

AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

March 27, 2023

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, March 27, 2023

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 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

Items 9 – 24 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 Library Board of Trustees Unusual Date Meeting on February 22, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for February 2023. (Receive & File and Approve)

11. FY2021-2022 Fund Balance through February 2023; the Schedule of Anticipated Property Tax Revenues for FY2022-2023 as provided by the Orange County Auditor. (Receive & File).

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for February 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for February 2023. (Receive & File)

14. Acquisitions Report for February 2023. (Receive & File)

15. Entrepreneurial Activities Report and February 2023. (Receive & File)

16. Library Impact Fee Report for February 2023. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for February 2023. (Receive, File, and Ratify Appointments)

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

19. Administration Report for February 2023.

20. Circulation Report for February 2023.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, March 27, 2023

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for February 2023.
- 22. Adult and Teen Services Report for February 2023.
- 23. Technology and Website Report for February 2023.
- 24. Customer Service Report for February 2023.

NEW BUSINESS (Items 25-33)

- 25. Authorization for Amendments to Policy 6050 – Community Meeting Room Policy.
- 26. Second Reading of Proposed Policy 6056 – Program Development Policy.
- 27. Authorization for Amendments to Policy 2015 – Employee Status.
- 28. Authorization for the Assistant Library Director to Attend the American Library Association Conference in Chicago, Illinois on June 22-27, 2023.
- 29. Authorization for Attendance to the California Library Association Conference in Sacramento, California on June 1-3, 2023.
- 30. Authorization for Attendance to the California Special District Association General Manager Leadership Summit, June 25-27, 2023.
- 31. Blue Ribbon Committee Updates from President Martin.
- 32. Legislative Updates from Secretary Carline.
- 33. ISDOC Updates from Trustee Nelson.

AGENDA DEVELOPMENT

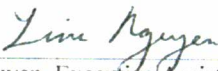
- 34. Agenda Preparation for the April Regular Date Meeting which will be held on April 24, 2023 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

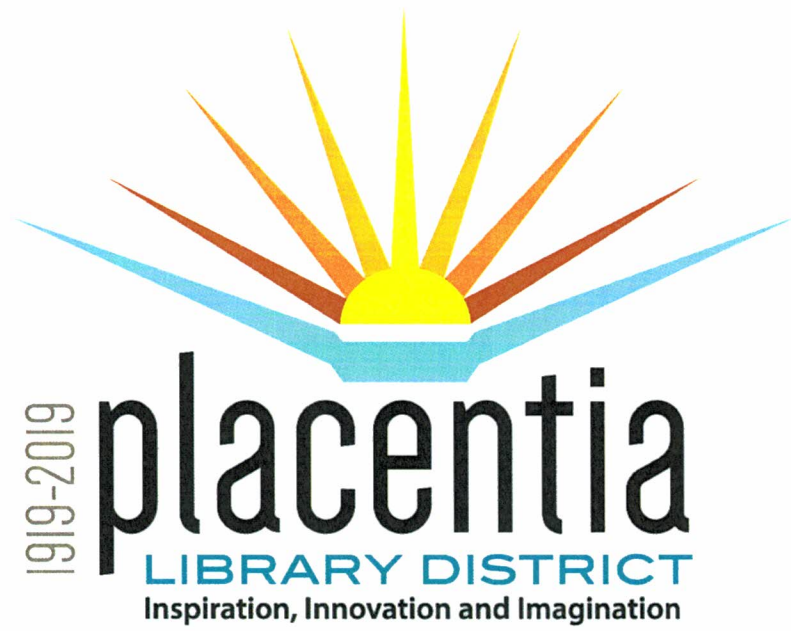
- 35. The Library Board of Trustees will adjourn the Regular Date March 27, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for March 27, 2023 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on March 21, 2023.



Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 February 22, 2023

CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on February 22, 2023 at 6:33 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Scott Nelson.

Members Absent: Trustee Sherri Dahl.

Staff Present: Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Lina Nguyen, Executive Assistant.

Counsel Present: None.

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

ADOPTION OF AGENDA

It was motioned by Trustee Beverage and seconded by Trustee Nelson to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended Venessa Faber’s Goodbye Pie, the Miss Placentia/Yorba Linda pageant, the Blue Ribbon Committee, and the Joint Use Meeting. She also presented a pictorial of her time in the Air Force for Dr. Voiza Arnold’s P.E.O. group, visited Trustee Dahl in the hospital, volunteered at Charity’s Closet, supported Rotary and completed more IT training from KnowBe4. She attended the Financial Partners Credit Union All Partners Day where they had a motivational speaker who she would like to add to the agenda for next month’s meeting.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Carline also completed more IT training from KnowBe4. She attended the ISDOC Quarterly Luncheon which is now virtual event only. She reported she was asked to be a motivational speaker at the National Federation of Women’s Club convention in May.

Trustee Beverage also completed more IT training from KnowBe4. She checked the ISDOC website and tried to log into their executive committee meeting but was unable to. She checked the LAFCO website. The February meeting was cancelled. She will try to attend the meeting in March. She also visited Trustee Dahl in the hospital. She reported she is participating in the Osher Lifelong Learning Institute (OLLI) at Cal State Fullerton. One of the members of the OLLI writing group gave her a list of local authors for potential book signings. She will pass this on to the Placentia Library Friends Foundation (PLFF).

Trustee Nelson attended the Joint Use Meeting and signed checks.

Trustee Dahl has an excused absence due to medical reasons.

LIBRARY DIRECTOR REPORT

Library Director Contreras reported she has been working with PLFF Vice President, Gae Wood, to coordinate all of the details for the Authors Luncheon on March 4th. Staff have been helping with the program, a few staff will be on site to help during the event and a few more are attending as guests. Their tickets have been comped thanks to donors like President Martin and Secretary Carline. She took this time to publicly thank the Placentia Police Department and the Placentia Fire Department for their silent auction basket donations. She reported she also visited Trustee Dahl in the hospital. She thanked Assistant Library Director, Yesenia Baltierra, for helping with Trustee Dahl’s cats. She also thanked Trustee Beverage and Trustee Nelson for their assistance on updating the District’s bank accounts. She has also been meeting with vendors regarding the floor in the Hangar, HVAC, the outdoor space, and the front entrance door. She attended the SLS Executive Council Meeting, the ISDOC GM Meeting and the P.E.O. meeting where President Martin gave a presentation on her time in the Air Force. She also did a presentation on the District at the P.E.O. meeting. She advised she has been working with the Assistant Library Director to prepare for the Staff Development Day on March 9th. She took this time to thank staff for their patience as the Administration team makes adjustment to recent staff changes.

FRIENDS FOUNDATION REPORT

Director Contreras gave an update on behalf of the PLFF President Rueben Skipper. There are currently 12-13 full tables which have been sponsored for the Authors Luncheon. On behalf of Gae Wood, Jeanette thanked the staff and the Board for supporting the event.

CONSENT CALENDAR

The Board discussed questions in regards to Agenda Item 19 with staff. Director Contreras advised she has been talking to another finance consultant, Mark Davis, to help with the financial audit, bank reconciliations, and ledgers for the District. After a contract has been written up, it will be presented to the Board. It was then moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR JANUARY 23, 2023 REGULAR DATE MEETING.

The minutes for the January 23, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for January 2023 (Item 10)
 Fund 707 Balance Report for January 2023 (Item 11)
 Financial Reports through January 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

GENERAL CONSENT REPORTS

Balance Sheets for January 2023 (Item 13)
 Acquisitions Report for January 2023 (Item 14)
 Service Revenue Report for January 2023 (Item 15)
 Library Impact Fee Report for January 2023 (Item 16)
 Personnel Report for January 2023 (Item 17)
 Circulation Report for January 2023 (Item 18)

Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for January 2023 (Item 20)
Children’s Services Report January 2023 (Item 21)
Adult Services Report for January 2023 (Item 22)
Placentia Library Website Technology Report for January 2023 (Item 23)

AUTHORIZATION FOR AMENDMENTS TO POLICY 6050 – COMMUNITY MEETING ROOM POLICY.

Director Contreras is requesting the Board to authorize amendments made to the Community Meeting Room Policy. The Board advised they want to see language added to the policy regarding liability insurance and pass-through charges. The Board would like for legal counsel to review the policy before they vote to authorize the amendments. Secretary Carline made a motion to relook at the updates to Policy 6050 – Community Meeting Room Policy and have it reviewed by legal counsel and brought back next month for approval. It was seconded by Trustee Beverage. All in favor:

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

INTRODUCTION AND FIRST READING OF PROPOSED POLICY 6056 – PROGRAM DEVELOPMENT POLICY.

Director Contreras reported the Board had requested staff to present a program policy for the Board’s consideration. After a brief discussion between the Board and staff regarding the language used for certain sections of the new policy, Trustee Nelson made a motion to approve the first reading and suggested amendments for proposed policy 6056. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZATION FOR AMENDMENTS TO POLICY 6065 – PUBLIC BEHAVIOR POLICY.

Director Contreras reported the Board had previously approved to amend the Public Behavior Policy on January 24th, 2022. After the last LMT meeting on January 24th, 2023, staff have recommended new changes to the policy to address recent issues. After a brief discussion between the Board and staff, Trustee Nelson made a motion to authorize amendments to Policy 6065 – Public Behavior Policy as presented, inclusive of input received from the Board of Trustees. It was seconded by Secretary Carline. A roll call vote was taken:

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS, SEAT C.

Director Contreras reported the California Special Districts Association (CSDA) has a vacancy on its Board of Directors and is requesting nominations for Seat C. At this time, no Board members are interested in submitting their name for Seat C. No action was taken at this time.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY NOTIFICATION OF NOMINATIONS FOR THE 2023 BOARD OF DIRECTORS ELECTION.

Director Contreras reported there are three Directors seats open on the Special District Risk Management Authority (SDRMA) Board of Directors and they are seeking nominations. At this time, no Board members are interested in submitting their name for any of the seats. No action was taken at this time.

ADOPTION OF RESOLUTION 2023-01: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT ENDORSING THE CANDIDACY OF TRUSTEE SCOTT NELSON TO THE POSITION OF 3RD VICE PRESIDENT OF THE EXECUTIVE COMMITTEE OF THE INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY.

Director Contreras reported the Independent Special Districts of Orange County (ISDOC) are seeking nominations for the two-year term positions of 3rd Vice President and Secretary on their Executive Committee. Trustee Nelson has expressed interest in serving as the 3rd Vice President. Director Contreras is asking the Board to adopt Resolution 2023-01 to endorse Trustee Nelson. Trustee Nelson will be able to attend some ISDOC meetings via zoom but some meetings will have mandatory in-person attendance. After a brief discussion, Trustee Beverage made a motion to adopt Resolution 2023-01: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County. It was seconded by Secretary Carline. A roll call vote was taken:

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

AUTHORIZATION FOR ATTENDANCE TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION LEGISLATIVE DAYS IN SACRAMENTO, CALIFORNIA ON MAY 16-17, 2023.

Director Contreras advised Trustee Nelson will be required to attend the CSDA Legislative Days if he is elected as the 3rd Vice President of the ISDOC Executive Committee. She encourages all other Trustees to attend as well if they are available on those dates. After a brief discussion, Trustee Beverage made a motion to authorize Trustees Martin and Nelson, the Assistant Library Director and the Library Director to attend the CSDA Legislative Days in Sacramento on May 16-17, 2023. It was seconded by Secretary Carline. A roll call vote was taken:

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

AUTHORIZATION FOR ATTENDANCE TO THE AMERICAN LIBRARY ASSOCIATION CONFERENCE IN CHICAGO, ILLINOIS ON JUNE 22-27, 2023.

Director Contreras reported this year’s American Library Association (ALA) Conference will be in Chicago this year from June 22-27. She is requesting attendance approval early in order to book rooms in the headquarter hotel for the conference. After a brief discussion, Trustee Nelson made a motion to approve attendance by Trustees Martin, Carline, Beverage, Nelson, Dahl and one staff member to attend the ALA Conference in Chicago, Illinois on June 22-27, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT MARTIN.

President Martin reported the main topic for the Joint Use Meeting was parking. The City advised they have been looking at an automated parking structure. Other updates from the City included the Blue Ribbon Committee, breaking ground on the public safety building, continuation of their repaving work, making improvements to old City Hall, and a reimagining of the Chapman corridor.

BLUE RIBBON COMMITTEE UPDATES FROM PRESIDENT MARTIN.

President Martin presented updates from the Blue Ribbon Committee. About 7-8 people came in from the public for the last meeting to ascertain what the community is looking for from the community center. There is also an online, bilingual, survey to garner more information from the community. Some things people are looking for is having a continuous pathway, a clear view of the lake, multi/intergenerational activities, a contemporary design with water conservation and accessibility for seniors. At this time, the City still does not have any funding

for the construction. The City is paying for the initial concept design. When this is done, the City will market it to look for state and federal grants.

**LEGISLATIVE UPDATES
FROM SECRETARY CARLINE.**

Secretary Carline reported out on current legislations. Special districts want to put policies in place to enact AB 2449 – modifications to the Brown Act. There is nothing of note which should concern the District except for the upcoming Fiscal Year 2024 earmark season.

AGENDA DEVELOPMENT

President Martin will be emailing the motivational clip instead of adding it as an agenda item for the next meeting. Director Contreras would like to add the discussion of the Boys & Girls Club use of the meeting room and the District’s partnership with them. She will also be presenting a resolution to change the dollar amount for projects which can move forward without Board approval.

The next Board Meeting will be on March 27, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of February 22, 2023 was adjourned at 07:45 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees



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9:38 A.M.
03/20/23
Accrual Basis

**Placentia Library District
Check Register
February 2023**

Date	Ref No.	Payee	Memo	Payment	Type
02/06/2023	12833	Baker & Taylor	Books	1,604.66	Bill Payment
02/06/2023	12832	Cintas	Janitorial supplies	171.52	Bill Payment
02/06/2023	12831	Eagle Multi Media Productions	IT Support Service for January 2023	8,013.42	Bill Payment
02/06/2023	12830	YourMembership.com, Inc.	CLA Job Posting for Supervising Librarian - Adult and Teen Services	199.00	Bill Payment
02/06/2023	12829	Southern California Edison	Service from 12/30/22-01/30/23	4,636.96	Bill Payment
02/06/2023	12828	OverDrive	E-books	60.00	Bill Payment
02/06/2023	12827	Midwest Tape-Hoopla	Digital Content for January 2023	6,363.53	Bill Payment
02/06/2023	12826	Jeanette Contreras	Reimbursement for TLA Conference flights	833.44	Bill Payment
02/06/2023	12825	Golden State Water Company	Service from 12/20/22-01/25/23	332.82	Bill Payment
02/06/2023	12824	Public Agency Retirement Services	Contribution for pay period 1/4/23, 1/18/23, 2/1/23	8,431.73	Bill Payment
02/06/2023	12823	Placentia Chamber of Commerce	2023 Principal For A Day fees for Jeanette Contreras, Jo-Anne Martin, and Gayle Carline	75.00	Bill Payment
02/06/2023	12822	JV Plumbing	Clear main line	352.00	Bill Payment
02/06/2023	12821	SDRMA	Medical & Ancillary Benefits Feb. 2023	28,461.99	Bill Payment
02/06/2023	12820	Amazon- Zip Books CA State Grant	Amazon - Zip Books Grant Statement 01/10/23	449.05	Bill Payment
02/13/2023	12844	Costa Mesa Sanitary District	ISDOC GM Luncheon	20.00	Bill Payment
02/13/2023	12843	Baker & Taylor	Books	2,221.60	Bill Payment
02/13/2023	12842	Staples, Inc.	Office supplies	856.45	Bill Payment
02/13/2023	12841	Dell Marketing L.P.	New servers	17,521.12	Bill Payment
02/13/2023	12840	Placentia-Yorba Linda Unified School Dist	Business Cards	13.05	Bill Payment
02/13/2023	12839	Dewey Pest Control	February 2023 Service	86.00	Bill Payment
02/13/2023	12838	Republic Services	Recycling Service from 01/01/23-01/31/23	169.68	Bill Payment
02/13/2023	12837	Cintas	Janitorial supplies	334.66	Bill Payment
02/13/2023	12836	South Coast SolarClean	Roof and rain gutter cleaning	418.15	Bill Payment
02/13/2023	12835	Arcelia Janitorial Service	Service from 01/01/23-01/31/23	3,738.00	Bill Payment
02/13/2023	12834	San Marino Roofing Co. Inc.	Roofing repair for IT HVAC Project	4,240.00	Bill Payment
02/21/2023	12856	Legacy Integrative Solutions	Printer service from 01/11/23-02/06/23	650.12	Bill Payment
02/21/2023	12855	Midwest Tape	Blu-rays and Audiobooks	897.94	Bill Payment
02/21/2023	12854	Baker & Taylor	Books	1,625.96	Bill Payment
02/21/2023	12853	Cintas	Janitorial supplies	171.52	Bill Payment
02/21/2023	12852	YourMembership.com, Inc.	ALA Job Posting for Supervising Librarian, Adult Services	449.00	Bill Payment
02/21/2023	12851	Ingram Library Services	Books	22.02	Bill Payment
02/21/2023	12850	Dell Marketing L.P.	Replacement hard drive	482.86	Bill Payment
02/21/2023	12849	Carlsbad Library Learning Center	W2W Luncheon tickets for Literacy	90.00	Bill Payment
02/21/2023	12848	Johnson Controls	Solar M&V Service 02/01/23-01/31/24	6,053.00	Bill Payment
02/21/2023	12847	CALNET3	Phone service from 01/02/23-02/01/23	214.55	Bill Payment
02/21/2023	12846	Brea Electric	Extend exposed conduit from existing feed and re-mount camera under soffit area.	465.00	Bill Payment
02/21/2023	12845	World Book, Inc.	Children Non-Fiction collection	217.50	Bill Payment
02/22/2023	12859	Public Agency Retirement Services	Contribution for payroll 02/15/23	2,670.87	Bill Payment
02/22/2023	12858	Placentia Library District	For Payroll 03/01/23	70,000.00	Bill Payment
02/22/2023	12857	UMPQUA BANK	Credit card payment for January 2023	7,891.86	Bill Payment
02/27/2023	12872	Advantage, Inc.	Newsletter March 2023 - August 2023	17,298.24	Bill Payment
02/27/2023	12871	Placentia Round Table Women's Club	Membership FY 23/24	45.00	Bill Payment

9:38 A.M.
03/20/23
Accrual Basis

**Placentia Library District
Check Register
February 2023**

02/27/2023	12870	Midwest Tape	Blu-rays and Audiobooks	304.10	Bill Payment
02/27/2023	12869	Baker & Taylor	Books	603.35	Bill Payment
02/27/2023	12868	Tim Balen	PTAC Meeting and mileage Reimbursement	43.08	Bill Payment
02/27/2023	12867	Rock The Bike!	Wheelcover replacement	98.77	Bill Payment
02/27/2023	12866	Cintas	Janitorial supplies	501.52	Bill Payment
02/27/2023	12865	Staples, Inc.	Hand towels and hand soap	810.45	Bill Payment
02/27/2023	12864	SoCalGas	Service from 01/19/23-02/16/23	80.97	Bill Payment
02/27/2023	12863	OverDrive	Audiobooks abd e-books	2,883.73	Bill Payment
02/27/2023	12862	Charter Communications	Service from 02/12/23-03/11/23	78.34	Bill Payment
02/27/2023	12861	Woodruff, Spradlin & Smart	For services rendered through 01/31/23	510.00	Bill Payment
02/27/2023	12860	Placentia-Yorba Linda Unified School Dist	Heritage Poster and Business Cards	74.39	Bill Payment
				204,837.97	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Fund Balance Report through February 2023 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: March 27, 2023

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	
4/30/2023	
5/31/2023	
6/30/2023	

Fiscal Year 2021-2022	
7/31/2021	797,842.63
8/31/2021	798,184.45
9/30/2021	798,537.58
10/31/2021	798,901.40
11/30/2021	799,252.48
12/31/2021	799,583.47
1/31/2022	799,893.16
2/28/2022	800,192.11
3/31/2022	800,425.89
4/30/2022	800,659.68
5/31/2022	800,890.91
6/30/2022	801,591.77



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through February 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: March 27, 2023

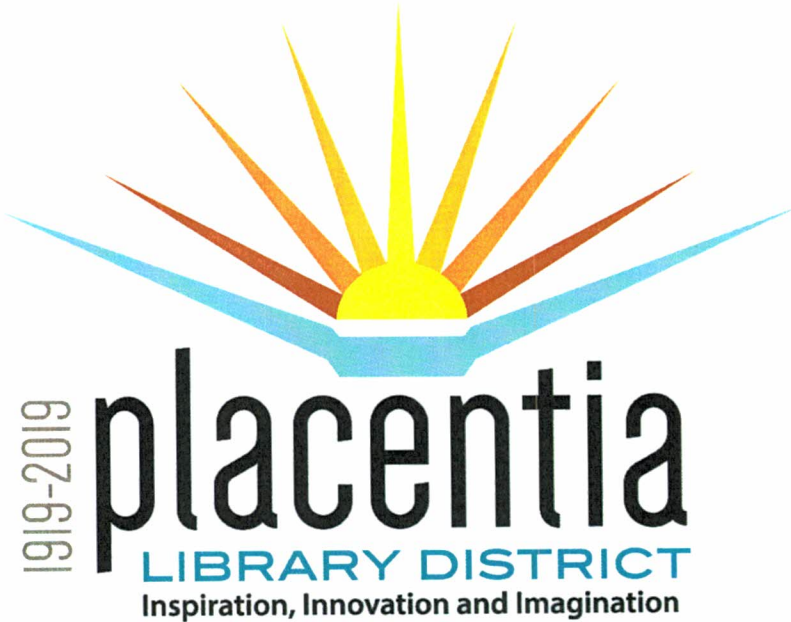
Summary of Cash and Investments as of February 28, 2023

Cash with Orange County Treasurer Fund 9LX	\$	807,561.52
General Fund Checking – Bank of the West	\$	826,818.85
General Fund Savings – Bank of the West	\$	1,899,613.70
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>729,346.14</i>
Payroll Checking – Wells Fargo Bank	\$	36,562.64
Total Cash and Investments	\$	3,570,556.71

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



Jeanette Contreras
Library Director



PLACENTIA LIBRARY DISTRICT
 YTD REVENUE REPORT
 As of February 28, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	1,655,500	(1,208,261)	57.8%
4020	Property Taxes - Current Unsecured	95,849	70,109	(25,740)	73.1%
4050	Property Taxes - Curr Supplemental	53,482	78,181	24,699	146.2%
* 4070	Interest on Unapport Tax	0	638	638	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
* 4180	Other Revenue	0	18,201	18,201	-
4190	State - Homeowners Property Tax Relief	13,415	6,238	(7,177)	46.5%
	Sub Total	3,058,409	1,850,648	(1,207,761)	60.5%
INTEREST REVENUE					
4600	Interest	8,500	4,777	(3,723)	56.2%
	Sub Total	8,500	4,777	(3,723)	56.2%
GRANT REVENUE					
4210, 4421	State Grants	330,254	192,953	(137,301)	58.4%
4220, 4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	193,953	(146,301)	57.0%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	0	(35,000)	0.0%
4310	Fines & Fees	20,000	9,011	(10,989)	45.1%
4320, 4330	Passport/Photos	266,875	153,640	(113,235)	57.6%
4340	Meeting Room Fees	100	1,075	975	1075.0%
4350	Test Proctor	2,400	1,020	(1,380)	42.5%
* 4430	Other: Miscellaneous	0	13,211	13,211	-
	Sub Total	324,375	177,956	(146,419)	54.9%
TOTAL REVENUES YTD FOR FY 22/23:		3,723,038	2,227,335	(1,504,203)	59.8%
4440	Cash/Investments	3,778,908	0	(3,778,908)	0.0%
4500	Impact Fees - Restricted Funds	623,224	110,910	(512,314)	17.8%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
February 28, 2023

66.67% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	1,067,140	0.41	\$1,516,192
5030	Retirement & Post Employment Trust 115	79,100	55,365	0.70	\$23,735
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	118,404	0.37	\$199,854
5060	Life Insurance	9,740	1,710	0.18	\$8,030
5064	Dental Insurance	16,845	5,238	0.31	\$11,607
5066	AD & D Insurance	7,600	2,515	0.33	\$5,085
5068	Vision Insurance	3,334	1,052	0.32	\$2,282
5070	Workers' Compensation Insurance	34,353	11,477	0.33	\$22,876
5090	Education Assistance Program	5,000	0	0.00	\$5,000
	TOTAL	\$3,060,562	\$1,262,899	0.41	\$1,797,663
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	45,000	23,881	0.53	\$21,120
5100	Communications	55,000	37,252	0.68	\$17,748
5150, 5170, 5180	Janitorial Supplies & Services	50,000	38,188	0.76	\$11,812
5160	Refuse Disposal	5,200	1,502	0.29	\$3,698
5205	Maintenance Equipment	15,000	25,809	1.72	(\$10,809)
5210-5280	Building Maintenance	165,000	74,789	0.45	\$90,211
5290	Memberships	25,000	5,702	0.23	\$19,298
5300-5350	Office Expenses & Postage	136,198	66,114	0.49	\$70,084
5400-5480	Prof./Specialized Services	307,305	92,944	0.30	\$214,361
5490	Loan Obligation (-bank)	73,844	73,844	1.00	(\$0)
5495, 5910, 5920	Programs	55,000	38,715	0.70	\$16,285
5500	Books/Library Materials	535,000	175,725	0.33	\$359,275
5600	Travel & Meetings/Professional Development	65,000	17,021	0.26	\$47,979
5700	Mileage/Parking	1,000	472	0.47	\$528
5800	Utilities	28,500	12,611	0.44	\$15,889
5900	Bookmobile - Vehicle	240,000	53,160	0.22	\$186,840
5901	Bookmobile - Collection	35,000	0	0.00	\$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	\$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	\$70,000
5904	Bookmobile - Other	2,500	0	0.00	\$2,500
5295, 6000	Other	10,000	8,547	0.85	\$1,453
	TOTAL	\$1,926,047	\$746,274	0.39	\$1,179,773
OPERATING EXPENSES		\$4,986,609	\$2,009,174	0.40	\$2,977,435
FIXED ASSETS & TAXES					
1310	Building Improvements	\$292,000	39,860	0.14	\$252,140
1320	Equipment & Furniture	\$50,000	20,143	0.40	\$29,857
6100	Taxes and Assessments	\$17,500	8799	0.50	\$8,701
	TOTAL	\$359,500	\$68,802	0.19	\$290,698
TOTAL BUDGET		\$5,346,109	\$2,077,975	0.39	\$3,268,134

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for February 2023

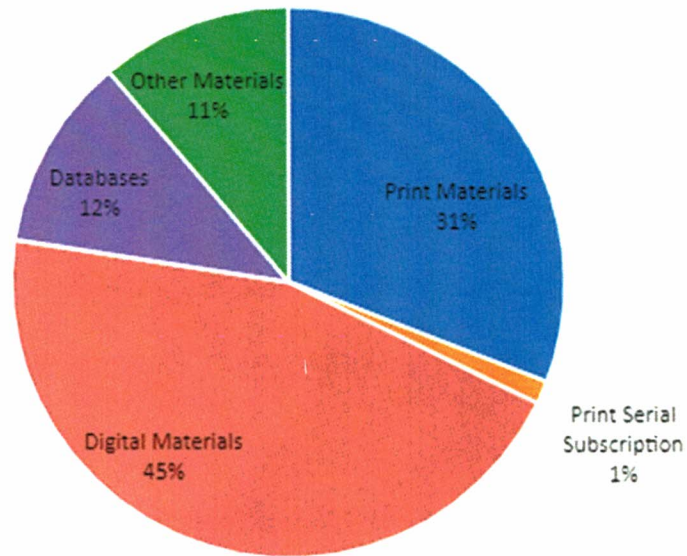
DATE: March 27, 2023

MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$535,000.00	33%	\$314,000.00	59%

Collection Expenditures	February 2023	February 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$4,387	\$9,952	\$55,216	\$77,574	-29%
Print Serial Subscription	\$0	\$0	\$2,405	\$2,448	-2%
Total Print Materials	\$4,387	\$9,952	\$57,621	\$80,022	-28%
Digital Materials	\$9,081	\$5,152	\$80,631	\$46,084	75%
Databases	\$0	\$8,478	\$20,302	\$44,929	-55%
Total Electronic Content	\$9,081	\$13,630	\$100,933	\$91,013	11%
Other Materials	\$1,687	\$1,153	\$20,009	\$14,054	42%
Total Collection Expenditures	\$15,155	\$24,735	\$178,563	\$185,089	-4%

COLLECTION EXPENDITURES



■ Print Materials ■ Print Serial Subscription ■ Digital Materials ■ Databases ■ Other Materials

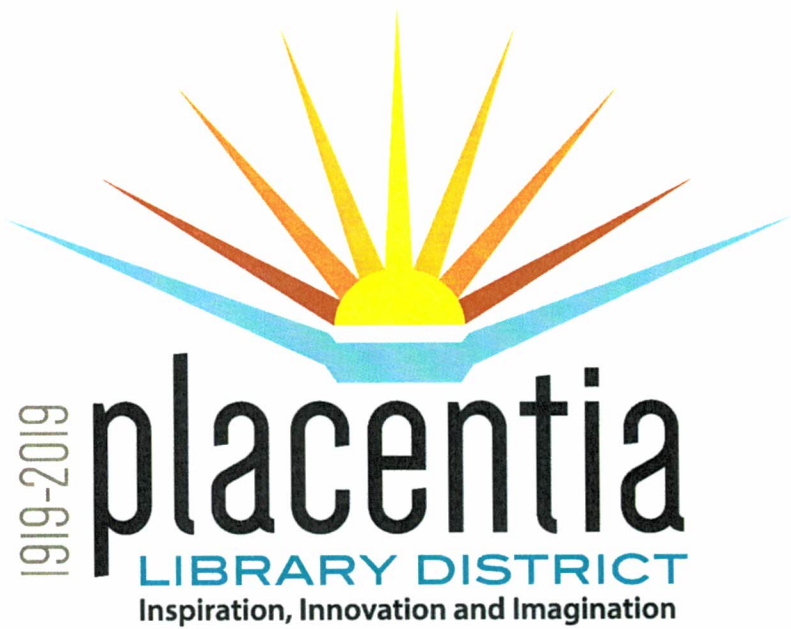
Titles Added	February 2023	February 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	483	340	2,925	3,626	-19%
Print Serial Subscription	-	-	9	17	-47%
Total Print Materials	483	340	2,934	3,643	-19%
Digital Materials	3,496	2,382	27,884	16,357	70%
Databases	-	1	6	14	-57%
Total Electronic Content	3,496	2,383	27,890	16,371	70%
Other Materials	41	39	299	364	-18%
Total Titles Added	4,020	2,762	31,123	20,378	53%

All Materials Held	February	January	Month to Month
	2023	2023	% changed
Total Materials Physical	81,004	81,035	0%
Total Materials Digital	1,501,555	1,492,543	1%
Total All Materials	1,582,559	1,573,578	1%

Children's Physical Materials Held	February	January	Month to Month
	2023	2023	% change
Children's Fiction	25,079	24,870	1%
Children's Nonfiction	14,070	13,832	2%
Children's Magazine	162	162	0%
Children's Audiobook	729	731	0%
Children's DVD/Video	1,692	1,812	-7%
Children's LOTs	60	54	11%
TOTAL All Children's Physical Material	41,792	41,461	1%

Adult/Teen Physical Materials Held	February	January	Month to Month
	2023	2023	% change
Adult Fiction	16,849	16,967	-1%
Adult Nonfiction	14,065	13,929	1%
Adult Magazine	114	108	6%
Adult Audiobook	1,255	1,249	0%
Adult DVD/Video	4,019	4,018	0%
Adult LOTs	140	153	-8%
Video Games	342	348	-2%
Teen Fiction	2,428	2,802	-13%
TOTAL All Adult/Teen Physical Material	39,212	39,574	-1%

Digital Material Held	February	January	Month to Month
	2023	2023	% change
eBooks	850,116	846,343	0%
Digital Audiobooks	194,173	192,568	1%
Digital Videos	94,439	94,279	0%
Digital Magazines	4,612	4,608	0%
Digital Music	358,209	354,728	1%
Databases	6	17	-65%
TOTAL All Digital Material	1,501,555	1,492,543	1%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

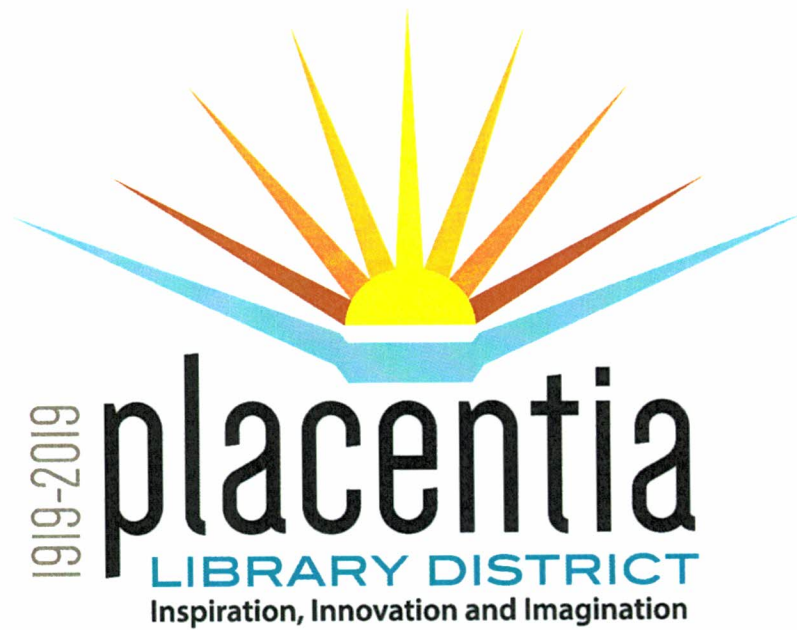
FROM: Jeanette Contreras, Library Director

SUBJECT: Service Revenue Activities Report for February 2023

DATE: March 27, 2023

Net Revenue Summary for February 2023

			YTD	YTD
	Feb-23	Feb-22	2022-2023	2021-2022
Passport	17,611	24,544	106,126	128,130
Passport Photos	4,536	7,526	28,656	31,772
Test Proctor	50	350	1,000	1,550
Fines & Fees	1,170	1,303	8,072	9,847
Meeting Room	680	40	1,020	40
TOTAL	\$ 24,047	\$ 33,763	\$ 144,874	\$ 171,339



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Library Impact Fee Report – February 28, 2023

DATE: March 27, 2023

Total Monthly Fees Collected			YTD	YTD
	Feb-23	Feb-22	2022-2023	2021-2022
	\$6,125.76	\$35,210.24	\$105,156.00	\$85,513.08

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2	Ernesto Ramos	2 Single Fam. Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3	Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4	Whitstone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
5	Whitstone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
6	George Arechiga	1 SFD Addition	248 Wilson Ave.	1,065	\$ 979.80	9/15/2022
7	Ted Romios	1 SFD Addition	2401 Rose Dr.	1,678	\$ 1,543.76	9/21/2022
8	Melanie Mallers	New 1 Story ADU	427 Windflower Circle.	748	\$ 688.16	10/4/2022
9	Rocco Enterprises	Single Fam. Residence	1663 Oak St.	1,220	\$ 1,122.40	10/13/2022
10	Eric Chang	New 3-Bedroom ADU	949 Cobb Ave. Unit B	1,182	\$ 1,087.44	10/19/2022
11	National Core	65 Senior Housing Units	1314 N. Angelina Dr.	55,126	\$ 61,741.12	11/18/2022
12	LandSea Homes	Single Fam. Attached	1568 and 1572 Lima Way	15,983	\$ 17,261.64	1/12/2023
13	LandSea Homes	Single Fam. Attached	1567 Lima Way, units 1-5	5,672	\$ 6,125.76	2/2/2023
14						
15						
16						
17						
18						
19						
20						
2022/2023 YTD Total					\$ 105,156.00	
Ending Balance as of 6/30/22					\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).					\$ 729,346.14	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Personnel Report for February 2023

DATE: March 27, 2023

			YTD	YTD
	Feb-23	Feb-22	2022-2023	2021-2022
Separation	0	0	3	3
Retirement	0	0	1	1
Appointments	0	0	9	8
Open Positions	*2	1	10	10
Workers' Compensation Leave	0	0	0	0
TOTAL	2	1	23	22

*On-going

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Library Assistant – Adult and Teen Services

Supervising Librarian – Adult Services

WORKERS COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

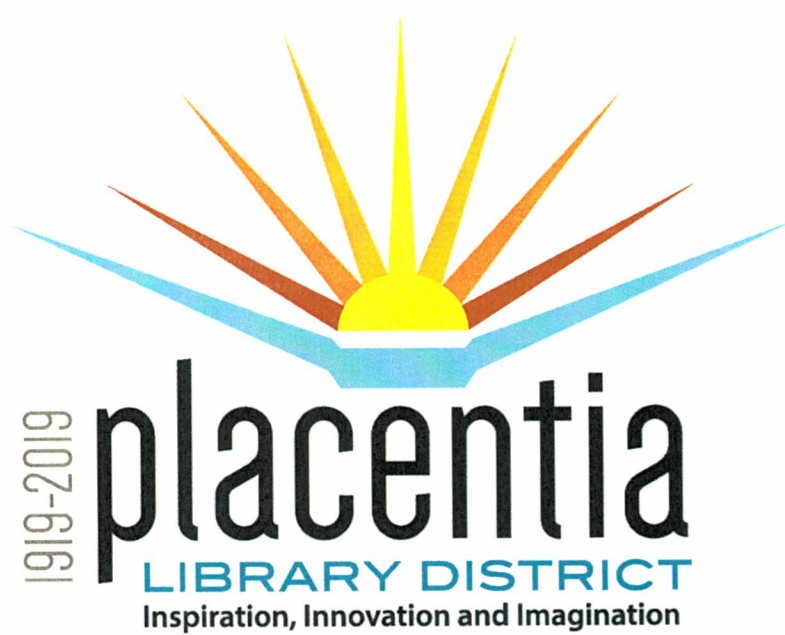
TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: City of Placentia - Shared Maintenance Costs through February 2023
DATE: March 27, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2022-2023	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	0.00	1,655.06	0.00	10.20	0.00	1,665.26
Sep-22	*	*	*	*	*	*	0.00
Oct-22	10/4/2022	0.00	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	0.00	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	*	0.00
Jan-23	1/17/2023	0.00	3,310.12	0.00	20.50	0.00	3,330.62
Feb-23	*	*	*	*	*	*	0.00
Mar-23							0.00
Apr-23							0.00
May-23							0.00
Jun-23							0.00
TOTAL		\$0.00	\$11,585.42	\$1,397.76	\$61.38	\$0.00	\$13,044.56

* City Billing Not Received

PERIOD COVERED FY 2021-2022	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21	8/25/2021	0.00	1,655.06	0.00	9.73	0.00	1,664.79
Sep-21	*	*	*	*	*	*	0.00
Oct-21	10/12/2021	0.00	3,310.12	499.20	9.68	0.00	3,819.00
Nov-21	11/8/2021	0.00	1,655.06	499.20	9.73	0.00	2,163.99
Dec-21	*	*	*	*	*	*	0.00
Jan-22	1/12/2022	0.00	1,655.06	0.00	18.95	677.91	2,351.92
Feb-22	2/16/2022	0.00	3,310.12	499.20	18.80	0.00	3,828.12
Mar-22	3/23/2002	0.00	1,655.06	499.20	9.38	338.87	2,502.51
Apr-22	4/18/2022	0.00	1,655.06	249.60	9.38	0.00	1,914.04
May-22	5/23/2022	0.00	1,655.06	249.60	9.31	1,022.88	2,936.85
Jun-22	6/20/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
TOTAL		\$0.00	\$19,806.06	\$3,244.80	\$114.14	\$2,039.66	\$25,204.66



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for February 2023

DATE: March 27, 2023

Meetings:

- February 1, Placentia Round Table Women's Club (PRTWC) Meeting. Assistant Library Director continued to assist as the Scholarship Committee.
- February 2, Library Director and Business Manager met regarding HVAC updates.
- February 7, Library Director conducted a walkthrough with SECO Electric regarding the electric charging station for the bookmobile.
- February 8, Library Director met with CPS HR Consulting to discuss upcoming staff development day training and attended the Public Library Director's Forum (PLDF) Planning Committee meeting.
- February 9, Kiwanis Club Board Meeting. Assistant Library Director provided members with updates on upcoming programs and provided information on book donation process for the public. A Kiwanis member has donated 10 boxes of used books to PLFF and hopes to donate more in the near future.
- February 13, Library Director met with JEC to discuss the electric charging station.
- February 14, Library Director attended the ISDOC General Managers luncheon meeting at the Costa Mesa Sanitary District, virtual meeting with the Boys and Girls Club, and virtual meeting of the Santiago Library System Executive Council.
- February 15, Library Director attended the PLDF Planning Committee meeting, Boys & Girls Club Board meeting, and the Philanthropic Educational Organization (PEO) meeting with President Martin.
- February 16, Trustees Beverage and Nelson, and Library Director handled signature documents at Wells Fargo Bank.
- February 21, Library Director met with Golden Sentry to discuss the Hangar flooring project, and Ernesto Medrano from the LA/OC Building and Construction Trades Council for information regarding the OLE grant-funded project.
- February 22, Administration team attended the Library Board meeting.
- February 23, Library Director met with EMCOR representative for a walkthrough on HVAC issues, facilitated the all-staff meeting, and met with retired Library Director from Commerce Public Library.
- February 27, Solus Mobile App Demo, Assistant Library Director and IT Consultant attended mobile app demo and discussed options available with this vendor. This vendor's app seemed user friendly and provided important features needed by the library. More demos with other vendors will be scheduled in the near future.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for February 2023

DATE: March 27, 2023

Children's Circulation	February 2023	February 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Children's Fiction Physical	8,082	7,438	78,747	64,499	22%
Children's Fiction Digital	831	831	6,815	6,769	1%
Children's Fiction TOTAL	8,913	8,269	85,562	71,268	20%
Children's Nonfiction Physical	2,214	2,025	19,009	15,658	21%
Children's Nonfiction Digital	128	165	883	994	-11%
Children's Non-Fiction TOTAL	2,342	2,190	19,892	16,652	19%
Children's Magazine Physical	4	8	150	85	76%
Children's Magazine Digital	197	10	2,116	52	3969%
Children's Magazine TOTAL	201	18	2,266	137	1554%
Children's Audiobook Physical	333	232	2,933	1,188	147%
Children's Audiobook Digital	457	402	3,614	3,198	13%
Children's Audiobook TOTAL	790	634	6,547	4,386	49%
Children's DVD/Video Physical	205	314	2,401	2,879	-17%
Children's DVD/Video Digital	59	30	469	321	46%
Children's DVD/Video TOTAL	264	344	2,870	3,200	-10%
Children's LOTs	32	15	233	182	28%
Music Digital	19	4	107	167	-36%
TOTAL All Children's Physical Content	10,870	10,032	103,473	84,491	22%
TOTAL All Children's Digital Content	1,691	1,442	14,004	11,501	22%
TOTAL All Children's Content	12,561	11,474	117,477	95,992	22%

Adult/Teen Circulation	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Adult Fiction Physical	1,808	2,154	17,463	19,446	-10%
Adult Fiction Digital	1,607	1,950	12,193	16,355	-25%
Adult Fiction TOTAL	3,415	4,104	29,656	35,801	-17%
Adult Nonfiction Physical	1,327	1,376	12,296	10,952	12%
Adult Nonfiction Digital	614	577	5,492	4,647	18%
Adult Non-Fiction TOTAL	1,941	1,953	17,788	15,599	14%
Adult Magazine Physical	37	9	200	186	8%
Adult Magazine Digital	205	191	2,134	1,774	20%
Adult Magazine TOTAL	242	200	2,334	1,960	19%
Adult Audiobook Physical	143	223	1,101	1,454	-24%
Adult Audiobook Digital	3,499	2,740	26,369	21,907	20%
Adult Audiobook TOTAL	3,642	2,963	27,470	23,361	18%
Adult DVD/Video Physical	606	626	5,517	5,771	-4%
Adult DVD/Video Digital	306	234	2,677	2,131	26%
Adult DVD/Video TOTAL	912	860	8,194	7,902	4%
Adult LOTs	73	60	667	416	60%
Video Games	194	218	1,569	1,751	-10%
Music Digital	76	67	586	595	-2%
Teen Fiction Physical	222	299	2,397	2,656	-10%
Teen Fiction Digital	163	212	1,725	2,117	-19%
Teen Fiction Total	385	511	4,122	4,773	-14%
TOTAL All Adult/Teen Physical Content	4,410	4,965	41,210	42,632	-3%
TOTAL All Adult/Teen Digital Content	6,470	5,971	51,176	49,526	3%
TOTAL All Adult/Teen Content	10,880	10,936	92,386	92,158	0%

All Circulation	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Total Circulation Physical	15,280	14,997	144,683	127,123	14%
Total Circulation Digital	8,161	7,413	65,180	61,027	7%
Total All Circulation	23,441	22,410	209,863	188,150	12%
Non-English Language Circulation	587	411	3,919	4,324	-9%

Online Database Usage	February	February	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2023	2022	2022-23	2021-22	% change
ABC Mouse	3,587	1,130	35,625	14,177	151%
Creative Bug	20	0	240	269	-11%
Data Axle	56	169	497	2,160	-77%
Freegal	998	978	8,434	7,741	9%
Heritage Quest	0	0	378	441	-14%
Novelist	13	18	1,660	238	597%
TOTAL PLD DATABASE USAGE	4,674	2,295	46,834	25,026	87%

Online Database Usage	February	February	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2023	2022	2022-23	2021-22	% change
Brainfuse VetNow	7	63	125	308	-59%
Brainfuse HelpNow*	23		352		-
Britannica	143	38	447	209	114%
LinkedIn Learning	20	144	1,935	183	957%
ProQuest	17	132	60	245	-76%
ProQuest Culture Grams	0	0	22	23	-4%
Skillshare	2	5	12	23	-48%
Teaching Books and Book Connections	6	9	874	484	81%
National Geographic Kids (Gale)	0	0	68	20	240%
Gale in Context: Environmental Studies	2	3	7	6	17%
Gale Interactive: Science	0	0	61	34	79%
Coursera	40	6	76	17	347%
EBSCO LearningExpress Library	0	0	26	14	86%
GetSetUp	30	0	124	5	2380%
Northstar	0	0	0	8	-100%
TOTAL CSL DATABASE USAGE	290	400	4,189	1,579	165%
TOTAL ALL DATABASE USAGE	4,964	2,695	51,023	26,605	92%

*Mathematically unable to divide by zero



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for February 2023

DATE: March 27, 2023

MONTHLY STATISTICS

Number of Programs by Type	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Storytime	13	10	13	10	30%
Children's Programs	5	2	5	2	150%
Outreach	3	0	3	0	-
TOTAL Children	21	12	21	12	75%

Program Attendance by Type	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Storytime	637	284	637	284	124%
Children's Programs	257	51	257	51	404%
Outreach	79	0	79	0	-
TOTAL Children	973	335	973	335	190%

ACTIVITIES

- Mayli Apontti planned and conducted 4 in-person Family Storytimes on February 4, 11, 18, and 25.
- Mayli Apontti created a Black History Month Display in the glass display case to promote fantasy/ sci-fi stories
- Elizabeth Tapia led the Morning Meet Ups program on February 6, 13, and 27.
- Elizabeth Tapia planned and conducted 4 in-person Luna, Luna! Bilingual Pajama Storytimes on February 1, 8, 15, and 22.
- Elizabeth Tapia planned and conducted a STEAM Lab program on February 22.

- Elizabeth Tapia created a display promoting STEAM Labs which took place on February 22.
- Elizabeth Tapia and Mayli Apontti created a display for Black History Month which was set up in our children's section to highlight Black History Month titles across our children's collection.
- Elizabeth Tapia, Janet Tapia, Daisy Badge, and Mayli Apontti created a list of Black stories from our children's Spanish, picture book, award winning, tweens, and non-fiction collection areas in order to showcase these titles via our Instagram Black History Month post and on our BHM Children's area display.
- Elizabeth Tapia and Daisy Badge planned and created a display in the children's area promoting duplicate titles.
- Daisy Badge planned and conducted 4 Once Upon a Storytimes on February 2, 9, 16 and 23.
- Daisy Badge helped plan and conduct the Black History Month Family Storytime on February 18 with Mayli Apontti.
- Daisy Badge planned and coordinated the Tiny Art Show with Tim Balen.
- Daisy Badge created the Tiny Art Show Exhibit in the lobby display case with Tim Balen.
- Janet Tapia planned and facilitated the Read to the Dogs program on February 6.
- Janet Tapia visited LOT 318's homework club on February 15, 21, 22, and 28.
- Margaret Hatanaka, Daisy Badge and Katie Matas assisted with Teen Library Assistant interviews February 7.

MEETINGS

- February 7, Anaheim Public Library: Janet Tapia had a phone meeting with John Andersen from Anaheim Public Library for a bookmobile Q&A.
- February 9, Stronger Together Grant: Janet Tapia met with the Stronger Together grant recipients and Linda Braun to go over program progress.
- February 9, LA County Library: Janet Tapia and Margaret Hatanaka had a Zoom meeting with Gladstone Bucknor, Michael Petersen, and Christle Chumney of the LA County Library outreach services to have a bookmobile Q&A.
- February 13, Eggcitement Information sharing: Margaret Hatanaka met with Matt Brand and Aileen Munoz from Community Services. Their department will be taking the lead and planning and executing this year's Eggcitement event which will take place at Kraemer Park on April 1. Margaret shared the library's procedures and practices of conducting the Eggcitement event and let them know that the library will provide a craft and storytime for the event.
- February 15 & 22, Gomez Center LOT 318: Janet Tapia met with the children and facilitators with LOT 318's Homework Club for the first time and she introduced herself and the bookmobile, and explained general library services.

- February 21 & 28, Cypress St LOT 318: Janet Tapia met with the children and facilitators with LOT 318's Homework Club for the first time and she introduced herself and the bookmobile, and explained general library services.

PROFESSIONAL DEVELOPMENT

- Janet Tapia started the Core Reference Fundamentals course on InfoPeople on February 1.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for February 2023

DATE: March 27, 2023

MONTHLY STATISTICS

Number of Programs by Type	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Adult Programs	1	4	1	4	-75%
Hangar	1	1	1	1	0%
History Room	1	0	1	0	-
Literacy	18	13	18	13	38%
Teen Programs	2	2	2	2	0%
General Interest	1	0	1	0	-
Self Directed	0	2	0	2	-100%
TOTAL Adult/Teen	24	22	24	22	9%

Program Attendance by Type	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Adult Programs	4	6	4	6	-33%
Hangar	301	252	301	252	19%
History Room	1	0	1	0	-
Literacy	115	55	115	55	109%
Teen Programs	22	47	22	47	-53%
General Interest	12	0	12	0	-
Self Directed	0	92	0	92	-100%
TOTAL Adult/Teen	455	452	455	452	1%

Proctored Tests	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Number of Tests	3	6	23	42	-45%

History Room Activity	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
History Room Visitors	5	4	64	22	191%

The Hangar Makerspace	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Hangar Open Hour Visits	87	22	638	283	125%
Hangar Users	18	2	164	63	160%
Hangar Tours	17	13	209	113	85%

Volunteer Hours	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
History Room	0	18	91	322	-72%
PLFF	221.75	123	1,880	1,741	8%
General Library	206.25	289	1,843	2,081	-11%
Adult Literacy	189.5	196	1,492	1,401	6%
PTAC	30	56	446	348	28%
Total Volunteer Hours	647.5	682	5752.08	5893	-2%
FTE Equivalent	3.74	3.93	33.19	34.00	-2%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2022-23	2021-22	% change
Adult Literacy & ESL Students	63	48	31%
Adult Literacy & ESL Tutors	45	43	5%

ACTIVITIES

- Megan Tolman coordinated 7 Memory Lab appointments.
- Katie Matas coordinated Book Club on February 14.
- Michelle Meades, Sally Federman, and Gena Christ interviewed a possible intern for literacy on February 23.
- Michelle Meades completed weeding of the 200s and test prep on February 8 and the 300s on February 23.
- Michelle Meades completed an inventory of the 600s on February 27.
- Katie Matas participated in an interview panel for Orange Public Library on February 1.
- Katie Matas participated in second interviews for the Teen library assistant on February 7.
- Shellie McCurdy coordinated the February Take & Make on February 2.
- Shellie McCurdy and Yesenia Baltierra published the Spring-Summer 2023 eXplore.
- Sally Federman coordinated Literacy Reads – Beginner Book Club on February 1, 8, 15, and 22.
- Sally Federman coordinated Literacy Reads – Int. Book Club on February 7, 14, 21, and 28.

- Sally Federman coordinated Read, Write, Speak Club on February 3, 10, 17, and 24.
- Sally Federman coordinator an ESL Beginner Conversation Group on February 2, 9, 16, and 23.
- Sally Federman coordinated a Tutor In-Service on February 28.
- Sally Federman coordinated a Learner Discussion Group on February 27.
- Tim coordinated PTAC meetings on February 2 and 16.
- Daisy and Tim coordinated the Tiny Art Show take and make kits, exhibit and voting in February.
- Adult and Teen Services staff attended the Adult and Teen Services Meeting on February 8.
- Tim assisted with a tech setup (computer and projector) with President Martin on February 15.

MEETINGS

- February 2, City/Library meeting: Margaret Hatanaka met with Matt Brand from Community Services. Matt discussed the April 1 Eggcitement event and requested PTAC volunteers and library presence. I said children's staff would provide storytime and a craft. I shared that plans were in place for our new bookmobile librarian, Janet Tapia to conduct weekly outreach visits at Lot 318 locations and Literacy staff outreach at the Whitten Center. Matt also requested PTAC volunteers to work at the Movies in the Park which will take place every other Friday, June 30-Sept. 9th.
- February 15, Santiago Library System (SLS) Teen Services Committee Meeting: Tim Balen attended the meeting which was held at the Anaheim Public Library Euclid Branch. Winter, spring and summer teen services programming was discussed.
- The Placentia Historical Committee was cancelled due to a lack of quorum.

PROFESSIONAL DEVELOPMENT

- Tim attended the eBooks for All Summit for Palace Project on February 1.
- Tim began the online Infopeople course "Core Reference Fundamentals" on February 21. The six-week course will run through April.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for February 2023

DATE: March 27, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Children Computer Usage	199	316	2,170	1,973	10%
Teen Computer Usage	94	89	914	901	1%
Adult Computer Usage	1,017	887	8,455	6,285	35%
Total Computer Usage	1,310	1,292	11,539	9,159	26%
Wi-Fi Usage	1,827	1,405	12,096	9,410	29%
Guest Passes	55	85	523	369	42%

Website Traffic	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Website visits	14,486	11,180	110,537	91,544	21%
Page Hits	26,613	19,006	188,895	155,110	22%
Users	9,187	6,667	69,881	55,627	26%
Pages/Session	2	1.68			
Avg. Session Duration	00:02:24	00:01:55			
% New Sessions	79	77			
Placentia Library Online Catalog Usage	4,283	3,564	36,707	31,479	17%

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- Repair/Replace components in CCTV Server

Ongoing Projects:

- Server Upgrade Replacement Project
- Library Website & Mobile App- Research
- Automated Meeting room, study room, and history room bookings online

Update Virtual Library Card Application Process
Server Upgrade Project
Security Gate Repair/Replace
Online Reservations for study rooms/ Memory Lab/ History Room

Upcoming Projects:

Credit Card Processing update/Consolidation
Google Chrome Managed Browsers Project
Self-Check Machine replacements/ refresh
Windows 7 computer replacements
Circulation and print release terminal replacement
Passport computer replacement
LOT's collection technology development

System Updates:

IT staff spent time onboarding new staff and training them on how to use library systems. This included account setup, online credentials and licenses, Horizon/Citrix, cash registers, office 365, phone accounts, security systems, and third-party sites.

IT consultant participated in one-one-one meetings with Director, Assistant Director, Hangar Coordinator, and History Room Coordinator to review ongoing projects and update timelines. Continued research to better serve patrons while making tasks efficient for staff at the same time.

Staff have been testing a few different online scheduling programs for future use in the study rooms and history/memory lab rooms. This would automate processes of scheduling and allow patrons to reserve through a self-service program 24/7 online.

We are pleased to share that the new server installation project is going smoothly. Our installation team has been working diligently for the past few weeks. We are beginning the testing phase and continue to work with third party vendors and software developers who supply the current applications in use at the library. Significant cleanup is required from past dirty migrations in order to ensure a clean transition of services.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for February 2023

DATE: March 27, 2023

Attendance	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Number of Days Open	27	27	232	223	4%
Number of Hours Open	256	245	2,105	2,039	3%
Attendance	18,040	14,211	132,081	114,223	16%

Card Holders	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Active Borrowers~	4,285	4,655			
Child Card Holders*	14,238				
Teen Card Holders*	4,511				
Adult Card Holders*	44,175				
Total Card Holders	62,924				
New Patron Registration	339	295	2,797	3,333	-16%
New Virtual Library Cards	64	40	602	731	-18%

~FY-T-D- comparison not applicable

Information Desk Activity	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Reference Questions -- in person	1,573	1,600	12,940	12,508	3%
Reference Questions -- telephone	484	965	4,461	6,373	-30%
Reference Questions -- email/chat	16	8	106	138	-23%
Total Reference Questions	2,073	2,573	17,507	19,019	-8%
Assistance in Spanish	41	44	465	229	103%
Assistance with Passports	408		2,171		-
Curbside Usage	8	24	107	249	-57%
Study Room Usage	169	108	1,230	758	62%

*FY 2021-22 data not available

Passport Activity	February	February	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Passports Processed	493	661	3,520	4,126	-15%
Consultations Only **	33		278		
Unfilled Appointments**	45		944		
No Show Appointments**	44		524		
Photo Only (Walk-in)**	19		90		

***New statistic for FY 2022-23*

ACTIVITIES

- Angie processed 341 new books.
- Eric sent out 56 billing notices to patrons.
- Meeting room was used for 24 library programs.
- Meeting room was used by 4 for outside renters.
- Meeting room was used by 2 partners; Miss Placentia/YL and Kiwanis.
- A total of 431 requests were pulled from the Pull List by the staff.

MEETINGS

- None

PROFESSIONAL DEVELOPEMNT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Amendments to Policy 6050 – Community Meeting Room Policy**

DATE: March 27, 2023

BACKGROUND

At the February 22, 2023 Library Board of Trustees meeting, the Board discussed the proposed amendments and staff was directed to seek legal counsel for said proposals. District Counsel had one comment regarding 6050.10 and 6050.11 as they are deemed unconstitutional. Such current language violates freedom of association by religious and political groups.

Staff recommends the removal of Policy 6050.10 and 6050.11, addition of insurance coverage, various fee changes, and a Hold Harmless Agreement. Proposed changes are bolded and underlined.

Attachment A is Policy 6050 – Community Meeting Room Policy.

Attachment B is the Hold Harmless Agreement.

RECOMMENDATIONS

1. Authorize amendments to Policy 6050 as presented, inclusive of input from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Community Meeting Room

POLICY NUMBER: 6050

6050.1 The purpose of the Placentia Library District Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Placentia Library District Community Meeting Room.

6050.2 A completed application, fees and deposit are required to reserve a date for the Placentia Library Community Meeting Room. Fees are as follows:

MEETING ROOM FEE	
- <u>Non-profit Resident</u>	\$20.00 (<u>proposed \$35</u>)/hr.
- <u>Non-profit Non-Resident</u>	\$35.00 (<u>proposed \$50</u>)/hr.
- <u>Private/For Profit Resident</u>	<u>\$75.00/hr.</u>
- <u>Private/For Profit Non-Resident</u>	<u>\$100.00/hr.</u>
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00 (<u>proposed \$50</u>)
- After Hour Staff Attendance	\$25.00 (<u>proposed \$40</u>)/hr., per staff with prior approval from the Library Director
- Projector	\$15.00
- Set-up fee	\$20.00 (<u>proposed \$35</u>)
- Refundable security deposit / cleaning fee	\$50.00 (<u>proposed \$100</u>)
- Breakdown fee	\$20.00 (<u>proposed \$35</u>)
- No show fee	\$25.00 in addition to the

Fees and deposits are waived for meetings or events sponsored by the Library Staff or Board of Trustees. The fees and deposits will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.

Non-Profits shall provide a copy of 501©(3) and State of California Tax Identification Number.

6050.3 Application for use of the room will be made through Administration at least two (2) weeks prior to use of the meeting room. No group may reserve the Placentia Library District Community Meeting Room for more than three dates per application without approval by the Library Director.

- 6050.4** **The Placentia Library District requires meeting room users to sign a Hold Harmless agreement. In addition, proof of insurance with General Liability of \$1,000,000 and an endorsement naming the Placentia Library District as additional insured is required no later than seven days after booking a meeting room. Failure to provide the required insurance and endorsement will cause forfeit of room reservation. Waiving of insurance requirement is at the discretion of the Library Director.**
- 6050.5** Full room charges will be enforced for all “No Shows.”
- 6050.6** Permission to use the room is not transferable.
- 6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Placentia Library District Community Meeting Room is needed for a Library function.
- 6050.8** Organizations using the facility are responsible for setting up and returning the room to the condition it was found. If library staff is needed to set up or return furniture, an additional fee of \$20 per hour is charged.
- 6050.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.10** **REMOVE** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.11** **REMOVE** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.12** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.13** Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6050.14** There is a \$50 refundable deposit/cleaning fee required at time of application. This deposit is nonrefundable for no shows, cancellations less than two weeks before the event rental.

- 6050.15** Alcoholic beverages are prohibited.
- 6050.16** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 6050.17** Permits may be revoked by the Library Director whenever there has been a violation of these rules.
- 6050.18** Community Meeting Room must be vacated when the library closes.
- 6050.19** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
- 6050.20** Capacity limitations: 68
- 6050.21** Organizations requiring the presence of a staff member, will incur the cost of \$25 per hour per staff, after closing hours depending on staff availability
- Organizations are responsible for all pass through charges, including but not limited to:
- City personnel
 - Police services
 - Fire services
 - Cleaning services
- 6050.22** Equipment available for the Community Meeting Room
- 6050.22.1** 100 Chairs
 - 6050.22.2** 15 8' Tables
 - 6050.22.3** Kitchenette
 - 6050.22.4** Sound System
 - 6050.22.5** 1 Lectern
 - 6050.22.6** 2 Flags (American and State flag)
 - 6050.22.7** Projector (\$15 Rental Fee)
- 6050.23** Marketing/Publicity
- 6050.23.1** The Placentia Library District Library does not assume any responsibility to publicize or promote any outside group meeting and will not publicize outside groups' meetings on the Library's website or social media.

6050.23.2 Reserving groups may not post signage on library property.

6050.23.3 Use of Placentia Library District logo and likeness are not permitted

6050.23.4 All promotional material produced by group/individual renting the meeting room must include the following statement:

“This meeting/event, its presenter(s) and organization(s) are neither sponsored by nor endorsed by the Placentia Library District.”

6050.24 Disclaimer: The Placentia Library District recognizes the rights of free speech and free assembly. Use of the community meeting room facilities by groups/individuals does not constitute an endorsement of the philosophies, practices, viewpoints or beliefs of the groups/individuals by the Library Board of Trustees or Library Staff and furthermore, the Board and Staff will not be held responsible for any action undertaken or administered by the groups/individuals.

Event Name

FACILITY USE RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration of being permitted to utilize the Placentia Library District's (hereafter, "Library") facilities for the event named above ("Event") on [*Insert Date*], the undersigned, and on behalf of the group or organization the undersigned represents, and their respective representatives, heirs, assigns, and next of kin (collectively, the "Participants"), agree to the following:

1. To release, defend, indemnify, and hold harmless, and covenant not to sue the Library, the City of Placentia and their respective officers, agents, and employees (the "Releasees"), for any and all claims for loss, damage, or demands therefor on account of injury to any person, including death, or damage to property, including, without limitation, any loss or theft of any personal property, which may occur as a result of participating in the Event, or in any way using for any purpose during the day of the Event any of the Releasees' premises, facilities or equipment, even though that liability may arise, in whole or part, out of the negligence of the Releasees or out of a dangerous or defective condition of property or equipment of the Releasees.

2. Expressly acknowledge and understand that injuries can occur during the use of any of the Releasees facilities or equipment, including those resulting in injury or death, and that the Participants hereby expressly assume all such risks, including any dangerous or defective condition of public property, whether or not a particular risk is known or unknown.

3. Expressly agree that this Facility Use Release, Waiver of Liability, and Indemnity Agreement ("Agreement") is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, the balance shall continue in full legal force and effect.

4. In addition to this Agreement and not in lieu of any of its provisions, the Participants shall obtain and provide evidence of liability insurance with such coverages as required by the Library.

The undersigned has read and voluntarily signs this Agreement, and acknowledges that no representations, statements, or inducements of any kind, apart from the foregoing written Agreement, have been made by the Releasees.

Name of authorized representative

Organization represented

Title of authorized representative

Organization's Address

I Have Read This Agreement and certify that I am authorized to sign on behalf of myself and the organization I represent.

Signature

Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Second Reading of Proposed Policy 6056 – Program Development Policy**

DATE: March 27, 2023

BACKGROUND

At the January 23, 2023 Board meeting, staff was given direction to present a program policy for the Board's consideration. The purpose of a Program Development Policy is to set guidelines for the planning and operation of the Placentia Library District programs and events and in alignment with the District's mission to inspire, open minds, innovate, and connect our community. It is also used to inform the public about standards and principles that are applied to the program selection and management process.

The Board approved Policy 6056 – Program Development Policy as a first reading at the February 22, 2023 Board meeting. The staff was directed to seek input from District Counsel. Upon Board approval, Policy 6056 – Program Development Policy will be effective immediately.

Attachment A is the proposed Second Reading of Policy 6056 – Program Development Policy

RECOMMENDATION

Approve the newly proposed Policy 6056 – Program Development Policy as presented, inclusive of input from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Program Development Policy

POLICY NUMBER: 6056

Library programs are free and open to the public, and are intended to promote and enhance the collections, services, and mission of the Placentia Library District ("**District**") to meet the educational, informational, and recreational needs of the community. **District** programs strive to strengthen our community by being inclusive and reflective of **its** cultural, racial, and social diversity. Selection of topics for programming is made by District staff based on interest and needs of library users and the community, and to support major District initiatives and goals.

The District also draws upon other community resources in developing programs, and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

Responsibility for Program Development

Responsibility for program development, planning, and facilitating rests with the staff based on their job responsibilities and areas of expertise and under the Library Director's authority, operating within the framework of policies determined by the Library Board of Trustees. Professional and paraprofessional staff who are responsible for programming are **to use** this policy **as a guide in utilizing** professional skills, collections, equipment, facilities, and feedback from the community in planning and delivering library programs.

Selection Guidelines and Objectives

For purposes of this policy, a program is as an activity or event in a group setting **that is either put on by the District solely or as a co-sponsor with a third party** to meet the educational, social, recreational, cultural, or informational needs of an anticipated audience in the community. Programs can be a single event, a short series, or continuously recurring.

Programs may include, but will not be limited to lectures, forums, visual and performance art, interactive classes or workshops, continuing education, fairs, discussion groups, technology programs, story times, class visits, library tours, community outreach, exhibits, and presentations for social, cultural, educational, or recreational purposes.

Criteria

When making decisions regarding program content, presenters, and related resources, District staff will consider the following:

- Relevance to the District's mission, strategic plan, and service goals;
- Supportive of community needs and interests, including feedback and suggestions from District patrons;

- Potential to promote, supplement, and encourage the use of District collections & resources;
- Equitable access and participation;
- Foster lifelong learning, promote cultural enrichment, and support education;
- **Appropriateness** of content for intended audience;
- Presentation quality as determined by presenter's background, record of presentation, and qualifications in content area;
- Historical, cultural, or educational significance;
- **The availability of the required** space;
- Budget;
- Staffing;
- Connection to other community programs, exhibitions, or events;
- Safety and security of patrons and staff; and
- National and local observances, commemorative months, and initiatives (i.e., National Library Week, Women's History Month, Veterans' Day, etc.)

Library programs may take place at the District's building at 411 E. Chapman Avenue, Placentia, California, bookmobile, offsite locations, and online. They may be delivered by District staff or District partners. Programs may be live-streamed or recorded for later playback, either in person or via web-enabled technologies.

Funding

The District receives funding for library programs in a variety of ways including special district appropriations, grants, and support from charitable organizations that support the District such as the Placentia Library Friends Foundation. The District may also partner with other institutions, organizations, or individuals who have received funding to offer Library programs.

Library programs are open to the public and offered free of charge. At the discretion of the Library Director, a fee may be applied to programs such as a no-show fee to cover for program-related expenses.

Presenters

Anyone interested in presenting a program may submit a proposal that will be reviewed by District staff using this policy as a guideline. The District reserves the right **in its absolute discretion** to decline **to put on or co-sponsor** a program for a variety of reasons including, but not limited to, staffing **requirements**, budgetary constraints, **lack of adequate** space, scheduling, **safety, disruption of library patrons, etc.**

A partnership is a relationship between the District and an institution, non-profit organization, community group, or individual. These relationships involve an effort to provide and/or promote activities and services for the public. Partnerships can range from a one-time collaboration to a long-term arrangement. The District welcomes partnerships that promote civic engagement and support its mission and strategic goals and may choose to co-host programs with these partners. Partners must comply with all District policies.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants.

Library programs are non-commercial in nature. Programs are not used for the solicitation of business. Presenters and performers, whether individual or organizational, shall not use a District program to petition, advertise, or recruit members or customers. While the District welcomes professional experts to present at its events, programs **are not to be used to directly further commercial purposes.** Presenters are permitted to have business-related brochures, flyers, or other information available for attendees to pick up if interested. Presenters cannot otherwise distribute such materials as part of the event.

Intellectual Freedom

The District offers a wide variety of materials and programs to support its mission of providing cultural and learning opportunities to all. The District respects the freedom of information of its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights. The District's goal is to offer a diverse set of ideas and opinions.

Parents and guardians are responsible for overseeing their minor children's participation in the District's programs. **While the District does review the appropriateness of content based on the audience, it understands such determinations are subjective and it is not the District's intent to circumvent a parent's or guardian's right to determine what programs are appropriate for their minor children.**

Open Access

All library-initiated programs are open to the public, but some meetings and programs may be designed with specific audiences in mind, such as programs intended for children and teens that are geared to their interests and needs. Adults who wish to attend a program specifically designed for children must be accompanied by a child. Tween and teen programs are limited to tweens, teens, and their guardian/parents only, except otherwise noted. Programs targeted toward specific audiences are to be publicized as such.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. Admittance will be determined on a first come, first served basis, either through advance registration, or at the door. The District reserves the right to deny **attendance or have removed anyone that becomes disruptive or otherwise a detriment to the program presentation and/or who violates the District's Rules of Conduct Policy.**

Cancellations

Programs may be cancelled for several reasons, including severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the District's online calendar of events and by other appropriate communication channels.

Registration

District staff may require registration for space purposes. Presenters are not allowed to implement their own sign-ups or collect contact information from program attendees unless prior approval is granted by the Library Director or their designee. District staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Registration may be required for planning purposes or when space is limited.

Virtual Programs

In an effort to reach the greatest number of patrons, the District will also offer virtual programs. These programs will utilize District approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at District facilities along with programs that are solely offered virtually.

All virtual programs will be hosted via the District's virtual meeting and social media accounts. While hosting the virtual program, the District may mute attendees, lock the event after the program has begun, dismiss participants and the like. Patrons attending virtual programs are expected to adhere to the District Rules of Conduct **and not to become disruptive** while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future library virtual programs.

Patrons are required to use their own equipment to attend library virtual programs. The District will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the District makes no representation that every patron will be capable of accessing library programming virtually using their personal devices or internet connections. Furthermore, the District makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the District host.

Finally, while the District will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the District is not liable for any physical, emotional, or financial damages that may result from attending a virtual event.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization for Amendments to Policy 2015 – Employee Status

DATE: March 27, 2023

BACKGROUND

Policy 2015 was last amended in January 2009, to reflect part-time as a “regular” status upon completion of their probationary period.

Library Director recommends amending the probationary period from the current six months to one year. The following public agencies probationary periods are exhibited in table below.

Agency	Probationary Period
Altadena Library District	1 year exempt; 6 months non-exempt
Anaheim Public Library	1 year
Brea City	1 year
Buena Park Library District	6 months
Fullerton City	1 year; 6 months promotional
Huntington Beach City	1 year; 6 months promotional
Long Beach City	6 months
Mission Viejo City	1 year; 6 months promotional
Newport Beach Public Library	1 year; 6 months promotional
Orange City Public Library	26 weeks
Orange County Library System	52 weeks
Orange Law Library	26 weeks or 6.5 months
Palos Verdes Library District	1 year
Placentia City	1 year

Additionally, the Library Director recommends the following additions to Policy 2015. Changes are bolded and underlined, reflected in Attachment A.

2015.2.1 A probationary employee is not vested with any employment rights and is not eligible for any due process rights under the District's Discipline procedure under Policy 2260.

2015.2.2 Promotional Employee Probation: A regular employee who is serving in a competitive service position and is promoted into another competitive service position shall serve a six (6) month promotional period. If an employee is promoted while serving in their initial probationary period, the employee shall serve a twelve (12) month promotional probation period.

2015.2.2.1 An employee on promotional probation may be released at any time without right of appeal or hearing.

2015.2.2.2 An employee rejected during the probationary period following a promotional appointment, shall receive a performance evaluation for the probationary period served.

2015.2.2.3 An employee who does not pass their promotional probation shall have the right to return to their former position, provided the position is vacated.

Attachment A is Policy 2015 – Employee Status.

RECOMMENDATIONS:

1. Authorize amendments to Policy 2015 – Employee Status as presented, inclusive of input received from the Library Board of Trustees; and,
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Employee Status
POLICY NUMBER: 2015

2015.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed their probationary period. Regular employees may be full-time or part-time.

2015.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six (**proposed 12 months**) months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

2015.2.1 A probationary employee is not vested with any employment rights and is not eligible for any due process rights under the District's Discipline procedure under Policy 2260.

2015.2.2 Promotional Employee Probation: A regular employee who is serving in a competitive service position and is promoted into another competitive service position shall serve a six (6) month promotional period. If an employee is promoted while serving in their initial probationary period, the employee shall serve a twelve (12) month promotional probation period.

2015.2.2.1 An employee on promotional probation may be released at any time without right of appeal or hearing.

2015.2.2.2 An employee rejected during the probationary period following a promotional appointment, shall receive a performance evaluation for the probationary period served.

2015.2.2.3 An employee who does not pass their promotional probation shall have the right to return to their former position, provided the position is vacated.

2015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for the Assistant Library Director to Attend the American Library Association (ALA) Conference in Chicago, Illinois on June 22-27, 2023.**

DATE: March 27, 2023

BACKGROUND

The 2022 ALA Annual Conference will be held June 22-27, 2023 at the McCormick Place Chicago.

Programs offer at the conference includes:

- Health Programming at Your Library: Project Ideas, Resources, and Opportunities
- Reimagining School Readiness Toolkit for Libraries
- Socioeconomic Mixing: Creating Public Libraries Where Everyone Belongs
- The Living Library: Responsive Physical and Virtual Design
- Finding a New Normal: Library Policies and Practices
- Get Ready, Stay Ready: Supporting Proactive Community Advocacy for Library Professionals
- Addressing the Spread of Misinformation and Disinformation: The Library's Role

The Library Director is requesting authorization for the Assistant Library Director to attend the conference with the Library Board and a staff member, whose attendance was authorized at the February 22, 2023 meeting.

RECOMMENDATIONS

1. Authorize the Assistant Library Director to attend the ALA Conference in Chicago, Illinois on June 22-27, 2023; and
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Attendance to the California Library Association (CLA) Conference, on June 1-3, 2023.**

DATE: March 27, 2023

BACKGROUND

The 2023 CLA Annual Conference will be held June 1-3, 2023 in Sacramento. This year's theme, "Sustaining Our People, Planet & Performance Into the Future" will feature many sessions with dynamic speakers, activities, networking opportunities with a PRIDE-filled experience.

The Library Director requests authorization to send the Children's Supervising Librarian and the Literacy Coordinator to attend the 2023 CLA Conference.

It was announced at the March 15th Director's Networking conversations that \$500.00 is available for new Literacy Coordinators to attend the Literacy Orientation at the conference with their Library Directors. Registration has been approved for the Literacy Coordinator's attendance. The Children's Supervising Librarian will attend the orientation in the Library Director's place.

RECOMMENDATIONS

1. Authorize the Children's Supervising Librarian and Literacy Coordinator to attend the CLA Conference, on June 1-3, 2023 in Sacramento; and,
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Conference Authorization to the California Special District Association (CSDA) General Manager Leadership Summit in Olympic Valley, California, on June 25-27, 2023.**

DATE: March 27, 2023

BACKGROUND

The California Special District Association (CSDA) General Manager Leadership Summit will be held in Olympic Valley, California from June 25-27, 2023. The General Manager Leadership Summit provides the best networking and professional development opportunities for special district general managers throughout California.

This year's Opening Keynote Speaker is Dr. Jannell MacAulay. Dr. MacAulay, a U.S. Air Force veteran, "has managed human performance under high-stress situations for over two decades" and it's her mission to help leaders and organizations excel in stressful environments. Pete Blank, a former Disney executive, specializing in leadership development and organizational culture, will be the keynote speaker for the general session.

RECOMMENDATIONS

1. Motion to Authorize the Library Director to attend the California Special District Association (CSDA) General Manager Leadership Summit in Olympic Valley, California, June 24-27, 2023.
2. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jo-Anne Martin, Board President
SUBJECT: **Blue Ribbon Committee Report**
DATE: March 27, 2023

BACKGROUND

President Martin will report out on the Blue Ribbon Committee meeting.

Attachment A is the agenda from the March 15, 2023 meeting.



Blue Ribbon Committee Meeting Agenda

March 15th, 2023 6:30 p.m.
Regular Meeting, City Hall

Chair
Jo-Anne Martin

Vice-Chair
Jodi Stout-Ward

Mayor Ward Smith

Councilmember Rhonda Shader

Craig Green

Sheila Jordan

Tricia Montelongo

Aaron Mills

Grace Carluen

Todd Rogers

Procedures for Addressing the Blue Ribbon Committee

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the recording secretary BEFORE that portion of the agenda is called.

The Blue Ribbon Committee encourage free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, the Parks Arts and Recreation Commission discourages clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COMMISSION IS IN SESSION.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (714) 993-8184. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility.

(28 CFR 35.102.35.104 ADA Title II)

Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the Community Services Department, (714) 993-8184, to make inquiry concerning the nature of the item described on the agenda.

In compliance with Senate Bill 343, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

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

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

Blue Ribbon Committee Meeting

March 15, 2023

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

Chair Jo-Anne Martin
Vice-Chair Jodi Stout-Ward
Mayor Ward Smith
Councilmember Rhonda Shader
Craig Green
Tricia Montelongo
Sheila Jordan
Aaron Mills
Grace Carluen
Todd Rogers

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

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

COMMITTEE COMMENTS AND REPORTS

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

BLUE RIBBON COMMITTEE AGENDA

1. **Approval of Minutes** – February 15, 2023
 - Recommended action: Approve
2. **Recap of March 9th Site Visit**
3. **Survey Status**
4. **Meeting Dates for Community Outreach**
5. **Meeting with County**

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, April 19th, 2023, at 6:30 p.m.

CERTIFICATION OF POSTING

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the March 15, 2023, Regular Meeting of the Blue-Ribbon Committee was posted on Thursday, March 9, 2023.



Karen Crocker
Community Services Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gayle Carline, Board Secretary
SUBJECT: **Legislative Report**
DATE: March 27, 2023

BACKGROUND

Secretary Carline will provide updates on current legislations.

Attachment A is the Take Action Brief from the California Special District Association (CSDA).

Attachment B are Library District Bills from CSDA.

Attachment C is Assembly Bill 557 – Emergency Brown Act Meeting Procedures

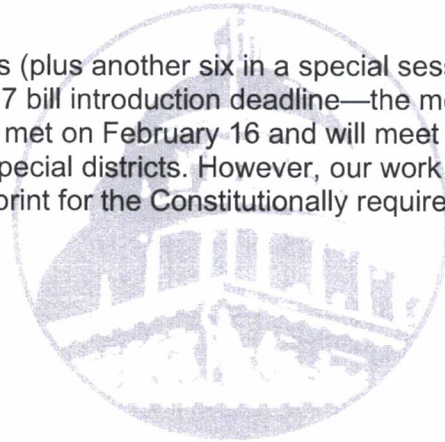


CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

March 2023

CSDA has reviewed the 2,632 bills (plus another six in a special session) introduced in the California State Legislature prior to the February 17 bill introduction deadline—the most bills introduced in over a decade. The CSDA Legislative Committee met on February 16 and will meet again March 10 to adopt initial positions on legislation affecting special districts. However, our work will not stop there as many authors will amend their bills after they are in print for the Constitutionally required 30-day period. Stay up to-date with CSDA.



Inside this edition of the Take Action Brief:

ACTION ALERT: Ensure your district can meet safely during the next state of emergency.....2

FEEDBACK REQUEST: Does your district employ temporary or seasonal employees?.....3

Three newly-introduced alternative contracting bills.....4

Special districts must act FAST to secure federal earmarks.....5

Contact a local CSDA representative near you!

Chris Norden
Dane Wadlé
Colleen Haley
Melissa Green
Charlotte Holifield
Chris Palmer

Northern Network
Sierra Network
Bay Area Network
Central Network
Coastal Network
Southern Network

chrisn@csda.net
danew@csda.net
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chrisp@csda.net



TAKE ACTION BRIEF

➤ ACTION ALERT: Ensure your district board can meet safely during the next state of emergency affecting your community

Assembly Member Gregg Hart (D–Santa Barbara) has introduced [Assembly Bill 557](#), CSDA's 2023 sponsored bill on the Brown Act. This bill follows the successful passage of [Assembly Bill 361](#) (R. Rivas, 2021), which established modified remote meeting procedures within the Brown Act for local agencies meeting during specified emergencies. CSDA is calling upon all special districts to register a support position.

Support Emergency Remote Meeting Flexibility (AB 557)

Visit CSDA's [AB 557 Take Action Page](#) at csda.net/brown-act557 and submit a letter of support using CSDA's [Automated Form Letter](#). Contact CSDA Legislative Representative Marcus Detwiler with questions at marcusd@csda.net.

The COVID-19 state of emergency in California terminated at the end of February 2023 and local agencies are no longer be able to use AB 361 remote meetings for COVID-19-related reasons.

However, local agencies may rely on AB 361's remote meeting provisions through the remainder of 2023 should they suffer a different emergency (e.g., flooding, wildfires, earthquakes) that makes it unsafe to meet in-person, so long as that emergency is accompanied by a formal state of emergency declaration made by the Governor.

On January 1, 2024, the provisions added to the Brown Act by AB 361 "sunset," or expire, on their own terms and local agencies will lose statutory authority for remote emergency meetings as established by AB 361. In order to preserve the modified remote meeting procedures beyond the end of 2023, CSDA has sponsored **AB 557, which would abolish the sunset that would otherwise repeal these procedures.**

AB 557 also makes one minor change to the timeframe for the renewal resolutions required under the AB 361 framework. Currently, the terms of AB 361 require an agency looking to rely on its provisions beyond 30 days to pass a resolution recognizing that the state of emergency prompting the transition to remote meetings remains active, and that conditions persist that prevent the agency from holding meetings safely in-person. **AB 557 would change this to 45 days**, providing agencies with an additional two weeks and accommodating those agencies that meet monthly on a fixed date that may occasionally fall outside of the original 30-day window provided by AB 361.

Local agencies that would like to continue teleconferencing or video conferencing board meetings following the February 28, 2023 expiration of the COVID-19 state of emergency have two options:

1. "Traditional" Brown Act teleconferenced meetings (as they existed pre-COVID, replete with all the corresponding open meeting requirements including those related to agenda postings as well as remote meeting site identification and access), or
2. "AB 2449-style" teleconferenced meetings (i.e., teleconferenced meetings using the framework provided as a result of the passage of [Assembly Bill 2449](#) [Rubio, 2022]).

Learn more about how to comply with shifting Brown Act Meeting Laws in [this January 30 CSDA eNews article](#).



TAKE ACTION BRIEF

➤ **FEEDBACK REQUEST: Does your district employ temporary or seasonal employees?**

CSDA is seeking feedback on Assembly Bill 1484 (Zbur). The bill may be viewed here: [Bill Text - AB-1484 Temporary public employees. \(ca.gov\)](#).

AB 1484 will bring a broad range of temporary employees, hired to perform the same or similar type of work that is performed by permanent employees represented by a recognized employee organization (or union), into collective bargaining agreements, and apply specified union procedures and requirements to them.

The bill defines “temporary employee” to mean a temporary employee, casual employee, seasonal employee, periodic employee, extra-help employee, relief employee, limited-term employee, per diem employee, and any other public employee who has not been hired for a permanent position.

Feedback Requested on AB 1484

Please provide responses to Senior Legislative Representative Aaron Avery at aarona@csda.net.

1. Does your agency employ temporary employees who would be covered by this bill?
2. If your answer to Question 1 is “yes”, please provide specifics on the types of employees that would be covered, the numbers of employees that would be covered, seasonality considerations, and other relevant information.
3. Would implementation of this bill be expensive, difficult, or challenging for your agency?
4. If your answer to Question 3 is “yes”, please provide specifics on exactly how it would be expensive, difficult, or challenging to implement, additional expenses you would incur, and staffing adjustments you would anticipate making.
5. Do you have suggestions for amendments to this bill which would alleviate your concerns or make it more workable?



TAKE ACTION BRIEF

➤ Three newly-introduced alternative-contracting bills

One of CSDA's top advocacy priorities in 2023 is infrastructure and project delivery to ensure that the most beneficial projects are built in the most efficient manner. Accordingly, CSDA is taking an interest in three newly introduced bills and would welcome feedback from members as we assess next steps with our Legislative Committee and stakeholder partners:

AB 400 Design-Build Sunset Elimination (Rubio, B), makes the existing local government design-build authority found in Public Contract Code Sections 22160-22169 permanent by eliminating the sunset of January 1, 2025.

SB 706 Progressive Design-Build (Caballero), would allow counties, cities and special districts to use the progressive design-build (PDB) project delivery method for construction contracts. This bill would remove the 15-project maximum and would authorize all cities, counties, city and counties, or special districts to use the PDB process for other projects in addition to water-related projects. The bill would change the required reporting date to no later than December 31, 2028.

SB 617 Regional Transportation Progressive Design-Build (Newman), would provide regional transportation agencies authorization to use progressive design-build (PDB) procurement to design and construct projects on or adjacent to the state highway system, including related nonhighway portions of the project, based on either best value or lowest responsible bid. It also authorizes a regional transportation agency to utilize the PDB method of procurement, based on either best value or lowest responsible bid, to design and construct projects on expressways that are not on the state highway system if the projects are developed pursuant to an expenditure plan.

If you would like to provide feedback on these measures or any other public works alternative contracting legislation, please contact CSDA Legislative Representative, Heidi Hannaman at heidih@csda.net.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

.....

➤ Special districts must act FAST to secure federal earmarks

Both the U.S. House and Senate Appropriations Committees have released their earmark (Community Project Funding / Congressionally Directed Spending) guidance, completing the full view of Fiscal Year (FY) 2024 earmark opportunities.

Each U.S. Senator and Representative participating in the earmark programs have their own process for constituent submission. Special districts are encouraged to contact their congressional representatives' offices for local guidance.

Individual office processes may be announced with very tight deadlines, with most hitting the week of March 13, 2023.

To gauge whether your House representative may participate in the FY24 process based on whether they have historically participated, [click here](#) for a list of legislators requesting earmarks in FY22 and [click here](#) for the FY23 list.

The U.S. Senate's overall cap on earmark spending is set at one percent of federal discretionary spending; however, the House Appropriations Committee aims to limit total earmarks at 0.5 percent of federal discretionary spending. The House Community Project Funding (CPF) bans funding memorials and museums, and restricts "commemorative projects," which could entail projects named after any particular individual.

Senators and Representatives will formally request eligible constituent projects to their respective appropriations committees for further consideration. Senators may submit an unlimited amount of requests while the House will impose a 15-project limit per Representative. Participating offices can only consider projects that fit within the eligibilities of the appropriations committee's pre-selected federal funding accounts.

[Read the Senate CDF's full guidance document here.](#) | [Read the House CPF's general guidance document here.](#)

This information is provided by the National Special Districts Coalition, of which CSDA is a founding member. CSDA members receive full NSDC benefits by virtue of membership in CSDA. For more information about this article, contact Cole Arreola-Karr, NSDC Federal Advocacy Director, at colek@nationalspecialdistricts.org.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ OTHER WAYS TO **TAKE ACTION**

Learn More

The 2023 Special Districts Legislative Days Conference Brochure is LIVE!

*Tuesday and Wednesday, May 16 -17, 2022
Sheraton Grand Hotel
Sacramento, CA*

Gain the edge on policy changes impacting your agency and exchange ideas with California's top decision-makers at the 2023 Special Districts Legislative Days, an interactive and informative two-day legislative conference in our State's Capitol. Fully one-third of the State Legislature turned over this year, making the 2023 Special Districts Legislative Days a MUST-ATTEND EVENT! Don't miss this opportunity to build partnerships and strengthen the voice of local control. Check out all the details for this year's conference, and secure early bird pricing before the deadline on April 21!

View the brochure here: <https://www.csdanet/viewdocument/2023-special-districts-legislative>

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Visit [csdanet/get-involved](https://www.csdanet/get-involved) or email updates@csdanet to inquire about joining one of the following teams:

- Environment & Disaster Preparedness
- District Operations
- Governance
- Human Resources and Personnel
- Public Works, Facilities, and State Infrastructure Investment & Partnership
- Local Revenue

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's *California Special Districts Magazine*

Email updates@csdanet for help accessing these additional member resources.



BACK TO BILL TRACKING

Library District Bills

Tuesday, March 07, 2023

AB 257 (Hoover R) Encampments: penalties.

Current Text: Amended: 2/23/2023 [html](#) [pdf](#)

Introduced: 1/19/2023

Status: 2/28/2023-In committee: Set, first hearing. Hearing canceled at the request of author.

Location: 2/2/2023-A. PUB. S.

Summary:

Under current law, a person who lodges in a public or private place without permission is guilty of disorderly conduct, a misdemeanor. Current law also provides that a person who willfully and maliciously obstructs the free movement of any person on any street, sidewalk, or other public place is guilty of a misdemeanor. This bill would prohibit a person from camping, as defined, in a street, sidewalk, or other public property within 500 feet of a school, daycare center, playground, or youth center.

Position: Watch

Staff Reco: None

Assigned: HHannaman

District Services: Library, Recreation and Park

Subject Area: State Infrastructure Investment and Partnership

Issues: Workforce Development

Working Group: Human Resources and Personnel

Public Notes: 2/17/2023 I-1/19/2023 to: Watch

CSDA SUMMARY:

AB 535 (Irwin D) School accountability: Statewide School Library Lead.

Current Text: Introduced: 2/8/2023 [html](#) [pdf](#)

Introduced: 2/8/2023

Status: 2/17/2023-Referred to Com. on ED.

Location: 2/17/2023-A. ED.

Summary:

Current law requires the State Department of Education and the California Collaborative for Educational Excellence to establish a process, administered by the department, to select, subject to approval by the executive director of the State Board of Education, an expert lead agency based on specific expertise in an area of need to conduct activities and build statewide capacity to address that area of need within the

statewide system of support, as well as geographic lead agencies for other specified purposes, as provided. This bill would, contingent upon an appropriation for these purposes, require the Superintendent of Public Instruction, on or before July 1, 2024, to select an applicant county office of education to serve as a Statewide School Library Lead to work collaboratively with the California Collaborative for Educational Excellence and to establish library and literacy services that support the statewide system of support. The bill would specify that the Statewide School Library Lead's duties include, among other things, enhancing the state's investment in literacy and aligning those efforts with the California Comprehensive State Literacy Plan and working directly with local educational agencies, including county offices of education, to build capacity to develop excellent school library services and accelerate literacy and learning, including coordinating support, providing direct technical assistance, and delivering professional learning.

Position: No position

Staff Reco: SUPPORT IN CONCEPT

Assigned: MDetwiler

District Services: Library

Subject Area: District Operations

Issues: None

Working Group: District Operations

CSDA SUMMARY: The bill tasks a specified county office of education selected to serve as a Statewide School Library Lead with promoting literacy (specifically, they are instructed "to work collaboratively with the California Collaborative for Educational Excellence and to establish library and literacy services") in various ways, including collaboration with "local entities." (*updated 2.21.23*)

AB 654 (Cervantes D) University of California: ethnic studies.

Current Text: Amended: 3/2/2023 [html](#) [pdf](#)

Introduced: 2/9/2023

Status: 3/6/2023-Re-referred to Com. on HIGHER ED.

Location: 3/2/2023-A. HIGHER ED.

Summary:

Would request the University of California to collaborate with the office of the Chancellor of the California Community Colleges, the California Community Colleges Ethnic Studies Faculty Council, and the University of California Ethnic Studies Council to develop a process for the University of California to approve eligible community college ethnic studies courses, as meeting an existing undergraduate graduation requirement at the university, for students who transfer to the university from the California Community Colleges.

Position: No position

Staff Reco: Consent: WATCH

Assigned: MDetwiler

District Services: Library

Subject Area: Community Enrichment

Issues: SPOT

Working Group: District Operations

CSDA SUMMARY:

AB 888 (Cervantes D) Libraries: public libraries and museums.

Current Text: Introduced: 2/14/2023 [html](#) [pdf](#)

Introduced: 2/14/2023

Status: 2/15/2023-From printer. May be heard in committee March 17.

Location: 2/14/2023-A. PRINT

Summary:

Current law authorizes an unincorporated town or village to establish, equip, and maintain a public library for the dissemination of knowledge of the arts, sciences, and general literature, as well as a public museum, in accordance with specified laws. This bill would make nonsubstantive changes to that law.

Position: No position

Staff Reco: Consent: WATCH

Assigned: MDetwiler

District Services: Library

Subject Area: Community Enrichment

Issues: SPOT

Working Group: District Operations

CSDA SUMMARY:

AB 1274 (Connolly D) **Young Californians' Inclusion Act.**

Current Text: Introduced: 2/16/2023 [html](#) [pdf](#)

Introduced: 2/16/2023

Status: 3/2/2023-Referred to Com. on A. & A.R.

Location: 3/2/2023-A. A. & A.R.

Summary:

Would, until January 1, 2027, require the Governor to convene and appoint a Blue Ribbon Commission on Young Californians' Inclusion that would work with state and local agencies to audit their programs related to engaging young Californians and perform a statewide assessment on young Californians' inclusion. The bill would require the commission to develop a set of policy recommendations regarding issues that substantially impact young Californians and recommendations for implementing governmentwide efforts to ensure the needs for young Californians are met and resources are provided to continue the advancement of young Californians. The bill would also require the commission to submit a report to the Legislature, the Governor, and the Superintendent of Public Instruction that includes the results of its assessment and recommendations and provide additional recommendations on how to increase young Californians' inclusion and meaningful engagement, strengthen current and future outcomes for young Californians, and improve state systems to better attract and retain a younger generation of public servants in California's civil service.

Position: No position

Staff Reco: Consent: WATCH

Assigned: MDetwiler

District Services: Library, Open Space, Recreation and Park

Subject Area: Community Enrichment

Issues: None

Working Group: District Operations

CSDA SUMMARY:

AB 1297 (Quirk-Silva D) **Public restrooms.**

Current Text: Introduced: 2/16/2023 [html](#) [pdf](#)

Introduced: 2/16/2023

Status: 3/2/2023-Referred to Com. on L. GOV.

Location: 3/2/2023-A. L. GOV.

Summary:

Would require each local government, as defined, to complete an inventory of public restrooms owned and maintained by the local government, either directly or by contract, that are available to the general population in its jurisdiction by July 1, 2024. The bill would require local governments to report their findings to the State Department of Public Health, which would be required to compile the information and to make the inventory available in a searchable database on its internet website by March 1, 2025, as specified. The bill would require the database to be updated quarterly. The bill would require the department to conduct educational outreach to the general public and homelessness service providers that the database is available on its internet website.

Position: No position

Staff Reco: Consent: OPPOSE 3

Assigned: MDetwiler

District Services: Library, Recreation and Park

Subject Area: Community Enrichment

Issues: Mandates and Mandate Reimbursement

Working Group: Public Works, Facilities, and State Infrastructure Investment and Partnership

CSDA SUMMARY: This bill would require library districts (as defined [1] [2]) and park districts (as defined) to complete an inventory of their "accessible, permanent public restrooms, including single-occupancy restrooms" available to the general population in its jurisdiction. These districts - along with cities and counties - would have to provide this completed inventory of bathrooms to the State Department of Public Health not later than July 1, 2024, and quarterly thereafter, for purposes of the development of the Department's online database of public restrooms. (*updated 2.26.23*)

AB 1467 (Alanis R) Nevaeh Youth Sports Safety Act.

Current Text: Introduced: 2/17/2023 [html](#) [pdf](#)

Introduced: 2/17/2023

Status: 2/18/2023-From printer. May be heard in committee March 20.

Location: 2/17/2023-A. PRINT

Summary:

Current law, the California Youth Football Act, requires a youth sports organization that conducts a tackle football program to comply with certain protocols, including a coach annually receiving first aid, cardiopulmonary resuscitation, and AED certification, and at least one independent nonrostered individual being present at all practice locations and holding current and active certification in AED protocols, among other credentials. This bill, the Nevaeh Youth Sports Safety Act, would require a youth sports organization that elects to offer an athletic program to ensure that its athletes have access to an AED during any official practice or match. The bill would require that an AED be administered, during an applicable medical circumstance, by a medical professional, coach, or other person designated by the youth sports organization, who holds AED certification and who complies with any other qualifications required pursuant to federal and state law applicable to the use of an AED.

Position: No position

Staff Reco: Consent: WATCH
Assigned: MDetwiler
District Services: Library, Recreation and Park
Subject Area: District Operations
Issues: None
Working Group: District Operations
CSDA SUMMARY:

SB 321 (Ashby D) Literacy: libraries: third grade reading proficiency.

Current Text: Introduced: 2/6/2023 [html](#) [pdf](#)

Introduced: 2/6/2023

Status: 2/15/2023-Referred to Com. on RLS.

Location: 2/6/2023-S. RLS.

Summary:

Would make various findings and declarations regarding literacy and would state the intent of the Legislature to enact subsequent legislation that would require school districts to partner with local libraries for purposes of providing library cards to all pupils in the 3rd grade.

Position: No position

Staff Reco: Consent: WATCH

Assigned: MDetwiler

District Services: Library

Subject Area: District Operations

Issues: None

Working Group: District Operations

CSDA SUMMARY:

Total Measures: 8

Total Tracking Forms: 8



ASSEMBLY BILL 557

EMERGENCY BROWN ACT MEETING PROCEDURES

SUMMARY

AB 557 eliminates the January 1, 2024 sunset on the provisions of the Brown Act that provided additional flexibility for local agencies looking to meet remotely during an emergency while still maintaining public access and transparency. This legislation will provide a narrow but important emergency authority, allowing local governing bodies to safely meet and take action during applicable states of emergency declared by the Governor.

BACKGROUND

AB 361 (Rivas, 2021) codified, until Jan 1, 2024, numerous provisions of Governor Newsom’s Executive Orders pertaining to the Brown Act in 2020. The provisions only apply in the event that an emergency situation or public health orders prevent a local agency board from meeting in-person. If the meeting could still be held in-person without endangering local agency board members or personnel, then the local agency would not be permitted to rely on the provisions added to California Government Code section 54953 by AB 361. Local agencies needing to meet remotely pursuant to those provisions are only permitted to do so in concert with an emergency declared by the Governor of California.

PROBLEM

While the worst of the COVID-19 pandemic appears to have subsided, the need to be prepared for future emergencies remains. Recent events in California, including disastrous flooding and devastating wildfires, underscore this point.

AB 361 was extensively used by local agencies to meet during the pandemic and was designed to address all emergency situations where it would be unsafe, or even impossible, to meet in-person.

The flexibility these provisions provide will remain a critical tool for use in other emergencies declared by the Governor even after the COVID-19 state of emergency expires.

In cases where a state of emergency persists, AB 361 required local agencies to renew their emergency remote meeting resolution within 30-days. However, many agencies regularly meet once-per-month (e.g. every third-Tuesday), which is sometimes a span of just over 30 days. This forced agencies to unnecessarily move meetings to days and times less accustomed to the public or to expend unnecessary time and expense to conduct an additional meeting

SOLUTION

By removing the sunset, AB 557 preserves the critical flexibility for local agencies needing to meet remotely to continue providing the public with essential services during a Governor-declared emergency. By adjusting the renewal period for resolutions to 45 days (up from 30 days), AB 557 would provide accommodation for those agencies regularly meeting on a fixed date every month.

SUPPORT

- CA Special Districts Association (Co-Sponsor)
- League of California Cities (Co-Sponsor)
- CA State Association of Counties (Co-Sponsor)



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: ISDOC Updates from Trustee Nelson

DATE: March 27, 2023

At the March 7, 2023 ISDOC meeting, the Executive Board, unanimously voted Trustee Nelson to fill the 3rd Vice President position on the Executive Committee. Trustee Nelson will provide a report on actionable items taken during that meeting.

The next quarterly luncheon meeting will be on March 30th via zoom.