



AGENDA

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING








January 22, 2020
6:30 p.m.
History Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the November 18 and December 12, 2019 Library Board of Trustees Date Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for November and December 2019. (Receive & File and Approve)

11. FY2019-2020 Cash Flow Analysis through November and December 2019; the Schedule of Anticipated Property Tax Revenues for FY2019-2020 as provided by the Orange County Auditor. (Receive & File)

TREASURER'S REPORTS (Items 12 – 15)

12. Financial Reports for November and December 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for November and December 2019. (Receive & File)

14. Acquisitions Report for November and December 2019. (Receive & File)

15. Entrepreneurial Activities Report for November and December 2019. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

16. Personnel Report for November and December 2019. (Receive, File, and Ratify Appointments)

17. Circulation Report for November and December 2019. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

19. Administration Report for November and December 2019.
20. Children's Services Report for November and December 2019.
21. Adult Services Report for November and December 2019.
22. Placentia Library Web Site & Technology Report for November and December 2019.

NEW BUSINESS


23. Presentation of Fiscal Year 2018-2019 Financial Audit from White, Nelson, Diehl, Evans Firm.
24. Discuss and Review an Addendum to the Library Director's Employment Compensation.
25. Travel Authorization: The American Library Association Annual Conference on June 25-30, 2020 in Chicago, Illinois.
26. Discuss a Request For an Oral History on Trustee Martin.
27. Joint-Use Committee Update from President Carline.
28. Energy Efficiency Update from Library Director Contreras.

ADJOURNMENT

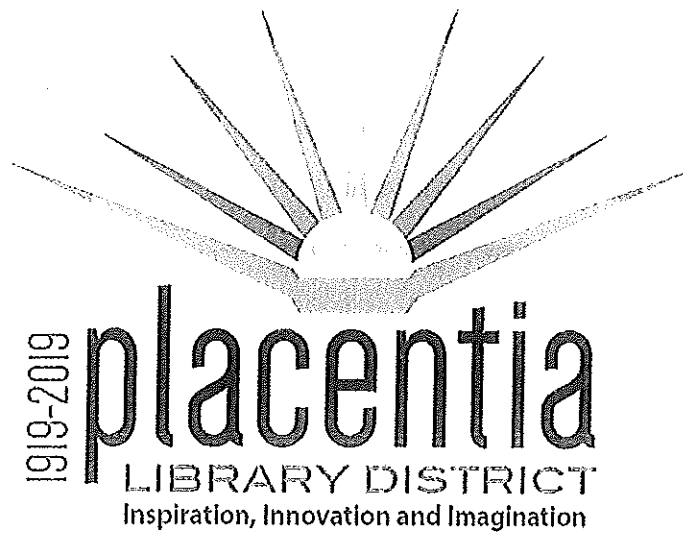
29. Agenda Preparation for the February Unusual Date Meeting which will be held on February 18, 2020 in the Community Meeting Room at the Placentia Library District, unless re-scheduled by the Library Board of Trustees.
30. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
31. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the January 22, 2020 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 17, 2020.



Alyssa Stolze, Administrative Assistant



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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 18TH, 2019

- CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 18th, 2019 at 6:34 p.m.
- Members Present:** President Gayle Carline, Secretary Al Shkoler, Trustee Richard DeVecchio, Trustee Jo-Anne Martin, Trustee Elizabeth Minter.
- Members Absent:** None.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Public Services Manager; Jon Legree, Technology Manager; Alyssa Stolze, Administrative Assistant.
- Staff Absent:** Fernando Maldonado, Business Manager.
- Guests:** None.
- ADOPTION OF AGENDA** It was motioned by President Carline to adopt the agenda. It was moved by Secretary Shkoler and seconded by Trustee Minter to adopt the agenda (Item 3).
- | | |
|----------------|---|
| AYES: | Carline, Martin, DeVecchio, Shkoler, Minter |
| NOES: | None |
| ABSENT: | None |
- ORAL COMMUNICATION** None (Item 4).
- BOARD PRESIDENT REPORT** President Carline attended the Staff Appreciation Dinner and the Veteran's Day Ceremony.
- TRUSTEE & ORGANIZATIONAL REPORTS**
- Secretary Shkoler attended the California Library Association's Annual Conference, the Staff Appreciation Dinner, and the Veteran's Day Ceremony.
- Trustee DeVecchio attended the California Library Association's Annual Conference, the Staff Appreciation Dinner, personnel committee meetings, and the Veteran's Day Ceremony.
- Trustee Martin attended the Staff Appreciation Dinner, H.I.S. House Board Meetings, personnel committee meetings, and a PLFF Board Meeting. Trustee Martin was also the guest speaker for the Veteran's Day Ceremony.
- Trustee Minter attended the ISDOC monthly luncheon and the Staff Appreciation Dinner.
- LIBRARY DIRECTOR REPORT** Library Director Contreras attended the California Library Association's Annual Conference, multiple meetings with both the City of Placentia and Bodhi Leaf Coffee

Traders regarding the café status and signage. Director Contreras also reported on the increase in Amazon locker activity, the success of the Halloween Teen Maze, Drive-In movie, and opening plans for the café once a date is selected. Director Contreras also updated the board on her monthly meetings regarding the Library Impact Fee and her continued efforts to find and receive a quote for a company that engineers HVAC screens. Currently, Director Contreras has not been given a quote from companies she has contacted due to their liability concerns, and is now awaiting a response from a recommendation from another District.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on how much the volunteers enjoyed the Staff Appreciation Dinner, how the Board has gained three new members, Author's Luncheon planning, the creation of a silent auction committee in collaboration with the Library Director, and how the Board approved PLFF President Dahl to attend the Public Library Association's Annual Conference. Additionally, PLFF President Dahl reported on the bookstore sales doubling since last year and increasing success of the second Sunday book sale.

CONSENT CALENDAR

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

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

**MINUTES FOR OCTOBER 21,
2019 REGULAR DATE
MEETING.**

The minutes for the October 21st, 2019 Regular Date Board Meeting were received, approved, and filed as amended (Item 9).

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

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

Check Registers for October 2019 (Item 10)
Fund 707 Balance Report for October 2019 (Item 11)

Financial Reports through October 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for October 2019 (Item 13)
Acquisitions Report for October 2019 2019 (Item 14)
Service Revenue Report for October 2019 2019 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for October 2019 (Item 16)
Circulation Report for October 2019 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

- Administration Report for October 2019 (Item 19)
- Children’s Services Report October 2019 (Item 20)
- Adult Services Report for October 2019 (Item 21)
- Placentia Library Website Technology Report for October 2019 (Item 22)

CLOSED SESSION

President Carline reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to continue the discussion regarding post-retirement benefits for the Library Director. This discussion will continue at the December meeting’s closed session with guest Dennis Yu, Vice President of the Public Agency Retirement Services (PARS). Additionally, an MOU and 115 Trust by Mr. David DeBerry of Woodruff, Spradlin, and Smart will be presented at the December meeting.

**REVISIT AND DISCUSS
PLACENTIA LIBRARY
DISTRICT POLICY 2275-
SOCIAL MEDIA AND
APPROVE AMENDMENTS
AS AUTHORIZED.**

At the request of Secretary Shkoler, the policy was presented at the September 23, 2019 Library Board of Trustees meeting. The decision was made to revisit the policy at a future board meeting, therefore, Library Director Contreras presented the policy for the Board to review and make amendments as necessary. The Board had an amendment for editorial change, rather than content change, for section 2275.5. It was motioned by Trustee Martin to make an editorial amendment to Placentia Library District Policy 2275-Social Media. The motion was seconded by Trustee DeVecchio.

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

**AUTHORIZE AMENDMENTS
TO THE 2019-2020 BUDGET
TO REFLECT
CLASSIFICATION CHANGES
TO THREE POSITIONS.**

To better meet the staff’s needs for support and equitably redistributing responsibilities, Director Contreras presented the recommendation to have three positions be reclassified: Public Services Manager to Assistant Library Director, Technology Manager to Librarian I-Automation, and Library Clerk II to Circulation Supervisor. The Board expressed concerns regarding the salary decrease amount for the Technology Manager and the need to acknowledge the growing importance of technology in the workplace. The Board recommended the amendment be re-presented to reflect a non-managerial position that acknowledges the skill set needed in the position and a more appropriate pay scale. The Library Director will re-present the recommendations with a new job classification reflecting the Board’s discussion at the December meeting. No action was taken at this time.

**AMEND THE TRAVEL
AUTHORIZATION FOR THE
BOARD OF TRUSTEES AND
LIBRARY STAFF TO ATTEND
THE ANNUAL PUBLIC
LIBRARY ASSOCIATION
(PLA) CONFERENCE IN**

The Board approved the travel authorization for Trustee Martin, Trustee DeVecchio, the Library Director, and Public Services Manager to attend the Public Library Association’s Conference in Nashville, Tennessee on February 25-29th, 2020 at the October 21st, 2019 Board of Trustees Regular Date Meeting. Since then, Trustee DeVecchio rescinded his wish to attend and Secretary Shkoler would like to attend in lieu of Trustee DeVecchio. It was motioned by Trustee Martin to authorize an amendment to the October 21, 2019 travel authorization of the Annual Public

**NASHVILLE, TENNESSEE ON
FEBRUARY 25-29, 2020.**

Library Association Conference on February 25-29, 2020 in Nashville, Tennessee fo. Secretary Shkoler to attend in lieu of Trustee DeVecchio's attendance. The motion was seconded by Trustee DeVecchio. A roll call vote was taken:

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

**AUTHORIZE A RATE
INCREASE FOR ARCELIA
JANITORIAL SERVICE.**

Director Contreras presented the request from Arcella Janitorial Services to increase their contracted monthly rate of \$2,880 to \$3,293. The Board gave the recommendation to have any future changes submitted by February 1st of the budget cycle. Moreover, the Board amended the contract to be consistent with the fiscal year rather than calendar year schedule. It was then motioned by Trustee Martin to authorize a revision to the current contract with Arcella Janitoiral Service to reflect a rate increase from \$2,880 to \$3,293 a month, effective December 1, 2019 to June 30, 2020 and authorize the Board President Carline and Secretary Shkoler to sign the revised contact. It was seconded by Trustee Minter. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be on December 12th, 2019 at 6:30 p.m. in the Community Meeting Room with a Closed Session at 6:00 p.m. It was also requested by the Personnel Committee to present the resolution to authorize the 115 Trust. Moreover, the Board reiterated revisiting the reclassifications amendment proposal and voting in officers and committees.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 18th, 2019 was adjourned at 7:34 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE BOARD OF TRUSTEES
DECEMBER 12TH, 2019

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 12th, 2019 at 6:33 p.m.

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

Members Absent: None.

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

Guests: Christie Hwang, Library Clerk; Laura DeLeon, Library Clerk; Tim Worden, Emerging Technologies Assistant; Sabrina Rosengren, Library Assistant, Literacy Services.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the amended agenda to reflect the elimination of Item 34 and to combine it with Item 28. It was moved by Secretary Shkoler and seconded by Trustee DeVecchio to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Prayer Breakfast, Tamale Festival, and Tree Lighting Ceremony.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the Rotary Christmas Party.

Trustee DeVecchio attended personnel meetings and the Bradford House Open House.

Trustee Martin attended the PLFF Board Meeting, H.I.S. House Board Meeting, Financial Partners Credit Union Board Meeting, personnel meetings, and the Rotary Christmas Party. Trustee Martin also participated in Downey's parade with the Financial Partners Credit Union.

Trustee Minter participated in the Tree Lighting Ceremony.

**LIBRARY DIRECTOR
REPORT**

Library Director Contreras had a meeting with the City Administrator regarding the California Voter's Rights Act. Additionally, Director Contreras and Business Manager, Fernando Maldonado, met with an HVAC screening vendor to discuss the

process and budget needed for the project. Additionally, Director Contreras has been working with Vincor to complete outstanding items, such as numerous carpet tiles and door handles. Director Contreras also mentioned the completion of the Part-Time Librarian interviews.

**FRIENDS FOUNDATION
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out the increasing sales of both vending and books in the bookstore. The Second Sunday Sale has also increased in attendance and sales with the increased advertisement. The color code system is also up and running with the first rotation planned for July 2020. Also, the Author's Luncheon planning has been very organized and is on schedule.

CONSENT CALENDAR

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

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

**MINUTES FOR NOVEMBER
19TH, 2019 REGULAR DATE
MEETING.**

The minutes for the November 19th, 2019 Regular Date Board Meeting will be received and reviewed at the January Meeting (Item 9).

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

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

Director Contreras reported the following reports will be presented at the January meeting:

Check Registers for October 2019 (Item 10)
Fund 707 Balance Report for October 2019 (Item 11)

Financial Reports through October 2019 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

Balance Sheets for October 2019 (Item 13)
Acquisitions Report for October 2019 2019 (Item 14)
Service Revenue Report for October 2019 2019 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for October 2019 (Item 16)
Circulation Report for October 2019 (Item 17)
Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for October 2019 (Item 19)
Children's Services Report October 2019 (Item 20)
Adult Services Report for October 2019 (Item 21)
Placentia Library Website Technology Report for October 2019 (Item 22)

CLOSED SESSION.

President Carline reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to continue the discussion regarding post-retirement benefits for the Library Director. This discussion will continue at the January's meeting. Additionally, an MOU and 1.15 Trust by Mr. David DeBerry of Woodruff, Spradlin, and Smart will be presented at the next meeting.

REPORTS FROM LIBRARY STAFF ON THEIR CALIFORNIA LIBRARY ASSOCIATION EXPERIENCE AND WORKSHOP.

Placentia Library District staff members: Christie Hwang, Library Clerk; Laura DeLeon, Library Clerk; Tim Worden, Emerging Technologies Assistant; Sabrina Rosengren; Library Assistant, Literacy Services presented on their experiences and takeaways from the California Library Association Conference. Hwang, DeLeon, and Worden were presenters for a Passport session and presented the feedback received from the session along with their own personal takeaways. Additionally, Rosengren presented new techniques she will be implementing with the adult learners and tutors.

ELECTION OF OFFICERS.

The Board President and Board Secretary positions were open for election by the Board. Trustee Martin nominated Gayle Carline to renew her presidency. The nomination was seconded by Secretary Shkoler. President Carline nominated Secretary Shkoler to renew his term. This was seconded by Trustee Martin. All in favor:

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FRO 2020 BY THE BOARD PRESIDENT.

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

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

Representative to the Orange County Council of Governments (OCCOG) – Trustee DeVecchio and Trustee Minter as alternate.

Representative to the Independent Special District of Orange County (ISDOC) – Trustee Minter and Trustee DeVecchio as alternate.

Personnel Committee – President Carline and Trustee Martin

Joint Use Agreement Committee – President Carline and Trustee Martin

Additionally, it was determined by the Board of Trustees to remove Trustees' involvement at the Friends Foundation Board Meetings and to instead utilize the Library Director as the liaison of information.

ADOPTION OF RESOLUTION 19-05: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES FOR CALENDAR YEAR 2020.

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

- Wednesday, January 22nd (January 20th is Martin Luther King Day- Library is open)
- Tuesday, February 18th (February 17th is President's Day, Library is closed)
- Monday, March 23rd
- Monday, April 20th
- Monday, May 18th
- Monday, June 15th
- Monday, July 20th
- Monday, August 17th
- Monday, September 21st
- Monday, October 19th
- Monday, November 16th
- Wednesday, December 16th (no consent reports will be presented)

It was motioned by Trustee Martin and seconded by Trustee DeVecchi to adopt Resolution 19-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2020. A roll call vote was taken:

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

AUTHORIZE A CLOSURE ON JANUARY 20, 2020 FOR A STAFF DEVELOPMENT DAY.

Director Contreras presented the closure of the Placentia Library District on January 20, 2020, Martin Luther King, Jr. Day, for a Staff Development Day. The agenda for the Monday, January 20th in-service is expected to include the following training: active shooter by the Brea Police Department, makerspace equipment, closing procedures, Bodhi, policy updates, and a teambuilding exercise. Trustee Minter motioned to authorize the closure on January 20, 2020 for the Staff Development Day. This was seconded by Secretary Shkoler.

A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO THE 2019-2020 BUDGET TO REFLECT

To better meet the staff's needs for support and equitably redistributing responsibilities, Director Contreras presented the recommendation to have three positions be reclassified: Public Services Manager to Assistant Library Director, Technology Manager to Librarian I-Automation, and Library Clerk II to Circulation

**CLASSIFICATION CHANGES
TO THREE POSITIONS.**

Supervisor at the November 19, 2019 Board Meeting. The Board expressed concerns regarding the salary decrease amount for the Technology Manager and the need to acknowledge the growing importance of technology in the workplace, therefore, the Board recommended the amendment be re-presented to reflect a non-managerial position that acknowledges the skill set needed in the position and a more appropriate pay scale. Per the request of the Board to represent the reclassifications at the December meeting, the Library Director worked with the Technology Manager to create a new job classification, Systems Librarian, with a similar pay scale to other districts. After an in-depth discussion, it was motioned by Secretary Shkoler and seconded by Trustee Martin to approve the reclassifications of Public Services Manager to Library and Organizational Chart as amended, including the Systems Librarian to have the same salary schedule as a Supervising Librarian and report directly to the Director, and to reflect the expenditure report as such. A roll call vote was taken:

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

**AUTHORIZE THE NAMING
OF ONE OF THE PASSPORT
OFFICES TO IN
RECOGNITION OF DR.
JOSEPH & DR. VOIZA
ARNOLD'S CONTRIBUTION.**

Director Contreras presented the backgrounds of Dr. Joseph & Dr. Voiza Arnold. Both educators are frequent patrons of the Placentia Library and have contributed \$10,000 to the library in support of the centennial project and related library programs and services. As per Placentia Library District Policy 6090.2.1.1 which states the Placentia Library Board of Trustees can choose to honor an individual(s) for significant, outstanding contribution in keeping with the nature and mission of the Library. In recognizing Drs. Arnolds' significant contribution, Library staff recommended one of the Passport Offices to be named in their honor. Trustee Martin motioned to authorize the naming of one of the passport offices in honor of Dr. Joseph and Dr. Voiza Arnold for their contribution to the Placentia Library District. A roll call vote was taken:

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

**AUTHORIZE THE PLACENTIA
LIBRARY DISTRICT TO OFFER
A CHILDREN'S PARTY
PACKAGE AS A SILENT
AUCTION BASKET AT THE
AUTHOR'S LUNCHEON.**

Director Contreras presented the request for the Library District to offer a children's party package for their silent auction basket at the upcoming Author's Luncheon. The two-hour party package will include a storytime and interactive program, pizza and drinks for the birthday child (PreK through grade 8) and 25 guests. The party will take place either Friday evening or Sunday morning during library closure. After the Board discussed details of the event, it was motioned by Secretary Shkoler and seconded by Trustee Martin to authorize the Placentia Library District to offer a one-time birthday party package for the Author's Luncheon silent auction basket. A roll call vote was taken:

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

PRESENTATION BY THE LIBRARY DIRECTOR ABOUT THE CALIFORNIA VOTING RIGHTS ACT (CVRA).

Director Contreras presented the background regarding the Californian Voting Rights Act (CVRA) and its purpose. In 2018, both the City of Placentia and Placentia-Yorba Linda Unified School District established district mapping for elections. These are renewed and re-evaluated every election year. After a detailed discussion regarding projected cost and mapping guidelines, the Board requested the Joint Use Committee discuss this at their next meeting and then present their recommendation to the Board. No action was taken at this time.

AUTHORIZE AN AMENDMENT TO PLACENTIA LIBRARY DISTRICT POLICY 6065-PUBLIC BEHAVIOR POLICY.

Director Contreras presented an amendment to Policy 6065.8 to reflect a change of "Using" to "In possession of" wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Trustee Martin motioned to authorize the amendment to the Placentia Library District Policy 6065-Public Behavior Policy as discussed and presented. This was seconded by Trustee Minter. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be on January 22nd, 2019 at 6:30 p.m. in the Community Meeting Room. It was requested by Trustee Minter to have Policy 6065- Public Behavior Policy presented for review at the next Board Meeting.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of November 18th, 2019 was adjourned at 7:58 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees

10:14 A.M.
1/14/20
Accrual Basis

Placentia Library District
Check Register
November 2019

Date	Ref No.	Payee	Memo	Payment	Type
11/01/2019	10845	Jason's Catered Events	Staff Appreciation Dinner Caterer	2,681.28	Bill Payment
11/06/2019	10846	Placentia Library District	For payroll on 11/13/19	60,000.00	Check
11/06/2019	10847	Pitney Bowes Purchase Power	Oct 2019 Postage	820.99	Bill Payment
11/06/2019	10848	Midwest Tape	Audiobooks/DVDs	4,231.59	Bill Payment
11/06/2019	10849	Southern California Edison	9/30-10/30/19 Service	1,149.62	Bill Payment
11/06/2019	10851	Cintas	Cleaning Supplies	447.34	Bill Payment
11/06/2019	10852	SDRMA	Ancillary Benefits for November 19 & December 19	23,450.40	Bill Payment
11/06/2019	10853	Jon Legree	Power adapter	20.65	Bill Payment
11/06/2019	10854	Tim Worden	Mileage & parking for CLA	153.50	Bill Payment
11/06/2019	10855	Arcella Janitorial Service	Janitorial services 10/1-10/30/19	3,932.00	Bill Payment
11/06/2019	10856	Wendy Amireh	Supplies for PTAC and Book Club	279.81	Bill Payment
11/06/2019	10857	Laura DeLeon	Parking for CLA	15.00	Bill Payment
11/06/2019	10858	Jeanette Contreras	ALA, PLA, & CLA Reimbursement	1,262.62	Bill Payment
11/06/2019	10859	Estella A Wnek	SLS meeting mileage reimbursement & tire patch	55.88	Bill Payment
11/06/2019	10860	Christie Hwang	CLA Parking Reimbursement	15.00	Bill Payment
11/06/2019	10861	Victor Meza.	PTAC & Haunted Maze Reimbursement	361.25	Bill Payment
11/06/2019	10862	Staples Advantage	Passport office supplies	247.81	Bill Payment
11/06/2019	10863	TS Carpet & Design Center	TS Carpet and Design Center Extra Requests	317.42	Bill Payment
11/06/2019	10864	California Special Districts Association	2020 Membership Renewal	7,077.00	Bill Payment
11/06/2019	10865	Beatrice Quintanar	Tire patches	32.00	Bill Payment
11/06/2019	10866	Yesenia Baltierra.		176.65	Bill Payment
11/06/2019	10867	Infogroup	Reference USA 7/15/19-7/14/20	7,154.00	Bill Payment
11/06/2019	10868	Library Ideas	Freemusic Subscription 7/1/19-6/30/20	5,974.00	Bill Payment
11/06/2019	10869	Golden State Water Company	9/23-10/21/19 Service	1,178.11	Bill Payment
11/07/2019	10870	Fernando Maldonado	Reimbursement	304.11	Bill Payment
11/07/2019	10871	Placentia Library Foundation	PLFF Pass through for October 19	118.50	Bill Payment
11/13/2019	10872	BankCard Center-Bank of the West	9/29-10/28/19 CC Charges	345.05	Bill Payment
11/13/2019	10873	Baker & Taylor	Books	259.58	Bill Payment
11/13/2019	10874	Glasby Maintenance Supply	Janitorial Supplies	113.40	Bill Payment
11/13/2019	10875	Midwest Tape	Audiobooks/DVDs	142.94	Bill Payment
11/13/2019	10876	Staples Advantage	Office Supplies	257.55	Bill Payment
11/13/2019	10877	Wendy Amireh	Reimbursement	163.60	Bill Payment
11/13/2019	10878	Eartel	2 New Phones & Travel Fee	225.00	Bill Payment
11/13/2019	10879	Staples Advantage	Office supplies	150.97	Bill Payment
11/13/2019	10880	Santiago Library System	Califa Membership & Santlago Annual Membership Dues	560.00	Bill Payment
11/13/2019	10881	Cintas	Cleaning Supplies	314.92	Bill Payment
11/13/2019	10882	Umpqua Bank	9/30-10/31/19 CC	5,368.26	Bill Payment
11/20/2019	10883	Placentia Library District	For payroll on 11/27/19	60,000.00	Check
11/20/2019	10884	Baker & Taylor	Books	10,311.72	Bill Payment
11/20/2019	10885	Legacy Integrative Solutions	Printer Services	1,332.42	Bill Payment
11/20/2019	10886	Dick's Lock & Safe	Meeting room keys	124.18	Bill Payment
11/20/2019	10887	Midwest Tape	Audiobooks/DVDs	1,072.21	Bill Payment

10:14 A.M.
11/14/20
Accrual Basis

Placentia Library District
Check Register
November 2019

		Placentia-Yorba Linda Unified School			
11/20/2019	10888	Dist	October Print Jobs	604.12	Bill Payment
11/20/2019	10889	Staples Advantage	Cases of paper	236.48	Bill Payment
11/20/2019	10890	CALNET3	10/2-11/1/19 Services	1.86	Bill Payment
11/20/2019	10891	Unique Management Services, Inc.	October 2019 Collection Services	8.95	Bill Payment
11/20/2019	10892	Tumbleweed Press, Inc.	Renewal (Oct 9, 2019-Oct 9,2020)	599.00	Bill Payment
11/20/2019	10893	Ingram Inc	Video Games	314.89	Bill Payment
11/20/2019	10894	Cintas	Cleaning supplies	316.36	Bill Payment
11/20/2019	10895	Sally Federman	Literacy Reads snacks/drinks	13.77	Bill Payment
11/20/2019	10896	City of Placentia	Sept 2019 Shared Costs	3,106.02	Bill Payment
11/20/2019	10897	Republic Services	Recycling container 10/1-10/31/19	151.36	Bill Payment
11/20/2019	10898	Jeanette Contreras	Reimbursement	1,001.08	Bill Payment
11/20/2019	10899	California Library Association	2020 Institutional Membership	750.00	Bill Payment
		Placita Santa Fe Merchants			
11/20/2019	10901	Association	Tamale Festival 2019	200.00	Bill Payment
11/20/2019	10902	Michelle Meades	Supplies for Chalkfest	15.86	Bill Payment
11/20/2019	10903	Jon Legree	Phone cable	7.10	Bill Payment
11/20/2019	10904	Jon Legree	Adaptor cable for Information desk	10.99	Bill Payment
				<u>209,536.17</u>	

11:43 A.M.
1/14/20
Accrual Basis

Placentia Library District
Check Register
December 2019

Date	Ref No.	Payee	Memo	Payment	Type
12/03/2019	10905	Placentia Library District	For payroll on 12/11/19	60,000.00	Check
12/03/2019	10906	Staples Advantage	Office Supplies	107.50	Bill Payment
12/03/2019	10907	Baker & Taylor	Books	2,076.79	Bill Payment
12/03/2019	10908	Midwest Tape	Audiobooks/DVDs	412.87	Bill Payment
12/03/2019	10909	Ingram Inc	Video Games	56.65	Bill Payment
12/03/2019	10910	FireMaster	Annual firemaster service on 11/15/19	338.69	Bill Payment
12/03/2019	10911	Time Warner Cable	11/12-12/11/19 Services	67.90	Bill Payment
12/03/2019	10912	Cintas	Cleaning Supplies	830.42	Bill Payment
12/03/2019	10913	SDRMA	Ancillary Coverage for December 2019	2,153.82	Bill Payment
12/03/2019	10914	Joe Backflow Co.	Backflow Irrigation valve replacement and backflow test (x2).	449.00	Bill Payment
12/03/2019	10915	Jeanette Contreras	Reimbursements for Nov-Dec 2019	277.74	Bill Payment
12/03/2019	10916	TS Carpet & Design Center	Floor drain in cafe (covering opening of floor drain pipe)	718.45	Bill Payment
12/03/2019	10917	Lori Worden	Sewing Program Supplies Reimbursement	208.17	Bill Payment
12/03/2019	10918	Woodruff, Spradlin & Smart	Legal Services for October 2019	1,981.01	Bill Payment
12/03/2019	10919	Placentia-Yorba Linda Unified School Dist	Winter Reading Challenge flyers and handouts	34.15	Bill Payment
12/03/2019	10920	Envisionware, Inc.	Mobile print station and installation tax	63.44	Bill Payment
12/03/2019	10921	Golden State Water Company	10/21-11/20/19 Service	1,225.40	Bill Payment
12/03/2019	10922	Rotary Club of Placentia	Prayer Breakfast 2019	150.00	Bill Payment
12/03/2019		John Abrams	Voided	0	Bill Payment
12/04/2019	10923	Placentia Library Foundation	PLFF Pass Through November 2019	59.75	Bill Payment
12/04/2019	10924	Jon Legree	Electrical supplies for extension cord	56.31	Bill Payment
12/04/2019	10925	Sirsi Corporation	Bibliotheca & License subscription 9/1/19-8/31/20	987.48	Bill Payment
12/09/2019	10926	Yamada Enterprises	Cafe Ceiling Repairs Pay App #7 & Office Furniture per Yamada Quote # 19259-N-R2 dated 11/12/19	20,559.00	Bill Payment
12/09/2019	10927	Baker & Taylor	Books	18,008.22	Bill Payment
12/09/2019	10928	Ingram Inc	Video Games	66.98	Bill Payment
12/09/2019	10929	SDRMA	Medical for January 2020	24,969.60	Bill Payment
12/09/2019	10930	Midwest Tape	Audiobooks/DVDs	65.93	Bill Payment
12/09/2019	10931	Umpqua Bank	CC Purchases 10/30-11/29/19	10,356.74	Bill Payment
12/09/2019	10932	Arcelia Janitorial Service	Nov 2019 Janitorial Service	2,628.00	Bill Payment
12/09/2019	10933	Jeanette Contreras	Meeting with donors (Arnolds)	129.50	Bill Payment
12/09/2019	10934	Shelle McCurdy	Hangar Supplies	142.39	Bill Payment
12/09/2019	10935	Vincor Construction, Inc	Vincor Construction Inc. Pay App #6	2,865.31	Bill Payment
12/09/2019	10936	Sabrina Rosengren	CCard	94.28	Bill Payment
12/09/2019	10937	BankCard Center-Bank of the West	7/29/19- 8/28/19 CC Purchases (check was lost in mail)	8,620.46	Bill Payment
12/12/2019	10938	Califa	10/29-11/28/19 CC Purchases	4,123.63	Bill Payment
12/12/2019	10939	emar Studio	CENIC Broadband Apr-Jun 2019 Final Invoice 100% of Post Occupancy Services	10,500.00	Bill Payment

11:43 A.M.
1/14/20
Accrual Basis

Placentia Library District
Check Register
December 2019

12/12/2019	10940	State of CA - Department of Justice	LiveScans in November 2019 (2 interns) Cookie workshop, operation we are here, letters to Santa, and fall fest	64.00	Bill Payment
12/12/2019	10941	Kathy Carn	reimbursement	434.31	Bill Payment
12/12/2019	10942	Cintas	Cleaning Supplies	236.32	Bill Payment
12/12/2019	10943	Southern California Edison	10/30-12/2/19 Services	3,275.51	Bill Payment
12/16/2019	10944	Staples Advantage	Office Supplies	179.02	Bill Payment
12/16/2019	10945	Legacy Integrative Solutions	Printer services	735.30	Bill Payment
12/16/2019	10946	Glasby Maintenance Supply	Janitorial Supplies	223.29	Bill Payment
12/16/2019	10947	CALNET3	Services 11/2-12/1/19	172.56	Bill Payment
12/16/2019	10948	Unique Management Services, Inc.	Collection Services Nov 2019 Interim billing on Audit for year ending	44.75	Bill Payment
12/16/2019	10949	White Nelson Diehl Evans LLP	6/30/19	5,000.00	Bill Payment
12/16/2019	10950	Midwest Tape	Audiobooks/DVDs	131.34	Bill Payment
12/16/2019	10952	Placentia Library District	For payroll on 12/25/19	60,000.00	Check
12/16/2019	10953	Jeanette Contreras	Ribbon for centerpieces	9.70	Bill Payment
12/16/2019	10954	SDRMA	Property/Liability Package Program FY 19/20 Additional Insured Certificate	47.50	Bill Payment
12/17/2019	10955	Public Agency Retirement Services	PARs 6-21-19 to 11-7-19	6,849.26	Bill Payment
12/20/2019	10956	Sherif Zaki	Pre-employment physical for Megan Tolman	150.00	Bill Payment
12/20/2019	10957	MD Medical Clinics		194.00	Bill Payment
12/20/2019	10958	City of Placentia	Shared Costs with the City of Placentia Joint Powers Matter- Services rendered through 11/30/19	6,246.02	Bill Payment
12/20/2019	10959	Woodruff, Spradlin & Smart		1,698.46	Bill Payment
12/20/2019	10960	Time Warner Cable	Services 12/12/19-1/11/20	67.90	Bill Payment
12/20/2019	10961	Midwest Tape		21.74	Bill Payment
12/20/2019	10962	Califa		4,123.77	Bill Payment
12/20/2019	10963	Placentia Library District	For payroll on 01/15/20	60,000.00	Check
12/20/2019	10964	Jairos Plumbing	Staff Restrooms Unclogging Service	150.00	Bill Payment
12/23/2019	10965	Staples Advantage		119.66	Bill Payment
12/23/2019	10966	SoCalGas	Services 11/15-12/17/19	27.02	Bill Payment
12/23/2019	10967	SDRMA	Ancillary Benefits for January 2020	2,455.90	Bill Payment
12/23/2019	10968	Midwest Tape	Audiobooks/DVDs	3,545.76	Bill Payment
12/23/2019	10969	Baker & Taylor		6,455.25	Bill Payment
12/23/2019	10970	Ingram Inc	Video Games	252.91	Bill Payment
12/23/2019	10971	Cintas	Cleaning Supplies	306.30	Bill Payment
12/23/2019	10972	Public Agency Retirement Services	For payroll on 12/24/19	2,325.02	Bill Payment
				<u>340,928.15</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Fund Balance Report through November 2019 for Placentia Library District Fund 9LX with Orange County Treasurer
DATE: January 22, 2020

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	773,383.05
11/30/2019	775,109.08
12/31/2019	
01/31/2020	
2/28/2020	
3/31/2020	
04/30/2020	
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Fund Balance Report through December 2019 for Placentia Library District Fund 9LX with Orange County Treasurer

DATE: January 22, 2020

Fiscal Year 2019-2020	
07/31/2019	2,359,796.20
8/31/2019	1,664,223.95
9/30/2019	768,754.12
10/31/2019	773,383.05
11/30/2019	775,109.08
12/31/2019	782,036.70
01/31/2020	
2/28/2020	
3/31/2020	
04/30/2020	
5/31/2020	
6/30/2020	

Fiscal Year 2018-2019	
07/31/2018	2,515,468.78
8/31/2018	2,518,547.43
9/30/2018	2,521,728.47
10/31/2018	2,325,166.55
11/30/2018	2,328,648.65
12/31/2018	2,332,182.94
01/31/2019	2,335,771.87
2/28/2019	2,339,428.02
3/31/2019	2,343,290.63
04/30/2019	2,347,359.46
5/31/2019	2,351,350.88
6/30/2019	2,355,581.68

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through November 2019 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

DATE: January 22, 2020

Summary of Cash and Investments as of November 30, 2019

Cash with Orange County Treasurer Fund 9LX	\$775,109.08
General Fund Checking – Bank of the West	\$309,837.99
General Fund Savings – Bank of the West	\$438,757.41
<i>*(Impact Fees in Savings – Restricted)</i>	<i>\$0.00</i>
Payroll Checking – Wells Fargo Bank	\$5,801.07
Total Cash and Investments	\$1,529,505.55

*Impact fees used for the Library Centennial Capital Improvement project.

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 BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Financial Reports through December 2019 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger

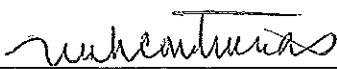
DATE: January 22, 2020

Summary of Cash and Investments as of December 31, 2019

Cash with Orange County Treasurer Fund 9LX	\$782,036.70
General Fund Checking – Bank of the West	\$945,587.53
General Fund Savings – Bank of the West	\$456,266.85
<i>*(Impact Fees in Savings – Restricted)</i>	<i>\$0.00</i>
Payroll Checking – Wells Fargo Bank	\$2,918.23
Total Cash and Investments	\$2,186,809.31

*Impact fees used for the Library Centennial Capital Improvement project.

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 CITY COUNCIL
 YTD REVENUE REPORT
 As of November 30, 2019

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	665,359	(1,691,173)	28.2%
4020	Property Taxes - Current Unsecured	74,344	41,758	(32,586)	56.2%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	21,888	(40,623)	35.0%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	1,819	1,819	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	-	(9,457)	0.0%
4190	State - Homeowners Property Tax Relief	64,455	-	(64,455)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	749,401	(1,835,742)	29.0%
INTEREST REVENUE					
4600	Interest	8,500	32,327	23,827	380.3%
	Sub Total	8,500	32,327	23,827	380.3%
GRANT REVENUE					
4210	State Grants	15,000	4,488	(10,512)	29.9%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	17,352	(17,648)	49.6%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	250,000	242,005	(7,995)	96.8%
* 4430	Other Revenue	0	-	0	-
4440	Centennial Renovation	2,000,000	28,235	(1,971,765)	1.4%
4310	Fines & Fees	20,000	25,423	5,423	127.1%
4320, 4330	Passport/Photos	290,000	66,565	(223,435)	23.0%
4340	Meeting Room Fees	3,000	480	(2,520)	16.0%
4350	Test Proctor	9,500	1,050	(8,450)	11.1%
	Sub Total	2,573,200	363,759	(2,209,441)	14.1%
4500	Impact Fees	50,000	218,986	168,986	438.0%
TOTAL REVENUES YTD FOR FY 18/19:		5,251,843	1,381,826	(3,870,017)	26.3%
Total Revenue without Renovation Revenue		\$3,251,843	\$1,353,590	(\$1,898,253)	41.6%

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

PLACENTIA LIBRARY DISTRICT
 EXPENDITURES REPORT
 November 30, 2019
 41.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	640,864	0.40	\$969,285
5030	Retirement	62,602	24,541	0.39	\$38,061
5040	Unemployment Insurance	2,500	-	0.00	\$2,500
5050	Health Insurance	268,587	104,291	0.39	\$164,296
5064	Dental Insurance	17,796	5,366	0.30	\$12,430
5060	Life Insurance	9,420	1,603	0.17	\$7,817
5066	AD & D Insurance	6,172	3,053	0.49	\$3,119
5068	Vision Insurance	3,541	1,087	0.31	\$2,454
5090	Employee Assistance Program	5,000	2,172	0.43	\$2,828
5070	Workers' Compensation Insurance	15,894	4,772	0.30	\$11,122
	TOTAL	\$2,001,661	\$787,748	0.39	\$1,213,913
SERVICES & SUPPLIES					
5100	Communications	22,000	13,060	0.59	\$8,940
5170	Household Expenses	25,000	3,707	0.15	\$21,293
5099	Library Insurance	20,000	8,650	0.43	\$11,350
5205	Maintenance Expense	25,000	4,140	0.17	\$20,860
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	41,917	0.32	\$88,083
5290	Memberships	10,000	1,948	0.19	\$8,052
5300, 5310, 5350	Office Expenses & Postage	100,000	67,062	0.67	\$32,938
5400	Prof./Specialized Services	219,000	54,361	0.25	\$164,639
5495, 5900, 5910	Programs	150,000	34,841	0.23	\$115,159
5500	Books/Library Materials	265,183	92,404	0.35	\$172,779
5600	Meetings/Professional Development	25,000	14,453	0.58	\$10,547
5700	Mileage/Parking	1,000	398	0.40	\$602
5800	Utilities	35,000	6,176	0.18	\$28,824
	TOTAL	\$1,027,183	\$343,119	0.33	\$684,064
	OPERATING EXPENSES	\$3,028,844	\$1,130,867	0.37	\$1,897,977
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,326	0.00	\$11,674
6100	Taxes and Assessments	\$15,000	3,777	0.25	\$11,223
	TOTAL	\$73,000	40,103	0.55	\$32,897
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,548,366	0.74	\$551,634
	TOTAL	\$2,100,000	1,548,366	0.74	\$551,634
TOTAL BUDGET		\$5,201,844	\$2,719,337	0.52	\$2,482,507
Total Expenses without Renovation Expenses		\$3,101,844	\$1,170,970	0.38	\$1,930,874

PLACENTIA LIVERY DISTRICT
YTD REVENUE REPORT
As of December 31, 2019

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	1,564,070	(792,462)	66.4%
4020	Property Taxes - Current Unsecured	74,344	41,758	(32,586)	56.2%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	26,286	(36,225)	42.1%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	1,819	1,819	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	-	(9,457)	0.0%
* 4180	Other Revenue	0	10,576	10,576	-
4190	State - Homeowners Property Tax Relief	64,455	1,909	(62,546)	3.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	1,664,996	(920,147)	64.4%
INTEREST REVENUE					
4600	Interest	8,500	32,327	23,827	380.3%
	Sub Total	8,500	32,327	23,827	380.3%
GRANT REVENUE					
4210	State Grants	15,000	4,488	(10,512)	29.9%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	17,352	(17,648)	49.6%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	250,000	242,005	(7,995)	96.8%
* 4430	Other Revenue	0	-	0	-
4440	Centennial Renovation	2,000,000	28,235	(1,971,765)	1.4%
4310	Fines & Fees	20,000	25,949	5,949	129.7%
4320, 4330	Passport/Photos	290,000	77,137	(212,863)	26.6%
4340	Meeting Room Fees	3,000	690	(2,310)	23.0%
4350	Test Proctor	9,500	1,500	(8,000)	15.8%
	Sub Total	2,573,200	375,516	(2,197,684)	14.6%
4500	Impact Fees	50,000	218,986	168,986	438.0%
	TOTAL REVENUES YTD FOR FY 18/19:	5,251,843	2,309,177	(2,942,666)	44.0%
	Total Revenue without Renovation Revenue	\$3,251,843	\$2,280,942	(\$970,901)	70.1%

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

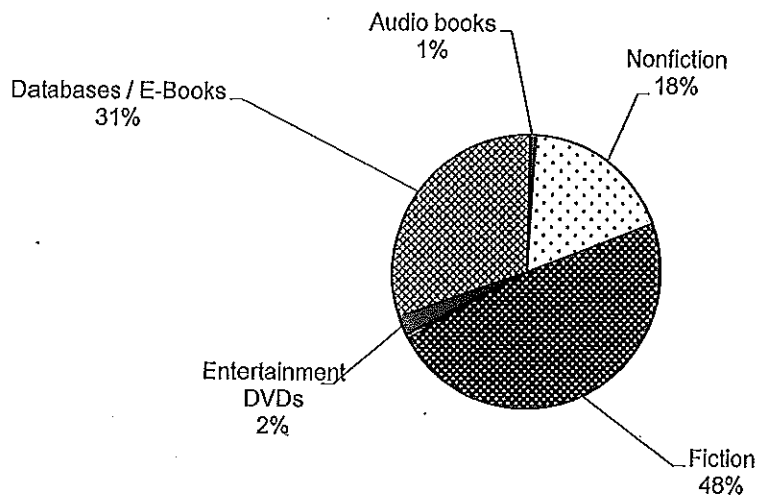
PLACENTIA LIBRARY DISTRICT
 EXPENDITURES REPORT
 December 31, 2019
 50.00% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	822,587	0.51	\$787,562
5030	Retirement	62,602	29,173	0.47	\$33,429
5040	Unemployment Insurance	2,500	-	0.00	\$2,500
5050	Health Insurance	268,587	125,062	0.47	\$143,525
5064	Dental Insurance	17,796	6,431	0.36	\$11,365
5060	Life Insurance	9,420	1,921	0.20	\$7,499
5066	AD & D Insurance	6,172	3,608	0.58	\$2,564
5068	Vision Insurance	3,541	1,303	0.37	\$2,238
5090	Employee Assistance Program	5,000	2,172	0.43	\$2,828
5070	Workers' Compensation Insurance	15,894	5,756	0.36	\$10,138
	TOTAL	\$2,001,661	\$998,012	0.50	\$1,003,649
SERVICES & SUPPLIES					
5100	Communications	22,000	13,492	0.61	\$8,508
5170	Household Expenses	25,000	5,077	0.20	\$19,923
5099	Library Insurance	20,000	10,380	0.52	\$9,620
5205	Maintenance Expense	25,000	5,395	0.22	\$19,605
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	58,277	0.45	\$71,723
5290	Memberships	10,000	2,095	0.21	\$7,905
5300, 5310, 5350	Office Expenses & Postage	100,000	67,105	0.67	\$32,896
5400	Prof./Specialized Services	219,000	63,795	0.29	\$155,205
5495, 5900, 5910	Programs	150,000	39,408	0.26	\$110,592
5500	Books/Library Materials	265,183	118,083	0.45	\$147,098
5600	Meetings/Professional Development	25,000	14,583	0.58	\$10,417
5700	Mileage/Parking	1,000	398	0.40	\$602
5800	Utilities	35,000	6,749	0.19	\$28,251
	TOTAL	\$1,027,183	\$404,838	0.39	\$622,345
	OPERATING EXPENSES	\$3,028,844	\$1,402,850	0.46	\$1,625,994
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,326	0.00	\$11,674
6100	Taxes and Assessments	\$15,000	3,777	0.25	\$11,223
	TOTAL	\$73,000	40,103	0.55	\$32,897
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,558,866	0.74	\$541,134
	TOTAL	\$2,100,000	1,558,866	0.74	\$541,134
TOTAL BUDGET		\$5,201,844	\$3,001,820	0.58	\$2,200,024
Total Expenses without Renovation Expenses		\$3,101,844	\$1,442,953	0.47	\$1,658,891

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF NOV 2019

	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$32,454	1187	1345	\$20,660	557	615
Total Non-Fiction	\$12,525	483	616	\$4,635	195	377
Total Databases / E-Books	\$20,702	7	0	\$28,401	140	0
Total Audio Books	\$460	10	10	\$3,279	72	72
Total Educational DVDs	\$260	8	8	\$425	12	12
Total Entertainment DVDs	\$1,617	40	50	\$3,968	110	159
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$68,018	1735	2029	\$61,368	1086	1235
Budget	\$265,183			\$272,000		
% Spent YTD	26%			23%		



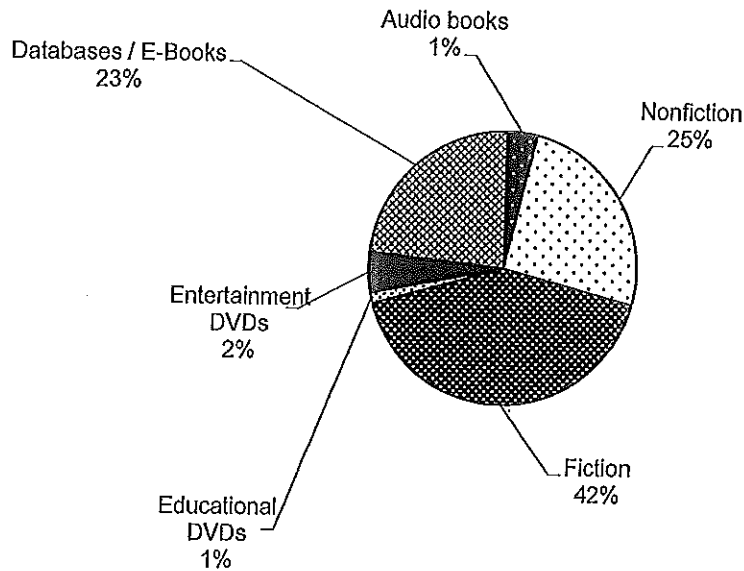
ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF NOVEMBER 2019
Prepared by Katie Matas, Librarian

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$19,493	456	484	\$0	0	0	\$19,493	456	484	\$0	0	0	\$19,493	456	484
Total Adult Fiction	\$19,493	456	484	\$0	0	0	\$19,493	456	484	\$0	0	0	\$19,493	456	484
Adult Non-Fiction	\$7,220	326	326	\$0	0	0	\$7,220	326	326	\$0	0	0	\$7,220	326	326
Adult Reference	\$297	6	6	\$0	0	0	\$297	6	6	\$0	0	0	\$297	6	6
Adult Magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Adult Nonfiction	\$7,517	332	332	\$0	0	0	\$7,517	332	332	\$0	0	0	\$7,517	332	332
TOTAL ADULT PRINT MATERIALS	\$26,950	788	816	\$0	0	0	\$26,950	788	816	\$0	0	0	\$26,950	788	816
Adult Audio Books	\$460	10	10	\$0	0	0	\$460	10	10	\$0	0	0	\$460	10	10
Adult E-books	\$154	1	0	\$0	0	0	\$154	0	0	\$0	0	0	\$154	0	0
Adult Educational DVDs	\$260	8	8	\$0	0	0	\$260	8	8	\$0	0	0	\$260	8	8
Adult Entertainment DVDs	\$753	22	27	\$0	0	0	\$753	22	27	\$0	0	0	\$753	22	27
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$1,627	41	45	\$0	0	0	\$1,627	41	45	\$0	0	0	\$1,627	41	45
TOTAL ADULT MATERIALS	\$28,577	829	861	\$0	0	0	\$28,577	829	861	\$0	0	0	\$28,577	829	861
Teen Fiction	\$923	57	57	\$0	0	0	\$923	57	57	\$0	0	0	\$923	57	57
Total Young Adult Fiction	\$923	57	57	\$0	0	0	\$923	57	57	\$0	0	0	\$923	57	57
Teen Non-Fiction	\$122	6	6	\$0	0	0	\$122	6	6	\$0	0	0	\$122	6	6
Teen Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Magazines	\$122	6	6	\$0	0	0	\$122	6	6	\$0	0	0	\$122	6	6
TOTAL TEEN NON-PRINT MATERIALS	\$1,045	63	63	\$0	0	0	\$1,045	63	63	\$0	0	0	\$1,045	63	63
TOTAL TEEN PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Educational DVDs	\$506	8	8	\$0	0	0	\$506	8	8	\$0	0	0	\$506	8	8
Teen Entertainment DVDs	\$506	8	8	\$0	0	0	\$506	8	8	\$0	0	0	\$506	8	8
TOTAL TEEN NON-PRINT MATERIALS	\$1,012	16	16	\$0	0	0	\$1,012	16	16	\$0	0	0	\$1,012	16	16
TOTAL TEEN PRINT MATERIALS	\$12,098	674	804	\$0	0	0	\$12,098	674	804	\$0	0	0	\$12,098	674	804
Juvenile Fiction	\$4,816	142	275	\$0	0	0	\$4,816	142	275	\$0	0	0	\$4,816	142	275
Total Juvenile Fiction	\$4,816	142	275	\$0	0	0	\$4,816	142	275	\$0	0	0	\$4,816	142	275
Juvenile Non-Fiction	\$70	3	3	\$0	0	0	\$70	3	3	\$0	0	0	\$70	3	3
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$4,886	145	278	\$0	0	0	\$4,886	145	278	\$0	0	0	\$4,886	145	278
TOTAL JUVENILE NON-PRINT MATERIALS	\$5,672	181	356	\$0	0	0	\$5,672	181	356	\$0	0	0	\$5,672	181	356
TOTAL JUVENILE PRINT MATERIALS	\$16,984	819	1,082	\$0	0	0	\$16,984	819	1,082	\$0	0	0	\$16,984	819	1,082
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$358	10	15	\$0	0	0	\$358	10	15	\$0	0	0	\$358	10	15
TOTAL JUVENILE NON-PRINT MATERIALS	\$358	10	15	\$0	0	0	\$358	10	15	\$0	0	0	\$358	10	15
TOTAL JUVENILE PRINT MATERIALS	\$17,342	829	1,097	\$0	0	0	\$17,342	829	1,097	\$0	0	0	\$17,342	829	1,097
Databases	\$20,548	6	0	\$0	0	0	\$20,548	6	0	\$0	0	0	\$20,548	6	0
E-books	\$154	1	0	\$0	0	0	\$154	1	0	\$0	0	0	\$154	1	0
TOTAL DATABASES / E-BOOKS	\$20,702	7	0	\$0	0	0	\$20,702	7	0	\$0	0	0	\$20,702	7	0
Total Fiction	\$32,454	1,187	1,345	\$0	0	0	\$32,454	1,187	1,345	\$0	0	0	\$32,454	1,187	1,345
Total Non-Fiction	\$12,525	483	616	\$0	0	0	\$12,525	483	616	\$0	0	0	\$12,525	483	616
Total Databases / E-books	\$20,702	7	0	\$0	0	0	\$20,702	7	0	\$0	0	0	\$20,702	7	0
Total Audio Books	\$460	10	10	\$0	0	0	\$460	10	10	\$0	0	0	\$460	10	10
Total Educational DVDs	\$260	8	8	\$0	0	0	\$260	8	8	\$0	0	0	\$260	8	8
Total Entertainment DVDs	\$1,617	40	50	\$0	0	0	\$1,617	40	50	\$0	0	0	\$1,617	40	50
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$68,018	1,735	2,029	\$0	0	0	\$68,018	1,735	2,029	\$0	0	0	\$68,018	1,735	2,029

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF DEC 2019

	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$36,988	1531	1716	\$23,340	730	828
Total Non-Fiction	\$22,551	858	1006	\$5,665	234	425
Total Databases / E-Books	\$20,702	7	0	\$43,103	372	0
Total Audio Books	\$3,288	69	69	\$3,636	79	79
Total Educational DVDs	\$1,100	37	37	\$536	16	16
Total Entertainment DVDs	\$4,273	98	133	\$4,615	127	182
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$88,902	2,600	2,961	\$60,902	2,445	2,942
Budget	\$272,000			\$255,689		
% Spent YTD	33%			24%		



ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF DECEMBER 2019
Prepared by Katie Matas, Librarian I

	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$19,942	566	594	\$0	0	0	\$19,942	566	594	\$0	0	0	\$19,942	566	594
Total Adult Fiction	\$19,942	566	594	\$0	0	0	\$19,942	566	594	\$0	0	0	\$19,942	566	594
Adult Non-Fiction	\$8,289	372	373	\$0	0	0	\$8,289	373	373	\$0	0	0	\$8,289	373	373
Adult Reference	\$297	6	6	\$0	0	0	\$297	6	6	\$0	0	0	\$297	6	6
Adult Magazines	\$1,403	14	15	\$0	0	0	\$1,403	14	15	\$0	0	0	\$1,403	14	15
Total Adult Nonfiction	\$9,989	393	394	\$0	0	0	\$9,989	393	394	\$0	0	0	\$9,989	393	394
TOTAL ADULT PRINT MATERIALS	\$29,931	959	988	\$0	0	0	\$29,931	959	988	\$0	0	0	\$29,931	959	988
Adult Audio Books	\$3,288	69	69	\$0	0	0	\$3,288	69	69	\$0	0	0	\$3,288	69	69
Adult E-books	\$154	1	0	\$0	0	0	\$154	0	0	\$0	0	0	\$154	0	0
Adult Educational DVDs	\$1,100	37	37	\$0	0	0	\$1,100	37	37	\$0	0	0	\$1,100	37	37
Adult Entertainment DVDs	\$3,090	75	105	\$0	0	0	\$3,090	75	105	\$0	0	0	\$3,090	75	105
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$7,632	162	211	\$0	0	0	\$7,632	162	211	\$0	0	0	\$7,632	162	211
TOTAL ADULT MATERIALS	\$37,563	1,141	1,199	\$0	0	0	\$37,563	1,141	1,199	\$0	0	0	\$37,563	1,141	1,199
Teen Fiction	\$1,491	93	93	\$0	0	0	\$1,491	93	93	\$0	0	0	\$1,491	93	93
Total Young Adult Fiction	\$1,491	93	93	\$0	0	0	\$1,491	93	93	\$0	0	0	\$1,491	93	93
Teen Non-Fiction	\$250	11	11	\$0	0	0	\$250	11	11	\$0	0	0	\$250	11	11
Teen Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Total Young Adult Nonfiction	\$250	11	11	\$0	0	0	\$250	11	11	\$0	0	0	\$250	11	11
TOTAL TEEN PRINT MATERIALS	\$1,741	104	104	\$0	0	0	\$1,741	104	104	\$0	0	0	\$1,741	104	104
Teen Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Video Games	\$925	13	13	\$0	0	0	\$925	13	13	\$0	0	0	\$925	13	13
TOTAL TEEN NON-PRINT MATERIALS	\$925	13	13	\$0	0	0	\$925	13	13	\$0	0	0	\$925	13	13
Juvenile Fiction	\$15,555	872	1029	\$0	0	0	\$15,555	872	1029	\$0	0	0	\$15,555	872	1029
Total Juvenile Fiction	\$15,555	872	1029	\$0	0	0	\$15,555	872	1029	\$0	0	0	\$15,555	872	1029
Juvenile Non-Fiction	\$11,652	437	582	\$0	0	0	\$11,652	437	582	\$0	0	0	\$11,652	437	582
Juvenile Reference	\$70	3	3	\$0	0	0	\$70	3	3	\$0	0	0	\$70	3	3
Juvenile Magazines	\$580	14	16	\$0	0	0	\$580	14	16	\$0	0	0	\$580	14	16
Total Juvenile Nonfiction	\$12,312	454	601	\$0	0	0	\$12,312	454	601	\$0	0	0	\$12,312	454	601
TOTAL JUVENILE PRINT MATERIALS	\$27,867	1,326	1,630	\$0	0	0	\$27,867	1,326	1,630	\$0	0	0	\$27,867	1,326	1,630
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$358	10	15	\$0	0	0	\$358	10	15	\$0	0	0	\$358	10	15
TOTAL JUVENILE NON-PRINT MATERIALS	\$358	10	15	\$0	0	0	\$358	10	15	\$0	0	0	\$358	10	15
TOTAL JUVENILE MATERIALS	\$28,225	1336	1645	\$0	0	0	\$28,225	1336	1645	\$0	0	0	\$28,225	1336	1645
Databases	\$20,548	6	6	\$0	0	0	\$20,548	6	6	\$0	0	0	\$20,548	6	6
E-books	\$154	1	0	\$0	0	0	\$154	0	0	\$0	0	0	\$154	0	0
TOTAL DATABASES / E-BOOKS	\$20,702	7	6	\$0	0	0	\$20,702	7	6	\$0	0	0	\$20,702	7	6
Total Fiction	\$36,988	1531	1716	\$0	0	0	\$36,988	1531	1716	\$0	0	0	\$36,988	1531	1716
Total Non-Fiction	\$22,551	858	1006	\$0	0	0	\$22,551	858	1006	\$0	0	0	\$22,551	858	1006
Total Databases / E-books	\$20,702	7	6	\$0	0	0	\$20,702	7	6	\$0	0	0	\$20,702	7	6
Total Audio Books	\$3,288	69	69	\$0	0	0	\$3,288	69	69	\$0	0	0	\$3,288	69	69
Total Educational DVDs	\$1,100	37	37	\$0	0	0	\$1,100	37	37	\$0	0	0	\$1,100	37	37
Total Entertainment DVDs	\$4,273	98	133	\$0	0	0	\$4,273	98	133	\$0	0	0	\$4,273	98	133
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$88,902	2600	2961	\$0	0	0	\$88,902	2600	2961	\$0	0	0	\$88,902	2600	2961

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for November 2019

DATE: January 22, 2020

Net Revenue Summary for November 2019

	Nov-2019	Nov-2018	YTD 2019-2020	YTD 2018-2019
Passport	17,219	13,927	56,437	71,873
Passport Photos	2,988	2,305	10,128	11,735
Test Proctor	500	350	1,050	3,550
Fines & Fees	1,406	941	25,423	7,306
Meeting Room	240	0.00	480	340
Total	22,353	17,524	93,518	94,805

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for December 2019
DATE: January 22, 2020

Net Revenue Summary for December 2019

			YTD	YTD
	Dec-2019	Dec-2018	2019-2020	2018-2019
Passport	8,892	7,728	65,329	79,742
Passport Photos	1,680	1,494	11,808	13,253
Test Proctor	450	900	1,500	4,450
Fines & Fees	525	667	25,948	8,021
Meeting Room	210	0.00	690	340
Total	11,757	10,789	105,275	105,806

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for November 2019
DATE: January 22, 2020

	Nov-19	Nov-18	YTD 2019-2020	YTD 2018-2019
Separation	0	1	1	2
Retirement	0	0	0	0
Appointments	0	0	5	1
Open Positions	0	1	4	1
Workers' Compensation Leave	0	0	0	0
Total	0	2	10	4

SEPARATION: None
 RETIREMENT: None
 APPOINTMENTS: None
 OPEN POSITIONS: None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Personnel Report for December 2019
DATE: January 22, 2020

	Dec-19	Dec-18	YTD 2019-2020	YTD 2018-2019
Separation	1	0	2	2
Retirement	0	0	0	0
Appointments	1	2	6	3
Open Positions	1	1	5	2
Workers' Compensation Leave	0	0	0	0
Total	3	3	13	7

SEPARATION: Christie Hwang, Full-Time Library Clerk - Support Services
RETIREMENT: None
APPOINTMENTS: Megan Tolman, Part-Time Librarian I - Public Services
OPEN POSITIONS: Full-Time Library Clerk - Support Services

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Systems Librarian

SUBJECT: Circulation Activity Report: **November 2019**

DATE: January 22, 2020

CIRCULATION	Nov-19	Nov-18		Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
New Patron Registrations	369	104		1,340	1,282	4.5%
Total Circulation	13,750	9,036		44,976	95,645	-53.0%
Total Active Borrowers*	7,490	7,129				
Attendance	21,616	14,237		57,263	106,210	-46.1%
Adult Fiction	1,541	724		4,876	8,201	-40.5%
Adult/Teen Nonfiction	1,611	343		4,138	5,591	-26.0%
Adult Magazines	0	0		-	393	-100.0%
Adult Audio Books	221	194		737	1,732	-57.4%
Adult DVDs	2,091	1,482		6,024	11,988	-49.7%
Library of Things (LOTs)	47	23		114	142	-19.7%
Teen Fiction	329	193		963	3,249	-70.4%
Teen Audio Books	0	0		-	-	0.0%
Video Games	314	73		853	306	178.8%
Childrens Fiction	4,233	5,005		16,292	36,710	-55.6%
Childrens Nonfiction	1,296	261		5,536	5,714	-3.1%
Childrens Magazines	0	0		-	30	0.0%
Childrens Audio Books	28	0		75	32	134.4%
Childrens DVDs	883	735		4,120	5,328	-22.7%

* YTD % change not applicable.

TEST PROCTORING

November 2019	November 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
8	9	20	74	-73%

PATRON COUNT

Gate Count					Hours	Average
Nov 2019	Nov 2018	Y-T-D 2019/20	Y-T-D 2018-19	Y-T-D % change	Open	Per Hour
21,239	13,080	104,393	95,545	8%	266	71

PASSPORTS

Nov 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00				1		3	10	14
10:00		4	1	3	2	4	11	25
11:00		2	1	2	1	4	12	22
12:00			2	3	1	4	11	21
1:00	18	1	6	3	1	5	11	45
2:00	17		3	6	1	8	8	43
3:00	13	1	5	3	2	4	3	31
4:00	1	5	7	9	6	3		31
5:00		4	11	4	6			25
6:00		4	10	6	7			27
7:00								0
DAY TOTALS	49	21	46	40	27	35	66	284

Nov 2019	Nov 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
284	383	1518	2073	-37%

STAFF ACTIVITY

- Katie attended Friday Huddles on November 1st, 8th, 15th, and 22nd.
- Estella, Tim, Katie, Beatrice, Danny, Christie, and Laura attended the all staff meeting November 19th.
- Katie and Yesenia had a conference call with Baker & Taylor on November 13th.
- Support Services staff met on November 21st.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Jon Legree, Systems Librarian
SUBJECT: Circulation Activity Report: **December 2019**
DATE: January 22, 2020

<u>CIRCULATION</u>	Dec-19	Dec. 18		Y-T-D	Y-T-D	Y-T-D
				2019-20	2018-19	% change
New Patron Registrations	283	75		1,623	1,357	19.6%
Total Circulation	14,861	7,906		59,837	103,551	-42.2%
Total Active Borrowers*	4,874	6,992				
Attendance	22,237	11,510		79,500	117,720	-32.5%
Registered Card Holders*	49,661	46,984				
Adult Fiction	1,686	845		6,562	9,046	-27.5%
Adult/Teen Nonfiction	1,522	308		5,660	5,899	-4.1%
Adult Magazines	3	0		3	393	-99.2%
Adult Audio Books	223	207		960	1,939	-50.5%
Adult DVDs	1,997	1,543		8,021	13,531	-40.7%
Library of Things (LOTs)	37	24		151	166	-9.0%
Teen Fiction	513	142		1,476	3,391	-56.5%
Video Games	287	65		1,140	371	207.3%
Childrens Fiction	7,038	3,974		23,330	40,684	-42.7%
Childrens Nonfiction	892	234		6,428	5,948	8.1%
Childrens Magazines	0	0		-	30	0.0%
Childrens Audio Books	32	0		107	32	234.4%
Childrens DVDs	631	528		4,751	5,856	-18.9%

* YTD % change not applicable.

TEST PROCTORING

<u>December</u>	<u>December</u>	<u>Y-T-D</u>	<u>Y-T-D</u>	<u>Y-T-D</u>
<u>2019</u>	<u>2018</u>	<u>2019-20</u>	<u>2018-19</u>	<u>% change</u>
17	18	37	92	-60%

PATRON COUNT

Gate Count					Hours	Average
Dec. 2019	Dec. 2018	Y-T-D 2019/20	Y-T-D 2018-19	Y-T-D % change	Open	PerHour
22,137	10,364	126,530	105,909	19%	245	77.4

PASSPORTS

Dec 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		5			3	1	11	20
10:00		6		1	1	4	9	21
11:00		6		1	6	5	11	29
12:00		9	1	3	3	3	12	31
1:00	12	7	4	6	6	5	18	58
2:00	9	7		1	4	5	14	40
3:00	6	6	2	2	4	7	11	38
4:00		16	3	2	5	1	1	28
5:00		7	4	4	7			22
6:00		8	2	3	7			20
7:00			1	2	1			4
DAY TOTALS	27	77	17	25	47	31	87	311

Dec 2019	Dec 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
311	282	1829	2355	-29%

STAFF ACTIVITY

- Katie attended Friday Huddles on December 6th, 13th, and 27th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through November 2019
DATE: January 22, 2020

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19	10/23/19	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	*
Dec-19							
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
	TOTAL	\$0.00	\$4,478.01	\$465.60	\$21.36	\$1,369.89	\$6,334.86

** City Billing Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	TOTAL
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through December 2019
DATE: January 22, 2020

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2019-2020	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-19	08/19/19	0.00	1,492.67	0.00	10.70	0.00	1,503.37
Aug-19	09/17/19	0.00	1,492.67	232.80	0.00	0.00	1,725.47
Sep-19	*	*	*	*	*	*	*
Oct-19	10/23/19	0.00	1,492.67	232.80	10.66	1,369.89	3,106.02
Nov-19	*	*	*	*	*	*	*
Dec-19	12/12/19	0.00	3,200.80	232.80	17.71	2,794.71	6,246.02
Jan-20							
Feb-20							
Mar-20							
Apr-20							
May-20							
Jun-20							
	TOTAL	\$0.00	\$7,678.81	\$698.40	\$39.07	\$4,164.60	\$12,580.88

** City Billing
Not Received*

PERIOD IN FY 2018-2019	INVOICE DATE	SO. CAL EDISON	TURF	GROUNDS	AT&T	FACILITY MAINT	TOTAL
Jul-18	07/26/18	8,222.06	1,258.19	285.00	10.14	0.00	9,775.39
Aug-18	08/27/18	9,438.40		142.50	10.16	0.00	9,591.06
Sep-18	9/18/18	9,300.92	2,985.34	142.50	10.55	0.00	12,439.31
Oct-18	10/15/18	*	1,492.67	*	*	*	1,492.67
Nov-18	11/08/18	11,870.17	1,492.67	142.50	10.30	*	13,515.64
Dec-18	*	*	*	*	*	0.00	*
Jan-19	12/18/18	4,218.28	1,492.67	285.00	20.75	*	6,016.70
Feb-19	02/27/19	2,892.69	1,492.67	*	10.36	*	4,395.72
Mar-19	03/19/19	2,139.23	1,492.67	142.50	10.36	*	3,784.76
Apr-19	04/16/19	2,910.43	1,492.67	142.50	10.36	*	4,555.96
May-19	05/15/19	3,605.50	1,492.67	142.50	*	*	5,240.67
Jun-19	06/19/19	3,110.73	1,492.67	285.00	20.61	*	4,909.01
	TOTAL	\$57,708.41	\$16,184.89	\$1,710.00	\$113.59	0.00	\$75,716.89

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for November and December 2019
DATE: January 22, 2020

Meetings:

- Weekly Huddles: November 1st, 8th, 15th, 22nd, 29th and December 6th, 13th, 20th and 27th
- White Nelson Diehl Evans: November 4th – 7th
- Placentia Library Friends Foundation (PLFF): November 12th
- Author's Luncheon: November 12th, 20th
- Special District Library Directors: November 13th
- Management Meeting: November 14th
- Library Board: November 18th, December 12th
- All Staff Meeting: November 19th, December 18th
- California Library Association Finance Committee: November 20th
- California Library Association Board: November 25th
- Chamber Meeting: December 3rd
- Impact Fees Meeting: December 5th
- Drs. Voiza and Joseph Arnold: December 6th
- Cascade Rooftop Screens, Inc.: December 10th
- Brea Police Department: December 19th

Personnel:

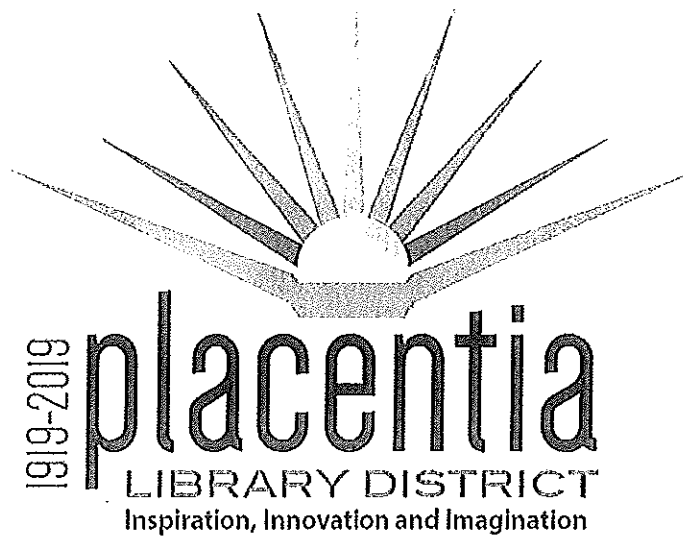
- Library clerk interviews: December 19th

Facilities:

- Dicks Lock and Safe: November 7th
- Eartel: November 7th
- Fire Master: November 12th, and 15th
- Yamada Enterprises: November 21st
- Greenstar: November 22nd, and 25th
- Jairo's Plumbing: November 25th

Events:

- Staff Recognition Dinner: November 1st
- PLFF Appreciation: November 11th
- Prayer Breakfast: December 5th
- Staff Holiday Potluck: December 18th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Children’s Services Report for November 2019
DATE: January 22, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	November	November	November	November	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2019	2019	2018	2018	2019-20	2019-20	2018-19	2018-19	18/19-19/20	18/19-19/20
Storytime	27	1,118	9	337	89	3,653	52	2,290	71.15%	59.52%
Educational	13	738	11	156	37	849	52	1,571	-28.85%	-45.96%
Reading	2	170	1	67	6	1,063	11	1,644	-45.45%	-35.34%
Makerspace	4	25	0	0	6	44	0	0	N/A*	N/A*
Seasonal Events	1	52	0	0	3	527	1	200	200.00%	163.50%
Totals	47	2,078	21	560	141	6,111	113	4,923	24.78%	24.13%

*New program category. Yearly comparison data unavailable.

Reference/Computer Usage Statistics

	November	November	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-2020	2018-2019	% change
Reference—in person	538	321	1,707	2,337	-26.96%
Reference--telephone	14	10	56	120	-53.33%
Total Reference	552	331	1,763	2,457	-28.25%
Children's computer usage	563	0	1,769	2,449	-27.77%

ACHIEVEMENTS

- Lori Worden planned and delivered 5 sewing workshops as part of our new Makerspace programming.
- Kathy Carn and Lori Worden planned and delivered the first program in the Character Counts program series, which will tie the C21 program back to the mission of the library.

MEETINGS

- Kathy Carn met with Yesenia Baltierra to discuss Wonderbooks and Launch Pads on November 5th.
- Kathy Carn attended the Supervisors Meeting with Yesenia Baltierra and Wendy Amireh on November 5th and 20th.
- Kathy Carn met with Yesenia Baltierra to discuss Children’s Services on November 12th and 26th.

- Kathy Carn met with Wendy Amireh and Shellie McCurdy regarding The Hangar on November 13th and 20th
- Kathy Carn met with Wendy Amireh to discuss and plan December programming on November 21st and 22nd.
- Kathy Carn met with Shellie McCurdy for Children's training on November 13th.
- Kathy Carn and Lori Worden met with Wendy Amireh and Michelle Meades to discuss Public Service programming on November 25th.
- Kathy Carn and Wendy Amireh met with representatives from Slalom regarding the Girls Who Coding program on November 25th.
- Kathy Carn hosted the SLS Children's Committee Meeting at PLD on November 19th.
- Kathy Carn assisted with Librarian I interviews on November 14th.
- Kathy Carn met with Lori Worden to plan and review the Character Counts program on November 18th.
- Venessa Faber met with Ana Balderas to review Rise and Shine storytime on November 20th.

PROFESSIONAL DEVELOPMENT

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for December 2019

DATE: January 22, 2020

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	%Change	%Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	December	December	December	December	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2019	2019	2018	2018	2019-20	2019-20	2018-19	2018-19	18/19-19/20	18/19-19/20
Storytime	16	581	5	113	105	4,234	57	2,403	84.21%	76.20%
Educational	16	1,998	17	2,271	52	2,847	69	3,842	-24.64%	-25.90%
Reading	1	33	0	0	7	1,096	11	1,644	-36.36%	-33.33%
The Hangar Makerspace	3	36	0	0	9	80	0	0	N/A*	N/A*
Seasonal	3	319	0	0	6	846	1	200	500.00%	323.00%
Totals	39	2,967	22	2,384	180	9,078	135	7,307	33.33%	24.24%

*New program category. Yearly comparison data unavailable.

Reference/Computer Usage Statistics

	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-2020	2018-2019	% change
Reference—in person	368	196	2,075	2,533	-18.08%
Reference--telephone	13	2	69	122	-43.44%
Total Reference	381	198	2,144	2,655	-19.25%
Children's computer usage	458	0	2,227	2,449	-9.06%

ACHIEVEMENTS

- Lori Worden, Kathy Carn, and Yesenia Baltierra attended C21 award assemblies at Ruby Drive, Wagner, Sierra Vista, and Melrose Elementary School
- Kathy Carn coordinated Holiday Baking More than Just Cookies with Kathy Carn on December 11th, 14th & 18th.
- Kathy Carn coordinated Letters to Santa and Operation We Are Here programs.
- Kathy Carn coordinated the Merry Little Christmas Party with Venessa Faber on December 21st.

MEETINGS

- Kathy Carn met with Ana Balderas for bi-weekly meetings on December 3rd and December 17th.
- Kathy Carn met with Wendy Amireh and Shellie McCurdy to discuss Hangar related topics on December 4th, 11th, and 18th.
- Kathy Carn met with Lori Worden for bi-weekly meetings on December 5th.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh for the Supervisors Meeting on December 5th and 19th.
- Kathy Carn met with Yesenia Baltierra to discuss Children's Services on December 10th.
- Kathy Carn met with Venessa Faber for bi-weekly meetings on December 11th.
- Kathy Carn met with Ana Balderas to discuss Spring programming on December 12th and 19th.
- Kathy Carn met with Wendy Amireh to discuss Holiday Baking programs on December 16th.
- Kathy Carn, Ana Balderas, Lori Worden, and Venessa Faber attended the All Staff Meeting on December 17th.
- Kathy Carn met with Yesenia Baltierra and Wendy Amireh to discuss Staff Development Day on December 19th.

PROFESSIONAL DEVELOPMENT

N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Assistant Library Director
SUBJECT: Adult Services Report for November 2019
DATE: January 22, 2020

MONTHLY STATISTICS

Information Desk Activity	November	November	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
Information -- in person	1314	1195	4,842	7,180	-32.56%
Information -- telephone	486	463	1,855	3,082	-39.81%
Information -- email/chat	4	0	29	27	7.41%
Technology assistance	118	148	342	1,181	-71.04%
Guest passes	94	43	341	580	-41.21%
Adult and Children's computer use (desktops)	1392	946	3,958	7,572	-47.73%
Adult computer usage (desktop)	1085	1390	2,772	7,540	-63.24%
Teen computer usage	238	N/A	755	N/A	N/A

History Room Activity	November	November	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
History Room Visitors	9	6	50	21	138.10%

Volunteer Hours	November	November	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
History Room	16	6	79.75	74	7.77%
PLFF	309	283.5	1346.99	1833.25	-26.52%
General Library	167.82	95.5	670.54	1503.94	-55.41%
Technology	0	0	0	0	#DIV/0!
Homework Club	19.5	69.75	61.35	236.75	-74.09%
Adult Literacy Tutors	106.65	129.5	387.33	615.92	-36.03%
PTAC	39	55.25	283	408	-30.64%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	651.32	639.5	3005.49	5347.61	-43.80%

Public Services Outreach Activity	November	November	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
Outreach Visits	0	13	8	72	-88.89%
Outreach Attendance	0	446	422	2381	-82.28%

Adult Programs

Type of Program	Number of Programs November	Attendance November	Number of Programs November	Attendance November	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Book Club	1	11	0	0	2	21	2	16	0.00%	31.25%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	0	0	0	0	2	73	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	3	425	3	341	0.00%	24.63%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programming	1	12	1	100	3	23	3	168	0.00%	-86.31%
Home and Lifestyle	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	6	55	4	37	19	224	23	328	-17.39%	-31.71%
The Hangar Makerspace	6	34			12	183	0	0	N/A	N/A
Reading Programs	1	12	1	30	2	65	3	522	-33.33%	-87.55%
Volunteer Programs	1	12	0	0	2	42	3	55	-33.33%	-23.64
Totals	16	136	6	167	43	983	39	1503	10.26%	-34.60%

Literacy	YTD 1920	YTD 1819	% Change
English Literacy Students	55	46	19.05%
Students Graduated	0	0	0.00%
English Literacy Tutors	31	41	-24.39%

The Hangar Makerspace	November 2019	November 2018	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
Hangar Visitors	118	0	348	0	N/A

Teen Programs

Type of Program	Number of Programs November	Attendance November	Number of Programs November	Attendance November	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0	0	0	0	2	0	-100.00%	0.00%
Friday Flicks	0	0	0	0	0	0	7	29	-100.00%	-100.00%
PTAC	2	25	2	41	9	139	10	209	-10.00%	-33.49%
Summer Reading Program	0	0	0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	0	0	0	0	0	0	0	0	0.00%	0.00
Test	0	0	0	0	0	0	1	14	-100.00%	-100.00%
The Vault	0	0	1	17	1	300	2	167	-50.00%	79.64%
Totals	2	25	3	58	11	464	24	541	-54.17%	-14.23%

ACHIEVEMENTS

- Michelle Meades led the Book Club on November 12th.
- Wendy Amireh coordinate the Winter Reading Challenge for November.
- Wendy Amireh participated in the Librarian I interviews on November 14th and 22nd.
- Victor Meza coordinated a PTAC meetings on November 7th and 21st.
- Michelle Meades and Victor Meza coordinated a Volunteer Orientation on November 14th.
- Michelle Meades coordinated the History Hike Special Tour of Historic Bradford Avenue on November 2nd.
- Sabrina Rosengren coordinated Adult Literacy Tutor Training Workshop on November 23rd.
- Sally Federman facilitated Adult Literacy Book Club on November 6th.
- Shellie McCurdy coordinated Hangar 101 on November 5th.
- Shellie McCurdy coordinated Tinker Time for Families on November 12th.
- Shellie McCurdy coordinated Tinker Tweens on November 19th.
- Shellie McCurdy coordinated Thinker Tinker on November 26nd.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on November 12th and 26th.
- Wendy Amireh attended the supervisors meeting on November 5th and 20th.
- Wendy Amireh, Sabrina Rosengren and Sally Federman attended the Literacy Team Meeting on November 18th.
- Wendy Amireh and Michelle Meades attended a Public Services Program meeting on November 25th.
- Wendy Amireh and Michelle Meades attended the Adult SLS meeting on November 19th.
- Victor Meza attended SLS Teen Meeting on November 13th.
- Wendy Amireh attended Kiwanis meetings on November 7th, 14th and 21st.
- Michelle Meades met with Wendy Amireh on November 5th, 12th, and 19th.
- Michelle Meades met with Wendy Amireh and Shellie McCurdy on November 19th.
- Michelle Meades met with Wendy Amireh, Kathy Carn and Venessa Faber on November 20th.
- Michelle Meades met with Juan Padilla on November 19th.
- Sabrina Rosengren and Wendy Amireh met on November 14th.
- Sabrina Rosengren met with new tutoring pairs November 12th and 14th.
- Sabrina Rosengren met with ongoing tutoring pairs November 7th and 20th.
- Victor Meza met with Wendy Amireh on November 8th, 15th, 22nd, and 29th.
- Shellie McCurdy and Wendy Amireh attended Hangar Meetings on November 13th, 20th, and 27th.
- Shellie McCurdy met with Kathy Carn on November 13th.
- Shellie McCurdy met with Katie Matas on November 27th.
- Adult and Teen Services staff attended the Public Services meeting on November 21st.
- Wendy Amireh, Sabrina Rosengren, Shellie McCurdy attended the staff meeting on November 19th.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended Key to Community Workshop at State Library November 17-18.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for December 2019

DATE: January 22, 2020

MONTHLY STATISTICS

Information Desk Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
Information -- in person	1354	1185	6196	8365	-25.93%
Information -- telephone	614	499	2469	3581	-31.05%
Information -- email/chat	2	0	31	27	14.81%
Technology assistance	159	151	501	1332	-62.39%
Guest passes	78	50	419	630	-33.49%
Adult and Children's computer use (desktops)	1335	938	5293	8510	-37.80%
Adult computer usage (desktop)	1099	1314	3871	8854	-56.28%
Teen computer usage	248	N/A	1003	N/A	N/A

History Room Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
History Room Visitors	16	3	66	28	135.71%

Volunteer Hours	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
History Room	14.25	13.25	94	87.25	7.74%
PLFF	310.75	256.5	1657.74	2089.75	-20.67%
General Library	149	139	819.54	1642.94	-50.12%
Technology	0	0	0	0	N/A
Homework Club	26.5	56.25	87.85	293	-70.02%
Adult Literacy Tutors	87	116.5	481.48	732.42	-34.53%
PTAC	25.75	70	308.75	478	-35.41%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	611.75	651.5	3623.89	5999.11	-39.59%

Public Services Outreach Activity	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
Outreach Visits	1	23	9	95	-90.53%
Outreach Attendance	100	868	522	3249	-83.93%

Adult Programs

Type of Program	Number of Programs December	Attendance December	Number of Programs December	Attendance December	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Book Club	1	6	0	0	3	27	2	16	50.00%	68.75%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	0	0	0	0	2	73	-100.00%	-100.00%
Fine Arts Programs	0	0	0	0	3	425	3	341	0.00%	24.63%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programming	0	0	0	0	3	23	3	168	0.00%	-86.31%
Home and Lifestyle	3	50	0	0	3	50	0	0	100.00%	100.00%
Literacy Programs	3	31	4	21	22	255	27	349	-18.52%	-26.93%
The Hangar Makerspace	4	16	0	0	16	199	0	0	N/A	N/A
Reading Programs	1	53	1	66	3	118	4	588	-25.00%	-79.93%
Volunteer Programs	1	11	1	5	3	53	4	60	-25.00%	-11.67%
Totals	13	167	6	92	56	1150	45	1595	24.44%	-27.90%

Literacy	YTD 1920	YTD 1819	% Change
English Literacy Students	57	48	18.75%
Students Graduated	0	1	-100.00%
English Literacy Tutors	31	41	-24.39%

The Hangar Makerspace	December 2019	December 2018	Y-T-D FY2019-20	Y-T-D FY2018-19	Y-T-D % change
Hangar Visitors	106	0	454	0	N/A

Teen Programs

Type of Program	Number of Programs December	Attendance December	Number of Programs December	Attendance December	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0	0	0	0	2	0	-100.00%	0.00%
Friday Flicks	0	0	0	0	0	0	7	29	-100.00%	-100.00%
PTAC	2	27	1	23	11	166	11	232	0.00%	-28.45%
Summer Reading Program	0	0	0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	1	7	0	0	1	7	0	0	100.00%	100.00%
Test	0	0	0	0	0	0	1	14	-100.00%	-100.00%
The Vault	0	0	0	0	1	300	2	167	-50.00%	79.64%
Totals	3	34	1	23	14	498	25	564	-44.00%	-11.70%

ACHIEVEMENTS

- Wendy Amireh led the Book Club on December 10th.
- Wendy Amireh coordinate the Winter Reading Challenge for December.
- Wendy Amireh coordinated Holiday Baking More than Just Cookies with Kathy Carn on December 11th, 14th & 18th.
- Victor Meza coordinated a PTAC meetings on December 5th and 19th.
- Victor Meza coordinated Game On! Thursdays on December 9th.
- Sabrina Rosengren coordinated a Read, Write, Speak facilitator's meeting on December 13th.
- Michelle Meades coordinated a Volunteer Orientation on December 15th.
- Shellie McCurdy coordinated Hangar 101 on December 3rd.
- Shellie McCurdy coordinated Tinker Time for Families on December 10th.
- Shellie McCurdy coordinated Tinker Tweens on December 17th.
- Shellie McCurdy trained Victor Meza in the Hangar on December 20th.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on December 10th and 17th.
- Wendy Amireh attended the supervisors meeting on December 5th and 19th.
- Wendy Amireh, Sabrina Rosengren and Sally Federman attended the Literacy Team Meeting on December 9th.
- Wendy Amireh attended Kiwanis meetings on December 5th, 12th and 19th.
- Wendy Amireh, Michelle Meades and Sabrina Rosengren interviewed two SJSU Interns on December 9th.
- Wendy Amireh and Kathy Carn met on December 3rd and 16th.
- Wendy Amireh and Megan Tolman met on December 13th and 17th.
- Michelle Meades met with Wendy Amireh on December 3rd, 10th and 17th.
- Michelle Meades met with Jeanette Contreras on December 9th.
- Sabrina Rosengren and Wendy Amireh met on December 5th and 9th.
- Sabrina Rosengren met with Sally Federman, and Wendy Amireh met December 9th
- Sabrina Rosengren met with Megan Tolman on December 17th.
- Sabrina Rosengren met with ongoing tutoring pairs December 10th and 18th.
- Victor Meza met with Wendy Amireh on December 6th, 16th, and 13th.
- Shellie McCurdy and Wendy Amireh attended Hangar Meetings on December 4th and 11th.
- Shellie McCurdy met with Megan Tolman on December 19th.
- Wendy Amireh, Sabrina Rosengren attended the staff meeting on December 18th.

PROFESSIONAL DEVELOPMENT

- Shellie McCurdy attended DTLA Maker Faire on December 7th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for November 2019

DATE: January 22, 2020

<u>On-line database usage</u>	November 2019	Onsite Usage 11/19	Remote Usage 11/19	November 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	Data Not Available	N/A	N/A	28,082	N/A	83,990	N/A
General Reference Center	0	0	0	227	147	506	-71%
Gale in Context: Biography	7	0	7	83	679	2,170	-69%
Gale in Context: Opposing Viewpoints	0	0	0	986	51	1,179	-96%
Consumer Reports	54	N/A	N/A	288	N/A	493	N/A
Freegal	810	N/A	N/A	875	4,302	4,504	-4%
Heritage Quest	651	N/A	N/A	136	3,371	331	918%
Novelist	23	N/A	N/A	137	143	278	-49%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	0	63	88	-28%
Pronunciator	14	N/A	N/A	53	187	116	61%
ABC Mouse	19	N/A	N/A	40	N/A	174	N/A
ABC Mouse - Bring Learning Home (New March 2018)	13	N/A	N/A	3	N/A	N/A	N/A
World Book Online (new March 2018)	5	N/A	N/A	5	N/A	N/A	N/A
Tumblebooks	211	N/A	N/A	55	901	389	132%
Reference USA	169	N/A	N/A	445	595	972	-39%
Enki	10	N/A	N/A	5	28	16	75%
Hoopla	1097	N/A	N/A	996	4,886	4,828	1%
Overdrive e-books	1610	N/A	N/A	1462	5,309	8,171	-35%
Overdrive audiobooks	1,137	N/A	N/A	886	3,706	4,741	-22%
Overdrive e-books - Placentia Advantage (New March 2018)	888	N/A	N/A	1,900	N/A	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	891	N/A	N/A	1,793	N/A	N/A	N/A
Tutor.com (New September 2019)	15	N/A	N/A		N/A	N/A	N/A
Zinio	209	N/A	N/A	191	862	450	92%
TOTAL DATABASE USAGE	7,833	-	7	38,648	25,230	113,396	-78%

Computer & Online Resource Use

	November 2019	November 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	608	1209	1,902	4,808	-60%
Non-Placentia Residents	440	928	1,457	3,582	-59%
Total	1048	2137	3,359	8,390	-60%

Website Traffic

	November 2019	November 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Website visits	8,008	7,036	44,934	49,422	-9%
Page Hits	14,174	11,423	84,581	82,816	2%
Users	4,530	3,751	25,565	25,961	-2%
Pages/Session	1.77	1.62	N/A	N/A	N/A
Avg. Session Duration	00:02:20	00:02:17	N/A	N/A	N/A
% New Sessions	75	69	N/A	N/A	N/A

Wifi Use

	November 2019	November 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
	1,930	1,205	N/A	7,696	N/A
Total	1,930	1,205	N/A	7,696	N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for December 2019

DATE: January 22, 2020

<u>On-line database usage</u>	December 2019	Onsite Usage 12/18	Remote Usage 12/18	December 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	Data Not Available	N/A	N/A	21,443	N/A	105,433	N/A
General Reference Center	0	0	0	25	147	531	-72%
Gale In Context: Biography	12	8	4	7	691	2,177	-68%
Gale in Context: Opposing Viewpoints	1	0	1	284	52	1,463	-96%
Consumer Reports	Data Not Available	N/A	N/A	73	N/A	566	N/A
Freegal	853	N/A	N/A	977	5,155	5,481	-6%
Heritage Quest	145	N/A	N/A	280	3,516	611	475%
Iovelist	61	N/A	N/A	109	204	387	-47%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	0	63	88	-28%
Pronunciator	13	N/A	N/A	4	200	120	67%
ABC Mouse	21	N/A	N/A	45	N/A	219	N/A
ABC Mouse - Bring Learning Home (new March 2018)	9	N/A	N/A	6	N/A	N/A	N/A
World Book Online (new March 2018)	0	N/A	N/A	41	N/A	N/A	N/A
Tumblebooks	143	N/A	N/A	48	1,044	437	139%
Reference USA	119	N/A	N/A	120	714	1,092	-35%
Enki	5	N/A	N/A	3	33	19	74%
Hoopla	810	N/A	N/A	1077	5,696	5,905	-4%
Overdrive e-books	1,535	N/A	N/A	1,591	6,844	9,762	-30%
Overdrive audiobooks	1,056	N/A	N/A	1,025	4,762	5,766	-17%
Overdrive e-books - Placentia Advantage (New March 2018)	865	N/A	N/A	1,016	N/A	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	875	N/A	N/A	973	N/A	N/A	N/A
Tutor.com (New September 2019)	3	N/A	N/A		N/A	N/A	N/A
inio	173	N/A	N/A	141	1,035	591	75.13%
TOTAL DATABASE USAGE	6,699	8	5	29,288	N/A	140,648	N/A

Computer & Online Resource Use					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
Placentia Residents	633	1037	2,535	5,845	-57%
Non-Placentia Residents	472	802	1,929	4,384	-56%
Total	1,105	1,839	4,464	10,229	-56%

Website Traffic					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
Website visits	8,930	1,714	53,864	51,136	5%
Page Hits	16,008	2,954	100,589	85,770	17%
Users	5,153	1,145	30,718	27,106	13%
Pages/Session	1.73	1.50	N/A	N/A	N/A
Avg. Session Duration	00:02:07	00:02:18	N/A	N/A	N/A
% New Sessions	74	60	N/A	N/A	N/A

Wifi Use					
	December	December	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
	2,178	1,059	N/A	8,755	N/A
Total	2,178	1,059	N/A	8,755	N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Presentation of Fiscal Year 2018-2019 Financial Audit from White, Nelson, Diehl, Evans Firm.

DATE: January 22, 2020

BACKGROUND

Ms. Daphnie Munoz from White, Nelson, Diehl, Evans will present the final findings for the Fiscal Year 2018-2019 Audit of Financial Transactions for the Placentia Library District.

The audit report will be furnished at the meeting.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2018-2019.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Trustee Jo-Anne Martin

SUBJECT: Discuss and Review an Addendum to the Library Director's Employment Compensation

DATE: January 22, 2020

BACKGROUND

As an incentive to retain the services of Library Director Jeanette Contreras ("Director") with the District and in recognition of past excellent services provided by the Director, the Board is considering the attached Addendum to Director Employment Compensation (the "Addendum"). Under the Addendum, upon her retirement the District would pay the Director's medical premiums up to \$30,000 per year between the ages of 62-65 with an aggregate cap of \$90,000; provided the Director meets specified terms and conditions in the Addendum.

The Addendum would also cause the establishment of a "115 Trust" with the Public Agency Retirement Services ("PARS"), from which the District could use funds to meet its Addendum obligations. The 115 Trust would be funded in amounts as determined by the Board as part of its annual budget process. Funds put into the 115 Trust would be invested in accordance with PARS and District policies. If the District's obligations to pay the Director's medical premiums is triggered, the District could use funds from the 115 Trust or general funds to make the payments. If there are any funds left in the 115 Trust after the District has met its obligations under the Addendum, the District may return those funds back to its general fund.

The conditions that the Director must meet to be entitled to payment of medical premiums include employment with the District for at least 20 years and remaining in continuous employment with the District until retirement from the District. If at any point between the ages of 62-65 the Director or her spouse obtain medical benefits from another source, the Director's entitlement to payment of medical premiums would be suspended.

Attachment A is the Addendum for the Library Director's Employment Compensation

Fiscal Impact: \$30,000/year for three years

RECOMMENDATIONS

1. Authorize the approval of the Addendum as presented.
2. Authorize by a roll call vote.
3. Roll call vote.

ADDENDUM TO DIRECTOR EMPLOYMENT COMPENSATION

THIS ADDENDUM TO DIRECTOR EMPLOYMENT COMPENSATION (the "Addendum") is made, entered into, and effective this ____ day of _____, by and between the Placentia Library District (hereinafter referred to as "District") and Jeanette Contreras, an individual (hereinafter referred to as "Director"). District and Director are sometimes hereinafter individually referred to as "party" and are hereinafter collectively referred to as the "parties."

RECITALS

A. In order to incentivize the Director to maintain her employment with the District, the District Board of Trustees ("Board") has determined that it is advisable and in the best interests of the District to enter into this Addendum to create a trust to pay health insurance premiums for the Director for a specified period should Director remain employed by the District for the time provided herein.

B. The terms and conditions of Director's employment are governed by District's personnel policies, procedures and administrative regulations, and this Addendum shall be in addition to and not in lieu of any such terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

Section 1: Retiree Medical Insurance

The Director shall be entitled to have the District pay retiree medical insurance premiums up to \$30,000 per year for herself and her dependents during the period identified in this Addendum and subject to certain conditions precedent identified herein. To assist with the funding of the retiree medical insurance premiums, the District shall establish a Section 115 Trust with Public Agency Retirement Services ("115 Trust") within ninety (90) days of the Effective Date of this Addendum.

Section 2: Director Obligations

As a condition precedent to entitlement to the benefits of retiree medical insurance premiums, Director must be employed with the District for a minimum of 20 years and remain in continuous employment as Director until her separation of employment with the District. Upon meeting such conditions, Director and/or her dependents shall be entitled to the payment by the District of retiree medical insurance premiums until Director does obtain or would have obtained the age of 65-years-old.

Section 3: Suspension or Termination of Retiree Medical Insurance

A. The Director's entitlement to retiree medical insurance premiums shall terminate if

the Director resigns from employment with the District or is terminated for cause prior to attaining the age of 62 and/or is not employed with the District for a minimum of 20 years.

B. The Director's and/or her dependents' entitlement to retiree medical insurance shall be suspended during any period in which the Director or her spouse obtain medical benefits from another source. Director and/or dependents, as the case may be, shall be responsible for notifying the District if such coverage is provided and any payments made by the District during the time in which such coverage is provided shall be reimbursed to District within 30 days of demand by District.

C. Notwithstanding anything to the contrary in this Addendum, the Director's entitlement to the payment of retiree medical insurance premiums shall terminate once District has made \$90,000 in payments in the aggregate.

D. Upon termination of the Director's entitlement to the retiree medical insurance for any reason, the remaining assets of the 115 Trust may be returned to the District upon termination or completion of the District's retiree medical insurance obligation.

Section 4: Hold Harmless

Director agrees that District's obligation is to fund the 115 Trust solely for the purposes and under the terms and conditions provided in this Addendum. The determination as to the amount of funds to contribute to the 115 Trust and investment of the 115 Trust assets lies within the sole and absolute discretion of the Board. Director agrees that Director, her assigns, heirs, spouse and beneficiaries, shall not have any rights to assert any claim or cause of action against the District, its Board, employees, or agents arising out of the investments decisions made by the Board with respect to the 115 Trust.

Section 5: Notices

Any notices to be given hereunder by either party to the other shall be in writing and may be transmitted by personal delivery or by registered or certified mail. Notices delivered personally shall be deemed communicated as of the date of actual receipt. Mailed notices shall be deemed communicated as of the date they are postmarked. Any notices required by this Addendum shall be addressed as follows:

IF TO DISTRICT:

Board of Trustees
Attn: Library Board President
411 East Chapman Avenue
Placentia, CA 92870

IF TO DIRECTOR:

Jeanette Contreras
Address on File with District

Section 6: Modifications

Any modification of this Addendum shall be effective only if it is in writing and signed by the parties. This Addendum shall be governed by and construed in accordance with the laws of the State of California and all applicable District Codes, Policies and Resolutions.

Section 7: Director's Independent Review

Director acknowledges that she has had the opportunity and has conducted an independent review of the financial and legal effects of this Addendum. Director acknowledges that she has made an independent judgment upon the financial and legal effects of the Addendum and has not relied upon representation of the District, its elected or appointed officers and officials, agents or employees other than those expressly set forth in this Addendum. Director acknowledges that she has been advised to obtain, and has availed herself of, legal advice with respect to the terms and provisions of this Addendum.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed as of the date reflected above.

“DISTRICT”

Placentia Library District

By: _____

Gayle Carline
Library Board President

ATTEST:

Al Shkoler
Library Board Secretary

APPROVED AS TO FORM:

David DeBerry
District Special Counsel

“DIRECTOR”

Jeanette Contreras

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Library Board of Trustees, Assistant Library Director and a library staff, to attend the American Library Association Annual Conference in Chicago, Illinois on June 25-30, 2020.

DATE: January 22, 2020

BACKGROUND

The American Library Association Annual Conference will be held June 25-30, 2020 in Chicago, Illinois. As the world's biggest library event, it brings together more than 20,000 librarians and library staff, educators, authors, publishers, friends of libraries, trustees, special guests, and exhibitors. Over 900 expert exhibitors, new products, services, and titles are on display with access to various representatives and consultants to discover new products and services. There are nearly 100 authors and unforgettable speakers. Important announcements and updates will be shared as well as relevant legislation and policy to be discussed and addressed.

Scheduled events include more than 500 programs, sessions, and in-depth facilitated and informative conversations. Up to 2,500 events are scheduled for the 2020 ALA Annual Conference.

Fiscal Impact: \$1,800 per attendee

RECOMMENDATIONS

1. Authorize the Library Board of Trustees, Assistant Library Director and a library staff to attend the American Library Association Annual Conference on June 25-30, 2020 in Chicago, Illinois.
2. Authorize by a roll call vote.
3. Roll call vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss a Request for an Oral History on Trustee Jo-Anne W. Martin

DATE: January 22, 2020

BACKGROUND

Oral history preserves memories and personal commentaries of historical significance or individuals who have had an impact in the community, thus adding value to the historical record. Oral histories are important in understanding our past while making available the information for future research.

Currently, the Placentia Library District has 17 oral histories, majority of which were work conducted mostly by the Placentia Historical Committee in collaboration with the California State University Fullerton Oral History Department. These interviews included Charles Griffen, son of Placentia dentist; Robert McFadden, the youngest son of Placentia pioneers William and Sara McFadden; Alfred Aguirre, Placentia's first Hispanic City Councilmember and others.

There is a recommendation for the Library Board to consider an oral history on Trustee Jo-Anne W. Martin. Trustee Martin is an ideal candidate due to her service with the Presbyterian Church and HIS House as well as her service in the air force and being the first woman to graduate from of the USAF Fighter Weapons School. She has served on the Placentia Library District Board since 2013 and represented the District at various legislative visits in Sacramento and Washington, D.C. She also co-chaired the Gatsby Gala fundraiser to support the centennial renovation project.

Attachment A is a list of the Placentia oral history.

Fiscal Impact: \$400-\$500

RECOMMENDATIONS

1. Authorize library staff to proceed with an oral history on Trustee Jo-Anne W. Martin.
2. Authorize by a roll call vote.
3. Roll call vote.

<u>COLLECTION TITLE</u>	<u>CREATOR</u>	<u>SUMMARY</u>
Charles D. Griffen, Oral History	Placentia Historical Committee	Charles D. Griffen, son of Placentia dentist Bedford B. Griffen, discusses his father's practice, growing up in Placentia and the Valencia High School Football team
Memories of Placentia with Robert C. McFadden	Local History Project	Robert C. McFadden, the youngest son of Placentia pioneers William and Sara McFadden, reflects on his family and the development of the city
An Oral History with Edmund M. Ponce: Mexican American Community	CSU Fullerton	Edmund M. Ponce, former Placentia City Cler, discusses the Mexican-American community in Placentia and Placentia LULAC (League of United Latin American Citizens).
Placentia Packing House Oral History Project	CSU Fullerton	Interviews from 19 individuals document the impact the citrus industry had on life, labor and the businesses of Placentia.
Interviews with Ray and Jessie Pound	Placentia Historical Committee Oral History Project	Ray Pound reflects on his life as a photographer and the city government. Jessie Pound, the former Placentia mayor's wife, discusses her marriage, business, life in early Placentia, and being a housewife. Jessie discusses what she did in her free time, segregated schools, the people who the streets are named after, and her trip with Ray to Hong Kong in 1979.
Victoria Allec Weselich	Placentia Historical Committee Oral History Project	Victoria Allec Weselich, decent of the Allec family, tells the story of her family's immigration to Placentia in 1887.

Alfred Aguirre	Placentia Historical Committee	<p>Alfred Aguirre, Placentia's first Hispanic City Council Member, discusses how he came to Placentia, working at his father's barbershop until 1932, and his father's death when he was 14. He also talks about his education, the Americanization school that his family attended, and firefighting. Aguirre also discusses his jobs, getting drafted into the air force and living on ships, reactions to the Japanese internment camps, and curfews. Alfred Aguirre talks about going to the schoolboard to have their children go to the same schools as white children. He wanted to change segregation before his youngest son started school. He was also the first Latino on the city council.</p>
Edward "Eddie" Castro		<p>Eddie Castro reflects on life in the La Jolla colony, 1938 flood and Bryant Ranch. Eddie Castro tells different stories he remembers about the 1933 earthquake in Long Beach, moving to Rancho Santa Ana, working the picking season, snow in January 1949, and getting drafted into the army.</p>
Norma Tuffree Fleming	Placentia Historical Committee	<p>Norma Tuffree Fleming, granddaughter of Colonel J.K. Tuffree, reflects on her family's heritage and life as a student at Valencia High School in the late 1930s.</p>
George Johnson (nephew of George Gilman Key)	Placentia Historical Committee	<p>George Johnson, the nephew of George Gilman Key, recalls on life in the Key family and growing up in Placentia.</p>
Lewis E. Richards	Placentia Historical Committee	<p>Lewis E. Richards served as custodian for the Placentia School District for over 40 years, retiring in 1951. Lewis' wife, Elsie, served as the ordained leader of the Placentia branch of the Undenominational Church of the Lord.</p>

Marie Slyker Schmidt
Placentia Historical
Committee Oral
History Project

Marie Klyker Schmidt, Placentia resident and local historian, discusses plaques given to local historical sites, the Placentia Historical Committee's home tours, and her book about Placentia's street names. Schmidt also talks about her interesting experiences in Placentia such as volunteering at the Red Cross, the coannonball story, and wrapping oranges in the packing boxes.

Gualberto Valadez
Placentia Historical
Committee Oral
History Project

Educator Gualberto Valadez taught in the Placentia Yorba Linda Unified School District from 1939 until 1983, his oral history covers early redevelopment efforts and Placentia's school athletic programs and segregation.

Rene Kamen

Rene Kamen, the grandchild of A.S. Bradford, describes her family, focusing on her relationship with her father. She also discusses the children of the other important members of Placentia.

Fannie Bradford Allen

Fannie Bradford Allen discusses her grandfather, A.S. Bradford. Fannie Bradford Allen tells how A.S. Bradford came to Placentia. She describes what it was like living with her grandfather and what he was like with the family.

Mae Lemke

Placentia Historical
Committee Oral
History Project

Interview with Mae Lemke as part of the Placentia Oral History project. She discusses taking care of the farm, the schools in the area, and her children with her husband Lawrence Lemke. She discusses the Lemke family background coming to Placentia.

Anna Allec Cushing

Anna Allec Cushing reflects on her life in early Placentia, the Kramer family, local schools and Fullerton Junior College. She also discusses her experiences in the 1933 Long Beach earthquake and the 1938 flood.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Joint-Use Committee Update from President Carline
DATE: January 22, 2020

President Carline will provide an update on the Joint-Use Committee progress.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Energy Efficiency Update from Library Director Contreras
DATE: January 22, 2020

Library Director Contreras will provide an update on the Energy Efficiency project.



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