



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES








CLOSED SESSION
November 18, 2018
6:15 p.m.
History Room

Mission Statement:

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

The Centennial Vision Statement:

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

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

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

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda
This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
Presentation: Library Director
Recommendation: Adopt by Motion

CLOSED SESSION

4. Closed Session to Discuss Personnel Matters, Library Director's Annual Performance Objectives and Other Personnel Matters

Pursuant to California Government Code Section 54957 a closed session can be held to discuss a personnel matter.

Presentation: Library Board President will report on the Closed Session

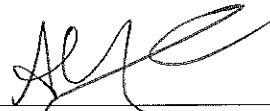
Recommendation: Action to be determined by the Library Board of Trustees

ADJOURNMENT

5. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
6. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 18, 2019 Closed Session Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 14, 2019.



Alyssa Stolze, Administrative Assistant



AGENDA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR DATE MEETING








November 18, 2019
6:30 p.m.
History Room

Mission Statement:

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

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-  We will be the place where the community “sees and experiences” the technical edge and premier programming.
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PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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Presentation: Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 22)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the October 21, 2019 9 Regular Date Library Board of Trustees Meetings. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 15)

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

13. Balance Sheet for October 2019. (Receive & File)

14. Acquisitions Report for October 2019. (Receive & File)

15. Entrepreneurial Activities Report for October 2019. (Receive & File)

GENERAL CONSENT REPORTS (Items 16 – 18)

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

17. Circulation Report for October 2019. (Receive & File)

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

STAFF REPORTS (Items 19 – 22)

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

CLOSED SESSION

23. President Carline will report on actions taken at the Library Board of Trustees Closed Session Meeting

NEW BUSINESS


24. Revisit and Discuss Placentia Library District Policy 2275 – Social Media and Approve Amendments as Authorized.
25. Authorize an amendments to the 2019-2020 Budget to reflect classification changes to three positions.
26. Amend Travel Authorization for the Public Library Association (PLA) conference in Nashville, Tennessee on February 25-29, 2020 to include Secretary Shkoler's attendance.
27. Authorize a rate increase for Arcelia Janitorial Service.

ADJOURNMENT

28. Agenda Preparation for the December Date Meeting which will be held on December 16, 2019 unless re-scheduled by the Library Board of Trustees.
29. Review of Action Items.
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.
30. Adjourn

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

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the November 18, 2019 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 14, 2019.



Alyssa Stolze, Administrative Assistant



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PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE BOARD OF TRUSTEES
 OCTOBER 21ST, 2019

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 21st, 2019 at 6:37 p.m.

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

Members Absent: None.

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

Guests: Director Sandra Jacobs, Santa Margarita Water District; Vice President Dennis Yu, Public Agency Retirement Services (PARS); Shellie McCurdy, Library Assistant, Makerspace; Daisy Badge, Substitute Library Assistant; Victoria Maglonzo, Substitute Library Assistant.

ADOPTION OF AGENDA

It was motioned by President Carline to adopt the agenda as modified, with Item 24 being moved to the first item of discussion. It was moved by Trustee Minter and seconded by Secretary Shkoler to adopt the agenda (Item 3).

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

ORAL COMMUNICATION

Director Sandra Jacobs from Santa Margarita Water District congratulated the Library on its Centennial Grand Re-Opening and Ribbon Cutting Ceremony. Director Jacobs also thanked the Board of Trustees for their vote in the LAFCO Alternate Seat election months prior and informed them of her intent to run again in June 2020. Additionally, the Library's newest employees, Shellie McCurdy, Library Assistant and Substitute Library Assistants Daisy Badge and Victoria Maglonzo, introduced themselves, sharing their backgrounds and career aspirations with the Trustees. (Item 4).

BOARD PRESIDENT REPORT

President Carline attended the Heritage Festival and a lunch meeting with library donor, Mr. Norman Haussmann.

**TRUSTEE &
ORGANIZATIONAL
REPORTS**

Secretary Shkoler attended the State of the City luncheon, Heritage Day Parade in the Library's train, H.I.S. House 30th Anniversary, and the California Special District's Conference.

Trustee DeVecchio attended the Heritage Day Festival and the State of the City luncheon.

Trustee Martin attended the State of the City luncheon, Heritage Day Parade as the Citizen of the Year, H.I.S. House 30th Anniversary, H.I.S. House Board Meeting, the California Special District’s Conference, and a PLFF Board Meeting.

Trustee Minter attended the State of the City luncheon.

LIBRARY DIRECTOR REPORT

Library Director Contreras reported out on the Bodhi Leaf Coffee Traders café status and meetings with the Health Department. Director Contreras also attended a lunch meeting with library donor, Mr. Norman Hausmann, a General Manager meeting, Future of Libraries one day conference, the State of the City luncheon, and met with the City of Placentia’s Director of Economic Development, Joe Lambert, to discuss the library impact fee. Director Lambert and Director Contreras will meet monthly to continue this discussion. Additionally, Director Contreras met with Midway Sanitary District where they provided their professional opinions and references regarding current plumbing concerns. Director Contreras is still actively working with Vincor Construction, Inc. to finish all punch list items, including the plumbing. Moreover, Director Contreras was elected the California Library Association’s Board Member at Large.

FRIENDS FOUNDATION REPORT

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported out on PLFF’s income for September increasing by 48% compared to last year’s sales history. Additionally, second Sunday sales have begun and membership has decreased, therefore, the Friends will be utilizing the guest list from the Gala to ideally increase PLFF membership. Moreover, PLFF is researching if they can sell merchandise and creating category sales tracking system.

CONSENT CALENDAR

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

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

MINUTES FOR THE JULY 22, 2019 BOARD MEETING, AUGUST 26, 2019 WORK SESSION, AND SEPTEMBER 23, 2019 UNUSUAL DATE MEETING.

The minutes for the July 22nd, 2019 Library Board of Trustees Unusual Date Meeting, August 26, 2019 Work Session, and September 23rd, 2019 Unusual Date Meeting were received, approved, and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for July, August 2019 & September 2019 (Item 10)
Fund 707 Balance Report for July, August 2019 & September 2019 (Item 11)

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

Balance Sheets for July, August 2019 & September 2019 (Item 13)

Acquisitions Report for July, August 2019 & September 2019 (Item 14)

Service Revenue Report for July, August 2019 & September 2019 (Item 15)

**GENERAL CONSENT
REPORTS**

Personnel Report for July, August 2019 & September 2019 (Item 16)

Circulation Report for July, August 2019 & September 2019 (Item 17)

Review of Shared Maintenance Costs with the City of Placentia (Item 18)

STAFF REPORTS

Administration Report for July, August 2019 & September 2019 (Item 19)

Children’s Services Report July, August 2019 & September 2019 (Item 20)

Adult Services Report for July, August 2019 & September 2019 (Item 21)

Placentia Library Website Technology Report for July, August 2019 & September 2019 (Item 22)

CLOSED SESSION

President Carline reported out on the actions taken based on the Library Board of Trustees Closed Session Meeting. The closed session was to determine the Library Director’s salary. After discussion, it was decided to award the Director a 5% raise and investigate post-retirement medical coverage until Medicare.

**PARS PRESENTATION
REGARDING THE PLACENTIA
LIBRARY DISTRICT’S
DEFINED CONTRIBUTION
PLAN**

Dennis Yu, Vice President of the Public Agency Retirement Services (PARS) gave a presentation and annual overview of the Library District’s Defined Contribution Plan. Once Vice President Yu concluded his presentation, he answered inquiries from the Board of Trustees and gave further insight regarding the plan. No action was taken.

**DISCUSS THE ORANGE
COUNTY OPERATIONAL
AREA AGREEMENT OF THE
COUNTY OF ORANGE AND
POLITICAL SUBDIVISIONS.**

At the September 23, 2019 Unusual Date Meeting, Ethan Brown from the Orange County Sheriff’s Department, Emergency Management Division, presented the Orange County Operational Agreement draft for the Board to review and provide input on. Director Contreras noted that the District plans to be involved in the emergency management division, where funding for membership and staff time would come from the District’s budget. Additionally, there are grants that can be applied to for reimbursement. Additionally, Director Contreras plans to convene with special district general managers at their next meeting and the California Special District Association about an emergency preparedness policy. The Board discussed their feedback regarding the draft. After their discussion, it was motioned by Trustee Martin to approve the Orange County Operational Agreement of the County of Orange and Political Subdivisions and to take action to review other district’s emergency operations policy at a future meeting. This was seconded by Secretary Shkoler. A roll call vote was taken:

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

TRAVEL AUTHORIZATION FOR THE BOARD OF TRUSTEES AND LIBRARY STAFF TO ATTEND THE ANNUAL PUBLIC LIBRARY ASSOCIATION (PLA) CONFERENCE IN NASHVILLE, TENNESSEE ON FEBRUARY 25-29, 2020.

Director Contreras presented the travel authorization for the Board of Trustees, the Library Director, and Public Services Manager to attend the Public Library Association’s Conference in Nashville, Tennessee on February 25-29th, 2020. The Board discussed the keynote speakers and conference. After the discussion, it was motioned by Trustee Minter and seconded by Secretary Shkoler to authorize Trustee Martin, Trustee DeVecchio, Director Contreras, and the Public Services Manager to attend the Annual Public Library Association Conference on February 25-29, 2020 in Nashville, Tennessee. A roll call vote was taken:

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

2019 STAFF APPRECIATION AND RECOGNITION FUND REQUEST

Director Contreras presented the staff request to request funds additional to Placentia Library Friends Foundation’s kind donation to support part of the program, including decorations and door prizes. It was motioned by Trustee Martin and seconded by Trustee DeVecchio to authorize the request for \$2,000 for the annual Staff Appreciation and Recognition event. A roll call vote was taken:

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

ADOPT A RESOLUTION 19-04: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF PLACENTIA LIBRARY DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY’S HEALTH BENEFITS PROGRAM.

Director Contreras presented the Special District Risk Management Authority’s (SDRMA) memorandum and Resolution regarding their benefit program. Director Contreras explained that should the Board not sign, the District would no longer be eligible under SDRMA’s health benefit plan. It was then motioned by Trustee Minter and seconded by Trustee DeVecchio to adopt Resolution 19-04: A Resolution of The Library Board of Trustees of Placentia Library District Approving The Form and Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority’s Health Benefits Program and authorize President Carline and Secretary Shkoler to execute the proper documents. A roll call vote was taken:

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

REVIEW OF ACTION ITEMS

The next Board Meeting will be on November 18th, 2019 at 6:30 p.m. in the Community Meeting Room. It was also requested by Trustee Martin to reform the

compensation study for the Library Director at a later day. Moreover, the Board requested a report on the Black Ties & Tales Gala at both the Placentia Library Friends Foundation Board Meeting and Board of Trustees Meeting.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 21st, 2019 was adjourned at 7:27 p.m.

Gayle Carline, President
Library Board of Trustees

Al Shkoler, Secretary
Library Board of Trustees



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10:01 A.M.
11/14/19
Accrual Basis

Placentia Library District
Check Register
October 2019

Date	Ref No.	Payee	Memo	Payment	Type
10/07/2019	10767	Brian Lochrie	Gala Refund Check Brian Lochrie	1,750.00	Check
10/07/2019	10768	Beth Geldert	Gala Refund Check	1,750.00	Check
10/07/2019	10769	Jeanette Contreras	Gala Refund Check	1,750.00	Check
10/07/2019	10770	Placentia Library District	For payroll on 10/16/19	60,000.00	Check
10/07/2019	10771	Republic Services	Waste Container Pickup	256.94	Bill Payment
10/07/2019	10772	City of Placentia	Mariposa & Aquatics Aug 2019	1,725.47	Bill Payment
10/07/2019	10773	SDRMA	SDRMA Medical & Ancillary Benefits	44,794.48	Bill Payment
10/07/2019	10774	Ingram Inc	Video Games	405.48	Bill Payment
10/07/2019	10775	Vincor Construction, Inc	Remodel - Vincor Pay App #4 Contract No. PLD-2018-003 Library Renovation	185,178.79	Bill Payment
10/07/2019	10776	Shellee McCurdy	Hangar Supplies	144.62	Bill Payment
10/07/2019	10777	Baker & Taylor	Books	22.34	Bill Payment
10/07/2019	10778	Michelle Meades	History Room Decorating Supplies	163.88	Bill Payment
10/07/2019	10779	Victor Meza.	PTAC Snacks	42.52	Bill Payment
10/07/2019	10781	City of Placentia	Heritage Parade Library Booth (w/ late fee) DATE ISSUED: 10/8/2019 VENDOR NUMBER: VC0000006532 EFT NUMBER: EF 201910080142540	50.00	Bill Payment
10/08/2019		County of Orange			Deposit
10/08/2019		ProLiteracy		425.00	Bill Payment
10/10/2019	10782	City of Placentia	June & July 2019 Shared Costs	1,656.19	Bill Payment
10/10/2019	10783	Johnson Controls Security Solutions	Camera #24 replacement & refocusing	4,381.38	Bill Payment
10/10/2019	10784	Umpqua Bank	Aug 2019 CC Charges	16,131.27	Bill Payment
10/10/2019	10785	Train Party Express	Train for Heritage Parade	550.00	Bill Payment
10/10/2019	10786	Advantage, Inc.	Tax for eXPLORE 2019	288.22	Bill Payment
10/10/2019	10787	Anthony Rico	Chalk artist Fingerprints for new employees	600.00	Bill Payment
10/10/2019	10788	State of CA - Department of Justice	(McCurdy, Badge, Maglonzo)	96.00	Bill Payment
10/10/2019	10789	BankCard Center-Bank of the West	Bank of the West CCard 8/29-9/28/19	658.07	Bill Payment
10/10/2019	10790	Eartel	Phone services	682.50	Bill Payment
10/10/2019	10791	Southern California Edison	8/7-9/30/19 Service	7,841.86	Bill Payment
10/10/2019	10792	Arcelia Janitorial Service	September 2019 Janitorial Services	2,646.00	Bill Payment
10/10/2019	10793	SoCalGas	8/16-9/17/19 Gas	99.90	Bill Payment
10/10/2019	10794	Midwest Tape	Audiobooks/DVDs	10.86	Bill Payment
10/10/2019	10795	Venessa Faber	History Room & Bathroom Key supplies	37.86	Bill Payment
10/10/2019	10796	Shellee McCurdy	Hangar Supplies	87.82	Bill Payment
10/10/2019	10797	Michelle Meades	Family History Program	30.15	Bill Payment
10/10/2019	10798	Cintas	Cleaning Supplies	372.34	Bill Payment
10/10/2019	10799	Golden State Water Company	8/20-9/23/19 Services	1,428.85	Bill Payment
10/10/2019	10800	City of Placentia	Mariposa June 2019	1,492.67	Bill Payment
10/11/2019	10801	Folklore Mexicano	Heritage Storytime	300.00	Bill Payment
10/11/2019	10802	Dream Shapers	Program for Chalkfest	650.00	Bill Payment
10/14/2019	10803	Placentia-Yorba Linda Unified School Dist	Printing services for renovation	6,857.73	Bill Payment

10:01 A.M.
11/14/19
Accrual Basis

Placentia Library District
Check Register
October 2019

10/14/2019	10804	Legacy Integrative Solutions	Printing services	925.99	Bill Payment
10/14/2019	10805	Baker & Taylor	Books	4,782.02	Bill Payment
10/14/2019	10806	O.C. Plumbing	Drain service call	290.00	Bill Payment
10/14/2019	10807	Republic Services	Recycling Service 8/1-9/30/19	307.29	Bill Payment
10/14/2019	10808	Deanna White	2019 Educational Assistance	750.00	Bill Payment
10/15/2019	10809	SDRMA	Ancillary Benefits for September 2019	1,967.58	Bill Payment
10/16/2019	10810	White Nelson Diehl Evans LLP	Interim billing on audit for FY 18-19	2,500.00	Bill Payment
10/16/2019	10811	Public Agency Retirement Services	Services 6/21-10/10/19	17,663.83	Bill Payment
10/16/2019	10812	Umpqua Bank	Sept 2019 CC Charges	12,297.41	Bill Payment
10/21/2019	10813	TS Carpet & Design Center	Flooring for coffee shop and staff lounge	7,511.36	Bill Payment
10/21/2019	10814	CALNET3	Services 9/2-10/1/19	343.65	Bill Payment
10/21/2019	10815	Unique Management Services, Inc.	Collection Services for September 2019	98.45	Bill Payment
10/21/2019	10816	Envisionware, Inc.	Coin Machines for public printers	5,733.81	Bill Payment
10/21/2019	10817	Dewey Pest Control	Oct-Dec 2019 Pest Control	270.00	Bill Payment
10/21/2019	10818	Midwest Tape	Audiobooks/DVDs	1,959.90	Bill Payment
10/21/2019	10819	Baker & Taylor	Books	182.95	Bill Payment
10/21/2019	10820	Staples Advantage	Office Supplies	121.84	Bill Payment
10/21/2019	10821	Jeanette Contreras	Printing services	1,313.31	Bill Payment
10/21/2019	10822	Erich Grimm	Home Depot supplies for Grand Re-Opening	196.42	Bill Payment
10/21/2019	10823	Jon Legree	Audiocables	6.36	Bill Payment
10/22/2019	10824	Placentia Library District	For payroll on 10/30/19	65,000.00	Check
10/28/2019	10825	Baker & Taylor	Books	20,603.84	Bill Payment
10/28/2019	10826	Sunset Trivia	Trivia Company for Staff Appreciation 2019	400.00	Bill Payment
10/28/2019	10828	Public Agency Retirement Services	For pay period 10/11/19-10/24/19		
10/28/2019	10829	Ingram Inc	For payroll on 10/30/19	2,334.78	Bill Payment
10/28/2019	10830	O.C. Plumbing	Video Games	133.96	Bill Payment
10/28/2019	10831	SoCalGas	Drain cleaning 10/9/19	210.00	Bill Payment
10/28/2019	10832	Midwest Tape	9/17-10/16/19 Services	166.71	Bill Payment
10/28/2019	10833	Cintas	Audiobooks/DVDs	90.46	Bill Payment
10/28/2019	10834	Alyssa Stolze	Cleaning Supplies	1,043.02	Bill Payment
10/28/2019	10836	CA Department of Tax & Fee Administration	Reimbursement for Oct 2019	49.44	Bill Payment
10/28/2019	10837	Costa Mesa Water District	Taxes due for April 19 through Sept 19	147.16	Bill Payment
10/28/2019	10838	Time Warner Cable	Jeanette Lunch Meeting Co-pay	15.00	Bill Payment
10/28/2019	10839	Johnson Controls Security Solutions	Time Warner Cable	2.18	Bill Payment
10/28/2019	10840	Mariposa Landscapes, Inc.	11/1-1/31/20 Recurring Service	788.42	Bill Payment
10/28/2019	10841	Sirsi Corporation	Extra Work Investigate Condensate from HVAC Units.		
10/28/2019	10842	Rowman & Littlefield Publishing Group Inc	4 Hrs. & Extra Work July 2019		
10/30/2019	10843	Placentia Library Foundation	Controller Wiring Issues	848.00	Bill Payment
10/30/2019	10844	OCLC	8 Licenses	1,400.00	Bill Payment
			Books	103.04	Bill Payment
			PLFF Pass Thru Feb 19-Sep 19	30,179.41	Bill Payment
			OCLC INV 677062 & 670896	828.95	Bill Payment
				<u>528,925.73</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

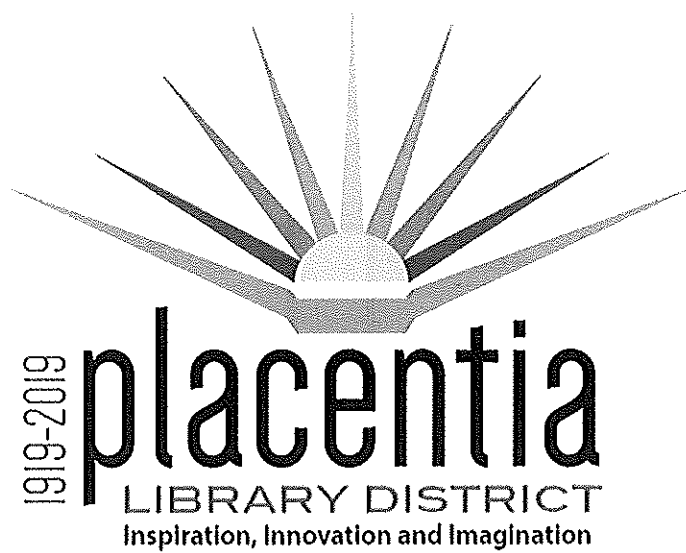
FROM: Fernando Maldonado, Business Manager

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

DATE: November 18, 2019

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

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director


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

DATE: November 18, 2019

Summary of Cash and Investments as of October 31, 2019

Cash with Orange County Treasurer Fund 9LX	\$773,383.05
General Fund Checking – Bank of the West	\$337,247.78
General Fund Savings – Bank of the West	\$351,605.05
<i>(Impact Fees in Savings – Restricted)</i>	\$926,300.23
Payroll Checking – Wells Fargo Bank	\$5,083.23
Total Cash and Investments	\$1,467,319.11

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



Jeanette Contreras
 Library Director



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PLACENTIA LIBRARY DISTRICT
YTD REVENUE REPORT
As of October 31, 2019

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,356,532	13,861	(2,342,671)	0.6%
4020	Property Taxes - Current Unsecured	74,344	41,758	(32,586)	56.2%
* 4030	Property Taxes - Prior Secured	0	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	62,511	13,649	(48,862)	21.8%
* 4060	Property Taxes - Prior Supplemental	0	0	0	-
* 4070	Interest on Unapport Tax	0	1,819	1,819	-
4080	Penalties & Costs on Delinq Taxes	17,844	18,577	733	104.1%
4090	Taxes Special Dist Augmentation	9,457	-	(9,457)	0.0%
4190	State - Homeowners Property Tax Relief	64,455	-	(64,455)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,585,143	89,665	(2,495,478)	3.5%
INTEREST REVENUE					
4600	Interest	8,500	13,556	5,056	159.5%
	Sub Total	8,500	13,556	5,056	159.5%
GRANT REVENUE					
4210	State Grants	15,000	4,488	(10,512)	29.9%
4230	Other Grants	20,000	12,864	(7,136)	64.3%
	Sub Total	35,000	17,352	(17,648)	49.6%
MISCELLANEOUS REVENUES					
4420	Newsletter Ads	700	-	(700)	0.0%
4410	PLFF Grants	250,000	42,005	(207,995)	16.8%
* 4430	Other Revenue	0	-	0	-
4440	Centennial Renovation	2,000,000	200,167	(1,799,834)	10.0%
4310	Fines & Fees	20,000	24,017	4,017	120.1%
4320, 4330	Passport/Photos	290,000	46,358	(243,642)	16.0%
4340	Meeting Room Fees	3,000	240	(2,760)	8.0%
4350	Test Proctor	9,500	550	(8,950)	5.8%
	Sub Total	2,573,200	313,337	(2,259,863)	12.2%
4500	Impact Fees	50,000	218,286	168,286	436.6%
TOTAL REVENUES YTD FOR FY 18/19:		5,251,843	652,196	(4,599,647)	12.4%
Total Revenue without Renovation Revenue		\$3,251,843	\$452,029	(\$2,799,814)	13.9%

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

PLACENTIA LIBRARY DISTRICT

EXPENDITURES REPORT

October 31, 2019

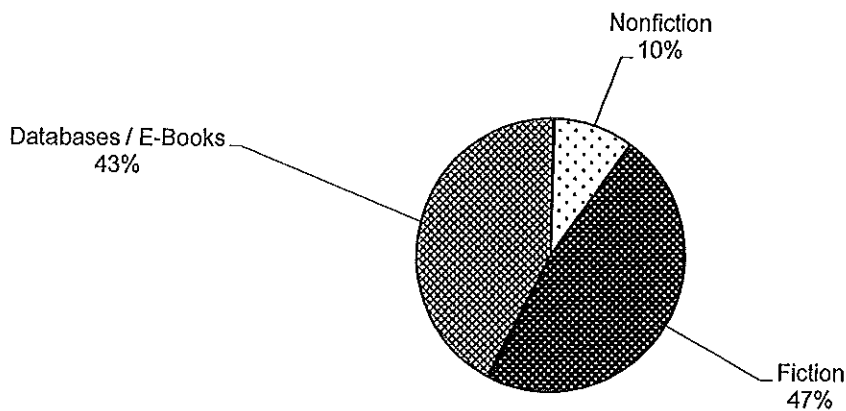
33.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,610,149	522,111	0.32	\$1,088,038
5030	Retirement	62,602	19,999	0.32	\$42,603
5040	Unemployment Insurance	2,500	-	0.00	\$2,500
5050	Health Insurance	268,587	83,519	0.31	\$185,068
5064	Dental Insurance	17,796	4,301	0.24	\$13,495
5060	Life Insurance	9,420	1,285	0.14	\$8,135
5066	AD & D Insurance	6,172	2,498	0.40	\$3,674
5068	Vision Insurance	3,541	871	0.25	\$2,670
5090	Employee Assistance Program	5,000	2,172	0.43	\$2,828
5070	Workers' Compensation Insurance	15,894	3,789	0.24	\$12,105
	TOTAL	\$2,001,661	\$640,544	0.32	\$1,361,117
SERVICES & SUPPLIES					
5100	Communications	22,000	3,777	0.17	\$18,223
5170	Household Expenses	25,000	2,710	0.11	\$22,290
5099	Library Insurance	20,000	6,920	0.35	\$13,080
5205	Maintenance Expense	25,000	8,681	0.35	\$16,319
5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	130,000	36,796	0.28	\$93,204
5290	Memberships	10,000	1,615	0.16	\$8,385
5300, 5310, 5350	Office Expenses & Postage	100,000	87,441	0.87	\$12,559
5400	Prof./Specialized Services	219,000	18,285	0.08	\$200,715
5495, 5900, 5910	Programs	150,000	31,964	0.21	\$118,036
5500	Books/Library Materials	265,183	57,098	0.22	\$208,085
5600	Meetings/Professional Development	25,000	19,336	0.77	\$5,664
5700	Mileage/Parking	1,000	376	0.38	\$624
5800	Utilities	35,000	4,951	0.14	\$30,049
	TOTAL	\$1,027,183	\$279,949	0.27	\$747,234
	OPERATING EXPENSES	\$3,028,844	\$920,493	0.30	\$2,108,351
FIXED ASSETS & TAXES					
1310	Building & Improvements	\$10,000	-	0.00	\$10,000
1320	Equipment & Furniture	\$48,000	36,326	0.00	\$11,674
6100	Taxes and Assessments	\$15,000	3,777	0.25	\$11,223
	TOTAL	\$73,000	40,103	0.55	\$32,897
CAPITAL PROJECT					
5211	Renovation	\$2,100,000	1,526,399	0.73	\$573,601
	TOTAL	\$2,100,000	1,526,399	0.73	\$573,601
TOTAL BUDGET		\$5,201,844	\$2,486,996	0.48	\$2,714,848
	Total Expenses without Renovation Expenses	\$3,101,844	\$960,596	0.31	\$2,141,248

Placentia Library District

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

	YTD 2019/20	YTD 2019/20	YTD 2019/20	YTD 2018/19	YTD 2018/19	YTD 2018/19
	Amount	Titles	Volumes	Amount	Titles	Volumes
Total Fiction	\$23,011	670	762	\$19,539	471	533
Total Non-Fiction	\$4,703	195	328	\$3,958	164	330
Total Databases / E-Books	\$20,702	7	0	\$27,617	127	0
Total Audio Books	\$87	2	2	\$2,301	50	50
Total Educational DVDs	\$64	1	1	\$400	11	11
Total Entertainment DVDs	\$171	4	4	\$3,221	94	132
Total Library of Things	\$0	0	0	\$0	0	0
YTD TOTAL MATERIALS	\$48,738	879	1097	\$57,036	917	1056
Budget	\$265,183			\$272,000		
% Spent YTD	18%			21%		



ACQUISITIONS REPORT FOR FISCAL YEAR 2019-2020 THROUGH THE MONTH OF OCTOBER 2019
Prepared by Kaitie Mateis, Librarian I

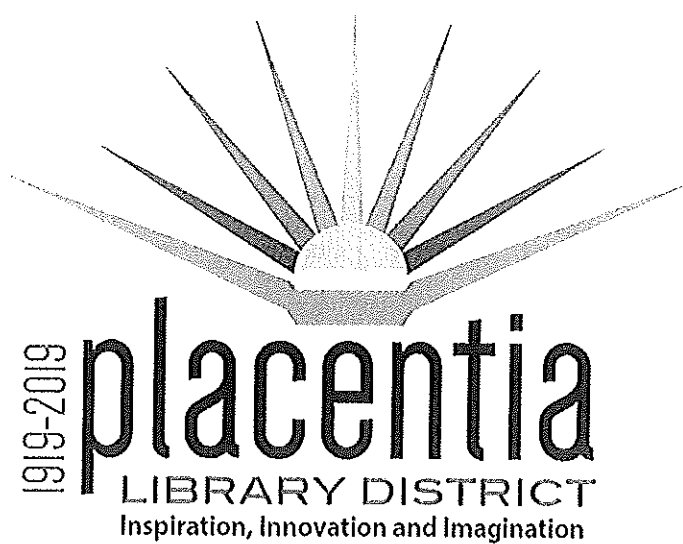
	GENERAL FUND			ADOPT-A-BOOK/GRANT			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Titles	Volumes	Amount	Titles	Volumes	Amount	Titles	Volumes	Value	Titles	Volumes	Amount	Titles	Volumes
Adult Fiction	\$16,555	296	321	\$0	0	0	\$16,555	296	321	\$0	0	0	\$16,555	296	321
Adult Non-Fiction	\$1,387	62	62	\$0	0	0	\$1,387	62	62	\$0	0	0	\$1,387	62	62
Adult Reference	\$192	2	2	\$0	0	0	\$192	2	2	\$0	0	0	\$192	2	2
Adult magazines	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
	\$1,579	64	64	\$0	0	0	\$1,579	64	64	\$0	0	0	\$1,579	64	64
TOTAL ADULT PRINT MATERIALS	\$18,134	360	385	\$0	0	0	\$18,134	360	385	\$0	0	0	\$18,134	360	385
Adult Audio Books	\$87	2	2	\$0	0	0	\$87	2	2	\$0	0	0	\$87	2	2
Adult E-books	\$154	1	0	\$0	0	0	\$154	0	0	\$0	0	0	\$154	0	0
Adult Educational DVDs	\$64	1	1	\$0	0	0	\$64	1	1	\$0	0	0	\$64	1	1
Adult Entertainment DVDs	\$37	2	2	\$0	0	0	\$37	2	2	\$0	0	0	\$37	2	2
Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL ADULT NON-PRINT MATERIALS	\$342	6	5	\$0	0	0	\$342	6	5	\$0	0	0	\$342	6	5
TOTAL ADULT MATERIALS	\$18,476	366	390	\$0	0	0	\$18,476	366	390	\$0	0	0	\$18,476	366	390
Teen Fiction	\$159	10	10	\$0	0	0	\$159	10	10	\$0	0	0	\$159	10	10
Teen Non-Fiction	\$13	1	1	\$0	0	0	\$13	1	1	\$0	0	0	\$13	1	1
Teen Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
	\$13	1	1	\$0	0	0	\$13	1	1	\$0	0	0	\$13	1	1
TOTAL TEEN PRINT MATERIALS	\$172	11	11	\$0	0	0	\$172	11	11	\$0	0	0	\$172	11	11
Teen Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Teen Adult E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Video Games	\$134	2	2	\$0	0	0	\$134	2	2	\$0	0	0	\$134	2	2
TOTAL TEEN NON-PRINT MATERIALS	\$134	2	2	\$0	0	0	\$134	2	2	\$0	0	0	\$134	2	2
TOTAL TEEN MATERIALS	\$306	364	431	\$0	0	0	\$306	364	431	\$0	0	0	\$306	364	431
Juvenile Fiction	\$3,041	127	260	\$0	0	0	\$3,041	127	260	\$0	0	0	\$3,041	127	260
Juvenile Non-Fiction	\$70	3	3	\$0	0	0	\$70	3	3	\$0	0	0	\$70	3	3
Juvenile Reference	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Magazines	\$3,111	130	263	\$0	0	0	\$3,111	130	263	\$0	0	0	\$3,111	130	263
TOTAL JUVENILE PRINT MATERIALS	\$9,408	494	694	\$0	0	0	\$9,408	494	694	\$0	0	0	\$9,408	494	694
Juvenile Audio Books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile E-books	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Educational DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
Juvenile Entertainment DVDs	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL JUVENILE MATERIALS	\$9,408	494	694	\$0	0	0	\$9,408	494	694	\$0	0	0	\$9,408	494	694
Databases	\$20,548	6	0	\$0	0	0	\$20,548	6	0	\$0	0	0	\$20,548	6	0
E-books	\$154	1	0	\$0	0	0	\$154	1	0	\$0	0	0	\$154	1	0
TOTAL DATABASES / E-BOOKS	\$20,702	7	0	\$0	0	0	\$20,702	7	0	\$0	0	0	\$20,702	7	0
Total Fiction	\$23,011	670	762	\$0	0	0	\$23,011	670	762	\$0	0	0	\$23,011	670	762
Total Non-Fiction	\$4,703	195	328	\$0	0	0	\$4,703	195	328	\$0	0	0	\$4,703	195	328
Total Database / E-books	\$20,702	7	0	\$0	0	0	\$20,702	7	0	\$0	0	0	\$20,702	7	0
Total Audio Books	\$87	2	2	\$0	0	0	\$87	2	2	\$0	0	0	\$87	2	2
Total Educational DVDs	\$64	1	1	\$0	0	0	\$64	1	1	\$0	0	0	\$64	1	1
Total Entertainment DVDs	\$171	4	4	\$0	0	0	\$171	4	4	\$0	0	0	\$171	4	4
Total Library of Things	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0
TOTAL MATERIALS	\$48,738	879	1097	\$0	0	0	\$48,738	879	1097	\$0	0	0	\$48,738	879	1097

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: Service Revenue Activities Report for October 2019
DATE: November 18, 2019

Net Revenue Summary for October 2019

	Oct-2019	Oct-2018	YTD 2019-2020	YTD 2018-2019
Passport	15,558.24	12,145.00	39,218.24	58,051.00
Passport Photos	2,760.00	1,753.00	7,140.00	9,451.80
Test Proctor	550.00	450.00	550.00	3,200.00
Fines & Fees	1,493.80	946.94	23,895.39	6,189.49
Meeting Room	240.00	0.00	240.00	340.00
Total	20,602.04	15,294.94	71,043.63	77,232.29



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for October 2019

DATE: November 18, 2019

	Oct-19	Oct-18	YTD 2019-2020	YTD 2018-2019
Separation	0	0	1	1
Retirement	0	0	0	0
Appointments	2	0	5	1
Open Positions	1	0	4	0
Workers' Compensation Leave	0	0	0	0
Total	3	0	10	2

SEPARATION: None

RETIREMENT: None

APPOINTMENTS: Daisy Badge, Public Services Substitute – Adults
Victoria Maglonzo, Public Services Substitute – Children’s

OPEN POSITIONS: Librarian 1 Part-Time, Public Services – Adults



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Jon Legree, Technology Manager

SUBJECT: Circulation Activity Report: **October 2019**

DATE: November 18, 2019

CIRCULATION	Oct-19	Oct-18	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
New Patron Registrations	462	147	971	1,178	-17.6%
Total Circulation	10,947	10,295	31,226	86,609	-63.9%
Total Active Borrowers*	7,143	7,274			
Attendance	25,717	16,026	35,647	91,973	-61.2%
Adult Fiction	1,422	832	3,335	7,477	-55.4%
Adult/Teen Nonfiction	1,359	436	2,527	5,248	-51.8%
Adult Magazines	0	2	-	393	-100.0%
Adult Audio Books	229	266	516	1,538	-66.4%
Adult DVDs	1,648	1,496	3,933	10,506	-62.6%
Library of Things (LOTs)	37	33	67	119	-43.7%
Teen Fiction	235	156	634	3,056	-79.3%
Teen Audio Books	0	0	0	0	0.0%
Video Games	305	73	539	233	131.3%
Childrens Fiction	3,821	5,939	12,059	31,705	-62.0%
Childrens Nonfiction	1,112	339	4,240	5,453	-22.2%
Childrens Magazines	0	0	0	30	0.0%
Childrens Audio Books	21	2	47	32	46.9%
Childrens DVDs	758	709	3,237	4,593	-29.5%

* YTD % change not applicable.

TEST PROCTORING

October 2019	October 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
10	9	12	65	-82%

PATRON COUNT

Gate Count					Hours	Average
Oct 2019	Oct 2018	Y-T-D 2019/20	Y-T-D 2018-19	Y-T-D % change	Open	Per Hour
23,322	13,759	83,041	82,465	1%	289	81
Outside Gate Counts						
Adult/Teen Programs			592			
Children Programs			1528			
Outreach Events			200			
Meeting Room Rentals			75			
TOTAL			2395			
					Library Attendance Total	
					25,717	

PASSPORTS								
Oct 2019	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00			2	2	3	2	18	27
10:00		5	3	1	1	8	19	37
11:00		4	2	6	4	10	17	43
12:00		1	3	2	1	5	17	29
1:00	20	10	3	4	4	9	18	68
2:00	21	9	3	1	3	5	17	59
3:00	13	9	6	2	7	4	9	50
4:00	5	6	7	11	5	1	2	37
5:00		11	16	13	8			48
6:00		10	7	7	6			30
7:00			2		1			3
DAY TOTALS	59	65	54	49	43	44	117	431
		Oct 2019	Oct 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change		
		431	374	1234	1690	-37%		

STAFF ACTIVITY

- Katie attended Friday Huddles on October 4th, 11th, 18th, and 25th.
- Estella, Tim, Katie, Beatrice, Danny, Christie, and Laura attended the all staff meeting October 22nd.
- Katie met with Wendy to discuss the re-labeling project on October 14th and 31st.
- On October 29th Christie, Katie, and Michelle interviewed a One-Stop candidate to help with the re-labeling project and the Tuesday and Thursday Storytimes.
- Laura, Christie and Tim attended CLA 2019 in Pasadena CA October 24th-26th
- Laura, Christie and Tim gave a presentation at the CLA Conference in Pasadena CA on October 26th about the passport office
- Jon and Tim set up laptops for The Hangar
- Jon and Tim had several calls and trainings with SirsiDynix to set up the new catalog in October

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through October 2019
DATE: November 18, 2019

CITY OF PLACENTIA INVOICES

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

** City Billing
Not Received*

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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director
Fernando Maldonado, Business Manager

SUBJECT: Administration Report for October 2019

DATE: November 18, 2019

Meetings:

- Library Board of Trustees: October 7th, 21st
- Huddles: October 4th, 11th, 18th, 25th
- All Staff Meeting: October 22th
- Management Meeting: October 7th, 9th
- Placentia Library Friends Foundation: October 14th
- Author's Luncheon: October 28th
- Vincor: October 10th
- Special District General Managers Meeting: October 15th
- Ken Robbins: October 16th
- Business Manager: October 22nd

Facilities:

- E-waste Pickup: October 1st
- Dewey Pest Control: October 4th
- Johnson Controls Inc.: October 7th
- Sign Imaging: October 7th
- Yamada Enterprises: October 29th

Training/Workshops/Conference:

- Future of Libraries Conference: October 2nd
- California Library Association Conference: October 24th – 26th

Events:

- Heritage Parade: October 12th
- Great Shake Out: October 17th



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Yesenia Baltierra, Public Services Manager
SUBJECT: Children’s Services Report for October 2019
DATE: November 18, 2019

MONTHLY STATISTICS

Program Statistics

Type of Program	Number of Programs	Total Attendance	Number of Programs	Total Attendance	Total Programs	Total Attendance	Total Programs	Total Attendance	% Change Programs	% Change Attendance
	October 2019	October 2019	October 2018	October 2018	Y-T-D 2019-20	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D 2018-19	Y-T-D 18/19-19/20	Y-T-D 18/19-19/20
Storytime	38	1,498	11	478	62	2,535	43	1,953	44.19%	29.80%
Educational	19	89	19	288	24	111	39	833	-38.46%	-86.67%
Reading	2	518	1	323	4	893	10	1,577	-60.00%	-43.37%
Makerspace	2	19	0	0	2	19	0	0	#DIV/0!	#DIV/0!
Seasonal Events	0	0	0	0	2	475	1	200	100.00%	137.50%
Totals	61	2,124	31	1,089	94	4,033	92	4,363	2.17%	-7.56%

Reference/Computer Usage Statistics

	October 2019	October 2018	Y-T-D 2019-2020	Y-T-D 2018-2019	Y-T-D % change
Reference--in person	550	372	1,169	2,016	-42.01%
Reference--telephone	18	11	42	110	-61.82%
Total Reference	568	383	1,211	2,126	-43.04%
*Children's computer usage	785	0	1,206	2,449	-50.76%

ACHIEVEMENTS

- Deanna White, Yesenia Baltierra, and Kathy Carn planned the Halloween costume parade for babies and toddlers on October 31st.
- Lori Worden participated in outreach storytimes at Wager Elementary Preschool on October 30th.

MEETINGS

- Kathy Carn and Yesenia Baltierra met with representatives from Playaway on October 1st.
- Kathy Carn met with Yesenia Baltierra to discuss Children’s Services on October 1st and October 29th.
- Kathy Carn met with Venessa Faber to discuss storytimes and programming on October 2nd and October 30th.

- Kathy Carn met with Wendy Amireh and Shellie McCurdy to discuss Hangar programming on October 2nd and October 30th.
- Kathy Carn and Yesenia Baltierra met with Venessa Faber on October 3rd.
- Kathy Carn and Yesenia Baltierra met with Deanna White on October 3rd.
- Kathy Carn met with Deanna White to discuss storytimes and programming on October 3rd and October 31st.
- Kathy Carn, Deanna White, Venessa Faber, Ana Balderas, and Lori Worden met for a Children's Services Meeting on October 3rd.
- Kathy Carn met with Wendy Amireh to discuss Public Services projects on October 24th.
- Kathy Carn met with Wendy Amireh to finalize details and setup for the Fall Festival Movie Night program on October 29th.
- Kathy Carn met with Lori Worden to discuss the C21 program, Character Counts-Communication, on October 29th.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Public Services Manager

SUBJECT: Adult Services Report for October 2019

DATE: November 18, 2019

MONTHLY STATISTICS

Information Desk Activity	October	October	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
Information -- in person	1,558	1,189	3,528	5,985	-41.05%
Information -- telephone	557	559	1,369	2,619	-47.73%
Information -- email/chat	5	2	25	27	-7.41%
Technology assistance	129	170	224	1,033	-78.32%
Guest passes	171	56	247	537	-54.00%
Adult and Children's computer use (desktops)	1,700	1,162	2,566	6,626	-61.27%
Adult computer usage (desktop)	1,188	1,626	1,687	6,150	-72.57%
Teen computer usage	338	N/A	517	N/A	N/A
Public computer use (express laptops)	0	0	0	11	N/A

History Room Activity	October	October	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
History Room Visitors	7	4	41	15	173.33%

Volunteer Hours	October	October	Y-T-D	Y-T-D	Y-T-D
	2019	2018	2019-20	2018-19	% change
History Room	34.75	18.5	63.75	68	-6.25%
PLFF	360.33	373.5	1037.99	1549.75	-33.02%
General Library	286.07	211.77	502.72	1408.44	-64.31%
Technology	0	0	0	0	0.00%
Homework Club	34.5	103.75	41.85	167	-74.94%
Adult Literacy	125.5	141.5	303.83	486.42	-37.54%
PTAC	117.5	117.25	244	352.75	-30.83%
Summer Reading Program	0	0	176.53	675.75	-73.88%
Total Volunteer Hours	942.15	966.27	2354.17	4708.11	-50.00%

Public Services Outreach Activity	October	October	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY2019-20	FY2018-19	% change
Outreach Visits	1	37	8	59	-86.44%

Outreach Attendance	200	951	422	1935	-78.19%
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Adult Programs

Type of Program	Number of Programs October	Attendance October	Number of Programs October	Attendance October	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Book Club	1	10	0	0	1	10	2	16	-50.00%	-37.50%
Computer Workshops	0	0	0	0	0	0	0	0	0.00%	0.00%
Educational Programs	0	0	0	0	0	0	2	73	-100.00%	-100.00%
Fine Arts Programs	2	125	0	0	3	425	3	341	0.00%	24.63%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programming	2	11	0	0	2	11	2	68	0.00%	-83.82%
Home and Lifestyle	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	6	96	7	208	13	169	19	291	-31.58%	-41.92%
The Hangar Makerspace	3	10	0	0	6	149	0	0	N/A	N/A
Reading Programs	0	0	0	0	1	53	2	492	-50.00%	-89.23%
Volunteer Programs	1	30	1	8	1	30	3	55	-66.67%	-45.45%
Totals	15	282	8	216	27	847	33	1336	-18.18%	-36.60%

Literacy	YTD 1920	YTD 1819	% Change
English Literacy Students	50	42	19.05%
Students Graduated	0	0	0.00%
English Literacy Tutors	28	39	-25.00%

The Hangar Makerspace	October	October	Y-T-D	Y-T-D	Y-T-D
	2019	2018	FY 2019-20	FY 2018-19	% change
Visitors	111	N/A	230	N/A	N/A

Teen Programs

Type of Program	Number of Programs October	Attendance October	Number of Programs October	Attendance October	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2019	2019	2018	2018	FY1920	FY1920	FY1819	FY1819		
Collaboratory	0	0	0	0	0	0	2	0	-100.00%	0.00%
Friday Flicks	0	0	1	13	0	0	7	29	-100.00%	-100.00%
PTAC	2	37	3	74	7	114	8	168	-12.50%	-32.14%
Summer Reading Program	0	0	0	0	1	25	2	122	-50.00%	-79.51%
Teen Misc.	0	0	0	0	0	0	0	0	0.00%	0.00%
Test	0	0	0	0	0	0	1	14	-100.00%	-100.00%
The Vault	1	300	1	150	1	300	1	150	0.00%	100.00%
Totals	3	337	5	237	9	439	21	483	-57.14%	-9.11%

ACHIEVEMENTS

- Wendy Amireh led the Book Club on October 8th.
- Victor Meza and Wendy Amireh coordinated PTAC Halloween Haunt on October 18th.
- Victor Meza coordinated a PTAC meetings on October 3rd and 17th.
- Victor Meza and Eric Grim attended Heritage Parade on October 12th.
- Michelle Meades and Victor Meza coordinated a Volunteer Orientation on October 10th.
- Michelle Meades coordinated the Preserving Your Family Recipes program on October 8th.
- Michelle Meades coordinated the Hispanic Chalk Art Festival on October 12th.
- Michelle Meades coordinated the Hispanic Heritage Arstravaganza on October 19th.
- Michelle Meades coordinated Preserve Your Family History program on October 15th.
- Sabrina Rosengren attended Heritage Festival for Literacy outreach event on October 12th
- Sabrina Rosengren coordinated Adult Literacy Tutor Training Workshop on October 19th.
- Shellie McCurdy coordinated Hangar 101 on October 1st.
- Shellie McCurdy coordinated Tinker Time for families on October 8th.
- Shellie McCurdy coordinated Tinker Tweens on October 15th.
- Shellie McCurdy coordinated Thinker Tinker on October 22nd.

MEETINGS

- Wendy Amireh and Yesenia Baltierra met on October 1st, 3rd and 29th.
- Wendy Amireh attended Kiwanis meetings on October 3rd, 10th, 17th, 24th and 31st.
- Wendy Amireh met with Jeanette Contreras on October 9th and 15th.
- Wendy Amireh met with Katie Matas and Christie Hwang on October 14th and 28th.
- Michelle Meades attended the Historical Committee meeting on October 22nd.
- Michelle Meades met with Ana Balderas on October 1st, 2nd, and 3rd.
- Michelle Meades met with Juan Padilla on October 1st.
- Michelle Meades attended a Library Innovation Lab grant phone call meeting on October 8th.
- Michelle Meades met with Jan Henderson on October 13th.
- Michelle Meades met with Wendy Amireh on October 1st, 7th, 14th, 21st and 28th.
- Sabrina Rosengren attended SCLLN meeting on October 15th.
- Sabrina Rosengren and Wendy Amireh met on October 3rd, 10th, 17th, and 31st.
- Sabrina Rosengren had meetings with tutors Oct. 11th, 16th, and 31st.
- Victor Meza met with Wendy Amireh on October 4th, 11th and 25th.
- Victor Meza met with Shellie McCurdy on October 10th.
- Wendy Amireh and Kathy Carn met on October 29th.
- Shellie McCurdy and Wendy Amireh attended Hangar Makerspace meetings on October 2nd, 9th, 16th, 23rd and 30th.
- Shellie McCurdy and Wendy Amireh met on October 10th.
- Shellie McCurdy and Michelle Meades met on October 16th.
- Shellie McCurdy and Sabrina Rosengren met on October 17th.
- Shellie McCurdy and Victor Meza met on October 22nd.
- Shellie McCurdy met with Katie Matas on October 30th.
- Sabrina Rosengren and Wendy Amireh attended the staff meeting on October 22nd.
- Shellie McCurdy trained Tori Maglonzo and Venessa Faber on staffing the Hangar on October 26th.
- Yesenia Baltierra attended the CopyCat Grant meeting on October 29th.
- Yesenia Baltierra attended the LMT meeting on October 31st.

PROFESSIONAL DEVELOPMENT

- Wendy Amireh attended the CSDA webinar: Maximizing Employee Potential through the Coaching/ Evaluation Process on October 8th.
- Sabrina Rosengren attended CLA Conference October 24th-26th.
- Michelle Meades attended the Preserving Family History and the Caring for Family Keepsakes webinars on October 9th.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Tim Worden, Emerging Technologies Assistant

SUBJECT: Placentia Library Website & Technology Report for October 2019

DATE: November 18, 2019

<u>On-line database usage</u>	October 2019	Onsite Usage 10/19	Remote Usage 10/19	October 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Library Catalog	Data Not Available	N/A	N/A	11,019	N/A	55,908	N/A
General Reference Center	0	0	0	200	147	279	-47%
Biography In Context	93	78	15	1,794	672	2,087	-68%
Opposing Viewpoints	21	5	16	61	51	193	-74%
Consumer Reports	192	N/A	N/A	69	N/A	205	N/A
Freegal	787	N/A	N/A	1,000	3,492	3,629	-4%
Heritage Quest	1,216	N/A	N/A	29	2,720	195	1295%
Novelist	55	N/A	N/A	31	120	141	-15%
Public Library Core Collection							
Nonfiction (staff use only)	0	N/A	N/A	25	63	88	-28%
Pronunciator	8	N/A	N/A	20	173	63	175%
ABC Mouse	20	N/A	N/A	55	N/A	134	N/A
ABC Mouse - Bring Learning Home (New March 2018)	10	N/A	N/A	4	N/A	N/A	N/A
World Book Online	0	N/A	N/A	8	2	N/A	N/A
Tumblebooks	269	N/A	N/A	105	690	334	107%
Reference USA	113	N/A	N/A	178	426	527	-19%
Enki	3	N/A	N/A	7	18	11	64%
Hoopla	930	N/A	N/A	1018	3,789	3,832	-1%
Overdrive e-books	1,720	N/A	N/A	1,519	3,699	6,709	-45%
Overdrive audio books	1,219	N/A	N/A	987	2,569	3,855	-33%
Overdrive e-books - Placentia Advantage (New March 2018)	896	N/A	N/A	1,575	N/A	N/A	N/A
Overdrive audiobooks - Placentia Advantage (New March 2018)	965	N/A	N/A	1,472	N/A	N/A	N/A
Tutor.com (New September 2019)	33	N/A	N/A	N/A	N/A	N/A	N/A
Zinio	121	N/A	N/A	107	653	259	152%
TOTAL DATABASE USAGE	8,671	83	31	21,283	N/A	78,449	N/A

Computer & Online Resource Use					
	October 2019	October 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Placentia Residents	Data Not Available	900	N/A	N/A	N/A
Non-Placentia Residents	Data Not Available	735	N/A	N/A	N/A
Total	Data Not Available	1,635	N/A	N/A	N/A

Website Traffic					
	October 2019	October 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Website visits	9,764	8,121	36,926	42,386	-13%
Page Hits	18,583	13,791	70,407	71,393	-1%
Users	5,635	4,573	21,035	22,210	-5%
Pages/Session	1.73	1.65	N/A	N/A	N/A
Avg. Session Duration	00:02:22	00:02:00	N/A	N/A	N/A
% New Sessions	75	70	N/A	N/A	N/A

Wifi Use					
	October 2019	October 2018	Y-T-D 2019-20	Y-T-D 2018-19	Y-T-D % change
Total	1,956	1,326	N/A	6,491	N/A

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Report on Actions taken at the Library Board of Trustees Closed Session Meeting**

DATE: November 18, 2019

President Carline will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on November 18, 2019.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Review and Discuss the Placentia Library District Policy #2275 – Social Media Policy

DATE: November 18, 2019

BACKGROUND

The Placentia Library District Policy #2275 – Social Media Policy was presented to the Library Board of Trustees on October 18, 2010 and approved by the Library Board of Trustees at the November 15, 2010 Regular meeting. It is at this meeting that the Library Board of Trustees also directed Library Staff to present the policy again after its one year of implementation for further discussion.

The Policy was revisited at the November 21, 2011 Board meeting with no amendments to be made to the current version of Policy #2275. At the request of Secretary Shkoler, the policy was presented at the September 23, 2019 Library Board of Trustees meeting. The decision was made to revisit the policy at a future board meeting which is presented again at the November 18, 2019 meeting.

Attachment A is the current version of Placentia Library District Policy #2275 – Social Media Policy.

Fiscal Impact: \$0

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Social Media Policy

POLICY NUMBER: 2275

2275.1 Policy Statement. Social media may be used by Placentia Library District employees and trustees for District-related purposes subject to the restrictions set forth in this policy. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality requirements.

2275.2 Purpose. The purpose of this policy is to provide Placentia Library District employees and trustees with requirements for participation in social media, including Placentia Library District-hosted social media, and in non-Placentia Library District social media in which the employee's Placentia Library District affiliation is identified.

2275.3 Definitions

2275.3.1 Social Media is defined as a website or application which allows users to publish and share information online.

2275.3.2 Library-hosted systems are defined as computer systems operated by the Placentia Library District, or on its behalf and direction.

2275.3.2 Non-Library-hosted systems are defined as computer systems not operated by the Placentia Library District, or on its behalf and direction, but which permit Library-sourced content to be published at their discretion.

2275.4 Provisions

2275.4.1 Library use of social media technologies on Library-hosted systems. The Placentia Library District will establish and use social media technologies in pursuit of its vision, mission, goals, and objectives as defined in the Placentia Library District Policy Manual.

2275.4.2 Approval. Approval for the establishment of Library-hosted social media use, including but not limited to blogs and social networks, will come from the Library Director. Social media accounts established to represent the Library District as an institution shall also be subject to approval by the Library Director.

2275.4.3 Editorial Control. The Library reserves the right to edit or remove comments

and/or content from Library-hosted systems when they are determined to be in violation of Library policies.

2275.4.4 Account Management. Account information (including login names and passwords) for accounts established to represent the Library District as an institution, shall be shared with the Library Director.

2275.4.5 Use of non-Library hosted social media systems. The Placentia Library District will make use of non-Library hosted social media technologies in pursuit of its vision, mission, goals, and objectives as defined in the Placentia Library District Policy Manual, both as an institution and through permitting employees and trustees to participate, subject to Library policies.

2275.4.6 Employee Conduct. Employees and trustees are expected to adhere to Placentia Library District policy requirements on computer use, communications, and interaction with the public (including but not limited to **#2270 Internet, E-mail, and Electronics Communication Ethics, Usage and Security, and #4010 Code of Ethics**), as well as applicable state and federal laws when using or participating in social media as part of their position with the Library. Employees and trustees should in particular respect patron privacy and confidentiality, Library proprietary and security information, and present a professional and ethical image.

2275.4.7 Disclaimer. Employees and trustees shall include the following disclaimer when using social sites when they identify their affiliation with the Placentia Library District: "The opinions expressed on here are my own and do not necessarily represent those of the Placentia Library District."

2275.4.8 Content. Employees and trustees providing online content through social media as part of their position with the Library shall ensure that the information is accurate, pertinent, and is in accordance with the vision, mission, goals, and objectives of the Library and complies with applicable Library policies.

2275.5 Public conduct guidelines. Members of the public are invited to participate in Library-hosted social media use, or Library controlled subject to Library policies (including but not limited to **#6020 Public Computer and Internet Access Policy, and #6025 Public Internet Use Policy**), as well as the following guidelines: Public comments may not include the following:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information of others published without their consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam

The Placentia Library District reserves the right to edit or remove comments that violate this policy, any related policies, or applicable state or federal laws.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize amendments to the 2019-2020 Budget to Reflect Classification Changes to Three Positions.

DATE: November 18, 2019

BACKGROUND

The District is experiencing an increase in activities due to the renovated space and addition of the makerspace and other engaging spaces including the Crossroads Corner, Hemmerling Group Study Rooms, and the passport offices. The new space provides an opportunity to revisit positions to determine if any changes are warranted given the current and future opportunities for the organization.

To better meet our staff's needs for support and equitably redistributing responsibilities, it is recommended three positions be reclassified. The three positions are Public Services Manager, Technology Manager, and Library Clerk II. Attachment A is the amended Organizational Chart for Fiscal Year 2019-2021. Attachment B is the amended Salary Scale for Fiscal Year 2019-2021. Attachment C is the amended Expenditures Budget for Fiscal Year 2019-2021.

The Public Services Manager currently oversees the public service departments. The reclassified Assistant Library Director position will oversee the public and support service departments. The Assistant Library Director will be an essential team member of the Library Management Team and will be responsible for several tasks that the Business Manager handles including the administration and management of library-related reports, statistics, programs, systems, and services. Attachment D is the proposed job description for the Assistant Library Director.

The Technology Manager currently oversees the support service departments. The Technical Services Manager position was adopted in 1999 with the offer to Ms. Julie Shook on December 8, 1999. Since then the position has been amended to Support Services Manager and most recently, Technology Manager in 2017. The changes in the position reflected difficulty in the recruitment process. The last 10 years, we have had three different people with different sets of skills and backgrounds. After further review of the position and gathering feedback from staff, it is recognized the responsibilities of the Technology Manager is more than a 40-hour position, especially the management and personnel functions. To better adequately address the staff's need for daily supervision and leadership while addressing the organization's automation and technological needs, it is recommended that the Technology Manager be reclassified to a Librarian I position with an automation focus. Attachment E is the job description for Librarian I.

The Library Clerk II is proposed to be reclassified to Circulation Supervisor. The position was initially adopted in 2008 with the most recent revision in 2012. Due to changes in responsibilities and the District's needs at the time, the Library Clerk took on a Lead Assignment and then most recently, a Library Clerk II position with additional duties, with no supervisory responsibilities. Attachment F is the proposed job description for the Circulation Supervisor position.

Fiscal Impact: \$12,000 decrease in salaries

RECOMMENDATIONS

1. Authorize the reclassifications and changes to the job descriptions of the Public Services Manager position to Assistant Library Director, the Technology Manager to Librarian I – Automation; Library Clerk II to Circulation Supervisor as presented; and,
2. Approve the amended Organizational Chart for Fiscal Year 2019-2021 as presented; and,
3. Approve the amended Salary Scale for Non-Exempt and Exempt positions for Fiscal Year 2019-2021 as presented; and,
4. Approve the amended Expenditures Budget for Fiscal Year 2019-2021 as presented; and,
5. Authorize by a roll call vote.
6. Roll call vote.

GOVERNANCE

LIBRARY BOARD OF TRUSTEES

Gayle Carline, President
 Al Sfikas, Secretary
 Roseann Deveschio, Trustee
 JoAnne Martin, Trustee
 Elizabeth Miller, Trustee

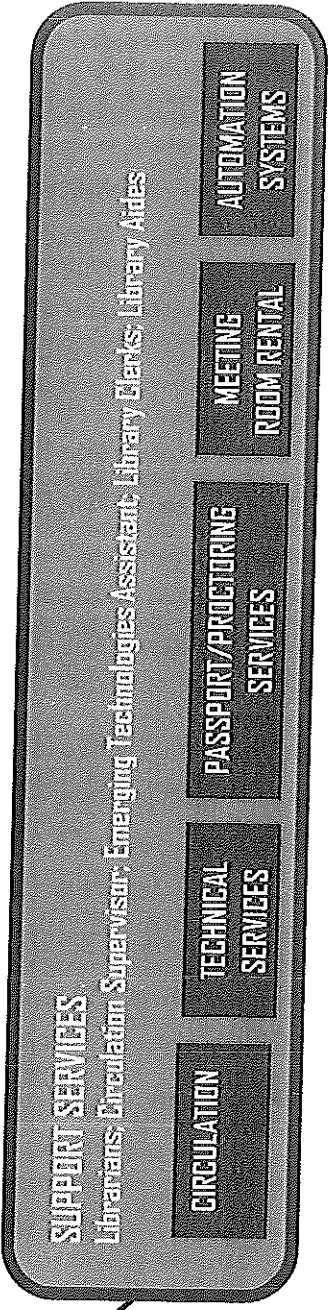
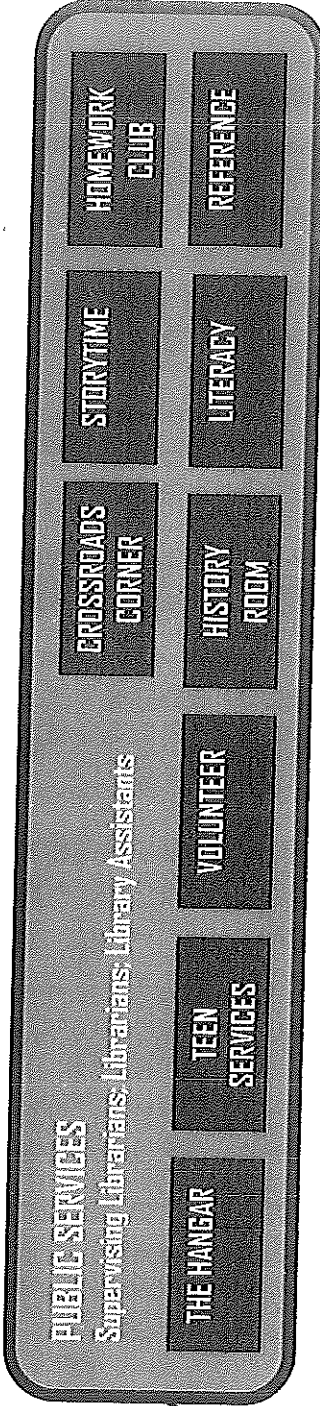
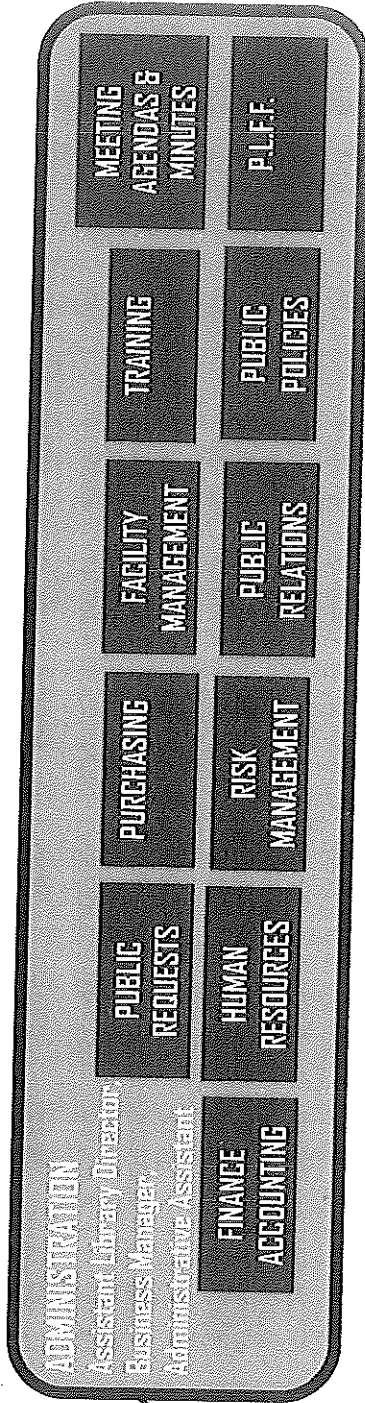
LEADERSHIP

LIBRARY DIRECTOR

ASSISTANT
LIBRARY DIRECTOR

PLACENTIA LIBRARY DISTRICT

ORGANIZATIONAL CHART / SERVICES
 FISCAL YEARS 2019-2021
 AMENDED NOVEMBER 18, 2019



PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR FISCAL YEAR 2019-2021
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY AIDE										
2.5% increase FY 2020-2021										
HR	14.24	14.60	14.96	15.33	15.72	16.11	16.51	16.93	17.35	18.22
PP	1,139.20	1,167.68	1,196.87	1,226.79	1,257.46	1,288.90	1,321.12	1,354.15	1,388.00	1,457.40
AN	29,619.20	30,359.68	31,118.67	31,896.64	32,694.05	33,511.41	34,349.19	35,207.92	36,088.12	37,892.53
MO	2,468.27	2,529.97	2,593.22	2,658.05	2,724.50	2,792.62	2,862.43	2,933.99	3,007.34	3,157.71
LIBRARY CLERK										
HR	17.17	17.60	18.04	18.49	18.95	19.43	19.91	20.41	20.92	21.97
PP	17.00	1,407.94	1,443.14	1,479.22	1,516.20	1,554.10	1,592.95	1,632.78	1,673.60	1,757.28
AN	35,713.60	36,606.44	37,521.60	38,459.64	39,421.13	40,406.66	41,416.83	42,452.25	43,513.55	45,689.23
MO	2,976.13	1,875.47	1,922.27	1,970.80	2,019.33	3,367.22	3,451.40	3,537.69	3,626.13	3,807.44
EMERGING TECHNOLOGIES ASS										
HR	17.69	18.13	18.59	19.05	19.53	20.01	20.51	21.03	21.55	22.63
PP	1,415.20	1,450.58	1,486.84	1,524.02	1,562.12	1,601.17	1,641.20	1,682.23	1,724.28	1,810.50
AN	36,795.20	37,715.08	38,657.96	39,624.41	40,615.02	41,630.39	42,671.15	43,737.93	44,831.38	47,072.95
MO	3,066.27	3,142.92	3,221.50	3,302.03	3,384.58	3,469.20	3,555.93	3,644.83	3,735.95	3,922.75
CIRCULATION SUPERVISOR										
HR	20.51	21.02	21.55	22.09	22.64	23.21	23.79	24.38	24.99	26.24
PP	17.00	1,681.82	1,723.87	1,766.96	1,811.14	1,856.41	1,902.82	1,950.40	1,999.11	2,099.11
AN	42,660.80	43,727.32	44,820.50	45,941.02	47,089.54	48,266.78	49,473.45	50,710.29	51,978.04	54,576.94
MO	3,555.07	1,875.47	1,922.27	1,970.80	2,019.33	4,022.23	4,122.79	4,225.86	4,331.50	4,548.08
LIBRARY ASSISTANT										
HR	22.62	23.19	23.77	24.36	24.97	25.59	26.23	26.89	27.56	28.94
PP	1,809.60	1,854.84	1,901.21	1,948.74	1,997.46	2,047.40	2,098.58	2,151.05	2,204.82	2,315.06
AN	47,049.60	48,225.84	49,431.49	50,667.27	51,933.95	53,232.30	54,563.11	55,927.19	57,325.37	60,191.64
MO	3,920.80	4,018.82	4,119.29	4,222.27	4,327.83	4,436.03	4,546.93	4,660.60	4,777.11	5,015.97
ADMINISTRATIVE ASSISTANT										
HR	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.75
PP	1,985.60	2,035.24	2,086.12	2,138.27	2,191.73	2,246.52	2,302.69	2,360.25	2,419.26	2,540.22
AN	51,625.60	52,916.24	54,239.15	55,595.12	56,985.00	58,409.63	59,869.87	61,366.62	62,900.78	66,045.82
MO	4,302.13	4,409.69	4,519.93	4,632.93	4,748.75	4,867.47	4,989.16	5,113.88	5,241.73	5,503.82
LIBRARIAN I										
HR	27.78	28.47	29.19	29.92	30.66	31.43	32.22	33.02	33.85	35.54
PP	2,222.40	2,277.96	2,334.91	2,393.28	2,453.11	2,514.44	2,577.30	2,641.74	2,707.78	2,843.17
AN	57,782.40	59,226.96	60,707.63	62,225.32	63,780.96	65,375.48	67,009.87	68,685.12	70,402.24	73,922.36
MO	4,815.20	4,935.58	5,058.97	5,185.44	5,315.08	5,447.96	5,584.16	5,723.76	5,866.85	6,160.20
SUPERVISING LIBRARIAN										
HR	32.68	33.50	34.33	35.19	36.07	36.97	37.90	38.85	39.82	41.81
PP	2,614.40	2,679.76	2,746.75	2,815.42	2,885.81	2,957.95	3,031.90	3,107.70	3,185.39	3,344.66
AN	67,974.40	69,673.76	71,415.60	73,200.99	75,031.02	76,906.79	78,829.46	80,800.20	82,820.21	86,961.22
MO	5,664.53	5,806.15	5,951.30	6,100.08	6,252.58	6,408.90	6,569.12	6,733.35	6,901.68	7,246.77

Signature _____ : Approved _____ : Effective: July 1, 2019

Gayle Carline, President

Nov. 18, 2019

**PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2019-2021**

EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR	46.20	47.36	48.54	49.75	51.00	52.27	53.58	54.92	56.29	59.10
PP	3,696.00	3,788.40	3,883.11	3,980.19	4,079.69	4,181.68	4,286.23	4,393.38	4,503.22	4,728.38
AN	96,096.00	98,498.40	100,960.86	103,484.88	106,072.00	108,723.80	111,441.90	114,227.95	117,083.64	122,937.83
MO	8,008.00	8,208.20	8,413.41	8,623.74	8,839.33	9,060.32	9,286.82	9,519.00	9,756.97	10,244.82
ASSISTANT LIBRARY DIRECTOR										
HR	35.94	36.84	37.76	38.70	39.67	40.66	41.68	42.72	43.79	45.98
PP	2,875.20	2,947.08	3,020.76	3,096.28	3,173.68	3,253.02	3,334.35	3,417.71	3,503.15	3,678.31
AN	74,755.20	76,624.08	78,539.68	80,503.17	82,515.75	84,578.65	86,693.11	88,860.44	91,081.95	95,636.05
MO	6,229.60	6,385.34	6,544.97	6,708.60	6,876.31	7,048.22	7,224.43	7,405.04	7,590.16	7,969.67
BUSINESS MANAGER										

Signature _____ : Approved

Effective: July 1, 2019

Nov. 18, 2019

Gayle Carline, President

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2019-2021

Amended November 18, 2019

OBJECT	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
CODE DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
5010 Salaries & Wages	1,065,943	1,334,746	1,128,018	1,478,942	1,518,118
5020 Payroll Taxes (SS & MEDICARE)	385,260	302,644	365,212	119,207	120,831
5030 Retirement (PARS)	25,612	56,500	54,892	62,602	64,143
5040 Unemployment Insurance	1,288	7,000	4,050	2,500	2,500
5050 Health Insurance	251,714	266,515	245,739	268,587	289,038
5064 Dental Insurance	14,043	17,240	15,145	17,796	17,796
5060 Life Insurance	3,701	8,370	5,577	9,420	9,420
5066 Long Term Disability Insurance	5,822	5,452	7,351	6,172	6,172
5068 Vision Insurance	2,788	3,340	3,437	3,541	3,541
5090 Education Assistance	0	822	11,008	5,000	5,000
TOTAL EMPLOYEE INSURANCE					
5070 Workers Compensation	4,806	13,832	6,080	15,894	16,252
TOTAL SALARIES & EMPLOYEE BENEFITS	1,760,977	2,016,461	1,846,509	1,989,661	2,052,811
5100 Communications	26,292	24,000	9,120	22,000	11,000
5150 Household Expense	18,615	15,000	33,770	25,000	25,000
5099 Liability Insurance	14,885	15,000	15,352	20,000	22,000
5205 Maintenance - Equipment	24,795	20,000	21,273	25,000	25,000
5220-5280 Maintenance - Building & Grounds	91,278	95,000	69,953	130,000	90,000
TOTAL MAINTENANCE EXPENSE	116,073	115,000	91,226	155,000	115,000
5290 Memberships	10,540	9,000	10,134	10,000	11,000
5295 Miscellaneous Expense	0	2,500	0	0	0
TOTAL OFFICE SUPPLY & POSTAGE EXPENSES	64,843	55,000	77,500	100,000	90,000
5405 Library Automated Library System	33,145	34,000	24,000	20,000	15,000
5410 Library Board Consultants & Legal	6,063	10,000	23,157	20,000	15,000
5415 HR/Finance Services	7,131	2,000	3,766	4,000	10,000
5420 Audit & Accounting Services	21,189	20,000	25,000	30,000	30,000
5430 Computer Services	51,741	25,000	24,000	5,000	5,000
5440 Collection	1,468	2,500	1,000	2,000	2,000
5445 Payroll Preparation	9,559	6,500	10,000	12,000	13,000
5450 Bank Fees	139	200	2,280	2,500	1,000
5455 Election Expenses	0	20,000	0	0	20,000

PLACENTIA LIBRARY DISTRICT

Proposed Expenditures Budget for Fund 707 for Fiscal Year 2019-2021

Amended November 18, 2019

OBJECT	2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
CODE DESCRIPTION	ACTUAL	AMENDED	PROJECTED	PROPOSED	PROPOSED
5460 BankCard Fees	13,005	2,000	9,000	12,000	13,000
5465 Staff Training	583	3,000	3,000	7,500	5,000
5475 Employee Screening	2,184	750	750	1,000	1,000
Other Professional and Specialized					
5480 Services	19,457	50,000	45,000	25,000	20,000
Loan Obligation (ibank)				78,000	78,000
TOTAL PROFESSIONAL AND SPECIALIZED SERVICES	165,664	175,950	170,953	219,000	228,000
5495 Programs	56,401	30,000	52,067	150,000	55,000
TOTAL BOOKS/LIBRARY MATERIALS	171,679	272,000	352,000	265,183	402,938
5600 TOTAL TRAVEL & MEETINGS	46,652	32,940	58,178	25,000	25,000
5700 Mileage/Parking	890	4,000	1,600	1,000	1,000
TOTAL UTILITIES	78,807	77,000	47,564	35,000	35,000
TOTAL SUPPLIES & SERVICES	771,342	827,390	919,464	1,027,183	1,020,938
1310 Building & Improvements	0	50,000	0	10,000	40,000
1320 Equipment & Furniture	0	50,000	17,824	48,000	10,000
6100 Taxes & Assessments	8,773	10,000	10,000	15,000	20,000
TOTAL FIXED ASSETS & TAXES	8,773	110,000	27,824	73,000	70,000
5211 Renovation		1,800,000	1,800,000	2,100,000	0
TOTAL Capital Project		1,800,000	1,800,000	2,100,000	-
TOTAL EXPENSES	2,541,091	4,753,851	4,593,797	5,189,844	3,143,749
			Expenses - Capital Project	3,089,844	

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Assistant Library Director
POLICY NUMBER: 2305

DEFINITION:

Under the general direction of the Library Director assists in the planning, organizing, and directing of the operations, programs, and services of the Placentia Library District. Provides highly responsible professional and technical services.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Library Director. Manages Library District public and support services staff. May be designated in charge of the Library during the absence of the Library Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the Library Director in planning, organizing and administering the programs and services of the District.
- Assumes responsibility for and direct the overall operations of assigned programs, operational activities, staffing and services.
- Develops and administers department budget and contracts including recommendation of staffing, equipment, materials and facility needs.
- Attends all meetings of the District's Board of Trustees and such other meetings as the Library Director specifies from time to time.
- Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.
- Solicits, prepares, submits, and secures grants for the District.
- Provides administrative support in conducting special projects, preparing a variety of reports; coordinating the research, application, implementation and monitoring of grant opportunities and activities.
- Identifies, coordinates, develops, and evaluates the continuing education and in-service training program for library staff to include professional, paraprofessional, technical, and clerical personnel.
- Maintains cordial relations with all persons entitled to the services of the District; attempts to resolve all public and employee complaints; encourages citizen participation in the affairs of the District.

- Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.
- Serves as the District's liaison on/at the Collaborative Committee, the Placentia Yorba Linda Unified School District, the Placita Santa Fe Merchants meetings, Placentia Library Friends Foundation and other organizations as needed.
- Manages employees; set goals and objectives, selects, mentors, trains and motivates employees; disciplines and evaluates employee performance including salary and performance improvement recommendations
- Coordinates Library services projects with the City of Placentia and other outside organizations.
- Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
- Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.
- Establishes and implements work procedures and plans and organizes training programs for the public and support service departments and is responsible for personnel actions, work assignments, and related matters.
- Responsible for the preparation, and submission of the monthly board reports and grant-related and annual reports to the California State Library other governmental agencies as required.
- May serve as acting Library Director as required.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public library organization, procedures and policies including library-related computer hardware and software operations.
- Skills required in performing reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.
- Skills required in operating all components of a library-based literacy program.
- Basic fund accounting and budgeting.

Ability to:

- Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.
- Organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.
- Analyze difficult problems, recommend solutions and take independent action.
- Prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees, and public groups.

Education and Experience:

Possession of a Master's Degree in Library or Information Science from a school accredited by the American Library Association plus five (5) years of increasingly responsible experience in public library management positions, including a minimum of three (3) years as a supervisor.

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. Must possess vision to read printed material and a computer screen. Must possess stamina to move about the Library. Must have balance, coordination, and dexterity levels appropriate to the duties to be performed. Sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment; lifts and moves boxes weighing 25 pounds or less; and pushes or pulls a loaded book cart.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

FLSA STATUS:

This is an exempt managerial classification.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

DEFINITION:

Under the general direction of the Supervising Librarian, performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching, and interpersonal communication skills. Instructs the public in the use of library materials and equipment, and selects print and audio/visual materials as assigned by the Library Services Manager. Librarian I provides customer service at the single-point Information Desk which includes circulation duties.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Supervising Librarian.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts specialized reference work using print and electronic formats.
- Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Supervising Librarian.
- Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.
- Seeks to carry into effect the expressed policies of the Board of Trustees.
- Translates the goals and objectives of the Board to the staff and the community.
- Provides information as necessary to the Supervising Librarian for various reports.
- Assists in procuring, researching, writing, securing, and executing grants for the Library.
- Plans, organizes, conducts, implements, and evaluates programs that promote the Library's collection and services.
- Answers reference questions at the Information Desk.
- Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.
- Advises the Supervising Librarian of catalog problems and recommends changes.
- Recommends policies for public services to the Supervising Librarian.
- Assists the public in making the most effective use of the Library's collection and facility.

- Assists the public with using the electronic databases and reference services.
- Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Supervising Librarian.
- Makes recommendations to the Supervising Librarian concerning the public relations activities for adult services or children's services.
- Troubleshoots and assists the public with District equipment and machines.
- Conducts presentations and participates in outreach activities.
- Attends consortium meetings.
- Performs other duties as assigned.

Librarian I - Automation

- Responsible for the District's technology development, implementation and makes policy recommendations related to technology and automation systems.
- Oversees the library system software for the District's ILS system, networking, website, and applications for the makerspace and crossroads corner.

QUALIFICATIONS:**Knowledge of:**

- Modern public library organization, procedures and policies.
- Application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- Personal computer hardware and software operations
- Skills required performing reference work for adult and children using print and electronic resources and interactive searching.
- Reference sources and methods to serve adult and children.
- Current events, literature and standard works in various fields.

Ability to:

- Apply the knowledge listed above.
- Respond to common inquiries or complaints from Library customers.
- Follow Library policies and procedures.
- Analyze difficult problems and recommend solutions.
- Take independent action.
- Prepare and present reports that conform to prescribed style and format.
- Efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- Organize and manage work flow for self.
- Establish and maintain effective relations with co-workers, the public and community organizations.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's Degree in library and/or information science from a school accredited by the American Library Association. Library experience is highly desirable.

Licenses and Certifications:

Possession of a valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Must possess mobility to work in a standard office setting and to visit meeting sites. Must possess mobility to operate a motor vehicle. Must possess hearing and speech to communicate in person, before groups and over the telephone. The incumbent is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, or crouch. The incumbent must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to 25 pounds. The incumbent must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work and attendance at off-hours meetings and occasional travel are required. May be required to return to work during non-business hours in emergency situations and to perform work on a scheduled stand-by assignment.

FLSA STATUS:

This is a non-exempt professional classification.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Circulation Supervisor
POLICY NUMBER: 2321

2321.1 A non-exempt supervisorial classification under the general direction of and reports to the Assistant Library Director. Performs supervisorial and clerical library work in the Support Services Department. Participates in performance evaluations and progressive discipline for the Support Services Department. Participates in the recruitment, orientation, training and assessment of staff in the Circulation Department.

2321.1.1 Prepares delinquent accounts for reporting to the collection agency.

2321.1.2 Oversees the processes of incoming and outgoing interlibrary loan materials.

2321.1.3 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and customers.

2321.1.4 Supervises, schedules, and evaluates the activities of the clerical staff, substitute clerks and volunteers.

2321.1.5 Prepares monthly and annual reports as assigned by Department Manager.

2321.1.6 Makes recommendations, establishes and implements work procedures for department staff.

2321.1.7 Recommends disciplinary actions for the clerical staff, substitute clerks and volunteers.

2321.2 Typical Tasks:

2321.2.1 Oversees the collection of fines and processing collection notices for delinquent accounts.

2321.2.2 Manages the cash receipts and maintains accurate financial and statistical records for the Support Services Department.

2321.2.3 Manages the public photocopier machines

- 2321.2.4 Locates, checks-in and checks-out library materials for customers.
 - 2321.2.5 Files documents and library materials by library filing rules.
 - 2321.2.6 Issues and renews library cards.
 - 2321.2.7 Operates a variety of office and business equipment.
 - 2321.2.8 Calculates and collects fees at the Information Desk. Prepares daily and monthly transaction statistics and reports any discrepancies to the Assistant Library Director.
 - 2321.2.9 Supervises the cash receipts of fines and maintains accurate financial and statistical records for the Support Services Department.
 - 2321.2.10 Prepares and submits reports of activities to the Assistant Library Director.
 - 2321.2.11 Answers telephone and transfers calls to the appropriate staff or department.
 - 2321.2.12 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
 - 2321.2.13 Records daily statistics at the Information Desk.
 - 2321.2.14 Receives cash and credit card transactions at the Information Desk.
 - 2321.2.15 Processes overdue and collection notices according District policies and procedures.
 - 2321.2.16 Prepares books and other library materials for public use.
 - 2321.2.17 Repairs books and other library materials.'
 - 2321.2.18 Recommends policies for public services to the Assistant Library
 - 2321.2.19 Assists the public in making the most effective use of the Library's collection and facility.
 - 2321.2.20 Serves as a United States Passport Application Acceptance Agent.
 - 2321.2.21 Performs other duties as assigned.
- 2321.3 Required Qualifications: Possesses a high school diploma or the equivalent. Has five years of clerical experience in a library or public service setting with supervisory experience. Possesses a valid California driver's license and is a United States citizen.

2321.4 Knowledge and abilities:

- 2321.4.1** Ability to type a minimum of thirty (30) words per minute.
- 2321.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2321.4.3** Ability to file accurately according to library filing rules.
- 2321.4.4** Ability to meet the public with tact and courtesy.
- 2321.4.5** Ability to follow oral and written instructions.
- 2321.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
- 2321.4.7** Ability to follow Library policies and procedures.
- 2321.4.8** Ability to organize and manage work flow for self.
- 2321.4.9** Ability to take independent action.
- 2321.4.10** Ability to prepare and present reports that conform to prescribed style and format.
- 2321.4.11** Ability to respond to common inquires or complaints from Library customers.
- 2321.4.12** Ability to analyze difficult problems and recommend solutions.
- 2321.4.13** Knowledge of current events, literature and standard works in Circulation System.
- 2321.4.14** Knowledge of personal computer hardware and software operations.

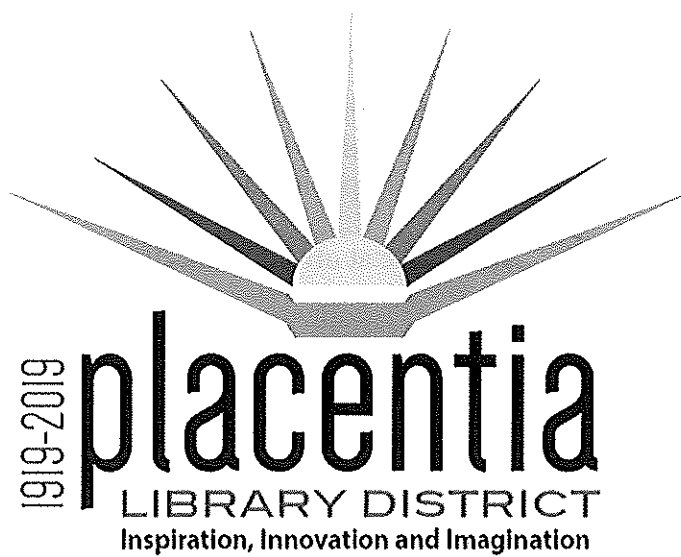
2321.5 Physical Demands:

2321.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

- 2321.5.1.1** Must possess mobility to work in a standard office setting and to visit meeting sites.
- 2321.5.1.2** Must possess mobility to operate a motor vehicle.
- 2321.5.1.3** Must possess hearing and speech to communicate in person, before groups and over the telephone.
- 2321.5.1.4** The employee must be able to push or pull book carts weighing up to 25 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.
- 2321.5.1.5** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- 2321.5.1.6** Attendance at off-hours meetings and occasional travel are required.

2321.6 Work Environment and Conditions:

- 2321.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.
- 2321.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Amend Travel Authorization for the Annual Public Library Association (PLA) Conference in Nashville, Tennessee on February 25-29, 2020 to include Secretary Shkoler's Attendance.

DATE: November 18, 2019

BACKGROUND

At the October 21, 2019 Library Board of Trustees meeting, the Board authorized attendance to the PLA Conference to Trustees Martin and DeVecchio, Director Contreras, and Public Services Manager Baltierra. Since then, Trustee DeVecchio has rescinded his wish to attend the PLA Conference. Secretary Shkoler would like to attend in lieu of Trustee DeVecchio.

The Annual Public Library Association Conference will be held in Nashville, Tennessee on February 25-29, 2020. This year PLA will be celebrating its 75th anniversary and for the first time in 20 years the conference is being held in the southeastern part of the U.S. Most events will take place at the Music City Center.

Attachment A is the Preliminary Program for the 2020 PLA Conference.

Fiscal Impact: \$2,000/person

RECOMMENDATIONS

1. Motion to authorize an amendment to the October 21, 2019 travel authorization of the Public Library Association Conference on February 25-29, 2020 in Nashville, Tennessee for Secretary Shkoler to attend in lieu of Trustee DeVecchio's attendance; and

2. Authorization by a roll call vote; and

3. Roll call vote.



PLA 2020 NASHVILLE

February 25-29

PRELIMINARY PROGRAM



I am thrilled to announce that the PLA 2020 Conference is only a few months away! Offered biennially, the PLA Conference is the premier event for public libraries, drawing thousands of librarians, library support staff, trustees, friends, and vendors from around the world. As our past attendees can attest, the PLA Conference offers an unmatched opportunity for public library professionals to gather, share ideas, and learn new things.

PLA 2020 will provide outstanding educational experiences for everyone and serve to raise awareness through new and innovative learning opportunities. With more than 100 top-quality education programs, inspirational and entertaining speakers, author luncheons, networking receptions, and a bustling exhibits hall, it's an event you won't want to miss!

Please plan to join us in Nashville, TN, February 25–29, 2020, for this important biennial event. Take a look inside to learn more about the PLA 2020 Conference.

Ramiro S. Salazar
2019–2020 PLA President
Director, San Antonio (Texas) Public Library



Thank you!

PLA thanks the members of the 2020 Conference Committees. Without the hard work of such dedicated professionals, much of what we do would not be possible. For a complete list of PLA 2020 Conference Committee members, visit pla.org.

2020 Conference Committee Chair
Felton Thomas, Jr., director, Cleveland (OH) Public Library

2020 Conference Program Subcommittee Chair
Juliane Morian, associate director/UX, Clinton-Macomb Public Library (Clinton Township, MI)

2020 Conference Local Arrangements Subcommittee Chair
Kenton Oliver, director, Nashville (TN) Public Library

☉ = Additional registration fee required.

Tuesday, February 25

7:30 AM–5:00 PM Registration
9:00 AM–5:00 PM Full-Day Preconferences ☉
2:00–5:00 PM Half-Day Preconferences ☉

Wednesday, February 26

7:30 AM–6:30 PM Registration
9:00 AM–12:00 PM Half-Day Preconferences ☉
9:30–10:30 AM Book Buzz: Presented by Booklist
10:45–11:45 AM Opening Program
2:00–3:30 PM Opening Session with Stacey Abrams
3:30–6:30 PM Exhibits Opening Reception

Thursday, February 27

7:00–8:00 AM Children's-Author Breakfast
7:30 AM–5:30 PM Registration
8:00–9:00 AM Big Ideas with Dr. Bettina L. Love
9:00 AM–5:00 PM Exhibits Open
9:00–10:15 AM Exhibits Coffee Break
10:15–11:15 AM Programs
11:30 AM–12:30 PM Programs
12:30–1:45 PM Author Lunch ☉
2:00–3:00 PM Programs
3:00–4:00 PM Exhibits Coffee Break
4:00–5:00 PM Programs
5:15–6:15 PM Spark Talks
6:30–8:30 PM Audio Publishers Association Dinner ☉

Friday, February 28

7:30 AM–4:00 PM Registration
8:00–9:00 AM Big Ideas with Haben Girma
9:00 AM–2:00 PM Exhibits Open
9:00–10:15 AM Exhibits Coffee Break
10:15–11:15 AM Programs
11:30 AM–12:30 PM Programs
12:30–1:45 PM Author Lunch ☉
1:30–2:00 PM Exhibits Closing Reception
2:15–3:15 PM Programs
3:30–4:30 PM Programs
4:45–5:45 PM Spark Talks
6:00–8:00 PM All-Conference Reception

Saturday, February 29

8:00–10:00 AM Registration
8:15–9:15 AM Big Ideas
9:30–10:30 AM Programs
10:45–11:45 AM Programs
12:00–1:00 PM* Closing Session

*Due to factors outside PLA's control, the closing session may be delayed or run longer than the hour allotted. Please plan accordingly and allow additional travel time, especially for flights departing immediately following the closing session. We appreciate your patience and understanding and will work hard to ensure the session runs as closely to the schedule as possible.

General Sessions

Get ready to be inspired, energized, and entertained by the PLA 2020 speakers! Additional speakers and events will be announced soon. Visit placonference.org for up-to-date information.




Opening Session with Stacey Abrams

WEDNESDAY, FEBRUARY 26
2:00–3:30 PM

Stacey Abrams is an author, serial entrepreneur, nonprofit CEO and political leader. After eleven years in the Georgia House of Representatives, seven as Minority Leader, Abrams became the 2018 Democratic nominee for Governor of Georgia, where she won more votes than any other Democrat in the state's history. She has founded multiple organizations devoted to voting rights, training and hiring young people of color, and tackling social issues at both the state and national levels; and she is a lifetime member of the Council on Foreign Relations. Abrams is the 2012 recipient of the John F. Kennedy New Frontier Award and the first black woman to become the gubernatorial nominee for a major party in the United States.



Appears courtesy of Macmillan

Sponsored by  OCLC

Closing Session with Samantha Bee

SATURDAY, FEBRUARY 29
12:00–1:00 PM

Samantha Bee has quickly established herself as having one of the most unique and sharp comedic voices on television with her late-night show *Full Frontal with Samantha Bee*. In 2003, Bee joined Comedy Central's *The Daily Show* on its "Best F#@king News Team" and departed in 2015. She currently holds the title for being the longest-serving regular *Daily Show* correspondent of all time (12 years). In 2016, Bee received global recognition from the success of her very own weekly late-night comedy series, *Full Frontal with Samantha Bee*, on TBS. In 2010, Simon and Schuster published Bee's collection of personal essays, titled *I Know I Am, But What Are You?* She is currently writing a middle-grade novel for Farrar Straus Giroux.



Big Ideas Series

The Big Ideas Series, PLA's version of "TED Talks," kicks off each day with an inspiring speaker sure to challenge your mind, spark your creativity, and leave you with some Big Ideas.



Big Ideas with Dr. Bettina L. Love

THURSDAY, FEBRUARY 27
8:00–9:00 AM

Dr. Bettina L. Love is an award-winning author and associate professor of Educational Theory & Practice at the University of Georgia. Dr. Love's research focuses on the ways in which urban youth negotiate Hip Hop music and culture to form social, cultural, and political identities and how teachers and schools working with parents can build communal, civically engaged schools rooted in intersectional social justice for the goal of equitable classrooms. She is the author of *We Want To Do More Than Survive: Abolitionist Teaching and the Pursuit of Educational Freedom* and *Hip Hop's LI'l Sistas Speak: Negotiating Hip Hop Identities and Politics in the New South*.



Big Ideas with Haben Girma

FRIDAY, FEBRUARY 28
8:00–9:00 AM

The first Deafblind person to graduate from Harvard University Law School, Haben Girma advocates for equal opportunities for people with disabilities. President Obama named her a White House Champion of Change. She received the Helen Keller Achievement Award, and a spot on *Forbes* magazine's "30 Under 30" list. Haben travels the world teaching organizations the benefits of fully accessible products and services. She's a talented storyteller who helps people frame difference as an asset. She also authored the bestselling book *Haben: The Deafblind Woman Who Conquered Harvard Law*.

Big Ideas

SATURDAY, FEBRUARY 29
8:15–9:15 AM

We have one final Big Ideas speaker to announce! Be sure to visit placonference.org for the latest details.

Author Events

Author events are a "can't-miss" experience at PLA Conference. Join your fellow book lovers to hear from award-winning authors, enjoy a good meal, and have your books signed! Visit placonference.org for updates on authors scheduled to appear. Each author event requires separate registration.

Children's-Author Breakfast

THURSDAY, FEBRUARY 27
7:00-8:00 AM

Start your day with a free breakfast and hear from renowned children's authors. Attendance is free, but registration is required and space is limited.

Ticket cost: \$0

Minh Lê is the award-winning author of *Drawn Together* (illustrated by Caldecott Medalist Dan Santat), *Let Me Finish!* (illustrated by Isabel Roxas), *The Perfect Seat* (illustrated by Gus Gordon), and *Green Lantern: Legacy* (illustrated by Andie Tong), his debut middle-grade graphic novel for the DC Comics.



Appearing courtesy Disney Book Group



Lisa Moore Ramée has a BA in Speech Communications from San Francisco State University and a MA in English Literature from California State University,

East Bay. While working in publishing for the Walt Disney Company, she co-penned *The Little Mermaid Disney Junior Graphic Novel*. *Good Kind of Trouble* was her debut novel. Her second novel, *Something to Say*, will be published in July 2020.

Appearing courtesy HarperCollins Children's Books

Rebecca Stead is the award-winning and best-selling author of *When You Reach Me*, *Liar & Spy*, *First Light*, and *Goodbye Stranger*, which have appeared on multiple state master lists and "best of the year" lists.



Appearing courtesy Random House Children's Books

Henry Winkler and Lin Oliver are co-authors of the bestselling *Here's Hank* series and, most recently, *Alien Superstar* (illustrated by Ethan Nicolle).



Henry Winkler is an Emmy Award-winning actor, writer, director, and producer who has created some of the most iconic TV roles, including the Fonz in *Happy Days* and Gene Cousineau in *Barry*. Lin Oliver is a children's book author, a writer and producer for both TV and film, and the executive director of the Society of Children's Book Writers and Illustrators.

Appearing courtesy Abrams Children's Books

Author Lunches

THURSDAY, FEBRUARY 27
12:30-1:45 PM

FRIDAY, FEBRUARY 28
12:30-1:45 PM

Network and socialize with your colleagues over lunch, while hearing from some of your favorite award-winning authors.

Ticket cost: \$60



Audio Publishers Association Dinner

THURSDAY, FEBRUARY 27
6:30–8:30 PM

Join us for an evening of engaging authors, popular audio voices, and delicious food, which has become a favorite among past PLA Conference attendees.

Ticket cost: \$80

Jasmine Guillory

is a lawyer, a graduate of Wellesley College and Stanford Law School, and *The New York Times* bestselling author of *The Wedding Date*, *The Proposal*, *The Wedding Party*, and *Royal Holiday*.



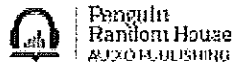
Appearing courtesy



Erik Larson is the author of five national nonfiction bestsellers—*Dead Wake*, *In the Garden of Beasts*, *Thunderstruck*, *The Devil in the White City*,

and *Isaac's Storm*—that have been published in nearly 20 countries and collectively sold more than 9 million copies worldwide.

Appearing courtesy



Ann Patchett

is the author of six novels and three books of nonfiction. She has won many prizes, including Britain's Orange Prize, the PEN/Faulkner Prize, and the Book Sense Book of the Year. She lives in Nashville, TN, where she is the co-owner of Parnassus Books.



Appearing courtesy



Pam Muñoz Ryan's celebrated novels, *Echo*, *Esperanza Rising*, *The Dreamer*, *Riding Freedom*, *Becoming Naomi*

Léon, and *Paint the Wind*, have received countless accolades. Her acclaimed picture books include *Amelia and Eleanor Go for a Ride* and *When Marian Sang* (both illustrated by Brian Selznick) and *Tony Baloney* (illustrated by Edwin Fotheringgham).



Appearing courtesy



Preconferences

Jump-start your learning by attending a preconference! These in-depth learning opportunities will provide you with the knowledge, resources, tools, and best practices to tackle challenges and help you implement change at your library. Full- and half-day preconferences are available. Separate registration is required.

Tuesday, February 25

Fostering Dynamic School-Public Library Relationships

FULL DAY: 9:00 AM–5:00 PM

Straight out of Music City libraries, stakeholders from the nationally recognized Limitless Libraries program will facilitate an interactive, all-day preconference on building school-public library relationships that support students and staff. The Nashville team will work with participants to identify the bridges and barriers between where the relationship is and where it could be. Participants will leave the session with working documents, action items, and contacts to brand and expand their school-public library partnership.

Library Hackathon: Inspiration, Imagination, Innovation

FULL DAY: 9:00 AM–5:00 PM

No coding required! At the first-ever PLA hackathon, come together to work on solutions to an intractable library or societal issue. Vote on the issue you want to hack and work in teams of five to come up with innovative solutions. Receive expert guidance that will enable you to brainstorm and formulate a plan for solving a specific issue and how your library can contribute. Learn how to host a hackathon at your library

and get your community involved in solving local issues. Compete for a \$500 grand prize and the chance to be an "Innovator for Change."

Reinventing Strategic Planning for a Deeply Weird World

FULL DAY: 9:00 AM–5:00 PM

Traditional strategic planning is increasingly less effective in a rapidly changing, increasingly complex world. A new approach is needed—one that is adaptable, staff-driven, and above all, human-centered. In this fun, practical, and highly interactive workshop, participants will learn how to use service design and take an experiential approach that builds staff capacity to adapt and learn, and invites all staff, and patrons, to participate in the co-creation of a truly meaningful strategic roadmap.

The Person-Centered Approach to Providing Library Services

FULL DAY: 9:00 AM–5:00 PM

This library social worker panel will provide an overview of a trauma informed, person-centered, holistic approach to library services. Topics covered will include: applying social work research-based practices to library work; recognizing and addressing the

impact of trauma on public service, understanding the person-centered concept; understanding the strengths-based approach; using people-first language; and stress management.

Building Equity into the DNA of Your Organization

HALF DAY: 2:00–5:00 PM

Over the last five years, the Seattle (Washington) Public Library has integrated equity into every level of programmatic and operational planning. The approach, grounded in community listening, has transformed how the library develops programs and evaluates operations. This session discusses the foundational elements of embedding equity into library services starting with a community listening program that builds to make equity an organizational priority, and reviews several examples of putting these values into action.

Developing Your Advocacy Assets

HALF DAY: 2:00–5:00 PM

Advocacy is a necessary part of a librarian's everyday job, yet the thought of it can be overwhelming and scary. In this interactive presentation, we will start by categorizing the spectrum of advocacy and connect it back to

Preconference Registration

TYPE	FULL DAY WITH LUNCH	FULL DAY, NO LUNCH	HALF DAY
PLA & Tennessee Library Association (TLA) Personal Members	\$325	\$285	\$195
ALA Personal Members	\$380	\$340	\$250
Nonmembers	\$445	\$405	\$305



specific examples of persuasive communication, then dive into skill-building breakouts for attendees. The preconference will culminate in the importance of statistics and storytelling opportunities that empower librarians to advocate for not only our institutions but also our colleagues and diverse communities we serve.

Digital Literacy: Tools for Teaching, Learning, and Increasing Staff Confidence HALF DAY: 2:00–5:00 PM

In this entertaining and interactive preconference, a panel of digital literacy experts will demonstrate the importance of digital literacy as well as best practices for helping

patrons with technology. They'll also show you how to use free tools to create, teach, and evaluate tech classes; provide learning resources for patrons; and implement tech competencies with your staff to ensure they have the skills to meet customer needs and to build an economically successful community.

Wednesday, February 26

Building CQ: Shaping Culturally Intelligent Libraries HALF DAY: 9:00 AM–12:00 PM

You've heard of IQ and EQ, but what about CQ? Cultural Intelligence (CQ) is the ability to effectively cross cultural boundaries. CQ building is a life-long journey, and all can improve their CQ over time through four interdependent skills: knowledge, motivation, interpretation, and behavior. Those same skills grow organizational CQ, fostering community trust. Through this highly interactive workshop, build CQ and learn exercises you can use immediately as you shape your library's future.

Digital Libraries Meeting the Needs of Their Communities HALF DAY: 9:00 AM–12:00 PM

The only certainty in life is change. In 2013, BiblioTech launched as the first all-digital public library in the United States with the mission of engaging challenged communities. In 2018, Rutherford County (Tennessee) opened the doors of the Technology Engagement Center (TEC) in Murfreesboro, placing its unique stamp on digital libraries. Since opening, both libraries have capitalized on the flexible nature of digital to fluidly morph and adapt to meet the changing needs of their patrons.

Family Engagement Starts at the Top: Leading Your Library HALF DAY: 9:00 AM–12:00 PM

Join experts from the PLA Task Force on Family Engagement to learn about PLA's framework and how you, as a library leader, can create a vision and strategy for your library. Whether you're a library director, assistant/deputy director, or lead the library's child or youth services programming, this session will provide you with the tools to articulate your library's role in family engagement, engage your staff in professional development to improve services to families, identify community partners and funders for your family engagement work, and more.

Programs

The number one reason public library professionals attend PLA's biennial conference is for high-quality educational programming that is both practical and relevant to their work. With more than 120 programs to choose from, there's sure to be something for everyone at the 2020 Conference. PLA member volunteers selected these top-rated programs from a record-breaking number of proposals. Attendees will learn from diverse speakers, covering a wide range of topics, and addressing a variety of learning styles to advance their professional development. Visit placonference.org to view full program descriptions and the tentative schedule.

Administration/Management

- Decreasing Barriers to Library Use
- Developing Your Library's Fiscal Plan
- How to Fuel your Summer Reading Program and Avoid Burnout
- Preferred but not Required: The Changing Role of the MLS
- Proactive Models for Managing Difficult Patron Interactions
- Recruiting and Engaging Friends and Trustees Under Age 40
- Self-Care and Increasing Productivity while Avoiding Burnout
- So You DON'T Want to Be a Library Director
- Storming the Forts, Levelling Silos: Radical Reorganization and Rapid Change
- The Bookstore Model of Customer Service
- The True Story of Being a Library Director
- Who Needs Consultants? A Practical Guide to Strategic Planning
- Working Through Transitions and Institutional Change

Collections/Tech Services

- A Deep Dive into Diverse Books
- A Moonshot Initiative to Boost Circulation
- Addressing Bias in Your Catalog
- Bringing Personalized Service to Digital Readers' Advisory
- Creating a Diverse, Patron-Driven Collection

Enhancing the Patron Experience through Visual Merchandising

How a Library of Things Can Impact Services and Initiatives

Public Libraries Changing the eBook Publishing World

Tackling Racism in Classic Children's Literature

Equity, Diversity, Inclusion, and Social Justice

- Building Bridges for Reconciliation
- Bystander Intervention in the Library
- Data-Driven Digital Equity in Seattle
- Intentional Inclusion: Disrupting Middle Class Bias in Library Programming
- Leveraging Partnerships to Serve Immigrants and Refugees
- Mentoring to Diversify Librarianship
- Perspectives on Outreach to Tribal Libraries
- Prioritizing Equitable Outreach
- Programming for All Abilities
- Serving Adults on the Autism Spectrum
- Serving Immigrants Beyond the Citizenship Corner
- Social Work Interns at Small and Medium Sized Public Libraries
- StoryCorps: Tools to Amplify Diverse Voices in Your Community

Suicide and Overdose Prevention at the Library

Updated Strategies for Refugees, Immigrants, and Displaced Persons

Welcoming Transgender Customers

What Comes After Drag Queen Storytime?

Leadership

- An Empathetic Approach to Customer Service Training
- How Librarians Can Facilitate Community Emergency Preparedness
- Leading from the Middle
- Leading Teen Volunteers to Professional Development and Teen Agency
- Levy Campaigns in a High-Turnout Election
- Self-Management to Focus on Patron-Centered Services
- Staff Inclusion in Decision-Making, From Big Ideas to Cat Chats
- Tiny Spaces Bring Big Opportunity
- What Would You Do? Ethical Issues in Public Libraries

Marketing/Advocacy

- Celebrating Libraries in Communities Through Stories
- Data Visualization on a Dime
- Formulating An Inclusive Marketing/Communications Strategy
- Going Fearlessly Fine-Free

Instagram Teams: Using Varied Voices to Create Inclusive Content

Leverage Assessment and Advocacy to Demonstrate Community Outreach Impact

Pitching and Producing a Library Podcast

The Piano Project: Community Engagement through Music and Street Art

Uniting Library Patrons, Staff, Donors, and Advocates for Library Giving Day

Serving Adults

African-American Genealogy Programming

Breaking Down Barriers to Workforce Development

Bringing Curbside Delivery to Your Library

Bringing Technology and Arts Programming to Senior Adults

Challenging Dementia with Creativity, Collaboration, and Compassion

Developing Scalable, Inclusive, and Engaging Adult Programs

Fostering Mutuality with Peer Navigators in Public Libraries

Gather at the Table: Community Conversations in the Library

How Libraries Can Support Cognitive, Emotional, and Physical Health in Adults

Navigating Hot Topics with Media Literacy Skills

Public Libraries as Champions of Health Insurance Enrollment

Service to Bilingual Public Library Patrons

Showcase Your Community with a Late-Night Talk Show

Supporting Baby Boomers and Older Adults in Libraries

Top 5 of 5: Fresh Voices in Classic Genres

When You Give a Library a Kitchen: Culinary Workforce Development

Whole-Family Learning with NASA Science Programming

Serving Teens/Young Adults

Connecting Youth and Opportunity is More Than Transportation

Esports and Evidence-Based Connected Learning

LGBTQ+ Reader's Advisory

Promoting Civic Engagement for Teens

Public Library Partnering in Juvenile Detention Centers

Serving Youth in Systems of Care

Why Middle School and College Career Success Go Hand-in-Hand

Serving Youth

A Third Grade Reading Project in Rural Missouri

Adding Mindfulness to Your Storytime Checklist

Build Community with an Inclusive Early Literacy Program

Closing Opportunity Gaps through School-Library Partnerships

Disability in Children's Literature and in Library Programming

Early Literacy in Unexpected Places

Environmental Literacy for Children and Families

GROWING New Library Patrons

How to Run a Librarian-in-Training Program for Children

Libraries Moving Beyond Summer Food Service

Library Outreach Re-imagined

Library's Role in Bridging the Middle School STEM Equity Gap

Taking Literacy to the Community with Barbershop Books

Using Mirrors and Windows to Teach Cultural Literacy

Spaces and Places

Co-Localizing Library Branches and New Service Combinations

Creating a Platform to Experience Music Live and Virtually

How Pop-Up Libraries Build Community and Interrogate Private Space

Inclusionary Tactics that Flip the Script for Library Facility Planning

Library Space Designed By Library Staff

Outreach Toolkit for Working with Shelters

Part Playground, Part Laboratory: Building New Ideas at Your Library

The Library at the Mall

Transforming Service through Spaces

Staffing

A Trauma-Informed Approach to Public Library Social Service

Developing Interactive Activities to Boost Team Building

Seeking Stellar Staff at All Levels

Serving the Mentally Ill and Promoting Wellness

Setting Healthy Boundaries

Skills for the Accidental Volunteer Coordinator

Student Loan Forgiveness 101

Training Staff to Serve Patrons Experiencing Homelessness in the Suburbs

What Your Onboarding Says About Your Organization

Technology

Database Promotion from the Inside Out

Improving Employment Outcomes and Community Life Skills with Business Support

Marketing your Library with Video

Podcasting as Professional Development

Restoring History: Designing an African American Research Database

Strategic Approaches and Sustainability for Library Creative Spaces

The Internet is Dark and Full of Terrors

We're All Tech Librarians Now

Special Events

Back by popular demand, these special events will spice up your day, help you discover new ideas, and get your creativity flowing! Visit placonference.org to view the full schedule of events.

Spark Talks

THURSDAY,
FEBRUARY 27
5:15–6:15 PM

FRIDAY, FEBRUARY 28
4:45–5:45 PM

Get fueled with great ideas in this fan-favorite program where your peers will educate, inspire, and entertain—each in less than five minutes!



Career Center

Résumé reviews, speed mentoring, interview coaching, and more! The career center will have scheduled events—including career “how-to” lessons—and will also be open during conference hours for job posting or impromptu interviews.

Staff from these libraries will offer PLA Conference attendees an immersive experience demonstrating how art can be used as a vehicle for meaningful engagement with patrons of diverse backgrounds and interests, positioning libraries as catalysts for creativity and innovation.

Book Buzz Stage

Hear the latest publisher buzz for 2020 at the Book Buzz Stage, located in the Exhibits Hall!

How-To Festival

From programming ideas to crafts to gaining life skills, the How-To Festival is a great way to get some bite-sized learning and have a little fun!



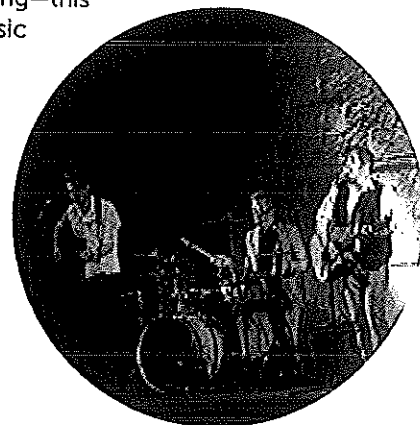
Anythink Libraries & The Bubbler

Anythink Libraries (Adams County, Colorado) is teaming up once again with “The Bubbler,” a Madison (Wisconsin) Public Library program that connects artists to the community through free, hands-on making, exhibitions, and community events.



All-Conference Reception

Join your fellow attendees on Friday for an evening of fun, food, and dancing—this is Music City after all!



What's New

PLA is committed to using the 2020 Conference to educate, inspire, and raise awareness. Here are a few new things to look forward to in Nashville.

Day in the Community

WEDNESDAY, FEBRUARY 26
8:30 AM–1:30 PM

Explore Nashville beyond the Honky Tonk Highway! These excursions will send small groups of attendees to visit 2–3 Nashville organizations that are supporting library values of equity, diversity, inclusion and social justice. Space is limited and separate registration is required.

Cost (includes lunch and transportation): \$50

Give Back

Public libraries are the heart of every community and no one understands giving back to the community more than a public library worker. Attendees will have the opportunity to give back to Nashville by participating in a community service project within the Music City Center.

Pop-Up Shops

THURSDAY, FEBRUARY 27
FRIDAY, FEBRUARY 28

Shop for a cause between program sessions! Local

organizations will host pop-up shops so attendees can support their missions. Participating organizations include:

- **BRANDED Collective** works with survivors of human trafficking from Nashville-based non-profit End Slavery Tennessee. BRANDED is an economic empowerment jobs program where the women design and handcraft the jewelry collection.
- **Humphreys Street**, a social enterprise of Harvest Hands CDC, was born out of a desire to raise up leaders within the neighborhood by creating jobs, providing mentorship opportunities, and teaching job skills that empower youth. 100% of profits are reinvested into programs and scholarships that support their students.
- **Thistle Farms** is a nonprofit social enterprise, based in Nashville, dedicated to helping women survivors recover and heal from trafficking, prostitution, and addiction. Thistle Farms provides a safe place to live, a meaningful job, and a lifelong sisterhood of support because they believe

love is the most powerful force in the world.

StoryCorps

Sponsored by the National Network of Libraries of Medicine (NNLM)

StoryCorp is a non-profit organization whose mission is to record, preserve, and share the stories of Americans from all backgrounds and beliefs. PLA, NNLM, and StoryCorp are teaming up to offer you the chance to record your own stories, attend sessions about library impact and story collection, and learn how to bring StoryCorps to your library.

Wellness Center

Relax and recuperate in the PLA Wellness Center, where yoga and meditation sessions will be provided throughout the conference. Attendees will sign up for yoga classes in advance. Between sessions, this room will be available as a quiet, reflective space for all attendees. *Namaste!*

Exhibits Hall

PLA's Exhibits Hall will help you find the products, solutions, and services you need to take your library to the next level. Browse hundreds of booths to see the latest in publishing, technology, and media.

Exhibits Schedule

Wednesday, February 26

3:30 - 6:30 PM: Opening Reception

Thursday, February 27

9:00 AM - 5:00 PM: Exhibits Open

9:00 - 10:15 AM: Coffee Break

3:00 - 4:00 PM: Coffee Break

Friday, February 28

9:00 AM - 2:00 PM: Exhibits Open

9:00 - 10:15 AM: Coffee Break

1:30 - 2:00 PM: Closing Reception

Exhibits Badges

An **Exhibits-Only Badge** gives you access to the exhibits any time they are open and can be purchased in advance or onsite for \$50.

An **Exhibits-Plus Badge** gives you access to the exhibits any time they are open, plus attendance at the Opening Session, the Big Ideas Series, the All-Conference Reception, and the Closing Session. Exhibits-Plus Badges can be purchased in advance or onsite for \$95.

Exhibitors

Highlighted exhibitors indicate conference sponsors (as of September 17, 2019)

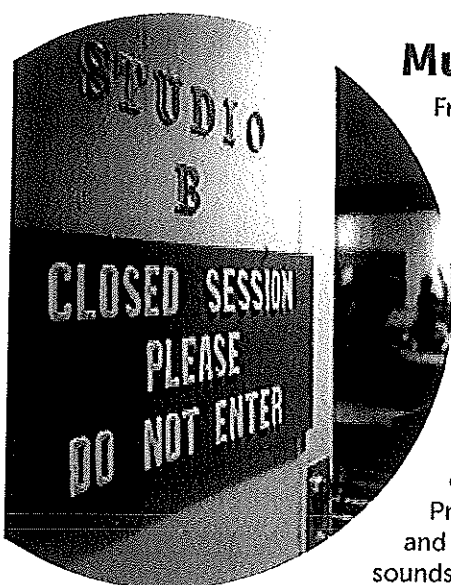
3branch Products	Blink	ConverSight.ai
4imprint	Bloomsbury	Counting Opinions
720 design	BMI Digital Reel	Creativebug
ABC-CLIO	Book Publishing Company	D.K. Agencies (P) Ltd.
ABDO	Book Systems	Demco
ALA Store American Library Association	Booklist Publications	Diamond Book Distributors
Ambauminable LLC	BookPage	Disney Book Group
American Library Association	Brainfuse	DLSG at Image Access
Assabet Interactive	Brodart Co.	D-Tech International USA, LLC
Auto-Graphics, Inc.	Burgeon Group, LLC	EBSCO Information Services
AWE Learning	Candlewick Press	e-ImageData Corp
Backstage Library Works	Capra Technologies, LLC.	Emery-Pratt Company
Baker & Taylor	Cardinal Publishers Group	Emporia State University, School of Library and Information Management
Baker Publishing Group	Center Point Large Print	EnvisionWare, Inc
BCWH / Tapp_	Charlesbridge	Equinox Open Library Initiative
Bellwether Media, Inc.	Cherry Lake Publishing / Sleeping Bear Press	Estey / Tennisco
Better Containers Mfg. Co.	Children's Plus, Inc.	Eustis Chair
Better World Books	ChillFresh Enterprises, Inc.	FamilySearch
BiblioCommons Inc.	ChinaSprout, Inc.	Farber Specialty Vehicles
BiblioLabs / BiblioBoard	Chooseco	FaxScan24
Biblionix	Chronicle Books	FE Technologies
Bibliotheca	Collaborative Summer Library Program	Firefly Books
Biblomodel	Combined Book Exhibit	Fox Chapel Publishing
Birchard Co / EZDrop	Comprise Technologies	Gale, a Cengage Company
Blackstone Audio	Connectrac	
Blick Art Materials	Consumer Financial Protection Bureau	

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| Harlequin | Macmillan Adult | Plymouth Rocket, Inc. | Tech Logic | Vanguard ID Systems |
| HarperCollins | Macmillan Children's Publishing Group - MCPG | Preservation Week / ALCTS | The Child's World, Inc | Vidcode |
| HarperCollins Children's Books | Magazine Subscription Service Agency | Princeton University Press | The Library Corporation - TLC | W.W. Norton & Company |
| HarperCollins Leadership | Mango Languages | Pronunciator Language Learning | The Library Store, Inc. | Western Writers of America |
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| Illion Digital Tech Solutions (Formerly Talkingtech) | meeScan Bintec Library Services Inc. | Quarto Group, The | Thomas Nelson Publishers | WT Cox Information Services |
| Independent Publishers Group (IPG) | Mergent by FTSE Russell | Quipu Group, LLC | ThriftBooks | Zondervan |
| Infobase | Midwest Library Service | Reading Group Choices | TMC Furniture | Zoobean |
| Ingram Content Group | Midwest Tape | READsquared | Today's Business Solutions | |
| Innovative Interfaces, Inc. | MJ :Library Shelving by Aurora | Recorded Books | Traf-Sys Inc. | |
| Jackson Manufacturers Company Inc. | mk Solutions, Inc. | Rhode Island Novelty | Transparent Language | |
| JanWay Company | MOBIUS | Romance Writers of America | Tutor.com | |
| Jumpl Library | Morningstar, Inc. | Rosen Publishing | Tyndale House Publishers | |
| Junior Library Guild | My Library Rewards | Rowman & Littlefield Publishing Group | Unique | |
| Kanopy | National Center for Families Learning--NCFL | RTI Company - Public Information Kiosk | | |
| Kensington Publishing | National Geographic | Sage Publishing | | |
| Laptops Anytime | National Network of Libraries of Medicine | Salern Press & Grey House Publishing | | |
| Lerner Publishing Group | NewsBank, Inc. / Readex | Scannx, Inc. | | |
| Libratica LLC | Niche Academy | Schedule3W Dymaxion Research, Ltd. | | |
| Library Design Systems, Inc. | Northern Micrographics, Inc. | Scholastic Library Publishing | | |
| Library Ideas, LLC | OCLC, Inc. | SenSource, Inc. | | |
| Library Market | Operation Warm | Simon & Schuster | | |
| LibraryIQ | OverDrive Inc. | SimplyAnalytics, Inc. | | |
| Little Brown Books for Young Readers | Oxford University Press | SirsiDynix | | |
| Llewellyn Worldwide, Ltd. | P.V.Supa Inc. | Soho Press, Inc | | |
| Lonely Planet | Palmeri Furniture Ltd | Sourcebooks, Inc. | | |
| Lucas Color Cards | Peachtree Publishing Company | | | |



Plugging Into Music City

Creativity is the heart and soul of Music City and there's never a shortage of inspiring things to do. With outstanding music, culture, arts, food, sports, and shopping, there is an "only in Nashville" experience waiting for you. Go to visitmusiccity.com to start exploring.



Music

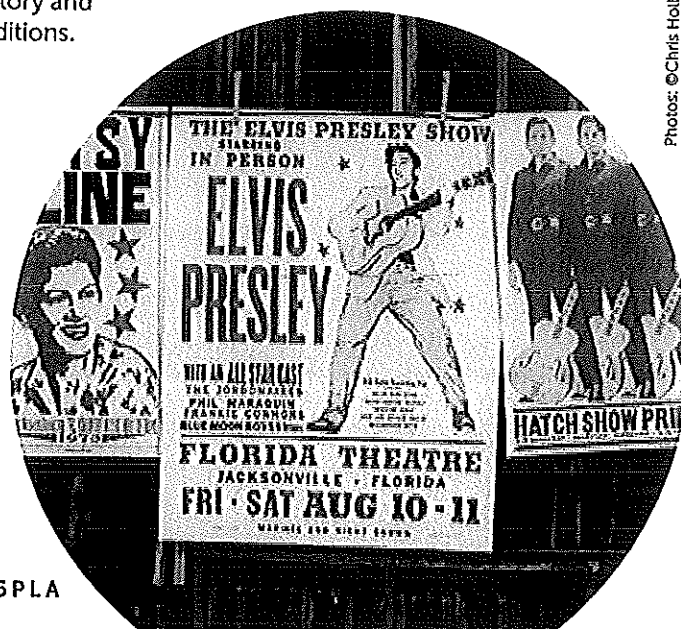
From the airport lounge to coffee shops to the Honky Tonk Highway, you're always within earshot of great live music in Nashville. Legendary country music venues include the Grand Ole Opry House and RCA Studio B, known as the birthplace of the "Nashville Sound." The Country Music Hall of Fame is located across the street from the Music City Center and houses one of the world's most extensive musical collections. Check out Hank Williams's Martin guitar, Elvis Presley's custom Cadillac limousine, and become immersed in the history and sounds of country music and its traditions.

Food

Nashville's food scene has exploded over the past few years thanks to a combination of chef-driven restaurants and classic dining spots offering up Southern favorites. Discover the spots that put Nashville on the culinary map and start planning your tasting tour at visitmusiccity.com.

Experiences

The city is full of unique experiences for everyone—from stepping back in time at the full-size Parthenon replica to relishing the arts at Frist Center. One must-see attraction is conveniently located across the street from the Music City Center. Nashville's Hatch Show Print—one of the oldest working letterpress print shops in America—receives 100,000 visitors each year who come to experience the art of the letterpress, browse the gallery exhibits, and shop for a souvenir print of their own.



Photos: ©Chris Hollo, Courtesy of Nashville Convention & Visitors Corp. (Grand Ole Opry House Stage); Courtesy of Nashville Convention & Visitors Corp. (Historic RCA Studio B); ©CK Photo, Courtesy of the Country Music Hall of Fame and Museum (Hatch Show Print Shop)

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OPRY.COM

PLUGGING INTO MUSIC CITY

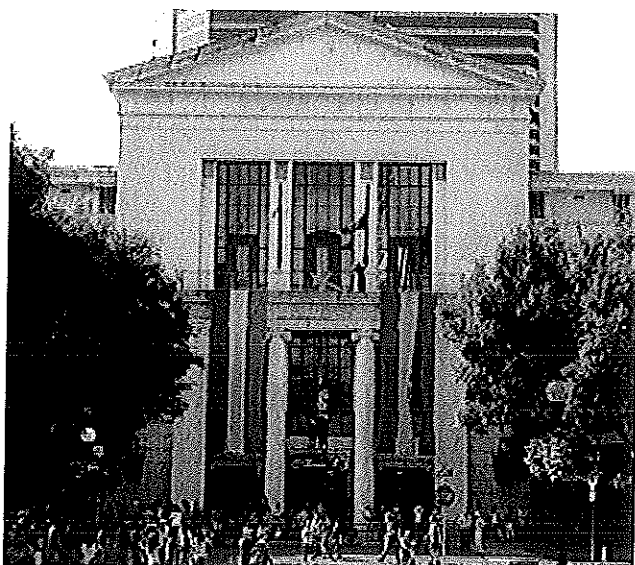
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GRAND OLE OPRY

Celebrating Nashville

For the first time in 20 years, PLA's national conference is going to the southeastern part of the country, where you'll find that Nashville's rich tapestry of people, voices, tastes, sounds, thoughts, and sights supports PLA and library values. It's one of the fastest growing cities and regions in the nation, with exciting new opportunities on the horizon, and already has one of the best public libraries in the country.

2017 Library of the Year

The Nashville Public Library (NPL) was named 2017 Library of the Year by *Gale/Library Journal*, being called a "model for the nation and the world" in the process. We are excited to show off and provide attendees with the opportunity to get a firsthand glimpse of some of NPL's work with the local school system and its commitment to marginalized communities. One example of NPL's work in the equity space is the Limitless Libraries program, which aims to give every public-school student easy access to the best educational resources and learning materials.

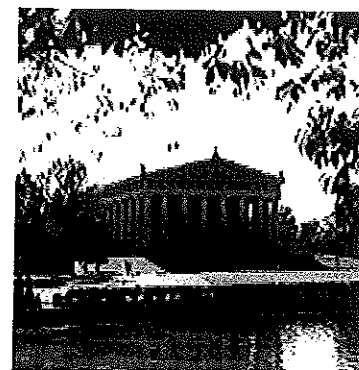


NASHVILLE PUBLIC LIBRARY

Nashville's Place in American History

The city has a reputation as a place of culture. By the 1850s, Nashville was already being called the "Athens of the South," in reference to the number

of universities located in the area, including multiple historically black colleges and universities. After the Civil War, Fisk University opened its doors to educate recently freed slaves. Fisk began a dedication to civil rights that, nearly 100 years later, would be carried on by one of its students—U.S. Representative John Lewis (D – Georgia).



THE PARTHENON AT CENTENNIAL PARK

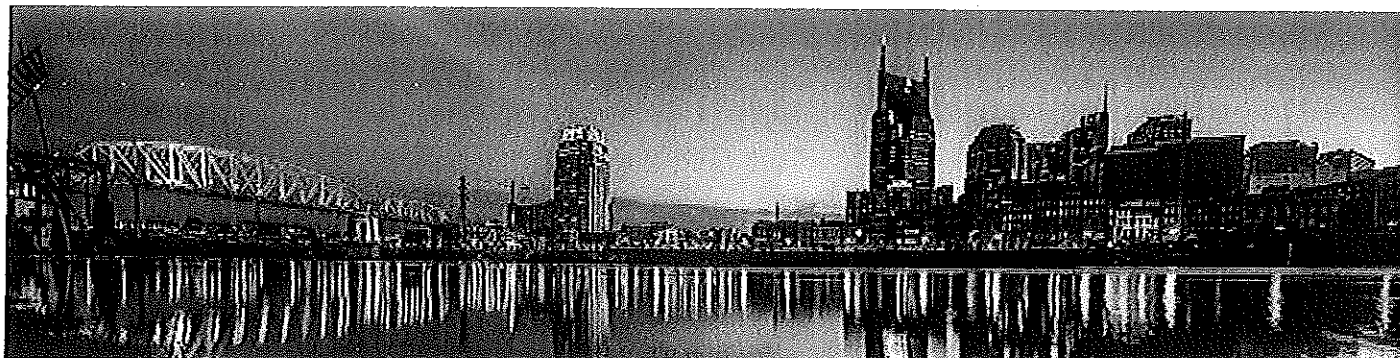
Library Branch Tour

WEDNESDAY, FEBRUARY 26, 9:00 AM–1:30 PM

Join fellow attendees for a tour of the Nashville Public Library branches, with stops at the Bellevue, Madison, and Looby branches.

Cost (includes coffee, donuts, and a boxed lunch): \$50

Photo: Courtesy of Nashville Convention & Visitors Corp (The Parthenon at Centennial Park); Gary Lands (Nashville Public Library)



In 1919, the deciding vote to ratify the 19th Amendment, granting American women the right to vote, was cast in Nashville. In spring 2020, NPL's downtown branch will open the Votes for Women Room, a permanent exhibit dedicated to the legacy of women's suffrage in Nashville.

In February 1960, a group of students from the city's four black colleges, including Fisk's John Lewis, set out to confront segregation at lunch counters, movie theaters and other public places in downtown. Over the course of two months, hundreds of African American students participated in sit-ins across the city. Their efforts helped Nashville become one of the first places in the country with integrated lunch counters. Attendees can eat at the historic Woolworth on 5th, where one of the first sit-ins was hosted.

The library's Civil Rights Room captures the drama of a time when thousands of African Americans in Nashville sparked a nonviolent challenge to racial segregation in the city and across the South. Visitors of the exhibit are immediately met with the words of Dr. Martin Luther King Jr.: "I came to Nashville not to bring inspiration, but to gain inspiration from the great movement that has taken place in this community."

PLA has added special events to the conference to celebrate Nashville and immerse attendees in its rich history and all it has to offer. Visit placonference.org to learn more about celebrating learning and library values in Music City!



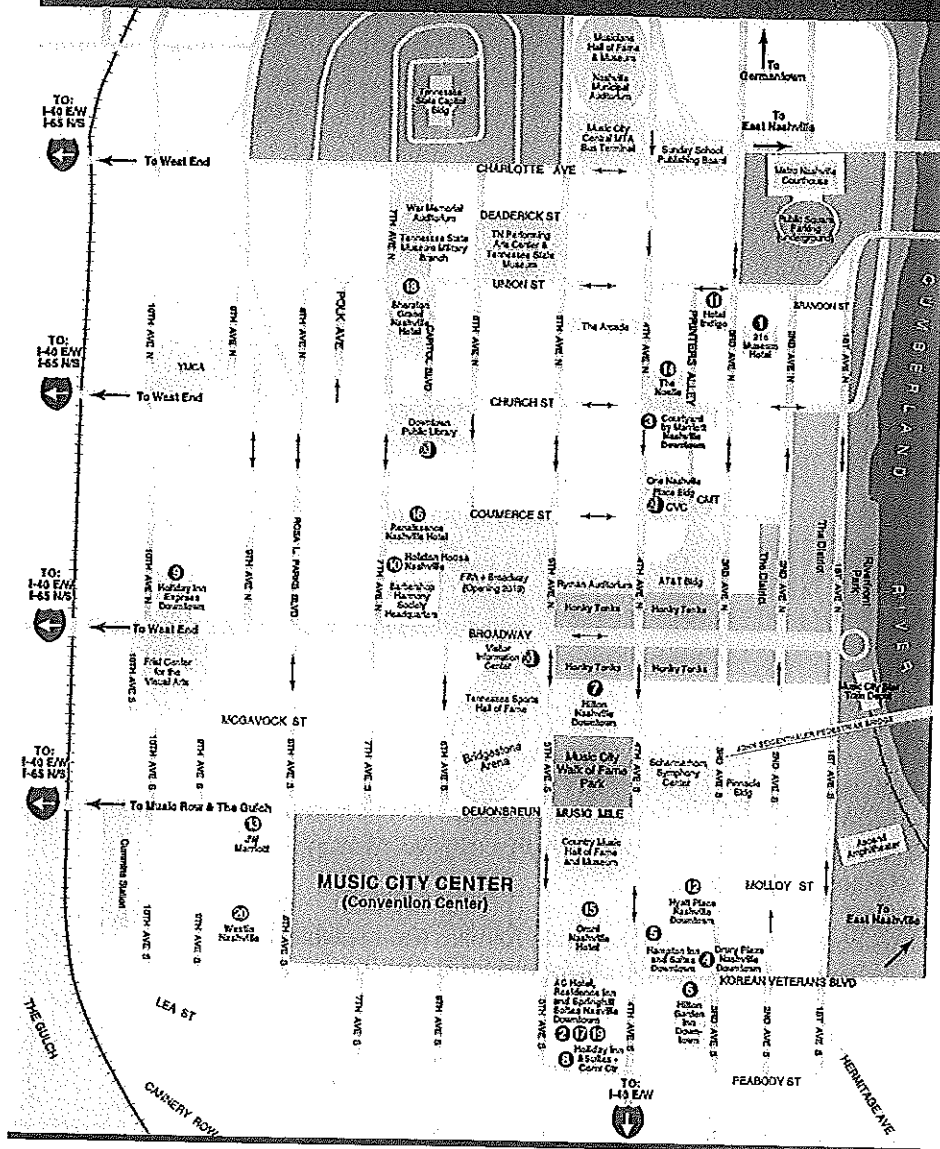
AS THE SIT-INS CONTINUED, THE LEADERS OF THE MOVEMENT ALSO ENCOURAGED THE AFRICAN AMERICAN COMMUNITY TO BOYCOTT DOWNTOWN BUSINESSES IN THE SPRING OF 1960.



MAYOR BEN WEST AGREES THAT LUNCH COUNTERS SHOULD BE DESEGREGATED, APRIL 19, 1960.

Housing

Reserving your room through Experient, PLA's official housing company, ensures you'll receive a great price at a quality hotel. Conference registration is required to book housing in the PLA room block. The deadline to make your housing reservation is January 31, 2020.



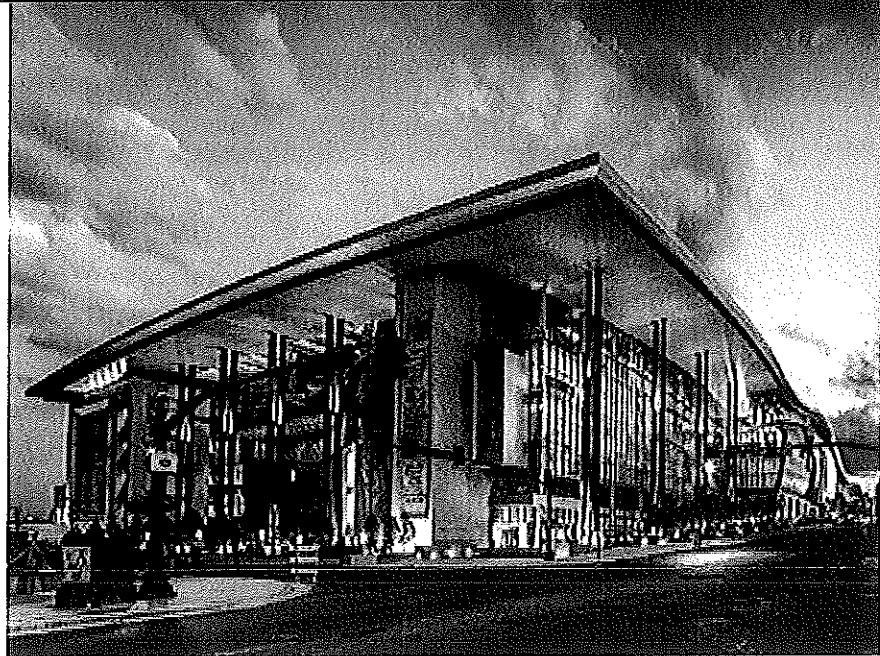
1. **21c Museum Hotel**, 221 2nd Avenue North, \$299
 2. **AC Hotel by Marriott Nashville Downtown**, 410 5th Avenue South, \$269
 3. **Courtyard by Marriott Nashville Downtown**, 170 4th Avenue North, \$229
 4. **Drury Plaza Hotel Nashville Downtown**, 300 Korean Veterans Blvd., \$219
 5. **Hampton Inn & Suites Nashville-Downtown**, 310 4th Avenue South, \$260
 6. **Hilton Garden Inn Nashville Downtown/Convention Center**, 305 Korean Veterans Blvd., \$239
 7. **Hilton Nashville Downtown**, 121 4th Avenue South, \$289
 8. **Holiday Inn & Suites Nashville Downtown-Convention Center**, 415 4th Avenue South, \$269
 9. **Holiday Inn Express Nashville-Downtown**, 920 Broadway, \$249
 10. **Holston House Nashville**, 118 7th Avenue North, \$299
 11. **Hotel Indigo Nashville**, 301 Union Street North, \$269
 12. **Hyatt Place Nashville Downtown**, 301 3rd Avenue South, \$259
 13. **JW Marriott Nashville**, 201 8th Avenue South, \$279
 14. **Noelle Nashville**, 200 4th Avenue North, \$232
 15. **Omni Nashville Hotel (Headquarter Hotel)**, 250 5th Avenue South, \$253
 16. **Renaissance Nashville Hotel**, 611 Commerce Street, \$239
 17. **Residence Inn by Marriott Nashville Downtown/Convention Center**, 410 5th Avenue South, \$239
 18. **Sheraton Grand Nashville Downtown**, 623 Union Street, \$219
 19. **SpringHill Suites by Marriott Nashville Downtown/Convention Center**, 410 5th Avenue South, \$239
 20. **The Westin Nashville**, 807 Clark Place, \$289
- ① Downtown Public Library

Travel

There's a reason Nashville has been ranked as one of the best and friendliest U.S. cities by *Travel + Leisure* magazine. Join us for PLA 2020 and meet some new friends along the way!

Described as a "geographic bullseye," Nashville is perfectly positioned to bring people together and the Music City Center—where most PLA Conference events will take place—is in the heart of it all.

The Music City Center is located at 201 Fifth Avenue South, Nashville, TN, 37203. For printable and interactive city maps, go to visitmusiccity.com.



Getting to Nashville

Driving

40% of the U.S. population lives within 600 miles of Nashville. The downtown is uniquely positioned at the convergence of three major interstates—the I-65 runs north-south; the I-40 runs east-west; and the I-24 crosses the city from the northwest to the southeast. Visit parkitdowntown.com for parking locations.

Flying

The Nashville International Airport (BNA) is served by all major airlines with nearly 400 daily arrivals and departures. Fly on United Airlines, the official PLA 2020 airline, and save with an exclusive discount available at placonference.org.

The airport is conveniently located less than 10 miles from downtown. Taxi and rideshare services are available for pickup at the Ground Transportation Center, located on Level 1 in the Terminal Garage. The Metro Transit Authority route 18 Airport/Elm Hill Pike bus will transport you downtown for under \$2.00. Visit nashvillemta.org for bus routes and schedules.

Photo: Courtesy of Nashville Convention & Visitors Corp

HOUSING & TRAVEL

PLA Membership

"Being involved in a national organization full of people just like me, it helped me find my people, and truly I've landed, and this is home."

- PLA MEMBER SINCE 2012



Exclusive Access to Discounts

PLA Personal Members receive exclusive access to the Early Bird discount, saving \$280 more than nonmembers on their PLA 2020 Conference registration, as well as discounted pricing on preconferences. The Early Bird deadline is December 20, 2019.

Not a PLA member? Join today at pla.org!

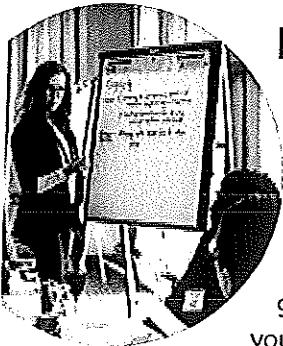


PublicLibrary
ASSOCIATION
CELEBRATING 75 YEARS

Celebrating 75 Years

October 13, 2019, marked the Public Library Association's 75th Anniversary. We have been celebrating all year long by reflecting on our storied history, commemorating our achievements, honoring the people who have contributed to our success, and preparing for an even brighter future. Learn more at 75years.pla.org.

PLA is proud to celebrate 75 years as an indispensable ally to public libraries.



Benefits Beyond Conference

As the role of public libraries keeps expanding, public library workers need to expand with it. PLA is here to help. The conference is a great introduction to what PLA has to offer, but the learning doesn't need to end there. Our online learning, in-person trainings, volunteer opportunities, toolkits, resources, publications, and network of more than 9,000 public library professionals will help you grow your professional skills year-round.

Annual Dues

Regular, International, & Trustee or Associate Members	\$77
Non-salaried or Retired Members	\$56
Student Members	\$34


The Public Library Association is a division of the American Library Association (ALA). You must be a personal member of ALA in order to join PLA. The membership rates listed above do not include the price of ALA personal membership. Learn more about the benefits of ALA and PLA membership at pla.org.




Registration

Early Bird discount ends December 20, 2019!

 **Online**
Register online
and reserve your hotel
at placonference.org.
Credit cards only.

 **By Mail** Download a registration
form at placonference.org and
mail your completed copy and payment
to the address on the form. *Credit cards,
checks, and purchase orders only.*

 **By Fax** Download a registration
form at placonference.org and
fax your completed form to:
301-694-5124. *Credit cards and
purchase orders only.*

Full Conference Registration

TYPE	EARLY BIRD (by 12/20/19)	ADVANCE (by 1/31/20)	ONSITE (after 1/31/20)
PLA Personal Members & Tennessee Library Association (TLA) Members	\$305	\$350	\$395
ALA Personal Members		\$440	\$485
Retired or Non-salaried PLA Personal Members		\$210	\$230
Nonmembers		\$585	\$625
Students		\$175	\$200

Single-Day Registration

TYPE	ADVANCE (by 1/31/20)	ONSITE (after 1/31/20)
PLA Personal Members & TLA Personal Members	\$270	\$285
ALA Personal Members	\$345	\$360
Retired or Non-salaried PLA Personal Members	\$165	\$185
Nonmembers	\$420	\$435
Students	\$110	\$120

Preconference Registration

TYPE	FULL DAY WITH LUNCH	FULL DAY W/O LUNCH	HALF DAY
PLA Personal Members & TLA Personal Members	\$325	\$285	\$195
ALA Personal Members	\$380	\$340	\$250
Nonmembers	\$445	\$405	\$305

Author Event Registration

TYPE	COST
Children's-Author Breakfast	\$0
Author Lunch	\$60
Audio Publishers Association Dinner	\$80

For registration assistance,
contact pla@experient-inc.com.



50 E HURON STREET, CHICAGO, IL 60611-2795

www.placonference.org | #PLA2020

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Photo: ©Jake Matthews, Honky Tonk Highway, 2019

VIRTUAL CONFERENCE

Can't make it to Nashville? Join us online for the PLA 2020 Virtual Conference! Enjoy live hot-topic sessions, dynamic discussions, and author interviews from the comfort of your own computer! Registration will open January 2020. Check the conference website for the latest details.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize a Rate Increase for Arcelia Janitorial Service.

DATE: November 18, 2019

BACKGROUND

At the April 16, 2018 Library Board of Trustees meeting, the Board approved entering into a contract with Arcelia Janitorial Service, Inc. for janitorial and building maintenance service. The contract stipulated a monthly rate of \$2,880 for a 40 hour per week of a 2-person crew for September 1, 2019 to June 30, 2020. During the renovation period and in anticipation of the additional tasks related to the renovation and energy efficiency projects, the crew's rate was \$18.00 per hour.

Arcelia is requesting a rate change from \$2,880 per month to \$3,293 per month. The 40-hour weekly schedule will remain unchanged.

Attachment A is the amended contract for Arcelia Janitorial Service.

Fiscal Impact: \$4,956

RECOMMENDATIONS

1. Authorize a revision to the current contract with Arcelia Janitorial Service to reflect a rate increase from \$2,880 per month to \$3,293 per month, effective December 1, 2019; and,
2. Authorize Board President Carline and Secretary Shkoler to sign the revised contract; and,
3. Approve by a roll call vote; and,
4. Roll call vote.

**PLACENTIA LIBRARY DISTRICT and ARCELIA JANITORIAL SERVICE, INC.
SERVICES AGREEMENT – REVISED**

This Agreement is made and entered into this 17th day of April, 2018, by and between Placentia Library District (“DISTRICT”) and Arcelia Janitorial Service, a California corporation (“AJS”) with revisions made on this 18th day of November, 2019, under Section 3 – Payment for Services and Exhibit B – Payment for Services to reflect an increase in rate, effective December 1, 2019.

A. Recitals.

- (i) DISTRICT requires janitorial service and building maintenance and repairs with respect to the maintenance and upkeep of DISTRICT’s facilities located at 411 East Chapman Avenue, Placentia, CA, for seven (7) days per week with a minimum crew of two (2) persons (“Work”), working 20 hours per crew member per week, which is 40 hours total per week.
- (ii) AJS has submitted a proposal to DISTRICT for the performance of such services, pursuant to the terms and provisions hereof.
- (iii) DISTRICT desires to retain AJS to perform the Work.
- (iv) AJS desires to provide the services necessary to perform the Work, in order to assist DISTRICT in meeting its goals with regard to the maintenance and repair of DISTRICT’s building.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by and between DISTRICT and AJS as follows:

B. Agreement.

- 1. Definitions:** The following definitions shall apply to the following terms, except where the context of this Agreement otherwise requires:

- (a) Administrator: The Library Director or his or her designee.
- (b) Scope of Services: The provision of janitorial service and building maintenance and repair services, Scope of Services attached to this Agreement as Exhibit “A” and incorporated herein by reference (“services”), which includes the agreed upon schedule of performance and the schedule of costs. AJS warrants that all services and work shall be performed in a competent, professional and satisfactory manner in accordance with all standards prevalent in the industry. In the event of any inconsistencies between the terms contained in the Scope of Services and the terms set forth in this Agreement, the terms set forth in this Agreement shall govern.

2. Time of Completion:

- (a) The time for completion of the services is an essential condition of this Agreement. AJS shall prosecute regularly and diligently the Work in accordance with the agreed-upon schedule of performance set forth in Exhibit “A.”

- (b) AJS shall, at AJS's sole cost and expense, secure and hire such other persons as may, in the opinion of AJS, be necessary to comply with the terms of this Agreement. In the event any such other persons are retained by AJS, AJS hereby represents that such persons shall be fully qualified to perform services required hereunder.

3. Payment for Services:

- (a) DISTRICT shall pay AJS the following:
- a. April 17, 2018 – August 31, 2019
 - i. \$18/hr. as needed due to renovation
 - ii. Hours are not to exceed 40 hours total per week.
 - iii. During these months, majority of the work would be facility related duties (moving boxes, taking down pictures, etc.).
 - b. September 1, 2019 – June 30, 2020
 - i. \$2,880.00 per month.
 - c. December 1, 2019 – December 31, 2020 (This rate shall supersede 3b.)
 - i. \$3,293 per month

For the performance of the services, in accordance with rates and charges set forth in Exhibit "B." Said sum shall cover cost of all staff time and all other direct and indirect costs or fees.

- (b) Payments to AJS shall be made by DISTRICT in accordance with the invoices submitted by AJS, and such invoices shall be paid fifteen (15) days from receipt of invoice on the fifth (5th) of each month, as furnished by AJS. All charges shall be in accordance with Exhibit "B."
- (c) Additional services: Payment for additional services requested, in writing, by District, and not included in AJS proposal as set forth in Exhibit "B" shall be paid on a reimbursement basis in accordance with a fee schedule provided to and approved, in writing by, DISTRICT. Charges for additional services shall be invoiced on a monthly basis and shall be paid by DISTRICT in accordance with Section 3(b).

- 4. Records and Documents:** AJS shall maintain and provide complete and accurate records with respect to time, costs, expenses, receipts and other such information to DISTRICT that relate to the performance of such services under this Agreement. AJS shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and provided to DISTRICT's Library Director.
- 5. Workers' Compensation Insurance Certification:** Upon execution of the contract, AJS shall provide DISTRICT either with a certificate of insurance issued by an insurance carrier licensed to write workers' compensation insurance, liability, and property damage coverage in the State of California, including the name of the carrier and date of expiration of the insurance; or a certificate of consent to self-insure issued by the Director of the Department of Industrial Relations.
- 6. Maximum Hours:** It is further agreed that the maximum hours a worker is to be employed is limited to eight (8) hours a day and forty (40) hours a week, and AJS shall forfeit, as a penalty to the State, \$25 for each worker employed in the execution of the contract for each calendar day

during which a worker is required or permitted to labor more than eight (8) hours in any calendar day or more than forty (40) hours in any calendar week in violation of Labor Code Section 1810-1815, inclusive.

7. **Apprentices:** Properly registered apprentices may be employed in the prosecution of the Work. Every such apprentice shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he or she is employed, and shall be employed only at the work of the craft or trade to which he or she is registered. AJS and each subcontractor must comply with the requirements of Labor Code Section 1777.5 and any related regulations regarding the employment of registered apprentices.

8. **Suspension or Termination:**

(a) DISTRICT may, at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion thereof, by serving upon AJS at least fifteen (15) days prior written notice. Upon receipt of said notice, AJS shall immediately cease all work under this Agreement, unless the notice provides otherwise. If AJS suspends or terminates this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, DISTRICT shall pay to AJS the value of the work performed up to the time of termination. Upon termination of the Agreement pursuant to this Section, AJS will submit an invoice to DISTRICT pursuant to Section 3 and shall provide to DISTRICT any and all supporting Documents as of the date of termination.

9. **Notices and Designated Representatives:** Any and all notices, demands, invoices and written communications between the parties hereto shall be addressed as set forth in this Section 10. The below-named individuals, furthermore, shall be those persons primarily responsible for the performance by the parties under this Agreement:

To DISTRICT: Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6101
Attention: Library Director

To AJS: Arcelia Janitorial Service
1119 W. Chestnut St.
Anaheim, CA 92805
Attention: Jorge Rodriguez

Any such notices, demands, invoices, and written communications, by mail, shall be deemed to have been received by the addressee forty-eight (48) hours after deposit thereof in the United States mail, postage prepaid and properly addressed as set forth above.

- 10. Indemnification:** DISTRICT shall defend, indemnify and save harmless AJS its elected and appointed officials, officers, agents and employees (“Indemnitees”), from all liability from loss, damage or injury to persons or property, including the payment by DISTRICT of any and all legal costs and attorneys’ fees, in any manner arising out of the acts and/or omissions of DISTRICT pursuant to this Agreement.

AJS shall defend, indemnify and save harmless DISTRICT its elected and appointed officials, officers, agents and employees (“Indemnitees”), from all liability from loss, damage or injury to persons or property, including the payment by AJS of any and all legal costs and attorneys’ fees, in any manner arising out of the acts and/or omissions of AJS pursuant to this Agreement.

11. Legal Responsibilities:

- (a) **Legal Requirements.** AJS shall keep itself informed of State and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. AJS shall at all times observe and comply with all such laws and regulations. Neither DISTRICT, nor its officers, employees, or agents shall be liable at law or in equity occasioned by failure of AJS to comply with this Section.
- (b) **Non-liability of DISTRICT Officers and Employees.** No elected or appointed officer, official employee or agent of DISTRICT shall be personally liable to AJS, or any successor-in-interest, in the event of any default or breach by DISTRICT or for any amount which may become due to AJS, or to its successor, or for breach of any obligation of the terms of this Agreement.
- (c) **Nondiscrimination.** In connection with its performance under this Agreement, AJS shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, marital status, ancestry or national origin. AJS shall ensure that applicants are employed and that employees are treated during their employment, without regard to their race, religion, color, sex, age, marital status, ancestry or national origin. Such actions shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

12. Release of Information/Conflict of Interest:

- (a) All information gained by AJS in performance of this Agreement shall be considered confidential and shall not be released by AJS without DISTRICT’s prior written authorization. AJS, its officers, employees or agents, shall not, without written authorization from DISTRICT or unless requested by DISTRICT’s counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any work property located within DISTRICT. Response to a subpoena or court order shall not be considered “voluntary” provided AJS gives DISTRICT notice of such court order or subpoena.
- (b) DISTRICT shall promptly notify AJS should DISTRICT, its officer, employees or agents, be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena

from any person or party regarding this Agreement and the work performed there under or with respect to any work or property located within DISTRICT:

13. **Independent Contractor:** The Parties hereto agree that AJS and its employers, officers and agents are independent contractors under this Agreement, and shall not be construed for any purpose as employees of DISTRICT.
14. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of California.
15. **Attorney's Fees:** In the event any legal proceeding is instituted to enforce any term or provision of this Agreement, the prevailing party in said legal proceeding shall be entitled to recover attorney's fees and costs from the opposing party in an amount determined by the court to be reasonable.
16. **Authority to Execute:** The person or persons executing this Agreement on behalf of AJS warrant(s) and represent(s) that he/she has the authority to execute this Agreement on behalf of AJS and has the authority to bind AJS to the performance of AJS's obligations hereunder.
17. **Entire Agreement:** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party which is not embodied herein nor any other agreement, statement, or promise not contained in this Agreement shall be valid and binding. Any modification of this Agreement shall be effective only if it is in writing signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above:

PLACENTIA LIBRARY DISTRICT

Gayle Carline
Board President

Arcelia Janitorial Service (AJS)

Jorge Rodriguez
Owner

ATTEST:

Al Shkoler
Library Board Secretary

EXHIBIT A – SCOPE OF SERVICES

Lobby/Entrance/Friends Bookstore	Daily	Weekly	Biweekly	Monthly
Clean the glass for display cases	X			
Sweep floor	X			
Damp mop floor	X			
Vacuum welcome mat	X			
Clean and dust bookshelves	X			
Clean and dust lobby TV monitor and computers	X			
Clean lobby/entrance furniture	X			
Clean and sanitize upholstered furniture	X			
Empty and sanitize interior and exterior trashcans	X			
Change trashcan liners	X			
Clean and sanitize trashcans	X			
Spot clean all glass including pictures frames and display cases	X			
Spot clean walls	As needed			
Clean and sanitize phone in the Friends office		X		
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean, dust and sanitize drinking fountain	X			
Clean corners and remove cobwebs throughout area	X			

Public and staff restrooms (4 public restrooms, 2 staff restrooms)	Daily	Weekly	Biweekly	Monthly
Clean and sanitize toilets and urinals	X			
Clean and sanitize sinks, mirrors, baby changing station and counters	X			
Clean and sanitize partitions	X			
Clean and sanitize all door handles	X			
Spot clean walls	As needed			
Sweep floors	X			
Damp mop floors	X			
Machine wash floors	Every 4 months			
Empty and sanitize trashcans and sanitary receptacles	X			
Replace trashcan and sanitary receptacle liners	X			
Clean and sanitize trashcans	X			
Clean can light fixtures				X
Replace toilet paper, hand towels, toilet seat covers, and hand soap	As needed			
Clean corners and remove cobwebs throughout area	X			

EXHIBIT A – SCOPE OF SERVICES

Community Meeting Room	Daily	Weekly	Biweekly	Monthly
Clean entry frosted glass entry doors	X			
Clean interior glass including windows and doors	X			
Clean exterior glass including windows and doors				X
Clean and sanitize refrigerator door		X		
Clean and sanitize microwave				X
Clean and sanitize sink and counter	X			
Vacuum carpet	X			
Remove carpet stains	As needed			
Clean lobby/entrance furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean artwork		X		
Spot clean walls (White screen is not to be cleaned)	As needed			
Clean and sanitize phone		X		
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			
Replace hand towels and hand soap	As needed			

Hemmerling Group Study Rooms & Passport Rooms	Daily	Weekly	Biweekly	Monthly
Clean glass door	X			
Vacuum carpet	X			
Remove carpet stains		X		
Clean and sanitize furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls	As needed			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area		X		

History Room	Daily	Weekly	Biweekly	Monthly
Clean glass including doors	Weekly or as needed			
Vacuum carpet	X			
Remove carpet stains	As needed			
Dust book tops			X	
Clean furniture	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean walls	As needed			
Clean and sanitize phone	X			
Clean and sanitize all door handles	X			
Clean corners and remove cobwebs throughout area	X			

EXHIBIT A – SCOPE OF SERVICES

Public Areas / Stacks / Computer Lab	Daily	Weekly	Biweekly	Monthly
Clean entry glass including interior windows and doors	x			
Wash and clean exterior windows and doors				x
Vacuum carpet	x			
Remove carpet stains	As needed			
Clean bookshelves	x			
Clean and sanitize upholstered furniture	x			
Clean and sanitize wooden tables and chairs	x			
Clean and dust bookshelves and counters	x			
Clean, dust, and sanitize all areas in the four Crossroads Corner buildings.	x			
Clean and dust TV monitor in the computer lab			x	
Clean and dust all computer monitors and CPU	x			
Clean, dust and sanitize Information Desk monitors, counter tops and drinking fountains	x			
Empty and sanitize trashcans	x			
Change trashcan liners	x			
Spot clean all glass including pictures frames and display cases		x		
Spot clean walls	As needed			
Clean and sanitize phones at the Information Desk	x			
Clean and sanitize all door handles	x			
Clean can light fixtures				x
Clean corners and remove cobwebs throughout area	x			

Administration	Daily	Weekly	Biweekly	Monthly
Vacuum carpets	x			
Remove carpet stains	As needed			
Clean leather furniture		x		
Clean and sanitize upholstered furniture		x		
Wash and clean exterior windows and door				x
Clean and sanitize phones	x			
Clean and dust shelves	x			
Spot clean walls	As needed			
Empty and sanitize trashcans	x			
Change trashcan liners	x			
Spot clean all glass including pictures frames and display cases	x			
Clean corners and remove cobwebs throughout area	x			

EXHIBIT A – SCOPE OF SERVICES

Staff Offices & Work Room	Daily	Weekly	Biweekly	Monthly
Clean glass including windows and doors	X			
Vacuum carpet	X			
Remove carpet stains	As needed			
Clean and dust furniture and counters	X			
Clean and dust computer monitors and CPU	X			
Clean, dust and sanitize phones	X			
Empty and sanitize trashcans	X			
Replace trashcan liners	X			
Spot clean walls	As needed			
Clean can light fixtures				X
Clean and sanitize all door handles	X			
Dust bookshelves	X			
Clean corners and remove cobwebs throughout area	X			

Staff Lounge	Daily	Weekly	Biweekly	Monthly
Clean and sanitize tables and chairs	X			
Sweep floor	X			
Wet mop floor	X			
Clean sink and counter	X			
Clean interior and exterior of microwaves	X			
Clean interior and exterior of refrigerator			X	
Clean and wipe stove		X		
Clean and wipe oven				X
Clean exterior of cupboards				X
Clean and sanitize phone		X		
Clean and dust computer monitor and CPU	X			
Empty and sanitize trashcans	X			
Change trashcan liners	X			
Spot clean all artwork				X
Spot clean walls	As needed			
Vacuum and sanitize upholstered furniture	X			
Clean and sanitize all door handles	X			
Clean can light fixtures				X
Clean corners and remove cobwebs throughout area	X			
Replace paper towels, hand soap and detergent soap	As Needed			

EXHIBIT A – SCOPE OF SERVICES

The following services are also included as part of the monthly service, and are not considered additional services:

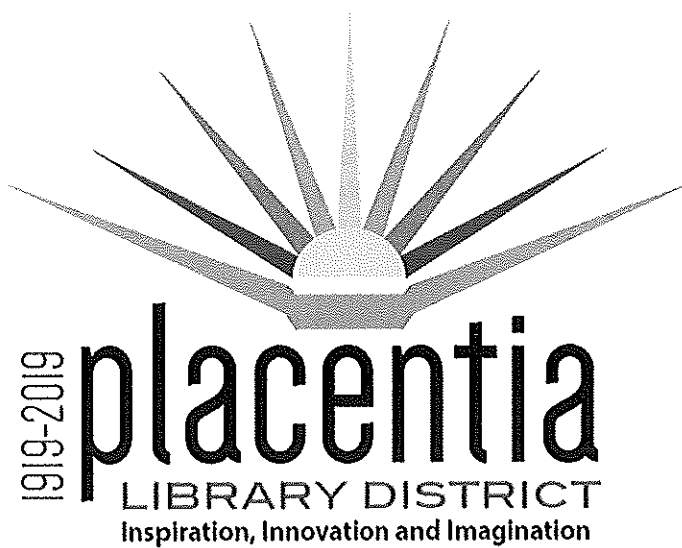
- Clean and remove cobwebs on all exterior of building
- Water plants on a weekly basis
- Clean and dust silk plants on a weekly basis
- Hang and remove artwork as needed
- Repair plumbing on sinks, toilets, and associated fixtures
- Repair stucco and walls
- Repair concrete and perform minor concrete work
- Facilities painting / repairs
- Replace light bulbs
- Assemble, remove or repair furniture
- Install or repair facility roofing
- Install, modify, or repair facility appliances
- Other facility repair duties and assistance as needed

EXHIBIT B – PAYMENT FOR SERVICES

DISTRICT shall pay AJS from April 17, 2018 to August 31, 2019, an hourly rate of \$18 per hour for the performance of services, with a minimum crew of two (2) persons working and not to exceed a total of forty (40) hours for all crew members a week, set forth in Exhibit A – Scope of Services and in accordance to this Agreement.

DISTRICT shall pay AJS from September 1, 2019 to June 30, 2020, \$2,880 per month for the performance of services, with a minimum crew of two (2) persons working and not to exceed a total of forty (40) hours for all crew members a week, set forth in Exhibit A – Scope of Services and in accordance to this Agreement.

Effective December 1, 2019, DISTRICT shall pay AJS from December 1, 2019 to December 31, 2020, \$3,293 per month for the performance services, with a minimum crew of two (2) persons working and not to exceed a total of forty (40) hours for all crew members a week, set forth in Exhibit A – Scope of Services and in accordance to this Agreement. This amendment shall supersede the aforementioned paragraph above including Section 3b.



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