



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

November 21, 2022

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President
2. Roll Call Recorder
3. Adoption of Agenda

Placentia Library District Board of Trustees Regular Date Meeting Agenda, November 21, 2022

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

Presentation: Library Director
Recommendation: Adopt by Motion

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 – 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 Regular Date Meeting on October 17, 2022. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

11. FY2021-2022 Fund Balance through October 2022; 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 October 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)

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

14. Acquisitions Report for October 2022. (Receive & File)

15. Entrepreneurial Activities Report and October 2022. (Receive & File)

16. Library Impact Fee Report for October 2022. (Receive & File)

Placentia Library District Board of Trustees Regular Date Meeting Agenda, November 21, 2022

GENERAL CONSENT REPORTS (Items 17 – 20)

- 17. Personnel Report for October 2022. (Receive, File, and Ratify Appointments)
- 18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
- 19. Administration Report for October 2022.
- 20. Circulation Report for October 2022.

STAFF REPORTS (Items 21 – 24)

- 21. Children's Services Report for October 2022.
- 22. Adult and Teen Services Report for October 2022.
- 23. Technology and Website Report for October 2022.
- 24. Customer Service Report for October 2022.

NEW BUSINESS (Items 25-33)

- 25. Public Hearing: Third Hearing on District-Based Elections.
- 26. Closed Session Report out by President Martin.
- 27. Internet Librarian Conference Report from IT Consultant.

AGENDA DEVELOPMENT

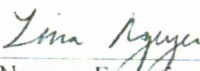
- 28. Agenda Preparation for the December Regular Date Meeting which will be held on December 19, 2022 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 29. The Library Board of Trustees will adjourn the Regular Date November 21, 2022 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for November 21, 2022 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on November 16, 2022.


Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 October 17, 2022

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on October 17, 2022 at 6:36 p.m.

Members Present: President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson (left at 7:15 p.m.).

Members Absent: None.

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

Counsel Present: None.

Guests: Ariana O'Brien, Yorba Linda resident; Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant.

ADOPTION OF AGENDA

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

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

ORAL COMMUNICATION

Yorba Linda resident, Ariana O'Brien, commented on the LOTs collection offered at the District. She expressed she was thankful for the different selections available in the collection. She works for the school district and works with special needs children and has been able to build a connection between the special needs children with the general education children via the items she borrows from the LOTs collection. The Board thanked her for her time and comments. They suggested if she has any items she wishes to be added to the collection, to let staff know. She advised the Board she recently suggested new items to Director Contreras. President Martin suggested Ms. O'Brien might be interested in providing input for the outdoor space project (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended the Blue Ribbon Committee Meeting, a meeting with the architectural firm, the City Council Meeting, the Joint Use Meeting, the ironworker's tour, the Heritage Festival and Parade, the State of the City, the check presentation by Assemblyman Chen's office and the Financial Partners Credit Union meeting. She also volunteered at Charity's Closet.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Carline reported she attended the State of the City and the check presentation by Assemblyman Chen's office. She was unable to attend the LAFCO meeting but was able to read over the agenda. The meeting minutes have not been posted at this time. She reported they presented the first MSR. When she is able to get more information, she will forward it to staff so they may get an idea of what the District should expect.

Trustee Dahl attended the Heritage Parade, the State of the City, the check presentation by Assemblyman Chen's office, the Joint Use Meeting, the Personnel

Committee meeting, Secretary Carline’s book launch, the Orange County Council of Governments meeting, the PLFF meeting, and the Placentia Round Table meeting. She also volunteered 14 hours at the Placentia Round Table Soup Workshop.

Trustee Beverage attended the State of the City, Secretary Carline’s book launch, the Citizen’s Academy, and the check presentation by Assemblyman Chen’s office.

Trustee Nelson attended the check presentation by Assemblyman Chen’s office.

LIBRARY DIRECTOR REPORT

Library Director Contreras reported she spoke with the general manager of the Orange County Cemetery District regarding the MSR process. She also attended the ironworker’s tour, a meeting with Public Library Directors, the Boys and Girls Club board meeting, and a luncheon meeting with the general managers for special districts. She also reported she has been attending classes by Parent Institution for Quality Education through her daughter’s school. She recommends having the institution come to the District to provide similar training or a workshop for patrons as a free library program. She also visited the new PYLUSD Superintendent, Dr. Michael Matthews, with Assistant Library Director Baltierra. They spoke about the student access card, providing students with access to library materials, including print and electronic. Parents can opt out if they wish. She was also able to connect with legislative staff from Senator Josh Newman’s office regarding her advocacy work to protect libraries and librarians.

Library Director Contreras took this time to introduce Robert Housley to the Board. The Board had previously authorized staff to enter into an agreement with Mr. Housley for professional finance and accounting services, as well as training. Mr. Housley told the Board he had started his public service with libraries and has worked with both the Buena Park and Altadena public libraries. He is grateful to have the opportunity to help the District’s administration team with projects and anything else they may need. The Board thanked Mr. Housley for taking the time to introduce himself and for the help he has been providing staff with.

FRIENDS FOUNDATION REPORT

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President Marian Kalman. The group is small right now and President Kalman is doing her best while working full time. They just voted in a new member and have two others who are waiting to be voted in. They have a solid bookstore team as well as a bookstore manager, Melissa. They currently do not have the manpower for the labor which fundraisers would require. They are looking into hosting another event much like the author’s luncheon. Their next two-day book sale is in December. They are working on getting their website updated. The Board suggested some fundraising ideas which will not require much labor. Trustee Dahl will relay these suggestions to the PLFF Board.

CONSENT CALENDAR

The Board discussed questions in regards to Agenda Item 23, 24 and 15 with staff. It was then 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, Nelson, Dahl
- NOES: None
- ABSENT: None

MINUTES FOR AUGUST 29, 2022 SPECIAL DATE MEETING AND SEPTEMBER 19, 2022 REGULAR DATE MEETING.	<p>The minutes for the August 29, 2022 Special Date Meeting and the September 19, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).</p> <p>AYES: Martin, Carline, Beverage, Nelson, Dahl NOES: None ABSENT: None</p>
CASH FLOW ANALYSIS AND TREASURER’S REPORTS	<p>Check Registers for September 2022 (Item 10) Fund 707 Balance Report for September 2022 (Item 11) Financial Reports through September 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)</p>
GENERAL CONSENT REPORTS	<p>Balance Sheets for September 2022 (Item 13) Acquisitions Report for September 2022 (Item 14) Service Revenue Report for September 2022 (Item 15) Library Impact Fee Report for September 2022 (Item 16) Personnel Report for September 2022 (Item 17) Circulation Report for September 2022 (Item 18) Review of Shared Maintenance Costs with the City of Placentia (Item 19)</p>
STAFF REPORTS	<p>Administration Report for September 2022 (Item 20) Children’s Services Report September 2022 (Item 21) Adult Services Report for September 2022 (Item 22) Placentia Library Website Technology Report for September 2022 (Item 23)</p>
PUBLIC HEARING: THIRD HEARING ON DISTRICT-BASED ELECTIONS.	<p>Counsel DeBerry reported tonight’s meeting is the third public hearing and the first of which a map can be presented to the Board and sequencing can be discussed. The proposed map mirrors the map chosen by the City of Placentia. President Martin opened the Public Hearing. As no residents requested to make any comments, the hearing was closed. After a brief discussion, Trustee Beverage made a motion to hold the fourth hearing on November 21, 2022. It was seconded by Trustee Dahl. Trustee Dahl then made a motion to direct staff to move forward with the City map and the proposed sequencing presented. It was seconded by Secretary Carline. A roll call vote was taken for both motions:</p> <p>AYES: Martin, Carline, Beverage, Dahl NOES: None ABSENT: Nelson</p>
ADOPTION OF RESOLUTION 2022-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129).	<p>Director Contreras reported this resolution is part of the award packet which will need to be sent to the California State Library in order to move forward with the Building Forward Matching Grant. The Board had previously authorized staff to accept the grant. Trustee Beverage made a motion to adopt Resolution 2022-07: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Authorizing the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129). It was seconded by Trustee Dahl. A roll call vote was taken:</p> <p>AYES: Martin, Carline, Beverage, Dahl NOES: None ABSENT: Nelson</p>

AUTHORIZATION FOR STAFF TO PROCEED WITH BID FROM PHOENIX MOTORCARS TO BUILD A CUSTOMIZED ELECTRIC BOOKMOBILE IN THE AMOUNT NOT TO EXCEED \$250,000.

Director Contreras reported the Request for Bids for an electric bookmobile closed on September 13, 2022 and the District received two offers. She thanked Assistant Library Director Baltierra for working with the two vendors. She also noted the bid does not include a full vehicle wrap. The cost for the wrap will be separate from this agenda item but will still be covered by the grant. The cost will be around \$7,000 to \$10,000. Unless the quote for the vehicle wrap exceeds \$10,000, staff may move forward with purchasing the wrap without presenting it to the Board first. Director Contreras requested the Board to authorize staff to proceed with the bid from Phoenix Motorcars. After a brief discussion and questions from the Board were answered by staff, Trustee Beverage made a motion to authorize staff to proceed with the bid from Phoenix Motorcars to build a customized electric bookmobile in the amount not to exceed \$250,000. It was seconded by Secretary Carline. A roll call vote was taken:

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

AUTHORIZATION FOR EARLY CLOSURE DECEMBER 1, 2022 DUE TO THE TREE LIGHTING EVENT.

Director Contreras reminded the Board of the City’s upcoming Holiday Tree Lighting Ceremony on December 1, 2022, which will take place in the Civic Center plaza. President Martin advised the City early closure of the District will be considered to open up parking spaces for attendees for their event. Director Contreras reported the District is not expecting much traffic on the day of the Lighting Ceremony and can accommodate an early closure for this event. After a discussion, Trustee Beverage made a motion to authorize the District to close at 5pm on December 1, 2022 due to the Holiday Tree Lighting Ceremony. It was seconded by Trustee Dahl. A roll call vote was taken:

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

AUTHORIZATION OF AMENDED SALARY SCHEDULE, 2022-2023, AS PRESENTED.

Director Contreras reported the amended salary schedule is being presented to the Board once again due to a few discrepancies which were discovered by Business Manager Maldonado and Mr. Housley. The amended salary schedule reflects the upcoming minimum wage increase and the correct salary information of all staff. After a discussion, Trustee Beverage made a motion to authorize the amended Salary Schedule 2022-2023 as presented. It was seconded by Trustee Dahl. A roll call vote was taken:

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

AUTHORIZATION TO FORM A COMMITTEE FOR THE OUTDOOR LEARNING EXPERIENCE (OLE) SPACE.

Director Contreras reported a \$400,000 check was received from Assemblyman Phillip Chen’s office. \$100,000 of this will go towards a charging station for the bookmobile. The rest will be used for an Outdoor Learning Experience (OLE) space at the District. Director Contreras is requesting the Board to authorize the establishment of an OLE Advisory Committee to make recommendations to the Board on different development options. Trustee Dahl stated she would like to be a part of the committee. Director Contreras suggested Arianna O’Brien would be a good fit for this committee. President Martin recommended reaching out to Theresa Kintz to be another member of the OLE committee. Trustee Beverage made a motion for authorization to form an Advisory Committee for the Outdoor

Learning Experience (OLE) space with the members which have been identified. It was seconded by Secretary Carline. A roll call vote was taken:

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

JOINT-USE COMMITTEE REPORT FROM PRESIDENT MARTIN.

President Martin and Trustee Dahl reported out on the September 15, 2022 Joint-Use Committee meeting, which included a discussion regarding the Guardian Health Covid-19 testing unit, parking issues, and the Christmas Tree Lighting Ceremony. The next Joint-Use Committee meeting is scheduled for Thursday, November 3, 2022.

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

President Martin reported the committee was asked to attend the City Council meeting where the initial \$600,000 payment for 35% of the architectural design was going to be presented. There were concerns with funding for the rest of the project. There is no overall funding strategy to fund the remaining amount of the community center. The committee had a meeting with the architectural firm, G4, the day after the City Council meeting and went over the different phases of the project. President Martin also reported the City had experienced some pushback from Orange County over the MOU for the land where the community center will be built. Orange County wanted to fence off the area around the community center for security. However, the Committee stated they wanted the space to be open and Orange County conceded. The project is steadily moving forward after no progress over the last few months.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE AND REPORT ON AB 1711 AND AB 2449 FROM DISTRICT COUNSEL.

Secretary Carline reported the 2022 legislative session has ended as of September 30, 2022 and AB 2449 was signed by the Governor and SB 1449 was vetoed by the Governor. Counsel DeBerry took over to further explain AB 2449. Counsel DeBerry explained this was a third teleconferencing option and he believes it will not get used often. The Board had already voted to require Trustees to attend meetings in-person in order to contribute as a regular voting member. Counsel DeBerry also briefly went over SB 1439, which is a campaign contribution limit which only applies if you're a member of another board.

AGENDA DEVELOPMENT

Secretary Carline and Trustee Dahl requested to hold a closed session before the next Board Meeting.

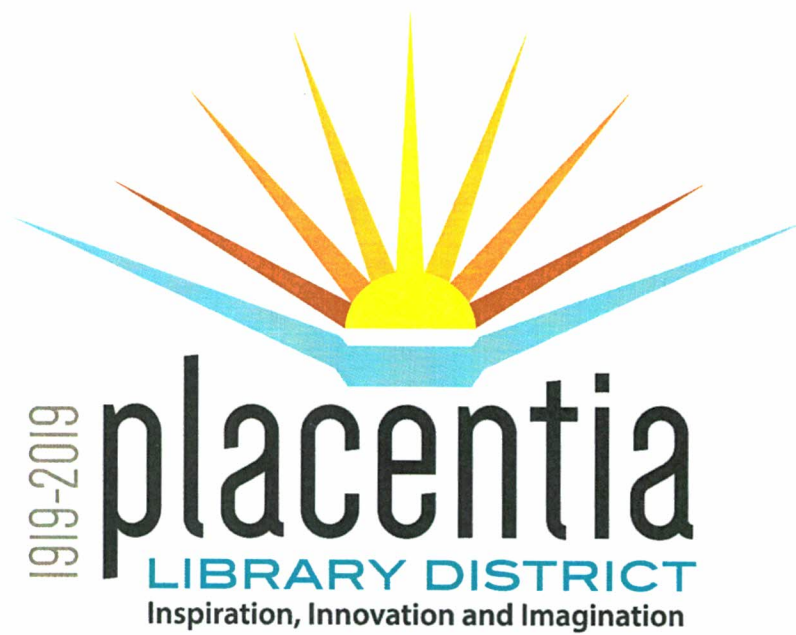
The next Board Meeting will be on November 21, 2022 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of October 17, 2022 was adjourned at 08:19 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees



3:05 P.M.
11/9/22
Accrual Basis

**Placentia Library District
Check Register
October 2022**

Date	Ref No.	Payee	Memo	Payment	Type
10/07/2022	12576	Mayli Apontti	Mileage Reimbursement	5.25	Bill Payment
10/07/2022	12578	OverDrive	Audio Books	8,152.58	Bill Payment
10/07/2022	12579	Woodruff, Spradlin & Smart	Legal Services Rendered through 8/31/22	2,601.00	Bill Payment
10/07/2022	12580	Amazon- Zip Books CA State Grant	Zip-books	753.09	Bill Payment
10/07/2022	12581	Charter Communications	Cable 9/12-10/22/22	74.18	Bill Payment
10/07/2022	12582	Baker & Taylor	Books	16,072.15	Bill Payment
10/07/2022	12583	Dick's Lock & Safe	New Padlocks & Keys	175.34	Bill Payment
10/07/2022	12584	Arcelia Janitorial Service	Sept. 2022	3,633.00	Bill Payment
10/07/2022	12585	Republic Services	Oct. - Dec. 22	90.45	Bill Payment
10/07/2022	12586	Cintas	Cleaning Supplies 9/23 & 9/30/22	471.87	Bill Payment
10/07/2022	12587	Golden State Water Company	8/12-9/22/22	1,171.43	Bill Payment
10/07/2022	12588	Pirates for Parties	Monster Mash	600.00	Bill Payment
10/07/2022	12589	KnowBe4	Security Awareness Training	883.83	Bill Payment
10/07/2022	12590	Robert Housley	Sept. 2022	495.00	Bill Payment
10/07/2022	12591	Mariposa Landscapes, Inc.	Replacement of worn and broken valves & sprinklers.	4,270.17	Bill Payment
10/07/2022	12592	Southern California Edison	Sept. 2022	8,378.51	Bill Payment
10/07/2022	12593	Brodart Co.	Bilingual Books	125.39	Bill Payment
10/07/2022	12594	County of Orange Treasurer	22/23 Property Tax	8,799.40	Bill Payment
10/07/2022	12595	Midwest Tape	Audio Books	1,411.27	Bill Payment
10/07/2022	12596	Placentia Library District	Payroll on 10/12/22	65,000.00	Bill Payment
10/07/2022	12597	Rotary Club of Placentia	Rotary Meeting Re: Todd Spitzer	40.00	Bill Payment
10/07/2022	12598	Sherri Dahl	CSDA Reimbursement	126.25	Bill Payment
10/07/2022	12599	SoCalGas	8/18-9/19/22	56.65	Bill Payment
10/07/2022	12600	Able Card, LLC	Library Cards	4,294.27	Bill Payment
10/07/2022	12601	Eagle Multi Media Productions	IT Service Aug.22	6,803.33	Bill Payment
10/07/2022	12602	Eagle Multi Media Productions	IT Service Sept 22	5,996.25	Bill Payment
10/14/2022	12604	SDRMA	Workers Comp Reconciliation Invoice FY 21/22	1,592.69	Bill Payment
10/17/2022	12603	State of CA - Department of Justice	Fingerprinting	32.00	Bill Payment
10/17/2022	12605	SDRMA	Medical Nov 22	23,362.93	Bill Payment
10/17/2022	12606	Republic Services	Refuse Disposal Sept 22	169.68	Bill Payment
10/17/2022	12607	Dewey Pest Control	Oct. 22	101.00	Bill Payment
10/17/2022	12608	CALNET3	Phone Sept.22	200.70	Bill Payment
10/17/2022	12609	City of Placentia	Shared Service: Grounds	2,240.14	Bill Payment
10/17/2022	12610	Cintas	Cleaning Supplies 10/17 & 10/24/22	317.02	Bill Payment
10/17/2022	12611	Literacyworks	Grant Match for Americorps Staff	7,000.00	Bill Payment
10/17/2022	12612	MD Medical Clinics	Pre-Employment Physical	722.00	Bill Payment
10/17/2022	12613	Megan Tolman	Video Reimbursement	21.35	Bill Payment
10/17/2022	12614	Amazon- Zip Books CA State Grant	Zip-books	972.33	Bill Payment
10/17/2022	12615	4imprint Inc.	Polo Shirt Re-Order	401.79	Bill Payment
10/17/2022	12616	Venessa Faber	ABOS Conference	384.34	Bill Payment
10/17/2022	12617	Estella A Wnek	Mileage Reimbursement	41.20	Bill Payment
10/17/2022	12618	Placentia Library District	Payroll on 10/26/22	65,000.00	Bill Payment

3:05 P.M.
11/9/22
Accrual Basis

**Placentia Library District
Check Register
October 2022**

10/17/2022	12619	UMPQUA BANK	Sep. 2022	14,712.39	Bill Payment
10/27/2022	12620	Brea Trophy and Engraving	Stale Check Re-issue	16.49	Bill Payment
				<u>257,768.71</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: November 21, 2022

Fiscal Year 2022-2023	
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	
12/31/2022	
1/31/2023	
2/28/2023	
3/31/2023	
4/30/2023	
5/31/2023	
6/30/2023	

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: November 21, 2022

Summary of Cash and Investments as of October 31, 2022

Cash with Orange County Treasurer Fund 9LX	\$	803,277.00
General Fund Checking – Bank of the West	\$	242,260.85
General Fund Savings – Bank of the West	\$	1,527,367.48
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>644,217.62</i>
Payroll Checking – Wells Fargo Bank	\$	16,250.34
Total Cash and Investments	\$	2,589,155.67

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 October 31, 2022

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	26,153	(2,837,608)	0.9%
4020	Property Taxes - Current Unsecured	95,849	39,095	(56,754)	40.8%
4050	Property Taxes - Curr Supplemental	53,482	33,095	(20,387)	61.9%
* 4070	Interest on Unapport Tax	0	0	0	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
4190	State - Homeowners Property Tax Relief	13,415	0	(13,415)	0.0%
	Sub Total	3,058,409	120,125	(2,938,284)	3.9%
INTEREST REVENUE					
4600	Interest	8,500	836	(7,664)	9.8%
	Sub Total	8,500	836	(7,664)	9.8%
GRANT REVENUE					
4210, 4421	State Grants	330,254	2,500	(327,754)	0.8%
4220, 4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	3,500	(336,754)	1.0%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	0	(35,000)	0.0%
4310	Fines & Fees	20,000	4,639	(15,361)	23.2%
4320, 4330	Passport/Photos	266,875	80,753	(186,122)	30.3%
4340	Meeting Room Fees	100	120	20	120.0%
4350	Test Proctor	2,400	770	(1,630)	32.1%
4430	Other: Miscellaneous	0	5	5	-
	Sub Total	324,375	86,287	(238,088)	26.6%
TOTAL REVENUES YTD FOR FY 22 23:		3,723,038	210,747	(3,520,791)	5.7%
4440	Cash/Investments	3,778,908		(3,778,908)	0.0%
4500	Impact Fees - Restricted Funds	623,224	20,027	(603,197)	3.2%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
October 31, 2022

33.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	567,381	0.22	\$2,015,951
5030	Retirement & Post Employment Trust 115	79,100	30,629	0.39	\$48,471
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	98,744	0.31	\$219,514
5060	Life Insurance	9,740	1,434	0.15	\$8,306
5064	Dental Insurance	16,845	4,419	0.26	\$12,426
5066	AD & D Insurance	7,600	2,132	0.28	\$5,468
5068	Vision Insurance	3,334	874	0.26	\$2,460
5070	Workers' Compensation Insurance	34,353	10,455	0.30	\$23,898
5090	Education Assistance Program	5,000	0	0.00	\$5,000
TOTAL		\$3,060,562	\$716,088	0.23	\$2,344,474
SERVICES & SUPPLIES:					
5099	Property & Liability Insurance	45,000	19,104	0.42	\$25,896
5100	Communications	55,000	4,354	0.08	\$50,646
5150, 5170, 5180	Janitorial Supplies & Services	50,000	20,077	0.40	\$29,923
5160	Refuse Disposal	5,200	563	0.11	\$4,637
5205	Maintenance Equipment	15,000	4,365	0.29	\$10,635
5210-5280	Building Maintenance	165,000	44,751	0.27	\$120,249
5290	Memberships	25,000	4,470	0.18	\$20,530
5300-5350	Office Expenses & Postage	136,198	20,522	0.15	\$115,676
5400-5480	Prof./Specialized Services	307,305	51,677	0.17	\$255,628
5490	Loan Obligation (i-bank)	73,844	56,832	0.77	\$17,012
5495, 5910, 5920	Programs	55,000	19,894	0.36	\$35,106
5500	Books/Library Materials	535,000	76,031	0.14	\$458,969
5600	Travel & Meetings/Professional Development	65,000	9,856	0.15	\$55,144
5700	Mileage/Parking	1,000	291	0.29	\$709
5800	Utilities	28,500	4,261	0.15	\$24,239
5900	Bookmobile - Vehicle	240,000	0	0.00	\$240,000
5901	Bookmobile - Collection	35,000	0	0.00	\$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	\$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	\$70,000
5904	Bookmobile - Other	2,500	0	0.00	\$2,500
5295, 6000	Other	10,000	1,304	0.13	\$8,696
TOTAL		\$1,926,047	\$338,351	0.18	\$1,587,696
FIXED ASSETS & TAXES		\$4,986,609	\$1,054,438	0.21	\$3,932,171
OPERATING EXPENSES					
1310	Building Improvements	\$292,000	24,554	0.08	\$267,446
1320	Equipment & Furniture	\$50,000	20,143	0.40	\$29,857
6100	Taxes and Assessments	\$17,500	8799.4	0.50	\$8,701
TOTAL		\$359,500	\$53,496	0.15	\$306,004
TOTAL BUDGET		\$5,346,109	\$1,107,935	0.21	\$4,238,174

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for October 2022

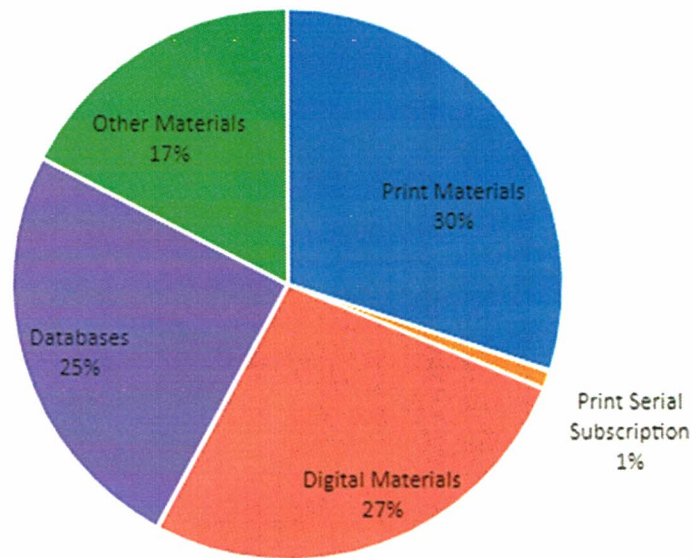
DATE: November 21, 2022

MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$535,000.00	31%	\$314,000.00	31%

Collection Expenditures	October 2022	October 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$25,597	\$9,142	\$49,471	\$34,370	44%
Print Serial Subscription	\$882	\$1,222	\$1,764	\$1,349	31%
Total Print Materials	\$26,479	\$10,364	\$51,235	\$35,719	43%
Digital Materials	\$20,483	\$4,333	\$43,776	\$22,307	96%
Databases	\$20,301	\$0	\$40,603	\$30,819	32%
Total Electronic Content	\$40,784	\$4,333	\$84,379	\$53,126	59%
Other Materials	\$10,101	\$4,352	\$28,515	\$6,933	311%
Total Collection Expenditures	\$77,364	\$19,049	\$164,129	\$95,778	71%

COLLECTION EXPENDITURES



■ Print Materials ■ Print Serial Subscription ■ Digital Materials ■ Databases ■ Other Materials

Titles Added	October 2022	October 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	382	684	1,139	1,569	-27%
Print Serial Subscription	-	2	1	2	-50%
Total Print Materials	382	686	1,140	1,571	-27%
Digital Materials	2,817	248	15,475	7,168	116%
Databases	-	-	6	11	-45%
Total Electronic Content	2,817	248	15,481	7,179	116%
Other Materials	28	118	100	191	-48%
Total Titles Added	3,227	1,052	16,721	8,941	87%

All Materials Held	October 2022	September 2022	Month to Month % changed
Total Materials Physical	80,252	79,511	1%
Total Materials Digital	1,421,102	1,402,361	1%
Total All Materials	1,501,354	1,481,872	1%

Children's Physical Materials Held	October	September	Month to Month
	2022	2022	% change
Children's Fiction	24,441	24,356	0%
Children's Nonfiction	13,664	13,632	0%
Children's Magazine	155	147	5%
Children's Audiobook	629	630	0%
Children's DVD/Video	1,795	1,793	0%
Children's LOTs	53	53	0%
TOTAL All Children's Physical Material	40,737	40,611	0%

Adult/Teen Physical Materials Held	October	September	Month to Month
	2022	2022	% change
Adult Fiction	16,765	16,490	2%
Adult Nonfiction	13,639	13,355	2%
Adult Magazine	88	79	11%
Adult Audiobook	1,234	1,224	1%
Adult DVD/Video	3,992	3,979	0%
Adult LOTs	113	113	0%
Video Games	350	347	1%
Teen Fiction	3,334	3,313	1%
TOTAL All Adult/Teen Physical Material	39,515	38,900	2%

Digital Material Held	October	September	Month to Month
	2022	2022	% change
eBooks	792,311	772,502	3%
Digital Audiobooks	188,796	196,370	-4%
Digital Videos	92,946	92,166	1%
Digital Magazines	4,440	4,383	1%
Digital Music	342,592	336,923	2%
Databases	17	17	0%
TOTAL All Digital Material	1,421,102	1,402,361	1%



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

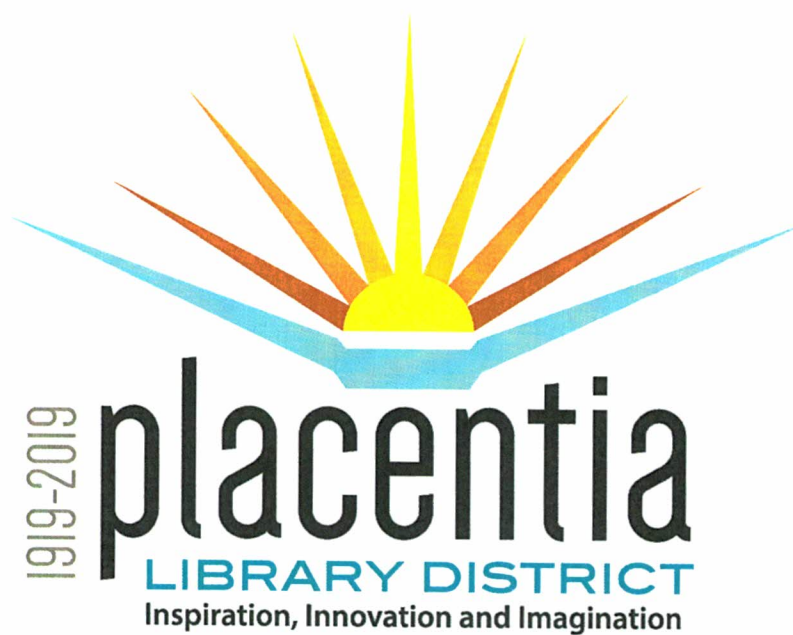
FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for October 2022

DATE: November 21, 2022

Net Revenue Summary for October 2022

			YTD	YTD
	Oct-22	Oct-21	2022-2023	2021-2022
Passport	14,805	13,335	63,245	75,621
Passport Photos	4,248	3,312	17,508	16,830
Test Proctor	170	100	770	700
Fines & Fees	1,218	1,871	4,639	7,171
Meeting Room	0	0	120	0
TOTAL	\$ 20,441	\$ 18,618	\$ 86,282	\$ 100,322



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

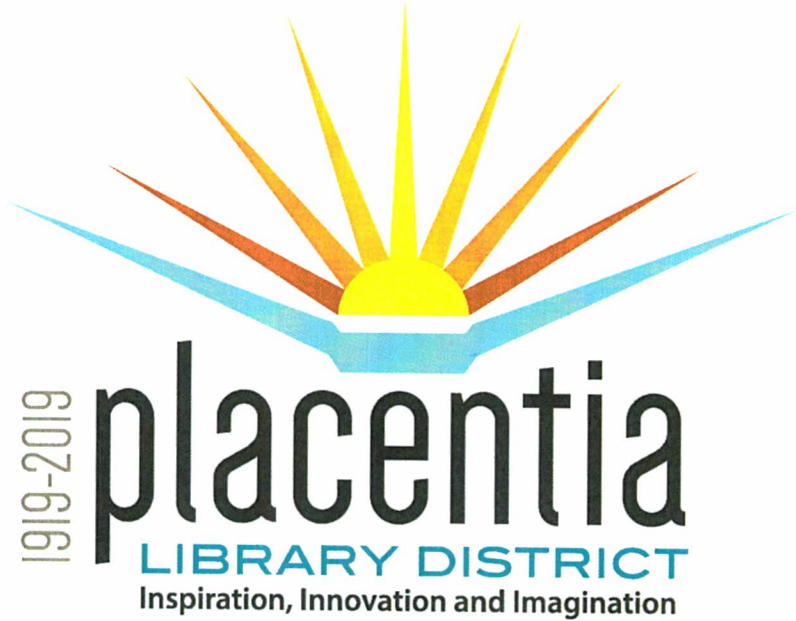
SUBJECT: Library Impact Fee Report – October 31, 2022

DATE: November 21, 2022

Total Monthly Fees Collected			YTD	YTD
	Oct-22	Oct-21	2022-2023	2021-2022
	\$2,898.00	\$0.00	\$20,027.48	\$14,079.68

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2	Ernesto Ramos	2 Single Fam.Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3	Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4	Whitestone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
5	Whitestone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
6	George Arechiga	1 SFD Addition	248 Wilson Ave.	1,065	\$ 979.80	9/15/2022
7	Ted Romios	1 SFD Addition	2401 Rose Dr.	1,678	\$ 1,543.76	9/21/2022
8	Melanie Mallers	New 1 Story ADU	427 Windflower Circle.	748	\$ 688.16	10/4/2022
9	Rocco Enterprises	Single Fam. Residence	1663 Oak St.	1,220	\$ 1,122.40	10/13/2022
10	Eric Chang	New 3-Bedroom ADU	949 Cobb Ave. Unit B	1,182	\$ 1,087.44	10/19/2022
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
2022/2023 YTD Total					\$ 20,027.48	
Ending Balance as of 6/30/22					\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).					\$ 644,217.62	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Personnel Report for October 2022

DATE: November 21, 2022

			YTD	YTD
	Oct-22	Oct-21	2022-2023	2021-2022
Separation	0	1	1	2
Retirement	0	0	1	1
Appointments	1	4	4	5
*Open Positions	2	2	8	7
Workers' Compensation Leave	0	0	0	0
TOTAL	3	7	14	15

* On-going

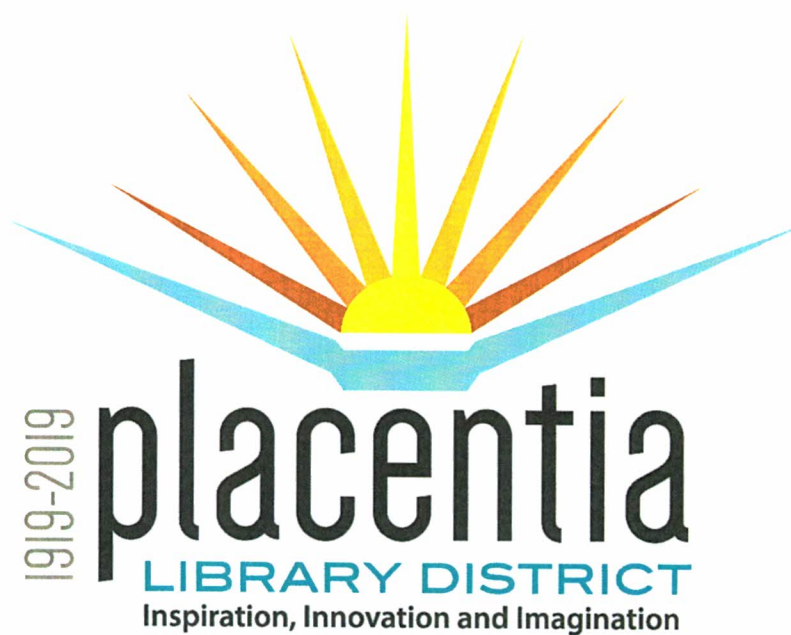
SEPARATION:
None

RETIREMENT:
None

APPOINTMENTS:
Joyce Leton, On-Call Library Clerk/Passport Agent – Support Services

OPEN POSITIONS:
Library Assistant Bilingual On-Call, Public Services
Library Assistant On-Call, Public Services

WORKERS COMPENSATION LEAVE:
None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

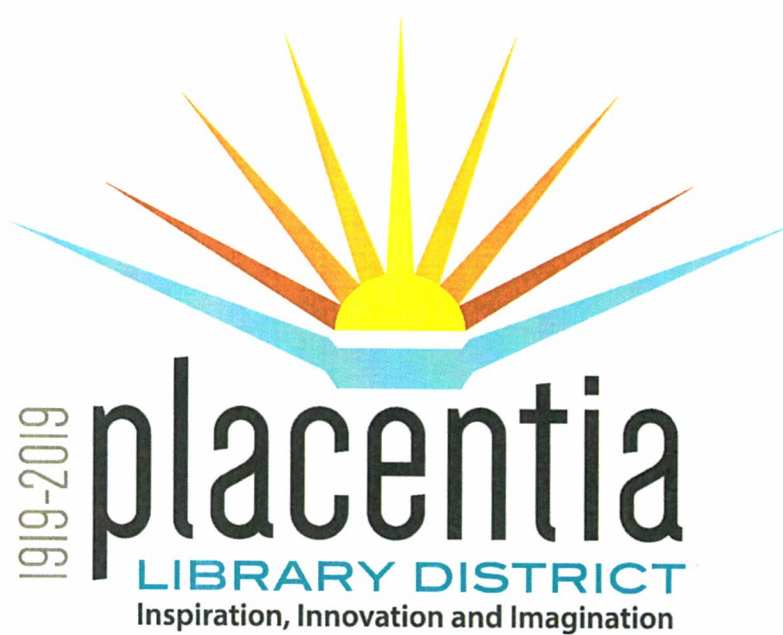
TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through October 2022
DATE: NOVEMBER 21, 2022

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2022-2023	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	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							0.00
Dec-22							0.00
Jan-23							0.00
Feb-23							0.00
Mar-23							0.00
Apr-23							0.00
May-23							0.00
Jun-23							0.00
TOTAL		\$0.00	\$4,965.18	\$823.68	\$30.53	\$0.00	\$5,819.39

* City Billing Not Received

PERIOD COVERED FY 2021-2022	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21	8/25/2021	0.00	1,655.06	0.00	9.73	0.00	1,664.79
Sep-21	*	*	*	*	*	*	0.00
Oct-21	10/12/2021	0.00	3,310.12	499.20	9.68	0.00	3,819.00
Nov-21	11/8/2021	0.00	1,655.06	499.20	9.73	0.00	2,163.99
Dec-21	*	*	*	*	*	*	0.00
Jan-22	1/12/2022	0.00	1,655.06	0.00	18.95	677.91	2,351.92
Feb-22	2/16/2022	0.00	3,310.12	499.20	18.80	0.00	3,828.12
Mar-22	3/23/2022	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
TOTAL		\$0.00	\$19,806.06	\$3,244.80	\$114.14	\$2,039.66	\$25,204.66



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for October 2022
DATE: November 21, 2022

Meetings:

- Board of Trustees Meeting: October 17th
- All Staff Meeting: October 18th
- Supervisor's Meeting: October 13th
- One on One Meetings: October 4th, 5th, 7th, 11th, 13th, 18th, 19th, 20th, 21st, 26th and 27th
- Weekly Huddles: October 6th, 13th, 20th and 27th
- Neogov ATS Meeting: October 4th and 7th
- PRTWC: October 5th
- Impact Fee Meeting: October 6th
- Americorps Meetings: October 7th, 20th and 24th
- Staff Appreciation Committee Meeting: October 7th and 27th
- PLFF Board Meeting: October 10th
- Supervising Librarian Interviews: October 11th, 12th and 24th
- Bookmobile Meetings: October 11th and 13th
- SyTech Meeting: October 12th
- Library Assistant Interviews: October 12th and 14th
- Kiwanis Meeting: October 13th and 27th
- New Phone System Meeting: October 14th and 25th
- The Palace Project Meeting: October 19th
- Director's Networking Call: October 19th
- Rotary Meeting: October 19th
- Personnel Meeting: October 24th
- Bookmobile Librarian Interviews: October 25th
- Bank of the West Meeting: October 28th
- Senator Josh Newman's Office: October 6th
- Library District Director's Meeting: October 6th
- CLA Candidate Forum: October 6th and 7th
- CLA Board Meeting: October 28th
- ALA Legislative Meeting: October 18th
- Public Library Directors Networking Meeting: October 19th
- Boys & Girls Club Board Meeting: October 19th
- Fullerton Public Library Interview Panel: October 20th

Training/Workshops/Conference:

- KCCI Phone Training: October 10th, 14th, and 25th
- Future of Libraries 2022 Conference: October 18th
- Collection HQ Training: October 27th
- Boys & Girls Club Diversity Conference: October 12th and 13th

Events:

- Placentia Heritage Parade/Festival: October 8th
- Assemblyman Chen Check Presentation: October 14th
- Monster Mash: October 21st

Facilities:

- Dewey Pest Control: October 28th

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for October 2022

DATE: November 21, 2022

All Circulation	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Total Circulation Physical	18,986	19,453	76,463	72,076	6%
Total Circulation Digital	7,581	7,509	32,451	31,280	4%
Total All Circulation	26,567	26,962	108,914	103,356	5%
Non-English Language Circulation	680	644	2,175	2,242	-3%

Children's Circulation	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Children's Fiction Physical	10,833	10,989	42,050	39,552	6%
Children's Fiction Digital	873	764	3,440	3,587	-4%
Children's Fiction TOTAL	11,706	11,753	45,490	43,139	5%
Children's Nonfiction Physical	2,425	2,301	9,861	8,087	22%
Children's Nonfiction Digital	109	97	416	432	-4%
Children's Non-Fiction TOTAL	2,534	2,398	10,277	8,519	21%
Children's Magazine Physical	38	7	99	44	125%
Children's Magazine Digital	204	6	1,212	21	5671%
Children's Magazine TOTAL	242	13	1,311	65	1917%
Children's Audiobook Physical	418	153	1,461	398	267%
Children's Audiobook Digital	429	411	1,774	1,626	9%
Children's Audiobook TOTAL	847	564	3,235	2,024	60%
Children's DVD/Video Physical	319	476	1,394	1,595	-13%
Children's DVD/Video Digital	22	29	195	154	27%
Children's DVD/Video TOTAL	341	505	1,589	1,749	-9%
Children's LOTs	26	24	114	107	7%
Music Digital	17	20	48	99	-52%
TOTAL All Children's Physical Content	14,059	13,950	54,979	49,783	10%
TOTAL All Children's Digital Content	1,654	1,327	7,085	5,919	20%
TOTAL All Children's Content	15,713	15,277	62,064	55,702	11%

Adult/Teen Circulation	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Fiction Physical	2,127	2,438	9,197	10,348	-11%
Adult Fiction Digital	1,537	2,054	6,671	8,647	-23%
Adult Fiction TOTAL	3,664	4,492	15,868	18,995	-16%
Adult Nonfiction Physical	1,457	1,402	6,462	5,699	13%
Adult Nonfiction Digital	540	595	2,354	2,414	-2%
Adult Non-Fiction TOTAL	1,997	1,997	8,816	8,113	9%
Adult Magazine Physical	25	26	83	119	-30%
Adult Magazine Digital	211	288	1,194	835	43%
Adult Magazine TOTAL	236	314	1,277	954	34%
Adult Audiobook Physical	148	202	541	741	-27%
Adult Audiobook Digital	3,121	2,730	12,614	10,965	15%
Adult Audiobook TOTAL	3,269	2,932	13,155	11,706	12%
Adult DVD/Video Physical	668	816	2,836	2,759	3%
Adult DVD/Video Digital	241	229	1,315	1,155	14%
Adult DVD/Video TOTAL	909	1,045	4,151	3,914	6%
Adult LOTs	82	78	310	211	47%
Video Games	159	210	706	837	-16%
Music Digital	87	85	277	298	-7%
Teen Fiction Physical	261	331	1,349	1,579	-15%
Teen Fiction Digital	190	201	941	1,047	-10%
Teen Fiction Total	451	532	2,290	2,626	-13%
TOTAL All Adult/Teen Physical Content	4,927	5,503	21,484	22,293	-4%
TOTAL All Adult/Teen Digital Content	5,927	6,182	25,366	25,361	0%
TOTAL All Adult/Teen Content	10,854	11,685	46,850	47,654	-2%

All Circulation	September	September	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Total Circulation Physical	16,934	17,415	57,477	52,623	9%
Total Circulation Digital	7,785	7,782	24,870	23,771	5%
Total All Circulation	24,719	25,197	82,347	76,394	8%

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2022	2021	2022-23	2021-22	% change
ABC Mouse	2,685	1,721	25,140	4,939	409%
Creative Bug	56	48	120	214	-44%
Data Axle	135	891	480	1,458	-67%
Freegal	1,082	934	4,133	3,738	11%
Heritage Quest	8	48	353	351	1%
Novelist	18	7	60	97	-38%
TOTAL PLD DATABASE USAGE	3,984	3,649	30,286	10,797	181%

Online Database Usage	October	October	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2022	2021	2022-23	2021-22	% change
BrainFuse VetNow	14	97	85	180	-53%
Britannica	29	24	190	80	138%
LinkedIn Learning*	343		1,433		-
ProQuest	41	0	231	15	1440%
ProQuest Culture Grams	1	8	20	10	100%
Skillshare	1		5		-
Teaching Books and Book Connections	150	135	475	194	145%
National Geographic Kids (Gale)	12		20	0	-
Gale in Context: Environmental Studies	1		2	0	-
Gale Interactive: Science	20		20	0	-
Coursera	8		8	0	-
EBSCO LearningExpress Library	0		0	0	-
GetSetUp	20		20	0	-
Northstar	0	0	0	0	-
TOTAL CSL DATABASE USAGE	579	264	2,439	479	409%
TOTAL ALL DATABASE USAGE	4,563	3,913	32,725	11,276	190%

*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 October 2022

DATE: November 21, 2022

Number of Programs by Type	October 2022	October 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Storytime	9	8	36	30	20%
Children's Programs	9	2	32	15	113%
Outreach	0	1	2	1	100%
TOTAL Children	18	11	70	46	52%

Program Attendance by Type	October 2022	October 2021	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Storytime	523	261	1,928	1,538	25%
Children's Programs	1,511	115	3,192	3,084	4%
Outreach	0	49	395	49	706%
TOTAL Children	2,034	425	5,515	4,671	18%

ACHIEVEMENTS

- Paige Gulley planned and conducted STEAM Labs – Circuits II on October 26th.
- Daisy Badge planned and conducted 3 Luna, Luna! Bilingual Pajama Storytime on October 12th, 19th and 26th.
- Daisy Badge facilitated Read to the Dogs on October 3rd.
- Daisy Badge planned and conducted Once Upon a Storytime on October 13th.
- Daisy Badge created a display promoting Dia de Los Muertos, the In N Out Cover to Cover Reading Program, and Pumpkin Book Character Decorating Contest in the display case.
- Daisy Badge co-led Monster Mash on October 21st and planned and conducted the storytime and craft booths.
- Daisy Badge planned and co-led the Pumpkin Book Character Decorating Contest.
- Daisy Badge assisted during the Firefighters and Fire Safety Storytime on October 29th.
- Mayli Apontti planned and conducted Family Storytime on October 15th and 22nd.
- Mayli Apontti planned and conducted Once Upon a Storytime on October 20th and 27th.
- Mayli Apontti created a display promoting Diwali and children's Halloween picture books.

- Venessa Faber participated in the Assemblyman's Check Presentation to the Library on October 14th.
- Mayli Apontti coordinated with the Placentia Fire and Life Safety Department to conduct a special outdoor storytime on October 29th.
- Venessa Faber led the Morning Meetup Halloween trick or treat parade on October 31st.

MEETINGS

- The Children's staff attended the Children's Services Team Meeting on October 12th.
- Mayli Apontti met with Venessa Faber for a one-to-one meeting on October 14th.
- Daisy Badge attended the All Staff Meeting on October 18th.
- Daisy Badge met with Victor Meza to discuss Monster Mash on October 19th.
- Venessa Faber met with Yesenia Baltierra and Jeanette Contreras on Oct. 11th for Bookmobile Interview Debrief.
- Venessa Faber was a panelist for the second round of the Children's Librarian Assistant Interviews on October 12th and 14th.
- Venessa Faber attended Monthly City Department meeting on October 13th.
- Venessa Faber met with Yesenia Baltierra and Estella Wnek for a Supervisor meeting on October 13th.
- Venessa Faber attended the Huddles on October 13th & 20th.
- Venessa Faber attended the new phone system meeting on October 25th.

PROFESSIONAL DEVELOPMENT

- Mayli Apontti observed the Family Storytime at the Yorba Linda Public Library on October 1st.
- Venessa Faber attended the Association of Bookmobile and Outreach Services (ABOS) conference in Scottsdale, AZ on October 3rd -6th.
- Venessa Faber attended the Internet Librarian Conference in Monterey, CA on October 18th-21st.
- Venessa Faber attended the CollectionHQ management training on October 27th.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for October 2022

DATE: November 21, 2022

MONTHLY STATISTICS

Number of Programs by Type	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	11	3	11	3	267%
Hangar	1	1	1	1	0%
History Room	1	0	1	0	-
Literacy	16	15	16	15	7%
Teen Programs	2	2	2	2	0%
General Interest	3	1	3	1	200%
Self Directed	0	1	0	1	-100%
TOTAL Adult/Teen	34	23	34	23	48%
TOTAL All	34	23	34	23	48%

Program Attendance by Type	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Adult Programs	37	22	37	22	68%
Hangar	422	175	422	175	141%
History Room	3	0	3	0	-
Literacy	472	62	472	62	661%
Teen Programs	46	33	46	33	39%
General Interest	510	550	510	550	-7%
Self Directed	0	19	0	19	-100%
TOTAL Adult/Teen	1,490	861	1,490	861	73%
TOTAL All	1,490	861	1,490	861	73%

Proctored Tests	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Number of Tests	3	3	16	15	7%

History Room Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
History Room Visitors	8	4	32	7	357%

The Hangar Makerspace	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Hangar Open Hour Visits	60	29	304	101	201%
Hangar Users	10	6	85	24	254%
Hangar Tours	30	15	129	61	111%

Volunteer Hours	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
History Room	35.05	60	60	243	-75%
PLFF	205.25	225	885	1,170	-24%
General Library	198	217	1,164	1,112	5%
Adult Literacy	215	206	798	759	5%
PTAC	162.75	148	279	198	41%
Total Volunteer Hours	816.05	856	3186.3	3482	-8%
FTE Equivalent	4.71	4.94	18.38	20.09	-8%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2022-23	2021-22	% change
Adult Literacy & ESL Students	48	40	20%
Adult Literacy & ESL Tutors	42	34	24%

ACHIEVEMENTS

- Megan Tolman coordinated the Preserving Home Movies Talk on October 8th.
- Megan Tolman coordinated the launch of the Memory Lab starting on October 14th.
- Megan Tolman coordinated 7 Memory Lab appointments.
- Megan Tolman coordinated the Anti-Bullying Reading Challenge during the month of October.
- Michelle Meades coordinated Book Club on October 11th.
- Michelle Meades coordinated 4 Book a Librarian appointments.
- Michelle Meades coordinated 4 Monday Morning Meetups.
- Michelle Meades proctored 1 exam on October 20th.
- Michelle Meades created a lobby display on October 1st.
- Michelle Meades coordinated Book Character Pumpkin Decorating on October 22nd.
- Michelle Meades ordered California State Tax Forms on October 27th.
- Victor Meza conducted a Book a Librarian appointment on October 5th.
- Victor Meza coordinated PTAC Meetings on October 6th and 20th.

- Victor Meza coordinated Fire Safety with the Placentia Fire Department on October 13th.
- Victor Meza and Daisy Badge coordinated Monster Mash on October 21st.
- Victor Meza, Megan Tolman and Tim Worden coordinated Yoga on the Lawn on October 1st, 8th, 15th, 22nd, 29th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Beginner Book Club on October 5th, 12th, 19th, 26th.
- Sabrina Rosengren & Sally Federman coordinated Literacy Reads – Int. Book Club on October 4th, 11th, 18th, 25th.
- Sabrina Rosengren coordinated Read, Write, Speak Club on October 7th, 14th, 21st, 28th.
- Sabrina Rosengren co-facilitated a CLLS Learner Leadership Monthly Meeting on October 13th.
- Sabrina Rosengren and Sally Federman coordinated a Tutor In-Service on October 3.
- Sabrina Rosengren facilitated an ESL Beginner Conversation Group: Assistant Training on October 13th.
- Sabrina Rosengren and Sandra Vasquez attended Heritage Festival on October 8.
- Sabrina Rosengren and Sally Federman coordinated a ALLI presentation on October 27th.
- Shellie McCurdy and Tim Balen coordinated the October Hangar Take & Make.
- Katie Matas met with a patron for Book a Librarian session on downloading e-books on October 31st.
- Tim Balen assisted in covering The Hangar DIY Lab on October 4, 6, 8, 11, 13, 15, 18, 20, 21 and 25

MEETINGS

- Adult and Teen Service’s staff attended the all-staff meeting on October 18th.
- Sabrina Rosengren, Katie Matas attended weekly Thursday Huddles in October.
- Victor Meza met with Yesenia Baltierra on October 4th and 18th.
- Tim Balen met with Yesenia Baltierra on October 7th, 13th, and 20th.
- Victor Meza met with Daisy Badge on September 8th and 29th.
- Shellie McCurdy met with Yesenia Baltierra on October 19th.
- Katie Matas met with Yesenia Baltierra on October 27th.
- Megan Tolman met with Yesenia Baltierra on October 13th and 27th.
- Michelle Meades met with Yesenia Baltierra on October 11th, and 26th.
- Michelle Meades met with Tim Balen on October 19th.
- Sabrina Rosengren and Yesenia Baltierra met on October 7th and 21st.
- Sabrina Rosengren attended Americorps Supervisor training on October 6th.
- Tim Balen met with Megan Tolman on October 19th, 20th and 26th.
- Tim Balen met with a Teaching Books and Book Connections representative on October 7th.

PROFESSIONAL DEVELOPMENT

- Tim Balen watched a webinar training for Collection HQ on October 11.
- Katie Matas, Michelle Meades, and Tim Balen attended Collection HQ administrator training on October 27th.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for October 2022

DATE: November 21, 2022

MONTHLY STATISTICS

Computer and Wi-Fi Usage	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Children Computer Usage	363	304	1,262	821	54%
Teen Computer Usage	162	137	589	442	33%
Adult Computer Usage	1,100	904	4,408	3,094	42%
Total Computer Usage	1,625	1,345	6,259	4,357	44%
Wi-Fi Usage	1,631	1,234	6,204	4,456	39%
Guest Passes	69	56	313	151	107%

Website Traffic	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Website visits	13,662	11,462	56,925	46,124	23%
Page Hits	23,073	19,762	97,230	81,129	20%
Users	8,729	7,053	35,385	26,975	31%
Pages/Session	1.57	1.72			
Avg. Session Duration	00:01:51	00:01:49			
% New Sessions	79	76			
Placentia Library Online Catalog Usage	4,362	3,968	19,938	16,866	18%

Technology Updates

Completed Projects:

- Process multiple onboardings
- New Phone System Project
- Cyber Security Training- All staff deployment setup
- Updated/New Wi-Fi Access Points
- Internet Librarian Conference

Ongoing Projects:

- Network Segmentation and security updates
- Workstations Preventative Maintenance
- New Website development and deployment (RFP)
- Update Virtual Library Card Application Process
- High Speed Networks Grant Application
- Literacy Grant New computers

Upcoming Projects:

- Online Fine/fee payment processing
- Credit Card Processing update
- Bookmobile mobile access terminals
- Childrens Tablets Replacement Project
- Google Chrome Managed Browsers Project
- Remote/Hybrid Technology/Security policies
- Self-Check Machine replacements/ Updates

System Updates:

The new phone system has been installed by telecommunications vendor KCCI and IT staff. System changes and updates can now be done via computer and do not require additional costs of phone vendors to come onsite to make changes. Audio quality and functionality have improved greatly, and multiple patrons have commented on clarity of calls. Voicemails are now sent as email attachments so staff can review remotely and share with coworkers. Three conference phones were added to larger meeting spaces for use when groups need to be on calls. The system does not require subscriptions or service contacts.

IT staff implemented KnowBe4 cybersecurity training for all staff with email accounts. All users were part of a bench-mark phishing simulation. The organization as a whole had less than 10% of users fail the first round of testing. This is much lower than industry standards. A phishing reporting tool was installed on email accounts that sends threats directly to IT for review and remediation if needed. Finally, a comprehensive online cyber security training portal was setup for all staff to participate in annual and follow-up trainings as needed. All staff will complete a 30-minute mandatory training before the end of the year.

Palace Project App setup has completed phase I of connections and is available in the app store for the public to use. This is an additional resource for e-books and audio books that works nicely on mobile devices. The next phase of connections will consolidate other online resources under one app and make the user experience a more streamlined and natural workflow.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for October 2022

DATE: November 21, 2022

Attendance	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Number of Days Open	31	31	121	111	9%
Number of Hours Open	279	276	1,082	1,013	7%
Attendance	18,457	17,011	71,440	60,576	18%

Card Holders	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Active Borrowers ~	5,619	6,031			-7%
Child Card Holders *	14,053				-
Teen Card Holders *	4,469				-
Adult Card Holders *	43,261				-
Total Card Holders	61,783	0			-
New Patron Registration	369	417	1,634	2,360	-31%
New Virtual Library Cards	126	56	385	551	-30%

~FY-T-D- comparison not applicable

*FY 2021-22 data not available

Information Desk Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Reference Questions -- in person	1,811	1,649	7,375	6,531	13%
Reference Questions -- telephone	560	714	2,448	3,284	-25%
Reference Questions --email/chat	10	20	39	89	-56%
Total Reference Questions	2,381	2,383	9,862	9,904	0%
Assistance in Spanish	35	26	290	83	249%
Assistance with Passports *	228		943		-
Curbside Usage	15	40	63	138	-54%
Study Room Usage *	172	121	637	314	103%

*FY 2021-22 data not available

Passport Activity	October	October	FY-T-D	FY-T-D	FY-T-D
	2022	2021	2022-23	2021-22	% change
Passports Processed	436	398	1,830	2,173	-16%
Consultations Only *	41		151		-
Unfilled Appointments *	164		413		-
No Show Appointments *	53		332		-
Photo Only (Walk-in) *	16		47		-

**New Statistic for FY 2022-23*

ACHIEVEMENTS

- Sandra participated in the Heritage Parade Festival on October 8th.
- Angie processed 185 new books.
- Staff pulled 374 books to fill patron’s request.
- Eric mailed 406 overdue notices.

MEETINGS

- Estella met with Yomara on October 5th.
- Estella met with Laura on October 5th.
- Estella met with Angie on October 6th.
- Estella attended the huddle meeting on October 13th.
- Estella, Laura, Angie and Eric attended the SS Meeting on October 13th.
- Estella and Angie attended the All Staff meeting on October 18th.
- Estella met with Iesu on October 18th.
- Estella met with Eric on October 20th.
- Yesenia met with Estella on October 20th.
- Laura and Angie met with the Staff Appreciation Committee on October 28th.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: **Hearing on District-Based Elections**

DATE: NOVEMBER 21, 2022

BACKGROUND

In June of 2022 the Board of Trustees (“Board”) adopted Resolution No. 2022-04 declaring its intent to transition from at-large to district-based elections for the Board of Trustees. Pursuant to Elections Code Section 10010 the Board held three public hearings on August 15, 2022, September 19, 2022, and October 17, 2022, to receive public input regarding the composition of the districts before any map or maps of the boundaries of the proposed districts were drawn and the sequencing of the district elections. A proposed map was presented at the October 17, 2022 meeting. At tonight’s meeting the Board will consider adoption of Ordinance 2022-01 (Attachment C) for first reading authorizing the transition to district-based elections.

Since the Board set this matter for hearings at its September 19, 2022 meeting, the Placentia Library District (“Library”) has engaged in outreach efforts to inform the public about the proposed district elections and the process associated with developing the districts. The public notice for this hearing, along with the proposed map and sequencing of elections was published in English and Spanish in *The Register*. Notices of the hearing were posted on the Library’s website in English and Spanish and on the Library’s Facebook page.

Based on the District’s Proposed Map (Attachment B), current trustees reside in the following districts:

- District 1: No representation
- District 2: President Martin and Secretary Carline
- District 3: Trustee Dahl
- District 4: Trustee Beverage
- District 5: Trustee Nelson

DISCUSSION

1. Considerations for District Boundaries

At the hearing on October 17, 2022, the Board directed that the map attached hereto as Attachment B, with corresponding demographic statistics, be brought forward for consideration. As with the third hearing on October 17, 2022, the public will be invited to provide input regarding the proposed map and whether it furthers the purposes of the California Voting Rights Act of 2001, i.e., prevents voting dilution of protected classes. “Communities of interest” and other local factors were considered in drafting the district map, which corresponds to the district map adopted by the City of Placentia which recently completed the process of establishing district-based elections and was found by the Placentia City Council to be compliant with the California Voting Rights Act. The City’s jurisdictional boundaries mirrors the Library’s.

As noted in previous staff reports, a community of interest is a neighborhood or group that may benefit from being in the same district because of shared interests, views, or characteristics. Examples of considerations for a community of interest, in no order of priority, include:

- School attendance area;
- Communities separated by physical features such as canyons, hills, rail, or roads;
- Communities around a park or other neighborhood landmarks;
- Communities with shared interests on issues, neighborhood activities, or legislative/election concerns; and
- Shared demographic characteristics such as income, education, linguistic isolation, language spoken at home, single-family and multi-family housing areas.

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

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

2. Election Sequencing

The Board will also discuss the proposed election sequencing, which the Board preliminarily approved at its meeting on October 17, 2022. The proposed election sequencing would start district-based elections in November of 2024, when there are three Trustee seats up for election and this is the earliest it could be initiated. As directed by the Board, it is being proposed to initiate district-based elections in districts 1, 3, and 4 in 2024 and districts 2 and 5 in 2026. As noted in previous staff reports, the sequencing of elections cannot result in shortening any Trustee term.

3. Next Steps

After receipt of public and Board input on the proposed map and sequencing of elections, the Board should consider whether to introduce Ordinance 2022-01 for first reading. If adopted, Ordinance 2022-01 would be brought back to the Board for final adoption at its meeting on December 19, 2022. Any changes to the map, between introduction and final adoption would require an additional hearing.

In accordance with Elections Code section 10650, Ordinance 2022-01 is drafted so that the Board will adopt the specific map and proposed sequencing by way of resolution both for the initial transition to district-based elections and for any future adjustments that may become necessary due to annexations to the Library District's territory or changes that need to be made based on a new census. Thus, any future changes may be accomplished by noticing just one hearing at which a resolution implementing the changes can be adopted.

Attachment A is the Timeline for Moving to District-Based Elections.

Attachment B is the District's Proposed Map, with corresponding demographic statistics.

Attachment C is Ordinance 2022-01.

RECOMMENDATION

- Receive public input regarding proposed boundaries and sequencing of elections and discuss any additional information the Board may want to consider.
- By motion, introduce Ordinance 2022-01, An Ordinance of the Board of Trustees of the Placentia Library District Establishing By-District Elections of Five Trustees (the full title of the ordinance must be read as part of the motion).

ATTACHMENT A
PLACENTIA LIBRARY DISTRICT
TIMELINE FOR CONSIDERATION AND IMPLEMENTATION OF DISTRICT-
BASED ELECTIONS
(Items in Italics Have Been Completed)

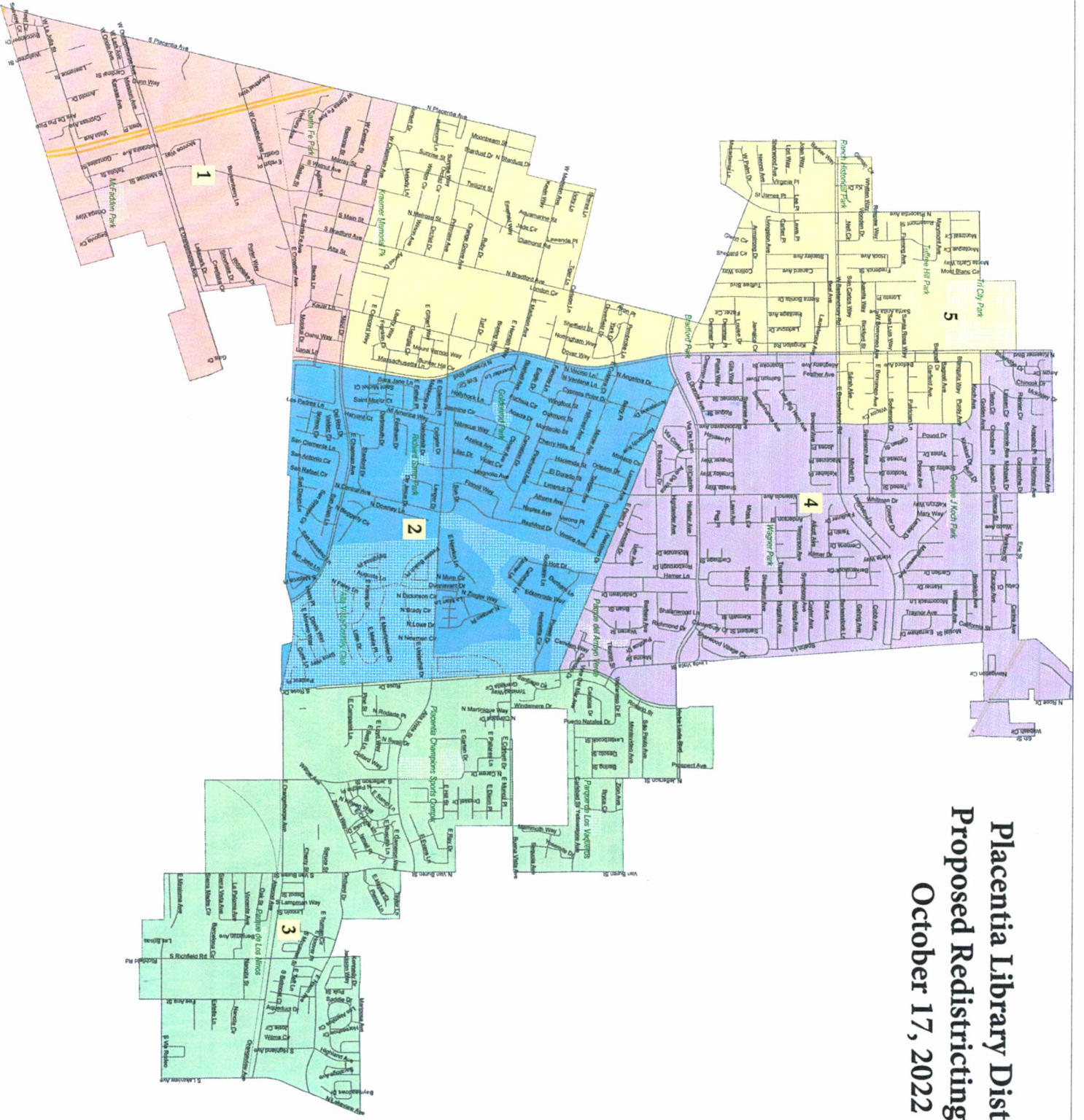
DATE	EVENT	COMMENT
<i>June 22, 2022</i>	<i>Board Adopts Resolution of Intention</i>	<i>Triggers public hearing process</i>
<i>August 15, 2022</i>	<i>First Public Hearing</i>	<i>Board receives public input regarding composition of districts. No maps yet.</i>
<i>September 19, 2022</i>	<i>Second Public Hearing</i>	<i>Board received public input regarding composition of districts. No maps yet.¹</i>
<i>October 10, 2022</i>	<i>Publish Maps and Sequence of Elections</i>	<i>Must be published and posted at least 7 days before third hearing</i>
<i>By October 17, 2022</i>	<i>Third Public Hearing</i>	<i>Board receives and comments on draft maps and sequencing of elections</i>
<i>By November 14, 2022</i>	<i>Publish Maps and Sequence of Elections</i>	<i>Must be published and posted at least 7 days before fourth hearing²</i>
November 21, 2022	Fourth Public Hearing	Board hearing regarding draft maps and sequencing ³ at which Board may adopt ordinance for first reading approving transition to district-based elections
December 19, 2022	Ordinance and Resolution Adoption.	
January 19, 2023 ⁴	County Elections Division	Staff will work with County Elections Division to implement districts into County elections database.
November 2024	General Election	First election utilizing adopted districts
November 2026	General Election	Remaining seats filled by district

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

² Map(s)/sequencing need not be re-published if it does not change

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

⁴ Ordinances are adopted by introducing for a first reading and then adoption at a subsequent meeting and are effective 30 days thereafter



**Placentia Library District
Proposed Redistricting Map
October 17, 2022**

Adopted Map_withAnnex							
District		1	2	3	4	5	Total
	Total Pop	10,547	10,443	10,599	10,838	10,414	52,841
	Deviation from ideal	-21	-125	31	270	-154	424
	% Deviation	-0.20%	-1.18%	0.29%	2.55%	-1.46%	4.01%
Total Pop	% Hisp	75.7%	25%	30%	23%	36%	38%
	% NH White	14%	38%	37%	55%	40%	37%
	% NH Black	2%	2%	3%	2%	2%	2%
	% Asian-American	6%	33%	27%	18%	20%	21%
Citizen Voting Age Pop	Total	4,513	7,514	8,350	7,994	7,128	35,498
	% Hisp	59%	16%	17%	23%	42%	29%
	% NH White	30%	54%	51%	59%	43%	49%
	% NH Black	3%	0%	8%	3%	1%	4%
Voter Registration (Nov 2020)	Total	3,743	6,774	6,341	7,512	6,674	31,044
	% Latino est.	59%	19%	26%	17%	30%	27%
	% Spanish-Surnamed	54%	17%	24%	16%	27%	25%
	% Asian-Surnamed	5%	18%	14%	8%	10%	12%
	% Filipino-Surnamed	2%	2%	2%	1%	2%	2%
	% NH White est.	26%	61%	55%	71%	59%	58%
Voter Turnout (Nov 2020)	Total	2,864	5,986	5,530	6,799	5,853	27,032
	% Latino est.	56%	18%	25%	17%	29%	25%
	% Spanish-Surnamed	52%	17%	23%	16%	26%	23%
	% Asian-Surnamed	5%	17%	14%	8%	10%	11%
	% Filipino-Surnamed	2%	2%	2%	1%	2%	2%
	% NH White est.	28%	63%	57%	72%	60%	60%
Voter Turnout (Nov 2018)	Total	1,794	4,299	3,668	5,117	4,423	19,301
	% Latino est.	55%	15%	22%	14%	27%	23%
	% Spanish-Surnamed	50%	14%	20%	14%	25%	21%
	% Asian-Surnamed	4%	14%	12%	6%	8%	9%
	% Filipino-Surnamed	1%	2%	1%	1%	1%	1%
	% NH White est.	30%	68%	62%	75%	64%	64%
ACS Pop. Est.	Total	9,735	10,603	11,231	11,263	10,022	52,854
	% NH Black est.	3%	1%	4%	3%	1%	2%
Age	age0-19	33%	26%	26%	25%	24%	27%
	age20-60	53%	49%	60%	50%	55%	53%
	age60plus	14%	25%	15%	25%	22%	20%
Immigration	immigrants	37%	26%	20%	17%	24%	24%
	naturalized	29%	76%	85%	68%	56%	60%
Language spoken at home	english	34%	61%	73%	73%	63%	62%
	spanish	61%	12%	8%	10%	26%	22%
	asian-lang	2%	13%	12%	12%	8%	10%
	other lang	4%	14%	7%	4%	3%	6%
Language Fluency	Speaks Eng. "Less than Very Well"	25%	13%	10%	9%	9%	13%
Education (among those age 25+)	hs-grad	49%	44%	49%	49%	53%	49%
	bachelor	14%	30%	29%	30%	24%	26%
	graduatedegree	4%	20%	15%	16%	15%	14%
Child in Household	child-under18	44%	35%	38%	37%	36%	38%
Pct of Pop. Age 16+	employed	66%	58%	75%	61%	64%	65%
Household Income	income 0-25k	22%	9%	6%	9%	8%	10%
	income 25-50k	24%	14%	7%	9%	13%	13%
	income 50-75k	15%	14%	15%	15%	16%	15%
	income 75-200k	37%	37%	52%	53%	48%	46%
	income 200k-plus	2%	25%	19%	15%	16%	16%
Housing Stats	single family	54%	81%	67%	90%	75%	74%
	multi-family	46%	19%	33%	10%	25%	26%
	rented	65%	29%	39%	20%	31%	36%
	owned	35%	71%	61%	80%	69%	64%

Total population data from the 2020 Decennial Census.
Surname-based Voter Registration and Turnout data from the California Statewide Database.
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2016-2020 American Community Survey and Special Tabulation 5-year data.

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT ESTABLISHING BY-DISTRICT ELECTIONS OF FIVE TRUSTEES.

General Counsel Summary

This Ordinance establishes “by-district” elections of members of the Board of Trustees from five electoral districts. The Ordinance requires that the five members of the Board of Trustees be elected by the voters of each of the five districts. The Ordinance further establishes that the boundary lines for each of the five districts and the sequence of elections shall be established by resolution of the Board of Trustees such that three districts will be elected at the regular municipal election to be held in November 2024 and two districts will be elected at the regular municipal election to be held in November 2026.

WHEREAS, members of the Board of Trustees are currently elected in at-large elections, in which each of the five Trustees are elected by voters within the entire boundaries of the Placentia Library District; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the Placentia Library District to shift from its current at-large election system to a by-district election system where the five Trustees reside within a designated district boundary and are elected only by the voters in that district; and

WHEREAS, on June 22, 2022, the Board of Trustees adopted Resolution No. 22-04 declaring the Placentia Library District’s intention to transition from at-large to district-based elections pursuant to California Elections Code Section 10010(e)(3)(A); and

WHEREAS, the Placentia Library District held hearings and provided notice to the public of such hearings as required by the California Voting Rights Act to obtain public input from residents and to facilitate the development of a preliminary district map; and

WHEREAS, the Board of Trustees hereby declares that the change in the method of electing members of the Board of Trustees of the Placentia Library District pursuant to this Ordinance is in furtherance of the purposes of the California Voting Rights Act of 2001 (Chapter 1.5 (commencing with Section 14025) of Division 14 of the Elections Code) and to implement the guarantees of Section 7 of Article I and Section 2 of Article II of the California Constitution.

Now, therefore, the Board of Trustees of the Placentia Library District does hereby ordain as follows:

Qualifications of the Members of the Board of Trustees

- a. Beginning with the November 2024 general municipal election, the Board of Trustees shall consist of five members elected by districts.
- b. By-District Qualifications.

Beginning with the November 2024 general municipal election, a person elected as a member of the Board of Trustees shall be a resident of his or her respective district created under subdivision (c), as may be subsequently reapportioned as provided by applicable law and shall be nominated and elected only by the voters of his or her respective district. A person is not eligible to hold office as Trustee unless he or she is at the time of seeking nomination or appointment to office an elector within the jurisdictional boundaries of the Placentia Library District, residing in the district from which he or she is elected or appointed. If, during his or her term of office he or she moves his or her place of residence outside of the district boundaries from which he or she was elected or ceases to be an elector within the jurisdictional boundaries of the Placentia Library District, his or her office shall immediately become vacant. However, no Trustee shall be deemed to have moved outside of his or her district as a result of district boundary changes which may occur during his or her term of office, and such Trustee shall continue to serve until his or her term is complete, or the office otherwise becomes vacant.

- c. Trustee Districts.

1. BOUNDARIES.

In accordance with Elections Code section 10650, descriptions of the boundaries for each of the five districts and their numbering or designations shall be established by resolution of the Board of Trustees along with a map entitled "Placentia Library District Election Map," a copy of which shall be on file in the office of the Library Director.

2. TRANSITION.

- (a) Nothing herein shall affect the terms of office of the five members of the Board of Trustees in office at the time the ordinance codifying this section establishing district elections takes effect, who shall continue in office until their respective terms expire and until their successors are elected and qualified. Recall proceedings, if any, of such Board of Trustees members serving the remainder of an at-large term and an election of a successor to such Board of Trustees member to complete that term, shall be conducted at-large in accordance with applicable law.
- (b) Trustees shall be elected in three Trustee districts designated by resolution of the Board of Trustees pursuant to subdivision (c)(1) above at the general municipal election in November 2024 and at the general municipal election every four years thereafter.

- (c) Trustees shall be elected in the remaining two districts at the general municipal election in November 2026 and at the general municipal election every four years thereafter.

3. FUTURE REDISTRICTING.

- (a) Future adjustments to the boundaries of the districts established herein shall be made by resolution of the Board of Trustees in accordance with federal and state law and in particular Elections Code § 10650.
- (b) The term of office of any Trustee who has been elected and whose term of office has not expired shall not be affected by any change in the boundaries of the district from which he or she was elected, whether or not that Trustee is a resident within the boundaries of the District as adjusted. At the first election for Trustee following adjustment of the boundaries of the district, a person meeting the requirements of Elections Code § 14026 shall be elected to the Board of Trustees for each District under the readjusted District plan that has the same District number as a District whose incumbent's term on the Board of Trustees is due to expire.

4. ANNEXATIONS.

At the time of any annexation of territory to the Placentia Library District, the Board of Trustees shall designate, by resolution, the contiguous District or Districts to which the annexed territory shall be a part and shall amend the District boundaries, as it may be amended from time to time.

SECTION II. Effective Date. This Ordinance shall take effect 30 days after its adoption. The Secretary of the Board of Trustees shall certify to the adoption of the Ordinance and cause this Ordinance to be published as required by law.

SECTION III. Severability. If any section, sub-section, clause or phrase in this Ordinance or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Ordinance or the application of such provisions to other persons or circumstances shall not be affected.

ADOPTED FOR FIRST READING by the Board of Trustees of the Placentia Library District of Orange County on this 14th day of November 2022.

Jo-Anne Martin, Board President

I, Gayle Carline, Board Secretary, hereby certify that the foregoing Ordinance was duly and regularly adopted and passed by the Board of Trustees of the Placentia Library District of Orange County at its regular meeting held on December __, 2022, by the following vote:

AYES

NOES:

ABSENT:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said Placentia Library District of Orange County this __ day of December, 2022.

Gayle Carline, Board Secretary

Approved as to form:

David DeBerry, General Counsel

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

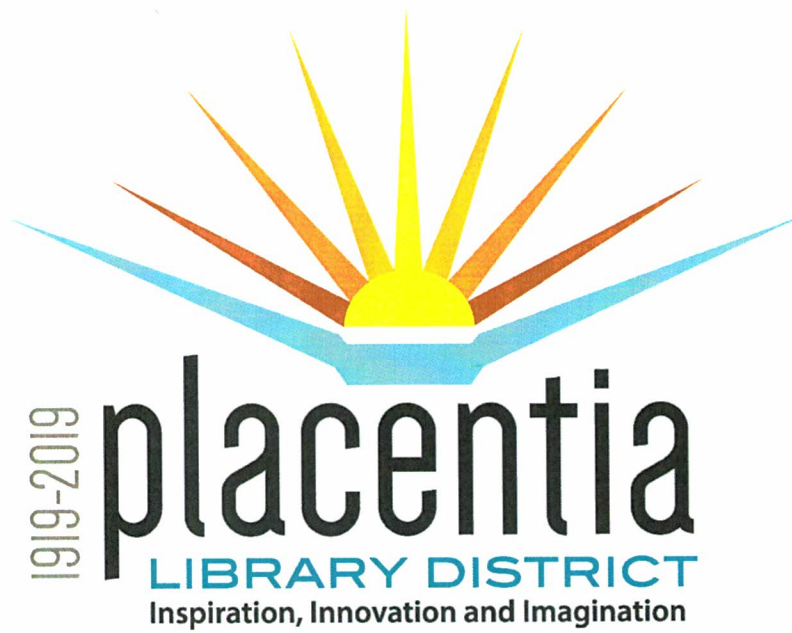
TO: Library Board of Trustees

FROM: Jo-Anne W. Martin, Board President

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

DATE: November 21, 2022

President Martin will report on actions taken by the Library Board of Trustees during the Closed Session Meeting on November 21, 2022.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Internet Librarian Conference Report from the IT Consultant**

DATE: November 21, 2022

At the August 15, 2022 Library Board of Trustees meeting, it was approved for the Children's Supervising Librarian and the IT Consultant to attend the Internet Librarian conference in Monterey, California, providing a report to the Board afterwards.

Attachment A is the Internet Librarian Conference report from the IT Consultant. The Children's Supervising Librarian's report will be provided at the December board meeting.

Internet Librarian Sessions Summary Report

Opening Keynote- Increasing Community Engagement Paul Quelch

Azi Jamalian, Founder and CEO of The GIANT Room, gave a presentation on how technology can be used to improve learning outcomes for children. She emphasized the importance of creating platforms that are fun and engaging, while also providing opportunities for children to learn and explore. Jamalian shared examples of how her team has utilized game design, mathematical education, and cognition in order to create interactive learning experiences for children. She also provided tips for libraries and educators on how to take advantage of emerging educational technologies. A lot of what she shared took place in a maker space type of environment that took place over longer periods of time and was more creative and inclusive.

Sponsor Keynote by: Communico sponsor/ apps/ unified communications.

<https://communico.us>

The presenter gave an overview of Communico's products and how they help libraries reach and engage their communities. They highlighted some successful implementations and how the software has helped improve library services.

C101- Library Technology Industry Update

The internet librarian conference was a great opportunity to learn about the latest technology trends in the library industry. Marshall Breeding, an independent consultant and author of the annual "Library Systems Report", gave a presentation on the current state of the industry. He highlighted some key trends, such as the increasing popularity of open source products and the consolidation of technology vendors. Overall, it was a very informative presentation that provided a lot of insights into the current library technology landscape.

B102 Harnessing the Power to Bridge the Digital Divide

The internet has become a necessary tool in today's society. It is important for people to be able to use it for various reasons, including for their health and education. Unfortunately, not everyone is familiar with how to use the internet. This was evident during the COVID pandemic when many people were forced to learn how to use it in

order to stay connected and informed. Libraries have been working to teach people the basics of using the internet during this time.

The internet has also changed the way libraries operate. There is a need for libraries to provide more digital literacy classes due to the increasing popularity of internet-based activities. Libraries are also changing the way they provide these classes, which was evident during a recent conference on the topic. At the conference, various speakers shared case studies on how different libraries are teaching people how to use the internet.

Overall, it was evident that libraries are working hard to teach people how to use the internet during these difficult times. They are doing this in various ways, but all with the goal of helping people connect and learn.

B103 Digital Equity: Building a Community Hotspot Lending Program

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

D104- Tech Tools to Transition to Hybrid Work Environment

This session focused on the changing landscape of libraries in the internet age. One of the biggest takeaways from the session was that the hybrid work environment is here to stay. This means that librarians need to be prepared to provide services in both a physical and virtual setting. In order to do this, they will need to make use of technology tools such as micro-learning, which can help to create a more personal connection with

users. Another trend that was discussed at the conference was the increasing importance of data and analytics. Librarians need to be able to track and interpret data in order to make smart decisions about how to best serve their users. Overall, this session provided a valuable glimpse into the future of library services.

B105 Grand Pads: Creating digital connections for Older Adults

The internet has become a staple in most people's lives, but for seniors, that's not always the case. Due to their age or social status, some seniors are left out of the digital age. St. Louis County Library found a way to help these seniors through their GrandPad program. The library secured \$1,000,000 in funding from local government to purchase and distribute GrandPads to low-income seniors who are isolated from the internet and technology. The success of this program has led to another \$2 million in funding to double the number of GrandPads and continue service for another year. This presentation provided an overview of how the GrandPad program was planned and executed, as well as the positive outcomes it has had on the seniors who have participated.

Wednesday Keynote Community Data for Impact

B201 Follow the Money Ownership models and their impact on Library Systems and Services

This breakout session was on the impact of private equity investment and publicly traded companies on the library systems and services industry. The panel discussion featured Marshall Breeding and Richard Hulser, who explored how these events impact libraries as customers of these companies and on the communities they serve.

Breeding discussed some of the seminal events that have played out in recent years, including large-scale consolidation that has reduced the number of companies. However, he noted that their products mostly persist. Hulser discussed how these events impact libraries as customers of these companies. He noted that while publicly traded companies may be more responsive to customer feedback, they are also beholden to their shareholders and may not make decisions that are in the best interest of the library. Both panelists invited attendees to share their perspective and concerns on the recent trends in industry investment and ownership arrangements.

B202 Modernizing in time of Uncertainty

This session addressed the dramatic impact on libraries technology has had, forcing them to re-evaluate the way they provide services. One of the most important changes has been the move to a more flexible framework, which allows for collaboration and

innovation. Lake Forest Library was forced to close in March of 2020, but was able to quickly pivot to new ways of providing services thanks to the staff's willingness to work together. The library explored a variety of technologies, all of which were vetted and implemented successfully. This interactive session solicited feedback from the audience on similar experiences, challenges, and pitfalls. In many cases Placentia is ahead of the curve, but there were still many take aways for transitions and implementation of new technologies to try at Placentia.

A203 Website Redesign & UX

This session focused on redesigning websites to improve the user experience and was led by four library professionals who recently went through the process. The first case study focused on the University of Utah's Library, which undertook a branding and website redesign in response to the pandemic. The second case study focused on Drexel University's Library, which redesigned its website to be more user-friendly and accessible.

The University of Utah's Library worked with students and other employees to gather input and support for their brand and website redesign. They found that users were looking for a simplified, cohesive design with easy access to information. The new website features an easily navigable layout with an emphasis on quick search capabilities.

Drexel University's Library also gathered input from users in order to create a more user-friendly website. They found that users were looking for clear navigation, concise information, and quick access to resources. The new website features a simple layout with easy-to-navigate tabs and search capabilities.

A204 Communicating the Right Value Message

This breakout discussed how libraries have had to adapt and find new ways to reach their patrons. The speaker discussed the importance of marketing and communicating the right value message. Libraries need to be creative and find new ways to promote their services, using technology to their advantage. There are many examples of libraries doing innovative things in their communities, and it is important to learn from these successes. Social media still continues to be a key communications tool, but has dropped in effectiveness as compared to video/photo content on sites like youtube and mobile apps.

A205 Positioning Library for Web3

Web3 is the next phase of internet development, built around blockchain, virtual reality, and distributed computing. While there are some concerns about how Web3 will impact our work lives, the arts, publishing, education, government, and libraries, there are also opportunities for libraries to help onboard users into the future through digital literacy programming, technology services, and exhibits.

The session allowed attendees to openly discuss how academic and public libraries can prepare for Web3. One suggestion was to offer more digital literacy programming, which can help users understand and use new technologies. Libraries can also provide technology services, such as teaching people how to use VR headsets or helping them create accounts on blockchain platforms. Finally, libraries can showcase how Web3 will change various aspects of our lives through exhibits and displays.

A lot of the discussion was theoretical in nature and led by some of the most progressive organizations in the county from silicon valley. There is certainly untapped potential in Web3 but it also appears the regulatory updates are not keeping pace with the technology in this area.

Thursday Keynote- Conversation with Artist Louis Markoya

Artists and librarians can work together to help provide their community with more cultural visibility for the arts and technology. Markoya, a multimedia artist and engineer, has been on the forefront of art and technology since the advent of personal computers in the 1980s. He has spent 34 years as a research scientist and engineer, and has more than 30 patents employing complex animations and holography. The Leepa Rattner Museum of Art at St. Petersburg College partnered with the Innovation Lab and Markoya to bring his innovative art and 3D short film Thi Strange Attractors to life in virtual reality and in other more traditional 3D settings. This collaboration provides the community with access to Markoya's innovative art, as well as opportunities for artists and librarians to collaborate and learn from each other

C301 Blockchain the Future of Your Library?

The potential uses of blockchain technology in libraries are many and varied. One of the most exciting aspects of blockchain is that it allows for secure, transparent transactions between two or more parties. This could be incredibly useful for libraries, who could use blockchain to manage digital files, ensure the authenticity of items in their collections, and more. Additionally, as blockchain technology becomes more widespread, it is likely that it will become easier and cheaper to implement in libraries, making it a more viable option for institutions looking to upgrade their technology.

That said, there are also several dangers associated with the use of blockchain technology in libraries. One such danger is the potential for energy consumption. Blockchain technology is still relatively new and as such has not been widely tested. If not implemented correctly, blockchain could end up using a lot of energy and impacting the environment in negative ways. Additionally, because blockchain is based on cryptography, there is a risk that personal data could be stolen or compromised. Libraries would need to take steps to ensure the security of any data stored on a blockchain network in order to avoid this from happening.

B302 Managing and Marketing Creative Makerspace Activities

Makerspaces present a unique opportunity for entrepreneurs and startups to incubate their businesses. Prototyping and testing new products and services can be done easily and cheaply in a maker-space, and the community atmosphere can provide valuable feedback and support. Maker-spaces can also be a great place for entrepreneurs to network with other business owners.

It is important to adopt proper policies to protect the library from abuses from commercial uses and individuals from monopolizing the use of equipment. In many ways, Placentia appears to be a leader in Maker-space utilization and could be a good example for others.

B303 AI Based Virtual Reference Chat Bots: using IBM Watson's Assistant

The University of Dubai library decided to go with IBM Watson's assistant for developing the chatbot. The programming team analyzed content from Zayed University Library's LibAnswers FAQ page, chat reference and circulation desk transcripts, and reference emails to create training phrases (potential user inquiries) and responses (chatbot replies). The library could only provide the live chat service during working hours since the actual presence of librarians is required for the Live chat. However, the demand for 24/7 virtual reference service instigated thinking about implementing AI-based chatbots.

Given the increasing usage of AI-based virtual assistants in libraries, it is foreseeable that help desk personnel can be replaced by these virtual assistants in the near future. Additionally, 24/7 access to virtual reference services would be possible with the help of AI-based chatbots.

C304 Digital Twins: Combing AI with VR/AR

Libraries are constantly looking for new ways to improve the patron experience, and with the advancements in AI and VR, there are some new opportunities to consider. With AI, we could have virtual librarians that are available 24/7 to help patrons with their questions. This would be a great way to provide service to patrons who may not be able to visit the library in person. VR could also be used to take patrons on virtual tours of different parts of the world or even inside of a book. This would be a fun way to learn about new places or get a closer look at something that is difficult to see in person. However, there are also some dangers associated with using these technologies in libraries. For example, with VR, it is possible for people to become lost in a virtual world and forget that they are actually in a library. It is important to make sure that patrons are aware of the risks associated with using these technologies and that they understand how to use them safely.

Closing Keynote: Libraries Biggest Challenges & Opportunities for 2022+

As libraries continue to move towards more digital formats, they face increasing problems with technology. One issue is that as technology changes, so do the ways in which people access information. This can make it difficult for libraries to keep up and provide the same level of service. Additionally, as internet usage becomes more widespread, people are increasingly accessing information through online sources rather than through physical libraries. This can lead to a decline in library attendance and revenue. Finally, as internet security becomes more complex and hackers become more sophisticated, libraries face an increased risk of cyber attacks.

Final Thoughts:

The internet librarian conference was a great opportunity to learn about the latest internet technologies and how they can be used in libraries. Some key takeaways from the conference include:

- Libraries need to stay up to date with the latest internet technologies in order to provide the best service possible to their patrons.
- There are many different ways that internet technologies can be used in libraries, so it's important to find the right tools for each individual library.
- Libraries can use internet technologies to provide a variety of services, such as online research assistance, internet classes, and more.
- As more library resources move online, greater attention needs to be put on security and privacy

The key projects I look forward to exploring include:

- Developing New Website
- Expanding technology to bridge digital divide
- Empower staff to use technology tools already accessible but underutilized
- Implementing AI to empower staff and provide new/improved resources to patrons
- Explore digital literacy programs
- Remove barriers of access to digital content for patrons
- Develop vision for Web3 presence in future



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