



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

June 30, 2023

3:00 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

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

**Mission Statement:**

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

**District Goals:**

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

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

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

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President

2. Roll Call      Recorder

3. Adoption of Agenda

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

Presentation:      Library Director

Recommendation:      Adopt by Motion

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, June 30, 2023

4. Oral Communications

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

**TRUSTEE & ORGANIZATIONAL REPORTS**

5. Board President Report - oral

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

6. Trustee Reports

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

7. Library Director Report

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

**CONSENT CALENDAR (Items 9 – 24)**

Presentation: Library Director

Recommendation: Approve by Motion

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

**MINUTES (Item 9)**

9. Minutes of the Library Board of Trustees Budget Work Session and the Unusual Date Meeting on May 30, 2023. (Receive & File and Approve)

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

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

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

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

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

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

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

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

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

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

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

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

19. Administration Report for May 2023.

20. Circulation Report for May 2023.

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, June 30, 2023

**STAFF REPORTS (Items 21 – 24)**

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

**PUBLIC HEARINGS (Items 25-26)**

- 25. Public Hearing for the 2023-2025 Fiscal Year Budget & Adoption of Resolution 2023-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2023-2025 Fiscal Year Budget for the Placentia Library District of Orange County.
- 26. Establish the Holiday and Library Closure Schedule for Fiscal Year 2023-2025 and Adopt by Resolution 2023-04: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Fiscal Year 2023-2025.

**NEW BUSINESS (Items 27-33)**

- 27. Adoption of Resolution 2023-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2023-2024 Fiscal Year.
- 28. Discuss and Review the Request for Proposals for the Reading Garden Space/Charging Station and Loading Dock Ramp Projects.
- 29. Discuss Options for Filling Future Vacancy in the Office of the Board of Trustees Due to Resignation.
- 30. Approve the Facility Use Release, Waiver of Liability and Indemnity Agreement between the Placentia Library District and the Boys and Girls Club of Brea, Placentia and Yorba Linda.
- 31. Discuss and Consider Changing the July Board Meeting Date.
- 32. Discuss and Select a Candidate for the California Special Districts Association (CSDA) Board of Directors Election – Seat C.
- 33. ISDOC Updates from Trustee Nelson.

**AGENDA DEVELOPMENT**

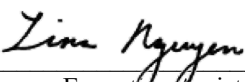
- 34. Agenda Preparation for the July Regular Date Meeting which will be held on July 24, 2023 unless re-scheduled by the Library Board of Trustees.

**ADJOURNMENT**

- 35. The Library Board of Trustees will adjourn the Unusual Date June 30, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for June 30, 2023 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on June 26, 2023.

  
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 Lina Nguyen, Executive Assistant



MINUTES  
 PLACENTIA LIBRARY DISTRICT  
 BUDGET WORK SESSION OF THE LIBRARY BOARD OF TRUSTEES  
 May 30, 2023

**CALL TO ORDER**

President Martin called the Budget Work Session of the Placentia Library District (PLD) Board of Trustees to order on May 30, 2023 at 5:12 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

**Members Absent:** None.

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Lina Nguyen, Executive Assistant.

**Counsel Present:** None.

**Guests:** Katie Matas, Librarian; Laura DeLeon, Library Clerk; Tim Balen, Librarian; Margaret Hatanaka, Supervising Librarian; Estella Wnek, Circulation Supervisor.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

None (Item 4).

**LIBRARY DIRECTOR WILL PRESENT THE PROPOSED FISCAL YEAR 2023-2025 BUDGET, INCLUDING POLICY AMENDMENT RECOMMENDATIONS.**

Library Director Contreras gave a presentation on the 2023-2025 Budget inclusive of projected revenue, expenditures, and improvement projects in addition to answering questions from the Trustees. She also presented policy amendments for the 6000 series. The Board reviewed the budget line items for each fiscal year. The Board expressed they are glad to see the District will be expending the Impact Fees in the coming fiscal years.

**ADJOURNMENT**

Trustee Beverage made a motion to adjourn the Board of Trustees Budget Work Session at 6:08 p.m. It was seconded by Trustee Nelson. All in favor:

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

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Jo-Anne Martin, President  
 Library Board of Trustees

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Gayle Carline, Secretary  
 Library Board of Trustees

MINUTES  
PLACENTIA LIBRARY DISTRICT  
UNUSUAL DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES  
May 30, 2023

**CALL TO ORDER**

President Martin called the Unusual Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on May 30, 2023 at 6:33 p.m.

**Members Present:** President Jo-Anne Martin, Secretary Gayle Carline, Trustee Stephanie Beverage, Trustee Sherri Dahl, Trustee Scott Nelson.

**Members Absent:** None.

**Staff Present:** Jeanette Contreras, Library Director; Yesenia Baltierra, Assistant Library Director; Lina Nguyen, Executive Assistant.

**Counsel Present:** None.

**Guests:** Stephanie Leon, patron; 714-777-8726; Jason Klein.

**ADOPTION OF AGENDA**

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

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

**ORAL COMMUNICATION**

Stephanie Leon, a patron of the Placentia Library District and a writer, started a writing club at the Placentia Round Table Women's Club called "Scribes" and they are now in their third year. Realizing there was no writing club at the District, she wanted to come out and suggest to the Board to start a writing club. The club would be for writers to give and get feedback on their writing. The Board thanked Stephanie for her recommendation (Item 4).

**BOARD PRESIDENT REPORT**

President Martin reported she attended the Arnolds' Passport Dedication Ceremony, the Annual Literacy Recognition Dinner, the CSDA Legislative Days, the Annual First Responders Recognition Breakfast, the welcome meet and greet for the new Business Manager, and the Financial Partners Credit Union Annual Meeting. She also attended the planning sessions for Rotary's Annual Cowabunga Festival. She volunteered at Charity's Closet.

**TRUSTEE &  
ORGANIZATIONAL  
REPORTS**

Secretary Carline reported she attended the Annual Literacy Recognition Dinner and the Annual First Responders Recognition Breakfast. She also presented a proposal for a fundraiser at the PLFF Board Meeting which wouldn't take place until 2024. She also attended the Epsilon Sigma Omicron Breakfast. Epsilon Sigma Omicron is a book club within the California Federation of Women's Clubs. She spoke to the attendees about being an author.

Trustee Dahl wanted to first start with how happy she is to be back and how thankful she is for the assistance she has been receiving from Library Director Contreras and Assistant Library Director Baltierra. She also thanked her fellow Trustees for their support during her time in and out of the hospital. She reported she attended the Annual Literacy Recognition Dinner, the PLFF Board Meeting, the

Minutes of Placentia Library District Board of Trustees – Unusual Date Meeting of May 30, 2023

Orange County Council of Governments meeting, and the Placentia Round Table Women’s Club meeting where scholarships were awarded.

Trustee Beverage reported she attended the Arnolds’ Passport Dedication Ceremony, the National Library Workers Day Recognition event, the Annual First Responders Recognition Breakfast, Shellie’s Goodbye Pie, the LAFCO meeting, and the US Book Show. She also read to the students during the Third Grade Visits at the District.

Trustee Nelson reported he attended the ISDOC Board Meeting, the Arnolds’ Passport Dedication Ceremony, the CSDA Legislative Days, and the welcome meet and greet for the new Business Manager. He also read to the students during the Third Grade Visits at the District.

**LIBRARY DIRECTOR REPORT**

Library Director Contreras reported she attended the CSDA Legislative Days, the Annual Literacy Recognition Dinner, the ISDOC Executive Meeting, the ISDOC GM Meeting, the Arnolds’ Passport Dedication Ceremony, and the Boys and Girls Club Board Meeting. She sat on a panel for Newport Beach Library’s Librarian 3 interviews. She reported she scheduled an ergonomic evaluation for staff and advised the Business Manager position has closed.

**FRIENDS FOUNDATION REPORT**

Trustee Dahl gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President, Rueben Skipper. She reported there is a book sale on June 10<sup>th</sup> and 11<sup>th</sup>. The bookstore is doing very well. They advised they had to cancel the movie fundraiser. They are looking into fundraisers which will be able to pull in more funds.

**CONSENT CALENDAR**

The Board requested to discuss Agenda Item 13 with staff. There were concerns raised in regards to not receiving the full amount budgeted for Federal grants. Director Contreras advised this was due to her budget being based off of funding from a Congresswoman which the District did not end up getting. It was moved by Trustee Nelson and seconded by Trustee Beverage to approve Agenda Items 9-24 as presented. A roll call vote was taken:

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

**MINUTES FOR APRIL 24, 2023 REGULAR DATE MEETING.**

The minutes for the April 24, 2023 Regular Date Meeting were received, reviewed and filed (Item 9).

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

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

Check Registers for April 2023 (Item 10)  
 Fund 707 Balance Report for April 2023 (Item 11)  
 Financial Reports through April 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 April 2023 (Item 13)  
 Acquisitions Report for April 2023 (Item 14)

Entrepreneurial Activities Report for April 2023 (Item 15)  
 Library Impact Fee Report for April 2023 (Item 16)

**GENERAL CONSENT REPORTS**

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

**STAFF REPORTS**

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

**DISCUSS OPPORTUNITY FOR PARTNERSHIP WITH BOYS AND GIRLS CLUB BREA-PLACENTIA-YORBA LINDA.**

Director Contreras reported the Brea, Placentia, and Yorba Linda chapter of the Boys and Girls Club, of which she is a Board member, is requesting to use the District’s Community Meeting Room to provide programs to the children of Placentia. Chief Professional Officer of the local chapter, Christine Marick, was present to speak to the Board about the current need for a location and why the District would be a good fit. After a brief discussion, Secretary Carline made a motion to direct staff to create a Memorandum of Understanding with guidance from Legal Counsel to establish a formal relationship with the Boys & Girls Club for their use of the Community Meeting Room on a regular basis. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**ADOPT ORDINANCE NO. 2023-01: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT FOR PUBLIC PROJECTS.**

Director Contreras reminded the Board this item has been brought back to the Board for a second reading and adoption. Trustee Beverage made a motion to adopt Ordinance 2023-01: An Ordinance of the Board of Trustees of the Placentia Library District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act for Public Projects. It was seconded by Trustee Nelson. A roll call vote was taken:

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

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) 2023 BOARD OF DIRECTORS ELECTION.**

Director Contreras reported the Special District Risk Management Authority (SDRMA) are holding an election for three seats on their Board of Directors. After a brief discussion, Trustee Nelson made a motion to nominate Robert Swan, Acquanetta Warren, and Sandy Seifert-Raffelson for the SDRMA Board of Directors. It was seconded by Trustee Beverage. A roll call vote was taken:

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



**AUTHORIZE AMENDMENTS TO POLICY 2015 – EMPLOYEE STATUS.**

Director Contreras reported Policy 2015 was amended based off of the comments made by the Board during the May Board Meeting where it was first presented. An acknowledgement form has been included to ensure the employee understands the policy, in particular the promotional probation period. The policy has been reviewed by Legal Counsel and is being presented to the Board again for approval. After a brief discussion, Trustee Dahl made a motion to authorize amendments to Policy 2015 – Employee Status as presented, inclusive of input received from the Library Board of Trustees. It was seconded by Trustee Beverage. A roll call vote was taken:

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

**CONFERENCE AUTHORIZATION FOR LIBRARY BOARD OF TRUSTEES AND LIBRARY DIRECTOR TO ATTEND THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) ANNUAL CONFERENCE IN MONTEREY, CALIFORNIA, AUGUST 28-31, 2023.**

Director Contreras reported the California Special District Association (CSDA) will be holding their annual conference in Monterey, California. After a brief discussion, Secretary Carline and Trustee Beverage expressed their interest in attending the CSDA Conference. Trustee Nelson made a motion to authorize two Trustees and the Library Director to attend the California Special District Association Annual Conference in Monterey, California, August 28-31, 2023. It was seconded by Secretary Carline. A roll call vote was taken:

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

**AUTHORIZE THE DISTRICT TO ENTER INTO A CONTRACT WITH GIGAKOM TO PROVIDE TECHNOLOGY EQUIPMENT AND SERVICES THROUGH THE E-RATE REIMBURSEMENT PROGRAM.**

Assistant Library Director Baltierra reported she has been working with IT Consultant Jeremy Yamaguchi to secure funding from the E-Rate Program. Between the two proposals, staff recommends the Board to award the contract to Gigakom. After a brief discussion, Trustee Beverage made a motion to authorize the District to enter into a contract with Gigakom to provide technology equipment and services. It was seconded by Secretary Carline. A roll call vote was taken:

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

**DISCUSS AND CONSIDER CHANGING THE JUNE BOARD MEETING DATE.**

Director Contreras reminded the Board the proposed budget she presented earlier will need to be brought back to the Board for adoption. The District is legally obligated to post a public notice 30 days before the adoption meeting. Therefore, she is requesting the Board to consider changing the June Board meeting from Monday, June 26, 2023 to Friday, June 30, 2023. After a brief discussion, the Board approved to change the June Board Meeting to Friday, June 30, 2023 at 3:00 p.m.

**LEGISLATIVE UPDATES FROM SECRETARY CARLINE.**

Secretary Carline reported a bill which stuck out to her was AB 1274: Young Californians’ Inclusion Act. She has been interested in getting more young people involved in the political landscape at the local level. She would like to work with the school district to allow the City Council and the District Board to go to schools during the school year where students are learning about local government to speak to the students about how they can get involved and why it is important for them to get involved. Director Contreras reported she will mention this during her

## Minutes of Placentia Library District Board of Trustees – Unusual Date Meeting of May 30, 2023

welcome meeting with the new Superintendent at the Placentia-Yorba Linda School District. President Martin took this time to request staff to reach out to Senator Angelique Ashby's team and set up a Zoom meeting to discuss SB 321: Local Public Library Partnership Program. The staff member from Senator Ashby's team who was scheduled to meet with the District Board and staff during the CSDA Legislative days was unable to make it to the meeting.

**ISDOC UPDATES FROM TRUSTEE NELSON.**

Secretary Nelson gave an update on AB 1637. Special districts have been removed from the bill and it has not been passed yet. He also reported out on AB 617 which would call for municipalities and special districts to switch over to electric vehicles.

**AGENDA DEVELOPMENT**

President Martin took this time to tender her resignation from the Board as of the 30<sup>th</sup> of August due to her plans to move out of state. She expressed her gratitude for all of the support she received during her time on the Board.

For the next meeting, Director Contreras will be presenting the budget for approval as well as a draft of a MOU with the Boys and Girls Club.

Moving forward, Trustee Dahl will be providing updates from the Orange County Council of Governments meetings.

The next Board Meeting will be on June 30, 2023 at 3:00 p.m.

**ADJOURNMENT**

The Board of Trustees Unusual Date Meeting of May 30, 2023 was adjourned at 7:52 p.m.

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Jo-Anne Martin, President  
Library Board of Trustees

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Gayle Carline, Secretary  
Library Board of Trustees

11:21 A.M.  
06/19/23  
Accrual Basis

**Placentia Library District  
Check Register  
May 2023**

<b>Date</b>	<b>Ref No.</b>	<b>Payee</b>	<b>Memo</b>	<b>Payment</b>	<b>Type</b>
05/02/2023	12983	Public Agency Retirement Services	Contributions for payroll on 04/26/23	2,643.19	Bill Payment
05/02/2023	12984	Sally Federman	Reimbursement for gifts for Volunteer Appreciation Week Reimbursement for gift cards for tutor in-service meetings	112.61	Bill Payment
05/02/2023	12985	Gena Christ	Outreach signage	19.49	Bill Payment
05/02/2023	12986	Jason's Catered Events	National Library Workers Day 2023 - food	603.40	Bill Payment
05/02/2023	12987	New Readers Press	News for You - print edition renewal	408.67	Bill Payment
05/02/2023	12988	Placentia Library District	For payroll of 05/10/23	75,000.00	Bill Payment
05/02/2023	12989	UMPQUA BANK	CC Transactions from 03/31/23-04/29/23 CC Transactions from 04/30/23-05/02/23	17,689.85	Bill Payment
05/02/2023	12990	Tim Balen	Reimbursement for Adult Services gardening program Reimbursement for Volunteer Appreciation Week - pizza and gifts Reimbursement for Teen Star Wars Night and teen finals study kits for PTAC	201.25	Bill Payment
05/02/2023	12991	Placentia-Yorba Linda Unified School Dist	Memory lab postcards Summer bookmarks Business cards for MJ	259.91	Bill Payment
05/02/2023	12992	Ingram Library Services	Books	14.21	Bill Payment
05/02/2023	12993	City of Placentia	Shared costs with the City for February and March 2023	2,429.20	Bill Payment
05/02/2023	12994	SoCalGas	Service from 03/20/23-04/18/23	48.30	Bill Payment
05/02/2023	12995	Boys & Girls Club	Boys & Girls Club 2023 Board Dues	240.00	Bill Payment
05/02/2023	12996	Cintas	Janitorial Supplies	259.64	Bill Payment
05/02/2023	12997	CliftonLarsonAllenLLP	First and final billing on compilation of the District's State Controller's Report for the year ended June 30, 2022 Second interim billing on audit of the District's financial statements for the year ended June 30, 2022	6,454.00	Bill Payment
05/08/2023	12998	Pan Asian Publications (USA) Inc	Korean and Chinese Collection	2,789.44	Bill Payment
05/08/2023	12999	Arcelia Janitorial Service	Services from 04/01/23-04/30/23	3,570.00	Bill Payment
05/08/2023	13000	True.Org Cloud	Windows Server 2022 Data Center 24 Cores	3,600.00	Bill Payment
05/08/2023	13001	World Book, Inc.	Nonfiction Books	6,211.93	Bill Payment
05/08/2023	13002	Golden State Water Company	Service from 03/22/23-04/21/23	1,123.55	Bill Payment
05/08/2023	13003	OverDrive	Audiobooks & Ebooks	16,809.00	Bill Payment
05/08/2023	13004	Cintas	Janitorial Supplies	519.12	Bill Payment
05/08/2023	13005	Pitney Bowes Purchase Power	April Statement	882.99	Bill Payment
05/08/2023	13006	Southern California Edison	Service from 03/30/23-04/27/23	3,485.16	Bill Payment
05/08/2023	13007	Midwest Tape	Audiobooks and Blu-rays	1,956.14	Bill Payment
05/08/2023	13008	Midwest Tape-Hoopla	Digital Content for April 2023	7,251.87	Bill Payment
05/08/2023	13009	Republic Services	Service from 04/01/23-04/30/23	169.68	Bill Payment
05/08/2023	13010	Dewey Pest Control	May Service	86.00	Bill Payment
05/08/2023	13011	Playaway Products	Wonderbooks	23,955.61	Bill Payment
05/08/2023	13012	Baker & Taylor	Books	6,518.12	Bill Payment
05/08/2023	13013	CALNET3	Service from 04/02/23-05/01/23	200.59	Bill Payment
05/08/2023	13014	Emcor Services - Mesa Energy	Service for issue in the Adults section and the SS Office	1,695.00	Bill Payment

11:21 A.M.  
06/19/23  
Accrual Basis

**Placentia Library District**

**Check Register**

**May 2023**

05/08/2023	13015	KCCI	Repair of security gate data cable, Margaret's office printer cable install, and repair public services printer cable.	429.31	Bill Payment
05/08/2023	13016	Placentia-Yorba Linda Unified School Dist	Banner for National Library Workers Day	20.88	Bill Payment
05/08/2023	13017	SDRMA	Medical & Ancillary Benefits June 2023	31,739.59	Bill Payment
05/08/2023	13018	Legacy Integrative Solutions	Service from 03/23/23-04/19/23	581.55	Bill Payment
05/10/2023	13020	Fun Services	Deposit for SRC vendor	1,783.00	Bill Payment
05/15/2023	13029	Public Agency Retirement Services	Contributions for payroll on 05/10/23	2,613.36	Bill Payment
05/15/2023	13030	OverDrive	Audiobooks and e-books	686.98	Bill Payment
05/15/2023	13031	Eagle Multi Media Productions	IT Service for April 2023 and reimbursements for Miradore subscription purchases with personal card	7,882.52	Bill Payment
05/15/2023	13032	Streamline	00DA501F-0001 Website development and hosting services for 3 years including one-time set up fee	8,900.00	Bill Payment
05/15/2023	13033	Placentia Library District	For Payroll 05/24/23	150,000.00	Bill Payment
05/15/2023	13034	Brodart Co.	Spanish Collection	1,123.35	Bill Payment
05/15/2023	13035	Midwest Tape	MARC Changes, Blu-ray & Audiobook	125.76	Bill Payment
05/15/2023	13036	Baker & Taylor	Books	5,504.63	Bill Payment
05/22/2023	13037	New Readers Press	ESL Materials	1,286.84	Bill Payment
05/22/2023	13038	AWE Acquisition Inc.	2 AWE Stations	8,220.10	Bill Payment
05/22/2023	13039	Estella A Wnek	Mileage Reimbursement	21.61	Bill Payment
05/22/2023	13040	Esther Canedo	Supplies for Literacy Recognition Evening	20.00	Bill Payment
05/22/2023	13041	Gena Christ	Reimbursement for supplies for Literacy Recognition Evening	9.97	Bill Payment
05/22/2023	13042	Laurel Dennis	Supplies for Literacy Recognition Evening	33.61	Bill Payment
05/22/2023	13043	Placentia Chamber of Commerce	Placentia Palooza Exhibitor Fee	125.00	Bill Payment
05/22/2023	13044	Sally Federman	Reimbursement for supplies for Literacy Recognition Evening	727.99	Bill Payment
05/30/2023	13045	Woodruff & Smart, APC	For services rendered through 04/30/2023	4,151.12	Bill Payment
05/30/2023	13046	Cintas	Janitorial Supplies	710.68	Bill Payment
05/30/2023	13047	Sutherland Consulting Group, Inc.	FY 2023 E-rate Consult Support	3,750.00	Bill Payment
05/30/2023	13048	OverDrive	Audiobooks and E-books	142.86	Bill Payment
05/30/2023	13049	Playaway Products	Wonderbook	123.96	Bill Payment
05/30/2023	13050	4imprint Inc.	Lunch the Library reusable water bottles - PO 295	1,117.33	Bill Payment
05/30/2023	13051	SoCalGas	Service from 04/18/23-05/17/23	44.86	Bill Payment
05/30/2023	13052	Midwest Tape	Blu-rays	141.83	Bill Payment
05/30/2023	13053	Baker & Taylor	Travel Donation Books & Blu-rays	231.03	Bill Payment
05/30/2023	13054	Fun Services	Remaining balance for SRC vendor	1,783.00	Bill Payment
05/30/2023	13055	Placentia Library District	For payroll on 06/07/23	70,000.00	Bill Payment
				<b>491,240.64</b>	

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Carlo Maskarino, Business Manager

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

**DATE:** June 30, 2023

<b>Fiscal Year 2022-2023</b>	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	807,561.52
3/31/2023	809,466.13
4/30/2023	811,433.09
5/31/2023	813,351.43
6/30/2023	

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



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Carlo Maskarino, Business Manager

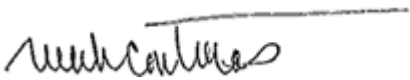
**SUBJECT:** **Financial Reports through May 2023 for the Placentia Library District Accounts on Deposit with the Orange County Treasurer and the Placentia Library District General Ledger**

**DATE:** June 30, 2023

**Summary of Cash and Investments as of May 31, 2023**

Cash with Orange County Treasurer Fund 9LX	\$	<b>813,351.43</b>
General Fund Checking – Bank of the West	\$	<b>1,016,539.36</b>
General Fund Savings – Bank of the West	\$	<b>2,158,820.97</b>
<i>(Impact Fees in Savings – Restricted)</i>	\$	<i>796,214.54</i>
Payroll Checking – Wells Fargo Bank	\$	<b>111,994.49</b>
<b>Total Cash and Investments</b>	<b>\$</b>	<b>4,100,706.25</b>

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



Jeanette Contreras  
Library Director





PLACENTIA LIBRARY DISTRICT  
YTD REVENUE REPORT  
AS OF MAY 31, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
<b>PROPERTY TAX REVENUE</b>					
4010	Property Taxes - Current Secured	2,863,761	2,901,260	37,499	101.3%
4020	Property Taxes - Current Unsecured	95,849	70,109	(25,740)	73.1%
4050	Property Taxes - Curr Supplemental	53,482	109,756	56,274	205.2%
* 4070	Interest on Unapport Tax	0	638	638	-
4080	Penalties & Costs on Delinq Taxes	21,729	21,782	53	100.2%
4090	Taxes Special Dist Augmentation	10,173	0	(10,173)	0.0%
* 4180	Other Revenue	0	100,524	100,524	-
4190	State - Homeowners Property Tax Relief	13,415	10,604	(2,811)	79.0%
	Sub Total	3,058,409	3,214,673	156,264	105.1%
<b>INTEREST REVENUE</b>					
4600	Interest	8,500	12,186	3,686	143.4%
	Sub Total	8,500	12,186	3,686	143.4%
<b>GRANT REVENUE</b>					
4210, 4421	State Grants	330,254	245,787	(84,467)	74.4%
4220, 4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	246,787	(93,467)	72.5%
<b>MISCELLANEOUS REVENUES</b>					
4410, 4414C	PLFF Grants	35,000	80,246	45,246	229.3%
4310	Fines & Fees	20,000	12,832	(7,168)	64.2%
4320, 4330	Passport/Photos	266,875	223,817	(43,058)	83.9%
4340	Meeting Room Fees	100	2,382	2,282	2381.7%
4350	Test Proctor	2,400	1,670	(730)	69.6%
* 4430	Other: Miscellaneous	0	13,863	13,863	-
	Sub Total	324,375	334,809	10,434	103.2%
<b>TOTAL REVENUES YTD FOR FY 22/23:</b>		<b>3,723,038</b>	<b>3,808,454</b>	<b>76,916</b>	<b>102.3%</b>
4440	Cash/Investments	3,778,908	4,100,706	321,798	108.5%
4500	Impact Fees - Restricted Funds	623,224	159,749	(463,475)	25.6%

\* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES REPORT  
as of May 31, 2023  
92% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
5010, 5020	Salaries & Wages	2,583,332	1,610,837	0.62	\$972,495
5030	Retirement & Post Employment Trust 115	79,100	73,487	0.93	\$5,613
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	275,820	0.87	\$42,438
5060	Life Insurance	9,740	3,904	0.40	\$5,836
5064	Dental Insurance	16,845	11,285	0.67	\$5,560
5066	AD & D Insurance	7,600	5,353	0.70	\$2,247
5068	Vision Insurance	3,334	2,380	0.71	\$954
5070	Workers' Compensation Insurance	34,353	27,160	0.79	\$7,193
5090	Education Assistance Program	5,000	0	0.00	\$5,000
	<b>TOTAL</b>	<b>\$3,060,562</b>	<b>\$2,010,226</b>	<b>0.66</b>	<b>\$1,050,336</b>
<b>SERVICES &amp; SUPPLIES</b>					
5099	Property & Liability Insurance	45,000	52,537	1.17	(\$7,537)
5100	Communications	55,000	38,096	0.69	\$16,904
5150, 5170, 5180	Janitorial Supplies & Services	50,000	53,380	1.07	(\$3,380)
5160	Refuse Disposal	5,200	2,101	0.40	\$3,099
5205	Maintenance Equipment	15,000	30,681	2.05	(\$15,681)
5210-5280	Building Maintenance	165,000	112,033	0.68	\$52,967
5290	Memberships	25,000	11,103	0.44	\$13,897
5300-5330	Office Expenses & Postage	136,198	46,116	0.34	\$90,082
5400-5480	Prof./Specialized Services	307,305	177,675	0.58	\$129,630
5490	Loan Obligation (i-bank)	73,844	73,844	1.00	(\$0)
5495, 5910, 5920	Programs, P.I, FF Grant, Fed & State Grant	55,000	59,041	1.07	(\$4,041)
5500	Books/Library Materials	535,000	383,360	0.72	\$151,640
5600	Travel & Meetings/Professional Development	65,000	21,859	0.34	\$43,141
5700	Mileage/Parking	1,000	591	0.59	\$409
5800	Utilities	28,500	32,158	1.13	(\$3,658)
5900	Bookmobile - Vehicle	240,000	53,160	0.22	\$186,840
5901	Bookmobile - Collection	35,000	0	0.00	\$35,000
5902	Bookmobile - Supplies & Materials	6,500	0	0.00	\$6,500
5903	Bookmobile - Charging Station	70,000	0	0.00	\$70,000
5904	Bookmobile - Other	2,500	0	0.00	\$2,500
5295, 6000	Other	10,000	9,834	0.99	\$166
	<b>TOTAL</b>	<b>\$1,926,047</b>	<b>\$1,157,590</b>	<b>0.60</b>	<b>\$768,457</b>
<b>OPERATING EXPENSES</b>		<b>\$4,986,609</b>	<b>\$3,167,816</b>	<b>0.64</b>	<b>\$1,818,793</b>
<b>FIXED ASSETS &amp; TAXES</b>					
1310	Building Improvements	\$292,000	40,442	0.14	\$251,558
1320	Equipment & Furniture	\$50,000	20,143	0.40	\$29,857
6100	Taxes and Assessments	\$17,500	8,875	0.51	\$8,625
	<b>TOTAL</b>	<b>\$359,500</b>	<b>\$69,460</b>	<b>0.19</b>	<b>\$290,040</b>
<b>TOTAL BUDGET</b>		<b>\$5,346,109</b>	<b>\$3,237,276</b>	<b>0.61</b>	<b>\$2,108,833</b>

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Acquisitions Report for May 2023

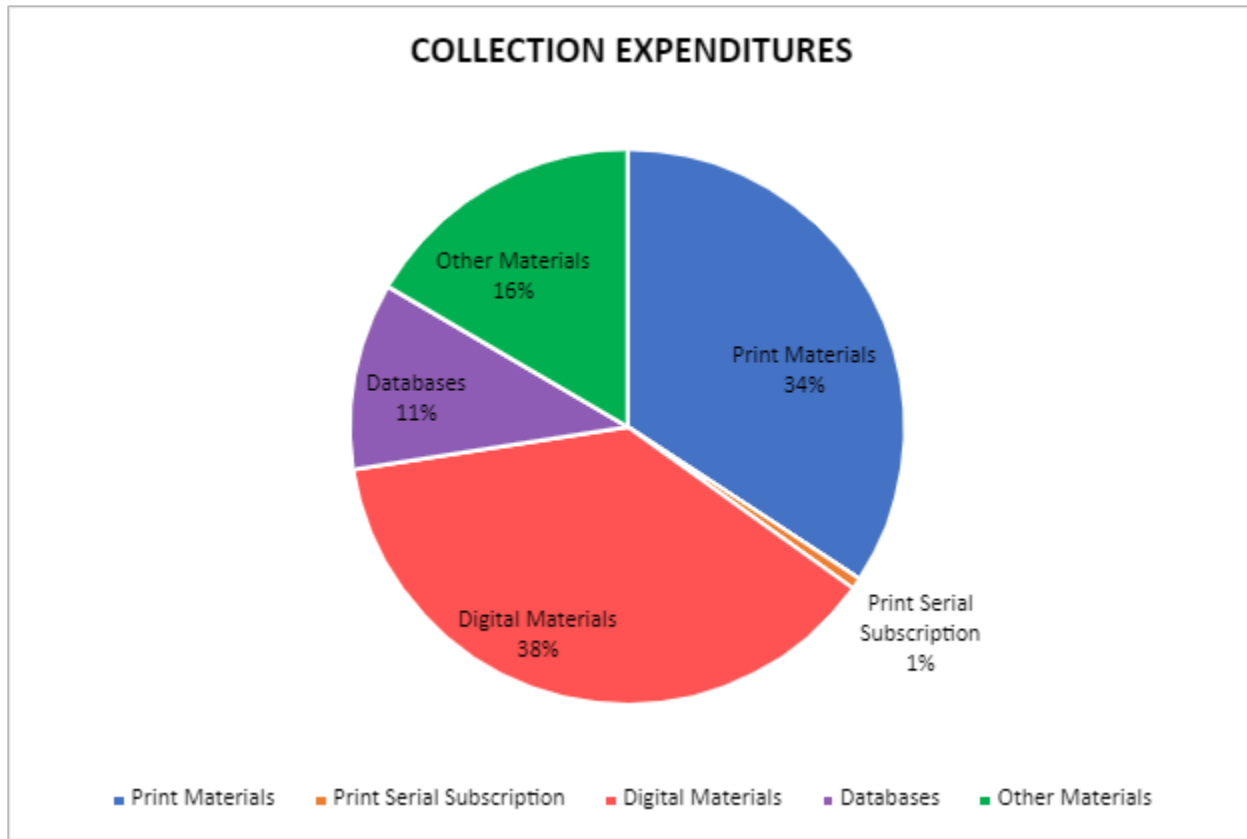
**DATE:** June 30, 2023

**MONTHLY STATISTICS**

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$490,000.00	76%	\$314,000.00	90%

Collection Expenditures	May 2023	May 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$43,094	\$20,747	\$126,889	\$132,142	-4%
Print Serial Subscription	\$0	\$337	\$2,541	\$2,785	-9%
<b>Total Print Materials</b>	<b>\$43,094</b>	<b>\$21,084</b>	<b>\$129,430</b>	<b>\$134,927</b>	<b>-4%</b>
Digital Materials	\$17,446	\$7,317	\$139,619	\$67,120	108%
Databases	\$0	\$7,865	\$40,301	\$52,794	-24%
<b>Total Electronic Content</b>	<b>\$17,446</b>	<b>\$15,182</b>	<b>\$179,920</b>	<b>\$119,914</b>	<b>50%</b>
Other Materials	\$32,028	\$7,337	\$61,480	\$27,580	123%
<b>Total Collection Expenditures</b>	<b>\$92,568</b>	<b>\$43,603</b>	<b>\$370,830</b>	<b>\$282,421</b>	<b>31%</b>

Titles Added	May 2023	May 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	1,558	1,797	5,853	6,358	-8%
Print Serial Subscription	0	0	9	17	-47%
<b>Total Print Materials</b>	<b>1,558</b>	<b>1,797</b>	<b>5,862</b>	<b>6,375</b>	<b>-8%</b>
Digital Materials	4,119	2,800	41,770	23,942	74%
Databases	0	1	11	15	-27%
<b>Total Electronic Content</b>	<b>4,119</b>	<b>2,801</b>	<b>41,781</b>	<b>23,957</b>	<b>74%</b>
Other Materials	493	8	957	482	99%
<b>Total Titles Added</b>	<b>6,170</b>	<b>4,606</b>	<b>48,600</b>	<b>30,814</b>	<b>58%</b>



All Materials Held	May	April	Month to Month
	2023	2023	% changed
<b>Total Materials Physical</b>	84,905	80,830	<b>5%</b>
<b>Total Materials Digital</b>	1,560,676	1,558,134	<b>0%</b>
<b>Total All Materials</b>	1,645,581	1,638,964	<b>0%</b>

Children's Physical Materials Held	May	April	Month to Month
	2023	2023	% change
Children's Fiction	28,122	25,338	<b>11%</b>
Children's Nonfiction	14,792	14,226	<b>4%</b>
Children's Magazine	177	170	<b>4%</b>
Children's Audiobook	998	769	<b>30%</b>
Children's DVD/Video	1,682	1,706	<b>-1%</b>
Children's LOTs	61	60	<b>2%</b>
<b>TOTAL All Children's Physical Material</b>	<b>45,832</b>	<b>42,269</b>	<b>8%</b>

<b>Adult/Teen Physical Materials Held</b>	<b>May</b>	<b>April</b>	<b>Month to Month</b>
	<b>2023</b>	<b>2023</b>	<b>% change</b>
Adult Fiction	17,621	17,298	<b>2%</b>
Adult Nonfiction	13,034	13,092	<b>0%</b>
Adult Magazine	130	126	<b>3%</b>
Adult Audiobook	1,275	1,255	<b>2%</b>
Adult DVD/Video	3,811	3,779	<b>1%</b>
Adult LOTs	149	146	<b>2%</b>
Video Games	367	349	<b>5%</b>
Teen Fiction	2,686	2,516	<b>7%</b>
Vinyl Records	106	0	<b>0%</b>
<b>TOTAL All Adult/Teen Physical Material</b>	<b>39,073</b>	<b>38,561</b>	<b>1%</b>

<b>Digital Material Held</b>	<b>May</b>	<b>April</b>	<b>Month to Month</b>
	<b>2023</b>	<b>2023</b>	<b>% change</b>
eBooks	887,907	890,276	<b>0%</b>
Digital Audiobooks	202,423	200,937	<b>1%</b>
Digital Videos	98,733	97,798	<b>1%</b>
Digital Magazines	4,811	4,751	<b>1%</b>
Digital Music	366,791	364,361	<b>1%</b>
Databases	11	11	<b>0%</b>
<b>TOTAL All Digital Material</b>	<b>1,560,676</b>	<b>1,558,134</b>	<b>0%</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Service Revenue Activities Report for May 2023

**DATE:** June 30, 2023

**Net Revenue Summary for May 2023**

			YTD	YTD
	May-23	May-22	2022-2023	2021-2022
Passport	18,095	805	176,021	209,313
Passport Photos	4,800	96	47,796	51,396
Test Proctor	300	100	1,670	1,900
Fines & Fees	1,550	849	12,832	15,129
Meeting Room	75	0	2,382	40
<b>TOTAL</b>	<b>\$ 24,820</b>	<b>\$ 1,850</b>	<b>\$ 240,700</b>	<b>\$ 277,778</b>





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** Library Impact Fee Report – May 31, 2023

**DATE:** June 30, 2023

Total Monthly Fees Collected			YTD	YTD
	May-23	May-22	2022-2023	2021-2022
	\$12,275.64	\$34,875.20	\$172,024.40	\$149,541.88

### Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2	Ernesto Ramos	2 Single Fam. Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3	Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4	Whitstone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
5	Whitstone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
6	LandSea Homes	8 Multifamily Dwellings	1570 Topeka Ave	10,607	11879.84	9/1/2022
7	George Arechiga	1 SFD Addition	248 Wilson Ave.	1,065	\$ 979.80	9/15/2022
8	Ted Romios	1 SFD Addition	2401 Rose Dr.	1,678	\$ 1,543.76	9/21/2022
9	Melanie Mallers	New 1 Story ADU	427 Windflower Circle.	748	\$ 688.16	10/4/2022
10	Rocco Enterprises	Single Fam. Residence	1663 Oak St.	1,220	\$ 1,122.40	10/13/2022
11	Eric Chang	New 3-Bedroom ADU	949 Cobb Ave. Unit B	1,182	\$ 1,087.44	10/19/2022
12	National Core	65 Senior Housing Units	1314 N. Angelina Dr.	55,126	\$ 61,741.12	11/18/2022
13	LandSea Homes	Single Fam. Attached	1568 and 1572 Lima Way	15,983	\$ 17,261.64	1/12/2023
14	LandSea Homes	Single Fam. Attached	1567 Lima Way, units 1-5	5,672	\$ 6,125.76	2/2/2023
15	Jose Pineda	New 2nd Story ADU	967 Tafolla St.	594	\$ 546.48	3/7/2023
16	Landsea Homes	Single Fam. Attached	1566 Topeka Ave	10,607	\$ 11,455.56	3/10/2023
17	Landsea Homes	Single Fam. Attached	1571 Lima Way	6,487	\$ 7,005.96	3/10/2023
18	Landsea Homes	Single Attached Housing	1563 Lima Way	15,573	\$ 6,125.76	4/6/2023
19	Landsea Homes	Single Attached Housing	1564 Lima Way	15,574	\$ 5,806.08	4/6/2023
20	Landsea Homes	Single Attached Housing	1562 Lima Way	15,575	\$ 11,455.56	4/6/2023
21	AB Electric Inc	Single Detached Housing	931 Cobb Ave	2,712	\$ 864.00	4/10/2023
22	Jose Pineda	Refund	967 Tafolla St.	12,952	\$ (546.48)	4/12/2023
23	Landsea Homes	Single Attached Housing	1560 Topeka Ave	10,607	\$ 11,455.56	5/4/2023
24	Jeffrey Chang	Single Detached Housing	2201 Valencia Ave	1,139	\$ 820.08	5/10/2023
	2022/2023 YTD Total				\$ 172,024.40	
	Ending Balance as of 6/30/22				\$ 624,190.14	
	Running Total as of last zero (0) balance (12/31/2019).				\$ 796,214.54	



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Jeanette Contreras, Library Director

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** **Personnel Report for May 2023**

**DATE:** June 30, 2023

			YTD	YTD
	May-23	May-22	2022-2023	2021-2022
Separation	1	1	5	5
Retirement	0	0	1	1
Appointments	1	0	12	10
Open Positions	0	0	11	10
Workers' Compensation Leave	0	0	0	0
<b>TOTAL</b>	2	1	29	26

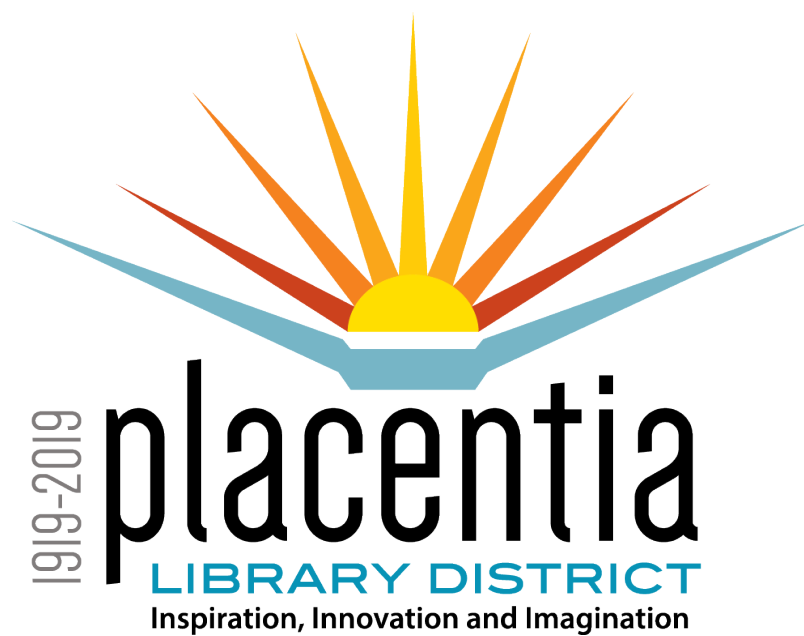
SEPARATION:  
Shelly McCurdy – Library Assistant

RETIREMENT:  
None

APPOINTMENTS:  
Carlo Maskarino – Business Manager

OPEN POSITIONS:  
None

WORKERS COMPENSATION LEAVE:  
None



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** City of Placentia - Shared Maintenance Costs through May 2023

**DATE:** June 30, 2023

### CITY OF PLACENTIA INVOICES

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

\* City Billing Not Received

PERIOD COVERED	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
FY 2021-2022							
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21	8/25/2021	0.00	1,655.06	0.00	9.73	0.00	1,664.79
Sep-21	*	*	*	*	*	*	0.00
Oct-21	10/12/2021	0.00	3,310.12	499.20	9.68	0.00	3,819.00
Nov-21	11/8/2021	0.00	1,655.06	499.20	9.73	0.00	2,163.99
Dec-21	*	*	*	*	*	*	0.00
Jan-22	1/12/2022	0.00	1,655.06	0.00	18.95	677.91	2,351.92
Feb-22	2/16/2022	0.00	3,310.12	499.20	18.80	0.00	3,828.12
Mar-22	3/23/2022	0.00	1,655.06	499.20	9.38	338.87	2,502.51
Apr-22	4/18/2022	0.00	1,655.06	249.60	9.38	0.00	1,914.04
May-22	5/23/2022	0.00	1,655.06	249.60	9.31	1,022.88	2,936.85
Jun-22	6/20/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$19,806.06</b>	<b>\$3,244.80</b>	<b>\$114.14</b>	<b>\$2,039.66</b>	<b>\$25,204.66</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Administration Report for May 2023

**DATE:** June 30, 2023

**Meetings:**

- May 1  
eRate Program Meeting: Assistant Library Director met with Sutherland Consulting Group to discuss the project for the District and to review the vendors that submitted bid for project. Staff discussed next steps of the process and consultant fees for the service.
- May 2  
Library Director met with a contractor, providing information on the OLE project, attended the virtual ISDOC meeting, and facilitated the Library Management Team (LMT) meeting.
- May 3  
Library Director met with another contractor, providing information on the OLE project and conducted the 2<sup>nd</sup> interview for the Business Manager recruitment.  
  
Placentia Round Table Women's Club (PRTWC) Meeting: Assistant Library Director reported that 40 students were awarded the PRTWC Scholarship of \$750 per student including 2 \$1,000 Veteran Scholarships. In addition, the General Membership approved the Placentia Library \$2,000 donation for the Summer Reading Program.
- May 4  
Library Director met with library directors from the Southern California library districts.
- May 8  
Library Director met with the finalist for the Business Manager recruitment.
- May 9  
Library Director attended the Downtown Merchant meeting and provided information and updates to staff on the Chamber's music event in downtown.
- May 10  
Torrance Library Interview Panel: Assistant Library Director assisted the Torrance Library with interviews to fill four Librarian positions.

- May 11  
Library Director and Assistant Library Director attended Literacy event, recognizing our outstanding tutors and learners.
- May 15, 16, and 17  
Library Director and Assistant Library Director attended Legislatives Days conference in Sacramento, meeting with staff from Assemblymember Damon Connolly to discuss AB 1274, Assemblywoman Quirk-Silva to discuss AB 1297, and Senator Newman to discuss SB 409.
- May 17  
Library Director attended the Boys & Girls Club Strategic Planning meeting at the Library.
- May 18  
Library Director attended the First Responder Recognition, honoring the women and men of police, fire, and ambulance services, and facilitated the LMT meeting to discuss the 2023-2025 budget.
- May 22  
Library Director welcomed our new Business Manager and attended the ISDOC General Manager meeting.
- May 23  
Library Director served on the interview panel for Newport Beach Public Library's Librarian III recruitment.
- May 24  
Broadband for All, Digital Equity, and Broadband Equity, Access, and Deployment Regional Planning Workshop: Assistant Library Director attended the Orange County Region meeting to discuss best methods to reach out to the community to inform them of the program to provide all individuals with access to internet, as well as physical infrastructure to enable internet connectivity for homes, affordability, and training. The program California Broadband for All will be conducting surveys to share with our community to assist them with connectivity to these services.
- May 25  
Library Director met with President Martin and Secretary Carline.
- May 30  
Library Director, Assistant Library Director, and Executive Assistant attended the Board meeting.
- May 31  
Library Director attended the Literacy Orientation in Sacramento.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**


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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Circulation Activity Report for May 2023

**DATE:** June 30, 2023

<b>Children's Circulation</b>	<b>May 2023</b>	<b>May 2022</b>	<b>FY-T-D 2022-23</b>	<b>FY-T-D 2021-22</b>	<b>FY-T-D % change</b>
Children's Fiction Physical	8,560	9,080	105,013	91,739	14%
Children's Fiction Digital	848	998	9,259	9,763	-5%
<b>Children's Fiction TOTAL</b>	<b>9,408</b>	<b>10,078</b>	<b>114,272</b>	<b>101,502</b>	<b>13%</b>
Children's Nonfiction Physical	2,364	2,638	26,860	23,572	14%
Children's Nonfiction Digital	109	175	1,223	1,519	-19%
<b>Children's Non-Fiction TOTAL</b>	<b>2,473</b>	<b>2,813</b>	<b>28,083</b>	<b>25,091</b>	<b>12%</b>
Children's Magazine Physical	4	26	162	163	-1%
Children's Magazine Digital	223	63	2,757	241	1044%
<b>Children's Magazine TOTAL</b>	<b>227</b>	<b>89</b>	<b>2,919</b>	<b>404</b>	<b>623%</b>
Children's Audiobook Physical	601	317	4,396	2,139	106%
Children's Audiobook Digital	510	425	5,224	4,473	17%
<b>Children's Audiobook TOTAL</b>	<b>1,111</b>	<b>742</b>	<b>9,620</b>	<b>6,612</b>	<b>45%</b>
Children's DVD/Video Physical	257	368	3,311	3,983	-17%
Children's DVD/Video Digital	74	47	697	462	51%
<b>Children's DVD/Video TOTAL</b>	<b>331</b>	<b>415</b>	<b>4,008</b>	<b>4,445</b>	<b>-10%</b>
Children's LOTS	26	22	336	248	35%
Music Digital	19	3	159	176	-10%
<b>TOTAL All Children's Physical Content</b>	<b>11,812</b>	<b>12,451</b>	<b>140,078</b>	<b>121,844</b>	<b>15%</b>
<b>TOTAL All Children's Digital Content</b>	<b>1,783</b>	<b>1,711</b>	<b>19,319</b>	<b>16,634</b>	<b>16%</b>
<b>TOTAL All Children's Content</b>	<b>13,595</b>	<b>14,162</b>	<b>159,397</b>	<b>138,478</b>	<b>15%</b>

<b>Adult/Teen Circulation</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Fiction Physical	2,056	2,430	23,609	26,736	-12%
Adult Fiction Digital	2,208	1,952	18,317	22,211	-18%
<b>Adult Fiction TOTAL</b>	<b>4,264</b>	<b>4,382</b>	<b>41,926</b>	<b>48,947</b>	<b>-14%</b>
Adult Nonfiction Physical	1,499	1,657	16,638	15,923	4%
Adult Nonfiction Digital	742	620	7,575	6,507	16%
<b>Adult Non-Fiction TOTAL</b>	<b>2,241</b>	<b>2,277</b>	<b>24,213</b>	<b>22,430</b>	<b>8%</b>
Adult Magazine Physical	7	45	249	321	-22%
Adult Magazine Digital	237	164	2,597	2,266	15%
<b>Adult Magazine TOTAL</b>	<b>244</b>	<b>209</b>	<b>2,846</b>	<b>2,587</b>	<b>10%</b>
Adult Audiobook Physical	144	192	1,513	2,030	-25%
Adult Audiobook Digital	4,126	2,894	38,989	30,589	27%
<b>Adult Audiobook TOTAL</b>	<b>4,270</b>	<b>3,086</b>	<b>40,502</b>	<b>32,619</b>	<b>24%</b>
Adult DVD/Video Physical	590	763	7,403	8,060	-8%
Adult DVD/Video Digital	550	230	4,139	2,821	47%
<b>Adult DVD/Video TOTAL</b>	<b>1,140</b>	<b>993</b>	<b>11,542</b>	<b>10,881</b>	<b>6%</b>
Adult LOTS	128	80	984	656	50%
Video Games	227	268	2,273	2,555	-11%
Music Digital	94	70	868	805	8%
Teen Fiction Physical	301	333	3,239	3,655	-11%
Teen Fiction Digital	238	157	2,381	2,588	-8%
<b>Teen Fiction Total</b>	<b>539</b>	<b>490</b>	<b>5,620</b>	<b>6,243</b>	<b>-10%</b>
<b>TOTAL All Adult/Teen Physical Content</b>	<b>4,952</b>	<b>5,768</b>	<b>55,908</b>	<b>59,936</b>	<b>-7%</b>
<b>TOTAL All Adult/Teen Digital Content</b>	<b>8,195</b>	<b>6,087</b>	<b>74,866</b>	<b>67,787</b>	<b>10%</b>
<b>TOTAL All Adult/Teen Content</b>	<b>13,147</b>	<b>11,855</b>	<b>130,774</b>	<b>127,723</b>	<b>2%</b>

<b>All Circulation</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Total Circulation Physical	16,764	18,219	195,986	181,780	8%
Total Circulation Digital	9,978	7,798	94,185	84,421	12%
<b>Total All Circulation</b>	<b>26,742</b>	<b>26,017</b>	<b>236,605</b>	<b>214,167</b>	<b>10%</b>
Non-English Language Circulation	536	554	5,565	5,986	-7%

<b>Online Database Usage</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by Placentia Library District</i>	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
ABC Mouse	2,566	1,505	44,524	18,692	138%
Creative Bug	0	28	255	353	-28%
Data Axle	84	486	614	3,618	-83%
Freegal	1,071	1,073	11,680	10,960	7%
Novelist	8	25	1,704	313	442%
BookFlix	40		121		
TrueFlix	11		70		
Scholastic Teachables	76				
Mango Languages	123		254		
ChiltonLibrary	3		8		
<b>TOTAL PLD DATABASE USAGE</b>	<b>3,982</b>	<b>3,146</b>	<b>59,608</b>	<b>34,464</b>	<b>73%</b>

<b>Online Database Usage</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
<i>Funded by California State Library</i>	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Brainfuse VetNow	23	323	164	1,277	-87%
Brainfuse HelpNow*	10		394		
Britannica	27	79	623	446	40%
LinkedIn Learning	73	381	2,141	1,326	61%
ProQuest	0	7	62	266	-77%
ProQuest Culture Grams	0	40	30	143	-79%
Skillshare	2	6	20	41	-51%
Teaching Books and Book Connections	34	25	1,014	559	81%
National Geographic Kids (Gale)	4	1	77	23	235%
Gale in Context: Environmental Studies	0	0	7	6	17%
Gale Interactive: Science	0	1	67	37	81%
Coursera	11	18	140	71	97%
EBSCO LearningExpress Library	0	3	27	23	17%
GetSetUp	21	0	190	5	3700%
Northstar	0	1	0	11	-100%
<b>TOTAL CSL DATABASE USAGE</b>	<b>205</b>	<b>885</b>	<b>4,956</b>	<b>4,234</b>	<b>17%</b>
<b>TOTAL ALL DATABASE USAGE</b>	<b>4,187</b>	<b>4,031</b>	<b>64,564</b>	<b>38,698</b>	<b>67%</b>

\*Mathematically unable to divide by zero



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Adult Services Report for May 2023

**DATE:** June 30, 2023

**MONTHLY STATISTICS**

<b>Number of Programs by Type</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Programs	11	5	11	5	120%
Hangar	1	2	1	2	-50%
History Room	2	0	2	0	-
Literacy	23	13	23	13	77%
Teen Programs	2	2	2	2	0%
General Interest	0	0	0	0	-
Self Directed	1	2	1	2	-50%
<b>TOTAL Adult/Teen</b>	<b>40</b>	<b>24</b>	<b>40</b>	<b>24</b>	<b>67%</b>

<b>Program Attendance by Type</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Programs	92	52	92	52	77%
Hangar	773	179	4,8761	2,689	81%
History Room	0	0	0	0	0%
Literacy	212	100	212	100	112%
Teen Programs	27	49	27	49	-45%
General Interest	0	0	0	0	-
Self Directed	0	88	0	88	-100%
<b>TOTAL Adult/Teen</b>	<b>332</b>	<b>468</b>	<b>332</b>	<b>468</b>	<b>-29%</b>

<b>Proctored Tests</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Number of Tests	7	2	38	49	-22%

<b>History Room Activity</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
History Room Visitors	6	9	87	54	61%

<b>The Hangar Makerspace</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Hangar Open Hour Visits	35	54	853	442	93%
Hangar Users	12	15	211	102	107%
Hangar Tours	10	24	270	192	41%

<b>Volunteer Hours</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
History Room	0	26	91	546	-83%
PLFF	217	175	2,762	2,368	17%
General Library	189.25	210	2,543	3,061	-17%
Adult Literacy	261.75	206	2,282	1,972	16%
PTAC	32.25	37	607	508	20%
<b>Total Volunteer Hours</b>	<b>700.25</b>	<b>654</b>	<b>8286.07</b>	<b>8455</b>	<b>-2%</b>
<b>FTE Equivalent</b>	<b>4.04</b>	<b>3.77</b>	<b>47.81</b>	<b>48.78</b>	<b>-2%</b>

<b>Literacy</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Adult Literacy & ESL Students	90	56	61%
Adult Literacy & ESL Tutors	53	45	18%

### ACTIVITIES

- Megan Tolman coordinated 5 Memory Lab appointments.
- Megan Tolman, Michelle Meades, Margaret Hatanaka, and Daisy Badge coordinated 3 3<sup>rd</sup> grade visits during the month of May.
- Michelle Meades coordinated Book Club on May 9.
- Michelle Meades coordinated 2 Book a Librarian appointments for the month of May.
- Megan Tolman completed a weeding of Teen Fiction.
- Katie Matas created the new vinyl record collection in Horizon and processed the first 106 albums.

- Gena Christ coordinated Literacy Reads – Beginner Book Club on May 3, 10, 24, and 31.
- Sally Federman coordinated Literacy Reads – Int. Book Club on May 2, 9, 16, and 23.
- Gena Christ coordinated Read, Write, Speak Club on May 5, 12, and 19.
- Esther Canedo and Laurel Dennis facilitated ESL Beginner Conversation Group on May 4, 11, 18, and 25.
- Esther Canedo and Laurel Dennis facilitated ESL Conversation class at the Whitten Center on May 2, 9, 16, and 23.
- Sally Federman coordinated a Surfing With Paint Brushes on May 19.
- Sally Federman, Gena Christ, Esther Canedo, and Laurel Dennis coordinated Recognition Evening on May 11.
- Sally Federman coordinated a Learner-led Book Club on May 15.
- Adult and Teen Services staff attended the Adult and Teen Services Meeting on May 24.
- Adult and Teen Services staff attended the All Staff meeting on May 31.
- Tim Balen coordinated the Teen Star Wars Night on May 4.
- Tim Balen coordinated Yoga at the Library on May 6, 13, 20 and 27.
- Tim Balen coordinated Painting in the Stacks on May 20.
- Tim Balen coordinated setting up the Summer Reading Program on Beanstack.
- Malcolm Jones Coordinated Manga/Anime Night on May 18.

### **MEETINGS**

- On May 23, Placentia Historical Committee: Megan Tolman could not attend the meeting as it was cancelled due to a lack of quorum.
- On May 9, Santiago Library System (SLS) Adult Services Committee Meeting: Michelle Meades attended the meeting which was held at the Yorba Linda Public Library. Summer reading programs were discussed.
- On May 17, Santiago Library System (SLS) Teen Services Committee Meeting: Malcolm Jones attended the meeting which was held at the Fullerton Public Library. Spring and summer teen services programming was discussed.

### **PROFESSIONAL DEVELOPMENT**

- Tim Balen attended a webinar Brainfuse: HelpNow Summer Learning Resources on May 3.
- Tim Balen attended a webinar Using the Palace App on May 9.
- Tim Balen attended a webinar CAREer Pathways Public Survey Roundtable on May 25.





**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Technology and Website Report for May 2023

**DATE:** June 30, 2023

**MONTHLY STATISTICS**

<b>Computer and Wi-Fi Usage</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Children Computer Usage	238	311	2,884	3,037	-5%
Teen Computer Usage	133	134	1,330	1,295	3%
Adult Computer Usage	999	990	11,560	9,386	23%
<b>Total Computer Usage</b>	<b>1,370</b>	<b>1,435</b>	<b>15,774</b>	<b>13,718</b>	<b>15%</b>
Wi-Fi Usage	1,575	1,275	17,013	13,669	24%
Guest Passes	69	54	716	583	23%

<b>Website Traffic</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Website visits	15,154	13,463	157,823	135,586	16%
Page Hits	24,882	23,136	267,275	228,445	17%
Users	9,821	9,162	99,711	83,626	19%
Pages/Session	1.64	1.72			
Avg. Session Duration	00:01:46	00:01:49			
% New Sessions	80	80			
Placentia Library Online Catalog Usage	4,495	4,584	49,898	44,030	13%

**Technology Updates**

**Completed Projects:**

- Onboarding for new staff
- Offboarding for staff
- Completed temporary repair for library lighting controller
- Repair Public PCs
- Security Gate Repair
- Deployed new children's AWE PC's

**Ongoing Projects:**

- Server Upgrade Replacement Project
- Library Website Development with contractor & Staff
- Library Mobile App Development with contractor and other vendors
- Online Meeting room, study room, and history room bookings online (waiting for direction)
- Apple developer account setup

**Upcoming Projects:**

- Self-Check Machine replacements/ refresh
- Windows 7 computer replacements
- Circulation and print release terminal replacement
- Passport computer replacement
- Social Media Account Security Review
- Access control beta testing- Dock door
- Environmental sensor testing- Vape/Smoking

**System Updates:**

The server update project has moved to the data migration phase. This is expected to take another week for verification then services will begin to move from older hardware to the new machines. Because of additional configuration errors, progress has been slowed as we address outstanding issues found from previous settings.

Childrens department purchases two All-in-one touch screen PC's from AWE. These were setup and deployed in the children's area for use by young patrons. The games and learning activities are pre-chosen by the manufacture and are available in both English and Spanish. So far these have been very popular with visitors. They include a mouse and keyboard for older users choosing more advanced activities, while still allowing for touch screen functionality for onscreen games.

Lighting control systems were offline for a few days because of a misaligned contactor/controller in the server room. This piece of equipment is what controls power for all lights in the public spaces in the library. It appears it was an original part in an original electrical panel from the library's construction. While the device is functioning now, it could fail at any time and should be replaced. The business manager has been garnering quotes for repair/replacement.

KnowBe4 provides our cyber security training for all staff and volunteers with a library email. The last two phishing simulation test we have obtained a 100% grade for users not clicking on suspicious links and attachments. This is a huge improvement from where we started before simulation and training.

## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Jeanette Contreras, Library Director

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

**SUBJECT:** Customer Service Report for May 2023

**DATE:** June 30, 2023

<b>Attendance</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Number of Days Open	28	29	319	312	2%
Number of Hours Open	266	263	2,914	2,862	2%
Attendance	17,336	10,014	189,305	166,318	14%

<b>Card Holders</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Active Borrowers~	4,591	4,800			-4%
Child Card Holders*	14,568				-
Teen Card Holders*	4,548				-
Adult Card Holders*	44,900				-
<b>Total Card Holders</b>	<b>64,016</b>	<b>60,253</b>			-
New Patron Registration	411	300	3,914	4,412	-11%
New Virtual Library Cards	62	61	862	853	1%

<b>Information Desk Activity</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Reference Questions -- in person	1,764	2,052	18,612	19,525	-5%
Reference Questions -- telephone	571	499	6,146	9,325	-34%
Reference Questions -- email/chat	7	6	123	171	-28%
<b>Total Reference Questions</b>	<b>2,342</b>	<b>2,557</b>	<b>24,881</b>	<b>29,021</b>	<b>-14%</b>
Assistance in Spanish	76	16	683	338	102%
Assistance with Passports	442		3,517	0	#DIV/0!
Curbside Usage	11	21	146	299	-51%
Study Room Usage	129	158	1,708	1,220	40%

<b>Passport Activity</b>	<b>May</b>	<b>May</b>	<b>FY-T-D</b>	<b>FY-T-D</b>	<b>FY-T-D</b>
	<b>2023</b>	<b>2022</b>	<b>2022-23</b>	<b>2021-22</b>	<b>% change</b>
Passports Processed	511	3	5,089	6,402	-21%
Consultations Only*	32		378	0	-
Unfilled Appointments*	50		1,072	0	-
No Show Appointments*	77		749	0	-
Photo Only (Walk-in)*	22		180	0	-

*\*FY 2021-22 data not available*

*~FY-T-D- comparison not applicable*

**ACTIVITIES**

- Angie processed 1,300 new books
- Meeting room was used by 3 outside renters: Corte Vista HOA, Broadmoor HOA and Mija Publishing.
- Meeting room was used by 2 library partners: Kiwanis and Boys & Girls Club.
- Meeting room was used 30 times for library related activities/programs.
- Staff pulled a total of 414 patron requests.
- Staff pulled a total of 179 expired holds from the request shelf.
- Erich mailed 104 Billing Notices.
- Megan and Erich completed 52 School visit Library Cards

**MEETINGS**

- None

**PROFESSIONAL DEVELOPMENT**

- None

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Public Hearing for the 2023-2025 Fiscal Year Budget & Adoption of Resolution 2023-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2023-2025 Fiscal Year Budget for the Placentia Library District of Orange County.**

**DATE:** June 30, 2023

### **BACKGROUND**

The 2023-2025 Fiscal Year Budget was discussed and presented to the Library Board of Trustees at the May 30, 2023 Budget Work Session. The Public Notice Hearing for the Library Board's June 30, 2023 Unusual Date Meeting was posted on the District's website and sent to the Orange County Register on May 30, 2023.

- Attachment A are the guidelines for conducting a Public Hearing.
- Attachment B is the Notice of Public Hearing.
- Attachment C is Resolution 2023-03.
- Attachment D is the proposed Revenue for the 2023-2025 Fiscal Year.
- Attachment E is the proposed Expenditures for the 2023-2025 Fiscal Year.
- Attachment F is the proposed Salary Schedule for the 2023-2025 Fiscal Year.
- Attachment G is the proposed Organizational Chart for the 2023-2025 Fiscal Year.
- Attachment H is Policy 6030 – Circulation
- Attachment I is Policy 6035 – Fee Schedule
- Attachment J is Policy 6040 – Beverage & Food Policy
- Attachment K is Policy 6050 – Community Meeting Room
- Attachment L is Policy 6055 – Barbara & Ed Hemmerling Group Study Rooms
- Attachment M is Policy 6065 – Public Behavior Policy
- Attachment N is Policy 6070 – Art Displays & Exhibits Policy
- Attachment O is Policy 6075 – Digital Signage Policy
- Attachment P – Staff recommends eliminating Policy 6022 – iPad Borrowing

### **RECOMMENDATIONS**

1. Conduct Public Hearing on the 2023-2025 Fiscal Year Budget as published.
2. Finalize the 2023-2025 Fiscal Year Budget, inclusive of input from the Library Board of Trustees.
3. Motion to read Resolution 2023-03: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the 2023-2025 Fiscal Year Budget for the Placentia Library District of Orange County.
4. Motion to Adopt Resolution 2023-03 and authorize amendments to policies presented, by a Roll Call Vote.
5. Roll Call Vote.

**Public Hearing Procedures  
June 30, 2023**

1. Announce the Public Hearing topic.
2. Declare the Public Hearing open.
3. Ask for and listen to comments from the public. The Library Board of Trustees should not respond directly to public comments as they will have an opportunity to speak after the hearing.
4. Declare the Public Hearing closed.
5. Process Board discussion on the item.
6. Process motion to read Resolution by Title only.
7. Have the Executive Assistant read the Resolution Title.
8. Motion to adopt the Resolution by roll call vote.
9. Have the Administrative Assistant conduct the roll call vote.
10. Be sure that the results of the roll call vote are read in to the record.



NOTICE OF PUBLIC HEARING  
REGARDING PROPOSED ADOPTION OF RESOLUTION 2023-03,  
THE BUDGET FOR ALL FUNDS FOR FISCAL YEARS 2023-2025

NOTICE IS HEREBY GIVEN that on June 30, 2023, the Board of Trustees of the Placentia Library District will hold a Public Hearing in the Community Meeting Room of the Placentia Library District at 411 East Chapman Avenue, Placentia, CA 92870 as part of the Unusual Date Meeting of the Board at 6:30pm, or as soon thereafter as practicable. The Board will hold the Public Hearing in order to receive oral and written opinions regarding the proposed adoption of Resolution No. 2023-03. Those desiring to comment orally may do so during the hearing. Written comments may be filed at any time prior to conclusion of the public hearing. Any written materials to be submitted to the Board should be addressed to the attention of Jeanette Contreras, Library Director, at the above-mentioned address. Upon conclusion of the hearing, the Board will consider adoption of proposed Resolution No. 2023-03, which would establish the Budget for all funds for Fiscal Years 2023-2025.

A copy of the full Resolution No. 2023-03 and data, as proposed, is available for review in the District offices, at the address set forth above. Copies of the Resolution and data are available by calling the District at (714) 528-1906, extension 200.

DATED: May 30, 2023

POSTED: May 30 through June 30, 2023

PUBLISHED: May 30 through June 30, 2023

Lina Nguyen  
Executive Assistant

**RESOLUTION 2023-03**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE  
2023-2025 FISCAL YEAR BUDGET FOR  
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for the 2023-2025 Fiscal Year Budget were reviewed at the Unusual Date Meeting of the Board of Trustees on June 30, 2023; and,

WHEREAS, all sources of income have been identified to support said budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the budget for the 2023-2025 Fiscal Year, and implements such on July 1, 2023 as \$5,174,783 for the 2023-2024 Fiscal Year and \$4,188,384 for the 2024-2025 Fiscal Year.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California    )  
                                  )ss.  
County of Orange    )

I, Gayle Carline, Secretary 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 thirtieth day of June 2023.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirtieth day of June 2023.

---

Gayle Carline, Secretary  
Placentia Library District Board of Trustees



**Placentia Library District**  
Proposed Revenue Budget for Fund 707 for Fiscal Year 2023-2025

Object Code	Category	2021-2022	2022-2023	2023-2024	2024-2025
		ACTUAL	PROJECTED	PROPOSED	PROPOSED
4010	Current Secured	2,701,866	2,915,260	3,002,718	3,092,800
4030	Prior Secured				
	SUB-TOTAL CURRENT SECURED	2,701,866	2,915,260	3,002,718	3,092,800
4020	Current Unsecured	82,999	72,913	74,371	76,602
4040	Prior Unsecured			0	0
	SUB-TOTAL UNSECURED	82,999	72,913	74,371	76,602
4050	SUPPLEMENTAL -- CURRENT	52,821	109,756	113,049	116,440
4060	SUPPLEMENTAL -- PRIOR	0	0	0	0
4070	INTEREST ON UNNAPORT. TAX	742	638	651	670
4080	PENALTIES & COST ON DELIQ. TAX	20,285	21,782	22,435	23,108
4090	TAXES SPECIAL DIST. AUGMENTATION	8,996	10,173	10,376	10,688
4180	OTHER REVENUE	0	100,524		
4190	STATE - HOMEOWNERS PR TAX RELIEF	12,149	10,604	10,816	11,141
	<b>TOTAL PROPERTY TAX REVENUE</b>	<b>2,879,858</b>	<b>3,314,563</b>	<b>3,308,788</b>	<b>3,408,051</b>
4210	State Grants	236,475	819,282	279,000	385,437
4220	Federal Grants	0	0	0	
4230	Other Grants	60,317	2,500	5,000	5,000
	<b>TOTAL GRANTS REVENUE</b>	<b>296,792</b>	<b>821,782</b>	<b>284,000</b>	<b>390,437</b>
4310	Fines & Fees	17,039	16,487	18,136	20,000
4320	Passports/Passport Photos	297,200	238,817	250,758	263,296
4340	Meeting Room	40	2,147	100	100
4350	Test Proctor	2,700	1,220	0	0
	<b>TOTAL SERVICE REVENUE</b>	<b>316,979</b>	<b>258,671</b>	<b>268,994</b>	<b>283,396</b>
4410	PLFF Grants	25,845	67,496	113,000	38,000
4430	Misc. Revenue	3,235	13,211	0	0
4400	CASH & INVESTMENT	3,688,030	3,897,094	3,975,036	3,155,684
4500	IMPACT FEES	624,190	796,215	816,215	238,215
4600	INTEREST	4,234	3,891	8,500	8,500
	<b>TOTAL REVENUE (does not include cash &amp; investment)</b>	<b>3,526,943</b>	<b>4,479,614</b>	<b>5,174,782</b>	<b>4,188,384</b>

2023-2024 Revenue/Income includes \$600k LIF, \$400k ASM Chen, \$200k CSL, \$75k PLFF for books

2024-2025 Revenue/Income includes \$300k projected ASM Chen

June 30, 2023

**PLACENTIA LIBRARY DISTRICT**

**Proposed Expenditures Budget for Fund 707 for Fiscal Year 2023-2025**

OBJECT	2021-2022	2022-2023	2023-2024	2024-2025	
CODE	DESCRIPTION	ACTUAL	PROJECTED	PROPOSED	PROPOSED
5010	Salaries & Wages	1,116,122	1,322,140	1,460,159	1,566,258
5020	Payroll Taxes (SS & MEDICARE)	478,339	462,749	509,024	528,818
5030	Retirement (PARS)	68,267	89,500	94,007	98,730
5040	Unemployment Insurance	0	6,250	30,000	5,000
5050	Health Insurance	283,388	208,404	214,656	218,949
5060	Life Insurance	4,202	4,844	4,989	5,089
5064	Dental Insurance	12,838	16,048	16,529	16,860
5066	Long Term Disability Insurance	6,181	7,726	7,958	8,117
5068	Vision Insurance	2,549	3,059	3,151	3,214
5070	Workers Compensation	22,324	14,468	32,908	36,171
5090	Education Assistance	0	0	0	0
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>		<b>1,994,210</b>	<b>2,135,188</b>	<b>2,373,381</b>	<b>2,487,206</b>
5099	Liability Insurance	44,667	57,313	69,824	73,259
5100	Communications	20,051	62,563	78,301	70,000
5150, 5170, 5180	Household Expense & Cleaning Supplies	20,556	54,131	67,334	65,000
5160	Refuse Disposal	2,880	3,762	3,272	5,200
5205	Maintenance - Equipment	16,351	34,500	15,000	17,000
5220-5280	Maintenance - Building & Grounds	146,098	128,738	165,000	170,000
5290	Memberships	14,714	12,103	15,500	16,500
5300-5350	Office Supply & Postage	67,947	95,139	130,000	145,000
5400-5480	Professional / Specialized Services	195,106	192,851	200,000	210,000
5490	Loan Obligation (ibank)	73,968	73,844		
5495, 5910, 5920	Programs	76,857	70,885	85,000	51,285
5500	Book/Library Materials	304,346	450,000	350,620	320,000
5600	Travel & Meetings	43,194	35,838	40,000	45,000
5700	Mileage/Parking	519	614	650	1,000
5800	Utilities	11,578	40,136	45,150	40,000
5900	Bookmobile - Vehicle	0	53,160	200,000	0
5901	Bookmobile - Collection	0	0	70,000	20,000
5902	Bookmobile - Supplies & Materials	0	0	15,000	10,000
5903	Bookmobile - Other	0	0	90,000	5,000
6000	Other (OLE)	0	0	800,000	315,000
<b>TOTAL SUPPLIES &amp; SERVICES</b>		<b>1,038,832</b>	<b>1,365,577</b>	<b>2,440,651</b>	<b>1,579,244</b>
1310	Building & Improvements	0	55,000	25,000	25,000
1320	Equipment & Furniture	0	6,500	250,000	10,000
2500	Capital Lease (ibank)			73,900	73,900
6100	Taxes & Assessments	8,710	8,777	11,849	13,034
5211	Renovation	57,403	0	0	0
7000	COVID-19	11,566	1,338	0	0
<b>TOTAL EXPENSES</b>		<b>3,110,721</b>	<b>3,572,380</b>	<b>5,174,782</b>	<b>4,188,384</b>

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR FISCAL YEAR 2023-2024  
NON-EXEMPT**

	1	2	3	4	5	6	7	8	9	10
<b>LIBRARY PAGE</b>										
HR	15.97	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	20.43
AN	33,217.60	34,048.04	34,899.24	35,771.72	36,666.02	37,582.67	38,522.23	39,485.29	40,472.42	42,496.04
MO	2,768.13	2,837.34	2,908.27	2,980.98	3,055.50	3,131.89	3,210.19	3,290.44	3,372.70	3,541.34
<b>LIBRARY CLERK PASSPORT AGENT</b>										
HR	20.23	20.74	21.25	21.79	22.33	22.89	23.46	24.05	24.65	25.88
AN	42,078.40	43,130.36	44,208.62	45,313.83	46,446.68	47,607.85	48,798.04	50,017.99	51,268.44	53,831.87
MO	3,506.53	1,875.47	1,922.27	1,970.80	2,019.33	3,967.32	4,066.50	4,168.17	4,272.37	4,485.99
<b>CIRCULATION SUPERVISOR</b>										
HR	24.10	24.70	25.32	25.95	26.60	27.27	27.95	28.65	29.36	30.83
AN	50,128.00	51,381.20	52,665.73	53,982.37	55,331.93	56,715.23	58,133.11	59,586.44	61,076.10	64,129.91
MO	4,177.33	4,281.77	4,388.81	4,498.53	4,610.99	4,726.27	4,844.43	4,965.54	5,089.68	5,344.16
<b>EXECUTIVE ASSISTANT (CONFIDENTIAL)</b>										
HR	27.76	28.45	29.17	29.89	30.64	31.41	32.19	33.00	33.82	35.51
AN	57,740.80	59,184.32	60,663.93	62,180.53	63,735.04	65,328.42	66,961.63	68,635.67	70,351.56	73,869.14
MO	4,811.73	4,932.03	5,055.33	5,181.71	5,311.25	5,444.03	5,580.14	5,719.64	5,862.63	6,155.76
<b>LIBRARY ASSISTANT</b>										
HR	28.25	28.96	29.68	30.42	31.18	31.96	32.76	33.58	34.42	36.14
AN	58,760.00	60,229.00	61,734.73	63,278.09	64,860.05	66,481.55	68,143.59	69,847.17	71,593.35	75,173.02
MO	4,896.67	5,019.08	5,144.56	5,273.17	5,405.00	5,540.13	5,678.63	5,820.60	5,966.11	6,264.42
<b>LIBRARIAN I</b>										
HR	33.83	34.68	35.54	36.43	37.34	38.28	39.23	40.21	41.22	43.28
AN	70,366.40	72,125.56	73,928.70	75,776.92	77,671.34	79,613.12	81,603.45	83,643.54	85,734.63	90,021.36
MO	5,863.87	6,010.46	6,160.72	6,314.74	6,472.61	6,634.43	6,800.29	6,970.29	7,144.55	7,501.78
<b>SUPERVISING LIBRARIAN</b>										
HR	39.23	40.21	41.22	42.25	43.30	44.39	45.49	46.63	47.80	50.19
AN	81,598.40	83,638.36	85,729.32	87,872.55	90,069.37	92,321.10	94,629.13	96,994.86	99,419.73	104,390.71
MO	6,799.87	6,969.86	7,144.11	7,322.71	7,505.78	7,693.42	7,885.76	8,082.90	8,284.98	8,699.23

Signature \_\_\_\_\_ : Approved \_\_\_\_\_ Effective: July 1, 2023

Jo-Anne W. Martin, Board President

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2023-2024  
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
<b>LIBRARY DIRECTOR</b>										
HR	93.29									
AN	194,043									
MO	16,170.27									
<b>ASSISTANT LIBRARY DIRECTOR</b>										
HR	54.02	55.37	56.75	58.17	59.63	61.12	62.65	64.21	65.82	67.46
AN	112,361.60	115,170.64	118,049.91	121,001.15	124,026.18	127,126.84	130,305.01	133,562.63	136,901.70	140,324.24
MO	9,363.47	9,597.55	9,837.49	10,083.43	10,335.52	10,593.90	10,858.75	11,130.22	11,408.47	11,693.69
<b>BUSINESS MANAGER</b>										
HR	40.20	41.21	42.24	43.29	44.37	45.48	46.62	47.79	48.98	51.43
AN	83,616.00	85,706.40	87,849.06	90,045.29	92,296.42	94,603.83	96,968.92	99,393.15	101,877.98	106,971.88
MO	6,968.00	7,142.20	7,320.76	7,503.77	7,691.37	7,883.65	8,080.74	8,282.76	8,489.83	8,914.32

Signature \_\_\_\_\_ : Approved

Jo-Anne W. Martin, Board President

Effective: July 1, 2023

**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR FISCAL YEAR 2024-2025  
NON-EXEMPT**

		1	2	3	4	5	6	7	8	9	10
LIBRARY PAGE	HR	16.45	16.86	17.28	17.71	18.16	18.61	19.08	19.55	20.04	21.04
	AN	34,216.00	35,071.40	35,948.19	36,846.89	37,768.06	38,712.26	39,680.07	40,672.07	41,688.87	43,773.32
	MO	2,851.33	2,922.62	2,995.68	3,070.57	3,147.34	3,226.02	3,306.67	3,389.34	3,474.07	3,647.78
LIBRARY CLERK PASSPORT AGENT	HR	20.84	21.36	21.90	22.44	23.00	23.58	24.17	24.77	25.39	26.66
	AN	43,347.20	44,430.88	45,541.65	46,680.19	47,847.20	49,043.38	50,269.46	51,526.20	52,814.35	55,455.07
	MO	3,612.27	1,875.47	1,922.27	1,970.80	2,019.33	2,086.95	2,189.12	2,293.85	2,401.20	2,621.26
CIRCULATION SUPERVISOR	HR	24.82	25.44	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.75
	AN	51,625.60	52,916.24	54,239.15	55,595.12	56,985.00	58,409.63	59,869.87	61,366.62	62,900.78	66,045.82
	MO	4,302.13	4,409.69	4,519.93	4,632.93	4,748.75	4,867.47	4,989.16	5,113.88	5,241.73	5,503.82
EXECUTIVE ASSISTANT (CONFIDENTIAL)	HR	28.59	29.30	30.04	30.79	31.56	32.35	33.16	33.98	34.83	36.58
	AN	59,467.20	60,953.88	62,477.73	64,039.67	65,640.66	67,281.68	68,963.72	70,687.81	72,455.01	76,077.76
	MO	4,955.60	5,079.49	5,206.48	5,336.64	5,470.06	5,606.81	5,746.98	5,890.65	6,037.92	6,339.81
LIBRARY ASSISTANT	HR	29.10	29.83	30.57	31.34	32.12	32.92	33.75	34.59	35.46	37.23
	AN	60,528.00	62,041.20	63,592.23	65,182.04	66,811.59	68,481.88	70,193.92	71,948.77	73,747.49	77,434.87
	MO	5,044.00	5,170.10	5,299.35	5,431.84	5,567.63	5,706.82	5,849.49	5,995.73	6,145.62	6,452.91
LIBRARIAN I	HR	34.84	35.71	36.60	37.52	38.46	39.42	40.40	41.41	42.45	44.57
	AN	72,467.20	74,278.88	76,135.85	78,039.25	79,990.23	81,989.99	84,039.73	86,140.73	88,294.25	92,708.96
	MO	6,038.93	6,189.91	6,344.65	6,503.27	6,665.85	6,832.50	7,003.31	7,178.39	7,357.85	7,725.75
SUPERVISING LIBRARIAN	HR	40.41	41.42	42.46	43.52	44.61	45.72	46.86	48.03	49.24	51.70
	AN	84,052.80	86,154.12	88,307.97	90,515.67	92,778.56	95,098.03	97,475.48	99,912.37	102,410.18	107,530.68
	MO	7,004.40	7,179.51	7,359.00	7,542.97	7,731.55	7,924.84	8,122.96	8,326.03	8,534.18	8,960.89

Signature \_\_\_\_\_ : Approved \_\_\_\_\_  
Jo-Anne W. Martin, Board President

Effective: July 1, 2023

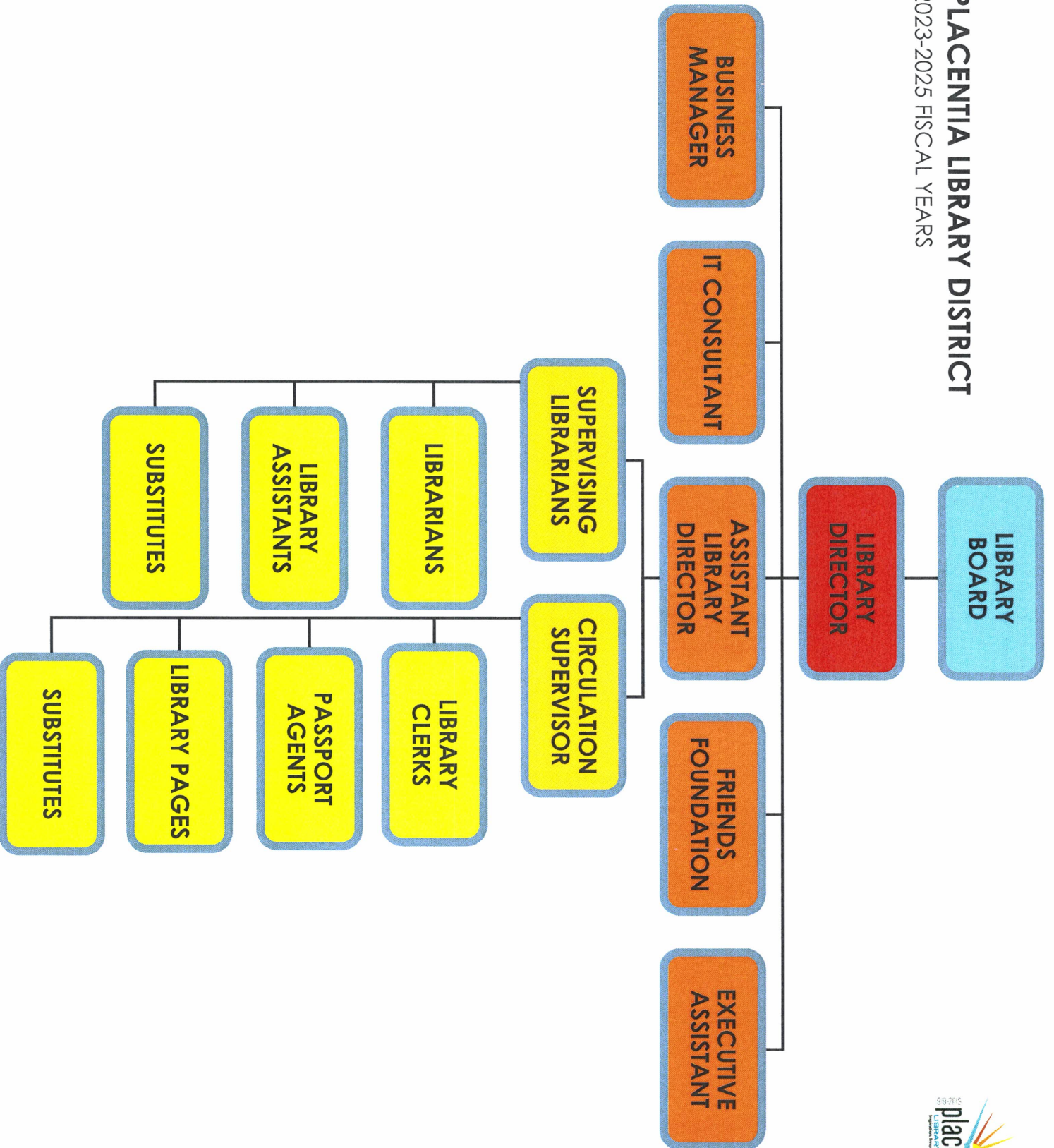
**PLACENTIA LIBRARY DISTRICT  
PROPOSED SALARY SCALE FOR  
FISCAL YEAR 2024-2025  
EXEMPT**

	1	2	3	4	5	6	7	8	9	10
LIBRARY DIRECTOR										
HR	93.29									
AN	194,043									
MO	16,170.27									
ASSISTANT LIBRARY DIRECTOR										
HR	55.64	57.03	58.46	59.92	61.42	62.95	64.53	66.14	67.79	71.18
AN	115,731.20	118,624.48	121,590.09	124,629.84	127,745.59	130,939.23	134,212.71	137,568.03	141,007.23	148,057.59
MO	9,644.27	9,885.37	10,132.51	10,385.82	10,645.47	10,911.60	11,184.39	11,464.00	11,750.60	12,338.13
BUSINESS MANAGER										
HR	41.41	42.45	43.51	44.59	45.71	46.85	48.02	49.22	50.45	52.98
AN	86,132.80	88,286.12	90,493.27	92,755.60	95,074.49	97,451.36	99,887.64	102,384.83	104,944.45	110,191.68
MO	7,177.73	7,357.18	7,541.11	7,729.63	7,922.87	8,120.95	8,323.97	8,532.07	8,745.37	9,182.64

Signature \_\_\_\_\_ : Approved \_\_\_\_\_ Effective: July 1, 2023

Jo-Anne W. Martin, Board President

**PLACENTIA LIBRARY DISTRICT**  
2023-2025 FISCAL YEARS



# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Circulation

**POLICY NUMBER:** 6030

**6030.1** Items borrowed from the Library are due as reflected when items are checkeded out per loan periods below:

**6030.1.1** Loan Periods for Library Materials are as follows:

Item Type	Loan Period
<ul style="list-style-type: none"> <li>• Books</li> <li>• Audio Books</li> <li>• Magazines</li> <li>• E-books/downloadable audio books</li> </ul>	3 Weeks
<ul style="list-style-type: none"> <li>• Library of Things (LOTs)</li> </ul>	2 Weeks
<ul style="list-style-type: none"> <li>• DVDs</li> <li>• Video Games</li> </ul>	1 Week

**6030.1.2** Item Loan Limits per Library Card are as follows:

- 25 total items at one time
- 5 DVD new releases, new video games
- 1 Library of Things item (Adult Library Cards only)
- eBooks and downloadable audiobooks download limits are set by the vendor (i.e., Overdrive, Hoopla)

**6030.2** Items are considered *returned* on the date they are checked in by the staff.

**6030.2.1** All items for the current day are checked in before the staff ends each work day.

**6030.2.2** Items returned in a bookdrop after the Library closes will be checked in the next day the Library is open.

**6030.3** Notification Process:

**6030.3.1** Reminder notices are either emailed or texted to cardholders 7 days after an item's due date.

**6030.3.2** Invoices for the full cost of the item plus the processing fee are mailed 30 days after an item's due date.



- 6030.3.3** If the emailed invoice or fee notices are returned or undeliverable, any invoices or fees over \$40.00 will be sent to collections.
- 6030.3.3.1** If the cardholder cannot be notified by telephone the account will be reported immediately to the collection agency with a \$25.00 surcharge added to the account's balance.
- 6030.3.3.2** Borrowers who return lost items remain responsible for the accumulated fees and service charges. ~~Borrowers returning any lost items within 30 days from the original due date will be refunded the lost and processing fees.~~ Additionally, after 30 days, if the item is no longer in the system, the patron is responsible for the cost of the item.
- 6030.3.3.3** ~~Accounts for cardholders having more than \$40.00 in accumulated fees and who have not responded to the fee notices from the Library, will be reported to the collection agency with a \$25.00 surcharge added to the account's balance.~~ Cardholders have six months from the notice date to reconcile their accounts. If not, their card will be deactivated and they will lose access to all library services and resources.
- 6030.4** Parent/guardians are responsible for items checked out on a card issued to minor children. Library cards are not issued to minors without a parent or guardian present, with the exception of school visits, the identification information and signature of the parent/guardian assuming financial responsibility for that card.
- 6030.5** Returned Checks
- 6030.5.1** Returned Check charges are made as prescribed by Section 1719 of the California Civil Code. Checks returned from the bank for any reason will be assessed a \$25.00 surcharge.
- 6030.5.2** On the 30th day from the date of the written notice to the issuer, the surcharge increases to 3 times the face value of the check or \$100.00, whichever is greater, and the account is immediately reported to the Collection Agency.
- 6030.6** The Supervising Librarian, Assistant Library Director, or Support Services Supervisor may clear accounts of any type that have been reported to the collection agency.
- 6030.7** California Education Code, Section 19911 in part states: Offenses Against Libraries 288002. RETENTION OF PROPERTY. Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated

library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after expiration of the time for which by the rules of the institution the article or property may be kept is guilty of a misdemeanor.

**6030.7.1** The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section will be liable for damages so caused by the minor.

**6030.8** Renewals and inquiries (online access available 24/7)

**6030.8.1** To minimize fees and/or lost item charges the Library recommends calling the ~~Support Services Department~~ **Information Desk** at 714-528-1906 during the hours when the Library is open for public service to:

**6030.8.1.1** Verify the due date of an item.

**6030.8.1.2** Renew or request an extension of a loan period.

- Books – 3 weeks
- DVDs, videogames, vinyl – 1 week
- LOTs items cannot be renewed.
- Items that have been requested cannot be renewed.

**6030.8.1.3** Report if an item is lost.

**6030.8.1.4** To update account information, staff will use the patron's driver's license or government issued identification for verification.

**6030.8.2** All calls regarding overdue or lost items should be directed to the ~~Support Services Department~~ **Information Desk** at 714-528-1906.

**6030.9** Unpaid fees in excess of \$10.00 will result in the suspension of borrowing privileges until the account is cleared. Electronic access is exempt.

**6030.10** Placentia Library District will issue a virtual or physical library card to California residents with a valid driver's license or a government issued photo identification and an accompanying proof of a current California address issued within the last six (6) months.

**6030.11** Once an item is reported lost the staff will search for the item within a week. If the item is not found the person responsible for the library card will receive an invoice for the replacement cost plus the processing fee plus any fees due for the item. Items 30 days past the due date will be charged a lost fee.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Fee Schedule  
**POLICY NUMBER:** 6035

~~Effective July 1, 2017, the Placentia Library District will no longer collect overdue fines, as approved by the Library Board of Trustees on June 28, 2017.~~ A completed rental form must be turned in at the Information Desk during normal business hours at least 24 hours prior to the requested rental date. Please see the attached rental form application (Attachment A).

<b>RENTAL FEE</b>	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$1.25 each
Tables, 6' (24 hr. period)	\$8.50 each
Meeting Room (See Revised chart attached)	
- <u>Non-profit Resident</u>	<u>\$35.00/hr.</u>
- <u>Non-profit Non-Resident</u>	<u>\$50.00/hr.</u>
- <u>Private/For Profit Resident</u>	<u>\$75.00/hr.</u>
- <u>Private/For Profit Non-Resident</u>	<u>\$100.00/hr.</u>
- Administrative Fee (for cancellation notices less than two weeks in advance)	<u>\$50.00</u>
- After hour fee / Staff attendee	<u>\$40/hr.</u> , per staff with prior approval from the Library Director
- Projector	\$15.00
- Set-up fee	<u>\$35.00</u>
- Refundable security deposit / cleaning fee	<u>\$100.00</u>
- Breakdown fee	<u>\$35.00</u>
- No show fee	\$25 in addition to the room rental fee
<b>LOST OR DAMAGED MATERIALS</b>	
An item that is 30 days overdue will become a "Lost" item. If a "Lost" item is returned in its exact condition and damage-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with balances of \$40 or more will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.00 collection services fee plus the \$10.00 processing fee.	

<b>SPECIAL SERVICES &amp; REPLACEMENTS</b>	
Collection Services Fee	\$25.00
<b><u>Reshelving Fee</u></b>	<b><u>\$1.00 per item</u></b>
Program No Show Fee	\$25.00
Library card replacement	\$2.00 each
Barcode replacement	\$2.00 each
Book jacket cover / mylar replacement / RFID tag	\$2.00 each
Audiobook disc replacement	\$10.00 per disc up to the value of the audiobook
Audiobook case replacement	\$10.00 each
DVD case replacement	\$2.00 each
Earbuds	\$2.00 each
Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial use \$75.00 – commercial use
Printing, photocopy      Black ink	\$.15 per page
Printing, photocopy      Color	\$.50 per page
Test proctoring	\$50.00 per exam
Passport Processing Fee	\$35.00 per application (subject to
Passport Photos	<b><u>\$20.00</u></b>
Library of Things (LOTS)	<b><u>\$40.00</u></b> Cleaning Fee per item/room rental
Equipment Rental	Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

*(Adopted by the Library Board of Trustees, July 1, 2017.)*

# Placentia Library District

## **POLICY MANUAL**

**POLICY TITLE:** Beverage & Food Policy  
**POLICY NUMBER:** 6040

- 6040.1** No eating or drinking, except in areas designated for those purposes. No outside food permitted.
- 6040.2** Closed lid drinks are allowed. No beverages allowed at computer terminals.

# Placentia Library District

## **POLICY MANUAL**

**POLICY TITLE:** Community Meeting Room

**POLICY NUMBER:** 6050

**6050.1** The purpose of the Placentia Library District Community Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations that are educational or cultural in nature. The Board of Trustees has established the following conditions to govern the use of the Placentia Library District Community Meeting Room.

**6050.2** A completed application, fees and deposit are required to reserve a date for the Placentia Library Community Meeting Room. Fees are as follows:

<b>RENTAL FEE</b>	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$1.25 each
Tables, 6' (24 hr. period)	\$8.50 each
Meeting Room (See Revised chart attached)	
- Non-profit Resident	\$35.00/hr.
- Non-profit Non-Resident	\$50.00/hr.
- Private/For Profit Resident	\$75.00/hr.
- Private/For Profit Non-Resident	\$100.00/hr.
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$50.00
- After hour fee / Staff attendee	\$40/hr., per staff with prior approval from the Library Director
- Projector	\$15.00
- Set-up fee	\$35.00
- Refundable security deposit / cleaning fee	\$100.00
- Breakdown fee	\$35.00
- No show fee	\$25 in addition to the room rental fee

Fees and deposits are waived for meetings or events sponsored by the Library Staff or Board of Trustees. The fees and deposits will also be waived for the Friends of Placentia Library, the City of Placentia, and elected public officials for nonpartisan presentations.

Non-Profits shall provide a copy of 501(c)(3) and State of California Tax Identification Number.

- 6050.3** Application for use of the room will be made through the Administration Department on at least two (2) weeks prior to use of the meeting room. No group may reserve the Placentia Library District Community Meeting Room for more than three dates per application without approval by the Library Director.
- 6050.4** The Placentia Library District requires meeting room users to sign a Hold Harmless agreement. In addition, proof of insurance with General Liability of \$1,000,000 and an endorsement naming the Placentia Library District as additional insured is required no later than seven days after booking a meeting room. Failure to provide the required insurance and endorsement will cause forfeit of room reservation. Waiving of insurance requirement is at the discretion of the Library Director.
- 6050.5** Full room charges will be enforced for all “No Shows.”
- 6050.6** Permission to use the room is not transferable.
- 6050.7** Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Placentia Library District Community Meeting Room is needed for a Library function.
- 6050.8** Organizations using the facility are responsible for setting up and returning the room to the condition it was found. If library staff is needed to set up or return furniture, an additional fee will be charged. Please see table under 6050.2 for additional fee information.
- 6050.9** The person who signs the application form will be deemed an official representative of the group, and liable for any damage to library and facilities. The person signing the application form must be at least 18 years old.
- 6050.10** No meetings or activities will be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
- 6050.11** Meals may not be served in the Community Meeting Room. If light refreshments are provided, the kitchenette must be left clean. The Library does not have supplies available for serving refreshments.
- 6050.12** **Sales of any type are prohibited in the Community Meeting Room.**
- 6050.13** There is a refundable deposit/cleaning fee required at time of application. This deposit is nonrefundable for no shows, cancellations less than two weeks before the event rental. Please see table under 6050.2 for additional fee information.
- 6050.14** Alcoholic beverages are prohibited.

**6050.15** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.

**6050.16** **Renter is responsible for testing their own presentations and can coordinate a day with the Administration Department for a test run. Acceptable format is USB. IT assistance is not available.**

**6050.17** Permits may be revoked by the Library Director whenever there has been a violation of these rules.

**6050.18** Community Meeting Room must be vacated when the library closes.

**6050.19** If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.

**6050.20** Capacity limitations: 68

**6050.21** **The Community Meeting Room temperature cannot be adjusted.**

**6050.22** Organizations requiring the presence of a staff member after closing hours depending on staff availability will incur an extra fee. Please see table under 6050.2 for additional fee information.

Organizations are responsible for all pass through charges, including but not limited to:

- City personnel
- Police services
- Fire services
- Cleaning services

**6050.23** Equipment available for the Community Meeting Room

**6050.23.1** 100 Chairs

**6050.23.2** 15 8' Tables

**6050.23.3** Kitchenette

**6050.23.4** Sound System

**6050.23.5** 1 Lectern

**6050.23.6** 2 Flags (American and State flag)

**6050.23.7** Projector (Please see table under 6050.2 for additional fee information)

**6050.24** Marketing/Publicity

**6050.24.1** The Placentia Library District Library does not assume any responsibility to publicize or promote any outside group



meeting and will not publicize outside groups' meetings on the Library's website or social media.

**6050.24.2** Reserving groups may not post signage on library property.

**6050.24.3** Use of Placentia Library District logo and likeness are not permitted.

**6050.24.4** All promotional material produced by group/individual renting the meeting room must include the following statement:

“This meeting/event, its presenter(s) and organization(s) are neither sponsored by nor endorsed by the Placentia Library District.”

**6050.25** Disclaimer: The Placentia Library District recognizes the rights of free speech and free assembly. Use of the community meeting room facilities by groups/individuals does not constitute an endorsement of the philosophies, practices, viewpoints or beliefs of the groups/individuals by the Library Board of Trustees or Library Staff and furthermore, the Board and Staff will not be held responsible for any action undertaken or administered by the groups/individuals.



\_\_\_\_\_  
Event Name

**FACILITY USE RELEASE, WAIVER OF LIABILITY  
AND INDEMNITY AGREEMENT**

In consideration of being permitted to utilize the Placentia Library District's (hereafter, "Library") facilities for the event named above ("Event") on \_\_\_\_\_ [**Insert Date**], the undersigned, and on behalf of the group or organization the undersigned represents, and their respective representatives, heirs, assigns, and next of kin (collectively, the "Participants"), agree to the following:

1. To release, defend, indemnify, and hold harmless, and covenant not to sue the Library, the City of Placentia and their respective officers, agents, and employees (the "Releasees"), for any and all claims for loss, damage, or demands therefor on account of injury to any person, including death, or damage to property, including, without limitation, any loss or theft of any personal property, which may occur as a result of participating in the Event, or in any way using for any purpose during the day of the Event any of the Releasees' premises, facilities or equipment, even though that liability may arise, in whole or part, out of the negligence of the Releasees or out of a dangerous or defective condition of property or equipment of the Releasees.

2. Expressly acknowledge and understand that injuries can occur during the use of any of the Releasees facilities or equipment, including those resulting in injury or death, and that the Participants hereby expressly assume all such risks, including any dangerous or defective condition of public property, whether or not a particular risk is known or unknown.

3. Expressly agree that this Facility Use Release, Waiver of Liability, and Indemnity Agreement ("Agreement") is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, the balance shall continue in full legal force and effect.

4. The Library may close due to unforeseen circumstances or weather conditions. Every effort will be made to notify the contact person of the closure and a refund will be issue.

5. In addition to this Agreement and not in lieu of any of its provisions, the Participants shall obtain and provide evidence of liability insurance with such coverages as required by the Library.

The undersigned has read and voluntarily signs this Agreement, and acknowledges that no representations, statements, or inducements of any kind, apart from the foregoing written Agreement, have been made by the Releasees.

\_\_\_\_\_  
Name of authorized representative

\_\_\_\_\_  
Organization represented

\_\_\_\_\_  
Title of authorized representative

\_\_\_\_\_  
Organization's Address

I Have Read This Agreement and certify that I am authorized to sign on behalf of myself and the organization I represent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Barbara & Ed Hemmerling Group Study Rooms

**POLICY NUMBER:** 6055

The Placentia Library District is committed to providing an environment that is conducive to study and group collaboration. The Library provides our patrons access to the Barbara & Ed Hemmerling group study rooms within the following guidelines:

- 6055.1** The purpose of the Library study room is to provide a space for patrons to meet and collaborate. The Library will provide equal access to all patrons. The Library has two study rooms with a capacity of six people per room at one time. There is no charge for use of the study rooms.
- a. Patrons reserving room must be at least 13 years of age and have a current valid Placentia Library card.
  - b. Reservations will be held 10 minutes after the scheduled start time. If not present after the 10-minute grace period, the reservation is forfeited and the time slot becomes available to others.
  - c. Rooms are reserved for up to two (2) hours/day. Any individuals present in the room during the use period will also be considered to have used their allotment for the day.
  - d. There is a maximum of six (6) patrons per room.
  - e. Furniture are not to be moved in or out of the rooms.
  - f. Maintain a moderate noise level that does not disturb those in adjoining rooms or outside the rooms. Rooms are not soundproof.
  - g. Leave the room in good condition for the next patrons, including erasing the whiteboard and disposing of trash.
  - h. Rooms are not intended to provide privacy. Library staff may enter rooms as needed for security, maintenance, or other reasons.
  - i. Do not leave your valuables unattended in the rooms at any time. The Library is not responsible for lost or damaged personal property.
  - j. All rules and regulations as outlined in the District policies, including but not limited to Policy 6020 – Internet and Computer Access, Policy 6040 – Beverage & Food, Policy 6050 – Community Meeting Room, and Policy 6065 – Public Behavior.
  - k. Failure to comply with this policy and other library policies may result in loss of study room and/or library privileges.

- 6055.2** Patrons will be required to register at the Information Desk and provide a valid library card. ~~Patrons' library cards will be returned after use of the study room.~~
- 6055.3** Rooms are available on first come, first served basis. Reservations can only be made for the same day, in person, at the Information Desk.
- 6055.4** Patrons are required to observe all library policies. There is no eating, drinking, and sleeping allowed in the study room. Bottled water is acceptable. Failure to comply with all library policies may result in loss of study room or library privileges.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Public Behavior Policy

**POLICY NUMBER:** 6065

Welcome to the Placentia Library District. The Library Rules of Conduct have been established to protect the rights and safety of Library patrons, volunteers, and staff, and preserve and protect the Library's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are example of conduct not allowed on Library property:

- 6065.1** Engaging in any activity prohibited by law.
- 6065.2** Using cell phones and other personal electronics in a manner that disturbs others. Audible cell phones and personal electronics must be used on silent or vibrate mode with the use of headphones. All cell phone calls must be taken outside the library.
- 6065.3** The use of tobacco products in any form or other harmful substances, including vaping, will not be permitted anywhere on Library property.
- 6065.4** Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching/kissing, and obscene acts.
- 6065.5** Eating or drinking, except in areas designated for those purposes. Closed lid drinks are acceptable.
- 6065.6** Carrying firearms and dangerous weapons of any type except by law enforcement only.
- 6065.7** Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs/marijuana.
- 6065.8** In possession of wheeled devices in the Library or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt. Wheeled devices may be concealed in backpacks.
- 6065.9** Using restrooms for bathing and/or personal hygiene activities.
- 6065.10** Soliciting or conducting surveys not authorized by the Library.
- 6065.11** Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

- 6065.12** Entering or being in the Library barefoot, without a shirt, ~~with offensive odor or personal hygiene~~, or being otherwise attired so as to be disruptive to the Library environment.
- 6065.13** Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library.
- 6065.14** Bringing in articles that measure more than 16”W x 20”H x 12”D. All articles must be contained within this space.
- 6065.15** Moving Library furniture and/or equipment, and having feet, standing, or jumping on furniture; or blocking aisles, exits or entrances.
- 6065.16** Use of personal extension cords, Ethernet cables or equipment with exposed wirings, except in the Barbara & Ed Hemmerling Group Study Rooms.

In addition, the following also apply to the Library Rules of Conduct:

- 6065.17** The Library is not responsible for children who are left unattended in or on the grounds of the Library.
- 6065.18** The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
- 6065.19** There shall be a maximum of two people allowed at each public computer workstation unless otherwise authorized by Library staff.
- 6065.20** Loud, disorderly or disruptive behavior will not be tolerated.
- 6065.21** Staff may call for Police assistance whenever the person-in-charge believes it is necessary.
- 6065.22** If a child under age 14 is left unattended after hours and the parents cannot be reached, the person-in-charge will call local law enforcement to pick-up and escort that child to the City of Placentia Police Station.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library’s Rules of Conduct and staff requests. Noncompliance with the Library’s Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Art Displays & Exhibits Policy

**POLICY NUMBER:** 6070

- 6070.1** Art objects and paintings for display must be approved by the Library Director.
- 6070.2** Exhibit hangings should be coordinated with the ~~Administrative~~ Executive Assistant. Such activities are confined to hours when staff is scheduled to be in the Library.
- 6070.3** Each displaying artist must sign a liability release agreement with the Library. This is to be coordinated with the ~~Administrative~~ Executive Assistant.
- 6070.4** Art objects to be placed in the Library are not limited as to size and shape, but must not hinder the functions of the Library as defined by its Mission Statement. The art objects being displayed should enhance the surroundings and not hinder Library operations.
- 6070.5** Most exhibits will be on display for one month.
- 6070.6** Receptions are to be scheduled with the ~~Administrative~~ Executive Assistant.
- 6070.7** No sales can be conducted in the Library.
- 6070.8** The exhibitor or organization arranging the exhibit is responsible for publicity including printing and mailing flyers or brochures and for any news releases.
- 6070.9** The Library may negotiate a hiatus in the schedule of an exhibit to allow an exhibit of its own procuring to be exhibited.



# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Digital Signage Policy

**POLICY NUMBER:** 6075

- 6075.1** The Placentia Library District provides digital signage that may be used to promote programs, events, services, and communicate emergency broadcasting instructions to our community. The digital signage is one of the most efficient and timely methods of delivering news to our visiting patrons. The digital signage is located ~~at the Circulation Checkout desk~~ in the lobby area.
- 6075.2** Community partners wishing to promote their programs, events and/or services using the District's digital signage must submit a request to the Library Director for consideration.
- 6075.2.1** Community partners are identified as non-profit organizations and/or government agencies which are not associated with any faith-based community and/or political affiliations.
- 6075.2.2** Current community partners include the Placentia Rotary Club, Kiwanis, the Miss Placentia/Yorba Linda Scholarship Program, the Placentia Roundtable Women's Club, the City of Placentia, the Placentia Chamber of Commerce, Downtown Merchant, LOT 318, HIS OC, Placentia-Yorba Linda School District, and the Brea Placentia Yorba Linda Boys and Girls Club.
- 6075.3** Requests for posting event/information must be emailed to the Administrative Assistant and must meet the following requirements:
- 6075.3.1** Submission must include name of event, brief description, dates, times and contact information. This information needs to be embedded in the body of the email or attached as a Word or Publishers document. Photos need to be submitted as a jpeg file.
- 6075.3.2** Submission must include the name of sponsoring agency or organization and contact information for person submitting.
- 6075.3.3** Requests must be submitted at least two (2) months prior to the event.
- 6075.3.4** Approvals are granted at the discretion of the Library Director.
- 6075.3.5** Submissions that do not represent the mission and goals of the District will not be accepted.

# Placentia Library District

## **POLICY HANDBOOK**

**POLICY TITLE:** iPad Borrowing Policy

**POLICY NUMBER:** 6022

The Placentia Library District recognizes the benefits and enriching experience of tablets such as an iPad. The Library will provide iPad for in-Library use only to current Placentia Library District cardholders in good standing. The iPad Borrowing Policy states:

1. Only current Placentia Library cardholders in good standing may borrow an iPad for use in the library. "Good standing" is defined as a library card account and any custodial children/guardians' accounts having fines and fees of less than \$10.00.
2. Cardholder under the age of 18 require parental/guardian authorization. Parental/Guardian information and signature is an understanding of financial responsibility of said parent/guardian.
3. A Cardholder must present his/her actual library card to borrow the iPad for use in the library.
4. A photo ID will also be required. The ID can be a Driver's License, State ID, Military ID, Student ID and/or Passport photo which contain the cardholder's name and an identifiable photo.
5. Only one checkout of an iPad per day per cardholder will be permitted, regardless of total time actually used.
6. Maximum loan period for each Library-owned iPad is 2 hours per cardholder.
7. iPads may not be reserved. Available iPads for use in the library will be obtainable on a first-come, first-serve basis.
8. An iPad will be checked out to the eligible cardholder's library account while the iPad is used in the library. The checkout will occur at the Circulation Desk starting at the time the library opens and up to 2 hours before the library closes.
9. iPads must remain inside the library at all times and may not be taken past security detection gates. Leaving the library with a Library-owned iPad will be considered theft of library property by Placentia Library District, and will be reported as such to the proper legal authorities.
10. iPads must not be left unattended. Library staff is not responsible for the checked-out iPads.
11. iPads must be returned to the library staff at the Circulation Desk no later than 1 hour before the library closes. Cardholder(s) must remain at the Circulation Desk until iPads are properly accounted for and cleared from the cardholder's card and the Borrower Agreement is signed and dated signifying a proper return.
12. iPads may not be returned to an unattended public desk. Library staff is not responsible for unattended iPads.
13. The Cardholder will be held responsible for all applicable replacement costs and processing fees for the iPad, at current market value, if lost, stolen or damaged while checked out. The Library will not accept replacement iPads purchased by the cardholder.
14. Failure to pay any amount owed will be considered an outstanding debt to Placentia Library District and will be added as a fine to the cardholder's library card. In addition, failure to resolve this matter will result in the cardholder's outstanding debt being forwarded to a collection agency and may result in legal action.
15. Overdue fees will be charged for iPads at a rate of \$5.00 for every 15 minutes overdue, if not returned by the specified time to September 10, 2014

the Circulation Desk. There is no grace period.

16. The iPad borrower must comply with the Placentia Library District Policies 6020 – Public Computer and Internet Access Policy, 6022 – iPad Borrowing Policy, 6025 – Public Internet Use Policy, and 6065 – Library Rules of Conduct Policy.
17. The iPad must be kept safe from water and other liquids and not dropped or damaged in any manner.
18. Borrower must immediately report to the Circulation Desk any loss of, or damage to, an iPad. Borrower will NOT attempt to troubleshoot problems with the iPad.
19. Placentia Library's iPad Borrowing Agreement must be completed each time an iPad is checked out , acknowledging that cardholder's financial responsibility for a lost, stolen or damaged iPad.
20. Once an iPad is checked out to a cardholder's library record, it becomes the sole responsibility of that cardholder per the iPad Borrower's Agreement.
21. Placentia Library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current versions of the Borrower Agreement and iPad Borrowing Policy.
22. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning an iPad.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Establish the Holiday and Library Closure Schedule for the 2023-2025 Fiscal Year and Adopt by Resolution 2023-04.**

**DATE:** June 30, 2023

**BACKGROUND**

The Placentia Library District Policy 2030 establishes the following days as paid holidays:

- New Years Day
- Martin Luther King, Jr. Birthday (adopted December 19, 2022)
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Attachment A is the proposed Holiday and Library Closure Schedule for the 2023-2025 Fiscal Year.

Attachment B is Resolution 2023-04.

**RECOMMENDATIONS**

1. Determine and adopt the Holiday and Library Closure Schedule for the 2023-2025 Fiscal Year.
2. Read Resolution 2023-04 by Title Only: A Resolution of the Library Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for the 2023-2025 Fiscal Year.
3. Adopt Resolution 2023-04 by a roll call vote.
4. Roll Call Vote.

**2023 Holiday Schedule**

<b>Date</b>	<b>Holiday</b>
Tuesday, July 04	Independence Day
Monday, September 04	Labor Day
Friday, November 10	Veterans Day
Thursday, November 23	Thanksgiving Day
Sunday, December 24	Christmas Eve Day
Monday, December 25	Christmas Day
Sunday, December 31	New Year's Eve Day

**2024 Holiday Schedule**

<b>Date</b>	<b>Holiday</b>
Monday, January 01	New Year's Day
Monday, January 15	Martin Luther King, Jr. Birthday
Monday, February 19	President's Day
Sunday, March 31 *	Easter
Monday, May 27	Memorial Day
Thursday, July 04	Independence Day
Monday, September 02	Labor Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Tuesday, December 24	Christmas Eve Day
Wednesday, December 25	Christmas Day
Tuesday, December 31	New Year's Eve Day

**2025 Holiday Schedule**

<b>Date</b>	<b>Holiday</b>
Wednesday, January 01	New Year's Day
Monday, January 20	Martin Luther King, Jr. Birthday
Monday, February 17	President's Day
Sunday, April 20 *	Easter
Monday, May 26	Memorial Day

\* Denotes unpaid holiday

**RESOLUTION 2023-04**

**A RESOLUTION OF THE LIBRARY BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE  
HOLIDAY AND LIBRARY CLOSURE SCHEDULE  
FOR FISCAL YEARS 2023-2025**

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Library Board of Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Library Board of Trustees established its Holiday Schedule for Fiscal Years 2023-2025 dated June 30, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California )

)ss.

County of Orange )

I, Gayle Carline, Secretary of the Library 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 Library Board of Trustees at the Unusual Date Meeting hereof held on the thirtieth day of June 2023.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirtieth day of June 2023.

\_\_\_\_\_  
Gayle Carline, Board Secretary  
Placentia Library District Board of Trustees





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Jeanette Contreras, Library Director

**FROM:** Carlo Maskarino, Business Manager

**SUBJECT:** **Adoption of Resolution 2023-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2023-2024 Fiscal Year.**

**DATE:** June 30, 2023

**BACKGROUND**

On November 6, 1979, Proposition 4, which is more commonly referred to as the “Gann Initiative,” was adopted by California voters. The measure became effective July 1, 1980, retroactive to fiscal year 1978-79. Statutes clarifying certain provisions of the Proposition are now codified in Article XIII B of the California Constitution. Pursuant to those regulations, the “Gann Limit” establishes constitutional spending limits allowable for California governmental agencies based on the Consumer Price Index and population growth. Concurrent with Proposition 4, the Revenue and Taxation Code, Section 7910, each local governmental unit is required to establish its appropriations limit prior to the beginning of each new fiscal year. In addition to Proposition 4, Proposition 111 was voted into law on June 5, 1990, in order to increase the accountability of local government in adopting appropriation limits.

In determining the 2023-2024 Fiscal Year Gann Appropriations Limit calculation, the California Department of Finance price and population information provided the following factors to be considered: Population Factors Change in City Population indicated 2.3% for the City of Placentia and the inflation change was 4.443%. Using these factors, the District’s 2023-2024 Gann Appropriations Limit is \$6,056,719. Gann Appropriations Limit is to establish the limit on the amount of revenues that can legally be spent by the Placentia Library District for the 2023-2024 Fiscal Year.

Attachment A is Resolution 2023-05.

Attachment B is the GANN limit calculation.

Attachment C is the Price and Population letter.

**RECOMMENDATIONS**

1. Motion to read Resolution 2023-05: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the 2023-2024 Fiscal Year.
2. Motion to Adopt Resolution 2023-05 by a Roll Call Vote.
3. Roll Call Vote.

**RESOLUTION 2023-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE  
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2023-2024**

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with all the provisions of said law in determining the appropriations limit for the fiscal year 2023-2024; and

WHEREAS, the Placentia Library District of Orange County has calculated appropriations limit by using the California Department of Finance price and population information; and

WHEREAS, such information indicates population percentage to be 2.3 for Placentia, CA and inflation percentage change to be 4.4 for Fiscal Year 2023-2024.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 2023-05, dated June 30, 2023; and that the appropriations limit be \$6,056,719 for Fiscal Year 2023-2024.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California     )  
                                  )ss.  
County of Orange     )

I, Gayle Carline, Secretary 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 thirtieth day of June 2023.

IN WITNESS THEREOF, I have hereunto set my hand and seal this thirtieth day of June 2023.

\_\_\_\_\_  
Gayle Carline, Secretary  
Placentia Library District Board of Trustees

A. LAST YEAR'S LIMIT	\$	5,668,850.00			
B. ADJUSTMENT FACTORS					
1. Per Capita Cost of Living Change %		4.44	$\frac{104.44}{100}$	1.0444	
2. Population %		2.3	$\frac{102.3}{100}$	1.023	$\frac{1.068421}{0.068421}$
Total Adjustment %		0.0684212			
C. ANNUAL ADJUSTMENTS	\$	387,869.52			
D. OTHER ADJUSTMENTS	\$	-			
E. TOTAL AJUSTMENTS	\$	387,869.52			
F. CURRENT YEAR LIMIT	\$	6,056,719.52			

FY 23/24



Gavin Newsom ■ Governor  
1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ [www.dof.ca.gov](http://www.dof.ca.gov)

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW  
Director  
By:

Erika Li  
Chief Deputy Director

Attachment

May 2023

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

**2023-24:**

Per Capita Cost of Living Change = 4.44 percent  
 Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio:  $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio:  $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24:  $1.0444 \times 0.9965 = 1.0407$

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Alameda				
Alameda	-0.20	76,030	75,880	77,287
Albany	-0.57	21,524	21,401	21,401
Berkeley	0.30	123,188	123,562	123,562
Dublin	-0.38	71,148	70,879	71,750
Emeryville	1.06	12,478	12,610	12,610
Fremont	0.15	229,122	229,467	229,467
Hayward	-0.18	160,081	159,800	159,800
Livermore	-1.25	85,870	84,793	84,793
Newark	0.66	47,150	47,459	47,459
Oakland	-0.53	421,806	419,556	419,556
Piedmont	-1.10	10,913	10,793	10,793
Pleasanton	-1.37	77,524	76,459	76,459
San Leandro	-0.66	88,075	87,497	87,497
Union City	-1.40	67,702	66,754	66,754
Unincorporated	-1.32	148,943	146,976	147,006
County Total	-0.47	1,641,554	1,633,886	1,636,194

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	1-1-2023
Alpine				
Unincorporated	-0.59	1,191	1,184	1,184
County Total	-0.59	1,191	1,184	1,184

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Amador				
Amador	-1.03	195	193	193
lone	-0.48	4,986	4,962	8,772
Jackson	-0.90	4,983	4,938	4,938
Plymouth	1.05	1,051	1,062	1,062
Sutter Creek	-0.99	2,616	2,590	2,590
Unincorporated	-0.72	22,420	22,259	22,282
County Total	-0.68	36,251	36,004	39,837

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Butte				
Biggs	1.22	1,966	1,990	1,990
Chico	1.67	105,633	107,394	107,394
Gridley	1.00	7,473	7,548	7,548
Oroville	0.02	19,405	19,409	19,409
Paradise	24.09	7,367	9,142	9,142
Unincorporated	-7.15	64,738	60,109	60,109
County Total	-0.48	206,582	205,592	205,592

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

<b>County City</b>	<b>Percent Change 2022-2023</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total</b>
		<b>1-1-22</b>	<b>1-1-23</b>	<b>Population 1-1-2023</b>
Calaveras				
Angels City	-0.48	3,559	3,542	3,542
Unincorporated	-0.21	41,390	41,302	41,348
County Total	-0.23	44,949	44,844	44,890

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	Population 1-1-2023
Colusa				
Colusa	0.17	6,417	6,428	6,428
Williams	-0.14	5,576	5,568	5,568
Unincorporated	-0.52	9,826	9,775	9,775
County Total	-0.22	21,819	21,771	21,771

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Contra Costa				
Antioch	0.94	114,362	115,442	115,442
Brentwood	0.46	64,219	64,513	64,513
Clayton	-1.08	10,782	10,666	10,666
Concord	-0.84	123,102	122,074	122,074
Danville	-0.79	43,166	42,823	42,823
El Cerrito	-0.88	25,710	25,484	25,484
Hercules	1.36	25,944	26,297	26,297
Lafayette	-0.46	25,119	25,004	25,004
Martinez	-0.67	36,790	36,543	36,543
Moraga	-0.95	17,055	16,893	16,893
Oakley	1.67	44,257	44,995	44,995
Orinda	-0.52	19,326	19,225	19,225
Pinole	-1.07	18,442	18,244	18,244
Pittsburg	0.16	74,688	74,809	74,809
Pleasant Hill	-0.89	33,697	33,397	33,397
Richmond	-0.88	114,521	113,518	113,518
San Pablo	-1.02	31,625	31,301	31,301
San Ramon	-0.86	83,587	82,870	82,870
Walnut Creek	-0.51	69,603	69,245	69,245
Unincorporated	-0.85	175,719	174,226	174,310
County Total	-0.36	1,151,714	1,147,569	1,147,653

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Del Norte				
Crescent City	-0.57	4,069	4,046	5,790
Unincorporated	-0.48	20,854	20,754	20,809
County Total	-0.49	24,923	24,800	26,599

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
El Dorado				
Placerville	-0.34	10,621	10,585	10,585
South Lake Tahoe	-0.86	20,727	20,548	20,548
Unincorporated	-0.38	158,386	157,790	157,873
County Total	-0.43	189,734	188,923	189,006

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Fresno				
Clovis	0.80	123,532	124,523	124,523
Coalinga	-0.54	13,410	13,337	17,237
Firebaugh	0.89	8,420	8,495	8,495
Fowler	3.34	6,936	7,168	7,168
Fresno	0.12	542,515	543,151	543,428
Huron	-0.71	6,168	6,124	6,124
Kerman	2.11	16,605	16,955	16,955
Kingsburg	3.48	12,432	12,865	12,865
Mendota	-0.10	12,475	12,463	12,463
Orange Cove	-0.71	9,531	9,463	9,463
Parlier	-0.48	14,472	14,402	14,402
Reedley	1.75	24,944	25,381	25,381
Sanger	-0.23	26,302	26,241	26,241
San Joaquin	-0.72	3,634	3,608	3,608
Selma	-0.22	24,354	24,300	24,300
Unincorporated	-0.78	158,554	157,323	158,846
County Total	0.15	1,004,284	1,005,799	1,011,499

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Glenn				
Orland	-0.51	8,294	8,252	8,252
Willows	-0.74	6,443	6,395	6,395
Unincorporated	-0.37	14,041	13,989	13,989
County Total	-0.49	28,778	28,636	28,636

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Humboldt				
Arcata	4.05	17,960	18,688	18,688
Blue Lake	-1.46	1,163	1,146	1,146
Eureka	-2.18	26,552	25,972	26,139
Ferndale	-0.22	1,374	1,371	1,371
Fortuna	-0.67	12,339	12,256	12,256
Rio Dell	-1.39	3,307	3,261	3,261
Trinidad	-1.34	298	294	294
Unincorporated	-1.00	71,525	70,813	70,892
County Total	-0.53	134,518	133,801	134,047

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Imperial				
Brawley	2.94	26,752	27,539	27,539
Calexico	0.11	38,654	38,697	38,697
Calipatria	-0.12	3,448	3,444	5,975
El Centro	0.01	44,442	44,445	44,445
Holtville	-0.58	5,534	5,502	5,502
Imperial	0.70	21,347	21,496	21,496
Westmorland	-0.10	1,991	1,989	1,989
Unincorporated	0.15	30,626	30,672	33,833
County Total	0.57	172,794	173,784	179,476

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Inyo				
Bishop	-0.15	3,878	3,872	3,872
Unincorporated	-0.16	14,984	14,960	15,024
County Total	-0.16	18,862	18,832	18,896

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Kern				
Arvin	-0.44	19,592	19,505	19,505
Bakersfield	0.22	407,491	408,373	408,373
California City	1.28	12,841	13,006	14,827
Delano	3.04	43,676	45,005	51,727
Maricopa	-0.79	1,019	1,011	1,011
McFarland	-0.82	13,861	13,748	13,748
Ridgecrest	-0.75	27,443	27,238	27,885
Shafter	4.32	20,436	21,318	21,318
Taft	-0.56	7,014	6,975	6,975
Tehachapi	-0.58	9,333	9,279	11,960
Wasco	0.61	22,603	22,740	26,622
Unincorporated	-0.75	303,325	301,062	303,525
County Total	0.07	888,634	889,260	907,476

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Kings				
Avenal	0.30	9,321	9,349	13,374
Corcoran	-0.43	13,468	13,410	21,442
Hanford	1.00	58,312	58,893	58,893
Lemoore	-0.48	26,736	26,609	26,609
Unincorporated	-0.52	24,772	24,644	30,700
County Total	0.22	132,609	132,905	151,018

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Lake				
Clearlake	-1.09	16,545	16,364	16,364
Lakeport	-0.82	5,008	4,967	4,967
Unincorporated	-0.93	45,826	45,400	45,469
County Total	-0.96	67,379	66,731	66,800

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Lassen				
Susanville	-2.27	9,371	9,158	11,593
Unincorporated	-0.93	15,239	15,097	16,682
County Total	-1.44	24,610	24,255	28,275

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2022-2023	1-1-22	1-1-23	1-1-2023
Los Angeles				
Agoura Hills	-0.03	19,776	19,770	19,770
Alhambra	-0.37	81,609	81,303	81,303
Arcadia	-0.74	55,918	55,503	55,503
Artesia	-0.82	16,139	16,007	16,093
Avalon	-1.03	3,386	3,351	3,351
Azusa	0.06	49,453	49,483	49,483
Baldwin Park	-0.63	70,815	70,368	70,368
Bell	-0.72	33,612	33,370	33,370
Bellflower	-0.92	77,638	76,924	76,924
Bell Gardens	-0.84	38,774	38,447	38,447
Beverly Hills	-0.90	31,945	31,658	31,658
Bradbury	0.34	886	889	889
Burbank	-0.42	104,976	104,535	104,535
Calabasas	-0.99	23,037	22,808	22,808
Carson	-0.60	92,746	92,186	92,186
Cerritos	-1.06	48,402	47,887	47,887
Claremont	-0.74	37,034	36,759	36,759
Commerce	-1.04	12,163	12,036	12,036
Compton	-0.61	94,294	93,719	93,719
Covina	-0.67	50,690	50,350	50,350
Cudahy	-0.52	22,386	22,270	22,270
Culver City	-0.73	39,972	39,682	39,682
Diamond Bar	-1.03	53,935	53,381	53,381
Downey	-0.73	112,078	111,261	111,261
Duarte	6.60	21,384	22,796	22,796
El Monte	-0.84	107,279	106,377	106,377
El Segundo	-0.67	17,042	16,928	16,928
Gardena	-0.47	60,090	59,809	59,809
Glendale	-0.82	192,870	191,284	191,284
Glendora	-0.80	51,571	51,159	51,159
Hawaiian Gardens	-0.94	13,675	13,546	13,546
Hawthorne	-0.96	86,535	85,702	85,702
Hermosa Beach	-0.98	19,206	19,018	19,018
Hidden Hills	-0.80	1,745	1,731	1,731
Huntington Park	-0.93	53,783	53,281	53,281
Industry	-0.23	428	427	427
Inglewood	-0.64	106,928	106,248	106,248
Irwindale	-0.87	1,496	1,483	1,483

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
La Canada Flintridge	-0.65	20,060	19,930	19,930
La Habra Heights	-1.06	5,564	5,505	5,505
Lakewood	-0.92	80,900	80,154	80,154
La Mirada	-1.00	48,384	47,899	47,899
Lancaster	-0.54	170,660	169,742	173,376
La Puente	-0.63	37,594	37,356	37,356
La Verne	-0.89	32,344	32,056	32,056
Lawndale	-0.93	31,171	30,882	30,882
Lomita	-1.02	20,300	20,092	20,092
Long Beach	-0.44	460,199	458,168	458,222
Los Angeles	-0.97	3,800,240	3,763,328	3,766,109
Lynwood	-0.55	66,595	66,228	66,228
Malibu	-0.21	10,534	10,512	10,512
Manhattan Beach	-1.24	34,713	34,284	34,284
Maywood	-0.94	24,779	24,546	24,546
Monrovia	-0.62	37,772	37,539	37,539
Montebello	-0.26	61,804	61,645	61,645
Monterey Park	-0.90	59,824	59,288	59,288
Norwalk	-0.71	101,116	100,399	101,153
Palmdale	-0.66	167,015	165,917	165,917
Palos Verdes Estates	-0.90	13,052	12,935	12,935
Paramount	-0.72	52,557	52,178	52,178
Pasadena	-0.60	137,814	136,988	136,988
Pico Rivera	-0.77	61,446	60,975	60,975
Pomona	-0.12	149,908	149,721	149,721
Rancho Palos Verdes	-1.02	41,434	41,013	41,030
Redondo Beach	-0.97	69,078	68,407	68,407
Rolling Hills	-1.13	1,688	1,669	1,669
Rolling Hills Estates	-0.40	8,480	8,446	8,446
Rosemead	-0.17	50,109	50,022	50,022
San Dimas	-0.95	34,407	34,079	34,079
San Fernando	-0.20	23,533	23,487	23,487
San Gabriel	-0.58	38,690	38,466	38,466
San Marino	-0.62	12,282	12,206	12,206
Santa Clarita	0.71	229,039	230,659	230,659
Santa Fe Springs	-0.88	18,689	18,525	18,570
Santa Monica	-0.02	91,739	91,720	91,720
Sierra Madre	-0.81	10,909	10,821	10,821
Signal Hill	-0.84	11,528	11,431	11,431
South El Monte	-0.85	19,627	19,461	19,461

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	1-1-2023
South Gate	-0.78	93,355	92,628	92,628
South Pasadena	-0.59	26,428	26,273	26,273
Temple City	-0.55	36,010	35,813	35,813
Torrance	-0.88	144,327	143,057	143,057
Vernon	-0.97	207	205	205
Walnut	-0.61	27,721	27,553	27,553
West Covina	0.23	107,642	107,893	107,893
West Hollywood	-0.39	34,930	34,793	34,793
Westlake Village	-1.12	8,009	7,919	7,919
Whittier	-0.47	87,707	87,291	87,291
Unincorporated	-0.95	1,006,954	997,407	997,999
County Total	-0.75	9,826,563	9,753,247	9,761,210

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Madera				
Chowchilla	1.12	13,517	13,669	18,844
Madera	-0.06	65,582	65,540	65,540
Unincorporated	1.23	72,865	73,764	73,764
County Total	0.66	151,964	152,973	158,148

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Marin				
Belvedere	-1.59	2,078	2,045	2,045
Corte Madera	-0.82	9,967	9,885	9,885
Fairfax	-0.76	7,410	7,354	7,354
Larkspur	-1.23	12,728	12,571	12,571
Mill Valley	-1.11	13,817	13,664	13,664
Novato	-1.05	51,648	51,104	51,392
Ross	-0.57	2,280	2,267	2,267
San Anselmo	-0.88	12,515	12,405	12,405
San Rafael	-0.92	60,237	59,681	59,681
Sausalito	-1.29	6,955	6,865	6,865
Tiburon	-1.18	8,903	8,798	8,798
Unincorporated	-1.21	63,474	62,709	66,032
County Total	-1.06	252,012	249,348	252,959

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	1-1-2023
Mariposa				
Unincorporated	-0.26	16,923	16,879	16,935
County Total	-0.26	16,923	16,879	16,935

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Mendocino				
Fort Bragg	-0.93	7,080	7,014	7,014
Point Arena	-1.13	444	439	439
Ukiah	-0.77	16,052	15,929	15,929
Willits	-0.98	4,906	4,858	4,858
Unincorporated	-0.39	61,099	60,862	60,924
County Total	-0.53	89,581	89,102	89,164

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Merced				
Atwater	-0.67	31,629	31,418	31,418
Dos Palos	-1.00	5,697	5,640	5,640
Gustine	-0.67	5,985	5,945	5,945
Livingston	-0.66	14,352	14,257	14,257
Los Banos	1.11	46,827	47,347	47,347
Merced	1.65	88,657	90,116	90,116
Unincorporated	-0.50	89,956	89,502	90,614
County Total	0.40	283,103	284,225	285,337

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	1-1-2023
Modoc				
Alturas	-1.01	2,678	2,651	2,651
Unincorporated	-0.32	5,895	5,876	5,876
County Total	-0.54	8,573	8,527	8,527

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Mono				
Mammoth Lakes	0.08	7,267	7,273	7,273
Unincorporated	-0.17	5,761	5,751	5,883
County Total	-0.03	13,028	13,024	13,156

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

<b>County City</b>	<b>Percent Change 2022-2023</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total</b>
		<b>1-1-22</b>	<b>1-1-23</b>	<b>Population 1-1-2023</b>
Monterey				
Carmel-By-The-Sea	-0.49	3,048	3,033	3,033
Del Rey Oaks	-0.32	1,545	1,540	1,540
Gonzales	-0.61	8,351	8,300	8,300
Greenfield	1.14	19,693	19,917	19,917
King City	3.71	13,323	13,817	13,817
Marina	2.51	21,527	22,068	22,068
Monterey	-0.49	23,869	23,753	26,845
Pacific Grove	-0.16	14,765	14,741	14,741
Salinas	-0.17	159,745	159,475	159,475
Sand City	0.80	373	376	376
Seaside	0.11	27,647	27,678	29,790
Soledad	0.37	19,262	19,333	26,230
Unincorporated	-0.52	104,324	103,785	104,236
County Total	0.08	417,472	417,816	430,368

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	1-1-2023
Napa				
American Canyon	-1.35	21,631	21,338	21,338
Calistoga	-0.68	5,162	5,127	5,127
Napa	-0.92	77,533	76,821	76,821
St Helena	-0.46	5,380	5,355	5,355
Yountville	-0.86	2,211	2,192	2,778
Unincorporated	-1.10	22,357	22,112	23,218
County Total	-0.99	134,274	132,945	134,637

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	1-1-2023
Nevada				
Grass Valley	0.10	13,474	13,488	13,488
Nevada City	2.64	3,256	3,342	3,342
Truckee	-0.10	16,693	16,676	16,676
Unincorporated	-0.51	67,503	67,161	67,214
County Total	-0.26	100,926	100,667	100,720

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2022-2023	1-1-22	1-1-23	1-1-2023
Orange				
Aliso Viejo	-0.49	51,016	50,766	50,766
Anaheim	-2.19	335,929	328,563	328,580
Brea	2.63	46,947	48,184	48,184
Buena Park	0.19	83,359	83,517	83,517
Costa Mesa	-0.42	111,649	111,183	111,183
Cypress	-0.12	49,877	49,818	49,818
Dana Point	0.44	33,009	33,155	33,155
Fountain Valley	0.02	56,976	56,987	56,987
Fullerton	-0.10	143,013	142,873	142,873
Garden Grove	-0.01	171,195	171,183	171,183
Huntington Beach	-0.38	196,469	195,714	195,714
Irvine	-0.86	305,688	303,051	303,051
Laguna Beach	-0.27	22,506	22,445	22,445
Laguna Hills	-0.46	30,667	30,525	30,525
Laguna Niguel	-0.47	65,010	64,702	64,702
Laguna Woods	-0.49	17,536	17,450	17,450
La Habra	-0.33	62,037	61,835	61,835
Lake Forest	0.59	86,614	87,127	87,127
La Palma	-0.45	15,402	15,332	15,332
Los Alamitos	1.98	11,894	12,129	12,129
Mission Viejo	-0.30	92,118	91,846	91,846
Newport Beach	-0.29	83,653	83,411	83,411
Orange	0.66	138,155	139,063	139,063
Placentia	2.30	51,327	52,507	52,507
Rancho Santa Margarita	-0.49	47,300	47,066	47,066
San Clemente	-0.31	63,431	63,237	63,237
San Juan Capistrano	0.63	34,869	35,089	35,089
Santa Ana	-1.52	304,258	299,630	299,630
Seal Beach	0.72	24,247	24,422	24,647
Stanton	0.25	38,986	39,084	39,084
Tustin	-0.17	79,696	79,558	79,558
Villa Park	-0.02	5,791	5,790	5,790
Westminster	-0.18	90,660	90,498	90,498
Yorba Linda	-0.32	67,284	67,068	67,068
Unincorporated	-0.47	132,737	132,114	132,114
County Total	-0.46	3,151,305	3,136,922	3,137,164

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Placer				
Auburn	-1.70	13,596	13,365	13,365
Colfax	-1.08	2,038	2,016	2,016
Lincoln	2.18	51,199	52,313	52,313
Loomis	-1.61	6,715	6,607	6,607
Rocklin	-0.66	71,655	71,179	71,179
Roseville	0.98	151,450	152,928	152,928
Unincorporated	-0.79	112,788	111,897	111,897
County Total	0.21	409,441	410,305	410,305

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Plumas				
Portola	-1.64	2,129	2,094	2,094
Unincorporated	-1.18	17,103	16,902	16,902
County Total	-1.23	19,232	18,996	18,996

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2022-2023	1-1-22	1-1-23	1-1-2023
Riverside				
Banning	1.28	30,856	31,250	31,250
Beaumont	4.12	54,349	56,590	56,590
Blythe	-0.43	12,662	12,607	17,265
Calimesa	0.11	10,950	10,962	10,962
Canyon Lake	-0.49	11,003	10,949	10,949
Cathedral City	-0.37	51,590	51,400	51,433
Coachella	1.26	41,935	42,462	42,462
Corona	-0.09	157,139	157,005	157,005
Desert Hot Springs	0.68	32,389	32,608	32,608
Eastvale	-0.66	69,978	69,514	69,514
Hemet	0.84	89,170	89,918	89,918
Indian Wells	-0.23	4,785	4,774	4,774
Indio	1.17	89,789	90,837	90,837
Jurupa Valley	-0.16	105,154	104,983	104,983
Lake Elsinore	-0.02	71,844	71,828	71,973
La Quinta	1.11	37,562	37,979	37,979
Menifee	2.44	107,411	110,034	110,034
Moreno Valley	-0.01	208,302	208,289	208,289
Murrieta	-0.54	110,592	109,998	109,998
Norco	-0.52	22,345	22,228	25,037
Palm Desert	-0.02	50,626	50,615	50,615
Palm Springs	-0.17	44,165	44,092	44,092
Perris	0.60	78,474	78,948	78,948
Rancho Mirage	0.94	16,854	17,012	17,012
Riverside	-0.36	314,759	313,617	313,676
San Jacinto	-0.37	54,303	54,103	54,103
Temecula	-0.52	109,468	108,899	108,899
Wildomar	-0.28	36,438	36,336	36,336
Unincorporated	0.83	398,128	401,433	401,693
County Total	0.34	2,423,020	2,431,270	2,439,234

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Sacramento				
Citrus Heights	-0.37	86,152	85,837	85,837
Elk Grove	0.22	176,621	177,005	177,005
Folsom	2.10	79,604	81,278	85,498
Galt	1.48	25,185	25,557	25,557
Isleton	-0.91	766	759	759
Rancho Cordova	1.20	80,156	81,117	81,117
Sacramento	0.23	516,958	518,161	518,161
Unincorporated	-0.76	603,090	598,519	598,519
County Total	-0.02	1,568,532	1,568,233	1,572,453

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
San Benito				
Hollister	0.61	42,631	42,891	42,891
San Juan Bautista	-1.03	2,043	2,022	2,022
Unincorporated	-0.56	20,869	20,753	20,753
County Total	0.19	65,543	65,666	65,666

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
San Bernardino				
Adelanto	0.65	36,420	36,656	36,656
Apple Valley	-0.37	75,277	74,996	74,996
Barstow	-1.96	24,768	24,283	24,918
Big Bear Lake	-0.43	4,935	4,914	4,914
Chino	0.69	88,564	89,171	93,137
Chino Hills	-0.70	77,601	77,058	77,058
Colton	-0.67	53,513	53,154	53,154
Fontana	0.58	212,616	213,851	213,851
Grand Terrace	-0.73	12,908	12,814	12,814
Hesperia	0.19	99,855	100,041	100,041
Highland	-0.53	56,283	55,984	55,984
Loma Linda	-0.03	25,198	25,191	25,228
Montclair	-0.51	37,688	37,494	37,494
Needles	-0.77	4,793	4,756	4,756
Ontario	1.14	178,682	180,717	180,717
Rancho Cucamonga	-0.31	174,090	173,545	173,545
Redlands	-0.40	72,259	71,972	71,972
Rialto	-0.41	103,406	102,985	102,985
San Bernardino	1.25	219,218	221,949	223,230
Twentynine Palms	-0.94	15,687	15,539	25,929
Upland	-0.50	78,771	78,376	78,376
Victorville	0.90	132,189	133,384	137,193
Yucaipa	-0.46	54,242	53,991	53,991
Yucca Valley	-0.35	21,712	21,635	21,635
Unincorporated	-0.45	290,306	289,011	297,482
County Total	0.12	2,150,981	2,153,467	2,182,056

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2022-2023	1-1-22	1-1-23	1-1-2023
San Diego				
Carlsbad	-0.28	114,865	114,549	114,549
Chula Vista	0.26	273,813	274,534	274,784
Coronado	-0.64	16,523	16,417	22,150
Del Mar	0.00	3,903	3,903	3,903
El Cajon	-0.61	105,266	104,619	104,619
Encinitas	-0.32	61,283	61,085	61,085
Escondido	-0.17	150,059	149,799	149,799
Imperial Beach	-0.43	25,976	25,864	25,864
La Mesa	0.30	60,240	60,418	60,418
Lemon Grove	1.22	27,089	27,420	27,420
National City	-0.16	58,924	58,828	60,974
Oceanside	-0.41	171,766	171,063	171,063
Poway	-0.04	48,504	48,483	48,483
San Diego	-0.30	1,355,980	1,351,947	1,368,395
San Marcos	0.75	93,829	94,530	94,530
Santee	0.88	58,709	59,227	59,227
Solana Beach	0.05	12,778	12,784	12,784
Vista	-0.14	99,978	99,835	99,835
Unincorporated	0.00	477,051	477,074	509,873
County Total	-0.13	3,216,536	3,212,379	3,269,755

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>2022-2023</b>	<b>1-1-22</b>	<b>1-1-23</b>	<b>1-1-2023</b>
San Francisco				
San Francisco	-0.64	836,811	831,493	831,703
County Total	-0.64	836,811	831,493	831,703

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
San Joaquin				
Escalon	-1.01	7,338	7,264	7,264
Lathrop	11.10	31,575	35,080	35,080
Lodi	-0.02	66,305	66,293	66,293
Manteca	2.33	86,784	88,803	88,803
Ripon	-0.95	15,921	15,769	15,769
Stockton	-0.68	321,911	319,731	319,731
Tracy	0.83	94,830	95,615	95,615
Unincorporated	-0.36	155,537	154,983	157,590
County Total	0.43	780,201	783,538	786,145

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

<b>County City</b>	<b>Percent Change</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total Population</b>
	<b>2022-2023</b>	<b>1-1-22</b>	<b>1-1-23</b>	<b>1-1-2023</b>
San Luis Obispo				
Arroyo Grande	-1.20	18,140	17,922	17,922
Atascadero	-0.32	29,255	29,161	30,206
El Paso De Robles	-1.02	31,009	30,692	30,692
Grover Beach	-1.24	12,623	12,467	12,467
Morro Bay	-1.34	10,415	10,275	10,275
Pismo Beach	-1.17	7,958	7,865	7,865
San Luis Obispo	1.15	47,247	47,788	47,788
Unincorporated	-0.77	118,814	117,901	121,133
County Total	-0.50	275,461	274,071	278,348

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
San Mateo				
Atherton	-0.48	6,710	6,678	6,678
Belmont	-0.88	27,030	26,793	26,793
Brisbane	-0.51	4,672	4,648	4,648
Burlingame	0.22	30,069	30,136	30,136
Colma	-0.88	1,371	1,359	1,359
Daly City	-0.56	102,040	101,471	101,471
East Palo Alto	-0.66	28,776	28,586	28,586
Foster City	-0.45	32,852	32,703	32,703
Half Moon Bay	-0.77	11,313	11,226	11,226
Hillsborough	-0.20	10,984	10,962	10,962
Menlo Park	-0.91	32,645	32,349	32,478
Millbrae	0.08	22,468	22,487	22,487
Pacifica	-0.41	37,236	37,082	37,082
Portola Valley	-0.54	4,270	4,247	4,247
Redwood City	-0.32	81,753	81,495	81,495
San Bruno	-0.68	42,340	42,054	42,054
San Carlos	-0.89	29,762	29,496	29,496
San Mateo	-0.32	103,651	103,318	103,318
South San Francisco	0.00	64,325	64,323	64,323
Woodside	-0.29	5,143	5,128	5,128
Unincorporated	-0.53	61,301	60,974	60,974
County Total	-0.43	740,711	737,515	737,644

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Santa Barbara				
Buellton	-1.26	5,007	4,944	4,944
Carpinteria	-1.20	12,866	12,711	12,711
Goleta	0.21	32,375	32,442	32,442
Guadalupe	0.57	8,467	8,515	8,515
Lompoc	-1.21	40,967	40,473	43,493
Santa Barbara	-1.00	86,259	85,398	85,418
Santa Maria	-0.13	109,617	109,477	109,477
Solvang	-0.44	5,694	5,669	5,669
Unincorporated	-0.72	135,873	134,888	137,888
County Total	-0.60	437,125	434,517	440,557

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2022-2023	1-1-22	1-1-23	1-1-2023
Santa Clara				
Campbell	-0.88	43,092	42,713	42,713
Cupertino	-0.87	59,673	59,154	59,154
Gilroy	0.62	59,709	60,078	60,078
Los Altos	-0.76	31,257	31,021	31,021
Los Altos Hills	-0.40	8,414	8,380	8,380
Los Gatos	-0.20	33,167	33,102	33,102
Milpitas	0.25	80,862	81,067	81,067
Monte Sereno	1.09	3,481	3,519	3,519
Morgan Hill	-0.67	46,201	45,892	45,892
Mountain View	-0.30	83,856	83,601	83,601
Palo Alto	-0.60	67,674	67,268	67,287
San Jose	-0.47	963,745	959,256	959,256
Santa Clara	1.54	130,462	132,476	132,476
Saratoga	-0.62	30,758	30,567	30,567
Sunnyvale	-0.03	156,364	156,317	156,317
Unincorporated	-0.52	91,239	90,766	91,649
County Total	-0.25	1,889,954	1,885,177	1,886,079

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Santa Cruz				
Capitola	-1.31	9,753	9,625	9,625
Santa Cruz	-0.36	63,454	63,224	63,224
Scotts Valley	-1.26	12,010	11,859	11,859
Watsonville	-1.22	50,490	49,876	49,876
Unincorporated	-1.36	129,163	127,411	127,467
County Total	-1.09	264,870	261,995	262,051

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Shasta				
Anderson	-0.95	11,133	11,027	11,027
Redding	-0.63	92,921	92,340	92,465
Shasta Lake	-0.83	10,302	10,217	10,217
Unincorporated	-0.69	66,111	65,653	65,727
County Total	-0.68	180,467	179,237	179,436

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Sierra				
Loyalton	-0.93	751	744	744
Unincorporated	-0.49	2,461	2,449	2,449
County Total	-0.59	3,212	3,193	3,193

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u> 2022-2023	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-22	1-1-23	1-1-2023
Siskiyou				
Dorris	-0.47	843	839	839
Dunsmuir	-0.54	1,672	1,663	1,663
Etna	-0.45	671	668	668
Fort Jones	-0.44	681	678	678
Montague	-0.41	1,208	1,203	1,203
Mount Shasta	0.85	3,188	3,215	3,215
Tulelake	-0.45	882	878	878
Weed	-4.33	2,815	2,693	2,693
Yreka	1.20	7,732	7,825	7,825
Unincorporated	-0.28	23,905	23,837	23,886
County Total	-0.22	43,597	43,499	43,548

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Solano				
Benicia	-1.21	26,500	26,180	26,180
Dixon	0.22	18,977	19,018	19,018
Fairfield	0.18	114,553	114,756	119,526
Rio Vista	0.73	9,916	9,988	9,988
Suisun City	-1.17	28,809	28,471	28,471
Vacaville	-0.28	95,894	95,630	100,806
Vallejo	-1.21	123,154	121,658	121,658
Unincorporated	-0.81	17,484	17,343	18,102
County Total	-0.52	435,287	433,044	443,749

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2022-2023	1-1-22	1-1-23	1-1-2023
Sonoma				
Cloverdale	-0.92	8,869	8,787	8,787
Cotati	-0.67	7,410	7,360	7,360
Healdsburg	-0.72	10,993	10,914	10,914
Petaluma	-0.39	58,552	58,321	58,321
Rohnert Park	-0.02	43,701	43,693	43,693
Santa Rosa	-0.47	175,351	174,523	174,523
Sebastopol	-1.14	7,433	7,348	7,348
Sonoma	-1.18	10,804	10,677	10,677
Windsor	-1.07	25,836	25,560	25,560
Unincorporated	-0.58	130,783	130,026	130,991
County Total	-0.53	479,732	477,209	478,174

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

<b>County City</b>	<b><u>Percent Change</u> 2022-2023</b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total</u> <u>Population</u></b>
		<b>1-1-22</b>	<b>1-1-23</b>	<b>1-1-2023</b>
Stanislaus				
Ceres	-0.99	48,207	47,729	47,729
Hughson	0.91	7,497	7,565	7,565
Modesto	-0.32	217,699	216,995	216,995
Newman	-1.00	12,162	12,040	12,040
Oakdale	-1.12	23,241	22,980	22,980
Patterson	0.72	24,142	24,317	24,317
Riverbank	0.10	24,670	24,695	24,695
Turlock	-0.50	71,214	70,856	70,856
Waterford	1.23	8,932	9,042	9,042
Unincorporated	-1.11	110,955	109,720	109,720
County Total	-0.51	548,719	545,939	545,939

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Sutter				
Live Oak	1.34	9,389	9,515	9,515
Yuba City	-0.21	69,623	69,478	69,478
Unincorporated	-0.59	20,078	19,959	19,959
County Total	-0.14	99,090	98,952	98,952

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Tehama				
Corning	-1.13	8,084	7,993	7,993
Red Bluff	-1.46	14,653	14,439	14,439
Tehama	-1.16	430	425	425
Unincorporated	-0.85	41,636	41,282	41,414
County Total	-1.02	64,803	64,139	64,271

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Trinity				
Unincorporated	-0.33	15,925	15,873	15,939
County Total	-0.33	15,925	15,873	15,939

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	Percent Change 2022-2023	--- Population Minus Exclusions ---		Total Population
		1-1-22	1-1-23	1-1-2023
Tulare				
Dinuba	0.98	25,222	25,469	25,469
Exeter	-0.65	10,251	10,184	10,184
Farmersville	-0.68	10,221	10,151	10,151
Lindsay	-0.66	12,557	12,474	12,474
Porterville	-0.10	62,465	62,400	62,588
Tulare	0.32	69,457	69,677	69,677
Visalia	0.68	142,066	143,031	143,031
Woodlake	0.84	7,647	7,711	7,711
Unincorporated	-0.48	134,377	133,728	133,779
County Total	0.12	474,263	474,825	475,064

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B  
 Annual Percent Change in Population Minus Exclusions\*  
 January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Tuolumne				
Sonora	0.28	5,053	5,067	5,067
Unincorporated	-0.21	47,202	47,104	49,523
County Total	-0.16	52,255	52,171	54,590

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Ventura				
Camarillo	-0.88	69,925	69,309	69,309
Fillmore	2.70	16,454	16,899	16,899
Moorpark	-0.65	35,380	35,151	35,151
Ojai	-0.99	7,568	7,493	7,493
Oxnard	-1.18	199,839	197,477	197,477
Port Hueneme	-1.35	19,615	19,351	21,356
San Buenaventura	-0.15	107,448	107,284	107,341
Santa Paula	0.89	31,145	31,423	31,423
Simi Valley	-0.13	124,333	124,174	124,174
Thousand Oaks	-1.18	124,439	122,967	122,967
Unincorporated	-1.44	91,644	90,326	92,063
County Total	-0.72	827,790	821,854	825,653

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Yolo				
Davis	-1.11	64,814	64,097	64,097
West Sacramento	2.10	53,071	54,187	54,187
Winters	0.94	7,464	7,534	7,534
Woodland	-0.69	60,299	59,881	59,881
Unincorporated	-2.25	35,991	35,181	35,181
County Total	-0.34	221,639	220,880	220,880

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Yuba				
Marysville	-1.12	12,749	12,606	12,606
Wheatland	4.55	3,645	3,811	3,811
Unincorporated	0.85	63,579	64,118	66,260
County Total	0.70	79,973	80,535	82,677

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023**

County	Percent Change	--- Population Minus Exclusions ---	
	2022-23	1-1-22	1-1-23
<b>Alameda</b>			
Incorporated	-0.38	1,492,611	1,486,910
County Total	-0.47	1,641,554	1,633,886
<b>Alpine</b>			
Incorporated	0.00	0	0
County Total	-0.59	1,191	1,184
<b>Amador</b>			
Incorporated	-0.62	13,831	13,745
County Total	-0.68	36,251	36,004
<b>Butte</b>			
Incorporated	2.57	141,844	145,483
County Total	-0.48	206,582	205,592
<b>Calaveras</b>			
Incorporated	-0.48	3,559	3,542
County Total	-0.23	44,949	44,844
<b>Colusa</b>			
Incorporated	0.03	11,993	11,996
County Total	-0.22	21,819	21,771
<b>Contra Costa</b>			
Incorporated	-0.27	975,995	973,343
County Total	-0.36	1,151,714	1,147,569
<b>Del Norte</b>			
Incorporated	-0.57	4,069	4,046
County Total	-0.49	24,923	24,800
<b>El Dorado</b>			
Incorporated	-0.69	31,348	31,133
County Total	-0.43	189,734	188,923

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023**

County	Percent Change	--- Population Minus Exclusions ---	
	2022-23	1-1-22	1-1-23
Fresno			
Incorporated	0.32	845,730	848,476
County Total	0.15	1,004,284	1,005,799
Glenn			
Incorporated	-0.61	14,737	14,647
County Total	-0.49	28,778	28,636
Humboldt			
Incorporated	-0.01	62,993	62,988
County Total	-0.53	134,518	133,801
Imperial			
Incorporated	0.66	142,168	143,112
County Total	0.57	172,794	173,784
Inyo			
Incorporated	-0.15	3,878	3,872
County Total	-0.16	18,862	18,832
Kern			
Incorporated	0.49	585,309	588,198
County Total	0.07	888,634	889,260
Kings			
Incorporated	0.39	107,837	108,261
County Total	0.22	132,609	132,905
Lake			
Incorporated	-1.03	21,553	21,331
County Total	-0.96	67,379	66,731
Lassen			
Incorporated	-2.27	9,371	9,158
County Total	-1.44	24,610	24,255

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023**

County	Percent Change	--- Population Minus Exclusions ---	
	2022-23	1-1-22	1-1-23
Los Angeles			
Incorporated	-0.72	8,819,609	8,755,840
County Total	-0.75	9,826,563	9,753,247
Madera			
Incorporated	0.14	79,099	79,209
County Total	0.66	151,964	152,973
Marin			
Incorporated	-1.01	188,538	186,639
County Total	-1.06	252,012	249,348
Mariposa			
Incorporated	0.00	0	0
County Total	-0.26	16,923	16,879
Mendocino			
Incorporated	-0.85	28,482	28,240
County Total	-0.53	89,581	89,102
Merced			
Incorporated	0.82	193,147	194,723
County Total	0.40	283,103	284,225
Modoc			
Incorporated	-1.01	2,678	2,651
County Total	-0.54	8,573	8,527
Mono			
Incorporated	0.08	7,267	7,273
County Total	-0.03	13,028	13,024
Monterey			
Incorporated	0.28	313,148	314,031
County Total	0.08	417,472	417,816

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023**

County	Percent Change	--- Population Minus Exclusions ---	
	2022-23	1-1-22	1-1-23
Napa			
Incorporated	-0.97	111,917	110,833
County Total	-0.99	134,274	132,945
Nevada			
Incorporated	0.25	33,423	33,506
County Total	-0.26	100,926	100,667
Orange			
Incorporated	-0.46	3,018,568	3,004,808
County Total	-0.46	3,151,305	3,136,922
Placer			
Incorporated	0.59	296,653	298,408
County Total	0.21	409,441	410,305
Plumas			
Incorporated	-1.64	2,129	2,094
County Total	-1.23	19,232	18,996
Riverside			
Incorporated	0.24	2,024,892	2,029,837
County Total	0.34	2,423,020	2,431,270
Sacramento			
Incorporated	0.44	965,442	969,714
County Total	-0.02	1,568,532	1,568,233
San Benito			
Incorporated	0.53	44,674	44,913
County Total	0.19	65,543	65,666
San Bernardino			
Incorporated	0.20	1,860,675	1,864,456
County Total	0.12	2,150,981	2,153,467

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023**

County	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>	
	2022-23	1-1-22	1-1-23
San Diego			
Incorporated	-0.15	2,739,485	2,735,305
County Total	-0.13	3,216,536	3,212,379
San Francisco			
Incorporated	-0.64	836,811	831,493
County Total	-0.64	836,811	831,493
San Joaquin			
Incorporated	0.62	624,664	628,555
County Total	0.43	780,201	783,538
San Luis Obispo			
Incorporated	-0.30	156,647	156,170
County Total	-0.50	275,461	274,071
San Mateo			
Incorporated	-0.42	679,410	676,541
County Total	-0.43	740,711	737,515
Santa Barbara			
Incorporated	-0.54	301,252	299,629
County Total	-0.60	437,125	434,517
Santa Clara			
Incorporated	-0.24	1,798,715	1,794,411
County Total	-0.25	1,889,954	1,885,177
Santa Cruz			
Incorporated	-0.83	135,707	134,584
County Total	-1.09	264,870	261,995
Shasta			
Incorporated	-0.68	114,356	113,584
County Total	-0.68	180,467	179,237

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023**

County	Percent Change	--- Population Minus Exclusions ---	
	2022-23	1-1-22	1-1-23
Sierra			
Incorporated	-0.93	751	744
County Total	-0.59	3,212	3,193
Siskiyou			
Incorporated	-0.15	19,692	19,662
County Total	-0.22	43,597	43,499
Solano			
Incorporated	-0.50	417,803	415,701
County Total	-0.52	435,287	433,044
Sonoma			
Incorporated	-0.51	348,949	347,183
County Total	-0.53	479,732	477,209
Stanislaus			
Incorporated	-0.35	437,764	436,219
County Total	-0.51	548,719	545,939
Sutter			
Incorporated	-0.02	79,012	78,993
County Total	-0.14	99,090	98,952
Tehama			
Incorporated	-1.34	23,167	22,857
County Total	-1.02	64,803	64,139
Trinity			
Incorporated	0.00	0	0
County Total	-0.33	15,925	15,873
Tulare			
Incorporated	0.36	339,886	341,097
County Total	0.12	474,263	474,825

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Fiscal Year 2023-24

**Attachment C**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023**

County	Percent Change	--- Population Minus Exclusions ---	
	2022-23	1-1-22	1-1-23
Tuolumne			
Incorporated	0.28	5,053	5,067
County Total	-0.16	52,255	52,171
Ventura			
Incorporated	-0.63	736,146	731,528
County Total	-0.72	827,790	821,854
Yolo			
Incorporated	0.03	185,648	185,699
County Total	-0.34	221,639	220,880
Yuba			
Incorporated	0.14	16,394	16,417
County Total	0.70	79,973	80,535

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Discuss and Review the Request for Proposals for the Outdoor Library Facility/Charging Station and Loading Dock Ramp Projects.**

**DATE:** June 30, 2023

**BACKGROUND**

The Placentia Library District received funding from Assemblyman Phillip Chen's office and the California State Library for an outdoor library facility Space/Charging Station and improvements of the loading dock ramp, respectively.

The attached request for proposals (RFP) provides an overview of the proposed outdoor library facility space/charging station and loading dock ramp projects. The information in the proposals will assist in making an informed decision regarding the work scope and timeline.

The Outdoor library facility is to be a unique experience, creating a tranquil and inviting outdoor space for reading and library programs and activities. It will serve as an extension of the library, offering patrons an alternative and refreshing environment to engage with books, enhance their reading experience, and foster a deeper connection with nature.

The objectives of the Outdoor Library Facility are to:

- Create an outdoor space that complements the indoor library, providing a serene and inspiring environment for reading, reflection, and relaxation that will include aesthetically appealing landscape with shading and lighting.
- Offer a variety of seating options, landscape elements, and imaginative design features that cater to different reading preferences and age groups.
- Enhance the overall library experience by extending the available reading areas and foster a sense of community and connection among patrons.

The Outdoor library facility presents an exciting opportunity for the District to offer additional library space beyond its indoor footprints, creating a haven for patrons to be innovative, inspired, and imaginative while fostering a love for reading, promote well-being, and strengthen community engagement.

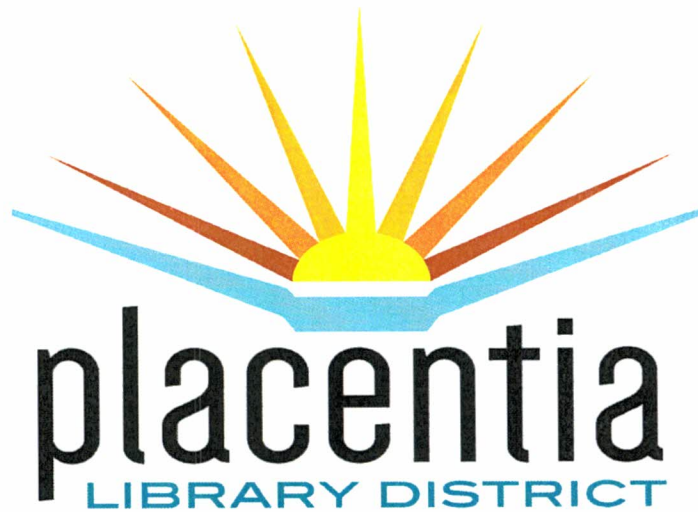
Attachment A is the RFP for the Loading Dock and Outdoor Library Facility Design & Concept.

**RECOMMENDATIONS**

1. Motion to Authorize the Request for Proposals for the Outdoor library facility Space/Charging Station and Loading Dock Ramp Projects as presented, inclusive of input received from the Library Board of Trustees.
2. Roll Call Vote.

**REQUEST FOR PROPOSALS (RFP)  
FOR  
DESIGN SERVICES FOR LOADING DOCK  
EXPANSION AND OUTDOOR LIBRARY FACILITY AT  
PLACENTIA LIBRARY DISTRICT**

**RFP NO.:** \_\_\_\_\_



**PLACENTIA LIBRARY DISTRICT  
411 E. Chapman Avenue  
Placentia, CA 92870**

**Carlo Maskarino  
Business Manager  
(714) 647-5632  
[cmaskarino@placentialibrary.org](mailto:cmaskarino@placentialibrary.org)**

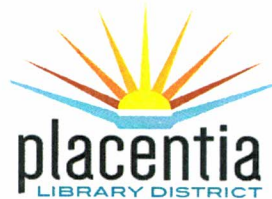
Approved for Release:

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Jeanette Contreras  
Library Director  
Placentia Library District

**KEY RFP DATES (Subject to change at discretion of library):**

Issue Date:	<u>July 2023</u>
Deadline for Requests for Information:	<u>August 2023</u>
Proposal Due Date:	<u>November 2023</u>
Projected Award Date:	<u>December 2023</u>
Projected Completion Date for Loading Dock:	<u>February 2024</u>
Projected Completion Date for Outdoor Library Facility:	<u>September 2024</u>



### NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that proposals will be received from qualified firms for DESIGN SERVICES.

Responses to this Request for Proposals (RFP) must be submitted electronically to [administration@placentialibrary.org](mailto:administration@placentialibrary.org) no later than November 30, 2023 at 4:00 PM. Proposals received after this date/time will not be considered. It is the responsibility of the proposer to ensure that any proposals submitted have sufficient time to be received by the Placentia Library District prior to this proposal due date and time.

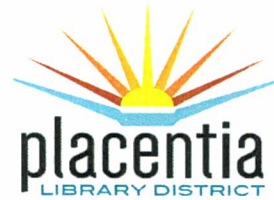
Additionally, it is a requirement that hard copy proposals also be sent by courier service, mailed, or hand delivered in an enclosed sealed envelope and marked clearly with the following

**“SEALED PROPOSAL FOR  
LOADING DOCK EXPANSION AND OUTDOOR  
LIBRARY FACILITY AT PLACENTIA LIBRARY  
DISTRICT DESIGN SERVICES”  
RFP NO. \_\_\_\_\_  
“FOR THE PLACENTIA LIBRARY SPECIAL DISTRICT  
DO NOT OPEN WITH REGULAR MAIL.”**

Placentia Library District  
Attn.: Administration  
PLACENTIA LIBRARY DISTRICT  
411 E. Chapman Avenue

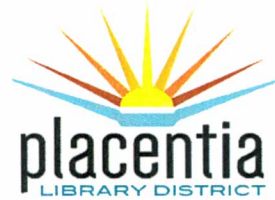
For further instructions regarding hard copy submission of proposals, please contact by phone/email.

All notifications, requests for information, updates and addenda will be posted online on the library’s website at <https://www.placentialibrary.org/>. Proposers shall be responsible for monitoring the site to obtain information regarding this solicitation. Failure to respond to required updates may result in a determination of a nonresponsive qualification.



## TABLE OF CONTENTS

<b>I.</b>	<b>INTRODUCTION / PROJECT DESCRIPTION</b>	<b>4</b>
<b>II.</b>	<b>INSTRUCTIONS TO PROPOSERS</b>	<b>6</b>
	A. DISTRICT RESPONSIBILITIES	
	B. PROPOSER RESPONSIBILITIES	
	C. REQUEST FOR INFORMATION OR CLARIFICATION	
	D. ADDENDA	
	E. LICENSES & PERMITS	
	F. INSURANCE	
	G. INFORMATION PACKET	
	H. PRE-PROPOSAL MEETING	
	I. DISTRICT RIGHT TO REJECT	
<b>III.</b>	<b>SUBMITTAL REQUIREMENTS</b>	<b>8</b>
	A. GENERAL	
	B. PROPOSAL CONTENTS	
	1. STATEMENT OF QUALIFICATIONS	
	2. SCOPE OF SERVICES AND SCHEDULE	
	3. FEE PROPOSAL	
<b>IV.</b>	<b>PROPOSAL REVIEW (CONSULTANT SELECTION)</b>	<b>10</b>
	A. EVALUATION AND RATING	
	B. SELECTION	
<b>V.</b>	<b>CONTRACT AWARD</b>	<b>10</b>
	A. REQUEST FOR BOARD ACTION	
	B. EXECUTION OF AGREEMENT	
<b>VI.</b>	<b>IMPLEMENTATION</b>	<b>11</b>
	A. KICK-OFF MEETING	
<b>VII.</b>	<b>PUBLIC RECORDS</b>	<b>11</b>
<b>VIII.</b>	<b>APPENDIX</b>	
	ATTACHMENT 1: SCOPE OF WORK	
	ATTACHMENT 2: AGREEMENT	



**I. INTRODUCTION / PROJECT DESCRIPTION**

Nature of Work:

The District desires to engage a professional consultant to provide design, development, and contract documents for the proposed Loading Dock Expansion and Outdoor Library Facility (collectively, the “Project”). A detailed scope of work is included in the Appendix of this RFP, Attachment 1.

Number of Proposals and Signature:

Three (3) hard copies are required to accompany an electronic submittal of the complete proposal package to [administration@placentialibrary.org](mailto:administration@placentialibrary.org). One of the hard copies shall be marked as “ORIGINAL” and be signed by a company official with the power to bind the company, and submitted to the Placentia Library District. *Please be explicit in identifying the appropriate person with legal authority to bind the company.*

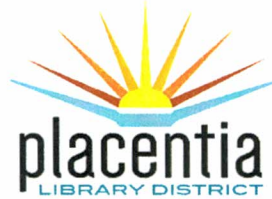
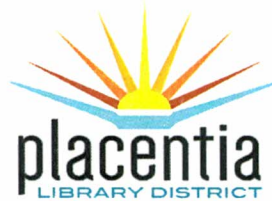
The Statement of Qualifications (SOQ) shall be limited to a maximum of (10) double-sided sheets of paper (excluding front and back covers, section dividers and attachments such as resumes, forms). Font size shall be minimum 11-point Arial. Proposal exhibits shall be maximum 11” x 17” and count as part of the 10 maximum sheets of paper.

Proposal Evaluation and Rating:

The criteria for evaluating the SOQ submitted will take the following items into consideration:

- Firm/Team Experience 25%
- Understanding of Need and Creative Ideas 40%
- Relevant Project Experience 25%
- Schedule of Delivery 5%
- References 5%

The District has established a proposal review committee to evaluate proposers based on the response to this RFP, which includes adherence to outlined directions and format, and the District evaluation criteria set forth above. A final score will be calculated for each submitted proposal and used to rank the proposers.



## II. INSTRUCTIONS TO PROPOSERS

### A. DISTRICT RESPONSIBILITIES

The District will provide information in its possession relevant to preparation of required information in this RFP. The District will provide only the staff assistance and documentation specifically referred to herein.

### B. PROPOSER RESPONSIBILITIES

Point of Contact: The selected proposer will assume responsibilities for all services in its proposal. The selected proposer shall identify a sole point of contact with the greatest knowledge concerning the required service operations and contractual matters, including payment of all charges resulting from the Agreement. Contact information such as email and phone number must be included into the proposal.

### C. REQUEST FOR INFORMATION OR CLARIFICATION

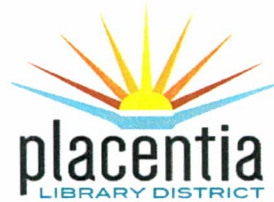
All questions or requested clarifications shall be forward to the email address of [administration@placentialibrary.org](mailto:administration@placentialibrary.org) no fewer than five (5) calendar days prior to the date and time set for opening of proposals. No verbal requests or responses will be accepted. Significant interpretations or clarifications will be addressed via addenda to this RFP.

### D. ADDENDA

Any changes in RFP from the date of release to date of submittal will result in an addendum or amendment. Notification of such addendum or amendment shall be posted on the library's website at <https://www.placentialibrary.org/> as set forth in the Notice Inviting Proposals. Addenda shall become part of the agreement documents.

### E. LICENSES

Proposer will be responsible for obtaining any licenses required by the Scope of Work.



F. INSURANCE

The selected Proposer shall provide the required evidence of insurance coverage as set forth in the Scope of Work within ten (10) business days after receipt of notice that the Proposer has been selected. Failure to provide the required insurance certificates shall be cause for the annulment of the selection. The District will provide the Selected Proposer with a "New Vendor Checklist", which outlines insurance requirements.

G. RESERVED

H. PRE-PROPOSAL MEETING

Should a pre-proposal meeting be scheduled, the date, time, and location is identified on the cover page of this RFP. The meeting will include discussion of the project scope and a question-and-answer session. It is highly recommended that the Proposer's key team members attend this meeting. Significant interpretations or clarifications will be addressed via addenda to this RFP, as described above in "Section D: Addenda."

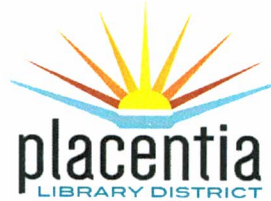
I. DISTRICT RIGHT TO REJECT

The District reserves the right to reject any or all proposals submitted and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise.

The District reserves the right to accept or reject the combined or separate components of this proposal in part or in its entirety or to waive any minor inconsistency, informality or technical defect in the proposal.

The District reserves the right to reject, replace, and approve any and all subcontractors. All subcontractor(s) shall be identified in response to this RFP. Subcontractors shall be the responsibility of the successful proposer and the District shall assume no liability of such subcontractors.





### III. SUBMITTAL REQUIREMENTS

#### A. GENERAL

1. The number of proposal copies and signature is specified in:

RFP SECTION I - INTRODUCTION / PROJECT DESCRIPTION

2. Deadline:

Proposals are due to the Placentia Library District at the date, time, and location specified in the Notice Inviting Proposals.

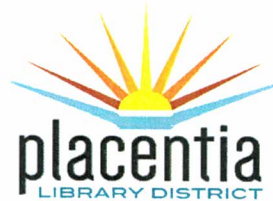
#### B. PROPOSAL CONTENTS

The proposal format and page limitation, if any, is specified in:

RFP SECTION I - INTRODUCTION / PROJECT DESCRIPTION

##### 1. STATEMENT OF QUALIFICATIONS

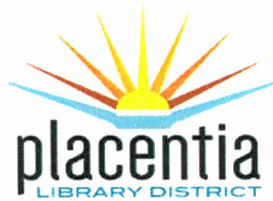
- a. Cover Letter: Proposals shall include a letter signed by a principal or authorized representative who can make legally binding commitments for the entity.
- b. Contract Agreement Statement: Proposal shall include a statement outlining your concurrence or concerns with any and all provisions contained in the Agreement attached hereto as Attachment 2 in the Appendix and specifically note any exceptions thereto, which the District may accept or reject at its discretion.
- c. Firm and Team Experience: Proposal shall include a profile of the firm's experience. Include resumes of project team/sub-consultants that will be providing services which outline their technical and design experience. At a minimum, this should include the project manager/principal agent, associates in charge when project manager/principal agent is unavailable, key personnel, firm size, and an organization chart identifying only those who will perform work for the proposed project and the percentage of each individual's time devoted to this project. The project manager/principal agent shall be the primary contact person to represent your firm and will be the person to conduct the presentation, if invited for an interview.



- d. Understanding of Need and Creative Ideas: Proposal shall include an outline which demonstrates the firm's understanding of the work. This outline should include creative ideas, anticipated approach, tasks necessary for successful completion, deliverables, and suggestions or special concerns that the District should be aware of. Identify any assumptions and/or exclusions used in preparation of the scope of work and associated fee estimate.
  - e. Relevant Project Experience: Proposal shall include a list of relevant projects, which your firm or personnel have completed within the last 5 years, including significant work with public agencies. Project information should include: 1) Project description; 2) Project location 3) year completed; 4) client name and contact information; and 5) name of consultant's project manager for the project. The Placentia Library District staff may conduct site visits at select projects.
  - f. Schedule of Delivery: Proposals shall include a schedule of delivery which details phases to be completed and their timeline. Phases shall include percent completion of the project for every progress report.
2. SCOPE OF SERVICES AND SCHEDULE:

Proposal shall include a Scope of Services and Schedule which details the work phases to be completed, the tasks to be accomplished, the deliverables to be provided, and the schedule / timeline to complete the project, based upon the requested Scope of Work detailed in Attachment 1 of this RFP.
  3. FEE PROPOSAL:

The fee proposal shall be submitted separate and concurrently with the technical proposal, both submitted electronically to [administration@placentialibrary.org](mailto:administration@placentialibrary.org) and as a hard copy in a separately sealed envelope, clearly labeled as "Fee Proposal." This shall include the firm's Standard Hourly Fee Schedule, a table outlining the tasks and team hourly effort for each of the major tasks, and a Project Fee Schedule as outlined in the Scope of Work.



The fee proposal will not be opened until the proposals have been evaluated by the proposal selection committee. The District will select the consultant based on qualifications, and then negotiate a contract price based on available funding.

**IV. PROPOSAL REVIEW (CONSULTANT SELECTION)**

**A. EVALUATION AND RATING**

The criteria for evaluating the proposals are specified in:

RFP SECTION I - INTRODUCTION / PROJECT DESCRIPTION.

**B. SELECTION**

The selection committee will be comprised staff from the Placentia Library Board of Trustees. The committee may interview the top-ranking proposers. The District reserves the right to begin negotiations and enter into a contract without interview or further discussions.

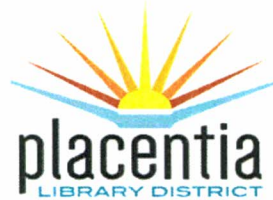
**V. CONTRACT AWARD**

**A. REQUEST FOR BOARD ACTION**

Following evaluation and rating by the proposal review committee, the Library Director or his/her designated representative will make a recommendation to the Board of Trustees to award the contract to the Proposer that will provide the best value to the District.

**B. EXECUTION OF AGREEMENT**

The Scope of Services, Schedule, and Fees submitted in the proposal will be the basis of any negotiation of final terms, which will lead to a completed agreement ready for execution based on the standard Agreement attached herein as Attachment 2 in the Appendix.



## **VI. IMPLEMENTATION**

### **A. KICK-OFF MEETING**

A kick-off meeting will be held after award of a contract. Consultants and their team will meet with the Placentia Library District staff to conduct introductions, discuss scope of services, and implementation processes.

## **VII. PUBLIC RECORDS**

All data, documents and other products used, developed, or produced during response preparation of this RFP will become property of the District and a public record. All responses to this RFP shall become property of the District. Proposer information identified as proprietary information be maintained confidential, to the extent allowed under the California Public Records Act. Any parts of a Proposal that a Proposer deems to be confidential shall be marked as such, but only to the extent Proposer reasonably believes such information is not subject to the California Public Records Act. Information marked as confidential or proprietary which clearly is not, may lead to rejection of the Proposal.

**Appendix  
ATTACHMENT 1  
SCOPE OF WORK**

**PLACENTIA LIBRARY DISTRICT  
REQUEST FOR PROPOSALS  
FOR  
LOADING DOCK EXPANSION AND OUTDOOR  
LIBRARY FACILITY AT PLACENTIA LIBRARY  
DISTRICT DESIGN SERVICES  
RFP NO. \_\_\_\_\_**

**INTRODUCTION/PROJECT BACKGROUND**

The District is open seven days a week – Monday through Thursday, 9:00 a.m. – 8:00 p.m.; Friday and Saturday, 9:00 a.m. – 5:00 p.m.; Sunday 1:00 p.m. – 5:00 p.m.

The project will expand the loading dock area on the northside of the library and create an outdoor library facility.

The project, intended to expand accessibility to library resources for patrons who prefer outdoor settings or face limitations in accessing the indoor library, will include, but is not limited to, the following project components as illustrated on the Project Conceptual sheet provided in the Exhibit A of this RFP. Additionally, the proposal includes installation and setup for a Level III fast-charging station for the electric bookmobile.

Loading Dock

- An expansion of the walkway ramp leading from the parking lot to the building
- A safety barrier/railing between the walkway ramp and the loading dock area
- Expansion of loading dock area
- All areas shall be accessible per Federal ADA guidelines.

Outdoor Library

- Enclosed reading garden space for hosting library programs and activities.
- Shading and weather protection such as pergolas, canopies, or natural shading elements.
- ADA compliant entrance/exit door for accessibility to the reading garden space.
- Digital amenities to include Wi-Fi connectivity, charging stations, or other digital resources that may be required for digital reading.
- Landscaping and softscape with a serene garden-like environment with water-efficient plants and irrigation that looks beautiful and saves resources. Butterfly elements are to be included.
- Automatic irrigation system with complete retrofit, modification, and/or installation of new irrigation within project boundary.
- Security measures and maintenance protocols necessary to safeguard the reading garden space, including the protection of furniture, equipment and other resources.
- Seating arrangements to include benches, swinging chairs, and an amphitheater-like

seating area for storytime.

- LED lighting and electrical services.
- All areas shall be accessible per Federal ADA guidelines.
- Demolition of Book-Drop, shrubbery, trees, etc. in the designated reading garden space
- Installation of new Book-Drop next to mailbox location
- Installation of a Level III fast-charging station.

The Project concept is provided in Attachment 3 of this RFP for reference only. Photos are provided in this RFP for Proposer's use to develop creative and cost-efficient ideas for an expansion of the loading dock area. Creative ideas to include amenities from the Project concept, project components listed above, and any additional components that may be beneficial.

**Total Budget for Projects (including design & build):**

- Loading Dock: \$35,000
- Outdoor Library Facility: \$900,000

**CONSULTANT SERVICES**

Consultant shall be responsible for the preparation and submittal of the PS&E (Plans, Specifications, & Estimate) package through completion with the approval from the District to release for construction. This shall include, but not limited to, survey, civil engineering, landscaping, irrigation, and electrical engineering. Any additional tasks deemed necessary by the Consultant shall be clearly identified in the proposal.

- A. PROJECT COORDINATION.** The Consultant shall be fully responsible for the overall management and coordination for the Project, which may include, but is not limited to Project development team meetings, liaison with affected agencies, and utility companies. Prepare progress report and schedule, securing permits for all field studies and any other required permits from other agencies.
- B. RECORDS RESEARCH.** Research all information pertinent to the Project including, but not limited to existing field condition, as-built plans and record drawings, right-of-way data and all future improvement plans adjacent to or affecting the project site. The selected consultant shall identify all existing and proposed facilities within the Project's limits and potential conflicts.
- C. PRELIMINARY DESIGN.** The consultant shall organize a kick-off meeting with the District staff to discuss the conceptual design plan, project goals and objectives, potential elements and issues, project schedule, review of existing information, and conduction of a site investigation. District staff shall be provided and approve a finalized conceptual site plan of the proposed loading dock expansion and new outdoor library facility, final rendered conceptual exhibits, and a final schedule prior to the consultant beginning work on the PS&E package.

- D. **SURVEY.** On-the-ground field topographical survey work is to be determined if necessary by the Consultant (and/or the Consultant's Subconsultant) if any existing horizontal and vertical features are needed for the project. It is the Consultant's responsibility to provide only the survey necessary for the design of the project components identified within this RFP. Consultant shall identify in the proposal a detail list of features the survey would include.
- E. **WATER QUALITY.** The Consultant shall coordinate with the City of Placentia Public Works Department for the Low Impact Development (LID) requirements of the project and prepare a Water Quality Management Plan (WQMP) if deemed required. Consultant shall provide Best Management Practices (BMPs) with appropriate size based on treatment and peak flow rates, freight to job site and one year of maintenance to include units and cost in the engineer's cost estimate.

The selection of BMPs will always be subject to site specific conditions and the Consultant will be required to perform the research into the site-specific conditions (e.g., prior contamination, depth to groundwater, soil conditions, interfering utilities, etc.) that could preclude infiltration. The Consultant shall also perform the required soils and/or infiltration testing per the Technical Guidance Documents, as necessary to design the infiltration system assuming it is the selected LID approach.

Please find information and links to relevant documents and regulations at the following site: <https://ocerws.ocpublicworks.com/> or <https://www.placentia.org/19/Public-Works>

**F. PLANS, SPECIFICATIONS AND ESTIMATES (PS&E)**

- Development of Constructible Plans, Specifications and Estimate (PS&E) for use in District's solicitation of a construction contractor to build the Project:
  - a) All reports, plans, specifications and quantity calculations shall conform to criteria, policies, procedures and standards of the District. The Consultant shall use the boilerplate for cut sheets, specifications and estimates provided by the District.
  - b) The plan development shall include a draft final PS&E package for District review and comment and a final PS&E package addressing District's comments, if any. All plan sheets shall be prepared at a reasonable standard scale to be noted on plans. The necessary plans for each PS&E package shall include, but are not be limited to:
    - Title Sheet
    - Civil Engineering (if applicable)
    - Landscape Construction Plans & Details
      - Site Layout showing the following features:
        - Walkway ramp expansion
        - Safety barrier/railing

- Loading dock area expansion and new outdoor library facility
- Electrical
  - Electrical Site Plan to cover area
  - EV Charging Station
  - LED Lighting
  - Location of panels, switchgear, meters
  - Single Line Diagram
  - Schedules
  - Details
  - Photometrics
  - General Notes
- c) All calculations for the design and quantities shall be submitted as part of the PS&E submittal requirements. Quantities for all contract pay items shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field inspectors during construction. All quantity calculations shall be independently checked and substantiated with independent calculations.
- d) Electronic files for all CADD (Computer-Aided Design and Drafting), reports, and calculations shall be submitted at the end of contract or when requested by the District.
- e) All electronic software developed, databases generated, spreadsheets and intellectual properties developed specifically for the Project shall become the properties of the District.
- Deliverable PS&E package:
  - a) Preliminary draft PS&E

The package shall include all requirements of the 100% package for District review and comment. The District will review and comment on this package within 10 business days of receipt.
  - b) Final PS&E
    - 1) The Consultant shall submit the following documents for review and approval, addressing the District's comments, if any:

The final submittal shall include the electronic files of the following documents: Plans, Standard Special Provisions (SSP), preliminary quantities and estimates, pay item list, design calculations and all reports supporting the design (i.e., geotechnical report, hydraulic report).
    - 2) The District will review and comment on the PS&E package within four (4) weeks of receipt of the complete milestone PS&E package.



- 3) A constructability review meeting shall take place prior to completion of preliminary draft PS&E at an appropriate stage in preparing the PS&E package as determined by Consultant and shall include Consultant and District staff. Prior to the District conducting the constructability review, the Consultant shall submit the QA/QC (Quality Assurance/Quality Control) set of PS&E performed by the Consultant independently.
  - 4) The District may request a set of QA/QC plans and estimates at any point during the design process to include methods for design and calculations.
  - 5) The Consultant shall provide a final-colored 3D rendering of the project reflecting all items identified within the final construction documents.
  - 6) The Consultant shall provide electronic (in PDF) catalogs, brochures, data sheets, etc. of materials call out on the plans and specifications for construction.
- c) Final PS&E for Approval and Bidding

The Consultant shall submit all electronic files (CADD, Word document, and Excel) and one set of PDFs of the following documents for construction Bid purposes:

Signed final design plans  
Signed final specifications  
Signed QA/QC Checklist  
Final cost estimate and final quantity calculations;  
Final design calculations  
Lump sum items must have schedule of values

- o Construction Bidding Phase:

Bidding procedures will be the responsibility of the District. While the PS&E construction package is advertising for bids, all questions concerning the intent shall be referred to the District for resolution. In the event that any item requiring interpretation in the drawings or specifications is discovered during the bidding period, said items shall be analyzed by the Consultant for decision by the District.

- o Construction Support Phase:

- a) This task shall be included as optional in the fee proposal.
- b) Consultant shall furnish, at the consultant's sole cost and expense, all necessary revised documents and drawings due to errors and omissions of the Consultant.
- c) Consultant shall review and approve all submittals and shop plan drawings required to support the construction contract. Consultant shall complete shop drawings

reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

- d) Consultant shall be available as requested by the District to resolve discrepancies in the contract documents. Consultant shall bring to the attention of the District any defects or deficiencies in the work by the construction contractor which the Consultant may observe. Consultant shall have no authority to issue instruction on behalf of the District, or to deputize another to do so.

### **GENERAL REQUIREMENTS**

1. The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the District for conformity with the requirements of the Agreement. Reviews by the District do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of the Consultant.
2. Consultant or its sub consultants shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the District.
3. The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the District and any permitting agency. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, dated, and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the boilerplate. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.
4. The design must incorporate tamper and vandalism proof, minimal maintenance, and anti-theft measures.
5. Specification language must be incorporated in the contract document according to its technical section and shall not be placed on the plans.

6. Manuals/Standards

Where applicable, engineering design of all Project improvements shall be compatible and in accordance with the following:

- a. City of Placentia Standard Plans
- b. Standard Special Provisions for Public Works Construction

It will be the responsibility of the Consultant to verify that it has received the latest version or update of these documents.

7. Parking and walkway plans shall adhere to City of Placentia Standard Plans and the

Standard Special Provisions for Public Works Construction.

8. The Consultant's work will be subject to inspections by representatives of the District.
9. Project Progress
  - a. Meetings - Progress Review Meetings shall be held as deemed appropriate by the District.
  - b. Progress Reporting - Progress Reports shall be submitted at monthly intervals, indicating progress achieved during the reporting period in relation to the progress scheduled.
  - c. Project Schedule - The Consultant shall prepare the project schedule in Microsoft Project format. The project schedule should break the tasks and subtasks. Any major change to the project schedule must be approved by the District.
10. The Consultant shall ensure that employs persons that have all appropriate professional licenses that may be required to perform all work and to approve and sign all plans developed for the Project.

**PAYMENT AND INVOICING:**

Selected Consultant shall invoice the District based on time and material according to the District's standard invoice template. Tasks and hours shall be clearly identified and all rates must match those included in the approved agreement. The District shall retain ten percent (10%) of the invoice amount from each payment until the completed Project has been accepted by the District.

Each invoice must include a Consultant Progress Report that contains tasks and activities completed and summary of work in the next month period. Certificate of insurance must be current in order for invoices to be processed.

**DISTRICT RESPONSIBILITIES:**

The District will provide information in its possession relevant to the preparation of the required information in the RFP. The District will provide only the staff assistance and the documentation specifically in referred to herein.

- Furnish scope of work and provide general direction as needed for the assigned project.
- All plan check coordination within the District
- Advertise, award, and administer of construction contract
- Electronic files (sample plans & specifications)
- Electronic files for title sheets and sheet borders
- Facilitate meeting space and coordination and District facilities
- Provide invoicing instructions

**CONSULTANT RESPONSIBILITIES:**

- Provide all required insurance as outlined in Attachment 2 of this RFP
- Submit renewal of Certificate of Insurance 30 days before expiring
- Ensure Certificate of Insurance is current when submitting invoices
- Coordination with Southern California Edison or District Building Maintenance staff for electrical service connection
- Maintain a project folder of electronic catalogs, brochures, data sheet, etc. of materials to be used for construction

**Appendix  
ATTACHMENT 2  
STANDARD AGREEMENT**

**CONSULTANT AGREEMENT  
PLACENTIA LIBRARY DISTRICT**

**PLACENTIA LIBRARY DISTRICT  
REQUEST FOR PROPOSALS  
FOR  
DESIGN SERVICES FOR LOADING DOCK  
EXPANSION AND OUTDOOR LIBRARY  
FACILITY AT PLACENTIA LIBRARY  
DISTRICT**

THIS AGREEMENT is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2023 by and between \_\_\_\_\_, (“Consultant”), and the Placentia Library District, an independent special district serving the residents of Placentia and surrounding communities, governed by a board of five trustees directly elected by the public organized and existing under the Constitution and laws of the State of California (“District”).

**RECITALS**

- A. The District desires to retain a consultant having special skill and knowledge in the field of:

- B. Consultant represents that Consultant is able and willing to provide such services to the District.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional consulting firm in the field.

**NOW THEREFORE**, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

**1. SCOPE OF SERVICES**

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to the reasonable satisfaction of the District, the services set forth in the attached Exhibit "A", which is incorporated herein by this reference. As a material inducement to the District to enter into this Agreement, Consultant represents and

warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Consultant represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

\_\_\_\_\_ (herein referred to as the “District’s Project Manager”), shall be the person to whom the Consultant will report to for the performance of services hereunder. It is understood that Consultant shall coordinate its services hereunder with the District’s Project Manager to the extent required by the District’s Project Manager, and that all performances required hereunder by Consultant shall be performed to the satisfaction of the District’s Project Manager and Library Director.

## **2. COMPENSATION**

- a. District agrees to pay, and Consultant agrees to accept as total payment for its services for the District, the rates and charges identified in **Compensation - Exhibit B**. The total amount to be expended under this Agreement shall not exceed \$xxxxxx during the term of this Agreement, including any extension periods exercised under Section 3. b.
- b. Payment by the District shall be made within 45 days (forty-five) days following receipt of proper invoice evidencing work performed, subject to District accounting procedures. Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals which may reasonably be expected by District. In the event any charges or expenses are disputed by District, District shall withhold that portion of the invoice that is in dispute and remit the remainder.

## **3. TERM**

This Agreement shall commence on the date first written above and shall continue until Consultant has provided all deliverables and perform all services required hereunder, unless terminated earlier in accordance with Section 16, below.

## **4. PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the services being performed are part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

## **5. INDEPENDENT CONTRACTOR**

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the District. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the District to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

## **6. OWNERSHIP OF MATERIALS**

All original maps, models, designs, drawings, photographs, studies, survey, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any

services pursuant to this Agreement shall be the sole property of the District and may be used, reused or otherwise disposed of by the District without the permission of the Consultant. Upon satisfactory completion of, or in the event of expiration, termination, suspension, or abandonment of this Agreement, Consultant shall turn over to District all such maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents which Consultant may have prepared for use in performing services hereunder. With respect to computer files, Consultant shall make available to the District, upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

Consultant shall have not liability for District for reuse of maps, models, designs, drawings, photographs, studies, survey, reports, data, notes, computer files, files and other documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

## **7. INSURANCE**

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

- a. **Commercial General Liability Insurance.** Consultant shall maintain commercial general liability insurance naming the District, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Consultant's operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$500,000 per occurrence, with \$1,000,000 in the aggregate. Such insurance shall (a) name the District, its officers, employees, agents, and representatives as additional insured(s); (b) be primary and not contributory with respect to insurance or self-insurance programs maintained by the District; and (c) contain standard separation of insureds provisions.
- b. **Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$500,000 per occurrence.** Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c. **Worker's Compensation Insurance.** In accordance with the provisions of Section 3700 of the Labor Code, Consultant, if Consultant has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Consultant agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.
- d. **If Consultant is or employs a licensed professional such as an architect or engineer: Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per claim with \$2,000,000 in the aggregate.**



- e. The following requirements apply to the insurance to be provided by Consultant

pursuant to this section:

- i. Consultant shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
  - ii. Certificates of insurance shall be furnished to the District upon execution of this Agreement and shall be approved by the District.
  - iii. Certificates and policies shall state that the policies shall not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the District.
  - iv. Where the amounts or coverage provided by the certificates of insurance provides coverage greater than those listed by this Agreement, the amounts provided by the certificates of insurance shall be incorporated by reference into the Agreement.
  - v. Consultant shall supply District with a fully executed additional insured endorsement.
- f. If Consultant fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the District with required proof that insurance has been procured and is in force and paid for, the District shall have the right, at the District's election, to forthwith terminate this Agreement. Such termination shall not affect Consultant's right to be paid for its time and materials expended prior to notification of termination. Consultant waives the right to receive compensation and agrees to indemnify the District for any work performed prior to approval of insurance by the District.

## **8. INDEMNIFICATION**

To the greatest extent permitted by California Civil Code section 2782.8, Consultant shall indemnify, defend with counsel approved by District, and hold harmless District, its officers, officials, employees and volunteers ("Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with:

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

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

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

**9. INTELLECTUAL PROPERTY INDEMNIFICATION**

Consultant shall defend and indemnify the District, its officers, agents, representatives, and employees against any and all liability, including costs, for infringement of any United States' letters patent, trademark, or copyright infringement, including costs, contained in the work product or documents provided by Consultant to the District pursuant to this Agreement.

**10. RECORDS**

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the District for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the District to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

**11. CONFIDENTIALITY**

If Consultant receives from the District information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the District.

**12. CONFLICT OF INTEREST CLAUSE**

Consultant covenants that it presently has no interests and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

**13. NON-DISCRIMINATION**

Consultant shall not discriminate because of race, color, creed, religion, sex, marital status,

sexual orientation, gender identity, gender expression, gender, medical conditions, genetic information, or military and veteran status, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities or any services provided under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

#### **14. EXCLUSIVITY AND AMENDMENT**

This Agreement represents the complete and exclusive statement between the District and Consultant, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the District and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the District. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.

#### **15. ASSIGNMENT**

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the District and any such assignment, transfer, delegation or subcontract without the District's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the District's ability to have any of the services which are the subject to this Agreement performed by District personnel or by other consultants retained by District.

#### **16. TERMINATION**

This Agreement may be terminated by the District upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the District shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Library Director may require Consultant to deliver to the District all work product(s) completed as of such date, and in such case such work product shall be the property of the District unless prohibited by law, and Consultant consents to the District's use thereof for such purposes as the District deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

**17. WAIVER**

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

**18. JURISDICTION - VENUE**

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

**19. PROFESSIONAL LICENSES**

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the Placentia Library District and all other governmental agencies. Consultant shall notify the District immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

**20. MISCELLANEOUS PROVISIONS**

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify District fully, including reasonable costs and attorney's fees, for any injuries or damages to District in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

**21. NOTICE**

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To District:

Jeanette Contreras  
Library Director, Placentia Library District  
411 E. Chapman Avenue

First & Last Name  
Title  
Consultant Firm Name  
Address  
City, State, Zip  
Phone:

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

**PLACENTIA LIBRARY DISTRICT**

\_\_\_\_\_  
(Name)  
(Title)

\_\_\_\_\_  
(Name)  
(Title)

**APPROVED AS TO FORM:**

(INSERT)  
Attorney

**CONSULTANT:**

By: \_\_\_\_\_  
(Name)  
(Title)

_____ (Name) (Title)
----------------------------

**RECOMMENDED FOR APPROVAL:**

\_\_\_\_\_  
Jeanette Contreras  
Executive Director  
Placentia Library District



## **EXHIBIT A**

### **SCOPE OF SERVICES**

The project will expand the loading dock area on the northside of the library and create an outdoor library facility.

The project, intended to expand accessibility to library resources for patrons who prefer outdoor settings or face limitations in accessing the indoor library, will include, but is not limited to, the following project components as illustrated on the Project Conceptual sheet provided in the Exhibit A of this RFP. Additionally, the proposal includes installation and setup for a Level III fast-charging station for the electric bookmobile.

#### Loading Dock

- An expansion of the walkway ramp leading from the parking lot to the building
- A safety barrier/railing between the walkway ramp and the loading dock area
- Expansion of loading dock area
- All areas shall be accessible per Federal ADA guidelines.

#### Outdoor Library

- Enclosed reading garden space for hosting library programs and activities.
- Shading and weather protection such as pergolas, canopies, or natural shading elements.
- ADA compliant entrance/exit door for accessibility to the reading garden space.
- Digital amenities to include Wi-Fi connectivity, charging stations, or other digital resources that may be required for digital reading.
- Landscaping and softscape with a serene garden-like environment with water-efficient plants and irrigation that looks beautiful and saves resources. Butterfly elements are to be included.
- Automatic irrigation system with complete retrofit, modification, and/or installation of new irrigation within project boundary.
- Security measures and maintenance protocols necessary to safeguard the reading garden space, including the protection of furniture, equipment and other resources.
- Seating arrangements to include benches, swinging chairs, and an amphitheater-like seating area for storytime.
- LED lighting and electrical services .
- All areas shall be accessible per Federal ADA guidelines.
- Demolition of Book-Drop, shrubbery, trees, etc. in the designated reading garden space
- Installation of new Book-Drop next to mailbox location
- Installation of a Level III fast-charging station.

The Project concept is provided in Exhibit A of this RFP for reference only. Photos are provided in this RFP for Proposer's use to develop creative and cost-efficient ideas for an expansion of the loading dock area. Creative ideas to include amenities from the Project concept, project components listed above, and any additional components that may be beneficial.

Photos & Project Concept  
New Reading Garden Space and Installation of a Level III Fast-Charging  
Station at Placentia Library Project

Figure 1 - Photo of northside Placentia Library District Building and parking lot spaces for potential EV Charging Station



Figure 2: Stand Power 60KW DC Charger – 30kW of power on a 50A Hookup, dual ports.  
Pictured below is from Phoenix Motorcars.



Figure 3 - Photo of northside Placentia Library District building taken from the eastside viewpoint for the new outdoor library facility.



Figure 4 – Samples of Outdoor Library: Provide reading garden space with an awning, enclosure, amphitheater seating.



Figure 5: Examples of Outdoor Furniture



Figure 6 - Photo of Book Drop to be demolished



Figure 7 – Photo of Potential New Book Drop Location





Figure 8 - Photo of loading dock on northside Placentia Library District Building

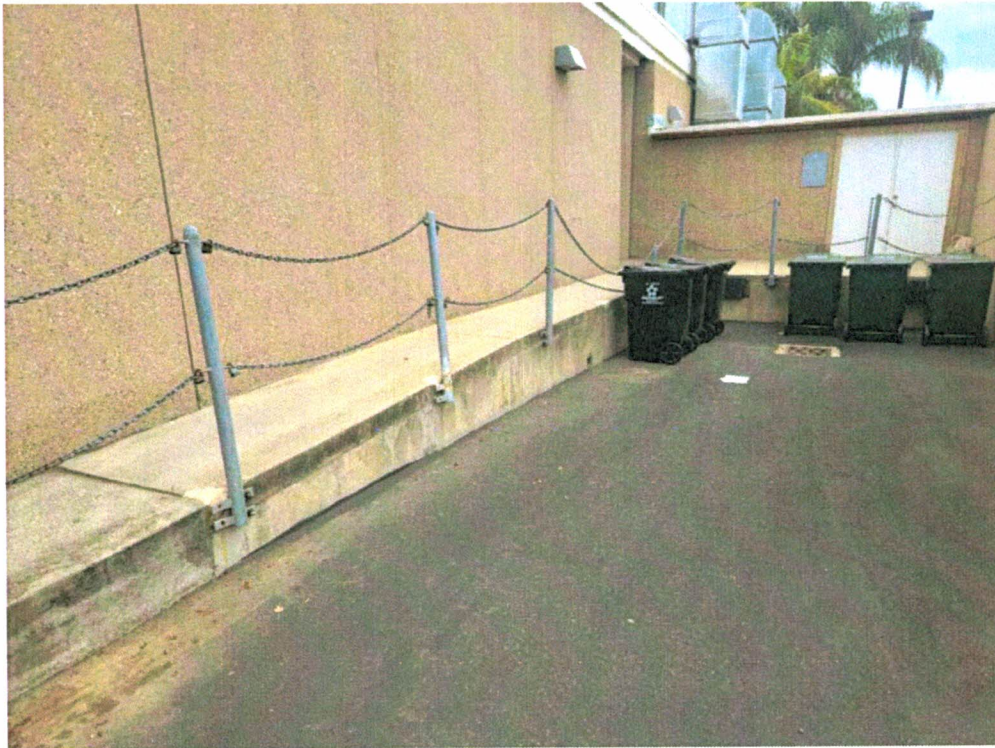


Figure 9 - Example of ADA railing for ramp



**EXHIBIT B**  
**COMPENSATION**

Fee Proposal including hourly rates if applicable

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**THRU:** Jeanette Contreras, Library Director

**FROM:** David DeBerry, General Counsel

**SUBJECT:** OPTIONS FOR FILLING FUTURE VACANCY IN THE OFFICE OF THE BOARD OF TRUSTEES DUE TO RESIGNATION

**DATE:** JUNE 30, 2022

**BACKGROUND**

President Martin has notified the Placentia Library District (“District”) that she will be resigning as a Trustee after the Board of Trustee meeting in August of 2023. This report discusses the Board of Trustees options with respect to the vacancy that will be created.

**DISCUSSION****1. Filling the Vacancy.**

The District was formed pursuant to the Education Code sections 19600 et seq. Education Code section 19612 provides: “Vacancies shall be filled by the board of supervisors by appointment for the unexpired term.” The last time a vacancy was filled by the Orange County Board of Supervisors was in 2022 when Trustee Nelson was appointed by the Board of Supervisors to fill the vacancy left when one of the Trustee positions was deemed abandoned by operation of law.

When the District has had prior vacancies, including the last one, it solicited letters of interest and qualifications from eligible residents to fill the vacancy. The Board of Trustees then considered the interest received and forwarded its recommendation to the Board of Supervisors to make an appointment.

**2. May the Trustee Office Be Left Vacant?**

There does not appear to be an option to simply leave the office vacant until the next election for President Martin’s position, which is not until November of 2026. Initially, the authority for filling a vacancy lies with the Board of Supervisors and not the Board of Trustees. Education Code section 19612 provides: “Vacancies shall be filled by the board of supervisors by appointment for the unexpired term.” Education Code section 75 provides that “shall is mandatory.” Thus, the Board of Trustees has no authority to not fill a vacancy and the Board of Supervisors has a mandatory duty to fill a vacancy.

In many other statutory schemes governing vacancies, including those for library districts formed under chapters within the Education Code, the governing body is given the option to either make an appointment within a specific time, typically 60 days, or call a special election within that

time frame. However, there is no alternative within those statutes governing the District for calling a special election or for that matter, not filling a vacancy. There is also no specified period in which a vacancy must be filled.

The various statutory schemes for filling vacancies evidence a policy that vacancies are to be avoided and should be filled in a reasonably prompt manner. If the Board of Supervisors did not fill the vacancy, someone could bring a court action seeking an order that it do so within a specified time. As such, the recommendation is that the District begin a search for someone to fill the vacancy.

**3. Must the Person the District Recommends Reside Within President Martin's Election District?**

As the Board of Trustees is aware, the District recently moved from at-large to district-based elections. President Martin resides in District 2, but her current seat is an at-large seat, not a district-based seat. A district-based election in District 2 will not occur until November of 2026. While there is nothing that precludes the Board of Trustees from recommending, or the Board of Supervisors from appointing, a person who resides in District 2, it is not required. In addition, given that Trustee Carline also resides in District 2, District 2 would remain represented. Appointing someone from District 1 would further the purposes of moving to district-based elections since the Board of Trustees currently has no representation from District 1. However, it is not required since President Martin is in an at-large position.

**RECOMMENDATION**

Discuss and direct staff to solicit interest for filling the vacancy that will result from President Martin's resignation.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Approve the Facility Use, Release, Waiver of Liability and Indemnity Agreement between the Placentia Library District and the Boys and Girls Club of Brea, Placentia, and Yorba Linda.**

**DATE:** June 30, 2023

**BACKGROUND**

At the May 30, 2023 Library Board of Trustees meeting, the Library Board considered a partnership with the District and the Boys and Girls Club Brea Placentia Yorba Linda (BGC), for the use of the District's community meeting room. Staff was directed to consult with District Attorney to develop an agreement for the Board's consideration at tonight's meeting.

The intent of the use of the District's community room by the BGC is to conduct a series of activities including educational workshops, arts and crafts sessions, and group discussions to promote positive values and social skills. These activities align with BGC's mission to empower young boys and girls to reach their full potential and become responsible citizens.

We believe that supporting the Boys and Girls Club aligns with our organization's values and commitment to fostering a vibrant and inclusive community. Their activities have a positive impact on the development of our young citizens.

Attachment A is the Facility Use Release, Waiver of Liability and Indemnity Agreement.

**RECOMMENDATIONS**

1. A motion to approve the Facility Use, Release, Waiver of Liability and Indemnity Agreement between the Placentia Library District and the Boys and Girls Club of Brea, Placentia, and Yorba Linda; and,
2. Roll call vote.

**BOYS AND GIRLS CLUB COMMUNITY MEETING ROOM USE**

**FACILITY USE RELEASE, WAIVER OF LIABILITY  
AND INDEMNITY AGREEMENT**

In consideration of being permitted to utilize the Placentia Library District's (hereafter, "Library") facilities for the event named above ("Event") on **[Insert Date]**, the undersigned, and on behalf of the group or organization the undersigned represents, and their respective representatives, heirs, assigns, and next of kin (collectively, the "Participants"), agree to the following:

1. To release, defend, indemnify, and hold harmless, and covenant not to sue the Library, the City of Placentia and their respective officers, agents, and employees (the "Releasees"), for any and all claims for loss, damage, or demands therefor on account of injury to any person, including death, or damage to property, including, without limitation, any loss or theft of any personal property, which may occur as a result of participating in the Event, or in any way using for any purpose during the day of the Event any of the Releasees' premises, facilities or equipment, even though that liability may arise, in whole or part, out of the negligence of the Releasees or out of a dangerous or defective condition of property or equipment of the Releasees.

2. Expressly acknowledge and understand that injuries can occur during the use of any of the Releasees facilities or equipment, including those resulting in injury or death, and that the Participants hereby expressly assume all such risks, including any dangerous or defective condition of public property, whether or not a particular risk is known or unknown.

3. Expressly agree that this Facility Use Release, Waiver of Liability, and Indemnity Agreement ("Agreement") is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, the balance shall continue in full legal force and effect.

4. In addition to this Agreement and not in lieu of any of its provisions, the Participants shall obtain and provide evidence of liability insurance with such coverages as required by the Library, including adding the Releasees as additional insureds under the Participants general and automotive insurance policies if required by the Library.

The undersigned has read and voluntarily signs this Agreement, and acknowledges that no representations, statements, or inducements of any kind, apart from the foregoing written Agreement, have been made by the Releasees.

\_\_\_\_\_  
Name of authorized representative

\_\_\_\_\_  
Boys and Girls Club of Brea, Placentia &  
Yorba Linda

\_\_\_\_\_  
Title of authorized representative

\_\_\_\_\_  
Organization's Address

I Have Read This Agreement and certify that I am authorized to sign on behalf of myself and the organization I represent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** **Discuss and Consider Changing the July Board Meeting Date.**

**DATE:** June 30, 2023

**BACKGROUND**

The Library Board of Trustees meet on the fourth Monday of each month. The regular date for the July 2023 board meeting falls on July 24, 2023. Due to schedule conflicts of a Trustee and the Library Director. The Board can elect to go dark in July or consider these alternative dates:

- Tuesday, July 18<sup>th</sup>
- Wednesday, July 19<sup>th</sup>
- Monday, July 31<sup>st</sup>

**RECOMMENDATON**

Actions to be determined by the Library Board of Trustees.



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** California Special Districts Association (CSDA) Board of Directors Election - Seat C

**DATE:** June 30, 2023

**BACKGROUND**

The Placentia Library District received an email communication from CSDA, dated June 20, 2023, notifying the District of the upcoming Board of Directors election for Seat C. The CSDA leadership is elected from six geographical networks: Northern, Sierra, Bay Area, Central, Coastal, and Southern. Each network has three seats on the Board with a 3-year term. Currently, nominations are accepted for Seat C.

The Board is the governing body responsible for all policy decisions related to CSDA’s member services, legislative advocacy, education and resources. The current Executive Committee includes:

- Elaine Magner, President
- Pete Kampa, Vice-President
- Don Bartz, Secretary
- Lorenzo Rios, Treasurer
- Ryan Clausnitzer, Past-President

Current Network representations are as follows:

<b>Northern</b>	<b>Sierra</b>	<b>Bay Area</b>	<b>Central</b>	<b>Coastal</b>	<b>Southern</b>
Kimberlee Seney	Pete Kampa	Ryan Clausnitzer	Lorenzo Rios	Elaine Magner	Arlene Schafer
Fred Ryness	Noelle Mattock	Chad Davisson	Patrick Ostly	Hugh Rafferty	Don Bartz
Greg Orsini	Jerry Gilmore	Vacant	Vacant	Vincent Ferrante	Jo MacKenzie

Electronic ballot must be submitted by July 14, 2023.

- Attachment A is the Information Sheet for Mr. Al Nederhood
- Attachment B is the Candidate Statement for Mr. Al Nederhood
- Attachment C are documents mailed to the District from the Municipal Water District of Orange County
- Attachment D is the Information Sheet for Ms. Arlene Schafer (Incumbent)
- Attachment E is the Candidate Statement for Ms. Arlene Schafer (Incumbent)
- Attachment F is the Information Sheet for Mr. John Skerbelis

**RECOMMENDATIONS**

1. Discuss and select a candidate for the CSDA Board of Directors – Seat C; and,
2. Roll call vote



**California Special Districts Association**

*Districts Stronger Together*

2023 CSDA BOARD CANDIDATE INFORMATION SHEET The following information MUST accompany your nomination form and Resolution/minute order:

Name: Albert M. Nederhood

District/Company: Municipal Water District of Orange County (MWDOC)

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2 years with MWDOC, 4 years with Yorba Linda Water District as elected Board Member

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.): I have attended most of the quarterly meetings for ISDOC (Independent Special Districts of Orange County) over the last 6 years. I spent 2 years working with Jim Fisler and Sandra Jacobs (both past ISDOC Presidents) to successfully revise the Special District dues structure created in 2000 to more accurately and fairly reflect revenue and dues payable to LAFCO. As part of this process I attended virtually all ISDOC Board meetings for 2 years.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.): Over the last 6 years I have attended most of the conferences held by the Urban Water Institute, ACWA, the Colorado River Water Users, as well as many Metropolitan Water District Board meetings.

3. List local government involvement (such as LAFCo, Association of Governments, etc.): For the 2 years that it took to initiate, revise and successfully change the LAFCO dues required of Special Districts in Orange County, I attended virtually all of the monthly OC-LAFCO meetings.

4. List civic organization involvement: I was elected twice and served on the Yorba Linda Water District Board, a Special District. I've actively participated in the WACO (Water Advisory Committee of Orange County) both in attendance and planning of the meetings.



# **Al Nederhood**

## **MWDOC Board**

### **Elect to CSDA Board**

### **Southern Network**

### **Seat C**

#### **Professional & Personal History**

6 Years as Elected Official for Special Districts, Yorba Linda Water District (YLWD) & Municipal Water District of Orange County (MWDOC)

LAFCO dues revision through Independent Special Districts of Orange County. First revision after 20 years saving small districts thousands of dollars annually.

Heli-Hydrant sponsor, supporter creating nations first system (helicopter enabled fire suppression in wild-fire zones)

President of a Non-Profit

30 years of Senior Management Leadership positions with nationally known firms

President of an Educational Institution with \$100 million in revenue, 500 staff and 5000 students.

BA, Long Beach State  
MA, Central Michigan University

Retired, Married for 50+ years, 4 kids and 12 grandkids

#### **Why should you vote for Al Nederhood?**

Here's a sample of my history of measurable change created by active questioning and positive decision making based on the facts.

Seven years ago, I identified, initiated, and transformed an outdated LAFCO dues system on behalf of special districts in Orange County. The dues structure was developed in 2002 by ISDOC to fulfill their legal responsibility, but over time, it resulted in small districts subsidizing the large districts.

After two years of working with my fellow Special Districts, the new dues structure was unanimously approved and implemented. This effort created a balanced and proportionate LAFCO dues structure for Special Districts throughout the county, saving smaller districts with smaller operating budgets thousands of dollars each year.

As a Board Member for Yorba Linda Water District we investigated and implemented the nation's first Heli-hydrant to modernize fighting wild fires. YLWD now has two heli-hydrants with a third in development with Metropolitan Water District.

**I would appreciate your Board voting for me, Al Nederhood.**

If you want to contact me:

**Al Nederhood**  
**MWDOC, Director Division One**

[anederhood@mwdoc.com](mailto:anederhood@mwdoc.com)

C. 714-261-3964



Street Address:  
18700 Ward Street  
Fountain Valley, California 92708

Mailing Address:  
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(714) 963-3058  
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Megan Yoo Schneider, P.E.  
President

Bob McVicker, P.E., D.WRE  
Vice President

Randall Crane, Ph.D.  
Director

Larry D. Dick  
Director

Al Nederhood  
Director

Karl W. Seckel, P.E.  
Director

Jeffery M. Thomas  
Director

Harvey De La Torre  
Interim General Manager

MEMBER AGENCIES

City of Brea  
City of Buena Park  
East Orange County Water District  
El Toro Water District  
Emerald Bay Service District  
City of Fountain Valley  
City of Garden Grove  
Golden State Water Co.  
City of Huntington Beach  
Irvine Ranch Water District  
Laguna Beach County Water District  
City of La Habra  
City of La Palma  
Mesa Water District  
Moulton Niguel Water District  
City of Newport Beach  
City of Orange  
Orange County Water District  
City of San Clemente  
Santa Margarita Water District  
City of Seal Beach  
Serrano Water District  
South Coast Water District  
Trabuco Canyon Water District  
City of Tustin  
City of Westminster  
Yorba Linda Water District

May 26, 2023

Ms. Jeanette Contreras  
Library Director  
Placentia Library District  
411 E Chapman Avenue  
Placentia, CA 92870-6101

**Re: Support for Director Al Nederhood, CSDA Board of Directors, Southern Network Seat C**

Dear Ms. Contreras,

On behalf of the Municipal Water District of Orange County (MWD OC), it is my pleasure to share our unanimous support for Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C. MWD OC is a wholesale water supplier serving 3.2 million residents through 27 retail water agencies, making Director Nederhood uniquely qualified.

Director Nederhood brings seven years of Special District board experience as well as decades as a senior manager in the private sector to his candidacy. He willingly listens to constituents and fellow board members, and then works hard to create effective solutions. He actively engages with our local CSDA chapter, as well as CSDA and ACWA events.

Attached you will find a candidate's statement highlighting some of Director Nederhood's accomplishments. You will notice he has demonstrated his innovative thinking on behalf of special districts of all sizes which would make him an asset to the CSDA Board of Directors, bringing a fresh perspective to long-term practices.

I encourage you to share this information with your Board of Directors and that you strongly consider supporting Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C for the 2023 election. Electronic voting begins on June 5 and will continue until July 14. Please do not hesitate to contact me or Director Nederhood personally should you have any questions. His contact information can be found on the attached candidate's statement. Thank you for your consideration.

Sincerely,

Megan Yoo Schneider, M.S., P.E.  
Board President



**California Special  
Districts Association**

*Districts Stronger Together*

2023 CSDA BOARD CANDIDATE INFORMATION SHEET The following information MUST accompany your nomination form and Resolution/minute order:

Name: Albert M. Nederhood

District/Company: Municipal Water District of Orange County (MWDOC)

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2 years with MWDOC, 4 years with Yorba Linda Water District as elected Board Member

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.): I have attended nearly 100% of the public meetings for ISDOC (Independent Special Districts of Orange County) over the last 6 years. I spent 2 years working with Jim Fisler and Sandra Jacobs (both past ISDOC Presidents) to successfully revise the Special District dues structure created in 2000 to more accurately and fairly reflect revenue and dues payable to LAFCO.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.): Over the last 6 years I have attended most of the conferences held by the Urban Water Institute, ACWA, the Colorado River Water Users, as well as many Metropolitan Water District Board meetings.

3. List local government involvement (such as LAFCo, Association of Governments, etc.): For the 2 years that it took to initiate, revise and successfully change the LAFCO dues required of Special Districts in Orange County, I attended virtually all of the monthly OC-LAFCO meetings.

4. List civic organization involvement: I was elected twice and served on the Yorba Linda Water District Board, a Special District.

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot. Page 133 of 173 2023 BOARD OF DIRECTORS NOMINATION FORM**

**Al Nederhood Candidate Statement:**

I was introduced to CSDA in 2016 as a newly elected Director to the Yorba Linda Water District. I attended the CSDA training for new directors which opened my eyes to the responsibilities and value of Special Districts. I made friends at that training that continue on today including former YLWD Director Brooke Jones and current Director John Sears of East Orange County Water District.

Before getting involved in water issues later in life, I began my professional career as a high school teacher. I moved on to the business world including Xerox and 7-Eleven Stores as a Merchandise Manager. I was the college president for a variety of vocational colleges and ended my career as the President of a non-profit in Santa Ana.

After my 2016 election I attended ISDOC and LAFCO meetings. I became aware of the dues structure created by ISDOC in 2000. This structure, in place for 20 years, no longer represented the realities of revenue and dues. Many smaller revenue Special Districts had disproportionately large dues. By working with Director Jim Fisler from Mesa Water and Director Sandra Jacobs of Santa Margarita Water District, we revised the 20-year-old structure into a more equitable dues arrangement that saved smaller districts tens of thousands of dollars each year.

As an elected director to two different Special Districts, first YLWD and now MWDOC, I've experienced first-hand the vital role that Special Districts have in California life, infrastructure and politics.

As the elected representative for the Southern Network, it is my commitment to work hard to support Special Districts, provide active, collegial representation focused on key issues, and listen to Special District members.

I would appreciate your vote to be the CSDA representative for the Southern Network, one of 18 members on the CSDA Board. Thank you!

Name of Candidate: Albert Nederhood

District: Municipal Water District of Orange County (MWDOC)

Mailing Address: 18700 Ward Street Fountain Valley CA 92708

Network: Southern Network (see map)

Telephone: 714-261-3964

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

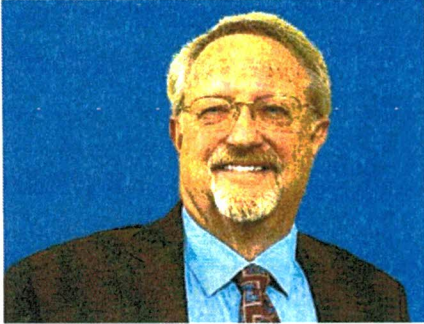
Fax: \_\_\_\_\_

E-mail: anederhood@mwdoc.com

Nominated by (optional): Board of Directors for MWDOC

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to: CSDA Attn: Amber Phelen 1112 I Street, Suite 200 Sacramento, CA 95814 (877) 924-2732 amberp@csda.net  
DEADLINE FOR RECEIVING NOMINATIONS: Northern, Sierra, Coastal and Southern Networks: April 6, 2023 at 5:00 p.m.  
Bay Area and Central Networks: April 17, 2023 at 5:00 p.m.





# Al Nederhood

## MWDOC Board

### Elect to CSDA Board

### Southern Network

### Seat C

#### **Professional & Personal**

##### **History**

6 Years as Elected Official for Special Districts, Yorba Linda Water District (YLWD) & Municipal Water District of Orange County (MWDOC)

LAFCO dues revision through Independent Special Districts of Orange County. First revision after 20 years saving small districts thousands of dollars annually.

Heli-Hydrant sponsor, supporter creating nations first system (helicopter enabled fire suppression in wild-fire zones)

President of a Non-Profit

30 years of Senior Management Leadership positions with nationally known firms

President of an Educational Institution with \$100 million in revenue, 500 staff and 5000 students.

BA, Long Beach State  
MA, Central Michigan University

Retired, Married for 50+ years, 4 kids and 12 grandkids

#### **Why should you vote for Al Nederhood?**

Here's a sample of my history of measurable change created by active questioning and positive decision making based on the facts.

Seven years ago, I identified, initiated, and transformed an outdated LAFCO dues system on behalf of special districts in Orange County. The dues structure was developed in 2002 by ISDOC to fulfill their legal responsibility, but over time, it resulted in small districts subsidizing the large districts.

After two years of working with my fellow Special Districts, the new dues structure was unanimously approved and implemented. This effort created a balanced and proportionate LAFCO dues structure for Special Districts throughout the county, saving smaller districts with smaller operating budgets thousands of dollars each year.

As a Board Member for Yorba Linda Water District we investigated and implemented the nation's first Heli-hydrant to modernize fighting wild fires. YLWD now has two heli-hydrants with a third in development with Metropolitan Water District.

**I would appreciate your Board voting for me, Al Nederhood.**

If you want to contact me:

**Al Nederhood**

**MWDOC, Director Division One**

**[anederhood@mwdoc.com](mailto:anederhood@mwdoc.com)**

**C. 714-261-3964**

RESOLUTION NO. 2135

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
NOMINATION OF AL NEDERHOOD  
TO THE CSDA BOARD OF DIRECTORS  
SOUTHERN NETWORK, SEAT C

WHEREAS, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network, Seat C for the 2024-26 term; and

WHEREAS, the Municipal Water District of Orange County (MWDOC) is a voting member of CSDA and a voting member for the Southern Network, Seat C; and

WHEREAS, Director Al Nederhood has expressed interest in serving on the CSDA Board of Directors;

WHEREAS, Director Nederhood and MWDOC are aware of the commitment, expectations, and expenses associated with this position; and

WHEREAS, the Board of Directors of the Municipal Water District of Orange County believes that Al Nederhood would be an effective member of the CSDA Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Municipal Water District of Orange County does hereby nominate Director Al Nederhood to represent the Southern Network, Seat C, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a Resolution to CSDA, forthwith.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Municipal Water District of Orange County on this 15<sup>th</sup> day of March 2023.

AYES: Directors Nederhood, Dick, McVicker, Seckel, Thomas & Yoo Schneider  
NOES: None  
ABSTAIN: None  
ABSENT: Director Crane

ATTEST:



*Maribeth Goldsby, District Secretary  
Municipal Water District of Orange County*



**Candidate Statement**

**Arlene Schafer**  
**Costa Mesa Sanitary District**  
**Southern Network, Seat C**

It has been an honor serving you on CSDA's Board of Directors for the past nineteen years. I have had the privilege of establishing long lasting relationships with local officials that forged an organization to become one of the leading advocacy groups in California on statewide and national issues. I am proud of my past and current board members for the accomplishments we achieved to enhance special district's visibility in the capital, as well as broadening educational opportunities to help you govern effectively and openly. There is much more important work to be done, so I humbly ask for your trust and support in re-electing me to Seat C of the Southern Network.

I believe we are approaching a year that could have an everlasting effect on the way we provide services. It is very likely the November 2024 Statewide Ballot will have Initiative 21-0042A1, which is now Initiative 1935. If approved by the voters, this initiative will significantly restrict how we fund critical services like fire, parks, libraries, sewers, water, etc. Initiative 1935 will jeopardize the ability of special districts to deliver essential services, which is why as your CSDA representative I am committed to helping defeat this deceptive and dangerous measure.

In addition to my advocacy efforts, I believe CSDA provides some of the best training and professional development programs for local government officials. I will continue serving on the Professional Development Committee to work with CSDA staff and others on making sure you continue receiving top quality workshops, seminars, and conferences. I hope I earned your trust by voting for me by **July 14, 2023**.



California Special  
Districts Association

Districts Stronger Together

### 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John Skerbelis

District/Company: Rubidoux Community Services DIST

Title: Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 12 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

None

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

None

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Past member of Riverside County Solid Waste  
Advisory Committee 7 Years

4. List civic organization involvement:

Riverside County Dept of Environmental Health  
Community Clean ups and Illegal Dumping



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Jeanette Contreras, Library Director  
**SUBJECT:** ISDOC Updates from Trustee Nelson  
**DATE:** June 30, 2023

**BACKGROUND**

Trustee Nelson will provide a report from the ISDOC board meeting on June 7, 2023.

Attachment A – California Special District Association (CSDA) Action Brief

Attachment B – CSDA Library Bills

Attachment C – CSDA Year-End Report

Attachment D – ISDOC May 2, 2023 Minutes

Attachment E – ISDOC June 6, 2023 Agenda



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## May-June 2023

Over 200 special district leaders converged in Sacramento in May to meet with State leaders on some of the biggest public policy issues facing special districts. During brunch meetings with 40 legislative offices participating, attendees discussed Brown Act remote meetings, design-build, and zero emission vehicle mandates among other advocacy priorities. The event took place the week after Governor Gavin Newsom unveiled his May Revise to the 2023-24 State Budget and attendees shared CSDA's key budget requests.

Copies of the slide decks presented at Special Districts Legislative Days are available at [legislativedays.csdanet.net/schedule](https://legislativedays.csdanet.net/schedule). Be sure to save the date for next year's event, back at the Sheraton Grand Sacramento May 21-22, 2024.

With the Governor's May Revise in hand, the Budget Subcommittees are now in full swing as the Legislature faces a June 15 Constitutional deadline to pass a balanced budget. May 19 was the last day for the Appropriations Committees to pass bills to the floor and June 2 is the "House of Origin Deadline" when all bills must be passed out of the house in which they were introduced. Policy committees taking up bills in their second house will then have until July 14 to consider legislation prior to the Summer Recess.

### Inside this edition of the Take Action Brief:

Legislative Priorities Advocated at Special Districts Legislative Days.....	2
FEEDBACK REQUESTED: Governor's BUILD Proposals.....	3
May Revise to Governor Proposed 2023-24 State Budget.....	4
Key Budget Requests.....	5
2023 CSDA Advocacy Priorities.....	6
What are Special Districts?.....	7
Where Special Districts Fit in the Public Services Puzzle.....	8
Special Districts: Community Driven and Future Focused.....	9

### Contact a local CSDA representative near you!

Chris Norden  
Dane Wadlé  
Colleen Haley  
Melissa Green  
Charlotte Holifield  
Chris Palmer

Northern Network  
Sierra Network  
Bay Area Network  
Central Network  
Coastal Network  
Southern Network

[chrisn@csda.net](mailto:chrisn@csda.net)  
[danew@csda.net](mailto:danew@csda.net)  
[colleenh@csda.net](mailto:colleenh@csda.net)  
[melissag@csda.net](mailto:melissag@csda.net)  
[charlotteh@csda.net](mailto:charlotteh@csda.net)  
[chrisp@csda.net](mailto:chrisp@csda.net)





CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

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## ➤ Legislative Priorities: Advocated at Special Districts Legislative Days

**SPECIAL DISTRICTS WEEK – SPONSOR**  
**[Senate Concurrent Resolution 52 \(Alvarado-Gil\)](#)**  
*Status:* Senate Floor (as of 5.4.23)

**Important Facts:** Proclaims May 14 – 20, to be Special Districts Week. The resolution encourages Californians across the state to engage with their local communities and be actively involved with their government, particularly with special districts and the areas they serve.

**OPEN MEETINGS: LOCAL AGENCIES: TELECONFERENCES – SPONSOR**  
**[Assembly Bill 557 \(Hart\)](#)**  
*Status:* Assembly Floor (as of 5.4.23)

**Important Facts:** Would preserve the emergency remote meeting procedures added to the Ralph M. Brown Act by Assembly Bill 361 (R. Rivas, 2021) by eliminating a January 1, 2024, sunset on those procedures. Would change, from 30 days to 45 days, the duration of required local agency resolutions passed as part of the process. The procedures will continue to require a Governor-declared emergency.

**LOCAL AGENCY DESIGN-BUILD PROJECTS: AUTHORIZATION – SUPPORT**  
**[Assembly Bill 400 \(Rubio\)](#)**  
*Status:* Assembly Committee on Appropriations (as of 5.4.23)

**Important Facts:** Would extend the sunset date for local governments to use the design-build (DB) project delivery method for public works projects from January 1, 2025, until January 1, 2031. Local governments, including certain authorized special districts (wastewater facilities, solid waste management facilities, water recycling facilities, or fire protection facilities), use DB to build infrastructure projects efficiently.

**PUBLIC CONTRACTS: PROGRESSIVE DESIGN-BUILD: LOCAL AGENCIES – SUPPORT**  
**[Senate Bill 706 \(Caballero\)](#)**  
*Status:* Assembly Desk (as of 5.4.23)

**Important Facts:** Would expand local agency progressive design-build (PDB) authority for public works construction contracts to any type of project, not just water projects as provided for under current law.

**MEDIUM- AND HEAVY-DUTY ZERO-EMISSION VEHICLES: PUBLIC AGENCY UTILITIES – SUPPORT**  
**[Assembly Bill 1594 \(Garcia\)](#)**  
*Status:* Assembly Committee on Appropriations (as of 5.4.23)

**Important Facts:** Would require any state regulation on the procurement of medium- and heavy-duty zero-emission vehicles (ZEVs) by a public agency utility, such as California Air Resources Board (CARB) ZEV Advance Clean Fleet (ACF) regulation, to ensure that fleet vehicles are able to support a public agency utility's ability to maintain reliable water, sewer, and electric services, respond to disasters in an emergency capacity, and provide mutual aid assistance statewide and nationwide.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## ➤ FEEDBACK REQUESTED: Governor's "BUILD" Proposals

On Friday, May 19, Governor Gavin Newsom announced new permitting and project reforms, called "Build More, Preserving Jobs" or "BUILD". Please send your feedback to CSDA Legislative Representative Heidi Hannaman via email to [heidih@csla.net](mailto:heidih@csla.net):

- **Administrative Records Review**  
Clarifies and streamlines procedures related to the preparation of the public record for the judicial review of level challenges brought under CEQA in order to reduce the litigation time.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **CEQA Judicial Streamlining**  
Provides for expedited judicial review of challenges to certain water, transportation, clean energy, and semiconductor or microelectronic projects under CEQA.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Green Financing Programs for Federal Inflation Reduction Act (IRA) Funding**  
Allows I-Bank and DWR to access and utilize federal funding provided in the Inflation Reduction Act, to finance projects that reduce greenhouse gas emissions.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Accelerating Environmental Mitigation**  
Streamlines the implementation of environmental mitigation measures for the efficient delivery of Caltrans projects.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **National Environmental Policy Act (NEPA) Delegation Authority**  
Removes the current sunset provision and permanently authorizes the consent of California to the jurisdiction of federal courts and waiver of immunity by the California Transportation Agency (CalSTA) with regards to the performance of certain federal environmental responsibilities under the National Environmental Policy Act (NEPA).
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Direct Contracting (Public Private Partnership Authority I-15 Wildlife Crossings)**  
Authorizes Caltrans to directly contract to construct three wildlife crossings over Interstate 15 as part of the Brightline West high-speed rail project between California and Nevada.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Job Order Contracting**  
Authorizes Caltrans to use the job order contracting method to complete routine transportation projects and maintenance work quickly and easily.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Progressive Design-Build Authority for CalTrans and DWR**  
Allows the DWR and Caltrans to establish a progressive design-build pilot program until 1/1/2031.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Fully Protected Species Reclassification**  
To ensure better species conservation and improved permitting for essential infrastructure projects, repeals the four existing statutes designating species as "fully protected" under California law. The bill would reclassify the 37 fully protected species.
  - [Fact Sheet](#) and [Trailer Bill Language](#)
- **Delta Reform Act Streamlining**  
Makes refinements to the Delta Reform Act that will streamline certain review processes with the intent that Delta Plan projects can be planned, permitted, and built faster while protecting the environment.
  - [Fact Sheet](#) and [Trailer Bill Language](#)



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## ➤ May Revise to Governor's Proposed 2023-24 State Budget

On Friday, May 12, Governor Gavin Newsom released the [May Revision](#) to his 2023-24 State Budget proposal. When the Governor released his proposal in January there was a projected \$22.5 billion deficit to the State Budget. The May Revision projects an additional \$9.3 billion revenue shortfall, bringing the total anticipated deficit to \$31.5 billion.

To address the funding shortfall, the Governor's administration has proposed a series of cuts, delays, and reductions to funding. While the May Revise does not contain new trigger cuts, it does maintain most of the \$3.9 billion in trigger reductions included in the Governor's January budget proposal. Among the top issues of interest to special districts:

### **Climate**

In the May Revision, there is a continuation of a multi-year wildfire and forest resilience package worth \$2.7 billion. Additionally, the revision contains an allocation of \$290 million for a flood-related funding package that targets the reduction of flood risk and enhances flood system resilience. The Governor's Office will continue to work with the Legislature to pursue a climate bond in the upcoming months. Due to decreased revenue projections and increased budgetary pressures, the May Revision includes an extra \$1.1 billion General Fund realignment across climate resilience programs which are bond eligible. Specific funding sources transitioning to the climate bond include: \$270 million for water recycling, \$100 million for the Regional Resilience Program, \$100 million for urban greening, \$60 million towards the Sustainable Groundwater Management Act (SGMA) implementation, \$50 million for dam safety and flood management, and \$20 million for multi-benefit land repurposing.

### **Zero-Emission Vehicles (ZEV) Acceleration**

The Governor's office has touted that recent data indicates the state has achieved putting 1.5 million Zero Emission Vehicles (ZEVs) on the road two years before the projected timeline. The Administration has committed to maintaining 89 percent or \$8.9 billion in investments to expand ZEV deployment. Some of the initiatives related to ZEV deployment have also had their funding sources replaced; \$635 million will be sourced from the Greenhouse Gas Reduction Fund (instead of the General Fund) to underwrite certain ZEV programs. The Administration's ZEV investments include a wide range of initiatives such as the improvement of short-haul trucks, school buses, and passenger vehicles. Investments will also include provisions for infrastructure development and incentives to support in-state manufacturing.

### **Homelessness**

Despite the allocation of \$7.3 billion of funds in 2021 and \$10.2 billion designated in the 2022 Budget, the state continues to confront a surge in homelessness. To address this issue, the California Interagency Council on Homelessness (Cal ICH) has been tasked with advancing a cohesive response. The Governor has provided nearly \$3 billion to local governments through four rounds of the Homeless Housing, Assistance and Prevention (HHAP) Program, with an additional \$1 billion proposed for a fifth round of HHAP grants, and \$400 million for a third round of the Encampment Resolution Funding (ERF) Program to resolve encampments.

### **Property Taxes**

Preliminary data suggest statewide property tax revenues increased around 7.4 percent in 2022-23, which is 1.4 percentage points higher than the 6 percent growth rate anticipated in the Governor's budget forecast. Property tax revenues are expected to grow 4.5 percent in 2023-24, which is 0.5 percentage point lower than the 5 percent growth expected in the Governor's budget. Strong growth in 2022-23 is likely due to home price increases that took place in 2021. More moderate growth is expected in 2023-24 due to higher interest rates that led to lower property transfers and price declines in 2022.



**California Special  
Districts Association**  
*Districts Stronger Together*

## KEY BUDGET REQUESTS

# Meeting the Needs of California's Communities



### **Paying Off State Mandate Debt Owed to Local Governments**

**Amount TBD (Approximately \$830 million as of the end of 2022)**

The State of California owes local agencies millions of dollars for mandate reimbursements required under the Constitution. Reimbursement would fund compliance with the Brown Act and other important laws and ensure these statutes remain enforceable. This expenditure would relieve the State of its Constitutionally obligated debt.

*CSDA Contact:* Marcus Detwiler (marcusd@csda.net)



### **Increased Mosquito Abatement Measures to Combat Spread of Non-Native Species**

**\$5 million ongoing**

The Mosquito and Vector Control Association of California has seen tremendous growth in the spread of non-native mosquitoes. This budget request supports increased mosquito control district activities associated with preventing the local transmission of mosquito-borne diseases such as: dengue, Zika, and chikungunya.

*Primary Contact:* Mosquito and Vector Control Association of California, Vanessa Cajina (VCajina@ka-pow.com)

*CSDA Contact:* Heidi Hannaman (heidih@csda.net)



### **Resource Conservation District Financial Assistance Program**

**\$10 million**

This budget request will allow the California Department of Conservation to provide two years' worth of financial assistance to help grow the capacity of Resource Conservation Districts (RCDs). Funding will enable RCDs to expand work on fire prevention, sea-level rise, flood protection, water quality and supply, and more.

*Primary Contact:* California Association of Resource Conservation Districts, Nancy Wahl-Scheurich (nancy-wahlscheurich@carcd.org)

*CSDA Contact:* Heidi Hannaman (heidih@csda.net)



### **Atmospheric Rivers: Research, Mitigation, and Climate Forecasting Program (AR Program), California Department of Water Resources**

**\$10 million**

\$10 million identified in the Governor's Proposed 2023-24 Budget will be used to continue advancing operational AR forecast tool integration with DWR water supply management, align AR Program results and products with forecast-informed reservoir operations (FIRO) to increase water management flexibility and continue innovations that improve AR, precipitation, and snow level prediction capabilities.

*Primary Contact:* Scripps Institution of Oceanography, Ian Clamptett (iclampett@ucsd.edu)

*CSDA Contact:* Aaron Avery (aaron@csda.net)



### **Protect Existing Funding for Organic Waste Recycling**

**Approximately \$345,000,000**

CSDA and coalition partners recently submitted a letter in support of Governor Newsom's January budget proposal to protect the \$345 million from FY 21-22 and FY 22-23 for SB 1383 Implementation Grants and the Organic Waste Infrastructure Program. This funding is critical to support local governments to comply with SB 1383's organic waste recycling requirements and to spur much-needed organic waste recycling infrastructure development.

*CSDA Contact:* Heidi Hannaman (heidih@csda.net)



### Deny California Air Resources Board Budget Change Proposal (BCP)

CSDA and coalition partners submitted a letter asking the legislature's budget committees to deny the California Air Resources Board (CARB) budget change proposal (BCP) (3900-010-BCP-2023-GB) to support its Advanced Clean Fleets (ACF) regulations. CARB's current draft of the ACF regulations will create significant administrative burdens for local government fleet operators. The current BCP is based on a burdensome system that requires local government agencies to submit exemption requests to CARB because the vehicle technology is not available in the quantities required, at feasible prices or even available at all for public fleets to meet the proposed implementation timelines. The letter asks the legislature to deny CARB's ACF BCP request and instead require the department to develop a less administratively onerous exemption request process than what is being contemplated in the CARB BCP.

*CSDA Contact:* Heidi Hannaman (heidih@cda.net)

## FEDERAL BUDGET REQUESTS



### Precipitation Forecasting for Water Management

**\$15 million**

For the U.S. Weather Research Program under the National Oceanic and Atmospheric Administration's (NOAA's) Office of Oceanic and Atmospheric Research appropriations account to support a pilot project in the Western U.S. to improve subseasonal to seasonal (S2S) precipitation forecasting to improve water management.

*CSDA Contact:* Aaron Avery (aarona@cda.net)



**California Special  
Districts Association**  
*Districts Stronger Together*

# Advocacy Priorities

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## Protecting Local Revenue



- Preserving sources and uses of local revenue for special districts, including through protecting development impact fees, ratemaking authority, and local property tax
- Preserving the ability to fund and maintain appropriate reserves
- Enhancing, not limiting, local funding tools for growing communities

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## Prioritizing Infrastructure and Project Delivery



- Ensuring special districts have equitable access, as compared to other service providers, to state and federal funding to support investments in communities they serve
- Maintaining infrastructure—including mitigation of damage to that infrastructure such as that arising from the statewide homelessness crisis and cybersecurity threats
- Ensuring the most beneficial projects are built in the most efficient manner, such as through permit streamlining or public works bidding and design flexibilities

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## Funding Climate Adaptation and Resilience



- Confronting the threats and impacts of drought, wildfire, flooding, seawater intrusion and air pollution.

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*For more information or to meet with local service specialists leading the way on these issues of critical statewide concern, contact CSDA's Advocacy and Public Affairs Team at [advocacy@csda.net](mailto:advocacy@csda.net).*

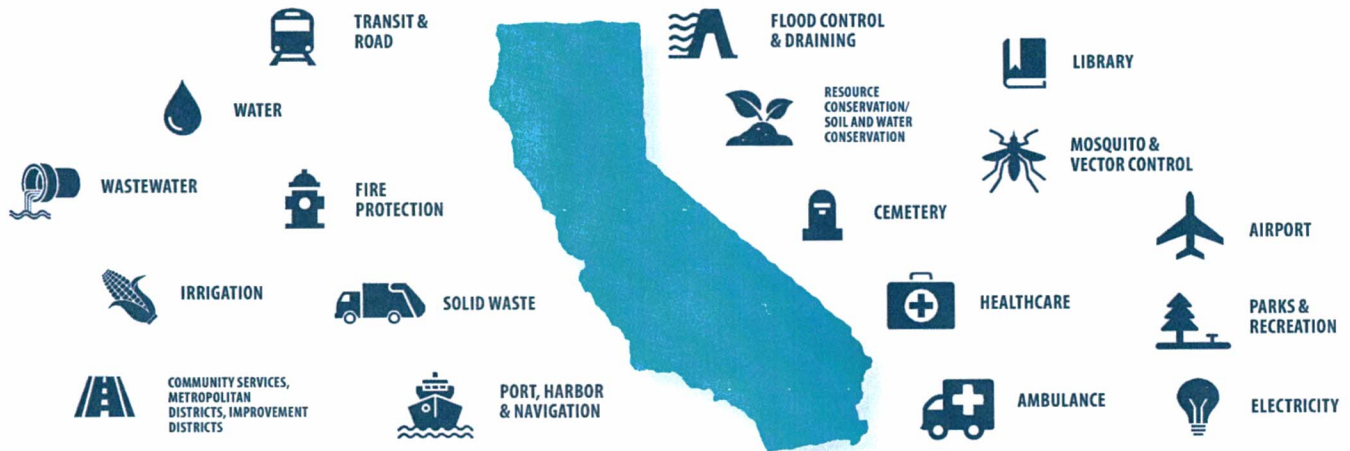


**California Special Districts Association**  
*Districts Stronger Together*

# WHAT ARE SPECIAL DISTRICTS?

*There are just over 2,000 independent special districts in California*

Special districts are local public agencies created by community residents to deliver specialized services essential to their health, safety, economy, and well-being.



Like cities and counties, special districts are public agencies; however, they **provide necessary services that many cities and counties do not.**

Districts are subject to sunshine laws and **governed by a board of directors directly accountable to their constituents.**

Special districts serve all kinds of communities from agricultural, rural, and disadvantaged—nearly 60 percent of California's special districts serve disadvantaged communities—to incorporated cities and major metropolitan regions, **driving innovation and achieving efficiency through focused-service and economies of scale.**

Collectively, special districts serve as the backbone of California's infrastructure and economy, **addressing California's biggest statewide problems at the local level.**

## HOW ARE SPECIAL DISTRICTS FUNDED?



**SPECIAL DISTRICT SERVICES, INFRASTRUCTURE AND CAPITAL NEEDS ARE FUNDED THROUGH A VARIETY OF SOURCES.**

- Revenue sources include fees for services, property taxes, special taxes, benefit assessments, impact fees, and grants.
- California law demands a strict process for voter approval of the taxes and fees that fund special districts.
- Due to strong local oversight and constitutional provisions, special districts often must find a way to do more with less than other government agencies.

## WHY ARE SPECIAL DISTRICTS NECESSARY?



**SPECIAL DISTRICTS ARE FORMED BY COMMUNITIES WHEN IT'S SOMETHING:**

- The community needs
- The community wants done well
- The community wants done with local control

**2K**

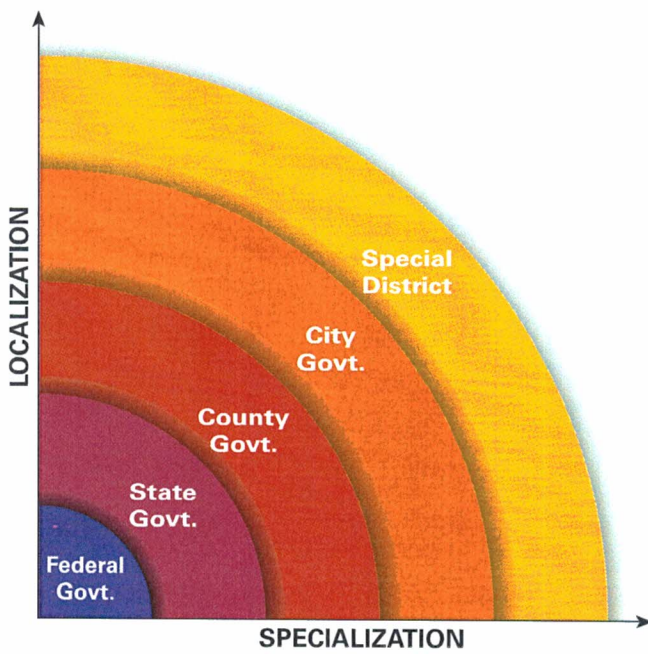
Just over 2,000 independent special districts provide services and infrastructure that in some way benefits every one of California's **40 million residents.**



Many districts **provide infrastructure services the U.S. Department of Homeland Security deems "critical,"** such as water, irrigation, wastewater and agriculture services.

## SPECIAL DISTRICTS SEEK PARTNERSHIP WITH THE STATE AND FEDERAL GOVERNMENTS TO:

- Ensure safe and reliable services for our communities.
- Build resiliency to prepare for and overcome adversity, such as wildfires or other natural disasters.
- Grow the economy and serve more Californians through investment in local and regional infrastructure.







**California Special  
Districts Association**  
*Districts Stronger Together*

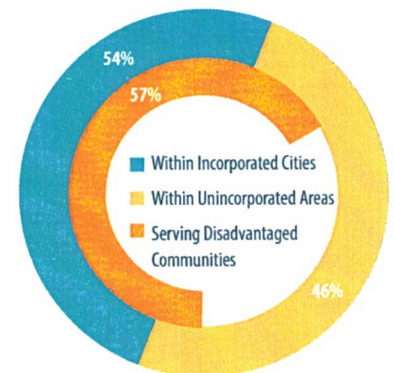
# SPECIAL DISTRICTS: COMMUNITY DRIVEN AND FUTURE FOCUSED

## Special Districts are Addressing California's Biggest Statewide Problems—At The Local Level

California is the world's fifth largest economy and plays an integral part in the continued prosperity of the country as a whole. The state is faced with many challenges, any one of which could be considered the biggest issues of our time. Climate change, wildfires, drought, homelessness, and mental health, all require thoughtful approaches built from the ground up, and they are all being tackled every day by the locally-focused experts of California's special districts.

Special districts, sometimes referred to as special services districts, are locally-formed and independently administered units of local government, created to oversee everything from how people get their water and power to how they enjoy their parks and open spaces. Our state simply could not function without them.

### SPECIAL DISTRICTS SERVE VARIED COMMUNITIES



## Special Districts Are Truly the Backbone of California's Economy

California's Special Districts provide essential services that many cities and counties do not, such as fire protection, health and wellness programs, and core infrastructure, including transit, airports, ports and harbors as well as access to reliable water, wastewater, and electricity. Across California, more than 2,000 special districts serve the needs of nearly every one of California's 40 million residents—many in disadvantaged communities—and employ more than 120,000 front-line workers.

## Special Districts Operate at the Nexus of Cutting-Edge Technology and Community Engagement

Special Districts are addressing the biggest statewide problems by taking what the experts learn at the local level and turning that knowledge into future-focused, long-term solutions. Scientists, firefighters, engineers, healthcare professionals, water operators, lab technicians, environmental analysts, and many other specialists provide special district services. Their expertise allows special districts to respond to a rapidly changing world and develop and implement technologies quickly when evolving needs require new, state-of-the-art tools of the trade.

Whether responding to drought conditions with more effective water conservation and groundwater sustainability technologies, mitigating wildfire risk and recovery, addressing transportation needs with innovative strategies, or simply serving the physical, mental, and emotional health needs of diverse populations, special districts are developing world-class solutions to the everyday needs of the communities they serve.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

# TAKE ACTION BRIEF

## ➤ OTHER WAYS TO TAKE ACTION

### Learn More

#### Share Your Knowledge with Special District Leaders!

*Calling all speakers!* CSDA is currently planning our 2024 Professional Development calendar and would love to consider your session as an in-person workshop, virtual workshop, or webinar. Webinars are offered at no charge to CSDA members and are typically 1 – 2 hours in length. CSDA in-person and virtual workshops are offered for a fee, take a deeper dive into comprehensive content, and are typically six hours in length over the course of two days (virtual) or one full day (in person).

Share your proposal: <https://csdaforms.wufoo.com/forms/q1bi22el1lz2sei/>

Hurry! Deadline for submissions is COB Friday, June 30, 2023. We anticipate making final selections in August. You will be notified only if your proposal is accepted. The call for 2023 CSDA Conference proposals will take place in November / December of this year, so keep an eye on your inbox!

*\*These session proposals must be educational in nature and not refer to a specific product or service. Preference is offered to CSDA Members. Not a member? Contact Eric Spencer at [erics@csda.net](mailto:erics@csda.net) to learn more.*

### Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Visit [csda.net/get-involved](https://csda.net/get-involved) or email [updates@csda.net](mailto:updates@csda.net) to inquire about joining one of the following teams:

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

### 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](mailto:updates@csda.net) for help accessing these additional member resources.

[BACK TO BILL TRACKING](#)

# Library District Bills

**Thursday, June 22, 2023**

**[AB 257](#) ([Hoover R](#)) Encampments: penalties.**

**Current Text:** Amended: 2/23/2023 [html](#) [pdf](#)

**Introduced:** 1/19/2023

**Status:** 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was PUB. S. on 2/2/2023)(May be acted upon Jan 2024)

**Location:** 4/28/2023-A. 2 YEAR

**Summary:**

Under current law, a person who lodges in a public or private place without permission is guilty of disorderly conduct, a misdemeanor. Current law also provides that a person who willfully and maliciously obstructs the free movement of any person on any street, sidewalk, or other public place is guilty of a misdemeanor. This bill would prohibit a person from camping, as defined, in a street, sidewalk, or other public property within 500 feet of a school, daycare center, playground, or youth center.

**Position:** Watch

**Staff Reco:** None

**Assigned:** HHannaman

**District Services:** Library, Recreation and Park

**Subject Area:** State Infrastructure Investment and Partnership

**Issues:** Workforce Development

**Working Group:** Human Resources and Personnel

**Public Notes:** 2/17/2023 I-1/19/2023 to: Watch

**CSDA SUMMARY:**

**[AB 535](#) ([Irwin D](#)) **School accountability: Statewide School Library Lead.****

**Current Text:** Amended: 4/5/2023 [html](#) [pdf](#)

**Introduced:** 2/8/2023

**Status:** 6/21/2023-From committee: Do pass and re-refer to Com. on APPR. (Ayes 7. Noes 0.) (June 21). Re-referred to Com. on APPR.

**Location:** 6/21/2023-S. APPR.

**Summary:**

Current law establishes a single system for providing support to local educational agencies and schools and for specified federal educational programs. Current law provides that the purpose of the statewide system of support is to build the capacity of local educational agencies, as specified. Current law requires the State Department of Education and the California Collaborative for Educational Excellence to establish a process, administered by the department, to select, subject to approval by the executive director of the State Board of Education, an expert lead agency based on specific expertise in an area of need to conduct activities and build statewide capacity to address that area of need within the statewide system of support, as well as geographic lead agencies for other specified purposes, as provided. This bill would, contingent upon an appropriation for these purposes, require the Superintendent of Public Instruction, on or before July 1, 2024, to select an applicant county office of education to serve as a Statewide School Library Lead to work collaboratively with the California Collaborative for Educational Excellence and to establish library and literacy services that support the statewide system of support.

**Position:** Support in Concept

**Staff Reco:** None

**Assigned:** MDetwiler

**District Services:** Library

**Subject Area:** District Operations

**Issues:** None

**Working Group:** District Operations

**Public Notes:** 3/14/2023 I-2/8/2023 to: Support in Concept

**CSDA SUMMARY:** The bill tasks a specified county office of education selected to serve as a Statewide School Library Lead with promoting literacy (specifically, they are instructed "to work collaboratively with the California Collaborative for Educational Excellence and to establish library and literacy services") in various ways, including collaboration with "local entities." (*updated 2.21.23*)

### **AB 1274 (Connolly D) Young Californians' Inclusion Act.**

**Current Text:** Introduced: 2/16/2023 [html](#) [pdf](#)

**Introduced:** 2/16/2023

**Status:** 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was A. & A.R. on 3/2/2023)(May be acted upon Jan 2024)

**Location:** 4/28/2023-A. 2 YEAR

#### **Summary:**

Would, until January 1, 2027, require the Governor to convene and appoint a Blue Ribbon Commission on Young Californians' Inclusion that would work with state and local agencies to audit their programs related to engaging young Californians and perform a statewide assessment on young Californians' inclusion. The bill would require

the commission to develop a set of policy recommendations regarding issues that substantially impact young Californians and recommendations for implementing governmentwide efforts to ensure the needs for young Californians are met and resources are provided to continue the advancement of young Californians. The bill would also require the commission to submit a report to the Legislature, the Governor, and the Superintendent of Public Instruction that includes the results of its assessment and recommendations and provide additional recommendations on how to increase young Californians' inclusion and meaningful engagement, strengthen current and future outcomes for young Californians, and improve state systems to better attract and retain a younger generation of public servants in California's civil service.

**Position:** Watch

**Staff Reco:** None

**Assigned:** MDetwiler

**District Services:** Library, Open Space, Recreation and Park

**Subject Area:** Community Enrichment

**Issues:** None

**Working Group:** District Operations

**Public Notes:** 3/13/2023 I-2/16/2023 to: Watch

**CSDA SUMMARY:**

**[AB 1297](#) ([Quirk-Silva D](#)) **Public restrooms.****

**Current Text:** Amended: 6/21/2023 [html](#) [pdf](#)

**Introduced:** 2/16/2023

**Status:** 6/21/2023-From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on GOV. & F.

**Location:** 6/7/2023-S. GOV. & F.

**Summary:**

Current law requires every public agency, as defined, that conducts an establishment serving the public or open to the public and that maintains restroom facilities for the public, to make every water closet available without cost or charge, as provided. Current law also requires publicly and privately owned facilities where the public congregates to be equipped with sufficient temporary or permanent restrooms to meet the needs of the public at peak hours. This bill would require each local government, as defined, to complete an inventory of public restrooms owned and maintained by the local government, either directly or by contract, that are available to the general population in its jurisdiction by July 1, 2024. The bill would require local governments to report their findings to the State Department of Public Health, which would be required to compile the information and to report the availability of public restrooms to the Legislature by March 1, 2025, as specified.

**Position:** Oppose 3

**Staff Reco:** None

**Assigned:** MDetwiler

**District Services:** Library, Recreation and Park

**Subject Area:** Community Enrichment

**Issues:** Mandates and Mandate Reimbursement

**Working Group:** Public Works, Facilities, and State Infrastructure Investment and Partnership

**Public Notes:** 3/13/2023 I-2/16/2023 to: Oppose 3

**CSDA SUMMARY:** This bill would require library districts (as defined [\[1\]](#) [\[2\]](#)) and park districts ([as defined](#)) to complete an inventory of their "accessible, permanent public restrooms, including single-occupancy restrooms" available to the general population in its jurisdiction. These districts - along with cities and counties - would have to provide this completed inventory of bathrooms to the State Department of Public Health not later than July 1, 2024, and quarterly thereafter, for purposes

of the development of the Department's online database of public restrooms. (updated 2.26.23) **Page 232**

**AB 1467 (Alanis R) Nevaeh Youth Sports Safety Act.**

**Current Text:** Enrolled: 6/16/2023 [html](#) [pdf](#)

**Introduced:** 2/17/2023

**Status:** 6/15/2023-Read third time. Passed. Ordered to the Assembly. (Ayes 40. Noes 0.). In Assembly. Ordered to Engrossing and Enrolling.

**Location:** 6/15/2023-A. ENROLLMENT

**Summary:**

The California Youth Football Act requires a youth sports organization that conducts a tackle football program to comply with certain protocols, including a coach annually receiving first aid, cardiopulmonary resuscitation, and AED certification, and at least one independent nonrostered individual being present at all practice locations and holding current and active certification in AED protocols, among other credentials. This bill, the Nevaeh Youth Sports Safety Act, would, commencing January 1, 2027, require a youth sports organization that elects to offer an athletic program to ensure that its athletes have access to an AED during any official practice or match. For purposes of that provision, if an AED is administered during an applicable medical circumstance, the bill would require that the AED be administered by a medical professional, coach, or other person designated by the youth sports organization, who holds AED certification and who complies with any other qualifications required pursuant to federal and state law applicable to the use of an AED.

**Position:** Watch

**Staff Reco:** None

**Assigned:** MDetwiler

**District Services:** Library, Recreation and Park

**Subject Area:** District Operations



**Issues:** None

**Working Group:** District Operations

**Public Notes:** 3/13/2023 I-2/17/2023 to: Watch

**CSDA SUMMARY:**

**[SB 321](#) ([Ashby D](#)) Literacy: libraries: Local Public Library Partnership Program.**

**Current Text:** Amended: 6/14/2023 [html](#) [pdf](#)

**Introduced:** 2/6/2023

**Status:** 6/14/2023-From committee with author's amendments. Read second time and amended. Re-referred to Com. on ED.

**Location:** 5/26/2023-A. ED.

**Summary:**

Would establish the Local Public Library Partnership Program, under the administration of the State Librarian, for purposes of ensuring that all pupils have access to a local public library by 3rd grade. The bill would require the State Librarian to offer resources to assist each local public library, as defined, to find student success card dispensing strategies that work best for their communities, coordinate with each local public library to determine the most effective means to ensure each pupil in each local educational agency is issued a student success card by 3rd grade, and, ensure, on or before January 1, 2026, that partnerships between local public libraries and local educational agencies have been established to enable each pupil enrolled at a schoolsite of each local educational agency to be issued a student success card by 3rd grade, as provided. To the extent these provisions impose additional duties on public libraries and local educational agencies, the bill would impose a state-mandated local program.

**Position:** Watch

**Staff Reco:** None

**Assigned:** MDetwiler

**District Services:** Library

**Subject Area:** District Operations

**Issues:** None

**Working Group:** District Operations

**Public Notes:** 3/13/2023 A-3/9/2023 to: Watch

**CSDA SUMMARY:**

**Total Measures: 6**

**Total Tracking Forms: 6**

6/22/2023 12:50:22 PM



**California Special  
Districts Association**  
*Districts Stronger Together*



## 2022 Year-End Legislative Report

Major Advocacy Accomplishments:

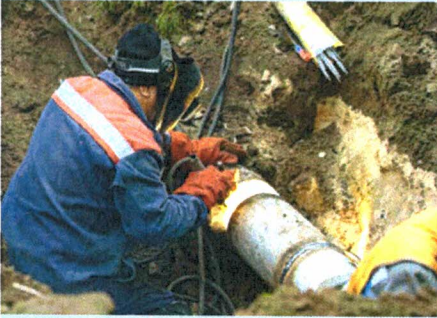
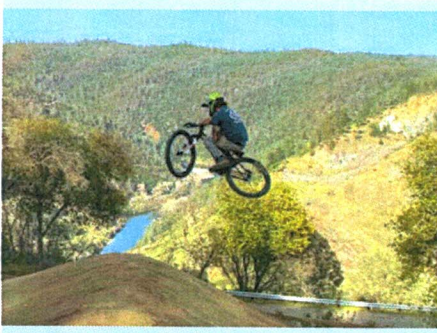
### **The Voice of Special Districts**

#### **Comprehensive Bill Report**

*CSDA is honored to advocate and represent special districts in the pursuit of providing members with the necessary resources to best serve their communities. In addition to the highlights and bill statistics provided in this report, view CSDA's comprehensive 2022 year-end bill report [here](#).*

(<https://ctweb.capitoltrack.com/public/publish.aspx?session=21&id=600f474e-0795-4f6c-9e60-7dea3c77159a>)

In the midst of the ongoing COVID-19 pandemic, the California State Legislature introduced and CSDA reviewed 5,129 bills during the 2021-22 Legislative Session. CSDA's Legislative Committee adopted positions on 1,498 bills, including 224 priority positions. Of the 102 bills opposed by CSDA, only 23 became law. Of the 123 bills supported by CSDA, 69 became law.



## Highlights From CSDA's 2022 Advocacy Efforts Include:

### Protecting Special District Revenue for Essential Services

- Led the special district response to a detrimental state constitutional amendment that would limit the ability of voters and state and local governments to raise revenues; over 50 special districts have joined CSDA in opposition of the measure that missed the 2022 statewide ballot but is expected to qualify for 2024. (Initiative #21-0042A1)
- Worked extensively with the California Department of Finance and key stakeholders to prevent the diversion of tens of millions of dollars in excess ERAF property tax revenues away from special districts and the communities they serve. (State Budget)

### Putting Infrastructure to Work

- Promoted public policy supporting the most beneficial public works projects in the most efficient manner.
- Blocked legislation expanding CEQA liability that could increase costs and inhibit the construction of critical projects serving communities in need. (AB 1001 and SB 1404)
- Worked collaboratively to promote reasonable application of prevailing wage provisions on construction projects, including the exemption of volunteers. (AB 1851 and AB 2463)

### Supporting the Services Needed to Support Increased Housing

- Successfully opposed legislation that would have made local agencies liable for expansive new penalties associated with the Surplus Land Act. (AB 2357)
- Bolstered a coalition that successfully prevented the State from jeopardizing the effective use of local agency property leases. (SB 361)
- Secured amendments to guard against unilateral reductions in development impact fee revenues needed to fund special district infrastructure. (AB 2186 and AB 2536)

### Little Hoover Commission: Improving Oversight and Accountability

- Concluded a multi-year collaboration with stakeholders on a key recommendation by the Little Hoover Commission that simplifies LAFCO protest provisions. (SB 938)
- Together with other stakeholders, accomplished 16 of the 20 formal recommendations by a 2017 Little Hoover Commission report on special districts, with a pathway forward identified for the remaining four recommendations.
- Hosted a breakout session panel at Special Districts Legislative Days, moderated by the Little Hoover Commission Executive Director, to revitalize recommendations to improve state permitting for local climate change adaptation projects.

### Enhancing Open and Public Meetings

- Developed Brown Act policy principles to guide legislative advocacy efforts building upon successful sponsorship of an emergency remote meeting law (AB 361 of 2021)
- Supported legislation to afford board members an avenue to meet remotely from a private location in a manner that balances the public interest. (AB 2449)
- Backed bills that protected the orderly conduct of meetings and alleviated administrative delays associated with access to meeting materials. (SB 1100 and AB 2647)

### Safeguarding Our Communities' Assets from Cyber Threats

- Garnered amendments to avoid the unnecessary reporting of sensitive information to State bureaucracy in addition to leading federal agencies. (SB 892)
- Stopped the restriction of employers from using common technologies and adopting new technologies for efficiency in the workplace. (AB 1651)
- Avoided the mandating of local agencies to abide by onerous data handling and retention policies outlined in State and federal government policy manuals. (AB 2677)
- As part of the National Special Districts Coalition, advocated for additional resources on cybersecurity threats and improved information sharing. (S. 2520)

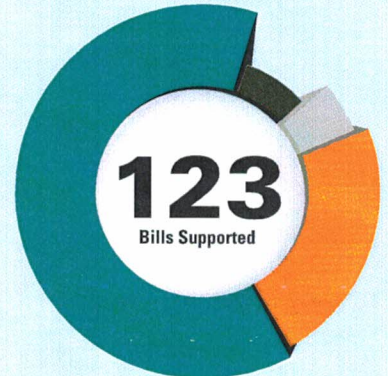
### Partnering With the National Special Districts Coalition In Washington DC.

- As a founding member of the National Special Districts Coalition (NSDC), CSDA extends NSDC resources and benefits to all CSDA members.
- Produced a national report investigating community gaps in fire suppression infrastructure, after engaging with a 24-member working group from nine states.
- Fielded 78 requests through the NSDC "Project Idea Portal" facilitated by CSDA endorsed affiliate The Ferguson Group, and shared access to funding opportunities.
- Adopted official positions on 23 federal bills that would benefit special districts' access to local government programming and enhance their local services.

### Advancing Grassroots Action

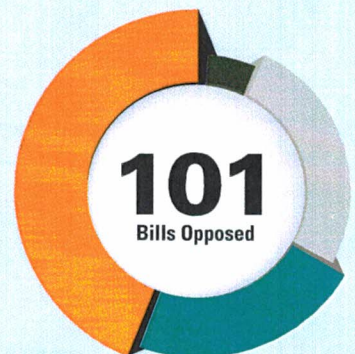
- Visited over 800 special districts.
- Increased the number of CSDA-affiliated chapters to 25, with the most recent addition in Sonoma County, and participated in 86 chapter meetings throughout the state.
- Met with 79 state and federal district offices and 40 LAFCOs.
- Facilitated 39 roundtable discussions between special district leaders and State Legislators, Members of Congress, and their staff.
- Organized local events to honor Congressman Salud Carbajal, State Senator Melissa Hurtado, and Assemblymember Robert Rivas as Legislators of the Year for their tireless efforts on behalf of special districts.
- Brought together 188 special district officials and partners to meet with their Legislators and hear from State leaders, including Insurance Commissioner Ricardo Lara.
- Hosted a two-day tour for 27 Capitol Staff, as well as two one-day tours and a virtual tour for hundreds of state and federal officials featuring 19 special districts.
- Conducted educational outreach and arranged briefings, tours, and other engagements with leading legislative candidates.

## 2022 State Legislative Year Statistics



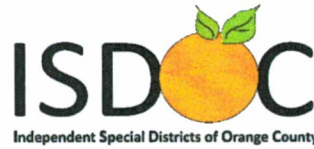
#### BILLS SUPPORTED

- 69 – Signed into law
- 8 – Support withdrawn
- 4 – Vetoes
- 42 – Failed passage



#### BILLS OPPOSED

- 23 – Signed into law
- 23 – Amended to remove opposition
- 9 – Vetoes
- 46 – Failed passage



**Executive Committee Meeting  
(Virtual Meeting via Zoom)  
Tuesday, May 2, 2023, 7:30 a.m.**

MEETING MINUTES

**I. WELCOME:**

President Greg Mills called the meeting to order at 7:30 a.m. and welcomed all.

**DIRECTORS PRESENT:**

Greg Mills	President	Serrano Water District (SWD)
Bob McVicker	1 <sup>st</sup> Vice President	Municipal Water District of Orange County (MWDOC)
Paul Mesmer	2 <sup>nd</sup> Vice President	Surfside Colony Community Services District
Scott Nelson	3 <sup>rd</sup> Vice President	Placentia Library District
Vacant	Secretary	
Saundra F. Jacobs	Treasurer	Santa Margarita Water District (SMWD)
Mark Monin	Immediate Past President	El Toro Water District (ETWD)

**DIRECTORS ABSENT:**

None

**SUPPORT STAFF PRESENT:**

Heather Baez	MWDOC
Tina Dubuque	MWDOC
Sharon Brimer	Recording Secretary

**OTHERS PRESENT:**

Alicia Dunkin	Orange County Water District
Deanna Ray	The KYA Group
Edward Mandich	Trabuco Canyon Water District
Gavin Centeno	Orange County Local Agency Formation Commission (OCLAFCO)
Jeanette Contreras	Placentia Library District
Jim Fisler	Mesa Water District (MWD)
John Withers	Irvine Ranch Water District
John Lewis	
Larry Dick	MWDOC
Mike Gaskins	ETWD
Mike Scheafer	Costa Mesa Sanitary District (CMSD)
Stacy Taylor	MWD
Steven Faessel	City of Anaheim

ISDOC Executive Committee Meeting of May 2, 2023

II. MEETING MINUTES:

MOTION:

Motion by Director Monin, second by Director McVicker, to approve the meeting minutes of the March 30, 2023, Quarterly Meeting and April 4, 2023, Executive Committee Meeting. The motion passed unanimously.

III. PUBLIC COMMENTS:

None

IV. NEW BUSINESS

- Website Update

A discussion ensued about updating website information. It was noted there are two concurrent websites (a link on the MWDOC website and an independent website) that contain information about ISDOC. The issue of the timeliness of updating the information was discussed, and the reasonability for maintaining two websites. Currently, MWDOC personnel update the MWDOC/ISDOC website. Of late, no one has been updating the independent website.

A discussion ensued on the continued maintenance of a website.

A recommendation was made to develop categories and update the website information for associate members. This topic is to be included in the evaluation of website maintenance.

Placentia Library District Trustees Jeanette Contreras and Scott Nelson offered to explore the feasibility of providing volunteer service to keep the independent website current. Their District uses Streamline Web

The Website Committee, Director Mesmer, and MWD Water Policy Manager Taylor were asked to evaluate the issue of website maintenance and return with a recommendation to the Board.

- June Quarterly Luncheon – Meeting Date Change

Director McVicker gave an update on the recommendation to change the date for the June Quarterly Luncheon to be conducted via Zoom. He offered it needed to be changed from June 29, 2023, to June 22, 2023, 4th Thursday, to accommodate an ACWA Region 10 meeting.

MOTION:

Motion by Director McVicker, second by Director Mesmer, to change the June Quarterly Luncheon from June 29, 2023, at 11:30 a.m. to June 22, 2023, at 11:30 a.m. to accommodate an ACWA Region 10 meeting. The motion passed unanimously.

- Special District Leadership Foundation (SDLF) Chapter Donation Request

No opposition was expressed.

ISDOC Executive Committee Meeting of May 2, 2023

V. Old Business

- Update: Scholarship ad-hoc Committee Update
  - CSDA Funding for Two Registrations not to exceed \$2,000

Ms. Taylor reported current materials were reviewed. There is a need to establish a qualification level for special districts. She noted CSDA would post an application on its website. To determine the district/agency qualification level, there is a need to collect revenue information by member.

The committee consists of Ms. Taylor, Directors Jacobs, and Mesmer.

There is a task to gather revenue numbers for each special district member.

Two possible sources for the information collection are a separate task for the recording secretary or Gavin Centeno noted OC LAFCO is collecting numbers for south and southwest regions. Timeliness may be an issue with the LAFCO numbers.

The ad hoc Committee will return recommendations for the next meeting.

- Update: Bylaws ad-hoc Committee Update

No update for this meeting

VI. Treasurer's Report – Director Jacobs

President Mills reported the bank balance was \$10,156.90.

VII. California Special Districts Association (CSDA) Report – Director Schaefer or Chris Palmer

No report for this meeting

VIII. LAFCO Report – Director Fisler

Director Fisler reported the next meeting is May 10, 2023, at 8:15 a.m.

Agenda Items:

- Public Hearing on the Final OC LAFCO Fiscal Year 2023-24 Budget
- Proposed "Area Property Annexation to the City of Brea." Approximately 1.45 acres of unincorporated area to the City of Brea.
- Amendments to the Local Guidelines for Implementing the California Environmental Quality Act (CEQA)
- Legislative Report on the current legislation of LAFCO interest and consider adoption of a position on AB 1637 (require a local agency, as defined, that maintains an internet website for use by the public to ensure that the internet website utilizes a ".gov" top-level domain or a ".ca.gov")
- Consider a three-year Memorandum of Understanding with California State University, Fullerton, for information provided by the Center for Demographic Research (2023-2026).
- The City Selection Committee will meet on May 18, 2023, to select the regular city member seat and the Oath of Office administered at the June 2023 meeting.



## ISDOC Executive Committee Meeting of May 2, 2023

## IX. ACWA Report – Director Jacobs

President Mills reported the ACWA Spring Conference and Expo is May 9 – 11, 2023, in Monterey, CA

## X. Orange County Council of Governments (OCCOG) Report – Director Scheafer

Director Scheafer reported

- The OCCOG is back to meeting in person. The April 27, 2023, Board of Directors meeting was an onsite meeting held at the Los Olivos Community Center in Irvine. He noted this meeting center is available and could be considered for future ISDOC meetings.
- Approved an audit firm at the April meeting.
- The Southern California Association of Government (SCAG) Policy Committee selected Mayor Tanya Doby, City of Los Alamitos, as the newest representative to SCAG.
- OCCOG Leadership is City of Mission Viejo Councilmember Wendy Bucknum, who is the new Chair, Orange County Supervisor Don Wagner, who is Vice Chair
- An MOU with the Center for Demographic Research was approved. They received a presentation from CDR Director Deborah S. Diep on the reasonings and procedures the CDR uses.
- March 23, 2023, OCCOG General Assembly met at Nixon Library and Museum. It was well attended, and they are considering holding more meetings there.

## XI. Orange County Operational Area Report – Director Monim

There was no report for this meeting.

## XII. California Association of Sanitation Agencies (CASA) Report – CASA Representative

There was no report for this meeting

## XIII. Subcommittee Reports

- Programs – Director McVicker

Director McVicker reported on the programs for the June 2023 meeting

- Program Topic - Priority Legislation with CSDA Deputy General Counsel Advocacy and Public Affairs Kyle Packham providing the presentation.
- Member District Spotlight is Serrano Water District.
- Need Associate Member Spotlight

- Membership – Director Mesmer

Director Mesmer reported he is in the process of sending out invitations to potential associate members.

- Legislative – Trustee Nelson.

Trustee Nelson reported:

- AB 1637 – Local government: internet websites and email addresses (.ca.gov or .gov). This bill would be costly to local agencies and districts.
- California Air Resources Board (CARB) – Zero-Emission Vehicle (ZEV) Regulation requires all districts and municipalities to meet 50% of medium and heavy-size local government vehicles

ISDOC Executive Committee Meeting of May 2, 2023

must be ZEV by 2024 and 100% by 2027. He noted fleet conversions would be extremely expensive. Requests are being submitted to extend the timelines.

- SB 34 (Senators Min and Newman) addresses the disposition of leased land determined to be surplus by a local agency. This legislation requires local agencies to provide notice to the Department of Housing and Community Development, and the local agency could be told what they can or not do with their surplus property.

XIV. Adjourn:

President Mills thanked the attendees and staff for their participation and assistance. The meeting was adjourned at 8:31 a.m.

The next ISDOC Quarterly Meeting is June 22, 2023, at 11:30 a.m. via Zoom.

The next ISDOC Executive Committee meeting is scheduled for Tuesday, June 6, 2023, at 7:30 a.m. via Zoom.

Signed: \_\_\_\_\_



Greg Mills, ISDOC President



## Executive Committee Meeting

Tuesday, June 6, 2023

7:30 a.m.

The next meeting of the ISDOC Executive Committee will be via teleconference only.  
The MWDOC/OCWD offices are closed to the public. Please use the information below to access the meeting.

### Mailing Address

P.O. Box 20895  
Fountain Valley, CA 92728

### Meeting Location

MWDOC/OCWD  
18700 Ward Street  
Fountain Valley, CA 92708

(714) 963-3058  
(714) 964-5930 fax

<https://isdoc.specialdistrict.org/>

### Executive Committee

#### President

Hon. Greg Mills  
Serrano Water District

#### 1st Vice President

Hon. Bob McVicker  
Municipal Water District  
Orange County

#### 2nd Vice President

Hon. Paul Mesmer  
Surfside Colony Community  
Services District

#### 3rd Vice President

Hon. Scott Nelson  
Placentia Library District

#### Secretary

Vacant

#### Treasurer

Hon. Sandra Jacobs  
Santa Margarita Water District

#### Immediate Past President

Hon. Mark Monin  
El Toro Water District

### Staff Administration

#### Heather Baez

Municipal Water District of Orange  
County

#### Tina Dubuque

Municipal Water District of Orange  
County

Join Zoom Meeting

<https://us06web.zoom.us/j/3840960436>

Dial by your location

669 900 9128 US (San Jose)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

## AGENDA

### I. Welcome, Introductions

[Please mute yourself when not speaking. Please raise hand on Zoom if you have a question or comment.]

### II. Approval of Minutes

- Approval of May 2, 2023 Minutes

### III. Public Comments on items not on the agenda

### IV. New Business

### V. Old Business

- Website Maintenance Evaluation Volunteer Options – Placentia Library
- Website Maintenance Recommendations – Website Committee
- Scholarship Recommendations Update - Ad-Hoc Committee

### VI. Treasurer's Report – Director Jacobs

- Report of accounts

### VII. CSDA Report – Director Schafer or Chris Palmer

- Receive, discuss and file the CSDA Report

### VIII. LAFCO Report – Director Fisler

- Receive, discuss and file the LAFCO report

**IX. ACWA Report – Director Jacobs**

- Receive, discuss and file the ACWA report

**X. OCCOG Report – Director Scheafer**

- Receive, discuss and file OCCOG report

**XI. Orange County Operational Area Report – Director Monin**

- Receive, discuss and file OCOA report

**XII. California Association of Sanitation Agencies (CASA) Report – OCSD Representative**

- a. Receive, discuss and file the CASA report

**XIII. Subcommittee Reports**

- Programs – Director McVicker
- Membership - Director Mesmer
- Legislative – Trustee Nelson

**XIV. Adjourn**