



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

June 22, 2022

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

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

Placentia Library District Board of Trustees Regular Meeting Unusual Date Agenda, June 22, 2022

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 – 23)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 23 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

MINUTES (Item 9)

9. Minutes of the May 26, 2022 Unusual Date Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for May 2022. (Receive & File and Approve)

11. FY2021-2022 Fund Balance through May 2022; the Schedule of Anticipated Property Tax Revenues for FY2021-2022 as provided by the Orange County Auditor. (Receive & File)

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for May 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for May 2022. (Receive & File)

14. Acquisitions Report for May 2022. (Receive & File)

15. Entrepreneurial Activities Report for May 2022. (Receive & File)

16. Library Impact Fee Report for May 2022. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 19)

17. Personnel Report for May 2022. (Receive, File, and Ratify Appointments)

18. Circulation Report for May 2022. (Receive & File)

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

Placentia Library District Board of Trustees Regular Meeting Unusual Date Agenda, June 22, 2022

STAFF REPORTS (Items 20 – 23)

- 20. Administration Report for May 2022.
- 21. Children's Services Report for May 2022.
- 22. Adult Services Report for May 2022.
- 23. Placentia Library Web Site & Technology Report for May 2022.

NEW BUSINESS

- 24. Present Passport Services Updates.
- 25. Approve a Subscription Agreement with Bridgeall Libraries Limited in the Amount of \$25,200 for a Three-Year Subscription to their Web-Based Software Product CollectionHQ, and Authorization for the Library Director to Execute the Agreement.
- 26. Discuss HVAC Installation Service Contract from White Mechanical, Inc. in the amount of \$24,554.
- 27. Approve Amendments to Policy 2310 – Job Description – Facility Maintenance Technician as presented, inclusive of input from the Library Board of Trustees.
- 28. Approve Amendments to Policy 6010 – Materials Selection Policy as presented, inclusive of input received from the Library Board of Trustees.
- 29. Adopt Resolution 2022-03: Amending the Budget for the 2022-2023 Fiscal Year, Beginning July 1, 2022 and Ending June 30, 2023.
- 30. Adopt Resolution 2022-04: Stating the Intent of the Placentia Library District to Transition from an At-Large Election System to a District-Based Election System Pursuant to Elections Code Section 10010.
- 31. California Library Association Conference Report from Secretary Carline.
- 32. Legislative Updates from Secretary Carline.
- 33. Senior Community Center/Blue Ribbon Committee Report from President Martin.
- 34. Joint-Use Committee Report from President Martin.

AGENDA DEVELOPMENT

- 35. Agenda Preparation for the July Regular Meeting which will be held on July 18, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 36. The Library Board of Trustees will adjourn the Regular Meeting Unusual Date Meeting, June 22, 2022.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for June 22, 2022 Regular Meeting Unusual Date of the Library Board of Trustees of the Placentia Library District was posted on June 15, 2022.


Lina Nguyen, Executive Assistant



MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
May 26, 2022

- CALL TO ORDER** President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 26, 2022 at 9:31 a.m.
- Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl.
- Members Absent:** None.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Stephanie Beverage, Placentia resident; Robert Callanan, CliftonLarsonAllen LLP; Mary Lou Juster, Placentia resident; Venessa Faber, Supervising Librarian; Wendy Amireh, Supervising Librarian; PLD IT; Tim Worden, Emerging Technologies Assistant; Laura DeLeon, Library Clerk
- ADOPTION OF AGENDA** It was motioned by Secretary Carline and seconded by Trustee Dahl to adopt the agenda as presented (Item 3).
- AYES: Martin, Carline, Dahl
NOES: None
ABSENT: None
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Martin attended the OC Board of Supervisors meeting, Trustee Al Shkoler’s retirement reception, the PLFF author reception, the Boys and Girls Club golf tournament, the HIS OC fundraiser gala, a meeting with Senator Josh Newman, the Blue Ribbon Committee meeting, a prep meeting with the DEI trainer for Staff Development Day, and the Joint Use Meeting.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Carline attended Trustee Shkoler’s retirement reception, the ISDOC quarterly luncheon, the HIS OC fundraiser gala, and a prep meeting with the DEI trainer for Staff Development Day.
- Trustee Dahl attended a meeting with Congresswoman Young Kim, Trustee Shkoler’s retirement reception, the PLFF author reception, the OC Council of Governments meeting, a prep meeting with the DEI trainer for Staff Development Day, the Placentia Women’s Round Table, the Library’s Literacy Recognition Event, the HIS OC fundraiser gala, the First Responder’s Recognition Breakfast, and a meeting with Senator Josh Newman.
- LIBRARY DIRECTOR REPORT** Library Director Contreras attended the First Responder’s Recognition Breakfast, Trustee Shkoler’s retirement reception, meeting with Congresswoman Young Kim, meeting with Assemblyman Philip Chen, the Library’s Literacy Recognition Event, the OC Board of Supervisors meeting, the Santiago Library System Directors meeting, a bookclub meeting with other library directors, the Joint Use Meeting and a meeting with Senator Josh Newman. Director Contreras was also a panelist

for San Jose State University School of Library Science’s Asian Pacific Islander Symposium.

President Martin requested an update on the Staff Development Day that was held on May 6, 2022. Director Contreras reported staff really appreciated having the DEI trainer leading the DEI conversations and providing introduction to the multiple layers of DEI. The training itself focused on the human experience, inclusion, and how to understand cultural and emotional intelligence. The DEI trainer was very engaging and provided many activities for staff to work one-on-one and in groups.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth was unable to attend this meeting. Trustee Dahl gave a brief update on her behalf. PLFF President Chantarasompoth will be stepping down in June. Former Placentia Library Trustee, Gae Wood, will be coming back to PLFF and is interested in becoming the new PLFF President. There are several people interested in joining the PLFF Board. The author for the next Author’s Luncheon may be Bruce Cameron.

Director Contreras also mentioned the PLFF AAPI Festival that will take place on May 28, 2022 from 10:00AM to 2:00PM at the Placentia Civic Center.

CONSENT CALENDAR

President Martin asked for an update regarding the Passport Services closure that was addressed by Director Contreras. The Board had no other comments. It was moved by Secretary Carline and seconded by Trustee Dahl to approve Agenda Items 9-23 as presented. A roll call vote was taken:

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

MINUTES FOR APRIL 18, 2022 REGULAR DATE MEETING.

The minutes for the April 18, 2022 Regular Date Meeting and May 9, 2022 Library Board of Trustees Special Date Meeting were received, reviewed and filed as amended (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for April 2022 (Item 10)
Fund 707 Balance Report for April 2022 (Item 11)
Financial Reports through April 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

GENERAL CONSENT REPORTS

Balance Sheets for April 2022 (Item 13)
Acquisitions Report for April 2022 (Item 14)
Service Revenue Report for April 2022 (Item 15)
Library Impact Fee Report for April 2022 (Item 16)
Personnel Report for April 2022 (Item 17)
Circulation Report for April 2022 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for April 2022 (Item 20)
Children’s Services Report April 2022 (Item 21)
Adult Services Report for April 2022 (Item 22)

Placentia Library Website Technology Report for April 2022 (Item 23)

ADMINISTRATION OF THE OATH OF OFFICE FOR NEWLY APPOINTED LIBRARY BOARD OF TRUSTEE, MR. SCOTT NELSON.

Mr. Scott Nelson was sworn in as a Trustee of the Placentia Library Board of Trustees by President Martin.

PRESENTATION OF FISCAL YEAR 2020-2021 FINANCIAL AUDIT FROM CLIFTON, LARSON, ALLEN LLP.

Robert Callanan from CliftonLarsonAllen LLP reported out on the Fiscal Year 2020-2021 Financial audit. Mr. Callanan made some suggestions for future audits and answered inquiries from the Board. President Martin and Trustee Nelson made comments and suggestions to Business Manager Maldonado to look into different ERP systems that may be more beneficial to the Library. President Martin also mentioned to change and improve the year-end closing procedures in order to stop repeat findings.

FILL THE LIBRARY BOARD OF TRUSTEES SEAT VACATED BY TRUSTEE SHIOURA.

Director Contreras gave a brief explanation in regards to the seat vacated by Trustee Shioura and President Martin explained the procedures for selecting a candidate to fill the Trustee vacancy. The candidates to be considered for Trustee Shioura's seat are: Stephanie Beverage, Natalie Higgins, and Mary Lou Juster. Ms. Beverage and Ms. Higgins interviewed for Trustee Shkoler's vacant seat during the May 9, 2022 meeting and will not have to be interviewed again. The only candidate being interviewed during this meeting will be Ms. Juster. Trustee Nelson will abstain from voting as he was not present during the interviews on May 9, 2022.

Ms. Juster introduced herself and answered questions from the Board. Each Board member, except for Trustee Nelson, assigned points to each candidate after the interview and Executive Assistant Nguyen tabulated the ballots. The voting record for each candidate is as follows:

- | | | |
|----|--------------------|----------|
| 1. | Stephanie Beverage | 9 points |
| 2. | Natalie Higgins | 5 points |
| 3. | Mary Lou Juster | 4 points |

Trustee Dahl motioned to nominate Ms. Stephanie Beverage to vacant Trustee Shioura's remaining term, ending December 2024. It was seconded by Secretary Carline. A roll call vote was taken:

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

CONFERENCE AUTHORIZATION: NEWLY APPOINTED LIBRARY BOARD OF TRUSTEE, SCOTT NELSON, TO ATTEND THE AMERICAN LIBRARY ASSOCIATION (ALA) CONFERENCE, ON JUNE 23-

Director Contreras explained the American Library Association (ALA) Conference is on the agenda in order for the Board to be provided an opportunity to send Trustee Nelson to the conference. The Board had previously voted to send Trustee Dahl and Assistant Library Director Baltierra to the conference. After comments from the Board, Secretary Carline made a motion to authorize Trustee Nelson to attend the ALA Conference, on June 23-28, 2022 in Washington, D.C. It was seconded by Trustee Dahl.

**28, 2022 IN WASHINGTON,
D.C.**

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

**CONFERENCE
AUTHORIZATION: TRUSTEES
AND LIBRARY DIRECTOR TO
ATTEND THE ANNUAL
CALIFORNIA SPECIAL
DISTRICT ASSOCIATION
(CSDA) CONFERENCE IN
PALM DESERT, CALIFORNIA,
AUGUST 22-25, 2022.**

Director Contreras requested the Board to authorize all available Trustees and the Library Director to attend the California Special District Association (CSDA) Annual Conference. After a brief discussion, Trustee Dahl made a motion to authorize four Trustees and the Library Director, as well as staff if grants are made available, to attend the CSDA Annual Conference in Palm Desert, California, August 22-25, 2022. It was seconded by Trustee Nelson.

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

**ADOPT RESOLUTION 2022-
03: AMENDING THE
BUDGET FOR THE 2022-
2023 FISCAL YEAR,
BEGINNING JULY 1, 2022
AND ENDING JUNE 30,
2023.**

Director Contreras reported this agenda item will have to be pushed to the June Board Meeting as staff awaits decisions regarding grant submissions from congressional and assembly offices.

**DISCUSS DATE FOR JUNE
BOARD MEETING.**

Director Contreras reported she will be at the General Manager Summit on the date of the June Board meeting and is requesting the Board to consider a new date. After a discussion among the Trustees, Trustee Nelson made a motion to hold the June Board meeting on June 22, 2022 at 6:30 p.m. It was seconded by Trustee Dahl.

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

**DISCUSS AND APPROVE THE
CALIFORNIA STATE LIBRARY
BROADBAND GRANT-
RELATED EXPENDITURES.**

Assistant Library Director Baltierra reported the California State Library Broadband Grant was awarded to the Library. However, the funds received from the grant will need to be spent by June 30, 2022 and the project that will be funded by the grant will also need to be completed by June 30, 2022. After a discussion, a Special BOT meeting was set for June 7, 2022 at 6:30 p.m. to review and award the RFP for the IT Room. It was motioned by Secretary Carline to approve the RFP as presented, inclusive of input received from the Library Board of Trustees, as well as authorize the staff to purchase two network power switches for a total of \$16,208.40 and to hold a special meeting on June 7th to approve bidders for the RFP and to select the final bidder. It was seconded by Trustee Nelson.

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

AGENDA DEVELOPMENT

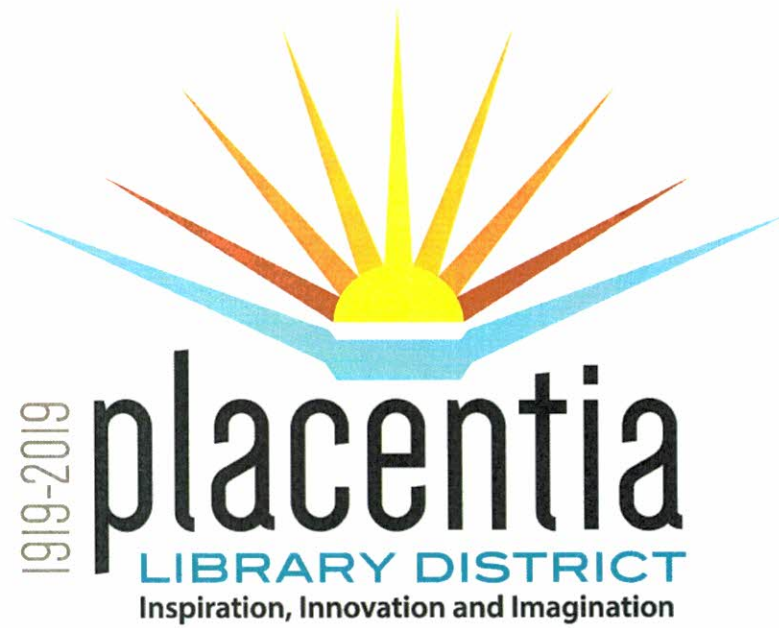
The next Board Meeting will be on June 22, 2022 at 6:30 p.m. The budget, a legislative update, and an update of the Library's new passport system were requested to be on the agenda for the June Meeting.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of May 26, 2022 was adjourned at 10:45 a.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees



Placentia Library District
Check Register
May 2022

Date	Ref No.	Payee	Memo	Payment	Type
05/04/2022	12329	Lina Nguyen	Admin Mileage Reimbursement	31.82	Check
05/04/2022	12331	Placentia Library District	For payroll on 5/11/22	60,000.00	Check
05/06/2022	12332	Ramon Macias	DEI Staff Training Re: Lunch	400.00	Check
05/06/2022	12333	City of Placentia	Courtyard Trellis and Shared Monthly Expenses.	37,600.60	Bill Payment
05/06/2022	12334	Woodruff, Spradlin & Smart	Legal Services Rendered through 3/31/22	1,147.50	Bill Payment
05/06/2022	12335	Charter Communications	Cable Service from 04/12/22-05/11/22	74.18	Bill Payment
05/06/2022	12336	Public Agency Retirement Services	Retirement Contributions PP 3/25/22-4/7/22 and PP4/8/22-4/21/22	5,353.93	Bill Payment
05/06/2022	12337	Baker & Taylor	Books	10,765.48	Bill Payment
05/06/2022	12338	Cintas	Janitorial Supplies 4/22 and 4/29	844.66	Bill Payment
05/06/2022	12339	Golden State Water Company	Service from 03/21/22-04/21/22	1,017.24	Bill Payment
05/06/2022	12340	New Readers Press	ESL Materials	353.10	Bill Payment
05/06/2022	12341	OverDrive	E-Books	2,429.36	Bill Payment
05/06/2022	12342	Midwest Tape	Audio Books	111.60	Bill Payment
05/06/2022	12343	UMPQUA BANK	Credit Card Bill April 22	13,482.36	Bill Payment
05/11/2022	12347	Placentia Library District	For payroll on 5/25/22	65,000.00	Check
05/16/2022	12346	Midwest Tape	Audio Books	53.08	Bill Payment
05/16/2022	12348	City of Placentia	Courtyard Trellis	15,638.06	Bill Payment
05/16/2022	12349	Arcelia Janitorial Service	April Janitorial Service	3,696.00	Bill Payment
05/16/2022	12350	New Readers Press	Literacy Collection	129.98	Bill Payment
05/16/2022	12351	Republic Services	Trash Service	158.87	Bill Payment
05/16/2022	12352	Woodruff, Spradlin & Smart	Legal Services Rendered through 4/30/22	4,411.50	Bill Payment
05/16/2022	12353	Dewey Pest Control	May Service	86.00	Bill Payment
05/16/2022	12354	Southern California Edison	Electric services from 03/31/22 to 05/01/22	2,462.70	Bill Payment
05/16/2022	12355	Baker & Taylor	Books	12,233.56	Bill Payment
05/16/2022	12356	CliftonLarsonAllenLLP	Audit Services FY 20/21	4,000.00	Bill Payment
05/16/2022	12357	OverDrive	E-Books	67.49	Bill Payment
05/16/2022	12358	Cintas	Janitorial Supplies 5/6	430.83	Bill Payment
05/16/2022	12359	CPS HR Consulting	DEI Training Speaker	4,000.00	Bill Payment
05/16/2022	12360	Amazon- Zip Books CA State Grant	Zip Books	599.59	Bill Payment
05/16/2022	12361	JV Plumbing	Plumbing service	170.00	Bill Payment
05/16/2022	12362	Placentia-Yorba Linda Unified School Dist	Printing Project	146.52	Bill Payment
05/16/2022	12363	SDRMA	Medical Benefits June 22	24,686.01	Bill Payment
05/16/2022	12364	Amazon- Zip Books CA State Grant	Zip Books	1,098.24	Bill Payment
05/16/2022	12365	Baker & Taylor	Books	4,848.72	Bill Payment
05/16/2022	12366	Findaway World LLC	Wonder Books	7,067.14	Bill Payment
05/16/2022	12367	Midwest Tape	Audio Books	4,713.14	Bill Payment
05/16/2022	12368	Legacy Integrative Solutions	Printer Maintenance	891.63	Bill Payment
05/16/2022	12369	New Readers Press	Literacy Materials	563.33	Bill Payment
05/16/2022	12370	SDRMA	Ancillary Benefits June 22	2,219.49	Bill Payment
05/17/2022	12371	Sabrina Rosengren	Snacks and drinks for Learner and Tutor meetings - PLFF Budget 21/22	35.23	Check
05/17/2022	12372	Sabrina Rosengren	Literacy Recognition Event food - PLFF Budget 21/22	272.93	Check
05/17/2022	12373	Jump O' Rama Inflatables	Summer Reading Celebration - 3 inflatables, Invoice 10368	1,465.00	Check

2:48 P.M.
6/07/22
Accrual Basis

Placentia Library District
Check Register
May 2022

Agenda Item 10

Page 12

05/17/2022	12374	Sally Federman	Supplies for Literacy Recognition evening	244.42	Check
05/17/2022	12375	Tiffany Herrmann	SRC Petting Zoo 06/18/22	859.50	Check
05/20/2022	12376	Sabrina Rosengren	Gift card prizes for literacy program	170.00	Check
05/25/2022	12377	Lina Nguyen	April 25-May 20, 2022 Mileage Reimbursement	74.41	Check
05/25/2022	12378	CALNET3	Phone Line April 22	184.81	Bill Payment
05/25/2022	12379	Baker & Taylor	Books	5,046.00	Bill Payment
05/25/2022	12380	Public Agency Retirement Services	Retirement Contributions 4/22-5/5/22	2,674.53	Bill Payment
05/25/2022	12381	Cintas	Cleaning Supplies 5/13 and 5/20	542.26	Bill Payment
05/25/2022	12382	Eagle Multi Media Productions	IT Consulting Services April 22	3,006.25	Bill Payment
05/25/2022	12383	New Readers Press	Literacy Operations Supplies	1,350.00	Bill Payment
05/25/2022	12384	Envisionware, Inc.	Interface Renewal: Annual Subscription	900.00	Bill Payment
05/25/2022	12385	Placentia Library District	For payroll on 6/8/22	65,000.00	Check
05/27/2022	12386	Diana Fredrich	ESL Workshop Leader 05/23/22	300.00	Check
05/27/2022	12387	Public Agency Retirement Services	Retirement Contributions 5/6-5/19/22	2,676.11	Bill Payment
				<u>377,785.16</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

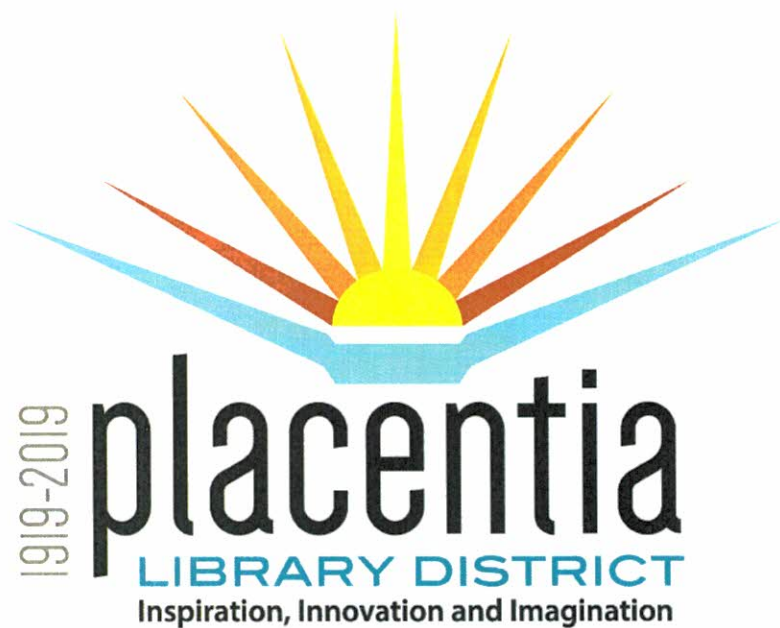
FROM: Fernando Maldonado, Business Manager

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

DATE: June 22, 2022

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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

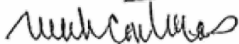
SUBJECT: **Financial Reports through May 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: June 22, 2022

Summary of Cash and Investments as of May 31, 2022

Cash with Orange County Treasurer Fund 9LX	\$ 800,890.91
General Fund Checking – Bank of the West	\$ 1,534,755.12
General Fund Savings – Bank of the West	\$ 1,437,462.60
<i>(Impact Fees in Savings – Restricted)</i>	\$ 623,224.14
Payroll Checking – Wells Fargo Bank	\$ 5,799.21
Total Cash and Investments	\$ 3,778,907.84

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



Jeanette Contreras
Library Director



PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 May 31, 2022

91.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,846,673	1,471,259	0.80	\$375,414
5030	Retirement	60,365	60,132	1.00	\$233
5040	Unemployment Insurance	4,158	0	0.00	\$4,158
5050	Health Insurance	268,230	258,702	0.96	\$9,528
5064	Dental Insurance	11,388	11,733	1.03	(\$345)
5060	Life Insurance	4,383	3,844	0.88	\$539
5066	AD & D Insurance	6,676	5,643	0.85	\$1,033
5068	Vision Insurance	2,733	2,330	0.85	\$403
5090	Education Assistance Program	1,422	0	0.00	\$1,422
5070	Workers' Compensation Insurance	25,224	23,186	0.92	\$2,038
	TOTAL	\$2,231,252	\$1,836,829	0.82	\$394,423
SERVICES & SUPPLIES					
5100	Communications	26,500	16,792	0.63	\$9,708
5170	Household Expenses	44,000	19,124	0.43	\$24,877
5099	Liability Insurance	45,689	40,945	0.90	\$4,744
5205	Maintenance Expense	12,921	14,408	1.12	(\$1,487)
5210, 5220-5280, 5160, 5180	Building Maintenance	148,572	119,161	0.80	\$29,411
5290	Memberships	7,469	12,215	1.64	(\$4,746)
5300-5350	Office Expenses & Postage	77,544	58,950	0.76	\$18,594
5400-5480	Prof./Specialized Services	108,917	176,502	1.62	(\$67,585)
5490	Loan Obligation (i-bank)	73,968	73,968	1.00	\$0
5495, 5900, 5910, 5920	Programs	24,000	39,191	1.63	(\$15,191)
5500	Books/Library Materials	314,000	262,596	0.84	\$51,404
5600	Meetings/Professional Development	30,000	33,694	1.12	(\$3,694)
5700	Mileage/Parking	300	417	1.39	(\$117)
5800	Utilities	18,000	9,917	0.55	\$8,083
7000	COVID-19	15,000	1,338	0.09	\$13,662
	TOTAL	\$946,880	\$879,218	0.93	\$67,662
OPERATING EXPENSES					
		\$3,178,132	\$2,716,047	0.85	\$462,085
FIXED ASSETS & TAXES					
1310	Building Improvements	\$20,000	51,424	2.57	-\$31,424
1320	Equipment & Furniture	\$3,000	-	0.00	\$3,000
6100	Taxes and Assessments	\$16,500	8,777	0.53	\$7,723
	TOTAL	\$39,500	60,201	1.52	-\$20,701
TOTAL BUDGET					
		\$3,217,632	\$2,776,248	0.86	\$441,384

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

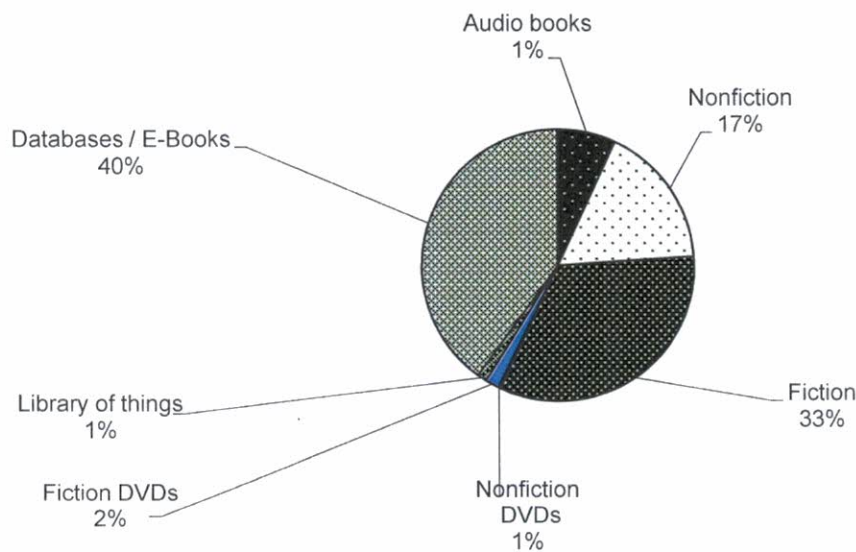
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,710,330	2,701,866	(8,464)	99.7%
4020	Property Taxes - Current Unsecured	80,305	68,738	(11,567)	85.6%
4050	Property Taxes - Curr Supplemental	46,567	48,953	2,386	105.1%
* 4070	Interest on Unapport Tax	0	157	157	-
* 4080	Penalties & Costs on Delinq Taxes	0	20,285	20,285	-
4090	Taxes Special Dist Augmentation	9,106	4,408	(4,698)	48.4%
4190	State - Homeowners Property Tax Relief	16,477	10,327	(6,150)	62.7%
	Sub Total	2,862,785	2,854,734	(8,051)	99.7%
INTEREST REVENUE					
4600	Interest	8,500	3,622	(4,878)	42.6%
	Sub Total	8,500	3,622	(4,878)	42.6%
GRANT REVENUE					
4210, 4421	State Grants	40,000	123,975	83,975	309.9%
4220, 4230	Fed/Other Grants	10,000	60,317	50,317	603.2%
	Sub Total	50,000	184,292	134,292	368.6%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	25,000	25,845	845	103.4%
4310	Fines & Fees	15,000	16,108	1,108	107.4%
4320, 4330	Passport/Photos	180,000	276,699	96,699	153.7%
* 4340	Meeting Room Fees	0	40	40	-
4350	Test Proctor	3,000	2,400	(600)	80.0%
4430	Other: Miscellaneous	0	3,230	3,230	-
4435	Centennial (-i-bank final disbursement)	73,900	-	(73,900)	0.0%
	Sub Total	296,900	324,322	27,422	109.2%
TOTAL REVENUES YTD FOR FY 21/22:		3,218,185	3,366,969	148,784	104.6%
4440	Cash & Investments	1,000,000	-	(1,000,000)	0.0%
4500	Impact Fees	250,000	149,452	(100,548)	59.8%

* Mathematically unable to divide by zero.

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH MAY 2022

	YTD 2021/22	YTD 2021/22	YTD 2020/21	YTD 2020/21
	Amount	Titles	Amount	Titles
Total Fiction	\$92,351	4,305	\$67,461	3,509
Total Non-Fiction	\$47,576	2,070	\$44,225	2,117
Total Databases / E-Books	\$111,286	581	\$53,550	1,561
Total Audio Books	\$19,133	269	\$9,577	396
Total Educational DVDs	\$610	19	\$1,619	82
Total Entertainment DVDs	\$4,694	172	\$5,448	404
Total Library of Things	\$3,143	22	\$11,483	20
YTD TOTAL MATERIALS	\$278,793	7438	\$193,363	8,089
Budget	\$314,000		\$233,850	
% Spent YTD	89%		83%	



ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 through the MONTH OF MAY 2022

	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>	\$36,430	1719	\$674	36	\$37,104	1755	\$61	3	\$37,165	1758
Total Adult Fiction	\$36,430	1719	\$674	36	\$37,104	1755	\$61	3	\$37,165	1758
Adult Non-Fiction	\$19,584	820	\$2,151	98	\$21,735	918	\$121	4	\$21,855	922
Adult Reference	\$582	8	\$533	15	\$1,115	23	\$25	1	\$1,140	24
Adult magazines	\$2,568	10	\$0	0	\$2,568	10	\$0	0	\$2,568	10
Total Adult Nonfiction	\$22,734	838	\$2,684	113	\$25,418	951	\$146	5	\$25,564	956
TOTAL ADULT PRINT MATERIALS	\$59,164	2557	\$3,357	149	\$62,521	2706	\$207	8	\$62,728	2714
Adult Audio Books	\$4,183	88	\$0	0	\$4,183	88	\$0	0	\$4,183	88
Adult E-books	\$12,565	397	\$702	0	\$13,267	397	\$0	0	\$13,267	397
Adult Educational DVDs	\$414	14	\$0	0	\$414	14	\$20	1	\$434	15
Adult Entertainment/ DVDs	\$3,292	129	\$0	0	\$3,292	129	\$957	61	\$4,249	190
Library of Things	\$3,143	22	\$0	0	\$3,143	22	\$0	0	\$3,143	22
TOTAL ADULT NON-PRINT MATERIALS	\$23,597	650	\$702	0	\$24,299	650	\$977	62	\$25,276	712
TOTAL ADULT MATERIALS	\$82,761	3207	\$4,059	149	\$86,820	3356	\$1,184	70	\$88,004	3426
<u>Teen Fiction</u>	\$3,444	207	\$43	3	\$3,487	210	\$136	4	\$3,623	214
Total Teen Fiction	\$3,444	207	\$43	3	\$3,487	210	\$136	4	\$3,623	214
Teen Non-Fiction	\$1,087	56	\$15	1	\$1,102	57	\$0	0	\$1,102	57
Teen Reference	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Teen Nonfiction	\$1,087	56	\$15	1	\$1,102	57	\$0	0	\$1,102	57
TOTAL TEEN PRINT MATERIALS	\$4,531	263	\$58	4	\$4,589	267	\$136	4	\$4,725	271
Teen Audio Books	\$48	1	\$0	0	\$48	1	\$0	0	\$48	1
Teen E-books	\$2,651	108	\$701	0	\$3,352	108	\$0	0	\$3,352	108
Video Games	\$749	16	\$0	0	\$749	16	\$86	2	\$835	18
TOTAL TEEN NON-PRINT MATERIALS	\$3,448	125	\$701	0	\$4,149	125	\$86	2	\$4,235	127
Juvenile Fiction	\$52,477	2,379	\$848	67	\$53,325	2,446	\$415	26	\$53,739	2,472
Total Juvenile Fiction	\$52,477	2,379	\$848	67	\$53,325	2,446	\$415	26	\$53,739	2,472
Juvenile Non-Fiction	\$21,686	1126	\$212	15	\$21,898	1141	\$38	2	\$21,936	1,143
Juvenile Reference	\$1,852	43	\$0	0	\$1,852	43	\$36	1	\$1,888	44

Prepared by Katie Matas, Librarian I

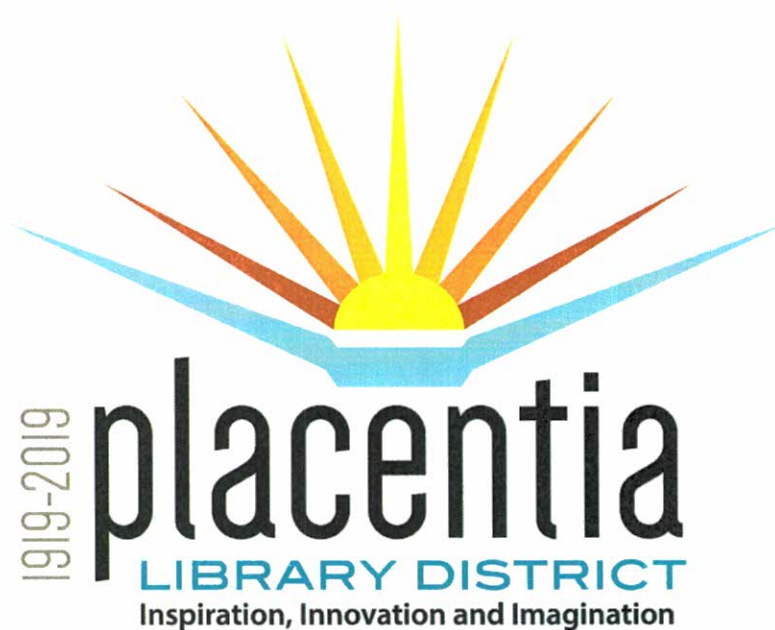


PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for May 2022
DATE: June 22, 2022

Net Revenue Summary for May 2022

			YTD	YTD
	May-22	May-21	2021-2022	2020-2021
Passport	805	37,811	222,089	119,134
Passport Photos	96	6,558	54,610	22,685
Test Proctor	100	100	2,400	850
Fines & Fees	849	2,006	16,108	9,081
Meeting Room	0	0	40	0
TOTAL	1,850	46,475	295,247	151,750



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

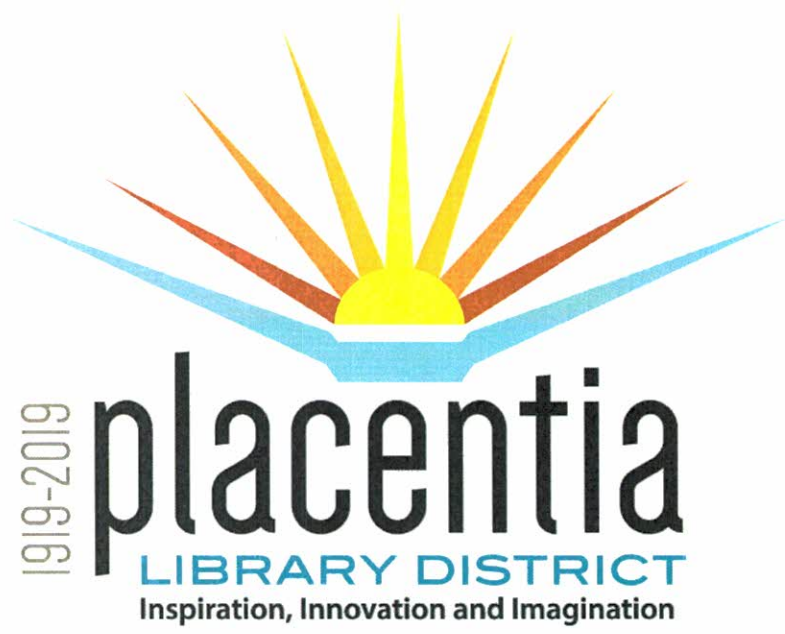
SUBJECT: Library Impact Fee Report – May 31, 2022

DATE: June 22, 2022

Total Monthly Fees Collected			YTD	YTD
	May-22	May-21	2021-2022	2020-2021
	\$34,785.20	\$0.00	\$149,451.88	\$459,574.82

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	DKH Construction Inc.	2 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	11/10/2021
4	Shea Homes LLP	6 New Detached Single Family Residences	1223, 1225, 1227, 1229, 1231, 1232 E. Providence Loop	13,928	\$ 12,813.76	12/15/2021
5	Shea Homes LLP	6 New Detached Single Family Residences	1218, 1219, 1220, 1221, 1222 E. Providence Loop	11,637	\$ 10,706.04	1/18/2022
6	HQT Homes	16 New Townhomes	Highland & Orchard	38,272	\$ 35,210.24	2/15/2022
7	Sangeeta Bevli	2 Two Bedroom ADU's	107 Orchid Dr. Units B & C	1,208	\$ 1,111.08	3/9/2022
8	Shea Homes LLP	6 New Detached Single Family Residences	1211, 1213, 1214, 1215, 1216, 1217 E. Providence Loop	16,250	\$ 14,950.00	3/22/2022
9	Javier Montiel Brito	4 Bedroom Single Family Detached Home	606 Alcott Avenue	2,050	\$ 1,886.00	3/22/2022
10	Javier Montiel Brito	4 Bedroom Single Family Detached Home	600 Alcott Avenue	2,050	\$ 1,886.00	3/22/2022
11	Virginia N. Co/Giang Hoang Le	New 2 Bedroom ADU	2219 Montgomery Circle	959	\$ 882.28	3/24/2022
12	Whitstone Properties Inc.	1 Single Family Residence and 1 ADU	1963 McCormak Lane	2,926	\$ 2,691.92	3/29/2022
13	Amir Soumeeh	1 New Detached Bedroom ADU	409 Olive St.	560	\$ 515.20	4/7/2022
14	LandSea Homes SC	5 New Single Family Homes	443 S Van Buren Blvd.	5,686	\$ 5,231.12	4/12/2022
15	LandSea Homes SC	8 New Single Family Homes	1574 Topeka Ave.		\$ 11,879.84	5/3/2022
16	LandSea Homes SC	10 New Single Family Homes	1578 Topeka Ave.		\$ 13,615.84	5/3/2022
17	LandSea Homes SC	6 New Single Family Homes	1582 Topeka Ave.		\$ 7,265.44	5/3/2022
18	Phuong Pham	New 2 Bedroom ADU	1267 Runyon Place.		\$ 886.88	5/4/2022
19	LandSea Homes SC	Model Building #1	1580 Lima Way		\$ 1,137.20	5/5/2022
2021/2022 YTD Total					\$ 149,451.88	
Ending Balance as of 6/30/21					\$ 473,772.26	
Running Total as of last zero (0) balance (12/31/2019).					\$ 623,224.14	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for May 2022
DATE: June 22, 2022

			YTD	YTD
	May-22	May-21	2021-2022	2020-2021
Separation	1	2	5	2
Retirement	0	0	1	1
Appointments	0	1	10	2
Open Positions	0	2	10	3
Workers' Compensation Leave	0	0	0	0
TOTAL	1	5	26	8

SEPARATION:

Bailey Porras, Library Assistant
(On Call), Support Services

RETIREMENT:

None

APPOINTMENTS:

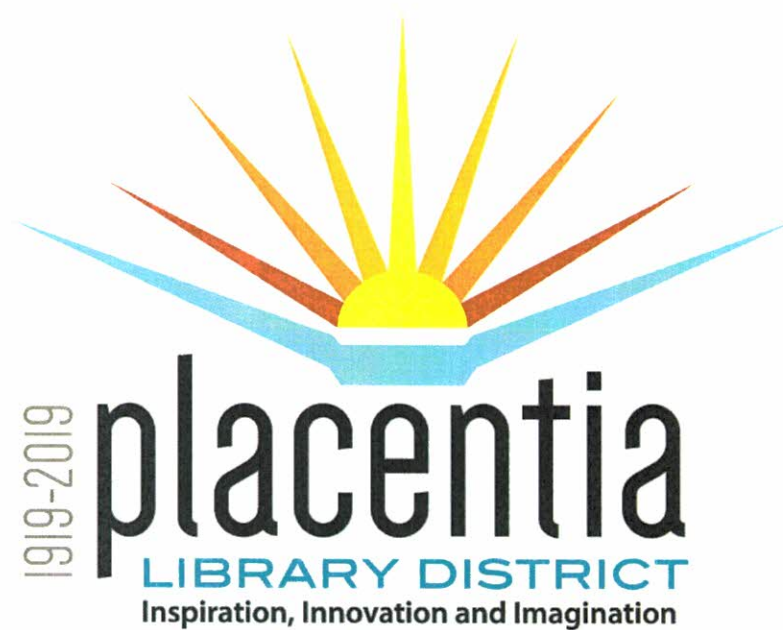
None

OPEN POSITIONS:

None

WORKERS COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for May 2022

DATE: June 22, 2022

<u>CIRCULATION</u>	May-22	May-21		Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % Change
New Patron Registrations	300	174		4,412	2,029	117.4%
Circulation (items)	16,825	11,961		52,966	38,684	36.9%
Circulation (e-content)	10,314	8,691		100,990	106,478	-5.2%
Total Circulation	27,139	20,652		289,388	232,425	24.5%
Total Active Borrowers*	4,800	4,033				
Attendance	10,014	11,632		149,586	70,328	112.7%
Registered Card Holders*	60,253	55,697				
Adult Fiction	2,125	1,849		26,367	17,829	47.9%
Adult/Teen Nonfiction	1,735	1,059		16,056	10,757	49.3%
Adult Magazines	30	39		290	84	245.2%
Adult/Teen Audio Books	136	186		2,101	1,994	5.4%
Adult DVDs	753	618		7,969	9,518	-16.3%
Library of Things	65	7		630	92	584.8%
Teen Fiction	311	265		3,640	3,464	5.1%
Video Games	196	137		2,508	1,405	78.5%
Childrens Fiction	8,695	6,084		99,912	60,746	64.5%
Childrens LOT's	21	0		245	-	-
Childrens Nonfiction	2,166	1,478		22,846	13,083	74.6%
Childrens Magazines	6	0		138	9	1433.3%
Childrens Audio Books	328	6		2,165	173	1151.4%
Childrens DVDs	258	233		3,725	2,272	64.0%

* YTD % change not applicable.

** Mathematically unable to divide by zero.

PATRON COUNT

22-May	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		174	193	137	176	73	73	826
10:00		190	314	153	291	76	144	1168
11:00		142	141	115	93	71	148	710
12:00		105	163	111	92	50	145	666
1:00	374	133	131	137	75	58	125	1033
2:00	212	135	128	204	101	53	124	957
3:00	227	251	293	248	219	134	84	1456
4:00	121	215	246	162	152	97	100	1093
5:00		188	176	77	131			572
6:00		204	145	131	137			617
7:00		88	95	91	91			365
DAY TOTALS	934	1825	2025	1566	1558	612	943	9463

Inside Gate Count 9463
 Outside Gate Counts 551
Total Library Attendance 10,014

Gate Count					Outside Gate Counts	
May 2022	May 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change		
09463	11,551	163,659	65,502	150%	Adult/Teen Programs	188
					Children Programs	0
					curbside	16
					outreach	332
					Meeting Room Rentals	15
					TOTAL	551

Passport Services

May- 22	SUN	MON	TUES	WED	THURS	FRI	SAT	"HOUR TOTALS"
9:00		0	0	0	0	0	0	0
10:00		0	0	0	0	0	0	0
11:00		0	0	0	0	0	0	0
12:00	1	0	0	0	0	0	0	1
1:00	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0	0
5:00		0	0	0	0			0
6:00		2	0	0	0			2
7:00		0	0	0	0			0
DAY TOTALS	1	2	0	0	0	0	0	3

May 2022	May 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
3	1006	6402	3465	85%

ACHIEVEMENTS

- Tim set up the sound system and created social media and web promotions for the Placentia Library Friends Foundation’s first annual AAPI Cultural Heritage Festival on May 28th.
- Laura, Tim and Estella worked with staff to create the publicity, website and Calendly page, wording and procedures for the library’s passport appointment system.
- Laura assisted with the set up and training video for the passport appointment system.

MEETINGS

- Estella met with Laura on May 5th.
- Estella met with Yesenia on May 5th.
- Estella, Laura, Tim, Eric and Angie attended the Support Services meeting on May 19th.
- Tim met with Estella and Yesenia for a one-on-one on May 18th.
- Tim, Laura attended the weekly huddles on May 5th, 12th, 19th and 26th.
- Estella attended the weekly huddles on May 5th, 19th and 26th.
- Estella met with Angie on May 19th.
- Laura and Estella met with Yesenia for passport procedures and appointment software on May 25th and 26th.
- Estella, Laura, Tim, Angie and Eric met for a passport procedures meeting on May 26th.

- Estella, Tim and Angie attended the All Staff meeting on May 31st.
- Laura, Eric, Angie, and Estella attended Tim and Ana's Wedding Shower on May 24th.

PROFESSIONAL DEVELOPMENT

- Estella, Angie, Tim and Eric attended SDD on May 6th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

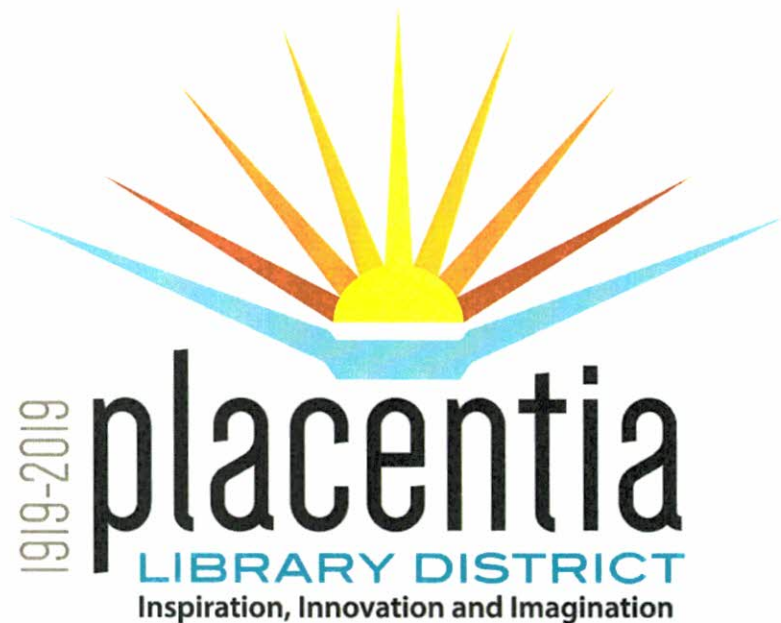
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through May 2022
DATE: JUNE 22, 2022

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	1/12/2022	0.00	1,655.06	0.00	18.95	677.91	2,351.92
Feb-22	2/16/2022	0.00	3,310.12	499.20	18.80	0.00	3,828.12
Mar-22	3/23/2022	0.00	1,655.06	499.20	9.38	338.87	2,502.51
Apr-22	4/18/2022	0.00	1,655.06	249.60	9.38	0.00	1,914.04
May-22	5/23/2022	0.00	1,655.06	249.60	9.31	1,022.88	2,936.85
Jun-22							0.00
TOTAL		\$0.00	\$18,151.00	\$2,995.20	\$104.81	\$2,039.66	\$23,290.67

* 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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for May 2022
DATE: June 22, 2022

Meetings:

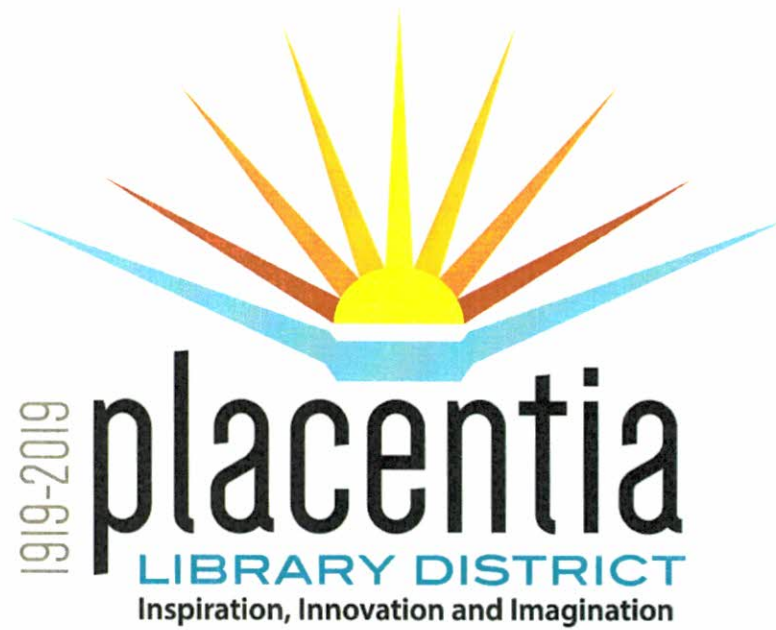
- Board of Trustees Regular Date Meeting: May 9th & 26th
- All Staff Meeting: May 31st
- Weekly Huddles: May 5th, 12th, 19th, 26th
- Supervisor & Staff Meetings: May 3rd, 5th, 19th, 20th & 26th
- Joint Use Committee Meeting: May 5th
- SDD EDI Training Review Meeting: May 2nd and 5th
- Nexus Study Review Meeting: May 3rd, 12th, 16th
- District Counsel: May 3rd
- PRTWC Meeting: May 4th
- eRate Grant Review Meeting: May 5th
- CALL Training Needs Assessment: May 5th
- PLFF Board Meeting: May 9th
- Passport Appointment System Review Meeting: May 10th
- Trustee Candidates: May 11th
- Assemblyman Chen's Office: May 11th
- Santiago Library System Director's Meeting: May 17th
- Boys & Girls Club: May 18th
- Josh Newman's Office: May 20th
- CLA Board Meeting: May 20th
- AAPI Event Review Meeting: May 20th and 25th
- Orange County Board of Supervisors Meeting: May 24th
- Orange County Supervisor Doug Chaffee's Office: May 31st
- Database Review Meeting: May 24th and 26th
- PLFF Melissa Teeling: May 17th
- Paychex Meeting with Yesenia: May 20th
- HR Exit Interview: May 25th

Training/Workshops/Conference:

- Staff Development Day: May 6th
- Asian and Pacific Heritage Month Symposium: May 10th
- So You Want to Talk About Race Book Discussion: May 4th & 18th

Events:

- Boys & Girls Club Golf Tournament: May 9th
- Literacy Tutor and Learner Recognition Event: May 12th
- HIS-OC Western Gala: May 15th
- First Responders Recognition Breakfast: May 19th
- AAPI Recognition: May 31st



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for May 2022

DATE: June 22, 2022

MONTHLY STATISTICS

Program Statistics

Number of Programs by Type	MAY	MAY	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Storytime	11	5	87	86	1%
Educational	2	1	10	8	25%
Reading	1	0	16	6	167%
Seasonal	0	0	3	12	-75%
TOTAL	14	6	116	112	4%

Attendance of Programs by Type	MAY	MAY	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Storytime	375	444	3,499	25,908	-86%
Educational	53	320	216	2,105	-90%
Reading	51	0	3,057	1,715	78%
Seasonal	0	0	1,037	4,964	-79%
TOTAL	479	764	9,809	34,692	-72%

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

Reference/Computer Usage Statistics

	May	May	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Reference—in person	226	101	2,143	1,138	88%
Reference--telephone	12	4	149	192	-22%
Total Reference	238	105	2,054	1,330	54%
Children's computer usage	311	69	3,061	408	650%

ACHIEVEMENTS

- Daisy Badge created a display celebrating Teacher Appreciation Week in the Library Display Case.
- Daisy Badge planned and conducted 1 Family Storytime on May 14th.

- Daisy Badge planned and conducted 3 Luna, Luna! Bilingual Pajama Storytimes on May 11th, 18th, and 25th.
- Maria Leon-Roman (Children's Intern) planned and conducted 1 Luna, Luna! Bilingual Pajama Storytime on May 4th.
- Paige Gulley created a display celebrating Mother's Day in the Library Display Case.
- Paige Gulley planned and conducted 4 Once Upon a Storytimes on May 5th, 12th, 19th, and 26th.
- Lori Worden created displays for Cinco de Mayo and Children's Book Week for the Display Case.
- Lori Worden and Shellie McCurdy planned and conducted a Sew Fun program for tweens on May 18th.
- Lori Worden conducted the Morning Meet-ups program on May 9th and May 23rd.
- Lori Worden conducted school visit assemblies at Brookhaven Elementary on May 26, and Ruby Dr. Elementary on May 27th, to encourage students to join the upcoming Summer Reading Program, "Camp Out with a Good Book!"
- Mayli Apontti created and installed a book display highlighting Asian American Pacific Islander (AAPI) Heritage Month.
- Mayli Apontti planned and conducted 2 Family Storytimes on May 7th and May 21st.
- Venessa Faber provided school library visits to promote the Summer Reading Program on May 24th, 25th, and 26th.

MEETINGS

- Venessa Faber attended the monthly information meeting with the City, Fire Department, and Police Department on May 5th.
- Venessa Faber met with Ms. Yorba Linda to discuss storytime training and presentation schedule on May 12th.
- Venessa Faber attended the Public Services Supervisor meeting on May 12th and 26th.
- Venessa Faber met with Wendy Amireh and Victor Meza to plan Summer Reading Celebration on May 12th.
- Venessa Faber attended the Program Planning meeting with Adult Services team on May 5th.
- Venessa Faber and Yesenia Baltierra met to discuss the Bookmobile Grant on May 16th.
- Venessa Faber presented at Sierra Vista Elementary's DELAC meeting on May 10th.
- Venessa Faber attended the SLS Children's Services Meeting on May 18th.
- Venessa Faber and Lori Worden attended the Selector Team Meeting on May 18th.
- Venessa Faber and Wendy Amireh met on May 24th to review the final recommendation for Databases.
- Venessa Faber, Wendy Amireh, and Victor Meza met on May 24th to review SRC.
- Venessa Faber attended the Staff Meeting on May 31st.
- Paige Gulley, Daisy Badge, Lori Worden, and Venessa Faber met for a Children's Services Meeting on May 11th.
- Paige Gulley, Venessa Faber, and Lori Worden attended the library huddle meetings on May 5th, 12th, 19th, and 26th.
- Paige Gulley met with Venessa Faber for one-on-one meetings on May 4th and 25th.
- Paige Gulley met with Michelle Meades on May 23rd to discuss the Pumpkin Book Character Contest.
- Daisy Badge met with Venessa Faber for a one-on-one meeting on May 4th.
- Daisy Badge met with Victor Meza on May 25th to discuss the Tiny Art Program.
- Daisy Badge met with Mayli Apontti on May 25th to discuss the Winter Wonderland Program.
- Lori Worden met with Venessa Faber on May 3rd and 17th to discuss the Summer Reading Program school visits planning and schedule.
- Lori Worden met with Venessa Faber on May 25th for a one-on-one meeting including Lunch at the Library planning.
- Mayli Apontti met with Venessa Faber for a one-on-one meeting on May 25th.

PROFESSIONAL DEVELOPMENT

- Children's staff attended Staff Development meeting and training on May 6th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for May 2022

DATE: June 22, 2022

MONTHLY STATISTICS

Information Desk Activity	May 2022	May 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Information -- in person	1,330	889	15,885	6,641	139%
Information -- telephone	497	1,446	9,209	7,507	23%
Information -- email/chat	13	39	238	316	-25%
Curbside Service	16	81	294	3,571	-92%
Technology assistance	230	51	1,333	401	232%
Guest passes	54	12	595	90	561%
Adult and Children's computer use (desktops)	1,177	536	11,685	4,364	168%
Adult computer usage (desktop)	990	591	9,437	4,804	96%
Teen computer usage	134	15	1,299	214	507%

Public Services Outreach Activity	May 2022	May 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Outreach Visits*	4	0	7	0	-
Outreach Attendance*	332	0	741	0	-

* Mathematically unable to divide by zero

Proctored Tests	May 2022	May 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Number of Tests	2	0	49	16	206%

History Room Activity	May 2022	May 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
History Room Visitors	9	0	126	3	4,100%

Adult and Teen Programs

Number of Programs by Type	May 2022	May 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Book Club*	1	0	8	0	-
Educational Programs	2	1	14	6	133%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	2	1	13	9	44%
Health & Fitness Programs*	2	0	11	0	-
History Room Programs	1	0	2	1	100%
Home and Lifestyle Programs	0	1	3	5	-40%
Literacy Programs	13	10	145	109	30%
Reading Programs Adult	0	0	5	2	150%
Reading Programs Teen	0	0	2	2	0%
Placentia Teen Advisory Council	2	1	17	18	-6%
Teen Programs	0	1	2	10	-80%
Adult and Teen Program Total	23	14	209	152	38%
Teen Program Total	2	2	21	30	-30%

* Mathematically unable to divide by zero

Program Attendance by Type	May 2022	May 2021	FY-T-D FY2122	FY-T-D FY2021	FY-T-D % change
Book Club*	10	0	82	0	-
Educational Programs	27	160	333	294	13%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	179	294	2,689	2,754	-2%
Health & Fitness Programs*	8	0	57	0	-
History Room Programs	0	0	163	18	806%
Home and Lifestyle Programs	0	0	680	1,666	-59%
Literacy Programs	100	94	654	767	-15%
Reading Programs Adult	22	0	318	431	-26%
Reading Programs Teen	0	0	29	80	-64%
Placentia Teen Advisory Council	49	10	326	140	133%
Teen Programs	0	0	574	206	179%
Adult and Teen Program Total	395	558	5,905	6,356	-7%
Teen Program Total	49	10	929	426	118%

* Mathematically unable to divide by zero

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

FY2122: Program 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	56	44	27%
Students Graduated	2	5	-60%
English Literacy Tutors	45	43	5%

The Hangar Makerspace	May	May	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Hangar Open Hour Visits	54	0	442	3	14,633%
Hangar Users	15	0	101	2	4,950%
Hangar Tours	24	0	192	1	19,100%

Volunteer Hours	May	May	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
History Room*	26	0	545	0	-
PLFF	175	135	2,067	544	280%
General Library	210	220	3,060	492	522%
Adult Literacy	206	152	1,973	1,330	48%
PTAC	37	12	507	221	130%
Total Volunteer Hours	653	519	8,150	2,586	215%

* Mathematically unable to divide by zero.

ACHIEVEMENTS

- Katie Matas created a display of Zip Books in the lobby.
- Katie Matas and Tim Worden created publicity for the Zip Book grant.
- Katie Matas worked with Brodart to set-up cataloging and processing of books.
- Victor Meza coordinated PTAC Meetings on May 5 & 19.
- Megan Tolman & Victor Meza coordinated Yoga on the Lawn with GoodMoodra on May 7 & 21.
- Victor Meza attended the Teen SLS Meeting via Zoom on May 18.
- Victor Meza and coordinated Intro to Composting with UCCE Master Gardeners on May 22.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on May 4, 11, 18, and 25.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on May 3, 10, 17, 24, and 31.
- Sabrina Rosengren coordinated Read, Write, Speak Club on May 13 and 20.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on May 19.
- Sabrina Rosengren co-facilitated a CLLS Voting Workshop on May 10.
- Sabrina Rosengren, Sally Federman, and Daisy Badge coordinated Literacy Recognition Celebration on May 12.
- Sabrina Rosengren and Daisy Badge coordinated ESL Conversation Skills Workshop on May 23.
- Michelle Meades coordinated Book Club on May 10.
- Michelle Meades created a Short Story lobby display on May 2.
- Michelle Meades coordinated a book a librarian appointment.

- Shellie McCurdy coordinated the May Hangar Take & Make.
- Shellie McCurdy and Lori Worden coordinated Sew Fun at the Library – Tweens: Tote Bag on May 18.
- Wendy Amireh and Megan Tolman coordinated the Lucky Day Parks Pass.

MEETINGS

- Wendy Amireh, Megan Tolman and Victor Meza attended the Adult and Teen Services program meeting on May 5.
- Wendy Amireh, Katie Matas, Victor Meza, Sabrina Rosengren and Megan Tolman attended the All Staff Meeting on May 31.
- Wendy Amireh attended Adult Services SLS meeting on May 10.
- Wendy Amireh and Victor Meza attended the SRC planning meeting on May 12 and 24.
- Victor Meza met with Wendy Amireh on May 31.
- Michelle Meades met with Wendy Amireh on May 10 and 24.
- Michelle Meades met with Megan Tolman on May 10.
- Michelle Meades met with staff members at the Navigation Center on May 11.
- Michelle Meades met with Paige Gulley on May 23.
- Wendy Amireh, Katie Matas, Megan Tolman and Michelle Meades attended a selector's meeting on May 18.
- Katie Matas met with Michelle Meades on May 25.
- Wendy Amireh attended the Civic Center meeting on May 5.
- Sabrina Rosengren and Wendy Amireh met on May 20.
- Sabrina Rosengren attended CLLS Strategic Planning meeting May 24.
- Wendy Amireh met with Yesenia Baltierra on May 5.
- Wendy Amireh attended Supervisor meetings on May 12, 24 and 26.
- Wendy Amireh attended Kiwanis meetings on Kiwanis May 15 and 18.
- Shellie McCurdy met with Wendy Amireh on May 18.
- Shellie McCurdy met with Victor Meza on May 25.
- Katie Matas met with Wendy Amireh on May 13.
- Wendy Amireh, Sabrina Rosengren, Katie Matas attended weekly Thursday Huddles in May.
- Megan Tolman met with Wendy Amireh on May 12 and 26.
- Sally Federman met with Wendy Amireh on May 21.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh attended Gale Analytics Updates webinar on May 5.
- Adult Services staff attended the Staff Development Day on May 6.
- Shellie McCurdy completed Infopeople's five-week webinar series, "Makers in the Library: Developing and Sustaining a Community-Centered Makerspace" on May 4.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Placentia Library Website & Technology Report for May 2022

DATE: June 22, 2022

Online Catalog Usage	May	May	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Placentia Library Catalog	4,584	3,537	44,176	43,172	2%

Online Database Usage	May	May	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2022	2021	2021-22	2020-21	% change
ABC Mouse	15	42	184	293	-37%
ABC Mouse - Bring Reading Home	101	11	1,394	315	343%
Biography In Context	8	1	28	18	56%
Consumer Reports	581	270	3,276	2,946	11%
Creative Bug*	10		129	0	-
Data Axle (Reference USA)	167	290	2,958	3,220	-8%
Freegal	1,214	1,010	10,979	10,064	9%
Heritage Quest	53	83	523	1,683	-69%
Hoopla	2,741	2,151	25,320	23,863	6%
Novelist	93	49	381	503	-24%
OneFile	9	18	65	41	59%
Opposing Viewpoints	8	2	13	16	-19%
Overdrive audio books	1,498	1,284	15,513	14,000	11%
Overdrive audiobooks - Placentia Advantage Share	788	789	7,780	9,697	-20%
Overdrive e-books	2,237	2,426	23,889	27,084	-12%
Overdrive eBooks - Placentia Advantage Share	845	1,181	10,032	16,134	-38%
OverDrive Magazines	271	218	2,408	7,084	-66%
Tumblebooks	38	140	399	759	-47%
Tutor.com	3	1	51	158	-68%
World Book Online		0	9	47	-81%
TOTAL PLD DATABASE USAGE	10,680	9,966	105,331	117,925	-11%

* Mathematically unable to divided by zero

Online Database Usage	May	May	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2022	2021	2021-22	2020-21	% change
Archives Unbound	434	0	651	1,519	-57%
BrainFuse JobNow/VetNow	66	4	704	71	892%
Britannica Escolar	1	0	8	11	-27%
Britannica School	5	0	127	31	310%
Coursera*	24		80	0	-
Gale in Context: Environmental Studies*	4		11	0	-
Gale Interactive: Science*	3		9	0	-
GetSetUp*	0		5	0	-
Learning Express	1		19	0	-
LinkedIn Learning*	10		46	0	-
National Geographic Kids*	4		18	0	-
New York Times~		25	314	159	97%
NorthStar	0	0	0	4	-100%
ProQuest Coronavirus Research	8	0	68	14	386%
ProQuest Culture Grams	7	0	18	13	38%
ProQuest Ebook Central	4	12	73	62	18%
ProQuest eLibrary	14	0	130	23	465%
ProQuest Pub. Avail. Database	8	0	67	14	379%
ProQuest SIRS Discoverer	4	0	62	16	288%
ProQuest SIRS Issues Researcher	7	0	66	16	313%
Skillshare*	5		38	0	-
Teaching Books	35	0	249	26	858%
TOTAL CSL DATABASE USAGE	644	41	2,763	1,979	40%
TOTAL ALL DATABASE USAGE	11,324	10,007	108,094	119,904	-10%

~ NYT stats not available in time for board report

* Mathematically unable to divided by zero

Computer & Online Resource Use	May	May	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Placentia Residents	868	638	8,881	5,487	62%
Non-Placentia Residents	816	584	7,844	4,829	62%
Total	1,684	1,222	16,725	10,316	62%

Wi-Fi Use	May	May	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Total	1,275	762	13,669	3,825	257%

Website Traffic	May	May	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Website visits	13,463	11,181	135,586	102,154	33%
Page Hits	23,136	20,406	228,445	181,793	26%
Users	9,162	6,765	83,626	54,698	53%
Pages/Session	1.72	1.83	N/A	N/A	N/A
Avg. Session Duration	00:01:49	00:02:11	N/A	N/A	N/A
% New Sessions	80	74	N/A	N/A	N/A



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: **Passport Appointment System Update**
DATE: June 22, 2022

BACKGROUND

The Placentia Library District first offered Passport Services over 30 years with walk-in service. Recently, at the recommendation of staff and due to the overwhelming demands on staff, the District began to offer Passport Services by appointments. Using the Calendly program, the public can easily access the program on a mobile device or computer. Calendly allows patrons to easily set their availability preferences for passport service and send a customized invitation link to schedule a meeting or appointment. Calendly can integrate with other calendars such as Outlook, Google, and Office 365. It improves convenience and permits patrons to view available time slots for passport services. It also enhances controls and privacy, provides metrics and reporting, it has a simple, modern and elegant interface, and offers automatic/custom notifications.

Appointment times are available in 20-minute increments and patrons can book an appointment up to two weeks in advance. Patrons get reminders via email and text notifications. The appointment system went live on June 1, 2022. Since implementation of the schedule program, the District have experienced the following:

- 231 processed passport applications
- 183 passport photos
- 9 duplicate appointments
- 18 consultation/review of documents
- 68 cancelations
- 4 missed appointments
- 35 no shows

Staff's experience with Calendly has been the following:

- We are no longer experiencing rude patrons. Patrons are accepting of the appointment system.
- The library feels like a library again!
- As of today, we have not received any negative feedback about appointment system.
- We have had many more library/reader's advisory questions since we started Passport appointments.
- Have had some patrons that don't have the form- that they didn't read and understand that they needed one ahead of time- but since we can just give them one and they have the time set aside for them it's less stressful in that scenario.

User experience with Calendly has also been positive with the following sentiments:

- We are glad we were able to secure an appointment so quickly. System was easy to use.

- Applicant came in before appointment system was in place, and now came in with an appointment, what a difference they mentioned. This is so much better.
- Enjoys coming in to the library to work on Friday and Saturday's now.

Overall the appointment system has been well received. Staff will continue to monitor the appointment system and make any necessary changes. Since the implementation of the appointment system, staff has noticed a positive change in the use of the library as well as the overall interactions with the passport patrons.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Approve a Subscription Agreement with Bridgeall Libraries Limited in the Amount of \$25,200 for a Three-Year Subscription to Their Web-Based Software Product collectionHQ, and authorize the Library Director to Execute the Agreement.**

DATE: June 22, 2022

BACKGROUND

CollectionHQ is a web-based software product designed to make collection management more effective, more customer-focused, measured and performance-based. It will allow library staff to effectively analyze how the collection is performing and take action to maximize and manage it. Our current practices for collection management are very labor intensive and require many hours of staff time to run reports and analyze the data. Since collectionHQ launched in North America in March 2010, they currently serve over 280 library customers – ranging in size from small, single site libraries like Rocky River, Ohio - to large systems such as Queens Borough Public Library, County of Los Angeles, New York Public Library and San Francisco Public Library. In the UK, over 65% of public libraries are subscribers.

CollectionHQ is a powerful, evidence-based collection development toolkit, which is proven to help public libraries maximize their collection dollars, buy more effectively, improve collection performance and increase efficiency across their system. In a challenging financial climate where public libraries are experiencing reductions to their budgets, collectionHQ is an innovative and proven solution to help absorb these cuts.

The product will:

- Provide a very granular insight into how collections are performing allowing your system to get a good understanding of supply: demand balance.
- Allow evidence-based selection specifications to be built quickly, ensuring that your materials budget is spent in the right areas and to eliminate wasteful purchasing.
- Provide an insight into what is working well for other library systems across North America to support selection decisions.
- Monitor material that has been purchased against detailed purchase specifications, to ensure that material has been purchased in the correct proportions to meet demand profiles.
- Monitor the performance of items bought to help refine your selection strategy.
- Improve the performance, physical quality and relevance of collections to improve turnover.
- Help save time in routine stock management activities through the generation of monthly weeding action plans, which also can be uploaded directly into RFID handheld devices or rendered on a tablet device.

- Identify areas of the collection which are overstocked or under-stocked at each branch and utilize evidence-based advice on where any surplus, under-utilized stock should be transferred. If floating collections, use these tools to provide a powerful evidence-based decision support tool to underpin this process.

DISCUSSION

The annual cost for the collectionHQ software is based on population serviced and would cost \$8,400 annually. Additionally, there is also a onetime implementation fee of \$4,000. By signing a three-year contract, Bridgeall Libraries Limited will offer us a 10% discount bringing the total cost of collectionHQ for three years to \$25,200. Bridgeall Libraries Limited is also discounting the implementation fee by 50% bringing that cost down to \$4,000.

Attachment A is the Agreement.

RECOMMENDATIONS

1. Authorize a three-year subscription agreement with Bridgeall Libraries Limited in the amount of \$25,200 for their software product collectionHQ plus the one-time implementation fee of \$4,000, and authorize the Library Director to execute the agreement.
2. Roll call vote.



May 31, 2022

Placentia Library District
 411 E. Chapman Avenue
 Placentia, CA 92870

Offer for subscription to the collectionHQ Service

Baker & Taylor, LLC hereby offers to supply the Service (defined below) to you on a subscription basis, as provided herein, utilizing the software and services of its wholly owned indirect subsidiary, Bridgeall Libraries Limited (“Bridgeall” or “our” or “us”). Bridgeall is a Scotland company registered under the Companies Acts (company number SC297736) and is located at 1 Ainslie Road, Hillington Park Glasgow, G52 4RU. The Service is subject to the Standard Terms and Conditions attached to this Offer letter.

Service:	Provision over a web interface of our subscription-based hosted Software using data supplied to us by you. Details of the subscription service can be found in user guide which is available on request or via the Academy for existing customers.
Software:	The then current core version of our proprietary software application collectionHQ, which both provides the Service on our website and enables you to use the Service. The core Software does not include the optional Modules.
Set Up:	Implementation & Initial Training
Commencement Date:	The date you are given access to your data within the collectionHQ system

The costs associated with the provision of the above Service are as follows:

Subscription Period:	September 1, 2022 – June 30, 2025 (renews annually on July 1)
Subscription Fee:	\$8,400/year
Implementation Fee:	\$4,000
Special Pricing:	10% discount on annual subscription and price remains fixed with this 2 year and 10-month agreement, pro-rated in year 1 for 10 months. 50% discount on implementation fee.

Designated Libraries:	1
Permitted Users:	5 at any one time (unlimited user IDs)

Minimum Hardware and Software Requirements:	<ul style="list-style-type: none">• A supported Internet browser (see www.collectionhq.com for a list of supported browsers)• A connection from your internal network to the Internet with a minimum nominal speed of 8Mbps• Outbound FTP Access
Website:	Our website located at www.collectionhq.com (or such other domain name as we may from time to time specify) from which the Service is to be provided.
Designated Contact(s):	Yesenia Baltierra, ybaltierra@placentalibrary.org

The date collectionHQ receives your confirmation will constitute the "date of order." Invoice is due Net 30. Subscription does not start until your collectionHQ site is live (the "Commencement Date"). September 1, 2022 anticipated go-live date.

This Offer is subject to our Standard Terms and Conditions attached hereto, and is open for acceptance until June 24, 2022, failing which it will lapse. If you wish to accept this Offer, please confirm your acceptance by signing at the bottom of this document.

Sincerely,

Jane

Jane Herb
Enterprise Sales Manager
Baker & Taylor, LLC, indirect owner and agent of
Bridgeall Libraries Limited
jane.herb@baker-taylor.com
800-775-7930 ext. 1008

STANDARD TERMS AND CONDITIONS FOR THE SERVICE

BEFORE USING THE SERVICE, PLEASE READ THIS THESE TERMS AND CONDITIONS AND THE OFFER (COLLECTIVELY, THE “AGREEMENT”) CAREFULLY. BY ACCESSING OR USING THE SERVICE, YOU ARE ACCEPTING THE TERMS OF THIS AGREEMENT. IF YOU DO NOT ACCEPT THE TERMS OF THIS AGREEMENT, YOU MAY NOT USE THE SERVICE.

This Agreement is a legal agreement between you and Baker & Taylor, LLC , as indirect owner and agent of Bridgeall Libraries Limited, and governs your rights and obligations regarding the Service.

1. Definitions

Term	Meaning
the “Offer”	The offer letter, offering you the collectionHQ service.
the “Agreement”	The Offer together with these Terms and Conditions
references to “You” or “Your”	The person or organization which has accepted the Offer and thereby agreed to receive the Service
references to “We”, “Our” or “Us”	Baker & Taylor, LLC, as indirect owner and agent of Bridgeall Libraries Limited
the “Software”	The then current and core version of our proprietary software application collectionHQ, which both provides the Service on our website and enables you to use the Service. The core Software does not include the optional Modules.
the “Service”	Provision over a web interface of our subscription based hosted Software using data supplied to us by you. Details of the subscription service can be found in user guide which is available on request or via the Academy for existing customers.
the “Commencement Date”	The date this Agreement and the Service is deemed to have commenced.
the “Subscription Period”	The initial term of this Agreement, as shown in the Offer.

the “Designated Libraries”	The maximum number of libraries authorized to use the Service, as shown in the Offer.
the “Permitted Users”	The maximum number of concurrent authorized users that may use the service, as shown in the Offer.
the “Renewal”	A twelve-month extension of the period for which the Service will be provided, commencing at the end of the Subscription Period, and on every subsequent anniversary thereafter.
the “Renewal Date”	The date the annual Renewal commences
the “Modules”	Optional packages of extra-functionality software, which enhance the Software further, and which are not covered by the Subscription Fee.
The “Designated Contacts”	The email addresses to which all notices under this agreement will be addressed, as shown in the Offer.

References to Clauses are to clauses of this Agreement. Terms defined in the Offer shall have the same meaning in these terms and conditions.

Registration/Duration

2.1 We shall provide the Service to you under the terms of the Agreement. This Agreement (and the Service provided) shall commence on the Commencement Date and, always subject to Clauses 11 and 12, shall be renewed automatically for a period of 12 months, commencing at the end of the Subscription Period, and on each anniversary thereafter.

3. Equipment and Internet Connection

3.1 We shall provide the Service to you using the Internet. You are responsible for providing an adequate connection to the Internet with a minimum connection speed not less than that specified in the Offer.

3.2 You are responsible for obtaining and maintaining all equipment, hardware, third party software, peripherals and any and all other communications facilities and equipment which may be required from time to time to access and use the Service (and of at least the minimum hardware/software specification as set out in the Offer) and for paying all charges incurred in relation to the use of these.

4. Data Supply and Cataloging Records

- 4.1 You agree that in order for us to provide the Service you shall utilise a suitable and reliable data extraction mechanism, to extract, collect and convey data to be used for the Service to our computer systems. Once such data is received by our systems our Software can provide the Service to you and Permitted Users.
- 4.2 Consequently you hereby grant to us a non-exclusive licence to use the data supplied by your computer systems to ours for the term of this Agreement, for purposes including but not limited to the following:-
- (a) providing the Service;
 - (b) providing any future enhancements to the Software or Modules;
 - (c) our own internal records and aggregated without attribution in other systems; and
 - (d) allowing an Internet Services Provider appointed by us to access such data to the extent necessary to allow such Internet Services Provider to host the Software.
- 4.3 To provide an effective Service to you, it is important to ensure the reliability and integrity of data supplied. Accordingly, you warrant that the data supplied:
- (a) does not infringe the rights of any third parties, including without limitation copyright owned by third parties;
 - (b) complies with all applicable laws and regulations; and
 - (c) will be accurate and will be updated on at least a monthly basis.
- 4.4 For the avoidance of doubt, unless you comply with the terms of this clause 4 we shall have no obligation to provide the Service.
- 4.5 In addition, as a subscriber to the Service, you have the opportunity to access Baker & Taylor's BT CAT community pool of cataloging records at no charge if you authorize the use of your cataloging records by Baker & Taylor. By signing this Agreement, you are authorizing Baker & Taylor to utilize your cataloging records and are confirming that you have the right to make this authorization. This authorization means that your cataloging records are licensed to Baker & Taylor on a perpetual, fully paid-up, non-exclusive, non-transferable, and irrevocable, basis for use in BT CAT and in any and all other products offered at any time by Baker & Taylor to its customers. Once received, Baker & Taylor improves contributed cataloging records in the community pool by comparing them to existing cataloging records in the community pool, merging them where appropriate, exchanging them for existing records where higher encoding is found, and removing any customer identifiers that may be found on the records. Baker & Taylor reserves all rights with respect to the use all such contributed cataloging records in BT CAT and in any and all other products offered at any time by Baker & Taylor to its customers.
5. Availability of Service
- 5.1 We will use commercially reasonable efforts to achieve the Service Targets set out in Appendix 1. However, whilst we will do what we reasonably can to ensure the availability of the Service at all times, we cannot and do not offer a continuous or uninterrupted service and no warranty is given in this respect. You acknowledge that certain aspects of the Service are dependent upon third parties and upon your computers supplying us with data. Without prejudice to this generality, we may at any time at our discretion:

- (a) temporarily suspend or restrict access to the Service for the purposes of repair, modification, maintenance or improvement or the implementation of new facilities or performance of back-up or data archival; or
- (b) give instructions to you regarding the use of the Service which in our reasonable opinion are necessary in the interests of security or to maintain or improve the quality of the Service to you. You will use your best endeavours to comply with such instructions and, while they are in force, such instructions will be deemed to form part of this Agreement.

However, where reasonably possible, we shall give notice of any suspension, undertake system maintenance activity out of your normal working hours (assuming these are 9am until 5pm Monday - Friday) and will restore the Service as soon as reasonably practicable after any such suspension.

5.2 You shall:

- (a) grant us (or our employees and/or agents) access to your premises, when and if needed, during normal business hours and we and our employees and/or agents shall adhere to your policies and procedures in relation to health and safety and security at all times;
- (b) use reasonable endeavours to provide decisions, information or assistance to us on our request in sufficient time and detail for us to provide the Service; and
- (c) prepare the equipment, hardware, third party software, infrastructure and environment in accordance with clause 3.2 and generally as required by us and to have access as provided for in (a) and (b) above

in order for us to provide the Service in accordance with the Agreement. For the avoidance of doubt if you do not comply with clause 5, we shall have no obligation to provide the Service.

6. Changes to Service

- 6.1 We reserve the right to enhance or otherwise change the Service or the Software from time to time in order to improve the Service or Software we offer You.

7. Use of Service

- 7.1 Subject to your payment of the Subscription Fee as set out in the Offer, we grant to you a non-exclusive, non-transferable right to access the Service for the duration of this Agreement for the sole purpose of using the Service in relation to stock performance management for the Designated Libraries.

- 7.2 You are permitted to print and download reports from the website for your own use provided that no documents, information or related graphics on the website are modified in any way and no graphics on the website are used separately from accompanying text and provided you otherwise comply with the terms of this Agreement.

- 7.3 Unless otherwise stated by us on the website, the copyright and other intellectual property rights in all material on the website and the Software are owned by us or our

licensors. Any use of reports from the website other than in accordance with Clause 7.2 above is prohibited.

- 7.4 Subject to Clause 7.2, no part of the website may be reproduced or stored in any other website or included in any public or private electronic retrieval system or service without our prior written permission. Such permission shall not be unreasonably withheld.
- 7.5 Upon acceptance of the Offer and subject to payment of the Subscription Fee, we shall provide you with the usernames and passwords authorising use of the website for the Permitted Users specified in the Offer. You may issue these to Permitted Users who are your employees, or such other types of users as are agreed by us on the basis that each username and password pair is allocated to a single user only and only such users who have been allocated with a username and password by you are entitled to use the Service. You agree that you shall not disclose information in relation to the Software or provide any access whatsoever to any third party which is not a Permitted User.
- 7.6 Additional pairs of usernames and passwords may be issued by us at our option upon your request and we shall have the right to make an additional charge for these additional pairs or vary monthly fees as a result of these additional users accordingly at our sole discretion. Any use made of the Software and Service by anyone other than Permitted Users shall be deemed unauthorized use.
- 7.7 You may not, and you shall procure undertakings from Permitted Users that they shall not:
- (a) copy the Software for any purpose whatsoever other than normal automatic copying by your computer of the Software for the sole purposes of enabling you and your Permitted Users to use the Service on the website;
 - (b) use the Service or Software or any part of them on equipment of a type, category or for additional users or libraries other than as permitted by this Agreement;
 - (c) modify, alter, loan, distribute, rent, assign, sub-license, transfer or otherwise provide (whether electronically or otherwise) access to the website, or the Software utilised by the website or any copy or part of it to anyone else or make the website or the Software utilized by it available for use by others in any time sharing, service bureau or similar arrangement or otherwise;
 - (d) except as permitted by applicable law, reverse engineer, disassemble, reverse translate or in any way decode the website or the Software or any copy or part of them in order to derive any source code or other information. You agree that the website and Software contains valuable trade secrets and confidential information owned by us including but not limited to the functionality, appearance and content of the website and Software screens, the method and pattern of user interaction with the website and Software and the content of the website. The Software source code and such valuable trade secrets and confidential information are not licensed to you under this Agreement and must not be disclosed to any third party.
- 7.8 All right, title and interest including but not limited to copyrights and other intellectual property rights of any nature in the website and the Software and resulting out of the

delivery of the Service are owned exclusively by us and you acquire no title or interest in the same other than the right to use the website and the Software and receive the Service in accordance with this Agreement.

8. Support and Training

- 8.1 We shall provide you with access to a support helpdesk in respect of the Service between the hours of 9.00 am and 5.00 pm, Monday to Friday (excluding Scottish public holidays) in accordance with our then current support procedures as amended or updated by us from time to time. The support helpdesk facility should be accessed by email to ensure all incidents are logged by our Support Ticketing System.

On-site support shall not be provided by us as part of the Service, but may be provided at our sole option where we deem it necessary and/or where we are unable to resolve queries remotely. Upon mutual agreement, we shall be entitled to provide you with on-site support whereby we will charge our standard daily rates from time to time (prorated if appropriate), and you shall pay all reasonable travel and other costs and expenses incurred by us in relation thereto.

- 8.2 We shall provide such initial training regarding use of the Software and Service as we deem appropriate including without limitation by way of the provision of documentation relative to the Software and the Service. If you wish additional training throughout the Subscription Period, this shall be the subject of separate agreement between you and us.

9. Escrow Agreement

In accepting the Offer, you are agreeing to subscribe to a service (the Service) based upon payment of an annual subscription fee (the Subscription Fee). As such, no Escrow arrangements are applicable in relation to this Agreement.

10. Consultancy Services

- 10.1 We do not need to provide you with additional chargeable Consultancy Services for you to be able to fully use the Service. However, if you would like us to provide additional services for you then these can be discussed on a case-by-case basis and quotations will be prepared as appropriate.

- 10.2 Re-implementation for new integrated library system.

If you change your integrated library system during your subscription to collectionHQ, we will need to re-implement collectionHQ for you. The technical effort relating to this is almost the same effort required for the initial implementation. The charge for us to set your collectionHQ instance up with your new integrated library system will be 50% of your Set Up Fee list price.

11. Payment

- 11.1 In consideration of the provision of the Service by us, you shall pay the Subscription Fee specified in the Offer. Payment is due annually in advance for the Service to be provided in that year and we shall invoice you accordingly.

- 11.2 Payment shall be within 30 days of the date of invoice.

- 11.3 The Software may be upgraded by us from time to time, offering new functionality or features, and you must accept such changes to the Software as and when they are released by us. There shall be no increase to the Subscription Fee for such new functionality or features. However, software Modules may be offered to you from time to time which you may choose to subscribe to at extra cost to the Subscription Fee, effective from the date you are granted access to such new Modules. However, you will have the option not to subscribe to such new Modules.
- 11.4 All sums in the Offer are exclusive of sales taxes and duties which will be payable if applicable in addition. We reserve the right to increase subsequent subscription fees.
- 11.5 Without prejudice to any other right or remedy which we may have, we shall be entitled to charge interest (both before and after judgement) on a daily basis on all sums overdue at the greater of (i) the highest rate permitted by applicable law, or (ii) a rate of 1% per month from the date such sums became due until paid in full. You will also be liable for all reasonable costs and expenses incurred by us in collecting overdue sums.
- 11.6 In addition to the above, and again without prejudice to our other rights hereunder and in law, should you fail to make any payment when due under this Agreement, we shall have the right by notice in writing to suspend the Service and any and all other services being performed by us without liability until the default is made good.
12. Termination
- 12.1 We may terminate the Service forthwith at any time by notice with immediate effect to you if you:
 - (a) use, or permit use of, the website, Service or the Software otherwise than in accordance with this Agreement; or
 - (b) fail to pay any sum rightly due hereunder within 30 days of the due date
- 12.2 You may cause the Service to be terminated
 - (a) at the end of the Subscription Period, or on the Renewal Date thereafter, by providing Bridgeall Libraries Ltd. with at least 3 months advance notice in writing; or
 - (b) if, within 3 months prior to the Renewal Date, we inform you of an increase to your Subscription Fee for the Renewal which you find unacceptable, you have the option not to renew your Subscription at the end of the current Subscription Period. However, should we, at any point during this period, agree to revert to the current Subscription Fee then the Renewal will apply.
- 12.3 No refunds will be paid for termination unless you terminate under Clause 12.2, and termination is during a payment period for which you have already paid, in which case we will refund a pro rata amount to reflect the unexpired portion of the period for which you have pre-paid.
- 12.4 Termination of this Agreement shall not affect the accrued rights and liabilities of the parties arising in any way out of this Agreement. Clauses which due to their nature are due to be performed or observed following termination including but not limited

to Clauses 4.5, 7.8, 11, 12, 13, 14, 16 and 17 shall survive termination of this Agreement and shall remain in force and effect.

- 12.5 On termination or expiry of this Agreement, you shall destroy any downloaded or printed extracts from the website and completely purge any copies of the Software from all of your systems subject always to you retaining your collection management audit trail, all to your satisfaction for which you seek agreement from us.
- 12.6 In regard to multiyear agreements, if you terminate the subscription before the end of the multiyear period set forth in the Offer, then the discount you received for previous periods would be automatically cancelled and the amount discounted would be payable by you to us.

13. Compliance with Laws

- You will comply with all applicable laws and regulations in respect of your use of the Service including but not limited to data protection and privacy laws and regulations. We reserve the right to remove from our systems/records any material, content or data which we reasonably believe may lead to a third party claim against us. To the extent permitted by law, you will fully and effectively indemnify us in relation to any breach of the terms by you of this Clause 13.

14. Data Protection and Privacy

By subscribing for the Service, you consent to our retention, use and disclosure of your details solely for the purposes of delivering the Service to you. You are responsible for advising your employees and other users and your customers about how we use information provided to us, and for procuring any necessary consents.

15. This Section is intentionally blank.

16. Availability

Whilst we will use our commercial reasonable endeavours to ensure that the Service will be available to you (subject to Clause 5), and that data will be held securely and appropriately backed up, no warranties are given in this regard and we specifically do not represent or warrant that:

- (a) the Service will be uninterrupted or error free and you acknowledge and agree that the existence of such errors and/or the occurrence of interruptions shall not constitute a breach of this Agreement; or
- (b) defects out with our control in the Service will be corrected.

We are not responsible for being blocked by ISPs, firewalls, routers and/or software, devices or equipment of a similar nature over which we have no control where this impacts on the provision of the Service.

17. Passwords and Security

You shall be responsible for ensuring that any and all usernames and passwords provided to you and/or your employees, agents or other authorised representatives for the purposes of accessing the Service are kept secure and disclosed only to your authorised representatives who have a need to know such usernames and passwords. Without prejudice to the foregoing, you shall ensure that the Service is not used by or

on behalf of any person, other than you or any of your employees, agents or other authorised representatives or Permitted Users, who are not authorised to do so. You are entirely responsible for any and all activities that occur in accessing and using the Service using passwords issued to you or your Permitted Users. You shall immediately notify us of any unauthorised use of the Service using your passwords or any other breach of security but to avoid any doubt, we are not liable to you or anyone else for any loss or damage arising from your failure to comply with the above.

18. Confidentiality

- 18.1 In the course of the performance of its obligations and exercise of its rights under this Agreement, the Parties both agree that each may acquire information and/or proprietary materials from the other, which information is not generally known in the relevant trade or industry of either party or third parties with which either party conducts or may conduct business. As used in this Agreement, "Confidential Information" means all non-public information disclosed by one party or its agents (the "Disclosing Party") to the other party (the "Receiving Party") that is designated as confidential or that, given the nature of the information or the circumstances surrounding its disclosure, reasonably should be considered as confidential. Confidential Information includes, but is not limited to, (i) non-public information relating to the Disclosing Party's technology, customers, business plans, promotional and marketing materials, statistics, technical information, finances and other business affairs, (ii) third-party information that the Disclosing Party is obligated to keep confidential, and (iii) the contents and provisions contained in this Agreement.

Any information provided by us that is Confidential will be clearly labelled by you as "Confidential" at the time it is provided. For the avoidance of doubt, we shall not use any of your data in presentation materials (unless the data has been fully anonymised) without your prior written consent.

- 18.2 The Receiving Party shall protect the Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, or publication of the Confidential Information as The Receiving Party uses to protect its own confidential information of like nature. The Receiving Party shall restrict disclosure of Confidential Information to its employees, agents and assigns with a need to know and shall advise them of the requirements of this Agreement.
- 18.3 Confidential Information does not include any information that: (i) is or becomes publicly available without breach of this Agreement, (ii) can be shown by documentation to have been known to the Receiving Party at the time of its receipt from the Disclosing Party, (iii) is received from a third party who did not acquire or disclose such information by a wrongful or tortious act, or (iv) can be shown by documentation to have been independently developed by the Receiving Party without reference to any Confidential Information.
- 18.4 The Receiving Party may use Confidential Information only in pursuance of its business relationship with the Disclosing Party. Except as expressly provided in this Agreement, the Receiving Party will not disclose Confidential Information to anyone without the Disclosing Party's prior written consent. The Receiving Party will take all reasonable measures to avoid disclosure, dissemination or unauthorized use of Confidential Information, including, at a minimum, those measures it takes to protect its own confidential information of a similar nature.

- 18.5 The Receiving Party will restrict the possession, knowledge and use of Confidential Information to its employees, agents and assigns (collectively, "Personnel") who (i) have a need to know Confidential Information in connection with the parties' business relationship, and (ii) when requested by the Disclosing Party on a case by case basis, have executed written agreements obligating them to protect the Confidential Information.
- 18.6 The Receiving Party may disclose Confidential Information as required to comply with binding orders of governmental entities that have jurisdiction over it, provided that the Receiving Party: (i) gives the Disclosing Party reasonable written notice to allow the Disclosing Party to seek a protective order or other appropriate remedy, (ii) discloses only such information as is required by the governmental entity, and (iii) uses commercially reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- 18.7 All Confidential Information will remain the exclusive property of the Disclosing Party. The Disclosing Party's disclosure of Confidential Information will not constitute an express or implied grant to the Receiving Party of any rights to or under the Disclosing Party's patents, copyrights, trade secrets, or trademarks or other intellectual property rights.
- 18.8 The Receiving Party will notify the Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this Agreement by Receiving Party. The Receiving Party will cooperate with the Disclosing Party in every reasonable way to help the Disclosing Party regain possession of such Confidential Information and prevent its further unauthorized use.
- 18.9 The Receiving Party will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all summaries, copies and excerpts of Confidential Information) promptly following the Disclosing Party's written request. At the Disclosing Party's option, the Receiving Party will provide written certification of its compliance with this Section.
19. Liability
- 19.1 Neither party excludes or limits liability to the other for death or personal injury caused by its negligence.
- 19.2 In no event shall either party be liable to the other for: (a) loss of use, profits, business, revenue or goodwill; (b) loss of data; (c) loss of savings (whether anticipated or otherwise); and/or (d) indirect, special, punitive, incidental, exemplary, or consequential loss or damages of any kind arising out of or relating to the Services provided under this Agreement even if such party has been advised of the possibility of such damages.
- 19.3 We warrant that:
- (a) we have the right to license all rights in and to the Software to you, and that the Software supplied by us under this Agreement does not infringe the U.S. intellectual property rights of any third party; and
 - (b) at the Commencement Date, and for the duration of the Agreement, the Service will perform in substantial accordance with the User Guide as set out in the User Guide document. However, you accept that improvements and enhancements to the Service during the Subscription Period may significantly

change the User Guide. The sole remedy for breach of the warranty under this clause 19.3(b) shall be correction of Defects by us within a reasonable time from notification by you of the Defect that constitutes such breach. For the purposes of this clause, a "Defect" is an error in the Software or website that causes the Service to fail to operate substantially in accordance with User Guide document.

- 19.4 The sole remedy for a breach of the warranty given in clause 19.3(a) is that we shall defend, hold harmless and indemnify you against all loss, damage, claims, liabilities, fees, costs and expenses arising out of any action brought against you based on a claim that the Service infringes any U.S. intellectual property right of any third party, provided that:
- (a) we shall be notified promptly in writing of any such claim;
 - (b) you shall make no admission or settlement of such claim without our prior written consent;
 - (c) we shall have sole control of the defense and any negotiations for compromise;
 - (d) you shall provide, at our expense, such assistance as we reasonably require.
- 19.5 THE WARRANTIES IN CLAUSE 19.3 ARE IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, AND WE MAKE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY STATUTE OR OTHERWISE, REGARDING THE SERVICES, SOFTWARE, TECHNOLOGY, INTELLECTUAL PROPERTY, MATERIALS, INFORMATION OR OTHER ITEMS PROVIDED OR MADE AVAILABLE UNDER THIS AGREEMENT, AND HEREBY DISCLAIM ALL IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 19.6 OUR TOTAL LIABILITY UNDER THIS AGREEMENT REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, SHALL NOT EXCEED A SUM EQUAL TO ONE YEAR'S SUBSCRIPTION FEE.
- 19.7 We shall not be liable if you are unable to access the Service or incur problems or loss when using the Service because of any corruption, abuse or incorrect use of the website or usernames and passwords or contravention of the terms of this Agreement (including any use of the Service with equipment or other software which is incompatible) and/ or because of any variation or modification to the website or Software which is unauthorized by us, and/or where the website or Software has been used in contravention of the terms of this Agreement and/or in contravention of the website terms and conditions and/or where the failure is due to factors external to the website and Software including but not limited to damage or environmental conditions and/or failures in other equipment or software and/or where the failure is due to incorrect, inaccurate, out of date or corrupted data supplied by you.
- 19.8 Any delays caused by you shall be added to any estimated timescales for provision of the Service.
- 19.9 We shall effect and maintain with a reputable insurance company professional indemnity insurance in an amount not less than \$1 million.

- 19.10 We shall hold employer's liability insurance in respect of our staff in accordance with any legal requirement for the time being in force.
- 19.11 We shall produce to you, on reasonable prior request, copies of the insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.
20. Dispute Resolution
- 20.1 Each party shall use commercially reasonable efforts to resolve any disputes arising under this Agreement in good faith as soon as practicable. If any dispute cannot be resolved to the reasonable satisfaction of the parties within ten (10) days after the dispute arose, either party may elect to escalate the dispute to a representative executive of each party.
- 20.2 If such executives cannot resolve such dispute to their mutual satisfaction within thirty (30) additional days, or such other period of time as mutually agreed upon by such executives, then the parties agree to try in good faith to settle the dispute by not less than one full day of mediation administered by the American Arbitration Association ("AAA") under its Commercial Mediation Procedures.
- 20.3 Any controversy, dispute or claim for money damages arising out of or relating in any way to this Agreement that is not resolved by mediation shall be settled exclusively by arbitration in a mutually agreeable city. Such arbitration shall be subject to the then prevailing Rules for Non-Administered Arbitration of the AAA. One (1) independent and impartial arbitrator shall be appointed by mutual agreement. The fees and expenses of the AAA and the arbitrator shall be shared equally by the parties and advanced by them from time to time as required. The arbitrator shall permit and facilitate such discovery as he shall determine appropriate in the circumstances, taking into account the needs of the parties and the desirability of making discovery expeditious and cost effective. You and we shall keep confidential, and shall not use for any purposes other than in connection with the arbitration, any proprietary information, trade secrets or other non-public information disclosed in discovery. The arbitrator shall render an award within 90 days of the conclusion of the arbitration hearing. The award of the arbitrator shall be accompanied by findings of fact and a written statement of reasons for the decision. The arbitrator shall make his award in strict conformity with this Agreement and shall have no power to depart from or change any of the provisions hereof. The parties agree to be bound by any award rendered in such arbitration proceeding. Any judgment thereon may be enforced in any court having jurisdiction.
- 20.4 Notwithstanding the foregoing, in the event of a violation of (a) a Party's proprietary or confidentiality rights under clause 7, or (b) a party's proprietary or confidentiality rights under clause 18, nothing in this Section shall prohibit either party from immediately applying to a court of competent jurisdiction for a temporary restraining order, preliminary or permanent injunction, or other similar equitable relief. EXCEPT WHERE PROHIBITED BY LAW, THE PARTIES EXPRESSLY WAIVE THEIR RIGHT TO TRIAL BY JURY FOR ANY ACTION OR PROCEEDING BROUGHT IN RELATION TO THIS AGREEMENT.
21. General

- 21.1 This Agreement constitutes the entire agreement between you and us relating to the use of the Service, the website and the Software and supersedes all other agreements or understandings between us and you.
- 21.2 If any provision in this Agreement is deemed to be illegal or unenforceable the rest of the provisions will remain in full force and effect.
- 21.3 Waiver of any breach or failure to enforce any term of this Agreement will not be deemed a waiver of any breach or right to enforce which may thereafter occur. No waiver may be valid against any party hereto unless made in writing and signed by the party against whom enforcement of such waiver is sought and then only to the extent expressly specified therein.
- 21.4 Neither party will be liable for any failure or delay in performing its obligations, in terms of this agreement, due to circumstances beyond its reasonable control
- 21.5 You may not assign this Agreement, in whole or in part, to any third party without our prior written consent.
- 21.6 We are your independent contractor and are not your employee or agent. Nothing in this Agreement shall render or be construed to make us (including any of our agents, employees or subcontractors) your partners, joint venturers, employees or agents.
- 21.7 Each party acknowledges that it is entering into this Agreement solely on the basis of the agreements and representations contained in this Agreement, and that it has not relied upon any representations, warranties, promises, or inducements of any kind, whether oral or written, and from any source, other than those that are expressly contained within this Agreement. Each party acknowledges that it is a sophisticated business entity and that in entering into this Agreement it has had the opportunity to consult with counsel of its choosing.

21.8 Notices to be given by us under this Agreement shall be in writing and may be given by email or otherwise at our discretion and sent to the Designated Contacts within your organization as stated on the offer. Notices by you must be given in writing and sent by either (a) post addressed to us at our address at 1 Ainslie Road, Hillington Park Glasgow, G52 4RU as stated on the Offer or (b) by email to contact@collectionhq.com or to such other address as we may notify to you from time to time;

21.9 This Agreement shall be governed by, subject to and interpreted in accordance with the laws of the State where you are located

Acceptance of the Offer and Terms and Conditions of Service on behalf of Placentia Library District:

Name/Title

Signature

Date

Appendix 1**Service Targets**

Availability	The collectionHQ service will be available 90% of the time 09.00 to 17.00 (your local time) Monday to Friday
Service Incidents	The collectionHQ Support Team will seek to provide an initial response within 24 hours and a follow up within a maximum 48 hours to service incidents and thereafter regularly updated until a resolution is reached. All incidents must be raised initially via our Helpdesk by email to support@collectionHQ.com
Non-Critical Enquiries	The collectionHQ Support Team will respond to non-critical enquiries within 3 days, deliver an answer within 10 days, and update status every 5 days. A non-critical inquiry is defined as a request for information that has no impact on the service quality if not answered or acted upon promptly.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: DISCUSS HVAC INSTALLATION SERVICE CONTRACT FROM WHITE MECHANICAL, INC. IN THE AMOUNT OF \$24,554 AND AUTHORIZE LIBRARY DIRECTOR TO DISPENSE WITH PUBLIC WORKS BIDDING REQUIREMENT DUE TO RECEIPT OF NO BIDS AND NO ADVANTAGE TO LIBRARY DISTRICT

DATE: JUNE 22, 2022

BACKGROUND

The Placentia Library District (“District”) posted a request for bids on May 27, 2022, for the purchase and installation of a heating, ventilation and air conditioning system for its IT Room (the “HVAC Project”). Because the HVAC Project requires the contractor to open a hole in the Library roof, repair it, and perform electrical work, the HVAC Project is considered a public works project under Public Contract Code Section 1720. In general, the District is required to publicly advertise a public works project in seeking bids and award it to the lowest responsible bidder.

By the date responses to the request for bids were due, the District had not received a single responsive bid.

The District may dispense with following applicable competitive bid procedures set forth in the Public Contract Code if it receives no responsive bids and/or it finds that further solicitation of competitive bids would not be advantageous for the District or the public.

DISCUSSION

As noted above, the District solicited bids for the HVAC Project through the normal course by posting the request for bids and in addition, e-mailing the request for bids directly to five different companies. It did not receive any responsive bids. After not receiving any bids, District staff followed up with four of the contractors to inquire as to why they did not bid. The reasons for not bidding varied, from contractors not bidding on projects of this size (too small), not desiring to bid on a public works project, the requirement of a bid bond, and perceived unrealistic timelines in completing the project.

Pursuant to State Law, the District is required to publicly notice and solicit bids for public works projects and with a few exceptions, to award the contract to the lowest responsible bidder. Two of those exceptions appear to apply here. The first is if no responsive bids are received. The second is if further attempts to competitively bid the HVAC Project are unlikely to be advantageous to the District or the public.

The primary purposes of the public works bidding requirements are to prevent favoritism and to obtain the lowest construction price to utilize public tax dollars efficiently. Given that no responsive bids were received and based on comments from the contractors, interest in bidding on the HVAC Project is rather limited, it does not appear that attempting to re-notice the request for bids to solicit bids will produce a different result. As to preventing favoritism, there is no known connection between the District and any of the potential bidders and the District clearly was attempting to get competitive bids, as opposed to directing the bid to any particular contractor, when it published the request for bids and e-mailed it to five different contractors.

In the interim the District has solicited and received a bid from White Mechanical, Inc., to install the HVAC system. At the time of drafting this staff report, the District had received a bid from this contractor in the amount of approximately \$25,000 to install the HVAC system, but was still negotiating the terms of the contract with the contractor.

As it becomes available supplemental information will be provided to the Board and at the meeting.

Funds for the HVAC Project are available through a broadband grant funded by the California State Library.

Attachment A is a copy of a Draft Contract and White Mechanical bid.

RECOMMENDATION

1. Based on the staff report and such other oral and documentary evidence that may be presented at the meeting at which this item is considered, find that the District did not receive any responsive bids and that further efforts to solicit competitive bids for the HVAC Project will not be advantageous to the District or the public.
2. Authorize the Library Director to execute a contract with White Mechanical, Inc., for the HVAC Project in an amount that will be provided to the Board as soon as contract terms have been agreed upon. At a minimum, this amount will be known at the time the Board meets to consider the recommendations.

**AGREEMENT FOR INSTALLATION OF HEATING, VENTILATION AND ARI
CONDITIONING SYSTEM BETWEEN PLACENTIA LIBRARY DISTRICT AND
WHITE MECHANICAL, INC.**

The following agreement ("Agreement") is made and entered into, as of the date executed by the President of the Board of Directors of the Placentia Library Director, by and between White Mechanical, Inc., a California corporation, hereinafter referred to as the "Contractor" and the Placentia Library District, hereinafter referred to as "District."

WHEREAS, District has accepted the bid of Contractor; and

WHEREAS, District has authorized the Library Director to execute a written contract with Contractor for furnishing labor, equipment, and material for installation of a heating, ventilation, and air conditioning system for the IT Room at the Placentia Library District (hereafter, "HVAC Project").

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed:

1. GENERAL SCOPE OF WORK: Contractor shall furnish all necessary labor, tools, materials, appliances, and equipment for and do the work for the HVAC as is further set forth in Contractor's Bid, which is attached hereto as Exhibit A and incorporated herein by this reference. All work to be performed under this Agreement shall be in accordance with the Contractor's Bid, and in accordance with the instructions of Fernando Maldonado, District's Project Manager, hereafter referred to as "Project Manager".

2. INCORPORATED DOCUMENTS TO BE CONSIDERED COMPLEMENTARY/PRIORITY OF DOCUMENTS: This Agreement and Contractor's Bid dated April 7, 2022, shall constitute the entire agreement between the parties. This Agreement is intended to require a complete and finished piece of work and anything necessary to complete the work properly and in accordance with the law and lawful governmental regulations shall be performed by the Contractor whether set out specifically in this Agreement or not. Should it be ascertained that any inconsistency exists between the aforesaid documents and this Agreement, the following order of precedence shall apply: (1) this Agreement and (2) Contractor's Bid. This Agreement may not be amended except in writing signed by the parties.

3. COMPENSATION: Contractor agrees to receive and accept the prices set forth in Contractor's Bid as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation in the amount of Twenty-Four Thousand Five Hundred Fifty-Four Dollars (\$24,554) shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in this Agreement; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. To the extent applicable, final payment to Contractor shall be withheld for 30 days after the time in which Contractor has verified to the District's satisfaction that it has submitted all information to the Department of Industrial Relations required by Labor Code §1773.3.

Upon submission of a proper invoice, Contractor shall be entitled to payment in the amount equal to 95% of the estimated percentage of actual work completed. All invoices and detailed pay requests shall be approved by the Project Manager prior to payment. All billings shall be directed

to the Project Manager. In all events, the District shall withhold no less than five percent (5%) of the Agreement price until final completion and acceptance of the work.

This payment on account shall in no way be considered as an acceptance of any part of the work or material of the Agreement, nor shall it in any way govern the final estimate.

The Contractor shall submit with its invoice the Contractor's conditional waiver of lien for the entire amount covered by such invoice; valid unconditional waivers of lien from the Contractor and all subcontractors and material-men for all work and materials included in any prior invoices.

Waivers of lien shall be in the forms prescribed by California Civil Code Section 3262. Prior to final payment by the District, the Contractor shall submit a final waiver of lien for the Contractor's work, together with releases of lien from any subcontractor or material-men, if any.

After the completion of the Agreement, the Project Manager shall make a final inspection of the work done thereunder, and if entirely satisfactory and complete, the District shall pay to the Contractor an amount which, when added to the payments previously made and deductions allowable to the District, will equal ninety-five percent (95%) of the Agreement price. Thereafter the balance of the Agreement price remaining unpaid shall be paid thirty-five (35) calendar days after the recording of a Notice of Completion by the District. The payment of the final amount due under the Agreement and the adjustment and payment for any work done in accordance with any alterations of the same shall release the District from any and all claims on account of the work performed under the Agreement or any alterations thereof. Final payment to Contractor shall be withheld for at least 30 days after the time in which Contractor has verified, to the District's satisfaction, that it has submitted all information to the Department of Industrial Relations required by Labor Code §1773.3.

4. TERM OF AGREEMENT: The time for completing the work is a material provision of this Agreement and time is of the essence. Contractor agrees to do all things reasonably necessary to complete the work within the time established in the Scope of Services and in coordination with the Project Manager.

5. INSURANCE:

- a. Contractor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company authorized to do business in the State of California the following insurance:
 - i. A policy of broad-form comprehensive general liability insurance written on an occurrence basis with minimum limits of \$1,000,000 combined single limit coverage against any injury, death, or damage as a result of wrongful or negligent acts by Contractor, its officer, employees, agents, and subcontractors in performing this Agreement.
 - ii. Property damage insurance with a minimum limit of \$500,000 per occurrence.
- b. Worker's Compensation insurance with a minimum limit of \$500,000 or the amount required by law, whichever is greater.

Contractor shall not commence work under this Agreement until it has obtained all insurance required hereunder in a company or companies acceptable to District nor shall the Contractor allow any sub-contractor to commence work on his sub-contract until all insurance required of the sub-contractor has been obtained. The Contractor shall take out and maintain at all times during the life of this Agreement the following policies of insurance:

- a. **Workers' Compensation Insurance:** Before beginning work, the Contractor shall furnish to the District a certificate of insurance as proof that he has taken out full workers' compensation insurance for all persons whom he may employ directly or through sub-contractors in carrying out the work specified herein, in accordance with the laws of the State of California. Such insurance shall be maintained in full force and effect during the period covered by this Agreement.

In accordance with the provisions of Section 3700 of the California Labor Code, every Contractor shall secure the payment of compensation to his employees. In executing this Agreement Contractor certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of work of this contract."

- b. Each such policy of insurance provided for in paragraph a. shall:
 - 1) Be issued by an insurance company which is authorized to do business in the State of California;
 - 2) Name as additional insured the District, its officers, agents and employees;
 - 3) Specify it acts as primary insurance and that no insurance held or owned by the designated additional insured shall be called upon to cover a loss under the policy; and
 - 4) Otherwise be in form satisfactory to the District.
- c. The Contractor shall, prior to performing any work under this Agreement, deliver to the Library Director or her designee the original policies of insurance required in paragraphs a. and b. hereof, or a certificate of the insurance company, showing the issuance of such insurance, and the additional insured and other provisions required herein.

6. **PREVAILING WAGE:** Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public works is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages.

Contractor shall forfeit, as penalty to District, not more than two hundred dollars (\$200.00) for each laborer, workman or mechanic employed for each calendar day or portion thereof, if such laborer, workman or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under this Agreement, by him or by any sub-contractor under him.

Contractor and any of its sub-contractors must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, which precludes the award of a contract for a public work on any public works project awarded after April 1, 2015, to a person

not registered. This Agreement is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

7. APPRENTICESHIP EMPLOYMENT: Contractor and sub-contractor under him shall comply with the requirements of Sections 1777.5 and 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the Director of Industrial Relations, ex-officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

8. LEGAL HOURS OF WORK: Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this Agreement, and the Contractor and any sub-contractor under him shall comply with and be governed by the laws of the State of California having to do with working hours set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

9. TRAVEL AND SUBSISTENCE PAY: Contractor agrees to pay travel and subsistence pay to each workman needed to execute the work required by this Agreement as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code Section 1773.8.

10. CONTRACTOR'S LIABILITY: The District, its officers, agents and employees ("Indemnites") shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work; or for injury or damage to any person or persons, either workers or employees of Contractor, of its sub-contractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever.

Contractor will indemnify Indemnities against and will hold and save Indemnites harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organization arising out of or in connection with the work, operation, or activities of Contractor, its agents, employees, sub-contractors or invitees provided for herein, whether or not there is concurrent passive negligence on the part of District.

Contractor's obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of District under any provision of this Agreement, Contractor shall not be required to indemnify and hold harmless District for liability attributable to the active negligence of District provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction.

11. NON-DISCRIMINATION: Pursuant to Labor Code Section 1735, no discrimination shall be made in the employment of persons in the work contemplated by this Agreement because of the race, color, sex, mental disability, physical disability, religion, or other reason set forth in Government Code § 12940 of such person. Contractor agrees to post in conspicuous places available to employees and applications, a notice setting forth provisions of

this non-discrimination clause. A violation of this section exposes the Contractor to the penalties provided for in Labor Code Section 1735.

12. BONDS: Reserved.

13. TERMINATION: This Agreement may be terminated by the District for any reason upon the giving of a written "Notice of Termination" to Contractor at least fifteen (15) days prior to the date of termination specified in the notice. Upon receipt of such notice, Contractor shall immediately cease work except for work that is necessary to de-mobilize from the site, unless otherwise directed by the Notice of Termination. In the event of such termination, Contractor shall be paid for services satisfactorily rendered and expenses reasonably and necessarily incurred prior to the effective date of termination, unless the Notice of Termination is issued for cause, in which event the District may withhold any disputed compensation. Contractor shall not be entitled to any claim for lost profits.

14. CLAIMS FILING AND PROCESSING: The District and Bidder agree to attempt to orally resolve any disputes which may give rise to a claim (hereafter, "Claim") that falls within the definition of Public Contract Code section 9204 (hereafter, "Section 9204"). If these efforts are unsuccessful, the District and Bidder shall process the Claim in accordance with Section 9204.

In summary, if the Bidder decides to submit a Claim to the District, it shall be sent by registered or certified mail, return receipt requested, together with reasonable documentation to support the Claim. A Claim may include a Claim by a subcontractor or a lower tier subcontractor meeting the requirements of Section 9204(d)(5). Within 45 days of receipt of the Claim, or any extension thereof agreed upon by the District and the Bidder, the District will conduct a reasonable review of the Claim and provide the Bidder with a written statement identifying what portion of the Claim is disputed and what portion is undisputed. Payment of any undisputed portion of the Claim shall be made within 60 days after the District issues its written statement. If the District does not provide a written statement within the time specified, the Claim shall be deemed rejected.

If the Bidder disputes the District's written statement or if the Claim is deemed rejected, the Bidder may demand in writing by registered or certified mail to the District, return receipt requested, an informal conference to meet and confer in an effort to settle the disputed portion of any Claim. Within 30 days of receipt of such written demand, the District shall schedule a meet and confer conference.

If any portion of the Claim remains in dispute after the conference, the District shall, within 10 District business days of the conclusion of the conference, provide the Bidder with a written statement identifying any portion that remains in dispute and any portion that is undisputed. Payment of any undisputed portion shall be made within 60 days after the District issues its written statement. Any remaining disputed portion shall be submitted to nonbinding mediation in accordance with Section 9204(c)(2)(B) unless the Bidder and District waive the mediation upon mutual written agreement.

15. REGISTERED: Contractor represents that it is currently registered with the Department of Industrial Relations and qualified to perform public work pursuant to Labor Code Section 1725.5. It is not a violation of Labor Code §1771.1 for an unregistered contractor to submit a bid that is authorized by Business and Professions Code § 7029.1 or by Public Contract Code §§ 10164 and 20103.5, provided the contractor is registered to perform public work pursuant to Labor Code § 1725.5 at the time the Agreement is awarded. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Further, Contractor is aware of California Public Contract Code Section 6109, which states:

(a) A public entity, as defined in Section 1100 of the Public Contract Code, may not permit a contractor or subcontractor who is ineligible to bid or work on, or be awarded, a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code to bid on, be awarded, or perform work as a subcontractor on, a public works project. Every public works project shall contain a provision prohibiting a contractor from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code.

(b) Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the awarding body. The contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project.

Contractor is required to post job site as prescribed by regulation pursuant to Labor Code § 1771.4 and Contractor must secure the payment of compensation to its employees pursuant to Labor Code § 1869.

Contractor's License No. and Class: [REDACTED]

Contractor's emergency phone number which can be reached at any time. [REDACTED]

16. TIME OF COMPLETION: Contractor agrees to commence the work provided for in this Agreement within (5) days of being notified by the District to proceed and to diligently prosecute completion of the work within [REDACTED] () calendar days from such date or as may otherwise be agreed to by and between the Project Manager and the Contractor.

17. TIME IS OF THE ESSENCE: Time is of the essence in this Agreement. Contractor shall do all things necessary and incidental to the prosecution of Contractor's work.

18. DELAYS AND EXTENSIONS OF TIME: Contractor's sole remedy for delays outside its control, including those cause by an force majeure event, shall be an extension of time. Any extensions granted shall be limited to the length of the delay outside Contractor's control. If Contractor believes that delays caused by the District will cause it to incur additional costs, it must specify, in writing, why the delay has caused additional costs to be incurred and the exact amount of such cost within 10 days of the time the delay occurs. No additional costs can be paid that exceed the not to exceed amount absent a written amendment to this Agreement. In no event shall the Contractor be entitled to any claim for lost profits due to any delay, whether caused by the District or due to some other cause.

19. GOVERNING LAW/VENUE: This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of California. Should any legal action arise under this Agreement the County of Orange, Orange County Superior Court shall be the place of venue.

20. COMPLIANCE WITH ALL LAWS: Contractor shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments.

21. ATTORNEYS' FEES: In the event that either party to this Agreement shall commence any legal or equitable action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees and costs, including costs of expert witnesses and consultants.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement with all the formalities required by law on the respective dates set forth opposite their signatures.

Placentia Library District

Approved as to form:

Jeanette Contreras, Library Director

David DeBerry, General Counsel

Date: June __, 2022

Date: June __, 2022

White Mechanical, Inc.

Name:

Title: _____

Date: June __, 2022

EXHIBIT A – WHITE MECHANICAL BID

27221 Burbank Foothill Ranch, CA. 92610 CALIC 822474 Office: 949-716-8379 Fax: 949-716-8539

Placentia Library District
411 East Chapman Ave
Placentia, CA. 92870
Attn: Fernando Maldonado
fmaldonado@placentialibrary.org
ybactierra@placentialibrary.org

April 7, 2022

Subject: HVAC for the IT room

Per your request, budgetary cost to install a new 2-ton ductless split system in the IT room would include:

- 1 New Samsung m# RXS24YBT 24,000 btu 208/230-volt 1 phase r410a refrigerant 18-seer condenser
- New condenser to rest on redwood sleepers with rubber isolator pads and seismic restraints
- Crane lift of the new condenser to the roof
- 1 New Samsung m# RNS24YBT 24,000 btu wall mounted air handler
- New wall mounting hardware
- New insulated factory copper line set and power cable, new line set and power cable to be run from the condenser to the air handlers
- 1 New Samsung m# MWR-WG00UN wall mounted programmable digital wired thermostat/controller
- 1 New 208/230-volt 1 phase 30 amp electrical disconnect and fuses
- 1 New 208/230-volt 1 phase 20-amp electrical breaker
- Run new high voltage electrical from the panel to the condenser in EMT/seal tight conduit
- 1 New 115-volt 1 phase condensate pump
- Run new copper condensate drain lines to an approved drain
- New seismic restraints
- Start up and run test of new equipment
- Perform a certified air balance, air balance to be performed by a third-party air balance contractor
- New sheet metal roof top flashing
- New cross over ducting and registers
- New roof penetration/flashing to be sealed by a licensed roofing contractor
- Close out packet, redline drawings and warranty information

Budgetary cost to perform the above work pending approved mechanical, structural plans and Title 24 compliance report:

Sixteen Thousand Six Hundred and Eighteen Dollars.....\$16,618.00

~~Initials~~ _____

Cost to provide mechanical engineering, plans, and Title 24 compliance report:
Two Thousand Nine Hundred and Ninety-Six Dollars.....\$2,996.00

~~Initials~~ **Page 80**

Cost to provide structural engineering, plans, and line of sight report:
Three Thousand Nine Hundred and Ninety Dollars.....\$3,990.00

~~Initials~~

Cost to provide permits will include, permits, labor, travel, permit company service fee and site visits:
Nine Hundred and Fifty Dollars.....\$950.00

~~Initials~~

If permits are to be obtained by Placentia Library District or being declined, please initial below:

~~Initials~~

Note: This is a prevailing wage project

Warranty:

1-year parts, labor and workmanship, 10-year compressor parts only

Cost includes all materials, labor and taxes

List of exclusions, terms, conditions and clarifications unless listed above (unless listed above):

- Asbestos, fiberglass and mold abatement, testing and removal are not included in our proposal.
- Roofing, flashings and counter flashings are not included in our proposal
- High voltage electrical conduit, piping, supports, wiring, pull wires, boxes, clamps, fuses, breakers, sub panels, main panels, junction boxes, service outlets and anything not listed in regards to power supply is not included.
- Controls, relays, conduit, clamps, supports, fittings, connectors, boxes, junction boxes, control panels are not included in this proposal.
- Structural Engineering, drawings, supports, alterations and designs are not included in this proposal.
- Equipment screening, supports, flashings, engineering and design are not included in this proposal.
- Fire life safety controls, wiring, relays, conduit, testing and tie in is not included in this proposal.
- Global tie in for shut downs and connection to existing smoke detectors is not included in this proposal.
- Mechanical engineering, drawings, design, title 24 calculations and site visits are not included.
- Our normal business and working hours are Monday thru Friday 6am – 3pm, 7am – 4pm and 8am – 5pm depending on labor shift availability.
- Any service requests that require same day or after-hours service can and will be charged emergency service rates. Saturday and Sunday requests are billable on overtime or emergency rates.
- Emergency service response and requests will be charged on our overtime rates from portal to portal from the nearest available technician location. White Mechanical cannot be held responsible for traffic delays.
- Please note that if parts are required after normal business hours that are not readily available on our trucks. Additional charges for opening up Parts houses after ours will be assessed to the customer. Typically - \$150 for emergency openings. In addition, any labor required to travel to pick up parts will be charged accordingly to the customer.
- Warranty – White Mechanical labor warranty includes service Monday through Friday during normal business hours as our availability allows. If after normal business hours warranty service is requested and available – Overtime, double-time and portal to portal charges will apply and are not included in our standard labor warranty.
- Travel and business expenses will be added to out-of-town project proposals as necessary. If out of town travel is required for emergency service, additional charges will apply.
- Framing of sheet metal, ceilings, walls, joist bays, soffits, roofs and attics is not included in our proposals.
- Drywall, painting, mud, patching, stucco, texture coating, concrete is not included.
- Standard flooring protection is provided. Additional protection for specialty floors is not included. On general construction projects – The general contractor is responsible to protect all flooring in and around the building unless special instructions have been provided in writing prior to the start of any project.
- Any specialized recycling requirements are not included in this proposal
- Trash hauling and storage of material and equipment is not included in this proposal.
- Manufacturer’s warranties do not include shipping & expediting charges.

- Prior service diagnostics, repairs or installations are not included in this proposal and will be billed and paid separately.
- Air balancing – Certified air balancing is not included in this proposal. Return visits to make air adjustments for comfort balancing and personal preferences is not included in this proposal. Comfort balancing will be billed per call out and is not included in our proposal. We cannot be held responsible for each employee, customer or office to office needs.
- Specialized high efficient filtration is not included in this proposal.
- Duct cleaning and testing is not included in this proposal.
- Preventative maintenance is not included in this proposal but is required by the Manufacturer and White Mechanical in order to keep any warranties valid and in place.
- Contractor expressly disclaims and all responsibility and liability for the indoor air quality of the customers facility including without limitation, injury or illness to occupants of the facility or third parties or any damage to the customers facility arising out of or in connection with the contractors work under this agreement, including limitation any illness, injury or damage resulting in any manner from any fungus (es) or spore(s), any substance, vapor, or gas produced by or arising out of any fungus(es) or spore (s) or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus (es) or spore (s)
- Under no circumstances whether arising in contract, tort (including negligence), Equity or otherwise, will contractor be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of customer's tenant or clients, or any special indirect or consequential damages.

~~In the event contractor must commence legal action in order to recover any amount payable or owed to contractor under this agreement, customer shall pay contractor all court costs and attorneys' fees incurred by contractor.~~

~~Any legal action against contractor relating to this agreement or breach thereof shall be commenced within one (1) year from the date of work.~~

- Any alteration to or deviation from this agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at contractor's rates then in effect) over the sum stated in this agreement

~~Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, contractor may stop all work under this agreement without notice and/or cancel this agreement and the entire agreement shall become due and payable immediately upon demand.~~

~~Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force major event~~

If you have any questions regarding our proposal or White Mechanical's intent, please do not hesitate to call me at (949) 716-8379.

Sincerely,
Mike Hollis
White Mechanical Inc.

Approval: _____
Name and Title: _____
Date: _____



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Approve Amendments to Policy 2310 - Job Description – Facility Maintenance Technician as presented, inclusive of input from the Library Board of Trustees.**

DATE: June 22, 2022

BACKGROUND

In 2009, the Library Board of Trustees approved a new classification – Facility Maintenance Technician. The part-time 30-hour position was filled in the fall of 2009. The District then took a direction and entered into an agreement with a janitorial service company in 2017.

The District continues to experience facility issues and with the projected capital improvement projects and new Bookmobile Services, it is essential to have a full-time maintenance personnel to handle and manage the multiple projects and staff's needs.

The list of responsibilities of a Facility Maintenance Technician includes:

- Performs routine custodial duties involved in cleaning, caring for, and maintaining library offices, rooms, facilities, and equipment; polishes floors and steps; deep cleaning of carpet; operates equipment such as floor buffers and drain cleaning equipment; gathers and disposes of recyclables.
- Cleans, washes, dusts, and polishes furniture, equipment, doors, windows, walls, blinds, books, bookshelves, light fixtures, and ceilings for facilities and equipment; reconditions office furniture.
- Performs landscape maintenance activities including week abatement, fertilizing, and minor tree trimming; mows and edges lawns, edges around trees and sprinklers, trims, prunes, mulches, and plants shrubs, bushes, trees, flower beds, and ground cover; operates leaf blower and other landscape equipment; maintains exterior grounds, sidewalks, driveways, walkways, and parking lots, ensuring areas are clean and free of trash, debris, and graffiti.
- Operates, adjusts, and repairs automatic landscape irrigation controllers; services sprinkler heads; reports malfunctions or unsafe conditions; hand waters trees, bushes, plants, and flower beds.
- Paints walls, bookcases, bathrooms, building exteriors, and other areas.
- Maintains and replaces light bulbs, fluorescent tubes, and other lighting fixtures; performs electrical repairs.
- Performs basic plumbing repairs including fixture leaks, installation of faucets, and unclogging of sewers.
- Maintains and repairs electrical, heating, and other equipment such as electric motors, fans, filters, and compressors; repairs and maintains equipment.
- Assists in coordination and set-up of special events and programs; sets up meeting rooms for meetings; sets up tables and chairs; moves office furniture and equipment.
- Retrieves books from book drops.

- Coordinates facility maintenance projects with vendors and contractors.
- Assists in the development of District request for proposals.
- Responds to emergencies as required; evaluates building damage, and coordinates activities with other responders to provide effective response to protect District property.
- Maintains accurate records with regard to annual inspections of equipment and general preventative maintenance.

The salary range for the Facility Maintenance Technician classification is \$59,915 - \$67,696.

Attachment A is a copy of Policy 2310 – Job Description – Facility Maintenance Technician.

RECOMMENDATION

Authorize amendments to Policy 2310 as presented, inclusive of input from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Facility Maintenance Technician
POLICY NUMBER: 2310

DEFINITION:

Current:

Under the general direction of the Library Director, plans, organizes, oversees, coordinates and reviews a comprehensive program of maintenance, repair, and improvement of the District's facilities, including custodial and janitorial maintenance, rodent and pest control, grounds keeping, carpentry, electrical, plumbing, and HVAC activities; determines priorities and monitors completed work; schedules proposed projects and repairs; procures materials; handles special projects.

Proposed:

Under general supervision, performs a variety of routine custodial, semi-skilled maintenance, and repair duties of District buildings, grounds, and equipment; performs a variety of maintenance duties including electrical, plumbing, painting, and other building maintenance work; maintains landscape, gardens, walkways, parking lots, and grounds; installs and repairs irrigation systems; maintains offices, rooms, furniture, and equipment in a clean, sanitary, safe, and secure condition; ensures library facilities and grounds are kept clean and safe for staff and patrons; and performs work duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director. Does not supervise other employees.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Current:

- Performs public building maintenance, construction, and landscaping duties and projects.
- Performs general maintenance duties, including cleaning and repairs.
- Monitors building maintenance projects to ensure timeliness, correctness, and completion.
- Recommends development and standardized maintenance and operating procedures and methods to improve the efficiency and effectiveness of facilities maintenance operations.
- Inspects District facilities and makes recommendations to modify, improve, and/or replace equipment when necessary to support demand and/or improve efficiency.
- Performs preventive/predictive maintenance per requirements, and performs non-scheduled or emergency maintenance when required.
- Assists with event/meeting/program set-up and clean-up.

- Maintains accurate records with regard to annual inspections of equipment and general preventative maintenance.
- Responds to emergencies as required; evaluates building damage, and coordinates activities with other responders to provide effective response to protect District property.
- Prepares preliminary time and material cost estimates on proposed projects.
- Performs other duties as assigned.

Proposed:

- Performs routine custodial duties involved in cleaning, caring for, and maintaining library offices, rooms, facilities, and equipment; polishes floors and steps; deep cleaning of carpet; operates equipment such as floor buffers and drain cleaning equipment; gathers and disposes of recyclables.
- Cleans, washes, dusts, and polishes furniture, equipment, doors, windows, walls, blinds, books, bookshelves, light fixtures, and ceilings for facilities and equipment; reconditions office furniture.
- Performs landscape maintenance activities including week abatement, fertilizing, and minor tree trimming; mows and edges lawns, edges around trees and sprinklers, trims, prunes, mulches, and plants shrubs, bushes, trees, flower beds, and ground cover; operates leaf blower and other landscape equipment; maintains exterior grounds, sidewalks, driveways, walkways, and parking lots, ensuring areas are clean and free of trash, debris, and graffiti.
- Operates, adjusts, and repairs automatic landscape irrigation controllers; services sprinkler heads; reports malfunctions or unsafe conditions; hand waters trees, bushes, plants, and flower beds.
- Paints walls, bookcases, bathrooms, building exteriors, and other areas.
- Maintains and replaces light bulbs, fluorescent tubes, and other lighting fixtures; performs electrical repairs.
- Performs basic plumbing repairs including fixture leaks, installation of faucets, and unclogging of sewers.
- Maintains and repairs electrical, heating, and other equipment such as electric motors, fans, filters, and compressors; repairs and maintains equipment.
- Assists in coordination and set-up of special events and programs; sets up meeting rooms for meetings; sets up tables and chairs; moves office furniture and equipment.
- Retrieves books from book drops.
- Coordinates facility maintenance projects with vendors and contractors.
- Assists in the development of District request for proposals.
- Responds to emergencies as required; evaluates building damage, and coordinates activities with other responders to provide effective response to protect District property.
- Maintains accurate records with regard to annual inspections of equipment and general preventative maintenance.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Policies, procedures, equipment, materials, and supplies related to the construction, operation, maintenance, and repair operations of facility found in District setting, including HVAC maintenance, custodial and janitorial maintenance, rodent and pest control, carpentry, electrical, and plumbing activities.
- Safety principles, practices, and procedures for building and facility related projects.
- Building codes associated with painting, electrical, and mechanical equipment.

Ability to:

Current:

- Use power and hand tools and materials used in all facets of building maintenance, construction, and landscaping work.
- Exercise sound judgment in completing assignments.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Understand and follow oral and written instructions.
- Read and write at a level necessary for successful job performance.
- Lift items weighing up to 70 pounds.
- Use standard office equipment.

Proposed:

- Perform a variety of semi-skilled and skilled tasks in the maintenance and repair of District buildings, facilities, landscapes, and equipment.
- Operate a variety of hand and power tools used in custodial, electrical, painting, plumbing, and irrigation work.
- Use a variety of landscape and gardening equipment to maintain District grounds.
- Inspect, operate, install, and repair automatic landscape irrigation controllers and sprinklers.
- Learn and apply various water conservation techniques.
- Clean and care for assigned areas and equipment.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Perform basic mathematical computations.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, and policies and procedures, and standards relevant to work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.

- Establish, maintain, and foster positive and effective working relationship with those contacted in the course of work.
-

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Current:

Equivalent to three (3) years of experience in facility or building maintenance plus some technical training and/or education in construction, engineering, or a field related to the work of facility or building management. Possession of an Associate of Arts degree is highly desirable.

Proposed:

Equivalent to two (2) years of experience performing semi-skilled tasks in landscape maintenance, facilities maintenance, one or more building trades, or a related field.

Licenses and Certifications:**Current:**

Possession of a valid California driver's license.

Proposed:

Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS:**Current:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Incumbents must have the physical ability to stand, sit, walk, climb stairs and ladders, stoop, kneel, and use arms, hands, and legs. Incumbents must be able to lift items weighing up to 70 pounds.

Proposed:

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders including climbing to roof for inspection and repairs; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employee must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Current:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

Proposed:

Employee work in District buildings and facilities; are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, and vermin, insects, parasites, etc.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

FLSA STATUS:

This is a non-exempt classification.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Authorize Amendments to Policy 6010 - Materials Selection Policy 6010**

DATE: June 22, 2022

BACKGROUND

At the April 18th, 2022 Board of Trustees meeting, President Martin requested to review Policy 6010 - Materials Selection Policy. The manual is based on CREW methods, ALA recommendations and references from other libraries. CREW stands for continuous review, evaluation, and weeding. For over 30 years, the CREW method has provided guidance to librarians and staff in small and medium sized public libraries how to discard outdated and non-circulating materials from their collections, through such criteria as de-selection, usage reports, dead on arrivals, discards, unusual item usage, replacements, and turnover reports. The CREW method is the benchmark tool for weeding library collections, and enables library staff to maintain a relevant, vital, and useful collection for the community.

A core function of public libraries is to offer a diverse array of materials which represent an inclusive collection that meets the needs of the communities they serve. The formats include print and nonprint which covers reference, book club copies, popular titles, downloadable, and specialized collection such as the History Room collection. The Collection Development Policy is intended to be flexible enough to reflect changes and trends in the intellectual, informational, research, and diversity of the District's public services and programs. Materials are selected to provide access to individuals, groups, and organizations attaining practical solutions to daily challenges, and enrich the quality of life for all Placentia residents.

The Placentia Library District adheres to the position governing censorship and intellectual freedom adopted by the Council of the American Library Association and published in the Association's Library Bill of Rights. It is the responsibility of District professionals to select, develop, and evaluate their assigned collections based on factual accuracy, multiple authoritative reviews, significance of subject, and demands expressed by the community. Acquisitions may also include specific requests from patrons through such service as zipbooks.

The District historically has allotted 8-10% of the Operating Budget towards Materials/Books. With the Board's approval of the budget revisions for the 2022-2023 Fiscal Year, over \$500,000 is dedicated to the print and electronic collection for the community. An additional \$35,000 will be dedicated to the District's new service – Bookmobile. The collection exists to support the

District's mission to inspire, open minds, innovates, and connect the community. Such document establishes the framework for continuous collection evaluation and improvement while outlining the policies and procedures related to collection development and management. The last amendments to Policy 6010 – Materials Selection Policy was April 21, 2014.

Attachment A is a copy of the Policy 6010 - Materials Selection Policy

Attachment B is a copy of the Proposed Collection Manual (Internal use only)

Attachment C is a copy of the American Library Association Library Bill of Rights

RECOMMENDATION

Authorize amendments to Policy 6010 as presented, inclusive of input from the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy

POLICY NUMBER: 6010

6010 Placentia Library Districts' fundamental responsibility is to provide materials that satisfy the information needs and interests of the community it serves. The library believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some person. Selections for the library will be made on the merits of the material in relation to the building of the collection and to serving the interests of the reader.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

Library materials include but not limited to physical and digital books, magazines, newspapers, audiobooks, video, music, photographs, pamphlets, databases, and objects.

6010.1 Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. First and foremost, the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

6010.2 Collection development is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.3 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

The overall purpose of the material is the chief criterion of selection.
Reputation and significance of the author.
Timeliness or permanence of the material.
Relation to existing collection
Authoritativeness.
Reputation and standards of the publisher.
Readability and popular appeal.
Quality of the writing.
Recommendation of title in selection aids.
Suitability and sustainability of format for library use
Physical condition of material.
Cost and availability from vendors
Relevance to the community
Circulation of similar items
Accuracy of the material

- 6010.4** The Library Bill of Rights, developed by the American Library Association, affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- 6010.4.1** Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 6010.4.2** Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 6010.4.3** Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 6010.4.4.** Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 6010.4.5** A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6010.4.6** Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

6010.4.7 All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

6010.5 Procedure for Request for Reconsideration of Library Materials

6010.5.1 When a patron wishes the library to discard or reclassify a book or item, they must complete the "Request for Reconsideration of Library Materials" form. The Supervising Librarians will review the request and forward the r recommendation to the Assistant Library Director for a final decision. If the patron is not satisfied with the final decision, the Assistant Library Director will forward request to the Library Director for consideration.

6010.6 Interpretation of Policy

6010.6.1 Questions concerning the scope of the Material Selection Policy may be discussed with the Library Director. If there are complaints or comments about the policy the matter will be discussed by the Library Board of Trustees at a regularly scheduled meeting.

General Collections Development Manual

Mission Statement

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

Introduction

The library's collections are developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the Placentia Library District. The information contained in this manual is based on staff expertise, the [Material Selection Policy 6010](#), [CREW: A Weeding Manual for Modern Libraries](#), and collection practices/policies from other public libraries. A collection development manual doesn't replace the judgment of staff responsible for the selection of library resources.

Responsibility for Selection

Under the general supervision of the Library Director and Assistant Library Director, the Supervising Librarians are responsible for the collection development process. They work closely with the librarians to identify titles for acquisition, the public are also encouraged to recommend titles for purchase. Items selected by librarians for purchase will be reviewed by the Supervising Librarians using the same selection criteria then an order for purchase will be submitted.

Collection decisions are made in conjunction with the strategic initiatives, especially the following:

- Positioning the library as the preferred partner for lifelong learning
- Embracing diversity
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

General Selection Criteria

[Materials Selection Policy 6010](#)

All materials, whether purchased or donated, are considered in terms of the Materials Selection Policy 6010. Additionally, staff should pay close attention to the following criteria. An item need not meet all standards in order to be added to the collection.

- Relevance to community needs
- Suitability of subject and style for intended audience
- Relation to the existing collection and to other materials on the subject
- Availability of reviews or media attention
- Authority and accuracy of matter presented
- Price, availability, and library materials budget

Vendor Details: Each vendor uses a different platform for ordering, see the vendors website or platform for specific instructions and help videos on how to use them. Selectors should separate their carts based on their specific selection areas (example Adult 000) and name carts in the following format “000_April22_WA”.

Baker & Taylor: Baker & Taylor uses Title Source 360 for public libraries as their ordering system. Carts should be gridded with quantity, budget, item type (format), and collection code. Selectors should use list price as a guide to the amount of funds that are being spent. Once carts are ready for ordering *transfer* them to the Supervising Librarian for review. The Supervising Librarian will review the carts and *transfer* them to the Technical Services Librarian for ordering.

Midwest Tape: Midwest Tape uses their website to select and submit orders. There are two accounts for Midwest Tapes. The regular account (92870 Placentia Library District) is used for all audiobooks and most DVDs. The second account, 2000017835 Placentia 4/6, is only for DVD sets of 4 to 6 discs and indicates the discs should be processed in a single DVD case.

Selectors should use Total/Subtotal as a guide to the amount of funds that are being spent. Each item selected should have a fund assigned, the fund refers to the collection/ genre the item belongs. If ever in doubt between two funds, select the location you think a patron will be most likely to look for the item. If the item is part of series, look in the catalog to see where the series is located, all series should all be placed in the same fund/genre. Once carts are ready, they should be sent (Send Cart) to the Supervising Librarian for review. The Supervising Librarian will review the cart and send them to the Technical Services Librarian for ordering.

Amazon: Amazon is used to order video games, Zip Book items or as a secondary vendor to Baker & Taylor. To place an order (not Zip Book), complete a PO and give it to the Supervising Librarian. It is recommended to email a list of links of items you want purchased to Administration, copy the Supervising Librarian. The Supervising Librarian will review and turn the PO in to Administration for ordering, indicating the correct budget and collection codes. The Supervising Librarian will make a copy of the PO and give it to the Technical Services Librarian to account for the items on order in the budget. See Zip Book selection plan for details on ordering Zip Books.

Overdrive: Prices are accurate as listed. See individual selection plan for details on ordering through Overdrive.

Ingram: Ingram is used as a secondary vendor if an urgently needed item is not in stock at Baker & Taylor or Amazon. The Technical Services Librarian has the user name and password for this vendor, processing is not available. Ingram uses just one cart at a time, so to avoid mixing orders, create a selection list instead. Create a selection list of the items to order. Once the selection list is ready send the Supervising Librarian an email to review. The Supervising Librarian will review the selection list and send an email to the Technical Services Librarian that the selection list is ready to order.

Brodart: Spanish language materials (Pending)

Pan Asian Publications: Pan Asian Publications is used to order Chinese and Korean language materials. To place an order, complete a PO and give it to the Supervising Librarian. The Supervising Librarian will review and turn the PO in to Administration for ordering, indicating the correct budget and collection codes. The Supervising Librarian will make a copy of the PO and give it to the Technical Services Librarian to account for the items on order in the budget. See individual selection plan for details.

Playaway: Playaway is used to order Wonderbooks. (Pending)

Ordering and Budget Considerations: The collection budget generally runs from May – April due to invoicing and accounting purposes. Once all money is spent staff should continue to order under the new FY budget using the previous year’s budget as a guide until an official budget is available. The Technical Services Librarian will provide regular budget summaries to show your progress toward spending your funds.

- Selectors should order 3 months pre-publication, when possible, but no more than 5 months pre-publication.
- Books pre-publication must have a publication date of before June 10 for the current FY budget.
- Collection budgets should be spent by April of the current FY*.
- Published items with 0 stock/inventory or available to back order must be ordered before February 28 for the current FY budget.
- Items with a publication date of after June 10 or 0 stock/inventory starting in March should be coded for the next FY budget. These items will not count towards spending your current FY money and should be put in separate carts.

*Overdrive and Amazon items must be ordered and received by June 15 of the current FY.

Physical Format: Hardback titles between the size of 7.5” x 5” and 11” x 8.5” are preferred, if a hardback copy is not available a paperback is acceptable. Oversized, small, items with toys/objects or spiral bound should be avoided when possible. Audiovisual and non-traditional collections should consider physical format as listed in their individual selection plan.

Duplication: New or currently popular titles may be duplicated across formats and with multiple copies as the budget allows. Staff should always check for alternate formats to ensure the library is not unnecessarily purchasing duplicate copies. Paperback, movie tie-ins, reprints and large print formats often are published with different ISBN numbers, selectors should pay close attention to these types of formats when placing orders. Once popularity has waned a single copy will be kept as a physical regular print book and/or an eBook with a perpetual license and/or digital audiobook with a perpetual license. If a perpetual license is not available the physical item will be kept in its place. DVDs will allow multiple copies as space allows.

Recommended Selection Tools: The following are recommended selection sources to assist in making collection development decisions. Selectors are encouraged to explore other blogs, magazines, lists and reviews relevant to their selection area such as celebrity book clubs, highly visible titles and upcoming adaptations.

- Library Journal
- Booklist Magazine
- Publishers Weekly
- The New York Times
- The LA Times
- Brodart TIPS
- Amazon Best Sellers List and Customer Reviews
- Barnes & Noble Best Sellers List
- Goodreads
- Kirkus Reviews
- Entertainment Weekly
- NPR Book List

Patron Requests: Patrons may request items for the library to purchase using the [Tell Us What To Buy](#) form. Items are reviewed by the Technical Services Librarian and ordered using ZIP Book funds, when available.

If the item does not qualify for Zip Books the Technical Services Librarian will forward the request on to the selector for that section to review. Selectors are encouraged to review requests and order as quickly as possible, even if it means sending carts outside of their normal ordering schedule. If the selector chooses to order the item they should send an email to the Technical Service Librarian once the cart has been sent to the Supervising Librarian for review. The email should include title, patron name and library card so a hold can be place for the patron once the item is ordered. As noted on the Tell Us What to Buy page, individual notifications concerning purchases are not sent.

Donations: All item donations are given to the Placentia Library Friends Foundation. At staff discretion, donated items can be added to the circulating collection. Items should be evaluated with the same criteria as new material. If staff is interested in adding donated items to the circulating collection, they should fully complete a [donation processing form](#) and place the item on the small gray cart labeled “items without records in Horizon” in the technical services area for the Technical Services Librarian to catalog. In general, items without MARC record will not be added to the collection.

Standing Orders: Currently the library does not have any standing orders. Selectors are interested in standing orders should contact the Technical Services Librarian for availability and instructions.

Request Ratios: Hold ratios are used to determine when additional copies of an item should be purchased to reduce unnecessarily long wait times. When the ratios exceed 3 holds per 1 copy of physical items, additional copies are purchased. The Technical Services Librarian will run the hold ratio report each week and order any necessary copies to satisfy the holds ratio. A copy of this list is available for selection staff to view to assist in assessing current trends of the community.

When the request ratio exceeds 10 holds per 1 copy of digital items, wonderbooks, or Library of Things items, additional copies are purchased. Individual selection staff for these areas should regularly check request ratios and order items as needed.

Equity, Diversity and Inclusion: Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.”

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- Selecting content in multiple formats
- Considering resources from self-published, independent, small, and local producers
- Seeking content created by and representative of marginalized and underrepresented groups
- Evaluating how diverse collection resources are cataloged, labeled, and displayed
- Including content in all of the languages used in the community that the library serves, when possible
- Providing resources in formats that meet the needs of users with disabilities

When evaluating material check for and consider:

- Stereotypes/Tokenism
- Active Characters (Who is active and who is passive)
- Distortions of history
- Role of gender
- Depiction of lifestyles (Are different lifestyles casting characters as “us” and “them”)
- Weight the relationships between people (How are they characterized/described in interactions with others, especially if they may be the only minority?)
- Note the heroes
- Effect on self-image
- Author/Illustrators background
- Loaded words
- Negative imagery or stereotypes in illustrations, images, or videos

Further Resource: [We Needs Diverse Books' Guide to Finding Diverse Books](#)

New Items: Once new items are processed Support Services will place them on a marked cart in the Circulation Workroom. Selection staff should review the items on this cart each day they are scheduled, if staff will be out for an extended period of time, they should coordinate a co-worker/supervisor to review in their place. Items should be reviewed for the following before shelving:

- Proper labeling
- Correct genre stickers

- Removal of NEW status (see individual selection plan for details)
- Weeding of older editions

If a correction is needed write a note to Technical Services staff and place item on the small gray cart labeled “items without records in Horizon” in the technical services area.

If items are ready for shelving, **check-in the items** then place on NEW cart or sorting shelves or hold shelf.

If older editions/copies need to be weeded locate them on shelf (place a hold if checked out) and discard, see instructions under Deselection.

Collection Maintenance

Collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community. This evaluation is done on an ongoing basis and depends on the staff's professional expertise in assessing the needs of the community and the content of the collection. Materials that meet deselection criteria will be removed for the collection (often referred to as weeding).

Deselecting Timeline: Selection staff should review items in their selection areas for deselection on a regular basis. Generally, selection staff should review usage statistics at least 1 time per every 2 months, and physical inspect each item at least 1 time each year. Specific deselection details and schedules are located in the individual selection plans.

Deselecting Library Materials: Deselection decisions should be guided by the criteria set in their individual selection plans, [CREW Manual](#), or one or more of the following guidelines.

General Weeding Criteria:

- The library's mission
- Usage statistics and reports
- Availability of more suitable material or superseded editions
- Possible future usefulness of a particular item
- Outdated, obsolete, or inaccurate information
- More books than are needed on any single subject
- Duplicate copies
- Accuracy
- Physical condition
- Inclusion in standardized lists
- Preservation and storage costs
- Availability elsewhere and/or in other formats including on the internet or digitally
- Space considerations

Usage Reports: Item usage reports can be generated in Horizon:

- Go to Circulation and Item Reports. Using the Compound Search box, limit your search to the specific type of items you want.
- Select an Index to search from the top box, and enter either a code or use the Show Codes button to see your options.
- Select AND or OR to add to your search string. AND: shows items that meet all criteria in the search string. OR: shows item that meet any criteria in the search string.
- If using more than one Index continue to build your search string using the steps above.
- For call number use > (greater than) and < (less than) and don't forget to enter your collection code (with a the space) in front of the call number:

Example for Adult Nonfiction 300

- Index: Collection Code: *ANF*
AND
- Index: Call Number: > *ANF 299.99999*
AND
- Index: Call Number: < *ANF 400*
- Select Search.
- Use the display button to customize what information shows on your list. Typical weeding reports will show
 - Call No., Copy Statement, Barcode, Title, Item Status, Number of CKO's, Last CKO Date, Creation Date, Last Date Used In House, # In House Uses, Author
- Use the sort button to arrange your list- Call Number is recommended.
- Export the list by going to the top File menu and selecting Export Record(s)
- Save to a file - Network Drive (U on PLD-STF07)* - Find you folder (example: wtowndsend) - Name and leave file type blank. SAVE * your computer number will be listed not PLD-STF07
- Format: Columns Separate by Commas
- Heading: As Displayed
- Open Excel and select – Open Other Workbooks
- Browse – change dropdown from “All Excel Files” to “All Files”
- Locate file – select yes to pass the “do you trust” screen
- Format document
 - Delimited
 - Check Data has Headers – NEXT
 - Delimiters- Select Tab and Comma – NEXT
 - Format cells as needed – FINISH
 - Save your new file as an Excel

Tip: Export all items in your section into Excel and use the Filter options to see various usage and status information as needed.

Dead on Arrivals: While selectors do the best they can to ensure items purchased will circulate and are the most relevant to the community there are circumstances that can result in an item having 0 circulation with in 1 year of ordering* (referred to as Dead on Arrival). Selectors

should pay close to these items; when this occurs, the item should be reviewed for relevancy and promoted, if possible. If there is no interest or the item meets deselection guidelines it should be considered for deselection.

**Please note the Last Status Updated date for items with 0 circulation is the date the item was received. Creation Date is the date it was ordered.*

Discard: Once selection staff have identified items for deselection the items should be pulled from the shelf and removed from the catalog.

Items selected for deselection but not found on the shelf should be looked for over the course of several days in all locations of the library. If items are not found the Item Status should be changed to CSR for removal from Horizon.

Discarding Items by Barcode in Horizon

- In search screen, scan or type in the barcode.
- Press F10 key. Select MARC editor. Click OK.
- Press F10 key again. Select Copy/Item List. Click OK.
- Highlight the item with the correct barcode number.
- Go to “File” at the top left of the computer screen. Click on “Delete Record”.
- “OK to delete selected record(s)?” Click OK.
- If there are other copies of this title, Press Esc twice and skip to physical discard procedures.
- If the copy you deleted on the previous screen was the last one, press the Esc key once, go to “File” and click on “Delete Record”.
- Message “Are you sure you want to delete this record?” will appear. Click Yes.
- Screen will go back to the screen first brought up by barcode, but if you search again, the record will be gone.

After the item is no longer in Horizon:

- Use a Sharpie to draw a line through the barcode.
- Stamp Discard on all Placentia Library District stamps or labels
- Un-secure the RFID tag if not already done.

After the discard process is complete items are given to the Placentia Library Friends Foundation and can be placed in the PLFF workroom.

Discarding a batch: Go to Cataloging>Item Record>Batch Item Delete. Scan the books with the RFID set to Check-out (to disable the tag), click Cancel, highlight all items on the list, press delete (it will show a screen with choices, use the default settings) press OK. All items except those will requests will be deleted. Click OK, and Esc.

Unusual Item Status: To keep the catalog as accurate as possible selectors should review the entire usage report for items in an unusual status or items that have been in a transitory status for too long. Anything that looks odd should be followed up on, common examples include:

- In Transit or Transit Hold, all
- NEW BOOK in copy statement, if creation date exceeds 1 year
- Item Hold or Item Hold Expired that has exceed 2 weeks
- Newly Acquired or In Processing that has exceeded 1 month
- Display Area that has exceed 1 month
- Review or Mending that has exceed 1 month
- On Order that has exceed 1 year

Staff should look for these items throughout the library. If found, items should be checked in and shelved. If items are not found, and they relate to technical services, selectors should contact the Technical Services Librarian for further instructions. If the status is not technical services related the items should be marked "X" for missing trace.

Replacement: Replacement of deselected materials is not automatic. Library staff assess the need for replacing materials that are damaged, deselected, or otherwise lost. The decision to replace is influenced by:

- Availability of copies through other libraries
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability to purchase

Status Reports: A variety of item status reports are run on a regular basis to assist staff in care and selection of their specific areas. Reports are made available by the Technical Services Librarian to staff on Tuesday morning of each week/month. Staff should consider items for reorder if appropriate.

- *Claimed Returned* - monthly report of items in item status C. Items on this report have been reported as returned by the patron but have not been checked in by staff. Support Services Staff will look for the items 3 times, notes will be on the patron Horizon account. Selection staff should asses items for reordering when they are beyond/around 60 days from Item Status Updated date listed.
- *CSR Missing* - monthly report of items in item status CSR. Items on this report are marked missing by staff who have done a thorough search for the item have determined the item is permanently missing. Items in this status are deleted from Horizon after appearing on this report. Selection staff should asses the item for reorder when they appear on this list.
- *Long Overdue Lost* - monthly report of items in item status L. Items are automatically placed in this status when they are 30 days overdue. Items that are in this status for 60 days (90 days overdue) will be deleted from Horizon. Selection staff should review this list regularly and determine if additional copies are needed for the collection. Potential need for additional copies could include active holds (see Holds Ratio Report), NEW

status, or other need. There is a high likelihood that items in this status may return to the library, selection staff should reorder with caution.

- *Lost Paid Missing*- weekly report of items in item status M. Items on this report are paid for by the patron and are no longer in the collection. Items in this status are automatically deleted in Horizon after 7 days. Selection staff should assess items for reorder when they appear on this list.
- *Missing Trace* - monthly report of items in item status X. Items are placed in this status when staff have determined they are missing but have not completed a thorough search. Support Services will continue to look for items as time allows. Items that have been on the list for 120 days or more will be deleted from Horizon. Selectors should assess items for reordering around 60 days.

Review Status: Items that need to be reviewed by the selector will be placed in the item status REV and put on the red cart at the Information Desk, directly behind the self-checkout machines. Selection Staff should assess their items for weeding/reorder on a regular basis. Common mending issues that can likely be fixed: torn page, broken spine, repair or replace book jacket, cover separated from spine, scratched discs. If items are valuable or not replaceable see Hangar staff to determine if the item can be reasonably mended and placed in circulation.

If the item is to be discarded see discard instructions under deselection.

If the item is to be mended:

- Change item status to "ME" for mending
- Books: Complete a note slip located in the mending box in Public Services Back Offices and leave item in box.
- Audiobooks*/DVDs/Video Game Discs: Write a note as to what needs to be cleaned and place it in the Support Services cubicles in the box marked Discs to Be Cleaned (currently, Eric's desk)
- Hangar/Support Services staff will mend item and then check it back in.

Broken Cases: Cases can easily be replaced if there are no labels/RFID tags on the broken case. See Technical Services Librarian for assistance or if new labels, cover art work, RFID, etc. are needed.

- Locate at new case in the Support Services supply cabinets
- Transfer media and cover to new case
- Check-in and place on sorting shelves

*Broken/Scratched Audiobooks: Most audiobooks have single discs replacements, see selection plan for details on reordering.

LOTs: See selection plan for details on mending and reordering.

Turnover Report: The Turnover report assist selectors in understanding how often their collection is circulating as a whole. It shows the number of items that have circulated divided by

the total number of items in the collection for each specific section. In general, each section should have a turnover rate greater than 1 each year. Sections with a turnover rate at the end of the year that is less than 1 should be reviewed for low circulation. Sections with an average turnover rate of more than 2 at the end of the year should be reviewed for high circulation.

Turnover Report How To Video

Turnover reports are due with board reports on the 5th of the month for the month previous.

- Open the report and go to your relevant collection areas.
- Enter the data into the relevant months based upon information from your [Collection Snapshot](#) and [Circulation Details](#) reports.
- Copy and paste results column to the monthly data fields on the upper right of your sheet.
- REPEAT until you've completed all your collection areas.

Reconsideration Requests: Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with staff. If the patron is not satisfied with the response to their request, staff will provide the patron with information and a form to request formal reconsideration of the library resource. No materials will be removed without following the full reconsideration procedure.

When a formal challenge is received the material in question will remain available to the public, in its current classification and/or location, until a final decision is made. Staff who oversee selection of the material for the area will compile the following information relevant to item and forward it on to the Supervising Librarian for review.

- Read or view all materials referred, including the full text of the material in question. Complete a summary including content details that are relevant to the challenge.
- Compile available reviews, lists, awards and nominations of the material.
- Compile awards, nominations, lists, professional accomplishments or credentials of the author.
- Compile circulation data for the item, including any requests, series information or author circulation if available.
- Compile catalog and publishing information from surrounding libraries, library of congress, World Cat, publisher, Baker & Taylor and other libraries and vendor sites.
- Provide all items and staff recommendation to the Supervising Librarian for review.

The Supervising Librarian will review all materials and staff recommendation. They will forward all materials along with recommendations the Assistant Library Director and Library Director for a final decision per Materials Selection Policy 6010. If the decision results in the item being withdrawn from the collection it will be donated to the Placentia Library Friends Foundation.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Resolution 2022-03: Amending the Budget for the 2022-2023 Fiscal Year, Beginning July 1, 2022 and Ending June 30, 2023.**

DATE: June 22, 2022

BACKGROUND

The 2021-2023 Fiscal Year Budget was adopted by the Library Board of Trustees at the April 19, 2021 Board meeting. The 2022-2023 Fiscal Year budget revisions are presented tonight to reflect the current planned expenditures which differed from the adopted budget. The budget revisions are, in essence, a reflection of amended priorities and a new service. In addition to providing adequate funding for District operations and maintenance, the revisional budget includes a number of capital and facility improvement projects.

This report summarizes the District's anticipated revenues and expenditures and the request for a budget revision, in comparison to the adopted budget for the 2022-2023 Fiscal Year.

At the time the District's 2021-2023 Fiscal Year budget was being prepared and ultimately presented, the national economy had gone from stable growth to a historic plunge. The District operated on the assumption that the effects of the pandemic would be minimized, though the country's current economy proves to be equally challenging. The pandemic and its subsequent lockdowns resulted in unprecedented challenges on business activity, employment, and consumer spending nationwide and around the world. The current national economic landscape has become bleaker as inflation continues to rise. The continued supply chain volatility, the rising cost of fuel with its international political ramifications, all have contributed to the weakening of consumer's buying power – therefore, their daily lives.

The revisions include budget modifications that include a new service model – Bookmobile Services and expenditures related to Bookmobile as well as capital improvement projects, addressing safety and health concerns. As the world adjusts to post-pandemic changes, staff pivoted to develop a revised economic outlook for the District, presenting revision projections for the District's key revenue sources and anticipated expenditures.

DISCUSSION

As part of the 2021-2023 budget process, the District evaluated and established a strategy to maintain its strong fiscal position while offering services and programs meeting the community's needs. The revisions will outline the amended recommendations for the District's revenue source and projected expenditures for 2022-2023 Fiscal Year.

REVENUE

Property Taxes

California’s housing market continues to be the bright spot in the State’s economy and ultimately the District’s revenue stream which reflects 80% from property tax. In 2021, the District experienced a 15% increase in sales value while 2022 holds at a steady 9%. The growth of home sales and prices combined with low mortgage rates created a low inventory of affordable and modest-priced housing. Despite this occurrence, the average price for a home in Placentia increased 12% from 2021 and currently stands at \$912,768. The Transfer of Ownership report provided by HdL Coren & Cone indicates a 3.89% change which the budget revisions reflect a 4% increase in anticipated property tax revenue. The District’s fiduciary approach in developing the District’s budget has been conservative while expending necessity and essential purchases. As a result of the prudent approach, the District’s Cash & Investment balance is currently \$3,778,908.

Impact Fees (Restricted Funds)

The District adopted Resolution 08-10 on June 26, 2008 establishing a library facilities impact fees which was ultimately adopted by the Placentia City Council in November 2008. In 2020-2021, the District collected \$459,575 for library impact fees and the current report indicate a collection of \$473,722. As of May 31, 2022, the District has a balance of \$623,224 in library impact fees. Below is a chart of the library impact fees projection for 2022-2023 Fiscal Year, in the amount of \$112,189.

Project	Descp.	Total Project Sqft.	Based on New Fees	Notes
Landsea	Development of 139 (three-story) townhomes.	37,638	\$ 41,401.80	Approved to pay in 22 installments over the two year life of the project. Fees anticipated are only for payments of phases 7-11
Maikel Faragalla – Urban Dwell Architects	Construct a multi-tenant commercial building.	4,311	\$ 517.32	
Toffoli Investments Inc.	Develop 39 (three and four-story) residential condominiums.	58,500	\$ 64,350.00	Avg. of 1,500 sqft per residence.
Several ADU’s (\$ per expected uptick and based on new laws i.e. SB9)	Home Additions	8,000	\$ 5,920.00	8 ADU’s of 1,000 sqft per unit.
Total		108,449	\$112,189.12	

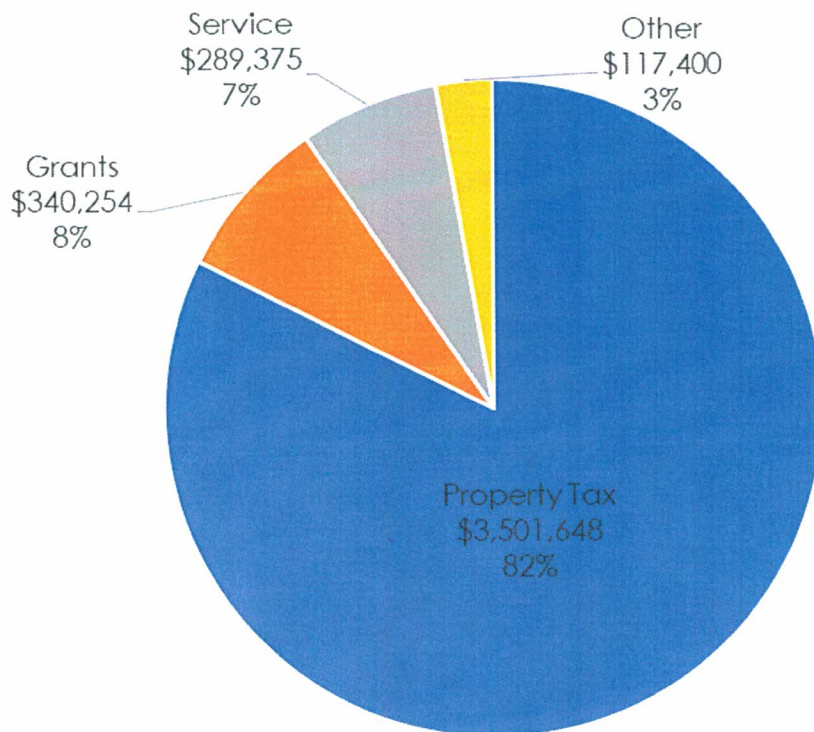
Entrepreneurial

This revenue source consists of fees such as passport applications, passport photos, proctoring, meeting room rental, and newsletter advertisements. Through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, the District received nearly \$56,317 in reimbursement for costs incurred in managing the pandemic response and maintaining the safety of our patrons and team. Though the funds covered loss such as passport revenue, the District did not experience such reimbursable funds as the District largely remained opened in 2021 and the data comparison was for the 2017-2018 Fiscal Year. At the time of available funds, there was roughly

\$150 billion for state, local, and tribal governments based largely on population. The Funds were distributed from the State’s Coronavirus Relief Fund (CRF). Projection for Passport revenue for the 2021-2022 Fiscal Year is expected to come in at \$281,874. In 2021-2022, the District operated on a walk-in service which generated an astronomical demand for the service as travel restrictions were lifted. The public waited in line as early as 3:00a.m. on days when the library opened at 9:00 a.m. The 2022-2023 budget revisions reflect a 5% decrease in Passport from the current fiscal year. The variance is due to the implementation of the new appointment system for passport services with a projection of 7,124 applications processed with 25% of processed applications requiring passport photos. Staff will keep a close eye on the effects of such change and report to the Board an assessment at a future date.

Attachment A is a copy of the District’s 2022-2023 Revised Revenue Budget.
Attachment B is a copy of HdL Coren & Cone General Fund Budget Projection 2022-2023.

The below chart depicts the projected revenue sources for the 2022-2023 Fiscal Year.



EXPENDITURES

In addition to anticipated increases in the cost of goods and services, memberships, and contracts for services, the budget expenditure revisions for 2022-2023 Fiscal Year incorporates the following assumptions and recommendations:

1. 10% Books/Library Materials Budget - \$535,000
2. New service – Bookmobile - \$260,000
3. 7% COLA increase - \$144,731
4. Loading dock retrofit - \$100,000
5. Electric charging station (Bookmobile) - \$80,000

6. Hangar ventilation - \$50,000
7. Civic Center lighting & fountain improvements - \$50,000
8. New phone system - \$18,000 (includes \$8,000 annual service charge)
9. Website & Mobile App - \$10,000
10. Plumbing System Improvement - \$12,000
11. Collection HQ software - \$12,400 (includes \$4,000 implementation fee)
12. Compensation study - \$10,000
13. Community engagement assessment tool - \$5,000
14. Wayfinding signage - \$7,000
15. Outdoor bench with umbrella - \$3,000

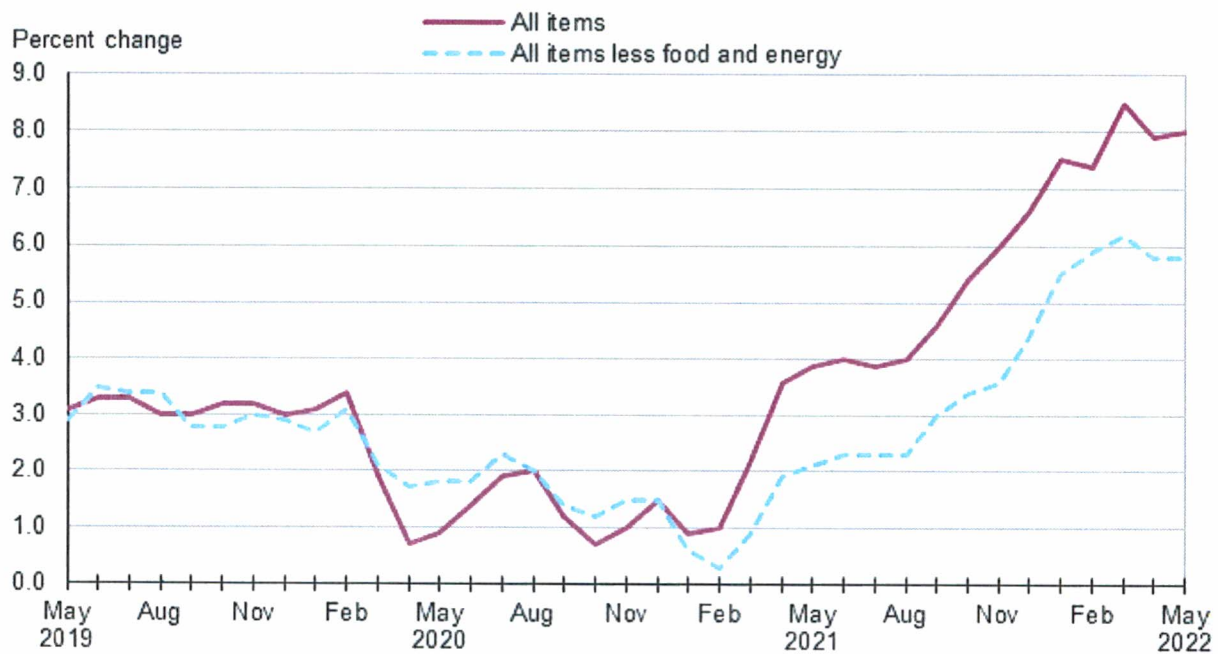
The revised 2022-2023 Fiscal Year budget anticipates total expenses in the amount of \$5,346,109, a 37% increase from 2021-2022 Fiscal Year. Such variance is due largely to the addition of Bookmobile Services, and several capital and facility improvement projects. In comparison with the 2021-2023 Fiscal Year projections, Salaries and Benefits is projected to increase by 21%, Supplies & Services by 52%, and Building Improvements/Fixed Asset by 91% for 2022-2023 Fiscal Year.

The 2022-2023 Fiscal Year budget revisions will require \$733,356 from the District’s reserves along with \$359,500 from library impact fees. With the current balance of \$3,778,908 and after approval of the additional \$733,356, the reserves will remain at a healthy \$3,045,552 which surpasses the required six months of reserves.

Consumer Price Index (CPI)

Over the last 12 months, the CPI rose 8%. Food prices rose 8.4% while energy prices escalated 33.4%, largely the result of an increase in price of gasoline. The index for all items less food and energy advanced 5.8% over the year. Below is the chart for percentage change in CPI for the Los Angeles-Long Beach-Anaheim, CA area.

Chart 1. Over-the-year percent change in CPI-U, Los Angeles-Long Beach-Anaheim, CA, May 2019–May 2022



Source: U.S. Bureau of Labor Statistics.

Salaries & Benefits

Staffing level is projected to increase by 24% to streamline the passport services process with dedicated passport agents, and additional budget for on-call personnel, and provide staffing for the new service – Bookmobile. The increase reflects an additional 6.57FTE positions for the 2022-2023 Fiscal Year, including (1) FT Facility Maintenance Technician, (1) FT Children’s Librarian/Bookmobile, (1) FT Children’s Library Assistant; (1) PT Adult Services Library Assistant, (3) PT Passport Agents, (2) PT Library Pages, and additional hours for on-call personnel. Additionally, CPI indicates an 8% increase in the last 12 months and the budget revisions reflect a 7% COLA in order that employees continue to maintain a standard of living, accounting for basics like housing, food, clothing, utilities, taxes, and health care. Inflation and increasing prices for goods and services have impacted the standard of living for our employees and the 7% COLA will help to address the rising costs for our team.

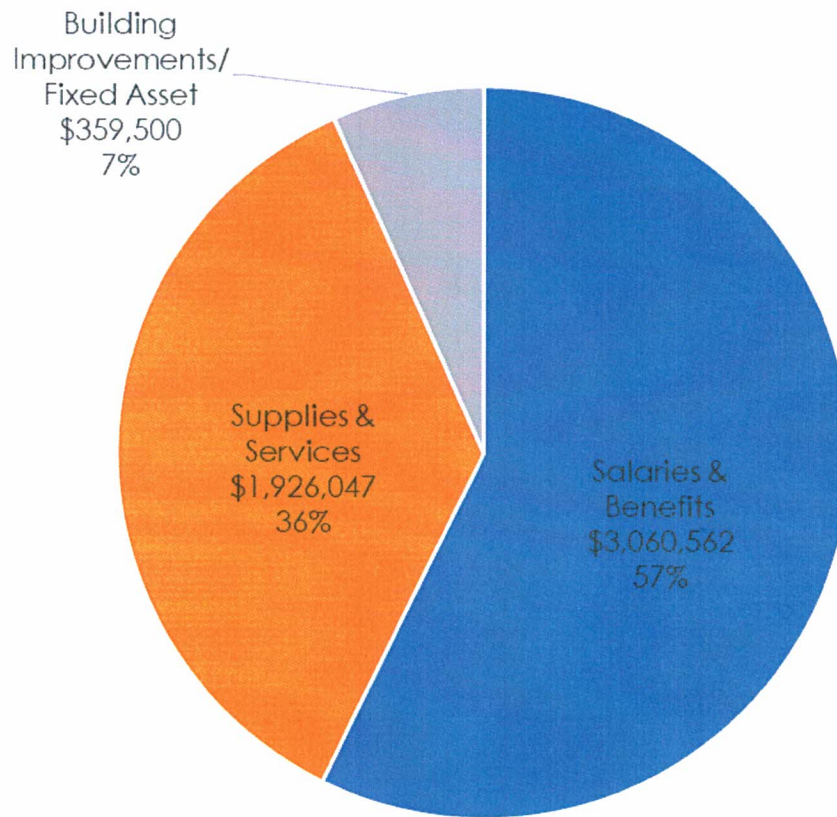
Supplies & Services

Twenty-eight percent of the expenditure will cover supplies and services for the District. New this year, is the Bookmobile Service. As part of the California State Library grant, the District will offer new library services to low-income neighborhoods, while promoting a clean air environment with the purchase of an electric bookmobile. The District most recent classification and compensation study was conducted in 2015 – the revised budget will reflect a need to re-examine the salary and benefit comparisons and provide accurate indicators of the labor and employment market in library systems of similar characteristics. Of major significance is the dedicated 10% budget for books and materials - \$525,000, 41% increase from the current fiscal year projections. The new collectionHQ assessment program will be of tremendous help to library professionals as they begin to analyze the collection and make determination of the usability of such collection. With the District’s focus on Equity, Diversity, and Inclusion (EDI), there will be funding set aside to provide EDI training for staff while exploring EDI programs and services for the public. The District will work with EDI trainers and teambuilding opportunities for both the Library Board of Trustees and staff, in light of two new trustees.

Capital Improvement Projects

The District budgets for capital projects that improve existing infrastructure, repair and replace aging facilities, meet regulatory requirements, preserve property values, and enhance the quality of life for Placentia residents while maintaining safe and clean working conditions for District employees. With a healthy reserve, funding is available to complete much needed capital improvement projects. Some capital projects have been delayed because of limited project management capacity, pandemic challenges, and post-renovation upkeep. Most of these projects will commence this fiscal year and will be funded with reserves. The projects include a loading dock retrofit and ventilation for the Hangar. The HVAC screen will be discussed at a future meeting upon the hiring of the Facility Maintenance Worker to oversee such project.

The below chart depicts the projected expenditures for the 2022-23 Fiscal Year.



Attachment C is a copy of the District’s 2022-2023 Revised Expenditure Budget.
 Attachment D is a copy of the District’s 2022-2023 Revised Salary Schedule.
 Attachment E is a copy of the District’s Organizational Chart.
 Attachment F is a copy of Resolution 2022-03.

RECOMMENDATIONS

1. Adopt Resolution 2022-03: Amending the Budget for the 2022-2023 Fiscal Year, Beginning July 1, 2022 and Ending June 30, 2023 and the 2021-2023 Salary Schedule as presented, inclusive of input by the Library Board of Trustees.
2. Authorize the Library Director to amend the 2022-2023 Fiscal Year as needed to respond to operational needs of the District.
3. Roll call vote.

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2022-2023

Assumption: 4% property tax increase 2022-2023

Object Code	Category	2020-2021	2021-2022	2021-2022	2022-2023
		ACTUAL	ADOPTED	ACTUAL	AMENDED
4010	Current Secured	2,647,708	2,753,617	2,701,866	2,863,761
4030	Prior Secured				
	SUB-TOTAL CURRENT SECURED	2,647,708	2,753,617	2,701,866	2,863,761
4020	Current Unsecured	75,817	78,850	68,738	82,004
4040	Prior Unsecured	1,009	0		0
	SUB-TOTAL UNSECURED	76,826	79,899	68,738	83,095
4050	SUPPLEMENTAL -- CURRENT	49,447	51,425	52,821	53,482
4060	SUPPLEMENTAL -- PRIOR	1	0	0	0
4070	INTEREST ON UNNAPORT. TAX	1,953	0	157	0
4080	PENALTIES & COST ON DELIQ. TAX	20,285	20,894	20,285	21,729
4090	TAXES SPECIAL DIST. AUGMENTATION	9,405	9,781	8,996	10,173
4190	STATE - HOMEOWNERS PR TAX RELIEF	12,403	12,899	12,149	13,415
	TOTAL PROPERTY TAX REVENUE	2,818,028	2,928,515	2,865,013	3,501,648
4210	State Grants	58,579	40,000	123,975	330,254
4220	Federal Grants	0		56,317	
4230	Other Grants	0	10,000	4,000	10,000
	TOTAL GRANTS REVENUE	58,579	50,000	184,292	340,254
4310	Fines & Fees	11,088	15,000	16,487	20,000
4320	Passports/Passport Photos	181,750	150,000	281,874	266,875
4340	Meeting Room	0	0	40	100
4350	Test Proctor	1,200	3,000	2,500	2,400
	TOTAL SERVICE REVENUE	194,038	168,000	300,900	289,375
4410	PLFF Grants	21,650	25,000	25,845	35,000
4420	Newsletter Ads	0	0	0	0
4430	Misc. Revenue	55	0	3,230	0
4435	Centennial	0	73,900	0	73,900
4440	Reserve Balance (Cash & Investment)	0	11,787	0	3,778,908
4500	IMPACT FEES	469,084	250,000	149,452	112,189
4600	INTEREST	7,708	8,500	3,891	8,500
	TOTAL REVENUE (does not include impact fees & reserves)	3,569,143	3,253,915	3,532,623	4,248,677

06/22/22



Memorandum

To: Placentia Library District
Jeanette Contreras, Library Director

From: Paula Cone, President, HdL Coren & Cone

Date: May 23, 2022

Re: General Fund Budget Projection 2022-23 – Single-Year and Multi-Year Projections

Calendar year 2021, the year that will be influencing the 2022-23 property values, was a year where we saw larger than average increases in median sale prices. In many communities, the median sales price growth experienced in 2021 was larger than that seen in any year since the first year of the recovery after the Great Recession. A majority of the counties in the State reported double digit median sale price growth in 2021 and in some Counties more than 20% growth year over year in single family home price increases. There was generally an increase in the number of properties offered for sale in 2021 in comparison to 2020 when the pandemic impacted the sale numbers in the Spring and early Summer throughout California.

The Proposition 8 value reviews continue to be major challenge as we forecast property tax revenues because most of the county Assessors do not provide information to assist in this forecasting relative to their workload and potential restoration increases. In the 45 counties where we purchase and have analyzed the Proposition 8 recovery over the past 10 years, the average restoration statewide is at 90%. Only a handful of counties have seen less than 80% of those previously reduced values recaptured. In the Placentia Library District 85% of the value reduced and 82% of the number of homes initially reduced have been fully restored.

HdL Coren & Cone has prepared our annual General Fund budget worksheet to assist you in estimating property tax revenues for the next fiscal year. Each year our revenue projection models are re-evaluated to account for changes in the real estate landscape that will impact the revenue stream in the coming year. As District staff you may also have information that we have not received and that information, once applied to the revenue model, may change the outcome.

We have identified the secured and unsecured allocations within the total revenue estimated based on the ratio of secured to unsecured values countywide. This should assist agencies that are budgeting secured and unsecured apportionments separately.

Pooled revenue sources such as supplemental payments, redemption payments in non-Teeter agencies, taxpayer refunds due to successful appeals, and one-time adjustments

made by the assessor and reflected by auditor-controller apportionments are not included in this property tax revenue projection. These forecasted amounts tend to be less consistent and should be based on the allocations or reductions the District has seen on remittance advices over a multi-year period including your knowledge of events in the District that may impact your positive cash flow. Supplemental apportionments were at higher levels in 2020-21 and in 2021-22 YTD and factoring in additional years will result in a more measured increase than only looking at the highest years. We are unable to forecast how many properties will sell in 2022 in a specific county or at what price points those transactions will be reported to be able to forecast supplemental allocations.

Redemption (delinquent) payments in non-teeter agencies have remained somewhat constant over the past several years. These pooled revenue sources are difficult to quantify accurately and a multiyear impacted estimate will keep the estimate on the conservative side.

I encourage you to review the attached General Fund Methodology memorandum as well as that provided for the 5-year forecast and reflect on what may have happened in your District over the past year that may be missing from this analysis. Completed new construction projects in the District over the past year (2021 calendar year) or businesses or owners that may have left the community resulting in vacant buildings or loss of unsecured assets are all valuable in adjusting either positively or negatively any value and resulting revenue change projected in our forecasting models. To assist with the new construction forecasting, we have included a report that provides an historical review of value increases due to new construction activity that may prove useful in estimating this change in future years.

ELEMENTS CONSIDERED IN THE FORECAST

THE CPI AND YEAR OVER YEAR VALUE CHANGE:

The CPI granted for all taxing entities in the State per Proposition 13 for 2022-23 will be **2.00%**. This is an increase from the 1.036 granted in 2021-22 and has the impact of adding almost 1% over the actual amount received in the current Fiscal Year.

The year-to-year value increase reported in the current fiscal year, 2021-22, for the ENTIRE District reflects growth of \$216,151,354. This was \$88.6 million less than the growth reported last year in assessed value for a total year over year growth of 2.9%. This growth was 1.4% less than the change reported District-wide in 2020-21 due in large measure to the reduced CPI adjustment allowed per Proposition 13.

The increase reported in the General Fund portion of the District (those parcels outside the former RDA) was 3.0% and growth of \$209,592,888. In 2022-23 it will require \$72.05 million in new values added in the District to move general fund revenues up 1 percentage point. This is 1% of the current general fund value of \$7,205,817,555.

SALE TRANSACTIONS:

Median sale prices of single-family homes in the District's general fund increased 5.89% in 2020, last year, over the previous calendar year, and those median prices increased an additional 14.95% in 2021. Home sale prices as well as the number of homes coming to market have been mixed both by region and community throughout the State. However, in the District there was an increase in the number of single-family homes sold in 2021 by 105 transactions. This means that there was a 20.6% increase in the number of homes that sold in calendar year 2021 and these are the events that will impact the 2022-23 forecast. The properties that sold in calendar year 2021 added \$280,277,803 to the market value of homes in the General Fund between the 2021-22 and 2022-23 fiscal years. These reported sale transactions reflect an increase of 92.1% in the market value when compared to the value of the property on the roll before the sale transaction. This is also the equivalent of **3.89%** of the projected growth for the District's GF in our models for the 2022-23 FY. The percent change in median sale price was the largest growth percentage since 2013 when agencies were first reporting increased sale prices after the Great Recession and these sale numbers are quantifiable and **should not be changed in the revenue forecast model**.

PROPOSITION 8 RESTORATION:

The restoration of values reduced during the Great Recession by the assessor per Proposition 8 is winding down but there are an ample number of homes in this pool of properties under annual review to mention the impact on future tax forecasts. This restoration element is the most difficult for us to quantify. In the current fiscal year (2021-22) the value restored in the District is estimated to have been \$18,483,770 from this pool and was the equivalent of 28% of the total pool of values awaiting restoration at the end of 2020-21. There is \$53,949,355 left to be restored which would result in a boost to the District's bottom line 0.75% if fully restored in a single year. Our estimate of recovered values to be applied for 2022-23 is \$42,777,668. This is 79% of the outstanding pool of values to be restored as estimated at the start of the 2021-22 FY. This projection is developed based on the fact that median sale prices have seen additional increases over the last year. This is the equivalent of 0.56% and is factored as an element in this budget forecast. The median sale prices do support an increase of this magnitude but whether the Assessor has the resources and personnel available to restore this amount is not known. **This may be one area that you could consider reducing or omitting for a more conservative estimate** which is discussed in the base-line estimate section.

What will happen is that the assessor will review what is happening in terms of sale prices in individual neighborhoods and use those price points to adjust taxable values if warranted within those same geographic areas for properties reduced between 2008 and 2012. Our modeling applies price increases as a percentage across the board. Each year about 3%-5% of the SFR properties in the Prop 8 pool sell and are no longer available for restoration.

BASELINE FORECAST AND NEW CONSTRUCTION DISCUSSION:

Our base line forecast for growth of all values generating General Fund property tax revenue is **6.27%** without any factoring for new construction activity. Our baseline forecasts do not include new construction, but we encourage clients to factor in growth that has being approved and completed in their jurisdiction and have provided a historical report for the growth added over the past 6+ years for the Placentia Library District.

Adding the trimmed average growth due to new construction for the past 6 years of \$9,579,638 in the general fund portion of the District would be the equivalent of an additional 0.13% growth to this baseline number. This would mean forecasting growth of **6.40%** for 2022-23 using the historical average of all new construction additions. As an alternative, forecasting half of the historical average of new construction growth would result in an increase of 0.065 for a more conservative increase of **6.33%** above the base line number. We project property tax revenue sources conservatively and would caution against increasing the elements in the forecasting model without solid information from the city that the District serves or additions that have been verified from the Assessor.

A conservative estimate of growth would be **6.27%** and if the Prop 8 additive were to be ignored, the most conservative estimate would be growth of **5.68%**.

A midrange estimate with 50% of the trended new construction additive and Prop 8 value restoration included would be **6.33%**.

An optimistic estimate with 100% of the historical new construction average and an estimate of Prop 8 value restoration included as forecasted would be **6.40%**.

OTHER CONSIDERATIONS:

As mentioned in the General Fund memorandum, the Orange County Assessor includes escape assessments on the unsecured tax roll and that can inflate or deflate these values between tax years. A review of these assets over the past 6 years reflects the following:

Escape Assessments

2016-17	\$13,859,301
2017-18	\$ 6,509,792
2018-19	\$30,147,159
2019-20	\$ 2,266,496
2020-21	\$ 7,865,090
2021-22	\$ 6,870,926

To attempt to factor in some deviation for this value placement, we have noted in the footnote that the **2021-22 values include unsecured escaped assessments that have a general fund total value of \$6,870,926 and a jurisdiction wide value (including parcels in the former RDA) of \$7,714,884. The value of escaped assessments is generally inconsistent and varies from year to year. Escaped values have been estimated using a 10-year trimmed mean at \$6,179,060 for the general fund and \$10,149,612 for the entire jurisdiction.** If you feel that this is problematic and want to dial back these values to account for some level of escape assessments enrolled by the county but not at this level, feel free to do so—this is an educated guess, but we cannot forecast what is unknown relative to these values.

These estimates do not include pass through payments or residual revenue allocations received from the County's Redevelopment Property Tax Trust Fund (RPTTF) twice a year. Budgeting those allocations flat will result in a conservative estimate of this revenue source.

The 5-Year projection for the District's property tax revenue is also included in an excel version for District's interaction. The methodology is included in the pdf document attached to this email. Please read the information provided relative to our assumptions going forward.

After you have had an opportunity to review the attached materials, we can arrange for a Zoom meeting with the District and I will be happy to answer any questions relative to this model or how you may have items to add to augment the overall growth projected in the forecast.

The enclosed materials include:

- **General Fund Annual Memorandum on Methodology and Assumptions**
- **Portfolio of Reports General Fund for the District- highlighted and with comments for emphasis and focus of the report data**
2021-22 actual value reports, Real Estate Sales Trends, Prop 8 values restored, budget projection PDF
- **Budget Projection EXCEL Single year Projection**
- **5-year Budget Projection Assumptions Memorandum**
- **5-Year Budget Projection – Excel**



PLACENTIA LIBRARY DISTRICT Entire District SALES VALUE HISTORY

Single Family Residential Full Value Sales (01/01/2007 - 4/30/2022)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2007	331	\$592,484	\$590,000	
2008	384	\$440,624	\$450,000	-23.73%
2009	468	\$404,737	\$416,750	-7.39%
2010	466	\$453,066	\$447,250	7.32%
2011	425	\$415,785	\$429,000	-4.08%
2012	562	\$417,039	\$430,000	0.23%
2013	568	\$476,428	\$490,000	13.95%
2014	519	\$522,579	\$530,000	8.16%
2015	562	\$547,569	\$574,250	8.35%
2016	529	\$589,837	\$620,000	7.97%
2017	523	\$610,766	\$630,000	1.61%
2018	504	\$632,845	\$658,000	4.44%
2019	483	\$650,618	\$678,000	3.04%
2020	508	\$694,734	\$715,000	5.46%
2021	613	\$798,749	\$825,000	15.38%
2022	168	\$912,768	\$897,500	8.79%



*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.

Data Source: Orange County Recorder

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**PLACENTIA LIBRARY DISTRICT
PLACENTIA LIBRARY DISTRICT GENERAL FUND
SALES VALUE HISTORY**

Single Family Residential Full Value Sales (01/01/2016 - 4/30/2022)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2016	525	\$590,554	\$620,000	
2017	521	\$611,234	\$630,000	1.61%
2018	498	\$634,245	\$663,750	5.36%
2019	481	\$651,257	\$679,000	2.30%
2020	499	\$697,796	\$719,000	5.89%
2021	604	\$801,142	\$826,500	14.95%
2022	166	\$915,904	\$900,000	8.89%



Growth in median and average single family home sale prices in 2020 (impacting the 2021-22 FY) and in 2021 (impacting the 2022-23 FY)

*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.

Data Source: Orange County Recorder

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PLACENTIA LIBRARY DISTRICT TRANSFER OF OWNERSHIP (2017 - 2021)

Single Family Residential					Multifamily, Commercial, Industrial, Vacant				Totals				
Tax Year	# SFR Sales	Original Values	Sale Price	% Change	Non SFR Sales	Original Values	Sale Price	% Change	Total Sales	Original Values	Sale Values	% Change	\$ Change
ENTIRE DISTRICT <i>Valid Sales Price Analysis</i>													
2021 1/1/21-12/31/21	593	\$269,478,432	\$475,044,657	76.3%	45	\$64,612,728	\$155,280,342	140.3%	638	\$334,091,160	\$630,324,999	88.7%	\$296,233,839
2020 1/1/20-12/31/20	493	\$224,840,719	\$342,798,393	52.5%	33	\$38,526,044	\$67,438,906	75.0%	526	\$263,366,763	\$410,237,299	55.8%	\$146,870,536
2019 1/1/19-12/31/19	471	\$202,721,278	\$309,762,207	52.8%	34	\$28,612,812	\$52,136,127	82.2%	505	\$231,334,090	\$361,898,334	56.4%	\$130,564,244
2018 1/1/18-12/31/18	496	\$197,983,479	\$313,095,578	58.1%	28	\$28,627,626	\$53,967,545	88.5%	524	\$226,611,105	\$367,063,123	62.0%	\$140,452,018
2017 1/1/17-12/31/17	515	\$204,648,433	\$314,422,699	53.6%	34	\$51,154,586	\$82,896,607	62.1%	549	\$255,803,019	\$397,319,306	55.3%	\$141,516,287
DISTRICT NON SA AREA <i>Valid Sales Price Analysis</i>													
2021 1/1/21-12/31/21	585	\$265,792,302	\$469,929,157	76.8%	40	\$38,588,394	\$114,729,342	197.3%	625	\$304,380,696	\$584,658,499	92.1%	\$280,277,803
													<i>Est. Revenue Change:</i> \$105,535.83
2020 1/1/20-12/31/20	485	\$221,127,961	\$338,605,393	53.1%	28	\$32,273,891	\$59,399,406	84.0%	513	\$253,401,852	\$398,004,799	57.1%	\$144,602,947
													<i>Est. Revenue Change:</i> \$54,032.85
2019 1/1/19-12/31/19	467	\$201,627,017	\$305,436,873	51.5%	21	\$18,432,854	\$28,374,127	53.9%	488	\$220,059,871	\$333,811,000	51.7%	\$113,751,129
													<i>Est. Revenue Change:</i> \$42,615.53
2018 1/1/18-12/31/18	491	\$195,815,768	\$310,528,078	58.6%	19	\$10,124,350	\$23,367,545	130.8%	510	\$205,940,118	\$333,895,623	62.1%	\$127,955,505
													<i>Est. Revenue Change:</i> \$47,818.49
2017 1/1/17-12/31/17	513	\$203,867,500	\$313,444,699	53.7%	26	\$35,666,358	\$60,901,607	70.8%	539	\$239,533,858	\$374,346,306	56.3%	\$134,812,448
													<i>Est. Revenue Change:</i> \$50,811.68

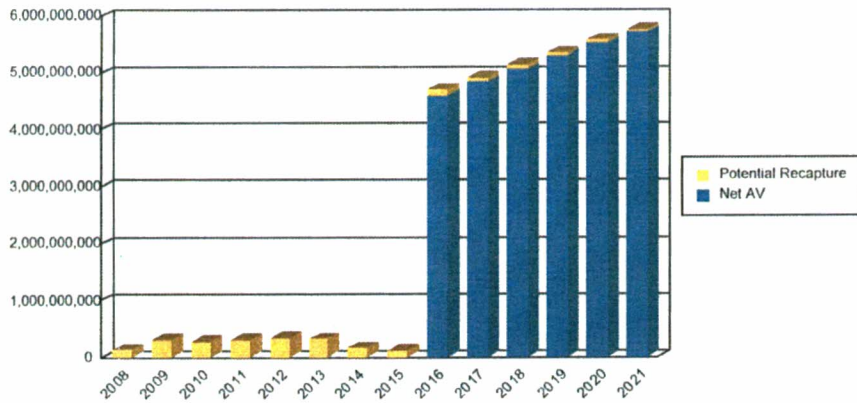
* Sale value is a sum of all full value parcel sales (sales not included are quitclaim deeds, trust transfers, partial sales, timeshares, and non-reported document number transfers). Est Rev Change includes all assigned agencies.
 ^ RPPTTF revenue reflects all Incremental revenue (including qualified override rates) generated in successor project areas, excluding base year revenue.

The sale transactions reported in the full calendar year 2021 will be enrolled on the 2022-23 assessment roll and be reflected in the revenue received next year. The sales in the general fund portion of the District added **\$280,277,803** as an increase reflected in the sale prices above the values taxed before these properties changed hands. It will require \$72.05 million in added assessed value to increase GF revenues 1% in the next fiscal year. These sales will have the impact of increasing revenue in 2022-23 by **3.89%**. This amount is double the growth seen from this element in any of the past 4 tax years. Adding this to the CPI granted for 2022-23 @ 2% justifies the growth forecast in our modeling.

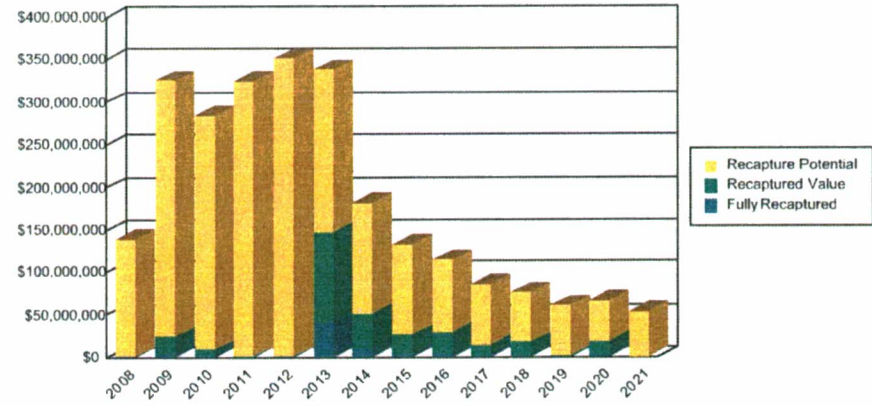
**PLACENTIA LIBRARY DISTRICT
PLACENTIA LIBRARY DISTRICT GENERAL FUND
PROP 8 POTENTIAL RECAPTURE HISTORY
Single Family Residential Parcels**

Roll Year	Prop 8 Parcel Count	Real Value of Prop 8 Parcels	Inflation Adjusted Peak Taxable Values	Potential Recapture	% of All Parcels	Prop 8 Parcels that have fully Recaptured	Increase in Real AV Due to full Recaptures	Prop 8 Parcels that have Recaptured Value	Increase in Real AV Due to Recaptures
2008	1,882	1,012,245,874	1,151,238,247	138,992,373	14.7%	36	585,768	70	1,071,006
2009	2,544	1,125,215,298	1,451,009,813	325,794,515	19.8%	225	3,477,023	753	23,940,614
2010	2,244	1,004,182,246	1,288,880,781	284,698,535	17.5%	72	2,076,122	273	9,348,337
2011	2,605	1,137,064,231	1,461,473,088	324,408,857	20.2%	4	103,099	92	911,232
2012	2,912	1,227,518,798	1,579,263,324	351,744,526	22.6%	5	514,980	24	660,031
2013	2,852	1,207,888,624	1,546,908,218	339,019,594	22.1%	1,255	41,693,374	2,696	147,881,453
2014	1,488	742,020,442	923,184,931	181,164,489	11.5%	285	9,786,287	1,107	51,044,883
2015	1,098	610,332,794	742,526,942	132,194,148	8.5%	99	3,623,781	611	26,647,728
2016	951	549,323,608	663,213,730	113,890,122	7.3%	75	3,232,168	560	29,946,288
2017	789	491,989,244	577,160,455	85,171,211	6.1%	48	1,601,991	324	15,321,930
2018	699	454,549,587	529,955,562	75,405,975	5.5%	58	2,422,633	351	18,259,808
2019	603	410,854,785	471,821,823	60,967,038	4.8%	2	39,432	141	2,148,632
2020	578	397,146,766	462,762,214	65,615,448	4.6%	54	2,402,754	346	18,483,770
2021	525	376,631,645	430,482,662	53,851,017	4.2%				

Totals for Single Family Residential Parcels



Prop 8 History

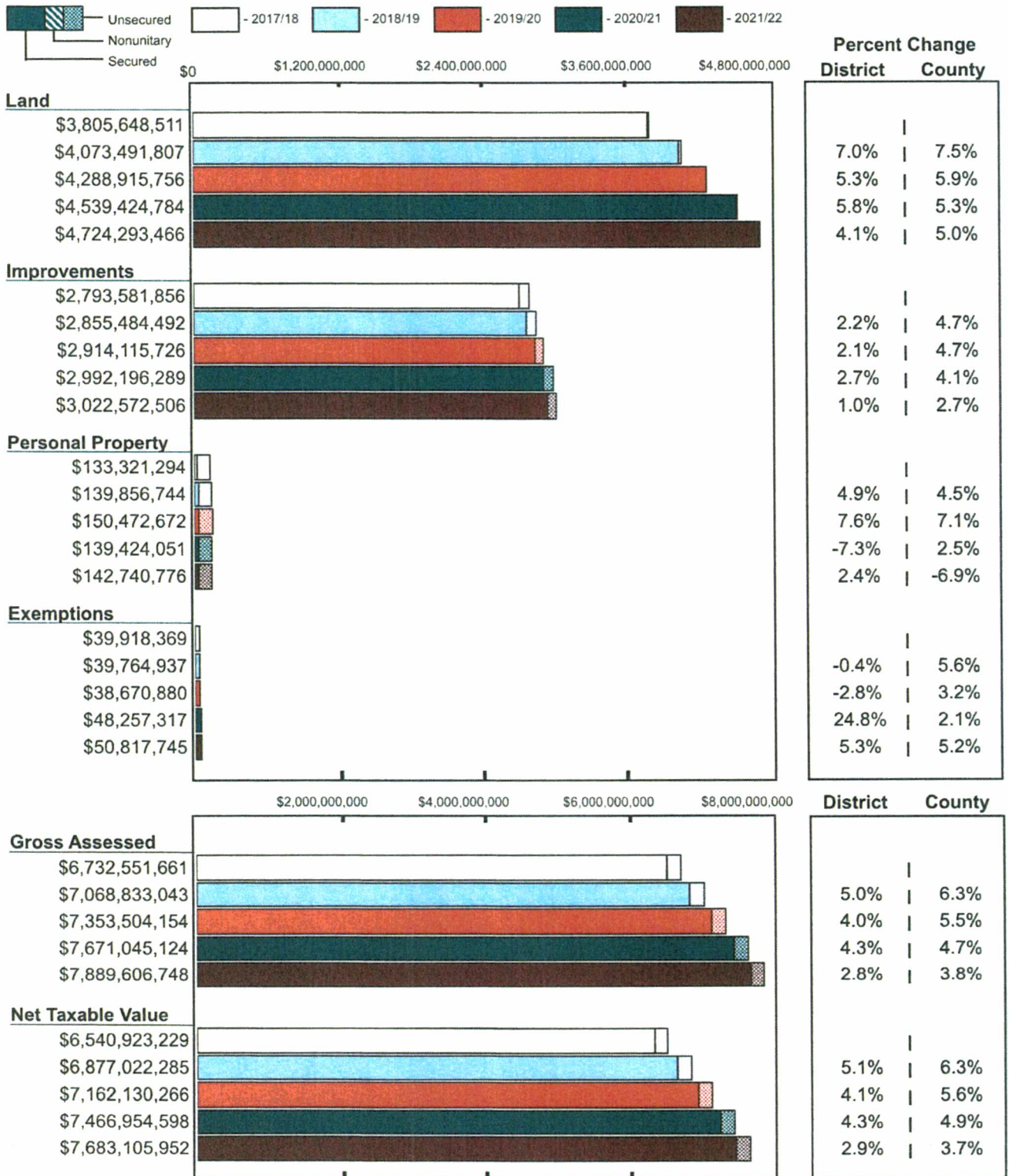


The report identifies parcels that were granted a value reduction and possess value recapture potential per Proposition 8. The reductions were based on market conditions at the time of assessor review. This calculation is derived from historical transfers of ownership, Assessor applied Proposition 8 reductions and trends in the marketplace relative to median and average home sales and is an estimate of the impact of current adjustments to the assessment roll as of the 2020-21 lien date.

The Inflation Adjusted Peak Value is defined as a parcel's highest value after its most recent sale. If a parcel is assessed for a lower value after its most recent sale, then the sales price becomes the peak value. Peak values are inflated annually according to Proposition 13. Prop 8 Parcels that have recaptured value include both parcels that have been fully recaptured as well as parcels that have only recaptured a portion of the Inflation Adjusted Peak Values. Proposition 8 potential value recapture is shown in the Potential Recapture Column and assumes no future sales transactions. Sale of Proposition 8 parcels resets base value and removes the parcel from the Proposition 8 list.



PLACENTIA LIBRARY DISTRICT-Entire District 2017/18 TO 2021/22 ASSESSED VALUES



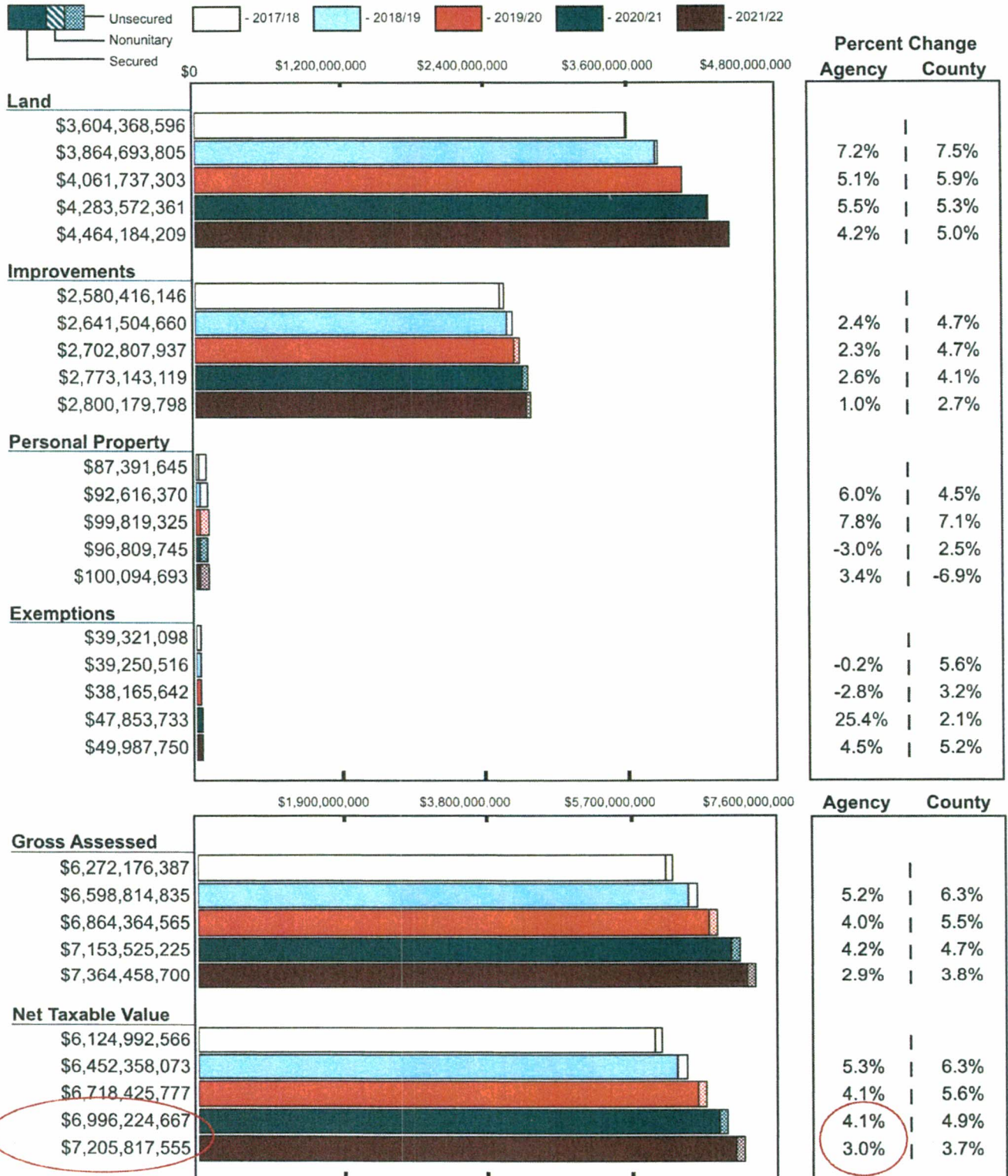
Data Source: Orange County Assessor 2017/18 To 2021/22 Combined Tax Rolls

Prepared On 5/19/2022 By PC

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PLACENTIA LIBRARY DISTRICT PLACENTIA LIBRARY DISTRICT GENERAL FUND 2017/18 TO 2021/22 ASSESSED VALUES



Data Source: Orange County Assessor 2017/18 To 2021/22 Combined Tax Rolls

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**PLACENTIA LIBRARY DISTRICT
PLACENTIA LIBRARY DISTRICT GENERAL FUND
2021/22 ROLL SUMMARY
Taxable Property Values**

	Secured	Nonunitary Utilities	Unsecured
Parcels	13,471	6	770
TRAs	24	4	23
Values			
Land	4,415,710,679	543,970	3,186,606
Improvements	2,681,982,653	0	42,639,868
Personal Property	32,316,049	0	67,778,644
Fixtures	11,646,836	0	0
Aircraft	0	0	0
Total Value	\$7,141,656,217	\$543,970	\$113,605,118
Exemptions			
Real Estate	49,649,921	0	198,237
Personal Property	0	0	139,592
Fixtures	0	0	0
Aircraft	0	0	0
Homeowners*	52,670,542	0	-42,000
Total Exemptions*	\$49,649,921	\$0	\$337,829
Total Net Value	\$7,092,006,296	\$543,970	\$113,267,289

Combined Values	Total
Total Values	\$7,255,805,305
Total Exemptions	\$49,987,750
Net Total Values	\$7,205,817,555
Net Aircraft Values	\$0

* Note: Homeowner Exemptions are not included in Total Exemptions

Totals do not Include Aircraft Values or Exemptions



PLACENTIA LIBRARY DISTRICT Entire District NEW CONSTRUCTION HISTORY

ESTIMATED ANNUAL CONSTRUCTION FROM 2014/15 TO 2021/22

Tax Year	Estimated Parcel Count	Residential New Construction	Non-Residential New Construction	Total New Construction
2014	159	\$2,472,785	\$3,540,852	\$6,013,637
2015	108	\$15,453,300	\$8,060,462	\$23,513,762*
2016	97	\$5,501,965	\$240,990	\$5,742,955
2017	113	\$3,761,789	\$5,136,220	\$8,898,009
2018	130	\$2,681,615	\$2,414,355	\$5,095,970
2019	140	\$4,706,196	\$7,636,682	\$12,342,878
2020	83	\$2,919,106	\$6,076,971	\$8,996,078
2021	125	\$3,339,435	\$11,751,572	\$15,091,007
Average of all Years:				\$10,711,787
Trimmed Average (Excludes Outlying Years*)				\$8,882,933
Estimate @ 75%:				\$6,662,200
Estimate @ 50%:				\$4,441,467
Estimate @ 25%:				\$2,220,733

- Values are from unappealed secured parcels with no prior lien year transfers, and improvement value increases greater than Assessor CPI

- Trimmed average is the average of years where Total New Construction falls within one standard deviation of the average.

Data Source: Orange County Assessor 2021/22 Secured Tax Rolls

Prepared On 5/19/2022 By PC

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**PLACENTIA LIBRARY DISTRICT
PLACENTIA LIBRARY DISTRICT GENERAL FUND
NEW CONSTRUCTION HISTORY**
ESTIMATED ANNUAL CONSTRUCTION FROM 2016/17 TO 2021/22

Tax Year	Estimated Parcel Count	Residential New Construction	Non-Residential New Construction	Total New Construction
2016	328	\$11,611,216	\$2,211,924	\$13,823,140*
2017	110	\$3,776,061	\$984,705	\$4,760,766*
2018	125	\$2,675,316	\$2,151,727	\$4,827,043*
2019	131	\$4,703,977	\$7,051,984	\$11,755,961
2020	77	\$2,903,003	\$5,859,131	\$8,762,133
2021	122	\$3,339,435	\$4,881,385	\$8,220,820
Average of all Years:				\$8,691,644
Trimmed Average (Excludes Outlying Years*)				\$9,579,638
Estimate @ 75%:				\$7,184,728
Estimate @ 50%:				\$4,789,819
Estimate @ 25%:				\$2,394,909

New construction additions are not a precise science as the amounts enrolled are different each year. The chart report provides some context of the growth realized in each of the past 6 years for the general fund portion of the District. New construction has continued to add some growth to the bottom line, but is impossible to know what has been enrolled by the assessor staff or how the growth patterns may shift between tax years. Talking with city staff in the City of Placentia about what construction was completed before the end of 2021 may be useful. The dialog in the budget forecasting memorandum uses the Trimmed Average and the Estimate @ 50% as illustrations to provide a mid-range and "best case" scenarios.

- Values are from unappealed secured parcels with no prior lien year transfers, and improvement value increases greater than Assessor CPI

- Trimmed average is the average of years where Total New Construction falls within one standard deviation of the average.

Data Source: Orange County Assessor 2021/22 Secured Tax Rolls

Prepared On 5/23/2022 By PC

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**PLACENTIA LIBRARY DISTRICT
GENERAL FUND REVENUE ESTIMATE**

2022-23 Revenue Estimate based on 2021-22 Values and Estimated Changes

	District Revenue	Dist Wide Value Change
Non RDA and BY Values 2021-22	\$7,288,577,869	
District Net Taxable Value 2021-22		\$7,683,105,952
Real Property Value (Incl. Prop 8 parcels)	\$7,106,823,350	\$7,543,388,699
CPI of Non Prop 8 Parcels (2.000%)	\$134,603,834	\$143,324,041
Transfer of Ownership Assessed Value Change	\$280,277,803	\$296,233,839
Est. SFR Prop 8 Adj Based on Recent SFR Price	\$42,777,688	\$42,889,093
2022-23 Estimated Real Property Value	\$7,564,482,676	\$8,025,835,672
Base Year Values	\$82,760,314	<i>Included in AV</i>
Secured Personal Property Value (0.0% growth)	\$32,316,049	\$32,318,590
Unsecured Personal Property Value (0.0% growth)	\$65,442,320	\$109,289,421
Nonunitary Utility Value	\$543,970	\$543,970
Enter Completed New Construction		
2022-23 Estimated Net Taxable Value	\$7,745,545,329	\$8,167,987,653
Estimated Total Percent Change 2022-23	6.27%	6.31%
Revenue Calculations		
Net Taxable Value Tax @ 1%	\$77,455,453	
District Share of 1% Tax @ 3.77276593%	\$2,922,213	
Aircraft Value Tax @ 1%	\$0	
District Share of Aircraft Tax @ 0.0%	\$0	
Net District Estimate for 2022-23	\$2,922,213	
Taxable Value Revenue Categories		
Secured Revenue	\$2,826,364	
Unsecured Revenue	\$95,849	
Aircraft Revenue	\$0	
Rev from Taxable Value*	\$2,922,213	
Unitary Revenue (Budgeted Flat)	\$41,151	
Admin Fee (Not Deducted Above)	-\$12,212	
Enter Suppl. Apportionment Recd. - Avg. 3 Yrs		
Enter Delinquent Apportionment Recd. - Avg. 3 Yrs		



PLACENTIA LIBRARY DISTRICT GENERAL FUND REVENUE ESTIMATE

2022-23 Revenue Estimate based on 2021-22 Values and Estimated Changes

NOTES:

***The revenue projection assumes 100% payment of taxes. Delinquency is not considered in the projection; however, rates of between 1% and 2.5% are typical.**

- Estimated Assessor Prop 8 Adjustments: Prop 8 reductions in value are TEMPORARY reductions applied by the assessor that recognize the fact that the current market value of a property has fallen below its trended (Prop 13) assessed value. For 2022-23, properties with prior Prop 8 reductions are not included in the CPI increase. Prop 8 parcel values are projected to be increased, decreased, or projected flat depending on median sale price changes until they are sold and reset per Prop 13.
- Base Year Values Entry: With the dissolution of redevelopment, base year values are unlikely to change and are budgeted flat.
- Secured personal property and unsecured values are projected at 100.0% of 2021-22 levels. 2021-22 values include unsecured escaped assessments that have a general fund total value of \$6,870,926 and a jurisdiction wide value of \$7,714,884. The value of escaped assessments is generally inconsistent and varies from year to year. Escaped values have been estimated using a 10 year trimmed mean at \$6,179,060 for the general fund and \$10,149,612 for the entire jurisdiction.
- Completed new construction entry: if completed new construction has resulted in a sale of the property it is likely that the new value will appear in the value increase due to transfers of ownership entry and therefore should not be also included in the completed new construction value. Enter the value of new construction completed between Nov. 2020 and Oct. 2021.
- Supplemental and delinquent revenue allocations are pooled countywide and are erratic. They should be budgeted conservatively using historical averages over a minimum of 3 years.
- General Fund Revenue Estimate does not include any ad valorem voter approved debt service revenue.
- Pass through and residual revenues from former redevelopment agencies are not included in this estimate.
- SB 2557 Administration Fees are not deducted from the general fund projections. In this projection, SB2557 Administration fees are

Prepared on 5/19/22 Using Sales Through 12/31/21

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PLACENTIA LIBRARY DISTRICT
GENERAL FUND REVENUE ESTIMATE - DEFAULT SCENARIO 2022
 2022-23 Through 2026-27 Revenue Estimate Based on 2021-22 Values and Estimated Changes

District Revenue	2022-23	2023-24	2024-25	2025-26	2026-27
Non RDA and BY Values	\$7,288,577,869	\$7,745,545,329	\$8,075,431,099	\$8,415,107,327	\$8,770,154,447
Real Property Value (Incl. Prop 8 parcels)	\$7,106,823,350	\$7,564,482,676	\$7,894,368,446	\$8,234,044,674	\$8,589,091,794
CPI of Non Prop 8 Parcels (2022-23 @ 2.000%)	\$134,603,834	143,210,950	155,514,123	163,265,976	171,089,673
Transfer of Ownership Assessed Value Chang	\$280,277,803	168,757,283	178,086,966	188,001,142	195,932,789
Est. SFR Prop 8 Adj Based on Recent Price	\$42,777,688	\$17,917,537	\$6,075,140	\$3,780,002	\$1,729,871
Estimated Real Property Value	\$7,564,482,676	\$7,894,368,446	\$8,234,044,674	\$8,589,091,794	\$8,957,844,127
Base Year Values	\$82,760,314	\$82,760,314	\$82,760,314	\$82,760,314	\$82,760,314
Secured Personal Property Value (see notes)	\$32,316,049	\$32,316,049	\$32,316,049	\$32,316,049	\$32,316,049
Unsecured Personal Property Value (see notes)	\$65,442,320	\$65,442,320	\$65,442,320	\$65,442,320	\$65,442,320
Nonunitary Utility Value (0.0% growth)	\$543,970	\$543,970	\$543,970	\$543,970	\$543,970
Enter Completed New Construction					
Estimated Net Taxable Value	\$7,745,545,329	8,075,431,099	8,415,107,327	8,770,154,447	9,138,906,780
Estimated Total Percent Change	6.27%	4.26%	4.21%	4.22%	4.20%
Revenue Calculations					
Net Taxable Value Tax @ 1%	\$77,455,453	\$80,754,311	\$84,151,073	\$87,701,544	\$91,389,068
District Share of 1% Tax @ 3.77276593%	\$2,922,213	\$3,046,671	\$3,174,823	\$3,308,774	\$3,447,896
Aircraft Value Tax @ 1%	0	0	0	0	0
District Share of Aircraft Tax @ 0.0%	\$0	\$0	\$0	\$0	\$0
Net District Estimate	\$2,922,213	\$3,046,671	\$3,174,823	\$3,308,774	\$3,447,896
Taxable Value Revenue Categories					
Secured Revenue	2,826,364	2,946,740	3,070,689	3,200,246	3,334,805
Unsecured Revenue	95,849	99,931	104,134	108,528	113,091
Aircraft Revenue	\$0	\$0	\$0	\$0	\$0
Rev from Taxable Val*	\$2,922,213	\$3,046,671	\$3,174,823	\$3,308,774	\$3,447,896
Unitary Revenue (Budgeted Flat)	\$41,151	\$41,151	\$41,151	\$41,151	\$41,151
Admin Fee (Not Deducted Above)	-12,212	-12,724	-13,253	-13,805	-14,378
Enter Suppl. Apportionment - Avg 3 Yrs					
Enter Delinquent Apportionment - Avg 3 Yrs					

PLACENTIA LIBRARY DISTRICT GENERAL FUND REVENUE ESTIMATE - DEFAULT SCENARIO 2022

2022-23 Through 2026-27 Revenue Estimate Based on 2021-22 Values and Estimated Changes

Dist Wide Value Change	2022-23	2023-24	2024-25	2025-26	2026-27
District Net Taxable Value	\$7,683,105,952	\$8,167,987,653	\$8,517,334,972	\$8,877,445,818	\$9,253,946,403
Real Property Value (Incl. Prop 8 parcels)	\$7,543,388,699	\$8,025,835,672	\$8,375,182,991	\$8,735,293,837	\$9,111,794,422
CPI of Non Prop 8 Parcels (2022-23 @ 2.000%)	\$143,324,041	\$152,400,180	\$165,130,413	\$173,290,960	\$181,543,726
Transfer of Ownership Assessed Val Change	\$296,233,839	\$178,953,184	\$188,905,293	\$199,429,622	\$207,850,409
Est. SFR Prop 8 Adj Based on Recent SFR Price	\$42,889,093	\$17,993,954	\$6,075,140	\$3,780,002	\$1,729,871
Estimated Real Property Value	\$8,025,835,672	\$8,375,182,991	\$8,735,293,837	\$9,111,794,422	\$9,502,918,427
Secured Personal Property Value (see notes)	\$32,318,590	\$32,318,590	\$32,318,590	\$32,318,590	\$32,318,590
Unsecured Personal Property Value (see notes)	\$109,289,421	\$109,289,421	\$109,289,421	\$109,289,421	\$109,289,421
Nonunitary Utility Value (0.0% growth)	\$543,970	\$543,970	\$543,970	\$543,970	\$543,970
Enter Completed New Construction					
Estimated Net Taxable Value	\$8,167,987,653	\$8,517,334,972	\$8,877,445,818	\$9,253,946,403	\$9,645,070,408
Estimated Total Percent Change	6.31%	4.28%	4.23%	4.24%	4.23%

NOTES:

- **The revenue projection assumes 100% payment of taxes. Delinquency is not considered in the projection; however, rates of between 1% and 2.5% are typical.**
- Estimated Assessor Prop 8 Adjustments: Prop 8 reductions in value are TEMPORARY reductions applied by the assessor that recognize the fact that the current market value of a property has fallen below its trended (Prop 13) assessed value. For 2022-23 and later, properties with prior Prop 8 reductions are not included in the CPI increase, they are projected flat until either the Assessor begins to recapture value as the economy improves and median sale prices begin to increase, they are further reduced, or they sell and are reset per Prop 13.
- CPI of Non Prop 8 Parcels is calculated at the following rates: 2022-23 @ 2.000%; 2023-24 @ 2.000%; 2024-25 @ 2.000%; 2025-26 @ 2.000%; 2026-27 @ 2.000%;
- Prop 8 restoration adjustments are based on projected median SFR home price growth. For this projection the following median year-to-year percentage changes are used: 2023-24: 5.8%; 2024-25: 6.0%; 2025-26: 6.3%; 2026-27: 6.3%
- Transfer of Ownership Assessed Value Change: For 2022-23, the projected increase from known 2021 transfers is used. For years 2023-24 and later a growth rate is applied that is representative of the historical average rate of real property growth due to properties that have transferred ownership. Value growth due to transfers is estimated as the following percentages of prior year real property value: 2023-24 @ 2.2%; 2024-25 @ 2.3%; 2025-26 @ 2.3%; 2026-27 @ 2.3%;
- Base Year Values Entry: With the dissolution of redevelopment, base year values are unlikely to change and are budgeted flat.
- Secured personal property and unsecured values are projected to grow at the following rates 2022-23 @ 0.0%; 2023-24 @ 0.0%; 2024-25 @ 0.0%; 2025-26 @ 0.0%; 2026-27 @ 0.0%; . 2021-22 values include unsecured escaped assessments that have a general fund total value of \$6,870,926 and a jurisdiction wide value of \$7,714,884. The value of escaped assessments is generally inconsistent and varies from year to year. Escaped values have been estimated using a 10 year trimmed mean at \$6,179,060 for the general fund and \$10,149,612 for the entire jurisdiction.
- Completed new construction entry: This data entry point allows for the inclusion of new construction projects completed annually. Due to processing delays we suggest that a time frame of November - October be selected. (e.g. Nov. 2020 - Oct. 2021 for the 2022-23 FY). If completed new construction has resulted in a sale of the property it is likely that the new value will appear in the value increase due to transfers of ownership entry and therefore should not be also included in the completed new construction value.
- Pooled Revenue Sources include supplemental allocations, redemptions for delinquent payments in Non-Teeter cities, tax payer refunds due to successful appeals, roll corrections and other adjustments applied after the release of the roll. The forecasting of these revenues should be developed based on historical averages over a minimum of 3 years.
- General Fund Revenue Estimate does not include any ad valorem voter approved debt service revenue.
- Pass through and residual revenues from former redevelopment agencies are not included in this estimate.
- SB 2557 Administration Fees are not deducted from the general fund projections. In this projection, SB2557 Administration fees are estimated by considering the jurisdiction's most recently reported

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2022-2023

OBJECT	2020-2021	2021-2022	2021-2022	2022-2023	2022-2023
CODE	ACTUAL	AMENDED	PROJECTION	ADOPTED	AMENDED
5010 Salaries & Wages	1,112,692	1,508,627	1,148,231	1,608,316	2,067,581
5020 Payroll Taxes (SS & MEDICARE)	423,303	391,309	388,028	400,309	515,751
5030 Retirement (PARS)	65,133	60,365	60,424	60,365	79,100
5040 Unemployment Insurance	1,631	3,000	0	3,000	3,000
5050 Health Insurance	257,658	268,230	258,702	268,230	318,258
5060 Life Insurance	4,744	4,383	3,844	4,383	9,740
5064 Dental Insurance	13,072	11,388	11,733	11,388	16,845
5066 Long Term Disability Insurance	6,235	6,676	5,643	6,676	7,600
5068 Vision Insurance	2,693	3,279	2,330	3,607	3,334
5070 Workers Compensation	12,613	25,224	23,186	37,836	34,353
5090 Education Assistance	0	0	1,500	2,500	5,000
TOTAL SALARIES & EMPLOYEE BENEFITS	1,899,773	2,282,480	1,903,621	2,406,609	3,060,562
5100 Communications	19,410	26,900	19,619	29,500	55,000
5150 Household Expense	53,715	44,000	58,605	48,000	50,000
5099 Liability Insurance	40,182	41,000	40,945	42,000	45,000
5160 Refuse Disposal	2,068	3,272	2,007	3,272	5,200
5205 Maintenance - Equipment	12,947	12,921	14,408	12,921	15,000
5220-5280 Maintenance - Building & Grounds	48,232	145,000	83,849	125,000	165,000
5290 Memberships	10,157	7,469	12,215	7,469	25,000
5295 Miscellaneous Expense	0	300	0	400	1,000
5300 Office Supply & Postage	42,430	77,544	59,202	88,498	136,198
5405 Library Automated Library System	15,325	15,000	26,042	17,000	26,000
5410 Library Board Consultants & Legal	10,243	11,667	17,367	12,833	15,000
5415 HR/Finance Services	0	350	0	500	500
5420 Audit & Accounting Services	21,785	20,000	25,143	24,000	28,800
5425 Studies and Surveys	0	0	0	0	20,000
5342 Computer Services	26,314	1,000	51,408	1,000	90,000
5435 Unique Fee Collection	277	500	1,763	550	0
5440 LAFCO & Tax Collection	2,212	2,300	2,088	2,400	3,000
5445 Payroll Preparation	8,835	8,096	9,773	8,906	8,906
5450 Bank Fees	635	550	796	610	610
5455 Election Expenses	0	0	0	18,000	20,000
5460 CC Processing Fees	8,471	3,854	17,973	4,239	4,239
5465 Board & Staff Training	0	1,000	7,104	1,200	45,000
5470 Employee Screening	117	100	2,783	125	250
5475 Other Prof. and Spec. Svcs.		2,000	12,439	2,500	35,000
5480 Marketing	1,500	2,500	1,879	5,000	10,000
5490 Loan Obligation (ibank)	74,087	73,968	73,968	73,844	73,844
5495 Programs	65,634	24,000	40,448	35,000	55,000
5500 Book/Library Materials	221,223	257,455	268,189	308,403	535,000
5600 Travel & Meetings	10,299	30,000	34,105	35,000	65,000
5700 Mileage/Parking	174	300	417	350	1,000
5800 Utilities	41,839	18,000	9,917	24,000	28,500
5900 Bookmobile - Vehicle	0	0	0	0	240,000
5901 Bookmobile - Collection	0	0	0	0	35,000
5902 Bookmobile - Supplies & Materials	0	0	0	0	6,500
5903 Bookmobile - Charging Station	0	0	0	0	70,000
5903 Bookmobile - Other	0	0	0	0	2,500

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2022-2023

OBJECT		2020-2021	2021-2022	2021-2022	2022-2023	2022-2023
CODE	DESCRIPTION	ACTUAL	AMENDED	PROJECTION	ADOPTED	AMENDED
6000	Other	0	0	0	0	9,000
TOTAL SUPPLIES & SERVICES		738,112	831,047	894,449	932,521	1,926,047
1310	Building & Improvements	0	20,000	51,424	0	292,000
1320	Equipment & Furniture	0	3,000	0	5,000	50,000
6100	Taxes & Assessments	8,710	16,500	8,777	16,500	17,500
5211	Renovation	57,403	-	-	-	-
7000	COVID-19	11,566	15,000	1,338	10,000	-
TOTAL EXPENSES		2,715,564	3,168,027	2,859,608	3,370,630	5,346,109

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR FISCAL YEAR 2021-2023
NON-EXEMPT

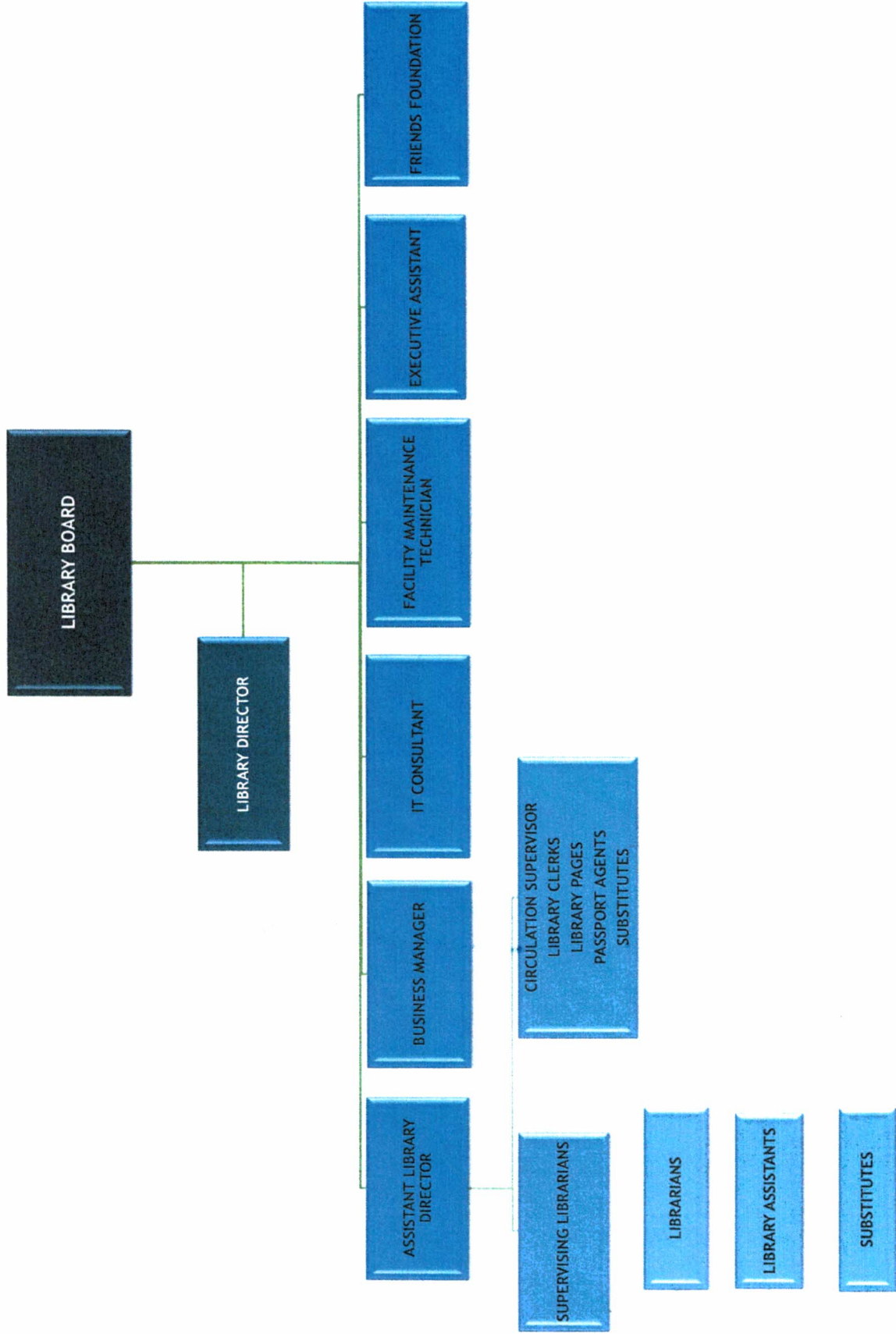
		1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE	HR	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	19.19
	AN	31,200.00	31,980.00	32,779.50	33,598.99	34,438.96	35,299.94	36,182.43	37,087.00	38,014.17	39,914.88
	MO	2,600.00	2,665.00	2,731.63	2,799.92	2,869.91	2,941.66	3,015.20	3,090.58	3,167.85	3,326.24
LIBRARY CLERK PASSPORT AGENT	HR	17.17	17.60	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.97
	AN	35,713.60	36,606.44	37,521.60	38,459.64	39,421.13	40,406.66	41,416.83	42,452.25	43,513.55	45,689.23
	MO	2,976.13	1,875.47	1,922.27	1,970.80	2,019.33	3,367.22	3,451.40	3,537.69	3,626.13	3,807.44
EMERGING TECHNOLOGIES ASST.	HR	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.44	21.98	23.08
	AN	37,523.20	38,461.28	39,422.81	40,408.38	41,418.59	42,454.06	43,515.41	44,603.29	45,718.38	48,004.29
	MO	3,126.93	3,205.11	3,285.23	3,367.37	3,451.55	3,537.84	3,626.28	3,716.94	3,809.86	4,000.36
CIRCULATION SUPERVISOR	HR	20.01	20.51	21.02	21.55	22.09	22.64	23.21	23.79	24.38	25.60
	AN	41,620.80	42,661.32	43,727.85	44,821.05	45,941.58	47,090.11	48,267.37	49,474.05	50,710.90	53,246.45
	MO	3,468.40	3,555.11	3,643.99	3,735.09	3,828.46	3,924.18	4,022.28	4,122.84	4,225.91	4,437.20
EXECUTIVE ASSISTANT (CONFIDENTIAL)	HR	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.75
	AN	51,625.60	52,916.24	54,239.15	55,595.12	56,985.00	58,409.63	59,869.87	61,366.62	62,900.78	66,045.82
	MO	4,302.13	4,409.69	4,519.93	4,632.93	4,748.75	4,867.47	4,989.16	5,113.88	5,241.73	5,503.82
LIBRARY ASSISTANT FACILITY MAINTENANCE TECH.	HR	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.00	32.55
	AN	52,915.20	54,238.08	55,594.03	56,983.88	58,408.48	59,868.69	61,365.41	62,899.54	64,472.03	67,695.63
	MO	4,409.60	4,519.84	4,632.84	4,748.66	4,867.37	4,989.06	5,113.78	5,241.63	5,372.67	5,641.30
LIBRARIAN I	HR	30.24	31.00	31.77	32.57	33.38	34.21	35.07	35.95	36.84	38.69
	AN	62,899.20	64,471.68	66,083.47	67,735.56	69,428.95	71,164.67	72,943.79	74,767.38	76,636.57	80,468.40
	MO	5,241.60	5,372.64	5,506.96	5,644.63	5,785.75	5,930.39	6,078.65	6,230.62	6,386.38	6,705.70
SUPERVISING LIBRARIAN SYSTEMS LIBRARIAN	HR	35.07	35.95	36.85	37.77	38.71	39.68	40.67	41.69	42.73	44.87
	AN	72,945.60	74,769.24	76,638.47	78,554.43	80,518.29	82,531.25	84,594.53	86,709.40	88,877.13	93,320.99
	MO	6,078.80	6,230.77	6,386.54	6,546.20	6,709.86	6,877.60	7,049.54	7,225.78	7,406.43	7,776.75

Signature _____ : Approved
 Jo-Anne W. Martin, Board President

Effective: July 1, 2022

PLACENTIA LIBRARY DISTRICT

2021-2023 FISCAL YEARS



RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
AMENDING THE DISTRICT'S ANNUAL OPERATING BUDGET FOR
THE 2022-2023 FISCAL YEAR

WHEREAS, the Placentia Library Board of Trustees had adopted the 2021-2023 operating budget on April 19, 2021; and

WHEREAS, the 2022-2023 Fiscal Year begins July 1, 2022 and ends June 30, 2023; and

WHEREAS, the District's budget presumes each department generally will, to the best of their ability, maintain its expenditures within its allocated budget level and exercise prudence in expending funds during the course of the District's fiscal year; and

WHEREAS, from time-to-time circumstances and events may require the original District budget to be amended; and

WHEREAS, the Library Board of Trustees, in its judgment and discretion, has the authority to adjust the budget to more closely reflect the actual and expected needs of the community.

NOW, THEREFORE, the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Revised Budget for the 2022-2023, beginning July 1, 2022 and ending June 30, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Gayle Carline, 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 Meeting hereof held on the twenty-second day of June, 2022.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-second day of June, 2022.

Gayle Carline, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: RESOLUTION 2022-04 STATING THE INTENT OF THE PLACENTIA LIBRARY DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION SYSTEM TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT TO ELECTIONS CODE SECTION 10010

DATE: JUNE 22, 2022

BACKGROUND

The five Trustees are currently elected to the Board of Trustees (“Board”) by way of at-large elections, meaning that all voters within the Placentia Library District (“Library District”) may vote for candidates seeking to fill any vacancy on the Board. For instance, in November of 2022 there will be two vacancies on the Board. Voters may cast votes for both vacancies. In at-large elections candidates for the office of a Trustee may reside anywhere within the Library District boundaries.

An alternate method of electing Trustees is a district-based system. In the district-based system the Library District would be divided into five distinct districts each with their own boundaries. In the district-based system each Trustee must reside in a different district and a voter in each district may only vote for the candidate residing in the district in which the voter resides.

In general State law requires a public agency to seek the approval of voters to move from at-large elections to district-based elections. However, the State Legislature adopted the California Voting Rights Act (“CVRA”) in 2003, which ultimately may make local at-large elections extinct. Under the CVRA a public agency is required to move to a district-based system if a plaintiff challenging the public agency’s at-large system can show there is racially-polarized voting. Under the CRVA “racially polarized voting” simply means that there is a difference between the choice of candidates preferred by voters in a protected class and candidates preferred by voters in the remainder of the voting population. Put simply, if voters in a minority group vote differently than voters in the majority or voters in another minority group, racially-polarized voting is deemed to exist, even if voters in the majority group do not appear to vote along racial lines. The threshold for showing racially-polarized voting is so low under the CVRA that as of today’s date, no public agency has prevailed in a challenge to its at-large system and many have tried. If a plaintiff prevails in litigation, it is entitled to its attorneys’ fees.

Ranges of payments by public agencies in defending at-large systems have been anywhere from \$233,000 (City of Camarillo) to \$4.7 million (City of Palmdale).

Under the CVRA and in particular Elections Code section 10010, a public agency may, on its own, move to district-based elections by adopting a resolution of intent to transition from at-large to district-based elections and avoid any liability to pay a plaintiff's attorneys' fees.

In August of 2020 the Board adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. The Board initiated the process and held hearings to receive public input on district maps and the sequencing of the elections. Around this time new demographic information was being generated from the 2020 United States census and thus, the Board determined to suspend the process until after the information was received. The Board is now considering re-initiating the move to district-based elections. Because the census information that will be used to draw maps is new, the Board should start the process from the beginning.

Pursuant to Elections Code Section 10010 the Board must hold two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections. *No maps* are to be suggested or presented to the Board for consideration at the first two public hearings. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

DISCUSSION

1. Considerations for District Boundaries

At the first and second hearings the public will be invited to provide input regarding "communities of interest" and other local factors to be considered in drafting district maps. A community of interest is a neighborhood or group that may benefit from being in the same district because of shared interests, views, or characteristics. Examples of considerations for a community of interest, in no particular order of priority, include:

- School attendance area;
- Communities separated by physical features such as canyons, hills, rail, or roads;
- Communities around a park or other neighborhood landmarks;
- Communities with shared interests on issues, neighborhood activities, or legislative/election concerns; and
- Shared demographic characteristics such as income, education, linguistic isolation, language spoken at home, single-family and multi-family housing areas.

Some of the requirements for the districts to ensure compliance with state and federal criteria are that each district shall:

- Contain a nearly equal population.
- Be drawn in a manner that complies with the Federal Voting Rights Act.
- Not be drawn with race as the predominate factor.

2. Election Sequencing

Since the terms of the Board are staggered, district elections cannot all take place at the same election and thus the Board must decide the sequencing of its elections. Elections Code section 10010 provides that the Board is to give special consideration to the purposes of the California Voting Rights Act of 2001 (prevention of voting dilution of protected classes) and to consider preferences expressed by the public in determining how sequencing of the district elections is to occur. In other words, the Board must make a deliberative decision regarding sequencing.¹

The earliest district-based elections could start is November of 2024², when there are three Trustee seats up for election. Should the Board decide to begin district-based elections in 2024, it would select three of the five districts to hold elections for Trustees. A factor the Board may want to consider in determining which three districts will hold elections are which districts will not be represented by the two Trustees whose terms expire in 2026. For instance, if districts 1, 2 and 3 are not represented by the two Trustees not up for election in 2024, then districts 1, 2 and 3 would have district-based elections in 2024. In such a scenario, districts 4 and 5 would have district-based elections in 2026, at which time each district would be represented on the Board.

The Board may consider other factors it deems relevant in deciding the sequencing of district elections. However, the sequencing cannot result in shortening any Trustee term. It is understood that the no matter what sequencing the Board chooses, it may result in a district having more than one representative on the Board until the 2026 election.

3. Next Steps

If Resolution 2022-04 is adopted, the Library Director would report back to the Board at its next regular meeting regarding the process for a district-based election system and a timeline for doing so. The step-by-step process consists of the following:

- Schedule the first hearing to receive input on maps and sequencing of elections.
- Schedule second hearing, which is a continuation of the Board's receipt of public input on the criteria noted above. Following the second hearing, based on the

¹ It should be noted that no evidence has been submitted that there is racially polarized voting in the election of Trustees and that the Library District has determined to move to district-based elections voluntarily as opposed to under a threat of a legal challenge.

² It is not required that district-based elections start in November of 2024, as the Library District is not currently required to implement district-based elections.

Board's direction, draft district map(s) and proposed election sequencing will be published in *The Register* and posted on the Library's website and kiosks and otherwise made available to the public. The draft map(s) and proposed sequencing must be published and posted at least seven days prior to the third hearing.

- Schedule third hearing, which will be the first at which the Board will receive public input on the draft map(s) and proposed sequencing. Based on the input, the Board may approve of the draft map(s) and proposed sequencing, or direct alternative map(s) or revised sequencing be drafted. If the draft map(s) is changed it must be re-published and posted at least seven days prior to the fourth hearing. If not, the District would just publish a notice of the fourth hearing and otherwise leave the first draft map of the map posted.
- Schedule fourth hearing at which the Board would introduce an ordinance for first reading approving a map and election sequencing.
- Schedule fifth hearing at which the Board would adopt an ordinance approving a map and election sequencing.

Attachment A is a copy of Resolution 2022-04.

RECOMMENDATION

Adopt Resolution No. 2022-04, declaring the Placentia Library District's intent to move from at-large elections to district-based elections.

RESOLUTION NO. 2022-04

A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System pursuant to California Elections Code Section 10010.

WHEREAS, the Placentia Library District (“Library District”) has a five-person Board of Trustees (“Board”) whose Trustees are elected in at-large elections, in which each Trustee is elected by voters residing within the entirety of the boundaries of the Library; and

WHEREAS, the Board has determined that it is in the best interest of the Library District to have its Trustees elected pursuant to a district-based election system in which each of the five Trustees will reside within separate designated district boundaries with the Library District’s overall boundaries and are elected only by voters residing within the district in which the Trustee resides; and

WHEREAS, prior to moving to the district-based election system, Elections Code § 10010 requires the Board to hold public hearings where the public is invited to provide input regarding the proposed Library District voting districts; and

WHEREAS, the Board desires to begin the process of transitioning to a district-based election system.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The above recitals are true and correct.
2. The Board hereby expresses its intent to transition to a district-based system of election for its five Trustees as set forth herein; and
3. The Board finds that transitioning to a district-based election system will further the purposes of the California Voting Rights Act.
4. The Library Director is directed to report back to the Board as soon as practical regarding the process for transitioning to a district-based election system including providing a timeline for the required public hearings, soliciting public input and other steps necessary to implement the district-based election system.

PASSED AND ADOPTED by the Board of Trustees of the Placentia Library District of Orange County on this 22nd day of June 2022.

Jo-Anne Martin, Board President

I, Gayle Carline, Board Secretary, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Board of Trustees of the Placentia Library District of Orange County in a special teleconference meeting held on June 22, 2022, by the following vote:

AYES

NOES:

ABSENT:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said Placentia Library District of Orange County this 22nd day of June, 2022.

Gayle Carline, Board Secretary

Approved as to form:

David DeBerry, General Counsel

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **California Library Association (PLA) Conference Report from Secretary Carline.**

DATE: June 22, 2022

BACKGROUND

Secretary Carline, Library Director Contreras, and staff, Sabrina Rosengren and Daisy Fuentes were approved to attend the CLA Conference held June 2-5, 2022. Tonight, Secretary Carline will provide a report on her conference activities. Library Director and staff will provide reports at the July Board meeting.

Attachment A – Secretary Carline Notes

Notes from CLA 2022 Sessions

Submitted by Secretary Carline

Note: I attended this conference on Thursday afternoon and all day Friday, so I have fewer sessions to report out on. I've highlighted my thoughts in red.

1. Major Gift and Planned Giving for Libraries, Friends, and Foundations

Philanthropy is a \$42 billion opportunity. (Info: Giving USA)

Why talk now?

“Great Wealth Transfer”

10K “boomers” turning 73 every day

Looking for opportunities to contribute

Where does giving come from?

69% individuals

9% bequests

19% foundations

3% corporations

Why now, and why start with bequests?

Inflation drives need for tax breaks

COVID impact—more people making wills

Assets over income

Demand/need for charities

Bequests are the planned giving gateway

In 2022, two out of three people still don't have a will

Many people believe if they aren't wealthy, they don't have “enough to leave to anyone.”

Planned giving is for everyone—libraries just need to know how to market this!

Promote BBQS:

Bequests

Everyone is a good prospect for this

Can give a % of their estate, doesn't have to be a specific amount

Includes IRD (Income in Respect of a Decedent), an expensive asset given to heir

Beneficiary Designations

Life insurance policies, etc.

Qualified Charitable Distributions

For people 70 ½ or older

Can give up to \$100k annually to qualified charitable organizations

Counts as annual Required Minimum Distribution

Affects taxable income

Stocks and Mutual Funds

Question whether to keep or cash in

Libraries should have a policy on receiving investments

Other types of giving:

Cash

Cryptocurrency (the speaker admitted he knows nothing about crypto but we should not discount it and seek financial advisors who deal with it.)

Donor Advised Fund

Commercial gift funds

“Charitable checkbook”

Real Estate

Closely held business

An attorney versed in the financial intricacies of wills, trusts, bequests, etc. is a must!

Return on Investment \$\$ per Fundraising Type

Planned Giving	\$56.83
Major Gifts	\$33.33
Direct Mail	\$4.00
Special Events	\$3.43

Where to start?

Educate/Communicate

Incorporate “Tools for Giving” into library communications (on-site, website, social media)

Offer estate planning workshops

Legal literacy

Contact any estate attorneys who do pro bono—could they help out?

FREEWILL software helps create a will

Offer workshops that walk people through FREEWILL (computers needed)

Have an attorney to answer questions

FREEWILL is free—they make \$\$ if we want to pay them to put our info into their automatic charity list

Tell legacy stories

Utilize people who’ve given planned gifts to advocate

“Join Me,” messages

Network with financial planners to remind/encourage clients to donate to library in their wills/trusts/etc.

Celebration, Communication, Stewardships

Establish “Literary Legacies” or “Library Champions”

Special invitations to events

Think of things you already do and invite them to join in

E.g. coffee with the director?

2. Cultural Competence

Culture: a set of values, beliefs, customs

Competence: the ability to communicate effectively and respectfully to build meaningful relationships

When faced with a behavior/statement/encounter that is the opposite of my own culture, there are two responses:

“That’s wrong/weird/offensive.”

“That’s something new. Tell me more.”

One of these responses is obviously more competent than the other!

What can we do to add to our cultural competence skills?

BE PRESENT. This is the most important, to stay in the moment.

Avoid distractions

Engage the other person

Be an active listener

Remain non-judgmental

Show interest in the interaction

EXPAND your social circle

Neighborhood

Community classes, errands, etc.

Library!

TRAINING, Courses, Research

NEWS

ACTIVITIES from different cultures

Street fairs

Art displays

Museum exhibits

Humility HELPS

Be willing to learn

Be open-minded

Accept your lack of knowledge

“Tell me more”

Go beyond tolerance

Engage in intelligent conversations

Move away from, “my way is the only way”

3. Growing Your Book Sales to Benefit Your Library

The value of regular, secondhand books is going down.

Quality trade paperbacks rule the market. General rate is \$2 per book, especially those books less than 10 years old.

Determining how much to charge for a book:

Look at other outlets:

What's the average price online? (NOTE: If a book hasn't sold at \$5.00, its selling price is less than that.)

Use a scanner to discover pricing info?

What are thrift stores charging for books?

What are neighboring libraries' friends groups charging?

Use a book curator—can you team up with someone who owns/works at a bookstore?

(Especially used or independent!)

Where to sell?

Possibly offer online sales first to reach the most customers (ebay, Amazon, outlets).

Consider off-site bookstore—a higher traffic zone, or even just pop-ups/booths/etc.

Multi-day sales.

Investigate sites Discover Books (discoverbooks.com) and ThriftBooks

(thriftbooks.com). They pay per pound.

4. Resources to Support Your Community's Growth in 2022 and Beyond

This was presented by GALE and covered many of their tools, however they still had useful information.

The Changing Learning Landscape

An increase of online learning:

One-half of all employees will need to upscale by 2025

Employed people seek different courses than unemployed people

An increase in new businesses (registration):

The COVID business profile:

Online

A disrupted field

Partly from necessity

Headquartered in medium-ish city

Most will fail by Year 10.

The Value of Adult Learning

Saves businesses money (average of \$1678 cost savings per worker)

Upskilled workers make about \$8K more.

Workers will switch jobs for opportunities to move up.

Libraries are a Pillar of Economic Development

GALE offers tools that cover everything from career testing to business development.

Peterson's Suite of Test and Career Prep can help patrons determine the best career choice for them

Plan Builder takes patrons from business idea to a plan they can take to a bank/investor

Keys to Success:

We're better together.

Meet your patrons where they are.

Network, especially in the business and financial community.

Offer (and advertise) workshops and assistance

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Legislative Updates

DATE: June 22, 2022

BACKGROUND

Secretary Carline will provide a report on current legislations.

Attachment A is the most current Legislative Report provided by the Independent Special Districts of Orange County (ISDOC).

Federal News:

The house has released their FY22-23 EARMARK REQUESTS. Senate requests will roll out during June. The Senate is addressing various components of the BBB Act.

Federal Bills:

HR 2467 (Dingell D-MI) Passed House 7/21/21. Water and Wastewater Agencies may be held liable for releasing PFAS, abandoning “Polluter Pays”. At Senate Committee on Envi. and Publ. Wks. Since 7/2/2022 (CA Senator Alex Padilla a member – Mike Markus, GM of OCWD, spoke to him in person on the issue of liability for water/wastewater agencies) (Opposed unless amended.)

S 4231 (STREAM ACT – Feinstein D-CA) To support Water Infrastructure (Storage, recycling, and desal) in Reclamation States 5/25/2022 – Senate Energy and Nat Resources, sub-com. on Water and Power.

State News:

The focus is on the Budget, which must be completed by the June 15 deadline. \$18B Inflation package including direct rebates to consumers is included. **All bills needed to pass their first house by May 27 to stay alive. Bills that did not make it include: AB 1638, AB 1724, AB 1774, AB2157, AB 2387 (Support), AB 2639, AB 2782 (Oppose), AB2787, AB 2811 (Oppose)**

State Bills

SB45 - (Portantino D-SD25) Methane (40% by 2030), & Organic Waste (75% by 2025) Reduction, local \$ assistance. In Assembly at Nat. Res. 5/5/2022. (CSDA Watch)

SB54 (Allen D-SD26) No single-use, non-compostable plastic packaging or food-service products after 1/32. In Assembly at Nat. Res..5/5/2022 (CSDA Watch)

SB230 (Portantino D-SD25) Constituents of Emerging Concern In Assembly and amended at Env. Safety and Toxic Mat. 5/16/2022, ES and TS Sched. – 6/14/2022 (CSDA Supports)

SB852 (Dodd D-SD3) Permits community bond financing repaid by property tax to address sea level rise, extreme heat or cold, wildfire, drought, and flooding. 5/27/2022 In Assembly at Loc. Gov't. (then Nat. Res.) (CSDA Supports)

SB1044 (Durazo D-SD24) Prohibits disciplinary action for an employee who leaves work after notifying employer because he/she feels unsafe. In Assembly 5/26/2022 (CSDA Opposes)

SB1124 (Archuleta D-SD32) Public Health Goal for Manganese by 2025. In Assembly 5/26/2022 (CSDA Opposes Unless Amended)

SB1157 – (Hertzberg D-SD18)) Indoor Residential water – 47 GPCD 2025-2030, and 42 GPCD 2030. In Assembly at Water, Parks, and Wildlife 5/5/2022. (CSDA Opposes unless amended)

SB 1219 (Hurtado D-SD14) , Cortese D-SD15) Nat. Res. And Env. P. to form committee to present new water laws, regs, state & local agencies. In Assembly 5/26/2022 (CSDA Watch)

P2

AB1001 - (C. Garcia D-AD58) Air and water quality mitigation for Disadvantaged Communities. Environmental justice measures in CEQA could cause more delays, litigation. **Bill amended to address air quality only. In Senate at Env. Q. for hearing 6/8/2022 (CSDA Opposes)**

AB1195 (C. Garcia D-AD58) Drinking Water. Regulatory issues. In Senate 5/25/2022 re-referred to Labor, Pub. Employment, and Retirement. (CSDA Opposes)

AB1640 (Ward D-AD78) inclusion of eligible entities with land use planning authority into regional climate networks. **In Senate 5/27/2022. (CSDA Support)**

AB1721 (Rodriguez D-AD52) Existing Law, the California Emergency Services Act establishes the Office of Emergency Services (OES) within the office of the Governor. This bill creates the Emergency Medical Services Mutual Aid Program, to be administered by OES, using an appropriation of \$50M to the Director of Emergency Services. It creates a Mutual Aid Fund by appropriating \$500M yearly; and establishes a California Earthquake Authority to sell earthquake insurance; and creates a Seismic Retrofitting Program for Soft Story Multifamily Housing Fund by appropriating \$400M annually. **In Senate 5/27/2022. (CSDA Supports)**

AB1817 (Ting, D-AD19) PFAS textiles prohibited after 1/24. Existing law prohibits food packaging/juvenile product PFAS. **In Senate at Env. Qual. 6/1/2022 (CSDA Supports)**

AB1845 (Calderon D-AD57) MET OK to use "design-build" **In Senate, at Gov. & Fin. 6/1/2022 (CSDA Supports)**

AB1944 (Lee D-AD25) Public Meeting Teleconferencing W/O Brown Act restrictions during health emergency. **In Senate 5/27/2022 (CSDA Watch)**

AB1985 (Rivas D-AD30) 75% reduction of organic waste by 2025, 40% methane reduction by 2030. **In Senate 5/27/2022. (CSDA Watch)**

AB2108 (Rivas D-AD30) 5 person SWRCB shall have 1 member each for Ag, disadvantaged/tribal, water attorney, civil engineer, PE, & public. Ag & D/T – diff. persons. Regional water boards to have D/T member. **In Senate, at Env. Qual. 6/1/2022. (CSDA Watch)**

AB2142 (Gabriel D-AD45) Turf removal rebates tax-exempt. Referred to Comm. **In Senate at Gov. & Fin. 6/1/2022 (CSDA Supports)**

AB2247 (Bloom D-AD50, Allen D-AD26) PFAS in food packaging (2023) and cosmetics (2025) prohibited. Reporting/regulation of PFAS in all products. **In Senate 5/27/2022 (CASA Sponsored, ACWA Support, CSDA Supports)**

AB2419 (Bryan ♦D-AD54) President Biden established the Justice40 Initiative to see that 40% of federal funds will flow to Disadvantaged Communities. This bill would establish the Justice40 Advisory Committee to aid the CA legislature meet this goal. **In Senate 5/26/2022 (CSDA Opposes unless amended.)**

AB2449 (Blanca Rubio D-AD48) Allows member teleconferencing from unidentified locations, providing a quorum of members participates in person at a public venue located within the agency jurisdiction. **In Senate 5/27/2022 (CSDA Watch)**



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: June 22, 2022

BACKGROUND

President will provide a report on the work of the Senior/Community Center Blue Ribbon Committee.

Attachment A is the agenda for the May 4, 2022 meeting.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Joint-Use Committee Update**

DATE: June 22, 2022

BACKGROUND

President Martin will provide a report on the Joint-Use Committee meeting.

Attachment A is the Minutes for the May 5, 2022 meeting.

MINUTES
PLACENTIA LIBRARY DISTRICT
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND THE CITY OF PLACENTIA
TO DISCUSS THE JOINT USE AGREEMENT
MAY 5, 2022

CALL TO ORDER

Members Present: President Jo-Anne Martin, Library Director Jeanette Contreras, City Administrator Damien Arrula, Councilmember Craig Green.

Members Absent: Councilmember Ward Smith.

Staff Present: Deputy City Administrator Luis Estevez, Community Services Supervisor Veronica Ortiz, Executive Assistant Lina Nguyen.

Guests: None.

BACKGROUND

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

EGGCITEMENT STATUS UPDATE

Deputy City Administrator Luis Estevez reported the City will reassume management of Eggcitement starting in 2023.

CAPITAL IMPROVEMENT PROJECT FUNDING

Library Director Jeanette Contreras requested clarity on how Federal earmarks would affect projects shared between the City and the Library. Deputy City Administrator Estevez advised if the City were to get a Federal earmark for shared projects with the Library, the Library would owe 46% of how much the City still owes for the project after the funds from the Federal earmark was accounted for. This is the same percentage of the project cost the Library would be responsible for even if the project did not receive a Federal earmark. Deputy City Administrator Estevez also clarified if the City was working on a Federal earmark on a project they share with the Library, the Library would be involved with and aware of the entire process.

PLACENTIA LIBRARY DISTRICT UPDATE

President Jo-Anne Martin reported on updates regarding vacant and soon to be vacant seats on the Library Board of Trustees. The Library Board will be interviewing three candidates during the Board of Trustees Special Date Meeting on May 9, 2022 to fill the vacated seat by Trustee Al Shkoler on the Library Board. President Martin advised the Library Board of Trustees should be back to a 5-member board at the end of June 2022. Director Contreras reported the passport services offered at the Library have been placed on hiatus until an appointment system can be put into place. Director Contreras reported library patrons have seen a noticeable difference in the atmosphere of the Library since the passport services have been put on hold and the patrons have been enjoying this break. The Library has seen more patron visits since the passport service hiatus. President Martin reported the Board will discuss adding a dedicated passport agent to the Library staff during the Library Board meeting on May 9, 2022.

TRELLIS PAINTING UPDATE

Deputy City Administrator Estevez reported the trellis painting project is on hold until a color can be decided on. Members present at the meeting decided on three new colors. Deputy City Administrator Estevez will request a new sample with these three colors. Deputy City Administrator Estevez reported now is a good time to think about future projects shared between the Library and the City. Projects such as

renovating the fountain, landscaping, lighting throughout the campus, and parking lot renovation or possible parking structure. City Administrator Damien Arrula suggested hiring a landscaper to design a drought tolerant landscape and plan out an upgrade to the lighting throughout the campus. A collaborative effort like this between the City and the Library could be good for a grant or Federal earmark.

CITY OF PLACENTIA UPDATE

Deputy City Administrator Estevez advised the Board of Supervisors approved the annexation of Hamer Island. The proposal will need to go to LAFCO next for further review. Deputy City Administrator Estevez also reported the City's spending plan for next year was presented to the council. The Audi dealership is opening its doors on May 16, 2022 with the grand opening in June. Community Services Supervisor Veronica Ortiz reported there are three ongoing park projects: Wagner Park, La Placita Parkette, and Santa Fe Park. All parks will be themed and received additional funding from St. Jude for early development. Deputy City Administrator Estevez added the Santa Fe bridge is getting repainted and the elevator is getting renovated. The street closure of the 100 block on Santa Fe for outdoor dining may become permanently closed. The new space will be turned into a plaza and outdoor dining will only be a part of it.

ACTION ITEMS

Deputy City Administrator Estevez will be requesting a new sample for the trellis painting project. Business Manager Maldonado needs to set a meeting with Joel Cardenas.

NEXT MEETING

The next meeting is scheduled for Thursday, June 9, 2022 at 3:30 p.m. Email Lina Nguyen with any items you would like to add to the agenda.