

AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

October 23, 2023

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

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

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Regular Date Meeting Agenda, October 23, 2023

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on September 25, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 16)

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

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

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

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

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

GENERAL CONSENT REPORTS (Items 17 – 20)

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

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

19. Administration Report for September 2023.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, October 23, 2023

20. Circulation Report for September 2023.

STAFF REPORTS (Items 21 – 24)

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

CLOSED SESSION (Item 25)

25. President Carline will report out on the actions taken by the Library Board of Trustees.

NEW BUSINESS (Items 26-38)

- 26. Approval of Library Director Employment Agreement.
- 27. Administration of the Oath of Office.
- 28. Updates from Orange County LAFCO Chairman Douglass Davert, and Commissioner James Fisler.
- 29. Presentation from the Public Agency Retirement Services (PARS).
- 30. Presentation of Fiscal year 2021-2022 Financial Audit.
- 31. Authorization of Amendments to Placentia Library District Policy 2110 -- Health and Welfare Benefits.
- 32. Adoption of the Placentia Library District Policy 2022 -- Employee of the Year Benefits.
- 33. Discussion and Review of the District's Memberships.
- 34. Conference Authorization for the Library Board of Trustees and Library Staff to Attend the Public Library Association (PLA) Biennial Conference in Columbus, Ohio, April 3-5, 2024.
- 35. Discussion of the Lobby Space.
- 36. Amendments to the Appointment of Library Board Representatives for 2023 by the Board President.
- 37. Orange County Council of Governments Updates from Secretary Dahl
- 38. ISDOC Updates from Trustee Nelson.

AGENDA DEVELOPMENT

39. Agenda Preparation for the November Regular Date Meeting which will be held on November 27, 2023 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

40. The Library Board of Trustees will adjourn the Regular Date October 23, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda October 23, 2023 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on October 18, 2023.


Lina Nguyen, Executive Assistant



AGENDA REVISIONS AND SUPPLEMENTALS

Note: This supplemental agenda is updated daily showing items that have been added, continued, deleted or modified.

OCTOBER 23, 2023

SUPPLEMENTAL AGENDA ITEM

- 38A. Revise recommendation to Board of Supervisors to fill vacancy resulting from the resignation of former Trustee Jo-Ann Martin.

MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 SEPTEMBER 25, 2023

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on September 25, 2023 at 6:39 p.m.

Members Present: President Gayle Carline, Secretary Sherri Dahl, Trustee Stephanie Beverage, Trustee Scott Nelson.

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

Counsel Present: Barbara Raileanu, Woodruff & Smart.

Guests: Tim Balen, Librarian; Laura DeLeon, Library Clerk; Damean Sanz, Library Assistant; Jeremy Yamaguchi, IT Consultant; Minnie McCormick, student; Voiza Arnold, patron and Trustee candidate; Tyler Augusy, patron.

ADOPTION OF AGENDA It was motioned by Trustee Nelson and seconded by Trustee Beverage to adopt the agenda as presented (Item 3).

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

ORAL COMMUNICATION None (Item 4).

BOARD PRESIDENT REPORT President Carline reported she attended the Taste of Placentia and a meeting with Gae Wood regarding next year’s Authors Luncheon. She will also be attending the upcoming State of the City.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Placentia Library Friends Foundation Board meeting. She will also be attending the upcoming State of the City. The dial in number for the Orange County Council of Governments meeting was not working so she was unable to attend.

Trustee Beverage reported she attended the California Special District Association Conference. She will also be attending the upcoming State of the City.

Trustee Nelson reported he attended the Taste of Placentia. He advised he will be attending the upcoming Independent Special Districts of Orange County Luncheon.

LIBRARY DIRECTOR REPORT Library Director Contreras reported she attended the California Special District Association Conference, conducted interviews for the graphic designer position, and met with the Business Manager to go over the proposals received for the outdoor space. She took this time to thank the City for sending over their Public Works staff to help review the outdoor space proposals. She advised the graphic designer she selected resides in Indonesia. She attended the school district’s State of the School with Assistant Library Director Baltierra. They then met with the new Superintendent, Dr. Cherniss, and filled him in on the upcoming bookmobile services. She advised the Board she submitted her resignation from the Boys and Girls Club. She had served for two years. Assistant Library Director Baltierra is

working with the Boys and Girls Club to figure out the logistics of them using our community meeting room.

She then took this time to introduce the new Bookmobile Library Assistant, Damean Sanz, to the Board. Damean thanked for Board for their time and spoke briefly on his interests and what led him to taking the position at the District.

FRIENDS FOUNDATION REPORT

Director Contreras reported the PLFF are looking to do a donut fundraiser with Krispy Kreme in October. Secretary Dahl reported their membership campaign has been very slow. They are thinking of taking Director Contreras up on her offer to do an email blast from the District. The bookstore continues to do very well.

CONSENT CALENDAR

The Board requested to discuss Agenda Items 14 and 21. After a brief discussion where staff answered questions from the Board regarding those agenda items, it was moved by Trustee Beverage and seconded by Trustee Nelson to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR JULY 31, 2023 UNUSUAL DATE MEETING.

The minutes for the July 31, 2023 Unusual Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER'S REPORTS

Check Registers for July & August 2023 (Item 10)
Fund 707 Balance Report for July & August 2023 (Item 11)
Financial Reports through July & August 2023 for Placentia Library District
Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments (Item 12)
Balance Sheets for July & August 2023 (Item 13)
Acquisitions Report for July & August 2023 (Item 14)
Entrepreneurial Activities Report for July & August 2023 (Item 15)
Library Impact Fee Report for July & August 2023 (Item 16)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

Children's Services Report July & August 2023 (Item 21)
Adult Services Report for July & August 2023 (Item 22)
Placentia Library Website Technology Report for July & August 2023 (Item 23)
Customer Service Report (Items 24)

APPROVAL OF BENEFITS FOR THE LIBRARY DIRECTOR.

President Carline reported the Board had met in a Closed Session to hear from the personnel committee regarding Director Contreras. While there are no complaints regarding her performance, the Board will withhold her final performance packet until the next Board meeting only because they are working out the logistics of it. The full package will be presented at the October meeting.

BOARD VACANCY UPDATES

Director Contreras reported staff had gone through the process of soliciting interest to fill the Board vacancy but received no applications by the time of the public notice closing date on September 1, 2023. Director Contreras reached out to Dr. Voiza Arnold, a long time supporter of the District, about the vacancy and she showed interest in joining the Board and sent in her application on September 19, 2023. Dr. Voiza Arnold took this time to introduce herself to the Board. The Board all agreed she would be a great addition to the Board. Trustee Beverage made a motion to approve to recommend Dr. Voiza Arnold to the Board of Supervisors to fill the vacancy left by President Carline after she took over former President Jo-Anne Martin’s term. It was seconded by Trustee Nelson. A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO PLACENTIA LIBRARY DISTRICT POLICY 2327 – LIBRARY PAGE.

Director Contreras reported staff is making recommendations to amend policy 2327 – Library Page to reflect the District’s commitment to inclusion and hiring of people with disabilities and give more people the opportunity to qualify for the position. The Board noted the additions are good, timely, and standard amongst other libraries. After a brief discussion, Secretary Dahl made a motion to authorize amendments to Placentia Library District Policy 2327 – Library Page, as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE AMENDMENTS TO PLACENTIA LIBRARY DISTRICT POLICY 2150 – COMPENSATION.

Director Contreras reported amendments to Policy 2150 – Compensation is being recommended in order to recognize outstanding service from staff who have taken on additional responsibilities that are beyond their existing duties. This policy would be retroactive to the last fiscal year. After a brief discussion, Trustee Nelson made a motion to approve amendments to Policy 2150 – Compensation, as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Secretary Dahl. A roll call vote was taken:

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

DISCUSS PROPOSALS RECEIVED FOR THE OUTDOOR SPACE AND LOADING DOCK PROJECTS AND SELECT A FIRM TO PROVIDE DESIGN SERVICES.

Director Contreras reported the District received two proposals for the design services for the outdoor space. After meeting with the City staff, a potential misunderstanding on the timeline was found. After reviewing the RFP, City staff pointed out it looks like the timeline includes the construction. Business Manager Maskarino reached out to both bidders and made sure to clarify the timeline was strictly for the design services. Updated proposal packets can be found in the Board book. Staff recommends awarding the contract to IDS Group. The Board agreed they are the better choice as they have experience with other libraries. The Board requested if a change in the budget of the project is over \$20,000, that it be brought to the Board for review. After a brief discussion, Secretary Dahl made a motion to approve the award of the design services contract to IDS Group in the amount of \$120,539 and delegate authority to the Library Director or her designee to make any necessary minor modifications to the contract, provided they do not

alter the scope or budget beyond \$20,000, at which time it goes back to the Board for approval. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS AND REVIEW THE REQUEST FOR PROPOSAL FOR AUDIT SERVICES FOR THE 2022-2025 FISCAL YEARS.

Director Contreras reported the District is required to undergo regular financial audits and it is time to update the audit service for fiscal year 2022-2025. The District is currently behind on its financial audits due staffing changes. The audit for the 2021-2022 fiscal year is still in progress but will be ready to be presented at the October Board meeting. By moving forward with the RFP process, the District will be able to move forward to start completing the audit for the 2022-2023 fiscal year. Due to the District budget working off of a two-year cycle, staff is requesting authorization for the firm to continue working through fiscal year 2025. Trustee Nelson made a motion to approve the RFP as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE THE BUSINESS MANAGER TO ATTEND THE 2024 ANNUAL CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS CONFERENCE IN ANAHEIM, CALIFORNIA, JANUARY 30-FEBRUARY 2, 2024.

Director Contreras reported this agenda item is a request to authorize Business Manager Maskarino to attend the 2024 Annual California Society of Municipality Finance Officers Conference in Anaheim. There are sessions that will help him to understand District operations and accounting principles and laws. Trustee Beverage made a motion to authorize the Business Manager to attend the 2024 Annual California Society of Municipal Finance Officers Conference in Anaheim, California, January 30-February 2, 2024. It was seconded by Trustee Nelson. A roll call vote was taken:

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

AUTHORIZE THE LIBRARY DIRECTOR AND THE ASSISTANT LIBRARY DIRECTOR TO ATTEND THE FUTURE OF LIBRARIES 2023 CONFERENCE IN SAN FRANCISCO, OCTOBER 3, 2023.

Director Contreras reported this agenda item is a request to authorize Assistant Library Director Baltierra and herself to attend the Future of Libraries Conference in San Francisco. Director Contreras believes the topics of the conference are pertinent to the work the District is doing. Trustee Nelson made a motion to authorize the Library Director and Assistant Library Director to Attend the Future of Libraries Conference in San Francisco, October 3, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE THE EXECUTIVE ASSISTANT TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD SECRETARY/CLERK CONFERENCE IN MONTEREY, CALIFORNIA, NOVEMBER 6-8, 2023.

Director Contreras reported this agenda item is a request to authorize Executive Assistant Nguyen to attend the California Special District Association Board Secretary/Clerk Conference in Monterey. Director Contreras believes this will be beneficial to Executive Assistant Nguyen as this is her first public agency employment. Secretary Dahl made a motion to authorize the Executive Assistant to attend the California Special District Association (CSDA) Board Secretary/Clerk Conference in Monterey, California, November 6-8, 2023. It was seconded by Trustee Beverage. A roll call vote was taken:

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

AUTHORIZE FUND REQUEST FOR THE 2023 STAFF APPRECIATION AND RECOGNITION.

Director Contreras reported she is requesting the Board to approve \$4,000 from the general fund to be used towards the Staff Appreciation Night Murder Mystery Dinner Show. Trustee Beverage made a motion to approve the request for \$4,000 to be used for the annual Staff Appreciation and Recognition event. It was seconded by Secretary Dahl. A roll call vote was taken:

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

INTRODUCTION AND FIRST READING OF POLICY 2022 – EMPLOYEE OF THE YEAR BENEFITS.

Director Contreras reported this is the introduction of a new policy to recognize and allow for the Employee of the Year winner to receive two paid days off in lieu of a financial award of \$500. The Board advised if this is what staff would like, they have no issues with approving the policy. Director Contreras advised she will be taking this item to the Staff Meeting to get a consensus of what staff would prefer. As this is just the first reading, if staff end up not wanting the two paid days off and instead want to continue with the financial award, the policy will be considered “dead” and will not be brought back to the Board for a second reading. Trustee Beverage made a motion to approve Policy 2022 – Employee of the Year Benefits as a First Reading. It was seconded by Trustee Nelson. A roll call vote was taken:

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

ADOPT RESOLUTION 2023-06: A RESOLUTION TO OPPOSE INITIATIVE 21-0042A1, LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES.

Director Contreras reported this is a resolution to oppose Initiative 21-0042A1, also known as Initiative 1935, which limits the ability for state and local governments to raise revenue for government services. Trustee Nelson had requested this item be added to the agenda. This is an item that has been discussed during previous Board meetings. Secretary Dahl made a motion to adopt Resolution 2023-06: A Resolution to Oppose Initiative 21-0042A1, Limiting the Ability of Voters and State and Local Governments to Raise Revenues for Government Services. It was seconded by Trustee Beverage. A roll call vote was taken:

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

DISCUSS LETTER OF SUPPORT FOR ASSEMBLY CONSTITUTIONAL AMENDMENT 13 AND AUTHORIZE PRESIDENT CARLINE TO SIGN ON BEHALF OF THE PLACENTIA LIBRARY DISTRICT.

Director Contreras reported this is for a letter of support for ACA 13, which if passed into law, would require Initiative 21-0042A1 to pass by the same two-thirds threshold it looks to impose on voters. Trustee Nelson had also requested this item be added to the agenda. Staff is requesting authorization for President Carline to sign the letter of support. Trustee Nelson made a motion to authorize President Carline to sign the letter of support for ACA 13, on behalf of the Placentia Library District. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ORANGE COUNTY COUNCIL
OF GOVERNMENTS
UPDATES FROM SECRETARY
DAHL.**

Director Contreras reported the next few agenda items are reports from respective Board Trustees on meetings they have attended the past month.

Secretary Dahl advised she had accidentally left her notes for the meeting at home. She reported, in general, the topics discussed during the past 3-6 OCCOG meetings do not pertain to the District. She will provide a better update on the next Board meeting.

After a discussion regarding the value certain organizations are providing to the District, the Board is requesting staff to take a look at organizations the District has memberships with and evaluate whether they are worth the price of the membership. Director Contreras advised this report will be provided at the next Board meeting.

**ISDOC UPDATES FROM
TRUSTEE NELSON.**

Trustee Nelson reported the issues that apply to the District were previously discussed during previous agenda items.

**LAFCO UPDATES FROM
TRUSTEE BEVERAGE.**

Trustee Beverage reported the LAFCO website has been updated. The meeting agendas and recordings are finally available. Most of the summer has been spent going over the finished MSRs. The west and southwest regions are finished and they are moving to the next cycle. The District is not in the new cycle.

AGENDA DEVELOPMENT

The next agenda will include a follow up on Director Contreras’ benefits package, a report on the organizations the District is involved in, and a review of the Board representation in those organizations.

The next Board Meeting will be on October 23, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of September 25, 2023 was adjourned at 7:43 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees

06:03 P.M.
10/11/23
Accrual Basis

**Placentia Library District
Check Register
September 2023**

Date	Ref No.	Payee	Memo	Payment	Type
09/05/2023	13233	Woodruff & Smart, APC	For services rendered through 07/31/23	1,173.00	Bill Payment
09/05/2023	13234	Arcelia Janitorial Service	Janitorial Services from 08/01/23-08/31/23	4,450.00	Bill Payment
09/05/2023	13235	Cintas	Janitorial supplies	621.78	Bill Payment
09/05/2023	13236	Pitney Bowes Purchase Power	August 2023 Statement	402.99	Bill Payment
09/05/2023	13237	Versa Products	Desk risers and dual monitor arms for staff	9,333.00	Bill Payment
09/05/2023	13238	Age of Learning, Inc.	ABCmouse Early Learning Academy	1,500.00	Bill Payment
09/05/2023	13239	Midwest Tape-Hoopla	Digital Content for August 2023	8,111.79	Bill Payment
09/05/2023	13240	Staples, Inc.	Hand towels and hand soap for restrooms	644.77	Bill Payment
09/05/2023	13241	UMPQUA BANK	CC Transactions from 07/31/23-08/31/23	14,577.57	Bill Payment
09/05/2023	13242	Placentia Library District	For Payroll on 09/13/23	70,000.00	Bill Payment
			Computer monitors for staff and info desk and all-in-one computers for Public Service areas (passports and info desk)	15,704.85	
09/05/2023	13243	Dell Marketing L.P.			Bill Payment
09/05/2023	13244	SDRMA	Medical & Ancillary Benefits October 2023	24,553.83	Bill Payment
09/05/2023	13245	Legacy Integrative Solutions	Service from 06/06/23-08/22/23	1,889.35	Bill Payment
09/05/2023	13246	Golden State Water Company	Service from 07/24/23-08/23/23	691.31	Bill Payment
09/05/2023	13247	Southern California Edison	Service from 07/31/23-08/28/23	8,670.69	Bill Payment
09/18/2023	13270	Gigakom	Internet equipment and services	20,516.22	Bill Payment
09/18/2023	13271	Baker & Taylor	Books	3,664.14	Bill Payment
09/18/2023	13272	Advantage, Inc.	Newsletter September 2023 - February 2024	14,013.20	Bill Payment
09/18/2023	13273	Bridgeall Libraries Limited	chQ - Subscription Renewal	7,560.00	Bill Payment
09/18/2023	13274	Cintas	Janitorial supplies	958.64	Bill Payment
09/18/2023	13275	City of Placentia	Commercial Aquatic Services for July 2023	291.20	Bill Payment
09/18/2023	13276	Republic Services	Service from 08/01/23-08/31/23	179.50	Bill Payment
09/18/2023	13277	Woodruff & Smart, APC	For services rendered through 08/31/23	1,122.00	Bill Payment
09/18/2023	13278	Dewey Pest Control	September Service	86.00	Bill Payment
09/18/2023	13279	CALNET3	Service from 08/02/23-09/01/23	220.38	Bill Payment
09/18/2023	13280	MD Medical Clinics	08/01/23-08/31/23 Pre-employment screening	207.00	Bill Payment
09/18/2023	13281	State of CA - Depart of Justice	Fingerprint apps	32.00	Bill Payment
09/18/2023	13283	Playaway Products	Wonderbooks	1,219.90	Bill Payment
09/18/2023	13284	Staples, Inc.	Towels for restrooms	743.72	Bill Payment
09/18/2023	13285	Midwest Tape	Blu-Rays & Audiobooks	265.94	Bill Payment
09/18/2023	13286	Emcor Services - Mesa Energy	For period 09/01/23-11/30/23	2,542.00	Bill Payment
			SmartStation 200 and Smartgate 400 (Dual Aisle)	2,347.00	
09/18/2023	13287	Bibliotheca LLC	September 01, 2023 - August 31,		Bill Payment
09/18/2023	13288	Eagle Multi Media Productions	August IT Support Services	8,407.75	Bill Payment
09/18/2023	13289	Flor Campos	Dia Paint Night (PO 67)	500.00	Bill Payment
				70.81	
09/18/2023	13290	Brea Trophy and Engraving	New name tags and name plates for GC and SD		Bill Payment
09/18/2023	13291	JV Plumbing	Fix leaky pipe in ceiling of Children's restroom	672.28	Bill Payment
09/25/2023	13292	Charter Communications	Service from 09/12/23-10/11/23	86.29	Bill Payment
			Reimbursement for Future of Libraries Conference flight	535.62	
09/25/2023	13293	Jeanette Contreras			Bill Payment
09/25/2023	13294	SoCalGas	Service from 08/16/23-09/15/23	46.21	Bill Payment
09/25/2023	13295	Sign Imaging	Sign for Literacy Office	578.81	Bill Payment
09/25/2023	13296	Midwest Tape	Audiobooks	107.40	Bill Payment
09/25/2023	13297	Yamada Enterprises	Mobile shelves for Children's Department	5,096.00	Bill Payment
09/25/2023	13298	Baker & Taylor	Audiobooks, DVDs, and Blu-Rays	163.12	Bill Payment
09/25/2023	13299	Train Party Express	Train for Heritage Parade	550.00	Bill Payment
TOTAL				235,108.06	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: October 23, 2023

Fiscal Year 2023-2024	
7/31/2023	817,970.90
8/31/2023	820,434.59
9/30/2023	822,916.52
10/31/2023	
11/30/2023	
12/31/2023	
1/31/2024	
2/28/2024	
3/31/2024	
4/30/2024	
5/31/2024	
6/30/2024	

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	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	809,466.13
4/30/2023	811,433.09
5/31/2023	813,351.43
6/30/2023	815,598.75



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager


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

DATE: October 23, 2023

Summary of Cash and Investments as of September 30, 2023

Cash with Orange County Treasurer Fund 9LX	\$	822,916.52
General Fund Checking – BMO	\$	127,083.66
General Fund Savings – BMO	\$	2,433,573.66
<i>(Impact Fees in Savings – Restricted)</i>	\$	823,853.88
Payroll Checking – Wells Fargo Bank	\$	57,432.96
Total Cash and Investments	\$	3,441,006.80

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 SEPTEMBER 30, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,002,718	29,028	(2,973,690)	1.0%
4020	Property Taxes - Current Unsecured	74,371	37,335	(37,036)	50.2%
4050	Property Taxes - Curr Supplemental	113,049	21,364	(91,685)	18.9%
4070	Interest on Unapport Tax	651	0	(651)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,435	21,582	(853)	96.2%
4090	Taxes Special Dist Augmentation	10,376	0	(10,376)	0.0%
* 4180	Other Revenue	0	0	0	-
4190	State - Homeowners Property Tax Relief	10,816	0	(10,816)	0.0%
	Sub Total	3,234,416	109,309	(3,125,107)	3.4%
INTEREST REVENUE					
4600	Interest	8,500	0	(8,500)	0.0%
	Sub Total	8,500	-	(8,500)	0.0%
GRANT REVENUE					
4210	State Grants	279,000	50,045	(228,955)	17.9%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	284,000	50,045	(233,955)	17.6%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	113,000	75,000	(38,000)	66.4%
4310	Fines & Fees	18,136	2,907	(15,229)	16.0%
4320, 4330	Passport/Photos	250,758	44,493	(206,265)	17.7%
4340	Meeting Room Fees	100	440	340	440.0%
* 4430	Other: Miscellaneous	0	0	0	-
	Sub Total	381,994	122,840	(259,154)	32.2%
TOTAL REVENUES YTD FOR FY 23/24:		3,908,910	282,194	(3,626,716)	7.2%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
	BEGINNING BALANCE				
	YTD ACTUAL				
	END BALANCE				
4500	Cash/Investments	3,625,487	(184,481)	3,441,006	
	Impact Fees - Restricted Funds	823,854	27,639	823,854	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 as of September 30, 2023
 25% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,969,183	493,586	0.25	1,475,597
5030	Retirement & Post Employment Trust 115	94,007	8,276	0.09	85,731
5040	Unemployment Insurance	30,000	5,850	0.20	24,150
5050	Health Insurance	214,656	79,541	0.37	135,116
5060	Life Insurance	4,989	1,107	0.22	3,882
5064	Dental Insurance	16,529	2,669	0.16	13,860
5066	AD & D Insurance	7,958	1,507	0.19	6,451
5068	Vision Insurance	3,151	656	0.21	2,495
5070	Workers Compensation Insurance	32,908	8,174	0.25	24,734
5090	Education Assistance Program	0	0	0.00	0
	TOTAL	\$2,373,381	\$601,365	0.25	\$1,772,016
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	69,824	17,831	0.26	51,993
5100-5140	Communications, Internet, Cable	78,301	16,375	0.21	61,926
5150, 5170, 5180	Janitorial Supplies & Services	67,334	13,817	0.21	53,517
5160	Refuse Disposal	3,272	637	0.19	2,635
5205	Maintenance Equipment	15,000	2,167	0.14	12,833
5200, 5210-5280	Building Maintenance	165,000	20,077	0.12	144,923
5290, 5291	Memberships	15,500	2,858	0.18	12,643
5300-5350	Office Expenses & Postage	130,000	62,089	0.48	67,911
5400-5480	Prof./Specialized Services	200,000	49,606	0.25	150,394
5490	Loan Obligation (i-bank)	73,900	57,318	0.78	16,582
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	85,000	10,027	0.12	74,973
5500	Books/Library Materials	350,620	168,805	0.20	281,815
5600	Travel & Meetings/Professional Development	40,000	4,429	0.11	35,571
5700	Mileage/Parking	650	11	0.02	639
5800	Utilities	45,150	28,347	0.63	16,803
5900	Bookmobile - Vehicle	200,000	0	0.00	200,000
5901	Bookmobile - Collection	70,000	0	0.00	70,000
5902	Bookmobile - Supplies & Materials	15,000	0	0.00	15,000
5904	Bookmobile - Other	90,000	25	0.00	89,975
6000	Other	800,000	0	0.00	800,000
	TOTAL	\$2,514,551	\$354,418	0.14	\$2,160,133
OPERATING EXPENSES		\$4,887,932	\$955,783	0.20	\$3,932,149
FIXED ASSETS & TAXES					
1310	Building Improvements	\$25,000	0	0.00	25,000.00
1320	Equipment & Furniture	\$250,000	0	0.00	250,000.00
2500	Capital Lease (bank)	\$0	0	0.00	0.00
6100	Taxes and Assessments	\$11,849	0	0.00	11,849.00
	TOTAL	\$286,849	\$0	0.00	\$286,849
TOTAL BUDGET		\$5,174,781	\$955,783	0.18	\$4,218,998

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for September 2023

DATE: October 23, 2023

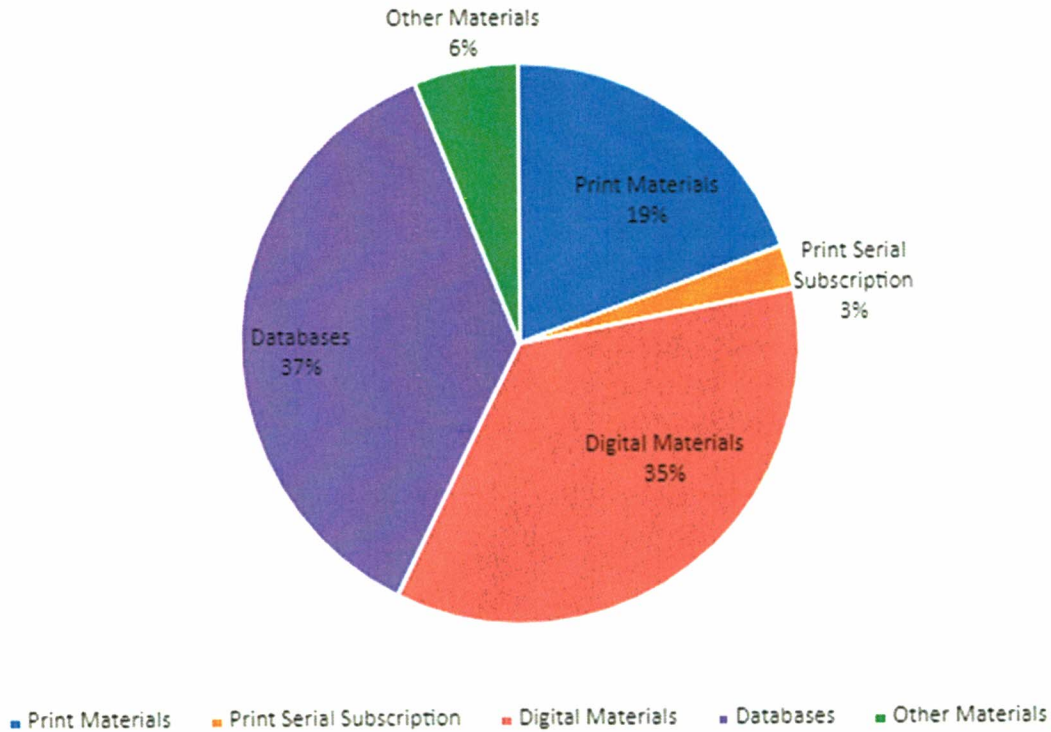
MONTHLY STATISTICS

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$350,620.00	19%	\$490,000.00	15%

Collection Expenditures	September 2023	September 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	\$5,038	\$18,726	\$15,786	\$23,874	-34%
Print Serial Subscription	\$0	\$882	\$2,024	\$882	129%
Total Print Materials	\$5,038	\$19,608	\$17,810	\$24,756	-28%
Digital Materials	\$13,230	\$12,433	\$28,701	\$23,293	23%
Databases	\$1,589	\$0	\$29,733	\$20,302	46%
Total Electronic Content	\$1,589	\$12,433	\$45,204	\$43,595	4%
Other Materials	\$2,054	\$1,854	\$4,877	\$7,587	-36%
Total Collection Expenditures	\$8,681	\$33,895	\$67,891	\$75,938	-11%

Titles Added	September 2023	September 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % changed
Print Materials	204	140	719	757	-5%
Print Serial Subscription	0	1	2	1	100%
Total Print Materials	204	141	721	758	-5%
Digital Materials	9,376	7,140	17,416	12,658	38%
Databases	0	0	6	6	0%
Total Electronic Content	9,376	7,140	17,422	12,664	38%
Other Materials	43	48	43	72	-40%
Total Titles Added	9,623	7,329	18,186	13,494	35%

COLLECTION EXPENDITURES



All Materials Held	September 2023	August 2023	Month to Month % changed
Total Materials Physical	81,050	81,812	-1%
Total Materials Digital	1,665,771	1,621,403	3%
Total All Materials	1,746,821	1,703,215	3%

Children's Physical Materials Held	September 2023	August 2023	Month to Month % change
Children's Fiction	26,332	26,766	-2%
Children's Nonfiction	14,083	14,086	0%
Children's Magazine	157	155	1%
Children's Audiobook	844	846	0%
Children's DVD/Video	1,656	1,709	-3%
Children's LOTs	59	59	0%
TOTAL All Children's Physical Material	43,131	43,621	-1%

Adult/Teen Physical Materials Held	September	August	Month to Month
	2023	2023	% change
Adult Fiction	17,319	17,649	-2%
Adult Nonfiction	13,050	13,028	0%
Adult Magazine	67	61	10%
Adult Audiobook	1,279	1,271	1%
Adult DVD/Video	2,991	2,992	0%
Adult LOTs	111	109	2%
Video Games	391	391	0%
Teen Fiction	2,711	2,690	1%
TOTAL All Adult/Teen Physical Material	37,919	38,191	-1%

Digital Material Held	September	August	Month to Month
	2023	2023	% change
eBooks	952,222	917,335	4%
Digital Audiobooks	225,976	220,132	3%
Digital Videos	101,576	101,018	1%
Digital Magazines	5,247	5,140	2%
Digital Music	380,739	377,767	1%
Databases	11	11	0%
TOTAL All Digital Material	1,665,771	1,621,403	3%

Bookmobile Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$70,000.00	0%	NA	NA



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Service Revenue Activities Report for September 2023

DATE: October 23, 2023

Net Revenue Summary for September 2023

	Sept-23	Sept-22	YTD 2023-2024	YTD 2022-2023
Passport	9,800	14,035	31,885	48,475
Passport Photos	3,660	3,780	12,608	13,260
Fines & Fees	1,049	1,258	2,907	3,424
Meeting Room	0	80	440	200
TOTAL	\$ 14,509	\$ 19,153	\$ 47,840	\$ 65,359



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Library Impact Fee Report – September 30, 2023

DATE: October 23, 2023

Total Monthly Fees Collected			YTD	YTD
	Sep-23	Sep-22	2023-2024	2022-2023
	\$0.00	\$8,595.56	\$27,639.34	\$17,129.48

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Landsea Homes	Single Attached Housing	1590 E Hermosa Lane	7,006	\$ 7,566.48	7/5/2023
2	Landsea Homes	Single Attached Housing	1595 E Hermosa Lane	7,006	\$ 7,566.48	7/5/2023
3	Landsea Homes	Single Attached Housing	1557 Lima Way	5,672	\$ 6,125.76	7/12/2023
4	Landsea Homes	Single Attached Housing	1558 Lima Way	5,376	\$ 5,806.08	7/12/2023
5	Maribelle Sharpe	Single Detached Housing	832 Bastanchury Rd.	799	\$ 574.54	8/23/2023
6						
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23						
24						

2023/2024 YTD Total	\$ 27,639.34
Ending Balance as of 6/30/23	\$ 796,214.54
Running Total as of last zero (0) balance (12/31/2019).	\$ 823,853.88



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for September 2023

DATE: October 23, 2023

			YTD	YTD
	Sep-23	Sep-22	2023-2024	2022-2023
Separation	0	1	0	1
Retirement	0	0	0	1
Appointments	2	0	2	3
Open Positions	3	2	9	10
Workers' Compensation Leave	0	0	0	0
TOTAL	5	3	11	15

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

Library Assistant – Bookmobile FT – Damean Sanz
 On-Call Library Clerk – Gregory Chavez

OPEN POSITIONS:

Library Assistant – Teen Services FT
 Library Clerk – Bookmobile PT
 Library Page – Circulation PT

WORKERS COMPENSATION LEAVE:

None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through September 2023
DATE: October 23, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23						
Nov-23						
Dec-23						
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
	TOTAL	\$3,310.12	\$869.44	\$41.26	\$274.17	\$4,494.99

* City Billing Not Received

PERIOD COVERED FY 2022-2023	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	1,655.06	0.00	10.20	0.00	1,665.26
9/1/202	*	*	*	*	*	0.00
Oct-22	10/4/2022	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	11/21/2022	3,310.12	574.08	10.35	0.00	3,894.55
Dec-22	*	*	*	*	*	0.00
Jan-23	1/17/2023	3,310.12	0.00	20.50	0.00	3,330.62
Feb-23	*	*	*	*	*	0.00
Mar-23	3/13/2023	3,310.12	861.12	10.28	793.75	4,975.27
Apr-23	4/20/2023	1,655.06	753.93	20.21	0.00	2,429.20
May-23	5/23/2023	1,655.06	287.04	9.56	0.00	1,951.66
Jun-23	*	*	*	*	*	0.00
	TOTAL	\$18,205.66	\$3,299.85	\$101.43	\$793.75	\$22,400.69



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration Report for September 2023

DATE: October 23, 2023

Meetings:

- September 1, ADP: Business Manager attended virtual meeting with Kyle Markin from ADP to discuss products and services regarding payroll and human resource services.
- September 5, ISDOC Executive Council: Library Director
- September 6, Placentia Round Table Women's Club (PRTWC) Meeting: Assistant Library Director continued to assist as the Scholarship Committee Chair for school year 2023-2024.
- September 6, Verkada Proposal Review: Business Manager attended virtual meeting with Verkada regarding proposal to install new door security key card system
- September 7, Outdoor Library & Loading Dock Project Review Committee: Library Director, Assistant Library Director, and Business Manager attended selection committee meeting to review bid proposals for project
- September 7, SDRMA with Alanna Little: Business Manger attended virtual meeting with Alanna Little from SDRMA to go over EAP benefits
- September 7, Secretary Dahl: Library Director
- September 9, Summer Lake Day with Staff: Library Director, Assistant Library Director, and Business Manager with staff
- September 11, Outdoor Library & Loading Dock Project Review Committee: Library Director, Assistant Library Director, and Business Manager attended selection committee meeting to select bid proposals for project
- September 12, Paychex with Cindy Garcia: Business Manager attended a virtual meeting with Cindy Garcia from Paychex to discuss products and services regarding health benefits services.

- September 14, Outdoor Library & Loading Dock Project Selection Committee: Business Manager attended selection committee meeting to select bid proposal for project
- September 21, Secretary Dahl: Library Director
- September 25, Crystal Lynn from CLASS: Library Director and Business Manager regarding investment diversification
- September 27, ADP: Business Manager attended virtual meeting with Kyle Markin from ADP to discuss products and services regarding payroll and human resource services.
- September 28, ISDOC Quarterly Meeting: Trustee Nelson with Library Director
- September 28, Assistant Library Director attended the State of the City event.
- September 28, Library Development Impact Fee: Business Manager met with Director of Development Services, Joseph Lambert, for monthly updates on development projects and impact fees.
- September 28, Spectrum Enterprise with Kristopher Carmona: Business Manager attended virtual meeting with Kristopher Carmona to make introductions and give overview of support they offer
- September 29, Assistant Library Director met with Bookmobile Grant project manager to coordinate a future meeting to present our project progress to the Stronger Together Grant Networking Group.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for September 2023

DATE: October 23, 2023

Children's Circulation	September 2023	September 2022	FY-T-D 2023-24	FY-T-D 2022-23	FY-T-D % change
Children's Fiction Physical	9,062	9,320	31,160	31,217	0%
Children's Fiction Digital	783	808	2,631	2,567	2%
Children's Fiction TOTAL	9,845	10,128	33,791	33,784	0%
Children's Nonfiction Physical	2,299	2,145	7,793	7,436	5%
Children's Nonfiction Digital	103	119	294	307	-4%
Children's Non-Fiction TOTAL	2,402	2,264	8,087	7,743	4%
Children's Magazine Physical	7	17	17	61	-72%
Children's Magazine Digital	326	13	661	734	-10%
Children's Magazine TOTAL	333	30	678	795	-15%
Children's Audiobook Physical	520	323	2,047	1,043	96%
Children's Audiobook Digital	575	477	1,796	1,345	34%
Children's Audiobook TOTAL	1,095	800	3,843	2,388	61%
Children's DVD/Video Physical	337	288	1,232	1,075	15%
Children's DVD/Video Digital	74	57	204	173	18%
Children's DVD/Video TOTAL	411	345	1,436	1,248	15%
Children's LOTS	31	26	119	88	35%
Music Digital	31	15	73	31	135%
TOTAL All Children's Physical Content	12,256	12,119	42,368	40,920	4%
TOTAL All Children's Digital Content	1,892	1,489	5,659	5,157	10%
TOTAL All Children's Content	14,148	13,608	48,027	46,077	4%

Adult/Teen Circulation	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Fiction Physical	2,261	1,969	7,847	7,070	11%
Adult Fiction Digital	2,324	1,969	7,869	6,437	22%
Adult Fiction TOTAL	4,585	3,938	15,716	13,507	16%
Adult Nonfiction Physical	1,620	1,586	5,437	5,005	9%
Adult Nonfiction Digital	835	628	2,431	2,015	21%
Adult Non-Fiction TOTAL	2,455	2,214	7,868	7,020	12%
Adult Magazine Physical	16	19	49	58	-16%
Adult Magazine Digital	350	274	712	983	-28%
Adult Magazine TOTAL	366	293	761	1,041	-27%
Adult Audiobook Physical	142	128	438	378	16%
Adult Audiobook Digital	4,322	3,040	12,901	9,493	36%
Adult Audiobook TOTAL	4,464	3,168	13,339	9,871	35%
Adult DVD/Video Physical	567	636	1,732	2,168	-20%
Adult DVD/Video Digital	630	350	1,825	1,074	70%
Adult DVD/Video TOTAL	1,197	986	3,557	3,242	10%
Adult LOTs	100	71	317	237	34%
State Parks Pass*	68		223		
Vinyl Records*	143		143		
Video Games	330	150	1,140	526	117%
Music Digital	143	66	314	190	65%
Teen Fiction Physical	291	256	1,142	1,046	9%
Teen Fiction Digital	288	238	846	796	6%
Teen Fiction Total	579	494	1,988	1,842	8%
TOTAL All Adult/Teen Physical Content	5,538	4,815	18,102	16,488	10%
TOTAL All Adult/Teen Digital Content	8,892	6,565	26,898	20,988	28%
TOTAL All Adult/Teen Content	14,430	11,380	45,000	37,476	20%

* New collection for FY 23-24

All Circulation	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Total Circulation Physical	17,794	16,934	60,836	57,408	6%
Total Circulation Digital	10,784	8,054	32,557	26,145	25%
Total All Circulation	28,578	24,988	93,393	83,553	12%
Non-English Language Circulation	829	347	2,495	1,495	67%

Online Database Usage	September	September	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2023	2022	2023-24	2022-23	% change
ABC Mouse	3,124	3,336	7,534	8,884	-15%
Creative Bug	42	15	65	64	2%
Data Axle	30	34	143	186	-23%
Freegal	1,063	963	3,327	3,051	9%
Novelist	11	378	223	378	-41%
BookFlix	42		82		
TrueFlix	13		30		
Scholastic Teachables	120		267		
Mango Languages	90		148		
ChiltonLibrary	16		33		
TOTAL PLD DATABASE USAGE	4,551	4,726	11,852	12,563	-6%

Online Database Usage	September	September	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2023	2022	2023-24	2022-23	% change
Brainfuse VetNow	25	20	45	71	-37%
Brainfuse HelpNow	17		20		
Britannica	34	19	82	161	-49%
LinkedIn Learning	54	270	135	1,090	-88%
ProQuest	3	9	4	21	-81%
ProQuest Culture Grams	47	7	47	19	147%
Skillshare	1	2	3	4	-25%
Teaching Books and Book Connections	189	189	459	325	41%
National Geographic Kids (Gale)	29		48		
Gale in Context: Environmental Studies	2		2		
Gale Interactive: Science	9		20		
Coursera	16		51		
EBSCO LearningExpress Library	0		1		
GetSetUp	7		16		
Northstar	2		5		
TOTAL CSL DATABASE USAGE	435	525	938	1,700	-45%
TOTAL ALL DATABASE USAGE	4,986	5,251	12,790	14,263	-10%

*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 September 2023

DATE: October 23, 2023

Number of Programs by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	35	12	56	30	87%
Children's Programs	4	1	26	19	37%
Teen Programs	2	2	7	7	0%
Outreach	0		1	1	0%
TOTAL Children/Teens	39	13	83	50	66%

Program Attendance by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	431	584	1741	1405	24%
Children's Programs	206	224	2711	1681	61%
Teen Programs	31	54	116	136	-15%
Outreach	7	339	372	395	-6%
TOTAL Children/Teens	644	1147	4824	3481	39%

The Hangar Makerspace	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Activity Hour Visits	153	73	464	244	90%
Hangar Appointments	5		73		
Hangar Users	3	15	21	75	-72%

ACTIVITIES

- Mayli Apontti planned and conducted Family Storytime plus a craft on September 23.
- Daisy Badge planned and conducted Family Storytime on September 2.

- Daisy Badge planned and conducted Baby Giggles and Wiggles on September 15, 22, and 29.
- Elizabeth Tapia led the Morning Meet Ups program on September 11 and 25.
- Caitlyn Sandfer led the Morning Meet Ups program on September 18.
- Elizabeth Tapia planned and conducted 3 in-person Luna, Luna Storytimes on September 13, 20, and 27.
- Elizabeth Tapia planned and conducted the STEAM program on September 19.
- Caitlyn Sandfer coordinated the PTAC meetings on September 7 and 21.
- Caitlyn Sandfer and Elizabeth Tapia coordinated the Back 2 School DIY Projects on September 7.

MEETINGS

- September 7, Margaret Hatanaka and Michelle Meades attended the City/Library meeting where Community Services discussed parks under development, free turkey distribution at the Whitten Center on November 21, Tree Lighting Ceremony on November 30 – early this year due to Tamale Festival scheduled on December 6; Police events on September 23 – Pizza with the Police, “Tip a Cop” fundraiser for Special Olympics either October 23 or November 4 and “National Drug Take Back Day” on October 28; and Fire confirmed Fire Prevention Awareness week storytime on Monday October 9 on the library lawn.
- September 14, Margaret Hatanaka attended the Kiwanis meeting at Mr. D’s. Items under discussion included Back to School supplies with the Brea Club has been scheduled for Sept 30, Kiwanis will not have a booth at the Heritage Festival booth due to the cost increase from \$35 to \$125, and See’s Candy fundraiser will start first week of November.
- September 18, Mayli Apontti attended the SLS Children's Committee Meeting at the Huntington Beach Central Library and participated as a proxy for Margaret Hatanaka. This meeting covered SRP 2023 overall performance, Lunch at the Library, In-N-Out's Cover to Cover reading program, fall programming, the OC Performers’ Showcase, and we also discussed current challenges libraries are facing, namely book banning and censorship.
- September 21, Daisy Badge attended the Introduction and Updates to Summer 2024 Opportunity Meeting. This was an informational meeting that introduced new updates to the Lunch at the Library grant for next summer. One important update is that all grants are now expected to include Farm to Summer elements. It was also mentioned that there would be changes to allowable expenditures.
- September 28, Daisy Badge attended the Application & Programming Inspiration Meeting. Several libraries presented programming ideas for Lunch at the Library. Some ideas included having an author series, crafts such as a DIY fairy garden, and a farm series.

PROFESSIONAL DEVELOPMENT

- Damean Sanz attended the *Stronger Together Evaluation & Assessment Community of Practice* meeting on September 14.
- Caitlyn Sandfer was trained on Hangar Equipment and volunteer procedures to assist staff and patrons during the month of September.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for September 2023

DATE: October 23, 2023

MONTHLY STATISTICS

Number of Programs by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	1	4	4	12	-67%
Hangar (Take and Make)	0	1	2	6	-67%
History Room	0	0	1	0	-
Literacy	35	16	98	43	128%
General Interest	1	1	1	1	0%
Self Directed	0	2	2	5	-60%
TOTAL Adult	39	26	115	74	55%

Program Attendance by Type	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	14	27	88	74	19%
Hangar (Take and Make)	0	584	548	1,119	-51%
History Room	0	6	3	6	-50%
Literacy	190	114	663	241	175%
General Interest	7	3	7	3	133%
Self Directed	0	0	48	396	-88%
TOTAL Adult	242	788	1,473	1,975	-25%

History Room Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room Visitors	6	6	17	24	-29%
Memory Lab Appointments	8	N/A	25	N/A	N/A

Volunteer Hours	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
History Room	0	19	0	25	-100%
PLFF	263.25	212.75	749	680	10%
General Library	162.75	193.25	1,102	966	14%
Adult Literacy	190.75	205	572	583	-2%
PTAC	46.5	39.25	166	116	43%
Total Volunteer Hours	663.25	669.25	2587.78	2370	9%
FTE Equivalent	3.83	3.86	14.93	13.67	9%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2023-24	2022-23	% change
Adult Literacy & ESL Students	47	48	-2%
Adult Literacy & ESL Tutors	45	41	10%

ACTIVITIES

- Gena Christ coordinated Literacy Reads – Beginner Book Club on September 6, 13, 20, 27.
- Sally Federman coordinated Literacy Reads – Int. Book Club on September 5, 12, 19, 26.
- Gena Christ coordinated Read, Write, Speak Club on September 8, 15, 22, 29.
- Laurel Dennis facilitated ESL Beginner Conversation Group on September 7, 14, 21, 28.
- Sally Federman and Laurel Dennis coordinated the Citizenship Class on September 7, 14, 21, 28.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on September 5, 12, 19, 26.
- Laurel Dennis facilitated ESL Conversation afternoon class on September 5, 12, 19, 26.
- Esther Canedo facilitated ESL Conversation afternoon class at the Whitten Center on September 7, 14, 21, 28.
- Esther Canedo facilitated ESL Conversation Thursday morning class at the Whitten Center on September 14, 12, and 28.
- Tim Balen coordinated the National Voter Registration Day on September 19.
- Tim Balen provided staff training for back to school online resources and databases, including EBSCO LearningExpress Library Complete, Brainfuse HelpNow, Career Pathways, LinkedIn Learning and more on September 1.
- Tim Balen coordinated the Hispanic Heritage Month Reading Challenge on Beanstack.
- Tim Balen assisted coordinating PTAC on September 7 and 21.
- Tim Balen and Megan Tolman coordinated 5 Hangar appointments in September.
- Megan Tolman coordinated adult crafts in the Hangar on September 2, 4, 6, 8, 11,13, 16, 18, 20, 23, 25, 27, and 30.
- Megan Tolman coordinated 8 Memory Lab appointments.

- Megan Tolman coordinated 14 History Room appointments.
- Megan Tolman coordinated Adult Book Club on September 12.
- Megan Tolman coordinated the Back-to-School Harry Potter program during the month of September.

MEETINGS

- On September 11, Michelle Meades attended the Adult/Reference SLS meeting in Huntington Beach. The group decided on the agenda for the upcoming meetings and discussed what service project we will be working on. We are currently thinking of collection development/intellectual freedom given the rise of book challenges and will vote at our next meeting in November.
- On September 21, Michelle Meades attended the Office Hour for the LTSA grant that is due on October 31. This grant must meet Goal 1 for the State Library and must be implemented on a quick timeline. The grant must show the need within the community, how it will impact the community, and what community partners will be working with you. The grant winners will tie in needs with aspirations.
- On September 6, Adult and Children's selectors met with Baker and Tataylor to discuss ordering.
- On September 7, Michelle Meades attended the City/Library meeting. The police department shared that pizza with the police was well attended. The city shared all of their upcoming plans for new playground equipment.
- On September 14, Michelle Meades, Margaret Hatanaka, and Yesenia Baltierra met with Arif, the new graphic artist to discuss priorities and workflow.
- On September 28, Michelle Meades attended the State of the City luncheon. Ward Smith and Damien Arrula spoke about what the city has accomplished over the last year and what the city will be doing moving forward. This event was a nice way to mingle with city employees and local businesses.

PROFESSIONAL DEVELOPMENT

- Tim Balen attended the CAREer Pathways Resources: Using LearningExpress Library Complete and Job & Career Accelerator webinar on September 13.
- Tim Balen watched the CAREer Pathways webinar "Back to School: Reintroducing Your Community to HelpNow" on September 16.
- Sally Federman attended the *Where Do I Start? Planning the 1st month of lessons with Low-Level ELL students* ProLiteracy webinar on September 13.
- Sally Federman attended the *What's so Smart about SMART Goals?* ProLiteracy webinar on September 20.
- Sally Federman attended the *"How Long is This Going to Take?" Helping Students Navigate Each Step of Their HSE Journey* ProLiteracy webinar on September 26.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for September 2023

DATE: October 23, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Children Computer Usage	324	370	991	899	10%
Children AWE Learning Usage	294		1,018		
Teen Computer Usage	91	173	473	427	11%
Adult Computer Usage	998	1,042	3,283	3,308	-1%
Total Computer Usage	1,707	1,585	5,765	4,634	24%
Wi-Fi Usage	1,835	1,736	5,110	4,573	12%
Guest Passes	94	109	304	244	25%

Website Traffic	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Website visits	14,205	14,524	45,437	43,263	5%
Page Hits	23,314	24,779	74,423	74,157	0%
Users	9,511	9,303	30,011	26,656	13%
Pages/Session	1.49	1.56			
Avg. Session Duration	00:01:49	00:01:52			
% New Sessions	81	80			
Placentia Library Online Catalog Usage	4,837	4,675	15,317	15,576	-2%

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- Monitor replacement/ upgrades to dual monitors
- Standing desk risers
- Print Server Replacement Project
- Placentialibrarydistrict.ca.gov domain has been secured and is ready for deployment
- Social Media Account Security Review
- LOT's iPads

Ongoing Projects:

- Library Website Development with graphic designer
- Library Mobile App Development with contractor and other vendors
- Information Desk PC replacements

Upcoming Projects:

- New firewall installation and programming
- New Wi-Fi installation and programming
- Self-Check Machine replacements/ refresh
- Information Desk PC replacements
- Circulation and print release terminal replacement
- ILS RFP research

System Updates:

Significant progress has been made with Solus on the mobile application. A test instance has been started to begin the process of building a fully functioning app. We will bring a presentation for review to the board before going public on the app store.

A review of the social media accounts and security practices shed light on a number of vulnerabilities. Additional security features have been turned on in order to protect any unauthorized access to library accounts. Staff now use a password manager for sharing account credentials, former employee access have been removed from all accounts, and where available, multi-factor authentication has been turned on and required for access.

New monitors and computers from Dell have been deployed to staff. Nearly all full-time staff now have workstations with dual monitors at least 24 inches in size. New all-in-one PC's have been setup in all passport offices and older PCs will be processed for e-waste. There are four remaining all-in-one PCs being setup now for the information desks.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for September 2023

DATE: October 23, 2023

Attendance	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Number of Days Open	29	29	89	90	-1%
Number of Hours Open	261	264	810	803	1%
Attendance	17,405	17,480	56,330	52,922	6%

Card Holders	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Active Borrowers	5,733	5,640	16,193	18,441	2%
Child Card Holders	14,912	13,988	44,499	41,754	7%
Teen Card Holders	4,594	4,467	13,769	13,336	3%
Adult Card Holders	46,093	42,984	137,366	127,946	7%
Total Card Holders	65,599	61,439	195,634	183,036	7%
New Patron Registration	390	438	1,140	1,265	-10%
New Virtual Library Cards	86	128	271	259	5%

Information Desk Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Reference Questions -- in person	1,756	1,999	5,907	5,564	6%
Reference Questions -- telephone	436	645	1,389	1,888	-26%
Reference Questions -- email/chat	7	4	17	29	-41%
Total Reference Questions	2,199	2,648	7,313	7,481	-2%
Assistance in Spanish	62	72	177	255	-31%
Assistance with Passports	281	252	886	715	24%
Curbside Usage	20	25	43	48	-10%
Study Room Usage	192	173	506	465	9%

Passport Activity	September	September	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Passports Processed	280	400	919	1,394	-34%
Consultations Only	24	29	76	110	-31%
Unfilled Appointments Sat-Sun*	34	147	46	249	-82%
No Show Appointments Sat-Sun*	27	78	74	279	-73%
Photo Only (Walk-in)	14	5	40	31	29%

**New Statistic for FY 2023-24*

ACTIVITIES

- Erich mailed 57 Billing Notices
- Angie processed 184 new books and 25 Zip Books
- Meeting room was used by 2 outside renters: Broadmoor HOA and Corte Vista HOA
- Meeting room was used by 1 library partner: Kiwanis
- Meeting room was used 27 times for library related activities/programs
- Staff filled 487 requests from pull list
- Staff pulled 150 expired holds from the request shelf

MEETINGS

- **None**

PROFESSIONAL DEVELOPMENT

- **None**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gayle Carline, Board President
SUBJECT: Closed Session
DATE: October 23, 2023

BACKGROUND

President Carline will report out on the actions taken by the Library Board of Trustees.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Personnel Committee – Secretary Dahl and Trustee Nelson

SUBJECT: Approval of Library Director Employment Agreement

DATE: October 23, 2023

BACKGROUND

At the September 25, 2023 Closed Session, the Library Board of Trustees met to discuss the Library Director's annual performance and benefits. The Board acknowledged the outstanding job performed by the Library Director and thanked her for her dedication to the Placentia community and staff. It was decided the discussion and approval of the Library Director's benefits would be presented at the October 23, 2023 Board meeting.

DISCUSSION

Legal Requirement to Provide Oral Report:

SB 1436, which took effect on January 1, 2017, requires the governing bodies of local agencies to "orally report a summary of a recommendation" on the salaries, salary schedules, or compensation paid in the form of fringe benefits of local agency executives before taking a final vote on the proposed changes. SB 1436 specifies that the summary of the recommendation must be made "during the open meeting in which the final action is to be taken." In accordance with this State law requirement, prior to the Board of Trustees taking final action to approve the proposed employment agreement, the General Counsel [or you can make this be the President] will make the required oral report in accordance with Government Code Section 54953(c)(3).

Oral Report re Proposed Compensation / Fiscal Impact:

In recognition of Ms. Contreras' unique qualifications, experience, education, and skills to serve as the Library Director, it is proposed that Ms. Contreras receive the following compensation as part of her employment agreement which is proposed for approval by the Board:

Personnel Committee Recommendations are as follows:

No changes:

1. Per Library Director's request, there will be no annual salary increase. Per her request, the 3% COLA increase that she (and every employee) will receive will be divided equally among the employees.
2. Per Library Director's request, no change in the automobile monthly allowance.
3. Per Library Director's request, no change in the phone allowance.
4. Per Library Director's request, no change in sick time accruals.
5. Per Library Director's request, no change in PARS contribution.

Changes:

1. Increase of 40 hours of vacation time.
2. One time cash-out of 100 hours of vacation time.
3. Retirement Medical Benefits:
 - a. Library Director to be carried on District health insurance until age 70, until current youngest minor child turns age 26. At age 70, Library Director will have her choice of Medicare Supplemental Insurance packages paid for by the District for life. Should Library Director pre-decease her children, benefits for her children will continue until they turn age 26. There will be no remaining dependents eligible for coverage.
 - b. Library Director's spouse will remain covered by the District until age 65 when eligible for Medicare. At that point, Library Director's spouse will be eligible for his choice of Supplemental Insurance packages paid for by the District for life. Should Library Director pre-decease her spouse, benefits for her spouse will continue for life.

The Employment Agreement includes:

Term: Four years (with annual automatic renewal)

Salary: \$195,883.61

Vacation: 176 hours per calendar year plus an additional 40 hours in 2024

Retirement benefits: Same as other full-time employees

Retiree health benefits for employee and family through Medicare eligibility age and thereafter

Medicare supplemental benefits

Auto allowance: \$500 / month

Data plan allowance: \$50 /month

Sick leave and other holidays as provided to other full-time administrative employees

Health benefits as provided to other full-time employees

Life and disability insurance benefits

RECOMMENDATIONS

1. Approve the Employment Agreement for Library Director, Jeanette Contreras; and,
2. Authorize the Board President, Gayle Carline, to execute the Agreement; and,
3. A roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Administration of the Oath of Office

DATE: October 23, 2023

BACKGROUND

On October 17, 2023, the Orange County Board of Supervisors, approved the appointment of Dr. Voiza Arnold to serve on the Placentia Library District, term ending December 4, 2024. Tonight, the Oath of Office will be administered to Dr. Arnold and she will officially begin her term as a Library Board of Trustee with the Placentia Library District.

President Carline will administer the Oath of Office.

Attachment A is the Orange County Board of Supervisors Agenda and Staff Report.

Attachment B is the Oath of Office.

RECOMMENDATIONS

1. Accept the Orange County Board of Supervisors' appointment of Dr. Voiza Arnold as presented; and
2. Direct Board President Carline to administer the Oath of Office to Dr. Arnold; and
3. Roll call.

A g e n d a R e v i s i o n s a n d S u p p l e m e n t a l s

Note: *This supplemental agenda is updated daily showing items that have been added, continued, deleted or modified. No new supplemental items will be added to the agenda following close of business on Friday immediately prior to a Board meeting.*

October 17, 2023

DISCUSSION

- 24. Revised Title to read:
County Executive Office - Approve grant applications/awards submitted by *OC Public Works, Health Care Agency, County Executive Office, Sheriff-Coroner, OC Community Resources and District Attorney, retroactive grant application/award submitted by Sheriff-Coroner and ratify grant application/award submitted by Social Services Agency* in 10/17/23 grant report and other actions as recommended; *adopt resolution authorizing Director of OC Public Works or designee to request OCTA to allocate \$1,424,000 for Antonio Parkway Corridor Improvement Program from Regional Traffic Signal Synchronization Program; adopt resolution authorizing Sheriff-Coroner to accept grant from California Department of Parks and Recreation, Division of Boating and Waterways for abandoned watercraft abatement (\$51,000); and authorize Sheriff-Coroner or designee to execute related documents* - All Districts

THE FOLLOWING AGENDA ITEMS HAVE HAD CHANGES TO THEIR RECOMMENDED ACTIONS SINCE RELEASE OF THE AGENDA TO THE PUBLIC:

Item: 24

S u p p l e m e n t a l I t e m (s)

- S28A. **Supervisor Chaffee** - Approve addition of Halloween/Fall Festival events to County Events Calendar; and make related findings per Government Code Section 26227
- S28B. **Supervisor Foley** - Adopt resolution proclaiming October 2023 as “Breast Cancer Awareness Month”
- S28C. **Supervisor Foley** - Adopt resolution proclaiming October 15, 2023 as “Pregnancy and Infant Loss Remembrance Day”
- S28D. **Supervisor Foley** - Orange County Senior Citizens Advisory Council - Reappoint Patty Barnett Mouton, Laguna Niguel, for term concurrent with 5th District Supervisor’s term of office
- S28E. **Supervisor Foley** - Adopt resolution to “Support Armenian Human Rights and Call for an End to Hostilities”; and direct CEO Legislative Affairs to send copies of resolution to Co-Chairs of Congressional Caucus on Armenia
- S28F. **Chairman Wagner** – Placentia Library District Board of Trustees – Appoint Dr. Voiza Arnold, Placentia to complete term ending 12/4/24



MEMORANDUM

To: Robin Stieler, Clerk of the Board

From: Chairman Donald P. Wagner, Third District

For April for DW

Date: October 11, 2023

RE: Appointment to Placentia Library District Board of Trustees

528F

Please place a supplemental item on the October 17, 2023 Board of Supervisors agenda to appoint Dr. Voiza Arnold, in lieu of election, to the Placentia Library District Board of Trustees to complete the term ending 12/4/24. Position was previously held by Gayle Carline.

2023 OCT 11 AM 11:20
CLERK OF THE BOARD
COUNTY OF ORANGE
BOARD OF SUPERVISORS

RECEIVED

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gayle Carline, Board President
SUBJECT: LAFCO Updates
DATE: October 23, 2023

BACKGROUND

Orange County Chair Douglass Davert, and Commissioner James Fisler, will provide a report on LAFCO activities. Chair Davert and Commissioner Fisler both represent special districts on the board.

Attachment A is the LAFCO agenda for the October 11, 2023 meeting.

Attachment B is the September 13, 2023 meeting minutes.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

**LOCAL AGENCY FORMATION COMMISSION OF
ORANGE COUNTY**

REGULAR MEETING AGENDA

**Wednesday, October 11, 2023
8:15 a.m.**

**County Administrative North (CAN)
First Floor Multipurpose Room 101
400 W. Civic Center Drive, Santa Ana, CA 92701**

Any member of the public may request to speak on any agenda item at the time the Commission is considering the item.

1. CALL THE MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION
(Communications received after agenda distribution for agendized items.)
5. PUBLIC COMMENT

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken by the Commission on off-agenda items unless authorized by law.

6. CONSENT CALENDAR

- a.) **September 13, 2023 – Regular Commission Meeting Minutes**

The Commission will consider approval of the September 13, 2023 meeting minutes.

- b.) **Fiscal Year 2023-24 Quarterly Financial Report (First Quarter)**

The Commission will receive the first quarter financial report for Fiscal Year 2023-24.

- c.) **Legislative Report (October 2023)**

The Commission will receive a report on legislation of LAFCO interest reviewed by the Commission during the 2023 legislative session.

7. PUBLIC HEARING

No public hearing items scheduled.

8. COMMISSION DISCUSSION AND ACTION**a.) Policy and Procedures for the Initiation of Proposals by the Orange County Local Agency Formation Commission**

The Commission will consider proposed amendments to the OC LAFCO policy that outlines the legal requirements and procedures for proposals initiated by the Commission.

b.) Personnel Policies and Procedures of the Orange County Local Agency Formation Commission (Part 4 – Time Off)

The Commission will consider a proposed amendment to the “time off” section of the personnel policy involving employee vacation accrual.

9. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken except to place the item on a future agenda if approved by the Commission majority.

10. EXECUTIVE OFFICER’S REPORT

Executive Officer’s announcement of upcoming events and a brief report on activities of the Executive Officer since the last meeting.

11. INFORMATIONAL ITEMS & ANNOUNCEMENTS

No informational items and announcements scheduled.

12. CLOSED SESSION**a.) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code section 54957

Title: Executive Officer

b.) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representative: Commission Chair

Unrepresented employee: Executive Officer

c.) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2)

Number of potential cases: 1

13. ADJOURNMENT OF REGULAR COMMISSION MEETING

The next Regular Commission Meeting will be held on Wednesday, November 8, 2023, at 8:15 a.m. at the County Administrative North (CAN), First Floor Multipurpose Room 101, 400 W. Civic Center Drive, Santa Ana, CA 92701.

PUBLIC PARTICIPATION:

The Local Agency Formation Commission of Orange County welcomes your participation. The public may share general comments or comments on agenda items through the following options:

- 1) **In-person** comments may be provided during the general comment period on off-agenda items and during the hearing of a specific agenda item. In accordance with the OC LAFCO guidelines, each speaker's comments may not exceed three (3) minutes for the respective item. If you have documents for the Commission, please bring 15 copies and submit to the Commission Clerk for distribution.
- 2) **Written** general comments or comments on specific agenda items may be submitted by email to the Commission Clerk at ccarter-benjamin@oclafco.org. Comments received no less than twenty-four (24) hours prior to the regular meeting will be distributed to the Commission and included in the record.

Pursuant to Government Code Section 54957.5, public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be made available to the public on the OC LAFCO website at www.oclafco.org.

State law requires that a participant in an OC LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.

AMERICANS WITH DISABILITIES ACT (ADA)

All regular meeting agendas and associated reports are available at www.oclafco.org. Any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or associated reports upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, to participate in a public meeting. Requests for copies of meeting documents and accommodations shall be made with OC LAFCO staff at (714) 640-5100 at least three business days prior to the respective meeting.

2023 MEETING AND EVENTS CALENDAR

Revised and Approved September 13, 2023

2023



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

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

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

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

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

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

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

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

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

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

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

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

- OC LAFCO Regular Meeting (*begins at 8:15 a.m.*)
Location: County Administrative North, First Floor Multipurpose Room 101, 400 W. Civic Center Dr., Santa Ana, CA 92701.
- Office closure due to legal holidays and flexible work schedule.
- CALAFCO Annual Conference - October 18 - 20, 2023 at Hyatt Regency Monterey.

DRAFT MINUTES

OC LAFCO REGULAR MEETING

Wednesday, September 13, 2023
8:15 a.m.

County Administrative North (CAN)
First Floor Multipurpose Room 101
400 W Civic Center Drive, Santa Ana, CA. 92701

1. CALL TO ORDER

Chair Davert called the meeting of the Local Agency Formation Commission of Orange County (OC LAFCO) to order at 8:15 a.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Fisler led the Pledge of Allegiance.

3. ROLL CALL

The following Commissioners were present:

City Members

Wendy Bucknum (arrived at 8:20 a.m.)
Bruce Whitaker
Carol Moore **(Alt.)**

County Members

Donald Wagner **(Vice Chair)**
Andrew Do

Special District Members

Douglas Davert **(Chair)**
James Fisler
Kathryn Freshley **(Alt.)**

Public Member

Derek J. McGregor

The following staff members and general counsel were present:

- Assistant Executive Officer Luis Tapia
- Policy Analyst Gavin Centeno
- Policy Analyst Amanda Castro
- Commission Clerk Cheryl Carter-Benjamin
- General Counsel Scott Smith

**4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATION
(Received After Agenda Distribution)**

The Assistant Executive Officer noted that no supplemental communication was received.

5. PUBLIC COMMENT

Chair Davert requested public comments on any non-agenda items. The Commission Clerk noted no speaker cards were received.

Chair Davert closed the hearing of public comments.

6. CONSENT CALENDAR

Chair Davert asked if there were any requests by Commissioners to pull any of the consent items for discussion and from the public to speak on the item. **Chair Davert** requested Agenda Item 6c be pulled for discussion. The Commission Clerk noted no request from the public to speak on the items.

Chair Davert called for a motion to approve the remaining consent calendar items. **Vice Chair Wagner** motioned for approval of the consent calendar, and **Commissioner Whitaker** seconded the motion.

6a. – August 9, 2023 - Regular Commission Meeting Minutes

6b. – Legislative Report (September 2023)

MOTION: Approve the Consent Calendar. (Donald Wagner)
SECOND: Bruce Whitaker
FOR: Donald Wagner, Bruce Whitaker, Andrew Do,
James Fisler, Derek J. McGregor, Douglass Davert
AGAINST: None
ABSTAIN: None

MOTION PASSED: 6-0.

6c. – Revised OC LAFCO 2023 Meeting and Events Calendar

Chair Davert asked staff to clarify the proposed revision to the OC LAFCO 2023 Meeting and Events calendar. The Assistant Executive Officer noted that if approved by the Commission, California Native American Day would be observed as a holiday beginning this year in place of Columbus Day.

Vice Chair Wagner inquired about the procedure for execution of agenda documents during the Executive Officer's leave of absence and if September documents were reviewed and approved by the Executive Officer. The Assistant Executive Officer noted that the Executive Officer provided and reviewed the staff reports in advance, and her electronic signature was applied to all agenda documents. **Vice Chair Wagner** recommended going forward that final reports indicate the date the signature was applied to the report.

Commissioner Bucknum arrived at 8:20 a.m.

Chair Davert called for a motion on the item. **Vice Chair Wagner** motioned to approve staff recommended action, and **Commissioner Do** seconded the motion. **Commissioner Bucknum** noted an abstention for the consent calendar item due to her delayed arrival.

MOTION: Approve the Consent Calendar. (Donald Wagner)
SECOND: Andrew Do
FOR: Donald Wagner, Andrew Do, James Fisler,
Derek J. McGregor, Bruce Whitaker, Douglass Davert
AGAINST: None
ABSTAIN: Wendy Bucknum

MOTION PASSED: 6-0-1.

7. PUBLIC HEARING

No public hearing items scheduled.

8. COMMISSION DISCUSSION AND ACTION

8a. – Policy and Guidelines for Conducting Protest Hearings

Policy Analyst Amanda Castro presented the staff report and recommended action for Commission consideration.

Chair Davert called for Commission discussion and public comments. **Commissioner Do** asked clarifying questions regarding proposed changes to the policy. Assistant Executive Officer Luis Tapia responded that proposed changes to the policy were made to align with current state law. The Commission Clerk noted that there were no requests from the public to speak on the item.

Chair Davert called for a motion on the item. **Commissioner Do** motioned to approve staff recommended action, and **Vice Chair Wagner** seconded the motion.

MOTION: Adopt the Policy and Procedural Guidelines for Conducting Protest Hearings, as amended. (Andrew Do)
SECOND: Donald Wagner
FOR: Andrew Do, Donald Wagner, Wendy Bucknum, James Fisler, Derek J. McGregor, Bruce Whitaker, Douglass Davert
AGAINST: None
ABSTAIN: None

MOTION PASSED: 7-0.

8b. – Second Amendment to Professional Services Agreement with Berkson and Associates

Policy Analyst II Gavin Centeno presented the staff report and recommended action for Commission consideration.

Chair Davert called for Commission discussion and public comments. There was no Commissioner discussion, and the Commission Clerk noted that there were no requests from the public to speak on the item.

Chair Davert called for a motion on the item. **Commissioner Do** motioned to approve staff recommended action, and **Commissioner Fisler** seconded the motion.

MOTION: Approve the Second Amendment to OC LAFCO Professional Consultant Services Agreement with Berkson Associates and authorize the Executive Officer to execute the amendment. (Andrew Do)
SECOND: James Fisler
FOR: Andrew Do, James Fisler, Wendy Bucknum, Derek J. McGregor, Donald Wagner, Bruce Whitker, Douglass Davert
AGAINST: None
ABSTAIN: None

MOTION PASSED: 7-0.

9. COMMISSIONER COMMENTS

Commissioner Do noted for the record his objection to the process of withholding documents and information involving closed session items, including an employee's evaluation and potential litigation. He also noted his repeated requests for documents and briefings on the items and received only verbal summaries for an allegedly done process and conclusion that he must abide by to formulate an opinion. **Commissioner Do** expressed that he has requested a reconsideration of the process used for the closed session items as it is not transparent, denies Commissioners access to information, and is an antithesis of good governance. He concluded comments by stating that, under protest, he will not be

participating in the closed session due to the lack of information necessary to formulate an understanding or conclusion of the closed session items.

Chair Davert noted that today's closed session items are not relevant to **Commissioner Do's** description, and whether he participates was his decision.

Chair Davert asked General Counsel to clarify the closed session items for the Commission today. General Counsel noted that the matter before the Commission for closed session is to discuss the standards for reviewing the Executive Officer's performance and salary for Fiscal Year 2022-23. Following General Counsel's clarification of the process for the closed session, **Commissioner Do** noted that his objection stands.

10. EXECUTIVE OFFICER'S REPORT

The Assistant Executive Officer noted that there were no items to report.

11. INFORMATIONAL ITEMS & ANNOUNCEMENTS

No informational items and announcements scheduled.

12. CLOSED SESSION

Commissioner Do left at 8:29 a.m.

12a. – Closed Session

The Commission adjourned to closed session at 8:29 a.m. on the following items:

12a. – PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957
Title: Executive Officer

12b. – CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6
Agency designated representative: Commission Chair
Unrepresented employee: Executive Officer

The Commission reconvened in open session at 9:02 a.m., and General Counsel Scott Smith noted that the Commission discussed the closed session items, and there were no reportable actions.

13. ADJOURNMENT OF THE REGULAR COMMISSION MEETING

Chair Davert adjourned the Regular Commission Meeting at 9:03 a.m. to October 11, 2023.

Douglas Davert, Chair
Orange County Local Agency Formation Commission

ATTEST:

By: _____
Cheryl Carter-Benjamin
Commission Clerk



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Public Agency Retirement Services (PARS) Presentation**

DATE: October 23, 2023

BACKGROUND

Representatives from PARS and its associates will make a presentation about the Placentia Library District's Defined Contribution Plan.

Attachment A is the copy of the presentation.

RECOMMENDATION

Receive and file.

PUBLIC
AGENCY
RETIREMENT
SERVICES

TRUSTED SOLUTIONS. LASTING RESULTS.



PLACENTIA LIBRARY DISTRICT

Defined Contribution Plan Review
October 23, 2023

PARS 115 TRUST TEAM

Trust Administrator & Consultant



TRUSTED SOLUTIONS. LASTING RESULTS.

- Serves as record-keeper, consultant, and central point of contact (IRS/GASB/State Government Code)
- Sub-trust accounting
- Processes contributions/disbursements
- Coordinates all agency services
- Hands-on, dedicated support teams
- Monitors plan compliance

39

Years of Experience
(1984-2023)

2,000+

Plans under Administration

1,000+

Public Agency Clients

500+

115 Trust Clients

500k+

Plan Participants

\$7.0B

Assets under Administration

Trustee



- 5th largest commercial bank and one of the nation's largest trustees for Section 115 trusts
- Safeguard plan assets
- Oversight protection as plan fiduciary
- Custodian of assets

160

Years of Experience
(1863-2023)

\$9.5T

Assets under Trust Custody

Investment Manager



- Investment sub-advisor to trustee U.S. Bank
- Investment policy assistance
- Uses open architecture
- Active and passive platform options
- Customized portfolios (with minimum asset level)

104

Years of Experience
(1919-2023)

\$8.7B

Assets under Management



TRUSTED SOLUTIONS. LASTING RESULTS.

The
PARS DEFINED
CONTRIBUTION PLAN



SUMMARY OF AGENCY'S PLAN

Plan Effective Date:

July 1, 2008

Type of Plan:

401(a) Defined Contribution

Active Contributing (as of August 31, 2023):

33 Active Participants
21 Active Contributing

Employer Contribution:

4.00% of Compensation

Eligibility:

Full-Time and Part-Time Employees
21 Years of Age & 6 Months of Service

Total Assets (as of August 31, 2023):

\$1,282,047

Average Account Balance:

\$31,269.45

Investment Selection:

Balanced HighMark PLUS
(approx. 60% equity/40% fixed income)



PLAN VESTING (TIER 1)

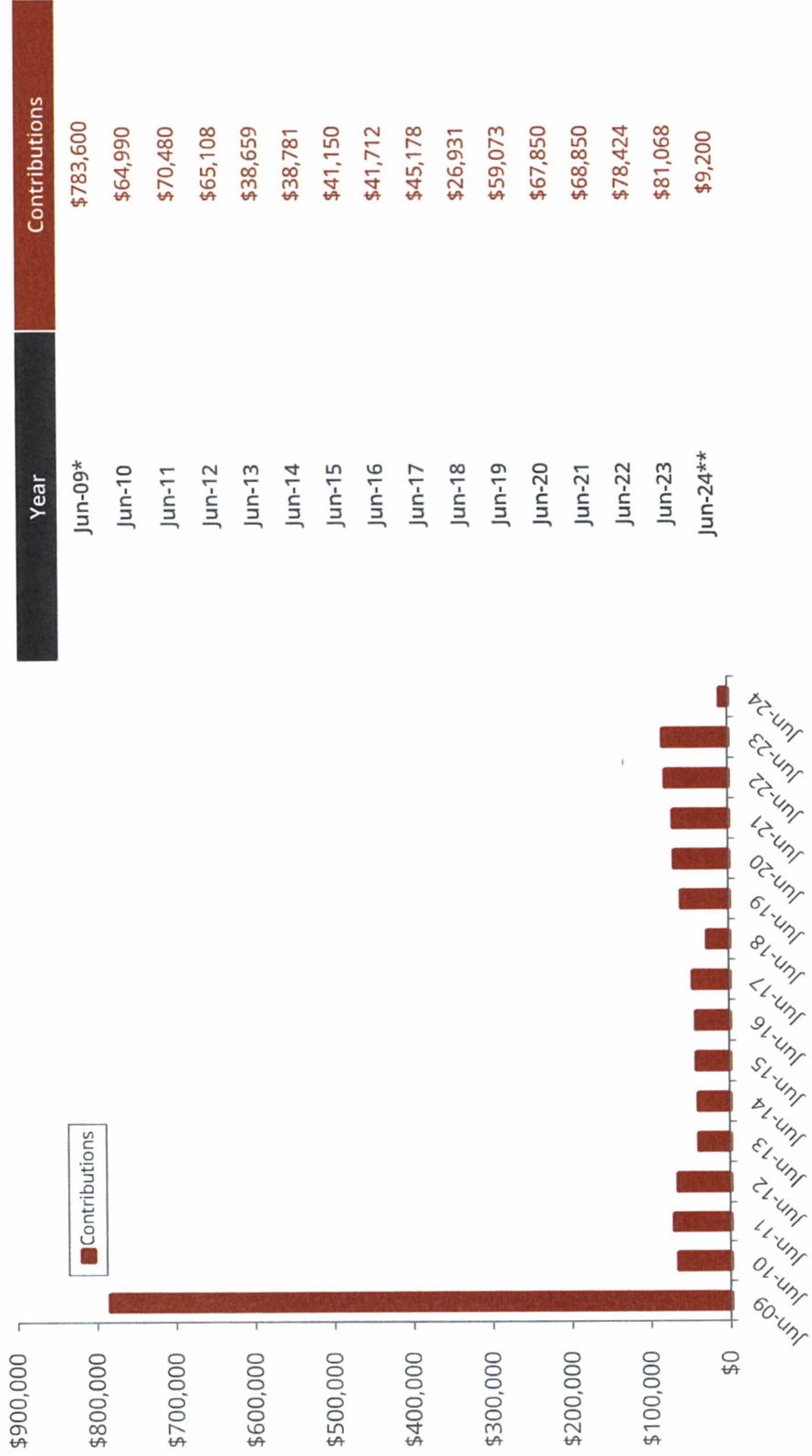
- Vesting refers to the ownership of your employer contributions.

Years of Service Completed	Percent Vested
1	20%
2	40%
3	60%
4	80%
5	100%

- Participants will be credited one (1) year of District Service upon completion of 1000 hours within the plan year.

PLAN CONTRIBUTIONS

AS OF PLAN YEAR ENDING AUGUST 31, 2023:

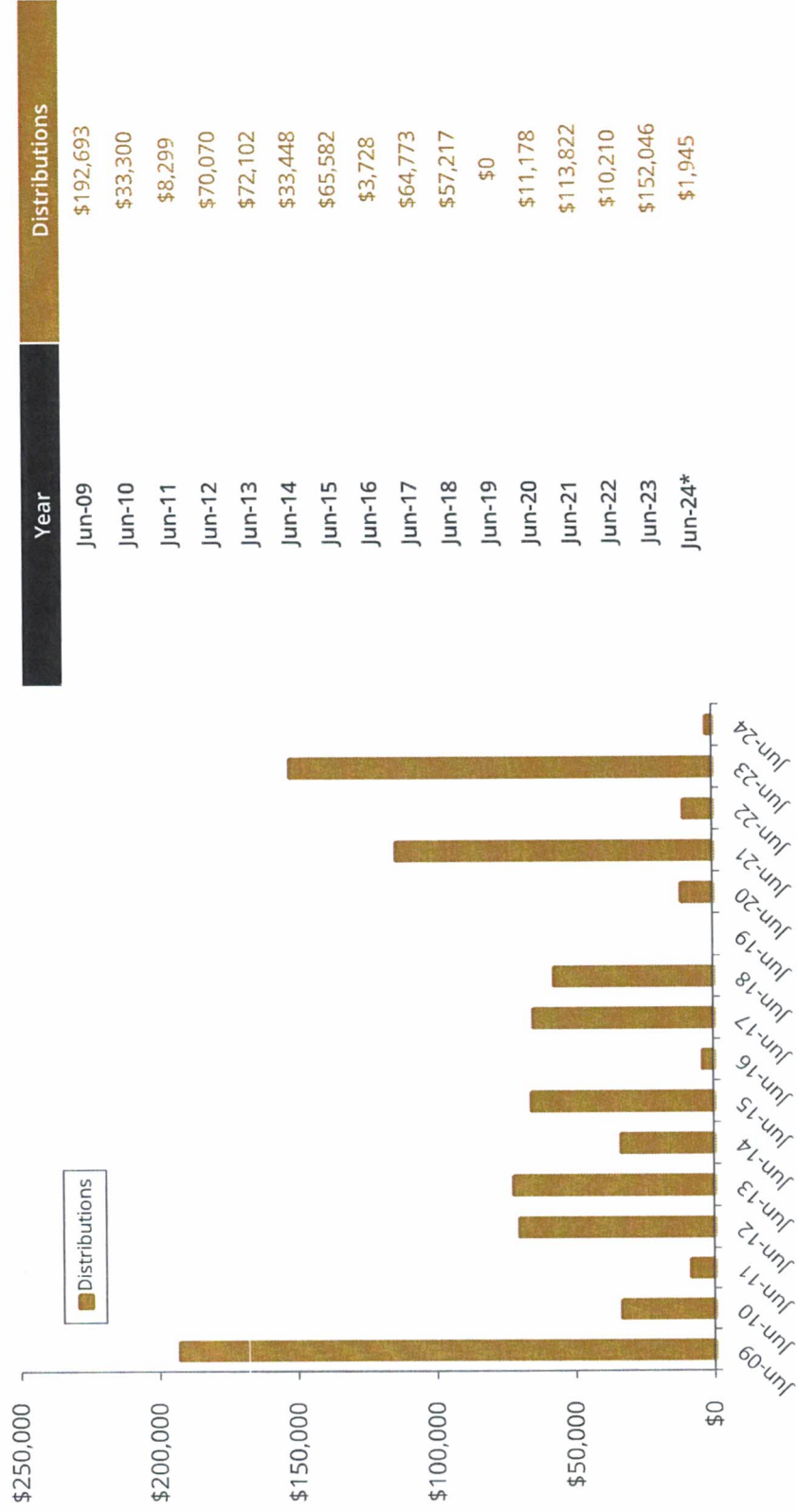


Plan Year Ending

* Plan Year Ending June 2009 included transfer from prior administrator
 ** Plan Year Ending June 2024 is based on 2 months of activity

PLAN DISTRIBUTIONS

AS OF PLAN YEAR ENDING AUGUST 31, 2023:

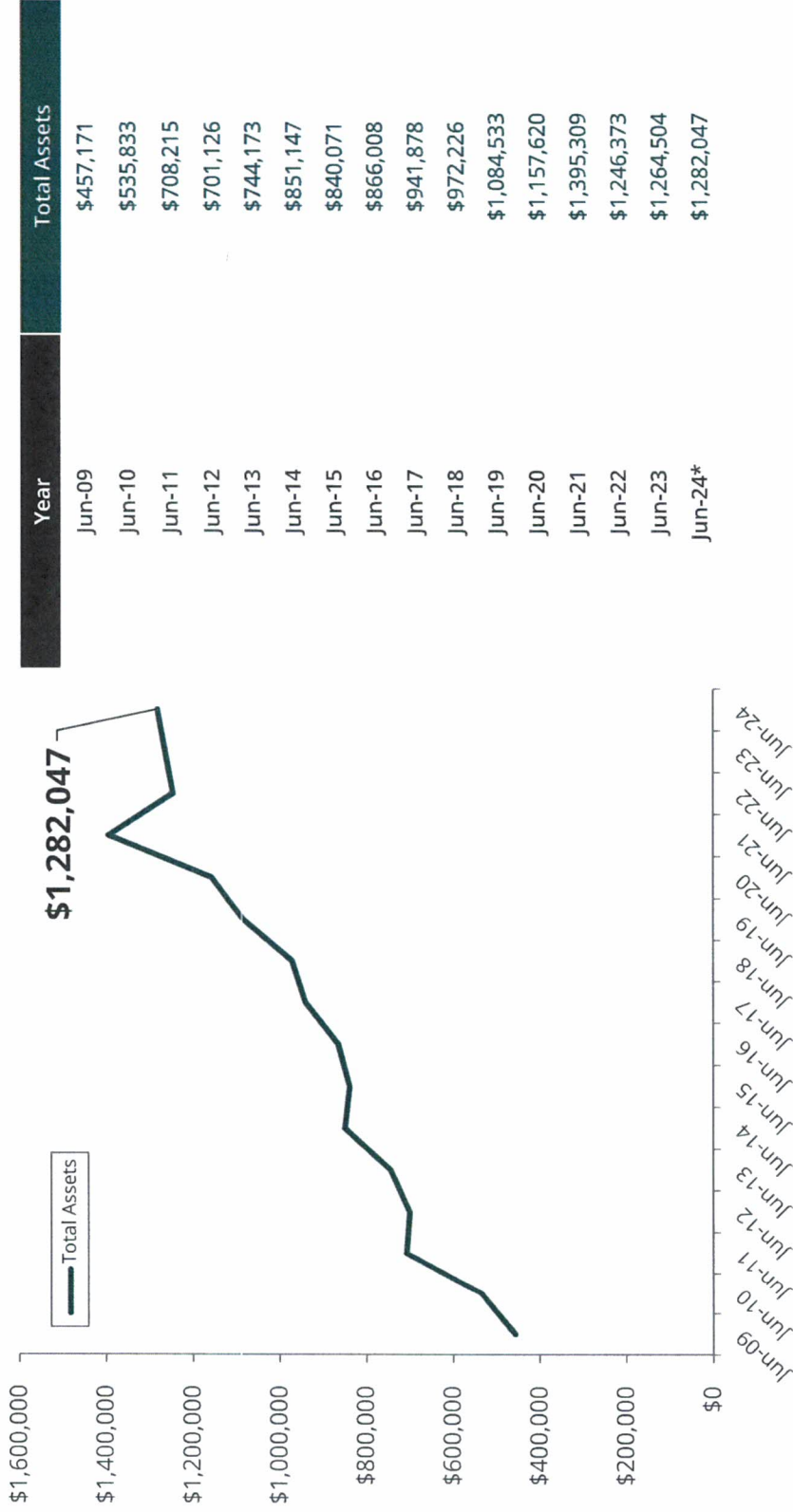


Plan Year Ending

*Plan Year Ending June 2024 is based on 2 months of activity

PLAN ASSETS

AS OF PLAN YEAR ENDING AUGUST 31, 2023:

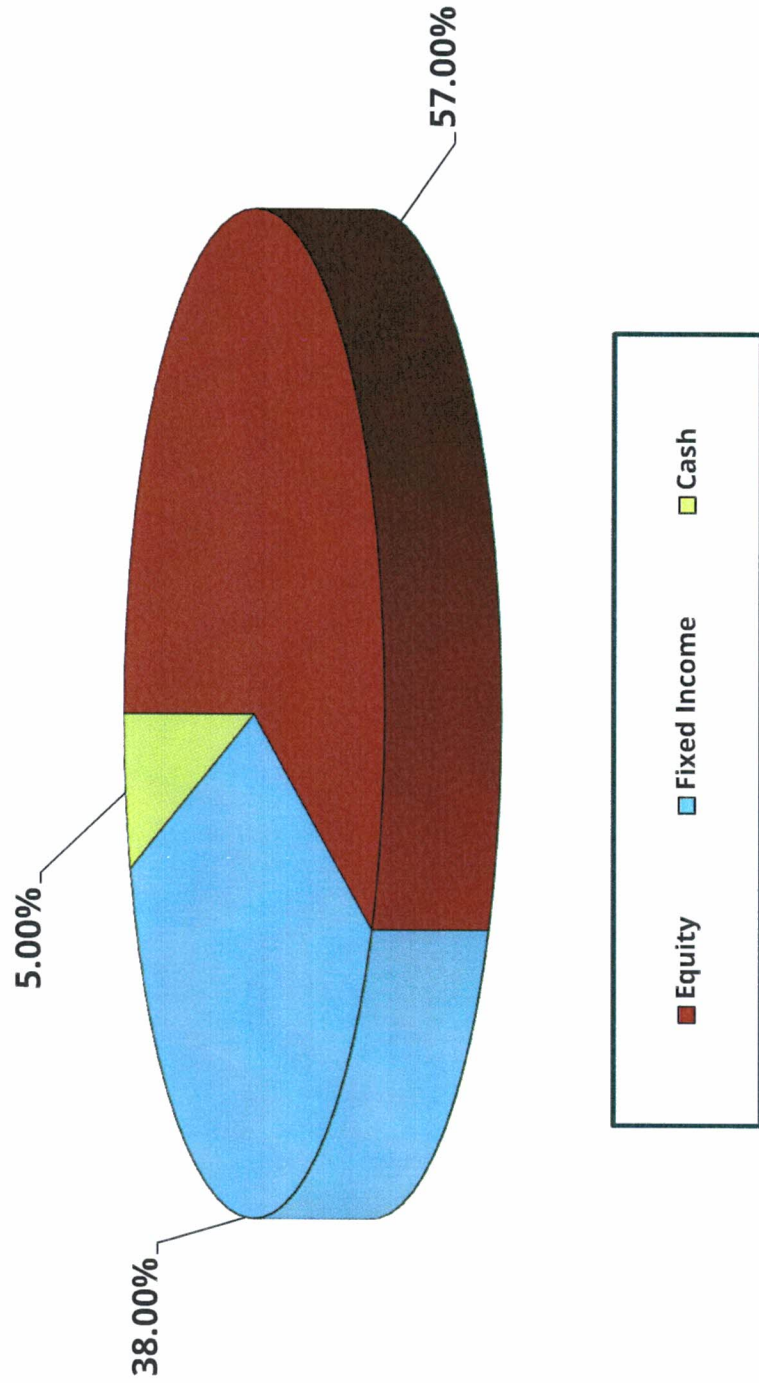


*Plan Year Ending June 2024 is based on 2 months of activity

ASSET ALLOCATION

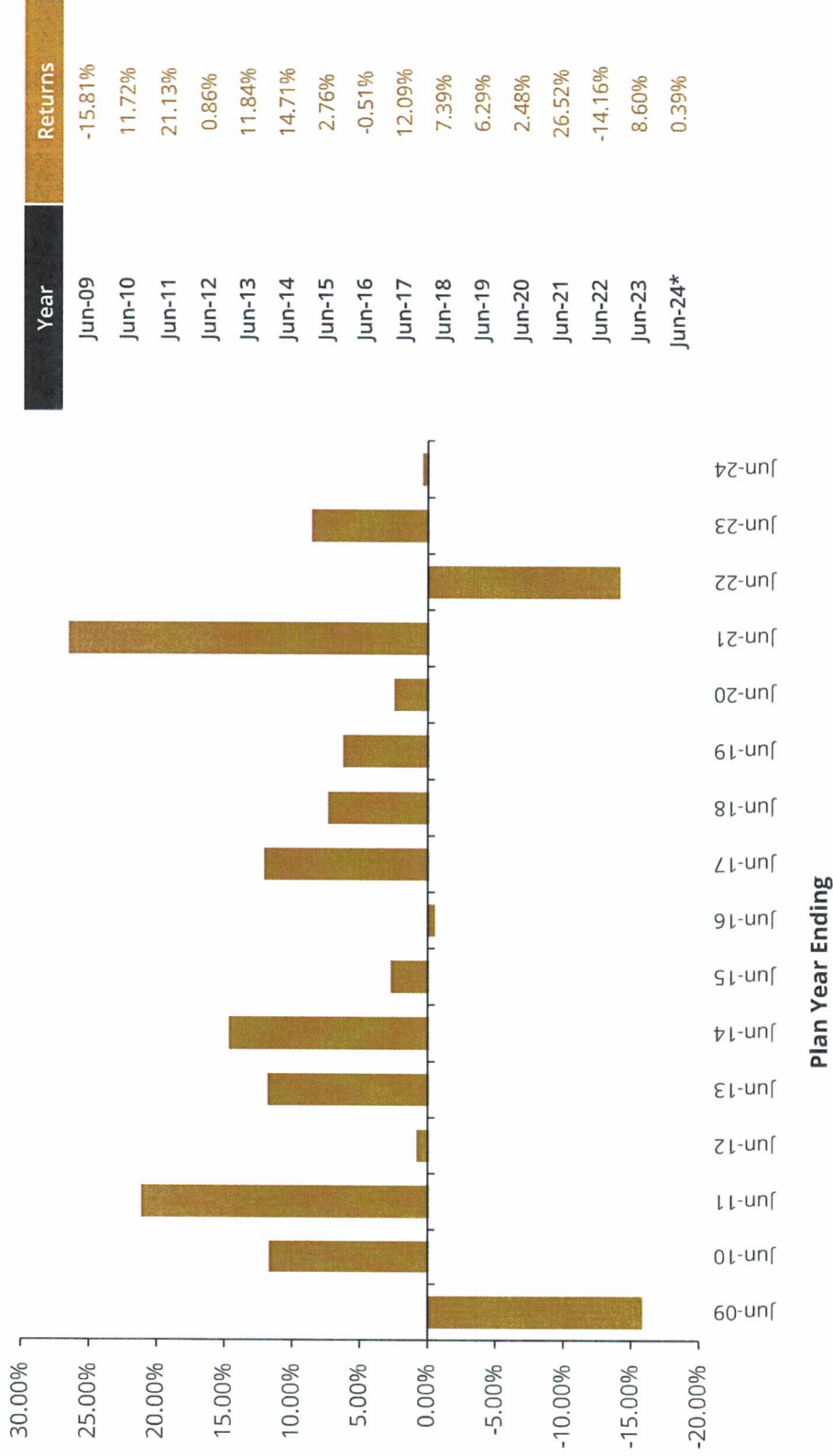
As of June 30, 2023

BALANCED HIGHMARK PLUS



PLAN INVESTMENT RETURNS

AS OF PLAN YEAR ENDING JUNE 30, 2024:



*Plan Year Ending June 2024 is based on 2 months of activity

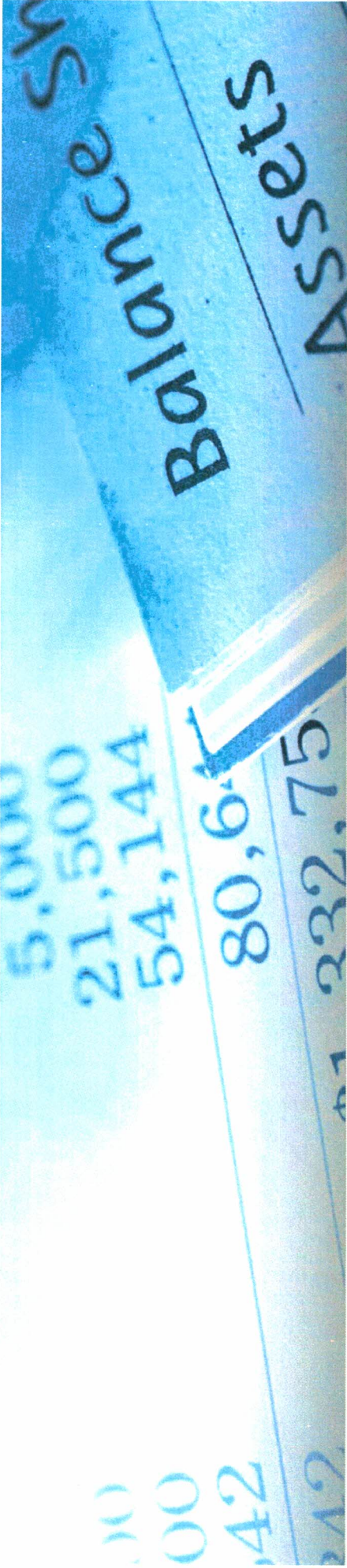
HIGHMARK CAPITAL MANAGEMENT

As of June 30, 2023

ACTIVE PORTFOLIO RETURNS

Strategy	Equity (%)	1 Year	5 Years	10 Years
Capital Appreciation	65-85%	11.33%	6.75%	7.86%
Balanced	50-70%	9.02%	5.72%	6.59%
Moderate	40-60%	7.66%	5.01%	5.80%
Moderately Conservative	20-40%	4.83%	3.44%	4.14%
Conservative	5-20%	2.65%	2.30%	2.90%

* Past performance does not guarantee future results.



ELIGIBILITY FOR DISTRIBUTION

- PARS Plans permit distribution of benefits based on the occurrence of one of the following events:
 - Termination or Separation from Employment
 - Retirement
 - Permanent and Total Disability
 - Death



DISTRIBUTION OPTIONS

- PARS Plans permit employees to select benefit payout options including:
 - Lump Sum Payout
 - IRA Rollover
 - Rollover to another qualified Plan
 - Annuity purchase

CONTACTS

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Phillip Muschetto

Senior Vice President, Plan Accounting

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pmuschetto@pars.org



PARS DIVERSIFIED PORTFOLIOS CONSERVATIVE

Q2 2023

WHY THE PARS DIVERSIFIED CONSERVATIVE PORTFOLIO?

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

PORTFOLIO FACTS

HighMark Plus (Active)

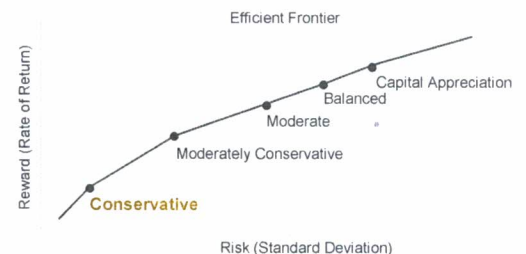
Composite Inception Date	07/2004
No of Holdings in Portfolio	20

Index Plus (Passive)

Composite Inception Date	07/2004
No of Holdings in Portfolio	13

INVESTMENT OBJECTIVE

To provide a consistent level of inflation-protected income over the long-term. The major portion of the assets will be fixed income related. Equity securities are utilized to provide inflation protection.



ASSET ALLOCATION — CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	5 – 20%	15%	14%
Fixed Income	60 – 95%	80%	82%
Cash	0 – 20%	5%	4%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

	HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
	Gross	Net	Gross	Net
Current Quarter*	0.74%	0.65%	0.30%	0.21%
Blended Benchmark**, **	0.51%		0.51%	
Year To Date*	4.14%	3.95%	3.57%	3.38%
Blended Benchmark**, **	3.54%		3.54%	
1 Year	2.65%	2.28%	1.97%	1.60%
Blended Benchmark**	2.49%		2.49%	
3 Year	-0.40%	-0.76%	-0.94%	-1.30%
Blended Benchmark**	-0.30%		-0.30%	
5 Year	2.30%	1.94%	2.11%	1.75%
Blended Benchmark**	2.33%		2.33%	
10 Year	2.90%	2.54%	2.64%	2.28%
Blended Benchmark**	2.81%		2.81%	

* Returns less than one year are not annualized. **Breakdown for Blended Benchmark: From 10/1/2012 - Present: 7.5% S&P 500, 1.5% Russell Mid Cap, 2.5% Russell 2000, 1% MSCI EM (net), 2% MSCI EAFE (net), 52.25% Bloomberg US Agg, 25.75% ICE BofA 1-3 Yr US Corp/Govt, 2% ICE BofA US High Yield Master II, 0.5% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 – 9/30/2012, the blended benchmark was 12% S&P 500, 1% Russell 2000, 2% MSCI EAFE (net), 40% ICE BofA 1-3 Year Corp./Govt, 40% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007, the blended benchmark was 15% S&P 500, 40% ICE BofA 1-3Yr Corp/Govt, 40% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-9.04%	2008	-6.70%
2009	15.59%	2009	10.49%
2010	8.68%	2010	7.67%
2011	2.19%	2011	3.70%
2012	8.45%	2012	6.22%
2013	3.69%	2013	3.40%
2014	3.88%	2014	4.32%
2015	0.29%	2015	0.06%
2016	4.18%	2016	3.75%
2017	6.73%	2017	5.52%
2018	-1.35%	2018	-1.09%
2019	11.05%	2019	10.37%
2020	9.03%	2020	8.56%
2021	2.20%	2021	1.97%
2022	-12.63%	2022	-12.06%

HOLDINGS

HighMark Plus (Active)

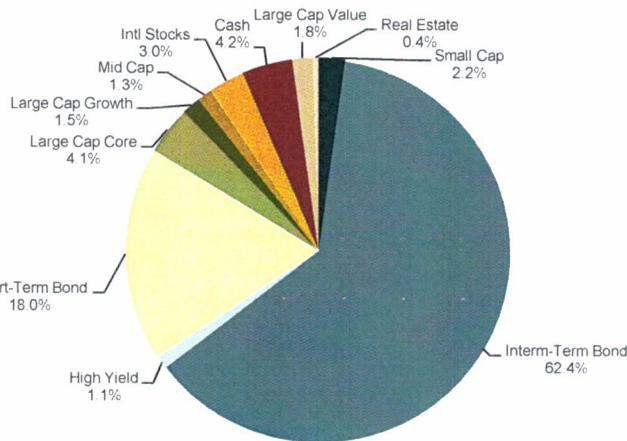
- Columbia Contrarian Core I3
- Vanguard Growth & Income Adm
- Dodge & Cox Stock Fund
- iShares S&P 500 Value ETF
- Harbor Capital Appreciation - Retirement
- iShares S&P 500 Growth ETF
- iShares Russell Mid-Cap ETF
- Vanguard Real Estate ETF
- Undiscovered Managers Behavioral Value-R6
- Emerald Growth Fund-I
- DFA Large Cap International Portfolio
- Dodge & Cox International Stock
- MFS International Growth - R6
- Hartford Schroders Emerging Markets Eq
- Vanguard Short-Term Invest-Grade Adm
- PIMCO High Yield Instl
- Dodge & Cox Income-I
- PGIM Total Return Bond - R6
- DoubleLine Core Fixed Income - I
- First American Government Obligations Z

Index Plus (Passive)

- iShares Core S&P 500 ETF
- iShares S&P 500 Value ETF
- iShares S&P 500 Growth ETF
- iShares Russell Mid-Cap ETF
- Vanguard Real Estate ETF
- iShares Russell 2000 Value ETF
- iShares Russell 2000 Growth ETF
- iShares Core MSCI EAFE ETF
- Vanguard FTSE Emerging Markets ETF
- Vanguard Short-Term Invest-Grade Adm
- iShares Core U.S. Aggregate
- Vanguard High-Yield Corp Adm
- First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria. Accounts are managed by HighMark with full investment authority according to the PARS Conservative active and passive objectives.

The adviser to the PARS portfolios is U.S. Bank, and HighMark serves as sub-adviser to U.S. Bank to manage these portfolios. U.S. Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. U.S. Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with U.S. Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA U.S. High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month U.S. Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark) is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of HighMark. HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. Individual account management and construction will vary depending on each client's investment needs and objectives. U.S. Bank provides certain services to HighMark and is compensated for these services. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
Suite 1600
San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has over 100 years (including predecessor organizations) of institutional money management experience with \$8.7 billion in assets under management*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA®

Senior Portfolio Manager
Investment Experience: since 1994
HighMark Tenure: since 1997
Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager
Investment Experience: since 2004
HighMark Tenure: since 2014
Education: BA, Colgate University

J. Keith Stribling, CFA®

Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2007
Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 13
Average Years of Experience: 29
Average Tenure (Years): 17

Manager Review Group

Number of Members: 4
Average Years of Experience: 26
Average Tenure (Years): 14

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. As of 6/1/2023 HighMark previously listed Assets under Advisement ("AUA") are no longer advised by HighMark.



PARS DIVERSIFIED PORTFOLIOS
MODERATELY CONSERVATIVE

Q2 2023

WHY THE PARS DIVERSIFIED MODERATELY CONSERVATIVE PORTFOLIO?

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

PORTFOLIO FACTS

HighMark Plus (Active)

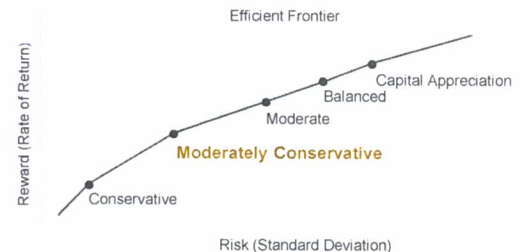
Composite Inception Date 08/2004
No of Holdings in Portfolio 20

Index Plus (Passive)

Composite Inception Date 05/2005
No of Holdings in Portfolio 13

INVESTMENT OBJECTIVE

To provide current income, with capital appreciation as a secondary objective. The major portion of the assets is committed to income-producing securities. Market fluctuations should be expected.



ASSET ALLOCATION — MODERATELY CONSERVATIVE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	20 - 40%	30%	29%
Fixed Income	50 - 80%	65%	67%
Cash	0 - 20%	5%	4%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)			Index Plus Composite (Passive)		
	Gross	Net		Gross	Net
Current Quarter*	1.76%	1.66%	Current Quarter*	1.26%	1.17%
Blended Benchmark**, **	1.52%		Blended Benchmark**, **	1.52%	
Year To Date*	5.58%	5.39%	Year To Date*	5.03%	4.84%
Blended Benchmark**, **	5.26%		Blended Benchmark**, **	5.26%	
1 Year	4.83%	4.46%	1 Year	4.13%	3.75%
Blended Benchmark**	4.88%		Blended Benchmark**	4.88%	
3 Year	1.81%	1.44%	3 Year	1.24%	0.87%
Blended Benchmark**	1.75%		Blended Benchmark**	1.75%	
5 Year	3.44%	3.07%	5 Year	3.32%	2.95%
Blended Benchmark**	3.59%		Blended Benchmark**	3.59%	
10 Year	4.14%	3.77%	10 Year	3.97%	3.60%
Blended Benchmark**	4.23%		Blended Benchmark**	4.23%	

* Returns less than one year are not annualized. **Breakdown for Blended Benchmark: From 10/1/2012 - Present: 15.5% S&P500, 3% Russell Mid Cap, 4.5% Russell 2000, 2% MSCI EM (net), 4% MSCI EAFE (net), 49.25% Bloomberg US Agg, 14% ICE BofA 1-3 Yr US Corp/Govt, 1.75% ICE BofA US High Yield Master II, 1% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 - 9/30/2012: the blended benchmark was 25% S&P 500, 1.5% Russell 2000, 3.5% MSCI EAFE (net), 25% ICE BofA 1-3 Year Corp./Govt, 40% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007, the blended benchmark was 30% S&P 500, 25% ICE BofA 1-3Yr Corp/Govt, 40% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-15.37%	2008	-12.40%
2009	18.71%	2009	11.92%
2010	10.46%	2010	9.72%
2011	1.75%	2011	3.24%
2012	10.88%	2012	8.24%
2013	7.30%	2013	6.78%
2014	4.41%	2014	5.40%
2015	0.32%	2015	-0.18%
2016	4.94%	2016	5.42%
2017	9.56%	2017	8.08%
2018	-2.60%	2018	-2.33%
2019	13.73%	2019	13.53%
2020	10.76%	2020	9.74%
2021	5.15%	2021	5.33%
2022	-13.46%	2022	-13.00%

HOLDINGS

HighMark Plus (Active)

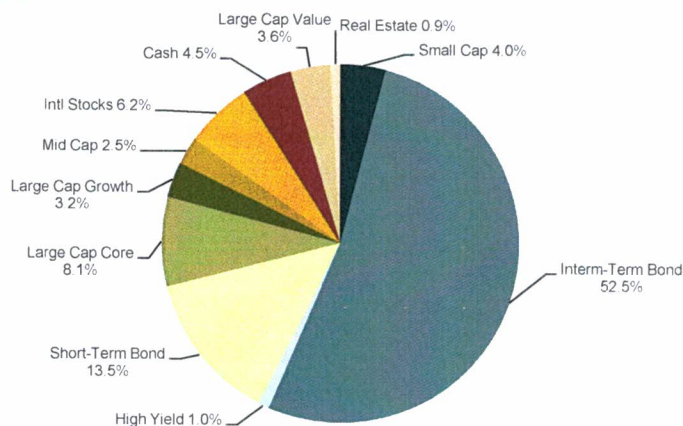
Columbia Contrarian Core I3
Vanguard Growth & Income Adm
Dodge & Cox Stock Fund
iShares S&P 500 Value ETF
Harbor Capital Appreciation - Retirement
iShares S&P 500 Growth ETF
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
Undiscovered Managers Behavioral Value-R6
Emerald Growth Fund-I
DFA Large Cap International Portfolio
Dodge & Cox International Stock
MFS International Growth - R6
Hartford Schroders Emerging Markets Eq
Vanguard Short-Term Invest-Grade Adm
PIMCO High Yield Instl
Dodge & Cox Income-I
PGIM Total Return Bond - R6
DoubleLine Core Fixed Income - I
First American Government Obligations Z

Index Plus (Passive)

iShares Core S&P 500 ETF
iShares S&P 500 Value ETF
iShares S&P 500 Growth ETF
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
iShares Russell 2000 Value ETF
iShares Russell 2000 Growth ETF
iShares Core MSCI EAFE ETF
Vanguard FTSE Emerging Markets ETF
Vanguard Short-Term Invest-Grade Adm
iShares Core U.S. Aggregate
Vanguard High-Yield Corp Adm
First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent a size-weighted composite of tax exempt accounts that meet the following criteria. Accounts are managed by HighMark with full investment authority according to the PARS Moderately Conservative active and passive objectives

The adviser to the PARS portfolios is U.S. Bank, and HighMark serves as sub-adviser to U.S. Bank to manage these portfolios. U.S. Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. U.S. Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with U.S. Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA U.S. High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month U.S. Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark) is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of HighMark. HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. Individual account management and construction will vary depending on each client's investment needs and objectives. U.S. Bank provides certain services to HighMark and is compensated for these services. **Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.**

HIGHMARK CAPITAL MANAGEMENT

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Suite 1600
San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has over 100 years (including predecessor organizations) of institutional money management experience with \$8.7 billion in assets under management*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA®

Senior Portfolio Manager
Investment Experience: since 1994
HighMark Tenure: since 1997
Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager
Investment Experience: since 2004
HighMark Tenure: since 2014
Education: BA, Colgate University

J. Keith Stribling, CFA®

Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2007
Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 13
Average Years of Experience: 29
Average Tenure (Years): 17

Manager Review Group

Number of Members: 4
Average Years of Experience: 26
Average Tenure (Years): 14

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. As of 6/1/2023 HighMark previously listed Assets under Advisement ("AUA") are no longer advised by HighMark.



PARS DIVERSIFIED PORTFOLIOS MODERATE

Q2 2023

WHY THE PARS DIVERSIFIED MODERATE PORTFOLIO?

Comprehensive Investment Solution

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Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

PORTFOLIO FACTS

HighMark Plus (Active)

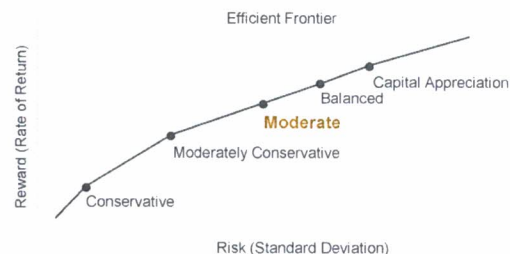
Composite Inception Date 10/2004
No of Holdings in Portfolio 20

Index Plus (Passive)

Composite Inception Date 05/2006
No of Holdings in Portfolio 13

INVESTMENT OBJECTIVE

To provide current income and moderate capital appreciation. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important.



ASSET ALLOCATION — MODERATE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	40 - 60%	50%	47%
Fixed Income	40 - 60%	45%	48%
Cash	0 - 20%	5%	5%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

	HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
	Gross	Net	Gross	Net
Current Quarter*	3.00%	2.91%	2.62%	2.53%
Blended Benchmark**, **	2.98%		2.98%	
Year To Date*	7.56%	7.36%	7.02%	6.83%
Blended Benchmark**, **	7.50%		7.50%	
1 Year	7.66%	7.28%	7.18%	6.79%
Blended Benchmark**	8.25%		8.25%	
3 Year	4.73%	4.35%	4.34%	3.96%
Blended Benchmark**	4.91%		4.91%	
5 Year	5.01%	4.64%	4.86%	4.49%
Blended Benchmark**	5.28%		5.28%	
10 Year	5.80%	5.42%	5.61%	5.23%
Blended Benchmark**	6.06%		6.06%	

* Returns less than one year are not annualized. **Breakdown for Blended Benchmark: From 10/1/2012 – Present 26.5% S&P500, 5% Russell Mid Cap, 7.5% Russell 2000, 3.25% MSCI EM (net), 6% MSCI EAFE (net), 33.50% Bloomberg US Agg, 10% ICE BofA 1-3 Yr US Corp/Govt, 1.50% ICE BofA US High Yield Master II, 1.75% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 – 9/30/2012 the blended benchmark was 43% S&P 500, 2% Russell 2000, 5% MSCI EAFE (net), 15% ICE BofA 1-3 Year Corp /Govt, 30% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007, the blended benchmark was 50% S&P 500, 15% ICE BofA 1-3Yr Corp/Govt, 30% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-22.88%	2008	-18.14%
2009	21.47%	2009	16.05%
2010	12.42%	2010	11.77%
2011	0.55%	2011	2.29%
2012	12.25%	2012	10.91%
2013	13.06%	2013	12.79%
2014	4.84%	2014	5.72%
2015	0.14%	2015	-0.52%
2016	6.45%	2016	7.23%
2017	13.19%	2017	11.59%
2018	-4.03%	2018	-4.03%
2019	17.71%	2019	17.52%
2020	12.92%	2020	11.23%
2021	9.31%	2021	10.18%
2022	-14.63%	2022	-14.21%

HOLDINGS

HighMark Plus (Active)

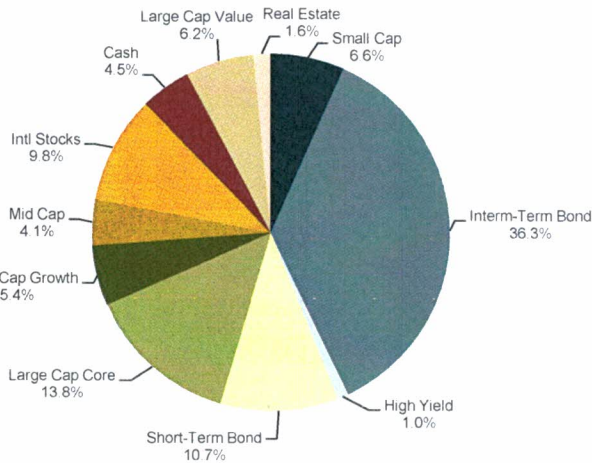
Columbia Contrarian Core I3
Vanguard Growth & Income Adm
Dodge & Cox Stock Fund
iShares S&P 500 Value ETF
Harbor Capital Appreciation - Retirement
iShares S&P 500 Growth ETF
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
Undiscovered Managers Behavioral Value-R6
Emerald Growth Fund-I
DFA Large Cap International Portfolio
Dodge & Cox International Stock
MFS International Growth - R6
Hartford Schroders Emerging Markets Eq
Vanguard Short-Term Invest-Grade Adm
PIMCO High Yield Instl
Dodge & Cox Income-I
PGIM Total Return Bond - R6
DoubleLine Core Fixed Income - I
First American Government Obligations Z

Index Plus (Passive)

iShares Core S&P 500 ETF
iShares S&P 500 Value ETF
iShares S&P 500 Growth ETF
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
iShares Russell 2000 Value ETF
iShares Russell 2000 Growth ETF
iShares Core MSCI EAFE ETF
Vanguard FTSE Emerging Markets ETF
Vanguard Short-Term Invest-Grade Adm
iShares Core U.S. Aggregate
Vanguard High-Yield Corp Adm
First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria. Accounts are managed by HighMark with full investment authority according to the PARS Moderate active and passive objectives

The adviser to the PARS portfolios is U.S. Bank, and HighMark serves as sub-adviser to U.S. Bank to manage these portfolios. U.S. Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. U.S. Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with U.S. Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA U.S. High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT Index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month U.S. Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark) is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of HighMark. HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. Individual account management and construction will vary depending on each client's investment needs and objectives. U.S. Bank provides certain services to HighMark and is compensated for these services. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

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San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

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ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA®

Senior Portfolio Manager
Investment Experience: since 1994
HighMark Tenure: since 1997
Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager
Investment Experience: since 2004
HighMark Tenure: since 2014
Education: BA, Colgate University

J. Keith Stribling, CFA®

Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2007
Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 13
Average Years of Experience: 29
Average Tenure (Years): 17

Manager Review Group

Number of Members: 4
Average Years of Experience: 26
Average Tenure (Years): 14

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. As of 6/1/2023 HighMark previously listed Assets under Advisement ("AUA") are no longer advised by HighMark.



PARS DIVERSIFIED PORTFOLIOS BALANCED

Q2 2023

WHY THE PARS DIVERSIFIED BALANCED PORTFOLIO?

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HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

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Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

PORTFOLIO FACTS

HighMark Plus (Active)

Composite Inception Date 10/2006
No of Holdings in Portfolio 20

Index Plus (Passive)

Composite Inception Date 10/2007
No of Holdings in Portfolio 13

INVESTMENT OBJECTIVE

To provide growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return.



ASSET ALLOCATION — BALANCED PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	50 – 70%	60%	57%
Fixed Income	30 – 50%	35%	38%
Cash	0 – 20%	5%	5%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

	HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
	Gross	Net	Gross	Net
Current Quarter*	3.66%	3.57%	3.31%	3.22%
Blended Benchmark**, **	3.69%		3.69%	
Year To Date*	8.48%	8.28%	8.04%	7.85%
Blended Benchmark**, **	8.62%		8.62%	
1 Year	9.02%	8.63%	8.67%	8.28%
Blended Benchmark**	9.87%		9.87%	
3 Year	6.16%	5.78%	5.85%	5.47%
Blended Benchmark**	6.42%		6.42%	
5 Year	5.72%	5.34%	5.60%	5.22%
Blended Benchmark**	6.08%		6.08%	
10 Year	6.59%	6.21%	6.42%	6.04%
Blended Benchmark**	6.95%		6.95%	

* Returns less than one year are not annualized. **Breakdown for Blended Benchmark. From 10/1/2012 – Present: 32% S&P500, 6% Russell Mid Cap, 9% Russell 2000, 4% MSCI EM (net), 7% MSCI EAFE (net), 27% Bloomberg US Agg, 6.75% ICE BofA 1-3 Yr US Corp/Govt, 1.25% ICE BofA US High Yield Master II, 2% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill. From 4/1/2007 – 9/30/2012, the blended benchmark was 51% S&P 500, 3% Russell 2000, 6% MSCI EAFE (net), 5% ICE BofA 1-3 Year Corp./Govt, 30% Bloomberg US Agg, 5% FTSE 1 Mth US T-Bill. Prior to April 2007, the blended benchmark was 60% S&P 500, 5% ICE BofA 1-3Yr Corp/Govt, 30% Bloomberg US Agg, and 5% FTSE 1 Mth US T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)		Index Plus Composite (Passive)	
2008	-25.72%	2008	-23.22%
2009	21.36%	2009	17.62%
2010	14.11%	2010	12.76%
2011	-0.46%	2011	1.60%
2012	13.25%	2012	11.93%
2013	16.61%	2013	15.63%
2014	4.70%	2014	6.08%
2015	0.04%	2015	-0.81%
2016	6.81%	2016	8.26%
2017	15.46%	2017	13.39%
2018	-4.88%	2018	-5.05%
2019	19.85%	2019	19.59%
2020	13.85%	2020	12.07%
2021	11.44%	2021	12.63%
2022	-15.28%	2022	-14.97%

HOLDINGS

HighMark Plus (Active)

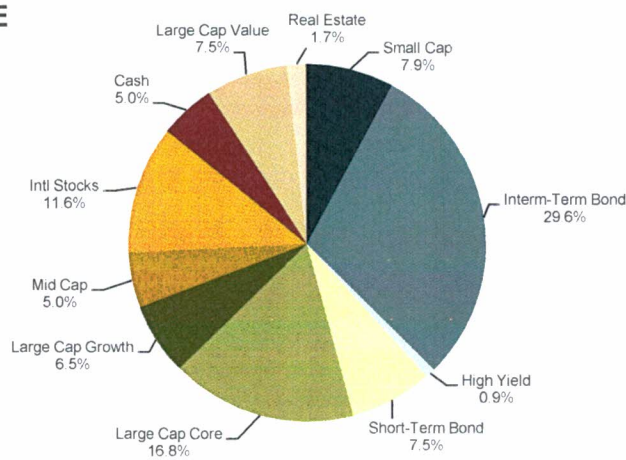
Columbia Contrarian Core I3
Vanguard Growth & Income Adm
Dodge & Cox Stock Fund
iShares S&P 500 Value ETF
Harbor Capital Appreciation - Retirement
iShares S&P 500 Growth ETF
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
Undiscovered Managers Behavioral Value-R6
Emerald Growth Fund-I
DFA Large Cap International Portfolio
Dodge & Cox International Stock
MFS International Growth - R6
Hartford Schroders Emerging Markets Eq
Vanguard Short-Term Invest-Grade Adm
PIMCO High Yield Instl
Dodge & Cox Income-I
PGIM Total Return Bond - R6
DoubleLine Core Fixed Income - I
First American Government Obligations Z

Index Plus (Passive)

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iShares S&P 500 Value ETF
iShares S&P 500 Growth ETF
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
iShares Russell 2000 Value ETF
iShares Russell 2000 Growth ETF
iShares Core MSCI EAFE ETF
Vanguard FTSE Emerging Markets ETF
Vanguard Short-Term Invest-Grade Adm
iShares Core U.S. Aggregate
Vanguard High-Yield Corp Adm
First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria. Accounts are managed by HighMark with full investment authority according to the PARS Balanced active and passive objectives.

The composite name has been changed from PARS Balanced/Moderately Aggressive to PARS Balanced on 5/1/2013. The adviser to the PARS portfolios is U.S. Bank, and HighMark serves as sub-adviser to U.S. Bank to manage these portfolios. U.S. Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. U.S. Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with U.S. Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA U.S. High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month U.S. Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

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HIGHMARK CAPITAL MANAGEMENT

350 California Street
Suite 1600
San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

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Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 13
Average Years of Experience: 29
Average Tenure (Years): 17

Manager Review Group

Number of Members: 4
Average Years of Experience: 26
Average Tenure (Years): 14

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PARS DIVERSIFIED PORTFOLIOS CAPITAL APPRECIATION

Q2 2023

WHY THE PARS DIVERSIFIED CAPITAL APPRECIATION PORTFOLIO?

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

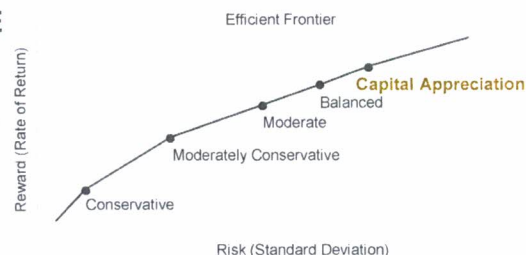
PORTFOLIO FACTS

Consolidated Composite

Composite Inception Date 01/2009
No of Holdings in Portfolio 20

INVESTMENT OBJECTIVE

To provide growth of principal. The major portion of the assets are invested in equity securities and market fluctuations are expected.



ASSET ALLOCATION — CAPITAL APPRECIATION PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	65 - 85%	75%	71%
Fixed Income	10 - 30%	20%	23%
Cash	0 - 20%	5%	6%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

Consolidated Composite

	Gross	Net
Current Quarter*	4.52%	4.43%
Blended Benchmark*,**	4.70%	
Year To Date*	9.94%	9.74%
Blended Benchmark*,**	10.31%	
1 Year	11.33%	10.93%
Blended Benchmark**	12.48%	
3 Year	8.19%	7.80%
Blended Benchmark**	8.67%	
5 Year	6.75%	6.36%
Blended Benchmark**	7.15%	
10 Year	7.86%	7.48%
Blended Benchmark**	8.16%	

* Returns less than one year are not annualized. **Breakdown for Blended Benchmark: 39.5% S&P500, 7.5% Russell Mid Cap, 10.5% Russell 2000, 5.25% MSCI EM (net), 10.25% MSCI EAFE (net), 16% Bloomberg US Agg, 3% ICE BofA 1-3 Yr US Corp/Gov't, 1% ICE BofA US High Yield Master II, 2% Wilshire REIT, and 5% FTSE 1 Mth US T-Bill

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

Consolidated Composite

Year	Return
2008	N/A
2009	23.77%
2010	12.95%
2011	-1.35%
2012	13.87%
2013	20.33%
2014	6.05%
2015	-0.26%
2016	8.79%
2017	16.72%
2018	-5.82%
2019	22.62%
2020	14.50%
2021	14.96%
2022	-16.08%

HOLDINGS

HighMark Plus (Active)

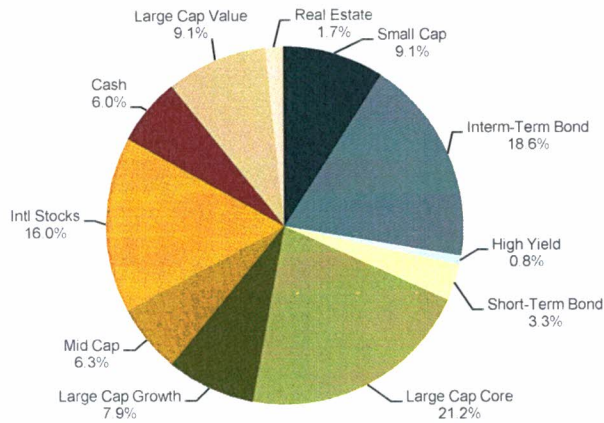
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Presentation of Fiscal Year 2021-2022 Financial Audit from Clifton Larson Allen LLP (CLA)**

DATE: October 23, 2023

BACKGROUND

Mr. Robert Callanan from CLA will present the final findings for the Fiscal Year 2021-2022 Audit of Financial Transactions for the Placentia Library District.

The audit report will be furnished at the Board meeting.

RECOMMENDATION

Receive & File the Financial Audit for Fiscal Year 2021-2022.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization of Amendments to Placentia Library District Policy 2110 – Health and Welfare Benefits**

DATE: October 23, 2023

BACKGROUND

The Placentia Library District provides medical insurance coverage for its non-exempt employees with an allotment of \$1,000 premium to regular full-time and part-time (working 20+ hours). The current premium cost, through the Special District Risk Management Authority (SDRMA), for non-exempt full-time employees is 9% or \$101 more than the policy permits.

DISCUSSION

Policy 2110.1.2 states:

Non-Exempt Employees Premium. The District allots \$1,000 to regular full-time and part-time (working 20+ hours) employees for medical coverage for their employee premium costs. Full-time employees have the option to use the balance from the \$1,000 to cover dependent(s) premium medical coverage. Part-time employees wishing to enroll their dependents cannot use the \$1,000 towards coverage for their dependents, and are responsible for 100% of their dependents' medical premium costs.

Management recommends the following amendment to Policy 2110.1.2:

Non-Exempt Employees Premium. The District **pays the premium for all** regular full-time and part-time (working 20+ hours) employees for medical coverage for their employee premium costs. **Non-exempt employees wishing to enroll their dependents are responsible for 100% of their dependents' medical premium costs.**

The recommendation enables the District to continue providing employees with their choice of medical plans without interruptions regardless of premium increases and changes. Maintaining our medical coverage contribution reaffirms our commitment to our employees' wellness while remaining competitive in recruiting and retaining a stellar workforce. With responses from employees during the current open enrollment period (closes October 31st), indicating the desire to remain with their current plan with no changes. Employees are currently enrolled in one of the following three plans – EPO, PPO Gold, and HMO 15

Blue Shield EPO Plan - \$1,271.02 (37% employees)

- Inpatient Hospital Room, Board & Support Services – No charge
- Outpatient Hospital - \$30 co-pay
- Ambulatory Surgery Center – No Charge; Deductible waived

- Emergency Room - \$100 co-pay (co-pay waived if admitted)
- Urgent Care - \$30 co-pay
- Physician Benefits (office visits) - \$30 co-pay
- Preventative Care – No Charge
- Lab/X-Ray - \$0 (\$25 co-pay if services provided by Hospital)
- Complex Imaging (CT, PET, MRI, etc.) - \$0 (\$100 co-pay if services provided by Hospital)
- Acupuncture (26 visits per calendar year/combined with Chiropractic) - \$30 co-pay
- Chiropractic Services (26 visits per calendar year/combined with Acupuncture) - \$30 co-pay

Blue Shield PPO Gold Plan - \$1,141.24 (16% employees)

- Inpatient Hospital Room, Board & Support Services – 20% (participating providers); 50% up to \$6,000 per day (non-participating providers)
- Outpatient Hospital – 20% (participating providers); 50% up to \$350 per day (non-participating providers)
- Ambulatory Surgery Center – 10% & deductible waived (participating providers); 50% up to \$350 per day (non-participating providers)
- Emergency Room - \$100 co-pay + 20% (co-pay waived if admitted)
- Urgent Care - \$20 co-pay (participating providers); 50% (non-participating providers)
- Physician Benefits (office visits) - \$20 co-pay (participating providers); 50% (non-participating providers)
- Preventative Care – No Charge (participating providers); No covered (non-participating providers)
- Lab/X-Ray – \$0 (\$25 co-pay + 20% if services provided by Hospital (participating providers); 50%, up to \$350/per day within Hospital (non-participating providers)
- Complex Imaging (CT, PET, MRI, etc.) – 20%, \$100 co-pay + 20% if services provided by hospital (participating providers); 50% up to \$800 per day (non-participating providers)
- Acupuncture (26 visits per calendar year/combined with Chiropractic) – 20% (participating & non-participating providers)
- Chiropractic Services (26 visits per calendar year/combined with Acupuncture) – 20% up to \$50 per visit (participating providers); 50% up to \$25 per visit (non-participating providers)

Kaiser HMO 15 Plan - \$1,036.18 (47% employees)

- Inpatient Hospital Room, Board & Support Services – No charge
- Outpatient Hospital - \$100 co-pay
- Ambulatory Surgery Center – No Charge
- Emergency Room - \$50 co-pay (co-pay waived if admitted)
- Urgent Care - \$15 co-pay
- Physician Benefits (office visits) - \$15 co-pay
- Preventative Care – No Charge
- Lab/X-Ray – No Charge
- Complex Imaging (CT, PET, MRI, etc.) – No Charge
- Acupuncture (26 visits per calendar year/combined with Chiropractic) - \$10 co-pay

- Chiropractic Services (26 visits per calendar year/combined with Acupuncture) - \$10 co-pay

Below is a comparison of medical insurance contribution currently offered by other agencies based on an employee only plan.

Agency	Monthly Contribution Offered by Agency
Anaheim City	HMO plan. Employee contributes to premiums for other health plans.
Brea City	\$800
Buena Park Library District	HMO plan. Employee contributes to premiums for other health plans.
Buena Park City	\$989
Fullerton City	\$460 HMO; \$500 PPO
Huntington Beach City	\$855
Newport Beach City	\$1,725
Orange City	\$1,095
Orange County	\$1,591
Palos Verdes Library District	HMO Benchmark Plan. Employees selecting a plan that exceeds the amount of the District’s monthly HMO contribution, employees will be responsible for paying the difference.
Placentia City	\$722
Placentia Library District	\$898 - \$1,101 depending on plan of choice
Yorba Linda City	\$90% HMO Cafeteria Plan

Attachment A is Policy 2110 – Health and Welfare Benefits

RECOMMENDATIONS

1. Authorize an amendment to Policy 2110 – Health and Welfare Benefits as presented, inclusive of input received from the Library Board of Trustees; and,
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Insurance Coverage. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular full-time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors. Effective July 1, 2016, all non-exempt employees will select coverage from two SDRMA medical insurance plans: EPO or Gold PPO.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, hospital, dental, and vision coverage under the EPO-Exempt + Family medical plan provided through SDRMA. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. ~~The District allots \$1,000 to regular full-time and part-time (working 20+ hours) employees for medical coverage for their employee premium costs. Full-time employees have the option to use the balance from the \$1,000 to cover dependent(s) premium medical coverage. Part-time employees wishing to enroll their dependents cannot use the \$1,000 towards coverage for their dependents, and are responsible for 100% of their dependents' medical premium costs.~~
The District pays the premium for all regular full-time and part-time (working 20+ hours) employees for medical coverage for their employee premium costs. Non-exempt employees wishing to enroll their dependents are responsible for 100% of their dependents' medical premium costs.

Placentia Library District pays 100% of the monthly premium for regular full-time and part-time (working 20+ hours) employees for ancillary coverages, which include Dental, Vision, Basic Life and AD&D, LTD and EAP benefits. If dependents are added to ancillary coverages (Dental and/or Vision), the employee will pay 100% of the monthly premium for dependent coverage.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Life Insurance. Life Insurance in the amount of \$50,000 is provided for the Library Director, all full-time employees, and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

2110.4 Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

2110.5 PARS Defined Benefit Retirement Plan.

2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Defined Benefit Retirement Plan.

2110.5.2 The District contributes four per cent of an employee's annual salary to the Plan. There is no employee contribution to the Defined Benefit Retirement Plan.

2110.5.3 Employees are vested in the Defined Benefit Retirement Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.5.4 Eligibility for Distribution includes retirement, termination, permanent disability, or death.

2110.5.5 A maximum of 12% can be contributed towards the plan including employer and/or a voluntary employee contributions.

2110.6 Deferred Compensation/457 Plan.

2110.6.1 Regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of Administrative Services.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adopt Policy 2022 – Employee of the Year Benefits**

DATE: October 23, 2023

BACKGROUND

At the September 25, 2023 Board meeting, the Board voted to approve Policy 2022 – Employee of the Year Benefits, as a first reading with input to be gathered from staff. A survey was sent to staff on September 26th, with 17 responses received. The results are as follows:

- 71% - \$500 cash
- 29% - 2 paid days off

The Employee of the Year (EOY) award began in 2014, recognizing an outstanding staff member who goes the extra mile. There are many ways in which an employee may contribute above and beyond what is expected. This may include a suggestion or action approved and implemented by management that improves an established process, improves service to the community, and/or when an employee goes above and beyond in their regular work assignment or a special project. The proposed Policy 2022 provides an outline of the benefits the Employee of the Year will receive and the District's commitment to recognizing outstanding contributions from its employees.

Employees of the Placentia Library District are encouraged to nominate staff members in recognition of outstanding service to our patrons and coworkers. The program recognizes employees for outstanding accomplishments and/or contributions to the Library's mission and is open to all District employees. A Review Committee consisting of two trustees and the Library Director are tasked with reviewing all nominations and determining the "Employee of the Year." The employee will be announced at the annual Staff Appreciation & Recognition event.

Giving the Employee of the Year extra time off is a meaningful gesture that can provide several benefits for both the employee and the District, including but not limited to:

1. Tangible expression of gratitude and appreciation for the outstanding contributions, dedication, and hard work demonstrated by the Employee of the Year. It acknowledges their exceptional efforts and the value they bring to the company.
2. Motivate other employees to strive for excellence. It sets a positive example and encourages a culture of high performance and commitment throughout the organization.

3. Promotes a healthy work-life balance. It allows the Employee of the Year to recharge, spend quality time with loved ones, and rejuvenate, which can ultimately lead to increased job satisfaction and better overall well-being.
4. Help mitigate burnout risks by providing a necessary break from work-related pressures.
5. Can lead to increased productivity upon the employee's return. A well-rested and motivated employee is more likely to bring fresh ideas, enthusiasm, and energy to their work, ultimately benefiting the company's bottom line.
6. Fosters a sense of belonging and engagement within the workforce. It reinforces the idea that individual achievements are recognized and celebrated.

Staff recommends offering the Employee of the Year two options to choose from: cash or time off (24 hours for full-time and 12 hours for regular part-time). We recognize each staff has individual needs and providing options will enable the EOY to select what best meets their needs.

Attachment A is the proposed Policy 2022 – Employee of the Year Benefits

RECOMMENDATIONS

1. Motion to adopt Policy 2022 - Employee of the Year Benefits as presented, inclusive of input received from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Employee of the Year Benefits
POLICY NUMBER: 2022

2022.1 At Placentia Library District, we value and appreciate the hard work, dedication, and exceptional contributions of our employees. To recognize and reward outstanding performance, the Employee of the Year program was established in 2014.

2022.2 The Employee of the Year will be selected on the following criteria:

Job Knowledge: Understands present job responsibilities and related work; demonstrates skills and abilities necessary for full job performance; comprehends all phases of the job, including the use of technology, materials and tools.

Quality of Work: Accurately, neatly and effectively completes work; produces work that is comprehensive in scope, complete in details and accurate in content.

Productivity: Produces high volume of work; plans, organizes and meets deadlines.

Teamwork: Actions make clear that we are one team. Serves both the District and team by being committed to achieving all goals of the organization. Willingly cooperates with others to achieve department and District goals.

Adaptability/Flexibility: Adheres to work schedule. Alters activities to adapt with demands of new situations; listens attentively and openly to the ideas, problems and suggestions of others. Makes suggestions for change that enhance individual, unit and operations performance.

Communication Skills: Shares and provides relevant, timely, and accurate information; expresses ideas clearly in written and oral form; follows oral and written directions. Directs feedback to supervisor.

Initiative: Exercises judgment and independent actions within limits of authority and responsibility; seeks additional responsibilities; voluntarily starts projects; is self-starting and proactive. Identifies areas of process improvement.

Quality of Service/Service Standards: Delivers exceptional service in person, on the phone and in written correspondence including email.

Leadership: Creates an environment that fosters respect, integrity, fairness and professionalism. Demonstrates District values and is committed to the District's mission. Is open to suggestions from employees and supervisors.

Inclusivity: Provides an environment where all voices are heard respectfully and all individuals are able to participate in their full capability in performing work responsibilities in the unit.

Positive Attitude: Possesses a positive and professional attitude, especially during challenging time.

2022.3 The Employee of the Year will have a choice of the following two benefits to select from:

- **Time Off:**

Full- Time Employees: Twenty-four (24) hours paid time off to be used in eight (8) hour increments and must used within one year of being selected as the Employee of the Year. For example, if employee is awarded this honor on September 25, 2023, the employee must use these 24 hours by no later than September 24, 2024. If the time is not used within a year, the time will be forfeited.

Part-Time Employees (working 20 hours per week): Twelve (12) hours paid time off to be used in four (4) hour increments and must used within on year of being selected the Employee of the Year. Same example as for full-time employees applies to part-time employees.

- **Cash**

\$500 Cash (provided by the Placentia Library Friends Foundation)

Additional benefits include:

- Employee of the Year Parking Space for one year.
- Employee of the Year engraved plaque.

2022.4 The Employee of the Year will be announced and celebrated during the Staff Appreciation & Recognition Dinner. All employees are encouraged to attend and show their support for their colleague.

2022.5 This policy will apply to regular full-time and part-time employees in all classifications. Substitutes/On-Call employees are not eligible.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Discussion and Review of the District’s Memberships
DATE: October 23, 2023

BACKGROUND

At the September 25, 2023, Trustee Nelson requested a review of the District’s current memberships which include both institutional and individual types. The District is a member of the American Library Association, the California Library Association, the California Special Districts Association, the Public Library Association, United for Libraries, the Placentia Chamber of Commerce, Kiwanis Club of Placentia, Placentia Women’s Roundtable, ISDOC (fee waived for 2023), and Orange County LAFCO.

DISCUSSION

Memberships can offer a range of benefits including:

1. Resource Sharing and Collaboration
2. Access to Funding
3. Professional Development and Training
4. Advocacy and Community Engagement
5. Administrative Efficiency

The annual costs of the District’s current memberships are:

• California Special Districts Association	Institutional	\$ 8,186
• Orange County LAFCO	Institutional	\$ 2,683
• American Library Association	Six memberships	\$ 616
• Public Library Association	Five memberships	\$ 405
• Placentia Chamber of Commerce	Institutional	\$ 335
• Kiwanis Club of Placentia	One membership	\$ 300
• United for Libraries	Three memberships	\$ 210
• Santiago Library System	Institutional	\$ 200
• California Library Association	One membership	\$ 140
• ISDOC	Institutional (waived for 2023)	\$ 50
• Placentia Women’s Roundtable	One membership	\$ 45
Total		\$13,120

Attachment A is the membership list, inclusive of description and benefits for each membership.

RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

Organization Name	Dues	Membership Type	Renewal Date	Description
ALA - American Library Association	\$162	Individual - Library Director Jeanette Contreras	09/30/24	Individual Membership includes career growth opportunities, discounts (10% off all purchases from ALA Online and Conference Stores, 20% off conferences and events, 10% off e-learning resources), e-learning opportunities, access to conferences, access to Library Worklife newsletter, opportunities for leadership and volunteering
ALA - American Library Association	\$162	Individual - Assistant Library Director Yesenia Ballterra	08/31/24	Individual Membership includes career growth opportunities, discounts (10% off all purchases from ALA Online and Conference Stores, 20% off conferences and events, 10% off e-learning resources), e-learning opportunities, access to conferences, access to Library Worklife newsletter, opportunities for leadership and volunteering
ALA - American Library Association	\$73	Individual - President Gayle Carline	05/31/24	Individual Membership includes career growth opportunities, discounts (10% off all purchases from ALA Online and Conference Stores, 20% off conferences and events, 10% off e-learning resources), e-learning opportunities, access to conferences, access to Library Worklife newsletter, opportunities for leadership and volunteering
ALA - American Library Association	\$73	Individual - Secretary Sherri Dahl	12/31/23	Individual Membership includes career growth opportunities, discounts (10% off all purchases from ALA Online and Conference Stores, 20% off conferences and events, 10% off e-learning resources), e-learning opportunities, access to conferences, access to Library Worklife newsletter, opportunities for leadership and volunteering
ALA - American Library Association	\$73	Individual - Trustee Stephanie Beverage	12/31/23	Individual Membership includes career growth opportunities, discounts (10% off all purchases from ALA Online and Conference Stores, 20% off conferences and events, 10% off e-learning resources), e-learning opportunities, access to conferences, access to Library Worklife newsletter, opportunities for leadership and volunteering
ALA - American Library Association	\$73	Individual - Trustee Scott Nelson	02/28/24	Individual Membership includes career growth opportunities, discounts (10% off all purchases from ALA Online and Conference Stores, 20% off conferences and events, 10% off e-learning resources), e-learning opportunities, access to conferences, access to Library Worklife newsletter, opportunities for leadership and volunteering

California Library Association	\$140	Individual - Assistant Library Director Yesenia Ballterra	09/28/24	Individual Supporting Member Benefits (Non-voting) - 40-50% Discounts on registration to annual conference & events; professional training workshops; access to member communications and mailing lists; and access to exclusive online resources; including member directory and past conference materials
California Special Districts Association	\$8,186	Institutional	12/31/23	Institutional Regular Member - Includes voting, legislative advocacy, influence, weekly legislative updates, legislative committee, access to CSDA Finance Corporation services, access to SDRMA health & benefits services, access to <i>California Special Districts</i> magazine, weekly email publications, website tools/resources, e-learning resources, 3% discount on conferences and events; training, webinars, workshops, 50-100% discounts on CSDA Bookstore items, one-hour free legal advice, and value added benefits through CSDA business affiliates
Placentia Chamber of Commerce	\$335	Institutional	09/04/24	Institutional Membership - Includes marketing opportunities (website posting, brochure information racks at chamber office, membership plaque, ceremonial ribbon cutting, referrals), advertising opportunities (banner ads, press releases, posting events, chamber spotlight, etc.), savings programs (discount prices with chamber members), and networking opportunities (social events, and sponsorship in annual chamber events)
PLA - Public Library Association (ALA Division)	\$81	Individual - Library Director Jeannette Contreras	09/30/24	Individual membership includes discounts (40% off PLA Webinars, 10-50% off conferences and events, 10% off online store), free subscription on <i>Public Libraries</i> magazine, access to <i>PLA Insider</i> newsletter, access to PLA e-learning resources, access to archived magazines/newsletters online, volunteer opportunities, publishing in magazine/newsletter, exclusive access to community/interest groups on ALA Connect, annual calls for conference program proposals, and advocacy
PLA - Public Library Association (ALA Division)	\$81	Individual - Assistant Library Director Yesenia Ballterra	08/31/24	Individual membership includes discounts (40% off PLA Webinars, 10-50% off conferences and events, 10% off online store), free subscription on <i>Public Libraries</i> magazine, access to <i>PLA Insider</i> newsletter, access to PLA e-learning resources, access to archived magazines/newsletters online, volunteer opportunities, publishing in magazine/newsletter, exclusive access to community/interest groups on ALA Connect, annual calls for conference program proposals, and advocacy

PLA - Public Library Association (ALA Division)	\$81	Individual - President Gayle Carline	05/31/24	Individual membership includes discounts (40% off PLA Webinars, 10-50% off conferences and events, 10% off online store), free subscription on <i>Public Libraries</i> magazine, access to <i>PLA Insider</i> newsletter, access to PLA e-learning resources, access to archived magazines/newsletters online, volunteer opportunities, publishing in magazine/newsletter, exclusive access to community/interest groups on ALA Connect, annual calls for conference program proposals, and advocacy
PLA - Public Library Association (ALA Division)	\$81	Individual - Secretary Sherri Dahl	12/31/23	Individual membership includes discounts (40% off PLA Webinars, 10-50% off conferences and events, 10% off online store), free subscription on <i>Public Libraries</i> magazine, access to <i>PLA Insider</i> newsletter, access to PLA e-learning resources, access to archived magazines/newsletters online, volunteer opportunities, publishing in magazine/newsletter, exclusive access to community/interest groups on ALA Connect, annual calls for conference program proposals, and advocacy
PLA - Public Library Association (ALA Division)	\$81	Individual - Trustee Stephanie Beverage	12/31/23	Individual membership includes discounts (40% off PLA Webinars, 10-50% off conferences and events, 10% off online store), free subscription on <i>Public Libraries</i> magazine, access to <i>PLA Insider</i> newsletter, access to PLA e-learning resources, access to archived magazines/newsletters online, volunteer opportunities, publishing in magazine/newsletter, exclusive access to community/interest groups on ALA Connect, annual calls for conference program proposals, and advocacy
United for Libraries (ALA Division)	\$70	Individual - President Gayle Carline	05/31/24	Individual membership includes on-demand webinars, tip sheets, toolkits, online discussion forums, monthly newsletter, e-learning resources, access to articles, discounts (10% online store, 10% e-learning, 35% webinars, 35% off conferences and events), access to ALA Connect interest groups, and BoardSource member benefits (access to topic papers, governance expert support, information sharing, email tool)
United for Libraries (ALA Division)	\$70	Individual - Trustee Stephanie Beverage	12/31/23	Individual membership includes on-demand webinars, tip sheets, toolkits, online discussion forums, monthly newsletter, e-learning resources, access to articles, discounts (10% online store, 10% e-learning, 35% webinars, 35% off conferences and events), access to ALA Connect interest groups, and BoardSource member benefits (access to topic papers, governance expert support, information sharing, email tool)
United for Libraries (ALA Division)	\$70	Individual - Secretary Sherri Dahl	12/31/23	Individual membership includes on-demand webinars, tip sheets, toolkits, online discussion forums, monthly newsletter, e-learning resources, access to articles, discounts (10% online store, 10% e-learning, 35% webinars, 35% off conferences and events), access to ALA Connect interest groups, and BoardSource member benefits (access to topic papers, governance expert support, information sharing, email tool)

Kiwanis Club of Placentia	\$300	Individual - Assistant Library Director Yesenia Baltierra	4/12/2024	Club dues with access to volunteer opportunities serving the community of Placentia
Placentia Women's Round Table	\$45	Individual - Assistant Library Director Yesenia Baltierra	3/31/2024	Volunteering opportunities, networking, and monthly luncheon meetings
Independent Special Districts of Orange County (ISDOC)	\$50 (Free Waived for 2023)	Institutional	12/31/2023	The Orange County affiliated chapter of CSDA that provides legislative advocacy, representation at the State Capitol, education/training, insurance programs, legal guidance, public relations support, equipment funding, design services, and information sharing
Local Agency Formation Commission of Orange County (LAFCO)	\$2,683	Institutional	7/1/2024	Oversees geographic boundaries, evaluation of public service delivery through Municipal Service Reviews (MSR), and engage/collaborate with local governments, service providers, and the public to best meet service demands for the county
Santiago Library System	\$200	Institutional	9/18/2023	Membership allows access to funding from the California State Library and shared resources among members



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Conference Authorization for the Library Board of Trustees and Library Staff to attend the Public Library Association (PLA) Biennial Conference in Columbus, Ohio, April 3-5, 2024**

DATE: October 23, 2023

BACKGROUND

The Public Library Association Biennial Conference will be held in Columbus, Ohio, April 3-5, 2024. The conference will offer over 100 educational sessions, with a specific focus on serving public libraries. It is expected there will be many sessions highlighting equity, diversity, and inclusion issues. Most events will take place at the Greater Columbus Convention Center, including over 120 exhibitors showcasing the latest in publications, media, technology, equipment, services, and supplies.

The benefits of the PLA 2024 Conference include:

1. **Education:** PLA 2024 will feature hundreds of peer-driven topics, in formal and informal settings, available for discussion, interactive learning, and information-sharing. With expert-led seminars, panels, group program offerings, and more—your staff's professional development needs are met as they move through a world of ideas that can be applied immediately upon return.
2. **Resources:** Make personal connections with knowledgeable exhibitors who represent nearly 300 companies and organizations. This provides the most effective engagement with new and current products, services, technologies, and titles, and helps your staff make the best choices, improve implementation, increase usage and circulation, and maximize your investment.
3. **Connections:** Attendees will receive unparalleled opportunities to connect with committed and imaginative colleagues and peers. Equip your staff with an ongoing source of collaborators, ideas, and successful innovation.
4. **Inspiration:** Dozens of memorable speakers, including thought-leaders and bestselling authors from a wide range of disciplines, entertain while motivating attendees to be bold and to innovate. Your staff will recognize many opportunities to take home ideas that will transform their libraries and themselves.
5. **The Bottom Line:** You'll find that PLA 2024 registration is a bargain when compared with other professional conferences. The hundreds of relevant opportunities that offer shareable knowledge, exposure to experts, and the chance to collaborate with a diverse

group of colleagues all add up to quality professional development that will reinvigorate your staff and improve the day-to-day operations of your organization.

Dulce Sloan, a correspondent on Comedy Central's *The Daily Show with Trevor Noah*, will be the closing session speaker. The opening session speaker will be announced at a later date.

Samples of Workshops for the 2024 Conference includes:

- Data Literacy for Public Library Staff
- Proactively Protecting Your Library and Staff in Challenging Times
- How to Say the Hard Things: Lessons Learned in Years of Crisis
- Pay the Teens: Develop and Sustain Paid Teen Library Internships
- Too Big to Flail: Community Engagement across 41 Libraries
- Fostering Inclusive Organizational Culture: Effectively Design Your Staff Training Day
- Programming Holistically: Building Social-Emotional Learning into Library Programs
- The Promise of Public Spaces: Building Community with Our Neighbors
- Don't Sweat the Difficult Conversations
- Working Together: Developing Neurodivergent and IDD Inclusive Volunteer Opportunities
- Choose Your Own Adventure: Intellectual Freedom Edition

Staff requests authorization for the Library Trustees and designated library staff to attend the PLA biennial conference. Registration is now open with early bird discounted rate closing on January 12, 2024. Expenses to be covered in the General Fund.

RECOMMENDATIONS

1. Motion to authorize the Library Trustees, and Library Staff to attend the Public Library Association Biennial Conference, in Columbus, Ohio, April 3-5, 2024.
2. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Discussion of the Lobby Space

DATE: October 23, 2023

BACKGROUND

At the October 15, 2018 meeting, the Library Board of Trustees approved a Facility Use Revocable License Agreement between the District and Bodhi Leaf Coffee Traders for use of the lobby space. Due to the pandemic and its effects on businesses, Bodhi closed its library location on December 31, 2021. Staff has since met with three vendors expressing interest in the space with no formal proposals submitted, the space remains unused. The use of the space was then offered to the Placentia Library Friends Foundation (PLFF) who was interested in having additional vending machines. There were discussions with the PLFF Board for vending machine ideas – healthy snack options, technology peripherals, and salads. At its board meeting on October 9, 2023, PLFF has decided not to pursue the use of the space due to lack of time for planning and execution.

DISCUSSION

On October 12, 2023, a survey was conducted, seeking staff's input. The results are as follows:

- Wellness-Recharging-Lactation Room 53%
- Coworking Space Rental 27%
- Soundproof Pods 20%

Comments received included:

1. We want a café to buy coffees, smoothies, drinks, baked goods, snacks, etc.
2. My second choice would be coworking space rental.
3. What about 4 tables that seat 2 people each where patrons can study/read/talk and eat food.
4. Storage or office space for staff.
5. Love that coworking space rental idea. I feel there will be a high demand for it by use of tutors, students or groups.
6. I think soundproof pods for the public would be very popular and in keeping with providing something new for the public. If going in the other direction and providing something for staff, I think creating new staff offices for the AS Supervisor and AS Librarian would be beneficial since I think the current locations are less than ideal –

Supervisor's office connected to bathrooms and next to Crossroads Corner, and the office for AS Librarian is claustrophobic. These two areas could be converted into additional storage spaces for all departments.

7. Hello, I think that we are going to need more storage space for all of the programming and incoming bookmobile materials.

1. Wellness-Recharging-Lactation Room (53%)

A staff wellness recharging room, often referred to as a wellness or relaxation room, can offer numerous benefits to both employees and the organization as a whole. The benefits include:

1. Employee Well-Being
 - a. Stress Reduction: The workplace can be a stressful environment, and providing a dedicated space for relaxation and rejuvenation can help our team manage stress more effectively.
 - b. Mental Health Support: A wellness room can be a valuable resource for employees dealing with anxiety, depression, or other mental health issues, offering a private and calming environment for self-care.
2. Increased Productivity
 - a. Improved Focus: Short breaks in a wellness room can boost concentration and enhance productivity by allowing employees to clear their minds and recharge.
 - b. Reduced Burnout: Providing a space for relaxation can help prevent burnout and maintain employees' motivation and enthusiasm.
3. Employee Retention and Recruitment
 - a. Attractive Perk: A wellness room can be an attractive perk for potential employees, helping to attract and retain top talent.
 - b. Demonstrating Care: It shows that the District cares about the well-being of its employees, which can foster loyalty and commitment.
4. Conflict Resolution
 - a. Conflict Resolution: Employees can use the room to step away from a conflict or a tense situation, promoting a positive work environment.
5. Work-Life Balance
 - a. Promoting Balance: Encourages employees to strike a healthier work-life balance, which can lead to increased job satisfaction and reduced turnover.
6. Compliance with Legal Requirements:
 - a. California Labor Code Section 1030-1033: Employers are required to provide a reasonable amount of break time for employees to express breast milk. Employers are also required to make reasonable efforts to provide a private location, other than a bathroom, for this purpose. The lactation room provided by the employer must be a private space, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The room should have access to electricity for operating a breast pump or any other necessary equipment.

7. Increased Morale

- a. Enhanced Morale: A wellness room can contribute to a positive and supportive work culture, boosting employee morale.

Overall, a staff wellness recharging room can offer significant advantages by enhancing employee well-being, productivity, and satisfaction, which, in turn, can positively impact the organization's performance and reputation. It demonstrates a commitment to employees' holistic needs and a forward-thinking approach to a healthier workplace.

Sample of a Wellness Room



2. Coworking Space Rental (27%)

Coworking space rental refers to the practice of renting a workspace or office within a shared workspace facility. These spaces are designed to accommodate professionals, freelancers, entrepreneurs, and remote workers who require a flexible and collaborative environment to work.

Here are some key features of coworking space rentals:

1. Flexible Workspace: Coworking spaces offer flexible rental arrangements, allowing individuals or organizations to use the space on a temporary or as-needed basis. You can typically rent a desk, workstation, or office for a few hours, a day, a week, a month, or longer, depending on your requirements.

2. **Shared Environment:** In a coworking space, you share the workspace with other professionals and businesses. This creates a collaborative and social atmosphere, fostering networking and opportunities to connect with like-minded individuals.
3. **Flexibility:** Coworking spaces are known for their flexibility. You can choose the type of workspace that suits your needs, whether it's an open desk (hot desk) in a common area, a dedicated desk, or a private office. You can also adjust your membership or rental as your needs change.
4. **Cost-Effective:** For freelancers and small businesses, coworking spaces can be cost-effective compared to leasing or renting traditional office space. They eliminate the need for long-term leases, maintenance costs, and other overhead expenses.
5. **Networking and Community:** Coworking spaces often foster a sense of community among members. They may host events, workshops, and networking opportunities, making it easier to connect with other professionals in various industries.
6. **Location Options:** Coworking spaces are available in urban centers, suburban areas, and even remote locations, providing options to work in environments that suit your preferences and needs.
7. **Professional Environment:** Coworking spaces are designed to create a professional and productive work environment, with comfortable seating, well-equipped workstations, and a modern and creative ambiance.

Coworking space rentals have become increasingly popular due to the rise in remote work and the desire for flexibility and collaboration. They provide a solution for individuals and organizations looking for a workspace that is more than just a place to work, offering a community and resources that can support professional growth and productivity.

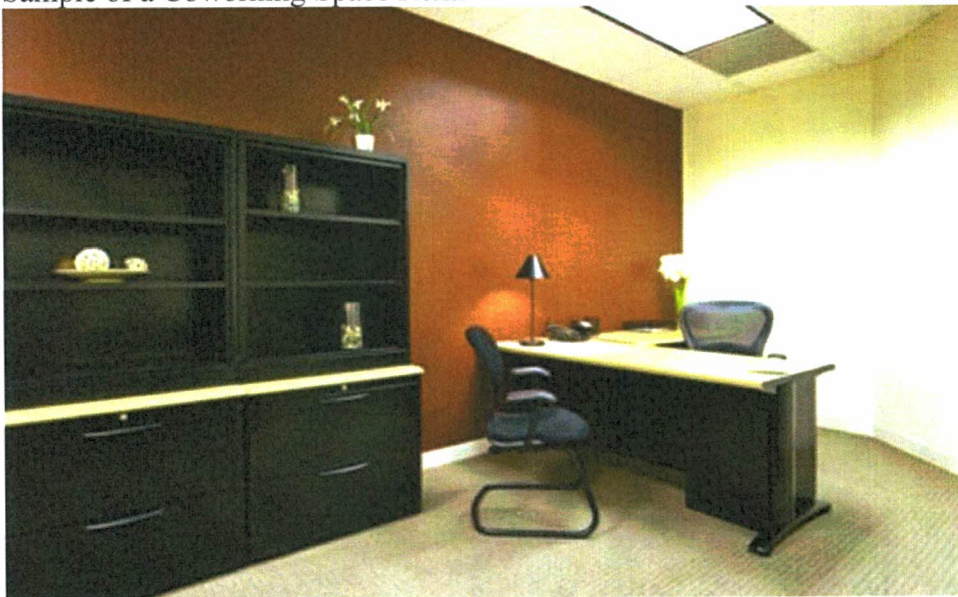
The cost of renting a coworking space can vary significantly depending on various factors, including the location, type of space, amenities, and the duration of the rental including short-term (daily or weekly) or long-term rentals (monthly or yearly). The cost of coworking space is also influenced by local market conditions and competition. In highly competitive markets, some spaces may offer more competitive pricing. Costs can vary greatly, with monthly memberships ranging from \$100 to \$1,000 or more, depending on the factors mentioned above.

Coworking space rentals available in Orange County includes:

- **WeWork:** Coworking hot desks are accessible here at the starting price of \$400 plus, per month. The minimum price for a dedicated desk is \$550 per month. While the private office price starts from around \$750 per month.
- **Colab SpacePrices:** A hot desk and dedicated desk are readily available, priced at \$300 and \$480 monthly. Additionally, you can rent their fully-customizable private office at a monthly price of \$650.
- **Premier Workspaces:** Prices vary – Must contact a consultant.

- Regus Coworking Spaces: Monthly coworking charges are around \$299; Lounges are \$99 per month; Private office space is \$539 per month.
- BizHaus Coworking & Private Offices: Open desk ranges from \$175-\$275; Dedicated desk is \$375 per month; Private offices range from \$700 per month (small office) to \$2,880 per month (extra large office)
- Industrious Irvine: Monthly fees of \$459 to private offices starting at \$887 per month.
- Spaces Irvine / Costa Mesa: Membership starts at \$269 per month, dedicated desk costs \$389 per month, and a private office costs starts at \$569 per month.
- FLDWRK: Dedicated desk costs \$199-\$299 per month; private office space ranges from \$1,300-\$3,000 per month. “Time passes” are available for \$10 per hour, \$25 for half-day and \$40 for a full-day.

Sample of a Coworking Space Rental



3. Soundproof Pods (20%)

Soundproof pods, often referred to as acoustic or privacy pods, are small, enclosed spaces designed to minimize noise and provide a quiet and private environment.

There are several justifications for using soundproof pods in various settings:

1. **Enhanced Focus and Productivity:**

In open office environments or busy workspaces, noise can be a significant distraction. Soundproof pods offer employees a secluded space where they can concentrate on their tasks without the disruption of background noise, leading to increased productivity.

2. **Private Conversations:**

In open office layouts, employees may need to have private discussions, whether with colleagues, clients, or managers. Soundproof pods provide a confidential space for these conversations, preserving sensitive information and maintaining privacy.

3. Meetings and Video Conferencing:

Soundproof pods are suitable for small meetings, video conferences, or phone calls. They ensure that the conversation remains undisturbed and that participants can communicate effectively.

4. Reduced Stress and Distress:

Noise pollution and constant background noise can lead to stress and frustration among employees. Soundproof pods create a calm and serene environment, helping to reduce workplace stress and improve well-being.

5. Inclusivity and Accommodation:

Inclusive workplaces consider the needs of all employees. Soundproof pods can be essential for employees with sensory sensitivities, concentration difficulties, or hearing impairments, ensuring they have a comfortable space to work.

Soundproof pods serve as a valuable solution to address the challenges of noise and privacy in modern work environments. They support the well-being, productivity, and collaboration while offering a more versatile and inclusive workspace for our team and patrons.

The cost of soundproof pods or booths can vary widely based on several factors, including size, materials, features, and the manufacturer or supplier. The phone booth-sized soundproof pods are smaller, single-occupancy soundproof pods designed for phone calls, video conferencing or focused work. The cost for these pods ranges from \$3,000-\$10,000. The type and quality of materials used in the construction of the pod can impact the cost. High-quality acoustic materials, glass, and insulation will generally be more expensive. Pods with additional features like integrated ventilation, lighting, furniture, and technology (e.g., power outlets, USB ports) will be more costly.

Sample of Soundproof Pods



RECOMMENDATIONS

Actions to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Amendments to Appointment of Library Board Representatives for 2023 by the Board President**

DATE: October 23, 2023

BACKGROUND

At the December 19, 2022 Library Board of Trustees meeting, the following positions were appointed:

Joint Use Agreement Committee
President Martin, Trustee Carline, and Director Contreras

Representative to Special District Local Area Formation Commission (LAFCO)
Selection Committee
Trustee Beverage and Secretary Carline as alternate

Representative to the Orange County Council of Governments (OCCOG)
Trustee Dahl and Secretary Carline as alternate

Representative to the Placentia Library Friends Foundation (PLFF)
Secretary Dahl and Former President Martin as alternate

Independent Special Districts of Orange County (ISDOC)
Secretary Carline and Trustee Beverage as alternate

Personnel Committee
Secretary Dahl and Trustee Nelson

Library staff will continue to represent the Placentia Library District at the Placentia Collaborative, Downtown Merchants Association, Placentia Roundtable Women's Club, and Kiwanis Club.

RECOMMENDATION

Appoint Library Board Representatives for 2023.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Orange County Council of Governments (OCCOG) Updates from Secretary Dahl

DATE: October 23, 2023

BACKGROUND

Secretary Dahl will provide an update on the OCCOG meeting.

Attachment A is the Agenda for the September 28, 2023 meeting.

Attachment B is a Press Release dated August 31, 2023.



Orange County Council of Governments

AGENDA

Orange County Council of Governments
Board of Directors Meeting

September 28, 2023 at 10:30 AM

As set forth in Orange County Council of Governments Bylaws and Joint Powers Agreement - the Orange County Council of Governments is a voluntary agency established to serve as a sub- regional organization to the Southern California Association of Governments representing Orange County on mandated and non-mandated regional planning activities, to provide a vehicle for Members to engage cooperatively on such activities, and to conduct studies and projects designed to improve and coordinate common governmental responsibilities and services on an area-wide and regional basis.

Quail Hill Community Center
39 Shady Canyon Dr. Irvine, CA 92618
1 669 900 6833 Meeting ID Number: 849 0618 3900
Password: 392840- 10:30 a.m. to 12:30 p.m.

NOTICE

Pursuant to Government Code Section 54953(b), this Regular Board Meeting includes teleconference participation by:

District 16 – Valerie Amezcua – 20 Civic Center Plaza, Santa Ana, CA 92701
District 19 – Carlos Leon - 200 S Anaheim Blvd, Anaheim, CA 92805
OCSD – David Shawver - 7800 Katella Ave, Stanton, CA 90680

Board Members (Voting)

District 13 Chair Wendy Bucknum
County of Orange SCAG Representative Vice Chair Don Wagner
District 12 John Gabbard
District 14 Tammy Kim
District 15 Lauren Kleiman
District 16 Valerie Amezcua
District 17 Jon Dumitru
District 18 Marshall Goodman
District 19 Ashleigh Aitken
District 20 Joe Kalmick
District 21 Art Brown
District 22 Marty Simonoff
District 64 Casey McKeon
Cities-at-Large Rose Espinoza
Independent Special Districts of Orange County (ISDOC) Mike Schaefer
Orange County Sanitary District (OCSD) David Shawver
Orange County Transportation Authority (OCTA) Brian Goodell
South Coast Air Quality Management District (SCAQMD) Carlos Rodriguez
Transportation Corridor Agency (TCA) Scott Voigts

Ex-Officio Members (Non-Voting)

Anaheim Resort Transportation (ART) Diana Kotler
Association of California Cities, Orange County (ACC-OC) Kris Murray
Business Community (OCBC) Jeff Ball



Orange County Council of Governments

AGENDA

Orange County Council of Governments
Board of Directors Meeting

September 28, 2023 at 10:30 AM

Caltrans District 12 Lan Zhou

Orange Co. Local Agency Formation Commission (OC-LAFCO) Carolyn Emery

Non-Profit Housing Community Helen O'Sullivan

League of California Cities Erin Sasse

Private Sector Adam Wood

University Community Amanda Hughes

Orange County Hispanic Chamber of Commerce Eddie Marquez

Vacant County-at-Large

Agenda Descriptions

The agenda descriptions are intended to provide members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board of Directors may take any action deemed to be appropriate and is not limited by the notice of the recommended action.

Public Comments on Agenda Items

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker Card and submitting it to the Clerk of the Board. Speakers will be recognized by the Chair at the time the agenda item is considered. A speaker's comments shall be limited to three minutes.

Public Availability of Agenda Materials

All documents relative to the items referenced in this agenda are available for public inspection at www.occog.com

Accessibility

Any person with a disability requiring a modification or accommodation in order to participate in this meeting should contact the Clerk of the Board at (949) 357-3342, no less than three business days prior to this meeting to enable the Orange County Council of Governments to make reasonable arrangements to assure accessibility to this meeting.

Call to Order

Roll Call

Pledge of Allegiance

Public Comments

Members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors; however, action may not be taken on matters that are not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per speaker, unless different time limits are set by the Chairman, subject to the approval of the Board of Directors.



Orange County Council of Governments

AGENDA

Orange County Council of Governments
Board of Directors Meeting**September 28, 2023 at 10:30 AM**

Consent Calendar (Item Nos. 1 -2)

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed for separate action or discussion.

1. Approval of Meeting Minutes for August 24, 2023, Regular Meeting

Kathryn Morrison, OCCOG Clerk of the Board

Recommended Action: *Receive and file the minutes for August 24, 2023 as presented or amended.*

2. OCCOG Financial Reports for August 2023

Steven Dobrenen, OCCOG Treasurer

Recommended Action: *Approve the OCCOG Financial Reports for August 2023 as presented or amended.*

Discussion Items

3. Legislative Update

Wendy Strack, Legislative Consultant

Recommended Action: Receive and file.

4. REAP 2.0 Status Update

Marnie O'Brien Primmer

Recommended Action: Receive and file.

Presentations

5. REAP 1.0 Work Products

Marnie O'Brien Primmer and OCCOG Consultant Team

Recommended Action: Receive and file.

OCCOG Leadership Reports

6. Chair's Report

Wendy Bucknum, OCCOG Chair

7. Executive Director's Report

Marnie O'Brien Primmer, OCCOG Executive Director



AGENDA

Orange County Council of Governments
Board of Directors Meeting

September 28, 2023 at 10:30 AM

Brief Reports

This section is set aside for brief reports or presentations from listed agencies. Speakers are requested to keep their comments brief. Any speaker wishing to provide a more detailed discussion should request the discussion be placed on the agenda at a future meeting.

- **OCCOG Technical Advisory Committee**

Justin Equina, Technical Advisory Committee Chair

- **Southern California Association of Governments**

Sarah Patterson, Manager of Government Affairs, SCAG

- **South Coast Air Quality Management District**

Carlos Rodriquez, OCCOG Director; Debra Ashby, Senior Public Information Specialist SCAQMD;
Link to the September edition of SCAQMD Advisor Newsletter:

<http://www.aqmd.gov/home/research/pubs-docs-reports/newsletters/current-edition>

- **Board Member Reports**

- **Member Agency Reports**

- **Staff Member Reports**

Future Agenda Items

Adjournment of Regular Meeting

The next OCCOG Regular Meeting will be on October 26, 2023, at the Quail Hill Community Center.



Orange County Council of Governments

Orange County Council of Governments (OCCOG)
3972 Barranca Parkway, Ste. J127
Irvine, CA 92606

info@occog.com

PRESS RELEASE/STATEMENT

August 31, 2023

Orange County Council of Governments Votes to Appeal Decision on Challenge to HCD's Handling of Regional Housing Needs Allocation to the California Supreme Court

At the end of a closed session discussion at the August 24, 2023, regular board meeting of the Orange County Council of Governments (OCCOG), the Board voted unanimously to direct OCCOG's General Counsel office to file a Petition for Review with the California Supreme Court challenging the Court of Appeal's decision in the matter of OCCOG, et al vs. Gustavo Valasquez, California Department of Housing and Community Development (HCD).

The original decision to file a petition for writ of mandate seeking to compel HCD to follow the state housing need allocation statute when determining the allocation of new housing units for the 6th cycle Regional Housing Needs Assessment was made in June 2021.

In November 2021, the superior court dismissed the petition filed by OCCOG on the grounds HCD's process was not subject to court review. The following month, on December 6, 2021, the OCCOG Board voted to file an appeal with the California Court of Appeal.

The Second District Court of Appeal upheld the superior court ruling on July 27, 2023.

The regional housing needs process requires HCD to determine the need for additional housing in each region in the state. Regional planning bodies like SCAG then allocate a portion of their mandated housing goal to each city and county in their area. Cities and counties are required to zone sufficient land for housing uses to enable construction of additional housing.

Wendy Bucknum explained the Board's reasoning behind seeking Supreme Court review as follows: "Orange County jurisdictions are ready to do our fair share to meet our state's housing needs. What we object to is this precedent-setting usurpation of local control and zoning authority. HCD didn't follow the statute and OCCOG is continuing to lead the fight to hold them accountable."

The California Supreme Court agrees to hear only a small percentage of decisions of the Court of Appeal. However, the Board considers it important to seek such review in this case because of HCD's failure to follow the direction given it by the statute and the significance of the impact of HCD's decision on OCCOG members.

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OCCOG is Orange County's legally-designated sub-regional planning organization, ensuring that Orange County's unique perspective is included in the Southern California Association of Governments (SCAG) federal and state mandated planning efforts. OCCOG's members include the County of Orange, 34 cities and 25 special districts located in Orange County.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: ISDOC Updates from Trustee Nelson
DATE: October 23, 2023

BACKGROUND

Trustee Nelson will provide a report from ISDOC.

Attachment A is the California Special District Association Take Action Brief.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

September/October 2023 Governor’s Desk Edition

On September 14, the California State Legislature adjourned the first year of its 2023-2024 Biennial Session, sending over 1,100 bills to Governor Gavin Newsom for signature or veto. Governor Newsom has already acted on 200 items, leaving 900 bills, including CSDA-sponsored AB 557 related to the Brown Act, to wade through before the October 14 signature deadline. Of course, two of the most important legislative measures this year do not require gubernatorial signature—ACA 13 and ACA 1. These constitutional amendments secured the two-thirds vote of each house of the Legislature necessary to go before voters on the November 5, 2024 ballot.

Of the 3,030 legislative measures introduced in this legislative session, CSDA actively tracked 1,183 of them and took priority positions on 97. CSDA advocacy contributed to the following outcomes, as of September 19, 2023:

60 Bills Supported (Support, Support in Concept, Support if Amended)

- 14 – Signed into law
- 1 – Amended to remove support
- 0 – Vetoed
- 21 – Pending action by Governor (October 14 deadline to sign or veto)
- 24 – Two-year bills

37 Bills Opposed (Oppose, Oppose Unless Amended, Concerns)

- 0 – Signed into law
- 17 – Amended to remove opposition
- 0 – Vetoed
- 10 – Pending action by Governor (October 14 deadline to sign or veto)
- 10 – Two-year bills

UPDATED INFORMATION: \$1 Billion Community Wildfire Defense Grant

Application window opens October 31. Learn what you need to know [HERE](#) to be ready to apply.

Inside this edition of the Take Action Brief:

ACA 13 and ACA 1 pass to November ballot.....2

CSDA advocacy pays off on Surplus Land Act bills.....3

Other priority measures awaiting action by Governor Newsom.....5

Contact a local CSDA representative near you!

Chris Norden	Northern Network	chrisn@csda.net
Dane Wadlé	Sierra Network	danew@csda.net
Colleen Haley	Bay Area Network	colleenh@csda.net
Chris Palmer (Interim)	Central Network	chrisp@csda.net
Chris Palmer (Interim)	Coastal Network	chrisp@csda.net
Chris Palmer	Southern Network	chrisp@csda.net



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **ACA 13 and ACA 1 pass to November ballot**

On the final day of this year's legislative session, the California State Assembly voted to concur in Senate amendments to [Assembly Constitutional Amendment 13 \(Ward\)](#), clearing the final procedural hurdle necessary for the measure to appear on the ballot before California voters.

As introduced, ACA 13 was intended to appear on the March 2024 ballot. However, following conversations with the Governor's Office and author's office, an agreement was reached to place the measure on the November 2024 ballot. This maneuver was effectuated by means of a motion following the final passage of ACA 13 on the Assembly Floor, where lawmakers agreed to hold the passed measure at the Assembly Desk until November 1, 2023—several days after the October 26 deadline for measures to qualify for the March 2024 ballot. Assemblymember Chris Ward, the author of the measure, said at the time that “[a]fter careful consideration, ACA 13 will go on the November 2024 ballot when voter participation is historically higher to ensure the broadest representation of our democracy will have their voices heard on this Constitutional issue of fairness.”

ACA 13, or the Protect and Retain the Majority Vote Act, will ask voters whether a citizen-initiated constitutional amendment that seeks to dictate increased vote thresholds on future voters should likewise be required to achieve that increased vote threshold to pass and take effect. Any citizen-initiated constitutional amendment with supermajority vote thresholds would thus need to obtain the same level of supermajority approval it would require on others. ACA 13 was supported by a coalition of local government stakeholders, organized labor, nonprofits and good governance groups like California Common Cause and the League of Women Voters of California.

Amendment language taken in the Senate Elections and Constitutional Amendments Committee states that the provisions of ACA 13 apply to any initiative “submitted to the electors on or after January 1, 2024, including measures that appear on the ballot at the same election [as this one],” which would appear to include [Initiative #1935](#) as well as any other initiative posed to voters on or after that date.

Initiative #1935 is an initiative constitutional amendment, sponsored by the California Business Roundtable, that would limit the ability of voters and state and local governments to raise revenues for government services. CSDA, along with a coalition that includes the California League of Cities, California State Association of Counties, over 100 special districts, and more, is opposed and encourages all special districts to adopt an oppose position via resolution.

Learn More and Download Sample Resolution Opposing Initiative #1935 at
csda.net/VoterLimitations

Special districts and local officials that contacted their legislators about ACA 13 are encouraged to follow-up with their legislators that voted “aye” to express their appreciation for their support. Vote results can be found at: [Bill Votes - ACA-13 Voting thresholds](#).

Of similar, significant importance to special districts is the successful passage of [Assembly Constitutional Amendment 1 \(Aguiar-Curry\)](#). ACA 1, also supported by CSDA, would propose to voters a question: whether to allow a city, county, or special district, with 55% voter approval, to incur bonded indebtedness or impose specified special taxes to fund projects for affordable housing, permanent supportive housing, or public infrastructure.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ CSDA advocacy pays off on Surplus Land Act bills

This year, CSDA has been heavily engaged in the most significant legislative efforts to reform the SLA, leading coalitions on bills that are both potentially beneficial and potentially detrimental to special districts. Through these efforts, CSDA has been at the table in negotiations, provided significant input on amendments, participated in many lobby meetings, and testified in committees throughout the year.

- [SB 747 \(Caballero\) Land use: surplus land](#)
 - CSDA Position: **Support.**
 - Bill Status: Awaiting the Governor's signature.
 - Provides a limited and tightly constrained procedure for a local agency to administratively declare exempt surplus land, providing an important streamlined but transparent procedure.
 - Provides a definition for "dispose" that includes entering into certain leases longer than 15 years, as defined, making the SLA clearly applicable to specified leases for the first time.
 - Provides a fair process for assessing and calculating penalties for specified violations of the SLA, while providing that such penalties shall not apply to nonsubstantive violations that do not impact the availability and priority of, or the construction of, housing affordable to lower income households or the ultimate disposition of the land in compliance with the article, such as clerical errors.
 - Provides additional transparency to Department of Housing and Community Development (HCD) procedures prior to HCD adopting, amending, or repealing specified standards, forms, or definitions, and SLA guidelines.
 - Makes a number of technical and other changes to the SLA.
- [AB 480 \(Ting\) Surplus land](#)
 - CSDA Position: **Neutral.**
 - Bill Status: Awaiting the Governor's signature.
 - As amended, this bill is similar, though not identical to SB 747.
 - SB 747 and AB 480 are contingent on enactment of each other.
 - CSDA led a local government coalition previously with an Oppose Unless Amended position on this bill, which initially sought to make several detrimental changes to the SLA that would have increased confusion and inefficiencies, and undermined agency's use protections applicable to special districts. As a result of CSDA's advocacy efforts, this bill was amended, resolving most of CSDA's most significant concerns.
 - Recent additional amendments allowed CSDA to remove opposition.
- [AB 457 \(Patterson, Joe\) Surplus Land Act: exempt surplus land: leases](#)
 - CSDA Position: **Neutral.**
 - Bill Status: 2 Year Bill.
 - This is a district bill seeking an SLA exemption for a specific need. However, the exempt surplus land category proposed by the bill included a reference to leases. Because of the precedent that may be established by assuming certain leases are covered by the SLA and in need of an exemption, CSDA adopted an Oppose Unless Amended position, seeking to amend the bill to accomplish its purpose without reference to leases.
 - As a result of CSDA's advocacy efforts, the concerning language referring to leases was amended out of the bill in the Senate Governance and Finance Committee, allowing CSDA to remove opposition.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

- [SB 34 \(Umberg\) Surplus land disposal: violations: County of Orange](#)
 - CSDA Position: **Neutral**.
 - Bill Status: Awaiting the Governor's signature.
 - This bill seeks to add required procedures for Orange County and cities in Orange County to follow when they receive notices of violation from HCD in connection with the planned disposal of surplus land. This bill initially made explicit reference to leases without the stakeholder-negotiated lease language contemplated in SB 747. Due to the above-described precedential concerns arising from inclusion of leases in this manner, CSDA led a local government coalition with an Oppose Unless Amended position, seeking to remove the bill's reference to leases. CSDA's lead opposition testimony on the bill is pictured below.
 - Recent amendments making the bill consistent with SB 747 as it relates to leases allowed CSDA to remove opposition.

- [SB 229 \(Umberg\) Surplus land: disposal of property: violations: public meeting](#)
 - CSDA Position: **Neutral**.
 - Bill Status: Awaiting the Governor's signature.
 - This bill seeks to add required procedures for local agencies, including special districts, to follow when they receive notices of violation from HCD in connection with the proposed disposing of surplus land. CSDA led a local government coalition with an Oppose Unless Amended position on this bill, seeking to remove the bill's earlier reference to leases, make a clarifying change to make clear that the procedures apply to notices of violation received in connection with disposals of surplus land, and to add procedural flexibility.
 - Recent amendments in alignment with those requested by CSDA, and amendments making the bill consistent with SB 747 as it relates to leases, allowed CSDA to remove opposition.

- [SB 634 \(Becker\) Low Barrier Navigation Center: opportunity housing: use by right: building standards](#)
 - CSDA Position: **Neutral**.
 - Bill Status: 2 Year Bill.
 - This bill would have required special districts and other local agencies to respond to inquiries in connection with potential placement of temporary housing on their properties.
 - CSDA took an Oppose Unless Amended position because the bill would have created a significant burden on special districts and was inconsistent with the SLA.
 - The bill was held in the Senate Appropriations Committee earlier this year.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ Other measures awaiting action by Governor Newsom

In total, 34 of CSDA's priority-tracked bills with positions await action by Governor Gavin Newsom. In addition to those measures noted above, a selection of highlighted bills includes the following:

AB 242 **(Wood D) Critical access hospitals: employment.**

Support

AB 249 **(Holden D) Water: schoolsites: lead testing.**

Oppose Unless
Amended

AB 297 **(Fong, Vince R) Wildfires: local assistance grant program: prescribed grazing: advance payments.**

Support

AB 334 **(Rubio, Blanca D) Public contracts: conflicts of interest.**

Support

AB 400 **(Rubio, Blanca D) Local agency design-build projects: authorization.**

Support

AB 504 **(Reves D) State and local public employees: labor relations: strikes.**

Oppose

AB 516 **(Ramos D) Mitigation Fee Act: fees for improvements: reports and audits.**

Concerns

AB 557 **(Hart D) Open meetings: local agencies: teleconferences.**

Sponsor

AB 585 **(Rivas, Robert D) Climate change: infrastructure and clean energy projects: assessments.**

Support



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

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- AB 719** **(Boerner D)** **Medi-Cal: nonmedical and nonemergency medical transportation.**
Support
- AB 764** **(Bryan D)** **Local redistricting.**
Oppose Unless Amended
- AB 1213** **(Ortega D)** **Workers' compensation: aggregate disability payments.**
Oppose
- AB 1484** **(Zbur D)** **Temporary public employees.**
Oppose
- AB 1548** **(Hart D)** **Greenhouse Gas Reduction Fund: grant program: recycling infrastructure projects.**
Support
- AB 1594** **(Garcia D)** **Medium- and heavy-duty zero-emission vehicles: public agency utilities.**
Support
- SB 29** **(Glazer D)** **The Political Reform Act of 1974: Fair Political Practices Commission: political reform education program.**
Support
- SB 470** **(Alvarado-Gil D)** **Water: Urban Water Community Drought Relief program: Small Community Drought Relief program: high fire hazard and very high fire hazard severity zones.**
Support
- SB 493** **(Min D)** **Air pollution: alternative vehicles and electric and hydrogen infrastructure.**
Support
- SB 613** **(Sevarto R)** **Organic waste: reduction goals: local jurisdictions: low-population waiver.**
Support



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

SB 617 (**Newman D**) Public contracts: progressive design-build: local and regional agencies: transit.

Support

SB 706 (**Caballero D**) Public contracts: progressive design-build: local agencies.

Support

SB 753 (**Caballero D**) Cannabis: water resources.

Support



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ OTHER WAYS TO TAKE ACTION

Member Resources

2023 Board Secretary / Clerk Conference

November 6-8, 2023

Seaside, CA (Monterey)

Register here: [Home - Board Secretaries/Clerks \(csda.net\)](https://www.csda.net/Board-Secretaries/Clerks)

Special Training Event: “Working with the Media” Now Available to CSDA Members

Want to learn more about how you can work effectively with the media to tell your story? CSDA will be hosting a one-day only live, in-person media training seminar on Thursday November 2, 2023 in Jurupa Valley.

Register: Space is Limited

This half-day workshop is being made available at the discounted registration fee of just \$50 for CSDA members. Our goal is to ensure special district officials are equipped with the tools and training needed to work with reporters and editors, garner positive press coverage that helps raise public awareness of the importance of special districts, and become a valued expert resource to the media in your area.

Join Today

Contact Eric Spencer, Member Services Specialist, at erics@csda.net or 877.924.2732 for a summary of benefits, dues schedule, and any questions.

Get Involved

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Visit [csda.net/get-involved](https://www.csda.net/get-involved) one of the following teams:

- Revenue
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Facilities

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA’s advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district’s legislative and public outreach. Make sure you’re reading these resources:

- CSDA’s weekly e-Newsletter
- Districts in the News
- CSDA’s CA Special District Magazine

Email updates@csda.net for help accessing these additional member resources.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

THRU: Jeanette Contreras, Library Director

FROM: David DeBerry, General Counsel

SUBJECT: FILLING VACANCY IN THE OFFICE OF THE BOARD OF TRUSTEES DUE TO RESIGNATION

DATE: OCTOBER 23, 2023

BACKGROUND

An error occurred in filling the vacancy in the office of former Trustee Jo-Ann Martin who resigned in August. The action taken by the Board of Supervisors at its meeting on October 11, 2023, was to appoint Dr. Voiza Arnold to complete Trustee Gayle Carline's term ending December 4, 2024. However, Trustee Carline's office was not vacant. Therefore, it is recommend that the Board of Trustees revise the recommendation it made to the Board of Supervisors to fill the vacancy.

DISCUSSION

The District was formed pursuant to the Education Code sections 19600 et seq. Education Code section 19612 provides: "Vacancies shall be filled by the board of supervisors by appointment for the unexpired term." The event that led to the error in filling the vacancy was the mistaken belief that the Trustees could appoint Trustee Carline to fill the vacant seat of former Trustee Martin, thus creating a vacancy in Trustee Carline's office. Due to this misunderstanding, the Library District recommend that the Board of Supervisors appoint Dr. Voiza Arnold to complete Trustee Carline's term. The Board of Supervisors agenda item was to "appoint Dr. Voiza Arnold ... to complete the term ending 12/4/24. Position was previously held by Gayle Carline."

However, Trustee Carline's office was not vacant because the Trustees did not have the ability to appoint Trustee Carline to the vacant seat of former Trustee Martin. Per the Education Code, only the Board of Supervisors could do so. In order to appoint Dr. Arnold to Trustee Carline's office, there must first be a vacancy in that office. For that to happen, the Board of Supervisors must first appoint Trustee Carline to fill the vacancy resulting from former Trustee Martin's resignation. In doing so, this will create a vacancy in Trustee Carline's office, to which Dr. Arnold can be appointed.

The primary reasons the Trustees sought to fill the vacancy in this manner was to further representation on the Board of Trustees by district and maintain continuity on the Board of Trustees. The Board of Trustees voted to move from at-large elections to district elections in 2022. Trustee Carline resides in District 2, which is up for election in November 2026. However,

her current term ends in December of 2024 and due to that, unless she moved, Trustee Carline would not be able to hold the office of Trustee for two years, i.e., until District 2 was up for election in 2026. Appointing Trustee Carline to the vacancy left by former Trustee Martin will assist in maintaining continuity on the Board of Trustees and representation of District 2. Once that appointment is made, there will be a vacancy in the Trustee Carline's office, which can then be filled with the appointment of Dr. Verlato.

RECOMMENDATION

Send the following recommendation to the Board of Supervisors. First, appoint Gayle Carline, in lieu of election, to the Placentia Library District Board of Trustees to complete the term of office previously held by Jo-Anne Martin ending December of 2026. Second, appoint Dr. Voiza Arnold, in lieu of election, to the Placentia Library District Board of Trustees to complete the term of office previously held by Gayle Carline ending December of 2024.