AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

August 15, 2022
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

placentia
LIBRARY DISTRICT
Inspiration, Innovation and Imagination

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, August 15, 2022

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

MINUTES (Item 9)

9.   Minutes of the Library Board of Trustees Unusual Date Meeting on June 22, 2022. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10.   Check Register for June and July 2022. (Receive & File and Approve)

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

TREASURER'S REPORTS (Items 12 – 16)

12.   Financial Reports for June and July 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13.   Revenue and Expenditure Reports for June and July 2022. (Receive & File)

14.   Acquisitions Report for June and July 2022. (Receive & File)

15.   Entrepreneurial Activities Report for June and July 2022. (Receive & File)

16.   Library Impact Fee Report for June and July 2022. (Receive & File)

Placentia Library District Board of Trustees Regular Date Meeting Agenda, August 15, 2022

GENERAL CONSENT REPORTS (Items 17 – 20)

17.   Personnel Report for June and July 2022.   (Receive, File, and Ratify Appointments)

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

19.   Administration Report for June and July 2022.

20.   Circulation Report for June and July 2022.

STAFF REPORTS (Items 21 – 24)

21.   Children's Services Report for June and July 2022.

22.   Adult and Teen Services Report for June and July 2022.

23.   Technology and Website Report for June and July 2022.

24.   Customer Service Report for July 2022.

NEW BUSINESS (Items 25-40)

25.   Introductions of new employees.

26.   Public Hearing: First Hearing on District-Based Elections

27.   Public Hearing: Updated Library Impact Fees & Consideration of Resolution 2022-05: Approving the Placentia Library District Library Impact Fee Nexus Study Update and Requesting the Placentia City Council Implement the Updated Library Impact Fee Program on Behalf of the District.

28.   Approve amendments to Policy 2265 – Information Technology Equipment Use.

29.   Conference Authorization: Internet Librarian, October 18-20, in Monterey, California.

30.   Conference Authorization: Association of Bookmobile and Outreach Services, October 4-6, 2022 in Scottsdale, Arizona.

31.   Discuss and Approve the Request for Bids for an Electric Bookmobile.

32.   Discuss and Approve Bookmobile Memorandum of Understanding between the Placentia Library District and the City of Placentia.

33.   Discuss and Approve the Request for Proposals for a new website.

34.   Call for Candidates for ISDOC Executive Committee positions: President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer.

35.   Discuss Personnel Priorities for 2022-2023 Fiscal Year.

36.   Authorize Corrections to Revenue Budget for 2022-2023 Fiscal Year.

37.   Discuss Fuel Costs and Program Options.

38.   Café Space Updates from Library Director.

39.   American Library Association Conference Reports from Trustee Dahl and Assistant Library Director.

40.   Legislative Updates from Secretary Carline.

AGENDA DEVELOPMENT

41.   Agenda Preparation for the September Regular Date Meeting which will be held on September 19, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

42.   The Library Board of Trustees will adjourn the Regular Date August 15, 2022 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for August 15, 2022 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on August 10, 2022.

_____
Lina Nguyen, Executive Assistant

MINUTES
PLACENTIA LIBRARY DISTRICT
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
June 22, 2022

Agenda Item 9
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CALL TO ORDER

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 22, 2022 at 6:31 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Sherri Dahl.

Members Absent (Excused): Trustee Stephanie Beverage, Trustee Scott Nelson.

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

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

Guests: Laura DeLeon, Library Clerk; Wendy Amireh, Supervising Librarian; Luke H, Placentia resident; Megan Tolman, Librarian; Theresa Kintz, Placentia resident; Jeremy Yamaguchi, Placentia resident; PLD IT; Estella Wnek, Support Services Supervisor.

ADOPTION OF AGENDA

It was motioned by Secretary Carline and seconded by Trustee Dahl to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended the Rotary Club of Placentia's flagpole dedication, the Summer Reading Celebration, a meeting with City Administrator Damien Arrula, and the Joint-Use Meeting. She also volunteered at Charity's Closet.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Carline attended the California Library Association's annual conference and the Summer Reading Celebration. While she did not attend the LAFCO meeting, she was able to listen to the recorded session and noted the only major item to report is the approval for the Hamer Island annexation. The next strategic planning workshop will be on July 13th at a new building where future meetings will be held.

Trustee Dahl attended a meeting with Chairman of the Orange County Board of Supervisors Doug Chaffee, the Placentia Round Table Women's Club meeting, the PLFF Board Meeting, and the Summer Reading Celebration. While she did not attend the Orange County Council of Governments meeting, she was able to listen to the recorded session.

LIBRARY DIRECTOR REPORT

Director Contreras attended the CLA annual conference as a CLA board member, her son's graduation from library school, a meeting with Trustee Nelson, the Boys and Girls Club Board Meeting, a meeting with the District's supervisors to discuss

the budget, and the General Manager's Summit. She was also recognized by Congresswoman Kim at an Asian American and Pacific Islander event.

FRIENDS FOUNDATION REPORT	Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF). President Naydia Chantarasompoth has officially resigned. They do not currently have anyone who will take over the presidency. The duties of the PLFF President have been divided up between current board members. New members may be interested in becoming President. The PLFF Board has approved the $28,000 ask from the District. They will also be issuing the $5,000 check for the bookmobile soon. Their financial committee is currently working on their financial plan and deciding when would be a good time to do certain fundraisers. They have decided they will no longer be holding Sunday sales and will only hold quarterly book sales, which earns more revenue. They are also starting to work on next year's Author's Luncheon and are reaching out to more establishments to see if they are interested in having a fundraiser.

CONSENT CALENDAR

President Martin and Trustee Dahl asked for clarification on agenda items 9, 13, and 15 which were addressed by Director Contreras and Business Manager Maldonado. The Board had no other comments. It was moved by Secretary Carline and seconded by Trustee Dahl to approve Agenda Items 9-23 as presented. A roll call vote was taken:

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

MINUTES FOR MAY 26, 2022 UNUSUAL DATE MEETING.

The minutes for the May 26, 2022 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for May 2022 (Item 10)
Fund 707 Balance Report for May 2022 (Item 11)
Financial Reports through May 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

GENERAL CONSENT REPORTS

Balance Sheets for May 2022 (Item 13)
Acquisitions Report for May 2022 (Item 14)
Service Revenue Report for May 2022 (Item 15)
Library Impact Fee Report for May 2022 (Item 16)
Personnel Report for May 2022 (Item 17)
Circulation Report for May 2022 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for May 2022 (Item 20)
Children's Services Report May 2022 (Item 21)
Adult Services Report for May 2022 (Item 22)
Placentia Library Website Technology Report for May 2022 (Item 23)

PRESENT PASSPORT SERVICES UPDATE.

Assistant Library Director Baltierra gave an overview of the history of the passport services and reported an appointment system has been successfully implemented.

She gave updated statistics for June 1st to June 21st. She explained the processed procedures, as well as answered questions from the Board regarding certain statistics. She thanked the Board for allowing the District to take the time it needed to implement the appointment system. Staff has seen a big improvement in the atmosphere at the District and patrons have noted they are happy to be able to come back and work or study without having to contend with passport applicants.

APPROVE A SUBSCRIPTION AGREEMENT WITH BRIDGEALL LIBRARIES LIMITED IN THE AMOUNT OF $25,000 FOR A THREE-YEAR SUBSCRIPTION TO THEIR WEB-BASED SOFTWARE PRODUCT COLLECTIONHQ, AND AUTHORIZATION FOR THE LIBRARY DIRECTOR TO EXECUTE THE AGREEMENT.	Director Contreras introduced this item to the Board and gave an explanation of how the collectionHQ tool works. After questions from the Board and a discussion, Trustee Dahl made a motion to authorize a three-year subscription agreement with Bridgeall Libraries Limited in the amount of $25,200 for their software product collectionHQ plus the one-time implementation fee of $4,000 and authorize the Library Director to execute the agreement. It was seconded by Secretary Carline. A roll call vote was taken:
	    AYES: Martin, Carline, Dahl
	    NOES: None
	    ABSENT: Beverage, Nelson

DISCUSS HVAC INSTALLATION SERVICE CONTRACT FROM WHITE MECHANICAL, INC. IN THE AMOUNT OF $24,554.	Counsel DeBerry gave an overview of how the bid process for the HVAC installation for the IT room has stalled. The District did not receive any bids and attempting to re-notice the request for bids will unlikely produce a different result. In the interim, the District was able to solicit and receive a bid from White Mechanical, Inc. to install the HVAC system. The District is requesting the Board approve to dispense with the public works bidding requirement for this project due to receiving no bids and there being no advantage to continue to request for more bids. After a discussion, the Board found the District did not receive any responsive bids and further efforts to solicit competitive bids for the HVAC Project will not be advantageous to the District or the public. In addition, Trustee Dahl made a motion to authorize the Library Director to execute a contract with White Mechanical, Inc., for the HVAC Project in an amount of $24,554 with a contingency of $5000 in the event any change orders are required. It was seconded by Secretary Carline. A roll call vote was taken:
	    AYES: Martin, Carline, Dahl
	    NOES: None
	    ABSENT: Beverage, Nelson

APPROVE AMENDMENTS TO POLICY 2310 – JOB DESCRIPTION – FACILITY MAINTENANCE TECHNICIAN AS PRESENTED, INCLUSIVE OF INPUT FROM THE LIBRARY BOARD OF TRUSTEES.	Director Contreras gave an overview of the history of the Facility Maintenance Technician position and why the position had not been filled since 2017. She presented amendments to Policy 2310 – Job Description – Facility Maintenance Technician to reflect the needs of the District due to ongoing facility issues and future capital improvement projects. After a discussion regarding the salary, the expectations for this position, and how this will affect the current agreement with the District's janitorial service company, President Martin requested a report on how this position is working out and if the Board needs to make any adjustments. Secretary Carline made a motion to authorize amendments to Policy 2310 as presented. It was seconded by Trustee Dahl. A roll call vote was taken:
	    AYES: Martin, Carline, Dahl
	    NOES: None
	    ABSENT: Beverage, Nelson

APPROVE AMENDMENTS TO POLICY 6010 – MATERICALS SELECTION POLICY AS PRESENTED, INCLUSIVE OF INPUT RECEIVED FROM THE LIBRARY BOARD OF TRUSTEES.

At the request of President Martin, Policy 6010 – Materials Selection Policy was added to the agenda for the Board to review and make amendments as necessary. The Board had an amendment for editorial change, rather than content change, for section 6010.1. After questions raised by the Board were addressed by Assistant Library Director Baltierra, Trustee Dahl made a motion to authorize amendments to Policy 6010 as presented, inclusive of minor input from the Library Board of Trustees. It was seconded by Secretary Carline. A roll call vote was taken:

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

ADOPT RESOLUTION 2022-03: AMENDING THE BUDGET FOR THE 2022-2023 FISCAL YEAR, BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023.

After verbally correcting certain items from the Proposed Revenue Budget for Fund 707 for Fiscal Year 2022-2023, Director Contreras requested approval for the Board to amend the 2022-2023 budget which now reflects planned expenditures including, but not limited to, a number of capital and facility improvement projects as well as a few additional positions which were set forth by the Board. This amendment includes an overall budget of $5.3 million. After a discussion where questions and concerns were addressed by Director Contreras, the Board requested a review of the budget to take place every month in order to ensure everything is on track. Secretary Carline made a motion to adopt Resolution 2022-03: Amending the Budget for the 2022-2023 Fiscal Year, Beginning July 1, 2022 and Ending June 30, 2023 and the 2021-2023 Salary Schedule as presented and as amended and directed by the Board of Trustees to include a one-time $600 wellness stipend for all full-time and part-time employees. It was seconded by Trustee Dahl. A roll call vote was taken:

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

ADOPT RESOLUTION 2022-04: STATING THE INTENT OF THE PLACENTIA LIBRARY DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION SYSTEM TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT TO ELECTIONS CODE SECTION 10010.

Counsel DeBerry gave an overview of the District's history with the at-large election system and the requirements to transition to a district-based election system as well as the process of the district-based election system. He reminded the Board they had previously declared the District's intent to transition from at-large to district-based elections under Resolution 20-02. However, due to the ongoing 2020 United States Census, the Board decided to suspend the process until more information was received. Director Contreras is requesting approval to once again declare the District's intent to transition from at-large to district-based elections. Trustee Dahl made a motion to adopt Resolution No. 2022-04, declaring the Placentia Library District's intent to move from at-large elections to district-based elections. It was seconded by Secretary Carline. A roll call vote was taken:

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

CALIFORNIA LIBRARY ASSOCIATION CONFERENCE REPORT FROM SECRETARY CARLINE.

Secretary Carline reported on her experiences and takeaways from the California Library Association's annual conference. One of her major takeaways was from a workshop on growing book sales to benefit the library. She learned it is beneficial to the library to have quarterly book sales, expand buyership through online purchases, and working with book sellers to know the true worth of a book. She advised she may have upcoming opportunities which will enable her to be more active at a state and national level.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE.

Secretary Carline reported there were only certain bills which applied to the District. The first is SB1044, which prohibits disciplinary action for an employee who leaves work after notifying their employer they feel unsafe. The CSDA is opposing this bill. After confirming the status of the bill in assembly, Secretary Carline will draft a letter to state the Board's stance on the bill and present it at the July Board Meeting. The other two bills which would have an impact on the District are AB1944 and AB2449. The bills allow members of a governing board to participate in a board meeting via telecommuting under certain guidelines. Director Contreras asked Counsel DeBerry to draft a report for the July Board Meeting to address the health emergency aspect of the two bills. The Board's decision on this upcoming staff report will supersede what the Board had voted during the December 20th, 2021 Board Meeting in regards to allowing Board members to attend board meetings as a regular voting member via telecommuting.

SENIOR COMMUNITY CENTER/BLUE RIBBON COMMITTEE REPORT FROM PRESIDENT MARTIN.

President Martin reported the Senior Community Center project is on hold while the City finalizes their budget. Current recommendation is to present to City Council on July 5th. The architecture firm selected to move forward with their proposal was Group 4 Architecture, Research + Planning. City Council also wants to ensure their Memorandum of Understanding with Orange County in regards to using the land in the Tri-City Park is still good before they spend the initial money on this project.

JOINT-USE COMMITTEE REPORT FROM PRESIDENT MARTIN.

President Martin presented updates given by the City at the recent Joint Use Committee meeting. Trustee Nelson took over for Secretary Carline as one of the representatives for the District. President Martin reported on updates from the City regarding the bookmobile MOU, a City-led community meeting for District 1, and updates on the City taking back Eggcitement. She also reported on a meeting she attended with Director Contreras and City Administrator Damien Arrula regarding impacts fees. No changes to the impact fee process. President Martin also mentioned the Fire Department's 2nd annual golf tournament will be on September 26th.

AGENDA DEVELOPMENT

An update on the coffee spot, staff reports on the state bills mentioned earlier, hiring priorities, an updated bookmobile MOU, and the nexus study will be presented at the next meeting.

The next Board Meeting will be on July 18, 2022 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Unusual Date Meeting of June 22, 2022 was adjourned at 08:35 p.m.

_____
Jo-Anne Martin, President
Library Board of Trustees

_____
Gayle Carline, Secretary
Library Board of Trustees

1919-2019

placentia
LIBRARY DISTRICT
Inspiration, Innovation and Imagination

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4:09 P.M.
7/08/22
Accrual Basis

Placentia Library District
Check Register
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Date	Ref No.	Payee	Memo	Payment	Type
06/01/2022	12389	Yesenia Baltierra	Trustee Schkoler Reception - flowers for centerpiece mock up SDD Coffee	44.05	Check
06/06/2022	12390	Placentia Library District	For payroll on 6/22/22.	65,000.00	Check
06/07/2022	12391	Victor Meza	PTAC Party Reimbursement	144.41	Check
06/08/2022	12392	Placentia Library Foundation	PLFF Pass-Through Feb 22, Mar 22, May 22	265.90	Bill Payment
06/08/2022	12393	SirsiDynix	Sirsi Dynix Renewal Service 9/1/21-8/31/22	16,480.40	Bill Payment
06/08/2022	12394	Arcelia Janitorial Service	Janitorial Services from 05/01/2022 to 05/31/2022	3,570.00	Bill Payment
06/08/2022	12395	City of Placentia	Monthly Shared Civic Center Expenses	2,936.85	Bill Payment
06/08/2022	12396	Golden State Water Company	4/21/22-05/20/22 Water Service	1,097.80	Bill Payment
06/08/2022	12397	SoCalGas	4/20/22-05/19/22 Gas Service	43.90	Bill Payment
06/08/2022	12398	CliftonLarsonAllenLLP	Seventh Interim billing on FY 20/21 audit	2,750.00	Bill Payment
06/08/2022	12399	Cintas	Cleaning Supplies 5/27/22 and 6/03/22	536.72	Bill Payment
06/08/2022	12400	Broadway Industries Inc.	HVAC service call 5/29/22	1,316.28	Bill Payment
06/08/2022	12401	OverDrive	E-books	2,514.40	Bill Payment
06/08/2022	12402	Republic Services	Recycling Service 05/01-05/31	158.87	Bill Payment
06/08/2022	12403	UMPQUA BANK	Credit Card bill 4/30/22-5/29/22	9,333.36	Bill Payment
06/08/2022	12404	Dewey Pest Control	June pest and rodent control	86.00	Bill Payment
06/08/2022	12405	Southern California Edison	Electricity service for 05/02/22-05/31/22	2,443.86	Bill Payment
06/08/2022	12406	CALNET3	Phone line Service for 05/02/22-06/01/22	182.28	Bill Payment
06/08/2022	12407	Califa	CENIC - Broadband Jan-Mar 2022	2,643.77	Bill Payment
06/08/2022	12408	Placentia-Yorba Linda Unified School Dist	Trustee business cards, ESL flyers, Wash your hands bathroom sign.	494.00	Bill Payment
06/08/2022	12409	Midwest Tape	Hoopla Digital Content	4,907.42	Bill Payment
06/08/2022	12410	Baker & Taylor	Books	592.61	Bill Payment
06/08/2022	12411	SDRMA	Medical benefits for July 22	24,686.01	Bill Payment
06/08/2022	12412	Johnson Controls Security Solutions	Fire Alarm Service - emergency service call	1,420.00	Bill Payment
06/08/2022	12413	HdL Coren & Cone	Preparation of the 2022-23 1-year and 5-year property tax revenue forecast tool	9,450.00	Bill Payment
06/08/2022	12414	Placentia Library Foundation	PLFF Pass-Through Apr 22	76.00	Bill Payment
06/08/2022	12426	Placentia Library District	For payroll on 7/6/22	65,000.00	Check
06/10/2022	12415	Sabrina Rosengren	Gift cards for tutors/learners	20.00	Check
06/10/2022	12416	Victor Meza	Calendar Year 2022 (Spring Semester)	1,500.00	Check
06/13/2022	12417	Daisy Badge	CLA Conference Hotel and Taxi Reimbursement	430.29	Check
06/15/2022	12418	Kanopy Inc.	Film database FY 22-23	6,000.00	Bill Payment
06/15/2022	12419	Baker & Taylor	Books	4,800.93	Bill Payment
06/15/2022	12420	Brea Trophy and Engraving	Name plates for new Board of Trustees	42.20	Bill Payment
06/15/2022	12421	Amazon- Zip Books CA State Grant	Zip Books	850.23	Bill Payment
06/15/2022	12422	Placentia-Yorba Linda Unified School Dist	Summer Reading Program Fliers	647.33	Bill Payment
06/15/2022	12423	Midwest Tape	Audio Books	149.84	Bill Payment
06/15/2022	12424	SDRMA	Ancillary Benefits July 22	2,219.49	Bill Payment
06/15/2022	12431	Estella Wnek	Mileage reimbursement	33.69	Check
06/15/2022	12432	Venessa Faber	Reimbursement for Summer Reading Celebration purchases	164.50	Check

4:09 P.M.
7/08/22
Accrual Basis

Placentia Library District
Check Register
June 2022

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Date	Check	Payee	Description	Amount	Type
06/20/2022	12425	Midwest Tape	Audio Books	47.65	Bill Payment
06/20/2022	12427	Cintas	Cleaning Supplies 6/17/22	374.87	Bill Payment
06/20/2022	12428	Public Agency Retirement Services	Retirement Contributions for Pay Roll on 6/8/22	2,672.09	Bill Payment
06/20/2022	12429	JV Plumbing	Clear men's restroom urinal and cable the main line	249.00	Bill Payment
06/20/2022	12430	Charter Communications	Cable Service 05/12/22-06/11/22	148.36	Bill Payment
06/22/2022	12433	Jeanette Contreras	Gas reimbursement for car rental for CSDA GM Summit	89.25	Check
06/29/2022	12434	Woodruff, Spradlin & Smart	For services rendered through 05/31/22	3,544.50	Bill Payment
06/29/2022	12435	Johnson Controls Security Solutions	Vendor meet with HVAC company re: issue with smoke detectors & A/C units locked	1,498.05	Bill Payment
06/29/2022	12436	Dell Marketing L.P.	Power Switches Re: Broadband State Grant	16,208.40	Bill Payment
06/29/2022	12437	Charter Communications	Service from 06/12/22-07/11/22	74.18	Bill Payment
06/29/2022	12438	Broadway Industries Inc.	Billing for multiple visits and material purchases.	3,647.58	Bill Payment
06/29/2022	12439	Midwest Tape-Hoopla	Hoopla by Midwest Tape FY 22/23	4,369.51	Bill Payment
06/29/2022	12440	Baker & Taylor	Books	8,855.38	Bill Payment
06/29/2022	12441	City of Placentia	May 22 Shared billing with City.	1,913.99	Bill Payment
06/29/2022	12442	OverDrive	E-books	8,436.48	Bill Payment
06/29/2022	12443	Golden State Water Company	Water Service from 05/20/22-06/21/22	1,175.11	Bill Payment
06/29/2022	12444	Public Agency Retirement Services	Employer Retirement Contributions for Payroll on 6/22/22	2,770.26	Bill Payment
06/29/2022	12445	SoCalGas	Gas Service from 05/19/22-06/20/22	55.76	Bill Payment
06/29/2022	12446	Bridgeall Libraries Limited	Collection HQ for FY 22/23	8,300.00	Bill Payment
06/29/2022	12447	Cintas	Cleaning Supplies 6/24/22	462.47	Bill Payment
06/29/2022	12448	Eagle Multi Media Productions	High Speed Broadband Supplies & Labor Re: Broadband State Grant	9,972.67	Bill Payment

$ 309,898.95

10:41 A.M.
8/04/22
Accrual Basis

Placentia Library District
Check Register
July 2022

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Date	Ref No.	Payee	Memo	Payment	Type
07/01/2022	12449	Placentia Library District	For payroll on 7/20/22. 7% COLA FY 22/23 Plus Health Stipend	80,000.00	Check
07/01/2022	12450	Kiwanis Club of Placentia	FY 22/23 Membership Dues	300.00	Bill Payment
07/01/2022	12451	SDRMA	Property/Liability & Workers Comp Coverage FY 22/23	88,679.48	Bill Payment
07/01/2022	12452	American Library Association	Membership Renewal Asst. Library Director	228.00	Bill Payment
07/01/2022	12453	CliftonLarsonAllenLLP	Gann Limit Report Fee	1,105.00	Bill Payment
07/11/2022	12454	Public Agency Retirement Services	Retirement Contributions for PP 6/17/22-6/30/22	2,692.52	Bill Payment
07/11/2022	12455	Republic Services	Service for 07/01/22 to 09/30/22	90.45	Bill Payment
07/11/2022	12456	Southern California Edison	Service for 06/01/22 to 06/29/22	8,329.97	Bill Payment
07/11/2022	12457	Cintas	Janitorial Supplies 7/1 and 7/8	431.88	Bill Payment
07/11/2022	12458	Legacy Integrative Solutions	Service for 04/26/22 to 06/22/22	1,474.95	Bill Payment
07/11/2022	12459	Midwest Tape	Hoopla Digital Content for June 2022	4,876.35	Bill Payment
07/11/2022	12460	U.S. Bank	i-Bank Loan Payment 1 of 2 FY 22/23	56,832.16	Bill Payment
07/11/2022	12461	SDRMA	Ancillary Benefits Aug. 22	2,219.49	Bill Payment
07/11/2022	12462	SDRMA	Medical Benefits Aug. 22	24,686.01	Bill Payment
07/12/2022	12464	Lina Nguyen	Mileage reimbursement Ralph's reimbursement	50.92	Check
07/15/2022	12463	Jeremy Yamaguchi	Reimbursement for testing CC machines	6.00	Check
07/15/2022	12465	Mayli Apontti	Amazon reimbursement for craft paper	30.21	Check
07/15/2022	12466	Shellie McCurdy	Reimbursement for Hangar Take and Make supplies	226.47	Check
07/20/2022	12467	Placentia Library District	For payroll on 8/3/22	70,000.00	Check
07/28/2022	12468	Baker & Taylor	Books	45.97	Bill Payment
07/28/2022	12469	OCLC, Inc.	CatExpress Service 06/01/22-05/31/23	1,464.47	Bill Payment
07/28/2022	12470	Arcelia Janitorial Service	Janitorial Services 06/01/22 to 06/30/22	3,612.00	Bill Payment
07/28/2022	12471	Eagle Multi Media Productions	June 22 IT Service & Broadband Grant Network Design and Programming	3,177.50	Bill Payment
07/28/2022	12472	Glasby Maintenance Supply	Janitorial Supplies	347.02	Bill Payment
07/28/2022	12473	Republic Services	Recycling Service 06/01/22 to 06/30/22	158.87	Bill Payment
07/28/2022	12474	Woodruff, Spradlin & Smart	Services rendered through 06/30/22	4,794.00	Bill Payment
07/28/2022	12475	Broadway Industries Inc.	Quarterly Maintenance	228.00	Bill Payment
07/28/2022	12476	Califa	EBSCO Novelist Online FY 22/23	875.50	Bill Payment
07/28/2022	12477	Dewey Pest Control	July Maintenance Service	245.00	Bill Payment
07/28/2022	12478	Jo-ann Stores, LLC - Creativebug	Creativebug Subscription FY 22/23	1,575.00	Bill Payment
07/28/2022	12479	Library Ideas	Freegal Subscription FY 22/23	5,974.00	Bill Payment
07/28/2022	12480	Mobile Citizen, LLC	Renewal for Franklin T9s Hotspots	1,440.00	Bill Payment
07/28/2022	12481	Orange County Treasurer-Tax Collector	LAFCO Costs FY 22/23	2,373.61	Bill Payment
07/28/2022	12482	CALNET3	Service for 06/02/22 to 07/01/22	181.77	Bill Payment
07/28/2022	12483	Placentia Chamber of Commerce	Annual Membership FY 22/23	310.00	Bill Payment
07/28/2022	12484	InfoUSA Marketing, Inc.	Reference Solutions FY 22/23	7,654.00	Bill Payment

10:41 A.M.
8/04/22
Accrual Basis

Placentia Library District
Check Register
July 2022

Agenda Item 10
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Date	Num	Name	Memo	Amount	Type
07/28/2022	12485	Johnson Controls Security Solutions	Recurring service 08/01/22-10/31/22 Fire Alarm	1,018.63	Bill Payment
07/28/2022	12486	Amazon- Zip Books CA State Grant	Zip Books	533.53	Bill Payment
07/28/2022	12487	Cintas	Janitorial Supplies 7/17 and 7/22	596.20	Bill Payment
07/28/2022	12488	Santiago Library System	Califa and Santiago Membership FY 22/23	560.00	Bill Payment
07/28/2022	12489	SoCalGas	Gas service 06/20/22-07/20/22	53.37	Bill Payment
07/28/2022	12490	Pitney Bowes Purchase Power	May-July 22 Postage	5,229.78	Bill Payment
07/28/2022	12491	Mobile Beacon	FY 22/23 Service Renewal (LOTS)	1,560.00	Bill Payment
07/28/2022	12492	Midwest Tape	Audio Books	823.87	Bill Payment
07/28/2022	12493	Volgistics Inc.	FY 22/23 Service Renewal Volunteers	1,116.00	Bill Payment
07/29/2022		Wendy Amireh	SRP Prize 22	33.25	Check
07/29/2022		Victor Meza	SRP22 Prize	120.00	Check
				388,361.20	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Fund Balance Report through June 2022 for Placentia Library District Fund 9LX with Orange County Treasurer**

DATE: August 15, 2022

Fiscal Year 2021-2022		Fiscal Year 2020-2021	
7/31/2021	797,842.63	7/31/2020	790,798.96
8/31/2021	798,184.45	8/31/2020	791,646.81
9/30/2021	798,537.58	9/30/2020	792,427.94
10/31/2021	798,901.40	10/31/2020	793,212.36
11/30/2021	799,252.48	11/30/2020	793,942.94
12/31/2021	799,583.47	12/31/2020	794,595.92
1/31/2022	799,893.16	1/31/2021	795,201.11
2/28/2022	800,192.11	2/29/2021	795,749.02
3/31/2022	800,425.89	3/31/2021	796,231.15
4/30/2022	800,659.68	4/30/2021	796,660.85
5/31/2022	800,890.91	5/31/2021	797,113.17
6/30/2022	801,591.77	6/30/2021	797,495.65

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Fund Balance Report through July 2022 for Placentia Library District Fund 9LX with Orange County Treasurer**

DATE: August 15, 2022

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	
9/30/2022	
10/31/2022	
11/30/2022	
12/31/2022	
1/31/2023	
2/28/2023	
3/31/2023	
4/30/2023	
5/31/2023	
6/30/2023	

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
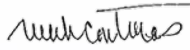
FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through June 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: August 15, 2022

Summary of Cash and Investments as of June 30, 2022

Cash with Orange County Treasurer Fund 9LX	$	801,591.77
General Fund Checking – Bank of the West	$	1,306,604.84
General Fund Savings – Bank of the West	$	1,571,367.11
(Impact Fees in Savings – Restricted)	*$*	*624,190.14*
Payroll Checking – Wells Fargo Bank	$	8,466.18
Total Cash and Investments	$	**3,688,029.90**

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

Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Financial Reports through July 2022 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: August 15, 2022

Summary of Cash and Investments as of July 31, 2022

Cash with Orange County Treasurer Fund 9LX	$	801,938.74
General Fund Checking – Bank of the West	$	859,214.48
General Fund Savings – Bank of the West	$	1,595,285.47
(Impact Fees in Savings – Restricted)	*$*	*624,653.82*
Payroll Checking – Wells Fargo Bank	$	80,927.44
Total Cash and Investments	$	**3,337,366.13**

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

Jeanette Contreras
Library Director

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of June 30, 2022

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,710,330	2,701,866	(8,464)	99.7%
4020	Property Taxes - Current Unsecured	80,305	82,999	2,694	103.4%
4050	Property Taxes - Curr Supplemental	46,567	52,821	6,254	113.4%
* 4070	Interest on Unapport Tax	0	742	742	-
* 4080	Penalties & Costs on Delinq Taxes	0	20,285	20,285	-
4090	Taxes Special Dist Augmentation	9,106	8,996	(110)	98.8%
4190	State - Homeowners Property Tax Relief	16,477	12,149	(4,328)	73.7%
	Sub Total	2,862,785	2,879,858	17,073	100.6%
INTEREST REVENUE					
4600	Interest	8,500	4,234	(4,266)	49.8%
	Sub Total	8,500	4,234	(4,266)	49.8%
GRANT REVENUE					
4210, 4421	State Grants	40,000	236,475	196,475	591.2%
4220,4230	Fed/Other Grants	10,000	60,317	50,317	603.2%
	Sub Total	50,000	296,792	246,792	593.6%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	25,000	25,845	845	103.4%
4310	Fines & Fees	15,000	17,039	2,039	113.6%
4320, 4330	Passport/Photos	180,000	297,200	117,200	165.1%
* 4340	Meeting Room Fees	0	40	40	-
4350	Test Proctor	3,000	2,700	(300)	90.0%
4430	Other: Miscellaneous	0	3,235	3,235	-
4435	Centennial (i-bank final disbursement)	73,900	-	(73,900)	0.0%
	Sub Total	296,900	346,059	49,159	116.6%
	TOTAL REVENUES YTD FOR FY 21/22:	3,218,185	3,526,942	308,757	109.6%
4440	Cash & Investments	1,000,000	-	(1,000,000)	0.0%
4500	Impact Fees	250,000	150,418	(99,582)	60.2%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
June 30, 2022
100% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,846,673	1,594,461	0.86	$252,212
5030	Retirement	60,365	68,267	1.13	($7,902)
5040	Unemployment Insurance	4,158	0	0.00	$4,158
5050	Health Insurance	268,230	283,388	1.06	($15,158)
5064	Dental Insurance	11,388	12,838	1.13	($1,450)
5060	Life Insurance	4,383	4,202	0.96	$181
5066	AD & D Insurance	6,676	6,181	0.93	$495
5068	Vision Insurance	2,733	2,549	0.93	$184
5090	Education Assistance Program	1,422	1,500	1.05	($78)
5070	Workers' Compensation Insurance	25,224	25,294	1.00	($70)
	TOTAL	$2,231,252	$1,998,679	0.90	$232,573
SERVICES & SUPPLIES					
5100	Communications	26,500	20,051	0.76	$6,449
5170	Household Expenses	44,000	20,556	0.47	$23,444
5099	Liability Insurance	45,689	44,667	0.98	$1,022
5205	Maintenance Expense	12,921	16,351	1.27	($3,430)
5210, 5220-5280, 5160, 5180	Building Maintenance	148,572	146,098	0.98	$2,474
5290	Memberships	7,469	14,714	1.97	($7,245)
5300-5350	Office Expenses & Postage	77,544	67,947	0.88	$9,597
5400-5480	Prof./Specialized Services	108,917	195,106	1.79	($86,189)
5490	Loan Obligation (i-bank)	73,968	73,968	1.00	$0
5495, 5900, 5910, 5920	Programs	24,000	76,857	3.20	($52,857)
5500	Books/Library Materials	314,000	304,346	0.97	$9,654
5600	Meetings/Professional Development	30,000	43,194	1.44	($13,194)
5700	Mileage/Parking	300	519	1.73	($219)
5800	Utilities	18,000	11,578	0.64	$6,422
7000	COVID-19	15,000	1,338	0.09	$13,662
	TOTAL	$946,880	$1,037,291	1.10	-$90,411
FIXED ASSETS & TAXES					
1310	Building Improvements	$20,000	51,521	2.58	-$31,521
1320	Equipment & Furniture	$3,000	-	0.00	$3,000
6100	Taxes and Assessments	$16,500	8,777	0.53	$7,723
	TOTAL	$39,500	60,298	1.53	-$20,798
	OPERATING EXPENSES	$3,178,132	$3,035,970	0.96	$142,162
	TOTAL BUDGET	$3,217,632	$3,096,268	0.96	$121,364

PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of July 31, 2022

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	26,153	(2,837,608)	0.9%
4020	Property Taxes - Current Unsecured	95,849	0	(95,849)	0.0%
4050	Property Taxes - Curr Supplemental	53,482	12,964	(40,518)	24.2%
* 4070	Interest on Unapport Tax	0	0	0	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
4190	State - Homeowners Property Tax Relief	13,415	0	(13,415)	0.0%
	Sub Total	3,058,409	60,899	(2,997,510)	2.0%
INTEREST REVENUE					
4600	Interest	8,500	0	(8,500)	0.0%
	Sub Total	8,500	0	(8,500)	0.0%
GRANT REVENUE					
4210, 4421	State Grants	330,254	2,000	(328,254)	0.6%
4220,4230	Fed/Other Grants	10,000	0	(10,000)	0.0%
	Sub Total	340,254	2,000	(338,254)	0.6%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	0	(35,000)	0.0%
4310	Fines & Fees	20,000	822	(19,178)	4.1%
4320, 4330	Passport/Photos	266,875	21,023	(245,852)	7.9%
4340	Meeting Room Fees	100	80	(20)	80.0%
4350	Test Proctor	2,400	300	(2,100)	12.5%
4430	Other: Miscellaneous	0	0	0	-
	Sub Total	324,375	22,225	(302,150)	6.9%
	TOTAL REVENUES YTD FOR FY 22/23:	3,731,538	85,124	(3,646,414)	2.3%
4440	Cash/Investments On Hold with County (9XL Ft	3,778,908		(3,778,908)	0.0%
4500	Impact Fees - On Hold with County - Restricted	623,224	464	(622,760)	0.1%

* Mathematically unable to divide by zero.

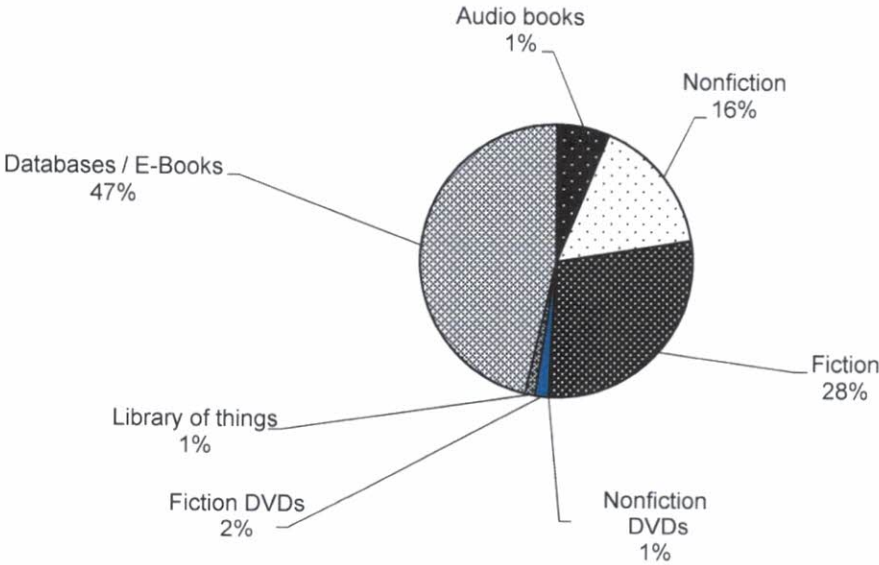**PLACENTIA LIBRARY DISTRICT**
EXPENDITURES REPORT
July 31, 2022
08.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	80,404	0.03	$2,502,928
5030	Retirement	79,100	0	0.00	$79,100
5040	Unemployment Insurance	3,000	0	0.00	$3,000
5050	Health Insurance	318,258	24,686	0.08	$293,572
5060	Life Insurance	9,740	358	0.04	$9,382
5064	Dental Insurance	16,845	1,105	0.07	$15,740
5066	AD & D Insurance	7,600	538	0.07	$7,062
5068	Vision Insurance	3,334	218	0.07	$3,116
5070	Workers' Compensation Insurance	34,353	2,614	0.08	$31,739
5090	Education Assistance Program	5,000	0	0.00	$5,000
	TOTAL	$3,060,562	$109,923	0.04	$2,950,639
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	45,000	4,776	0.11	$40,224
5100	Communications	55,000	12	0.00	$54,988
5150, 5170, 5180	Janitorial Supplies & Services	50,000	1,915	0.04	$48,085
5160	Refuse Disposal	5,200	172	0.03	$5,028
5205	Maintenance Equipment	15,000	1,470	0.10	$13,530
5210-5280	Building Maintenance	165,000	1,267	0.01	$163,733
5290	Memberships	25,000	1,805	0.07	$23,195
5300-5350	Office Expenses & Postage	136,198	2,185	0.02	$134,013
5400-5480	Prof./Specialized Services	307,305	6,443	0.02	$300,862
5490	Loan Obligation (i-bank)	73,844	56,832	0.77	$17,012
5495, 5910, 5920	Programs	55,000	4,338	0.08	$50,662
5500	Books/Library Materials	535,000	16,453	0.03	$518,547
5600	Travel & Meetings/Professional Development	65,000	531	0.01	$64,469
5700	Mileage/Parking	1,000	30	0.03	$970
5800	Utilities	28,500	1,232	0.04	$27,268
5900	Bookmobile - Vehicle	240,000	0	0.00	$240,000
5901	Bookmobile - Collection	35,000	0	0.00	$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	$70,000
5904	Bookmobile - Other	2,500	0	0.00	$2,500
5295, 6000	Other	10,000	0	0.00	$10,000
	TOTAL	$1,926,047	$99,460	0.05	$1,826,587
FIXED ASSETS & TAXES					
1310	Building Improvements	$292,000	0	0.00	$292,000
1320	Equipment & Furniture	$50,000	0	0.00	$50,000
6100	Taxes and Assessments	$17,500	0	0.00	$17,500
	TOTAL	$359,500	$0	0.00	$359,500
	OPERATING EXPENSES	$4,986,609	$209,383	0.04	$4,777,226
TOTAL BUDGET		$5,346,109	$209,383	0.04	$5,136,726

Placentia Library District

ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 THROUGH JUNE 2022

	YTD 2021/22	YTD 2021/22	YTD 2020/21	YTD 2020/21
	Amount	Titles	Amount	Titles
Total Fiction	$88,603	4,573	$79,535	3,992
Total Non-Fiction	$50,790	2,220	$54,639	2,329
Total Databases / E-Books	$145,276	801	$66,810	1,886
Total Audio Books	$19,331	319	$9,725	448
Total Educational DVDs	$610	19	$1,705	82
Total Entertainment DVDs	$4,898	172	$5,610	411
Total Library of Things	$3,774	23	$12,017	20
YTD TOTAL MATERIALS	$313,282	8127	$230,041	9,168
Budget	$314,000		$233,850	
% Spent YTD	100%		98%	

Pie chart:
- Databases / E-Books 47%
- Audio books 1%
- Nonfiction 16%
- Fiction 28%
- Nonfiction DVDs 1%
- Fiction DVDs 2%
- Library of things 1%

ACQUISITIONS REPORT FOR FISCAL YEAR 2021-2022 through the MONTH OF JUNE 2022

Prepared by Katie Matas, Librarian I

	GENERAL FUND		ADOPT-A-BOOK/GRANT		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	$43,207	1842	$820	45	$44,027	1887	$61	3	$44,088	1890
Total Adult Fiction	$43,207	1842	$820	45	$44,027	1887	$61	3	$44,088	1890
Adult Non-Fiction	$21,407	900	$2,270	184	$23,677	1084	$121	4	$23,797	1088
Adult Reference	$582	8	$533	15	$1,115	23	$25	1	$1,140	24
Adult magazines	$2,568	10	$0	0	$2,568	10	$0	0	$2,568	10
Total Adult Nonfiction	$24,557	918	$2,803	199	$27,360	1117	$146	5	$27,506	1122
TOTAL ADULT PRINT MATERIALS	$67,764	2760	$3,622	244	$71,386	3004	$207	8	$71,593	3012
Adult Audio Books	$4,381	92	$0	0	$4,381	92	$0	0	$4,381	92
Adult E-books	$22,574	589	$702	0	$23,276	589	$0	0	$23,276	589
Adult Educational DVDs	$414	14	$0	0	$414	14	$20	1	$434	15
Adult Entertainmentl DVDs	$3,436	129	$0	0	$3,436	129	$957	61	$4,393	190
Library of Things	$3,774	23	$0	0	$3,774	23	$0	0	$3,774	23
TOTAL ADULT NON-PRINT MATERIALS	$34,579	847	$702	0	$35,281	847	$977	62	$36,258	909
									$0	0
TOTAL ADULT MATERIALS	$102,343	3607	$4,324	244	$106,667	3851	$1,184	70	$107,851	3921
Teen Fiction	$3,538	213	$93	6	$3,631	219	$136	4	$3,767	223
Total Teen Fiction	$3,538	213	$93	6	$3,631	219	$136	4	$3,767	223
Teen Non-Fiction	$1,122	58	$61	5	$1,183	63	$0	0	$1,183	63
Teen Reference	$0	0	$0	0	$0	0	$0	0	$0	0
Total Teen Nonfiction	$1,122	58	$61	5	$1,183	63	$0	0	$1,183	63
TOTAL TEEN PRINT MATERIALS	$4,660	271	$154	11	$4,814	282	$136	4	$4,950	286
Teen Audio Books	$48	1	$0	0	$48	1	$0	0	$48	1
Teen E-books	$3,593	135	$701	0	$4,294	135	$0	0	$4,294	135
Video Games	$809	16	$0	0	$809	16	$86	2	$895	18
TOTAL TEEN NON-PRINT MATERIALS	$4,450	152	$701	0	$5,151	152	$86	2	$5,237	154
Juvenile Fiction	$41,858	2,518	$967	74	$42,825	2,592	$415	26	$43,239	2,618
Total Juvenile Fiction	$41,858	2,518	$967	74	$42,825	2,592	$415	26	$43,239	2,618
Juvenile Non-Fiction	$23,024	1193	$254	17	$23,278	1210	$38	2	$23,316	1,212
Juvenile Reference	$1,870	44	$0	0	$1,870	44	$36	1	$1,906	45
Juvenile Magazines	$217	7	$0	0	$217	7	$0	0	$217	7
Total Juvenile Nonfiction	$25,111	1244	$254	17	$25,365	1261	$74	3	$25,439	1264
TOTAL JUVENILE PRINT MATERIALS	$66,969	3,762	$1,221	91	$68,190	3,853	$489	29	$68,679	3,882
Juvenile Audio Books	$14,902	226	$0	0	$14,902	226	$0	0	$14,902	226
Juvenile E-books	$1,039	60	$0	0	$1,039	60	$0	0	$1,039	60
Juvenile Educational DVDs	$196	5	$0	0	$196	5	$0	0	$196	5
Juvenile Entertainment DVDs	$653	27	$0	0	$653	27	$537	26	$1,190	53
TOTAL JUVENILE NON-PRINT MATERIALS	$16,790	318	$0	0	$16,790	318	$537	26	$17,327	344
TOTAL JUVENILE MATERIALS	$83,759	4,080	$1,221	91	$84,980	4,171	$1,026	55	$86,006	4226
On-line databases	$118,070	17	$0	0	$118,070	17	$0	0	$118,070	17
E-books	$27,206	784	$1,403	0	$28,609	784	$0	0	$28,609	784
TOTAL ELECTRONIC MATERIALS	$145,276	801	$1,403	0	$146,679	801	$0	0	$146,679	801
Total Fiction	$88,603	4573	$1,880	125	$90,483	4698	$612	33	$91,094	4731
Total Non-Fiction	$50,790	2220	$3,118	221	$53,908	2441	$220	8	$54,128	2449
Total Electronic	$145,276	801	$1,403	0	$146,679	801	$0	0	$146,679	801
Total Audio Books	$19,331	319	$0	0	$19,331	319	$0	0	$19,331	319
Total Educational DVDs	$610	19	$0	0	$610	19	$20	1	$630	20
Total Entertainment DVDs	$4,898	172	$0	0	$4,898	172	$1,580	89	$6,478	261
Total Library of Things	$3,774	23	$0	0	$3,774	23	$0	0	$3,774	23
TOTAL MATERIALS	$313,282	8127	$6,401	346	$319,683	8473	$2,431	131	$322,114	8604

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

**SUBJECT:** Acquisitions Report for July 2022

DATE: August 15, 2022

MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	$ 535,000	5%	$ 314,000	8%

Collection Expenditures	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	$590	$10,101	$590	$10,101	-94%
Print Serial Subscription	$0	$0	$0	$0	0%
Total Print Materials	**$590**	**$10,101**	**$590**	**$10,101**	**-94%**
Digital Materials	$2,810	$4,009	$2,810	$4,009	-30%
Databases	$17,875	$9,663	$17,875	$9,663	85%
Total Electronic Content	**$20,685**	**$13,672**	**$20,685**	**$13,672**	**51%**
Other Materials	$3,461	$862	$3,461	$862	302%
Total Collection Expenditures	**$24,736**	**$24,635**	**$24,736**	**$24,635**	**0%**

COLLECTION EXPENDITURES

Print Materials 3% — Print Serial Subscription 0% — Digital Materials 11% — Other Materials 14% — Databases 72%
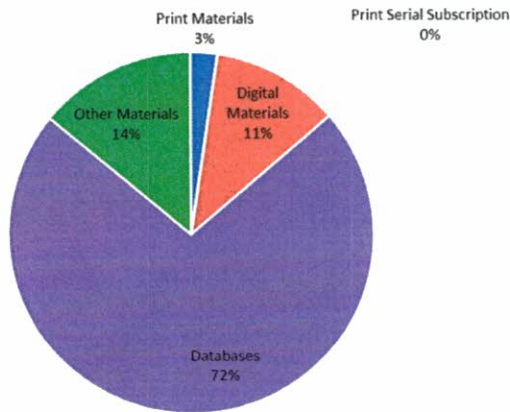
■ Print Materials   ■ Print Serial Subscription   ■ Digital Materials   ■ Databases   ■ Other Materials

Titles Added	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	302	314	302	314	-4%
Print Serial Subscription	-	-	-	-	0%
Total Print Materials	302	314	302	314	-4%
Digital Materials	2,631	2,102	2,631	2,102	25%
Databases	7	5	7	5	40%
Total Electronic Content	2,638	2,107	2,638	2,107	25%
Other Materials	9	9	9	9	0%
Total Titles Added	2,949	2,430	2,949	2,430	21%

All Materials Held	July 2022	June 2022	Month to Month % change
Total Materials Physical	79,920	80,252	0%
Total Materials Digital	1,346,809	1,296,850	4%
Total All Materials	1,426,729	1,377,102	4%

Children's Physical Materials Held	July 2022	June 2022	Month to Month % change
Children's Fiction	24,559	24,784	-1%
Children's Nonfiction	13,803	13,816	0%
Children's Magazine	135	131	3%
Children's Audiobook	602	504	19%
Children's DVD/Video	1,789	1,791	0%
Children's LOTs	53	32	66%
TOTAL All Children's Physical Material	40,941	41,058	0%

Adult/Teen Physical Materials Held	July 2022	June 2022	Month to Month % change
Adult Fiction	16,332	16,233	1%
Adult Nonfiction	13,303	13,676	-3%
Adult Magazine	173	166	4%
Adult Audiobook	1,260	1,247	1%
Adult DVD/Video	4,157	4,143	0%
Adult LOTs	116	112	4%
Video Games	343	343	0%
Teen Fiction	3,295	3,274	1%
TOTAL All Adult/Teen Physical Material	38,979	39,194	-1%

Digital Material Held	July 2022	June 2022	Month to Month % change
eBooks	744,598	732,902	2%
Digital Audiobooks	187,055	181,996	3%
Digital Videos	90,530	61,122	48%
Digital Magazines	4,166	4,143	1%
Digital Music	320,443	316,654	1%
Databases	14	33	-48%
TOTAL All Digital Material	1,346,809	1,296,850	4%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Service Revenue Activities Report for June 2022**

DATE: August 15, 2022

Net Revenue Summary for June 2022

	Jun-22	Jun-21	YTD 2021-2022	YTD 2020-2021
Passport	16,205	34,206	238,294	153,340
Passport Photos	4,296	5,724	58,906	28,409
Test Proctor	300	350	2,700	1,200
Fines & Fees	931	2,006	17,039	11,087
Meeting Room	0	0	40	0
TOTAL	21,732	42,286	316,979	194,036

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Service Revenue Activities Report for July 2022**

DATE: August 15, 2022

Net Revenue Summary for July 2022

	Jul-22	Jul-21	YTD 2022-2023	YTD 2021-2022
Passport	16,415	18,060	16,415	18,060
Passport Photos	4,608	3,648	4,608	3,648
Test Proctor	300	100	300	100
Fines & Fees	822	831	822	831
Meeting Room	80	0	80	0
TOTAL	22,225	22,639	22,225	22,639

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Library Impact Fee Report – June 30, 2022**

DATE: August 15, 2022

Total Monthly Fees Collected			YTD	YTD
	Jun-22	Jun-21	2021-2022	2020-2021
	$966.00	$10,595.64	$150,417.88	$470,170.46

	Development Projects List					

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	DKH Construction Inc.	2 new Multifamily Dwellings	1014 Cypress Street	1,496	$ 1,376.32	8/31/2021
2	Shea Homes LLP	6 New Detached Single Family Residences	1239, 1241, 1243, 1245, 1247, 1248 E. Providence Loop	13,808	$ 12,703.36	9/2/2021
3	Shea Homes LLP	6 New Detached Single Family Residences	1233, 1234, 1235, 1236, 1237, 1238 E. Providence Loop	13,808	$ 12,703.36	11/10/2021
4	Shea Homes LLP	6 New Detached Single Family Residences	1223, 1225, 1227, 1229, 1231, 1232 E. Providence Loop	13,928	$ 12,813.76	12/15/2021
5	Shea Homes LLP	6 New Detached Single Family Residences	1218, 1219, 1220, 1221, 1222 E. Providence Loop	11,637	$ 10,706.04	1/18/2022
6	HQT Homes	16 New Townhomes	Highland & Orchard	38,272	$ 35,210.24	2/15/2022
7	Sangeeta Bevli	2 Two Bedroom ADU's	107 Orchid Dr. Units B & C	1,208	$ 1,111.08	3/9/2022
8	Shea Homes LLP	6 New Detached Single Family Residences	1211, 1213, 1214, 1215, 1216, 1217 E. Providence Loop	16,250	$ 14,950.00	3/22/2022
9	Javier Montiel Brito	4 Bedroom Single Family Detached Home	606 Alcott Avenue	2,050	$ 1,886.00	3/22/2022
10	Javier Montiel Brito	4 Bedroom Single Family Detached Home	600 Alcott Avenue	2,050	$ 1,886.00	3/22/2022
11	Virginia N. Co/Giang Hoang	New 2 Bedroom ADU	2219 Montgomery Circle	959	$ 882.28	3/24/2022
12	Whitestone Properties Inc.	1 Single Family Residence and 1 ADU	1963 McCormak Lane	2,926	$ 2,691.92	3/29/2022
13	Amir Soumeeh	1 New Detached Bedroom ADU	409 Olive St.	560	$ 515.20	4/7/2022
14	LandSea Homes SC	5 New Single Family Homes	443 S Van Buren Blvd.	5,686	$ 5,231.12	4/12/2022
15	LandSea Homes SC	8 New Single Family Homes	1574 Topeka Ave.	10,607	$ 11,879.84	5/3/2022
16	LandSea Homes SC	10 New Single Family Homes	1578 Topeka Ave.	12,157	$ 13,615.84	5/3/2022
17	LandSea Homes SC	6 New Single Family Homes	1582 Topeka Ave.	6,487	$ 7,265.44	5/3/2022
18	Phuong Pham	New 2 Bedroom ADU	1267 Runyon Place.	964	$ 886.88	5/4/2022
19	LandSea Homes SC	Model Building #1	1580 Lima Way	1,015	$ 1,137.20	5/5/2022
20	Robert Mourra	Residentail Addition	1737 Kingston Rd	1,050	$ 966.00	6/27/2022
	2021/2022 YTD Total				$ 150,417.88	
	Ending Balance as of 6/30/21				$ 473,772.26	
	Running Total as of last zero (0) balance (12/31/2019).				$ 624,190.14	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Library Impact Fee Report – July 31, 2022**

DATE: August 15, 2022

Total Monthly Fees Collected			YTD	YTD
	Jul-22	Jul-21	2022-2023	2021-2022
	$463.68	$0.00	$463.68	$0.00

Development Projects List					
Developer/Builder Name	**Project Description**	**Address**	**Sq. Ft**	**Fee Paid to Library**	**Date**
1 Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	$ 463.68	7/25/2022
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
2022/2023 YTD Total				$ 463.68	
Ending Balance as of 6/30/22				$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).				$ 624,653.82	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Personnel Report for June 2022**

DATE: August 15, 2022

	Jun-22	Jun-21	YTD 2021-2022	YTD 2020-2021
Separation	0	0	5	2
Retirement	0	0	1	1
Appointments	0	0	10	2
Open Positions	0	2	10	3
Workers' Compensation Leave	0	0	0	0
TOTAL	0	2	26	8

SEPARATION: None
RETIREMENT: None
APPOINTMENTS: None
OPEN POSITIONS: None
WORKERS COMPENSATION LEAVE: None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Personnel Report for July 2022**

DATE: August 15, 2022

	Jul-22	Jul-21	YTD 2022-2023	YTD 2021-2022
Separation	0	0	0	0
Retirement	0	0	0	0
Appointments	0	1	0	1
Open Positions	2	2	2	2
Workers' Compensation Leave	0	0	0	0
TOTAL	2	3	2	3

SEPARATION: None
RETIREMENT: None
APPOINTMENTS: None
OPEN POSITIONS: Library Clerk/Passport Agent-Part Time, Support Services.
Library Paige-Part Time, Support Services.

WORKERS COMPENSATION LEAVE: None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **City of Placentia - Shared Maintenance Costs through June 2022**

DATE: AUGUST 15, 2022

CITY OF PLACENTIA INVOICES

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

* City Billing Not Received

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **City of Placentia – Shared Maintenance Costs through July 2022**

DATE: AUGUST 15, 2022

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2022-2023	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22							0.00
Sep-22							0.00
Oct-22							0.00
Nov-22							0.00
Dec-22							0.00
Jan-23							0.00
Feb-23							0.00
Mar-23							0.00
Apr-23							0.00
May-23							0.00
Jun-23							0.00
TOTAL		**$0.00**	**$1,655.06**	**$249.60**	**$9.33**	**$0.00**	**$1,913.99**

* City Billing Not Received

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for June 2022**

DATE: **August 15, 2022**

Meetings:
- Board of Trustees Regular Date Meeting: June 22nd
- Meeting with Trustee Nelson: June 8th
- Meeting with President Martin & City Administrator: June 15th
- California Library Directors Forum: June 15th
- California Library Association Board Meeting: June 24th
- All Staff Meeting: June 23rd
- Weekly Huddles: June 2nd, 9th, 16th, and 23rd
- One on One Meetings: June 1st, 2nd, 7th, 8th, 9th, 13th, 14th, 20th, and 21st
- Joint Use Committee Meeting: June 16th
- PRTWC Meeting: June 1st
- CSL Broadband Grant Meeting: June 2nd
- Supervisor's Meetings: June 7th, 9th, and 21st
- Freegal Database Meeting: June 7th
- Bookmobile Grant Meeting: June 7th and 13th
- Budget Review Meeting with supervisors: June 16th
- Summer Reading Celebration: June 18th
- PLFF Board Meeting: June 20th
- District 1 Community Meeting: June 30th
- Boys & Girls Club Board Meeting: June 15th
- Conference call with Christian Monitor magazine: June 22nd

Training/Workshops/Conference:
- CLA Conference: June 2nd – 4th
- CSDA General Manager's Summit: June 19th – 21st
- ALA Conference: June 23rd – 28th

Facilities
- Meeting with White Mechanical: June 29th

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for July 2022

DATE: August 15, 2022

Meetings:
- Weekly Huddles: July 14th and 28th
- PLFF Board Meeting: July 11th
- Assemblyman Chen: July 11th
- Budget Review Meeting: July 12th
- One on One Meetings: July 12th, 14th, 26th, 28th
- Supervisor Meetings: July 14th and 21st
- California Library Association Board Meeting: July 22nd & 29th
- California State Library Grants Meeting: July 14th
- Collection HQ Meeting: July 18th
- Torrance Public Library: July 25th
- Literacy Services Program Review Meeting: July 27th
- Personnel Review Meeting: July 28th

Training/Workshops/Conference:
- Special District Elections: July 7th
- Library Signage 101: Communicate Your Message Effectively and Strategically Webinar: July 20th

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for June 2022

DATE: **August 15, 2022**

CIRCULATION	Jun-22	Jun-21		Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % Change
New Patron Registrations	509	293		4,921	2,322	111.9%
Circulation (items)	20,871	14613		73,837	53,297	38.5%
Circulation (e-content)	9,815	10488		110,805	116,966	-5.3%
Total Circulation	30,686	25,101		320,074	257,526	24.3%
Total Active Borrowers*	6,091	5,830				
Attendance	17,662	12,341		167,248	82,669	102.3%
Registered Card Holders*	60,784	55,960				
Adult Fiction	2,571	2,210		28,938	20,039	44.4%
Adult/Teen Nonfiction	1,771	1,229		17,827	11,986	48.7%
Adult Magazines	30	52		320	136	135.3%
Adult/Teen Audio Books	212	178		2,313	2,172	6.5%
Adult DVDs	858	821		8,827	10,339	-14.6%
Library of Things	66	16		696	108	544.4%
Teen Fiction	451	492		4,091	3,956	3.4%
Video Games	203	172		2,711	1,577	71.9%
Childrens Fiction	11,239	7,411		111,151	68,157	63.1%
Childrens LOT's	24	-		269	-	-
Childrens Nonfiction	2,642	1,686		25,488	14,769	72.6%
Childrens Magazines	15	0		153	9	1600.0%
Childrens Audio Books	400	19		2,565	192	1235.9%
Childrens DVDs	389	327		4,114	2,599	58.3%
* YTD % change not applicable.						
** Mathematically unable to divide by zero.						

PATRON COUNT

22-Jun	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00		269	221	251	267	234	205	1447
10:00		336	290	284	383	235	229	1757
11:00		313	307	307	271	235	250	1683
12:00		252	258	265	267	251	192	1485
1:00	327	183	225	267	277	254	229	1762
2:00	245	268	274	321	253	194	214	1769
3:00	181	224	208	270	328	180	217	1608
4:00	169	241	182	262	250	234	188	1526
5:00		248	201	234	231			914
6:00		181	242	274	241			938
7:00		112	113	201	199			625
DAY TOTALS	922	2627	2521	2936	2967	1817	1724	**15,514**

Inside Gate Count	15,514
Outside Gate Counts	2,148
Total Library Attendance	**17,662**

Gate Count					Outside Gate Counts	
June	June	Y-T-D	Y-T-D	Y-T-D	Adult/Teen Programs	1030
2022	2021	2021-22	2020-21	% change	Children's Programs	16
15,514	12,267	179,173	77,769	130%	Curbside	8
					Outreach	1079
					Meeting Room Rentals	15
					TOTAL	2,148

Passport Count

June-22	SUN	MON	TUES	WED	THURS	FRI	SAT	"HOUR TOTALS"
9:00		6	7	9	5	7	6	40
10:00		4	7	11	9	12	9	52
11:00		7	11	11	10	7	5	51
12:00		7	9	11	8	10	9	54
1:00	7	6	6	9	10	3	1	42
2:00	7	10	6	7	9	8	6	53
3:00	10	10	7	10	10	11	7	65
4:00	3	2	4	4	4	5	3	25
5:00		11	6	13	13			43
6:00		10	6	10	13			39
7:00		2	4	4	2			12
DAY TO-TALS	27	75	73	99	93	63	46	**476**

June 2022	June 2021	Y-T-D 2021-22	Y-T-D 2020-21	Y-T-D % change
476	927	6878	4392	57%

ACHIEVEMENTS

- Angie assisted during the Summer Reading Celebration on June 18th.

MEETINGS

- Eric and Tim attended a meeting to go over the sound system and microphones for the Summer Reading Celebration on June 10th.
- Eric, Tim, Laura, Angie and Estella attended the Support Services meeting on June 9th.
- Tim had a one on one with Yesenia and Estella on June 7th.
- Tim trained Laura on technology, social media and website backup duties on June 9th.
- Tim and Estella had a one-on-one on June 1st.
- Estella met with Laura and Yesenia on June 7th.
- Estella met with Yesenia on June 13th and 20th.
- Estella met with Angie on June 21st.
- Estella met with Eric on June 22nd.
- Laura and Estella attended the all-staff meeting on June 23rd.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Circulation Activity Report for July 2022**

DATE: August 15, 2022

<u>**MONTHLY STATISTICS**</u>

All Circulation	July	July	FY-T-D	FY-T-D	FY-T-D
	2022	**2021**	**2022-23**	**2021-22**	**% change**
Total Circulation Physical	19,654	16,036	19,654	16,036	23%
Total Circulation Digital	8,419	7,862	8,419	7,862	7%
Total All Circulation	28,073	23,898	28,073	23,898	17%
Non-English Language Circulation	509	438	509	438	16%

Children's Circulation	July	July	FY-T-D	FY-T-D	FY-T-D
	2022	**2021**	**2022-23**	**2021-22**	**% change**
Children's Fiction Physical	10,782	8,641	10,782	8,641	25%
Children's Fiction Digital	829	909	829	909	-9%
Children's Fiction TOTAL	**11,611**	**9,550**	**11,611**	**9,550**	**22%**
Children's Nonfiction Physical	2,552	1,740	2,552	1,740	47%
Children's Nonfiction Digital	97	114	97	114	-15%
Children's Non-Fiction TOTAL	**2,649**	**1,854**	**2,649**	**1,854**	**43%**
Children's Magazine Physical	16	13	16	13	23%
Children's Magazine Digital	371	3	371	3	12,267%
Children's Magazine TOTAL	**387**	**16**	**387**	**16**	**2,319%**
Children's Audiobook Physical	355	82	355	82	333%
Children's Audiobook Digital	427	437	427	437	-2%
Children's Audiobook TOTAL	**782**	**519**	**782**	**519**	**51%**
Children's DVD/Video Physical	376	292	376	292	29%
Children's DVD/Video Digital	55	53	55	53	4%
Children's DVD/Video TOTAL	**431**	**345**	**431**	**345**	**25%**
Children's LOTs	29	38	29	38	-24%
Music Digital	9	18	9	18	-50%
TOTAL All Children's Physical Content	**14,110**	**10,806**	**14,110**	**10,806**	**31%**
TOTAL All Children's Digital Content	**1,788**	**1,534**	**1,788**	**1,534**	**17%**
TOTAL All Children's Content	**15,898**	**12,340**	**15,898**	**12,340**	**29%**

Adult/Teen Circulation	July	July	FY-T-D	FY-T-D	FY-T-D
	2022	**2021**	**2022-23**	**2021-22**	**% change**
Adult Fiction Physical	2,394	2,582	2,394	2,582	-7%
Adult Fiction Digital	1,842	2,232	1,842	2,232	-17%
Adult Fiction TOTAL	4,236	4,814	4,236	4,814	-12%
Adult Nonfiction Physical	1,668	1,306	1,668	1,306	28%
Adult Nonfiction Digital	616	625	616	625	-1%
Adult Non-Fiction TOTAL	2,284	1,931	2,284	1,931	18%
Adult Magazine Physical	20	25	20	25	-20%
Adult Magazine Digital	359	142	359	142	153%
Adult Magazine TOTAL	379	167	379	167	127%
Adult Audiobook Physical	125	146	125	146	-14%
Adult Audiobook Digital	3,142	2,697	3,142	2,697	16%
Adult Audiobook TOTAL	3,267	2,843	3,267	2,843	15%
Adult DVD/Video Physical	671	498	671	498	35%
Adult DVD/Video Digital	314	276	314	276	14%
Adult DVD/Video TOTAL	985	774	985	774	27%
Adult LOTs	83	35	83	35	137%
Video Games	188	195	188	195	-4%
Music Digital	70	54	70	54	30%
Teen Fiction Physical	395	443	395	443	-11%
Teen Fiction Digital	288	302	288	302	-5%
Teen Fiction Total	683	745	683	745	-8%
TOTAL All Adult/Teen Physical Content	5,544	5,230	5,544	5,230	6%
TOTAL All Adult/Teen Digital Content	6,631	6,328	6,631	6,328	5%
TOTAL All Adult/Teen Content	12,175	11,558	12,175	11,558	5%

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
Funded by Placentia Library District	**2022**	**2021**	**2022-23**	**2021-22**	**% change**
ABC Mouse	2,775	1,109	2,775	1,109	150%
Creative Bug*	38	▮▮▮	38	▮▮▮	-
Data Axle	180	152	180	152	18%
Freegal	1,086	916	1086	916	19%
Heritage Quest	4	225	4	225	-98%
Novelist	15	6	15	6	150%
TOTAL PLD DATABASE USAGE	**4,098**	**2,408**	**4,098**	**2,408**	**70%**

Mathematically unable to divide by zero.

Online Database Usage	July	July	FY-T-D	FY-T-D	FY-T-D
Funded by California State Library	**2022**	**2021**	**2022-23**	**2021-22**	**% change**
BrainFuse JobNow/VetNow	16	5	16	5	220%
Britannica	45	4	45	4	1,025%
LinkedIn Learning*	121	▉	121	▉	-
New York Times~		80	0	80	-100%
ProQuest	19	1	19	1	1,800%
ProQuest Culture Grams	0	0	0	0	-
Skillshare	2	▉	2	▉	-
Teaching Books	90	2	90	2	4,400%
TOTAL CSL DATABASE USAGE	**293**	**92**	**293**	**92**	**215%**
TOTAL ALL DATABASE USAGE	**4,391**	**2,500**	**4,391**	**2,500**	**76%**

~ *NYT not available in time for report.*

Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for June 2022

DATE: August 15, 2022

MONTHLY STATISTICS

Number of Programs by Type	JUNE 2022	JUNE 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Storytime	7	10	94	96	-2%
Educational	3	1	13	9	44%
Reading	3	1	19	7	171%
Seasonal	0	1	3	13	-77%
TOTAL	**13**	**13**	**129**	**125**	**3%**

Attendance of Programs by Type	JUNE 2022	JUNE 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Storytime	282	71	3,781	25,979	-85%
Educational	103	116	319	2,221	-86%
Reading	721	512	3,770	2,227	69%
Seasonal	0	88	1,037	5,052	-79%
TOTAL	**1,106**	**787**	**10,907**	**35,479**	**-69%**

FY20-21 Programs were held virtually. Attendance is based on 3 sec. views of online programs.

Reference & Computer Usage	JUNE 2022	JUNE 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % Change
Reference—in person	337	177	2,480	1,315	89%
Reference--telephone	33	12	182	204	-11%
Total Reference	**370**	**189**	**2,662**	**1,519**	**75%**
Children's computer usage	336	76	3,397	484	602%

ACHIEVEMENTS

- Mayli Apontti planned and conducted 1 Family Storytime on June 25th.
- Mayli Apontti created two children's book displays celebrating Pride Month and Juneteenth in the Library Display Case.
- Mayli Apontti designed the children's reading log for the 2022 Summer Reading Program.
- Daisy Badge facilitated Read to the Dogs on June 6th.
- Daisy Badge planned and conducted 3 Luna, Luna! Bilingual Pajama Storytimes on June 15th, 22nd, and 29th.
- Daisy Badge created a display promoting Wild Wednesdays in the Library Display Case.

- Paige Gulley planned and conducted 3 Once Upon a Storytimes on June 16th, 23rd, and 30th.
- Paige Gulley planned and conducted STEAM Labs – Clean Up an Oil Spill on June 22nd.
- Paige Gulley created 2 displays, one celebrating Father's Day and one promoting STEAM Labs – Clean Up an Oil Spill, in the Library Display Case.
- Venessa Faber provided a tour for the Tynes Child Care program on June 1st.
- Venessa Faber was invited to present at PYLUSD's DELAC meeting on June 6th.
- Lori Worden conducted the Morning Meet Ups programs on June 13th and June 27th.
- Lori Worden created a display promoting the "Sew Fun" program.
- Lori Worden promoted this year's summer reading program at Morse Elementary June 3rd, Golden Elementary June 6 and 9th, and Melrose Elementary June 8th by inviting students to "Camp Out with a Good Book!"

MEETINGS

- Mayli Apontti met with Venessa Faber to discuss SRC, collection management, and the Winter Reading Program on June 17th.
- Daisy Badge met with Venessa Faber for one-on-one meetings on June 1st, 15th, and 29th.
- Daisy Badge met with Venessa Faber and Yesenia Baltierra on June 8th.
- Daisy Badge attended the Staff Meeting on June 23rd.
- Children's staff attended the Children's Services Team Meeting on June 8th.
- Paige Gulley met with Venessa Faber for one-on-one meetings on June 15th and 29th.
- Paige Gulley met with Venessa Faber and Yesenia Baltierra on June 8th.
- Paige Gulley met with Kiannah Dole – Miss Yorba Linda – on June 6th to discuss and rehearse for the June 16th storytime.
- Venessa Faber met with representatives of the City of Placentia, Placentia Police Department, and Placentia Fire Department on June 2nd.
- Venessa Faber met with Yesenia Baltierra for one-to-one meetings on June 7th and 14th.
- Venessa Faber attended Public Services Supervisor Meetings on June 7th and 21st.
- Venessa Faber attended Supervisor Meetings on June 9th and 16th.
- Venessa Faber met with a VOX books representative on June 28th.
- Lori Worden attended library huddle meetings on June 2nd and June 16th.
- Lori Worden met with Venessa Fabor for one-on-one meetings on June 2nd and June 30th.

PROFESSIONAL DEVELOPMENT

- Daisy Badge attended the California Library Association Conference on June 2nd-4th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Children's Services Report for July 2022**

DATE: August 15, 2022

MONTHLY STATISTICS

Number of Programs by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2022	**2021**	**2022-23**	**2021-22**	**% change**
Storytime	12	10	12	10	20%
Children's Programs	9	8	9	8	13%
Outreach	0	0	0	0	-
TOTAL Children	21	18	21	18	17%

Program Attendance by Type	July	July	FY-T-D	FY-T-D	FY-T-D
	2022	**2021**	**2022-23**	**2021-22**	**% change**
Storytime	537	880	537	880	-39%
Children's Programs	684	2030	684	2030	-66%
Outreach	0	0	0	0	-
TOTAL Children	1221	2910	1221	2910	-58%

*Storytimes and Summer Reading Program's Wild Wednesdays were held virtually in 2021.
*Attendance for Ch. Programs in 2021 includes distributed kit count for Wild Wednesday activity.

ACHIEVEMENTS
- Mayli Apontti created and installed a mural display and other SRP decorations in the Children's area to highlight the Library's Summer Reading Program.
- Mayli Apontti planned and conducted 4 Family Storytimes on July 2nd, 9th, 16th, and 23rd.

- Mayli Apontti led a Wild Wednesday program on July 20th. Kiannah Dole (Miss Yorba Linda) also participated and read aloud a story as a special guest. The theme was "The Great Outdoors".
- Mayli Apontti and Daisy Badge planned out the pickup and drop-off for the Stuffed Animal Sleepover and Sing-A-Long program (July 27th-30th).
- Mayli Apontti and Kiannah Dole (Miss Yorba Linda) co-led a Family Storytime on July 23rd with the theme of "Ocean Friends."
- Daisy Badge and Kiannah Dole (Miss Yorba Linda) facilitated Read to the Dogs on July 11th.
- Daisy Badge planned and conducted 4 Luna, Luna! Bilingual Pajama Storytimes on July 6th, 13th, 20th, and 27th.
- Daisy Badge led the Circle Around the Campfire Wild Wednesday program on July 13th.
- Paige Gulley planned and conducted 4 Once Upon a Storytimes on July 7th, 14th, 21st, and 28th.
- Paige Gulley led the Solar Sweets Wild Wednesday program on July 27th.
- Lori Worden led the Our Fine Feathered Friends Wild Wednesday program on July 6th.
- Lori Worden conducted the Morning Meet Ups program on July 11th.
- Lori Worden planned and conducted the Sew Fun at the Library family sewing workshop on July 16th.

MEETINGS

- Mayli Apontti met with Venessa Faber on July 6th to discuss SRP and collection development. They also met for a one-on-one meeting on July 21st to go over collection development.
- Mayli Apontti met with Kiannah Dole (Miss Yorba Linda) on July 15th to prepare for an upcoming Family Storytime. We also selected books, songs, and activities to match the theme of "Ocean Friends."
- Mayli Apontti met with Daisy Badge on July 2nd and 21st to plan for the Stuffed Animal Sleepover and Sing-A-Long children's program.
- The Children's staff attended the Children's Services Team Meeting on July 13th.
- Daisy Badge met with Kiannah Dole on July 11th, to discuss Read to the Dogs.
- Daisy Badge met with Lori Worden on July 22nd, to discuss Lunch at the Library.
- Daisy Badge met with Venessa Faber for a one-on-one meeting on July 27th.
- Paige Gulley met with Venessa Faber for a one-on-one meeting on July 27th.
- Venessa Faber met with Yesenia Baltierra on July 12th and 26th.
- Venessa Faber met with Supervisors on July 12th, 14th, 21st.
- Venessa Faber met with Library School Student Jessica Ramos to share and provide a mini lesson on weeding and collection development on July 19th.
- Lori Worden met with Miss Yorba Linda Kiannah Dole to plan her storytime assistance with Lunch at the Library on July 22nd.
- Lori Worden attended a library huddle on July 14th.
- Lori Worden met with PYLUSD Director of Nutrition Services, Suzanne Morales, and Venessa Faber to plan and discuss Lunch at the Library meals and program planning on July 20th.

PROFESSIONAL DEVELOPMENT

- Mayli Apontti and Daisy Badge met with Katie Matas on July 21st for training on making purchase selections on Baker & Taylor.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Adult and Teen Services Report for June 2022**

DATE: August 15, 2022

MONTHLY STATISTICS

Information Desk Activity	June 2022	June 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Information -- in person	1,733	1,026	17,618	7,667	130%
Information -- telephone	737	1,075	9,946	8,582	16%
Information -- email/chat	14	10	252	326	-23%
Curbside Service	8	74	302	3,645	-92%
Technology assistance	164	44	1,497	445	236%
Guest passes	76	16	671	106	533%
Adult and Children's computer use (desktops)	1,185	561	12,870	4,925	161%
Adult computer usage (desktop)	988	598	10,425	5,402	93%
Teen computer usage	112	41	1,411	255	453%

Public Services Outreach Activity	June 2022	June 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Outreach Visits*	4	0	11	0	-
Outreach Attendance*	1,079	0	1,820	0	-

* Mathematically unable to divide by zero

Proctored Tests	June 2022	June 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Number of Tests	6	0	55	16	244%

History Room Activity	June 2022	June 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
History Room Visitors	4	0	130	3	4,233%

Adult and Teen Programs

Number of Programs by Type	June 2022	June 2021	FY-T-D FY2122	FY-T-D FY2021	FY-T-D % change
Book Club*	1	0	10	0	-
Educational Programs	2	0	18	7	157%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	2	1	17	11	55%
Health & Fitness Programs*	2	0	15	0	-
History Room Programs	0	0	2	1	100%
Home and Lifestyle Programs	1	2	4	7	-43%
Literacy Programs	16	12	161	121	33%
Reading Programs Adult	2	1	8	3	167%
Reading Programs Teen	1	1	3	3	0%
Placentia Teen Advisory Council	2	2	21	22	-5%
Teen Programs	0	1	2	11	-82%
Adult and Teen Program Total	**29**	**20**	**261**	**186**	**40%**
Teen Program Total	**3**	**4**	**26**	**36**	**-28%**

Mathematically unable to divide by zero

Program Attendance by Type	June 2022	June 2021	FY-T-D FY2122	FY-T-D FY2021	FY-T-D % change
Book Club*	12	0	94	0	-
Educational Programs	103	0	436	294	48%
Fine Art Programs	0	0	0	0	0%
Hangar Makerspace Programs	364	237	3,053	2,991	2%
Health & Fitness Programs*	8	0	65	0	-
History Room Programs	0	0	163	18	806%
Home and Lifestyle Programs	134	591	814	2,257	-64%
Literacy Programs	89	54	743	821	-10%
Reading Programs Adult	254	208	572	639	-10%
Reading Programs Teen	29	27	58	107	-46%
Placentia Teen Advisory Council	42	8	368	148	149%
Teen Programs	0	9	574	215	167%
Adult and Teen Program Total	**1,035**	**1,134**	**6,940**	**7,490**	**-7%**
Teen Program Total	**71**	**44**	**1,000**	**470**	**113%**

Mathematically unable to divide by zero

FY2021: Program formats include virtual live attendance and 3 second views of recorded programs.

FY2122: Program formats include in-person, virtual live attendance and 3 second views of recorded programs.

Literacy	FY-T-D	FY-T-D	FY-T-D
	2021-22	2020-21	% change
English Literacy Students	60	46	30%
Students Graduated	2	5	-60%
English Literacy Tutors	47	46	2%

The Hangar Makerspace	June	June	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Hangar Open Hour Visits	78	0	520	3	17,233%
Hangar Users	14	0	116	2	5,000%
Hangar Tours	15	0	207	1	20,600%

Volunteer Hours	June	June	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
History Room*	0	73	545	73	646%
PLFF	198	188	2,265	732	209%
General Library	390	161	3,450	653	428%
Adult Literacy	171	143	2,144	1,473	46%
PTAC	43	9	550	230	140%
Total Volunteer Hours	**802**	**574**	**8,952**	**3,160**	**183%**

Mathematically unable to divide by zero.

ACHIEVEMENTS

- Adult Service staff participated in the Summer Reading Celebration on June 18.
- Wendy Amireh coordinated the start of the Summer Reading Program on June 17.
- Wendy Amireh, Victor Meza and Michelle Meades coordinated Family Cooking Time on June 2-4.
- Katie Matas staffed a book a librarian session on June 3.
- Katie Matas sent out a survey to Zip Book recipients on June 24.
- Michelle Meades and Katie Matas interviewed a potential intern on June 30.
- Michelle Meades coordinated Book Club on June 14.
- Michelle Meades coordinated 2 Book a Librarian appointments.
- Victor Meza coordinated PTAC Meetings on June and 16.
- Victor Meza coordinated Adventures in Bioblitzing on June 11.
- Megan Tolman and Victor Meza coordinated Yoga on the Lawn with GoodMoodra on June 4 and 18.
- Sabrina Rosengren and Sally Federman coordinated Literacy Reads – Beginner Book Club on June 1, 8, 15, 22, and 29.
- Sabrina Rosengren and Sally Federman coordinated Literacy Reads – Int. Book Club on June 7, 14, 21, and 28.
- Megan Tolman coordinated the Pride Reading Challenge in June.
- Sabrina Rosengren coordinated Read, Write, Speak Club on June 3, 10, 17, and 24.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on June 9.
- Sabrina Rosengren and Sally Federman coordinated Tutor In-Service on June 13.
- Sabrina Rosengren coordinated RWS Facilitator's Meeting on June 13.

- Sabrina Rosengren and Daisy Badge coordinated ESL Conversation Group Info Meeting on June 30.
- Shellie McCurdy coordinated the June Hangar Take & Make.
- Shellie McCurdy coordinated Cricut Open House on June 4.

MEETINGS
- Wendy Amireh, Megan Tolman, Katie Matas and Michelle Meades attended the Adult and Teen Services meeting on June 14.
- Wendy Amireh, Katie Matas, Sabrina Rosengren and Megan Tolman attended the All Staff Meeting on June 23.
- Wendy Amireh and Victor Meza attended the SRC planning meeting on June 17.
- Wendy Amireh attended the Civic Center meeting on June 2.
- Wendy Amireh met with Yesenia Baltierra on June 2 and 21.
- Wendy Amireh attended Supervisor meetings on June 7, 9, and 21.
- Wendy Amireh attended Kiwanis meetings on Kiwanis June 23.
- Wendy Amireh met with Venessa Faber on June 28.
- Wendy Amireh attended the budget review meeting on June 16.
- Wendy Amireh met with Tim Worden for sound system training on June 10.
- Wendy Amireh, Sabrina Rosengren, Katie Matas attended weekly Thursday Huddles in June.
- Victor Meza met with Wendy Amireh on June 28.
- Sabrina Rosengren, Sally Federman, and Wendy Amireh attended Literacy Team meeting on June 15.
- Sabrina Rosengren and Wendy Amireh met on June 15.
- Shellie McCurdy met with Wendy Amireh on June 11 and 25.
- Shellie McCurdy met with Victor Meza on June 29.
- Katie Matas met with Wendy Amireh on June 24.
- Megan Tolman met with Wendy Amireh on June 9 and 23.
- Sally Federman met with Wendy Amireh on May 21.

PROFESSIONAL DEVELOPMENT

- Sabrina Rosengren attended CLA Conference June 4 – 6.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Adult Services Report for July 2022**

DATE: August 15, 2022

MONTHLY STATISTICS

Number of Programs by Type	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Adult Programs	3	2	3	2	50%
Hangar	3	1	3	1	200%
History Room	0	0	0	0	-
Literacy	12	8	12	8	50%
Teen Programs	2	1	2	1	100%
General Interest	0	0	0	0	-
Self-Directed	2	1	2	1	100%
TOTAL Adult/Teen	**22**	**13**	**22**	**13**	**-9%**

Program Attendance by Type	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Adult Programs	19	30	19	30	-37%
Hangar	272	334	272	334	-19%
History Room	0	0	0	0	-
Literacy	50	38	50	38	32%
Teen Programs	34	10	34	10	240%
General Interest	0	0	0	0	-
Self-Directed	340	216	340	216	57%
TOTAL Adult/Teen	**715**	**628**	**715**	**628**	**14%**

Proctored Tests	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Number of Tests	7	2	7	2	250%

History Room Activity	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
History Room Visitors	8	1	8	1	700%

The Hangar Makerspace	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Hangar Open Hour Visits	92	21	92	21	338%
Hangar Users	39	10	39	10	290%
Hangar Tours	44	22	44	22	100%

Volunteer Hours	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
History Room	0	41	0	41	-100%
PLFF	249	263	249	263	-5%
General Library	331	354	331	354	-6%
Adult Literacy	163	157	163	157	4%
PTAC	35	12	35	12	192%
Total Volunteer Hours	778	827	778	827	-6%
FTE Equivalent	4.49	4.77	4.49	4.77	-6%

Literacy	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Adult Literacy & ESL Students	38	27	41%
Adult Literacy & ESL Tutors	33	26	27%

ACHIEVEMENTS

- Wendy Amireh coordinated the completion of the Summer Reading Program with Venessa Faber on July 29.
- Katie Matas trained Mayli Apontti and Daisy Badge on Baker & Taylor ordering on July 21.
- Michelle Meades coordinated Book Club on July 12.
- Michelle Meades coordinated 4 Book a Librarian appointments.
- Victor Meza coordinated PTAC Meetings on July 7 and 21.
- Victor Meza and Megan Tolman coordinated Yoga on the Lawn on July 9 and 23.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on July 6, 13, 20, and 27.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on July 5, 12, 19, and 26.
- Sabrina Rosengren coordinated Read, Write, Speak Club on July 8, 15, 22, and 29.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on July 21.
- Shellie McCurdy coordinated the July Hangar Take & Make.
- Shellie McCurdy coordinated Glowforge Open House on July 2.

MEETINGS

- Wendy Amireh, Megan Tolman, Katie Matas, Shellie McCurdy, Victor Meza, and Michelle Meades attended the Adult and Teen Services meeting on July 20.

- Wendy Amireh met with Yesenia Baltierra on July 28.
- Wendy Amireh attended Supervisor meetings on July 12, 14, and 21.
- Wendy Amireh attended Kiwanis meetings on Kiwanis July 14 and 20.
- Wendy Amireh met with Venessa Faber on July 28.
- Wendy Amireh met with Estella Wenk and Eric Grimm on July 28.
- Wendy Amireh met with Tim Worden on July 14.
- Wendy Amireh attended a Budget meeting on July 12.
- Wendy Amireh met with Sally Federman on July 16 and 26.
- Wendy Amireh, Sabrina Rosengren, Katie Matas attended weekly Thursday Huddles in July.
- Victor Meza met with Wendy Amireh on July 26.
- Sabrina Rosengren and Wendy Amireh met on July 25.
- Sabrina Rosengren and Yesenia Baltierra met on July 27.
- Sabrina Rosengren attended CLLS Americorps Q & A on July 25.
- Shellie McCurdy met with Wendy Amireh on July 16 and 30.
- Shellie McCurdy met with Victor Meza on July 13 and 27
- Wendy Amireh met with Michelle Meades and Katie Matas on July 7.
- Katie Matas met with Wendy Amireh on July 8, 21, and 22.
- Katie Matas met by phone with SirsiDynix support on July 13.
- Megan Tolman met with Wendy Amireh on July 7 and 21.
- Michelle Meades met with Wendy Amireh on July 14 and 18.
- Michelle Meades met with Sabrina Rosengren on July 18.
- Michelle Meades and Megan Tolman interviewed a potential history room intern on July 27.
- Michelle Meades and Sabrina Rosengren met with Nalelly Gomez, from HIS House on July 28.

PROFESSIONAL DEVELOPMENT

- None

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Placentia Library Website & Technology Report for June 2022**

DATE: August 15, 2022

Online Catalog Usage	June	June	FY-T-D	FY-T-D	FY-T-D
	2022	**2021**	**2021-22**	**2020-21**	**% change**
Placentia Library Catalog	4,782	3,526	48,958	46,698	5%

Online Database Usage	June	June	FY-T-D	FY-T-D	FY-T-D
Funded by Placentia Library District	**2022**	**2021**	**2021-22**	**2020-21**	**% change**
ABC Mouse	18	34	202	327	-38%
ABC Mouse - Bring Reading Home	99	9	1,493	324	361%
Biography In Context	0	1	28	19	47%
Consumer Reports	471	10	3,747	2,956	27%
Creative Bug*	11	■■■■■	140	■■■■■	-
Data Axle (Reference USA)	303	826	3,261	4,046	-19%
Freegal	1,013	888	11,992	10,952	9%
Heritage Quest	21	58	544	1,741	-69%
Hoopla	2,483	1,987	27,803	25,850	8%
Novelist	11	58	392	561	-30%
OneFile	2	5	67	46	46%
Opposing Viewpoints	5	0	18	16	13%
Overdrive audio books	1,463	1,374	16,976	15,374	10%
Overdrive audiobooks - Placentia Advantage Share	786	1,583	8,566	11,280	-24%
Overdrive e-books	2,255	2,366	26,144	29,450	-11%
Overdrive eBooks - Placentia Advantage Share	923	1,978	10,955	18,112	-40%
OverDrive Magazines	269	193	2,677	7,277	-63%
Tumblebooks	53	100	452	859	-47%
Tutor.com	■■■■■	6	51	164	-69%
World Book Online	■■■■■	1	9	48	-81%
TOTAL PLD DATABASE USAGE	**10,186**	**11,477**	**115,517**	**129,402**	**-11%**

* Mathematically unable to divided by zero

Online Database Usage Funded By California State Library	June 2022	June 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Archives Unbound	0	0	651	1,519	-57%
BrainFuse JobNow/VetNow	4	5	708	76	832%
Britannica Escolar	0	0	8	11	-27%
Britannica School	33	0	160	31	416%
Coursera*	10		90		-
Gale in Context: Environmental Studies*	0		11		-
Gale Interactive: Science*	0		9		-
GetSetUp*	1		6		-
Learning Express*	0		19		-
LinkedIn Learning*	7		53		-
National Geographic Kids *	4		22		-
New York Times	56	21	415	180	131%
NorthStar	0	0	11	4	175%
ProQuest Coronavirus Research	0	0	68	14	386%
ProQuest Culture Grams	0	0	18	13	38%
ProQuest Ebook Central	0	0	73	62	18%
ProQuest eLibrary	0	0	130	23	465%
ProQuest Pub. Avail. Database	0	0	67	14	379%
ProQuest SIRS Discoverer	0	1	62	17	265%
ProQuest SIRS Issues Researcher	0	0	66	16	313%
Skillshare*	0		38		-
Teaching Books	0	1	249	27	822%
TOTAL CSL DATABASE USAGE	**115**	**28**	**2,934**	**2,007**	**46%**
TOTAL ALL DATABASE USAGE	**10,301**	**11,505**	**118,451**	**131,409**	**-10%**

* Mathematically unable to divided by zero

Computer & Online Resource Use	June 2022	June 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Placentia Residents	1,014	384	9,895	5,871	69%
Non-Placentia Residents	950	333	8,794	5,162	70%
Total	1,964	717	18,689	11,033	69%

Wi-Fi Use	June 2022	June 2021	FY-T-D 2021-22	FY-T-D 2020-21	FY-T-D % change
Total	1,403	675	15,072	4,500	235%

Website Traffic	June	June	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2021-22	2020-21	% change
Website visits	15,336	12,585	150,922	114,739	32%
Page Hits	27,620	22,830	256,065	204,623	25%
Users	9,266	7,332	92,892	62,030	50%
Pages/Session	1.80	1.81	N/A	N/A	N/A
Avg. Session Duration	00:02:11	00:02:16	N/A	N/A	N/A
% New Sessions	77	74	N/A	N/A	N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Technology and Website Report for July 2022**

DATE: August 15, 2022

MONTHLY STATISTICS

Computer and Wi-Fi Usage	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Children Computer Usage	244	89	244	89	174%
Teen Computer Usage	115	94	115	94	22%
Adult Computer Usage	1,052	530	1,052	530	98%
Total Computer Usage	**1,411**	**713**	**1,411**	**713**	98%
Wi-Fi Usage	1,344	837	1,344	837	61%
Guest Passes	64	21	64	21	205%

Website Traffic	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Website visits	14,381	12,339	14,381	12,339	17%
Page Hits	24,614	22,423	24,614	22,423	10%
Users	8,497	6,871	8,497	6,871	24%
Pages/Session	1.71	1.82	2	2	-6%
Avg. Session Duration	00:02:07	00:02:12	00:02:07	00:02:12	-4%
% New Sessions	76	71	76	71	7%
Placentia Library Online Catalog Usage	5,886	4,284	5,886	4,284	37%

Technology Updates

Completed Projects:
> Physical Security for Server room/ A/C Installed
> Processed new LOT's technology inventory for circulation
> Updated OPAC and ILS servers
> Enhanced phishing/malware email protections
> 2-Year technology strategic plan

Ongoing Projects:
> Broadband Grant network cable repair/replacement

Upgraded Wifi Access Points
Network Segmentation and security updates
Childrens OPAC
Memory Lab setup
Workstations Preventative Maintenance

Upcoming Projects:
VoIP upgrade (quoting phase)
Cyber Security Training (quoting phase)
New Website development and deployment (RFP)
Mobile App development (research phase)
Windows 11 deployment plan (research phase)
Bookmobile mobile access terminals

Cyber Security

All end points are protected with business class anti-virus, anti-malware monitoring software. This provides real-time scanning and alerts for IT administrators of any threats to the system. All accounts are now required to sign in with a strong password, and use multi-factor authentication MFA. Shared drives and cloud files have been audited for more restrictive access and sharing permissions. All computers are now centrally managed through a domain controller and local admins have been eliminated. Security patches are installed on a regular basis with critical patches installed within 24 hours of confirmed releases. Databases are backed up regularly to onsite and cloud backup locations for redundancy in case of data loss.
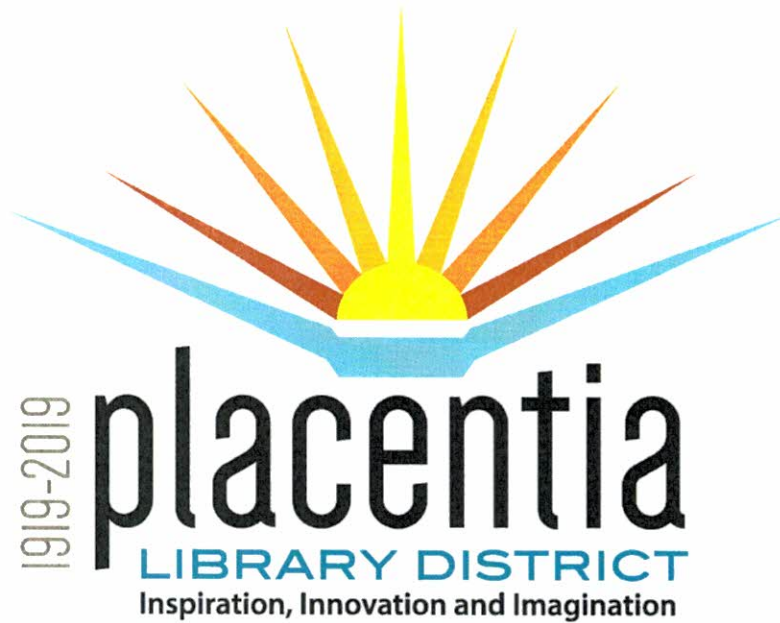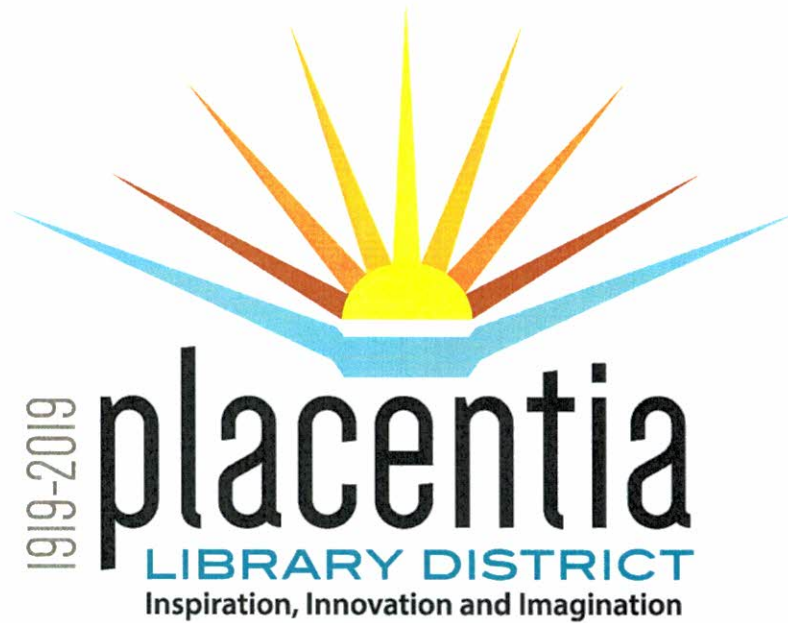
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Customer Service Report for July 2022**

DATE: August 15, 2022

MONTHLY STATISTICS

Attendance	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Number of Days Open	30	20	30	20	50%
Number of Hours Open	265	188	265	188	41%
Attendance	16,957	12,413	16,957	12,413	37%

Card Holders	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Active Borrowers ~	6,471	5,400			20%
Child Card Holders*	13,855	0			-
Teen Card Holders *	4,424	0			-
Adult Card Holders *	42,354	0			-
Total Card Holders	60,633	56,246			8%
New Patron Registration	423	286	423	286	48%
New Virtual Library Cards	64	60	64	60	7%

~ FY-T-D- comparison not applicable

* FY 2021-22 data not available

Information Desk Activity	July 2022	July 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Reference Questions -- in person	1,987	1,462	1,987	1,462	36%
Reference Questions -- telephone	580	802	580	802	-28%
Reference Questions -- email/chat	10	21	10	21	-52%
Total Reference Questions	2,577	2,285	2,577	2,285	13%
Assistance in Spanish	77	25	77	25	208%
Assistance with Passports*	120		120		-
Curbside Usage	6	35	6	35	-83%
Study Room Usage*	141		141		-

*New Statistic for FY 2022-23

Passport Activity	July	July	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Passports Processed	472	597	472	597	-21%
Consultations Only*	46		46		-
Unfilled Appointments*	38		38		-
No Show Appointments*	100		100		-
Photo Only (Walk-in) *	12		12		-

New Statistic for FY 2022-23

ACHIEVEMENTS

- Estella worked with Assistant Director and Supervisors to update new FY Board Reports.

MEETINGS

- Estella attended the huddle meetings on July 7, 14, 21, and 28.
- Laura attended the huddle meetings on July 7, 14, 21.
- Estella, Laura, Angie, Erich, and Tim attended the Support Services meeting on July 14.
- Estella met with Angie on July 19.
- Estella met with Laura on July 6.
- Estella met with Tim on July 6 and 27.
- Tim met with Shellie for a The Hangar training on July 30.
- Tim met with Jeanette on July 13 and 27.
- Tim met with Wendy on July 14 and 22.

PROFESSIONAL DEVELOPMENT

- Tim is training in The Hangar to be a backup.
- Laura trained on the Money Management spreadsheet.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Introductions of New Employees**

DATE: August 15, 2022

BACKGROUND

The District is fortunate to have onboard two new on-call Library Assistants on board –
Cheyenne Tanner and Jullie Bence. Tonight, the Board will be introduced to Jullie.
Cheyenne will be introduced at the September board meeting.

Jullie, is passionate about serving patrons in our community. She has over two decades of
experience in various industries, which includes: education technology, non-profit,
financial services, and customer service. Working in non-profit she discovered her
passion for helping others. She is a people person who enjoys helping patrons by
answering their questions, providing awareness of library programs, and various other
clerical duties.

In 2017 she earned a Bachelor of Arts in Criminal Justice from Brandman University.

In her spare time, she enjoys cooking, traveling, and playing pool. Most importantly, she
enjoys being a mom by raising two beautiful children and spending time with a large
extended family.

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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: **PUBLIC HEARING: FIRST HEARING ON DISTRICT-BASED ELECTIONS**

DATE: AUGUST 15, 2022

BACKGROUND

At its meeting on June 22, 2022, the Board of Trustees ("Board") adopted Resolution No. 2022-04 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board must hold two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the map(s).

This is the first of the two hearings before a map(s) is drawn. *No maps* are to be submitted or suggested by the Board at this hearing or the next one. Since the Board set this matter for hearing at its June 22, 2022 meeting the Placentia Library District ("Library") has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in *The Register*. Notices of the hearing were posted on the Library's website in English and Spanish and on the Library's Facebook page.

DISCUSSION
1.   Considerations for District Boundaries

At the hearing the public will be invited to provide input regarding "communities of interest" and other local factors that are to be considered in drafting district maps. A community of interest is a neighborhood or group that may benefit from being in the same district because of shared interests, views, or characteristics. Examples of considerations for a community of interest, in no particular order of priority, include:

- School attendance area;
- Communities separated by physical features such as canyons, hills, rail, or roads;
- Communities around a park or other neighborhood landmarks;

- Communities with shared interests on issues, neighborhood activities, or legislative/election concerns; and
- Shared demographic characteristics such as income, education, linguistic isolation, language spoken at home, single-family and multi-family housing areas.

Some of the requirements for the districts to ensure compliance with state and federal criteria are that each district shall:

- Contain a nearly equal population.
- Be drawn in a manner that complies with the Federal Voting Rights Act.
- Not be drawn with race as the predominate factor.

2.   Election Sequencing

Since the terms of the Board are staggered, district elections cannot all take place at the same election and thus the Board must decide the sequencing of its elections. Elections Code section 10010 provides that the Board is to give special consideration to the purposes of the California Voting Rights Act of 2001 (prevention of voting dilution of protected classes) and to consider preferences expressed by the public in determining how sequencing of the district elections is to occur. In other words, the Board must make a deliberative decision regarding sequencing.

The earliest district-based elections could start is November of 2024[1], when there are three Trustee seats up for election. Should the Board decide to begin district-based elections in 2024, it would select three of the five districts to hold elections for Trustees. A factor the Board may want to consider in determining which three districts will hold elections are which districts will not be represented by the three remaining Trustees whose terms will expire in 2026. For instance, if districts 1, 2 and 3 are not represented by the three remaining Trustees, then districts 1, 2 and 3 would have district-based elections in 2024. In such a scenario, districts 4 and 5 would have district-based elections in 2026, at which time each district would be represented on the Board.

The Board may consider other factors it deems relevant in deciding the sequencing of district elections. However, the sequencing cannot result in shortening any Trustee term. It is understood that no matter what sequencing the Board chooses, it may result in a district having more than one representative on the Board until the 2026 election.

3.   Next Steps

Following the August 15, 2022, hearing, the process is as follows:

- September 19, 2022 – second hearing, which is a continuation of the Board's receipt of public input on the criteria noted above. Following this hearing, based on the Board's direction, the Library will draft district map(s) and proposed

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[1] It is not required that district-based elections start in November of 2024, as the Library is not currently required to implement district-based elections.

election sequencing that will be published in *The Register* and posted on the Library's website and kiosks and otherwise made available to the public. The draft map(s) and proposed sequencing must be published and posted at least seven days prior to the third hearing, i.e., by October 17, 2022.

- November 21, 2022 – third hearing and first at which the Board will receive public input on the draft map(s) and proposed sequencing. Based on the input, the Board may approve of the draft map(s) and proposed sequencing or direct alternative map(s) or revised sequencing be drafted. If the draft map(s) is changed it must be re-published and posted at least seven days prior to the fourth hearing, i.e., by December 19, 2022. If not, the Library would just publish a notice of the fourth hearing and otherwise leave the first draft map of the map posted.
- December 19, 2022 – fourth hearing at which the Board may adopt an ordinance for first reading, approving a map and election sequencing.
- January 16, 2022 – if the Board has adopted an ordinance for first reading, it would adopt the second reading of the ordinance approving a map and election sequencing.

Attachment A: Timeline for Consideration and Implementation of District-Based Elections.

Attachment B: Notice of Public Hearing

RECOMMENDATION

Receive public input regarding proposed boundaries and sequencing of elections and discuss any additional information the Board may want to consider. No direction regarding the actual drafting of the maps is to be provided at this meeting.

PLACENTIA LIBRARY DISTRICT

TIMELINE FOR CONSIDERATION AND IMPLEMENTATION OF DISTRICT-BASED ELECTIONS

(Items in Italics Have Been Completed)

DATE	EVENT	COMMENT
June 22, 2022	*Board Adopts Resolution of Intention*	*Triggers public hearing process*
August 15, 2022	First Public Hearing	Board receives public input regarding composition of districts. No maps yet.
September 19, 2022	Second Public Hearing	Board received public input regarding composition of districts. No maps yet.[1]
October 17, 2022	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before third hearing
November 21, 2022	Third Public Hearing	Board receives and comments on draft maps and sequencing of elections
November 22, 2022	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before fourth hearing[2]
December 19, 2022	Fourth Public Hearing	Board hearing regarding draft maps and sequencing[3] at which Board may adopt ordinance for first reading approving district-based elections and sequencing
January 16, 2023	Ordinance Adoption	
February 15, 2023[4]	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2024	General Election	First election utilizing adopted districts
November 2026	General Election	Remaining seats filled by districts

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[1] First and second hearings must occur within a period of 30 days.

[2] Map(s) need not be re-published if it does not change

[3] Third and fourth hearings must occur within a period of 45 days.

[4] Ordinances are adopted by introducing for a first reading and then adoption and are effective 30 days thereafter

NOTICE OF PUBLIC HEARING
Placentia Library District
411 E. Chapman Avenue
Placentia, CA

Notice is given that the Board of Trustees of the Placentia Library District will conduct public hearings on the below listed dates and times in the Placentia Library District Community Meeting Room, located at 411 E. Chapman Avenue, Placentia, to discuss the implementation of a district-based electoral system for the election of representatives to the Board of Trustees pursuant to Elections Code section 10010.

At the following public hearings, the Board of Trustees will receive public input regarding the proposed transition from at-large elections for Board of Trustees to district-based elections, the time frame and sequencing for this transition, the criteria and factors to be used in drawing maps of the districts and other matters relevant to the proposed transition. Based on input from these hearings, the Board will direct that district maps be drawn and propose the timing and sequencing of the district-based elections.

Monday, September 19, 2022 -- 6:30 p.m.
Monday, October 17, 2022 – 6:30 p.m.

You are invited to attend all public hearings and comment on the proposed actions described above. If you challenge any action related to this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered at, or prior to, a public hearing. If you have written comments that you wish to submit, please send them by mail to Placentia Library District, Attn: Library Director, 411 E. Chapman Avenue, Placentia, CA 92870. Written comments may also be submitted by e-mail at administration@placentialibrary.org at least one hour prior to a public hearing and if timely received, will be made a part of that hearing's record.

For more information visit the Library District's website at www.placentialibrary.org. Agendas for the public hearings will be posted on the Library District's website at least 72 hours prior to the hearing and contain additional information for you to participate.
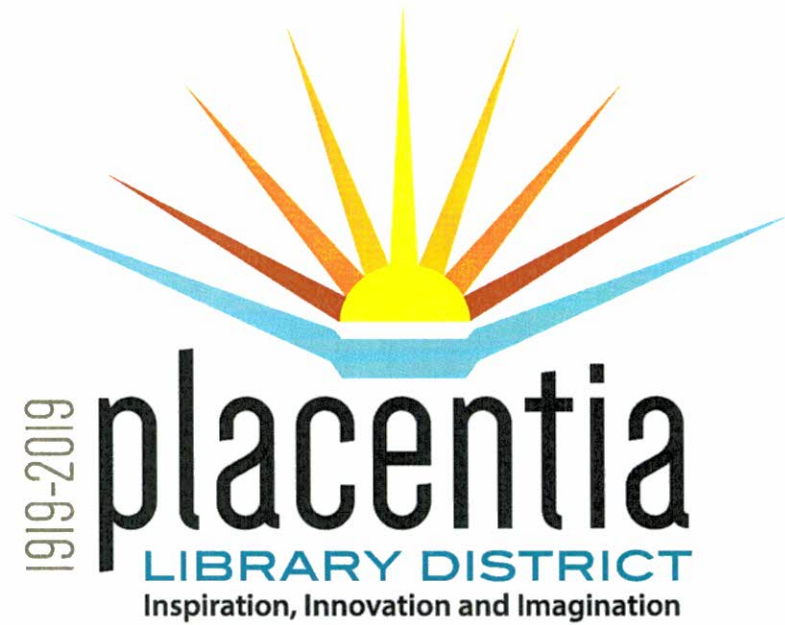
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Public Hearing on Updated Library Impact Fees; Consider Resolution 2022-05 Approving the Placentia Library District Library Impact Fee Nexus Study Update and Requesting the Placentia City Council Implement the Updated Library Impact Fee Program on Behalf of the District**

DATE: August 15, 2022

BACKGROUND

Development impact fees are a commonly used method of collecting a proportional share of funds from new development for infrastructure improvements and/or other public facilities. With rare exceptions, development impact fees are one-time funds restricted to funding capital costs for new facilities and are not used for annual operations and/or maintenance. Impact fees may only be imposed on new development, and the fee proceeds must be expended on improvements needed as a result of the new development.

Pursuant to the Mitigation Fee Act ("Act"), California Government Code Section 66000, et seq. (also known as AB 1600), adoption of development impact fees requires a Nexus Study to establish the legal and policy basis for imposing the fee. A Nexus Study demonstrates the reasonable relationship between new development, the amount of the fee, and the type of capital improvements projects which may be funded by the fee. More specifically, a Nexus Study presents certain findings to meet the procedural requirements of the Act, which are as follows:

1. Identify the purpose of the fee.

2. Identify the use to which the fee is to be put.

3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed ("benefit relationship").

4. Determine how there is a reasonable relationship between the need for the facilities and the type of development project on which the fee is imposed ("impact relationship").

5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed ("proportional relationship").

In 2008, the District prepared a Nexus Study establishing the District's current library impact fee program. This year, the District prepared a Library Impact Fee Nexus Study Update ("Nexus Study Update") to establish the legal and policy basis for the collection of updated library impact fees. (Attachment 1) The Nexus Study Update also outlines the procedural requirements for

approval of the Nexus Study Update and the updated library impact fees by the Board of Trustees and later adoption by the Placentia City Council. Also, the Nexus Study Update summarizes the specific requirements for the annual administration of the fee program.

The figure below summarizes the District's current and updated library impact fees.

Summary of Current and Updated Library Impact Fees

Land Use Category	Unit [1]	Current Library Impact Fee (2008)	Maximum Library Impact Fee (2022)	$ Change	% Change
Calc		a	b	c = a - b	d = c / a -1
Single-Family Detached Housing [2]	BSQFT	$0.92	$0.72	($0.20)	-21.7%
Single-Family Attached Housing [2]	BSQFT	$0.92	$1.08	$0.16	17.4%
Multi-Family Housing	BSQFT	$1.12	$1.81	$0.69	61.6%
Mobile Home [2]	BSQFT	$0.92	$1.08	$0.16	17.4%
Accessory Dwelling Unit [2]	BSQFT	- - - - - - - - - - See Note 4 - - - - - - - - -			
Retail / Commercial	BSQFT	$0.10	$0.12	$0.02	20.0%
Office	BSQFT	$0.14	$0.17	$0.03	21.4%
Industrial	BSQFT	$0.07	$0.08	$0.01	14.3%

Notes:

[1] BSQFT means living area square feet or building square feet.

[2] New residential impact fee category.

[3] Accessory dwelling units ("ADUs") 750 square feet or less in size are exempt. All other ADUs shall be imposed the effective fee of the existing land use category of the parcel upon which the ADU is constructed.

Upon approval of the Nexus Study Update and updated library impact fees, the District will work with City staff to bring the updated fee program before the City Council for adoption. The updated library impact fees may become effective 60 days after adoption by the City Council.

FISCAL IMPACT
The District's library impact fee fund will cover all costs associated with the Nexus Study Update.

Attachment A: Library Impact Fee Nexus Study Update v1.2, July 2022 Final Report
Attachment B: Resolution No. 2022-05.

RECOMMENDATIONS
It is recommended that the Board of Trustees conduct the following actions:

- Open the public hearing and take any testimony from the public, and;
- Consider Resolution No. 2022-05 Approving the Placentia Library District Library Impact Fee Nexus Study Update and Requesting the Placentia City Council Implement the Updated Library Impact Fee Program on Behalf of the District.

PLACENTIA LIBRARY DISTRICT

LIBRARY IMPACT FEE NEXUS STUDY UPDATE

JULY 2022
FINAL REPORT V1.2

PREPARED FOR:

BOARD OF TRUSTEES
PLACENTIA LIBRARY DISTRICT
AND

CITY COUNCIL
CITY OF PLACENTIA

PREPARED BY:

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PLACENTIA LIBRARY DISTRICT

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ACKNOWLEDGMENTS

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EXECUTIVE SUMMARY

INTRODUCTION

This Library Impact Fee Nexus Study Update ("Nexus Study") was prepared pursuant to the "Mitigation Fee Act," as found in Government Code § 66000 et seq. The purpose of this Nexus Study is to establish the legal and policy basis for the continued imposition of an updated library impact fee on new development in the District. The library impact fee would fund the one-time cost of expanding the District's facilities in order to meet the impact of new development. For this Nexus Study update, "library facilities" shall mean land, library buildings, bookmobiles, collections, computers, and other technology.

In order to impose such fees, this Nexus Study will demonstrate that a reasonable relationship or "nexus" exists between new development and the need for additional library facilities within the District as a result of new development. More specifically, this Nexus Study will present findings in order to meet the substantive requirements of the Act, which are as follows:

- Identify the **purpose** of the fee.

- Identify the **use** to which the fee is to be put. If the use is funding public facilities, the facilities must be identified. Identifying the public facilities may be a broad class of projects[1] or made by reference to a capital improvement plan, made in applicable general or specific plan requirements, or made in other public documents[2].

- Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed ("**benefit relationship**").

- Determine how there is a reasonable relationship between the need for library facilities and the type of development project on which the fee is imposed ("**impact or need relationship**").

- Determine how there is a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed ("**rough proportional relationship**").

Additionally, the Act specifies that the fee shall not include costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased

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[1] According to Government Code § 66000(b) and validated by Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010.
[2] According to Gov't Code Section 66001(a)(2).

demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with the general plan.

Since the Act also prohibits development impact fees from being used to fund existing deficiencies in public facilities, the fees must be used to fund only new or expanded library facilities that add to the District's library service capacity.

METHODOLOGY / APPROACH

To establish the library impact fee program consistent with the **substantive requirements** of the Act, this Nexus Study utilizes a districtwide, per capita standard-based methodology. A standard-based methodology is the most used method for the calculation of library impact fees. It was also upheld by the Homebuilders Association of Tulare/Kings Counties, Inc. v. City of Lemoore in 2010.

Under this method, the cost components are based on the District's existing level of service ("LOS") standards and defined on a per capita basis. For the residential library impact fee, the total per capita costs are applied to four residential land use categories according to their respective dwelling unit occupancy factor and average living area to establish a cost/fee per square foot. For the nonresidential library impact fee, an equivalent cost per employee is determined and applied to three nonresidential land uses according to their respective employment density factors to establish a cost/fee per square foot of new nonresidential building area.

It is important to note that the maximum library impact fee determined by this Nexus Study is not directly influenced by the District's level of development. The library impact fee is determined with an open-end approach based on the District's level of service standards rather than a definite facility plan and a definite level of future development. Therefore, if the actual level of development is significantly higher or lower rate than projected, no revision of the library impact fee program would be necessary.

The Nexus Study also details the **procedural requirements** for the adoption of the Nexus Study and updated library impact fee program ("fee program"). Also, the Act contains specific requirements for the **annual administration** of the fee program. These statutory requirements and other important information regarding the imposition and collection of the fee are provided in the last two sections of the Nexus Study.

SUMMARY OF KEY FINDINGS

The following key findings are presented:

1. It is the objective of the District to maintain its existing level of service by continuing to collect an updated library impact fee to fund the cost of expanding the District's facilities, collections, and computers attributable to new development.

2. The District's current library impact fees are shown below. These fees became effective in 2008 and have not been adjusted for cost inflation.

FIGURE 1 – CURRENT LIBRARY IMPACT FEE SCHEDULE (EFFECTIVE 2008)

Land Use Category	Unit [1]	Current Library Impact Fee (2008)
Single-Family Housing	BSQFT	$0.92
Multi-Family Housing	BSQFT	$1.12
Retail / Commercial	BSQFT	$0.10
Office	BSQFT	$0.14
Industrial	BSQFT	$0.07

Notes:

[1] BSQFT means living area or building area square feet.

3. Consistent with the Act's nexus requirements, this Nexus Study demonstrates a reasonable relationship between new development, the amount of the proposed fee, and library facilities funded by the fee.

4. The District may approve, and the City may adopt the fees in Figure 2, on the following page, at or below the maximum levels determined by this Nexus Study. If the District and City choose to adopt lower fees, the adopted fee for each land use category must be reduced by the same percentage.

FIGURE 2 – MAXIMUM LIBRARY IMPACT FEE SCHEDULE (2022)

Land Use Category	Unit [1]	Maximum Library Impact Fee [2]
Single-Family Detached Housing	BSQFT	$0.72
Single-Family Attached Housing	BSQFT	$1.08
Multi-Family Housing	BSQFT	$1.81
Mobile Homes	BSQFT	$1.08
Accessory Dwelling Unit	BSQFT	See Note 3
Retail / Commercial	BSQFT	$0.12
Office	BSQFT	$0.17
Industrial	BSQFT	$0.08

Notes:

[1] BSQFT means living area or building area square feet.

[2] See Figures 8 and 12.

[3] Accessory dwelling units ("ADUs") 750 square feet or less in size are exempt. All other ADUs shall be imposed the effective fee of the existing land use category of the parcel upon which the ADU is constructed.

SUMMARY OF KEY RECOMMENDATIONS

Based on the findings presented in the Nexus Study, the following key recommendations are presented:

1. The library impact fee should be adopted in accordance with Government Code Sections 66016, 66017, and 66018.

2. The District should comply with the annual reporting requirements Government Code § 66006(b).

3. Following the fifth fiscal year after the first deposit of fee revenue and every five years thereafter, District and the City should comply with the reporting requirements under Government Code § 66001(d).

4. The cost estimates presented in this Nexus Study are in January 2022 dollars. The library impact fee should be adjusted automatically without further action by the District Board or the City Council on the first day of each fiscal year by the previous 12-month percentage change as of April in the Engineering News-Record Construction Cost Index for Los Angeles or its successor publication.

5. In order to comply with the Act and recent court decisions, a fee credit must be given for demolished existing dwelling units or existing nonresidential building square footage as part of a new development project.

6. This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2030.

LIBRARY PER CAPITA COST DETERMINATION

This Nexus Study utilizes a per capita-standard-based methodology to determine the library impact fee because the need for and demand for library services is driven by its service population. Using this open-ended approach, library facility costs are reduced to a cost per capita based on the District's existing LOS standards for such facilities. This section first determines the District's LOS standard for library facilities. Then, the per capita cost for library facilities for the District is established based on their respective LOS standard and the estimated unit cost.

POPULATION PROJECTION

Figure 3 presents the District's current and projected population through 2045. The District's current population was determined using figures from the California Department of Finance, including the estimated 1,045 residents of Hamer Island. Hamer Island is an unincorporated County island surrounded by the City which will be annexed by the City in July 2022.

The District's 2045 population was projected based on figures from the Southern California Association of Governments ("SCAG"), which results in an annual growth rate of 0.64 percent, or an average of 113 housing units per year. As shown below, it is estimated that the District's population, as of January 2022, is approximately 51,904. It is projected that the District will grow by 6,996 residents to a household population of 58,900 by 2045.

FIGURE 3 – CURRENT AND PROJECTED DISTRICT POPULATION

Population Projection	2022	2025	2030	2035	2040	2045	Growth 2022 thru 2045
Placentia Library District	**51,904**	52,906	54,621	56,392	58,220	**58,900**	**6,996**

Source: California Department of Finance; Southern Californa Association of Goverments

EXISTING LIBRARY FACILITIES

Figure 4 below presents a summary of the District's existing library facilities. The District's library is located at 411 East Chapman Avenue, Placentia, California. The library is on 2.41 acres and has 27,875 square feet of building area. The District has over 77,000 collections, including books, periodicals, multi-media materials, and 28 community use computers.

FIGURE 4 – EXISTING LIBRARY FACILITIES

Item	Unit	Units
Land	LSQFT	104,980
Buildings	BSQFT	27,875
Collections	Volume	77,064
Computers	Each	28

Source: Placentia Library District

UNIT COSTS

Figure 5 shows the estimated replacement value per unit for the four fee components. The estimated land value is based on the City's 2017 Nexus Study and adjusted 41% by the change in median home value in the City from 2017 to 2022. The replacement cost for the library building is $800 per square foot. Based on recent experience, the District estimates that the average cost per volume is $21 and $770 per community use computer.

FIGURE 5 – UNIT COSTS

Item	Unit	Unit Cost
Land	LSQFT	$49
Buildings	BSQFT	$800
Collections	Volume	$21
Computers	Each	$770

Source: Placentia Library District; SCI Consulting Group

PER CAPITA COST

The figure below summarizes the per capita cost components. As shown, the total per capita cost is $560.34.

FIGURE 6 – PER CAPITA COST

Item	Unit	Units [1]	Unit Cost [2]	Per Capita Standard
	Calc	a	b	c = (a * b) / 51,904
Land	LSQFT	104,980	$49.00	$99.11
Buildings	BSQFT	27,875	$800.00	$429.64
Collections	Volume	77,064	$21.00	$31.18
Computers	Each	28	$770.00	$0.42
Total				**$560.34**

Notes:

[1] See Figure 4.

[2] See Figure 5.

RESIDENTIAL LIBRARY IMPACT FEE DETERMINATION

This section presents the calculation of the residential library impact fee. The per capita cost from the previous section is applied to four residential land use categories in proportion to the demand they create as measured by their respective dwelling unit occupancy factor and average living area.

RESIDENTIAL LAND USE CATEGORIES

The Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed. Since the demand for / need for library services is inherently driven by service population and since different residential land uses have varying household occupancies, the residential library impact fee is expressed on a <u>per square footage basis</u> based on their respective dwelling unit occupancy factor and average living area for four residential land uses. Pursuant to Government Code § 66016.5(a)(5)(a), a fee impose on a per square footage basis is deemed to be a valid method to establish a reasonable relationship between the fee charged and the burden posed by the development.

The four residential fee categories are as follows:

- *"Single-Family Detached Housing"* means detached one-family dwelling units.

- *"Single-Family Attached Housing"* means a residential structure consisting of two or more dwelling units that share common walls and have separate assessor's parcel numbers, such as townhomes.

- *"Multi-Family Housing"* means buildings or structures designed for two or more families for living or sleeping purposes and having kitchen and bath facilities for each family.

- *"Mobile Home"* means a development area for residential occupancy in vehicles that require a permit to be moved on a highway, other than a motor vehicle designed or used for human habitation and for being drawn by another vehicle.

After an evaluation of the District's current library impact fee schedule, the single-family housing fee category will be replaced with separate fees for single-family detached housing and single-family attached housing (townhomes). Additionally, accessory dwelling units ("ADUs') are added as a fifth category. An ADU means a dwelling unit, or "granny flat," either a detached or attached dwelling unit, which provides complete, independent

living facilities for one or more persons with provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the primary residence.

DWELLING UNIT OCCUPANCY FACTOR

Figure 7 below presents the calculation of the dwelling unit occupancy factor for the four residential land uses. The calculation is based on information from the 2020 *American Community Survey 5-Year Estimate* from the 2020 U.S. Census for the City of Placentia, which is found to be representative of the boundaries of the District.

FIGURE 7 – DWELLING UNIT OCCUPANCY FACTOR

Land Use Categories	Occupied Dwelling Units	Total Number of Occupants	Dwelling Unit Occupancy Factor
Calc	a	b	c = a / b
Single-Family Detached Housing	9,651	33,103	3.43
Single-Family Attached Housing	1,889	5,251	2.78
Multi-Family Housing	4,230	11,883	2.81
Mobile Homes	603	1,347	2.23
Average (2020 Census)	16,373	51,584	3.15

Source: 2020 U.S. Census for the City of Placentia

RESIDENTIAL LIBRARY IMPACT FEE DETERMINATION

Figure 8 below presents the calculation of the maximum library impact fee. As shown, the fees for the residential land uses are determined by multiplying the total cost per capita by their respective dwelling unit occupancy factor and average living area. An additional 4 percent is added for the annual administration of the library impact fee program. The fee program administrative cost component is designed to offset the cost of District and City collection, documentation, satisfying annual and five-year reporting requirements, periodic Nexus Study updates, and other costs reasonably related to compliance with the Act.

The District may approve, and the City may adopt fees lower than the maximum, justified amounts shown below, provided that they are reduced by the same percentage for each land use category.

FIGURE 8 – MAXIMUM RESIDENTIAL LIBRARY IMPACT FEE

Residential Land Use Category	Total Cost Per Capita [1]	Dwelling Unit Occupancy Factor [2]	Cost per Unit	Admin. Expense 4% [3]	Average Living Area per Sq. Ft. [4]	Maximum Library Impact Fee [5]
Calc	a	b	c = a * b	d = c * 0.04	e	f = (c + d) / e
	------------- per dwelling unit -------------					- per sq. ft. -
Single-Family Detached	$560.34	3.43	$1,921.97	$76.88	2,750	$0.72
Single-Family Attached	$560.34	2.78	$1,557.75	$62.31	1,500	$1.08
Multi-Family	$560.34	2.81	$1,574.56	$62.98	900	$1.81
Mobile Homes	$560.34	2.23	$1,249.56	$49.98	1,200	$1.08
Accessory Dwelling Unit						See Note 6

Notes:

[1] See Figure 6.

[2] See Figure 7.

[3] Collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates and other costs reasonably related to compliance with the Act.

[4] Average living areas for new development estimated by the City's Development Services Department.

[5] Maximum library impact fee is rounded down to the nearest cent.

[6] Accessory dwelling units ("ADUs") 750 square feet or less in size are exempt. All other ADUs shall be imposed the effective fee of the existing land use category of the parcel upon which the ADU is constructed.

The residential library impact fee shall be charged on the square footage within the perimeter of a residential structure. Garage, carports, walkways, overhangs, patios, enclosed patios, detached storage structures, or similar areas are excluded.

NEXUS FINDINGS FOR RESIDENTIAL LIBRARY IMPACT FEE

This section summarizes the nexus findings required to demonstrate the legal justification of the residential library impact fee.

PURPOSE OF THE FEE

The purpose of the residential Library Impact fee is to fund new or expanded library facilities to meet the new resident population's needs generated by new residential development in the District.

USE OF FEE REVENUE

Library impact fee revenue will be used to fund the development of and/or the acquisition of new or expanded library facilities to serve new development. A summary of the allowable and prohibited uses of the fee revenue is provided in Figure 9 below.

FIGURE 9 – SUMMARY OF ALLOWABLE AND PROHIBITED USES OF FEE REVENUE

Allowable Uses	*Prohibited Uses*
▪ *The cost of new or expanded library facilities, including land and library construction; the purchase of bookmobiles, collections, and community use computer that expand service capacity (100%)*	▪ *Existing deficiencies, such as renovation or replacement of existing library facilities that do not expand service capacity*
▪ *Library facility costs already incurred that provide growth-related capacity (100%)*	▪ *Operational, maintenance, or repair costs*
▪ *The proportional cost of library facility renovation projects that expand service capacity*	
▪ *Collection, accounting, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act.*	

BENEFIT RELATIONSHIP

The fee will be collected as development occurs. Fee revenue will be used to fund new and expanded library facilities to meet the additional demand generated by the new residents created by new development projects. Fee revenue will be deposited into a separate library impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. Additionally, the Act ensures that fees are either expended expeditiously or refunded. These actions ensure that a development project paying the library impact fee will benefit from its use.

IMPACT RELATIONSHIP

Since the need for library services is inherently population-driven, new residential development in the District will generate the need for additional library services and the corresponding need for various facilities. The need is measured in proportion to the dwelling unit occupancy factor for five residential land use categories. The fees' use (funding new or expanded library facilities) is therefore reasonably related to the type of project (new residential development) upon which it is imposed.

PROPORTIONALITY

The library facilities needed to serve a unit of development are based on the District's level of service standards for such facilities. The cost of new and expanded library facilities and fee program administrative costs are defined on a cost per capita basis. These per capita costs are then applied to residential land use categories based on their respective dwelling unit occupancy factor and average housing unit size.

The use of average dwelling unit occupancy for the residential land use categories to determine the library impact fee schedule achieves proportionality across the types of development on which the fee is imposed. In general, a single-family home will generate a higher number of persons than a multifamily unit, and as a result, will pay a higher fee. Additionally, a fee impose on a per square footage basis is deemed to be a valid method by State law to establish a reasonable relationship between the fee charged and the burden posed by the development accord. Thus, the library impact fee schedule's application to a specific project ensures a reasonable relationship between the fee and the cost of library facilities attributable to that residential development project.

NONRESIDENTIAL LIBRARY IMPACT FEE DETERMINATION

In addition to the District residents, employees who work in the District also use and place demands upon the District's library facilities. Just as future growth in the residential population will impact library facilities, future growth in the District's employee population will also impact library facilities, and additional library facilities are required for the future growth in employees within the District. Therefore, this section determines a library impact fee for nonresidential land uses.

RESIDENTIAL EQUIVALENT FACTOR

The District estimates that although its library users are primarily residents, its facilities are also utilized by employees associated with local businesses. However, one employee is generally not considered to have the same demand for or impact upon library facilities as one resident. Therefore, this Nexus Study Update utilizes the same residential equivalent factor of 0.1 from the District 2008 Nexus Study. In other words, one employee is considered to have the equivalent library facilities demand of 0.1 residents.

NONRESIDENT EMPLOYEE FACTOR

In order to isolate the impact from nonresident employees that do not live in the District, a nonresident employee factor is determined using figures from the 2000 U.S. Census. (Unfortunately, the 2010 and 2020 U.S. Census do not provide similar demographic data.) As shown, of the 23,148 employees that worked in the City in 2000, 20,523 were not residents. Therefore, for the purposes of this Nexus Study Update, it is assumed that 89 percent of employees generated by new nonresidential development with the District will reside outside the District. These figures are found to be reasonably representative of the same ratio today for the District. Note that this factor was not included in the determination of the nonresidential library fees in the 2008 Nexus Study.

FIGURE 10 – NONRESIDENT EMPLOYEE FACTOR

	Calc	
Work In Place of Residence	a	2,625
Work Outside Place of Residence	b	20,523
Total Workers in Place	c = a + b	**23,148**
Nonresident Employee Factor	d = b / c	**0.89**

Source: 2000 U.S. Census for City of Placentia

COST PER EMPLOYEE

Figure 11 below presents the calculation of the cost per employee based on the per capita cost multiplied by the residential equivalent factor and the nonresident employee factor for nonresidential land uses. As shown, the cost per employee is $49.68, or the equivalent of 8.9 percent of the per capita cost for a District resident.

FIGURE 11 – COST PER EMPLOYEE

Land Use		Per Capita Costs [1]	Residential Equivalent Factor [2]	Nonresident Employee Factor [3]	Cost per Employee
	Calc	a	b	c	$d = a * b * c$
Nonresidential		$560.34	0.10	0.89	$49.68

Notes:

[1] See Figure 6.

[2] From 2008 Nexus Study.

[3] See Figure 10.

NONRESIDENTIAL LAND USE CATEGORIES

As mentioned earlier, the Act requires that development impact fees be determined in a way that ensures a reasonable relationship between the amount of the fee and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed. Since nonresidential land uses have varying employment densities, the nonresidential library impact fee is expressed on a per square footage basis based on their respective employment density for three nonresidential land use categories.

Nonresidential development means a permit for the original construction or installation of three categories of structures, including retail and commercial, office, and industrial or similar nonresidential occupancy. These categories are defined below.

- *"Retail / Commercial"* means buildings to be used for retail, general commercial, hotel/motel, private school, and similar nonresidential occupancy.

- *"Office"* means a building to be used for general business services, professional office, medical office, and similar nonresidential occupancy.

- *"Industrial"* means a building to be used for manufacturing, fabrication, assembly, storage, distribution, and similar nonresidential purposes.

NONRESIDENTIAL LIBRARY IMPACT FEE DETERMINATION

In order to determine the nonresidential library impact fees, the cost per employee is applied to the three nonresidential land uses by their employment density to arrive at nonresidential library impact fees per square foot. The nonresidential library impact fees for retail/commercial, office, and industrial land uses are shown in Figure 12 on the following page. The District may approve, and the City may adopt fees lower than the maximum amounts justified by this Nexus Study update, provided that they are reduced by the same percentage for each land use category.

FIGURE 12 – MAXIMUM NONRESIDENTIAL LIBRARY IMPACT FEE

Nonresidential Land Use Category		Cost per Employee [1]	Admin. Expense 4% [2]	Employees per 1,000 Sq. Ft. [3]	Maximum Nonresidential Library Impact Fee [4]
	Calc	a	b	c	d = (a+b) / (1,000/c)
Retail / Commercial		$49.68	$1.99	2.33	$0.12
Office		$49.68	$1.99	3.33	$0.17
Industrial		$49.68	$1.99	1.67	$0.08

Notes:

[1] See Figure 11.

[2] Collection, documentation, annual reporting requirements, five-year report requirements, periodic Nexus Study updates and other costs reasonably related to compliance with the Act.

[3] Employment density figures are based on the SCAG "Employment Density Study" dated October 31, 2001 prepared by The Natelson Company, Inc.

[4] Maximum fee is rounded to the nearest cent.

The employment density figures are based on the commonly cited Southern California Association of Government ("SCAG") "Employment Density Study" dated October 31, 2001, prepared by The Natelson Company, Inc. All density figures are expressed in terms of the number of employees per 1,000 square feet of building area. For the purpose of this Nexus Study, these figures are considered to be representative of the employment density of future nonresidential development.

The nonresidential fee shall be charged for "covered and enclosed space" within a nonresidential structure's perimeter. Any storage areas incidental to the principal use of the development, garages, librarying structures, unenclosed walkways, or utility or disposal areas shall not be subject to the fee.

NEXUS FINDINGS FOR NONRESIDENTIAL LIBRARY IMPACT FEE

This section summarizes the nexus findings required to demonstrate the legal justification of the nonresidential Library impact fee.

PURPOSE OF THE FEE

The purpose of the nonresidential library impact fees is to fund new or expanded library facilities, to meet the needs of new employees created by new nonresidential development within the District.

USE OF FEE REVENUE

Library impact fee revenue will be used to fund the development and/or acquisition of new or expanded library facilities to serve new nonresidential development. A summary of the allowable and prohibited uses of the fee revenue is provided in Figure 9.

BENEFIT RELATIONSHIP

The fee will be collected as new nonresidential development occurs. Fee revenue will be used to fund new and expanded library facilities to meet the additional demand generated by the employees created by new development projects. Fee revenue will be deposited into a separate library impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. Additionally, the Act ensures that fees are either expended expeditiously or refunded. The fee revenue will be restricted to the uses described in the "Use of Fee Revenue" finding. These actions ensure that a nonresident development project paying the library impact fee will benefit from its use.

IMPACT RELATIONSHIP

Since the need for library services is inherently service population-driven, new nonresidential development will generate additional demand for library services and the associated need for new or expanded library facilities. The demand is measured in proportion to the residential equivalent factor, the nonresident employee factor, and the average employment density for retail/other commercial, office, and industrial land use categories. The fees' use (funding new or expanded library facilities) is therefore reasonably related to the type of project (new nonresidential development) upon which it is imposed.

PROPORTIONALITY

The amount of library facilities needed to serve a unit of nonresidential development is determined by dividing the cost per employee by the employment density for retail/other commercial, office, and industrial land uses.

The use of employment density to determine the nonresidential library impact fee schedule achieves proportionality across the types of nonresidential development on which the fee is imposed. In general, an office will generate a higher number of employees than an industrial facility on a square footage basis, and as a result, will pay a higher fee. Thus, the application of the library impact fee schedule to a specific nonresidential project ensures a reasonable relationship between the fee and the cost of the library facilities attributable to that nonresidential development project.

PROJECTED LIBRARY IMPACT FEE REVENUE

Figure 13 projects library impact fee revenue through 2045. Total residential fee revenue (in 2022 dollars) is estimated by multiplying the total cost per capita by the projected resident population growth determined in Figure 3. Nonresidential development is estimated by multiplying the total cost per employee by the projected number of new employees, which assumes 2,600 new housing units and a jobs-to-housing ratio of 1.23 provided by Center for Demographic Research at California State University, Fullerton. As shown, it is projected the District will generate approximately $4.1 million (in 2022 dollars).

Certainly, arguments can be made for higher or lower population growth. However, the projected population growth and fee revenue are merely estimates for planning purposes. The maximum fee amounts do not depend upon the timing and level of development.

FIGURE 13 – PROJECTED LIBRARY IMPACT FEE REVENUE

Land Use Category	Cost per Capita / Per Employee [1]	Projected Resident and Employee Growth (2045) [2]	Projected Park Impact Fee Revenue (2022$)
Calc	a	b	c = a * b
Residential Development	$560.34	6,996	$3,920,139
Nonresidential Development	$49.68	3,198	$158,877
Total			$4,079,015

Notes:

[1] See Figure 6 and 11.

[2] See Figure 3 for projected resident growth. Projected employee growth based on figures from the City Development Services Department and assumes approximately 2,600 new housing units and estimated job-to-housing ratio of 1.23.

The fee revenue must be deposited into a separate library impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the funding of new or expanded library facilities needed to serve new residential development. Additionally, fee revenue will be used to cover fee program administration costs such as collection, documentation, annual reporting requirements, five-year report requirements, periodic nexus studies, and other costs reasonably related to compliance with the Act. Fee revenue may not be used to fund 1) the renovation or replacement of existing facilities and 2) operational, maintenance or repair costs.

COMPARISON OF CURRENT AND MAXIMUM LIBRARY IMPACT FEE REVENUE

The figure below compares the current library impact fee schedule with the maximum library impact fee schedule justified by this Nexus Study Update.

FIGURE 14 – COMPARISON OF CURRENT AND MAXIMUM LIBRARY IMPACT FEES

Land Use Category	Unit [1]	Current Library Impact Fee (2008)	Maximum Library Impact Fee (2022) [2]	$ Change	% Change
Calc		a	b	c = a - b	d = c / a -1
Single-Family Detached Housing	BSQFT	$0.92	$0.72	($0.20)	-21.7%
Single-Family Attached Housing [3]	BSQFT	$0.92	$1.08	$0.16	17.4%
Multi-Family Housing	BSQFT	$1.12	$1.81	$0.69	61.6%
Mobile Home [3]	BSQFT	$0.92	$1.08	$0.16	17.4%
Accessory Dwelling Unit	BSQFT	- - - - - - - - - - See Note 4 - - - - - - - - -			
Retail / Commercial	BSQFT	$0.10	$0.12	$0.02	20.0%
Office	BSQFT	$0.14	$0.17	$0.03	21.4%
Industrial	BSQFT	$0.07	$0.08	$0.01	14.3%

Notes:

[1] BSQFT means living area square feet or building square feet.

[2] See Figures 8 and 12.

[3] New residential impact fee category.

[4] Accessory dwelling units ("ADUs") 750 square feet or less in size are exempt. All other ADUs shall be imposed the effective fee of the existing land use category of the parcel upon which the ADU is constructed.

FEE PROGRAM ADOPTION REQUIREMENTS

The following is a summary of the statutory procedural requirements for approval of the Nexus Study and proposed library impact fee program ("fee program") by the District Board of Trustees and adoption by the City Council on behalf of the District. The specific statutory procedural requirements for the adoption of the fee program may be found in the California Government Code Sections 66016, 66017, and 66018. It is recommended that the notice and hearing requirements be satisfied by the District and the City.

PLACENTIA LIBRARY DISTRICT

1. The District Board of Trustees shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the proposed fee program.

2. At least 30 days before the meeting, the District shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.

3. At least 30 days before the meeting, the District shall make the Nexus Study available to the public for review.

4. At least 30 days before the public hearing, a notice of the meeting's time and place shall be published twice in a newspaper of general circulation with at least five days intervening between the dates of first and last publication, not counting such publication dates.

5. After the public hearing, the District Board shall adopt a resolution approving the Nexus Study and proposed fee program to recommend that the City Council adopt the proposed fee program on behalf of the District.

CITY OF PLACENTIA

1. The City Council shall conduct at least "one open and public meeting" as part of a regularly scheduled meeting on the requested fee program.

2. At least 30 days before the meeting, the City shall mail out a notice of the meeting to any interested party who filed a written request for notice of the adoption of new or increased fees.

3. At least 30 days before the meeting, the City shall make available to the public the Nexus Study for review.

4. At least 30 days before the public hearing, a notice of the time and place of the meeting shall be published twice in a newspaper of general circulation with at least five

days intervening between the dates of first and last publication, not counting such publication dates.

5. After the public hearing, the City Council shall adopt an ordinance and resolution establishing the proposed fee program on behalf of the District.

6. The fee shall become effective 60 days after the adoption of the resolution or longer as specified by the resolution.

FEE PROGRAM ADMINISTRATION REQUIREMENTS

This section summarizes the statutory requirements and general recommendations for the annual administration of the library impact fee program. The specific statutory requirements for the administration of the fee program may be found in California Govt. Code § 66000 et seq.

ACCOUNTING REQUIREMENTS

Proceeds from the library impact fee should be deposited into a separate fund or account so that there will be no commingling of fees with other revenue. The library impact fees should be expended solely for the purpose for which they were collected. Any interest earned by such account should be deposited in that account and expended solely for the purpose for which originally collected.

REPORTING REQUIREMENTS

The following information, entitled **"Annual Report,"** must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;

- the amount of the fee;

- the beginning and ending balance of the account;

- the fees collected that year and the interest earned;

- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;

- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;

- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and

- the amount of money refunded under section Govt. Code § 66001.

The District shall review the Annual Report at the next regularly scheduled public meeting, not less than 15 days after the Annual Report is made available to the public. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed, at least 15 days prior to the meeting, to any interested party who files a written request with the District for mailed notice of the meeting. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The District Board may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

For the fifth fiscal year following the first receipt of any library impact fee proceeds, and every five years thereafter, the District must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the District still needs unexpended Library impact fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose. Specifically, the District shall make the following findings, entitled **"Five-Year Findings Report,"** with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;

- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;

- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and

- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

The District shall provide for the refund of all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Government Code § 66001 (e) of the, to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

TRANSPARENCY REQUIREMENTS

The District must clearly post the following information on the District's website regarding the fee program:

- The current fee schedule indicated the effective date when adopted by the City Council.

- Current and five previous annual accounting reports.

- Current and any previous Library Impact Fee Nexus Study conducted after January 1, 2018.

ANNUAL INFLATIONARY ADJUSTMENT

The fee should be adjusted automatically without any further action by the District Board or City Council on the first day of each fiscal year by the previous 12-month percentage change as of April in the Engineering News-Record Construction Cost Index (Los Angeles) or its successor publication.

FEE EXEMPTIONS

The following development projects are exempted from payment of the fee:

- A structure owned by a governmental agency.

- A structure which is being reconstructed following damage or destruction by fire or another casualty, or the voluntary demolition thereof, provided that the number of structures or the size in such reconstructed structure is no greater than the number of structures or the size of the structure prior to such damage, destruction, or demolition.

- An accessory dwelling unit less than 750 square feet.

- A structure found to have no impact of the District's library system.

FEE CREDITS

Pursuant to the Act and recent court cases, the following circumstances must receive a fee credit:

- Demolished living area or building square footage as part of a development project.

- If a developer dedicates land or builds specific library facilities under a turn-key agreement, the fee imposed on that development project may be adjusted to reflect a credit for the library facilities constructed.

NEXUS STUDY UPDATES

This Nexus Study and fee program must be updated at least every eight years. The next Nexus Study update is due no later than January 1, 2030.

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RESOLUTION NO. 2022-05
OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT

RESOLUTION APPROVING THE PLACENTIA LIBRARY DISTRICT LIBRARY IMPACT FEE NEXUS STUDY UPDATE AND REQUESTING THE PLACENTIA CITY COUNCIL AND IMPLEMENT THE UPDATED LIBRARY IMPACT FEE PROGRAM ON BEHALF OF THE DISTRICT

WHEREAS, the Board of Trustees ("the District Board") of the Placentia Library District ("District") has determined that current library facilities will not be adequate for future population growth; and

WHEREAS, AB 1600 was adopted and codified in California Government Code Section 66000 et seq. allowing the establishing, increasing, or imposing of a development fee as a condition of approval where the purpose and use of the fee were identified, and reasonable relationship to the development project was demonstrated; and

WHEREAS, the District Board approved the District's current library impact fee program on June 26, 2008, by their Resolution No. 08-10; and

WHEREAS, the District Board has received and considered the Library Impact Fee Nexus Study Update prepared by SCI Consulting Group dated July 2022, Final Report v1.2 ("Nexus Study Update") that provides all information necessary to meet the requirements of California Government Code Section 66000 et al.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of the Placentia Library District that:

1) That the foregoing recitals are true and accurate.

2) The District Board hereby receives and approves the Nexus Study Update, which is on file at the District office and incorporated herein by this reference.

3) The District Board hereby finds that prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made, as part of the Board's regularly scheduled August 15, 2022 meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, was published in a newspaper in accordance with Section 6062a of the California Government Code and at least 30 days prior to the meeting. A copy of said Nexus Study Update was mailed to any interested party who had filed a written request with the District for mailed notice of the meeting on new fees within the period specified by law. Additionally, at least 30 days prior to the meeting the District made available to the public the final Nexus Study Update for review.

4) After considering the Nexus Study Update, this Resolution, and after considering the public testimony, the Board hereby makes the following findings;

    a) The library impact fees justified by the Nexus Study Update and approved pursuant to this Resolution are for the purpose of funding the cost of new or expanded library facilities to meet the needs of the resident population and nonresident employees generated by new development in the District; and

    b) The library impact fees justified by the Nexus Study Update and approved pursuant to this Resolution will be used to fund the cost of new or expanded library facilities and administrative costs associated with the library impact fee program; and

    c) The uses of the library impact fees justified by the Nexus Study Update and approved pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed in that fee revenue will be used to fund new and expanded library facilities to meet the additional demand generated by the residents and employees created by new development. Fee revenue will be deposited into a separate library impact fee account or fund in a manner to avoid any commingling of the fees with other revenues and funds. The fee revenue will be restricted to the allowable uses described in Nexus Study Update. These actions ensure that a new development project paying the library impact fee will benefit from its use; and

    d) The library impact fees justified by the Nexus Study Update and approved pursuant to this Resolution bear a reasonable relationship to the need for library facilities in that each new development project will generate additional need for library services and the associated need for library facilities. The need is defined by the District's existing level of service standards for such facilities; and

    e) The Nexus Study Update demonstrates that there is a reasonable relationship between the amount of the library impact fee and the cost of library facilities attributable to the development on which the fee is imposed. For residential library impact fees, library facility costs are defined on a per capita basis and applied to residential land use categories according to their respective average household size. For nonresidential library impact fees, costs are defined on a per employee basis based on a residential equivalent factor and nonresident employee factor and then applied to nonresidential land use categories according to their respective average employment density.

5) The District Board does hereby approve the following updated library impact fees.

Land Use Category	Unit [1]	Maximum Library Impact Fee
Single-Family Detached Housing	BSQFT	$0.72
Single-Family Attached Housing	BSQFT	$1.08
Multi-Family Housing	BSQFT	$1.81
Mobile Homes	BSQFT	$1.08
Accessory Dwelling Unit	BSQFT	See Note 2
Retail / Commercial	BSQFT	$0.12
Office	BSQFT	$0.17
Industrial	BSQFT	$0.08

Notes:

[1] BSQFT means living area or building area square feet.

[2] Accessory dwelling units ("ADUs") 750 square feet or less in size are exempt. All other ADUs shall be imposed the effective fee of the existing land use category of the parcel upon which the ADU is constructed.

6) The District Board finds pursuant to the California Environmental Quality Act ("CEQA"), this action is not a "project" because the Resolution provides a mechanism for funding the acquisition and development of library facilities but does not involve a commitment to any specific project for such purposes that may result in a potentially significant impact on the environment. (CEQA Guidelines § 15378.)

7) The District Board formally requests that the City of Placentia ("City") Council adopt and impose the updated library impact fee program on behalf of the District.

8) The library impact fee shall be adjusted automatically without further action by the District Board or the City Council on the first day of each fiscal year by the previous 12-month percentage change as of April in the Engineering News-Record Construction Cost Index for Los Angeles or its successor publication.

9) The District shall, at its own cost and expense, protect, defend, indemnify, and hold harmless the City, it's Councilmembers, officers, employees, and agents, from any and all costs, claims, judgements, or awards of damages, including attorney's fees, arising out of or in any way resulting from the adoption and imposition of the fee or acts or omission of the District, its officers, trustees, employees, or agents, relating in any way to the imposition, collection, refunding, and/or accounting of the fee.

10) If any portion of this Resolution is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution.

PASSED AND ADOPTED this 15th day of August 2022, by the following vote:

AYES :
NOES:
ABSENT:
ABSTAIN:

_____
Jo-Anne W. Martin, Board President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Approve Amendments to Policy 2265 – Information Technology Equipment Use**

DATE: August 15, 2022

BACKGROUND

In 2013, staff was provided with technology equipment to use for District business and as learning tools. At the June 17, 2013 Board meeting, the Board directed staff to develop a policy with guidelines and rules for use of District technology equipment.

Policy 2265 – Information Technology Equipment Use was presented to the Board on October 21, 2013 and approved on November 25, 2013. Purpose for the policy is to ensure appropriate use of District-owned IT equipment, to protect the District's investment in hardware, and to maintain the security of the District's network. District employees may use the District's information technology equipment for performing job related duties in the workplace or outside the library building, as approved by employee's supervisor.

The policy has not been amended since its adoption in 2013.

The District's IT Consultant reviewed Policy 2265 and recommended changes to reflect current practices. Recommendations are noted in orange-colored fonts and shaded area.

Attachment A is a copy of the proposed changes for Policy 2265.

RECOMMENDATIONS

1. Motion to approve amendments to Policy 2265 – Information Technology Equipment Use, as presented, inclusive of input received from the Library Board of Trustees; and,

2. Roll call vote.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Information Technology (IT) Equipment Use Policy
POLICY NUMBER: 2265

The Placentia Library District supports its employees by providing them with the tools they need to perform their jobs. The continued use of technology tools in the workplace is providing employees the opportunity to perform their daily tasks more efficiently and effectively, while conducting business inside and outside the Library.

IT equipment takes on two primary forms:

1. Computer and Related Tools
This includes such things as desktop PC's, tablets, laptops, projectors, servers, printers, scanners, modems, Internet access, e-mail, and the software that makes each tool functional. For policies related to Internet access and e-mail, please refer to Placentia Library District Policy 2270 – Internet, E-mail, and Electronics Communication Ethics, Usage and Security. Employees requesting use of computer and related tools to take outside the Library must checkout the device with Administration. No more than one unit is permitted for checkout, unless approved by the Library Director. Checkout period is one week with extension to be approved by the Library Director. Employees will be responsible for lost and/or damaged equipment.

2. Voice Communications Related Tools
This includes equipment such as telephones, voicemail, and fax machines.

IT equipment has played an increasing role in a majority of our employee's daily tasks. The District's policy is to provide computer and communications equipment to those employees who need it to perform their job responsibilities. These tools are meant to be used on official District business. Furthermore, this policy is intended to supplement the District's Policy 2270 and other personnel policies, such as the Workplace Harassment Policy, that govern rules of conduct and performance in the workplace. Specific policies are adopted as follows:

1. Personal use -- The District recognizes that staff may need to use telephones or ~~telephones~~ technology for emergency use. ~~Staff should use the computer in the staff lounge for personal matters~~. However, staff should keep such use to a minimum outside of breaks, and the District shall be reimbursed for any charges used for such purpose. The ability to utilize Library Technology for limited personal use is a privilege and not a right. This privilege may be restricted, terminated or suspended by the Library at its discretion. Any files created by an employee for personal use are to be removed from Library Technology at the end of the specific personal use session. Operational requirements, system maintenance, or file backups will receive priority over all personal use, employees are required to be conscious of this requirement and comply with any request or instructions provided by the Information Technology staff. BE ADVISED the Library may purge files stored on Library Technology at any time and without notice to employees. The Library is not responsible for any personal files or outside project files that may be purged or lost.

2. Unauthorized purposes -- ~~IT equipment shall not be used for any commercial promotional purpose, to conduct personal business affairs, or to communicate any material of a political, religious, obscene or derogatory nature that would conflict with the District's policies.~~ The following uses and conduct are expressly prohibited. Employees found to

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be engaging in any of the below-described uses and conduct may be subject to disciplinary action, up to and including termination, and where appropriate, criminal or civil liability. When using Library Technology employees shall not:
• Create, send, or receive any email messages or view, download, or create content that contains intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin or any other classifications protected by local, state or federal law;
• Use Library Technology for solicitation regarding religious or political causes, commercial enterprises, outside organizations, or any other non-Library related matters or solicitation;
• Create, transfer, or receive any material or content in violation of copyright or trademark laws, or applicable licensing requirements;
• Download or install any executable files or software to or on any Library Technology without the express permission of the Information Technology Department, including, but not limited to, wallpapers and screen savers;
• Upload or download any unauthorized copyrighted materials, trade secrets, proprietary financial information, or similar content or materials, unless specifically authorized to do by the Information Technology Department;
• Post any information or content on or in online forums, websites, or other electronic mediums without express prior approval or authorization by the Director; or
• Search for, view, download, or upload material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violates any Library policy or local, state or federal law.

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3. Protecting IT equipment -- All employees share in the responsibility to protect District computer and telecommunications resources from physical and environmental damage and are responsible for the correct operation, security and maintenance of such equipment.

4. Authorized Hardware and Software Configurations -- Computer hardware and software can be installed, configured and supported by the IT department or designated personnel as determined first by the Library Director with approval from the Library Board of Trustees. Only within those parameters is personal preference to be exercised. IT personnel, the Library Director, or the Library Director's designee may reconfigure systems and delete unauthorized software and data from time to time. Hardware and software is allowed to be installed on District computers if it is purchased / licensed by the District and installed and configured by the IT department, the Library Director, or the Library Director's designee.

5. Data Backup -- Files stored on the District's computer networks shall be backed up periodically. Users shall utilize network resources or approved cloud data portals to store their data files to the fullest extent possible to protect the District's data resources. Users are responsible for ensuring that critical data not stored on network servers is backed up and stored in a safe location. Only official third-party storage services purchased and licensed by the District shall be utilized for District data, including but not limited to software as a service (Saas) databases, cloud collaboration programs, and cloud backup services.

6. Security -- The District shall establish information security policies to which employees are expected to adhere. Computers shall not be left unattended in a state that affords inappropriate access to records of the District, or otherwise compromises security. All access accounts shall be secured with proper passwords and cyber security policies as set by the IT department. Personal devices may only access approved District data and applications. Bring Your Own Devices (BYOD) that are utilized for accessing Library systems may be required to enroll in District remote monitoring programs with permissions such as remote wiping for lost or stolen devices. These devices mush meet minimum security standards as set by IT department, the Library Director, or the Library Director's designee. The District may block or disable devices at any time that pose a security threat or do not meet the BYOD policies.

7. Internet and E-mail Use – Please refer to Placentia Library District Policy 2270.

8. No expectation of privacy for voice and electronic mail – The tools provided by the District in accordance with this policy remain the property of the District and for purpose of business communications. Accordingly, the District retains the right to review employee usage of such equipment. Employees shall have no expectation of privacy for voice and electronic mail (e-mail) communications. Examples when management and systems administrators may, from time to time, have need to review employee usage and messages sent or received.

9. Data ~~will~~ shall be encrypted. Encryption is a method of protecting data files from unauthorized access (e.g.., password protecting ~~ing~~ documents) above and beyond the network file security systems established by the Library's IT provider.

10. Asset Tracking- No one shall remove or alter any District identification labels or tags attached to/displayed on any equipment. If a tag is removed or damaged, staff should inform the administration department and IT department of the damage.

11. Bring Your Own Device (BYOD) Employee provided devices and technology provide convenience for staff, but introduce significant security risk for the District. Personal devices shall only be utilized if used for an approved purpose, or otherwise approved in writing by the District Director, or Director's designee. To safeguard the District data and technology resources the following provisions shall be followed by all staff voluntarily utilizing personal devices to access District Systems.

- Password Provisions: The District requires strong passwords for all devices accessing the Districts data. Password changes may be required by the District at any time, even for personal devices. 2-Factor authentication shall be utilized for all BYOD enrolled equipment.
- Privacy Provisions: By voluntarily enrolling in the District BYOD program, employees and volunteers should expect no privacy while using personal devices for District purposes.
- Data Transfer Provisions: All data received to and from a BYOD device shall be encrypted to protect District data.
- Proper Maintenance/updates: Patches and updates shall be installed on BYOD devices to ensure up to date security and software patches.

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PLACENTIA LIBRARY DISTRICT
INFORMATION TECHNOLOGY EQUIPMENT USE POLICY

I have read and understand the Information Technology equipment use policy. I understand my obligations and rights governing use of such equipment and shall comply with the provisions of this policy. I further understand violations of any Placentia Library District Policy including Policy 2265 – Information Technology Equipment Use Policy may result in progressive discipline including termination.

_____   _____   _____

Employee Signature   Print Name   Date

C: Employee File
   Administration
November 25, 2013 / August 15, 2022   2265 – Information Technology (IT) Equipment Use Policy

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Conference Authorization: Internet Librarian 2022 on October 18-20, 2022 in Monterey, California.**

DATE: August 15, 2022

BACKGROUND

The 2022 Internet Librarian Conference will be held between October 18-20, 2022, in Monterey, California. It is the leading technology conference for library professionals. This year's theme is "Community Impact: Digital Strategies & Partnerships," and will highlight changes to rebuild and recover from the economic and social issues concerning public, academic, school, and special libraries the last two years.

Librarians from all types gather to expand their horizons with colleagues and learn from one another about new ideas their library is exploring. In attendance will be nearly 100 speakers and presenters from all across the country, and they include:

- Jared Oates, COO from Niche Academy – presenting "From Toxic to Healthy: Evaluating and Improving Organizational Culture"
- Nikesh Narayanan, Information Technology Librarian from Zayed University – a systems expert with specialization in web-scale discovery solutions, LSP/ILS implementations, remote access, and repositories.
- Sharesly Rodriguez, UX Librarian from San Jose State University – presenting "Website Redesign & UX"
- Tara Wood, User Experience Manager from SWAN Library Services – presenting "Coming Together: Library Discovery at Scale"
- Kristen Sorth, Director & CEO from St. Louis County Library – presenting "GrandPads: Creating Digital Connections for Older Adults"
- Sarah Nagle, Creation & Innovation Services Librarian from Miami University – presenting "Makerspaces: Building, Evolving, & Community Impact"
- Michael Lambert, City Librarian from San Francisco Public Library – presenting "Moving Forward Post COVID: A New Blueprint for Public Libraries"

It is recommended Children's Supervising Librarian and IT Consultant to attend the Internet Librarian conference, with District covering all costs for Supervising Librarian ($1,800) and registration and lodging for IT Consultant ($1,200)

Attachment A is a copy of the programs offered at the Internet Librarian 2022 Conference.

RECOMMENDATIONS

1. Motion to authorize Supervising Librarian and IT Consultant to attend the Internet Librarian 2022 Conference, October 18-20, 2022 in Monterey, California; and,

2. Roll call vote.

Conference Program

Community Impact: Digital Strategies & Partnerships

Download the Program PDF

Internet Librarian is the ONLY conference for information professionals who are using, developing, and embracing Internet and Web-based strategies in their roles as information architects and navigators; digital managers, developers and integrators; content evaluators and curators; taxonomists; searchers; community builders, managers, and partners; information providers, trainers, guides, and more.

This comprehensive conference offers a wide-ranging program designed to meet the needs of librarians, information managers, systems professionals, researchers, content managers, curators and information specialists. Internet Librarian 2022 caters to all interests and all levels of knowledge with four simultaneous tracks, plus in-depth preconference workshops and many networking opportunities.

The last two years have been a challenge for all sectors and libraries have stepped up to play amazing roles in their communities with dynamic programs and resources, creative partnerships and technologies, innovative services as well as digital and learning strategies, and much more. Hear how communities are being supported by their libraries, get tips and techniques you can take home and apply to your environment, learn about the latest technologies and opportunities for the future. Libraries are resilient and are resetting for the future. This year's program highlights some of the exciting changes that will likely become standard in the future, those that were great experiments from which we learned much, as well as creative new insights and plans for the future, plans which include working with their communities in rebuilding and recovering from the economic and social issues arising from recent upheavals.

W1. Web Search University Presents Searchers Academy: Resetting Search

Monday, October 17: 9:00 a.m. - 4:00 p.m.

This year as never before, we are all being called upon to reset our assumptions on search techniques and approaches. From Google's frequent algorithm changes that affect our search results to new sources of both open source and fee-based information, as well as new expectations from clients and patrons, information professionals need to re-examine all their search practices. Info pros have a unique skill set that gives us the ability to own

the search space. But equally important is the ability to challenge our assumptions about search and hone our search skills.

This practical, full-day workshop provides the latest tips, tricks, and techniques for unlocking the "black box" of search. Our search experts reveal what you need to know today to perform better and more effective searches, analyze search results to surface value, teach others good search practice, and remain on top of search innovations. There's always something new to be learned from these leading-edge info pros. Whether you're a novice or expert searcher, you come away with a new understanding of innovations in search, new resources to share with colleagues, and more search tools for your professional toolkit.

Our experts cover these topics:

- What's New in Web Search: Learn about new developments in search engines that affect how, why, and where to search to get the best results.
- Savvy Search Strategies: Strategize your research to accommodate new technologies and techniques for increasing sense-making.
- Resourcefully Yours: So many resources, so little time! We introduce a number of new, different, and changed resources to turbo-charge your research.
- SWOT for Search Professionals: Take a fresh look at where search professionals can make the biggest impact and most effectively leverage your expertise.

Speakers:
Mary Ellen Bates, Principal, Bates Information Services, Inc.
Greg Notess, Professor Emeritus of Librarianship, Montana State University
Marydee Ojala, Editor-in-Chief, Online Searcher magazine
Gary Price, Co-Founder, infoDOCKET & FullTextReports

W2. Strategic Technology Planning

Monday, October 17: 9:00 a.m. - 12:00 p.m.

In this half-day workshop, technology expert Marshall Breeding moderates a discussion of key technology problems and challenges facing libraries today. He begins with a look at the key areas to be included in a technology plan. He incorporates recent information about the issues and developments of the technologies, products, and services that are relevant to the building of a technology plan as well as the topics of interest to workshop participants. This workshop focuses on the real-world technology plans and issues, so come prepared with the topics and issues of interest in your organization. What are your library and community challenges in today's uncertain world? Bring them to this informed facilitated discussion, get tips and techniques for planning, and take away some new ideas!

Speaker:
Marshall Breeding, Independent Consultant, Library Technology Guides, USA

W3. Coaching to Bring Out People's Best

Monday, October 17: 9:00 a.m. - 12:00 p.m.

Most libraries invest more than 60% of their budgets in staffing costs. People are a library's most important resource, and the managers, team leaders, and department heads have the essential role of developing these resources to their full potential. This is why on-the-job coaching is such a critical skill for all those who are accountable for employees. Coaching brings out the best in individuals, with positive impacts for all those involved, including the coach and the entire organization. Join us to practice the basics of coaching—from the power of listening, questions, challenging, and supporting through to the game-changer of accountability. Quoting an HBR study: "Asking questions is a uniquely powerful tool for unlocking value in organizations: It spurs learning and the exchange of ideas, it fuels innovation and performance improvement, it builds rapport and trust among team members." This interactive half-day workshop is packed with actionable, thought-provoking techniques and experiences designed to help you, your colleagues, and your library grow.

Speakers:
Andrea Freeman, Certified Professional Leadership Coach, Andrea Freeman Coaching & Consulting and SGR Partners
Rebecca Jones, Director, LLEAD Institute and Partner, Dysart & Jones Associates
Vera Keown, Organizational Development Librarian / Executive Coach, University of Manitoba and Executive Coaching Experience

W4. Planning for the Near Future: Smart Library Spaces & Buildings

Monday, October 17: 9:00 a.m. - 12:00 p.m.

Do you have space issues in your library? Or challenges due to the recent pandemic? This workshop focuses on designing spaces for changing technologies and flexibility. How do we step up our digital transformation in uncertain times and keep our members safe? How do we incorporate new gadgets, apps, and technologies to engage our communities in new and exciting ways? Get some insights and ideas from our experienced librarians for planning successful future library experiences for your users.

Speakers:
Jeff Wisniewski, Web Services Librarian, University of Pittsburgh
Carolyn Foote, Library Consultant, Free Range Librarian

W5. New Tech for Libraries: 3D Scanning, Holograms, & More

Monday, October 17: 9:00 a.m. - 12:00 p.m.

3D scanning may be riding on the coattails of 3D design and printing technologies, but it has had a long history of useful applications. For example, the Innovation Lab, a community-driven solution space located in the Seminole Community Library at St. Petersburg College, has been working on some 3D scanning projects such as digitizing real dinosaur bones and other objects to be shared as holograms to help augment traditional learning opportunities, helping a local glass museum import 3D scanned objects into virtual and augmented reality spaces, and others. See what exciting things can be done with 3D scanning, holograms, virtual reality, and more!

Speaker:
Chad Mairn, Librarian, Innovation Lab Manager, St. Petersburg College

W6. Cybersecurity for Your Library

Monday, October 17: 9:00 a.m. - 12:00 p.m.

Protecting privacy and security while leveraging technology to accomplish positive change is becoming a serious challenge for individuals, communities, and businesses. This workshop, led by expert leaders and practitioners, covers personal and organizational privacy as well as top security issues for libraries and their communities. If you don't have a security plan in place, are unsure of where to even start with making sure your library is secure, or you have an existing plan in place but want to cross your T's and dot your I's, then come to this interactive workshop.

Speakers:
Frank Cervone, Consultant, Cervone & Associates and Former, Executive Director, Information Services, & College Information Security Officer, University of Illinois
Brian Pichman, Director of Strategic Innovation, Evolve Project
Gary Price, Co-Founder, infoDOCKET & FullTextReports

W7. Tech Trends for Libraries in 2022 & Beyond

Monday, October 17: 12:00 p.m. - 4:00 p.m.

Technology has changed the face of libraries and is continuing to change how we work and how we deliver services to customers. In fact, the past year has pushed us, or, in some cases, made us scramble, to discover and experiment with new technologies and tools, to train our staff and community, and to look for new ways of doing our core activities. This workshop introduces emerging technology trends and shows how those trends are reshaping library services. Examples are provided of how to incorporate these evolving trends into libraries. Attendees ID what trends to look for, find out the difference between a technology trend and a fad, learn how to adapt what others are doing into your community, and get ideas on how their library can respond to technology as it emerges

Speaker:
David Lee King, Digital Services Director, Topeka & Shawnee County Public Library and Publisher, davidleeking.com

W8. Creating Stimulating Community Makerspaces & Innovation Hubs in Libraries

Monday, October 17: 12:00 p.m. - 4:00 p.m.

This workshop focuses on new types of programs and services libraries are providing for their communities—makerspaces, innovation labs, and an assortment of studios that give users the tools to be creative and gain experience with emerging technologies. Filled with tips and techniques, our experienced speakers give you all you need to get started and to move into an innovative, customer-centric learning space based on STEM education, which also thrives around solving problems while being curious and inventive. Come explore new community engagement possibilities providing learning experiences for jobs of the future and the latest bleeding-edge technologies. Learn how they all work together to create engaging experiences in your library and beyond its walls as our world becomes increasingly digital. Full of practical insights and techniques from experienced and knowledgeable innovators, this workshop provides a road map for building or taking your exciting new program to the next level. It discusses the challenges (e.g., dealing with technology issues and funding shortages) while presenting real-world examples to help inspire you to explore the amazing opportunities these types of initiatives offer.

Speakers:
Chad Mairn, Librarian, Innovation Lab Manager, St. Petersburg College
Brian Pichman, Director of Strategic Innovation, Evolve Project
Tod Colegrove, Director and former State Librarian, Carson City Library and Emeritus
Professor, University of Nevada, Reno

W9. Data Analytics Fundamentals for Information Professionals

Monday, October 17: 12:00 p.m. - 4:00 p.m.

In this workshop, you learn the basics to start your analytics journey. Using a free analytics platform, we'll have hands on exercises exploring the fundamentals of analytics in information organizations and how to properly prepare and clean data for analysis. Once we're familiar with the basics, we delve into the world of visualization to demonstrate findings and discoveries to make more effective cases for our advocacy efforts. Finally, we dabble in some machine learning techniques as a means for obtaining deeper understanding into patterns and trends that lie within the data we collect. Participants will need to provide their own laptop and engage in a bit of prework to prepare their machine for the workshop.

Speaker:
Frank Cervone, Consultant, Cervone & Associates and Former, Executive Director, Information Services, & College Information Security Officer, University of Illinois

W10. Making the Case for Library-Led KM initiatives

Monday, October 17: 12:00 p.m. - 4:00 p.m.

This knowledge management (KM) workshop is designed for librarians who want to take a more active role in KM projects within their organizations and libraries. Bring an idea for a KM project to the workshop, or be inspired with one by our experienced KM instructor. The KM concepts introduced help participants develop a full-fledged business case for their KM projects with a defined scope and understanding of the driving forces for KM at your library/organization. According to Ian Gamble (Making the Business Case: Proposals That Succeed for Projects That Work), a business case is a recommendation designed to lead directly to a decision, supported by an analysis of its benefits, costs, and risks (compared to realistic alternatives), and accompanied by an implementation plan. A business case

requires that one gathers and presents data to support the project's purpose statement. Contextual information acquired by conducting a knowledge audit, along with the design of a pilot, assure success for a KM project. This workshop features collaborative and group work and practical exercises as well as an extensive resource list for further reading and relevant case studies.

Speaker:
Barbie E. Keiser, President, Barbie E. Keiser, Inc.

W11. Putting the Future in Context: Libraries 2035

Monday, October 17: 12:00 p.m. - 4:00 p.m.

Using a scenario-based envisioning process, this workshop explores the major trends and features of current library environments, discovers the uncertainties, introduces the scenario framework, focuses on the people of the future by building a persona for a typical library user in the future, and discusses the implications for the future of libraries in each scenario. Attendees leave with an overview of trends and issues, a list of named uncertainties related to the future of libraries, a framework for reasoning about uncertainty, a more strategic point of view, useful tools, techniques and experience with scenario planning. If you are involved in or are responsible for planning, this workshop is for you!

Speaker:
Daniel W. Rasmus, Director, Insights & Advisory, HiveMind Network and Affiliate Instructor, University of Washington; Author, Listening to the Future and Management by Design

W12. Community Learning: Tips & Techniques

Monday, October 17: 12:00 p.m. - 4:00 p.m.

Our trained systems engineer with a Ph.D. in cognitive science in education has always been interested in the integration of technology and learning. She is the opening keynote speaker for Internet Librarian, and you can take advantage of her knowledge and community experience in this small group workshop. Jamalian created an early learning company that pioneered the integration of physical play with digital applications to provide

a rich and interactive learning experience for children. She now heads an innovation hub to give children the opportunity and community support they need to act on their most ambitious dreams. Jamalian shares tips for designing learning platforms for children, taking advantage of emerging educational tech, utilizing game design, mathematical education, and cognition as well as how to engage the community with library programs. Get tools and techniques to take back and make an impact on learning in your community.

Speaker:
Azadeh (Azi) Jamalian, Founder, CEO, The GIANT Room

Cannery Row Walking Tour

Monday, October 17: 4:30 p.m. - 5:30 p.m.

Need a stretch after a day of workshops or traveling on airplanes? Want to hear some of the lore of Cannery Row and see some of the sights? Join our native librarian as she leads a walking tour from the Marriott to Cannery Row before our Games & Gadgets evening networking event!

Speaker:
Kimberly Silk, Principal, Brightsail Research

Games, Gadgets, & Makerspaces: Conference Opening Networking Event

Monday, October 17: 5:30 p.m. - 7:30 p.m.

Join our gamers and gadget lovers for an evening of fun, playing, learning, and networking. See how you can transform your thinking, your programs, and your spaces with the latest games, gadgets, and ideas! Share with a poster what your library is doing with creative making and makerspaces. Learn how to create a Gadgets for Good e-recycle drive for your community. This year, Chad Mairn shares tips and strategies for using special technology to engage your communities, while Brian Pichman highlights the latest gadgets you might like to try out in your library. Take selfies with library robots in our photo booth and share on social media with your colleagues! This event starts your conference experience with lots of learning and laughing! Refreshments included.

Speakers:
Chad Mairn, Librarian, Innovation Lab Manager, St. Petersburg College
Brian Pichman, Director of Strategic Innovation, Evolve Project

Continental Breakfast & Morning Chats

Tuesday, October 18: 8:00 a.m. - 8:45 a.m.

Storing Research & Knowledge

When researching, it's easy to lose track of resources online. What if there were ways to not only organize, but maintain, your information? Learn valuable ways to better organize research, photos, websites, and more!

Speaker:
Grace L Simms, Information Technology Librarian, Beeson Law Library, Samford University

Educational Platforms for Distance Learning

Innovations are constantly happening in the digital world, so much so, that universities are struggling to meet the demands of today's learners, who have access to a huge amount of information. Digital platforms are key. Discuss with your colleagues the importance of digital platforms as one of the smart digital content management systems in supporting distance learning and hear what's happening at PMU and the Indian Institute of Technology.

Speakers:
Nabi Hasan, Librarian & Head, Indian Institute of Technology Delhi
Mohamed Mohamed, Manager of Learning Resources Center & Manager of Online Education Center, Prince Mohammad Bin Fahd University

Welcome & Opening Keynote: Community Impact Through Learning

Tuesday, October 18: 8:45 a.m. - 9:45 a.m.

Our trained systems engineer with a Ph.D. in cognitive science in education has always been interested in the integration of technology and learning. She co-founded Tiggly, an early learning company that pioneered the integration of physical play with digital applications, to provide a rich and interactive learning experience for children. She then was the head of education strategy for littleBits. Through The GIANT Room, an innovation hub, she and her team give children the opportunity and community support they need to act on their most ambitious dreams. Jamalian shares tips for designing learning platforms for children, taking advantage of emerging educational tech, and utilizing game design, mathematical education, and cognition.

Speaker:
Azadeh (Azi) Jamalian, Founder, CEO, The GIANT Room

Diamond Sponsor Keynote

Tuesday, October 18: 9:45 a.m. - 10:00 a.m.

More information coming soon!

A101. Super Searcher: Tips for Making an Impact

Tuesday, October 18: 10:30 a.m. - 11:15 a.m.

Don't miss one of our most popular sessions for the last 25 years of Internet Librarian! Our knowledgeable speaker is always reinventing and transforming the world of search and delighting customers. Bates is a super searcher, an annual favorite whom attendees flock to hear as she continues to surprise and impress with new strategies, techniques, tips for getting the most out of web research, and making an impact in whatever information community you are affiliated with. The host of Searchers Academy (where even more secrets are shared along with her colleagues), Bates provides an up-to-the-minute and jam-packed-with-valuable-tools-and-tips talk that's always a hit! Bates tells us she takes days to research this session, so take advantage of her knowledge and gather tips and tools to share with others!

Speaker:
Mary Ellen Bates, Principal, Bates Information Services, Inc.

A102. Tea Bags in Hot Water—Showcasing Strength in the Kettle of Disinformation & Book Challenges

Tuesday, October 18: 11:30 a.m. - 12:15 p.m.

Sometimes librarians are like tea bags in hot water—we don't know how strong we really are until we are put to the test. Libraries in communities of all types are facing an unprecedented volume of book challenges, along with an ever-present plethora of disinformation that our constituents may find confusing and difficult to navigate. How can we prevent the kettle from boiling over and instead use this phenomenon to showcase our expertise in content evaluation and curation and as leaders in the freedom of information movement? Abram and Affelt share tips and advice to help you seize these opportunities to play an integral role in the right to read and as an expert in finding high-quality, factual

information and data from rock-solid sources. You'll leave this session prepared so that when these situations are brewing, you can keep the heat on simmer and lead!

Speakers:
Amy Affelt, Director, Database Research Worldwide, Compass Lexecon and Author, The Accidental Data Scientist: Big Data Applications & Opportunities for Librarians & Information Professionals
Stephen Abram, CEO, Lighthouse Consulting, Inc.

A103. Impactful Curated Intelligence: Tips & Tools

Tuesday, October 18: 1:30 p.m. - 2:30 p.m.

Are you the intelligence officer for your organization or community? If not, find out how to do so from our popular and knowledgeable speaker, Price, who each day curates thousands of news items and reports to publish online briefs that thousands of people depend upon for reliable, usable information. He shares how to build an open web resources database that suits your clients. He elaborates on the latest tools and techniques he uses to build a timely collection and gives you a road map to build your own! In addition, he shares cool tools you will want to try, no matter where you practice your info pro skills!

Speaker:
Gary Price, Co-Founder, infoDOCKET & FullTextReports

A104. Public Libraries & Wikipedia: Creative Collaborations

Tuesday, October 18: 3:00 p.m. - 3:45 p.m.

KCPL is home to the first Wikipedian in Residence (WiR) at a public library in the country. Explore what a WiR is, how WiRs collaborate with community members and GLAM institutions (Galleries, Libraries, Archives, and Museums), and why collaborations between Wikipedia and public libraries are mutually beneficial and have an impact. Pratt and Gile reflect on the first year of this residency at KCPL and give an update on their Wikipedia journey that started in 2018.

Speakers:
Miranda Pratt, Wikipedian in Residence, Kansas City Public Library
Kim Gile, Community Specialists Leader, Kansas City Public Library (KCPL)

A105. Seizing Our Moment: When Someone Says 'Just Google It'

Tuesday, October 18: 4:00 p.m. - 4:45 p.m.

When President Joe Biden told Americans to "Google COVID test near me," some people joked that "When the President says to 'Google it,' you know you're in trouble!" Have no fear, librarians are here! The pat directive to "Just Google it," can be a scary response to legitimate queries from people in desperate need of information and help. Oftentimes, uncovering the needed research and data either requires online searching skills that go beyond typing in words to the Google search box or are contained in sources that will never appear in a list of Google results. Our speakers look at common reference queries and their treatment by search engine algorithms and discuss how to help customers and patrons move beyond "Googling it." They discuss how to market skills and research knowledge to present our impact not only to patrons, but also to organizations at large as the first-thought anecdote to Google as a verb. They share how "Google hacks" can be used to generate more robust results, as well as how to add value to those results.

Speakers:
Amy Affelt, Director, Database Research Worldwide, Compass Lexecon and Author, The Accidental Data Scientist: Big Data Applications & Opportunities for Librarians & Information Professionals
Marydee Ojala, Editor-in-Chief, Online Searcher magazine

B101. Cultivating Racial Equity & Inclusion: Using XR

Tuesday, October 18: 10:30 a.m. - 11:15 a.m.

The XR Equity & Diversity Playbook was constructed for libraries to explore how to use virtual reality (VR) and discuss equity and diversity through an "immersive experience." VR is an immersive medium through which one can experience how it is to "walk" in another person's shoes or "see" through their eyes. Therefore, it is a perfect medium to build empathy and create understanding between diverse people and cultures. Hear about community "lost stories": Witness the world through a blind person's eyes in "Notes on Blindness," or understand the hurdles an African American would have encountered in 1960s' America in "Travelling While Black." Be immersed in the modern racial justice movement, or get in the mind of someone who has mental health issues in "Depression."

Uncover the story of a wrongfully convicted man in "Send Me Home." Stories of hope, perseverance, and dignity of the human spirit abound in VR.

Speaker:
John MacLeod, Director, XRLibraries

B102. Harnessing the Power of Communities, Conversations, & Connections to Bridge the Digital Divide

Tuesday, October 18: 11:30 a.m. - 12:15 p.m.

Before COVID, most libraries had all but completely discontinued teaching basic computer skills—there just wasn't any demand, or so we were forced to conclude based on the fact that folks just quit showing up to these kinds of classes. When COVID forced library and workplace closures, the urgent need for digital upskilling to combat negative outcomes for health, education, employment, and general welfare was clearly revealed. The challenge of reaching all who need basic digital skills is huge, with BIPOC, late-career adults, and non/limited-English-speaking immigrants among the most disproportionately affected populations libraries have always struggled to reach. As libraries continue to navigate reopening and resume library programming, it's difficult to imagine going back to those same "how to use a mouse, send email, search the internet" computer classes which were the bread and butter of library programming almost 20 years ago. The scale and complexity of the challenge demand a fundamental shift in how we think about this problem, the tools we use, and the very role of the library. Speakers share case studies from multiple statewide implementations using the Northstar digital literacy platform, each taking unique, innovative approaches befitting these complex, still uncertain times.

Speakers:
Elizabeth Iaukea, Workforce Development Librarian, Washington State Library
Theresa Sladek, National Partnerships & Northstar Business Development, Literacy Minnesota

B103. Digital Equity: Building a Community Hotspot Lending Program

Tuesday, October 18: 1:30 p.m. - 2:30 p.m.

The city of San Diego is taking action to close the digital divide that leaves tens of thousands of San Diegans without internet access. Through the SD Access 4 All initiative, open Wi-Fi is now offered at more than 300 public locations, and 2,000 Chromebooks and hotspots are now in circulation at public libraries. To connect residents to these and other critical resources along with tech support, San Diego Public Library is starting up a Digital Navigator program and a toll-free digital equity hotline developed via a collaborative co-design process with stakeholders from across the city. As technology advances with developments like 5G wireless and the emergence of Smart Cities Initiatives, it is critical that residents in communities most impacted by the digital divide can be active participants and content creators in the digital landscape. Wilson provides a look at the Kalamazoo Public Library, along with several community partners, who developed the Digital Access for All (DAFA) program. Now entering its third year, the goal was to provide wireless internet access to Kalamazoo public school students and adult learners without reliable connectivity at home. Since DAFA's inception in 2020, more than 1,400 hotspots have reached students and community members in need. Learn the costs and logistical issues associated with a hotspot lending program, discuss educational outcomes and analytics of the program, and discover how to integrate hotspots with ILS systems, related MARC fields, and rugged packaging.

Speakers:
Curtis Williams, IT Program Manager, San Diego Public Library
Catherine Hoang, Public Technology Services Librarian, San Diego Public Library
Jarrod Wilson, Head, Technical Services, Kalamazoo Public Library (KPL)

B104. Growing Digital Equity Through Community Partnerships

Tuesday, October 18: 3:00 p.m. - 3:45 p.m.

As digital access becomes increasingly essential for participating in community life, public libraries can play an important role in the digital equity and inclusion ecosystem. Learn how to develop relationships that can lead to services and programs that are sustainable to maintain digital inclusion. Hear the nuts and bolts of real-world examples ranging from launching a Digital Navigators service, circulating hotspots and laptops to partners to reach people experiencing homelessness, participating in a community-owned wireless network to supporting telehealth. Learn to adapt and apply these ideas in your own communities to maximize digital equity through creative connections.

Speaker:
Audrey Barbakoff, Community Engagement & Economic Development Manager, King County Library System

B105. GrandPads: Creating Digital Connections for Older Adults

Tuesday, October 18: 4:00 p.m. - 4:45 p.m.

During the pandemic, social isolation became a significant problem for many seniors, who were also the most vulnerable to COVID. On top of the isolation, the persistent digital divide left many older adults in the St. Louis area either without internet access, a device, the skills to use digital technology, or all three. St. Louis County Library devised a way to serve the digital needs of the community through an innovative program of lending GrandPads for an entire year to isolated, low-income older adults. GrandPads are tablets designed by older adults for older adults with a simple, intuitive, and decluttered design. They are already internet-connected, and users can easily make phone and video calls, send emails (including recorded voice messages), access news and weather, and even use telehealth services. In this session, learn how St. Louis County Library planned and implemented the GrandPad program, including securing $1,000,000 in funding from local government, reviewing applications, and distributing and administering the GrandPads. Learn how the success of this program has led to another $2 million in funding to double the number of GrandPads and continue service for another year.

Speakers:
Eric Button, Deputy Directory, St. Louis County Library
Kristen Sorth, Director & CEO, St. Louis County Library

C101. Library Technology Industry Update

Tuesday, October 18: 10:30 a.m. - 11:15 a.m.

In this popular Internet Librarian event, Breeding relays the latest events and trends in the library technology industry. He authors the annual "Library Systems Report," published in *American Libraries*, which covers strategic technology products used by libraries and the vendors that develop and support them. Following the rounds of consolidation in recent years, technology products and strategies have evolved according to new priorities. Open source products are well-established and continue to have a major impact on the industry. Get the most recent insights and perspectives beyond the latest May 2022 report.

Speaker:
Marshall Breeding, Independent Consultant, Library Technology Guides, USA

C102. Clinical Support in the Hospital Library

Tuesday, October 18: 11:30 a.m. - 12:15 p.m.

Understand the strategy behind and the implementation of an automated clinical support service in a regional hospital library network. Using a popular commercial customer support product-encompassing contact database, online ticketing system, and multichannel communication features, a regional health science library with limited resources is able to develop a deep understanding of its patron base, track information needs and behaviors, and leverage multiple communication channels through a single online interface. The presentation encourages library managers to consider integrating standard business software products into their libraries to offer higher-quality features and more attractive pricing compared to purpose-built "library-only" tools.

Speaker:
Virginia Trow, Program Manager, Hunter-Rice Health Sciences Library, Samaritan Medical Center

C103. Fever Pitch: UX & Open Source Discovery

Tuesday, October 18: 1:30 p.m. - 2:30 p.m.

What do you get when you combine VuFind, the leading open source discovery system, with Evergreen ILS, the leading open source integrated library system developed exclusively for large library systems and consortia? Speed, usability, accessibility, and cutting-edge design—all in a discovery platform built to increase the visibility of your library's collections, including print, electronic, and digital resources, and historical records, archives, and more. VuFind is developed and maintained by Villanova University's Falvey Memorial Library and is suitable for public, academic, and special libraries. Learn how Equinox implemented best practices in UI/UX design and lean software project management during the development of the new Equinox VuFind theme, first released for Evergreen ILS in 2022.

Speaker:
Lisa Carlucci, Executive Director, Equinox Open Library Initiative

C104. The Libraries Consortium (TLC) New Library Services Platform

Tuesday, October 18: 3:00 p.m. - 3:45 p.m.

Existing library discovery platforms are complex beasts and generally long in the tooth. Users have been exposed to visually stunning user interfaces from Netflix, Amazon Prime, Hulu, Roku, etc. Additionally, existing platforms provide a collection of non-integrated services—often by vendor (search events separately, search the catalogue separately, search econtent separately, etc.). And what about evolving recommendation engines for our patrons? TLC imagined big changes and evolution in 2018 when preparing its ILS tender. It approached Apple, Google, and Microsoft among other big tech to try and engage them in our vision for our next-generation digital front door. Four years on and with the help of our chosen ILS vendor, SOLUS, as the developer of the new library services platform and the passion of our member libraries, the new platform launched! Hear an update on the project, what was learned, how it is impacting member libraries and patrons, and what's next.

Speaker:
Kelly Saini Badwal, Head of Cultural Services, London Borough of Sutton (on behalf of The Library Consortium)

C105. Evaluation & Adaptation: How Change Allowed Us to Thrive

Tuesday, October 18: 4:00 p.m. - 4:45 p.m.

The last few years have brought about drastic changes in how libraries provided services to their patrons. UNT Health Science Center took what could have been a crippling time and turned it into an opportunity for evaluation and adaptation of library policies and procedures. From changing ILS to retirements to lockdown procedures, Speer shares how library needs were evaluated and adapted to meet goals and patron needs while preserving the sanity of library staff.

Speaker:
Elizabeth Speer, Electronic Resources & Acquisitions Librarian, University of North Texas Health Science Center (UNTHSC)

D101. Strategic Tools to Bridge to the Future

Tuesday, October 18: 10:30 a.m. - 11:15 a.m.

Many organizations are hesitant to undertake strategic planning in the turmoil of today's environment. Yet planning for the future is imperative. In response, libraries are creating strategic bridging plans to the future. These bridging plans take the uncertainty into account and how to build the paths and infrastructure essential for the library to progress toward its vision and serving the community or campus of the future. Bridging plans usually have a timeline of 18—24 months. And while they don't replace a strategic plan, they rely on the same tools: strategic thinking, environmental awareness, an uncensored understanding of the factors and conditions that have secured the library's sustainability and success to date, and a candid discernment of the library's strategic options and areas that must be fortified. Hear about real library experiences and get basic tools you'll need.

Speakers:
Andrea Freeman, Certified Professional Leadership Coach, Andrea Freeman Coaching & Consulting and SGR Partners
Rebecca Jones, Director, LLEAD Institute and Partner, Dysart & Jones Associates

D102. Library of Problems

Tuesday, October 18: 11:30 a.m. - 12:15 p.m.

After working with dozens of library makerspaces, with countless aspiring entrepreneurs, it is apparent that people want to help make the world better. It's true. But many struggle to identify problems to which they can contribute a solution. In this session, learn how the Library of Problems drives innovation where it is needed most, and how this Library can be paired with additional resources to support job seekers and entrepreneurs in the search for meaningful work and positive innovation.

Speaker:
Amanda Sweet, Technology Innovation Librarian, Nebraska Library Commission

D103. Influencing the Influencers

Tuesday, October 18: 1:30 p.m. - 2:30 p.m.

This practical session, full of tips and stories, shares techniques for framing your approach in developing relationships and building an effective and productive "funding ask/fundraising " with different types of stakeholders and influencers. This highly

successful influencer shares her secrets for gaining support and making positive things happen!

Speaker:
Tanis Fink, Director, Libraries and Learning Services, Seneca College

D104. Tech Tools to Transition to a Hybrid Work Environment

Tuesday, October 18: 3:00 p.m. - 3:45 p.m.

By all accounts, the hybrid work environment is here to stay. Over the past 2 years, librarians have proved to be exceptionally successful in providing services to their clientele in a virtual world. Librarians quickly adopted to providing research, on-boarding new joiners, and creating plans for engagement of resources—all within a remote environment. The challenge we face in the coming months and years is how to provide the same high-level service in a hybrid environment. Technology tools such as Microsoft Teams have been critical to our successes in the virtual world. Learn how to use the rich features of Teams, from whiteboards to meetings to channels.

Speaker:
Tania Danielson, Regional Manager of Content and Research for the Americas, Shearman & Sterling LLP

D105. Digital Leader: Two-Story Interactive Digital Wall Experience

Tuesday, October 18: 4:00 p.m. - 4:45 p.m.

Edmonton Public Library's "The Wall" is a two-story 40 foot wide fully interactive digital experience, designed to inspire imagination on a grand scale while at the same time offering a unique interactive way to foster interest in STEAM learning. Inspired by and developed in partnership with the Queensland University of Technology in Australia and launched in September 2020, The Wall is the first of its kind in North America and a truly unique installation implementation of this scale in the world featuring access to dinosaurs, space, the Great Barrier Reef and more. Join EPL's Director of Technology as he shares details from project inception to development to execution to future planning.

Speaker:
Steve Till-Rogers, Director Technology Services, Edmonton Public Library

Continental Breakfast & Morning Chats

Wednesday, October 19: 8:00 a.m. - 8:45 a.m.

Transitioning to a Google Workplace

Discuss with your colleagues the challenges of switching from Microsoft to Google Workplace with specific examples from the transformed Lincolnwood Public Library about how it improved public service with Google.

Speaker:

Brian Wilson, Adult Services Technology Librarian, Lincolnwood Public Library

Cultivating Connections & Partnerships

Even with limited budgets, it's possible to use connections and partnerships to organize materials and provide digital access. Hulser shares examples from the city of West Hollywood, the Immaculate Heart Community in Los Angeles, and the first Beverly Hills estate and gardens, part of the Los Angeles County Parks & Recreation Department. Share your successes with colleagues over breakfast!

Speaker:

Richard P. Hulser, President, Richard P. Hulser Consulting

Keynote: Community Data for Impact

Wednesday, October 19: 8:45 a.m. - 9:45 a.m.

There is an increasing need for open data in governments and systems to analyze equity at large scale. Local governments often lack the necessary technical tools to identify and tackle inequities in their communities. Data equity describes the city of San Jose's commitment to use the city's data ethically and in ways that drive equitable outcomes for constituents. Keung addresses how San Jose's approach to data equity differs from other municipal data equity initiatives that focus on indices and how a data equity framework has become a critical tool for driving fairer outcomes. She shares tips for libraries to use their local data for positive impact on their communities.

Speaker:

Christine Keung, Acting Chief Data Officer,, City of San Jose, & Harvard Business School Leadership Fellow

1. Coming Together: Library Discovery at Scale

Wednesday, October 19: 10:30 a.m. - 11:15 a.m.

The SWAN library consortium went live on Aspen Discovery beginning in 2021, launching 100 catalogs across our member libraries to serve 1.8 million patrons. Working at this scale amplifies the need for a shared understanding of what makes a great user experience. In this session, SWAN and ByWater Solutions, which supports and develops Aspen, share their experiences working with an intrepid team of pilot libraries to conduct user testing, prioritize development needs, and implement new features in Aspen that benefited both patrons and library staff. Whether you are at a small library or a large consortium, you come away with practical strategies to improve your catalog and manage change around a major migration.

Speakers:
Jordan Fields, Aspen Product Librarian, ByWater Solutions
Tara Wood, User Experience Manager, SWAN Library Services

A202. Progressive Web Apps & LibGuides Jedi Master With Bootstrapr.io

Wednesday, October 19: 11:30 a.m. - 12:15 p.m.

Hanson shares that progressive web apps are a browser-based tool that bypasses the app store and are saved like a bookmark to your device. She began exploring progressive web apps as a single alternative to their previous app's separate Apple and Android codebases, which were time-intensive to update. In the new version, built using a React framework, her team reproduced their old app's core functionalities and released it to their community. Learn about the benefits and challenges they've discovered over the past year with this approach. Harrison discusses using the Bootstrapr.io app. Users can rapidly create custom web components in the Bootstrap 3 framework to radically improve the user experience (UX) of Springshare LibGuides. Create the same components and even entire sites in just minutes in the Bootstrap 4 framework. If you are using or administering LibGuides (or other platforms using Bootstrap 3), or are teaching or working in front-end design, learn how to wrestle the ubiquitous Bootstrap 4 from front-end libraries.

Speakers:
Alyssa Hanson, Web Specialist, Iowa City Public Library
Randal Harrison, Emerging Technologies Librarian, Hesburgh Libraries, University of Notre Dame

A203. Website Redesign & UX

Wednesday, October 19: 1:30 p.m. - 2:30 p.m.

Join these four super web librarians as they share, through two case studies, their adventures in branding, site redesign, and user engagement as a response to the pandemic and the changing needs of users. They share their experiences in gathering input and support from students and other employees in order to meet the needs of their users and improve accessibility.

Speakers:
Heather Cribbs, Systems Librarian, Robert E. Kennedy Library, California Polytechnic State University
Danielle T. Daugherty, Institutional Repository Coordinator, Robert E. Kennedy Library, California Polytechnic State University, San Luis Obispo
Michael Aguilar, Outreach & User Engagement Librarian, San José State University
Sharesly Rodriguez, UX Librarian, San Jose State University
Laurel Eby, Web Services Librarian, San José State University (SJSU)

A204. The Value of Testing in the Digital Age

Wednesday, October 19: 3:00 p.m. - 3:45 p.m.

Many organizations are now dependent on their websites to be a digital front door and lobby to welcome visitors and provide services. With this dependence comes the need to ensure uptime. While some of this responsibility resides with the hosting providers, much of the responsibility also lies on the application and the developers working on it. One of the best ways to ensure this is through testing, both functional testing and visual testing, with tools like Cypress and BackstopJS. Both tools, which are growing in popularity, test to make sure that fixing or adding features in one place doesn't break anything else on the site. Aten Design Group has partnered with Richland Library to help maintain and improve its website, which is used to deliver information and services to patrons. Richland Library has successfully implemented Cypress functional testing and BackstopJS visual testing, which has improved the process of ongoing development and helped to make sure there are no regressions.

Speaker:
Jordan Graham, Senior Developer, Aten Design Group

A205. Positioning the Library for Web3

Wednesday, October 19: 4:00 p.m. - 4:45 p.m.

Web3 is the emerging future of the internet, built around blockchain, virtual reality, and distributed computing. Get up-to-speed on Web3 with real-world, easy-to-understand examples about how Web3 will impact our work lives, the arts, publishing, education, government, and libraries. This talk addresses the widespread concerns about Web3 and how academic and public libraries can help onboard users into the future through digital literacy programming, technology services, and exhibits, including recent efforts at the Palo Alto City Library.

Speaker:
M Ryan Hess, Digital Initiatives Manager, Palo Alto City Library

B201. Impact of Industry Consolidation

Wednesday, October 19: 10:30 a.m. - 11:15 a.m.

The library technology industry has become increasingly consolidated via ongoing rounds of mergers and acquisitions. The last 2 years have seen some of the most aggressive changes. The acquisition of ProQuest by Clarivate represents the boldest move ever in the industry. A smaller number of companies are now responsible for the strategic technology produced upon which libraries depend. Breeding explores the impact that consolidation has had on the number and types of products available to libraries. Has consolidation facilitated or impeded the development of new and innovative technologies for libraries? Breeding draws on data collected from a variety of sources to help answer these questions.

Speaker:
Marshall Breeding, Independent Consultant, Library Technology Guides, USA

B202. Modernizing in a Time of Uncertainty

Wednesday, October 19: 11:30 a.m. - 12:15 p.m.

In March of 2020, Lake Forest Library closed, as many did, without any clear path for reopening. While there were many uncertainties at the time, impacting programming, human resources, facilities management, and public welfare, perceptions surrounding technology were forced to the surface. Finn discusses the move from on-premises services to a more flexible framework for collaboration and innovation. The ability of the staff to

quickly pivot to new ways of providing services, working together, and continuing to serve patrons is at the heart of this story. Finn not only shares technologies explored, vetted, and implemented, but also briefly the change theories that guided this transformation. This interactive session solicits feedback from the audience on similar experiences, challenges, and pitfalls. As with all learning experiences, the sharing of stories will illuminate and guide best practices for future projects.

Speaker:
Edward Finn, Director of Operations, Lake Forest Library

B203. State-of-the-Art Technology: XR Update

Wednesday, October 19: 1:30 p.m. - 2:30 p.m.

Extended reality (XR) includes AR and VR (augmented and virtual reality) technologies that are leaping ahead in every industry, especially in a world riddled by health and other crises. Libraries are taking advantage of the wave in a big way. Hear the latest about the technology and what's on the horizon. Learn about the types of programs being offered in libraries and be inspired by our innovative and imaginative speaker.

Speaker:
Chad Mairn, Librarian, Innovation Lab Manager, St. Petersburg College

B204. Virtual Event Opportunities & Tools: Increase Equity, Access & Engagement

Wednesday, October 19: 3:00 p.m. - 3:45 p.m.

As libraries and schools return to "normal" following the last 2 years, this is an opportunity to look at how virtual events can enhance programming and increase equitable access for our patrons. Erickson focuses on why to keep virtual events, examples of successful virtual programs, and technology considerations for these events: Create programming that is a "new better!" rather than ""normal." Markman discusses OBS (Open Broadcaster Software), a free, open source software tool for live streaming to Twitch.tv, YouTube, Zoom, and almost every other video platform under the sun. He shares not just how to get started, but also how to also leverage newly added features in OBS to enhance virtual library events. He pays special attention to the hardware and software limits often encountered in public computer labs and "less than fresh" laptops or netbooks.

Speakers:
Julie Erickson, Learning Specialist, Technology and Innovation in Education (TIE)
Chris Markman, Senior Librarian, Palo Alto City Library

B205. COVID-Induced Behavioral Changes: QR Codes & Library Texting—New Again?

Wednesday, October 19: 4:00 p.m. - 4:45 p.m.

Our awesome set of librarians share their use cases of QR and Texting—bringing back the classic technologies. Our first speakers share unique opportunities to reintroduce QR codes, from surveying students on creating more comfortable study spaces, marketing research guides, locating online reference materials, and more! Our next speakers explore the use of texting to request help. They investigated how the pandemic changed users' expectations of texting and discovered not only a significant increase in its use, but also a change in the types of questions that users ask and their complexity.

Speakers:
Kathy Harden, Professor, Electronic Services Librarian, University of Mary Hardin-Baylor
Anne Price, Professor/Head of Public Services, University of Mary Hardin-Baylor
Tara Mawhinney, Liaison Librarian, McGill University Library
Sandy Hervieux, Liaison Librarian, McGill University

C201. Engagement & Ghosting: Remote Customer Service

Wednesday, October 19: 10:30 a.m. - 11:15 a.m.

Customer service is an essential part of library work. When libraries moved online, their customer service interactions did too. While many libraries have returned to mostly in-person service, the need to provide online access and support is still as important as ever. Remote customer service, however, is different from in-person customer service. Kowalski discusses how to provide excellent remote customer service by creating high standards, providing training, following best practices, using ongoing assessment, and encouraging staff self-care. She looks at how all library staff can uphold and encourage a positive and effective customer service culture while navigating the pitfalls of the online experience

Speaker:
Meghan Kowalski, Outreach & Reference Librarian, University of the District of Columbia

C202. **Making Made Mobile: Rethinking Maker Services**

Wednesday, October 19: 11:30 a.m. - 12:15 p.m.

Panelists talk about innovative and creative learning and discovery opportunities recently launched by the Salt Lake City Public Library and the Utah State Library. The City Library's Maker Box project launched in 2020 as a quick pivot to the pandemic closures and brought library Maker programs as takeaways, online, and the potential for in-person programming when available. The Utah State Library designed a Maker Cart program that enabled public and school libraries to implement a mobile makerspace that allowed accessible and collaborative STEM education. Rooted in collaboration, the panelists discuss strategies on remixing existing content to create new learning and discovery opportunities for Maker programs. Learn their strategies for maker programs with accessibility in mind that are STEM-minded for in-house library programs, virtual spaces, and takeaway projects.

Speakers:
Shauna Edson, Digital Inclusion Coordinator, Salt Lake City Public Library (SLCPL)
Alan Ly, Technology & Innovation Coordinator, Utah State Library

C203. **Reader Meet Author: Student & Faculty Content Creation**

Wednesday, October 19: 1:30 p.m. - 2:30 p.m.

Academic libraries don't just serve users, they actively nurture and support student and faculty content creators. For the past decade, librarians at Georgia Southern University have collaborated with content creators to host and support a variety of user-generated content, including course assignments, undergraduate degree portfolios, graduate capstone projects, and grant-funded open educational resource (OER) projects. Join our panel of four librarians as they share their adventures supporting these and similar projects, and explore how supporting student- and faculty-created content informs new roles for academic libraries and librarians.

Speakers:
Jeffrey Mortimore, Discovery Services Librarian, Collection Services Department, Georgia Southern University
Autumn Johnson, Special Collections Librarian, Georgia Southern University
Dawn (Nikki) Cannon-Rech, Research Services Librarian, Georgia Southern University
Ruth Baker, Learning Commons Librarian, Georgia Southern University

C204. Bots for the Community!

Wednesday, October 19: 3:00 p.m. - 3:45 p.m.

Hear how a FarmBot had an impact on the community and how the library launched videos to teach people how the bot works (in-person programs were not open yet at the library). Lou shares the excitement of harvesting the very first carrot from the FarmBot!

Speakers:
Dan Lou, Senior Librarian, Palo Alto City Library
Susan T. Cheng, Lead Mentor, Space Cookies FRC Team 1868 and Adult Co-Leader, Space Cookies Girl Scout Troop 62868

C205. Podcasts & Online Photography

Wednesday, October 19: 4:00 p.m. - 4:45 p.m.

Blagrove shares his view, supported by real-world examples, of the importance of podcasting for communication, entertainment, and marketing in libraries. Clapp discusses how the Ancient Burying Ground in Hartford, Conn., was seeking an online photographic inventory of the markers in their current state of preservation (as of 2021). Having worked with a research team from Central Connecticut State University to build an award-winning website featuring a database of African, African-American, and Native Americans who were likely to have been buried in the Ancient Burying Ground (africannativeburialsct.org), the Ancient Burying Ground Association sought out help to rebuild its website and incorporate photographs of the markers. Of course, the concept of "simple" for users is never "easy" to achieve, but it is a necessity. This project also happened at a time when shifting web performance and accessibility standards added complexity to the build. Get tips and ideas from their experience.

Speakers:
Dale Blagrove, Multimedia Tech, Western Sullivan Public Library
Sharon Clapp, Digital Librarian, Central Connecticut State University Library

D201. Aligning Libraries With Community Needs

Wednesday, October 19: 10:30 a.m. - 11:15 a.m.

San Diego City Council leaders recognize libraries and parks as critical infrastructure; however, recent budgets do not reflect the increasing demands for services these departments provide or the crippling maintenance needs and ongoing operating budget shortfalls. Learn from our library leader how she and her team garner support and partnerships, experiment and show proof of concept of new programs requiring funding, and have a positive impact on their community.

Speaker:
Misty Jones, Director, San Diego Public Library

D202. Transformation for Libraries: The Futures School

Wednesday, October 19: 11:30 a.m. - 12:15 p.m.

Libraries and librarians must look beyond our present-day models, assumptions, and ideas in order to recognize external disruptors on the horizon of our profession alongside broader emerging patterns in order to "create functional views of alternative futures and possibilities." The Connecticut State Library Division of Library Development (DLD) has identified strategic foresight as a critical discipline for librarians now. Strategic foresight training can provide librarians with the skills to plan for future shifts. We all want to "ensure that our libraries are ready to adapt and serve the ever-changing needs of their communities." Come and get tips for developing strategic foresight for your community.

Speaker:
Dawn La Valle, Director, Division of Library Development, Connecticut State Library

D203. Making the Most of Your Library's Digital Collection

Wednesday, October 19: 1:30 p.m. - 2:30 p.m.

Library digital collections are rapidly evolving. As we continue to add streaming movies, music, digital magazines, and other formats to our collection, our need to effectively train staff and promote these services grows. This presentation takes a comprehensive approach to maximizing your investment in library digital media.

Speaker:
Nick Tanzi, Assistant Director, South Huntington Public Library

D204. Moving Forwards Post COVID: A New Blueprint for Public Libraries

Wednesday, October 19: 3:00 p.m. - 3:45 p.m.

Patron visits aren't back to pre-COVID levels, libraries don't have the marketing budget to attract new-to-the-library users en masse, and existing collection development software based on circulation and holds data models that are now outdated (in our presenter's opinion). Learn about new opportunities for outreach and engagement strategies, enhancing community partnerships, and strengthening local support, and gain some new insights into how you may deploy a portion of your collection development dollars more effectively with community partners.

Speakers:
John Richardson, Director - North America, Solus UK Ltd.
Michael Lambert, City Librarian, San Francisco Public Library

D205. The SJSU Library Feedback Group: A Case Study

Wednesday, October 19: 4:00 p.m. - 4:45 p.m.

Created in late 2021 as a method to understand library user behavior, needs, and expectations, the SJSU Library Feedback Group consists of more than 500 SJSU students, staff, and faculty. The group is used to solicit user input on the SJSU Library's collections,

services, and facilities in order to improve the library's physical and digital user experience. This includes recruitment for usability testing, surveys, focus groups, and other user testing activities. Each member of the group expressed a willingness for the library to contact them for future usability studies, which contributes directly to the improvement of the overall library user experience by providing library employees with a pool of participants they can contact to evaluate new and existing services and resources. This session discusses the creation of the SJSU Library Feedback group and the projects it has supported to date. Attendees also hear how the group is currently maintained and the benefits of engaging directly with campus stakeholders to inform design decisions. These tools and tips will allow other libraries to create a systemized approach to user research within their library, which can inform collection development, innovative services, digital presence, programs, and more. By providing an opportunity to quickly gather feedback directly from users, the Library Feedback Group allows the library to be much better positioned to take a proactive approach in all of these areas.

Speakers:
Michael Aguilar, Outreach & User Engagement Librarian, San José State University
Laurel Eby, Web Services Librarian, San José State University (SJSU)
Sharesly Rodriguez, UX Librarian, San Jose State University

Evening Session: Is Your Tech Assistant Making an Impact?

Wednesday, October 19: 7:00 p.m. - 8:30 p.m.

Amazon Alexa, Apple Siri, and Google Assistant Programming are being used in many interesting ways. Are they making an impact with the members of your community? Can your library use their assistance to make an impact on resources or on the fun and learning factors in library programming and services? Have you considered the privacy issues while using AI assistants? Get tips and innovative ideas from our speakers and share your experiences too!

Speakers:
Chad Mairn, Librarian, Innovation Lab Manager, St. Petersburg College
Brian Pichman, Director of Strategic Innovation, Evolve Project

Continental Breakfast & Morning Chats

Thursday, October 20: 8:00 a.m. - 8:45 a.m.

Tools for Workplace Sanity & Smiles

Walk through two tools you can begin practicing today and using tomorrow to gain smiles at work and even laughter. Discuss practical ways to set boundaries and have critical conversations with a long time library leader, coach and strategist.

Speaker:
Rebecca Jones, Director, LLEAD Institute and Partner, Dysart & Jones Associates

Futurist in Residence: Let's Talk Future!

Join our speaker, workshop leader, and futurist in residence for an informal chat about trends and insights for the future: It's always fun to learn from others!
Speaker:
Daniel W. Rasmus, Director, Insights & Advisory, HiveMind Network and Affiliate Instructor, University of Washington; Author, Listening to the Future and Management by Design

Keynote: A Conversation With Artist Louis Markoya

Thursday, October 20: 9:00 a.m. - 9:45 a.m.

Learn how artists and librarians can collaborate to help provide their community with more cultural visibility for the arts and technology during a conversation with Louis Markoya. Markoya, a former protégé of surrealist Salvador Dalí, is a multimedia artist and engineer who is merging classical oil painting with mathematics, fractal geometry, and 3D holographic technology. Markoya has also spent 34 years as a research scientist and engineer and has more than 30 patents employing complex animations and holography. He has been on the forefront of art and technology since the advent of personal computers in the 1980's. See firsthand how the Leepa Rattner Museum of Art at St. Petersburg College partnered with the Innovation Lab and Markoya to bring his innovative art and 3D short film Strange Attractors to life in virtual reality and in other more traditional 3D settings. Come enjoy Markoya's wonderful stories that will help inspire creativity at your libraries.

Speakers:
Chad Mairn, Librarian, Innovation Lab Manager, St. Petersburg College
Louis Markoya, Artist

Diamond Sponsor Keynote

Thursday, October 20: 9:45 a.m. - 10:00 a.m.

More details coming soon!

Coffee Break

Thursday, October 20: 10:00 a.m. - 10:30 a.m.

A301. Empathy, Emphasis, & Elearning

Thursday, October 20: 10:30 a.m. - 11:15 a.m.

Learn how a library system in Louisiana partnered with regional social services organizations to provide educational and affirming opportunities to the public and staff via digital platforms.

Speaker:
Celise Reech-Harper, Director, Rapides Parish Library

A302. Academic Community Partnerships for Health Advancement

Thursday, October 20: 11:30 a.m. - 12:15 p.m.

The Vera P. Shiffman Medical Library Outreach Advisory Council is a multi-institutional group that has worked together for more than a decade to offer high-quality health information programs to the community. The council's current mission is to educate underrepresented groups in biomedical research on the National Institutes of Health's All of Us Precision Medicine Program, enabling them to make educated judgments about their willingness to engage in the research. The COVID-19 pandemic put the outreach council in an unusual position of continuing to provide programming to the community, although in an online environment that brought new obstacles and opportunities. Each institution contributes its own resources to continue virtual programming while conforming to national program objectives. Discover how a nationally acclaimed multi-institutional outreach advisory council modified its program platform, content, and collective capabilities throughout the pandemic to better address the needs of its diverse community.

Speakers:
LaVentra E. Danquah, Vera P. Shiffman Medical Library, Academic Director
Jena Baker-Calloway, Director, Detroit Center University Outreach & Engagement, Michigan State University
Mary Kordyban, Manager, Detroit Public Library

A303. Community Goals to Improve Society

Thursday, October 20: 1:30 p.m. - 2:30 p.m.

The 2030 Agenda for Sustainable Development sets out 17 United Nations (U.N.) Sustainable Development Goals (SDGs). The 169 associated targets and 231 indicators underpinning the goals serve as a framework for countries, businesses and industries, and civil society organizations to address sustainable economic and social development. Based on their report published in Information Today, Inc.'s *Library Book Trade Almanac 2022*, speakers highlight the diverse ways the scholarly community—publishers, educational institutions, and libraries—collaborate in sustainable development initiatives. A sustainable future requires innovation, with all segments of the scholarly community working together: teachers and scholars, publishers and database providers, and libraries and professional organizations. There is no one right path for achieving sustainability. Get practical ideas for starting (and expanding) your sustainable development initiatives.

Speakers:
Barbie E. Keiser, President, Barbie E. Keiser, Inc.
Ruth Pagell, Emeritus Faculty Librarian, Emory University

A304. Freshman Lost on Campus: Meeting First-Year Needs in One Package

Thursday, October 20: 2:30 p.m. - 3:15 p.m.

This presentation focuses on developing a one-stop-shop that provides resources and vital information for students in their first year on campus. Ward shares methods used in designing a LibGuide that contains various assignments and research activities so that students gain an understanding of library research, critical thinking, evaluation skills, financial literacy, registration, ethics, and more. The guide has been so popular, it has been designated as a required tool in freshman campus and online courses.

Speaker:
Janet Ward, Associate Professor, Assistant Director, Web Services, Library Science, Limestone University and University of South Carolina, Spartanburg Community College

B301. Fostering Entrepreneurship in the Library Makerspace

Thursday, October 20: 10:30 a.m. - 11:15 a.m.

Traditionally, libraries have not allowed companies and individuals to use the library as their place of business. Makerspaces have now blurred the lines. How do libraries balance long-standing policies with more recently developed makerspaces and excited patrons who see business opportunities? How can libraries best support this spirit of entrepreneurship with equipment and staff resources?

Speaker:
Nick Tanzi, Assistant Director, South Huntington Public Library

B302. Managing & Marketing Creative Makerspace Activities

Thursday, October 20: 11:30 a.m. - 12:15 a.m.

Learn how Indio High School, a Title 1 school in California, has created a makerspace within a modern learning commons space. The makerspace is in a continuous state of evolution. Learn how to creatively market makerspace activities in order to bring members into the library. Most activities occur during the lunch period or are set up as grab-and-go for our students. We have celebrated and created buttons for National Button Day, made grab-and-go bracelet bags, used Canva for students to share makerspace projects, done 3D printing via TinkerCad, and much, much more. Makerspaces do not have to be challenging or expensive; meet your population at a starting point and create together.

Speaker:
Annelise Freeman, Teacher Librarian, Desert Sands Unified School District

B303. AI-Based Virtual Reference Chatbot: Using IBM Watson's Assistant

Thursday, October 20: 1:30 p.m. - 2:15 p.m.

This talk shares the experience of one university in Dubai in implementing AI-based IBM Watson services. The university library has been providing virtual reference services using

LIBChat solutions. During the pandemic period, the usage of this service increased significantly. However, the library could only provide the live chat service during working hours since the actual presence of librarians is required for the Live chat. The demand for 24/7 virtual reference service from users instigated thinking about implementing AI-based chatbots. After analyzing various options, the library decided to go with IBM Watson's assistant for developing the chatbot. The programming team analyzed content from Zayed University Library's LibAnswers FAQ page, chat reference and circulation desk transcripts, and reference emails to create training phrases (potential user inquiries) and responses (chatbot replies). Currently, the AI training phase is going on and is intended to be complete by the end of May 2022. Hear about the various stages of implementation of IBM Watson's assistant as a library chatbot and the challenges in training the bot.

Speakers:
Nikesh Narayanan, Information Technology Librarian, Library and Learning Commons, Zayed University
Usman Ihsan, Web Developer, Zayed University, Dubai

B304. Makerspaces: Hubs for Interdisciplinary Learning

Thursday, October 20: 2:30 p.m. - 3:15 p.m.

Makerspaces and maker-centered instruction continue to grow in academic libraries. However, it may not always be clear how makerspaces support the missions of academic libraries, or how they further the goals of information literacy. Explore makerspaces as tools for helping students develop non-cognitive skills that are crucial to mastering the threshold concepts for information literacy. Using specific interdisciplinary classroom examples, Nagle explores how connecting maker-centered learning to the ACRL Framework centers makerspaces within the core missions of academic libraries, ensuring that makerspaces remain relevant and on the cutting edge of library trends. These learning outcomes expand partnership possibilities across campus by demonstrating the impact of maker-centered learning on student success in any discipline.

Speaker:
Sarah Nagle, Creation & Innovation Services Librarian, Miami University

C301/302. Is Blockchain the Future of Your Library?

Thursday, October 20: 10:30 a.m. - 12:15 p.m.

The ALA sees blockchain as a key feature of future libraries—but is it? Authors would love to license e-books directly to libraries, but who will handle publicity and distribution? If book royalties go directly to authors, bypassing publishers, who will vet the books' quality? Since art, texts and music created by AI's cannot be copyrighted, what are the implications for libraries and their special collections? Non Fungible Tokens (NFTs) have the potential to convey exclusive ownership of individual creations, but are there use cases in libraries? Blockchain has been critiqued to be a significant consumer of energy which is required to maintain a worldwide decentralized net of computerized records. How would libraries address the environmental impacts? Implementing blockchain technology in libraries faces esignificant challenges, most notably from inadequate intellectual property laws and the environmental impact of their enormous greenhouse gas emissions. Hear differing perspectives and share your thoughts!

Speakers:
Joyce Johnston, Adjunct Professor, English Dept., George Mason University and AASL, Virginia ASL, NCTE, MLA
Mike Meth, San Jose State University & Author, Blockchain in Libraries

C303. Libraries: 2035 Recovering From the Ruins of the Metaverse

Thursday, October 20: 1:30 p.m. - 2:15 p.m.

It's time to revisit the future of libraries. Our futurist does so, offering four views of the future. He explores the major uncertainties that will drive how libraries evolve. With the community focus, Rasmus includes comments on learning, community, influence models, and other relevant topics.

Speaker:
Daniel W. Rasmus, Director, Insights & Advisory, HiveMind Network and Affiliate Instructor, University of Washington; Author, Listening to the Future and Management by Design

C304. Digital Twins: Combing AI with VR/AR

Thursday, October 20: 2:30 p.m. - 3:15 p.m.

How can we better leverage some of the most innovative technology such as AI, virtual reality (VR), and augmented reality? Pichman and Marin examine the positives and negatives of introducing a concept called Digital Twins into libraries and education. Wouldn't it be amazing for your community have a virtual librarian you can connect with at any time? Or would it be awesome to take your patrons on a safari tour without ever having to leave the walls of the library?

Speakers:
Chad Mairn, Librarian, Innovation Lab Manager, St. Petersburg College
Brian Pichman, Director of Strategic Innovation, Evolve Project

D301. From Toxic to Healthy: Evaluating & Improving Organizational Culture

Thursday, October 20: 10:30 a.m. - 11:15 a.m.

Healthy organizational cultures are hotbeds of innovation. Employees enjoy high levels of job satisfaction and produce optimal customer outcomes. So why don't more organizations build them? The reality is that most people in leadership positions don't have a clear sense of what a healthy organization looks like or a consistent approach to cultivating one. This session reviews some of the most current research on organizational cultures, particularly in libraries. Attendees learn how to evaluate the current health of their libraries, identify key elements of healthy workplaces, and begin taking concrete steps toward transforming libraries.

Speaker:
Jared Oates, COO, Niche Academy

D302. Physical & Mental Well-Being of Online

Thursday, October 20: 11:30 a.m. - 12:15 p.m.

Working online, on our computers and in front of screens, takes a toll on us physically and mentally. When we add work-from-home (WFH) to that, do we suffer even more? Some studies indicate that, yes, we do. Why is the WFH scenario not a perfect situation, and what can we do to improve it?

Speaker:
Renee Gorrell, Library Director, Goldfarb School of Nursing, Barnes-Jewish College (BJC)

D303. Protecting Privacy in Troubling Times: Mandate for Action

Thursday, October 20: 1:30 p.m. - 2:15 p.m.

Protecting the privacy of patrons as they access the resources and services of the library is one of the fundamental requirements for the library profession. Despite the general erosion of privacy in the consumer sphere, many vulnerable individuals rely on libraries to not reveal sensitive information regarding their research and reading. Libraries have always valued the protection of patrons to ensure that data related to access or use of library materials or services remains entirely confidential. While libraries generally follow practices for the circulation of physical materials optimized for privacy, web-based services have often lacked the basic mechanisms needed to ensure the privacy of patron access to library-provided resources. Breeding shares his latest research related to the proportions of libraries using HTTPS to encrypt communications and discusses the use of tracking tags related to advertising and other critical issues with implications for patron privacy.

Speaker:
Marshall Breeding, Independent Consultant, Library Technology Guides, USA

D304. Are You, or Do You Aspire to Be, a Successful Introverted Leader?

Thursday, October 20: 2:30 p.m. - 3:15 p.m.

Successful introverted leaders think deeply about team goals and then challenge themselves to produce thoughtful solutions and ideas. These leaders also retain talented employees because they let others shine and often acknowledge them for their accomplishments. Norlin highlights some "must-have" skills and tools reflective leaders need in order to communicate powerfully up, down, and sideways within the organization. She also identifies what you need to foster improved teamwork among introverted and

extroverted team members to raise your team's visibility among your customers and stakeholders.

Speaker:

Elaina M Norlin, Professional Development Coordinator, Consortium, Association for Southeastern Research Libraries (ASERL)& Author, Six-Step Guide to Library Worker Engagement

Closing Keynote: Libraries' Biggest Challenges & Opportunities for 2022+

Thursday, October 20: 3:30 p.m. - 4:15 p.m.

This final keynote of the conference looks at connecting with our different types of library communities, looking ahead, taking advantage of opportunities and partnerships, as well as understanding our communities' demographics and needs. Our panel members from different communities share their thoughts and ideas and hopefully spark some insights for experimenting and trying something new in your community.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Conference Authorization: Association of Bookmobile & Outreach Services, October 4-6, 2022 in Scottsdale, Arizona.**

DATE: **August 15, 2022**

BACKGROUND

The Association of Bookmobile & Outreach Services (ABOS) Conference will be held in Scottsdale, Arizona from October 4-6, 2022. The mission of the Association of Bookmobile and Outreach Services is to support and encourage library staff and leadership to provide quality bookmobile and outreach services to meet diverse community needs.

As the District begins its journey to acquire a new bookmobile for the community, the awarded California State Grant included the partial cost of the membership to the association, as well as up to three staff to attendance to the conference. The three staff included the Children's Supervising Librarian, the Bookmobile Librarian and the Bookmobile Library Assistant.

Attachment A: 2022 ABOS Conference Programs

Impact: $900 per person

RECOMMENDATIONS
1. Motion to authorize up to three staff to attend ABOS Conference, October 4-6, 2022, in Scottsdale, Arizona; and,

2. Roll call vote.

2022 ABOS Conference Programs

In-Person	In-Person/On-Demand	On-Demand Only
The Accidental Outreach Librarian	Starting and sustaining a Library Service by Mail Program	Connecting Library Values with Community Needs: Creative Programming Beyond the Four Walls
Barrier Free Mobile Library Services	ABOS 101	Modern Platforms You Need in Your Teen Marketing Plan
Queens Public Library Responsive to Reentry Needs	Treating Bookmobiles as a Place, Not Just a Service	Outreach as a Teachable Moment
Mapping Community Resources	Communities Rise Up As Libraries Reach Out: Utilizing Social Justice in Outreach with Children and Families in Underserved Communities	Street Book Carnival
If You've Got the Money: Grant Writing to Fund Library Outreach Programs and Services	A Prescription for Young Readers - "Reach Out and Read"	Tales and Travel and Beyond
The Grassroots Bookmobile: Partnering with your Community in times of Need	PowerPoint slide presentation	Know It To Grow It
Breaking Bad	Putting Services on Wheels for a Rural Texas County	Starting library service for incarcerated adults and youth
Everything's Coming Up Cozies: Running a Cozy Mystery Tea Party Book Club for Older Adults	Express Library: utilizing self service to bridge access barriers to the library	
Tablets for Seniors	Maker Fun Virtual programs	
Dam-it Jim! I'm a Librarian Not a Mechanic!: Fake it Till You Make It. Musings of a first year bookmobile driver.	Making Small Moments Big: Engaging Families in Early Learning Opportunities	
The TechKnow Mobile: Using Outreach to Connect the Disconnected		
The Small but Powerful Bookmobile		
Reach, Connect, Deliver. Creating Successful Partnerships		
From Seed to Seed: Growing Community Connections with Seed Libraries		

Partnering with Local Organizations to Improve Community Outcomes
Reaching Unhoused Children: A Journey Through Brookyn
Community Disaster Response for Libraries
Adaptive Technology Lending Program (ATLP): Building an accessibility program from the ground up.
Serving Up Literacy in Rural Community Book Deserts
Jump Into The STREAM: Summer Camp at Your Library
How we obtained a Community Outreach Specialist
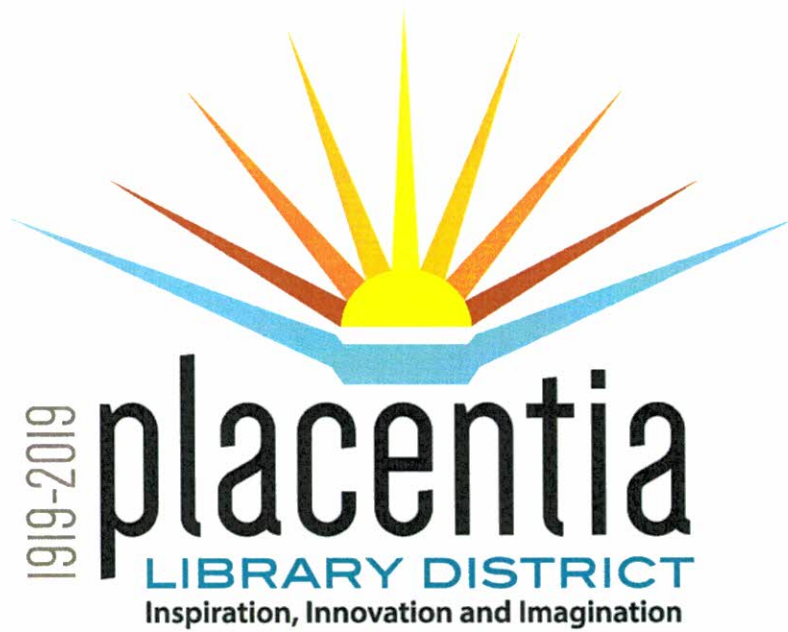
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Request for Bids for an Electric Bookmobile**

DATE: **August 15, 2022**

BACKGROUND

On April 25, 2022, the District was notified it was awarded the Stronger Together: Out of School Time Grant for a total of $250,000. The purpose of the grant is for the District to acquire an electric bookmobile in which it will deliver equitable access to materials, services and technology through educational and engaging resources and programs that encourage reading, innovation, imagination, and creativity. The bookmobile will focus on low socioeconomic neighborhoods, facing transportation and academic challenges and opportunities for positive diversity and inclusion reinforcements.

From the total grant awarded, $233,000 is designated specifically for the purchase of the electric bookmobile inclusive of it being fully equipped with audio, video equipment, interior shelving, electric powered awning, AC electrical system, workstation, interior/exterior lighting, wifi access, wheelchair lift, and full exterior wrap.

Staff is requesting the approval to move forward with this project as noted below.

Attachment A is the Request for Bids for an Electric Bookmobile.

RECOMMENDATION

Discuss and approve request for bids as presented, inclusive of input from the Library Board of Trustees.

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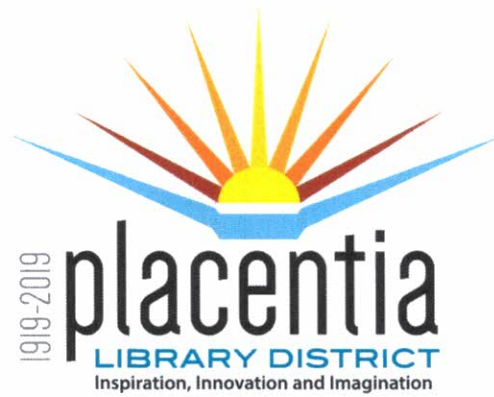
REQUEST FOR BIDS

Electric Bookmobile

Closing Date: September 13, 2022 @ 4:00 p.m. PST

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.

INTRODUCTION

The Placentia Library District ("District") hereby requests bids from a qualified and professional vehicle vendors for the building and outfitting of a full electric Bookmobile to provide resources, services, and materials to the community of Placentia.

DISTRICT OVERVIEW

Primarily known as a "bedroom community", the City of Placentia, which is nestled in northern Orange County, is a family-oriented community of approximately 52,000 residents. Placentia serves an area of approximately 6.7 square miles and has retained the small-town quality that has remained since its settlers arrived more than 100 years ago.

The Placentia Library District is an independent special district serving the residents of Placentia and surrounding communities. It is governed by a board of five trustees directly elected by the public. The District has been serving the community since 1919 and now provides a variety of services including a large catalog of digital and physical items, virtual and in-person library programs, literacy services, gathering space, public computer stations, passport processing, a Library Of Things (LOTs), and extensive learning opportunities.

The District is open seven days a week: Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday and Saturday, 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

SCOPE OF WORK

The District is soliciting bids from a qualified and professional vehicle vendor for the building and outfitting of a full electric Bookmobile for the Placentia Library District, minimally inclusive of the following:

Chassis Specifications

- 2023 or later Superduty DRW (dual rear wheel) Chassis – 176" WB

Drive Specifications

- Minimum 120 kWh battery pack
- Minimum 120-mile range per charge
- GVWR greater than 14,000
- Dual-mode regenerative braking system
- Dual-charging capability (fast charge capability)
- Charging cables minimum 5' in length
- Max Speed greater than 55mph

Body Specifications

- Minimum Dimensions: 16' L x 96" W x 85" H
- Maximum Length: 27' L
- Unladen truck maximum height 124"
- Exterior electrical awning at the bookmobile entrance to provide shade for patrons
- Flatscreen TV on the exterior wall of the bookmobile beneath electrical awning

Cab Specifications

- Deluxe interior trim package
- Two (2) molded armrests, on each door
- "A" pillar molded plastic cover
- Interior grab handles, pillar mounted, one each side
- Interior trim panels, molded plastic, full height; all interior sheet metal covered
- Overhead console with dual storage pockets and retainer nets
- Interior door trim panels, molded plastic, driver and passenger doors
- Driver door map pocket
- Cloth headliner
- Rubber floor covering with insulation
- Instrument panel trim, molded plastic with center section
- Two (2) cup holders shall be provided
- Two (2) padded vinyl sun visors with toll ticket strap
- Interior color scheme to be determined
- Two HVAC units, one located in the front cabin and one located in the rear cabin with low-profile ceiling assembly and remote controls
- High-back driver seat, faux leather, with integral headrest, 2-position front cushion adjustment, -3 to + 14-degree seat back adjustment, arm rest and single chamber air lumbar support
- High-back single person passenger seat, faux leather) with integral headrest, seat back adjustment and arm rest. Both seats to include 3-point, lap and shoulder type seatbelts
- Power window and door locks, including express down feature
- Remote Keyless Entry

Instruments and Controls

- Gauge cluster (English)

- Electronic speedometer
- Odometer display; miles, trip miles, engine hours, trip hours, fault code readout
- Warning system
- On-board diagnostics display of fault coded in gauge cluster

Interior Specifications

- Selected vendor will provide interior design services to the vehicle for multipurpose use. This includes but is not limited to shelf design and layout, cabinetry, furnishing and fixtures
- Interior Palette-The library will select the exact color and pattern of materials selections from manufacturer's standard selections
- Patron door on passenger side at back of vehicle
- 3/8" plywood-lined walls
- Interior finishes that contribute to absorbing ambient sounds
- Appropriate panels, ceiling and flooring with acoustic qualities in addition to durability and aesthetics
- Two (2) floor railings to secure bookcarts during transit
- Commercial-grade vinyl flooring with a 10-year minimum wear warranty
- Bookshelves-Powder coated after assembly where possible using coatings containing no lead or lead products and constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment
- Shelving layout will be designed to accommodate books/items of various sizes, DVDs and can be easily adjusted or removed
- All shelving running along the sidewalls of the vehicle must tilt back 15 degrees. Two (2) sections will accommodate pull-away book carts that can safely latch to the walls when in place
- LED main cabin lighting system to provide interior lighting meeting library minimum stack ratings
- Fold-down desks-One (1) modular workstation designed to last the lifetime of the vehicle but constructed of lightweight materials for ease of adjustment. Work surface to be finished in high-impact laminate or equivalent
- Work station will include a book return area that has a weather-safe drop from the outside
- Doors for unloading at back of vehicle with mounted slat wall

Other Specifications

- Telematics System
- Security Alarm
- Video surveillance, GPS and remote monitoring system with all triggers/features connected. System to be mounted in a location out of general view, but still readily accessible for staff
- Three-hole grounded duplex outlets located at the workstation, cabin, near the entrance, and a weatherproof outlet located on the curbside exterior for use under the awning

- AM/FM radio with auxiliary input, and Bluetooth capabilities
- Exterior electric lift on back of vehicle
- Rear back-up camera and/or birds eye capability camera
- Reverse alarm
- Parking Sensor System with 4 front and 4 rear in-bumper sensors shall that detect obstacles using ultrasonic wave (sonar) echolocation technology, and include a wired LED digital display with audible alert mounted in the dash area

Maintenance and Service

- Maintenance package
- Technical support
- Electric vehicle driver training
- Vehicle Warranty

For additional information or assistance, please contact Assistant Library Director, Yesenia Baltierra at ybaltierra@placentialibrary.org or 714-528-1906 x201.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: **Discuss and Approve Bookmobile Memorandum of Understanding (MOU) between the Placentia Library District and the City of Placentia**

DATE: August 15, 2022

BACKGROUND

One of the requirements for the recent awarded grant, Stronger Together: Out of School Time was to identify partners in the community that support the purpose of the grant. A partner is defined by this grant as an organization that will contribute resources to the project (cash or in-kind) and with which you have a signed agreement. After meetings with City of Placentia staff, the City of Placentia was identified as a partner in the project. In the discussions, the City of Placentia agreed to contribute the following:

- Design, install, and maintenance of five bookmobile street signs, inclusive of expenses (location of signs to be discussed at a later date, once route for the bookmobile is finalized).
- Provide routine maintenance and repairs for the bookmobile such as, but not limited to, brake pads, tire replacement or repair, wheel alignments as needed, brake power steering fluid replacement, and replacement of wiper blades.

Staff is requesting the approval of the MOU to move forward with this project as noted below.

Attachment A is the MOU between the Placentia Library District and the City of Placentia.

RECOMMENDATIONS

1. Discuss and approve MOU between the Placentia Library District and the City of Placentia, inclusive of input from the Library Board of Trustees; and,

2. Roll call vote.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made and entered into on _____, between the Placentia Library District , an independent library district (hereafter "District"), and the City of Placentia a charter city (hereafter "City").

RECITALS

I.   The District is receiving grant funds which it will use to purchase a bookmobile vehicle which will set up at different points in the City to expand its ability to provide library services within the community.

II. The District's jurisdictional boundaries are co-terminus with that of the City.

III. The District and the City have historically cooperated with each other in providing services to the community have entered into several agreements that have furthered each other's mission.

IV. By way of this MOU, the parties desire to set forth the terms under which the District's bookmobile service will be provided to the public on City streets.

AGREEMENT

A.   DUTIES OF CITY:
- City shall review and provide input on the District's proposed design for the five bookmobile street signs.
- City shall propose and consult with District on five locations to install the five bookmobile street signs.
- Upon approval of the design and locations by the parties, City agrees to purchase and , and install, at City's expense, five street signs at the locations approved by the parties. City agrees to provide routine maintenance of the signs, including removal of graffiti during the Term of this Agreement,;
- City agrees to permit the District to provide stationary bookmobile services at various City owned facilities and at the five street sign locations; provided that the bookmobile services do not conflict with any City operations or scheduled City events.
- City agrees to provide routine maintenance and repairs for the bookmobile through the duration of the Term, including replacement of brake pads, tire replacement or repair, wheel alignments as needed, brake power steering fluid replacement, and replacement of wiper blades. City shall provide District with a summary of all maintenance work performed. The City shall provide limited maintenance on a time and materials basis, which includes a shop rate of $XX for labor. Costs for materials shall be invoiced to the District with no additional markup. Payment for maintenance services provided shall be submitted within 30 days of receipt of a City invoice.   District shall pre-schedule any limited maintenance work with the City and shall deliver the bookmobile to the City Yard. District will be responsible for picking up the bookmobile after maintenance work has been completed during regular City business hours.

B. DUTIES OF DISTRICT:
- Provide and consult with the City on the design for the five bookmobile street signs.
- Consult with and provide its approval to the City on the five locations at which the bookmobile signs are to be installed.
- Coordinate all bookmobile events at City facilities with the City and provide a schedule for those times and dates the District anticipates it will be providing services at the five street sign locations.
- If any bookmobile sign is damaged or deteriorates to the point it needs to be replaced, District shall pay for such replacement sign or notify the City it will not pay to replace the sign. If the District does not notify the City it will pay for the replacement sign, the City may remove the sign, if it has not done so already, and has no further obligation to install or maintain a sign at the location the sign is removed.
- The District shall be responsible for maintenance or repair work which is not routine or otherwise covered under City's duties. Examples include repair and maintenance of the bookmobile's power train, electric motor, replacement of batteries, major mechanical components, interior repairs, body damage, etc. District shall be responsible for scheduling routine maintenance with the City.
- The District shall be solely responsible for providing drivers and other personnel to operate the bookmobile and provide bookmobile services in the community.
- The District shall defend, indemnify, and hold harmless the City, its elected officials, officers, agents and employees (the "City Indemnitees") at the District's sole expense, from and against any and all claims, actions, suits, or other legal proceedings ("Claims") brought against the City Indemnitees arising out of the District's operation of the bookmobile service, save and except those Claims arising out of the City's active negligence or willful misconduct.
- District shall provide the following written reports to the City: (a) a monthly bookmobile activity report to the Joint-Use Committee; and (b) updates concerning bookmobile operations at City Council meetings, as requested by the City.

C. TERM OF MOU:
The term of this MOU shall commence as of the date first written above and continue for five years ("Initial Term"). The term shall be automatically extended for an additional 12-month period, unless one party provides the other party at least 60-days written notice prior to the end of the five-year term or any extension thereof, (the "Initial Term") that the Term will not be extended. At least 120 days prior to the completion of the Initial Term, this MOU shall be reviewed by the District/City Joint Use Committee to determine any extensions or other modifications and if extended, set a date for the next review.

D. GOVERNING LAW:
The validity of this MOU and all of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the State of California with the sole and exclusive venue in a court of competent jurisdiction in Orange County.

E. INTEGRATION:

This MOU constitutes the entire understanding of the parties regarding the subject matter hereof and supersedes all prior understandings, written or oral. This MOU may only be amended in a writing executed by persons authorized to bind each party.

In witness of this MOU, the parties have executed this MOU as of the date first written above.

F. NOTICES:

All notices required or permitted to be given under this MOA shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To the District: Jeanette Contreras, Library Director

To the City: Damien Arrula, City Administrator

PLACENTIA LIBRARY DISTIRCT   CITY OF PLACENTIA

BY: _____   BY: _____
Jo-Anne W. Martin, Board President   Rhonda Shader, Mayor
Date:_____   Date:_____

Attest: Attest:

_____   _____

Gayle Carline, Board Secretary   Robert McKinnell, City Clerk

Approved as to form: Approved as to form:

_____   _____

David DeBerry, District Counsel   Christian Bettenhausen, City Attorney
Date:_____   Date:_____
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

To: Library Board of Trustees

Thru: Jeanette Contreras, Library Director

From: Jeremy Yamaguchi, IT Consultant

Subject: **Discuss and approve the Request for Proposals for a new Website.**

Date: August 15, 2022

BACKGORUND

The District currently manages its own website using library staff along with support from an IT consultant. The site was designed using free open-source code and was not developed by a professional. It is staff's recommendation to enter into an agreement with a professional website developer to design, develop, deploy, host, and manage a comprehensive website for the District.

DISCUSSION

Staff has been in discussions with numerous website developers who manage all aspects of hosting a website including servers, databases, security and ongoing preventative maintenance relating to the support of their websites. Additionally, they provide training and ongoing support for staff on the use of and updates for the websites. The District currently has four staff members who can edit content on the current website and one website administrator who can add and change pages.

The current District website has been in production for over 5 years and has become antiquated and burdensome for staff to continue to maintain. The website was built in-house by previous staff members using free "open-source" technologies available. Websites are the 24/7 *front door* to the library and is the only resource available to patrons wishing to access library resources from home or after hours. Advanced security threats, legal accessibility requirements, and constant changing of web services is not an expertise found within the library and staff is recommending a request for proposals for the design, development, and hosting of a new website.

1. **Modern Features:** Mobile web traffic has surpassed 50% of all internet traffic and users visiting the library website are using mobile devices more frequently. While the current site is viewable from mobile devices, there are many important improvements that will make the visitors' experience better. The current site has a score of 76% for desktop performance and 26% for mobile users. Online research and access to databases have become an important role of the library and ensuring an easy way for patrons to access these. The board agendas are managed manually every month by uploading documents and adding links. This can all be automated so that staff only upload documents once, and all

files stay organized and accessible to the public. We can even include video or audio recordings for past meetings.

2. **Equal access (Americans with Disabilities Act- ADA):** all entities with a website are required to provide adequate provisions for those with disabilities to access website content and features. Some of these features include larger fonts, text to speech, image descriptions in text tags, and other alternative ways for people to access the information. In order to come into compliance, the District would need to redesign the current website to provide these features.

3. **Security Improvements:** Open-source code is inherently vulnerable due to the nature of the source code available to everyone. Custom built sites by professionals provide an additional layer of protection from cyber security threats. Professional monitoring and a team dedicated to patching security vulnerabilities will ensure that security issues are addressed quickly and efficiently.

4. **Staff Efficiency:** District Staff currently spends significant time updating and maintaining the current website just to keep it up and running. Only a few staff can edit the HTML code required to adjust main pages. Updating to a more user-friendly UI/UX will help facilitate more staff the ability to provide direct input to the website without having to funnel through the limited staff with HTML code experience. By integrating new embedded features, repetitive tasks like updating calendar events, and meeting space availability can be automated, and the public may even see live computer availability. These features will empower staff to be more efficient with their time while being more effective at reaching the public with important information.

To be effective, our website must be:

- Easy and intuitive
- Visually pleasing
- Informative
- Safe and Secure
- Quick to load and operate
- Responsive mobile device and desktop support
- Improve Net Promoter Scores and Google Ranking
- Search Engine Optimized with proper Keyword Research

Website Vision:

- Serve as an ambassador for the Placentia Library brand
- Provide a modern, relevant design update
- Showcase the departments and programs at the District
- Improve customer service and engage site visitors
- Strengthen relationships with community partners
- Provide a scalable, maintainable solution
- Document the Placentia Library District's rich history

Website Goals:

1. Include templates that incorporate into the content management system that will permit both technical and non-technical PLD staff to update web site content on specific pages.
2. Once the site has been completed and accepted by PLD, the site will be maintained centrally by CONTRACTOR as well as nonprofessional editors from various PLD departments. This should be kept in mind when selecting the tools that are included.
3. Convert and revamp substantial amounts of existing content to new website.
4. The site must seamlessly integrate with PLD's enterprise systems including catalog and circulation, online database resources, third-party vendors.
5. The site must be clean and attractive, with a mix of text and graphics. Visually, the site should be modern, distinctive, memorable, and engaging. It should fit as close to a single displayed page on a typical size monitor as possible.
6. Each section of the site should have a common look and feel. The Placentia Library District logo should be prominently displayed on every page as a common header and will be provided by the PLD representative.
7. The use of photography and fonts should be consistent throughout the site, with the layout of each page having a great deal of consistency. Pictures on the front page should be a larger size than other subpages. The sitemap should provide for these photos to be easily changed.
8. The site should be easy to navigate, where information is grouped and presented in a logical manner with a minimal number of levels needed for the user to find the desired information. The navigation design should complement the capabilities of touch-enabled, mobile devices.
9. Development of templates that adhere to the proposed navigation scheme enabling non-technical users to easily add new sections/pages.
10. Provide search capabilities using key words or phrasing that will identify content throughout the site and optimize Google Rankings.
11. Build connections to externally hosted library resources.
12. An assigned project manager will be made available to present information and coordinate with PLD staff, including a reasonable number of meetings (either in person or via videoconference) to present design and development solutions.
13. Once the web site has been completed and accepted by PLD, the web site design and all of its contents, software and architecture become property of Placentia Library District.

Website Objectives:

- Utilize responsive design with the latest technologies to provide a consistent user interface across all devices
- Establish a clear path for visitors to access information relevant to them
- Present clear and concise information to end users
- Integrate with District's social media platforms
- Seamlessly direct traffic to Districts' circulation website: https://pld.ent.sirsi.net/client/en_US/default

- Provide an easy-to-use fit into the staff website portal, CMS platform
- Conduct market research, competitive analysis and internal/external focus groups.
- Function as the "hub" for other web-based enterprise systems and staff/patron tools such as online resources hub, and database access
- Leverage limited staff resources through improved efficiencies in web management
- Maximize search engine optimization through strategic mark-up language and content
- Provide an archival system for Placentia Library District press releases, photos, videos, board agendas and move historical data to a searchable database.

RECOMMENDATIONS

1. Approve the Request for Proposals for a new website, as presented, inclusive of input received from the Library Board of Trustees; and,

2. Roll call vote.

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REQUEST FOR PROPOSALS

Website Design and Hosting

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

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

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

Proposals must be received by the Administration Department at 411 E. Chapman Ave. Placentia, CA 92870, by **Friday ?? at 2:00 p.m.** Proposals will be unsealed,

1. Proposals shall be in a sealed envelope or package marked with the bidder's Name and the Request for Proposals title. All Proposers are required to use the form in Appendix C to be submitted on a **separate envelope** with their proposal.

2. Faxed Proposals will not be received or considered.

3. Deadline for all questions is Monday, Monday December 20th, 2021 at 2:00 p.m. Please submit questions related to this RFP via email at administration@placentialibrary.org.

There is no express or implied obligation for Placentia Library District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

INTRODUCTION

The Placentia Library District ("PLD" or "District") hereby requests proposals from qualified public or private firms, to design, develop, host, and manage a website. The successful Proposer shall have the knowledge, expertise, staff, and availability to provide comprehensive support in a public sector, independent public library environment.

DISTRICT OVERVIEW

Primarily known as a bedroom community, the City of Placentia, which is nestled in northern Orange County, is a family oriented community of approximately 51,000 residents. Placentia serves an area of approximately 6.7 square miles and has retained the small town image that has remained since settlers arrived more than 100 years ago.

The Placentia Library District is an independent special district serving the residents of Placentia and surrounding communities. It is governed by a board of five trusties directly elected by the public. The district has been serving the community since 1919 and now provides a variety of services including a large physical and digital catalog, virtual and in-person library programs, literacy, gathering space, public computer stations, passport processing, a library of things (LOTs), and learning opportunities.

The District is open seven days a week – Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday and Saturday, 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

BACKGROUND

The District currently manages its own website using library staff with support from IT Consultant Services. It is the desire of the District to enter into an agreement with a private company under a Professional Services Agreement to design, develop, deploy, host, and manage a comprehensive website.

The Website Services Contractor ("CONTRACTOR" or "VENDOR") should manage all computer systems, servers, databases, security and ongoing preventative maintenance relating to the support of the website. Additionally, they should provide training and ongoing support for staff on the use and updates to the Website. The District has approximately 4 website editors and 1 website administrator.

SCOPE OF SERVICES

Description

The scope of this project is to redesign the existing Placentia Library District web site (www.placentialibrary.org), and to provide templates to for incorporation in the content management system. PLD will provide the successful candidate firm with the photography and content necessary to populate the new site. Discovery Confirm audiences, objectives, graphic look and feel, navigation, site marketing, technology issues and assumptions, required functionality, phasing, and budgetary constraints, resulting in a creative brief.

Create a flexible, informative, up-to-date web site that is easy to maintain and is viewable by desktop and mobile devices. In addition to designing a user-friendly site with an intuitive interface, you must also incorporate the web-based, database-driven content management system, that allows key personnel to easily update content without directly accessing source code. Our current site uses WordPress. In addition, we are seeking a design partner that provides tools for search engine optimization and social sharing. For pages and content that are not yet in existence, the preference is to have user-selectable, predefined templates to choose from that dictate the layout and color scheme.

To be effective, our website must be:

- Easy and intuitive
- Visually pleasing
- Informative
- Safe and Secure
- Quick to load and operate
- Responsive mobile device and desktop support
- Improve Net Promoter Scores and Google Ranking
- Search Engine Optimized with proper Keyword Research

In addition, the District has several technical vendors that utilize special databases and external websites that will need to interface with new website. These systems include but are not limited to:

- SirsiDynix
- Bibliotheca
- EBSCO Databases
- Printeron.net
- Envisionware

Vision To meet our institutional goals, our new web site must:

- Serve as an ambassador for the Placentia Library brand
- Provide a modern, relevant design update
- Showcase the departments and programs at District
- Improve customer service and engage site visitors
- Strengthen relationships with community partners
- Provide a scalable, maintainable solution
- Document Placentia Library District rich history

Strategies

- Utilize responsive design with the latest technologies to provide a consistent user interface across all devices
- Establish a clear path for visitors to access information relevant to them
- Present clear and concise information to end users
- Integrate with District's social media platforms
- Seamlessly direct traffic to Districts' circulation website: https://pld.ent.sirsi.net/client/en_US/default
- Provide an easy-to-use fit into the staff website portal, CMS platform
- Conduct market research, competitive analysis and internal/external focus groups.
- Function as the "hub" for other web-based enterprise systems and staff/patron tools such as online resources hub, database access, and
- Leverage limited human resources through improved efficiencies in web management
- Maximize search engine optimization through strategic mark-up language and content
- Provide an archival system for Placentia Library District press releases, photos, videos and move historical data to a searchable database

Development Guidelines

The web site designed by the successful candidate must meet the following criteria:

- Include templates that incorporate into the content management system that will permit both technical and non-technical PLD staff to update web site content on specific pages.
- Once the site has been completed and accepted by PLD, the site will be maintained centrally by CONTRACTOR as well as nonprofessional editors from various PLD departments. This should be kept in mind when selecting the tools that are included.
- Convert and revamp substantial amounts of existing content to new web site.
- The site must seamlessly integrate with PLD's enterprise systems including catalog and circulation, online database resources, third-party vendors.

- The site must be clean and attractive, with a mix of text and graphics. Visually, the site should be modern, distinctive, memorable, and engaging. It should fit as close to a single displayed page on a typical size monitor as possible.
- Each section of the site should have a common look and feel. The Placentia Library District logo should be prominently displayed on every page as a common header, and will be provided by the PLD representative.
- The use of photography and fonts should be consistent throughout the site, with the layout of each page having a great deal of consistency. Pictures on the front page should be a larger size than other subpages. The sitemap should provide for these photos to be easily changed.
- The site should be easy to navigate, where information is grouped and presented in a logical manner with a minimal number of levels needed for the user to find the desired information. The navigation design should complement the capabilities of touch-enabled, mobile devices.
- Development of templates that adhere to the proposed navigation scheme enabling non-technical users to easily add new sections/pages.
- Provide search capabilities using key words or phrasing that will identify content throughout the site and optimize Google Rankings.
- Build connections to externally hosted library resources.
- An assigned project manager will be made available to present information and coordinate with PLD staff, including a reasonable number of meetings (either in person or via videoconference) to present design and development solutions.
- Once the web site has been completed and accepted by PLD, the web site design and all of its contents, software and architecture become property of Placentia Library District.

Site Specifications

PLD encourages creativity in the proposals submitted, but there are certain requirements for the web site project. Your proposal must account for all of these requirements. 8 10. AVAILABLE TECHNOLOGY RESOURCES/INTEGRATION ISSUES

- Site must be compatible with current and one (1) previous version of Internet Explorer, Firefox, Chrome and Safari browsers.
- Web site must not require plug-ins as a default.
- The site should be developed to meet all current federally-mandated ADA access requirements.
- The site must be built in accordance with the latest Web Content Accessibility Guidelines and should also be easily accessible to the novice as well as the experienced Internet user.
- The web site must be designed with a mix of text and graphics such that each page loads in a way that is acceptable to the typical user having an average home Internet connection speed.

- Site must include an online library card application process to upload California ID cards and documents. This will interface with our SIP2 database for patron records and can utilize a third-party to manage and maintained interface.

Research

Internal and external research including focus groups and a comprehensive review of existing Google Analytics must be included in the scope of the proposal.

Testing

Testing of site on all applicable platforms to ensure that web site works as promised, including explanation of the testing plan.

Proposed Work Schedule

Provide a sample timeline work schedule For example:

- Research and fact-finding 1 Month
- Design and develop- 3 Months
- Review and revise- 2 weeks
- Test and Review- 2 Weeks
- Deploy and support.

Qualifications

List five web sites your firm has produced that reflects your work and relevancy to this project. List the role your firm played in each project. Please submit the URLs for these sites, and only currently "live" sites should be included.

- Describe your experience producing sites for non-profit, Libraries, pubic agencies.
- Provide current reference information for five former or current clients.
- Briefly outline your firm's organizational capacity to produce the District web site (such as staff, equipment, software, physical space, office location, etc.).
- Provide company profile, length of time in business and core competencies.
- Briefly describe the percentage of your web staff that would be working on this project relative to your entire staff. For example, if you would use three staff on the project and you have ten web designers and developers, the percentage would be 30%.
- What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.
- Briefly describe your project management process.
- Please detail any hardware/software vendor partnerships you have.

- Provide a detailed timeframe for completion. This will be evaluated and will be part of the contractual agreement, so a realistic time frame for completion is essential.
- Please state how you intend to communicate with the project lead at District during the period of design/development, and at what intervals.
- Describe the support you offer during and after the project.

Fee Proposal

All proposed are required to use the form in Appendix C to be submitted on a **separate** envelope with their proposal. Pricing instructions shall be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for minimum of 90 days following submission.

Sample Agreement

See Appendix B for a sample agreement

SCHEDULE (SUBJECT TO CHANGE AS REQUIRED)

Release of Request for Proposal	
Deadline for Written Questions	
Proposals Due	
Proposal Unsealed, Reviewed and Evaluated	
Board of Trustees Consideration of Recommendation	
Staff & Consultant Engagement for Transition Period	
Contract Scheduled to Begin	

PROCESS FOR SUBMITTING PROPOSALS

Interested consultants must prepare a sealed quote package that contains three (3) printed and signed copies of this Request for Proposals. **Appendix C must be submitted on a separate envelope.** Postmark date will not constitute timely delivery. Agencies are solely responsible for ensuring timely receipt of their responses. The District reserves the right to cancel this RFP at any time and for any reason without any liability to any proponent or to waive irregularities at their own discretion. The District reserves the right to accept or reject any or all bids.

PROPOSAL FORMAT GUIDELINES

Please use the following guidelines to format your proposal:

Length and Font Size

Please use fonts no smaller than 10 point. Maximum proposal length including title page, cover letter, proposal, qualifications and costs should not exceed 30 pages.

Title Page to Include

Placentia Library District, Web Site Design & Development, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

Cover Letter

Signed by the person or persons authorized to sign on behalf of the company.

Proposal

Discuss your proposed solution, including the features, benefits and uniqueness of your solution. Please include the length of time you feel it would take to deliver the completed project, from the day of signing the contract to completion.

Qualifications

Provide the information requested in the "Scope & Guidelines" and "Qualifications" sections of the RFP.

Costs

List costs as requested above. Identify staff who will be working on the

Questions

Questions about this RFP must be directed in writing, via email to Administration at administration@placentialibrary.org, on or before **Monday, October 25, 2021 at 2:00 p.m.** The District reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the Placentia Library District official website, www.placentialibrary.org, under "Request for Proposals." Proposers should check this webpage daily for new information. The District will endeavor to answer all written questions in a timely order. The District reserves the right not to answer all questions. No questions other than written will be accepted, and no response other than written will be binding upon the District.

Submittal Instructions

Complete written proposals must be submitted in sealed envelopes marked and received no later than **2:00 p.m. (P.S.T) on Friday, January 7th, 2021** to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

<div align="center">

Placentia Library District
Library Director
411 E. Chapman Avenue
Placentia, CA 92870
RE: RFP for Website Design & Hosting

</div>

EVALUATION CRITERIA

An RFP Review Committee ("Committee") will evaluate all proposals based upon, but not limited to, the following criteria and will be assigned a score with a maximum of 100 points:

Professional qualifications and capabilities of the firm and its personnel (10 points maximum).

Past experience of the project manager to successfully manage such a service (20 points maximum).

Relevant experience of the firm with similar types of projects (20 points maximum).

Results of reference checks (15 points maximum).

Overall quality of the proposal, including clarity of content (10 points maximum).

Demonstration of a clear understanding of the service (10 points maximum).

Cost related to the level of work proposed and work schedule (15 points maximum).

The Placentia Library district reserves the right to require an oral interview of any and all respondents prior to the final scoring and selection. In the event an oral interview is required, the respondents will be provided with a minimum advanced notice of one (1) week.

EVALUATION OF PROPOSALS AND SELECTION PROCESS

The Committee which includes members of the District Staff and one private IT professional, will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFP. The District may reject as non- responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the District reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

Initial Proposal Review

The Committee will initially review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The Committee will contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process. The District may reject any proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the District. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The District may conclude the evaluation process at this point and recommend award to the lowest responsible bidder. Alternatively, the District may elect to negotiate directly with one or more Proposers to obtain the best result for the District prior to making a recommendation on a selection to the District Board of Trustees.

APPENDIX A

APPENDIX B

APPENDIX C

PRICING FORM
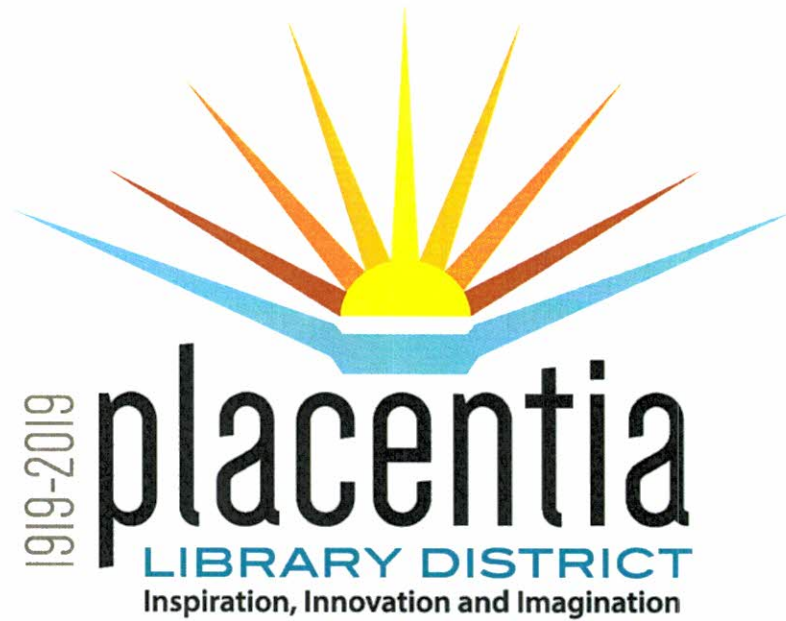
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placentia
LIBRARY DISTRICT
Inspiration, Innovation and Imagination

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Call for Candidates for ISDOC Executive Committee positions: President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer.**

DATE: August 15, 2022

BACKGROUND

The Independent Special Districts of Orange County (ISDOC) has provided a notice, dated August 1, 2022, calling for candidates for the positions of President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer. The two-year terms will commence January 1, 2023.

Responsibilities of the positions are as follows:

PRESIDENT: The President is the chief executive officer of ISDOC. He or she presides at all meetings of the Board of Directors and the Executive Committee, appoints all committees, and represents ISDOC as its official spokesperson.

FIRST VICE PRESIDENT: The First Vice President chairs the Program Committee. Duties include planning the Quarterly Luncheon program, inviting and coordinating with the invited speaker, and in the absence of the President, shall perform all duties of the President.

SECOND VICE PRESIDENT: The Second Vice President chairs the Membership Committee. Duties include maintaining a list of current regular and associate members, follow up with any outstanding membership dues as needed, and in the absence of the President and First Vice President, shall perform all duties of the President.

THIRD VICE PRESIDENT: The Third Vice President chairs the Legislative Committee. Duties include providing a legislative update, making legislative position recommendations to the Executive Committee, and in the absence of the President, First Vice President, and Second Vice President, shall perform all duties of the President.

SECRETARY: The Secretary is responsible for all correspondence and the dissemination of information to members. Duties include preparing and distributing agendas and minutes for the Executive Committee meeting, and editing and publishing the quarterly newsletter. All official correspondence to the members will be approved in advance by the President or President's designee.

TREASURER: The Treasurer maintains the complete financial records and bank accounts in the name of the Organization, and pays all bills duly approved by the Executive Committee, with a report to be presented to the membership at the Organizations next membership meeting.

Nominations closes September 14, 2022.

Discuss and determine which Trustee is interested in serving on the Executive Committee of ISDOC.

Attachment A is the Call for Nominations from ISDOC.

Attachment B is the Election Timeline.

RECOMMENDATION

Discuss and determine interests from Trustees and authorize staff to submit nomination(s).

ISDOC

Independent Special Districts of Orange County

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 *fax*

https://isdoc.specialdistrict.org/

Executive Committee

President
Hon. Mark Monin
El Toro Water District

1st Vice President
Hon. Arlene Schafer
Costa Mesa Sanitary District

2nd Vice President
Hon. Bob McVicker
Municipal Water District Orange County

3rd Vice President
Brooke Jones
Yorba Linda Water District

Secretary
Hon. Greg Mills
Serrano Water District

Treasurer
Hon. Bill Green
South Coast Water District

Immediate Past President
Hon. Saundra Jacobs
Santa Margarita Water District

Staff Administration

Heather Baez
Municipal Water District of Orange County

Tina Dubuque
Municipal Water District of Orange County

August 1, 2022

PLEASE DISSEMINATE TO ALL BOARD MEMBERS

This email shall serve as official notice and call for candidates for the positions of President, First Vice President, Second Vice President, Third Vice President, Secretary and Treasurer on the Executive Committee of the Independent Special Districts of Orange County (ISDOC).

Terms of office are for two years, commencing on January 1, 2023.

The election will be by mail ballot and new officers will be announced at the October 27, 2022 Quarterly Meeting. Ballots will be mailed to all regular ISDOC members in good standing on **Friday, September 16, 2022 and are due by October 21, 2022.**

Nominations will close on Wednesday, September 14, 2022. Any Board Member/Trustee of a regular ISDOC member agency is eligible for nomination to any of the open positions. Individuals who wish to be considered for a position should submit a letter of interest for that position, together with a resolution from their Board authorizing their candidacy.

Responsibilities of the positions are as follows:

PRESIDENT: The President is the chief executive officer of ISDOC. He or she presides at all meetings of the Board of Directors and the Executive Committee, appoints all committees, and represents ISDOC as its official spokesperson.

FIRST VICE PRESIDENT: The First Vice President chairs the Program Committee. Duties include planning the Quarterly Luncheon program, inviting and coordinating with the invited speaker, and in the absence of the President, shall perform all duties of the President.

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THIRD VICE PRESIDENT: The Third Vice President chairs the Legislative Committee. Duties include providing a legislative update, making legislative position recommendations to the Executive Committee, and in the absence of the President, First Vice President, and Second Vice President, shall perform all duties of the President.

SECRETARY: The Secretary is responsible for all correspondence and the dissemination of information to members. Duties include preparing and distributing agendas and minutes for the Executive Committee meeting, and editing and publishing the quarterly newsletter. All official correspondence to the members will be approved in advance by the President or President's designee.

TREASURER: The Treasurer maintains the complete financial records and bank accounts in the name of the Organization, and pays all bills duly approved by the Executive Committee, with a report to be presented to the membership at the Organizations next membership meeting.

Meetings of the Executive Committee are held virtually on the first Tuesday of each month at 7:30 a.m. Please see ISDOC website for details. https://isdoc.specialdistrict.org/

If you are seeking nomination to a position on the Executive Committee, please send your letter/email of interest and a copy of your Board's authorizing resolution to Heather Baez at hbaez@mwdoc.com. All nomination requests must be received by **Wednesday, September 14, 2022.**

If you have any questions about the any of the positions or the election process, please contact either Heather Baez at hbaez@mwdoc.com or Tina Dubuque at tdubuque@mwdoc.com.

ISDOC
Independent Special Districts of Orange County

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 *fax*

Executive Committee

President
Hon. Mark Monin
El Toro Water District

1st Vice President
Hon. Arlene Schafer
Costa Mesa Sanitary District

2nd Vice President
Hon. Bob McVicker
*Municipal Water District of
Orange County*

3rd Vice President
Hon. Brooke Jones
Yorba Linda Water District

Secretary
Hon. Greg Mills
Serrano Water District

Treasurer
Hon. Bill Green
South Coast Water District

Immediate Past President
Hon. Saundra Jacobs
Santa Margarita Water District

Staff Administration

Heather Baez
*Municipal Water District of Orange
County*

Tina Dubuque
*Municipal Water District of Orange
County*

Independent Special Districts of Orange County

2022 Election Timeline

August 1, 2022	Call for nominations sent out for the 2023-2024 Executive Committee officer positions. We are seeking candidates for President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, Programs, membership and legislation to the 1st, 2nd, 3rd VP.
September 14, 2022	The Nomination period for Executive Committee officer positions closed. Nominations should include the following: 1. Board Resolution authorizing your candidacy; 2. Position for which you are running; 3. What you will bring to ISDOC, and; 4. Introductory about yourself.
September 16, 2022	Ballots sent out – Via US mail and email.
October 21, 2022	Ballots are due – Via US mail or email to Heather Baez: P.O. Box 20895 Fountain Valley, CA 92728 or hbaez@mwdoc.com
October 27, 2022	The names of officers elected announced at ISDOC quarterly meeting.
January 1, 2023	Executive Committee officers begin new term.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discuss Personnel Priorities for 2022-2023 Fiscal Year.

DATE: August 15, 2022

BACKGROUND

At the June 22, 2022 Library Board of Trustees meeting, the Board approved amendments to the 2022-2023 Fiscal Year Budget, which includes staffing changes – new positions, promotions, and increased substitute hours for on-call personnel. The Board was concerned with the overall salaries and benefits budget and the District's ability to sustain the amended level of staffing. The Board directed the Library Director to present personnel priorities for the 2022-2023 Fiscal Year.

The Library Director and supervisors met on July 14, 2022 to discuss the Board's direction. Mindful of the budget impacts, the team identified the following timeline for hiring:

- Stage I – July 2022
  - Part-Time paraprofessional and professional positions to Full-Time, effective July 1, 2022. Three employees with MLIS degrees qualify.
  - Recruitment for 20hr grant-funded bilingual on-call ESL position begins with start date ASAP.
- Stage II – September 2022
  - Recruitment for two (2) 20hr. Library Clerk/Passport Agents & one (1) 20hr. Library Page begins July with September as anticipated start date.
- Stage III – October 2022
  - Tim's FT Librarian I position begins. He will no longer be the Emerging Technology Assistant (position is not part of the 22/23 budget).
  - Shellie begins as FT. She's our makerspace Library Assistant.
- Stage IV – December 2022/January 2023
  - Recruitment for FT Bookmobile Librarian & FT Bookmobile Library Assistant will begin in August with December 2022/January 2023 as anticipated start date.
- Stage V – TBD
  - Recruitment for 3rd Library Clerk/Passport Agent & one (1) 20hr. Library Assistant.
  - Staff will assess their respective departments and determine if these positions will be needed for the remaining 22/23 FY.

Building Maintenance position is suspended with a possible Project Manager to be brought on an as-needed basis, to oversee capital improvement projects. District received a $400,000 grant from Assemblyman Chen for an outdoor space and an electric charging station for the bookmobile. A request to reallocate the grant funds has been submitted with Assemblyman Chen's office, with hopes the full $400,000 will be exclusively for the outdoor space as the electric charging station was included in the adopted 22/23 FY budget (using library impact fees).

The hiring schedule will allow management to review the District's budget, examine the feasibility of additional hiring, and reassess staffing needs of each department, to remain within the approved amended 2022-2023 Fiscal Year Budget.

RECOMMENDATION
Actions to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorize Corrections to Revenue Budget for 2022-2023 Fiscal Year.**

DATE: August 15, 2022

BACKGROUND

The 2022-2023 Fiscal Year Budget amendments were presented to the Placentia Library Board of Trustees at the June 22, 2022 meeting. The Business Manager reviewed the approved amendments and discovered inconsistencies with the total projected revenue budget.

The correct revenue projection for 2022-2023 should reflect $3,723,038. The total funds available to the District for operations is $7,510,446 – this amount includes the restricted impact fees funds of $623,224.

Attachment A is the revised revenue projections for 2022-2023.

RECOMMENDATIONS

1. Approve the corrected Revenue Projection for 2022-2023 as presented; and,

2. Roll call vote.

Placentia Library District

Proposed Revenue Budget for Fund 707 for Fiscal Year 2022-2023

Assumption: 4% property tax increase 2022-2023

		2020-2021	2021-2022	2021-2022	2022-2023
Object Code	Category	ACTUAL	ADOPTED	ACTUAL	AMENDED
4010	Current Secured	2,647,708	2,753,617	2,701,866	2,863,761
4030	Prior Secured				
	SUB-TOTAL CURRENT SECURED	2,647,708	2,753,617	2,701,866	2,863,761
4020	Current Unsecured	75,817	78,850	68,738	95,849
4040	Prior Unsecured	1,009	0		0
	SUB-TOTAL UNSECURED	76,826	78,850	68,738	95,849
4050	SUPPLEMENTAL -- CURRENT	49,447	51,425	52,821	53,482
4060	SUPPLEMENTAL -- PRIOR	1	0	0	0
4070	INTEREST ON UNNAPORT. TAX	1,953	0	157	0
4080	PENALTIES & COST ON DELIQ. TAX	20,285	20,894	20,285	21,729
4090	TAXES SPECIAL DIST. AUGMENTATION	9,405	9,781	8,996	10,173
4190	STATE - HOMEOWNERS PR TAX REFLIEF	12,403	12,899	12,149	13,415
	TOTAL PROPERTY TAX REVENUE	2,818,028	2,927,465	2,865,013	3,058,409
4210	State Grants	58,579	40,000	123,975	330,254
4220	Federal Grants	0		56,317	
4230	Other Grants	0	10,000	4,000	10,000
	TOTAL GRANTS REVENUE	58,579	50,000	184,292	340,254
4310	Fines & Fees	11,088	15,000	16,487	20,000
4320	Passports/Passport Photos	181,750	150,000	281,874	266,875
4340	Meeting Room	0	0	40	100
4350	Test Proctor	1,200	3,000	2,500	2,400
	TOTAL SERVICE REVENUE	194,038	168,000	300,900	289,375
4410	PLFF Grants	21,650	25,000	25,845	35,000
4420	Newsletter Ads	0	0	0	0
4430	Misc. Revenue	55	0	3,230	0
4435	Centennial	0	73,900	0	0
4400	CASH & INVESTMENT	3,112,865	3,112,865	3,155,684	3,155,684
4500	IMPACT FEES	469,084	250,000	149,452	623,224
4600	INTEREST	7,708	8,500	3,891	8,500
	TOTAL REVENUE (does not include impact fees & reserves)	3,092,350	3,244,365	3,379,280	3,723,038
	TOTAL AVAILABLE FUNDS	6,682,008	6,615,730	6,688,307	7,510,446

08/15/22

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discuss Fuel Costs and Program Options.**

DATE: August 15, 2022

BACKGROUND

At the June 22, 2022 Library Board of Trustees meeting, as part of the 2022-2023 Amended Budget discussion, benefits were discussed and presented. One such benefit discussed for consideration was a fuel stipend for employees. At the time of discussion, gasoline prices in Orange County averaged $6.34. The Board requested the Library Director present stipend tiers to address equitable distribution of benefits to staff.

As of August 9, 2022, the average gas price for Orange County has dropped $0.77 since June, with a current average of $5.57 per gallon in Orange County. The Sacramento Bee reports gas prices to fall below $4 average, and GasBuddy.com predicting a $5 per gallon average. Analysts do not know what to expect in Southern California as the public gears up for the Labor Day holiday in September.

Should the Board like to further discuss fuel stipends or other programs to address the cost of fuel for staff, below are options for consideration.

Program Options, 2022-2023 FY only	Tier 1 (RT <50 miles) 3 employees	Tier 2 (RT 49-25 miles) 5 employees	Tier 3 (RT 24-10 miles) 8 employees	Tier 4 (RT >10 miles) 5 employees
Gas card, monthly	$100mo/$1,200yr $3,600/yr. total	$50mo/$600yr $3,000/yr. total	$25mo/$300yr $2,400/yr. total	$10mo/$120yr $600/yr. total
Gas stipend, yearly	$300 $900/yr. total	$200 $1,000/yr. total	$100 $800/yr. total	$50 $250/yr. total
Flexible Schedule – Policy 2011	Policy 2011 currently provides employees an opportunity to request a flexible work schedule, including 4/10, split, telecommuting. Consideration for these requests will be on a case-by-case basis based on the nature of work, business needs, employee performance record, personal circumstances, etc. and requires Library Director's approval.			

Attachment A: Policy 2011
Attachment B: Flexible Work Arrangement Form
Attachment C: AAA Gas Price for Orange County, California

RECOMMENDATION
Action to be determined by the Library Board of Trustees.

Placentia Library District

POLICY TITLE: **Flexible Work Schedule Policy**
POLICY NUMBER: **2011**

2011.1   The District offers a flexible work schedule that includes provisions for flextime, a compressed workweek, telecommuting, and occasional flexibility use. Flexible work schedule is a management technique that can enhance performance, improve morale among staff, while meeting the business needs of the District. Flexible work schedule is available at the discretion of supervisors and approval from the Library Director. Employees requesting flexible work schedule must ensure said employee's productivity, performance, and job effectiveness are not negatively impacted. Approvals must be balanced accordingly.

Employees requesting to work from home do so on a voluntary basis and are therefore not entitled to receive reimbursement for any business expenses incurred. Under California law, since the arrangement is voluntary, the expenses are not considered "reasonable" and "necessary" and are not reimbursable.

Flexible Work Schedule is not an entitlement.

2011.2 Process

2011.2.1 Employees may request a temporary Flexible Work Schedule to their normal work schedule, from their supervisor.

2011.2.1 Employees must complete and submit the Flexible Work Schedule Form to their supervisor and a copy to Administration.

2011.2.2 Flexible Work Schedule must be scheduled within a pay period to minimize excessive long hours, e.g., Board Meeting attendance or library events.

2011.2.3 Requests for flexible work schedule will be considered on a case-by-case basis based on the nature of work, business needs, employee performance record, personal circumstances, etc.

2011.2.4 Requests are not automatically granted as some units and jobs may not be suited to flexible schedules.

2011.2.5 Flexible schedule may be rescinded at any time if it is determined by the supervisor, manager, and/or Library Director, that the schedule has become incompatible with the District's needs and services to the community, or if the employee's performance falls below acceptable standards or no longer meeting expectations.

2011.2.6 Flexible work schedule will cover a period not to exceed 12 months unless otherwise approved by the Library Director. Employees requesting a renewal of their flexible work schedule will submit request to their supervisors at least 60 days prior to the end of the period.

2011.2.7 Non-exempt employees who work a flexible work schedule must not exceed 40 hours of work in a week, unless required or expressly authorized to do so prior to performing the work. Any hours worked in excess of 40 will be paid at the rate of time and a half.

2011.3 Flexible Work Schedule Options

2011.3.1 Flextime – Allows employees to request a particular starting and quitting times within limits determined and approved by the Library Director.

2011.3.2 Compressed Workweek – Allows employees to work the equivalent of a full-time week in fewer than 5 days. The total number of hours worked must equal the number of hours per week the employee is required to work or less, with approvals from the Library Director.

2011.3.3 Telecommuting – Allows employees to work off-site such as the home office. Telecommuting employees must be able to perform their usual job duties from their workplace, in accordance with established work agreements. A thorough analysis of the duties of the position and how the work is performed is required for determining whether the position is appropriate for telecommuting. During established telecommuting hours, employees must be reachable via telephone, email, and any other communication devices and be prepared to respond in a timely manner.

2011.3.4 Occasional Flexibility Use – Allows employees to change in his/her start/end times, on a temporary basis.

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FLEXIBLE WORK ARRANGEMENT FORM

If you are requesting a Flexible Work Schedule, please complete form below.

Name_____   Date Submitted: _____

Title_____

Department_____

Current Status: ☐ Full Time   or   ☐ Part Time   ☐ Exempt   or   ☐ Non-Exempt

Start Date: _____   End Date: _____
(Period may not exceed 12 months. Renewals must be requested at least 60 days prior to end date.)

Supervisor's Name_____

Type of Flexible Work Arrangement Being Requested:

☐ Flextime   ☐ Compressed Workweek   ☐ Telecommuting   ☐ Occasional Flexibility Use

---

Current Work Schedule	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Requested Work Schedule	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Please answer the following questions. Please be as specific as possible.

1. How will working under this flexible work schedule allow you to maintain or improve your work performance?

2. How will you accomplish your job under the requested flexible schedule? Be specific.

3. How might working under this flexible schedule impact your department and/or patrons? How will you address any concerns?

Your supervisor and you have agreed that the following performance indicators and measures will be used to evaluate this flexible work arrangement.

1.

2.

3.

I understand that Placentia Library District is not obligated to approve a request for a flexible work schedule for any employee. The decision is at the approval of the Library Director. Employee will be notified of decision within fourteen days from date of request. Flexible work schedules are subject to ongoing review and may be subject to termination at any time based on performance concerns or District needs.

_____   _____
Employee Signature   Date

_____   _____
Supervisor Signature   Date

_____   _____
Library Director Signature   Date

****

☐ Request Approved   ☐ Request Denied

	Regular	Mid	Premium	Diesel
Current Avg.	$5.336	$5.568	$5.672	$6.129
Yesterday Avg.	$5.372	$5.596	$5.705	$6.163
Week Ago Avg.	$5.522	$5.738	$5.849	$6.289
Month Ago Avg.	$6.080	$6.312	$6.419	$6.756
Year Ago Avg.	$4.348	$4.547	$4.647	$4.262

HIGHEST RECORDED AVERAGE PRICE

	Price	Date
Regular Unleaded	$6.410	6/12/22
Diesel	$6.910	6/11/22

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Café Space Updates.

DATE: August 15, 2022

BACKGROUND

As part of the Placentia Library District's Centennial renovation, the Board approved a dedicated space for a café. On April 12, 2019, the District entered into an agreement with Bodhi Leaf Trading Company, allowing for the non-exclusive use and occupancy of the District's lobby area. Unfortunately, Bodhi's sales suffered from the challenges of the pandemic and on January 13, 2022, Bodhi officially closed its operations at the Placentia Library District.

The District met with prospective occupants, with two expressing interests. As of today, the District has not received proposals from vendors. The availability of a café/coffee provides for an inviting space during library visits, while providing fundraising and collaborative opportunities with vendors. Four options for the Board to consider for use of the space:

1. Prep kitchen for library programs
   This option requires food plan check and construction adherence from the County of Orange Health Care Agency. Remodel construction for existing facilities costs $844.00 for the existing 175sf area.
2. Storage for programs
3. PLFF additional vending machines
4. Request for Proposal for Coffee/Café Services
   The Placentia Library District would solicit proposals to vendors to operate a café inside the library. This option promotes employment opportunities while working with local businesses to stimulate economic growth within our community. In return, the District might consider incentives such as:
   - A $500 annual lease for the 175sf café area and storage space
   - Paid utilities, disposal of recycling, compost and trash
   - Electronic and print promotions from the District
   - Collaboration for fundraising opportunities

Attachment A: Food Plan Check Fees 2021-2022
Attachment B: Construction Guidelines for Retail Food Facilities
Attachment C: RFP for Café Operator Draft
Attachment D: Café Evaluation Criteria Draft

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.

County of Orange Health Care Agency
Environmental Health
1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705-5611
Telephone (714) 433-6074 ♦ (714) 433-6424 Fax ♦ plancheck@ochca.com

FISCAL YEAR 2021/2022
PLAN CHECK FEE SCHEDULE FOR RETAIL FOOD FACILITIES
AND WHOLESALE FOOD PROCESSING ESTABLISHMENTS

A Plan Check fee must be paid before plans can be reviewed. The fees are based on the square footage of the establishment, or, in the case of remodels, the area being remodeled. Verification of new or remodel status is made through Environmental Health.

The following fees are **current from July 1, 2021 through June 30, 2022**:

New Construction for Restaurants, Bars/Taverns, School Cafeterias, and Hospital Kitchens:
     Premises under 2,000 square feet...$1,500.00
     Premises 2,000 to 5,999 square feet..$1,905.00
     Premises 6,000 to 29,999 square feet..$2,032.00
     Premises 30,000 square feet and over..$2,482.00

New Construction for Food Processing Facilities, Retail Unpackaged Food Stores, Wholesale and Retail Bakeries, and Unpackaged Food Commissaries:
     Premises under 2,000 square feet...$1,529.00
     Premises 2,000 to 5,999 square feet..$1,756.00
     Premises 6,000 to 29,999 square feet..$2,317.00
     Premises 30,000 square feet and over..$2,499.00

New Construction for All Prepackaged Food Stores, Prepackaged Food Warehouses, and Prepackaged Food Commissaries:
     Premises under 2,000 square feet..$832.00
     Premises 2,000 to 5,999 square feet..$894.00
     Premises 6,000 to 29,999 square feet...$1,021.00
     Premises 30,000 square feet and over...$1,144.00

New Vehicles (including carts), Hot Trucks, and Carnival Wagons...$281.00

New Construction for Satellite Food Distribution Facilities:
     All Prepackaged Food $355.00
     Unpackaged Food $816.00

Remodel Construction for All Categories of Existing Food Facilities:
     Area of remodel:
          1 - 100 square feet..$345.00
          101 - 1,000 square feet..$844.00
          Over 1,000 square feet $1,681.00

NOTE: A remodel is any construction or alteration to an existing food facility. Remodeling also includes the installation of equipment or repairs to a food facility which alter its configuration or method of operation.

Additional fees, based upon a rate of $133.00 per hour will be required for the following services:
     Revisions: The third submission of revised plans and each revision submitted thereafter
     Preliminary inspections: The third preliminary inspection and each preliminary inspection conducted thereafter
     Follow-up to final inspections: The second follow-up to final inspection and each inspection conducted thereafter
     Consultations at the request of the Food Protection Program

All checks are to be made payable to: **Orange County Health Care Agency**

F042-15.0651 (R 07/17)

CONSTRUCTION GUIDELINES FOR

RETAIL FOOD FACILITIES

Hours for Initial Plan Submittals: Monday - Friday 8:00 a.m. to 4:30 p.m.

County of Orange Health Care Agency
Public Health Services, Environmental Health
1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705
Phone (714) 433-6074 • Fax (714) 433-6424
http://ocfoodinfo.com/plancheck

Introduction

This construction guide is for any person wanting to construct or remodel a permanent retail food facility handling unpackaged food in Orange County. This guide provides an overview of the plan check process and an outline of the structural requirements that the California Retail Food Code requires for all retail food facilities. A separate guide is available for retail food facilities which will handle only prepackaged food. Please visit our website at http://ocfoodinfo.com/plancheck or contact our office at (714) 433-6074 for additional assistance.

First, let's take an overview of the Environmental Health Plan Check Process from beginning to your grand opening.

Plan Check Process Overview

Plan Submittal

Before beginning any construction or remodeling work, you must submit three (3) copies of detailed plans/blueprints and specifications to the Environmental Health office (see below for plan specifications). The plans may be prepared by an architect, draftsperson, contractor, or owner. All plans must be drawn to scale in a professional manner encompassing all applicable requirements of this construction guide. Approvals may also be required by the local building and fire authorities prior to construction. All plans are prescreened. The purpose of this screening is to ensure that basic information required to review the plans has been included. A copy of the Plan Submittal Checklist is attached to this Construction Guide.

Plan Check Fee

When it has been determined that your plans may be submitted, a plan check fee must be paid. Fees vary depending on the type of facility, seating capacity when applicable, square footage, and if construction is considered new construction or a remodel. Current fee schedules are available on our website at www.ocfoodinfo.com and by request.

New Construction

Construction of a food facility in a new or existing building or unit that was not previously a permitted as a food facility is considered *new*. For example, converting a shoe store into a coffee shop is considered new construction. Existing food facilities that have had their health permit permanently inactivated due to prolonged inactivity will also be considered *new construction*.

Remodel

Re-construction of an existing active-permitted food facility also requires plan review and submittal of the associated fee. A remodel is any construction, building, alteration, or repair to an existing retail food facility. Remodeling also includes the installation of equipment or repairs to a food facility which alters its configuration or method of operation.

Initial Plan Review

The initial plan review may take up to 20 working days. Plans are reviewed in the order in which they are received by OCEH. Plans that are submitted will be reviewed and approved as submitted, approved with corrections, or issued a correction report. In order for plans to be approved, they must include all the information regarding structural requirements that are listed in this guide. Your plans shall include:

- ✓ Complete floor plan with plumbing and electrical outlets and electrical panels.

- ✓ Complete equipment layout, including elevations of equipment and equipment specifications.

- ✓ Complete exhaust ventilation plans, (if applicable) including make-up air. Indicate the type of comfort cooling in the building (e.g. "building is cooled by refrigerated air conditioning," "evaporative cooling" or "no cooling system is installed").

- ✓ Finish schedule for walls, ceilings, floors, and base coves that indicates the type of material and surface finish. Samples of proposed finish materials should be submitted with the plans.

- ✓ Remodel plans must identify all proposed changes to existing structures, spaces, and equipment.

- ✓ A site plan showing the proposed refuse area, common restrooms, or remote storage.

- ✓ A statement of the proposed customer seating capacity, when applicable.

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Correction & Approval   If plans lack necessary information, a correction report will be provided as a guide for getting that plan approved. Review of plan revisions may take between 5-7 working days. When all correction items have been properly addressed, the plan will be stamped and a list of approval conditions will be attached to the front page of the plan. You will be issued two sets of the approved plans. One of these copies must be kept at the jobsite until the end of the construction/remodel project. **It is only after you receive plan approval that you can begin construction/work at your facility, granted other involved agencies have given appropriate approvals as well.**

Modification of Plans   If any changes are proposed to the plans *after* approval, they must be reviewed and re-approved by this Agency prior to being implemented.

Preliminary Inspection   When construction is approximately 75% to 80% completed, with plumbing, rough ventilation, and rough equipment installed, you must call your Plan Checker (the person indicated on your approved plans) for a *preliminary construction inspection*. Requests should be made at least five (5) working days prior to the date of inspection requested. The preliminary inspection is usually scheduled at least two weeks prior to the proposed opening of the food facility. Note that approved materials and approved workmanship are significant factors in the evaluation and field approval of food facility construction and equipment installation.

Final Inspection   Upon completion of 100% of the construction, including all finishing work, you must call your Plan Checker to arrange for a *final construction inspection*. Contact your Plan Checker at least five (5) working days in advance for an appointment for the final inspection.

Issuance of Permit   Once your facility has passed the final inspection, you will be issued a Health Permit and you are then able to open for business or begin using the newly remodeled areas of your business.

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      Construction Guideline-Retail

RETAIL FOOD FACILITY
GENERAL STRUCTURAL REQUIREMENTS

1. ENCLOSURE

a. **Permanent Food Facilities** shall be fully enclosed in a building consisting of permanent floors, walls, and an overhead structure. In facilities with open-air dining, all kitchen food preparation areas shall be segregated from the open-air environment.

b. **Satellite Food Service/Outdoor Beverage Bars** during hours of nonoperation or inclement weather, shall fully enclose, be equipped with food compartments such that food, food contact surfaces, and utensils are protected from contamination at all times, or be moved to a fully enclosed permanent food facility.

2. WINDOW SCREENS

All operable windows, such as restroom windows, shall be screened. Sixteen (16) mesh screening is sufficient to prevent the entrance of insects.

3. PASS-THROUGH WINDOWS

a. Pass-through window service openings shall be limited to 216 square inches each. Multiple service openings shall not be closer than 18 inches.

b. Each opening shall be provided with a solid or screened window and equipped with a **self-closing device**. Screening shall be at least 16 mesh per square inch. Pass through windows of up to 432 square inches are approved if equipped with an air curtain device.

c. The counter surface of the service openings shall be smooth and easily cleanable.

4. WALLS / CEILINGS

a. Walls and ceilings in all rooms shall be of a durable, smooth, nonabsorbent, and easily cleanable surface. This requirement does not apply to dining and sales areas, offices, alcohol beverage bars (except areas adjacent to sinks or food preparation).

b. Wall materials other than smooth plaster or putty coat plaster, drywall with sealed and taped joints, or plywood with properly sealed joints require submission of a sample.

c. Conduits of all types shall be installed within the walls as practicable. When installed otherwise, it shall be mounted or enclosed so as to facilitate cleaning.

d. All wall surfaces shall be sealed with a cleanable paint such as: gloss or semi-gloss enamel, epoxy, varnish or other equivalent washable finish.

F042-15.0637 (R 01/15)

Construction Guideline-Retail

5. FLOORS

a. Floors in food facilities shall be smooth and impervious to water, grease and acid, and be made of easily cleanable construction. Floor surfaces in all areas where food is prepared, packaged, or stored, where any utensil is washed, where refuse or garbage is stored, where janitorial facilities are located, where there is customer self-service of unpackaged foods, and in all toilet and handwashing, shall be an approved type that continues up the wall or toe-kicks at least four (4) inches, in a seamless manner, with a 3/8 inch minimum radius cove. An approved slim foot ceramic, integral quarry, or metal topset base is generally acceptable.

b. Floor drains are required in floors that are water-flushed for cleaning including those where pressure spray methods for cleaning equipment are used. Trench drains may be used in doorways or when the amount of water used for cleaning will be excessive. High pressure hot water cleaning systems are recommended in addition to floor drains when the degree of roughness of the slip resistant agent is excessive as determined upon evaluation by this Agency.

c. Flooring under equipment and on the coved bases shall be completely smooth. Floor surfaces which contain slip resistant agents shall be restricted to traffic areas only.
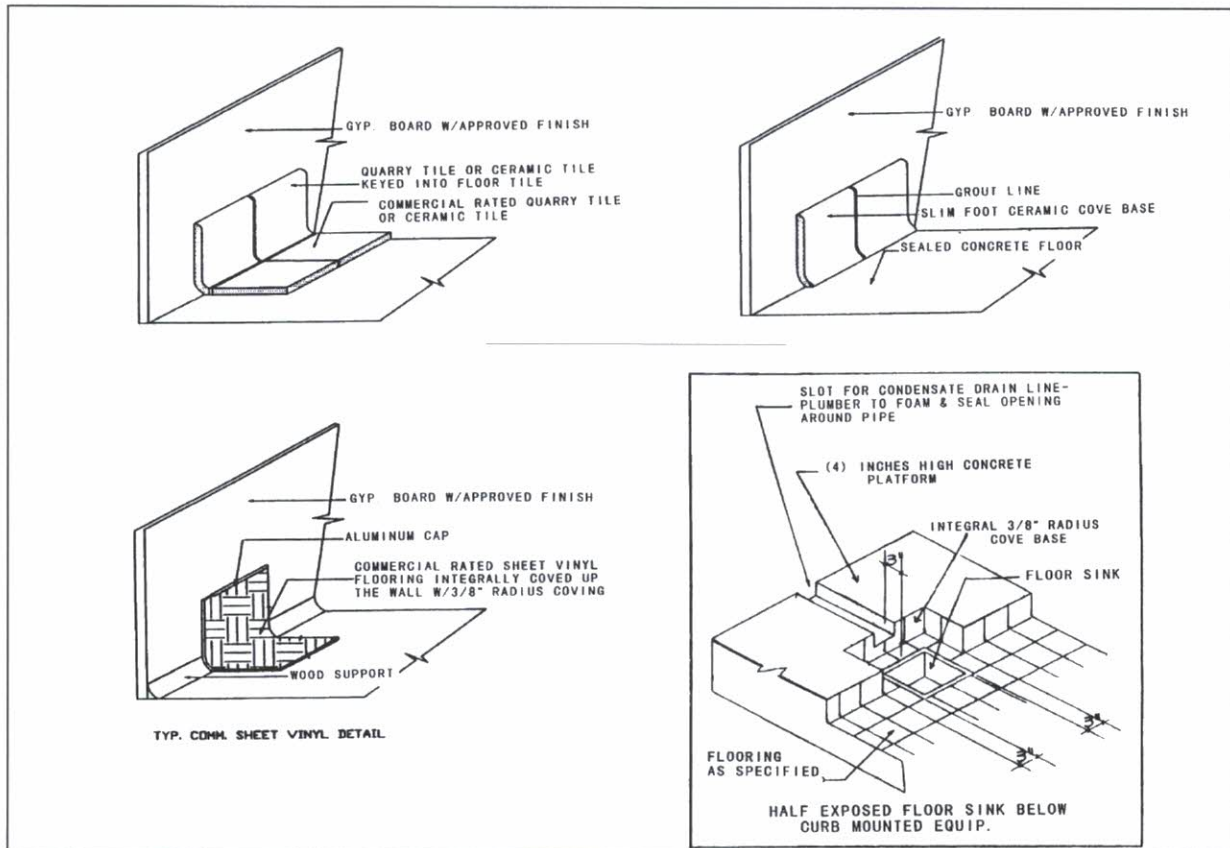
6. DOORS

a. All food facilities must be constructed and equipped to prevent the entrance and harborage of animals, birds, and vermin including, but not limited to rodents and insects. To prevent entrance of vermin all dedicated delivery doors leading to the outside shall be self-closing, and should be provided with an overhead air curtain device. The device shall activate (turn on) automatically when the door is opened.

b. All combination customer entrance/delivery doors leading to the outside should open outward, be self-closing, and provide an effective means to prevent the entrance of insects. Refrigerated, positive pressure air conditioning with all doors self-closing is an acceptable method. The need for an air curtain device at a customer/delivery door will be determined on a case-by-case basis. An electrical outlet should be provided near the door in the event an air curtain must be installed at a later date.

c. Large cargo-type doors shall not open directly into a food preparation area.

d. Multiple door installations, such as French-style doors, that "open up" the proposed food establishment are not permitted unless the entire kitchen area is enclosed.

7. EQUIPMENT & UTENSILS

a. All new and replacement food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. (Some of these include but are not limited to NSF, Intertek ETL, CSA International, UL, and IAPMO R&T)

b. All new and replacement electrical appliances shall meet applicable Underwriters Laboratories standards for electrical equipment as determined by an ANSI accredited certification program.

c. All equipment shall be placed on minimum six (6) inch high, easily cleanable legs; on a four (4) inch high continuously coved curb; on approved casters; or cantilevered from the wall in an approved manner.

8. ICE MACHINES

All ice machines shall be located within the building in an easily cleanable, well-ventilated area, and shall drain indirectly to a floor sink.

F042-15.0637 (R 01/15)

Construction Guideline-Retail

9. EXHAUST HOODS AND DUCTS

a. Mechanical exhaust ventilation equipment shall be provided over all cooking equipment as required so as to effectively remove cooking odors, smoke, steam, grease, heat, and vapors. All mechanical exhaust shall be installed and maintained in accordance with the California Mechanical Code.

b. All hoods, ducts, and exhaust outlets shall be installed and maintained in accordance with the current edition of the California Mechanical Code as adopted by the local building department. All joints and seams shall be tight or soldered for ease of cleaning. Riveted seams are not considered easily cleanable.

c. Food heating or warming devices, salamander broiler, etc., that are installed above other equipment beneath an exhaust hood, may create an air flow obstruction to proper ventilation of the equipment for which the hood ventilation system is designed. The design, construction, and installation of such warming devices under a hood are subject to evaluation and approval by this Agency prior to installation.

d. Canopy type hoods: The lower lip of canopy-type hoods should not be more than seven (7) feet above the floor and should not be more than four (4) feet above the cooking surface. The hood shall overhang or extend at a horizontal distance not less than six (6) inches beyond the outer edges of the cooking surfaces on all open sides. It shall have grease troughs and drip pans that are easily cleanable.

e. Non-canopy type hoods: Non-canopy type hoods will be approved providing they are constructed to be easily cleanable and they comply with the minimum exhaust air velocity requirements. Shielding at the ends of the hood may be necessary to prevent interference from cross drafts.

f. Make-up air: Make-up air shall be provided at least equal to that amount which is mechanically exhausted. Windows and doors shall not be used for the purpose of providing make-up air.

g. Fire extinguishing systems may be required by local fire department codes. They shall be installed so as to allow easy cleaning of the hood and duct systems and, whenever possible, shall not be installed above food or utensil handling areas.

h. Mechanical exhaust shall not be required for cooking equipment that has been submitted to the local enforcement agency for evaluation, and the local enforcement agency has found that the equipment does not produce toxic gases, smoke, grease, vapors, or heat when operated under conditions recommended by the manufacturer. OCEH may recognize a testing organization to perform any necessary evaluations.

10. REFRIGERATION

a. All refrigeration units shall be adequate in capacity to the needs of the proposed operation and shall comply with the following requirements:

  i. Be capable of operating so as to maintain the refrigerated, potentially hazardous foods at or below 41° Fahrenheit at all times.

  ii. Be specifically constructed for commercial use. Domestic model refrigeration units do not meet the American National Standard Institute (ANSI) certified sanitation standards, such as National Sanitation Foundation (NSF) International Food Service Equipment.

  iii. Be provided with an accurate, readily visible thermometer.

  iv. Have smooth, nonabsorbent, and easily cleanable interior and exterior surfaces.

  v. Condensate waste from reach-in refrigeration units may be drained into a floor sink or an approved evaporator unit.

  vi. Cooling coils and related electrical, drainage, and refrigerant lines shall be installed in a safe and easily cleanable manner. Drainage and refrigerant lines shall be constructed of nontoxic materials or properly insulated and covered with an approved, easily cleanable, and nontoxic material.

b. Walk-in Refrigeration Units shall also:

  i. Have a coved base with a radius of at least 3/8 inch at the floor/wall juncture; the floor material shall extend up to a height of at least four (4) inches on the walls. Four (4) inch approved metal topset coving with a minimum 3/8 inch radius is acceptable against metal wall surfaces of walk-in refrigeration units.

  ii. Open into an area with approved finishes within the facility. Refrigeration units may not open into the customer area or directly outside, with the exception of customer self-serve prepackaged refrigeration units.

  iii. Have condensate waste drained into a floor sink. The floor sink is not to be located inside the walk-in refrigeration unit.

  iv. If cement, plywood, or other similar absorbent materials are used, the surfaces and joints must be sealed.

  v. Flashed to the wall and ceiling.

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11. GENERAL PURPOSE HOT WATER

a. Provide a water heater, which is capable of constantly supplying hot water at a temperature of at least 120° Fahrenheit to all sinks, and other cleanup facilities. In sizing the water heater, the peak hourly demands for all sinks, etc., are added together to determine the minimum required recovery rate.

b. Hand sinks can be constructed to supply warm water at a minimum temperature of 100° Fahrenheit by using a mixing valve or combination faucet.

c. A water heater should not be purchased until this Agency determines the minimum required energy input for the water heater.

12. WATER AND SEWAGE DISPOSAL

All liquid waste, including sewage, generated by a food facility, shall be disposed of through the approved plumbing system and shall into the public sewerage or into an approved private sewage disposal system.

13. GARBAGE DISPOSALS

This Agency does not regulate the installation of garbage disposals. Most building departments and/or sanitation agencies prohibit them. Contact your local building and your local sanitation agency for limitations within your area.

14. FLOOR SINKS

a. All condensate and similar liquid waste shall be drained by means of indirect waste pipes into an open floor sink or approved receptacle.

b. Drain lines must be installed, constructed, and maintained to be easily cleanable and prevent the harborage of insects. Installing horizontal runs of drain lines at least 1/2 inch from the wall and six (6) inches off the floor will accomplish this task. All drain lines must terminate at least one (1) inch above the overflow rim of the floor sink to provide an air gap.

c. Floor sinks shall be located so that they are readily accessible for inspection, cleaning, and repair. The floor sink must be located close enough to the equipment being drained to facilitate proper drainage. Typically, this distance is within 15 feet.

d. Waste lines may not cross any aisle, traffic area, or door opening.

e. Floor sinks or floor drains are not permitted inside walk-in refrigeration units. See section 5-Floors diagram for proper half exposed installation.

F042-15.0637 (R 01/15)

Construction Guideline-Retail

15. UTENSIL SINK

a. Where multiservice utensils, i.e., pots, pans, etc., are utilized, there shall be provided at least a three (3)-compartment stainless steel sink with dual, integrally installed stainless steel drainboards.

b. A separate, approved three (3)-compartment sink must be installed within each department in a grocery store which handles unpackaged foods, i.e., deli, meat, bakery, etc., and remote food service operations in restaurants, including but not limited to liquor, sushi, espresso, and oyster bars, etc.

c. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils and the drainboards shall be as large as the largest sink compartment. Typical dimensions are at least 18" x 18" x 12" deep with minimum 18" x 18" drainboards, or 16" x 20" x 12" deep with 16" x 20" drainboards. These sizes are generally sufficient to accommodate most food service operations.

d. Utensil washing sinks shall drain indirectly to a floor sink unless otherwise required by the local plumbing codes or sanitation districts.

16. JANITORIAL SINK

a. A single compartment, non-porous janitorial sink or mop basin with hot and cold running water shall be installed for general cleanup activities.

b. A curbed area properly sloped to a drain, that is provided with hot and cold running water, a mixing faucet, and an approved backflow prevention device, is also acceptable. All curbed area surfaces shall be non-porous.

17. HANDWASHING SINKS

a. Hand washing sink(s) shall be provided in all food preparation areas.

b. Soap and sanitary towels shall be provided in single-service dispensers at all hand washing sinks.

c. A separate, approved hand washing sink should be installed within each department in a grocery store which handles unpackaged food, i.e., deli, meat, bakery, etc., and remote food service operations in restaurants, i.e., sushi bars, espresso bars, oyster bars, etc.

18. FOOD PREPARATION SINKS

Food facilities that wash, rinse, soak, thaw or similarly prepare food are required to have a food preparation sink in the food preparation area. The sink compartment must be 18" x 18" x 12" deep with an integral drainboard or adjacent table that is a minimum of 18" x 18". This sink shall drain indirectly to a floor sink. The sink shall be supplied with an adequate supply of hot and cold running water through a mixing valve. Food facilities that were approved for operation without a food prep sink need not provide a food preparation sink unless the food facility makes a menu change or changes their method of operation.

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19. BAR SINK

Where alcoholic beverages are served, the facility must provide an approved three (3) compartment bar sink large enough to accommodate the largest utensil. Typically, the largest utensil is a blender which can be washed in the standard size bar sinks that are a minimum of 10" x 14" x 10" deep compartments with 18" or 12" long dual, integrally installed stainless steel drain boards and backsplash. This sink shall have an indirect connection to a floor sink. A bar sink equipped with a fourth dumping compartment is strongly recommended.

20. BACKFLOW PREVENTION

An approved backflow prevention device shall be properly installed in accordance with all applicable plumbing codes upstream of any potential hazard between the potable water source system and a source of contamination. Carbonated beverage systems require vented dual check valves at a minimum or a reduced pressure backflow preventer. Re-thermalizers require a pressure vacuum breaker and warewashing machines require atmospheric vacuum breakers. All testable devices must be tested upon installation by a Certified Orange County Backflow Tester upon installation and the test reports sent to the appropriate water district and this Agency. If you have any questions regarding the appropriate backflow prevention for equipment please contact the Water Quality Backflow and Cross Connection Program section at 714-433-6286.

21. AUTOMATIC DISHWASHER/GLASSWASHER

a. Operators my use automatic dishwasher/glass washers in addition to the required three-compartment kitchen utensil sink, this does not substitute the sink requirement.

b. High temp dish machines may require type II mechanical exhaust.

c. In-line machines are to be equipped with two (2) integral stainless steel drainboards at least 24 inches long.

d. Under counter glass washers installed adjacent to an approved three (3) compartment utensil sink may designate the sinks drainboards to satisfy (c.) in this section.

22. GREASE TRAPS AND GREASE INTERCEPTORS

a. Grease traps or interceptors are not required by this agency. If provided a grease trap or grease interceptor shall not be located in a food or utensil handling area unless specifically approved by the enforcement agency. If required by your local sewer enforcement agency, provide the type, size, and location of the device on the plan.

b. Grease traps and grease interceptors shall be easily accessible for servicing.

c. Hydro-mechanical Grease Interceptors (HGI) and other Grease Removal Devices (GRD) will be evaluated on a case-by-case basis.

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23. IN-USE UTENSILS

a. During pauses in food preparation or dispensing, food preparation and dispensing utensils shall be stored in running water of sufficient velocity to flush particulates to the drain if used with moist food such as ice cream or mashed potatoes. A dipper well is commonly used for this purpose.

b. A dipper well shall be drained by an indirect connection to a floor sink.

24. SERVICE OF UNPACKAGED FOODS DIRECTLY TO OR BY THE CUSTOMER

Displays of unpackaged foods such as buffets, salad bars, and prep areas shall be shielded so as to intercept a direct line between the customer's mouth and the food being displayed, **or** shall be dispensed from approved self-service containers. All sneeze guard must be constructed in accordance with the diagram in this document.

Figure 11A - Cooking / Carving Food Shield (5.35.11)

Figure 11 - Self Service Food Shield (5.35.7)

Figure 11B - Cafeteria Counter Food Shield (5.35.12)

13
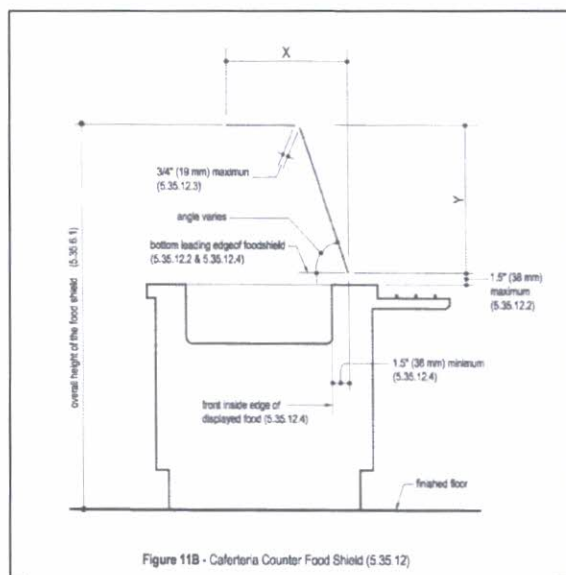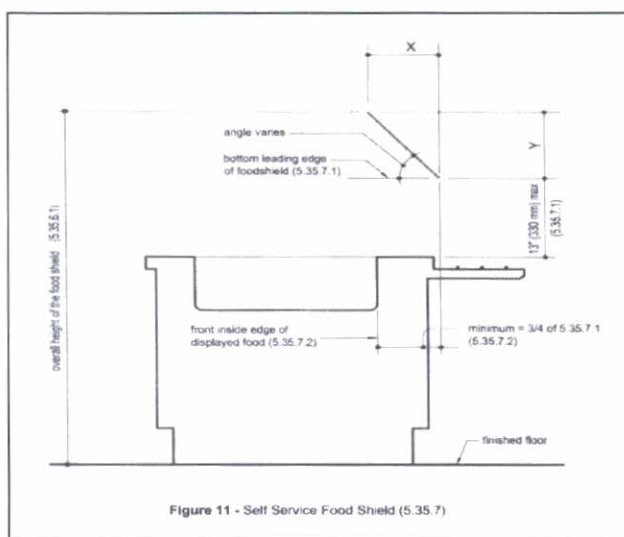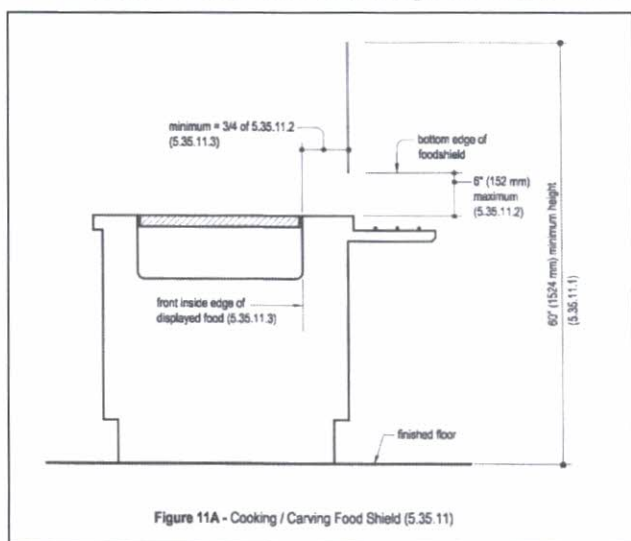
25. BACK-UP DRY FOOD & BEVERAGE STORAGE

a. Adequate and suitable floor space shall be provided for the storage of food, beverages, and related products. In addition to working storage and refrigeration storage, additional backup storage must be provided. Working storage is considered to be cabinets over and under food handling equipment and wall mounted shelves which are located in and used in conjunction with food preparation areas. Reference the following to determine the minimum amount of backup storage space:

    i. Within food facilities that have food preparation areas which total 400 square feet or less **and** have 100 customer seats or less, typically 32 linear feet of approved shelving units is sufficient.

    ii. Within food facilities that have food preparation areas which total **more** than 400 square feet, **or more** than 100 customer seats, the typical floor space needed for backup dry food storage can be determined by seating capacity or by the square footage of the food preparation area. The quantity of shelving units to be installed should be *based upon whichever of the following formulas provides the greater amount of shelving*: 32 X Seating Capacity ÷ 100 **or** 32 X preparation area Sq Ft ÷ 400.

    iii. Each department in a grocery store which handles unpackaged foods, i.e., deli, meat, bakery, etc., must provide sufficient shelving units for food and utensil storage. In most cases 32 linear feet of shelving units will meet the storage demand.

    iv. Food service operations within a restaurant, such as sushi bars, espresso bars, or bars and taverns must provide shelving units for food and utensil storage within the remote area. Generally, 16 linear feet of approved shelving units is a sufficient amount of storage.

    v. Approved shelving units are readily available and are sold with a minimum depth of 18 inches and are three tiers high. To assist you in calculating shelving units, eight shelving units, each of which is four feet long and three tiers high, would equal 32 linear feet of shelving.

    vi. Shelving is required to be constructed in an easily cleanable design of smooth metal or wood which has been finished and sealed. Shelves installed on a wall should have at least one (1) inch of open space between the back edge of the shelf and the wall surface, otherwise, the back edge of the shelf shall be sealed to the wall with silicone sealant or equivalent. This will prevent food waste from accumulating in cracks and eliminate insect harborage areas. The lowest shelf is required to be at least six (6) inches above the floor, with a clear unobstructed area below or be the upper surface of a completely sealed continuously coved base, with a minimum height of six (6) inches. The clearance under the shelving units allows for easy access for cleaning the floor and monitoring for rodent or insect activity.

26. RESTROOMS

a. Toilet facilities are required within each food facility for use by the employees.

b. In food facilities constructed on or after January 1, 2004, at least one public accessible restroom must be provided when there is onsite consumption of food or beverages. Patrons may not access the restroom by passing through food preparation, food storage, or utensil washing areas.

c. Handwashing sinks shall be provided within or adjacent to each toilet room. The sink shall provide water of at least 100° Fahrenheit through a mixing valve or combination faucet. Soap and sanitary towels in single-service dispensers shall be provided at the handwashing sink. Heated-air hand drying devices may be used in lieu of sanitary towels.

d. Toilet tissue shall be provided in a permanently installed dispenser at each toilet.

e. The restrooms shall be provided with well-fitting, self-closing doors.

f. All toilet rooms shall be provided with ventilation. If adequate ventilation cannot be provided by an operable, screened window, mechanical ventilation will be required.

g. Common restrooms must be within 200 ft. and may be permitted with the presence of on-site property management.

27. CLOTHING CHANGE ROOMS / DESIGNATED AREAS

a. Change Rooms

   i. If employees regularly change their clothes in the facility, a room or enclosure, separated from toilet, food storage, and food preparation areas, shall be provided where employees may change and store their outer garments and personal belongings.

   ii. The clothing change room or designated area must be accessible to employees at all times.

b. Designated Areas

   i. A designated area may be substituted for a change room when employees do not change their clothes at the facility.

   ii. The designated area must be physically segregated from toilet rooms, food storage areas, food preparation areas, and utensil washing areas by approved partitions or walls.

   iii. Within the designated area, provide lockers or similar enclosures for the storage of employee personal items. Lockers that are 12" x 12" x 18" are sufficient in size to store large items such as jackets and large purses or backpacks.

28. GARBAGE AND TRASH AREA

Each food facility shall be provided with any facilities and equipment necessary to store or dispose of all waste material. Waste receptacle shall be provided for use by consumers. A receptacle shall be provided in each area of the food facility where refuse is commonly discarded. Areas designated for refuse shall be located so that it is separate from food, food equipment, or utensils and shall not interfere with the cleaning of the adjacent space.

If provided, an outdoor storage area or enclosure used for refuse, recyclables, and returnables shall be constructed of nonabsorbent material such as concrete or asphalt and shall be easily cleanable, durable, and sloped to a drain.

29. LIGHTING

In every room and area in which any food is prepared, manufactured, processed, or prepackaged, or in which equipment or utensils are cleaned, sufficient natural or artificial lighting shall be provided to produce the following light intensity, while the area is in use: (light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is non-prepackaged ready-to-eat food, clean equipment, utensils, and linens, or unwrapped loose articles.

    a. At least 10-foot candles at the following:
        I.   At distance of 30 inches above the floor, in walk-in refrigeration units and dry food storage areas.
        II.   At a working surface on which alcoholic beverages are prepared or where utensils used in the preparation or service of alcoholic beverages are cleaned.
        III. Inside equipment, such as a reach-in or under-the-counter refrigerators.

    b. At least 20-foot candles for the following:
        I.   At a surface where food is provided for consumer self-service or where fresh produce or prepackaged foods are sold or offered for consumption.
        II.   In server stations where food is prepared.
        III. At a distance of 30 inches above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms.
        IV.   In all areas and rooms during periods of cleaning.

    c. At least 50-foot candles at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

Plan Submittal Checklist
County of Orange, Health Care Agency, Environmental Health
1241 E. Dyer Rd., Ste. 120, Santa Ana, CA 92705
(714) 433-6074

> **The intent of this form is to assist in determining the acceptability of the proposed plans for official review and is NOT a substitute for a full and detailed review by a Plan Check Specialist.**

☐ Plans accepted for plan check review. SR_____
☐ Plans not accepted. Please resubmit three (3) new, complete sets. Provide this form with your next submittal.

Facility Name _____
Address _____
Contact Name and Phone Number _____
Preferred Method to Receive Letters ☐ Mail ☐ Fax ☐ Email_____
Date _____

Unpackaged Food Facility Criteria:

Y	N	N/A	Criteria
☐	☐	☐	Three identical sets of plans
☐	☐	☐	Floor plan drawn to scale, readable, and in ink
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	All equipment drawn on floor plan
☐	☐	☐	Equipment schedule with make and model numbers of all equipment
☐	☐	☐	Complete finish schedule for all areas
☐	☐	☐	Menu (For new construction and large remodels only)
☐	☐	☐	Storage – 32 linear feet of 3-tier ANSI certified shelving units. Based on size and type of operation, additional shelving may be required.
☐	☐	☐	Change room or lockers
☐	☐	☐	Detailed exhaust hood drawings, including elevations and CFMs
☐	☐	☐	3-Compartment sink with dual integral drainboards and floor sink
☐	☐	☐	Handwash sink
☐	☐	☐	Prep sink with floor sink (For new construction and when applicable)
☐	☐	☐	Mop sink
☐	☐	☐	Water heater location and proposed energy input
☐	☐	☐	Employee restroom(s)
☐	☐	☐	Public restroom(s)

Packaged Food Facility Criteria:

Y	N	N/A	Criteria
☐	☐	☐	Three identical sets of plans.
☐	☐	☐	Floor plan drawn to scale, readable, and in ink
☐	☐	☐	Previous floor plan (remodels only)
☐	☐	☐	All equipment drawn on floor plan
☐	☐	☐	Equipment schedule with make and model numbers of all equipment
☐	☐	☐	Finish schedule
☐	☐	☐	Storage – 16 linear feet of 3-tier shelving units.
☐	☐	☐	Mop sink
☐	☐	☐	Water heater location and proposed energy input
☐	☐	☐	Employee restroom(s)

Comments: _____
_____

Preliminary checker _____

SAMPLE FLOORPLAN

ALL COOKING EQUIPMENT TO BE ON CASTERS W/GAS QUICK DISCONNECTS

FLOOR SINK

EMPLOYEE COUNTER AREA

RESTROOM

OFFICE

PREPERATION

SCULLERY

FLOOR SINK

ELECTRICAL PANEL

FLOOR SINK

STORAGE

12" S/S SPLASH GUARD THE FULL DEPTH OF SINK 2" CLEARANCE ON EACH SIDE OF SPLASH GUARD

SCALE ¼ " = 1' Ø"

Construction Guideline-Retail
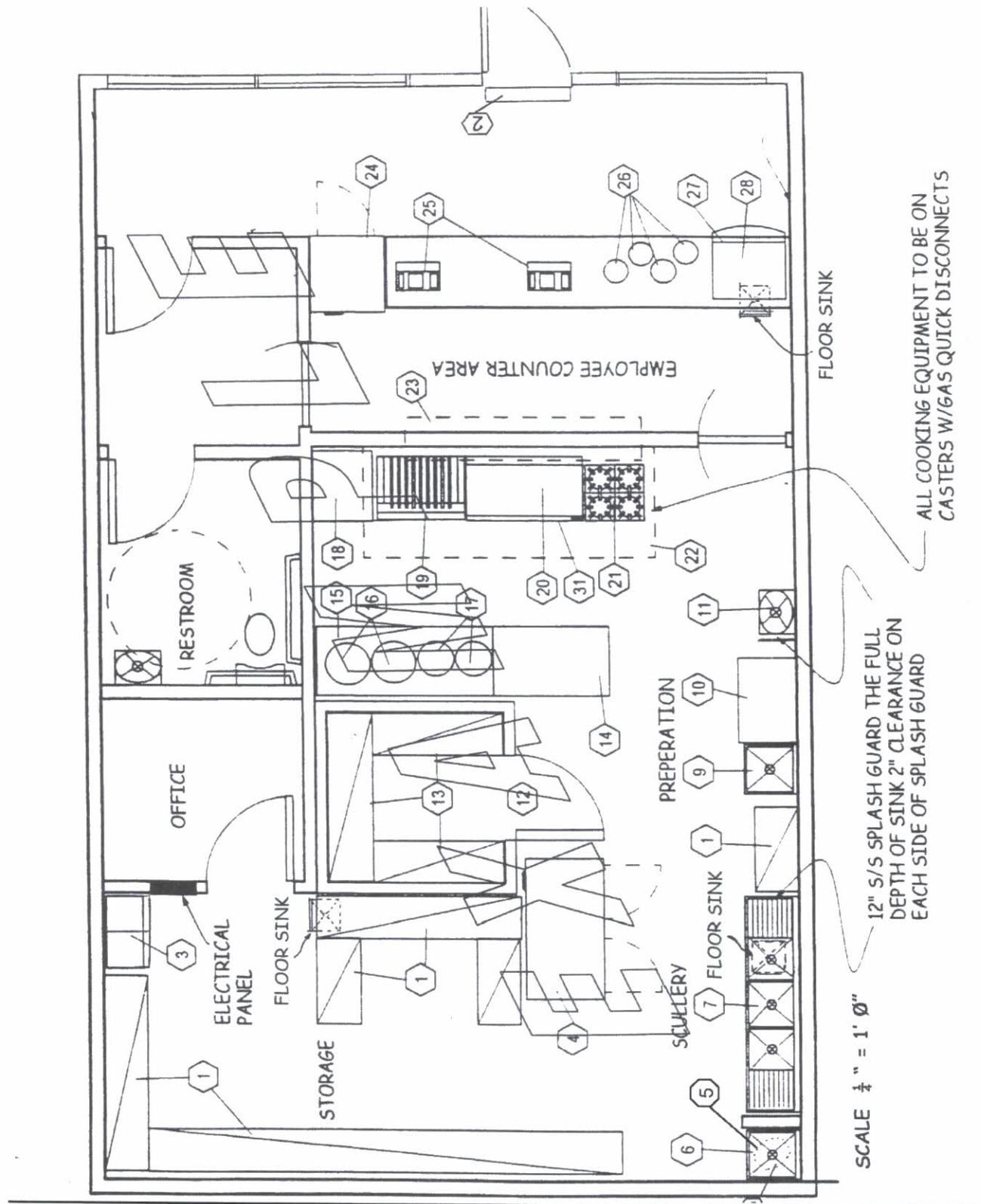
SAMPLE EQUIPMENT SCHEDULE

ITEM	QUANTITY	DESCRIPTION	MAKE AND MODEL#
1	1LOT	STORAGE SHELVING 3 TIER, 18" DEEP	
2	1	AIR CURTAIN	
3	2LOT	EMPLOYEE LOCKERS 12"X18"X36"	
4	1	2 DOOR REACH IN FREEZER	
5	1	WATER HEATER 30,000 BTU'S	
6	1	MOP SINK WITH CHEMICAL RACK & MOP RACK	
7	1	3-TUB S/S SCULLARY SINK	
8			
9	1	1-TUB S/S FOOD PREP SINK	
10	1	3'X30" S/S WORKTABLE WITH UNDERSHELF	
11	1	S/S HANDSINK WITH SOAP & TOWEL DISPENSER	
12	1	6'10"X6'10" WALK-IN COOLER	
13	1LOT	STORAGE SHELVING UNITS	
14	1	4'X30" S/S WORKTABLE WITH UNDERSHELF	
15	1	6'x30" S/S WORKTABLE WITH UNDERSHELF	
16	2	RICE COOKERS	
17	2	RICE WARMERS	
18	1	2'X30" S/S WORKTABLE WITH UNDERSHELF	
19	1	RADIANT BROILER	
20	1	MANUAL CONTROL GRIDDLE	
21	1	4 BURNER STOVE	
22	1	10'X4' UL LISTED EXHAUST HOOD	
23	1	8'X2' S/S PASS THRU SHELF	
24	1	1-DOOR MERCHANDISE REF	
25	1	CASH REGISTER	
26	4	SAUCE DISPENSER WITH SEALED HAND PUMPS	
27	1	COUNTER TOP BEVERAGE DISPENSER	
28	1	ICE MAKER ABOVE SODA MACHINE	
29	1LOT	COUNTER	
30	1	TRASH CONTAINER	

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1919-2019

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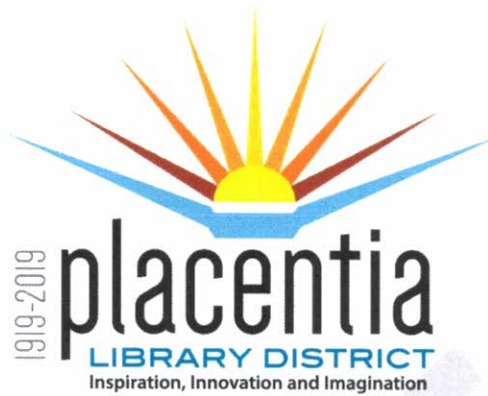
REQUEST FOR PROPOSALS

Café Operator

Due: _____, 4:00 p.m. PST

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.

INTRODUCTION

The Placentia Library District ("District") hereby requests bids from a qualified and professional vehicle vendors for the building and outfitting of a full electric Bookmobile to provide resources, services, and materials to the community of Placentia.

DISTRICT OVERVIEW

Primarily known as a "bedroom community", the City of Placentia, which is nestled in northern Orange County, is a family-oriented community of approximately 52,000 residents. Placentia serves an area of approximately 6.7 square miles and has retained the small-town quality that has remained since its settlers arrived more than 100 years ago.

The Placentia Library District is an independent special district serving the residents of Placentia and surrounding communities. It is governed by a board of five trustees directly elected by the public. The District has been serving the community since 1919 and now provides a variety of services including a large catalog of digital and physical items, virtual and in-person library programs, literacy services, gathering space, public computer stations, passport processing, a Library Of Things (LOTs), and extensive learning opportunities.

The District is open seven days a week: Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday and Saturday, 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

SCOPE OF WORK

The Placentia Library District, an independent special district, is looking for a food service vendor to operate a café inside the library located at 411 E. Chapman Avenue, Placentia, CA 92870. Proposals are due on _____, at 4:00 p.m. PST.

Minimum Requirements

- A variety of prepared or pre-packaged daily menu items, including coffee and other non-alcoholic beverages, bakery items, snacks, etc.
- Food and beverage service menu items that appeal to a range of ages.
- Food and beverage service menu items offered with a range of price points.
- Prospective vendors must demonstrate a minimum of one year of experience in operating a food and beverage service.

Desired Services

- A café-style operation with basic pre-package menu items.
- Vendors who offer locally sourced menu items.
- May collaborate with the District on future educational and cultural programs that integrate food and beverage service, such as cooking classes.
- May collaborate with the Placentia Library Friends Foundation to hold fundraising activities and programs.

Incentives

- $500 annual lease of the café space, approximately 175sq.
- One-year lease contract with the option to renew for two one-year periods.
- The District will pay for utilities.
- The District will provide limited promotions of café services, including but not limited to the use of social media.
- The District will pay for trash and recycling disposal fees.
- The District will pay for repainting the area, if needed.
- Limited storage space upon vendor's request.

Vendor is responsible for compost, trash, recycling bins, cost of equipment, and costs associated with designing the café space.

Additional Information

Find detailed information, including café lease space diagram, lease contract proposal, proposal requirements, proposal evaluation criteria, reference form, program attendance and patron visits through the library website at www.placentialibrary.org.

The submission deadline is _____, at 4:00 p.m. PST.

placentia
LIBRARY DISTRICT
Inspiration, Innovation and Imagination

CAFÉ OPERATOR PROPOSAL EVALUATION CRITERIA

A selection committee comprised of Trustees and Library staff members will evaluate café bid proposals based upon the criteria listed below. Interviews will be scheduled with prospective vendors whose proposals are most closely aligned with the criteria.

Experience – 30%

Minimum of one-year experience and a demonstrated satisfactory record of developing, implementing and managing a food and beverage service similar to the minimum requirements.

Menu – 25%

Proposed menu meets with what café customers typically expect to be served at a café with options for patrons of all ages and a range of price points. Menu aligns with library activities.

Operational vision – 20%

The proposal demonstrates creativity and enthusiasm for the success of the operation. The respondent's vision aligns with the mission of the library.

Woman or Minority Owned Business - 20%

Proposals from Woman or Minority-Owned Businesses will receive additional credit in the competitive evaluation process used to determine award.

Interest and ability to provide any of the desired services – 5%

- Willingness to collaborate with the Library's Program and Events Division on educational and cultural programs that integrate food and beverage service.
- Willingness to collaborate with the Library to hold fundraising activities, programs, or days to benefit local non-profits.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **American Library Association Conference Reports from Trustee Dahl and Assistant Library Director.**

DATE: August 15, 2022

BACKGROUND

The 2022 ALA Annual Conference was held June 23-28, 2022 in Washington, D.C. At the March 21, 2022 Library Board of Trustees meeting, the Board approved Trustee Dahl and Assistant Library Director Baltierra to attend the annual conference, and will provide a report of workshops they attended.

Attachment A: Trustee Dahl's Report
Attachment B: Assistant Library Director's Report

Sherri Dahl, Placentia Library Board of Trustees
American Library Association Conference Report
Washington D.C. - June 23-28, 2022

Workshops:

Library Policies in a Time of Uncertainty and Controversy

Major issues to consider post-pandemic:
1. Continued uncertainty and evolving information requiring immediate decision making
2. Increasing levels of controversy and the public's willingness to speak out
3. Increasing intolerance of other's viewpoints

Policies need to address:
1. Continued access to information
2. Operational changes to ensure business continuity
3. Long term strategic plans
4. Future collection development
5. Always assessing the needs of the community served
6. The types of services needed the most
7. New areas of concern related to Human Resources

Legal Issues in Public Libraries Discussion Forum

Common Issues
1. Patron Privacy:
2. Challenges to in-house and online content
3. Copyright and licensing
4. Liability issues

Discussion led by two attorneys of recent cases and legislation:
1. Use of copyrighted music during story time and streaming
2. Limits on "discrimination" against certain groups allowed to use meeting rooms
3. Petitions requesting books or materials be restricted or banned
4. Liability releases

News You Can Use: Unite Against Book Bans

Topic: Unite Against Book Bans: National grassroots campaign launched by ALA in 2022 during National Library Week

1. Efforts to ban books are escalating at a rapid pace at schools, libraries and even bookstores. The movement is largely spearheaded by an extreme conservative political movement
2. Political leaders are largely leading the call for bans, usually targeting schools first

3. Parent groups are secondary in leading calls for bans
4. Important to shift the messaging away from book banners to focus on championing the right to read widely and retain choice
5. Emphasize the importance of hearing stories that speak to the whole range of human experience

Addressing Critical Race Theory Challenges in Your Library

Increasing censorship involving CRT
1. Nearly half of the 2020 Top Ten Banned Books List related to books involving CRT.
2. CRT is being co-opted by different groups to ban books, materials and programs that address the history of systemic racism in America
3. Groups are trying to get the entire topic of CRT banned from all educational materials
4. ALA's Intellectual Freedom Committee offers resources such as the CRT Toolkit to assist library workers in understanding how to respond to this threat to intellectual freedom

The Algorithm Stole My Democracy: Libraries Grappling with Misinformation in a Polarized Society

How information is prioritized online:
1. Algorithms prioritize and amplify divisive content because it produces higher engagement
2. Polarizing and incendiary content rises in individuals' feeds and makes the online world appear angrier and more dystopian than is accurate
3. The dystopian landscape then promotes more division and discord

Traditional Role of the Library:
1. Traditionally, the library has promoted equal access to multiple viewpoints
2. Citizens have been trusted to use these viewpoints to discern misinformation for themselves
3. How can citizens make rational determinations in a manipulated information ecosystem?

Moving Forward:
1. Importance of libraries understanding algorithms in order to deliver information in the most fair and balanced way
2. Deliver a sense of urgency related to voter suppression, election security, and other threats to civil discourse
3. Consider how and when to be involved in addressing misinformation
4. Develop strategies and tools to recommend to the local community to aid in identifying and combating polarized information

Learn how a Continuity of Operations Plan creates a roadmap to meet community needs no matter what

A COOP can ensure a library can continuously provide services under any circumstances
1. Identify and prioritize essential functions

2. Plan for continuity under varying levels of disruption
3. Identify specific tasks and players responsible for execution
4. Short, mid, and long range plans needed
5. Plans need to be flexible and adaptive as roadblocks may appear to be worked around
6. Include recovery, reconstitution and relocation

COOP process
1. Initiate the COOP
2. Evaluate the hazards and risks
3. Evaluate the impact of those risks
4. Determine essential functions
5. Build the plan
6. Train, test and exercise the plan
7. Maintain and update the plan

Connecting to Diverse Communities for Health Literacy

Salt Lake County, Utah hired "Community Wellness Liaisons" to work alongside library staff to connect to specific targeted communities: Hispanic and Pacific Islanders. They developed culturally relevant programming offering lifestyle workshops on nutrition, healthy eating, health information, fitness and stress relief.

Takeaways:
1. Program proved crucial in providing equitable health literacy. The success prompted the state of Utah to provide program funding after the initial Federal funding ended.
2. Libraries are an important community partner and ally in connecting the community to health resources
3. Improvement in the health of the community is an investment in the long term growth of the community as a whole

News You Can Use: Get Loud for Libraries: Advocacy and Partnerships

Visibility:
1. Keep the library "top of mind" through continual promotion
2. Make sure the library is not just seen, but understood in the community
3. The library should be known for valuing the community, as well being valuable for the community
4. Rally library support from all players in the community

Strategy:
1. Create valuable strategic community partnerships
2. Prioritize and maintain sustainable partnerships
3. Curate the local community
4. Build an internal structure to support advocacy and strategic partnerships

Communities in Crisis: Legal Reference Skills to the Rescue

Realities:
1. Personal civil, legal crises occur
2. Civil legal needs often go unmet
   Housing
   Employment
   Financial
   Family
   Health/medical
3. People turn to their libraries for help and information
4. 92% of low-income Americans get no help with their substantial civil legal needs
5. There is no guarantee of representation by attorney by the state

Library Options:
1. Partner with Legal Aid or other programs
2. Develop rich reference resources
3. Offer community programs: Renter Rights, Basic Estate and Probate Classes, etc.

Diversity in Library Boards, Friends Groups, and Foundations: Successes and Struggles in Recruiting and Retaining Diverse Members

2018 Emerging Leaders Project Key Findings
1. Barriers to DEI included: meeting times, childcare, lack of awareness of opportunities, not being asked to join
2. Comprehensive onboarding plans needed that create inclusion for new members
3. Libraries can learn from other volunteer organizations, particularly fire departments

Six Key Principles to Diversity & Inclusion:
1. Diversity is unlikely unless there is a parallel commitment to inclusion
2. Successful inclusion depends on the leadership of the chair
3. Board candidates need clarity on how they can contribution
4. New member on-boarding needs to be re-imagined
5. Lived experience contributes greatly to a diversity of perspectives
6. Sound D&I principles are aligned with good governance

Project Management, Managing Up: Using PM Principles, Methods, and Tools to Get Buy-in

Potential problem issues:
1. Leaders and managers who push ideas down the chain can face resistance or resentment
2. Those leaders and managers can fail to understand the resources required for implementation
3. Frontline employees may not feel heard or struggle with buy-in
4. Flattening hierarchies leave fewer managers to advocate for their direct reports
5. Uneven power dynamics

Benefits of Project Management:

1. Describes project life cycle and maps each stage
2. Outlines the why, what, how, and who is necessary to determine if a project is worthwhile
3. Identifies the resources needed, the stakeholders, budget, team members, and timelines
4. Applies the appropriate PM tools to projects at their institutions, using the supplied tools

Break Through an Organizational Structure that is No Longer Working

Johnson County, Kansas Library System Case Study. Legacy system breakdown.

Indicators of a legacy system breakdown:
1. Voices left out of decisions
2. Unclear accountability and authority
3. Stakeholders outside of communication loop
4. Missed opportunities

Strategies for Change:
1. Repair- communication pathways, collaboration patterns, bright spots
2. Prepare- provide the "why," expectations, space for feelings
3. Design- investigate solutions, design pathways, solicit buy-in
4. Collaborate- define roles, define responsibilities, define scope
5. Perform- priorities & complete work, build trust, one voice

Patron Response Framework: Responding with Empathy, Kindness and Love to difficult situations

Frameworks responses
Code Green: empathetic responses to everyday situations, complaints, concerns, and behaviors that violate our rules and responsibilities
1. LEARN:
   L- Listen
   E- Empathize
   A-Acknowledge
   R-Rationale
   N-Next Steps

Code Yellow: Be kind & direct, complaints, concerns, and behaviors that violate our rules and responsibilities
1. CARDS:
   C-Calm
   A-Acknowledge
   R-Rationale
   D-Direct
   S-Stop

Code Red: Escalated situations, safety, empathy & courage

1. EBBS
   E- Evaluate danger
   B- Boundary Statement
   B- Boundary Enforcement
   S- Step Away

Follow-Up
1. FLOWS
   F-Follow-up
   L-Let it go
   O-Own missteps
   W-What can you do differently next time?
   S-Stop

Accelerating Promising Practices: Innovative Ways to Meet Community Needs

Digital Transformation in the Time of the Pandemic- Major Change Management in Adverse Circumstances

Sacramento Public Library: North America's first installation of Intelligent Materials Management System with goals of sustainability (paperless holds), efficient operations and exceptional, unbiased floating collections

Collection: $8million budget
1,200,000 print items
330,000 digital items
Annual circulation: 7,100,000

IMMS implementation reasons:
1. Address collection management pain points
2. Avoid over- and under-stocked shelves
3. Optimize staff time: more time with patrons, less handling materials
4. Less paper, more green
5. Provide better patron privacy
6. Track and trace
7. Fall in repetitive strain injuries

Ethnographic Design: Creating Culturally Centered Library Spaces

Ethnographic design- goes into the community to understand the the needs of the patron groups to understand how to configure spaces and services. Comes from the anthropologic research technique of video ethnography and uses modern technology to make this accessible at the community level.

Visual:

1. Signage taxonomy is critical
2. Signs must stand out from book covers
3. Vision is task-specific
4. Answer questions you wouldn't ask
5. Design beyond standards

Key factors:
1. Libraries should meet actual community needs
2. Use a people-first process
3. Space-use analysis: segments, day parts (when?), uses (what people do there)
4. Focus on psychographics (how people think) and behavior
5. Rank the uses by importance to the library and by popularity

Notes from the American Library Association Conference (ALA) Sessions
June 24th-28th, 2022 Yesenia Baltierra

1. ALA Opening General Session

Key note speaker, Jessica Rosenworcel, is the chairwoman of the Federal Communications Commission (FCC) and an ally of America's libraries. Since joining the FCC in 2012, the Commission has made major improvements to bridge the digital divide and close the homework gap due to her commitment and effort to support the federal E-rate program. Her ongoing fight to preserve a free and open internet does not go unnoticed. She continues to be committed to finding solutions that will allow us to get closer to closing the digital divide by continuing to offer programs that allow affordable internet to libraries and schools.

2. Let Teens Lead: Strategies to Build Programs Developed By Teens, For Teens

Overview:

Discussed the importance of putting teens in leadership positions to develop more engaging programming. As well as maintaining healthy teams that include both adults and teens when selecting to plan and develop programs.

Takeaways:
- Understanding of the eight levels of the Hart's Ladder model to analyze programs.
- Being honest with teens you work with, as you may be the only trusted adult.
- Speak up regarding generational stereotypes.
- Consume the content recommended by teens.
- Teens are our future colleagues, we should help them get ready.

3. Census 2020 from the perspective of maps, GIS, and data librarians

Overview:

Discussed Census 2020 challenges due to the pandemic. A careful process was taken to create statistics, with anonymous data that will help shape the next decade for communities across the country. Once the Census releases the results, they continue to do an even deeper dive to evaluate the quality of the data. More data sets will be made available as more data is confirmed. Training videos are made available as new data sets are released.

Takeaways:
- California State Data Center can be called, they actually get excited to answer questions.
- Block data has "fussiness" due to privacy.
- Community profile data can be extracted.

4. What NOT to Do: Engaging New Generations of Diverse Library Professionals

Overview:

The library field has struggled to provide tangible best practices for building a more diverse workforce, especially about recruiting and retaining young professionals who are racially and ethnically diverse. As professionals we need to ask the following questions:

- Why, despite all of the diversity initiatives, is the profession not evolving?
- What is not working in the strategies developed for recruiting a diverse workforce?
- Have we fully contemplated and assessed diversity recruitment and hiring practices at our institutions?

- How can we create a plan with measurable goals to attract, retain, hire, and promote diverse library professionals?
- Have we fully recruited for diversity early enough?
- What are we not considering when we attempt to recruit and hire teenagers and young adults into a predominately white profession?
- How are we speaking to young people who encounter complex political and social ecosystems especially during times of change (i.e., the pandemic, the changing nature of work, and the shifting social realities and movements that emphasize inequities)?

Takeaways:
- Aim to address the problem of exposing teenagers and young adults to careers in librarianship early. Program aims to mentor, educate and train students from diverse and underrepresented communities.
- State Grants available to support hands-on experience for teens.
- Partner with the school and develop a Diverse Librarianship Career Training and Education Program project.
- Toolkit for libraries is available to support the recruitment, training and retention of diverse librarians.

5. Save, Edit, Delete: Pushing Virtual Services Forward While Returning Onsite Post-Pandemic
Overview:
During the Covid-19 pandemic, libraries utilized emerging technologies to deliver high quality service to users. However, it's important for libraries to continue to move forward by asking the following:

- Which tools and services show the most promise to help us move forward into the future?
- Which ones do our patrons most want us to retain?
- Are there technologies or approaches to service that we should discard, or at least modify?
- What about tools or services that have allowed you to reach new or underserved populations?

Takeaways:
- Evaluate emerging tools and techniques that will assist us to engage new or underserved populations in our post-pandemic community.
- Identify technologies that enable us to expand services to existing or new patron communities.
- Continue to assess; needs are always changing.

6. Creating more inclusive and accessible libraries: Breaking Communication Barriers with Instant Language Assistance (ILA)
Overview:
Demonstrated device to help solve existing language challenges in new ways. TranslateLive's ILA expands community engagement efforts by supporting real-time conversations in over 120 different languages and dialects. Features customized options with accuracy, on site and remote connectivity options, and the ability to connect with live human interpretation services at the press of a button.

Takeaways:
- Devices are easy to set up and user friendly
- Can be used in building or during outreach
- Ability to assist more patrons since it can translate in over 120 different languages

- Data is not saved and follows privacy guidelines of government
- ADA accessibility for vision impaired (color, font size).

7. 2022 Emerging Technology Showcase

Overview:

The 2022 RUSA Emerging Technologies Showcase presented a wide variety of library technologies currently in use. Demonstrated best practices for promoting various emerging technology tools such as data visualization, drones, robotic training, augmented reality filter, and STEM education.

Takeaways:

- Library Digital Mapping Tool: an open-source custom web application, a "Find in Stacks" library tool that provides a unique library service by assisting users to navigate the stacks virtually.
- Online access to library resources has become the norm, browsing habits have changed.
- A model for libraries that do not have the budget to purchase an out-of-the-box proprietary solution.
- Can use Facebook's free augmented reality building platform, SPARK AR Studio.
- Face filters can be a low-cost and fun way of increasing engagement with patrons and provide unique opportunities for outreach and virtual events.

8. Making Outreach Your Own: Design Tips from the Association of Bookmobile and Outreach Services

Overview:

Discussed how to combine traditional and nontraditional services to create a rich, vibrant, and vital service to the community. Discussed the importance of tools such as listservs, continuing education, and discussion groups to discover ways to serve the community. Developing partnerships with organizations that share similar missions/goals for the community. Look for grant opportunities with foundations that fund literacy projects/programs to request funding.

Takeaways:

- Timing is crucial when trying to provide service to an underserved community.
- Service ideas to the teen population, such as working with the ELD teachers to assist the teens with reading skills. Teens are embarrassed of reading level and need help in a non-judgmental environment.
- Program activity ideas such as illustration-only books, to allow patrons to make their own story based on the pictures.
- ABOS as a resource to get ideas of policies, procedures and programs that have been used at other bookmobiles.

9. Get Loud for Libraries: Advocacy and Partnerships

Overview:

Discussed the importance of building sustainable relationships that drive awareness and support for local libraries through information sharing, advocacy, and engagement. We must work to keep the library top of mind, seen and understood, valued and valuable, and supported.

Takeaways:

- Take time to evaluate community partners. Confirm longtime partners are still a valuable partner and share common goals with the library.
- Be aware of the service gaps in the community so they can be addressed.
- Partnerships must be intentional and lead with the library.
- Share similar goals and visions of the library.

10. News You Can Use: Why Is Amazon a "Library" for GenZ and Millennials? And What Should Librarians Do About It?

Overview:

Researchers Berens and Noorda discussed data from Immersive Media and Books 2022 that suggests Millennials and GenZ Americans (ages 13-41) are poorly informed about how to access public libraries, particularly digital products like ebooks and audiobooks. Instead, GenZ and Millennials turn to Amazon, which sells pirated materials alongside legitimate ones, for access to free products. The Immersive Media and Books 2022 found that more than 40% of Gen Z and Millennials don't use the public library, including digital services.

Takeaways:
- Amazon is easy to use and eliminates barriers to provide a positive experience.
- Libraries have too many barriers, evaluate barriers at your library, such as getting a library card.
- Work with GenZ and Millennials to oversee a program at the library.
- Remember that not all kids grew up knowing about the library.
- Look into Amazon extension that allows patrons to know you have the library item at your location.

11. Leading with care: lessons on organizational culture from Library Freedom Project

Overview:

The pandemic has revealed a crisis of leadership and culture in many libraries. Since March 2020, library workers around the country have been privately sharing stories of toxicity, gaslighting, unrealistic expectations, and an insistence on maintaining the pre-pandemic status quo above the health and well-being of workers. These stories come from work experiences, but also from experiences in professional library organizations. Morale among library workers in these places is suffering; many are leaving the profession or considering leaving. Burnout is widespread. Those who want to change the status quo in these spaces struggle to know where or how to begin. Library Freedom Project is a community of practice for library workers who want to work on practical, actionable ways to protect library values, especially privacy.

Takeaways:
- Identify cultural weaknesses within the organization.
- Make positive, people-centric changes.
- Check in with staff to assess morale and burnout.
- Set healthy boundaries with management and staff.
- Have realistic expectations for workloads and deadlines.
- Plan ahead and be pro-active

12. Social Media for Professional Networking, Education, and Collaboration

Overview:

Social media is ubiquitous, free, and, arguably, intuitive. It can be used for so much more than just posting cat videos and pictures of our food. It provides users with an online space that's perfect for the collection and dissemination of opportunities for professional education, collaboration, and networking.

While platforms like LinkedIn and Academia.edu are designed for academics and professionals, they are not without their limitations, as they create silos within our field, making it more difficult to connect with other library professionals and our colleagues from other fields. There are ample opportunities to use the social media platforms that we're already using for professional purposes.

Takeaways:
- Be wary of the algorithm.
- Be aware of misinformation and disinformation.
- Set timer to limit your time on social media.
- Use third party platforms to set up future post.
- Make sure to understand work policies.
- Separate personal from work accounts.

13. Patron Response Framework: Responding with Empathy, Kindness, and Love to difficult situations

Overview:

Kent District Library created a response framework for their employees to use to respond to difficult situations that occur in the library. Responding to concerns and complaints in a kind and empathetic way ensures people feel listened to and cared for. This prevents escalation and helps maintain a safe environment. Last year, Kent District Library revisited the Frameworks through the lens of Equity, Diversity and Inclusion. The new frameworks focus on learning and growing together, and de-escalating situations for the safety of all, while addressing unconscious bias. Speakers introduced four frameworks which each have an acronym to help staff remember the steps:
- Code Green, LEARN- for daily complaints and interactions, such as book challenges.
- Code Yellow, CARDS- for slightly more escalated situations.
- Code Red, EBBS- for situations where the safety of patrons and staff may be at risk
- Code Follow-Up, FLOWS- focuses on self-care and reflection after a difficult situation.

Takeaways:
- Empower staff to handle difficult situations.
- Provide training and practice possible scenarios with staff.
- Acknowledge staff that has difficulty with confrontation.
- Self-care and reflection after difficult situations are a must.

14. TikTok & Libraries: A Powerful Partnership

Overview:

TikTok is a fantastic social media platform for libraries. Libraries are successfully leveraging the incredible power & reach of TikTok for things like: advocacy, community building, collection development (especially diverse collection development!), readers advisory, instructional tutorials, PD, and more. TikTok is taking the publishing world by storm (and causing more teens to read!).

Takeaways:
- Anyone can go viral on TikTok, it's a great opportunity.
- BookToc is impacting the book sales, review list for collection development.
- Use intentionally, know your audience.
- Need to post things that are fun and sprinkle information.

- Be aware of trends in order to join and share library information.

15. ALA Closing General Session - In Conversation: Luvvie Ajayi Jones and Dr. Nicole A. Cooke
Luvvie Ajayi Jones is an award-winning author, speaker, and podcast host who thrives at the intersection of humor, media, and justice. She joined in conversation with Dr. Nicole A. Cooke, Augusta Baker Endowed Chair and Associate Professor at the School of Library and Information Science at the University of South Carolina. Luvvie Ajayi Jones uses her honesty and humor to inspire teens to be their bravest, boldest, truest selves, in order to create a world they would be proud to live in. She states, "the world can feel like a dumpster fire, with endless things to be afraid of. It can make you feel powerless to ask for what you need, use your voice, and show up truly as your whole self. And add the fact that often, people might make you feel like your way of showing up is TOO MUCH."

16. Exhibits
Had the opportunity to walk the exhibit hall and visited several vendors such as, Creativebug, Stack Map, Birdbrain Technologies, Translate Live, and Edible Education LLC to name a few.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Gayle Carline, Board Secretary

SUBJECT: **Legislative Updates**

DATE: August 15, 2022

BACKGROUND
Secretary Carline will provide a report on current legislations. Of particular interest to the District are AB 1944 and AB 2449.

AB 1944
The bill, authored by Assemblymember Alex Lee from San Jose, would no longer require public meetings to be held in public venues where government officials can be seen and engaged by the public and press. The bill would have allowed officials to conduct public business from private locations, including out of state, and not identified or accessible to the public – without need or justification.

The bill is considered dead for this year.

AB 2449
Similar to AB 1944, in that it seeks to amend the Brown Act, AB 2449 would provide more flexible teleconferencing for public agencies. It would require public agencies to maintain a quorum in one physical location that is accessible to the public. The bill is currently on the Senate Floor. Should it pass the Senate, it will need to return to the Assembly Floor for concurrence in Senate amendments. The bill was authored by Assemblymember Blanca Rubio from Baldwin Park.

Attachment A is the current Legislative Report provided by the Independent Special Districts of Orange County (ISDOC), dated August 2, 2022.

Attachment B is a copy of AB 1944.

Attachment C is a copy of AB 2449

Legislative Report ISDOC 8-2-2022 Brooke Jones   bjones@ylwd.com   **P1 of 2**

Federal News:

Need legislation to keep the government funded beyond Sep. 30. The "Inflation Reduction Act of 2022" has Manchin's OK.

Federal Bills:

HR 2467 (Dingell D-MI) PFAS Act, possibly abandoning "Polluter Pays". At Senate Committee on Envi. and Publ. Wks. Since 7/22/2022 (CA Senator Alex Padilla a member) (Opposed unless amended.)

HR 5118 Wildfire and Drought (Neguse D-CO) Passed house 7/29/2022.

HR7089 (Kildee D-MI) Vet PFAS Act At House Vet. Affairs Health Action Subcommittee.

S 4231 (STREAM ACT – Feinstein D-CA) To support Water Infrastructure (Storage, recycling, and desal) in Reclamation States 5/25/2022 – Senate Energy and Nat Resources, sub-com. on Water and Power.

State News:

The Legislature will return from recess on Aug.1 to complete the 2-year session. Bills must be passed through the Appropriation Committee by Aug. 12 and to the Governor by Aug. 31. Final disposition of the $308B budget will be completed (trailer bills) by the Aug. 31 adjournment, and the Governor has 30 days to sign/veto. Legislature back Jan. 2023 with many new members.

State Bills

Dead Bills: AB1001 EnV Justice, AB1944 (AB2449), AB1721 Emerg. Mutual Aid, AB2142 Turf Removal Untaxable, SB1219 New Committee for water laws and regs.SB12 Wildfires,

Law: SB1497 Established California Coastal Commission. **Chaptered 7/1/2002.**

SB45 (Portantino D-SD25) Methane (40% by 2030), & Organic Waste (75% by 2025) Reduction, local $ assistance. **Suspense file, at House APPR 8/11/2022 (CSDA Watch)**

SB230 (Portantino D-SD25) Constituents of Emerging Concern **At Assembly APPR., 8/3/2022 (CSDA Supports)**

SB852 (Dodd D-SD3) Permits community bond financing repaid by property tax to address sea level rise, extreme heat or cold, wildfire, drought, and flooding. **At Assembly APPR 8/3/2022 (CSDA Supports)**

SB991 Use "Design-Build" for 15 water projects > $5M. At Assembly APPR. (CSDA Supports)

SB1124 (Archuleta D-SD32) **Public Health Goal for Manganese by 2025. At Assembly APPR 8/3/2022 (CSDA Opposes Unless Amended)**

SB1157 (Hertzberg D-SD18)) Indoor Residential water – 47 GPCD 2025-2030, and 42 GPCD 2030. Amended to have 'DWR complete study by 1-1-2028 advising the most appropriate target for 2030. **At Assembly APPR 8/3/2022 (CSDA Opposes unless amended)**

P2

SB1254 (Hertzberg D-SD18) Authorizes SWRCB to consolidate water districts. **At Assembly APPR (CSDA Supports)**

AB1195 (C. Garcia D-AD58) **Drinking Water Regs, At Senate APPR 8/1/222 (CSDA Opposes)**

AB1640 (Ward D-AD78) inclusion of eligible entities with land use planning authority into regional climate networks. Amended and re-referred to **Senate APPR (CSDA Support)**

AB1817 (Ting, D-AD19) PFAS textiles prohibited after 1/24. Existing law prohibits food packaging/juvenile product PFAS. **On Senate floor for final vote. (CSDA Supports)**

AB1845 (Calderon D-AD57) MET OK to use "design-build" re-referred to **Senate APPR 8/1/2022 (CSDA Supports)**

AB1985 (Rivas D-AD30) 75% reduction of organic waste by 2025, 40% methane reduction by 2030. Amended, re-referred to **Senate APPR 8/8/2022. (CSDA Watch)**

AB2032 (Garcia D-AD58) Military and Veteran Task Force **At Senate APPR.**

AB2076 (Rivas D-AD30) Extreme heat-health and safety. **At Senate APPR.**

AB2108 (Rivas D-AD30) 5 person SWRCB shall have 1 member each for Ag, disadvantaged/tribal, water attorney, civil engineer, PE, & public. Ag & D/T – diff. persons. Regional water boards to have D/T member. At **Senate APPR 8/1/2022. (CSDA Watch)**

AB2247 (Bloom D-AD50, Allen D-AD26) PFAS in food packaging (2023) and cosmetics (2025) prohibited. Reporting/regulation of PFAS in all products. Re-referred to **Senate APPR 8/1/2022 (CASA Sponsored, ACWA Support, CSDA Supports)**

AB2419 (Bryan D-AD54) **President Biden established the Justice40 Initiative to see that 40% of federal funds will flow to Disadvantaged Communities. This bill would establish the Justice40 Advisory Committee to aid the CA legislature meet this goal. At Senate APPR 8/1/2022 (CSDA Opposes unless amended.)**

AB2449 (Blanca Rubio D-AD48) **Allows member teleconferencing from unidentified locations, providing a quorum of members participates in person at a public venue located within the agency jurisdiction. At Senate APPR 8/1/2022 (CSDA Watch)**

AB2451 (Wood D-AD02) **SWRCB Drought Planning At Senate APPR 8/8/2022 (CSDA Watch)**

AMENDED IN ASSEMBLY MAY 25, 2022

AMENDED IN ASSEMBLY APRIL 18, 2022

CALIFORNIA LEGISLATURE—2021–22 REGULAR SESSION

ASSEMBLY BILL   No. 1944

Introduced by Assembly Members Lee and Cristina Garcia
(Coauthors: Senators Becker, Cortese, and Stern)

February 10, 2022

An act to amend, repeal, and add Section 54953 of the Government Code, relating to public meetings.

LEGISLATIVE COUNSEL'S DIGEST

AB 1944, as amended, Lee. Local government: open and public meetings.

Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to observe and provide comment. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of

AB 1944 — 2 —

the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined.

Existing law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with those specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health.

This bill would require the agenda to identify any member of the legislative body that will participate in the meeting remotely. The bill would also require an updated agenda reflecting all of the members participating in the meeting remotely to be posted, if a member of the legislative body elects to participate in the meeting remotely after the agenda is posted.

This bill would~~authorize, under specified circumstances and~~ *authorize,* upon a determination by a majority vote of the legislative body, a member to be exempt from identifying the address of the member's teleconference location in the notice and agenda or having the location be accessible to the public, if the member elects to teleconference from a location that is not a public~~place.~~ *place, including, beginning January 1, 2024, that at least a quorum of members of the legislative body participates from a single physical location that is clearly identified on the agenda, open to the public, and situated within the boundaries of the territory over which the local agency has jurisdiction.*

This bill would require all open and public meetings of a legislative body that elects to use teleconferencing to provide a video stream accessible to members of the public and an option for members of the public to address the body remotely during the public comment period through an audio-visual or call-in option.

This bill would repeal these provisions on January 1, 2030.

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

This bill would make legislative findings to that effect.

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

— 3 —   **AB 1944**

meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

Vote: majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

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

1   SECTION 1. Section 54953 of the Government Code, as
2 amended by Section 3 of Chapter 165 of the Statutes of 2021, is
3 amended to read:
4   54953. (a) All meetings of the legislative body of a local
5 agency shall be open and public, and all persons shall be permitted
6 to attend any meeting of the legislative body of a local agency,
7 except as otherwise provided in this chapter.
8   (b) (1) Notwithstanding any other law, the legislative body of
9 a local agency may use teleconferencing for the benefit of the
10 public and the legislative body of a local agency in connection
11 with any meeting or proceeding authorized by law. The
12 teleconferenced meeting or proceeding shall comply with all
13 otherwise applicable requirements of this chapter and all otherwise
14 applicable provisions of law relating to a specific type of meeting
15 or proceeding.
16   (2) Teleconferencing, as authorized by this section, may be used
17 for all purposes in connection with any meeting within the subject
18 matter jurisdiction of the legislative body. All votes taken during
19 a teleconferenced meeting shall be by rollcall.
20   (3) (A) If the legislative body of a local agency elects to use
21 teleconferencing, it shall post agendas at all teleconference
22 locations and conduct teleconference meetings in a manner that
23 protects the statutory and constitutional rights of the parties or the
24 public appearing before the legislative body of a local agency.
25   (B) Each teleconference location shall be identified in the notice
26 and agenda of the meeting or proceeding, and each teleconference
27 location shall be accessible to the public, except as provided in
28 subparagraph (E).
29   (C) The agenda shall identify any member of the legislative
30 body that will participate in the meeting remotely. If a member of
31 the legislative body elects to participate in the meeting remotely
32 after the agenda is posted, an updated agenda shall be posted. In

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1 the time between the start of the meeting and 72 hours before a
2 regular meeting, in accordance with Section 54954.2, and 24 hours
3 before a special meeting, in accordance with Section 54956, a
4 legislative body shall only update the agenda to reflect the members
5 participating in the meeting remotely.
6 (D) During the teleconference, at least a quorum of the members
7 of the legislative body shall participate from locations within the
8 boundaries of the territory over which the local agency exercises
9 jurisdiction, except as provided in subdivisions (d) and (e). The
10 agenda shall provide an opportunity for members of the public to
11 address the legislative body directly pursuant to Section 54954.3
12 at each teleconference location, except as provided in subparagraph
13 (E).
14 (E) If a member of a legislative body elects to teleconference
15 from a location that is not a public place, the legislative body shall
16 be exempt from identifying the address of the location in the notice
17 and agenda and from having the location be accessible to the public
18 in both of the following circumstances:
19 (i) The legislative body holds its first teleconferenced meeting
20 after passage of the act that added this subparagraph, for the
21 purpose of determining, by a majority vote, whether members will
22 not be required to identify the address of any private location from
23 which the member elects to teleconference. This determination
24 remains applicable to the legislative body until such time as the
25 legislative body votes otherwise.
26 (ii) The legislative body holds a meeting and has previously
27 determined, by majority vote, that members will not be required
28 to identify the address of any private location from which the
29 member elects to teleconference.
30 (F) If a legislative body elects to use teleconferencing as
31 authorized by this section, it shall provide both of the following:
32 (i) A video stream accessible to members of the public.
33 (ii) An option for members of the public to address the body
34 remotely during the public comment period through an audio-visual
35 or call-in option.
36 (4) For the purposes of this section, "teleconference" means a
37 meeting of a legislative body, the members of which are in different
38 locations, connected by electronic means, through either audio or
39 video, or both. Nothing in this section shall prohibit a local agency
40 from providing the public with additional teleconference locations.

1　　(5) For the purposes of this section, "video stream" means a
2　medium in which the data from a live filming or a video file is
3　continuously delivered via the internet to a remote user, allowing
4　a video to be viewed online by the public without being
5　downloaded on a host computer or device.
6　　(c) (1) No legislative body shall take action by secret ballot,
7　whether preliminary or final.
8　　(2) The legislative body of a local agency shall publicly report
9　any action taken and the vote or abstention on that action of each
10　member present for the action.
11　　(3) Prior to taking final action, the legislative body shall orally
12　report a summary of a recommendation for a final action on the
13　salaries, salary schedules, or compensation paid in the form of
14　fringe benefits of a local agency executive, as defined in
15　subdivision (d) of Section 3511.1, during the open meeting in
16　which the final action is to be taken. This paragraph shall not affect
17　the public's right under the California Public Records Act (Division
18　10 (commencing with Section 7920.000) of Title 1) to inspect or
19　copy records created or received in the process of developing the
20　recommendation.
21　　(d) (1) Notwithstanding the provisions relating to a quorum in
22　paragraph (3) of subdivision (b), if a health authority conducts a
23　teleconference meeting, members who are outside the jurisdiction
24　of the authority may be counted toward the establishment of a
25　quorum when participating in the teleconference if at least 50
26　percent of the number of members that would establish a quorum
27　are present within the boundaries of the territory over which the
28　authority exercises jurisdiction, and the health authority provides
29　a teleconference number, and associated access codes, if any, that
30　allows any person to call in to participate in the meeting and the
31　number and access codes are identified in the notice and agenda
32　of the meeting.
33　　(2) Nothing in this subdivision shall be construed as
34　discouraging health authority members from regularly meeting at
35　a common physical site within the jurisdiction of the authority or
36　from using teleconference locations within or near the jurisdiction
37　of the authority. A teleconference meeting for which a quorum is
38　established pursuant to this subdivision shall be subject to all other
39　requirements of this section.

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1   (3) For purposes of this subdivision, a health authority means
2 any entity created pursuant to Sections 14018.7, 14087.31,
3 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
4 and Institutions Code, any joint powers authority created pursuant
5 to Article 1 (commencing with Section 6500) of Chapter 5 of
6 Division 7 for the purpose of contracting pursuant to Section
7 14087.3 of the Welfare and Institutions Code, and any advisory
8 committee to a county-sponsored health plan licensed pursuant to
9 Chapter 2.2 (commencing with Section 1340) of Division 2 of the
10 Health and Safety Code if the advisory committee has 12 or more
11 members.
12   (e) (1) A local agency may use teleconferencing without
13 complying with the requirements of paragraph (3) of subdivision
14 (b) if the legislative body complies with the requirements of
15 paragraph (2) of this subdivision in any of the following
16 circumstances:
17   (A) The legislative body holds a meeting during a proclaimed
18 state of emergency, and state or local officials have imposed or
19 recommended measures to promote social distancing.
20   (B) The legislative body holds a meeting during a proclaimed
21 state of emergency for the purpose of determining, by majority
22 vote, whether, as a result of the emergency, meeting in person
23 would present imminent risks to the health or safety of attendees.
24   (C) The legislative body holds a meeting during a proclaimed
25 state of emergency and has determined, by majority vote, pursuant
26 to subparagraph (B), that, as a result of the emergency, meeting
27 in person would present imminent risks to the health or safety of
28 attendees.
29   (2) A legislative body that holds a meeting pursuant to this
30 subdivision shall do all of the following:
31   (A) The legislative body shall give notice of the meeting and
32 post agendas as otherwise required by this chapter.
33   (B) The legislative body shall allow members of the public to
34 access the meeting and the agenda shall provide an opportunity
35 for members of the public to address the legislative body directly
36 pursuant to Section 54954.3. In each instance in which notice of
37 the time of the teleconferenced meeting is otherwise given or the
38 agenda for the meeting is otherwise posted, the legislative body
39 shall also give notice of the means by which members of the public
40 may access the meeting and offer public comment. The agenda

1 shall identify and include an opportunity for all persons to attend
2 via a call-in option or an internet-based service option. This
3 subparagraph shall not be construed to require the legislative body
4 to provide a physical location from which the public may attend
5 or comment.
6 (C) The legislative body shall conduct teleconference meetings
7 in a manner that protects the statutory and constitutional rights of
8 the parties and the public appearing before the legislative body of
9 a local agency.
10 (D) In the event of a disruption which prevents the public agency
11 from broadcasting the meeting to members of the public using the
12 call-in option or internet-based service option, or in the event of
13 a disruption within the local agency's control which prevents
14 members of the public from offering public comments using the
15 call-in option or internet-based service option, the body shall take
16 no further action on items appearing on the meeting agenda until
17 public access to the meeting via the call-in option or internet-based
18 service option is restored. Actions taken on agenda items during
19 a disruption which prevents the public agency from broadcasting
20 the meeting may be challenged pursuant to Section 54960.1.
21 (E) The legislative body shall not require public comments to
22 be submitted in advance of the meeting and must provide an
23 opportunity for the public to address the legislative body and offer
24 comment in real time. This subparagraph shall not be construed
25 to require the legislative body to provide a physical location from
26 which the public may attend or comment.
27 (F) Notwithstanding Section 54953.3, an individual desiring to
28 provide public comment through the use of an internet website, or
29 other online platform, not under the control of the local legislative
30 body, that requires registration to log in to a teleconference may
31 be required to register as required by the third-party internet
32 website or online platform to participate.
33 (G) (i) A legislative body that provides a timed public comment
34 period for each agenda item shall not close the public comment
35 period for the agenda item, or the opportunity to register, pursuant
36 to subparagraph (F), to provide public comment until that timed
37 public comment period has elapsed.
38 (ii) A legislative body that does not provide a timed public
39 comment period, but takes public comment separately on each
40 agenda item, shall allow a reasonable amount of time per agenda

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1 item to allow public members the opportunity to provide public
2 comment, including time for members of the public to register
3 pursuant to subparagraph (F), or otherwise be recognized for the
4 purpose of providing public comment.
5 (iii) A legislative body that provides a timed general public
6 comment period that does not correspond to a specific agenda item
7 shall not close the public comment period or the opportunity to
8 register, pursuant to subparagraph (F), until the timed general
9 public comment period has elapsed.
10 (3) If a state of emergency remains active, or state or local
11 officials have imposed or recommended measures to promote
12 social distancing, in order to continue to teleconference without
13 compliance with paragraph (3) of subdivision (b), the legislative
14 body shall, not later than 30 days after teleconferencing for the
15 first time pursuant to subparagraph (A), (B), or (C) of paragraph
16 (1), and every 30 days thereafter, make the following findings by
17 majority vote:
18 (A) The legislative body has reconsidered the circumstances of
19 the state of emergency.
20 (B) Any of the following circumstances exist:
21 (i) The state of emergency continues to directly impact the
22 ability of the members to meet safely in person.
23 (ii) State or local officials continue to impose or recommend
24 measures to promote social distancing.
25 (4) For the purposes of this subdivision, "state of emergency"
26 means a state of emergency proclaimed pursuant to Section 8625
27 of the California Emergency Services Act (Article 1 (commencing
28 with Section 8550) of Chapter 7 of Division 1 of Title 2).
29 (f) This section shall remain in effect only until January 1, 2024,
30 and as of that date is repealed.
31 SEC. 2. Section 54953 of the Government Code, as added by
32 Section 4 of Chapter 165 of the Statutes of 2021, is amended to
33 read:
34 54953. (a) All meetings of the legislative body of a local
35 agency shall be open and public, and all persons shall be permitted
36 to attend any meeting of the legislative body of a local agency,
37 except as otherwise provided in this chapter.
38 (b) (1) Notwithstanding any other law, the legislative body of
39 a local agency may use teleconferencing for the benefit of the
40 public and the legislative body of a local agency in connection

1 with any meeting or proceeding authorized by law. The
2 teleconferenced meeting or proceeding shall comply with all
3 requirements of this chapter and all otherwise applicable provisions
4 of law relating to a specific type of meeting or proceeding.
5   (2) Teleconferencing, as authorized by this section, may be used
6 for all purposes in connection with any meeting within the subject
7 matter jurisdiction of the legislative body. All votes taken during
8 a teleconferenced meeting shall be by rollcall.
9   (3) (A) If the legislative body of a local agency elects to use
10 teleconferencing, it shall post agendas at all teleconference
11 locations and conduct teleconference meetings in a manner that
12 protects the statutory and constitutional rights of the parties or the
13 public appearing before the legislative body of a local agency.
14   (B) Each teleconference location shall be identified in the notice
15 and agenda of the meeting or proceeding, and each teleconference
16 location shall be accessible to the public, except as provided in
17 subparagraph (E).
18   (C) The agenda shall identify any member of the legislative
19 body that will participate in the meeting remotely. If a member of
20 the legislative body elects to participate in the meeting remotely
21 after the agenda is posted, an updated agenda shall be posted. In
22 the time between the start of the meeting and 72 hours before a
23 regular meeting, in accordance with Section 54954.2, and 24 hours
24 before a special meeting, in accordance with Section 54956, a
25 legislative body shall only update the agenda to reflect the members
26 participating in the meeting remotely.
27   (D) During the teleconference, at least a quorum of the members
28 of the legislative body shall participate from locations within the
29 boundaries of the territory over which the local agency exercises
30 jurisdiction, except as provided in subdivision (d). The agenda
31 shall provide an opportunity for members of the public to address
32 the legislative body directly pursuant to Section 54954.3 at each
33 teleconference location, except as provided in subparagraph (E).
34   (E) If a member of a legislative body elects to teleconference
35 from a location that is not a public place, the legislative body shall
36 be exempt from identifying the address of the location in the notice
37 and agenda and from having the location be accessible to the public
38 ~~in both of the following circumstances:~~ *if both of the following*
39 *circumstances are present:*

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1   (i) The legislative body holds its first teleconferenced meeting
2   after passage of the act that added this subparagraph, for the
3   purpose of determining, by a majority vote, whether members will
4   not be required to identify the address of any private location from
5   which the member elects to teleconference. This determination
6   remains applicable to the legislative body until such time as the
7   legislative body votes otherwise.
8   (ii)
9   *(i) The legislative body holds a meeting and has* previously
10 determined, by majority vote, that members will not be required
11 to identify the address of any private location from which the
12 member elects to teleconference. *A determination described by*
13 *this clause shall remain applicable to the legislative body until*
14 *the legislative body votes otherwise.*
15 *(ii) At least a quorum of members of the legislative body*
16 *participates from a single physical location that is clearly identified*
17 *on the agenda, open to the public, and situated within the*
18 *boundaries of the territory over which the local agency has*
19 *jurisdiction.*
20 (F) If a legislative body elects to use teleconferencing as
21 authorized by this section, it shall provide both of the following:
22 (i) A video stream accessible to members of the public.
23 (ii) An option for members of the public to address the body
24 remotely during the public comment period through an audio-visual
25 or call-in option.
26 (4) For the purposes of this section, "teleconference" means a
27 meeting of a legislative body, the members of which are in different
28 locations, connected by electronic means, through either audio or
29 video, or both. Nothing in this section shall prohibit a local agency
30 from providing the public with additional teleconference locations.
31 (5) For the purposes of this section, "video stream" means a
32 medium in which the data from a live filming or a video file is
33 continuously delivered via the internet to a remote user, allowing
34 a video to be viewed online by the public without being
35 downloaded on a host computer or device.
36 (c) (1) No legislative body shall take action by secret ballot,
37 whether preliminary or final.
38 (2) The legislative body of a local agency shall publicly report
39 any action taken and the vote or abstention on that action of each
40 member present for the action.

1   (3) Prior to taking final action, the legislative body shall orally
2   report a summary of a recommendation for a final action on the
3   salaries, salary schedules, or compensation paid in the form of
4   fringe benefits of a local agency executive, as defined in
5   subdivision (d) of Section 3511.1, during the open meeting in
6   which the final action is to be taken. This paragraph shall not affect
7   the public's right under the California Public Records Act (Division
8   10 (commencing with Section 7920.000) of Title 1) to inspect or
9   copy records created or received in the process of developing the
10   recommendation.
11   (d) (1) Notwithstanding the provisions relating to a quorum in
12   paragraph (3) of subdivision (b), if a health authority conducts a
13   teleconference meeting, members who are outside the jurisdiction
14   of the authority may be counted toward the establishment of a
15   quorum when participating in the teleconference if at least 50
16   percent of the number of members that would establish a quorum
17   are present within the boundaries of the territory over which the
18   authority exercises jurisdiction, and the health authority provides
19   a teleconference number, and associated access codes, if any, that
20   allows any person to call in to participate in the meeting and the
21   number and access codes are identified in the notice and agenda
22   of the meeting.
23   (2) Nothing in this subdivision shall be construed as
24   discouraging health authority members from regularly meeting at
25   a common physical site within the jurisdiction of the authority or
26   from using teleconference locations within or near the jurisdiction
27   of the authority. A teleconference meeting for which a quorum is
28   established pursuant to this subdivision shall be subject to all other
29   requirements of this section.
30   (3) For purposes of this subdivision, a health authority means
31   any entity created pursuant to Sections 14018.7, 14087.31,
32   14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
33   and Institutions Code, any joint powers authority created pursuant
34   to Article 1 (commencing with Section 6500) of Chapter 5 of
35   Division 7 for the purpose of contracting pursuant to Section
36   14087.3 of the Welfare and Institutions Code, and any advisory
37   committee to a county-sponsored health plan licensed pursuant to
38   Chapter 2.2 (commencing with Section 1340) of Division 2 of the
39   Health and Safety Code if the advisory committee has 12 or more
40   members.

1   (e) This section shall become operative January 1, 2024.

2   (f) This section shall remain in effect only until January 1, 2030,
3   and as of that date is repealed.

4   SEC. 3.   Section 54953 is added to the Government Code, to
5   read:

6   54953.   (a) All meetings of the legislative body of a local
7   agency shall be open and public, and all persons shall be permitted
8   to attend any meeting of the legislative body of a local agency,
9   except as otherwise provided in this chapter.

10   (b) (1) Notwithstanding any other provision of law, the
11   legislative body of a local agency may use teleconferencing for
12   the benefit of the public and the legislative body of a local agency
13   in connection with any meeting or proceeding authorized by law.
14   The teleconferenced meeting or proceeding shall comply with all
15   requirements of this chapter and all otherwise applicable provisions
16   of law relating to a specific type of meeting or proceeding.

17   (2) Teleconferencing, as authorized by this section, may be used
18   for all purposes in connection with any meeting within the subject
19   matter jurisdiction of the legislative body. All votes taken during
20   a teleconferenced meeting shall be by rollcall.

21   (3) If the legislative body of a local agency elects to use
22   teleconferencing, it shall post agendas at all teleconference
23   locations and conduct teleconference meetings in a manner that
24   protects the statutory and constitutional rights of the parties or the
25   public appearing before the legislative body of a local agency.
26   Each teleconference location shall be identified in the notice and
27   agenda of the meeting or proceeding, and each teleconference
28   location shall be accessible to the public. During the teleconference,
29   at least a quorum of the members of the legislative body shall
30   participate from locations within the boundaries of the territory
31   over which the local agency exercises jurisdiction, except as
32   provided in subdivision (d). The agenda shall provide an
33   opportunity for members of the public to address the legislative
34   body directly pursuant to Section 54954.3 at each teleconference
35   location.

36   (4) For the purposes of this section, "teleconference" means a
37   meeting of a legislative body, the members of which are in different
38   locations, connected by electronic means, through either audio or
39   video, or both. Nothing in this section shall prohibit a local agency

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1   from providing the public with additional teleconference ~~locations~~
2   *locations.*
3   (c) (1) No legislative body shall take action by secret ballot,
4   whether preliminary or final.
5   (2) The legislative body of a local agency shall publicly report
6   any action taken and the vote or abstention on that action of each
7   member present for the action.
8   (3) Prior to taking final action, the legislative body shall orally
9   report a summary of a recommendation for a final action on the
10 salaries, salary schedules, or compensation paid in the form of
11 fringe benefits of a local agency executive, as defined in
12 subdivision (d) of Section 3511.1, during the open meeting in
13 which the final action is to be taken. This paragraph shall not affect
14 the public's right under the California Public Records Act (Division
15 10 (commencing with Section 7920.000) of Title 1) to inspect or
16 copy records created or received in the process of developing the
17 recommendation.
18 (d) (1) Notwithstanding the provisions relating to a quorum in
19 paragraph (3) of subdivision (b), if a health authority conducts a
20 teleconference meeting, members who are outside the jurisdiction
21 of the authority may be counted toward the establishment of a
22 quorum when participating in the teleconference if at least 50
23 percent of the number of members that would establish a quorum
24 are present within the boundaries of the territory over which the
25 authority exercises jurisdiction, and the health authority provides
26 a teleconference number, and associated access codes, if any, that
27 allows any person to call in to participate in the meeting and the
28 number and access codes are identified in the notice and agenda
29 of the meeting.
30 (2) Nothing in this subdivision shall be construed as
31 discouraging health authority members from regularly meeting at
32 a common physical site within the jurisdiction of the authority or
33 from using teleconference locations within or near the jurisdiction
34 of the authority. A teleconference meeting for which a quorum is
35 established pursuant to this subdivision shall be subject to all other
36 requirements of this section.
37 (3) For purposes of this subdivision, a health authority means
38 any entity created pursuant to Sections 14018.7, 14087.31,
39 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
40 and Institutions Code, any joint powers authority created pursuant

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1   to Article 1 (commencing with Section 6500) of Chapter 5 of
2   Division 7 for the purpose of contracting pursuant to Section
3   14087.3 of the Welfare and Institutions Code, and any advisory
4   committee to a county-sponsored health plan licensed pursuant to
5   Chapter 2.2 (commencing with Section 1340) of Division 2 of the
6   Health and Safety Code if the advisory committee has 12 or more
7   members.
8   (e) This section shall become operative January 1, 2030.
9   SEC. 4.   The Legislature finds and declares that Sections 1, 2,
10   and 3 of this act, which amend, repeal, and add Section 54953 of
11   the Government Code, further, within the meaning of paragraph
12   (7) of subdivision (b) of Section 3 of Article I of the California
13   Constitution, the purposes of that constitutional section as it relates
14   to the right of public access to the meetings of local public bodies
15   or the writings of local public officials and local agencies. Pursuant
16   to paragraph (7) of subdivision (b) of Section 3 of Article I of the
17   California Constitution, the Legislature makes the following
18   findings:
19   This act is necessary to ensure minimum standards for public
20   participation allowing for greater public participation in
21   teleconference meetings.
22   SEC. 5.   (a) The Legislature finds and declares that during the
23   COVID-19 public health emergency, certain requirements of the
24   Ralph M. Brown Act (Chapter 9 (commencing with Section 54950)
25   of Part 1 of Division 2 of Title 5 of the Government Code) and the
26   Bagley-Keene Open Meeting Act (Article 9 (commencing with
27   Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of
28   the Government Code) were suspended by Executive Order No.
29   N-29-20. Audio and video teleconference were widely used to
30   conduct public meetings in lieu of physical location meetings, and
31   public meetings conducted by teleconference during the COVID-19
32   public health emergency have been productive, have increased
33   public participation by all members of the public regardless of
34   their location in the state and ability to travel to physical meeting
35   locations, have protected the health and safety of civil servants
36   and the public, and have reduced travel costs incurred by members
37   of state bodies and reduced work hours spent traveling to and from
38   meetings.
39   (b) The Legislature finds and declares that Sections 1, 2, and 3
40   of this act, which amend, repeal, and add Section 54953 of the

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1   Government Code, impose a potential limitation on the public's
2   right of access to the meetings of public bodies or the writings of
3   public officials and agencies within the meaning of Section 3 of
4   Article I of the California Constitution. Pursuant to that
5   constitutional provision, the Legislature makes the following
6   findings to demonstrate the interest protected by this potential
7   limitation and the need for protecting that interest:
8   By removing the requirement for each teleconference location
9   to be identified in the notice and agenda, including the member's
10   private home address, and by providing exceptions to the
11   requirements that each teleconference location must be accessible
12   to the public and that members of the public be given the
13   opportunity to address the legislative body directly at each
14   teleconference location, this act protects the personal, private
15   information and location of public officials and their families while
16   preserving the public's right to access information concerning the
17   conduct of the people's business.

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AMENDED IN SENATE AUGUST 8, 2022

AMENDED IN SENATE JUNE 30, 2022

AMENDED IN SENATE JUNE 23, 2022

AMENDED IN SENATE JUNE 15, 2022

AMENDED IN ASSEMBLY MAY 23, 2022

CALIFORNIA LEGISLATURE—2021–22 REGULAR SESSION

ASSEMBLY BILL   No. 2449

Introduced by Assembly Member Blanca Rubio

February 17, 2022

An act to amend, repeal, and add ~~Section~~ *Sections* 54953 *and 54954.2* of the Government Code, relating to local government.

LEGISLATIVE COUNSEL'S DIGEST

AB 2449, as amended, Blanca Rubio. Open meetings: local agencies: teleconferences.

Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. *The act generally requires posting an agenda at least 72 hours before a regular meeting that contains a brief general description of each item of business to be transacted or discussed at the meeting, and prohibits any action or discussion from being undertaken on any item not appearing on the posted agenda. The act authorizes a legislative body to take action on items of business not appearing on the posted agenda under specified conditions.* The act contains specified provisions regarding ~~the timelines for posting an~~

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agenda and providing for the ability of the public to observe and provide comment. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined.

Existing law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with those specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health.

This bill would revise and recast those teleconferencing provisions and, until January 1, 2026, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements that each teleconference location be identified in the notice and agenda and that each teleconference location be accessible to the public if at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the local agency's jurisdiction. Under this exception, the bill would authorize a member to participate remotely under specified circumstances, including participating remotely for just cause or due to emergency circumstances. The emergency circumstances basis for remote participation would be contingent on a request to, and action by, the legislative body. *body, as prescribed. The bill, until January 1, 2026, would authorize a legislative body to consider and take action on a request from a member to participate in a meeting remotely due to emergency circumstances if the request does not allow sufficient time to place the proposed action on the posted agenda for the meeting for which the request is made.* The bill would define terms for purposes of these teleconferencing provisions.

This bill would impose prescribed requirements for this exception relating to notice, agendas, the means and manner of access, and procedures for disruptions. The bill would require the legislative body

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to implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with federal law.

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

This bill would make legislative findings to that effect.

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

This bill would make legislative findings to that effect.

Vote: majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

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

1 SECTION 1. Section 54953 of the Government Code, as
2 amended by Section 3 of Chapter 165 of the Statutes of 2021, is
3 amended to read:
4 54953. (a) All meetings of the legislative body of a local
5 agency shall be open and public, and all persons shall be permitted
6 to attend any meeting of the legislative body of a local agency,
7 except as otherwise provided in this chapter.
8 (b) (1) Notwithstanding any other provision of law, the
9 legislative body of a local agency may use teleconferencing for
10 the benefit of the public and the legislative body of a local agency
11 in connection with any meeting or proceeding authorized by law.
12 The teleconferenced meeting or proceeding shall comply with all
13 otherwise applicable requirements of this chapter and all otherwise
14 applicable provisions of law relating to a specific type of meeting
15 or proceeding.
16 (2) Teleconferencing, as authorized by this section, may be used
17 for all purposes in connection with any meeting within the subject
18 matter jurisdiction of the legislative body. If the legislative body

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1 of a local agency elects to use teleconferencing, the legislative
2 body of a local agency shall comply with all of the following:
3 (A) All votes taken during a teleconferenced meeting shall be
4 by rollcall.
5 (B) The teleconferenced meetings shall be conducted in a
6 manner that protects the statutory and constitutional rights of the
7 parties or the public appearing before the legislative body of a
8 local agency.
9 (C) The legislative body shall give notice of the meeting and
10 post agendas as otherwise required by this chapter.
11 (D) The legislative body shall allow members of the public to
12 access the meeting and the agenda shall provide an opportunity
13 for members of the public to address the legislative body directly
14 pursuant to Section 54954.3.
15 (3) If the legislative body of a local agency elects to use
16 teleconferencing, it shall post agendas at all teleconference
17 locations. Each teleconference location shall be identified in the
18 notice and agenda of the meeting or proceeding, and each
19 teleconference location shall be accessible to the public. During
20 the teleconference, at least a quorum of the members of the
21 legislative body shall participate from locations within the
22 boundaries of the territory over which the local agency exercises
23 jurisdiction, except as provided in subdivisions (d) and (e).
24 (c) (1) No legislative body shall take action by secret ballot,
25 whether preliminary or final.
26 (2) The legislative body of a local agency shall publicly report
27 any action taken and the vote or abstention on that action of each
28 member present for the action.
29 (3) Prior to taking final action, the legislative body shall orally
30 report a summary of a recommendation for a final action on the
31 salaries, salary schedules, or compensation paid in the form of
32 fringe benefits of a local agency executive, as defined in
33 subdivision (d) of Section 3511.1, during the open meeting in
34 which the final action is to be taken. This paragraph shall not affect
35 the public's right under the California Public Records Act (Division
36 10 (commencing with Section 7920.000) of Title 1) to inspect or
37 copy records created or received in the process of developing the
38 recommendation.
39 (d) (1) Notwithstanding the provisions relating to a quorum in
40 paragraph (3) of subdivision (b), if a health authority conducts a

1 teleconference meeting, members who are outside the jurisdiction
2 of the authority may be counted toward the establishment of a
3 quorum when participating in the teleconference if at least 50
4 percent of the number of members that would establish a quorum
5 are present within the boundaries of the territory over which the
6 authority exercises jurisdiction, and the health authority provides
7 a teleconference number, and associated access codes, if any, that
8 allows any person to call in to participate in the meeting and the
9 number and access codes are identified in the notice and agenda
10 of the meeting.
11   (2) Nothing in this subdivision shall be construed as
12 discouraging health authority members from regularly meeting at
13 a common physical site within the jurisdiction of the authority or
14 from using teleconference locations within or near the jurisdiction
15 of the authority. A teleconference meeting for which a quorum is
16 established pursuant to this subdivision shall be subject to all other
17 requirements of this section.
18   (3) For purposes of this subdivision, a health authority means
19 any entity created pursuant to Sections 14018.7, 14087.31,
20 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
21 and Institutions Code, any joint powers authority created pursuant
22 to Article 1 (commencing with Section 6500) of Chapter 5 of
23 Division 7 for the purpose of contracting pursuant to Section
24 14087.3 of the Welfare and Institutions Code, and any advisory
25 committee to a county-sponsored health plan licensed pursuant to
26 Chapter 2.2 (commencing with Section 1340) of Division 2 of the
27 Health and Safety Code if the advisory committee has 12 or more
28 members.
29   (e) (1) The legislative body of a local agency may use
30 teleconferencing without complying with the requirements of
31 paragraph (3) of subdivision (b) if the legislative body complies
32 with the requirements of paragraph (2) of this subdivision in any
33 of the following circumstances:
34   (A) The legislative body holds a meeting during a proclaimed
35 state of emergency, and state or local officials have imposed or
36 recommended measures to promote social distancing.
37   (B) The legislative body holds a meeting during a proclaimed
38 state of emergency for the purpose of determining, by majority
39 vote, whether as a result of the emergency, meeting in person
40 would present imminent risks to the health or safety of attendees.

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1   (C) The legislative body holds a meeting during a proclaimed
2   state of emergency and has determined, by majority vote, pursuant
3   to subparagraph (B), that, as a result of the emergency, meeting
4   in person would present imminent risks to the health or safety of
5   attendees.
6   (2) A legislative body that holds a meeting pursuant to this
7   subdivision shall do all of the following:
8   (A) In each instance in which notice of the time of the
9   teleconferenced meeting is otherwise given or the agenda for the
10   meeting is otherwise posted, the legislative body shall also give
11   notice of the means by which members of the public may access
12   the meeting and offer public comment. The agenda shall identify
13   and include an opportunity for all persons to attend via a call-in
14   option or an internet-based service option.
15   (B) In the event of a disruption that prevents the legislative body
16   from broadcasting the meeting to members of the public using the
17   call-in option or internet-based service option, or in the event of
18   a disruption within the local agency's control that prevents
19   members of the public from offering public comments using the
20   call-in option or internet-based service option, the legislative body
21   shall take no further action on items appearing on the meeting
22   agenda until public access to the meeting via the call-in option or
23   internet-based service option is restored. Actions taken on agenda
24   items during a disruption that prevents the legislative body from
25   broadcasting the meeting may be challenged pursuant to Section
26   54960.1.
27   (C) The legislative body shall not require public comments to
28   be submitted in advance of the meeting and must provide an
29   opportunity for the public to address the legislative body and offer
30   comment in real time.
31   (D) Notwithstanding Section 54953.3, an individual desiring to
32   provide public comment through the use of an internet website, or
33   other online platform, not under the control of the local legislative
34   body, that requires registration to log in to a teleconference may
35   be required to register as required by the third-party internet
36   website or online platform to participate.
37   (E) (i) A legislative body that provides a timed public comment
38   period for each agenda item shall not close the public comment
39   period for the agenda item, or the opportunity to register, pursuant

1 to subparagraph (F), to provide public comment until that timed
2 public comment period has elapsed.
3 (ii) A legislative body that does not provide a timed public
4 comment period, but takes public comment separately on each
5 agenda item, shall allow a reasonable amount of time per agenda
6 item to allow public members the opportunity to provide public
7 comment, including time for members of the public to register
8 pursuant to subparagraph (F), or otherwise be recognized for the
9 purpose of providing public comment.
10 (iii) A legislative body that provides a timed general public
11 comment period that does not correspond to a specific agenda item
12 shall not close the public comment period or the opportunity to
13 register, pursuant to subparagraph (F), until the timed general
14 public comment period has elapsed.
15 (3) If a state of emergency remains active, or state or local
16 officials have imposed or recommended measures to promote
17 social distancing, in order to continue to teleconference without
18 compliance with paragraph (3) of subdivision (b), the legislative
19 body shall, not later than 30 days after teleconferencing for the
20 first time pursuant to subparagraph (A), (B), or (C) of paragraph
21 (1), and every 30 days thereafter, make the following findings by
22 majority vote:
23 (A) The legislative body has reconsidered the circumstances of
24 the state of emergency.
25 (B) Any of the following circumstances exist:
26 (i) The state of emergency continues to directly impact the
27 ability of the members to meet safely in person.
28 (ii) State or local officials continue to impose or recommend
29 measures to promote social distancing.
30 (4) This subdivision shall not be construed to require the
31 legislative body to provide a physical location from which the
32 public may attend or comment.
33 (f) (1) The legislative body of a local agency may use
34 teleconferencing without complying with paragraph (3) of
35 subdivision (b) if, during the teleconference meeting, at least a
36 quorum of the members of the legislative body participates in
37 person from a singular physical location clearly identified on the
38 agenda, which location shall be open to the public and situated
39 within the boundaries of the territory over which the local agency

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1 exercises jurisdiction and the legislative body complies with all
2 of the following:
3 (A) The legislative body shall provide at least one of the
4 following as a means by which the public may remotely hear and
5 visually observe the meeting, and remotely address the legislative
6 body:
7 (i) A two-way audiovisual platform.
8 (ii) A two-way telephonic service and a live webcasting of the
9 meeting.
10 (B) In each instance in which notice of the time of the
11 teleconferenced meeting is otherwise given or the agenda for the
12 meeting is otherwise posted, the legislative body shall also give
13 notice of the means by which members of the public may access
14 the meeting and offer public comment.
15 (C) The agenda shall identify and include an opportunity for all
16 persons to attend and address the legislative body directly pursuant
17 to Section 54954.3 via a call-in option, via an internet-based service
18 option, and at the in-person location of the meeting.
19 (D) In the event of a disruption that prevents the legislative body
20 from broadcasting the meeting to members of the public using the
21 call-in option or internet-based service option, or in the event of
22 a disruption within the local agency's control that prevents
23 members of the public from offering public comments using the
24 call-in option or internet-based service option, the legislative body
25 shall take no further action on items appearing on the meeting
26 agenda until public access to the meeting via the call-in option or
27 internet-based service option is restored. Actions taken on agenda
28 items during a disruption that prevents the legislative body from
29 broadcasting the meeting may be challenged pursuant to Section
30 54960.1.
31 (E) The legislative body shall not require public comments to
32 be submitted in advance of the meeting and must provide an
33 opportunity for the public to address the legislative body and offer
34 comment in real time.
35 (F) Notwithstanding Section 54953.3, an individual desiring to
36 provide public comment through the use of an internet website, or
37 other online platform, not under the control of the local legislative
38 body, that requires registration to log in to a teleconference may
39 be required to register as required by the third-party internet
40 website or online platform to participate.

1   (2) A member of the legislative body shall only participate in
2 the meeting remotely pursuant to this subdivision, if all of the
3 following requirements are met:
4   (A) One of the following circumstances applies:
5   (i) The member notifies the legislative body at the earliest
6 opportunity possible, including at the start of a regular meeting,
7 of their need to participate remotely for just cause, including a
8 general description of the circumstances relating to their need to
9 appear remotely at the given meeting. The provisions of this clause
10 shall not be used by any member of the legislative body for more
11 than two meetings per calendar year.
12   (ii) The member requests the legislative body to allow them to
13 participate in the meeting remotely due to emergency circumstances
14 and the legislative body takes action to approve the request. The
15 legislative body shall request a general description of the
16 circumstances relating to their need to appear remotely at the given
17 meeting. A general description of an item generally need not exceed
18 20 words and shall not require the member to disclose any medical
19 diagnosis or disability, or any personal medical information that
20 is already exempt under existing law, such as the Confidentiality
21 of Medical Information Act (Chapter 1 (commencing with Section
22 56) of Part 2.6 of Division 1 of the Civil Code). For the purposes
23 of this clause, the following requirements apply:
24   ~~(I) The legislative body may take action on the member's request~~
25 ~~to participate remotely at the earliest opportunity, including the~~
26 ~~beginning of the meeting at which the member has requested the~~
27 ~~ability to participate remotely.~~
28   ~~(II) The member shall make such a request at each meeting that~~
29 ~~they desire to participate remotely pursuant to this clause.~~
30   *(I) A member shall make a request to participate remotely at a*
31 *meeting pursuant to this clause as soon as possible. The member*
32 *shall make a separate request for each meeting in which they seek*
33 *to participate remotely.*
34   *(II) The legislative body may take action on a request to*
35 *participate remotely at the earliest opportunity. If the request does*
36 *not allow sufficient time to place proposed action on such a request*
37 *on the posted agenda for the meeting for which the request is made,*
38 *the legislative body may take action at the beginning of the meeting*
39 *in accordance with paragraph (4) of subdivision (b) of Section*
40 *54954.2.*

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1   (B) The member shall publicly disclose at the meeting before
2 any action is taken, whether any other individuals 18 years of age
3 or older are present in the room at the remote location with the
4 member, and the general nature of the member's relationship with
5 any such individuals.
6   (C) The member shall participate through both audio and visual
7 technology.
8   (3) The provisions of this subdivision shall not serve as a means
9 for any member of a legislative body to participate in meetings of
10 the legislative body solely by teleconference from a remote location
11 for a period of more than three consecutive months or 20 percent
12 of the regular meetings for the local agency within a calendar year,
13 or more than two meetings if the legislative body regularly meets
14 fewer than 10 times per calendar year.
15   (g) The legislative body shall have and implement a procedure
16 for receiving and swiftly resolving requests for reasonable
17 accommodation for individuals with disabilities, consistent with
18 the federal Americans with Disabilities Act of 1990 (42 U.S.C.
19 Sec. 12132), and resolving any doubt in favor of accessibility. In
20 each instance in which notice of the time of the meeting is
21 otherwise given or the agenda for the meeting is otherwise posted,
22 the legislative body shall also give notice of the procedure for
23 receiving and resolving requests for accommodation.
24   (h) The legislative body shall conduct meetings subject to this
25 chapter consistent with applicable ~~state and federal civil rights,~~
26 ~~language access,~~ *civil rights* and ~~other~~ nondiscrimination laws.
27   (i) (1) Nothing in this section shall prohibit a legislative body
28 from providing the public with additional teleconference locations.
29   (2) Nothing in this section shall prohibit a legislative body from
30 providing members of the public with additional physical locations
31 in which the public may observe and address the legislative body
32 by electronic means.
33   (j) For the purposes of this section, the following definitions
34 shall apply:
35   (1) "Emergency circumstances" means a physical or family
36 medical emergency that prevents a member from attending in
37 person.
38   (2) "Just cause" means any of the following:
39   (A) A childcare or caregiving need of a child, parent,
40 grandparent, grandchild, sibling, spouse, or domestic partner that

1   requires them to participate remotely. "Child," "parent,"
2   "grandparent," "grandchild," and "sibling" have the same meaning
3   as those terms do in Section 12945.2.
4   (B) A contagious illness that prevents a member from attending
5   in person.
6   (C) A need related to a physical or mental disability as defined
7   in Sections 12926 and 12926.1 not otherwise accommodated by
8   subdivision (g).
9   (D) Travel while on official business of the legislative body or
10 another state or local agency.
11   (3) "Remote location" means a location from which a member
12 of a legislative body participates in a meeting pursuant to
13 subdivision (f), other than any physical meeting location designated
14 in the notice of the meeting. Remote locations need not be
15 accessible to the public.
16   (4) "Remote participation" means participation in a meeting by
17 teleconference at a location other than any physical meeting
18 location designated in the notice of the meeting. Watching or
19 listening to a meeting via webcasting or another similar electronic
20 medium that does not permit members to interactively hear,
21 discuss, or deliberate on matters, does not constitute remote
22 participation.
23   (5) "State of emergency" means a state of emergency proclaimed
24 pursuant to Section 8625 of the California Emergency Services
25 Act (Article 1 (commencing with Section 8550) of Chapter 7 of
26 Division 1 of Title 2).
27   (6) "Teleconference" means a meeting of a legislative body,
28 the members of which are in different locations, connected by
29 electronic means, through either audio or video, or both.
30   (7) "Two-way audiovisual platform" means an online platform
31 that provides participants with the ability to participate in a meeting
32 via both an interactive video conference and a two-way telephonic
33 function.
34   (8) "Two-way telephonic service" means a telephone service
35 that does not require internet access, is not provided as part of a
36 two-way audiovisual platform, and allows participants to dial a
37 telephone number to listen and verbally participate.
38   (9) "Webcasting" means a streaming video broadcast online or
39 on television, using streaming media technology to distribute a
40 single content source to many simultaneous listeners and viewers.

1   (k) This section shall remain in effect only until January 1, 2024,
2 and as of that date is repealed.
3   SEC. 2. Section 54953 of the Government Code, as added by
4 Section 4 of Chapter 165 of the Statutes of 2021, is amended to
5 read:
6   54953. (a) All meetings of the legislative body of a local
7 agency shall be open and public, and all persons shall be permitted
8 to attend any meeting of the legislative body of a local agency,
9 except as otherwise provided in this chapter.
10   (b) (1) Notwithstanding any other provision of law, the
11 legislative body of a local agency may use teleconferencing for
12 the benefit of the public and the legislative body of a local agency
13 in connection with any meeting or proceeding authorized by law.
14 The teleconferenced meeting or proceeding shall comply with all
15 otherwise applicable requirements of this chapter and all otherwise
16 applicable provisions of law relating to a specific type of meeting
17 or proceeding.
18   (2) Teleconferencing, as authorized by this section, may be used
19 for all purposes in connection with any meeting within the subject
20 matter jurisdiction of the legislative body. If the legislative body
21 of a local agency elects to use teleconferencing, the legislative
22 body of a local agency shall comply with all of the following:
23   (A) All votes taken during a teleconferenced meeting shall be
24 by rollcall.
25   (B) The teleconferenced meetings shall be conducted in a
26 manner that protects the statutory and constitutional rights of the
27 parties or the public appearing before the legislative body of a
28 local agency.
29   (C) The legislative body shall give notice of the meeting and
30 post agendas as otherwise required by this chapter.
31   (D) The legislative body shall allow members of the public to
32 access the meeting and the agenda shall provide an opportunity
33 for members of the public to address the legislative body directly
34 pursuant to Section 54954.3.
35   (3) If the legislative body of a local agency elects to use
36 teleconferencing, it shall post agendas at all teleconference
37 locations. Each teleconference location shall be identified in the
38 notice and agenda of the meeting or proceeding, and each
39 teleconference location shall be accessible to the public. During
40 the teleconference, at least a quorum of the members of the

1   legislative body shall participate from locations within the
2   boundaries of the territory over which the local agency exercises
3   jurisdiction, except as provided in subdivision (d).
4   (c) (1) No legislative body shall take action by secret ballot,
5   whether preliminary or final.
6   (2) The legislative body of a local agency shall publicly report
7   any action taken and the vote or abstention on that action of each
8   member present for the action.
9   (3) Prior to taking final action, the legislative body shall orally
10 report a summary of a recommendation for a final action on the
11 salaries, salary schedules, or compensation paid in the form of
12 fringe benefits of a local agency executive, as defined in
13 subdivision (d) of Section 3511.1, during the open meeting in
14 which the final action is to be taken. This paragraph shall not affect
15 the public's right under the California Public Records Act (Division
16 10 (commencing with Section 7920.000) of Title 1) to inspect or
17 copy records created or received in the process of developing the
18 recommendation.
19   (d) (1) Notwithstanding the provisions relating to a quorum in
20 paragraph (3) of subdivision (b), if a health authority conducts a
21 teleconference meeting, members who are outside the jurisdiction
22 of the authority may be counted toward the establishment of a
23 quorum when participating in the teleconference if at least 50
24 percent of the number of members that would establish a quorum
25 are present within the boundaries of the territory over which the
26 authority exercises jurisdiction, and the health authority provides
27 a teleconference number, and associated access codes, if any, that
28 allows any person to call in to participate in the meeting and the
29 number and access codes are identified in the notice and agenda
30 of the meeting.
31   (2) Nothing in this subdivision shall be construed as
32 discouraging health authority members from regularly meeting at
33 a common physical site within the jurisdiction of the authority or
34 from using teleconference locations within or near the jurisdiction
35 of the authority. A teleconference meeting for which a quorum is
36 established pursuant to this subdivision shall be subject to all other
37 requirements of this section.
38   (3) For purposes of this subdivision, a health authority means
39 any entity created pursuant to Sections 14018.7, 14087.31,
40 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare

1 and Institutions Code, any joint powers authority created pursuant
2 to Article 1 (commencing with Section 6500) of Chapter 5 of
3 Division 7 for the purpose of contracting pursuant to Section
4 14087.3 of the Welfare and Institutions Code, and any advisory
5 committee to a county-sponsored health plan licensed pursuant to
6 Chapter 2.2 (commencing with Section 1340) of Division 2 of the
7 Health and Safety Code if the advisory committee has 12 or more
8 members.
9 (e) (1) The legislative body of a local agency may use
10 teleconferencing without complying with paragraph (3) of
11 subdivision (b) if, during the teleconference meeting, at least a
12 quorum of the members of the legislative body participates in
13 person from a singular physical location clearly identified on the
14 agenda, which location shall be open to the public and situated
15 within the boundaries of the territory over which the local agency
16 exercises jurisdiction and the legislative body complies with all
17 of the following:
18 (A) The legislative body shall provide at least one of the
19 following as a means by which the public may remotely hear and
20 visually observe the meeting, and remotely address the legislative
21 body:
22 (i) A two-way audiovisual platform.
23 (ii) A two-way telephonic service and a live webcasting of the
24 meeting.
25 (B) In each instance in which notice of the time of the
26 teleconferenced meeting is otherwise given or the agenda for the
27 meeting is otherwise posted, the legislative body shall also give
28 notice of the means by which members of the public may access
29 the meeting and offer public comment.
30 (C) The agenda shall identify and include an opportunity for all
31 persons to attend and address the legislative body directly pursuant
32 to Section 54954.3 via a call-in option, via an internet-based service
33 option, and at the in-person location of the meeting.
34 (D) In the event of a disruption that prevents the legislative body
35 from broadcasting the meeting to members of the public using the
36 call-in option or internet-based service option, or in the event of
37 a disruption within the local agency's control that prevents
38 members of the public from offering public comments using the
39 call-in option or internet-based service option, the legislative body
40 shall take no further action on items appearing on the meeting

1   agenda until public access to the meeting via the call-in option or
2   internet-based service option is restored. Actions taken on agenda
3   items during a disruption that prevents the legislative body from
4   broadcasting the meeting may be challenged pursuant to Section
5   54960.1.
6   (E) The legislative body shall not require public comments to
7   be submitted in advance of the meeting and must provide an
8   opportunity for the public to address the legislative body and offer
9   comment in real time.
10 (F) Notwithstanding Section 54953.3, an individual desiring to
11 provide public comment through the use of an internet website, or
12 other online platform, not under the control of the local legislative
13 body, that requires registration to log in to a teleconference may
14 be required to register as required by the third-party internet
15 website or online platform to participate.
16 (2) A member of the legislative body shall only participate in
17 the meeting remotely pursuant to this subdivision, if all of the
18 following requirements are met:
19 (A) One of the following circumstances applies:
20 (i) The member notifies the legislative body at the earliest
21 opportunity possible, including at the start of a regular meeting,
22 of their need to participate remotely for just cause, including a
23 general description of the circumstances relating to their need to
24 appear remotely at the given meeting. The provisions of this clause
25 shall not be used by any member of the legislative body for more
26 than two meetings per calendar year.
27 (ii) The member requests the legislative body to allow them to
28 participate in the meeting remotely due to emergency circumstances
29 and the legislative body takes action to approve the request. The
30 legislative body shall request a general description of the
31 circumstances relating to their need to appear remotely at the given
32 meeting. A general description of an item generally need not exceed
33 20 words and shall not require the member to disclose any medical
34 diagnosis or disability, or any personal medical information that
35 is already exempt under existing law, such as the Confidentiality
36 of Medical Information Act (Chapter 1 (commencing with Section
37 56) of Part 2.6 of Division 1 of the Civil Code). For the purposes
38 of this clause, the following requirements apply:
39 ~~(I) The legislative body may take action on the member's request~~
40 ~~to participate remotely at the earliest opportunity, including the~~

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1 ~~beginning of the meeting at which the member has requested the~~
2 ~~ability to participate remotely.~~
3 ~~(II) The member shall make such a request at each meeting that~~
4 ~~they desire to participate remotely pursuant to this clause.~~
5 *(I) A member shall make a request to participate remotely at a*
6 *meeting pursuant to this clause as soon as possible. The member*
7 *shall make a separate request for each meeting in which they seek*
8 *to participate remotely.*
9 *(II) The legislative body may take action on a request to*
10 *participate remotely at the earliest opportunity. If the request does*
11 *not allow sufficient time to place proposed action on such a request*
12 *on the posted agenda for the meeting for which the request is made,*
13 *the legislative body may take action at the beginning of the meeting*
14 *in accordance with paragraph (4) of subdivision (b) of Section*
15 *54954.2.*
16 (B) The member shall publicly disclose at the meeting before
17 any action is taken whether any other individuals 18 years of age
18 or older are present in the room at the remote location with the
19 member, and the general nature of the member's relationship with
20 any such individuals.
21 (C) The member shall participate through both audio and visual
22 technology.
23 (3) The provisions of this subdivision shall not serve as a means
24 for any member of a legislative body to participate in meetings of
25 the legislative body solely by teleconference from a remote location
26 for a period of more than three consecutive months or 20 percent
27 of the regular meetings for the local agency within a calendar year,
28 or more than two meetings if the legislative body regularly meets
29 fewer than 10 times per calendar year.
30 (f) The legislative body shall have and implement a procedure
31 for receiving and swiftly resolving requests for reasonable
32 accommodation for individuals with disabilities, consistent with
33 the federal Americans with Disabilities Act of 1990 (42 U.S.C.
34 Sec. 12132), and resolving any doubt in favor of accessibility. In
35 each instance in which notice of the time of the meeting is
36 otherwise given or the agenda for the meeting is otherwise posted,
37 the legislative body shall also give notice of the procedure for
38 receiving and resolving requests for accommodation.

1   (g) The legislative body shall conduct meetings subject to this
2   chapter consistent with applicable ~~state and federal civil rights,~~
3   ~~language access,~~ *civil rights* and ~~other~~ nondiscrimination laws.
4   (h) (1) Nothing in this section shall prohibit a legislative body
5   from providing the public with additional teleconference locations.
6   (2) Nothing in this section shall prohibit a legislative body from
7   providing members of the public with additional physical locations
8   in which the public may observe and address the legislative body
9   by electronic means.
10   (i) For the purposes of this section, the following definitions
11   shall apply:
12   (1) "Emergency circumstances" means a physical or family
13   medical emergency that prevents a member from attending in
14   person.
15   (2) "Just cause" means any of the following:
16   (A) A childcare or caregiving need of a child, parent,
17   grandparent, grandchild, sibling, spouse, or domestic partner that
18   requires them to participate remotely. "Child," "parent,"
19   "grandparent," "grandchild," and "sibling" have the same meaning
20   as those terms do in Section 12945.2.
21   (B) A contagious illness that prevents a member from attending
22   in person.
23   (C) A need related to a physical or mental disability as defined
24   in Sections 12926 and 12926.1 not otherwise accommodated by
25   subdivision (f).
26   (D) Travel while on official business of the legislative body or
27   another state or local agency.
28   (3) "Remote location" means a location from which a member
29   of a legislative body participates in a meeting pursuant to
30   subdivision (e), other than any physical meeting location designated
31   in the notice of the meeting. Remote locations need not be
32   accessible to the public.
33   (4) "Remote participation" means participation in a meeting by
34   teleconference at a location other than any physical meeting
35   location designated in the notice of the meeting. Watching or
36   listening to a meeting via webcasting or another similar electronic
37   medium that does not permit members to interactively hear,
38   discuss, or deliberate on matters, does not constitute remote
39   participation.

1   (5) "Teleconference" means a meeting of a legislative body,
2 the members of which are in different locations, connected by
3 electronic means, through either audio or video, or both.
4   (6) "Two-way audiovisual platform" means an online platform
5 that provides participants with the ability to participate in a meeting
6 via both an interactive video conference and a two-way telephonic
7 function.
8   (7) "Two-way telephonic service" means a telephone service
9 that does not require internet access, is not provided as part of a
10 two-way audiovisual platform, and allows participants to dial a
11 telephone number to listen and verbally participate.
12   (8) "Webcasting" means a streaming video broadcast online or
13 on television, using streaming media technology to distribute a
14 single content source to many simultaneous listeners and viewers.
15   (j) This section shall become operative January 1, 2024, shall
16 remain in effect only until January 1, 2026, and as of that date is
17 repealed.
18   SEC. 3. Section 54953 is added to the Government Code, to
19 read:
20   54953. (a) All meetings of the legislative body of a local
21 agency shall be open and public, and all persons shall be permitted
22 to attend any meeting of the legislative body of a local agency,
23 except as otherwise provided in this chapter.
24   (b) (1) Notwithstanding any other provision of law, the
25 legislative body of a local agency may use teleconferencing for
26 the benefit of the public and the legislative body of a local agency
27 in connection with any meeting or proceeding authorized by law.
28 The teleconferenced meeting or proceeding shall comply with all
29 requirements of this chapter and all otherwise applicable provisions
30 of law relating to a specific type of meeting or proceeding.
31   (2) Teleconferencing, as authorized by this section, may be used
32 for all purposes in connection with any meeting within the subject
33 matter jurisdiction of the legislative body. All votes taken during
34 a teleconferenced meeting shall be by rollcall.
35   (3) If the legislative body of a local agency elects to use
36 teleconferencing, it shall post agendas at all teleconference
37 locations and conduct teleconference meetings in a manner that
38 protects the statutory and constitutional rights of the parties or the
39 public appearing before the legislative body of a local agency.
40 Each teleconference location shall be identified in the notice and

1 agenda of the meeting or proceeding, and each teleconference
2 location shall be accessible to the public. During the teleconference,
3 at least a quorum of the members of the legislative body shall
4 participate from locations within the boundaries of the territory
5 over which the local agency exercises jurisdiction, except as
6 provided in subdivision (d). The agenda shall provide an
7 opportunity for members of the public to address the legislative
8 body directly pursuant to Section 54954.3 at each teleconference
9 location.
10 (4) For the purposes of this section, "teleconference" means a
11 meeting of a legislative body, the members of which are in different
12 locations, connected by electronic means, through either audio or
13 video, or both. Nothing in this section shall prohibit a local agency
14 from providing the public with additional teleconference ~~locations~~
15 *locations.*
16 (c) (1) No legislative body shall take action by secret ballot,
17 whether preliminary or final.
18 (2) The legislative body of a local agency shall publicly report
19 any action taken and the vote or abstention on that action of each
20 member present for the action.
21 (3) Prior to taking final action, the legislative body shall orally
22 report a summary of a recommendation for a final action on the
23 salaries, salary schedules, or compensation paid in the form of
24 fringe benefits of a local agency executive, as defined in
25 subdivision (d) of Section 3511.1, during the open meeting in
26 which the final action is to be taken. This paragraph shall not affect
27 the public's right under the California Public Records Act (Chapter
28 3.5 (commencing with Section 6250) of Division 7 of Title 1) to
29 inspect or copy records created or received in the process of
30 developing the recommendation.
31 (d) (1) Notwithstanding the provisions relating to a quorum in
32 paragraph (3) of subdivision (b), if a health authority conducts a
33 teleconference meeting, members who are outside the jurisdiction
34 of the authority may be counted toward the establishment of a
35 quorum when participating in the teleconference if at least 50
36 percent of the number of members that would establish a quorum
37 are present within the boundaries of the territory over which the
38 authority exercises jurisdiction, and the health authority provides
39 a teleconference number, and associated access codes, if any, that
40 allows any person to call in to participate in the meeting and the

1   number and access codes are identified in the notice and agenda
2   of the meeting.
3   (2) Nothing in this subdivision shall be construed as
4   discouraging health authority members from regularly meeting at
5   a common physical site within the jurisdiction of the authority or
6   from using teleconference locations within or near the jurisdiction
7   of the authority. A teleconference meeting for which a quorum is
8   established pursuant to this subdivision shall be subject to all other
9   requirements of this section.
10   (3) For purposes of this subdivision, a health authority means
11   any entity created pursuant to Sections 14018.7, 14087.31,
12   14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
13   and Institutions Code, any joint powers authority created pursuant
14   to Article 1 (commencing with Section 6500) of Chapter 5 of
15   Division 7 for the purpose of contracting pursuant to Section
16   14087.3 of the Welfare and Institutions Code, and any advisory
17   committee to a county-sponsored health plan licensed pursuant to
18   Chapter 2.2 (commencing with Section 1340) of Division 2 of the
19   Health and Safety Code if the advisory committee has 12 or more
20   members.
21   (e) This section shall become operative January 1, 2026.
22   *SEC. 4. Section 54954.2 of the Government Code is amended*
23   *to read:*
24   54954.2. (a) (1) At least 72 hours before a regular meeting,
25   the legislative body of the local agency, or its designee, shall post
26   an agenda containing a brief general description of each item of
27   business to be transacted or discussed at the meeting, including
28   items to be discussed in closed session. A brief general description
29   of an item generally need not exceed 20 words. The agenda shall
30   specify the time and location of the regular meeting and shall be
31   posted in a location that is freely accessible to members of the
32   public and on the local agency's Internet Web site, if the local
33   agency has one. If requested, the agenda shall be made available
34   in appropriate alternative formats to persons with a disability, as
35   required by Section 202 of the Americans with Disabilities Act of
36   1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations
37   adopted in implementation thereof. The agenda shall include
38   information regarding how, to whom, and when a request for
39   disability-related modification or accommodation, including
40   auxiliary aids or services, may be made by a person with a

1 disability who requires a modification or accommodation in order
2 to participate in the public meeting.
3 (2) For a meeting occurring on and after January 1, 2019, of a
4 legislative body of a city, county, city and county, special district,
5 school district, or political subdivision established by the state that
6 has an Internet Web site, the following provisions shall apply:
7 (A) An online posting of an agenda shall be posted on the
8 primary Internet Web site homepage of a city, county, city and
9 county, special district, school district, or political subdivision
10 established by the state that is accessible through a prominent,
11 direct link to the current agenda. The direct link to the agenda shall
12 not be in a contextual menu; however, a link in addition to the
13 direct link to the agenda may be accessible through a contextual
14 menu.
15 (B) An online posting of an agenda including, but not limited
16 to, an agenda posted in an integrated agenda management platform,
17 shall be posted in an open format that meets all of the following
18 requirements:
19 (i) Retrievable, downloadable, indexable, and electronically
20 searchable by commonly used Internet search applications.
21 (ii) Platform independent and machine readable.
22 (iii) Available to the public free of charge and without any
23 restriction that would impede the reuse or redistribution of the
24 agenda.
25 (C) A legislative body of a city, county, city and county, special
26 district, school district, or political subdivision established by the
27 state that has an Internet Web site and an integrated agenda
28 management platform shall not be required to comply with
29 subparagraph (A) if all of the following are met:
30 (i) A direct link to the integrated agenda management platform
31 shall be posted on the primary Internet Web site homepage of a
32 city, county, city and county, special district, school district, or
33 political subdivision established by the state. The direct link to the
34 integrated agenda management platform shall not be in a contextual
35 menu. When a person clicks on the direct link to the integrated
36 agenda management platform, the direct link shall take the person
37 directly to an Internet Web site with the agendas of the legislative
38 body of a city, county, city and county, special district, school
39 district, or political subdivision established by the state.

1   (ii) The integrated agenda management platform may contain
2 the prior agendas of a legislative body of a city, county, city and
3 county, special district, school district, or political subdivision
4 established by the state for all meetings occurring on or after
5 January 1, 2019.
6   (iii) The current agenda of the legislative body of a city, county,
7 city and county, special district, school district, or political
8 subdivision established by the state shall be the first agenda
9 available at the top of the integrated agenda management platform.
10   (iv) All agendas posted in the integrated agenda management
11 platform shall comply with the requirements in clauses (i), (ii),
12 and (iii) of subparagraph (B).
13   (D) For the purposes of this paragraph, both of the following
14 definitions shall apply:
15   (i) "Integrated agenda management platform" means an Internet
16 Web site of a city, county, city and county, special district, school
17 district, or political subdivision established by the state dedicated
18 to providing the entirety of the agenda information for the
19 legislative body of the city, county, city and county, special district,
20 school district, or political subdivision established by the state to
21 the public.
22   (ii) "Legislative body" has the same meaning as that term is
23 used in subdivision (a) of Section 54952.
24   (E) The provisions of this paragraph shall not apply to a political
25 subdivision of a local agency that was established by the legislative
26 body of the city, county, city and county, special district, school
27 district, or political subdivision established by the state.
28   (3) No action or discussion shall be undertaken on any item not
29 appearing on the posted agenda, except that members of a
30 legislative body or its staff may briefly respond to statements made
31 or questions posed by persons exercising their public testimony
32 rights under Section 54954.3. In addition, on their own initiative
33 or in response to questions posed by the public, a member of a
34 legislative body or its staff may ask a question for clarification,
35 make a brief announcement, or make a brief report on his or her
36 own activities. Furthermore, a member of a legislative body, or
37 the body itself, subject to rules or procedures of the legislative
38 body, may provide a reference to staff or other resources for factual
39 information, request staff to report back to the body at a subsequent

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1 meeting concerning any matter, or take action to direct staff to
2 place a matter of business on a future agenda.
3   (b) Notwithstanding subdivision (a), the legislative body may
4 take action on items of business not appearing on the posted agenda
5 under any of the conditions stated below. Prior to discussing any
6 item pursuant to this subdivision, the legislative body shall publicly
7 identify the item.
8   (1) Upon a determination by a majority vote of the legislative
9 body that an emergency situation exists, as defined in Section
10 54956.5.
11   (2) Upon a determination by a two-thirds vote of the members
12 of the legislative body present at the meeting, or, if less than
13 two-thirds of the members are present, a unanimous vote of those
14 members present, that there is a need to take immediate action and
15 that the need for action came to the attention of the local agency
16 subsequent to the agenda being posted as specified in subdivision
17 (a).
18   (3) The item was posted pursuant to subdivision (a) for a prior
19 meeting of the legislative body occurring not more than five
20 calendar days prior to the date action is taken on the item, and at
21 the prior meeting the item was continued to the meeting at which
22 action is being taken.
23   *(4) To consider action on a request from a member to participate*
24 *in a meeting remotely due to emergency circumstances, pursuant*
25 *to Section 54953, if the request does not allow sufficient time to*
26 *place the proposed action on the posted agenda for the meeting*
27 *for which the request is made. The legislative body may approve*
28 *such a request by a majority vote of the legislative body.*
29   (c) This section is necessary to implement and reasonably within
30 the scope of paragraph (1) of subdivision (b) of Section 3 of Article
31 I of the California Constitution.
32   (d) For purposes of subdivision (a), the requirement that the
33 agenda be posted on the local agency's Internet Web site, if the
34 local agency has one, shall only apply to a legislative body that
35 meets either of the following standards:
36   (1) A legislative body as that term is defined by subdivision (a)
37 of Section 54952.
38   (2) A legislative body as that term is defined by subdivision (b)
39 of Section 54952, if the members of the legislative body are
40 compensated for their appearance, and if one or more of the

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1   members of the legislative body are also members of a legislative
2   body as that term is defined by subdivision (a) of Section 54952.
3   *(e) This section shall remain in effect only until January 1, 2026,*
4   *and as of that date is repealed.*
5   *SEC. 5.   Section 54954.2 is added to the Government Code, to*
6   *read:*
7   *54954.2.   (a) (1) At least 72 hours before a regular meeting,*
8   *the legislative body of the local agency, or its designee, shall post*
9   *an agenda containing a brief general description of each item of*
10   *business to be transacted or discussed at the meeting, including*
11   *items to be discussed in closed session. A brief general description*
12   *of an item generally need not exceed 20 words. The agenda shall*
13   *specify the time and location of the regular meeting and shall be*
14   *posted in a location that is freely accessible to members of the*
15   *public and on the local agency's Internet Web site, if the local*
16   *agency has one. If requested, the agenda shall be made available*
17   *in appropriate alternative formats to persons with a disability, as*
18   *required by Section 202 of the Americans with Disabilities Act of*
19   *1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations*
20   *adopted in implementation thereof. The agenda shall include*
21   *information regarding how, to whom, and when a request for*
22   *disability-related modification or accommodation, including*
23   *auxiliary aids or services, may be made by a person with a*
24   *disability who requires a modification or accommodation in order*
25   *to participate in the public meeting.*
26   *(2) For a meeting occurring on and after January 1, 2019, of*
27   *a legislative body of a city, county, city and county, special district,*
28   *school district, or political subdivision established by the state*
29   *that has an Internet Web site, the following provisions shall apply:*
30   *(A) An online posting of an agenda shall be posted on the*
31   *primary Internet Web site homepage of a city, county, city and*
32   *county, special district, school district, or political subdivision*
33   *established by the state that is accessible through a prominent,*
34   *direct link to the current agenda. The direct link to the agenda*
35   *shall not be in a contextual menu; however; a link in addition to*
36   *the direct link to the agenda may be accessible through a*
37   *contextual menu.*
38   *(B) An online posting of an agenda including, but not limited*
39   *to, an agenda posted in an integrated agenda management*

1 *platform, shall be posted in an open format that meets all of the*
2 *following requirements:*
3 *(i) Retrievable, downloadable, indexable, and electronically*
4 *searchable by commonly used Internet search applications.*
5 *(ii) Platform independent and machine readable.*
6 *(iii) Available to the public free of charge and without any*
7 *restriction that would impede the reuse or redistribution of the*
8 *agenda.*
9 *(C) A legislative body of a city, county, city and county, special*
10 *district, school district, or political subdivision established by the*
11 *state that has an Internet Web site and an integrated agenda*
12 *management platform shall not be required to comply with*
13 *subparagraph (A) if all of the following are met:*
14 *(i) A direct link to the integrated agenda management platform*
15 *shall be posted on the primary Internet Web site homepage of a*
16 *city, county, city and county, special district, school district, or*
17 *political subdivision established by the state. The direct link to the*
18 *integrated agenda management platform shall not be in a*
19 *contextual menu. When a person clicks on the direct link to the*
20 *integrated agenda management platform, the direct link shall take*
21 *the person directly to an Internet Web site with the agendas of the*
22 *legislative body of a city, county, city and county, special district,*
23 *school district, or political subdivision established by the state.*
24 *(ii) The integrated agenda management platform may contain*
25 *the prior agendas of a legislative body of a city, county, city and*
26 *county, special district, school district, or political subdivision*
27 *established by the state for all meetings occurring on or after*
28 *January 1, 2019.*
29 *(iii) The current agenda of the legislative body of a city, county,*
30 *city and county, special district, school district, or political*
31 *subdivision established by the state shall be the first agenda*
32 *available at the top of the integrated agenda management platform.*
33 *(iv) All agendas posted in the integrated agenda management*
34 *platform shall comply with the requirements in clauses (i), (ii),*
35 *and (iii) of subparagraph (B).*
36 *(D) For the purposes of this paragraph, both of the following*
37 *definitions shall apply:*
38 *(i) "Integrated agenda management platform" means an*
39 *Internet Web site of a city, county, city and county, special district,*
40 *school district, or political subdivision established by the state*

1   *dedicated to providing the entirety of the agenda information for*
2   *the legislative body of the city, county, city and county, special*
3   *district, school district, or political subdivision established by the*
4   *state to the public.*
5   *(ii) "Legislative body" has the same meaning as that term is*
6   *used in subdivision (a) of Section 54952.*
7   *(E) The provisions of this paragraph shall not apply to a*
8   *political subdivision of a local agency that was established by the*
9   *legislative body of the city, county, city and county, special district,*
10 *school district, or political subdivision established by the state.*
11   *(3) No action or discussion shall be undertaken on any item not*
12 *appearing on the posted agenda, except that members of a*
13 *legislative body or its staff may briefly respond to statements made*
14 *or questions posed by persons exercising their public testimony*
15 *rights under Section 54954.3. In addition, on their own initiative*
16 *or in response to questions posed by the public, a member of a*
17 *legislative body or its staff may ask a question for clarification,*
18 *make a brief announcement, or make a brief report on his or her*
19 *own activities. Furthermore, a member of a legislative body, or*
20 *the body itself, subject to rules or procedures of the legislative*
21 *body, may provide a reference to staff or other resources for factual*
22 *information, request staff to report back to the body at a subsequent*
23 *meeting concerning any matter, or take action to direct staff to*
24 *place a matter of business on a future agenda.*
25   *(b) Notwithstanding subdivision (a), the legislative body may*
26 *take action on items of business not appearing on the posted*
27 *agenda under any of the conditions stated below. Prior to*
28 *discussing any item pursuant to this subdivision, the legislative*
29 *body shall publicly identify the item.*
30   *(1) Upon a determination by a majority vote of the legislative*
31 *body that an emergency situation exists, as defined in Section*
32 *54956.5.*
33   *(2) Upon a determination by a two-thirds vote of the members*
34 *of the legislative body present at the meeting, or, if less than*
35 *two-thirds of the members are present, a unanimous vote of those*
36 *members present, that there is a need to take immediate action*
37 *and that the need for action came to the attention of the local*
38 *agency subsequent to the agenda being posted as specified in*
39 *subdivision (a).*

1   *(3) The item was posted pursuant to subdivision (a) for a prior*
2   *meeting of the legislative body occurring not more than five*
3   *calendar days prior to the date action is taken on the item, and at*
4   *the prior meeting the item was continued to the meeting at which*
5   *action is being taken.*
6   *(c) This section is necessary to implement and reasonably within*
7   *the scope of paragraph (1) of subdivision (b) of Section 3 of Article*
8   *I of the California Constitution.*
9   *(d) For purposes of subdivision (a), the requirement that the*
10   *agenda be posted on the local agency's Internet Web site, if the*
11   *local agency has one, shall only apply to a legislative body that*
12   *meets either of the following standards:*
13   *(1) A legislative body as that term is defined by subdivision (a)*
14   *of Section 54952.*
15   *(2) A legislative body as that term is defined by subdivision (b)*
16   *of Section 54952, if the members of the legislative body are*
17   *compensated for their appearance, and if one or more of the*
18   *members of the legislative body are also members of a legislative*
19   *body as that term is defined by subdivision (a) of Section 54952.*
20   *(e) This section shall become operative January 1, 2026.*
21   ~~SEC. 4.~~
22   SEC. 6. The Legislature finds and declares that Sections 1 and
23   2 of this act, which amend Section 54953 of the Government Code,
24   impose a limitation on the public's right of access to the meetings
25   of public bodies or the writings of public officials and agencies
26   within the meaning of Section 3 of Article I of the California
27   Constitution. Pursuant to that constitutional provision, the
28   Legislature makes the following findings to demonstrate the interest
29   protected by this limitation and the need for protecting that interest:
30   By removing the requirement for agendas to be placed at the
31   location of each public official participating in a public meeting
32   remotely, including from the member's private home or hospital
33   room, this act protects the personal, private information of public
34   officials and their families while preserving the public's right to
35   access information concerning the conduct of the people's business.
36   ~~SEC. 5.~~
37   SEC. 7. The Legislature finds and declares that Sections 1 and
38   2 of this act, which amend Section 54953 of the Government Code,
39   further, within the meaning of paragraph (7) of subdivision (b) of
40   Section 3 of Article I of the California Constitution, the purposes

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1 of that constitutional section as it relates to the right of public
2 access to the meetings of local public bodies or the writings of
3 local public officials and local agencies. Pursuant to paragraph (7)
4 of subdivision (b) of Section 3 of Article I of the California
5 Constitution, the Legislature makes the following findings:
6   This act is necessary to ensure minimum standards for public
7 participation and notice requirements allowing for greater public
8 participation in teleconference meetings.

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