

AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

October 19, 2020
6:30 p.m.

In-Person Location:
City Council Chamber
401 E. Chapman Avenue
Placentia, CA 92870








Call-In: (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 September 21, 2020 Library Board of Trustees Meeting. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 15)

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

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

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

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

GENERAL CONSENT REPORTS (Items 16 – 18)

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

17. Circulation Report for September 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 September 2020.
20. Children's Services Report for September 2020.
21. Adult Services Report for September 2020.
22. Placentia Library Web Site & Technology Report for September 2020.

PRESENTATIONS

23. President Carline will present a Certificate of Recognition to Miss Madison Sprague for her literary accomplishment.
24. Presentation by Senator Ling Ling Chang to Trustee Jo-Anne W. Martin for the Women of Distinction Award.
25. Presentation to Beatrice Quintanar, Library Clerk, for her years of service with the Placentia Library District

NEW BUSINESS

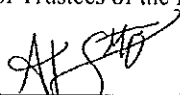
26. President Carline will provide a report on the Joint-Use Committee meeting.
27. Discuss for Process for District-Based Elections.
28. Submit Ballot for the Election of Independent Special Districts of Orange County (ISDOC) for the President Position.
29. Discuss PSA Mask and Related Efforts to Promote Safety Measurements During the COVID-19 Pandemic.
30. Discuss the Schedule A/B Rotation inclusive of staff input.
31. Authorization for District Counsel to co-present with Trustees and the Library Director at the California Library Association Virtual Conference in May 2021, pending approval of program proposal.
32. Authorization to Fill the Full-Time Library Clerk Position Due to a Retirement.
33. Authorization to close the Library on October 30 and November 2, 2020 for Staff Development Days.

ADJOURNMENT

34. Agenda Preparation for the November Date Meeting which will be held on November 16, 2020 unless re-scheduled by the Library Board of Trustees.
35. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
36. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the October 19, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 15, 2020.



Alyssa Stolze, Administrative Assistant



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PLACENTIA LIBRARY DISTRICT

REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 21, 2020

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 21st, 2020 at 6:34 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: Mark Monin, El Toro Water District.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

Mark Monin from El Toro Water District introduced himself and provided the Board with his background and qualifications as candidate for the upcoming ISDOC elections (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Joint Use Committee Meeting and Personnel Committee meeting this month.

**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 Joint Use Committee Meeting and Personnel Committee meeting this month in addition to two Literacy seminars regarding voting and meetings with her learner. Moreover, Trustee Martin participated in the California Special District Association's video for the District's Outstanding Public Outreach & Advocacy During COVID 19 Award.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras reported out on her involvement serving on the Conference Committee and Marketing Committee for the California Library Association's May 2021 Conference. Additionally, Director Contreras gave an update on networking meetings with other California Library Director's and their responses to the pandemic.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported the PLFF Membership Drive is moving forward, the need for a bookstore manager, working with the District to have volunteers on the schedule, and that there will be a fundraising meeting on September 29, 2020 to look into alternative ideas in lieu of the Author’s Luncheon.

CONSENT CALENDAR

It was motioned by Trustee Minter and seconded by Trustee DeVecchio to approve Agenda Items 9-22. A roll call vote was taken:

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

**MINUTES OF THE LIBRARY
BOARD OF TRUSTEES
AUGUST 17, 2020 REGULAR
DATE MEETING.**

Minutes of the Library Board of Trustees August 17th, 2020 Regular Date Meeting were approved received, and filed (Item 9).

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

**CASH FLOW ANALYSIS
AND
TREASURER’S REPORTS**

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

Financial Reports through August 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 August 2020 (Item 13)
Acquisitions Report for August 2020 (Item 14)
Service Revenue Report for August 2020 (Item 15)

**GENERAL CONSENT
REPORTS**

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

STAFF REPORTS

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

**PRESIDENT CARLINE WILL
REPORT OUT ON ACTIONS
TAKEN BY THE LIBRARY**

President Carline reported that the Personnel Committee presented the Director’s Annual Review for discussion with the Board of Trustees. The Board approved a 3% increase to the Director’s Public Agency Retirement Services contributions in

**BOARD OF TRUSTEES
DURING THE CLOSED
SESSION.**

addition to one week added vacation time to use between September 21, 2020 and September 21, 2021.

**REVIEW AND DISCUSS THE
PROPOSED DISTRICT-BASED
ELECTION SYSTEM
TIMELINE.**

At the August 17, 2020 Regular Date Meeting, the Board of Trustees authorized Resolution 20-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System prior to the 2022 General Election pursuant to California Elections Code Section § 10010. After working with the District’s legal counsel, the Library Director presented the projected timeline for the District-Based Election System. After a discussion, the Board agreed to extend the timeline through the end of this fiscal year with the removal of two map meetings and to have the system finalized by July 2021. It was motioned by Trustee Martin and seconded by Trustee DeVecchio to approve the timeline as proposed. All in favor:

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

**APPROVE THE RETAINER
AGREEMENT FOR LEGAL
SERVICES WITH
WOODRUFF, SPRADLIN &
SMART.**

Library Director Contreras presented the retainer letter and agreement for legal services with Woodruff, Spradlin & Smart. Director Contreras provided examples of legal services utilized since beginning work with the firm in 2013. After review, it was motioned by Trustee Minter to approve the proposed Retainer Agreement with Woodruff, Spradlin & Smart for legal services, authorize President Carline and Secretary Shkoler to execute the Retainer agreements and future authorized amendments to the Agreements and the Library Director to take necessary steps to associate Haynes and Boone as co-counsel on legal matters; and authorize the Library Director to appropriate additional funding amount as necessary to pay legal costs above the adopted Fiscal Year 2020-2021 Budget not to exceed \$10,000 without Board approval. The motion was seconded by Trustee Martin. A roll call vote was taken:

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

**AUTHORIZE THE LIBRARY
DIRECTOR TO ATTEND THE
LEAGUE OF CITIES VIRTUAL
CONFERENCE.**

Library Director Contreras presented the request to attend the League of California Cities Virtual Conference where she has been invited to present on libraries’ responses during the pandemic. It was motioned by Secretary Shkoler to authorize the Library Director and Assistant Library Director to attend the League of Cities Virtual Conference on October 7-9, 2020. The motion was seconded by Trustee DeVecchio. A roll call vote was taken:

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

DISCUSS COVID-19 TESTING PROCEDURE FOR STAFF AND VOLUNTEERS.

Library Director Contreras reported out on the steps taken when a staff tested positive for COVID 19 and presented staff questions regarding testing requirements, frequency, volunteers, and if the scenario happens again. Director Contreras presented per state guidelines, testing is not a requirement for staff to return to work. The Board discussed this and their consensus to continue to require testing and a fourteen day quarantine period for staff exposed to a positive employee. Additionally, SDRMA confirmed that testing is not necessary for volunteers; however, should a volunteer contract COVID 19 while at the library, the District will cover the testing costs for said volunteer. A volunteer waiver form was presented at this time that was based on an example form given by SDRMA.

Moreover, in order to allow the least disruption to the public as possible, a Team A and Team B schedule was presented where if a staff from a certain team tests positive, there will be a deep cleaning within 24 hours and the other Team will continue the work so the library does not close.

After much discussion, it was motioned by Trustee Martin to authorize requiring testing for staff if a staff tests positive in addition to a fourteen day quarantine period, to implement a Team A and Team B schedule with a 24 hour deep cleaning after exposure, and approve the Volunteer Waiver of COVID-19 Liability Form. All in favor:

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

REVIEW AND ADOPT POLICY 3027 – UNCLAIMED CHECKS/UNCASHED FUNDS POLICY.

The District's annual audit was presented to the Library Board of Trustees at the January 22, 2020 meeting. The audit included a recommendation by the auditors for the District to establish a policy for unclaimed checks. Library staff recommends adoption of a new policy and procedure for the procedure for unclaimed checks/uncashed funds – Policy 3027.

The Library Director presented the main objective of Policy 3027 is to enhance the prospect of returning unclaimed property held by the District to its rightful owner. The District will transfer unclaimed property only after reasonable diligent efforts to contact the owner have been unsuccessful or where, after having been notified, the owner fails to claim the property within the time allowed by state law.

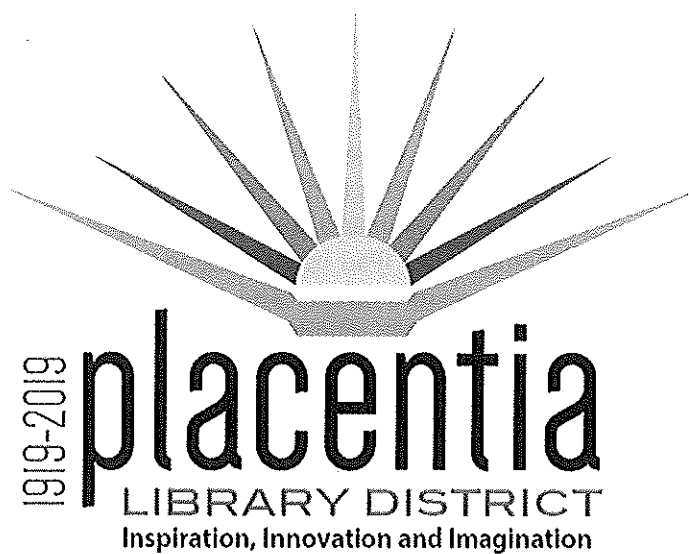
The policy was reviewed and it was recommended to remove a fragmented sentence. It was then motioned by Trustee Martin and seconded by Trustee Minter to adopt Policy 3027 – Unclaimed Checks/Uncashed Funds Policy as amended. A roll call vote was taken:

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

- JOINT-USE COMMITTEE REPORT.** President Carline reported out on the updates presented by the City at the September 3, 2020 Joint Use Committee Meeting. The City confirmed the cancellation of this year’s Heritage Parade, upcoming projects, and the success of the Placita Santa Fe outdoor dining. Moreover, the State of the City will take place virtually on October 1, 2020. The Library presented its reopening plans to the City. The Library is currently pending an email from Director Estevez regarding the City’s five year Capital Improvement Projects to review and consider for the next budget cycle. No action was taken at this time.
- PHASE 2 REPORT & UPDATES.** Library Director Contreras reported out on the first day of Phase 2 with the highest patron count reaching nineteen and many positive comments from patrons about the building re-opening. Staff took multiple days to prepare for the Monday, September 21, 2020 re-opening of the building and there is now a break area in the storage room to better coordinate lunches and spaces for staff. Moreover, Library Director Contreras and President Dahl discussed volunteers being coordinated with Fernando Maldonado, Business Manager, since Sundays have been unsuccessful for scheduling. An iPad has also been mounted for volunteer check-in outside of the PLFF Bookstore Office. The Board noted they are content with continuing the current modified schedule as well. No action was taken at this time.
- STAFF APPRECIATION AND RECOGNITION REPORT.** Assistant Library Director Baltierra provided a progress report regarding this year’s Staff Appreciation Dinner, which will be a Zoom Trivia Night. Having a virtual Staff Appreciation Dinner will allow all attendees to feel comfortable without restrictions and allows staff to feel safe if circumstances change. It will be held on Saturday, November 7th in the evening. All staff members will be given meal delivery gift cards for dinner and all attendees will be able to pick up a gift bag prior to the event. No action was taken at this time.
- REVIEW OF ACTION ITEMS** The next Regular Date Board Meeting will be on October 19th, 2020 at 6:30 p.m. It was requested by the Board to include the ISDOC ballot on the agenda.
- ADJOURNMENT** The Board of Trustees Regular Date Meeting of September 21st, 2020 was adjourned at 7:53 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees



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10:17 A.M.
10/12/20
Accrual Basis

Placentia Library District
Check Register
September 2020

Date	Ref No.	Payee	Memo	Payment	Type
09/02/2020	11319	Legacy Integrative Solutions	Printer Services	585.44	Bill Payment
09/02/2020	11320	Baker & Taylor	Books	4,806.92	Bill Payment
09/02/2020	11321	Ingram Inc	Books & Lunch at the Library Enrichment Kits	225.68	Bill Payment
09/02/2020	11322	Midwest Tape	Audiobooks/DVDs	453.43	Bill Payment
09/02/2020	11323	Cintas	Cleaning Supplies	463.78	Bill Payment
09/02/2020	11324	SoCalGas	Service 7/16/20-8/14/20	44.76	Bill Payment
09/02/2020	11325	Tim Worden	July & August Home Deliveries Mileage Reimbursement	29.84	Bill Payment
09/02/2020	11326	Sirsi Corporation	FY 20-21 Annual Renewal of Web Services License	640.00	Bill Payment
09/02/2020	11327	Time Warner Cable	Service 8/12/20-9/11/20	71.12	Bill Payment
09/02/2020	11328	Employment Development Dept.	Period ending 6/30/20	434.50	Bill Payment
09/02/2020	11329	New Readers Press	Literacy Collection Materials (inv #9373844, 9374946, 9376915)	2,622.49	Bill Payment
09/02/2020	11330	Dick's Lock & Safe	Service on 2/5/20	36.15	Bill Payment
09/02/2020	11331	Umpqua Bank	CC 7/1/20-7/31/20	7,032.68	Bill Payment
09/02/2020	11332	Placentia Library District	For payroll on 09/16/2020	60,000.00	Check
09/11/2020	11333	Midwest Tape	Audiobooks/DVDs	168.86	Bill Payment
09/11/2020	11334	Staples Advantage	Office Supplies & Gloves	416.06	Bill Payment
09/11/2020	11335	Cintas	Cleaning Supplies	514.74	Bill Payment
09/11/2020	11336	Baker & Taylor	Books	609.39	Bill Payment
09/11/2020	11337	Public Agency Retirement Services	PARS Employer Contribution for PP 07/31/20-08/13/20 PARS employer contribution for PP 08/14/20-08/27/20	4,485.88	Bill Payment
09/11/2020	11338	Envisionware, Inc.	Mobile Print Service 12/1/20-11/30/21	725.00	Bill Payment
09/11/2020	11339	Golden State Water Company	Service 7/21/20-8/20/20	1,013.47	Bill Payment
09/11/2020	11340	Age of Learning, Inc.	ABC Mouse 2020-2021 Renewal	1,200.00	Bill Payment
09/11/2020	11341	Arcelia Janitorial Service	Janitorial Services 8/1/20-8/31/20	1,976.00	Bill Payment
09/11/2020	11342	American Library Association	Baltierra ALA membership 9/2020-9/2021	225.00	Bill Payment
09/14/2020	11343	SDRMA	Medical & Ancillary Benefits October 2020	25,142.15	Bill Payment
09/15/2020	11344	Placentia Library District	For payroll on 09/30/20	60,000.00	Check
09/15/2020	11345	Alex Moving	Storage September 2020	360.00	Bill Payment
09/15/2020	11346	Placentia-Yorba Linda Unified School Dist	Crossroads Corner & Signage	7,030.69	Bill Payment
09/15/2020	11347	Republic Services	Recycling Service 8/1/20-8/31/20	156.02	Bill Payment
09/15/2020	11348	Southern California Edison	7/31/20-8/31/20 Charges	5,729.47	Bill Payment
09/15/2020	11349	Umpqua Bank	7/31/20-8/30/20 CC Charges	6,025.47	Bill Payment
09/15/2020	11350	White Nelson Diehl Evans LLP	Auditing services through June 30, 2020	2,500.00	Bill Payment
09/15/2020	11351	Dewey Pest Control	Pest Control Service September 2020-November 2020	141.00	Bill Payment
09/15/2020	11352	CALNET3	Services 8/2/20-9/1/20	176.33	Bill Payment
09/15/2020	11353	City of Placentia	Shared Costs with the City July 2020	1,609.54	Bill Payment
09/16/2020	11354	Orange County Auditor Controller	Overapportionment due to SDATF Apportionment Adjustment #2. Invoice TMO147	484.30	Bill Payment
09/22/2020	11355	Jeanette Contreras	FY 19-20 Data Usage & July 2020 Data Usage	660.00	Bill Payment
09/22/2020	11356	Baker & Taylor	Books	598.66	Bill Payment
09/22/2020	11357	Placentia-Yorba Linda Unified School Dist	Poster for Lunch at the Library	10.44	Bill Payment
09/22/2020	11358	Time Warner Cable	9/12/20-10/11/20 Services	71.12	Bill Payment

10:17 A.M.
10/12/20
Accrual Basis

Placentia Library District
Check Register
September 2020

09/22/2020	11359	Staples Advantage	Office Supplies & Gloves	288.48	Bill Payment
09/29/2020	11360	Baker & Taylor	Books	2,144.09	Bill Payment
09/29/2020	11361	Woodruff, Spradlin & Smart	Services rendered through 8/31/20	204.00	Bill Payment
09/29/2020	11362	SoCalGas	08/14/20-09/15/20 Services	48.32	Bill Payment
09/29/2020	11363	Cintas	Cleaning Supplies	251.26	Bill Payment
09/29/2020	11364	Public Agency Retirement Services	For PP 08/28/20-09/10/20	2,252.75	Bill Payment
09/29/2020	11365	Sunset Trivia	Trivia Company for Staff Appreciation Dinner	200.00	Bill Payment
09/29/2020	11366	Pitney Bowes Purchase Power	Sept 2020 Postage	19.97	Bill Payment
09/29/2020	11367	Staples Advantage	Office & Technical Services Supplies	33.69	Bill Payment
09/29/2020	11368	California Library Association	Martin, Carline, Shkoler FY 20-21 Membership Renewals	120.00	Bill Payment
09/29/2020	11369	Placentia Chamber of Commerce	Chamber of Commerce Membership Renewal 9/1/20-8/30/21	315.00	Bill Payment
09/29/2020	11370	Baker & Taylor	Books	239.56	Bill Payment
09/29/2020	11371	Placentia Library District	For payroll on 10/14/20	60,000.00	Check
				<u>265,593.50</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: October 19, 2020

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	
11/30/2020	
12/31/2020	
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

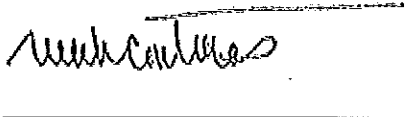
SUBJECT: Financial Reports through September 2020 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: October 19, 2020

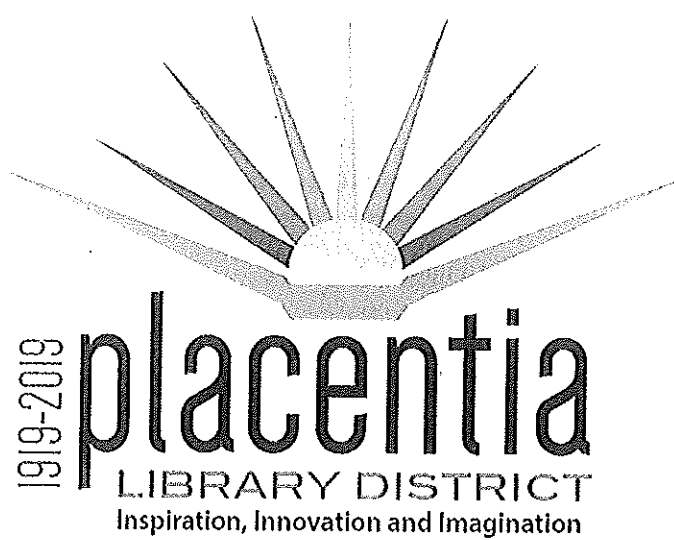
Summary of Cash and Investments as of September 30, 2020

Cash with Orange County Treasurer Fund 9LX	\$792,427.94
General Fund Checking – Bank of the West	\$475,112.81
General Fund Savings – Bank of the West	\$107,991.02
<i>(Impact Fees in Savings – Restricted)</i>	\$11,225.06
Payroll Checking – Wells Fargo Bank	\$9,339.51
Total Cash and Investments	\$1,384,871.28

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



Jeanette Contreras
Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of September 30, 2020

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,256,631	24,050	(2,232,581)	1.1%
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	8,501	(56,511)	13.1%
* 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	-	0	-
4190	State - Homeowners Property Tax Relief	67,033	-	(67,033)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	91,725	(2,402,662)	3.7%
INTEREST REVENUE					
4600	Interest	8,500	2,715	(5,785)	31.9%
	Sub Total	8,500	2,715	(5,785)	31.9%
GRANT REVENUE					
4210, 4421	State Grants	20,000	-	(20,000)	0.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	-	(40,000)	0.0%
MISCELLANEOUS REVENUES					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	-	(25,000)	0.0%
* 4430, 4414, 4400	Other Revenue	0	55	55	-
4310	Fines & Fees	15,000	435	(14,565)	2.9%
4320, 4330	Passport/Photos	150,000	2,171	(147,829)	1.4%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	-	(2,000)	0.0%
	Sub Total	192,000	2,660	(189,340)	1.4%
TOTAL REVENUES YTD FOR FY 18/19:		2,734,887	103,637	(2,631,250)	3.8%
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	6,537	(13,463.26)	32.7%

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

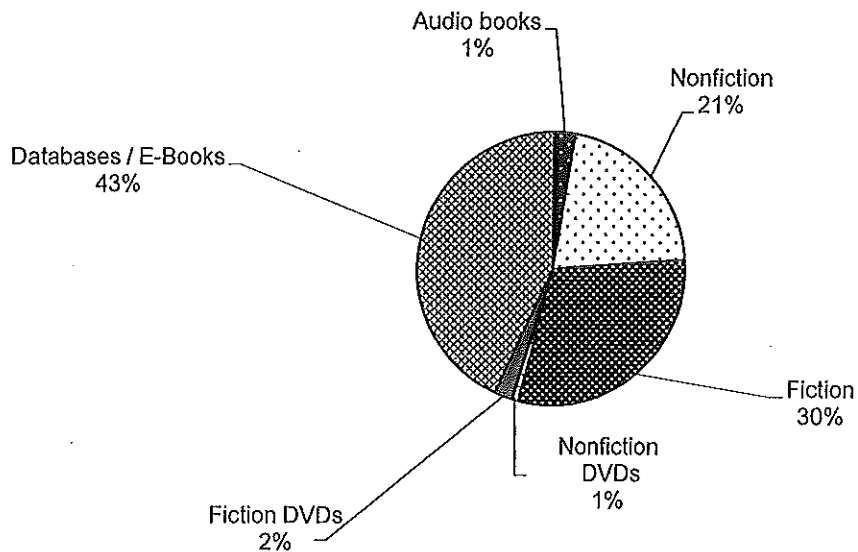
**PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
September 30, 2020
25% of the year completed.**

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,470,812	281,030	0.19	\$1,189,782
5030	Retirement	64,143	11,856	0.18	\$52,287
5040	Unemployment Insurance	2,500	0	0.00	\$2,500
5050	Health Insurance	289,038	66,890	0.23	\$222,148
5064	Dental Insurance	17,796	3,344	0.19	\$14,452
5060	Life Insurance	9,420	1,174	0.12	\$8,246
5066	AD & D Insurance	6,172	1,578	0.26	\$4,594
5068	Vision Insurance	3,541	695	0.20	\$2,846
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	3,153	0.19	\$13,099
	TOTAL	\$1,884,674	\$369,720	0.20	\$1,514,954
SERVICES & SUPPLIES					
5100	Communications	11,000	687	0.06	\$10,313
5170	Household Expenses	25,000	5,589	0.22	\$19,411
5099	Liability Insurance	22,000	10,046	0.46	\$11,954
5205	Maintenance Expense	20,000	3,703	0.19	\$16,297
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	23,346	0.26	\$66,654
5290	Memberships	11,000	2,383	0.22	\$8,617
5300-5350	Office Expenses & Postage	85,000	20,337	0.24	\$64,663
5400	Prof./Specialized Services	202,000	63,057	0.31	\$138,943
5495, 5900, 5910, 5920	Programs	50,000	7,700	0.15	\$42,300
5500	Books/Library Materials	223,213	35,604	0.16	\$187,609
5600	Meetings/Professional Development	25,000	129	0.01	\$24,871
5700	Mileage/Parking	1,000	53	0.05	\$947
5800	Utilities	35,000	1,662	0.05	\$33,338
7000	COVID-19	20,000	2,759	0.14	\$17,241
	TOTAL	\$820,213	\$177,053	0.22	\$643,160
	OPERATING EXPENSES	\$2,704,887	\$546,773	0.20	\$2,158,114
FIXED ASSETS & TAXES					
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	-	0.00	\$20,000
	TOTAL	\$30,000	-	0.00	\$30,000
CAPITAL PROJECT					
*5211	Renovation	\$0	-	-	\$0
	TOTAL	\$0	-	-	\$0
TOTAL BUDGET		\$2,734,887	\$546,773	0.20	\$2,188,114
*Mathematically unable to divide by zero. Dividing by zero provides a null value.					

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH SEPTEMBER 2020

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
Total Fiction	\$17,161	1220	\$267	79
Total Non-Fiction	\$12,144	561	\$602	104
Total Electronic	\$24,494	63	\$18,742	7
Total Audio Books	\$1,451	290	\$11	0
Total Educational DVDs	\$364	10	\$0	0
Total Entertainment DVDs	\$1,314	317	\$0	0
Total Library of Things	0	0	\$0	0
YTD TOTAL MATERIALS	\$56,928	2216	\$19,622	0
Budget	\$223,213		\$265,183	
% Spent YTD	26%		7%	





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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 September 2020

DATE: October 19, 2020

Net Revenue Summary for September 2020

			YTD	YTD
	Sept-20	Sept-19	2020-2021	2019-2020
Passport	1,410	5,530	1,690	23,660
Passport Photos	372	1,044	480	4,380
Test Proctor	0	0	0	0
Fines & Fees	71	61	435	22,401
Meeting Room	0	0	0	0
TOTAL	1,853	6,635	2,605	50,441



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for September 2020
DATE: October 19, 2020

	Sep-20	Sep-19	YTD 2020-2021	YTD 2019-2020
Separation	0	0	0	1
Retirement	0	0	0	0
Appointments	0	1	0	3
Open Positions	*1	2	1	3
Workers' Compensation Leave	0	0	0	0
Total	1	3	1	7

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 September 2020
DATE: October 19, 2020.

CIRCULATION	Sep-20	Sep-19		Y-T-D	Y-T-D	Y-T-D
				2020-21	2019-20	% change
New Patron Registrations	128	409		675	1,031	-34.5%
Circulation (items)	4,698	742		11,153	10,687	4.4%
Circulation (e-content)	9,991	1,545		31,064	9,864	214.9%
Total Circulation	14,689	11,076		31,856	76,314	-58.3%
Total Active Borrowers*	2,704	5,004				
Attendance	2,616	50,158		5,674	60,814	-90.7%
Registered Card Holders*	54,405	47,835				
Adult Fiction	631	923		2,672	2,003	33.4%
Adult/Teen Nonfiction	377	715		1,990	1,202	65.6%
Adult Magazines	1	0		6	-	#DIV/0!
Adult/Teen Audio Books	81	113		272	312	-12.8%
Adult DVDs	320	1,034		694	2,391	-71.0%
Library of Things (LOTs)	3	26		15	30	-50.0%
Teen Fiction	187	156		865	432	100.2%
Teen Video Games	47	103		241	244	-1.2%
Childrens Fiction	2,391	3,523		9,768	8,563	14.1%
Childrens Nonfiction	474	2,593		2,064	3,143	-34.3%
Childrens Magazines	0	0		2	-	0.0%
Childrens Audio Books	6	26		59	26	126.9%
Childrens DVDs	180	1,772		591	2,583	-77.1%

* YTD % change not applicable.

PATRON COUNT

Gate Count						
Sept. 2020	Sept 2019	Y-T-D 2020/21	Y-T-D 2019/20	Y-T-D % change	Hours Open	Average Per Hour
2,354	50,046	6,849	59,719	-772%	63	37

Outside Gate Counts	
Adult/Teen Programs	0
Children Programs	0
Curbside	260
Outreach	2
Meeting Room Rentals	0
TOTAL	262

Library Attendance Total
2,616

Passport Count

Sept. 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00							1	1
10:00			2	2	1		2	7
11:00			1	5	1		2	9
12:00		2	3					5
1:00		2		1	1			4
2:00		2	3	4		2		11
3:00		2	3	8	5		8	26
4:00								0
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	8	12	20	8	2	13	63

Sep 2020	Sep 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
63	275	71	803	-1031%

ACHIEVEMENTS

- Tim helped Jon set up the three new Info Desk computers (Windows 10 computers).
- Tim posted news and updates to social media, the email newsletter and the website about the library's reopening on September 21st.

MEETINGS

- Angie, Tim, Laura, and Estella attended All-Staff meetings via zoom on September 4th and 22nd.
- Angie and Tim attended the Phase 2 Training via zoom on September 18th.
- Estella attended Supervisor's Meeting on September 2nd and 9th.
- Estella attended Meeting with Yesenia on September 24th.

PROFESSIONAL DEVELOPMENT

- Jon trained Tim how to set up the Info Desk computers with setting up the software and SharePoint.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: City of Placentia - Shared Maintenance Costs through September 2020

DATE: October 19, 2020

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							0.00
Nov-20							0.00
Dec-20							0.00
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	\$6,401.60	\$249.60	\$17.82	\$0.00	\$6,669.02

* 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 September 2020

DATE: October 19, 2020

Meetings:

- PLFF Board Meeting: September 14th
- Board of Trustees Meeting: September 21st
- Staff Appreciation Dinner Committee Meeting: September 1st, 14th, 25th, 29th
- 2021 Monthly Conference Chairs Meeting: September 2nd
- National COVID-19 Briefing with State, Local and Tribal Officials: September 2nd
- Supervisor Meeting: September 2nd, 16th, 22nd, 23rd
- Joint Use Committee Meeting: September 3rd
- All Staff Meeting: September 4th & 22nd
- California Public Library Directors Networking Conversation: September 10th & 24th
- SLS Executive Council Meeting: September 15th
- One on One Meetings with Staff: September 16th
- SLS Children's Services Committee Meeting: September 16th
- CLA Finance Committee: September 16th
- California Library Services Board Meeting: September 17th
- Vendor Meeting: September 17th
- Administration Meeting: September 23rd
- Overdrive Magazine Update & RBdigital Renewal Meeting: September 24th
- Phase 2 Capacity Meeting: September 28th
- CLA Conference Meeting: September 29th
- Mask PSA Meeting: September 29th
- Deputy and Assistant Directors Networking Conversation #1: September 30th
- Staff Development Day Planning Meeting: September 30th
- League of Cities Rehearsal: September 30th

Facilities:

- Dewey Pest Control: September 25th
- Johnson Controls, Inc.: September 28th

Training/Workshops/Conference:

- A Librarian's Guide to Homelessness: September 10th
- Phase 2 Training for Staff: September 18th
- Responding When COVID Comes to Your Library: September 28th

Events:

- Assemblymember Quirk-Silva's Breakfast Club with State Auditor Elaine Howle: September 11th



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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 September 2020

DATE: October 19, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	September 2020	September 2020	September 2019	September 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	7	2,791	17	770	20	8,093	25	1,053	-20.00%	668.57%
Educational	1	527	0	0	1	527	0	0	100.00%	100.00%
Reading	0	0	0	0	4	1,355	2	375	100.00%	261.33%
Seasonal	0	0	2	475	6	2,470	2	475	200.00%	420.00%
Totals	8	3,318	19	1,245	31	12,445	27	1,428	14.81%	771.50%

Reference/Computer Usage Statistics

	September 2020	September 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Reference—in person	64	344	96	619	-84.49%
Reference--telephone	21	11	86	24	258.33%
Total Reference	85	355	182	643	-71.70%
Children's computer usage	14	421	14	421	-96.67%

ACHIEVEMENTS

- Venessa conducted Facebook Live virtual Rise and Shine Storytime on September 5th, 12th and 19th.
- Ana conducted Facebook Live virtual Luna, Luna Bilingual Storytime on September 2nd, 16th, and 30th.
- Ana conducted Facebook Live virtual STEAM Club on September 23rd.
- Venessa Faber and Lori Worden completed the new Take 5: Grab & Go program.

MEETINGS

- Deanna White attended the All Staff Meeting on September 22nd.
- Lori Worden and Ana Balderas attended Phase 2 training on September 18th.
- Lori Worden and Yesenia Baltierra attended Staff Appreciation Dinner planning meetings on September 14th and 24th.

PROFESSIONAL DEVELOPMENT

- Deanna White attended a ProQuest Search Strategies Webinar on September 17th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for September 2020

DATE: October 19, 2020

MONTHLY STATISTICS

Information Desk Activity	September	September	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2021-20	2019-20	% change
Information -- in person	291	1226	413	2070	-80.05%
Information -- telephone	387	324	1591	812	95.94%
Information -- email/chat	9	20	120	20	500.00%
Curbside Service	260	0	2034	0	100%
Delivery Service	2	0	77	0	100%
Technology assistance	14	95	23	95	-75.79%
Guest passes	7	76	7	76	-90.79%
Adult and Children's computer use (desktops)	142	866	200	866	-76.91%
Adult computer usage (desktop)	172	499	215	499	-56.91%
Teen computer usage	10	179	17	179	-90.50%

Volunteer Hours:	September	September	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
History Room	0	6	0	29	-100%
PLFF	7	233.33	60.75	677.66	-91.04%
General Library	0	171.4	6	216.65	-97.23%
Technology	0	0	0	0	0.00%
Homework Club	0	7.35	0	7.35	-100.00%
Adult Literacy Tutors	84.75	59.25	324.75	178.33	82.11%
PTAC	21	33	65	126.5	-48.62%
Summer Reading Program	0	0	0	176.53	-100%
Total Volunteer Hours	112.75	510.33	456.5	1412.02	-67.67 %

History Room Activity	September 2020	September 2019	Y-T-D FY2020-21	Y-T-D FY2019-20	Y-T-D % change
History Room Visitors	3	31	4	34	-88.24%

Public Services Outreach Activity	September 2020	September 2019	Y-T-D FY2020-21	Y-T-D FY2019-20	Y-T-D % change
Outreach Visits	0	2	0	7	-100.00%
Outreach Attendance	0	45	0	222	-100.00%

Adult and Teen Programs

Type of Program	Number of Programs September	Attendance September	Number of Programs September	Attendance September	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	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	0	0	1	1	0	0	100.00%	100.00%
Fine Art Programs	0	0	0	0	0	0	1	300	-100.00%	-100.00%
Hangar Makerspace Programs	1	311	3	139	2	378	3	139	-33.33%	171.94%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	0	0	0	0	1	18	0	0	100.00%	100.00%
Home and Lifestyle Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	10	56	4	51	31	176	7	73	342.86%	141.10%
Reading Programs Adult	0	0	0	0	1	94	1	53	0.00%	77.36%
Reading Programs Teen	0	0	0	0	1	17	1	25	0.00%	-32.00%
Volunteer Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Placentia Teen Advisory Council	2	17	2	39	6	47	5	77	20.00%	-38.96%
Teen Only Programs	0	0	0	0	4	5	0	0	100.00%	100.00%
Adult and Teen Program Total	13	384	9	229	47	736	18	667	161.11%	10.34%
Teen Program Total	0	0	0	0	11	69	6	102	83.33%	-32.35%

The Hangar Makerspace	Attendance September	Attendance 2020	Attendance 2019	Y-T-D FY2020-21	Y-T-D FY2019-20	Y-T-D % change
Hangar Open Hour Visitors		0	119	0	119	-100%
Adult/Teen Hangar Programs		311	139	378	139	171.94%
Tween Hangar Programs		0	0	0	0	N/A
Family Hangar Programs		0	0	0	0	N/A
Total		311	258	378	258	46.51%

Literacy	YTD2021	YTD1920	% Change
English Literacy Students	33	41	-19.51%
Students Graduated	1	0	100%
English Literacy Tutors	34	27	25.93%

<u>Proctored Tests</u>	<u>September</u>	<u>September</u>	<u>Y-T-D</u>	<u>Y-T-D</u>	<u>Y-T-D</u>
	2020	2019	2020-21	2019-20	% change
Number of Tests	0	2	0	2	-100%

ACHIEVEMENTS

- Katie Matas began training Megan Tolman as technical services back-up on September 29th.
- Katie Matas began training Shellie McCurdy on book mending, receiving, and processing on September 30th.
- Victor Meza coordinated PTAC meetings on September 3rd and 17th.
- Shellie McCurdy, and Megan Tolman coordinated the September Hangar Take & Make on September 1st.
- Sabrina Rosengren and Sally Federman coordinated Literacy Reads on September 1st, 8th, 15th, 22nd, and 29th.
- Sabrina Rosengren coordinated Read, Write, Speak Club September 4th, 11th, 18th, and 25th.
- Sabrina Rosengren co-facilitated CLLS Tutor Ready Writing Workshop Part 2 on September 29th.
- Wendy Amireh trained Shellie McCurdy on collection development on September 15th.
- Megan Tolman completed a series of Catalog Reference Videos on September 29th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on September 16th and 29th.
- Michelle Meades met with Wendy Amireh on September 23rd.
- Wendy Amireh attended the supervisors meetings September 22nd and 23rd.
- Adult Services Staff attended all staff meeting on September 4th, 18th, and 22nd.
- Michelle Meades, Shellie McCurdy, and Wendy Amireh attended a Family Cooking Time planning meeting on September 8th.
- Adult and Teen Services met on September 22nd.
- Michelle Meades and Victor Meza met with Wendy Amireh on September 16th and 28th to discuss volunteers.
- Wendy Amireh attended Kiwanis meetings on September 3rd, 10th, 17th and 24th.
- Katie Matas met with Wendy Amireh on September 1st.
- Victor Meza met with Wendy Amireh on September 8th and 29th.
- Victor Meza met with Tim Worden on September 29th.
- Shellie McCurdy and Wendy Amireh attended Hangar meetings on September 17th.
- Shellie McCurdy and Katie Matas met on September 30th.
- Sabrina Rosengren, Sally Federman, and Wendy Amireh met on September 21st.
- Sabrina Rosengren attended a CLLS Key to Community meeting on September 17th.
- Sabrina Rosengren attended CLLS Writer to Writer Celebration meeting on September 8th.
- Sabrina Rosengren attended CLLS Networking meeting on September 9th.
- Sabrina Rosengren met with Read, Write, Speak facilitators on September 30th.
- Sabrina Rosengren met with Navigation Center's Volunteer Coordinator on September 15th.
- Sabrina Rosengren attended Voting Registration Day Celebration meeting on September 22nd.
- Sabrina Rosengren met with Key to Community Learner Leadership Team on September 17th.
- Megan Tolman met with Wendy Amireh on September 15th.
- Wendy Amireh attended the SLS Adult Services meeting on September 8th.
- Wendy Amireh, Megan Tolman, Shellie McCurdy, Victor Meza and Michelle Meades attended the Adult and Teen services program planning meeting on September 17th.
- Megan Tolman and Michelle Meades met on September 22nd to discuss adult programming plans.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh, Sabrina Rosengren and Shellie McCurdy attended the Librarian Guide to Homelessness Webinar on September 10th.
- Michelle Meades and Shellie McCurdy attended the Cooking at the Library webinar on September 4th.
- Shellie McCurdy viewed Baker and Taylor training webinars on September 8th.
- Sabrina Rosengren attended New Resume Project virtual workshop on September 1st.
- Sabrina Rosengren attended CLLS Key to Community What's on my Ballot on September 14th.
- Sabrina Rosengren attended CLLS Tutor Ready Writing Workshop Part 1 on September 15th.
- Sabrina Rosengren attended CLLS COVID Diaries Workshop on September 22nd.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Placentia Library Website & Technology Report for September 2020

DATE: October 19, 2020

<u>On-line database usage</u>	September 2020	Onsite Usage 9/20	Remote Usage 9/20	September 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Library Catalog	3,303	N/A	N/A	1,550	13,940	69,182	-80%
General Reference Center	28	N/A	N/A	8	30	147	-80%
Biography In Context	26	N/A	N/A	568	30	579	-95%
Opposing Viewpoints	8	N/A	N/A	20	11	30	-63%
Consumer Reports	286	N/A	286	N/A	661	N/A	N/A
Freegal	850	N/A	N/A	877	2,696	2,705	0%
Heritage Quest	111	N/A	N/A	472	209	1,504	-86%
Novelist	129	N/A	N/A	8	239	65	268%
Pronunciator	24	N/A	N/A	159	50	165	-70%
ABC Mouse	8	N/A	N/A	24	16	27	N/A
ABC Mouse - Bring Reading Home	169	N/A	N/A	N/A	207	N/A	N/A
World Book Online	20	N/A	N/A	2	20	N/A	N/A
Tumblebooks	30	N/A	N/A	228	317	421	-25%
Reference USA	398	N/A	N/A	46	705	313	125%
Enki	0	N/A	N/A	5	9	15	-40%
Hoopla	2167	N/A	N/A	938	6,729	2,859	135%
Overdrive e-books	2670	N/A	N/A	169	8,371	1,979	323%
Overdrive audio books	1346	N/A	N/A	93	4,018	1,350	198%
Overdrive e-books - Placentia Advantage	1617	N/A	N/A	5,647	5,647	N/A	N/A
Overdrive audiobooks - Placentia Advantage	989	N/A	N/A	2,911	2,911	N/A	N/A
Tutor.com	21	N/A	21	12	27	N/A	N/A
Zinio	322	N/A	N/A	190	810	532	52%
ProQuest Pub. Avail. Database*	13	N/A	N/A	0	13	0	0%
ProQuest Coronavirus Research*	13	N/A	N/A	0	13	0	0%
ProQuest Ebook Central*	22	N/A	N/A	0	22	0	0%
ProQuest SIRS Discoverer*	15	N/A	N/A	0	15	0	0%
ProQuest SIRS Issues Researcher*	15	N/A	N/A	0	15	0	0%
ProQuest eLibrary*	16	N/A	N/A	0	16	0	0%
BrainFuse JobNow/VetNow*	0	N/A	N/A	0	0	0	0%
TOTAL DATABASE USAGE	14,616	-	307	13,927	47,747	81,873	-42%
* Added September 2020							

Computer & Online Resource Use	September	September	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Placentia Residents	467	123	1,454	1,285	13%
Non-Placentia Residents	379	62	1,211	1,011	20%
Total	846	185	2,665	2,296	16%

Website Traffic	September	September	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Website visits	7,696	8,690	27,351	27,162	1%
Page Hits	14,190	18,444	49,060	43,860	12%
Users	4,149	4,975	13,206	15,400	-14%
Pages/Session	1.84	1.75	N/A	N/A	N/A
Avg. Session Duration	00:02:25	00:02:33	N/A	N/A	N/A
% New Sessions	70	73	N/A	N/A	N/A

Wifi Use	September	September	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Total	200	1,462	429	4,276	-90%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

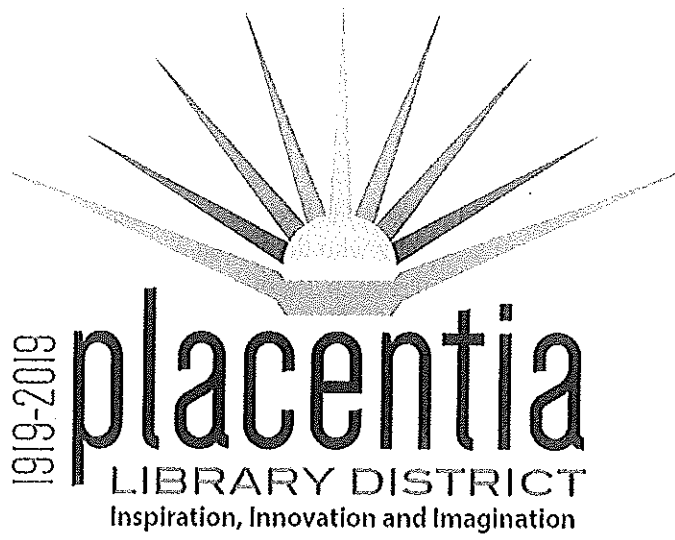
SUBJECT: Certificate of Recognition to Miss Madison Sprague for her Literary Accomplishment.

DATE: October 19, 2020

BACKGROUND

Miss Madison Sprague is 6 years old and attends Brookhaven Elementary. She loves science and Play to Learn. She had a sister named Courtney who died from a congenital heart disease called HLHS - Madison never met Courtney. Madison enjoys writing stories because she finds it fun to read her finished book. Madison loves dinosaurs and as well as teaching others how to make origami. She loves to go to the park with her dad, do crafts and play Pokémon. For every book purchased from Amazon Madison donates \$1.00 to the Ronald McDonald House of Orange County - as they helped her family when her sister was sick. Madison plans on writing more books. She donated three books to the library - one will go in the circulating children's collection - the other two will be added to the local author collection in the History Room.

The Library Board of Trustees congratulates Madison for her contribution to literature and warmly wishes her an abundance of joy as she continues her passion for writing.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Woman of Distinction Award Presentation from Senator Chang's Office to Trustee Jo-Anne W. Martin**

DATE: October 19, 2020

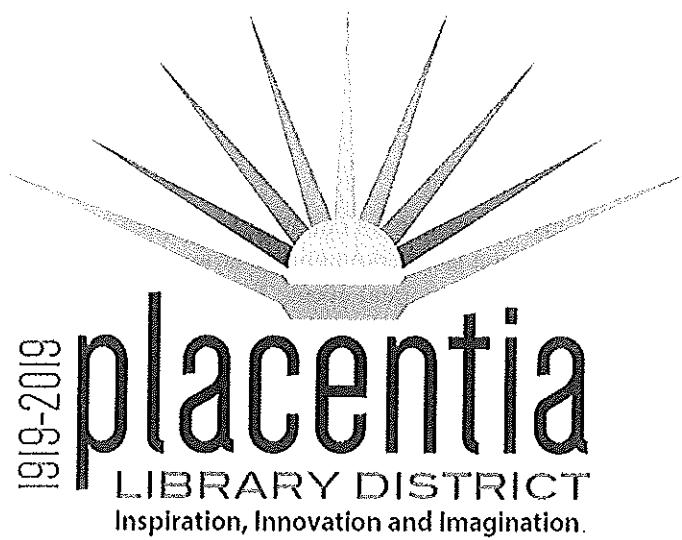
BACKGROUND

Every year, Senator Ling Ling Chang honors outstanding women whose service has made a positive impact in our communities. Women from communities around the 29th Senate District are recognized as a Woman of Distinction during the annual event. Among those selected as Woman of Distinction, one woman in particular is commemorated as Woman of the Year with a Senate Resolution. The honoree is typically recognized on the Senate floor in Sacramento but due to COVID-19, this year's event is held virtually.

Trustee Jo-Anne W. Martin has been selected as the Woman of Distinction in the 29th Senate District.

A former Air Battle Manager with the US Air Force, Trustee Martin has commanded two Air Force units, served as a Mission Crew Commander in both the US and NATO Airborne Warning and Control System and was the Pacific Regional Air Defense Commander. She is the first female graduate of the USAF Fighter Weapons (Top Gun) School. Her last assignment was at the Pentagon where she directed Congressional, budget and program integration for a \$28 billion portfolio of communications and computer programs. After retiring from the Air Force, Trustee Martin spent 10 years in the aerospace defense industry. She was a Director of Business Development for the Boeing Company with extensive international as well as domestic responsibilities. Her international experiences span Asia, the Middle East and Europe with multiple tours in South Korea. Trustee Martin is very active in the local community, having served as a Board of the Homeless Intervention Shelter (H.I.S.) House, an elder on the Placentia Presbyterian Church Board, a volunteer at Charity's Closet, a thrift store benefiting H.I.S. House residents, and as a Trustee for the Placentia Library District since April 9, 2013.

Congratulations to Trustee Martin for her distinctive recognition as a strong influencer and contributor in serving Placentia with integrity, compassion, and enthusiasm. Thank you for making a difference in the lives of our community.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation to Beatrice Quintanar, Library Clerk, for her years of service.

DATE: October 19, 2020

BACKGROUND

Beatrice Quintanar was appointed to the position of Library Clerk on November 8, 1998. She loved her job so much that she held it for all of her 22 years at the Placentia Library District with a brief post as Library Clerk II for six months during 2008. Prior to Placentia Library District, Beatrice worked in the retail and customer service industries. Patrons enjoy Beatrice's good-natured personality and professional assistance at the Information Desk and Passport Services. "Queen B," as she is lovingly referred to, will be remembered by her co-workers for her lovely personalized gifts to celebrate babies, graduates, new staff members, and retirees.

On October 18, 2010, Beatrice was recognized as the Employee of the Year for going above and beyond her duties. During the award period, Beatrice was noted for her ability to be a team player and recommending processes that resulted in efficient workflow for the Support Services Department.

On October 14, 2020, Beatrice tendered her retirement letter. With sadness and warm wishes on her well-deserved retirement, the Library Board of Trustees and library staff congratulate Beatrice and wish her health and love as she begins this new chapter in her life.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Joint-Use Committee Update
DATE: October 19, 2020

BACKGROUND

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

Attachment A is the Minutes from the October 1, 2020 Meeting.

PRELIMINARY MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA
TO DISCUSS TO THE JOINT USE AGREEMENT
OCTOBER 1, 2020

CALL TO ORDER

Members Present: President Gayle Carline, Trustee Jo-Anne Martin, 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.

**CITY OF PLACENTIA
UPDATES**

The City provided updates including the fire department and EMS exceeding expectations since starting, projects throughout Placentia, refinancing the City's pension plan, and the City's budget. Furthermore, City Administrator Arrula discussed the City's modified approach throughout the pandemic, walking the Committee through their processes as the City has remained open since the pandemic began. Moreover, the City and the District thoroughly discussed testing centers, processes when there is a positive case, and work versus personal time for testing employees that were in contact with a COVID-19 positive staff member.

**PLACENTIA LIBRARY
DISTRICT UPDATES**

The Placentia Library District has reopened with a 30 patron maximum. The library hours are Monday through Saturday 10:00 a.m. to 5:00 p.m. The Bodhi Coffee Shop will remain closed with the Bookstore open with the honor box system only and no donations. Furthermore, curbside pickup will continue and home deliveries will discontinue. Additionally, there will be rotating schedules (Team A & Team B) of staff in response to a positive case in August. The rotating schedules will enable staff to not overlap, therefore, a positive case will not halt library operations should a staff test positive.

Moreover, The request demands have exceeded norms, with the highest to date having over 300 requests. Also, the library has begun Take and Make Kits, which have been very successful in addition to the continuous popularity of the virtual storytimes and STEAM Club.

PARKING LOT

Library Director Contreras brought it to the attention of the Committee of the issue of the parking lot for events and reserved spots. Out of courtesy, the District informed the City about the Lunch at the Library drive thru program that would

utilize the District’s overflow parking lot area. The City had responded stating this should have been coordinated with them rather than just a notice. This has become problematic as there was a Pet Mobile parked in the District’s lot without any notice given to the District. The District is feeling there has been a lack of two way communication and feeling caught off guard by City events.

Moreover, Trustee Martin came to the District last week for a meeting and found both Trustee parking spots were filled. Trustee Martin parked behind the cars, and came out of her meeting to a ticket and one of the cars had moved around her. This citation has been sent to Damien to review; however, it is not guaranteed the ticket can be excused. To take action, the City is sending a Human Resources email to its employees and has asked the District to take photos and send them to Police Chief Lenyi and City Administrator Arrula from this point on. Moreover, it was suggested that parking stickers be made for the trustees to enable Parking Enforcement to easily identify those who should not be parked in these spots.

LIBRARY IMPACT FEE MEETINGS

Library Director Contreras and Director Lambert had been meeting monthly prior to the pandemic to discuss library impact fees. Since the pandemic, these meetings have ceased. The District wishes to reinstate these meetings in order to receive updates on City projects so the District can project the District’s Fiscal Year 2021-2023 Budget that will be presented to the Board of Trustees in March of 2021. These meetings will also now include the District’s Business Manager.

PSA MASK VIDEO

Library Director Contreras took a moment to thank Mayor Smith, Police Chief Lenyi, and Fire Chief Van Gieson for confirming their participation in the District’s Mask PSA video on October 13th. Library Director Contreras asked if the City could reach out for a veteran participant.

CAPITAL IMPROVEMENT PLAN

Director Contreras asked for an update on the City’s five year Capital Improvement Plan in order to include projected costs in the District’s Fiscal Year 2021-2023 Budget that will be presented to the Board of Trustees in March of 2021. Director Estevez confirmed he will email her the updated list and they will plan to meet.

ACTION ITEMS

Director Estevez will email the City’s Capital Improvement Projects projected for the next five years with cost estimates for the Library District to review. Moreover, the District requested the City Meeting Room for their October 19, 2020 Regular Date Meeting. City Administrator Arrula will confirm if the City Meeting Room or Council Chambers are available.

NEXT MEETING

The next meeting is scheduled for Thursday, November 5th 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

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: PROCESS FOR DISTRICT-BASED ELECTIONS

DATE: OCTOBER 19, 2020

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 which is being proposed to commence with the General Municipal Election in 2022 if the Board adopts a resolution transitioning to district-based elections. Elections Code Section 10010 sets forth the process for considering and implementing district-based elections. It provides that before any map or maps of the boundaries of the proposed districts are drawn, the Placentia Library District (“Library”) must conduct two public hearings over a period of no more than third (30) days, at which time the public is invited to provide input regarding the composition of the districts. After the second public hearing, the draft maps and the sequencing of the elections are to be posted. The Board would then hold at least two public hearings to receive input on the draft maps and the sequencing of elections.

DISCUSSION

The Board needs to set a hearing schedule for the consideration of district-based elections. Notices of the public hearings will be published in the *Register* in English and Spanish and also on the Library’s social media platforms.

At the first two hearings the public will be invited to provide input regarding communities of interest and other local factors that should be considered prior to the drafting of any district maps for consideration by the Board. A community of interest is a neighborhood or group that would benefit from being in the same district because of shared interests, views, or characteristics, including such things as school attendance areas, neighborhoods divided by major roads or land features, areas around parks, issues within the District’s jurisdiction that are common to an area, share demographics such as income levels, education, language, etc.

Some of the requirements for the District to ensure compliance with state and federal criteria are to 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.

After receiving the public's input at the first two hearings, draft maps and proposed sequencing of elections would be considered by the Board at the third public hearing. The draft map, as approved by the Board would then need to be posted publicly at least seven days before what would be the Board's fourth public hearing on district-based elections. Public input would be received on the Board's proposed draft map. If the draft map is not changed at the fourth hearing it would then be considered for approval at the Board's fifth public hearing.

As noted, the Board must also decide when district-based elections will begin and the sequencing thereof. The earliest district-based elections could start would be November of 2022, 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.

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.

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

Attachment B is the Draft Notice of Public Hearing

RECOMMENDATIONS

1. Adopt the proposed timeline for public hearings and direct the Library Director to post and publish notices as required by law.
2. Roll call vote.

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

DATE	EVENT	COMMENT
August 17, 2020	Board Adopted Resolution of Intention	Triggers Public Hearing Process
November 16, 2020	First Public Hearing	Board receives public input regarding composition of districts. No maps yet.
December 21, 2020	Second Public Hearing	Board received public input regarding composition of districts. No maps yet. ¹
January 9, 2021	Publish Maps and Sequence of Elections	Must be posted at least 7 days before Third Hearing
January 18, 2021	Third Public Hearing	Board receives and comments on draft maps and sequencing of elections
January 19, 2021	Publish Maps and Sequence of Elections	Must be posted at least 7 days before Fourth Hearing
February 15, 2021	Fourth Public Hearing	Board hearing regarding draft maps and Sequencing ² May consider adopting Resolution for District-Based Elections
March 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 Third and fourth hearings must occur within a period of 45 days.

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 Chamber³ located at 401 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 regarding the proposed transition from at-large elections for Board of Trustees to district-based elections, the time frame and sequencing for this transition, the criteria and factors to be used in drawing maps of the districts and other matters relevant to the proposed transition. Based on input from these hearings, the Board will direct that district maps be drawn and propose the timing and sequencing of the district-based elections.

Monday, November 16, 2020 -- 6:30 p.m.

Monday, December 21, 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 administration@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.

³ 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 BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Election of Officers for Independent Special Districts of Orange County (ISDOC)

DATE: October 19, 2020

BACKGROUND

The Independent Special Districts of Orange County (ISDOC) provided ballot and candidates' statements to the Placentia Library District for the upcoming election of officers. The following positions are open:

President:

1. Mark Monin, El Toro Water District
2. Lucille Kring, Orange County Mosquito & Vector Control District

Attachment A are the instructions, 2020 Election Ballot for ISDOC Election of Officers

Attachment B are the candidates' statements.

RECOMMENDATIONS

1. Select a President; and
2. Authorize Board President Carline to sign the ballot on behalf of the Placentia Library District; and,
3. Roll call vote.

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 fax

www.mwdoc.com/isdoc

Executive CommitteePresident

Hon. Sandra F. Jacobs
Santa Margarita Water District

1st Vice President

Hon. Mark Monin
El Toro Water District

2nd Vice President

Hon. Arlene Schafer
Costa Mesa Sanitary District

3rd Vice President

Hon. Mary Alleen Matheis
Irvine Ranch Water District

Secretary

Hon. Bill Green
South Coast Water District

Treasurer

Hon. Joan C. Finnegan
Municipal Water District of Orange County

Immediate Past President

Hon. James R. Fisler
Mesa Water District

Staff AdministrationHeather Baez

Municipal Water District of Orange County

Christina Hernandez

Municipal Water District of Orange County

September 15, 2020

RE: Election of Independent Special Districts of Orange County (ISDOC) Officers

Dear Member Districts,

The nomination period for Executive Committee officer positions closed on September 11th, 2020. At this time, ISDOC is conducting a vote of Regular Special District Members for the election of officers. This letter serves as official notice of the election.

The names of nominated candidates are printed on the ballot. Please vote for one candidate per seat.

The Executive Committee meets at 7:30 am on the first Tuesday of the month. Meetings are open to the public. Duties of Executive Committee members are contained in the ISDOC bylaws, which may be found at the ISDOC website - <http://www.mwdoc.com/ISDOC>.

Each Regular Member District in good standing shall be entitled to one vote. In accordance with current bylaws, the district's presiding officer or an alternate must cast (signed) select the vote by the district board.

You may submit your ballot via mail or email to Heather Baez: P.O. Box 20895, Fountain Valley, CA 92728 (mail) or hbaez@mwdoc.com (email). **Ballots must be received by 5:00 p.m. on Friday, October 23, 2020 in order to be counted. Even if positions are uncontested, it is important to submit a ballot since a quorum of voting members is required for the election of officers.**

The names of officers elected will be announced at the October 29th quarterly meeting.

If you have any questions or wish to discuss the election process further, please contact Heather Baez (MWDOC) at hbaez@mwdoc.com or (714) 593-5012.

Sincerely,

Sandra F. Jacobs

Sandra F. Jacobs, President
Independent Special Districts of Orange County

Enclosed: Ballot for ISDOC Election of Officers
Candidates' Statements

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY ELECTION OF OFFICERS

The ISDOC Executive Committee consists of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Immediate Past President. Officers are elected in October of even numbered years for two-year terms. Please vote for one candidate per seat.

The ISDOC bylaws indicate, "At the end of the nominating period if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected." This is the case for the First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer positions; therefore they are not on the ballot. Arlene Schafer from Costa Mesa Sanitary District, Larry Dick from the Municipal Water District of Orange County, Mary Aileen Matheis from Irvine Ranch Water District, Greg Mills from Serrano Water District, and Bill Green from South Coast Water District, respectfully, have been selected to these seats.

Cast your Vote: Please cast your vote for the remaining seats by placing an "X" on the line next to the individual for which you wish to vote in each position. If you are writing in a candidate, please include their district affiliation and position.

President

_____ Mark Monin, Director
El Toro Water District

_____ Lucille Kring, President
Orange County Mosquito & Vector Control District

DISTRICT NAME

SIGNATURE OF VOTING REPRESENTATIVE

Ballots must be received no later than 5 p.m. October 23, 2020.
You may return your ballot by mail or email to:

Heather Baez
P.O. Box 20895
Fountain Valley, CA 92728
Attention: ISDOC Executive Committee Election
OR Email: hbaez@mwdoc.com



El Toro Water District

"A District of Distinction"

Serving the Public - Respecting the Environment

Board of Directors

Mark L. Monin
President

Mike Goshins
Vice President

Jose F. Vergara
Director

Kathryn Freshley
Director

Koy Havens
Director

General Manager
Dennis P. Cofferty

Treasurer
Neelzy Shanbhaghi



Re: Mark Monin for ISDOC Executive Committee, President

I would be honored to serve as President for the Independent Special Districts of Orange County. I have been an active participant in ISDOC for 5 years and firmly believe in the benefits it brings to the Special Districts in Orange County. ISDOC's achievements were recently recognized by CSDA in awarding ISDOC the CSDA Chapter of the Year Award. I would be proud to help guide the continued success of this critical collaboration of agencies with similar interests and needs.

I currently serve on the ISDOC Executive Committee as the 1st Vice President, chairing the Program Committee. Duties include planning the Quarterly Luncheon Program and inviting and coordinating with the invited speakers. I arranged speakers such as Supervisor Lisa Bartlett and recently Supervisor Donald Wagner. Even though it was not my duty, I brought in a new associate member to ISDOC this year.

In the past I served on the ISDOC Executive Committee as the 2nd Vice President chairing the Membership Committee. Duties included maintaining a list of current regular and associate members and follow up with any outstanding membership dues as needed.

I am a Director on the El Toro Water District Board of Directors and currently serve as President. In addition, I am a Commissioner on the Orange County Airport Land Use Commission, currently serving as Vice Chairman. I was also a PCF Fire Fighter with the Orange County Fire Authority. I have proven to be a fiscally responsible individual with a "think out of the box mentality" and I look forward to working with the other ISDOC Board members to achieve greatness. I love Orange County and want to work hard here and in Sacramento to help Special Districts progress into the future. With the exception of one meeting, I have attended every ISDOC Executive Committee meeting in the last 4 years and I know the issues that have affected ISDOC in the past and what is important to propel this fine organization in the future. My qualifications for this position include:

>EXPERIENCED LEADER >COMMITTED TO SPECIAL DISTRICTS >FISCALLY RESPONSIBLE
>DEDICATED

As you know ISDOC is a membership association that was formed more than 30 years ago to serve the needs of Orange County's independent special districts. I want to continue to build on that fine tradition, work hard with others to achieve a higher degree of member satisfaction and make ISDOC even stronger. I feel I can collaborate with the Executive Committee and the membership to provide valuable information and presentations on issues that affect Special Districts which can help you with important discussions in the future.

Please see the accompanying resume outlining my experience and education. I would love to hear your thoughts on how we can make ISDOC even better and please contact me with your input, ideas or questions on my experience or platform. I can be reached at (949) 939-6612 or markmonin@msn.com.

Sincerely,

Mark L. Monin
El Toro Water District
President

Mark L. Monin

1 Orchard, Suite 130
Lake Forest, CA 92630
(949) 939-6612

Mark.Monin@raymondjames.com

Mark Monin serves as President, Board of Directors at the EL Toro Water District. Senior Vice President at Raymond James, with over 39 years in the securities industry. Mark is also a former firefighter and has experience in the aviation industry, with pilot FAA Licenses private, commercial, instrument and multi engine FAA licenses and has over 2000 total hours PIC.

**Professional Experience****Water District**

- El Toro Water District, President Board of Directors, Lake Forest, CA 2015 -Present
- ISDOC 1st Vice President 2016- Present
- ACWA Chair of Education Sub Committee 2019-Present
- ACWA Finance Committee 2016 – Present
- ACWA Energy Committee 2017 – 2020
- ACWA Business Development Committee 2017-2020
- ACWA monitored many Breakout sessions at the ACWA conferences 2016 – Present

Financial Investment/Securities Industry (39 Years)

- Raymond James Financial Services, Newport Beach 2009-current
- Oppenheimer & Co. Newport Beach, California 2005-2009
- Morgan Stanley, Sales Manager / Financial Advisor, Los Angeles / Orange County 1998 - 2005
- Merrill Lynch, Manager / Financial Advisor, Los Angeles / Orange County 1994 - 1998
- Prudential Securities, Assistant Manager, Anaheim 1991 – 1994

Aviation Experience / Aviation Organizations / Community Involvement

- Pilot Data & FAA Licenses
 - Private
 - Commercial
 - Instrument
 - Multi engine
 - Over 2000 total hours PIC since 1977
- Vice Chairman of the Orange County Airport Commission (Land Use) 2015-present
- Adjunct Professor at California Baptist University, Riverside, CA 2015- 2016
 - Teaches Aviation Law and Aviation Finance
- Civil Air Patrol (Auxillary United States Air Force) from 1992-1996
 - *Aerial and ground search & rescue,*
- *Civil Air Patrol Aerial Disaster inspection, Orange County, CA*
 - *DEA and Customs assistance in aerial surveillance, air transport from 1992-1996*
- Flying Samaritans/ Liga
 - Free medical clinics; fly physicians/medical professionals to Mexico 1995-present
- Angel Flight Pilot
 - Provides transportation to medical treatment for those who cannot afford/tolerate public transportation, 1998-present
- Southern California Pilots Association
 - To provide a collective voice for General Aviation at our So CA Airports.
 - Develop a positive working relationship with the airport administration.
 - Foster camaraderie amongst So CA Pilots with aviation related
 - Enhance safety and education in the So CA Pilot community.
- Orange County Pilots Association (OCPA)
 - OCPA is an association of aviation enthusiasts with the purpose of promoting aviation at the Orange County Airport
- Experimental Aviation Association (EAA)

- o Experimental Aircraft Association based in Oshkosh, Wisconsin, encourages and supports recreational aviation.

Security Experience

- o Saddleback Church
 - o *Supervisor Irvine South Campus 2014-2018*

Firefighter Experience

- o Orange County Fire Authority
 - o *PCF/ Firefighter/Engineer/ search & rescue/ medical training (first responder) 1988-1995*
- o Twin District Fire Department, Lancaster, NY
 - o *Firefighter/ Engineer/ search & rescue/ medical training (first responder) 2005-2006*
- o Lancaster Fire Department, Lancaster, NY
 - o *Firefighter/ Engineer/ search & rescue/ medical training (first responder) 1982-1984*
- o Egypt Fire Department, Rochester/Perrington, NY
 - o *Firefighter/ Engineer/ search & rescue/ medical training (first responder) 1985-1987*

Boards/Committees/Community Involvement

- o El Toro Water District, Board of Directors 2015 – Present
- o Vice Chairman of the Orange County Airport Land Use Commission 2015 – Present
- o Finance Committee of The Association of California Water Agencies and Its Education Subcommittee, Investment Subcommittee 2015 – Present
- o South Orange County Watershed Management Area Executive Committee
- o Independent Special Districts of Orange County (ISDOC)
- o Water Advisory Committee of Orange County (WACO)
- o Orange County Water Association (OCWA)
- o City of Laguna Woods Public Safety Committee Chairman 2012-2015 Past Chairman
- o City of Laguna Woods Landscape Committee, Past Member
- o Newport Beach Chamber of Commerce, Past Member
- o Irvine Chamber of Commerce, Past Member

Education/Licensure

- o Pepperdine University, Malibu California, Masters in Business Administration, 2002
- o The Wharton School, University Of Pennsylvania, Senior Financial Advisor
- o The Wharton School, University Of Pennsylvania, Management Training Program
- o Institute of Investment Management Consulting, Investment Management Consultant
- o The Institute of Business & Finance: Certified Annuity & Fund Specialist
- o Board Certified in Asset Allocation
- o Canisius College, Buffalo New York, BS/Finance, 1981
- o University of Buffalo, Aeronautical Engineering, 1978
- o Federal Aviation Administration, Multi Engine, 2000
- o New York Stock Exchange, Series 8, Branch Manager, 1990
- o National Association of Securities Dealers, Series 65, Financial Planning, since 1989
- o California Department of Real Estate, since 1988
- o National Association of Securities Dealers, Series 3, Futures, since 1988
- o National Association of Securities Dealers, Series, Options Principal, since 1983
- o National Association of Securities Dealers, Series 24, Principal Supervisor, since 1983
- o National Association of Securities Dealers, Series 63, State Licensing, since 1981
- o Securities Licensed in California, Colorado, Connecticut, Delaware, Georgia, Iowa, Illinois, Indiana, Louisiana, Maryland, New Jersey, New York, Ohio, Pennsylvania
- o National Association of Securities Dealers, Series 7, 1981, Financial Advisor
- o Federal Aviation Administration, Commercial, 1979
- o Federal Aviation Administration, Instrument, 1978
- o Federal Aviation Administration, Private, 1977

September 10, 2020

Honorable Sandra Jacobs

Dear Ms. President,

My name is Lucille Kring, Councilwoman Anaheim and am applying for the position of President of ISDOC.

I am completing 16 years on City Council. and during that time was very active in the OC League of Cities.

I was on the following committees: Employee Relations, Energy, Environment and Natural Resources, Legislative and Public Affairs, Community Services, Conference Delegate and attended their Councilmember Academy.

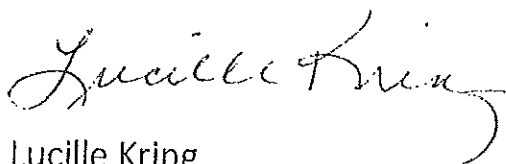
I currently sit on these boards: Transportation Corridor Agencies, OC Sanitation District, OC Mosquito and Vector Control, where I was President twice, Anaheim Regional Medical Center and Palm Lane Charter School.

Anaheim is a member city with Association of California Cities-OC Division, and I am on the executive board.

I am very active in non-profits: currently on boards: Cops 4 Kids and Anaheim Family YMCA.

I believe I bring a wealth of elected and appointed experience to this board. I think I would well suited to be President.

Sincerely

A handwritten signature in cursive script that reads "Lucille Kring". The signature is written in black ink and is positioned above the printed name.

Lucille Kring

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss PSA Mask and Related Efforts to Promote Safety Measurements During the COVID-19 Pandemic

DATE: October 19, 2020

BACKGROUND

On July 14, 2020, the Centers for Disease Control and Prevention (CDC) called on Americans to adopt the use of cloth face masks to slow the spread of the COVID-19 virus. Additionally, studies from the Journal of the American Medical Association (JAMA) and CDC's Morbidity and Mortality Weekly Report have shown that adherence to universal masking policies reduced the spread of infection. Prior to CDC's information, the Governor of California issued a face mask mandate for all Californians where maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible. Children under two years old are exempt.

As the coronavirus pandemic continues, more Americans say they are regularly wearing a mask or face covering in stores and other businesses, according to a PEW Research Center survey conducted in August. Additionally, 85% say they have done so all or most of the time over the month during the survey period. For the protection of our staff, patrons, and neighbors, the Library Board of Trustees adopted the COVID-19 Reopening Plan on May 18, 2020 which included social distancing and face mask requirements.

In California, businesses that do not comply with the mask requirement will face a fine and they include the following cities and counties:

- Los Angeles County (\$100 for the first offense, up to \$500 and a 30 day permit suspension for multiple offenses)
- Contra Costa County (\$250 for a business's first violation, \$500 for second and \$1,000 for third)
- Irvine (up to \$500 per day)
- Monterey (first violation - \$100, second violation - \$200, third violation - \$500)
- Marin County (between \$250 to \$10,000 for businesses)
- Napa County (between \$250 to \$10,000 for businesses)
- Santa Monica (\$500 for a business's first violation, \$750 for second and \$1,000 for third)
- Yolo County (between \$250 to \$10,000 for businesses)

Furthermore, individuals in the following cities will be fined for not wearing a face covering in public:

- Compton (the first violation - written warning, second violation - \$500, third violation - \$750, and fourth violation - \$1,000)
- Beverly Hills (first offense - \$100, second offense - \$200, third and subsequent offenses - \$500)
- Calabasas (\$100 for first violation)
- Claremont (First-time offenders will be given a warning and offered a face mask. After that, fines would start at \$100. People in exempt categories will not be cited.)
- Contra Costa County (\$100 fine for a first violation, \$200 for second and \$500 for third.)
- Costa Mesa (\$100 fine)
- Duarte (\$100 for first offenses, \$200 for second offenses, and \$500 for every subsequent violation within a one-year period from the initial offense)
- Fremont (\$100 fine)
- Glendale (\$400 for the first fine, \$1,000 for the second fine and \$2,000 for the third)
- Hermosa Beach (\$100 for the first violation, \$200 for a second violation and \$500 for each subsequent violation)
- Irvine (up to \$500 per day)
- Manhattan Beach (\$100 for the first violation, \$200 for the second and \$350 for subsequent violations)
- Marin County (between \$25 and \$500 for individuals)
- Monterey (first violation - \$100)
- Napa County (between \$25 and \$500 for individuals)
- Salinas (\$100 for first violation, \$500 for second and \$1,000 for subsequent violations)
- Santa Monica (\$100 fine for an individual's first violation, \$250 for second and \$500 for third)
- West Hollywood (\$300 for first violation)
- Yolo County (between \$25 and \$500 for individuals)

In August, the Library had its first positive case which resulted in negative outcomes for all staff who were in the building during the infectious period. Safety measurements implemented, including face masks, hand sanitizing, and social distancing, most likely contributed to such a fortunate outcome with all staff testing negative for the virus. Library staff seeks authorization to develop a face mask public awareness effort which may include public service announcements, activity sheets, bookmarks, video clips, and other social media content.

RECOMMENDATION

Authorize staff to develop a face mask public awareness effort to promote the importance of face masks to reduce the exposure and transmission of the COVID-19 virus.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss the Schedule A/B Rotation Inclusive of Staff Input

DATE: October 19, 2020

BACKGROUND

In August the Library had its first positive COVID-19 case. Staff immediately were directed to quarantine for two weeks and get tested for the virus. The reopening date was pushed back a week to September 21, 2020. All staff tested received negative results.

Such an incident led to scenarios and assessments of other possible positive cases and its impacts on library services to our community. Initially the two-week A/B rotation schedule was discussed. After reviewing staff's input which includes:

- Workload
- Home Connectivity vs. Library Connectivity
- Staffing
- Time Off Requests

RECOMMENDATION

Authorize a weekly A/B Team rotation schedule to be effective November 6, 2020 with assessment to be provided to the Library Board of Trustees at the January 2021 meeting.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for District Counsel to co-present with Trustees and the Library Director at the California Library Association (CLA) Virtual Conference in May 2021, pending approval of program proposal.**

DATE: October 19, 2020

BACKGROUND

President Carline, Trustee Martin, and Library Director Contreras have submitted a program proposal for the California Library Association virtual conference on May 11-14, 2021. The program will discuss the cooperative decision-making on policies, plans, budget impacts and long range implications related to the COVID-19 pandemic. District Counsel, Mr. David DeBerry, has been involved throughout the decision-making process and conversations leading to the implementations and adoptions of such policies.

Mr. DeBerry's role as co-presenter will add value to the presentation, handling inquiries related to the legal aspects of such conversations and discussions. Should the proposal receive acceptance, it is requested Mr. DeBerry participate as a presenter. Below is additional information for the program:

Program Description

Moderated discussion amongst 2 Library Trustees, Library Director and Library Legal Counsel regarding our response to the COVID-19 pandemic. Areas to be discussed include: staffing decisions, personnel actions, PPE guidelines, public advocacy, budgeting impacts, COVID testing policies, public response and long range operating implications.

What intention do you have for the audience's learning?

The intention for the audience is to walk away from the program with understanding:

1. the depth, and sequencing of cooperative decision-making over lengthy period of COVID response
2. the importance of staff input in shaping decision-making and working relationship between the board and staff
3. public involvement/response to actions and coordination with city/local officials.

How does your program relate to the Conference theme, “Renaissance: The Library Renewal”?

Much like the Renaissance, at the Placentia Library, we always envisioned ourselves as being at the forefront of our community’s many transitions. This year, we embraced the challenge of providing for our patrons despite the challenges of COVID-19, and looked for opportunities to take the best lessons and apply them to the post-COVID environment. This program will highlight the process of making decisions as a cohesive team during stressful circumstances, with a willingness to be flexible, and an emphasis on successful results.

RECOMMENDATION

Authorize District Counsel to co-present at the CLA Virtual Conference, along with President Carline, Trustee Martin, and Library Director Contreras.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization to Fill the Full-Time Library Clerk Position Due to a Retirement.**

DATE: October 19, 2020

BACKGROUND

On October 14, 2020, Beatrice Quintanar, Library Clerk I, submitted her letter of resignation due to retirement, effective November 5, 2020. At the May Board meeting, an amendment to the 2020-2021 was approved with inclusion of a hiring freeze. As the Library is currently in Phase 2 with access to in-person services and a possible implementation of a Team A/B weekly rotation schedule, it is imperative that we maintain the current staffing level.

Administration requests authorization to fill the full-time Library Clerk I position that will be vacated by November 6th due to Beatrice's retirement. The request will have no increase impact on the Fiscal Year 2020-2021 Budget.

RECOMMENDATIONS

1. Authorization to Fill the Full-Time Library Clerk Position Due to a Retirement; and,
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization to close the Library on October 30 and November 2, 2020 for Staff Development Days.

BACKGROUND

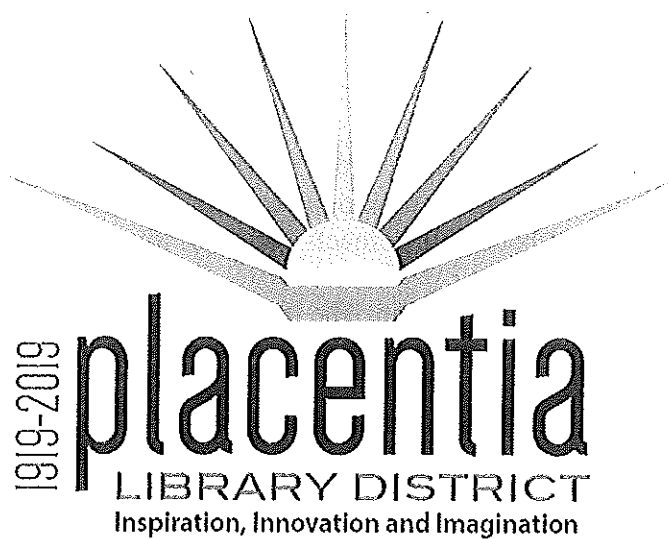
There are two Staff Development Day (SDD) held annually which provides staff job-related continuing education and budget discussion opportunities. Unfortunately due to the COVID-19 pandemic, staff have not been able to meet. The goals for the meetings are two-fold:

- 1) Develop a two-year strategic plan. The last strategic plan expired in 2019.
- 2) Discuss budgetary needs for the 2021-2023 fiscal years

Unfortunately, there will be no time for in-service trainings during these two days. Current working full-time and part-time staff will be invited to attend. All identified furlough staff will be excused from attending these meetings. We welcome Trustees to participate in the strategic planning conversations.

RECOMMENDATIONS

1. Authorize closures on October 3 and November 2, 2020 for Staff Development Days; and,
2. Authorize by a Roll Call Vote.
3. Roll Call Vote.



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