



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

June 24, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

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

**Mission Statement:**

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

**District Goals:**

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

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

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, June 24, 2024

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 Meeting on May 29, 2024. (Receive & File and Approve)

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

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

11. FY2023-2024 Fund Balance through May 2024; the Schedule of Anticipated Property Tax Revenues for FY2023-2023 as provided by the Orange County Auditor. (Receive & File).

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

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

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

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

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

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

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

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

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

19. Administration Report for May 2024.

20. Circulation Report for May 2024.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, June 24, 2024

**STAFF REPORTS (Items 21 – 24)**

- 21. Children's Services Report for May 2024.
- 22. Adult and Teen Services Report for May 2024.
- 23. Technology and Website Report for May 2024.
- 24. Customer Service Report for May 2024.

**NEW BUSINESS (Items 25-28)**

- 25. Review and Approve Work Internship Agreement Between George Key School & Venture Academy and the Placentia Library District and Authorize the Library Director to Sign the Agreement.
- 26. Roundtable Women's Club Updates from Secretary Dahl.
- 27. LAFCO Updates from Trustee Beverage.
- 28. ISDOC & Legislative Updates from Trustee Nelson.

**AGENDA DEVELOPMENT**


- 29. Agenda Preparation for the July Regular Date Meeting which will be held on July 22, 2024 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 30. The Library Board of Trustees will adjourn the Regular Date June 24, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for June 24, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 19, 2024.

  
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Lina Nguyen, Executive Assistant



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MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
MAY 29, 2024

- CALL TO ORDER** President Carline called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 29, 2024 at 6:30 p.m.
- Members Present:** President Gayle Carline, Secretary Sherri Dahl, Trustee Voiza Arnold, Trustee Stephanie Beverage, Trustee Scott Nelson.
- Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Carlo Maskarino, Business Manager; Lina Nguyen, Executive Assistant.
- Guests:** Laurel Dennis, Library Assistant; Megan Tolman, Librarian.
- ADOPTION OF AGENDA** It was motioned by Trustee Beverage to adopt agenda as presented. It was seconded by Secretary Dahl (Item 3).
- |         |   |
|---------|---|
| AYES:   | Carline, Dahl, Arnold, Beverage, Nelson |
| NOES:   | None                                    |
| ABSENT: | None                                    |
- ORAL COMMUNICATION** Library Director Contreras took this time to introduce Laurel Dennis to the Board. Ms. Dennis is the new Library Assistant for Adult Literacy. Ms. Dennis presented the Board with a thank you card from the tutors and learners (Item 4).
- BOARD PRESIDENT REPORT** President Carline reported she attended the California Special Districts Association's Legislative Days and the Joint Use Meeting.
- TRUSTEE & ORGANIZATIONAL REPORTS** Secretary Dahl reported she attended the Literacy Recognition Event, the Placentia Library Friends Foundation Board Meeting, and the Placentia Round Table Women's Club meeting.
- Trustee Arnold did not have anything to report out on.
- Trustee Beverage reported she attended the Literacy Recognition Event.
- Trustee Nelson reported he attended the ISDOC meeting, Third Grade Visits, the California Special Districts Association's Legislative Days, and the Joint Use Meeting.
- LIBRARY DIRECTOR REPORT** Director Contreras reported staff have finished the first of the two Staff Development Days the District has in one calendar year. The most recent Staff Development Day provided staff on information about artificial intelligence and customer service training. She attended the California Special Districts Association's Legislative Days, the Joint Use Meeting, a meeting with the Public Directors Forum Committee, the SLS Directors meeting, and the ISDOC meeting. She and Business Manager Maskarino met with the Placentia's Director of Development Services, Joe Lambert, in regards to the café space remodel. She also met with Gaeten Wood from the PLFF to talk about board development, recruitment, and retention. She reported she also attended the Literacy



Recognition Event and Congresswoman Steel’s AAPI Recognition Event. Director Contreras also advised the Board there was a revision made to agenda item 20.

**FRIENDS FOUNDATION REPORT**

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) Board Meeting on behalf of President Reuben Skipper. The bookstore made \$1878 for the month of April. Discover Books have still not paid their past due invoices. The yard sale made \$900. They have decided they may not do a yard sale next year due to the amount of work it takes to put on the event and the low amount of revenue that it brings in. They will be holding a member reception on October 25th at 7:00pm. Invitations will be sent out in the coming months. The Taylor Swift programs brought in 1,297 new patrons and 227 raffle tickets were sold. They welcomed a new Treasurer, Vineet Prasad.

**CONSENT CALENDAR**

After a brief discussion regarding agenda items 13, 15 and 24, it was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

AYES: Carline, Dahl, Arnold, Beverage, Nelson

NOES: None

ABSENT: None

**MINUTES FOR APRIL 22, 2024 REGULAR DATE MEETING.**

The minutes for the April 22, 2024 Regular Date Meeting were received, reviewed and filed (Item 9).

AYES: Carline, Dahl, Arnold, Beverage, Nelson

NOES: None

ABSENT: None

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

Check Registers for April 2024 (Item 10)  
Fund 707 Balance Report for April 2024 (Item 11)  
Financial Reports through April 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)  
Balance Sheets for April 2024 (Item 13)  
Acquisitions Report for April 2024 (Item 14)  
Entrepreneurial Activities Report for April 2024 (Item 15)  
Library Impact Fee Report for April 2024 (Item 16)

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**PUBLIC LIBRARY CONFERENCE REPORTS FROM ATTENDEES.**

Director Contreras thanked the Board for approving staff attendance at the Public Library Conference. Megan Tolman reported out on which workshops stuck out to her the most and her main takeaways from each one.

**SELECT A CANDIDATE FOR ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) REGULAR SPECIAL DISTRICT MEMBER.**

Director Contreras reported the Orange County Local Agency Formation Commission is looking to fill a regular special district member seat for the 2024-2028 term. After a brief discussion, the Board decided to go with James Fisler, as he has been very supportive of the District. Trustee Beverage made a motion to support James Fisler as the Board’s candidate for the open LAFCO Regular Special District Member seat election. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**ADOPTION OF RESOLUTION 2024-02: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE 2024-2025 FISCAL YEAR.**

Director Contreras reported this item is to address the annual Gann Limit that must be established each year. Business Manager Maskarino reported with the population increase of Placentia and the percentage of inflation, the Gann Limit has been calculated to be \$6,280,993.54. After a brief discussion, Trustee Beverage made a motion to read Resolution 2024-02: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2024-2025 Fiscal Year. It was seconded by Secretary Dahl. A roll vote was taken:

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

Trustee Beverage made a motion to adopt Resolution 2024-02 by a roll call vote. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**CONFERENCE AUTHORIZATION FOR LIBRARY BOARD OF TRUSTEES AND LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) ANNUAL CONFERENCE IN INDIAN WELLS, CALIFORNIA, SEPTEMBER 9-12, 2024.**

Director Contreras reported she is requesting conference authorization to send Trustees and staff to the CSDA Annual Conference in Indian Wells. Trustees Carline, Nelson and Dahl expressed they would like to attend. Trustee Beverage made a motion to authorize Trustee Nelson, Secretary Dahl, President Carline, and Director Contreras to attend the California Special District Association Annual Conference in Indian Wells, California, September 9-12, 2024. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**CONFERENCE AUTHORIZATION FOR LIBRARY STAFF TO ATTEND THE CALIFORNIA LIBRARY ASSOCIATION ANNUAL CONFERENCE IN PASADENA, CALIFORNIA, OCTOBER 17-19, 2024.**

Director Contreras reported she is requesting conference authorization to send library staff to the California Library Association Annual Conference in Pasadena. Assistant Library Director Baltierra advised there are at least two staff members from each department that are interested in going. Trustee Beverage made a motion to authorize library staff to attend the CLA Conference in Pasadena, October 17-19, 2024 as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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



ABSENT: None

**AUTHORIZE THE DISTRICT TO ENTER INTO A CONTRACT WITH THE IMPERIAL COUNTY OF EDUCATION TO PROVIDE INSTALLATION AND MAINTENANCE OF ADVANCED NETWORK (DATA) SERVICES AS THE STATEWIDE BROADBAND AGGREGATOR FOR THE CALIFORNIA STATE LIBRARY BROADBAND SERVICES PROJECT.**

Library Director Contreras introduced the next agenda item and advised it would be reported out by Assistant Library Director Baltierra. Assistant Library Director Baltierra reminded the Board that the District had entered into a contract with Columbia Telecommunications Corporation (CTC) Technology and Energy as part of the California State Library Broadband Project in 2022. In 2023, staff was informed by the State Library that the contract with CTC had concluded and they had initiated an RFP for a new vendor. In March of this year, the State Library informed the new contract had been awarded to The Imperial County Office of Education (ICOE). As this is a new vendor, a new contract has to be signed. No changes were made to the terms of the existing agreement. Trustee Beverage made a motion to authorize Library Director to sign agreement between the Imperial County Office of Education and the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**REVIEW AND APPROVE THE REQUEST FOR PROPOSAL FOR THE OUTDOOR LEARNING EXPERIENCE AND LOADING DOCK PROJECTS.**

Director Contreras reported the plans for the Outdoor Learning Experience are ready for review by the City. Staff is requesting approval to release the RFP for bid solicitation, inclusive of their input. Director Contreras advised the RFP has been reviewed by legal counsel. The Board asked if there would be a scheduled walkthrough. Director Contreras advised the District will work with prospective bidders’ schedule to do a walkthrough. Trustee Beverage a motion to authorize library staff to post the RFP for bid solicitation. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**REVIEW PROPOSAL(S) FOR THE CAFÉ SPACE REMODEL PROJECT AND SELECT CONTRACTOR TO PROVIDE CONSTRUCTION SERVICES IN THE AMOUNT NOT TO EXCEED \$25,000.**

Director Contreras reported this proposal is for the remodel of the café space into a small business center, where the privacy booth the District received via a grant will be placed. The proposal the District received from Kya Group is part of the California Multiple Award Schedules (CMAS) program. This streamlines the procurement process. As they have all requirements needed, the District will not have to go through RFP process. Per Business Manager Maskarino, he had reached out to other vendors but not much interest was shown due to how small the project is. After a brief discussion, Trustee Beverage made a motion to award project to Kya Group for general contractor services to remodel the café space. It was seconded by Secretary Dahl. A roll call vote was taken:

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

**REVIEW THE E-RATE AGREEMENT AND AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE E-RATE AGREEMENT FOR**

Library Director Contreras introduced the next agenda item and advised it would be reported out by Assistant Library Director Baltierra. Assistant Library Director Baltierra reported she had been working with the E-rate consultant and the District’s IT consultant. Three projects were identified as eligible for the E-rate funding: bookmobile equipment and service, the workroom equipment, and the



**CATEGORY 1 INTERNET ACCESS/TELECOMMUNICATIONS FOR THE PLACENTIA LIBRARY DISTRICT BOOKMOBILE, INTERNET CONNECTIONS-NETWORK INFRASTRUCTURE UPGRADE AND BASIC MAINTENANCE AT THE PLACENTIA LIBRARY DISTRICT PROJECTS THROUGH THE E-RATE PROGRAM, WITH THE DISTRICT’S OBLIGATION AT 40% OF THE TOTAL COST OF EACH PROJECT.**

server room equipment. Ed Technology requested RFPs for each of these projects on behalf of the District. Staff is requesting the Board to authorize the RFPs for each project. After a brief discussion, Trustee Beverage made a motion to authorize Kajeet to provide Cradlepoint Hotspot, Power Backup, Installation, and 5G Service for the Bookmobile in the amount of \$4,278.74. It was seconded by Secretary Dahl. A roll call vote was taken.

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

Trustee Beverage made a motion to authorize Gigakom to provide Expansion of Network Infrastructure with Larger Capacity Switches, Cabling, and Enhanced Power Management in the amount of \$11,754.64 and upgrading Server Room Switches for Enhanced Capacity and Performance in the amount of \$4,541.76. It was seconded by Secretary Dahl. A roll call vote was taken.

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

Trustee Beverage made a motion to authorize the Library Director to Execute the E-Rate Agreement as presented and approve contract change orders up to 10%. It was seconded by Secretary Dahl. A roll call vote was taken.

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

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

President Carline advised the minutes for the May Joint Use Meeting will be on the next Board packet as the meeting had only taken place earlier this day. She reported the main topics from the meeting included updates on the electrical panel, the shuttle for the City’s Celtic Festival, City updates and District updates. She also advised Director Contreras asked the City if they would be willing to manage future Capital Improvement Plans (CIP) for the District. The City reported they are amenable with talking about this further in a different meeting.

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

Secretary Dahl reported out on the Roundtable Women’s Club meeting. She advised the last day of their fiscal year is coming up and their last meeting for the year is June 5th. They will be having their end of the year party called the Festival of Cheese this coming Friday. They do not have meetings in the summer. They are in phase 2 of the scholarship and will be going to award ceremonies at various high schools. Upcoming events were the public can support the group is the soup workshop in August and the Festival of Trees Luncheon in November.

**LAFCO UPDATES FROM TRUSTEE BEVERAGE.**

Trustee Beverage reported LAFCO is working on getting the schedule for MSRs up-to-date. They are mostly working on organizational development, staffing, and catching up with in-person meetings. She has no updates that pertain directly to the District.

**ISDOC & LEGISLATIVE UPDATES FROM TRUSTEE NELSON.**

Trustee Nelson reported the State may be cutting the library lunch programs due to budget restraints. However, at the Joint Use Meeting, the City advised they

would be willing to step in to help if the District if the State cuts that program. He then reported out on items that pertain to the District:

- Initiative 1935 – limits ability of municipalities to go out for bond funding. It allows the State to reclassify taxes. It’s in court right now but may not go any further.
- AB 2729 – a bill that defers/delays developer impact fees. This bill is being fought by CSDA.
- HR7525 – a Federal bill that, if passed, would allow for special districts to be recognized nationally. If it passes, the District would be eligible for Federal monies and not just State monies.

Trustee Nelson wanted to close out his report by speaking on an article from the Sunday Register about special districts. The author wrote about how special districts are ghost governments and should just be absorbed by larger municipalities. He voiced his opposition on that view. Explaining that the special districts’ transparency allows for the public to better understand where money is spent and who they can reach out to if they are facing any issues that are dealt with by that district. His fellow Trustees advised they would like to see him write in a letter to the editor to explain the importance of special districts as there is not a lot of knowledge or understanding of special districts amongst the public.

**AGENDA DEVELOPMENT**

Director Contreras reported that she will not be in attendance for the June Board Meeting. She will be on vacation from June 17th to July 8th. The June Board Meeting will be handled by Assistant Library Director Baltierra.

The next Board Meeting will be on June 24, 2024 at 6:30 p.m.

**ADJOURNMENT**

The Board of Trustees Regular Date Meeting of May 29, 2024 was adjourned at 7:50 p.m.

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

\_\_\_\_\_  
Sherri Dahl, Secretary  
Library Board of Trustees



10:15 A.M.  
06/12/24  
Accrual Basis

**Placentia Library District  
Check Register  
May 2024**

Date	Ref No.	Payee	Memo	Payment	Type
5/7/2024	13676	Woodruff & Smart, APC	For Services Rendered Through 03/31/24	2,422.50	Bill Payment
5/7/2024	13677	Imperial County Office of Education	MRC Q2 October through December 2023 (e-rate grant)	1,696.20	Bill Payment
5/7/2024	13678	Arcelia Janitorial Service	Janitorial Services from 04/01/24-04/30/24	4,400.00	Bill Payment
5/7/2024	13679	New Readers Press	Vouchers for Leamos Digital Learning Tool & 23/24 ESL Materials	825.80	Bill Payment
5/7/2024	13680	Cintas	Janitorial supplies	859.86	Bill Payment
5/7/2024	13681	Placentia-Yorba Linda Unified School Dist	Tutor postcards and Summer Reading Program poster and postcards	343.10	Bill Payment
5/7/2024	13682	Dewey Pest Control	May Service	86.00	Bill Payment
5/7/2024	13683	Republic Services	Recycling Service from 04/01/24-04/30/24		
5/7/2024	13684	Southern California Edison	Pickup Service from 05/01/24-05/31/24	343.48	Bill Payment
5/7/2024	13685	UMPQUA BANK	Service for 04/01/24-04/29/24	2,973.30	Bill Payment
5/7/2024	13686	UMPQUA BANK	CC Transactions from 03/31/24-04/29/24	21,868.09	Bill Payment
5/7/2024	13686	SDRMA	Medical & Ancillary Benefits June 2024	33,466.65	Bill Payment
5/7/2024	13687	Employment Development Dept.	Unemployment Insurance Benefit Charge for period 01/01/24 - 03/31/24	103.00	Bill Payment
5/7/2024	13688	Golden State Water Company	Service from 03/22/24-04/19/24	387.68	Bill Payment
5/7/2024	13689	Envisionware, Inc.	Envisionware Professional Services	1,350.00	Bill Payment
5/7/2024	13690	Pitney Bowes Purchase Power	April 2024 Statement	1,045.85	Bill Payment
5/7/2024	13691	Legacy Integrative Solutions	Service from 04/02/24-05/01/24	864.12	Bill Payment
5/7/2024	13692	Megan Tolman	Reimbursements for meals during PLA Conference	146.46	Bill Payment
5/7/2024	13693	Placentia Library District	For Payroll on 05/22/24	75,000.00	Bill Payment
5/7/2024	13694	SCLLN	2024 Membership Dues for the Southern California Library Literacy Network (SCLLN)	150.00	Bill Payment
5/14/2024	13695	Baker & Taylor	Books	5,604.28	Bill Payment
5/14/2024	13696	Brodart Co.	Spanish collection	1,086.65	Bill Payment
5/14/2024	13697	Playaway Products	Wonderbook	58.88	Bill Payment
5/14/2024	13698	Placentia-Yorba Linda Unified School Dist	Third Grade Visits bus fee for Morse (PO 320)	118.00	Bill Payment
5/14/2024	13699	Kanopy Inc.	548 Video Tickets and KKids Credit	553.00	Bill Payment
5/14/2024	13700	Midwest Tape-Hoopla	Digital Content for April 2024	8,127.26	Bill Payment
5/14/2024	13701	CALNET3	Service from 04/02/24-05/01/24	253.41	Bill Payment
5/14/2024	13702	Public Agency Retirement Services	Contributions for payroll on 05/08/24	2,572.31	Bill Payment
5/14/2024	13703	Cintas	Janitorial supplies	373.24	Bill Payment
5/28/2024	13704	Woodruff & Smart, APC	For services rendered through 04/30/24	745.10	Bill Payment
5/28/2024	13705	Eagle Multi Media Productions	April IT Support Services	8,712.50	Bill Payment
5/28/2024	13706	Caitlyn Sandfer	Mileage reimbursement for April 2024	36.18	Bill Payment
5/28/2024	13707	Cintas	Janitorial supplies	635.20	Bill Payment
5/28/2024	13708	Glasby Maintenance Supply	Janitorial supplies	448.23	Bill Payment
5/28/2024	13709	Margaret Hatanaka	Mileage reimbursement for SLS Children's Committee Meeting at Tustin Public Library	15.54	Bill Payment
5/28/2024	13710	Placentia-Yorba Linda Unified School Dist	Summer Reading Program Poster (PO 250)	43.50	Bill Payment
5/28/2024	13711	SoCalGas	Service from 04/16/24-05/15/24	50.76	Bill Payment
5/28/2024	13712	Emcor Services - Mesa Energy	Replace indoor motor sheave for AC 4 & Replaced motor and pulley for AC 6	3,900.00	Bill Payment



10:15 A.M.  
06/12/24  
Accrual Basis

**Placentia Library District  
Check Register  
May 2024**

5/28/2024	13713	Baker & Taylor	Books	666.77	Bill Payment
		Public Agency Retirement			
5/28/2024	13714	Services	Contributions for payroll on 05/22/24	2,778.10	Bill Payment
			Clean upholstery fabric in service area		
5/28/2024	13715	All Star Chem Dry	Spot treatment in soiled areas	2,500.00	Bill Payment
5/28/2024	13716	Fun Services	Summer Reading Celebration Vendor Balance	1,560.00	Bill Payment
5/28/2024	13717	Kyong A Yee	Face painting	200.00	Bill Payment
5/28/2024	13718	Tiffany Davila	Face painting	200.00	Bill Payment
5/28/2024	13719	Vanessa Mendoza	Face Painting	250.00	Bill Payment
5/28/2024	13720	Placentia Library District	For payroll on 06/05/24	75,000.00	Bill Payment
		Golden State Water Company			
5/28/2024	13721		Service from 04/19/24-05/21/24	670.89	Bill Payment
5/29/2024	13722	CliftonLarsonAllenLLP	Service from 05/01/24-07/31/24	5,407.50	Bill Payment
		Placentia-Yorba Linda Unified	Thank You posters for sponsors at the Summer		
5/29/2024	13723	School Dist	Reading Celebration	19.58	Bill Payment
		Pitney Bowes Purchase			
5/29/2024	13724	Power	May 2024 Statement	1022.99	Bill Payment
5/29/2024	13725	Lina L Nguyen	Mileage reimbursement	138.62	Bill Payment
			<b>TOTAL</b>	<b>\$ 272,080.58</b>	

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

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

**DATE:** June 24, 2024

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

<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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

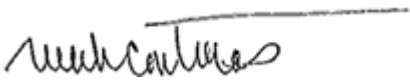
**SUBJECT:** **Financial Reports through May 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

**DATE:** June 24, 2024

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

Cash with Orange County Treasurer Fund 9LX	\$	846,053.98
General Fund Checking – BMO	\$	1,455,403.74
General Fund Savings – BMO	\$	2,462,147.40
<i>(Impact Fees in Savings – Restricted)</i>	\$	860,614.04
Payroll Checking – Wells Fargo Bank	\$	162,064.94
<b>Total Cash and Investments</b>	<b>\$</b>	<b>4,925,670.06</b>

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



Jeanette Contreras  
Library Director



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

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	3,002,718	3,195,112	192,394	106.4%
4020	Property Taxes - Current Unsecured	74,371	79,867	5,496	107.4%
4050	Property Taxes - Curr Supplemental	113,049	80,890	(32,159)	71.6%
4070	Interest on Unapport Tax	651	3,309	2,658	508.3%
4080	Penalties & Costs on Delinq Taxes	22,435	21,582	(853)	96.2%
4090	Taxes Special Dist Augmentation	10,376	4,524	(5,852)	43.6%
* 4180	Other Revenue	0	63,346	63,346	-
4190	State - Homeowners Property Tax Rel	10,816	10,429	(387)	96.4%
	Sub Total	3,234,416	3,459,060	224,644	106.9%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	95,284	86,784	1121.0%
	Sub Total	8,500	95,284	86,784	1121.0%
<b>GRANT REVENUE</b>					
4210	State Grants	279,000	134,581	(144,419)	48.2%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	284,000	134,581	(149,419)	47.4%
<b>MISCELLANEOUS REVENUES</b>					
4410	PLFF Grants	113,000	75,000	(38,000)	66.4%
4310	Fines & Fees	18,136	12,291	(5,845)	67.8%
4320, 4330	Passport/Photos	250,758	209,339	(41,419)	83.5%
4340	Meeting Room Fees	100	1,249	1,149	1248.6%
* 4430	Other: Miscellaneous	0	4,666	4,666	-
	Sub Total	381,994	302,545	(79,449)	79.2%
<b>TOTAL REVENUES YTD FOR FY 23/24:</b>		3,908,910	3,991,469	82,559	102.1%
<b>CASH, INVESTMENTS, &amp; LIBRARY IMPACT FEES</b>					
BEGINNING BALANCE		4,907,607	4,925,670	702,390	
4500	Cash/Investments	859,485	860,614	64,400	
ENDING BALANCE					
YTD ACTUAL					

\* Mathematically unable to divide by zero.



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT  
as of May 31, 2024

92% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
5010, 5020	Salaries & Wages	1,969,183	1,750,574	0.89
5030	Retirement & Post Employment Trust 115	94,007	49,761	0.53
5040	Unemployment Insurance	30,000	6,159	0.21
5050	Health Insurance	214,656	285,666	1.33
5060	Life Insurance	4,989	4,058	0.81
5064	Dental Insurance	16,529	8,447	0.51
5066	AD & D Insurance	7,958	5,245	0.66
5068	Vision Insurance	3,151	2,234	0.71
5070	Workers' Compensation Insurance	32,908	29,972	0.91
5090	Education Assistance Program	0	0	0.00
<b>TOTAL</b>		<b>\$2,373,381</b>	<b>\$2,142,115</b>	<b>0.90</b>
<b>SERVICES &amp; SUPPLIES</b>				
5099	Property & Liability Insurance	69,824	65,379	0.94
5100-5140	Communications, Internet, Cable	78,301	37,863	0.48
5150-5180	Janitorial Supplies & Services	67,334	65,069	0.97
5160	Refuse Disposal	3,272	3,160	0.97
5205	Maintenance Equipment	15,000	15,569	1.04
5200, 5210, 5220-5280	Building Maintenance	130,000	91,719	0.71
5290-5292	Memberships	15,500	10,166	0.66
5300-5350	Office Expenses & Postage	130,000	57,604	0.44
5400-5480	Prof./Specialized Services	200,000	194,287	0.97
5490	Loan Obligation (i-bank)	73,900	73,716	1.00
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	85,000	43,950	0.52
5500	Books/Library Materials	345,620	285,228	0.83
5600	Travel & Meetings/Professional Development	40,000	41,225	1.03
5700	Milage/Parking	650	1,156	1.78
5800	Utilities	80,150	62,370	0.78
5900	Bookmobile - Vehicle	200,000	0	0.00
5901	Bookmobile - Collection	70,000	31	0.00
5902	Bookmobile - Supplies & Materials	15,000	0	0.00
5904	Bookmobile - Other	90,000	50	0.00
6000	Other	800,000	0	0.00
<b>TOTAL</b>		<b>\$2,509,551</b>	<b>\$1,048,542</b>	<b>0.42</b>
<b>OPERATING EXPENSES</b>		<b>\$4,882,932</b>	<b>\$3,190,658</b>	<b>0.65</b>
<b>FIXED ASSETS &amp; TAXES</b>				
1310	Building Improvements	25,000	2,496	0.10
1320	Equipment & Furniture	250,000	52,373	0.21
2500	Capital Lease	0	0	0.00
6100	Taxes and Assessments	11,849	9,210	0.78
<b>TOTAL</b>		<b>\$286,849</b>	<b>\$64,079</b>	<b>0.22</b>
<b>TOTAL BUDGET</b>		<b>\$5,169,781</b>	<b>\$3,254,736</b>	<b>0.63</b>
				<b>\$1,915,045</b>

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Acquisitions Report for May 2024

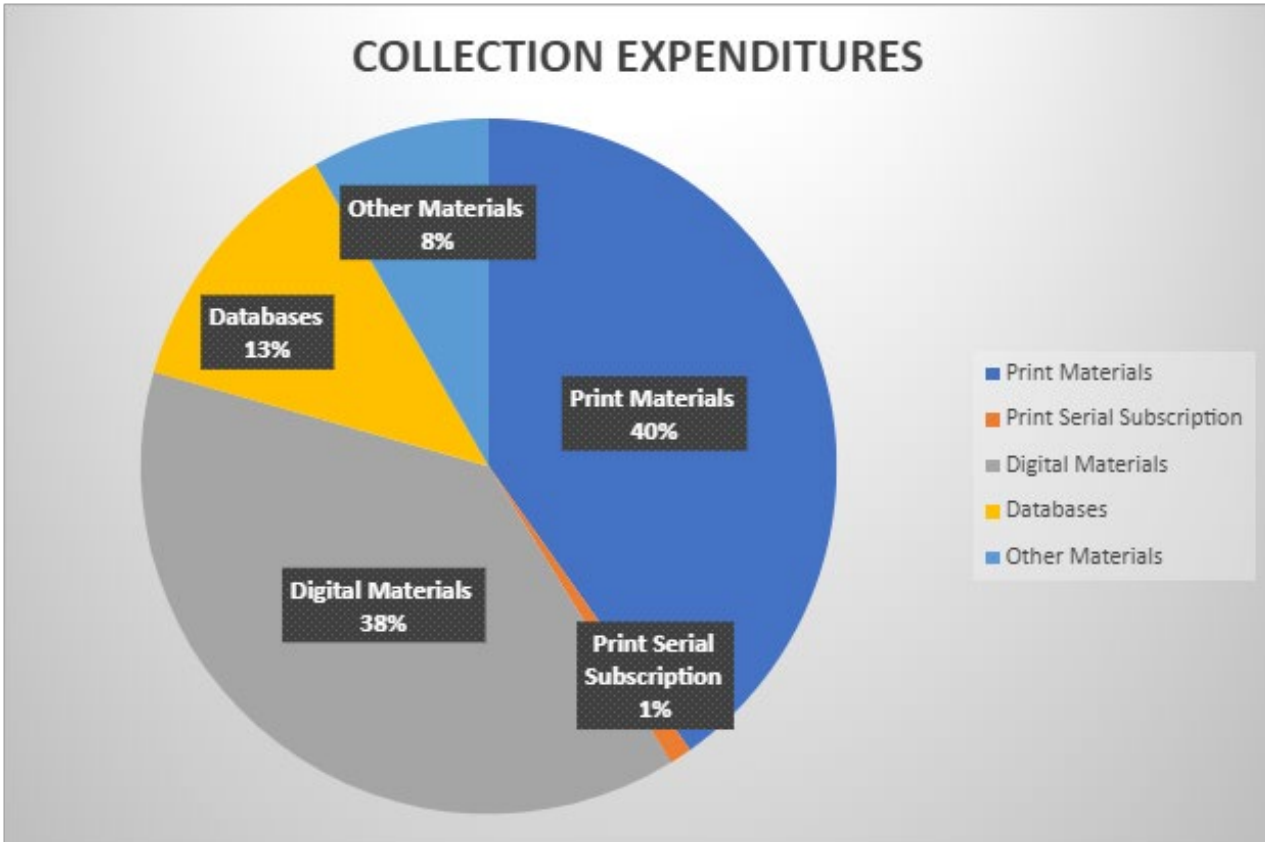
**DATE:** June 24, 2024

**MONTHLY STATISTICS**

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$345,620.00	76%	\$535,000.00	53%

Collection Expenditures	May	May	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% changed
Print Materials	\$7,742	\$43,094	\$114,550	\$147,999	-23%
Print Serial Subscription	\$94	\$0	\$2,950	\$2,992	-1%
<b>Total Print Materials</b>	<b>\$7,836</b>	<b>\$43,094</b>	<b>\$117,500</b>	<b>\$150,991</b>	<b>-22%</b>
Digital Materials	\$9,029	\$17,446	\$108,783	\$139,290	-22%
Databases	\$209	\$0	\$35,176	\$34,967	1%
<b>Total Electronic Content</b>	<b>\$9,238</b>	<b>\$17,446</b>	<b>\$143,959</b>	<b>\$174,257</b>	<b>-17%</b>
Other Materials	\$4,784	\$32,028	\$23,647	\$51,734	-54%
<b>Total Collection Expenditures</b>	<b>\$21,858</b>	<b>\$92,568</b>	<b>\$285,106</b>	<b>\$376,982</b>	<b>-24%</b>

Titles Added	May	May	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% changed
Print Materials	456	1,558	4,889	5,974	-18%
Print Serial Subscription	0	0	2	2	0%
<b>Total Print Materials</b>	<b>456</b>	<b>1,558</b>	<b>4,891</b>	<b>5,976</b>	<b>-18%</b>
Digital Materials	4,108	4,119	53,133	55,144	-4%
Databases	0	0	7	7	0%
<b>Total Electronic Content</b>	<b>4,108</b>	<b>4,119</b>	<b>53,140</b>	<b>55,151</b>	<b>-4%</b>
Other Materials	5	493	217	716	-70%
<b>Total Titles Added</b>	<b>4,569</b>	<b>6,170</b>	<b>58,248</b>	<b>61,843</b>	<b>-6%</b>



All Materials Held	May 2024	April 2024	Month to Month % changed
Total Materials Physical	82,042	80,961	1%
Total Materials Digital	1,850,673	1,804,869	3%
Total All Materials	1,932,715	1,885,830	2%

Children's Physical Materials Held	May 2024	April 2024	Month to Month % change
Children's Fiction	26,109	25,924	1%
Children's Nonfiction	14,844	14,517	2%
Children's Magazine	0	0	N/A
Children's Audiobook	902	904	0%
Children's DVD/Video	1,588	1,551	2%
Children's LOTS	64	63	2%
<b>TOTAL All Children's Physical Material</b>	<b>43,507</b>	<b>42,959</b>	<b>1%</b>

<b>Adult/Teen Physical Materials Held</b>	<b>May</b>	<b>April</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
Adult Fiction	17,495	17,151	<b>2%</b>
Adult Nonfiction	13,426	13,314	<b>1%</b>
Adult Magazine	0	0	<b>N/A</b>
Adult Audiobook	1,311	1,304	<b>1%</b>
Adult DVD/Video	3,036	3,023	<b>0%</b>
Adult LOTs	96	97	<b>-1%</b>
Video Games	399	399	<b>0%</b>
Teen Fiction	2,772	2,714	<b>2%</b>
Vinyl Records	174	174	<b>0%</b>
<b>TOTAL All Adult/Teen Physical Material</b>	<b>38,535</b>	<b>38,002</b>	<b>1%</b>

<b>Digital Material Held</b>	<b>May</b>	<b>April</b>	<b>Month to Month</b>
	<b>2024</b>	<b>2024</b>	<b>% change</b>
eBooks	1,027,249	995,814	3%
Digital Audiobooks	256,129	251,742	2%
Digital Videos	106,533	107,623	-1%
Digital Magazines	4,188	4,166	1%
Digital Music	456,563	445,513	2%
Databases	11	11	0%
<b>TOTAL All Digital Material</b>	<b>1,850,673</b>	<b>1,804,869</b>	<b>3%</b>

<b>Bookmobile Budget</b>	<b>FY 2023-24</b>	<b>Expenditures FY 2023-24</b>	<b>Titles Added FY 2023-24</b>
	<b>\$70,000.00</b>	<b>\$49.85</b>	<b>4</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

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

**DATE:** June 24, 2024

**Net Revenue Summary for May 2024**

			YTD	YTD
	May-24	May-23	2023-2024	2022-2023
Passport	19,110	18,095	150,015	176,581
Passport Photos	7,156	4,800	59,324	48,016
Fines & Fees	289	1,550	12,291	12,836
Meeting Room	0	75	1,249	2,382
<b>TOTAL</b>	<b>\$ 26,555</b>	<b>\$ 24,520</b>	<b>\$ 222,879</b>	<b>\$ 239,814</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Personnel Report for May 2024

**DATE:** June 24, 2024

			YTD	YTD
	May-24	May-23	2023-2024	2022-2023
Separation	1	1	4	4
Retirement	0	0	1	1
Appointments	0	0	13	12
Open Positions	1	0	19	11
Workers' Compensation Leave	0	0	0	0
<b>TOTAL</b>	2	1	37	28

SEPARATION:  
 Librarian I – Adult FT – Elizabeth Tapia

RETIREMENT:  
 None

APPOINTMENTS:  
 None

OPEN POSITIONS:  
 Librarian I – Adult FT

WORKERS COMPENSATION LEAVE:  
 None





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees  
**FROM:** Carlo Maskarino, Business Manager  
**SUBJECT:** City of Placentia - Shared Maintenance Costs through May 2024  
**DATE:** June 24, 2024

**CITY OF PLACENTIA INVOICES**

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24	1/31/2024	321.16	540.80	24.95	0.00	886.91
Feb-24	*	*	*	*	*	*
Mar-24	3/5/2024	11,837.34	0.00	24.43	37.18	11,898.95
Apr-24	*	*	*	*	*	*
May-24	5/16/2024	1,519.81	0.00	24.27	0.00	1,544.08
Jun-24						
	<b>TOTAL</b>	<b>\$16,988.43</b>	<b>\$2,892.64</b>	<b>\$137.12</b>	<b>\$1,071.38</b>	<b>\$21,089.57</b>

\* City Billing Not Received

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



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for May 2024

**DATE:** June 24, 2024

**Meetings:**

- May 1st, PLDF Planning Committee: Library Director
- May 7th, Library Director and Assistant Library Director Meeting
- May 8th, Café Space Remodel Meeting: Library Director and Business Manager met with City of Placentia Building Official Iraj and Director of Development Services Joseph Lambert to discuss requirements to obtain demolition permit for Café Space Remodel project.
- May 9th, Library Director met with PLFF Board Member to discuss board development; Library Director met with President Carline to discuss May board meeting; Library Director and Assistant Library Director attended the Literacy Recognition event.
- May 10th, Library Director received AAPI Recognition from Congresswoman Steel.
- May 13th, Library Director attended the PLFF Board meeting.
- May 14th, Library Director attended the ISDOC Executive Council, Placita, and SLS Executive Council meetings.
- May 16th, Library Director met with presenters in preparation for the staff development day.
- May 21-22nd, Library Director participated in the CSDA Legislative Days events with President Carline and Trustee Nelson.
- May 22nd, Student Success Listening Session: Assistant Library Director attended a session hosted by the California State Library, where the Anaheim Public Library presented their Student Success Card program. The presentation covered the program start dates, including the establishment of agreements and data management, which we had previously discussed with them.
- May 23rd, Staff Development Day.
- May 29th, PLDF Planning Committee, Board, and Joint-Use Committee Meetings: Library Director
- May 24th, Management Special Interest Group: Assistant Library Director attended the meeting, where the discussion topics for the month included staff training budgets, the number of staff development days offered, and training topics.
- May 30th, First Responders' Recognition Breakfast: Business Manager attended annual First Responders' Recognition Breakfast.
- May 30th, Library Impact Fee Meeting: Business Manager attended meeting with City of Placentia Director of Development Services Joseph Lambert to discuss library impact fees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** June 24, 2024

<b>Children's Circulation</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Children's Fiction Physical	8,825	8,560	101,241	105,013	-4%
Children's Fiction Digital	67,464	848	77,630	9,259	738%
<b>Children's Fiction TOTAL</b>	<b>76,289</b>	<b>9,408</b>	<b>178,871</b>	<b>114,272</b>	<b>57%</b>
Children's Nonfiction Physical	2,573	2,364	27,468	24,268	13%
Children's Nonfiction Digital	70,253	109	71,564	1,223	5752%
<b>Children's Non-Fiction TOTAL</b>	<b>72,826</b>	<b>2,473</b>	<b>99,032</b>	<b>25,491</b>	<b>288%</b>
Children's Magazine Physical	0	4	34	162	-79%
Children's Magazine Digital	800	223	7,545	2,483	204%
<b>Children's Magazine TOTAL</b>	<b>800</b>	<b>227</b>	<b>7,579</b>	<b>2,645</b>	<b>187%</b>
Children's Audiobook Physical	700	601	9,545	4,396	117%
Children's Audiobook Digital	24,802	510	31,647	5,224	506%
<b>Children's Audiobook TOTAL</b>	<b>25,502</b>	<b>1,111</b>	<b>41,192</b>	<b>9,620</b>	<b>328%</b>
Children's DVD/Video Physical	208	257	3,728	3,311	13%
Children's DVD/Video Digital	2,060	74	2,800	697	302%
<b>Children's DVD/Video TOTAL</b>	<b>2,268</b>	<b>331</b>	<b>6,528</b>	<b>4,008</b>	<b>63%</b>
Children's LOTS	42	26	405	336	21%
Music Digital	9,187	19	9,377	159	5797%
<b>TOTAL All Children's Physical Content</b>	<b>12,348</b>	<b>11,812</b>	<b>142,421</b>	<b>137,486</b>	<b>4%</b>
<b>TOTAL All Children's Digital Content</b>	<b>174,566</b>	<b>1,783</b>	<b>200,563</b>	<b>19,045</b>	<b>953%</b>
<b>TOTAL All Children's Content</b>	<b>186,914</b>	<b>13,595</b>	<b>342,984</b>	<b>156,531</b>	<b>119%</b>

<b>Adult/Teen Circulation</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Fiction Physical	2,222	2,056	24,686	23,451	5%
Adult Fiction Digital	333,116	2,208	361,378	20,041	1703%
<b>Adult Fiction TOTAL</b>	<b>335,338</b>	<b>4,264</b>	<b>386,064</b>	<b>43,492</b>	<b>788%</b>
Adult Nonfiction Physical	1,466	1,499	16,965	16,767	1%
Adult Nonfiction Digital	330,925	742	339,832	7,860	4224%
<b>Adult Non-Fiction TOTAL</b>	<b>332,391</b>	<b>2,241</b>	<b>356,797</b>	<b>24,627</b>	<b>1349%</b>
Adult Magazine Physical	0	7	132	243	-46%
Adult Magazine Digital	761	237	7,522	2,597	190%
<b>Adult Magazine TOTAL</b>	<b>761</b>	<b>244</b>	<b>7,654</b>	<b>2,840</b>	<b>170%</b>
Adult Audiobook Physical	113	144	1,273	2,060	-38%
Adult Audiobook Digital	221,469	4,126	275,246	35,521	675%
<b>Adult Audiobook TOTAL</b>	<b>221,582</b>	<b>4,270</b>	<b>276,519</b>	<b>37,581</b>	<b>636%</b>
Adult DVD/Video Physical	556	590	6,100	7,256	-16%
Adult DVD/Video Digital	2,127	550	8,456	3,992	112%
<b>Adult DVD/Video TOTAL</b>	<b>2,683</b>	<b>1,140</b>	<b>14,556</b>	<b>11,248</b>	<b>29%</b>
Adult LOTs	102	128	1,062	982	8%
State Parks Pass*	69		566		
Vinyl Records*	180		1,284		
Video Games	317	227	3,735	2,243	67%
Music Digital	447,376	94	448,645	868	51587%
Teen Fiction Physical	248	301	3,506	3,192	10%
Teen Fiction Digital	319	238	3,306	2,466	34%
<b>Teen Fiction Total</b>	<b>567</b>	<b>539</b>	<b>6,812</b>	<b>5,658</b>	<b>20%</b>
<b>TOTAL All Adult/Teen Physical Content</b>	<b>5,273</b>	<b>4,952</b>	<b>57,459</b>	<b>56,194</b>	<b>2%</b>
<b>TOTAL All Adult/Teen Digital Content</b>	<b>1,336,093</b>	<b>8,195</b>	<b>1,444,385</b>	<b>73,345</b>	<b>1869%</b>
<b>TOTAL All Adult/Teen Content</b>	<b>1,341,366</b>	<b>13,147</b>	<b>1,501,844</b>	<b>129,539</b>	<b>1059%</b>

<b>All Circulation</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Total Circulation Physical	17,621	16,764	201,730	193,680	4%
Total Circulation Digital	1,510,659	9,978	1,644,948	92,390	1680%
<b>Total All Circulation</b>	<b>1,528,280</b>	<b>26,742</b>	<b>1,846,678</b>	<b>286,070</b>	<b>546%</b>
Non-English Language Circulation	775	536	9,552	6,770	41%

<b>Online Database Usage</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by Placentia Library District</i>	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
ABC Mouse	337	2,566	14,892	30,953	-52%
Creative Bug	51	0	380	255	49%
Data Axle	0	84	222	614	-64%
Freegal	1,071	1,071	11,443	11,680	-2%
Novelist	17	8	417	943	-56%
BookFlix	55	40	713	121	489%
Scholastic Teachables	189	76	1,308		
<b>TOTAL PLD DATABASE USAGE</b>	<b>1,720</b>	<b>3,982</b>	<b>30,083</b>	<b>44,898</b>	<b>-33%</b>

<b>Online Database Usage</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by California State Library</i>	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Brainfuse VetNow	5	23	120	164	-27%
Brainfuse HelpNow	5	10	149	394	-62%
Britannica	99	27	572	623	-8%
LinkedIn Learning	60	73	1,421	2,141	-34%
ProQuest	2	0	120	62	94%
ProQuest Culture Grams	0	0	61	30	103%
Skillshare	0	2	7	20	-65%
Teaching Books and BookConnections	356	34	3,165	1,014	212%
National Geographic Kids (Gale)	1	4	67	77	-13%
Gale in Context: Environmental Studies	3	0	6	7	-14%
Gale Interactive: Science	30	0	53	67	-21%
Coursera	6	11	114	140	-19%
EBSCO LearningExpress Library	48	0	97	27	259%
GetSetUp	0	21	31	190	-84%
Northstar~	1	0	41	0	
Alexander Street*	0		37		
<b>TOTAL CSL DATABASE USAGE</b>	<b>616</b>	<b>205</b>	<b>6,061</b>	<b>4,956</b>	<b>22%</b>
<b>TOTAL ALL DATABASE USAGE</b>	<b>2,336</b>	<b>4,187</b>	<b>36,144</b>	<b>49,854</b>	<b>-28%</b>

\*New collection for FY 23-24

~Mathematically unable to divide by zero



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** June 24, 2024

<b>Number of Programs by Type</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Storytime	10	6	92	105	-12%
Children's Programs	13	6	91	68	34%
Teen Programs	2	2	25	25	0%
Outreach	4	4	24	21	14%
<b>TOTAL Children/Teen</b>	<b>29</b>	<b>18</b>	<b>232</b>	<b>219</b>	<b>6%</b>

<b>Program Attendance by Type</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Storytime	453	326	4,382	4,811	-9%
Children's Programs	450	372	5,167	4,890	6%
Teen Programs	24	27	302	383	-21%
Outreach	93	73	1,453	1,504	-3%
<b>TOTAL Children/Teen</b>	<b>1,020</b>	<b>798</b>	<b>11,304</b>	<b>11,588</b>	<b>-2%</b>

<b>The Hangar Makerspace</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Hangar Activity Hour Visits	117	35	1,346	853	58%
Hangar Equipment In-House use	11		109		

**ACHIEVEMENTS**

- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on May 3, 17, and 31.
- Daisy Badge planned and conducted Family Storytime on May 11 and 25.
- Daisy Badge served as library presenter during Third Grade Visits on May 2 and 16 and assisted with distributing lunch and overseeing craft activities.

- Mayli Apontti facilitated Read to the Dogs on May 6.
- Mayli Apontti planned and conducted Family Storytime on May 4 and May 18.
- Mayli Apontti planned and conducted Baby Wiggles and Giggles Storytime on May 10 and 24.
- Alex Aguirre co-led the Star Wars Family Storytime with Mayli Apontti on May 4.
- Mayli Apontti facilitated the STEAM: Code Ninjas program on May 9.
- Mayli Apontti served as library presenter for Ruby Elementary's Third Grade Visit on May 7 and served as a tour guide for Melrose Elementary's Third Grade Visit on May 14.
- Joy Ellis served as a tour guide Third Grade Visits on May 7, May 14 and May 16.
- Caitlyn Sandfer planned and coordinated PTAC meetings on May 2 and 16.
- Caitlyn Sandfer planned and coordinated Teen De-Stress Fest on May 16.
- Damean Sanz attended the PYLUSD DELAC meeting and presented information about the Summer Reading program on May 6.
- Damean Sanz planned and conducted Luna Luna Bilingual Storytime on May 8.
- Damean Sanz conducted storytime at his outreach visit to Rio Vista Preschool on May 10.
- Damean Sanz served as a presenter for Melrose Elementary's Third Grade Visit on May 14.
- Damean Sanz conducted storytime at his outreach visit to Ruby Drive Preschool on May 17.
- Alex Aguirre planned and conducted Luna Luna Bilingual Storytime on May 1, May 15, May 22, and May 29.
- Alex Aguirre led Morning Meet Ups on May 3 and May 10.
- Joy Ellis assisted Alex Aguirre with Morning Meet Ups on May 17 and May 24.
- Alex Aguirre assisted Lori Worden with the Sewing 101 class held in the Hangar on May 25.
- Lori Worden led the first of a series of four Sewing 101 workshops in the Hangar on May 25.

### **MEETINGS**

- May 9, Margaret Hatanaka and Michelle Meades attended the City/Library meeting where they verified Fire Department conducting a library storytime on October 12 and confirmed PTAC fundraising by selling snacks at the City's upcoming Movies in the Park in July and August.
- May 2, Daisy Badge attended the virtual Lunch at the Library Community of Practice session where a presentation on Culturally Relevant Evaluation Webinars and reporting guidelines were presented.
- May 9, Margaret Hatanaka attended the Kiwanis meeting where Kiwanis confirmed the number of members participating in the June 15 Summer Reading Celebration and trailer set up.

- May 13, Margaret Hatanaka attended the Children's SLS meeting at Tustin Public Library where next year's OC Summer Performer's Showcase assignments, successful Spring programs and upcoming Summer programs were discussed.
- May 15, Caitlyn Sandfer attended the Teen SLS Meeting at the Orange Public Library. Topics included past spring programs, upcoming plans for summer programs, and new ideas for teen volunteer opportunities.

**PROFESSIONAL DEVELOPMENT**

- On May 17 and 24, Alex Aguirre trained Joy Ellis on Morning Meet Ups programming. Joy Ellis will lead the program beginning on May 31.
- May 23, Children's Services staff attended the all-day Staff Development Day.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** June 24, 2024

**MONTHLY STATISTICS**

<b>Number of Programs by Type</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Programs	11	11	28	59	-53%
History Room	0	3	4	11	-64%
Literacy	35	23	390	194	101%
General Interest	1	0	20	8	150%
Self-Directed	1	0	10	10	0%
<b>TOTAL Adult</b>	<b>49</b>	<b>38</b>	<b>455</b>	<b>296</b>	<b>54%</b>

<b>Program Attendance by Type</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Programs	385	92	700	380	84%
History Room	0	215	233	463	-50%
Literacy	301	212	2,576	1,580	63%
General Interest	20	0	5,772	736	684%
Self-Directed	10	21	1,105	1,325	-17%
<b>TOTAL Adult</b>	<b>746</b>	<b>1,313</b>	<b>10,964</b>	<b>9,277</b>	<b>18%</b>

<b>History Room Activity</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
History Room Visitors	0	6	87	87	0%
Memory Lab Appointments*	12				

\*New service as of FY23/24

<b>Volunteer Hours</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
History Room	0	0	0	91	-100%
PLFF	237.25	217	2,853	2,762	3%
General Library	126	189.25	2,223	2,543	-13%
Adult Literacy	264.25	261.75	2,527	2,282	11%
PTAC	16.25	32.25	435	607	-28%
<b>Total Volunteer Hours</b>	<b>643.75</b>	<b>700.25</b>	<b>8038.96</b>	<b>8285</b>	<b>-3%</b>
<b>FTE Equivalent</b>	<b>3.71</b>	<b>4.04</b>	<b>46.38</b>	<b>47.80</b>	<b>-3%</b>

<b>Literacy</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Adult Literacy Students	35	44	-20%
Adult ESL Students	45	11	309%
Adult Literacy Tutors	39	45	-13%
Adult ESL Tutors	38	8	375%

**ACHIEVEMENTS**

- Sally Federman coordinated Literacy Reads – Beginner Book Club on May 1, 8, 15, 22.
- Sally Federman facilitated Literacy Reads – Int. Book Club on May 7, 14, 21, 28.
- Esther Canedo coordinated Read, Write, Speak Club on May 3, 17, 31.
- Sally Federman coordinated the Citizenship Class on May 2.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on May 7, 14, 21, 28.
- Laurel Dennis facilitated ESL Conversation class at the Library on May 7, 14, 21, 28.
- Esther Canedo coordinated ESL Conversation Thursday afternoon class at the Whitten Center on May 2.
- Esther Canedo coordinated ESL Conversation Thursday morning class at the Whitten Center on May 2, 9, 16, 23, 30.
- Laurel Dennis coordinated ESL Conversation Thursday morning class at the Library on May 2, 9, 16, 30.
- Sally Federman facilitated the Casual Conversation group on May 2.
- Ruchika Sharda facilitated a Financial Literacy Class on May 29.
- Sally Federman, Esther Canedo, Laurel Dennis, and Ruchika Sharda facilitated the annual Recognition Evening on May 9.
- Esther Canedo facilitated a Learner Discussion at the Whitten Center on May 1.
- Elizabeth Tapia coordinated 12 Memory Lab appointments.
- Elizabeth Tapia, Michelle Meades, and Yesenia Baltierra completed and submitted the LTSA Inspiration Grant Final Narrative, activity, content, and financial project reports for the Third Grade Civic Center Tours.



- Elizabeth Tapia coordinated and led 3 Third Grade Civic Center Tours on May 2, 14, and 16.
- Michelle Meades led 1 Third Grade Civic Center Tour on May 7.
- Tim Balen coordinated Virtual Meditation on May 1, 8 and 15.
- Tim Balen coordinated Yoga at the Library on May 4, 11, 18 and 25.
- Tim Balen coordinated the Asian Pacific American Heritage Month Reading Challenge in May.
- Tim Balen coordinated technical setup for the Summer Reading Program on Beanstack in May.
- Tim Balen collaborated with Children's Services and Teen Services to create publicity materials for the Summer Reading Program for Children, Teens and Adults in May.
- Tim Balen coordinated library lobby displays for Parks Passes, Library of Things, databases, and the Asia Pacific American Heritage Month Reading Challenge.
- Tim Balen provided publicity, marketing and website updates including Constant Contact email newsletters, social media posts, website requests and usability updates, and others.
- Tim Balen onboarded two summer library interns in May.
- All Adult Services and Literacy Staff attended SDD on May 23.
- Michelle Meades attended the First Responder Breakfast on May 30.

### **MEETINGS**

- On May 1, Michelle Meades attended the Placentia Rotary Club meeting and spoke to TC Cakiraga about the donation letter Yesenia Baltierra sent in April, requesting funds for Summer Reading Celebration.
- On May 1, Michelle Meades attended the Zoom meeting for instructions on the final report for the LSTA 3<sup>rd</sup> grade visit grant, conducted by the California State Library.
- On May 28, Esther Canedo attended an ESL Working Group Meeting. Allyson Jeffredo facilitated the meeting. Focus was on sharing of programs, resources available on google drive, successes, and various assessments used by library.
- On May 9, Michelle Meades attended the Library/City meeting where we discussed programs that would impact parking in the Civic Center and focused on the Summer Reading Celebration in regard to the Celtic Festival the weekend of June 15.
- On May 1<sup>st</sup> Sally Federman attended the Placentia Round Table Women's Club meeting to promote the Literacy program.
- On My 28 Sally Federman met with Allyson Jeffredo to discuss how to track and report learners who are participating in Leamos, two possible digital literacy groups: a drop-in and small group - would they qualify under the grant; and how to count learners who are volunteering in the program.

**PROFESSIONAL DEVELOPMENT**

- On May 22, Tim Balen provided Public Services staff with training and instructions for the Summer Reading Program on Beanstack. This presentation included tutorials on how to sign up readers for Beanstack and redeem their prizes, as well as shared about how to promote the reading program and key dates and information. Instructions were then sent to all staff on May 24.
- On May 22, Megan Tolman trained Tim Balen and Michelle Meades on ZIP Book processing. Information about processing, ordering and technical services were discussed.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** June 24, 2024

**MONTHLY STATISTICS**

<b>Computer and Wi-Fi Usage</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Children Computer Usage	321	238	3,262	2,884	13%
Children AWE Learning Usage	398		3,804		
Teen Computer Usage	57	133	1,306	1,330	-2%
Adult Computer Usage	1,050	999	11,709	11,560	1%
<b>Total Computer Usage</b>	<b>1,826</b>	<b>1,370</b>	<b>20,081</b>	<b>15,774</b>	<b>27%</b>
Wi-Fi Usage	1,367	1,575	15,544	17,013	-9%
Guest Passes	118	69	1,101	716	54%
Total Print Jobs	1,239	822	8,823	8,679	2%
Total Pages Printed	3,072	2,926	29,175	27,112	8%

<b>Website Traffic</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Website visits	17,648	15,154	160,067	157,823	1%
Page Hits	32,457	24,882	262,924	267,275	-2%
Users	12,477	9,821	104,957	99,711	5%
Pages/Session	1.84	1.64			
Avg. Session Duration	00:00:37	00:01:46			
% New Sessions	100	80			
Placentia Library Online Catalog Usage	3,167	4,495	43,224	49,898	-13%

<b>App Usage</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
App Downloads	56		352		
App Launches	1,011		3,622		
Searches	9,799		43,424		
Requests Placed	120		535		
Renewals Done	257		871		
Patron Updates	33		61		
<b>App Catalog Usage</b>	<b>9,952</b>		<b>38,460</b>		

**Technology Updates**

**Completed Projects:**

- Update/ Repair teen’s computer networking
- Website SOP’s and staff tutorials
- AI/ Automation staff presentation- (SDD)
- Horizon system upgrade (minor version)
- Update SIP2 connections
- Faronics server migration

**Ongoing Projects:**

- E-Rate project implementation
- Online library card auto-processing
- Website Updates/ Maintenance
- Self-Check Machine replacements/ refresh
- Information Desk PC upgrades
- SirsiDynix contract extension/renewal
- Bookmobile Technology Equipment

**Upcoming Projects:**

- ILS RFP research
- Payment Terminal/ Cash register upgrades
- Workstation Windows 11 upgrades
- Office 2019/2016 End of life
- Meeting documents automation
- New inhouse and children's catalog pages
- Library Public Education Channel 31 on Spectrum Cable

**System Updates:**

- Attended PLFF Board Meeting and membership committee meeting to review technology needs.
- Presented ideas for PLFF membership database management, communications tools, online portals for membership level tracking, and update security protocols.

Provided presentation at staff development day on the use of automation in library systems following special guest speaker who spoke about AI in libraries. Tied automation and AI into real-world applications already being used by our library, other libraries, and future technologies. Concluded with presentation of Chat-bot beta test for staff to use before going live on the website.

Maintenance updates for website, new website, mobile app, staff ipads, servers, user endpoints, and payment processing systems.

The IT consultant met with numerous third-party vendors to conduct research and provide input and consultation for special projects. These projects included ILS RFP, self-checkout machine upgrades, facility security, cash register/ e-commerce service providers, Cyber Security vendors, and others.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

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

**DATE:** June 24, 2024

<b>Attendance</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Number of Days Open	29	28	321	319	1%
Number of Hours Open	263	266	2,925	2,903	1%
Attendance	19,040	17,336	188,068	187,555	0%

<b>Card Holders</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Active Borrowers	4,606	4,591	55,492	55,276	0%
Child Card Holders	15,607	14,568	166,087	141,525	7%
Teen Card Holders	4,675	4,548	50,827	44,863	3%
Adult Card Holders	48,284	44,900	468,027	436,219	8%
<b>Total Card Holders</b>	<b>68,566</b>	<b>64,016</b>	<b>684,941</b>	<b>622,607</b>	<b>7%</b>
New Patron Registration	421	411	4,004	3,914	2%
New Virtual Library Cards	122	62	1,049	862	22%

<b>Information Desk Activity</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Reference Questions -- in person	1,898	1,764	21,361	18,612	15%
Reference Questions -- telephone	481	571	5,322	6,146	-13%
Reference Questions -- email/chat	18	7	112	123	-9%
<b>Total Reference Questions</b>	<b>2,397</b>	<b>2,342</b>	<b>26,795</b>	<b>24,881</b>	<b>8%</b>
Assistance in Spanish	56	76	739	683	8%
Assistance with Passports	571	442	4,619	3,517	31%
Curbside Usage	14	11	117	146	-20%
Study Room Usage	211	129	2,158	1,708	26%

<b>Passport Activity</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2024</b>	<b>2023</b>	<b>2023-24</b>	<b>2022-23</b>	<b>% change</b>
Passports Processed	547	511	4,276	5,089	-16%
Consultations Only	46	32	328	378	-13%
Unfilled Appointments Sat-Sun*	35	50	143	209	-32%
No Show Appointments Sat-Sun*	35	77	212	353	-40%
Total Photos walk in/application*	400	22	1,019	180	466%

\* New Statistic for FY 2023-24

**ACTIVITIES**

- Angie processed 460 new books.
- Yomara mailed 46 billing notices.
- Yomara completed 57 School visit library cards.
- Yomara completed 48 school visit computer user cards
- Meeting room was used by 2 library partners: Boys and Girls Club and PLFF
- Meeting room was used by 1 outside renter: Broadmoor HOA
- Meeting Room was used 31 times for library related activities/programs.
- Staff filled 420 requests from the pull list.
- Staff pulled 124 expired holds from the request shelf.

**PROFESSIONAL DEVELOPMENT**

- None

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Board of Trustees  
**FROM:** Yesenia Baltierra, Assistant Library Director  
**SUBJECT:** **Review and Approve Work Internship Agreement Between George Key School & Venture Academy and the Placentia Library District and Authorize the Library Director to Sign Agreement**  
**DATE:** June 24, 2024

### **BACKGROUND**

On March 27, 2024, the Assistant Library Director, Yesenia Baltierra, participated in the "Principal for a Day" event at George Key and Venture Academy. George Key and Venture Academy is a Special Education School serving students from Kindergarten to Adult Transition with various special needs, with a student body of about 129. The school is equipped with various medical equipment, technology, and specialized staff to ensure students can experience school to their fullest potential.

This event provided an excellent opportunity to engage with both students and faculty, discussing the array of library services and resources available to them. Additionally, we explored a potential partnership between the Placentia Library District and Venture Academy, where the library could serve as a worksite for Venture Academy students.

Following this discussion, the library staff met to evaluate the feasibility of this partnership. After thorough consideration, the staff proposed the following plan:

#### Proposed Schedule:

- Weekly sessions, one hour each

#### Proposed Student Tasks:

- Cleaning and maintaining books
- Organizing board books
- Cleaning toys in the Crossroad Corner and Meet Up areas
- Sanitizing selected bookshelves

We are enthusiastic about the possibility of this collaboration and the benefits it could provide to the students of Venture Academy, while allowing us to fulfill our mission to inspire, open minds, innovate, and connect our community.

Attachment A: Student Work Internship Agreement

### **RECOMMENDATION**

Authorize Library Director to sign agreement between the Placentia Yorba Linda School District and the Placentia Library District.



PLACENTIA.YORBA LINDA UNIFIED SCHOOL DISTRICT  
STUDENT WORK INTERNSHIP AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_, 20\_\_, by and between \_\_\_\_\_ and the Placentia-Yorba Unified School District, hereinafter referred to as the "Worksite", and the "District" respectively.

WHEREAS, the District is in need of community/business unpaid on-the-job work experiences known as "student work internships" and the "Worksite" is able to provide the students with these job experiences; and WHEREAS, such job placements are needed on a limited basis;

NOW, THEREFORE, the parties hereto agree as follows:

SERVICES TO BE PROVIDED BY WORKSITE:

Worksite will provide an unpaid on-the-job work experience described as follows:

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The Worksite agrees to provide this on-the-job work experience (s) at no cost to the District.

The Worksite will commence providing the unpaid on-the-job work experience under this AGREEMENT on, \_\_\_\_\_, 20\_\_, and complete providing such experience by \_\_\_\_\_, 20\_\_ for the duration of up to 3 hours, 4 day(s) per week.

The DISTRICT will prepare and furnish to the Worksite upon request such information as is reasonably necessary to the performance of this AGREEMENT. The District and Worksite may at any time terminate this AGREEMENT. Written notice by the District or Worksite shall be sufficient. The DISTRICT will provide Worker's Compensation during the training of the designated participant(s). However, the training worksite shares responsibility for safe working conditions and proper supervision. The training worksite further agrees to comply with the U.S. Department of Labor Fair Labor Standards Act, and the State and Federal Child Labor Laws. The worksite will not discriminate against any student, employee or adult engaged in the work because of race, color, ancestry, sex, national origin, handicapping condition, or religious creed, and therefore the worksite agrees to comply will all applicable Federal and California last, including but not limited to Government Code Section 12940, et. seq. District agrees to indemnify and hold the Worksite harmless from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which the Worksite may become subject in connection with District's negligence. The Worksite agrees to indemnify and hold District harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which District may become subject in connection with the Worksite's negligence. Each party agrees to waive all rights of subrogation against the other party.

This AGREEMENT is not assignable without written consent of the parties hereto. Worksite shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

WORKSITE:

DISTRICT:

\_\_\_\_\_  
Company Name

Placentia-Yorba Linda Unified School District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title (Printed)

\_\_\_\_\_  
Name & Title (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Roundtable Women's Club Updates from Secretary Dahl

**DATE:** June 24, 2024

**BACKGROUND**

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





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **LAFCO Updates from Trustee Beverage**

**DATE:** June 24, 2024

**BACKGROUND**

Trustee Beverage will provide an update on LAFCO activities.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** ISDOC Updates from Trustee Nelson

**DATE:** June 24, 2024

**BACKGROUND**

Trustee Nelson will report out on ISDOC updates.



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