

AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

January 22, 2024

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

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, January 22, 2024

4. Oral Communications

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director

Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Special Meeting on December 18, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

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

TREASURER'S REPORTS (Items 12 – 16)

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

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

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

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

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

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for December 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 December 2023.

20. Circulation Report for December 2023.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, January 22, 2024

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-34)

- 25. Administration of the Oath of Office: Dr. Voiza Arnold
- 26. Election of Officers
 - Current Board President: Gayle Carline
 - Current Board Secretary: Sherri Dahl
- 27. Appointment of Library Board Representatives for 2024 by the Board President:
Current 2023 Representatives:
 - Representative to Special District Local Area Formation Commission (LAFCO) – Trustee Beverage and President Carline as alternate.
 - Representative to the Orange County Council of Governments (OCCOG) – Trustee Dahl and Trustee Beverage as alternate.
 - Representative to the Placentia Library Friends Foundation (PLFF) – Trustee Dahl and President Carline as alternate.
 - Representative to the Independent Special District of Orange County (ISDOC) – Trustee Nelson and Trustee Beverage as alternate.
 - Personnel Committee – Secretary Dahl and Trustee Nelson
 - Joint Use Agreement Committee – President Carline and Trustee Nelson
- 28. Discussion of a New Date for May Board Meeting.
- 29. Report from Executive Assistant, Lina Nguyen, on her attendance at the California Special District Association Board Secretary Conference.
- 30. Presentation of the Placentia Library District New Application.
- 31. Review and Discussion of the Consultant Services Agreement between the Placentia Library District and Eagle Multi-Media, Inc.
- 32. Authorization for a Closure on April 11, 2024 for a Library Event.
- 33. Authorization for Amendments to Policy 2275 – Social Media Policy.
- 34. ISDOC Updates from Trustee Nelson.

AGENDA DEVELOPMENT

- 35. Agenda Preparation for the January Regular Date Meeting which will be held on February 26, 2024 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 36. The Library Board of Trustees will adjourn the Regular Date January 22, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for January 22, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on January 17, 2024.

Lina Nguyen

 Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 DECEMBER 18, 2023

CALL TO ORDER President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on December 18, 2023 at 6:33 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.

Staff Absent: Lina Nguyen, Executive Assistant.

Counsel Present: None.

Guests:

ADOPTION OF AGENDA It was motioned by Trustee Beverage to adopt agenda as presented with the exception of items 25, 26, and 27, which will be deferred to the January Board Meeting. It was seconded by Secretary Dahl (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 Placentia Tamale Festival.

TRUSTEE & ORGANIZATIONAL REPORTS Secretary Dahl reported she attended the Placentia Library Friends Foundation (PLFF) Board Meeting and the Tree Lighting Ceremony.

Trustee Beverage reported she attended the Placentia Tamale Festival and the Literacy Potluck. She also took a Niche Academy class on Chat GPT.

Trustee Nelson reported he attended the Independent Special Districts of Orange County (ISDOC) Meeting.

LIBRARY DIRECTOR REPORT Director Contreras reported the District completed the Staff Development Day training with 25 staff members and gave a brief summary on the training done that day. She also had a meeting with Assemblyman Phillip Chen and submitted a new ask for \$642,000 for various programs and library improvements. She also attended the ISDOC Meeting and PLFF Board Meeting.

FRIENDS FOUNDATION REPORT Secretary Dahl reported out on the Placentia Library Friends Foundation on behalf of President Reuben Skipper. Memberships are low and they are working on ideas for how to raise their numbers. They have an upcoming fundraiser with Mama Roscoe’s Pizzeria on December 19, 2023 from 6:00 p.m. to 8:00 p.m. The bookstore is still doing well. They are having issues with the silent auction that they are working on. Jeanette has been working with the PLFF Board on the Taylor

Swift Fundraiser. The PLFF Board are also working on an updated sponsorship program for the Author’s Luncheon.

CONSENT CALENDAR

It was moved by Trustee Beverage and seconded by Secretary Dahl to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

MINUTES FOR NOVEMBER 2, 2023 SPECIAL DATE MEETING AND NOVEMBER 27, 2023 REGULAR DATE MEETING.

The minutes for the November 2, 2023 Special Date Meeting and November 27, 2023 Regular 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 November 2023 (Item 10)
- Fund 707 Balance Report for November 2023 (Item 11)
- Financial Reports through November 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 November 2023 (Item 13)
- Acquisitions Report for November 2023 (Item 14)
- Entrepreneurial Activities Report for November 2023 (Item 15)
- Library Impact Fee Report for November 2023 (Item 16)

GENERAL CONSENT REPORTS

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

STAFF REPORTS

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

ADOPTION OF RESOLUTION 2023-07: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO CERTIFY THE APPOINTMENT OF DR. VOIZA ARNOLD FOR THE OFFICE OF TRUSTEE OF THE PLACENTIA LIBRARY DISTRICT; ADMINISTRATION OF THE OATH OF OFFICE.

This item was deferred to the January Board Meeting.

ELECTION OF OFFICERS.

This item was deferred to the January Board Meeting.

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES FOR 2024 BY THE BOARD PRESIDENT.

This item was deferred to the January Board Meeting.

REPORT FROM EXECUTIVE ASSISTANT, LINA NGUYEN, ON HER ATTENDANCE AT THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD SECRETARY CONFERENCE.

This item was deferred to the January Board Meeting.

ADOPTION OF RESOLUTION 2023-08: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE BOARD OF TRUSTEE REGULAR MEETINGS DATES FOR CALENDAR YEAR 2024.

Director Contreras advised the Board needs to establish the Board Meeting dates for calendar year 2024. Trustee Beverage made a motion to read Resolution 2023-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Board of Trustee Regular Meeting Dates for Calendar Year 2024 and adopt Resolution 2023-08. It was seconded by Secretary Dahl. A roll call vote was taken:

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

DISCUSS AND AUTHORIZE A TAYLOR SWIFT (LIBRARY VERSION) PROGRAM IN 2024.

Director Contreras reported in order to help raise awareness for the PLFF’s Taylor Swift fundraiser, the District would have a Taylor Swift program series. After a brief discussion, Trustee Beverage made a motion to authorize the Placentia Library District to offer Taylor Swift (Library Version) Programs and Events. It was seconded by Secretary Dahl. A roll call vote was taken:

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

AUTHORIZE AN AMENDMENT TO PLACENTIA LIBRARY DISTRICT POLICY 2012 – DRESS CODE FOR LIBRARY DISTRICT EMPLOYEES AND VOLUNTEERS.

Director Contreras reported on the recommended amendments to the dress code policy. After a brief discussion, Trustee Beverage made a motion to approve amendments to Placentia Library District Policy 2012 – Dress Code for Library District Employees and Volunteers as presented, effective December 19, 2023 and approve funding for District logo clothing. It was seconded by Secretary Dahl. A roll call vote was taken:

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

JOINT-USE COMMITTEE UPDATES FROM PRESIDENT CARLINE.

President Carline had no updates to present.

OCCOG UPDATES FROM SECRETARY DAHL.

Director Contreras reported the Board decided that the District would no longer send representation to the Orange County Council of Governments (OCCOG) meetings during the November Board Meeting.

LAFCO UPDATES FROM TRUSTEE BEVERAGE.

Trustee Beverage reported most of the Local Agency Formation Commissions (LAFCO) meetings have not been related to libraries.

ISDOC UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported there are no legislative reports at the time. However, he mentioned that the Executive Director for OCCOG spoke at the last ISDOC meeting and he believes there may be benefit to continue representation at the OCCOG meetings. After a brief discussion, it was decided that Trustee Nelson would report out on OCCOG updates given through ISDOC meetings.

AGENDA DEVELOPMENT

The next agenda will include agenda items 25, 26, 27, and 28.

The next Board Meeting will be on January 22, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of December 18, 2023 was adjourned at 7:10 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees

10:14 A.M.
01/11/24
Accrual Basis

**Placentia Library District
Check Register
December 2023**

Date	Ref No.	Payee	Memo	Payment	Type
12/04/2023	13405	Arcelia Janitorial Service	Janitorial Service from 11/01/23-11/30/23	4,300.00	Bill Payment
12/04/2023	13406	Employment Development Dept.	Unemployment Insurance Benefit Charge from 07/01/23-09/30/23	45.00	Bill Payment
12/04/2023	13407	City of Placentia	AT&T Service 09/01/23-09/30/23	910.26	Bill Payment
12/04/2023	13408	Mobile Citizen, LLC	Commercial Aquatic Services Invoice 921881	275.31	Bill Payment
12/04/2023	13409	Staples, Inc.	Replacing lost hotspots - PO 136	931.72	Bill Payment
12/04/2023	13410	SoCalGas	Paper towels for restrooms and wax line paper bags	60.27	Bill Payment
12/04/2023	13411	DEMCO, Inc.	Service from 10/17/23-11/16/23	64.30	Bill Payment
12/04/2023	13412	Golden State Water Company	Label covers for Bookmobile collection identification PO 132	823.67	Bill Payment
12/04/2023	13413	Pitney Bowes Purchase	Service from 10/20/23-11/21/23	639.79	Bill Payment
12/04/2023	13414	Power	November 2023 Statement	8,004.81	Bill Payment
12/04/2023	13415	Baker & Taylor	Books	88.63	Bill Payment
12/04/2023	13416	Placentia-Yorba Linda Unified School Dist	Winter Reading Bookmarks PO 114	363.90	Bill Payment
12/04/2023	13417	Cintas	Business cards for CS	416.07	Bill Payment
12/04/2023	13418	Midwest Tape	Janitorial supplies	501.75	Bill Payment
12/04/2023	13419	JV Plumbing	Audiobooks & Blu-rays	23,883.27	Bill Payment
12/11/2023	13420	UMPQUA BANK	Toilet replacement for men's public restroom	2,503.56	Bill Payment
12/11/2023	13421	Public Agency Retirement Services	CC Transactions from 10/30/23-11/29/23	3,414.82	Bill Payment
12/11/2023	13422	Southern California Edison	Contributions for payroll on 12/06/23	280.00	Bill Payment
12/11/2023	13423	Kanopy Inc.	Service from 10/27/23-11/28/23	8,222.39	Bill Payment
12/11/2023	13424	Midwest Tape-Hoopla	Video tickets	179.50	Bill Payment
12/11/2023	13425	Republic Services	Digital subscriptions for November	86.00	Bill Payment
12/11/2023	13426	Dewey Pest Control	Service from 11/01/23-11/30/23	236.18	Bill Payment
12/11/2023	13427	CALNET3	December Service	218.00	Bill Payment
12/11/2023	13428	American Library Association	Service from 11/02/23-12/01/23	253.85	Bill Payment
12/11/2023	13429	Cintas	ALA Membership Renewal for Sherri Dahl	2,542.00	Bill Payment
12/11/2023	13430	Emcor Services - Mesa Energy	Janitorial supplies	26.10	Bill Payment
12/11/2023	13431	Placentia-Yorba Linda Unified School Dist	Service Period 12/01/23-02/29/24	33,163.46	Bill Payment
12/11/2023	13432	SDRMA	Business cards for staff - II and EC	1,303.92	Bill Payment
12/11/2023	13433	World Book, Inc.	Medical & Ancillary Benefits January 2024	2,799.20	Bill Payment
12/11/2023	13434	Baker & Taylor	2024 World Book Encyclopedia	140.26	Bill Payment
12/11/2023	13435	Midwest Tape	Books	70,000.00	Bill Payment
12/11/2023	13436	Placentia Library District	Audiobooks & Blu-rays	1,098.67	Bill Payment
12/11/2023	13437	Brodart Co.	For Payroll on 12/20/23	200.00	Bill Payment
12/18/2023	13443	Face Painting by Tiffany	Spanish Collection & Technical Service Supplies	831.72	Bill Payment
12/18/2023	13444	EBSCO Industries, Inc.	Balloons for KM retirement reception	32.00	Bill Payment
12/18/2023	13445	State of CA - Department of Justice	Renewal for Investors Business Daily, Wall Street Journal, Wall Street Journal-Weekend Edition, and WSJ Magazine	514.58	Bill Payment
12/18/2023	13446	Baker & Taylor	Fingerprint apps	477.29	Bill Payment
12/18/2023	13447	Cintas	Books	65.00	Bill Payment
12/18/2023	13447	Sally Federman	Janitorial supplies		
			Reimbursement for Literacy Potluck supplies		

10:14 A.M.
01/11/24
Accrual Basis

**Placentia Library District
Check Register
December 2023**

12/18/2023	13448	Midwest Tape	Audiobooks & Blu-rays	251.92	Bill Payment
12/18/2023	13449	Placentia Library District	For Payroll on 01/03/23	70,000.00	Bill Payment
12/18/2023	13450	JV Plumbing	Cleared out public women's handicap stall and retrieved keys that fell in	155.00	Bill Payment
12/18/2023	13451	Kevin Roznowski Photography	Staff and Board Portraits	1,422.30	Bill Payment
12/27/2023	13452	New Readers Press	23/24 ESL Material Budget	653.41	Bill Payment
12/27/2023	13453	Woodruff & Smart, APC	For services rendered through 11/30/23	280.50	Bill Payment
12/27/2023	13454	Public Agency Retirement Services City of Placentia	Contributions for payroll on 12/20/23 AT&T Service 10/01/23-10/31/23 Commercial Aquatic Services September and October 2023	2,481.82	Bill Payment
12/27/2023	13455		Seco Electric and Lighting, Inc Invoice 8340	1,354.38	Bill Payment
12/27/2023	13456	Placentia Library District Glasby Maintenance Supply	Additional funds for final paycheck	70,000.00	Bill Payment
12/27/2023	13457		Janitorial supplies	547.13	Bill Payment
12/27/2023	13458	SoCalGas	Service from 11/16/23-12/15/23	56.24	Bill Payment
12/27/2023	13459	Cintas	Janitorial supplies	253.85	Bill Payment
12/27/2023	13460	Emcor Services - Mesa Energy	Vendor meet up with Johnson Controls to figure out smoke detector issue	935.00	Bill Payment
12/27/2023	13461	Playaway Products	Wonderbooks	1,132.10	Bill Payment
12/27/2023	13462	Baker & Taylor	Books	5,102.77	Bill Payment
12/27/2023	13463	Pitney Bowes Purchase Power	December 2023 Statement	774.14	Bill Payment
TOTAL				\$ 325,297.81	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: January 22, 2024

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	825,542.53
11/30/2023	828,237.08
12/31/2023	830,976.37
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

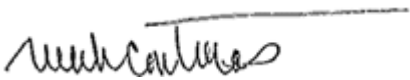
SUBJECT: **Financial Reports through December 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: January 22, 2024

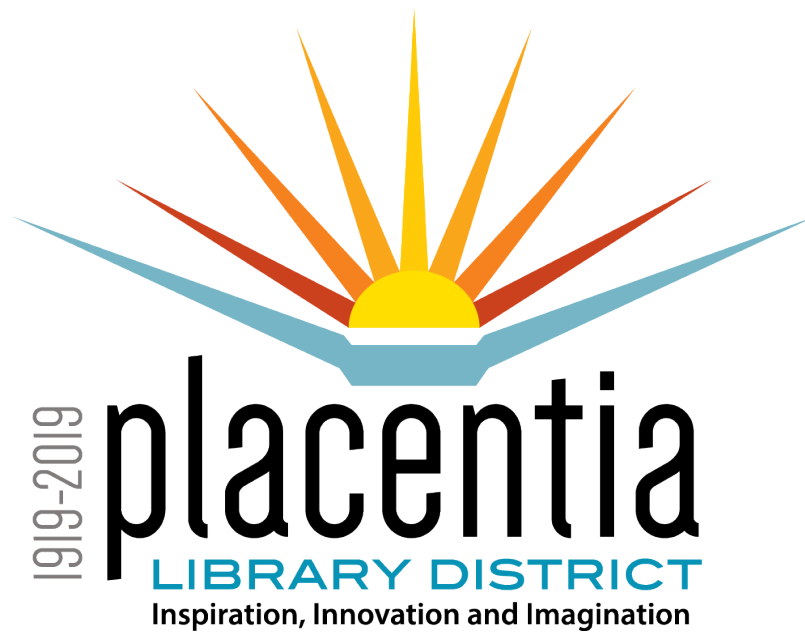
Summary of Cash and Investments as of December 31, 2023

Cash with Orange County Treasurer Fund 9LX	\$	830,976.37
General Fund Checking – BMO	\$	1,266,613.26
General Fund Savings – BMO	\$	2,149,509.60
<i>(Impact Fees in Savings – Restricted)</i>	\$	841,219.92
Payroll Checking – Wells Fargo Bank	\$	158,627.39
Total Cash and Investments	\$	4,405,726.62

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 DECEMBER 31, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,002,718	1,652,842	(1,349,876)	55.0%
4020	Property Taxes - Current Unsecured	74,371	37,335	(37,036)	50.2%
4050	Property Taxes - Curr Supplemental	113,049	39,822	(73,227)	35.2%
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	1,840	(8,976)	17.0%
	Sub Total	3,234,416	1,753,421	(1,480,995)	54.2%
INTEREST REVENUE					
4600	Interest	8,500	47,331	38,831	556.8%
	Sub Total	8,500	47,331	38,831	556.8%
GRANT REVENUE					
4210	State Grants	279,000	89,497	(189,503)	32.1%
4220,4230	Fed/Other Grants	5,000	0	(5,000)	0.0%
	Sub Total	284,000	89,497	(194,503)	31.5%
MISCELLANEOUS REVENUES					
4410	PLFF Grants	113,000	75,000	(38,000)	66.4%
4310	Fines & Fees	18,136	6,125	(12,011)	33.8%
4320,4330	Passport/Photos	250,758	82,373	(168,385)	32.8%
4340	Meeting Room Fees	100	440	340	440.0%
* 4430	Other: Miscellaneous	0	5	5	-
	Sub Total	381,994	163,943	(218,051)	42.9%
TOTAL REVENUES YTD FOR FY 23/24:		3,908,910	2,054,193	(1,854,717)	52.6%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
BEGINNING BALANCE					
	Cash/Investments	3,214,050	4,405,727	589,580	
4500	Impact Fees - Restricted Funds	823,854	841,220	45,005	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
 as of December 31, 2023
 50% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT REMAINDER
SALARIES & EMPLOYEE BENEFITS				
5010, 5020	Salaries & Wages	1,969,183	1,129,382	839,801
5030	Retirement & Post Employment Trust 115	94,007	21,922	72,085
5040	Unemployment Insurance	30,000	5,895	24,105
5050	Health Insurance	214,656	144,210	70,446
5060	Life Insurance	4,989	2,078	2,911
5064	Dental Insurance	16,529	4,688	11,841
5066	AD & D Insurance	7,958	2,806	5,152
5068	Vision Insurance	3,151	1,197	1,954
5070	Workers' Compensation Insurance	32,908	16,349	16,559
5090	Education Assistance Program	0	0	0
TOTAL		\$2,373,381	\$1,328,526	\$1,044,855
SERVICES & SUPPLIES				
5099	Property & Liability Insurance	69,824	35,661	34,163
5100-5140	Communications, Internet, Cable	78,301	19,571	58,730
5150, 5170, 5180	Janitorial Supplies & Services	67,334	32,613	34,721
5160	Refuse Disposal	3,272	1,442	1,830
5205	Maintenance Equipment	15,000	5,052	9,948
5200, 5210-5280	Building Maintenance	130,000	27,801	102,199
5290-5292	Memberships	15,500	5,659	9,841
5300-5350	Office Expenses & Postage	130,000	19,174	110,826
5400-5480	Prof./Specialized Services	200,000	111,017	88,983
5490	Loan Obligation (-bank)	73,900	73,716	184
5495, 5910, 5920	Programs, PLFE Grant, Fed & State Grant	85,000	20,161	64,839
5500	Books/Library Materials	350,620	146,446	204,174
5600	Travel & Meetings/Professional Development	40,000	18,801	21,199
5700	Mileage/Parking	650	394	256
5800	Utilities	80,150	42,176	37,974
5900	Bookmobile - Vehicle	200,000	0	200,000
5901	Bookmobile - Collection	70,000	0	70,000
5902	Bookmobile - Supplies & Materials	15,000	0	15,000
5904	Bookmobile - Other	90,000	25	89,975
6000	Other	800,000	0	800,000
TOTAL		\$2,514,551	\$559,711	\$1,954,840
OPERATING EXPENSES		\$4,887,932	\$1,888,237	\$2,999,695
FIXED ASSETS & TAXES				
1310	Building Improvements	25,000	1,605	23,395.16
1320	Equipment & Furniture	250,000	52,373	197,627.34
2500	Capital Lease	0	0	0.00
6100	Taxes and Assessments	11,849	9,115	2,733.66
TOTAL		\$286,849	\$63,093	\$223,756
TOTAL BUDGET		\$5,174,781	\$1,951,330	\$3,223,451

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for December 2023

DATE: January 22, 2024

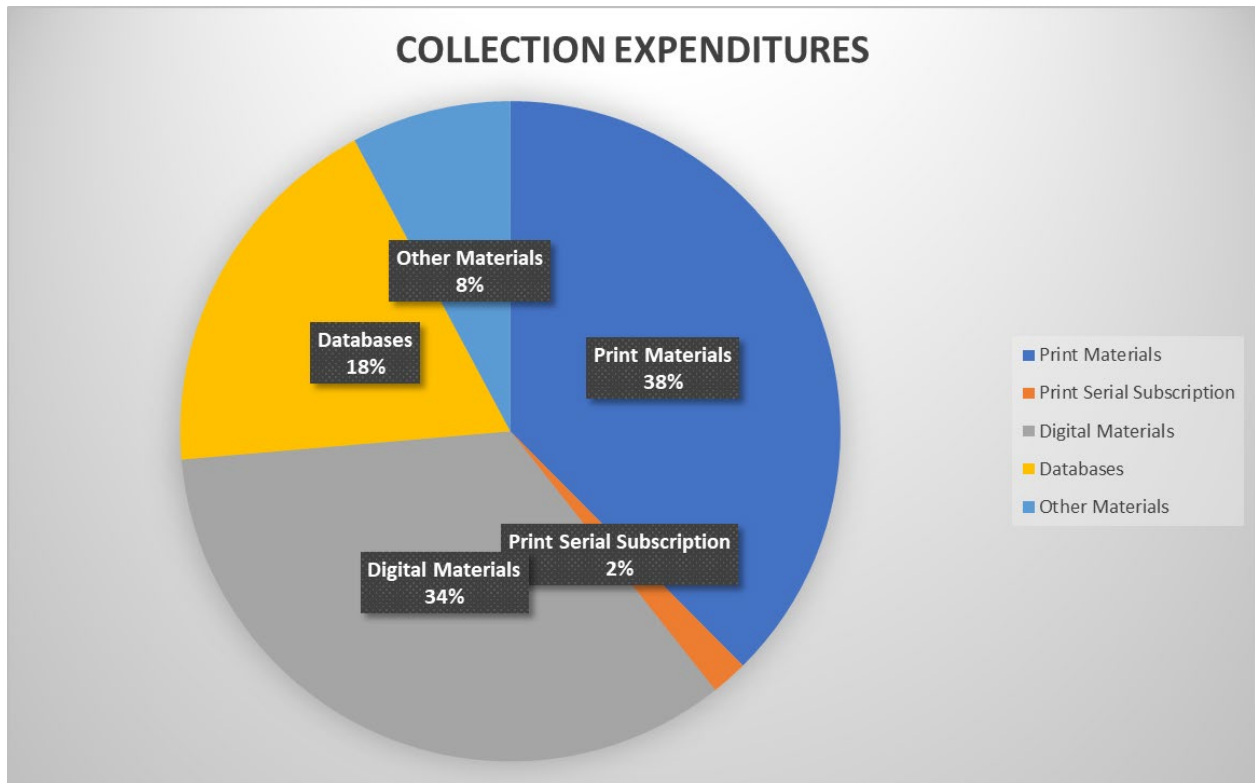
MONTHLY STATISTICS

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$350,620.00	46%	\$535,000.00	25%

Collection Expenditures	December 2023	December 2022	FY-T-D 2023-2024	FY-T-D 2022-23	FY-T-D % changed
Print Materials	\$12,224	\$6,959	\$60,227	\$48,003	25%
Print Serial Subscription	\$832	\$1,092	\$2,856	\$2,024	41%
Total Print Materials	\$13,056	\$8,051	\$63,083	\$50,027	26%
Digital Materials	\$9,178	\$7,541	\$54,992	\$45,814	20%
Databases	\$0	\$0	\$29,733	\$29,733	0%
Total Electronic Content	\$9,178	\$7,541	\$84,725	\$75,547	12%
Other Materials	\$2,486	\$3,261	\$12,544	\$10,058	25%
Total Collection Expenditures	\$24,720	\$18,853	\$160,352	\$135,632	18%

Titles Added	December 2023	December 2022	FY-T-D 2023-2024	FY-T-D 2022-23	FY-T-D % changed
Print Materials	745	465	2,248	1,968	14%
Print Serial Subscription	-	7	2	9	-78%
Total Print Materials	745	472	2,250	1,977	14%
Digital Materials	4,557	2,761	30,540	28,744	6%
Databases	-	-	6	6	0%
Total Electronic Content	4,557	2,761	30,546	28,750	6%

Other Materials	27	108	151	232	-35%
Total Titles Added	5,329	3,341	32,947	30,959	6%



All Materials Held	December 2023	November 2023	Month to Month % changed
Total Materials Physical	80,088	79,816	0%
Total Materials Digital	1,681,626	1,658,307	1%
Total All Materials	1,761,714	1,738,123	1%

Children's Physical Materials Held	December 2023	November 2023	Month to Month % change
Children's Fiction	25,690	25,475	1%
Children's Nonfiction	14,084	14,087	0%
Children's Magazine	165	161	2%
Children's Audiobook	910	862	6%
Children's DVD/Video	1,595	1,588	0%
Children's LOTs	60	57	5%
TOTAL All Children's Physical Material	42,504	42,230	1%

Adult/Teen Physical Materials Held	December	November	Month to Month
	2023	2023	% change
Adult Fiction	16,834	16,886	0%
Adult Nonfiction	12,965	12,978	0%
Adult Magazine	71	63	13%
Adult Audiobook	1,294	1,294	0%
Adult DVD/Video	3,008	2,994	0%
Adult LOTs	97	98	-1%
Vinyl Records	157	157	0%
Video Games	393	377	4%
Teen Fiction	2,765	2,739	1%
TOTAL All Adult/Teen Physical Material	37,584	37,586	0%

Digital Material Held	December	November	Month to Month
	2023	2023	% change
eBooks	948,390	929,384	2%
Digital Audiobooks	232,683	229,384	1%
Digital Videos	103,218	103,148	0%
Digital Magazines	4,188	4,207	0%
Digital Music	393,130	392,173	0%
Databases	17	11	55%
TOTAL All Digital Material	1,681,626	1,658,307	1%

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

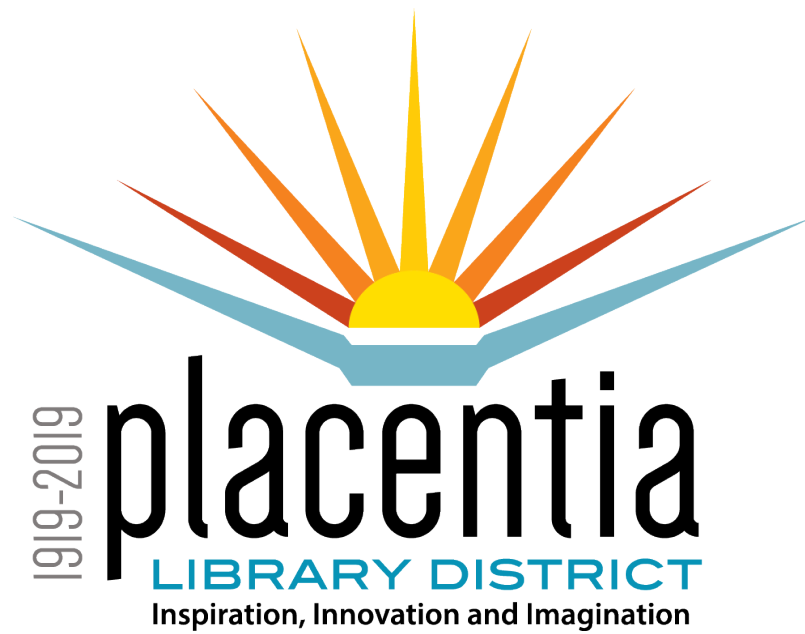
SUBJECT: Service Revenue Activities Report for December 2023

DATE: January 22, 2024

Net Revenue Summary for December 2023

			YTD	YTD
	Dec-23	Dec-22	2023-2024	2022-2023
Passport	10,080	13,265	58,805	88,655
Passport Photos	4,160	3,588	23,568	24,768
Fines & Fees	1,173	852	6,125	6,412
Meeting Room	0	0	440	175
TOTAL	\$ 15,413	\$ 17,705	\$ 88,938	\$ 120,010





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Personnel Report for December 2023

DATE: January 22, 2024

			YTD	YTD
	Dec-23	Dec-22	2023-2024	2022-2023
Separation	0	1	2	3
Retirement	1	0	1	1
Appointments	2	0	8	7
Open Positions	2	3	16	10
Workers' Compensation Leave	0	0	0	0
TOTAL	5	4	27	21

SEPARATION:

None

RETIREMENT:

Librarian I – Katherine Matas

APPOINTMENTS:

Supervising Librarian – Michelle Meades

Librarian I – Elizabeth Tapia

OPEN POSITIONS:

Library Clerk – Circulation PT

Library Assistant – Children FT

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 December 2023
DATE: January 22, 2024

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24						
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
	TOTAL	\$3,310.12	\$2,351.84	\$63.47	\$1,034.20	\$6,759.63

* City Billing Not Received

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

DATE: January 22, 2024

Meetings:

- December 4
Graphic Designer Meeting: Assistant Library Director met with the new graphic designer, Darlene Contreras, to discuss the fees, requirements, and responsibilities of the contract with the District.
- December 5
Library Director met with Assemblyman Chen to discuss the fund requests for 24/25.
- December 6
Promotional reception for Adult Services Librarian, Michelle Meades.
- December 7
Library Director met with two PLFF Board members to discuss the Author's Luncheon fundraiser.

Library Director and Assistant Library Director attended the Joint-Use Committee meeting.
- December 11
Library Director attended the PLFF board meeting.

PRTWC Scholarship Meeting: Assistant Library Director met with the committee to discuss the 2024 Scholarship Committee's members' responsibilities, applicant requirements, submission process, and revised the scholarship application. Yesenia Baltierra has taken on the responsibility of revising the application, as discussed, and ensuring the creation of a fillable online form for prospective applicants.
- December 12
Library Director met with Assemblyman Chen and his District Director.
- December 18
Board meeting.

- December 19
Library Director and Assistant Library Director hosted a holiday gathering for staff.
All staff meeting.
- December 20, Baker and Taylor Meeting: Assistant Library Director met with Representative Jane Herb to discuss the challenges faced by staff with the new collection development model. Jane will discuss with her staff to address our concerns. A follow-up meeting is scheduled for early in the year to ensure that the identified issues have been adequately addressed.
- December 21, Audit Meeting: Business Manager attended virtual meeting with auditor, Bob Callanan, to discuss engagement letter and scope of work for FY 22-23 audit.
- December 28
Hosted a retirement reception for Katie Matas.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for December 2023

DATE: January 22, 2024

Children's Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Children's Fiction Physical	7,630	8,677	56,537	60,557	-7%
Children's Fiction Digital	682	847	5,144	5,128	0%
Children's Fiction TOTAL	8,312	9,524	61,681	65,685	-6%
Children's Nonfiction Physical	1,978	2,094	14,098	14,271	-1%
Children's Nonfiction Digital	85	139	640	658	-3%
Children's Non-Fiction TOTAL	2,063	2,233	14,738	14,929	-1%
Children's Magazine Physical	3	6	20	128	-84%
Children's Magazine Digital	933	236	3,293	1,415	133%
Children's Magazine TOTAL	936	242	3,313	1,543	115%
Children's Audiobook Physical	1,461	336	5,744	2,188	163%
Children's Audiobook Digital	645	441	3,634	2,671	36%
Children's Audiobook TOTAL	2,106	777	9,378	4,859	93%
Children's DVD/Video Physical	376	207	2,184	1,884	16%
Children's DVD/Video Digital	81	47	463	326	42%
Children's DVD/Video TOTAL	457	254	2,647	2,210	20%
Children's LOTs	47	23	232	157	48%
Music Digital	20	17	137	77	78%
TOTAL All Children's Physical Content	11,495	11,343	78,815	79,185	0%
TOTAL All Children's Digital Content	2,446	1,727	13,311	10,275	30%
TOTAL All Children's Content	13,941	13,070	92,126	89,460	3%

Adult/Teen Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Fiction Physical	1,994	2,059	13,781	13,190	4%
Adult Fiction Digital	2,493	1,567	15,149	10,654	42%
Adult Fiction TOTAL	4,487	3,626	28,930	23,844	21%
Adult Nonfiction Physical	1,303	1,451	9,534	9,437	1%
Adult Nonfiction Digital	739	555	4,689	4,511	4%
Adult Non-Fiction TOTAL	2,042	2,006	14,223	13,948	2%
Adult Magazine Physical	11	32	102	128	-20%
Adult Magazine Digital	945	249	3,353	1,695	98%
Adult Magazine TOTAL	956	281	3,455	1,823	90%
Adult Audiobook Physical	129	160	760	779	-2%
Adult Audiobook Digital	4,717	3,168	26,340	18,832	40%
Adult Audiobook TOTAL	4,846	3,328	27,100	19,611	38%
Adult DVD/Video Physical	532	667	3,156	4,103	-23%
Adult DVD/Video Digital	736	338	3,823	2,018	89%
Adult DVD/Video TOTAL	1,268	1,005	6,979	6,121	14%
Adult LOTs	90	123	598	503	19%
State Parks Pass*	25		315		
Vinyl Records*	83		477		
Video Games	399	236	2,148	1,108	94%
Music Digital	157	78	781	435	80%
Teen Fiction Physical	320	243	1,953	1,789	9%
Teen Fiction Digital	299	205	1,676	1,430	17%
Teen Fiction Total	619	448	3,629	3,219	13%
TOTAL All Adult/Teen Physical Content	4,886	4,971	32,032	31,037	3%
TOTAL All Adult/Teen Digital Content	10,086	6,160	55,811	39,575	41%
TOTAL All Adult/Teen Content	14,972	11,131	87,843	70,612	24%

All Circulation	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Total Circulation Physical	16,381	16,314	111,639	110,222	1%
Total Circulation Digital	12,532	7,887	69,122	49,850	39%
Total All Circulation	28,913	24,201	180,761	160,072	13%
Non-English Language Circulation	849	918	5,168	3,619	43%

Online Database Usage	December	December	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	1,429	2,385	11,831	16,429	-28%
Creative Bug	15	26	193	178	8%
Data Axle	13	15	159	400	-60%
Freegal	1,057	1,076	6,407	6,251	2%
Novelist	22	21	276	848	-67%
BookFlix	52		198		
TrueFlix	1		39		
Scholastic Teachables	70		443		
Mango Languages	51		308		
ChiltonLibrary	3		44		
TOTAL PLD DATABASE USAGE	2,713	3,523	19,898	24,106	-17%

Online Database Usage	December	December	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	9	14	93	112	-17%
Brainfuse HelpNow	36	54	80	274	-71%
Britannica	45	20	230	223	3%
LinkedIn Learning	12	154	255	1,893	-87%
ProQuest	42	1	50	33	52%
ProQuest Culture Grams	6	0	53	20	165%
Skillshare	0	2	5	8	-38%
Teaching Books and Book Connections	151	0	1,502	860	75%
National Geographic Kids (Gale)	2	0	59	48	23%
Gale in Context: Environmental Studies	0	0	3	2	50%
Gale Interactive: Science	1	1	21	27	-22%
Coursera	9	9	76	24	375%
EBSCO LearningExpress Library	0	21	2	24	-92%
GetSetUp	4	33	24	74	-56%
Northstar~	0	0	11	0	
Alexander Street*	9		37		
TOTAL CSL DATABASE USAGE	326	309	2,501	3,622	-31%
TOTAL ALL DATABASE USAGE	3,039	3,832	22,399	27,700	-19%

* New collection for FY 23-24

~ 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 December 2023

DATE: January 22, 2024

Number of Programs by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	11	10	56	59	-5%
Children's Programs	4	5	43	39	10%
Teen Programs	2	1	15	13	15%
Outreach	1	0	2	1	100%
TOTAL Children/Teen	18	16	116	112	4%

Program Attendance by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Storytime	308	366	2,713	2,527	7%
Children's Programs	251	253	3,859	3,498	10%
Teen Programs	22	15	219	227	-4%
Outreach	5	0	370	395	-6%
TOTAL Children/Teen	586	634	7,161	6,647	8%

The Hangar Makerspace	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Hangar Activity Hour Visits	117	90	889	476	87%
Hangar Appointments	1	[REDACTED]	85	[REDACTED]	[REDACTED]
Hangar Users	1	21	30	127	-76%

ACHIEVEMENTS

- Mayli Apontti facilitated Read to the Dogs on December 4.
- Mayli Apontti served on an interview panel with Estella Wnek and Megan Tolman for the Library Clerk position on December 14.
- Mayli Apontti planned and conducted Family Storytime on December 16.
- Elizabeth Tapia led the Morning Meet Ups program on December 4 and 18.

- Caitlyn Sandfer led the Morning Meet Ups program on December 11.
- Elizabeth Tapia planned and conducted two in-person Luna, Luna storytimes on December 6 and 20.
- Daisy Badge planned and conducted Family Storytime on December 9.
- Daisy Badge planned and conducted Luna, Luna Storytime on December 13.
- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on December 22.
- Damean Sanz collaborated with Elizabeth Tapia and Daisy Badge to lead the Luna, Luna Storytime on December 6, 13, and 20.
- Damean Sanz and Joy Ellis attended the Homework Club at LOT 318, Cypress on December 4.
- Caitlyn Sandfer planned and coordinated PTAC meetings on December 7 and 21.

MEETINGS

- December 4, Margaret Hatanaka attended the SLS Children's Committee meeting at Yorba Linda Public Library where the main discussion involved planning for the Orange County Performer's Showcase to be hosted by Huntington Beach Public Library in January.
- December 7, Margaret Hatanaka and Michelle Meades attended the City/Library meeting with Veronica Ortiz, Deputy Director of Community Services. Small attendance because city staff were involved in setting up for the city's Tamale Festival taking place the next day.
- December 14, Damean Sanz and Yesenia Baltierra attended the Stronger Together Meeting where topics for discussion included the steps needed in order to submit the Stronger Together Final Reports.

PROFESSIONAL DEVELOPMENT

None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for December 2023

DATE: January 22, 2024

MONTHLY STATISTICS

Number of Programs by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	0	1	7	29	-76%
Hangar (Take and Make)	0	1	2	9	-78%
History Room	0	0	1	2	-50%
Literacy	18	11	192	85	126%
General Interest	0	1	8	6	33%
Self-Directed	3	2	7	7	0%
TOTAL Adult	21	16	217	138	57%

Program Attendance by Type	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Adult Programs	0	5	137	144	-5%
Hangar (Take and Make)	0	420	548	2,200	-75%
History Room	0	0	3	6	-50%
Literacy	173	73	1,323	821	61%
General Interest	0	196	2,461	709	247%
Self-Directed	405	314	790	1,015	-22%
TOTAL Adult	578	1,008	5,262	4,895	7%

History Room Activity	December	December	FY-T-D
	2023	2022	2023-24
History Room Visitors	0	8	33
Memory Lab Appointments	14	0	58

Volunteer Hours	December	December	FY-T-D
	2023	2022	2023-24
History Room	0	0	0
PLFF	268.38	281.5	1,525
General Library	89.23	147.25	1,540
Adult Literacy	158	145.25	1,266
PTAC	31.23	40.25	303
Total Volunteer Hours	546.84	614.25	4633.96
FTE Equivalent	3.15	3.54	26.73

Literacy	FY-T-D	FY-T-D	FY-T-D
	2023-24	2022-23	% change
Adult Literacy & ESL Students	62	52	19%
Adult Literacy & ESL Tutors	56	43	30%

ACHIEVEMENTS

- Gena Christ facilitated Literacy Reads – Beginner Book Club on December 6, 13, and 20.
- Sally Federman facilitated Literacy Reads – Int. Book Club on December 5, 12, and 19.
- Gena Christ coordinated Read, Write, Speak Club on December 1, 8, and 15.
- Sally Federman coordinated the Citizenship Class on December 7, 14, and 21.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on December 5, 12, and 19.
- Esther Canedo coordinated ESL Conversation afternoon class at the Whitten Center on December 7, 14, and 21.
- Esther Canedo coordinated ESL Conversation Thursday morning class at the Whitten Center on December 7, 14, and 21.
- Sally Federman, Gena Christ, Esther Canedo and Laurel Dennis coordinated the Literacy Holiday Potluck on December 7.
- Megan Tolman coordinated 14 Memory Lab appointments.
- Megan Tolman coordinated 13 History Room appointments.
- Megan Tolman coordinated Adult Book Club on December 12.

- Tim Balen coordinated the Winter Reading Program on Beanstack.

MEETINGS

- On December 13, Tim Balen met with Ontario Public Library, staff to give a tour of the library's Library of Things collection and makerspace. Discussed was how Placentia Library organizes the LOTs collection including selecting, cataloging, checking out, storing, checking in and out, and reviewing items, as well as makerspace and STEAM equipment ideas.
- On December 7, Tim Balen and Michelle Meades met with the Placentia Library District's new contract Graphic Designer, Darlene Contreras. A discussion of the library's graphic design, marketing, social media, website and digital presence was discussed.
- On December 28, Tim Balen met with the Placentia Library District's new contract Graphic Designer, Darlene Contreras. A discussion of the library's program, publicity and marketing plans and focuses were discussed, including for the Taylor Swift (Library Version) programs, the Summer Reading Program, and the Explore newsletter.
- On December 7, Michelle Meades and Margaret Hatanaka attended the City/Library monthly meeting. Only Veronica Ortiz was able to attend as everyone else was setting up for the Tamale Festival. The success of Tree Lighting and Snow Days were discussed as well as how this impacted parking. Snow Days was a last-minute decision due to a donation from the Chamber of Commerce.

PROFESSIONAL DEVELOPMENT

- NONE



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for December 2023

DATE: January 22, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Children Computer Usage	250	226	1,878	1,757	7%
Children AWE Learning Usage	261		1,927		
Teen Computer Usage	123	53	728	700	4%
Adult Computer Usage	996	982	6,194	6,310	-2%
Total Computer Usage	1,630	1,261	10,727	8,767	22%
Wi-Fi Usage	912	1,234	9,095	9,086	0%
Guest Passes	91	58	538	407	32%

Website Traffic	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Website visits	13,105	11,209	86,198	79,706	8%
Page Hits	18,775	18,153	136,591	134,941	1%
Users	8,859	7,305	58,315	50,143	16%
Pages/Session	1.43	1.62			
Avg. Session Duration	00:02:00	00:01:40			
% New Sessions	96	80			
Placentia Library Online Catalog Usage	2,839	3,751	25,738	27,713	-7%

Technology Updates

Completed Projects:

- Onboarding for new staff
- Offboarding for staff
- Password Manager deployment

Ongoing Projects:

- Self-Check Machine replacements/ refresh (Agenda Item)
- Library Website Development (waiting for graphic design)

Library Mobile App Development (Agenda Item)
Information Desk PC replacements (Waiting on software vendor)

Upcoming Projects:

Self-Check Machine replacements/ refresh
ILS RFP research
Bookmobile Technology Equipment

System Updates:

The new library wifi has been active for over a month, and systems are operating nominally. Minor changes may be needed to adjust guest network speeds to ensure all users have a positive experience, but no other adjustments are needed at this time. WiFi speeds for staff and patrons has been increased 120% with new wireless access point technology. This upgrade was made possible from an E-Rate grant for network infrastructure upgrades.

IT staff spent time onboarding new staff and training them on how to use library systems. This included account setup, online credentials and licenses, Horizon/Citrix, cash registers, office 365, phone accounts, security systems, and third-party sites. IT consultant also spent time closing former staff accounts, updating permissions, and conducting a user and groups audit.

IT staff continue to support outside graphic designer to make progress on new website and mobile app. Goal is to have an updated website with new graphic design by March board meeting.

The IT consultant met with numerous third party vendors to conduct research and provide input and consultation for special projects. These projects included ILS RFP, security camera upgrades, self-checkout machine upgrades, facility maintenance, and others.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for December 2023

DATE: January 22, 2024

Attendance	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Number of Days Open	28	27	175	176	-1%
Number of Hours Open	257	252	1,597	1,593	0%
Attendance	13,980	11,861	103,782	95,011	9%

Card Holders	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Active Borrowers	3,940	3,122	29,275	32,027	26%
Child Card Holders	15,022	14,132	89,460	84,037	6%
Teen Card Holders	4,613	4,485	27,592	26,766	3%
Adult Card Holders	46,781	43,643	277,073	258,296	7%
Total Card Holders	66,416	62,260	394,125	369,099	7%
New Patron Registration	252	230	2,001	2,130	-6%
New Virtual Library Cards	85	42	501	479	5%

Information Desk Activity	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Reference Questions -- in person	1,350	1,010	10,576	9,939	6%
Reference Questions -- telephone	376	469	2,623	3,406	-23%
Reference Questions -- email/chat	16	15	47	59	-20%
Total Reference Questions	1,742	1,494	13,246	13,404	-1%
Assistance in Spanish	48	42	325	380	-14%
Assistance with Passports	253	207	1,675	1,403	19%
Curbside Usage	9	11	90	87	3%
Study Room Usage	181	132	1,078	907	19%

Passport Activity	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2023-24	2022-23	% change
Passports Processed	278	350	1,700	2,537	-33%
Consultations Only	22	28	139	213	-35%
Unfilled Appointments Sat-Sun*	8	5	60	31	94%
No Show Appointments Sat-Sun*	10	10	95	78	22%
Photo Only (Walk-in)	11	10	67	58	16%

**New Statistic for FY 2023-24*

ACTIVITIES

- Angie processed 741 new books.
- Yomara mailed 63 billing notices.
- Meeting Room was used by 2 library partners: Kiwanis and PLFF booksale.
- Meeting Room was used 17 times for library related activities/programs.
- Staff filled 327 requests from the pull list.
- Staff pulled 123 expired holds from the request shelf.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration of the Oath of Office.**

DATE: January 22, 2024

BACKGROUND

On November 28, 2023, the Orange County Board of Supervisors, approved the appointment of Dr. Voiza Arnold to serve on the Placentia Library District, term ending December 2, 2026. Due to illness, Dr. Arnold was unable to attend the December 18, 2023 Board meeting to take the Oath of Office. Tonight, President Carline will administer the Oath of Office for Dr. Arnold and she will officially begin her term as a Library Board of Trustee with the Placentia Library District.

Attachment A 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.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Election of Board Officers**

DATE: January 22, 2024

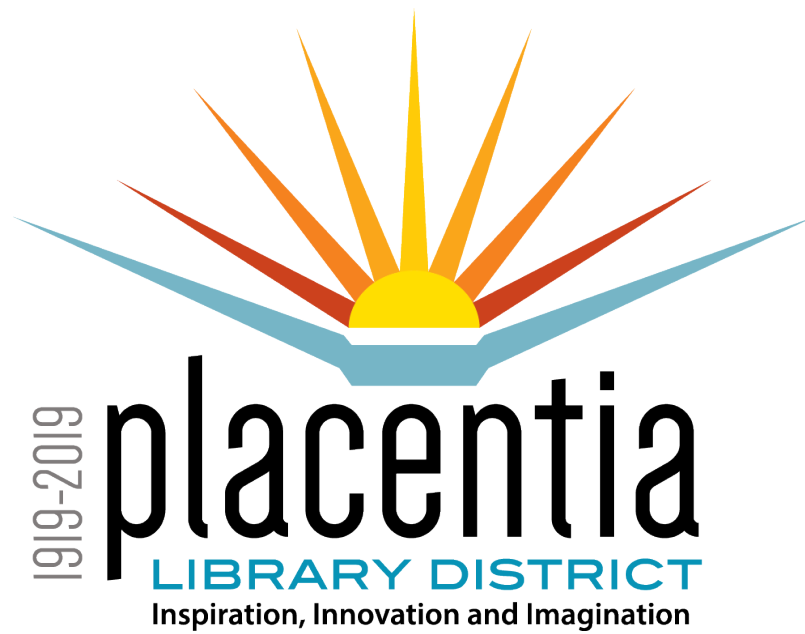
BACKGROUND

The following positions need to be elected:
President (Incumbent is President Carline)
Secretary (Incumbent is Secretary Dahl)

Dr. Arnold was not able to attend the December 18, 2023 Board meeting, and as a result, the agenda item was rescheduled for tonight's meeting.

RECOMMENDATION

Elect a Library Board President and a Library Board Secretary for 2024.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Appointment of Library Board Representatives for 2024 by the Board President**

DATE: January 22, 2024

BACKGROUND

The following positions need to be appointed:
Incumbents are italicized.

Joint Use Agreement Committee
President Carline and Trustee Nelson with Director Contreras and Assistant Director Baltierra

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

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

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

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

Personnel Committee
Secretary Dahl and Trustee Nelson

At the November 27, 2023 Board meeting, there was a request to consider District representation at the Chamber of Commerce meetings. 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.

Dr. Arnold was unable to attend the December 18, 2023 Board meeting, and as a result, the agenda item was rescheduled for tonight's meeting.

RECOMMENDATION

1. Authorize the appointment of Library Board Representatives for 2024 as discussed; and,
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Discussion of a New Date for May Board Meeting.**

DATE: January 22, 2024

BACKGROUND

At the December 18, 2023 Library Board of Trustees meeting, the Regular Meeting Dates for Calendar Year 2024 was established and approved. The May 27th Board meeting date coincides with the Memorial Day holiday.

Alternative dates for the May board meeting for consideration:

- Tuesday, May 28, 2024
- Wednesday, May 29, 2024

RECOMMENDATIONS

1. Discuss and select a new date for the May Board meeting.
2. Roll Call Vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **California Special District Association Board Secretary Conference Report from Executive Assistant, Lina Nguyen.**

DATE: January 22, 2024

BACKGROUND

At the September 25, 2023 Library Board of Trustees meeting, the Board approved Executive Assistant Nguyen to attend the annual Board Secretary/Clerk Conference. Tonight, Ms. Nguyen will share her conference experience and what learning she gained from the conference.

Due to illness, Ms. Nguyen was unable to report out at the December 18, 2023 Board meeting. Tonight, she will report out and answer questions from the Board.

Attachment A is Ms. Nguyen's report.

Notes from the CSDA Board Secretary/Clerk Conference Sessions
November 6-8, 2023

1. Pre-Conference Workshop: Tips for Managing the Records Retention Lifecycle

Overview: There are specific events that can trigger a record's movement to the next phase of the records lifecycle and help to define retention needs and requirements. Examples of these events can include, but are not limited to, expiration of a contract, termination of employment, completion of an audit, and settlement of a legal matter. These events help in determining the value the record continues to bring to the agency, and when to consider the matter "closed" for retention purposes as the value diminishes.

Highlights:

- Benefits of Records Management includes ensuring Federal, State and regulatory compliance, safeguarding vital information and minimizing litigation risks.
- When evaluating records, format does not matter. Content does.
- If there is no legal obligation to keeping records, don't keep it. The cost of keeping it will outweigh everything else.
- When doing offboarding, ensure outgoing staff have relinquished any records before they leave.
 - We can even add in a document for them to sign which states they have handed over all records they have.

2. Opening Keynote "Change Chose Me...Now What?"

Overview: Staying positive in tough times means learning to embrace change. Merlyna Valentine's presentation showed that life is more than just what happens to you. How you respond is what matters most. Ms. Valentine was about to start another year as an elementary school Principal when she was hospitalized due to a pain she was experiencing in her side. The doctors discovered it was a kidney stone but she subsequently contracted the flu and was hospitalized and given a 10% chance to survive the night and if she did, her life would forever be altered because she had become septic. She became a quadruple amputee at the end of this ordeal but you would have never guessed that when watching her walk back and forth across the banquet hall during her keynote speech. After two years and six surgeries, Ms. Valentine danced her way back to the school where her Principal position was waiting for her. I was truly in awe when I found out that she was an amputee. She did not sit once during her speech and stood by the exit doors to shake hands with attendees as they left. Ms. Valentine is an example of how to live a purposeful and successful life by believing in yourself and embracing change.

3. Board Secretary/Clerk Foundations

Overview: The board secretary in a special district plays a multifaceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines.

Highlights:

- As tasks begin to pile up it's important to be consistent, communicate, and cooperate.
- It's important to create a dialogue during discussion and not allow those to turn into debates.

4. Staying in Compliance, Part One

Overview: As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covered crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, and much more.

Highlights:

- The process for filing a Board Trustee vacancy is to notify county elections official within 15 days; appoint a successor, call for an election or take no action within 60 days; and if no action is taken after those 60 days, the County Board of Supervisors may appoint a successor or call for an election within 30 additional days.
- While it is important for us to know about the laws governing special districts, it is also important to always confer with our attorney as he will have a better understanding of them.

5. Advanced Training in the California Public Records Act

Overview: If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. This training covered advanced concepts in the CPRA, including when an applicable exemption may give an agency the right to withhold a particular record or a portion of a record.

Highlights:

- The Public Records Act's sole function is to provide for disclosure and not to act as a policy.

- A public records request must be dealt with within 10 days of the request and if it is denied, a denial letter must be written out that includes the name and title of the person making the denial determination.

6. Staying in Compliance, Part Two

Overview: This session continued where the first part left off on reviewing the laws governing special districts.

Highlights:

- To avoid prohibited serial meetings, emails to the Board containing any item of business that is within the subject matter jurisdiction of the legislative body should be emailed to each Trustee separately.
- Our main page should have a direct link to the agenda of an upcoming Board of Trustees Meeting. Currently, to get to our agenda, you would have to go to the Board of Trustees page where you can find the link to it.

7. Best Practices for Taking & Processing Meeting Minutes

Overview: This session went over best practices for taking and processing minutes according to Robert's Rules of Order, and how the clerk can intervene when essential content is missing from the motion. We'll also cover what should and should not be included in minutes (Hint: Not everything is important). This session does not cover the mental task of listening and scribing minutes, but rather, it describes problems that the presenter has encountered in her three decades of working as a Municipal Clerk and training other Clerks throughout California, Oregon and Alaska.

Highlights:

- There are three types of minutes: action, summary, and verbatim. Action minutes are the most efficient record of a meeting. Summary minutes can be subjective and leaves a lot of room for error. Verbatim minutes are not minutes at all and are technically transcripts. Verbatim minutes leave the greatest room for error that can harm the agency. Currently the minutes I type up for the District are somewhere between action and summary minutes.
 - Action minutes don't allow room for interpretative "smoking gun" statements. This limits liability for the agency.
- One tip I learned was to create a template that will allow for pre-filling standing items during the meeting and can simplify the preparation process.

8. Website Compliance 101: Everything Board Secretaries Need to Know

Overview: With so many requirements for special districts, staying compliant can be a bear. This session did a walkthrough of how to stay compliant in California.

Highlights:

- This presentation was actually conducted by Mac Clemmens, the CEO of Streamline! Which makes me feel like we're definitely in good hands when it comes to website compliance since the Board had chosen to go with Streamline when looking for a website vendor this year.
- Content on the website should be written at an 8th grade level.
- Accessibility claims rose by 56% present in 2021. In 2022, the average ADA claim was \$39,000. The percentage of districts hit in 2022 was 6%. That's 2,403 districts.
- The Department of Justice will start enforcement actions against special districts in 2026.
 - However, even if we were to get dinged, we'll just need to show that it is something that is being worked on.

9. Understanding Board Member & District Liability Issues

Overview: This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.

Highlights:

- An item that is within the subject matter jurisdiction of the legislative body can be discussed with staff only if those discussions do not communicate information about other Board members' comments or positions on the matter.
- If a public official has a disqualifying conflict of interest, the official must not only step aside from voting, but the entire process leading up to a decision, including conversations with fellow officials and staff (including before, during or after any meeting at which the item may be taken up).



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

To: Library Board of Trustees

From: IT Consultant, Jeremy Yamaguchi

Thru: Jeanette Contreras, Library Director

Subject: **Discuss and review mobile application**

Date: January 22, 2024

BACKGROUND

The Library Board of Trustees authorized staff to enter into an agreement with Solus UK Ltd. for the development of a mobile application for District patrons to better access library services and materials. District staff, and IT consultant acting as the project manager, assembled an internal design and review committee to work with the Solus team. We are proud to present the Placentia Library District mobile application for review and approval.

DISCUSSION

The development of a new mobile application has been a goal for many years for both the Board of Trustees and library staff. This project was an extensive multi-departmental project that has spanned years. This report is intended to provide a status update to the Board of Trustees on this project, which aims to empower staff, improve patron access, enhance customer service, and streamline library operations.

In today's digital era, it is becoming increasingly important for businesses and organizations to have a strong online presence. With the advancements in technology, more and more people are using mobile devices as their primary means of accessing information.

According to recent research, it is estimated that by 2025, nearly 75% of internet users will solely access the internet via their mobile devices (Statista, 2021). This trend is expected to continue as the next generation grows up in a world where mobile devices are the norm, rather than desktop computers.

With this in mind, it is crucial for libraries to adapt and meet the changing needs of their patrons. A mobile application provides a more convenient and efficient way for patrons to access library services. It allows for quicker searching and browsing of resources, as well as easier management of borrowing accounts.

Moreover, a mobile application enables staff to reach patrons in a more direct and personalized manner. This can greatly enhance customer service by providing timely notifications, reminders for due dates, and other important updates directly to the patron's device.

In comparison to just having a website, a mobile application offers a more user-friendly and accessible platform for patrons. It eliminates the need for them to navigate through a browser and provides a more seamless and tailored experience.

Key features that are included in the mobile application include:

- Catalog search and holds request
- Account status at a glance
- Library information and calendar
- eBooks and Audio books
- Service requests

- Online room booking
- Wireless printing

Security is a crucial part of any online service and the technical team at Solus has included numerous security features to protect patron information, as well as District data. One of the key security requirements implemented is authenticated search. This requires users to login as an authenticated user before they can use the catalog search feature. Past threat actors have abused systems to disable searches. This measure was taken to ensure reliable service for all patrons and protect library database systems from crashing.

Summary:

The development of our new mobile application is an important step towards enhancing patron access and improving customer service. With the increasing usage of mobile devices, it is imperative for libraries to adapt and provide convenient and efficient ways for patrons to access their services. The future success of our library relies on staying ahead of the curve and meeting the needs of our patrons in this ever-evolving digital landscape. So, it is essential to continue investing in innovative technologies like mobile applications to enhance the overall library experience for our patrons. Library staff are recommending the public release of the mobile app to patrons and are confident that it will greatly improve the services and operations of our library.

RECOMMENDATIONS

1. Review and provide feedback on library mobile application; and,
2. Approve application for public release; and,
3. Roll call vote.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Review and Discussion of the Consultant Services Agreement between the Placentia Library District and Eagle Multi-Media, Inc.**

DATE: January 22, 2024

BACKGROUND

At the August 16, 2021 Board meeting, an agreement was approved to procure IT services with Mr. Jeremy Yamaguchi, due to a vacancy left from the Systems Librarian resignation on August 26, 2021. On October 19, 2021, The District solicited a Request for Proposal (RFP) for IT consulting services with proposals due on November 22, 2021. The District received one proposal from Eagle Multi-Media, Inc.

On January 26, 2022, the Board approved entering into a two-year contract with Eagle Multi-Media, Inc. in the amount not to exceed \$90,000 per year and expires on February 1, 2024. The median salary for an IT/Technology Management position according to various sources are as follows:

- Ziprecruiter - \$100,264
- Payscale - \$105,882
- Indeed - \$106,383
- Glassdoor - \$125,523
- Talent - \$131,522
- Salary - \$157,384
- U.S. Bureau of Labor Statistics - \$164,070

Management recommends an 18% increase in compensation and a renewal of contract for the IT Consultant as reflected in Attachment A with the scope of duties outlined in Attachment B. The recommendations are based on the following highlights of Mr. Yamaguchi's performance:

1. Skills and Expertise
2. Performance and Achievements
3. Increased Responsibilities – Assisting ISDOC and PLFF with technology needs
4. Consultant's Value & Understanding of District Operations & Placentia Community
5. Professionalism & Dependability
6. Cost of Living Increases

Attachment A is a copy of the contract.

Attachment B is a copy of Exhibits A & B.

RECOMMENDATIONS

1. Authorize the District to renew its contract with Eagle Multi-Media, Inc. in the amount not to exceed \$110,000, with an option for an increase in 2024-2025 in the amount not to exceed \$132,000 as presented, inclusive of input received from the Library Board of Trustees; and,
2. Authorize the Library Director the authority to execute the agreement between the Placentia Library District and Eagle Multi-Media and at the Library Director's discretion, to exercise the option to extend the agreement for one year under the terms set forth in the agreement; and,
3. Authorize the Library Director and District Counsel to execute the Agreement between Eagle Multi-Media, Inc. and the Placentia Library District; and,
4. Authorize by a roll call vote; and,
5. Roll call vote.

CONSULTANT SERVICES AGREEMENT
Eagle Multi-Media, Inc.

THIS AGREEMENT (the "Agreement") is made as of February 1, 2024, by and between the Placentia Library District, ("District") and Eagle Multi-Media, Inc. ("Consultant").

1. Consultant's Services.

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to the reasonable satisfaction of the District the IT support services set forth in the attached Exhibit "A", which is incorporated herein by this reference. As a material inducement to the District to enter into this Agreement, Consultant represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Consultant represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

Jeanette Contreras, Library Director (herein referred to as the "Library Director"), shall be the person to whom the Consultant will report for the performance of services hereunder. It is understood that Consultant shall coordinate its services hereunder with the Library Director to the extent required by the Library Director, and that all performances required hereunder by Consultant shall be performed to the satisfaction of the Library Director.

2. Term of Agreement and 1 Yr. Option. This Agreement shall take effect on February 1, 2024, and shall continue for a two-year term, unless earlier terminated pursuant to the provisions herein. Each party has the option to request an extension of this Agreement for one (1) additional year. In order to exercise the option, either party shall, at least 30 days prior to the expiration of the Agreement, provide written notice to the other that it is requesting the exercise of this option. The Library Director has the authority to execute the agreement between the Placentia Library District and Eagle Multi-Media and at the Library Director's discretion, to exercise the option to extend the agreement for one year under the terms set forth in the agreement.

3. Compensation. District agrees to compensate Consultant for each service which Consultant performs to the satisfaction of District in compliance with the scope of services set forth in Exhibit "A". Payment will be made only after submission of proper invoices in the form specified by District for hourly worked performed in the prior month at the rates set forth in Exhibit "B". Total payment to Consultant pursuant to this Agreement shall not exceed One Hundred Ten Thousand Dollars (\$110,000) per year without the prior written consent of the District. In the event the parties agree to extend the Agreement's term by one (1) year, Consultant's total not exceed amount and hourly rates shall be increased by the amount that the Consumer Price Index for the Los Angeles-Orange County-Riverside metropolitan area for the month immediately preceding the Adjustment Date (the "Index Month") as reported by the Bureau of Labor Statistics of the United States Department of Labor, has increased over the CPI for the month one year prior to the Index Month. The above not to exceed amount shall include all costs, including, but not limited to, all clerical, administrative, overhead, telephone, travel and all related expenses. The parties shall execute an amendment extending the term and setting for the compensation to be paid.

4. Payment.

A. As scheduled services are completed, but no more than on a monthly basis, Consultant shall submit to District an invoice for the services completed, authorized expenses and authorized extra work actually performed or incurred.

B. All such invoices shall state the basis for the amount invoiced, including services completed, the number of hours spent and any extra work performed.

C. District will pay Consultant the amount properly invoiced within 35 days of receipt of an approved invoice.

D. Payment shall constitute payment in full for all services, authorized costs and authorized extra work covered by that invoice.

5. Change Orders. No payment for extra services caused by a change in the scope or complexity of work, or for any other reason, shall be made unless and until such extra services and a price therefore have been previously authorized in writing and approved by the Library Director or designee as an amendment to this Agreement. The amendment shall set forth the changes of work, extension of time, if any, and adjustment of the fee to be paid by District to Consultant.

6. Priority of Documents. In the event of any inconsistency between the provisions of this Agreement and any attached exhibits, the provisions of this Agreement shall control.

7. Status as Independent Contractor.

A. Consultant is, and shall at all times remain as to District, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of District or otherwise act on behalf of District as an agent, except as specifically provided herein. Neither District nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner employees of District.

B. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold District harmless from any and all taxes, assessments, penalties, and interest asserted against District by reason of the independent contractor relationship created by this Agreement. In the event that District is audited by any Federal or State agency regarding the independent contractor status of Consultant and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between District and Consultant, then Consultant agrees to reimburse District for all costs, including accounting and attorney's fees, arising out of such audit and any appeals relating thereto.

C. Consultant shall fully comply with Workers' Compensation laws regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold District harmless from any failure of Consultant to comply with applicable Worker's Compensation laws.

D. Consultant shall, at Consultant's sole cost and expense fully secure and

comply with all federal, state and local governmental permit or licensing requirements.

E. In addition to any other remedies it may have, District shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to District from Consultant as a result of Consultant's failure to promptly pay to District any reimbursement or indemnification required by this Agreement or for any amount or penalty levied against the District for Consultant's failure to comply with this Section.

8. Standard of Performance. Consultant shall perform all work at the standard of care and skill ordinarily exercised by members of the profession under similar conditions and represents that it and any subcontractors it may engage, possess any and all licenses which are required to perform the work contemplated by this Agreement and shall maintain all appropriate licenses during the performance of the work.

9. Indemnification.

Consultant shall indemnify, defend with counsel approved by District, and hold harmless District, its officers, officials, employees and volunteers ("Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with:

(1) Any and all claims under Workers' Compensation Act and other employee benefit acts with respect to Consultant's employees or Contractor's employees arising out of Consultant's work under this Agreement; and

(2) Any and all claims arising out of Consultant's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of District's passive negligence, but excepting such loss or damage which is caused by the active negligence or willful misconduct of the District. Should District in its sole discretion find Consultant's legal counsel unacceptable, then Consultant shall reimburse the District its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The Consultant shall promptly pay any final judgment rendered against the Indemnitees. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement. Except for the Indemnitees, this Agreement shall not be construed to extend to any third party indemnification rights of any kind.

(3) The Consultant's obligations to indemnify, defend and hold harmless the District shall survive termination of this Agreement.

10. Insurance.

A. Consultant shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company authorized to do business in the State of California and approved by the District the following insurance:

(1) a policy or policies of broad-form comprehensive general liability insurance written on an occurrence basis with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by Consultant, its officers, employees, agents,

and independent contractors in performance of services under this Agreement;

(2) automotive liability insurance written on an occurrence basis covering all owned, non-owned and hired automobiles, with minimum combined single limits coverage of \$1,000,000.00; and

(3) Worker's Compensation insurance when required by law, with a minimum limit of \$500,000.00 or the amount required by law, whichever is greater.

B. The District, its officers, employees, agents, and volunteers shall be named as additional insureds on the policies as to comprehensive general liability, property damage, and automotive liability. The policies as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the District shall be excess insurance only.

C. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving District at least ten (10) days prior written notice thereof. Consultant agrees that it will not cancel, reduce or otherwise modify the insurance coverage and in the event of any of the same by the insurer to immediately notify the District.

D. All policies of insurance shall cover the obligations of Consultant pursuant to the terms of this Agreement and shall be issued by an insurance company which is authorized to do business in the State of California or which is approved in writing by the District; and shall be placed have a current A.M. Best's rating of no less than A-, VII.

E. Consultant shall submit to District (1) insurance certificates indicating compliance with the minimum insurance requirements above, and (2) insurance policy endorsements or a copy of the insurance policy evidencing the additional insured requirements in this Agreement, in a form acceptable to the District.

F. Reserved.

G. Reserved.

H. Failure to Maintain Insurance. If Consultant fails to keep the insurance required under this Agreement in full force and effect, District may take out the necessary insurance and any premiums paid, plus 10% administrative overhead, shall be paid by Consultant, which amounts may be deducted from any payments due Consultant.

I. Consultant shall include all subcontractors, if any, as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor to the District for review and approval. All insurance for subcontractors shall be subject to all of the requirements stated herein.

11. Confidentiality. Consultant in the course of its duties may have access to confidential data of District, private individuals, or employees of the District. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by District. District shall grant such authorization if disclosure is required by law. All District data shall be returned to District upon the termination of this Agreement. Consultant's

covenant under this section shall survive the termination of this Agreement. Notwithstanding the foregoing, to the extent Consultant prepares reports of a proprietary nature specifically for and in connection with certain projects, the District shall not, except with Consultant's prior written consent, use the same for other unrelated projects.

12. Ownership of Materials. Except as specifically provided in this Agreement, all materials provided by Consultant in the performance of this Agreement shall be and remain the property of District without restriction or limitation upon its use or dissemination by District. Consultant may, however, make and retain such copies of said documents and materials as Consultant may desire.

13. Maintenance and Inspection of Records. In accordance with generally accepted accounting principles, Consultant and its subcontractors shall maintain reasonably full and complete books, documents, papers, accounting records, and other information (collectively, the "records") pertaining to the costs of and completion of services performed under this Agreement. The District and any of their authorized representatives shall have access to and the right to audit and reproduce any of Consultant's records regarding the services provided under this Agreement. Consultant shall maintain all such records for a period of at least three (3) years after termination or completion of this Agreement. Consultant agrees to make available all such records for inspection or audit at its offices during normal business hours and upon three (3) days' notice from the District, and copies thereof shall be furnished if requested.

14. Conflict of Interest.

A. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement.

B. Consultant covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of hardware or software to District as a result of the performance of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

15. Termination. The District may terminate this Agreement with or without cause upon fifteen (15) days' written notice to Consultant. The effective date of termination shall be upon the date specified in the notice of termination, or, in the event no date is specified, upon the fifteenth (15th) day following delivery of the notice. In the event of such termination, District agrees to pay Consultant for services satisfactorily rendered prior to the effective date of termination. Immediately upon receiving written notice of termination, Consultant shall discontinue performing services, unless the notice provides otherwise, except those services reasonably necessary to effectuate the termination. The District shall be not liable for any claim of lost profits.

16. Personnel/Designated Person. Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed primarily by Jeremy Yamaguchi and under his supervision, and all personnel engaged in the work shall be qualified to perform such services.

17. Non-Discrimination and Equal Employment Opportunity.

A. Consultant shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement and will comply with all rules and regulations of District relating thereto. Such nondiscrimination shall include but not be limited to the following: employment, upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. Consultant will, in all solicitations or advertisements for employees placed by or on behalf of Consultant state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

C. Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

18. Reserved.

19. Time Is of the Essence. Time is of the essence in this Agreement. Consultant shall do all things necessary and incidental to the prosecution of Consultant's work.

20. Reserved.

21. Delays and Extensions of Time. Consultant's sole remedy for delays outside its control shall be an extension of time. No matter what the cause of the delay, Consultant must document any delay and request an extension of time in writing at the time of the delay to the satisfaction of District. Any extensions granted shall be limited to the length of the delay outside Consultant's control. If Consultant believes that delays caused by the District will cause it to incur additional costs, it must specify, in writing, why the delay has caused additional costs to be incurred and the exact amount of such cost within 10 days of the time the delay occurs. No additional costs can be paid that exceed the not to exceed amount absent a written amendment to this Agreement. In no event shall the Consultant be entitled to any claim for lost profits due to any delay, whether caused by the District or due to some other cause.

22. Assignment. Consultant shall not assign or transfer any interest in this Agreement nor the performance of any of Consultant's obligations hereunder, without the prior written consent of District, and any attempt by Consultant to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

23. Compliance with Laws. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments.

24. Non-Waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by District of any payment to Consultant constitute or be construed as a waiver by District of any breach of covenant, or any default which may then exist on the part of Consultant, and the making of any such payment by District shall in no way impair or prejudice any right or remedy available to District with regard to such breach or default.

25. Reserved.

26. Reserved.

27. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during regular business hours or by facsimile before or during regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

“CONSULTANT”

“DISTRICT”

Eagle Multi-Media Productions
411 Park Industrial Drive
La Habra, CA 90631-6172
Attn.: Jeremy Yamaguchi
Phone: 714-345-2513
E-Mail: Jeremy@eaglemp.com

Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
Attn.: Jeanette Contreras
Phone: 714-528-1925 ext. 202
E-Mail: jcontreras@placentialibrary.org

28. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of California. The venue for any action brought under this Agreement shall be in Los Angeles County.

29. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

30. Entire Agreement. This Agreement, and any other documents incorporated herein by reference, represent the entire and integrated agreement between Consultant and District. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the parties which expressly refers to this Agreement. Amendments on behalf of the District will only be valid if signed by a person duly authorized to do so under the District’s Purchasing Ordinance.

IN WITNESS of this Agreement, the parties have executed this Agreement as of the date first written above.

“CONSULTANT”
Eagle Multi-Media Productions

“DISTRICT”
Placentia Library District

By: _____
Jeremy Yamaguchi, President

By: _____
Jeanette Contreras, Library Director

Approved as to form:

By: _____
David DeBerry, District General Counsel

EXHIBIT A**TASKS TO BE PERFORMED BY CONSULTANT****TASK ONE: IT Service and Support**

- o Maintain accurate inventory and assessment of equipment to include the following information:
- o Make
- o Model
- o Serial numbers
- o Year
- o Software / Applications installed including versions
- o Replacement or repair schedule
- o Warranty coverage
- o Business grade or residential grade
- o Monthly status report Annual status report to include identification of opportunities for replacing, repairing and upgrading system components
- o Includes plan for system migration to central server and thin client arrangement
- o Includes recommendations for implementing IPAD workstations throughout library system
- o Provide IT support to the Placentia Library Friends Foundation and ISDOC until further notice

- WAN Connectivity/Security – Working with our ISP and other vendors to ensure firewalls are properly configured for maximum internet speed and security.
- Includes Microsoft Office 365 and Azure Active Directory management

- Connecting Library System Infrastructure elements to include staff and public terminals and networks
- Includes system infrastructure documentation
- Provide technical support for IT and technology related grants and project bids

- Maintenance of third-party applications
 - o Horizon
 - o Bibliotheca RFID hardware and software
 - o Envisionware patron PC Reservations, and printing services
 - o Deep Freeze System Restore and Recovery Software
 - o Microsoft Office 365 and Azure Active Directory
 - o Avast Business Cloud care Antivirus
 - o Additional software as identified by Library staff
- Generate, Assess, and Present monthly reports.
- Provide recommendations to the Library Director for hardware, software, network, systems, IT infrastructure and cybersecurity.

TASK 2: Ongoing Preventative Maintenance and System Support

- o Install and configure new hardware and software
- o Ability to support both Microsoft and Apple hardware and software
- o Ability to administer Chromebooks using google enterprise admin
- o Update approved licensing activations, registrations and downloads

- o Install and configure network switches, routers, firewalls and wireless devices
- o Configure firewall for mail flow and remote email access
- o Install software to record audit trail of all access made to the systems
- o Provide secure backup protection and management for all servers and computers on a daily basis
- o Provide proactive monitoring of network system
- o Provide management and administration for website and database
- o Provide telephony management and planning
- o Provide weekly status reports on technology updates
- o Maintain documentation of network service conducted
- o Create/manage/delete user mailboxes and email aliases
- o Management of anti-virus systems

- Maintain a list of all MAC addresses, IP addresses, ports, etc. for all equipment attached to the network
- Will be included, and integrated into overall system infrastructure documentation

- Loaner desktops during PC repairs

- Guaranteed 2-hour remote support response

- Guaranteed 4 hour on-site emergency response per week

- Minimum of 3 on-site visits per week

- Generate monthly technology stats for board reports
- Attend board meetings as needed
- Attend staff meetings as needed

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Placentia Library District will compensate Consultant at a rate of \$85.00 per hour, not to exceed \$110,000 per calendar year. Consultant will be scheduled a minimum of three times a week for on-site visits.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization for a Closure on April 11, 2024 for a Library Event.

DATE: January 22, 2024

BACKGROUND

The Library Board of Trustees approved the Taylor Swift (Library Version) programs and events at the December 18, 2024 meeting and staff have been making plans for this much anticipated program. To wrap up the Taylor Swift (Library Version) series, the District will host a Taylor Swift Dance Party on April 11th, 7-9pm, with the raffle ticket winner announcement and the availability of a Taylor-Swift inspired library card. Our team requests a closure on April 11th for adequate time to prepare for the main event.

This event will have a significant impact on our District and the membership development for the Placentia Library Friends Foundation. Closing the library during the specified time frame will contribute to its success. Our team understands the impact that the closure may have on regular library users and we assure you that we will make every effort to minimize any inconvenience.

Consideration of the potential disruption to library services has been accounted for and addressed. Our team will ensure that all necessary preparations are made to secure the library premises during the event and that normal operations resume promptly the following day.

RECOMMENDATIONS

1. Authorize a closure on April 11, 2024 as presented, inclusive of input received from the Library Board of Trustees; and,
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Amendments to Policy 2275 – Social Media Policy.**

DATE: January 22, 2024

BACKGROUND

A social media policy is a set of guidelines and rules that define how individuals and organizations should use social media platforms. The District adopted Policy 2275 – Social Media Policy in 2010 for the following reasons:

- Protect the District’s reputation.
- Compliant with relevant laws and regulations.
- Security and data protection.
- Maintaining professionalism.
- Educating and informing patrons.
- Crisis and emergency management.
- Combat misinformation.

Overall, a social media policy provides a framework for responsible and ethical social media use, benefiting our team, the District, the public, and the online community at large.

Since its adoption, the Board adopted amendments at its September 23, 2019 meeting, reflecting AB 992 which does not authorize Trustees to use an “internet-based social media platform” to discuss among themselves business within the subject matter jurisdiction of the Trustees. Since 2019, social media platforms, its use, regulations, and etiquette have changed and continues to evolve.

Attachment A is an amended policy for the Board’s consideration.

RECOMMENDATIONS

1. Authorize amendments to Policy 2275 – Social Media Policy as presented, inclusive of input received from the Library Board of Trustees; and,

2. Roll Call Vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Social Media Policy

POLICY NUMBER: 2275

2275.1 Policy Statement

Social media may be used by Placentia Library District (“Library”) employees and members of the Board of Trustees (“Trustees”) for Library-related purposes subject to the restrictions set forth in this policy. Social media content shall adhere to all applicable laws, regulations, and policies.

2275.2 Purpose

The purpose of this policy is to establish guidelines on the use of social media sites by Library employees and trustees as an additional means of conveying Library information to Library users and the public.

The Library has established social media sites to assist in providing access to knowledge and information that will inform, educate, and serve the community. The Library uses social media as an important enhancement to communication, collaboration, and information exchange between Library employees and trustees, library users and the public. The Library also utilizes social media sites to promote Library events, services and the value of the library to the community.

The Library’s social media sites serve as limited public forums. This policy governs the use of social media in two areas: (1) public use and (2) employee and trustee use.

2275.3 Definitions

2275.3.1 “Social media sites” means content created by individuals, using accessible and interactive publishing technologies through and on the internet. Social media uses many technologies and platforms, including social networking, blogs, wikis, photo and video sharing, and more.

2275.3.2 “Library social media site” means a social media site which the Library establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site’s owners, vendors or partners.

2275.3.3 “Post” or “Comment” means information, articles, pictures, videos, hyperlinks or any other form of content or communication posted on

any Library social media site.

2275.4 General Information

- 2275.4.1** Library social media sites are subject to the California Public Records Act. Any content maintained in a social media format that is related to the Library's business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to disclosure. All such content must be retained in accordance with the Public Records Act and the Library's document retention policy.
- 2275.4.2** Employees representing the Library and posting content on behalf of the Library on its social media sites must always conduct themselves as a representative of the Library and in accordance with all Library policies. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.
- 2275.4.3** This policy may be revised at any time upon approval by the Library Director. Every attempt will be made to provide prior notice of any changes to all persons subject to this policy. However, when necessary, in order to fully protect the Library's interests, the interests of the public, and to more fully protect the safety of the public, including employees governed by this policy, then this policy may be changed without notice, but notice of such change shall be subsequently provided to persons subject to this policy on a timely basis.

2275.5 Site Management and Content

- 2275.5.1** Only authorized employees of the Library may post to the Library's social media sites and only authorized employees shall maintain login and password information. Account information (including login names and passwords) for accounts established to represent the Library as an institution, shall be shared with the Library Director.
- 2275.5.2** The Library's social media sites are to be used for informational purposes and all content must pertain to the Library and/or Library programs, services or events. The Library shall have full permission and rights to any content posted by or on behalf of the Library, including all photographs and videos.
- 2275.5.3** Approval for the establishment of Library social media use, including but not limited to blogs and social networks, will come from the Library Director. Social media sites established to represent the Library as an institution shall also be subject to approval by the

Library Director.

- 2275.5.4** Content posted by authorized employees on the Library's social media sites shall be done during normal business hours. After-hours and weekend postings of content shall only be made with prior approval from the Library Director.
- 2275.5.5** Any employee authorized to post content on the Library's social media sites shall not express his or her own personal views or concerns. Rather, posting of content by any authorized employee shall only reflect the views of the Library.
- 2275.5.6** Any employee authorized to post on the Library's social media sites shall review, be familiar with, and comply with this policy and the social media site's use policies and terms and conditions.
- 2275.5.7** The Library reserves the right to have any content restricted or removed if deemed to be in violation of this policy or any applicable federal, state, or local law. Any such removed content must be retained consistent with the Public Records Act, where applicable, and/or the Library's document retention policy, including the date, time and identify of the poster, when available.

2275.6 Employee and Trustee Responsibilities

- 2275.6.1** When posting material and comments on Library social media sites, employees and trustees:
- will conduct themselves with professionalism and integrity;
 - will check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting;
 - will respect all Library patrons online and uphold patron privacy;
 - may not link material from personal social media sites to Library social media sites; and
 - will ensure content posted is in accordance with the vision, mission, goals, and objectives of the Library and complies with applicable Library policies and procedures (including but not limited to #2270 Internet, E-mail, and Electronics Communication Ethics, Usage and Security, and #4010 Code of Ethics)
- 2275.6.2** Employees and trustees shall not identify their affiliation with the Library when using non-Library social sites except when such use has been authorized by the Library Director, in the case of employees, and

by the Board of Trustees, in the case of trustees, to further Library business.

2275.7 Public User Responsibilities and Restrictions

Many social media sites permit and invite posts and comments by site users. By permitting use of this feature, the Library does not intend to create a general public forum, and all comments and posts must comply with this policy.

The Library intends for its use of any social media to relate solely to Library-related subjects, resources, and programs. A comment or post by a member of the public on any Library social media site is the opinion of the commenter or poster only and does not imply endorsement of, agreement with, or reflect the opinions or policies of the Library. The Library is not and cannot be held responsible for the content, availability, or accuracy of posts by users and any other entity.

2275.7.1 Members of the public are invited to participate in Library social media use, subject to Library policies (including but not limited to #6020 Public Computer and Internet Access Policy, and #6025 Public Internet Use Policy). Additionally, the following posts or comments are inappropriate and are subject to removal or restriction by the Library Director or designee:

- Profane, obscene, libelous, or racist content;
- Personal attacks, insults;
- Threatening or defamatory language;
- Plagiarized material;
- Private, personal information of others published without their consent;
- Comments not related to Library posts, information, announcements, events, or comments not related to the original topic, including random or unintelligible posts;
- Hyperlinks to material that is not directly related to the discussion;
- Commercial promotions or spam;
- Posts that violate any federal, state, or local laws or Library policies

The above list is not necessarily exhaustive, and the Library reserves the right to remove or edit any post or comment that violates the purpose or spirit of this policy.

2275.8 Assembly Bill 992

In accordance with Assembly Bill 992, trustees are not authorized to use an “internet-based social media platform” to discuss among themselves business within the subject

matter jurisdiction of the trustees.

AB 992 defines an “internet-based social media platform” as “an online service that is open and accessible to the public.”

Trustees are prohibited from responding directly to any post and/or comment that is made, posted, or shared by any other trustee which concerns a subject matter within the jurisdiction of the trustees. Communications restricted by AB 992 also include the “use of digital icons that express reactions to communications made by other members of the legislative body.” Example of digital icons include emojis, “like” buttons, reactions.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: ISDOC/Legislative Updates from Trustee Nelson

DATE: January 22, 2024

Governor Newsom presented his proposed state budget to the California Legislature on January 10, 2024. Attachment A is the report with a brief summary from the Legislative Analyst's Office (LAO) of the Governor's budget. Notably, there are significant variances between the deficit assessments provided by the Governor's office and the LAO. In December, the LAO projected a \$68 billion budget shortfall, whereas the Governor's newly released analysis indicates a much smaller \$37.86 billion budgetary challenge.

The California Library Association lobbyist, Cristina DeCaro reports the following:

The Governor said that the difference in the numbers between his Department of Finance and the LAO are largely a result of the delayed state tax receipts - due to the waivers provided for residents in declared disaster areas after the California January 2023 storms. The Governor noted that "all of this uncertainty happened because we experienced something we've never experienced in modern history of the state. We didn't collect taxes in April of last year." The Governor added that the state's typical process is that the Governor releases his Budget in January and then has the opportunity to revise his Budget in May (in a document known as the "May Revision") once April tax receipts are received and additional financial factors are taken into account. The Governor's Budget document states, "With reliable tax filing deadlines, the degree of revenue drop associated with the 2022 market declines would have become evident as tax receipts were received in the spring" of 2023, which did not occur. He likened the predictions associated with the 2023-24 budgeting to working on future estimates while "blindfolded."

Regarding the reductions to the State Library programs, the Governor's Proposed Budget reads:

Support for Local Library Infrastructure – "The Budget proposes to pull back \$131.3 million one-time General Fund of the \$439 million in one-time General Fund support provided for the Local Library Infrastructure Grant Program in the 2021 Budget Act, and proposes to forgo planned one-time General Fund investments of \$33 million in 2024-25, \$33 million in 2025-26, and \$34 million in 2026-27. Additionally, the Budget reads:

Statewide Library Broadband Services: "To address the projected budget shortfall, the Budget proposes to pull-back \$34 million of the \$35 million provided to expand broadband access to isolated and under-served communities through a collaborative partnership of local education agencies, and regional libraries due to low participation in the program." (*emphasis added*)

Here are some of the other key components from the Governor’s January Budget:

There is a total of \$8.5 billion in reductions (cuts) from various program areas such as:

- * \$2.9 billion in Various Climate Reduction
- * \$1.2 billion in Various Housing Program Reductions
- * \$762.5 million in State Vacant Position Funding Sweeps
- * \$350 million in previously approved legislative requests
- * \$289 million for the Middle Class Scholarship Program

\$5.1 billion in delays to various programs “and spreads it across the three-year period, beginning 2025-26” such as:

- * \$1 billion for the Transit and Intercity Rail Capitol Program
- * \$613 million for the full implementation of DDS Service Provider Rate Reform
- * \$550 million for the Preschool, Transitional Kindergarten & Full-Day Kindergarten Facilities Grant Program
- * \$400 million for the Clean Energy Reliability Investment Plan

\$3.4 billion in Fund Shifts—moving dollars from General Fund to other fund sources such as:

- * \$1.8 billion for the Greenhouse Gas Reduction Fund
- * \$1.3 billion for retirement contribution reductions (shift to the Prop 2 account)

A unique element of the Governor’s Budget, as referenced above in the “reductions” category is the deferral of *“all new, discretionary spending decisions to this spring, for discussion with the Legislature, based on actual revenues. Therefore, the balanced plan reflected in the Budget defers the consideration of resource requests associated with recently chaptered legislation (emphasis added) to the May Revision. As part of the spring budget process, the Administration is committed to working closely with the Legislature to prioritize the budget related to recently chaptered legislation.”* This note seems to signal a potential clawing-back of some of the newly enacted 2023 legislation that may be poised for implementation, and affecting various state departments and agencies, until the state has a better understanding of spring revenues.

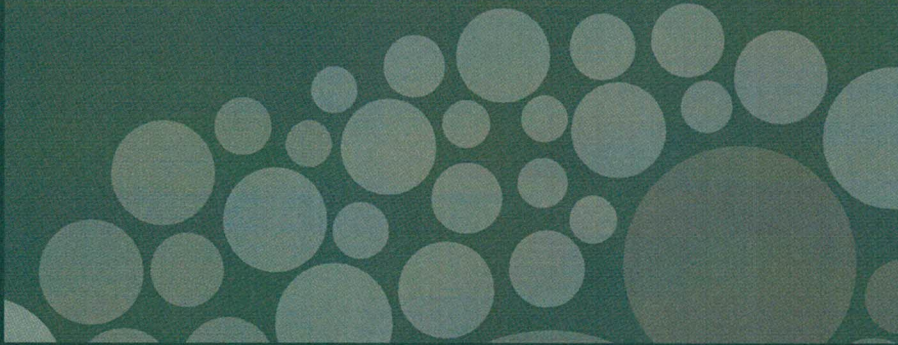
Finally, the Governor also proposes delaying the implementation of a much-publicized agreement reached last year with the legislature to raise the minimum wage of health care workers incrementally to \$25 an hour, effective June 1, 2024. “The Administration is seeking early action in January by the Legislature to add an annual ‘trigger’ to make the minimum wage

increases subject to General Fund revenue availability, clarify the exemption for state facilities, and make other implementation clarifications.”

The Assembly and Senate Budget Committees will hold an overview hearing of the Governor’s Budget at the end of the month and then the Committees will break into subject area Budget subcommittees, where they will review the Governor’s proposals in greater detail. The state Budget must be passed by the two houses and sent to the Governor by the Constitutional deadline of June 15th, or the legislature must forfeit pay.

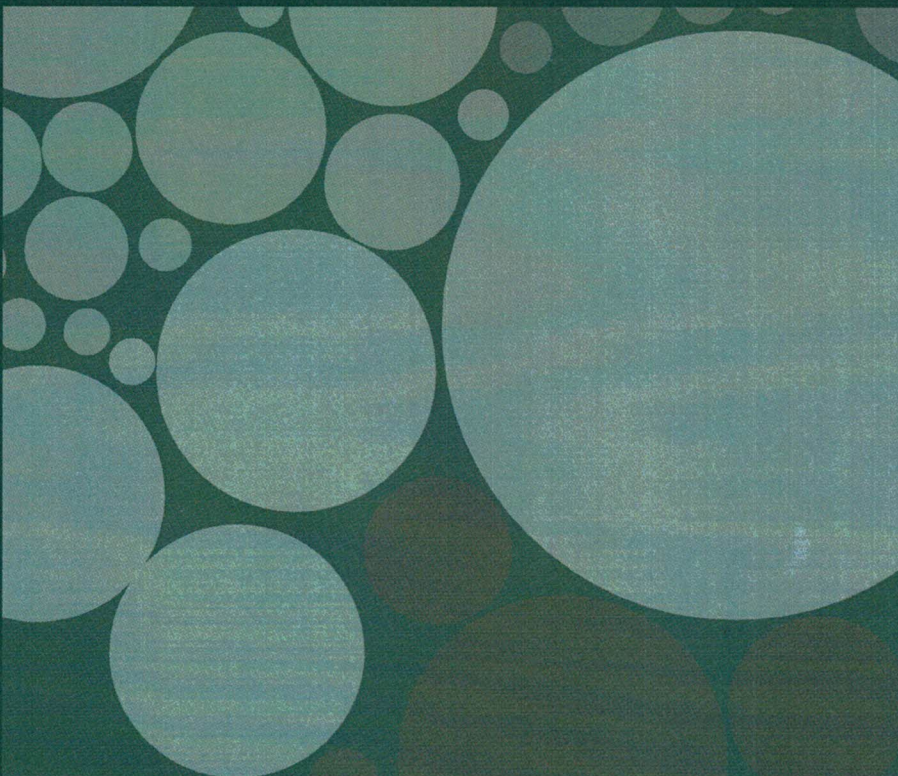
Library Director Contreras along with other executive from other districts and CSDA Senior Public Affairs Field Coordinator, Chris Palmer, will be meeting with Senator Josh Newman on January 24, 2024 to discuss legislative concerns and needs with Senator Newman’s team.

The next ISDOC quarterly meeting is January 25 with the Honorable Donald Wagner, Chairman of the Orange County Board of Supervisors, as guest speaker.



The 2024-25 Budget:

Overview of the Governor's Budget



Executive Summary

Why Do Budget Problem Estimates Differ? A budget problem is inherently a point-in-time estimate that reflects information available at the time of development, forecasts of future revenues and spending, and assumptions about the extent to which changes in costs are due to current policy (that is, whether or not they are “baseline changes”). When changes in costs do not occur automatically under current policy, we count them as budget solutions or augmentations. We take this approach in order to provide the Legislature visibility into the full scope of the administration’s choices.

What Is Our Estimate of the Budget Problem Under the Governor’s Budget? We estimate the administration solved a budget problem of \$58 billion. Our estimate of the Governor’s budget deficit is larger than the administration’s estimate (\$38 billion) largely due to differences in what we consider to be baseline changes. The largest of these changes impacts schools and community colleges. Specifically, the administration defines a \$15 billion reduction to school and community college spending—relative to the enacted level in 2023—as a baseline change.

How Does the Governor Propose to Solve the Budget Problem? The Governor’s budget solutions focus on spending. Spending-related solutions (including both school and community college spending and other spending) total \$41 billion and represent nearly three-quarters of the total solutions. In addition, the Governor’s budget includes \$13 billion in reserve withdrawals, which represent nearly one-quarter of the total; \$4 billion in cost shifts; and about \$400 million in revenue-related solutions.

Assessing the Governor’s Approach. The Governor’s budget revenue projection is \$15 billion higher than our *Fiscal Outlook*. This revenue estimate is plausible, but optimistic. On the spending side, there are strengths and weaknesses to the Governor’s approach. In particular, the Governor’s reserve withdrawal is reasonable, and we think focusing on spending-related solutions is warranted. However, some significant spending-related solutions pose challenges. The budget lacks a plan for implementing proposed reductions to schools and community colleges, and some other solutions are unlikely to yield the anticipated savings. Further, the state faces significant deficits in the coming years, likely necessitating difficult decisions in the future, such as reductions to core services and/or revenue increases.

Crafting the Legislature’s Budget. Overall, the Governor’s budget runs the risk of understating the degree of fiscal pressure facing the state in the future. The Legislature likely will face more difficult choices next year. To mitigate these challenges, we recommend the Legislature develop this year’s budget with a focus on future years. Specifically, we suggest the Legislature: (1) plan for lower revenues, (2) maintain a similar reserve withdrawal, (3) develop a plan for school and community college funding, (4) maximize reductions in one-time spending, and (5) apply a higher bar for any discretionary proposals and contain ongoing service level.

INTRODUCTION

On January 10, 2024, Governor Newsom presented his proposed state budget to the California Legislature. In this report, we provide a brief summary of the Governor’s budget based

on our initial review as of January 12. In the coming weeks, we will analyze the plan in more detail and release many additional issue-specific budget analyses.

WHAT IS THE BUDGET PROBLEM?

A budget problem—also called a deficit—arises when resources for the upcoming budget are insufficient to cover the costs of currently authorized services. In the Governor’s budget, the administration estimated that the state faces a budget problem of \$38 billion. In December, our office pegged the budget problem at \$68 billion. The difference between these estimates is narrower than these topline numbers might suggest.

A budget problem is inherently a point-in-time estimate that reflects information available at the time of development, forecasts of future revenues and spending, and assumptions about the extent to which changes in costs are due to current policy (that is, whether or not they are “baseline changes”). When changes in costs do not occur automatically under current policy, we count them as budget solutions or augmentations. We take this approach in order to provide the Legislature visibility into the full scope of the administration’s choices. This section walks through the sources of our differences with the administration and how those differences impact the budget problem estimate.

We Estimate the Administration Solved a Larger Budget Problem—\$58 Billion.

While the Governor cited a budget problem of \$38 billion, we estimate the administration solved a budget problem of \$58 billion. Our estimate of the Governor’s budget deficit is larger than the administration’s largely due to differences in what we consider to be baseline changes. As the left side of **Figure 1** on the next page shows, we estimate the administration counts about \$21 billion in budget solutions as baseline changes. The largest of these changes impacts schools and community colleges. Specifically, the administration defines a \$15 billion reduction to school and community

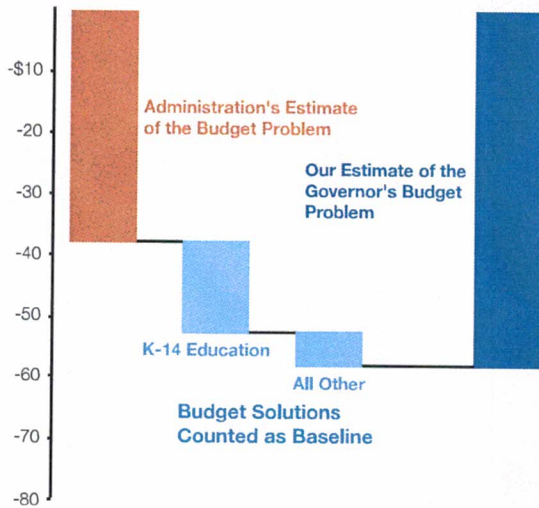
college spending—relative to the enacted level in 2023—as a baseline change. As we explained in our report *The 2024-25 Budget: California’s Fiscal Outlook*, these adjustments would not be automatic under current law—they would require proactive choices by the Legislature—and therefore we count them as policy choices. Similarly, across the rest of the budget, we estimate the administration scores about \$5 billion in other budget solutions as baseline changes. This includes, for example, \$1.6 billion in spending delays for competitive transit grant funds, a change in the General Child Care budgeting methodology that results in nearly \$900 million in savings over the budget window, and a change in the distribution of funds in the school facilities program that delays nearly \$700 million in spending until after 2024-25. If these actions were all counted as policy choices, rather than baseline changes, the resulting budget problem would be \$58 billion.

We Estimate the Net Difference Between LAO and Administration Budget Problems Is About \$10 Billion.

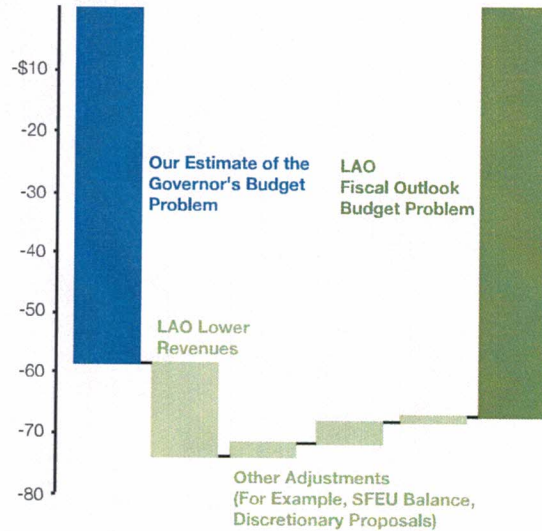
The right side of Figure 1 shows the differences between our estimate of the administration’s budget problem versus our own December 2023 estimate. The key difference here is related to our offices’ respective revenue forecasts—the Governor’s are about \$15 billion higher. Offsetting these higher revenues are some other changes. For example, the Governor sets aside \$3.4 billion for unexpected costs and proposes over \$2 billion in new discretionary proposals. Both of these choices make the budget problem larger and necessitate additional budget solutions by these amounts. (We will provide tables of all of the Governor’s proposed solutions and discretionary actions in forthcoming Appendices.)

Figure 1

We Estimate the Governor Solved a \$58 Billion Budget Problem...
(In Billions)



...Roughly \$10 Billion Lower Than Our Fiscal Outlook Estimate



SFEU = Special Fund for Economic Uncertainties.

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HOW DOES THE GOVERNOR PROPOSE ADDRESSING THE BUDGET PROBLEM?

Figure 2 summarizes the budget solutions that this section describes in detail. The Governor's budget solutions focus on spending. Spending-related solutions (including both school and community college spending and other spending) total \$41 billion and represent nearly three-quarters of the total solutions. In addition, the Governor's budget includes \$13 billion in reserve withdrawals, which represent nearly one-quarter of the total; \$4 billion in cost shifts; and about \$400 million in revenue-related solutions.

Spending-Related Solutions

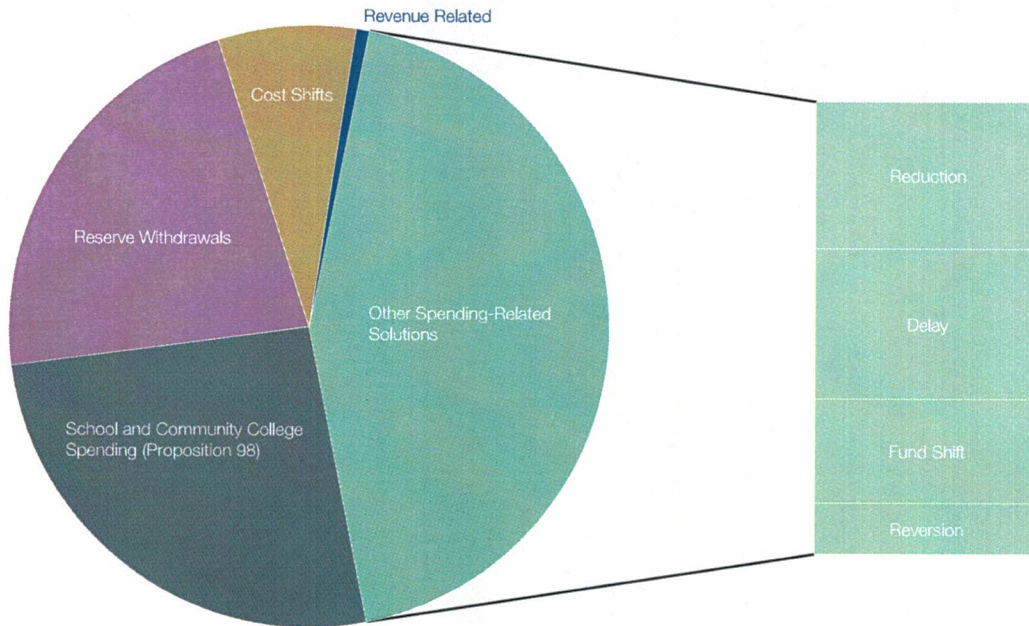
The Governor's budget includes \$26 billion in spending-related budget solutions (excluding schools and community colleges). These solutions can be categorized into four types: reductions, delays, fund shifts, and reversions. Nearly all of the

Governor's spending-related solutions are one-time and temporary, rather than ongoing. The remainder of this section describes each of these types in turn.

Reductions. Under our definition, a spending reduction occurs when the Governor proposes the state spend less money than what has been established under current law or policy. More colloquially, these are spending cuts. The Governor's budget includes \$8 billion in spending-related reductions. The largest include: a nearly \$800 million reduction to state departments' operation budgets, proposed to be allocated through departments' vacancy rates; about \$500 million in savings to continue an existing two-week delay in Medi-Cal payments; a \$500 million reduction to the school facilities aid program; and a \$350 million reduction to legislative district projects.

Figure 2

How the Governor Addresses a \$58 Billion Budget Problem



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Delays. We define a delay as an expenditure reduction that occurs in the budget window (2022-23 through 2024-25), but has an associated expenditure increase in a future year of the multiyear window (2025-26 through 2027-28). That is, the Governor proposes moving the spending to a future year. About \$8 billion of the Governor’s spending-related solutions are delays. As a result, proposed spending is higher by \$5 billion in 2025-26, nearly \$2 billion in 2026-27, and roughly \$1 billion in 2027-28. Given our and the administration’s forecasts of the budget condition in future years, the state likely cannot afford this spending. Although these delayed amounts would be subject to future budget conditions and legislative decisions, some delays create a relatively strong obligation or expectation on the state. For example, the Governor proposes reverting and delaying provision of about \$2.7 billion in previously appropriated funding that already has been committed for specific state and local transportation projects. Because state departments

and local agencies will already be well underway in planning, financing, and beginning to implement these projects, not providing this funding in future years would cause disruptions.

Fund Shifts. Fund shifts are budget solutions that use other fund sources—for example, special funds—to pay for a cost typically incurred by the General Fund. These shifts displace spending that these special funds otherwise would have supported. As a result, we consider these to be a type of spending-related solution because they typically result in lower overall state spending, inclusive of all funds. We estimate the Governor’s budget includes \$6 billion in fund shifts. This includes: using nearly \$4 billion in revenue from the managed care organization tax to offset General Fund costs in Medi-Cal and shifting \$1.8 billion in costs for multiple programs from the General Fund to the Greenhouse Gas Reduction Fund.

Reversions. Costs for state programs sometimes come in lower than the amount that was appropriated. This often occurs, for example, when

the state overestimates uptake in a new program or as a routine matter in programs where spending is uncertain due to factors like caseload. When actual state costs are below budgeted amounts, a reversion occurs after a period of time—typically, three years. The reversion returns the unspent funds to the General Fund. In this year’s budget, the Governor proposes accelerating some reversions that would have otherwise occurred in the future and proposes proactively reverting certain funds that otherwise are continuously appropriated (which has the effect of realizing savings from the unspent funds that would not otherwise occur). While not all of these amounts represent lower state spending over the long term, they do result in savings today at a cost in the future. As a result, we count them as spending-related solutions. We estimate the proposed budget includes about \$3 billion in reversions.

School and Community College Spending

\$15 Billion in Lower Spending on Schools and Community Colleges. The California Constitution sets a minimum annual funding requirement for schools and community colleges (otherwise known as Proposition 98 [1988]). The state meets this requirement through a combination of General Fund spending and local property tax revenue. Due to the large decline in General Fund revenues, the constitutionally required General Fund spending level is down \$15.2 billion relative to the estimates in the June budget. The Governor proposes to reduce school and community college spending to this lower level (we describe the specific reductions in the next section).

Reserve Withdrawals

Budget Stabilization Account. Proposition 2 (2014) governs deposits into and withdrawals from the state’s general-purpose constitutional reserve—the Budget Stabilization Account (BSA). Under these rules, the state can make withdrawals from the constitutionally required balance of the BSA in a fiscal emergency, which occurs when estimated resources for the upcoming year are insufficient to cover the costs of the previous three enacted budgets, adjusted for inflation and population.

Although the Governor has not officially declared a budget emergency for 2024-25 (or any other year in the budget window), we agree that the conditions for a declaration exist. After a budget emergency is declared, the state can withdraw up to half of the constitutional balance of the BSA. (The Legislature also can withdraw the entire “discretionary” balance of the BSA at any time, which are amounts that were deposited into the fund on top of Proposition 2 requirements.) The Governor proposes withdrawing half of the BSA’s constitutional balance, \$10.2 billion, and the entire discretionary balance, \$1.8 billion.

Safety Net Reserve. The Governor also proposes withdrawing the entire balance of the Safety Net Reserve—\$900 million. Withdrawing the entire balance of the Safety Net Reserve may not be consistent with legislative intent. The Safety Net Reserve was designed to help cover costs of increasing caseload in Medi-Cal and the California Work Opportunity and Responsibility to Kids (CalWORKs) program in the event of an economic downturn. Although caseloads under the Governor’s budget are higher than anticipated in June, economic conditions likely do not yet match what the Legislature envisioned when it created the reserve. Moreover, the administration proposes ongoing reductions to CalWORKs despite withdrawing these reserves. Withdrawing the entirety of this reserve may not be consistent with its original design.

Cost Shifts

The Governor’s budget includes about \$4 billion in cost shifts. We define cost shifts as budget actions that achieve savings in the present, but result in a binding obligation or higher cost for the state in a future year. In that way, these actions can be similar to borrowing, but are often not explicitly structured as such. For example, major categories of cost shifts in the Governor’s budget include proposals to: defer one month of state employee payroll from June to July, which results in \$1.6 billion in one-time savings; redirect a \$1.3 billion supplemental pension payment made under the requirements of Proposition 2 for actuarially required contributions to the California Public Employee Retirement System, and \$1.2 billion in special fund loans.

Revenue-Related Solutions

We estimate the Governor’s budget includes about \$400 million in revenue-related solutions. For example, the Governor proposes narrowing

businesses’ ability to reduce their tax bill by counting previous losses against their current income. This would generate about \$300 million in additional revenue in 2024-25.

BUDGET CONDITION

In this section, we describe the overall condition of the General Fund budget after accounting for the Governor’s budget proposals and solutions. We also describe the condition of the school and community college budget.

General Fund Budget

Figure 3 shows the General Fund condition based on the Governor’s proposals and using the administration’s estimates and assumptions.

Under Governor’s Budget, Reserves Would Total \$14.5 Billion by End of 2024-25. Under the Governor’s budget, general purpose reserves would total \$14.5 billion by the end of 2024-25. (In addition, the state would have \$3.9 billion in the Proposition 98 Reserve, available only for school and community college programs.) The remaining balance of the BSA—\$11 billion—would likely be available to address a budget problem next year in the very likely event that it occurs.

Administration Plans for Significant Future Budget Deficits. The Governor’s budget includes estimates of multiyear revenues and spending. Under the administration’s projections, the state faces operating deficits of \$37 billion in 2025-26, \$30 billion in 2026-27, and \$28 billion in 2027-28. (As shown in **Figure 4**, these deficits are very similar to our

Figure 3

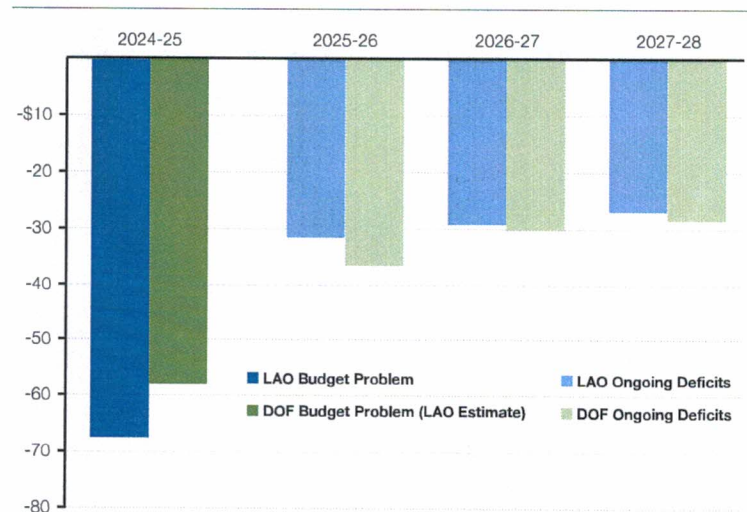
General Fund Condition Summary (In Millions)

	2022-23 Revised	2023-24 Revised	2024-25 Proposed
Prior-year fund balance	\$61,737	\$42,078	\$8,030
Revenues and transfers	180,416	196,859	214,699
Expenditures	200,075	230,908	208,718
Ending fund balance	\$42,078	\$8,030	\$14,010
Encumbrances	10,569	10,569	10,569
SFEU balance	31,509	-2,539	3,441
Reserves			
BSA	\$21,708	\$23,132	\$11,106
SFEU	31,509	-2,539	3,441
Safety net	900	900	—
Total Reserves	\$54,117	\$21,493	\$14,547

BSA = Budget Stabilization Account and SFEU = Special Fund for Economic Uncertainties.

Figure 4

State Faces Significant Operating Deficits (In Billions)



DOF = Department of Finance.

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December projections of the budget's position—although our estimates were based on current law and policy, not the Governor's budget proposals.) Although these future deficits are smaller than the current one, they are still quite significant. Moreover, the state is likely to face these deficits with fewer options—such as one-time spending reductions and reserves. As such, future deficits are likely to require more difficult decisions, like ongoing spending cuts and revenue increases.

School and Community College Budget

Funding for Schools and Community Colleges Down \$14.3 Billion Over Budget Window.

Compared with the estimates included in the June 2023 budget plan, the administration estimates the constitutional minimum funding level for schools and community colleges is down \$14.3 billion over the 2022-23 through 2024-25 period. This downward revision consists of a \$15.2 billion reduction in required General Fund spending, partially offset by a \$903 million increase in local property tax revenue. Most of the reduction—\$9.1 billion—is attributable to 2022-23, with the remainder divided about evenly between 2023-24 and 2024-25. The Governor proposes to reduce funding to the lower constitutional level through a combination of spending reductions and discretionary withdrawals from the Proposition 98 Reserve. These reductions also free up funding for a few smaller augmentations.

Assumes \$8 Billion in Lower Spending in 2022-23. The budget proposes to reduce General

Fund spending on school and community college programs in 2022-23 by \$8 billion. The budget does not specify how the state will implement this reduction, but indicates the state will make the reduction in a way that avoids impacting school and community college budgets. We also understand that as part of this action, the state would make supplemental payments totaling \$8 billion over a five-year period (from 2025-26 through 2029-30). (Separate from this proposal, the budget scores \$1.1 billion in lower baseline spending in 2022-23.)

Proposes Discretionary Withdrawal From Proposition 98 Reserve. The Proposition 98 Reserve is a statewide reserve account for school and community college funding. The Governor proposes to make a discretionary withdrawal of \$5.7 billion from this account to help cover costs for existing school and community college programs in 2023-24 and 2024-25. After accounting for the discretionary withdrawal and a few other automatic adjustments, the remaining balance in the reserve would be \$3.9 billion.

Funds Augmentations in a Few Areas. The most notable ongoing augmentation is a 0.76 percent statutory cost-of-living adjustment (COLA) for existing school and community college programs. The most notable one-time proposal is \$500 million for a second round of grants funding zero-emission school buses. The budget also proposes smaller increases related to the educator workforce, education technology, and community college nursing programs.

ASSESSING THE GOVERNOR'S APPROACH

Revenues Optimistic but Plausible.

California entered a revenue and economic downturn last fiscal year. State tax revenues fell 20 percent. The number of unemployed workers in California increased by 200,000. A key question for this budget is: to what extent and for how long will this downturn persist? The Governor's budget assumes a quick return to growth, projecting an 8 percent increase in tax revenues in the current fiscal year. While possible, we think this assumption is optimistic. Halfway through the

current year, we are yet to see clear signs of such a rebound. Income tax withholding is up only 2 percent. Sales tax collections are down slightly. In the relatively important collections month of December, corporation tax collections posted double digit declines. Unemployment continues to tick up consistently each month. One potential reason for optimism is the rebound in stock prices that occurred over the last year, especially in the spring of 2023. Stock market rallies, however, can reverse as quickly as they start. Further, the

relationship between stock price gains and state revenues is complex. Any two similar stock market rallies can have significantly different impacts on state revenues.

Reserve Withdrawals Generally Reasonable.

The Governor proposes withdrawing roughly half of the BSA and the entire Safety Net Reserve to help solve the budget problem. While the administration likely could withdraw the entire balance of the BSA under the rules of Proposition 2 (for example, if the Governor declared a budget emergency for multiple years in the budget window), maintaining a sizeable balance in the BSA is prudent given the continued budget problems likely for future years.

Budget Lacks Plan for Implementing Proposed Reductions in School and Community College Spending.

The largest source of savings within the Governor's school and community college spending package is a proposed reduction of \$8 billion in 2022-23 funding. The administration, however, has not explained how its proposal could achieve \$8 billion in savings, given the administration also indicates the proposal would not impact school and community college budgets. The Legislature will need significantly more information before it can assess the proposal—including its potential effects on the state budget after 2024-25. The Legislature also may want to consider alternative solutions, such as making additional withdrawals from the Proposition 98 Reserve, funding fewer augmentations, or making targeted reductions to existing programs.

Governor's Spending-Related Solutions Warranted, but Some Solutions Could Pose Challenges.

The administration proposes spending-related solutions (excluding school and community college spending) of \$26 billion. This is a good start to solving the budget problem as these reductions largely do not impact the state's ongoing

core service level. There are some solutions, however, that may not yield the savings required to balance the budget. For example, across-the-board reductions—like the proposal to allocate general funding cuts to departments based on their vacancy rates—historically have not generated the initially assumed savings. In addition, as discussed earlier, some proposed solutions increase future budget pressure and shift fiscal risk to other entities. In addition to the transportation example provided earlier, the administration suggests the University of California and California State University could use delayed payments as collateral against borrowing. Not only would this proposal increase the pressure on the state to provide these payments next year—despite continued deficits—but it also would shift fiscal risk to these entities in the event the state does not ultimately make these payments.

Despite Spending-Related Solutions, Governor's Budget Likely Unsustainable in Future Years.

The state faces significant operating deficits in the coming years, which are the result of lower revenue estimates, as well as increased cost pressures. These deficits are somewhat compounded by the Governor's budget proposals to delay spending to future years and add billions in new discretionary proposals. State revenues in the out-years would need to exceed the administration's forecast by roughly \$50 billion per year in order to sustain the spending proposed by the Governor's budget. While our multiyear revenue forecast is somewhat above the administration, it is well below amount needed to close the deficits. Thus, while it may be reasonable to expect some upside to the administration's multiyear revenues, it is unlikely this upside will resolve the out year deficits.

CRAFTING THE LEGISLATURE'S BUDGET

Overall, the Governor's budget runs the risk of understating the degree of fiscal pressure facing the state in the future. The Legislature likely will face more difficult choices next year. To mitigate these challenges, we recommend the Legislature develop this year's budget with a focus on future years.

In particular, most of the recommendations we make here would mitigate some of the need for even more difficult decisions in the future, such as reductions to core services and/or revenue increases.

Plan for Lower Revenues. By May, we will be much closer to resolving the question of how much (if at all) revenues will rebound in the current fiscal year. While many outcomes are possible, our assessment of the current evidence suggests the resolution of this question likely will result in the administration revising down their revenue estimates in May. Should this occur, it would necessitate additional budget solutions. We advise the Legislature to begin to consider now what those solutions could be.

Maintain Similar Reserve Withdrawal. We advise the Legislature to use no more in reserves than proposed by the Governor—currently about half of general-purpose reserves. Given the state is likely to continue to face significant budget problems in the coming years, depleting reserves now would make reductions to ongoing programs and/or ongoing revenue increases more likely.

Develop Plan for School and Community College Funding. Given the lack of clarity in the Governor’s proposal, the Legislature may want to develop its own plan for addressing school and community college funding. As we describe in our *Fiscal Outlook*, the Legislature could use the existing balance in the Proposition 98 Reserve to help cover spending above the constitutional minimum in 2022-23. This approach would allow the state to reduce spending in 2022-23 with no immediate effect on schools and community colleges.

Maximize One-Time Spending Reductions.

The Governor’s budget includes \$26 billion in spending-related solutions (excluding school and community college solutions). While the Governor’s budget likely reflects pulling back most recently approved one-time and temporary spending, we are still assessing whether any additional such appropriations remain. To the extent they do, we recommend the Legislature assess whether additional pull backs could be achieved, including in the current year. Maximizing one-time spending reductions allows the Legislature to minimize the use of other budget tools—like reserves—that likely will be needed in future years. To ensure these one-time savings can be realized, the Legislature may wish to consider early action on current-year appropriations.

Apply High Bar for Any Discretionary Proposals and Contain Ongoing Service Level. The Governor’s budget includes roughly \$2 billion in discretionary proposals for 2024-25. To balance the budget, these discretionary proposals require additional reductions to already approved expenditures. Consequently, we recommend the Legislature set a very high threshold for approving these new proposals. Specifically, the Legislature would need to view these new proposals as preferable to already approved spending. We also recommend the Legislature avoid growing the ongoing service level by assessing whether to continue approved, but not yet implemented, programs.

LAO PUBLICATIONS

This report was prepared by Ann Hollingshead, with contributions from analysts across the office and reviewed by Carolyn Chu. The Legislative Analyst’s Office (LAO) is a nonpartisan office that provides fiscal and policy information and advice to the Legislature.

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