



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR DATE MEETING

February 26, 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, February 26, 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 Regular Meeting on January 22, 2024. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

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

TREASURER'S REPORTS (Items 12 – 16)

12. Financial Reports for January 2024 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for January 2024. (Receive & File)
14. Acquisitions Report for January 2024. (Receive & File)
15. Entrepreneurial Activities Report and January 2024. (Receive & File)
16. Library Impact Fee Report for January 2024. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for January 2024. (Receive, File, and Ratify Appointments)
18. Review Shared Maintenance Costs with the City of Placentia under the JPA. (Receive & File)
19. Administration Report for January 2024.
20. Circulation Report for January 2024.

Placentia Library District Board of Trustees Regular Date Meeting Agenda, February 26, 2024

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-32)

- 25. The California Society of Municipal Finance Officers Conference (CSMFO) Report from Business Manager, Carlo Maskarino.
- 26. Discussion of the California Special District Association Board of Directors Call for Nominations, Seat A.
- 27. Adoption of Resolution 24-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Update the Plan Owners of the District's 457 Plan (b) Retirement.
- 28. Outdoor Space and Loading Dock Updates.
- 29. Authorization for Trustees and the Library Director to attend the California Special District Association Legislative Days, May 21-22, 2024 in Sacramento, California.
- 30. Authorization for a Closure on May 23, 2024 for the spring Staff Development Day.
- 31. Joint-Use Committee Updates from President Carline.
- 32. ISDOC & Legislative Updates from Trustee Nelson.

AGENDA DEVELOPMENT

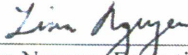
- 33. Agenda Preparation for the March Regular Date Meeting which will be held on March 25, 2024 unless re-scheduled by the Library Board of Trustees.

ADJOURNMENT

- 34. The Library Board of Trustees will adjourn the Regular Date February 26, 2024 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for February 26, 2024 Regular Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 21, 2024.



Lina Nguyen, Executive Assistant



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MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 JANUARY 22, 2024

CALL TO ORDER

President Carline called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 22, 2024 at 6:30 p.m.

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

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

Counsel Present: David DeBerry, Woodruff & Smart.

Guests: Voiza Arnold, incoming Library Board of Trustee member; Jeremy Yamaguchi, IT Consultant; Megan Teeling, Library Clerk.

ADOPTION OF AGENDA

It was motioned by Trustee Beverage to adopt agenda as presented with the exception of moving up item 25 to after the adoption of the agenda. 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 District Holiday Party and has been working with Gaeton Wood, from the Placentia Library Friends Foundation (PLFF), on the Authors Luncheon.

TRUSTEE & ORGANIZATIONAL REPORTS

Secretary Dahl reported she attended, and gave a speech at, Katie Matas' Retirement Reception and the PLFF Board Meeting.

Trustee Arnold had nothing to report out on as this was her first Board Meeting.

Trustee Beverage reported she attended the District Holiday Party and Katie Matas' Retirement Reception. She reported she has been checking the Local Area Formation Commission (LAFCO) recordings but has no pertinent news due to the holidays.

Trustee Nelson reported he had a quiet holiday and has been busy with his business.

LIBRARY DIRECTOR REPORT

Director Contreras reported she attended the Floatfest in Pasadena. She met with JoAnn Sowards from the Placentia Round Table Women's Club regarding the forms the District had to fill out in order for the PLFF to hold a raffle. She attended the PLFF Board Meeting and reported they have been busy with the Authors Luncheon. She met with IDS Group with Business Manager Maskarino. They are the firm that the Board had awarded the design services contract to for the

outdoor space. She advised the renderings will be presented at the next Board Meeting. Assistant Library Director Baltiera and Business Manager Maskarino are working on the state report for the outdoor space and loading dock that is due in February. She advised they are hoping for the project to be completed by Fall 2024. She also reported she will be presenting at the Rotary Club of Placentia, meet with Senator Newman, and attend the Independent Special District of Orange County (ISDOC) Quarterly Luncheon in the coming weeks.

Director Contreras also took this time to introduce Megan Teeling to the Board. Megan is the newly hired Part-Time Library Clerk.

FRIENDS FOUNDATION REPORT

Secretary Dahl reported out on the Placentia Library Friends Foundation (PLFF) on behalf of President Reuben Skipper. The garage sale will be on April 27th. They are working on the Authors Luncheon as Director Contreras had mentioned. The bookstore made almost \$2000 last month. The PLFF have decided they will most likely discontinue the quarterly book sales as the monthly book sales generate more income. So far, 51 tickets have been sold for the Taylor Swift fundraiser. They have decided to go with a recommendation made by Director Contreras and sell drinks and/or food at the Taylor Swift dance party.

CONSENT CALENDAR

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

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

MINUTES FOR DECEMBER 18, 2023 REGULAR DATE MEETING.

The minutes for the December 18, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

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

GENERAL CONSENT REPORTS

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

STAFF REPORTS

- Children’s Services Report December 2023 (Item 21)
- Adult Services Report for December 2023 (Item 22)

Placentia Library Website Technology Report for December 2023 (Item 23)
Customer Service Report (Items 24)

ADMINISTRATION OF THE OATH OF OFFICE: DR. VOIZA ARNOLD.

Trustee Beverage made a motion to accept the Orange County Board of Supervisors' appointment of Dr. Voiza Arnold as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

Trustee Beverage made a motion to direct Board President Carline to administer the Oath of Office to Dr. Arnold. It was seconded by Secretary Dahl. A roll call vote was taken:

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

ELECTION OF OFFICERS.

Secretary Dahl nominated Gayle Carline as Board President. It was seconded by Trustee Nelson. A roll call vote was taken:

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

President Carline nominated Sherri Dahl as Board Secretary. It was seconded by Trustee Beverage. A roll call vote was taken:

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

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

After a brief discussion for each position, these are the 2024 Library Board Representatives:

Joint Use Agreement Committee

President Carline and Trustee Nelson with Director Contreras and Assistant Director Baltierra with Secretary Dahl as alternate

Special District Local Area Formation Commission (LAFCO) Selection Committee

Trustee Beverage and President Carline as alternate
Placentia Library Friends Foundation (PLFF)

Trustee Dahl and Trustee Arnold as alternate
Independent Special Districts of Orange County (ISDOC)

Trustee Nelson and Trustee Beverage as alternate
Personnel Committee

Trustee Arnold and Trustee Beverage

Trustee Beverage made a motion to authorize the appointment of Library Board of Representatives for 2024 as discussed. It was seconded by Secretary Dahl. A roll call vote was taken:

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

DISCUSSION OF A NEW DATE FOR MAY BOARD MEETING.

Director Contreras reported the May Board meeting was scheduled for Memorial Day and will need to be moved to a different date. After the Trustees checked their schedules, Trustee Beverage made a motion to select Tuesday, May 28th as the new May Board meeting date. It was seconded by Secretary Dahl. A roll call vote was taken:

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

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

Director Contreras reported the Board had approved to send Executive Assistant Nguyen to the Board Secretary Conference offered by the California Special District Association during the Board meeting in September. Executive Assistant Nguyen reported out on her experience and her main takeaways from the Board Secretary Conference and thanked the Board for approving her attendance at the conference.

PRESENTATION OF THE PLACENTIA LIBRARY DISTRICT NEW APPLICATION.

Director Contreras reported the new mobile application for the Placentia Library District is ready for the Board to review and approve. IT Consultant, Jeremy Yamaguchi, was in attendance to give a presentation on the features of the application and to answer any questions from the Board. After questions from the Board were answered by Mr. Yamaguchi, Trustee Beverage made a motion to approve application for public release. It was seconded by Secretary Dahl. A roll call vote was taken:

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

REVIEW AND DISCUSSION OF THE CONSULTANT SERVICES AGREEMENT BETWEEN THE PLACENTIA LIBRARY DISTRICT AND EAGLE MULTI-MEDIA, INC.

Director Contreras reported Mr. Yamaguchi has done excellent work for the District since the Board approved to enter into a two-year contract with his company, Eagle Multi-Media, Inc. Management is recommending a renewal of his contract, as well as a compensation increase. District staff based the increase in compensation on their review of several job boards, which listed the salary for the IT/Technology Management position. The contract was reviewed by District counsel. After a brief discussion, Trustee Beverage made a motion to authorize the District to renew its contract with Eagle Multi-Media, Inc. and authorize the Library Director the authority to execute the agreement between the Placentia Library District and Eagle Multi-Media and authorize the Library Director and District Counsel to execute the Agreement between Eagle Multi-Media, Inc. and the Placentia Library District. It was seconded by Secretary Dahl. A roll call vote was taken:

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

AUTHORIZATION FOR A CLOSURE ON APRIL 11, 2024 FOR A LIBRARY EVENT.

Director Contreras is requesting the Board to authorize a library closure on April 11, 2024 in order to prepare for the Taylor Swift Dance Party that is from 7:00 p.m. to 9:00 p.m. that day. Trustee Beverage made a motion to authorize a closure on April 11, 2024 as presented. It was seconded by Secretary Dahl. A roll call vote was taken:

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

AUTHORIZATION FOR AMENDMENTS TO POLICY 2275 – SOCIAL MEDIA POLICY.

Director Contreras is requesting the Board to authorize Policy 2275, the Social Media Policy, in order to keep up with the continually evolving social media platforms. The amended policy has been reviewed by legal counsel. After a brief discussion where Mr. DeBerry answered questions from the Board, Trustee Beverage made a motion to authorize amendments to Policy 2275 – Social Media Policy as presented, inclusive of input. It was seconded by Secretary Dahl. A roll call vote was taken:

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

ISDOC UPDATES FROM TRUSTEE NELSON.

Trustee Nelson reported out on recent legislative news. He advised he will give a more comprehensive report later in March or April to determine what ballot measures will affect the District.

AGENDA DEVELOPMENT

No agenda items requested at this time.

The next Board Meeting will be on February 26, 2024 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of January 22, 2024 was adjourned at 7:46 p.m.

Gayle Carline, President
Library Board of Trustees

Sherri Dahl, Secretary
Library Board of Trustees



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9:04 A.M.
02/13/24
Accrual Basis

**Placentia Library District
Check Register
January 2024**

Date	Ref No.	Payee	Memo	Payment	Type
01/03/2024	13464	CliftonLarsonAllenLLP	Fifth interim billing on audit of the District's FY22 financial statements and closing services	13,335.00	Bill Payment
01/03/2024	13465	Golden State Water Company	Service from 11/21/23-12/20/23	1,119.79	Bill Payment
01/03/2024	13466	Baker & Taylor	Books	4,178.48	Bill Payment
01/03/2024	13467	Southern California Edison	Service from 11/29/23-12/28/23	3,579.20	Bill Payment
01/03/2024	13468	Midwest Tape	Blu-Rays & Audiobooks	287.30	Bill Payment
01/03/2024	13469	UMPQUA BANK	CC Transactions from 11/30/23-12/29/23	7,123.77	Bill Payment
01/03/2024	13470	Legacy Integrative Solutions	Service from 11/13/23-12/28/23	658.80	Bill Payment
01/03/2024	13471	Eagle Multi Media Productions	IT Support Services for November	8,303.75	Bill Payment
01/03/2024	13472	U.S. Bank	Facility Lease #ISRF-18-120 A/C#20787700	16,397.86	Bill Payment
01/08/2024	13479	Emcor Services - Mesa Energy	Repairs for units: AC5, AC7, AC8 and AC6	8,650.00	Bill Payment
01/08/2024	13480	Arcelia Janitorial Service	Janitorial Services from 12/01/23-12/31/23	4,300.00	Bill Payment
01/08/2024	13481	Cintas	Janitorial supplies	617.75	Bill Payment
01/08/2024	13482	Baker & Taylor	Books	900.68	Bill Payment
01/08/2024	13483	Lina L Nguyen	Mileage reimbursement and reimbursement for new staff meet and greet treats	241.54	Bill Payment
01/08/2024	13484	SDRMA	Medical & Ancillary Benefits February 2024	27,790.51	Bill Payment
01/09/2024	13485	Kanopy Inc.	Video tickets	768.00	Bill Payment
01/09/2024	13486	Midwest Tape-Hoopla	Blu-Rays & Audiobooks	8,897.80	Bill Payment
01/09/2024	13487	Republic Services	Recycling Service from 12/01/23-12/31/23	445.91	Bill Payment
01/09/2024	13488	Baker & Taylor	Pickup Service from 12/13/23-01/31/24 Books	1,054.02	Bill Payment
01/09/2024	13489	Dewey Pest Control	January through March Service January Service	260.00	Bill Payment
01/09/2024	13490	CALNET3	Service from 12/02/23-01/01/24	223.99	Bill Payment
01/09/2024	13491	SirsiDynix	Web Services Connector Installation	7,670.00	Bill Payment
01/22/2024	13492	Placentia Library Foundation	PLFF Pass-thru March-September 2023 & Reimbursement for Name Tags	1,995.93	Bill Payment
01/22/2024	13493	Baker & Taylor	Books	2,352.21	Bill Payment
01/22/2024	13494	Brodart Co.	Spanish collection	1,204.73	Bill Payment
01/22/2024	13495	CTC Technology & Energy	Service from July through September 2023	2,129.40	Bill Payment
01/22/2024	13496	Charter Communications	Service from 01/12/24-02/11/24	172.58	Bill Payment
01/22/2024	13497	Playaway Products	Wonderbooks	56.81	Bill Payment
01/22/2024	13498	Gigakom	Firewall and Firewall Service	1,526.17	Bill Payment
01/22/2024	13499	Woodruff & Smart, APC	For Services Rendered Through 12/31/2023	178.50	Bill Payment
01/22/2024	13500	MD Medical Clinics	November employee screenings	414.00	Bill Payment
01/22/2024	13501	JV Plumbing	Clear the main line from the women's restroom and men's urinal	445.25	Bill Payment
01/22/2024	13502	Public Agency Retirement Services	Contributions for payroll on 01/03/24	5,318.88	Bill Payment
01/22/2024	13503	SCLLN	2024 Membership Dues for the Southern California Library Literacy Network (SCLLN)	150.00	Bill Payment
01/22/2024	13504	All Star Chem Dry	Carpet cleaning of entire library	5,031.92	Bill Payment
01/22/2024	13505	Staples, Inc.	Hand towels for restrooms	319.13	Bill Payment
01/22/2024	13506	Cintas	Janitorial Supplies	730.90	Bill Payment
01/22/2024	13507	Placentia-Yorba Linda Unified School Dist	Business cards for staff who were promoted or had a lateral move with ext change	39.15	Bill Payment

9:04 A.M.
02/13/24
Accrual Basis

**Placentia Library District
Check Register
January 2024**

01/22/2024	13508	Placentia Library District	For Payroll on 01/31/23	80,000.00	Bill Payment
			Clear the main line from the women's restroom and camera the line to see condition of pipe and to locate more clean outs		
01/22/2024	13509	JV Plumbing		595.00	Bill Payment
01/22/2024	13510	Newport Urgent Care Inc	Physical for new staff	178.00	Bill Payment
01/22/2024	13511	SoCalGas	Service from 12/15/23-01/17/24	62.26	Bill Payment
01/22/2024	13512	New Readers Press	News For You renewal subscription	402.94	Bill Payment
			Reimbursing Meeting Room reservation fee due to asking patron to reschedule		
01/23/2024	13513	Ed Torsello		105.00	Bill Payment
01/29/2024	13514	Baker & Taylor	Books	4,807.11	Bill Payment
		Eagle Multi Media Productions			
01/29/2024	13515		December IT Support Services	6,510.83	Bill Payment
		Johnson Controls Security Solutions			
01/29/2024	13516		Service from 02/01/24-04/30/24	1,095.03	Bill Payment
		Golden State Water Company			
01/29/2024	13517		Service from 12/20/23-01/22/24	405.16	Bill Payment
		KCCI			
			Secured wire molding by front gate and repaired phone lines		
01/29/2024	13518			340.00	Bill Payment
01/29/2024	13519	Baker & Taylor	Books	450.34	Bill Payment
01/29/2024	13520	Cintas	Janitorial supplies	363.67	Bill Payment
		Margaret Hatanaka			
01/29/2024	13521		Mileage reimbursement for OC Performer's Showcase	26.06	Bill Payment
			TOTAL	\$ 234,211.11	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

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

DATE: February 26, 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	833,921.08
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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

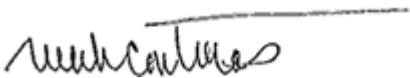
SUBJECT: **Financial Reports through January 2024 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

DATE: February 26, 2024

Summary of Cash and Investments as of January 31, 2024

Cash with Orange County Treasurer Fund 9LX	\$	833,921.08
General Fund Checking – BMO	\$	1,312,777.84
General Fund Savings – BMO	\$	2,186,594.95
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>846,495.92</i>
Payroll Checking – Wells Fargo Bank	\$	23,545.73
Total Cash and Investments	\$	4,356,839.60

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



Jeanette Contreras
Library Director



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

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	3,002,718	1,840,916	(1,161,802)	61.3%
4020	Property Taxes - Current Unsecured	74,371	79,867	5,496	107.4%
4050	Property Taxes - Curr Supplemental	113,049	56,439	(56,610)	49.9%
4070	Interest on Unapport Tax	651	0	(651)	0.0%
4080	Penalties & Costs on Delinq Taxes	22,435	21,582	(853)	96.2%
4090	Taxes Special Dist Augmentation	10,376	0	(10,376)	0.0%
* 4180	Other Revenue	0	31,793	31,793	-
4190	State - Homeowners Property Tax Relief	10,816	6,135	(4,681)	56.7%
	Sub Total	3,234,416	2,036,732	(1,197,684)	63.0%
INTEREST REVENUE					
4600	Interest	8,500	56,580	48,080	665.6%
	Sub Total	8,500	56,580	48,080	665.6%
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	6,667	(11,469)	36.8%
4320, 4330	Passport/Photos	250,758	98,438	(152,320)	39.3%
4340	Meeting Room Fees	100	595	495	595.0%
* 4430	Other: Miscellaneous	0	1,865	1,865	-
	Sub Total	381,994	182,565	(199,429)	47.8%
TOTAL REVENUES YTD FOR FY 23/24:		3,908,910	2,365,374	(1,543,536)	60.5%
CASH, INVESTMENTS, & LIBRARY IMPACT FEES					
	BEGINNING BALANCE				
	ENDING BALANCE				
	YTD ACTUAL				
	Cash/Investments	4,405,727	4,356,840	133,559	
4500	Impact Fees - Restricted Funds	841,220	846,496	50,281	

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT
as of January 31, 2024

58% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	1,969,183	1,068,660	0.54	900,523
5030	Retirement & Post Employment Trust 115	94,007	27,241	0.29	66,767
5040	Unemployment Insurance	30,000	6,056	0.20	23,944
5050	Health Insurance	214,656	174,852	0.81	39,804
5060	Life Insurance	4,989	2,532	0.51	2,457
5064	Dental Insurance	16,529	5,480	0.33	11,050
5066	AD & D Insurance	7,958	3,371	0.42	4,587
5068	Vision Insurance	3,151	1,438	0.46	1,713
5070	Workers' Compensation Insurance	32,908	19,073	0.58	13,835
5090	Education Assistance Program	0	0	0.00	0
	TOTAL	\$2,373,381	\$1,308,702	0.55	\$1,064,679
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	69,824	41,605	0.60	28,219
5100-5140	Communications, Internet, Cable	78,301	20,332	0.26	57,969
5150, 5170, 5180	Janitorial Supplies & Services	67,334	38,676	0.57	28,658
5160	Refuse Disposal	3,272	1,786	0.55	1,486
5205	Maintenance Equipment	15,000	6,622	0.44	8,379
5200, 5210-5280	Building Maintenance	130,000	58,180	0.45	71,821
5290-5292	Memberships	15,500	6,341	0.41	9,159
5300-5350	Office Expenses & Postage	130,000	31,600	0.24	98,400
5400-5480	Prof./Specialized Services	200,000	126,527	0.63	73,473
5490	Loan Obligation (-bank)	73,900	73,716	1.00	184
5495, 5910, 5920	Programs, PLFF Grant, Fed & State Grant	85,000	23,385	0.28	61,615
5500	Books/Library Materials	350,620	175,186	0.50	175,434
5600	Travel & Meetings/Professional Development	40,000	21,714	0.54	18,286
5700	Mileage/Parking	650	651	1.00	(1)
5800	Utilities	80,150	47,648	0.59	32,503
5900	Bookmobile - Vehicle	200,000	0	0.00	200,000
5901	Bookmobile - Collection	70,000	31	0.00	69,969
5902	Bookmobile - Supplies & Materials	15,000	0	0.00	15,000
5904	Bookmobile - Other	90,000	25	0.00	89,975
6000	Other	800,000	0	0.00	800,000
	TOTAL	\$2,514,551	\$674,024	0.27	\$1,840,527
OPERATING EXPENSES					
		\$4,887,932	\$1,982,726	0.41	\$2,905,206
FIXED ASSETS & TAXES					
1310	Building Improvements	25,000	1,605	0.06	23,395.16
1320	Equipment & Furniture	250,000	52,373	0.21	197,627.34
2500	Capital Lease	0	0	0.00	0.00
6100	Taxes and Assessments	11,849	9,196	0.78	2,652.84
	TOTAL	\$286,849	\$63,174	0.22	\$223,675
TOTAL BUDGET		\$5,174,781	\$2,045,900	0.40	\$3,128,881

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for January 2023

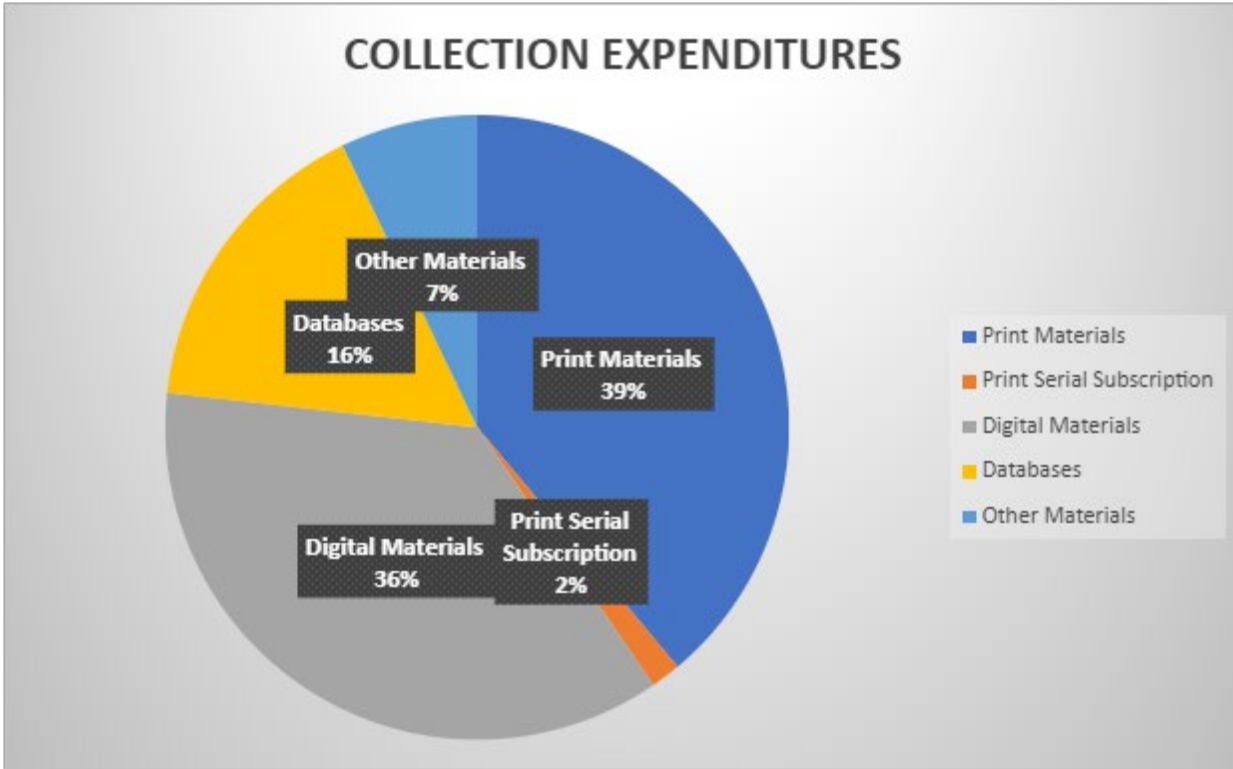
DATE: February 26, 2024

MONTHLY STATISTICS

Total Budget	FY 2023-24	% Spent	FY 2022-23	% Spent
	\$350,620.00	53%	\$535,000.00	32%

Collection Expenditures	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-2024	2022-2023	% changed
Print Materials	\$11,499	\$11,665	\$71,726	\$59,668	20%
Print Serial Subscription	\$0	\$0	\$2,856	\$2,024	41%
Total Print Materials	\$11,499	\$11,665	\$74,582	\$61,692	21%
Digital Materials	\$11,999	\$23,416	\$66,991	\$69,230	-3%
Databases	\$0	\$0	\$29,733	\$29,733	0%
Total Electronic Content	\$11,999	\$23,416	\$96,724	\$98,963	-2%
Other Materials	\$560	\$2,056	\$13,104	\$12,114	8%
Total Collection Expenditures	\$24,058	\$37,137	\$184,410	\$172,769	7%

Titles Added	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-2024	2022-2023	% changed
Print Materials	681	521	2,929	2,489	18%
Print Serial Subscription	0	0	2	9	-78%
Total Print Materials	681	521	2,931	2,498	17%
Digital Materials	5,450	3,215	35,990	31,959	13%
Databases	0	0	6	6	0%
Total Electronic Content	5,450	3,215	35,996	31,965	13%
Other Materials	1	22	152	254	-40%
Total Titles Added	6,132	3,758	39,079	34,717	13%



All Materials Held	January	December	Month to Month
	2024	2023	% changed
Total Materials Physical	78,008	79,931	-2%
Total Materials Digital	1,695,915	1,681,626	1%
Total All Materials	1,773,923	1,761,557	1%

Children's Physical Materials Held	January	December	Month to Month
	2024	2023	% change
Children's Fiction	25,631	25,690	0%
Children's Nonfiction	14,177	14,084	1%
Children's Magazine	165	165	0%
Children's Audiobook	910	910	0%
Children's DVD/Video	1,598	1,595	0%
Children's LOTS	63	60	5%
TOTAL All Children's Physical Material	42,544	42,504	0%

Adult/Teen Physical Materials Held	January	December	Month to Month
	2024	2023	% change
Adult Fiction	16,813	16,834	0%
Adult Nonfiction	11,054	12,965	-15%
Adult Magazine	45	71	-37%
Adult Audiobook	1,294	1,294	0%
Adult DVD/Video	3,012	3,008	0%
Adult LOTS	94	97	-3%
Video Games	348	393	-11%
Teen Fiction	2,804	2,765	1%
TOTAL All Adult/Teen Physical Material	35,464	37,427	-5%

Digital Material Held	January	December	Month to Month
	2023	2023	% change
eBooks	970,168	948,390	2%
Digital Audiobooks	235,498	232,683	1%
Digital Videos	81,879	103,218	-21%
Digital Magazines	4,188	4,188	0%
Digital Music	404,165	393,130	3%
Databases	17	17	0%
TOTAL All Digital Material	1,695,915	1,681,626	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 January 2024

DATE: February 26, 2024

Net Revenue Summary for January 2024

			YTD	YTD
	Jan-24	Jan-23	2023-2024	2022-2023
Passport	11,865	14,350	70,670	103,005
Passport Photos	4,120	3,720	27,768	28,488
Fines & Fees	530	1,428	6,667	7,840
Meeting Room	155	220	595	395
TOTAL	\$ 16,670	\$ 19,718	\$ 105,700	\$ 139,728



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Personnel Report for January 2024**

DATE: February 26, 2024

			YTD	YTD
	Jan-24	Jan-23	2023-2024	2022-2023
Separation	0	1	2	3
Retirement	0	0	1	1
Appointments	2	2	10	9
Open Positions	1	2	17	10
Workers' Compensation Leave	0	0	0	0
TOTAL	3	5	30	23

SEPARATION:

None

RETIREMENT:

None

APPOINTMENTS:

Library Clerk – Megan Teeling
 On-Call Library Clerk – Linda Harter

OPEN POSITIONS:

Library Assistant – Children FT

WORKERS COMPENSATION LEAVE:

None



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Carlo Maskarino, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through January 2024
DATE: February 26, 2024

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2023-2024	INVOICE DATE	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-23	7/25/2023	3,310.12	287.04	20.20	0.00	3,617.36
Aug-23	8/31/2023	0.00	291.20	0.00	0.00	291.20
Sep-23	9/26/2023	0.00	291.20	21.06	274.17	586.43
Oct-23	*	*	*	*	*	*
Nov-23	11/6/2023	0.00	900.00	10.26	0.00	910.26
Dec-23	12/15/2023	0.00	582.40	11.95	760.03	1,354.38
Jan-24	1/31/2024	321.16	540.80	24.95	0.00	886.91
Feb-24						
Mar-24						
Apr-24						
May-24						
Jun-24						
	TOTAL	\$3,631.28	\$2,892.64	\$88.42	\$1,034.20	\$7,646.54

* 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



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Administration Report for January 2024**

DATE: February 26, 2024

Meetings:

- January 4, Library Impact Fees Meeting: Business Manager met with City of Placentia's Director of Development Services, Joe Lambert, to discuss Library Impact Fees for December 2023. No fees were collected in December 2023, and a few renovation projects were added to the list of project developments.
- January 12, ADP Meeting: Business Manager met with Stefan Grunwald and Kyle Markin from ADP to discuss ADP payroll services and showcase software demo.
- January 16, Outdoor Library/Loading Dock Project Meeting: Business Manager met with IDS' Shelley Sivak and her team to discuss updates and answer questions about the Outdoor Library and Loading Dock projects.
- January 18, Outdoor Library/Loading Dock Project Meeting: Assistant Library Director and Business Manager met with IDS' Shelley Sivak and her team to finalize selection of the outdoor library design.
- January 22: Library Director met with General Manager of Midway City Sanitary District and Board meeting.
- January 23, Emcor Meeting: Business Manager met with David Bravo from Emcor to discuss project to install an exhaust fan in the Hangar Room; All-staff meeting.
- January 24, Rotary Club of Placentia: Library Director was the guest speaker, presenting state of the District, current programs and services, and promote the Authors Luncheon event. Library Director met with staff from Senator Josh Newman's office along with other special district executives from Orange County. Library Director had a luncheon meeting with Library Director, Helen Medina, from the Buena Park Library District.

Outdoor Library/Loading Dock Project Meeting: Assistant Library Director and Business Manager met with IDS' Shelley Sivak and her team, City of Placentia's Director of Development Services Joe Lambert, and City of Placentia's Building Inspector Iraj

Mansouri to discuss code compliance and plan-check process for the Outdoor Library and Loading Dock projects.

- January 25, Graphic Designer Meeting: Assistant Library Director met with consultant to discuss pending projects and due dates.
- January 25, Library Impact Fees Meeting: Business Manager met with City of Placentia's Director of Development Services, Joe Lambert, to discuss Library Impact Fees for January 2024. Fees were collected in January 2024, and no new development projects were included for the month with current development projects going through plan-check.
- January 26, Management Special Interest Group: Assistant Library Director attended virtual meeting. Group discussed library suspension policies, workplace culture and staffing levels.
- January 26, Oracle NetSuite Meeting: Business Manager met with Dane Aguilar from Oracle to discuss ERP services.
- January 30-31, CSMFO Conference: Business Manager attended the 2024 CSMFO Conference held at the Disneyland Hotel in Anaheim, California.
- January 31, Public Library Directors Forum Planning Committee: Library Director met with the committee to discuss plans for the fall forum.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for January 2024

DATE: February 26, 2024

Children's Circulation	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Children's Fiction Physical	8,561	10,108	65,098	70,665	-8%
Children's Fiction Digital	1,284	856	6,428	5,984	7%
Children's Fiction TOTAL	9,845	10,964	71,526	76,649	-7%
Children's Nonfiction Physical	2,268	2,524	16,366	16,795	-3%
Children's Nonfiction Digital	162	97	802	755	6%
Children's Non-Fiction TOTAL	2,430	2,621	17,168	17,550	-2%
Children's Magazine Physical	11	18	31	146	-79%
Children's Magazine Digital	1,027	230	4,320	1,645	163%
Children's Magazine TOTAL	1,038	248	4,351	1,791	143%
Children's Audiobook Physical	691	412	6,435	2,600	148%
Children's Audiobook Digital	766	486	4,400	3,157	39%
Children's Audiobook TOTAL	1,457	898	10,835	5,757	88%
Children's DVD/Video Physical	443	312	2,627	2,196	20%
Children's DVD/Video Digital	70	84	533	410	30%
Children's DVD/Video TOTAL	513	396	3,160	2,606	21%
Children's LOTS	24	44	256	201	27%
Music Digital	26	11	163	88	85%
TOTAL All Children's Physical Content	11,998	13,418	90,813	92,603	-2%
TOTAL All Children's Digital Content	3,335	1,764	16,646	12,039	38%
TOTAL All Children's Content	15,333	15,182	107,459	104,642	3%

Adult/Teen Circulation	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Adult Fiction Physical	2,172	2,307	15,953	15,497	3%
Adult Fiction Digital	3,364	1,656	18,513	12,310	50%

Adult Fiction TOTAL	5,536	3,963	34,466	27,807	24%
Adult Nonfiction Physical	1,564	1,661	11,098	11,098	0%
Adult Nonfiction Digital	1,053	652	5,742	5,163	11%
Adult Non-Fiction TOTAL	2,617	2,313	16,840	16,261	4%
Adult Magazine Physical	21	29	123	157	-22%
Adult Magazine Digital	1,039	234	4,392	1,929	128%
Adult Magazine TOTAL	1,060	263	4,515	2,086	116%
Adult Audiobook Physical	97	144	857	923	-7%
Adult Audiobook Digital	6,721	4,038	33,061	22,870	45%
Adult Audiobook TOTAL	6,818	4,182	33,918	23,793	43%
Adult DVD/Video Physical	742	776	3,898	4,879	-20%
Adult DVD/Video Digital	706	353	4,529	2,371	91%
Adult DVD/Video TOTAL	1,448	1,129	8,427	7,250	16%
Adult LOTs	90	89	688	592	16%
State Parks Pass*	27		342		
Vinyl Records*	209		686		
Video Games	384	237	2,532	1,345	88%
Music Digital	171	75	952	510	87%
Teen Fiction Physical	366	339	2,319	2,128	9%
Teen Fiction Digital	361	217	2,037	1,647	24%
Teen Fiction Total	727	556	4,356	3,775	15%
TOTAL All Adult/Teen Physical Content	5,672	5,582	37,468	36,619	2%
TOTAL All Adult/Teen Digital Content	13,415	7,225	69,226	46,800	48%
TOTAL All Adult/Teen Content	19,087	12,807	106,694	83,419	28%

All Circulation	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Total Circulation Physical	17,670	19,000	129,309	129,222	0%
Total Circulation Digital	16,750	8,989	85,872	58,839	46%
Total All Circulation	34,420	27,989	215,181	188,061	14%
Non-English Language Circulation	941	918	6,109	4,537	35%

Online Database Usage	January	January	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2024	2023	2023-24	2022-23	% change
ABC Mouse	1,217	2,038	13,048	18,467	-29%
Creative Bug	22	42	215	220	-2%
Data Axle	24	41	183	441	-59%
Freegal	891	1,185	7,298	7,436	-2%

Novelist	22	38	298	886	-66%
BookFlix	170		368		
TrueFlix	5		44		
Scholastic Teachables	107		550		
Mango Languages	70		378		
ChiltonLibrary	3		47		
TOTAL PLD DATABASE USAGE	2,531	3,344	22,429	27,450	-18%
Online Database Usage	January	January	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2024	2023	2023-24	2022-23	% change
Brainfuse VetNow	9	6	102	118	-14%
Brainfuse HelpNow	24	55	104	329	-68%
Britannica	58	81	288	304	-5%
LinkedIn Learning	364	22	619	1,915	-68%
ProQuest	57	10	107	43	149%
ProQuest Culture Grams	1	2	54	22	145%
Skillshare	0	2	5	10	-50%
Teaching Books and BookConnections	231	8	1,733	868	100%
National Geographic Kids (Gale)	2	20	61	68	-10%
Gale in Context: Environmental Studies	0	3	3	5	-40%
Gale Interactive: Science	1	34	22	61	-64%
Coursera	9	12	85	36	136%
EBSCO LearningExpress Library	23	2	25	26	-4%
GetSetUp	1	20	25	94	-73%
Northstar~	17	0	28	0	
Alexander Street*	0		37		
TOTAL CSL DATABASE USAGE	797	277	3,298	3,899	-15%
TOTAL ALL DATABASE USAGE	3,328	3,621	25,727	31,349	-18%

*New collection for FY 23-24

~Mathematically unable to divide by zero



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children’s Services Report for January 2024

DATE: February 26, 2024

Number of Programs by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Storytime	7	6	63	65	-3%
Children's Programs	9	5	52	44	18%
Teen Programs	2	3	17	16	6%
Outreach	2	0	4	1	300%
TOTAL Children/Teen	20	14	136	126	8%

Program Attendance by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Storytime	322	264	3,035	2,791	9%
Children's Programs	203	205	4,062	3,703	10%
Teen Programs	5	37	224	264	-15%
Outreach	25	0	395	395	0%
TOTAL Children/Teen	555	506	7,716	7,153	8%

The Hangar Makerspace	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Hangar Activity Hour Visits	89	75	978	551	77%
Hangar Appointments	3		88		
Hangar Users	3	19	33	146	-77%

ACHIEVEMENTS

- Mayli Apontti facilitated Read to the Dogs on January 8.
- Mayli Apontti co-led STEAM with Elizabeth Tapia on January 16.

- Mayli Apontti planned and conducted Family Storytime on January 13 and 27.
- Elizabeth Tapia created the lesson plan and activity for STEAM and co-led the program with Mayli Apontti on January 16.
- Caitlyn Sandfer and Damean Sanz led the Morning Meet Ups program on January 8.
- Caitlyn Sandfer led the Morning Meet Ups program on January 22 and 29.
- Daisy Badge planned and conducted Baby Giggles and Wiggles Storytime on January 19.
- Daisy Badge planned and conducted Luna, Luna Storytime on January 24.
- Damean Sanz collaborated with Elizabeth Tapia and Daisy Badge to lead the Luna, Luna Storytime on January 10,17, and 24.
- Damean Sanz planned and conducted the Luna, Luna Storytime on January 31.
- Damean Sanz attended Homework Club at LOT 318, Cypress location on January 8th.
- Damean Sanz and Joy Ellis attended the Homework Club at LOT 318, Cypress location on January 11.
- Caitlyn Sandfer planned and coordinated PTAC meetings on January 4 and 18.

MEETINGS

- January 11, Margaret Hatanaka attended the Kiwanis board meeting. Plans for updating their website, March fundraising events, and the Key Club Lieutenant Governor candidate were discussed.
- January 11, Damean Sanz attended the Stronger Together Meeting where topics for discussion included the ways to identify layers of partnerships.
- January 18, Margaret Hatanaka helped facilitate the OC Performers Showcase at the Huntington Beach Public Library which was attended by 200 library staff from across Orange County.
- January 29, Margaret Hatanaka and Michelle Meades met with the CollectionHQ customer service representative to review collection data and software.

PROFESSIONAL DEVELOPMENT

- January 4, Caitlyn Sandfer and Damean Sanz attended a collections training led by Megan Tolman.
- January 9, Caitlyn Sandfer attended the teen collections training led by Megan Tolman and has begun selecting Teen books.
- January 30, Margaret Hatanaka, Damean Sanz and Joy Ellis attended the “Coaching the Van Driver II” virtual training.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for January 2024

DATE: February 26, 2024

MONTHLY STATISTICS

Number of Programs by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Adult Programs	1	4	9	33	-73%
Hangar (Take and Make)	0	1	2	10	-80%
History Room	0	1	1	3	-67%
Literacy	36	20	228	105	117%
General Interest	1	0	9	6	50%
Self-Directed	0	2	7	9	-22%
TOTAL Adult	38	28	256	166	54%

Program Attendance by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Adult Programs	12	12	157	156	1%
Hangar (Take and Make)	0	290	548	2,490	-78%
History Room	0	0	3	6	-50%
Literacy	209	110	1,532	931	65%
General Interest	513	0	2,974	709	319%
Self-Directed	0	65	790	1,080	-27%
TOTAL Adult	734	477	6,004	5,372	12%

History Room Activity	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
History Room Visitors	2	12	35	59	-41%
Memory Lab Appointments	15	NA	NA	NA	NA

Volunteer Hours	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
History Room	0	6	0	97	-100%
PLFF	252.25	132	1,777	1,554	14%
General Library	134	226	1,673	1,720	-3%
Adult Literacy	230.25	143	1,496	1,280	17%
PTAC	4.67	8	308	386	-20%
Total Volunteer Hours	620.67	515	5254.63	5037	4%
FTE Equivalent	3.58	2.97	30.32	29.06	4%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2023-24	2022-23	% change
Adult Literacy Students	32	39	-18%
Adult ESL Students	31	2	1450%
Adult Literacy Tutors	32	42	-24%
Adult ESL Tutors	25	2	1150%

ACHIEVEMENTS

- Gena Christ facilitated Literacy Reads – Beginner Book Club on January 10, 17, 24, 31.
- Sally Federman facilitated Literacy Reads – Int. Book Club on January 9, 16, 23, 30.
- Gena Christ coordinated Read, Write, Speak Club on January 12, 19, 26.
- Sally Federman coordinated the Citizenship Class on January 11, 18, 25.
- Esther Canedo facilitated ESL Conversation class at the Whitten Center on January 9, 16, 23, 30.
- Esther Canedo coordinated ESL Conversation Thursday afternoon class at the Whitten Center on January 11, 18, 25.
- Esther Canedo coordinated ESL Conversation Thursday morning class at the Whitten Center on January 11, 18, 25.
- Sally Federman facilitated the Casual Conversation group on January 18 and 25.
- Sally Federman and Gena Christ facilitate a Tutor In-service meeting on January 22.
- Sally Federman and Gena Christ facilitate a RWS Facilitators meeting on January 22.
- Sally Federman and Gena Christ facilitate a Learner Discussion meeting on January 24.

- Sally Federman and Esther Canedo facilitate a Lerner Discussion Meeting at the Whitten Center on January 31.
- Sally Federman applied for a NRP scholarship for Literacy materials on January 5.
- Sally Federman hosted the SCLLN networking meeting on January 9.
- Elizabeth Tapia coordinated 15 Memory Lab appointments.
- Elizabeth Tapia coordinated 1 History Room appointment.
- Elizabeth Tapia coordinated and co-led STEAM with Mayli Apontti on January 16.
- Elizabeth Tapia planned and co-led Luna, Luna with Damean Sanz on January 10 and January 17.
- Elizabeth Tapia and Yesenia Baltierra completed and submitted the LTSA Inspiration Grant Baseline Goal 1 Assessment for the Third Grade Civic Center Tours.
- Elizabeth Tapia completed the California Revealed quality control review process for the microfilms submitted for digitization in 2019-2020 and approved the files on January 17.
- Megan Tolman coordinated Adult Book Club on January 9.
- Tim Balen coordinated the Winter Reading Program on Beanstack.
- Tim Balen completed the Explore March 2024 August 2024 Newsletter.
- Tim Balen coordinated Taylor Swift (Library Version) program technical setup, including Eventbrite and the website.
- Tim Balen coordinated with the Placentia Library Friends Foundation to promote PLFF events and programs including the Author's Luncheon and Taylor Swift Merch Opportunity Drawing.
- Megan Tolman is training staff on collection development. On January 4, Megan gave a Collection Training overview to Elizabeth, Damean, Caitlyn and Tim.
- Tim Balen is training the library's contract graphic designer, Darlene Contreras, on the library's Explore newsletter as well as library style for graphics and marketing.

MEETINGS

- On January 29 Michelle Meades and Margaret Hatanka met with Deanna Lechman from Collection HQ. At this meeting we discussed having new selectors meet with Deanna for training and what reports are most helpful for us to review. We also discussed scheduling reports and discovered that Collection HQ cannot provide us with a complete inventory, and we will still need to use Horizon for inventory purposes.
- On January 25, Tim Balen, Michelle Meades and Yesenia Baltierra met with the library's contract graphic designer Darlene Contreras to go over spring library publicity plans including Taylor Swift (Library Version) programs and the Explore newsletter. We discussed the library's social media, marketing and graphic design workloads and priorities, and Darlene took library photos to use for upcoming social media posts.

- On January 31, Michelle Meades, Yesenia Baltierra, and Elizabeth Tapia met with Julianna Robbins and Linda Stewart from the California State Library to check in regarding Equity and Co-Design portions of our Inspiration grant goal 1 and how we were on target to meet the baseline goal 1.
- On January 23 Elizabeth Tapia and Megan Tolman attended the Placentia Historical Committee Meeting. At this meeting the historical committee discussed the newly created historical resource webpage on the city's website, the completion of historical landmark brochure, their continued surveying work, their progress with the Isabel oral history project, and spoke about possibly revisiting the Arcadia Publishing book topic in the upcoming meetings.
- On January 9 Sally Federman attended the SCLLN networking meeting at the Placentia Library.

PROFESSIONAL DEVELOPMENT

- On January 31 Michelle Meades viewed the archived webinar from Webjunction; Building Authentic Relationships with Underserved Communities.
- Sally Federman and Esther Canedo attended the ProLiteracy Webinar called, "Starting from Scratch: Working with Low Level ELL with little to no First Language Literacy" by Steven Reid on January 4. The webinar focused on where to start with Low-level English Language Learners.
- Sally Federman attended the CALL Academy Webinar called, "Empowering Rural and Small Libraries: 10 Tips for Successful Library Grants" by Stephanie Gerding on January 10. The webinar focused on the overall process of grant writing and 10 tips to help you get started.
- Sally Federman attended the CALL Academy Webinar called, "Empowering Rural and Small Libraries: Rural and Small Library Grant Planning and Design" by Stephanie Gerding on January 18. The webinar focused on grant planning and in particular writing the 'needs statement.'

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for January 2024

DATE: February 26, 2024

MONTHLY STATISTICS

Computer and Wi-Fi Usage	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2022	2022-23	2021-22	% change
Children Computer Usage	247	214	2,125	1,971	8%
Children AWE Learning Usage	336		2,263		
Teen Computer Usage	163	120	891	820	9%
Adult Computer Usage	1,255	1,128	7,449	7,438	0%
Total Computer Usage	2,001	1,462	12,728	10,229	24%
Wi-Fi Usage	1,175	1,183	10,270	10,269	0%
Guest Passes	123	61	661	468	41%

Website Traffic	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Website visits	13,042	16,345	99,240	96,051	3%
Page Hits	21,278	27,341	157,869	162,282	-3%
Users	7,618	10,551	65,933	60,694	9%
Pages/Session	1.63	1.67			
Avg. Session Duration	00:02:46	00:01:52			
% New Sessions	95	80			
Placentia Library Online Catalog Usage	3,869	4,711	29,607	32,424	-9%

App Usage	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
App Downloads	14		14		
App Launches	64		64		
Searches	5,551		5,551		
Requests Placed	8		8		
Renewals Done	1		1		
Patron Updates	1		1		
App Catalog Usage	5,560		5,560		

Technology Updates**Completed Projects:**

- Onboarding for new staff
- Offboarding for staff
- New Passport Camera Setup
- Mobile App Public Deployment

Ongoing Projects:

- Self-Check Machine replacements/ refresh
- Library Website Development (waiting for graphic design)
- Information Desk PC replacements (Waiting on software vendor)
- Hangar Technology redeployment
- New Department Laptop Deployment

Upcoming Projects:

- AT&T Phone connections upgrade
- ILS RFP research
- SirsiDynix renegotiations/extensions
- Bookmobile Technology Equipment

System Updates:

Support Requests: IT staff responded to a higher level of requests for website postings, social media updates, third-party event management services, and inhouse technical tickets. Three emergencies arose during the month. Two temporary power outages during business hours, and one phone system malfunction. Both were resolved within 30 minutes. The new grant funded backup power supplies keep key components on during the power outages. Including phones, internet, wifi etc.

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, telephonic communications technology, Credit card online payment vendors, and others.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for January 2024

DATE: February 26, 2024

Attendance	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Number of Days Open	29	29	204	205	0%
Number of Hours Open	267	256	1,864	1,849	1%
Attendance	16,962	17,929	120,744	112,940	7%

Card Holders	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Active Borrowers	5,794	4,507	35,069	36,534	29%
Child Card Holders	15,096	14,184	104,556	98,221	6%
Teen Card Holders	4,626	4,500	32,218	31,266	3%
Adult Card Holders	47,053	43,921	324,126	302,217	7%
Total Card Holders	66,775	62,605	460,900	431,704	7%
New Patron Registration	365	328	2,366	2,458	-4%
New Virtual Library Cards	99	59	600	538	12%

Information Desk Activity	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Reference Questions -- in person	2,001	1,428	12,577	11,367	11%
Reference Questions -- telephone	507	571	3,130	3,977	-21%
Reference Questions -- email/chat	19	31	66	90	-27%
Total Reference Questions	2,527	2,030	15,773	15,434	2%
Assistance in Spanish	67	44	392	424	-8%
Assistance with Passports	575	360	2,250	1,763	28%
Curbside Usage	2	12	92	99	-7%
Study Room Usage	218	154	1,296	1,061	22%

Passport Activity	January	January	FY-T-D	FY-T-D	FY-T-D
	2024	2023	2023-24	2022-23	% change
Passports Processed	440	490	2,140	3,027	-29%
Consultations Only	28	32	167	245	-32%
Unfilled Appointments Sat-Sun*	3	5	63	36	75%
No Show Appointments Sat-Sun*	15	6	110	84	31%
Photo Only (Walk-in)*	22	13	89	71	25%

**New Statistic for FY 2023-24*

ACTIVITIES

- Yomara mailed 62 Billing Notices.
- Angie processed 581 new books.
- Meeting room was used by 2 outside renters: Corte Vista HOA and Broadmoor HOA.
- Meeting room was used by 3 library partners: Boys and Girls Club, Kiwanis and Miss Placentia/Yorba Linda.
- Meeting room was used 26 times for library related activities/programs.
- Staff filled 433 requests from pull list.
- Staff pulled 136 expired holds from the request shelf.

MEETINGS

- Estella and Yomara met with a passport agent from the U.S. Department of State and passed the audit.

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **The California Society of Municipal Finance Officers (CSMFO) Conference Report from Business Manager, Carlo Maskarino.**

DATE: February 26, 2024

BACKGROUND

The Library Board of Trustees approved Business Manager's attendance at the 2024 annual CSMFO conference on January 30 – February 2, in Anaheim, California. Tonight, Carlo Maskarino, will provide a report on his activities and sessions he attended during the conference.

Speakers included Mariana Atencio – “What makes YOU special” TEDx presenter and author of *Perfectly You: Embracing the Power of Being Real*; Michael Coleman - government legislative advocate; and Dr. Christopher Thomberg – Economist, founder of Beacon Economics, and a former faculty member at UCLA, UCR, and Clemson University.

This year's conference agenda included a variety of sessions, workshops, and keynote presentations covering topics such as:

- Are You Challenged by GASB, Part 1 & 2
- Best Practices in Budgeting
- California's Budget Condition and Fiscal outlook
- Developing Strategies for Financial Resiliency in Uncertain Times
- Finding New Ways to do the Same Work with Fewer People
- Focus on Fees – How Long Beach Responded to the Spotlight
- Leading, Learning, and Growing the Team for Tomorrow
- Maintenance Services Funding
- Public Speaking for Finance Folks
- Your Remote Work Policy – Critical Now More than Ever

Attachment A is Carlo's report.

Notes from CSMFO Conference Sessions

January 30th – February 2nd, 2024

1. Opening Session & Featured Speaker, Mariana Atencio, “Power of Authenticity”

Overview: Mariana Atencio was a well-known anchor and reporter at Univision and NBC News with her TEDx talk on authenticity, “What makes YOU special?”, going viral at 22 million views worldwide. She spotlights the importance of being authentic, especially in the age of social media. She tells her story about how she faked an Instagram post of her being at a New Year’s Eve party at a Miami resort where in reality she was at home sipping wine all alone with her dog while watching television. One of her followers who actually attended the party at the resort called her out online on the fake post which led to many of her fans and colleagues unfollowing her and losing their trust in her. She learned the hard way of portraying a lifestyle that is not hers, and has turned her mistake into a learning experience for others of being authentic online and in real life.

Highlights:

- Faking a lifestyle and/or persona takes too much time and energy for it to be worth it.
- The ideal image you should portray is yourself.
- Being authentic builds trust among your peers.
- Embrace your insecurities as oppose to hiding from them.

2. “Capital Asses – The Happiest Place on Earth”

Overview: Jonathan Foster from Davis Farr LLP and Jennifer Fillinger from Cucamonga Valley Water District presented on capital asset policies and best practices as well as presented scenarios on how to go about capitalizing certain types of assets.

Highlights:

- GFOA recommends \$5,000 threshold to capitalize assets
 - Includes group/mass purchases of similar assets, i.e. multiple computer purchases of the same type
- Capitalization of assets begins at the start of its implementation
- Amount capitalized should be the cost of the asset **AND** ancillary charges associated with it to place the asset into its intended location and use

- Acquisition/transactions costs (legal fees, closing costs, shipping and handling, etc.)
- Should only capitalize cost if its directly related to the asset and easily identifiable
- Maintenance Cost vs. Preservation Costs
 - Maintenance costs that allows an asset to reach its estimated useful life is expensed
 - Preservations costs that allows an asset to extend its useful life is capitalized

3. “Investing Today: Real World Case Studies”

Overview: Patricia Song from the City of Garden Grove with Jason Click and Rick Phillips from Meeder Investment Management held a presentation on best practices when making investment decisions based on real world case studies. Topics they covered included historical inflation data, current market updates, federal reserve policy, and the interest rate environment.

Highlights:

- Federal Funds Rate currently at 5.25% to 5.50%
 - Powell maintains rate in January 2024 FOMC Meeting
 - Stated “not appropriate” to cut rates until inflations moves sustainably toward 2%
 - Cited strong job market and attentiveness to inflation risks
- Unemployment currently at 3.7% as of January 2024
- Inflation Rate at 3.1% as of January 2024
- In previous hiking cycles, an average of 10 months lasted between the last rate hike and its first rate cut
- Best practices include
 - High interest paying bank accounts and money market funds
 - Portfolio right sizing
 - Buying/Selling in certain interest rate environments
 - Interest rates up = market value down
 - Interest rates down = market value up

4. Featured Speaker, Michael Coleman & Friends

Overview: Michael Coleman is a Fiscal Policy Advisor for the League of California Cities and Special Advisor to CSMFO. He is a leading expert on California local government revenues, spending, and financing. He spoke on California's state budget for fiscal year 2024-2025, the forecasted budget deficit of \$68 billion, and how the state plans to address this deficit.

Highlights:

- Reductions, Delays, Fund Shifts, and Reversions (returning unspent funds to general fund) to solve deficit
- Housing – Cuts \$1.2 Billion
 - Regional Early Action Plans (REAP 2.0) - \$300 million reversion
 - Multifamily Housing Program (MHP) - \$250 million reversion
 - Infill Infrastructure Grant Program (IIG) - \$200 million reversion
- Homelessness – Maintains Key Programs; Some Programs are Shifts
 - Homeless Housing, Assistance, Prevention (HHAP) - \$1 billion maintain
 - Encampment Resolution - \$400 million maintain
 - Veterans Housing - \$50 million reversion
- Transportation – Shifts, Cuts, and Delays
 - Transit and Intercity Rail Capital (TIRCP) – Shifts funding of \$530 million to Greenhouse Gas Reduction Fund (GGRF)
 - TIRCP Formula Grants - \$1 billion delayed to next budget and shifts to GGRF
 - Active Transportation – Cuts \$200 million (aims to protect previously awarded projects)
- Climate – Shifts and Delays
 - Zero Emission Vehicles – maintains \$10 billion with multiple shifts from GGRF and delays
 - Water – maintains - \$7.8 billion with shifts and delays to programs

5. GFOA Best Practices Help You Implement and Monitor Your Internal Controls

Overview: Michele Mark Levine from the Government Finance Officers Association spoke on best practices to implement and monitor an agency's internal controls. She provided practical information and tips with regards to Internal Control Framework, Management Involvement, and Internal Control Environment.

Highlights:

- Implement Internal Controls Framework that achieves...
 - Operational effectiveness
 - Reliable reporting
 - Compliance adherences
- To avoid Internal Control Deficiencies in Audits
 - Provide evidence of sound financial reporting
 - Oversee auditors' work
 - Oversee implementation of new accounting standards
- Segregation of Duties
 - Control of Assets
 - Control of Records
 - Review/Approval/Override

6. "GASB Update – Recently Issued Pronouncements"

Overview: Alan Skelton from the Governmental Accounting Standards Board spoke on challenges associated with implementing GASB Statement 87 and 96 and provide guidance that should be applied with regards to these statements. He talks about an additional GASB statement issued in December 2023.

Highlights:

- For GASB Statement 87, key questions to ask...
 - Is there an exchange or exchange-like transaction?
 - Does leasing contract have option to cancel/renewals?
 - Are payments fixed in substance?
 - Does the contract grant control of underlying asset?
- For GASB Statement 94, key questions to ask...
 - What are the implementation costs?
 - Length of subscription term?
 - Is it a licensing agreement with cancel/renewals?
 - When did the subscription be put in to working service?
- GASB Statement 104 - Certain Risk Disclosures
 - New GASB statement disclosure for FY 2024-2025
 - Agency needs to disclose "substantial risk" that affects the level of service they provide
 - These risks are categorized by concentration (resources) or constraints (limitations)

7. "Unlock the Magic of Generative AI and Automation in ACFR and Beyond"

Overview: Gail Gray, CPA at Consulting & Advisory and Janelle Samson, Director of Operations at the City of Palmdale gave a presentation on using Generative AI and Automation in financial accounting and reporting. The City of Palmdale has successfully used AI and RPA to automate repetitive accounting processes and generate financial reports.

Highlights:

- Generative AI Tools like ChatGPT, Bing Chatbot, Microsoft Copilot, Google Bard can be used assist in accounting and reporting functions
 - Key is to prompting or specifically telling the AI in detail what to do
- AI is only good as what you put in
 - Bad Data In = Bad Data Out
 - Always review AI's work
- Keys to Implementation
 - Start small with an identifiable, repetitive tasks that the AI can do easily work your way up to more complex tasks
 - Requires research and testing to work
- Robotic Processes Automation
 - Computer-coded software
 - Ha ability to login into websites and software programs, scrape data, and update spreadsheets/enter data
 - i.e. RPA can log into emails, scan for invoices, and upload information to accounting system

8. "Lessons Learned from GFOA's Review of Financial Statements"

Overview: Dennis Kauffman from the City of Roseville, Michele Mark Levine from GFOA, and Kenneth Pun from the Pun Group LLP spoke on submissions of financial reports to the GFOA for consideration to reward the Certificate of Achievement for Excellence in Financial Reporting Program and what they see are common mistakes and deficiencies in these reports and what to do to avoid them and requirements to receive the award.

Highlights:

- Best Practices for Excellence in Financial Reporting
 - Start planning early and have clear areas of responsibilities for each area of reporting
 - Monthly reporting and reconciliations

- Always review each area of reporting
- Use checklists
- Document everything
- Common Deficiencies
 - Not explaining significant changes in major funds
 - Lack of comparative data
 - Amounts do not agree to financial statements
 - Not including known facts, decisions, and conditions that significantly affected the financial positions or results of operations

9. “A New ERP System: Magic or Headache?”

Overview: Greg Robinett from the City of Redding and David Ledbetter of BerryDunn LLC spoke on enterprise resource planning (ERP) selections and implementation processes. They discuss on what the marketplace looks like, and how an organization can prepare themselves on selecting and implementing a new ERP system.

Highlights:

- Preparation for building the RFP
 - Reason for Change?
 - Antiquated software?
 - Consolidate different programs?
 - Cloud Preference?
 - Initial data conversion requirements?
 - Data retention vs data conversion
 - Interface look
 - Estimated timeline of implementation?
 - Best of Breed vs ERP
 - Individual Programs vs All-in-one
 - Cloud vs On-Premise?
 - Most vendors prefer cloud
- Selecting Vendor
 - Research Vendors
 - Set-up virtual meetings with vendors
 - Statement of Work
 - Work effort
 - Definition of roles and responsibilities
 - Timelines

- Training plans
- Support
- Implementation Planning
 - Confirm staffing for both users and providers
 - Assesses current technology to support change
 - Prep data to be converted
 - Back-up files
- Implementation
 - Work with Vendor on Plan
 - Provide realistic timeline of process
 - Identify data to be converted
 - Test Interfaces
 - Have Vendor train staff on software

10. “Apples and Oranges: Preparing Budget vs. Actual Reports”

Overview: John Adams of Easter Municipal Water District and Kevin Harper of CPA & Associates discussed how to prepare understandable and relevant budget vs actual financial reports. They highlight common problems with these types of reports and the disconnects between the two. They provide best practices to avoid the problems and disconnects when it comes to these types of reports.

Highlights:

- Common Problems with Budget vs Actuals
 - Capital Acquisition & Depreciation
 - Cost recognition problem
 - Grants
 - Inconsistency of amounts
 - Debt principal repayments
 - Cost recognition problem
 - Indirect cost allocations
 - Cost recognition problem
 - Salaries are assumed with no vacancies
 - Does not predict ending fund balance
 - Budget not allocated to quarters/months
- Formatting of Budget vs Actuals
 - YTD = Budget while Actuals = Period
 - Government-Wide = Actual, Fund = Budget
- Best Practices
 - Adopt Multi-Year Budget and Forecasts

- Great reporting starts with strong budget development and adoption
- Show original vs amended budgets
- Current period vs year-to-date vs annual
- Explain variances in budget vs actual
 - Great explanations are ones that you can quantify
 - Details matter
 - Telling a story of important facts

11. Closing Session & Featured Speaker – “Social Narratives, Economic Realities, and Direction of the California Economy”

Overview: Dr. Christopher Thornberg of Beacon Economics presented on the dangers of narratives that shape daily economic decisions and the economic trends of reality. He goes over economic forecasting, real estate analysis, labor market trends, and public policy

Highlights:

- Economic forecasting, despite having the most intelligent humans in the world studying and predicting, is hard and often wrong
 - 2023 forecast of recession never came
 - Narratives vs Reality
 - Excess demand causes inflation, not recessions
 - Higher interest rates offset high liquidity, low private sector debt
 - California Economic Situation
 - Deficit caused by political reasons, not economy
 - Population declines driven by housing shortage
 - Beacon’s Outlook: No Recession
 - 2023 saw...
 - GDP increase from 1.90 in 2022 to 2.50 in 2023
 - Spending up 38% higher than pre-pandemic
 - Housing sales down, but prices increasing
 - Investor sentiment and equities are up
 - Narratives...
 - Skew interpretations of economic news

- Drive bad policy choices
- How do narratives go astray?
 - Two modes of Thought
 - Instinctive and Emotional
 - Slower and Deliberative
- How to combat narratives
 - Research!
 - Look at the big picture, not a snapshot of one particular data

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **California Special Districts Association (CSDA) Board of Directors Call For Nominations, Seat A**

DATE: February 26, 2024

BACKGROUND

CSDA is currently looking for Board Members and General Managers for its Board of Directors for the 2025-2027 term. The current representative for the Southern Network is Jo MacKenzie, Director of the Vista Irrigation District. The incumbent will be running for re-election.

Board of Directors Commitment and Expectations include:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days, and the CSDA Annual Conference.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.

Discuss and direct staff to submit nominations for any board members who may be interested.

Attachment A is the Call for Nominations from CSDA.

Attachment B is the District Networks Map

Attachment C is 2024 Board Elections Timeline

Attachment D is the 2024 Election Materials

RECOMMENDATION

Actions to be determined by the Library Board of Trustees.



**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special Districts Association

DISTRICT NETWORKS





**California Special
Districts Association**

Districts Stronger Together

Agenda Item: 4 - Establish 2024 Board Elections Timeline

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

- February 5** **Nomination applications mailed and emailed out**
125 days to election start on June 9; bylaws requirement = at least 120 days.
- April 10** **Nomination application deadline**
61 days to election start; bylaws requirement = at least 60 days prior to election.
- April 20** **Nomination application deadline – Coastal Network**
Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.
- June 10** **Electronic ballot voting begins – current Regular Members**
- July 26** **Deadline to receive electronic ballots - current Regular Members**
45 days until conference; bylaws requirement = at least 45 days.
- July 29 or 30** **Count ballots and inform candidates of win/loss**

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



**California Special
Districts Association**

Districts Stronger Together

Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: **Adoption of Resolution 2024-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Update the Plan Owners of the District's 457 Plan (b) Retirement.**

DATE: February 26, 2024

BACKGROUND

The District received a letter from Protective Life Insurance Company, dated January 30, 2024, in a response to a transfer request by a retired employee. In the letter, they request surrender form and the owner's signature being notarized. After speaking with the provider, the plan ownership has not been updated for a while, and they request the District update the plan ownership, through a resolution adoption, to sign-off on retirement disbursements and rollover transfers for former employees.

Attachment A is Resolution 2024-01.

Attachment B is the letter from Protective Life Insurance Company.

RECOMMENDATIONS

1. Motion to read Resolution 2024-01: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Update the Plan Owners of the District's 457 Plan (b) Retirement; and,
2. Motion to Adopt Resolution 2024-01 by a Roll Call Vote; and,
3. Roll Call Vote.

RESOLUTION 2024-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE
COUNTY TO UPDATE OWNERSHIP OF THE
DISTRICT'S 457(B) PLANS**

WHEREAS, TDS 403(b)/457 plan administration is provided by the largest 403(b)/457 TPA in the United States, U.S. OMNI; and

WHEREAS, OMNI is independent of any investment provider and administers nearly 3000 plans nationwide primarily for public school districts; and

WHEREAS, 457(b) providers are identified as National Life Group, Protective Life, and Security Benefit; and

WHEREAS, the Placentia Library District of Orange County utilizes OMNI as the plan administrator; and

WHEREAS, the Placentia Library District of Orange County is provided 457(b) services through National Life Group, Protective Life, and/or Security Benefit.

WHEREAS, the plan ownership needs to be updated in order to provide signatures for disbursement and rollovers of employees' 457(b) retirement plans.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 2024-01, dated February 26, 2024; and that the plan's ownership be updated to be Library Director Jeanette Contreras and Business Manager Carlo Maskarino.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)

County of Orange)ss.
)

I, Gayle Carline, President of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-sixth day of February 2024.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of February 2024.

Gayle Carline, President
Placentia Library District Board of Trustees

Protective Life Insurance Company
P.O Box 758557
Topeka, KS 66675-8557

January 30, 2024

PLACENTIA LIBRARY DISTRICT
ATTN ELIZABETH MINTER
411 E CHAPMAN AVE
PLACENTIA CA 92870

Re: Contract Number: V003002487, Contract Owner: Placentia Library District

To Whom It May Concern:

We have recently received your outgoing transfer request. We are unable to process this request, due to one or more of the following reasons:

- Surrender Form required. Owners signature must be notarized.

If you have further questions, please contact our Client Services at 1-800-457-9047. Our service representatives are available to assist you Monday through Friday between 7:30 AM to 5:00 PM Central Time.

Sincerely,

Client Services

Protective Life Insurance Company
<http://insuranceservices.se2.com>
Phone Number 800-457-9047 • Fax Number 785-228-4539

Nothing contained in this correspondence is intended to be, and should not be, construed as investment advice.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Carlo Maskarino, Business Manager

SUBJECT: Outdoor Library Space and Loading Dock Updates

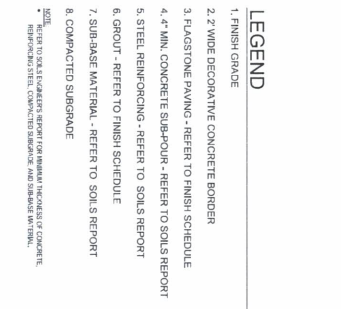
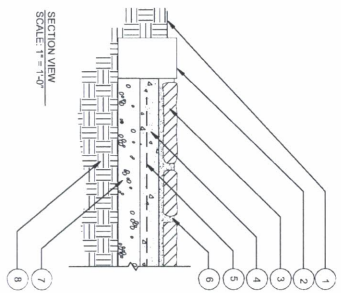
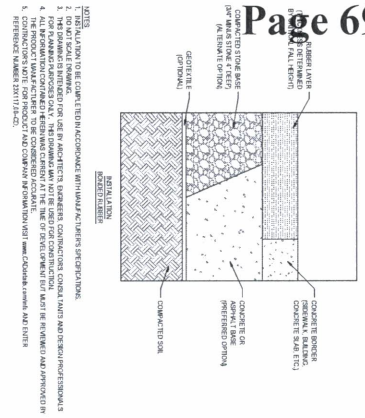
DATE: February 26, 2024

BACKGROUND

The design of the outdoor library space has reached 80% completion according to the IDS Group's project manager, Shelley Sivak. Targeted completion date will be mid-April with permits acquired and ready for the construction process to begin. The EV charging stations and electrical outlets in the space are work-in-progress.

The current design features a bonded rubber mulch on the right side of the space with wooden Adirondack chairs and picnic tables occupying the space. The left and center spaces have a flagstone paving with more wooden Adirondack chairs, stone lounge chairs, stone sofas, stone coffee tables, and standalone hanging egg chairs. The center space will have a shaded structure with ceiling fans and lights. The outside perimeter wall is designed with decorative steel panels that are about ten feet tall. Shrubbery and plants will be planted at the base of the walls. Fruitless olive and bay laurel trees will be planted near the perimeter walls as well.

Attachment A is landscape plans at 80%

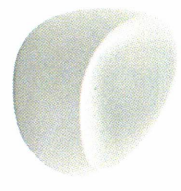


A BONDED RUBBER N.T.S.

B FLAGSTONE PAVING N.T.S.

C CONCRETE MOW CURB N.T.S.

Stone Lounger Chair
By Vendor



Details
Material: Stone Lounger Chair
Finish: Stone Lounger Chair
Dimensions: Stone Lounger Chair
Product URL: Stone Lounger Chair
Additional Details: Stone Lounger Chair

placentia
PROJECT NO. 23X117.00
LIBRARY DISTRICT
411 E CHAPMAN AVE
PLACENTIA, CA 92670

D STONE LOUNGE CHAIR

Stone Sofa
By Vendor



Details
Material: Stone Sofa
Finish: Stone Sofa
Dimensions: Stone Sofa
Product URL: Stone Sofa
Additional Details: Stone Sofa

placentia
PROJECT NO. 23X117.00
LIBRARY DISTRICT
411 E CHAPMAN AVE
PLACENTIA, CA 92670

E STONE SOFA

Stone Coffee Table
By Vendor



Details
Material: Stone Coffee Table
Finish: Stone Coffee Table
Dimensions: Stone Coffee Table
Product URL: Stone Coffee Table
Additional Details: Stone Coffee Table

placentia
PROJECT NO. 23X117.00
LIBRARY DISTRICT
411 E CHAPMAN AVE
PLACENTIA, CA 92670

F STONE COFFEE TABLE

placentia
CLIENT: LOON AND ANDRESSEN AREA
411 E CHAPMAN AVE, PLACENTIA, CA 92670

PROJECT NAME
OUTDOOR LIBRARY PATIO

PROJECT NO.
23X117.00

ISSUED FOR
CONSTRUCTION

DATE
05/20/20

BY
K.G.

CHECKED BY
K.G.

APPROVED BY
K.G.

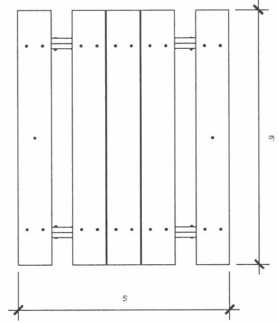
PROJECT IDENTIFICATION

REVISIONS

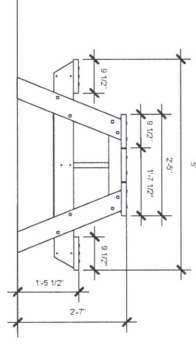
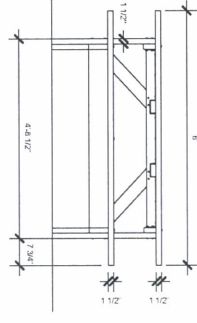
PROGRESS SET - NOT FOR CONSTRUCTION

SHEET NO. 2 OF 8

CD-100

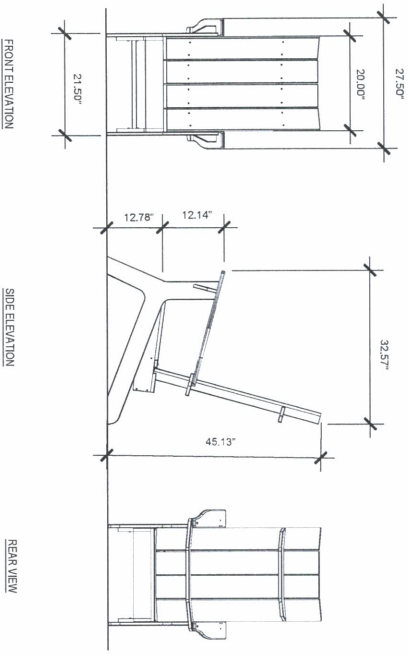


- NOTES:**
1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
 2. THIS DRAWING IS INTENDED FOR USE BY ARCHITECTS, ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS FOR PLANNING PURPOSES ONLY. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION.
 3. ALL INFORMATION CONTAINED HEREIN WAS CURRENT AT THE TIME OF DEVELOPMENT BUT MUST BE REVIEWED AND APPROVED BY THE PRODUCT MANUFACTURER TO BE CONSIDERED ACCURATE.



6' RECTANGULAR PICNIC TABLE

N.T.S.



ADIRONDACK CHAIR

N.T.S.

MATERIAL:
THE PLANK CHAIR IS COMPOSED OF 4.81" X .75" POLYETHYLENE PLANKS AND A .75" THICK CNC-CUT POLYETHYLENE FRAME, LEGS AND ARMRESTS, DESIGNED FOR RELIABILITY. THE PLANK CHAIR HAS A 20" WIDE SEAT. OPTIONAL HOLD DOWN KIT IS AVAILABLE.

FINISH:
POLYETHYLENE DOES NOT REQUIRE THE APPLICATION OF SEALANTS OR PRESERVATIVES, AND WILL NEVER NEED PAINTING OR STAINING THROUGHOUT THE PRODUCT'S LIFE. FEATURES A UNIFORM COLOR THROUGHOUT AND A SCRATCH-RESISTANT SURFACE WITH UV INHIBITORS TO PROTECT AGAINST FADING.

ASSEMBLY:
THE CHAIR REQUIRES SOME ASSEMBLY. THE BACKREST, SEAT AND SIDES SHIP PRE-ASSEMBLED. STAINLESS STEEL ASSEMBLY HARDWARE IS INCLUDED.

COLOR:
SEE WEBSITE OR SALES REPRESENTATIVE FOR COLOR CHOICES.

MAINTENANCE:
THE PRODUCT IS VIRTUALLY MAINTENANCE-FREE AND REQUIRES ONLY PERIODIC CLEANING WITH A SPONGE AND A SOLUTION OF MILD DETERGENT AND WATER TO REMOVE SURFACE DIRT. DO NOT CLEAN WITH SOLVENT OR PETROLEUM BASE PRODUCTS.

WARRANTY:
5-YEAR LIMITED STRUCTURAL WARRANTY FROM DATE OF PURCHASE.

MATERIAL:
THE TABLETOP AND 2 FLAT BENCH SEATS ARE MADE OF 2" NOMINAL DIMENSIONS) RECYCLED PLASTIC PLANKS. TABLETOP IS DESIGNED TO SUPPORT UP TO 100 LBS. PER SQUARE FOOT. SEATS WILL SUPPORT UP TO 200 LBS. PER LINEAR FOOT. THE FRAMES ARE MADE OF RECYCLED PLASTIC PLANKS AND REINFORCED STEEL SUPPORTS.

FINISH:
THE PLANKS ARE IMPERVIOUS TO MOISTURE AND CORROSION. DO NOT REQUIRE THE APPLICATION OF SEALANTS OR PRESERVATIVES, AND WILL NEVER NEED PAINTING OR STAINING THROUGHOUT THE PRODUCT'S LIFE.

ASSEMBLY:
THIS PRODUCT REQUIRES SOME ASSEMBLY. STAINLESS STEEL ASSEMBLY HARDWARE IS INCLUDED.

COLOR:
SEE WEBSITE OR SALES REPRESENTATIVE FOR COLOR CHOICES.

MAINTENANCE:
THE PRODUCT IS VIRTUALLY MAINTENANCE-FREE AND REQUIRES ONLY PERIODIC CLEANING WITH A SPONGE AND A SOLUTION OF MILD DETERGENT AND WATER TO REMOVE SURFACE DIRT. DO NOT CLEAN WITH SOLVENT OR PETROLEUM BASE PRODUCTS.

WARRANTY:
20-YEAR LIMITED STRUCTURAL WARRANTY AND 20-YEAR WARRANTY ON RECYCLED PLASTIC FROM THE DATE OF PURCHASE.

NOTES:

1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
2. DO NOT SCALE DRAWING.
3. THIS DRAWING IS INTENDED FOR USE BY ARCHITECTS, ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS FOR PLANNING PURPOSES ONLY. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION.
4. ALL INFORMATION CONTAINED HEREIN WAS CURRENT AT THE TIME OF DEVELOPMENT BUT MUST BE REVIEWED AND APPROVED BY THE PRODUCT MANUFACTURER TO BE CONSIDERED ACCURATE.

CLIENT: **placentia LIBRARY DISTRICT**
CLIENT LOGO AND ADDRESS: 411 E. CHARMAN AVE, PLACENTIA, CA 92669

PROJECT NAME: **OUTDOOR LIBRARY PATIO**

DESIGNER: **IDS GROUP**
411 E. CHARMAN AVE
PLACENTIA, CA 92669

117 PETERS CANYON ROAD, SUITE 100
TEL: 949-367-2500, FAX: 949-367-0900

PROGRESS SET - NOT FOR CONSTRUCTION

SHEET NUMBER: **CD-101**
SHEET NO. 3 OF 8

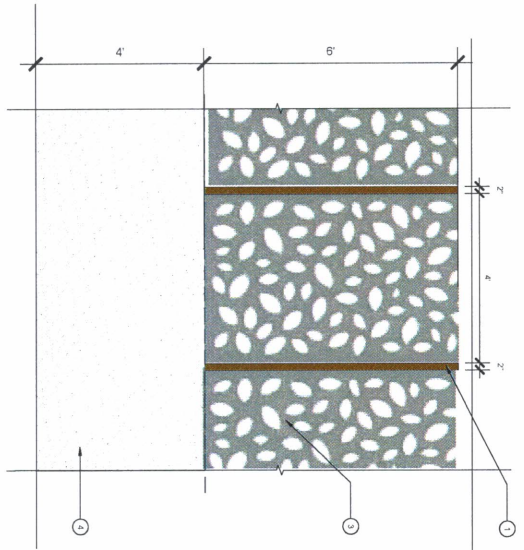
CONSTRUCTION DETAILS

REV.	DESCRIPTION	DATE
001	ISSUE FOR CONSTRUCTION	02/20/23

PROJECT IDENTIFICATION: **IDS PROJECT NO. 23X117.00**

DRAWN BY: **RC**
CHECKED BY: **MG**
APPROVED BY: **AL**

IDS GROUP - FILE LOCATION: PLOT DATE: USER:

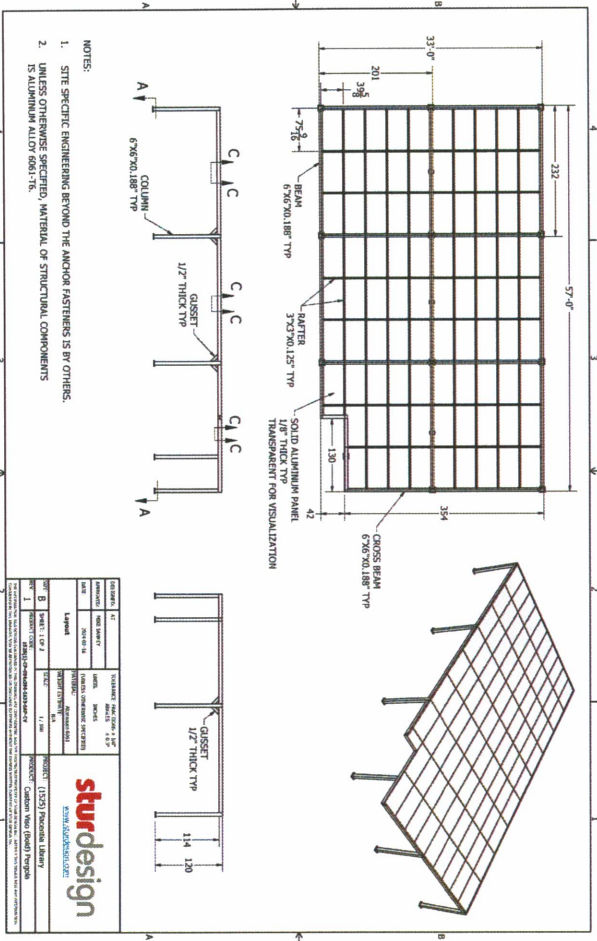


A DECORATIVE PANEL FENCE / PRIVACY WALL



3/4" = 1" SECTION

- LEGEND**
1. STANDARD 2" SQUARE STEEL POSTS BLACK POWDER COAT INSTALLED ON 2" WALL
 2. DECORATIVE ALUMINUM PANEL
 3. 4" HIGH WALL

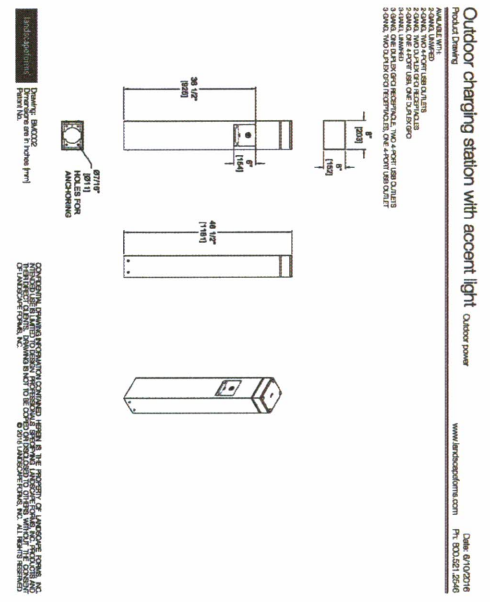


- NOTES:**
1. SITE SPECIFIC ENGINEERING BEYOND THE ANCHOR SYSTEMS IS BY OTHERS.
 2. UNLESS OTHERWISE SPECIFIED, MATERIALS OR STRUCTURAL COMPONENTS IS ALUMINUM ANOD. 6061-T6.

B SOLID ROOF PERGOLA SECTION

PROJECT NO.	23X117-00
PROJECT NAME	OUTDOOR CHARGING STATION W/ ACCENT LIGHT
DATE	02/27/23
DRAWN BY	RC
CHECKED BY	KG
APPROVED BY	A.

C OUTDOOR CHARGING STATION W/ ACCENT LIGHT SECTION

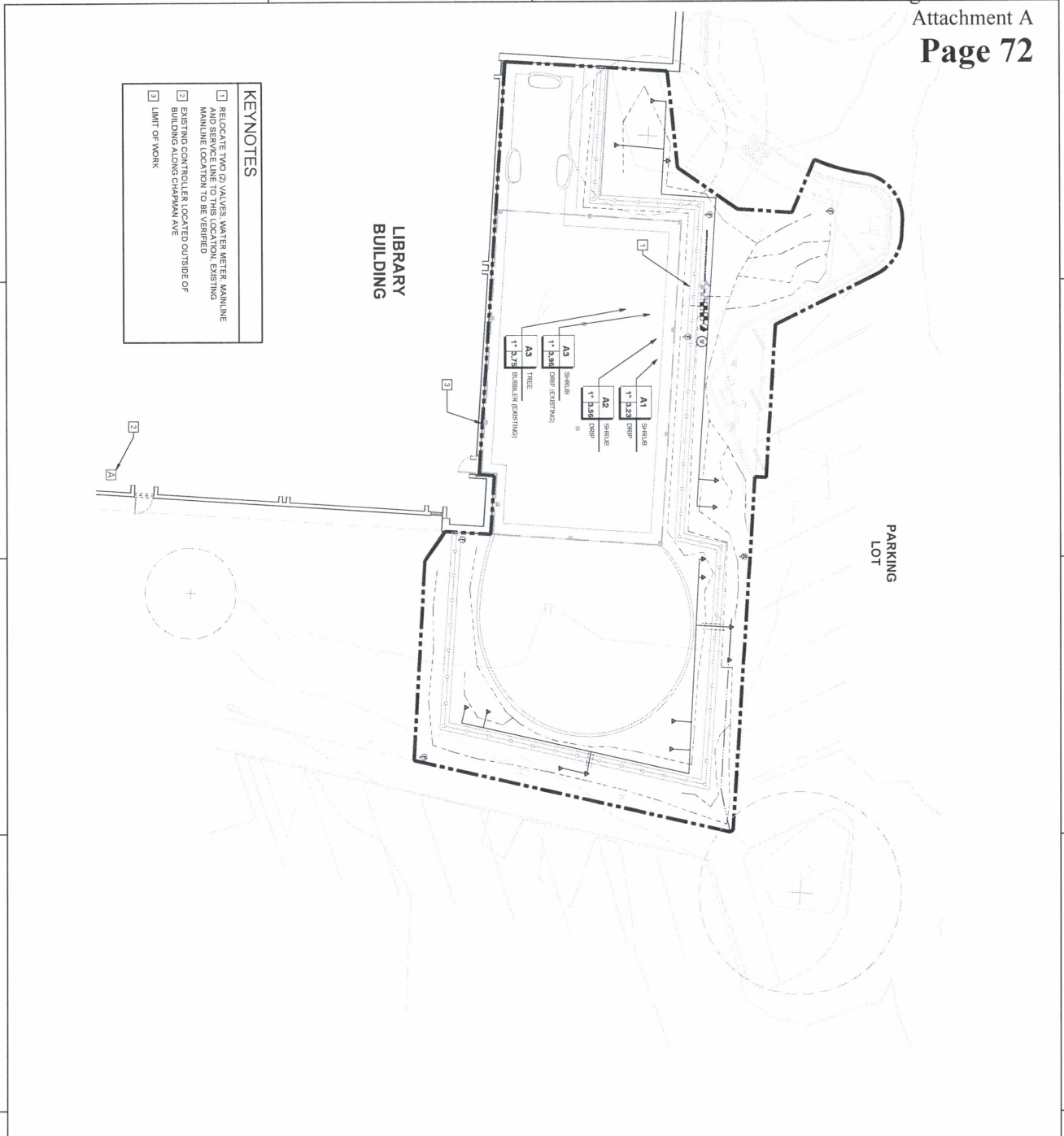


PROGRESS SET - NOT FOR CONSTRUCTION

	<p>411 E. CHAPMAN AVE PLACENTIA, CA 92670</p> <p>OUTDOOR LIBRARY PATIO</p>	<p>IDS GROUP</p> <p>1 PETERS CANYON ROAD, SUITE 100 TEL. 949.367.0800 FAX 949.367.0800</p>	<p>DATE: 02/27/23</p> <p>DESCRIPTION: 50% CONSTRUCTION SET BACK</p>	<p>PROJECT IDENTIFICATION</p> <p>THE SHOWN AND CALLED FOR MATERIALS SHALL BE THE SAME AS SHOWN ON THE DRAWINGS UNLESS OTHERWISE NOTED.</p>
--	--	--	---	--

CD-102

SHEET NO. 4 OF 8



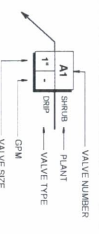
KEYNOTES	
1	RELOCATE TWO (2) VALVES, WATER METER, MAINLINE AND SERVICE LINE TO THIS LOCATION. EXISTING MAINLINE LOCATION TO BE VERIFIED
2	EXISTING CONTROLLER LOCATED OUTSIDE OF BUILDING ALONG CHAPMAN AVE
3	LIMIT OF WORK

SYMBOL LEGEND

	EXISTING TREE VALUE (NEW LOCATION)
	EXISTING DRIP VALVE (NEW LOCATION)
	NEW DRIP VALVE
	DRIP CONTROLLER (ASSEMBLED UNIT)
	EXISTING CONTROLLER
	EXISTING WATER METER (NEW LOCATION)
	FLOW SENSOR (NEW - 485 SPICES)
	WIRE PULL BOX
	PRESSURE SENSING DEVICE (NEW 485 - 1")
	IRRIGATION SYSTEM (NEW 485 - 1")
	LATERAL - 50' - 40' PVC LINE 3/4"
	EMITTER PIPE (NEW 485 - 1")
	EMITTER PIPE (NEW 485 - 1/2" EMITTER)
	FLUSH VALVE
	AIR RELIEF VALVE
	INCISION / ADAPTOR

IRRIGATION NOTES

1. CONSULT THE LOCAL WATER SUPPLY AGENCY FOR THE LATEST WATER MAINLINE MAP AND RECORDS. VERIFY THE LOCATION AND DEPTH OF ALL EXISTING MAINLINES AND VALVES. THE CLIENT SHALL REQUEST AND REVIEW ALL NECESSARY RECORDS.



SCALE: 1/8" = 1' - 0"

CLIENT
placentia LIBRARY DISTRICT
CLIENT LOGO AND ADDRESS AREA
411 E. CHAPMAN AVE
PLACENTIA, CA 92670

PROJECT NAME
OUTDOOR LIBRARY PATIO

ADDRESS
411 E. CHAPMAN AVE
PLACENTIA, CA 92670

IDS GROUP
11 PETERS CANYON ROAD, SUITE 100
TEL: 949-587-2500 FAX: 949-587-0500

PROJECT IDENTIFICATION
PROJECT NO. 23X117.00
DRAWN BY: RC
CHECKED BY: KG
APPROVED BY: J

SHEET TITLE
IRRIGATION PLAN

SHEET NUMBER
IR-100

SHEET NO. 5 OF 8

PROGRESS SET - NOT FOR CONSTRUCTION

IRRIGATION NOTES

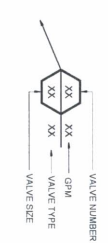
1. CONTRACTOR SHALL VERIFY ALL MATERIALS AND METHODS TO BE USED IN THE IRRIGATION SYSTEM ARE APPROVED BY THE DESIGNER.
2. THE IRRIGATION SYSTEM SHALL BE DESIGNED TO PROVIDE SUFFICIENT WATER TO THE PLANTS AND TREES TO BE IRRIGATED.
3. THE IRRIGATION SYSTEM SHALL BE DESIGNED TO PROVIDE SUFFICIENT WATER TO THE PLANTS AND TREES TO BE IRRIGATED.

SUBMITTAL NOTE

CONTRACTOR SHALL SUBMIT ALL MATERIALS AND METHODS TO BE USED IN THE IRRIGATION SYSTEM TO THE DESIGNER FOR APPROVAL PRIOR TO INSTALLATION.

IRRIGATION MATERIAL LEGEND

SYMBOL	MANUFACT.	MODEL NO./DESCRIPTION	GPM	PSI	RADIUS	PRECIP. RATE
⊙	HUNTER	1-35-08-NOZZLE 6" POP-UP	7.7-9.8	60	47'-5"	0.72
⊙	HUNTER	PRO SPRAY PROS-08-CYR-ADJUSTABLE 6" POP-UP	0.47-3.45	40	15'-1"	1.84
▲	RAIN BIRD	RMS-B-C-1401 WIND-SOCK 1 PER TREE	0.25	30		
■	RAIN BIRD	RMS-B-C-1401 WIND-SOCK 2 PER TREE	0.5	30		
⊙	RAIN BIRD	XFS-06-12 DRIP LINE TUBING AREA PERIMETER	0.8	30		
⊙	CAUSENSE	EXISTING IRRIGATION CONTROLLER CS3000				
⊙	CAUSENSE	IRRIGATION CONTROLLER				
⊙	CAUSENSE	EXISTING IRRIGATION CONTROLLER				
⊙	CAUSENSE	EXISTING IRRIGATION CONTROLLER				
⊙	CAUSENSE	EXISTING IRRIGATION CONTROLLER				



PIPE SIZING CHART

FLOW (GPM)	1 1/2" SCH 40 PVC PIPE	2" SCH 40 PVC PIPE	3" SCH 40 PVC PIPE	4" SCH 40 PVC PIPE
0 TO 2.5	1 1/2" SCH 40 PVC PIPE	2" SCH 40 PVC PIPE	3" SCH 40 PVC PIPE	4" SCH 40 PVC PIPE
2.5 TO 5	2" SCH 40 PVC PIPE	3" SCH 40 PVC PIPE	4" SCH 40 PVC PIPE	5" SCH 40 PVC PIPE
5 TO 10	3" SCH 40 PVC PIPE	4" SCH 40 PVC PIPE	5" SCH 40 PVC PIPE	6" SCH 40 PVC PIPE
10 TO 15	4" SCH 40 PVC PIPE	5" SCH 40 PVC PIPE	6" SCH 40 PVC PIPE	8" SCH 40 PVC PIPE
15 TO 25	5" SCH 40 PVC PIPE	6" SCH 40 PVC PIPE	8" SCH 40 PVC PIPE	10" SCH 40 PVC PIPE
25 TO 35	6" SCH 40 PVC PIPE	8" SCH 40 PVC PIPE	10" SCH 40 PVC PIPE	12" SCH 40 PVC PIPE
35 TO 50	8" SCH 40 PVC PIPE	10" SCH 40 PVC PIPE	12" SCH 40 PVC PIPE	16" SCH 40 PVC PIPE

NOTE: CONTRACTOR SHALL SIZE ALL LATERAL LINES PER SIZE EXCEED DESIGNATED GPM RANGE.

AS APPROVED IRRIGATION LATERAL LINE PVC SCH 40 PIPE PER IRRIGATION PIPE ONLY LATERAL IRRIGATION MAIN LINE 2" PVC SCH 40 PIPE
 AS APPROVED IRRIGATION MAIN LINE 2" PVC SCH 40 PIPE
 AS APPROVED IRRIGATION PIPE ALL MAINLINE FITTINGS SHALL BE SCH 40 PVC
 PVC PIPE SHALL BE 45 DEGREE TIGHT THE CONNECTOR PIPE OR WELDED JOINTS SHALL BE COVERED PLACE BELOW ALL PAVING, HARDSCAPE ETC. AND AS DIRECTED BY OWNERS AUTHORIZED REPRESENTATIVE.

CLIENT

CLIENT LOCATION ADDRESS AREA
411 E. CHAPMAN AVE. PASCENTIA, CA 92670

PROJECT NAME

OUTDOOR LIBRARY PATIO

PROFESSIONAL ENGINEER

IDS GROUP
1 PETERS CAMPIONAHO SUITE 100
TEL. 949-367-7500 FAX 949-367-0800

PROFESSIONAL ARCHITECT

411 E. CHAPMAN AVE.
PASCENTIA, CA 92670

PROJECT IDENTIFICATION

THIS DRAWING IS A PART OF A PROJECT AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE DESIGNER.

PROJECT NO. 23X117.00

DRAWN BY NG

CHECKED BY NG

APPROVED BY A

DATE

DESCRIPTION

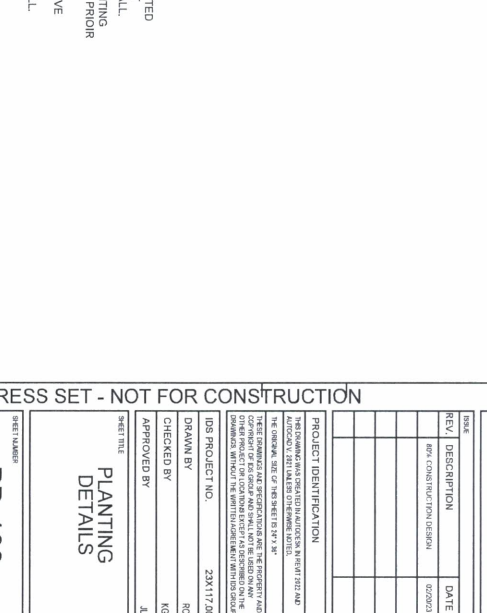
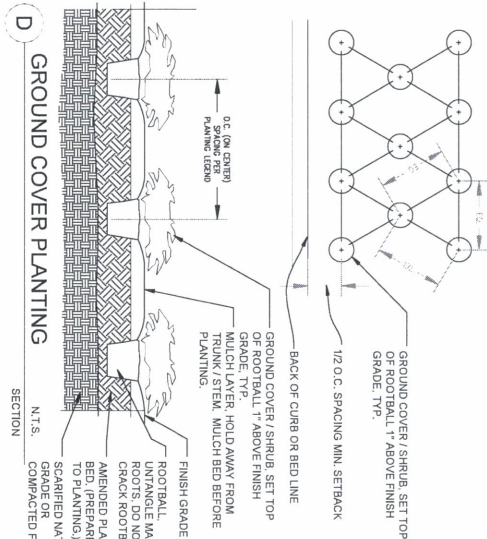
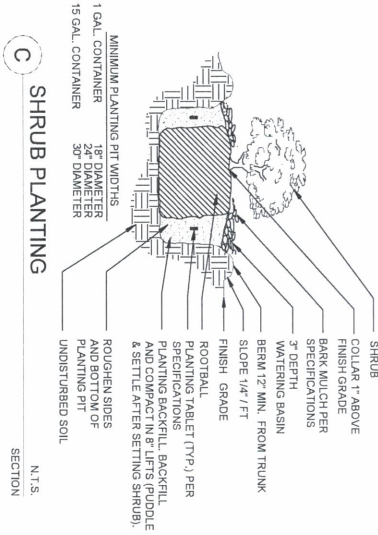
REV. DESCRIPTION DATE

SHEET NUMBER

ID-100

SHEET NO. 6 OF 8

PROGRESS SET - NOT FOR CONSTRUCTION



PROGRESS SET - NOT FOR CONSTRUCTION

NO.	REV.	DESCRIPTION	DATE
1	001	ISSUED FOR PERMIT	02/20/23
2	002	REVISED PER COMMENTS	02/20/23
3	003	REVISED PER COMMENTS	02/20/23
4	004	REVISED PER COMMENTS	02/20/23
5	005	REVISED PER COMMENTS	02/20/23
6	006	REVISED PER COMMENTS	02/20/23
7	007	REVISED PER COMMENTS	02/20/23
8	008	REVISED PER COMMENTS	02/20/23
9	009	REVISED PER COMMENTS	02/20/23
10	010	REVISED PER COMMENTS	02/20/23

PROJECT IDENTIFICATION	PROJECT NO. 23X117.00
DRAWN BY	RC
CHECKED BY	RC
APPROVED BY	RC

IDS GROUP
1 PETERS CANYON ROAD, SUITE 130
IRVINE, CA 92614
TEL: 949-987-0500 FAX: 949-987-0500

placentia
LIBRARY DISTRICT

411 E. CHAPMAN AVE.
PLACENTIA, CA 92669

OUTDOOR LIBRARY PATIO

CLIENT: 100 AND JENNIFER AVE.
411 E. CHAPMAN AVE. PLACENTIA, CA 92669

PROJECT NAME: OUTDOOR LIBRARY PATIO

SHEET NUMBER: PD-100
SHEET NO. 8 OF 8



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Trustees and Library Director to Attend the California Special District Association (CSDA) Legislative Days, May 21-22, 2024 in Sacramento, California.**

DATE: February 26, 2024

BACKGROUND

The 2024 CSDA Legislative Days will be held May 21-22 in Sacramento. Presentations and Guest Speakers include:

- Funding community facilities, water, environmental programs, and more
- Briefing on Voter Limitation Initiative
- Legislator of the Year Presentation: State Senator Jon Laird
- Little Hoover Commission Chair Pedro Nava as the Keynote Speaker
- Inflation Reduction Act Subsidies

RECOMMENDATIONS

1. Authorize Trustees and the Library Director to attend the CSDA Legislative Days as presented; and,
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Closure Request for Staff Development Day on May 23, 2024**

DATE: February 26, 2024

BACKGROUND

There are two Staff Development Days (SDD) held annually which provides staff job-related continuing education opportunities through participation of various in-service training. The last SDD was held on November 30, 2023, in conjunction with the City's Tree Lighting Festival.

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

At staff's request, the focus on May 23 will be customer service training. Additionally, another topic may include discussion and education on artificial intelligence and its role in libraries.

We kindly request your approval to close on May 23, 2024 for the Staff Development Day.

RECOMMENDATIONS

1. Authorize a closure on May 23, 2024 for a Staff Development Day; and,
2. Roll Call Vote.



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: February 26, 2024

BACKGROUND

President Carline will provide an update on the Joint-Use Committee meeting, on February 12, 2024.

Attachment A is the agenda.



**City of Placentia and
the Placentia Library District
Joint Use Meeting**

Monday, February 12, 2024 at 3:30PM
City Hall Administration
Conference Room #1



Agenda

1. Parking Permit Program
2. Carpool Incentive Program
3. Grass area around Civic Center fountain
4. Review of Outdoor Library and Loading Dock Project
Conceptual Plans
5. City of Placentia Update
6. Placentia Library District Update

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: ISDOC & Legislative Updates from Trustee Nelson

DATE: February 26, 2024

BACKGROUND

Trustee Nelson will report out on ISDOC meeting activities and legislative updates.

Attachment A the California Special District Association Take Action Briefs.

Attachment B is information on Ballot Initiative #21-0042A1 (#1935).



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

January 2024

California's State Legislature reconvened January 3 for the second year of the biennial 2023-24 Legislative Session following its Interim Recess, and the 118th United States Congress kicked off its second session the following week.

At the top of the agenda in both the state and federal capitols is the budget process. In the first week of January, U.S. Congressional leaders reached agreement on overall budget levels for Fiscal Year 2024, but House Speaker Mike Johnson confronted fallout from some of the conservative members of the Republican conference in the days that followed. Meanwhile, California Governor Gavin Newsom presented his 2024-25 State Budget proposal January 10, estimating a \$37.9 billion deficit that stood out in comparison to the \$68 billion shortfall previously identified by the Legislative Analyst's Office.

The second year of the State Legislative Session is always fast and furious with "two-year bills" facing a January 12 cut-off to pass policy committee if they have a fiscal implication, then another deadline January 19 to clear all committees and pass to the floor. January 31, known as the "House of Origin Deadline" is the last day for each house to pass bills introduced in 2023.

CSDA members can track all bills affecting special districts at csda.net/bill-tracking. Learn more about the State Budget in this Take Action Brief and stay tuned to CSDA eNews as well as the [Advocacy News Blog](#) for developments throughout the year.

Next month is CSDA's annual Take Action Month, but you can get ahead of the game by downloading CSDA's guide to [Take Action: Engaging with Your Community and Legislators](#) for insights on building relationships with the lawmakers serving your area. Visit [CSDA's Map of Special Districts](#) to learn which legislative districts overlap with your special district. If you have a relationship with your legislators, please let us know by completing our brief [Grassroots Mobilization Survey](#).

Inside this edition of the Take Action Brief:

- CSDA responds to Governor's proposed 2024-25 State Budget.....2
- November 2024 statewide ballot measures affecting special districts.....4
- Virtual special districts tour on water infrastructure for firefighting.....6
- Make sure your district has updated its roster with the Secretary of State.....7
- 2024 Districts Make the Difference Student Video Contest is now open.....8

Contact a local CSDA representative near you!

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



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ CSDA responds to Governor's proposed 2024-25 State Budget

CSDA Chief Executive Officer Neil McCormick responded to Governor Gavin Newsom's 2024-25 State Budget proposal by stating:

“We appreciate Governor Newsom’s proactive efforts to maintain the State’s commitments in the face of declining revenues. To succeed, it is all the more critical that the State Legislature and Administration take a mindful approach when considering new policy proposals that could increase costs or hamper revenues for special districts and other local agencies. The future of our communities and our economy depend on the water, sanitation, fire protection, parks, open space, healthcare, and other essential services our members provide together with the State and other partners.”

On January 10, Governor Newsom put forward his [2024-25 State Budget](#), totaling \$291.5 billion (\$208.7 billion General Fund) in proposed state spending. Disagreement between the Governor and the Legislative Analyst's Office (LAO) over the size of the State's deficit taking center stage, with the Governor projecting a \$37.86 billion deficit, compared to the LAO's projection of \$68 billion.

Visit csda.net for a full CSDA overview of the Governor's January proposal of the 2024-25 State Budget, a few key areas affecting all-types of special districts include:

Climate Change

The 2024-2025 Budget maintains \$48.3 billion for climate commitments, with over \$10 billion from the Federal government. The budget summary highlights \$6.7 billion in adjustments to climate programs, including reductions, delays, and funding shifts, primarily from the Greenhouse Gas Reduction Fund (GGRF), of \$2.9 billion, \$1.9 billion, and \$1.8 billion, respectively.

Zero-Emission Vehicles

Funding of \$10 billion which was committed in the 2021-2022 Budget is extended over seven years, including targeted investments for increasing access to clean transportation in disadvantaged communities. An expenditure reduction of \$38.1 million is proposed, including Drayage Trucks and Infrastructure Pilot Project (\$23.5 million), ZEV Manufacturing Grants (\$7.3 million), and Emerging Opportunities (\$7.3 million), while maintaining \$477 million previously dedicated to those programs. A fund shift of \$475.3 million to the GGRF, including ZEV Fueling Infrastructure Grants and Drayage Trucks and Infrastructure, is proposed, along with a \$600 million GGRF delay from 2024-2025 across various programs, including ZEV infrastructure.

CEQA Judicial Streamlining

The Governor proposes ongoing \$2.3 million from the General Fund to support implementation of a recently enacted CEQA judicial streamlining statute pertaining to infrastructure.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

Labor, Workforce Development

The 2022 Budget allocated \$2.2 billion in support of apprenticeships, providing workforce training for climate change mitigation, and fostering a diverse health and human services workforce. The 2024-2025 Budget proposes a reduction of approximately \$100 million, as well as proposed delays totaling \$734.5 million.

The California Jobs First Initiative, formerly known as the Community Economic Resilience Fund, faces a \$300 million funding delay. The Budget includes \$100 million General Fund annually for this initiative from 2024-2025 through 2026-2027.

Various reductions, reversions, and delays are anticipated to impact Healthcare Workforce Investments, High Road Training Partnerships, the Apprenticeship Innovation Fund, the Goods Movement Workforce Training Facility, the California Youth Apprenticeship Program, the Low Carbon Economy Program, the Displaced Oil and Gas Worker Pilot Fund, EMT Training, and the Women in Construction Unit. Additionally, a budgetary loan of \$125 million from the Labor and Workforce Development Fund to the General Fund is proposed.

The Governor's Budget proposal includes a section related to Senate Bill 525 (Durazo, 2023). SB 525 codified incremental minimum wage increases for specified healthcare workers, 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 clarifications in connection with implementation.

ERAF

When the Educational Revenue Augmentation Fund (ERAF) initiated the redirection of property tax revenue from cities, counties, and special districts to K-12 schools in 1992, this reduction resulted in equivalent State General Fund savings by reducing other State revenues allocated to schools.

The Governor's Budget includes a proposal to specify that charter schools are explicitly eligible for receipt of ERAF dollars. It has been the practice in some counties with excess ERAF dollars to exclude charter schools in the associated funding calculations when initially distributing ERAF dollars, thereby increasing the amount of excess ERAF dollars in the county and increasing the amount of funds returned to those local agencies that had their property tax receipts diverted into ERAF. However, the current Administration argues that this practice conflicts with existing state law and the Local Control Funding Formula that determines school funding. Administration officials had previously expressed as much to various counties where this phenomenon was discovered, instructing those counties to allocate ERAF dollars to charter schools as mandated by law.

To remedy any continued noncompliance, the Governor's proposal would specify that charter schools are explicitly eligible for receipt of ERAF dollars and seemingly put an end to this practice, which would impact local agencies in excess ERAF counties by reducing the amount of excess ERAF dollars returned to local agencies within those counties. As this proposal is aimed at excess ERAF counties, the impacts would be limited to certain Bay Area counties (presently Marin, San Mateo, San Francisco, Santa Clara, and Napa, according to a [2020 report from the Legislative Analyst's Office](#)) as well as the county of Alpine.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ November 2024 statewide ballot measures affecting special districts

The last day for propositions to qualify to appear on the November 5, 2024 Statewide General Election Ballot is June 27, 2024. Below is an overview of the state-of-play and an executive summary of the most significant measures affecting special districts and the communities they serve.

- **Four measures** have [formally qualified](#) for the November, having been placed on the ballot as Constitutional Amendments through a two-thirds vote of each house of the State Legislature.
- **Six measures** are [eligible for the ballot](#) as statewide initiative measures with elections officials having verified the required number of signatures. These initiatives will formally qualify if they are not withdrawn by proponents prior to June 27.
- **34 initiatives** are [in circulation](#), four of which the proponents claim to have gathered at least 25 percent of the requisite signatures.

Here is a breakdown of the November ballot measures that matter most to special districts:

Qualified Statewide Ballot Measures

ACA 1 (Aguilar-Curry) Local government financing: affordable housing and public infrastructure: voter approval.

Long-supported by CSDA, ACA 1 gives voters the opportunity to allow special districts, cities, and counties to approve general obligation bonds and special taxes for public infrastructure and affordable housing with the same 55 percent vote threshold now authorized for school bonds.

ACA 13 (Ward) Voting thresholds.

The second-most important measure on the ballot (more to come later on the most important measure), ACA 13 requires any initiative measure that would increase voter approval requirements in the State Constitution to pass by the same approval requirement it seeks to impose on others. CSDA strongly supported passage of this measure in the State Legislature to place it before voters, with dozens of special districts joining CSDA's statewide call-to-action.

Eligible Statewide Ballot Measures

1921. (21-0027A1) Eliminates employees' ability to file lawsuits for monetary penalties for state labor-law violations. Initiative Statute.

Repeals 2004 law allowing employees to file lawsuits on behalf of themselves and other employees against employers to recover monetary penalties for certain state labor-law violations. Labor Commissioner retains authority to enforce labor laws and impose penalties. Eliminates Labor Commissioner's authority to contract with private organizations or attorneys to assist with enforcement.

1935. (21-0042A1) Limits ability of voters and state and local governments to raise revenues for government services. Initiative Constitutional Amendment.

Sponsored by the [California Business Roundtable](#) ("CBRT"), this initiative would revise the Constitution in a manner that would threaten the essential functions of government by promulgating a drastic rise in litigation and severely restricting the ability of voters and state and local governments to fund essential services and infrastructure needs. CSDA is in strong opposition and has called for all special districts to formally approve an oppose resolution. Governor Gavin Newsom, along with the State Legislature and former Senate President Pro Tem John Burton, with support from CSDA and other amicus curiae, petitioned the California Supreme Court to



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

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remove the initiative from the ballot arguing it is Constitutionally invalid. The Court issued an order to show cause on November 29, 2023 and ordered briefing in December and January with amicus briefs due February 14. The matter will likely be set for argument in March or April and a decision is anticipated by June.

1936. (21-0043A1) Raises minimum wage. Initiative Statute.

Existing law requires annual increases to California's minimum wage until it reached \$15.00 per hour for all businesses on January 1, 2023. This measure extends these annual increases (\$1.00 per year) until minimum wage—currently, \$15.00 per hour for businesses with 26 or more employees, and \$14.00 per hour for smaller businesses—reaches \$18.00 per hour. Thereafter, as existing law requires, the minimum wage will annually adjust for inflation.

Circulating Initiatives with 25 Percent of Signatures Reached

1947. (23-0005) Repeals voter-enacted changes to property tax rules for transfers between family members. Initiative Constitutional Amendment.

Reinstates property tax reassessment rules for certain real property transfers between family members (including by inheritance), which voters eliminated through Proposition 19 in 2020. Reduces local property tax revenues and eliminates funding source for Proposition 19's California Fire Response Fund. Allows transfers to children (or grandchildren if parents are deceased) without property tax reassessment of: (1) principal residence, regardless of current value or continued use as principal residence; and (2) \$1 million in other real property.

Initiatives and Referenda Cleared for Circulation

1957. (23-0015A1) Increases requirements on government agencies and Legislature when responding to records request. Initiative Statute.

Sponsored by [California Watchdog](#), this initiative would likely cost public agencies in excess of \$1 billion [according to the Legislative Analyst's Office](#). It would place excessive records retention requirements on public agencies— all of which remain ineligible for reimbursement pursuant to the state mandate process. Furthermore, the initiative would dramatically increase a public agency's exposure to litigation and could stimulate a cottage industry dedicated to pursuing California Public Records Act litigation. CSDA is formally opposed and its analysis of the measure is available [here](#).

1967. (23-0025A1) Limits environmental lawsuits challenging new housing construction. Caps development fees on housing. Initiative Statute.

[As determined by the Legislative Analyst's Office](#), "[t]he 2 percent cap on local government development fees [imposed by this initiative] would reduce local government revenue likely by at least hundreds of millions of dollars per year, potentially exceeding \$1 billion per year." CSDA's own analysis concluded that the initiative will have major impacts on local agency finances, placing an onerous two percent cap on development impact fees. Special districts that collect impact fees would face significant budget shortfalls resulting from slashed impact fee receipts, or would be forced to seek significant tax and fee increases on current residents that may be unwilling or unable to pay. Moreover, shifting the cost-burden from developers and new homeowners to current residents could lead to litigation under Proposition 218 by taxpayers claiming it is unconstitutional for current residents to subsidize services provided to developers and new residents. CSDA is formally opposed and its analysis of the measure is available [here](#).



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ Virtual special districts tour on water infrastructure for firefighting

Over 50 representatives from state and federal legislative offices recently attended CSDA's Virtual Special Districts Tour, this year highlighting the need for partnership in funding water infrastructure for firefighting. This annual event showcases how local special districts are leading the way on issues of critical statewide concern.

CSDA's Virtual Tour brought together public officials from throughout California as well as from Washington D.C. to discuss challenges faced in both urban and rural areas, and to consider opportunities to partner with special districts in meeting those challenges.

[View Compilation Video on Water Infrastructure for Firefighting Topic](#)

The first presentation highlighted the work of the North Tahoe Fire Protection District, North Tahoe Public Utility District, and the Tahoe City Public Utility District to solve the critical infrastructure need in their high fire risk region.

The Tahoe Basin experienced catastrophic impacts from the Angora Fire in 2007 and the Caldor Fire in 2021. Those incidents demonstrated their rural communities did not have the infrastructure to provide necessary fire flows in response to large events. The three special districts detailed how they work together through the [Tahoe Water for Fire Suppression Partnership](#) to find solutions and advocate with state and federal officials.

[View Full Version of Lake Tahoe Video](#)

The second presentation showcased the collaboration between the Sacramento Metropolitan Fire District and the Sacramento Suburban Water District. Sac Metro Fire has responded to significant fires recently and is reliant upon water districts such as Sacramento Suburban to provide the water to combat those fires. The water district faces increasing costs for pipeline repairs and groundwater well installations. These costs make it more challenging to keep up on the needed infrastructure replacement to protect public health and safety.

[View Full Version of Sacramento Video](#)

The Virtual Tour concluded with a request from all districts for funding assistance from the state and federal government. Special districts intend to carry forward this advocacy work through their respective lawmakers as well as through the National Special District Coalition (NSDC), of which CSDA is a founding member. NSDC has made this issue a [priority initiative](#). At the state level, [SB 470](#) remains a key opportunity in 2024.

The complete Special Districts Virtual Tour and tour packet can be found at [csda.net/SpecialDistrictsTour](https://www.csdanet.org/SpecialDistrictsTour)



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **Make sure your district updates its roster with the Secretary of State**

Does your special district have a new Board Member? New Board President? New Board Secretary?

Government Code section 53051 requires local agencies to update their Registry of Public Agencies document, which must be filed with both the California Secretary of State and the county clerk of each county where the agency operates an office. The form contains various fields, including:

1. Full, legal name of the agency;
2. Official mailing address of its governing body;
3. Name and residence or business address of each member of the governing body of the agency; and
4. Name, title, and residence or business address of the clerk or secretary of the board and the chairman, president, or other presiding officer.

Should any changes occur that affect any of those fields, an updated form must be filed within 10 days with both the Secretary of State and the county clerk of each county where the agency operates an office.

The Registry of Public Agencies document, also known as Form SF-405, is available for download at the California Secretary of State's website at sos.ca.gov/business-programs/special-filings/forms/

While Government Code section 53051 does not provide specific sanctions for failures to abide by its provisions, local agencies may find themselves vulnerable in legal proceedings absent compliance. Government Code sections 960.2 and 960.3 allow for individuals seeking to initiate legal proceedings against an agency to leave copies of the service of process with the Secretary of State, rather than with the local agency. In the event a local agency is served in this manner and its Registry of Public Agencies filings are grossly deficient or incomplete, the agency might not be able to rely on pre-existing legal protections.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ **Districts Make the Difference student video contest now open**

The Districts Make the Difference Student Video Scholarship Contest has launched its third annual national competition for high school students.

*More information is available at
DistrictsMakeTheDifference.org/Video-Contest*

The contest, first established by CSDA in California, has become a pillar of the National Special Districts Coalition's ongoing efforts to expand public awareness of the essential services that more than 35,000 special districts provide in their communities across the country. During the first quarter of the year, high school students are invited to produce a creative, original, 60-second video highlighting special districts services.

Videos submitted through March 30 are reviewed and narrowed to 10 finalists based on stated criteria. The finalists' videos are available online through the Districts Make the Difference and NSDC media channels for a national public vote.

The top scholarship is \$2,000, with additional scholarships for second and third place. Each winning entry also is accompanied with a \$500 "scholarship" for their teacher of choice to expand the next generation's knowledge of special districts.

Special districts across the country are encouraged to share the contest opportunity in their outreach to their communities, high schools, and community civic organizations, as well as on their social media feeds, in newsletters and on websites using the images provided.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ OTHER WAYS TO TAKE ACTION

Learn More

Special District Leadership Academy

February 4-7, 2024

Embassy Suites by Hilton San Luis Obispo – San Luis Obispo, CA

Register here: <https://members.csda.net/EventDetail?EventKey=24SDLACON1>

Based on CSDA's groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email updates@csda.net to inquire about joining one of the following teams:

- Environment & Disaster Preparedness
- Governance
- Human Resources & Personnel
- Local Revenue
- Public Works, Facilities, and State Infrastructure Investment & Partnership

Stay Informed

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

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's *California Special Districts Magazine*

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



**California Special
Districts Association**
Districts Stronger Together

**BALLOT INITIATIVE #21-0042A1 (AKA #1935)
LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE
REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL
AMENDMENT.**

Eligible for November 5, 2024 California General Election Ballot

BACKGROUND

The purported “Taxpayer Protection and Government Accountability Act,” a statewide initiative measure to amend the California Constitution sponsored by the [California Business Roundtable](#) (“CBRT”), is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs.

On February 1, 2023, California Secretary of State Shirley Weber issued a [memo to all county clerks/registrars of voters](#) announcing that proponents of Initiative 21-0042A1, or Initiative 1935 as now numbered by the Secretary of State, had filed the necessary number of valid signatures to make it eligible for the November 5, 2024 General Election ballot. Proponents now have until June 27, 2024 to consider withdrawing the initiative before the Secretary of State officially certifies it for the ballot.

SUMMARY

Ballot Initiative [21-0042A1](#) would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure by:

- Adopting new and stricter rules for raising taxes, fees, assessments, and property-related fees.
- Amending the State Constitution, including portions of Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative’s proponents and plaintiffs; creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance and other laws and ordinances.



**California Special
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Districts Stronger Together

The initiative includes provisions that would retroactively void *all* state and local taxes or fees adopted after January 1, 2022 if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

Specifically, among other provisions effecting the state government, the initiative would impact local agencies through changes to the California Constitution as follows:

Restricting Local Tax and Fee Authority to Provide Local Services

Fees:

- With few exceptions, fees and charges shall not exceed the “actual cost” of providing the product or service for which the fee is charged.
 - “Actual cost” is defined as the “...*minimum amount necessary...less other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds...*”
- The burden on the local government to prove the fee or charge does not exceed “actual cost” is heightened from a “*preponderance of the evidence*” to “*clear and convincing evidence*”.
- In addition to limiting fees and charges to the actual cost to the local government for providing the service, fees and charges must also be “reasonable” to the payor themselves; no definition is provided for this new subjective reasonableness test that is separate and apart from the test as to how closely the fee or charge is related to the cost of service.
- Defines *all* sources of revenue as either taxes or “exempt charges.”
- Includes Article XIID charges in Proposition 218 under the definition of “exempt” charges subjecting them to potential litigation.
- Exposes previously established fees indexed to inflation or other metrics to new standards and legal challenges.
- Adds to the Constitution a requirement for a board action to adopt, enact, create, establish, collect, increase, or extend any and all fees.

Taxes:

- Increases the threshold for voters to pass a local special tax initiative placed on the ballot by voters from a simple majority to a two-thirds majority, likely to address concerns over the 2017 California Supreme Court decision in *California Cannabis Coalition v. City of Upland*.
- Requires voter approval when an expansion of boundaries extends existing taxes or fees to new territory.
- New taxes can be imposed only for a specific duration.



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Fines and Levees:

- Interferes with local enforcement efforts, by making it more difficult to impose fines and penalties for state and local law violations related to activities such as water discharge, waste recycling, weed abatement, fireworks, and housing code violations and unlawful commercial marijuana sales, just to name a few. The measure converts administratively imposed fines and penalties into taxes unless a new, undefined, and ambiguous “adjudicatory due process” is followed.

Increasing Litigation Exposure

- Significantly increases a public agency’s burden of proof from “preponderance of evidence” to “clear and convincing evidence” to prove compliance with the new fee requirements. By changing evidence standards to favor corporations suing public agencies, the initiative will promote costly litigation.
- The local government would bear the burden of proving by clear and convincing evidence that a levy, charge or exaction is an “exempt charge” and not a tax. Moreover, the local government would bear the burden of proving by clear and convincing evidence that the amount of the exempt charge is *both* “reasonable” to the payor and that the amount charged does not exceed the “actual cost” of providing the service or product to the payor.
- By enacting a new requirement that all fees must be “reasonable” to the payor but offering no definition as to what “reasonable” means, the initiative provides a new avenue to challenge fees by enabling a plaintiff to claim a fee is not reasonable even if the fee meets the actual costs of service.
- Prop. 218 currently requires fees cover the *reasonable* cost of service. This initiative amends Prop. 218 to require the near-impossible standard of predicting *actual* costs years into the future. To compound this challenge, the new standard also factors in the receipt of external revenues that are constantly shifting and typically outside the control of the local agency. It defines “actual costs” as:
 - “(i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing “actual cost” the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.”
- Fosters endless litigation challenging local fees claiming they are not the “minimum amount necessary”. For instance:
 - Do roads need to be paved every 10 years or 50 years?
 - Does infrastructure need to be upgraded or replaced or not improved at all?
 - What is the minimum emergency response time necessary?

IMPACTS



**California Special
Districts Association**

Districts Stronger Together

- Could prevent virtually any new fees or assessments to fund water, sewer, trash, fire protection, parks and recreation, and other essential services and infrastructure.
 - Places over \$20 billion of local government fee and charge revenues over 10 years at heightened legal peril.
- Jeopardizes the public health and safety of communities by cutting off new revenue intended to pay for essential local services and infrastructure.
 - Substantially increases the legal and administrative cost of public infrastructure financing.
- With billions of dollars in deferred maintenance and unmet needs for California's infrastructure, exacerbates the neglect and deterioration of our roads, dams, waterways, and other facilities.
- By limiting revenues to the "minimum amount necessary", imposes a "race-to-the-bottom" in California that will halt investment in technological advancements that future generations will depend upon.
- Prevents critical investments in climate adaptation and community resilience to address drought, flooding, and wildfire as well as reduce emissions and harmful pollutants.
- Exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure.
- Restricting local services and infrastructure to the lowest and minimum amount possible will disproportionately impact the most underserved communities the hardest.

SUPPORT

- California Business Roundtable (CBRT) – Sponsor
 - Financial contributors to the initiative and CBRT Issues PAC include, but are not limited to:
 - Aera Energy
 - Albertsons Safeway
 - AMR Holdco Inc.
 - Blackstone Real Estate Partners
 - California Business PAC, Sponsored by CalChamber
 - CJ Segerstrom & Sons
 - Cypress Management Company
 - Dart Container
 - Douglas Emmett Properties
 - Enterprise Rental Car
 - Five Point Operating Company
 - Grimmway Enterprises
 - Howard Jarvis Taxpayers Association
 - Kilroy Realty
 - Majestic Realty



**California Special
Districts Association**

Districts Stronger Together

- Michael K. Hayde
- Pacific Ethanol
- PEPSICO
- Pharmaceutical Research and Manufacturers of America
- Sempra Energy
- State Farm Insurance
- Sutter Health
- 7-Eleven
- In addition to the CBRT Issues PAC, direct contributors to the initiative include, but are not limited to:
 - AMR Holdco, Inc.
 - Michael K. Hayde, Including Western National Group and Affiliated Entities
 - Kilroy Realty
 - Hudson Pacific Properties and Affiliated Entities
 - Douglas Emmett Properties, LP and Affiliated Entities
 - Shorenstein Realty Services and Affiliated Entities

OPPOSITION

- Alliance for a Better California
- AFSCME California
- CalCities (League of California Cities)
- California Alliance for Jobs
- California Contract Cities Association
- California Professional Firefighters
- California Special Districts Association
- California State Association of Counties
- California State Council of Laborers
- Rebuild SoCal Partnership
- SEIU California
- Nearly 200 local agencies, including over 80 special districts



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