



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

December 20, 2021

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the November 15, 2021 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for November 2021. (Receive & File and Approve)
11. FY2020-2021 Fund Balance through November 2021; the Schedule of Anticipated Property Tax Revenues for FY2020-2021 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for November 2021 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for November 2021. (Receive & File)
14. Acquisitions Report for November 2021. (Receive & File)
15. Entrepreneurial Activities Report for November 2021. (Receive & File)
16. Library Impact Fee Report for November 2021. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

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

STAFF REPORTS (Items 20 – 23)

20. Administration Report for November 2021.
21. Children's Services Report for November 2021.
22. Adult Services Report for November 2021.
23. Placentia Library Web Site & Technology Report for November 2021.

NEW BUSINESS

24. Election of Officers.
25. Appointment of Library Board Representatives for 2022 by the Board President:
Incumbents are italicized.
 - Representative to Special District Local Area Formation Commission (LAFCO) – *Trustee Shkoler* and *Secretary Carline* as alternate.
 - Representative to the Orange County Council of Governments (OCCOG) – *Trustee Dahl* and *Secretary Carline* as alternate.
 - Representative to the Placentia Library Friends Foundation (PLFF) – *Trustee Dahl* and *Secretary Carline* as alternate.
 - Representative to the Independent Special District of Orange County (ISDOC) – *Secretary Carline* and *President Martin* as alternate.
 - Personnel Committee – *President Martin* and *Secretary Carline* as alternate
 - Joint Use Agreement Committee – *President Martin* and *Secretary Carline*
26. Adopt Resolution 21-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2022.
27. Review and Discuss a Patron's Complaint Regarding Barbara & Ed Hemmerling Group Study Rooms.
28. IT Updates by Jeremy Yamaguchi.
29. Senior/Community Center Blue Ribbon Committee Report by President Martin.

AGENDA DEVELOPMENT


30. Agenda Preparation for the January Date Meeting which will be held on January 17, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

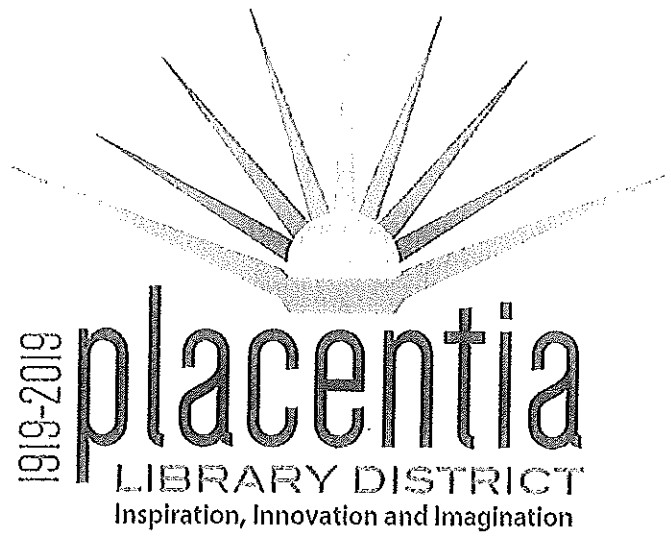
31. The Library Board of Trustees will adjourn the December 20, 2021 meeting.

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

I, Alyssa Stolze, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for the December 20, 2021 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 16, 2021.



Alyssa Stolze, Executive Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 15, 2021

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 18th, 2021 at 6:31 p.m.

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

Members Absent: Trustee Hilaire Shioura. The District did not receive any communication to inform us he would not attend the Board meeting.

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

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

Guests: Shellie McCurdy, Library Assistant; Laura DeLeon, Library Clerk.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin attended the Joint Use Meeting, Veterans Day Event, Blue-Ribbon Committee, Monster Mash program, Chief Lenyi's Luncheon, Rotary meeting, and a Financial Partner's Credit Union Meeting. Moreover, President Martin continued to volunteer at Charity's Closet. Additionally, President Martin attended the Board Development Training and shared the following memorandum from the trainer, Mr. Aranda:

"Good morning to all of you. I wanted to follow up on our meeting that took place on Thursday, October 28, 2021. First, let me thank you for taking the time out of your busy schedule and allowing me to present the information to all of you. I hope that you found it interesting and helpful. Based on our discussion I would like to remind each of you to try at the next Board Meeting to do the following:

1. Allow the Board President to recognize the speaker and everyone listen, without interrupting, to the individual that has the floor.
2. Avoid negative body language or facial gestures. Sincerely attempt to listen to the person speaking.
3. Throughout the meeting keep in mind the Placentia Library District's Mission Statement and focus your comments on the agenda and in relation to the Placentia Library District.
4. During the discussion of specific agenda items, each Trustee is welcome to present their views on the item in relation to the Library District business.

During the vote typically a yes or no will suffice because your fellow trustees and the public have heard your thoughts on the subject matter.

I wish you a successful regular board meeting in November and I would like to hear from each of you right after the board meeting.”

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Carline attended the Joint Use Meeting, Chief Lenyi’s Luncheon, the virtual ISDOC Luncheon, and the Board Development Training.

Trustee Dahl attended the Board Development Training, Monster Mash Program, Chief Lenyi’s Luncheon, Placentia Round Table Women’s Club Meeting, Orange County Council of Government Meeting, PLFF Board Meeting, and Congresswoman Young Kim tour.

Trustee Shioura was absent.

Trustee Shkoler attended the Rotary social, Board Development Training, and the Monster Mash program.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras opened by thanking staff for their work in both hosting the Chief Lenyi Luncheon and Monster Mash Program. Director Contreras then reported out on her activities, including the following: meeting with current and past elected officials, submitting the Stronger Together Grant with Assistant Library Director Baltierra, volunteering at the PLFF Yard Sale, attending the LAFCO Strategic Planning meeting, and the Veteran’s Day event.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on PLFF’s Yard Sale success, with all remaining items donated to LOT318, veteran’s and girl scout troops. Moreover, PLFF approved supporting the Stronger Together Grant, sent out membership drive letters, prepared for the Letters to Santa annual fundraiser and is beginning the silent auction and table sponsor letters to donors for the Author’s Luncheon.

CONSENT CALENDAR

After clarifications were requested by Library Director Contreras and amended minutes were presented to the Board, it was moved by Trustee Shkoler and seconded by Trustee Dahl to approve Agenda Items 9-22 as amended. A roll call vote was taken:

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

**MINUTES FOR OCTOBER 18,
2021 REGULAR DATE
MEETING.**

The minutes for the October 18th, 2021 Regular Date Board Meeting were received, reviewed and filed as amended (Item 9).

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

| | |
|---|---|
| CASH FLOW ANALYSIS AND TREASURER'S REPORTS | Check Registers for October 2021 (Item 10) Fund 707 Balance Report for October 2021 (Item 11) Financial Reports through October 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) |
| GENERAL CONSENT REPORTS | Balance Sheets for October 2021 (Item 13) Acquisitions Report for October 2021 (Item 14) Service Revenue Report for October 2021 (Item 15) Library Impact Fee Report for October 2021 (Item 16) Personnel Report for October 2021 (Item 17) Circulation Report for October 2021 (Item 18) Review of Shared Maintenance Costs with the City of Placentia (Item 19) |
| STAFF REPORTS | Administration Report for October 2021 (Item 20) Children's Services Report October 2021 (Item 21) Adult Services Report for October 2021 (Item 22) Placentia Library Website Technology Report for October 2021 (Item 23) |
| PRESENTATION TO EAGLE SCOUT TROOP. | Eagle Scout Atticus Kim was unable to attend the meeting; however, President Martin was to present a certificate of appreciation to Atticus Kim for his Eagle Scout work with the Placentia Library District and PLFF in building a free library and two book carts. No action was to be taken at this time. |
| DISCUSS AND REVIEW THE REQUEST FOR PROPOSAL FOR SERVICES OF A FACILITIES IMPACT FEE STUDY. | Director Contreras presented the history of the Facilities Impact Fee. At a meeting on June 26, 2008, the Board adopted Resolution 08-10, which established a Library Facilities Impact Fee. The Resolution provides, among other things, that the District desires to have the City take action to impose the Library Facilities Impact Fee as part of the City's land use approval process for new development/construction. Since the adoption of Resolution 08-10 in 2008, the Impact Fee has not been updated, therefore, library staff recommends an updated Nexus Study for the District's current Library Impact Fee. The draft Request for Proposal (RFP) to procure service for an updated Facilities Impact Fee Study was presented to the Board for discussion. With the suggested amendment of using "Public Records Act" in place of "Freedom Act" and an estimated cost of \$18,000, it was motioned by Secretary Carline to move forward with the Request for Proposal for a Nexus Study as amended. A roll call vote was taken: AYES: Martin, Carline, Dahl, Shkoler NOES: None ABSENT: Shioura |
| DISCUSS AND REVIEW PATRON COMMENTS REGARDING CURRENT MASK GUIDELINE. | At the October 18, 2021 meeting, the Library Board of Trustees authorized an update to the District's mask guideline. Effective that evening, mask will only be required for unvaccinated individuals. The updated guideline was shared through the Library Director's Message on October 20, 2021. The District received communication from four patrons – with support and opposition even at 50/50. Staff reached out to libraries across Orange County. Of the responses received, all |

have similar mask requirement as Placentia Library District – masks required for unvaccinated with no monitoring. After review of current practices of other libraries, staff recommends the current mask guideline remain unchanged. After an in-depth discussion by the Board, no actions were to be taken at this time. It was requested that Director Contreras A roll call vote was taken:

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

**BUILDING STRONGER
COMMUNITIES GRANT
INFORMATION BY
DIRECTOR CONTRERAS.**

Library Director Contreras provided an update on the California State Library Stronger Together: Improving Library Access Grant. The grant submission was turned in on November 15, 2021, and if awarded, provides up to \$250,000 for each jurisdiction. The Placentia Library District requested the full eligible amount with expected in-kind contributions (from the District and community partners) to match 100% of the grant amount. The majority of the \$250,000 grant will be allocated for the purchase of a bookmobile. Funds will be awarded January 2022 with the project to be completed by March 31, 2024. No other action was taken at this time.

**IT UPDATES BY JEREMY
YAMAGUCHI.**

Mr. Jeremy Yamaguchi, District IT Consultant, provided an update on the following current IT progress and projects: contractors have started the audit, a new camera has been installed in the Meeting Room, the Request for Proposal for the website is almost complete, and database access is being updated on the current website. No other action was taken at this time.

**LEGISLATIVE UPDATES BY
SECRETARY CARLINE.**

Secretary Carline presented legislative updates pertaining to AB361 Open meetings: state and local agencies; teleconferences, which covers Brown Act compliance regarding virtual meetings during the pandemic. The District remains in compliance with both currently hosting meetings in-person and via Zoom. No action was to be taken at this time.

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

President Martin reported on the Blue-Ribbon Committee, a City committee for a new Community Center, which included a photo presentation of community centers visited, updates on their current progress, and upcoming meetings.

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

President Martin reported on the City receiving the Orange County Business Council Award for its partnership with Lynch Ambulance, Kraemer fountain bids are underway, the Audi dealership's soft opening is aimed for early next year, the Herald Grand Opening, and the Blue-Ribbon Committee's progress. Also, the Tree Lighting Ceremony will be held December 2nd and the pergola construction will begin post-holidays. Moreover, the City will be closed December 17th through January 3rd for the holidays.

REVIEW OF ACTION ITEMS

Director Contreras requested the 6000 series for the policy manual be reviewed by the Board at the next meeting. It was motioned by Secretary Carline and seconded by Trustee Shkoler to approve Director Contreras' agenda request. All in favor:

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

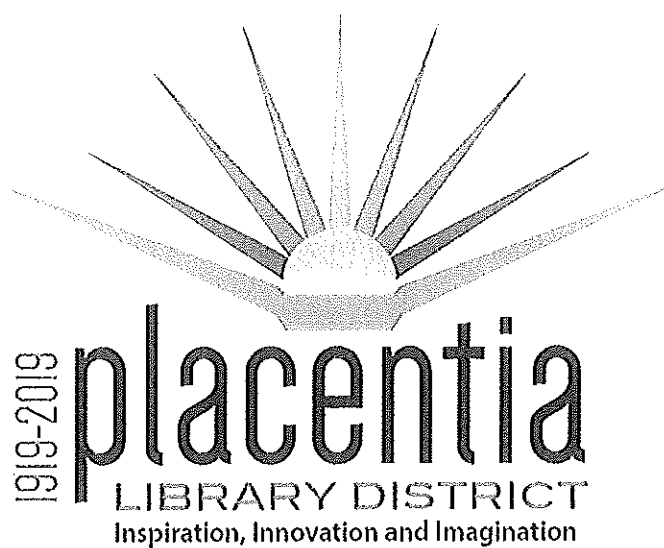
The next Board Meeting will be on December 20th, 2021 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 15th, 2021 was adjourned at 7:43 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees



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Placentia Library District
Check Register
November 2021

| Date | Ref No. | Payee | Memo | Payment | Type |
|------------|---------|---|--|-----------|--------------|
| 11/09/2021 | 12043 | Placentia-Yorba Linda Unified School Dist | Printing jobs for October 2021 | 27.35 | Bill Payment |
| 11/09/2021 | 12044 | eSecurity Solutions | esecurity Solutions Systems & Device Audit and Assurance Contract | 7,500.00 | Bill Payment |
| 11/09/2021 | 12045 | Baker & Taylor | Books | 3,750.36 | Bill Payment |
| 11/09/2021 | 12046 | Pitney Bowes Purchase Power | Postage for October 2021 | 1,219.99 | Bill Payment |
| 11/09/2021 | 12047 | Johnson Controls Security Solutions | Service Call on 10/28/21 | 724.00 | Bill Payment |
| 11/09/2021 | 12048 | Eagle Multi Media Productions | IT Support Services and AV & Networking Adapters | 5,735.84 | Bill Payment |
| 11/09/2021 | 12049 | Envisionware, Inc. | Services for October 2021, Gateway Terminal Hardware & Subscription Renewal FY 21-22 | 971.66 | Bill Payment |
| 11/09/2021 | 12050 | SoCalGas | 9/16/21-10/19/21 Services | 53.30 | Bill Payment |
| 11/09/2021 | 12051 | Midwest Tape | Audiobooks/DVDs | 1,950.32 | Bill Payment |
| 11/09/2021 | 12052 | Cintas | Cleaning Supplies | 455.39 | Bill Payment |
| 11/09/2021 | 12053 | Southern California Edison | Service 9/29/21-10/28/21 | 3,334.64 | Bill Payment |
| 11/09/2021 | 12054 | Arcelia Janitorial Service | Janitorial Services 10/1/21-10/31/21 | 3,696.00 | Bill Payment |
| 11/09/2021 | 12055 | Public Agency Retirement Services | PARS Contribution for PP 10/08/21-10/21/21 PARS Contribution for PP 10/22/21-11/04/21 | 5,267.94 | Bill Payment |
| 11/09/2021 | 12056 | Rowman & Littlefield Publishing Group Inc | Calendar of Events 2022 | 108.14 | Bill Payment |
| 11/09/2021 | 12057 | SDRMA | Medical Benefits for December 21 | 23,919.69 | Bill Payment |
| 11/09/2021 | 12058 | Golden State Water Company | Water Services 9/22/21-10/22/21 | 801.62 | Bill Payment |
| 11/09/2021 | 12059 | Staples Advantage | Office Supplies | 57.71 | Bill Payment |
| 11/09/2021 | 12060 | CliftonLarsonAllenLLP | Audit Services rendered through October 2021 | 500.00 | Bill Payment |
| 11/09/2021 | 12061 | Bear State | HVAC transformer & belt replacement | 680.19 | Bill Payment |
| 11/09/2021 | 12062 | OverDrive | Audiobooks/Ebooks | 526.88 | Bill Payment |
| 11/15/2021 | 12063 | Midwest Tape | Hoopla for October 2021 | 4,333.35 | Bill Payment |
| 11/15/2021 | 12064 | The Placentia Police Department | False Alarm Permit 12/12/21-12/12/23 | 162.00 | Bill Payment |
| 11/15/2021 | 12065 | Baker & Taylor | Books | 775.03 | Bill Payment |
| 11/15/2021 | 12066 | Envisionware, Inc. | Envisionware professional services: cash register | 150.00 | Bill Payment |
| 11/15/2021 | 12067 | Staples Advantage | Z folds | 587.14 | Bill Payment |
| 11/15/2021 | 12068 | Republic Services | Recycling Service 10/1/21-10/31/21 | 158.87 | Bill Payment |
| 11/15/2021 | 12069 | Placita Santa Fe Merchants Association | Tamale Festival 2021 - Placentia Library District Booth | 200.00 | Bill Payment |
| 11/15/2021 | 12070 | Bear State | HVAC services on 11/2/21 | 266.00 | Bill Payment |
| 11/15/2021 | 12071 | Dewey Pest Control | Dewey Pest Control Services 11/2021-1/2022 | 159.00 | Bill Payment |
| 11/15/2021 | 12072 | OverDrive | Audiobooks/ebooks | 1,063.00 | Bill Payment |
| 11/15/2021 | 12073 | Baker & Taylor | Books | 120.75 | Bill Payment |
| 11/19/2021 | 12074 | State of CA - Department of Justice | Pre-employment fingerprinting | 32.00 | Bill Payment |
| 11/19/2021 | 12075 | City of Placentia | Shared Costs with the City of Placentia September & October 2021 | 2,163.99 | Bill Payment |
| 11/19/2021 | 12076 | UMPQUA BANK | Umpqua October 2021 | 3,504.83 | Bill Payment |

02:44 P.M.
12/07/21
Accrual Basis

Placentia Library District
Check Register
November 2021

| | | | | | |
|------------|-------|---|---|-------------------|--------------|
| 11/19/2021 | 12077 | Venessa Faber | STEAM supplies reimbursement & Pumpkin Character Contest Prizes reimbursement | 89.30 | Bill Payment |
| 11/19/2021 | 12078 | Rowman & Littlefield Publishing Group Inc | Books | 1.64 | Bill Payment |
| 11/19/2021 | 12079 | Unique Management Services, Inc. | Collection Services for October 2021 | 8.95 | Bill Payment |
| 11/19/2021 | 12080 | CALNET3 | Service 10/2/21-11/1/21 | 185.60 | Bill Payment |
| 11/19/2021 | 12081 | Midwest Tape | Audiobooks/DVDs | 176.99 | Bill Payment |
| 11/19/2021 | 12082 | New Readers Press | CLLS Budget 21/22 Literacy Materials | 499.01 | Bill Payment |
| 11/19/2021 | 12083 | SDRMA | Ancillary Benefits for December 21 | 2,232.79 | Bill Payment |
| 11/19/2021 | 12084 | Legacy Integrative Solutions | Printer services | 713.85 | Bill Payment |
| 11/19/2021 | 12085 | Cintas | Cleaning Supplies | 259.01 | Bill Payment |
| 11/19/2021 | 12086 | Sirsi Corporation | BC Analytics Upgrade | 3,000.00 | Bill Payment |
| 11/19/2021 | 12087 | Placentia Library District | For Payroll on 12/08/21 | 60,000.00 | Check |
| 11/19/2021 | 12088 | Placentia Library District | For payroll on 12/22/21 | 65,000.00 | Check |
| | | | | <u>207,124.12</u> | |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through November 2021 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: December 20, 2021

| Fiscal Year 2021-2022 | |
|------------------------------|------------|
| 7/31/2020 | 797,842.63 |
| 8/31/2020 | 798,184.45 |
| 9/30/2020 | 798,537.58 |
| 10/31/2020 | 798,901.40 |
| 11/30/2020 | 799,252.48 |
| 12/31/2020 | |
| 1/31/2021 | |
| 2/28/2021 | |
| 3/31/2021 | |
| 4/30/2021 | |
| 5/31/2021 | |
| 6/30/2021 | |

| Fiscal Year 2020-2021 | |
|------------------------------|------------|
| 7/31/2019 | 790,798.96 |
| 8/31/2019 | 791,646.81 |
| 9/30/2019 | 792,427.94 |
| 10/31/2019 | 793,212.36 |
| 11/30/2019 | 793,942.94 |
| 12/31/2019 | 794,595.92 |
| 1/31/2020 | 795,201.11 |
| 2/29/2020 | 795,749.02 |
| 3/31/2020 | 796,231.15 |
| 4/30/2020 | 796,660.85 |
| 5/31/2020 | 797,113.17 |
| 6/30/2020 | 797,495.65 |



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


SUBJECT: Financial Reports through November 2021 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: December 20, 2021

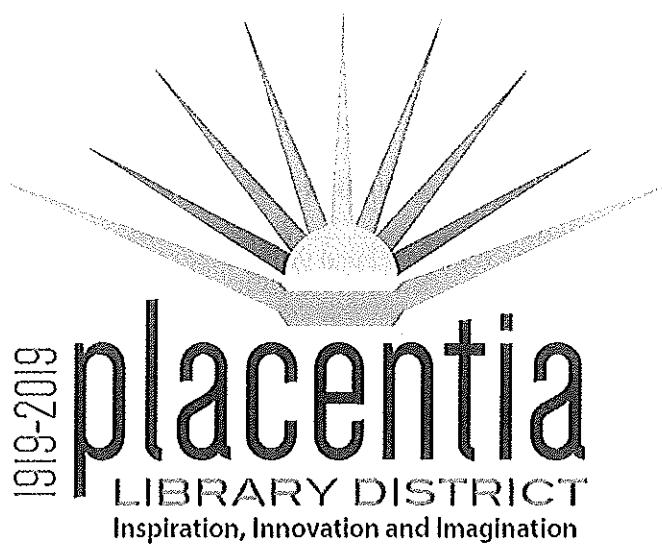
Summary of Cash and Investments as of November 30, 2021

| | |
|--|------------------------|
| Cash with Orange County Treasurer Fund 9LX | \$ 799,252.48 |
| General Fund Checking – Bank of the West | \$ 510,027.87 |
| General Fund Savings – Bank of the West | \$ 1,037,522.08 |
| <i>(Impact Fees in Savings – Restricted)</i> | \$ 500,555.30 |
| Payroll Checking – Wells Fargo Bank | \$ 162,619.00 |
| Total Cash and Investments | \$ 2,509,421.43 |

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of November 30, 2021

| Acct # | DESCRIPTION | BUDGET | YTD ACTUAL | BALANCE | PERCENT % RECEIVED |
|---|--|------------------|----------------|--------------------|--------------------|
| PROPERTY TAX REVENUE | | | | | |
| 4010 | Property Taxes - Current Secured | 2,710,330 | 486,182 | (2,224,149) | 17.9% |
| 4020 | Property Taxes - Current Unsecured | 80,305 | 44,057 | (36,248) | 54.9% |
| 4050 | Property Taxes - Curr Supplemental | 46,567 | 16,335 | (30,232) | 35.1% |
| * 4080 | Penalties & Costs on Delinq Taxes | 0 | 20,285 | 20,285 | - |
| 4090 | Taxes Special Dist Augmentation | 9,106 | - | (9,106) | 0.0% |
| 4190 | State - Homeowners Property Tax Relief | 16,477 | - | (16,477) | 0.0% |
| | Sub Total | 2,862,785 | 566,859 | (2,295,926) | 19.8% |
| INTEREST REVENUE | | | | | |
| 4600 | Interest | 8,500 | 1,169 | (7,331) | 13.8% |
| | Sub Total | 8,500 | 1,169 | (7,331) | 13.8% |
| GRANT REVENUE | | | | | |
| 4210, 4421 | State Grants | 40,000 | 33,529 | (6,471) | 83.8% |
| 4230 | Other Grants | 10,000 | - | (10,000) | 0.0% |
| | Sub Total | 50,000 | 33,529 | (16,471) | 67.1% |
| MISCELLANEOUS REVENUES | | | | | |
| 4410, 4414C | PLFF Grants | 25,000 | 12,000 | (13,000) | 48.0% |
| 4310 | Fines & Fees | 15,000 | 6,784 | (8,216) | 45.2% |
| 4320, 4330 | Passport/Photos | 180,000 | 108,440 | (71,560) | 60.2% |
| 4350 | Test Proctor | 3,000 | 1,200 | (1,800) | 40.0% |
| 4430 | Other: Miscellaneous | 0 | 1,560 | 1,560 | - |
| 4435 | Centennial (-bank final disbursement) | 73,900 | - | (73,900) | 0.0% |
| | Sub Total | 296,900 | 129,984 | (166,916) | 43.8% |
| TOTAL REVENUES YTD FOR FY 21/22: | | 3,218,185 | 731,541 | (2,486,644) | 22.7% |
| 4440 | Reserves | 37,738 | - | (37,738) | 0.0% |
| 4500 | Impact Fees | 250,000 | 26,783 | (223,217) | 10.7% |

* Mathematically unable to divide by zero.

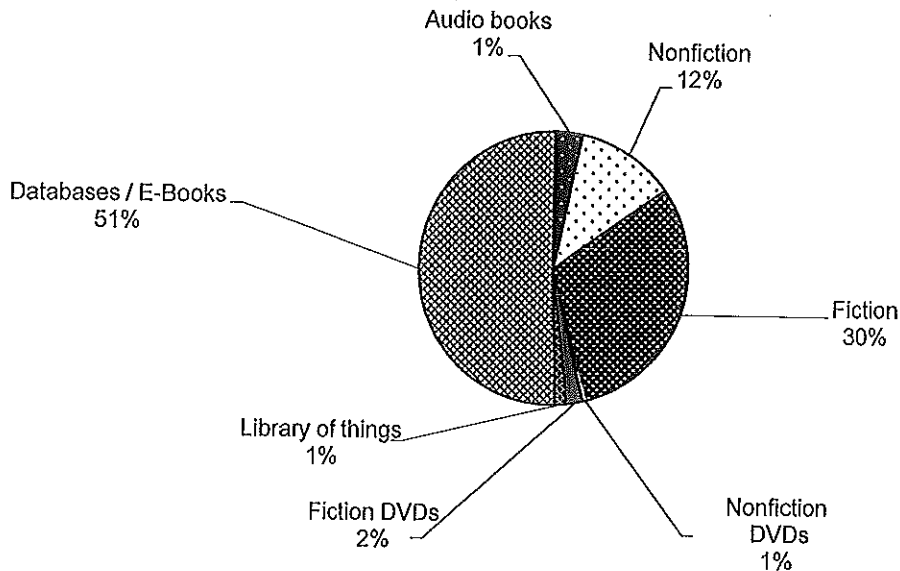
PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
November 30, 2021
41.66% of the year completed.

| ACCOUNT | DESCRIPTION | APPROPRIATIONS | EXPENDED | CURRENT | REMAINDER |
|---|-----------------------------------|--------------------|--------------------|-------------|--------------------|
| SALARIES & EMPLOYEE BENEFITS | | | | | |
| 5010, 5020 | Salaries & Wages | 1,846,673 | 612,989 | 0.33 | \$1,233,684 |
| 5030 | Retirement | 60,365 | 23,178 | 0.38 | \$37,187 |
| 5040 | Unemployment Insurance | 4,158 | 0 | 0.00 | \$4,158 |
| 5050 | Health Insurance | 268,230 | 113,075 | 0.42 | \$155,155 |
| 5064 | Dental Insurance | 11,388 | 5,196 | 0.46 | \$6,192 |
| 5060 | Life Insurance | 4,383 | 1,726 | 0.39 | \$2,657 |
| 5066 | AD & D Insurance | 6,676 | 2,584 | 0.39 | \$4,092 |
| 5068 | Vision Insurance | 2,733 | 1,036 | 0.38 | \$1,697 |
| 5090 | Education Assistance Program | 1,422 | 0 | 0.00 | \$1,422 |
| 5070 | Workers' Compensation Insurance | 25,224 | 10,339 | 0.42 | \$14,685 |
| | TOTAL | \$2,231,252 | \$770,323 | 0.35 | \$1,460,929 |
| SERVICES & SUPPLIES | | | | | |
| 5100 | Communications | 26,500 | 1,745 | 0.07 | \$24,757 |
| 5170 | Household Expenses | 44,000 | 8,374 | 0.19 | \$35,626 |
| 5099 | Liability Insurance | 45,689 | 18,611 | 0.41 | \$27,078 |
| 5205 | Maintenance Expense | 12,921 | 7,449 | 0.58 | \$5,472 |
| 5210, 5220-5280, 5160, 5180 | Building Maintenance | 148,372 | 56,509 | 0.38 | \$92,063 |
| 5290 | Memberships | 7,469 | 5,542 | 0.74 | \$1,927 |
| 5300-5350 | Office Expenses & Postage | 77,544 | 47,631 | 0.61 | \$29,913 |
| 5400-5480 | Prof./Specialized Services | 108,917 | 57,365 | 0.53 | \$51,552 |
| 5490 | Loan Obligation (-bank) | 73,968 | 56,361 | 0.76 | \$17,607 |
| 5495, 5900, 5910, 5920 | Programs | 24,000 | 8,573 | 0.36 | \$15,427 |
| 5500 | Books/Library Materials | 314,000 | 110,615 | 0.35 | \$203,385 |
| 5600 | Meetings/Professional Development | 30,000 | 12,746 | 0.42 | \$17,254 |
| 5700 | Mileage/Parking | 300 | 38 | 0.13 | \$262 |
| 5800 | Utilities | 18,000 | 5,016 | 0.28 | \$12,984 |
| 7000 | COVID-19 | 15,000 | 304 | 0.02 | \$14,696 |
| | TOTAL | \$946,880 | \$396,878 | 0.42 | \$550,003 |
| OPERATING EXPENSES | | | | | |
| | | \$3,178,132 | \$1,167,200 | 0.37 | \$2,010,932 |
| FIXED ASSETS & TAXES | | | | | |
| 1310 | Building Improvements | \$20,000 | - | 0.00 | \$20,000 |
| 1320 | Equipment & Furniture | \$3,000 | - | 0.00 | \$3,000 |
| 6100 | Taxes and Assessments | \$16,500 | 8,701 | 0.53 | \$7,799 |
| | TOTAL | \$39,500 | 8,701 | 0.22 | \$30,799 |
| TOTAL BUDGET | | | | | |
| | | \$3,217,632 | \$1,175,901 | 0.37 | \$2,041,731 |

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH NOVEMBER 2021

| | YTD 2021/22 | YTD 2021/22 | YTD 2020/21 | YTD 2020/21 |
|---------------------------|----------------|----------------|----------------|----------------|
| | Amount | Titles | Amount | Titles |
| Total Fiction | \$36,351 | 1,620 | \$32,454 | 1,750 |
| Total Non-Fiction | \$14,118 | 631 | \$12,525 | 722 |
| Total Databases / E-Books | \$60,323 | 290 | \$20,702 | 69 |
| Total Audio Books | \$3,961 | 102 | \$460 | 328 |
| Total Educational DVDs | \$533 | 16 | \$260 | 13 |
| Total Entertainment DVDs | \$2,415 | 94 | \$1,617 | 342 |
| Total Library of Things | \$1,695 | 18 | \$0 | 0 |
| YTD TOTAL MATERIALS | \$119,396 | 2,771 | \$68,018 | 3,224 |
| Budget | \$314,000 | | \$223,213 | |
| % Spent YTD | 38% | | 30% | |



ACQUISITIONS REPORT FOR FISCALYEAR 2021-2022 for the MONTH OF NOVEMBER 2021

| Prepared by Katia Matas, Librarian I | | | | | | | | | | |
|---|------------------|--------------|--------------------|----------|------------------|--------------|----------------|------------|------------------|--------------|
| | GENERAL FUND | | ADOPT-A-BOOK/GRANT | | TOTAL PURCHASED | | DONATED | | TOTAL ITEMS | |
| | Amount | Titles | Amount | Titles | Amount | Titles | Value | Titles | Amount | Titles |
| <u>Adult Fiction</u> | \$23,336 | 790 | \$0 | 0 | \$23,336 | 790 | \$61 | 3 | \$23,397 | 793 |
| Total Adult Fiction | \$23,336 | 790 | \$0 | 0 | \$23,336 | 790 | \$61 | 3 | \$23,397 | 793 |
| Adult Non-Fiction | \$6,083 | 282 | \$0 | 0 | \$6,083 | 282 | \$121 | 4 | \$6,204 | 286 |
| Adult Reference | \$381 | 4 | \$0 | 0 | \$381 | 4 | \$25 | 1 | \$406 | 5 |
| <u>Adult magazines</u> | \$1,222 | 2 | \$0 | 0 | \$1,222 | 2 | \$0 | 0 | \$1,222 | 2 |
| Total Adult Nonfiction | \$7,686 | 288 | \$0 | 0 | \$7,686 | 288 | \$146 | 5 | \$7,832 | 293 |
| TOTAL ADULT PRINT MATERIALS | \$31,022 | 1078 | \$0 | 0 | \$31,022 | 1078 | \$207 | 8 | \$31,229 | 1086 |
| Adult Audio Books | \$2,229 | 46 | \$0 | 0 | \$2,229 | 46 | \$0 | 0 | \$2,229 | 46 |
| Adult E-books | \$5,979 | 178 | \$0 | 0 | \$5,979 | 178 | \$0 | 0 | \$5,979 | 178 |
| Adult Educational DVDs | \$337 | 11 | \$0 | 0 | \$337 | 11 | \$20 | 1 | \$357 | 12 |
| Adult Entertainment DVDs | \$1,804 | 71 | \$0 | 0 | \$1,804 | 71 | \$957 | 61 | \$2,761 | 132 |
| <u>Library of Things</u> | \$1,695 | 18 | \$0 | 0 | \$1,695 | 18 | \$0 | 0 | \$1,695 | 18 |
| TOTAL ADULT NON-PRINT MATERIALS | \$12,044 | 324 | \$0 | 0 | \$12,044 | 324 | \$977 | 62 | \$13,021 | 386 |
| | | | | | | | | | \$0 | 0 |
| TOTAL ADULT MATERIALS | \$43,066 | 1402 | \$0 | 0 | \$43,066 | 1402 | \$1,184 | 70 | \$44,250 | 1472 |
| <u>Teen Fiction</u> | \$1,372 | 86 | \$0 | 0 | \$1,372 | 86 | \$136 | 4 | \$1,508 | 90 |
| Total Teen Fiction | \$1,372 | 86 | \$0 | 0 | \$1,372 | 86 | \$136 | 4 | \$1,508 | 90 |
| Teen Non-Fiction | \$270 | 12 | \$0 | 0 | \$270 | 12 | \$0 | 0 | \$270 | 12 |
| <u>Teen Reference</u> | \$0 | 0 | \$0 | 0 | \$0 | 0 | \$0 | 0 | \$0 | 0 |
| Total Teen Nonfiction | \$270 | 12 | \$0 | 0 | \$270 | 12 | \$0 | 0 | \$270 | 12 |
| TOTAL TEEN PRINT MATERIALS | \$1,642 | 98 | \$0 | 0 | \$1,642 | 98 | \$136 | 4 | \$1,778 | 102 |
| Teen Audio Books | \$48 | 1 | \$0 | 0 | \$48 | 1 | \$0 | 0 | \$48 | 1 |
| Teen E-books | \$1,079 | 47 | \$0 | 0 | \$1,079 | 47 | \$0 | 0 | \$1,079 | 47 |
| <u>Video Games</u> | \$99 | 2 | \$0 | 0 | \$99 | 2 | \$86 | 2 | \$185 | 4 |
| TOTAL TEEN NON-PRINT MATERIALS | \$1,226 | 50 | \$0 | 0 | \$1,226 | 50 | \$86 | 2 | \$1,312 | 52 |
| <u>Juvenile Fiction</u> | \$11,643 | 744 | \$0 | 0 | \$11,643 | 744 | \$415 | 26 | \$12,058 | 770 |
| Total Juvenile Fiction | \$11,643 | 744 | \$0 | 0 | \$11,643 | 744 | \$415 | 26 | \$12,058 | 770 |
| Juvenile Non-Fiction | \$6,144 | 329 | \$0 | 0 | \$6,144 | 329 | \$38 | 2 | \$6,182 | 331 |
| Juvenile Reference | \$18 | 2 | \$0 | 0 | \$18 | 2 | \$36 | 1 | \$54 | 3 |
| <u>Juvenile Magazines</u> | \$0 | 0 | \$0 | 0 | \$0 | 0 | \$0 | 0 | \$0 | 0 |
| Total Juvenile Nonfiction | \$6,162 | 331 | \$0 | 0 | \$6,162 | 331 | \$74 | 3 | \$6,236 | 334 |
| TOTAL JUVENILE PRINT MATERIALS | \$17,805 | 1,075 | \$0 | 0 | \$17,805 | 1,075 | \$489 | 29 | \$18,294 | 1,104 |
| Juvenile Audio Books | \$1,684 | 55 | \$0 | 0 | \$1,684 | 55 | \$0 | 0 | \$1,684 | 55 |
| Juvenile E-books | \$907 | 53 | \$0 | 0 | \$907 | 53 | \$0 | 0 | \$907 | 53 |
| Juvenile Educational DVDs | \$196 | 5 | \$0 | 0 | \$196 | 5 | \$0 | 0 | \$196 | 5 |
| <u>Juvenile Entertainment DVDs</u> | \$512 | 21 | \$0 | 0 | \$512 | 21 | \$537 | 26 | \$1,049 | 47 |
| TOTAL JUVENILE NON-PRINT MATERIALS | \$3,299 | 134 | \$0 | 0 | \$3,299 | 134 | \$537 | 26 | \$3,836 | 160 |
| TOTAL JUVENILE MATERIALS | \$21,104 | 1,209 | \$0 | 0 | \$21,104 | 1,209 | \$1,026 | 55 | \$22,130 | 1264 |
| On-line databases | \$52,358 | 12 | \$0 | 0 | \$52,358 | 12 | \$0 | 0 | \$52,358 | 12 |
| <u>E-books</u> | \$7,965 | 278 | \$0 | 0 | \$7,965 | 278 | \$0 | 0 | \$7,965 | 278 |
| TOTAL ELECTRONIC MATERIALS | \$60,323 | 290 | \$0 | 0 | \$60,323 | 290 | \$0 | 0 | \$60,323 | 290 |
| Total Fiction | \$36,351 | 1620 | \$0 | 0 | \$36,351 | 1620 | \$612 | 33 | \$36,963 | 1653 |
| Total Non-Fiction | \$14,118 | 631 | \$0 | 0 | \$14,118 | 631 | \$220 | 8 | \$14,338 | 639 |
| Total Electronic | \$60,323 | 290 | \$0 | 0 | \$60,323 | 290 | \$0 | 0 | \$60,323 | 290 |
| Total Audio Books | \$3,961 | 102 | \$0 | 0 | \$3,961 | 102 | \$0 | 0 | \$3,961 | 102 |
| Total Educational DVDs | \$533 | 16 | \$0 | 0 | \$533 | 16 | \$20 | 1 | \$553 | 17 |
| Total Entertainment DVDs | \$2,415 | 94 | \$0 | 0 | \$2,415 | 94 | \$1,580 | 89 | \$3,995 | 183 |
| Total Library of Things | \$1,695 | 18 | \$0 | 0 | \$1,695 | 18 | \$0 | 0 | \$1,695 | 18 |
| TOTAL MATERIALS | \$119,366 | 2771 | \$0 | 0 | \$119,366 | 2771 | \$2,431 | 131 | \$121,827 | 2902 |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for November 2021

DATE: December 20, 2021

Net Revenue Summary for November 2021

| | | | YTD | YTD |
|-----------------|--------|--------|-----------|-----------|
| | 21-Nov | 20-Nov | 2021-2022 | 2020-2021 |
| Passport | 12,775 | 7,770 | 88,396 | 18,849 |
| Passport Photos | 3,214 | 1,501 | 20,044 | 3,888 |
| Test Proctor | 500 | 50 | 1,200 | 100 |
| Fines & Fees | 978 | 369 | 6,784 | 2,428 |
| Meeting Room | 0 | 0 | 0 | 0 |
| TOTAL | 17,467 | 9,690 | 116,424 | 25,265 |



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Library Impact Fee Report – November 30, 2021

DATE: December 20, 2021

| | 21-Nov | 20-Nov | YTD 2021-2022 | YTD 2020-2021 |
|------------------------------|--------------|------------|------------------|------------------|
| Total Monthly Fees Collected | \$ 12,703.36 | \$1,370.88 | \$ 26,783.04 | \$8,994.14 |

Development Projects List

| | Developer/Builder Name | Project Description | Address | Sq. Ft | Fee Paid to Library | Date |
|------------------------------|------------------------|---|---|--------|---------------------|------------|
| 1 | DKH Construction Inc. | Two new Multifamily Dwellings | 1014 Cypress Street | 1,496 | \$ 1,376.32 | 8/31/2021 |
| 2 | Shea Homes LLP | 6 New Detached Single Family Residences | 1239, 1241, 1243, 1245, 1247, 1248 E. Providence Loop | 13,808 | \$ 12,703.36 | 9/2/2021 |
| 3 | Shea Homes LLP | 6 New Detached Single Family Residences | 1233, 1234, 1235, 1236, 1237, 1238 E. Providence Loop | 13,808 | \$ 12,703.36 | 11/19/2021 |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 2021/2022 YTD Total | | | | | \$ 26,783.04 | |
| Ending Balance as of 6/30/21 | | | | | \$473,772.26 | |
| Running Total | | | | | \$500,555.30 | |



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for November 2021

DATE: December 20, 2021

| | | | YTD | YTD |
|-----------------------------|--------|--------|-----------|-----------|
| | 21-Nov | 20-Nov | 2021-2022 | 2020-2021 |
| Separation | 0 | 0 | 2 | 0 |
| Retirement | 0 | 1 | 1 | 1 |
| Appointments | 2 | 1 | 7 | 1 |
| Open Positions | 2 | 1 | 9 | 1 |
| Workers' Compensation Leave | 0 | 0 | 0 | 0 |
| TOTAL | 4 | 3 | 19 | 3 |

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Joel Ramirez, Library Assistant (On Call) – Public Services
Mayli Aponetti, Librarian I (Part-Time)- Public Services

OPEN POSITIONS: Library Aide (On Call)- Support Services
Library Assistant (On Call) – Public Services

WORKERS COMPENSATION LEAVE: None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for November 2021

DATE: December 20, 2021

| <u>CIRCULATION</u> | Nov-21' | Nov-20' | | Y-T-D | Y-T-D | Y-T-D |
|--------------------------|---------|---------|--|---------|---------|----------|
| | | | | 2021-22 | 2019-20 | % change |
| New Patron Registrations | 211 | 142 | | 2,571 | 1,090 | 136% |
| Circulation (items) | 17,449 | 12,700 | | 89,525 | 45,622 | 96% |
| Circulation (e-content) | 8,826 | 9,279 | | 45,390 | 46,652 | -3% |
| Total Circulation | 26,275 | 21,979 | | 134,915 | 95,394 | 41% |
| Total Active Borrowers* | 4,482 | 4,719 | | | | |
| Attendance | 13,846 | 6,136 | | 57,690 | 20,716 | 178% |
| Registered Card Holders* | 58,474 | 54,757 | | | | |
| | | | | | | |
| Adult Fiction | 2,276 | 1,812 | | 12,624 | 6,168 | 105% |
| Adult/Teen Nonfiction | 1,257 | 1,078 | | 6,956 | 4,132 | 68% |
| Adult Magazines | 14 | 1 | | 133 | 15 | 787% |
| Adult/Teen Audio Books | 125 | 229 | | 866 | 752 | 15% |
| Adult DVDs | 772 | 1,076 | | 3,531 | 3,517 | 0.4% |
| Library of Things (LOTs) | 48 | 14 | | 259 | 33 | 685% |
| | | | | | | |
| Teen Fiction | 230 | 323 | | 1,809 | 1,662 | 9% |
| Video Games | 246 | 182 | | 1,083 | 571 | 90% |
| | | | | | | |
| Childrens Fiction | 9,884 | 6,311 | | 49,436 | 22,331 | 121% |
| Childrens LOTs** | 26 | - | | 133 | - | - |
| Childrens Nonfiction | 2,067 | 1,289 | | 10,154 | 4,569 | 122% |
| Childrens Magazines | 15 | - | | 59 | 3 | 1867% |
| Childrens Audio Books | 177 | 12 | | 575 | 95 | 505% |
| Childrens DVDs | 312 | 373 | | 1,907 | 373 | 411% |

* YTD % change not applicable.

** Mathematically unable to divide by zero.

PATRON COUNT

| Nov-21 | SUN | MON | TUES | WED | THURS | FRI | SAT | HOUR TOTALS |
|-------------|------|------|------|------|-------|------|------|-------------|
| 9:00 | | 213 | 224 | 249 | 91 | 136 | 256 | 1169 |
| 10:00 | | 210 | 253 | 198 | 155 | 149 | 375 | 1340 |
| 11:00 | | 267 | 229 | 185 | 99 | 169 | 241 | 1190 |
| 12:00 | | 279 | 221 | 166 | 60 | 155 | 205 | 1086 |
| 1:00 | 359 | 156 | 195 | 288 | 90 | 246 | 249 | 1583 |
| 2:00 | 259 | 216 | 204 | 273 | 95 | 262 | 252 | 1561 |
| 3:00 | 240 | 427 | 435 | 360 | 161 | 290 | 257 | 2170 |
| 4:00 | 150 | 395 | 368 | 311 | 201 | 193 | 190 | 1808 |
| 5:00 | | 233 | 289 | 160 | 107 | | | 789 |
| 6:00 | | 221 | 188 | 186 | 84 | | | 679 |
| 7:00 | | 147 | 73 | 84 | 52 | | | 356 |
| DAY TO-TALS | 1008 | 2764 | 2679 | 2460 | 1195 | 1600 | 2025 | 13731 |

Inside Gate Count 13731
 Outside Gate Counts 115
Total Library Attendance 13846

| Inside Gate Count | | | | | Outside Gate Counts | |
|-------------------|----------|-----------------|-----------------|----------------|---------------------|------------|
| Nov 2021 | Nov 2020 | Y-T-D 2021/2022 | Y-T-D 2020/2021 | Y-T-D % change | | |
| 13,731 | 5,899 | 73,631 | 17,658 | 317% | Adult/Teen Programs | 88 |
| | | | | | Children Programs | 0 |
| | | | | | Curbside | 27 |
| | | | | | Outreach | 0 |
| | | | | | Meeting Room | |
| | | | | | Rentals | 0 |
| | | | | | TOTAL | 115 |

Passport Count

| November 2021 | SUN | MON | TUES | WED | THURS | FRI | SAT | HOUR TOTALS |
|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| 9:00 | | 5 | 3 | 3 | 1 | 7 | 16 | 35 |
| 10:00 | | 5 | 5 | 6 | 1 | 5 | 15 | 37 |
| 11:00 | | 9 | 9 | 1 | 2 | 6 | 10 | 37 |
| 12:00 | | 8 | 9 | 5 | 0 | 3 | 6 | 31 |
| 1:00 | 25 | 7 | 6 | 4 | 0 | 7 | 18 | 67 |
| 2:00 | 15 | 10 | 5 | 1 | 2 | 14 | 11 | 58 |
| 3:00 | 8 | 2 | 6 | 11 | 1 | 8 | 8 | 44 |
| 4:00 | 0 | 6 | 8 | 3 | 3 | 1 | 0 | 21 |
| 5:00 | | 9 | 15 | 5 | 6 | | | 35 |
| 6:00 | | 2 | 5 | 1 | 0 | | | 8 |
| 7:00 | | 0 | 0 | 0 | 0 | | | 0 |
| DAY TOTALS | 48 | 63 | 71 | 40 | 16 | 51 | 84 | 373 |

| Nov 2021 | Nov 2020 | Y-T-D 2020-21 | Y-T-D 2019-20 | Y-T-D % change |
|----------|----------|---------------|---------------|----------------|
| 373 | 173 | 2546 | 1079 | 136% |

ACHIEVEMENTS

- Tim set up 6 new library digital resources – EBSCO LearningExpress for Libraries, Skillshare, GetSetUp, Northstar, LinkedIn Learning and Coursera – to be prepared to launch on the website.
- Erich completed Library cards for Van Buren students for a librarian visit by Michelle.

MEETINGS

- Tim met with Jeremy to update a computer at the Information Desk on November 2nd.
- Estella had a one-on-one with Laura on November 3rd.
- Tim had a one-on-one with Estella on November 10th.
- Tim, Erich, Laura, and Estella attended a Support Services meeting on November 10th.
- Tim attended a Zoom meeting about setting up and statistics for the Gale Resources database with Yesenia, Wendy and the vendor on November 16th.
- Estella, Laura, Angie, Erich and Tim attended the Staff Meeting on November 16th.
- Tim met with Yesenia on November 30th.
- Estella met with Yesenia and supervisors on November 30th.

PROFESSIONAL DEVELOPMENT

- Tim met with Jeremy train on how to update the Information Desk computers (IT training).
- Estella attended a Zoom webinar on Knowledge Management.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

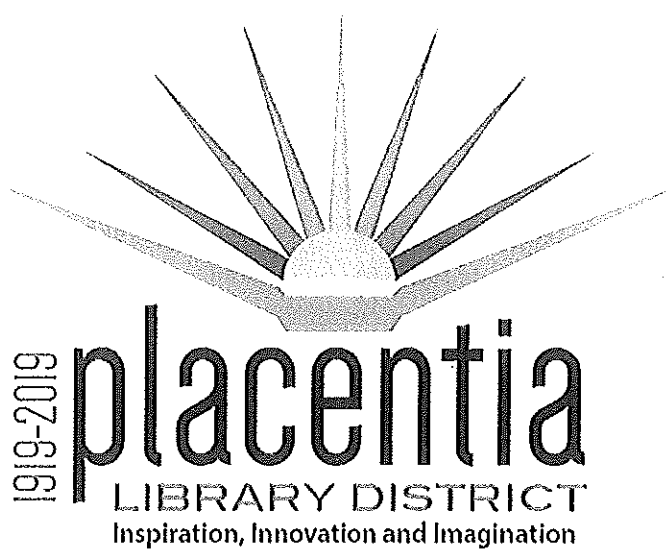
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through November 2021
DATE: December 20, 2021

CITY OF PLACENTIA INVOICES

| PERIOD COVERED FY 2021-2022 | INVOICE DATE | SO. CAL EDISON | TURF (Merchants) | GROUNDS (SA Aquatics) | AT&T | FACILITY MAINT | TOTAL |
|--------------------------------|--------------|----------------|-------------------|-----------------------|----------------|----------------|-------------------|
| Jul-21 | 7/21/2021 | 0.00 | 1,600.40 | 499.20 | 9.85 | 0.00 | 2,109.45 |
| Aug-21 | 8/25/2021 | 0.00 | 1,655.06 | 0.00 | 9.73 | 0.00 | 1,664.79 |
| Sep-21 | * | * | * | * | * | * | 0.00 |
| Oct-21 | 10/12/2021 | 0.00 | 3,310.12 | 499.20 | 9.68 | 0.00 | 3,819.00 |
| Nov-21 | 11/8/2021 | 0.00 | 1,655.06 | 499.20 | 9.73 | 0.00 | 2,163.99 |
| Dec-21 | | | | | | | 0.00 |
| Jan-22 | | | | | | | 0.00 |
| Feb-22 | | | | | | | 0.00 |
| Mar-22 | | | | | | | 0.00 |
| Apr-22 | | | | | | | 0.00 |
| May-22 | | | | | | | 0.00 |
| Jun-22 | | | | | | | 0.00 |
| TOTAL | | \$0.00 | \$8,220.64 | \$1,497.60 | \$38.99 | \$0.00 | \$9,757.23 |

* City Billing Not Received

| PERIOD COVERED FY 2020-2021 | INVOICE DATE | SO. CAL EDISON | TURF (Merchants) | GROUNDS (SA Aquatics) | AT&T | 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 | 3/23/2021 | 0.00 | 1,600.40 | 249.60 | 10.37 | 67.90 | 1,928.27 |
| Apr-21 | 4/27/2021 | 0.00 | 1,600.40 | 0.00 | 9.77 | 0.00 | 1,610.17 |
| May-21 | 5/24/2021 | 0.00 | 1,600.40 | 249.60 | 9.89 | 0.00 | 1,859.89 |
| Jun-21 | 6/15/2021 | 0.00 | 1,600.40 | 249.60 | 9.85 | 0.00 | 1,859.85 |
| TOTAL | | \$0.00 | \$22,405.60 | \$2,745.60 | \$104.86 | \$67.90 | \$25,323.96 |



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for November 2021
DATE: December 20, 2021

Meetings:

- PLFF Meeting: November 8th
- Board of Trustees Regular Date Meeting: November 15th
- All Staff Meeting: November 16th

- PRTWC Meeting: November 3rd
- Weekly Huddles: November 3rd, 10th, & 17th
- Joint Use Committee Meeting: November 4th
- Public Library Director's Networking Conversation: November 5th
- Bibliotheca Vendor Meeting: November 8th
- Library Tour with Congresswoman Young Kim: November 9th
- Supervisor's Meeting: November 9th
- Fingerprinting: November 9th & 12th
- Library Impact Fee Meeting: November 9th
- LAFCO Meeting: November 10th
- One on One Meetings: November 10th & 16th
- Staff Development Day Prep Meeting: November 12th & 30th
- IT Review Meeting: November 16th
- Placentia Collaborative: November 16th
- Gale Vendor Meeting: November 16th
- CLA Board of Director's Meeting: November 19th

Facilities:

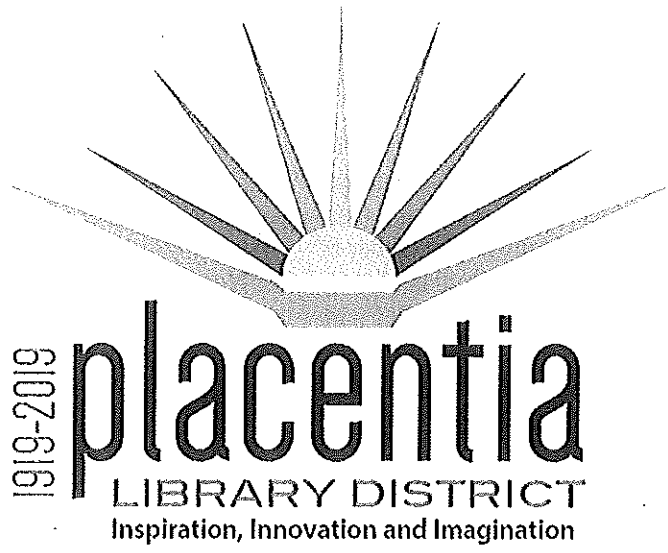
- Verkada Video Camera Review: November 8th
- Johnson Controls Fire Alarm Test: November 9th
- Bear State: November 15th & 16th
- Jairo's Plumbing: November 16th
- Fire Master: November 18th
- Vending Machine Maintenance: November 23rd

Training/Workshops/Conference:

- N/A

Events:

- PLFF Yard Sale: November 6th
- Grand Opening of The Herald: November 17th
- Placentia Round Table Women's Club & Rotary Club of Placentia's Prayer Breakfast: November 18th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for November 2021

DATE: December 20, 2021

MONTHLY STATISTICS

| Number of Programs by Type | November | November | FY-T-D | FY-T-D | FY-T-D |
|----------------------------|-----------|-----------|-----------|-----------|-----------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Storytime | 8 | 7 | 38 | 36 | 6% |
| Educational | 0 | 1 | 1 | 3 | -67% |
| Reading | 2 | 1 | 10 | 6 | 67% |
| Seasonal | 0 | 1 | 4 | 8 | -50% |
| TOTAL | 10 | 10 | 53 | 53 | 0% |

| Attendance of Programs by Type | November | November | FY-T-D | FY-T-D | FY-T-D |
|--------------------------------|------------|--------------|--------------|--------------|-------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Storytime | 231 | 2,095 | 247 | 2,927 | -92% |
| Educational | 0 | 394 | 16 | 394 | -96% |
| Reading | 220 | 185 | 3,078 | 1,666 | 85% |
| Seasonal | 0 | 197 | 870 | 3,515 | -75% |
| TOTAL | 451 | 2,871 | 4,211 | 8,502 | -50% |

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

| Children's Reference | Nov | Nov | Y-T-D | Y-T-D | Y-T-D |
|---------------------------|------------|------------|--------------|------------|-------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Reference—in person | 224 | 141 | 1,000 | 335 | 199% |
| Reference--telephone | 15 | 8 | 83 | 116 | -28% |
| Total Reference | 239 | 149 | 1,083 | 451 | 140% |
| Children's computer usage | 307 | 29 | 1,128 | 80 | 1310% |

ACHIEVEMENTS

- Daisy Badge planned and conducted 3 Luna, Luna! Bilingual Storytimes on November 3rd, 10th, and 17th.
- Venessa Faber was a guest speaker for an Ollie zoom meeting on November 4th.

- Lori Worden proctored 3 exams on November 4th, 17th, and 26th.
- Paige Gulley planned and conducted 2 Once Upon a Storytimes on November 4th and 18th.
- Daisy Badge planned and conducted 2 Family Storytimes on November 6th and 13th.
- Children's staff planned for upcoming Children's department programming for the next eXPLORE newsletter, March – August 2022.
- Venessa Faber hosted catalog training and provided a tour for Boy Scout Troop 1740 on November 24th.

MEETINGS

- Daisy Badge met with Venessa Faber for one-on-one meetings on November 3rd and 17th.
- Paige Gulley met with Venessa Faber for one-on-one meetings on November 3rd and 17th.
- Lori Worden and Venessa Faber attended library huddle meetings on November 3rd, 10th, and 17th.
- Venessa Faber met with a Lakeshore Learning representative on November 8th.
- Venessa Faber attended supervisor meetings on November 9th and 25th.
- Children's staff attended the Children's Services Team Meeting on November 10th.
- Lori Worden met with Venessa Faber for a one-on-one meeting on November 10th.
- Paige Gulley met with Yesenia Baltierra for a one-on-one meeting on November 10th.
- Venessa Faber met with Wendy Amireh and Yesenia Baltierra on November 12th.
- Lori Worden attended the all-staff meeting on November 16th.
- Venessa Faber met with Wendy Amireh on November 16th and 18th.
- Daisy Badge met with Joel Ramirez on November 26th for storytime training.

PROFESSIONAL DEVELOPMENT

- Venessa Faber attended a webinar for new database SkillShare on November 2nd.
- Paige Gulley completed the Alternative Basic Library Education (ABLE) course in Reference Interviews on November 8th.
- Venessa Faber attended the California State Library's Director's Networking Meeting for Jeanette on November 17th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for November 2021

DATE: December 20, 2021

MONTHLY STATISTICS

| Information Desk Activity | November | November | FY-T-D | FY-T-D | FY-T-D |
|--|-----------------|-----------------|----------------|----------------|-----------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Information -- in person | 1,147 | 750 | 6,552 | 2,080 | 215% |
| Information -- telephone | 694 | 485 | 3,919 | 2,951 | 33% |
| Information -- email/chat | 17 | 21 | 112 | 177 | -37% |
| Curbside Service | 27 | 237 | 165 | 2,664 | -94% |
| Technology assistance | 110 | 35 | 478 | 102 | 369% |
| Guest passes | 61 | 2 | 212 | 19 | 1,016% |
| Adult and Children's computer use (desktops) | 1,034 | 461 | 4,791 | 1,254 | 282% |
| Adult computer usage (desktop) | 750 | 408 | 3,844 | 1,267 | 203% |
| Teen computer usage | 170 | 35 | 612 | 112 | 446% |

| History Room Activity | November | November | FY-T-D | FY-T-D | FY-T-D |
|------------------------------|-----------------|-----------------|----------------|----------------|-----------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| History Room Visitors | 2 | 0 | 9 | 3 | 200% |

| Public Services Outreach Activity | November | November | FY-T-D | FY-T-D | FY-T-D |
|--|-----------------|-----------------|----------------|----------------|-----------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Outreach Visits* | 0 | 0 | 1 | 0 | - |
| Outreach Attendance* | 0 | 0 | 49 | 0 | - |

* Mathematically unable to divide by zero

| Proctored Tests | November | November | FY-T-D | FY-T-D | FY-T-D |
|------------------------|-----------------|-----------------|----------------|----------------|-----------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Number of Tests | 10 | 1 | 25 | 1 | 2,400% |

Adult and Teen Programs

| Number of Programs by Type | November 2021 | November 2020 | FY-T-D 2021-22 | FY-T-D 2020-21 | FY-T-D % change |
|-------------------------------------|------------------|------------------|-------------------|-------------------|--------------------|
| Book Club* | 1 | 0 | 3 | 0 | - |
| Educational Programs | 1 | 1 | 8 | 3 | 167% |
| Fine Art Programs | 0 | 0 | 0 | 0 | 0% |
| Hangar Makerspace Programs | 1 | 1 | 5 | 4 | 25% |
| Health & Fitness Programs* | 2 | 0 | 4 | 0 | - |
| History Room Programs | 0 | 0 | 0 | 1 | -100% |
| Home and Lifestyle Programs | 0 | 1 | 1 | 1 | 0% |
| Literacy Programs | 12 | 6 | 64 | 48 | 33% |
| Reading Programs Adult | 1 | 1 | 3 | 2 | 50% |
| Reading Programs Teen | 1 | 1 | 2 | 2 | 0% |
| Placentia Teen Advisory Council | 2 | 2 | 8 | 10 | -20% |
| Teen Programs | 0 | 1 | 2 | 6 | -67% |
| Adult and Teen Program Total | 21 | 14 | 100 | 77 | 30% |
| Teen Program Total | 3 | 4 | 12 | 18 | -33% |

* Mathematically unable to divide by zero

| Program Attendance by Type | November 2021 | November 2020 | FY-T-D FY2122 | FY-T-D FY2021 | FY-T-D % change |
|-------------------------------------|------------------|------------------|------------------|------------------|--------------------|
| Book Club* | 12 | 0 | 34 | 0 | - |
| Educational Programs | 32 | 0 | 152 | 6 | 2,433% |
| Fine Art Programs | 0 | 0 | 0 | 0 | 0% |
| Hangar Makerspace Programs | 239 | 352 | 1,176 | 886 | 33% |
| Health & Fitness Programs* | 12 | 0 | 20 | 0 | - |
| History Room Programs | 0 | 0 | 0 | 18 | -100% |
| Home and Lifestyle Programs | 0 | 398 | 195 | 398 | -51% |
| Literacy Programs | 43 | 39 | 275 | 288 | -5% |
| Reading Programs Adult | 72 | 188 | 211 | 282 | -25% |
| Reading Programs Teen | 2 | 20 | 23 | 37 | -38% |
| Placentia Teen Advisory Council | 30 | 20 | 103 | 82 | 26% |
| Teen Programs | 0 | 6 | 574 | 50 | 1048% |
| Adult and Teen Program Total | 442 | 1,023 | 2,763 | 2,047 | 35% |
| Teen Program Total | 32 | 46 | 700 | 169 | 314% |

* Mathematically unable to divide by zero

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

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

| Literacy | FY-T-D | FY-T-D | FY-T-D |
|---------------------------|---------|---------|----------|
| | 2021-22 | 2020-21 | % change |
| English Literacy Students | 43 | 34 | 26% |
| Students Graduated | 1 | 2 | -50% |
| English Literacy Tutors | 37 | 35 | 6% |

| The Hangar Makerspace | November | November | FY-T-D | FY-T-D | FY-T-D |
|-------------------------|----------|----------|---------|---------|----------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Hangar Open Hour Visits | 67 | 0 | 168 | 3 | 5,500% |
| Hangar Users | 21 | 0 | 44 | 2 | 2,100% |
| Hangar Tours | 16 | 0 | 77 | 1 | 7,600% |

| Volunteer Hours | November | November | FY-T-D | FY-T-D | FY-T-D |
|------------------------------|------------|------------|--------------|------------|-------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| History Room* | 44 | 0 | 286 | 0 | - |
| PLFF | 187 | 30 | 1,056 | 127 | 732% |
| General Library | 249 | 0 | 1,361 | 6 | 22,578% |
| Adult Literacy | 178 | 72 | 938 | 507 | 85% |
| PTAC | 40 | 24 | 237 | 131 | 82% |
| Total Volunteer Hours | 698 | 126 | 3,878 | 770 | 403% |

* Mathematically unable to divide by zero.

ACHIEVEMENTS

- Shellie McCurdy coordinated the November Hangar Take & Make on November 1st.
- Victor Meza coordinated Meditation by Good Moodra Yoga on November 2nd.
- Wendy Amireh and Megan Tolman coordinated Yoga at the Library on November 6th and 20th.
- Wendy Amireh coordinated the Winter Reading Program beginning November 20th.
- Wendy Amireh trained Venessa Faber on creating the schedule on November 18th.
- Michelle Meades coordinated the Book Club on November 9th.
- Michelle Meades and Wendy Amireh completed the FCT video on November 23rd.
- Michelle Meades submitted the Copycat Grant: Memory Lap on November 4th.
- Michelle Meades processed the Ziegler Historical Collection donation on November 7th.
- Michelle Meades processed the Tuffree Historical Collection donation on November 18th.
- Michelle Meades processed the Hunt Historical Collection donation November 22nd.
- Victor Meza coordinated PTAC Meetings on November 4th and 18th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on November 3rd, 10th and 17th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on November 2nd, 9th, 16th, and 30th.

- Sabrina Rosengren coordinated Read, Write, Speak Club on November 5th, 12th, and 19th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on November 18th.
- Sabrina Rosengren attended Saddleback College Virtual Outreach Fair on November 10th.
- Katie Matas began training Joel Ramirez on the Desk on November 23rd.
- Katie Matas and Estella Wnek presented a discussion on health and wellness on November 16th.

MEETINGS

- Victor Meza attended the SLS Teen Services meeting on November 18th.
- Wendy Amireh attended the Adult Services SLS meeting on November 9th.
- Wendy Amireh met with Gale on November 16th.
- Wendy Amireh met with Newsbank on November 10th.
- Victor Meza met with Wendy Amireh on November 9th and 24th.
- Michelle Meades, Shellie McCurdy and Victor Meza met on November 10th.
- Michelle Meades met with Victor Meza on November 15th and November 30th.
- Michelle Meades met attended the Historical Committee Meeting on November 30th.
- Sabrina Rosengren and Wendy Amireh met on November 19th.
- Sabrina Rosengren attended CLLS Statewide Conversation meeting on November 10th.
- Sally Federman met with Wendy Amireh on November 20th.
- Wendy Amireh met with Venessa Faber on November 12th.
- Wendy Amireh met with Yesenia Baltierra on November 4th.
- Wendy Amireh attended Supervisor meetings on November 9th and 30th.
- Wendy Amireh attended Kiwanis meetings on November 17th.
- Shellie McCurdy met with Wendy Amireh on November 20th.
- Megan Tolman met with Wendy Amireh on November 2nd, 16th, and 30th.
- Wendy, Amireh, Katie Matas, Megan Tolman, and Sabrina Rosengren attended the All Staff Meeting on November 16th.
- Wendy Amireh, Sabrina Rosengren, Katie Matas, and Michelle Meades attended weekly Huddles on November 3rd, 10th, 17th and 24th.
- Megan Tolman, Michelle Meades, Katie Matas, and Wendy Amireh attended a Collection Development Meeting on November 9th.
- Katie Matas met with Wendy Amireh on November 19th.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Placentia Library Website & Technology Report for November 2021
DATE: December 20, 2021

| Online Catalog Usage | November | November | FY-T-D | FY-T-D | FY-T-D |
|---------------------------|----------|----------|---------|---------|----------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Placentia Library Catalog | 3,500 | 3,918 | 20,366 | 22,030 | -8% |

| Online Database Usage | November | November | FY-T-D | FY-T-D | FY-T-D |
|--|--------------|--------------|---------------|---------------|-------------|
| <i>Funded by Placentia Library District</i> | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| ABC Mouse | 7 | 10 | 73 | 32 | 128% |
| ABC Mouse - Bring Reading Home | 189 | 12 | 491 | 237 | 107% |
| Biography In Context | 2 | 1 | 11 | 11 | 0% |
| Consumer Reports | 389 | 142 | 1,542 | 1,176 | 31% |
| Creative Bug* | 17 | | 83 | 0 | - |
| Data Axle (Reference USA) | 262 | 40 | 1,720 | 1,148 | 50% |
| Freegal | 958 | 956 | 4,696 | 4,551 | 3% |
| Heritage Quest | 9 | 120 | 360 | 781 | -54% |
| Hoopla | 2,173 | 2,039 | 11,106 | 10,877 | 2% |
| Novelist | 76 | 4 | 173 | 288 | -40% |
| One File | 18 | 2 | 28 | 19 | 47% |
| Opposing Viewpoints | 2 | 1 | 3 | 11 | -73% |
| Overdrive audio books | 1,381 | 1,119 | 6,979 | 6,317 | 10% |
| Overdrive audiobooks - Placentia Advantage Share | 648 | 848 | 3,534 | 4,657 | -24% |
| Overdrive e-books | 1,954 | 2,315 | 11,018 | 13,280 | -17% |
| Overdrive eBooks - Placentia Advantage Share | 827 | 1,356 | 4,744 | 8,471 | -44% |
| OverDrive Magazines | 247 | 338 | 1,102 | 1,420 | -22% |
| Tumblebooks | 60 | 34 | 178 | 386 | -54% |
| Tutor.com | 5 | 33 | 40 | 74 | -46% |
| World Book Online | 0 | 0 | 6 | 21 | -71% |
| TOTAL PLD DATABASE USAGE | 9,224 | 9,370 | 47,887 | 53,757 | -11% |

* Mathematically unable to divided by zero

| Online Database Usage | November | November | FY-T-D | FY-T-D | FY-T-D |
|---|--------------|--------------|----------------|----------------|-----------------|
| <i>Funded by California State Library</i> | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Archives Unbound | 0 | 0 | 0 | 1,302 | -100% |
| BrainFuse JobNow/VetNow* | 8 | 0 | 188 | 0 | - |
| Britannica Escolar | 0 | 0 | 5 | 4 | 25% |
| Britannica School | 13 | 0 | 25 | 25 | 0% |
| New York Times~ | N/A | 23 | 116 | 73 | 59% |
| NorthStar | 0 | | 0 | 0 | - |
| ProQuest Coronavirus Research | 1 | 0 | 3 | 14 | -79% |
| ProQuest Culture Grams | 2 | 0 | 4 | 10 | -60% |
| ProQuest Ebook Central | 0 | 0 | 3 | 35 | -91% |
| ProQuest eLibrary | 0 | 0 | 7 | 21 | -67% |
| ProQuest Pub. Avail. Database | 0 | 0 | 1 | 14 | -93% |
| ProQuest SIRS Discoverer | 0 | 0 | 1 | 16 | -94% |
| ProQuest SIRS Issues Researcher | 0 | 0 | 1 | 16 | -94% |
| Skillshare* | 6 | | 6 | 0 | - |
| Teaching Books | 56 | 0 | 144 | 23 | 526% |
| TOTAL CSL DATABASE USAGE | 86 | 23 | 504 | 1,553 | -68% |
| TOTAL ALL DATABASE USAGE | 9,310 | 9,393 | 48,391 | 55,310 | -13% |

~ NYT stats not available in time for board report

* Mathematically unable to divided by zero

| Computer & Online Resource Use | November | November | FY-T-D | FY-T-D | FY-T-D |
|--------------------------------|--------------|-------------|----------------|----------------|-----------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Placentia Residents | 773 | 139 | 4,272 | 2,031 | 110% |
| Non-Placentia Residents | 646 | 121 | 3,657 | 1,746 | 109% |
| Total | 1,419 | 260 | 7,929 | 3,777 | 110% |

| Website Traffic | November | November | FY-T-D | FY-T-D | FY-T-D |
|-----------------------|-------------|-------------|----------------|----------------|-----------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Website visits | 12,006 | 7,826 | 58,130 | 44,031 | 32% |
| Page Hits | 18,565 | 13,555 | 99,694 | 78,253 | 27% |
| Users | 8,231 | 4,092 | 35,206 | 21,894 | 61% |
| Pages/Session | 1.55 | 1.73 | N/A | N/A | N/A |
| Avg. Session Duration | 00:01:25 | 00:01:56 | N/A | N/A | N/A |
| % New Sessions | 82 | 70 | N/A | N/A | N/A |

| Wi-Fi Use | November | November | FY-T-D | FY-T-D | FY-T-D |
|--------------|--------------|-------------|----------------|----------------|-----------------|
| | 2021 | 2020 | 2021-22 | 2020-21 | % change |
| Total | 1,211 | 330 | 5,667 | 1,147 | 168% |

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Election of Officers
DATE: December 20, 2021

BACKGROUND

The following positions need to be elected:
President (Incumbent is President Martin)
Secretary (Incumbent is Secretary Carline)

RECOMMENDATION

Elect a Library Board President and a Library Board Secretary for 2022.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Appointment of Library Board Representatives for 2022 by the Board President

DATE: December 20, 2021

BACKGROUND

The following positions need to be appointed:
Incumbents are italicized.

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee
Trustee Shkoler with Secretary Carline as alternate

Representative to the Orange County Council of Governments (OCCOG)
Trustee Dahl and Secretary Carline as alternate

Representative to the Placentia Library Friends Foundation (PLFF)
Trustee Dahl and Secretary Carline as alternate

Independent Special Districts of Orange County (ISDOC)
Secretary Carline and President Martin as alternate

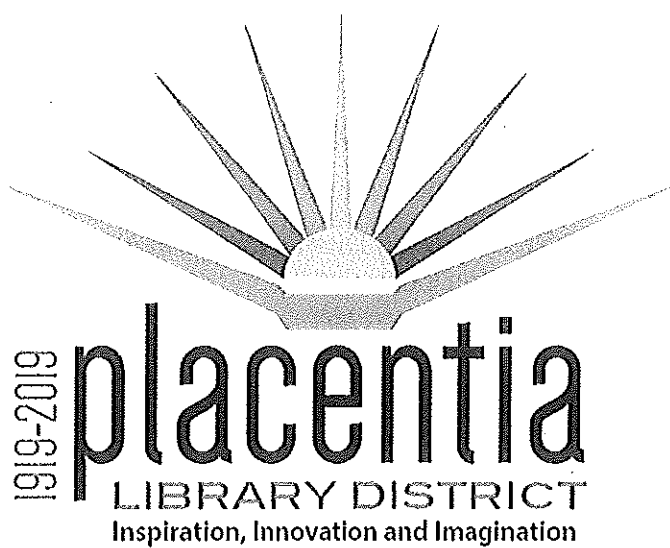
Personnel Committee
President Martin and Secretary Carline

Joint Use Committee
President Martin and Secretary Carline

Library Staff will continue to represent the Placentia Library District at the Placentia Community Collaborative (formerly Network).

RECOMMENDATION

Appoint Library Board Representatives for 2022.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 21-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2022.**

DATE: December 20, 2021

BACKGROUND

The current date and time is the third Monday of each month at 6:30 p.m. Staff recommends the following Board Meeting dates for 2022:

Monday, January 24th (January 17th is Martin Luther King Day, Library is open)
Monday, February 28th (February 21st is President's Day, Library is closed)
Monday, March 21st
Monday, April 18th
Monday, May 16th
Monday, June 20th
Monday, July 18th
Monday, August 15th
Monday, September 19th
Monday, October 17th
Monday, November 21st
Monday, December 19th

Attachment A is Resolution 21-08: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2022.

The 2022 calendar is on the next page.

2022

| January | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

RECOMMENDATIONS

1. Determine the regular meeting dates and time for 2022.
2. Read Resolution 21-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2022.
3. Adopt Resolution 21-08.
4. Roll Call Vote.

RESOLUTION 21-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES
FOR CALENDAR YEAR 2022

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees establishes the third Monday of each month at 6:30 P.M., the Regular Board Meeting for Calendar Year 2022, dated December 20, 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

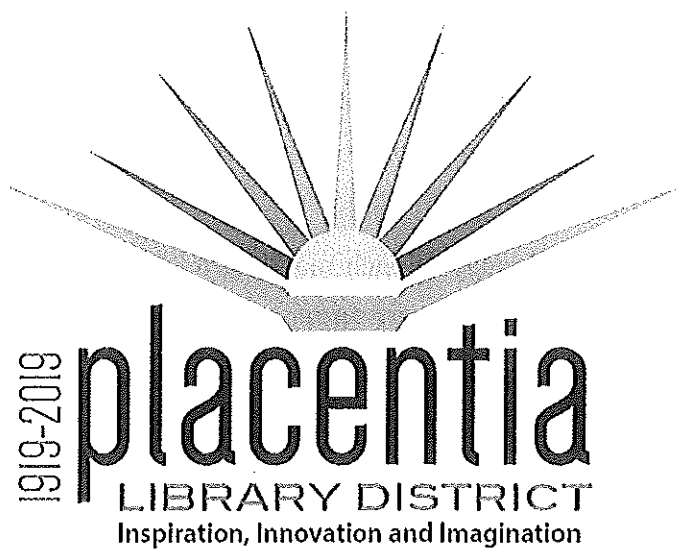
State of California)
)ss.

County of Orange)

I, _____, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Date Meeting hereof held on the Twentieth day of December 2021.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twentieth day of December 2021.

Board Secretary



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Review and Discuss a Patron's Complaint Regarding Barbara & Ed Hemmerling Group Study Rooms.**

DATE: December 20, 2021

BACKGROUND

The Placentia Library District provides a community meeting room as a facility for educational and cultural activities. The room is available to the public, including community groups or organizations, e.g., businesses and realty. There is a fee for use of this room. Policy 6050 – Community Meeting Room Policy was last adopted on May 23, 2016.

Additionally, the Centennial Renovation offered two group study rooms with intent to provide a conducive space for students to study and collaborate. As per Policy 6055 – Barbara & Ed Hemmerling Group Study Rooms policy, conducting commercial business transactions is a violation of the policy.

DISCUSSION

On December 10, 2021, the District received an email from a patron expressing displeasure about Policy 6055 - Barbara & Ed Hemmerling Group Study Rooms.

Patron has been using the library over three years to meet with her students. She offers private tutoring service. It was brought to staff's attention patron has been reserving the study rooms to meet with her students during the afternoon hours. On November 9 and 17, 2021, the patron was informed of Policy 6055 and provided with a copy of the policy. Patron declined a copy of Policy 6055. An exemption was made to allow the patron to use the group study room during her visit on November 10, 2021.

Attachment A is patron's correspondence & District Response.

Attachment B is Policy 6050 – Community Meeting Room Policy.

Attachment C is Policy 6055 – Barbara & Ed Hemmerling Group Study Rooms.

RECOMMENDATION

Direct library staff to survey other libraries and present findings and policy recommendations at the January 2022 Board meeting.

From: Yesenia Baltierra
To: _____
Cc: Jeanette Contreras
Subject: Re: Study Room Policy
Date: Monday, December 13, 2021 12:19:50 PM
Attachments: 6055 Barbara Ed Hemmerling Group Study Rooms.pdf

Good afternoon

Thank you for your email. The Placentia Library District values the education of our community's young people and continued education of adults. We appreciate the important role that tutors play in educating our community members. The library staff and Placentia Library District Board of Trustees acknowledge that "for profit" tutors, such as yourself, hired by families are using the meeting space to meet with their students. While this fits within the Library's mission to provide lifelong learning, our Barbara & Ed Hemmerling Group Study Rooms #6055 Policy (Approved May 17, 2019) states "The Barbara & Ed Hemmerling group study rooms not be used to conduct business transactions." The group study room is not intended to be a classroom or office space. You are welcome to use other space throughout our library, as you have been doing so for over three years. Our team has informed you of Policy 6055 on November 9th and 17th and they have also allowed an exemption during your visit on November 10th. Additionally, a copy of the policy was provided to you by our staff member, to which you declined. Attached is a copy of Policy 6055 for your reference.

Thank you for your understanding and cooperation.

Best regards,

Yesenia Baltierra
Assistant Library Director
Placentia Library District
(714) 528-1925, ext. 201
placentialibrary.org



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

From: _____
Sent: Friday, December 10, 2021 3:09 PM
To: Jeanette Contreras
Subject: Study Room Policy

Hi Jeanette,

I have been utilizing the Placentia public library since I moved to Placentia a few years ago. I've borrowed books, studied here and also taught here. I've been a tutor since sophomore year. I book a study room twice a week to tutor a student of mine. Given that the adult section of the library is very quiet, it is hard to talk out loud to him and explain his homework. On the other hand, the children's section can be loud which does not allow him to focus.

I called and reserved a room for today. It was confirmed over the phone. When I came to check in, the room was not available and I was told that I cannot utilize the study room as a paid tutor. Firstly, how can I be confirmed over the phone and then later have my reservation cancelled without my notification?

Secondly, as a public library why is there a restriction on who can reserve a study room? As mentioned above, the library can be either too loud or quiet for a teaching session. As a tutor, I am not comfortable being in people's homes. So where exactly do I conduct these meetings to help my students?

I never ran into this problem before. This is the first time I hear about this policy. I thought it was incredibly unprofessional to cancel my reservation without letting me know. And I don't understand this policy as again, it's a public library and should be made available to everyone regardless of whether they are being paid or not.

Thank you.

All my best,

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Community Meeting Room Policy
POLICY NUMBER: 6050

- 6050.1** The purpose of the Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, and energy) that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Community Meeting Room.
- 6050.2** A fee of \$20 per hour for non-profit organizations and \$35 per hour for other groups is charged for each meeting or event held in the Community Meeting Room. The fee will be collected at time of application, and must be submitted at least two (2) weeks prior to use of the meeting room. The rental fee for applications submitted less than two (2) weeks will be non-refundable. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.
- 6050.3** Application for use of the room will be made through the Circulation Department on the form provided for that purpose at least two (2) weeks prior to use of the meeting room. The department should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Community Meeting Room for more than three dates per application without approval by the Library Director.
- 6050.4** An administrative fee of \$25 will be incurred for cancellation notices less than two weeks in advance.
- 6050.5** Full room charges will be enforced for all "No Shows."
- 6050.6** Permission to use the room is not transferable.
- 6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Community Meeting Room is needed for a Library function.
- 6050.8** Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after meeting. If library staff is needed to set up or return furniture, an additional fee of \$20 per hour is charged.

- 6050.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.10** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.11** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.12** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.13** Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6050.14** There is a \$50 refundable deposit/cleaning fee required at time of application.
- 6050.15** Alcoholic beverages are prohibited.
- 6050.16** Use of the Community Meeting Room does not constitute an endorsement of the policies or beliefs of the group by the Library Board of Trustees or Library Staff and furthermore, the Board and Staff will not be held responsible for any action undertaken or administered by any organization.
- 6050.17** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 6050.18** Permits may be revoked by the Library Director whenever there has been a violation of these rules.
- 6050.19** Community Meeting Room must be vacated when the library closes; a \$25 fee will be incurred every hour after the library is closed. Exceptions will require approval from the Library Director.
- 6050.20** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
- 6050.21** Capacity limitations: 135
- 6050.22** Organizations requiring the presence of a staff member, will incur the cost of \$25 per hour per staff, after closing hours.

6050.23 Equipment available for the Community Meeting Room

6050.32.1 100 Chairs

6050.23.2 15 8' Tables

6050.23.3 Kitchenette

6050.23.4 Sound System

6050.23.5 1 Lectern

6050.23.6 2 Flags (American and State flag)

6050.23.7 Writing Board (Requires special markers)

6050.23.8 Santa Chair (\$25 Rental Fee)

6050.23.9 Projector (\$15 Rental Fee)

6050.23.10 Piano (Cost of tune up)

Placentia Library District

POLICY MANUAL

POLICY TITLE: Barbara & Ed Hemmerling Group Study Rooms
POLICY NUMBER: 6055

The Placentia Library District is committed to providing an environment that is conducive to study and group collaboration. The Library provides our patrons access to the Barbara & Ed Hemmerling group study rooms within the following guidelines:

6055.1 The purpose of the Library study room is to provide a space for patrons to meet and collaborate. The Library will provide equal access to all patrons. The Library has two study rooms with a capacity of six people per room at one time. There is no charge for use of the study rooms.

- a. The Barbara & Ed Hemmerling group study rooms are not to be used to conduct commercial business transactions.
- b. Patrons reserving room must be at least 13 years of age and have a current valid Placentia Library card.
- c. Reservations will be held 10 minutes after the scheduled start time. If the group of two or more is not present after the 10-minute grace period, the reservation is forfeited and the time slot becomes available to others.
- d. Rooms are reserved in 30 minute time increments, up to two (2) hours/day. If there are no other reservations, time may be extended an additional hours, up to three (3).
- e. There is a minimum of two (2) patrons and maximum of six (6) patrons per room.
- f. Furniture are not to be moved in or out of the rooms.
- g. Maintain a moderate noise level that does not disturb those in adjoining rooms or outside the rooms. Rooms are not soundproof.
- h. Leave the room in good condition for the next patrons, including erasing the whiteboard and disposing of trash.
- i. Vacate study rooms 30 minutes before the Library closing time.
- j. Rooms are not intended to provide privacy. Library staff may enter rooms as needed for security, maintenance, or other reasons.
- k. Do not leave your valuables unattended in the rooms at any time. The Library is not responsible for lost or damaged personal property.
- l. All rules and regulations as outlined in the District policies, including but not limited to Policy 6020 – Internet and Computer Access, Policy 6040 – Beverage & Food, Policy 6050 – Community Meeting Room, and Policy 6065 – Public Behavior.
- m. Failure to comply with this policy and other library policies may result in loss of study room and/or library privileges.

6055.2 Patrons will be required to register at the Information Desk and provide a valid library card. Patrons' library cards will be returned after use of the study room.

6055.3 Rooms are available on first come, first served basis when not reserved. Patrons without reservations must vacate room when requested by patrons with valid reservations. Reservations can be made online or by calling the Information Desk. Reservations are taken during normal library hours and are required 24 hours before use of the study room. The last reservation of the day will be accepted one hour before the Library closes. Reservations are for one hour. If there is no reservation for the study room, patrons can request an additional hour at a time.

6055.4 Patrons are required to observe all library policies. There is no eating, drinking, and sleeping allowed in the study room. Bottled water is acceptable. Failure to comply with all library policies may result in loss of study room or library privileges.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: IT Updates by Jeremy Yamaguchi
DATE: December 20, 2021

BACKGROUND

Below is an IT update provided by Jeremy Yamaguchi.

Significant tasks completed in December

- Update security systems for LOTs collection technology items
- Server maintenance and updates
- Started drafting 2-year technology strategic plan
- Replace/repaired damaged network cables
- VoIP phone demo with key staff
- Upgrades to circulation database analytics software
- Upgrades to all staff computers with additional hardware resources
- Security patches and anti-virus weekly maintenance & monitoring
- Installed Office 365 security monitoring suite
- Finishing systems audit with e-security vendor
- Troubleshooting software issues with Envisionware developers (Public PC Reservation system)
- Completed meeting room camera and zoom system programming and staff training
- Set up new staff user accounts, emails, etc.
- Troubleshoot CCTV camera connectivity issues & repair/replace faulty hardware
- Apply for grants and reduced cost programs for technology projects
- Meet with departments to determine needs and improve workflows and productivity with technology.
- General user station trouble shooting/ password resets/ printer connectivity issues

Future projects in research and development

- VoIP Telephone systems
- Website/ Mobile app development
- CCTV system upgrades
- History Room public research terminal computer
- Self-checkout kiosk update/replacement
- Book Mobile- mobile access to catalog system
- 2-year strategic plan- upgrades and equipment replacement schedule
- Disaster recovery plan/ Business continuity plan

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Senior/Community Center Blue Ribbon Committee Report

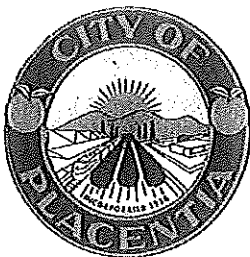
DATE: December 20, 2021

BACKGROUND

Formed by the City of Placentia, the Senior/Community Center Blue Ribbon Committee first met on September 29, 2021. The committee comprises of five residents: Sheila Jordan, Jo-Anne Martin, Aaron Mills, Tricia Montelongo, and Jodi Stout-Ward. Members are appointed from within the City Council districts. Board President Martin was elected as Chairperson for the Blue Ribbon Committee.

The Committee met on November 17, 2021.

Attachment A is the agenda for the most recent meeting.



Blue Ribbon Committee Meeting Agenda

November 17, 2021 6:30 p.m.
Virtual/Regular Meeting, City Hall

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

Chair
Jo-Anne Martin

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

Vice-Chair
Jodi Stout-Ward

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

Mayor Craig Green

Councilmember Ward Smith

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

Sheila Jordan

Tricia Montelongo

Aaron Mills

How to join the virtual meeting

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

Grace Carluen

Join Zoom Meeting

Todd Rogers

<https://us06web.zoom.us/j/81474533155?pwd=WDBPTDZyZkcyYzQ0aDMrYzUxS3pBZz09>

Meeting ID: 814 7453 3155

Passcode: 651190

One tap mobile

+17207072699,,81474533155#,,,,*651190# US (Denver)

+12532158782,,81474533155#,,,,*651190# US (Tacoma)

Dial by your location

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 814 7453 3155

Passcode: 651190

Find your local number: <https://us06web.zoom.us/j/keElnUfyNw>

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

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

How to Submit Public Comment

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

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

Americans with Disabilities Act Accommodation

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

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

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

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

Blue Ribbon Committee

November 17, 2021

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

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

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

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

COMMITTEE COMMENTS AND REPORTS

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

BLUE RIBBON COMMITTEE AGENDA

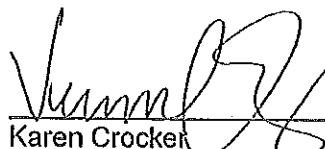
1. Recap of Tour Sites

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, November 17, 2021 at 6:30 p.m.

CERTIFICATION OF POSTING

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the November 17, 2021 Regular Meeting of the Blue Ribbon Committee was posted on Wednesday, November 10, 2021.


_____ for Karen C.
Karen Crocker
Community Services Director



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