



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








August 16, 2021  
6:30 p.m.  
Community Meeting Room  
411 E. Chapman Avenue  
Zoom Call-in Number: (669) 900-6833  
Meeting ID: 850 1206 7452  
Password: 046086

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the June 21, 2021 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

**CASH FLOW ANALYSIS (Items 10 – 11)**

10. Check Register for June and July 2021. (Receive & File and Approve)

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

**TREASURER'S REPORTS (Items 12 – 15)**

12. Financial Reports for June and July 2021 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for June and July 2021. (Receive & File)

14. Acquisitions Report for June and July 2021. (Receive & File)

15. Entrepreneurial Activities Report for June and July 2021. (Receive & File)

**GENERAL CONSENT REPORTS (Items 16 – 18)**

16. Personnel Report for June and July 2021. (Receive, File, and Ratify Appointments)

17. Circulation Report for June and July 2021. (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 June and July 2021.

20. Children's Services Report for June and July 2021.

21. Adult Services Report for June and July 2021.
22. Placentia Library Web Site & Technology Report for June and July 2021.

**PRESENTATIONS**

23. Literacy Services Recognition Report from Sabrina Rosengren, Literacy Coordinator.
24. Gale Analytic Reports from Jon Legree, Systems Librarian.

**NEW BUSINESS**

25. Approve Contract for an Interim IT Consultant.
26. Review of Library Impact Fee.
27. Trademark of Placentia Library.
28. Information on the Censure Procedure of an Elected Official and Discussion of a Proposed Policy.
29. Review of Policy 2275 - Social Media Policy.
30. Conference Authorization for Trustees and Library Staff to Attend the United for Libraries Virtual 2021 Conference, August 17-19, 2021.
31. Discussion of Teen Library Programming.
32. Report of the Joint-Use Committee Meeting by President Martin.
33. Legislative Updates from Secretary Carline.

**AGENDA DEVELOPMENT**

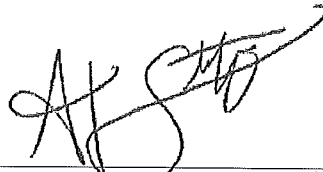
34. Agenda Preparation for the September Date Meeting which will be held on September 20, 2021 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

35. The Library Board of Trustees will adjourn the August 16, 2021 meeting.

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

I, Alyssa Stolze, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for the August 16, 2021 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on August 12, 2021.



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Alyssa Stolze, Administrative Assistant



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## PLACENTIA LIBRARY DISTRICT

## REGULAR DATE MEETING OF THE BOARD OF TRUSTEES

JUNE 21, 2021

**CALL TO ORDER**

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 21<sup>st</sup>, 2021 at 6:27 p.m.

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

**Members Absent:** None.

**Staff Present:** Jeanette Contreras, Library Director; Yésenia Baltierra, Assistant Library Director; Fernando Maldonado, Business Manager; Alyssa Stolze, Administrative Assistant; Jon Legree, Systems Librarian; Megan Tolman, Librarian; Ana Balderas, Library Assistant; Sabrina Rosengren, Library Assistant; Deanna White, Library Assistant; Tim Worden, Emerging Technologies Assistant.

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

**Guests:** None.

**ADOPTION OF AGENDA**

It was motioned by President Martin to adopt the agenda as presented. It was moved by Trustee Shkoler and seconded by Secretary Carline adopt the agenda (Item 3). Trustee Dahl entered the meeting at 6:34 p.m.

**AYES:** Martin, Carline, Shkoler

**NOES:** Shioura

**ABSENT:** Dahl (arrived late)

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Martin attended the First Responders Breakfast, Literacy Recognition Event, Joint Use Committee Meeting, a Rotary donation night, and a Financial Partners Credit Union Board Meeting. Moreover, President Martin continues her literacy tutoring, volunteering at Charity's Closet and assisting in local food distribution.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline attended the First Responders Breakfast, Literacy Recognition Event, Joint Use Committee Meeting, a LAFCO meeting, and the City and Chamber of Commerce's Jazz Festival and Crawfish events.

Trustee Dahl attended the PLFF Board Meeting, Placentia Round Table Women's Club meeting, and the City Council Meeting virtually.

Trustee Shioura had no comment.

Trustee Shkoler attended the Literacy Recognition Event and the Rotary donation night.

**LIBRARY DIRECTOR REPORT**

Library Director Contreras reported on her activities with attending the CLA Conference, Joint-Use Meeting, completing evaluations for the end of the fiscal year, preparing for the July ISDOC Presentation, and preparing for Staff Development Day on July 6<sup>th</sup> and July 12 Phase 3 Re-opening. Director Contreras also attended the Literacy Recognition Event and First Responders Recognition. Moreover, Director Contreras thanked PLFF for approving \$24,000 budget for library programs and funding.

**FRIENDS FOUNDATION REPORT**

Placentia Library Friends Foundation (PLFF) President Naydia Chantarasompoth provided updates on the PLFF membership drive, her presentation at Serving with a Purpose, Author’s Luncheon Planning, the increase in volunteers and beginning of the PLFF Troy Tech Program Internship. PLFF President Chantarasompoth also attended the Literacy Recognition Event, Second Sunday Sale, and continues to prepare for the July blowout sale.

**CONSENT CALENDAR**

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

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

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

The minutes for the May 18<sup>th</sup>, 2021 Regular Date Board Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for May 2021 (Item 10)  
Fund 707 Balance Report for May 2021 (Item 11)

Financial Reports through May 2021 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for May 2021 (Item 13)  
Acquisitions Report for May 2021 (Item 14)  
Service Revenue Report for May 2021 (Item 15)

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

Review of Shared Maintenance Costs with the City of Placentia (Item 18)  
Administration Report for May 2021 (Item 19)  
Children’s Services Report May 2021 (Item 20)  
Adult Services Report for May 2021 (Item 21)  
Placentia Library Website Technology Report for May 2021 (Item 22)

**LIBRARY STAFF REPORTS - CALIFORNIA LIBRARY ASSOCIATION PRESENTATIONS AND ATTENDANCE.**

At the January 20, 2021 Library Board of Trustees meeting, the Board approved Trustees and staff to attend and present at the CLA virtual conference on May 11-14, 2021. The Placentia Library District staff and Board presented at seven different sessions throughout the conference. The following staff members reported out on their CLA presentations, including sessions they attended and applicable takeaways: Megan Tolman, Librarian; Ana Balderas, Library Assistant; Sabrina Rosengren, Library Assistant; Deanna White, Library Assistant; Tim Worden, Emerging Technologies Assistant.

**DISCUSS AND REVIEW FINANCIAL AUDIT I.T. SECURITY RECOMMENDATIONS**

At the March 15, 2021 Library Board of Trustees meeting, White, Nelson, Diehl, Evans presented the District’s Audit of Financial Transactions for the 2019-2020 Fiscal Year. Based on the Auditor’s findings, Systems Librarian, Jon Legree, provided his recommendations and responses, inclusive of cyber security training, encryptions and increase in security, complete migration to cloud storage, stricter password authentication procedures for staff and trustees, and the investigation of hiring a consulting firm to perform a comprehensive risk assessment of the I.T. infrastructure starting FY 2021-2022. President Martin opened the item for discussion. Board members asked Mr. Legree for an estimated cost for the recommendations, which would be an estimated \$200 additional per year outside of a consultant. The Board requested a consultant estimate be presented before proceeding with this aspect of the recommendations. It was motioned by President Martin to authorize the library staff to proceed with the Systems Librarian as presented. The motion was moved by Secretary Carline and seconded by Trustee Dahl. A roll call vote was taken:

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

**AWARD CONTRACT TO CLIFTON LARSON ALLEN LLP TO PERFORM THE FINANCIAL AUDIT, MANAGEMENT LETTER, FINANCIAL TRANSACTIONS REPORT AND SUPPLEMENT TO THE ANNUAL REPORT, AND PREPARATION OF THE GANN LIMIT REVIEW**

Director Contreras presented Ms. Daphne Munoz from White, Nelson, Diehl & Evans LLP has prepared the Placentia Library District’s annual financial audit for two fiscal years. The office is now Clifton Larson Allen LLP. Mr. Robert Callanan, CPA, will be responsible for the performance of the audit engagement. Director Contreras provided background regarding that the accounting firm has provided superior service and works with library staff to ensure a transparent and efficient auditing process. The Board reviewed the letters of proposal and discussed the cost. It was then motioned to award the Financial Audit and GANN Limit Review Report preparation contract for the 2020-2021 Fiscal Year to Clifton Larson Allen LLP for the amount of \$21,750; and authorize the contract to Clifton Larson Allen LLP with Board President, Jo-Anne W. Martin, authorized to sign the engagement letter.

**REPORT FOR THE 2020-2021 FISCAL YEAR.**

Trustee Dahl moved the motion with Secretary Carline seconding. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION 21-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2021-2022 FISCAL YEAR.**

Director Contreras presented the background and factors in determining the 2021-2022 Fiscal Year Gann Appropriations Limit calculation, the California Department of Finance price and population information provided the following factors to consider: Population Factors Change in City Population indicated -.77% for the City of Placentia and the inflation change was 5.73%. Using these factors, the District’s 2021-2022 Gann Appropriations Limit is \$5,303,939. Director Contreras explained the Gann Appropriations Limit is to establish the limit on the amount of revenues that can legally be spent by the Placentia Library District for the 2021-2022 Fiscal Year. The Board had no comments. It was motioned by Secretary Carline and seconded by Trustee Shkoler to read Resolution 21-06 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2021-2022 Fiscal Year. A roll call vote was taken:

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

It was then motioned by Trustee Shkoler and seconded by Trustee Dahl to adopt Resolution 21-06: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2020-2021 Fiscal Year. A roll call vote was taken:

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

**CONFERENCE AUTHORIZATION FOR TRUSTEES AND THE ASSISTANT LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) ANNUAL CONFERENCE IN MONTEREY, CALIFORNIA, AUGUST 30 – SEPTEMBER 2, 2021.**

Director Contreras presented the brochure, speakers and schedule for the California Special District Association (CSDA) Annual Conference, with this year’s theme, “You Are a Special District Hero,” which will be held in Monterey, California from August 30 – September 2, 2021. President Martin opened the discussion to trustees and if they are interested in attending. Both Trustee Dahl and Trustee Shkoler voiced their wish to attend. It was motioned by Secretary Carline to authorize two Trustees and the Assistant Library Director to attend the California Special District Association (CSDA) Annual Conference in Monterey, California, August 30 – September 2, 2021. The motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION CALL FOR NOMINATIONS - SEAT A.**

CSDA leadership is elected from six geographical networks: Northern, Sierra, Bay Area, Central, Coastal, and Southern. Each networks has three seats on the Board with a 3-year term. Currently, nominations are accepted for Seat A. Nine candidates have submitted paperwork to vacate Seat A, including incumbent Jo MacKenzie from Vista Irrigation District and President Jo-Anne Martin. The item was opened for discussion with Trustee Shkoler motioning to nominate President Martin for CSDA Seat A. This motion was seconded by Trustee Dahl. A roll call vote was taken:

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

It was then motioned by Secretary Carline to authorize President Martin’s nomination and authorize the Administrative Assistant to submit the electronic ballot on behalf of the Placentia Library District. The motion was seconded by Trustee Dahl. A roll call vote was taken:

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

**RECEIVE AND FILE THE CITY OF PLACENTIA RESOLUTION R-2021-43: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLACENTIA, CALIFORNIA, EXPRESSING SUPPORT FOR THE PLACENTIA LIBRARY DISTRICT TO CONTINUE UNDER THE CURRENT LEADERSHIP STRUCTURE AND OPERATION MODEL**

At the May 17, 2021 Library Board of Trustees meeting, the Board discussed and reviewed documentation related to the privatization of library operations and Library Systems & Services (LSS). Residents in attendance spoke against privatizing or outsourcing the Placentia Library District. Councilmember Ward Smith expressed similar viewpoints during his public comments at the April 19, 2021 Library Board of Trustees meeting. Director Contreras reported during a Joint-Use Committee meeting with the City, both Councilmembers Smith and Green offered to present a resolution to the City Council to unequivocally oppose outsourcing or privatizing the Placentia Library District. Resolution R-2021-43, which was presented and adopted unanimously by the City Council at its Council meeting on June 15, 2021, was presented to the Board to be received and filed. No other action was taken at this time.

**AUTHORIZE ALLOCATION OF FUNDS FOR SMS TEXTING UPGRADE EXPENSE.**

At the April 19, 2021, the 2021-2023 Fiscal Year budget was adopted. Since the adoption of the budget, a proposal to increase the District’s SMS texting service was presented by the Systems Librarian. The Systems Librarian, Jon Legree, presented a proposal from SirsiDynix to upgrade to their text messaging service which will allow for 25,000 text messages per year. The District currently pays \$600 per year at the 5,000-message level whereas SirsiDynix upgrade of \$1,200 a year would increase texts to the 25,000. The Board has no comments or concerns. It was motioned by Trustee Shkoler and seconded by Trustee Dahl to authorize an allocation of funds from the General Fund for SMS Texting Upgrade Expenses. A roll call vote was taken:

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

**ADOPTION OF POLICY 2011  
– FLEXIBLE WORK  
SCHEDULE POLICY.**

At the May 18, 2021 Regular Date Meeting, Director Contreras presented how workplace flexibility a mutually beneficial arrangement between employees and employers. The changing nature of work and the workforce is driving the need for more innovative and effective work arrangements. The 2020 covid-19 pandemic demonstrated the immediate need for workplace flexibility. The District responded by adopting Policy 2045 – Coronavirus (COVID-19) Leave Policy and approval of the Covid-19 Re-Opening Plan which outlines the different phases of opening inclusive of work schedules. After some discussion, the Board unanimously approved the First Reading of Policy 2011 – Flexible Work Schedule Policy and to waive future reading of the Policy and schedule the second reading and adoption at the June 21, 2021 Board of Trustees Meeting. Policy 2011 was presented with edits from Legal Counsel. President Martin opened the item for discussion. No comments were made. It was motioned by Secretary Carline to adopt Policy 2011- Flexible Work Schedule Policy as presented. This motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**LIBRARY BOARD OF  
TRUSTEES JULY 19, 2021  
MEETING.**

Director Contreras presented the staff recommendation to cancel the July 19, 2021 Library Board of Trustees meeting. Library staff does not foresee presenting agenda items for the Library Board of Trustees to consider which would require immediate attention in addition to more focused preparation on the July 12 Phase 3 Reopening. The Board opened the item for discussion noting if anything should need to be addressed, an Emergency Meeting could be called. It was then motioned by Trustee Shkoler to authorize the cancellation of the July 19, 2021 Library Board of Trustees meeting due to lack of items for discussion and Phase 3 Reopening preparation. The motion was seconded by Secretary Carline. A roll call vote was taken:

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

**2021 STAFF APPRECIATION  
AND RECOGNITION FUND  
REQUEST.**

Director Contreras presented the staff request to the Placentia Library Friends Foundation (PLFF) for \$2,000 for the 2021 Staff Appreciation and Recognition Event. PLFF's fund will support part of the program including decorations and door prizes. Library Director Contreras presented the request of \$2,000 towards the function to cover expenses beyond the PLFF's donation. No comments were received. Trustee Dahl motioned to approve the request of \$2,000 to be used for the annual Staff Appreciation and Recognition event. The motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

**REPORT OF THE JOINT-USE COMMITTEE MEETING BY PRESIDENT MARTIN.**

President Martin reported out on the June 3rd Joint-Use Committee Meeting inclusive of the City's plan to begin a parking lot survey to see how many spaces the Civic Center is short based on growing staff, visitors, deliveries, and so on. This survey will also cover parking turnover during week days, weekends and nights. Moreover, it is the intention to partner with Assistant Library Director Baltierra to best analyze and plan based on the data of where additional parking can be built.

**LEGISLATIVE UPDATES FROM SECRETARY CARLINE.**

Secretary Carline presented legislative updates from the Independent Special Districts of Orange County (ISDOC), California Special District Association (CSDA) & (CLA) California Library Association. Based on updates regarding AB992, legal counsel will review the District's current social media policy and provide recommendations if additional verbiage is needed for up to date compliance. No action was to be taken at this time.

**REVIEW OF ACTION ITEMS**

President Martin provided the request to include an education on the censure process to the August agenda. This motion was seconded by Trustee Shkoler. A roll call vote was taken:

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

Secretary Carline provided the request to add the review the District's Social Media Policy in correlation to legislative updates to the August agenda. This was seconded by President Martin. A roll call vote was taken:

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

The next Board Meeting will be on August 16<sup>th</sup>, 2021 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of June 16<sup>th</sup>, 2021 was adjourned at 7:40 p.m.

\_\_\_\_\_  
Jo-Anne Martin, President  
Library Board of Trustees

\_\_\_\_\_  
Gayle Carline, Secretary  
Library Board of Trustees



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4:16 P.M.  
06/02/21  
Accrual Basis

Placentia Library District  
Check Register  
June 2021

Date	Ref No.	Payee	Memo	Payment	Type
06/02/2021	11751	Placentia Library District	For payroll on 6/9/2021	60,000.00	Check
06/02/2021	11752	Placentia Library District	For payroll on 6/23/21	60,000.00	Check
06/02/2021	11753	Sally Federman	Literacy Recognition Event purchases	64.49	Bill Payment
06/02/2021	11754	Midwest Tape	Audiobooks/DVDs	548.71	Bill Payment
06/02/2021	11755	Cintas	Cleaning Supplies	458.75	Bill Payment
06/02/2021	11756	Pitney Bowes Purchase Power	May 2021 Postage	2,663.99	Bill Payment
06/02/2021	11757	Baker & Taylor	Books	2,149.10	Bill Payment
06/02/2021	11758	Staples Advantage	Passport & Office Supplies	1,098.77	Bill Payment
06/02/2021	11759	Time Warner Cable	5/12/21-6/11/21 Cable	67.06	Bill Payment
06/02/2021	11760	New Readers Press	News For You Online 48 weeks & 26 Learning Licenses	1,429.98	Bill Payment
06/02/2021	11761	Placentia-Yorba Linda Unified School	SRP Bookmarks & Wacky Wednesday Inserts	681.43	Bill Payment
06/02/2021	11762	Public Agency Retirement Services	PARS contribution for PP 05/07/21-05/20/21	2,593.39	Bill Payment
06/08/2021	11763	Light Up My Holiday	Outdoor Lighting 2021 Repair work	270.00	Bill Payment
06/08/2021	11764	The Placentia Police Department	Alarm Permit 2021	52.00	Bill Payment
06/08/2021	11765	City of Placentia	Shared Costs with the City April 2021	1,859.89	Bill Payment
06/08/2021	11766	Arcelia Janitorial Service	Janitorial Services from 5/1/21-5/31/21	3,192.00	Bill Payment
06/08/2021	11767	LGBTQ Center of Orange County	Becoming an Ally- LGBTQ Center of Orange County	100.00	Bill Payment
06/08/2021	11768	Jeanette Contreras	Egg Rolls OH MY Reimbursement	6.44	Bill Payment
06/08/2021	11769	Alex Moving	Storage 6/1/21-6/30/21	360.00	Bill Payment
06/08/2021	11770	BankCard Center-Bank of the West	2021 Annual Bank Fee	25.00	Bill Payment
06/08/2021	11771	Estella A Wnek	Mileage Reimbursement	62.09	Bill Payment
06/08/2021	11772	Republic Services	Recycling Service 5/1/21-5/31/21	156.02	Bill Payment
06/08/2021	11773	DEMCO, Inc.	Magnetic Bookends	179.74	Bill Payment
06/08/2021	11774	Baker & Taylor	Books	1,331.72	Bill Payment
06/08/2021	11775	Golden State Water Company	4/22/21-5/20/21 Services	1,125.54	Bill Payment
06/08/2021	11776	SDRMA	Medical Benefits for July 2021	22,312.89	Bill Payment
06/08/2021	11777	Califa	CENIC- BROADBAND JAN - MAR 2021	4,020.51	Bill Payment
06/08/2021	11778	Midwest Tape	Hoopla May 2021 & Audiobooks/DVDs	3,974.02	Bill Payment
06/08/2021	11779	Staples Advantage	Ziploc Bags for office use	107.42	Bill Payment
06/09/2021	11780	Placentia Library District	For payroll on 7/7/21	60,000.00	Check
06/10/2021	11781	Dick's Lock & Safe	Adult Restroom Passage Only Locks Added	364.22	Bill Payment
06/10/2021	11782	UMPQUA BANK	4/30/21-5/28/21 CC	10,378.84	Bill Payment
06/10/2021	11783	Staples Advantage	Laminating Pouches & Mobile File Cabinet	176.14	Bill Payment
06/10/2021	11784	Envisionware, Inc.	ECS-Staff Register  Terminal Stand	2,154.42	Bill Payment
06/21/2021	11785	Capitol Door Services	Labor & Part Replacement for Front Lobby Doors	2,225.05	Bill Payment
06/21/2021	11786	Cintas	Cleaning Supplies	768.83	Bill Payment
06/21/2021	11787	Estella A Wnek	Mileage Reimbursement June 2021	9.70	Bill Payment
06/21/2021	11788	Michelle Meades	Family Cooking Time Supplies	11.97	Bill Payment
06/21/2021	11789	Brea Trophy and Engraving	Legal Counsel Desk Plaque	12.69	Bill Payment
06/21/2021	11790	Baker & Taylor	Books	3,517.94	Bill Payment
06/21/2021	11791	Woodruff, Spradlin & Smart	Legal Services May 21	2,652.00	Bill Payment
06/21/2021	11792	CALNET3	Services 5/2/21-6/1/21	194.64	Bill Payment
06/21/2021	11793	Midwest Tape	Audiobooks/DVDs	150.90	Bill Payment
06/21/2021	11794	Staples Advantage	Literacy & General Office Supplies	786.34	Bill Payment
06/21/2021	11795	Ever Del Cid	Reimbursement for passport duplicate charge	46.00	Bill Payment

4:16 P.M.  
06/02/21  
Accrual Basis

Placentia Library District  
Check Register  
June 2021

06/21/2021	11796	Johnson Controls Inc.	Final Payment - Energy Efficiency Project (JCI) Retention Payment	57,402.85	Bill Payment
06/30/2021	11797	Baker & Taylor	Books	11,801.57	Bill Payment
06/30/2021	11798	SoCalGas	5/18/21-6/17/21 Services	41.51	Bill Payment
06/30/2021	11799	Alex Moving	Furniture return from storage warehouse re: COVID-19	1,557.00	Bill Payment
06/30/2021	11800	Cintas	Cleaning Supplies	287.28	Bill Payment
06/30/2021	11801	Bibliotheca LLC	Technical Services Supplies	1,800.90	Bill Payment
06/30/2021	11802	Cintas	Cleaning Supplies	214.42	Bill Payment
06/30/2021	11803	Time Warner Cable	Services 6/12/21-7/11/21	67.06	Bill Payment
06/30/2021	11804	OverDrive	OverDrive June 2021	79.56	Bill Payment
06/30/2021	11805	Staples Advantage	Literacy Office Supplies	69.59	Bill Payment
06/30/2021	11806	Glasby Maintenance Supply	Glasby Janitorial Supply Order	295.02	Bill Payment
06/30/2021	11807	Placentia-Yorba Linda Unified School	Signage for new mask requirements	10.44	Bill Payment
06/30/2021	11808	City of Placentia	City of Placentia Shared Expense May 2021	1,859.85	Bill Payment
06/30/2021	11809	Public Agency Retirement Services	PARS Contribution for PP 5/21/21-6/3/21 PARS Contribution for PP 6/4/21-6/17/21	5,213.65	Bill Payment
06/30/2021	11810	Mariposa Landscapes, Inc.	Worn Out Remote Control Valve Replacement (2" RCV along Chapman Ave. ) & Main Line Investigative Work Re: Line Capped by City along All America Way.	1,752.54	Bill Payment
06/30/2021		Jeanette Contreras	Uncashed check reissue per stale check policy. Reimbursement for Veteran's program. Check No. 9441	30.60	Check
06/30/2021		Jeanette Contreras	Uncashed check reissue per stale check policy. Check No. 8201 Cenic Meeting/travel Reimbursement Old account used Travel Mtngs 2700-07 (Deleted)	214.96	Check
06/30/2021		Shellie McCurdy	Hangar program supplies and equipment. Uncashed check re-issue re: stale check policy. 3/13/20 Check No. 11101	173.86	Check
06/30/2021		Laura De Leon	Uncashed check reissue for mileage reimbursement Laura De Leon 3/11/16 Check No. 8231	51.99	Check
06/30/2021		Fernando Maldonado	Uncashed check re-issue for PTAC and Teen Summer Bash 8/17/17 old check no. 9287	161.35	Check
				<u>337,426.63</u>	

1:08 P.M.  
08/06/21  
Accrual Basis

Placentia Library District  
Check Register  
July 2021

Date	Ref No.	Payee	Memo	Payment	Type
07/02/2021	11811	Placentia Library District	For payroll on 7/21/21	65,000.00	Check
07/08/2021	11812	Placentia Library District	For payroll on 8/4/21	60,000.00	Check
07/12/2021	11813	American Library Association	Carlina ALA Membership 5/31/21-5/31/22 (Member # 2053440)	199.00	Bill Payment
07/12/2021	11814	Baker & Taylor	Books	648.61	Bill Payment
07/12/2021	11815	UMPQUA BANK	5/31/21-6/29/21 CC Charges	15,149.61	Bill Payment
07/12/2021	11816	Brea Trophy and Engraving	Name plates	59.59	Bill Payment
07/12/2021	11817	OCLC	CatExpress 6/1/21-5/31/22	323.41	Bill Payment
07/12/2021	11818	Orange County Treasurer-Tax Collector	FY 2021-2022 Allocation	2,277.87	Bill Payment
07/12/2021	11819	U.S. Bank	Facility Lease #ISRF-18-120	56,361.36	Bill Payment
07/12/2021	11820	Capitol Door Services	Preventative Maintenance for Lobby Doors	247.50	Bill Payment
07/12/2021	11821	SDRMA	Workers' Compensation Program Invoice FY 21-22 Ancillary benefits July 21 Medical Benefits for August 21 Ancillary Benefits August 21	52,731.30	Bill Payment
07/12/2021	11822	Estrada's Carpet Cleaning	Spot Cleaning Entire Building July 21	700.00	Bill Payment
07/12/2021	11823	Cintas	Cleaning Supplies	777.80	Bill Payment
07/12/2021	11824	Placentia Chamber of Commerce	Chamber of Commerce Annual Membership FY 21-22	295.00	Bill Payment
07/12/2021	11825	Yesenia Baltierra.	Coffee for Staff Development Day	17.95	Bill Payment
07/12/2021	11826	Envisionware, Inc.	Envisionware Renewal FY 2021-2022	2,997.94	Bill Payment
07/12/2021	11827	Jairos Plumbing	Service main line, snake bathrooms(x6)	180.00	Bill Payment
07/12/2021	11828	Jeanette Contreras	Staff Appreciation Table Rentals	20.00	Bill Payment
07/12/2021	11829	Golden State Water Company	5/20/21-6/18/21 Water Service	957.18	Bill Payment
07/12/2021	11830	Midwest Tape	Hoopla June 2021	3,736.68	Bill Payment
07/12/2021	11831	Placentia-Yorba Linda Unified School Dist	Business Cards & Passport timeframe changes	45.46	Bill Payment
07/12/2021	11832	Republic Services	Recycling Service 6/1/21-6/30/21	156.02	Bill Payment
07/12/2021	11833	Southern California Edison	6/1/21-6/29/21 Electricity Service	5,000.24	Bill Payment
07/12/2021	11834	CA Department of Tax & Fee Administration	CA Sales Use Tax Return Payment April-June 2021	132.00	Bill Payment
07/12/2021	11835	Staples Advantage	Staff Development Day Supplies	67.49	Bill Payment
07/12/2021	11836	CALNET3	6/2/21-7/1/21 Phone Services	191.64	Bill Payment
07/12/2021	11837	Arcella Janitorial Service	Janitorial Service 6/1/21-6/30/21	3,477.00	Bill Payment
07/15/2021	11838	State of CA - Department of Justice	Intern fingerprinting	32.00	Bill Payment
07/15/2021	11839	Public Agency Retirement Services	Employer Contribution for PP 06/18/21-07/01/21	2,606.17	Bill Payment
07/15/2021	11840	Wendy Amireh	Office Supplies	15.09	Bill Payment
07/15/2021	11841	Dewey Pest Control	Pest Control services July 2021 through September 2021	18.00	Bill Payment
07/22/2021	11842	OCLC	WorldShare renewal 7/1/21-6/30/22	529.13	Bill Payment
07/22/2021	11843	Baker & Taylor	Books	2,443.53	Bill Payment
07/22/2021	11844	New Readers Press	Literacy Materials	2,296.19	Bill Payment
07/22/2021	11845	Library Ideas	Freegal Subscription Renewal 7/1/21-6/30/22	5,974.00	Bill Payment
07/22/2021	11846	Kiwanis Club of Placentia	Kiwanis Club Membership Renewal-Wendy Amireh	300.00	Bill Payment

1:08 P.M.  
08/06/21  
Accrual Basis

Placentia Library District  
Check Register  
July 2021

07/22/2021	11847	Jeanette Contreras	Conference flights	1,615.08	Bill Payment
07/22/2021	11848	Cintas	Cleaning Supplies	170.64	Bill Payment
07/22/2021	11849	Staples Advantage	Passport Supplies	1,006.83	Bill Payment
07/22/2021	11850	Time Warner Cable	Cable TV Service for 7/12/21-08/11/21	67.06	Bill Payment
07/22/2021	11851	Woodruff, Spradlin & Smart	Services rendered through 6/30/21	586.50	Bill Payment
07/22/2021	11852	Cengage Learning Inc./ Gale	Gale subscription renewal 7/1/21-6/30/22	7,169.20	Bill Payment
07/22/2021	11853	Placentia Library Foundation	PLFF Pass-through for May 2021	24.00	Bill Payment
07/22/2021	11854	Public Agency Retirement Services	PARS Contribution for payroll on 7/21/21	2,644.62	Bill Payment
07/22/2021	11855	Midwest Tape	Audiobooks/DVDs	95.91	Bill Payment
07/22/2021	11856	City of Placentia	July Invoice	2,109.45	Bill Payment
07/30/2021	11857	Placentia Library Foundation	PLFF Pass Through for June 21	27.44	Bill Payment
07/30/2021	11858	Johnson Controls Security Solutions	Fire Alarm Security Service 8/1/21-10/31/21	881.46	Bill Payment
07/30/2021	11859	SoCalGas	For Service 06/17/21-7/19/21	47.69	Bill Payment
07/30/2021	11860	Golden State Water Company	Water service for 6/18/21-7/21/21	1,238.73	Bill Payment
				<u>303,649.37</u>	

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

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

**DATE:** August 16, 2021

<b>Fiscal Year 2020-2021</b>	
7/31/2020	790,798.96
8/31/2020	791,646.81
9/30/2020	792,427.94
10/31/2020	793,212.36
11/30/2020	793,942.94
12/31/2020	794,595.92
1/31/2021	795,201.11
2/28/2021	795,749.02
3/31/2021	796,231.15
4/30/2021	796,660.85
5/31/2021	797,113.17
6/30/2021	797,495.65

<b>Fiscal Year 2019-2020</b>	
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**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

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

**DATE:** August 16, 2021

<b>Fiscal Year 2021-2022</b>	
7/31/2021	797,842.63
8/31/2021	
9/30/2021	
10/31/2021	
11/30/2021	
12/31/2021	
1/31/2022	
2/28/2022	
3/31/2022	
4/30/2022	
5/31/2022	
6/30/2022	

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** August 16, 2021

**Summary of Cash and Investments as of June 30, 2021**

Cash with Orange County Treasurer Fund 9LX	\$797,495.65
General Fund Checking – Bank of the West	\$1,414,312.74
General Fund Savings – Bank of the West	\$836,615.05
<i>(Impact Fees in Savings – Restricted)</i>	\$470,170.46
Payroll Checking – Wells Fargo Bank	\$64,441.48
<b>Total Cash and Investments</b>	<b>\$3,112,864.92</b>

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.




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Jeanette Contreras  
Library Director

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: August 16, 2021

**Summary of Cash and Investments as of July 31, 2021**

Cash with Orange County Treasurer Fund 9LX	\$797,842.63
General Fund Checking – Bank of the West	\$1,109,184.44
General Fund Savings – Bank of the West	\$858,945.37
<i>(Impact Fees in Savings – Restricted)</i>	\$470,170.46
Payroll Checking – Wells Fargo Bank	\$68,379.35
<b>Total Cash and Investments</b>	<b>\$2,834,351.79</b>

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.




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Jeanette Contreras  
Library Director



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT

June 30, 2021

100% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,470,812	1,407,112	0.96	\$63,700
5030	Retirement	64,143	64,937	1.01	(\$794)
5040	Unemployment Insurance	2,500	1,631	0.65	\$870
5050	Health Insurance	289,038	280,025	0.97	\$9,013
5064	Dental Insurance	17,796	13,072	0.73	\$4,724
5060	Life Insurance	9,420	4,744	0.50	\$4,676
5066	AD & D Insurance	6,172	6,235	1.01	(\$63)
5068	Vision Insurance	3,541	2,693	0.76	\$848
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	12,613	0.78	\$3,639
	TOTAL	\$1,884,674	\$1,793,061	0.95	\$91,613
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	11,000	15,389	1.40	(\$4,389)
5170	Household Expenses	25,000	18,432	0.74	\$6,568
5099	Liability Insurance	22,000	40,182	1.83	(\$18,182)
5205	Maintenance Expense	20,000	12,947	0.65	\$7,053
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	85,498	0.95	\$4,502
5290	Memberships	11,000	10,158	0.92	\$842
5300-5350	Office Expenses & Postage	74,363	68,279	0.92	\$6,085
5400	Prof./Specialized Services	202,000	142,536	0.71	\$59,464
5495, 5900, 5910, 5920	Programs	50,000	64,070	1.28	(\$14,070)
5500	Books/Library Materials	233,850	219,378	0.94	\$14,472
5600	Meetings/Professional Development	25,000	10,299	0.41	\$14,701
5700	Mileage/Parking	1,000	197	0.20	\$803
5800	Utilities	35,000	41,839	1.20	(\$6,839)
7000	COVID-19	20,000	11,363	0.57	\$8,637
	TOTAL	\$820,213	\$740,568	0.90	\$79,645
<b>FIXED ASSETS &amp; TAXES</b>					
1320	Equipment & Furniture	\$2,704,887	\$2,533,629	0.94	\$171,258
6100	Taxes and Assessments	\$10,000	-	0.00	\$10,000
	TOTAL	\$30,000	8,710	0.44	\$11,290
<b>CAPITAL PROJECT</b>					
5211	Renovation	\$73,900	57,404	-	\$16,496
	TOTAL	\$73,900	57,404	-	\$16,496
<b>TOTAL BUDGET</b>					
		\$2,808,787	\$2,599,743	0.93	\$209,044

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

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,256,631	2,634,087	377,456	116.7%
4020	Property Taxes - Current Unsecured	77,318	75,817	(1,501)	98.1%
* 4030	Property Taxes - Prior Secured	0	-	0	-
** 4040	Property Taxes - Prior Unsecured	0	1,009	1,009	-
4050	Property Taxes - Curr Supplemental	65,012	49,928	(15,084)	76.8%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapport Tax	0	1,953	1,953	-
4080	Penalties & Costs on Delinq Taxes	18,558	22,912	4,354	123.5%
4090	Taxes Special Dist Augmentation	9,835	9,405	(430)	95.6%
* 4180	Other Revenue	0	13,118	13,118	-
4190	State - Homeowners Property Tax Relief	67,033	12,403	(54,630)	18.5%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	2,820,633	326,246	113.1%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	9,282	782	109.2%
	Sub Total	8,500	9,282	782	109.2%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	20,000	52,728	32,728	263.6%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	52,728	12,728	131.8%
<b>MISCELLANEOUS REVENUES</b>					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	21,000	(4,000)	84.0%
* 4430, 4414C, 4414E	Other Revenue & i-bank Final Disbursement	73,900	79,659	5,759	107.8%
4310	Fines & Fees	15,000	11,088	(3,912)	73.9%
4320, 4330	Passport/Photos	150,000	181,750	31,750	121.2%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	1,200	(800)	60.0%
	Sub Total	265,900	294,696	28,796	110.8%
<b>TOTAL REVENUES YTD FOR FY 20/21:</b>		<b>2,808,787</b>	<b>3,177,340</b>	<b>368,553</b>	<b>113.1%</b>
4440	Reserves	0	-	0	-
4500	Impact Fees	20,000	470,170	450,170.46	2350.9%

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

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT

July 31, 2021

.08% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,886,673	67,397	0.04	\$1,819,276
5030	Retirement	60,365	2,834	0.05	\$57,531
5040	Unemployment Insurance	4,158	0	0.00	\$4,158
5050	Health Insurance	268,230	22,313	0.08	\$245,917
5064	Dental Insurance	11,388	1,097	0.10	\$10,291
5060	Life Insurance	4,383	391	0.09	\$3,992
5066	AD & D Insurance	6,676	512	0.08	\$6,164
5068	Vision Insurance	2,733	218	0.08	\$2,515
5090	Education Assistance Program	1,422	0	0.00	\$1,422
5070	Workers' Compensation Insurance	25,224	2,108	0.08	\$23,116
	TOTAL	\$2,271,252	\$96,870	0.04	\$2,174,382
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	26,500	108	0.00	\$26,392
5170	Household Expenses	44,000	1,650	0.04	\$42,350
5099	Liability Insurance	45,689	3,722	0.08	\$41,967
5205	Maintenance Expense	12,921	1,757	0.14	\$11,164
5210, 5220-5280, 5160, 5180	Building Maintenance	148,572	1,510	0.01	\$147,062
5290	Memberships	7,469	1,682	0.23	\$5,787
5300-5350	Office Expenses & Postage	77,544	5,572	0.07	\$71,972
5400-5480	Prof./Specialized Services	68,917	2,781	0.04	\$66,136
5490	Loan Obligation (i-bank)	73,968	56,361	0.76	\$17,607
5495, 5900, 5910, 5920	Programs	24,000	588	0.02	\$23,412
5500	Books/Library Materials	314,000	13,430	0.04	\$300,570
5600	Meetings/Professional Development	30,000	3,940	0.13	\$26,060
5700	Mileage/Parking	300	0	0.00	\$300
5800	Utilities	18,000	9,152	0.51	\$8,848
7000	COVID-19	15,000	0	0.00	\$15,000
	TOTAL	\$906,880	\$102,254	0.11	\$804,626
<b>OPERATING EXPENSES</b>					
		\$3,178,132	\$199,124	0.06	\$2,979,008
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building Improvements	\$20,000	-	0.00	\$20,000
1320	Equipment & Furniture	\$3,000	-	0.00	\$3,000
6100	Taxes and Assessments	\$16,500	-	0.00	\$16,500
	TOTAL	\$39,500	-	0.00	\$39,500
<b>TOTAL BUDGET</b>					
		\$3,217,632	\$199,124	0.06	\$3,018,508

PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
As of July 31, 2021

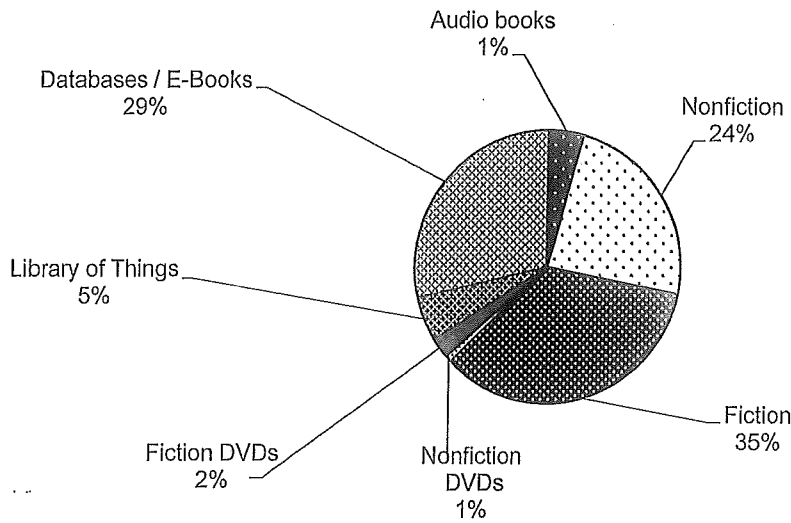
Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,710,330	24,553	(2,685,777)	0.9%
4020	Property Taxes - Current Unsecured	80,305	-	(80,305)	0.0%
4050	Property Taxes - Curr Supplemental	46,567	6,372	(40,195)	13.7%
* 4080	Penalties & Costs on Delinq Taxes	0	20,285	20,285	-
4090	Taxes Special Dist Augmentation	9,106	-	(9,106)	0.0%
4190	State - Homeowners Property Tax Relief	16,477	-	(16,477)	0.0%
	Sub Total	2,862,785	51,210	(2,811,575)	1.8%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	354	(8,146)	4.2%
	Sub Total	8,500	354	(8,146)	4.2%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	40,000	-	(40,000)	0.0%
4230	Other Grants	10,000	-	(10,000)	0.0%
	Sub Total	50,000	-	(50,000)	0.0%
<b>MISCELLANEOUS REVENUES</b>					
4410, 4414C	PLFF Grants	25,000	-	(25,000)	0.0%
4310	Fines & Fees	15,000	866	(14,134)	5.8%
4320, 4330	Passport/Photos	180,000	21,708	(158,292)	12.1%
4350	Test Proctor	3,000	100	(2,900)	3.3%
4430	Other: Miscellaneous	0	183	183	-
4435	Centennial (I-bank final disbursement)	73,900	-	(73,900)	0.0%
	Sub Total	296,900	22,857	(274,043)	7.7%
<b>TOTAL REVENUES YTD FOR FY 21/22:</b>		3,218,185	74,421	(3,143,764)	2.3%
4440	Reserves	37,738	-	(37,738)	0.0%
4500	Impact Fees	250,000	-	(250,000)	0.0%

\* Mathematically unable to divide by zero.

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH JUNE 2021

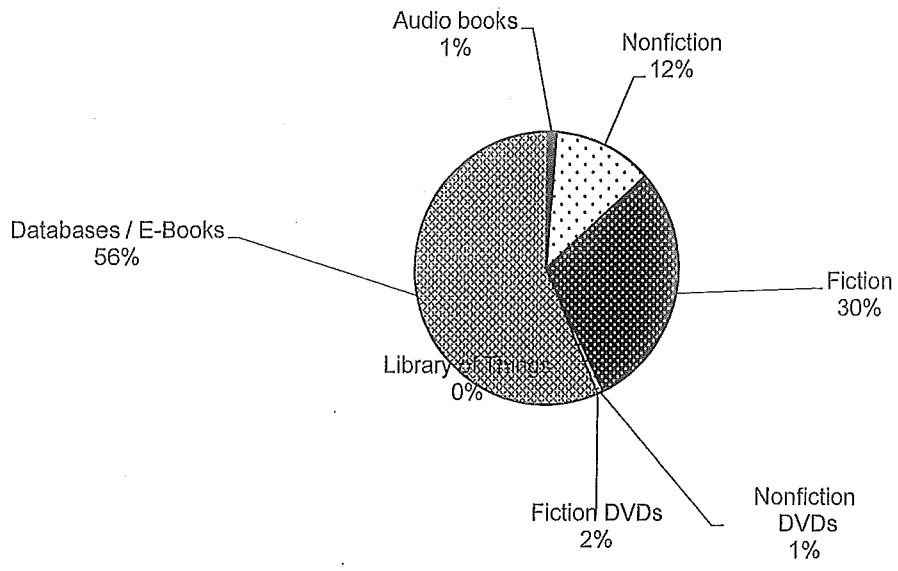
	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
<b>Total Fiction</b>	\$79,535	3992	\$62,930	2348
<b>Total Non-Fiction</b>	\$54,639	2329	\$44,852	1555
<b>Total Databases / E-Books</b>	\$66,810	1886	\$141,460	462
<b>Total Audio Books</b>	\$9,725	448	\$5,774	102
<b>Total Educational DVDs</b>	\$1,705	82	\$1,821	58
<b>Total Entertainment DVDs</b>	\$5,610	411	\$7,902	139
<b>Total Library of Things</b>	\$12,017	20	\$505	0
<b>YTD TOTAL MATERIALS</b>	<b>\$230,041</b>	<b>9,168</b>	<b>\$265,244</b>	<b>4,664</b>
<b>Budget</b>	<b>\$233,850</b>		<b>\$265,183</b>	
<b>% Spent YTD</b>	<b>98%</b>		<b>100%</b>	



# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH JULY 2021

	YTD 2021/22	YTD 2021/22	YTD 2020/21	YTD 2020/21
	Amount	Titles	Amount	Titles
<b>Total Fiction</b>	\$7,159	211	\$10,287	531
<b>Total Non-Fiction</b>	\$2,942	124	\$8,573	302
<b>Total Databases / E-Books</b>	\$13,672	5	\$22,695	61
<b>Total Audio Books</b>	\$234	4	\$513	272
<b>Total Educational DVDs</b>	\$167	5	\$166	5
<b>Total Entertainment DVDs</b>	\$0	0	\$961	293
<b>Total Library of Things</b>	\$0	0	\$505	0
<b>YTD TOTAL MATERIALS</b>	<b>\$24,174</b>	<b>349</b>	<b>\$43,195</b>	<b>1464</b>
<b>Budget</b>	<b>\$314,000</b>		<b>\$223,213</b>	
<b>% Spent YTD</b>	<b>8%</b>		<b>19%</b>	



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Service Revenue Activities Report for June 2021

**DATE:** August 16, 2021

**Net Revenue Summary for June 2021**

			YTD	YTD
	June-21	June-20	2020-2021	2019-2020
Passport	34,206	2,485	153,340	131,055
Passport Photos	5,724	433	28,409	23,053
Test Proctor	350	0	1,200	2,600
Fines & Fees	2,005	162	11,087	32,534
Meeting Room	0	0	0	690
<b>TOTAL</b>	42,285	3,080	194,036	189,932

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Jeanette Contreras, Library Director  
 FROM: Fernando Maldonado, Business Manager  
 SUBJECT: Service Revenue Activities Report for July 2021  
 DATE: August 16, 2021

Net Revenue Summary for July 2021

	July-21	July-20	YTD 2021-2022	YTD 2020-2021
Passport	18,060	280	18,060	280
Passport Photos	3,648	108	3,648	108
Test Proctor	100	0	100	0
Fines & Fees	866	29	866	29
Meeting Room	0	160	0	160
<b>TOTAL</b>	<b>22,674</b>	<b>577</b>	<b>22,674</b>	<b>577</b>



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Personnel Report for June 2021

**DATE:** August 16, 2021

	June-21	June-20	YTD 2020-2021	YTD 2019-2020
Separation	0	0	2	3
Retirement	0	0	1	0
Appointments	0	0	2	7
Open Positions	2	1	3	7
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>17</b>

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: None

OPEN POSITIONS: Library Aide (On Call) – Support Services  
Library Assistant Children’s Services (20 Hour Part-Time) – Public Services

WORKERS COMPENSATION LEAVE: None

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for July 2021

DATE: August 16, 2021

	July-21	July-20	YTD 2021-2022	YTD 2020-2021
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	1	0	1	0
Open Positions	2	1	2	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Veriessa Faber, Children's Supervisor - Public Services

OPEN POSITIONS: Library Aide (On Call) - Support Services  
Library Assistant Children's Services (20 Hour Part-Time) - Public Services

WORKERS COMPENSATION LEAVE: None

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Assistant Library Director  
**SUBJECT:** Circulation Activity Report for June 2021  
**DATE:** August 16, 2021

<b>CIRCULATION</b>	<b>Jun-21</b>	<b>Jun-20</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
			<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
New Patron Registrations	293	163	2,322	10,623	-78.1%
Circulation (items)	14,613	8202	53,297	74,437	-28.4%
Circulation (e-content)	10,488	8,187	120,553	194,200	-37.9%
Total Circulation	25,101	8,128	257,526	182,638	41.0%
Total Active Borrowers*	5,830	3,004			
Attendance	12,341	2,058	83,709	192,163	-56.4%
Registered Card Holders*	55,960	53,723			
Adult Fiction	2,210	1,023	20,039	12,707	57.7%
Adult/Teen Nonfiction	1,229	834	11,986	11,219	6.8%
Adult Magazines	52	9	136	35	288.6%
Adult/Teen Audio Books	178	135	2,366	3,130	-24.4%
Adult DVDs	821	513	10,339	13,638	-24.2%
Library of Things	16	1	108	203	-46.8%
Teen Fiction	492	209	3,956	3,275	20.8%
Video Games	172	52	1,188	1,433	-17.1%
Childrens Fiction	7,411	4,238	55,417	41,099	34.8%
Childrens Nonfiction	1,686	876	11,492	7,471	53.8%
Childrens Magazines	0	1	89	55	61.8%
Childrens Audio Books	19	27	1,071	3,477	-69.2%
Childrens DVDs	327	495	2,599	3,792	-31.5%

\* YTD % change not applicable.

**PATRON COUNT**

Jun-21	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			677	516	348	327	630	2498
11:00			545	336	304	309	495	1989
12:00			606	382	288	336	388	2000
1:00			394	307	245	256	394	1596
2:00			390	366	286	252	334	1628
3:00			377	304	266	291	237	1475
4:00			310	260	203	137	171	1081
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	3299	2471	1940	1908	2649	12,267

Gate Count				
June 2021	June 2020	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
12,267	2,058	121,114	155,742	-29%

Hours Open	Average Per Hour
154	80

open:21 days

Outside Gate Counts	
Adult/Teen Programs	
Children Programs	
Outreach Events (curbside)	74
Meeting Room Rentals	
<b>TOTAL</b>	<b>74</b>

Library Attendance Total
12,341

Passport Count

**PASSPORTS**

June 2021	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			34	52	46	28	59	219
11:00			27	31	34	28	53	173
12:00			18	30	36	26	44	154
1:00			32	26	25	29	38	150
2:00			32	14	14	31	36	127
3:00			23	14	19	25	16	97
4:00			3			4		7
5:00								0
6:00								0
7:00								0
<b>DAY TOTALS</b>	<b>0</b>	<b>0</b>	<b>169</b>	<b>167</b>	<b>174</b>	<b>171</b>	<b>246</b>	<b>927</b>

June 2021	June 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
927	71	4392	3664	17%

ACHIEVEMENTS

- Erich completed training for two History room Interns for; the Subject File digitization project, and the History Room relabeling project.

MEETINGS

- Laura, Angie, Tim, Erich, and Estella attended the Support Services meeting on June 15<sup>th</sup>.
- Angie and Estella attended the All-Staff meeting on June 22<sup>nd</sup>.
- Estella and Erich had one on one meeting on June 23<sup>rd</sup>.
- All Support Services staff attended the daily 9:15 am huddle meetings.
- Laura had her one on one meeting with Estella and Yesenia on June 25<sup>th</sup>.
- Laura and Estella had a one-on-one meeting on June 2<sup>nd</sup>.
- Tim had his one-on-one meeting with Estella and Yesenia on June 9<sup>th</sup>.
- Tim met with Jon to go over working on the new website and other technology/IT tasks
- Estella attended supervisor's meeting on June 2<sup>nd</sup> and 3<sup>rd</sup>.
- Estella attended a meeting with Yesenia on June 3<sup>rd</sup>.
- Estella attended a meeting with Fernando and Alyssa June 25<sup>th</sup>.
- Estella attended a website meeting with Jon, Yesenia, Wendy and Venessa on June 16<sup>th</sup>.

PROFESSIONAL DEVELOPMENT

- None

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Circulation Activity Report for July 2021

**DATE:** August 16, 2021

<u>CIRCULATION</u>	Jul-21	Jul-20		Y-T-D 2021-22	Y-T-D 2019-20	Y-T-D % change
New Patron Registrations	286	128		286	128	123.4%
Circulation (items)	16,036	8736		16,036	9,203	74.2%
Circulation (e-content)	9,255	10361		9,255	6,774	36.6%
Total Circulation	25,291	19,097		25,291	19,097	32.4%
Total Active Borrowers*	5,400	2,006		5,400		
Attendance	12,448	2,039		12,448	2,039	510.5%
Registered Card Holders*	56,246	53,822				
Adult Fiction	2,582	1,190		2,582	1,190	117.0%
Adult/Teen Nonfiction	1,306	923		1,306	923	41.5%
Adult Magazines	25	1		25	1	0.0%
Adult/Teen Audio Books	146	104		146	104	40.4%
Adult DVDs	498	679		498	679	-26.7%
Library of Things (LOTs)	35	11		35	11	218.2%
Teen Fiction	443	411		443	411	7.8%
Video Games	195	106		195	106	84.0%
Childrens Fiction	8,641	4,214		8,641	4,214	105.1%
Childrens LOT	38	0		38	-	0.0%
Childrens Nonfiction	1,740	847		1,740	847	105.4%
Childrens Magazines	13	1		13	1	0.0%
Childrens Audio Books	82	25		82	25	0.0%
Childrens DVDs	292	224		292	224	30.4%

\* YTD % change not applicable.

PATRON COUNT

**PATRON COUNTS FY21-22**

Jul-21	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		161	185	195	142	224	185	1092
10:00		205	225	234	152	254	247	1317
11:00		223	267	322	192	181	233	1418
12:00		236	252	240	261	159	326	1474
1:00	257	259	284	213	160	221	264	1658
2:00	112	244	234	245	147	250	181	1413
3:00	115	247	248	252	207	196	201	1466
4:00	91	218	251	216	180	150	87	1193
5:00		183	151	158	143			635
6:00		112	117	132	120			481
7:00		83	78	60	45			266
DAY TOTALS	575	2171	2292	2267	1749	1635	1724	12,413

Gate Count				
July 2021	July 2020	Y-T-D 2021/2022	Y-T-D 2020-2021	Y-T-D % change
12,413	1,208	12,413	1,208	90%

Hours Open	Average Per Hour
188	66

Outside Gate Counts	
Adult/Teen Programs	0
Children Programs	0
curbside	35
Meeting Room Rentals	0
<b>TOTAL</b>	<b>35</b>

Library Attendance Total
12,448

Passport Count

PASSPORTS

July 2021	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		10	11	7	7	14	20	69
10:00		11	12	4	5	14	16	62
11:00		10	10	10	12	12	20	74
12:00		14	2	10	13	4	9	52
1:00	13	12	9	8	12	14	18	86
2:00	11	14	6	7	12	13	16	79
3:00	11	8	13	7	13	11	9	72
4:00	1	8	14	17	7			47
5:00		9	11	7	8			35
6:00		5	3	9	4			21
7:00								0
DAY TOTALS	36	101	91	86	93	82	108	597

July 2021	July 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
597	8	597	8	99%

ACHIEVEMENTS

- Staff completed relabeling project.

MEETINGS

- Laura and Estella had a one-on-one meeting on July 7<sup>th</sup>.
- Laura, Estella, Angie and Eric attended Support Services meeting on July 8<sup>th</sup>.
- Estella had a meeting with Yesenia on July 8<sup>th</sup>.
- Estella had a Supervisor's meeting on July 22<sup>nd</sup>.
- Tim, Estella and Yesenia had a one-on-one meeting on July 14<sup>th</sup>.
- Estella and Angie had a one on one meeting on July 27<sup>th</sup>.
- Estella and Eric had a one-on-one meeting on July 28<sup>th</sup>.
- Estella attended the weekly huddle meetings on July 21<sup>st</sup> and 28<sup>th</sup>.

PROFESSIONAL DEVELOPMENT

- None



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through June 2021  
**DATE:** August 16, 2021

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20	12/15/2020	0.00	1,600.40	499.20	9.28	0.00	2,108.88
Jan-21	*	*	*	*	*	*	0.00
Feb-21	2/10/2021	0.00	3,200.80	499.20	19.61	0.00	3,719.61
Mar-21	3/23/2021	0.00	1,600.40	249.60	10.37	67.90	1,928.27
Apr-21	4/27/2021	0.00	1,600.40	0.00	9.77	0.00	1,610.17
May-21	5/24/2021	0.00	1,600.40	249.60	9.89	0.00	1,859.89
Jun-21	6/15/2021	0.00	1,600.40	249.60	9.85	0.00	1,859.85
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$22,405.60</b>	<b>\$2,745.60</b>	<b>\$104.86</b>	<b>\$67.90</b>	<b>\$25,323.96</b>

\* 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
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$14,080.41</b>	<b>\$2,784.31</b>	<b>\$100.30</b>	<b>\$20,093.82</b>	<b>\$37,058.84</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through July 2021  
**DATE:** August 16, 2021

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2021-2022	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21							0.00
Sep-21							0.00
Oct-21							0.00
Nov-21							0.00
Dec-21							0.00
Jan-22							0.00
Feb-22							0.00
Mar-22							0.00
Apr-22							0.00
May-22							0.00
Jun-22							0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$1,600.40</b>	<b>\$499.20</b>	<b>\$9.85</b>	<b>\$0.00</b>	<b>\$2,109.45</b>

\* City Billing Not Received

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20	12/15/2020	0.00	1,600.40	499.20	9.28	0.00	2,108.88
Jan-21	*	*	*	*	*	*	0.00
Feb-21	2/10/2021	0.00	3,200.80	499.20	19.61	0.00	3,719.61
Mar-21	3/23/2021	0.00	1,600.40	249.60	10.37	67.90	1,928.27
Apr-21	4/27/2021	0.00	1,600.40	0.00	9.77	0.00	1,610.17
May-21	5/24/2021	0.00	1,600.40	249.60	9.89	0.00	1,859.89
Jun-21	6/15/2021	0.00	1,600.40	249.60	9.85	0.00	1,859.85
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$22,405.60</b>	<b>\$2,745.60</b>	<b>\$104.86</b>	<b>\$67.90</b>	<b>\$25,323.96</b>

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Administration Report for June 2021  
**DATE:** August 16, 2021

**Meetings:**

- Board of Trustees Regular Date Meeting: June 21<sup>st</sup>
- All Staff Meeting: June 22<sup>nd</sup>
- PLFF Meeting: June 14<sup>th</sup>
  
- One on One Meetings: June 1<sup>st</sup>, 3<sup>rd</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 22<sup>nd</sup> & 23<sup>rd</sup>
- Supervisor Meeting: June 2<sup>nd</sup>, 3<sup>rd</sup> & 9<sup>th</sup>
- Weekly Management Meeting: June 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, & 29<sup>th</sup>
- Website Committee Meeting: June 3<sup>rd</sup>
- Performance Evaluations: June 4<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>
- Digital Marketing Meeting: June 7<sup>th</sup>
- Library Assistant Interviews: June 9<sup>th</sup> & 16<sup>th</sup>
- Children's Services Meeting: June 12<sup>th</sup>
- Meeting with PLFF President: June 14<sup>th</sup>
- Meeting Room Rental Process Meeting: June 16<sup>th</sup>
- California Library Director's Network Meeting: June 16<sup>th</sup>
- Meeting with Placentia Police Department (P.D.): June 16<sup>th</sup> & June 24<sup>th</sup>
- Meeting with PLFF Financial Secretary: June 17<sup>th</sup>
- Civic Center Parking Management Plan Meeting: June 17<sup>th</sup>
- Deposits Meeting: June 25<sup>th</sup>
- Meeting with patron: June 25<sup>th</sup>
- LOTs Review Meeting: June 28<sup>th</sup>
- Crossroads Corner Review Meeting: June 28<sup>th</sup>
- Monthly Events Meeting with Placentia P.D. & City of Placentia: June 28<sup>th</sup>
- Becoming an Ally Program Review Meeting: June 29<sup>th</sup>

**Facilities:**

- Where Shade is Made: June 6<sup>th</sup>
- Mariposa Meeting: June 22<sup>nd</sup>
- Elavon Meeting: June 24<sup>th</sup>
- Dick's Lock & Safe Meeting: June 24<sup>th</sup>
- Alex Moving: June 28<sup>th</sup>
- Arcelia Janitorial Meeting: June 28<sup>th</sup> & 29<sup>th</sup>

**Training/Workshops/Conference:**

- Becoming an Ally Program: June 15<sup>th</sup>
- ALA Annual Virtual Conference: June 23<sup>rd</sup> – June 29<sup>th</sup>

**Events:**

- N/A

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Library Board of Trustees  
 FROM: Jeanette Contreras, Library Director  
 SUBJECT: Administration Report for July 2021  
 DATE: August 16, 2021

**Meetings:**

- PLFF Meeting: July 12<sup>th</sup>
- One on One Meetings: July 1<sup>st</sup>, 8<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, and 30<sup>th</sup>
- Library Impact Fee Meeting: July 1<sup>st</sup>
- Staff Evaluation: July 9<sup>th</sup>
- Employee of the Year Review: July 12<sup>th</sup>
- Program Planning Meeting: July 12<sup>th</sup>
- Baker and Taylor Meeting: July 14<sup>th</sup>
- California Public Library Directors Networking Conversation: July 14<sup>th</sup>
- Supervisor Meeting: July 14<sup>th</sup> & 22<sup>nd</sup>
- Weekly Management Meeting: July 14<sup>th</sup> & 28<sup>th</sup>
- PLFF President Meeting: July 19<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup>
- City of Huntington Beach Interview Panel: July 21<sup>st</sup>
- Weekly Huddles: July 21<sup>st</sup> & 28<sup>th</sup>
- Newsletter Review Meeting: July 22<sup>nd</sup>
- Monthly Events Meeting with the City of Placentia: July 26<sup>th</sup>
- CLA Board of Director's Meeting: July 26<sup>th</sup>
- Director One on One Meetings: July 28<sup>th</sup>

**Facilities:**

- Jairo's Plumbing: July 9<sup>th</sup>
- Estrada Carpet Cleaning: July 9<sup>th</sup>
- Empire Parking Lot Services: July 13<sup>th</sup>
- Flex Spending Account TASC Barbara Ciudad: July 21<sup>st</sup>

**Training/Workshops/Conference:**

- Staff Development Day: July 6<sup>th</sup>
- Communities of Interest Input Meetings from the California Citizens Redistricting Commission: July 8<sup>th</sup>
- ISDOC Luncheon Presentation: July 29<sup>th</sup>

**Events:**

- N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Assistant Library Director  
**SUBJECT:** Children’s Services Report for June 2021  
**DATE:** August 16, 2021

**MONTHLY STATISTICS**

**Program Statistics**

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	June	June	June	June	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2021	2021	2020	2020	2020-21	2020-21	2019-20	2019-20		
Storytime	10	71	12	197	11	262	13	388	-15.38%	-32.47%
Educational	1	116	4	81	7	2,221	19	1,208	-63.16%	83.86%
Reading	1	512	1	152	8	1,968	7	375	14.29%	424.80%
Seasonal Program	1	88	1	299	12	4,847	12	1,213	0.00%	299.59%
<b>Totals</b>	<b>13</b>	<b>787</b>	<b>19</b>	<b>729</b>	<b>125</b>	<b>33,791</b>	<b>328</b>	<b>10,948</b>	<b>-61.89%</b>	<b>208.65%</b>

**Reference/Computer Usage Statistics**

	June	June	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2020-21	2019-20	% change
Reference—in person	177	80	1,315	3,166	-58.46%
Reference--telephone	12	34	204	124	64.52%
<b>Total Reference</b>	<b>189</b>	<b>114</b>	<b>1,519</b>	<b>3,290</b>	<b>-53.83%</b>
Children's computer usage	76	2	484	2,775	-82.56%

**CHILDREN'S SRP**

<b>JUNE</b>	June	June	Y-T-D	Y-T-D	Y-T-D
	2021	2020	2021	2020	% change
Registered Users	512	152	512	152	236.84%
Completion	19	22	19	22	-13.64%
Minutes Read	61462	49500	61462	49500	24.17%
Active Users	512	152	512	152	236.84%

**ACHIEVEMENTS**

- Venessa Faber worked with a panel to interview Library Assistant applicants on June 9<sup>th</sup>.
- Venessa Faber and Yesenia Baltierra held second interviews for the Library Assistant position on June 16<sup>th</sup>.

- Venessa Faber and Megan Tolman worked on the LOTs collection, agreements, procedures, forms, and staff presentation on June 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup> and have concluded the renovation of this collection.
- Deanna White created and presented 4 Sunshine Babies & Toddler Tales Virtual Storytimes on Facebook Live.
- Ana Balderas planned and recorded two Luna, Luna Bilingual storytimes on June 9<sup>th</sup> and 23<sup>rd</sup>.
- Ana Balderas continued Spring into STEAM, providing an educational lesson video and take-home kit for patrons ages 8-12.
- Ana Balderas worked with Adult Services staff to prepare and record Family Cooking Time: Buñuelos and Atole, Oh My!
- Lori Worden created and presented the Summer Crafternoons program on June 15 on Facebook Live.

### MEETINGS

- Ana Balderas, Deanna White, Lori Worden, Venessa Faber and Yesenia Baltierra attended a Children Services Meeting on June 12, 2021.
- Deanna White met with Yesenia Baltierra on June 15, 2021 for a one-on-one meeting.
- Deanna White and Ana Balderas attended the Board Meeting on June 21, 2021 and presented a summary of CLA presentation and attended programs.
- Venessa Faber met with Yesenia Baltierra on June 8<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup> for one-to-one meetings.
- Venessa Faber met with Wendy Amireh on June 16<sup>th</sup> and 17<sup>th</sup> to discuss various supervisor items.
- Venessa Faber met with the website team on June 16<sup>th</sup>.
- Venessa Faber and Lori Worden attended the All Staff meeting on June 22<sup>nd</sup>.
- Ana Balderas met with Yesenia Baltierra on June 9<sup>th</sup> and 25<sup>th</sup> for a one-on-one meeting.
- Ana Balderas met with Shellie McCurdy to train in staff procedures for the Hangar and to prepare for covering open hours beginning July 12<sup>th</sup> on June 11<sup>th</sup>, 18<sup>th</sup> and 26<sup>th</sup>.
- Lori Worden met with Yesenia Baltierra on June 22<sup>nd</sup> for a one-on-one meeting.

### PROFESSIONAL DEVELOPMENT

- Deanna White completed Beanstack training on June 17, 2021 for the Summer Reading Program.
- Venessa Faber participated in the Info People Course: Capturing Outcomes in Virtual and In-Person Programming
- Venessa Faber attended ALA's virtual conference June 24<sup>th</sup>-26<sup>th</sup>.
- Ana Balderas and Lori Worden completed Beanstack training on June 18, 2021 for the Summer Reading Program.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Children's Services Report for July 2021

**DATE:** August 16, 2021

**MONTHLY STATISTICS****Program Statistics**

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	July 2021	July 2021	July 2020	July 2020	Y-T-D 2021-22	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D 2020-21	Y-T-D	Y-T-D
STORYTIME	10	880	0	0	10	880	0	0	0.00%	0.00%
EDUCATIONAL	0	0	0	0	0	0	0	0	0.00%	0.00%
READING	9	2,246	5	1,481	5	767	5	1,481	0.00%	-48.21%
<b>Totals</b>	<b>19</b>	<b>3,126</b>	<b>5</b>	<b>1,481</b>	<b>15</b>	<b>1,647</b>	<b>5</b>	<b>1,481</b>	<b>200.00%</b>	<b>11.21%</b>

**Reference/Computer Usage Statistics**

	July 2021	July 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
Reference—in person	211	21	211	21	904.76%
Reference--telephone	12	33	12	33	-63.64%
<b>Total Reference</b>	<b>223</b>	<b>54</b>	<b>223</b>	<b>54</b>	<b>312.96%</b>
Children's computer usage	89	0	89	0	0.00%

**ACHIEVEMENTS**

- Children's staff planned and conducted the Wacky Wednesday virtual programs on FB Live on July 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>.
- Lori Worden planned and conducted the Unicorn themed Wacky Wednesday storytime and craft demonstration on July 14<sup>th</sup> on FB Live.
- Venessa Faber presented the Wacky Wednesday: Out of the Hat Storytime & Craft on July 21<sup>st</sup> on Facebook Live.
- Ana Balderas planned and conducted the Wacky Wednesdays: The Magic of Science storytime and craft demonstration on July 28<sup>th</sup>.
- Ana Balderas planned and conducted two Luna, Luna Bilingual Storytime programs on July 7<sup>th</sup> and 21<sup>st</sup>.
- Ana Balderas began covering open hours on Mondays for the Hangar makerspace at PLD on July 12<sup>th</sup>.

**MEETINGS**

- Lori Worden, Ana Balderas and Deanna White attended the Staff Development Day on July 6<sup>th</sup>.
- Lori Worden attended the Children's staff meeting on July 21<sup>st</sup>.
- Lori Worden attended staff huddles on July 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.
- Lori Worden attended a Breakfast & Lunch at the Library planning meeting with Venessa Faber and Yesenia Baltierra on July 27<sup>th</sup>.
- Ana Balderas met with Venessa Faber for a one-on-one meeting on July 28<sup>th</sup>.
- Ana Balderas met with Shellie McCurdy to train in staff procedures for the Hangar on July 2<sup>nd</sup> and 9<sup>th</sup>.
- Venessa Faber met with Yesenia Baltierra on July 13<sup>th</sup>, 19<sup>th</sup>, and 29<sup>th</sup>.
- Venessa Faber met with Fernando Maldonado on July 29<sup>th</sup>.
- Venessa Faber attended the Supervisor meetings on July 14<sup>th</sup>, 22<sup>nd</sup>, 27<sup>th</sup>
- Venessa Faber met with Wendy Amireh on July 20<sup>th</sup>, 22<sup>nd</sup>, and 27<sup>th</sup>

**PROFESSIONAL DEVELOPMENT**

- None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Adult Services Report for June 2021

**DATE:** August 16, 2021

**MONTHLY STATISTICS**

<b>Information Desk Activity</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2021-20</b>	<b>2019-20</b>	<b>% change</b>
Information -- in person	1,026	491	7,667	10,551	-27.33%
Information -- telephone	1,075	601	8,582	4,756	80.45%
Information -- email/chat	10	79	326	1,073	-69.62%
Curbside Service	74	313	3,855	313	1131.63%
Delivery Service	0	47	77	47	63.83%
Technology assistance	44	41	445	1,127	-60.51%
Guest passes	16	3	106	630	-83.17%
Adult and Children's computer use (desktops)	561	140	4,925	9,315	-47.13%
Adult computer usage (desktop)	598	101	5,402	6,279	-13.97%
Teen computer usage	41	16	255	1,502	-83.02%

<b>Volunteer Hours</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
History Room	72.73	0	72.73	191	-61.92%
PLFF	188.25	3.75	732.42	2680.82	-72.68%
General Library	160.5	0	664	1543.11	-56.97%
Technology	0	0	0	0	0.00%
Homework Club	0	0	0	132.35	-100.00%
Adult Literacy Tutors	142.5	79.5	1471.82	1042.56	41.17%
PTAC	9	13.5	228.5	496	-53.93%
Summer Reading Program	0	0	0	176.53	-100%
<b>Total Volunteer Hours</b>	<b>572.98</b>	<b>96.75</b>	<b>3169.47</b>	<b>6165.37</b>	<b>-49.39%</b>

<b>History Room Activity</b>	<b>June</b>	<b>June</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>FY2020-21</b>	<b>FY2019-18</b>	<b>% change</b>
History Room Visitors	3	4	21	83	-74.70%

<b>Public Services Outreach Activity</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
Outreach Visits	0	0	0	9	-100.00%
Outreach Attendance	0	0	0	522	-100.00%

<b>Proctored Tests</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
Number of Tests	6	0	25	54	-54%

**Adult and Teen Programs**

Type of Program	Number of Programs June	Attendance June	Number of Programs June	Attendance June	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2021	2021	2020	2020	FY2021	FY2021	FY1920	FY1920		
Book Club	0	0	2	3	0	0	12	77	-100.00%	-100.00%
Educational Programs	0	0	1	2	8	692	5	11	60.00%	6190.91%
Fine Art Programs	0	0	0	0	0	0	4	449	-100.00%	-100.00%
Hangar Makerspace Programs	1	237	5	1412	11	2991	36	6450	-69.44%	-53.63%
Health & Fitness Programs	0	0	0	0	0	0	5	42	-100.00%	-100.00%
History Room Programs	0	0	0	0	1	18	4	363	-75.00%	-95.04%
Home and Lifestyle Programs	2	591	0	0	6	1859	4	69	50.00%	2594.20%
Literacy Programs	12	54	12	77	121	821	73	646	65.75%	27.09%
Reading Programs Adult	1	208	1	87	5	639	5	249	0.00%	156.63%
Reading Programs Teen	1	27	1	10	5	107	5	41	0.00%	160.98%
Volunteer Programs	0	0	0	0	0	0	5	74	-100.00%	-100.00%
Placentia Teen Advisory Council	2	8	1	9	22	148	19	285	15.79%	-48.07%
Teen Only Programs	1	9	6	17	11	215	22	416	-50.00%	-48.32%
Adult and Teen Program Total	20	1134	29	1617	190	7490	199	9172	-4.52%	-18.34%
Teen Program Total	4	44	8	36	38	470	46	742	-17.39%	-36.66%

<b>ADULT SRP</b>	<b>June</b>	<b>June</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>% change</b>
Registered Users	208	85	208	85	144.71%
Completion	21	29	21	29	-27.59%
Books Read	222	306	222	306	-27.45%
<b>TEEN SRP</b>					
Registered Users	27	10	27	10	170.00%
Completion	10	5	10	5	100.00%
Books Read	83	63	83	63	31.75%

The Hangar Makerspace	Attendance	Attendance	FY-T-D	FY-T-D	FY-T-D
June	2021	2020	2020-21	2019-20	% change
Hangar Open Hour Visitors	0	3	0	742	-100%
Adult/Teen Hangar Programs	237	1412	2971	5315	-44.10%
Tween Hangar Programs	0	0	0	24	-100%
Family Hangar Programs	0	0	0	1125	-100%
<b>Total</b>	<b>237</b>	<b>1415</b>	<b>2971</b>	<b>7206</b>	<b>-344.10%</b>

Literacy	FY-T-D 2021	FY-T-D 1920	% Change
English Literacy Students	46	73	-36.99%
Students Graduated	5	2	66.67%
English Literacy Tutors	46	38	21.05%

### ACHIEVEMENTS

- Shellie McCurdy coordinated the June Hangar Take & Make on June 1<sup>st</sup>.
- Victor Meza coordinated a PTAC Meeting on June 3<sup>rd</sup> and 17<sup>th</sup>.
- Victor Meza coordinated the program Becoming an Ally – LGBTQ+ on June 15<sup>th</sup>.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Book Club on June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.
- Sabrina Rosengren coordinated Read, Write, Speak Club on June 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>.
- Sabrina Rosengren and Sally Federman coordinated Learner Take & Make event on June 9<sup>th</sup>.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on June 10<sup>th</sup>.
- Sabrina Rosengren & Sally Federman coordinated Tutor and Learner Open Houses on June 26.
- Michelle Meades and Shellie McCurdy coordinated Family Cooking Time: Egg Rolls OH MY! On June 5<sup>th</sup>.
- Michelle Meades and Victor Meza conducted an interview for a History Room intern on June 10<sup>th</sup>.
- Michelle Meades trained two History Room Interns on June 15<sup>th</sup>, June 23<sup>rd</sup> and June 29<sup>th</sup>.

### MEETINGS

- Victor Meza met with Wendy Amireh on June 4<sup>th</sup> and 23<sup>rd</sup>.
- Victor Meza, Wendy Amireh, Yesenia Baltierra and Jeanette Contreras met on June 29<sup>th</sup>.
- Michelle Meades met with Wendy Amireh on June 5<sup>th</sup>, 16<sup>th</sup> and June 30<sup>th</sup>.
- Michelle Meades met with Lori Worden on June 2<sup>nd</sup> and June 11<sup>th</sup>.
- Michelle Meades met with Victor Meza and Deanna White on June 10<sup>th</sup>.
- Michelle Meades met with Wendy Amireh and Yesenia Baltierra on June 17<sup>th</sup>.
- Michelle Meades met with Jan Henderson on June 23<sup>rd</sup>.
- Michelle Meades met with Ana Balderas on June 2<sup>nd</sup>.
- Michelle Meades met with Shellie McCurdy on June 2<sup>nd</sup>.
- Katie Matas met with Wendy Amireh on June 11<sup>th</sup> and 25<sup>th</sup>.
- Katie Matas met with Wendy Amireh and Erich Grimm on June 23<sup>rd</sup>.
- Sabrina Rosengren attended the Board of Trustees meeting on June 21<sup>st</sup>.
- Sabrina Rosengren attended CLLS meeting on June 17<sup>th</sup>.
- Sabrina Rosengren and Wendy Amireh met on June 2<sup>nd</sup> and 18<sup>th</sup>.

- Wendy Amireh, Sabrina Rogengren and Sally Federman met on June 19<sup>th</sup>.
- Wendy Amireh met with Venessa Faber on June 16<sup>th</sup> June 17<sup>th</sup>.
- Wendy Amireh met with the website committee on June 16<sup>th</sup>.
- Wendy Amireh met with Ana Balderas on June 4<sup>th</sup>.
- Wendy Amireh and Victor Meza met with Tony Viramontes on June 10<sup>th</sup>.
- Wendy Amireh met with Yesenia Baltierra on June 17<sup>th</sup>.
- Wendy Amireh attended Supervisor meetings on June 2<sup>nd</sup>, 3<sup>rd</sup> and 9<sup>th</sup>.
- Wendy Amireh attended Kiwanis meetings on June 3<sup>rd</sup>, 10<sup>th</sup> 17<sup>th</sup> and 24<sup>th</sup>.
- Shellie McCurdy met with Wendy Amireh on June 4<sup>th</sup> and 25<sup>th</sup>.
- Shellie McCurdy met with Ana Balderas on June 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>.
- Megan Tolman met with Wendy Amireh on June 15<sup>th</sup> and 29<sup>th</sup>.
- Wendy Amireh and Sabrina Rosengren attended the All Staff meeting on June 21<sup>st</sup>.
- Adult and Teen Services attended the All Staff Huddle, daily.
- Adult and Teen Services attended the Adult and Teen Services meeting on June 9<sup>th</sup>.

#### **PROFESSIONAL DEVELOPMENT**

- Wendy Amireh completed Capturing Outcomes of Virtual and In Person Programming class.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for July 2021

DATE: August 16, 2021

MONTHLY STATISTICS

Information Desk Activity	July 2021	July 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
Information -- in person	1177	121	1177	121	872.73%
Information -- telephone	793	643	793	643	23.33%
Information -- email/chat	21	60	21	60	-65.00%
Curbside Service	35	792	35	792	-95.58%
Delivery Service	0	39	0	39	-100.00%
Technology assistance	71	8	71	8	787.50%
Guest passes	21	0	21	0	100%
Adult and Children's computer use (desktops)	619	58	69	58	967.24%
Adult computer usage (desktop)	530	43	530	43	1132.56%
Teen computer usage	94	7	94	7	1242.86%

Volunteer Hours	July 2021	July 2020	Y-T-D FY2021- 22	Y-T-D FY2020- 21	Y-T-D % change
History Room	41.25	0	41.25	0	100.00%
PLFF	262.75	44.75	262.75	44.75	487.15%
General Library	354.22	6	354.22	6	5803.67%
Adult Literacy	157.25	131.5	157.25	131.5	19.58%
PTAC	11.5	12	11.5	12	-4.17%
<b>Total Volunteer Hours</b>	<b>826.97</b>	<b>194.25</b>	<b>826.97</b>	<b>194.25</b>	<b>325.72%</b>

History Room Activity	July 2021	July 2020	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
History Room Visitors	1	0	1	0	100%

<b>Public Services Outreach Activity</b>	<b>July</b>	<b>July</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Outreach Visits	0	0	0	0	0%
Outreach Attendance	0	0	0	0	0%

<b>Proctored Tests</b>	<b>July</b>	<b>July</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Number of Tests	2	0	2	0	100%

**Adult and Teen Programs**

Type of Program	Number of Programs July	Attendance July	Number of Programs July	Attendance July	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2021	2021	2020	2020	FY2122	FY2122	FY2021	FY2021		
Book Club	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	2	30	0	0	2	30	0	0	100.00%	100.00%
Fine Art Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Hangar Makerspace Programs	1	334	0	0	1	334	0	0	100.00%	100.00%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Home and Lifestyle Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	8	40	10	60	8	40	10	60	-20.00%	-33.33%
Reading Programs Adult	1	118	1	94	1	118	1	94	0.00%	25.53%
Reading Programs Teen	1	19	1	17	1	19	1	17	0.00%	11.76%
Placentia Teen Advisory Council	1	10	2	8	1	10	2	8	-50.00%	25.00%
Teen Only Programs	0	0	3	4	0	0	3	4	-100.00%	-100.00%
Adult and Teen Program Total	14	551	17	183	14	551	17	183	-17.65%	201.09%
Teen Program Total	2	29	6	29	2	29	6	29	-66.67%	0.00%

<b>ADULT SRP</b>	<b>July</b>	<b>July</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>% change</b>
Registered Users	118	50	326	135	141.49%
Completion	128	44	149	73	104.11%
Books Read	1194	543	1416	849	66.78%
<b>TEEN SRP</b>					
Registered Users	19	12	46	22	109.09%
Completion	18	10	28	15	86.67%
Books Read	327	135	410	198	107.07%

<b>The Hangar Makerspace</b>	<b>Attendance</b>	<b>Attendance</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<b>July</b>	<b>2021</b>	<b>2020</b>	<b>2021-22</b>	<b>2020-21</b>	<b>% change</b>
Hangar Open Hour Visitors	21	0	21	0	100%
Adult/Teen Hangar Programs	334	0	334	0	100%
Tween Hangar Programs	0	0	0	0	0%
Family Hangar Programs	0	0	0	0	0%
<b>Total</b>	<b>355</b>	<b>0</b>	<b>355</b>	<b>0</b>	<b>100%</b>

<b>Literacy</b>	<b>FY-T-D 2122</b>	<b>FY-T-D 2021</b>	<b>% Change</b>
English Literacy Students	27	28	-3.57%
Students Graduated	1	0	100.00%
English Literacy Tutors	26	28	-7.14%

### ACHIEVEMENTS

- Shellie McCurdy coordinated the June Hangar Take & Make on July 12<sup>st</sup>.
- Shellie McCurdy and Megan Tolman coordinated Harry Potter Trivia on July 15<sup>th</sup>.
- Victor Meza coordinated a PTAC Meeting on July 15<sup>th</sup>.
- Michelle Meades and Victor Meza interviewed a potential History Room Intern on July 14<sup>th</sup>.
- Michelle Meades and Megan Tolman coordinated Safe and Secure Online on July 17<sup>th</sup>.
- Sabrina Rosengren and Sally Federman coordinated Literacy Reads – Book Club on July 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, & 27<sup>th</sup>.
- Sabrina Rosengren coordinated Read, Write, Speak Club on July 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on July 8<sup>th</sup>.

### MEETINGS

- Victor Meza met with Wendy Amireh on July 20<sup>th</sup>.
- Katie Matas met with Wendy Amireh on July 22<sup>nd</sup>.
- Katie Matas met with Jon Legree on July 28<sup>th</sup>.
- Michelle Meades met with the Historical Committee on July 27<sup>th</sup>.
- Michelle Meades met with Wendy Amireh on July 14<sup>th</sup>.
- Sabrina Rosengren attended CLLS meeting on July 16<sup>th</sup>.
- Sabrina Rosengren attended SCLLN meeting on July 13<sup>th</sup>.
- Sabrina Rosengren and Wendy Amireh met on July 2<sup>nd</sup>, 16<sup>th</sup>, and 30<sup>th</sup>.
- Sabrina Rosengren, Wendy Amireh, Shellie McCurdy, Victor Meza, Katie Matas and Michelle Meades attended Adult/Teen Services meeting on July 14<sup>th</sup>.
- Wendy Amireh met with Venessa Faber on July 20<sup>th</sup>, 22<sup>nd</sup>, 27<sup>th</sup> and 30<sup>th</sup>.
- Wendy Amireh met with Yesenia Baltierra on July 29<sup>th</sup> and 30<sup>th</sup>.
- Wendy Amireh attended Supervisor meetings on July 13<sup>th</sup>, 14<sup>th</sup>, 22<sup>nd</sup> and 27<sup>th</sup>.
- Wendy Amireh attended Kiwanis meetings on July 8<sup>th</sup>.
- Shellie McCurdy met with Wendy Amireh on July 22<sup>nd</sup> and 31<sup>st</sup>.
- Shellie McCurdy met with Ana Balderas on July 2<sup>nd</sup>.
- Megan Tolman met with Wendy Amireh on July 27<sup>th</sup>.
- Adult and Teen Services attended the All Staff Huddle, daily July 1<sup>st</sup>-17<sup>th</sup>.

- Wendy Amireh, Sabrina Rosengren attended weekly Huddles on July 21<sup>st</sup>, and 28<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- Katie Matas viewed a webinar on Baker & Taylor's BTCat product.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Systems Librarian

**SUBJECT:** Placentia Library Website & Technology Report for June 2021

**DATE:** - August 16, 2021

<b>On-line database usage</b>	<b>June 2021</b>	<b>Onsite Usage 6/21</b>	<b>Remote Usage 6/21</b>	<b>June 2020</b>	<b>Y-T-D 2020-2021</b>	<b>Y-T-D 2019-2020</b>	<b>Y-T-D % change</b>
Placentia Library Catalog	3,526	N/A	N/A	26,853	15,441	67,418	-77%
General Reference Center	101	N/A	N/A	112	314	309	2%
Biography In Context	1	N/A	N/A	1	41	731	-94%
Opposing Viewpoints	0	N/A	N/A	0	25	2,192	-99%
Consumer Reports	10	N/A	N/A	129	1,935	1,591	22%
Freegal	888	N/A	N/A	912	3,553	9,958	-64%
Heritage Quest	58	N/A	N/A	9	1,741	5,327	-67%
Novelist	58	N/A	N/A	10	561	441	27%
Pronunciator	15	N/A	N/A	10	106	228	-54%
ABC Mouse	34	N/A	N/A	63	152	234	-54%
ABC Mouse Bring Learning Home	9	N/A	N/A	11	22	265	-92%
World Book Online	1	N/A	N/A	3	47	119	-61%
Tumblebooks	100	N/A	N/A	225	793	2,382	-67%
Reference USA	826	N/A	N/A	113	4,046	1,577	157%
Hoopla	1,987	N/A	N/A	1217	25,850	14,947	73%
Overdrive e-books	2,366	N/A	N/A	2,021	29,450	20,042	47%
Overdrive audio books	1,374	N/A	N/A	1,369	15,374	12,172	26%
Overdrive e-books - Placentia Advantage	1,978	N/A	N/A	1,145	6,480	N/A	N/A
Overdrive audio books - Placentia Advantage	1,583	N/A	N/A	997	5,883	N/A	N/A
Tutor.com	6	N/A	N/A	1	164	N/A	N/A
OverDrive Magazines	193	N/A	N/A	161	7,315	2,475	196%
ProQuest Pub. Avail. Database*	0	N/A	N/A	N/A	12	N/A	N/A
ProQuest Coronavirus Research*	0	N/A	N/A	N/A	16	N/A	N/A
ProQuest Ebook Central*	0	N/A	N/A	N/A	12	N/A	N/A
ProQuest SIRS Discoverer*	1	N/A	N/A	N/A	17	N/A	N/A
ProQuest SIRS Issues Researcher*	0	N/A	N/A	N/A	25	N/A	N/A
ProQuest eLibrary*	0	N/A	N/A	N/A	16	N/A	N/A
BrainFuse JobNow/VetNow*	5	N/A	N/A	N/A	30	N/A	N/A
<b>TOTAL DATABASE USAGE</b>	<b>15,114</b>	<b>0</b>	<b>-</b>	<b>35,362</b>	<b>119,293</b>	<b>142,408</b>	<b>-16%</b>
* Added September 2020							

**Computer & Online Resource Use**

	June 2021	June 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Residents	384	716	5,871	6,167	-5%
Non-Placentia Residents	333	583	5,162	4,792	8%
<b>Total</b>	<b>717</b>	<b>1,299</b>	<b>11,033</b>	<b>10,959</b>	<b>1%</b>

**Website Traffic**

	June 2021	June 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Website visits	12,585	8,341	114,739	106,627	8%
Page Hits	22,830	15,185	204,623	189,749	8%
Users	7,332	4,342	62,030	60,251	3%
Pages/Session	1.81	1.92	N/A	N/A	N/A
Avg. Session Duration	00:02:16	00:02:28	N/A	N/A	N/A
% New Sessions	74	N/A	N/A	N/A	N/A

**Wifi Use**

	June 2021	June 2020	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
<b>Total</b>	<b>675</b>	<b>1,806</b>	<b>4,500</b>	<b>23,356</b>	<b>-81%</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Systems Librarian

**SUBJECT:** Placentia Library Website & Technology Report for July 2021

**DATE:** August 16, 2021

<b>On-line database usage</b>	<b>July 2021</b>	<b>Onsite Usage 7/21</b>	<b>Remote Usage 7/21</b>	<b>July 2020</b>	<b>Y-T-D 2021-22</b>	<b>Y-T-D 2020-21</b>	<b>Y-T-D % change</b>
Placentia Library Catalog	4,284	N/A	N/A	5,452	4,284	5,452	-21%
General Reference Center	158	0	158	2	158	2	7800%
Biography In Context	0	0	0	0	0	0	0%
Opposing Viewpoints	0	0	0	0	0	0	0%
Consumer Reports	461	N/A	N/A	231	461	231	100%
Freegal	916	N/A	N/A	881	916	881	4%
Heritage Quest	225	N/A	N/A	24	225	24	838%
Novelist	6	6	0	83	6	83	-93%
ABC Mouse	19	N/A	N/A	3	19	3	533%
ABC Mouse - Bring Reading Home	12	N/A	N/A	15	12	15	-20%
World Book Online	0	0	0	0	0	0	0%
Tumblebooks	3	N/A	N/A	213	3	213	-99%
Reference USA	152	N/A	N/A	35	152	35	334%
Hoopla	2102	N/A	N/A	2238	2,102	2,238	-6%
Overdrive e-books	2371	N/A	N/A	2838	2,371	2,838	-16%
Overdrive audio books	1412	N/A	N/A	1387	1,412	1,387	36%
Overdrive e-books - Placentia Advantage	1049	N/A	N/A	1981	1,049	1,981	-47%
Overdrive audio books - Placentia Advantage	784	N/A	N/A	1037	784	1,037	-24%
Tutor.com	1	N/A	N/A	5	1	5	-80%
OverDrive Magazines	145	N/A	N/A	225	145	225	-36%
ProQuest Pub. Avail. Database*	0	0	0	N/A	0	N/A	N/A
ProQuest Coronavirus Research*	0	0	0	N/A	0	N/A	N/A
ProQuest Ebook Central*	0	0	0	N/A	0	N/A	N/A
ProQuest SIRS Discoverer*	0	0	0	N/A	0	N/A	N/A
ProQuest SIRS Issues Researcher*	0	0	0	N/A	0	N/A	N/A
ProQuest eLibrary*	1	0	1	N/A	1	N/A	N/A
BrainFuse JobNow/VetNow*	5	N/A	N/A	N/A	5	N/A	N/A
<b>TOTAL DATABASE USAGE</b>	<b>14,106</b>	<b>6</b>	<b>158</b>	<b>16,650</b>	<b>14,106</b>	<b>16,650</b>	<b>-15%</b>

\* Added September 2020

**Computer & Online Resource Use**

	July 2021	July 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
Placentia Residents	747	389	747	389	92%
Non-Placentia Residents	638	350	638	350	82%
<b>Total</b>	<b>1,385</b>	<b>739</b>	<b>1,385</b>	<b>739</b>	<b>87%</b>

**Website Traffic**

	July 2021	July 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
Website visits	12,339	10,050	12,339	10,050	23%
Page Hits	22,423	18,233	22,423	18,233	23%
Users	6,871	4,384	6,871	4,384	57%
Pages/Session	1.82	2.29	N/A	N/A	N/A
Avg. Session Duration	00:02:12	00:02:25	N/A	N/A	N/A
% New Sessions	71	65	N/A	N/A	N/A

**Wifi Use**

	July 2021	July 2020	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
	837	118	837	118	609%
<b>Total</b>	<b>837</b>	<b>118</b>	<b>837</b>	<b>118</b>	<b>609%</b>

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Library Board of Trustees  
FROM: Jeanette Contreras, Library Director  
SUBJECT: Literacy Services Report  
DATE: August 16, 2021

BACKGROUND

Sabrina Rosengren, Literacy Coordinator, will provide a report on the Literacy Recognition event.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Library Board of Trustees  
FROM: Jeanette Contreras, Library Director  
SUBJECT: Gale Analytic Reports  
DATE: August 16, 2021

BACKGROUND

Jon Legree, Systems Librarian, will provide a report on the District's activities from Gale Analytics database. This was a free service offered by the California State Library to assess library usage dataset with demographic visualizations of the library's community.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Approve Contract for an Interim IT Consultant

**DATE:** August 16, 2021

**BACKGROUND**

After three years of service to the Placentia Library District, Systems Librarian, Jon Legree, has decided to it was “time for me to retire and try to do something outside of the library world.” Jon’s last day is August 26, 2021. The District appreciates Jon’s service and his background, especially during the separation from Anaheim Library System to an independent library system. Library staff recommends hiring an IT consultant on an interim basis.

**DISCUSSION**

Administration has determined that Mr. Jeremy Yamaguchi, has the appropriate skills and experience to provide interim IT services pursuant to the attached Agreement. The interim IT Consultant will ensure that the business of delivering library services, in-person and virtually and implementing library projects will continue uninterrupted while the District reassess and studies long-term solutions to fulfill the District’s IT needs.

The agreement is structured to commence August 17, 2021 until the District can enter into an agreement with a consultant through the RFP process. The IT Consultant will work with the Systems Librarian to better understand the District’s current and future projects and IT needs. There may also be special assignments or projects that the District wishes the consultant to perform in the initial period, while under the direction of the Library Director.

Pursuant to the District’s Policy 3080 - Purchasing and Expense Authorization Policy, contracts exceeding \$10,000 are subject to a competitive bid process. However, the Policy provides that contracts in excess of \$10,000 may be presented to the Board for approval to waive bids. The Policy is silent under what circumstances the Board may waive the competitive bid requirement, thus it is at the Board’s discretion. State law does not require competitive bidding under these circumstances since it is not a public works contract. Staff is requesting that the Board waive the competitive bid process because the bid process takes time and could result in an interruption of delivery of library services.

In addition, the interim agreement will provide the District with the opportunity to assess how IT services will be delivered long-term. If it is determined to outsource such

services, the District will solicit proposals through the competitive bid process. The proposed contract is for and not to exceed the amount of \$40,000, which will give the District approximately six months to make the assessment and solicit proposals.

**FISCAL IMPACT**

The hourly rate of the IT Consultant is \$65.00 per hour, with a work week not to exceed 20 hours. The consultant will not receive retirement or medical benefits. The source of funding for the contract is the District's salaries wages budget line item, from the Systems Librarian position, reallocated to the supplies and services line item.

Attachment A is the proposed agreement.

Attachment B is Mr. Jeremy Yamaguchi's resume.

Attachment C is a copy of Policy 3080.

**RECOMMENDATIONS**

1. Waive the competitive bidding requirement and authorize the Library Director to execute the IT Consultant Agreement between the District and Mr. Jeremy Yamaguchi as presented, inclusive of input received from the Library Board of Trustees.
2. Authorize by a roll call vote.
3. Roll call vote.

AGREEMENT FOR INFORMATION TECHNOLOGY  
SUPPORT SERVICES BETWEEN THE PLACENTIA  
LIBRARY DISTRICT AND CONSULTANT

THIS AGREEMENT is made and effective as of August \_\_, 2021, between the Placentia Library District, a California independent special district ("District") and \_\_\_\_\_ ("Consultant"), a sole proprietor.

RECITALS

- A. The District has determined that it requires the services of Consultant to provide Information Technology Support Services.
- B. Consultant has submitted a proposal for services for Information Technology Support.
- C. Consultant represents that it has the experience, staff and capability to provide the Information Technology Support required by the District as set forth in Exhibit A hereto.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM.

This Agreement shall commence on August \_\_, 2021 and shall continue until terminated pursuant to the provisions of this Agreement.

2. SERVICES.

Consultant shall perform the services and tasks and complete such tasks as are, respectively, described and set forth in Exhibit A and Exhibit B, which are attached hereto and incorporated herein as though set forth in full.

3. PERFORMANCE.

Consultant shall at all time faithfully, competently and to the best of its ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in

providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. PAYMENT.

A. The District agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibits A and B; provided that in no event shall the total compensation paid to Consultant exceed Forty Thousand Dollars (\$40,000). Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein or which exceed the amount set forth above, unless such additional services are authorized in advance by the District and approved in writing by the Library Director.

B. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the District disputes any of Consultant fees it shall give written notice to Consultant within 30 days of receipt of an invoice in which fees are disputed.

5. TERMINATION.

A. The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least ten (10) days prior written notice. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the District shall pay Consultant for work satisfactorily performed up to the time of termination. Upon termination of this Agreement pursuant to this Section, Consultant will submit a final invoice to the District pursuant to Section 4 herein.

6. DEFAULT OF CONSULTANT.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, District shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to Consultant. If such failure by Consultant to

make progress in the performance of work hereunder arises out of causes beyond Consultant's control, and without fault or negligence of Consultant, it shall not be considered a default.

B. If the Library Director determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the District shall serve Consultant with written notice of the default. Consultant shall have (10) days after service upon it of said notice in which to cure the default. In the event that Consultant fails to cure its default within such period of time, the District shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

#### **7. RECORD KEEPING/OWNERSHIP OF DOCUMENTS.**

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by the District that relate to the performance of services under this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the District at reasonable times to such books and records, shall give the District the right to examine and audit said books and records, shall permit the District to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services performed pursuant to this Agreement shall become the sole property of the District and may be used, reused or otherwise disposed of by the District without the permission of Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the District, upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

#### **8. INDEMNIFICATION.**

Consultant shall defend, hold harmless and indemnify the District, and its elected officials, officers, employees, servants, designated volunteers, and agents serving as

independent contractors in the role of District officials, (collectively, "Indemnitees"), from any claim, demand, damage, liability, loss, cost or expense (collectively, "claims"), including but not limited to death or injury to any person and injury to any property, arising out of, pertaining to, or relating to Consultant's performance of this Agreement. Consultant shall defend Indemnitees in any action or actions filed in connection with any such Damages with counsel of District's choice, and shall pay all costs and expenses, including all District's attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant's duty to defend pursuant to this Paragraph B shall not apply to claims arising out of the active negligence or misconduct of the Indemnitees.

#### 9. INSURANCE REQUIREMENTS.

A. Consultant shall procure and maintain for the duration of this Agreement Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

B. Consultant shall furnish the District with a certificate of insurance evidencing the required insurance or the declaration that Consultant has no employees prior to commencing work for the District.

#### 10. INDEPENDENT CONTRACTOR.

A. Consultant is and shall at all times remain as to the District a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the District nor any of their officers, employees, agents, or volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the District. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against the District, or bind the District in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, the District shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for the District. The District shall not be liable

for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

**11. LEGAL RESPONSIBILITIES.**

Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner may affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The District, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this section.

**12. RELEASE OF INFORMATION.**

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without the District's prior written authorization. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the Library Director or unless requested by the District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the District. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the District notice of such court order or subpoena.

B. Consultant shall promptly notify the District should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the District. The District retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the District and to provide the District with the opportunity to review any response to discovery requests provided by Consultant. However, the District's right to review any such response does not imply or mean the right by the District to control, direct, or rewrite said response.

**13. NOTICES.**





The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court the District within Orange County, California.

**17. PROHIBITED INTEREST.**

No officer, or employee of the District shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, Consultant, or Consultant's sub-contractors for this project, during his/her tenure or for one year thereafter. Consultant hereby warrants and represents to the District that no officer or employee of the District has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of Consultant or Consultant's sub-contractors on this project. Consultant further agrees to notify the District in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

**18. ENTIRE AGREEMENT.**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material. In the event of a conflict between the provisions of this Agreement and the exhibits hereto, the text of this Agreement shall prevail.

**19. AUTHORITY TO EXECUTE THIS AGREEMENT.**

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

PLACENTIA LIBRARY DISTRICT

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Jeanette Contreras  
Library Director

ACCEPTED BY:

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[District Counsel]

CONSULTANT

By: \_\_\_\_\_  
Name: Jeremy Yamaguchi

**EXHIBIT A**

**TASKS TO BE PERFORMED BY CONSULTANT**

<p><b><u>TASK ONE: IT Service and Support</u></b></p> <ul style="list-style-type: none"> <li>• Initial inventory and assessment of equipment within one month of contract award, to include the following information:             <ul style="list-style-type: none"> <li>○ Make</li> <li>○ Model</li> <li>○ Serial numbers</li> <li>○ Year</li> <li>○ Software / Applications installed including versions</li> <li>○ Replacement or repair schedule</li> <li>○ Warranty coverage</li> <li>○ Business grade or residential grade</li> </ul> </li> <li>○ Monthly status report Annual status report to include identification of opportunities for replacing, repairing and upgrading system components             <ul style="list-style-type: none"> <li>○ Includes plan for system migration to central server and thin client arrangement</li> <li>○ Includes recommendations for implementing IPAD work stations throughout library system</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• WAN Connectivity/Security – Working with our ISP and other vendors to ensure firewalls are properly configured for maximum internet speed and security.</li> <li>• Includes Microsoft Office 365 and Azure Active Directory management</li> </ul>
<ul style="list-style-type: none"> <li>• Connecting Library System Infrastructure elements to include staff and public terminals and 71 networks</li> <li>• Includes system infrastructure documentation</li> </ul>
<ul style="list-style-type: none"> <li>• Maintenance of third party applications             <ul style="list-style-type: none"> <li>○ Horizon</li> <li>○ Bibliotheca RFID hardware and software</li> <li>○ Envisionware</li> <li>○ Deep Freeze System Restore and Recovery Software</li> <li>○ Microsoft Office 365 and Azure Active Directory</li> <li>○ Avast Business Cloudcare Antivirus</li> <li>○ Additional software as identified by Library staff</li> </ul> </li> <li>• Generate, Assess, and Present monthly reports.</li> <li>• Provide recommendations to the Library Director for hardware, software, network, systems, IT infrastructure and cybersecurity.</li> </ul>
<p><b><u>TASK 2: Ongoing Preventative Maintenance and System Support</u></b></p> <ul style="list-style-type: none"> <li>○ Install and configure new hardware and software             <ul style="list-style-type: none"> <li>○ Ability to support both Microsoft and Apple hardware and software</li> <li>○ Ability to administer Chromebooks using google enterprise admin</li> </ul> </li> <li>○ Update approved licensing activations, registrations and downloads</li> <li>○ Install and configure network switches, routers, firewalls and wireless devices</li> <li>○ Configure firewall for mail flow and remote email access</li> <li>○ Install software to record audit trail of all access made to the systems</li> <li>○ Provide secure backup protection and management for all servers and computers on a daily basis</li> <li>○ Provide proactive monitoring of network system</li> </ul>

<ul style="list-style-type: none"><li>○ Provide management and administration for website and database</li><li>○ Provide telephony management and planning</li><li>○ Provide weekly status reports on technology updates</li><li>○ Maintain documentation of network service conducted</li><li>○ Create/manage/delete user mailboxes and email aliases</li><li>○ Management of anti-virus systems</li></ul>
<ul style="list-style-type: none"><li>● Maintain a list of all MAC addresses, IP addresses, ports, etc. for all equipment attached to the network</li><li>● Will be included, and integrated into overall system infrastructure documentation</li></ul>
<ul style="list-style-type: none"><li>● Loaner desktops during PC repairs</li></ul>
<ul style="list-style-type: none"><li>● Guaranteed 2 hour remote support response</li></ul>
<ul style="list-style-type: none"><li>● Guaranteed 4 hour on-site emergency response per week</li></ul>
<ul style="list-style-type: none"><li>● Minimum of 3 on-site visits per week</li></ul>
<ul style="list-style-type: none"><li>● Generate monthly board reports</li></ul>

**EXHIBIT B**

**PAYMENT RATES AND SCHEDULE**

Placentia Library District will compensate Consultant at a rate of \$65.00 per hour, not to exceed \$40,000. Consultant will be scheduled a minimum of three times a week for on-site visits.

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# JEREMY B. YAMAGUCHI

1057 E. Imperial Hwy. #405 Placentia, California 92870 (714) 345-2513 jbyamaguchi@gmail.com

## PROFESSIONAL SUMMARY

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- Accomplished leader in information technology and audiovisual systems, employee supervision, and production management.
- Technically skilled business professional with diversified management skills and creative problem solving gained through various leadership, technical, and business experiences.
- Over ten years of diverse management experience within public and private sector organizations

## EXPERIENCE

### **Pacific Satellite Inc.- Director of Operations 2014-Present**

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Project manager, supervising crew chief, production manager. Manage installation projects, day-to-day operations, and special event production. Design, plan, and implement complex projects and maintain systems in quality and professional presentation. Manage employee recruitment, training, and supervision.

### **Friends Community Church- Technical Director 2018- Present**

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Monitor, maintain, and operate all technology systems on church campus. Analyze systems and provide reports to supervisors as needed. Participate in the budget process and organizational strategic planning. Ensure quality and secure systems across all platforms. Responsible for recruitment, training and supervision of volunteer audio/visual team.

### **Canyon Hills Friends Church- A/V & Technology Coordinator 2012-2018**

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System administrator for church wide Audio/Visual system and network. Maintain, manage and provide upgrades for all systems. Analyze systems and provide reports to supervisors as needed. Participate in the budget process and organizational strategic planning. Ensure quality and secure systems. Responsible for recruitment, training and supervision of volunteer audio/visual team.

### **City Council Member 2008-Present (Mayor 2012/2016)**

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Responsible for setting policy and legislative priorities for the City of Placentia. Works with staff and council colleagues to plan and carry out an annual operating budget of over \$30 million. Involved in grant application process, agency policy setting, staffing allocation planning, as well as long and short term strategic plans.

### **Audiowest 2012- present (Part Time)**

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Provided organizational leadership when working with outside labor, and participated in client planning meetings to help meet needs. Duties include designing, building, and deploying audio systems for various production applications. Works directly with clients, artists, and production professionals. Skills used include wireless microphone coordination, sound system design and engineering, sound system tuning and operation, sound mixing for bands, worship services, corporate meetings and others.

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**EDUCATION**


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**California State University Fullerton**

Bachelors of Arts Fall 2011

Major: Political Science, Cum Lade

**El Dorado High School, Placentia, CA**

High School Degree, June 2007 With Honors and Distinctions

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**ACTIVITIES AND SERVICE**


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City Council member, City of Placentia (Mayor 2012, 2016)

Placentia-Linda Lions Club, President 2015-2017

Placentia Community Foundation, Board of Directors (2009-2012)

Boy Scouts of America, Orange County Council Board of Directors (2006)

CSU Fullerton Alumni Association Life time member

**AWARDS**

- National Eagle Scout Association- Life-time Achievement award-2014
- Eagle Scout Award, Boy Scouts of America – 2006

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**COMPUTER SKILLS**


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- |                          |                       |                            |
|--------------------------|-----------------------|----------------------------|
| • Windows 7,8,10         | • Adobe Light room    | • Audinate Dante           |
| • Microsoft Office Suite | • HTML/Web Publishing | Networks                   |
| • Mac OSX                | • QSC Qsys Networks   | • Java object based coding |
| • OSX creative suite     |                       |                            |

\*Partial Listing

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**REFERENCES**


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Teddy Ochieng Omandi  
Lead Pastor Friends Church Fullerton  
(714) 225-1446  
teddy@fccbrea.org

Chad Wanke  
Third Encore Studios  
(714) 606-1973  
chad@chadwanke.com

Paul Hower  
La Habra Police Department  
Technology Services  
(310) 994 – 5179  
paul\_hower@lahabracity.com

Glenn Hatch  
Owner, Audiowest  
(714) 528-2285  
glenhatch@aol.com

Jerry Cote  
President, Pacific Satellite Inc.  
(510) 918-3909  
Jcote@sonic.net

Craig Green  
Former Mayor, City of Placentia  
(714) 222-8603  
craig-green@prodigy.net



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Purchasing and Expense Authorization  
**POLICY NUMBER:** 3080

**3080.1** All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget. All purchases and contracts authorized by the Library Director will be made with attention to the quality, performance, delivery, service capability and lowest possible cost.

**3080.2** Any commitment of District funds for a purchase or expense greater than \$10,000 will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations. Purchases or contracts that are over ten thousand dollars (\$10,000) must comply with the competitive bid process. Purchases or contracts that are between five thousand dollars (\$5,000) and ten thousand dollars (\$10,000) may be made without competitive bid requirements, but shall, whenever possible, be based on at least three (3) documented price quotes. Purchases or contracts that are under five thousand dollars (\$5,000) may be made at the Library Director's discretion.

**3080.2.1** Such contracts in excess of ten thousand dollars (\$10,000) shall be presented to the Library Board of Trustees for approval to waive bids and for approval to enter into a formal contract. In emergency situations, the Library Director will inform the Library Board President of the emergency. If the President is not available, the Library Director shall contact the Board Secretary. In the absence of either party, the Library Director will contact any Trustee for approval. The Library Director will have the authority to spend up to \$10,000 per vendor to resolve the situation and resume services in order to secure the safety of patrons and staff. The Board President shall have the authority to waive the \$10,000 bidding procedures set forth in this Policy and, with the Library Director, shall effect procurements in excess of the amount otherwise provided in this section to resume service. Neither party may commit the District to purchases or contracts that exceed \$45,000 without Board approval. Library Director, with the Library Board President, shall use the following procedures:

**3080.2.1.a** Decision Memo stating the reason for the determination of the emergency shall be provided to the library board in a timely manner.

**3080.2.1.b** In emergency situations, the Library Board President shall not be required to comply with competitive bidding and advertising requirements of this

Policy. Library Director, with the Library Board President, shall be empowered to negotiate and execute contracts without prior approval of the library board.

**3080.2.1.c** A Purchase Order, along with all written documentation, shall be submitted to the library board for ratification at a library board meeting. If the next scheduled meeting is more than 14 (fourteen) days hence, a special board meeting will be called.

**3080.3** The Library Director and his/her Designee shall make procurement decisions in the best interest of the District and shall evaluate the cost effectiveness of purchases. Single source provider is exempt from the competitive bidding process and shall be per terms of agreement. Additionally, the following library material vendors and other standing order purchases are exempt from the bidding process, unless otherwise recommended by the Library Director and approved by the Library Board of Trustees:

- a. Baker & Taylor (BTAC)
- b. Ebsco
- c. OverDrive
- d. Ingram
- e. Brodart
- f. Freegal
- g. Hoopla
- h. Gale
- i. Bibliotheca
- j. SirsiDynix

**3080.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

**3080.4.1** Travel reimbursement requests and expense reimbursements submitted by the Library Director will be signed by two Trustees.

**3080.5** In compliance with the Orange County Counsel opinion A-1000, dated June 20, 1983, stating, "...a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is \$20,000 or less" the Board of Trustees authorizes the Library Director to process claims for items totaling less than \$20,000 of routine, budgeted expenses. These claims shall be signed by the Library Director and countersigned by one (1) Trustee.

**3080.5.1** Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than \$20,000 may be authorized by two (2) Trustee signatures and/or the Library Director.

3080.5.2 In the absence of the Library Director, three (3) Trustees may sign Claims for routine budgeted items without any restriction in the amount of the Claim.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, District Counsel

**SUBJECT:** Review of Library Impact Fee

**DATE:** August 16, 2021

**BACKGROUND**

This report discusses the process for reviewing and possibly increasing the Placentia Library District Impact Fee ("Impact Fee").

**DISCUSSION**

The District established an Impact Fee in 2008 by way of adoption of Resolution No. 08-10 and pursuant to the authority in the Fee Mitigation Act, Government Code §§ 66000, et seq. (the "Act"). The Act permits local agencies to impose fees on new development which are reasonably related to the development's impacts on local agency facilities. Typical impact fees go toward improving and expanding roads, parks, police and fire facilities, and in this case, library facilities.

To establish the Impact Fee the District retained MuniFinancial, which issued a *Library Facilities Impact Fee Report* in June of 2008 (the "Report"). The primary purpose of the Report was to establish an approach to setting the Impact Fee and explain, as required by the Act, how there is reasonable relationship between the Impact Fee's use and the impacts from development on which the impact fee is imposed. Put another way, the Report's purpose was to produce evidence that new development would increase library demand and require additional facilities or renovation of existing facilities to meet the increased demand. The District used the revenue from its Impact Fee for its recent renovation project.

Government Code § 66001(g) provides, "A fee shall not include the costs attributable to existing deficiencies in public facilities, but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to (1) refurbish existing facilities to maintain the existing level of service or (2) achieve an adopted level of service that is consistent with the general plan."

Government Code § 66001(a)(2) requires that the use to which the fee is to be put be identified and specifically provides that the facilities shall be identified. It further provides that the "identification may, but need not, be made in a capital improvement plan...or may be made in other public documents that identify the public facilities for which the fee is charged." In

*Homebuilders Association of Tulare/Kings Counties, Inc., v. City of Lemoore*<sup>1</sup> the court found that a fee can be established for a broad class of projects of general applicability and that it "would be unreasonable to...require local agencies to make a concrete showing of all projected construction when initially adopting a resolution. Such a resolution might be in effect for decades."

The District has only one central library to serve its intended population. As a result, additions and renovations thereto or new facilities elsewhere, which increase the ability of the District to serve a growing number of library patrons from anticipated new development could be funded from an Impact Fee.

In order to increase the Impact Fee, the District would need to retain a consultant to prepare a report which established a reasonable relationship between the proposed impact fee and the new development on which it is imposed. The District must identify the improvements the District anticipates would be financed by the increased impact fee.

#### **RECOMMENDATION**

Authorize Library Staff to develop a Request for Proposal for a Nexus Study for the District to be presented to the Library Board of Trustees at a future meeting.

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<sup>1</sup> *Homebuilders v. City of Lemoore* (2010) 185 Cal. App. 4<sup>th</sup> 554, 565

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, District Counsel

SUBJECT: Trademark of Placentia Library

DATE: August 16, 2021

**BACKGROUND**

Staff is seeking the approval of the Board of Trustees to trademark the name of the Placentia Library District.

**DISCUSSION**

The District has been looking into the cost and potential of trademarking the name of the Placentia Library District ("District"). The primary purpose of the trademark would be to ensure that persons not authorized to do so, do not use the name in a manner which may misrepresent to the public that they are officially speaking on behalf of the District. Under common law, the District does have some protection against others using its name, but its rights are more limited than they would be if the name was registered with the California Secretary of State.

Trademarking Placentia Library District will prevent use of the District's name by an individual, organization, or company, in association with a product or service similar to the District.

Library Director, Jeanette Contreras was provided a contact of a trademark lawyer, Mr. Jeff Van Hoosear, who in a conversation with District Counsel David DeBerry, generously offered that his firm, Knobbe Martens, a well-known trademark/patent law firm, would register the District's trademark with the State on a pro bono basis. The District would only be responsible for the cost of the trademark itself, which is \$75 in California and between \$225 - \$600 to register with the U.S. Patent and Trademark Office (USPTO). Once the trademark application is completed, it typically takes only about a week for the trademark to be registered.

The potential remedies for trademark infringement include obtaining an injunction against further use and if the injunction is ignored, the court can assess penalties.

Attachment A is background information for Mr. Jeff Van Hoosear.

**RECOMMENDATION**

Authorize Library Staff to pursue trademarking the District's name with Knobbe Martens Law office.



Jeff Van Hoosear

Partner

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Orange County

949-760-0404

jeff.vanhoosear@knobbe.com

## Overview

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Jeffrey L. Van Hoosear focuses on international trademark and unfair competition matters. His practice also includes domestic and foreign trademark selection and clearance, trademark and copyright prosecution, proceedings before the Trademark Trial and Appeal Board, intellectual property licensing, domain name and website content issues and state rights of publicity.

Jeff represents a number of clients in the apparel and sporting goods industries, and also represents clients in the food and beverage, automotive, aesthetics, fashion, financial, insurance, software, and entertainment industries.

Representative clients include Quiksilver, C1RCA, BB Dakota, 7 Diamonds, Pacific Life, SchoolsFirst, First American, House Foods and Bandai.

Jeff is the Chair of the Trademark Practice Group and is active writer for the firm's Fashion & Beauty Blog.

## Education

Boston University School of Law (J.D., 1986)



## AT A GLANCE

Boston University School of Law

Beloit College

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State Bar of California

State Bar of Illinois

## INDUSTRY EXPERIENCE

Aesthetics & Personal Care Products

Automotive, Transportation & Power Sports

Fashion & Beauty

Financial Services & Business Methods

Food & Beverage

Media & Entertainment

Restaurant & Hospitality

Software & Information Technology

Sporting Goods & Recreation

## Practice Areas

Copyrights >

Domain Name & Website Content Disputes >

International Trademarks >

Trademark Clearance, Registration & Enforcement >

TTAB Proceedings >  
Trademarks & Brand Protection >  
IP Strategy >  
Due Diligence >  
Opinions & Counseling >  
IP Transactions & Agreements >  
Trademark & Brand Protection Litigation >

## Recognition



## Awards & Honors



Jeff has received multiple awards and has been honored in both national and international forums for his legal accomplishments:

- Recognized in *The Legal 500* "United States" (2015, 2019 - 2021) as being an outstanding practitioner. In the guide, he was noted for leading a "well-rounded" trademarks group.
- Recognized in the *World Trademark Review (WTR) 1000* as a "Leading Trademark Lawyer" (2012 - 2021). In the 2018 guide, editors commented that "branding woes in the fashion and sporting industries" are Jeff's specialty and that a "distinguishing feature of his practice is his uncompromising focus on customer service". He was also commended by a peer that he is a "terrific attorney who can quickly grasp tricky concepts". In 2019, his clients said that he "has the keys to unlock brand value in the apparel and beauty industries" and "turns a practiced hand to all non-contentious briefs".
- Named a 2016 "World IP Leader" by *World Intellectual Property Review (WIPR)*.
- Recognized in the 2015 "Who's Who Legal 100" by *Law Business Research*.

- Received the "Best USA Lawyer - Unfair Competition" award in the 2014 "Legal Awards" by *Acquisition International*.
- Recognized in the Guide to the World's Leading Trademark Law Practitioners (2012 - 2014).
- Repeatedly nominated as one of the world's leading trademark practitioners in the "Who's Who Legal: Trademarks" list by *Law Business Research*.

## AFFILIATIONS

- American Bar Association
- Chicago Bar Association
- Orange County Bar Association
- International Trademark Association (INTA)

## Resources



## Articles

"But It's a Photo of Me!"-Celebrities Face Legal Action for Unauthorized Use of Images on Social Media, Fashion & Beauty Blog (April 2020)

"So You Want to Be Famous - Do You Have \$10 Billion? Patagonia Trademark Deemed Famous for Trademark Dilution Claim," Fashion & Beauty Blog (November 2019)

"Saks & Calvin Klein Accused of Copyright and Patent Infringement," Fashion & Beauty Blog (February 2019)

"Federal Circuit Weighs in on Converse's Midsole Trade Dress," IP Litigator (January/February 2019)

"Likes, Tweets & #'s, Oh My! Elevate Your Social Media Audit," Orange County Business Journal (October 2018)

"When Plaid Goes Bad - Burberry Files Infringement Suit Against Target Over Burberry's Iconic Plaid Design," Knobbe Martens Fashion & Beauty Blog (May 2018)

"Beware! A Trademark Trial and Appeals Board Decision Can Stop You in Your Tracks," Knobbe  
Martens Fashion & Beauty Blog (January 2018)

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Attachment A  
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"What's My Taco Bell Doing in Your Forever 21?," Orange County Business Journal (October 2017)

"Using Pop Culture References in Advertisements? Just Do It Right," Orange County Business Journal (October 2016)

"Yosemite Case Suggests No 'Iconic Names Exception' For TMs," Law360 (March 2016)

"To Tweet or Not to Tweet: Social Media and Intellectual Property Issues," Orange County Business Journal (October 2015)

Getting the Deal Through: Trademarks 2016, published by Law Business Research Ltd. (September 2015)

"Google Inc. v. Oracle America Inc.," Orange County Business Journal - Intellectual Property Supplement (July 2015)

"Protecting Your Company's Intellectual Property through an IP Audit: a Guide for Small to Mid-Sized Businesses," Book Co-Author (Published 2013)

"From Trademark to Registration: Getting it Right the First Time," Orange County Lawyer (April 2012)

"Industry Joins the Fight for the Red Sole," Managing Intellectual Property (January 2012)

## Speeches & Seminars

"Top Ten IP Issues and Trends, Association of Corporate Counsel" (ACC) (2019)

"Global Intellectual Property Systems: The International Registration of Trademarks, Using the Madrid System", Served as Panelist at Protecting Your IP Overseas: WIPO Services and Initiatives, a Knobbe Martens Seminar - San Diego, CA (November 2016)

"Intellectual Property (IP) Issues," FAB Authority Workshop, San Diego, CA (March 2016)

"The Social Network: Current Legal Issues in Social Media," Association of Corporate Counsel (ACC) - Southern California DoubleHeader (November 2015)

"Intellectual Property Workshop," FAB Authority, San Diego, CA (July 2015)

UCI School of Law Intellectual Property Essentials, Workshop Instructor, Irvine, CA (March 2015)

"Protecting Your Copyrights, Trademarks and Domain Names", Presented at the OneOC and Public Law Center "Branding Impact" Series, Santa Ana, CA (February 2015)

"The Legalities of Fashion", Presented at San Diego Fashion Week, San Diego, CA (September 2013)

"Trade Secret, Trademark, False Advertising and Unfair Competition Issues", Served as Panelist at IP Impact - Trademark Seminar - Silicon Valley, Menlo Park, CA (July 2013)

"Trade Secret, Trademark, False Advertising and Unfair Competition Issues", Served as Panelist at IP Impact - Trademark Seminar, San Diego, CA (July 2013)

"Trade Secret, Trademark, False Advertising & Unfair Competition Issues", Served as Panelist at IP Impact Seminar, San Diego, CA (June 2013)

Association of Corporate Counsel (ACC) – In House Counsel Conference, Participant, Beverly Hills, CA (January 2013)

"Avoiding Trade Secret Misappropriation, False Advertising & Unfair Competition Claims", Participated in the Association of Corporate Counsel (ACC) – Southern California In-House Counsel Conference, Los Angeles, CA (January 2013)

"Hiring Competitor's Top Talent & Being Fiercely Competitive Without Exposing Your Company", Participated in the Association of Corporate Counsel (ACC) – Southern California In-House Counsel Conference, Los Angeles, CA (January 2013)

"Soarin' Over Your Trademarks - Keys to Monetizing Your Brands", Presenter at the American  
Corporate Counsel (ACC) SoCal Double Header, Anaheim, CA (May 2012)

"Jungle Cruise: Navigating the Murky Waters of the New Top Level Domain Name Launch", Presenter  
at the American Corporate Counsel (ACC) SoCal Double Header, Anaheim, CA (May 2012)

"The New gTLD Program: What, When, and Why", Presented to the Orange County Patent Law  
Association, Irvine, CA (April 2012)

## LATEST UPDATES & EVENTS

Knobbe Martens Recognized for Outstanding IP Work by Legal 500

Knobbe Martens and Nine Attorneys Recognized for Trademark Practice by World Trademark Review

World Trademark Review Names Knobbe Martens a Top National Trademark Firm, Honors Nine Individual Attorneys

Knobbe Martens Again Recognized for Top IP Performance by The Legal 500

"But It's a Photo of Me!"-Celebrities Face Legal Action for Unauthorized Use of Images on Social Media

Ten Things You Need to Know to Protect Your Company and Brand Names

# Knobbe Martens

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, District Counsel

**SUBJECT:** Information on the Censure Procedure

**DATE:** August 16, 2021

**BACKGROUND**

At its meeting on June 21, 2021 the Board of Trustees (“Board”) requested a staff report concerning the procedure for censure.

**DISCUSSION**

Censure is an official expression of disapproval of the conduct of a member of a legislative body. Censures are typically based on and should be based on, conduct that violates established policies, regulations, or laws or otherwise detrimental to the Library District. The Board has adopted rules of decorum and ethics which are attached.

Censure is typically accomplished by way of a formal resolution approved by a majority of the legislative body which expresses the Board’s disapproval of the Trustee’s actions. It is not disciplinary in nature. Typical censure resolutions describe the specific conduct of the Trustee which violated some law, regulation or established policy of the Board or was otherwise detrimental to the Library District.

A censure cannot, however, reach a point where it disciplines a Trustee in a manner that restricts the exercise of his or her constitutional right to free speech or significantly interferes with the Trustee’s ability to perform the duties of office, such as voting on agenda items, asking questions at meetings, or obtaining information necessary to perform the Trustee’s duties. Such restrictions may not survive a legal challenge because they may have the effect of impinging on the Trustee’s First Amendment rights.

A censure is essentially an act of the Board, acting as the legislative body of the District, exercising its own First Amendment rights to express disapproval of the conduct of one of its members. Numerous cases have held that a legislative body merely expressing disapproval of the conduct of one of its members does not violate the First Amendment.

Although most public agencies do not have policies directly addressing censure, many do. As such, a draft policy has been attached for the Board’s consideration.

Attachment A is a draft copy of Policy 4078 – Censure Policy.

Attachment B is a copy of Policy 4010 – Code of Ethics.

Attachment C is a copy of Policy 5070 – Rules of Order for Board and Committee Meetings.

**RECOMMENDATIONS**

1. Discuss the Censure Procedure.
2. Consider whether adoption of a Censure Policy is in the best interests of the District and if so, approve the proposed Policy 4078 – Censure Policy as a First Reading, as presented, or as may be modified by the Board.
3. Present Policy 4078 – Censure Policy at the next Board meeting for final adoption.



# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Censure Policy  
**POLICY NUMBER:** 4078

### 4078.1 Summary

The Placentia Library District is committed to acting in the best interests of its patrons and community in the District. The Library Board of Trustees of the Placentia Library District of Orange County has a strong commitment to ethics. This commitment is reflected in the District's Policy 4010 - Code of Ethics and 5070 - Rules of Order for Board and Committee Meetings which the Board has adopted to ensure the orderly and efficient conduct of the District's business. To maximize Board effectiveness and public confidence in District governance, Trustees are expected to govern responsibly and hold themselves to the standards of ethical and professional conduct as established by Board policy and applicable laws and regulations. Compliance with the Code of Ethics Policy while expected, is voluntary. There are occasions in which significant and/or repetitive violations of law, regulations or Board policies occur and impair the conduct of the District's business or are otherwise detrimental to the District's mission. Such occasions may require an affirmative response by the Trustees expressing their disapproval of such conduct. This Censure Policy is a guide to the procedures for the Board to undertake when considering a censure.

### 4078.2 Definition

Censure is a formal Resolution of the Board reprimanding one of its own Trustees for specified conduct, generally a violation of law, regulation, District policy or conduct otherwise detrimental to the District's mission. This Policy is intended to provide the mechanism by which the Board, acting as a majority, can censure a Trustee for such conduct. Censure by nature is not disciplinary, but rather a formal statement by the Board of its displeasure with a Trustee's conduct it views as significantly detrimental to the District's mission.

### 4078.3 Procedure

If a Trustee violates a law, regulation, District policy or engages in conduct that the Board believes may be detrimental to the District's mission, he or she may be subject to censure pursuant to the procedures of this Policy. In the event the Board desires to consider a censure, the following constitutes a procedural guide for the Board to follow; provided that failure to follow this Policy shall not in and of itself, render invalid any censure action taken by the Board.

**4078.3.1** To initiate the censure process, a request for a censure hearing must be submitted to the Library Director in writing by two Trustees or a majority of the Board may direct the initiation of the censure process at a noticed meeting of the Board by way of consensus of the Board majority. The request must contain the specific charge(s) on which the proposed censure is based and the written material(s), if any, which form the basis for the charge(s).

**4078.3.2** Any written copy of the request for censure and the charge(s) shall be sent by the Library Director's office to all Trustees at least five (5) business days prior to the Board meeting at which the censure will be considered. The request and charge(s) shall be agendized in accordance with the Brown Act at a regular or special meeting of the Board.

**4078.3.3** At the first meeting at which the censure request is agendized, the Board shall determine that either:

- a. Further investigation of the charges is required;
- b. To set the matter for the next regular meeting or at a special meeting that is no less than 15 calendar days following the first meeting at which the censure request was agendized and direct one or two of the Trustees to draft a censure resolution for consideration at the meeting which the Board sets to consider the censure resolution;
- c. No further action is to be taken at this time; and/or
- d. Such other action as determined by the Board.

**4078.3.4** Further investigation, if required, shall be done by an ad hoc Committee of two Trustees appointed by the Board President. If the Board President is the subject of the censure, the Committee shall be formed by the Board Secretary.

**4078.3.5** The draft censure resolution shall be provided to all Trustees at least five business days prior to the meeting at which the censure resolution will be considered. It is recommended that the draft censure resolution be reviewed by General Counsel prior to submission to the Trustees.

**4078.3.6** At the meeting at which the Board considers adoption of the censure resolution, the Trustee who is the subject of the censure shall be given the opportunity to respond and to provide the Board information and material(s) relevant to the charge(s). The proponents of the censure request may respond to the presentation and any Trustee may address the Board concerning the censure. The public shall be allowed to comment on the proposed censure in the same manner as they are allowed on other matters before the Board. If the Board President is the subject of the censure, the Secretary shall chair the meeting.

**4078.3.7** Any decision to censure shall be accomplished by way of a formal resolution which identifies the specific charge(s) and the basis of those charges. Such resolution requires a vote of at least three Trustees.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Code of Ethics  
**POLICY NUMBER:** 4010

**4010.1** The Board of Trustees of Placentia Library District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to facilitate the relationship between and among members of the Board of Trustees, the following rules will be observed.

**4010.1.1** The dignity, style, values and opinions of each Trustee will be respected.

**4010.1.2** Responsiveness and attentive listening in communication is encouraged.

**4010.1.3** The needs of the District's constituents should be the priority of the Board of Trustees.

**4010.1.4** The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.1.5** Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

**4010.1.6** Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**4010.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Trustees takes action, Trustees should commit to supporting said action and not to create barriers to the implementation of said action.

**4010.1.8** Trustees should practice the following procedures:

**4010.1.8.1** In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4010.1.8.2** In handling complaints from residents and property owners in the District, said complaints should be referred directly to the Library Director.

**4010.1.8.3** In handling items related to safety, concerns for safety or hazards should be reported to the Library Director or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.1.8.4** In presenting items for discussion at Board meetings, see Policy #5020.

**4010.1.8.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Library Director.

**4010.1.9** When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

**4010.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4010.2.1** When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**4010.2.2** Trustees should develop a working relationship with the Library Director wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4010.2.3** Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**4010.2.4** While pursuing the Library's mission, Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5070

### 5070.1 General.

**5070.1.1** Action items will be brought before and considered by the Board by motion in accordance with this policy. If there is a question concerning a rule of order, Robert's Rules of Order shall apply.

**5070.1.1.1** If a Trustee believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Board President. If the ruling of the Board President is not satisfactory to the Trustee, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

### 5070.2 Obtaining the Floor.

**5070.2.1** Any Trustee desiring to speak should address the Board President and request to be recognized. Upon recognition by the Board President, the Trustee may address the subject under discussion.

### 5070.3 Motions.

**5070.3.1** Any Trustee, including the Board President, may make or second a motion. A motion will be brought and considered as follows:

**5070.3.1.1** A Trustee makes a motion; another Trustee seconds the motion; and the Board President states the motion.

**5070.3.2** Once the motion has been stated by the Board President, it is open to discussion and debate. After the matter has been debated by the Board, the Board President will call for the vote. At any time a Trustee may call for the question if such Trustee has been recognized by the Board President and has the floor. A motion to call for the question requires a 2/3 vote of the Trustees present and if passed, the main motion shall be considered without further discussion.

**5070.4 Secondary Motions.** Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.4.1 Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the Trustees who moved and seconded, or by a new motion and second.

**5070.4.2 Substitute Motion.** A substitute motion which replaces the main motion shall be debated and voted upon prior to the main motion provided it has received a second.

**5070.4.3 Motion to Table.** A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.4.4 Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.4.5 Motion to Refer to Committee.** A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.4.6 Motion to Close Debate and Vote Immediately.** As provided above, any Trustee may move to close debate and immediately vote on a main motion.

**5070.4.7 Motion to Adjourn.** A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**5070.5 Decorum.**

**5070.5.1** The Board President will take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Board President may ask any person or persons (Board Members, staff, or members of the public) whose actions or words that disrupt, disturb or otherwise impede the orderly conduct of the meeting to cease the disruptive behavior.

**5070.5.2** Upon the refusal of the person to cease the disruptive behavior, the Board President may take any or all of the following actions:

**5070.5.2.1** If the disruptive behavior persist the Board President shall warn the person(s) engaging in the disruptive behavior that if the disruptive behavior continues that the person will be asked to leave the meeting.

**5070.5.2.2** If the disruptive behavior still persists, the Board President shall warn the person that it is a misdemeanor to willfully interrupt the Board meeting and ask the person to leave.

**5070.5.2.3** If the disruptive behavior still persists, the Board President shall call a recess. The Board President or Library Director may summon a police officer and ask the police officer to attempt to persuade the person(s) engaging in the disruptive behavior to voluntarily leave.

**5070.5.2.4** Upon reconvening, if the person has still not left and again engages in disruptive behavior, a second recess shall be called and the police officer asked to remove the person from the meeting.

**5070.5.2.5** If a police officer is not available and/or the Board President does not believe the meeting can be continued in an orderly fashion, the Board President may adjourn the meeting.

**5070.5.3** The Board President may declare a short recess during any meeting for other reasons not associated with disruptive behavior.

#### **5070.6** Use of E-Communication at Public Meetings

**5070.6.1** The Brown Act requires, among other things, that the Board take actions in a noticed and public meeting. The purpose of this requirement is to enable the public to view and hear Trustee discussions on all agenda matters during Board meetings. Communicating with persons in a manner that cannot be seen or heard by the public during Board deliberations on agenda items is inconsistent with the Brown Act. As such, Trustees shall not use e-communication during a public meeting at which he or she is in attendance, virtually or in-person on any item that is on the agenda for the Board's consideration. E-communication is defined as "electronic text or visual communication and attachments distributed via e-mail, websites, instant messaging, text messaging, twitter, or comparable services."

#### **5070.7** Amendment of Rules of Order.

**5070.7.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Review of Policy 2275 – Social Media Policy  
**DATE:** August 16, 2021

**BACKGROUND**

The District adopted Policy 2275 – Social Media Policy on November 15, 2010. Since then Governor Newsom signed AB 992 – Open meetings: local agencies: social media, into law, with an effective date of January 1, 2021. AB 992 amendments are in place until January 1, 2026.

The Brown Act authorizes elected officials to engage in conversations with the public on an “internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body.” Officials, however, are not authorized to use social media to discuss among themselves business within the subject matter jurisdiction of the legislative body. Moreover, officials are prohibited from responding directly to any post and/or comment that is made, posted, or shared by any other officials of the same legislative body.

**DISCUSSION**

Currently Policy 2275 – Social Media Policy does not reflect languages specified in AB 992. Administration recommends the following amendments to Policy 2275:

- Add 2275.6 Assembly Bill 992
  - 2275.6.1 In accordance to Assembly Bill 992, Board Members are not authorized to use an “internet-based social media platform” to discuss among themselves business within the subject matter jurisdiction of the legislative body.
    - 2275.6.1.1 AB 992 defines an “internet-based social media platform” as “an online service that is open and accessible to the public.”
  - 2275.62. Board Members are prohibited from responding directly to any post and/or comment that is made, posted, or shared by any other Board Members of the same legislative body. Communications restricted by AB 992 also include the “use

of digital icons that express reactions to communications made by other members of the legislative body.” Example of digital icons include emojis, “like” buttons, reactions.

Attachment A is proposed amendments to Policy 2275 – Social Media Policy

Attachment B is a copy of AB 992.

**RECOMMENDATIONS**

1. Approve amendments to Policy 2275 – Social Media Policy as presented, inclusive of input received from the Library Board of Trustees and District Counsel.
2. Authorize amendments by a roll call vote.
3. Roll call vote.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Social Media Policy  
**POLICY NUMBER:** 2275

**2275.1 Policy Statement.** Social media may be used by Placentia Library District employees and trustees for District-related purposes subject to the restrictions set forth in this policy. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality requirements.

**2275.2 Purpose.** The purpose of this policy is to provide Placentia Library District employees and trustees with requirements for participation in social media, including Placentia Library District-hosted social media, and in non-Placentia Library District social media in which the employee's Placentia Library District affiliation is identified.

### **2275.3 Definitions**

**2275.3.1 Social Media** is defined as a website or application which allows users to publish and share information online.

**2275.3.2 Library-hosted systems** are defined as computer systems operated by the Placentia Library District, or on its behalf and direction.

**2275.3.2 Non-Library-hosted systems** are defined as computer systems not operated by the Placentia Library District, or on its behalf and direction, but which permit Library-sourced content to be published at their discretion.

### **2275.4 Provisions**

**2275.4.1 Library use of social media technologies on Library-hosted systems.** The Placentia Library District will establish and use social media technologies in pursuit of its vision, mission, goals, and objectives as defined in the Placentia Library District Policy Manual.

**2275.4.2 Approval.** Approval for the establishment of Library-hosted social media use, including but not limited to blogs and social networks, will come from the Library Director. Social media accounts established to represent the Library District as an institution shall also be subject to approval by the Library Director.

**2275.4.3 Editorial Control.** The Library reserves the right to edit or remove comments

and/or content from Library-hosted systems when they are determined to be in violation of Library policies.

**2275.4.4 Account Management.** Account information (including login names and passwords) for accounts established to represent the Library District as an institution, shall be shared with the Library Director.

**2275.4.5 Use of non-Library hosted social media systems.** The Placentia Library District will make use of non-Library hosted social media technologies in pursuit of its vision, mission, goals, and objectives as defined in the Placentia Library District Policy Manual, both as an institution and through permitting employees and trustees to participate, subject to Library policies.

**2275.4.6 Employee Conduct.** Employees and trustees are expected to adhere to Placentia Library District policy requirements on computer use, communications, and interaction with the public (including but not limited to **#2270 Internet, E-mail, and Electronics Communication Ethics, Usage and Security, and #4010 Code of Ethics**), as well as applicable state and federal laws when using or participating in social media as part of their position with the Library. Employees and trustees should in particular respect patron privacy and confidentiality, Library proprietary and security information, and present a professional and ethical image.

**2275.4.7 Disclaimer.** Employees and trustees shall include the following disclaimer when using social sites when they identify their affiliation with the Placentia Library District: "The opinions expressed on here are my own and do not necessarily represent those of the Placentia Library District."

**2275.4.8 Content.** Employees and trustees providing online content through social media as part of their position with the Library shall ensure that the information is accurate, pertinent, and is in accordance with the vision, mission, goals, and objectives of the Library and complies with applicable Library policies.

**2275.5 Public conduct guidelines.** Members of the public are invited to participate in Library-hosted social media use, or Library-controlled, subject to Library policies (including but not limited to **#6020 Public Computer and Internet Access Policy, and #6025 Public Internet Use Policy**), as well as the following guidelines: Public comments may not include the following:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information of others published without their consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam

2275.6 Assembly Bill 992

2275.6.1 In accordance to Assembly Bill 992, Board Members are not authorized to use an “internet-based social media platform” to discuss among themselves business within the subject matter jurisdiction of the legislative body.

2275.6.1.1 AB 992 defines an “internet-based social media platform” as “an online service that is open and accessible to the public.”

2275.62. Board Members are prohibited from responding directly to any post and/or comment that is made, posted, or shared by any other Board Members of the same legislative body. Communications restricted by AB 992 also include the “use of digital icons that express reactions to communications made by other members of the legislative body.” Example of digital icons include emojis, “like” buttons, reactions.

The Placentia Library District reserves the right to edit or remove comments that violate this policy, any related policies, or applicable state or federal laws.



Assembly Bill No. 992

CHAPTER 89

An act to amend, repeal, and add Section 54952.2 of the Government Code, relating to local government.

[Approved by Governor September 18, 2020. Filed with  
Secretary of State September 18, 2020.]

LEGISLATIVE COUNSEL'S DIGEST

AB 992, Mullin. Open meetings: local agencies: social media.

The Ralph M. Brown Act generally requires that the meetings of legislative bodies of local agencies be conducted openly. That act defines "meeting" for purposes of the act and prohibits a majority of the members of a legislative body, outside a meeting authorized by the act, from using a series of communications of any kind to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

This bill would provide that, until January 1, 2026, the prohibition described above does not prevent a member from engaging in separate conversations or communications outside of a meeting authorized by this act with any other person using an internet-based social media platform, as defined, to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body, provided that a majority of the members do not use the internet-based social media platform to discuss among themselves, as defined, business of a specific nature that is within the subject matter jurisdiction of the legislative body, and that a member shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.

Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

*The people of the State of California do enact as follows:*

SECTION 1. Section 54952.2 of the Government Code is amended to read:

54952.2. (a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(3) (A) Paragraph (1) shall not be construed as preventing a member of the legislative body from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body provided that a majority of the members of the legislative body do not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body. A member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body.

(B) For purposes of this paragraph, all of the following definitions shall apply:

(i) "Discuss among themselves" means communications made, posted, or shared on an internet-based social media platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body.

(ii) "Internet-based social media platform" means an online service that is open and accessible to the public.

(iii) "Open and accessible to the public" means that members of the general public have the ability to access and participate, free of charge, in the social media platform without the approval by the social media platform or a person or entity other than the social media platform, including any

forum and chatroom, and cannot be blocked from doing so, except when the internet-based social media platform determines that an individual violated its protocols or rules.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

(d) This section shall remain in effect only until January 1, 2026, and as of that date is repealed.

SEC. 2. Section 54952.2 is added to the Government Code, to read:

54952.2. (a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953,



to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature

that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

(d) This section shall become operative on January 1, 2026.

SEC. 3. The Legislature finds and declares that Section 1 and Section 2 of this act, which amends and adds Section 54952.2 of the Government Code, respectively, impose a limitation on the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

The limitations on the people's right of access set forth in this act are necessary to ensure the free flow of communications between members of a legislative body of a local agency and the public, particularly on internet-based social media platforms.

SEC. 4. The Legislature finds and declares that Section 1 and Section 2 of this act, which amends and adds Section 54952.2 of the Government Code, respectively, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as they relate to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure the free flow of communications between members of a legislative body of a local agency and the public, particularly on internet-based social media platforms.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Conference Authorization: to attend the United for Libraries Virtual 2021 Conference, August 17-19, 2021.**

**DATE:** August 16, 2021

**BACKGROUND**

The 2021 United for Libraries Conference will be held virtually, August 17-19, 2021. Sample of programs scheduled for this year's conference includes:

- Auditing Diversity in Library Collections
- How to Be an Inclusive Leader: Your Role in Creating Cultures of Belonging Where Everyone Can Thrive
- Policies and Practices for LGBTQIA+ Inclusive Libraries: What Trustees Need to Know
- What's More Punk than the Public Library? Fundraising as a Friends Group

**Registration Rates**

**Individual:** (Individuals receive a login link for live attendance and 12 months of on-demand access)

- Non-member: \$99
- ALA Member: \$89 (Retired, Student: \$69)
- United for Libraries Personal Member: \$69
- United for Libraries Group Member (includes those in MA, MD, MI, NE, SC, SD, TX): \$69
- Training Partner States (includes those in AL, CO, IL, MT, NH, NJ, NV, OR, VA): \$79

**Groups of 2-5 People:** (Group registration is available for any mix of library directors/staff, Trustees, Friends, and/or Foundations associated with a single library or library system under one Board of Trustees. Each person will receive an individual login/link to the live sessions and to access on-demand for 12 months. Multiple group registrations may be purchased for a single library or library system under one Board of Trustees. For groups of more than 10 people, please contact [united@ala.org](mailto:united@ala.org) for a quote.)

- Non-member: \$279
- ALA Member: \$249
- United for Libraries Personal Member: \$199

Attachment A is a copy of the Virtual Schedule.

RECOMMENDATIONS

1. Authorize the Library Board of Trustees and library staff to attend the 2021 United for Libraries Virtual Conference, August 17-19, 2021.
2. Authorize by a roll call vote.
3. Roll call vote.

## Schedule

### Tuesday, August 17, 2021

- 10:30 am Eastern - Zoom Room Opens
- 11:00 am Eastern - Session 1 - Life Cycle of a Board Member: How to Build a Powerhouse Board
- 12:00 pm Eastern - Session 2 - Tips, Tricks & Tools: Building a Better Budget
- 1:00 pm Eastern - Session 3A - Auditing Diversity in Library Collections
- 1:00 pm Eastern - Session 3B - Book Buzz: Book Club Picks
- 2:15 pm Eastern - Roundtables (ends at 3:00 pm Eastern)



(<https://www.data-axle.com/>)

*Tuesday's sessions brought to you by Data Axle Reference Solutions (<https://www.data-axle.com/>).*

### Wednesday, August 18, 2021

- 10:30 am Eastern - Zoom Room Opens
- 11:00 am Eastern - Session 4 - How to Be an Inclusive Leader: Your Role in Creating Cultures of Belonging Where Everyone Can Thrive
- 12:30 pm Eastern - TBA
- 1:00 pm Eastern - Session 5 - PGCMLS Vaccine Hunter Hotline: A Case Study in Advancing Equity with Library Foundation and Corporate Philanthropy
- 2:00 pm Eastern - Session 6 - Every Volunteer an Advocate: Empowering Boards and Friends for Action (ends at 3:00 pm Eastern)



Penguin  
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LIBRARY MARKETING

(<https://penguinrandomhouselibrary.com/>)

*Wednesday's sessions brought to you by Penguin Random House  
(<https://penguinrandomhouselibrary.com/>).*

### Thursday, August 19, 2021

- 10:30 am Eastern - Zoom Room Opens
- 11:00 am Eastern - Session 7 - Advocating in Advance: Keeping Ahead of Legislation and Local Initiatives
- 12:00 pm Eastern - Session 8A - What's More Punk than the Public Library? Fundraising as a Friends Group
- 12:00 pm Eastern - Session 8B - Policies and Practices for LGBTQIA+ Inclusive Libraries: What Trustees Need to Know
- 1:00 pm Eastern - Gala Author Tea sponsored by Data Axle (ends at 2:00 pm Eastern)



(<https://www.data-axle.com/>)

*Thursday's sessions brought to you by Data Axle Reference Solutions (<https://www.data-axle.com/>).*

## Program Descriptions

### **Session 1: Life Cycle of a Board Member: How to Build a Powerhouse Board** (<https://www.ala.org/united/virtual/session1>)

Tuesday, August 17, 2021, 11:00 am Eastern

Speakers: Jonna Ward (Seattle Public Library Foundation), Charity Tyler (Cedar Rapids Public Library Foundation)

An effective board is at the heart of every successful organization. Library Foundation, Friends, and Trustees play a crucial role for your organization, and these relationships need to be nurtured. This session will cover an approach to board building based on a lifecycle concept. From recruitment to board member "terming out," come learn how to build a board that will support your work and helps you achieve the goals you have for your library or supporting organization. This session will cover prospecting and recruiting with a focus on diversity, on-boarding new members via a cohort approach, identifying leaders quickly, and growing your stakeholders and ambassadors through term limits. You will leave this session with information, including sample tools you can use right away to improve your board recruiting and stewardship processes.

### **Session 2: Tips, Tricks & Tools: Building a Better Budget** (<https://www.ala.org/united/virtual/session2>)

Tuesday, August 17, 2021, 12:00 pm Eastern

Speakers: Beth Davis (Chicago Public Library Foundation), Kate Nardin (Chicago Public Library Foundation)

A budget is a plan -- and it starts with a story. In this session, the Chicago Public Library Foundation (CPLF) team will share a collaborative budget development model that engages program, development, and finance staff in shaping compelling cases for support supported by thoughtful numbers. Then, we will break into small groups - if available - to discuss the challenges we've experienced in developing budgets and the solutions we've identified along the way. Participants will walk away with templates from the CPLF process as well as good ideas from their peers that they can put to use in their own work.

**Session 3A: Auditing Diversity in Library Collections**  
(<https://www.ala.org/united/virtual/session3a>)

Tuesday, August 17, 2021, 1:00 pm Eastern  
Speakers: Sarah Voels (Cedar Rapids Public Library)

In 2018, the Cedar Rapids Public Library piloted a diversity audit of the young adult fiction collection to determine a baseline of representation throughout the collection. The team conducted the audit again in 2019 and saw a significant increase in representation in line with the diversity of the community served by the library. Since that time, a focused assessment on the diverse representation of the collection has continued while also conducting nationwide conversations and gathering various methodologies in approaching this arduous but necessary work.

**Session 3B: Book Buzz: Book Club Picks**

Tuesday, August 17, 2021, 1:00 pm Eastern  
Speakers: To Be Announced

**Session 4: How to Be an Inclusive Leader: Your Role in Creating Cultures of Belonging Where Everyone Can Thrive** (<https://www.ala.org/united/virtual/session4>)

Wednesday, August 18, 2021, 11:00 am Eastern  
Speaker: Jennifer Brown

We know why diversity is important, but how do we drive real change at work? Diversity and inclusion expert Jennifer Brown provides a step-by-step guide for the personal and emotional journey we must undertake to create an inclusive workplace where everyone can thrive.

**Session 5: PGCMLS Vaccine Hunter Hotline: A Case Study in Advancing Equity with Library Foundation and Corporate Philanthropy**  
(<https://www.ala.org/united/virtual/session5>)

Wednesday, August 18, 2021, 1:00 pm Eastern  
Speakers: Nicholas A. Brown (COO for Communication and Outreach, PGCMLS), Shelley R. O'Brien (Director of Development and Donor Engagement, PGCMLS), Lia Jones (Principal Associate, Community Impact and Investment, Capital One Foundation)

In April 2021, the Prince George's County Memorial Library System (PGCMLS) in Maryland and PGCMLS Foundation launched a bilingual (English/Spanish) COVID-19 Vaccine Hunter Hotline to assist customers with direct vaccine bookings, pre-registrations, and eligibility/access questions. The hotline was made possible by the Capital One Foundation and PGCMLS Foundation, which supported the Library's vaccine education efforts and hiring temporary staff to operate the hotline. The principal aim of the hotline was to assist non-English speakers, senior citizens, and individuals with digital literacy limitations with accessing life-saving vaccinations as quickly as possible. This panel will discuss the hotline as a case study for how library foundations, library staff, and corporate philanthropy can combine to rapidly develop and deploy emergency relief services. The concept and funding proposal for this program was developed within 72 hours, funding secured within 10 days, and the program launched within 2 weeks, including hiring temporary staff and promoting the service, which received significant earned media attention throughout the Washington, DC region and national financial press.

**Session 6: Every Volunteer an Advocate: Empowering Boards and Friends for Action**  
(<https://www.ala.org/united/virtual/session6>)

Wednesday, August 18, 2021, 2:00 pm Eastern

Speakers: Steven Yates (Assistant Director and Assistant Professor, University of Alabama SLIS; Member, Friends of Tuscaloosa Public Library), Dr. Jessica Ross (Director of the Washington County (AL) Public Library)

Join a library educator and a public library director as we share and discuss strategies for helping board members and friends groups to develop dynamic relationships in the communities we serve. Our volunteers often have varied community connections, so why not leverage those relationships to make sure the library remains the hub of learning and workforce development when local, state, and federal funding decisions are made.

**Session 7: Advocating in Advance: Keeping Ahead of Legislation and Local Initiatives**  
(<https://www.ala.org/united/virtual/session7>)

Thursday, August 19, 2021, 11:00 am Eastern

Speakers: Megan Cusick (Assistant Director, State Advocacy, ALA Public Policy & Advocacy Office), Deborah Caldwell-Stone (Director, ALA Office for Intellectual Freedom)

Library trustees and staff strive to provide their communities with diverse resources, programming, and services to ensure that the library is a welcoming and inclusive community institution for everyone in the community. Yet many libraries are seeing an uptick in challenges to programs and resources, as well as to library workers' ability to serve their communities. Learn about these challenges and how to proactively respond in order to build local and legislative support for your library.

**Session 8A: What's More Punk than the Public Library? Fundraising as a Friends Group**  
(<https://www.ala.org/united/virtual/session8a>)

Thursday, August 19, 2021, 12:00 pm Eastern

Speakers: Betsey Suchanic, Carlos Izurieta, Nina Goldman, Chelsea Kirkland



In Spring 2021, the Mt. Pleasant Library Friends in Washington, DC designed a shirt that received international attention and resulted in more than 5,000 sales internationally. In addition to tripling the fundraising budget for local library programming, the team behind the shirt used the opportunity to celebrate the role of the public library as an open-access and disruptive force. This outreach also showcased the advocacy that a Friends group can undertake to celebrate their local library. The t-shirt design, which featured a handwritten design that said "What's More Punk than the Public Library?" was inspired by the DC Punk Archive, hosted by the DC Public Library. The original concept was created by a DCPL outreach librarian and launched as a t-shirt through the involvement of multiple board members. In this session, these individuals will share how the shirt and design was inspired, how online sales were able to scale and how the Friends group used the shirt to celebrate the role of the library in the community.

### **Session 8B: Policies and Practices for LGBTQIA+ Inclusive Libraries: What Trustees Need to Know (<https://www.ala.org/united/virtual/session8b>)**

Thursday, August 19, 2021, 12:00 pm Eastern

Speakers: David Paige (Libraries Unlimited), Dr. Lucy Santos Green (University of South Carolina), Dr. Vanessa Kitzie (University of South Carolina), Dr. Jenna Spiering (University of South Carolina), and Julia Erlanger (Sacramento Public Library)

Libraries striving to be LGBTQIA+ inclusive deal with a pervasive fear of pushback and challenges. Oftentimes, discussions held with colleagues and community members about inclusive libraries result in tense conversations focused on what cannot be done in any given library setting, versus the proactive steps we want to take. For those committed to making their libraries more inclusive, it can be frustrating to focus on constraints rather than possibilities. To uphold our commitment to inclusion, Boards of Trustees and library administrators must work together actively to make LGBTQIA+ identities and issues more visible in our libraries and be prepared to defend not only our collections from challenges and censorship, but also our practices, policies and programs. Much of the work in developing inclusive libraries must happen at the board level through the development of library policies and procedures. LGBTQIA+ people, especially children, youth, and the children of LGBTQIA+ adults, quickly notice the impact of policies and procedures on the library. They may use their perception of this impact to judge you and your library as a space that is safe (or not safe) for them. The great news about LGBTQIA+ inclusive policies, systems, rules, and spaces, is that they adhere to the principles of universal design and will contribute toward making your library more inclusive for everyone, regardless of their identity. In session we will explore:

- The policies and procedures that serve as the necessary foundation for creating an LGBTQIA+ positive culture in your library
- The different kinds of protests and pushback that could potentially occur in your library (both from inside and outside the institution)
- Different strategies for preparing and dealing with challenges to materials, programming, and practices.

### **Gala Author Tea Sponsored by Data Axle (<https://www.ala.org/united/virtual/tea>)**

Thursday, August 19, 2021, 1:00 pm Eastern

Daniel Black (*Don't Cry for Me* ([https://www.harlequin.com/shop/books/9781335425737\\_dont-cry-for-me.html](https://www.harlequin.com/shop/books/9781335425737_dont-cry-for-me.html))), David Wright Falade (*Black Cloud Rising* (<https://groveatlantic.com/book/black-cloud-rising/>)), Meg Waite Clayton (*The Postmistress of Paris* (<http://www.harpercollins.com/products/the-postmistress-of-paris-meg-waite-clayton?variant=33051393556514>)), and Ruth Ozeki (<http://www.ruthozeki.com/>) (*The Book of Form and Emptiness: A Novel* (<https://www.penguinrandomhouse.com/books/536695/the-book-of-form-and-emptiness-by-ruth-ozeki/>)) will discuss their writing lives and forthcoming books. Barbara Hoffert, editor of LibraryJournal's Prepub Alert, will moderate.

**This event will be livestreamed via Facebook and presented free for all to attend.**

**Special thanks to our sponsors: Penguin Random House (<https://penguinrandomhouselibrary.com/>), Data Axle Reference Solutions (<https://www.data-axle.com/>), Carl Bloom Associates (<https://carlbloom.com/>), and Baker & Taylor (<https://www.baker-taylor.com/>).**

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discussion of Teen Library Programming

**DATE:** August 16, 2021

**BACKGROUND**

On June 7, 2021, the District received an email from a patron expressing her concerns about a teen program – Becoming an Ally, an LGBTQ program. The virtual program was offered to teens, ages 14-18. President Martin and Library Director Contreras met with the patron on June 25, 2021 to listen to her concerns regarding sensitive topic teen programs offered by the District, and the question of parental consent.

To better understand the development and evolution of the teen programs, here at the Placentia Library District, we begin with 1970. During this period there was a teen librarian position. However, due to PROP 13 this position was eliminated in 1978. In 2000, Cyrise Smith, the children’s supervisor, started the Placentia Teen Advisory Committee (PTAC). In 2009, our new children’s supervisor, wanted a more concerted effort to include teens in programs at the library. This brought about many new teen programs such as Family Game Day, where teens planned the games to play and were available to help families learn new games. From this point onward the teen services programs have grown and developed to meet the changing needs of the teens in the community. Teen programming at Placentia Library, in accordance with the Young Adult Library Services Association (YALSA), provides programming that helps teens find their “path to successful and fulfilling lives”.

A sample list of teen programs include the District offered:

- Teen Volunteer meeting and PTAC meeting/grad party
- Kaplan Practice SAT exam, Kaplan SAT test results workshop
- Kaplan college application workshop
- Halloween program
- Hunger Games Challenge
- Teen volunteer orientation
- Night Images and Photo contest and reception
- Star Gazing, Family Game Day, Halloween Haunt
- Family Game Day
- DIY Jewelry, Kaplan PSAT practice exam
- Haunted Maze
- Tour La Michocana Ice Cream Delight
- Groovy Tie Dye Towel program
- Teen Dating and Healthy Relationships
- June: Becoming Ally – LGBTQ, PTAC
- Teen Iron Chef
- Great Taste Challenge

The Library Bill of Rights, as adopted by the American Library Association (ALA) clearly states and affirms libraries are gathering places for information and ideas while providing access to information for all. According to ALA, “Gay lesbian, bisexual, and transgender peoples’ access to libraries may be limited or prohibited by many issues, including:

- Collections which do not present LGBTQIA+ content or perspectives. LGBTQIA+ materials can often be censored under partisan or doctrinal disapproval.
- Environments which are not welcoming or inclusive of LGBTQIA+ people and which, through actions by staff or other patrons, may be made unwelcome to LGBTQIA+ people and their families
- Programs which do not address the LGBTQIA+ experience
- Services which are not promoted to LGBTQIA+ populations or in collaborations with local LGBTQIA+ organizations

The Pew Research Center has been studying information on acceptance of homosexuality in the U.S. since 1994. It was thought that homosexuality would be accepted by society by 2000. Current data suggests otherwise. According to Pew, “the U.S. still maintains one of the lowest rates of acceptance among the Western European and North and South American countries surveyed.” – Attachment A

The National Longitudinal Study of Adolescent to Adult Health (Add Health) sites an estimated 2.7 million adolescents in the U.S. who identify as lesbian, gay, or bisexual. Others identify themselves as transgender, intersex, two-spirit, or questioning. These youths often experience numerous challenges and feel isolated, alienated, depressed, and fearful as they attempt to navigate their gender identity.

The Centers for Disease Control and Prevention (CDC) states “lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth experience elevated risk and associated negative health and mental health outcomes.” The Trevor Project reaffirms this information as reflected in its 2019 National Survey on LGBTQ Youth Mental Health. Trevor Project concluded the following data on LGBTQ youths:

- 39% seriously considered attempting suicide
- 71% reported feeling sad or hopeless
- 71% reported discrimination
- 98% said a safe space social networking site for LGBTQ youth would be valuable to them

See Attachment B for a copy of the Trevor Project Survey.

CDC supports these communities through funding for educational programming in high schools throughout the country. This support includes:

- Existence of genders and sexualities alliance networks (GSAs) or similar student organizations in schools
  - Identification of safe spaces for LGBT students
  - Prohibition of harassment and bullying
  - Provision of health and mental health services to LGBT students
  - Professional development and training for school staff about the needs of LGBT students
  - Inclusion of LGBT-related topics in sex education curricula
  - Classroom teaching about sexual orientation
  - Referrals to health and mental health service providers experienced in serving LGBT students
- Programming and activities funded by CDC include:
- Supporting schools in establishing GSAs and safe and supportive environments for LGBT youth

- Linking schools to community organizations that provide sexual health services for LGBT youth
- Developing resources to help school staff understand the special concerns and needs of LGBT youth

For additional information on CDC's work with LGBTQ communities, please visit <https://www.cdc.gov/lgbthealth/youth-programs.htm>.

California's FAIR Education Act requires schools to teach about the contributions of women, people of color, and other historically underrepresented groups. On January 1, 2012, the state updated these guidelines to end the exclusion of people with disabilities and lesbian, gay, bisexual and transgender people from history and social studies lessons.

The California Healthy Youth Act, which took effect January 1, 2016, requires school districts provide students with integrated, comprehensive, accurate, and comprehensive sexual health education and HIV prevention education, at least once in high school and once in middle school. The California Department of Education FAQ regarding the need for parental consent in Sexual Education classes, states the school cannot adopt an active consent model for grades 7-12. Only the 'opt out' model as described in the Placentia Yorba Linda Unified School District (PYLUSD) Parental Handbook is approved.

According to the PYLUSD Parental Handbook, the only parental permission forms available are for Internet Use and Medical Emergency Transportation. PYLUSD believes the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages. In order to be given access to the PYLUSD network, students and their parents/ guardians must sign this agreement. Internet Access (Information in Parental Handbook suggests form only needed for Elementary and Middle School students - Page 5)

Additionally, PYLUSD's Parental Handbook states prior to providing instruction in comprehensive sexual health education or HIV/AIDS prevention education, EC Section 51938 requires school districts to notify parents/guardians of the instruction, and to make materials available for parents/guardians to review. School districts may notify parents/guardians at the beginning of the school year, or at least 14 days prior to instruction. Parents/guardians may request in writing that their child not attend the class, and this will be honored. This section does not apply to words or pictures in any science, hygiene or health-related textbook. **Parental consent not needed to attend, only needed to opt out.**

El Dorado High School Wellness Specialist, Cesar Valdez, indicated teens in PYLUSD high school do not need permission to join any clubs on campus, regardless of topic, including the Gay Straight Alliance Club. Presentations such as suicide awareness do require parental authorization.

In addition to our communication with PYLUSD, library staff also reached out to other libraries to obtain information about their teen services and programs addressing the LGBTQ community. Eight libraries responded, including a Teen Librarian from Buena Park Library District. Based on the responses, the following routine items require parental permission:

- Library After hours event
- Virtual Cosplay Fashion Show (pictures posted on social media)
- Soldering
- Virtual Reality
- Yoga
- Teen Intern
- Volunteering
- Transporting Teens in a vehicle
- Meeting outside of the library for a progr

We asked libraries from across the state regarding parental permission for teen programs and we received the following responses:

- Ontario Library requires parental permission to transport teens.
- Sacramento Library does not require parental permission to attend any library programs. Parental permission is required to volunteer.
- Benicia Public Library requires liability waivers for overnight programs for teens.
- San Mateo County Libraries do not require parental permission as teen programs fall under their Unsupervised Youth Policy.
- Berkley County Library does not require parental permission for attendance at teen programs.
- Livermore Public Library does not require parental consent for teen programs, only required for use of their photos.
- County of San Luis Obispo Public Libraries do not require parental permission to participate in programs. Parental permission is required for the following situations: 1) the presenter requires a waiver for possible physical injury (yoga or other physical activity) 2) use of teens pictures or voices online as part of the program (teens recording themselves for online book review) 3) employment of teens in some capacity and paying them as a teen intern.
- San Mateo Public Library requires parental permission for VR and Soldering programs.
- San Francisco Public Library does not require parental permission for teen programs.
- Los Angeles Public Library does not require parental permission for teen programs.
- Buena Park Library District does not require parental permission for teen programs, with the exception of its virtual cosplay fashion, for consent to use teen photos.
- Mountain View Public Library hosted a Zoom program titled Gender and Sexuality Workshop the program presented key concepts and language about gender and sexuality diversity. The presentation was open to teens grade 6<sup>th</sup> - 12<sup>th</sup> and Adults. Registration was required to receive the Zoom link for the presentation. The librarian who hosted the program has been contacted, waiting for response.
- Huntington Beach Public Library hosted a LGBTQ+ program on June 23<sup>rd</sup> 2021. It was LGBTQ+ History presentation for teens and adults with a professor from UCI as the guest speaker. He's also the YA editor for the LA Journal of Books, so was interspersing his discussion of major players and events in LGBTQ+ history with recommendations for YA reads that take place throughout LGBTQ+ history. The program did not require parental consent, but did require registration. The second LGBTQ+ event for teens is the Rainbow Youth Group – a meetup space for LGBTQ+ teens in HB. Registration is required for this one as well, but no parental consent.
- San Diego County Library requires parental consent for after-hours teen programs. LGBTQ+ programming at branches require parental permission and programs were not publicized as LGBTQ+.

In our research, we also discovered parental consent is not required for minors aged 12-17 years for health related procedures. Furthermore, minors of any ages can receive medical attention such as birth control, abortion, and STI treatments, as stated by the Los Angeles County Public Health Agency.

Moreover we examined the entertainment industry regarding content for teens. The Motion Picture Association definition for PG-13 rating movies as:

Parents Strongly Cautioned. Some Material May Be Inappropriate For Children Under 13. A PG-13 rating is a stern warning by the Rating Board to parents to determine whether their children under age 13 should view the motion picture, as some material might not be suited for them. A PG-13 motion picture may go beyond the PG rating in theme, violence, nudity, sensuality, language, adult activities or other elements, but does not reach the restricted R category. The theme of the motion picture by itself will not result in a rating greater than PG-13, although depictions of activities related to a mature theme may result in a restricted rating for the motion picture. Any drug use will initially require at least a PG-13 rating. More than brief nudity will require at least a PG-13 rating, but such nudity 7 Classification and Rating Rules Effective July 24, 2020 in a PG-13 rated motion picture generally will not be sexually oriented. There may be depictions of violence in a PG-13 movie, but generally not both realistic and extreme or persistent violence. A motion picture's single use of one of the harsher sexually-derived words, though only as an expletive, initially requires at least a PG-13 rating. More than one such expletive requires an R rating, as must even one of those words used in a sexual context. The Rating Board nevertheless may rate such a motion picture PG-13 if, based on a special vote by a two-thirds majority, the Raters feel that most American parents would believe that a PG-13 rating is appropriate because of the context or manner in which the words are used or because the use of those words in the motion picture is inconspicuous.

Based on the above the **parental advisory** classifications, teens over 13 can access content with "violence, nudity, sensuality, language, adult activities or other elements" without a written parental consent. Examples of PG13 movies include:

- The Great Gatsby
- Sucker Punch
- Titanic
- Burlesque
- Hunger Games
- Fast & Furious7, the Fate of the Furious

Similar to libraries across California, and in accordance to the American Library Association's Library Bill of Rights, the Placentia Library District is committed to providing open access to lifelong learning and reading opportunities that inspire, open minds, and bring our community together. We do so by offering a variety of resources, activities, and materials that represent many perspectives. The District provides programming and activities, as well as providing teens access to computers -- one major challenge cited in the 2018 LGBT Community Center Survey Report – Attachment C.

In addition to library professionals, other professionals providing services to children and teens, including the American Academy of Pediatrics, the American Association of School Administrators, the American Psychological Association, the American Federation of Teachers, and the American School Health Association, believe in fostering a more positive environment for LGBTQ students – Attachment D. This includes, but is not limited to, respecting LGBTQ students' privacy.

Library professionals and para-professionals are responsible for program development, promotion, and assessment. These are highly skilled individuals with many years of experience in library programming and customer service. Policy 4075 outlines the duties and responsibilities of the Board which does not include programming. As the legislative body of the Placentia Library District, the Board governs the affairs of the District, enforcing all rules and regulations while establishing policies and resolutions in regards to finances, property, library equipment and materials, personnel, rules and regulations of services, and public relations.

### DISCUSSION

The patron requested the following:

1. Teen programs with sensitive topics mandate parental consent to participate
2. Teen programs be offered only in-person, no virtual programming
3. Parents permitted to attend teen programs

After thorough research and thoughtful considerations, library staff recommends the following:

1. The Placentia Library District adopt a Youth Safety Policy/Procedure (Proposal - Attachment E).
2. Continue with current practice of requiring Liability Waivers for any age under the following programs/services: volunteers/interns, the Hangar, LOTs, any programs including physical activity, use of potentially dangerous equipment, and using pictures of minors for publicity purposes.
3. Continue to provide education programs focused on areas of Teen interest for ages 14-18 only.
4. Continue to provide programs both in-person (in accordance to federal, state, local and district guidelines) and virtually.

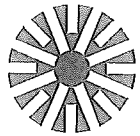
### RECOMMENDATION

Authorize library staff to proceed as per the above four recommendations, inclusive of input from the Library Board of Trustees and District Counsel.





[See our research on COVID-19 >](#)



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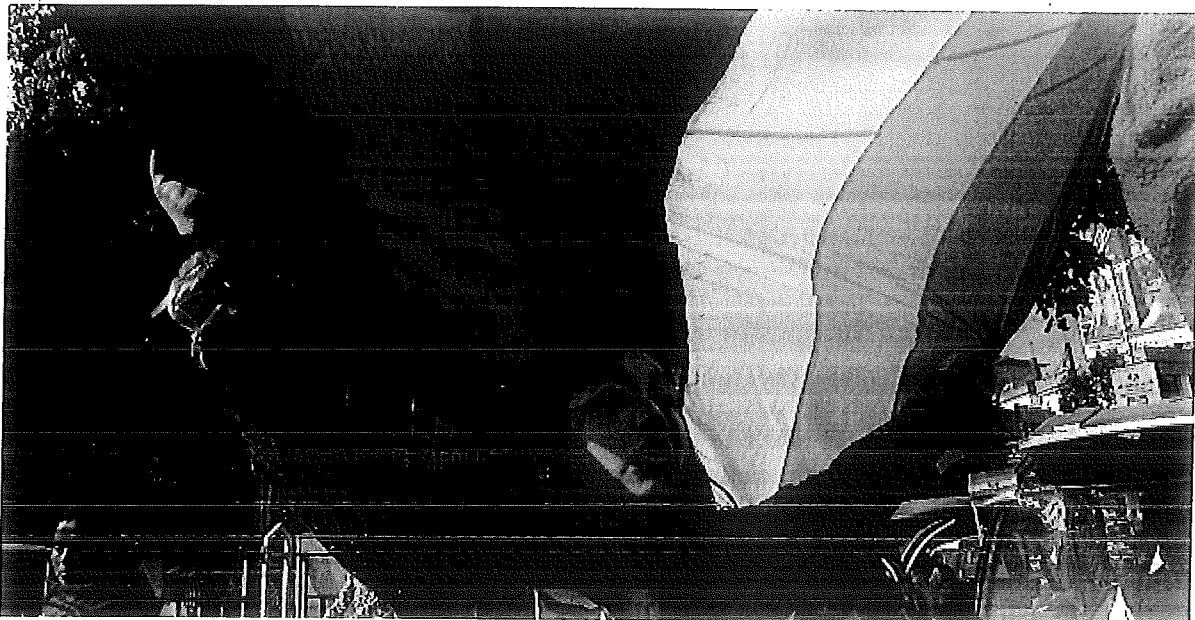
REPORT | JUNE 25, 2020



# The Global Divide on Homosexuality Persists

*But increasing acceptance in many countries over past two decades*

BY JACOB POUSHTER AND NICHOLAS KENT

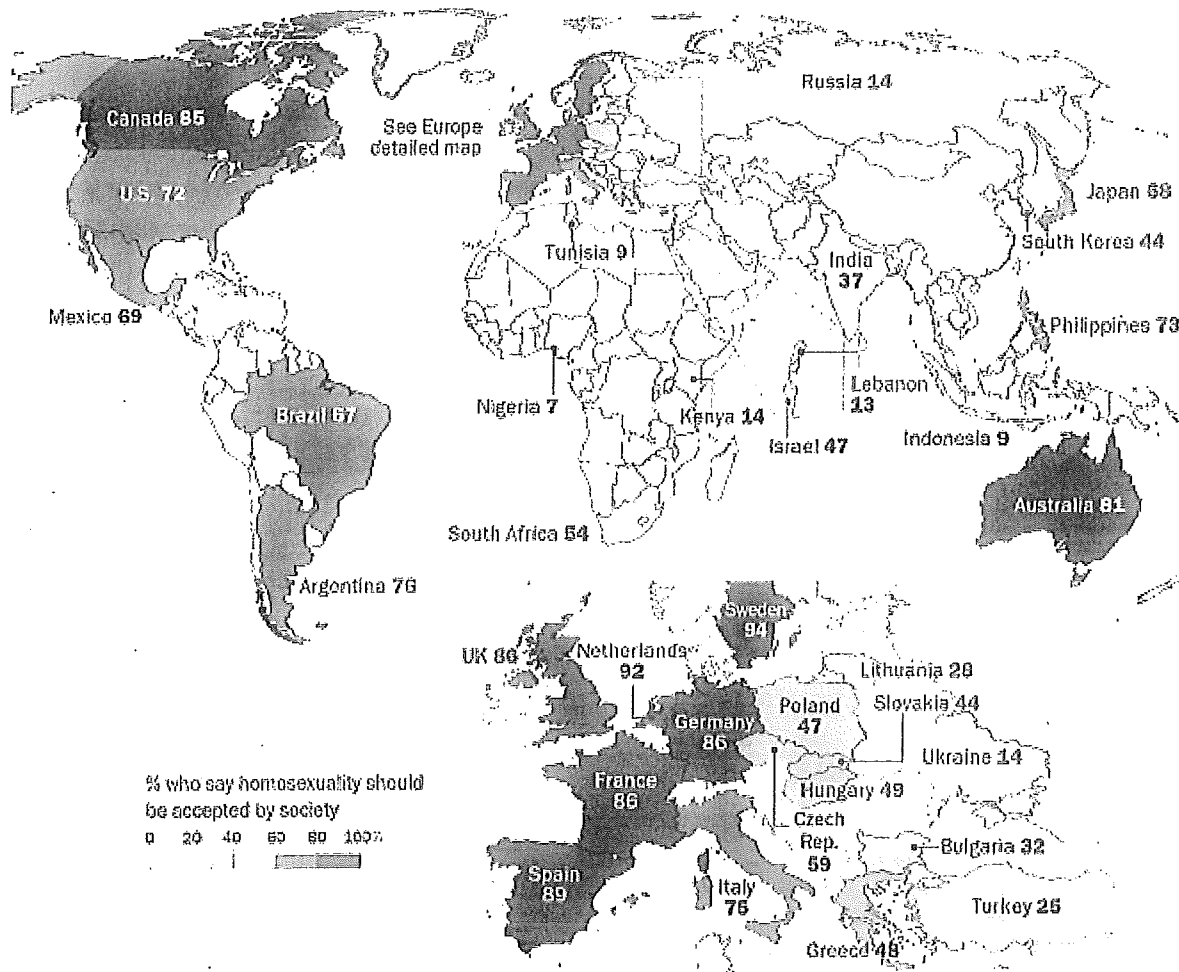


A member of the LGBT community takes part in a 2019 pride walk in India. (Diptendu Dutta/AFP via Getty Images)

Despite major changes in laws and norms surrounding the issue of same-sex marriage and the rights of LGBT people around the world, public opinion on the acceptance of homosexuality in society remains sharply divided by country, region and economic development.

**The global divide on acceptance of homosexuality**

*% who say homosexuality should be accepted by society*



Source: Spring 2019 Global Attitudes Survey, Q31.

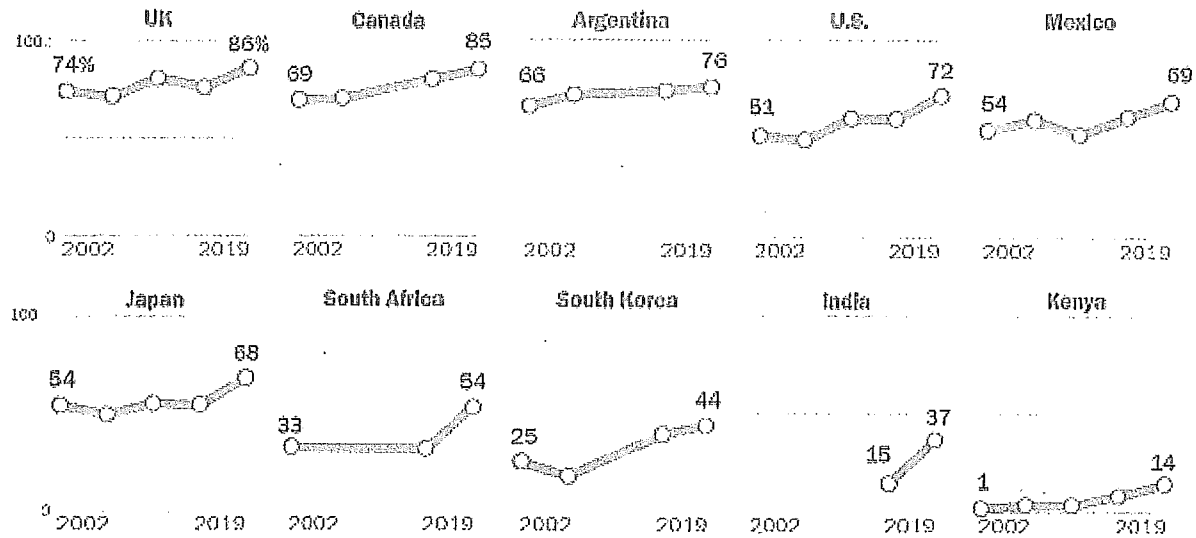
PEW RESEARCH CENTER

As it was in 2013, when the question was last asked, attitudes on the acceptance of homosexuality are shaped by the country in which people live. Those in Western Europe and the Americas are generally more accepting of homosexuality than are those in Eastern Europe, Russia, Ukraine, the Middle East and sub-Saharan Africa. And publics in the Asia-Pacific region generally are split. This is a function not only of economic development of nations, but also religious and political attitudes.

But even with these sharp divides, views are changing in many of the countries that have been surveyed since 2002, when Pew Research Center first began asking this question. In many nations, there has been an increasing acceptance of homosexuality, including in the United States, where 72% say it should be accepted, compared with just 49% as recently as 2007.

**Rising acceptance of homosexuality by people in many countries around the world over the past two decades**

% who say homosexuality *should* be accepted by society



Note: Only countries with double-digit increases from first survey year to 2019 shown. For more data (e. see Appendix A.  
Source: Spring 2019 Global Attitudes Survey, Q31.

PEW RESEARCH CENTER

Many of the countries surveyed in 2002 and 2019 have seen a double-digit increase in acceptance of homosexuality. This includes a 21-point increase since 2002 in South Africa and a 19-point increase in South Korea over the same time period. India also saw a 22-point increase since 2014, the first time the question was asked of a nationally representative sample there.

There also have been fairly large shifts in acceptance of homosexuality over the past 17 years in two very different places: Mexico and Japan. In both countries, just over half said they accepted homosexuality in 2002, but now closer to seven-in-ten say this.

In Kenya, only 1 in 100 said homosexuality should be accepted in 2002; compared with 14% who say this now. (For more on acceptance of homosexuality over time among all the countries surveyed, see [Appendix A.](#))

In many of the countries surveyed, there also are differences on acceptance of homosexuality by age, education, income and, in some instances, gender – and in several cases, these differences are substantial. In addition, religion and its importance in people’s

lives shape opinions in many countries. For example, in some countries, those who are affiliated with a religious group tend to be less accepting of homosexuality than those who are unaffiliated (a group sometimes referred to as religious “nones”).

Political ideology also plays a role in acceptance of homosexuality. In many countries, those on the political right are less accepting of homosexuality than those on the left. And supporters of several right-wing populist parties in Europe are also less likely to see homosexuality as acceptable. (For more on how the survey defines populist parties in Europe, see [Appendix B](#).)

Attitudes on this issue are strongly correlated with a country’s wealth. In general, people in wealthier and more developed economies are more accepting of homosexuality than are those in less wealthy and developed economies.

For example, in Sweden, the Netherlands and Germany, all of which have a per-capita gross domestic product over \$50,000, acceptance of homosexuality is among the highest

measured across the 34 countries surveyed. By contrast, in Nigeria, Kenya and Ukraine, where per-capita GDP is under \$10,000, less than two-in-ten say that homosexuality should be accepted by society.

These are among the major findings of a Pew Research Center survey conducted among 38,426 people in 34 countries from May 13 to Oct. 2, 2019. The study is a follow-up to a [2013 report](#) that found many of the same patterns as seen today, although there has been an increase in acceptance of homosexuality across many of the countries surveyed in both years.

### Varied levels of acceptance for homosexuality across globe

The 2019 survey shows that while majorities in 16 of the 34 countries surveyed say homosexuality should be accepted by society, global divides remain. Whereas 94% of those surveyed in Sweden say homosexuality should be accepted, only 7% of people in Nigeria say the same. Across the 34 countries surveyed, a median of 52% agree that homosexuality should be accepted with 38% saying that it should be discouraged.

On a regional basis, acceptance of homosexuality is highest in Western Europe and North America. Central and Eastern Europeans, however, are more divided on the subject, with a

median of 46% who say homosexuality should be accepted and 44% saying it should not be.

But in sub-Saharan Africa, the Middle East, Russia and Ukraine, few say that society should accept homosexuality; only in South Africa (54%) and Israel (47%) do more than a quarter hold this view.

People in the Asia-Pacific region show little consensus on the subject. More than three-quarters of those surveyed in Australia (81%) say homosexuality should be accepted, as do 73% of Filipinos. Meanwhile, only 9% in Indonesia agree.

In the three Latin American countries surveyed, strong majorities say they accept homosexuality in society.

Pew Research Center has been gathering data on acceptance of homosexuality in the U.S. since 1994, and there has been a relatively steady increase in the share who say that homosexuality should be accepted by society since 2000. However, while it took nearly 15 years for acceptance to rise 13 points from 2000 to just before the federal legalization of gay marriage in June 2015, there was a near equal rise in acceptance in just the four years *since* legalization.

While acceptance has increased over the past two decades, the partisan divide on homosexuality in the U.S. is wide. More than eight-in-ten Democrats and Democratic-leaning independents (85%) say homosexuality should be accepted, but only 58% of Republicans and Republican leaners say the same.

At the same time, the U.S. still maintains one of the lowest rates of acceptance among the Western European and North and South American countries surveyed. (For more on American views of homosexuality, LGBT issues and same-sex marriage, see Pew Research Center's topic page [here](#); U.S. political and partisan views on this topic can be found [here](#).)

In 22 of 34 countries surveyed, younger adults are significantly more likely than their older counterparts to say homosexuality should be accepted by society.



This difference was most pronounced in South Korea, where 79% of 18- to 29-year-olds say homosexuality should be accepted by society, compared with only 23% of those 50 and older. This staggering 56-point difference exceeds the next largest difference in Japan by 20 points, where 92% and 56% of those ages 18 to 29 and 50 and older, respectively, say homosexuality should be accepted by society.

In most of the countries surveyed, there are no significant differences between men and women. However, for all 12 countries surveyed where there was significant difference, women were more likely to approve of homosexuality than men. South Korea shows the largest divide, with 51% of women and 37% of men saying homosexuality should be accepted by society.

In most countries surveyed, those who have greater levels of education are significantly more likely to say that homosexuality should be accepted in society than those who have less education.<sup>1</sup>

For example, in Greece, 72% of those with a postsecondary education or more say homosexuality is acceptable, compared with 42% of those with a secondary education or less who say this. Significant differences of this nature are found in both countries with generally high levels of acceptance (such as Italy) and low levels (like Ukraine).

In a similar number of countries, those who earn more money than the country's national median income also are more likely to say they accept homosexuality in society than those

who earn less. In Israel, for instance, 52% of higher income earners say homosexuality is acceptable in society versus only three-in-ten of lower income earners who say the same.

In many of the countries where there are measurements of ideology on a left-right scale, those on the left tend to be more accepting of homosexuality than those on the ideological right. And in many cases the differences are quite large.

In South Korea, for example, those who classify themselves on the ideological left are more than twice as likely to say homosexuality is acceptable than those on the ideological right (a 39-percentage-point difference). Similar double-digit differences of this nature appear in many European and North American countries.

In a similar vein, those who support right-wing populist parties in Europe, many of which are seen by LGBT groups as a threat to their rights, are less supportive of homosexuality in society. In Spain, people with a favorable opinion of the Vox party, which recently has begun to oppose some gay rights, are much less likely to say that homosexuality is acceptable than those who do not support the party.

And in Poland, supporters of the governing PiS (Law and Justice), which has explicitly targeted gay rights as anathema to traditional Polish values, are 23 percentage points less likely to say that homosexuality should be accepted by society than those who do not support the governing party.

Similar differences appear in neighboring Hungary, where the ruling Fidesz party, led by Prime Minister Viktor Orbán, also has shown hostility to gay rights. But even in countries like France and Germany where acceptance of homosexuality is high, there are differences between supporters and non-supporters of key right-wing populist parties such as National Rally in France and Alternative for Germany (AfD).

Religion, both as it relates to relative importance in people's lives and actual religious affiliation, also plays a large role in perceptions of the acceptability of homosexuality in many societies across the globe.

In 25 of the 34 countries surveyed, those who say religion is "somewhat," "not too" or "not at all" important in their lives are more likely to say that homosexuality should be accepted than those who say religion is "very" important. Among Israelis, those who say religion is not very important in their lives are almost three times more likely than those who say religion is very important to say that society should accept homosexuality.

Significant differences of this nature appear across a broad spectrum of both highly religious and less religious countries, including Czech Republic (38-percentage-point

difference), South Korea (38), Canada (33), the U.S. (29), Slovakia (29), Greece (28) and Turkey (26).

Religious affiliation also plays a key role in views towards acceptance of homosexuality. For example, those who are religiously unaffiliated, sometimes called religious “nones,” (that is, those who identify as atheist, agnostic or “nothing in particular”) tend to be more accepting of homosexuality. Though the opinions of religiously unaffiliated people can vary widely, in virtually every country surveyed with a sufficient number of unaffiliated respondents, “nones” are more accepting of homosexuality than the affiliated. In most cases, the affiliated comparison group is made up of Christians. But even among Christians, Catholics are more likely to accept homosexuality than Protestants and evangelicals in many countries with enough adherents for analysis.

One example of this pattern can be found in South Korea. Koreans who are religiously unaffiliated are about twice as likely to say that homosexuality should be accepted by society (60%) as those who are Christian (24%) or Buddhist (31%). Similarly, in Hungary, 62% of “nones” say society should accept homosexuality, compared with only 48% of Catholics.

In the few countries surveyed with Muslim populations large enough for analysis, acceptance of homosexuality is particularly low among adherents of Islam. But in Nigeria, for example, acceptance of homosexuality is low among Christians and Muslims alike (6% and 8%, respectively). Jews in Israel are much more likely to say that homosexuality is acceptable than Israeli Muslims (53% and 17%, respectively).

Next: Acknowledgments

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1. For the purpose of comparing educational groups across countries, we standardize education levels based on the UN's International Standard Classification of Education (ISCED). The lower education category is below secondary education and the higher category is secondary or above in Brazil, India, Indonesia, Kenya, Lebanon, Mexico, Nigeria, the Philippines, South Africa, Tunisia and Ukraine. In all other countries, the lower education category is secondary education or less education and the higher category is postsecondary or more education.

↔



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[Spring 2019 Survey Data Dataset](#)

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[Methodology](#)

[Appendix A](#)

[Appendix B: Classifying European political parties](#)

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## INTRODUCTION

# I'm proud to share The Trevor Project's inaugural National Survey on LGBTQ Youth Mental Health.

This is our first wide-ranging report from a cross-sectional national survey of LGBTQ youth across the United States. With over 34,000 respondents, it is the largest survey of LGBTQ youth mental health ever conducted and provides a critical understanding of the experiences impacting their lives.

This ground-breaking survey provides new insights into the challenges that LGBTQ youth across the country face every day, including suicide, feeling sad or hopeless, discrimination, physical threats and exposure to conversion therapy.

The data provides a sobering look at how far we still have to go to protect LGBTQ young lives. But the survey also reveals the resilience and diversity of LGBTQ youth and provides guidance on what can be done to enable them to survive and thrive.

Among some of the key findings of the report from LGBTQ youth in the survey:

- **39% of LGBTQ youth** seriously considered attempting suicide in the past twelve months, with more than half of transgender and non-binary youth having seriously considered
- **71% of LGBTQ youth** reported feeling sad or hopeless for at least two weeks in the past year
- **Less than half of LGBTQ respondents** were out to an adult at school, with youth less likely to disclose their gender identity than sexual orientation
- **2 in 3 LGBTQ youth** reported that someone tried to convince them to change their sexual orientation or gender identity, with youth who have undergone conversion therapy more than twice as likely to attempt suicide as those who did not
- **71% of LGBTQ youth** in our study reported discrimination due to either their sexual orientation or gender identity
- **58% of transgender and non-binary youth** reported being discouraged from using a bathroom that corresponds to their gender identity
- **76% of LGBTQ youth** felt that the recent political climate impacted their mental health or sense of self
- **87% of LGBTQ youth** said it was important to them to reach out to a crisis intervention organization that focuses on LGBTQ youth and **98%** said a safe space social networking site for LGBTQ youth would be valuable to them

The Trevor Project's National Survey on LGBTQ Youth Mental Health is part of our commitment to use research and data to continually improve our life-saving services for LGBTQ youth and expand the knowledge base for organizations around the globe.

This survey builds upon critical research done by many of our partner organizations over the years and we are particularly proud that it is inclusive of youth of more than 100 sexual orientations and more than 100 gender identities from all 50 states across the country.

We hope this report elevates the voices and experiences of LGBTQ youth, providing insights that can be used by the many organizations working alongside The Trevor Project to support LGBTQ young people around the world. We also hope this report shows LGBTQ youth that we hear them, that their lives have value, and that we are here to support them 24/7.



A handwritten signature in black ink, appearing to read 'Amit Paley'.

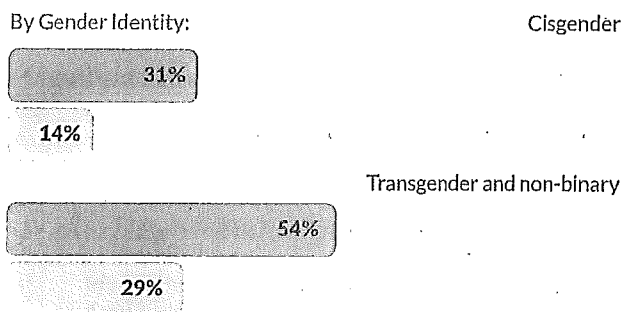
**Amit Paley**  
CEO & Executive Director  
The Trevor Project

SUICIDALITY & MENTAL HEALTH

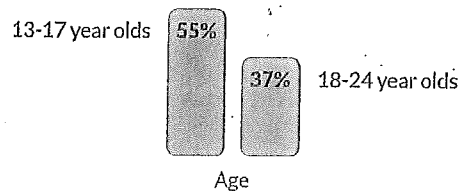
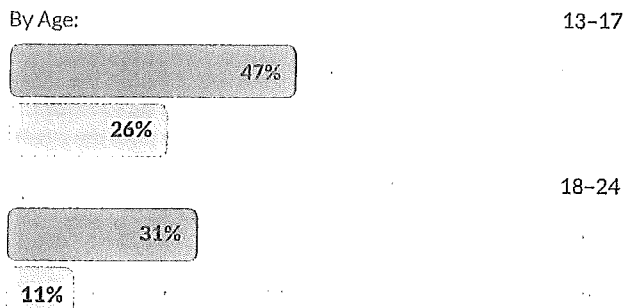
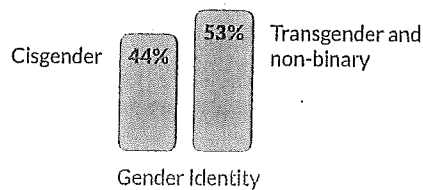
39% of LGBTQ respondents seriously considered attempting suicide in the past twelve months.

More than half of transgender and non-binary youth have seriously considered suicide.

LGBTQ youth that  
 considered and  attempted suicide:



Youth who attempted suicide among those who considered:



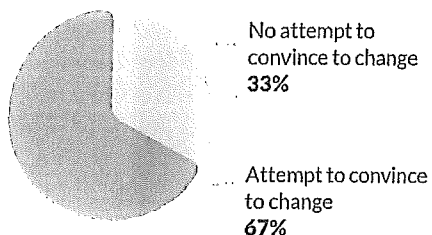
71% of respondents reported feeling sad or hopeless for at least two weeks in the past year

- Over 18% of LGBTQ respondents attempted suicide in the past twelve months
- 29% of transgender and non-binary youth respondents have attempted suicide
- 76% of the sample felt that recent politics impacted their mental health or sense of self
- 47% of the sample received psychological or emotional counseling from a mental health professional

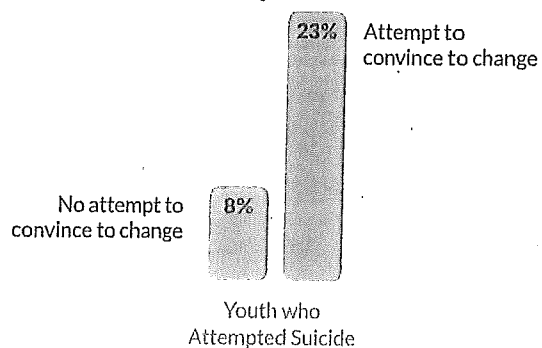
CONVERSION THERAPY & CHANGE ATTEMPTS

2 in 3 youth in our study reported that someone tried to convince them to change their sexual orientation or gender identity.

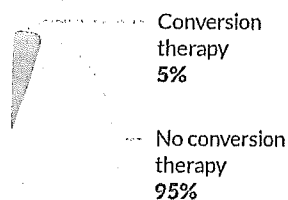
LGBTQ youth who reported someone attempted to convince them to change their sexual orientation or gender identity\*:



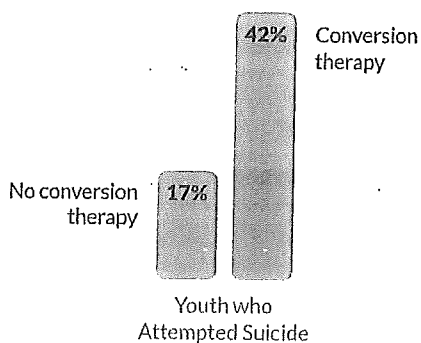
Youth who attempted suicide, comparison of those who experienced attempts to change their sexual orientation or gender identity to those who had not:



LGBTQ youth who reported undergoing conversion therapy\*:



Youth who attempted suicide, comparison of those who experienced conversion therapy with those who had not:



57% of transgender and non-binary youth who have undergone conversion therapy report a suicide attempt in the last year.

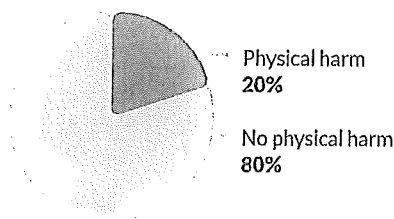
\*Some LGBTQ youth who have undergone conversion therapy may not use that term to describe their experience. We asked youth separately whether someone attempted to convince them to change their sexual orientation or gender identity and whether they underwent conversion therapy in order to fully capture the ways youth experience efforts to change their sexual orientation or gender identity.

DISCRIMINATION & PHYSICAL HARM

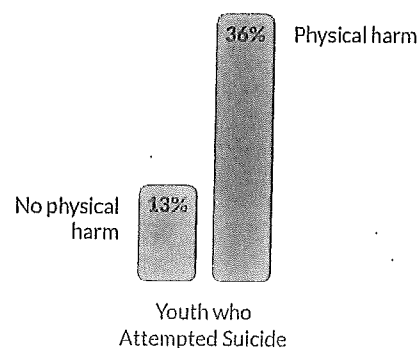
71% of LGBTQ youth in our study reported experiencing discrimination due to either their sexual orientation or gender identity.

78% of transgender and non-binary youth reported being the subject of discrimination due to their gender identity and 70% of LGBTQ youth reported discrimination due to their sexual orientation.

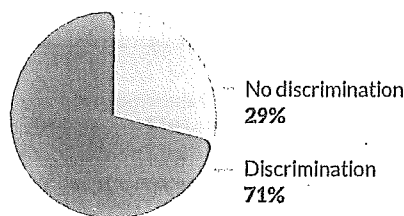
LGBTQ youth who experienced physical harm due to either their sexual orientation or gender identity:



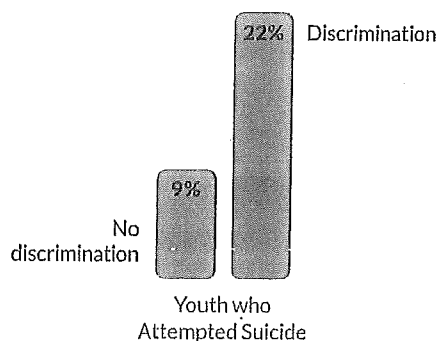
Youth who attempted suicide, comparison of those who experienced physical harm with those who had not:



LGBTQ youth who experienced discrimination due to either their sexual orientation or gender identity:

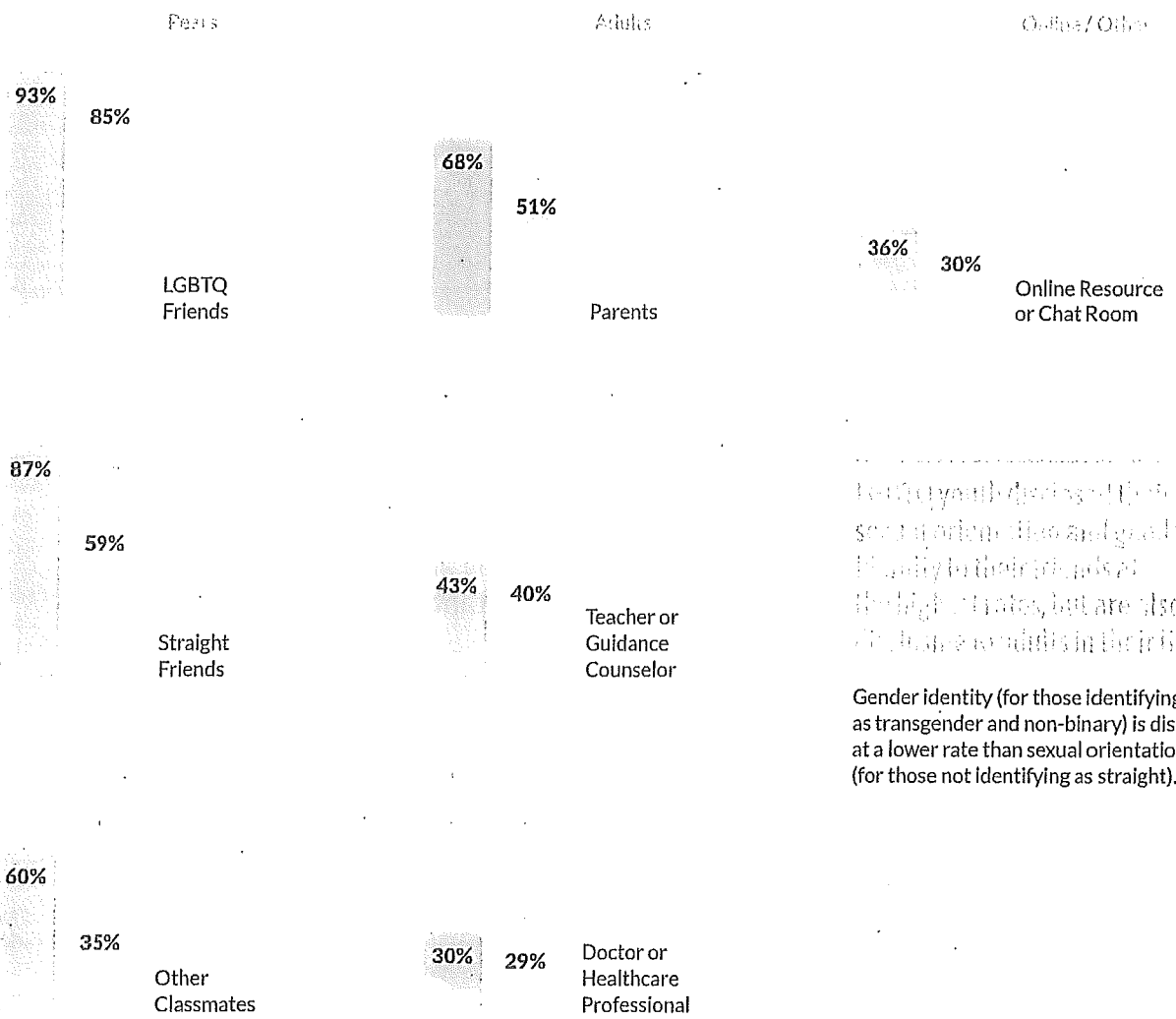


Youth who attempted suicide, comparison of those who experienced discrimination with those who had not:



58% of transgender and non-binary youth reported being discouraged from using a bathroom that corresponds to their gender identity.

With whom do LGBTQ youth share their sexual orientation and gender identity?

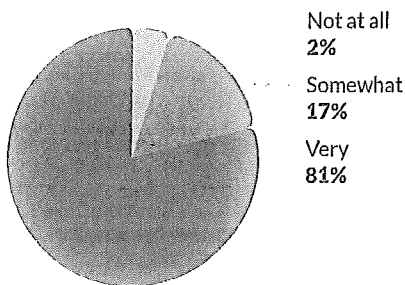


Gender identity (for those identifying as transgender and non-binary) is disclosed at a lower rate than sexual orientation (for those not identifying as straight).

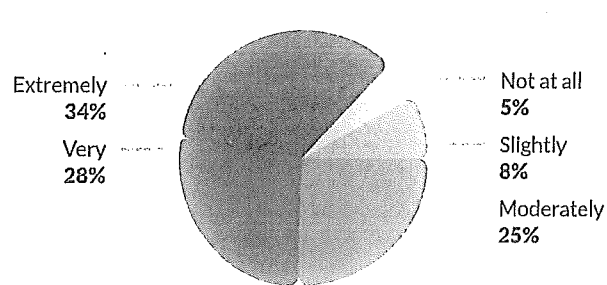
## YOUTH SUPPORT PREFERENCES

76% of youth respondents indicated that they would be somewhat to extremely likely to reach out via text or chat in a crisis.

How valuable is an LGBTQ safe-space networking site?

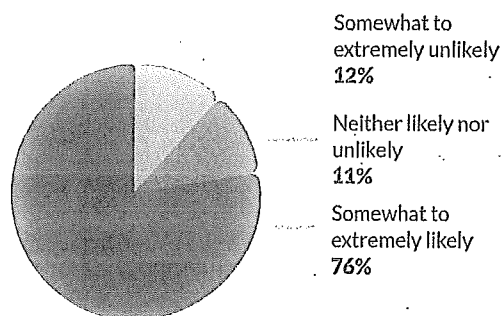


How important would it be to you to reach out to a crisis intervention organization focused on LGBTQ youth?



Youth indicated a strong digital preference for reaching out when in crisis.

If you needed to reach out to a crisis intervention organization for support, how likely are you to reach out via chat/instant message or text message?



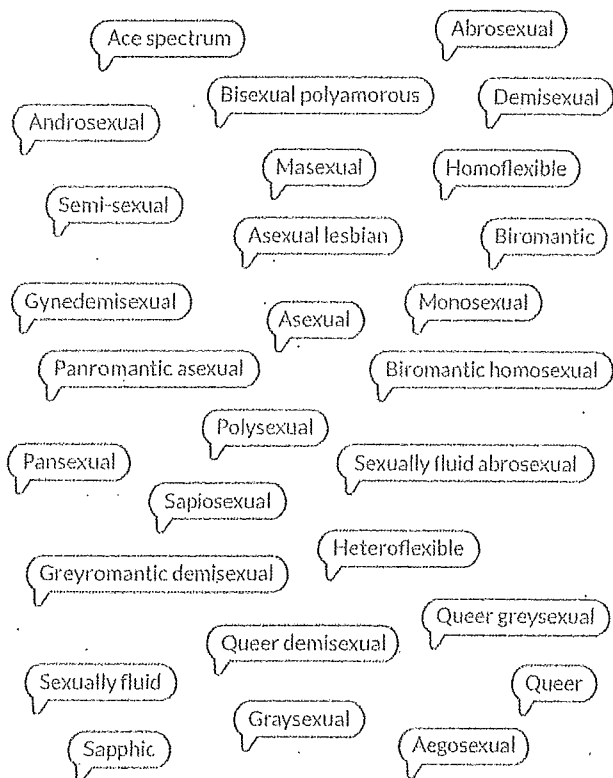


## DIVERSITY OF LGBTQ YOUTH

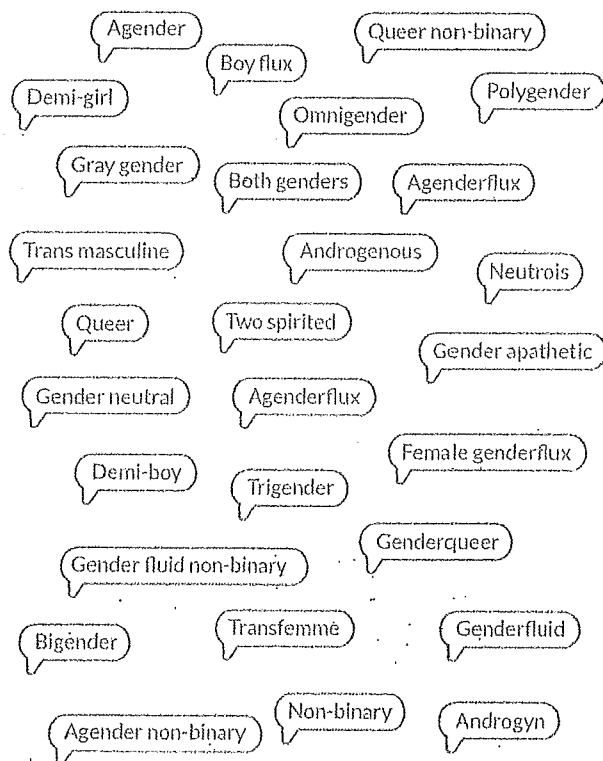
LGBTQ youth are in all parts and communities of America, with a large amount identifying sexual orientation and gender identity in non-binary ways.

Respondents were from all 50 states.  
39% were religious.

LGBTQ youth in the survey identified with more than 100 sexual orientations



LGBTQ youth in the survey identified with more than 100 gender identities



## RESEARCH

The mission of The Trevor Project's Research Department is to produce and use innovative research that brings new knowledge and clinical implications to the field of suicidology and LGBTQ mental health.

### To address this mission we:

#### Advance Scientific Inquiry

Providing empirical data to better understand the lives of LGBTQ youth and suicidality including risk factors, protective factors, and outcomes.

- The Trevor Project will be a leading source of scientific information on the needs and strengths of LGBTQ youth
- The Trevor Project will collaborate with key national and international research teams and agencies to improve the lives of LGBTQ youth

#### Support The Trevor Project's Life-Saving Work

Using internal and external data and research findings to advance Trevor's crisis services and peer support programs as well as advocacy and education initiatives.

- The Trevor Project's advocacy and training activities will be supported by data collected directly by The Trevor Project as well as evidence gathered from the broader research literature
- The Trevor Project will embody an evidence-informed culture in which all staff are supported and recognized in the use of research evidence

#### Inform Public Knowledge

Ensuring our research and evaluation findings are applicable and widely communicated to the broader public including LGBTQ-youth-serving agencies and mental health organizations.

- The Trevor Project will serve as a national model on how to integrate the best research evidence into its practices, programs, and policies
- The Trevor Project will be a leading resource on terminology related to LGBTQ youth

#### Recommended Citation

The Trevor Project. (2019).  
National Survey on LGBTQ Mental Health.  
New York, New York: The Trevor Project.

For additional information please contact:  
Research@TheTrevorProject.org

## METHODOLOGY

The content and methodology for The Trevor Project's 2019 National Survey on LGBTQ Mental Health were approved by an independent Institutional Review Board.

A quantitative cross-sectional design was used to collect data using an online survey platform between February 2, 2018 and September 30, 2018.

A sample of individuals ages 13–24 who resided in the United States were recruited via targeted ads on social media. No recruitment was conducted via The Trevor Project website or TrevorSpace. Respondents were defined as being LGBTQ if they identified with a sexual orientation other than straight/heterosexual, a gender identity other than cisgender, or both. In order to ensure representativeness of the sample, targeted recruitment was conducted to ensure adequate sample sizes with respect to geography, gender identity, and race/ethnicity. Qualified respondents completed a secure online questionnaire that included a maximum of 110 questions.

Questions on sexual orientation and gender identity (SOGI) were aligned with the best practices identified in SOGI measurement. Questions on depressed mood and suicidality in the past twelve months were taken from the Center for Disease Control and Prevention's Youth Risk Behavior Surveillance Survey to allow for direct comparisons to their nationally representative sample.

Each question related to mental health and suicidality was preceded by a message stating:

"If at any time you need to talk to someone about your mental health or thoughts of suicide, please call The Trevor Project at 1-866-488-7386."

Participation was voluntary, informed consent was obtained, and no names or personal details were included ensuring confidentiality.

A total of 34,808 youth consented to complete the online survey. Youth who indicated that they lived outside of the U.S. (n=475) received a message that they were ineligible to participate in the survey. Youth who indicated that they were both cisgender and straight (n=294) were excluded from the sample. A filter was applied to indicate youth who either a) completed less than half of the survey items or b) reached the end of the survey within three minutes (n=8,091).

Additionally, a mischievous responders analysis identified and removed 52 youth who either provided highly unlikely answers (e.g., selecting all possible religious affiliations and race/ethnicity categories) and/or who provided obvious hate speech about LGBTQ populations in any of the free response options.

The final analytic sample was comprised of 25,896 LGBTQ youth in the United States.

Preliminary analyses were conducted to identify any potential problems with redundancy (e.g., multicollinearity) among similar variables such as experiences of discrimination and victimization. All variables contributed uniquely to indicators related to suicidality.

This report uses "transgender and non-binary" as an umbrella term to encompass non-cisgender youth, which includes young people who identify as transgender or non-binary as well as gender expansive, differently gendered, gender creative, gender variant, genderqueer, agender, gender fluid, gender neutral, bigender, androgynous, or gender diverse.

## METHODOLOGY

### COMPARABILITY

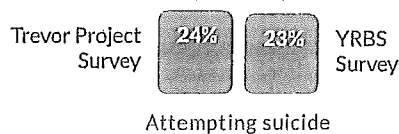
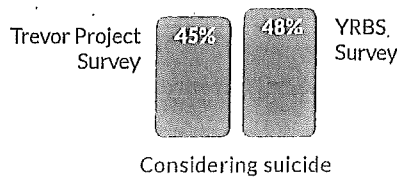
In order to better understand how our sample compares to a national probabilistic sample, we included questions regarding suicidality that were identical to those used by the Center for Disease Control and Prevention (CDC) in their Youth Risk Behavior Surveillance Survey (YRBS).

Analyses were conducted to compare rates of seriously considering suicide and attempting suicide in the past 12 months among youth ages 13–18 in our sample to the 2017 YRBS sample of lesbian, gay, and bisexual (LGB) youth.

YRBS prevalence rates among LGB youth for seriously considering suicide (48%) were comparable to rates among the same age range in our sample (45%).

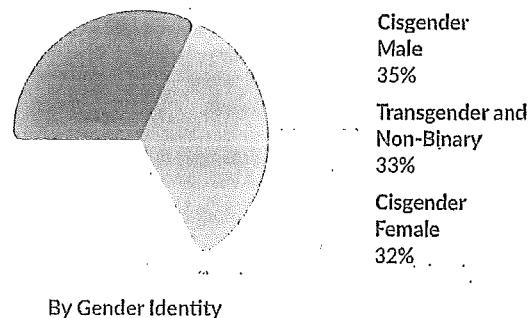
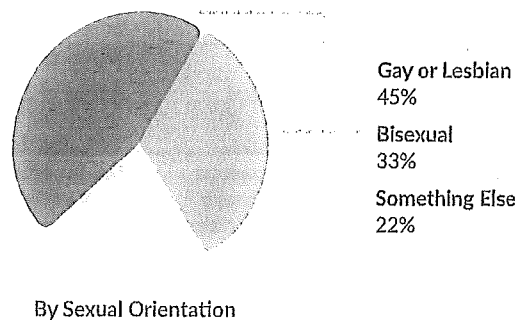
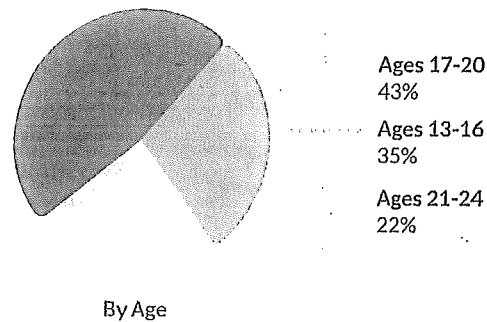
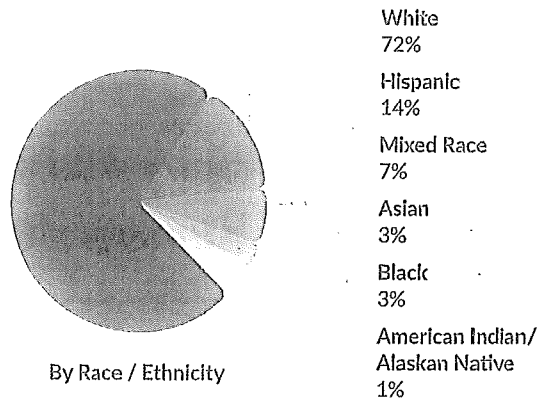
Similarly 23% of LGB youth in the 2017 YRBS reported a suicide attempt in the past 12 months compared to 24% in our sample.

### Comparability metrics: Trevor Project Survey and YRBS Survey



### PARTICIPANTS

Youth participants in the survey were recruited broadly and represented a wide-range of the LGBTQ community.

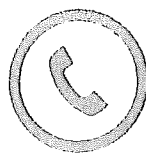




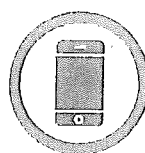
The Trevor Project is the world's largest suicide prevention and crisis intervention organization for LGBTQ youth.

Need Help?  
We are here for you 24/7

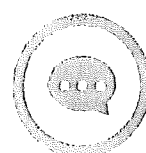
For over 20 years, we have worked to save young lives by providing support through Trevor's free and confidential crisis services programs, including TrevorLifeline, TrevorChat, and TrevorText. We also run TrevorSpace, the world's largest safe space social networking site for LGBTQ youth, and operate innovative advocacy, research, and education programs across the country.



**TrevorLifeline**  
The only nationwide, 24/7 crisis and suicide prevention lifeline offering free and confidential counseling for LGBTQ youth.



**TrevorText**  
A free, confidential, secure service for LGBTQ youth to text a trained Trevor counselor for support and crisis intervention.



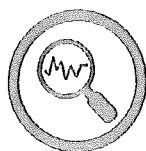
**TrevorChat**  
A free, confidential and secure instant messaging service that provides live help for LGBTQ youth by trained counselors.



**TrevorSpace**  
The world's largest safe space social networking community for LGBTQ youth, their friends, and allies.

[www.TheTrevorProject.org](http://www.TheTrevorProject.org)

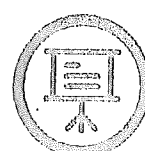
- @TrevorProject
- @TheTrevorProject
- @TrevorProject



**Trevor Research**  
Our programmatic evaluations ensure we significantly reduce suicidality with our services, and we also publish external research to help peers support LGBTQ youth.



**Trevor Advocacy**  
Our advocacy work at the federal, state, and local levels includes publicly advocating for/against particular bills and filing/joining amicus briefs in major cases.

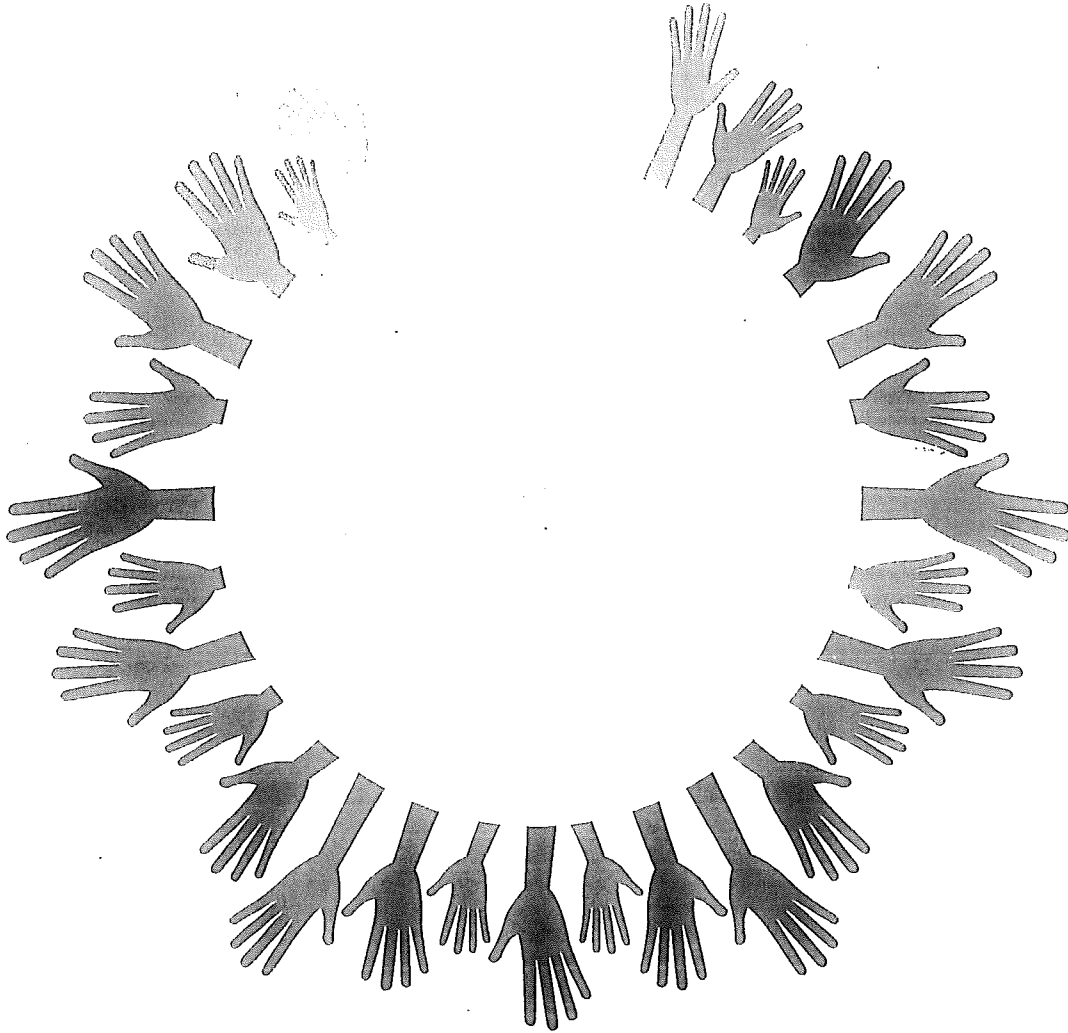


**Trevor Education**  
Our online education programs include information about school policies and training programs for teachers and guidance counselors.

# 2018 LGBT COMMUNITY CENTER SURVEY Page 154

*Assessing the Capacity and Programs of Lesbian, Gay,  
Bisexual, and Transgender Community Centers*

August 2018



## Introduction

### CenterLink: The Community of LGBT Centers

CenterLink develops strong, sustainable community centers that provide LGBTQ people of all ages with the building blocks of well-being that we all need to thrive, such as healthy social connections, safe places to live and work, support to do well in school and prepare for careers, enriching cultural experiences, and timely health and mental health services. Serving over 200 LGBTQ community centers across the country in 45 states, Puerto Rico, and the District of Columbia, as well as centers in Canada, China, and Australia, CenterLink assists newly forming community centers and helps strengthen existing centers, through networking opportunities for center leaders, peer-based technical assistance and training, and a variety of capacity building services. Our efforts are based on the belief that LGBTQ community centers lay the foundation for a national movement working to ensure that all LGBTQ people have the opportunity to live happy and healthy lives in communities that honor and support them.

### Movement Advancement Project

The Movement Advancement Project (MAP) is an independent think tank that provides rigorous research, insight, and analysis that help speed equality for LGBT people. MAP works collaboratively with LGBT organizations, advocates, and funders, providing information, analysis, and resources that help coordinate and strengthen efforts for maximum impact. MAP's policy research informs the public and policymakers about the legal and policy needs of LGBT people and their families.

*Disclaimer: The opinions expressed in this report reflect the best judgment of CenterLink and MAP based on analysis of data collected from participating LGBT community centers. These opinions do not necessarily reflect the views of our funders, CenterLink members, or other organizations.*

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PO Box 24490  
Fort Lauderdale, FL  
33307 954-765-6024  
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3020 Carbon Place, Suite 202  
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MAP is very grateful to the following major funders, whose generous support makes it possible for us to do our work:

David Bohnett Foundation  
David Dechman & Michel Mercure  
David Geffen Foundation  
Ford Foundation  
Gill Foundation  
Esmond Harmsworth  
Evelyn & Walter Haas, Jr. Fund  
Jim Hormel  
Johnson Family Foundation  
Andrew Lane  
Amy Mandel & Katina Rodis  
Weston Milliken  
Ineke Mushovic  
The Palette Fund  
Mona Pittenger  
H. van Ameringen Foundation  
Wild Geese Foundation

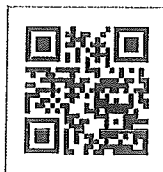


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## KEY FINDINGS

The 2018 Center Survey Report is part of a biennial effort to track the growing movement of lesbian, gay, bisexual, and transgender (LGBT) community centers and to identify trends and needs in the field. A joint report by the Movement Advancement Project (MAP) and CenterLink, the report presents findings from the sixth biennial survey of LGBT community centers in the United States.

This report provides a comprehensive review of participating LGBT community centers' **capacity** including staffing, boards of directors, budgets, and fundraising; **programs and services**, including key communities served; and **center needs**. Throughout the report, centers' programmatic successes and challenges are highlighted to illustrate how centers are serving their diverse communities. The report also provides a valuable overview of the centers' priorities and needs for organizations and donors interested in engaging with or supporting community centers and their programs and services.

The 128 LGBT community centers participating in this report collectively serve 40,550 people each week, and the 113 centers that reported 2017 revenue data have combined revenue of \$226.7 million. These centers constitute about six in ten (58%) of LGBT community centers in the United States. Participating centers are from 40 states, the District of Columbia, and Puerto Rico (see page 6 for a map of participating centers).<sup>1</sup> Across the country, these community centers are vital players in the LGBT movement and provide an invaluable link between LGBT people and state and national efforts to advance LGBT equality.

## Center Capacity

**Facilities and Accessibility.** Both large and small centers strive to make their centers available and accessible to the communities they serve.

- Nine out of ten centers have a physical space, with 63% of all centers renting and 27% owning. One in ten centers lacks a dedicated physical space; all but one of these centers have budgets of \$150,000 or less.
- In a typical week, LGBT community centers are open to the public for an average of 41 hours. Centers with budgets over \$150,000 are open an average of 51 hours a week, compared to 25 hours a week for centers with budgets of \$150,000 or less.

- Nearly all centers (90%) are open in the evenings past 5:00 pm, with little variation based on center size, and 48% of centers are open on weekends.
- Four in five centers (83%) that have physical space have designed all the restrooms in their building as "all gender restrooms," with another 11% having designed some of the restrooms as "all gender."

**Center Staff and Boards of Directors.** Participating centers employ nearly 2,000 paid staff and engage with more than 14,000 volunteers for nearly half a million volunteer hours annually.

- Half of LGBT community centers remain thinly staffed: 25% have no paid staff and rely solely on volunteers, and 32% have between one and five paid staff. As expected, small centers with budgets of less than \$150,000 are much more likely to have few or no paid staff; 56% of small centers have no paid staff, while three-quarters (76%) of centers with budgets over \$150,000 have six or more paid staff.
- While 96% of large centers have a full-time paid executive director, nearly two in five (39%) of small centers indicated they relied solely on a volunteer executive director; one-third of small centers (35%) indicated they currently did not have someone in the position.
- At small centers, 33% of executive directors had been serving for three or more years, and at large centers that percentage increases to 69%.
- People of color comprise 54% of paid community center staff, 50% of senior staff, and 39% of community center board members.

**Finances.** Most participating centers (92%) provided 2018 budget information, reporting combined projected annual expense budgets totaling \$231.3 million.

- Of participating centers, 45% had annual budgets of \$150,000 or less, while 55% had budgets over \$150,000.<sup>2</sup>
- Small centers have an average 2018 expense budget of \$52,700 and a median expense budget of \$40,000. Large centers reported an average

<sup>1</sup> Of the 10 states that lack a participating center, seven have an LGBT community center that did not participate (Delaware, Idaho, Nevada, New Jersey, Rhode Island, Utah, and Wyoming), while three states lack an LGBT community center that is part of the CenterLink network (Louisiana, North Dakota, and West Virginia).

<sup>2</sup> When relevant, the report separately examines centers with budgets equal to or less than \$150,000 per year ("small centers") and centers with budgets greater than \$150,000 per year ("large centers").

expense budget of \$3.3 million and a median expense budget of \$847,700. Excluding the Los Angeles LGBT Center,<sup>3</sup> the average expense budget for a large center is \$1.1 million.

- Small centers projected an 18% increase in expense budgets from 2017 to 2018, while large centers projected a 5% increase from 2017 to 2018.
- The 113 centers that reported revenue data had combined 2017 revenue of \$226.7 million. The average reporting large center covered its expenses with average revenue of \$3.5 million, compared to average expenses of \$3.2 million. Of the 48 small centers that reported 2017 revenue and expenses, 40% had higher expenses than revenue and operated at a loss for the year.
- Small centers experienced a remarkable 44% increase in revenue from 2016 to 2017, while large centers saw a 17% increase.
- Large LGBT community centers receive a high proportion of their funding from government grants: 24% of their combined revenue in 2017 was from government grants, followed by 12% from individual donors and 9% from fundraising events. Nearly \$0.40 of every dollar of revenue to large centers is from program income.

**Government Grants.** Despite reporting obstacles to securing government grants, these grants allow centers to provide vital programs ranging from HIV prevention and care to housing and substance use programs.

- Nearly half (47%) of all participating centers reported obtaining at least one government grant (local, state, or federal) of over \$10,000 in 2017.

## Programs & Services

LGBT community centers report offering a wide range of programming from social and recreational, arts and culture, health and wellness, legal services, and policy and advocacy to community members. In 2017, LGBT community centers served over 40,550 individuals in a typical week and refer nearly 5,500 individuals per week to other agencies for services and assistance.

- Centers tailor their programming to their populations: 88% of centers offer transgender-specific programming, followed by 83% offering programming tailored to LGBT youth, while just one in four centers (25%) offers programs tailored for children of LGBT parents.

- Forty percent of centers offer services in a language other than English; Spanish and American Sign Language (ASL) are the next most frequently offered languages.
- Large centers spent three-quarters (74%) of every dollar spent on program-related expenses, meeting standards for nonprofit efficiency.<sup>4</sup>

**People Served.** Centers report their patrons are diverse, and the patron demographics emphasize the extent to which LGBT community centers provide vital resources to members of the LGBT community who are most in need of welcoming, competent services and spaces.

- Two-thirds (66%) of centers that provided patron demographics indicate that half or more of their patrons have low or very low incomes of less than \$30,000 per year.
- Thirty-five percent of centers reported that half or more of their patrons were youth (age 29 or younger), while just one center reported that the majority of its clients were ages 65 or older.
- Nearly half (47%) of centers report that at least half, and in many instances a majority, of their patrons are people of color.
- Few centers (15%) indicated that the majority of their patrons were women, while 34% of centers reported that half or more of their patrons were men.
- Two in five centers (40%) report that at least 25% of patrons identify as transgender, including 16% of centers where the majority of patrons are transgender people.

**Physical and Mental Health and Wellness Programs.** Many LGBT community centers serve as health and wellness centers for LGBT people offering not only programming but also direct physical and mental health care.

- Sixty-eight percent of participating centers (78 centers) reported providing some direct physical and/or mental health services (including counseling, peer-led programs, and support groups, as well as physical health and other mental health services). Six centers participate in the federal 340B program, which allows them to purchase pharmaceuticals at a reduced price.

<sup>3</sup> In some instances, the Los Angeles LGBT Center is excluded from analysis because of its relative size compared to the broader LGBT community center population.

<sup>4</sup> Small centers were not asked to provide detailed finance and budget information.

- Large centers are nearly twice as likely to offer physical and/or mental health services compared to small centers, with 47% of small centers offering these services, compared to 84% of large centers.
- In 2017, these centers provided physical health services to nearly one million people (961,700 people) and mental health services to more than 32,800 people.
- The most frequently offered physical health programming was related to sexually-transmitted infections; 89% of centers that provided physical health programming offered programs related to sexually-transmitted infection (STI)/HIV prevention, and 88% offered STI/HIV testing.
- The most frequently offered mental health programming is a facilitated support group for transgender people. Among centers offering mental health programming, nearly all (98%) centers that provide mental health programming provide this service. Four in five centers (83%) offering mental health services offer couples counseling.
- Centers engage in numerous kinds of wellness programming. Three-quarters of responding centers (76%) designated their campus as tobacco-free campus, and 58% conducted health provider cultural competency.

**Computer Access and CyberCenters.** Nearly three-quarters of centers (74%) offer patrons access to computers.

- Two in three centers (68%) offering computer services are large centers with budgets of \$150,000 or more.
- Of centers offering computer services to patrons, slightly more than one-third of these centers (37% of centers with computer services) offer these services through the David Bohnett CyberCenter Program.
- The most frequent uses of computer resources by patrons are job searches, entertainment, and staying in touch with family and friends.

#### **Community Education and Advocacy Programs.**

- Nearly all LGBT community centers (93%) engage in policy-related activities geared toward improving the lives of their patrons and their broader community, with the most frequent activities being educating the public about key

issues impacting LGBT people (88% of centers that engage in policy-related activities) and participating in coalitions or collaboratives with goals including changing public policy (69%).

- More than three-quarters of centers (78%) that engage in policy-related activities work to advance policy at the local level, 67% at the state level, and 31% at the national level.
- Centers reported a wide range of priority policy areas including advancing transgender equality, advancing nondiscrimination, and issues of safe schools and anti-bullying for LGBT youth.

### **Major Challenges and Opportunities**

- **Computer Access.** When asked to rank their top three computer-related challenges, centers participating in the Bohnett CyberCenter program identified the lack of a dedicated staff person or volunteer to manage or oversee computer resources as their biggest challenge. The most frequently cited challenges faced by non-CyberCenters were an inability to afford the infrastructure, a lack of staff time to oversee the program, and a lack of space for equipment.
- **Government Grants.** Virtually all centers (81%) indicated that a lack of staff time to devote to grant writing was a major challenge to receiving government grants, while half of centers (53%) said they had insufficient knowledge of or experience applying for government grants.
- **Community Education and Advocacy.** When asked about the key challenge to engaging in public policy and advocacy, the top cited reasons of centers were lack of staff or staff capacity (41% of all centers) and centers' 501(c)(3) tax exempt status (41%) indicating a lack of full understanding about how centers can engage in public policy advocacy.
- **Overall Challenges.** Centers were asked their top non-financial barrier as a center. The most frequently noted challenge was related to staffing: staff turnover, knowledge and capacity, and time.
- **Opportunities.** There was consistent interest on the part of participating centers for technical assistance on all the topics proposed, with 45% of centers saying they are "very interested" in strategic planning, fundraising, program development, financial management, leadership development, board development, and LGBT cultural competency.

## ABOUT THIS REPORT

The 2018 LGBT Community Center Survey Report is part of a biennial effort to track the growing movement of lesbian, gay, bisexual, and transgender (LGBT) community centers and to identify trends and needs in the field.<sup>5</sup> A joint report by the Movement Advancement Project (MAP) and CenterLink, the report presents findings from the sixth biennial survey of LGBT community centers in the United States.<sup>6</sup>

LGBT community centers play an important role in the life of LGBT Americans. In some parts of the country, a local community center may be the only resource where LGBT residents can access social, educational, and health services. The 128 LGBT community centers participating in this report collectively serve over 40,550 people each week, and the 113 centers that reported 2017 revenue data have combined revenue of \$226.7 million. Across the country, these community centers are vital players in the LGBT movement and provide an invaluable link between LGBT people and state and national efforts to advance LGBT equality, as shown in *Figure 1* on pages 6 and 7.

This report provides a comprehensive review of participating LGBT community centers' **capacity**, including staffing, boards of directors, budgets, and fundraising; **programs and services**, including key communities served; and **center needs**. Throughout the report, centers' programmatic successes and challenges are highlighted in "Spotlights" to illustrate how centers are serving their diverse communities. The report also provides a valuable overview of the centers' priorities and needs for organizations and donors interested in engaging with or supporting community centers and their programs and services. New this year, the majority of information is displayed in graphics with more limited, bulleted text. Key findings are summarized in the previous section.

---

<sup>5</sup> This report uses the acronym "LGBT" to describe individuals who identify as lesbian, gay, bisexual, and/or transgender and to identify the community centers that serve LGBT people. Some people, particularly youth, may use the term "queer." This term may refer to one's sexual orientation and/or gender identity. Some centers use the acronyms "LGBTQ" or "LGBTQ+," but this report standardizes terminology and uses LGBT except in the context of programs for youth.

<sup>6</sup> Because the centers that participate in the survey vary from year to year, readers should not draw comparisons between the findings of this report and past years' reports.

## PARTICIPATING CENTERS

The 2018 Community Center Survey is the sixth biennial survey of LGBT community centers across the United States. In March 2018, MAP and CenterLink sent an online survey to 219 community centers identified by CenterLink. MAP and CenterLink developed the survey with input from community center senior management, LGBT funders, and national partners. The 2018 survey was also based on consideration of feedback from previous surveys.

Out of the initial sample of 219 centers identified by CenterLink, 128 centers provided information, yielding a 58% response rate. Throughout the report, we note the number of centers providing information about a specific question. (Not all participating centers answered every question; therefore, we often refer to "responding centers" to indicate that our analysis includes the centers that responded to a particular question rather than all participating centers.) We list the 2018 participating centers in Appendix B.

The survey looked at two categories of respondents: "small centers" with expense budgets of \$150,000 or less; and "large centers" with expense budgets of more than \$150,000. Because the Los Angeles LGBT Center is so large, with a 2018 budget of \$104 million, it is often excluded from report analyses, although we note where this is the case.

### SPOTLIGHT



### Supporting Transgender Women Detained by Immigration & Customs Enforcement (ICE)

*Transgender Resource Center of New  
Mexico*



New Mexico houses the only pod for transgender women who are seeking asylum and are currently detained by Immigration and Customs Enforcement (ICE). The **Transgender Resource Center of New Mexico** provides non-legal services and visitation with transgender women who are held there. Volunteers and the Co-Director of the Center visit the facility twice a month to provide physical and emotional support to the transgender women detained there. In addition, the Center provides money so the women can make phone calls, obtain stamps, or purchase food. The center also provides referrals and support to the transgender women who are detained and those who are released.

Figure 1a: Participating LGBT Community Centers Serve the Residents of 40 States, DC, and Puerto Rico

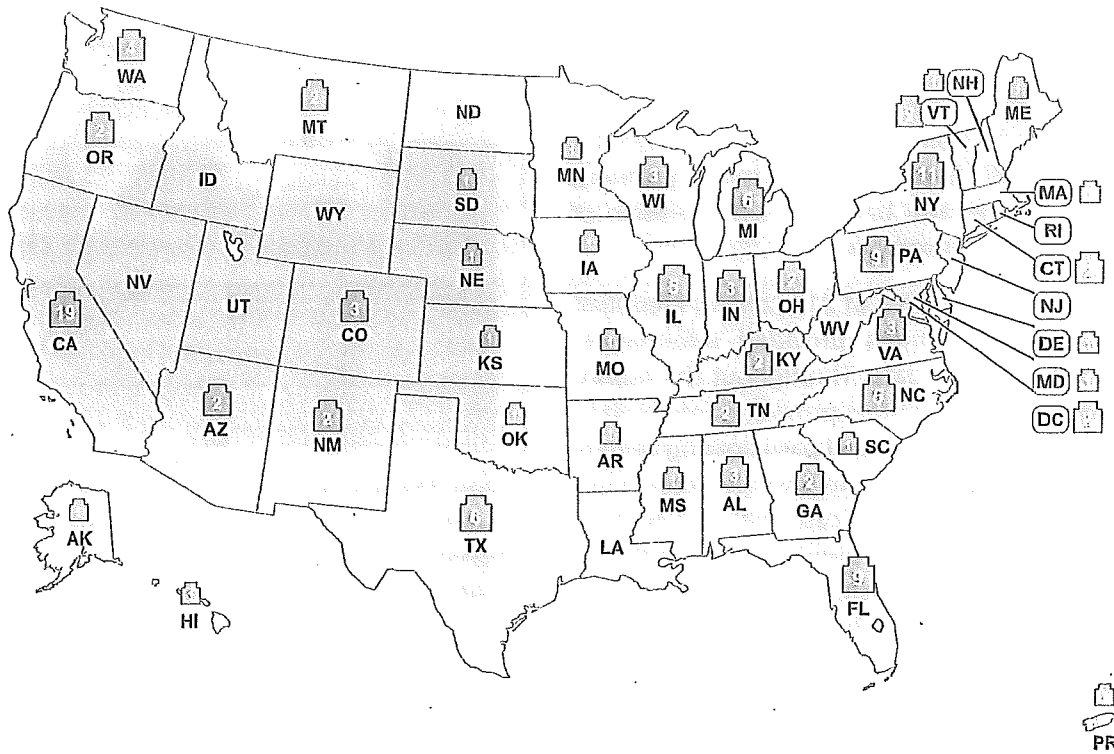
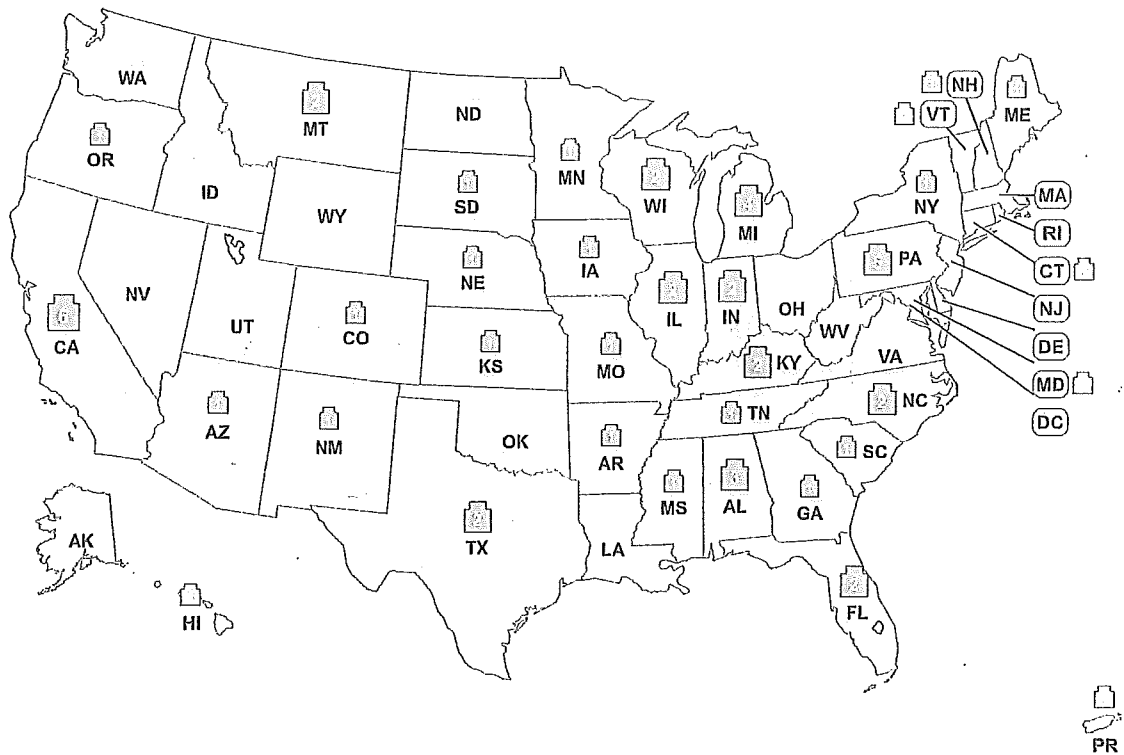
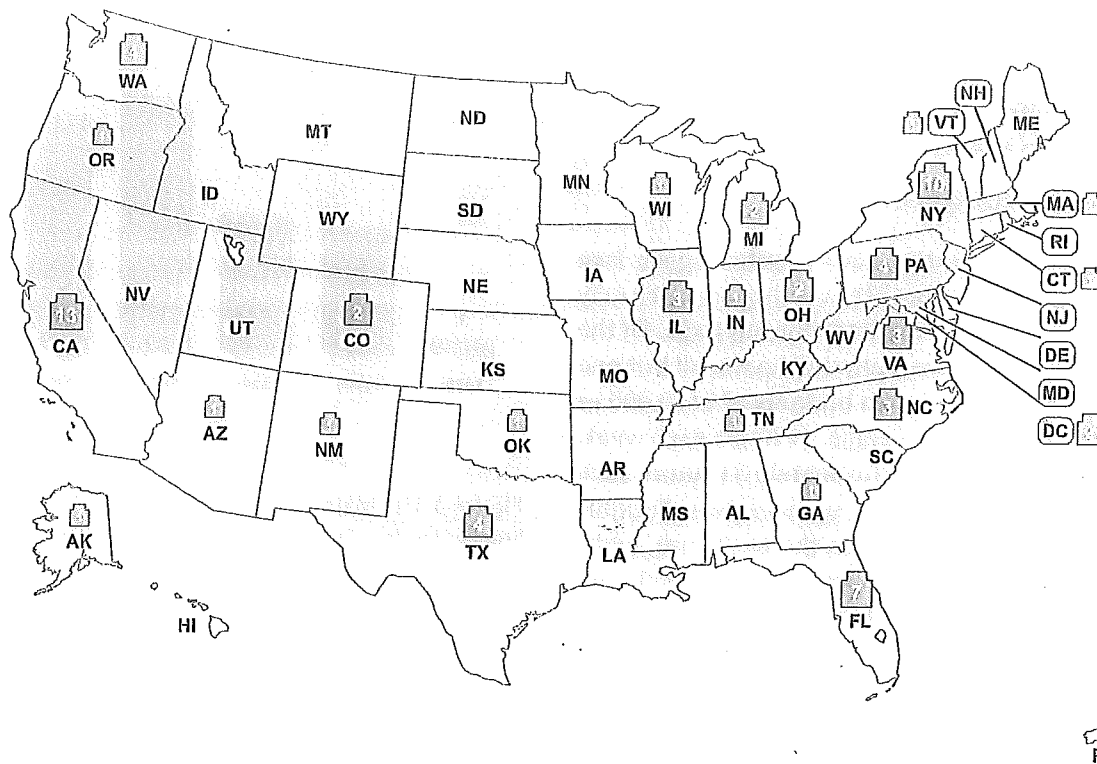


Figure 1b: 35 States Have Centers with Budgets of \$150,000 or Less



PARTICIPATING CENTERS

Figure 1c: 25 States Have Centers with Budgets Over \$150,000



**SPOTLIGHT**



**A Model for Creating System Change in Schools for LGBTQ Youth**  
*OutCenter*

**OutCenter**, an LGBT center in Benton Harbor, MI, runs the "LGBTQ+ Safe Schools Collaborative," a systems change approach in a mostly rural area. This initiative is funded, in part, by the United Way of Southwest Michigan. Working with key allies in county divisions that serve schools, administrative and counseling representatives from school districts, with LGBTQ students and their families, the **OutCenter** has convened a group of committed people who provide access and influence within local school communities. These representatives will be convened on a regular basis in 2018 to share insights and discuss strategies for creating LGBTQ safe school communities throughout a tri-county area that is 81% rural and very religiously conservative. Teens who don't have gender and sexuality alliances or clubs (GSAs) in their schools come to the monthly Teen Pride GSA at the **OutCenter** and have the experience of belonging to a GSA. The Teen Pride GSA serves the tri-county area, and each three-hour session includes food, unstructured time, and experiential exercises designed to educate and model youth leadership components. Many of the youth who attend return to their schools and ask their school counselors to help them establish a GSA. The school counselors call the **OutCenter** and the center provides technical assistance and workshops to aid in their efforts, leveraging the September 2016 list of recommendations from the "State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for LGBTQ Students."

CENTER CAPACITY

REPORT FINDINGS

The 128 centers that participated in the 2018 LGBT Community Center Survey vary greatly in their age and infrastructure. Since the 1990s, the number of centers has consistently increased, with roughly 30 new centers opening each decade, as shown in *Figure 2*.

Facilities and Accessibility

The majority of centers have physical space (see *Figure 3*), though the number of hours they are open may vary, as shown in *Figure 4* on the following page. Of the centers without a dedicated physical space, all but one of these are small centers with budgets of \$150,000 or less. Centers are open, on average, 41 hours each week, with large centers open approximately 51 hours each week compared to 25 hours for small centers. Roughly half of centers (48%) are open on the weekends, while nearly all centers (90%) are open later than 5:00 pm during the week. Two in five LGBT community centers offer services in a language other than English, with Spanish and American Sign Language as the most frequently offered languages. *Figures 5 and 6* on the following page show that centers strive to make their buildings accessible.

Center Staff

The staff, board members, and volunteers at LGBT community centers are essential to centers' ability to provide the services, connections, and programs upon which LGBT people around the country rely, as shown in the infographic on the following page. Half of LGBT community centers remain thinly staffed: 25% have no staff and rely solely on volunteers; and 32% have between one and five paid staff. The staff and boards of centers are diverse, frequently mirroring the communities they serve. LGBT community centers are less likely than nonprofit organizations as a whole to offer health insurance to their staff (74% of LGBT community centers offer health insurance, compared to 81% of all workers at nonprofits in the United States).<sup>6</sup> Compared to a survey of community health centers, LGBT community centers are less likely to have any number of formal organizational policies and practices to support diversity, though all centers have at least one diversity policy in place, as shown in the infographic on page 10.

Figure 2: Half of Centers Were Founded Since 2000.  
 No. of centers (n=124)

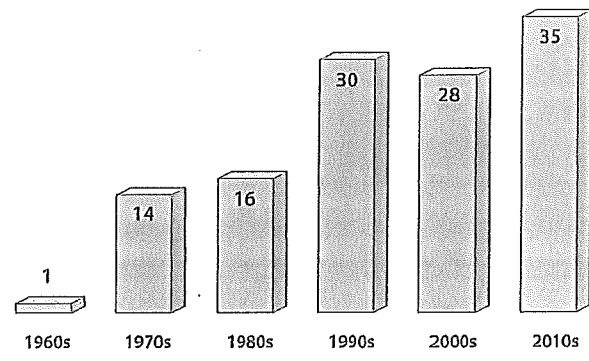
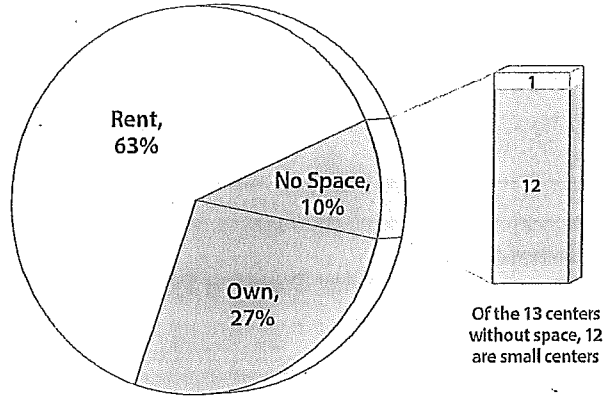


Figure 3: The Majority of Large Centers Have Space, While Smaller Centers Are More Likely to Rent or Lack Space Entirely  
 % of centers (n=128)



Note: May not total 100% due to rounding.

<sup>6</sup> John L. Bishow and Kristen A. Monaco, "Nonprofit pay and benefits: estimates from the National Compensation Survey," Monthly Labor Review, U.S. Bureau of Labor Statistics, January 2016, <https://doi.org/10.21916/mlr.2016.4>.



**Figure 4: Center Hours Vary, But Seek to Meet the Needs of the Community**  
 % of centers (n=117)

Figure 4a: Nearly Half of Centers Are Open on the Weekends

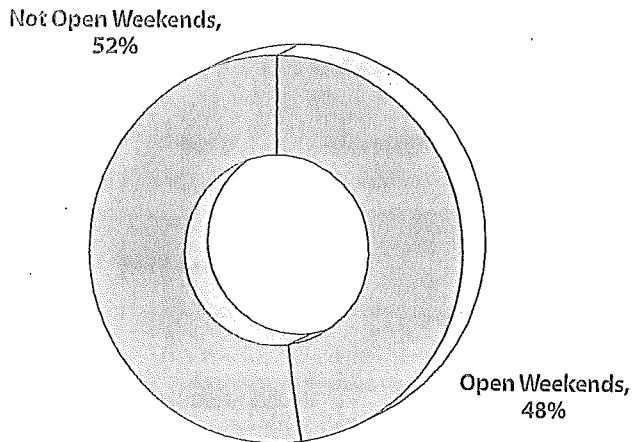


Figure 4b: Nine out of Ten Centers Are Open After 5:00 pm

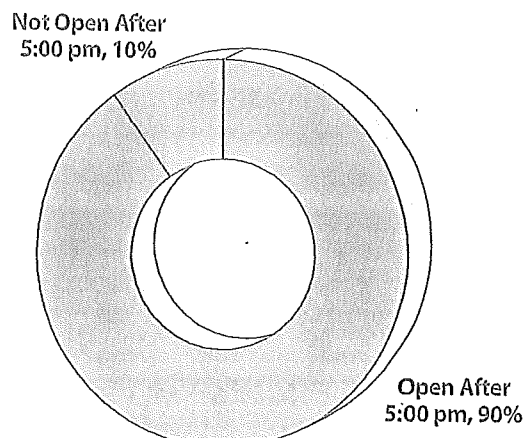
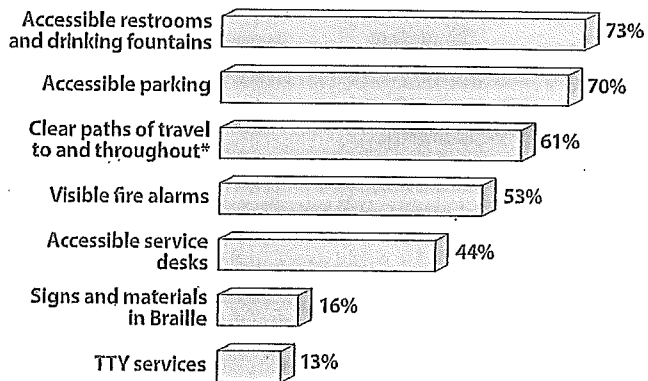


Figure 4c: Average Number of Hours/Week Centers are Open



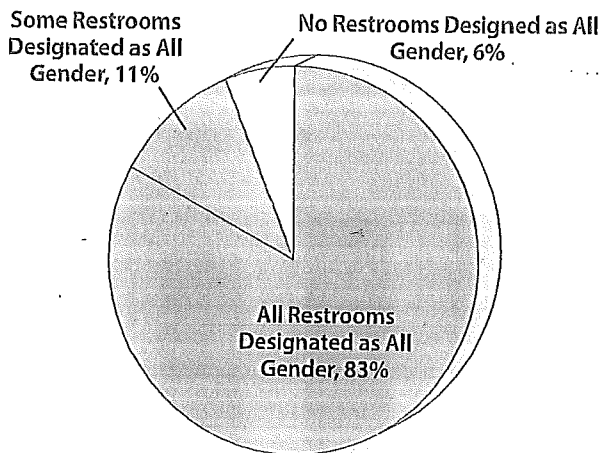
Note: May not total 100% due to rounding.

**Figure 5: Centers Strive to Make Their Spaces Accessible**  
 % of centers (n=128)



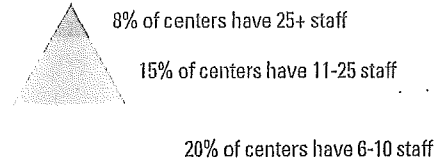
\* Includes, if necessary, automatic doors, handrails, ramps, and/or elevators.

**Figure 6: Many Centers Have All Gender Restrooms**  
 % of centers (n=115)



Note: May not total 100% due to rounding.

# LGBT COMMUNITY CENTER STAFF



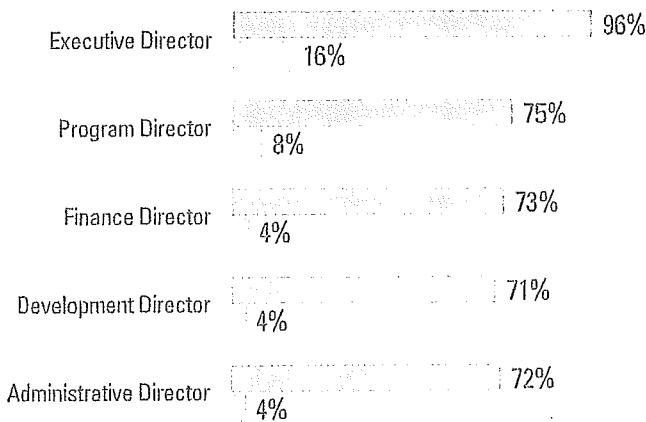
**1,940**  
**TOTAL STAFF**  
at 127 LGBT community centers

32% of centers have 1-5 staff

25% of centers have *no* staff; rely on volunteers

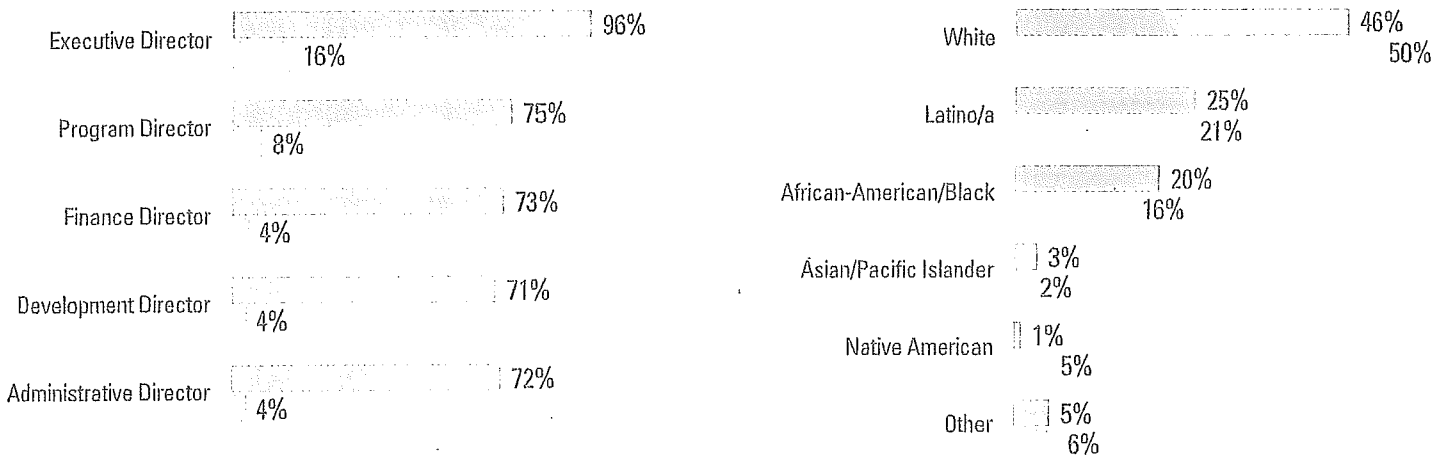
## SMALL CENTERS HAVE LIMITED STAFF

*% of centers with full-time paid staff*



## A MAJORITY OF CENTER STAFF ARE PEOPLE OF COLOR

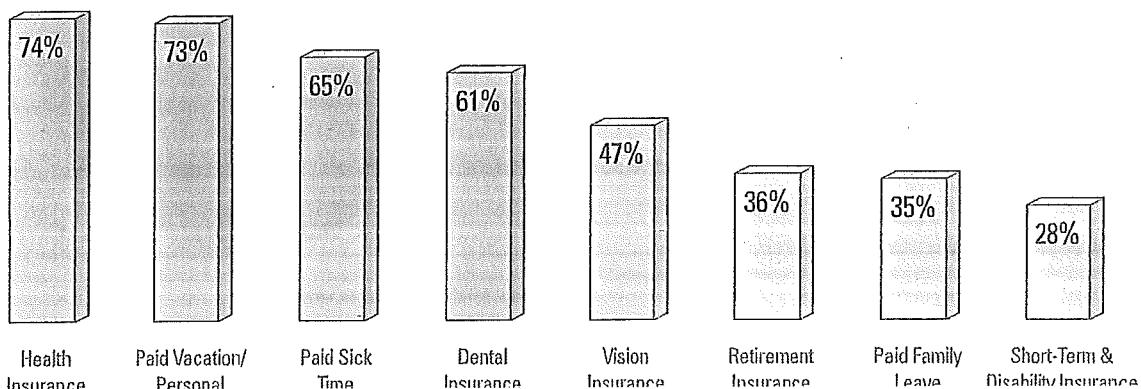
*% of all paid staff*



Large Centers    
  Small Centers    
  All Staff    
  Senior Staff

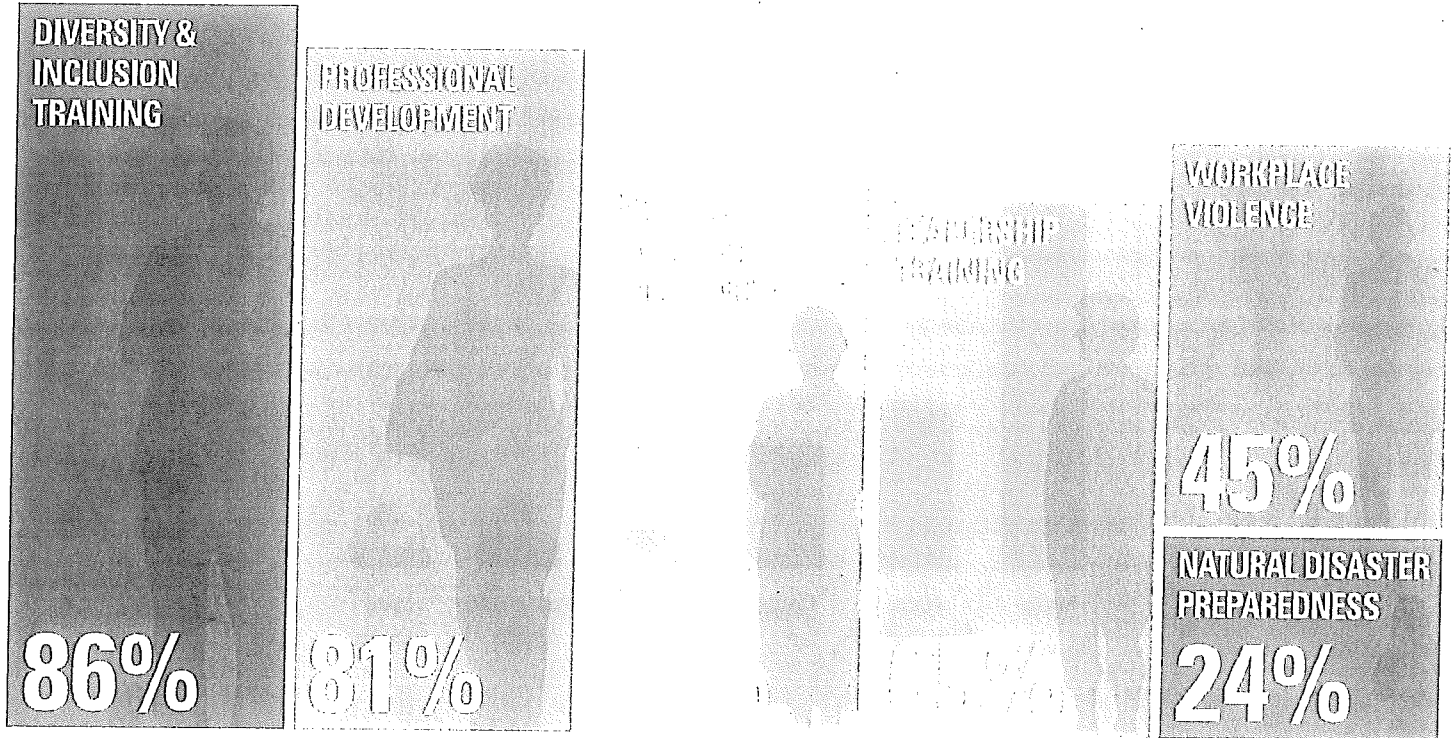
## THREE-QUARTERS OF CENTERS OFFER HEALTH INSURANCE

*% of centers with paid staff (n=95)*



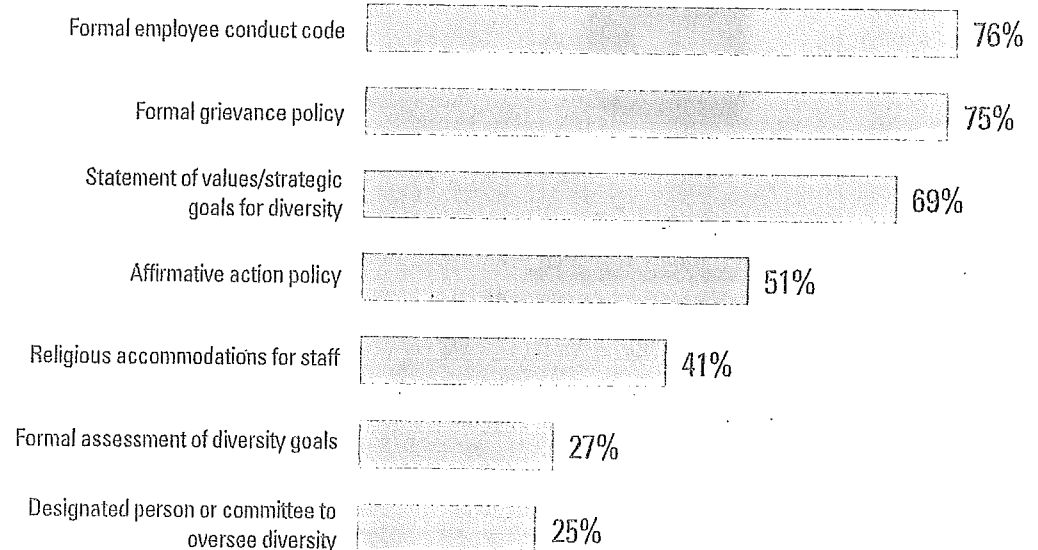
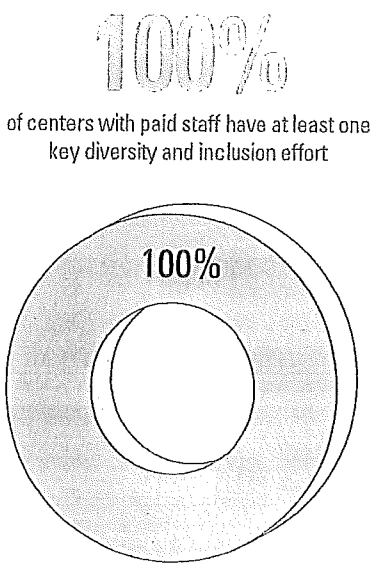
# MANY CENTERS OFFER TRAININGS FOR STAFF

% OF CENTERS WITH PAID STAFF



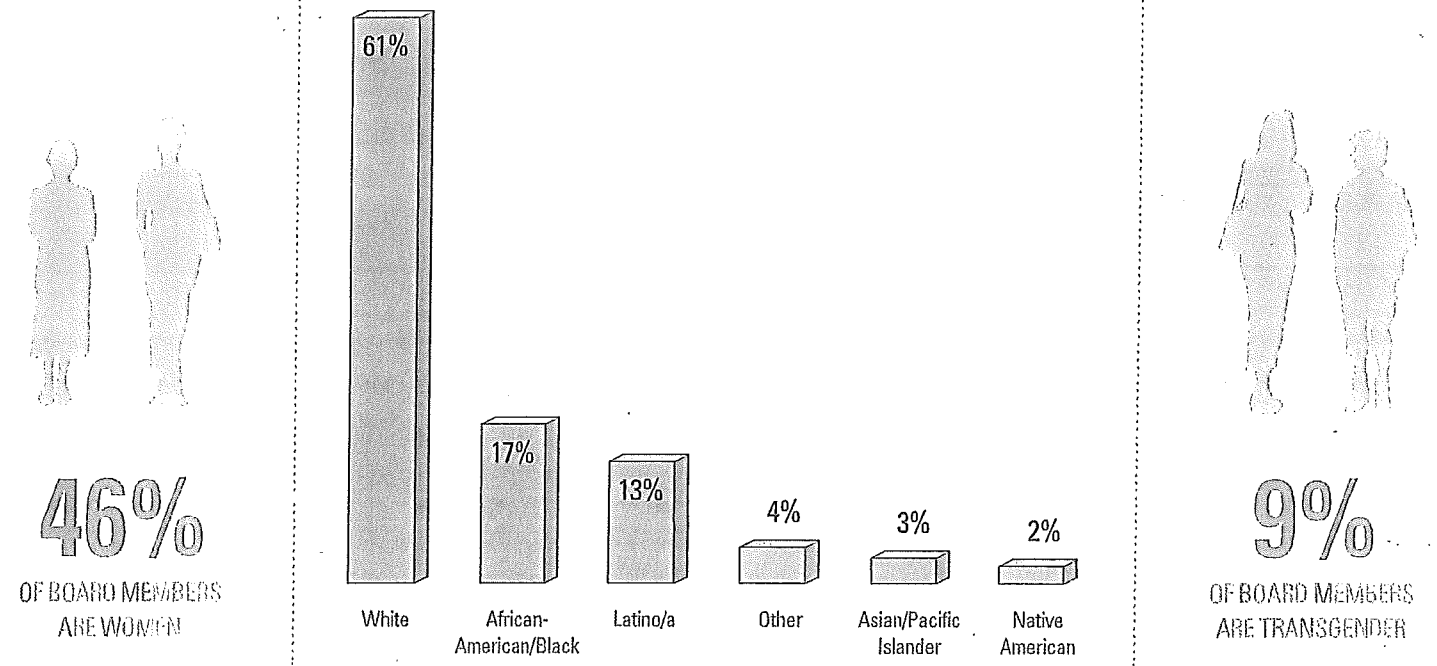
## ALL CENTERS HAVE KEY DIVERSITY & INCLUSION EFFORTS FOR STAFF

*% of centers with paid staff*

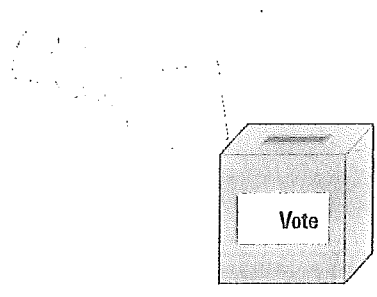


# BOARD MEMBERS REFLECT BROADER POPULATION IN THE U.S.

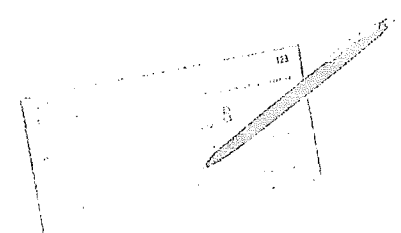
% OF BOARD MEMBERS BY RACE/ETHNICITY



**63%** of centers have boards of directors that are elected or voting boards (as opposed to self-selected boards)

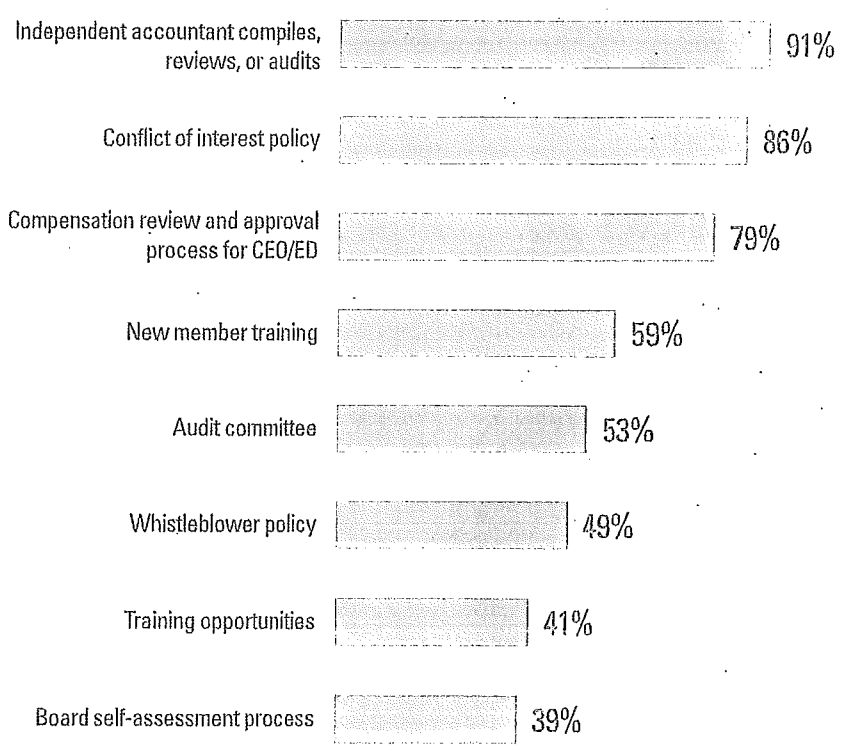


**55%** have a "give or get" financial requirement of board members (only 25% of small centers have this requirement, compared to 78% of large centers)



## KEY BOARD GOVERNANCE PRACTICES

% of centers



## Center Boards of Directors

LGBT community centers rely on their boards of directors for governance, guidance, and to ensure the center is led and advised by members of the community. Three-quarters of large centers (78%) require that board members financially contribute to the center through a "give or get," while only one-quarter of small centers (25%) have this requirement. Most centers have at least three key governance practices: a conflict of interest policy for board members; that an independent accountant compiles, reviews, or audits the financials of the center; and that the board conducts compensation review and approval for the executive director. An infographic on the previous page highlights key demographics of boards and board policies.

## Center Finances

LGBT community centers have very different financial resources, as shown in *Figure 8* on page 14, but, in total, the 118 centers that provided 2018 budget information reported combined projected annual 2018 expense budgets totaling \$231.3 million. Just under half of centers (45%) have budgets of \$150,000 or less, while just eight centers have budgets greater than \$6 million. It is not surprising that the staff capacity of centers also varies greatly given the variation in overall resources. *Figure 7* on page 14 shows that large centers receive the greatest share of their revenue from program income, followed by individual contributions.

## Fundraising

LGBT community centers rely on individuals, corporations, foundations, and grants to provide the services and programs their communities need. Many centers (64%) have a development or fundraising plan currently in action, and 38% of centers plan to create or update their plan in the next year.

Fewer than one-in-three centers participated in a specific giving day; 22% participated in a city, regional, or state giving day; 27% participated in the annual "Give Out Day" focused on giving to LGBT organizations; and 31% participated in Giving Tuesday, a day of nonprofit giving after the Thanksgiving holiday.

## Government Grants

Large LGBT community centers report that one-quarter (24%) of total revenue in 2017 came from

SPOTLIGHT



**Queer and Trans People of Color  
Leadership Summit**  
OUT Boulder County



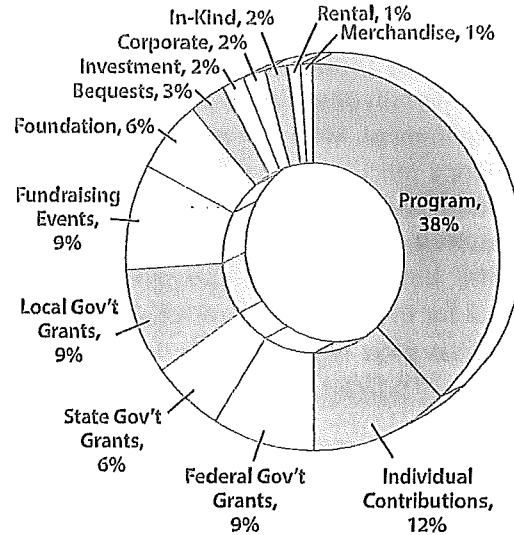
Out Boulder County's Queer and Trans People of Color (QTPOC) Leadership Summit got off to a strong and inspirational start with the initial retreat. Eighteen QTPOC participants from Boulder and Weld Counties came together to connect across their diverse experiences, identify their personal mission statements and strengths, begin to plan out their action plan for community impact, and network with one another and other community leaders at the closing reception. Participants report that the weekend-long retreat, guided by the talented facilitators Corey and Danny from Maven Leadership Collective, was intense, powerful, and a call to action. Many also spoke to the impact of being in a QTPOC-only space for the duration of the retreat. Leaders from across the community—a good combination of people of color and white people, LGBT, cisgender, and straight—attended the reception to learn about the program, hear from the QTPOC leaders, and begin the discussions of how to better work together and leverage resources.

While the power of the weekend is shining through, the fact that the work is just getting started is evident and central. The QTPOC cohort will continue to meet at three additional gatherings to identify focus areas and work groups, crystalize projects, connect with existing allies, and support one another. **Out Boulder County** is ready and willing to face the challenges, dig into the work of centering traditionally marginalized voices, and welcome the transformation that will come out of this vital, deep work. The center calls all volunteers, fans, allies, partners, and community members into this process. The center is also thankful for the support and engagement of all our community members in this process of transformation.



government grants. Overall, nearly half of LGBT community centers receive at least one federal, state, or local government grant of \$10,000 or more, as shown in the infographic on page 16. Used to provide programs and services ranging from HIV and STI prevention and care to housing, these government grants are an important investment in centers. Yet many centers report that they are constrained in their ability to apply for government grants by the lack of staff time to write grants.

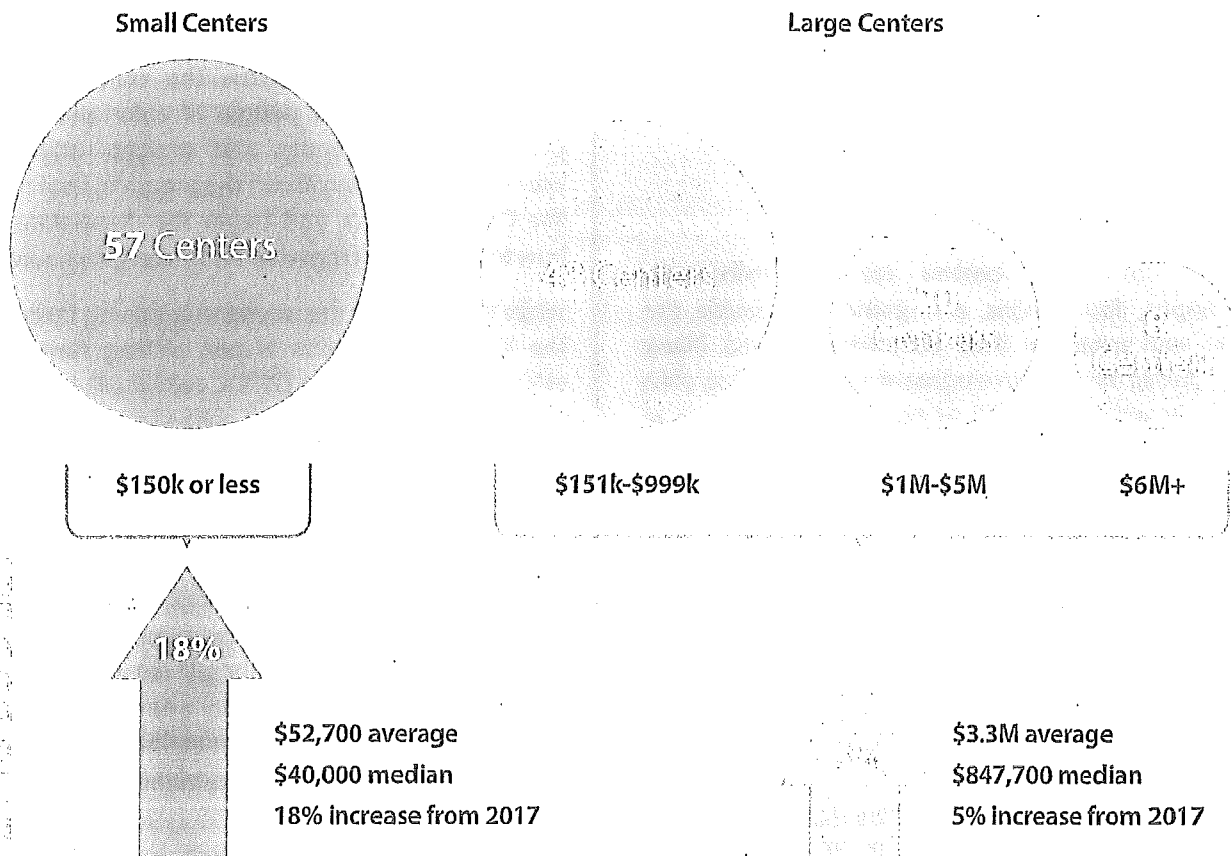
Figure 7: Large Centers Receive the Largest Share of Revenue from Program Income  
2017 Combined Revenue of \$214M (n=58 centers)



Note: May not total 100% due to rounding.

Figure 8: Breaking Down the Numbers: LGBT Community Center Finances

Most Centers Have Budgets of \$150K or Less  
All Centers (n=128)



## SPOTLIGHT

**Building LGBTQ Leaders Through Retreats and the Outdoors**

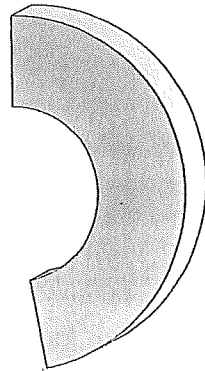
Recognizing the need to grow the next generation of LGBTQ leaders, several community centers have created youth leadership programs, frequently with an outdoor or retreat component.

**one-n-ten**, an LGBTQ youth serving organization in Phoenix, AZ, runs **Camp OUTdoors!**, which offers youth-empowerment workshops, led by college professors, LGBTQ professionals, and leaders of the LGBTQ movement. Started in 2008, the program has grown to serve up to 175 campers each year. Campers travel from across the United States, Canada, and Mexico. **Camp OUTdoors!** helps young people build community through fun team building activities and over 50 educational workshops, facilitated by community volunteers, organizations, and professionals.

**Identity Alaska** offers the Alaska Youth Leadership Summit in the summer and again in the winter for youth ages 13-18 from across the entire state of Alaska. The summits include workshops and trainings to educate youth on healthy life skills and relationships, develop leadership skills, and empower youth to be change agents in their communities. The winter retreat is a one-day experience held in Anchorage, and the summer retreat is three days at a camp in Kenai, Alaska.

The Rainbow Alley at **The GLBT Community Center of Colorado** offers "Summer Academy," a two-week career exploration, higher education connection, and leadership development camp for LGBTQ youth. Youth travel across the state to connect with LGBTQ and allied professionals and spend time at the Woodbine Ecology Center. There they enjoy the outdoors, hike in the moonlight, and participate in an ecological service project.

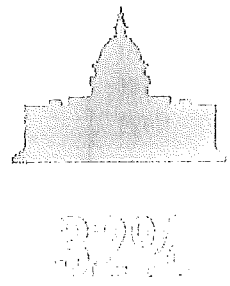
# HALF OF LGBT COMMUNITY CENTERS RECEIVED GOVERNMENT GRANTS IN 2017



47%

OF CENTERS RECEIVE AT LEAST ONE GOVERNMENT GRANT OF \$10K+, TOTALING MORE THAN \$50.6 MILLION

## OF THE 219 GOVERNMENT GRANTS OF \$10K OR MORE TO 57 PARTICIPATING CENTERS:



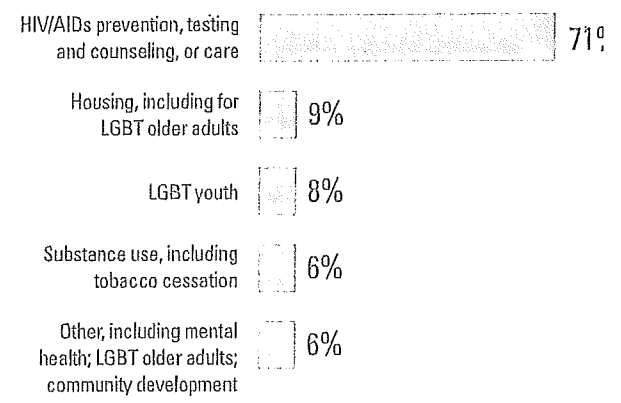
Federal Government



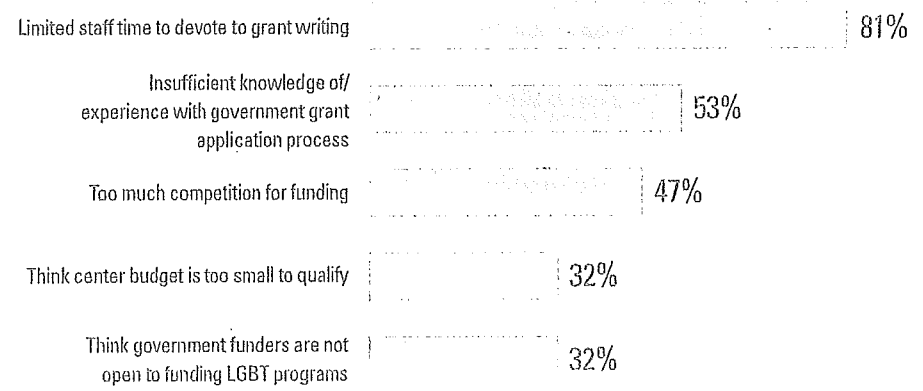
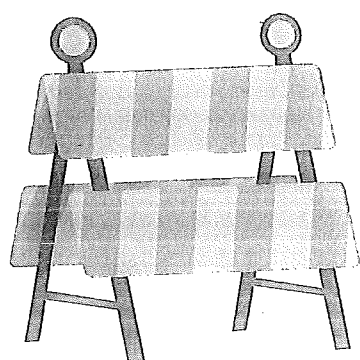
State Government



Local Government



## KEY BARRIERS TO RECEIVING GOVERNMENT GRANTS





## PROGRAMS & SERVICES

LGBT community centers participating in the 2018 LGBT Community Center Survey were asked about the type of programs they offer and the patrons they serve. The results, summarized in *Figure 9*, show that LGBT community centers provide vital, diverse programming that reflects the communities they serve—communities that are racially and ethnically diverse, have concentrations of poverty, and include many transgender people. Nearly three in ten centers

(29%) offer services online, including live streaming of events, online social spaces for youth, and online chat. Large centers spent three-quarters of every dollar spent (74%) on program-related expenses, exceeding national standards for nonprofit efficiency. Additionally, more than 14,200 people volunteer at the participating community centers annually—volunteering nearly half a million hours (495,200 hours) each year, as shown in the infographic on the next page.

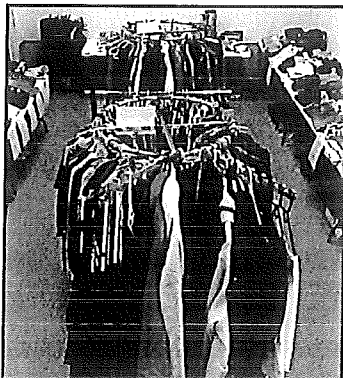
**Figure 9: Programs Offered by Community Centers**  
% of centers



**SPOTLIGHT**



**Clothing the Community**  
*The CENTER on Strawberry*



Twice a year, the **CENTER on Strawberry** in Washington, PA, hosts a clothing swap called "The Wardrobe." Community members donate clean, gently used clothing, shoes, and accessories. Recently, the CENTER partnered with EQT Corporation, a natural gas company, to collect clothing, shoes, and purse donations at two of their nearby locations. During a monthly community potluck, community members are invited to come and shop and take clothing, shoes, and accessories. This program has been very successful with LGBT community members. Any unclaimed items are then distributed to the general nonprofit community. At the most recent event, five other local organizations received donations. This program brings people into the center's building who would not otherwise visit and spreads goodwill outside the building with other organizations that weren't aware that that the center existed.

# WHO IS SERVED BY LGBT COMMUNITY CENTERS?

40,550

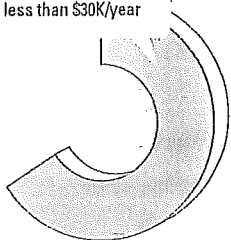
CLIENTS PER WEEK

5,500

REFERRALS PER WEEK

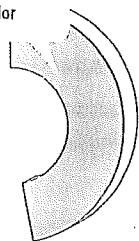
66% OF CENTERS

More than half of patrons make less than \$30K/year



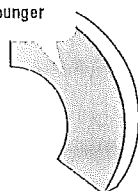
47% OF CENTERS

More than half of patrons are people of color



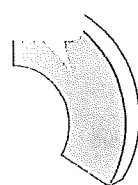
35% OF CENTERS

More than half of patrons are youth ages 29 or younger



34% OF CENTERS

More than half of patrons are men



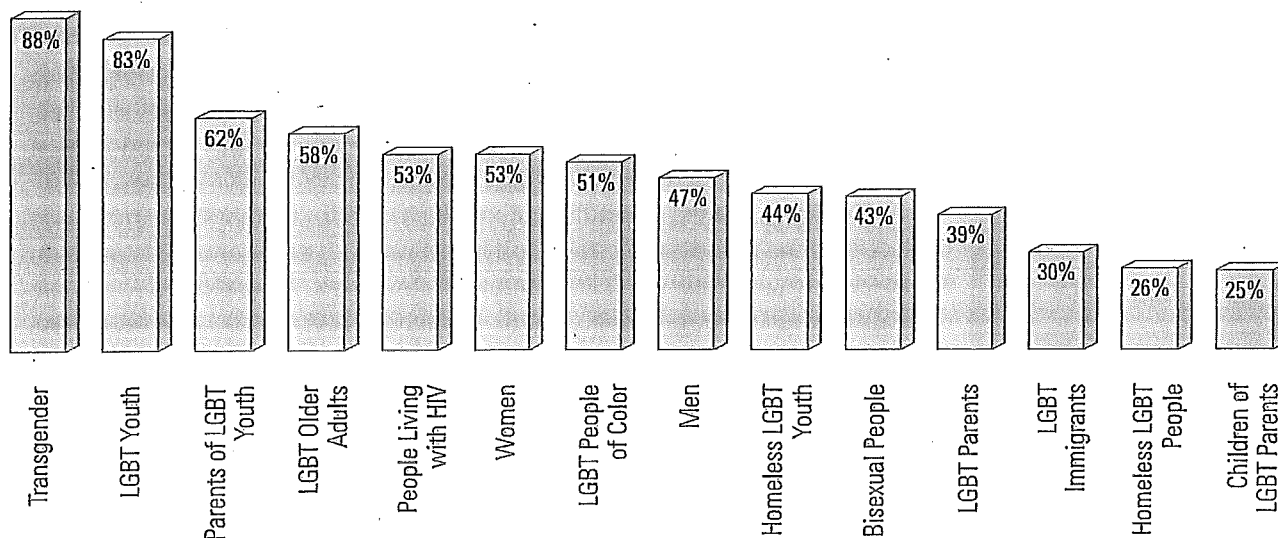
15% OF CENTERS

More than half of patrons are transgender



## CENTERS OFFER DIVERSE PROGRAMMING TO SERVE LGBT COMMUNITY

% OF CENTERS OFFERING POPULATION-SPECIFIC PROGRAMMING (N=120)



## SPOTLIGHT



## Building Community and Fostering Support for LGBT Elders



As the number of LGBT people ages 55 and older increases, community centers are responding with programming, supportive services, and trainings to ensure that LGBT older adults can age successfully in their communities.

The Diversity Center in Santa Cruz, CA, has a 60Plus Senior program that is booming. Its mission is to offer LGBT seniors in Santa Cruz County and surrounding areas opportunities to enhance their quality of life through social, recreational, and educational activities. The center hosts bi-monthly luncheons with a speaker or entertainment, which bring between 60-140 elders together in community. The program also includes separate gender-specific events which include socials and outings to help combat social isolation.

Recently, the center started conducting the Wellness Initiative for Senior Education (WISE) curriculum, a six-session wellness program. Participants say that having a space to talk about aging, medication management, depression, and the effects of drugs and alcohol as we age has been incredibly beneficial. In addition, the social component provides another opportunity to create real connections. The 60Plus Senior program is funded by the City of Capitola, the City of Santa Cruz, the County of Santa Cruz, program participant donations, and business sponsorships.

Realizing how challenging it can be for LGBT older adults to navigate the aging system, **OutReach LGBT Community Center** in Madison, WI, created a LGBT Senior Advocate Program. **OutReach's** LGBT Senior Advocate Program has three general areas of focus: community and professional trainings and presentations about LGBT seniors' concerns, strengths, and inclusion needs; individual advocacy, most commonly related to issues of discrimination or isolation; and the provision of regularly-scheduled social, health-related, and educational opportunities for LGBT seniors, with groups and events throughout the year. An OutReach staff member reaches out to senior-serving organizations in the county, conducts cultural competency training for the organizations, and catalogs the types of services they offer. The center is then better able to offer referrals to those agencies and ensure that LGBT older adults will be met with understanding and respect. Collaboration with other organizations is key.

Recent collaborative examples range from a screening of the film "Gen Silent" with the Alzheimer's Association and Sun Prairie's Public Library, to an LGBTQ Comedy Night and dinner social at the Madison Senior Center. Fifty local LGBT-affirming religious organizations have just received brochures about the Program's services to share with their congregations. An LGBT-specific spouse/partner loss group has been developed with Agrace HospiceCare, and a falls-prevention class through the Safe Communities program is about to start. The Am I Welcome Here? Project is a major, ongoing educational effort, targeting assisted living and memory care facilities to offer trainings on best practice around LGBT seniors' needs. Program staff worked with local media to get the word out, including multiple recent radio presentations, an article in the upcoming *Journey of Aging* journal, and a regular feature in *Our Lives* LGBTQ+ magazine.

SPOTLIGHT



## Supporting Transgender Children, Youth, and Their Families

A number of centers across the country are providing thoughtful and creative programs to support transgender and gender non-conforming (TGNC) children and their families. These programs foster community among TGNC children and youth while also providing support for parents and caregivers in navigating systems including schools and healthcare providers.

Space to Be Me, a program run by the Magic City Acceptance Center in Birmingham, AL, serves parents and transgender children under the age of 14. While the parents meet in a professionally facilitated group, there is also a supervised space for children to meet, connect, and participate in activities with other trans and non-binary youth.

Four Corners Rainbow Youth Center in Durango, CO, offers a supervised "transgender playgroup" for youth ages 5-11, where youth can socialize while a parent support group happens simultaneously. One parent shared that her child is often consumed with anxiety about their gender identity, so it can be hard for them to relax and be a kid. When they attend the playgroup with other non-binary youth, she explained that her child experiences "gender euphoria."

WJCS Center Lane, an LGBTQ youth and community education center in Westchester, NY, offers TransParentcy, a support group where trained facilitators meet with trans and gender non-conforming youth in one room and their parents and caregivers in a room next door. Topics include navigating difficulties and celebrating successes; meeting others and building community; sharing resources and knowledge; and expanding knowledge of issues including social, medical, and legal transition, healthcare, schools, and coming out.

The Kaleidoscope Youth Center in Columbus, OH, offers the Genderscope program, which serves TGNC youth of ages 12-20. Meeting twice a week, Genderscope provides a safe and affirming environment for TGNC youth to engage in group discussion, community-building, advocacy efforts, inclusive sex education, self-care, and physical health and wellness activities. There is also a parents and families support group that meets simultaneously to engage in discussions about safety and wellness for TGNC youth. This is Kaleidoscope's highest attended program.

In September 2017, Resource Center in Dallas, TX, launched the new GenderBrave program to serve TGNC young adults, ages 18-29. GenderBrave uses a peer-led, evidence-based model in which a core group of members develop and facilitate weekly programs and quarterly events that encourage healthy connections, build self-confidence, and create a sense of community. The program includes a focus on HIV prevention using health education and risk reduction messaging developed by program participants. The Center's Gender Identity Night is a weekly support group for TGNC youth, ages 12-18, to discuss shared experiences, encourage one another, and build peer support networks. The Parents of Trans Youth Workshop offers parents and guardians of TGNC youth a safe space to learn about gender identity and expression, find support, and explore the resources available to them.

SPOTLIGHT



**Leading the Charge After Budget Cuts to HIV Testing Programs**  
*The Frederick Center*

After the federal government cut Ryan White funds to states that had been supporting access to HIV testing, the State of Maryland appropriately focused most of the remaining dollars it received through this program to support outreach testing in Baltimore, which has very high rates of HIV infection. Faced with this shortfall, Frederick County Health Department could no longer offer outreach testing for HIV at community events such as Frederick Pride, healthcare festivals, and other public gatherings. The Frederick Center in Frederick, MD responded by partnering with the Frederick County Health Department to purchase OraSure Home HIV test kits at a discounted cost (roughly \$31 each) and make these available without cost to any community member at community events, through the Health Department, or directly. Along with the kits, recipients also receive a listing of healthcare providers they can contact if the test is positive.

Working cooperatively through the Frederick HIV Coalition, a partnership that includes not only The Frederick Center but also with the Frederick County Health Department, HIV Ministry of The Frederick Church of the Brethren, Asbury United Methodist Church, Hood College, Asian American Center of Frederick, Frederick County Alumnae Chapter, Delta Sigma Theta Sorority, Inc., and Chi Theta Omega, Alpha Kappa Alpha Sorority, Inc., The Frederick Center has been able to underwrite the purchase of test kits.

Since the Home HIV Test Kit program started, the Frederick County Health Department has had outreach testing funding restored and is now offering this service once more. The test kit distribution program is now offered in tandem with on-site testing, with the Frederick HIV Coalition supporting both approaches in order to increase the number of people who know their status.

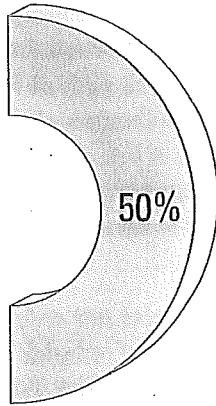
SPOTLIGHT



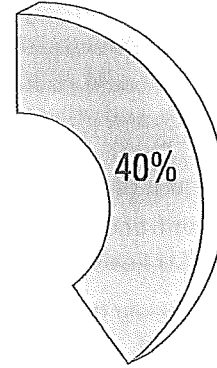
**Bringing Fresh Food to the LGBT Community**  
*Bradbury-Sullivan LGBT Community Center, Allentown, PA*

By using LGBT HealthLink's wellness needs assessment tool and partnering with LGBT HealthLink, a program of CenterLink, Bradbury-Sullivan LGBT Community Center learned that two-thirds of their local LGBT community doesn't eat the recommended servings of vegetables each day. In response, the center developed a partnership with Crooked Row Farm, a woman-owned certified-organic farm in their community. Crooked Row Farm grows more than 40 different vegetables at their Lehigh County farm. Community members can sign up for a full or half share in their CSA (community-supported agriculture) and then pick up their vegetables each week at Bradbury-Sullivan LGBT Community Center throughout farm season. In addition, this partnership also includes healthy eating workshops at the center led by Crooked Row Farm. As an added employee benefit, Bradbury-Sullivan LGBT Community Center provides a half-share of vegetables for each employee to promote workplace wellness.

# PERCENT OF CENTERS OFFERING PROGRAMS FOR...



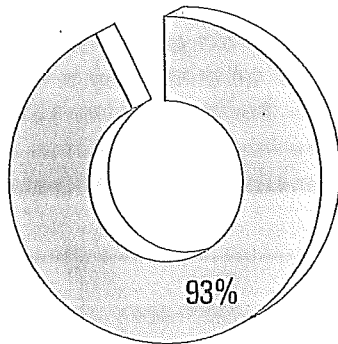
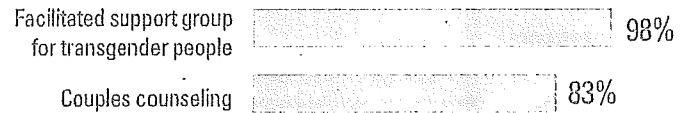
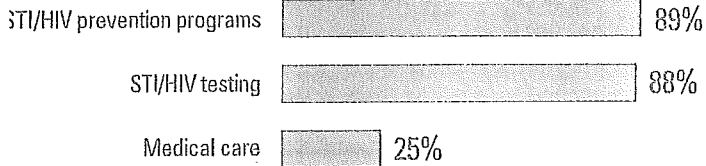
PHYSICAL HEALTH



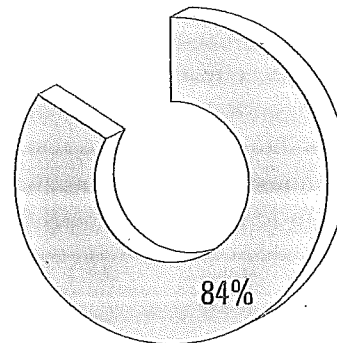
MENTAL HEALTH

**PHYSICAL HEALTH SERVICES**  
**961,700**  
CLIENTS SERVED IN 2017 (UP 17% FROM 2016)

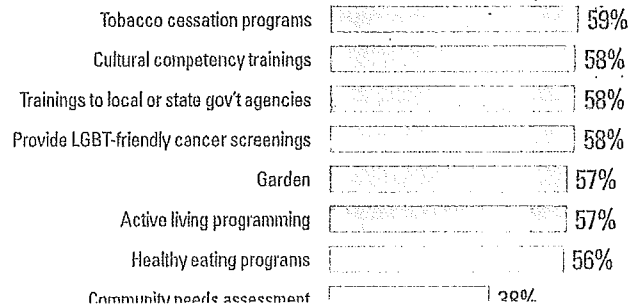
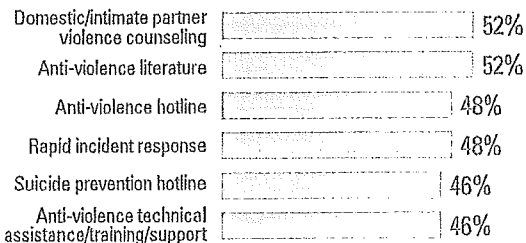
**MENTAL HEALTH SERVICES**  
**32,800**  
CLIENTS SERVED IN 2017 (UP 57% FROM 2016)



ANTI-VIOLENCE



WELLNESS





## Physical and Mental Health and Wellness Programs

Two-thirds of participating LGBT community centers (68%) reported providing some direct physical and/or mental health services (including counseling, peer-led programs, and support groups, as well as physical health and other mental health services). Only six centers participate in the federal 340B program, which allows them to purchase pharmaceuticals at a reduced price and pass the savings on to their clients. Additionally, centers participate in activities to improve the overall well-being of their communities, ranging from community needs assessments, trainings for healthcare providers, and programming focused on health and wellness. These centers provide vital health services to the LGBT community in an environment that is competent and respectful of their identities. The infographic on the previous page offers an overview of key programs that centers offer.

## Computer Access and CyberCenters

Nearly three-quarters (74%) of LGBT community centers offer computer access and computer-related programs to patrons, as shown in the infographic on the next page. The majority of centers offering computer services (68%) are large centers with budgets of \$150,000 or more. Of centers offering computer services to patrons, slightly more than one-third of these centers (37% of centers with computer services) offer these services through the David Bohnett CyberCenter Program.

## Community Education and Advocacy Programs

Nearly all LGBT community centers (93%) engage in policy-related activities geared toward improving the lives of their patrons and their broader community, with the most frequent activities being educating the public about key issues impacting LGBT people and participating in coalitions or collaboratives with goals including changing public policy (see the infographic on page 25). Centers reported a wide range of priority policy areas ranging from advancing transgender equality, nondiscrimination protections, and issues of safe schools and anti-bullying for LGBT youth.

### SPOTLIGHT



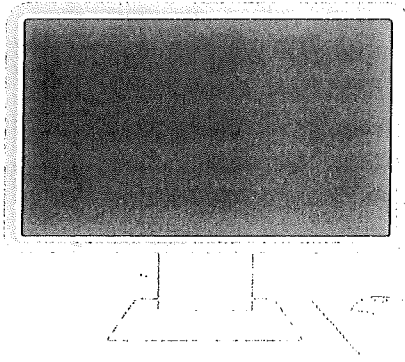
### Advancing LGBT State Policy *The Lesbian, Gay, Bisexual & Transgender Community Center*

The Center in New York, NY, has launched a new, statewide advocacy program called RiseOut. While advocacy work has always been a part of The Center's mission, RiseOut provides an opportunity for The Center to dig in more deeply and work in the trenches for LGBT civil rights in New York State. There has been no major legislation advancing LGBT equality in New York State since 2011. The LGBT community in New York State, numbering more than one million people, needed an entity to coordinate an agenda and community mobilization efforts for the advancement of LGBT-affirming policies and protections. The program consists of four main pillars:

1. Organizing, leading, and supporting the diverse intersections of the LGBT population;
2. Enforcing, protecting, and advancing LGBT rights through proactive policy and legislative work;
3. Educating, empowering, and mobilizing the community via the provision of civic engagement tools and trainings, and aligning with other progressive movements; and,
4. Incubating and developing the next generation of thought-leaders and activists through a small grant-making program.

The Center has hosted statewide conversations with activists, advocates, community members, and stakeholders to identify priority issues that reflect diverse perspectives. In addition to center-led activities, The Center collaborates with colleague organizations to work on legislation and current issues that the center's community members care about deeply. Finally, to ensure meaningful participation across the community, The Center has also launched virtual and in-person tools for community members to inform, engage, and empower LGBT individuals to effectuate change on behalf of the community.

# COMPUTER ACCESS THROUGH COMMUNITY CENTERS



**74%** OF CENTERS OFFER COMPUTER ACCESS AND PROGRAMMING

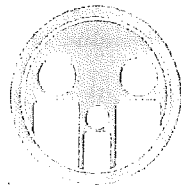
## KEY ACTIVITIES



Job searching



Entertainment

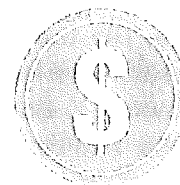


Staying in touch with family and friends

## KEY CHALLENGES



Lack of staff or volunteer to manage

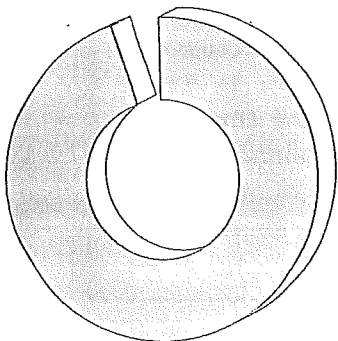


Cost of infrastructure



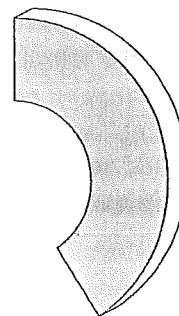
Lack of space

## OF CENTERS OFFERING ACCESS AND PROGRAMMING:



**95%**

PROVIDE ACCESS FREE OF CHARGE



**41%**

HAVE SEEN INCREASED DEMAND OVER THE PAST TWO YEARS



# CENTERS ARE ACTIVE IN INFLUENCING PUBLIC POLICY

% OF CENTERS (N=116)

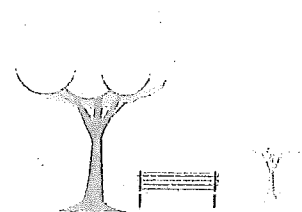
## 93% OF ALL CENTERS ENGAGE IN PUBLIC EDUCATION AND ADVOCACY TO INFLUENCE PUBLIC POLICY

### OF THESE CENTERS:

31% Engage at the federal level

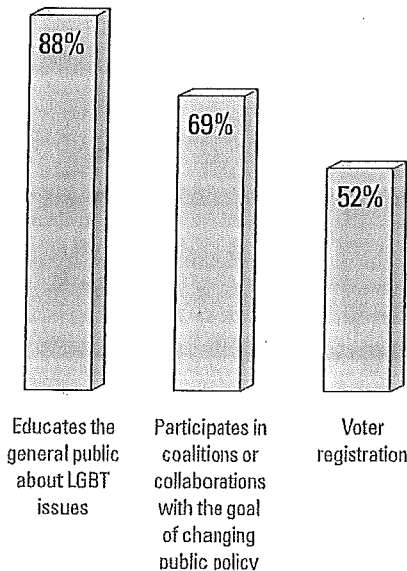
67% Engage at the state level

78% Engage at the local level

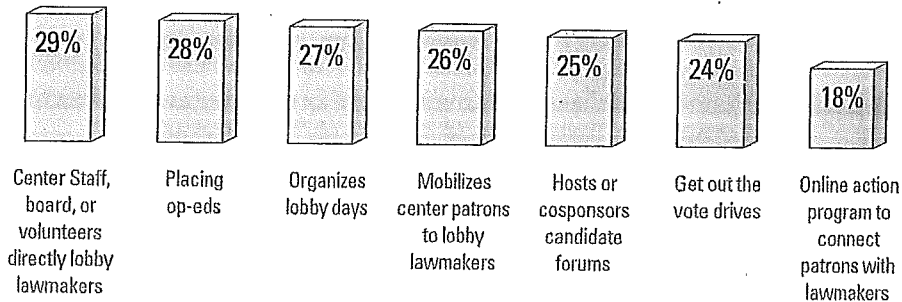


(Note that some centers may engage at more than one level)

#### MOST FREQUENT ACTIVITIES FOR CENTERS



#### LEAST FREQUENT ACTIVITIES FOR CENTERS



## MAJOR CHALLENGES AND OPPORTUNITIES

As noted throughout this report, centers identified several challenges and opportunities in serving their communities.

- **Computer Access.** When asked to rank their top three computer-related challenges, centers participating in the Bohnett CyberCenter program identified the lack of a dedicated staff person or volunteer to manage or oversee computer resources as their biggest challenge. The most frequently cited challenges faced by non-CyberCenters were an inability to afford the infrastructure, a lack of staff time to oversee the program, and a lack of space for equipment.
- **Government Grants.** A vast majority of centers (81%) said that a lack of staff time to devote to grant writing was a major challenge to receiving government grants, while half of centers (53%) said they had insufficient knowledge of or experience applying for government grants.
- **Community Education and Advocacy.** While nearly all centers engage in community education and advocacy, many centers cited challenges related to lack of staff or staff capacity (41% of all centers) and centers' 501(c)(3) tax exempt status (41%), the latter indicating a lack of full understanding about how centers can *legally* engage in public policy advocacy.
- **Overall Challenges.** Centers were asked to identify their top non-financial barriers. The most frequently noted barrier for centers was related to staffing—staff turnover, knowledge and capacity, and time.
- **Opportunities.** There was consistent interest on the part of participating centers for technical assistance on all the topics proposed, with two in five centers saying they are “very interested” in each of the following topic areas: strategic planning (44%), fundraising (45%), program development (46%), financial management (44%), leadership development (45%), board development (45%), and LGBT cultural competency (45%).

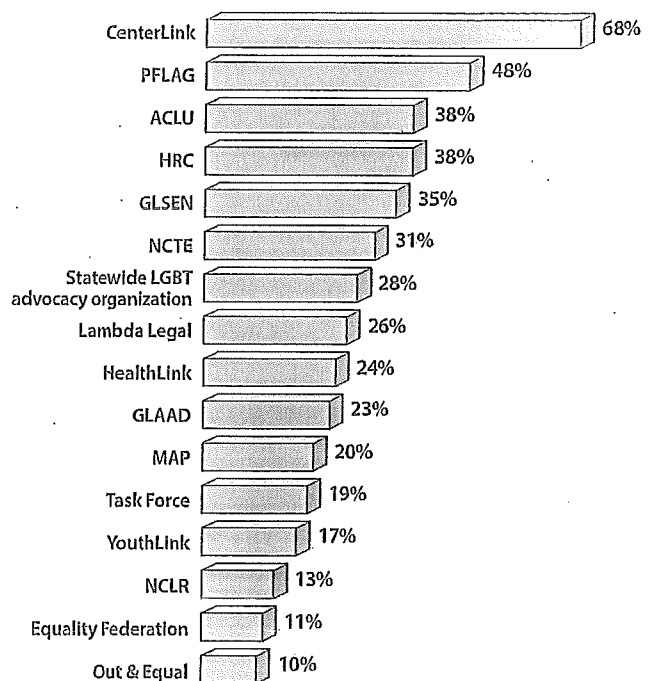
LGBT community centers reported receiving technical assistance and support from a variety of sources, including:

- **CenterLink.** Two-thirds of centers (67%) reported that they had received email or webinar training from CenterLink, which seeks to increase the

capacity and strength of LGBT community centers, while 68% said they'd received technical assistance from CenterLink. Approximately half of centers (42% and 45%, respectively) report that staff have attended the CenterLink Leadership Summit or use CenterLink's online member portal. One-third of centers (37%) participated in CenterLink's annual Center Awareness Day.

- **HealthLink.** Just under half of LGBT community centers have interacted with the LGBT HealthLink, a program of CenterLink that works to enhance LGBT health by reducing tobacco, cancer, and other health disparities within our communities, while 24% reported receiving technical assistance.
- **LGBT Organizations.** LGBT community centers engage with other LGBT advocacy organizations for technical assistance. As shown in *Figure 10*, nearly half of centers indicated they'd received assistance from PFLAG (48%), followed by ACLU (38%), HRC (38%), GLSEN (35%), and NCTE (31%). Given that these organizations have chapters throughout the country and/or engage on policy issues ranging from youth in schools to transgender people, it is not surprising that these organizations are frequently called on to provide assistance to centers.

**Figure 10: Centers Rely on Many LGBT Organizations for Technical Assistance**  
% of centers receiving assistance (n=108 centers)



The 2018 LGBT Community Center Survey Report provides a snapshot of the landscape of LGBT community centers across the country. Serving 40,550 people each week, LGBT community centers are a vital part of communities, offering programs for LGBT people ranging from healthcare to social programs and increasing public understanding of LGBT people and their lives. The field remains strong—and growing with new centers being founded to serve LGBT people across the country—though many centers report doing as much as they can with limited staffing and financial resources, and support from LGBT people, government grants, and their broader communities.

This report finds a wide gulf between large centers and small centers, where small centers face very basic challenges: a lack of resources and paid staff. Given that many of these centers work in communities with few other LGBT organizations, investing in these centers is a targeted and focused way to increase the infrastructure of the LGBT movement and the support for LGBT people living across the country.

Given the critical role of LGBT community centers, CenterLink and MAP recommend that the LGBT movement, LGBT people, funders, governments, and communities consider how to provide centers with additional support and assistance to grow and sustain their programs: Specific recommendations include:

- **Build the capacity of centers to fundraise, to seek government grants and other diverse revenue streams, and to grow.** While 71% of large centers have a development director, only 4% of small centers have a full-time paid staff person who can lead the organization's fundraising. And even large centers report that the time and expertise required to secure government grants is a challenge to diversifying their funding. Given that centers provide vital services to LGBT people in communities around the country, and yet many patrons are less economically secure, increasing the number of LGBT and allied donors to the communities centers should be a priority.

- **Continue to invest in staff and board development.** This report finds that three-quarters of centers offer health insurance and many offer trainings for staff. Despite this, turnover remains high among center staffs, and centers report that a lack of staff hinders the variety and number of programs they can offer. Centers should continue to invest in staff through pay and benefits but also leadership development and training opportunities. While nearly all centers report at least one best board governance practice, increasing the professionalism and development of center boards will allow centers to rely on their boards for more advice and guidance.
- **Mobilize centers in important public education and advocacy work.** With CenterLink's new program, Center Action Network, centers are increasingly recognized as places for public education and mobilizing LGBT people to improve the laws and policies that impact them. Many centers reported hesitancy in engaging in advocacy because of a lack of board support or the constraints placed on nonprofit organizations. This highlights the need for increased education for organizational staff and board members about the role of centers in increasing voter registration, sharing information about laws and policies that impact LGBT people, and educating policymakers about the needs of LGBT people in their communities.

## APPENDIX A: SURVEY EVALUATION

Each time the survey is conducted, MAP and CenterLink solicit input and feedback from participating centers—and nonparticipating centers. While the survey is only conducted every two years, both the response rate (58%) and the feedback about the length of the report suggest that there may be ways to streamline the survey itself and make it easier for centers to participate. Despite this feedback, virtually all centers (99% of participating centers) agree or strongly agree that the survey: a) collects important information for the LGBT movement to know; b) collects important information for LGBT funders and donors to know; and c) the information collected is important for the LGBT community center field to know.

## APPENDIX B: DIRECTORY OF PARTICIPATING CENTERS

### Alaska

Identity  
Anchorage, AK  
[www.identityinc.org](http://www.identityinc.org)

### Alabama

Equality Shoals Foundation  
Florence, AL  
[www.equalityshoals.org](http://www.equalityshoals.org)

Magic City Acceptance Center  
Birmingham, AL  
[www.birminghamaidsoutreach.org](http://www.birminghamaidsoutreach.org)

Rainbow Mobile, Inc.  
Mobile, AL  
[www.rainbowmobile.org](http://www.rainbowmobile.org)

### Arkansas

Northwest Arkansas Equality, Inc.  
Fayetteville, AR  
[www.nwaequality.org](http://www.nwaequality.org)

### Arizona

More Than Bars  
Phoenix, AZ  
[www.morethanbars.org](http://www.morethanbars.org)

One-n-ten Youth Center  
Phoenix, AZ  
[www.oneten.org](http://www.oneten.org)

### California

Diversity Center  
Santa Cruz, CA  
[www.diversitycenter.org](http://www.diversitycenter.org)

Diversity Collective's  
Community Resource Center  
Ventura, CA  
[www.diversitycollectivevc.org](http://www.diversitycollectivevc.org)

Imperial Valley Resource Center  
El Centro, CA  
[www.ivlgbtcenter.org](http://www.ivlgbtcenter.org)

LGBT Community  
Center of the Desert  
Palm Springs, CA  
[www.thecenterps.org](http://www.thecenterps.org)

Los Angeles LGBT Center  
Los Angeles, CA  
[www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Mi Centro LGBTQ  
Community Center  
Los Angeles, CA  
[www.lalgbtcenter.org](http://www.lalgbtcenter.org)

North County LGBTQ  
Resource Center  
Oceanside, CA  
[www.ncresourcecenter.org](http://www.ncresourcecenter.org)

Pacific Center for Human Growth  
Berkeley, CA  
[www.pacificcenter.org](http://www.pacificcenter.org)

Pacific Pride Foundation  
Santa Barbara, CA  
[www.pacificpridefoundation.org](http://www.pacificpridefoundation.org)

Sacramento LGBT  
Community Center  
Sacramento, CA  
[www.saccenter.org](http://www.saccenter.org)

San Bernardino LGBTQ Center  
San Bernardino, CA  
[www.sblgbtqcenter.org](http://www.sblgbtqcenter.org)

San Gabriel Valley LGBTQ Center  
Arcadia, CA  
[www.sgvltgbtq.org](http://www.sgvltgbtq.org)

Solano Pride Center  
Fairfield, CA  
[www.solanopride.org](http://www.solanopride.org)

Stonewall Alliance of Chico  
Chico, CA  
[www.stonewallchico.org](http://www.stonewallchico.org)

The Center for Sexuality  
& Gender Diversity  
Bakersfield, CA  
[www.glcenterbak.org](http://www.glcenterbak.org)

The LGBTQ Center of Long Beach  
Long Beach, CA  
[www.centerlb.org](http://www.centerlb.org)

The San Diego LGBT  
Community Center  
San Diego, CA  
[www.thecentersd.org](http://www.thecentersd.org)

The Source LGBT+ Center  
Visalia, CA  
[www.thesourcelgbt.org](http://www.thesourcelgbt.org)

The Spahr Center  
San Rafael, CA  
[www.thespahrcenter.org](http://www.thespahrcenter.org)

## Colorado

Four Corners Rainbow  
Youth Center  
Durango, CO  
[www.rainbowyouthcenter.org](http://www.rainbowyouthcenter.org)

Out Boulder County  
Boulder, CO  
[www.outboulder.org](http://www.outboulder.org)

The Center  
Denver, CO  
[www.glbtcolorado.org](http://www.glbtcolorado.org)

## Connecticut

New Haven Pride Center  
New Haven, CT  
[www.newhavenpridecenter.org](http://www.newhavenpridecenter.org)

Triangle Community Center  
Norwalk, CT  
[www.ctgay.org](http://www.ctgay.org)

## Washington DC

SMYAL  
Washington, DC  
[www.smyal.org](http://www.smyal.org)

The DC Center for the  
LGBT Community  
Washington, DC  
[www.thedccenter.org](http://www.thedccenter.org)

## Florida

Compass LGBT Community Center  
Lake Worth, FL  
[www.compassglcc.com](http://www.compassglcc.com)

JASMYN - Jacksonville Area Sexual  
Minority Youth Network, Inc.  
Jacksonville, FL  
[www.jasmyn.org](http://www.jasmyn.org)

Metro Wellness &  
Community Center  
St. Petersburg, FL  
[www.metrotampabay.org](http://www.metrotampabay.org)

Pride Community Center  
of North Central Florida  
Gainesville, FL  
[www.gainesvillepride.org](http://www.gainesvillepride.org)

Pridelines  
Miami Shores, FL  
[www.pridelines.org](http://www.pridelines.org)

SunServe  
Wilton Manors, FL  
[www.sunserve.org](http://www.sunserve.org)

The LGBT+ Center Orlando, Inc.  
Orlando, FL  
[www.thecenterorlando.org](http://www.thecenterorlando.org)

The Pride Center at Equality Park  
Fort Lauderdale, FL  
[www.pridecenterflorida.org](http://www.pridecenterflorida.org)

Visuality, Inc.  
Fort Meyers, FL  
[www.visualityflorida.org](http://www.visualityflorida.org)

## Georgia

Savannah LGBT Center  
Savannah, GA  
[www.savannahlgbtcenter.org](http://www.savannahlgbtcenter.org)

The Rush Center  
Atlanta, GA  
[www.rushcenteratl.org](http://www.rushcenteratl.org)

## Hawaii

The LGBT Center  
Honolulu, HI  
[www.hawaiilgbtlegacyfoundation.com](http://www.hawaiilgbtlegacyfoundation.com)

## Iowa

Adair Co GLBT Resource Center  
Greenfield, IA  
[www.adaircoqlbtresourcecenter.com](http://www.adaircoqlbtresourcecenter.com)

## Illinois

CAAN (Community Alliance  
& Action Network)  
Joliet, IL  
[www.caanmidwest.org](http://www.caanmidwest.org)

Center on Halsted  
Chicago, IL  
[www.centeronhalsted.org](http://www.centeronhalsted.org)

The Phoenix Center  
Springfield, IL  
[www.phoenixcenterspringfield.org](http://www.phoenixcenterspringfield.org)

The UP Center of  
Champaign County  
Champaign, IL  
[www.unitingpride.org](http://www.unitingpride.org)

Youth Outlook  
Naperville, IL  
[www.youth-outlook.org](http://www.youth-outlook.org)

## Indiana

Indiana Youth Group  
Indianapolis, IN  
[www.indianayouthgroup.org](http://www.indianayouthgroup.org)

Spencer Pride Community Center  
Spencer, IN  
[www.spencerpride.org](http://www.spencerpride.org)

The LGBTQ Center, Inc.  
South Bend, IN  
[www.thelgbtqcenter.org](http://www.thelgbtqcenter.org)

## Kansas

The Center of Wichita  
Wichita, KS  
[www.thecenterofwichita.org](http://www.thecenterofwichita.org)

## Kentucky

Louisville LGBTQ+  
Community Coalition  
Louisville, KY  
[www.lgbtqlou.com](http://www.lgbtqlou.com)

1770 Circle Center  
Lexington, KY  
[www.pcsoky.org](http://www.pcsoky.org)

## Massachusetts

BAGLY  
Boston, MA  
[www.bagly.org](http://www.bagly.org)

## Maryland

The Frederick Center  
Frederick, MD  
[www.thefrederickcenter.org](http://www.thefrederickcenter.org)

## Maine

Equality Community Center  
Portland, ME  
[www.oceangateplaza.com/equality-community-center](http://www.oceangateplaza.com/equality-community-center)

## Michigan

Jim Toy Community Center  
Ann Arbor, MI  
[www.jimtoycenter.org](http://www.jimtoycenter.org)

Kalamazoo Gay Lesbian Resource  
Center (DBA OutFront Kalamazoo)  
Kalamazoo, MI  
[www.kglrc.org](http://www.kglrc.org)

Out On The Lakeshore  
Holland, MI  
[www.outonthelakeshore.org](http://www.outonthelakeshore.org)

OutCenter of Southwest Michigan  
Benton Harbor, MI  
[www.outcenter.org](http://www.outcenter.org)

The Ruth Ellis Center  
Highland Park, MI  
[www.ruthelliscenter.org](http://www.ruthelliscenter.org)

Transgender Michigan  
Ferndale, MI  
[www.transgendermichigan.org](http://www.transgendermichigan.org)

## Minnesota

SEMI Diversity Services  
(Gay/Lesbian Community  
Services of SEMI)  
Rochester, MN  
[www.glcsmn.org](http://www.glcsmn.org)

## Missouri

The Center Project  
Columbia, MO  
[www.thecenterproject.org](http://www.thecenterproject.org)

## Mississippi

The Spectrum Center  
Hattiesburg, MS  
[www.hattiesburgpride.com](http://www.hattiesburgpride.com)

## Montana

Great Falls LGBTQ+ Center  
Great Falls, MT  
[www.greatfallslgbtqcenter.org](http://www.greatfallslgbtqcenter.org)

Western Montana LGBT  
Community Center  
Missoula, MT  
[www.gaymontana.org](http://www.gaymontana.org)

## North Carolina

Guilford Green Foundation  
and Community Center  
Greensboro, NC  
[www.guilfordgreenfoundation.org](http://www.guilfordgreenfoundation.org)

LGBT Center of Raleigh  
Raleigh, NC  
[www.lgbtcenterofraleigh.com](http://www.lgbtcenterofraleigh.com)

Outright Youth  
Hickory, NC  
[www.youthoutright.org](http://www.youthoutright.org)

Time Out Youth Center  
Charlotte, NC  
[www.timeoutyouth.org](http://www.timeoutyouth.org)

WNC Community Center  
Asheville, NC  
[www.youthoutright.org](http://www.youthoutright.org)

## Nebraska

Outlinc  
Lincoln, NE  
[www.outlinc.org](http://www.outlinc.org)

## New Hampshire

Seacoast Outright  
Portsmouth, NH  
[www.seacoastoutright.org](http://www.seacoastoutright.org)

## New Mexico

Rainbow Center  
Silver City, NM  
[www.gaysilver.org](http://www.gaysilver.org)

Transgender Resource  
Center of New Mexico  
Albuquerque, NM  
[www.tgrcnm.org](http://www.tgrcnm.org)

## New York

Brooklyn Community Pride Center  
Brooklyn, NY  
[www.lgbtbrooklyn.org](http://www.lgbtbrooklyn.org)

Focus on Awareness and  
Information Resources  
of New York, Inc  
Syracuse, NY  
[www.fairny.org](http://www.fairny.org)

Hudson Valley LGBTQ  
Community Center  
Kingston, NY  
[www.lgbtqcenter.org](http://www.lgbtqcenter.org)

In Our Own Voices  
Albany, NY  
[www.inourownvoices.org](http://www.inourownvoices.org)

Out Alliance  
Rochester, NY  
[www.gayalliance.org](http://www.gayalliance.org)

Pride Center of Staten Island  
Staten Island, NY  
[www.pridecentersi.org](http://www.pridecentersi.org)

Pride Center of Western  
New York, Inc.  
Buffalo, NY  
[www.pridecenterwny.org](http://www.pridecenterwny.org)

Rockland County Pride Center  
Nyack, NY  
[www.rocklandpridecenter.org](http://www.rocklandpridecenter.org)

The Lesbian, Gay, Bisexual  
and Transgender Community  
Center (NYC)  
New York, NY  
[www.gaycenter.org](http://www.gaycenter.org)

The LOFT LGBT Center  
White Plains, NY  
[www.loftgaycenter.org](http://www.loftgaycenter.org)

WJCS Center Lane  
Yonkers, NY  
[www.wjcs.com](http://www.wjcs.com)

## Ohio

Colors+ Youth Center  
Western Cuyahoga County, OH  
[www.colorsplus.org](http://www.colorsplus.org)

Kaleidoscope Youth Center  
Columbus, OH  
[www.kycoho.org](http://www.kycoho.org)

Stonewall Columbus  
Columbus, OH  
[www.stonewallcolumbus.org](http://www.stonewallcolumbus.org)

## Oklahoma

Dennis R. Nall Equality Center  
Tulsa, OK  
[www.okeq.org](http://www.okeq.org)

## Oregon

LGBTQ Community Center  
Fund dba Q Center  
Portland, OR  
[www.pdxqcenter.org](http://www.pdxqcenter.org)

Lower Columbia Q Center  
Astoria, OR  
[www.lcqcastoria.org](http://www.lcqcastoria.org)

## Pennsylvania

Bradbury-Sullivan LGBT  
Community Center  
Allentown, PA  
[www.bradburysullivancenter.org](http://www.bradburysullivancenter.org)

LGBT Center of Central PA  
Harrisburg, PA  
[www.centralpalgbtcenter.org](http://www.centralpalgbtcenter.org)

NEPA Rainbow Alliance  
Pittson, PA  
[www.gaynepa.com](http://www.gaynepa.com)

Proud Haven  
Pittsburgh, PA  
[www.proudhaven.org](http://www.proudhaven.org)

The Attic Youth Center  
Philadelphia, PA  
[www.atticyouthcenter.org](http://www.atticyouthcenter.org)

The CENTER on Strawberry  
Washington, PA  
[www.wcgsa.org](http://www.wcgsa.org)

The LGBT Center of  
Greater Reading  
Reading, PA  
[www.lgbtcenterofreading.com](http://www.lgbtcenterofreading.com)

TriWarrity Center  
Milford, PA  
[www.udglbt.org](http://www.udglbt.org)

William Way LGBT  
Community Center  
Philadelphia, PA  
[www.waygay.org](http://www.waygay.org)

### Puerto Rico

Centro Comunitario LGBT  
de Puerto Rico  
San Juan, PR  
[www.centrolgbtpr.org](http://www.centrolgbtpr.org)

### South Carolina

Harriet Hancock Center  
Columbia, SC  
[www.lgbtcentersc.org](http://www.lgbtcentersc.org)

### South Dakota

Black Hills Center for  
Equality, Inc.  
Rapid City, SD  
[www.bhcfe.org](http://www.bhcfe.org)

### Tennessee

OutCentral Inc  
Nashville, TN  
[www.outcentral.org](http://www.outcentral.org)

OUT Memphis  
Memphis, TN  
[www.outmemphis.org](http://www.outmemphis.org)

### Texas

Conrad Ben Wallaces Foundation  
Corpus Christi, TX  
[www.cbwellness.org](http://www.cbwellness.org)

Open Arms Rape Crisis  
Center & LGBT+ Services  
San Angelo, TX  
[www.openarmscv.com](http://www.openarmscv.com)

Out Youth  
Austin, TX  
[www.outyouth.org](http://www.outyouth.org)

Resource Center  
Dallas, TX  
[www.rcdallas.org](http://www.rcdallas.org)

The Center - Pride  
Center San Antonio  
San Antonio, TX  
[www.pridecentersa.org](http://www.pridecentersa.org)

The Montrose Center  
Houston, TX  
[www.montrosecenter.org](http://www.montrosecenter.org)

### Virginia

Diversity Richmond  
Richmond, VA  
[www.diversityrichmond.org](http://www.diversityrichmond.org)

LGBT Life Center  
Norfolk, VA  
[www.lgbtlifecenter.org](http://www.lgbtlifecenter.org)

Side by Side Richmond  
Youth Center  
Richmond, VA  
[www.sidebysideva.org](http://www.sidebysideva.org)

### Vermont

Green Mountain Crossroads  
Brattleboro, VT  
[www.greenmountaincrossroads.org](http://www.greenmountaincrossroads.org)

Pride Center of Vermont  
Burlington, VT  
[www.pridecentervt.org](http://www.pridecentervt.org)

### Washington

Gay City: Seattle's LGBTQ Center  
Seattle, WA  
[www.gaycity.org](http://www.gaycity.org)

Gender Center  
Seattle, WA  
[www.ingersollgendercenter.org](http://www.ingersollgendercenter.org)

Lambert House LGBTQ  
Youth Center  
Seattle, WA  
[www.lamberthouse.org](http://www.lamberthouse.org)

Rainbow Center  
Tacoma, WA  
[www.rainbowcntr.org](http://www.rainbowcntr.org)

### Wisconsin

LGBT Center of SE Wisconsin  
Racine, WI  
[www.lgbtsewi.org](http://www.lgbtsewi.org)

OutReach LGBT  
Community Center  
Madison, WI  
[www.lgbtoutreach.org](http://www.lgbtoutreach.org)

The Center: 7 Rivers  
LGBTQ Connection  
La Crosse, WI  
[www.7riverslgbtq.org](http://www.7riverslgbtq.org)



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PO Box 24490 • Fort Lauderdale, FL 33307  
954-765-6024  
[www.lgbtcenters.org](http://www.lgbtcenters.org)



movement advancement project

3020 Carbon Place, Suite 202 • Boulder, CO 80301  
1-844-MAP-8800  
[www.lgbtmap.org](http://www.lgbtmap.org)

## Preventing Censorship of LGBT Information in Public School Libraries

### STUDENTS HAVE THE RIGHT BE OUT, SAFE & RESPECTED. . . IN THE LIBRARY.

This fact sheet is designed to ensure that students have access in their school libraries to LGBTQ materials (information related to lesbian, gay, bisexual or transgender individuals and those questioning their sexual orientation or gender identity). It suggests ways that students, parents and educators can combat unlawful censorship of LGBTQ materials and information from public school libraries and serves as a guide for anyone who wants to enhance school libraries by making them more inclusive, supportive and informative for all students. This fact sheet is a supplement to Lambda Legal's *Out, Safe & Respected* toolkits on youth rights in schools.

### THE SCHOOL LIBRARY: AN IMPORTANT RESOURCE FOR LGBTQ (AND ALL) STUDENTS

LGBTQ and gender-nonconforming youth are disproportionately subjected to bullying, harassment, intimidation and discrimination. The consequences can be terrible—in addition to the possibility of compromised academic performance, many LGBTQ students are at higher risk for depression and suicide.

As educators and administrators become more aware of the presence of LGBTQ students in their schools, many of them are working to provide all of their students with a diverse library collection that includes information about LGBTQ issues. Schools may have different reasons for taking these steps. Some want to promote greater awareness of human diversity. Some may be responding to a violent or discriminatory campus incident and still others may be reacting to studies that show LGBTQ students are among those most frequently targeted for bullying and harassment in schools. Whatever the reason, research shows that inclusive school programs have a positive

In 2000, school librarians and students in conservative Orange County, California, sued the Anaheim Union High School District for removing the book *Lives of Notable Gay Men and Lesbians* from school libraries. The school district settled and amended its policy to state that "no books shall be removed from the library of any AUHSD school where the primary reason for removal is that their subject matter involves sexual orientation."

impact and are associated with reduced harassment and safer environments for all students, and that **LGBTQ-themed books and other materials in school libraries help to provide the support, reassurance and information that students need.**

**Government experts and health professionals have concluded that LGBTQ and gender-nonconforming youth often need increased support from school officials. State agencies and library experts agree that schools can foster an inclusive environment by maintaining LGBTQ-related materials in school libraries:**

- The American Library Association has repeatedly emphasized a school librarian's duty to include LGBTQ materials in any library collection, and the Association specifically discourages efforts to systematically exclude such materials.<sup>1</sup>
- The Centers for Disease Control and Prevention (CDC) has advocated for increased support for LGBTQ youth to help decrease the incidence of suicidal behavior.<sup>2</sup>
- A broad coalition of professional organizations including the American Academy of Pediatrics, the American Association of School Administrators, the American Psychological Association, the American Federation of Teachers and the American School Health Association collaborated on a statement urging schools to foster a more positive environment for LGBTQ students.<sup>3</sup>

<sup>1</sup> American Library Association, "Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation: An Interpretation of the Library Bill of Rights," <http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31878> (accessed November 29, 2010).

<sup>2</sup> Centers for Disease Control, "Strategic Direction for the Prevention of Suicidal Behavior: Promoting Individual, Family, and Community Connectedness to Prevent Suicidal Behavior," (2008), [http://www.cdc.gov/ViolencePrevention/pdf/Suicide\\_Strategic\\_Direction\\_Full\\_Version-a.pdf](http://www.cdc.gov/ViolencePrevention/pdf/Suicide_Strategic_Direction_Full_Version-a.pdf) (accessed November 29, 2010).

<sup>3</sup> American Psychological Association, "Just the Facts About Sexual Orientation and Youth: A Primer for Principals, Educators, and School Counselors," <http://www.apa.org/pi/lgbt/resources/just-the-facts.aspx> (accessed November 29, 2010).

- State commissions and task forces in states such as Rhode Island<sup>4</sup>, Massachusetts<sup>5</sup> and New Jersey<sup>6</sup> have released studies that suggest increased LGBTQ library holdings in schools as a way to combat bullying and harassment.

In addition, reading LGBTQ-themed books can have important positive effects for all young people, and the school library is a key source of such materials.

- Many books written for young LGBTQ readers directly address common problems faced by LGBTQ youth, and suggest helpful solutions. They also remind students that they are not alone.
- While LGBTQ-themed materials in a school library can provide much-needed support to LGBTQ students struggling with feelings of isolation, non-LGBTQ students can also gain greater understanding of sexual orientation and gender identity in ways that contribute to an overall environment of respect. Particularly in schools with less LGBTQ visibility, these materials can show students that the LGBTQ community is diverse and inclusive of a wide variety of voices.
- Critics and library organizations have singled out many LGBTQ titles for praise, both as works of literary merit and as influential educational texts.

#### **Are public school libraries legally required to stock LGBTQ-friendly materials?**

The First Amendment generally protects students' rights to access material that is already in the public school library, but it does not require schools to actively seek out LGBTQ books for purchase. Schools constantly make choices about what to buy and what not to buy, and the law usually upholds these choices. That is why it is so important for LGBTQ students and their allies to be proactive in making the case for greater inclusiveness.

<sup>4</sup> Rhode Island Department of Education, "Band-aids Don't Cut It: A Statewide Plan to Address the Needs of Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Youth in Rhode Island," (2006) <http://www.dcyf.state.ri.us/docs/bandaids.pdf> (accessed November 29, 2010).

<sup>5</sup> The Commonwealth of Massachusetts Commission on Gay, Lesbian, Bisexual, and Transgender Youth "Annual Report (2009), [http://www.mass.gov/cgly/MCGLBTY\\_Annual\\_Report\\_June\\_2009.pdf](http://www.mass.gov/cgly/MCGLBTY_Annual_Report_June_2009.pdf) (accessed November 29, 2010).

<sup>6</sup> New Jersey Commission on Bullying in Schools, "There Isn't A Moment To Lose: An Urgent Call for Legal Reform and Effective Practices to Combat Bullying in New Jersey Schools," (Dec. 15, 2009), [http://www.edlawcenter.org/ELCPublic/elcnews\\_091216\\_BullyingCommissionReport.pdf](http://www.edlawcenter.org/ELCPublic/elcnews_091216_BullyingCommissionReport.pdf) (accessed November 29, 2010).

In 1995, students and parents in Johnson County, Kansas, filed suit against their school district after it removed from school libraries the young adult novel *Annie on My Mind* about a relationship between two teenage girls. A federal district court found in favor of the students and demanded that the school restore access to the book.

#### **MAKING YOUR SCHOOL LIBRARY MORE INCLUSIVE**

Here are some ways that students, educators, administrators and parents can promote the inclusion of LGBTQ materials in your school library:

- Request that your school library acquire specific titles that deal with LGBTQ issues or contain LGBTQ characters that are age-appropriate for your school. Educators can also include LGBTQ-themed books in lesson plans and request that the school library acquire particular titles or collections. Various organizations like the National Coalition Against Censorship and the American Library Association often provide lists of recommended novels, biographies, anthologies and other books with LGBTQ themes.
- Parents can encourage their children's desire to seek out LGBTQ-themed books and demand that their schools respect their children's rights and protect their safety.
- Request permission to present a display in the library in conjunction with an annual observance, such as National Freedom to Marry Day (February 12), Day of Silence (varies, April), LGBTQ Pride Month (June), National Coming Out Day (October 11) or Transgender Day of Remembrance (varies, November).

#### **Make an inclusive library just one part of an inclusive school environment:**

- Administrators and educators can implement a curriculum that promotes awareness of LGBTQ subjects; create guidelines instructing staff and students how to address issues relating to LGBTQ students and enact and enforce school anti-discrimination and anti-harassment policies.
- Students can form gay-straight alliances (GSAs) or other clubs or groups that promote diversity and provide support for LGBTQ students; organize events around LGBTQ issues or annual observances; and speak up about LGBTQ issues when they are relevant to classroom discussions.

## STOPPING THE REMOVAL AND CENSORSHIP OF LGBTQ BOOKS AND MATERIALS: IT'S THE LAW

Unfortunately, some school districts, organizations and individuals have attempted, unlawfully, to restrict students' access to books or websites purely because they address LGBTQ themes or other issues related to diversity. As the National Coalition Against Censorship has pointed out, "Calling a book 'gay-themed' or even 'LGBTQ-themed' doesn't tell you much about it. In fact, it creates an artificial category, albeit a seemingly necessary one for a discussion about homophobic censorship attempts. Many of the banned books... under the label 'LGBTQ-themed' are really just books about everyday life. While they may have gay characters or address homophobia, those themes are often not central to the plot."<sup>7</sup>.

Here are some frequently asked questions – and answers, about whether public school libraries can restrict LGBTQ materials:

### **Can books be removed from public school libraries because some people in the community disagree with the LGBTQ-inclusive ideas presented in them?**

No. Schools may not remove books from library shelves merely because they dislike the books' politics—the Supreme Court has ruled that such "viewpoint discrimination" violates the First Amendment. Unlike in the classroom, where administrators control the details of a school's curriculum, in the library students have a constitutional right to access information that administrators might disagree with. This means that when schools target LGBTQ materials for removal simply because school officials disagree with LGBTQ-related political or social issues or disapprove of LGBTQ individuals, they have broken the law.

### **What if the library places restrictions on access to LGBTQ materials, like requiring permission slips or moving books out of a children's section?**

Restricting access to books or other materials simply because they deal with LGBTQ themes is unconstitutional. Courts have held that restricting access to LGBTQ materials, such as requiring guardian signed permission slips, unconstitutionally burdens students. Schools may not target LGBTQ-themed materials for removal from library shelves. The inclusion of LGBTQ topics and themes alone does not render these materials vulgar or obscene, or otherwise appropriate for removal.

### **My public school uses internet-filtering software that blocks LGBTQ-supportive websites, but not anti-LGBTQ sites. Is that legal?**

Probably not. Internet filters have proven to be a double-edged

One book that has been at the center of numerous book-banning debates in recent years is *And Tango Makes Three*, a children's book about a pair of male penguins raising a chick at New York's Central Park Zoo. School officials from Ankeny, Iowa; Shiloh, Illinois; and Loudoun County, Virginia, have all properly denied requests to remove the book from libraries.

sword. Although it is important to protect students from obscene and harmful material, schools cannot block websites for merely containing LGBTQ-related content. For example, many LGBTQ-supportive websites (like [lambdalegal.org](http://lambdalegal.org)) are important resources to students, especially to those who may be isolated from such support. As in the case of LGBTQ books, the First Amendment protects students' access to information and prohibits "viewpoint discrimination" targeting certain materials for their politics.

### **What if there is strong community support for removing LGBTQ books from the library?**

Censorship is not a matter of majority rule. No matter where in the country you live, the Constitution protects your rights.

### **Students, educators, administrators and parents can combat efforts to remove LGBTQ materials or filter LGBTQ website in a number of ways:**

- Use the law. Let school officials and those attempting to censor LGBTQ materials and resources know that the law prohibits them from targeting LGBTQ materials for removal or restricted access. Often, when administrators and school boards learn that the law protects students' rights to access these materials in the library, they will make the right decision on their own and move to protect whatever book has been challenged.
- Gather support. Use petitions, letters, public meetings and other methods to show school officials that many students and parents *want* them to maintain an inclusive library collection, and that LGBTQ materials are a much-needed resource for students. This approach sends a positive, powerful message to combat those motivated by hate, ignorance and fear, and may make it easier for school officials to act quickly and restore materials to the shelves.
- Make it a public issue. Find ways to bring the issue to the attention of the larger community by addressing the school board or writing a letter or an op-ed for the newspaper.

<sup>7</sup> National Coalition Against Censorship, "KRRP LGBTQ-Content Right to Read Resource," <http://www.ncac.org/LGBTQ-Right-to-Read-Resource-Main-Page> (accessed November 29, 2010).

- Consider taking the issue to court. If you have questions about your state's laws, or if you think that your constitutional rights have been violated, contact your state's Department of Education, a local attorney or Lambda Legal's Help Desk, reachable at 1-866-542-8336 or [www.lambdalegal.org/help/online-form](http://www.lambdalegal.org/help/online-form).

Actions that target LGBTQ library materials for removal or censorship often reflect a broader problem in many schools: unlawful anti-LGBTQ discrimination. When officials remove LGBTQ materials from libraries, it may be evidence that the school is also fostering an unlawful discriminatory environment, failing to address anti-LGBTQ harassment or unconstitutionally stifling LGBTQ students' attempts to express themselves.

- Schools may not permit a discriminatory or abusive environment for LGBTQ students. Courts across the nation have applied federal, state and local laws to protect LGBTQ students from harassment and discriminatory treatment.
- The Constitution also provides broad First Amendment protections to LGBTQ students wishing to express themselves in public schools. For example, many courts have ruled in favor of students bringing same-sex dates to the prom and wearing clothing that displays LGBTQ-inclusive messages.
- The federal Equal Access Act has been routinely applied to ensure students the right to form gay-straight alliance clubs if any other non-curricular school club exists.
- In addition to federal protections, many states and cities have passed laws and ordinances that specifically include LGBTQ students. These "safe schools" laws exist in many jurisdictions across the country.

#### ADDITIONAL RESOURCES

For more information on issues relating to LGBTQ students, including a glossary of terms, please refer to Lambda Legal's toolkits: *Out, Safe & Respected--Your Rights at School* (<http://www.lambdalegal.org/publications/out-safe-respected/>), *Out, Safe and Respected - A Guide to LGBTQ Youth in Schools for Educators and Parents* (<http://www.lambdalegal.org/publications/out-safe-respected-admin/>) and *Bending the Mold - An Action Kit for Transgender Students* (<http://www.lambdalegal.org/publications/bending-the-mold/order-bending-the-mold.html>).

You can also find more information at the National Coalition Against Censorship website at [www.ncaac.org](http://www.ncaac.org).

To reach our Legal Help Desk or to get information about any of Lambda Legal's publications, educational programs or other resources, contact us at one of the numbers below or go to our website at [www.lambdalegal.org](http://www.lambdalegal.org).

National Headquarters, New York  
212-809-8585

Midwest Regional Office, Chicago  
312-663-4413

South Central Regional Office, Dallas  
214-219-8585

Southern Regional Office, Atlanta  
404-897-1880

Western Regional office, Los Angeles  
213-382-7600

National Toll-Free  
866-542-8336

## Youth Safety Policy/Conditions

1. **Policy application**
  - This policy applies to all parents, guardians, caregivers, staff and volunteers of the Placentia Library District.
2. **The library welcomes use by children and teens.**
  - The library provides welcoming and appropriate spaces, activities and materials for children and teens.
  - Library staff members are available to assist children, teens and families with locating and using library materials and services.
  - The library is a public building.
3. **The library provides free and engaging programs for youth.**
  - Advertising for individual Children's and Teen Programs specify ideal ages for participation and attendance. This age range is provided by staff and takes into consideration program length, content and activities.
  - For Children's Programs, a parent/responsible adult is expected to accompany a child to each program, unless otherwise specified.
  - If parental participation is optional, it is still recommended the parent/responsible adult stay on site during the program.
  - **For Teen Programs, a parent/responsible adult is not required to accompany a teen to programs. Opt-out Option is available.**
4. **The library promotes the safety of youth in our spaces.**
  - The Children's Department including the Crossroad Corner play area are reserved for children and their parent/caregivers. Adults and others not appropriately using the spaces or not accompanying a minor may be asked by any member of library staff to re-locate to another area of the library.
  - The Teen Area is reserved for teens and their parent/caregivers. Adults and others not appropriately using the spaces or not accompanying a minor may be asked by any member of library staff to re-locate to another area of the library.
  - The library allows one-on-one activities with minors only in open and observable spaces in the library.
  - A bathroom is available in the Children's Department for use by children and their parent/caregiver.
5. **Parents and caregivers are responsible for the care and behavior of their children.**
  - While in a library facility or on library grounds, parents and caregivers are responsible for the care and behavior of their children. This includes behavior during library programs and events.
  - All library patrons, including children and teens, are expected to adhere to the library Rules of Conduct while in a library facility and on library grounds.
6. **Children should be accompanied at the library.**
  - For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the library.
  - Library staff cannot provide long or short-term child care.
  - Library staff will not be held responsible for incidents, accidents or other liability arising from unaccompanied children.

- Library staff will attempt to contact the parents/guardians of an unaccompanied child if necessary, including an unaccompanied child not met by a responsible adult at closing.
  - If a parent or guardian cannot be reached, the child may be placed in the care of the Placentia Police Department.
7. **Library staff and library volunteers are responsible for maintaining appropriate behaviors.**
- Staff and volunteers should avoid any conduct and/or communications with children or youth that would lead any reasonable person to question their motivation and intentions.
8. **The library follows standard procedures to promote the safety of children and youth.**
- For the protection of children, youth and themselves, staff and volunteers will follow the Youth Safety Procedures, which include and address:
    - Regularly receiving youth safety training from recognized and proven child abuse prevention sources.
    - Regularly receiving reviews of this policy and the accompanying Youth Safety Procedures.
    - Reporting possible misconduct or harm involving a minor.
9. **Library Board of Trustees reviews this policy.**
- This policy will be periodically reviewed, revised or reaffirmed by the Library Board of Trustees.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Joint-Use Committee Update  
**DATE:** August 16, 2021

**BACKGROUND**

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

Attachment A is the Minutes from the August 12, 2021 Meeting.

MINUTES  
PLACENTIA LIBRARY DISTRICT  
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND CITY OF PLACENTIA  
TO DISCUSS TO THE JOINT USE AGREEMENT  
AUGUST 12, 2021

**CALL TO ORDER**

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

**Members Absent:** None.

**Staff Present:** Luis Estevez, Deputy City Administrator; Yesenia Baltierra, Assistant Library Director; Alyssa Stolze, Administrative Assistant; Lieutenant Perry, Placentia Police Department.

**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**

City Administrator Arrula reported out on updates from the City, including the upcoming State of the City, Heritage Parade, Veteran's Village one year anniversary, and opening of the Marriott. Moreover, Mr. Arrula provided insight on the park projects, status on construction projects throughout Placentia, approval of the senior center, rehabilitation of existing buildings, and the plan to create a public safety building for first responder trainings, parking and equipment storage. The City also plans to complete redistricting their map based on the upcoming census by April 2022 for the November 2022 election. The City will also be utilizing its front meeting room for staff and family vaccinations in the near future. Additionally, Deputy City Administrator Estevez noted that the pergola has gone out to bid and he will provide the pergola Request for Proposal to Director Contreras.

**PLACENTIA LIBRARY  
DISTRICT UPDATES**

Director Contreras provided updates regarding the current drive thru breakfast and lunch program at the library, the upcoming Halloween Carnival and PLFF Yard Sale, and the District's plan to revisit its Strategic Plan. Director Contreras also clarified that the HVAC Screen is not included in the District's 2021-2023 Budget Cycle. Both the City and District then discussed current policies and plans in place regarding masks and vaccine requirements.

**PLACENTIA LIBRARY  
DISTRICT AUGUST 16, 2021  
BOARD MEETING**

President Jo-Anne Martin and Secretary Carline provided background on the District's Becoming an ALLY Program held in June, the concern of a patron, and the Public Records Requests that followed regarding this program. Due to concerns, police personnel will be present at the upcoming meeting to ensure policies and order are kept in place.

**ACTION ITEMS**

City Administrator Arrula will provide Director Contreras a contact for on-site COVID testing.

**NEXT MEETING**

The next meeting is scheduled for Thursday, September 2<sup>nd</sup>, 2021 at 3:30 p.m. Email Alyssa Stolze with any agenda items.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Legislative Updates  
**DATE:** August 16, 2021

**BACKGROUND**

Secretary Carline will provide a report on current legislative bills.



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