



# AGENDA

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING

August 17, 2020

6:30 p.m.

Call-In Information

(669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

### **Mission Statement:**

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

### **The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

### **CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral  
*The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.*
6. Trustee Reports  
*The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.*
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director  
Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the July 20, 2020 Library Board of Trustees Regular Date Meeting. (Receive & File and Approve)

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

10. Check Register for July 2020. (Receive & File and Approve)
11. FY2019-2020 Cash Flow Analysis through July 2020; 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 July 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Balance Sheet for July 2020. (Receive & File)
14. Acquisitions Report for July 2020. (Receive & File)
15. Entrepreneurial Activities Report for July 2020. (Receive & File)

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

16. Personnel Report for July 2020. (Receive, File, and Ratify Appointments)
17. Circulation Report for July 2020. (Receive & File)
18. Review of Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)

**STAFF REPORTS (Items 19 – 22)**

19. Administration Report for July 2020.
20. Children's Services Report for July 2020.
21. Adult Services Report for July 2020.
22. Placentia Library Web Site & Technology Report for July 2020.

**NEW BUSINESS**

23. Systems Librarian, Jon Legree, will provide a report on the District's technology plan and updates.
24. Receive, Accept & File the Executed Joint-Use Agreement of Facilities and Notice and Declaration of Reciprocal Access Easements with the City of Placentia.
25. Authorize a Funding Request from the General Fund for the Staff Appreciation Recognition Event.
26. Adopt Resolution 20-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System pursuant to California Elections Code Section § 10010.
27. Discuss a dog bite incident and possible medical reimbursement to the District.
28. Authorize a budget reallocation of \$40,000 from 1310 – Equipment & Furniture to 5342 – Technology & Software.

**ADJOURNMENT**

29. Agenda Preparation for the September Regular Date Meeting which will be held on September 21, 2020 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 August 17, 2020 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on August 13, 2020.



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Alyssa Stolze, Administrative Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
JULY 20, 2020

**pCALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on July 20<sup>th</sup>, 2020 at 6:30 p.m.

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

**Members Absent:** None.

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

**Guests:** None.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the teleconference Joint Use Committee Meeting.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Shkoler had nothing to report at this time.

Trustee DeVecchio had nothing to report at this time.

Trustee Martin attended a virtual Financial Partner's Credit Union Economic Forum and has continued being a Literacy Tutor virtually. Trustee Martin also attended the teleconference Joint Use Committee Meeting.

Trustee Minter had nothing to report at this time.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported out on her involvement serving on the Conference Committee for the California Library Association's 2021 Conference. Director Contreras provided updates on its progress and obstacles, such as lower sponsorship and libraries cutting conference funding in light of COVID-19. Moreover, Director Contreras reported on the League of Cities, noting a virtual conference is being planned that will revolve around how libraries responded during a crisis in addition to drafting an article for League of Cities magazine. Additionally,

Director Contreras gave an update on communications with Johnson Controls, Inc. and the City regarding tree removal, tree replacement, and solar panel reports.

Assistant Library Director Baltierra then provided an update regarding the current increasing numbers of curbside pickups and home deliveries, with over 300 pickups in June and 47 home deliveries. Assistant Director Baltierra also gave a summary of what the day to day processes are within the library for staff as well as the continuous support and success of the virtual storytimes, Wacky Wednesdays, and STEAM club.

**FRIENDS FOUNDATION REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl opened by taking a moment to thank library staff for their assistance in weeding through donations in the Work Room. President Dahl also noted that the new treasurer is in place and all volunteers have been contacted with the vast majority wanting to return to volunteer duties, such as the Bookstore, pricing and sorting. President Dahl did bring some of their concerns to the Board, including air circulation in the bookstore office and what PLFF volunteers’ roles would be in cleaning and sanitizing the Bookstore. Additionally, President Dahl relayed the PLFF Board’s discussion to not have an Author’s Luncheon March 2021 and to find an alternative fundraising opportunity.

**CONSENT CALENDAR**

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

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

**MINUTES OF THE LIBRARY BOARD OF TRUSTEES JUNE 15, 2020 REGULAR DATE MEETING AND JULY 2, 2020 EMERGENCY MEETING.**

Minutes of the Library Board of Trustees June 15<sup>th</sup>, 2020 Regular Date Meeting and July 2<sup>nd</sup>, 2020 Emergency Meeting were approved received, and filed (Item 9).

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

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

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

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

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

**GENERAL CONSENT  
REPORTS**

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

**STAFF REPORTS**

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

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

President Carline provided a report from the July 1<sup>st</sup>, 2020 Joint-Use Committee Meeting. The meeting included a discussion about concerns with the slurry seal and confirming Director Estevez will be sending Director Contreras the City’s five year capital improvement plans for the District to discuss with the next budget cycle. Moreover, City Administrator Arrula confirmed the City received CARES funding and kindly offered to assist the District in securing funds as well. Trustee Martin also added that there should be multiple impact fees coming to the District for new builds and phases, such as The Herald and the new Audi dealership. The next meeting is scheduled for August 6<sup>th</sup>, 2020.

**STATUS ON LIBRARY  
OPERATIONS - PHASE 1**

Library Director Contreras reviewed current Governor mandates and noted that due to these guidelines, the District is now only allowing a maximum of 10 personnel in the building at one time. Support Services staff will remain on site to assist with home deliveries, curbside pick-up, relabeling and shelving while the majority of Public Services staff will be telecommuting. Due to the smaller number of staff, some projects, such as relabeling, will take longer to complete. Furthermore, Director Contreras requested the Board’s direction regarding phases for this Fall and Winter, as COVID-19 cases are expected to increase due to temperature changes. After a discussion, the Board directed that the library is to continue under Phase 1 until further notice while adhering to proper infection control practices and social distancing guidelines.

**REVIEW OF ACTION ITEMS**

The next Regular Date Board Meeting will be on August 17<sup>th</sup>, 2020 at 6:30 p.m. It was requested by the Board to include the executed Joint Use Agreement in the consent calendar in addition to Systems Librarian, Jon Legree, presenting his quarterly technology report.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of July 20<sup>th</sup>, 2020 was adjourned at 7:03 p.m.

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Gayle Carline, President  
Library Board of Trustees

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Al Shkoler, Secretary  
Library Board of Trustees



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11:50 A.M.  
8/8/20  
Accrual Basis

**Placentia Library District  
Check Register  
July 2020**

Date	Ref No.	Payee	Memo	Payment	Type
07/03/2020	11243	OCLC	World Share 7/1/20-6/30/21	518.75	Bill Payment
07/03/2020	11244	Placentia Library District	For payroll on 08/05/20	50,000.00	Check
07/03/2020	11245	Placentia Library District	For payroll on 07/22/20	50,000.00	Check
07/11/2020	11249	Baker & Taylor	Books	4,504.65	Bill Payment
07/11/2020	11250	Alex Moving	July 2020 Storage	360.00	Bill Payment
07/11/2020	11251	Cintas	Cleaning Supplies	1,902.31	Bill Payment
07/11/2020	11252	SDRMA	Workers Compensation & Property/Liability Package Program FY 20/21 Medical & Ancillary Benefits August 2020	77,845.37	Bill Payment
07/11/2020	11253	U.S. Bank	Facility Lease #ISRF-18-120 A/C#207877000 1st FY 20/21 Payment 2nd Calendar Year Payment 2020	55,905.59	Bill Payment
07/11/2020	11254	Golden State Water Company	Services 4/22/20-6/18/20	1,081.35	Bill Payment
07/11/2020	11255	Midwest Tape	Audiobooks/DVDs	366.78	Bill Payment
07/11/2020	11256	Staples Advantage	Key Tags for Key Cabinet Project	9.23	Bill Payment
07/11/2020	11257	Glasby Maintenance Supply	Cleaning Supplies	63.12	Bill Payment
07/14/2020	11259	Republic Services	Refuse Disposal & Recycle Container	233.62	Bill Payment
07/14/2020	11260	Placentia-Yorba Linda School Dist	SRP Bookmarks & COVID banners/posters	673.82	Bill Payment
07/14/2020	11261	Baker & Taylor	Books	136.33	Bill Payment
07/14/2020	11262	Southern California Edison	6/1-7/1/20 Services	6,150.33	Bill Payment
07/14/2020	11263	Public Agency Retirement Services	PARS employer contribution for payroll on 07/08/20	2,792.91	Bill Payment
07/14/2020	11264	Califa	Tutor.com 7/1/20-6/30/21	7,590.00	Bill Payment
07/14/2020	11265	Santiago Library System	Califa Membership Dues Santiago Annual Membership Due	560.00	Bill Payment
07/14/2020	11266	Orange County Treasurer-Tax Collector	FY 2020-2021 Allocation	2,211.52	Bill Payment
07/14/2020	11267	Umpqua Bank	5/31-6/29/20 CC Charges	3,287.23	Bill Payment
07/25/2020	11268	OCLC, Inc.	World Share ILL 7/1/20-6/30/21 CatExpress Overage CatExpress 6/1/20-5/31/21	1,130.76	Bill Payment
07/25/2020	11269	Baker & Taylor	Books	5,342.07	Bill Payment
07/25/2020	11270	Cintas	Cleaning Supplies	1,925.42	Bill Payment
07/25/2020	11271	Legacy Integrative Solutions	Printer Services	924.72	Bill Payment
07/25/2020	11272	Placentia-Yorba Linda Unified School Dist	Cleaning Tips Bookmarks	213.69	Bill Payment
07/25/2020	11273	Bibliotheca LLC	Annual Support & Maintenance 9/1/20-8/31/21 and RFID tags	4,209.95	Bill Payment
07/25/2020	11274	Cengage Learning Inc./ Gale	Gale in Context renewals for 7/1/20-6/30/21	6,827.81	Bill Payment
07/25/2020	11275	Library Ideas	Freegal Music 7/1/20-6/30/21	5,974.00	Bill Payment
07/25/2020	11276	CALNET3	Services 6/2-7/1/20	4.47	Bill Payment
07/25/2020	11277	Kiwanis Club of Placentia	Kiwanis Club of Placentia FY 20-21 Membership	300.00	Bill Payment
07/25/2020	11278	Midwest Tape	Audiobooks/DVDs	460.15	Bill Payment
07/25/2020	11279	Califa	Pronunciator 7/1/20-6/30/21	1,172.00	Bill Payment
07/25/2020	11280	Envisionware, Inc.	Envisionware Renewal 10/1/20-9/30/21	3,903.48	Bill Payment
				<u>298,581.43</u>	



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

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

**DATE:** August 17, 2020

<b>Fiscal Year 2020-2021</b>	
7/31/2020	790,798.96
8/31/2020	
9/30/2020	
10/31/2020	
11/30/2020	
12/31/2020	
1/31/2021	
2/28/2021	
3/31/2021	
4/30/2021	
5/31/2021	
6/30/2021	

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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


**DATE:** August 17, 2020

**Summary of Cash and Investments as of July 31, 2020**

Cash with Orange County Treasurer Fund 9LX	\$790,798.96
General Fund Checking – Bank of the West	\$352,008.63
General Fund Savings – Bank of the West	\$609,688.01
<i>*(Impact Fees in Savings – Restricted)</i>	<i>\$11,225.06</i>
Payroll Checking – Wells Fargo Bank	\$69,300.40
<b>Total Cash and Investments</b>	<b>\$1,821,796.00</b>

\*Impact fees accumulated after the Library Centennial Capital Improvement project as of January 01, 2020.

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




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Jeanette Contreras  
Library Director



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

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,256,631	24,050	(2,232,581)	1.1%
4020	Property Taxes - Current Unsecured	77,318	-	(77,318)	0.0%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	65,012	6,912	(58,100)	10.6%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapport Tax	0	-	0	-
4080	Penalties & Costs on Delinq Taxes	18,558	22,912	4,354	123.5%
4090	Taxes Special Dist Augmentation	9,835	-	(9,835)	0.0%
* 4180	Other Revenue	0	-	0	-
4190	State - Homeowners Property Tax Relief	67,033	-	(67,033)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	53,874	(2,440,513)	2.2%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	1,003	(7,497)	11.8%
	Sub Total	8,500	1,003	(7,497)	11.8%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	20,000	10,000	(10,000)	50.0%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	10,000	(30,000)	25.0%
<b>MISCELLANEOUS REVENUES</b>					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	-	(25,000)	0.0%
* 4430, 4414, 4400	Other Revenue	0	55	55	-
4310	Fines & Fees	15,000	152	(14,848)	1.0%
4320, 4330	Passport/Photos	150,000	1,396	(148,604)	0.9%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	-	(2,000)	0.0%
	Sub Total	192,000	1,603	(190,397)	0.8%
	<b>TOTAL REVENUES YTD FOR FY 18/19:</b>	<b>2,734,887</b>	<b>68,362</b>	<b>(2,666,525)</b>	<b>2.5%</b>
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	1,881	(18,118.60)	9.4%

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

**PLACENTIA LIBRARY DISTRICT**  
**EXPENDITURES REPORT**  
 July 31, 2020  
 0.08% of the year completed.

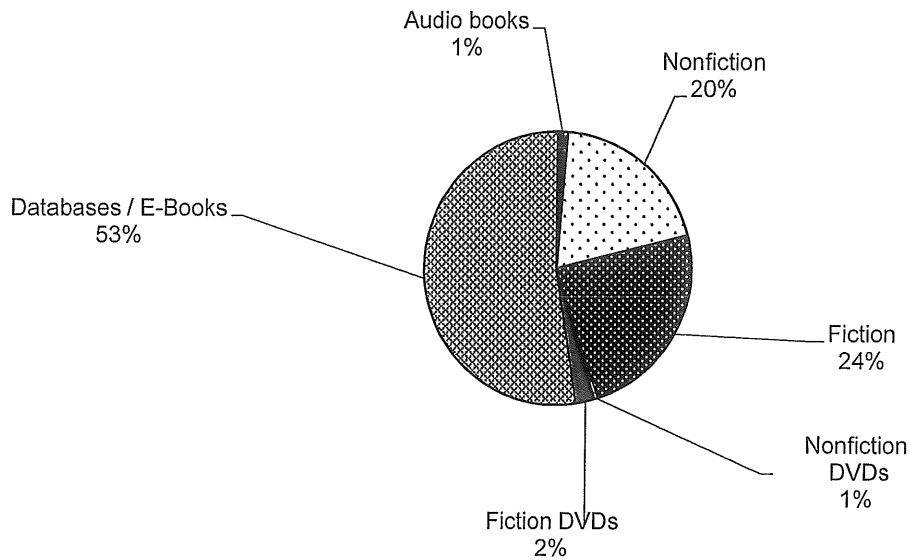
ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,470,812	51,851	0.04	\$1,418,961
5030	Retirement	64,143	5,014	0.08	\$59,129
5040	Unemployment Insurance	2,500	0	0.00	\$2,500
5050	Health Insurance	289,038	21,251	0.07	\$267,787
5064	Dental Insurance	17,796	1,128	0.06	\$16,668
5060	Life Insurance	9,420	391	0.04	\$9,029
5066	AD & D Insurance	6,172	480	0.08	\$5,692
5068	Vision Insurance	3,541	232	0.07	\$3,309
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	1,051	0.06	\$15,201
	<b>TOTAL</b>	<b>\$1,884,674</b>	<b>\$81,398</b>	<b>0.04</b>	<b>\$1,803,276</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	11,000	81	0.01	\$10,919
5170	Household Expenses	25,000	3,891	0.16	\$21,109
5099	Library Insurance	22,000	3,349	0.15	\$18,651
5205	Maintenance Expense	20,000	1,254	0.06	\$18,746
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	11,201	0.12	\$78,799
5290	Memberships	11,000	752	0.07	\$10,248
5300, 5310, 5350	Office Expenses & Postage	45,000	1,950	0.04	\$43,050
5400	Prof./Specialized Services	202,000	57,608	0.29	\$144,392
5495, 5900, 5910	Programs	50,000	281	0.01	\$49,719
5500	Books/Library Materials	223,213	17,550	0.08	\$205,663
5600	Meetings/Professional Development	25,000	0	0.00	\$25,000
5700	Mileage/Parking	1,000	23	0.02	\$977
5800	Utilities	35,000	829	0.02	\$34,171
7000	COVID-19	20,000	360	0.02	\$19,640
	<b>TOTAL</b>	<b>\$780,213</b>	<b>\$99,127</b>	<b>0.13</b>	<b>\$681,086</b>
<b>OPERATING EXPENSES</b>					
	<b>TOTAL</b>	<b>\$2,664,887</b>	<b>\$180,526</b>	<b>0.07</b>	<b>\$2,484,361</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building & Improvements	\$40,000	-	0.00	\$40,000
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	-	0.00	\$20,000
	<b>TOTAL</b>	<b>\$70,000</b>	<b>-</b>	<b>0.00</b>	<b>\$70,000</b>
<b>CAPITAL PROJECT</b>					
*5211	Renovation	\$0	-	-	\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>
<b>TOTAL BUDGET</b>		<b>\$2,734,887</b>	<b>\$180,526</b>	<b>0.07</b>	<b>\$2,554,361</b>

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

# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH THE MONTH OF JULY 2020

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
Total Fiction	\$10,287	531	\$0	0
Total Non-Fiction	\$8,573	302	\$0	0
Total Electronic	\$22,695	61	\$0	0
Total Audio Books	\$513	272	\$0	0
Total Educational DVDs	\$166	5	\$0	0
Total Entertainment DVDs	\$961	293	\$0	0
Total Library of Things	\$0	0	\$0	0
YTD TOTAL MATERIALS	\$43,195	1464	\$0	0
Budget	\$223,213		\$265,183	
% Spent YTD	19%		0%	



ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH THE MONTH OF JULY 2020

Prepared by Jon Legree Systems Librarian

	GENERAL FUND		ADOPT-A-BOOK/GRANT		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
<u>Adult Fiction</u>	\$2,310	209	\$0	0	\$2,310	209	\$0	0	\$2,310	209
Total Adult Fiction	\$2,310	209	\$0	0	\$2,310	209	\$0	0	\$2,310	209
Adult Non-Fiction	\$1,784	31	\$0	0	\$1,784	31	\$0	0	\$1,784	31
Adult Reference	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<u>Adult magazines</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Adult Nonfiction	\$1,784	31	\$0	0	\$1,784	31	\$0	0	\$1,784	31
<b>TOTAL ADULT PRINT MATERIALS</b>	<b>\$4,094</b>	<b>240</b>	<b>\$0</b>	<b>0</b>	<b>\$4,094</b>	<b>240</b>	<b>\$0</b>	<b>0</b>	<b>\$4,094</b>	<b>240</b>
Adult Audio Books	\$460	7	\$0	0	\$460	7	\$0	0	\$460	7
Adult E-books	\$0	46	\$0	0	\$0	0	\$0	0	\$0	0
Adult Non-Fiction DVDs	\$166	5	\$0	0	\$166	5	\$0	0	\$166	5
Adult Fiction DVDs	\$851	26	\$0	0	\$851	26	\$0	0	\$851	26
<u>Library of Things</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>TOTAL ADULT NON-PRINT MATERIALS</b>	<b>\$1,477</b>	<b>84</b>	<b>\$0</b>	<b>0</b>	<b>\$1,477</b>	<b>84</b>	<b>\$0</b>	<b>0</b>	<b>\$1,477</b>	<b>84</b>
<b>TOTAL ADULT MATERIALS</b>	<b>\$5,571</b>	<b>324</b>	<b>\$0</b>	<b>0</b>	<b>\$5,571</b>	<b>324</b>	<b>\$0</b>	<b>0</b>	<b>\$5,571</b>	<b>324</b>
<u>Teen Fiction</u>	\$899	29	\$0	0	\$899	29	\$0	0	\$899	29
Total Teen Fiction	\$899	29	\$0	0	\$899	29	\$0	0	\$899	29
Teen Non-Fiction	\$150	4	\$0	0	\$150	4	\$0	0	\$150	4
<u>Teen Reference</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Young Adult Nonfiction	\$150	4	\$0	0	\$150	4	\$0	0	\$150	4
<b>TOTAL TEEN PRINT MATERIALS</b>	<b>\$1,049</b>	<b>33</b>	<b>\$0</b>	<b>0</b>	<b>\$1,049</b>	<b>33</b>	<b>\$0</b>	<b>0</b>	<b>\$1,049</b>	<b>33</b>
Teen Audio Books	\$53	1	\$0	0	\$53	1	\$0	0	\$53	1
Teen E-books	\$0	6	\$0	0	\$0	6	\$0	0	\$0	6
<u>Video Games</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>TOTAL TEEN NON-PRINT MATERIALS</b>	<b>\$53</b>	<b>7</b>	<b>\$0</b>	<b>0</b>	<b>\$53</b>	<b>7</b>	<b>\$0</b>	<b>0</b>	<b>\$53</b>	<b>7</b>
<u>Juvenile Fiction</u>	\$7,078	293	\$0	0	\$7,078	293	\$0	0	\$7,078	293
Total Juvenile Fiction	\$7,078	293	\$0	0	\$7,078	293	\$0	0	\$7,078	293
Juvenile Non-Fiction	\$6,496	264	\$0	0	\$6,496	264	\$0	0	\$6,496	264
Juvenile Reference	\$143	3	\$0	0	\$143	3	\$0	0	\$143	3
<u>Juvenile Magazines</u>	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Juvenile Nonfiction	\$6,639	267	\$0	0	\$6,639	267	\$0	0	\$6,639	267
<b>TOTAL JUVENILE PRINT MATERIALS</b>	<b>\$13,717</b>	<b>560</b>	<b>\$0</b>	<b>0</b>	<b>\$13,717</b>	<b>560</b>	<b>\$0</b>	<b>0</b>	<b>\$13,717</b>	<b>560</b>
Juvenile Audio Books	\$0	264	\$0	0	\$0	264	\$0	0	\$0	264
Juvenile E-books	\$0	3	\$0	0	\$0	3	\$0	0	\$0	3
Juvenile Non-Fiction DVDs	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<u>Juvenile Fiction DVDs</u>	\$110	267	\$0	0	\$110	267	\$0	0	\$110	267
<b>TOTAL JUVENILE NON-PRINT MATERIALS</b>	<b>\$110</b>	<b>534</b>	<b>\$0</b>	<b>0</b>	<b>\$110</b>	<b>534</b>	<b>\$0</b>	<b>0</b>	<b>\$110</b>	<b>534</b>
<b>TOTAL JUVENILE MATERIALS</b>	<b>\$13,827</b>	<b>1094</b>	<b>\$0</b>	<b>0</b>	<b>\$13,827</b>	<b>1094</b>	<b>\$0</b>	<b>0</b>	<b>\$13,827</b>	<b>1094</b>
Databases	\$22,695	6	\$0	0	\$22,695	6	\$0	0	\$22,695	6
<u>E-books</u>	\$0	55	\$0	0	\$0	55	\$0	0	\$0	55
<b>TOTAL DATABASES / E-BOOKS</b>	<b>\$22,695</b>	<b>61</b>	<b>\$0</b>	<b>0</b>	<b>\$22,695</b>	<b>61</b>	<b>\$0</b>	<b>0</b>	<b>\$22,695</b>	<b>61</b>
Total Fiction	\$10,287	531	\$0	0	\$10,287	531	\$0	0	\$10,287	531
Total Non-Fiction	\$8,573	302	\$0	0	\$8,573	302	\$0	0	\$8,573	302
Total Databases / E-books	\$22,695	61	\$0	0	\$22,695	61	\$0	0	\$22,695	61
Total Audio Books	\$513	272	\$0	0	\$513	272	\$0	0	\$513	272
Total Non-Fiction DVDs	\$166	5	\$0	0	\$166	5	\$0	0	\$166	5
Total Fiction DVDs	\$961	293	\$0	0	\$961	293	\$0	0	\$961	293
Total Library of Things	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
<b>TOTAL MATERIALS</b>	<b>\$43,195</b>	<b>1464</b>	<b>\$0</b>	<b>0</b>	<b>\$43,195</b>	<b>1464</b>	<b>\$0</b>	<b>0</b>	<b>\$43,195</b>	<b>1464</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Service Revenue Activities Report for July 2020

**DATE:** August 17, 2020

**Net Revenue Summary for July 2020**

			YTD	YTD
	July-20	July-19	2020-2021	2019-2020
Passport	1,120	14,280	1,120	14,280
Passport Photos	276	2,652	276	2,652
Test Proctor	0	0	0	0
Fines & Fees	152	5,487	152	5,487
Meeting Room	0	0	0	0
<b>TOTAL</b>	1,548	22,419	1,548	22,419



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Personnel Report for July 2020

**DATE:** August 17, 2020

			YTD	YTD
	July-20	July-19	2020-2021	2019-2020
Separation	0	1	0	1
Retirement	0	0	0	0
Appointments	0	2	0	2
Open Positions	*1	1	1	1
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	1	4	1	4

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

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Circulation Activity Report for July 2020

**DATE:** August 17, 2020

<b>CIRCULATION</b>	Jul-20	Jul-19		Y-T-D	Y-T-D	Y-T-D
				2020-21	2019-20	% change
New Patron Registrations	128	100		128	100	28.0%
Circulation (items)	8,736	9,203		8,736	9,203	-5.1%
Circulation (e-content)	10,361	6,774		10,361	6,774	53.0%
Total Circulation	19,097	15,977		19,097	15,977	19.5%
Total Active Borrowers*	2,006	4,982		2,006		
Attendance	2,039	9,930		2,039	9,930	-79.5%
Registered Card Holders*	53,822	47,835				
Adult Fiction	1,190	990		1,190	990	20.2%
Adult/Teen Nonfiction	923	453		923	453	103.8%
Adult Magazines	1	-		1	-	0.0%
Adult/Teen Audio Books	104	174		104	174	-40.2%
Adult DVDs	679	1,251		679	1,251	-45.7%
Library of Things (LOTs)	11	4		11	4	175.0%
Teen Fiction	411	243		411	243	69.1%
Video Games	106	131		106	131	-19.1%
Childrens Fiction	4,214	4,715		4,214	4,715	-10.6%
Childrens Nonfiction	847	535		847	535	58.3%
Childrens Magazines	1	-		1	0	0.0%
Childrens Audio Books	25	-		25	-	0.0%
Childrens DVDs	224	707		224	707	-68.3%

\* YTD % change not applicable.

**PATRON COUNT**

Gate Count				
June 2020	June 2019	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
2,058	8,944	177,658	155,742	12%

Hours Open	Average Per Hour
22	55

**PASSPORTS**

July 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00								0
11:00								0
12:00								0
1:00								0
2:00								0
3:00								0
4:00				1	4			5
5:00					2			2
6:00					1			1
7:00								0
<b>DAY TOTALS</b>	0	0	0	1	7	0	0	8

July 2020	July 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
8	518	8	518	-63.75%

### ACHIEVEMENTS

- Tim worked on the September-December eXPLORE Newsletter.
- Tim filmed and edited the Wacky Wednesdays craft and storytime videos.
- Tim delivered 160 items to 39 patrons during the month of July.

### MEETINGS

- Angie, Estella, and Tim attended Support Services meetings on July 9.
- Estella, Tim, and Angie, attended an All-Staff Zoom meeting on July 21.
- Estella attended Supervisor meeting on July 6 and 15<sup>th</sup>, and 29<sup>th</sup>.
- Estella attended meeting with Yesenia on July 2, 16<sup>th</sup> and 30<sup>th</sup>.
- Beatrice attended a meeting with Estella July 29<sup>th</sup>.
- Tim met with Megan on July 29<sup>th</sup> to go over publicity and social media tasks.
- Tim had a meeting with Estella and Yesenia to go over the newsletter and publicity tasks around July 20<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- Tim met with Jon to go over library technology and IT tasks.
- Laura, Tim, and Estella attended a webinar on Sexual Harassment training.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through July 2020  
**DATE:** AUGUST 17, 2020

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20							0.00
Sep-20							0.00
Oct-20							0.00
Nov-20							0.00
Dec-20							0.00
Jan-21							0.00
Feb-21							0.00
Mar-21							0.00
Apr-21							0.00
May-21							0.00
Jun-21							0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$4,801.20</b>	<b>\$249.60</b>	<b>\$8.68</b>	<b>\$0.00</b>	<b>\$5,059.48</b>

\* City Billing Not Received

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for July 2020

**DATE:** August 17, 2020

**Meetings:**

- Joint Use Committee Meeting: July 1<sup>st</sup>
- Supervisor Meeting: July 1<sup>st</sup>, 6<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>
- Board of Trustees Meeting: July 2<sup>nd</sup> & 20<sup>th</sup>
- Library Tour: July 2<sup>nd</sup>
- Lunch at the Library Meeting: July 3<sup>rd</sup>, 21<sup>st</sup>, 23<sup>rd</sup>, 27<sup>th</sup>
- One on One Staff Meeting: July 3<sup>rd</sup>, 7<sup>th</sup>, 16<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, 28<sup>th</sup>, 30<sup>th</sup>
- Supervisor and Management Meeting: July 6<sup>th</sup>
- Administration Meeting: July 7<sup>th</sup>
- CLA Conference Meeting: July 8<sup>th</sup>
- Support Services Meeting: July 9<sup>th</sup>
- PLFF Board Meeting: July 13<sup>th</sup>
- CLA Finance Committee: July 15<sup>th</sup>
- Children's Meeting: July 15<sup>th</sup>
- Personnel Meeting: July 16<sup>th</sup>
- All Staff Meeting: July 21<sup>st</sup>
- Technology Meeting: July 23<sup>rd</sup>
- IGA/OPL Plasma Call: July 31<sup>st</sup>
- 

**Facilities:**

- Johnson Controls, Inc.: July 14<sup>th</sup>
- White Draperies: July 15<sup>th</sup>
- Sunburst Shutters: July 21<sup>st</sup>
- Tyco Integrative Services: July 21<sup>st</sup>
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**Training/Workshops/Conference:**

- Training for Solar Panel Software: July 23<sup>rd</sup>

**Events:**

- N/A



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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 July 2020  
**DATE:** August 17, 2020

**MONTHLY STATISTICS**

**Program Statistics**

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	July 2020	July 2020	July 2019	July 2019	Y-T-D 2020-21	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D	Y-T-D
Storytime	0	0	8	283	0	0	8	283	-100.00%	-100.00%
Educational	0	0	0	0	0	0	0	0	0.00%	0.00%
Reading	4	1,355	2	375	4	1,355	2	375	100.00%	261.33%
Seasonal	0	0	0	0	0	0	0	0	0.00%	0.00%
<b>Totals</b>	<b>4</b>	<b>1,355</b>	<b>10</b>	<b>658</b>	<b>4</b>	<b>1,355</b>	<b>10</b>	<b>658</b>	<b>-60.00%</b>	<b>105.93%</b>

**Reference/Computer Usage Statistics**

	July 2020	July 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Reference—in person	21	275	21	275	-92.36%
Reference--telephone	33	13	33	13	153.85%
<b>Total Reference</b>	<b>54</b>	<b>288</b>	<b>54</b>	<b>288</b>	<b>-81.25%</b>
Children's computer usage	0	0	0	0	0.00%

<b><u>Children's SRP</u></b>	June 2020	July 2020	Y-T-D 2020	Y-T-D 2019	Y-T-D % change
Registered Users	152	126	278	711	-60.90%
Completion	22	74	96	146	-34.25%
Minutes Read	49,500	131,800	181,300	157,980	14.76%
Active Users	152	216	368	216	70.37%

**ACHIEVEMENTS**

- Staff distributed 300 SRP Craft kits on July 1<sup>st</sup>.
- Children’s staff conducted Wacky Wednesday storytimes with crafts on Facebook July 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>.

**MEETINGS**

- Children's staff attended the all-staff meeting on July 21<sup>st</sup>.
- Lori Worden met with Yesenia Baltierra on July 13<sup>th</sup> and 21<sup>st</sup>.
- Lori Worden attended final Lunch at the Library planning meetings with Yesenia Baltierra on July 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>.
- Lori Worden visited Valencia High School with Yesenia Baltierra to observe PYLUSD drive-thru lunches for families on July 27<sup>th</sup>.
- Ana Balderas, Venessa Faber, Deanna White and Lori Worden met with Yesenia Baltierra for a Children's Meeting on July 15<sup>th</sup>.
- Deanna White met with Yesenia Baltierra for a one-on-one meeting on July 22<sup>nd</sup>.

**PROFESSIONAL DEVELOPMENT**

- None

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for July 2020

**DATE:** August 17, 2020

**MONTHLY STATISTICS**

<b>Information Desk Activity</b>	<b>July 2020</b>	<b>July 2019</b>	<b>Y-T-D 2021-20</b>	<b>Y-T-D 2019-20</b>	<b>Y-T-D % change</b>
Information -- in person	121	844	121	844	-85.66%
Information -- telephone	643	488	643	488	31.76%
Information -- email/chat	60	0	60	0	100%
Curbside Service	792	0	792	0	N/A
Delivery Service	39	0	39	0	N/A
Technology assistance	8	0	8	0	100%
Guest passes	0	0	0	0	0.00%
Adult and Children's computer use (desktops)	58	0	58	0	100%
Adult computer usage (desktop)	43	0	43	0	100%
Teen computer usage	7	0	7	0	N/A

<b>Volunteer Hours:</b>	<b>July 2020</b>	<b>July 2019</b>	<b>Y-T-D 2019-20</b>	<b>Y-T-D 2018-19</b>	<b>Y-T-D % change</b>
History Room	0	23	0	23	-100%
PLFF	44.75	299.75	44.75	299.75	-85.07%
General Library	6	45.25	6	45.25	-86.74%
Technology	0	0	0	0	0.00%
Homework Club	0	0	0	0	0.00%
Adult Literacy Tutors	131.5	61.83	131.5	61.83	112.68%
PTAC	12	49	12	49	-75.51%
Summer Reading Program	0	176.53	0	176.53	-100%
<b>Total Volunteer Hours</b>	<b>194.25</b>	<b>655.36</b>	<b>194.25</b>	<b>655.36</b>	<b>-70.36 %</b>

<b>History Room Activity</b>	<b>July</b>	<b>July</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2020</b>	<b>2019</b>	<b>FY2020-21</b>	<b>FY2019-18</b>	<b>% change</b>
History Room Visitors	0	3	0	3	-100.00%

<b>Public Services Outreach Activity</b>	<b>July</b>	<b>July</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2020</b>	<b>2019</b>	<b>FY2020-21</b>	<b>FY2019-20</b>	<b>% change</b>
Outreach Visits	0	2	0	2	-100.00%
Outreach Attendance	0	100	0	100	-100.00%

**Adult and Teen Programs**

<b>Type of Program</b>	<b>Number of Programs July</b>	<b>Attendance July</b>	<b>Number of Programs July</b>	<b>Attendance July</b>	<b>Number of Programs FYTD</b>	<b>Attendance FYTD</b>	<b>Number of Programs FYTD</b>	<b>Attendance FYTD</b>	<b>Number of Programs FYTD % change</b>	<b>Attendance FYTD % change</b>
<b>Date</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>	<b>2019</b>	<b>FY2021</b>	<b>FY2021</b>	<b>FY1920</b>	<b>FY1920</b>		
Book Club	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Fine Art Programs	0	0	1	300	0	0	1	300	-100.00%	-100.00%
Hangar Makerspace Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Home and Lifestyle Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	10	60	3	22	10	60	3	22	233.33%	172.73%
Reading Programs Adult	1	94	1	53	1	94	1	53	0.00%	77.36%
Reading Programs Teen	1	17	1	25	1	17	1	25	0.00%	-32.00%
Volunteer Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Placentia Teen Advisory Council	2	8	1	15	2	8	1	15	100.00%	-46.67%
Teen Only Programs	3	4	0	0	3	4	0	0	100.00%	100.00%
<b>Adult and Teen Program Total</b>	<b>17</b>	<b>183</b>	<b>7</b>	<b>415</b>	<b>17</b>	<b>183</b>	<b>7</b>	<b>415</b>	<b>142.86%</b>	<b>-55.90%</b>
<b>Teen Program Total</b>	<b>6</b>	<b>29</b>	<b>2</b>	<b>40</b>	<b>6</b>	<b>29</b>	<b>2</b>	<b>40</b>	<b>200.00%</b>	<b>-27.50%</b>

<b>ADULT SRP</b>	<b>June</b>	<b>July</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>	<b>% change</b>
Registered Users	85	50	135	239	-43.51%
Completion (3 books)	29	44	73	62	17.74%
Books Read	306	543	849	830	2.29%
<b>TEEN SRP</b>	<b>June</b>	<b>July</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>	<b>% change</b>
Registered Users	10	12	22	62	-64.52%
Completion (3 books)	5	10	15	13	15.38%
Books Read	63	135	198	394	-49.75%

<b>The Hangar Makerspace</b>	<b>Attendance</b>	<b>Attendance</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
<b>July</b>	<b>2020</b>	<b>2019</b>	<b>FY2020-21</b>	<b>FY2019-20</b>	<b>% change</b>
Hangar Open Hour Visitors	4	0	4	0	N/A
Adult/Teen Hangar Programs	0	0	0	0	N/A
Tween Hangar Programs	0	0	0	0	N/A
Family Hangar Programs	0	0	0	0	N/A
<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>N/A</b>

<b>Literacy</b>	<b>YTD2021</b>	<b>YTD1920</b>	<b>% Change</b>
English Literacy Students	28	31	-9.68%
Students Graduated	0	0	0%
English Literacy Tutors	28	25	12.00%

<b>Proctored Tests</b>	<b>July</b>	<b>July</b>	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b>2020</b>	<b>2019</b>	<b>2020-21</b>	<b>2019-20</b>	<b>% change</b>
Number of Tests	0	0	0	0	N/A

### **ACHIEVEMENTS**

- Michelle Meades completed an audit of all History Room files on the server on July 30<sup>th</sup>.
- Victor Meza conducted a Hangar Appointment with a patron on July 1<sup>st</sup>.
- Victor Meza coordinated PTAC meetings on July 2<sup>nd</sup> and 16<sup>th</sup>.
- Victor Meza coordinated Game On! Smash Tournament on July 9<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup>.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Book Club July 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>.
- Sabrina Rosengren coordinated Read, Write, Speak Club July 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, and 31<sup>st</sup>.
- Sabrina Rosengren & Sally Federman coordinated Learner Open House on July 23<sup>rd</sup>.
- Sabrina Rosengren & Sally Federman coordinated Tutor Open House on July 23<sup>rd</sup>.
- Wendy Amireh and Victor Meza coordinated the end of SRP and prizes on July 31<sup>st</sup>.

### **MEETINGS**

- Wendy Amireh and Yesenia Baltierra met on July 7<sup>th</sup> and 28<sup>th</sup>.
- Michelle Meades met with Wendy Amireh on July 28<sup>th</sup>.
- Wendy Amireh attended the supervisors meetings July 1<sup>st</sup>, 6<sup>th</sup> and 15<sup>th</sup>.
- Adult Services Staff attended all staff meeting on July 21<sup>st</sup>.
- Wendy Amireh attended Kiwanis meetings on July 23<sup>rd</sup> and 30<sup>th</sup>.
- Katie Matas met with Wendy Amireh on July 7<sup>th</sup>.
- Victor Meza met with Wendy Amireh on July 2<sup>nd</sup>, 31<sup>st</sup>.
- Shellie McCurdy met with Megan Tolman on July 18<sup>th</sup>.
- Shellie McCurdy and Wendy Amireh attended Hangar meetings on July 21<sup>st</sup>.
- Sabrina Rosengren and Wendy Amireh met on July 8<sup>th</sup>.
- Sabrina Rosengren, Sally Federman, and Wendy Amireh met on July 20<sup>th</sup>.
- Sabrina Rosengren attended a CLLS Key to Community meeting on July 10<sup>th</sup>.
- Sabrina Rosengren attended CLLS Network meeting on July 2<sup>nd</sup> and 16<sup>th</sup>.

- Victor Meza coordinated PTAC meetings on July 2<sup>nd</sup> and 16<sup>th</sup>.
- Sabrina Rosengren attended CLLS COVID Task Force meeting July 20<sup>th</sup> and 27<sup>th</sup>.
- Megan Tolman met with Wendy Amireh on July 13<sup>th</sup>.
- Megan Tolman met with Tim Worden on July 29<sup>th</sup>.

#### **PROFESSIONAL DEVELOPMENT**

- Sabrina Rosengren, Megan Tolman and Sally Federman attended “Sexual Harassment Non-Supervisory Avoidance Training” training on July 8<sup>th</sup>.
- Sabrina Rosengren attended “CLLS - PIAAC Skills Map” webinar on July 23<sup>rd</sup>.
- Shellie McCurdy completed Webjunction’s “Collection Merchandising” online course on July 22<sup>nd</sup>.
- Sally Federman attended “Distance Learning from the Field Session 6 Beyond Zoom” on July 7<sup>th</sup>.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Jon Legree, Systems Librarian  
**SUBJECT:** Placentia Library Website & Technology Report for July 2020  
**DATE:** August 17, 2020

<u>On-line database usage</u>	July 2020	Onsite Usage 7/20	Remote Usage 7/20	July 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Library Catalog	5,452	0	5,452	39,756	5,452	39,756	-86%
General Reference Center	2	0	2	138	2	138	-99%
Biography In Context	0	0	0	9	0	9	-100%
Opposing Viewpoints	0	0	0	8	0	8	-100%
Consumer Reports	231	0	231	197	231	197	17%
Freegal	881	0	881	925	881	925	-5%
Heritage Quest	24	0	24	601	24	601	-96%
Novelist	83	0	83	54	83	54	54%
Pronunciator	6	0	6	5	6	5	20%
ABC Mouse	3	0	3	0	3	0	N/A
ABC Mouse - Bring Reading Home (New March 2018)	15	0	15	34	15	34	-56%
World Book Online (New 2018)	0	0	0	0	0	0	N/A
Tumblebooks	213	0	213	129	213	129	65%
Reference USA	35	0	35	121	35	121	-1%
Enki	5	0	5	6	5	6	-1%
Hoopla	2238	0	2238	971	2,238	971	130%
Overdrive e-books	2838	0	2838	1607	2,838	1,607	0%
Overdrive audio books	1387	0	1387	1139	1,387	1,139	39%
Overdrive e-books - Placentia Advantage (New March 2018)	1981	0	1981	1137	1,981	1,137	N/A
Overdrive audio books - Placentia Advantage (New March 2018)	1037	0	1037	995	1,037	995	N/A
Tutor.com (New September 2019)	5	0	5	N/A	5	N/A	N/A
Zinio	225	0	225	132	225	132	70%
<b>TOTAL DATABASE USAGE</b>	<b>16,661</b>	<b>-</b>	<b>16,661</b>	<b>47,964</b>	<b>16,661</b>	<b>47,964</b>	<b>-65%</b>

<b>Computer &amp; Online Resource Use</b>					
	<b>July 2020</b>	<b>July 2019</b>	<b>Y-T-D 2020-21</b>	<b>Y-T-D 2019-20</b>	<b>Y-T-D % change</b>
Placentia Residents	389	755	389	755	-48%
Non-Placentia Residents	350	609	350	609	-43%
<b>Total</b>	<b>739</b>	<b>1,364</b>	<b>739</b>	<b>1,364</b>	<b>-46%</b>

<b>Website Traffic</b>					
	<b>July 2020</b>	<b>July 2019</b>	<b>Y-T-D 2020-21</b>	<b>Y-T-D 2019-20</b>	<b>Y-T-D % change</b>
Website visits	10,050	12,722	10,050	12,722	-21%
Page Hits	18,233	13,232	18,233	13,232	38%
Users	4,384	3,848	4,384	6,790	-35%
Pages/Session	2.29	1.94	2.29	2	18%
Avg. Session Duration	00:02:25	00:02:26	N/A	N/A	N/A
% New Sessions	65	70	N/A	N/A	N/A

<b>Wifi Use</b>					
	<b>July 2020</b>	<b>July 2019</b>	<b>Y-T-D 2020-21</b>	<b>Y-T-D 2019-20</b>	<b>Y-T-D % change</b>
	118	978	118	978	-88%
<b>Total</b>	<b>118</b>	<b>978</b>	<b>118</b>	<b>978</b>	<b>-88%</b>

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** IT Report from Systems Librarian, Jon Legree  
**DATE:** August 17, 2020

**BACKGROUND**

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

- Laptops & Hotspots for checkout.
- SirsiDynix
- IT Plan
- Updated hardware & software for public & staff PCs
- Revised Acquisition Report
- Online Library Card Application



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Receive, Accept and File the Executed Joint-Use Agreement of Facilities and the Notice and Declaration of Reciprocal Access Easements with the City of Placentia.

**DATE:** August 17, 2020

**BACKGROUND**

On September 10, 2019, the Placentia Library District and the City of Placentia agreed to enter and execute a Notice and Declaration of Reciprocal Access Easements and the Agreement for the Joint Use of Facilities Between the City of Placentia and the Placentia Library District.

The documents are to be receive and file.

Attachment A is the Agreement for the Joint Use of Facilities Between the City of Placentia and the Placentia Library District.

Attachment B is the Notice and Declaration of Reciprocal Access Easements and the Agreement for the Joint Use of Facilities Between the City of Placentia and the Placentia Library District.

**RECOMMENDATION**

Receive, Accept and File the Executed Joint-Use Agreement of Facilities and the Notice and Declaration of Reciprocal Access Easements with the City of Placentia.

**AN AGREEMENT FOR THE JOINT USE OF FACILITIES BETWEEN  
THE CITY OF PLACENTIA AND THE PLACENTIA LIBRARY DISTRICT**

This Joint Use Agreement (“Agreement”) between the City of Placentia (“City”) and the Placentia Library District (“District”) is entered to be effective as of September 10, 2019 (“Effective Date”). The City and District shall sometimes be referred to herein individually as a Party or collectively as Parties.

**RECITALS**

A. The City and District own adjoining parcels of property which have been improved with, among other things, the District’s Library, the City’s City Hall and police station and a parking lot, which property is more particularly described in Exhibit “A”, which is attached hereto and incorporated herein by this reference (the adjoining parcels are collectively referred to hereinafter as the “Property”).

B. The Parties entered into an agreement dated May 22, 1972 (the “1972 Agreement”) creating a joint powers authority to, among other things, issue revenue bonds for the construction and development of a comprehensive civic center. Under the 1972 Agreement a common area was identified, which included parking spaces, walkways and landscaping. Under the 1972 Agreement, the joint powers authority was responsible to maintain the common area with the City and District each contributing a specified share toward the costs of maintenance.

C. The 1972 Agreement terminated by its own terms in 2012, but the Parties have continued to jointly use and maintain the common area identified in and within the spirit of the 1972 Agreement and in addition, cooperate with each other in allowing the use of each other’s facilities and property both within and outside the common area.

D. The Parties desire to continue jointly using the common area, as defined herein, to provide for its joint maintenance, to update the Parties contribution share toward maintenance, and to accommodate each other’s use of facilities on the Property when they are available and not needed for a Party’s own purposes. The Parties agree that such cooperation benefits the community of Placentia and furthers the purposes of both the City and the District.

**AGREEMENT**

In consideration of the above Recitals which are by this reference made a substantive part of this Agreement, the City and the District agrees as follows:

1. **Term.** The term of this Agreement shall commence on the Effective Date and continue for a period of twenty-five (25) years. The Term shall automatically renew for up to two (2) additional ten (10) year terms unless a Party provides written notice to the other Party that it is withdrawing from the Agreement. Such written notice must be provided at least 180

days prior to the end of the Term or any subsequent Term, otherwise the Agreement will automatically renew for the additional terms.

2. Common Area.

A. The City and the District agree to cooperate in coordinating joint use and maintenance of the Common Area and common property including but not limited to trash cans, benches, pergola structures, landscape and exterior lighting systems in a manner that facilitates the public's use of the entire civic center and maintains continuity of the landscaping and hardscaping throughout the Property. The City shall develop, in conjunction with the District, a scope of work for regular maintenance of the Common Area. The City shall obtain the District's written concurrence, which shall not be unreasonably withheld, with the scope of work and form of contract prior to soliciting bids for the regular maintenance work. The contract shall include a requirement for contractor to provide insurance as is customary for such contracts and further require the District, its officers, agents and employees be named as additional insureds.

District agrees that the City shall be the primary point of contact for the contractor. To the extent the District has concerns with or needs of the contractor, to the extent practicable, it shall notify the City as the primary point of contact which shall then interface with the contractor to address the District's needs; provided, however, that this shall not prohibit the District from contacting the contractor concerning maintenance matters within the contractor's scope of work. District shall notify the City in writing of any such direct contact by the District with the contractor. The cost of maintaining the Common Area shall be shared with the City assuming 58.4% of the cost and the District 41.6% of the cost. The City shall be responsible for paying the contractor and upon such payment, shall invoice the District on a reimbursement basis for the District's proportionate share of the cost. The District shall pay the City the amount of the invoice within thirty (30) days of receipt thereof.

B. The City shall have the primary responsibility for the operation of irrigation and lighting systems within the Common Area; provided, however, that the District shall have access to such systems at all times, including, but not limited to, any keys that may be needed to access the systems and the ability to turn such systems on and off. The City and District shall communicate and coordinate with each other regarding the use of such systems, any issues which may arise, any procedures which may be necessary to develop and/or implement, and any training that may be necessary. The District shall notify the City which employee(s) will have access to the systems and ensure the City has been afforded the opportunity to provide training in such use prior to providing access to its designated employee(s).

3. Facility Usage/Special Events. In October of each year during the Term, the City and District shall meet to develop and agree upon, a calendar of dates for the following fiscal year for special events to be held within the Common Area and for the use of each other's facilities on the Property, but outside the Common Area. The Parties agree to strive to accommodate each other's needs for both the Common Area and the use of each other's facilities, but reserve the right to not approve such requests if a Party believes a particular request or the number of requests may result in damage to property, result in extraordinary wear

and tear to property or unduly interfere with the Party's use of the Common Area or its own needs for its facilities. As part of this process, the Parties shall determine the needs of staff and to what extent, if any, a Party is to be reimbursed for staff costs. To the extent a Party desires to permit a third party to host a special event in the Common Area ("Sponsoring"), the Parties shall discuss and agree upon the conditions thereof, including, but not limited to, insurance requirements. The Party using or Sponsoring a third party's use of the Common Area for a special event or using the facility of another Party shall be responsible for leaving the Common Area or facility in as good a condition as it was found. Either Party may, at any time, make a written request to the other Party to hold a special event within the Common Area or for use of the other Party's facilities which is not on the fiscal year calendar, recognizing that such a request is subject to availability and the discretion of the other Party using the criteria referenced in this Section 3.

4. **Capital Improvements/Extraordinary Repairs.**

A. At the October meeting referenced in Section 3 above, the Parties shall also discuss any capital improvement projects or extraordinary repairs (repairs not covered under Section 2 above) that are anticipated for the following fiscal year and whether either Party anticipates a need for using the Common Area for staging, storage or other needs which may interfere with a Party's or the public's use of the Common Area. The Parties agree to work cooperatively to limit interference with each other's and the public's use of the Common Area. To the extent capital improvements or extraordinary repairs are identified for the Common Area, the Parties shall, prior to such work being contracted for or commenced, reach an agreement on the scope of the work to be done and each Party's cost share for such work. Any requests for bids and form of contracts for such work must be reviewed and approved by each Party. To the extent the work consists of extraordinary repairs to the Common Area which do not fall under the conditions set forth in Section 7 of this Agreement, a Party's cost share shall be based on the costs shares set forth in Section 2 above. To the extent the extraordinary repairs are necessitated by damage under the conditions set forth in Section 7 of this Agreement, the cost shares set forth in Section 7 shall govern. The Parties acknowledge that each Party's authority to contribute to costs for capital improvements and extraordinary repairs is subject to additional approval of the respective Party's governing body, including the City's City Council and the District's Board of Trustees. To the extent either Party desires to construct permanent improvements within, or otherwise make any modifications to the Common Area, it shall notify the other Party in writing of the specific improvements or modifications being proposed and obtain such Party's written concurrence thereof. To the extent the proposed improvement or modification to the Common Area is solely on the property of the Party proposing the improvement or modification, the other Party shall not unreasonably withhold its consent if it will not interfere with the continuity of the Common Area's aesthetics, planting, and hardscape, or interfere with the use and enjoyment of the Common Area by both Parties and the public.

5. **Electric Costs.** Currently the City and District share the same electric meter and the City pays 65% of the cost of the electric costs and the Library 35% of the electric costs. The Parties shall use commercially reasonable efforts to install separate electric meters in a diligent and timely fashion. The Parties shall jointly develop and agree in writing upon a methodology for determining electric costs attributable to the Common Area. The City shall



contribute 61.2% and the District shall contribute 38.8% toward such costs resulting from the mutually agreed upon methodology.

6. **Termination.** Notwithstanding the above, either Party may terminate this Agreement, without cause, by providing written notice to the other Party by October 31<sup>st</sup> of any year during the Term. The notice shall be effective at the end of the following fiscal year. Thus, if the notice is provided on October 31, 2020, it would be effective as of June 30, 2022.

7. **Damage to Common Area.**

A. If damage is caused to the Common Area during a special event held or sponsored by a Party that requires extraordinary repairs, the Party holding or sponsoring the special event shall be responsible for repairing the Common Area and all costs associated therewith. The Party responsible for the repairs shall pursue the completion of such repairs in a diligent and timely manner.

B. If the Common Area is damaged or destroyed in whole or part by fire, flood, earthquake or other events outside of each Party's control, the Parties shall meet as soon as practicable to develop a plan for restoring the Common Area to a condition which furthers the purposes of this Agreement.

8. **Joint Use Committee.** A joint use committee consisting of two (2) City Council members and two (2) District Board of Trustees is hereby created ("Joint Use Committee"). Each Party shall appoint representatives to the Joint Use Committee and notify the other Party of the appointments. The Joint Use Committee shall meet as required and comply with the Ralph M. Brown Act, Government Code §§ 54950 *et seq.*, as a standing committee with ongoing subject matter jurisdiction. The District shall be responsible to create and post the agenda and agenda materials but shall cooperate with the City in preparation thereof. The City Administrator and Library Director shall both provide administrative support to the Joint Committee and shall meet, or direct staff with appropriate authority to meet, as necessary, but no less than quarterly, to discuss specific administrative support needs of the Joint Use Committee and to allocate each Parties level of support and to settle any issues that may arise under this Agreement or the Parties joint use of the Common Area.

9. **Insurance.** Each Party shall carry insurance in amounts and with coverages that are customary for public agencies similar in function and size for damage to property or for any claims, liability, expenses, arising out each Party's use of the Common Area. Either Party may, at any time, request documentation of the other Party's insurance.

10. **Reciprocal Easement.** Within thirty (30) days of the Effective Date, the Parties shall execute and record a reciprocal easement for ingress, egress and parking to, from and on the parking lot in the form attached hereto as Exhibit "B". The reciprocal easement shall contain a provision permitting the City to designate up to seven parking spaces for its elected officials, which spaces shall be on property owned by the City in fee.

11. **Default.** If either Party believes the other Party is in default of this Agreement, the non-defaulting Party shall provide written notice to the other Party of the circumstances of the alleged default. The defaulting Party shall be provided a thirty (30) day opportunity to cure the default. If the default is capable of cure, but by its nature cannot be cured within the 30-day period, the defaulting Party shall commence such cure within the thirty (30) day period and shall diligently prosecute such cure to completion within such time as is reasonably necessary. If the default is not capable of cure or the defaulting Party does not commence or complete the cure within the time provided herein, the non-defaulting Party may elect to cure the default or terminate this Agreement after the thirty (30) day period. If the non-defaulting Party elects to cure the default, the defaulting Party shall be liable to the non-defaulting Party for all costs and expenses reasonably incurred in curing the default.

12. **Indemnification.**

A. Neither the City nor any officers, employees or agents thereof shall be responsible for any damage or liability occurring by reasons of anything done or omitted to be done by the District, its officers, employees or agents in connection with the District's use of City's facilities or the Common Area. It is understood and agreed that, pursuant to Government Code Section 895.4, the District shall fully indemnify, defend and hold the City harmless from any liability imposed for injury (as defined by Government Code Section 810.8), occurring by reason of anything done or omitted to be done by the District in connection with this Agreement, including, but not limited to, use of City facilities or the Common Area. In no event shall employees of the District be considered employees of the City or under the supervision of the City.

B. Neither the District nor any officers, employees or agents thereof shall be responsible for any damage or liability occurring by reasons of anything done or omitted to be done by the City, its officers, employees or agents in connection with the City's use of District's facilities or the Common Area. It is understood and agreed that, pursuant to Government Code Section 895.4, the City shall fully indemnify, defend and hold the District harmless from any liability imposed for injury (as defined by Government Code Section 810.8), occurring by reason of anything done or omitted to be done by the City in connection with this Agreement, including, but not limited to, use of District facilities or the Common Area. In no event shall employees of the City be considered employees of the District or under the supervision of the District.

13. **Notice.** Any written notices required herein shall be delivered personally or sent by first-class mail or e-mail communication followed by a hard copy, to the addresses set forth below. Either Party may change the address at any time by provided written notice to the other Party of the change.

"CITY"

City of Placentia  
401 East Chapman Avenue  
Placentia, CA 92870  
(714) 993-8117  
Attention: Damien Arrula

City Administrator  
darrula@placentia.org

“DISTRICT”

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870  
(714) 528-1925  
Attention: Ms. Jeanette Contreras  
Library Director  
jcontreras@placentialibrary.org

14. Amendments. This Agreement may be amended only by a written instrument duly approved by the City’s City Council and the District’s Board of Trustees.

IN WITNESS WHEREOF, the Parties represent that this Agreement has been duly approved in accordance with laws governing each and that the persons signing below are authorized to bind the Parties.

CITY

CITY OF PLACENTIA

By: Rhonda Shader  
Rhonda Shader, Mayor

Date: 10/3/19

ATTEST:

By: Robert S. McKinnell  
Robert S. McKinnell, City Clerk

APPROVED AS TO FORM:

By: Christian L. Bettenhausen  
Christian L. Bettenhausen  
City Attorney


DISTRICT

PLACENTIA LIBRARY DISTRICT

By: Gayle Carline  
Gayle Carline, President  
Board of Trustees

Date: 9/23/19

**ATTEST:**

By   
Al Shkoler  
Secretary, Board of Trustees

**APPROVED AS TO FORM:**


By   
David A. DeBerry  
General Counsel

EXHIBIT "A"  
Legal Description of Property

CITY HALL AND POLICE STATION  
PARCEL 1

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

Beginning at a point at the centerline intersection of Chapman Avenue and All America Way, said point being on the easterly line of said Lot 6; thence North  $12^{\circ}09'55''$  East along said All America Way centerline, a distance of 382.41 feet to the northerly line of said Lot 6; thence North  $87^{\circ}08'40''$  West along the northerly line of Lot 6, a distance of 30.40 feet to a point on the westerly right-of-way line of said All America Way, All America Way being 60.00 feet in width, said point being the True Point of Beginning; thence North  $87^{\circ}08'40''$  West along said northerly line a distance of 604.27 feet to an angle point in said northerly line, thence North  $12^{\circ}03'00''$  East along said northerly line, a distance of 11.62 feet to an angle point in said northerly line; thence North  $87^{\circ}12'00''$  West along said northerly line, a distance of 106.14 feet to the easterly right-of-way of Kraemer Boulevard, Kraemer Boulevard being 100.00 feet in width, thence South  $9^{\circ}50'00''$  West along said easterly right-of-way line, a distance of 383.66 feet to a tangent curve, concave easterly and having a radius of 27.00 feet, said curve being on the right-of-way line of Kraemer Boulevard and Chapman Avenue; thence along said curve through an angle of  $98^{\circ}08'37''$ , a distance of 46.25 feet to a point on a compound curve concave northerly and having a radius of 4150.00 feet, a radial line to said point being South  $01^{\circ}41'31''$  West, said point being on the northerly right-of-way line of Chapman Avenue, Chapman Avenue being 100.00 feet in width; thence along said right-of-way on said curve through a central angle of  $4^{\circ}15'32''$ , a distance of 308.48 feet to a line perpendicular to said northerly line of Lot 6, a radial line to said perpendicular line being South  $2^{\circ}34'09''$  East; thence North  $2^{\circ}51'20''$  East along said perpendicular line a distance of 295.45 feet; thence South  $87^{\circ}08'40''$  East, parallel to said northerly line of Lot 6, a distance of 405.22 feet to the westerly right-of-way line of said All America Way; thence North  $2^{\circ}09'55''$  East along said right-of-way line a distance of 87.70 feet to the True Point of Beginning.

The above described parcel contains 3.680 acres more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 1 attached hereto and by this reference, made a part thereof.

LIBRARY  
PARCEL 2

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

Beginning at a point at the centerline intersection of Chapman Avenue and All America Way, said point being on the easterly line of said Lot 6; thence North  $12^{\circ}09'55''$  East along said All America Way centerline, a distance of 294.71 feet; thence North  $87^{\circ}08'40''$  West parallel to the northerly line of said Lot 6, a distance of 30.40 feet to a point on the westerly right-of-way line of said All America Way, All America Way being 60.00 feet in width, said point being the True Point of Beginning; thence North  $87^{\circ}08'40''$  West parallel with the northerly line of said Lot 6, a distance of 405.72 feet; thence South  $2^{\circ}51'20''$  West perpendicular to said northerly line of Lot 6, a distance of 295.45 feet to a point on the northerly right-of-way line of Chapman Avenue, Chapman Avenue being 100.00 feet in width; said northerly right-of-way line being a curve concave northerly and having a radius of 4150.00 feet, a radial line to said point being South  $2^{\circ}34'09''$  East; thence along said northerly right-of-way curve through a central angle of  $4^{\circ}51'22''$ , a distance of 351.73 feet to a compound curve concave northwesterly and having a radius of 25.00 feet, a radial line to said curve being South  $7^{\circ}25'31''$  East; said curve being on the right-of-way of Chapman Avenue and All America Way; thence along said curve through a central angle of  $70^{\circ}24'34''$ , a distance of 30.72 feet, said curve being tangent to the All America Way centerline; thence North  $12^{\circ}09'55''$  East along said westerly right-of-way of All America Way, a distance of 229.88 feet to the True Point of Beginning.

The above described parcel contains 2.399 acres more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 1 attached hereto and by this reference, made a part thereof.

EXHIBIT "B"  
Parking Easement Agreement



Recording requested by  
and when recorded mail to:

City of Placentia  
Attn: City Clerk  
401 E. Chapman Ave.

Placentia, CA 92870  
Free Recording Per Government Code  
Section 27383 & 6103.

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

NOTICE AND DECLARATION OF RECIPROCAL ACCESS EASEMENTS

This Notice and Declaration of Reciprocal Parking and Access Easements ("Declaration") is entered into effective this \_\_\_ day of July, 2019, by Placentia Library District, a \_\_\_\_\_, ("District") and the City of Placentia, a municipal corporation and charter city ("City").

A. The City and District are owners in fee simple of adjoining parcels of real property which have been improved with, among other things, the District's Library, the City's City Hall and police station and a parking lot, which properties are more particularly described in Exhibit "1", which is attached hereto and incorporated herein by this reference (individually "Property" and collectively "Properties").

B. Concurrently with the execution of the Declaration, the Pursuant have executed a Joint Use of Facilities Agreement("Joint Use Agreement"), wherein the Parties identify common parking areas for which this Declaration is desired.

C. This Declaration will fulfill the Parties desire to provide shared access and parking.

NOW, THEREFORE, for valuable consideration, the parties hereby agree as follows:

1. Grant of Reciprocal Access Easement by Owner: The Parties, hereby reserve for themselves and their respective successors and assigns, in perpetuity, non-exclusive easements, in over and through those portions of the Properties more specifically described in Exhibit 2, for ingress and egress and parking purposes including, without limitation, vehicular and pedestrian public access, construction, installation, use, maintenance, repair, and replacement of roadway and parking stalls located now or in the future. The easement(s) located over and through the Properties are made for the benefit of each of the respective Properties identified herein and does not include any portion of the Properties that are improved with any buildings, structures or other improvements, or any other portion not expressly identified in Exhibit 2 as constituting the easement area.

2. Designated Parking. The City herein reserves to itself the right to restrict up to seven parking spaces for the exclusive use of elected or appointed officials designated by the City. The City may select, in its sole and absolute discretion, any seven parking spaces located within the portion of the common area owned by the City, subject to all applicable state or federal law and regulations.

3. Maintenance. The Parties, and their respective successors and assigns, covenant that responsibility for maintenance of the easement area, shall be assigned as more specifically set forth in the Joint Use Agreement.

4. Modification of Easement Areas. There may be future changes in the locations of structures on the respective Properties. The Parties covenant that they and their successors and assigns shall not take any action to restrict the level of vehicular or pedestrian access available through the easement following the effective date of this Declaration.

5. Covenants Running with the Land. The reservations, grants, obligations, and covenants contained in this Declaration shall be covenants running with the land comprising the Properties and shall bind every person having any interest therein for the benefit of the property owners.

6. Permission to Enter and Inspect. The Parties may enter the premises from time to time for the purposes of determining compliance with the conditions and restrictions contained herein. Such inspection shall be conducted during normal working hours and after reasonable notice to the owner or tenant of the premises.

7. Recordation. Upon execution, an executed copy of this Declaration shall be recorded in the office of the County Recorder.

8. Doctrine of Merger. The easements and covenants contained herein shall not be deemed to have been terminated through the Doctrine of Merger as a result of common ownership of the Properties.

9. Duration and Modification. The Easements, as well as all other rights and duties created by this Declaration are appurtenant to the Properties which are the subject hereof. All terms shall remain in force and effect until the respective Parties, and their successors and assigns, and any other persons or entities which hereinafter become an owner of any of the herein Properties, unanimously agree in writing to a modification, amendment or termination thereof.

10. Heirs and Assigns. The obligations created and the benefits derived under this Declaration shall be binding upon the successors, heirs and all persons which shall at any time hereinafter become owners of any portion of the Properties which are the subject of this Declaration.

IN WITNESS WHEREOF, the parties hereto have executed this grant of reciprocal access easements effective the day and year first above written.

CITY

DISTRICT

By: \_\_\_\_\_  
Name: Damien R. Arrula  
Title: City Administrator

By: Audrey Santos  
Name: Jeanette Contreras  
Title: Library Director

**Exhibit 1**  
**Legal Description**

CITY HALL AND POLICE STATION  
PARCEL 1

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

Beginning at a point at the centerline intersection of Chapman Avenue and All America Way, said point being on the easterly line of said Lot 6; thence North  $12^{\circ}09'55''$  East along said All America Way centerline, a distance of 382.41 feet to the northerly line of said Lot 6; thence North  $87^{\circ}08'40''$  West along the northerly line of Lot 6, a distance of 30.40 feet to a point on the westerly right-of-way line of said All America Way, All America Way being 60.00 feet in width, said point being the True Point of Beginning; thence North  $87^{\circ}08'40''$  West along said northerly line a distance of 604.27 feet to an angle point in said northerly line, thence North  $12^{\circ}03'00''$  East along said northerly line, a distance of 11.62 feet to an angle point in said northerly line; thence North  $87^{\circ}12'00''$  West along said northerly line, a distance of 106.14 feet to the easterly right-of-way of Kraemer Boulevard, Kraemer Boulevard being 100.00 feet in width, thence South  $9^{\circ}50'00''$  West along said easterly right-of-way line, a distance of 383.66 feet to a tangent curve, concave easterly and having a radius of 27.00 feet, said curve being on the right-of-way line of Kraemer Boulevard and Chapman Avenue; thence along said curve through an angle of  $98^{\circ}08'37''$ , a distance of 46.25 feet to a point on a compound curve concave northerly and having a radius of 4150.00 feet, a radial line to said point being South  $01^{\circ}41'31''$  West, said point being on the northerly right-of-way line of Chapman Avenue, Chapman Avenue being 100.00 feet in width; thence along said right-of-way on said curve through a central angle of  $4^{\circ}15'32''$ , a distance of 308.48 feet to a line perpendicular to said northerly line of Lot 6, a radial line to said perpendicular line being South  $2^{\circ}34'09''$  East; thence North  $2^{\circ}51'20''$  East along said perpendicular line a distance of 295.45 feet; thence South  $87^{\circ}08'40''$  East, parallel to said northerly line of Lot 6, a distance of 405.22 feet to the westerly right-of-way line of said All America Way; thence North  $2^{\circ}09'55''$  East along said right-of-way line a distance of 87.70 feet to the True Point of Beginning.

The above described parcel contains 3.680 acres more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 1 attached hereto and by this reference, made a part thereof.

LIBRARY  
PARCEL 2

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

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The above described parcel contains 2.399 acres more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 1 attached hereto and by this reference, made a part thereof.



**Exhibit 2**  
**Easement Area**



## RECIPROCAL ACCESS EASEMENT

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

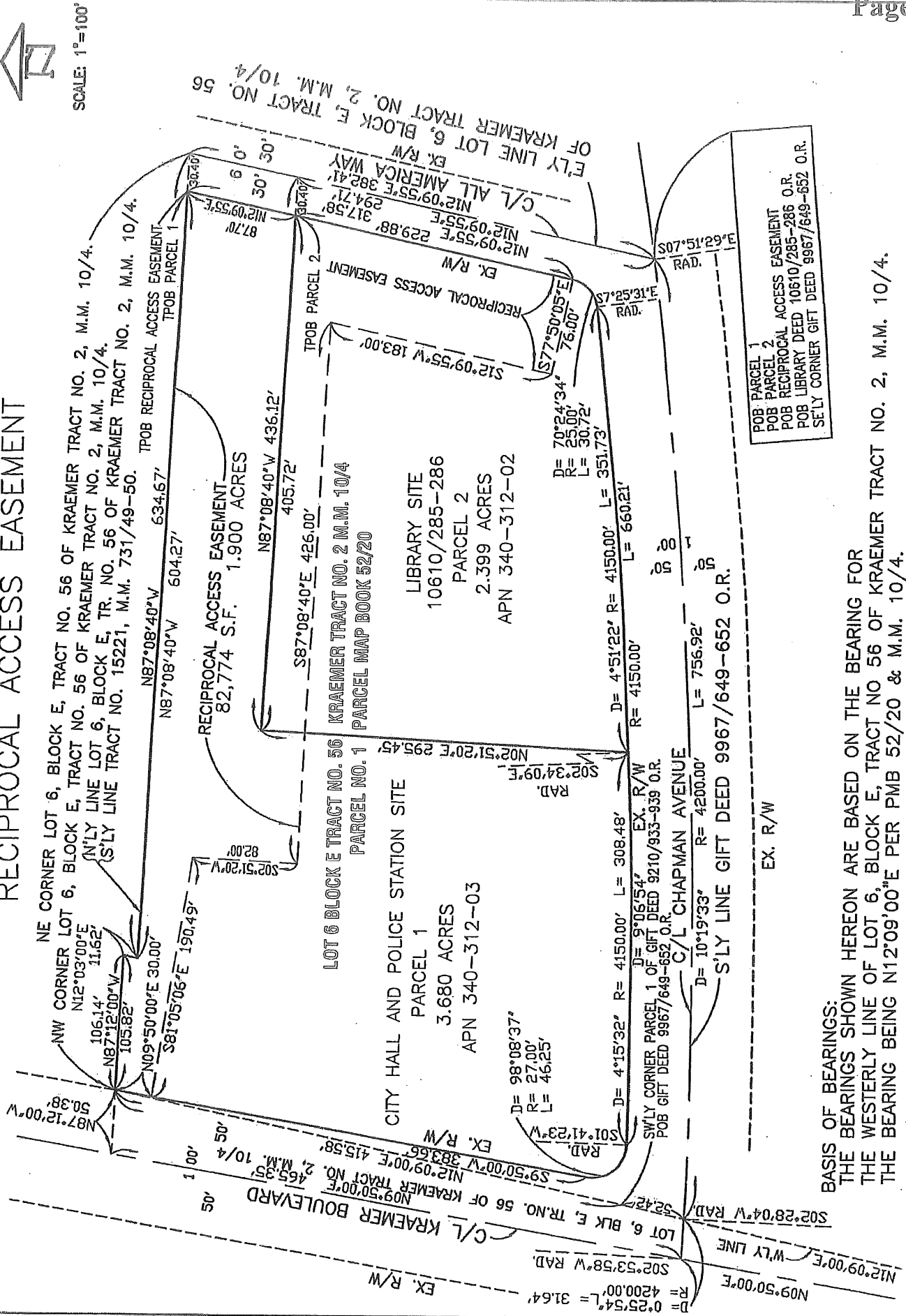
Beginning at a point at the centerline intersection of Chapman Avenue and All America Way, said point being on the easterly line of said Lot 6; thence North  $12^{\circ}09'55''$  East along said All America Way centerline, a distance of 382.41 feet to the northerly line of said Lot 6; thence North  $87^{\circ}08'40''$  West along the northerly line of Lot 6, a distance of 30.40 feet to a point on the westerly right-of-way line of said All America Way, All America Way being 60.00 feet in width, said point being the True Point of Beginning; thence North  $87^{\circ}08'40''$  West along said northerly line a distance of 604.27 feet to an angle point in said northerly line, thence North  $12^{\circ}03'00''$  East along said northerly line, a distance of 11.62 feet to an angle point in said northerly line; thence North  $87^{\circ}12'00''$  West along said northerly line, a distance of 106.14 feet to the easterly right-of-way of Kraemer Boulevard, Kraemer Boulevard being 100.00 feet in width, thence South  $9^{\circ}50'00''$  West along said easterly right-of-way line, a distance of 30.00 feet; thence South  $81^{\circ}05'06''$  East a distance of 190.49 feet; thence South  $2^{\circ}51'20''$  West perpendicular to said northerly line of Lot 6, a distance of 82.00 feet; thence South  $87^{\circ}08'40''$  East parallel to said northerly line of Lot 6, a distance of 426.00 feet; thence South  $12^{\circ}09'55''$  West parallel to said All America Way centerline, a distance of 183.00 feet; thence south  $77^{\circ}50'05''$  East perpendicular to said all America Way centerline, a distance of 76.00 feet to a point on the westerly right-of-way line of All America Way, said point being the beginning of a tangent curve concave northwesterly, having a radius of 25.00 feet, said curve being on the right-of-way of Chapman Avenue and All America Way; thence North  $12^{\circ}09'55''$  East along said westerly right-of-way of All America Way, a distance of 317.58 feet to the True Point of Beginning.

The above described parcel contains 1.900 acres, (82,774 square feet) more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 2 attached hereto and by this reference, made a part thereof.

# EXHIBIT "B"

## RECIPROCAL ACCESS EASEMENT



POB PARCEL 1  
POB PARCEL 2  
POB RECIPROCAL ACCESS EASEMENT  
POB LIBRARY DEED 10610/285-286 O.R.  
SE'LY CORNER GIFT DEED 9967/649-652 O.R.

BASIS OF BEARINGS:  
THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING FOR  
THE WESTERLY LINE OF LOT 6, BLOCK E, TRACT NO 56 OF KRAEMER TRACT NO. 2, M.M. 10/4.  
THE BEARING BEING N12°09'00"E PER PMB 52/20 & M.M. 10/4.

Recording requested by  
and when recorded mail to:

City of Placentia  
Attn: City Clerk  
401 E. Chapman Ave.  
Placentia, CA 92870

Recorded in Official Records, Orange County  
Hugh Nguyen, Clerk-Recorder



NO FEE

2019000430799 9:51 am 10/31/19

9 401A N03 12

0.00 0.00 0.00 0.00 33.00 0.00 0.000.000.00 0.00

Free Recording Per Government Code  
Section 27383 & 6103.

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

NOTICE AND DECLARATION OF RECIPROCAL ACCESS EASEMENTS

Handwritten initials: 12/19/19

This Notice and Declaration of Reciprocal Parking and Access Easements ("Declaration") is entered into effective this 10th day of September 2019, by Placentia Library District ("District") and the City of Placentia, a municipal corporation and charter city ("City").

A. The City and District are owners in fee simple of adjoining parcels of real property which have been improved with, among other things, the District's Library, the City's City Hall and police station and a parking lot, which properties are more particularly described in Exhibit "1", which is attached hereto and incorporated herein by this reference (individually "Property" and collectively "Properties").

B. Concurrently with the execution of the Declaration, the Pursuant have executed a Joint Use of Facilities Agreement ("Joint Use Agreement"), wherein the Parties identify common parking areas for which this Declaration is desired.

C. This Declaration will fulfill the Parties desire to provide shared access and parking.

NOW, THEREFORE, for valuable consideration, the parties hereby agree as follows:

1. Grant of Reciprocal Access Easement by Owner. The Parties, hereby reserve for themselves and their respective successors and assigns, in perpetuity, non-exclusive easements, in over and through those portions of the Properties more specifically described in Exhibit 2, for ingress and egress and parking purposes including, without limitation, vehicular and pedestrian public access, construction, installation, use, maintenance, repair, and replacement of roadway and parking stalls located now or in the future. The easement(s) located over and through the Properties are made for the benefit of each of the respective Properties identified herein and does not include any portion of the Properties that are improved with any buildings, structures or other improvements, or any other portion not expressly identified in Exhibit 2 as constituting the easement area.

2. Designated Parking. The City herein reserves to itself the right to restrict up to seven parking spaces for the exclusive use of elected or appointed officials designated by the City. The City may select, in its sole and absolute discretion, any seven parking spaces located within the portion of the common area owned by the City, subject to all applicable state or federal law and regulations.

3. Maintenance. The Parties, and their respective successors and assigns, covenant that responsibility for maintenance of the easement area, shall be assigned as more specifically set forth in the Joint Use Agreement.

4. Modification of Easement Areas. There may be future changes in the locations of structures on the respective Properties. The Parties covenant that they and their successors and assigns shall not take any action to restrict the level of vehicular or pedestrian access available through the easement following the effective date of this Declaration.

5. Covenants Running with the Land. The reservations, grants, obligations, and covenants contained in this Declaration shall be covenants running with the land comprising the Properties and shall bind every person having any interest therein for the benefit of the property owners.

6. Permission to Enter and Inspect. The Parties may enter the premises from time to time for the purposes of determining compliance with the conditions and restrictions contained herein. Such inspection shall be conducted during normal working hours and after reasonable notice to the owner or tenant of the premises.

7. Recordation. Upon execution, an executed copy of this Declaration shall be recorded in the office of the County Recorder.

8. Doctrine of Merger. The easements and covenants contained herein shall not be deemed to have been terminated through the Doctrine of Merger as a result of common ownership of the Properties.

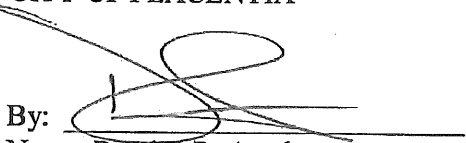
9. Duration and Modification. The Easements, as well as all other rights and duties created by this Declaration are appurtenant to the Properties which are the subject hereof. All terms shall remain in force and effect until the respective Parties, and their successors and assigns, and any other persons or entities which hereinafter become an owner of any of the herein Properties, unanimously agree in writing to a modification, amendment or termination thereof.


10. Heirs and Assigns. The obligations created and the benefits derived under this Declaration shall be binding upon the successors, heirs and all persons which shall at any time hereinafter become owners of any portion of the Properties which are the subject of this Declaration.

IN WITNESS WHEREOF, the parties hereto have executed this grant of reciprocal access easements effective the day and year first above written.

CITY OF PLACENTIA

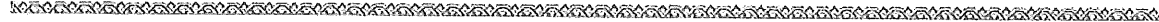
PLACENTIA LIBRARY DISTRICT

By:   
Name: Damien R. Arrula  
Title: City Administrator  
City of Placentia

By:   
Name: Gayle Carline  
Title: President Board of Trustees  
Placentia Library District

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

On October 28, 2019 before me, Karen O'Leary, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Maile Carlene  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Karen O'Leary  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Access Easements Document Date: 9/10/19  
Number of Pages: 3 Signer(s) Other Than Named Above: Damien R. Orkula

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

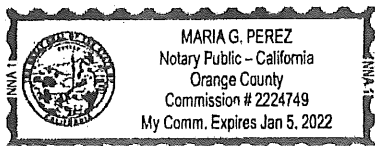
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Orange )  
On October 29, 2019 before me, Maria G. Perez, Notary Public,  
Date Here Insert Name and Title of the Officer  
personally appeared Damien B. Amula  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Maria G. Perez  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

**Exhibit 1**  
**Legal Description**



CITY HALL AND POLICE STATION  
PARCEL 1

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

Beginning at a point at the centerline intersection of Chapman Avenue and All America Way, said point being on the easterly line of said Lot 6; thence North  $12^{\circ}09'55''$  East along said All America Way centerline, a distance of 382.41 feet to the northerly line of said Lot 6; thence North  $87^{\circ}08'40''$  West along the northerly line of Lot 6, a distance of 30.40 feet to a point on the westerly right-of-way line of said All America Way, All America Way being 60.00 feet in width, said point being the True Point of Beginning; thence North  $87^{\circ}08'40''$  West along said northerly line a distance of 604.27 feet to an angle point in said northerly line, thence North  $12^{\circ}03'00''$  East along said northerly line, a distance of 11.62 feet to an angle point in said northerly line; thence North  $87^{\circ}12'00''$  West along said northerly line, a distance of 106.14 feet to the easterly right-of-way of Kraemer Boulevard, Kraemer Boulevard being 100.00 feet in width, thence South  $9^{\circ}50'00''$  West along said easterly right-of-way line, a distance of 383.66 feet to a tangent curve, concave easterly and having a radius of 27.00 feet, said curve being on the right-of-way line of Kraemer Boulevard and Chapman Avenue; thence along said curve through an angle of  $98^{\circ}08'37''$ , a distance of 46.25 feet to a point on a compound curve concave northerly and having a radius of 4150.00 feet, a radial line to said point being South  $01^{\circ}41'31''$  West, said point being on the northerly right-of-way line of Chapman Avenue, Chapman Avenue being 100.00 feet in width; thence along said right-of-way on said curve through a central angle of  $4^{\circ}15'32''$ , a distance of 308.48 feet to a line perpendicular to said northerly line of Lot 6, a radial line to said perpendicular line being South  $2^{\circ}34'09''$  East; thence North  $2^{\circ}51'20''$  East along said perpendicular line a distance of 295.45 feet; thence South  $87^{\circ}08'40''$  East, parallel to said northerly line of Lot 6, a distance of 405.22 feet to the westerly right-of-way line of said All America Way; thence North  $2^{\circ}09'55''$  East along said right-of-way line a distance of 87.70 feet to the True Point of Beginning.

The above described parcel contains 3.680 acres more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 1 attached hereto and by this reference, made a part thereof.

LIBRARY  
PARCEL 2

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

Beginning at a point at the centerline intersection of Chapman Avenue and All America Way, said point being on the easterly line of said Lot 6; thence North  $12^{\circ}09'55''$  East along said All America Way centerline, a distance of 294.71 feet; thence North  $87^{\circ}08'40''$  West parallel to the northerly line of said Lot 6, a distance of 30.40 feet to a point on the westerly right-of-way line of said All America Way, All America Way being 60.00 feet in width, said point being the True Point of Beginning; thence North  $87^{\circ}08'40''$  West parallel with the northerly line of said Lot 6, a distance of 405.72 feet; thence South  $2^{\circ}51'20''$  West perpendicular to said northerly line of Lot 6, a distance of 295.45 feet to a point on the northerly right-of-way line of Chapman Avenue, Chapman Avenue being 100.00 feet in width; said northerly right-of-way line being a curve concave northerly and having a radius of 4150.00 feet, a radial line to said point being South  $2^{\circ}34'09''$  East; thence along said northerly right-of-way curve through a central angle of  $4^{\circ}51'22''$ , a distance of 351.73 feet to a compound curve concave northwesterly and having a radius of 25.00 feet, a radial line to said curve being South  $7^{\circ}25'31''$  East; said curve being on the right-of-way of Chapman Avenue and All America Way; thence along said curve through a central angle of  $70^{\circ}24'34''$ , a distance of 30.72 feet, said curve being tangent to the All America Way centerline; thence North  $12^{\circ}09'55''$  East along said westerly right-of-way of All America Way, a distance of 229.88 feet to the True Point of Beginning.

The above described parcel contains 2.399 acres more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 1 attached hereto and by this reference, made a part thereof.



**Exhibit 2  
Easement Area**

## RECIPROCAL ACCESS EASEMENT

Real property in the City of Placentia, County of Orange, State of California.

Being a portion of Lot 6 in Block E of Tract No. 56 of Kraemer Tract No. 2 as per map filed in Book 10, Page 4 of Miscellaneous Maps in the office of the County Recorder of said County, more particularly described as follows:

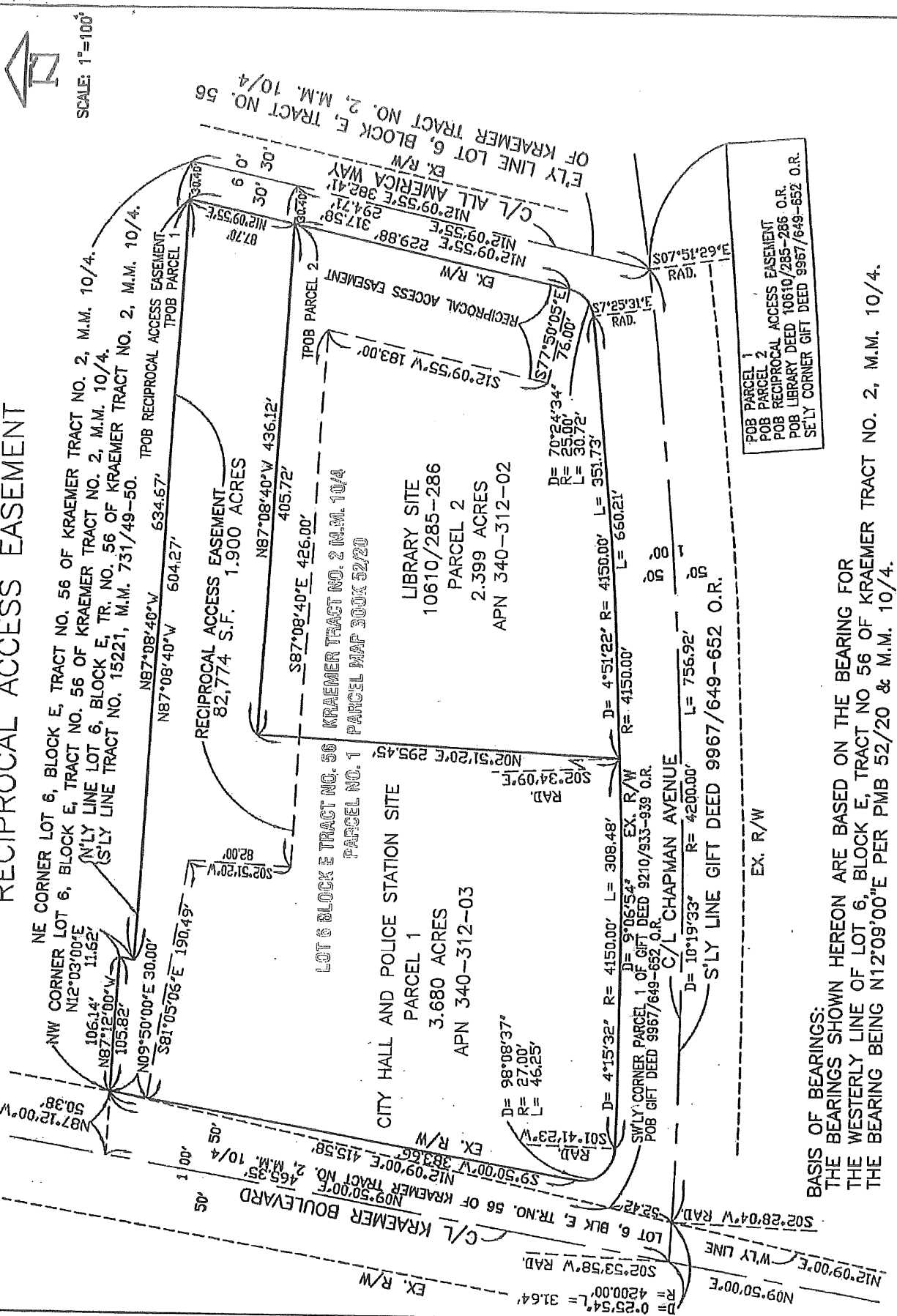
Beginning at a point at the centerline intersection of Chapman Avenue and All America Way, said point being on the easterly line of said Lot 6; thence North  $12^{\circ}09'55''$  East along said All America Way centerline, a distance of 382.41 feet to the northerly line of said Lot 6; thence North  $87^{\circ}08'40''$  West along the northerly line of Lot 6, a distance of 30.40 feet to a point on the westerly right-of-way line of said All America Way, All America Way being 60.00 feet in width, said point being the True Point of Beginning; thence North  $87^{\circ}08'40''$  West along said northerly line a distance of 604.27 feet to an angle point in said northerly line, thence North  $12^{\circ}03'00''$  East along said northerly line, a distance of 11.62 feet to an angle point in said northerly line; thence North  $87^{\circ}12'00''$  West along said northerly line, a distance of 106.14 feet to the easterly right-of-way of Kraemer Boulevard, Kraemer Boulevard being 100.00 feet in width, thence South  $9^{\circ}50'00''$  West along said easterly right-of-way line, a distance of 30.00 feet; thence South  $81^{\circ}05'06''$  East a distance of 190.49 feet; thence South  $2^{\circ}51'20''$  West perpendicular to said northerly line of Lot 6, a distance of 82.00 feet; thence South  $87^{\circ}08'40''$  East parallel to said northerly line of Lot 6, a distance of 426.00 feet; thence South  $12^{\circ}09'55''$  West parallel to said All America Way centerline, a distance of 183.00 feet; thence south  $77^{\circ}50'05''$  East perpendicular to said all America Way centerline, a distance of 76.00 feet to a point on the westerly right-of-way line of All America Way, said point being the beginning of a tangent curve concave northwesterly, having a radius of 25.00 feet, said curve being on the right-of-way of Chapman Avenue and All America Way; thence North  $12^{\circ}09'55''$  East along said westerly right-of-way of All America Way, a distance of 317.58 feet to the True Point of Beginning.

The above described parcel contains 1.900 acres, (82,774 square feet) more or less.

The above described parcel is shown as Exhibit "B" of Exhibit 2 attached hereto and by this reference, made a part thereof.

# EXHIBIT "B"

## RECIPROCAL ACCESS EASEMENT



POB PARCEL 1  
POB PARCEL 2  
POB RECIPROCAL ACCESS EASEMENT  
POB LIBRARY DEED 10610/285-286 O.R.  
SETLY CORNER GIFT DEED 9967/649-652 O.R.

BASIS OF BEARINGS:  
THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING FOR  
THE WESTERLY LINE OF LOT 6, BLOCK E, TRACT NO 56 OF KRAEMER TRACT NO. 2, M.M. 10/4.  
THE BEARING BEING N12°09'00"E PER PMB 52/20 & M.M. 10/4.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Authorize a Funding Request from the General Fund for the Staff Appreciation and Recognition Event.**

**DATE:** August 17, 2020

**BACKGROUND**

Due to the challenges of the pandemic and its impact on fundraising opportunities for the Placentia Library Friends Foundation (PLFF) which staff anticipates PLFF will be unable to support this year. The budget for last year's event was \$5,500 of which \$2,000 was from the general fund.

Staff would like to request \$3,000 from the general fund to support the annual Staff Appreciation and Recognition event. The committee members, Yesenia Baltierra, Lori Worden, and Alyssa Stolze will oversee this year's outdoor event which will not include guests to keep the attendance low to protect attendee's safety.

Fiscal Impact: \$3,000

**RECOMMENDATIONS**

1. Motion to approve the request for \$3,000 to be used for the annual Staff Appreciation and Recognition event; and,
2. Authorize the request for \$3,000 for the annual Staff Appreciation and Recognition event by a roll call; and,
3. Roll call vote.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Adopt Resolution 20-02: A Resolution of the Board of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System pursuant to California Elections Code Section § 10010.**

**DATE:** August 17, 2020

### **BACKGROUND**

The California Voting Rights Act of 2001 (“CVRA”) is set forth at Elections Code sections 14025 to 14032. The CVRA defines “at-large” and “district-based” election methods. An “at-large election method” includes an election method by which the voters of the entire city vote for members of the city council, regardless of where they reside, as well as an election method under which candidates must reside in certain districts and the voters of the entire city elect the councilmembers, i.e. a “from-district” method. (Elec. Code § 14026.) The CVRA uses the term “district-based elections” and defines that term in substantially the same manner as “by-district” elections, i.e., the candidate is elected only by the voters residing within the election district. (Elec. Code § 14026.)

The CVRA prohibits “racially polarized voting.” (Elec. Code §§ 14027, 14028.) Racially polarized voting means that there is a difference between the choice of candidates preferred by voters of a racial minority class, and the choice of candidates that are preferred by voters in the rest of the electorate, so as to dilute the vote of the racial minority class of voters. (Elec. Code §§ 14026, 14028.) In other words, the CVRA prohibits an at-large election method that impairs the ability of a racial minority class from influencing the outcome of an election due to dilution of their vote by nonracial minority voters.

Since the CVRA was passed, more than 250 public entities in California, including cities, school boards, water districts and others, have moved away from at-large elections and implemented district-based, or trustee-area voting. In recent years, the pace of this change has accelerated significantly. Threatened lawsuits under the CVRA have prompted many districts to make the change in order to avoid costly legal battles and court-mandated changes.

An agency receiving a demand may pass a resolution of intent within 45 days of receipt of such demand letter indicating the agency’s intent to transition to a by-district. Placentia Library District is currently under an “at-large election” method which does not meet the CVRA requirements. Though the District has not received a demand letter, it is only a matter of time that the District will receive one.

To be proactive, staff recommends the Library Board of Trustees to consider adopting a resolution of intent to transition from an “at-large election” to a “district-based election” system. The anticipated timeline from intent to implementation is expected to be six months with the process to include

community meetings, public hearings and adoption of resolution to establish the boundaries for a district-based election system for the Placentia Library District.

Attachment A is the Resolution 20-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System pursuant to California Elections Code Sections § 14025 – 14032.

**RECOMMENDATIONS:**

1. Motion to Adopt Resolution 20-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System pursuant to California Elections Code Sections § 14025 – 14032; and,
2. Adopt Resolution by a roll call vote; and,
3. Roll call vote.

**RESOLUTION NO. 20-02**

**A Resolution of the Board of Trustees of the Placentia Library District of Orange County stating the intent of the District to transition from an At-Large Election System to a District-Based Election System pursuant to California Elections Code Section § 10010.**

**WHEREAS**, the Placentia Library District (“District”) has a five-person Board of Trustees (“Board”) whose Trustees are elected in at-large elections, in which each Trustee is elected by voters residing within the entirety of the boundaries of the District; and

**WHEREAS**, the Board has determined that it is in the best interest of the District to have its Trustees elected pursuant to a district based election system in which each of the five Trustees will reside within separate designated district boundaries with the District’s overall boundaries and are elected only by voters residing within the district in which the Trustee resides; and

**WHEREAS**, prior to moving to the district based election system, Elections Code § 10010 requires the Board to hold public hearings where the public is invited to provide input regarding the proposed District voting districts; and

**WHEREAS**, the Board desires to begin the process of transitioning to a district-based election system.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The above recitals are true and correct.
2. The Board hereby expresses its intent to transition to a district-based system of election for its five Trustees as set forth herein; and
3. The Board finds that transitioning to a district-based election system will further the purposes of the California Voting Rights Act.
4. The Library Director is directed to report back to the Board as soon as practical regarding the process for transitioning to a district-based election system including providing a timeline for the required public hearings, soliciting public input and other steps necessary to implement the district-based election system.

**PASSED AND ADOPTED** by the Board of Trustees of the Placentia Library District of Orange County on this seventeenth day of August 2020.

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Gayle Carline, Board President

I, Al Shkoler, Board Secretary, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Board of Trustees of the Placentia Library District of Orange County in a special teleconference meeting held on August 17, 2020, by the following vote:

AYES

NOES:

ABSENT:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said Placentia Library District of Orange County this seventeenth day of August, 2020.

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Al Shkoler, Board Secretary

Approved as to form:

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David DeBerry, Legal Counsel

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss a dog bite incident and possible medical reimbursement to the District.

**DATE:** August 17, 2020

**BACKGROUND**

On July 28, 2020, a staff member ("staff") was bitten by a dog while delivering books to a Placentia patron. Staff was sent to MD Clinic. Staff was treated for the injury and prescribed medication. A follow up appointment occurred on August 5, 2020 and staff was authorized to return to work without limitations.

Due to the incident, the patron was notified by letter and email, that home delivery service will no longer be available to them. Other services such as curbside pick-up, digital services, and e-content will continue to be offered to said patron.

According to the worker's compensation examiner, the estimated cost for the injury is \$500.00. The District has not received copies of the final medical bills.

The Board may wish to consider seeking reimbursement for medical expenses from said patron due to the inflicted injury by patron's dog. Reimbursement amount will be based on the bills received from the worker's compensation provider.

Attachment A are copies of the reports from MD Clinic.

Attachment B is an email from the worker's compensation examiner for the estimated cost of the injury.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustee.



# MD MEDICAL CLINICS

MEDICAL DIRECTOR - RICHARD E. HUGHES, M.D.

Re: \_\_\_\_\_

Date: JUL 28 2020

Company Name: Placenta Abnary

Acct#: 15393

Claim# \_\_\_\_\_

Date of Injury: JUL 28/2020

**Attn: Personnel Dept.:**

**Patient Work Status:**

- Is working and not disabled from regular work.     Is Disabled from work until \_\_\_\_/\_\_\_\_/\_\_\_\_.
- off work balance of shift only.    Next shifted is:  Regular work  Modified work
- Is released to Modified work     Continue Modified work with restriction of:
- No pushing, pulling or lifting over:  10lbs.  15lbs  25lbs  50lbs  \_\_\_\_\_.
- Limited use of:  Right  Left:  Arm:  Shoulder  Hand  Wrist  Finger \_\_\_\_\_.
- Limited:  Standing  Walking  Sitting  Stooping  Bending  Squatting  Kneeling
- No Climbing:  Stairs  Ladders     No Overhead Work.     Sitting Work Only.
- No driving company Motor vehicle or operating dangerous machinery.
- If no modified work available, off work.
- Other: \_\_\_\_\_

Next Appointment: 08/05/2020 @ 9:45am

Doctor

Physical Therapy

*Richard E. Hughes, M.D.*

**Richard E. Hughes, MD**

**"Keeping You on Your Job is Our Job"**

1300 N. Kraemer Blvd., Anaheim, CA 92806  
Telephone: (714) 630-6363 ~ Fax: (714) 630-6318  
www.mdmedicalclinics.com



# MD MEDICAL CLINICS

# T

MEDICAL DIRECTOR - RICHARD E. HUGHES, M.D.

Re: \_\_\_\_\_

Date: AUG - 5 2020

Company Name: Placentia Library

Acct#: A55993

Claim# SDWA-560289

Date of Injury: 7, 28, 2020

W

**Attn: Personnel Dept.:**

**Patient Work Status:**

- Is working and not disabled from regular work.     Is Disabled from work until \_\_\_\_/\_\_\_\_/\_\_\_\_.
- off work balance of shift only.    Next shifted is:  Regular work  Modified work
- Is released to Modified work     Continue Modified work with restriction of:
- No pushing, pulling or lifting over:  10lbs.  15lbs  25lbs  50lbs  \_\_\_\_\_.
- Limited use of:  Right  Left:  Arm:  Shoulder  Hand  Wrist  Finger \_\_\_\_\_.
- Limited:  Standing  Walking  Sitting  Stooping  Bending  Squatting  Kneeling
- No Climbing:  Stairs  Ladders     No Overhead Work.     Sitting Work Only.
- No driving company Motor vehicle or operating dangerous machinery.
- If no modified work available, off work.
- Other: \_\_\_\_\_

## DISCHARGED

Next Appointment: \_\_\_\_\_

Doctor

Physical Therapy

*Richard E. Hughes, M.D.*

**Richard E. Hughes, MD**

**"Keeping You on Your Job is Our Job"**

1300 N. Kraemer Blvd., Anaheim, CA 92806  
Telephone: (714) 630-6363 ~ Fax: (714) 630-6318  
www.mdmedicalclinics.com

**From:** Curry, Krystina [mailto:Krystina.Curry@Sedgwick.com]  
**Sent:** Monday, August 10, 2020 12:07 PM  
**To:** Fernando Maldonado <fmaldonado@placentalibrary.org>  
**Subject:** RE: Costs Associated to Dog Bite Incident

Good Morning,

Unfortunately I don't believe we will have the medical bills for at least a couple of weeks.

However, based on the fact that only attended 2 physician visits and was given antibiotics, we estimate the costs of the medical treatment provided to be about \$500.00.

Thank you.

**Krystina K. Curry** | Claims Examiner, Workers' Compensation  
**Sedgwick**  
Roseville, CA  
DIRECT 916.960.0959 | FAX 866.548.2637  
EMAIL [krystina.curry@yorkrisk.com](mailto:krystina.curry@yorkrisk.com)  
[www.sedgwick.com](http://www.sedgwick.com) | Caring counts@





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Authorize a budget reallocation of \$40,000 from 1310 – Equipment & Furniture to 5342 – Technology & Software.

**DATE:** August 17, 2020

**BACKGROUND**

On May 21, 2020, the Library Board of Trustees adopted Resolution 20-01 to amend the 2020-2021 budget that included \$50,000 for budget line item 1310 – Equipment & Furniture. Staff is requesting \$40,000 to be reallocated to a newly established budget line item 5342 – Technology & Software. This line item includes technology-related hardware and software for the public and staff.

Due to the covid-19 pandemic and the Governor’s orders related to the virus, the District is currently in Phase 1 with curbside and home delivery services. A portion of \$40,000 will be dedicated to purchase laptops and hotspots for patrons to checkout and upgrades of staff PCs and software.

**RECOMMENDATION**

Authorize a budget reallocation of \$40,000 from 1310 – Equipment & Furniture to 5342 – Technology & Software.



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