



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

November 25, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: [meetings.placentialibrary.org](https://meetings.placentialibrary.org)

**Mission Statement:**

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

**District Goals:**

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President
2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

*Items 9 – 24 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.*

**MINUTES (Item 9)**

9. Minutes of the Library Board of Trustees Regular Date Meeting on October 28, 2024 and Special Date Meeting on November 8, 2024. (Receive & File and Approve)

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

10. Check Register for October 2024. (Receive & File and Approve)

11. FY2024-2025 Fund Balance through October 2024; the Schedule of Anticipated Property Tax Revenues for FY2024-2025 as provided by the Orange County Auditor. (Receive & File).

**TREASURER'S REPORTS (Items 12 – 16)**

12. Financial Reports for October 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for October 2024. (Receive & File)

14. Acquisitions Report for October 2024. (Receive & File)

15. Entrepreneurial Activities Report and October 2024. (Receive & File)

16. Library Impact Fee Report for October 2024. (Receive & File)

**GENERAL CONSENT REPORTS (Items 17 – 20)**

17. Personnel Report for October 2024. (Receive, File, and Ratify Appointments)

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

19. Administration Report for October 2024.

20. Circulation Report for October 2024.

**STAFF REPORTS (Items 21 – 24)**

21. Children's Services Report for October 2024.

22. Adult and Teen Services Report for October 2024.

23. Technology and Website Report for October 2024.

24. Customer Service Report for October 2024.

**PRESENTATION (Item 25)**

25. Employee of the Year Recognition and Service Pin Presentation to Sandra Vazquez, Library Clerk.

**NEW BUSINESS (Items 26-33)**

26. California Library Association Annual Conference Reports from Staff.

27. Filling Vacancy in the Office of the Board of Trustees Due to Resignation.

28. Discuss and Authorize Amendments to Policy 6040 – Beverage and Food.

29. Discuss and Review Winter Holiday Closure Recommendation.

30. LAFCO Updates from Trustee Beverage.

31. Roundtable Women’s Club Updates from Secretary Dahl.

32. ISDOC and Legislative Updates from Trustee Nelson.

33. Joint-Use Meeting Updates from President Carline.

**AGENDA DEVELOPMENT**

34. Agenda Preparation for the December Regular Date Meeting which will be held on December 23, 2024 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

35. The Library Board of Trustees will adjourn the Regular Date November 25, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for November 25, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 20, 2024.

  
Lina Nguyen, Executive Assistant



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MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
 OCTOBER 28, 2024

**CALL TO ORDER** President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 28, 2024 at 6:30 p.m.

**Members Present:** President Gayle Carline, Secretary Sherri Dahl, Trustee Voiza Arnold, Trustee Stephanie Beverage, Trustee Scott Nelson.

**Members Absent:** None

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.

**Guests:** Analisa Salvado, Library Assistant; Ruth Relf, Library Assistant; Dennis Yu, PARS Executive Vice President

**ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3). All in favor:

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

**ORAL COMMUNICATION** None (Item 4).

**BOARD PRESIDENT REPORT** President Carline reported she attended the State of the City Address and the Placentia Friends Foundation (PLFF) Fiesta.

**TRUSTEE & ORGANIZATIONAL REPORTS** Secretary Dahl reported she attended the PLFF Fiesta. She also attended the Round Table Women’s Club’s regular meeting and Board meeting where she reported out on the scholarship committee. She attended their Small Business Sunday event where the club had a booth for their soup packages. She also attended their leadership workshop. She attended the PLFF Board Meeting and the Heritage Parade.

Trustee Arnold reported she attended the State of the City Address and the PLFF Fiesta.

Trustee Beverage reported she attended the State of the City Address, the Heritage Festival and Parade, and the PLFF Fiesta. She watched a couple webinar recordings from United for Libraries: Professional Customer Service Webinar and the Banned Books 101 Webinar.

Trustee Nelson attend the ISDOC Executive Committee Meeting.

**LIBRARY DIRECTOR REPORT** Director Contreras took this time to introduce two new on-call library assistants to the Board: Analisa Salvado and Ruth Relf.

Director Contreras reported she attending a kickoff meeting with U.S. Builders. The timeline had to be amended after some requirements were imposed by the City. She attended the Public Library Directors Forum in Pasadena, the Heritage Parade and Festival, the PLFF Fiesta, and the State of the City Address. She thanked staff for their assistance with the Heritage Festival and the PLFF Fiesta.

**FRIENDS FOUNDATION REPORT**

Secretary Dahl reported out on the PLFF Board Meeting on behalf of President Gaeten Wood. The watched a presentation by Steven Cho from LPL. Vineet, who is now handling finances for the group, is trying to get a grasp on understanding their investments. The PLFF have also found an author for the Authors Luncheon: Naomi Hirahara.

**CONSENT CALENDAR**

It was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR SEPTEMBER 23, 2024 REGULAR DATE MEETING.**

The minutes for the September 23, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

- Check Registers for September 2024 (Item 10)
- Fund 707 Balance Report for September 2024 (Item 11)
- Financial Reports through September 2024 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 September 2024 (Item 13)
- Acquisitions Report for September 2024 (Item 14)
- Entrepreneurial Activities Report for September 2024 (Item 15)
- Library Impact Fee Report for September 2024 (Item 16)

**GENERAL CONSENT REPORTS**

- Personnel Report for September 2024 (Item 17)
- Review of Shared Maintenance Costs with the City of Placentia (Item 18)
- Administration Report for September 2024 (Item 19)
- Circulation Report for September 2024 (Item 20)

**STAFF REPORTS**

- Children’s Services Report September 2024 (Item 21)
- Adult Services Report for September 2024 (Item 22)
- Placentia Library Website Technology Report for September 2024 (Item 23)
- Customer Service Report (Items 24)

**PUBLIC AGENCY RETIREMENT SERVICES (PARS) PRESENTATION**

Director Contreras advised she had requested Dennis Yu from the Public Agency Retirement Services to present the annual review of the pension plan that PARS administers for District staff. The presentation can be found in this meeting’s Board Report. After answering questions from trustees, the Board thanked Mr. Yu for coming out and presenting. No action was taken at this time.

**DISCUSS THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) BYLAW AMENDMENTS AND AUTHORIZE THE LIBRARY DIRECTOR TO SUBMIT THE VOTE ON BEHALF OF THE PLACENTIA LIBRARY DISTRICT.**

Director Contreras reported the California Special District Association has proposed bylaw amendments. Trustee Nelson advised there were no major concerns and it was mostly language clean up. Trustee Beverage made a motion to approve the CSDA bylaw amendments as presented and authorize the Library Director to submit the vote on behalf of the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.**

President Carline reported there was no Joint Use Meeting in October.

**ROUNDTABLE WOMEN’S CLUB UPDATES FROM SECRETARY DAHL.**

Secretary Dahl reported the Round Table Women’s Club made 2,400 soup packages this year. Which is a new record. They will be selling them at the Yorba Linda Women’s Club craft fair in the Yorba Linda Community Center on November 2nd and 3rd. They will also be selling them at the Nutcracker Craft Boutique at the Brea Community Center. She reported a scholarship fund has been set up in Tommie Kalman’s name. It has already reach \$9,000. The club has also been working on a new website. They will also be holding a ribbon cutting ceremony for their new bridal room on November 7th from 5-7pm.

**ISDOC UPDATES FROM TRUSTEE NELSON.**

Trustee Nelson reported there was not a lot to talk about. There will be more to come in the new year that will be pertinent to special districts.

**LAFCO UPDATES FROM TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO is worked on personnel issues and regular business.

**AGENDA DEVELOPMENT**

Director Contreras reminded the Board of the Staff Appreciation Night coming up on November 1st.

**ADJOURNMENT**

The next Board Meeting will be on November 25, 2024 at 6:30 p.m.

The Board of Trustees Regular Date Meeting of October 28, 2024 was adjourned at 7:11 p.m.

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Gayle Carline, President  
 Library Board of Trustees

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Sherri Dahl, Secretary  
 Library Board of Trustees

MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 SPECIAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
 NOVEMBER 8, 2024

**CALL TO ORDER**

President Carline called the Special Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 8, 2024 at 2:03 p.m.

**Members Present:** President Gayle Carline, Secretary Sherri Dahl, Trustee Voiza Arnold, Trustee Scott Nelson.

**Members Absent:** Trustee Stephanie Beverage (excused).

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.

**Guests:** None.

**ADOPTION OF AGENDA**

It was motioned by Trustee Nelson to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3). All in favor:

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

**ORAL COMMUNICATION**

None (Item 4).

**DISCUSS AND APPROVE A CHANGE ORDER FROM IDS GROUP PROPOSAL FOR A HVAC SCREEN.**

Director Contreras reported this change order to the IDS Group’s proposal is the architectural and structural design for an HVAC screen to cover the existing equipment and ducting that is visible on the District’s roof. The addition of the HVAC screen was requested by the City. To cover the cost of the screen, the money would have to be pulled from the District’s reserves. Director Contreras advised this portion of the Outdoor Learning Experience Project may be able to be postponed due to a change in the City’s administration. However, she is recommending the Board to approve the change order now so that the project can move forward. Trustee Nelson made a motion to approve change order to add HVAC screen to the Outdoor Learning Experience (OLE) Project along with the optional Screen Scope, as presented, inclusive of feedback received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**ADJOURNMENT**

The next Board Meeting will be on November 25, 2024 at 6:30 p.m.

The Board of Trustees Special Date Meeting of November 8, 2024 was adjourned at 2:13 p.m.

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Gayle Carline, President  
 Library Board of Trustees

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Sherri Dahl, Secretary  
 Library Board of Trustees



11:10 A.M.  
11/12/24  
Accrual Basis

**Placentia Library District  
Check Register  
October 2024**

Date	Ref No.	Payee	Memo	Payment	Type
10/07/2024	13942	OverDrive	Magazine subscription, Ebooks, & Audiobooks	5,354.99	Bill Payment
10/07/2024	13943	Playaway Products	Wonderbooks	2,450.12	Bill Payment
10/07/2024	13944	Baker & Taylor	Books & Book Leasing Service 09/02/24-08/31/25	21,319.68	Bill Payment
10/07/2024	13945	Arcelia Janitorial Service	Janitorial Services from 09/01/24-09/30/24	4,592.00	Bill Payment
10/07/2024	13946	Eagle Multi Media Productions	August IT Support Services	8,131.67	Bill Payment
10/07/2024	13947	Pitney Bowes Purchase Power	September 2024 Statement	340.64	Bill Payment
10/07/2024	13948	Seco Electric and Lighting, Inc.	Bucket light replacements for entrance and Quiet Nook	2,256.25	Bill Payment
10/07/2024	13949	Public Agency Retirement Services	Contributions for payroll on 09/25/24 & 10/09/24	5,331.47	Bill Payment
10/07/2024	13950	Avocon Solutions Inc.	Office 365 G3 1-Year Term PO 90	690.00	Bill Payment
10/07/2024	13951	Cintas	Janitorial supplies	468.45	Bill Payment
10/07/2024	13952	Staples, Inc.	Hand towels for restrooms	536.03	Bill Payment
10/07/2024	13953	IDS Group Inc.	Outdoor Library - Plans, specifications, and estimates / construction bidding phase	7,284.08	Bill Payment
10/07/2024	13954	Kanopy Inc.	Video Tickets	633.00	Bill Payment
10/07/2024	13955	Midwest Tape-Hoopla	Digital Subscription for September 2024	8,086.29	Bill Payment
10/07/2024	13956	Republic Services	Recycling Service 09/01/24-09/30/24 Pickup Service 10/01/24-10/31/24	352.73	Bill Payment
10/07/2024	13957	Santiago Library System	Santiago Annual Membership Dues for FY2425		
10/07/2024	13958	Southern California Edison	Califa Membership Dues for FY2425	560.00	Bill Payment
10/07/2024	13959	UMPQUA BANK	Service from 08/29/24-09/29/24	9,974.17	Bill Payment
10/07/2024	13960	Placentia-Yorba Linda Unified School Dist	CC Transactions 08/29/24-09/27/24	14,368.15	Bill Payment
10/07/2024	13961	County of Orange Treasurer	Heritage Parade posters	19.58	Bill Payment
10/07/2024	13962	SDRMA	Orange County 2024-25 Property Tax Bill	9,408.00	Bill Payment
10/07/2024	13963	Damean F Sanz	Medical & Ancillary Benefits November 2024	30,131.75	Bill Payment
10/07/2024	13964	Dewey Pest Control	Mileage and parking reimbursement	40.54	Bill Payment
10/07/2024	13965	Take Cover Patios	October through December Service	267.00	Bill Payment
10/07/2024	13966	Golden State Water Company	Outdoor Space Patio Cover	7,440.00	Bill Payment
10/07/2024	13967	Brodart Co.	Service from 08/20/24-09/19/24	2,408.88	Bill Payment
10/07/2024	13968	Legacy Integrative Solutions	Spanish Collection	214.30	Bill Payment
10/17/2024	13969	ASSA ABLOY Entrance Systems US Inc.	Service from 08/28/24-09/30/24	1,046.36	Bill Payment
10/17/2024	13970	CALNET3	Service for entrance door issue	1,805.29	Bill Payment
10/17/2024	13971	State of CA - Department of Justice	Service for 09/02/24-10/01/24	264.88	Bill Payment
10/17/2024	13972	Charter Communications	Fingerprint Apps	64.00	Bill Payment
10/17/2024	13973	Lori Worden	Service from 10/12/24-11/11/24	91.99	Bill Payment
10/17/2024	13974	Placentia Library District	Reimbursement for supplies purchased for Cross-Stitch Creating Class	99.64	Bill Payment
10/17/2024	13975	CliftonLarsonAllenLLP	For payroll on 10/23/24	80,000.00	Bill Payment
10/18/2024	13976	Cintas	Interim billing on FY23-24 financial statement audit	3,570.00	Bill Payment
10/18/2024	13977	Eagle Multi Media Productions	Janitorial supplies	626.66	Bill Payment
10/18/2024	13977	Productions	August IT Support Services	10,072.50	Bill Payment

11:10 A.M.  
11/12/24  
Accrual Basis

**Placentia Library District  
Check Register  
October 2024**

Professional Services from 09/01/24-09/30/24 for

10/18/2024	13978	Anser Advisory	Outdoor Library & Loading Dock Project	2,795.00	Bill Payment
10/24/2024	13979	Newport Urgent Care Inc	Physicals for new staff	501.12	Bill Payment
10/24/2024	13980	Johnson Controls Security Solutions	Service from 11/01/24-01/31/25	1,177.16	Bill Payment
			AT&T Service 08/01/24-08/31/24		
10/24/2024	13981	City of Placentia	Mariposa Landscapes July and August 2024	3,343.91	Bill Payment
			Commercial Aquatic Services August 2024		
10/24/2024	13982	Jeanette Contreras	Reimbursement for meal during Future for Libraries workshop	19.21	Bill Payment
10/24/2024	13983	KCCI	Cabling project for privacy booths and back workroom	8,993.00	Bill Payment
10/24/2024	13984	SoCalGas	Service from 09/17/24-10/17/24	46.85	Bill Payment
		California Special Districts Association	2025 CSDA Membership Renewal	8,637.00	Bill Payment
10/24/2024	13985		Annual Workers' Compensation Reconciliation FY 2023-24 & Medical & Ancillary Benefits September 2024	41,039.78	Bill Payment
10/28/2024	13986	SDRMA			
10/28/2024	13987	Midwest Tape	Blu-rays	145.43	Bill Payment
10/28/2024	13988	Baker & Taylor	Books	2,725.16	Bill Payment
10/28/2024	13989	Public Agency Retirement Services	Contributions for payroll on 10/23/24	2,970.81	Bill Payment
10/28/2024	13990	Cintas	Janitorial supplies	252.48	Bill Payment
10/28/2024	13991	J&D Financial ( West Coast) Corporation	Erate Sync Audit Vault Level 1	1,000.00	Bill Payment
10/28/2024	13992	Staples, Inc.	Hand towels and soap	602.79	Bill Payment
10/28/2024	13993	Placentia Library District	For payroll on 11/06/24	80,000.00	Bill Payment
10/28/2024	13994	Jeanette Contreras	Reimbursement for tablecloths used for PLFF Fiesta	103.33	Bill Payment
10/28/2024	13995	Pitney Bowes Purchase Power	October 2024 Statement	765.99	Bill Payment
10/28/2024	13996	Golden State Water Company	Service from 09/19/24-10/17/24	1,737.61	Bill Payment

**TOTAL**

**\$ 397,157.72**

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Fund Balance Report through October 2024 for Placentia Library District Fund 9LX with Orange County Treasurer

**DATE:** November 25, 2024

<b>Fiscal Year 2024-2025</b>	
7/31/2024	852,276.28
8/31/2024	855,407.23
9/30/2024	858,520.48
10/31/2024	861,666.97
11/30/2024	
12/31/2024	
1/31/2025	
2/28/2025	
3/31/2025	
4/30/2025	
5/31/2025	
6/30/2025	

<b>Fiscal Year 2023-2024</b>	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	822,916.52
10/31/2023	825,542.53
11/30/2023	828,237.08
12/31/2023	830,976.37
1/31/2024	833,921.08
2/28/2024	836,851.01
3/31/2024	839,963.27
4/30/2024	843,034.60
5/31/2024	846,053.98
6/30/2024	849,150.81



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

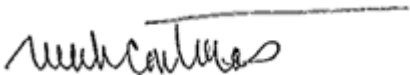
**SUBJECT:** **Financial Reports through October 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

**DATE:** November 25, 2024

**Summary of Cash and Investments as of October 31, 2024**

Cash with Orange County Treasurer Fund 9LX	\$	861,666.97
Cash with California CLASS	\$	1,892,135.07
<i>(Impact Fees – Restricted)</i>	\$	901,492.98
General Fund Checking – BMO	\$	406,550.27
General Fund Savings – BMO	\$	287,724.33
Payroll Checking – Wells Fargo Bank	\$	116,729.52
<b>Total Cash and Investments</b>	<b>\$</b>	<b>3,564,806.16</b>

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



Jeanette Contreras

Library Director



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PLACENTIA LIBRARY DISTRICT  
 YTD REVENUE REPORT  
 AS OF OCTOBER 31, 2024

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	3,322,916	24,141	(3,298,775)	0.7%
4020	Property Taxes - Current Unsecured	94,378	53,153	(41,225)	56.3%
4050	Property Taxes - Curr Supplemental	87,057	16,688	(70,369)	19.2%
4070	Interest on Unapport Tax	670	0	(670)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,445	28,373	5,928	126.4%
4090	Taxes Special Dist Augmentation	10,065	0	(10,065)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	12,760	0	(12,760)	0.0%
	<b>Sub Total</b>	<b>3,550,291</b>	<b>122,354</b>	<b>(3,427,937)</b>	<b>3.4%</b>
<b>INTEREST REVENUE</b>					
4600	Interest	33,966	3,182	(30,784)	9.4%
	<b>Sub Total</b>	<b>33,966</b>	<b>3,182</b>	<b>(30,784)</b>	<b>9.4%</b>
<b>GRANT REVENUE</b>					
4210	State Grants	140,000	117,314	(22,686)	83.8%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	<b>Sub Total</b>	<b>145,000</b>	<b>117,314</b>	<b>(27,686)</b>	<b>80.9%</b>
<b>MISCELLANEOUS REVENUES</b>					
4410	PLFF Grants	38,000	38,000	0	100.0%
4310	Fines & Fees	15,357	5,422	(9,935)	35.3%
4320, 4330	Passport/Photos	244,170	70,220	(173,950)	28.8%
4340	Meeting Room Fees	1,260	1,193	(68)	94.6%
* 4430	Other: Miscellaneous	3,500	5	(3,495)	-
	<b>Sub Total</b>	<b>302,287</b>	<b>114,840</b>	<b>(187,447)</b>	<b>38.0%</b>
<b>TOTAL REVENUES YTD FOR FY 23/24:</b>		<b>4,031,544</b>	<b>357,690</b>	<b>(3,673,854)</b>	<b>8.9%</b>

<b>CASH, INVESTMENTS, &amp; LIBRARY IMPACT FEES</b>		BEGINNING BALANCE	ENDING BALANCE	YTD ACTUAL
4500	Cash/Investments	3,833,645	3,564,806	(1,133,775)
	Impact Fees - Restricted Funds	901,071	901,493	27,352

\* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT

as of October 31, 2024

33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
5010, 5020	Salaries & Wages	1,960,000	680,756	1,279,244
5030	Retirement & Post Employment Trust 115	72,801	23,834	48,967
5040	Unemployment Insurance	5,000	0	5,000
5050	Health Insurance	332,574	110,814	221,760
5060	Life Insurance	4,720	1,526	3,194
5064	Dental Insurance	10,960	3,182	7,778
5066	AD & D Insurance	6,083	1,886	4,197
5068	Vision Insurance	2,529	789	1,740
5070	Workers' Compensation Insurance	34,332	6,923	27,409
5090	Education Assistance Program	0	0	0
<b>TOTAL</b>		<b>\$2,428,999</b>	<b>\$829,710</b>	<b>\$1,599,289</b>
<b>SERVICES &amp; SUPPLIES</b>				
5099	Property & Liability Insurance	78,454	26,341	52,113
5100-5140	Communications, Internet, Cable	60,000	3,621	56,379
5150-5180	Janitorial Supplies & Services	95,800	24,668	71,132
5160	Refuse Disposal	3,500	1,726	1,774
5205	Maintenance Equipment	19,384	4,540	14,844
5200, 5210-5280	Building & Maintenance	235,500	81,291	154,209
5290-5292	Memberships	13,000	4,482	8,518
5300-5350	Office Expenses & Postage	95,000	52,889	42,111
5400-5480	Prof./Specialized Services	278,300	101,998	176,302
5490	Loan Obligation (-bank)	147,744	57,821	89,923
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	51,285	4,799	46,486
5500	Books/Library Materials	320,000	105,931	214,069
5600	Travel & Meetings/Professional Development	55,000	6,073	48,927
5700	Mileage/Parking	1,000	426	574
5800	Utilities	83,177	42,047	41,130
5900	Bookmobile - Vehicle	200,000	0	200,000
5901	Bookmobile - Collection	90,000	62	89,938
5902	Bookmobile - Supplies & Materials	10,000	0	10,000
5904	Bookmobile - Other	5,000	0	5,000
6000	Other	1,200,000	34,525	1,165,475
6100	Taxes and Assessments	13,034	9,558	3,476
<b>TOTAL</b>		<b>\$3,055,178</b>	<b>\$562,799</b>	<b>\$2,492,379</b>
<b>OPERATING EXPENSES</b>		<b>\$5,484,177</b>	<b>\$1,392,509</b>	<b>\$4,091,668</b>
<b>TOTAL BUDGET</b>		<b>\$5,484,177</b>	<b>\$1,392,509</b>	<b>\$4,091,668</b>



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Acquisitions Report for October 2024

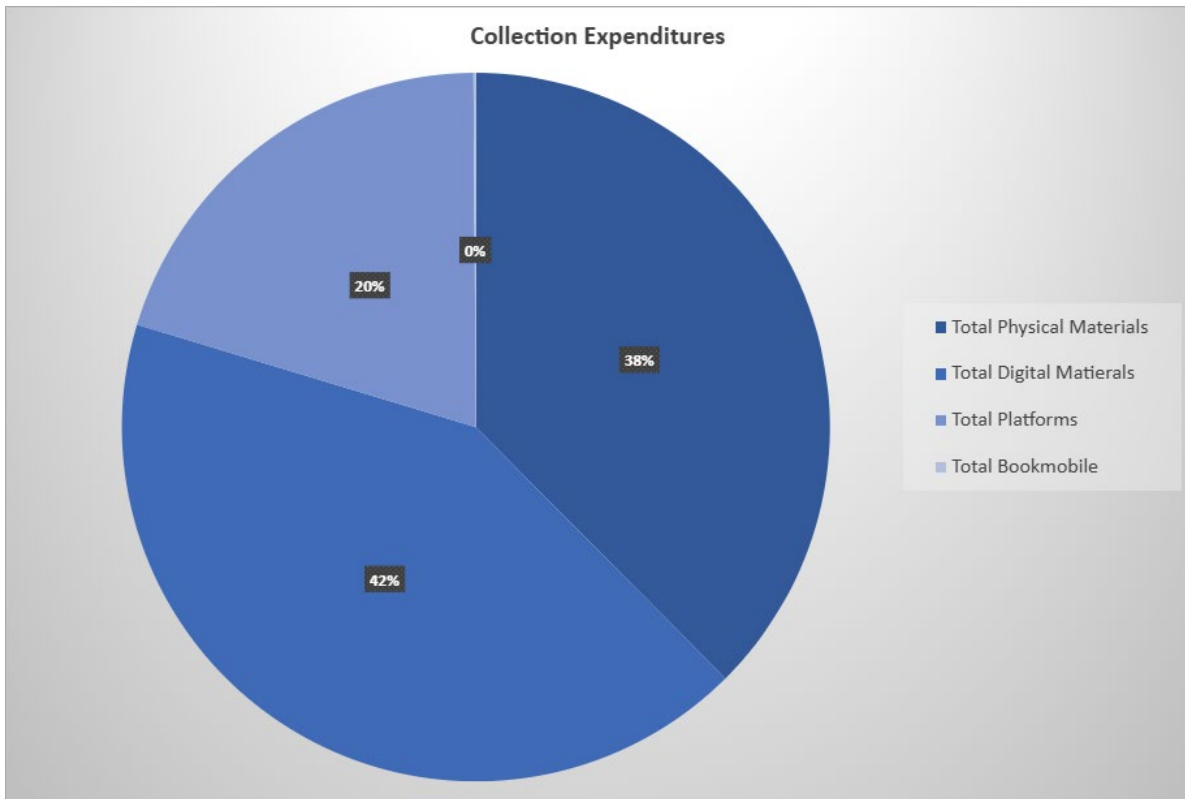
**DATE:** November 25, 2024

**MONTHLY STATISTICS**

<b>Total Budget</b>	<b>FY 2024-25</b>	<b>% Spent</b>	<b>FY 2023-24</b>	<b>% Spent</b>
<b>Library</b>	<b>\$350,620.00</b>	<b>36%</b>	<b>\$350,620.00</b>	<b>31%</b>
<b>*Bookmobile</b>	<b>\$90,000</b>	<b>0%</b>	<b>N/A</b>	<b>N/A</b>

\*Bookmobile funds from FY23/24 rolled over to FY 24/25 due to a delay in vehicle delivery.

<b>Collection Expenditures</b>	<b>October 2024</b>	<b>October 2023</b>	<b>FY-T-D FY 2024-25</b>	<b>FY-T-D FY 2023-24</b>	<b>FY-T-D % changed</b>
Print Materials	\$4,376	\$15,840	\$34,530	\$31,626	9%
Serial Subscription	\$0	\$0	\$1,468	\$2,024	-27%
Audio Materials	\$370	N/A	\$5,173	N/A	N/A
Video Materials	\$1,661	N/A	\$2,576	N/A	N/A
LOTs	\$535	\$1,608	\$3,328	\$6,485	-49%
<b>Total Physical Materials</b>	<b>\$6,942</b>	<b>\$17,448</b>	<b>\$47,074</b>	<b>\$40,135</b>	<b>17%</b>
Digital eBooks	\$3,157	\$8,596	\$11,121	\$37,312	-70%
Digital eAudiobooks	\$6,752	N/A	\$23,739	N/A	N/A
Digital Videos	\$1,645	N/A	\$6,079	N/A	N/A
Digital Magazines	\$47	N/A	\$5,411	N/A	N/A
Digital Music	\$124	N/A	\$6,459	N/A	N/A
<b>Total Digital Materials</b>	<b>\$11,726</b>	<b>\$8,596</b>	<b>\$52,810</b>	<b>\$37,312</b>	<b>42%</b>
Online Learning Platforms	\$0	\$0	\$25,349	\$29,733	-15%
<b>Total Platforms</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,349</b>	<b>\$29,733</b>	<b>-15%</b>
Bookmobile Print Materials	\$0	\$0	\$136	\$0	N/A
Bookmobile Digital	\$0	\$0	\$0	\$0	N/A
Bookmobile LOTs	\$0	\$0	\$0	\$0	N/A
<b>Total Bookmobile</b>	<b>\$0</b>	<b>\$0</b>	<b>\$136</b>	<b>\$0</b>	<b>N/A</b>
<b>Total Collection Expenditures</b>	<b>\$18,667</b>	<b>\$26,044</b>	<b>\$125,370</b>	<b>\$107,180</b>	<b>17%</b>



<b>Titles Added</b>	<b>October 2024</b>	<b>October 2023</b>	<b>FY-T-D FY 2024-25</b>	<b>FY-T-D FY 2023-24</b>	<b>FY-T-D % changed</b>
Print Materials	278	200	1167	919	27%
Print Serial Subscription	0	0	2	2	0%
Audio Materials	13	N/A	36	N/A	N/A
Video Materials	59	N/A	65	N/A	N/A
LOTs	0	12	0	55	-100%
<b>Total Physical Materials</b>	<b>350</b>	<b>212</b>	<b>1270</b>	<b>976</b>	<b>30%</b>
Digital eBooks	1191	4227	4628	21662	-79%
Digital eAudiobooks	2201	N/A	8184	N/A	N/A
Digital Videos	739	N/A	2697	N/A	N/A
Digital Magazines	17	N/A	5687	N/A	N/A
Digital Music	81	N/A	319	N/A	N/A
<b>Total Digital Materials</b>	<b>4229</b>	<b>4227</b>	<b>21515</b>	<b>21662</b>	<b>-1%</b>
Online Learning Platforms	0	0	5	6	-17%
<b>Total Platforms</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>-17%</b>
Bookmobile Print Materials	2	0	6	0	N/A
Bookmobile Digital	0	0	0	0	N/A
Bookmobile LOTs	0	0	0	0	N/A

<b>Total Bookmobile</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>N/A</b>
<b>Total Titles Added</b>	<b>4,581</b>	<b>4,439</b>	<b>22,796</b>	<b>22,644</b>	<b>1%</b>

<b>All Materials Held</b>	<b>October</b>	<b>September</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% changed</b>
<b>Total Library Physical</b>	82,532	82,279	<b>0%</b>
<b>Total Digital</b>	2,083,380	2,047,680	<b>2%</b>
<b>Total Bookmobile Physical</b>	6	4	<b>50%</b>
<b>Total All Materials</b>	<b>2,165,918</b>	<b>2,129,963</b>	<b>2%</b>

<b>Library Children's Physical Materials Held</b>	<b>October</b>	<b>September</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
Children's Fiction	23,735	23,617	<b>0%</b>
Children's Nonfiction	14,146	14,107	<b>0%</b>
Children's Spanish	3,062	3,117	<b>-2%</b>
Children's Audiobook	1,036	1,040	<b>0%</b>
Children's DVD/Video	1,555	1,557	<b>0%</b>
Children's LOTs	67	65	<b>3%</b>
<b>TOTAL Library Children's Physical Material</b>	<b>43,601</b>	<b>43,503</b>	<b>0%</b>

<b>Library Adult/Teen Physical Materials Held</b>	<b>October</b>	<b>September</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
Adult Fiction	17,116	17,034	<b>0%</b>
Adult Nonfiction	12,720	12,704	<b>0%</b>
Adult Foreign Language	1,301	1,302	<b>0%</b>
Adult Audiobook	1,332	1,327	<b>0%</b>
Adult DVD/Video	3,068	3,059	<b>0%</b>
Adult LOTs	119	117	<b>2%</b>
Vinyl Records	184	184	<b>0%</b>
Video Games	392	392	<b>0%</b>
Teen Fiction	2,699	2,657	<b>2%</b>
<b>TOTAL Library Adult/Teen Physical Material</b>	<b>38,931</b>	<b>38,776</b>	<b>0%</b>

<b>Digital Material Held</b>	<b>October</b>	<b>September</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
eBooks	1,209,225	1,187,352	<b>2%</b>
Digital Audiobooks	279,162	270,286	<b>3%</b>
Digital Videos	113,687	111,155	<b>2%</b>
Digital Magazines	4,185	4,209	<b>-1%</b>
Digital Music	477,112	474,669	<b>1%</b>
Online Learning Platforms	9	9	<b>0%</b>
<b>TOTAL Library Digital Material</b>	<b>2,083,380</b>	<b>2,047,680</b>	<b>2%</b>

<b>Bookmobile Children's Physical Materials Held</b>	<b>October</b>	<b>September</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
Children's Fiction	2	2	<b>0%</b>
Children's Nonfiction	0	0	<b>N/A</b>
Children's Spanish	4	2	<b>100%</b>
Children's Audiobook	0	0	<b>N/A</b>
Children's DVD/Video	0	0	<b>N/A</b>
Children's LOTs	0	0	<b>N/A</b>
<b>TOTAL All Children's Physical Material</b>	<b>6</b>	<b>4</b>	<b>50%</b>

\*Bookmobile test orders. Currently no adult items held.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Service Revenue Activities Report for October 2024

**DATE:** November 25, 2024

**Net Revenue Summary for October 2024**

			YTD	YTD
	Oct-24	Oct-23	2024-2025	2023-2024
Passport	10,115	9,170	50,220	41,025
Passport Photos	3,940	3,400	20,000	16,428
Fines & Fees	1,215	1,355	5,422	4,303
Meeting Room	150	0	1,193	440
<b>TOTAL</b>	<b>\$ 15,420</b>	<b>\$ 13,925</b>	<b>\$ 76,834</b>	<b>\$ 62,196</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Library Impact Fee Report – October 2024

**DATE:** November 25, 2024

Total Monthly Fees Collected			YTD	YTD
	Oct-24	Oct-23	2024-2025	2023-2024
	\$422.40	\$0.00	\$27,352.30	\$27,639.34

**Development Projects List**

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
OC Builders Group Inc.	Single Family Detached	207 Hannah Way	528	\$ 422.40	10/8/2024

2024/2025 YTD Total	\$27,352.30
Beginning Balance (7/01/2024)	\$ 874,140.68
Ending Balance (09/30/2024)	\$901,492.98





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Personnel Report for October 2024

**DATE:** November 25, 2024

			YTD	YTD
	Oct-24	Oct-23	2024-2025	2023-2024
Separation	0	1	0	2
Retirement	0	0	0	0
Appointments	1	1	4	4
Open Positions	0	3	2	12
Workers' Compensation Leave	0	0	0	0
<b>TOTAL</b>	1	5	6	18

**SEPARATION:**

None

**RETIREMENT:**

None

**APPOINTMENTS:**

Ruth Relf – Library Assistant – On-Call

**OPEN POSITIONS:**

None

**WORKERS COMPENSATION LEAVE:**

None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Carlo Maskarino, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through October 2024  
**DATE:** November 25, 2024

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2024-2025	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-24	7/22/2024	1,519.81	582.40	0.00	0.00	2,102.21
Aug-24	*	*	*	*	*	*
Sep-24	9/12/2024	1,519.81	582.40	48.86	0.00	2,151.07
Oct-24	10/17/2024	3,039.62	291.20	13.09	0.00	3,343.91
Nov-24						
Dec-24						
Jan-25						
Feb-25						
Mar-25						
Apr-25						
May-25						
Jun-25						
<b>TOTAL</b>		<b>\$6,079.24</b>	<b>\$1,456.00</b>	<b>\$61.95</b>	<b>\$0.00</b>	<b>\$7,597.19</b>

\* City Billing Not Received

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24	1/31/2024	321.16	540.80	24.95	0.00	886.91
Feb-24	*	*	*	*	*	*
Mar-24	3/5/2024	11,837.34	0.00	24.43	37.18	11,898.95
Apr-24	*	*	*	*	*	*
May-24	5/16/2024	1,519.81	0.00	24.27	0.00	1,544.08
Jun-24	6/26/2024	0.00	1,352.00	12.11	0.00	1,364.11
<b>TOTAL</b>		<b>\$16,988.43</b>	<b>\$4,244.64</b>	<b>\$149.23</b>	<b>\$1,071.38</b>	<b>\$22,453.68</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 October 2024**

**DATE:** November 25, 2024

**Meetings:**

- October 7  
Administration Meeting: Administration team  
Meeting: Board President, District Counsel and Library Director
- October 8  
CSL Webinar: How to Manage Your Award in AmpliFund – Assistant Library Director attended an informational webinar regarding the new grant portal used to manage grants awarded by CSL. The training covered account setup, account tools, and reporting management. CSL’s goal is for all grants to be integrated into this portal, allowing the library to manage all grants from a single platform.
- October 9  
Loading Dock/Outdoor Library Project Kick-Off Meeting: Library Director, Assistant Library Director, and Business Manager attended the kick-off meeting with U.S. Builders to review the project overview, schedule, key personnel, and communication expectations.
- October 10  
HVAC Screen Project Meeting: Assistant Library Director and Business Manager attended virtual meeting with City of Placentia Staff to discuss the next steps and expectations for the HVAC Screen Project.
- October 15  
Public Library Directors Forum in Pasadena: Library Director
- October 16  
Brodart Meeting: Assistant Library Director met with a representative from Brodart to discuss the collection development tools and services available to staff currently selecting the Spanish collection.

- October 19  
Placentia Heritage Parade & Festival: Secretary Dahl, Trustee Beverage, Library Director, Business Manager, and Executive Assistant.
- October 24  
Library Impact Fee Meeting: Business Manager attended library impact fee meeting with City of Placentia's Director of Development Services, Joseph Lambert.
- October 25  
PLFF Membership Fiesta: President Carline, Secretary Dahl, Trustee Arnold, Trustee Beverage, Library Director, and Assistant Library Director.
- October 28  
Meeting with Trustee Nelson: Library Director  
Library Board Meeting: Administration Team
- October 29  
All Staff Meeting
- October 30  
LMT Meeting: Library Director, Assistant Library Director, and Business Manager met with library supervisors.  
Meeting with General Manager Scott Carroll: Library Director

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Circulation Activity Report for October 2024

**DATE:** November 25, 2024

<b>Children's Circulation</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Children's Fiction Physical	9,749	9,285	40,829	40,445	1%
Children's Fiction Digital	1,206	897	5,281	3,528	50%
<b>Children's Fiction TOTAL</b>	<b>10,955</b>	<b>10,182</b>	<b>46,110</b>	<b>43,973</b>	<b>5%</b>
Children's Nonfiction Physical	2,706	2,148	11,602	9,941	17%
Children's Nonfiction Digital	122	120	519	414	25%
<b>Children's Non-Fiction TOTAL</b>	<b>2,828</b>	<b>2,268</b>	<b>12,121</b>	<b>10,355</b>	<b>17%</b>
Children's Magazine Digital	23	45	68	66	3%
<b>Children's Magazine TOTAL</b>	<b>23</b>	<b>45</b>	<b>68</b>	<b>66</b>	<b>3%</b>
Children's Audiobook Physical	996	569	4,089	2,616	56%
Children's Audiobook Digital	910	629	3,361	2,425	39%
<b>Children's Audiobook TOTAL</b>	<b>1,906</b>	<b>1,198</b>	<b>7,450</b>	<b>5,041</b>	<b>48%</b>
Children's DVD/Video Physical	277	250	1,426	1,482	-4%
Children's DVD/Video Digital	61	86	281	290	-3%
<b>Children's DVD/Video TOTAL</b>	<b>338</b>	<b>336</b>	<b>1,707</b>	<b>1,772</b>	<b>-4%</b>
Children's LOTs	37	36	144	155	-7%
Music Digital	5	31	31	104	-70%
<b>TOTAL All Children's Physical Content</b>	<b>13,765</b>	<b>12,288</b>	<b>58,090</b>	<b>54,639</b>	<b>6%</b>
<b>TOTAL All Children's Digital Content</b>	<b>2,327</b>	<b>1,808</b>	<b>9,610</b>	<b>6,849</b>	<b>40%</b>
<b>TOTAL All Children's Content</b>	<b>16,092</b>	<b>14,096</b>	<b>67,700</b>	<b>61,488</b>	<b>10%</b>

<b>Adult/Teen Circulation</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Adult Fiction Physical	2,014	2,067	9,589	9,914	-3%
Adult Fiction Digital	3,488	2,417	14,579	10,286	42%
<b>Adult Fiction TOTAL</b>	<b>5,502</b>	<b>4,484</b>	<b>24,168</b>	<b>20,200</b>	<b>20%</b>
Adult Nonfiction Physical	1,442	1,406	5,937	6,843	-13%
Adult Nonfiction Digital	967	789	4,031	3,220	25%
<b>Adult Non-Fiction TOTAL</b>	<b>2,409</b>	<b>2,195</b>	<b>9,968</b>	<b>10,063</b>	<b>-1%</b>
Adult Magazine Digital	743	902	2,805	1,614	74%
<b>Adult Magazine TOTAL</b>	<b>743</b>	<b>902</b>	<b>2,805</b>	<b>1,614</b>	<b>74%</b>
Adult Audiobook Physical	86	78	343	516	-34%
Adult Audiobook Digital	7,275	4,357	28,432	17,257	65%
<b>Adult Audiobook TOTAL</b>	<b>7,361</b>	<b>4,435</b>	<b>28,775</b>	<b>17,773</b>	<b>62%</b>
Adult DVD/Video Physical	482	407	2,295	2,139	7%
Adult DVD/Video Digital	668	640	2,408	2,465	-2%
<b>Adult DVD/Video TOTAL</b>	<b>1,150</b>	<b>1,047</b>	<b>4,703</b>	<b>4,604</b>	<b>2%</b>
Adult LOTs	105	88	428	405	6%
State Parks Pass	48	39	246	262	-6%
Vinyl Records*	133		430		
Video Games	415	257	1,519	1,397	9%
Music Digital	76	137	288	451	-36%
Teen Fiction Physical	269	241	1,352	1,383	-2%
Teen Fiction Digital	298	275	1,345	1,121	20%
<b>Teen Fiction Total</b>	<b>567</b>	<b>516</b>	<b>2,697</b>	<b>2,504</b>	<b>8%</b>
<b>TOTAL All Adult/Teen Physical Content</b>	<b>4,994</b>	<b>4,699</b>	<b>22,139</b>	<b>23,118</b>	<b>-4%</b>
<b>TOTAL All Adult/Teen Digital Content</b>	<b>13,515</b>	<b>9,517</b>	<b>53,888</b>	<b>36,414</b>	<b>48%</b>
<b>TOTAL All Adult/Teen Content</b>	<b>18,509</b>	<b>14,216</b>	<b>76,027</b>	<b>59,532</b>	<b>28%</b>
<b>All Circulation</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
<b>Total Circulation Physical</b>	18,759	16,987	38,192	34,758	10%
<b>Total Circulation Digital</b>	15,842	11,325	31,480	21,802	44%
<b>Total All Circulation</b>	<b>34,601</b>	<b>28,312</b>	<b>143,727</b>	<b>121,020</b>	<b>19%</b>
<b>Non-English Language Circulation</b>	924	925	1,954	1,754	11%



<b>Online Database Usage</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by Placentia Library District</i>	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
ABC Mouse	471	1,824	2,805	9,358	-70%
Freegal	1,239	1,087	4,768	4,414	8%
Novelist Plus	116	20	449	74	507%
Novelist Select^	1,877		8,209		
BookFlix	17	7	377	261	44%
Teachables	93	98	294	657	-55%
<b>TOTAL PLD DATABASE USAGE</b>	<b>3,813</b>	<b>3,174</b>	<b>16,902</b>	<b>15,217</b>	<b>11%</b>

<b>Online Database Usage</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by California State Library</i>	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Britannica	58	82	212	164	29%
ProQuest~	5	4	14	8	75%
ProQuest Culture Grams~	0	0	5	47	
Teaching Books and BookConnections	575	677	1,868	1,136	64%
National Geographic Kids (Gale)	15	3	50	51	-2%
Gale in Context: Environmental Studies	6	1	6	3	100%
Gale Interactive: Science	28	0	28	20	40%
Alexander Street*	4		6		
PebbleGo Science K-2^	3		5		
<b>TOTAL CSL DATABASE USAGE</b>	<b>694</b>	<b>816</b>	<b>2,755</b>	<b>1,753</b>	<b>57%</b>
<b>TOTAL ALL DATABASE USAGE</b>	<b>4,507</b>	<b>3,990</b>	<b>19,657</b>	<b>16,970</b>	<b>16%</b>

\*New collection for FY 23-24

^New collection for FY 24-25

~Mathematically unable to divide by zero



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Children’s Services Report for October 2024

**DATE:** November 25, 2024

<b>Number of Programs by Type</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Storytime	9	7	34	37	-8%
Children's Programs	12	6	46	32	44%
Hangar	0	0	3	2	50%
Teen Programs	2	2	10	9	11%
Self Directed	3	2	10	7	43%
Outreach	3	0	9	1	800%
<b>TOTAL Children/Teen</b>	<b>29</b>	<b>17</b>	<b>112</b>	<b>88</b>	<b>27%</b>

<b>Program Attendance by Type</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Storytime	342	380	1,612	2,028	-21%
Children's Programs	343	486	3,283	2,613	26%
Hangar	0	0	44	548	-92%
Teen Programs	12	36	63	122	-48%
Self Directed CT	519	337	814	385	111%
Outreach	250	0	465	365	27%
<b>TOTAL Children/Teen</b>	<b>1,466</b>	<b>1,239</b>	<b>6,281</b>	<b>6,061</b>	<b>0</b>

<b>The Hangar Makerspace</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Hangar Activity Hour Visits	256	162	740	449	65%
Hangar Equipment In-House Use	7		21		

**ACHIEVEMENTS**

- Daisy Badge planned and conducted the Firefighter Family Storytime on October 12.
- Daisy Badge, Caitlyn Sandfer, and Natalie McCard planned and conducted the Pumpkin Book Decorating Contest.
- Daisy Badge, Damean Sanz, and Mayli Apontti participated in the City of Placentia's Trunk or Treat event on October 24.
- Damean Sanz & Joy Ellis attended the Valadez Trunk or Treat on October 25 and passed out treats to kids and families to promote the library.
- Mayli Apontti facilitated Read to the Dogs on October 7.
- Mayli Apontti planned and conducted Baby Giggles and Wiggles on October 11 and 25.
- Mayli Apontti and Damean Sanz planned and coordinated the Dia de los Muertos Community Altar, which went up on October 21.
- Damean Sanz planned and conducted Family Storytime on October 19.
- Damean Sanz and Joy Ellis provided tutoring outreach for LOT 318 Cypress on October 8 & at the Gomez Center on October 10.
- Alex Aguirre facilitated STEAM Labs! On October 10.
- Alex Aguirre planned and conducted Luna Luna Bilingual Storytime on October 9, 16, and 23.
- Damean Sanz planned and conducted Luna Luna Bilingual Storytime on October 30.
- Damean planned and facilitated the Halloween at the library on October 31
- Alex Aguirre planned and set up Hangar Makerspace activities on October 2, 5, 7, 9, 12, 14, 16, 19, 21, 23, 26, 28, and 30.
- Joy Ellis led Morning Meetups on October 4, 11, 18, & 25.
- Caitlyn Sandfer planned and coordinated PTAC on October 3 and 17.
- Caitlyn Sandfer planned and organized Teen Halloween Movie Night on October 17.
- Caitlyn Sandfer coordinated Venture Academy Internship tasks on October 7, 14, 21, and 28.

**MEETINGS**

- October 10, Margaret Hatanaka attended the Kiwanis meeting where they discussed volunteering at the October 12 Norwalk Youth Sports event expected to bring 17,000 people, October 26 pumpkin carving activities with Lot 318, November 28 pie cutting at Lot 318 and December 29 breakfast for Rose Float volunteers in Irwindale.
- October 1, Daisy Badge attended the Summer 2025 Lunch at the Library Information Session. This session included information on the program and how to apply.
- October 3, Daisy Badge attended the Lunch at the Library Community of Practice Meeting where attendees shared lessons learned.

**PROFESSIONAL DEVELOPMENT**

- Margaret Hatanaka and Daisy Badge attended the California Library Association Conference October 17 – 19 at the Pasadena Convention Center.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for October 2024

**DATE:** November 25, 2024

**MONTHLY STATISTICS**

<b>Number of Programs by Type</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Adult Programs	2	2	7	6	17%
History Room	0	0	0	1	-100%
Literacy	44	47	141	147	-4%
General Interest	1	3	1	5	-80%
Self Directed	0	0	4	1	300%
<b>TOTAL Adult</b>	<b>47</b>	<b>52</b>	<b>153</b>	<b>160</b>	<b>-4%</b>

<b>Program Attendance by Type</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Adult Programs	38	35	112	69	62%
History Room	0	0	0	3	-100%
Literacy	311	298	1,071	965	11%
General Interest	29	1,806	29	2,373	-99%
Self Directed	0	0	248	54	359%
<b>TOTAL Adult</b>	<b>378</b>	<b>2,139</b>	<b>1,460</b>	<b>3,464</b>	<b>-58%</b>

<b>History Room Activity</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
History Room Visitors	10	7	22	20	10%
Memory Lab Appointments	10	12	22	28	-21%

<b>Volunteer Hours</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
History Room	0	0	0	455	-100%
PLFF	284.5	268.17	1,104	484	128%
General Library	60	91.5	490	461	6%
Adult Literacy	478.5	331	1,456	411	255%
PTAC	12.4	69	49	1,312	-96%
Teen Volunteers	91.85	82.5			
<b>Total Volunteer Hours</b>	<b>927.25</b>	<b>842.17</b>	<b>3,099</b>	<b>3,122</b>	<b>-1%</b>
<b>FTE Equivalent</b>	<b>5.35</b>	<b>4.86</b>	<b>17.88</b>	<b>18.01</b>	<b>-1%</b>

<b>Literacy</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Adult Literacy Students	26	31	-16%
Adult ESL Students	48	22	118%
Adult Literacy Tutors	30	31	-3%
Adult ESL Tutors	46	18	156%

**ACHIEVEMENTS**

- Sally Federman coordinated Literacy Reads – Beginner Book Club on October 2, 9, 16.
- Sally Federman facilitated Literacy Reads – Int. Book Club on October 1, 8, 15, 22, 29.
- Esther Canedo coordinated Read, Write, Speak Club on October 4, 11, 18, 25.
- Esther Canedo facilitated ESL Conver. Class at the Whitten Center on Club on October 1, 8, 15, 22, 29.
- Esther Canedo facilitated ESL Conver. Class at the Whitten Center on October 3, 10, 17, 24, 31.
- Laurel Dennis facilitated ESL Conver. Class at PLD Tuesday afternoon on October 1, 8, 15, 22, 29.
- Laurel Dennis coordinated ESL Conver. Class at PLD Thursday morning class at the Library on October 3, 10, 17, 24, 31.

- Sally Federman facilitated the Casual Conversation group on October 3.
- Sally Federman facilitated Movie Day on October 17.
- Sally Federman coordinated Kitchen Talk with Erin on October 30.
- Esther Canedo facilitated a Leamos Class at the Whitten Center on October 8, 22.
- Esther Canedo facilitated the Citizenship Class on October 3, 10, 17, 24, 31.
- Megan Toman coordinated Book club on October 8.
- Tim Balen coordinated the Día de los Muertos Paint Night on October 24.
- Tim Balen assisted with photographs, setup, teardown and social media promotions of the Placentia Library Friends Foundation event on October 25.
- Tim Balen coordinated library promotions, publicity and website updates, including for the Quiet Nook, the Placentia Library Friends Foundation Become a Member flyers, and other library programs and services.
- Tim Balen coordinated technology online resource updates including for OverDrive/Libby and Kanopy in October, in coordination with vendors, library staff and library IT.
- Tim Balen created a Kanopy Staff Guide and provided staff training and online resource updates for OverDrive/Libby and Kanopy on October 22.
- Tim Balen coordinated online resource updates and tracking, including for the Career Pathways resources as well as for the library's library-funded and state-funded online resources on October 1.
- Natalie McCard secured a California Revealed grant to assist in cataloging a recent donation of Placentia newspapers.
- Natalie McCard coordinated 10 Memory Lab appointments in October.

### **MEETINGS**

- On October 22, Natalie McCard met with the Placentia Historical Committee to discuss the outcomes of the Heritage Festival.
- On October 21, Natalie McCard met with Kathy Frazee to instruct her in use of a Zoom Recorder for future oral history interviews.
- On October 29, Tim Balen attended the SLS Tech Services & Technology Committee Meeting held at the Fullerton Public Library and on Zoom. The committee discussed Orange County member library's technology and technical services, with topics including websites, apps, Internet and library system vendors, databases and online resources, book processing, technology projects, and more.
- On October 2, Michelle Meades attended the Rotary meeting, a meeting was set up for Rotary to stuff Halloween candy for HIS House OC.
- On October 23, Natalie McCard and Michelle Meades met with Liz from CA Revealed to discuss the timeline of the cataloging grant.
- On October 8, Sally Federman attended the SCLLN network meeting.
- On October 11, Esther Canedo had Coffee with Principal at Melrose Elementary School.

- On October 24, Sally Federman and Esther Canedo attended the ESL Community of Practice meeting.
- On October 30, Sally Federman attended the Writer to Writer information Meeting.

### **PROFESSIONAL DEVELOPMENT**

- On October 17, Tim Balen attended the Hoopla webinar “2025 Book Preview: Top Titles from Our Publishers.” The webinar featured several publishers’ most anticipated and notable releases to look out for available on Hoopla and Midwest tape in eBook, eAudiobook and digital audiobook formats, including “Sunrise on the Reaping,” the next Hunger Games prequel coming spring 2025.
- On October 29, Tim Balen viewed the webinar “Legal and Social Implications of Generative AI” presented by the California State Library. The webinar, led by UC Davis Professor Peter Lee, outlined the inputs and outputs of AI, including how this can affect privacy, copyright infringement, creative expression, work productivity, and false information.
- On October 17, Sally Federman attended a ProLiteracy webinar called, *Landing the Job: Preparing Learners for Applying and Interviewing*. Very informative webinar on how to help an adult learner prepare for applying for a job including: what information they should have ready before starting a job application, how to decode a job description, what digital skills they will need; how to prep for interview questions, and dos and don’ts of the job hunt.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Technology and Website Report for October 2024

**DATE:** November 25, 2024

**MONTHLY STATISTICS**

<b>Computer and Wi-Fi Usage</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Children Computer Usage	410	327	1,500	1,318	14%
Children AWE Learning Usage	1,044	311	2,414	1,329	82%
Teen Computer Usage	137	58	573	531	8%
Adult Computer Usage	836	1,057	3,788	4,340	-13%
<b>Total Computer Usage</b>	<b>2,427</b>	<b>1,753</b>	<b>8,275</b>	<b>7,518</b>	<b>10%</b>
Wi-Fi Usage	1,594	1,681	6,098	6,791	-10%
Guest Passes	68	60	309	364	-15%
Total Print Jobs	1,038	841	4,348	3,775	15%
Total Pages Printed	3,437	3,197	13,679	12,304	11%

<b>Website Traffic</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Website visits	17,997	17,081	71,747	62,518	15%
Page Hits	28,022	26,846	118,258	101,269	17%
Users	12,949	13,129	52,077	43,140	21%
Pages/Session	1.56	1.57			
Avg. Session Duration	00:02:00	00:01:56			
% New Sessions	95	74			
Placentia Library Online Catalog Usage	2,673	4,813	11,933	20,130	-41%

<b>App Usage</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2022-23</b>	<b>% change</b>
App Downloads	60		304		
App Launches	1,402		5,322		
Searches	9,992		39,695		
Requests Placed	223		768		
Renewals Done	515		1,660		
Patron Updates	34		388		
<b>App Catalog Usage</b>	<b>10,764</b>		<b>41,366</b>		

**Technology Updates**

**Completed Projects:**

- Installed new Wifi and hard-wired internet for phone booths
- Setup and deployed new on-site back up server
- Deployed Office G3 licenses to all staff users
- Phase II monitor refresh

**Ongoing Projects:**

- Workstation Windows 11 upgrade/replacement
- Website Updates/ Maintenance
- Information Desk PC upgrades
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment
- Online library card auto-processing
- Office 2019/2016 End of life
- ISP connection upgrade project

**Upcoming Projects:**

- ILS RFP research
- Library Public Education Channel 31 on Spectrum Cable
- Domain migration to ca.gov
- Self-Check Machine replacements/ refresh
- 25-27 Budget

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Customer Service Report for October 2024

**DATE:** November 25, 2024

<b>Attendance</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Number of Days Open	31	31	121	120	1%
Number of Hours Open	289	282	1,103	1,092	1%
Attendance	21,112	18,859	87,348	76,567	14%

<b>Card Holders</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Active Borrowers	4,832	4,043	22,883	20,236	20%
Child Card Holders	15,977	14,947	63,474	59,446	7%
Teen Card Holders	4,736	4,602	18,882	18,371	3%
Adult Card Holders	49,746	46,353	197,116	183,719	7%
<b>Total Card Holders</b>	<b>70,459</b>	<b>65,902</b>	<b>279,472</b>	<b>261,536</b>	<b>7%</b>
New Patron Registration	363	327	1,623	1,467	11%
New Virtual Library Cards	100	78	372	349	7%

<b>Information Desk Activity</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Reference Questions -- in person	1,959	1,792	7,732	7,699	0%
Reference Questions -- telephone	444	485	1,931	1,874	3%
Reference Questions -- email/chat	5	4	19	21	-10%
<b>Total Reference Questions</b>	<b>2,408</b>	<b>2,281</b>	<b>9,682</b>	<b>9,594</b>	<b>1%</b>
Assistance in Spanish	62	64	205	241	-15%
Assistance with Passports	334	280	1,661	1,166	42%
Curbside Usage	8	15	20	58	-66%
Study Room Usage	301	230	962	736	31%
Pods*	8		8		

<b>Passport Activity</b>	<b>October</b>	<b>October</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2024-25</b>	<b>2023-24</b>	<b>% change</b>
Passports Processed	288	265	1,433	1,184	21%
Consultations Only	33	25	145	101	44%
Unfilled Appointments Sat-Sun	157	6	631	45	1302%
No Show Appointments Sat-Sun	25	10	101	70	44%
Total photos walk in/application	198	12	1,003	481	109%

*\*New Statistic for FY 2024-25*

**ACTIVITIES**

- Angie processed 279 new books.
- Yomara mailed 90 billing notices.
- Meeting room was used by 4 library partners: PLFF, Kiwanis, Boys and Girls Club and Miss Placentia/Yorba Linda
- Meeting room was used by 3 outside renter: Broadmoor HOA, Corte Vista HOA, Nico Romero
- Meeting Room was used 28 times for library related activities/programs.
- Staff filled 340 requests from the pull list.
- Staff pulled 117 expired holds from the request shelf.

**MEETINGS**

- None

**PROFESSIONAL DEVELOPMENT**

- None

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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:** Employee of the Year Presentation

**DATE:** November 25, 2024

### **PRESENTATION**

President Carline will present the 2024 Employee of the Year Recognition and service pin to Sandra Vazquez, Library Clerk.

For over 20 years, Sandra has exemplified the highest standards of excellence, consistently providing outstanding service and commitment to the Placentia community. Whether it's assisting with locating a book, processing a passport application, sorting, shelving with quickness, or simply offering a warm smile, Sandra is efficient and maintains the utmost professionalism with our patrons and her colleagues.

Below is the Employee of the Year nomination from her co-worker:

*Sandra is the embodiment of teamwork. She is always quick to lend a hand in any scenario and I can honestly say I have never seen her idle. She has an incredible work ethic and is always happy to assist her colleagues in any way that she can, such as grabbing in-house, answering the phone, jumping in to help at the desk, or swapping out carts that are full of books.*

*Sandra especially shines when she assists patrons with their passport applications. She is incredibly knowledgeable about the requirements and answers all questions with compassion. I have overheard her interacting with patrons in the passport office and she is always friendly and kind, especially with children. The other day she mentioned that kids can be nervous in the passport office and I have seen her reassure them with a smile, kind word, and a sticker. Sandra is also extremely fast in processing applications and does her best to accommodate patrons if they are missing documents. She tells patrons when they can come back and squeezes them in where possible, while still being firm about policies. She also communicates clearly and effectively: for example, when she is finished processing a passport, she lets the staff at desk know when she is heading to sort in the back or going out into the stacks to shelve.*

*It is always a pleasure to work with Sandra and I wholeheartedly believe she is deserving of the recognition of Employee of the Year for her incredible teamwork, kindness, and work ethic.*

As we celebrate and recognize Sandra's remarkable milestone, we thank Sandra for her 20 years of dedicated service. Congratulations, Sandra, and thank you for 20 years of extraordinary service!



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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:** **California Library Association Annual Conference Reports from Staff**

**DATE:** November 25, 2024

**BACKGROUND**

At the May 29, 2024 meeting, the Library Board authorized library staff to attend the California Library Association annual conference in Pasadena. This year's conference, "Balancing Act: Self Care & Shelf Care," was held October 17-19.

Tonight, Children's Supervisor, Margaret Hatanaka, and Children's Librarian, Daisy Badge, will present their conference reports and be available to answer questions.

Attachment A is Daisy Badge's report.

Attachment B is Margaret Hatanaka's report.

Notes from the California Library Association Conference (CLA) Sessions October 17 – 19, 2024

Balancing Act: Shelf Care & Shelf Care

– Daisy Badge

**Caring for Ourselves and One Another: Supporting Sustainable Practice for Library Staff**

Overview:

Beth Wahler presented a workshop that gave participants an overview on some historical changes that have affected public libraries and have in turn impacted the social service needs of patrons. These top areas of need include unstable housing, mental health challenges, substance use, and behavioral problems. Unfortunately, this has led to library staff feeling strained due to not being properly trained or qualified to assist with the needs some patrons are experiencing, especially when it leads to altercations that may include violence or police assistance. This can lead to library worker trauma, the feeling of “institutional betrayal”, secondary trauma, and burnout. Wahler also presented some strategies for community care and individual self-care, while noting the limits of self-care.

Takeaways:

- The risk of burnout is increased by lack of control at work, lack of job resources, unclear job expectations, dysfunctional work dynamics
- Self-care doesn't mean planting an herb garden, learning to bake bread, going on a leisurely bike ride, or catching up with friends at a cafe. If anything, this may cause more stress plus it requires resources such as time, money, focus, and relationships that many people may not have.
- Focus should be on learning strategies that will help manage stress when it happens
- Some short-term strategies for regulating ourselves during or after an incident include breathing exercises, pausing, brain breaks, music, short walks, stretching, positive self-talk (“this isn't about me”), seeing the situation through a trauma-informed lens (“what happened to his person to make them act like this?”)
- Have transitions between work and home such as turning off work notifications, changing clothes when you get home, or any other transition activity/routine that symbolizes being “off duty”
- Community care puts accountability on the organization (collective accountability) as opposed to solely the individual. It involves putting in supports to help staff perform their responsibilities while protecting their well-being.
- Culture matters: culture of care (collaborate with others, provide and foster peer support), culture of accountability (have consistent expectations of others, consistently apply consequences for violations of policies, give clear feedback), culture of clarity (clearly communicate and welcome communication from others, be transparent, set boundaries and respect others who are setting boundaries, communicate needs), and culture of reflection (reflect on assumptions of others and how it might influence your behavior, reflect with a trauma-informed lens, reflect on what can be learned from incidents).



- Supportive supervisory practices include creating a peer support process when someone experiences an incident, having a process for someone to leave the desk/floor after an incident, modeling boundary-setting and encourage others to do the same.
- Organizational strategies include addressing threats to safety that happen at work by having policies in place that support internal staff as much as patrons

### **Smooth Sailing: Handling Tough Customers and Keeping Your Cool in Customer Service**

#### Overview:

This session explored customer service and self-care. Effective strategies were given for managing challenging customer interactions while prioritizing well-being. De-escalation techniques and effective communication strategies were presented.

#### Takeaways:

- Take note of early signs: heightened emotional state, aggressive body language, refusal to follow policies. Make sure to keep someone close by to monitor.
- Role of empathy: avoid making assumptions, connect with their feelings, realize everyone has a story
- Active listening is important: listen to what they say, nod and show engagement, paraphrase to confirm understanding
- Calming techniques: deep controlled breathing, pausing before responding, grounding techniques, rocking on your heels
- The importance of safety: First priority is staff and patron safety. Know emergency procedures, know exits locations, avoid being cornered, move conversation towards front of library but away from other people.
- Setting Boundaries: clearly state library policies, offer alternatives, avoid power struggles, express consequences of continued disruptions, enforce consequences
- Seek assistance from a colleague when necessary and take a collaborative approach.
- Involve security/police when there are threats of harm and know when to walk away (situation escalates)
- Document incidents: accurate and factual reporting is important and helps in reviewing and improving procedures.

### **It Can't Happen Here: Two Different Experiences with Locally Implemented Restrictions to Access**

#### Overview:

In this session, two librarians from different public library systems shared their experiences with locally implemented restrictions to access of library materials. A former librarian at the Huntington Beach Library explained how restrictions started when a Huntington Beach citizen and non cardholder challenged the inclusion of a book in the children's section of the library. Another librarian, from Fresno County Public Library, detailed how a couple of patrons challenged titles in their Pride display in the children's area.

Takeaways:

- Mid-term elections matter: the HB citizen who began the book challenge ran for City Council and won. There was not mention of the library being on her agenda.
- City attorney had to evaluate material but a parent committee was then created to review the books.
- There are study sessions that usually happen before a resolution (in this case it happened after the resolution passed)
- Libraries may want to start moving towards celebrating The Freedom to Read instead of Banned Books Week since the term “banned books” gets a negative connotation
- Look at your library’s policy!

**NASA Can Help! Relieve the Stress of Library STEAM Programming!**

Overview:

This was a general overview of the various resources NASA offers in regard to STEAM. Some of these resources include NASA volunteers, professional development resources, and even personal assistance from someone who will answer your questions.

Takeaways:

- Night Sky Network: an astronomy club who will bring out telescopes, usually for free
- NASA Solar System Ambassadors: space enthusiasts trained by scientists and engineers who work on NASA missions; they provide in-person and virtual programs and hands on activities
- We can request exhibits, artifacts, or speakers

**De-Escalation: Key Concepts and Strategies**

Overview:

Ryan Roy, Deputy Director of the Palos Verdes Library District presented de-escalation techniques, and 10 strategies library staff can employ. He also touched on the five universal truths of human interaction which and emphasized that we need to show empathy.

Takeaways:

- No need to put oneself in harms way to someone who isn’t being receptive
- People would rather be asked than be told – using the word “ask” makes things more palatable
- People want to be informed why they are being asked to do something
- Give people options and a second chance
- Stay on point and keep it about policy.
- Three steps of policy enforcement:
  - First interaction – inform the patron of library policy
  - Second interaction – inform the patron of the consequence
  - Third interaction – enforce the consequence

### **Dive into Learning: Community Building for Early Learning**

#### Overview:

The Long Beach Public Library presented Dive Into Learning, their early learning program. This first started with Dive Into Reading, where caregivers could sign up for the 1,000 Books Before Kindergarten program available on Beanstack. Caregivers were also given calendar trackers to keep track of their little one's reading progress. This then expanded into various Dive into Learning events including special performers, workshops for parents, school readiness activities such as concept parties, and Circle of Stories through a grant from the California State Library.

#### Takeaways:

- Dive Into Reading: children earn a prize for every 100 books read
  - 100 books = Dive into Reading blue tote
  - 200-900 books = book, toy
  - 1,000 books = Dive Into Reading t-shirt, early learning backpack, and invitation to their annual Dive Into Reading Graduation; this includes giving each child a graduation cap and calling out their names
- Dive Into Learning quarterly systemwide activities
  - Dive Concept Party – Station-based learning (colors, numbers, shapes, letters, opposites, fine-motor skills)
  - Dive Into School – Early math & STEAM (structured lesson plan to simulate a classroom environment)
  - Dive Into Parenting – Parent information workshops (topics include speech therapy, special education – IEPs, social-emotional support)
- A parent engagement specialist was hired

### **Mindset Matters: Be Kind To Yourself. Be Kind To Others. It Heals Communities.**

#### Overview:

This session focused on how we can slow down and pause in order to reflect and connect. Pausing is important because our energy has an impact. We can choose to shift our mindsets if we pause. Instead of saying “There are too many steps” we can shift our mindset and instead ask ourselves, “What is one step I can take today?”

#### Takeaways:

- We have to go slow to go fast – take the time to pause
- There is no try, you do, or you don't
- We have agency to choose not to focus on something – we can choose a different path

**Is That Obscene? Legal Fundamentals of Intellectual Freedom**

## Overview:

This session focused on understanding the First Amendment and how it pertains to librarian's rights to collect and provide materials for patrons. This is important considering the climate that we are in including book banning and threats to librarian's jobs. Legal obligations of libraries were presented as they are related to the First Amendment so librarians can better understand how to provide services yet adhere to state and local laws.

## Takeaways:

- Cannot have viewpoint –based restrictions
- Content-based restrictions must pass a test and needs to be proven in court. This is very rare and usually deals with national and security issues
- Under the Miller test something can't be labeled obscene based on one page or paragraph, it has to be taken as a whole.
- Only a court of law can decide if something is obscene for minors.
- Publishers will not publish books that are obscene, they have lawyers vetting the books

**How Does Somatic Bodywork Promote Wellness in the Workplace: The Science and Techniques of Yoga for Office Dwellers**

## Overview:

Somatic Bodywork has to do with how distress and trauma impacts one's bodily responses. It focuses on techniques that help regulate and calm the nervous system which can include breathwork and yoga. Our vagus nerve is the longest cranial nerve that runs from our brain to our large intestine. This controls involuntary sensory and motor functions, such as heart rate, and helps the body switch back and forth between our flight or fight response. We can stimulate our vagus nerve by exercising, stimulating our vocal cords (humming, singing), getting a massage, and practicing extended exhales.

## Takeaways:

- Yoga Nidra can help regain the time you didn't sleep
- We practiced and learned a 10 minute chair yoga sequence

**Balance over Burnout**

## Overview:

This session offered some insights into the importance of breaks for mental and physical well-being. It offered some strategies to not be stressed such as hiring someone to clean your house and make food for you. I found this session was not very helpful and not practical.

## Takeaways:

- You need to teach people how to treat you
  - Create boundaries
  - Don't be around toxic people

Notes from California Library Association Conference (CLA) “BALANCING ACT: Self Care & Shelf Care”

October 17 – 19, 2024

– Margaret Hatanaka

### **Meeting Mental Health Needs of Your Community Through Culturally Inclusive Community Engagement**

Overview:

Description from program: In this session, you will learn about culturally inclusive methods to engage your community when assessing needs and designing services to address mental health challenges. We will explore various community engagement strategies, such as asset mapping and co-creation, through a mix of instruction and hands-on activities and discussions. You will leave with a set of culturally inclusive strategies and tools to collaborate with community members and partner organizations when addressing mental health needs.

I was somewhat disappointed with this session because in the description it described that it would include community engagement strategies using asset mapping – but that was not covered. The presenter spent a lot of time on the icebreaker, which I thought was instructive as to how to engage with your audience. We were asked to select a postcard which we found some connection with and then we had to introduce ourselves and say why we chose the postcard. It was a good example of drawing your audience in, creating a positive atmosphere, involve storytelling, using natural language – all techniques which demonstrated inclusive engagement which could then be utilized out in the community, or audience you were trying to reach.

Takeaways:

- Importance of storytelling – brain receiving data trigger language comprehension and language processing vs brain receiving stories – more areas of the brain are active including those that trigger sounds, touch, colors and shapes brain activity as well as language comprehension and processing. People remember stories more than data/numbers!
- Appreciative inquiry – Work with the positive, focus on the positive emotions and performance – builds resilience, innovation, new knowledge and cooperation.
- Commit to a fluid process – assess what is working? Adapt process if it’s not working. If the data is already out there – use it.
- Transfer of knowledge – am I using the right language? Is it useable? Expanding our world view is crucial, recognizing biases

### **Ten Self-Care Tips for Anyone Looking for Sane Practices in Times of Insane Demands**

Overview:

Cathay Reta gave an honest and helpful presentation based on over 40 years of experience in the library world. She out-lined 10 self-care practices to help participants gain a sense of control over their lives when they are faced with competing priorities, lacking support and feeling overwhelmed. The self-care tips she discussed were to be authentic, create before you consume, follow through on commitments, ask for help, say no, find your passion, keep Tylenol handy, keep learning, connect with others, and know when to let go.

Takeaways:

- Remember to be authentic, ask for help, connect with others, and find your passion.
- Cathay added an 11<sup>th</sup> tip that she hadn't planned on - "Close out the tabs". Literally and figuratively – having too many tabs open slows down the computer, you should try and close down things in your mind in order to refresh yourself – think about how the clutter in your mind is affecting others in your personal and work life.

### **Building Confidence: Tips and Tricks for Presenting at Conferences and Beyond**

Overview:

Most of the session consisted of groupwork and discussion about assigned topics: Artificial Intelligence, Volunteers, Career Transition/Continuing Education, Partnerships and Collaborations, Technology. A small portion (5 minutes?) outlined the practical skills or knowledge for presenting at a conference. Presenters emphasized the opportunity to network amongst peers and establishing connections to create a presentation for next year's conference in Riverside. Presentation tips included using bullet point, less text, non-cursive font style, color and background considerations. Public speaking tips included – using a microphone, be confident, be aware of body language and eye contact.

Takeaways:

- Presentation – color tip – don't use red or green on blue background
- Public speaking – practice without the presentation in case you run into technical issues; make sure to breathe; practice - film yourself to see if you're moving around – unconscious hand movements; if uncomfortable making eye contact – stare above audience heads

### **De-Escalation: Key Concepts and Strategies**

Overview:

Ryan Roy, Deputy Director of the Palos Verdes Library District gave 10 practical de-escalation strategies to help staff deal with challenging situations. The information covered key concepts for understanding how de-escalation works and ten strategies for library staff to employ in order to successfully de-escalate a situation and then re-center afterward. These tips were very helpful:

1. "Put on your oxygen mask"
  - a. You must take care of yourself before you can do anything for anyone else
2. Use non-verbal communication to express respect and empathy.
3. Use verbal communication to express respect and empathy.

4. Introductions (and approach) are critical.
5. The “Listen and Restate” technique
6. Stay on point. (Keep it about policy.)
7. Remove the “you.” Keep it about policy.
8. Back up from the background.
9. Know when to draw the line.
  - a. 3 step of policy enforcement – Inform the patron of library policy, inform patron of the consequence, enforce the consequence
10. Self-care/Support Systems

Takeaways:

Emphasis on empathy slide from presentation:

### **The Five Universal Truths of Human Interaction**

1. People want to be treated with dignity and respect.
2. People would rather be asked than be told.
3. People want to be informed why they are being asked to do something.
4. People prefer to be given options rather than threats.
5. People want to be given a second chance.
6. People want their perspective to be heard and understood.

Tip #4 Introductions are critical – example from presentation:

Name & Position	Reason for Approach	Pose a Question
“Hi, my name is _____ . I’m _____ here at the library.”	“I noticed your voice was carrying across the library.”	“Would you mind keeping it a little quieter, so other library users aren’t disturbed?”
“Hi, excuse me. My name is _____ , I’m _____ here at the library.”	“I understand that someone’s belongings were moved from the study room.”	“Can you tell me what happened?”

### **Partnering for Student Success: School and Public Library Staff Talk Student Success Cards**

Overview:

On 10/08/24 Senate Bill 321 Literacy: libraries: Local Public Library Partnership Program was approved.



“The bill would require the State Librarian to offer resources to assist each local public library, as defined, to find student success card dispensing strategies that work best for their communities, coordinate with each local public library to determine the most effective means to ensure each pupil in each local educational agency, as defined, is issued a student success card by 3rd grade, and, ensure, on or before January 1, 2026, that partnerships between local public libraries and local educational agencies have been established to enable each pupil enrolled at a school site of each local educational agency to be issued a student success card by 3rd grade, as provided. To the extent these provisions impose additional duties on public libraries and local educational agencies, the bill would impose a state-mandated local program.”

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202320240SB321](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB321)

Takeaways:

- How is the Placentia Library District going to implement the program with the PYLUSD? Since the school district has 2 different public library systems will they only agree to work with one system?
- The Student Success Cards for All: Getting Started guide:
  - <https://www.library.ca.gov/services/to-libraries/success-cards/start/>

### **Collaborative Mindfulness Practice for Community Well-Being: Tips and Benefits of Hosting a Weekly Drop-in Series**

Overview:

Francesca Garibaldi from the Monterey Public Library presented on the benefits of a weekly mindfulness series. She outlined how their meditation programs led by certified mindfulness teachers encouraged social connections and increased the mental and physical health of attendees.

Takeaway:

- A resource for potential mindfulness practitioners for future programs – International Mindfulness Teachers Association: <https://imta.org/>

### **Pause and Ponder the Positronic Brain: What to Know About AI Before You Decide to Love It or Hate It**

Overview:

I know very little about AI, so I was very interested in this program which was very informative and left me more knowledgeable and alarmed about the negative impacts of AI. As AI gains more influence, we need to understand how it works and its potential biases and ethical concerns to better inform our patrons. Large language models (LLMs) synthesize internet data which include racial disparities and stereotypes. There are many ethical issues involving copyright violations, visual and written plagiarism and environmental concerns surrounding AI tools.

Takeaways:

- I found the information very fascinating and feel like I've barely scratched the surface on the pros and cons of AI tools. The fact that terminology such as "hallucinate" is being applied to non-living matter is troubling to me.
- Useful video lessons from Common Sense education:
  - [What is AI?](#)
  - [AI Literacy Lessons for Grades 6–12](#)
- Presentation included many links to articles and videos about the controversies surrounding AI.
  - [How biased are our algorithms?](#) (Safiya Noble TED Talk video)
  - [How AI could perpetuate racism, sexism and other biases in society](#) (NPR All Things Considered audio clip)
  - [AI is dangerous, but not for the reasons you think](#) (Sasha Luccioni TED talk)
  - [ChatGPT Has a Big Privacy Problem](#) (Wired article)
  - [We have to stop ignoring AI's hallucination problem](#) (The Verge article)

**How Does Somatic Bodywork Promote Wellness in the Workplace: The Science and Techniques of Yoga for Office Dwellers**

Overview:

Useful presentation on ways to combat daily stressors mindfulness exercises such as breathing meditation or yoga. Somatic Body Work explores how distress and trauma impact bodily responses and ways to help regulate the nervous system to create a feeling of calm and peace.

Takeaways:

- Create a job stress tool kit – options - do a 3-minute mindfulness exercise at my desk, take a walk, run hands under cold water, practice chair yoga.
  - 4 – 7 – 8 Breathing technique
    - 4 seconds - Close your mouth & inhale quietly through the nose
    - 7 seconds - Hold your breath for a count of 7
    - 8 seconds - Exhale completely through the mouth

**Exhibit Hall – Bookmobiles**

The convention had a display of 6 bookmobiles. I was looking to see if Sacramento's vehicle was there since their model is the same type as the future Placentia bookmobile. Unfortunately, it was not there, but Riverside County's bookmobile was onsite and appeared to be the same sprinter van style as ours will be. I asked Riverside's staff if they allow children inside the vehicle to browse books and they said no, since the space is too small. The vehicle has removeable shelving units with wheels that they roll out of the back of their vehicle on a ramp. One service that they highly recommended is to offer free

printing. They offer laptops where people can submit their print jobs to their printer. They do not charge for copies and haven't had people submitting large print jobs.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, General Counsel

**SUBJECT:** Filling Vacancy in The Office of The Board of Trustees Due to Resignation

**DATE:** November 25, 2024

**BACKGROUND**

As the Board of Trustees may recall, in 2022 it voted to move from at-large elections to a five district-based election beginning in November of 2024. It determined that Districts 1, 3, and 4 would be up for election in 2024. Trustee Dahl (District 3) and Trustee Beverage (District 4) ran unopposed and will serve new four-year terms running from December 2024 to December 2028. No person submitted nomination papers for District 1 and thus, as of December 2024 there will be a vacancy in that seat.

A second vacancy will be created in December because Trustee Arnold has submitted her resignation to be effective November 26, 2024. Trustee Arnold was appointed to fill the vacancy left by former Trustee Jo-Anne Martin, who at the time was serving in an at-large seat the term of which ends in December of 2026. In addition, Trustee Carline’s term in office in her at large seat ends in December of 2024. The net effect is that the Board would be down to three Trustees unless the vacancies are filled.

Trustee Carline has agreed, if appointed, to serve out the remaining two years in the at-large seat being vacated by Trustee Arnold’s resignation. In addition, Trustee Carline resides in District 2, which furthers the Board’s action to have district-based representation on the Board of Trustees. With the appointment, the Board of Trustee makeup would be as follows:

<u>TRUSTEE</u>	<u>DISTRICT</u>	<u>TERM</u>
Trustee Carline	At-large	2022-26
Trustee Dahl	3	2024-28
Trustee Nelson	At-large	2022-26
Trustee Beverage	4	2024-28
Vacant	1	2024-28

Attachment A is Trustee Arnold’s resignation letter.

**DISCUSSION**

The District was formed pursuant to California Education Code sections 19600 et seq. Education Code section 19612 provides: “Vacancies shall be filled by the board of supervisors by appointment for the unexpired term.” Should the Board of Trustees recommend the appointment of Trustee Carline to the at-large seat that recommendation would be forwarded to Supervisor Doug Chaffee’s office along with a request to make the appointment. It is anticipated that the appointment would be considered at the Board of Supervisor’s meeting in December of 2024, and then Trustee Carline would be sworn in at the Library’s meeting on December 23, 2024, to complete the remaining two years of Trustee Arnold’s term.

The Library will continue its efforts to recruit interested persons to fill the Trustee vacancy that will exist in District 1 and upon receiving such interest return to the Board of Trustees to consider making a recommendation to the board of supervisors for an appointment.

**RECOMMENDATION**

1. Accept the resignation of Trustee Arnold, effective November 26, 2024.
2. Direct the Library Director to forward the Board’s recommendation to Supervisor Chafee requesting that the Board of Supervisors appoint Trustee Carline to the at-large seat with a term ending December 2026.

4851 Kermath St.

Placentia, CA 92870

November 7, 2024

Gayle Carline, President

Placentia Library District Board of Trustees

Dear President Carline,

I am respectfully submitting my resignation as a trustee of the Placentia Library District, effective November 26, 2024. It has been a privilege, honor, and pleasure to serve in this capacity for the last year. Working with my fellow board members and Library staff has been a delight. I wish the board well in its future deliberations.

Sincerely,

A handwritten signature in black ink that reads "Voiza Arnold". The signature is written in a cursive style with a large, looped initial "V".

Voiza Arnold



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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 and Authorize Amendments to Policy 6040 – Beverage and Food

**DATE:** November 25, 2024

### **BACKGROUND**

The current Policy 6040 – Beverage and Food Policy was last amended in April 2014. As the District prepares for the upcoming Outdoor Learning Experience (OLE) space, staff are requesting a consideration for amendments to Policy 6040, ensuring OLE provides an outdoor area that enhances our patrons' library experiences.

The proposed amendments to Policy 6040 are designed to protect the District's property and resources and reflect adherence for both indoor and outdoor library areas. These amendments include guidelines to balance the welcoming environment with patrons' responsibilities to maintain a clean and safe library space for all to enjoy.

### **Proposed amendments to Policy 6040:**

#### **6040.1 Purpose**

The purpose of the Beverage & Food Policy is to provide a clean, welcoming, and comfortable environment for our patrons. To balance this with the need to protect library materials, furnishings, equipment, supplies, and facilities, the Beverage and Food Policy was established.

#### **6040.2 Designated Areas**

6040.2.1 Food and beverages are permitted in in the Outdoor Learning Experience (OLE) seating areas unless otherwise marked.

6040.2.2 Snacks and closed lid beverages are permitted in the lobby area.

6040.2.3 Food is prohibited inside the library. Food and beverage in the community meeting room must be authorized by the Library Director.

#### **6040.3 Permitted Food and Beverages**

6040.3.1 Beverages must be in covered, spill-proof containers (e.g., water bottles, travel mugs).

6040.3.2 Small snacks (e.g., fruit, chips) are permitted in the outdoor and lobby areas.

6040.3.3 Light meals and finger foods (e.g., sandwiches, salads, chicken nuggets, fries) are permitted in the outdoor area only.

6040.4 Cleanliness and Waste Disposal

6040.4.1 Patrons are responsible for cleaning up after themselves.

6040.4.2 Trash bins are available throughout the facility – please use them.

6040.4.3 Excessive littering may result in restricted privileges.

6040.5 Enforcement

6040.5.1 Library staff will address violations as per Policy 6067 – Patron Exclusion Policy.

Attachment A is a copy of Policy 6040.

**RECOMMENDATIONS**

1. Authorize amendments to Policy 6040 – Food and Beverage as presented, inclusive of input received from the Library Board of Trustees.
2. Roll call vote.

# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** Beverage & Food Policy

**POLICY NUMBER:** 6040

**6040.1** No eating.

**6040.2** Closed lids drinks are allowed. No beverages allowed at computer terminals.

### **PROPOSED AMENDMENTS:**

**6040.1 Purpose**

The purpose of the Beverage & Food Policy is to provide a clean, welcoming, and comfortable environment for our patrons. To balance this with the need to protect library materials, furnishings, equipment, supplies, and facilities, the Beverage and Food Policy was established.

**6040.2 Designated Areas**

**6040.2.1** Food and beverages are permitted in in the Outdoor Learning Experience (OLE) seating areas unless otherwise marked.

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6040.5 Enforcement

6040.5.1 Library staff will address violations as per Policy 6067 – Patron Exclusion Policy.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** **Discuss and Review Winter Holiday Closure Recommendation**  
**DATE:** November 25, 2024

**BACKGROUND**

Over the past several years, library attendance during the winter holiday period has been consistently lower compared to other times of the year. This trend reflects reduced community demand for library services during this time as many patrons are occupied with holiday activities or traveling.

The average daily attendance is 836 during the 2023-2024 fiscal year with winter attendance 38% below the average. Number of passport applications processed is the slowest during the September-December months with December 22% below the yearly average. Below is the daily visitor statistics for December 22-30, 2023.

Dec. 22, 2023	428	48% below yearly average
Dec. 23, 2023	291	65% below yearly average
Dec. 26, 2023	568	32% below yearly average
Dec. 27, 2023	605	28% below yearly average
Dec. 28, 2023	704	16% below yearly average
Dec. 29, 2023	460	45% below yearly average
Dec. 30, 2023	556	34% below yearly average

Closing the library during the winter holiday allows our team time to complete off-desk tasks, such as inventory and the pull lists. Additionally, it will provide an opportunity for staff to rest and spend time with their families. The winter closure is not a mandated leave – staff may select to take time off or report to work.

To minimize disruptions to our community, staff will ensure that:

- All patrons are notified in advance via the library's website, social media, and posted signage.
- Loan periods are adjusted to account for the closure.
- Digital resources remain accessible 24/7, allowing patrons to borrow e-books, audiobooks, databases, and other resources.

Below are winter closures from other libraries and city halls.

<b>Library</b>	<b>Closure Dates</b>	<b>Notes</b>
Anaheim	December 25 January 1	
Buena Park Library District	December 24-25, 31 January 1	City Hall Closure Dec. 24 – Jan. 5, 2025
Fullerton	December 25-31 January 1	
Huntington Beach	December 23-25, 30-31 January 1	
Irvine	December 24-25 January 1	
Mission Viejo	December 24-25 January 1  December 31: closes @ 5pm	City Hall Closure December 24-31 January 1
Newport Beach	December 25 January 1  December 24: 9am-1pm December 26-28: 9am-6pm December 29: 12pm-5pm December 31: 9am-1pm	
Orange City	December 24*-31 January 1  *Library closes @ 2pm	
Orange County	December 24: closes @ 5pm December: Closed December 30: closes @ 5pm December 31: Closed January 1: Closed	City Hall Closures <ul style="list-style-type: none"> <li>• Aliso Viejo: Dec. 20-31 &amp; Jan. 1</li> <li>• Brea: Dec. 24-31 &amp; Jan. 1</li> <li>• Costa Mesa: Dec. 20-31 &amp; Jan. 1</li> <li>• Cypress: Dec. 25-26</li> <li>• Fountain Valley: Dec. 25-31 &amp; Jan. 1</li> <li>• Garden Grove: Dec. 25-31 &amp; Jan. 1</li> <li>• La Palma: Dec. 24 -31 &amp; Jan.1</li> <li>• San Clemente: Dec. 25-31 &amp; Jan. 1</li> <li>• Seal Beach: Dec. 24-25 &amp; Jan. 1</li> <li>• Stanton: Dec. 24-31 &amp; Jan. 1</li> <li>• Tustin: Dec. 24-31 &amp; Jan. 1</li> <li>• Villa Park: Dec. 24-25, 31 &amp; Jan. 1</li> </ul>
Placentia Library District	December 24-25, 31 January 1	City Hall Closure: Dec. 23 – 31 & Jan. 1
Santa Ana	December 23: closes @ 6pm December 24-31 January 1	
Yorba Linda	December 24 – 31 January 1	

The District is currently closed on December 24-25, 31 and January 1. Winter closure options for the Library Board to consider are as follows:

<b>Options</b>	<b>Dates</b>	<b># of days closed</b>	<b>Library/City Hall Closed same dates</b>
A	Dec. 23-27	5	Aliso Viejo, Costa Mesa, Placentia
B	Dec. 24-Jan. 1	9	Aliso Viejo, Brea, Buena Park, Costa Mesa, La Palma, Mission Viejo, Placentia, Santa Ana, Stanton, Tustin, Yorba Linda
C	Dec. 23-Jan. 1	10	Aliso Viejo, Costa Mesa, Placentia

Aliso Viejo and Costa Mesa cities are closed 13 days for the winter from December 20 through January 1.

### **RECOMMENDATIONS**

1. Motion to authorize the District to close December 24 – January 1 for the winter holiday.
2. 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:** **LAFCO Updates from Trustee Beverage**  
**DATE:** November 25, 2024

**BACKGROUND**

Trustee Beverage will provide an update on LAFCO activities.

Attachment A is the November 13, 2024 Meeting Agenda.

**LOCAL AGENCY FORMATION COMMISSION OF  
ORANGE COUNTY**

**REGULAR MEETING AGENDA**

**Wednesday, November 13, 2024  
8:15 a.m.**

**County Administrative North (CAN)  
First Floor Multipurpose Room 101  
400 W. Civic Center Drive, Santa Ana, CA 92701**

*Any member of the public may request to speak on any agenda item at the time the Commission is considering the item.*

- 1. CALL THE MEETING TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION**  
(Communications received after agenda distribution for agendized items.)
- 5. PUBLIC COMMENT**  
This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken by the Commission on off-agenda items unless authorized by law.
- 6. CONSENT CALENDAR**
  - a.) October 9, 2024 – Regular Commission Meeting Minutes**  
The Commission will consider approval of the October 9, 2024 meeting minutes.
  - b.) 2025 Meeting and Events Calendar**  
The Commission will consider adoption of the meeting and events calendar for 2025.

**7. PUBLIC HEARING**

No public hearing items scheduled.

**8. COMMISSION DISCUSSION AND ACTION**

**a.) OCERS FY 2025-26 Contribution Rates and Annual Audit**

The Commission will consider adoption of the FY 2024-25 retirement contribution rates and an adjustment to the Employer Pick Up involving legacy employees.

**b.) Update to California Levine Act**

The Commission will receive a report on recent changes to the Levine Act that apply to Commissioners and staff.

**c.) Cancellation of December 2024 Regular Meeting**

The Commission will consider cancellation of the December 11, 2024 Regular Meeting due to a lack of items requiring Commission action.

**9. COMMISSIONER COMMENTS**

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken except to place the item on a future agenda if approved by the Commission majority.

**10. EXECUTIVE OFFICER'S REPORT**

Executive Officer's announcement of upcoming events and a brief report on activities of the Executive Officer since the last meeting.

- **Orange County Water District MSR Update**
- **Teleconferencing Availability for Regular Meetings**

**11. INFORMATIONAL ITEMS & ANNOUNCEMENTS**

No informational items and announcements.

**12. CLOSED SESSION**

No closed session items scheduled.

**13. ADJOURNMENT OF REGULAR COMMISSION MEETING**

The next Regular Commission Meeting will be held on Wednesday, December 11, 2024, at 8:15 a.m. at the County Administrative North (CAN), First Floor Multipurpose Room 101, 400 W. Civic Center Drive, Santa Ana, CA 92701.

#### **PUBLIC PARTICIPATION:**

The Local Agency Formation Commission of Orange County welcomes your participation. The public may share general comments or comments on agenda items through the following options:

- 1) **In-person** comments may be provided during the general comment period on off-agenda items and during the hearing of a specific agenda item. In accordance with the OC LAFCO guidelines, each speaker's comments may not exceed three (3) minutes for the respective item. If you have documents for the Commission, please bring 15 copies and submit to the Commission Clerk for distribution.
- 2) **Written** general comments or comments on specific agenda items may be submitted by email to the Commission Clerk at [ccarter-benjamin@oclafco.org](mailto:ccarter-benjamin@oclafco.org). Comments received no less than twenty-four (24) hours prior to the regular meeting will be distributed to the Commission and included in the record.

Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the OC LAFCO website at [www.oclafco.org](http://www.oclafco.org).

State law requires that a participant in an OC LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.

#### **AMERICANS WITH DISABILITIES ACT (ADA)**

All regular meeting agendas and associated reports are available at [www.oclafco.org](http://www.oclafco.org). Any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or associated reports upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Requests for copies of meeting documents and accommodations shall be made with OC LAFCO staff at (714) 640-5100 at least three business days prior to the respective meeting.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Roundtable Women’s Club Updates from Secretary Dahl  
**DATE:** November 25, 2024

**BACKGROUND**

Secretary Dahl will provide an update from the Roundtable Women’s Club.

November Club Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 •Event Booked	29	30	31 •WW Workshop	1 •WW Workshop	2 •WW Workshop •Event Booked
3 •WW Workshop	4	5	6 •PRT Meeting	7 •WW Workshop •Bridal Rm Ribbon Cutting	8 •WW Workshop	9 •WW Workshop •Event Booked
10 •WW Workshop	11 •Pest Control	12 •Bunco 1pm - 3pm	13 •Bridgettes 10- 2 •Scribes	14 •WW Workshop •Rental Mtg	15 •WW Workshop	16 •WW Workshop
17 •Festival of Trees •WW Workshop	18	19	20 •Prayer Breakfast •PRT Board Meeting	21 •WW Workshop •Bookworms 2 - 4pm	22 •WW Workshop •Event Booked 4pm to 9pm	23 •WW Workshop
24 •WW Workshop	25	26	27 • Scribes	28 •WW Workshop	29 •WW Workshop	30 •WW Workshop



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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:** ISDOC & Legislative Updates from Trustee Nelson  
**DATE:** November 25 2024

**BACKGROUND**

Trustee Nelson will report on ISDOC meeting and provide legislative updates.

Attachment A is the California Special District Association (CSDA) year-end report.  
Attachment B is the CSDA Advocacy update.



California Special  
Districts Association  
*Districts Stronger Together*

Agenda Item 32  
Attachment A  
Page 80

# 2024 Year-End Legislative Report

## The Voice of Special Districts

### ***Comprehensive Priority Bill Report***

*CSDA is honored to advocate for and represent special districts in the pursuit of providing members with the necessary resources to best serve their communities. In addition to the highlights and bill statistics provided in this report, view CSDA's 2023–2024 year-end priority positions bill report [here](#).*

The California State Legislature introduced and CSDA reviewed 5,562 measures during the 2023-24 Legislative Session. At the direction of CSDA's Legislative Committee, CSDA actively tracked 1,531 bills, and maintained priority positions on 195 measures. Of the 78 bills opposed by CSDA, only 13 became law. Of the 117 bills supported by CSDA, 62 became law.



# Major Advocacy Accomplishments

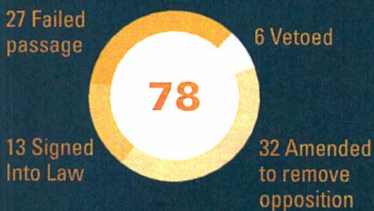
## 2023–2024 State Legislative Year Statistics

### Of the 117 Bills Supported by CSDA...



62 Became Laws.

### Of the 78 Bills Opposed by CSDA...



Only 13 Became Laws.

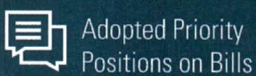
**5,562**



**1,531**



**195**



### CSDA's Special Districts Legislative Days: Legislative panel discussion

From left: Kyle Packham - Chief Advocacy & External Affairs Officer, Aaron Avery - Director of State Legislative Affairs, Marcus Detwiler - Legislative Representative, Anthony Tannehill - Legislative Representative, and Mustafa Hessabi - Chief Counsel

**Coalition Leader or Co-Leader** against employment bills which would have imposed expensive challenges for special districts

- Independent Contracting Bills AB 2557 & AB 2489 - **DEFEATED**
- Employee Representative Privileges AB 2421 - **DEFEATED**
- Strike Benefits SB 1116 - **DEFEATED**

**OPPOSED** costly mandates

- Gate Mandate AB 2149 - **DEFEATED**
- Sympathy Strikes AB 2404 - **DEFEATED**
- Employee Communications AB 2751 - **DEFEATED**

**PROTECTED** local control over local revenue

- Defunding ADU Property Tax Revenue SB 1164 - **DEFEATED**
- Educational Revenue Augmentation Fund (ERAF) Budget Trailer Bill - **DEFEATED**

**SECURED AMENDMENTS** to protect infrastructure funding for growing communities

- Utility-Related Development Fees SB 1210
- Adaptive Reuse Residential Impact Fees AB 3068
- Development Related Fee Reports AB 1820

**PROMOTED** effective public works ensuring agencies can plan and construct long-term infrastructure and services

- Bid Threshold Increases AB 2192 - **SIGNED**
- Change Orders AB 1890 - **AMENDED TO ADDRESS CONCERNS**
- Prevailing Wage AB 2182 - **DEFEATED**

**DEFEATED:** Initiative 1935, known by opponents as ‘Taxpayer Deception Act’ would have devastated local infrastructure and essential services by retroactively invalidating billions of dollars in funding and invited paralyzing litigation. CSDA was a leading partner in the primary opposition coalition.

## THE WALL STREET JOURNAL.

*“The Taxpayer Deception Act is a complete revision to the Constitution and to how we currently do government in the state of California”*

— Kyle Packham, CSDA Chief Advocacy & External Affairs Officer



**140+**  
Special Districts Adopted  
Oppose Resolutions

- Presence in significant media including the Wall Street Journal
- Submitted joint amicus brief cited in CA Supreme Court decision to remove initiative from the ballot



**PROGRESS:** Principal founder of the *National Special Districts Coalition* that secured the introduction of the *Special Districts Grant Accessibility Act* to codify into federal law a definition of special districts to ensure districts are eligible for federal grants and resources.

**300+** Organizations Recruited  
for CA Coalition Support

**14** Representatives From CA Congressional  
Delegation Secured for Co-Sponsorship

### Strengthening Relationships in the Capitol & Across the State

**2**  
Expanded CSDA  
Affiliated Chapters

**180**  
Special District Leaders  
Meeting with 86 legislative  
offices facilitated by CSDA at  
Special Districts Legislative Days

**43**  
Coordinated Lawmaker  
Roundtables with  
CSDA Members

*Save the Date*

Special Districts  
Legislative Days 2025  
May 20-21 in Sacramento



California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
toll-free: 877.924.2732  
[www.csdanet.org](http://www.csdanet.org)

## **Voters Elect More than 40 New Lawmakers and Approve 23 Special District Funding Measures According to Preliminary 2024 General Election Results**

By: [@Kyle Packham](#)

Unofficial election results show California voters appear to have elected at least 44 brand new lawmakers, including seven to the California Congressional delegation, 13 to the State Senate, and 23 to the State Assembly. Several races that remain too close to call could result in even more fresh faces. Additionally, preliminary results show voters having approved 23 local special district revenue measures appearing on the November 5, 2024 General Election ballot along with the statewide Proposition 4 climate bond.

In total, due to term limits and other factors, over 30 percent of the State Legislature and 13 percent of the California Congressional Delegation will turn-over heading into the new session. Nonetheless, voters left the balance of partisan power in California largely unchanged, with Democratic candidates winning or leading in three-fourths of California Congressional and State Legislative seats.

Statewide, voters considered 44 special district local ballot measures on November 5, including 34 parcel taxes and 10 general obligation bonds. Of the 34 parcel taxes, 19 currently have the sufficient two-thirds support needed to pass. Meanwhile, just four of the 10 general obligation bonds have met the two-thirds threshold for passage.

A detailed analysis of these preliminary results of local ballot measures can be found at Michael Coleman's CaliforniaCityFinance.com website [here](#).

Had statewide voters approved Proposition 5, then an additional five special district general obligation bonds earning more than 55 percent of the vote would be positioned to pass. Unfortunately, Proposition 5 fell just short, garnering 45 percent of the vote as of drafting for this article. Prop. 5, supported by CSDA, would have granted special district, city, and county general obligation bonds the same 55 percent voter approval threshold currently enjoyed by school bonds.

In addition to Prop. 5, CSDA supported Proposition 4 on the statewide ballot. Proposition 4 will pass with about 60 percent of the vote. Officially titled, "Authorizes bonds for safe drinking water, wildfire prevention, and protection communities and

natural lands from climate risks,” Prop 4 authorizes \$10 billion in state general obligation bonds.

Nationally, Americans elected Donald Trump as the next President of the United States and Republicans will take control of the U.S. Senate while retaining the U.S. House of Representatives.

If results hold in California, Republicans are likely to lose two seats in the state's Congressional delegation while picking up one seat in the State Senate, and two in the State Assembly. While results are too close to call in a handful of races in each house, the most likely "flips" are in the following districts:

- **CA Congressional District 27 (Santa Clarita)** where Democratic aerospace entrepreneur George Whitesides defeated incumbent Republican Representative Mike Garcia by 7,997 votes.
- **CA Congressional District 45 (Cypress)** where Democratic consumer rights attorney Derek Tran leads incumbent Republican Representative Michelle Steel by 36 votes.
- **Senate District 37 (Irvine)** where Republican former Assembly Member Steve Choi leads Democratic State Senator Josh Newman by 7,116 votes. This seat is currently held by Democratic State Senator Dave Min.
- **Assembly District 36 (Coachella)** where Republican small businessman Jeff Gonzalez leads Democratic Coachella Valley Unified School District Board Member Jose Acuna Jr. by 4,387 votes. This seat is currently held by termed-out Democratic Assembly Member Eduardo Garcia.
- **Assembly District 58 (Corona)** where Republican mental health professional Leticia Castillo leads Democratic Riverside City Councilmember Clarissa Cervantes by 476 votes. This seat is currently held by Democratic Assembly Member Sabrina Cervantes, the sister of Clarissa Cervantes. Sabrina Cervantes is leading in a close race for Senate District 31.

Finally, Democratic Representative Adam Schiff far-outpaced Republican former baseball star Steve Garvey to take over as California's junior U.S. Senator from Laphonza Butler, who was appointed by Governor Gavin Newsom to fill the vacancy left by the passing of Senator Diane Feinstein.

Complete statewide election results are available at [Election Night Results | 2024 Presidential General | California Secretary of State](#)

With the 2024 General Election complete, and certified results set for December 13, now is the time for special districts to reach out to congratulate their newly elected or re-elected state and federal legislative delegation. Inquire how you can sign-up for your lawmakers' eNewsletters and ask when their swearing-in ceremonies may take place so you can attend. It is also common for lawmakers to hold open houses or grand openings of their new district offices. You may also want to consider requesting a meet-and-greet with your new lawmakers or inviting them or their staff to tour your district facilities and learn more about how you provide your mutual constituents with essential services.

For more ideas and suggestions, download CSDA's guide: [Take Action: Engaging with Your Community and Legislators](#). And, don't hesitate to reach out to your CSDA Public Affairs Field Coordinator for help: [Meet Your Local CSDA Contact - California Special Districts Association](#).

For those special district officials who have or build relationships with your lawmakers, please share with CSDA so that we can partner on the biggest issues facing special districts.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** **Joint-Use Committee Updates from President Carline**  
**DATE:** November 25, 2024

**BACKGROUND**

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



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