



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

July 31, 2023

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

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

**Mission Statement:**

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

**District Goals:**

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, July 31, 2023

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the Library Board of Trustees Unusual Date Meeting on June 30, 2023. (Receive & File and Approve)

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

10. Check Register for June 2023. (Receive & File and Approve)

11. FY2021-2022 Fund Balance through June 2023; the Schedule of Anticipated Property Tax Revenues for FY2022-2023 as provided by the Orange County Auditor. (Receive & File).

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

12. Financial Reports for June 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

13. Revenue and Expenditure Reports for June 2023. (Receive & File)

14. Acquisitions Report for June 2023. (Receive & File)

15. Entrepreneurial Activities Report and June 2023. (Receive & File)

16. Library Impact Fee Report for June 2023. (Receive & File)

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

17. Personnel Report for June 2023. (Receive, File, and Ratify Appointments)

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

19. Administration Report for June 2023.

20. Circulation Report for June 2023.

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, July 31, 2023

**STAFF REPORTS (Items 21 – 24)**

- 21. Children's Services Report for June 2023.
- 22. Adult and Teen Services Report for June 2023.
- 23. Technology and Website Report for June 2023.
- 24. Customer Service Report for June 2023.

**NEW BUSINESS (Items 25-33)**

- 25. Conference Reports from Trustees and Staff.
- 26. Website Update from IT Consultant.
- 27. Board Vacancy Due to President Martin's Resignation.
- 28. Discuss and Review Reprographic Service Bids.
- 29. Closure Request for Staff Development Day on November 30, 2023.
- 30. Joint-Use Committee Updates from President Martin.
- 31. ISDOC Updates from Trustee Nelson.
- 32. Election of Officers.
- 33. August Board Meeting.

**AGENDA DEVELOPMENT**

- 34. Agenda Preparation for the August Regular Date Meeting which will be held on August 28, 2023 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 35. The Library Board of Trustees will adjourn the Unusual Date July 31, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda July 31, 2023 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on July 26, 2023.

  
\_\_\_\_\_  
Lina Nguyen, Executive Assistant



MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
JUNE 30, 2023

**CALL TO ORDER**

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on June 30, 2023 at 3:03 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson (arrived at 3:26 p.m.).

**Members Absent:** David DeBerry, Woodruff & Smart.

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

**Counsel Present:** None.

**Guests:** Mirna Gutierrez Saucedo, on-call Library Clerk; Caitlyn Sandfer, on-call Library Clerk; Tim Balen, Librarian; Katie Matas, Librarian; Margaret Hatanaka, Supervising Librarian; Estella Wnek, Circulation Supervisor.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

Two new staff members took this time to introduce themselves to the Board: Mirna Gutierrez Saucedo and Caitlyn Sandfer (Item 4).

**BOARD PRESIDENT REPORT**

President Martin reported she attended the Summer Reading Celebration, visited Trustee Dahl, volunteered at Charity's Closet, and attended the Financial Partners Credit Union Board Meeting and their Quarterly Finance Meeting.

**TRUSTEE & ORGANIZATIONAL REPORTS**

Secretary Carline reported she attended the American Library Association Conference in Chicago. She went to workshops on fundraisers, book banning policies, and procedures for collection.

Trustee Beverage reported she attended the American Library Association Conference in Chicago. She went to workshops on strategic planning and entrepreneurship and a United for Libraries program.

Trustee Dahl attended the Orange County Council of Governments meeting.

Trustee Nelson reported he attended the American Library Association Conference in Chicago. He went to workshops on book bans and budget analysis.

**LIBRARY DIRECTOR REPORT**

Library Director Contreras reported she has been meeting with vendors for the outdoor space and loading dock. She attended the California Special Districts Association General Manager Leadership Summit, the Huntington Beach City Council Meeting, and the Summer Reading Celebration. She took this time to

thank Assistant Library Director Baltierra and staff who helped prepare for the Summer Reading Celebration and staff who worked the event.

**FRIENDS FOUNDATION REPORT**

No update was given on behalf of the Placentia Library Friends Foundation.

**CONSENT CALENDAR**

The Board requested to discuss the year-to-date amount for impact fees shown on Agenda Item 13 and the website development progress on Agenda Item 24 with staff. After the discussion, with staff advising they will give monthly updates on the website and mobile app progress, it was moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR MAY 30, 2023 BUDGET WORK SESSION AND MAY 30, 2023 UNUSUAL DATE MEETING.**

The minutes for the May 30, 2023 Budget Work Session and May 30, 2023 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for May 2023 (Item 10)  
Fund 707 Balance Report for May 2023 (Item 11)  
Financial Reports through May 2023 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 May 2023 (Item 13)  
Acquisitions Report for May 2023 (Item 14)  
Entrepreneurial Activities Report for May 2023 (Item 15)  
Library Impact Fee Report for May 2023 (Item 16)

**GENERAL CONSENT REPORTS**

Personnel Report for May 2023 (Item 17)  
Review of Shared Maintenance Costs with the City of Placentia (Item 18)  
Administration Report for May 2023 (Item 19)  
Circulation Report for May 2023 (Item 20)

**STAFF REPORTS**

Children’s Services Report May 2023 (Item 21)  
Adult Services Report for May 2023 (Item 22)  
Placentia Library Website Technology Report for May 2023 (Item 23)  
Customer Service Report (Items 24)

**PUBLIC HEARING FOR THE 2023-2025 FISCAL YEAR BUDGET & ADOPTION OF RESOLUTION 2023-03: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE 2023-2025 FISCAL YEAR**

President Martin announced the public hearing for the 2023-2025 Fiscal Year Budget open at 3:34 p.m. As there were no public in attendance on Zoom or in-person who wished to make any comments, President Martin declared the public hearing closed at 3:34 p.m. Director Contreras presented a balanced budget for fiscal year 2023-2025 to the Board. After questions by the Board were answered, Trustee Beverage made a motion to read the resolution by title only. All-in-favor:

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

**BUDGET FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY.**

Executive Assistant Nguyen then read the title of Resolution 2023-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2023-2025 Fiscal Year Budget for the Placentia Library District of Orange County. Secretary Carline made a motion to adopt the resolution. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2023-2025 AND ADOPT BY RESOLUTION 2023-04: A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR FISCAL YEAR 2023-2025.**

Director Contreras reported the dates listed in the Board book are the proposed library closure dates for the holidays in the 2023-2025 fiscal year. After a brief discussion, President Martin read resolution 2023-04 by title only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Fiscal Year 2023-2025. Trustee Nelson made a motion to adopt the resolution. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION 2023-05: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2023-2024 FISCAL YEAR.**

Director Contreras reported Resolution 2023-05 is to set the Gann limit for the fiscal year 2023-2024. A new one will be presented for next fiscal year 2024-2025. After a brief discussion by the Board, Trustee Dahl made a motion to adopt Resolution 2023-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2023-2024 Fiscal Year. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**DISCUSS AND REVIEW THE REQUEST FOR PROPOSALS FOR THE READING GARDEN SPACE/CHARGING STATION AND LOADING DOCK RAMP PROJECTS.**

Director Contreras advised the presented Request for Proposal is only for the design and architecture and not the construction of the outdoor space and loading dock. After a brief discussion, with some suggestions made by the Board, Trustee Beverage made a motion to authorize the request for proposals for the outdoor library facility space/charging station and loading drop ramp projects as presented, inclusive of input received from the Library board of Trustees. It was seconded by Secretary Carline. A roll call vote was taken:

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

**DISCUSS OPTIONS FOR FILLING FUTURE VACANCY IN THE OFFICE OF THE BOARD OF TRUSTEES DUE TO RESIGNATION.**

Director Contreras reminded the Board of President Martin’s resignation and advised she had requested Legal Counsel David De Berry to come and present on options the District can take to fill her vacancy. Counsel De Berry reported there is no option to leave the seat vacant. He advised the Board to proceed as normal when it comes to filling a vacancy: advertise the vacancy, interview candidates, and send their recommendation to the Orange County Board of Supervisors. After a brief discussion regarding what district the new Board Trustee should be from,

the Board advised staff to get the process started and advertise for the vacancy. President Martin also wanted it noted in the record her official last day is the July Board Meeting.

**APPROVE THE FACILITY USE RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT BETWEEN THE PLACENTIA LIBRARY DISTRICT AND THE BOYS AND GIRLS CLUB OF BREA, PLACENTIA AND YORBA LINDA.**

Director Contreras presented to the Board the Facility Use Release, Waiver of Liability and Indemnity Agreement which was drawn up by Legal Counsel De Berry for the Boys and Girls Club to use the Community Meeting Room. After a brief discussion, it was motioned by Trustee Nelson to approve the Facility Use, Release, Waiver of Liability and Indemnity Agreement between the Placentia Library District and the Boys and Girls Club of Brea, Placentia, and Yorba Linda. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**DISCUSS AND CONSIDER CHANGING THE JULY BOARD MEETING DATE.**

Director Contreras advised the July Board Meeting needs to be moved to a different date due to schedule conflicts. The Board agreed to change it to July 31st.

**DISCUSS AND SELECT A CANDIDATE FOR THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS ELECTION – SEAT C.**

Director Contreras reported the California Special Districts Association (CSDA) Board of Directors are holding an election for Seat C. After a brief discussion, Trustee Nelson made a motion to nominate Albert Nederhood for the CSDA Board of Directors – Seat C. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ISDOC UPDATES FROM TRUSTEE NELSON.**

Trustee Nelson advised he only has one major item he wanted to present to the Board. Initiative #21-0042A1, also known as Initiative #1935, the “Taxpayer Protection and Government Accountability Act” is an initiative which makes it difficult for state and local governments to raise funds. Director Contreras asked if Trustee Nelson would like to get a letter of opposition drawn up. Trustee Nelson advised he will consider it after getting more information on the language of the initiative.

**AGENDA DEVELOPMENT**

For the next meeting, Director Contreras and Trustee Nelson will bring back more information on Initiative #21-0042A1 to present to the Board.

The next Board Meeting will be on July 31, 2023 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of June 30, 2023 was adjourned at 4:22 p.m.

\_\_\_\_\_  
Jo-Anne Martin, President  
Library Board of Trustees

\_\_\_\_\_  
Gayle Carline, Secretary  
Library Board of Trustees



11:21 A.M.  
07/20/23  
Accrual Basis

**Placentia Library District  
Check Register  
June 2023**

Date	Ref No.	Payee	Memo	Payment	Type
06/06/2023	13056	Envisionware, Inc.	Annual Maintenance/Subscription 06/01/23 - 5/31/24	1,008.00	Bill Payment
06/06/2023	13057	Public Agency Retirement Services	Contributions for payroll on 05/24/23	2,750.89	Bill Payment
06/06/2023	13058	Baker & Taylor	Books	19,322.86	Bill Payment
06/06/2023	13059	Placentia-Yorba Linda Unified School Dist	Bus transport for Third Grade Visits - Melrose and Wagner	438.00	Bill Payment
06/06/2023	13060	City of Placentia	AT&T Service 04/01/23-04/30/23 Mariposa Landscapes April 2023 service Commercial Aquatic Services April 2023 service	1,951.66	Bill Payment
06/06/2023	13061	Gena Christ	Literacy Recognition Evening gifts	36.79	Bill Payment
06/06/2023	13062	OverDrive	Audiobooks	109.95	Bill Payment
06/06/2023	13063	Golden State Water Company	Service from 04/21/23-05/23/23	1,069.65	Bill Payment
06/06/2023	13064	Cintas	Janitorial supplies	219.49	Bill Payment
06/06/2023	13065	Golden Sentry General Contractors Inc.	Hangar floor project	8,500.00	Bill Payment
06/06/2023	13066	Baker & Taylor	Books	7,626.42	Bill Payment
06/06/2023	13067	Midwest Tape-Hoopla	Digital content for May 2023	7,209.99	Bill Payment
06/06/2023	13068	Cindy Yee	Check for SRC face painter 2	200.00	Bill Payment
06/06/2023	13069	David Skale	Summer Reading Celebration	495.00	Bill Payment
06/06/2023	13070	New Readers Press	News For You online subscription - PO 313	142.50	Bill Payment
06/06/2023	13071	Pinto Bella Hoops	Summer Reading Celebration - Interactive Hula Hoop Program	175.00	Bill Payment
06/06/2023	13072	Vanessa Mendoza	Check for SRC face painter 1	250.00	Bill Payment
06/06/2023	13073	Jeff Abbit	Summer Reading Program performance	350.00	Bill Payment
06/06/2023	13074	Midwest Tape	Blu-rays	373.04	Bill Payment
06/06/2023	13075	SDRMA	Medical & Ancillary Benefits July 2023	29,869.03	Bill Payment
06/06/2023	13076	Party Creations	Summer Reading Program Performance - PO 147	250.00	Bill Payment
06/12/2023	13077	Arcelia Janitorial Service	Service from 05/01/23-05/31/23	3,738.00	Bill Payment
06/12/2023	13078	Jo-Anne Martin	Reimbursement for overnight parking for CSDA Legislative Days	46.00	Bill Payment
06/12/2023	13079	Janet Tapia	Final Paycheck for Pay Period June 2-15	1,874.40	Bill Payment
06/12/2023	13080	Laurel Dennis	ESL Supplies for citizenship class	8.57	Bill Payment
06/12/2023	13081	Sally Federman		84.49	Bill Payment
06/12/2023	13082	Margaret Hatanaka	Reimbursement for car rental for CLA Conference		Bill Payment
06/12/2023	13083	Baker & Taylor	Reimbursements for CLA Conference	154.79	Bill Payment
06/12/2023	13084	Midwest Tape	Books	259.49	Bill Payment
06/12/2023	13085	Glasby Maintenance Supply	Audiobooks and Blu-rays	168.87	Bill Payment
06/12/2023	13086	Brodart Co.	Janitorial supplies	396.98	Bill Payment
06/12/2023	13087	Gena Christ	Spanish Collection	3,096.12	Bill Payment
06/12/2023	13088	Placentia Library District	Outreach signage	43.59	Bill Payment
06/13/2023	13089	Jeanette Contreras	For payroll on 06/21/23	70,000.00	Bill Payment
06/13/2023	13090	OverDrive	Data usage reimbursement for February 2022 - May 2023	881.56	Bill Payment
06/19/2023	13091	Pitney Bowes Purchase Power	Ebooks and audiobooks	15,658.52	Bill Payment
06/19/2023	13092	Public Agency Retirement Services	May 2023 Statement	1,249.26	Bill Payment
06/19/2023	13093	Southern California Edison		5,378.08	Bill Payment
06/19/2023	13094	Cintas	Contributions for payroll on 06/07/23		Bill Payment
			Service from 04/28/23-05/29/23	3,002.20	Bill Payment
			Janitorial supplies	779.88	Bill Payment

11:21 A.M.  
07/20/23  
Accrual Basis

**Placentia Library District  
Check Register  
June 2023**

06/19/2023	13095	Republic Services	Service from 05/01/23-05/31/23	169.68	Bill Payment
06/19/2023	13096	UMPQUA BANK	CC Transactions from 04/30/23-05/30/23	16,543.18	Bill Payment
06/19/2023	13097	Dewey Pest Control	June service	86.00	Bill Payment
06/19/2023	13098	Placentia-Yorba Linda Unified School Dist	Summer Reading Log, LOTs Postcards, Business Cards	328.82	Bill Payment
06/19/2023	13099	CALNET3	Service from 05/02/23-06/01/23	210.99	Bill Payment
06/19/2023	13100	Midwest Tape	Audiobooks and Blu-rays	762.15	Bill Payment
06/19/2023	13101	JV Plumbing	Replaced the cartridge on the men's public restroom bathroom faucet	222.00	Bill Payment
06/19/2023	13102	State of CA - Department of Justice	Fingerprint apps	32.00	Bill Payment
06/19/2023	13103	Baker & Taylor	Books	3,688.52	Bill Payment
06/19/2023	13104	Playaway Products	Wonderbook	244.80	Bill Payment
06/19/2023	13105	Brea Trophy and Engraving	Desk name plate for CM	16.72	Bill Payment
06/19/2023	13106	Staples, Inc.	Paper towels for restrooms and Office supplies - PO 317	1,645.82	Bill Payment
06/19/2023	13107	SDRMA	Workers' Compensation Program Invoice FY 23/24	32,697.04	Bill Payment
06/28/2023	13109	Ninja Nation LLC	Deposit for performer at Lunch at the Library (PO 339)	1,375.00	Bill Payment
06/28/2023	13110	Woodruff & Smart, APC	For services rendered through 05/31/23	2,259.22	Bill Payment
06/28/2023	13111	Oxford University Press USA	PO 314 - Literacy Collection and PO 336 - CLLS Materials	465.31	Bill Payment
06/28/2023	13112	Placentia-Yorba Linda Unified School Dist	Bus transportation for Third Grade Visits - Sierra Vista (PO 340)	522.00	Bill Payment
06/28/2023	13113	Fun Services	Additional fee for extra prizes PO 344	500.00	Bill Payment
06/28/2023	13114	Charter Communications	Service from 05/12/23-06/11/23	172.58	Bill Payment
06/28/2023	13115	OverDrive	Service from 06/12/23-07/11/23		Bill Payment
06/28/2023	13116	SDRMA	Ebooks and Audiobooks	576.62	Bill Payment
06/28/2023	13117	Baker & Taylor	Property/Liability Package Program	71,322.18	Bill Payment
06/28/2023	13118	Carlo Maskarino	Books	12,044.91	Bill Payment
06/28/2023	13119	Carlo Maskarino	Reimbursement for electric services	149.00	Bill Payment
06/28/2023	13119	Lina L Nguyen	Reimbursements (PO 346)	94.55	Bill Payment
06/28/2023	13120	SoCalGas	Service from 05/17/23-06/16/23	45.17	Bill Payment
06/28/2023	13121	Yesenia Baltierra.	Reimbursements (PO 345)	258.44	Bill Payment
06/28/2023	13122	Republic Services	Service from 07/01/23-09/30/23	90.45	Bill Payment
06/28/2023	13123	Cintas	Janitorial supplies	295.63	Bill Payment
06/28/2023	13124	Gena Christ	Supplies for Literacy publicity	208.96	Bill Payment
06/28/2023	13125	Midwest Tape	Blu-Ray	273.91	Bill Payment
06/28/2023	13126	Pitney Bowes Purchase Power	June 2023 Statement	1,453.51	Bill Payment
06/28/2023	13127	Placentia Library District	For Payroll on 07/05/23	70,000.00	Bill Payment
06/28/2023	13128	Playaway Products	Wonderbooks	65.08	Bill Payment
06/28/2023	13129	CTC Technology & Energy	Broadband service from Jan 2023-Mar 2023	2,369.48	Bill Payment
06/28/2023	13130	Baker & Taylor	Books	16,038.52	Bill Payment
06/28/2023	13131	Dream Shapers	SRP Sing-a-long performer (PO 281)	350.00	Bill Payment
06/28/2023	13132	Mad Science of West Orange County	Lunch at the Library performer	486.00	Bill Payment
06/30/2023	13133	OverDrive	Deposit for ebooks and audiobooks	55,219.99	Bill Payment
06/30/2023	13134	Brea Trophy and Engraving	Engravings for Martin bookends	34.11	Bill Payment
06/30/2023	13135	Jeanette Contreras	GM Summit reimbursement	53.47	Bill Payment
06/30/2023	13136	Legacy Integrative Solutions	Service from 04/19/23-06/06/23	1,414.89	Bill Payment
06/30/2023	13137	Brodart Co.	Remaining FY 22/23 books which have not been invoiced yet	13,584.69	Bill Payment
06/30/2023	13138	Postal Annex	Invitations for Martin Recognition Event	11.96	Bill Payment

11:21 A.M.  
07/20/23  
Accrual Basis

**Placentia Library District**

**Check Register**

**June 2023**

			Reimbursement for PTAC Movies in the Park purchases	186.25	Bill Payment
06/30/2023	13139	Margaret Hatanaka	Placentia-Yorba Linda Unified School Dist	0.00	Bill Payment
06/30/2023	13140	Dist			Bill Payment
06/30/2023	13141	Yesenia Baltierra.	Reimbursement for ALA Conference	529.72	Bill Payment
			<b>TOTAL</b>	<b>498,268.39</b>	



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Fund Balance Report through June 2023 for Placentia Library District Fund 9LX with Orange County Treasurer

**DATE:** July 31, 2023

<b>Fiscal Year 2022-2023</b>	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	809,466.13
4/30/2023	811,433.09
5/31/2023	813,351.43
6/30/2023	815,598.75

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



---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

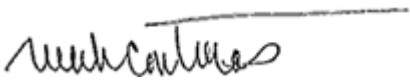
**SUBJECT:** **Financial Reports through June 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

**DATE:** July 31, 2023

**Summary of Cash and Investments as of June 30, 2023**

Cash with Orange County Treasurer Fund 9LX	\$	<b>815,598.75</b>
General Fund Checking – Bank of the West	\$	<b>677,933.95</b>
General Fund Savings – Bank of the West	\$	<b>2,615,743.36</b>
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>796,214.54</i>
Payroll Checking – Wells Fargo Bank	\$	<b>114,004.10</b>
<b>Total Cash and Investments</b>	<b>\$</b>	<b>4,223,280.16</b>

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



Jeanette Contreras  
Library Director





PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
AS OF JUNE 30, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,863,761	2,905,910	42,149	101.5%
4020	Property Taxes - Current Unsecured	95,849	82,386	(13,463)	86.0%
4050	Property Taxes - Curr Supplemental	53,482	115,479	61,997	215.9%
* 4070	Interest on Unapport Tax	0	3809	3,809	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
* 4180	Other Revenue	0	100,524	100,524	-
4190	State - Homeowners Property Tax Relief	13,415	12,476	(939)	93.0%
	Sub Total	3,058,409	3,242,365	183,956	106.0%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	12,186	3,686	143.4%
	Sub Total	8,500	12,186	3,686	143.4%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	330,254	654,224	323,970	198.1%
4220, 4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	655,224	314,970	192.6%
<b>MISCELLANEOUS REVENUES</b>					
4410, 4414C	PLFF Grants	35,000	82,246	47,246	235.0%
4310	Fines & Fees	20,000	15,503	(4,497)	77.5%
4320, 4330	Passport/Photos	266,875	249,109	(17,766)	93.3%
4340	Meeting Room Fees	100	2,487	2,387	2486.7%
4350	Test Proctor	2,400	2,070	(330)	86.3%
* 4430	Other: Miscellaneous	0	13,863	13,863	-
	Sub Total	324,375	365,277	40,902	112.6%
<b>TOTAL REVENUES YTD FOR FY 22/23:</b>		3,723,038	4,275,051	543,513	114.8%
<b>CASH, INVESTMENTS, &amp; LIBRARY IMPACT FEES</b>					
	BEGINNING BALANCE				
	YTD ACTUAL				
	END BALANCE				
4500	Cash/Investments	3,778,908	444,372	4,223,280	
	Impact Fees - Restricted Funds	623,224	172,024	795,248	

\* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT  
as of June 30, 2023

100% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	2,583,332	2,406,763	0.93	\$176,569
5030	Retirement & Post Employment Trust 115	79,100	78,544	0.99	\$556
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	305,158	0.96	\$13,100
5060	Life Insurance	9,740	4,235	0.43	\$5,505
5064	Dental Insurance	16,845	12,036	0.71	\$4,809
5066	AD & D Insurance	7,600	5,880	0.77	\$1,720
5068	Vision Insurance	3,334	2,623	0.79	\$711
5070	Workers' Compensation Insurance	34,353	29,774	0.87	\$4,579
5090	Education Assistance Program	5,000	0	0.00	\$5,000
	<b>TOTAL</b>	<b>\$3,060,562</b>	<b>\$2,845,013</b>	<b>0.93</b>	<b>\$215,549</b>
<b>SERVICES &amp; SUPPLIES</b>					
5099	Property & Liability Insurance	45,000	57,313	1.27	(\$12,313)
5100	Communications	55,000	41,743	0.76	\$13,257
5150, 5170, 5180	Janitorial Supplies & Services	50,000	59,673	1.19	(\$9,673)
5160	Refuse Disposal	5,200	2,361	0.45	\$2,839
5205	Maintenance Equipment	15,000	13,621	0.91	\$1,379
5210-5280	Building Maintenance	165,000	112,678	0.68	\$52,322
5290	Memberships	25,000	12,473	0.50	\$12,527
5300-5350	Office Expenses & Postage	136,198	109,516	0.80	\$26,682
5400-5480	Prof./Specialized Services	307,305	201,134	0.65	\$106,171
5490	Loan Obligation (i-bank)	73,844	73,844	1.00	(\$0)
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	55,000	80,712	1.47	(\$25,712)
5500	Books/Library Materials	535,000	511,571	0.96	\$23,429
5600	Travel & Meetings/Professional Development	65,000	45,163	0.69	\$19,837
5700	Mileage/Parking	1,000	667	0.67	\$333
5800	Utilities	28,500	38,705	1.36	(\$10,205)
5900	Bookmobile - Vehicle	240,000	53,160	0.22	\$186,840
5901	Bookmobile - Collection	35,000	0	0.00	\$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	\$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	\$70,000
5904	Bookmobile - Other	2,500	0	0.00	\$2,500
5295, 6000	Other	10,000	11,942	1.19	(\$1,942)
	<b>TOTAL</b>	<b>\$1,926,047</b>	<b>\$1,426,275</b>	<b>0.74</b>	<b>\$499,772</b>
<b>OPERATING EXPENSES</b>					
		<b>\$4,986,609</b>	<b>\$4,271,288</b>	<b>0.86</b>	<b>\$715,321</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building Improvements	\$292,000	91,963	0.31	\$200,037
1320	Equipment & Furniture	\$50,000	37,664	0.75	\$12,336
6100	Taxes and Assessments	\$17,500	9,005	0.51	\$8,495
	<b>TOTAL</b>	<b>\$359,500</b>	<b>\$138,631</b>	<b>0.39</b>	<b>\$220,869</b>
	<b>TOTAL BUDGET</b>	<b>\$5,346,109</b>	<b>\$4,409,920</b>	<b>0.82</b>	<b>\$936,189</b>

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Acquisitions Report for June 2023

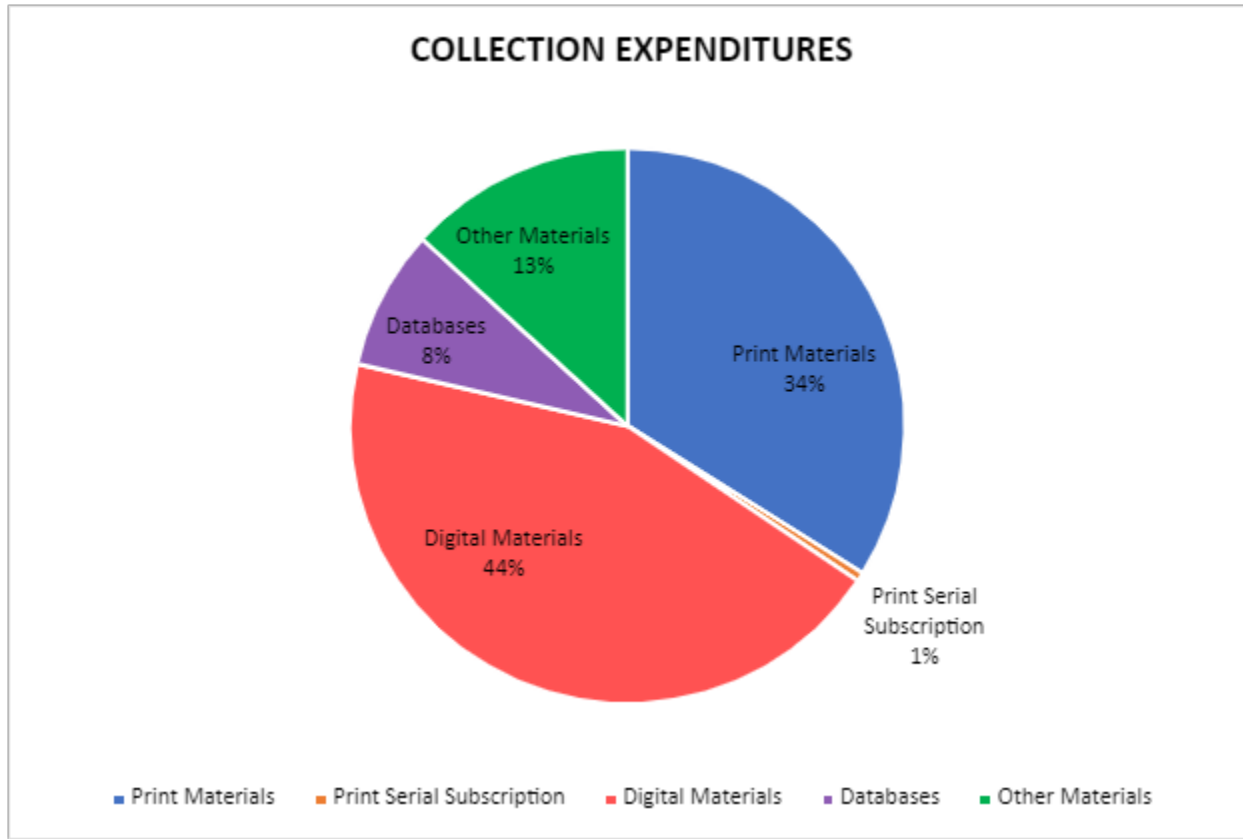
**DATE:** July 31, 2023

**MONTHLY STATISTICS**

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$490,000.00	101%	\$314,000.00	101%

Collection Expenditures	June 2023	June 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$40,329	\$4,466	\$167,218	\$136,608	22%
Print Serial Subscription	\$0	\$0	\$2,541	\$2,785	-9%
<b>Total Print Materials</b>	<b>\$40,329</b>	<b>\$4,466</b>	<b>\$169,759</b>	<b>\$139,393</b>	<b>22%</b>
Digital Materials	\$78,243	\$20,197	\$217,862	\$87,317	150%
Databases	\$0	\$9,750	\$40,301	\$62,544	-36%
<b>Total Electronic Content</b>	<b>\$78,243</b>	<b>\$29,947</b>	<b>\$258,163</b>	<b>\$149,861</b>	<b>72%</b>
Other Materials	\$3,856	\$1,033	\$65,336	\$28,613	128%
<b>Total Collection Expenditures</b>	<b>\$122,428</b>	<b>\$35,446</b>	<b>\$493,258</b>	<b>\$317,867</b>	<b>55%</b>

Titles Added	June 2023	June 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	3,795	418	9,648	6,776	42%
Print Serial Subscription	0	0	9	17	-47%
<b>Total Print Materials</b>	<b>3,795</b>	<b>418</b>	<b>9,657</b>	<b>6,793</b>	<b>42%</b>
Digital Materials	4,029	2,702	45,799	26,644	72%
Databases	0	1	11	16	-31%
<b>Total Electronic Content</b>	<b>4,029</b>	<b>2,703</b>	<b>45,810</b>	<b>26,660</b>	<b>72%</b>
Other Materials	146	51	1,103	533	107%
<b>Total Titles Added</b>	<b>7,970</b>	<b>3,172</b>	<b>56,570</b>	<b>33,986</b>	<b>66%</b>



<b>All Materials Held</b>	<b>June</b>	<b>May</b>	<b>Month to Month</b>
	<b>2023</b>	<b>2023</b>	<b>% changed</b>
<b>Total Materials Physical</b>	83,438	84,905	<b>-2%</b>
<b>Total Materials Digital</b>	1,570,366	1,560,676	<b>1%</b>
<b>Total All Materials</b>	1,653,804	1,645,581	<b>0%</b>

<b>Children's Physical Materials Held</b>	<b>June</b>	<b>May</b>	<b>Month to Month</b>
	<b>2023</b>	<b>2023</b>	<b>% change</b>
Children's Fiction	27,222	28,122	<b>-3%</b>
Children's Nonfiction	14,240	14,792	<b>-4%</b>
Children's Magazine	178	177	<b>1%</b>
Children's Audiobook	1,105	998	<b>11%</b>
Children's DVD/Video	1,697	1,682	<b>1%</b>
Children's LOTs	59	61	<b>-3%</b>
<b>TOTAL All Children's Physical Material</b>	<b>44,501</b>	<b>45,832</b>	<b>-3%</b>

<b>Adult/Teen Physical Materials Held</b>	<b>June</b>	<b>May</b>	<b>Month to Month</b>
	<b>2023</b>	<b>2023</b>	<b>% change</b>
Adult Fiction	17,599	17,621	<b>0%</b>
Adult Nonfiction	12,950	13,034	<b>-1%</b>
Adult Magazine	54	130	<b>-58%</b>
Adult Audiobook	1,272	1,275	<b>0%</b>
Adult DVD/Video	3,823	3,811	<b>0%</b>
Adult LOTs	140	149	<b>-6%</b>
Video Games	412	367	<b>12%</b>
Teen Fiction	2,687	2,686	<b>0%</b>
<b>TOTAL All Adult/Teen Physical Material</b>	<b>38,937</b>	<b>39,073</b>	<b>0%</b>

<b>Digital Material Held</b>	<b>June</b>	<b>May</b>	<b>Month to Month</b>
	<b>2023</b>	<b>2023</b>	<b>% change</b>
eBooks	889,172	887,907	0%
Digital Audiobooks	205,878	202,423	2%
Digital Videos	99,212	98,733	0%
Digital Magazines	4,909	4,811	2%
Digital Music	371,184	366,791	1%
Databases	11	11	0%
<b>TOTAL All Digital Material</b>	<b>1,570,366</b>	<b>1,560,676</b>	<b>1%</b>



---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Service Revenue Activities Report for June 2023

**DATE:** July 31, 2023

**Net Revenue Summary for June 2023**

			YTD	YTD
	Jun-23	Jun-22	2022-2023	2021-2022
Passport	19,460	16,205	195,481	238,294
Passport Photos	5,832	4,296	53,628	58,905
Test Proctor	400	300	2,070	2,700
Fines & Fees	2,671	934	15,503	17,077
Meeting Room	105	0	2,487	40
<b>TOTAL</b>	\$ 28,468	\$ 21,735	\$ 269,168	\$ 317,017





---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---



---

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Library Impact Fee Report – June 30, 2023

**DATE:** July 31, 2023

Total Monthly Fees Collected			YTD	YTD
	Jun-23	Jun-22	2022-2023	2021-2022
	\$0.00	\$966.00	\$172,024.40	\$150,417.88

**Development Projects List**

Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
Ernesto Ramos	2 Single Fam. Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
Whitstone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
Whitstone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
LandSea Homes	8 Multifamily Dwellings	1570 Topeka Ave	10,607	11879.84	9/1/2022
George Arechiga	1 SFD Addition	248 Wilson Ave.	1,065	\$ 979.80	9/15/2022
Ted Romios	1 SFD Addition	2401 Rose Dr.	1,678	\$ 1,543.76	9/21/2022
Melanie Mallers	New 1 Story ADU	427 Windflower Circle.	748	\$ 688.16	10/4/2022
Rocco Enterprises	Single Fam. Residence	1663 Oak St.	1,220	\$ 1,122.40	10/13/2022
Eric Chang	New 3-Bedroom ADU	949 Cobb Ave. Unit B	1,182	\$ 1,087.44	10/19/2022
National Core	65 Senior Housing Units	1314 N. Angelina Dr.	55,126	\$ 61,741.12	11/18/2022
LandSea Homes	Single Fam. Attached	1568 and 1572 Lima Way	15,983	\$ 17,261.64	1/12/2023
LandSea Homes	Single Fam. Attached	1567 Lima Way, units 1-5	5,672	\$ 6,125.76	2/2/2023
Jose Pineda	New 2nd Story ADU	967 Tafolla St.	594	\$ 546.48	3/7/2023
Landsea Homes	Single Fam. Attached	1566 Topeka Ave	10,607	\$ 11,455.56	3/10/2023
Landsea Homes	Single Fam. Attached	1571 Lima Way	6,487	\$ 7,005.96	3/10/2023
Landsea Homes	Single Attached Housing	1563 Lima Way	15,573	\$ 6,125.76	4/6/2023
Landsea Homes	Single Attached Housing	1564 Lima Way	15,574	\$ 5,806.08	4/6/2023
Landsea Homes	Single Attached Housing	1562 Lima Way	15,575	\$ 11,455.56	4/6/2023
AB Electric Inc	Single Detached Housing	931 Cobb Ave	2,712	\$ 864.00	4/10/2023
Jose Pineda	Refund	967 Tafolla St.	12,952	\$ (546.48)	4/12/2023
Landsea Homes	Single Attached Housing	1560 Topeka Ave	10,607	\$ 11,455.56	5/4/2023
Jeffrey Chang	Single Detached Housing	2201 Valencia Ave	1,139	\$ 820.08	5/10/2023
2022/2023 YTD Total				\$ 172,024.40	
Ending Balance as of 6/30/22				\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).				\$ 796,214.54	



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** **Personnel Report for June 2023**

**DATE:** July 31, 2023

			YTD	YTD
	Jun-23	Jun-22	2022-2023	2021-2022
Separation	2	2	9	19
Retirement	0	0	1	0
Appointments	2	0	13	8
Open Positions	3	0	14	8
Workers' Compensation Leave	0	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>2</b>	<b>37</b>	<b>35</b>

**SEPARATION:**  
 Tanner, Cheyenne K – Library Assistant Substitute  
 Tapia, Janet – Librarian I

**RETIREMENT:**  
 None

**APPOINTMENTS:**  
 Gutierrez Saucedo, Mirna – Library Assistant Substitute  
 Sandfer, Caitlyn - Library Assistant Substitute

**OPEN POSITIONS:**  
 Library Assistant - Bookmobile Full-time  
 Library Clerk - Circulation Part-time  
 Library Clerk - Bookmobile Services Part-time

**WORKERS COMPENSATION LEAVE:**  
 None



---



---

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

---



---

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** City of Placentia - Shared Maintenance Costs through June 2023

**DATE:** July 31, 2023

### CITY OF PLACENTIA INVOICES

PERIOD COVERED	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2022-2023							
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	0.00	1,655.06	0.00	10.20	0.00	1,665.26
Sep-22	*	*	*	*	*	*	0.00
Oct-22	10/4/2022	0.00	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	0.00	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	*	0.00
Jan-23	1/17/2023	0.00	3,310.12	0.00	20.50	0.00	3,330.62
Feb-23	*	*	*	*	*	*	0.00
Mar-23	3/13/2023	0.00	3,310.12	861.12	10.28	793.75	4,975.27
Apr-23	4/20/2023	0.00	1,655.06	753.93	20.21	0.00	2,429.20
May-23	5/23/2023	0.00	1,655.06	287.04	9.56	0.00	1,951.66
Jun-23	*	*	*	*	*	*	0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$18,205.66</b>	<b>\$3,299.85</b>	<b>\$101.43</b>	<b>\$793.75</b>	<b>\$22,400.69</b>

\* City Billing Not Received

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



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Administration Report for June 2023**

**DATE:** July 31, 2023

**Meetings:**

June 5

- Emcor Meeting: Business Manager met with Emcor to discuss contract on HVAC services for the library.

June 7

- Placentia Round Table Women's Club (PRTWC) Meeting: Assistant Library Director will continue to assist as the Scholarship Committee Chair for school year 2023-2024.
- Seco Electric Meeting: Business Manger met with Seco Electric to obtain quote on electrical services to replace ASCO contactor that controls the library's lighting.
- ISDOC meeting.
- District Director from Assemblyman Phillip Chen's Office & Villa Park Mayor

June 8

- Administration Team meeting
- Library Management Team meeting

June 12

- Library Director attended the PLFF Board meeting
- Verkada Meeting: Business Manger met with representative from Verkada to discuss security products and services they provide.

June 13

- Brea Electric Meeting: Business Manger met with Brea Electric to obtain quote on electrical services to replace ASCO contactor that controls the library's lighting.

June 14

- EVI Design & Construction Meeting: Business Manager and Library Director met with President of EVI Design & Construction to discuss Outdoor Library Project.

June 17

- Library Director, Assistant Library Director, and Business Manager participated in the Summer Reading Celebration event.

June 19

- Library Director met with District Director and Legislative Staff from Assemblyman Phillip Chen's Office.
- Library Director met with President Martin.

June 20

- Clifton Larson Allen LLP Meeting: Business Manger met with auditor to discuss progress on FY 2021-2022 audit and additional audit requests.
- Library Director attended the Huntington Beach City Council virtual meeting.

June 21

- Verkada Meeting: Business Manager met with representative of Verkada to tour the library and discuss products and services they provide.

June 22

- Development Impact Fee Meeting: Business Manager met with City of Placentia's Director of Development Services to discuss library impact fees.

June 22-27

- Assistant Library Director attended the 2023 American Library Association Conference in Chicago.

June 24-27

- Library Director attended the CSDA General Manager Summit.

June 30

- Administration attended the Library Board of Trustees meeting.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Circulation Activity Report for June 2023

**DATE:** July 31, 2023

<b>Children's Circulation</b>	<b>June 2023</b>	<b>June 2022</b>	<b>FY-T-D 2022-23</b>	<b>FY-T-D 2021-22</b>	<b>FY-T-D % change</b>
Children's Fiction Physical	10,128	9,080	115,141	100,819	14%
Children's Fiction Digital	787	998	10,046	10,761	-7%
<b>Children's Fiction TOTAL</b>	<b>10,915</b>	<b>10,078</b>	<b>125,187</b>	<b>111,580</b>	<b>12%</b>
Children's Nonfiction Physical	2,623	2,638	29,483	26,210	12%
Children's Nonfiction Digital	108	175	1,331	1,694	-21%
<b>Children's Non-Fiction TOTAL</b>	<b>2,731</b>	<b>2,813</b>	<b>30,814</b>	<b>27,904</b>	<b>10%</b>
Children's Magazine Physical	8	26	170	189	-10%
Children's Magazine Digital	183	63	2,940	304	867%
<b>Children's Magazine TOTAL</b>	<b>191</b>	<b>89</b>	<b>3,110</b>	<b>493</b>	<b>531%</b>
Children's Audiobook Physical	680	317	5,076	2,456	107%
Children's Audiobook Digital	521	425	5,745	4,898	17%
<b>Children's Audiobook TOTAL</b>	<b>1,201</b>	<b>742</b>	<b>10,821</b>	<b>7,354</b>	<b>47%</b>
Children's DVD/Video Physical	336	368	3,647	4,351	-16%
Children's DVD/Video Digital	80	47	777	509	53%
<b>Children's DVD/Video TOTAL</b>	<b>416</b>	<b>415</b>	<b>4,424</b>	<b>4,860</b>	<b>-9%</b>
Children's LOTS	48	22	384	270	42%
Music Digital	17	3	176	179	-2%
<b>TOTAL All Children's Physical Content</b>	<b>13,823</b>	<b>12,451</b>	<b>153,901</b>	<b>134,295</b>	<b>15%</b>
<b>TOTAL All Children's Digital Content</b>	<b>1,696</b>	<b>1,711</b>	<b>21,015</b>	<b>18,345</b>	<b>15%</b>
<b>TOTAL All Children's Content</b>	<b>15,519</b>	<b>14,162</b>	<b>174,916</b>	<b>152,640</b>	<b>15%</b>

<b>Adult/Teen Circulation</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Fiction Physical	2,390	2,430	25,999	29,166	-11%
Adult Fiction Digital	2,249	1,952	20,566	24,163	-15%
<b>Adult Fiction TOTAL</b>	<b>4,639</b>	<b>4,382</b>	<b>46,565</b>	<b>53,329</b>	<b>-13%</b>
Adult Nonfiction Physical	1,559	1,657	18,197	17,580	4%
Adult Nonfiction Digital	749	620	8,324	7,127	17%
<b>Adult Non-Fiction TOTAL</b>	<b>2,308</b>	<b>2,277</b>	<b>26,521</b>	<b>24,707</b>	<b>7%</b>
Adult Magazine Physical	11	45	260	366	-29%
Adult Magazine Digital	195	164	2,792	2,430	15%
<b>Adult Magazine TOTAL</b>	<b>206</b>	<b>209</b>	<b>3,052</b>	<b>2,796</b>	<b>9%</b>
Adult Audiobook Physical	165	192	1,678	2,222	-24%
Adult Audiobook Digital	4,114	2,894	43,103	33,483	29%
<b>Adult Audiobook TOTAL</b>	<b>4,279</b>	<b>3,086</b>	<b>44,781</b>	<b>35,705</b>	<b>25%</b>
Adult DVD/Video Physical	754	763	8,157	8,823	-8%
Adult DVD/Video Digital	521	230	4,660	3,051	53%
<b>Adult DVD/Video TOTAL</b>	<b>1,275</b>	<b>993</b>	<b>12,817</b>	<b>11,874</b>	<b>8%</b>
Adult LOTS	182	80	1,166	736	58%
Video Games	369	268	2,642	2,823	-6%
Music Digital	106	70	974	875	11%
Teen Fiction Physical	392	333	3,631	3,988	-9%
Teen Fiction Digital	214	157	2,595	2,745	-5%
<b>Teen Fiction Total</b>	<b>606</b>	<b>490</b>	<b>6,226</b>	<b>6,733</b>	<b>-8%</b>
<b>TOTAL All Adult/Teen Physical Content</b>	<b>5,822</b>	<b>5,768</b>	<b>61,730</b>	<b>65,704</b>	<b>-6%</b>
<b>TOTAL All Adult/Teen Digital Content</b>	<b>8,148</b>	<b>6,087</b>	<b>83,014</b>	<b>73,874</b>	<b>12%</b>
<b>TOTAL All Adult/Teen Content</b>	<b>13,970</b>	<b>11,855</b>	<b>144,744</b>	<b>139,578</b>	<b>4%</b>

<b>All Circulation</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Total Circulation Physical	19,645	18,219	215,631	199,999	8%
Total Circulation Digital	9,844	7,798	104,029	92,219	13%
<b>Total All Circulation</b>	<b>29,489</b>	<b>26,017</b>	<b>239,352</b>	<b>214,167</b>	<b>12%</b>
Non-English Language Circulation	687	554	6,252	6,540	-4%

<b>Online Database Usage</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by Placentia Library District</i>	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
ABC Mouse	3,641	1,505	48,165	20,197	138%
Creative Bug	18	28	273	381	-28%
Data Axle	23	486	637	4,104	-84%
Freegal	974	1,073	12,654	12,033	5%
Novelist	29	25	1,733	338	413%
BookFlix	86		207		
TrueFlix	22		92		
Scholastic Teachables	252				
Mango Languages	156		410		
ChiltonLibrary	16		24		
<b>TOTAL PLD DATABASE USAGE</b>	<b>5,217</b>	<b>3,146</b>	<b>64,573</b>	<b>37,610</b>	<b>72%</b>

<b>Online Database Usage</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by California State Library</i>	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Brainfuse VetNow	0	323	164	1,600	-90%
Brainfuse HelpNow*	3		397		
Britannica	12	79	635	525	21%
LinkedIn Learning	90	381	2,231	1,707	31%
ProQuest	0	7	62	273	-77%
ProQuest Culture Grams	0	40	30	183	-84%
Skillshare	1	6	21	47	-55%
Teaching Books and Book Connections	264	25	1,278	584	119%
National Geographic Kids (Gale)	2	1	79	24	229%
Gale in Context: Environmental Studies	0	0	7	6	17%
Gale Interactive: Science	7	1	74	38	95%
Coursera	11	18	151	89	70%
EBSCO LearningExpress Library	0	3	27	26	4%
GetSetUp	1	0	191	5	3720%
Northstar	0	1	0	12	-100%
<b>TOTAL CSL DATABASE USAGE</b>	<b>391</b>	<b>885</b>	<b>5,347</b>	<b>5,119</b>	<b>4%</b>
<b>TOTAL ALL DATABASE USAGE</b>	<b>5,608</b>	<b>4,031</b>	<b>69,920</b>	<b>42,729</b>	<b>64%</b>

\*Mathematically unable to divide by zero



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Children’s Services Report for June 2023

**DATE:** July 31, 2023

<b>Number of Programs by Type</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Storytime	13	7	13	7	86%
Children's Programs	6	4	6	4	50%
Outreach	2	4	2	4	-50%
<b>TOTAL Children</b>	<b>21</b>	<b>15</b>	<b>21</b>	<b>15</b>	<b>40%</b>

<b>Program Attendance by Type</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Storytime	711	282	711	282	152%
Children's Programs	1,765	182	1,765	182	870%
Outreach	202	1,079	202	1,079	-81%
<b>TOTAL Children</b>	<b>2,678</b>	<b>1,543</b>	<b>2,678</b>	<b>1,543</b>	<b>74%</b>

### **ACHIEVEMENTS**

- Mayli Apontti facilitated one Read to the Dogs program on June 5.
- Mayli Apontti visited Melrose Elementary for SRP outreach and gave presentations about the library and its programs to all grades K – 5.
- Mayli Apontti gave a library presentation for 3<sup>rd</sup> Grade Visits on June 7.
- Mayli Apontti created a passive children’s SRP activity (decorate a surfboard) through end of SRP (July 27). Surfboards will be used to decorate the Children’s area and lobby wall.
- Elizabeth Tapia led the Morning Meet Ups program on June 5, 12, 19, and 26.
- Elizabeth Tapia planned and conducted 4 in-person Luna, Luna Storytimes on June 7, 14, 21, and 28.
- Elizabeth Tapia created a display to promote our Wild Wednesday July programs, and July 5 Wild Wednesday STEAM activity Sand Art in a Bottle.

- Elizabeth Tapia and Margaret Hatanaka collaborated with Michelle Meades, Megan Tolman and Malcolm Jones on the new Hangar model.
- Elizabeth Tapia assisted a patron during Book a Librarian appointment on June 1.
- Janet Tapia and Elizabeth Tapia attended the Placentia Farmer's Market on June 6 to conduct library outreach and promote the upcoming Summer Reading Program and other programs and services.
- Daisy Badge planned and conducted one in-person Family Storytime on June 10.
- Daisy Badge planned and conducted one in-person Baby Giggles and Wiggles Storytime on June 29.
- Daisy Badge was part of an all-day interview panel for the City of Alhambra on Tuesday, June 20.
- Summer Reading kickoff Celebration event was held on Saturday June 17 attracting an audience of 900.

### **MEETINGS**

- On June 8 and 21, Margaret Hatanaka attended the Kiwanis morning meeting at Mr. D's and evening session at the library where they discussed their upcoming events including August 17 Taste of Placentia, September Back to School sponsoring 30 students at the Brea Mall, October 14 Placentia Heritage Festival, October 21 Norwalk Youth Sports fundraiser and November 23 Anaheim breakfast.
- June 1, City/Library meeting: Daisy Badge met with Community Services, Fire, and Police Department representatives to share information about the upcoming Summer Reading Celebration. The Fire Department shared they are ready and will have hats and stickers available for children. It was also shared that the library will have a storytime and cardboard car craft on Saturday, July 8 to promote Movies in the Park.
- June 22, PYLUSD/Lunch at the Library Meeting: Daisy Badge met with Suzanne Morales from the Placentia-Yorba Linda School District to discuss logistics of Lunch at the Library. Lunch delivery dates and times were confirmed.

### **PROFESSIONAL DEVELOPMENT**

- Margaret Hatanaka attended the California Library Association Conference in Sacramento, CA on June 1 – 3.
- Mayli Apontti attended the 2023 ALA Conference in Chicago on June 22 – 27. She attended with Yesenia Baltierra, and Board Members Stephanie Beverage, Gayle Carline, and Scott Nelson.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for June 2023

**DATE:** July 31, 2023

**MONTHLY STATISTICS**

<b>Number of Programs by Type</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Programs	3	5	3	5	-40%
Hangar	0	2	0	2	-100%
History Room	2	0	2	0	-
Literacy	35	16	35	16	119%
Teen Programs	4	2	4	2	100%
General Interest	0	4	0	4	-100%
Self Directed	0	2	0	2	-100%
<b>TOTAL All</b>	<b>46</b>	<b>35</b>	<b>46</b>	<b>35</b>	<b>31%</b>

<b>Program Attendance by Type</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Programs	269	32	269	32	741%
Hangar	0	364	0	364	-100%
History Room	145	0	145	0	-
Literacy	374	89	374	89	320%
Teen Programs	209	42	209	42	398%
General Interest	0	984	0	984	-100%
Self Directed	58	963	58	963	-94%
<b>TOTAL All</b>	<b>1,055</b>	<b>2,474</b>	<b>1,055</b>	<b>2,474</b>	<b>-57%</b>

<b>Proctored Tests</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Number of Tests	6	6	44	55	-20%

<b>History Room Activity</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
History Room Visitors	6	4	93	58	60%

<b>The Hangar Makerspace</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Hangar Open Hour Visits	105	78	958	520	84%
Hangar Users	16	14	227	116	96%
Hangar Tours	18	15	288	207	39%

<b>Volunteer Hours</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
History Room	0	0	91	546	-83%
PLFF	222.25	198	2,984	2,566	16%
General Library	305.64	390	2,849	3,451	-17%
Adult Literacy	237.5	171	2,520	2,143	18%
PTAC	78.13	43	685	551	24%
<b>Total Volunteer Hours</b>	<b>843.52</b>	<b>802</b>	<b>9129.59</b>	<b>9257</b>	<b>-1%</b>
<b>FTE Equivalent</b>	<b>4.87</b>	<b>4.63</b>	<b>52.67</b>	<b>53.41</b>	<b>-1%</b>

<b>Literacy</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Literacy & ESL Students	109	60	82%
Adult Literacy & ESL Tutors	58	47	23%

### ACTIVITIES

- Megan Tolman coordinated 7 Memory Lab appointments.
- Megan Tolman coordinated Van Buren and Ruby 3<sup>rd</sup> Grade Visits on June 7.
- Michelle Meades participated in Van Buren and Ruby 3<sup>rd</sup> Grade Visits on June 7.
- Michelle Meades and Megan Tolman coordinated Book Club on June 13.
- Michelle Meades coordinated 1 Book a Librarian appointments for the month of June.
- Gena Christ coordinated Literacy Reads – Beginner Book Club on June 7, 14, 21, and 28.



- Sally Federman coordinated Literacy Reads – Int. Book Club on June 6, 13, 20, 27.
- Gena Christ coordinated Read, Write, Speak Club on June 2, 9, 16, 23, and 30.
- Esther Canedo and Laurel Dennis facilitated ESL Beginner Conversation Group on June 1, 8, 15, 22, and 29.
- Sally Federman and Laurel Dennis coordinated the Citizenship Class on June 1, 8, 15, 22, and 29.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation class at the Whitten Center on June 6, 13, 20, and 27.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation class on June 20 and 27.
- Sally Federman and Gena Christ coordinated the RWS Facilitator’s meeting on June 12.
- Sally Federman and Gena Christ coordinated the Literacy Booth for the Summer Kickoff Event on June 17.
- Sally Federman and Laurel Dennis coordinated a Learner-led Book Club on June 19.
- Sally Federman and Gena Christ coordinated the Learner Discussion Group on June 26.
- Sally Federman and Gena Christ coordinated the Tutor In-Service on June 27.
- Malcolm Jones coordinated PTAC meeting on June 1 and 15.

### **MEETINGS**

- On June 27, Placentia Historical Committee: Megan Tolman attended the meeting which was held in the History Room. Two new members were sworn in, and updating the Arcadia published book was discussed.
- On June 16, Website Kick-off Meeting: Tim Balen attended the meeting on Zoom. Progress on the library’s website development was discussed.
- On June 29, Website Meeting: Michelle Meades, Yesenia Baltierra and Tim Balen attended the meeting on Zoom. Progress on the library’s website development was discussed.

### **PROFESSIONAL DEVELOPMENT**

- Sally Federman attended the New Coordinator Session at the CLA Conference on June 1.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Technology and Website Report for June 2023

**DATE:** July 31, 2023

**MONTHLY STATISTICS**

<b>Computer and Wi-Fi Usage</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Children Computer Usage	265	336	3,149	3,373	-7%
Children AWE Learning Usage	351		265		
Teen Computer Usage	154	112	1,484	1,407	5%
Adult Computer Usage	1,043	988	12,603	10,374	21%
<b>Total Computer Usage</b>	<b>1,813</b>	<b>1,436</b>	<b>17,501</b>	<b>15,154</b>	<b>15%</b>
Wi-Fi Usage	1,594	1,326	18,607	14,995	24%
Guest Passes	59	76	775	659	18%

<b>Website Traffic</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Website visits	16,846	15,336	174,669	150,922	16%
Page Hits	27,410	27,620	294,685	256,065	15%
Users	11,305	9,266	111,016	92,892	20%
Pages/Session	1.49	1.80			
Avg. Session Duration	00:01:44	00:02:11			
% New Sessions	82	77			
Placentia Library Online Catalog Usage	4,951	4,782	54,849	48,812	12%

**Technology Updates**

**Completed Projects:**

- Onboarding for new staff
- Offboarding for staff
- Server file share migration

**Ongoing Projects:**

- Print Server Replacement Project
- Library Website Development with contractor & Staff
- Library Mobile App Development with contractor and other vendors
- Apple developer account setup
- ISDOC Website

**Upcoming Projects:**

- Self-Check Machine replacements/ refresh
- Windows 7 computer replacements
- Circulation and print release terminal replacement
- Passport computer replacement
- Social Media Account Security Review
- Access control beta testing- Dock door
- Environmental sensor testing- Vape/Smoking

**System Updates:**

All file systems have been moved over to the new servers.

Significant time has been devoted to getting the new district website up and running. Staff have met with the vendor multiple times and collected feedback organization wide. Current goal is to go live by the end of July.

The mobile app development is continuing to make progress following behind the website. We are still waiting on an Apple developer account approval to be listed on the app store. Current goal is to launch mobile application one month after the website is rolled out.

---



---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


---



---

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Customer Service Report for June 2023

**DATE:** July 31, 2023

<b>Attendance</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Number of Days Open	30	30	349	342	2%
Number of Hours Open	279	278	3,193	3,140	2%
Attendance	17,346	15,514	206,651	181,832	14%

<b>Card Holders</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Active Borrowers ~	4,091	6,091			33%
Child Card Holders*	14,707				-
Teen Card Holders*	4,573				-
Adult Card Holders*	45,192				-
<b>Total Card Holders</b>	<b>64,472</b>	<b>60,784</b>			106%
New Patron Registration	487	509	4,401	4,921	-11%
New Virtual Library Cards	52	72	914	925	-1%

<b>Information Desk Activity</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Reference Questions -- in person	2,127	2,230	20,739	21,755	-5%
Reference Questions -- telephone	513	761	6,659	10,086	-34%
Reference Questions -- email/chat	8	12	131	183	-28%
<b>Total Reference Questions</b>	<b>2,648</b>	<b>3,003</b>	<b>27,529</b>	<b>32,024</b>	<b>-14%</b>
Assistance in Spanish	82	57	765	395	94%
Assistance with Passports*	386		3,903		
Curbside Usage	6	8	152	307	-50%
Study Room Usage	119	178	1,827	1,398	31%

<b>Passport Activity</b>	<b>June</b>	<b>June</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Passports Processed	499	476	5,588	6,878	-19%
Consultations Only*	37		415		-
Unfilled Appointments*	93		1,165		-
No Show Appointments*	65		814		-
Photo Only (Walk-in)*	26		206		-

\*FY 2021-22 data not available

~FY-T-D- comparison not applicable

**ACTIVITIES**

- Angie processed 1,084 new books.
- Meeting room was used by 3 outside renters: National League of Young Men, Corte Vista HOA, Broadmoor HOA
- Meeting room was used by 1 library partner: Kiwanis
- Meeting room was used 32 times for library related activities/programs.
- Staff pulled a total of 226 expired holds from the request shelf.
- Erich mailed 73 Billing Notices.
- Staff and volunteers Shelved 101 carts of books.

**MEETINGS**

- None

**PROFESSIONAL DEVELOPMENT**

- None

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Conference Reports from Trustees and Staff**

**DATE:** July 31, 2023

**BACKGROUND**

Trustees and staff have had opportunities to attend the California Library Association and American Library Association conferences. The workshops and sessions served as platforms to foster collaboration, inspire innovation, and pave the way for professional growth and development. Trustees and Staff engaged in discussions and networking with peers and through such interactions, shared ideas and knowledge for positive change to better service their respective communities.

Attachment A are reports from Secretary Carline, Trustee Beverage, Assistant Library Director Baltierra, Children's Supervising Librarian Hatanaka, Children's Librarian Apontti, and Literacy Coordinator Federman.

**NOTES FROM ALA ANNUAL CONFERENCE 2023****Gayle Carline****FUNDRAISING BASICS: HOW TO PRIORITIZE EFFORTS TO MAXIMIZE SUCCESS**

(Presenter: Rachel Heine)

Charts: FundraisingBasics.pdf

1. Evaluate current opportunities, chart out & review types of giving
  - a. Relationship chair/manager
    - i. Annual planned gifts
    - ii. Major gifts
  - b. Project chair/manager
    - i. Events
    - ii. Annual patron giving
  - c. Look at percentage of each—do you increase donors or dollars?
  - d. Statistically, projects take more time for less money, as opposed to relationships
2. Identify current opportunity areas
  - a. Start with current donors
    - i. Size of gifts
    - ii. Frequency of gifts
    - iii. New donors?
      - (1) Suggestions from current donors
      - (2) Evaluate interests, ability to donate
  - b. Look at organizations
    - i. In-kind donations
    - ii. Look at other non-profits, who are their sponsors?
  - c. Treat donors professionally
    - i. Make a generic ask
    - ii. Schedule a meeting



- iii. Make specific request
- iv. Give personal thanks (phone call, handwritten card) for meeting, even if request not fulfilled
- v. Get the requested donation? “We’d like to be one of your top 3 philanthropic priorities.”

### 3. Grants

- a. Look at other organizations
- b. Are there community foundations that can help
- c. Possible grant sites
  - i. grants.gov
  - ii. candid.gov
  - iii. grantwatch.gov
- d. Most important thing: Follow the instructions precisely and answer all questions!

### 4. Year-end Direct and Email

- a. Review and cultivate relationships
- b. Send to donors every year
- c. Consider buying lists for new donors
- d. Send an email to card holders every year, send a card every other year (from the library, inviting them to give)

### 5. Planned giving

- a. Find a “champion”—a face to put to the giving
- b. Simple letter from champion
- c. Include intent form and sample language
- d. Ask donor to send their intent language to review to make certain their wish is followed (example was given that donor named “American Cancer Organization” which doesn’t exist but wasn’t discovered until the donor’s bequests were being processed)
- e. One library’s planned giving slogan: “Before you check out”

### 6. Stewardship—must maintain relationships all year

- a. Have a story to email to all donors—share the impact of the library
- b. Handwritten notes from the staff

- c. Consider a personal, paper(?) calendar for donors each December
- d. For leadership annual giving:
  - i. Ringless voicemails
  - ii. Catapult fundraising
- e. Small swag thank yous (have a “thank you party” to write notes!)

#### 7. Identify Prospects/Needs

“Hope is not a strategy.”

- a. What does the library need? Be specific
- b. Donor X usually gives \$Y but could give \$Z depending upon the specificity of the ask

#### 8. Create long-term and short-term plans

- a. The average time to close a major gift is 18 months
- b. Have a calendar—mark/plan when:
  - i. To cultivate relationships
  - ii. To have meetings
  - iii. To start/finish year-end asks, mailers, etc
- c. Long-term planning will show additions based on short-term results

#### 9. Misc: Thrift books ([www.thriftbooks.com](http://www.thriftbooks.com))

- a. Selling books online
- b. Works directly—no middleman
- c. Typically 35-45% profits, larger partners get 55%
- d. Free shipping
- e. Pre-screening gives bigger \$\$

Gayle’s notes:

1. We NEED to start courting large donors. We have a new Audi dealership—what can we do with them?
2. Planned giving! Do we even have a brochure? Could we get Elizabeth Minter to be our “champion”?

3. New members/patrons: We have new development in several areas of town—have we contacted them? Do we have a “welcome to your neighborhood library” package? Can we reach out to the HOAs in the new developments to distribute information?

**FUNDRAISING, INC: HOW TO UNLOCK CORPORATE SUPPORT FOR YOUR LIBRARY**

(Moderator: Joyce Garczynski, Presenter: Anne E. Manly)

1. Keys to corporation asks

- a. Proposal should be  $1 + 1 = 3$ , where the corporation's dollars don't just pay for a single ask, but can be propelled into more possibilities, more fundraising opportunities, etc.
- b. Glossy professional presentations are not required. Corps want the human element, simple stories about the library's needs.
- c. Find out corporation's priorities—what are they already supporting?
- d. "No" is only "no" for NOW

2. Look at publishing houses for possible grants

3. Edelman Trust

Helps corporations build a positive story about helping the community

4. Conferences, Conventions for new ideas

International Fundraising Convention

American Fundraising Professionals Conference

5. Pursue the first donor and the rest will come easier

6. Approach major companies with demographics—how many of their employees live in our district?

7. See which companies can donate in-kind, as opposed to money

8. What is our presence in our local hospital?

9. Who rents the warehouses in Placentia?

10. Can we be involved in Back-to-School events?

11. Don't be afraid to say no if the funds are to be earmarked for something that doesn't align with the library's mission.

12. What attributes make a "Yes" more likely?

- a. Small gifts
- b. In-kind gifts
- c. Specific gifts

- d. All can lead to larger donations
- 13. Fundraising is a profession—perhaps have PLFF present at staff development days
- 14. What can library offer corporation?
  - a. Meeting rooms
  - b. Good internet

NOTES FROM GAYLE:

- 1. Placentia Linda Hospital no longer delivers babies, but can we offer “new baby welcome from library” to obstetricians, pediatricians, etc?
- 2. “Celebrity librarian” or “Librarian for a Day” fundraiser, plus raise community awareness of a librarian’s job. Maybe a city councilman on the Bookmobile for a day?
- 3. New housing = new patrons, how can we get to know them?

## **THINKING TO PRODUCE RESULTS**

(Presenters: Dorothy Stoltz, James P. (Pat) Carlisle)

A structured approach to team problem solving.

Often the person with the loudest voice in the room “wins.” The objective of solving a problem is not to win/lose the argument, but to come up with the most reasonable solution.

Each person lives within their own “logic bubble.” Instead of negating or fighting, a good team needs collaborative thinking.

The Six Hats Concept: Problems are approached using six methods, aka “hats.” The entire team wears the same hat through each step of the process. Each hat is worn until that step has been exhausted, although setting a timer helps to keep the team on track.

The Six Hats (in order) are:

1. Blue Hat: This hat manages the thinking, “control” hat, organizes the problem.
2. White Hat: This hat is informational, gathering knowledge and facts.
3. Red Hat: This hat is feelings and intuition. How do we all feel about this situation?
4. Black Hat: This is the judge’s hat, considering the risks, obstacles, the “prove it” factor, taking the cautious view.
5. Yellow Hat: This hat looks at the benefits and feasibility, taking the optimistic view
6. Green Hat: This is the hat of new ideas, possibilities, using creative thinking to remove obstacles.

Benefits of the Six Hats:

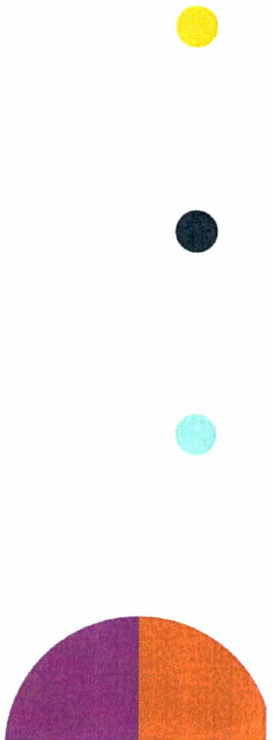
1. The tools work to clarify and organize work to implement ideas.
2. Meetings are more focused and take less time.
3. Participation is encouraged.

# Celebrating



# Years

 COLUMBUS METROPOLITAN LIBRARY

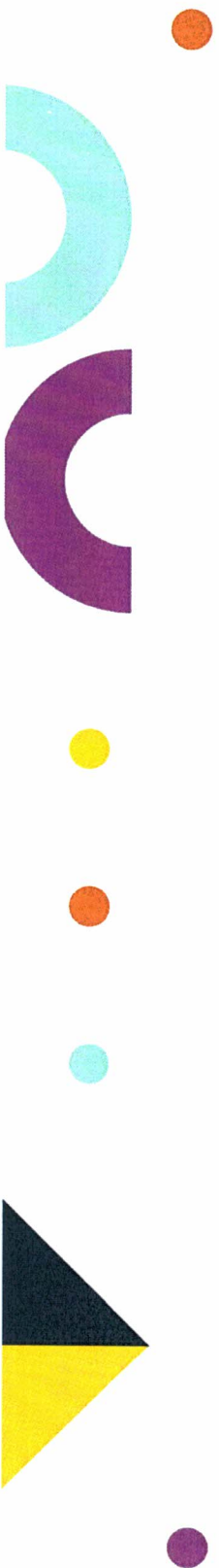


# Fundraising Basics

---

Rachel Heine

- Director of Development
- Columbus Metropolitan Library

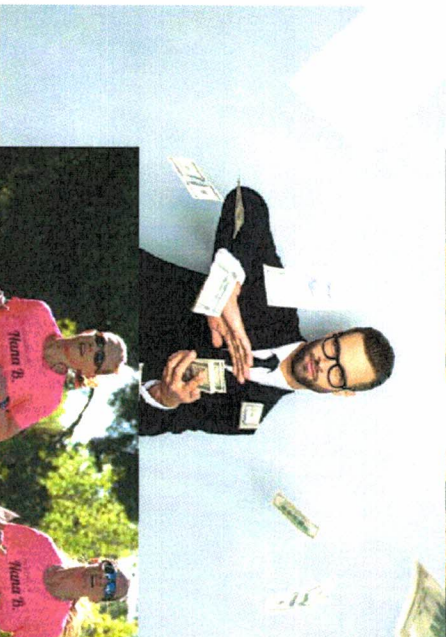
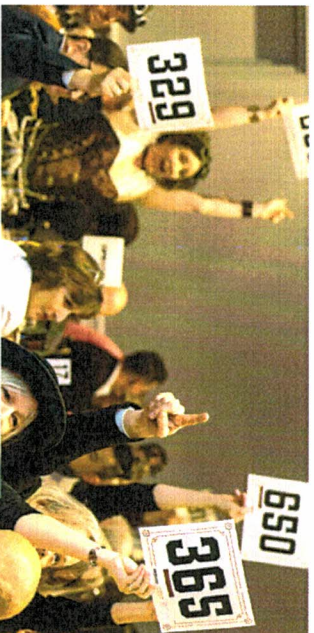






# Perceptions

- 5k
- Lemonade stand
- Ask MacKenzie Scott
- Gala
- Call wealthy people
- Silent auction
- Everybody give \$5



Celebrating **150** Years



columbuslibrary.org | 614-645-2275





# What do you do?

Help people with their investment in community good.



I find people who want to **invest in the library** and **match them with a need** at the library.



- Fairy godmother
- Find the right match
- Guide through decisions



Celebrating **150** Years



columbuslibrary.org | 614-645-2275





# Learning Objectives

- **Evaluate current fundraising activities**
  - Review elements of fundraising
  - Priorities
- **Identify opportunity areas**
  - Biggest bank for your buck
- **Create a map for short-term and long-term fundraising success**
  - Layering elements over time





# Evaluate Current Activities

Review elements of fundraising

Relationship Manager	Project Manager
Leadership Annual Giving	Events
Major Gifts (<20% of donors giving at that level)	Annual Giving <ul style="list-style-type: none"> <li>• Direct Mail</li> <li>• Point of Sale</li> <li>• Social Media Campaigns</li> </ul>
Planned Giving	Memberships
Grants	
Stewardship	





# Evaluate Current Activities

## Prioritize



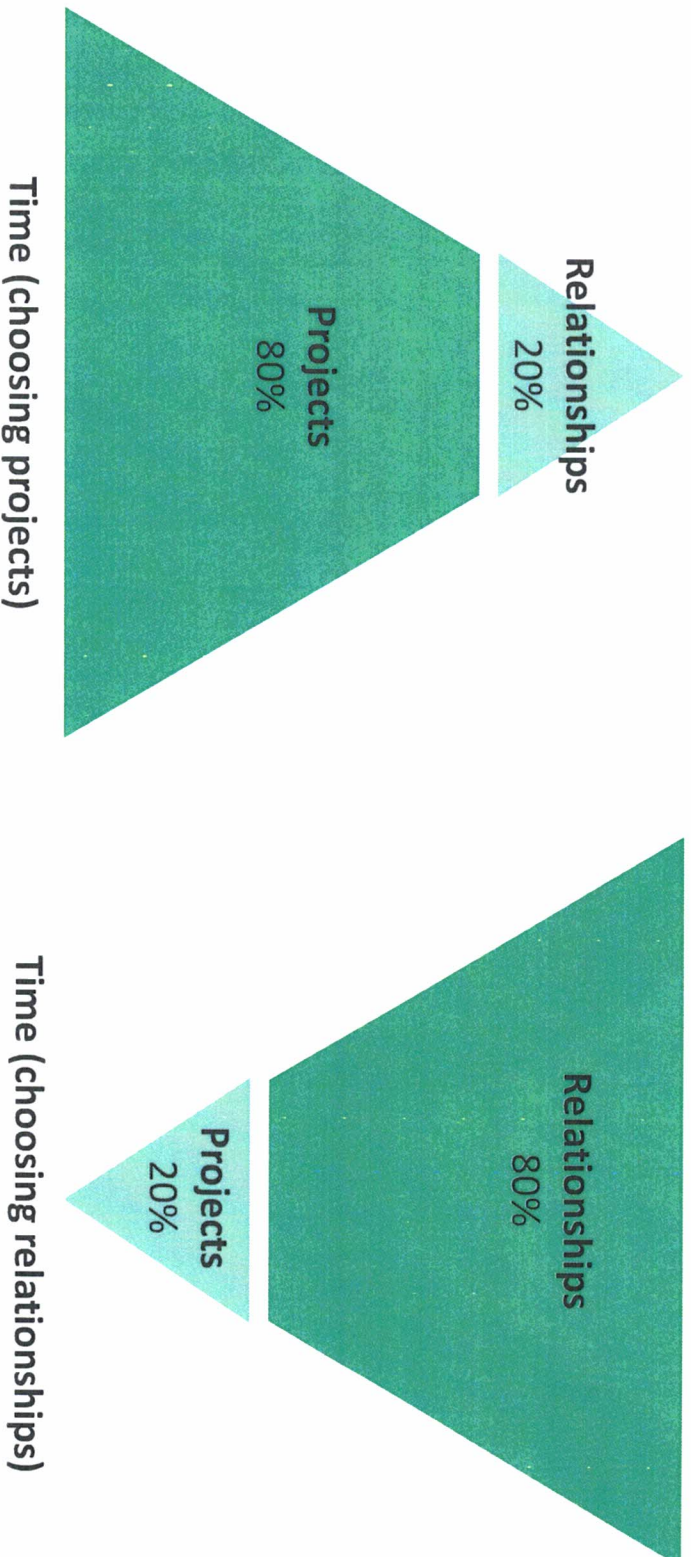
[columbuslibrary.org](http://columbuslibrary.org) | 614-645-2275





# Evaluate Current Activities

## Prioritize







# Identify Opportunity Areas

Biggest bank for your buck

- Major Gifts
- Grants
- Year-End Direct Mail\*
- Planned Giving Mail
- Stewardship\*



\*Leadership Annual Giving





# Identify Opportunity Areas

Biggest bank for your buck

## Major Gifts

- Start with current donors (5x more to acquire new)
  - Size and frequency of gifts to prioritize
  - Wealth screen
  - Evaluate 20 at time
- Look at other orgs
- Board (personal giving, networking, thanking)
  - LinkedIn party





# Identify Opportunity Areas

Biggest bank for your buck

## Grants

- Research
  - grants.gov
  - candid.org
  - grantwatch.com
- Look at other orgs
- Community Foundation
- Follow the instructions and answer the question





# Identify Opportunity Areas

Biggest bank for your buck

## Year-End Direct Mail & Email

- Allows you to renew and cultivate
- Send to your donors ever year
- Consider buying lists
- Send email to cardholder every year, mail every other (from library inviting them to give)



columbuslibrary.org | 614-645-2275





# Identify Opportunity Areas

Biggest bank for your buck

## Planned Giving

- Simple letter with champion or example
- Include intent form and sample language
- PG Calc, Pentera, Crescendo

*“I give and bequeath to (Organization, City, State) an (Unrestricted or Restricted to) in the sum of \$(Amount) or % (Percent) of my estate, real or personal, which I own at the time of my death or over which I have power of disposition.”*



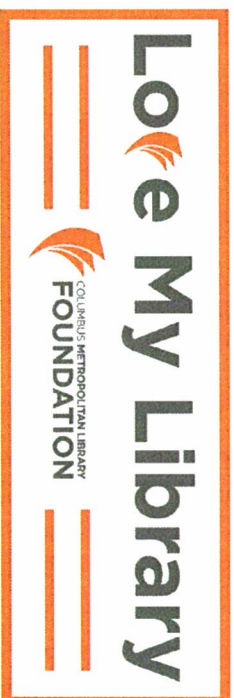
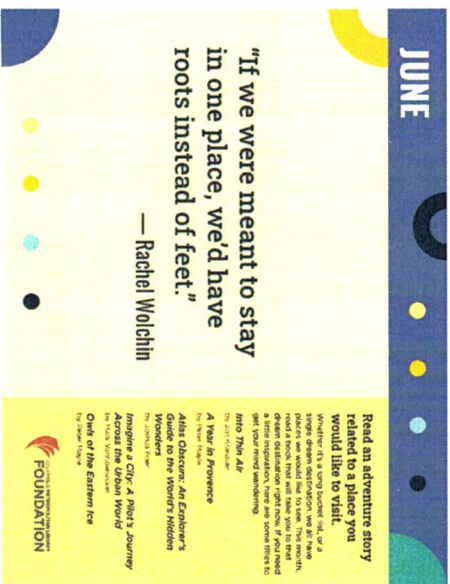


# Identify Opportunity Areas

Biggest bank for your buck

## Stewardship

- Story email to all donors
  - CauseVid, ThankView
- Handwritten notes from staff
- Calendar in December
- First Time Donors
- Focus on LAG and up
  - Ringless voicemail
  - Catapult Fundraising





# Identify Opportunity Areas

## Biggest bank for your buck

Type of Gift	# of Gifts Needed	# of Prospects	Ave. Gift Amount	Total Gifts	Cumulative Total
Major	5	10	\$10,000	\$50,000	\$50,000
Grants	3	6	\$10,000	\$30,000	\$80,000
Year-End	250	1,000	\$50	\$12,500	\$92,500
Planned	1	4	\$5,000	\$5,000	\$97,500
Stewardship	5	25	\$500	\$2,500	<b>\$100,000</b>

Do you have the prospects?





# Create A Map

## Short Term



Major Cultivation/First Meetings Asks/Closing

Grants Per Submission Dates

Year-End Start @ Giving Tuesday

Planned Mailer

Steward Story Mailer Gift



columbuslibrary.org | 614-645-2275







# Create A Map

## Long Term

1960-1969	1970-1979	1980-1989	1990-1999
Major	Closest Donors	Cultivate/Close New	Closing New Gifts
Grants	Most Obvious Fit	Reports/Add More	Reports/Add More
Year-End	Giving Tuesday	+ Remind	+ Spring
Planned	Mailer	Continue	2 Mailers
Steward	Story Mailer/Gift	+ FTD	Continue



columbuslibrary.org | 614-645-2275





# Learning Objectives

- **Evaluate current fundraising activities**
  - Review elements of fundraising
  - Priorities
- **Identify opportunity areas**
  - Inspiring message
  - Biggest bank for your buck
  - Focused prospects
- **Create a map for short-term and long-term fundraising success**
  - Layering elements over time



Celebrating **150** Years



columbuslibrary.org | 614-645-2275



## ALA 2023 Notes - Trustee Beverage

Saturday, June 24

Session name: News You can Use: Changing the narrative, the ALA Policy Corps recommendations on Book Bans

The Book Banning narrative that is currently at play focuses on obscenity, sexually explicit, LGBTQ+, and sexual conduct materials. There is also an underlying racist component, with bans on books by and about BIPOC and other minorities.

Books, censorship and sex have a long history in the US. Going back to the Comstock Act in the 1880s, which made it illegal to mail obscene materials. The Comstock Act has been referenced in some cases lately.

Libraries as institutions appear to be under attack more now, with over 1,200 materials challenges in 2022, vs. 229 in 2021.

Policy Corps members, librarians from Arizona, Oklahoma and Texas spoke about how to change the narrative around book bans.

Preparation is key. Be prepared with consistent messaging and talking points. Focus on the core messages of and about libraries. Create an FAQ about the selection process, so people can find out about how libraries select materials, and the process for selection and challenges.

How to take action: Listen. Network. Look at your reconsideration policy and process, and make sure it is up to date and fair. Make any necessary adjustments to protect the library, library staff and the freedom to read.

Engage your allies - talk to local clubs, groups, organizations that you have worked with in the past.

Practice your response to challenges or questions about materials. Don't lose your temper, be calm and respectful. Be available to address questions, concerns, challenges. Talk up the library. Share positive stories.

There are many frustrations involved in handling these difficult situations. It is easy for you and your staff to become targets. Watch out for doxxing. Misinformation is rampant, and people can twist what you say. It can be hard to quietly advocate in red states, like Texas & Oklahoma, but you can make a difference. But try hard not to amplify the other side.

Try to keep focused on your why - why we do what we do. There is hope.

Recommendations on things to do:

1. Reach out to your state library association and state library.
2. Reach out to the Office of Intellectual Freedom.
3. Reach out and join United Against Book Bans.
4. Stay calm.
5. Look to your non library allies

UABB has a toolkit now available to help.

Session: Going to the Root: Panel on Poverty, Literacy and Libraries

Special Speaker: Michael Desmond, author of Evicted and Poverty, by America

Great presentation and discussion about the persistence of poverty in the United States, and what can be done about it.

Professor Desmond spoke on the question, highlighting some key areas that he identified in his books. The Job Market isn't helping - wages are consistently low, and people are working multiple jobs just to make ends meet. Unions are weak, and this is reflected in wages and working conditions. The poor also continue to be exploited - it is expensive to be poor in the US. Over \$61 M in fees are extracted every day from low income families. The richest families receive 40% more from the government than the poorest families.

After Professor Desmond's comments, there was a 5 panel conversation about what we do and what we can do. Key priorities and takeaways from the panel:

Focus on the assets we have

Rethink how we use our time, and spend more out in the community

Put aside notions about students - don't assume lack of ability

Change our mindset - literacies are NOT binary, we are ALL learners in our modern world.

Sunday, June 25

Session: United for Libraries President's program

Special speaker, Emily Amick, Influencer, Founder of For Fact's Sake

Emily spoke about the politics of the recent trends in book bans and attacks on libraries. She provided detailed background information on Moms for Liberty, and how they have grown to be a significant conservative force.

Moms for Liberty are affiliated with a wide range of Dark Money sources on the extreme right. They are using the same playbook and tactics as ALEC and other conservative groups, with funding coming from the Proud Boys, Oath Keepers, Federalist Society and other organizations.

The group wants to appear as a grass roots organization, but they are not.

The group first started in Florida, protesting mask mandates in schools. They are supported by Christopher Rufo, a known Christian White Nationalist, and have used his messaging to gain support.

They are focused, and promote a single perspective, much like in the McCarthy era.

3 key ideas frame their activities:

1. Framing the debate - MoL uses “protecting the children” and present themselves as the protectors of “family values”. “Parents’ rights” is another talking point. This tends to limit discussion, and creates a false dichotomy.
2. Filling the seats - MoL is targeting school boards. There are 81,000 school board seats across the country. Ballotpedia states that 30% of the candidates endorsed by MoL have won seats. MoL also has access to the Leadership Institute, which is a right wing training organization.
3. National Network - MoL is now nationwide, and is holding their first conference in Philadelphia

Emily’s speech is available on the United for Libraries page. <https://united.ala.org/emily-amick-to-speak-at-united-for-libraries-presidents-program/>

Monday, June 26

Session: Exploring Entrepreneurship - engaging a new generation in small business development

Two presenters, one from Baltimore County, one from Plano, TX.

Presenters gave a link to a toolkit for developing a program that supports small business.

Libraries are ideally positioned to support and help the small business community. Both presenters gave examples of training and programming that worked in their communities. The toolkit is available,

Key discussion about assessing the business ecosystem in your community.

10 factors to consider:

1. Entrepreneurial culture
2. Networks and how they are constructed
3. Physical infrastructure
4. Demand - how much disposable income is available in the community.
5. Leadership
6. Talent - who can be hired, etc.
7. Intermediate services
8. Finance - availability and access to funding
9. Knowledge

10. Formal Institutions - local government support

One of the best examples was the Entrepreneur Academy. Both locations provided an academy for adults and teens looking to start their own businesses.

In addition to formal sessions, I attended two exhibit hall sessions - one on the NYT Cooking pages, with 3 reporters/chefs, and a session on Mysteries from Kensington Press.

I made a number of trips through the exhibit hall, and spoke with Brodart, the Library Comic, OCLC, and numerous publishing houses.

Notes from the American Library Association (ALA) Conference Sessions  
June 23<sup>rd</sup>-27<sup>th</sup>, 2023 Yesenia Baltierra

**ALA Opening General Session**

Overview:

ALA President Lessa Kanani'opua Pelayo-Lozada welcomed attendees. The first half of the opening general session focused on the announcement of awards and special recognitions. Additionally, attendees were able to hear from a broad range of local and national thought leaders, including Chicago Public Library Commissioner Chris Brown, FCC Chairwoman Jessica Rosenworcel, Illinois Secretary of State, and Illinois State Librarian Alexi Giannoulas, and Chicago Poet Laureate Avery R. Young.

The second half of the opening session, renowned author Judy Blume, was joined by Simon & Schuster Senior Vice President and Publisher Justin Chanda on a discussion of Blume's writing career, experiences growing-up as well as exploring the complexities of literary freedom and its profound impact on our collective imagination.

**Socioeconomic Mixing: Creating Public Libraries Where Everyone Belongs**

Overview:

Presenters discussed the importance of looking at our programs, metrics, outreach strategies, marketing, staffing, collections, partnerships, and physical design help us work towards creating more welcoming and inclusive spaces in order to create spaces where everyone belongs, and that generate opportunities for shared experience among people of all incomes and backgrounds.

Takeaways:

- Consider focus groups to find out what are some of the barriers the community is facing.
- Review the space to make sure we are not limiting the use of the space.
- Work with the community to really study who is not using the library.

**President's Program (AASL) - Freedom to Read Ambassadors**

Overview:

A discussion about speaking out for the Freedom to Read and why it is important for all students to have access to a wide variety of books and information. Panelists Kelly Yang, author of Front Desk and Finally Seen; Dr. Sonja Cherry-Paul, educator, author, and adapter of



Stamped for Kids, Amanda Jones, winner of AASL's Intellectual Freedom Award, and Becky Calzada, co-founder of the #Freedom group discussed their work and encourage everyone to become ambassadors in the efforts to protect first amendment rights for all.

Takeaways:

- ALA reported 2022 was the highest number of attempted book bans since ALA began compiling data.
- Provided resources available through Unite Against Book Bans.

### **Cultivating, Applying, and Assessing the DEIA Lens: Building on the diversity count**

Overview:

Dr. Kawanna Bright and Dr. DeLa Dos discussed ways to cultivate, apply, and assess a DEIA Lens that can build on the efforts to increase diversity in libraries by fostering greater accessibility, inclusion, equity, and belonging. They mentioned the importance of cultivating curiosity and institutional humility.

The speakers shared best practices from their experiences that have help libraries develop practical applications that create a lasting positive impact on their organizational culture. Dr. Bright encouraged diving deeper into self-assessment to help you think beyond traditional diversity efforts.

Takeaways:

- Be aware of your personal beliefs and make sure they do not interfere with your decision making.
- Help staff bring up solutions to challenges, not just bring up the problems.

### **News You Can Use—Books Under Fire: Law and the Right to Read, 2023**

Overview:

In 2023, attempts to ban books and limit access to libraries through new legislation and even local ordinances accelerated at a pace never seen before. These are driven by attempts to censor access to books and materials related to sex, reproductive health, gender identity, sexual orientation, and content related to race. Presenters discussed the various types of adverse legislation, understand how these laws infringe on library users' rights. They also mentioned steps that can be taken through the courts and through advocacy to preserve the right to read.

Takeaways:

- Strategies to effectively advocate to preserve the right to read within your own community.
- Resources available through the American Library Association and the Freedom to Read Foundation that help fight legislative censorship.

**Censorship and Diversity: How Do Librarians Continue to Protect the Rights of Marginalized Communities Amid Targeted Book Challenges?**

Overview:

Presenters discuss the recent uptick in censorship challenges that have been taking place across the nation. They discussed how librarians can continue advocating for diverse books and preserve the First Amendment Rights of those communities targeted by censors.

Takeaways:

- Confirm that the collection manuals, procedures, and policies are correct and that staff is following them in order to inform the public of the process in case of any challenged items.
- Resources available through the American Library Association and the Freedom to Read Foundation that help with collection development procedures and policies.

**Online Checkout of Software Licenses for Patrons' Own Devices: A New Model for Expanding Access**

Overview:

Presenters discussed a checkout service they provided to their students at Miami University Libraries. They developed a process for checking out short-term access to software licenses that users can request and use on their own devices. This innovative strategy takes advantage of the software industry's move away from device based licensing to user-based licensing models, allowing them to allocate access on an as-needed basis.

Takeaways:

- Opportunity for library to add it to the LOTs collection in the future.
- Better understanding of the mechanisms of an open-source software project that they can use to circulate software licenses in the library.

**Rethinking top-down management by encouraging bottom-up intervention (Poster 57)**

Overview:

Presenter discussed the opportunity to redesign jobs and improve our overall work-life environment. The changes employees make to everyday tasks, relationships, and perceptions within work boundaries can be described as job crafting. Job crafting provides a mechanism to help those struggling with work-life, or even those experiencing positive work environments, focus on job redesign from the bottom-up, where the power rests with individual employees.

Takeaways:

- The importance of empowering staff.
- The importance of being more aware of staff to help them come out of their shell and assign tasks based on hidden skills and/or talents.

**ALA Closing General Session - In Conversation: Amanda Gorman and Christian Ronin**

Award-winning author Amanda Gorman and author and illustrator Christian Robinson discussed their latest collaboration, the children's book, *Something, Someday*. They shared insights from their personal experiences and discussed their creative processes as they worked independently. This session was their first-time meeting in person.

**Exhibits**

Had the opportunity to walk the exhibit hall and visited several vendors such as, Creativebug, Baker and Taylor, Library Comic, Birdbrain Technologies, and Cubelets to name a few.

**Tour of the Harold Washington Library Center, Chicago Public Library**

Had the opportunity to tour the Harold Washington Library Center, the main library of the Chicago Public Library. The library is comprised of nine floors, the library's main branch features a mix of classic and modern architecture. In addition, I viewed a special exhibit devoted to the history and architecture of the library, the Winter Garden, and the Children's department.

## Notes from the California Library Association Conference (CLA) Sessions June 1 – 3, 2023

– Margaret Hatanaka

### **Exhibit Hall/CLA conference discussion**

While in the Exhibit Hall, I dropped by the CLA registration table to say hello to staff that I worked with on the 2019 conference. We held an informal meeting with the CLA staff, CLA Conference Planning Co-Chairs Genesis Hansen and Shawn Thrasher, and started brainstorming about ideas for future conferences. Michelle Perera proposed having a conference cruise. The cost of the cruise may be on par with hotel, lodging, food, and travel costs - but we shall see if this ever comes to fruition. The 2024 conference will be in Pasadena on October 17-19.

### **(Almost) A Year in Review: On the road with an all-electric bookmobile**

Overview:

Sacramento Public Library started a bookmobile service all the way back to 1948. Bookmobiles are fun and inviting - less intimidating for people. In 2019 they received a grant from the Air Quality Management District to replace diesel. In 2020 received State Library Grant for 2 electric bookmobiles. The quiet engine allows them to run A/C while making visits where before the noise and the fumes from the diesel engines was a challenge. One of the bookmobiles focuses on families and the other older adults – they have identified 11 family sites and over 40 sites geared towards older adults.

Takeaways:

- After getting your vehicle, leave time for test-driving before and after shelving; ask vendor or other departments about training options.
- Collections – how to maximize space, utilize basket shelving for larger picture books; include a “sparkle” collection with new materials.
- Route development - target library deserts and bring services to those area; use evaluations to determine if you are meeting the needs of patrons (what is happening on the bookmobile), partners and library – are measurable goals being met?
- Bookmobile schedules – biweekly visits to family sites, after school hours; monthly visits to older adult sites.
- Over 10 years electric vehicles will avoid carbon emissions equal to 304 barrels of oil; 14,739 lbs. of coal burned.

### **Maker Camp at the Library**

Overview:

Woodland Public Library conducted a 6-week Maker Camp for ages 8 - 12 in their makerspace. Their partners included Make Magazine and Maker Faire organization. They registered up to 30 online. Participants had to sign waivers. Themes included robotics, chemistry, crafts, electronics, programming, and physics. Teen volunteers assisted library staff. Cost of each program ran around \$50 in supplies.

Takeaways:

- Resources – Make Magazine provides free curriculum, information about Maker Camp <https://makercamp.make.co>
- Ideas for new programming options for the Hangar

### **Facebook E-marketing Strategies for Library Programs**

Overview:

Facebook marketing is effective due to Facebook groups. You can promote your event to thousands of people by joining a group and sending them your post. People in the group can repost your information – word of mouth promotion. Creating a flyer is time consuming while posting to 20+ groups may take 15 min.

Takeaways:

- You do have to be a member of the group in order to share information which staff may be reluctant to do.
- Avoid reposting same content again and again.
- Post “FREE” in capitals – public may assume that the program requires payment.
- Post in the Facebook Events Section so followers will be sent reminders about your event.
- Post only 1 – 2x a week; send 3 – 7 days in advance; always use an image – people want to see people not gifs.

### **We Can Fix It at the Library**

Overview:

Redwood City Library, San Mateo Office of Sustainability and Fix it Clinic provided workshops for up to 15 patrons. Program held once a month utilizing network of volunteers. Patrons can bring in items and sit with a volunteer expert who can help them fix the item. In their geographic location they had a lot of computer and electrical engineers. Volunteers referred to as “coaches” and would bring their own tools. On average their event ran 5 – 7 hours including set up and clean up. Provide food for volunteers.

Takeaways:

- [www.fixitclinic.org](http://www.fixitclinic.org)
- Hold workshops in evenings, after people work
- Cost - \$1500/year – food for volunteers; start-up cost for supplies \$500
- Acquire variety of tools and consumables (tape, light bulbs, fuses, glue, etc.)

### **Library Mascots: More than a furry Costume**

Overview:

Sonoma County Library described their process for adopting a library mascot. They chose 3 local animal options (otter, salamander, and chipmunk). Online voting open to the public and the otter won. Staff voted on the name for the otter and “Otto” won. Otto’s image created by library staff and used for all marketing materials – bookmarks, flyers, displays, shirts, etc. They created photo op using a custom

designed standee with Otto, and had a company produce a giant inflatable Otto. Otto became so popular that staff published children's picture book to promote their library services.

Takeaways:

- Involve staff as well as the community in decisions about the creation of the mascot.
- A library mascot provides a fun and positive symbol for the library; morale booster.

### **Early Math in Libraries: Bringing Math into Programming for Children 0 - 5**

Overview:

Sacramento Public Library demonstrated math concepts in early learning activities including storytelling. Research shows that children who learn early math develop better language skills and reading comprehension. Staff would not have to develop new programs, but infuse math concepts into their current programming. For example – concepts involving, counting, measuring, matching, sorting, identifying colors or patterns, comparing odd and even.

Takeaways:

- Early math concepts can be easily incorporated into storytimes – storytellers may already be teaching math concepts without realizing it.

### **Create a Playful Window into the World**

Overview:

Case study about 2 libraries which are embracing play in their libraries. Santa Ana Public Library's new play space currently under production called the "Magical Garden" which includes plans for an entire wall of interactive gears and spinners. Spokane Public Library's "Whimsical World" transformations in six libraries, each children's area differentiated by local flora, fauna, and geographic features.

Takeaways:

- Getting visual perspectives of how 2 very different library systems are creating exciting interactive and joyful spaces for their community was inspiring.

### **Membership Meeting and Panel: The Future of Libraries and How We Sustain Them into the Future**

Overview:

Nick Higgins, Brooklyn Public Library, Michelle Perera, Sunnyvale Public Library and Patty Wong, Santa Clara City Library offered their insight into how libraries can survive challenges and thrive during trying times.

Takeaways:

- Change and influence future of libraries by seeking positions in local government.
- Identify your library allies and cultivate relationships with them.
- Security – focus on the bad behavior, not just on the way people look.
- Importance of security well trained in de-escalation and recognize that not all issues are issues but it may be the bias of the person complaining.

- Importance of sustainable funding, parcel taxes and relationship building with city management so they understand what libraries do.
- Culture wars and the issue of book banning and the importance of the freedom to read.
- Ensure our councils and boards are aware of issues and how important it is to stand up for the freedom to read.
- Next year's CLA President Shawn Thrasher announced that the theme for next year's CLA Conference in Pasadena on October 17 – 19, 2024 will be related to mental health.

## Notes from the American Library Association Conference (ALA) Sessions

June 22th -27th, 2023 Mayli Apontti

**1. ALA Opening General Session**

Friday, June 23rd @ 4:00 pm – 5:30 pm

In the opening general session, ALA President Lessa Kanani'opua Pelayo-Lozada welcomed attendees to the 2023 ALA Conference in Chicago. The first half of the opening general session focused on the announcement of awards and special recognitions. Additionally, attendees were able to hear from a broad range of local and national thought leaders, including Chicago Public Library Commissioner Chris Brown, FCC Chairwoman Jessica Rosenworcel, Illinois Secretary of State, and Illinois State Librarian Alexi Giannoulas, and Chicago Poet Laureate Avery R. Young.

In the second half of the opening session, renowned author Judy Blume, was joined by Simon & Schuster Senior Vice President and Publisher Justin Chanda on a discussion of Blume's writing career, exploring the "complexities of literary freedom and its profound impact on our collective imagination."

**1. Reflecting the Diversity of Your Community in Your Collection**Saturday, June 24<sup>th</sup> @ 10:15 am – 11:30 am

## Overview:

In this session, sales representatives from Midwest Tape and Hoopla provided attendees tips and techniques for understanding how they can leverage data about their communities and collections in order to meet their DEI initiatives. Questions that were asked included, "How do we ensure inclusivity in our collections?" and "How do we ensure accurate representation of all the communities we serve?" While this session largely focused on DEI auditing tools available through Midwest Tape and Hoopla, the presentation was helpful in highlighting methods for capturing and leveraging data in order to reflect visibility of all communities being served.

## Takeaways:

- How are measuring DEI at our library? What tools do we have available to accomplish this?
- Perform community "check-ins" and knowing the communities being served.
- DEI goes beyond just content and collections; it is also reflected in programs, services, and resources that are offered at the library.
- When thinking about diversity in the library, it often revolves around content and collections.



## **2. Communication Strategies for Engaging Non-Native English Speaking Library Patrons Beyond Google Translate**

Saturday, June 24<sup>th</sup> @ 11:00 am – 12:00 pm

### Overview:

A panel of instructors from the New York Public Library presented on their popular English for Speakers of Other Languages (ESOL) program, which is targeted for adult English language learners. This program provides integrated skills instruction using a contextualized and theme-based curriculum. Additionally, the panel discussed how their open-source multimedia series, [We Speak NYC](#), is used and can be adapted for other community libraries to create a free or low-cost English conversation program. The instructors also discussed best practices in communicating with patrons whose first language is not English: “Concepts such as comprehension checks, icebreakers, open-ended questions, the use of visuals and how to give directions will be discussed and practiced.”

### Takeaways:

- It is possible for monolingual staff to teach conversation skills to English language learners.
- Programs can be adapted for younger learners as well (more visual aids and interactive elements can be explored)
- Use plenty of visual cues and aids; speak slowly and use simple words.
- When giving directions or instructions, begin with simple verbs.
- Check for understanding and ask them to repeat back to you.
- Music and movement allows people to relax and engage.
- The goal is always to let the students do most of the talking.
- We Speak NYC offers a wide range of resources, printable worksheets and lesson plans that are accessible and can be adapted for other community libraries.
- Build a toolkit of strategies for communicating with non-native English speaking library patrons.
- Establish a foundation for building a low cost/no cost ESOL conversation program.
- Communicate effectively with limited English proficient library patrons.

## **3. Intentionally Diversifying: Strategies for Building Collections That Matter**

Saturday, June 24<sup>th</sup> @ 12:00 pm – 1:00 pm

### Overview:

In this session, moderator Charles Kim of Third State Books led a panel discussion with select publishers and librarians on the importance of a truly diversified library collection. They also addressed topics such as choosing books that authentically reflect the diversity of human experience, acknowledging a lack of diverse voices in the publishing industry, identifying ways to spend your budget and how to find the right authors, as well as how to promote these authors in your library.

Takeaways:

- Diversity is at the forefront of collection development – publishers are seeing this need for libraries to meet DEI initiatives.
- A truly diverse library collection not only fosters lifelong readers, but it also promotes empathy, understanding, and self-confidence.
- Third State Books – a new publishing house amplifying stories from Asia America.
- Center for the Study of Multicultural Children’s Literature (CSMCL).

#### **4. 40+ Surefire Ways to Spark a Love for Reading**

Saturday, June 24<sup>th</sup> @ 1:00 pm – 2:00 pm

Overview:

In this presentation, author and educator Shannon M. Anderson shared tried and true 40+ methods she’s used for engaging her students to fall in love with reading. She discussed how to engage reluctant readers, the importance of sparking creativity and imagination in children, and ways she has helped to positively shape the self-image in her students so that they could see themselves as readers.

Takeaways:

- There is always a way to engage a reluctant reader; you just have to identify what gets them excited –recess, cartoons, “hanging out,” videogames, etc.
- There are 3 kinds of readers: “No questions asked” = lifelong readers; “Meh- I’d rather be doing something else” = occasional readers; “Reading is boring” = reluctant readers (target audience) - They haven’t met the right book yet.

#### **5. Stories to Empower Our Communities: Promoting Diverse LGBTQIA+ Narratives in Picture Book Collections**

Sunday, June 25<sup>th</sup> @ 9:00 am – 10:00 am

Overview:

This session tackled more complex questions relating to the presence of authentic LGBTQIA+ voices and narratives in picture book collections. Some of these questions include “who is being represented, in what ways, to what extent, and why each type of narrative is important to children and their families.” I appreciated that this presentation moved beyond asking if there is LGBTQIA+ representation in recently published picture books. This session provided a wealth of insight into understanding the current landscape of LGBTQIA+ representation in picture books, in addition to helpful tools and methods for developing and advocating for authentic LGBTQIA+ stories.

Takeaways:

- Representation matters because it not only increases attendance and participation/engagement, but it also supports a greater sense of belonging in the community.
- Images are considered part of the text in picture books.
- We have to look at the ways and the extent in which LGBTQIA+ characters are represented in children’s picture books – we should be asking ourselves, is this accurate? Is this story going to help or harm (by showing inaccurate representation)?
- Educate ourselves on recognizing authentic representation.
- “Coming out” stories and narratives show as the most lacking category in picture books collections and children’s fiction in general (based on results of survey taken at session).
- The Rainbow Representation Rubric: tool for auditing LGBTQIA+ picture books

## **6. Help! They’re Coming For Our Books!**

Sunday, June 25<sup>th</sup> @ 11:00 am – 12:00 pm

Overview:

Led by the Rainbow Round Table, this discussion centered on the legal rights of libraries and librarians in relation to censorship, as well as their experiences facing censorship, and efforts to resist censorship. The session also highlighted various resources available to librarians that they can use to fight against the banning of their materials.

Takeaways:

- Reinforce the idea that libraries are “sensible systems.” That is, librarians received professional training on the selection of materials. We need to reinforce our expertise in these conversations.
- “Do we have a shared understanding of the 1<sup>st</sup> Amendment?” - check for shared understanding first.
- Root conversations to the relevance of why we chose to add the book to the library in the first place.
- Review your library’s collection development policy and procedures thoroughly.

- We all share a responsibility when it comes to censorship. No matter how uncomfortable, it is imperative that we don't become complacent and passive with what's happening.

**7. Poster 28: Using Culturally Responsive Children's Books to Support Family Engagement: A Library Approach**

Sunday, June 25<sup>th</sup> @ 11:30 am – 1:00 pm

Overview:

For this poster presentation, Managing Director Rebecca L. Chrystal, M.S., of Raising a Reader (RAR) discussed the importance of culturally responsive books for children and families, explaining that when libraries make families feel seen and respected through their collections, this fosters greater engagement. The poster highlighted several examples of how children's books can serve as an important tool to bridge the connection between libraries and families.

Takeaways:

- Families that read and engage together "build healthy brains, improve academic achievement, strengthen relationships, spark a love of reading and build the skills that are so important for school success and beyond."
- Evaluating and selecting authentic and culturally responsive materials goes beyond ensuring that there are diverse characters in the stories, but instead, evaluation criteria should include examination of: authors' and illustrators' backgrounds/ perspectives and lived experiences, storylines that promote respect and show diverse characters in positive roles, and the representation of languages and lifestyles.

**8. Poster 13: Dia de los Muertos: Fostering Unity and Belonging Through Remembering Our Dead**

Sunday, June 25<sup>th</sup> @ 3:30 pm – 5:00 pm

Overview:

In this poster presentation, Reference Supervisor of Brigham Young University Jennifer H. Schill, MPA, presented on how BYU was a leading participant in a multi-departmental celebration of Día de Muertos (Day of the Dead). The poster highlights the activities, stories, programs, outcomes, and impacts of the multi-day celebration.

Takeaways:

- Poster heading: “Celebrating culture and family history can play an important role in the shaping of belonging and identity.” Libraries can play a central role in facilitating these experiences.
- Libraries can serve as valuable and positive resources for encouraging the exploration of one’s family history and culture.

#### **9. ALA Closing General Session –In Conversation with Amanda Gorman and Christian Robinson**

Tuesday, June 27<sup>th</sup> @ 11:00 am – 12:00 pm

In this closing session, award-winning author Amanda Gorman and author and illustrator Christian Robinson discussed their latest collaboration, the children’s book, *Something, Someday*. They shared insights gleaned from their personal experiences and discussed their creative processes.

#### **10. Exhibits**

Monday, June 26<sup>th</sup>

I used this morning to tour the Exhibit hall and to visit several publisher booths and vendors, including Penguin Random House, Tuttle Publishing, Scholastic, iRead, Library Comic, and many others. I also got to meet children’s book author Christopher Denise and got a signed copy of his picture book, *Knight Owl*, a Caldecott Honor book.

#### **11. Harold Washington Library Center, Chicago Public Library**

Monday, June 26<sup>th</sup>

For the remainder of the day, I had the opportunity to visit and tour the Harold Washington Library Center, the main library of the Chicago Public Library. Comprised of nine floors, the library’s main branch features a mix of classic and modern architecture. I was also able to view a special exhibit devoted to the history and architecture of the library, the Winter Garden, the Children’s department, and walked through each of the nine floors.

**Overview:**

Bev Schwartzberg and Allyson Jeffredo presented this half-day supersession for California Library Literacy Services program coordinators and library directors who are new to CLLS. Coordinators and directors will learn basic and best practices, principles, and expectations for CLLS-funded libraries. The workshop will cover governing laws, the history and context of CLLS, the application and reporting process, the role of community partnerships and networking, and the mission, values, and program essentials for library-based adult literacy programs.

**Takeaways:**

- CLLS provides many opportunities to network, to share ideas, to learn new strategies, and stay professionally engaged.
- The Literacy program is learner-driven. Learners can be eligible for the program even if they are enrolled in pre-credit classes or job training classes.
- The Roles and Goals help deliver the learner-centered instruction. We should track, acknowledge, and **celebrate** our learner's progress.
- Tutor training should generally take 5-10 hours and should include on-going tutor training.
- Use videos to reach out to those who cannot read. Post videos on our youtube channel and possibly on the city's TV channel.

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees  
**FROM:** Jeremy Yamaguchi, IT Consultant  
**THRU:** Jeanette Contreras, Library Director  
**SUBJECT:** **Website Update from IT Consultant.**  
**DATE:** July 31, 2023

**BACKGROUND**

Below are the website and mobile app updates provided by Jeremy Yamaguchi.

**Website Update**

As you may be aware, we have been in the process of designing and implementing a new website to better serve our constituents. However, we have encountered some challenges which have delayed its launch.

Our primary issue arises from the limitations inherent to our chosen vendor platform. The platform, while robust and user-friendly in many aspects, has proven restrictive when it comes to customization. This has somewhat hindered our ability to fully realize our vision for the website and to provide an online experience that is truly reflective of our organization's mission and values.

Our dedicated staff has been working tirelessly to identify and implement solutions that allow us to work around these platform limitations. They've been exploring various alternatives from reconfiguring existing tools to potentially introducing new technologies. However, this process is proving to be more time-consuming than we initially anticipated due to the complexity of the issues we are addressing. Staff will continue to work with Streamline to complete ensure a timely official launch date for the new website.

Despite these challenges, our commitment to launching a website that aligns with our needs and meets the high standards we set remains unwavering. We are confident that the additional time spent now will result in a website that serves us and our constituents well into the future. I will continue to provide updated progress at the next board meeting.

The new site can be previewed at <https://pldca.specialdistrict.org/>

**Mobile App Update**

The progress on our mobile application has been intrinsically linked to the development of the new website. The mobile application draws heavily from the website's architecture and design, necessitating the completion of the website before substantial development could be undertaken on the mobile application. This interdependence has inevitably led to a delay in the mobile application's progress. Further compounding this delay was a series of unforeseen setbacks. We faced difficulties in setting up the library as a developer through the Apple Developer Program, which has been a more lengthy process than we initially expected. Furthermore, navigating the licensing cost negotiations with our connected technology service, SirsiDynix, has also contributed to the delay. These negotiations are crucial to ensure that the app offers optimal functionality while remaining within our budgetary constraints.

Our vendor and team remain fully committed to this project. They have demonstrated exceptional diligence in addressing these issues. While we recognize that this process is taking longer than initially projected, we are confident that our patient and strategic approach will prove beneficial in the long term. The result will be a mobile application that effectively supports our constituents' needs and mirrors the standards and values of our organization.



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT: Board Vacancy Due to President Martin's Resignation**

**DATE:** July 31, 2023

**BACKGROUND**

President Martin has notified the Placentia Library District of her resignation, effective August 2023.

**DISCUSSION**

At the June 30, 2023 Board Meeting, Counsel DeBerry provided options to fill President Martin's seat. The Board is given the option to either make an appointment within a specific time, typically 60 days, or call a special election within that time frame. However, there is no alternative within the statutes governing the District for calling a special election or not filling a vacancy. There is also no specified period in which a vacancy must be filled.

The Library moved to by-district elections last year, but all Trustees currently serve at-large. Three districts are up for election in 2024 and two in 2026.

President Martin will be resigning effective August 2023. Her seat is up for re-election in November of 2026. She resides in District 2, which will be up for election for the first time that year. Secretary Carline also resides in District 2, but her current term ends in 2024.

The Library Board can appoint Secretary Carline to President Martin's office, which would as a matter of law create an automatic vacancy in Secretary Carline's office since one person cannot hold two offices on the Board. Upon such appointment, another person would be appointed to fill Secretary Carline's office.

In the past the process has been that the Library essentially does a recruitment to fill the vacant position and then presents the name of a Trustee recommended person to the Supervisor to fill the vacancy, recognizing that the Supervisor can accept or reject the recommendation. It is then presented to the Board of Supervisors for approval.

Staff is to solicit interest for filling the vacancy from Secretary Carline's seat with an expired term of 2024. Interviews to be conducted in August with a recommendation to be forwarded to the office of Supervisor Doug Chaffee.

**RECOMMENDATIONS**

1. Motion to appoint Secretary Carline to President Martin's seat with an expired term of 2026; and,
2. Roll call vote.

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

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

**SUBJECT: Discuss and Review Reprographic Services Bids**

**DATE:** July 31, 2023

**BACKGROUND**

The Library has worked with Advantage Color Graphics since 2018 for the printing of the library newsletter. In the past, the Library has also worked with Minuteman Press in Placentia, Postal Annex+, and the Placentia Yorba Linda Unified School District Print Shop for its printing needs. The Library produces publicity materials including posters, banners, flyers, brochures, and the newsletter.

Library staff requested quotes from vendors for the printing of the library newsletters. Staff received quotes from Advantage Color Graphics, Minuteman Press, Placentia Yorba Linda Unified School District Print Shop, Postal Annex+, and Shanahan Printing + Graphics, Inc. The staff has worked with all of these vendors in the past, except for Shanahan Printing + Graphics, Inc. However, all of the vendors which provided quotes were responsive to staff questions, professional and submitted quotes in a timely manner. Quotes cost ranges from \$9,331.15-\$43,351.18. None of the quotes include postage, which will be an approximate \$3,800 additional cost. The District must pay postage to the post office in advance of the printer delivering the newsletter to the post office.

Attachment A: Comparison Chart  
Attachment B: Advantage Color Graphics  
Attachment C: Minuteman Press  
Attachment D: Placentia Yorba Linda Unified School District Print Shop  
Attachment E: Postal Annex+  
Attachment F: Shanahan Printing + Graphics, Inc.

Staff recommends Advantage Color Graphics as they have consistently provided exceptional services and are familiar with the District's newsletter project. Their dedication to quality, efficiency, and attention to detail has been evident in every newsletter they have printed on our behalf. Our recommendation is based on:

1. Outstanding Quality – Advantage delivers output of the highest quality. Their attention to detail and commitment to meeting our specifications have been exemplary.

2. State-of-the-Art Equipment – The use of cutting-edge reprographics technology by Advantage ensures that the final products are of superior quality, reflecting our District’s professionalism and image.
3. Prompt Turnaround Time – Their efficient processes and timely delivery have exceeded our expectations, allowing our team to meet deadlines without interruptions.
4. Custom Solutions – Advantage understands our needs and have worked with our team since 2018. Their service includes postage and handling of our newsletters.
5. Exceptional Customer Service – Their team is responsive, accommodating, and works to ensure our satisfaction.
6. Cost Effective – Advantage’s quote is \$100 over the lowest comparable bid of Minuteman Press. Their excellent service, quality of work, and reliability more than justifies for the 1% difference in the bids between them and Minuteman Press.

**RECOMMENDATIONS**

1. Motion to award reprographic service to Advantage Color Graphics; and,
2. Roll call vote.

**Library Newsletter Printing Service  
Comparison Chart**

	Advantage Color Graphics	Minuteman Press	PYLUSD Print Shop	Postal Annex+	Shanahan Printing
12pg text plus 4pg cover-Total 16pg newsletter	X	X	X	X	X
18, 541 copies	X	X	X	X	X
Cover-5/4 cp + FDV/ 4 cp on 80# Opaque Cover	X	X	X	X	X
Saddle Stich and Trim to 8.375 x 10.875	X	X	X	X	X
Bundle Tie in 50's e/EDDM Slips	X	X		X	X
17,541 Delivery to Post Office	X	X		X	X
1,000 Delivery to Placentia Library District	X	X		X	X
<b>Total Cost</b>	<b>\$ 13,095.30</b>	<b>\$ 12,995.00</b>	<b>\$ 9,331.15</b>	<b>\$ 43,351.18</b>	<b>\$ 16,721.36</b>



PRINTING • MAILING • MARKETING

1600 N. Kraemer Blvd.

Anaheim, CA 92806

Phone: (714) 538-3881 · Fax: (714) 632-8534

Yesenia Baltierra

**Placentia Library District**

411 E. Chapman Ave.

Placentia, CA 92870

**Ph:** 714-528-1906 Ext      **Fax:**

**Proposal** 250177.

**Date** June 14, 2023

**Project**

Explore Magazine 2023

Art & List Supplied -

12 pg txt + 4 pg Cvr

Cvr- 5/4, 4 cp + FDV / 4 cp on 80# Opaque Cover

Txt - 4/4, 4 cp / Same on 70# Offset

Saddle Stitch and Trim to 8.375 x 10.875

17,500 = Bundle Tie in 50's w/ EDDM Slips - FOB: Anaheim, CA USPS

SCF entry - Residential only

Balance Carton Pack Conv - FOB: Placentia, CA 92870

Postage NOT INCLUDED

Note: Paper is Based on Current Costing and is Subject to Allocation, Mill Manufacturing Date BUT Paper Availability is NOT GUARANTEED

**Quantity of 18,541**

Services	Quantity	Setup	Rate	per	Price
**Printing - Prt 4 Pg Cover 5/4 KBA	18,541		\$280.38	/m	\$5,198.55
**Printing - Prt 8 Pg Text 4/4 M600	18,541		\$195.83	/m	\$3,630.95
**Printing - Prt 4 Pg Text 4/4 M600	18,541		\$150.80	/m	\$2,796.06
**Printing - Bindery	1		\$1,032.03	/m	\$1,032.03
			1.00		
DP EDDM/Simplified Paperwork	17,541	\$25.00	\$5.00	/m	\$112.71
Deliver to Local Post Office	1		\$225.00	ea	\$225.00
Deliver to Customer	1		\$100.00	ea	\$100.00

**Total Cost for Services** **\$13,095.30**

**Total Estimated Project Cost** **\$13,095.30**

**Quotation SUBJECT to re-quote upon receipt of customer artwork, film or mail piece. Postage MUST be received prior to drop. Actual postage may vary from estimate.**

Due to market conditions the paper prices included in this quotation are based on current prices, and are subject to adjustment and availability at the time the paper stock is shipped from the mill. Any price increase will be reflected with an adjustment to this proposal or on the invoice rendered to you. **Over/under run of 5%** shall constitute an acceptable delivery and be billed accordingly. Print pricing does NOT include sales tax if applicable. Prices based on the information received at the time of the quote and are subject to change upon the receipt of the artwork..

Customer Signature: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Sales Rep.

Title: \_\_\_\_\_ By: \_\_\_\_\_ Authorized Officer

**Scott Ogle**  
*Account ManagerSales Rep*

Accepted :

Placentia Library District ('CLIENT')

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Quotation

7/13/2023

**Bill to:** Placentia Library District  
411 E. Chapman Ave  
Placentia, CA 92870

Phone: 714 528 1906 x200  
Fax: 714 528 8236

**Ship to:** Placentia Library District  
411 E. Chapman Ave  
Placentia, CA 92870

Phone: 714 528 1906 x200  
Fax: 714 528 8236

**We can put your name, graphic or logo on over  
750,000 products to help you promote your business.  
Call for details!**

**18541 News Letter Placentia Library (Job ID 74949)**

**Total: \$12,995.00**

**Component 1 of 2:**

Printing

18,541 Finished Pieces  
Each of 3  
2 sides  
Duplex Top/Top  
11 x 17 • 70# Offset • White  
Side 1 and 2 Ink(s): Full Color

Finishing

Each of 3  
Fold to 8.375x10.875

**Component 2 of 2:**

Printing

18,541 Finished Pieces  
2 sides  
Duplex Top/Top  
11 x 17 • 80# Opaque Cover • White  
Side 1 and 2 Ink(s): Full Color

Finishing

Fold to 8.375x10.875  
2 Staple(s) per Set/Booklet

Miscellaneous

Addressing and Mailing - 17,541 Pieces.

17541 Bundle Tie in 50 EDDM Slips-FOB Anaheim USPS  
SCF entry- Residence Only  
17541 Deliver to Post Office  
Balance Carton pack and Deliver to Placentia Library



Salesperson: Sadiq Hussain

---

Taxes are not included.  
Quote valid for 30 days.  
Thank You, Minuteman Press of Placentia \_\_\_\_\_

7/27/23, 11:28 AM

(9 / 35) Print Shop Pro



**Placentia-Yorba Linda Unified Schl Dist - Print Shop**

**1301 E. Orangethorpe Ave.**

**Placentia, CA 92870**

Ph: 714-985-8495

Fax: 714-985-8761

Bill To: Outside NON PROFIT

July 27, 2023

Requisition No	Contact Name	Order Date	Required Date	Account No
	Yesenia Baltierra	6/20/2023	7/3/2023	Multiple Account Numbers

Job Name	# Sets	# Sheets / Set	# Impressions	Finished Size
Placentia Library Newsletter Quote	18,600	4	148800	8-1/2 x 11

Copier or Press Charges	\$0.00
Stock Charges	\$0.00
Finishing	\$0.00
PYLUSD	\$8,580.37

Subtotal: \$8,580.37

Sales Tax: \$750.78

**Total: \$9,331.15**

Final price may vary



170 E YORBA LINDA BLVD  
PLACENTIA, CA 92870

TEL: 714-524-0188 FAX: 714-524-0488

**CUSTOMER NAME: Yesenia Baltierra**

**ACCOUNT NAME:** Placentia Library District

**ADDRESS:** 411 E Chapman Ave

**CITY/ZIP:** Placentia, CA 92870

**PHONE:** 714-528-1925 ext.201

**SALES CLERK:** Bryan

**Quote DATE:** 06/13/2023

QTY	MFR	STOCK #	DESCRIPTION	PRICE	AMOUNT	IN	OUT
18541			4 page booklet with a 10.5pt cover folded and stapled	\$2.15	\$39,863.15		

**NOTES:**

<b>MERCHANDISE TOTAL:</b>	\$39,863.15
<b>TAX:</b>	\$3,488.03
<b>TOTAL AMOUNT:</b>	<b>\$43,351.18</b>
<b>DEPOSIT:</b>	\$21,675.59
<b>AMOUNT DUE:</b>	<b>\$21,675.59</b>

# SHANAHAN

## PRINTING + GRAPHICS, INC.

PO Box 1327, Torrance, CA 90505  
 P: 310.530.0013 | F:310.530.0014  
 www.shanahanprint.com

Date	Estimate No.
07/20/23	9582

Name/Address
Placentia Library Yesenia Baltierra 411 E. Chapman Ave Placentia, CA 92870

Description	Quantity	Cost	Total
Item: Newsletter Pages: 12 + cover Finished Size: 8.5 x 11" Cover Stock: 80# opaque cover Cover Printing: 4/4 with Varnish Inside Stock: 70# offset text Inside Printing: 4/4 Bindery: Saddle-stitch *Since these are pobably different brands of paper from samples sent to us, we recommend we provide you a blank dummy sample of the book before printing.	18,541	0.85254	15,806.94
Mailing Services: EDDM	17,541	0.04928	864.42
Deliver 1000 copies to Placentia Library District 411 E. Chapman Ave Placentia, CA 92870	1	50.00	50.00
Postage must be paid prior to mailing date Sales Tax		8.75%	0.00
Terms 50% deposit, 50% upon delivery. Prices do not include tax.		Total	\$16,721.36

---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Closure Request for Staff Development Day on November 30, 2023**

**DATE:** July 31, 2023

**BACKGROUND**

There are two Staff Development Days (SDD) held annually which provides staff job-related continuing education opportunities through participation of various in-service training. The last SDD was held on March 9, 2023 to discuss the budget and departmental needs for the 2023-2025 Fiscal Years.

The purpose of the Staff Development Day is to provide our staff with valuable learning opportunities, foster collaboration, and align our collective vision for the future. This day will enable our team to review our services and program, and reinforce best practices to better serve our patrons.

The agenda for the day has not been finalized, though, activities may include team-building exercises, review of strategic plan, and customer service training. Additionally, our team will use this time to prepare the building for the holidays. Convening our team for this day will equip our team with the tools and knowledge needed to continue providing exception service while fostering collaboration among our team members, and ultimately improving our work dynamics.

We kindly request your approval to close on November 30, 2023 for the Staff Development Day.

**RECOMMENDATIONS**

1. Authorize a closure on November 30, 2023 for a Staff Development Day; and,
2. Roll Call Vote.



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT: Joint-Use Committee Updates from President Martin**

**DATE:** July 31, 2023

**BACKGROUND**

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

Attachment A is the minutes from the July 12, 2023 meeting.

MINUTES  
PLACENTIA LIBRARY DISTRICT  
MEETING WITH THE PLACENTIA LIBRARY DISTRICT AND THE CITY OF PLACENTIA  
JULY 12, 2023

**CALL TO ORDER**

**Members Present:** President Jo-Anne Martin, Trustee Scott Nelson, Library Director Jeanette Contreras, City Administrator Damien Arrula, Mayor Ward Smith.

**Members Absent:** Councilmember Rhonda Shader.

**Staff Present:** Deputy City Administrator Luis Estevez, Assistant Library Director Yesenia Baltierra, Executive Assistant Lina Nguyen.

**Guests:** None.

**BACKGROUND**

By its terms, the Joint Use Agreement, or "JPA," expired on May 21<sup>st</sup>, 2012. The District and City have now entered into a new agreement governing the use of the Common Area which was executed by notary on October 29<sup>th</sup>, 2019. The District and the City have continued to meet on a monthly basis to discuss ongoing and upcoming projects pertaining to the Common Area and shared costs.

**BOOKDROP LOCATION**

Director Contreras advised the District is looking to remove the curbside bookdrop from its current location and would like to install a new bookdrop next to where the USPS mailbox is. The District would like the new bookdrop to be installed in the parking space which is to the right of the mailbox. However, City Administrator Arrula and Mayor Smith suggested putting the bookdrop to the left of the mailbox instead since parking is already tight and do not want to lose an entire parking space for the bookdrop. Director Contreras said putting the bookdrop on the curb, to the left of the mailbox would work as long as a ramp is put in to allow District staff to roll the book cart towards the back of the book drop to collect the books. The District would cover the cost of both the ramp and the bookdrop. The District will draw up a diagram of what this would look like and provide it to the City at a late time.

**CITY RESOLUTION TO SUPPORT THE LIBRARY**

Director Contreras is requesting the City Council to consider passing a resolution which shows their support for the District and its staff to continue working to select books which cover a range of different topics for all patrons. The ongoing book bans and persecution of librarians across the county is a concern for libraries such as the District. While there is no movement against the District regarding the selection of books which are available there, Director Contreras is proactively asking if the City Council could show support via a resolution. City Administrator Arrula advised he believes the District would have the full support of the City Council if a movement were to ever be launched against the District. For now, he believes a resolution would bring unwanted attention and could potentially incite a movement against the District. No actions taken.

**LIBRARY CAPITAL IMPROVEMENT PROJECTS**

Director Contreras advised the RFP for the outdoor space, the electric vehicle charging station, and the loading dock has been released. She thanks the City for their assistance in serving on the review committee.

**CITY OF PLACENTIA UPDATE**

Mayor Smith advised the City has many ongoing projects. However, due to rising costs of materials, some project costs have jumped 20% and will now have to be rebid. City Administrator Arrula reported the new public safety building is moving forward. The Emergency Operations Center will move to this new building. The area where they are moving from will be re-envisioned. Though this project will be put



on hold due to the solar project. They have finalized 35% of the design for the new senior center and will be presenting it to the Council to process in order to begin soliciting for donations. He also mentioned they would like to add some type of library in the senior center and the City is hoping to partner with the District for this. The City has secured a check from the County for \$500,000 for 65% of the design. They will be going after federal earmarks though they have to wait until the design is completed first. He also advised they are hitting their all time high in police staffing and fire is fully staffed. Mayor Smith reported he had attended the International Council of Shopping Centers in Las Vegas where many hotels were showing interest in the opportunities here in Placentia. City Administrator Arrula advised the revitalization of the Chapman Corridor is ongoing. There is also a way finding project in the works with 4-5 phases. The traffic signal signs were the first to be approved by Council to get replaced. There will also be signs which extend across the entire street in Old Town, TOD, and the Packing House. Mayor Smith reported the fiber project is also still ongoing. As are their park initiatives. Next on the list is Tuffree and Koch parks.

**PLACENTIA LIBRARY  
DISTRICT UPDATE**

Director Contreras reminded the City of Board President Martin's upcoming reception on Monday, July 17th. Her last meeting on the Board of Trustees is July 31st. During this July Board Meeting, an update on the ongoing website and mobile app development will be presented. The website update ties into AB1637 which, if passed, will require all agencies to change their website to .gov or .ca.gov. Director Contreras also advised the District submitted another ask from Assemblyman Chen for \$300,000 for the FY 24/25 budget due to increasing material costs for the outdoor space. At the June Board Meeting, the District Board approved a balanced budget for FY 23/25.

**ACTION ITEMS**

City Administrator Arrula advised he will work with his executive assistant to figure out a day and time for a field trip out to see a parking lot with an automated system.

**NEXT MEETING**

The next meeting has not been scheduled yet. However, please email Lina Nguyen with any items you would like to add to the agenda.



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** ISDOC Updates from Trustee Nelson

**DATE:** July 31, 2023

**BACKGROUND**

Trustee Nelson will provide a report from ISDOC.



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** Election of Officers  
**DATE:** July 31, 2023

**BACKGROUND**

As a result of President Martin's resignation, the Board will discuss and elect new officers.

The current officers are:

- President: Jo-Anne W. Martin
- Secretary: Gayle Carline

Election Process:

1. Nominations – Board members can self-nominate or nominate other board members.
2. Discussion – Board members can select to discuss the nomination(s) or ask questions.
3. Vote – Board members will vote on nominations.

**RECOMMENDATIONS:**

1. Elect a Board President; and,
2. Roll call vote.
3. Elect a Board Secretary, if applicable; and,
4. Roll call vote.



---

---

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

---

---

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **August Board Meeting**

**DATE:** July 31, 2023

**BACKGROUND**

Currently, library staff does not foresee presenting agenda items for the Library Board of Trustees to consider which would require immediate attention. As a result, it is anticipated that the August meeting would only include non-decision-making reports such as the consent calendar, staff reports, general consent reports, claims, and treasurer's reports.

Library staff recommends cancelling the August 28, 2023 Library Board of Trustees meeting.

**RECOMMENDATION**

Actions to be determined by the Library Board of Trustees.