



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

January 20, 2021

6:30 p.m.

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the December 21, 2020 Library Board of Trustees Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

11. FY2020-2021 Cash Flow Analysis through December 2020; the Schedule of Anticipated Property Tax Revenues for FY2020-2021 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 15)

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

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

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

STAFF REPORTS (Items 19 – 22)

19. Administration Report for December 2020.

20. Children's Services Report for December 2020.

- 21. Adult Services Report for December 2020.
- 22. Placentia Library Web Site & Technology Report for December 2020.

PUBLIC HEARING

- 23. Third Hearing on District-Based Elections with Presentation of a Proposed Map.

NEW BUSINESS

- 24. Discuss and Reassess the Current Phase 2 Covid-19 Re-Opening Plan.
- 25. Library Director will Present the Strategic Plan and Vision as Discussed at the Staff Development Day.
- 26. Authorization to Attend the Virtual California Library Association Annual Conference on May 11-14, 2021.
- 27. Authorization to Attend the American Library Association Annual Conference on June 24-29, 2021 in Chicago, Illinois.
- 28. President Martin will provide a report on the Joint-Use Committee Meeting.
- 29. Systems Librarian will provide a Technology Report on Current Projects.

ADJOURNMENT

- 30. Agenda Preparation for the February Unusual Date Meeting which will be held on February 16, 2021 as approved by the Board at the December 21, 2020 Meeting.
- 31. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
- 32. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the January 20, 2021 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 14, 2021.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
DECEMBER 21ST, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 21st, 2020 at 6:30 p.m.

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

Members Absent: None.

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

Guests: David DeBerry, Woodruff, Spradlin, & Smart.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline had nothing to report at this time.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler had nothing to report at this time

Trustee DeVecchio had nothing to report at this time

Trustee Martin attended the a meeting with Mayor Smith regarding the City's Winter Wonderland and the Financial Partner's Credit Union Board of Director's Meeting.

Trustee Minter participated in PLFF's Santa Fundraiser.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported on her activities with CLA in addition to assisting with shelving, sorting and relabeling while in the office. Library Director Contreras also attended the Special Districts Program 2020: Year-in-Review Summit & Recognition Event.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) introduced their new President, Naydia Chantarasompoth. President Chantarasompoth provided her background and

history in Placenia, gave updates on the success of the Santa Letter program and an overview of upcoming plans for PLFF.

CONSENT CALENDAR

It was moved by Secretary Shkoler and seconded by Trustee DeVecchio to approve Agenda Items 9-22 to be reviewed at the January Board Meeting. A roll call vote was taken:

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

MINUTES FOR NOVEMBER 16TH, 2020 REGULAR DATE MEETING.

The minutes for the November 16th, 2020 Regular Date Board Meeting will be received and reviewed at the January Meeting (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for November 2020 (Item 10)
Fund 707 Balance Report for November 2020 (Item 11)

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

Balance Sheets for November 2020 (Item 13)
Acquisitions Report for November 2020 (Item 14)
Service Revenue Report for November 2020 (Item 15)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

Administration Report for November 2020 (Item 19)
Children's Services Report November 2020 (Item 20)
Adult Services Report for November 2020 (Item 21)
Placentia Library Website Technology Report for November 2020 (Item 22)

PRESENTATIONS TO TRUSTEE RICHARD DEVECCHIO AND TRUSTEE ELIZABETH D. MINTER ON THEIR RETIREMENTS.

President Carline presented a slideshow for Trustee DeVecchio and Trustee Minter reflecting their many accomplishments during their time on the Placentia Library District Board of Trustees. The Board and staff thanked them for their years of service.

BUSINESS MANAGER WILL PRESENT AN UPDATE ON THE ENERGY EFFICIENCY PROJECT.

Business Manager, Fernando Maldonado, conducted a presentation to provide an update on the project as well as a cost saving report of just above \$25,000. The energy efficiency project began in May 2018 and after a year, the new meter and solar panels were completed. Project close out documents have been provided to the District including final permits, equipment warranties, operational manuals, and record drawings. Additionally, District staff have been provided training on temperature control, solar data acquisition, Southern California Edison account management, and PV system troubleshooting. The Business Manager will work with Johnson Controls, Inc. (JCI) to secure the Substantial and Final Certificate of Completion. This step will allow JCI to commence an annual Measurement and Verification report for the next five years outlining the systems effectiveness and total annual savings for the District.

SECOND HEARING ON DISTRICT-BASED ELECTIONS.

In August of 2020 the Board of Trustees ("Board") adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board 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. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

President Carline opened the second of the two hearings before a map(s) is drawn. Library Director Contreras and David DeBerry of Woodruff, Spradlin & Smart presented how the District has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in The Register. Notices of the hearing were posted on the Library's website in English and Spanish and on the Library's Facebook page. The Board reviewed map options and decided the first district-based election will begin 2022. There were no members of the public at this time and the public hearing was closed. The next public hearing will take place on January 20, 2020.

OATH OF OFFICE FOR ELECTED OFFICIALS.

On November 30, 2020 Orange County Registrar of Voters Neal Kelley issued the Certificate of Election to Ms. Gayle Carline, Ms. Sherri Dahl, and Mr. Hilaire Shioura to a four-year term to the Placentia Library Board of Trustee. A resolution certifying the appointment is submitted for Board adoption. The election result will also be entered into the Board minutes as required by law. It was motioned by Trustee Martin and seconded by Secretary Shkoler to adopt Resolution 20-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Elections for the Office of Trustee of the Placentia Library District; and direct the Library Director to administer the Oath of Office to the Library Board members as appointed and present Certificate of Elections. The Oath of Office was given by the Library Director to Trustee Gayle Carline, Trustee Sherri Dahl and Trustee Hilaire Shioura. A roll call vote was taken:

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

ELECTION OF OFFICERS.

The Board President and Board Secretary positions were open for election by the Board. Gayle Carline nominated Jo-Anne Martin for Board President. The nomination was seconded by Secretary Shkoler. President Martin nominated Gayle Carline as secretary. This was seconded by Trustee Shkoler. A roll call vote was taken:

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2021 BY THE BOARD PRESIDENT.

The Board of Trustees discussed past positions and distribution of responsibilities resulting in the following positions being appointed:

Representative to Special District Local Area Formation Commission (LAFCO) – Trustee Shkoler and Secretary Carline as alternate.

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

Representative to the Independent Special District of Orange County (ISDOC) – Trustee Shioura and President Martin as alternate.

Personnel Committee – President Martin and Secretary Carline

Joint Use Agreement Committee – President Martin and Secretary Carline

Placentia Library Friends Foundation – Trustee Dahl and Secretary Carline as alternate.

It was motioned by President Martin to approve the appointments of Library Board representatives and moved by Secretary Carline. All in favor:

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

ADOPTION OF RESOLUTION 20-04: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2021.

The Board reviewed the presented Board Meeting Dates, reflective of holidays for possibly Unusual Board Meeting Dates. The Board discussed and agreed on the following dates:

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

Monday, October 18th
 Monday, November 15th
 Monday, December 20th

It was motioned by Secretary Carline and seconded by Trustee Shkoler to adopt Resolution 20:04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2021. A roll call vote was taken:

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

INDEPENDENT DISTRICTS OF ORANGE COUNTY COMMITTEE CALL FOR SPECIAL OF ORANGE COUNTY EXECUTIVE COMMITTEE CALL FOR NOMINATIONS.

Director Contreras presented that there is currently a call for nomination to fill the vacancy for the Third Vice President position on the Independent Special Districts of Orange County (ISDOC) Executive Committee. Any ISDOC member/trustee is eligible for nomination for the open position. After a discussion, no member of the Placentia Library District Board of Trustees would like to pursue this opportunity at this time. No action was taken at this time.

DISCUSS THE CIVIC CENTER PLAZA IMPROVEMENT PLANS AS PROVIDED BY THE CITY OF PLACENTIA. CAPITAL

On November 16, 2020, the District received a proposed 5-year Civic Center Capital Improvement Plan (CIP) from the City of Placentia that included estimated costs. Director Contreras presented the projects the City is proposing. The Board of Trustees discussed the plans and recommended these be discussed at the January Joint Use Committee Meeting more in detail. Moreover, more realistic estimates and in depth looks at the proposed projects are preferred. The Board also confirmed that if bids and quotes are not received prior to the March 2021 Budget Hearing, and projects for the next budget cycle are within budget, the District will reflect the original estimates in the next budget cycle. No action was taken at this time.

PRESIDENT CARLINE’S REPORT ON THE JOINT-USE COMMITTEE MEETING.

Secretary Carline reported out that the December Joint Use Committee was postponed to January. The next meeting is scheduled for January 7th, 2021.

REVIEW OF ACTION ITEMS

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

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 21st, 2020 was adjourned at 7:59 p.m.

Jo-Anne Martin, President
 Library Board of Trustees

Gayle Carline, Secretary
 Library Board of Trustees



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2:47 P.M.
01/12/21
Accrual Basis

Placentia Library District
Check Register
December 2020

Date	Ref No.	Payee	Memo	Payment	Type
12/02/2020	11486	Placentia Library District	For payroll on 01/20/21	55,000.00	Check
12/04/2020	11468	Baker & Taylor	Books	5,511.12	Bill Payment
12/04/2020	11469	City of Placentia	Shared Costs with the City of Placentia September & October 2020	3,459.47	Bill Payment
12/04/2020	11470	Midwest Tape	Hoopla Oct 2020	3,776.52	Bill Payment
12/04/2020	11471	Woodruff, Spradlin & Smart	Services rendered through October 31, 2020	2,652.00	Bill Payment
12/04/2020	11472	Jeanette Contreras	Reimbursement November 2020- Extension cord cover	16.15	Bill Payment
12/04/2020	11473	Cintas	Cleaning Supplies	226.38	Bill Payment
12/04/2020	11474	SoCalGas	10/15/20-11/17/20 Service	84.69	Bill Payment
12/04/2020	11475	Time Warner Cable	11/12/20-12/11/20 Service	71.12	Bill Payment
12/04/2020	11476	Pitney Bowes Purchase Power	Postage	596.99	Bill Payment
12/04/2020	11477	SDRMA	Medical coverage for January 2021	23,379.33	Bill Payment
12/04/2020	11478	World Book, Inc.	World Book Database FY 20-21 Renewal	1,255.00	Bill Payment
12/04/2020	11479	American Library Association	Trustee Martin Membership FY 20-21 ALA Membership # 2047891	199.00	Bill Payment
12/04/2020	11480	Placentia-Yorba Linda Unified School Dist	Business Cards: Grimm	13.05	Bill Payment
12/08/2020	11481	Rowman & Littlefield Publishing Group Inc	Books	106.50	Bill Payment
12/08/2020	11482	Public Agency Retirement Services	PARS Contribution for payroll on 11/25/20 PARS Contribution for Payroll on 12/09/20	4,513.29	Bill Payment
12/08/2020	11483	Midwest Tape	Audiobooks/DVDs	189.18	Bill Payment
12/08/2020	11484	Arcelia Janitorial Service	Janitorial Service 11/1/20-11/30/20	3,192.00	Bill Payment
12/08/2020	11485	Cintas	Cleaning Supplies	221.70	Bill Payment
12/15/2020	11488	California Library Association	CLA Institutional Membership 9/2/20- 9/1/21	750.00	Bill Payment
12/15/2020	11489	California Public Employees' Retirement System	Social Security Administration 218 - Annual Fee FY 20/21	400.00	Bill Payment
12/15/2020	11490	Golden State Water Company	10/20/20-11/19/20 Services	911.59	Bill Payment
12/15/2020	11491	Megan Tolman	Reimbursement for take and make kit supplies	31.03	Bill Payment
12/15/2020	11492	4imprint Inc.	PLD Logo Masks	537.67	Bill Payment
12/15/2020	11493	Alex Moving	Furniture Storage due to COVID-19 Guidelines	360.00	Bill Payment
12/15/2020	11494	Jeanette Contreras	Employee of the Year Award 2020 reimbursement	163.88	Bill Payment
12/15/2020	11495	Umpqua Bank	10/29/20-11/30/20 CC Charges	4,168.21	Bill Payment
12/15/2020	11496	Legacy Integrative Solutions	Printer services	1,205.48	Bill Payment
12/15/2020	11497	Southern California Edison	Electric Service 10/30/20-12/02/20	1,711.55	Bill Payment
12/15/2020	11498	Dewey Pest Control	Dewey Pest Control Service Dec-Feb 2021	141.00	Bill Payment
12/15/2020	11499	CALNET3	11/02/20-12/01/20 Phone Service	369.03	Bill Payment
12/15/2020	11500	SDRMA	Ancillary Benefits January 2021	2,134.25	Bill Payment
12/23/2020	11501	Cintas		650.42	Bill Payment
12/23/2020	11502	New Readers Press		818.83	Bill Payment

2:47 P.M.

01/12/21

Accrual Basis

Placentia Library District

Check Register

December 2020

12/23/2020	11503	Woodruff, Spradlin & Smart	Services rendered through 11/30/20	382.50	Bill Payment
12/23/2020	11504	Baker & Taylor	Books	12,324.00	Bill Payment
12/23/2020	11505	CA Department of Tax & Fee Administration	CA Use Tax Filing October-December 2020	64.00	Bill Payment
12/23/2020	11506	Placentia Library District	For payroll on 02/03/2021	55,000.00	Check
				<u>186,586.93</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: January 20, 2021

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

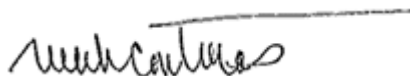
SUBJECT: **Financial Reports through December 2020 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: January 20, 2021

Summary of Cash and Investments as of December 31, 2020

Cash with Orange County Treasurer Fund 9LX	\$794,595.92
General Fund Checking – Bank of the West	\$1,238,887.28
General Fund Savings – Bank of the West	\$200,599.46
<i>(Impact Fees in Savings – Restricted)</i>	<i>\$18,877.90</i>
Payroll Checking – Wells Fargo Bank	\$121,997.60
Total Cash and Investments	\$2,356,080.26

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 December 31, 2020
 50.00% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,470,812	608,011	0.41	\$862,801
5030	Retirement	64,143	27,599	0.43	\$36,544
5040	Unemployment Insurance	2,500	0	0.00	\$2,500
5050	Health Insurance	289,038	135,348	0.47	\$153,690
5064	Dental Insurance	17,796	6,532	0.37	\$11,264
5060	Life Insurance	9,420	2,413	0.26	\$7,007
5066	AD & D Insurance	6,172	3,182	0.52	\$2,990
5068	Vision Insurance	3,541	1,390	0.39	\$2,151
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	6,306	0.39	\$9,946
	TOTAL	\$1,884,674	\$790,781	0.42	\$1,093,893
SERVICES & SUPPLIES					
5100	Communications	11,000	5,735	0.52	\$5,265
5170	Household Expenses	25,000	9,039	0.36	\$15,961
5099	Liability Insurance	22,000	20,091	0.91	\$1,909
5205	Maintenance Expense	20,000	6,421	0.32	\$13,579
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	53,832	0.60	\$36,168
5290	Memberships	11,000	4,707	0.43	\$6,293
5300-5350	Office Expenses & Postage	85,000	25,761	0.30	\$59,240
5400	Prof./Specialized Services	202,000	75,332	0.37	\$126,668
5495, 5900, 5910, 5920	Programs	50,000	18,740	0.37	\$31,260
5500	Books/Library Materials	223,213	76,763	0.34	\$146,450
5600	Meetings/Professional Development	25,000	4,478	0.18	\$20,522
5700	Mileage/Parking	1,000	74	0.07	\$926
5800	Utilities	35,000	4,459	0.13	\$30,541
7000	COVID-19	20,000	4,865	0.24	\$15,135
	TOTAL	\$820,213	\$310,296	0.38	\$509,917
	OPERATING EXPENSES	\$2,704,887	\$1,101,077	0.41	\$1,603,810
FIXED ASSETS & TAXES					
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	9,386	0.47	\$10,614
	TOTAL	\$30,000	9,386	0.31	\$20,614
CAPITAL PROJECT					
*5211	Renovation	\$0	-	-	\$0
	TOTAL	\$0	-	-	\$0
TOTAL BUDGET		\$2,734,887	\$1,110,463	0.41	\$1,624,424

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

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

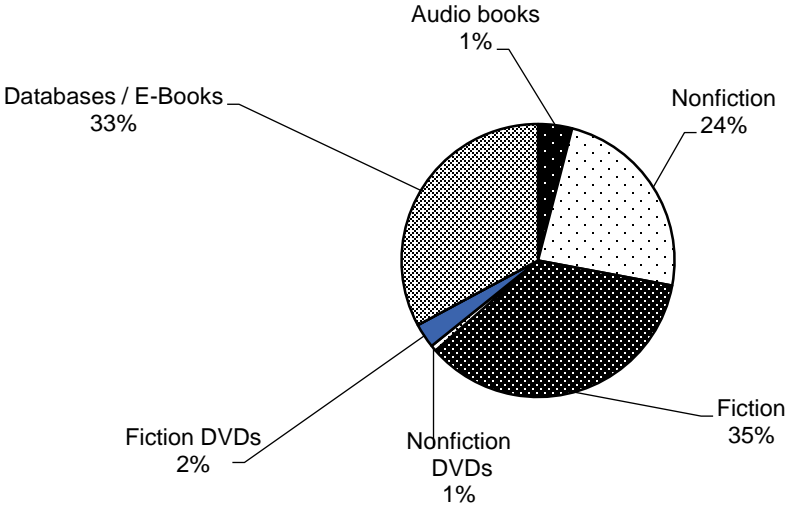
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,256,631	1,435,697	(820,934)	63.6%
4020	Property Taxes - Current Unsecured	77,318	36,261	(41,057)	46.9%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	65,012	19,793	(45,219)	30.4%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapport Tax	0	-	0	-
4080	Penalties & Costs on Delinq Taxes	18,558	22,912	4,354	123.5%
4090	Taxes Special Dist Augmentation	9,835	-	(9,835)	0.0%
* 4180	Other Revenue	0	80	80	-
4190	State - Homeowners Property Tax Relief	67,033	1,860	(65,173)	2.8%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	1,516,604	(977,783)	60.8%
INTEREST REVENUE					
4600	Interest	8,500	5,414	(3,086)	63.7%
	Sub Total	8,500	5,414	(3,086)	63.7%
GRANT REVENUE					
4210, 4421	State Grants	20,000	49,385	29,385	246.9%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	49,385	9,385	123.5%
MISCELLANEOUS REVENUES					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	11,000	(14,000)	44.0%
* 4430,4414,4400	Other Revenue	0	2,072	2,072	-
4310	Fines & Fees	15,000	2,501	(12,499)	16.7%
4320, 4330	Passport/Photos	150,000	23,370	(126,630)	15.6%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	100	(1,900)	5.0%
	Sub Total	192,000	39,043	(152,957)	20.3%
TOTAL REVENUES YTD FOR FY 20/21:		2,734,887	1,619,088	(1,135,799)	59.2%
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	8,642	(11,358.22)	43.2%

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

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH NOVEMBER 2020

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
Total Fiction	\$26,538	1750	\$23,011	670
Total Non-Fiction	\$17,830	722	\$4,703	195
Total Databases / E-Books	\$24,494	69	\$20,702	7
Total Audio Books	\$3007	328	\$87	2
Total Educational DVDs	\$522	13	\$64	1
Total Entertainment DVDs	\$2,175	342	\$171	4
Total Library of Things	\$0	0	\$0	0
YTD TOTAL MATERIALS	\$74,566		\$48,738	879
Budget	\$223,213		\$265,183	
% Spent YTD	33%		18%	





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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for December 2020
DATE: January 20, 2021

Net Revenue Summary for December 2021

			YTD	YTD
	Dec-20	Dec-19	2020-2021	2019-2020
Passport	525	8,892	19,373	65,329
Passport Photos	108	1,680	3,996	11,808
Test Proctor	0	450	100	1,500
Fines & Fees	71	1,121	2,500	26,019
Meeting Room	0	210	0	690
TOTAL	704	12,353	25,969	105,346



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: **Personnel Report for December 2020**
DATE: January 20, 2021

	Dec-20	Dec-19	YTD 2020-2021	YTD 2019-2020
Separation	0	1	0	2
Retirement	0	0	1	0
Appointments	0	1	1	6
Open Positions	*1	1	1	5
Workers' Compensation Leave	0	0	0	0
Total	1	3	3	13

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: * Children's Supervisor, Public Services

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for December 2020

DATE: January 20, 2020

CIRCULATION	Dec-20	Dec-19		Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
New Patron Registrations	100	283		1,190	2,145	-44.5%
Circulation (items)	13,062	14,861		58,217	115,872	-49.8%
Circulation (e-content)	9261	6392		59,500	31,491	88.9%
Total Circulation	22,323	21,253		117,717	121,999	-3.5%
Total Active Borrowers*	3,491	4,874				
Attendance	5,494	22,237		26,210	130,384	-79.9%
Registered Card Holders*	54,862	49,661				
Adult Fiction	1,857	1,686		8,025	6,652	20.6%
Adult/Teen Nonfiction	1,097	1,522		5,229	5,694	-8.2%
Adult Magazines	4	3		19	3	533.3%
Adult/Teen Audio Books	229	223		981	985	-0.4%
Adult DVDs	1,264	1,997		4,781	8,127	-41.2%
Library of Things (LOTs)	8	37		41	151	-72.8%
Teen Fiction	323	513		1,985	1,509	31.5%
Video Games	140	287		322	601	-46.4%
Childrens Fiction	6,400	7,038		15,991	15,526	3.0%
Childrens Nonfiction	1,311	892		2,603	2,188	19.0%
Childrens Magazines	0	0		83	47	0.0%
Childrens Audio Books	26	32		1,000	3,401	-70.6%
Childrens DVDs	403	631		776	1,514	-48.7%

* YTD % change not applicable.

PATRON COUNT

Dec-20	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			313	205	77	60	153	808
11:00			234	186	74	129	171	794
12:00			189	184	77	87	123	660
1:00			234	199	58	85	117	693
2:00			195	204	66	111	137	713
3:00			248	201	115	126	119	809
4:00			224	203	119	93	118	757
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	1637	1382	586	691	938	5234
Gate Count						Hours	Average	
Dec.	Dec.	Y-T-D	Y-T-D	Y-T-D		Open	PerHour	
2020	2019	2020-21	2019-20	% change		140	37.4	
5,234	13,547	24,340	76,524	-68%				
Outside Gate Counts								
Adult/Teen Programs				0				
Children Programs				0				
curbside				260				
Meeting Room Rentals				0				
TOTAL				260				
Closed 3 days; christmas eve, christmas day, new years eve.						open: 20 days		

Library Attendance Total
5,494

Passport Count

PASSPORTS								
December 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			3			3	5	11
11:00			5	2	1	2	9	19
12:00			5	3	1	3	9	21
1:00			6	2	2	3	6	19
2:00			8	7		5	10	30
3:00			6	7	1	2	7	23
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	33	21	5	18	46	123
			Dec 2020	Dec 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change	
			123	311	676	1829	-171%	

ACHIEVEMENTS

- Tim handled social medial and publicity for the month of December.
- Laura assisted with kits for Make and Take and Gingerbread House.

MEETINGS

- Angie, Laura, and Eric attended in-person Team A huddle meetings on Dec. 4th-23rd.
- Estella attended the One-on-One meeting with Yesenia on Dec. 3rd.
- Estella and Tim attended the All Staff Meeting on Dec. 22nd.
- Estella, Angie, Eric, Tim attended Friday huddles on Dec. 4th, 11th, and 18th.
- Estella and Tim attended in-person Team B huddle meetings on Dec. 1st, 2nd, 3rd, and 26th.

PROFESSIONAL DEVELOPMENT

- Tim took webinars on Microsoft Teams 101, Microsoft Teams 201, and Microsoft/Office 365 Share-Point.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through December 2020
DATE: January 20, 2021

CITY OF PLACENTIA INVOICES

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							0.00
Mar-21							0.00
Apr-21							0.00
May-21							0.00
Jun-21							0.00
	TOTAL	\$0.00	\$12,803.20	\$1,497.60	\$45.37	\$0.00	\$14,346.17

* City Billing Not Received

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for December 2020
DATE: January 20, 2021

Meetings:

- Board of Trustees Meeting: December 21st
- All Staff Meeting: December 22nd

- 2021 CLA Monthly Conference Chairs Meeting: December 2nd
- Directors' Panel: Transforming and Owning the Online Customer Experience in a Pandemic: December 3rd
- Library Impact Fees Meeting: December 3rd
- One on One Staff Meeting: 3rd, 17th, & 22nd
- Kiwanis of Placentia Meeting: December 3rd, 10th, & 17th
- Weekly Huddles: December 4th, 11th, & 18th
- Supervisor Meeting: December 4th
- Team Staff Meeting: December 7th
- California Public Library Director's Networking Conversation: December 10th
- Santiago Executive Council Meeting: December 15th
- Quarterly Events Meeting with City of Placentia: December 16th
- Children's Services Meeting: December 21st
- Wells Fargo Meeting: December 22nd

Facilities:

- Estradas Carpet Walkthrough: December 17th
- ProClean Carpet Walkthrough: December 17th
- Merit Carpet and Upholstery: December 17th
- Dewey Pest Control: December 18th

Training/Workshops/Conference:

- N/A

Events:

- Special Districts Program 2020: Year-in-Review Summit & Recognition Event: December 15th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for December 2020

DATE: January 20, 2021

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	December 2020	December 2020	December 2019	December 2019	Y-T-D 2020-21	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D	Y-T-D
Storytime	8	2,290	16	581	44	15,694	106	4,250	-58.49%	269.27%
Educational	1	142	12	239	2	1,368	32	722	-93.75%	89.47%
Reading	1	75	1	33	6	1,615	7	1,096	-14.29%	47.35%
Seasonal	1	557	3	319	9	3,903	1	884	800.00%	341.52%
Totals	11	3,064	35	1,208	63	22,580	173	6,201	-63.58%	264.13%

Reference/Computer Usage Statistics

	December 2020	December 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Reference—in person	111	368	446	2,075	-78.51%
Reference--telephone	12	13	128	69	85.51%
Total Reference	123	381	574	2,144	-73.23%
Children's computer usage	32	458	112	2,227	-94.97%

ACHIEVEMENTS

- Created and conducted Sunshine Babies and Toddler Tales Virtual Storytimes on Facebook Live December 3rd, 10th, 17th.
- Ana created and conducted Luna, Luna Bilingual Storytime programs on December 2nd and 16th.
- Lori created and conducted Crafternoons program on December 15th.
- Lori proctored two exams on December 11th and 12th.
- Venessa Faber presented Rise and Shine Storytime on December 5th, 12th, & 19th.
- Venessa Faber, Lori Worden, and Deanna White helped fulfill 8 individual’s Children’s Take 5 requests from Dec 1-21.

MEETINGS

- Deanna White met with Yesenia Baltierra for a One-on-One Meeting December 17th.
- Ana Balderas, Deanna White, Lori Worden, Venessa Faber and Yesenia Baltierra met for a Children’s Team Meeting to discuss programming on December 21st.
- Ana Balderas met with Yesenia Baltierra for One-on-One Meetings on December 2nd and 20th.
- Ana Balderas attended the All Staff Meeting on December 22nd.

- Venessa Faber met with Yesenia Baltierra for a One-on-one meeting on December 1st.
- Venessa Faber attended the Team B Meeting on December 7th
- Venessa Faber met with Megan Tolman on December 21st.

PROFESSIONAL DEVELOPMENT

- Deanna White attended the Zoom Recording of the Digital Navigators Webinar on December 14th
- Deanna White attended the zoom recording of Tech Time with Purpose on December 21, 2020.
- Venessa Faber attended the Tech Time with a Purpose webinar on December 17th.
- Venessa Faber attended the Digital Navigator Webinar on December 10th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director**FROM:** Yesenia Baltierra, Assistant Library Director**SUBJECT:** Adult Services Report for December 2020**DATE:** January 20, 2021**MONTHLY STATISTICS**

Information Desk Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2021-20	2019-20	% change
Information -- in person	582	1354	2662	6296	-57.72%
Information -- telephone	466	614	3417	2469	38.40%
Information -- email/chat	9	2	174	31	461.29%
Curbside Service	260	0	2924	0	100.00%
Delivery Service	0	0	77	0	100.00%
Technology assistance	33	159	135	501	-73.05%
Guest passes	10	78	29	419	-93.08%
Adult and Children's computer use (desktops)	423	1335	1677	5293	-68.32%
Adult computer usage (desktop)	469	1099	1736	3871	-55.15%
Teen computer usage	27	248	139	1003	-86.14%

Volunteer Hours:	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
History Room	0	14.25	0	94	-100%
PLFF	133.25	310.75	260.25	1657.74	-84.30%
General Library	0	149	6	819.54	-99.27%
Technology	0	0	0	0	0.00%
Homework Club	0	26.5	0	87.85	-100.00%
Adult Literacy Tutors	84.75	85.5	591.5	479.48	23.36%
PTAC	19	25.75	149.5	308.75	-51.58%
Summer Reading Program	0	0	0	176.53	-100%
Total Volunteer Hours	273	611.75	1007.25	3623.89	-72.21%

History Room Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-18	% change
History Room Visitors	3	0	11	50	-78.00%

Public Services Outreach Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-20	% change
Outreach Visits	0	1	0	8	-100.00%
Outreach Attendance	0	200	0	422	-100.00%

Adult and Teen Programs

Type of Program	Number of Programs December	Attendance December	Number of Programs December	Attendance December	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY2021	FY2021	FY1920	FY1920		
Book Club	0	0	1	6	4	404	1	6	300.00%	6633.33%
Educational Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Fine Art Programs	0	0	0	0	4	888	12	183	-66.67%	385.25%
Hangar Makerspace Programs	1	506	4	16	1	506	4	16	-75.00%	3062.50%
Health & Fitness Programs	0	0	0	0	1	18	3	23	-66.67%	-21.74%
History Room Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Home and Lifestyle Programs	1	426	3	50	49	654	22	274	122.73%	138.69%
Literacy Programs	9	61	3	31	11	343	5	107	120.00%	220.56%
Reading Programs Adult	1	95	1	46	3	132	3	73	0.00%	80.82%
Reading Programs Teen	1	36	1	3	1	36	2	15	-50.00%	140.00%
Volunteer Programs	0	0	1	11	2	20	3	36	-33.33%	-44.44%
Placentia Teen Advisory Council	2	12	2	27	8	81	3	327	166.67%	-75.23%
Teen Only Programs	0	0	1	7	77	2068	56	1467	37.50%	40.97%
Adult and Teen Program Total	15	1005	7	415	161	5150	114	2527	41.23%	103.80%
Teen Program Total	3	48	4	37	86	2185	61	1809	40.98%	20.78%

The Hangar Makerspace	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D	
	December	2020	2019	FY2020-21	FY2019-20	% change
Hangar Open Hour Visitors		0	106	0	454	-100%
Adult/Teen Hangar Programs		406	5	1292	162	697.53%
Tween Hangar Programs		0	2	0	17	-100%
Family Hangar Programs		0	9	0	22	-100%
Total		406	135	1292	655	397.53%

Literacy	YTD2021	YTD1920	% Change
English Literacy Students	34	57	-40.35%
Students Graduated	3	0	300%
English Literacy Tutors	36	31	16.13%

Proctored Tests	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Number of Tests	4	17	6	37	-84%

ACHIEVEMENTS

- Victor Meza coordinated PTAC meetings on December 3rd and 17th.
- Victor Meza conducted an online volunteer orientation for two new PTAC members on December 4th.
- Michelle Meades and Shellie McCurdy coordinated the Family Cooking Time: Gingerbread OH MY! Program on December 13th.
- Shellie McCurdy and Megan Tolman coordinated the December Hangar Take & Make on December 1st.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Book Club December 1st, 8th, and 15th.
- Sabrina Rosengren coordinated Read, Write, Speak Club December 4th, 11th, and 18th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on December 10th.
- Sabrina Rosengren & Sally Federman coordinated Learner Open House on December 16th.
- Sabrina Rosengren & Sally Federman coordinated Tutor Open House on December 16th.
- Katie Matas and Megan Tolman worked on cross-training for technical services on December 2nd.

MEETINGS

- Shellie McCurdy and Michelle Meades met on December 2nd.
- Michelle Meades, Shellie McCurdy, Megan Tolman, and Victor Meza met on December 18th.
- Sabrina Rosengren attended SCLLN recorded meeting on December 1st.
- Sabrina Rosengren attended Team B meeting on December 7th.
- Sabrina Rosengren attended CLLS Coordinator Learner Leadership team on December 8th and 18th.
- Sabrina Rosengren attended meeting with Navigation Center on December 4th and 11th.
- Sabrina Rosengren met with Read, Write, Speak facilitators on December 9th.
- Sabrina Rosengren met with Yesenia Baltierra on December 22nd.
- Adult and Teen Services attended the All Staff meeting on December 22nd.
- Adult and Teen Services attended the All Staff Huddles on November 13th and 20th.
- Team A attended daily Huddles on November 6th, 7th, 10th, 12th, 20th, 21st, 24th, and 25th.

PROFESSIONAL DEVELOPMENT

- Katie Matas viewed the Digital Navigator Training webinar on December 12th.
- Shellie McCurdy attended the Digital Navigator Training webinar on December 10th.
- Sabrina Rosengren attended the Digital Navigator Training webinar on December 10th.
- Sabrina Rosengren viewed the NorthStar Digital Learning webinar on December 16th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for November 2020

DATE: January 20, 2021

<u>On-line database usage</u>	December	Onsite	Remote	December	Y-T-D	Y-T-D	Y-T-D
	2020	Usage 12/20	Usage 12/19	2019	2020-21	2019-20	% change
Placentia Library Catalog	3,914	N/A	N/A	21,443	N/A	N/A	N/A
General Reference Center	1	N/A	N/A	25	37	172	-78%
Gale In Context: Biography	0	N/A	N/A	12	32	691	-95%
Gale in Context: Opposing Viewpoints	0	N/A	N/A	1	13	52	-75%
Consumer Reports	362	N/A	N/A	73	517	N/A	N/A
Freegal	860	N/A	N/A	853	5,411	5,155	5%
Heritage Quest	0	N/A	N/A	145	781	3,516	-78%
Novelist	10	N/A	N/A	61	298	204	46%
Pronunciator	1	N/A	N/A	13	59	200	-71%
ABC Mouse	1	N/A	N/A	21	33	87	N/A
ABC Mouse Bring Learning Home	11	N/A	N/A	9	319	N/A	N/A
World Book Online	7	N/A	N/A	0	28	N/A	N/A
Tumblebooks	35	N/A	N/A	143	421	1,044	-60%
Reference USA	77	N/A	N/A	119	1,225	714	72%
Hoopla	2,062	N/A	N/A	810	12,939	5,696	127%
Overdrive e-books	2,191	N/A	N/A	1,535	15,471	6,844	126%
Overdrive audiobooks	1,183	N/A	N/A	1,056	7,500	4,762	57%
Overdrive e-books - Placentia Advantage	1,424	N/A	N/A	865	9,895	N/A	N/A
Overdrive audiobooks - Placentia Advantage	851	N/A	N/A	875	5,538	N/A	N/A
Tutor.com	33	N/A	N/A	3	107	N/A	N/A
Zinio	282	N/A	N/A	173	1,740	1,035	68.12%
ProQuest Pub. Avail. Database*	0	N/A	N/A	0	14	0	N/A
ProQuest Coronavirus Research*	0	N/A	N/A	0	35	0	N/A
ProQuest Ebook Central*	0	N/A	N/A	0	16	0	N/A
ProQuest SIRS Discoverer*	0	N/A	N/A	0	16	0	N/A
ProQuest SIRS Issues Researcher*	0	N/A	N/A	0	21	0	N/A
ProQuest eLibrary*	0	N/A	N/A	0	0	0	N/A
BrainFuse JobNow/VetNow*	0	N/A	N/A	0	0	0	N/A
TOTAL DATABASE USAGE	13,305	-	-	28,235	62,466	30,172	107%

Computer & Online Resource Use					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Placentia Residents	482	633	2,513	2,535	-1%
Non-Placentia Residents	398	472	2,144	1,929	11%
Total	880	1,105	4,657	4,464	4%

Website Traffic					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Website visits	7,890	8,930	51,921	53,864	-4%
Page Hits	13,716	16,008	91,969	92,625	-1%
Users	4,203	5,153	26,097	30,718	-15%
Pages/Session	1.74	1.73	N/A	N/A	N/A
Avg. Session Duration	00:01:54	00:02:07	N/A	N/A	N/A
% New Sessions	71	74	N/A	N/A	N/A

Wifi Use					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
	247	1,059	0	7,866	
Total	247	1,059	0	7,866	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: **Hearing on District-Based Elections**

DATE: January 20, 2021

BACKGROUND

In August of 2020 the Board of Trustees (“Board”) adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board 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. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

This is the second of the two hearings before a map(s) is drawn. Since the Board set this matter for hearing at its October 19, 2020 meeting the Placentia Library District (“Library”) has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in *The Register*. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page.

Based on the District’s Proposed Map (Attachment E), current trustees reside in the following districts:

- District 1: No representation
- District 2: No representation
- District 3: Trustee Dahl
- District 4: President Martin
- District 5: Secretary Carline, Trustees Shioura and Shkoler

DISCUSSION**1. Considerations for District Boundaries**

At the hearing the public will be invited to provide input regarding “communities of interest” and other local factors that are 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.

The earliest district-based elections could start is November of 2022¹, when there are two Trustee seats up for election. Should the Board decide to begin district-based elections in 2022, it would select two of the five districts to hold elections for Trustees. A factor the Board may want to consider in determining which two districts will hold elections are which districts will not be represented by the three remaining Trustees whose terms expire in 2024. For instance, if districts 1 and 3 are not represented by the three remaining Trustees, then districts 1 and 3 would have district-based elections in 2022. In such a scenario, districts 2, 4 and 5 would have district-based elections in 2024, at which time each district would be represented on the Board.

¹ It is not required that district-based elections start in November of 2022, as the Library is not currently required to implement district-based elections. In addition, Governor Newsom's Order No. N-34-20 has suspended the time in which local agencies which are required to implement district-based elections to hold hearings and otherwise implement district-based elections due to COVID-19.

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 2024 election.

3. Next Steps

Following the November 16, 2020 hearing, the process is as follows:

- December 21, 2020 – second hearing, which is a continuation of the Board’s receipt of public input on the criteria noted above. Following the December 21st hearing, based on the Board’s direction, the Library will draft district map(s) and proposed election sequencing that 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, i.e., by January 11, 2021.
- January 20, 2021 – third hearing and 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, i.e., by February 8, 2021. If not, the Library would just publish a notice of the fourth hearing and otherwise leave the first draft map of the map posted.
- February 15, 2021 – fourth hearing at which the Board may adopt an ordinance for first reading approving a map and election sequencing.
- March 15, 2021 – if the Board has adopted an ordinance for first reading, it would adopt the second reading of the ordinance approving a map and election sequencing.

Attachment A is the Public Notice

Attachment B is the Placentia Library District Sphere of Influence Map

Attachment C is the City of Placentia Adjusted District Map, Staff Report, and Ordinances

Attachment D is the Placentia Yorba Linda Unified School District Map

Attachment E is the Placentia Library District Proposed District Map

Attachment F is the Timeline for Consideration and Implementation of District-Based Elections.

RECOMMENDATION

Receive public input regarding proposed boundaries and sequencing of elections and discuss any additional information the Board may want to consider. No direction regarding the actual drafting of the maps is to be provided at this meeting.

NOTICE OF PUBLIC HEARING
Placentia Library District
411 E. Chapman Avenue
Placentia, CA

Notice is given that the Board of Trustees of the Placentia Library District will conduct public hearings on the below listed dates and times in the City of Placentia City Council Chamber⁵ located at 411 E. Chapman Avenue, Placentia, to discuss the implementation of a district-based electoral system for the election of representatives to the Board of Trustees pursuant to Elections Code section 10010.

At the following public hearings, the Board of Trustees will receive public input on and consider the proposed district map (printed below) to transition from at-large elections for the Board of Trustees to district-based elections. The proposed map is also available on the Placentia Library District website at www.placentialibrary.org. In addition, the Board of Trustees will receive public input on and consider election sequencing to implement the proposed district-based elections. The proposed sequencing would start with the November 2022 election for the Board of Trustees, when there are two Board of Trustee seats up for election. It is being proposed that voters in proposed districts 2 and 4 would elect Board of Trustee representatives from their districts for four-year terms. In November of 2024, the voters in proposed districts 1, 3, and 5 would elect Board of Trustee representatives from their districts for four-year terms. After the 2024 election the implementation of the district-based election system would be complete.

Wednesday, January 20, 2021 -- 6:30 p.m.
Tuesday, February 16, 2020 – 6:30 p.m.

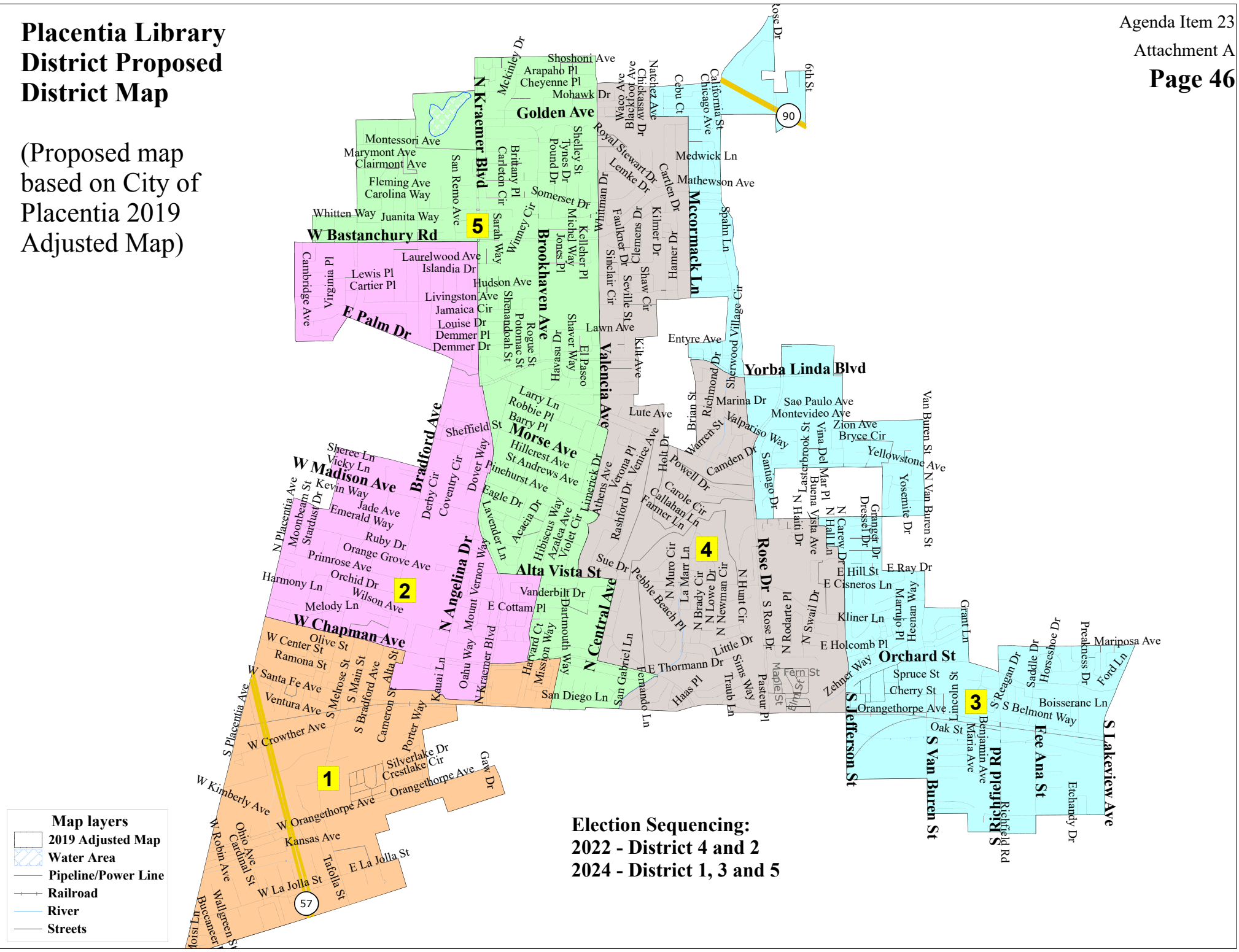
You are invited to attend all public hearings and comment on the proposed actions described above. If you challenge any action related to this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered at, or prior to, a public hearing. If you have written comments that you wish to submit, please send them by mail to Placentia Library District, Attn: Library Director, 411 E. Chapman Avenue, Placentia, CA 92870. Written comments may also be submitted by e-mail at jcontreras@placentialibrary.org at least one hour prior to a public hearing and if timely received, will be made a part of that hearing's record.

For more information visit the Library District's website at www.placentialibrary.org. Agendas for the public hearings will be posted on the Library District's website at least 72 hours prior to the hearing and contain additional information for you to participate.

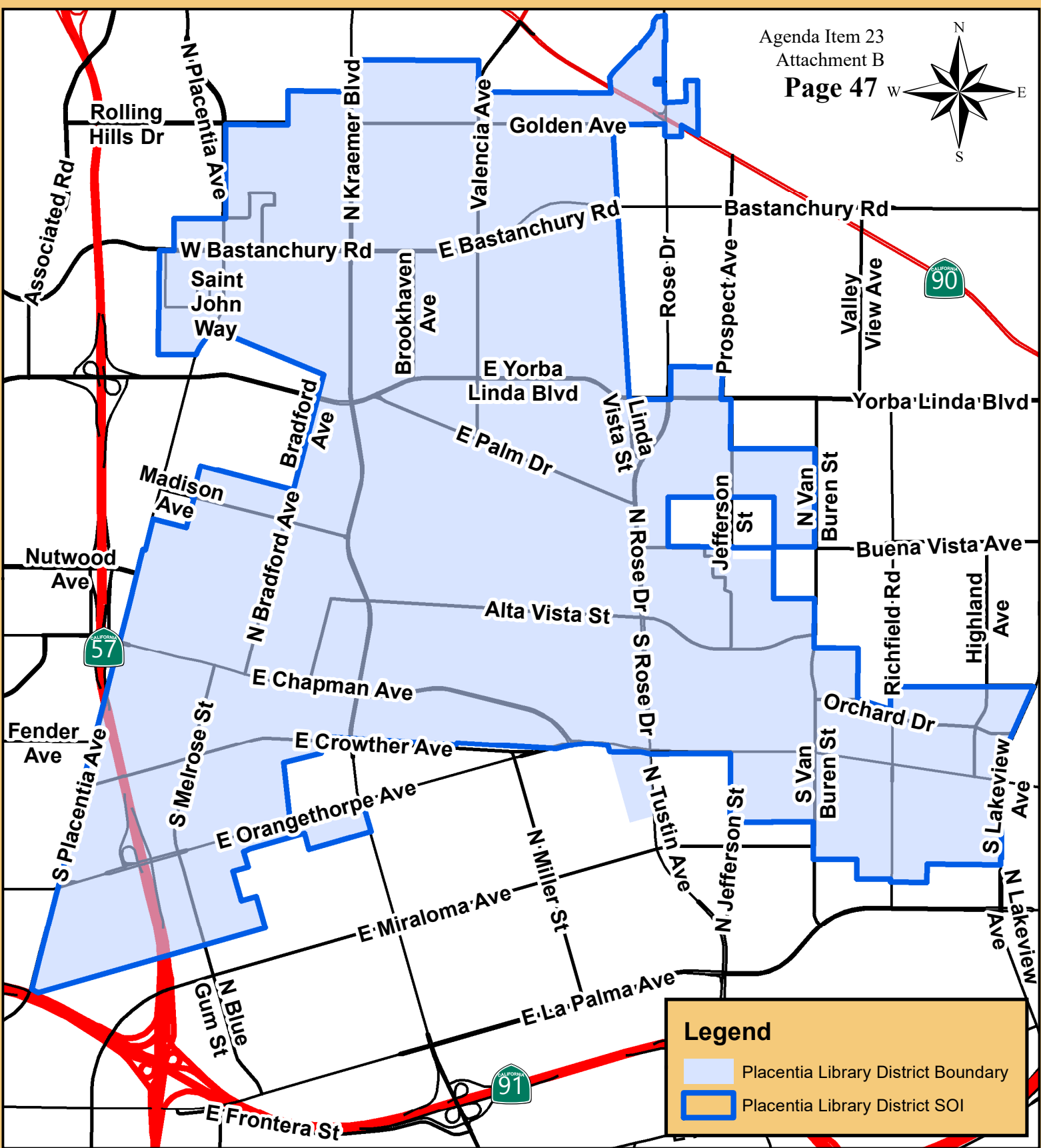
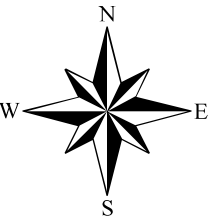
⁵ Due to COVID-19 some or all public hearings may be held via teleconference. Consult the agenda on the Library District's website prior to each hearing for more information as to location, whether the hearing will be conducted via teleconference, and how to participate in each public hearing.

Placentia Library District Proposed District Map

(Proposed map based on City of Placentia 2019 Adjusted Map)



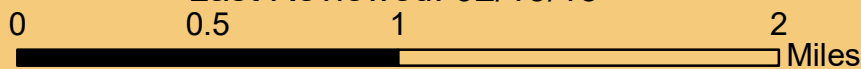
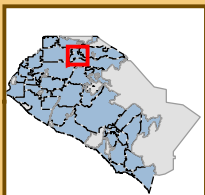
Election Sequencing:
 2022 - District 4 and 2
 2024 - District 1, 3 and 5



Placentia Library District Sphere of Influence Map

SOI Originally Adopted: 11/26/75

Last Reviewed: 02/13/13





Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: DIRECTOR OF ADMINISTRATIVE SERVICES

DATE: JULY 9, 2019

SUBJECT: **PUBLIC HEARING NO. 2 REGARDING PROPOSAL TO ADJUST THE BOUNDARIES OF THE COUNCIL DISTRICT MAP; INTRODUCE AN ORDINANCE ADJUSTING THE BOUNDARIES OF THE CITY COUNCIL DISTRICTS AND ADOPTING THE 2019 ADJUSTED MAP**

FISCAL
IMPACT: \$50,000 (to date)

SUMMARY:

In December 2015, the City received a demand letter from the Mexican American Legal Defense Education Fund ("MALDEF") alleging the City's "at-large" election system violates the California Voting Rights Act ("CVRA"). After analyzing other cities' losses under similar threats, the City entered into a settlement agreement with Joseph V. Aguirre in February 2016, which was subsequently amended ("Settlement Agreement"). In compliance with the Settlement Agreement, at the City's General Municipal Election held on November 8, 2016, a measure was placed on the ballot asking the voters of Placentia whether to amend the City Charter to require that the City Council establish five equal, geographically based districts from which Councilmembers will be elected by the residents of those districts to serve four-year terms. The charter amendment was approved by 59% of the voters.

In early 2018, the City began the process of drafting district boundaries in order to complete the transition to district-based elections. The City Council held the requisite public hearings set forth in Elections Code Section 10010 before voting to adopt one of the proposed maps. On May 1, 2018, the City Council unanimously voted to adopt the Olive Map, which established the district boundaries for City Council elections and the sequencing of elections. On that day, the City Council adopted Emergency Ordinance No. O-2018-03 incorporating the adopted Council District Map in order to comply with the deadline set forth in the Settlement Agreement. On June 19, 2018, the City Council also adopted Ordinance No. O-2018-02 incorporating the adopted Council District Map. The Council District Map was implemented for the November 2018 Election.

This public hearing is to vote on the proposal to adjust the boundaries of the Council District Map. One public hearing is required prior to a public hearing at which the City Council votes to approve or defeat the proposal to adjust the boundaries.

2. a.
July 9, 2019

The schedule for the public hearings is as follows:

Public Hearings	Date
Public Hearing #1 – Council Meeting (Completed)	Tuesday, June 18, 2019
Public Hearing #2 – Council Meeting Introduction of Ordinance Adjusting the Boundaries of City Council Districts	Tuesday, July 9, 2019
Second Reading of Ordinance Adjusting the Boundaries of City Council Districts	Tuesday, July 23, 2019

The City Council held the first of two public hearings on June 18, 2019 to receive comments from the public regarding the proposal. Tonight’s hearing will be the second public hearing in which the City Council will vote on the proposal to adjust the district boundaries of the Council District Map. The 2019 Adjusted Map sets forth the new boundaries after the adjustments and contains the identification number of each electoral district.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Open and conduct Public Hearing No. 2 to receive public comments regarding the 2019 Adjusted Map containing the proposed adjustments to the boundaries of the City Council districts, and other matters related to the adjustments of boundaries for Council district elections; and
2. Receive the Staff Report, consider all public testimony, ask questions of Staff; and
3. Vote on the proposal to adjust the boundaries of the City Council districts as set forth in the 2019 Adjusted Map; and
4. Close the Public Hearing; and
5. Waive full reading, by title only, and introduce for first reading Ordinance No. O-2019-XX, An Ordinance of the City Council of the City Of Placentia, California adjusting the boundaries of the City Council Districts and adopting a map with the adjusted boundaries and identification number of each electoral district.

DISCUSSION:

Background

In December 2015, the City received a demand letter from MALDEF alleging the City’s “at-large” election system violates the CVRA. After analyzing other cities’ losses under similar threats, the City entered into a settlement agreement with Joseph V. Aguirre in February 2016, which was subsequently amended in July 2016 (“Settlement Agreement”). The terms of the Settlement Agreement were that the City Council place a Charter Amendment Measure on a Statewide General Election Ballot on or before July 1, 2016, asking voters of Placentia whether the Placentia

City Charter should be amended to change from an at-large method of election to a district-based method of election with the actual district lines being established by Ordinance and requiring district-based elections for the November 2018 City Council elections and thereafter.

After the City's voters approved the measure to transition to district-based elections, in February 2018, the City held the first public hearing regarding the composition of the districts. After holding the required number of hearings under Elections Code Section 10010, the City Council adopted one of the proposed maps, the Olive Map, by a unanimous vote on May 1, 2018. To comply with the deadline set forth in the Settlement Agreement, the City Council adopted Emergency Ordinance No. O-2018-03 incorporating the adopted Olive Map, relabeled Council District Map. On June 19, 2018, the City Council also adopted Ordinance No. O-2018-02 incorporating the adopted Council District Map. The Council District Map was implemented for the November 2018 Election, with Districts 2 and 4 up for election.

Pending Litigation

On June 15, 2018, Plaintiff Joseph V. Aguirre ("Plaintiff") filed a complaint for breach of contract against the City in the Orange County Superior Court (Case No. 30-2018-00999734-CU-BC-NJC), alleging that the City's adoption of the Olive Map failed to comply with the terms of the Settlement Agreement. The City filed an answer in the action denying the allegations set forth by Plaintiff. The parties engaged in two settlement conferences on March 15, 2019 and May 31, 2019.

Proposal to Adjust Boundaries

Subdivision (d) of Section 600 of the Charter and Section 2.10.030 of the Municipal Code allow the City Council to change the boundaries of any or all of the districts.

Elections Code Section 21621 requires that the City Council hold at least one public hearing on a proposal to adjust the district boundaries prior to the public hearing at which the City Council votes to approve or defeat the proposal. On June 18, 2019, the City Council held the first public hearing on the proposal to adjust the district boundaries. This is the second public hearing regarding this matter where the City Council would vote to approve or defeat the proposal to adjust the district boundaries of the Council District Map. The 2019 Adjusted Map sets forth the new boundaries after the adjustments and contains the identification number of each electoral district. The 2019 Adjusted Map was made available to the public starting on June 11, 2019 at the locations listed on the public hearing notice. An interactive version of the 2019 Adjusted Map was also made available to the public on the link listed on the notice for this public hearing.

The proposed adjustments to the district boundaries remain faithful to the City Council's objective by maintaining the north-south configuration of the districts as much as possible and are intended to be more palatable to Plaintiff in the above-referenced action. The 2019 Adjusted Map eliminates Plaintiff's concern regarding the contiguity of the Latino-majority district in southwest Placentia. The proposed adjustments would also increase the Latino percentage of the citizen voting age population in the Latino-majority district from 59 percent to approximately 61 percent. If the City Council adopts the 2019 Adjusted Map, it would effectuate a settlement agreement between the parties. If adopted, the 2019 Adjusted Map would be implemented for the 2020 City Council elections. Districts 1, 3, and 5 would be up for election in 2020. After the 2020 Census results are

made available to the City, the City may have to adjust the district boundaries to maintain population balance and comply with the law.

FISCAL IMPACT:

There will be a fiscal impact to the City which will consist of the following: a demographer, special legal counsel, newspaper publishing of public hearing notices for a total of five (5) languages, and translation of public hearing notices and agendas into four (4) different languages (Spanish, Vietnamese, Korean, and Chinese). The cost to date has been \$50,000. The final cost to the City will not be realized until the completion of the process to adjust the district boundaries.

Moreover, if the City Council adopts the 2019 Adjusted Map, a proposed settlement agreement between the City and Plaintiff Joseph V. Aguirre would come into effect, which would require the City to pay Plaintiff \$138,000 in settlement of costs, fees, and expenses associated with the litigation.

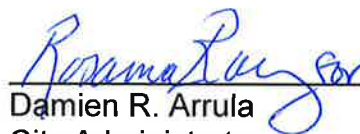
If the City Council does not pass the Ordinance adopting the 2019 Adjusted Map, and the action proceeds to trial, the City will incur additional attorney's fees and costs of more than \$200,000 in defending the case. If the City does not prevail in the litigation, the City would also be liable for Plaintiff's attorney's fees and costs which will likely exceed \$300,000. These figures do not include costs and fees of any potential appeals. Collectively, the City's exposure could be \$500,000-\$700,000 in legal fees versus the \$138,000 in settlement costs.

Prepared by:

Reviewed and approved:



Rosanna Ramirez
Director of Administrative Services



Damien R. Arrula
City Administrator

Attachments:

1. Proposed Map - 2019 Adjusted Map and Corresponding Demographic Data
2. Notice of Public Hearing No. 2 and Translations
3. Ordinance No. O-2018-02 – Establishing District Boundaries
4. Ordinance No. O-2018-03 – Emergency Ordinance Establishing District Boundaries
5. Proposed Ordinance O-2019-XX – Adopting a Map with Adjusted Boundaries
Exhibit A – 2019 Adjusted Map and Demographics

ORDINANCE NO. O-2018-02**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA ADDING CHAPTER 2.10 ENTITLED "CITY COUNCIL DISTRICT BOUNDARIES" AND ADOPTING A MAP ESTABLISHING THE BOUNDARIES AND IDENTIFICATION NUMBER OF EACH ELECTORAL DISTRICT**

City Attorney Summary

This Ordinance would add Chapter 2.10 to the City of Placentia Municipal Code establishing district boundaries for the five City Council districts. At the November 2016 election, the electorate approved a measure amending the City's Charter to change from an at-large system of electing members of the City Council to a by-district system of election. Section 600 of the City's Charter provides that the City Council shall consist of five (5) members elected from the City by district. This Ordinance adopts a map establishing the boundaries and identification number of each of the City Council electoral districts pursuant to subdivision (c) of Section 600 of the City's Charter.

A. Recitals

(i) At the City's General Municipal Election held on November 8, 2016, a measure was placed on the ballot to amend the City Charter to provide for the by-district election of members of the City Council.

(ii) The measure was placed on the November 2016 ballot pursuant to a settlement agreement that the City entered into with Joseph V. Aguirre in February of 2016 and that was subsequently amended in July of 2016.

(iii) The City's electorate approved the Charter amendment by a majority vote at the November 8, 2016 General Municipal Election.

(iv) The Charter amendment repealed and replaced Sections 600 and 601 of the City Charter and established by-district elections for the five members of the City Council.

(v) Subsection (c) of Section 600 of the Charter provides that the five (5) Council districts are "to be determined by the City Council in any manner provided by law."

(vi) Under the provisions of California Elections Code Section 10010, a political subdivision that changes from an at-large method of election to a by-district method of election shall hold at least two public hearings over a period of no more than thirty (30) days, at which the public is invited to provide input regarding the composition of the districts.

(vii) Pursuant to the requirements of Elections Code Section 10010, the City Council held public hearings on February 6, 2018 and February 20, 2018 prior to drawing draft maps of the proposed district boundaries to receive input from the public regarding the composition of the districts.

(viii) Under the provisions of California Elections Code Section 10010, a political subdivision shall hold at least two additional hearings over a period of no more than 45 days, after draft maps are drawn, at which the public is invited to provide input regarding the content of the draft maps and the proposed sequence of elections.

(ix) Pursuant to the requirements of Elections Code Section 10010, after the district maps were drawn, the City Council held public hearings regarding the proposed draft maps on March 20, 2018 and May 1, 2018 to receive public input regarding the draft maps, and received proposed draft maps from members of the public.

(x) While not required under the Elections Code, the City also held a community forum on March 28, 2018 to receive additional public input regarding the proposed draft maps and answer the public's questions regarding the district-drawing process.

(xi) On May 1, 2018, the City Council selected one of the proposed district maps establishing the district boundaries and identification number of each electoral district, which is attached hereto as Exhibit "A."

B. Ordinance

NOW, THEREFORE, the City Council of the City of Placentia does hereby find, determine and ordain as follows:

SECTION 1. Title 2 of the City's Municipal Code is hereby amended by adding Chapter 2.10 titled "City Council District Boundaries" to read as follows:

"2.10 - City Council District Boundaries

2.10.010 District Boundaries. Pursuant to Section 600 of the City Charter, the boundaries for the five (5) City Council districts and the identification number of each district shall be as described on the Council District Map attached hereto as Exhibit "A" and incorporated herein by this reference.

2.10.020 Council Elections Sequenced. Pursuant to Section 600 of the City Charter, the members of the Council elected by the second and fourth Council districts shall be elected commencing in the year 2018 to the Council seats then open, and in each fourth year thereafter. The members of the Council elected by the first, third, and fifth Council districts shall be elected commencing in the year 2020 to the Council seats then open, and in each fourth year thereafter.

2.10.030 Changes in Boundaries of Council Districts. The City Council may adjust the boundaries of any or all of the districts as provided in Section 600 of the City Charter."

SECTION 2. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or Chapter 2.10 is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council of the City of Placentia hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 3. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after passage.

INTRODUCED at a regular meeting of the City Council of the City of Placentia held on May 1, 2018.

PASSED, APPROVED AND ADOPTED this 19th day of June 2018.


Chad P. Wanke

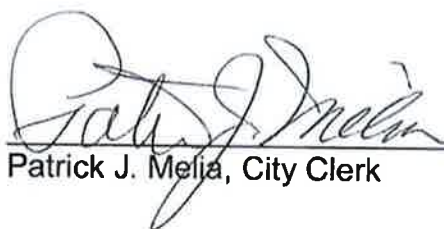


ATTEST:



Patrick J. Melia, City Clerk

I, Patrick J. Melia, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Placentia, held on the 19th day of June, 2018 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:










Patrick J. Melia, City Clerk

APPROVED AS TO FORM:


Christian L. Bettenhausen, City Attorney

City of Placentia 2018 Districting

Council District Map

- Map layers**
-  Council Districts
 -  Census Block final
 -  Water Area
 -  Landmark Area
 -  Pipeline/Power Line
 -  Railroad
 -  River
 -  Streets



ORDINANCE NO. O-2018-03**AN EMERGENCY ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF PLACENTIA, CALIFORNIA ADDING
CHAPTER 2.10 ENTITLED "CITY COUNCIL DISTRICT
BOUNDARIES" AND ADOPTING A MAP ESTABLISHING
THE BOUNDARIES AND IDENTIFICATION NUMBER OF
EACH ELECTORAL DISTRICT**

City Attorney Summary

This Emergency Ordinance would add Chapter 2.10 to the City of Placentia Municipal Code establishing district boundaries for the five City Council districts. At the November 2016 election, the electorate approved a measure amending the City's Charter to change from an at-large system of electing members of the City Council to a by-district system of election. Section 600 of the City's Charter provides that the City Council shall consist of five (5) members elected from the City by-district. This Ordinance adopts a map establishing the boundaries and identification number of each of the City Council electoral districts pursuant to subdivision (c) of Section 600 of the City's Charter. This Ordinance qualifies as an Emergency Ordinance under Section 615 of the City's Charter as it is necessary to comply with the terms of the Settlement Agreement between the City and Joseph V. Aguirre and ensure that the Orange County Registrar of Voters has sufficient time to implement the new by-district election method in time for the City's November election.

A. Recitals

(i) At the City's General Municipal Election held on November 8, 2016, a measure was placed on the ballot to amend the City Charter to provide for the by-district election of members of the City Council.

(ii) The measure was placed on the November 2016 ballot pursuant to a settlement agreement that the City entered into with Joseph V. Aguirre in February of 2016 and that was subsequently amended in July of 2016 ("Settlement Agreement").

(iii) The City's electorate approved the Charter amendment by a majority vote at the November 8, 2016 General Municipal Election.

(iv) The Charter amendment repealed and replaced Sections 600 and 601 of the City Charter and established by-district election for the five members of the City Council.

(v) Subsection (c) of Section 600 of the Charter provides that the five (5) Council districts are "to be determined by the City Council in any manner provided by law."

(vi) Under the provisions of California Elections Code Section 10010, a political subdivision that changes from an at-large method of election to a by-district method of election shall hold at least two public hearings over a period of no more than thirty (30) days, at which the public is invited to provide input regarding the composition of the districts.

(vii) Pursuant to the requirements of Elections Code Section 10010, the City Council held public hearings on February 6, 2018 and February 20, 2018 prior to drawing draft maps of the proposed district boundaries to receive input from the public regarding the composition of the districts.

(viii) Under the provisions of California Elections Code Section 10010, a political subdivision shall hold at least two additional hearings over a period of no more than 45 days, after draft maps are drawn, at which the public is invited to provide input regarding the content of the draft maps and the proposed sequence of elections.

(ix) Pursuant to the requirements of Elections Code Section 10010, after the district maps were drawn, the City Council held public hearings regarding the proposed draft maps on March 20, 2018 and May 1, 2018 to receive public input regarding the draft maps, and received proposed draft maps from members of the public.

(x) While not required under the Elections Code, the City also held a community forum on March 28, 2018 to receive additional public input regarding the proposed draft maps and answer the public's questions regarding the district-drawing process.

(xi) On May 1, 2018, the City Council selected one of the proposed district maps establishing the district boundaries and identification number of each electoral district, which is attached hereto as Exhibit "A."

(xii) Pursuant to the Settlement Agreement, because the Charter amendment measure passed during the November 2016 election, the City is required to approve and adopt one of the final district map plans by May 1, 2018. The Settlement Agreement also provides that the City shall submit the district plans to the Orange County Elections Department to implement the new by-district election method in time for the City's November 2018 general election.

(xiii) The City of Placentia consolidates its general municipal election with the statewide general election. The County of Orange conducts the elections on behalf of the City and canvasses the election results.

(xiv) Therefore, the City Council finds and determines that the preservation of the public peace, health, and safety requires that this Ordinance be enacted as an emergency ordinance pursuant to Section 615 of the City Charter and take effect immediately upon adoption. If this Ordinance does not become effective immediately, but instead becomes effective thirty days after its adoption, the City may not be able to transmit the district boundaries and identification numbers of the districts to the Orange

County Registrar of Voters in time for implementation of the new by-district election system for the November 2018 election. The Emergency Ordinance is also necessary in order to meet the May 1, 2018 deadline set forth in the Settlement Agreement. Therefore, this Ordinance is necessary for the preservation of the public peace, health, and safety, and its urgency is hereby declared.

B. Ordinance

NOW, THEREFORE, the City Council of the City of Placentia does hereby find, determine and ordain as follows:

SECTION 1. Title 2 of the City's Municipal Code is hereby amended by adding Chapter 2.10 titled "City Council District Boundaries" to read as follows:

"2.10 - City Council District Boundaries

2.10.010 District Boundaries. Pursuant to Section 600 of the City Charter, the boundaries for the five (5) City Council districts and the identification number of each district shall be as described on the Council District Map attached hereto as Exhibit "A" and incorporated herein by this reference.


2.10.020 Council Elections Sequenced. Pursuant to Section 600 of the City Charter, the members of the Council elected by the second and fourth Council districts shall be elected commencing in the year 2018 to the Council seats then open, and in each fourth year thereafter. The members of the Council elected by the first, third, and fifth Council districts shall be elected commencing in the year 2020 to the Council seats then open, and in each fourth year thereafter.

2.10.030 Changes in Boundaries of Council Districts. The City Council may adjust the boundaries of any or all of the districts as provided in Section 600 of the City Charter."

SECTION 2. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or Chapter 2.10 is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council of the City of Placentia hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 3. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 1st day of May, 2018.



Chad P. Wanke, Mayor


ATTEST:



Patrick J. Melia, City Clerk

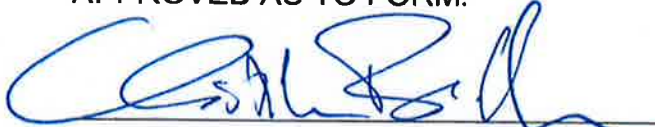
I, Patrick J. Melia, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Placentia, held on the 1st day of May, 2018 by the following vote:

AYES:	Councilmembers:	Green, Smith, Yamaguchi, Shader, Wanke
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None
ABSTAIN:	Councilmembers:	None



Patrick J. Melia, City Clerk

APPROVED AS TO FORM:

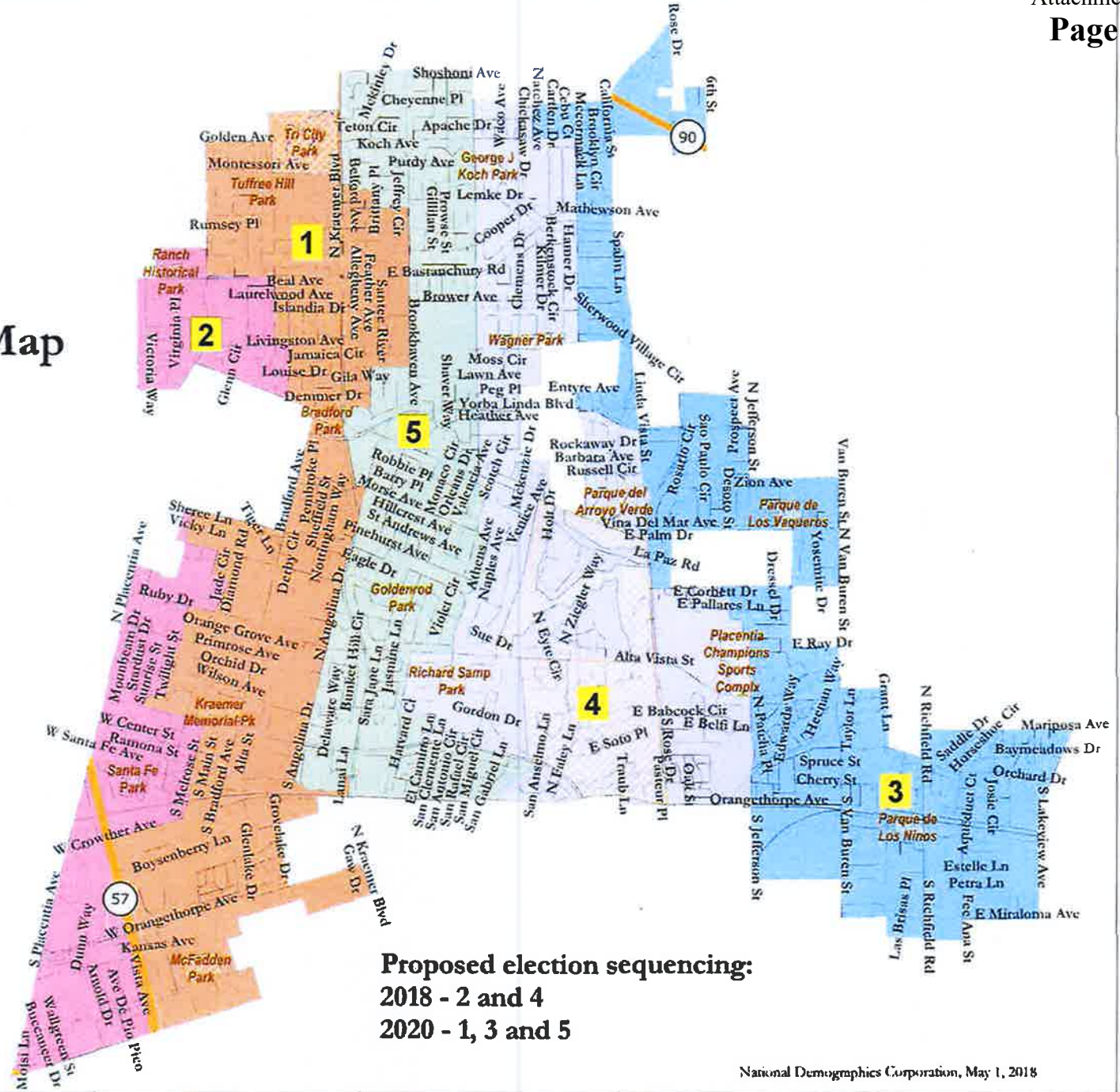


Christian L. Bettenhausen, City Attorney



City of Placentia 2018 Districting

Council District Map



Proposed election sequencing:
 2018 - 2 and 4
 2020 - 1, 3 and 5

National Demographics Corporation, May 1, 2018

ORDINANCE NO. O-2019-04**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA ADJUSTING THE BOUNDARIES OF THE CITY COUNCIL DISTRICTS AND ADOPTING A MAP WITH THE ADJUSTED BOUNDARIES AND IDENTIFICATION NUMBER OF EACH ELECTORAL DISTRICT**

City Attorney Summary

This Ordinance would amend Section 2.10.010 of Chapter 2.10 of the City of Placentia Municipal Code in order to adjust the boundaries of the City Council districts. After holding a series of public hearings, on May 1, 2018, the City Council adopted one of the proposed Council district maps, the Olive Map. The City Council adopted Ordinance No. O-2018-02 and Emergency Ordinance No. O-2018-03 that added Chapter 2.10 entitled "City Council District Boundaries" and adopted the Olive Map establishing the boundaries and identification number of each electoral district. Pursuant to Elections Code Section 21621, the City Council held a public hearing on June 18, 2019 on the proposal to adjust the district boundaries before voting to adopt the 2019 Adjusted Map at the public hearing held on July 9, 2019. Pursuant to subdivision (d) of Section 600 of the City's Charter and Section 2.10.030 of the City's Municipal Code, this Ordinance adjusts the boundaries of the City Council districts as set forth in the 2019 Adjusted Map.

A. Recitals

(i) At the City's General Municipal Election held on November 8, 2016, a measure was placed on the ballot to amend the City Charter to provide for the by-district election of members of the City Council.

(ii) The measure was placed on the November 2016 ballot pursuant to a settlement agreement that the City entered into with Joseph V. Aguirre in February of 2016 and that was subsequently amended in July of 2016 ("Settlement Agreement").

(iii) The City's electorate approved the Charter amendment by a majority vote at the November 8, 2016 General Municipal Election.

(iv) The Charter amendment repealed and replaced Sections 600 and 601 of the City Charter and established by-district elections for the five members of the City Council.

(v) Subsection (c) of Section 600 of the Charter provides that the five (5) Council districts are "to be determined by the City Council in any manner provided by law."

(vi) On February 6, 2018, the City Council commenced the public hearing process set forth in Elections Code Section 10010 to establish the boundaries of the City Council districts.

(vii) After holding the required hearings under Elections Code Section 10010, the City Council selected one of the proposed district maps, the Olive Map, establishing the district boundaries and identification number of each electoral district.

(viii) In order to meet the deadline set forth in the Settlement Agreement, on May 1, 2018, the City Council adopted Emergency Ordinance No. O-2018-03 adding Chapter 2.10 entitled "City Council District Boundaries" and adopting the Olive Map, renamed "Council District Map," establishing the boundaries and identification number of each electoral district.

(ix) On June 19, 2018, the City Council adopted Ordinance No. O-2018-02 adding Chapter 2.10 entitled "City Council District Boundaries" and adopting the Olive Map, renamed "Council District Map," establishing the boundaries and identification number of each electoral district.

(x) On June 15, 2018, Plaintiff Joseph v. Aguirre, represented by the Mexican American Legal Defense and Educational Fund, initiated a civil action against the City in the Orange County Superior Court (Case No. 30-2018-00999734-CU-BC-NJC), alleging that the City's adoption of the Olive Map failed to comply with the terms of the Settlement Agreement.

(xi) Section 2.10.030 of the Municipal Code and subdivision (d) of Section 600 of the Charter allow the City Council to change the boundaries of any or all of the districts.

(xii) Under Elections Code Section 21621, before adjusting the boundaries of a district, the governing body shall hold at least one public hearing on the proposal to adjust the boundaries of the district prior to the public hearing at which the governing body votes on the proposal.

(xiii) Pursuant to Elections Code Section 21621, the City Council held a public hearing on June 18, 2019 regarding the proposal to adjust the district boundaries prior to holding a public hearing on July 9, 2019 to vote on the proposal.

(xiv) On July 9, 2019, the City Council voted to approve the proposal to adjust the district boundaries as set forth in the 2019 Adjusted Map. The 2019 Adjusted Map adopted on July 9, 2019 is attached hereto as Exhibit "A."

(xv) The adoption of the 2019 Adjusted Map is intended to facilitate settlement of the pending action filed by Plaintiff Joseph V. Aguirre.

B. Ordinance

NOW, THEREFORE, the City Council of the City of Placentia does hereby find, determine and ordain as follows:

SECTION 1. Section 2.10.010 of Chapter 2.10 of the Municipal Code is hereby amended to read as follows:

2.10.010 District Boundaries. Pursuant to Section 600 of the City Charter, the boundaries for the five (5) City Council districts and the identification number of each district shall be as described on the 2019 Adjusted Map attached hereto as Exhibit "A" and incorporated herein by this reference.

SECTION 2. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or Section 2.10.010 is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council of the City of Placentia hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 3. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after passage.

INTRODUCED at a regular meeting of the City Council of the City of Placentia held on July 9, 2019.

PASSED, APPROVED AND ADOPTED this ____ day of ____ 2019.

Rhonda Shader, Mayor

ATTEST:

Robert S. McKinnell, City Clerk

I, Robert S. McKinnell, City Clerk of the City of Placentia, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council held on the 9th day of July 2019 and was finally adopted at a regular meeting held on the _____ day of _____, 2019 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Robert S. McKinnell, City Clerk

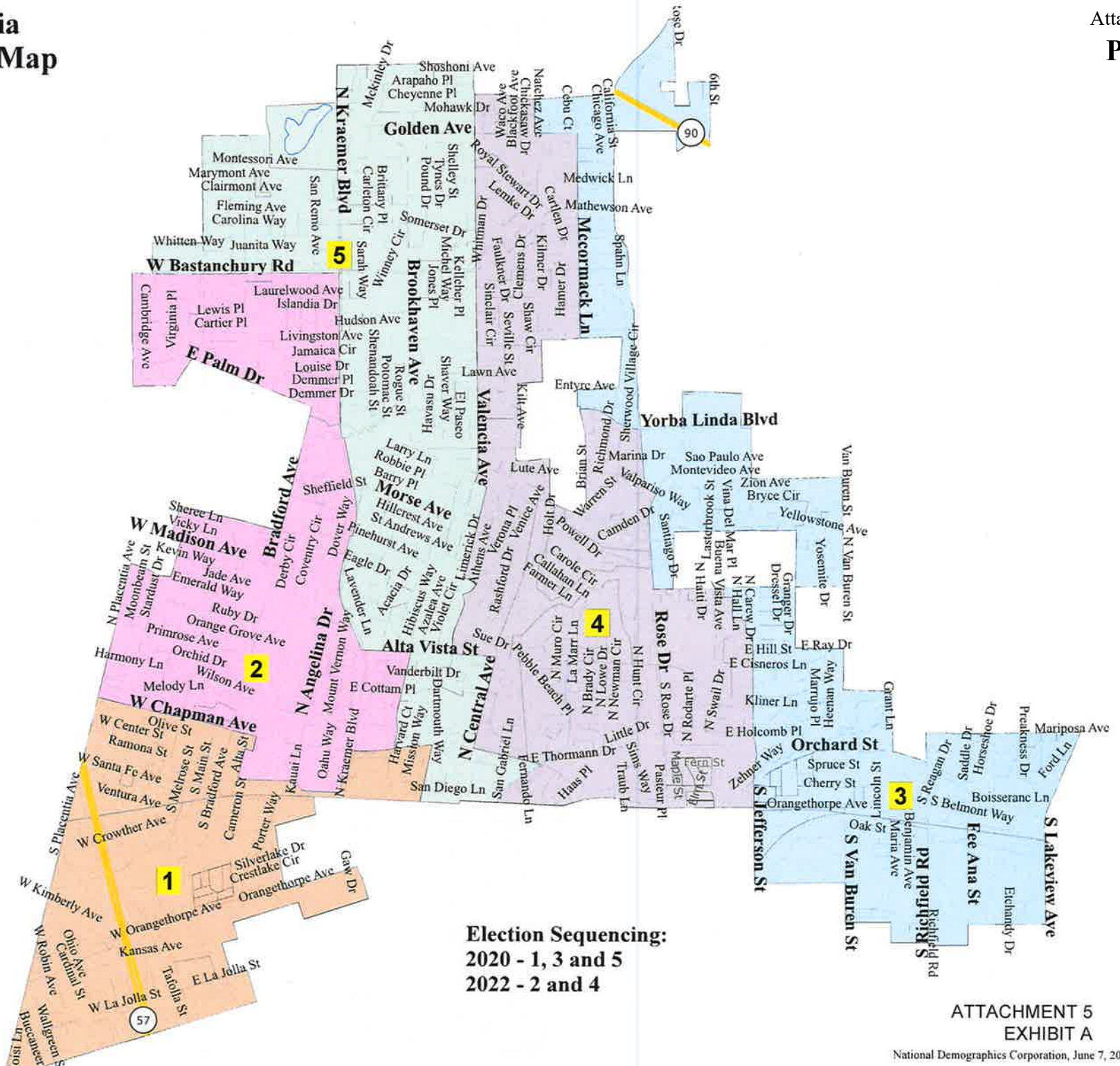
APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney

Exhibit A
City of Placentia
2019 Adjusted Council District Map
with Election Sequencing and Demographics

City of Placentia 2019 Adjusted Map

- Map layers**
- 2019 Adjusted Map
 - Water Area
 - Pipeline/Power Line
 - Railroad
 - River
 - Streets



Election Sequencing:
 2020 - 1, 3 and 5
 2022 - 2 and 4

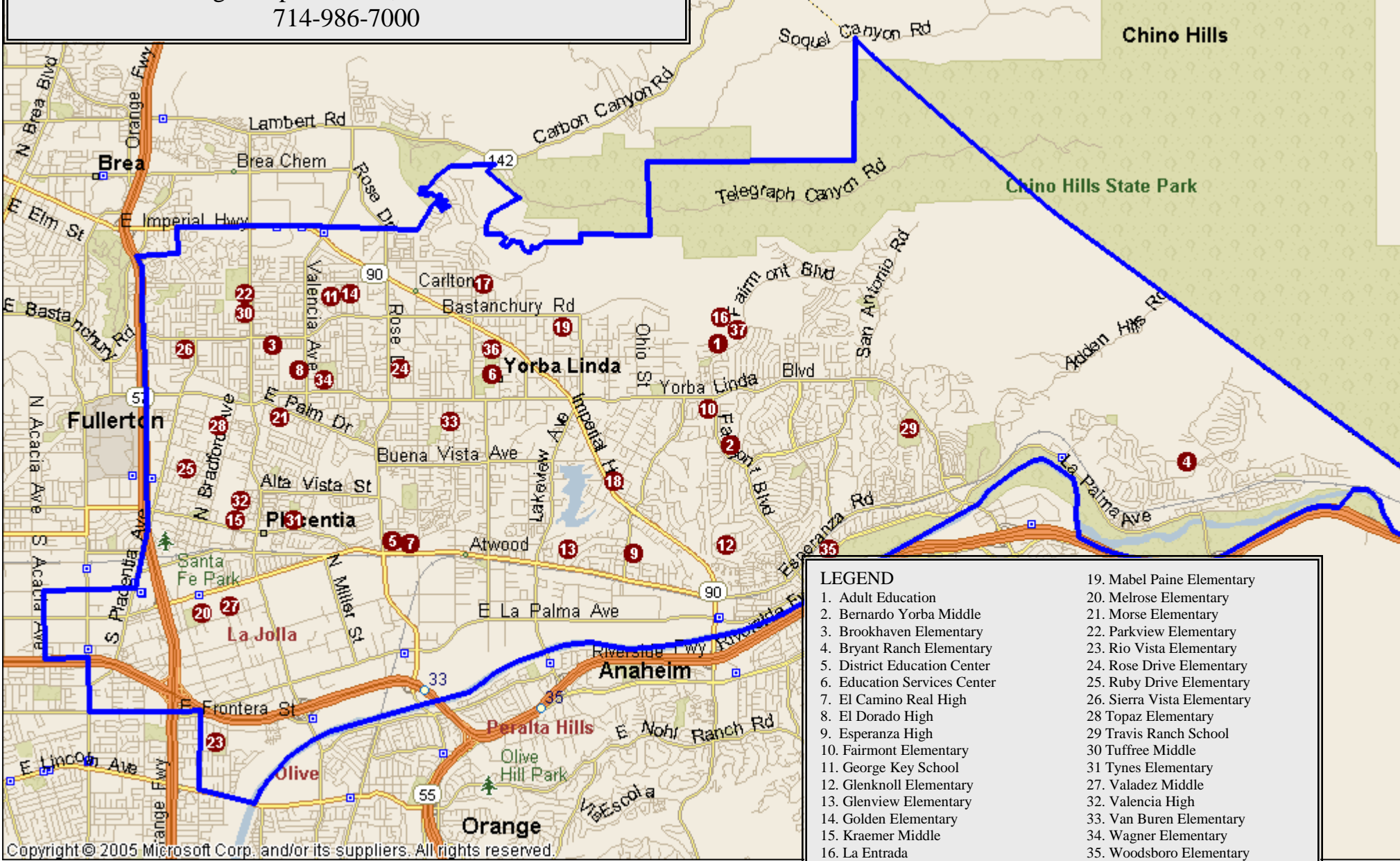
ATTACHMENT 5
 EXHIBIT A

City of Placentia - 2019 Adjusted Map							
District		1	2	3	4	5	Total
	Total Pop	10,685	9,696	10,081	10,044	10,050	50,555
(Estimated After Block Splits)	Deviation from ideal	574	-415	-30	-67	-61	989
	% Deviation	5.67%	-4.11%	-0.30%	-0.66%	-0.61%	9.78%
<i>Demographic data below are calculated based on whole, unsplit Census Blocks</i>							
Total Pop	% Hisp	80%	37%	25%	16%	17%	36%
	% NH White	12%	43%	50%	57%	66%	45%
	% NH Black	2%	2%	3%	2%	1%	2%
	% Asian-American	5%	16%	21%	24%	14%	16%
Voting Age Pop	Total	7,651	7,651	7,592	7,730	7,480	38,104
	% Hisp	75%	34%	22%	14%	15%	32%
	% NH White	16%	46%	54%	59%	69%	49%
	% NH Black	2%	2%	3%	2%	1%	2%
Citizen Voting Age Pop	% Asian-American	6%	16%	20%	24%	14%	16%
	Total	4,005	6,819	7,162	7,341	7,252	32,578
	% Hisp	61%	28%	26%	17%	17%	27%
	% NH White	25%	51%	53%	57%	66%	53%
Voter Registration (Nov 2016)	% NH Black	1%	3%	2%	2%	1%	2%
	% Asian/Pac.Isl.	13%	16%	18%	23%	16%	18%
	Total	2,785	5,075	5,527	6,648	6,398	26,432
	% Latino est.	54%	34%	22%	17%	18%	25%
	% Asian-Surnamed	7%	8%	11%	12%	8%	10%
	% Filipino-Surnamed	2%	1%	1%	2%	1%	1%
Voter Turnout (Nov 2016)	% Spanish-Surnamed	49%	30%	19%	16%	16%	23%
	% NH White est.	29%	54%	63%	64%	72%	60%
	% NH Black	1%	3%	2%	2%	1%	2%
	Total	2,011	4,028	4,402	5,466	5,347	21,253
	% Latino	52%	32%	20%	17%	17%	24%
	% Asian-Surnamed	6%	8%	10%	11%	7%	9%
Voter Turnout (Nov 2014)	% Filipino-Surnamed	1%	1%	1%	2%	1%	1%
	% Spanish-Surnamed	46%	29%	18%	15%	15%	21%
	% NH White est.	32%	56%	65%	66%	74%	63%
	% NH Black	1%	3%	2%	2%	1%	2%
	Total	914	2,041	2,064	2,735	3,178	10,931
	% Latino	37%	22%	16%	11%	11%	16%
ACS Pop. Est.	% Asian-Surnamed	7%	6%	8%	8%	5%	7%
	% Filipino-Surnamed	1%	1%	1%	1%	0%	1%
	% NH White est.	43%	67%	73%	75%	84%	73%
	% NH Black est.	1%	3%	2%	1%	0%	1%
	Total	11,221	10,007	10,603	10,453	9,680	51,964
Age	age0-19	34%	24%	27%	25%	23%	27%
	age20-60	56%	62%	57%	52%	51%	56%
	age60plus	10%	15%	15%	23%	26%	18%
	immigrants	42%	31%	21%	23%	17%	27%
Immigration	naturalized	26%	41%	59%	63%	63%	45%
	english	26%	52%	69%	69%	78%	58%
	spanish	64%	30%	14%	14%	8%	27%
	asian-lang	6%	9%	12%	12%	9%	10%
Language spoken at home	other lang	3%	9%	5%	5%	5%	5%
	Speaks Eng. "Less than Very Well"	35%	20%	10%	13%	8%	17%
	hs-grad	40%	49%	54%	52%	51%	49%
	bachelor	12%	20%	27%	27%	28%	23%
Education (among those age 25+)	graduatedegree	6%	13%	10%	13%	17%	12%
	child-under18	45%	32%	40%	33%	29%	36%
	employed	63%	64%	65%	60%	57%	62%
Child in Household	employed	63%	64%	65%	60%	57%	62%
	Commute on Public Transit	7%	3%	1%	1%	1%	3%
Work (percent of pop age 16+)	income 0-25k	23%	18%	11%	14%	9%	14%
	income 25-50k	29%	21%	13%	12%	14%	17%
	income 50-75k	17%	17%	16%	14%	13%	15%
	income 75-200k	26%	40%	52%	49%	51%	44%
	income 200k-plus	4%	5%	8%	12%	14%	9%
Household Income	single family	53%	51%	77%	85%	91%	72%
	multi-family	47%	49%	23%	15%	9%	28%
	vacant	4%	6%	4%	2%	2%	3%
	occupied	96%	94%	96%	98%	98%	97%
	rented	61%	58%	33%	21%	16%	37%
	owned	39%	42%	67%	79%	84%	63%
Housing Stats	Total and Voting Age population data from the 2010 Decennial Census.						
	Surname-based Voter Registration and Turnout data from the California Statewide Database.						
	Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.						

Placentia – Yorba Linda Unified School District

1301 E. Orangethorpe Avenue, Placentia CA 92870

714-986-7000



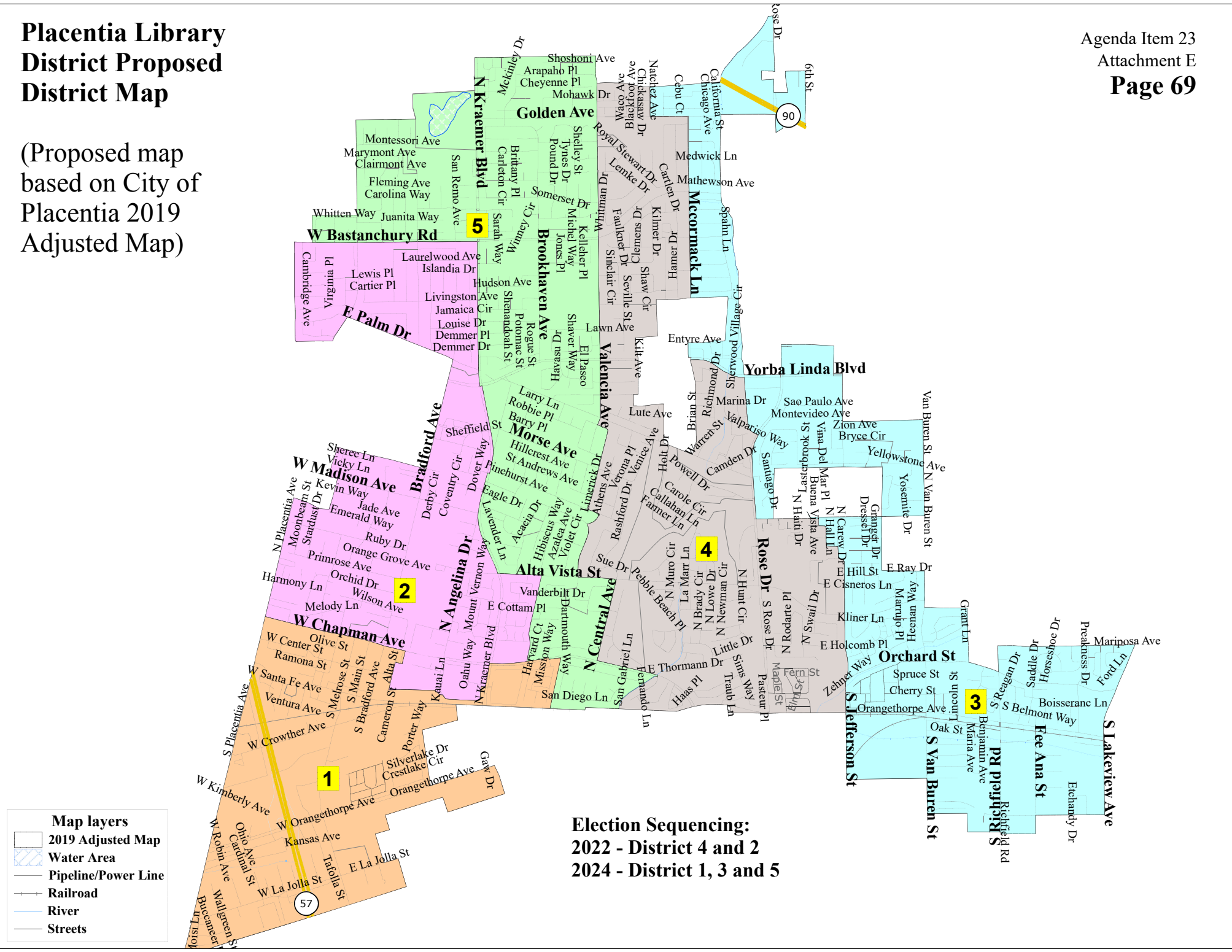
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LEGEND

- 1. Adult Education
- 2. Bernardo Yorba Middle
- 3. Brookhaven Elementary
- 4. Bryant Ranch Elementary
- 5. District Education Center
- 6. Education Services Center
- 7. El Camino Real High
- 8. El Dorado High
- 9. Esperanza High
- 10. Fairmont Elementary
- 11. George Key School
- 12. Glenknoll Elementary
- 13. Glenview Elementary
- 14. Golden Elementary
- 15. Kraemer Middle
- 16. La Entrada
- 17. Lakeview Elementary
- 18. Linda Vista Elementary
- 19. Mabel Paine Elementary
- 20. Melrose Elementary
- 21. Morse Elementary
- 22. Parkview Elementary
- 23. Rio Vista Elementary
- 24. Rose Drive Elementary
- 25. Ruby Drive Elementary
- 26. Sierra Vista Elementary
- 28. Topaz Elementary
- 29. Travis Ranch School
- 30. Tuffree Middle
- 31. Tynes Elementary
- 27. Valadez Middle
- 32. Valencia High
- 33. Van Buren Elementary
- 34. Wagner Elementary
- 35. Woodsboro Elementary
- 36. Yorba Linda Middle
- 37. Yorba Linda High

Placentia Library District Proposed District Map

(Proposed map based on City of Placentia 2019 Adjusted Map)



Election Sequencing:
2022 - District 4 and 2
2024 - District 1, 3 and 5

City of Placentia - 2019 Adjusted Map							
District		1	2	3	4	5	Total
	Total Pop	10,685	9,696	10,081	10,044	10,050	50,555
(Estimated After Block Splits)	Deviation from ideal	574	-415	-30	-67	-61	989
	% Deviation	5.67%	-4.11%	-0.30%	-0.66%	-0.61%	9.78%
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	% Filipino-Surnamed	1%	1%	1%	2%	1%	1%
	% Spanish-Surnamed	46%	29%	18%	15%	15%	21%
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Voter Turnout (Nov 2014)	Total	914	2,041	2,064	2,735	3,178	10,931
	% Latino	37%	22%	16%	11%	11%	16%
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	% Filipino-Surnamed	1%	1%	1%	1%	0%	1%
	% NH White est.	43%	67%	73%	75%	84%	73%
	% NH Black est.	1%	3%	2%	1%	0%	1%
ACS Pop. Est.	Total	11,221	10,007	10,603	10,453	9,680	51,964
Age	age0-19	34%	24%	27%	25%	23%	27%
	age20-60	56%	62%	57%	52%	51%	56%
	age60plus	10%	15%	15%	23%	26%	18%
Immigration	immigrants	42%	31%	21%	23%	17%	27%
	naturalized	26%	41%	59%	63%	63%	45%
Language spoken at home	english	26%	52%	69%	69%	78%	58%
	spanish	64%	30%	14%	14%	8%	27%
	asian-lang	6%	9%	12%	12%	9%	10%
	other lang	3%	9%	5%	5%	5%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	35%	20%	10%	13%	8%	17%
Education (among those age 25+)	hs-grad	40%	49%	54%	52%	51%	49%
	bachelor	12%	20%	27%	27%	28%	23%
	graduatedegree	6%	13%	10%	13%	17%	12%
Child in Household	child-under18	45%	32%	40%	33%	29%	36%
Work (percent of pop age 16+)	employed	63%	64%	65%	60%	57%	62%
	Commute on Public Transit	7%	3%	1%	1%	1%	3%
Household Income	income 0-25k	23%	18%	11%	14%	9%	14%
	income 25-50k	29%	21%	13%	12%	14%	17%
	income 50-75k	17%	17%	16%	14%	13%	15%
	income 75-200k	26%	40%	52%	49%	51%	44%
	income 200k-plus	4%	5%	8%	12%	14%	9%
Housing Stats	single family	53%	51%	77%	85%	91%	72%
	multi-family	47%	49%	23%	15%	9%	28%
	vacant	4%	6%	4%	2%	2%	3%
	occupied	96%	94%	96%	98%	98%	97%
	rented	61%	58%	33%	21%	16%	37%
	owned	39%	42%	67%	79%	84%	63%
Total and Voting Age population data from the 2010 Decennial Census.							
Surname-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.							

**PLACENTIA LIBRARY DISTRICT
TIMELINE FOR CONSIDERATION AND IMPLEMENTATION OF DISTRICT-
BASED ELECTIONS**

(Items in Italics Have Been Completed)

DATE	EVENT	COMMENT
<i>August 17, 2020</i>	<i>Board Adopts Resolution of Intention</i>	<i>Triggers public hearing process</i>
<i>November 16, 2020</i>	<i>First Public Hearing</i>	<i>Board receives public input regarding composition of districts. No maps yet.</i>
<i>December 21, 2020</i>	<i>Second Public Hearing</i>	<i>Board received public input regarding composition of districts. No maps yet.¹</i>
<i>January 13, 2021</i>	<i>Publish Maps and Sequence of Elections</i>	<i>Must be published and posted at least 7 days before third hearing</i>
January 20, 2021	Third Public Hearing	Board receives and comments on draft maps and sequencing of elections
February 8, 2021	Publish Maps and Sequence Elections	Must be published and posted at least 7 of days before fourth hearing ²
February 16, 2021	Fourth Public Hearing	Board hearing regarding draft maps and sequencing ³ at which Board may adopt ordinance for first reading approving district-based elections and sequencing
March 15, 2021	Ordinance Second Reading	
March 16, 2021	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2022	General Election	First election utilizing adopted districts
November 2024	General Election	Remaining seats filled by districts

¹ First and second hearings must occur within a period of 30 days.

² Map(s) need not be re-published if it does not change

³ Third and fourth hearings must occur within a period of 45 days.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss and Reassess the Current Phase 2 Covid-19 Re-Opening Plan.**

DATE: January 20, 2021

BACKGROUND

On March 19, 2020, the Placentia Library District ceased library services due to Governor Newsom's shelter-in-place order due to the COVID-19 pandemic. Since then all library staff, including on-call personnel, continued to work from home. As libraries across the state assess the impact of COVID-19, the Placentia Library District staff have been discussing and developing a COVID-19 Reopening Plan (CRP). The CRP was approved and adopted on May 18, 2020. The Library Director provided updates on Phase 1 Opening at the July 20, 2020 Board meeting and Phase 2 Opening at the September 21, 2020 Board meeting.

The District is currently operating at Phase 2 with a 5% building capacity of 30 patrons. The hours of operation are Tuesday through Saturday, 10am-5pm. Services include virtual programming, in-person service, curbside, technology access, take home kits, literacy, passport and exam proctoring. We currently do not accept donations.

Most libraries in Orange County continue to offer in-person service, operating at 20% capacity, albeit at their main location. These libraries include Huntington Beach, Newport Beach, Yorba Linda, Anaheim, Orange, Orange County, and Orange Law Library. Buena Park has a 20-patron capacity. Fullerton, Santa Ana, and Mission Viejo currently do not offer in-person.

Staff seeks directions from the Board on the following matter:

- Building capacity – Remain at 5% or 30-patron maximum
- Service level – No change
- Staffing level – Authorize increased part-time hours to meet scheduling needs
- Hours of operation – No change
- Donations – Continue not to accept donations due to storage space and lack of volunteers
- Testing – Authorize District time for travel & test administration when test is required by the District.
- Safety Measurements – Continue to require face masks and social distancing during visits.

Administration recommendations are reflected above.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees. CRP to be amended subsequent to the Library Board of Trustees' decisions.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: 2021-2023 Strategic Plan & Mission Statement Discussion

DATE: January 20, 2021

BACKGROUND

The most current strategic plan, a 5-year plan, which began in 2015 ended in 2019. The staff met on November 2 & 3, 2020 to develop a new 2-year plan, to align with the biennial budget cycle. After the team discussed and identified the district's SWOT (strength, weakness, opportunity and threat), the proposed strategic plan included a Mission Statement and Goals (strategic elements) as reflected below.

Mission Statement

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

Goals (Strategic Elements)

The organizational goals reflective of the mission statement are as follows:

- 1. Strengthen connections and expand community relationships**
 - Staff will collaborate with community groups to support the library and create more consistent outreach opportunities through attendance and participation at events.
 - The District will create a school collaboration task force to work with Placentia-Yorba Linda School District (PYLUSD).
 - Continue to strengthen connections to the community with a strong social media presence and electronic means of communication.
- 2. Provide equitable access**
 - The District will create a more user friendly website that has both ADA accessibility and bilingual options.
 - The library staff will continue outreach to underserved groups.
 - District staff will investigate the potential for a library app.
- 3. Adapt to community needs**
 - The District will review the preliminary census for a broader understanding of our community.
 - The District will create a virtual suggestion box for ongoing programs/ideas for services.
 - District staff will evaluate new, non-traditional library services such as adding to LOTS, collection, citizenship classes, creating take home kits, STEAM and bilingual programs.
 - The District will adapt an annual community survey.
- 4. Cultivate thriving collections of resources**
 - With inputs and suggestions with the community, staff will endeavor to categorize and display material in a way that is easy to understand & access to enhance research browsing of all subject area.

- Make the digitized History Room collection available on the library's website.
- 5. Provide and promote relevant library services**
- Investigate & invest in hybrid programming
 - Develop an effective marketing plan, inclusive of establishing a social media committee.
 - Review features and functionality of ILS & OPAC.
 - Continue popular take & make style programming.
 - Create more instructional videos, such as the video for passport services.
 - Make technology in crossroads corner ongoing & relevant.
 - More proactive reference services, including B.I.B., booklists, etc.
- 6. Maintain fiscal responsibility and integrity**
- Allocation of budget and transparency of collection funding.
 - Allocate 3-5% of the budget to the District's reserves.
 - Decisions on the distribution of funds are at the beginning of each fiscal year by the Director & the board of trustees and communicated to the collection development staff.
 - Continue support of PLFF and work with them to increase donor and donation opportunities.
 - For example, a round up or donation initiative in partnership with PLFF.
 - Continue to pursue alternative funding and additional grants.
 - Continue biannual budgets in consideration of staff input.
 - Close each fiscal year with a balanced budget.
- 7. Support & empower staff**
- Review and maintain competitive benefits and compensation
 - Create opportunities and offer resources for staff wellness
 - Continue to have staff in-house training, cross-training, and professional development opportunities, including standardized procedure videos.
 - Streamline and create an online, uniform new hire orientation.
 - Allow staff to establish various committees to provide recommendations to the library management team, such as programs and technology.
- 8. Provide an inviting and pleasant place to explore**
- Maintain a regular facility maintenance schedule
 - Evaluate functionality of spaces:
 - Boiler Room
 - Bodhi Café seating/entry utilization
 - Community Meeting Room
 - Prioritization of building improvement projects based on staff input:
 - Loading dock/staff entrance to be OSHA and ADA compliant
 - Plumbing
 - Hangar ventilation
 - HVAC screen
 - Backup battery
 - Signage for self-checkout machines, collection layout map, directional signage, and bookdrops.

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



Mission Statement

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

Goals

The organizational goals reflective of the mission statement are as follows:

1. Strengthen connections and expand community relationships

- Staff will collaborate with community groups to support the library and create more consistent outreach opportunities through attendance and participation at events.
- The District will create a school collaboration task force to work with Placentia-Yorba Linda School District (PYLUSD).
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- The District will create a more user friendly website that has both ADA accessibility and bilingual options.
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- The District will review the preliminary census for a broader understanding of our community.
- The District will create a virtual suggestion box for ongoing programs/ideas for services.
- District staff will evaluate new, non-traditional library services such as adding to LOTS, collection, citizenship classes, creating take home kits, STEAM and bilingual programs.
- The District will adapt an annual community survey.

4. Cultivate thriving collections of resources

- With inputs and suggestions with the community, staff will endeavor to categorize and display material in a way that is easy to understand & access to enhance research browsing of all subject area.
- Make the digitized History Room collection available on the library's website.

5. Provide and promote relevant library services

- Investigate & invest in hybrid programming
- Develop an effective marketing plan, inclusive of establishing a social media committee.
- Review features and functionality of ILS & OPAC.



- Continue popular take & make style programming.
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- Allocation of budget and transparency of collection funding.
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Conference Authorization: Library Board of Trustees and Library Staff to attend the California Library Association (CLA) Virtual Conference on May 11-14, 2021.**

DATE: January 20, 2021

BACKGROUND

The 2021 CLA Annual Conference will be held virtually on May 11-14, 2021. This year's theme, "Renaissance: The Library Renewal," will feature many sessions addressing topics that libraries in California have experienced in 2020 and responses as we prepare for 2021.

Our District submitted program proposals and all were accepted. The following sessions will be presented by District Board and staff, with a few collaborative efforts:

- Working with Your Library Board to Overcome Challenges During a Pandemic. Presenters: President Martin, Secretary Carline, Library Director Contreras, and Counsel DeBerry
- Adult Programming Pre-Conference program with two other libraries and Megan from PLD. Presenter: Michelle Meades and Megan Tolman, Librarians and Shellie McCurdy, Library Assistant
- Children's Virtual Programming: Rethink, Renew, Transform. Presenters: Deanna White and Ana Balderas, Library Assistants
- Social Media During a Pandemic: Communicating and Engaging with the Community. Presenter: Tim Worden, Emerging Technologies Assistant
- We Are All Teachers and We Are All Learners: Developing Learner Leadership with Peer-to-Peer Mentoring Expands Program Impact and Community Outreach. Presenter: Sabrina Rosengren, Literacy Coordinator
- Libraries Respond in Crisis and Beyond: Demonstrating the Library's Value to Your Local Decision Makers
Presenters: Library Director Contreras and Library Directors from Redwood, Monterey, and Thousand Oaks
- We're Open: Offering In-Person Services During a Pandemic
Presenters: Library Director Contreras and Library Directors from Butte County, Ontario, Shasta County, Sacramento, and San Diego County.

Scholarships will be available for library staff, paraprofessionals, and literacy staff. These scholarships will cover registration costs, which is \$225 for CLA members and \$325 for non-CLA members. After discussion, President Martin will determine who is to attend the conference.

An amendment to the 2020-2021 is required to cover related expenses from the current fiscal year budget which does not reflect funds for conference.

Estimated Fiscal Impact: \$225 per attendee

RECOMMENDATIONS

1. Authorize an amendment to the 2020-2021 fiscal year budget to allocate funds for the CLA Virtual Conference; and,
2. Authorize the Library Board of Trustees and Library Staff to attend the CLA Virtual Conference in Chicago on May 11-14, 2021.
3. Authorize by a roll call vote.
4. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Conference Authorization: Library Board of Trustees and Library Staff to attend the American Library Association (ALA) Annual Conference in Chicago, Illinois on June 25-29, 2021.**

DATE: January 20, 2021

BACKGROUND

The 2021 ALA Annual Conference & Exhibition is scheduled to convene in Chicago, Illinois on June 25-29, 2021. Library professionals, authors, publishers, trustees, and exhibitors to be together to discuss issues, legislations and policies that impact libraries across the globe. It's an opportunity to visit and converse with vendors and publishers about the most current book releases, technology, applications, equipment, furniture, and digital content. The conference typically holds 2,500 scheduled events with more than 500 programs and sessions to promote engagement and interactions amongst library professionals.

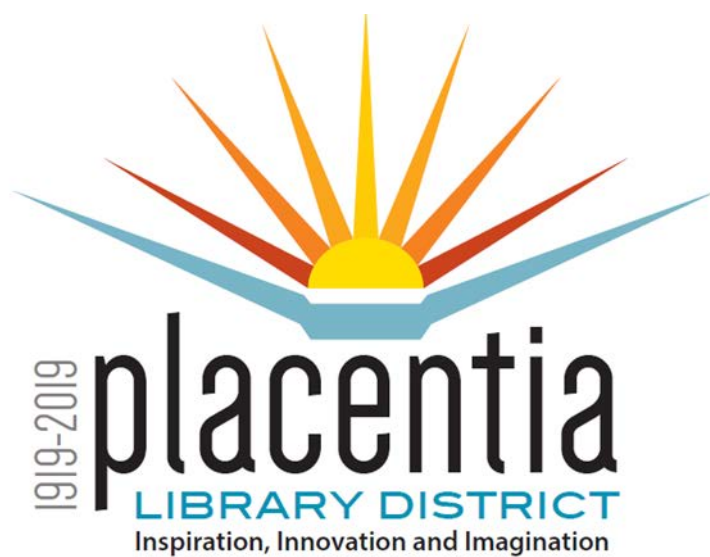
Information about programs will be presented to the Board when it is available. The current registration cost is \$385 for early bird, which is typically in March. In the event the conference changes to a virtual event, only registration costs will be covered for those attending. After discussion, President Martin will determine who is to attend the conference.

An amendment to the 2020-2021 is required to cover related expenses from the current fiscal year budget which does not reflect funds for conference.

Estimated Fiscal Impact: \$2,500 per attendee

RECOMMENDATIONS

1. Authorize an amendment to the 2020-2021 fiscal year budget to allocate funds for the ALA Annual Conference, with an amount to be determined by the Library Board of Trustees; and,
2. Authorize the Library Board of Trustees and Library Staff to attend the ALA Annual Conference in Chicago, Illinois on June 25-29, 2021.
3. Authorize by a roll call vote.
4. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: **Joint-Use Committee Report**
DATE: January 20, 2021

BACKGROUND

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

Attachment A is the minutes from the January 7, 2021 Meeting.

MINUTES
PLACENTIA LIBRARY DISTRICT
PRELIMINARY MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA
TO DISCUSS TO THE JOINT USE AGREEMENT
JANUARY 7, 2021

CALL TO ORDER

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

Members Absent: None.

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

Guests: None

BACKGROUND

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

**WINTER WONDERLAND
EVENT REVIEW**

President Martin congratulated the City of Placentia on behalf of the Placentia Library District for the tremendous effort and success of their Winter Wonderland Event. Mayor Smith ensured that himself, City Administrator Arrula, and Director Crocker would be meeting to go over how to strengthen better events in its planning, communication and execution stages. Yesenia Baltierra, Assistant Library Director, will be the point of contact for Director Crocker and liaison for City and Library events.

2021 EVENTS DISCUSSION

City staff shared the City’s tentative 2021 Event Calendar at the last Quarterly Events Meeting and the Joint Use Committee discussed in length event times needing to start after library hours, impact on the parking lot, and about alternate venues outside of the civic center parking lot. The events meetings will continue on a regular basis to ensure there is clear communication for events and use of the parking lot.

**CIVIC CENTER CAPITAL
IMPROVEMENT PROJECT
PLAN**

The City sent over the Civic Center Capital Improvement Project (CIP) Plan in November. This plan includes a five year breakdown of projects and their estimated costs. The Library reported their next budget cycle discussions will be in March and voiced some concerns they had with what should and should not be included as joint costs, such as the public bus shelters, outdoor amphitheater, and uplighting that the library already possesses. The projects were discussed in length and it was noted that the pergola is the most pertinent project. City Administrator Arrula asked for the Library to come to a decision regarding the pergola by April in order to include the project in the City’s CIP presentation to City Council.

**CITY OF PLACENTIA
UPDATES**

The City provided updates regarding their continued reduction in response times, fire department personnel receiving vaccines and the police department personnel will begin receiving vaccinations within the next week. The County of Orange is working on vaccine distribution sites as well as the City Administrator working to have Fire Department and Lynch Ambulance personnel administer vaccines. The Police department is also receiving a body worn camera system. Moreover, City Administrator Arrula reported on current developments, such as the Audi Dealership groundbreaking, a new hotel opening, the upcoming remodel of the town center, and a new apartment complex.

**PLACENTIA LIBRARY
DISTRICT UPDATES**

The Library provided updates on their new titles, board members, and discussed property tax projections with City Administrator Arrula. Additionally, the Library reported that Director Estevez and the library’s Business Manager have been meeting to discuss possible vendors and options to redo the library’s loading dock to be safer and better ADA compliant. The Placentia Library District additionally remains open with modified hours of Tuesday through Saturday 10:00 a.m. to 5:00 p.m. with rotating staff schedules. Lastly, the Library also noted it is currently going through the district based elections process.

ACTION ITEMS

Library Director Contreras and City Administrator Arrula will meet between meetings to discuss the map layouts.

NEXT MEETING

The next meeting is scheduled for Thursday, February 4th at 3:30 p.m. Email Alyssa Stolze with any agenda items.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **IT Report from Systems Librarian, Jon Legree**

DATE: January 20, 2021

BACKGROUND

Jon Legree will provide a report on the Library's current IT projects and status including:

- Website Development
- Virtual Library Card
- Support Ticket



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