



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

December 21, 2020

6:30 p.m.

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452








Password: 046086

**Mission Statement:**

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

**The Centennial Vision Statement:**

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

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation: Adopt by Motion

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 22)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the November 16, 2020 Library Board of Trustees Meeting. (Receive & File and Approve)

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

10. Check Register for November 2020. (Receive & File and Approve)

11. FY2020-2021 Cash Flow Analysis through November 2020; the Schedule of Anticipated Property Tax Revenues for FY2020-2021 as provided by the Orange County Auditor. (Receive & File)

**TREASURER'S REPORTS (Items 12 – 15)**

12. Financial Reports for November 2020 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Balance Sheet for November 2020. (Receive & File)

14. Acquisitions Report for November 2020. (Receive & File)

15. Entrepreneurial Activities Report for November 2020. (Receive & File)

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

16. Personnel Report for November 2020. (Receive, File, and Ratify Appointments)

17. Circulation Report for November 2020. (Receive & File)

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

**STAFF REPORTS (Items 19 – 22)**

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

**PRESENTATIONS**

- 23. Presentations to Trustee Richard DeVecchio and Trustee Elizabeth D. Minter on their Retirements.
- 24. Business Manager will Present an Update on the Energy Efficiency Project.

**PUBLIC HEARING**

- 25. Second Hearing on District-Based Elections.

**NEW BUSINESS**

- 26. Oaths of Office for Elected Officials.
- 27. Election of Officers.
- 28. Appointment of Library Board Representatives for 2021 by the Board President:
  - Incumbents are italicized.*
  - Representative to Special District Local Area Formation Commission (LAFCO) – *President Carline* and *Secretary Shkoler* as alternate.
  - Representative to the Orange County Council of Governments (OCCOG) – *Trustee DeVecchio* and *Trustee Minter* as alternate.
  - Representative to the Placentia Library Friends Foundation (PLFF) – *Trustee Martin* and *Trustee DeVecchio* as alternate.
  - Representative to the Independent Special District of Orange County (ISDOC) – *Trustee Minter* and *Trustee DeVecchio* as alternate.
  - Personnel Committee – *President Carline* and *Trustee Martin*
  - Joint Use Agreement Committee – *President Carline* and *Trustee Martin*
- 29. Adopt Resolution 20-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustees Regular Meeting Dates for Calendar Year 2021.
- 30. ISDOC Executive Committee Call for Nominations.
- 31. Discuss the Civic Center Plaza Capital Improvement Plans as Provided by the City of Placentia.
- 32. President Carline’s Report on the Joint-Use Committee Meeting.

**ADJOURNMENT**

- 33. Agenda Preparation for the January Date Meeting which will be held on January 18, 2021 unless re-scheduled by the Library Board of Trustees.
- 34. Review of Action Items.  
*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*
- 35. Adjourn

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

Placentia Library District Board of Trustees Regular Date Meeting Agenda, December 21, 2020

**Page 4**

I, Alyssa Stolze, Administrative Assistant of the Placentia Library District, hereby certify that the Agenda for the December 21, 2020 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on December 17, 2020

A handwritten signature in black ink, appearing to read 'Alyssa Stolze', written in a cursive style.

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Alyssa Stolze, Administrative Assistant

MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR DATE MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 16, 2020

**CALL TO ORDER**

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on November 16<sup>th</sup>, 2020 at 6:30 p.m.

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

**Members Absent:** None.

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

**Guests:** David DeBerry, Director at Woodruff, Spradlin & Smart.

**ADOPTION OF AGENDA**

It was motioned by Secretary Shkoler and seconded by Trustee DeVecchio to adopt the agenda (Item 3).

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

**ORAL COMMUNICATION**

None (Item 4).

**BOARD PRESIDENT REPORT**

President Carline attended the Joint Use Committee Meeting, Day One of Staff Development Day, and the Staff Appreciation Trivia Night.

Secretary Shkoler attended the morning session of Day One of Staff Development Day and the Staff Appreciation Trivia Night.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Trustee DeVecchio attended the Staff Appreciation Trivia Night.

Trustee Martin attended the Joint Use Committee Meeting, Day One of Staff Development Day, and the Staff Appreciation Trivia Night. Trustee Martin also presented at the 29<sup>th</sup> Senate District's Women of Recognition Event. Moreover, Trustee Martin continues to meet with her learner and attended a Federal Partner's Credit Union Director's Meeting.

Trustee Minter attended a virtual ISDOC Meeting.

**LIBRARY DIRECTOR  
REPORT**

Library Director Contreras reported out on her presentation at the League of California Cities Virtual Conference about how libraries are respond during crisis, is submitting the CLA proposal regarding the library's re-opening plans, and is working with staff to finalize the District's Mask PSA Video.

**FRIENDS FOUNDATION  
REPORT**

Placentia Library Friends Foundation (PLFF) President Sherri Dahl reported the PLFF Membership Drive is moving forward, the need for a bookstore manager, pricers

and sorters, and how they are planning to utilize National Giving Tuesday in November as a fundraising opportunity. PLFF President Dahl reported on the income from the Honor Box exceeding expectations as well.

**CONSENT CALENDAR**

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

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

**MINUTES OF THE LIBRARY BOARD OF TRUSTEES OCTOBER 16, 2020 REGULAR DATE MEETING.**

Minutes of the Library Board of Trustees September 20<sup>th</sup>, 2020 Regular Date Meeting were approved as amended, received, and filed (Item 9).

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

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

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

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

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

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**PRESIDENT CARLINE WILL PRESENT THE 2020 EMPLOYEE OF THE YEAR PRESENTATION TO ALYSSA STOLZE.**

President Carline provided background on the qualifications for nomination of the Placentia Library District's Employee of the Year and presented the 2020 Employee of the Year to Alyssa Stolze, Administrative Assistant. The Library Board of Trustees presented Miss Stolze with a plaque for her achievement and congratulated her on the nomination and her accomplishments.

**FIRST HEARING ON DISTRICT-BASED ELECTIONS. DISCUSS A MASK-RELATED INCIDENT AND INQUIRY FROM A PATRON.**

In August of 2020 the Board of Trustees (“Board”) adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board must hold two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

President Carline opened the first of the two hearings before a map(s) is drawn. Library Director Contreras and David DeBerry of Woodruff, Spradlin & Smart presented how the District has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in The Register. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page. The Board reviewed map options and decided the first district-based election will begin 2022. There were no members of the public at this time and the public hearing was closed. The next public hearing will take place on December 21, 2020.

**DISCUSS A MASK-RELATED INCIDENT AND INQUIRY FROM A PATRON.**

Library Director Contreras presented the discussion at the request of the Board President regarding a patron mask incident where a patron had received multiple warnings and was then given a 30 day ban from the premises due to continuous displays of not wearing his mask over his nose while inside the library. Library Director Contreras presented the steps taken and Policy 6067- Patron Exclusion Policy. It was motioned by Trustee Minter to ratify the staff's response and support the Library Director's direction. This was seconded by Secretary Shkoler. All in favor:

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

**PRESIDENT CARLINE WILL REPORT OUT ON THE JOINT-USE COMMITTEE MEETING.**

President Carline reported out on the updates presented by the City at the November 5, 2020 Joint Use Committee Meeting. Discussions included the parking lot, such as the update that trustees will be given hanging parking passes, the action plan of giving staff parking stickers, and the use of the lot for city events without informing the library. Assistant Library Director Baltierra will continue to hold meetings with the City quarterly to discuss upcoming events.

The City also provided upcoming projects and a list of capital improvement projects, such as the pergola, and their estimates for the next five years. Projects such as the pergola, lighting, and the removal of the tree near the library lot will be considered in the Library District’s next budget cycle. Additionally, the Christmas Tree Ceremony is planned to happen, but not in a manner that would cause a large gathering.

**COUNTY OF ORANGE CLERK OF THE BOARD CODE AMENDMENTS FOR PUBLIC SERVICES MANAGER AND TECHNOLOGY MANAGER RECLASSIFICATIONS.**

Library Director Contreras presented the District’s current conflict of interest codes and those that are required to submit a Form 700 annually. At the December 12, 2019 Board Meeting, the Board of Trustees approved the reclassification of the Public Services Manager to Assistant Library Director and Technology Manager to Systems Librarian. Due to these reclassifications, the Public Services Manager title must be amended as a filer and the Technology Manager position is to be removed.

It was motioned by Secretary Shkoler to authorize a code amendment for the renaming of Public Services Manager to Assistant Library Director as instructed by the Orange County Clerk of the Board, authorize a code amendment to remove the “Technology Manager” position as instructed by the County Clerk of the Board, and authorize the Board President to sign the Declaration for Non- County Local Agencies. The motion was seconded by Trustee DeVecchio. A roll call vote was taken:

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

**REVIEW OF ACTION ITEMS**

The next Regular Date Board Meeting will be on December 21<sup>st</sup>, 2020 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of November 16<sup>th</sup>, 2020 was adjourned at 7:30 p.m.

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Gayle Carline, President  
Library Board of Trustees

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Al Shkoler, Secretary  
Library Board of Trustees



2:47 P.M.  
 12/01/20  
 Accrual Basis

**Placentia Library District  
 Check Register  
 November 2020**

Date	Ref No.	Payee	Memo	Payment	Type
11/02/2020	11401	Placentia Library District	For Payroll on 11/11/20	55,000.00	Check
11/02/2020	11402	Califa	Cenic Broadband April-June 2020	4,247.13	Bill Payment
11/02/2020	11403	CA Department of Tax & Fee Administration	Use Tax July 2020-September 2020	2.00	Bill Payment
11/02/2020	11404	SDRMA	Ancillary benefits November 2020 Medical benefits November 2020	25,119.22	Bill Payment
11/02/2020	11405	Baker & Taylor	Books	7,153.84	Bill Payment
11/02/2020	11406	Time Warner Cable	Service 10/12/20-11/11/20	71.12	Bill Payment
11/02/2020	11407	Jon Legree	16 GB Memory	258.58	Bill Payment
11/02/2020	11408	CALNET3	Service 9/2/20-10/1/20	170.69	Bill Payment
11/02/2020	11409	Republic Services	9/1/20-9/30/20 Recycling Service	156.02	Bill Payment
11/02/2020	11410	California Special Districts Association	CSDA 2021 Membership (Membership ID 473)	7,253.00	Bill Payment
11/02/2020	11411	City of Placentia	Shared Costs with the City August 2020	2,108.80	Bill Payment
11/02/2020	11412	Cintas	Cleaning supplies	625.54	Bill Payment
11/02/2020	11413	Tim Worden	Mileage Reimbursement	20.99	Bill Payment
11/02/2020	11414	Johnson Controls Security Solutions	Recurring Service 11/1/20-1/31/21	881.46	Bill Payment
11/02/2020	11415	Staples Advantage	Office Supplies	249.74	Bill Payment
11/02/2020	11416	Brea Trophy and Engraving	Engraving for Quintanar retirement gift	28.46	Bill Payment
11/02/2020	11417	Placentia-Yorba Linda Unified School Dist	Phase hours & curbside posters + teen horror story flyers	112.67	Bill Payment
11/02/2020	11418	Pitney Bowes Purchase Power	October 2020 Postage	404.99	Bill Payment
11/04/2020	11419	Jeanette Contreras	Staff Dev Day breakfast	23.98	Bill Payment
11/04/2020	11420	Beatrice Quintanar	Rapid COVID-19 Test Re-imbusement	125.00	Bill Payment
11/09/2020	11434	Public Agency Retirement Services	For PP 10/23/20-11/05/20 For PP 10/9/20-10/22/20 For PP 09/25/20-10/08/20 Check date 10/14/20	6,941.65	Bill Payment
11/10/2020	11435	Placentia Library District	For payroll on 11/25/20	55,000.00	Check
11/12/2020	11437	American Library Association	Contreras Membership Renewal 20-21	280.00	Bill Payment
11/12/2020	11438	SoCalGas	9/15/20-10/15/20 Service	43.90	Bill Payment
11/12/2020	11439	Staples Advantage	Office Supplies	54.33	Bill Payment
11/12/2020	11440	Golden State Water Company	9/22/20-11/0/20/20 Service	1,069.67	Bill Payment
11/12/2020	11441	SDRMA	Medical benefits for December 20	22,819.44	Bill Payment
11/12/2020	11442	Cintas	Cleaning Supplies	226.38	Bill Payment
11/12/2020	11443	Placentia-Yorba Linda Unified School Dist	Print jobs throughout October 2020	145.24	Bill Payment
11/12/2020	11444	Arcelia Janitorial Service	10/1/20-10/31/20 Janitorial Services	4,104.00	Bill Payment
11/12/2020	11445	Mariposa Landscapes, Inc.	Broken Water Line South Side (Chapman Ave) on outside of Children's Reading Alcove.	2,189.87	Bill Payment
11/12/2020	11446	SDRMA	Ancillary benefits for December 2020	2,299.78	Bill Payment
11/19/2020	11447	Capitol Door Services	Quarterly Maintenance	247.20	Bill Payment
11/19/2020	11448	Baker & Taylor	Books	2,280.50	Bill Payment
11/19/2020	11449	Alex Moving	Storage	360.00	Bill Payment
11/19/2020	11450	Employment Development Dept.	Employment Tax period ending 9/30/20	807.50	Bill Payment

2:47 P.M.  
12/01/20  
Accrual Basis

**Placentia Library District  
Check Register  
November 2020**

11/19/2020	11451	Umpqua Bank	CC 10/1/20-10/31/20	6,812.49	Bill Payment
11/19/2020	11452	Cintas	Cleaning Supplies	452.76	Bill Payment
11/19/2020	11453	Southern California Edison	Service 10/1/20-10/30/20	2,442.41	Bill Payment
11/19/2020	11454	Rick Worden	Apples for Family Cooking Time Apple Pie OH MY	396.34	Bill Payment
11/19/2020	11455	Rowman & Littlefield Publishing Group Inc	Books	106.50	Bill Payment
11/19/2020	11456	Midwest Tape	Audiobooks/DVDs	1,879.50	Bill Payment
11/19/2020	11457	Placentia-Yorba Linda Unified School Dist	Change of hours signage & posters for Staff Development Day	64.16	Bill Payment
11/19/2020	11458	Placentia Library District	For payroll on 12/09/20	55,000.00	Check
11/19/2020	11459	Placentia Library District	For payroll on 12/23/20	55,000.00	Check
11/19/2020	11460	Placentia Library District	For payroll on 01/06/2021	55,000.00	Check
11/25/2020	11461	Republic Services	Recycling Service 10/1/20-10/31/20	158.36	Bill Payment
11/25/2020	11462	Califa	CENIC- BROADBAND JUL- SEPT 2020	4,071.55	Bill Payment
11/25/2020	11463	CALNET3	Services 10/2/20-11/1/20	179.50	Bill Payment
11/25/2020	11464	Cintas	Cleaning supplies	62.16	Bill Payment
11/25/2020	11465	FireMaster	Annual Maintenance on 11/12/20	290.47	Bill Payment
11/25/2020	11466	White Nelson Diehl Evans LLP	FY 19/20 Audit Services rendered through Oct. 31, 2020.	1,500.00	Bill Payment
11/25/2020	11467	Staples Advantage	Office Supplies	285.11	Bill Payment
				<u>386,584.00</u>	

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

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

**DATE:** December 21, 2020

<b>Fiscal Year 2020-2021</b>	
7/31/2020	790,798.96
8/31/2020	791,646.81
9/30/2020	792,427.94
10/31/2020	793,212.36
11/30/2020	793,942.94
12/31/2020	
1/31/2021	
2/28/2021	
3/31/2021	
4/30/2021	
5/31/2021	
6/30/2021	

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

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

**DATE:** December 21, 2020

**Summary of Cash and Investments as of November 30, 2020**

Cash with Orange County Treasurer Fund 9LX	\$793,942.94
General Fund Checking – Bank of the West	\$523,972.83
General Fund Savings – Bank of the West	\$195,670.45
<i>(Impact Fees in Savings – Restricted)</i>	<i>\$12,595.94</i>
Payroll Checking – Wells Fargo Bank	\$65,642.08
<b>Total Cash and Investments</b>	<b>\$1,579,228.30</b>

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




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Jeanette Contreras  
Library Director



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PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
As of November 30, 2020

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,256,631	485,083	(1,771,548)	21.5%
4020	Property Taxes - Current Unsecured		36,261	(41,057)	46.9%
* 4030	Property Taxes - Prior Secured	77,318	-	0	-
* 4040	Property Taxes - Prior Unsecured	0	-	0	-
4050	Property Taxes - Curr Supplemental	65,012	15,537	(49,475)	23.9%
* 4060	Property Taxes - Prior Supplemental	0	1	1	-
* 4070	Interest on Unapport Tax	0	-	0	-
4080	Penalties & Costs on Delinq Taxes	18,558	22,912	4,354	123.5%
4090	Taxes Special Dist Augmentation	9,835	-	(9,835)	0.0%
* 4180	Other Revenue	0	80	80	-
4190	State - Homeowners Property Tax Relief	67,033	-	(67,033)	0.0%
* 4191	Asset Sales of the Placentia Successor Agency	0	-	0	-
	Sub Total	2,494,387	559,873	(1,934,514)	22.4%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	4,643	(3,857)	54.6%
	Sub Total	8,500	4,643	(3,857)	54.6%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	20,000	49,385	29,385	246.9%
4230	Other Grants	20,000	-	(20,000)	0.0%
	Sub Total	40,000	49,385	9,385	123.5%
<b>MISCELLANEOUS REVENUES</b>					
* 4420	Newsletter Ads	0	-	0	-
4410	PLFF Grants	25,000	11,000	(14,000)	44.0%
* 4430, 4414, 4400	Other Revenue	0	2,072	2,072	-
4310	Fines & Fees	15,000	2,429	(12,571)	16.2%
4320, 4330	Passport/Photos	150,000	22,737	(127,263)	15.2%
* 4340	Meeting Room Fees	0	-	0	-
4350	Test Proctor	2,000	100	(1,900)	5.0%
	Sub Total	192,000	38,338	(153,662)	20.0%
<b>TOTAL REVENUES YTD FOR FY 18/19:</b>		<b>2,734,887</b>	<b>660,146</b>	<b>(2,094,741)</b>	<b>24.1%</b>
4440	Reserves (Centennial Renovation)	150,000	-	(150,000.00)	0%
4500	Impact Fees	20,000	7,908	(12,092.38)	39.5%

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

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT

November 30, 2020

41.66% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	1,470,812	553,434	0.38	\$917,378
5030	Retirement	64,143	23,319	0.36	\$40,824
5040	Unemployment Insurance	2,500	0	0.00	\$2,500
5050	Health Insurance	289,038	112,528	0.39	\$176,510
5064	Dental Insurance	17,796	5,483	0.31	\$12,313
5060	Life Insurance	9,420	2,006	0.21	\$7,414
5066	AD & D Insurance	6,172	2,650	0.43	\$3,522
5068	Vision Insurance	3,541	1,159	0.33	\$2,382
5090	Education Assistance Program	5,000	0	0.00	\$5,000
5070	Workers' Compensation Insurance	16,252	5,255	0.32	\$10,997
	<b>TOTAL</b>	<b>\$1,884,674</b>	<b>\$705,833</b>	<b>0.37</b>	<b>\$1,178,841</b>
<b>SERVICES &amp; SUPPLIES</b>					
5100	Communications	11,000	5,279	0.48	\$5,721
5170	Household Expenses	25,000	7,791	0.31	\$17,209
5099	Liability Insurance	22,000	16,743	0.76	\$5,257
5205	Maintenance Expense	20,000	5,471	0.27	\$14,529
5210, 5220-5280, 5160, 5180	Maintenance, Buildings & Improvements	90,000	46,154	0.51	\$43,846
5290	Memberships	11,000	3,882	0.35	\$7,118
5300-5350	Office Expenses & Postage	85,000	24,187	0.28	\$60,813
5400	Prof./Specialized Services	202,000	72,368	0.36	\$129,632
5495, 5900, 5910, 5920	Programs	50,000	15,156	0.30	\$34,844
5500	Books/Library Materials	223,213	60,041	0.27	\$163,172
5600	Meetings/Professional Development	25,000	3,585	0.14	\$21,415
5700	Mileage/Parking	1,000	74	0.07	\$926
5800	Utilities	35,000	3,772	0.11	\$31,228
7000	COVID-19	20,000	3,916	0.20	\$16,084
	<b>TOTAL</b>	<b>\$820,213</b>	<b>\$268,418</b>	<b>0.33</b>	<b>\$551,795</b>
<b>OPERATING EXPENSES</b>		<b>\$2,704,887</b>	<b>\$974,251</b>	<b>0.36</b>	<b>\$1,730,636</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1320	Equipment & Furniture	\$10,000	-	0.00	\$10,000
6100	Taxes and Assessments	\$20,000	8,922	0.45	\$11,078
	<b>TOTAL</b>	<b>\$30,000</b>	<b>8,922</b>	<b>0.30</b>	<b>\$21,078</b>
<b>CAPITAL PROJECT</b>					
*5211	Renovation	\$0	-	-	\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>-</b>	<b>-</b>	<b>\$0</b>
<b>TOTAL BUDGET</b>		<b>\$2,734,887</b>	<b>\$983,173</b>	<b>0.36</b>	<b>\$1,751,714</b>

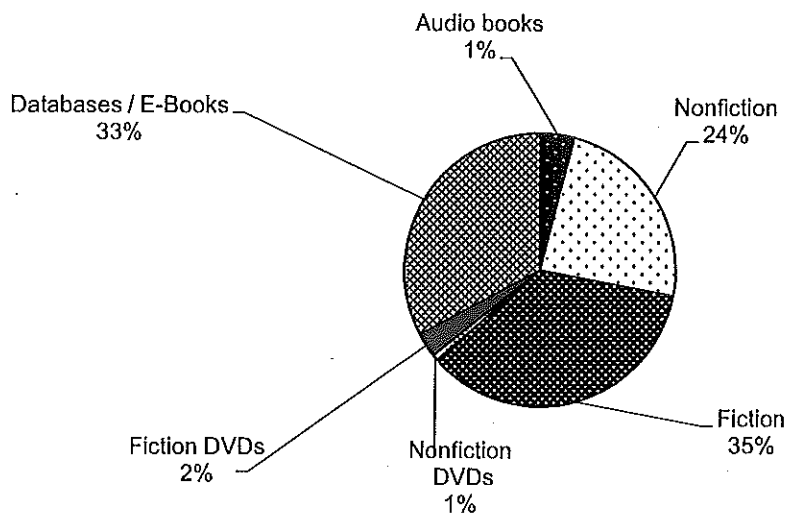
\*Mathematically unable to divide by zero. Dividing by zero provides a null value.



# Placentia Library District

## ACQUISITIONS REPORT FOR FISCAL YEAR 2020-2021 THROUGH NOVEMBER 2020

	YTD 2020/21	YTD 2020/21	YTD 2019/20	YTD 2019/20
	Amount	Titles	Amount	Titles
<b>Total Fiction</b>	\$26,538	1750	\$23,011	670
<b>Total Non-Fiction</b>	\$17,830	722	\$4,703	195
<b>Total Databases / E-Books</b>	\$24,494	69	\$20,702	7
<b>Total Audio Books</b>	\$3007	328	\$87	2
<b>Total Educational DVDs</b>	\$522	13	\$64	1
<b>Total Entertainment DVDs</b>	\$2,175	342	\$171	4
<b>Total Library of Things</b>	\$0	0	\$0	0
<b>YTD TOTAL MATERIALS</b>	<b>\$74,566</b>		<b>\$48,738</b>	<b>879</b>
<b>Budget</b>	<b>\$223,213</b>		<b>\$265,183</b>	
<b>% Spent YTD</b>	<b>33%</b>		<b>18%</b>	





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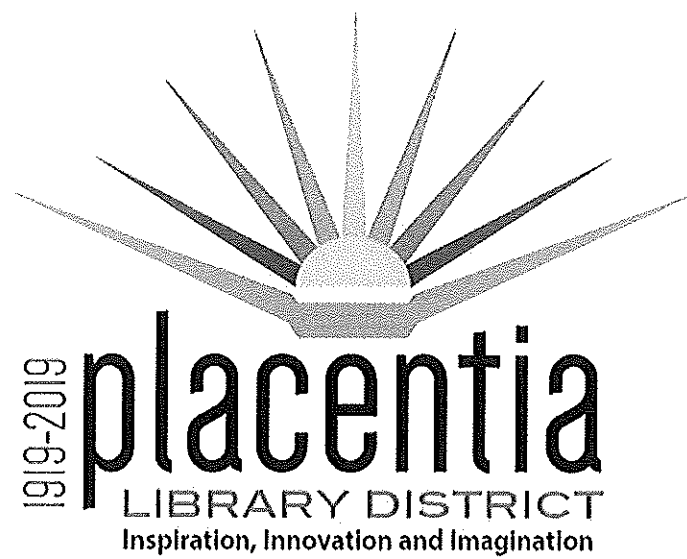
**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** Service Revenue Activities Report for November 2020  
**DATE:** December 21, 2020

**Net Revenue Summary for November 2020**

	Nov-20	Nov-19	YTD 2020-2021	YTD 2019-2020
Passport	7,770	17,219	18,848	56,437
Passport Photos	1,500	2,988	3,888	10,128
Test Proctor	50	500	100	1,050
Fines & Fees	369	881	2,428	24,898
Meeting Room	0	240	0	480
<b>TOTAL</b>	9,689	21,828	25,264	92,993



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Fernando Maldonado, Business Manager

**SUBJECT:** Personnel Report for November 2020

**DATE:** December 21, 2020

	Nov-20	Nov-19	YTD 2020-2021	YTD 2019-2020
Separation	0	0	0	1
Retirement	1	0	1	0
Appointments	1	0	1	5
Open Positions	*1	0	1	4
Workers' Compensation Leave	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>10</b>

SEPARATION: None

RETIREMENT: Beatrice Quintanar, Library Clerk-Support Services

APPOINTMENTS: Eric Grimm, Library Clerk-Support Services

OPEN POSITIONS: \* Children's Supervisor, Public Services

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Assistant Library Director  
**SUBJECT:** Circulation Activity Report for November 2020  
**DATE:** December 21, 2020

<b>CIRCULATION</b>	Nov-20'	Nov-19'		Y-T-D	Y-T-D	Y-T-D
				2020-21	2019-20	% change
New Patron Registrations	142	369		1,090	1,862	-41%
Circulation (items)	12,700	13,750		45,155	101,011	-55%
Circulation (e-content)	9,279	6,920		50,239	25,099	100%
Total Circulation	21,979	20,670		95,394	100,746	-5%
Total Active Borrowers*	4,719	7,490				
Attendance	6,136	21,616		20,716	108,147	-81%
Registered Card Holders*	54,757	49,300				
Adult Fiction	1,812	1,541		6,168	4,966	24%
Adult/Teen Nonfiction	1,078	1,611		4,132	4,172	-1%
Adult Magazines	1	-		15	-	100%
Adult/Teen Audio Books	229	221		752	762	-1%
Adult DVDs	1,076	2,091		3,517	6,130	-43%
Library of Things (LOTs)	14	47		33	114	-71%
Teen Fiction	323	329		1,662	996	67%
Video Games	182	314		182	314	-42%
Childrens Fiction	6,311	4,233		9,591	8,488	13%
Childrens Nonfiction	1,289	1,296		1,292	1,296	0%
Childrens Magazines	-	-		83	47	0%
Childrens Audio Books	12	28		974	3,369	-71%
Childrens DVDs	373	883		373	883	-58%

\* YTD % change not applicable.

**PATRON COUNT**

Nov-20	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			239	132	154	207	199	931
11:00			190	126	107	176	243	842
12:00			167	90	137	115	159	668
1:00			177	148	136	174	203	838
2:00			197	180	147	183	163	870
3:00			220	163	225	212	178	998
4:00			146	158	147	175	126	752
5:00								0
6:00								0
7:00								0
DAY TOTALS	0	0	1336	997	1053	1242	1271	5899
<b>Gate Count</b>						Hours Open	Average Per Hour	
Nov 2020	Nov 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change		119	50	
5,899	15,388	19,106	62,977	-230%				
<b>Outside Gate Counts</b>						<b>Library Attendance Total</b>		
Adult/Teen Programs			0					
Children Programs			0					
curbside			237					
Meeting Room Rentals			0					
<b>TOTAL</b>			237			6,136		



**Passport Count**

November 2020	SUN	MON	TUES	WED	THURS	FRI	SAT	HOUR TOTALS
9:00								0
10:00			1	4	4	4	6	19
11:00			4	5	2	6	10	27
12:00			2	8	4	3	8	25
1:00			8	5	6	7	9	35
2:00			9	9	3	4	9	34
3:00			9	5	7	5	7	33
4:00								0
5:00								0
6:00								0
7:00								0
<b>DAY TOTALS</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>36</b>	<b>26</b>	<b>29</b>	<b>49</b>	<b>173</b>
		Nov 2020	Nov 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change		
		173	284	553	1518	-175%		

**ACHIEVEMENTS**

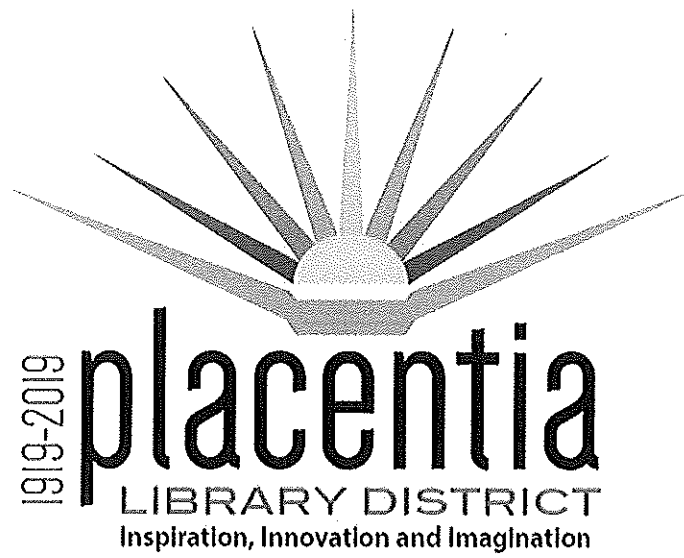
- Support Services Passport Agents shadowed the new Public Services Passport Agents during the month of November.

**MEETINGS**

- Laura and Estella had a one-on-one meeting via zoom on Thursday November 12<sup>th</sup>.
- Erich and Estella had a one-on-one meeting via zoom on Tuesday November 10<sup>th</sup>.
- Laura, Angie, and Erich had a training meeting with Michelle on Thursday November 12<sup>th</sup>.
- Laura, Estella, Angie, and Erich attended Friday huddles on November 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>.
- Laura, Estella, Angie, Tim, and Erich attended the All-Staff meeting on Tuesday November 17<sup>th</sup>.
- Estella attended a meeting with Yesenia and Tim on November 5<sup>th</sup> and 23<sup>rd</sup>.
- Estella attended a meeting with Yesenia on November 9<sup>th</sup>, and 19<sup>th</sup>.
- Angie and Yesenia had a one-on-one phone meeting on November 16<sup>th</sup>.
- Angie and Erich attended daily huddles on November 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>, and 25<sup>th</sup>.
- Tim attended California Library Association marketing meetings with Jeanette on Zoom on November 5<sup>th</sup> and 12<sup>th</sup>.
- Tim attended daily huddles during in the library Team B weeks.
- Tim attended the Friday huddle on November 13<sup>th</sup> and 20<sup>th</sup>.

**PROFESSIONAL DEVELOPMENT**

- None



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director  
**FROM:** Fernando Maldonado, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through November 2020  
**DATE:** DECEMBER 21, 2020

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2020-2021	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-20	7/29/2020	0.00	4,801.20	249.60	8.68	0.00	5,059.48
Aug-20	9/2/2020	0.00	1,600.40	0.00	9.14	0.00	1,609.54
Sep-20	*	*	*	*	*	*	0.00
Oct-20	10/1/2020	0.00	1,600.40	499.20	9.20	0.00	2,108.80
Nov-20	11/18/2020	0.00	3,200.80	249.60	9.07	0.00	3,459.47
Dec-20							0.00
Jan-21							0.00
Feb-21							0.00
Mar-21							0.00
Apr-21							0.00
May-21							0.00
Jun-21							0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$11,202.80</b>	<b>\$998.40</b>	<b>\$36.09</b>	<b>\$0.00</b>	<b>\$12,237.29</b>

\* City Billing Not Received

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Administration Report for November 2020  
**DATE:** December 21, 2020

**Meetings:**

- Joint Use Committee Meeting: November 5<sup>th</sup>
- PLFF Board Meeting: November 9<sup>th</sup>
- Board of Trustees Meeting: November 16<sup>th</sup>
- All Staff Meeting: November 17<sup>th</sup>
  
- Paychex Merchant Services and Costs Overview Meeting: November 2<sup>nd</sup>
- Values of Libraries Meeting: November 4<sup>th</sup>
- 2021 Monthly Conference Chairs Meeting: November 4<sup>th</sup>
- Supervisor Meeting: November 4<sup>th</sup>, 18<sup>th</sup>
- CLA Marketing Meeting: November 5<sup>th</sup>
- Library Impact Fee Meeting: November 5<sup>th</sup>
- One on One Staff Meeting: November 5<sup>th</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 19<sup>th</sup>, & 23<sup>rd</sup>
- Weekly Huddles: November 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, & November 27<sup>th</sup>
- Building Improvements Meeting: November 6<sup>th</sup>
- Kiwanis of Placentia Meeting: November 12<sup>th</sup>
- CLA Annual Membership Meeting: November 16<sup>th</sup>
- Operations Area EOC COVID-19 Coordination Conference Call: November 16<sup>th</sup>
- California Public Library Director's Networking Conversation: November 19<sup>th</sup>
- PLFF Rotating Schedules Meeting: November 20<sup>th</sup>
- Meeting with allpaid Merchant Services and Costs Overview Meeting: November 24<sup>th</sup>

**Facilities:**

- Fire Inspection Checklist: November 6<sup>th</sup>

**Training/Workshops/Conference:**

- Staff Development Day: November 2<sup>nd</sup> & November 3<sup>rd</sup>
- ADA Compliance Wins for Digital Library Spaces: November 18<sup>th</sup>
- Califia Consortia Manager Introduction: November 19<sup>th</sup>

**Events:**

- Staff Appreciation Trivia Night: November 7<sup>th</sup>
- Sneak Peek at Yorba Linda Public Library: November 18<sup>th</sup>



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Children's Services Report for November 2020

**DATE:** December 21, 2020

### MONTHLY STATISTICS

#### Program Statistics

Type of Program	Number of	Total	Number of	Total	Total	Total	Total	Total	% Change	% Change
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
	November	November	November	November	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2020	2020	2019	2019	2020-21	2020-21	2019-20	2019-20		
Storytime	7	2,095	27	1,118	36	13,404	90	3,669	-60.00%	265.33%
Educational	1	394	12	63	3	1,226	20	483	-85.00%	153.83%
Reading	1	185	2	170	5	1,540	6	1,063	-16.67%	44.87%
Seasonal Events	1	197	1	52	8	3,346	7	565	14.29%	492.21%
Totals	10	2,871	46	1,403	52	19,516	138	4,993	-62.32%	290.87%

#### Reference/Computer Usage Statistics

	November	November	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Reference--in person	141	538	335	1,707	-80.37%
Reference--telephone	8	14	116	56	107.14%
<b>Total Reference</b>	<b>149</b>	<b>552</b>	<b>451</b>	<b>1,763</b>	<b>-74.42%</b>
Children's computer usage	29	563	80	1,769	-95.48%

### ACHIEVEMENTS

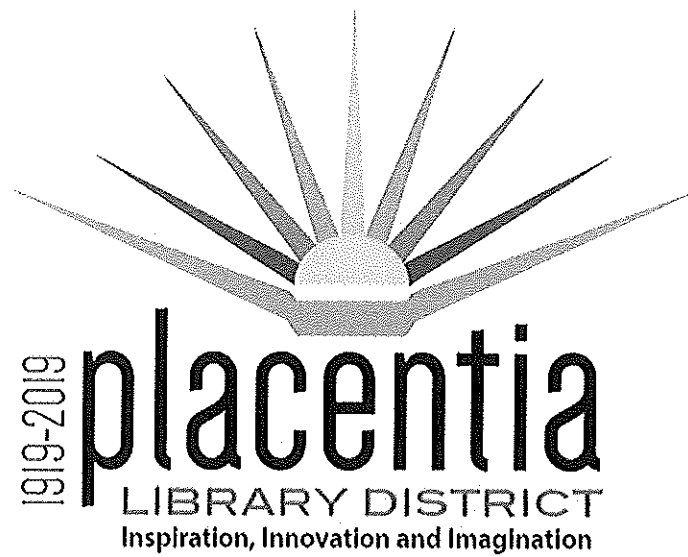
- Deanna White created and conducted 3 Sunshine Babies and Toddler Tales Virtual Storytimes on Facebook Live on November 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup>.
- Ana Balderas created and presented a virtual bilingual storytime on November 18<sup>th</sup>, and a virtual STEAM Club program on the 25<sup>th</sup>.
- Venessa Faber presented Rise and Shine Storytime via Facebook Live recording on November 7<sup>th</sup>, 21<sup>st</sup>, and 26<sup>th</sup>.
- Lori Worden presented a Thanksgiving Crafternoons program on Facebook Live on November 17<sup>th</sup>.
- Ana Balderas and Venessa Faber processed passport applications with agent supervision.

### MEETINGS

- Deanna White attended the All Staff Meeting on Tuesday, November 17.
- Ana Balderas met with Yesenia Baltierra for a one-on-one meeting on November 23.
- Lori Worden, Yesenia Baltierra, and Venessa Faber attended the Staff Development Days on November 2<sup>nd</sup> and 3<sup>rd</sup>.
- Children's staff attended the Staff Appreciation Zoom Dinner & Trivia Night on Saturday, November 7<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- Deanna White completed Turn Over Report training on November 3<sup>rd</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director  
**FROM:** Yesenia Baltierra, Assistant Library Director  
**SUBJECT:** Adult Services Report for November 2020  
**DATE:** December 21, 2020

**MONTHLY STATISTICS**

Information Desk Activity	November 2020	November 2019	Y-T-D 2021-20	Y-T-D 2019-20	Y-T-D % change
Information -- in person	750	1314	2,080	4,942	-57.91%
Information -- telephone	485	486	2,951	1,855	59.08%
Information -- email/chat	15	4	165	29	468.97%
Curbside Service	237	0	2,664	0	100.00%
Delivery Service	0	0	77	0	100.00%
Technology assistance	35	118	102	342	-70.18%
Guest passes	2	94	19	341	-94.43%
Adult and Children's computer use (desktops)	461	1392	1,254	3,958	-68.32%
Adult computer usage (desktop)	408	1085	1,267	2,772	-54.29%
Teen computer usage	35	238	112	755	-85.17%

Volunteer Hours:	November 2020	November 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
History Room	0	16	0	79.75	-100%
PLFF	30.25	309	127	1346.99	-90.57%
General Library	0	167.82	6	670.54	-99.11%
Technology	0	0	0	0	0.00%
Homework Club	0	19.5	0	61.35	-100.00%
Adult Literacy Tutors	72	106.65	506.75	393.98	28.62%
PTAC	24	39	130.5	283	-53.89%
Summer Reading Program	0	0	0	176.53	-100%
<b>Total Volunteer Hours</b>	<b>126.25</b>	<b>657.97</b>	<b>770.25</b>	<b>3012.14</b>	<b>-74.43%</b>

History Room Activity	November	November	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-18	% change
History Room Visitors	1	9	8	50	-84.00%

Public Services Outreach Activity	October	October	Y-T-D	Y-T-D	Y-T-D
	2020	2019	FY2020-21	FY2019-20	% change
Outreach Visits	0	1	0	8	-100.00%
Outreach Attendance	0	200	0	422	-100.00%

**Adult and Teen Programs**

Type of Program	Number of Programs November	Attendance November	Number of Programs November	Attendance November	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD	Attendance FYTD	Number of Programs FYTD % change	Attendance FYTD % change
Date	2020	2020	2019	2019	FY2021	FY2021	FY1920	FY1920		
Book Club	0	0	1	11	0	0	1	11	-100.00%	-100.00%
Educational Programs	2	398	0	0	4	404	0	0	0.00%	0.00%
Fine Art Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Hangar Makerspace Programs	1	421	6	34	4	888	12	183	-66.67%	385.25%
Health & Fitness Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
History Room Programs	0	0	1	12	1	18	3	23	-66.67%	-21.74%
Home and Lifestyle Programs	0	0	0	0	0	0	0	0	0.00%	0.00%
Literacy Programs	6	39	6	55	48	228	19	224	152.63%	1.79%
Reading Programs Adult	1	188	1	23	2	282	2	76	0.00%	271.05%
Reading Programs Teen	1	20	1	2	2	37	2	27	0.00%	37.04%
Volunteer Programs	0	0	1	12	0	0	1	12	-100.00%	-100.00%
Placentia Teen Advisory Council	2	20	2	25	2	20	2	25	0.00%	-20.00%
Teen Only Programs	1	25	0	0	6	69	1	300	500.00%	-77.00%
<b>Adult and Teen Program Total</b>	<b>14</b>	<b>1091</b>	<b>7</b>	<b>415</b>	<b>77</b>	<b>2068</b>	<b>55</b>	<b>1460</b>	<b>40.00%</b>	<b>41.64%</b>
<b>Teen Program Total</b>	<b>4</b>	<b>65</b>	<b>3</b>	<b>27</b>	<b>18</b>	<b>188</b>	<b>12</b>	<b>466</b>	<b>50.00%</b>	<b>-59.66%</b>

The Hangar Makerspace	Attendance	Attendance	Y-T-D	Y-T-D	Y-T-D	
	November	2020	2019	FY2020-21	FY2019-20	% change
Hangar Open Hour Visitors		0	118	0	348	-100%
Adult/Teen Hangar Programs		352	8	886	157	464.33%
Tween Hangar Programs		0	7	0	15	-100%
Family Hangar Programs		0	2	0	13	-100%
<b>Total</b>		<b>352</b>	<b>135</b>	<b>886</b>	<b>533</b>	<b>164.33%</b>

Literacy	YTD2021	YTD1920	% Change
English Literacy Students	34	55	-38.18%
Students Graduated	2	0	200%
English Literacy Tutors	35	31	12.90%

Proctored Tests	November 2020	November 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Number of Tests	1	8	2	20	-90%

### ACHIEVEMENTS

- Victor Meza coordinated PTAC meetings on November 5<sup>th</sup> and 19<sup>th</sup>.
- Victor Meza coordinated the Tiny Terrarium-2-GO program on November 10<sup>th</sup>.
- Victor Meza attended the Zoom Teen SLS Meeting on November 18<sup>th</sup>.
- Michelle Meades and Shellie McCurdy coordinated the Family Cooking Time: Apple Pie OHMY! Program on November 22<sup>nd</sup>.
- Shellie McCurdy and Megan Tolman coordinated the November Hangar Take & Make on November 2<sup>nd</sup>.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Book Club November 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup>.
- Sabrina Rosengren coordinated Read, Write, Speak Club November 6<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup>.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on November 12<sup>th</sup>.
- Sabrina Rosengren presented at CLLS New Coordinators & Directors Orientation on adult learner leadership on November 19<sup>th</sup>.

### MEETINGS

- Michelle Meades attended the Supervisors Meeting on November 18<sup>th</sup>.
- Adult Services staff participated in staff development days November 2<sup>nd</sup> and 3<sup>rd</sup>.
- Victor Meza met with Yesenia Baltierra on November 23<sup>rd</sup>.
- Shellie McCurdy and Michelle Meades met on November 4<sup>th</sup> and 20<sup>th</sup>.
- Sabrina Rosengren attended CLLS Networking meeting on November 19<sup>th</sup>.
- Adult and Teen Services attended the All Staff meeting on November 17<sup>th</sup>.
- Sabrina Rosengren met with CLLS Coordinator Learner Leadership Team on November 19<sup>th</sup>.
- Adult and Teen Services attended the All Staff Huddles on November 13<sup>th</sup> and 20<sup>th</sup>.
- Team A attended daily Huddles on November 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 24<sup>th</sup>, and 25<sup>th</sup>.

### PROFESSIONAL DEVELOPMENT

- Michelle Meades attended the CA Libraries Self-Care and Collaboration on November 5<sup>th</sup>.
- Michelle Meades attended the Webjunction Webinar: Dealing with Difficult Patrons on November 13<sup>th</sup>.
- Michelle Meades attended Florida Library Webinars: Detect, Diffuse, and Delight Difficult Patrons on November 16<sup>th</sup>.
- Michelle Meades attended the Infopeople webinar: The Reference Interview: Time for a tune up on November 16<sup>th</sup>.
- Michelle Meades attended the Brainfuse Webinar: Brainfuse products JobNow and VetNow on November 17<sup>th</sup>.
- Sabrina Rosengren attended ProLiteracy Tutor Ready Reading Workshop on November 12<sup>th</sup>.
- Sabrina Rosengren attended Fostering Engagement and Building Information Literacy on November 24<sup>th</sup>.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

**FROM:** Jon Legree, Systems Librarian

**SUBJECT:** Placentia Library Website & Technology Report for November 2020

**DATE:** December 16, 2020

<u>On-line database usage</u>	November 2020	Onsite Usage 11/20	Remote Usage 11/20	November 2019	Y-T-D 2020-21	Y-T-D 2019-20	Y-T-D % change
Placentia Library Catalog	3,918	N/A	N/A	N/A	N/A	N/A	N/A
General Reference Center	3	N/A	N/A	0	36	147	-76%
Gale in Context: Biography	0	N/A	N/A	7	32	679	-95%
Gale in Context: Opposing Viewpoints	0	N/A	N/A	0	13	51	-75%
Consumer Reports	142	N/A	N/A	54	155	N/A	N/A
Freegal	956	N/A	N/A	810	4,551	4,302	6%
Heritage Quest	120	N/A	N/A	651	781	3,371	-77%
Novelist	4	N/A	N/A	23	288	143	101%
Pronunciator	7	N/A	N/A	14	58	187	-69%
ABC Mouse	10	N/A	N/A	19	32	66	-52%
ABC Mouse Bring Learning Home	12	N/A	N/A	13	N/A	N/A	N/A
World Book Online	0	N/A	N/A	5	N/A	N/A	N/A
Tumblebooks	34	N/A	N/A	211	386	901	-57%
Reference USA	40	N/A	N/A	169	1,148	595	93%
Hoopla	2039	N/A	N/A	1097	10,877	4,886	123%
Overdrive e-books	2315	N/A	N/A	1610	13,280	5,309	150%
Overdrive audiobooks	1,119	N/A	N/A	1,137	6,317	3,706	70%
Overdrive e-books - Placentia Advantage	1,356	N/A	N/A	888	N/A	N/A	N/A
Overdrive audiobooks - Placentia Advantage	848	N/A	N/A	891	N/A	N/A	N/A
Tutor.com	0	N/A	N/A	15	N/A	N/A	N/A
Zinio	338	N/A	N/A	209	1,458	862	69%
ProQuest Pub. Avail. Database*	0	N/A	N/A	0	14	0	N/A
ProQuest Coronavirus Research*	0	N/A	N/A	0	14	0	N/A
ProQuest Ebook Central*	0	N/A	N/A	0	35	0	N/A
ProQuest SIRS Discoverer*	0	N/A	N/A	0	16	0	N/A
ProQuest SIRS Issues Researcher*	0	N/A	N/A	0	16	0	N/A
ProQuest eLibrary*	0	N/A	N/A	0	21	0	N/A
BrainFuse JobNow/VetNow*	0			0	0	0	N/A
<b>TOTAL DATABASE USAGE</b>	<b>13,261</b>	<b>-</b>	<b>-</b>	<b>7,823</b>	<b>39,412</b>	<b>25,205</b>	<b>56%</b>
* Added September 2020							

Computer & Online Resource Use	November	November	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Placentia Residents	139	608	2,031	1,902	7%
Non-Placentia Residents	121	440	1,746	1,457	20%
<b>Total</b>	<b>260</b>	<b>1048</b>	<b>3,777</b>	<b>3,359</b>	<b>12%</b>

Website Traffic	November	November	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
Website visits	7,826	8,008	44,031	44,934	-2%
Page Hits	13,555	14,174	78,253	76,617	2%
Users	4,092	4,530	21,894	25,565	-14%
Pages/Session	1.73	1.77	N/A	N/A	N/A
Avg. Session Duration	00:01:56	00:02:20	N/A	N/A	N/A
% New Sessions	70	75	N/A	N/A	N/A

Wifi Use	November	November	Y-T-D	Y-T-D	Y-T-D
	2020	2019	2020-21	2019-20	% change
<b>Total</b>	<b>330</b>	<b>1,205</b>	<b>1,147</b>	<b>6,807</b>	<b>-83%</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Presentations to Trustee Richard DeVecchio and Trustee Elizabeth D. Minter

**DATE:** December 21, 2020

**BACKGROUND**

Tonight we honor the service of Trustee Richard DeVecchio and Trustee Elizabeth D. Minter as they retire from the Placentia Library Board of Trustees.

Trustee Minter is an accomplished library executive who oversaw the finances, human relations, and facility work for several library systems. She was the former Library Director for the Carnegie-Stout Public Library in Dubuque, Iowa where she served for nearly ten years until 1988. She moved out to California and became the City Librarian for the City of Monterey Park, the first Asian-majority city in the United States. She served at Monterey Park for almost four years. From 1991 – 2008, Trustee Minter served as the Library Director for the Placentia Library District until she retired. Trustee Minter's retirement was short-lived due to her overwhelming passion for libraries which resulted in her appointment on the Placentia Library Board of Trustees. After her retirement, Trustee worked for Fieldstead and Company for six years and currently for a private company. As the chief cataloger, she was responsible for cataloging the corporate and private collections. Trustee Minter received her MLS with an emphasis on public and law librarianship, from the University of Pittsburgh in 1971 and her B.A. in American History and History of Fine Art from Allegheny College in 1967.

Trustee Minter was sworn in on December 17, 2012.

Trustee DeVecchio, a former educator for over 40 years, was instrumental in the development of scholarships for high school students, providing them with an opportunity to obtain a college degree without the financial worrisome. While at Fullerton College, Trustee DeVecchio initiated the strategy to build a career center which offered students a wealth of resources to begin exploring vocational, professional and traditional career paths. Trustee DeVecchio had been actively involved in several community organizations, including over 25 years with a local foundation dedicated to raising scholarship funds for local students. During his spare time, Trustee DeVecchio serves as a docent at the Richard Nixon Library and Museum. His interest includes the American Civil War, gardening and growing varieties of flowers. Trustee DeVecchio received his doctorate in counseling-psychology and higher education from the University of Virginia, his graduate degrees in educational psychology and counseling from the University of Illinois, and his bachelor's degree in social sciences also from the University of Illinois.

Trustee DeVecchio was sworn in on August 27, 2003.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Business Manager will present an Update on the Energy Efficiency Project.**

**DATE:** December 21, 2020

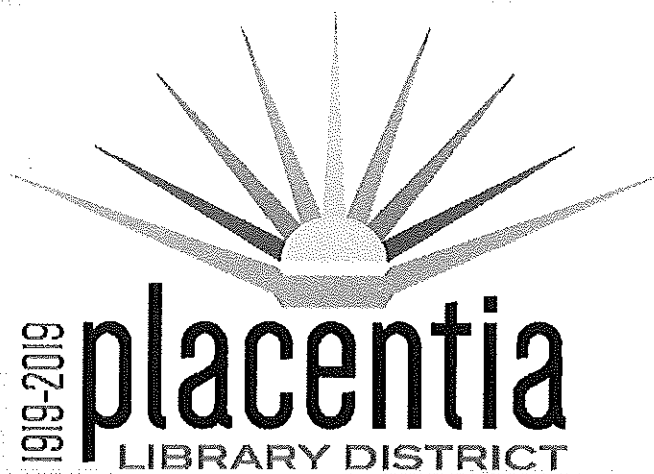
**BACKGROUND**

The energy efficiency project began in May 2018 and after a year, the new meter and solar panels were completed. Project close out documents have been provided to the District including final permits, equipment warranties, operational manuals, and record drawings. Additionally, District staff have been provided training on temperature control, solar data acquisition, Southern California Edison account management, and PV system troubleshooting. The Business Manager will work with Johnson Controls, Inc. (JCI) to secure the Substantial and Final Certificate of Completion. This step will allow JCI to commence an annual Measurement and Verification report for the next five years outlining the systems effectiveness and total annual savings for the District.

Business Manager, Fernando Maldonado, will conduct a presentation tonight to provide an update on the project as well as a cost saving report.

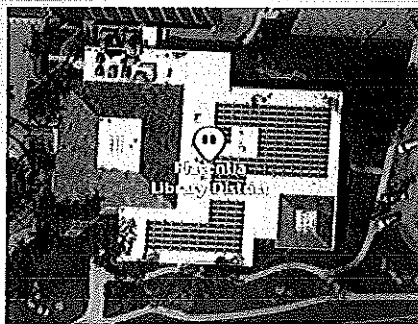
Attachment A is a copy of the presentation.

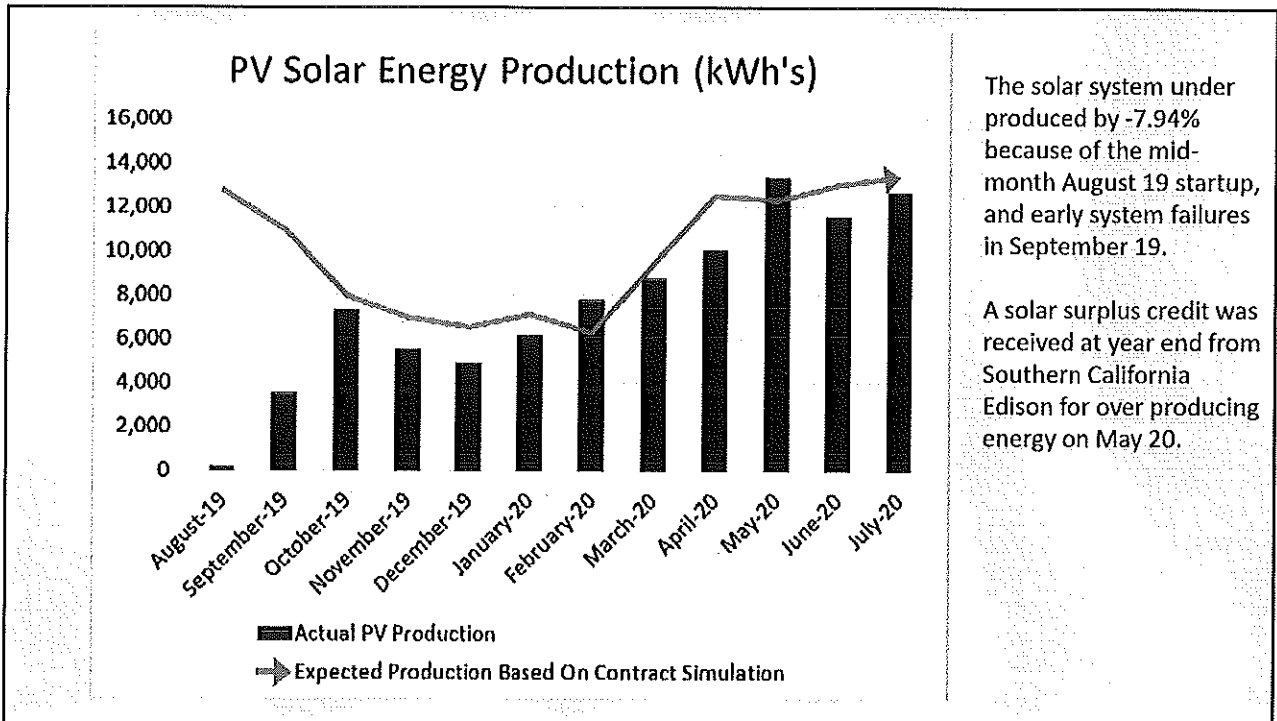
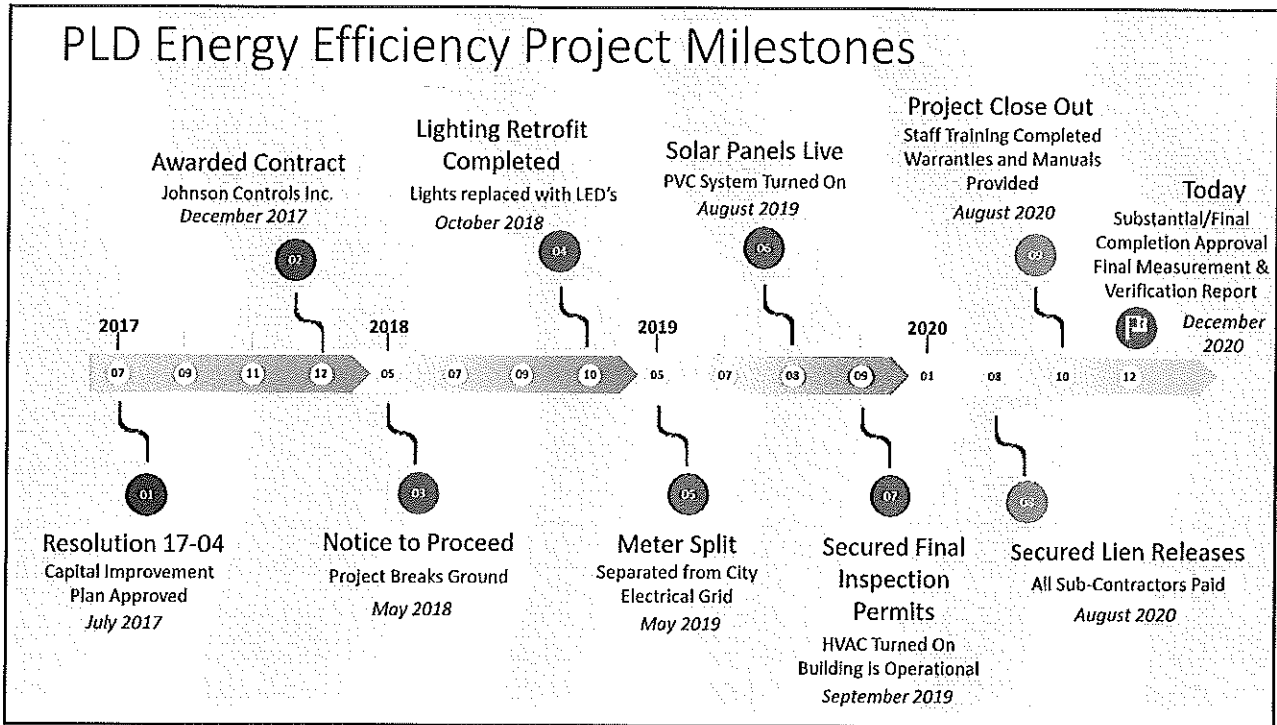
# Energy Efficiency Project Update December 2020

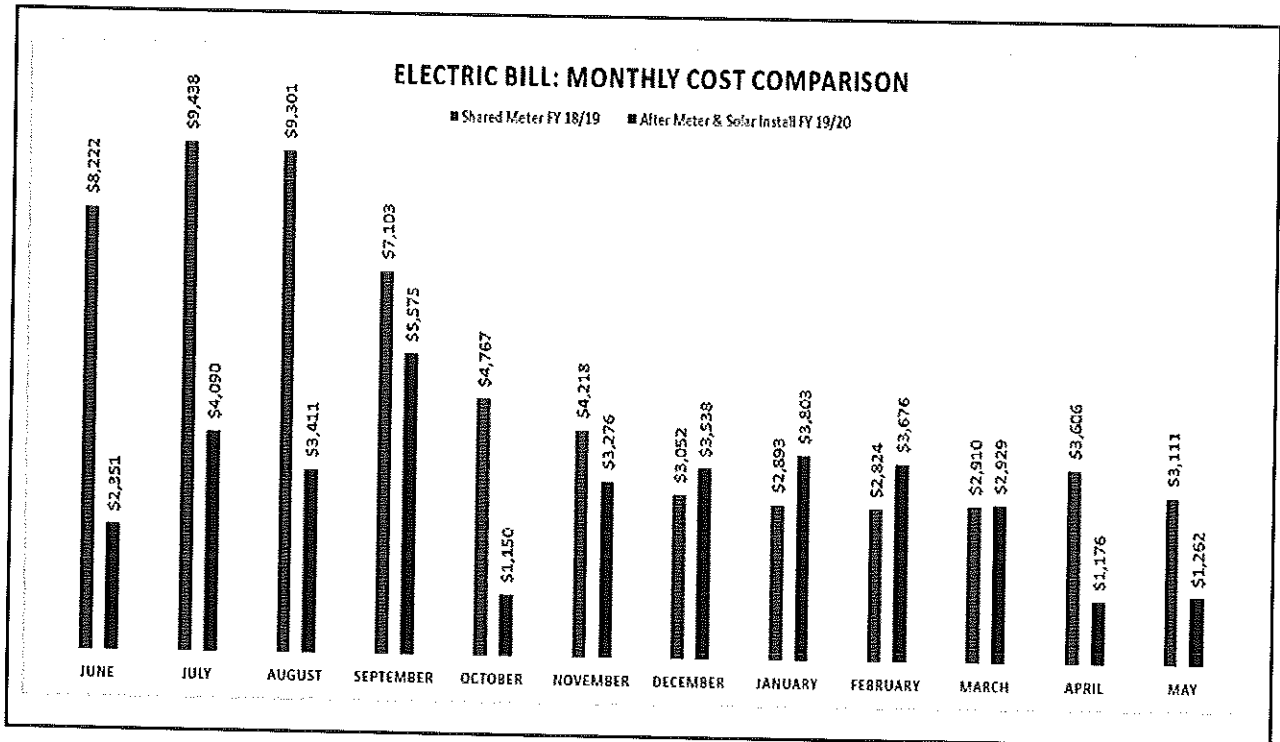
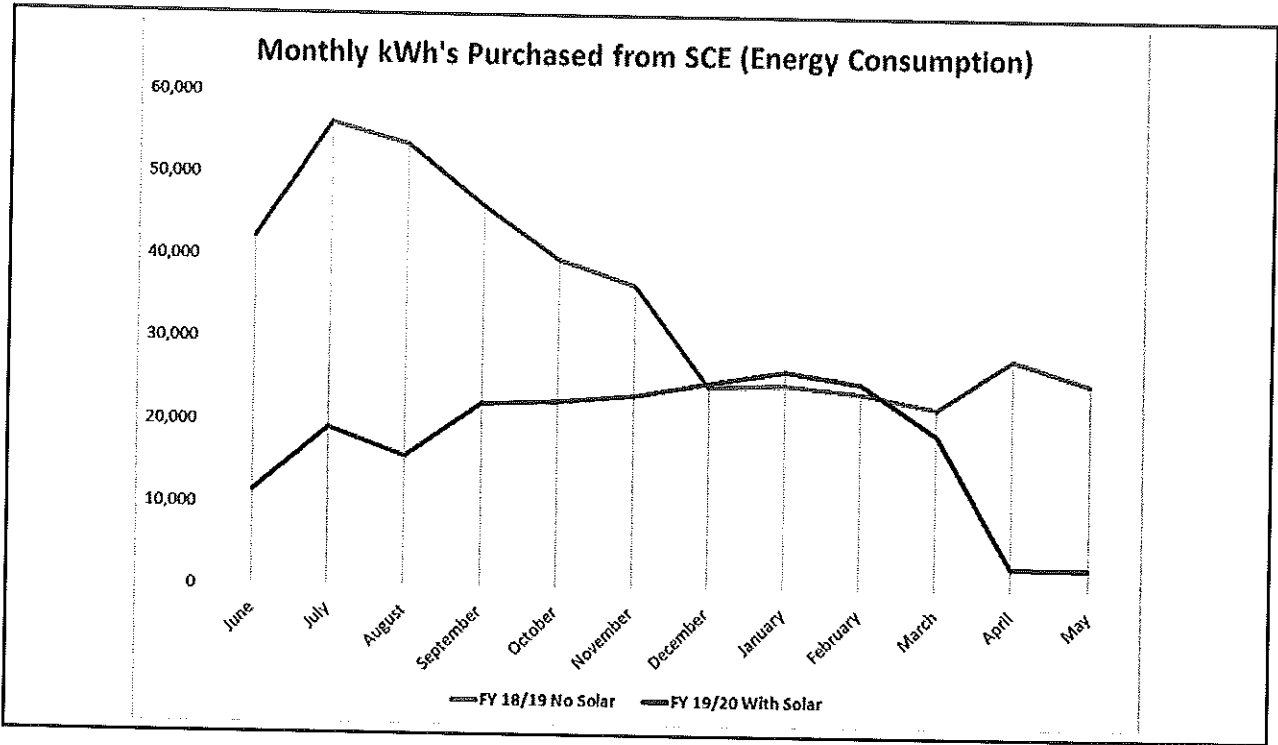


## Project Status

- Project Timeline and Milestones
- Closing Project
- Key Metrics Overview







• FY 2018-2019 Electricity Costs	\$61,445
• <u>FY 2019-2020 Electricity Costs</u>	<u>\$36,237</u>

**• Total SAVINGS** **\$25,208**

Note: meter was live on 05/29/19 and the solar grid was live late August 19.  
Total savings reflected are (12 months) from meter install.

Questions?





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, General Counsel

**SUBJECT:** SECOND HEARING ON DISTRICT-BASED ELECTIONS

**DATE:** DECEMBER 21, 2020

**BACKGROUND**

In August of 2020 the Board of Trustees (“Board”) adopted Resolution No. 20-02 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board must hold two public hearings over a period of no more than 30 days to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts are drawn and the sequencing of the district elections. Once a map(s) is drawn, the Board must hold two additional hearings to receive public input on the maps(s).

This is the first of the two hearings before a map(s) is drawn. Since the Board set this matter for hearing at its October 19, 2020 meeting the Placentia Library District (“Library”) has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing was published in English and Spanish in *The Register*. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page.

**DISCUSSION****1. Considerations for District Boundaries**

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

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

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

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

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

## **2. Election Sequencing**

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

The earliest district-based elections could start is November of 2022<sup>1</sup>, when there are two Trustee seats up for election. Should the Board decide to begin district-based elections in 2022, it would select two of the five districts to hold elections for Trustees. A factor the Board may want to consider in determining which two districts will hold elections are which districts will not be represented by the three remaining Trustees whose terms expire in 2024. For instance, if districts 1 and 3 are not represented by the three remaining Trustees, then districts 1 and 3 would have district-based elections in 2022. In such a scenario, districts 2, 4 and 5 would have district-based elections in 2024, at which time each district would be represented on the Board.

The Board may consider other factors it deems relevant in deciding the sequencing of district elections. However, the sequencing cannot result in shortening any Trustee term. It is understood that the no matter what sequencing the Board chooses, it may result in a district having more than one representative on the Board until the 2024 election.

## **3. Next Steps**

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<sup>1</sup> It is not required that district-based elections start in November of 2022, as the Library is not currently required to implement district-based elections. In addition, Governor Newsom's Order No. N-34-20 has suspended the time in which local agencies which are required to implement district-based elections to hold hearings and otherwise implement district-based elections due to COVID-19.



Following the November 16, 2020 hearing, the process is as follows:

- December 21, 2020 – second hearing, which is a continuation of the Board’s receipt of public input on the criteria noted above. Following the December 21<sup>st</sup> hearing, based on the Board’s direction, the Library will draft district map(s) and proposed election sequencing that will be published in *The Register* and posted on the Library’s website and kiosks and otherwise made available to the public. The draft map(s) and proposed sequencing must be published and posted at least seven days prior to the third hearing, i.e., by January 11, 2021.
- January 18, 2021 – third hearing and first at which the Board will receive public input on the draft map(s) and proposed sequencing. Based on the input, the Board may approve of the draft map(s) and proposed sequencing or direct alternative map(s) or revised sequencing be drafted. If the draft map(s) is changed it must be re-published and posted at least seven days prior to the fourth hearing, i.e., by February 8, 2021. If not, the Library would just publish a notice of the fourth hearing and otherwise leave the first draft map of the map posted.
- February 15, 2021 – fourth hearing at which the Board may adopt an ordinance for first reading approving a map and election sequencing.
- March 15, 2021 – if the Board has adopted an ordinance for first reading, it would adopt the second reading of the ordinance approving a map and election sequencing.

Attachment A is the Placentia Library District Sphere of Influence Map

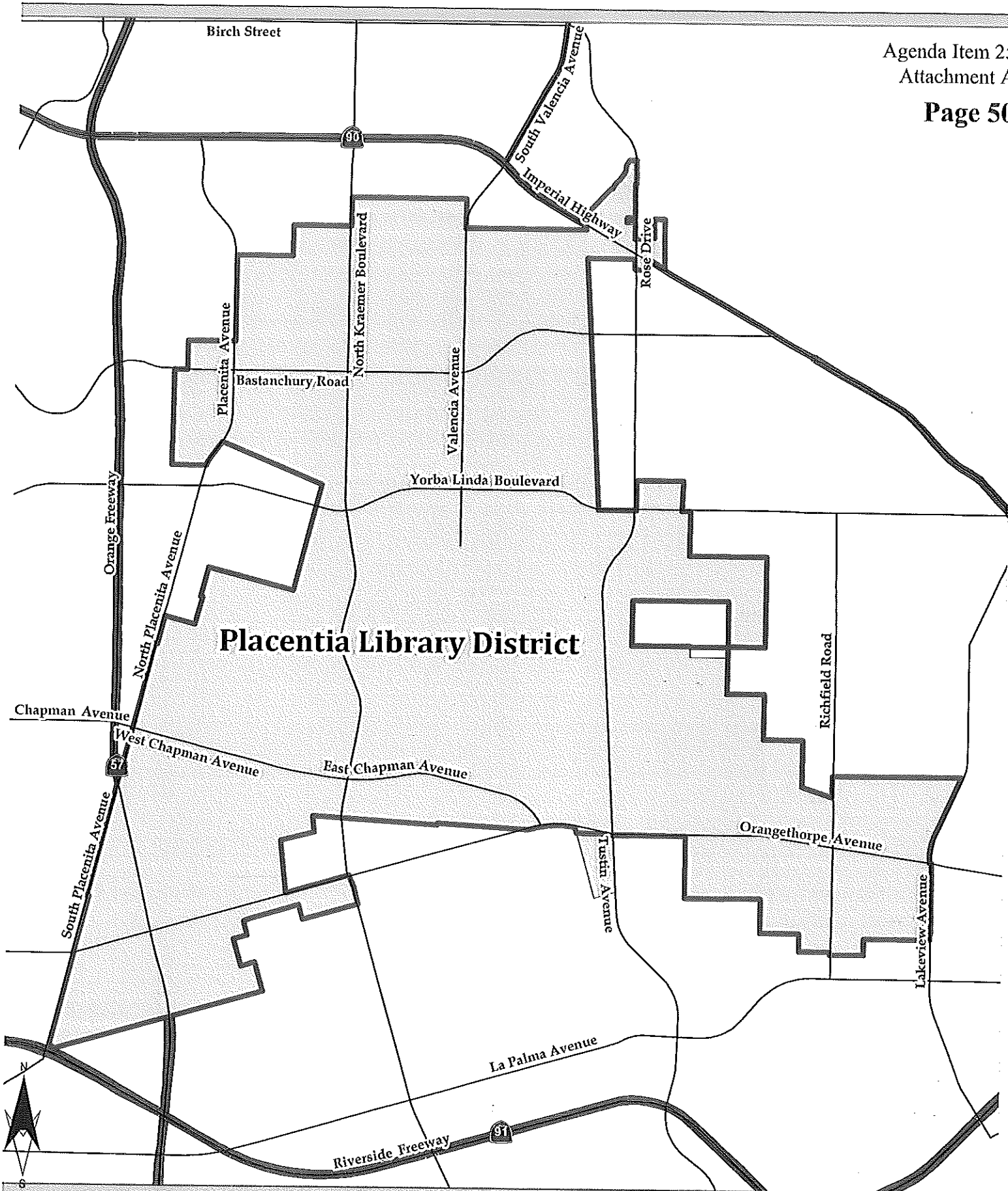
Attachment B is the City of Placentia Adjusted District Map

Attachment C is the Placentia Yorba Linda Unified School District Map

Attachment D is the Timeline for Consideration and Implementation of District-Based Elections.

### **RECOMMENDATION**

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



# Placentia Library District

## Placentia Library District Sphere of Influence Map

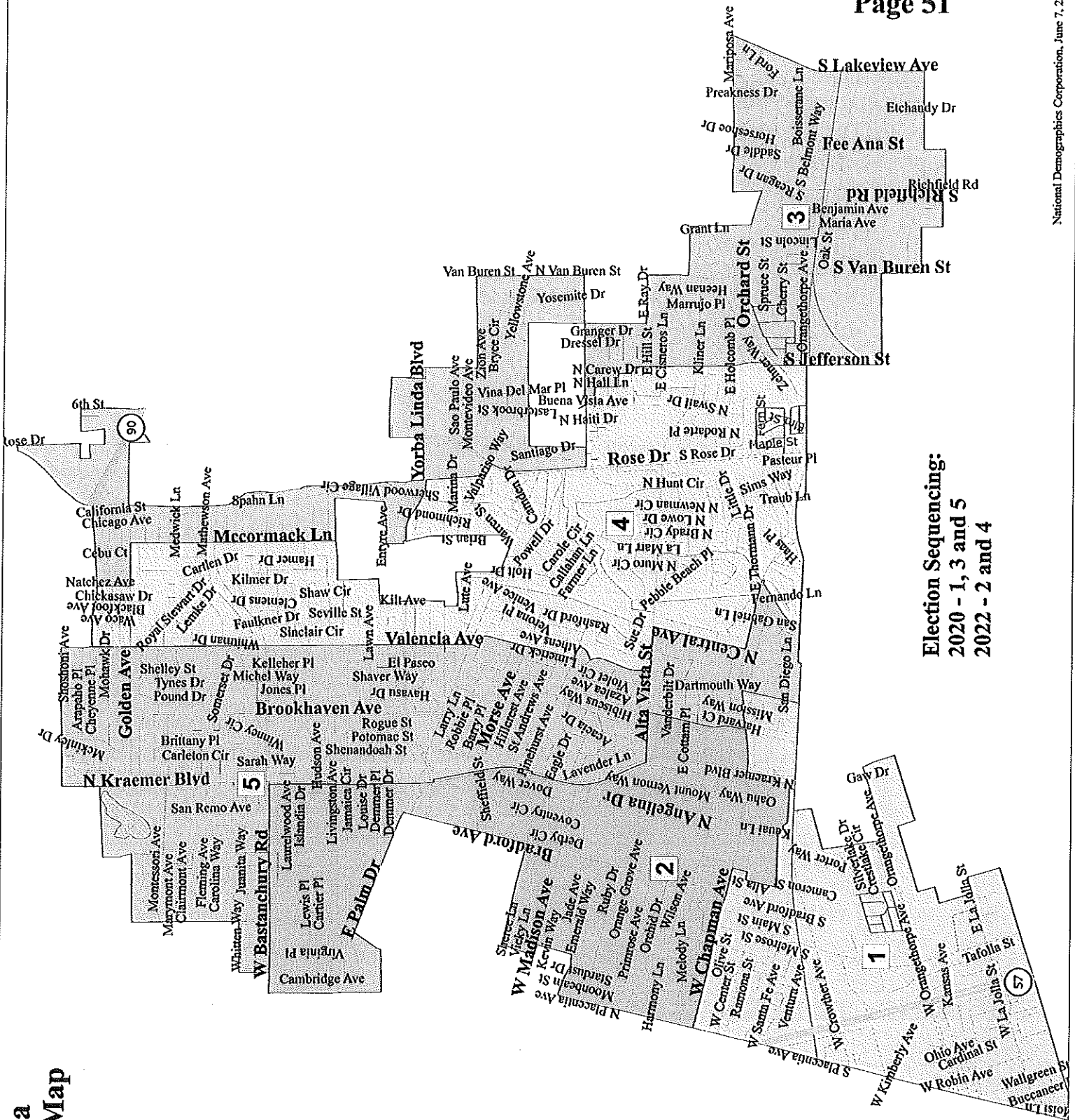
SOI Originally Adopted: 11/26/75  
Last Reviewed: 02/13/13



- Placentia Library District Boundary
- Placentia Library District SOI Boundary
- County Boundary



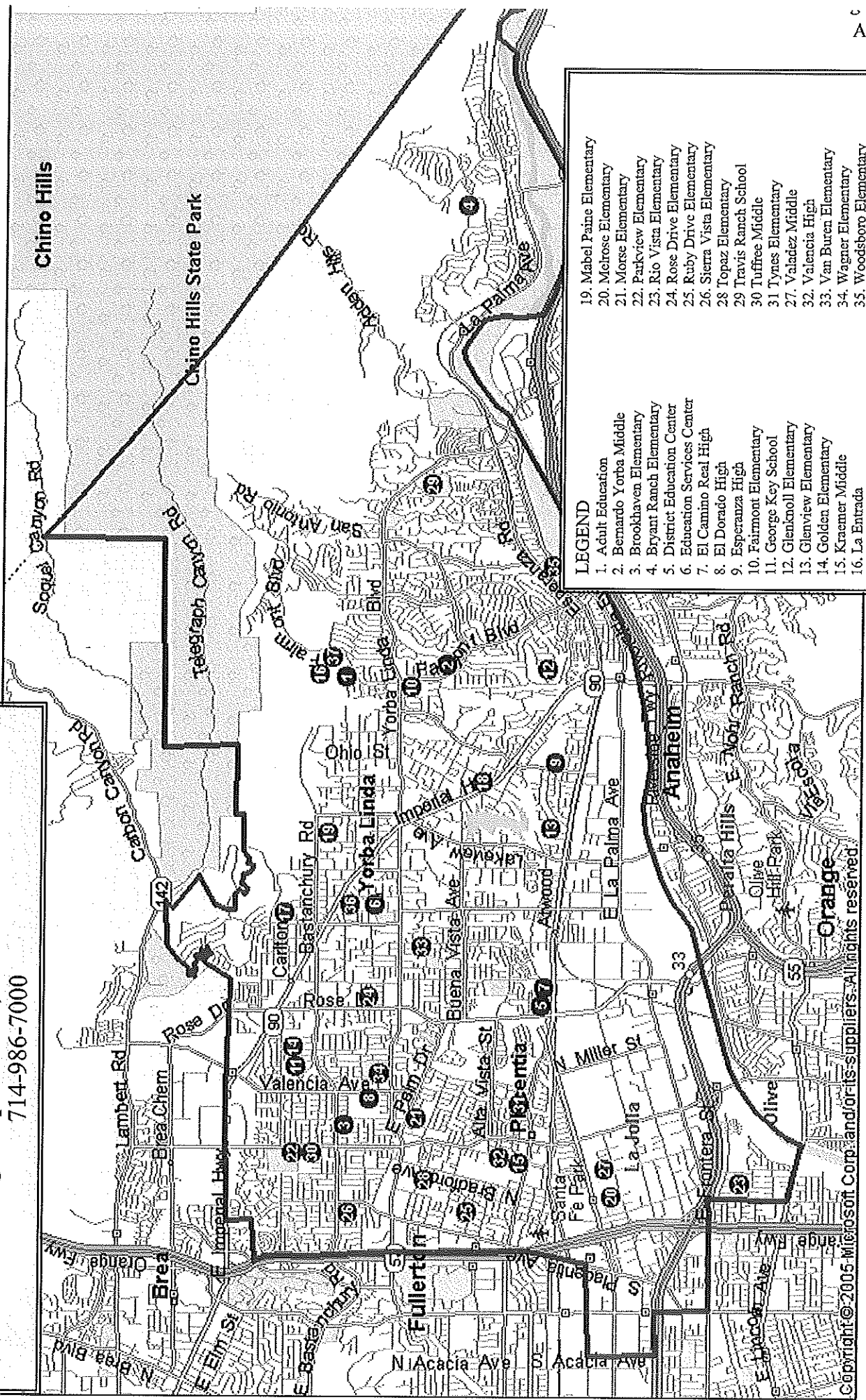
City of Placentia  
2019 Adjusted Map



**Election Sequencing:**  
2020 - 1, 3 and 5  
2022 - 2 and 4

Map layers	
	2019 Adjusted Map
	Water Area
	Pipeline/Power Line
	Railroad
	River
	Streets

**Placentia – Yorba Linda Unified School District**  
 1301 E. Orangethorpe Avenue, Placentia CA 92870  
 714-986-7000



- LEGEND**
- 1. Adult Education
  - 2. Bernardo Yorba Middle
  - 3. Brookhaven Elementary
  - 4. Bryant Ranch Elementary
  - 5. District Education Center
  - 6. Education Services Center
  - 7. El Camino Real High
  - 8. El Dorado High
  - 9. Esperanza High
  - 10. Fairmont Elementary
  - 11. George Key School
  - 12. Glenknoll Elementary
  - 13. Glenview Elementary
  - 14. Golden Elementary
  - 15. Kraemer Middle
  - 16. La Entrada
  - 17. Lakeview Elementary
  - 18. Linda Vista Elementary
  - 19. Mabel Paine Elementary
  - 20. Melrose Elementary
  - 21. Morse Elementary
  - 22. Parkview Elementary
  - 23. Rio Vista Elementary
  - 24. Rose Drive Elementary
  - 25. Ruby Drive Elementary
  - 26. Sierra Vista Elementary
  - 28. Topaz Elementary
  - 29. Travis Ranch School
  - 30. Tuffree Middle
  - 31. Tynes Elementary
  - 32. Valdez Middle
  - 32. Valencia High
  - 33. Van Buren Elementary
  - 34. Wagner Elementary
  - 35. Woodsboro Elementary
  - 36. Yorba Linda Middle
  - 37. Yorba Linda High

**PLACENTIA LIBRARY DISTRICT  
TIMELINE FOR CONSIDERATION AND IMPLEMENTATION OF DISTRICT-  
BASED ELECTIONS**

**(Items in Italics Have Been Completed)**

<b>DATE</b>	<b>EVENT</b>	<b>COMMENT</b>
<i>August 17, 2020</i>	<i>Board Adopts Resolution of Intention</i>	<i>Triggers public hearing process</i>
<i>November 16, 2020</i>	<i>First Public Hearing</i>	<i>Board receives public input regarding composition of districts. No maps yet.</i>
December 21, 2020	Second Public Hearing	Board received public input regarding composition of districts. No maps yet. <sup>2</sup>
January 11, 2021	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before third hearing
January 18, 2021	Third Public Hearing	Board receives and comments on draft maps and sequencing of elections
January 19, 2021	Publish Maps and Sequence of Elections	Must be published and posted at least 7 days before fourth hearing <sup>3</sup>
February 15, 2021	Fourth Public Hearing	Board hearing regarding draft maps and sequencing <sup>4</sup> at which Board may adopt ordinance for first reading approving district-based elections and sequencing
March 15, 2021	Ordinance Second Reading	
March 16, 2021	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2022	General Election	First election utilizing adopted districts
November 2024	General Election	Remaining seats filled by districts

<sup>2</sup> First and second hearings must occur within a period of 30 days.

<sup>3</sup> Map(s) need not be re-published if it does not change

<sup>4</sup> Third and fourth hearings must occur within a period of 45 days.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Adoption of Resolution 20-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Appointments for the Office of Trustee of the Placentia Library District; Administration of the Oath of Office

**DATE:** December 21, 2020

**BACKGROUND**

On November 30, 2020 Orange County Registrar of Voters Neal Kelley issued the Certificate of Election to Ms. Gayle Carline, Ms. Sherri Dahl, and Mr. Hilaire Shioura to a four-year term to the Placentia Library Board of Trustee. A resolution certifying the appointment is submitted for Board adoption. The election result will also be entered into the Board minutes as required by law.

Attachment A is Resolution 20-03.

Attachment B is the Certificate of Election.

Attachment C is the Oath of Office.

**RECOMMENDATIONS**

1. Adopt Resolution 20-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Certify the Elections for the Office of Trustee of the Placentia Library District; and
2. Direct the Library Director to administer the Oath of Office to the Library Board members as appointed and present Certificate of Elections; and
3. Roll Call.

**RESOLUTION 20-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY  
DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENTS FOR THE  
OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT**

WHEREAS, three seats in the Placentia Library District were up for election in the Presidential General Election held on November 3, 2020;

WHEREAS, on November 30, 2020, Orange County Registrar of Voters, Neal Kelley certified the Appointment in Lieu of Election of Gayle Carline, Sherri Dahl, and Hilaire Shioura for the office of Trustee of the Placentia Library District;

WHEREAS, the Certificate of Appointment in Lieu of Election will support compliance with Elections Code Section 10515;

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees, does resolve, declare, determine that Gayle Carline, Sherri Dahl, and Hilaire Shioura have been certified to serve a four-year term of office for the Placentia Library District.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.

County of Orange    )

I, \_\_\_\_\_, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the Twenty-First day of December 2020.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twenty-First day of December 2020.

\_\_\_\_\_, Secretary  
Placentia Library District Board of Trustees





**REGISTRAR OF VOTERS**  
1300 South Grand Avenue, Bldg. C  
Santa Ana, California 92705  
(714) 567-7600  
FAX (714) 567-7627  
ocvote.com

November 30, 2020

Dear General Manager:

I have enclosed a copy/copies of the Certificate of Appointment in Lieu of Election that was mailed to the unopposed candidate(s) for the November 3, 2020 Presidential General Election.

Also enclosed are the Oath of Office forms. Please have the newly appointed board member(s) affirm and sign two copies of the Oath. Retain one copy of the Oath in your files and **mail the other signed copy to:**

**Orange County Registrar of Voters**  
**P.O. Box 11298**  
**Santa Ana, CA 92711**  
**Attn: Marcia Nielsen**

If you have any questions please contact me at 714-567-7568.

Sincerely,

A handwritten signature in cursive script that reads "Marcia Nielsen".

**Marcia Nielsen**  
Candidate and Voter Services Manager

Enclosures











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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Election of Board Officers

**DATE:** December 21, 2020

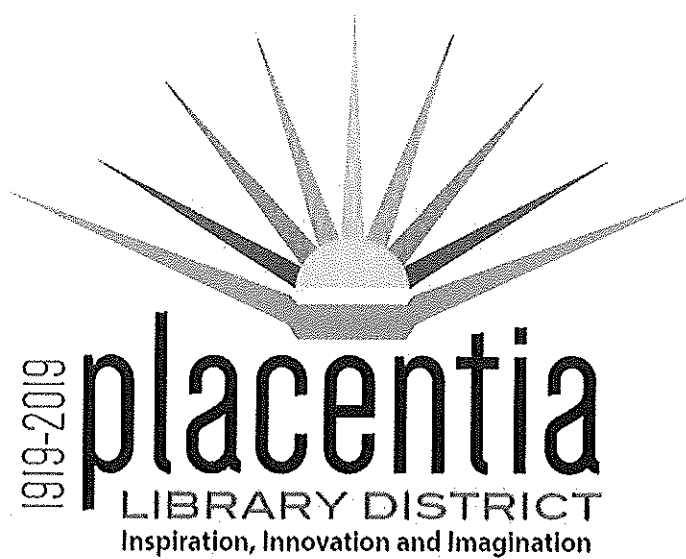
**BACKGROUND**

The following positions need to be elected:

- President (Incumbent is President Carline)
- Secretary (Incumbent is Secretary Shkoler)

**RECOMMENDATION**

Elect a Library Board President and a Library Board Secretary for 2021.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Appointment of Library Board Representatives for 2021 by the Board President**

**DATE:** December 21, 2020

**BACKGROUND**

The following positions need to be appointed:

*Incumbents are italicized.*

Joint Use Agreement Committee  
*President Carline and Trustee Martin with Director Contreras*

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee  
*President Carline and Secretary Shkoler as alternate*

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

Representative to the Placentia Library Friends Foundation (PLFF)  
*Trustee Martin and President Carline as alternate*

Independent Special Districts of Orange County (ISDOC)  
*Trustee Minter and Trustee DeVecchio as alternate*

Personnel Committee  
*President Carline and Trustee Martin*

Library staff will continue to represent the Placentia Library District at the Placentia Collaborative, Downtown Merchants Association, and the Placentia Chamber of Commerce.

**RECOMMENDATION**

Appoint Library Board Representatives for 2021.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Adoption of Resolution 20-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2021.**

**DATE:** December 21, 2020

**BACKGROUND**

The current date and time is the third Monday of each month at 6:30 p.m. Staff recommends the following Board Meeting dates for 2021:

Monday, January 18<sup>th</sup>

Tuesday, February 16<sup>th</sup> (February 15<sup>th</sup> is President's Day, Library is closed)

Monday, March 15<sup>th</sup>

Monday, April 19<sup>th</sup>

Monday, May 17<sup>th</sup>

Monday, June 21<sup>st</sup>

Monday, July 19<sup>th</sup>

Monday, August 16<sup>th</sup>

Monday, September 20<sup>th</sup>

Monday, October 18<sup>th</sup>

Monday, November 15<sup>th</sup>

Monday, December 20<sup>th</sup>

Attachment A is Resolution 20-04: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2021.

Attachment B is the 2021 calendar.

**RECOMMENDATIONS**

1. Determine the regular meeting dates and time for 2021.
2. Read Resolution 20-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2021.
3. Adopt Resolution 20-04.
4. Roll Call Vote.

**RESOLUTION 20-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY  
TO ESTABLISH THE BOARD OF TRUSTEES REGULAR MEETING DATES  
FOR CALENDAR YEAR 2021**

WHEREAS, Placentia Library District is an independent special library district established under the provisions of California Education Code Sections 19600-19664;

WHEREAS, Section 54954 of the Government Code of the State of California requires that the Board of Library Trustees shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees establishes the third Monday of each month at 6:30 P.M., the Regular Board Meeting for Calendar Year 2021, dated December 21, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.  
County of Orange     )

I, \_\_\_\_\_, Secretary of the Board of Trustees of the Placentia Library District Of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Date Meeting hereof held on the Twenty-First day of December 2020.

IN WITNESS THEREOF, I have hereunto set my hand and seal this Twenty-First day of December 2020.

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Board Secretary

# 2021

## Holidays & Observances

**January**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Jan 01 New Year's Day
- Jan 18 Martin Luther King Day
- Feb 12 Chinese New Year
- Feb 12 Lincoln's Birthday
- Feb 14 Valentine's Day
- Feb 15 President's Day
- Feb 17 Ash Wednesday
- Mar 14 Daylight Saving (begin)
- Mar 17 St. Patrick's Day
- Mar 20 Vernal equinox
- Mar 28 Passover
- Apr 01 April Fool's Day
- Apr 04 Easter
- Apr 13 Ramadan begins
- Apr 21 Admin Assistants Day
- May 09 Mother's Day
- May 23 Pentecost
- May 31 Memorial Day
- Jun 14 Flag Day
- Jun 20 Father's Day
- Jun 21 June Solstice
- Jul 04 Independence Day
- Sep 06 Labor Day
- Sep 07 Rosh Hashanah
- Sep 22 Autumnal equinox
- Oct 11 Columbus Day
- Oct 31 Halloween
- Nov 07 Daylight Saving (end)
- Nov 11 Veterans Day
- Nov 25 Thanksgiving
- Nov 28 Hanukkah begins
- Dec 21 December Solstice
- Dec 25 Christmas Day
- Dec 26 Kwanzaa begins
- Dec 31 New Year's Eve

**April**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May**

Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June**

Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**July**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**August**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September**

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October**

Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**November**

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**December**

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Independent Special Districts of Orange County Executive Committee  
Call For Nominations**

**DATE:** December 21, 2020

**BACKGROUND**

Placentia Library District is a member of the Independent Special Districts of Orange County (ISDOC) which represents the interests and provides advocacy on behalf of Orange County's independent special districts. ISDOC was formed more than 30 years ago to serve the needs of Orange County's water, wastewater, sanitary, library, recreation and parks, cemetery, vector control, and other districts that provide specialized services within their communities. A seven-member Executive Committee comprised of the president, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Immediate Past President.

There is currently a call for nomination to fill the vacancy for the Third Vice President position on the ISDOC. Any ISDOC member/trustee is eligible for nomination for the open position. Nominations to close on Friday, January 22, 2021 at 5:00 p.m.

Attachment A is the official Call for Nomination from the ISDOC.

**RECOMMENDATIONS**

1. Determine if any Trustee is interested in serving on the ISDOC for the Third Vice President vacancy; and,
2. Direct the Library Director to submit nomination(s) accordingly.



December 11, 2020

**PLEASE DISSEMINATE TO ALL BOARD MEMBERS**

Mailing Address

P.O. Box 20895  
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD  
18700 Ward Street  
Fountain Valley, CA 92708

(714) 963-3058  
(714) 964-5930 fax

[www.mwdoc.com/isdoc](http://www.mwdoc.com/isdoc)

Executive Committee

**President**

Hon. Mark Monin  
*El Toro Water District*

**1<sup>st</sup> Vice President**

Hon. Arlene Schafer  
*Costa Mesa Sanitary District*

**2<sup>nd</sup> Vice President**

Hon. Larry Dick  
*Municipal Water District Orange County*

**3<sup>rd</sup> Vice President**

**Secretary**

Hon. Greg Mills  
*Serrano Water District*

**Treasurer**

Hon. Bill Green  
*South Coast Water District*

**Immediate Past President**

Hon. Sandra Jacobs  
*Santa Margarita Water District*

Staff Administration

**Heather Baez**

*Municipal Water District of Orange County*

**Christina Hernandez**

*Municipal Water District of Orange County*

Re: ISDOC Executive Committee 3rd Vice President Vacancy

This email shall serve as official notice and call for candidates to fill the vacancy for the 3rd Vice President position on of the Independent Special Districts of Orange County (ISDOC).The ISDOC Executive Committee will fill the vacancy by appointment.

Per the ISDOC bylaws, Article III Section II Point E: "With the exception of the immediate past president, if a vacancy occurs on the Executive Committee, the Committee shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy shall hold office for the unexpired term of the former incumbent."

Nominations will close on **Friday, January 22, 2021 at 5:00 p.m.** Any Board Member/Trustee of a regular ISDOC member agency is eligible for nomination for this open position. Individuals who wish to be considered should submit a letter of interest, together with a resolution from their Board authorizing their candidacy. The appointment will be made by the ISDOC Executive Committee on **Tuesday, February 2, 2021.**

Responsibilities of the positions are as follows:

**THIRD VICE PRESIDENT:** The Third Vice President chairs the Legislative Committee. Duties include providing a legislative update, making legislative position recommendations to the Executive Committee, and in the absence of the President, First Vice President, and Second Vice President, shall perform all duties of the President.

Meetings of the Executive Committee typically occur on the first Tuesday of each month at 7:30 a.m. in the offices of the Municipal Water District of Orange County (MWDOC) in Fountain Valley. Due to COVID-19 restrictions, meetings are currently being held via teleconference until further notice.

If you are seeking nomination to the 3<sup>rd</sup> Vice President position on the Executive Committee, please send your letter/email of interest and a copy of your Board's authorizing resolution to Heather Baez at [Hbaez@mwdoc.com](mailto:Hbaez@mwdoc.com). All nomination requests must be received by **January 22, 2021.**

If you have any questions about the any of the positions or the election process, please contact either Heather Baez at [Hbaez@mwdoc.com](mailto:Hbaez@mwdoc.com) or Christina Hernandez at [Chernandez@mwdoc.com](mailto:Chernandez@mwdoc.com)

Sincerely,

*Sandra F. Jacobs*

Sandra F. Jacobs, President  
Independent Special Districts of Orange County



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss the Civic Center Plaza Capital Improvement Plans as Provided by the City of Placentia.

**DATE:** December 21, 2020

**BACKGROUND**

At the May 17, 2019 Library Board of Trustees meeting, the 2019-2021 Budget was adopted with an annual budget of \$5,201,844 (includes \$2.1M for capital improvement projects) or \$3,101,844 (minus capital improvement projects) for 2019-2020 and \$3,151,749 for 2020-2021. The corrected budget for 2020-2021 is \$3,272,214. Though the adopted budget included funds for capital improvement projects, it did not include projects related to the Civic Center Plaza which is a joint-use common area between the City of Placentia and the Placentia Library District. This information was communicated with the City at several joint-use committee meetings.

On November 16, 2020, the District received a proposed 5-year Civic Center CIP program from the City of Placentia that included the following with estimated costs:

FY 2021-22: Replace courtyard pergola: \$150,000

- Install new wireless Bluetooth speakers throughout
- Install new LED lighting along with electrical outlets throughout

FY 2022-23: Replace and Improve Campus Lighting: \$65,000 (waiting for initial cost estimate)

- Replace bollard walkway lighting, landscape up-lighting, pathway lights, parking lot lights
- Upgrade system to provide for colored seasonal theme lighting

FY 2022-23: Turf removal and landscape improvements: \$110,000 (waiting for initial cost estimate)

- Eliminate turf grass along the campus perimeter and replace with low water usage plant materials

FY 2023-24: Repair and Rehabilitate Fountain: \$85,000 (waiting for initial cost estimate)

FY 2023-24: Install two (2) new decorative bus shelters at the Chapman Avenue and Kraemer Avenue bus stop locations

FY 2024-25: Replace Campus Furniture: \$30,000

FY 2025-26: Rehab outdoor amphitheater: \$100,000

- Install new AV equipment for enhanced outdoor events

As per the executed Joint Use of Facilities Agreement signed by the City of Placentia and the Placentia Library District on October 3, 2019 and September 23, 2019, respectively, the cost for the maintenance of the common area and common property shall be shared by both agencies. The City will assume 58.4% and the District 41.6%.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

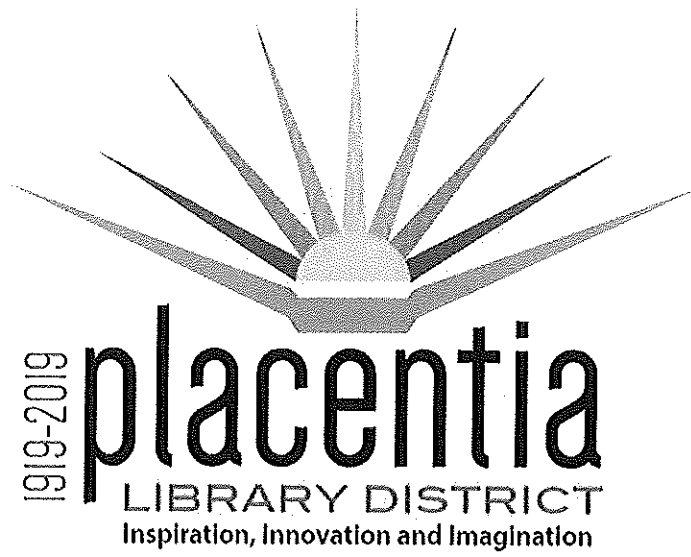
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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Joint-Use Committee Report  
**DATE:** December 21, 2020

**BACKGROUND**

Board President Carline will report out on the Joint-Use Committee meeting.



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