Trustee Shioura had expressed interest in assisting ISDOC with the website as his background is in IT. Trustee Shioura presented the Board with his interest and request to serve on the ISDOC Website

Subcommittee. It was motioned by Secretary Carline to support Trustee Shioura's interest to assist ISDOC with their website and provide a monthly report to the Board of Trustees. This motion was seconded by Trustee Dahl. A roll call vote was taken:

AYES:

Martin, Carline, Dahl, Shioura

NOES: ABSENT: Shkoler None

NOMINATION FOR ISDOC EXECUTIVE COMMITTEE 2ND VICE PRESIDENT VACANCY.

Library Director Contreras presented the notice provided by the Independent Special Districts of Orange County (ISDOC) calling for candidates for the 2nd Vice President vacancy. Both Secretary Carline and Trustee Shioura noted interest in the nomination and why they felt they would best represent the Placentia Library District at ISDOC. A roll call vote was taken for the Board to nominate Secretary Carline and for the Library Director to submit her nomination to ISDOC:

AYES:

Martin, Carline, Dahl, Shkoler

NOES:

Shioura

ABSENT:

None

A roll call vote was taken for the Board to nominate Trustee Shioura and for the Library Director to submit his nomination to ISDOC:

AYES:

Shioura

NOES:

Martin, Carline, Dahl, Shkoler

ABSENT:

None

DISCUSS A POSSIBLE VACCINATION POLICY.

Library Director Contreras presented the draft Vaccination Policy to the Board of Trustees. After an in length discussion, edits, and the request to include an addendum of understanding, it was determined by the Board of Trustees to have the Vaccination Policy Final Draft presented at the March Board Meeting. No action was taken at this time.

JOINT-USE COMMITTEE UPDATE.

President Martin provided a report on the February 4th, 2021 Joint Use Committee Meeting, inclusive of the City's plan to redistrict their election map based on the upcoming Census results, the mid-year budget numbers being higher than anticipated, and upcoming developments and goals to create a Community Center. The City also provided Library Director Contreras with their demographer's information. The next meeting is scheduled for Thursday, March 4th, 2021.

REVIEW OF ACTION ITEMS

The next Board Meeting will be on March 15th, 2021 at 6:30 p.m. with a 5:00 p.m. Work Session in the City of Placentia's City Meeting Room.

ADJOI	IRNI	MENT

The Board of Trustees Unusual Date Meeting of February 16th, 2021 was adjourned at 7:55 p.m.

Jo-Anne Martin, President Library Board of Trustees Gayle Carline, Secretary Library Board of Trustees



Placentia Library District Check Register February 2021

Date	Ref No.	Payee	Memo	Payment	Туре
02/03/2021	11539	Placentia Library District	For payroll on 02/17/21	55,000.00	Check
02/03/2021	11540	Placentia Library District	For payroll on 03/03/21	55,000.00	Check
02/04/2021	11541	Placentia-Yorba Linda Unified School Dist	Trustee business cards & COVID signage	55.03	Bill Payment
02/04/2021	11542	Cintas	Cleaning Supplies	625.54	Bill Payment
02/04/2021	11543	Baker & Taylor	Books	6,220.13	Bill Payment
02/04/2021	11544	Midwest Tape	Audiobooks/DVDs	902.52	Bill Payment
02/04/2021	11545	Estrada's Carpet Cleaning	Carpet Cleaning Jan 2021	2,500.00	Bill Payment
02/04/2021	11546	SoCalGas	SoCal Gas Service 12/17/20-01/19/21	34.28	Bill Payment
02/04/2021	11547	Pitney Bowes Purchase Power	January 2021 Postage	777.99	Bill Payment
02/04/2021	11548	Johnson Controls Security Solutions	Recurring Service 02/01/21-04/30/21	881.46	Bill Payment
02/04/2021	11549	Time Warner Cable	Service from 01/12/21-02/11/21	67.06	Bill Payment
02/04/2021	11550	Golden State Water Company	Water service for 12/21/20-01/20/21	383.71	Bill Payment
02/12/2021	11585	Placentia Library District	For payroll on 3/31/21	55,000.00	Check
02/17/2021	11551	Placentia Library District	For payroll on 3/17/21	55,000.00	Check
02/18/2021	11552	Capitol Door Services	PM Service Quarterly 1 of 4 (remaining balance) Door Quarterly Service 2 of 4	247.80	Bill Payment
02/18/2021	11553	Bear State	HVAC Maintenance (1 of 4) YR 2021	871.71	Bill Payment
02/18/2021	11554	Brea Trophy and Engraving	Plaques for Board of Trustees	47.01	Bill Payment
02/18/2021	11555	Baker & Taylor	Books	1,358.81	Bill Payment
02/18/2021	11556	Cintas	Cleaning Supplies	201.50	Bill Payment
02/18/2021	11557	Alex Moving	Furniture Storage due to COVID-19 Guidelines Jan 2021	360.00	Bill Payment
02/18/2021	11558	Venessa Faber	SRP: STAR WARS Lego Prize	70.03	Bill Payment
02/18/2021	11559	UMPQUA BANK	12/31/20-1/31/21 CC Charges	5,300.05	Bill Payment
02/18/2021	11560	Placentia Round Table Women's Club	Yesenia Baltierra 2021-2022 Membership Renewal	45.00	Bill Payment
02/18/2021	11561	Midwest Tape	Audiobooks/DVDs	4,559.27	Bill Payment
02/18/2021	11562	Republic Services	Trash service for 01/01/21-01/31/21	156.02	Bill Payment
02/18/2021	11563	SDRMA	Ancillary Coverage March 2021 Medical Benefits for March 21	26,478.02	Bill Payment
02/18/2021	11564	Southern California Edison	Electricity service for 12/31/20-02/01/21	2,056.89	Bill Payment
02/18/2021	11565	Glasby Maintenance Supply	Cleaning Supplies	268.85	Bill Payment
02/18/2021	11566	CALNET3	1/2/21-2/1/21 Internet Service	184.20	Bill Payment
02/18/2021	11567	City of Placentia	City of Placentia Jan 21 and Feb 21 invoices combined.	3,719.61	Bill Payment
02/18/2021	11568	Placentia-Yorba Linda Unified School Dist	Book Return Posters	16.97	Bill Payment
02/18/2021	11569	Arcelia Janitorial Service	1/1/21-1/31/21 Janitorial Services	2,776.00	Bill Payment
02/18/2021	11570	CliftonLarsonAllenLLP	Interim billing on audit of the District's financial statement for the year ended June 30, 2020 & First and final billing on preparation of state controller's report for the year ended June 30, 2020	4,300.00	Bill Payment

285,465.46



 \mathbb{TO} :

Jeanette Contreras, Library Director

FROM:

Fernando Maldonado, Business Manager

SUBJECT:

Fund Balance Report through February 2021 for Placentia Library District Fund

9LX with Orange County Treasurer

DATE:

March 15, 2021

Fiscal Year	2020-2021
7/31/2020	790,798.96
8/31/2020	791,646.81
9/30/2020	792,427.94
10/31/2020	793,212.36
11/30/2020	793,942.94
12/31/2020	794,595.92
1/31/2021	795,201.11
2/28/2021	795,749.02
3/31/2021	
4/30/2021	r •
5/31/2021	
6/30/2021	

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



TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Financial Reports through February 2021 for the Placentia Library District

Accounts on Deposit with the Orange County Treasurer and the Placentia Library

District General Ledger

DATE:

March 15, 2021

Summary of Cash and Investments as of February 28, 2021

Cash with Orange County Treasurer Fund 9LX	\$795,749.02
General Fund Checking – Bank of the West	\$1,075,264.04
General Fund Savings – Bank of the West	\$241,916.97
(Impact Fees in Savings – Restricted)	\$53,308.54
Payroll Checking – Wells Fargo Bank	\$58,701.29
Total Cash and Investments	\$2,171,631.32

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.

Nuch Contras

Jeanette Contreras

Library Director



PLACENTIA LIBRARY DISTRICT EXPENDITURES REPORT February 28, 2021 66.66% of the year completed.

SALARIES & EMPLOVEE		TOTAL TION	AFFROFKIALIONS	FXPENIDED	TIMETOTION	and a little
		BENEFITS		OTTOWN THE	CONNEINI	KEMAINDEK
5010, 5020	Salaries & Wages	səß	1.470.812	907 579	090	CCC CF & 0.00
5030	Retirement		64.143	30.120	0.00	94/3,233
5040	Unemployment Insurance	t Insurance	2,500	0	0.00	\$54,023
5050	Health Insurance	eo	289.038	182 987	0.00	\$2,500
5064	Dental Insurance	eo	17,796	8 775	0.03	\$100,031
2060	Life Insurance		9.420	3 179	0.49	\$9,071
2066	AD & D Insurance	ance	6.172	4 186	0.50	\$0,241
2068	Vision Insurance	ece	3.541	1 819	0.08	\$1,980
5090	Education Ass.	Education Assistance Program	5.000	0	10.0	\$1,722
5070	Workers' Com	Workers' Compensation Insurance	16,252	8 408	0.00	\$5,000
	TOTAL		\$1 884 674	\$1.227.004	20.0	++0'/9
SERVICES & SUPPLIES	1		t 20,000,000	41,437,004	0.66	\$647,670
5100	Communications	Su Su	11 000	600 9		186 5.00
5170	Household Expenses	oenses	11,000	0,093	0.55	\$4,907
5099	Liability Insurance	nnce	23,000	11,512	0.46	\$13,488
5205	Maintenance Expense	xpense	20,000	26,788	1.22	(\$4,788)
5210, 5220-5280, 5160, 5180	Maintenance F	5180 Maintenance, Buildings & Improvements	20,000	8,521	0.42	\$11,679
5290	Membershins		000,06	65,186	0.72	\$24,814
5300-5350	Office Expenses & Postage	S & Postage	11,000	6,938	0.63	\$4,062
5400	Prof/Specialized Services	ed Services	85,000	35,297	0.42	\$49,703
5495, 5900, 5910, 5920, 5921 Programs	Programs		202,000	105,848	0.52	\$96,152
5500	Doolea'll ibee	764-1-1-	20,000	28,757	0.58	\$21,243
2000	DOOKS/LIDIATY Materials	Marerials	, 223,213	118,870	0.53	\$104,343
0000	Meenngs/Profe	Meetings/Professional Development	25,000	5,335	0.21	\$19,665
3700	Mileage/Parking	ති	1,000	74	0.07	906\$
2800	Utilities		35,000	4,918	0 14	\$30.082
7000	COVID-19		20.000	6 145	0.31	013 865
	TOTAL		\$ 0000 m	0470,000	10.0	012,033
			0.000	4450,062	0.52	\$390,131
	OPERATIL	OPERATING EXPENSES	T00 10T C3	200 400 400		
FIXED ASSETS'& TAXES			100,101,010	97,007,000	0.62	\$1,037,801
1320	Equipment & Furniture	urniture	\$10.000	1		6
6100	Taxes and Assessments	ssments	000 063	2020	00.00	\$10,000
	TOTAL		000000000000000000000000000000000000000	005,5	0.47	\$10,614
			000,004	7,380	0.31	\$20,614
CAPITAL PROJECT						
*5211	Renovation	,	C			
	ECE		OA.			\$0
TOTALI I ATOM	IOIAL		\$0			80
TOTAL BUDGET			\$2,734,887	\$1,676,471	0.61	\$1,058,416
*Mathematically unable to divide by zero. Dividing by zero provides a null value	ride by zero. Div	and policy of the policy of th				

PLACENTIA LIBRARY DISTRICT YTD REVENUE REPORT As of February 28, 2021

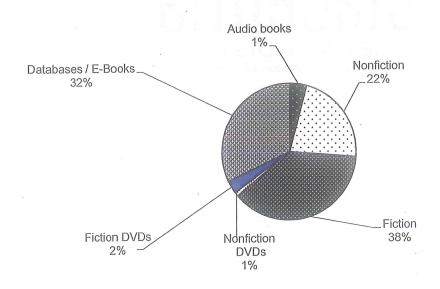
	11																															
PERCENT % RECEIVED	707.70	82.7%			48.7%	1		123.5%	48.9%		9.3%	1	%0.99		79.5%	79.5%		246.9%	%0.0	123.5%			44.0%		30.2%	34.2%		32.5%	36.4%	782 287	02.1.70	0% 126.6%
BALANCE	(CV	(13.340)	0	0	(33,368)	_	996	4,354	(5,021)	80	(60,832)	0	(849,321)		(1,738)	(1,738)	200	29,385	(20,000)	9,385		0	(14,000)	2,372	(10,477)	(98,748)	0	(1,350)	(122,202)	(988 666)	(000,000)	(150,000.00) 5,321.22
YTD ACTUAL		63.978		1	31,644	_	996	22,912	4,814	80	6,201	•	1,645,066		6,762	6,762		49,385		49,385		1	11,000	2,372	4,523	51,252		650	69,798	1 706 331	0000	25,321
BUDGET	2 256 634	77.318	0	0	65,012	0	0	18,558	9,835	0	67,033	0	2,494,387		8,500	8,500		20,000	20,000	40,000		0	25,000	0	15,000	150,000	0	2,000	192,000	2 734 887	50.	150,000
Acct # DESCRIPTION	PROPERTY TAX REVENUE 4010 Property Tayes - Current Secured	Property T		Property T	Property T	Property T	* 4070 Interest on Unapport Tax		4090 Taxes Special Dist Augmentation			* 4191 Asset Sales of the Placentia Successor Agency	Sub Total	INTEREST REVENUE	4600 Interest	Sub Total	GRANT REVENUE	4421	4230 Other Grants	Sub Total	S REVENUES	* 4420 Newsletter Ads	4410 PLFF Grants	4414,4400		4330	* 4340 Meeting Room Fees	4350 Test Proctor	Sub Total	TOTAL REVENUES YTD FOR FY 20121.		4440 Reserves (Centennial Renovation) 4500 Impact Fees

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

Placentia Library District

ACOUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH FEBRUARY 2021

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
Total Fiction	\$43,441	2677	\$50,083	2235
Total Non-Fiction	\$25,482	1425	\$32,158	1438
Total Databases / E-Books	\$36,898	532	\$44,415	201
Total Audio Books	4,803	358	\$4,533	97
Total Educational DVDs	\$1,055	28	\$1,446	49
Total Entertainment DVDs	\$3,616	379	\$,675	133
Total Library of Things	\$0	0	\$0	0
YTD TOTAL MATERIALS	\$115,295	4801	\$138,310	4153
Budget	\$223,213		\$265,183	
% Spent YTD	52%		52%	





TO:

Jeanette Contreras, Library Director

FROM:

Fernando Maldonado, Business Manager

SUBJECT:

Service Revenue Activities Report for February 2021

DATE:

March 15, 2021

Net Revenue Summary for February 2021

			YTD	YTD
	Feb-21	Feb-20	2020-2021	2019-2020
Passport	7,945	26,110	42,335	110,731
Passport Photos	1,728	4,104	8,916	19,416
Test Proctor	100	350	650	2,250
Fines & Fees	724	1,376	4,523	30,429
Meeting Room	0	80	0	770
TOTAL	10,497	32,020	56,424	163,596



TO:

Jeanette Contreras, Library Director

FROM:

Fernando Maldonado, Business Manager

SUBJECT:

Personnel Report for February 2021

DATE:

March 15, 2021

			YTD	YTD
	Feb-21	Feb-20	2020-2021	2019-2020
Separation	0	0	0	2
Retirement	0	0	1	0
Appointments	0	0	1	7
Open Positions	*1	0	1	5
Workers' Compensation Leave	0	0	0	0
Total	1	0	3	14

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

* Children's Supervisor, Public Services

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



TO:

Jeanette Contreras, Library Director

FROM:

Yesenia Baltierra, Assistant Library Director

SUBJECT:

Circulation Activity Report for February 2021

DATE:

March 15, 2021

1 D-1 01				1
Feb-21	Feb-20	Y-T-D	Y-T-D	Y-T-D
		2020-21	2019-20	% change
190	2,366	1,534	4,900	-68.7%
12,961	17,469	83,676	155,944	-46.3%
11622	7355	21,650	14,416	50.2%
24,583	17,469	164,826	163,005	1.1%
4,998	9,702			
6,623	25,487	39,181	179,454	-78.2%
55,185	53,135			
1,888	1,755	11,810	10,354	14.1%
1,063	1,745			-20.0%
4	9	25		19.0%
222	168	1,627	2,844	-42.8%
1,051	2,040	7,017		-40.8%
14	15	67	193	-65.3%
279	574	2,595	2,644	-1.9%
137	302	583	1,210	-51.8%
6,523	8,338	28,488	31,478	-9.5%
1,469	1,595	5,334		-0.9%
0	2	85	52	63.5%
13	17	1,031		-69.9%
298	711	1,377		-51.6%
le.				
Application of the control of the co	-			
	12,961 11622 24,583 4,998 6,623 55,185 1,888 1,063 4 222 1,051 14 279 137 6,523 1,469 0 13	12,961 17,469 11622 7355 24,583 17,469 4,998 9,702 6,623 25,487 55,185 53,135 1,888 1,755 1,063 1,745 4 9 222 168 1,051 2,040 14 15 279 574 137 302 6,523 8,338 1,469 1,595 0 2 13 17 298 711	190 2,366 12,961 17,469 11622 7355 24,583 17,469 4,998 9,702 6,623 25,487 55,185 53,135 1,888 1,755 1,063 1,745 4 9 222 168 1,051 2,040 7,017 14 15 67 279 574 137 302 583 1,469 1,595 0 2 13 17 298 711 1,534 83,676 83,676 164,826 164,826 39,181 11,810 7,450 25 1,627 7,017 57 2,595 533 28,488 1,469 1,595 3,334 1,031 1,031 1,377	190 2,366 12,961 17,469 11622 7355 24,583 17,469 4,998 9,702 6,623 25,487 55,185 53,135 1,888 1,755 1,063 1,745 4 9 222 168 1,051 2,040 14 15 6,523 8,338 1,469 1,595 0 2 13 17 298 711

PATRON COUNT

Feb-21	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00					1			. 0
10:00			248	196	129	184	249	1006
11:00			178	158	146	175	205	862
12:00		•	191	141	120	143	210	805
1:00			170	170	95	168	222	825
2:00			206	219	204	178	182	989
3:00			261	188	216	211	169	1045
4:00	Re- Bi- waters was		268	178	174	104	157	881
5:00					V 100 V 1			0
6:00								0
7:00								0
DAY	2005						10103	
TOTALS	0	0	1522	1250	1084	1163	1394	6413
		Gate Count					- '	
February	February	Y-T-D	Y-T-D	Y-T-D		Hours	Average	Server and the server
2021	2020	2020-21	2019-20	% change	e de la companya del companya de la companya del companya de la co	Open	PerHour	Parameter and Mark the talk takens
6,413	25,487	36,892	112,147	-67%		112	57.3	nt via voindeerd v.v.vaes v.
					ор	en: 20 day	S	
	Outside Ga	ite Counts		******				
Adult/Tee	n Programs							
Children P	nildren Programs				Library /			
curbside			210		6,623			
Meeting Ro	oom Rentals	5		E SE SE SESSES				
TOTAL			210					

Passport Count

	-		PAS	SSPORTS		-		
February 2021	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			4	8	1	11	20	44
11:00			8	5	8	13	20	54
12:00			5	7	7	10	20	49
1:00			7	12	7	14	19	59
2:00		4.7	6	11	9	11	17	54
3:00	100		8	12	11	DESCRIPTION OF THE PROPERTY OF	. 10	53
4:00								0
5:00							10.00	0
6:00								0
7:00								0
DAY TOTALS	0	0	38	55	43	71	106	313
		Feb	Feb	Y-T-D	Y-T-D	Y-T-D		
		2021	2020	2020-21	-	% change		٠,٠,
	-	313	687	1311	3238	-147%		

ACHIEVEMENTS

- Laura assembled 50 STEAM kits and 98 children's craft kits.
- Tim assisted the CLA Conference marketing committee on behalf of the California Library Association and is assisting on social media and graphics to promote the virtual conference.

MEETINGS

- Angie and Estella had a one-on-one via zoom on February 23rd.
- Laura and Estella had a one-on-one via zoom on February 9th.
- Estella and Wendy had a meeting February 12th.
- Estella attended the daily huddles on February 5th, 6th, 9th, 10th, 11th, 19th, 20th, 23rd, 24th, & 25th.
- Angie, Erich, and Estella attended the All-Staff meeting via Zoom on February 17th.
- Angie, Laura, Eric, and Estella attended the weekly Zoom huddles on February 5th, 12th, 19th, & 26th
- Angie, Laura attended the daily huddles on February 2nd, 3rd, 4th, 12th, 13th, 16th, 17th, 18th, 26th, & 27th.
- Tim had a Zoom technology meeting with Jon on February 4th & 18th.
- Tim had a Zoom meeting with Yesenia on February 26th.

PROFESSIONAL DEVELOPMENT

None



TO:

Jeanette Contreras, Library Director

FROM:

Fernando Maldonado, Business Manager

SUBJECT:

City of Placentia - Shared Maintenance Costs through February 2021

DATE:

March 15, 2021

CITY OF PLACENTIA INVOICES

PERIOD COVERED 7 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	АТ&Т	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20	12/15/2020	0.00	1,600.40	499.20	9.28	0.00	2,108.88
Jan-21	* *	*	*	*	*	*	0.00
Feb-21	2/10/2021	0.00	3,200.80	499.20	19.61	0.00	3,719.61
Mar-21							0.00
Apr-21							0.00
May-21					,		0.00
Jun-21							0.00
	TOTAL	\$0.00	\$16,004.00	\$1,996.80	\$64.98	\$0.00	\$18,065.78

* City Billing Not Received

PERIOD IN FY 2019-2020 Jul-19 Aug-19 Sep-19	INVOICE DATE 8/19/2019 9/17/2019 *	SO. CAL EDISON 0.00 0.00	TURF (Merchants) 1,492.67 1,492.67	GROUNDS (SA Aquatics) 0.00 232.80	AT&T 10.70 0.00	FACILITY MAINT 0.00 0.00	TOTAL 1,503.37 1,725.47 0.00
Oct-19	10/22/2010	0.00	1 400 67				
	10/23/2019	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	0.00
Dec-19	12/12/2019	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20	1/15/2020	0.00	0.00	338.71	8.95	0.00	347.66
Feb-20	2/18/2020	0.00	1,600.40	748.80	8.89	1,946.88	4,304.97
Mar-20	3/13/2020	0.00	3,200.80	249.60	8.68	0.00	3,459.08
Apr-20	4/20/2020	0.00	1,600.40	0.00	17.36	1,300.29	2,918.05
May-20	*	*	*	*	*	*	0.00
Jun-20	6/24/2020	0.00	0.00	748.80	17.35	12,682.05	13,448.20
	TOTAL	\$0.00	\$14,080.41	\$2,784.31	\$100.30	\$20,093.82	\$37,058.84



TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Administration Report for February 2021

DATE:

March 15, 2021

Meetings:

- Board of Trustees Meeting: February 16th

- All Staff Meeting: February 17th

- PLFF Meeting: February 8th

- SLS Children's Meeting: February 3rd
- 2021 CLA Monthly Conference Chairs Meeting: February 3rd
- Management Meeting: February 3rd, 17th, & 25th
- Library Impact Fees Meeting: February 4th
- Joint Use Meeting: February 4th
- My Leadership Journey with Jayanti Addleman: February 5th
- Weekly Huddles: February 5th, 12th, 19th, & 26th
- ICMA Presentation Meeting: February 9th
- Tour of IT Infrastructure with Trustee Shioura: February 9th
- Placentia Collaborative Meeting: February 9th & 16th
- Arcelia Janitorial Cleaning Services Meeting: February 10th
- Board Book Orientation: February 10th
- One on One Staff Meeting: February 10th, 11th, 12th, 14th & 18th
- Santiago Executive Council Meeting: February 16th
- California Public Library Directors Networking Conversation: February 16th
- Aflac Benefits Presentation: February 17th
- CLA Finance Committee Meeting: February 17th
- All Paid Meeting: February 18th
- "We're Open" Presentation Planning Meeting: February 18th
- Eggcitement Planning Meeting with City of Placentia: February 18th
- CALL Task Force Meeting: February 19th
- Events Meeting with City of Placentia: February 22nd
- CLA Board of Director's Meeting: February 22nd
- CLA Marketing Committee Meeting: February 23rd
 Beanstack Demo Meeting: February 24th
- Library & City of Placentia Follow Up Meeting: February 24th
- PLFF Opportunity Drawing Meeting: February 24th
- Supervisor Meeting: February 24th
- Newsletter Review Meeting: February 24th & 26th
- CSDA Meeting with Congresswoman Young Kim's Representative: February 25th
- Meeting with District Attorney Spitzer's Representative: February 25th

Facilities:

- Vertical Lock & Door: February 4th
- QMH Quality Material Handling Inc.: February 4th Dick's Lock & Safe: February 9th

Training/Workshops/Conference:

Library Director Crash Course Part 2 & 3: February 2nd & 8th

Events:

N/A

TO:

Jeanette Contreras, Library Director

FROM:

Yesenia Baltierra, Assistant Library Director

SUBJECT:

Children's Services Report for February 2021

DATE:

March 15, 2021

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	February	February	February	February	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2021	2021	2020	2020	2020-21	2020-21	2019-20	2019-20		
Storytime	10	2,632	34	1,151	64	20,796	164	6,322	-60.98%	228.95%
Educational	0	0	14	79	3	1,490	60	878	-95.00%	69.70%
Reading	0	0	1	30	7	1,456	9	1,161	-22.22%	25.41%
Seasonal	1	206	0	0	10	4,109	5	884	100.00%	364.82%
Totals	11	2,838	51	1,269	86	27,851	269	8,514	-68.03%	227.12%

Reference/Computer Usage Statistics

	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2020-21	2019-20	% change
Reference—in person	123	375	668	2,902	-76.98%
Referencetelephone	2	8	157	84	86.90%
Total Reference	125	383	825	2,986	-72.37%
Children's computer usage	84	546	211	2,773	-92.39%

ACHIEVEMENTS

- Lori Worden created and conducted the Crafternoons program on FB Live on Tuesday, February 9.
- Ana Balderas created and conducted two Luna, Luna Bilingual Storytime programs on February 3rd and 17th.
- Ana Balderas created and launched a new educational program, Spring into STEAM, on February 26th.
- Deanna White created and conducted four Sunshine Babies & Toddler Tales Virtual Storytimes on Facebook Live February 4th, 11th, 18th, and 25th.
- Venessa Faber hosted Rise N Shine Virtual Storytime on February 6th, 13th, 20th, 27th.

MEETINGS

- Lori Worden attended a meeting with Yesenia Baltierra and Ana Balderas on February 12th.
- Children's Services staff attended all-staff huddles on February 5th, 12th, and 19th.
- Ana Balderas met with Yesenia Baltierra for a one-on-one meeting on February 3rd.
- Lori Worden and Ana Balderas attended the all-staff meeting on February 17.
- Lori Worden attended a zoom Summer @ Your Library Conversation meeting on February 11th.

- Lori Worden met with Yesenia Baltierra, Estella Wnek, and Wendy Amireh on February 18th.
- Venessa Faber met with Yesenia Baltierra on Feb. 4th
- Venessa Faber met with Sebastian Goodrich from Playaway on February 11th.
- Team A attended daily Huddles on February 2nd, 3rd, 4th, 12th, 13th, 16th, 17th, 18th, 26th, and 27th.
- Team B attended daily Huddles on February 5th, 6th, 9th, 10th, 11th, 19th, 20th, 23rd, 24th, and 25th.

PROFESSIONAL DEVELOPMENT

• Deanna White participated in a Video Creation and Editing instruction-based class provided for free by Infopeople on February 18th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Jeanette Contreras, Library Director

FROM:

Yesenia Baltierra, Assistant Library Director

SUBJECT:

Adult Services Report for February 2021

DATE:

March 15, 2021

MONTHLY STATISTICS

Information Desk Activity	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2021-20	2019-20	% change
Information in person	603	1312	3924	9168	-57.20%
Information telephone	677	590	4742	3691	28.47%
Information email/chat	21	4	222	45	393.33%
Curbside Service	210	0	3343	0	100%
Delivery Service	0	0	77	0	100%
Technology assistance	35	231	225	929	-75.78%
Guest passes	9	89	51	600	-91.50%
Adult and Children's computer use (desktops)	550	1590	2747	8430	-67.41%
Adult computer usage (desktop)	599	1110	2983	6125	-51.30%
Teen computer usage	8	180	181	1420	-87.25%

Volunteer Hours	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2020-21	2019-20	% change
History Room	0	52.75	0	169.5	-100%
PLFF	37	491	319.25	2571.57	-87.59%
General Library	42	314	74	1375.36	-94.62%
Technology	0	0	0	0	0.00%
Homework Club	0	26.5	0	87.85	-100.00%
Adult Literacy Tutors	158.75	163.5	869.25	761.06	14.22%
PTAC	24	47	192.5	377	-48.94%
Summer Reading Program	0	0	0	176.53	-100%
Total Volunteer Hours	261.75	1089.25	1455	5563.37	-73.85%

History Room Activity	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	FY2020-21	FY2019-18	% change
History Room Visitors	3	12	14	78	-82.05%

Public Services Outreach Activity	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	FY2020-21	FY2019-20	% change
Outreach Visits	0	0	0	9	-100.00%
Outreach Attendance	0	0 1	0	522	-100.00%

Adult and Teen Programs

Type of Program	Number of Programs	Attendance February	Number of Programs	Attendance February	Number of Programs	Attendance FYTD	Number of Programs	Attendance FYTD	Number of Programs	Attendance FYTD %
	February		February		FYTD		FYTD		FYTD % change	change
Date	2021	2021	2020	2020	FY2021	FY2021	FY1920	FY1920		Short hand
Book Club	0	0	1	10	0	0	5	49	-100.00%	-100.00%
Educational Programs	1	3	0	0	3	408	- 0	0	100.00%	100.00%
Fine Art Programs	0	0	1	24	0	0	4	449	-100.00%	-100.00%
Hangar Makerspace Programs	1	331	2	3	7	1952	20	207	-65.00%	843.00%
Health & Fitness Programs	0	0	0	0	. 0	0	5	42	-100.00%	-100.00%
History Room Programs	0	0	0	0	1	18	3	23	-66.67%	-21.74%
Home and Lifestyle Programs	1	171	0	0	2	597	3	50	-33.33%	1094.00%
Literacy Programs	10	77	8	67	77	503	36	409	113.89%	22.98%
Reading Programs Adult	0	0	0	0	4	431	4	162	0.00%	166.05%
Reading Programs Teen	0	0	0 0	0	4	80	4	31	0.00%	158.06%
Volunteer Programs	0	0	1	20	0	. 0	5	74	-100.00%	-100.00%
Placentia Teen Advisory Council	2	18	2	38	15	119	14	225	7.14%	-47.11%
Teen Only Programs	1	8	0	0	9	162	4	321	125.00%	-49.53%
Adult and Teen Program Total	16	608	7	415	122	4270	107	2042	14.02%	109.11%
Teen Program Total	3	26	2	38	28	361	22	577	27.27%	-37.44%

The Hangar Makerspace		Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D
	February	2021	2020	FY2020-21	FY2019-20	% change
Hangar Open Hour Visitors		0	144	0	697	-100%
Adult/Teen Hangar Programs	41444	311	3	1932	170	1036.47%
Tween Hangar Programs	12	0	4	0	24	-100%
Family Hangar Programs		0	5	0	27	-100%
	Total	311	156	1932	918	736.47%

Literacy	YTD2021	YTD1920	% Change
English Literacy Students	38	70	-45.71%
Students Graduated	3	1	200%
English Literacy Tutors	37	35	5.71%

Proctored Tests	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2020-21	2019-20	% change
Number of Tests	4	6	15	47	-68%

ACHIEVEMENTS

- Shellie McCurdy and Megan Tolman coordinated the February Hangar Take & Make on February 2nd.
- Victor Meza coordinated a PTAC Meeting on February 4th and 18th.
- Victor Meza coordinated Teen Dating and Healthy Relationships on February 24th.
- Victor Meza attended the Teen SLS Meeting on February 17th.
- Michelle Meades and Shellie McCurdy coordinated the Family Cooking Time: Pancakes OH MY! on February 21st.
- Michelle Meades coordinated 3 Book a Librarian appointments on February 5th, 16th and 23rd.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads Book Club February 2nd, 9th, 16th, and 23rd.
- Sabrina Rosengren coordinated Read, Write, Speak Club February 5th, 12th, 19th, and 26th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on February 11th.
- Sabrina Rosengren & Sally Federman coordinated Tutor and Learner Open Houses on February 17th.

MEETINGS

- Victor Meza met with Wendy Amireh on February 16th.
- Victor Meza met with Julio Rebollar from the WTLC to review Teen Dating and Healthy Relationships on February 10th.
- Michelle Meades met with Wendy Amireh on February 11th, 19th, and 23rd.
- Michelle Meades met with Wendy Amireh, Sabrina Rosengren and Victor Meza on February 24th.
- Katie Matas met with Wendy Amireh February 11th.
- Sabrina Rosengren attended CLLS meeting on February 17th.
- Sabrina Rosengren and Wendy Amireh met on February 17th and 19th.
- Sabrina Rosengren met with CLLS Learner Leadership Team on February 26th.
- Wendy Amireh met with Yesenia Baltierra on February 10th and 16th.
- Wendy Amireh attended a Supervisor Meeting on February 24th.
- Wendy Amireh met with Tim Worden and Yesenia Baltierra on February 24th.
- Wendy Amireh met with Estella Wnek on February 12th.
- Shellie McCurdy met with Wendy Amireh on February 17th.
- Megan Tolman met with Wendy Amireh on February 16th.
- Megan Tolman met with Venessa Faber to discuss LOTS collection on February 8th and 22nd.
- Adult and Teen Services attended the All Staff meeting on February 17th.
- Adult and Teen Services attended the All Staff Huddles on February 5th, 12th, and 19th. 26th.
- Team A attended daily Huddles on February 2nd, 3rd, 4th, 12th, 13th, 16th, 17th, 18th, 26th, and 27th.
- Team B attended daily Huddles on February 5th, 6th, 9th, 10th, 11th, 19th, 20th, 23rd, 24th, and 25th.

PROFESSIONAL DEVELOPMENT

- Michelle Meades attended the Booklist webinar on February 10th.
- Wendy Amireh attended the Beanstack introduction webinar on February 24^{th.}
- Wendy Amireh trained Megan Tolman in cataloging and acquisitions on February 26th.



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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 February 2021

DATE:

March 15, 2021

On-line database usage	***************************************						
	February	Onsite	Remote	February	Y-T-D	Y-T-D	Y-T-D
	2021	Usage 2/21	Usage 2/21	2020	2020-21	2019-20	% change
Placentia Library Catalog	3,654	N/A	N/A	2,855	2,855	33,313	N/A
General Reference Center	0	0	0	0	57	172	-67%
Biography In Context	0	0	22	22	32	724	-96%
Opposing Viewpoints	0	2009	77	2086	13	2,177	-99%
Consumer Reports	284	N/A	N/A	143	N/A	N/A	N/A
Freegal	882	N/A	N/A	697	7,251	6,580	10%
Heritage Quest	226	N/A	N/A	361	1,236	5,077	-76%
Novelist	16	N/A	N/A	32	389	298	31%
Pronunciator	11	N/A	N/A	4	84	207	-59%
ABC Mouse	61	N/A	N/A	8	N/A	100	N/A
ABC Mouse-Bring Learning Home	20	N/A	N/A	6	N/A	N/A	N/A
World Book Online	0	N/A	N/A	106	4	N/A	N/A
Tumblebooks	67	N/A	N/A	85	488	1,200	-59%
Reference USA	386	N/A	N/A	72	1,806	1,023	77%
Hoopla	2349	N/A	N/A	1048	17,501	7,729	162%
Overdrive e-books	2,215	N/A	N/A	1,292	20,154	9,902	104%
Overdrive audio books	1,344	N/A	N/A	956	10,189	7,079	44%
Overdrive e-books - Placentia Advantage	1,288	N/A	N/A	985	N/A	N/A	N/A
Overdrive audiobooks -							
Placentia Advantage	812	N/A	N/A	911	N/A	N/A	N/A
Tutor.com	20	N/A	N/A	3	N/A	N/A	N/A
Zinio	2320	N/A	N/A	232	4,292	1,414	263%
ProQuest Pub. Avail. Database*	. 0	N/A	N/A	0	16	0	N/A
ProQuest Coronavirus Research*	0	N/A	N/A	0	16	0	N/A
ProQuest Ebook Central*	13	N/A	N/A	0	34	0	N/A
ProQuest SIRS Discoverer*	0	N/A	N/A	0	0	0	N/A
ProQuest SIRS Issues Researcher*	0	N/A	N/A	0	0	0	N/A
ProQuest eLibrary*	2	N/A	N/A	0	2	0	N/A
BrainFuse JobNow/VetNow*	16	N/A	N/A	0	0	0	N/A
TOTAL DATABASE USAGE	15,955	2,009	99	11,904	31,929	76,995	-59%
* Added September 2020	And a second sec						

Computer & Online Resource Use					
	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2020-21	2019-20	% change
Placentia Residents	515	677	3,663	4,018	-9%
Non-Placentia Residents	482	522	3,194	3,039	5%
Total	997	1,199	7,057	7,057	0%

Website Traffic		de proprieta de la constante d		MANAGE AND	
	February	February	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2020-21	2019-20	% change
Website visits	7,960	9,359	69,105	73,361	-6%
Page Hits	13,965	17,120	121,923	128,040	-5%
Users	4,449	5,320	35,402	41,890	-15%
Pages/Session	1.75	1.83	N/A	N/A	N/A
Avg. Session Duration	00:02:04	00:02:25	N/A	N/A	N/A
% New Sessions	72	74	N/A	N/A	N/A

Wi	fi Use						
		February	Fe	bruary	Y-T-D	Y-T-D	Y-T-D
		2021		2020	2020-21	2019-20	% change
		373	i i	914	2,059	9,773	-79%
	Total	373		914	2,059	9,773	-79%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Presentation of Fiscal Year 2019-2020 Financial Audit from White,

Nelson, Diehl, Evans Firm.

DATE:

March 15, 2021

BACKGROUND

Ms. Daphnie Munoz from White, Nelson, Diehl, Evans will present the final findings for the Fiscal Year 2019-2020 Audit of Financial Transactions for the Placentia Library District.

The audit report will be furnished at the meeting.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2019-2020.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Presentation of the Post-Installation and Verification Report for December

19, 2017 – January 31, 2021.

DATE:

March 15, 2021

BACKGROUND

Mr. Marcus J. Lee, Solution Performance Engineer from Johnson Controls, Inc. (JCI), will present the first Post-Installation and Verification Report for December 19, 2017 – January 31, 2021.

The Placentia Library District signed a contract with JCI on December 19, 2017 with construction beginning on January 1, 2018. The Solar PV system interconnection with Southern California Edison, a separate meter from the City, was completed on August 7, 2019.

Mr. Lee reports as of mid-January 2021, \$72,445 of construction period savings have been achieved, more than the estimated savings of \$6,664, due to the extended construction period. The expected cost savings for Year 1 is \$49,381, which is \$1,334 greater than the Year 1 guarantee of \$48,046.

Mr. Lee will present additional information and be available for questions and comments.

Attachment A is a copy of the Post-Installation and Verification Report for December 19, 2017 – January 31, 2021.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.



Johnson Controls, Inc. 5770 Warland Dr., Ste. A, Cypress, CA 90630

January 25, 2021

Placentia Library District

Attn: Mr. Fernando Maldonado 411 E. Chapman Ave. Placentia, CA 92870

Re: Post-Installation Measurement and Verification Report Performance Contract

Dear Mr. Fernando Maldonado:

Attached, please find the Post Installation Measurement and Verification (M&V) Report for the Energy Savings Performance Contract at the Placentia Library District. This report covers the energy savings achieved during the construction period, expected energy cost savings for the Year 1 Performance period, based on the Measurement and Verification planned activities.

As of mid-January 2021, \$72,445 of construction period savings have been achieved, more than the estimated savings of \$6,664, due to the extended construction period. Per Schedule 2 of the agreement, this will be added to the Year 1 Project Benefits.

The expected cost savings for Year 1 is \$49,381, which is \$1,334 greater than the Year 1 guarantee of \$48,046. This was calculated using the actual utility rates from the Year 2020, and much of the additional cost savings are attributed to installed HVAC equipment and a significant increase in the electric utility rate. Installed rooftop HVAC units had better efficiency, as modeled in the eQuest energy simulation model, and the utility electricity rate increased by 58% from \$0.0623 per kWh (escalated based on 2017 Utility tariff) to \$0.09856 per kWh.

During the construction period, it has been observed that the surrounding tall trees were obstructing sunlight from the solar panels, significantly impacting the performance of the solar panels. Tree trimming is the responsibility of the customer, and timely trimming of the trees is highly recommended throughout the year. However, its energy cost savings impact is limited to early morning or late afternoon, during the winter season, when the utility cost of electricity is comparatively lower.

Following your review and acceptance of this Report, please return a signed copy of this letter to:

Johnson Controls, Inc. 5770 Warland Dr., Ste. A Cypress, CA 90630

Sincerely,

Marcus J. Lee

Energy Solution Performance Engineer



Agenda Item 24
Attachment A
Page 45

Johnson Controls, Inc. 5770 Warland Dr., Ste. A, Cypress, CA 90630

ACCEPTANCE

The Post-Instal	lation Period M&V	Report for Pen	ormance	Contract at	Placentia	Library	District is
accepted by the	e undersigned.						
Signature:				Date:			
Title:				172 141	1 2 2 3		



Placentia Library District, California Performance Contract

Post-Installation Measurement and Verification Report December 19th, 2017 through January 31st, 2021

Submitted under Performance Contract, Dated December 19th, 2017 by Johnson Controls January 2021



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1. Executive Summary	
1.1 Project Background	
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1. EXECUTIVE SUMMARY

1.1 PROJECT BACKGROUND

Placentia Library District and Johnson Controls, Inc. (JCI) entered into an Energy Savings Performance Contract to implement Facility Improvement Measures (FIMs) at the facility. This section provides a brief overview of the project.

- Performance Contract Signed: December 19, 2017
- Construction Commenced: January 1, 2018
- Estimated Substantial Completion and Acceptance: January 31st, 2020.
- Solar PV system Interconnection with SCE: August 7th, 2019
- Annual Performance Period: February 1st through January 31st.
- Number of Performance Years: 25 Years
- Number of M&V Services Years: 5 Years from Substantial Completion Date

BRIEF PROJECT AND ECM DESCRIPTIONS

1.2.1 Project Overview

JCI evaluated equipment and the facility. The FIMs in Table 1.2.1, were selected based on their individual and collective merit.

Table 1.2.1: The Selected FIMs

FIM#	ECM	ECM Description	
FIM 1	Lighting Retrofit	Replace existing lighting fixtures with occupancy sensors and switch, where required by Title 24.	14 14 28 : 1
FIM 2	Replace HVAC Equipment and Controls	Replacement of Existing Chillers with new Package Unit and abandoning of existing heating boiler and pneumatic HVAC systems.	
FIM 3	Solar PV System	Installation of 79 kWDC and new Utility Meter for the Facility	- 4



1.3 GUARANTEED ENERGY SAVINGS VERSUS EXPECTED YEAR 1 SAVINGS

Table 1.3.1 summarizes the Guaranteed Savings as documented in the Contract.

Table 1.3.1: Guaranteed Cost Savings for Year 1

FIM#	FIM	Electricity Usage (kWh)	Electricity Demand (kW)	Electricity Usage (\$kWh)	Electricity Demand (\$kW)	Natural Gas (Therms)	\$Natural Gas	\$Total
FIM 1	Lighting	72,230	373	\$4,925	\$9,152			\$14,077
FIM 2	HVAC	158,240	375	\$10,804	\$10,082	6,396	\$5,721	\$26,607
FIM 3	Solar PV	119,258		\$7,362				\$7,362
	Total	349,728	749	\$23,091	\$19,234	6,396	\$5,721	\$48,046
						Total G	uaranteed	\$48,047
					O&M Sa	vings (Non-Gu	aranteed)	\$10,300
					One-time Re	bate (Non-Gu	aranteed)	\$1,034
		1-12-5-21				G	rand total	\$59,381

^{*}non-guaranteed

Table 1.3.2: Expected Cost Savings for Year 1

\$Total	\$Natural Gas	Natural Gas (Therms)	Electricity Demand (\$kW)	Electricit y Usage (\$kWh)	Electricity Demand (kW)	Electricity Usage (kWh)	FIM	FIM#
\$8,362		BULF	\$1,621	\$6,741	167	68,394	Lighting	FIM 1
\$30,807	\$5,655	6,707	\$3,490	\$21,661	361	219,773	HVAC	FIM 2
\$10,212				\$10,212		103,612	Solar PV	FIM 3
\$49,381	\$5,655	6,707	\$5,111	\$38,615	528	391,779	Total Verified	
\$49,381	l Verified	Tota					ela ve (mia)	
\$10,300	M Savings	0&1						
\$0	ne Rebate	One-Tin				4 4 6		
\$59,681	Sub-Total							
\$72,445	od Savings	tion Perio	Constru					
\$132,126	and Total	Gr						

UTILITY RATES AND ANNUAL ESCALATIONS 1.4

Based on the contract Section 4, Schedule 2 -Baseline Calculations and Utility Rates (contract page 30), annual energy cost savings are calculated using the escalated utility rates or the actual utility rates. For this Post-Installation report, actual rates (from 2019-2020 SCE Utility Bill) during the construction period were used to calculate the construction period energy cost savings, as presented in table 1.4.1, below. The Year 1 utility rates are forecasted to be the same or higher than the current utility rates.

Table 1.4.1 Current Utility Rates (2019-2020), Southern California Edison (TOU-GS-2-E)

BELLEVINOR TO	Current
Electricity Usage (\$/kWh)	\$0.0985623
Electrical Demand (\$/kW)	\$9.68
Natural Gas Savings (\$/Therm)	\$0.8432

Rates for FIMs will be escalated by the actual utility cost escalation, but such escalation shall not be less than the mutually agreed floor rates described in the contract, namely: the lessor of 4% escalated rates or the actual rates during the performance period.



The annual escalation rates are stipulated in the signed contract, as presented below in table 1.4.2.

Table 1.4.2 Utility Rates and Escalation Rates

	Year 1	Year 2	Year 3	Year 4	Year 5
Electricity Usage Savings (\$/kWh)	\$0.0623	\$0.06479	\$0.06738	\$0.07008	\$0.07288
Electrical Demand Savings (\$/kW)	\$24.22	\$25.19	\$26.19	\$27.24	\$28.33
Natural Gas Savings (\$/Therm)	\$0.8432	\$0.8769	\$0.9120	\$0.9485	\$0.9864



Johnson Controls

5 CONSTRUCTION PERIOD SAVINGS

These are savings that were accrued as the FIMs were implemented. Construction period savings were calculated based upon each FIM's percent completion during each month of the construction period. With FIM 3 Solar PV system, the accrued energy cost savings are based on actual electrical production starting from October 2019 through August 2020. With FIM 1, Lighting, and FIM 3, HVAC, the savings started to accrue after substantial completion of the FIM as substantiated via Project Manager Documentation. Construction Period Savings started to accrue from November 2018 until January 31st, 2021. The total accrued savings is \$65,801, as presented below in Table 1.5.1. This is \$81,903 more than the estimated construction period savings of \$6,644, as presented in Schedule 2, Page 21, Table 2-1: Total Benefits (Overall Project).

According to Schedule 2, page 22 of the contract, "any project benefits achieved during the Installation Period may, at JCI's discretion, be allocated to the Annual Project Benefits for the first year of the Guarantee Term".

Table 1.5.1: Construction Period Savings Summary

FIM#	# FIM	Annual Expected	Monthly	Start of the	2018	2010	0000	2000	
		Savings	Savings	Performance		7707	7070	707	lotal
\vdash	Lighting (Prorated)	\$8,362	\$697	Nov-18	\$1,394	\$8,362	\$8,362	\$697	\$18,814
7	HVAC (Prorated)	\$30,807	\$2,567	Oct-19	ŞO	\$7.702	\$30.807	¢2 567	\$71 076
ന	Solar PV (Actual Measurements)*	- 1		Sep-19	\$0	\$2,107	\$10,242	\$206	\$41,070
	Total				\$1,394	\$18,171	\$49,411	\$3.470	572 AA5

* Data for the Solar PV system was collected up to 1/12/2021 when this report was drafted.



SUMMARY OF MEASUREMENT AND VERIFICATION METHODS

The M&V methodologies used to verify annual savings are summarized in Table 1.6.1.

Table 1.6.1: Summary of M&V Options and Methods

FIM	M&V Option	Installation Period Activities	Performance Period Activities
Lighting	А	Pre & Post-retrofit Wattage readings on a sample of fixtures.	None. Installation Period results are agreed upon for the duration of the Guarantee Term.
HVAC Equipment and Controls	А	Verify EER/SEER of existing chillers and newly installed RTUs	None. Installation Period results are agreed upon for the duration of the Guarantee Term.
Solar PV	В	Verify proper installation and document changes in scope	Collect PV production (kW, kWh) and insolation data to recalculate savings.



FIM 1: LIGHTING RETROFIT

SCOPE OVERVIEW

Provide interior lighting retrofit work that will include labor, materials, transportation, and storage for materials as identified in Appendix 1 - Lighting Scope of Work.

2.2 SAVINGS CALCULATION OVERVIEW

Energy savings from LED lighting result from the reduction in Wattage required to provide an equivalent amount of light output. Savings are calculated using the following formulae.

Actual Energy Usage kWh Savings =

Total of Existing Fixture Energy kWh Usage – New Fixture kWh Usage Where

Fixture Energy Usage kWh Usage =

Power Usage (kW) of each Fixtures times the Operating Hours (h)

M&V ACTIVITIES 2.3

During the installation period, Johnson Controls performed fixture wattage measurements on the existing lighting system; before its removal, as presented in Table 2.3.1: "Pre-install Existing Fixture Readings." After installing the new lighting system, Johnson Controls performed fixture wattage measurements on the new equipment, as presented in the table below The measured values will be utilized to update the savings equations and recalculate the savings associated with this FIM.



Table 2.3.1: Lighting Fixture Power Measurements

Pre-Install Existing Fixture Readings

#	Fixture Description	Fixture Code	Power Factor	Volts	Amps	Watts	Anticipated Value	%
1	2x4 Layin Prismatic Fixture, Fluorescent, (2) 48", T-8 lamps, Instant Start Ballast, NLO (0.85 < BF < 0.95),	2X32T8E BN	0.983	272.6	0.194	52.7	58	91%
2	2x4 Layin Prismatic Fixture, Fluorescent, (2) 48", T-8 lamps, Instant Start Ballast, NLO (0.85 < BF < 0.95),	2X32T8E BN	0.981	272.2	0.192	51.9	58	89%
3	2x4 Layin Prismatic Fixture, Fluorescent, (2) 48", T-8 lamps, Instant Start Ballast, NLO (0.85 < BF < 0.95),	2X32T8E BN	0.974	268.7	0.221	58.27	58	100%
4	2x4 Layin Prismatic Fixture, Fluorescent, (2) 48", T-8 lamps, Instant Start Ballast, NLO (0.85 < BF < 0.95),	2X32T8E BN	0.976	269.2	0.202	53.56	58	92%
5	2x4 Layin Prismatic Fixture, Fluorescent, (2) 48", T-8 lamps, Instant Start Ballast, NLO (0.85 < BF < 0.95),	2X32T8E BN	0.982	272.5	0.2	54.48	58	94%
6	2x4 Layin Prismatic Fixture, Fluorescent, (2) 48", T-8 lamps, Instant Start Ballast, NLO (0.85 < BF < 0.95),	2X32T8E BN	0.982	269.7	0.199	53.52	58	92%
7	2x4 Layin Prismatic	2X32T8E BN	0.977	269.8	0.223	51.42	58	89%
					Average	53.69		93%

Post-Install New Fixture Readings

#	Fixture Description	Fixture Code	Power Factor	Volts	Amps	Watts	Anticipated Value	%
1	LED Tube, (1) 48" DIRECT WIRE, 15LEDT	2X4FTLEDT8	0.905	272.20	0.12	30.41	30.00	101%
2	LED Tube, (1) 48" DIRECT WIRE, 15LEDT	2X4FTLEDT8	0.895	272.10	0.12	30.60	30.00	102%
3	LED Tube, (1) 48" DIRECT WIRE, 15LEDT	2X4FTLEDT8	0.902	272.30	0.12	30.30	30.00	101%
4	LED Tube, (1) 48" DIRECT WIRE, 15LEDT	2X4FTLEDT8	0.900	268.90	0.12	30.30	30.00	101%
5	LED Tube, (1) 48" DIRECT WIRE, 15LEDT	2X4FTLEDT8	0.900	272.10	0.12	30.30	30.00	101%
6	LED Tube, (1) 48" DIRECT WIRE, 15LEDT	2X4FTLEDT8	0.898	270.90	0.12	30.40	30.00	101%



#	Fixture Description	Fixture Code	Power Factor	Volts	Amps	Watts	Anticipated Value	%
7	LED Tube, (1) 48" DIRECT WIRE, 15LEDT	2X4FTLEDT8	0.900	271.00	0.12	30.00	30.00	100%
					Average	30.33		101%

2.4 **VERIFIED SAVINGS**

Based on the M&V activities in section 2.4, presented below are the expected energy savings for Year 1.

Table 2.4.1: Expected Energy Cost Savings for Year 1

Savings	Electricity (kWh)	\$ kWh	Demand (kW)	\$kW	Total Cost Savings (\$)
Proposed	76,032	\$4,737	393	\$9,518	\$14,255
Verified	68,394	\$6,741	167	\$1,621	\$8,362
Variance	(7,638)	\$2,004	(226)	-\$7,897	(\$5,893)



3. FIM 2: REPLACE HVAC EQUIPMENT AND CONTROLS

3.1 SCOPE OVERVIEW

This measure includes the replacement of existing HVAC equipment located in the mechanical room with new HVAC equipment to be located outdoors. New HVAC equipment will generate electricity savings and natural gas savings through improved equipment operation and control.

- Removal and Demolition of two (2) air-cooled chillers, existing chilled water piping, and two (2) direct-expansion condensing units and associated refrigerant piping.
- Removal and Demolition of two (2) direct expansion evaporator coils and associated condensate drain piping, existing ductwork which will not be reused, existing furnace venting, one (1) chilled water pump, existing chilled water piping, pneumatic controls and tubing, and pneumatic air compressor.
- Construction of nine (9) heat pump HVAC units manufactured by York and ductworks

3.2 SAVINGS CALCULATION OVERVIEW

HVAC savings were calculated using the software program eQUEST. Specifics of the analysis can be found in Section III of Schedule 2, in the Contract.

Once the baseline model is defined and calibrated, key variables are adjusted to reflect the results of the scope of work to be implemented in Schedule 1. For each change, the model recalculates changes in HVAC performance. Parameters are varied in eQUEST for each FIM and results are re-stimulated; these are known as "Parametric Runs". These Parametric Runs are made in a specific order where each change made impacts any subsequent Parametric Run. Table 2-13, in the contract, shows the order in which the parametric runs were performed, with previous measures constituting the baseline for each subsequent measure. Due to its complex nature, eQUEST calculations cannot be distilled into a discrete formula, which can directly be related to specific measurement plans. Key variable inputs for the baseline model and each FIM are presented in Table 2-14, in the contract.

3.3 M&V ACTIVITIES

M&V Plan

Johnson Controls documented the rated cooling efficiency of the existing air-cooled chiller before their removal. After installing the new HVAC system, Johnson Controls was to document the rated cooling efficiency of the new equipment. If these were different, these documented values would be utilized to update the energy model (eQUEST variable "COOLING-EIR") and re-calculate the savings associated with this FIM. Presented below, in table 4.3.1, is the list of existing and new equipment with an efficiency rating.

Table 4.3.1: List of Units with Efficiency Rating

#	Existing/N ew	System	Manufacturer/ Model	eQuest Modeled Efficiency (EIR)	Tonna ge	Manufacturer Data Efficiency (EIR/EER)	
1	Existing	Air Cooled Chiller 1	Carrier/ 30GTN- 45-E620	0.36	den se	0.360	Bulazon e
2	Existing	Air Cooled Chiller 2	Carrier/ 30GTN- 45-E620	0.36		0.360	
3	New	Heat Pump Package Units	York/ XYE04A4C	0.2476	3	0.179	15
4	New	Heat Pump Package Units	York/ XYE06A2C	0.2476	5	0.179	15
5	New	Heat Pump Package Units	York/ XYE08A2B	0.2476	7.5	0.231	12.1
6	New	Heat Pump Package Units	York/ XYF09A2C	0.2476	8.5	0.233	12
7	New	Heat Pump Package Units	York/XP150C00	0.2476	12.5	0.258	11
8	New	Heat Pump Package Units	York/ XP240C00	0.2476	20	0.305	9,5
9	New	Heat Pump Package Units	York/ XP120C00	0.2476	10	0.258	11
10	New	Heat Pump Package Units	York /XP180C00	0.2476	15	0.269	10.6

Changed and Savings Impact

During the installation, it was discovered that only eight HVAC systems could fit the available physical space. And, as such, JCI installed a larger HVAC unit, in-lieu of two smaller systems, which would have needed bigger physical space, resulting in a revision to the mechanical plan, and thus revision to the eQuest energy simulation model.

Presented below is a list of changes made to the eQuest model from the estimated value to the actual installed value.

- a) Changing from two smaller HVAC units to one larger 20 Ton Unit
- b) Updating the Cooling EIR (Energy Input Ratio), Heating EIR, and Fan EIR.

eQuest energy model simulation Calculation

The eQuest model energy simulation takes consideration of all energy sources and usage.

Before Retrofit:



Site Energy Usage = Lighting + HVAC + Misc.

And

Site Energy Usage = Utility Source

After Retrofit:

Site Energy Usage = Lighting + HVAC + Misc. Energy

And

Site Energy Usage = Utility Source + Solar PV system

Hence, combining the source and usage,

Utility Source + Solar PV System Generation = Lighting + HVAC + Misc. Energy

Thus,

HVAC Energy Usage = Utility Source + Solar PV System Generation – Lighting And

Energy Savings = Baseline Energy Usage – Post Retrofit Energy Usage,

HVAC Energy Savings = Baseline Energy Usage - Post Retrofit Energy Usage - Lighting Savings + Solar PV System Energy Generation

Presented below is a screenshot of the outputs from the eQuest model.

Project: Plancentia Library MV Baseline NR

and Demand (pg 1 of 2)		Ann.	Ann. Source Energy		e Energy
	ral Energy USE or DEMAND	Total Mbtu	EUI kBtu/sf/yr	Elect kWh	Nat Gas Therms
0	Base Design	4,459	166.91	366,195	7,094
1	0+Lighitng Retrofit	3,976	148.85	299,195	9,129
2	1+Exterior Lighting	3,952	147.93	296,806	9,129
3	2+Solar Array	2,734	102.34	296,806	9,129
\$	3+New HVAC and Scheduling		**	142,883	388
5	3+New HVAC wH EIR and Fans	472	17.68	181,641	387

Using the above output results, presented in the table below is the calculation steps for HVAC Energy Savings.



Table 4.3.2: Calculation Steps for HVAC Energy Savings

	kW/per month	kWh	Nat Gas Therms
Baseline Energy Usage	131	366,195	7,094
"-Post-Energy Usage"	87	181,641	387
"-Lighting Savings"	14	68,394	-
"+Solar PV Energy Generation"		103,612	-
HVAC Energy Savings	30	219,773	6,707

EXPECTED SAVINGS

Presented below is the verified energy savings, based on the M&V plan and also based on the revised eQuest energy simulation model. As stated in the contract at Schedule 2, page 26, nonmeasured and non-guaranteed O&M savings of \$10,300 for this ECM, due to reduction of O&M cost associated with maintaining an outdated chiller and pneumatic HVAC control system.

Table 4.4.1: Expected Savings for Year 1

Savings	Electricity (kWh)	\$ kWh	Demand (kW)	\$kW	Natural Gas	Natural Gas (\$)	O&M Savings	Total Cost Savings(\$)
Proposed	166,568	\$10,377	395	\$9,567	6,733	\$5,677	\$10,300	\$25,621
Verified	219,773	\$21,661	361	\$3,490	6,707	\$5,655	\$10,300	\$30,807
Variance	53,205	\$11,284	(34)	-\$6,077	(26)	-\$22	\$0	\$5,185



4. FIM 3: SOLAR PHOTOVOLTAIC SYSTEMS

4.1 SCOPE OVERVIEW

This measure is for the installation of photovoltaic (PV) systems that are connected to the existing site's electrical system and will generate useable electricity using solar energy. The PV system is installed on a roof-top with a nominal capacity of 79 kWDC.

SAVINGS CALCULATION OVERVIEW 4.2

Industry-standard software for the solar PV industry, PVsyst, was utilized to calculate the yearly energy production. Baseline Incident Radiation used in the model was based on TMY 3 data (Typical Meteorological Year based on the last 30 years of history) for Fullerton Municipal NSRDB weather station. The primary concepts and terms involved in JCI savings calculations are as follows:

Guaranteed Energy = Modeled Energy x [Measured Incident Radiation / Baseline Incident Radiation less adjustment for Production Factors.

Table 2.2.1 - Baseline Incident Radiation and Modeled Energy for Energy Year 1

Month	Baseline GHI Radiation (kWh/m2)	Modeled Energy for Energy Year 1 (kWh)
January	95	7,108
February	90	6,255
March	139	9,406
April	196	12,537
May	202	12,315
June	216	13,043
July	226	13,410
August	208	12,766
September	171	10,953
October	116	7,974
November	96	6,965
December	87	6,526
Annual Total	1,841	119,258



JCI will provide a Photovoltaic monitoring system during the Years that M&V is to be provided for the Photovoltaic System as described in Schedule 2. Modeled energy for each energy year reflects Photovoltaic array degradation of 0.5%/year starting in Year 2.

M&V ACTIVITIES 4.3

M&V Option B for this measure requires continuous measurement of solar insolation and electrical power output along with a comparison to the modeled energy production cited in the contract. Monitoring commenced with the successful commissioning and interconnection to the SCE grid starting September 2019.

JCI uses the Locus Monitoring system (www.locusenergy.com) to perform remote tracking and assess the system performance monthly. The reporting generated by Locus will be incorporated into savings recalculation methodology as described in the Contract, Schedule 2 M&V plan for this FIM.

SOLAR PV SYSTEM PERFORMANCE ANALYSIS 4.4

Presented is the system performance recorded in the monitoring system, for the last 11 months. The performance of the system is slightly lower due to due to the impact of the tree shading over the PV panels.

Table 5.4.1: Solar PV Measure Data from January 2020 through December 2020

Year	Mon th	Measured AC Energy (kWh)	Measured Insolation (kWh/m²)	Year 1 Proposed (kWh)	Year 1 Forecast (kWh)
2020	1	6,124	109	7,108	5,317
2020	2	7,783	137	6,255	5,105
2020	3	8,731	140	9,406	8,609
2020	4	10,022	160	12,537	12,253
2020	5	13,368	220	12,315	12,295
2020	6	11,582	194	13,043	12,903
2020	7	12,639	223	13,410	12,801
2020	8	10,859	198	12,766	11,408
2020	9	7,524	143	10,953	8,996
2020	10	5,203	113	7,974	5,362
2020	11	5,388	112	6,965	4,626



Year	Mon th	Measured AC Energy (kWh)	Measured Insolation (kWh/m²)	Year 1 Proposed (kWh)	Year 1 Forecast (kWh)
2020	12	4,695	97	6,526	4,190
Total		103,918	1847	119,258	108,376

The difference between the Proposed versus Forecast is attributed to the tree shading, during the early and late hours of the day, especially during the winter, when the Sun's position has a lower altitude.

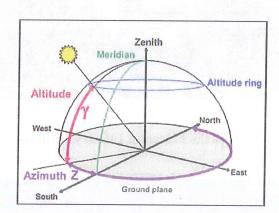


Figure 5.4.2: Description of Sun's positioning

When one panel of the solar panels is shadowed by the tree, the whole string is impacted due to lower electricity flow. The impact of the three shades is estimated to be 0 to 5% during the summer season, but 20% to 30% during the Winter Season.

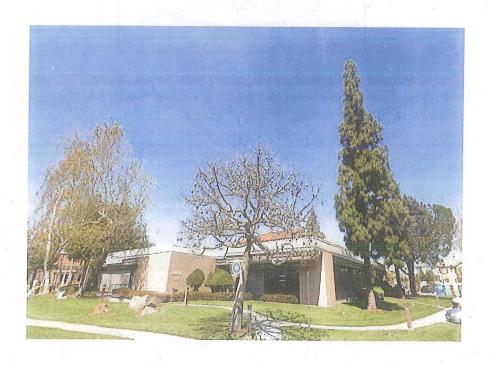
Below is an aerial picture of the library, and the trees are located in the southeast and southwest of the Library.



Picture 5.4.3: Aerial Picture of the Placentia Library (with the location of Trees)



Picture 5.4.4: Street View of the Placentia Library (with the location of the Trees)





The energy saving's (Solar PV Electricity Generation) impact due to Tree shading is marginal, and energy cost-savings impact is also marginal, but it is offset by the increase in the energy cost rate by the Utility, SCE.

JCI Contract (see below) sets the (blended) electricity cost at \$0.0623 per kWh with escalation at 4% annually.

Table 5.4.5: Contract Utility Rates

Table 2-9: Blended Rates for Calculating Savings During M&V Period

Electrical Usage Savings	Electrical Demand Savings	Natural Gas Savings	
[\$/kWh]	[\$/kW]	[\$/Therm]	
\$0.0623	\$24.22	\$0.8432	

Presented below is the \$ per kWh from the actual SCE electricity bill, from 6/1/2020 for summer and 12/2/2019 for the winter season. The cost of electricity price per kWh varies depending on the season, weekdays or weekends, and time of the day.

Table 5.4.6: Actual Utility Rates based on copies of the bill from SCE.

	Summer			Winter			
	On-Peak	Mid-Peak	Off-Peak	On- peak	Mid-Peak	Off-Peak	Super Off- peak
Week Hours	4pm-9pm		12am-4pm, 9pm- 12am		4pm-9pm	9pm-8am	8am-4pm
Weeken d Hours		4pm-9pm			4pm-9pm	9pm-8am	8am-4pm
Subtotal	\$0.51235	\$0.17160	\$0.11555		\$0.14559	\$0.07633	\$0.0627

Based on the tariff pricing above, the weighted blended cost of the electricity \$ per kWh is calculated to be \$0.0986 per kWh. This is significantly more than the JCI contracted utility rate of \$0.0623.

JCI estimated a benefit of \$7,362 based on the contracted electricity price of \$0.06230 per kWh. The Year 1 projection of 103,612 kWh is lower than the guarantee of 119,258 kWh, by about 10%. The actual utility bill costs are at \$0.0986, which is 30% more than the initial rate per kWh, \$0.06230.

As such, the actual benefit (using the actual rates from the utility bill) is higher by \$2,849 (45% more) as compared to the contract estimated benefit of \$7,372.33, despite the tree shading problem.



Table 5.4.7: Summary of Energy Cost Savings: Contracted vs. Actual Electricity Rates

The state of the s		
Actual Production kWh (12months)	103,918	
Annual Proposed kWh Contracted	119,258	
Year 1Projected kWh	103,866	
Difference	(15,392)	
Contracted \$/kWh	\$0.0623	
Contract Proposed \$ Saving (Contract Rates)	\$7,362	
Projected \$ Savings (Contract Rates)	\$6,455	
Difference	(\$710)	
Actual Utility Rate \$/kWh	\$0.0814	
Contract Proposed \$ Saving (Contract Rates)	\$7,362	
Projected \$ Savings (Actual Utility Rates)	\$10,212	
Difference	\$2,850	

4.5 FORECASTED SAVINGS

Table 5.4.2: Year 1 Forecasted Savings for Solar PV based on measured data

Savings	Electricity(kWh)	Electricity Cost (\$)
Proposed	121,692	\$7,581
Projected	103,612	\$10,212
Variance	(18,080)	\$2,631

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Adoption of Resolution 21-01: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County Nominating Board Secretary Gayle Carline to the Office of the 2nd Vice President on the Independent Special Districts of Orange County Executive Committee.

DATE:

March 15, 2021

BACKGROUND

At the February 16, 2021 Library Board of Trustees Board meeting, nomination for the 2nd Vice President on the Independent Special Districts of Orange County was discussed. Secretary Carline and Trustee Shioura expressed interest in their nominations. After a 4-1 roll call vote with Trustee Shioura dissenting, Secretary Carline was authorized to submit her nomination for the ISDOC vacancy.

As per ISDOC's bylaws, a resolution for Secretary Carline's nomination is required.

Attachment A is Resolution 21-01.

RECOMMENDATIONS:

- 1. Adopt Resolution 21-01: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County Nominating Board Secretary Gayle Carline to the Office of the 2nd Vice President on the Independent Special Districts of Orange County Executive Committee.
- 2. Authorize Administrative Assistant, Alyssa Stolze, to submit a certified copy of Resolution 21-01 to ISDOC.

RESOLUTION 21-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
NOMINATING BOARD SECRETARY GAYLE CARLINE
TO THE OFFICE OF 2ND VICE PRESIDENT
ON THE INDEPENDENT SPECIAL DISTRICTS OF
ORANGE COUNTY EXECUTIVE COMMITTEE

WHEREAS, Placentia Library District of Orange County is a member district of the Independent Special Districts of Orange County (ISDOC); and,

WHEREAS, the Library Board of Trustees has nominated Board Secretary Gayle Carline to the office of 2nd Vice President on the ISDOC Executive Committee on February 16, 2021; and,

NOW, THEREFORE, BE IT RESOLVED by the Library Board of Trustees of the Placentia Library District of Orange County that Board Secretary Gayle Carline was nominated to serve as 2nd Vice President of the ISDOC Executive Committee.

BE IT FURTHER RESOLVED the Administrative Assistant is hereby directed to transmit a certified copy of this resolution to ISDOC.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
State of California)
)ss
County of Orange)

I, Alyssa Stolze, Administrative Assistant for the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution 21-01 was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on March 15, 2021.

IN WITNESS THEREOF, I have hereunto set my hand and seal on March 15, 2021.

Alyssa Stolze Administrative Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Review of the Independent Districts of Orange County (ISDOC)

Appointments

DATE:

March 15, 2021

BACKGROUND

At the December 21, 2020 Library Board of Trustees meeting, the Board voted for Trustee Shioura to represent the District at the ISDOC meetings, with President Martin as alternate. The incumbents were recently retired Trustees DeVecchio and Minter, with over 60 years of library experience and governance.

At the February 16, 2021 Library Board of Trustees meeting, the vacancy for the 2nd VP of ISDOC Executive Committee was discussed and voted on. Secretary Carline and Trustee Shioura expressed their interests in the position. The Board voted 4-1 authorizing Secretary Carline to submit her nomination, with Trustee Shioura dissenting.

Considering the passage of Secretary Carline's nomination for the 2nd VP of ISDOC Executive Committee office and her 10 years of experience and understanding of Placentia Library District, it is recommended the Board discuss the ISDOC appointment.

Vote on a first and alternate appointments.

RECOMMENDATIONS:

- 1. Authorize the Board to revote on the ISDOC appointment and invalidate the appointments made by the Board at the December 21, 2020 Library Board of Trustees meeting.
- 2. Roll call vote on the authorization to revote on the ISDOC appointments.
- 3. Roll call vote.
- 4. Authorize the newly appointed Trustees to represent Placentia Library District on ISDOC.
- 5. Roll call vote on the authorization of the newly appointed Trustees to represent Placentia Library District on ISDOC.
- 6. Roll call vote.



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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) 2022-2024 Board Elections, Seat A

DATE:

March 15, 2021

BACKGROUND

The Elections and Bylaws Committee of the California Special District Association is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term. Placentia Library District Board of Trustees and Library Director (General Manager) are eligible for service on the Boards of Directors.

"The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent." "The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

The commitment and expectations are:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days held in the spring, and the CSDA Annual Conference held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.

The Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021.

Attachments A is CSDA's Letter dated January 28, 2021 – CSDA Board of Directors Call for Nominations Seat A.

RECOMMENDATIONS

- 1. Discuss and select a Board Member to submit nomination to serve on the California Special Districts Association (CSDA) 2022-2024 Board of Directors, Seat A.
- 2. Authorize the selected Board Member to submit nomination to serve on the California Special Districts Association (CSDA) 2022-2024 Board of Directors, Seat A.
- 3. Authorize by a roll call vote.
- 4. Roll call vote.
- 5. Authorize the Administrative Assistant 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

DATE:

January 28, 2021

TO:

CSDA Voting Member Presidents and General Managers

FROM:

CSDA Elections and Bylaws Committee

SUBJECT:

CSDA BOARD OF DIRECTORS CALL FOR NOWINATIONS

SEAT A

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2022 - 2024 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
 - (CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
 (CSDA does not reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
 - (CSDA does not reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 29, 2021. Nominations and supporting documentation may be mailed or emailed.

Mail:

1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889 E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 28, 2021. All votes must be received through the system no later than 5:00 p.m. July 16, 2021. The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

Expiring Terms (See enclosed map for Network breakdown)

Northern Network Seat A - Ralph Emerson, GM, Garberville Sanitary District*

Sierra Network Seat A - Noelle Mattock, Director, El Dorado Hills Community Services District*

Bay Area Network Seat A - Chad Davisson, GM, Ironhouse Sanitary District*

Central Network Seat A - Vacant

Coastal Network Seat A - Elaine Magner, Director, Pleasant Valley Recreation and Park District*

Southern Network Seat A - Jo MacKenzie, Director, Vista Irrigation District*

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district May 28, 2021*. All votes must be received through the system no later than 5:00 p.m. July 16, 2021.

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by March 29, 2021 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on May 28, 2021 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 16, 2021.

The successful candidates will be notified no later than July 20, 2021. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2021.

(* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at amberp@csda.net.



2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate:				
District:		249		ote barri
Wailing Address:				
Network:	Ph. S	kori-ila	(sec	e map)
l'elephone:				2 .
PLEASE BE SURE THE PHONE NUMBER	R IS ONE WHERE WE (CAN REACH THE C	ANDIDATE)	Transfer day
= ах:				L. C.
E-mail:				
Nominated by (optional):		, pr		1946

Return this <u>form and a Board resolution/minute action supporting the candidate</u> and Candidate Information Sheet by mail or email to:

> CSDA Attn: Amber Phelen 1112 I Street, Suite 200 Sacramento, CA 95814 (877) 924-2732

> > amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS - March 29, 2021



California Special Districts Association Districts Stronger Together

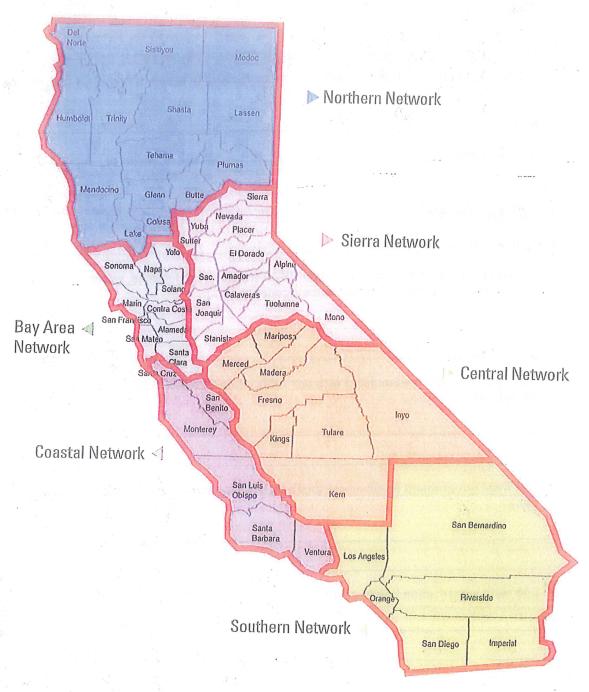
2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name:	
District/Company:	
Title:	
Elected/Appointed/Staff:	
Length of Service with District:	
 Do you have current involvement with CSDA (such as workshops, conferences, Governance Academy, etc.) 	committees, events,
2. Have you ever been associated with any other state-w League, etc.): 3. List local government involvement (such as LAFCo, As etc.):	ide associations (CSAC, ACWA
 Have you ever been associated with any other state-w League, etc.): List local government involvement (such as LAFCo, As 	ide associations (CSAC, ACWA
 Have you ever been associated with any other state-w League, etc.): List local government involvement (such as LAFCo, As etc.): 	ide associations (CSAC, ACWA

^{**}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 29, 2021 will not be included with the ballot.





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Presentation of Recommended Strategic Plan by the Ad Hoc Strategic

Planning Committee.

DATE:

March 15, 2021

BACKGROUND

At the January 16, 2021 Library Board of Trustees meeting, the Ad Hoc Committee provided a summary of the strategic plan developed during a staff development day workshop. Tonight, the Assistant Library Director will submit a final plan for Board's approval.

Attachment A is the final proposed Strategic Plan.

RECOMMENDATIONS:

- 1. Adopt the Strategic Plan as presented inclusive of Board's input.
- 2. Roll call vote.

Mission Statement: Placentia Library District inspires, opens minds, innovates, and connects our community.

Goals:

1. Strengthen connections and expand community relationships

- Develop an outreach schedule and commit to participate in a minimum of three community events per fiscal year.

- Explore outreach opportunities to underserved groups – LOT318, veterans, homeless

- Collaborate with Placentia-Yorba Linda School District (PYLUSD) to conduct in-person programs and services to K-12 students.

- Develop a partnership with California State University, Fullerton (CSUF) to procure internship opportunities, providing one-on-one tutoring for K-12 students.

Provide an analysis on social media content for all platforms.

2. Provide equitable access

- Create a more user-friendly website that has both ADA accessibility and bilingual (Spanish) options.

- Provide bilingual (Spanish) marketing material and signage throughout the building.

- Investigate the potential for a library application.

3. Adapt to community needs

 Conduct an assessment of our services and programs through an analytical program and census information to better respond to the community's needs.

- Create a virtual suggestion box for ongoing programs/ideas for services.

Evaluate new, non-traditional library services such as adding to LOTs, collection, citizenship classes, creating take home kits, Science, Technology, Engineering Art, Math (STEAM) programs, curbside service, delivery service and bilingual (Spanish) programs.

- Develop an annual community survey.

4. Cultivate thriving collections of resources

- Categorize and display material that is easy to understand & provide accessibility to enhance research browsing of all subject area with inputs and suggestions from the community.

- Make the History Room digital collection available on the library's website.

5. Provide and promote relevant library services

- Offer programs and classes in two formats virtual & in-person inclusive of the take & make kits.
- Develop an effective marketing plan, inclusive of establishing a social media committee.
- Create more instructional videos for patrons, such as the video for passport services.
- Improve technology elements in Crossroads Corner ongoing & relevant.
- Promote access to information and the collection through the creation of bibliographic information (B.I.B.), booklists, etc.

6. Maintain fiscal responsibility and integrity

- Allocate 8-10% of the budget to the collection.
- Make available the monthly acquisition report on website.
- Strengthen District reserves to 8%.
- Continue to support PLFF and work with them to increase donor and donation opportunities.
- Continue to pursue alternative funding and additional grants.

7. Support & empower staff

- Review and maintain competitive benefits and compensation.
- Continue to provide opportunities and offer resources for staff wellness.
- Continue to have staff in-house training, cross-training, and professional development opportunities, including standardized procedure videos.
- Develop a standardized new hire process and orientation.

8. Provide an inviting, pleasant, and safe place to explore

- Maintain a regular facility maintenance schedule.
- Evaluate functionality of spaces:
 - o Bodhi Café seating/entry utilization
 - o Outdoor lawn area
- Appropriate funding for new concrete work for the loading dock in compliant with OSHA and ADA.
- Appropriate funding for a ventilation system in the Hangar in accordance to CDC COVID-19 recommendation.
- Install signage to improve accessibility.
- Explore options to obtain permanent health permits for Family Cooking Time classes.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Adoption of Vaccination Policy 2185

DATE:

March 15, 2021

BACKGROUND

In accordance with Placentia Library District's duty to provide and maintain a safe workplace, the Vaccination Policy 2185 was developed to safeguard the health of our employees, volunteers, and patrons. The policy complies with all applicable laws and is based on the guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

The Centers for Disease Control (CDC) indicates the importance of vaccines to stop the COVID-19 pandemic. It is the best protection from the disease, along with the combination of wearing a face mask, staying at least 6 feet away from others, avoiding crowds, and washing hands often.

Currently vaccines are available in Orange County for individuals under the Tier 1 category. These include seniors 65 years of age and older, healthcare workers, and law enforcement workers in high-risk settings. Over 280,000 doses were administered to 242,349 individuals during the periods of December 15, 2020 through February 2, 2021.

It is understandable that some people may be concerned about getting their vaccinations as they become available in Orange County. For this reason and in preparation for staff receiving vaccinations, library administrators recommend the Library Board of Trustees begin discussions regarding a policy to address the necessary process moving forward.

At the February 16, 2021 Library Board of Trustees meeting, a proposed Vaccination Policy was presented. After a thorough discussion and input received by the Board. The recommended changes to the policy include the following addition:

- Verbiage inclusive of all staff, whether they are vaccinated or not, to follow guidelines and mandates set by the District under the "Procedure" section
- Addition of an Addendum of Understanding Form

Attachment A is the proposed Vaccination Policy 2185.

Attachment B is the Agreement Addendum Form.

RECOMMENDATIONS

- 1. Adopt Policy 2185 Vaccination Policy as presented inclusive of input received from the Board.
- 2. Authorize adoption of Policy 2185 Vaccination Policy by a roll call vote.
- 3. Roll call vote.

Placentia Public Library District Policy on COVID-19 Vaccination

POLICY

The Placentia Public Library District ("District") agrees with the recommendations made by the Center for Disease Control ("CDC") regarding COVID-19 vaccinations and is hereby adopting this policy based on those considerations, which are as follows:

COVID-19 vaccination will help keep you from getting COVID-19

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19.
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you'll get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

COVID-19 vaccination is a safer way to help build protection

- COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect you. And if you get sick, you could spread the disease to friends, family, and others around you.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines. The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA).
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts don't know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity. COVID-19 vaccination will help protect you by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as new evidence becomes available.

COVID-19 vaccination will be an important tool to help stop the pandemic

- Wearing masks and social distancing help reduce your chance of being exposed to the virus
 or spreading it to others, but these measures are not enough. Vaccines will work with your
 immune system so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following CDC's recommendations to protect yourself and others will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools we have available. As experts learn more about how COVID-19 vaccination may help reduce spread of the disease in communities, CDC will continue to update the recommendations to protect communities using the latest science.

PROCEDURE

Based on the foregoing reasons published by the CDC for getting vaccines and to ensure that the District and its employees do everything possible to help stop the spread of COVID-19, the District hereby adopts the following procedure to encourage District employees to get vaccinated for COVID-19.

- 1. The District will reimburse all employees who show proof of having been vaccinated for COVID-19 for any out of pocket costs associated with getting the vaccine. Employees are required to submit such documentation and request for reimbursement using the normal protocol for receiving reimbursements.
- 2. The District will compensate employees for time lost from work due to getting the COVID-19 vaccine. Employees are encouraged to use their own time to get the vaccine but when that is not possible, employees seeking compensation must show proof that they got the vaccine during regularly scheduled work hours.
- 3. When available and possible, the District will coordinate with vaccine providers to make vaccines available cost-free on-site and during working hours on a periodic basis until all those interested in getting the vaccine have been vaccinated. At this time, we do not know when or if this will be possible.
- 4. The District is not mandating that employees receive the vaccine and all employees who choose to get the vaccine due so voluntarily and at their own risk.
- 5. The District reserves the right to continue to require all employees who do or do not get the vaccine to maintain social distance of six feet or more from co-workers and members of the public and to continue to wear a mask or facial covering (even if the federal, California or Orange County health guidelines or orders state that those who have been vaccinated are no longer required to do so).

DISTRIBUTION

A copy of this Policy shall be distributed to all District employees until such time as the Board of Trustees determines the Policy is no longer necessary. All District employees shall acknowledge receipt of this policy by executing an acknowledgment in form attached as Exhibit "A" hereto.

EXHIBIT A

ACKNOWLEDGMENT OF RECEIPT OF PLACENITA LIBRARY DISTRICT POLICY ON COVID-19 VACCINATION

By executing this Acknowledgment of Receipt of the Placentia Library District Policy on Covid-19 Vaccination ("Policy"), I represent that I have received a copy of this Policy and have read and understand its contents. I understand that under the Policy being vaccinated for COVID-19 is not a workplace requirement, but rather that the Policy encourages me to get a vaccination for my own health and safety and for the health and safety of other District employees and the public. This Acknowledgment of Receipt will be placed in my personnel file.

Executed this _	day of	grade to the	, 2021	2 1 1 142	ta arrat partir
				Print Name	
				-	
				Signature	

Placentia Public Library District Policy 2185 on COVID-19 EXHIBIT A

ACKNOWLEDGMENT OF RECEIPT OF PLACENITA LIBRARY DISTRICT POLICY ON COVID-19 VACCINATION

By executing this Acknowledgment of Receipt of the Placentia Library District Policy 2185 on Covid-19 Vaccination ("Policy"), I represent that I have received a copy of this Policy and have read and understand its contents. I understand that under the Policy being vaccinated for COVID-19 is not a workplace requirement, but rather that the Policy encourages me to get a vaccination for my own health and safety and for the health and safety of other District employees and the public. This Acknowledgment of Receipt will be placed in my personnel file.

Executed this	day of	, 2021	
,			Print Name
			*
			Signature



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Execution of the Orange County Operational Area Agreement of

Orange County and Political Subdivisions

DATE: March 15, 2021

BACKGROUND

The Orange County (OC) Operational Area (OA) Agreement formally creates and organizes the OC OA as required by the Standardized Emergency Management System (SEMS), Title 19 California Code of Regulations Section 2409, et seq. The OC OA was created and the OC OA Agreement approved by the OC Board of Supervisors (Board) on November 17, 1995. The OC OA Agreement, which was developed through a collaborative process with all affected organizations and jurisdictions, has guided how OC jurisdictions coordinate emergency planning and response activities. Prior to the current agreement, the Board approved a previous agreement relating to emergency operations and planning in the County on July 14, 1981.

The OA is overseen by an Executive Board with representatives from each emergency response discipline. The OA Executive Board meets on a quarterly basis, and is responsible for the development, establishment and implementation of the policies of the OA. In 2017, the OA Executive Board identified the need to update the OA Agreement to better reflect current best practices and update outdated information. To accomplish this task, the Sheriff-Coroner Department (Sheriff), Emergency Management Division, which serves as staff to the OA Executive Board, formed a collaborative, multi-jurisdictional OA Agreement Revision Working Group to complete a comprehensive review and revision of the document. The revised OC OA Agreement produced by this process is now ready for final approval by the Board to be formally adopted by the County of Orange. Once adopted by the Board, the OC OA Agreement will be presented to the multiple jurisdictions that are part of the OA for adoption by the respective governing bodies. The new OC OA Agreement will become effective six months after the document is approved by the County of Orange and one other OA jurisdiction.

The new OC OA Agreement draft developed by the OC OA Agreement Revision Working Group has structural and content changes from the original 1995 document. Agreement sections are reorganized to make the document easier to understand and reference, and the document is reformatted to more closely align with the Emergency Management Division's plan document style guide. A complete crosswalk of structural changes is available on request from the Emergency Management Division.

The major content changes are outlined below:

New OA Executive Board Members

Five new OA Executive Board seats are added to the body to more diversely represent the jurisdictions of the OA. The new seats are designated for:

The County Executive Officer

The OC Social Services Agency Director

The OA Water/Wastewater Mutual Aid Coordinator

A representative selected jointly from the OC Community College Districts

The OC Transportation Authority Chief Executive Officer

OC Emergency Management Organization (OCEMO) Update

Since the 1995 OC OA Agreement was approved, OCEMO has transitioned to a simpler model than was outlined in the original document. Several changes are made in the new OC OA Agreement draft to reflect the current operational practices of OCEMO and ensure alignment with the new OCEMO bylaws approved in 2018. Another change is the removal of the OCEMO Representative Board, which has not been in use for a decade or more. The new draft also provides clarity on the nature of the administrative support provided to OCEMO by the County of Orange.

OA Coordinator Staffing

The 1995 OC OA Agreement specifically outlined which agencies are responsible for staffing the Operational Area Coordinator (OAC) position. At the time of approval, this staffing arrangement aligned with the staffing of the Director of Emergency Services (DES) position and was meant to outline additional responsibilities for the DES during an OA-wide incident. Since approval, the County Ordinance that defines staffing for the DES role was updated by Board Resolution #01-212 on July 17, 2001 created a conflict with the original OAC staffing arrangement. To rectify this conflict and to prevent similar issues in the future, the language in the updated draft is streamlined to reference the County Ordinance and Resolution rather than separately defining OAC staffing.

OA Finance

The New OC OA Agreement includes a significant reworking of language related to OA finances: grant funding and administration. Relevant language once contained in Addendum Two (See Addendums section below) is now incorporated in the main body of the OC OA Agreement. Language referencing specific grant programs is replaced with broader language that reflects the shifting nature of grant funding and the challenges of grant administration. The new language also addresses lessons learned related to the financial aspects of mutual aid and disaster recovery.

Addendums

The 1995 OC OA Agreement has three addendums that addressed various issues brought forth during the development of the original document. Addendum One clarifies roles and responsibilities for the OA, the OA Executive Board and the OAC. Addendum Two includes documents related to the administration of the Emergency Management Assistance Program grant that no longer exists. Relevant portions of these two addendums are incorporated into the main body of the new OC OA Agreement draft as appropriate. Addendum Three is the OA Mutual Aid Plan. This critical document will become an attachment to the Unified County of Orange and OC OA Emergency Operations Plan. This will put the Mutual Aid Plan on a more defined schedule of review and revision.

Naming and Terminology Changes

Several name changes are introduced in the New OC OA Agreement draft to clarify the differences between the various bodies and positions created by the document.

Sheriff, on behalf of the County of Orange Emergency Management Council (EMC) and the OC OA Executive Board, requests Board approval of the 2020 OC OA Agreement of the County of Orange and Political Subdivisions. Once the OC OA Agreement has been approved by more than one jurisdiction to determine its effective date, Sheriff intends to return to the Board to present a resolution for approval to amend the EMC Membership and the Emergency Ordinance.

Attachment A is the New OA Agreement

Attachment B is the OA Jurisdiction Signature Page

Attachment C is the 2020 OA Agreement signed by the Board of Supervisors

Attachment D is Placentia Library District's 1995 OA Signatures

Placentia Library District's OA Agreement needs to be current.

RECOMMENDATIONS:

- 1. Approve the 2020 Operational Area Agreement.
- 2. Roll call vote.
- 3. Authorize President Martin to execute the OA Agreement and Administrative Assistant Stolze to submit the executed agreement on behalf of the Placentia Library District.
- 4. Roll call vote.

OPERATIONAL AREA AGREEMENT OVERVIEW

Agenda Item 30 Attachment A

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BACKGROUND

The Operational Area Agreement formally organizes the County of Orange and its political subdivisions as the Orange County Operational Area for purposes of emergency management coordination, as required by the State of California's



Standardized Emergency Management System. First approved in 1995, the document lays out a framework for interjurisdictional cooperation and the responsibilities of the County of Orange and its individual subdivisions. This document was reviewed and approved by the County of Orange and the 100+ political subdivisions that make up the Orange County Operational Area, and it has served as the foundation for nearly 25 years of regional emergency management collaboration.

In 2017, the Orange County Sheriff's Department Emergency Management Division began a process to revise the Operational Area Agreement to account for changes in emergency operations plans, incorporate advances and new perspectives in the emergency management discipline and ease administration of Operational Area functions. The Operational Area Agreement Revision Working Group was formed and met for more than a year to develop an updated document taking into account new programs and paradigms at the local, state and federal level, as well as lessons learned from more than twenty years of administering the existing framework. Following an extensive review and revision process in 2018 and 2019, the revised Operational Area Agreement was approved by the County Board of Supervisors on March 24, 2020. The Agreement must now be approved by each individual jurisdiction in the Orange County Operational Area.

WHAT'S NEW IN THE 2020 AGREEMENT

The new OA Agreement developed by the OA Agreement Revision Working Group has major structural and significant content changes from the original 1995 document. Agreement sections were reorganized to make the document easier to understand and reference and the document was reformatted to more closely align with the Emergency Management Division's plan document style guide. A complete crosswalk of structural changes is available on request from the Emergency Management Division.

The major content changes are outlined below:

NEW OPERATIONAL AREA EXECUTIVE BOARD MEMBERS

Five new Operational Area Executive Board seats were added to the body to more accurately represent the interests of the Operational Area. The following seats were added:

- The County Executive Officer
- The Orange County Social Services Agency Director
- The Operational Area Water/Wastewater Mutual Aid Coordinator
- A representative selected jointly from the Orange County Community College Districts
- The Orange County Transportation Authority Chief Executive Officer

ORANGE COUNTY EMERGENCY MANAGEMENT ORGANIZATION (OCEMO) UPDATE

Since the 1995 Agreement was approved, OCEMO has transitioned to a simpler model than was outlined in the original document. Several changes were made in the new Agreement draft to reflect the current operational practices of OCEMO and ensure alignment with the new OCEMO bylaws approved in 2018, but the major shift was

the removal of the OCEMO Representative Board, which has not been practically in use for a decade or more. The new draft also provides clarity on the nature of the administrative support provided to OCEMO by the County of Orange.

OPERATIONAL AREA COORDINATOR STAFFING

The 1995 Agreement specifically outlined which agencies are responsible for staffing the Operational Area Coordinator (OAC) position. At the time of approval, this staffing arrangement aligned with the staffing of the Director of Emergency Services (DES) position and was meant to outline additional responsibilities for the DES during an Operational Area-wide incident. Since approval, the County Ordinance that defines staffing for the DES role was updated by Board Resolution and created a conflict with the original OAC staffing arrangement. To rectify this conflict and to prevent similar issues in the future, the language in the updated draft was streamlined to reference the County Ordinance and Resolution rather than separately defining OAC staffing.

OPERATIONAL AREA FINANCE

The New Operational Area Agreement includes a significant reworking of language related to OA finances and grant funding and administration. Relevant language once contained in Addendum Two (See Addendums section below) is now incorporated in the main body of the agreement. Language referencing specific grant programs was replaced with broader language that reflects the shifting nature of grant funding and the challenges of grant administration. The new language also addresses lessons learned related to the financial aspects of mutual aid and disaster recovery.

ADDENDUMS

The 1995 Agreement as approved had three addendums that addressed various issues brought forth during the development of the original document. Addendum One clarifies roles and responsibilities for the Operational Area, the Operational Area Executive Board, and the Operational Area Coordinator. Addendum Two includes documents related to the administration of the Emergency Management Assistance Program grant that no longer exists. Relevant portions of these two addendums were incorporated into the main body of the new Agreement draft as appropriate.

Addendum Three is the Operational Area Mutual Aid Plan. This critical document will become an attachment to the Unified County of Orange and Orange County Operational Area Emergency Operations Plan. This will put the Mutual Aid Plan on a more defined schedule of review and revision.

OA AGREEMENT JURISDICTION APPROVAL PROCESS

With the approval of the OA Agreement by the Orange County Board of Supervisors, the agreement is now ready for presentation to Orange County's jurisdictions for approval. The OCSD Emergency Management Division is available to support jurisdictions with this process with documents and sample language for agenda staff reports. Jurisdictions approving the Agreement will be asked to provide the following items to the OCSD Emergency Management Division:

- Physical copy of OA Agreement signature page with wet signatures mailed to:
 - Emergency Management Division Orange County Sheriff's Department ATTN: Ethan Brown 2644 Santiago Canyon Road Silverado, CA 92676
- Scanned copy of OA Agreement signature page sent to ETBrown@ocsd.org as soon as possible after approval
- Digital copy of any other approval documents (Agenda Staff Report, Resolution, etc.) sent to ETBrown@ocsd.org

OPERATIONAL AREA AGREEMENT OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS

DATED:		
	yra".	(City or Jurisdiction)
	BY	
	7	
ATTEST:		
By:		
Date		
NOTICE TO TO BE GIVEN TO: City/Jurisdiction Name		
Name		
City/Jurisdiction		
Address		
City/State/Zip		
FAX Number		
APPROVED AS TO FORM:		
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Dated _		

Orange County Operational Area Agreement



of the County of Orange and Political Subdivisions January 2020 This page intentionally left blank.

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I. Recitals

OPERATIONAL AREA AGREEMENT OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS

THIS AGREEMENT is entered into this 19th day of May, 2019 which date is enumerated for purpose of reference only, by and between the County of Orange, hereinafter referred to as County, and all other Political Subdivisions within Orange County, as defined in Government Code Section 8557 (b) of the California Emergency Services Act, hereinafter referred to as Subdivisions, collectively hereafter referred to as the Parties.

WITNESSETH:

WHEREAS, it is the intent of the Parties hereto to coordinate prevention, preparedness, response, recovery and mitigation efforts for the safety of persons and property from the effects of natural, human-caused, or war-caused disasters, hereinafter referred to as emergencies, as required by the California Emergency Services Act and the Standardized Emergency Management System (SEMS) Regulations, Title 19 California Code of Regulations Sections 2400 et seq.; and

WHEREAS, the purpose of an Operational Area, as defined in Government Code Section 8605 and Title 19 California Code of Regulations Sections 2403 and 2409, is to manage and coordinate information, resources, and priorities among the local governments within the geographic area of the County, and to serve as the coordination and communication link between the local government level and the regional level of the State; and to use multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities; and

WHEREAS, this Agreement is intended to provide for the continued management of the Operational Area; cooperative and mutual handling of duties and responsibilities of the Operational Area Lead Agency; coordination of the emergency functions of the Operational Area with all other public agencies, corporations, organizations, and affected private persons within the Operational Area; and the preparation and implementation of plans for the protection of persons and property within the Operational Area in the event of an emergency; and

WHEREAS, in accordance with the requirements of California laws and regulations the County previously adopted Orange County Codified Ordinances, section 3-1-5 and Resolutions 81-1104 and 95-870 and intends to adopt an updated resolution for this Agreement to support emergency management planning and coordination of all political subdivisions within the Orange County geographic area as required by State law; and

WHEREAS, Orange County Board of Supervisors Resolution 05-144 adopted the National Incident Management System (NIMS) for the Orange County Operational Area which sets many of the same objectives as the Standardized Emergency Management System;

NOW THEREFORE, the Parties hereto agree as follows:

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Section One. Operational Area Establishment

1.1 Operational Area Established

The entire geographic area of Orange County constitutes an Operational Area (OA) for the purposes of coordinating the prevention, preparedness, response, recovery and mitigation efforts for the safety of persons and property from the effects of natural, human-caused or war caused disasters, hereinafter referred to as emergencies. All local governments should cooperate in organizing an effective OA, but the OA authority and responsibility is not affected by the non-participation of any local government. The County of Orange shall be the Operational Area Lead Agency as specified in Title 19 California Code of Regulations Section 2409(d).

1.2 Local Authority

In the event of an actual or threatened emergency, each jurisdiction shall retain the authority provided for by law respecting its jurisdiction. No body created by this Agreement can bind Parties to legal or financial obligations.

Section Two. Operational Area Council, Executive Board and Subcommittees

2.1 Operational Area Signatory Council

All political subdivisions within the geographic area of Orange County, California are organized into the OA, regardless of signatory status.¹ The OA Signatory Council, hereinafter referred to as the Council, is hereby created to include the signature Parties to this Agreement. The Parties acknowledge that the Council is not a separate legal entity and that it is not their intention to form a joint powers authority.

2.1.1 Membership

By approval and execution of this Agreement, all Subdivisions in the County of Orange, including cities, school districts, community college districts, special districts, joint powers authorities, and the County, are members of the Council. Each signature party shall designate annually in writing to the Orange County Sheriff's Department Emergency Management Division, hereinafter referred to as county emergency management, one primary and one alternate representative of its governing body to serve on the Council.

2.1.2 Responsibilities

It is not the intent of this Agreement that there be regular meetings of the Council. In routine matters and day-to-day decision-making, the OA Executive Board (as described in Section 2.2) will represent the interests of the OA. However, the Council shall have authority over the major policy issues of the OA, as determined by the Executive Board, including adoption of any amendments to this Agreement or adoption of any fees to support OA coordination activities. Council members will receive information regarding major OA policy issues from the Executive Board, when necessary, for consideration at their respective governing body meetings. Furthermore, whenever a majority of the Council determine that an issue should be brought before the Council, it shall be done irrespective of whether the Executive Board has identified it as a major policy issue.

2.1.3 Representatives Meeting

The representatives of the Council may meet as necessary as determined by the Executive Board or as requested by a majority of the members of the Council. Should it be necessary for the Council to meet, each member of the Council shall be entitled to one vote. The representatives present shall, by majority vote, select a Chair Pro Tem for that meeting from among the representatives present. A majority of all Council member representatives shall constitute a quorum for the transaction of business relating to the OA. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution, or order and to take any other action deemed appropriate to further the

¹ Title 19 California Code of Regulations Section 2409

Orange County Operational Area Agreement

objectives of the OA. Voting will be conducted in accordance with Robert's Rules of Order. All meetings will be noticed and conducted in accordance with the Brown Act.

2.2 Operational Area Executive Board

2.2.1 Membership

The Council shall have an OA Executive Board, hereinafter referred to as the Executive Board, consisting of sixteen voting members. The Executive Board includes representatives from the County Board of Supervisors, public safety agencies and Mutual Aid Coordinators, key County departments, and OA jurisdictions. Individuals will only serve as a voting member in one role for any single meeting and for purposes of determining quorum.

Executive Board Members

- 1. The Chair of the Orange County Board of Supervisors
- 2. The County Executive Officer
- 3. The OA Law Enforcement Mutual Aid Coordinator, the Orange County Sheriff
- The OA Fire & Rescue Mutual Aid Coordinator, as selected by the Orange County Fire Chiefs Association
- 5. The OA Public Works Mutual Aid Coordinator, the Orange County Public Works Director
- The OA Health Care Mutual Aid Coordinator, the Orange County Health Care Agency Director
- 7. The OA Water/Wastewater Mutual Aid Coordinator
- 8. The Orange County Social Services Agency Director
- 9. A representative selected jointly from the Orange County City Managers Association
- 10. A representative from the Orange County Chiefs of Police and Sheriff's Association
- 11. A representative from the Orange County Fire Chiefs Association
- 12. A representative from the Orange County City Engineers and Public Works Directors
 Association
- 13. A representative from Independent Special Districts of Orange County
- 14. The Orange County Superintendent of Schools, representing Orange County K-12 School Districts
- 15. A representative selected jointly from Orange County Community College Districts
- 16. The Orange County Transportation Authority Chief Executive Officer

Terms, Alternates and Voting

Executive Board members subject to being "selected," which are enumerated above as numbers 4, 9-13 and 15, shall be appointed by their respective agency, jurisdiction or organizations annually and shall serve at the discretion of their organization for one year. Each jurisdiction, agency or organization shall also designate three alternate representatives. Individuals appointed to the Executive Board can be the same or different than those identified in Section 2.1.1 as a

member jurisdiction's Council primary or alternate representative. In no circumstances shall one individual occupy more than one Executive Board position or count as more than one member for purposes of determining quorum.

Each Executive Board member, or alternate in the absence of the voting member for whom he/she is the designated alternate, shall be entitled to one vote. A majority of the Executive Board (9 members) shall constitute a quorum for the transaction of business relating to the OA. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to achieve the objectives of the OA. Voting will be conducted in accordance with Robert's Rules of Order. The OA Executive Board is a Brown Act meeting and is noticed and conducted as such.

Operational Area Executive Board Chair and Vice-Chair

The Chair and Vice Chair shall be elected annually by the Executive Board. In the absence of both the Chair and the Vice Chair, the members of the Executive Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.

Meetings

The Executive Board shall meet quarterly or as designated by the Executive Board Chair.

2.2.2 Responsibilities

The Executive Board shall have oversight of the actions of the OA Manager (as described in Section 4.2) in the daily operations and administration of the OA. The Executive Board's oversight authority shall include directing the development, establishment, and implementation of the policies of the OA, and keeping the Council informed of its actions. The Executive Board shall determine which major policy issues of the OA require Council approval and shall seek such approval.

Policy and Operational Area Emergency Operations Plan

The Executive Board will establish OA policy, review and approve the OA Emergency Operations Plan (EOP) and Annexes, and maintain these documents as required by SEMS and NIMS.

Mutual Aid Plans and Agreements

The Executive Board shall review proposals of emergency mutual aid plans and agreements and make recommendations on endorsement of such proposals to governing boards of Subdivisions.

Laws, Rules, Legislation and Regulation

The Executive Board shall review and may recommend for action or adoption by Subdivisions, emergency and mutual aid plans, agreements, ordinances, resolutions, and any rules and regulations necessary to implement such plans and agreements. The Executive Board may also

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study, review, and make recommendations on State and Federal legislation and policy as appropriate, and on matters referred to the Executive Board in writing by Council members.

Operational Area Executive Board Emergency Advisory Capacity

The Executive Board may be convened by the Chair or the OA Coordinator, as described in Section 4.1, to review a potential or actual emergency situation and make and receive appropriate recommendations from the OA Coordinator and Council members to facilitate a coordinated OA response.

2.2.3 Subcommittees and Working Groups

The Executive Board may establish standing and ad hoc subcommittees and working groups to complete its work and to ensure communication and coordination between all interested persons or groups. Subcommittees and working groups shall elect a Chairperson and provide appropriate staff support from their participants. The OA Manager shall provide coordination between these subcommittees and the Executive Board only.

2.3 Orange County Emergency Management Organization

There is hereby established a standing subcommittee to the Executive Board, the Orange County Emergency Management Organization, hereinafter referred to as OCEMO. OCEMO is a collaboration and coordination body tasked with developing the plans, procedures, and associated documents necessary for a robust Operational Area emergency management program. The County and all Subdivisions shall be expected to participate in OCEMO, to the maximum extent possible, with the understanding that the cooperative maintenance of the OA EOP, policies and procedures, training and exercises is necessary to ensure that the OA EOP, policies, procedures, training and exercises meet the emergency needs of the Subdivisions, County, and OA.

2.3.1 Membership

The entire OCEMO body ("Members at Large") consists of three groups of representatives involved in some capacity of an emergency management function, as defined below and in the OCEMO Bylaws.

Signatory Members

Staff members with primary emergency management responsibilities from signatory agencies to this agreement are considered Signatory Members. Each signatory jurisdiction shall identify a primary and secondary representative who shall have the right to vote on behalf of the jurisdiction. To ensure compliance with the Brown Act, no more than eight OCEMO members who are also voting members of the OA Executive Board shall be present at any OCEMO meeting.

Collaborative Members

Representatives of other government, non-profit, or private agencies that are not signatories to this agreement and are not currently represented by a Signatory or Collaborative Member, but are considered to have a significant role in OA planning, response and recovery processes are considered Collaborative Members. Collaborative members must be approved by Signatory Members and have limited voting rights as outlined in the OCEMO Bylaws.

Associate Members

Other representatives of organizations interested in participating in OCEMO activities, and who may provide input into the OA EOP, annexes, and supporting Standard Operating Procedures (SOPs) are considered Associate Members. Associate members have no voting rights.

2.3.2 Responsibilities

As a subcommittee to the Executive Board, the responsibilities of OCEMO are to meet the following objectives as they relate to disaster and emergency prevention, preparedness, response, recovery and mitigation within the OA:

Operational Area Plans, Annexes, and Standard Operating Procedures

 Participate in revisions and updates of the OA EOP and associated Annexes and SOPs developed and maintained by county emergency management staff as described in Section 3.2. Once completed, plans and the associated Annexes reviewed by OCEMO shall be forwarded to the OA Executive Board for approval.

Training and Exercises

 Coordinate training and exercises for the OA, to include after action discussions, lessons learned and professional development.

Public Education and Outreach

 Coordinate the development of public education and whole community emergency preparedness programs.

Legislation

 Review and report on legislation impacting emergency plans and programs, and propose concepts for new legislation for consideration by the Executive Board.

Other

Other duties as assigned by the Executive Board.

2.3.3 OCEMO Leadership

The OCEMO Leadership shall consist of the OCEMO Chairperson, First Vice Chairperson and Second Vice Chairperson, elected in accord with the OCEMO Bylaws, the OA Manager and the

immediate past Chairperson. Any Signatory or Collaborative Member shall be eligible to serve as a candidate for OCEMO Chairperson, First Vice Chairperson, and Second Vice Chairperson as outlined in the OCEMO Bylaws.

2.3.4 Organization and Procedures

OCEMO will maintain and approve Bylaws. The Bylaws will define, at a minimum, OCEMO purpose, membership, leadership duties, elections, voting procedures, official meeting frequency, and the process for amending the Bylaws. The Bylaws shall in all instances be consistent with this Agreement.

OCEMO will review the Bylaws, as needed. Any amendments to the Bylaws will be approved by OCEMO Signatory Members, as detailed in the OCEMO Bylaws.

If OCEMO identifies the need for additional Subcommittees or working groups, OCEMO members participating in that subcommittee or working group shall provide staff support.

2.3.5 Administrative Support

The County shall provide administrative support to OCEMO as follows:

- Attend all OCEMO and OCEMO Leadership meetings
- Maintain a contact list of the primary and alternate representatives of each OCEMO member
- Organize and manage OCEMO Leadership elections and votes on other issues
- Notify members of their appointment to office or subcommittees
- Create and distribute OCEMO meeting agendas
- Take and transmit OCEMO meeting minutes
- Maintain official OCEMO records, including agendas and minutes, in compliance with County record retention policies.

Section Three. Responsibilities

3.1 Operational Area Jurisdiction Responsibilities

Subdivisions of the OA have the responsibilities as set forth below:

Participation

Actively participate as a member jurisdiction in the Council, Executive Board (if designated), and subcommittees such as OCEMO.

Cooperation

Promote cooperation among all Subdivisions in order to improve the overall OA emergency management program.

Emergency Management Program

Develop an emergency management program to provide for the needs of the Subdivision, which shall be complementary to and compatible and coordinated with the needs of the OA in the event of an emergency.

Emergency Plan and Organization

Develop and maintain an EOP and organization to provide for the emergency needs of the Subdivision according to SEMS Regulations and NIMS, and coordinate with and, where able, support other Subdivisions, the County, and the OA Emergency Operations Center (EOC).

Procedures

Develop Subdivision procedures that outline the steps necessary to satisfy responsibilities as a member jurisdiction of the OA.

Training and Exercises

Maintain a thorough knowledge of the Parties' and OA's EOPs and ensure that the supporting services and key personnel are properly trained and organized to meet all of their responsibilities in the event of an emergency. Conduct regular exercises and participate in regional exercises, when offered.

Emergency Assistance

Parties shall offer assistance to other jurisdictions and secondary and relief support to the OA within the limits of capabilities and according to applicable mutual aid agreements. Parties should participate in mutual aid agreements wherever possible.

Resource Lists

Maintain current resource listings of staff, facilities, equipment and supplies available in the jurisdiction for use in the event of an emergency.

Orange County Operational Area Agreement

Critical Points of Contact

Identify 24-hour or other critical points-of-contact for the Subdivision that may be used by the OA EOC during emergency operations. If the points-of-contact are individuals, identify a primary and at least three alternates for each. Inform county emergency management staff when critical points-of-contact change or are updated.

Disaster Recovery and Financial Reimbursement

Subdivisions have ultimate responsibility for their own recovery program and will work directly with FEMA and Cal OES throughout the cost recovery process. Each Subdivision is individually responsible for developing, submitting, and receiving their own emergency aid, loans or grants from any source including local, state, and federal governments. Each is individually responsible for the timeliness, accuracy, and compliance of its own expenditures submitted for reimbursement through such mechanisms.

3.2 County-Specific Responsibilities

The County acts as the OA Lead Agency. The OA Lead Agency has the following responsibilities to the OA in addition to those responsibilities specified under Section 3.1 of this Agreement:

24-Hour Contact Point

The County will serve as the 24-hour contact point for the OA and act as lead in activating the OA EOC, hereinafter referred to as OA EOC.

Operational Area Emergency Operations Center

The County EOC and Alternate EOC (as designated) shall serve as the OA EOC. The OA EOC shall exist as a dedicated essential facility and be capable of serving as the central point for:

- coordinating information and resources with OA subdivisions
- coordinating all levels of government as a component of Orange County's Multiagency Coordination System (MACS)
- coordinating with other OAs
- reporting information to and coordinating with the California Office of Emergency Services (Cal OES) Southern Region EOC

County emergency management staff shall be responsible for ensuring the OA EOC is maintained in a state of constant readiness, in accord with the FEMA Emergency Operations Center Assessment Checklist and ASTM E2668 — Standard Guide for Emergency Operations Center Development, or subsequent standards if revised.

Initial EOC Activation Staffing

The County shall provide initial OA EOC activation staff. Subdivisions with available resources may provide secondary and relief OA EOC staffing.

Orange County Operational Area Agreement

Disaster Recovery and Financial Reimbursement

The County shall be responsible for coordinating the formal recovery process through Cal OES and FEMA and will assist with:

- Coordinating initial OA disaster recovery
- Scheduling damage assessment site visits
- Other duties as outlined in the Recovery Annex to the OA EOP

Operational Area Emergency Operations Plan and Annexes

County emergency management staff shall be responsible for coordinating with the Orange County Emergency Management Organization to maintain and revise the OA EOP, annexes and SOPs as directed by the Executive Board.

Operational Area Executive Board Support

County emergency management staff shall provide support to the Executive Board for agendas and minutes for meetings and coordinating follow-up only.

Subcommittee and Working Group Support

County emergency management staff shall provide support to Executive Board subcommittees and working groups.

Section Four. Operational Area Coordinator and Operational Area Manager

4.1 Operational Area Coordinator

By this Agreement, the Council creates and recognizes the position of an OA Coordinator, hereinafter referred to as the Coordinator. During an emergency the OA Coordinator position will be filled by the Orange County Director of Emergency Services, as specified by Section 3-1-6 of the Orange County Code of Ordinances and County Board of Supervisors Resolution 12-036, as presently existing or as hereafter amended.

4.1.1 Powers and Duties

The Coordinator shall direct and coordinate the OA during times of emergency. In addition to his/her responsibilities as Director of Emergency Services, the Coordinator shall have the additional duties and powers, as described below and in the OA EOP:

Direction and Coordination

Serve as key decision-maker in the OA EOC, providing direction and coordination necessary to accomplish the purposes of this Agreement and responsibilities of the OA Lead as specified in Title 19 California Code of Regulations Section 2409(e).

Operational Area Representative

Represent the OA in all dealings with the public or private agencies on matters pertaining to emergencies as defined in Section 3-1-2 of the Orange County Code of Ordinances.

4.2 Operational Area Manager

By this Agreement, the Council creates and recognizes the position of an OA Manager. The OA Manager shall be the County Emergency Manager as specified in Section 3-1-6 of the Orange County Code of Ordinances and County Board of Supervisors Resolution 12-036, as presently existing or as hereafter amended.

4.2.1 Powers and Duties

The OA Manager shall have the following powers and duties:

Administration of Operational Area Agreement

On a day-to-day basis, ensure County-specific responsibilities detailed in Section 3.2 are met.

Staff to the Operational Area Executive Board

Serve as staff to the Executive Board, maintain close liaison with the Executive Board, and coordinate all activities of assigned OA staff with the Executive Board.

Daily Coordination and Assistance

Direct the daily coordination and cooperation between the county emergency management staff, Subdivisions, and Executive Board Subcommittees, including OCEMO. Resolve questions of authority and responsibility that may arise between them, and work closely with and assist the Executive Board, as required.

Notification of Emergency Operations Center Activation

Notify the Board of Supervisors, the Executive Board, and OCEMO of an OA EOC activation as soon as practical, and keep the Executive Board and Board of Supervisors informed on all aspects of a current emergency situation as soon as information becomes available.

OCEMO Support

Serve on OCEMO Leadership. Provide support to OCEMO for agendas, minutes and administrative support only. Staff support to OCEMO subcommittees shall be provided by OCEMO members.

Budget and Staffing

Develop an annual operating budget and staffing recommendations, and monitor the expenditures at the direction of the Executive Board.

After Action Reports

Coordinate with OCEMO for the development of after action reports for the Executive Board following activations of the OA EOC.

Resource Coordination

Act as the coordination point between Subdivisions and the Cal OES on a day-to-day basis for Emergency Management Mutual Aid (EMMA) resource requests, in accordance with the State of California Emergency Management Mutual Aid Plan. The OA Manager may also coordinate other OA mutual aid requests, as appropriate.

Section Five. Operational Area Response Systems

5.1 Operational Area Emergency Operations Plan

Under the direction of the Executive Board, county emergency management staff shall be responsible for maintaining the OA EOP, which shall provide for the effective mobilization of all OA resources, both public and private, to meet any condition constituting an emergency; and shall provide for the organization, powers and duties, and staff of the OA emergency response organization. This responsibility is inclusive of the EOP and any associated Annexes and SOPs.

5.1.1 Compliance

The OA Emergency Operations Plan shall comply with applicable local, state and federal planning criteria, including NIMS and SEMS.

5.1.2 Functional Assignments

The OA EOP shall include the functions assigned to the mutual aid organizations, County agencies/departments and Subdivisions. It shall be the responsibility of agency/department heads and Subdivisions to appoint staff who shall report to the OA EOC and carry out the assigned duties as appropriate.

5.1.3 Approval

Updates and revisions to the OA EOP and annexes will be effective on approval by the Executive Board. SOPs and other support documents may be updated on an ongoing basis by county emergency management staff as long as changes are consistent with approved plans and annexes.

5.2 Operational Area Emergency Operations Center

5.2.1 Location

The primary and dedicated County EOC located at 2644 Santiago Canyon Rd., Silverado, California, or alternate as designated, shall serve as the OA EOC. Communication connection to the OA EOC shall be the responsibility of each Subdivision and Mutual Aid Coordinator or their representative.

5.2.2 Required Activation

Activation of the OA EOC is required under the conditions defined by SEMS, Title 19 California Code of Regulations Section 2409(f), the Orange County OA EOP and associated Annexes.

5.2.3 Staff for the Operational Area Emergency Operations Center

The County shall provide initial OA EOC activation staff. Subdivisions with available resources shall provide secondary and relief OA EOC staffing. Emergency management or other mutual aid shall be used to staff the OA EOC as necessary. The County declares its willingness to provide a staff member to an impacted Subdivision's EOC or incident Command Post to act as an OA coordination point, if desired by the Subdivision and as personnel availability and safety concerns allow.

Section Six. Operational Area Finance

6.1 Operational Area Expenses and Revenues

Operational Area Administrative Expenses

This Agreement recognizes that there are day-to-day costs associated with OA administration and emergency management activities; these costs are separate from County-specific emergency management activities. The County shall provide administrative staffing for the OA to carry out the duties as delineated in Section 3.2 and Section 4 of this Agreement; however, the County shall not be solely responsible for the costs of administering the OA.

The County Board of Supervisors has the over-arching authority and responsibility to approve the county emergency management budget that supports both County and OA emergency management activities.

To offset costs of the OA, the Executive Board shall be responsible for the acquisition and distribution of federal, state, and business or private foundation emergency management grant funds. For emergency management grant funds made available to the OA for distribution among the Subdivisions, the Executive Board will review and approve proposed funding allocation methods. Their review will take into consideration recommendations from OCEMO, acting in their role as subcommittee to the Executive Board. To offset administrative costs, a percentage of such grants may be allotted to the OA before apportionment among the subdivisions. If funding becomes available with a short application period that does not allow for OCEMO, Executive Board, and County Board of Supervisors pre-approval, then approval will be sought retroactively through the ratification process set forth by the County Board of Supervisors.

The County or any Subdivision may fund through general or special funds any services, supplies, or programs that they separately or jointly determine are necessary to comply with laws or regulations, or that serve the purposes of emergency prevention, preparedness, response, recovery and mitigation on an OA level.

Costs of Operational Area during Emergency Response and Recovery

During emergencies, all OA jurisdictions shall be expected to participate to the maximum extent possible, according to mutual aid and other agreements, with the understanding that during an emergency, the priorities are life safety, property, and the environment (in that order), regardless of which jurisdiction is impacted. This Agreement incorporates by reference the reimbursement concepts of the Emergency Management Assistance Compact, the California Disaster and Civil Defense Master Mutual Aid Agreement, and the State of California Emergency Management Mutual Aid Plan. Expenditures made in connection with such emergency activities required by this Agreement, the California Emergency Services Act and/or SEMS, including mutual aid activities,

shall be deemed conclusively to be for the direct protection and benefit of the persons and property in the OA.

In deciding the level of OA response and resource commitment during emergencies, the County and Subdivisions agree to operate according to the EOP and supporting documents defined in Section 5.1 of this Agreement.

Financial Reimbursement and Recovery Following Emergencies

The County and each Subdivision are each individually responsible for developing, submitting, and receiving their own emergency aid, loans or grants from any source including local, state, and federal governments. Each is individually responsible for the timeliness, accuracy, and compliance of its own expenditures submitted for reimbursement through such mechanisms.

Section Seven. Operational Area Agreement Administration

7.1 Existing Agreements

Nothing contained in this Agreement shall be construed as superseding or modifying any existing agreements, including mutual aid agreements, except for superseding the existing OPERATIONAL AREA AGREEMENT OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS dated October 3, 1995, and addenda; and nothing herein shall be construed as preventing any Party from entering into or modifying mutual aid or other emergency response agreements.

7.2 Effective Date

This Agreement shall become effective six months after approval and execution by the County Board of Supervisors and at least one Subdivision. Any Subdivision in Orange County may become a Party hereto by executing this Agreement. Notice shall be provided to the County upon a Subdivision's execution of this Agreement.

7.3 Withdrawal

Any Party may withdraw from this Agreement by providing written notice to county emergency management staff. Said notice shall be given 30 days before withdrawal from this Agreement.

7.4 Indemnification

Each Party shall defend, indemnify, and hold harmless the other Parties, and their officers, agents, employees and representatives from any and all losses, liability, damages, claims, suits, actions, administrative proceedings, demands, and litigation, and all expenses and costs relating directly to the negligent or otherwise wrongful acts or omissions of the indemnitor, its officers, agents, employees, or representatives arising out of or incidental to performance under this Agreement. No Party assumes liability for the acts or omissions of persons other than that Party's respective officers, agents, employees or representatives.

7.5 Counterparts

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

7.6 Interpretation

Save to the extent that the context or the express provisions of this Agreement otherwise require:

- Headings and sub-headings are for ease of reference only and shall not be taken into consideration in the interpretation or construction of this Agreement;
- All references to Parts, Sections, and Paragraphs are references to Parts, Sections and Paragraphs contained herein;

- All references to any ordinance, resolution, law, regulation or guidance shall include references to any ordinance, resolution, law, regulation or guidance which amends, extends, consolidates or replaces the same or which has been amended, extended, consolidated, supplemented, substituted, novated, replaced, or assigned by the same and shall include, without limitation, any instrument, proclamation, bylaw, directive, decision, regulation, rule, order, notice, codes of practice, code of conduct, rule of court, instrument or delegated or other subordinate legislation thereto;
- The words "herein", "hereto" and "hereunder" refer to this Agreement as a whole and not to the particular Section, or Paragraph in which such word may be used;
- Any reference to a public organization or representative shall be deemed to include a
 reference to any successor to such public organization or representative or any
 organization or entity or representative which has taken over the functions or
 responsibilities of such public organization or representative.

7.7 Ambiguities

In the case of any ambiguity or discrepancy:

- Between the provisions in this Agreement and the provisions of any underlying Executive
 Order, law, or regulation, the provisions of underlying Executive Order, law, or regulations
 will be incorporated by approval of the Executive Board and written notice shall be
 provided to all Parties.
- Between the provisions in this Agreement and the provisions of any underlying mutual aid agreement or EOP, the provisions of this Agreement shall prevail until such time as the OA Executive Board considers the matter and notice of proposed resolution to such issues are provided to all Parties.

7.8 Amendment

This Agreement may not be amended or modified except in a writing executed by a majority of all signature Parties as defined by Section 2.1 of this Agreement.

OPERATIONAL AREA AGREEMENT OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS

County of Orange

County of Orange

(City or Jurisdiction)

Michelle Steel, Chairwoman

DATED: 3/1/100
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By: Rolan Stiler
Robin Stieler, Clerk of the Board
County of Orange
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Date 5 9 20
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NOTICE TO COUNTY OF ORANGE TO BE GIVEN TO:
Donna Boston
Name
County of Orange
City/Jurisdiction
2644 Santiago Canyon Road
Address Silverado, CA 92676
City/State/Zip
714-628-7154
FAX Number
APPROVED AS TO FORM:
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Wendy A. Phillyss
Nendy Phillips, Senior Deputy County Counsel
County of Orange
Dated 5/2/0/20
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OPERATIONAL AREA AGREEMENT OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS

DATED: //-/-95	Placentia Library District of Oras	nge County
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	By Esmerto	
	(signature)	
	Elizabeth D. Minter	
	(type name)	
	Library Director	2 2 2 2 2 2
	(title)	·
ATTEST:		
By Charles Punitue (signature)		
Charlene Dumitru	,	
(type name)		
Administrative Assistant (title)		
Date_//-/-95		
11-1-13		
NOTICE TO SPECIAL DISTRICT T Ms. Elizabeth D. Minter, Library Dire Placentia Library District of Orange C 411 East Chapman Ave. Placentia, CA 92670 FAX: (714) 528-8236	ector	
APPROVED AS TO FORM:		
Pay Wans		
(signature)		
Ray Evans		
(type name)		
Trustee		
(title)		

Dated _//-/-95

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Review of Phase 2 Building Capacity and Updates

DATE:

March 15, 2021

BACKGROUND

In accordance to the Placentia Library District adopted Re-Opening Plan, Phase 2, the Library building is currently open to the public while limiting number of patron and staff inside the building to 50. There is limited in-person services including curbside, grab & go, take home kits, computer access, reference, test proctoring, and passports. Laptops/Hotspot kits are available for checkouts as well. The highly successful virtual programs – storytime, STEAM, Luna bilingual storytime, and Hangar, continue to be popular with our patrons.

Since the last update at the February 16, 2021 Board meeting, library staff have experienced an increase in patron visits and more demand for services. We believe the availability of vaccines and changes in state and local guidelines have impacted the increase in business. Recently, the number of patrons inside the library has increased to 40, ten more than the permitted 30 as outlined under Phase 2. Library staff provided excellent service regardless the additional numbers.

State guidelines for building capacity is currently at 25%. The current capacity at the Placentia Library District is 6.9%. To ensure the Library remains open irrelevant to potential positive tests experienced by library staff, library staffing is based on rotating teams -10 staff per team. If a staff from one team tests positive, the other team will be activated until the quarantine period is over.

Attachment A is a building capacity summary of other Orange County library systems.

RECOMMENDATIONS

- 1. Authorize an amendment to the Re-Opening Plan for Phase 2 to increase the building capacity to 15% 76 patrons, effective March 20, 2021.
- 2. Authorize amendment by a roll call vote.
- 3. Roll call vote.

BUILDING CAPACITY - 576

Current Capacity – 30 patrons + 10 staff (6.9%)

Current State Guidelines – 25%

%	PATRONS	CAPACITY	LIBRARIES OPEN FOR
	A Company	(patrons, staff, volunteers)	IN-PERSON SERVICE
5	19	29	Placentia Library District
. 5"	, i.e.		
10	48	58	
15	76	86	
20	105	115	Anaheim – Central, Canyon & Haskett
			Newport Beach – Central
			Orange County Law Library
9.5	- v - v		Orange County Public Library
		* * * * * * * * * * * * * * * * * * * *	Yorba Linda Library
1 1 1-5	and the second		
25	134	144	Buena Park Library District
30	163	173	A Marine Company of the Company of t
35	192	202	The state of the s
40	220	230	
. 45	249	259	
50	278	288	
75	422	432	
100	11. 12.	576	

Orange City Library capacity is 100 – no percentage

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO:

Library Board of Trustees

FROM:

Jeanette Contreras, Library Director

SUBJECT:

Joint-Use Committee Report

DATE:

March 15, 2021

BACKGROUND

Board President Martin will report out on the Joint-Use Committee meeting.

Attachment A is the minutes from the March 4, 2021 Meeting.

MINUTES PLACENTIA LIBRARY DISTRICT

Agenda Item 32 Attachment A

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MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA TO DISCUSS TO THE JOINT USE AGREEMENT MARCH $4^{\rm TH}$, 2021

CALL TO ORDER

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

Members Absent: None.

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

Guests: None

BACKGROUND

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

CITY OF PLACENTIA UPDATES

The City provided updates preparation for the mid-year budget update with numbers being higher than anticipated, interest rate updates, consistently better response times for the Fire Department alongside updates on developments such as the Audi dealership, housing developments, and their goal to create a Community Center and focus on updating parks throughout the city.

PLACENTIA LIBRARY DISTRICT UPDATES

The Library provided updates on preparing for the March Budget Work Session, new board member trainings that have been taking place, updates from Dr. Chou with Orange County Health noting that library personnel is in the top tier of 1C category, and planning for the Easter Eggcitement Drive Thru event. The Placentia Library District remains open with modified hours of Tuesday through Saturday 10:00 a.m. to 5:00 p.m. with rotating staff schedules.

ACTION ITEMS

None.

NEXT MEETING

The next meeting is scheduled for Thursday, April 1^{st} at 3:30 p.m. Email Alyssa Stolze with any agenda items.