



AGENDA
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
UNUSUAL DATE MEETING

February 22, 2023

6:30 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: meetings.placentialibrary.org

Mission Statement:

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

District Goals:

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

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

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

PLEDGE OF ALLEGIANCE Library Board President

CALL TO ORDER

1. Call to Order Library Board President

2. Roll Call Recorder

3. Adoption of Agenda

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

Presentation: Library Director

Recommendation: Adopt by Motion

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, February 22, 2023

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

TRUSTEE & ORGANIZATIONAL REPORTS

5. Board President Report - oral
The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.
6. Trustee Reports
The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.
7. Library Director Report
8. Placentia Library Friends Foundation Board of Director's Report

CONSENT CALENDAR (Items 9 – 24)

Presentation: Library Director
Recommendation: Approve by Motion

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

MINUTES (Item 9)

9. Minutes of the Library Board of Trustees Regular Date Meeting on January 23, 2023. (Receive & File and Approve)

CASH FLOW ANALYSIS (Items 10 – 11)

10. Check Register for January 2023. (Receive & File and Approve)
11. FY2021-2022 Fund Balance through January 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 January 2023 for Placentia Library District Accounts on Deposit with the Orange County Treasurer. (Receive & File)
13. Revenue and Expenditure Reports for January 2023. (Receive & File)
14. Acquisitions Report for January 2023. (Receive & File)
15. Entrepreneurial Activities Report and January 2023. (Receive & File)
16. Library Impact Fee Report for January 2023. (Receive & File)

GENERAL CONSENT REPORTS (Items 17 – 20)

17. Personnel Report for January 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 January 2023.
20. Circulation Report for January 2023.

Placentia Library District Board of Trustees Unusual Date Meeting Agenda, February 22, 2023

STAFF REPORTS (Items 21 – 24)

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

NEW BUSINESS (Items 25-35)

- 25. Authorization for Amendments to Policy 6050 – Community Meeting Room Policy.
- 26. Introduction and First Reading of Proposed Policy 6056 – Program Development Policy.
- 27. Authorization for Amendments to Policy 6065 – Public Behavior Policy.
- 28. California Special District Association Board of Directors Call for Nominations, Seat C.
- 29. Special District Risk Management Authority Notification of Nominations for the 2023 Board of Directors Election.
- 30. Adoption of Resolution 2023-01: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County.
- 31. Authorization for Attendance to the California Special District Association Legislative Days in Sacramento, California on May 16-17, 2023.
- 32. Authorization for Attendance to the American Library Association Conference in Chicago, Illinois on June 22-27, 2023.
- 33. Joint-Use Committee Updates from President Martin.
- 34. Blue Ribbon Committee Updates from President Martin.
- 35. Legislative Updates from Secretary Carline.

AGENDA DEVELOPMENT

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

ADJOURNMENT

- 37. The Library Board of Trustees will adjourn the Unusual Date February 22, 2023 meeting.

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

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for February 22, 2023 Unusual Date Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 16, 2023.



Lina Nguyen, Executive Assistant



MINUTES
 PLACENTIA LIBRARY DISTRICT
 REGULAR DATE MEETING OF THE LIBRARY BOARD OF TRUSTEES
 January 23, 2023

CALL TO ORDER

President Martin called the Regular Date Meeting of the Placentia Library District (PLD) Board of Trustees to order on January 23, 2023 at 6:33 p.m.

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

Members Absent: Trustee Sherri Dahl (Excused)

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

Counsel Present: None.

Guests: Venessa Faber, Supervising Librarian; Shellie McCurdy, Library Assistant; Margaret Hatanaka, Supervising Librarian; Laura DeLeon, Library Clerk; Jeremy Yamaguchi, IT Consultant; Luke H., resident.

ADOPTION OF AGENDA

On behalf of the Board and herself, President Martin took this time to express the sorrow felt over the news regarding the Monterey Park shooting which took place during a Lunar New Year celebration.

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

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

ORAL COMMUNICATION

None (Item 4).

BOARD PRESIDENT REPORT

President Martin reported she attended the Kirk Cameron reading and thanked the staff for their assistance in making the reading successful for the public. She also attended a Blue-Ribbon Committee meeting, a few Rotary events and worked as a day manager at Charity’s Closet. She helped facilitate a meeting between the Financial Partners Credit Union and Lot 318, who is looking to get a loan to purchase a building. She also visited Trustee Sherri Dahl, who is currently in the hospital.

**TRUSTEE &
 ORGANIZATIONAL
 REPORTS**

Secretary Carline also attended the Kirk Cameron reading. She also visited Trustee Dahl. Next month, she will report out on the ISDOC quarterly meeting which she will be attending this Thursday, January 26th.

Trustee Beverage also attended the Kirk Cameron reading. She has heard back from neighbors in her district about how pleased they were with how the event turned out.

Trustee Nelson also attended the Kirk Cameron reading and commended staff on their professionalism during the event. It had turned into something bigger than was expected and staff were able to step up to ensure things went smoothly.

LIBRARY DIRECTOR REPORT

Library Director Contreras took this time to remind everyone about the Author’s Luncheon on March 4th, 2023. She reported there are already 5 or 6 tables which are committed. She will be co-sponsoring a table with President Martin and Secretary Carline will be sponsoring her own table. Trustee Nelson will also sponsor a table. She also wanted to remind the Board about the upcoming Miss Placentia/Yorba Linda scholarship program on February 4th at 6:00PM which included sponsorships from President Martin, Secretary Carline, Library Director Contreras, and former Trustee Shkoler. President Martin noted the essays sent in were very impressive.

Director Contreras reported she has met with an architect for the outdoor space to get an idea of how the space will look. She welcomed Business Manager Maldonado back from his paternity leave. She mentioned she received and responded to a couple messages from patrons regarding her Director’s Message for December. She also attended City Councilmember Craig Green’s retirement reception and served on a panel for recruitment of a library director.

FRIENDS FOUNDATION REPORT

Director Contreras gave an update on behalf of the Placentia Library Friends Foundation (PLFF) President Rueben Skipper. The PLFF are working on making some changes to their website. Director Contreras advised she spoke to President Skipper and Vice President Gaeten Wood about the process the District has been going through with their website RFP. The PLFF may piggy-back on the District’s website bid. This is still being discussed. They have some upcoming fundraisers including their yard sale as well as potentially renting out a theater.

CONSENT CALENDAR

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, Nelson
- NOES: None
- ABSENT: Dahl

MINUTES FOR DECEMBER 19, 2022 REGULAR DATE MEETING.

The minutes for the December 19, 2022 Regular Date Meeting were received, reviewed and filed (Item 9).

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

CASH FLOW ANALYSIS AND TREASURER’S REPORTS

Check Registers for December 2022 (Item 10)
Fund 707 Balance Report for December 2022 (Item 11)
Financial Reports through December 2022 for Placentia Library District Accounts on Deposit with the Orange County Treasurer and Placentia Library District General Ledger: Summary of Cash and Investments. (Item 12)

GENERAL CONSENT REPORTS

Balance Sheets for December 2022 (Item 13)
Acquisitions Report for December 2022 (Item 14)
Service Revenue Report for December 2022 (Item 15)
Library Impact Fee Report for December 2022 (Item 16)
Personnel Report for December 2022 (Item 17)
Circulation Report for December 2022 (Item 18)
Review of Shared Maintenance Costs with the City of Placentia (Item 19)

STAFF REPORTS

Administration Report for December 2022 (Item 20)

Children’s Services Report December 2022 (Item 21)
Adult Services Report for December 2022 (Item 22)
Placentia Library Website Technology Report for December 2022 (Item 23)

AUTHORIZATION FOR AMENDMENTS TO POLICY 2030 – HOLIDAYS.

Director Contreras reported the Board had authorized the designation of Martin Luther King Jr. Day as a District holiday during the December Board meeting. Staff is recommending the Board to authorize the amendment of Policy 2030.2 to include Martin Luther King Jr. Day as a paid holiday. Trustee Beverage made a motion to authorize an amendment to Policy 2030 – Holidays as presented, inclusive of input from the Library Board of Trustees. It was seconded by Secretary Carline.

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

AUTHORIZATION FOR AMENDMENTS TO POLICY 5010 – BOARD MEETINGS.

Director Contreras reported the Board had authorized to move Board meeting days from the third Monday of each month to the fourth Monday of each month during the December Board meeting. Staff is recommending the Board to authorize the amendment of Policy 5010.1 to reflect the change in the Board meeting date. Trustee Beverage made a motion to authorize an amendment to Policy 5010 – Board Meetings as presented, inclusive of input from the Library Board of Trustees. It was seconded by Trustee Carline.

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

DISCUSSION OF WEBSITE PROPOSALS RECEIVED.

IT Consultant, Jeremy Yamaguchi, reported there are several mobile app developers who need to build the mobile app based off of a website database. If the District were to move forward with either of the current vendors and then had another vendor create a mobile app afterwards, the app developer would need to build another website to create a mobile app off of it and we would end up with two websites. Mr. Yamaguchi is requesting more direction from the Board. The current RFP is for websites only. If the Board wants to prioritize both a new website and a mobile app, the District will need to close out the current RFP and start the process over again with a new RFP. Mr. Yamaguchi is also requesting for a committee to be put together to help narrow down the options and to work off of a wish list. The Board agreed to create the committee, which will consist of Trustee Beverage, Mr. Yamaguchi, and other staff members. After a discussion among the Board, Secretary Carline made a motion to direct staff to reject all bids and prepare a new RFP to include mobile application and web development proposals. It was seconded by Trustee Beverage.

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

AUTHORIZATION FOR THE FORMATION OF A “FREEDOM TO READ” COMMITTEE.

Director Contreras is requesting the Board to authorize the formation of the Freedom to Read Committee. The purpose of the committee will be to review the list of banned books in Texas and provide feedback and responses for titles the District currently carries, and present policy recommendations, if warranted. The committee will consist of about 5 to 7 members with 1 Board member and members from the community. Secretary Carline made a motion to authorize the formation of a “Freedom to Read” Committee with the Assistant Library Director

as the chair and Trustee Nelson as the primary rep with Trustee Beverage as the alternate. It was seconded by Trustee Nelson.

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

AUTHORIZATION FOR ATTENDANCE TO THE ANNUAL TEXAS LIBRARY CONFERENCE ON APRIL 18-23, 2023.

Director Contreras reported she is asking authorization to attend the annual Texas Library Conference in order to see how they are dealing with censorship and see what their outdoor spaces look like. Estimated cost is \$3,000 due to increased air fare and lodging. Trustee Nelson made a motion to authorize the Library Director to attend the Texas Library Association Conference in Austin, Texas, April 18-23. It was seconded by Trustee Beverage.

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

DECEMBER 2, 2022 STAFF DEVELOPMENT DAY REPORT FROM LIBRARY DIRECTOR.

Director Contreras reported out on the December 2, 2022 Staff Development Day. President Martin requested Director Contreras to review the 2023-2025 fiscal year wish list items to see if any of them can be moved forward to next year’s budget. Director Contreras advised she had reviewed and approved small ticket items to be moved forward to this fiscal year. President Martin recommends looking at the wish list items again around the end of the fiscal year to see if they can be addressed sooner.

LEGISLATIVE UPDATES FROM SECRETARY CARLINE.

Secretary Carline reported there are not many bills on the docket yet. One item which stuck out to her was the end date of AB 361 regarding teleconferencing rules. Local agencies cannot use AB 361’s provisions after February 28, 2023, which is the day the state-of-emergency related to Covid-19 in the state of California will be terminated. Secretary Carline noted we will need to keep watch of this bill with the District’s legal counsel and ensure the District stays in compliance.

AGENDA DEVELOPMENT

President Martin reported she will not be available for the next scheduled Board meeting on February 27, 2023. After a brief discussion regarding the availability of all Board members, the next Board meeting has been moved to February 22, 2023 at 6:30 p.m. The All Staff Meeting will then be moved to February 23, 2023.

President Martin would like to add the Blue-Ribbon Committee to the agenda. Secretary Carline would like to review the Community Meeting Room rental policy. Trustee Beverage would like to discuss a programming policy.

The next Board Meeting will be on February 22, 2023 at 6:30 p.m.

ADJOURNMENT

The Board of Trustees Regular Date Meeting of January 23, 2023 was adjourned at 07:13 p.m.

Jo-Anne Martin, President
Library Board of Trustees

Gayle Carline, Secretary
Library Board of Trustees

9:08 A.M.
02/13/23
Accrual Basis

**Placentia Library District
Check Register
January 2023**

Date	Ref No.	Payee	Memo	Payment	Type
01/02/2023	12772	Republic Services	Waste removal service from 01/01-03/31	90.45	Bill Payment
01/02/2023	12773	Pitney Bowes Purchase Power	Postage fees	1,693.80	Bill Payment
01/02/2023	12774	Brodart Co.	Books for Spanish Collection	36.19	Bill Payment
01/02/2023	12775	Baker & Taylor	Books	4,973.70	Bill Payment
01/02/2023	12776	JV Plumbing	Clear main line in women's staff restroom	170.00	Bill Payment
01/11/2023	12777	Jeanette Contreras	Reimbursement for lunch meeting with Drs. Arnolds	76.35	Bill Payment
01/11/2023	12778	World Book, Inc.	Books for Children Non-Fiction Collection	402.37	Bill Payment
01/11/2023	12779	Southern California Edison	Electricity service from 12/01/22-12/29/22	3,998.35	Bill Payment
01/11/2023	12780	Republic Services	Waste removal service from 12/01/22-12/31/22	169.68	Bill Payment
01/11/2023	12781	Dewey Pest Control	Service from January through March	260.00	Bill Payment
01/11/2023	12782	OverDrive	E-Books	3,000.00	Bill Payment
01/11/2023	12783	Placentia Library District	For Payroll 02/15/23	70,000.00	Bill Payment
01/11/2023	12784	CALNET3	Phone service from 12/02/22-01/01/23	209.50	Bill Payment
01/11/2023	12785	Dick's Lock & Safe	Latch replacement on boiler room doors and staff entrance doors	578.95	Bill Payment
01/11/2023	12786	MD Medical Clinics	New employee physical exam	222.00	Bill Payment
01/11/2023	12787	U.S. Bank	i-Bank Loan Payment 2 of 2 FY 22/23	17,011.87	Bill Payment
01/11/2023	12788	Dell Marketing L.P.	New hard drives for the server	545.00	Bill Payment
01/11/2023	12789	Midwest Tape-Hoopla	Digital content for December 2022	5,261.95	Bill Payment
01/11/2023	12790	Tim Balen	Reimbursement for water and gift card for PTAC	29.99	Bill Payment
01/11/2023	12791	Cintas	Janitorial supplies for 01/06/23	171.52	Bill Payment
01/11/2023	12792	Midwest Tape	Audiobooks	145.15	Bill Payment
01/12/2023	12793	Boys & Girls Club	2023 Golf Tournament Sponsorship	1,500.00	Bill Payment
01/12/2023	12794	Staples, Inc.	Paper towels for restrooms	701.96	Bill Payment
01/12/2023	12795	Baker & Taylor	Books	2,834.52	Bill Payment
01/12/2023	12796	Eagle Multi Media Productions	IT Support Services December 2022	5,907.42	Bill Payment
01/23/2023	12797	Dick's Lock & Safe	Service call to check various doors	105.00	Bill Payment
01/23/2023	12798	Woodruff, Spradlin & Smart	For services rendered through 12/31/2022	1,810.50	Bill Payment
01/23/2023	12799	Johnson Controls Security Solutions	Fire alarm service from 02/01/23-04/30/23	1,018.63	Bill Payment
01/23/2023	12800	Charter Communications	Cable service from 01/12/23-02/11/23	74.18	Bill Payment
01/23/2023	12801	Cintas	Janitorial supplies for 01/13/23 and 01/20/23	727.01	Bill Payment
01/23/2023	12802	City of Placentia	Shared Service: Grounds	3,330.62	Bill Payment
01/23/2023	12803	Tim Balen	Reimbursement for Winter Reading gift card	50.00	Bill Payment
01/23/2023	12804	Shellie McCurdy	Reimbursement for Hangar Take and Make	40.90	Bill Payment
01/23/2023	12805	Angelina Fuentes	Mileage reimbursement	42.00	Bill Payment
01/23/2023	12806	Eagle Multi Media Productions	IT Support Services November 2022	6,420.92	Bill Payment
01/23/2023	12807	Midwest Tape	Audiobooks and Blu-rays	574.74	Bill Payment
01/26/2023	12808	MD Medical Clinics	New employee physical exam	222.00	Bill Payment
01/30/2023	12809	Findaway World LLC	Wonderbooks	1,206.49	Bill Payment
01/30/2023	12810	KCCI	Reprogramming office voicemails	110.00	Bill Payment
01/30/2023	12811	Placentia-Yorba Linda Unified School Dist	Business Cards	63.08	Bill Payment
01/30/2023	12812	Baker & Taylor	Books	6241.41	Bill Payment
01/30/2023	12813	SoCalGas	Service from 12/17/22-01/19/23	100.59	Bill Payment
01/30/2023	12814	OverDrive	E-Books	2,339.51	Bill Payment
01/30/2023	12815	Watson Label Products	Codabar Item Labels	1,233.30	Bill Payment

9:08 A.M.
02/13/23
Accrual Basis

Placentia Library District
Check Register
January 2023

01/30/2023	12816	Tim Balen	Reimbursement for Jan 19, 2023 PTAC and Teen Scrabble Tournament	55.72	Bill Payment
01/30/2023	12817	Cintas	Janitorial supplies for 01/27/23	171.52	Bill Payment
01/30/2023	12818	Midwest Tape	Audiobooks and Blu-rays	275.44	Bill Payment
01/30/2023	12819	Legacy Integrative Solutions	Printer service from 12/02/22-01/11/23	871.77	Bill Payment
				<u>147,076.05</u>	

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

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

DATE: February 22, 2023

Fiscal Year 2022-2023	
7/31/2022	801,938.74
8/31/2022	802,335.62
9/30/2022	802,800.58
10/31/2022	803,277.00
11/30/2022	803,944.79
12/31/2022	804,777.08
1/31/2023	806,000.95
2/28/2023	
3/31/2023	
4/30/2023	
5/31/2023	
6/30/2023	

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

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

DATE: February 22, 2023

Summary of Cash and Investments as of January 31, 2023

Cash with Orange County Treasurer Fund 9LX	\$	806,000.95
General Fund Checking – Bank of the West	\$	993,556.69
General Fund Savings – Bank of the West	\$	1,856,365.05
<i>(Impact Fees in Savings – Restricted)</i>	\$	723,220.38
Payroll Checking – Wells Fargo Bank	\$	109,313.22
Total Cash and Investments	\$	3,765,235.91

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 January 31, 2023

Acct #	DESCRIPTION	BUDGET	YTD ACTUAL	BALANCE	PERCENT % RECEIVED
PROPERTY TAX REVENUE					
4010	Property Taxes - Current Secured	2,863,761	1,650,976	(1,212,785)	57.7%
4020	Property Taxes - Current Unsecured	95,849	70,109	(25,740)	73.1%
4050	Property Taxes - Curr Supplemental	53,482	72,276	18,794	135.1%
* 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	18,201	18,201	-
4190	State - Homeowners Property Tax Relief	13,415	6,238	(7,177)	46.5%
	Sub Total	3,058,409	1,840,220	(1,218,189)	60.2%
INTEREST REVENUE					
4600	Interest	8,500	2,647	(5,853)	31.1%
	Sub Total	8,500	2,647	(5,853)	31.1%
GRANT REVENUE					
4210, 4421	State Grants	330,254	192,953	(137,301)	58.4%
4220, 4230	Fed/Other Grants	10,000	1,000	(9,000)	10.0%
	Sub Total	340,254	193,953	(146,301)	57.0%
MISCELLANEOUS REVENUES					
4410, 4414C	PLFF Grants	35,000	0	(35,000)	0.0%
4310	Fines & Fees	20,000	7,840	(12,160)	39.2%
4320, 4330	Passport/Photos	266,875	131,493	(135,382)	49.3%
4340	Meeting Room Fees	100	395	295	395.0%
4350	Test Proctor	2,400	970	(1,430)	40.4%
* 4430	Other: Miscellaneous	0	11,173	11,173	-
	Sub Total	324,375	151,871	(172,504)	46.8%
TOTAL REVENUES YTD FOR FY 22/23:		3,723,038	2,188,691	(1,542,847)	58.8%
4440	Cash/Investments	3,778,908	93,648	(3,778,908)	0.0%
4500	Impact Fees - Restricted Funds	623,224		(529,576)	15.0%

* Mathematically unable to divide by zero.

PLACENTIA LIBRARY DISTRICT
EXPENDITURES REPORT

January 31, 2023

58.33% of the year completed.

ACCOUNT	DESCRIPTION	APPROPRIATIONS	EXPENDED	CURRENT	REMAINDER
SALARIES & EMPLOYEE BENEFITS					
5010, 5020	Salaries & Wages	2,583,332	1,067,140	0.41	\$1,516,192
5030	Retirement & Post Employment Trust 115	79,100	49,112	0.62	\$29,988
5040	Unemployment Insurance	3,000	0	0.00	\$3,000
5050	Health Insurance	318,258	118,404	0.37	\$199,854
5060	Life Insurance	9,740	1,710	0.18	\$8,030
5064	Dental Insurance	16,845	5,238	0.31	\$11,607
5066	AD & D Insurance	7,600	2,515	0.33	\$5,085
5068	Vision Insurance	3,334	1,052	0.32	\$2,282
5070	Workers' Compensation Insurance	34,353	11,477	0.33	\$22,876
5090	Education Assistance Program	5,000	0	0.00	\$5,000
TOTAL		\$3,060,562	\$1,256,646	0.41	\$1,803,916
SERVICES & SUPPLIES					
5099	Property & Liability Insurance	45,000	23,881	0.53	\$21,120
5100	Communications	55,000	19,661	0.36	\$35,339
5150, 5170, 5180	Janitorial Supplies & Services	50,000	32,481	0.65	\$17,519
5160	Refuse Disposal	5,200	1,332	0.26	\$3,868
5205	Maintenance Equipment	15,000	8,287	0.55	\$6,713
5210-5280	Building Maintenance	165,000	69,447	0.42	\$95,553
5290	Memberships	25,000	5,322	0.21	\$19,678
5300-5350	Office Expenses & Postage	136,198	45,102	0.33	\$91,096
5400-5480	Prof./Specialized Services	307,305	90,308	0.29	\$216,997
5490	Loan Obligation (-bank)	73,844	73,844	1.00	(\$0)
5495, 5910, 5920	Programs	55,000	36,229	0.66	\$18,771
5500	Books/Library Materials	535,000	138,681	0.26	\$396,319
5600	Travel & Meetings/Professional Development	65,000	14,403	0.22	\$50,597
5700	Milage/Parking	1,000	472	0.47	\$528
5800	Utilities	28,500	11,008	0.39	\$17,492
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	8,242	0.82	\$1,758
TOTAL		\$1,926,047	\$631,859	0.33	\$1,294,188
OPERATING EXPENSES					
TOTAL		\$4,986,609	\$1,888,505	0.38	\$3,098,104
FIXED ASSETS & TAXES					
1310	Building Improvements	\$292,000	39,860	0.14	\$252,140
1320	Equipment & Furniture	\$50,000	20,143	0.40	\$29,857
6100	Taxes and Assessments	\$17,500	8799	0.50	\$8,701
TOTAL		\$359,500	\$68,802	0.19	\$290,698
TOTAL BUDGET		\$5,346,109	\$1,957,307	0.37	\$3,388,802

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Acquisitions Report for January 2023

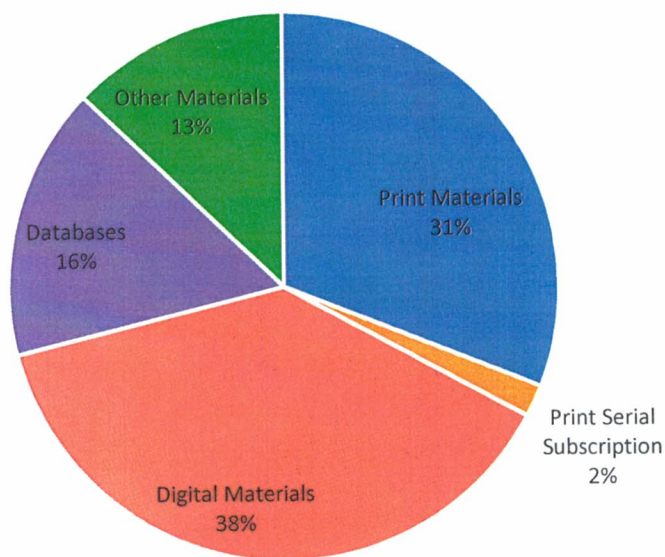
DATE: February 22, 2023

MONTHLY STATISTICS

Total Budget	FY 2022-23	% Spent	FY 2021-22	% Spent
	\$535,000.00	24%	\$314,000.00	51%

Collection Expenditures	January 2023	January 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	\$11,665	\$8,073	\$50,829	\$67,622	-25%
Print Serial Subscription	\$0	\$0	\$2,405	\$2,448	-2%
Total Print Materials	\$11,665	\$8,073	\$53,234	\$70,070	-24%
Digital Materials	\$23,416	\$6,476	\$71,550	\$40,932	75%
Databases	\$0	\$1,741	\$20,302	\$36,451	-44%
Total Electronic Content	\$23,416	\$8,217	\$91,852	\$77,383	19%
Other Materials	\$2,056	\$2,275	\$18,322	\$12,901	42%
Total Collection Expenditures	\$37,137	\$18,565	\$163,408	\$160,354	2%

COLLECTION EXPENDITURES



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

Titles Added	January 2023	January 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % changed
Print Materials	521	492	2,442	3,286	-26%
Print Serial Subscription	-	-	9	17	-47%
Total Print Materials	521	492	2,451	3,303	-26%
Digital Materials	3,215	2,354	24,388	13,975	75%
Databases	-	1	6	13	-54%
Total Electronic Content	3,215	2,355	24,394	13,988	74%
Other Materials	22	77	258	325	-21%
Total Titles Added	3,758	2,924	27,103	17,616	54%

All Materials Held	January	December	Month to Month
	2023	2022	% changed
Total Materials Physical	81,028	81,447	-1%
Total Materials Digital	1,540,774	1,476,587	4%
Total All Materials	1,621,802	1,558,034	4%

Children's Physical Materials Held	January	December	Month to Month
	2023	2022	% change
Children's Fiction	24,870	24,834	0%
Children's Nonfiction	13,832	13,709	1%
Children's Magazine	162	159	2%
Children's Audiobook	731	679	8%
Children's DVD/Video	1,812	1,812	0%
Children's LOTs	60	54	11%
TOTAL All Children's Physical Material	41,467	41,247	1%

Adult/Teen Physical Materials Held	January	December	Month to Month
	2023	2022	% change
Adult Fiction	16,967	16,885	0%
Adult Nonfiction	13,929	14,129	-1%
Adult Magazine	108	103	5%
Adult Audiobook	1,249	1,247	0%
Adult DVD/Video	4,018	4,002	0%
Adult LOTs	140	120	17%
Video Games	348	349	0%
Teen Fiction	2,802	3,365	-17%
TOTAL All Adult/Teen Physical Material	39,561	40,200	-2%

Digital Material Held	January	December	Month to Month
	2023	2022	% change
eBooks	846,343	835,870	1%
Digital Audiobooks	192,568	190,243	1%
Digital Videos	94,279	94,029	0%
Digital Magazines	4,608	4,517	2%
Digital Music	354,728	351,911	1%
Databases	17	17	0%
TOTAL All Digital Material	1,492,543	1,476,587	1%



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

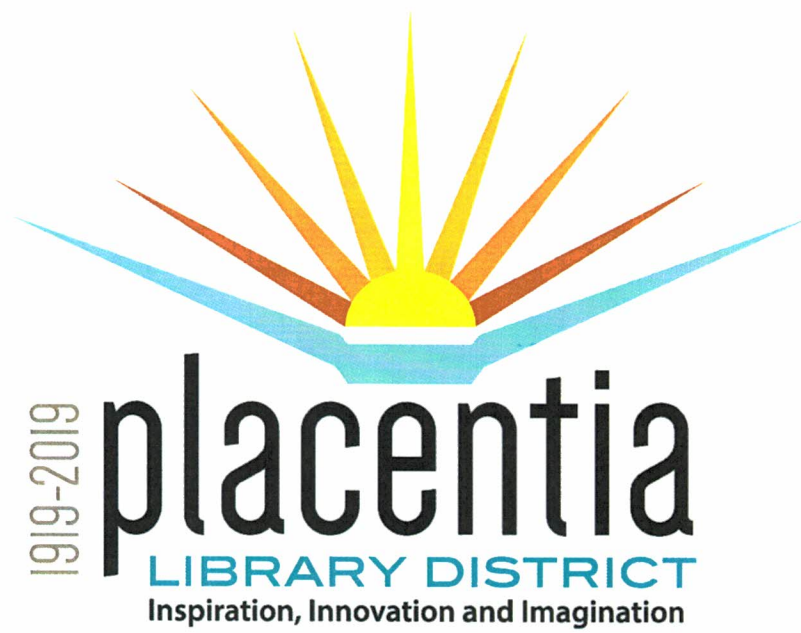
FROM: Fernando Maldonado, Business Manager

SUBJECT: Service Revenue Activities Report for January 2023

DATE: February 22, 2023

Net Revenue Summary for January 2023

			YTD	YTD
	Jan-23	Jan-22	2022-2023	2021-2022
Passport	14,350	15,575	88,515	103,586
Passport Photos	3,720	4,284	24,120	24,246
Test Proctor	100	100	950	1,200
Fines & Fees	1,428	352	6,902	8,544
Meeting Room	220	0	340	0
TOTAL	\$ 19,818	\$ 20,311	\$ 120,827	\$ 137,576



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: Library Impact Fee Report – January 31, 2023

DATE: February 22, 2023

Total Monthly Fees Collected			YTD	YTD
	Jan-23	Jan-22	2022-2023	2021-2022
	\$17,261.64	\$10,706.04	\$99,030.24	\$50,302.84

Development Projects List

	Developer/Builder Name	Project Description	Address	Sq. Ft	Fee Paid to Library	Date
1	Jesus Rodriguez	New 1 Bedroom ADU	604 Twilight St.	504	\$ 463.68	7/25/2022
2	Ernesto Ramos	2 Single Fam. Residence	119 S. Main St.	3,972	\$ 3,654.24	8/3/2022
3	Kris Kakkar	Single Fam. Residence	2234 California St.	4,800	\$ 4,416.00	8/16/2022
4	Whitestone Properties Inc.	Single Fam. Residence	2236 California St.	3,600	\$ 3,312.00	8/25/2022
5	Whitestone Properties Inc.	Single Fam. Residence	2238 California St.	3,000	\$ 2,760.00	8/25/2022
6	George Arechiga	1 SFD Addition	248 Wilson Ave.	1,065	\$ 979.80	9/15/2022
7	Ted Romios	1 SFD Addition	2401 Rose Dr.	1,678	\$ 1,543.76	9/21/2022
8	Melanie Mallers	New 1 Story ADU	427 Windflower Circle.	748	\$ 688.16	10/4/2022
9	Rocco Enterprises	Single Fam. Residence	1663 Oak St.	1,220	\$ 1,122.40	10/13/2022
10	Eric Chang	New 3-Bedroom ADU	949 Cobb Ave. Unit B	1,182	\$ 1,087.44	10/19/2022
11	National Core	65 Senior Housing Units	1314 N. Angelina Dr.	55,126	\$ 61,741.12	11/18/2022
12	LandSea Homes	Single Fam. Attached	1568 and 1572 Lima Way	15,983	\$ 17,261.64	1/12/2023
13						
14						
15						
16						
17						
18						
19						
20						
2022/2023 YTD Total					\$ 99,030.24	
Ending Balance as of 6/30/22					\$ 624,190.14	
Running Total as of last zero (0) balance (12/31/2019).					\$ 723,220.38	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Fernando Maldonado, Business Manager

SUBJECT: **Personnel Report for January 2023**

DATE: February 22, 2023

			YTD	YTD
	Jan-23	Jan-22	2022-2023	2021-2022
Separation	1	0	3	3
Retirement	0	0	1	1
Appointments	2	1	9	8
Open Positions	2	2	10	10
Workers' Compensation Leave	0	0	0	0
TOTAL	5	3	23	22

SEPARATION:
 Venessa Faber, Supervising Librarian – Children’s

RETIREMENT:
 None

APPOINTMENTS:
 Gena Christ, Library Assistant – Literacy
 Janet Tapia, Bookmobile Librarian

OPEN POSITIONS:
 Library Assistant – Adult and Teen Services
 Supervising Librarian – Adult Services

WORKERS COMPENSATION LEAVE:
 None



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director
FROM: Fernando Maldonado, Business Manager
SUBJECT: City of Placentia - Shared Maintenance Costs through January 2023
DATE: February 22, 2023

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 2022-2023	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-22	7/25/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
Aug-22	8/31/2022	0.00	1,655.06	0.00	10.20	0.00	1,665.26
Sep-22	*	*	*	*	*	*	0.00
Oct-22	10/4/2022	0.00	1,655.06	574.08	11.00	0.00	2,240.14
Nov-22	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							0.00
Apr-23							0.00
May-23							0.00
Jun-23							0.00
TOTAL		\$0.00	\$11,585.42	\$1,397.76	\$61.38	\$0.00	\$13,044.56

* City Billing Not Received

PERIOD COVERED FY 2021-2022	INVOICE DATE	SO. CAL EDISON	TURF (Merchants)	GROUNDS (SA Aquatics)	AT&T	FACILITY MAINT	TOTAL
Jul-21	7/21/2021	0.00	1,600.40	499.20	9.85	0.00	2,109.45
Aug-21	8/25/2021	0.00	1,655.06	0.00	9.73	0.00	1,664.79
Sep-21	*	*	*	*	*	*	0.00
Oct-21	10/12/2021	0.00	3,310.12	499.20	9.68	0.00	3,819.00
Nov-21	11/8/2021	0.00	1,655.06	499.20	9.73	0.00	2,163.99
Dec-21	*	*	*	*	*	*	0.00
Jan-22	1/12/2022	0.00	1,655.06	0.00	18.95	677.91	2,351.92
Feb-22	2/16/2022	0.00	3,310.12	499.20	18.80	0.00	3,828.12
Mar-22	3/23/2002	0.00	1,655.06	499.20	9.38	338.87	2,502.51
Apr-22	4/18/2022	0.00	1,655.06	249.60	9.38	0.00	1,914.04
May-22	5/23/2022	0.00	1,655.06	249.60	9.31	1,022.88	2,936.85
Jun-22	6/20/2022	0.00	1,655.06	249.60	9.33	0.00	1,913.99
TOTAL		\$0.00	\$19,806.06	\$3,244.80	\$114.14	\$2,039.66	\$25,204.66



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jeanette Contreras, Library Director
SUBJECT: Administration Report for January 2023
DATE: February 22, 2023

Meetings:

January 4 & 18

Placentia Round Table Women's Club (PRTWC) Meeting
Assistant Library Director & Trustee Dahl are the club's Scholarship chairs and met to discuss recommendations for the PRTWC Board's consideration.

January 5

Library Director met with Drs. Voiza & Joseph Arnold

January 9

Library Director met with IT Consultant to discuss website and library mobile app projects.

Library Director attended the PLFF Board meeting and offered to assist with this year's Author's Luncheon event.

January 11

Library Director attended the Boys & Girls Club Golf Fundraiser meeting. The event will be held on March 27th at the Alta Vista Country Club.

January 12

Library Director met with other special library district directors, part of the quarterly luncheon meetings. Library shared information about the Kirk Cameron reading.

January 12 & 18

Stronger Together (Bookmobile) Meeting
Assistant Library Director and Bookmobile Librarian attended meeting with State Library Grant Project Manager to discuss progress of project and to review outcomes set for the project.

January 17

Placentia Collaborative
Assistant Library Director, Children's Services Supervising Librarian and Bookmobile Librarian attended the Placentia Collaborative where different organizations shared what they do for the community of Placentia. Assistant Library Director provided information about the upcoming library projects, as well as programs and services available to the community.

January 18

Library Director conducted a presentation about library services, programs, and libraries' assistance to Ukraine libraries.

January 19

Library Director met with Author's Luncheon chair to discuss the upcoming fundraiser and coordinate logistics for the event. Library Director will be responsible for securing table sponsorships, celebrity hosts, and library staff's attendance to assist with activities prior to and during the event.

January 20

Library Director met with the California State Library Bureau Chief and other directors to plan for the 2023 Library Director's Forum, tentatively scheduled in April.

January 23

Library Director, Assistant Library Director, and Administrative Staff attended the Library Board of Trustees meeting.

January 24

Library Director facilitated the All-Staff meeting, with President Martin in attendance to address and answer questions regarding the Kirk Cameron reading event.

Library Director met with California State Library Grants Analyst, Wendy Amireh, to review the OLE grant from Assemblyman Chen's office.

January 25

Library Director attended the Library Director's Networking meeting, hosted by the California State Library.

January 26

Administrative staff attended Venessa Faber's last day, along with President Martin and Trustee Beverage.

January 30**LOT 318**

Assistant Library Director, Children's Services Supervising Librarian and Bookmobile Librarian met with Letty Gali, Director of LOT 318, to go over the details of collaborations with the bookmobile and LOT 318. Outreach will begin February 15 for the remainder of the school year as follows:

- Cypress St.-Tuesdays 2:15p- 4:45pm (with the exception of the 2nd Tues. of each month)
- Gomez Center-Wednesdays 1:15p- 3:45pm

Library Director met with Finance Consultant to discuss steps moving forward as he is unable to provide service for the District due to his recent assignment, Interim General Manager for the Midway City Sanitary District.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Circulation Activity Report for January 2023

DATE: February 22, 2023

All Circulation	January 2023	January 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Total Circulation Physical	19,000	15,766	129,403	112,126	15%
Total Circulation Digital	8,981	8,105	56,992	53,614	6%
Total All Circulation	27,981	23,871	186,395	165,740	12%
Non-English Language Circulation	631	537	4,429	3,913	13%

Children's Circulation	January 2023	January 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Children's Fiction Physical	10,108	7,819	70,665	57,061	24%
Children's Fiction Digital	856	913	5,982	5,938	1%
Children's Fiction TOTAL	10,964	8,732	76,647	62,999	22%
Children's Nonfiction Physical	2,524	1,878	16,795	13,633	23%
Children's Nonfiction Digital	97	163	754	829	-9%
Children's Non-Fiction TOTAL	2,621	2,041	17,549	14,462	21%
Children's Magazine Physical	18	7	146	77	90%
Children's Magazine Digital	230	13	1,919	42	4469%
Children's Magazine TOTAL	248	20	2,065	119	1635%
Children's Audiobook Physical	412	210	2,600	956	172%
Children's Audiobook Digital	486	378	3,157	2,796	13%
Children's Audiobook TOTAL	898	588	5,757	3,752	53%
Children's DVD/Video Physical	312	366	2,196	2,565	-14%
Children's DVD/Video Digital	84	37	410	291	41%
Children's DVD/Video TOTAL	396	403	2,606	2,856	-9%
Children's LOTs	44	14	201	167	20%
Music Digital	11	14	88	163	-46%
TOTAL All Children's Physical Content	13,418	10,294	92,603	74,459	24%
TOTAL All Children's Digital Content	1,764	1,518	12,310	10,059	22%
TOTAL All Children's Content	15,182	11,812	104,913	84,518	24%

Adult/Teen Circulation	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Adult Fiction Physical	2,307	2,465	15,655	17,292	-9%
Adult Fiction Digital	1,656	2,134	10,584	14,405	-27%
Adult Fiction TOTAL	3,963	4,599	26,239	31,697	-17%
Adult Nonfiction Physical	1,661	1,395	10,969	9,576	15%
Adult Nonfiction Digital	650	622	4,870	4,070	20%
Adult Non-Fiction TOTAL	2,311	2,017	15,839	13,646	16%
Adult Magazine Physical	29	21	163	177	-8%
Adult Magazine Digital	234	270	1,929	1,583	22%
Adult Magazine TOTAL	263	291	2,092	1,760	19%
Adult Audiobook Physical	144	182	958	1,231	-22%
Adult Audiobook Digital	4,032	2,944	22,857	19,167	19%
Adult Audiobook TOTAL	4,176	3,126	23,815	20,398	17%
Adult DVD/Video Physical	776	826	4,911	5,145	-5%
Adult DVD/Video Digital	353	238	2,371	1,897	25%
Adult DVD/Video TOTAL	1,129	1,064	7,282	7,042	3%
Adult LOTs	89	48	594	356	67%
Video Games	237	235	1,375	1,533	-10%
Music Digital	75	63	510	528	-3%
Teen Fiction Physical	339	300	2,175	2,357	-8%
Teen Fiction Digital	217	316	1,561	1,905	-18%
Teen Fiction Total	556	616	3,736	4,262	-12%
TOTAL All Adult/Teen Physical Content	5,582	5,472	36,800	37,667	-2%
TOTAL All Adult/Teen Digital Content	7,217	6,587	44,682	43,555	3%
TOTAL All Adult/Teen Content	12,799	12,059	81,482	81,222	0%

All Circulation	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Total Circulation Physical	19,000	15,766	129,403	112,126	15%
Total Circulation Digital	8,981	8,105	56,992	53,614	6%
Total All Circulation	27,981	23,871	186,395	165,740	12%

Online Database Usage	January	January	FY-T-D	FY-T-D	FY-T-D
<i>Funded by Placentia Library District</i>	2023	2022	2022-23	2021-22	% change
ABC Mouse	2,038	3,336	32,038	13,047	146%
Creative Bug	42	0	220	269	-18%
Data Axle	41	168	441	1,991	-78%
Freegal	1,185	1,044	7,436	6,763	10%
Heritage Quest	98	54	378	441	-14%
Novelist	38	36	1,647	220	649%
TOTAL PLD DATABASE USAGE	3,442	4,638	42,160	22,731	85%

Online Database Usage	January	January	FY-T-D	FY-T-D	FY-T-D
<i>Funded by California State Library</i>	2023	2022	2022-23	2021-22	% change
Brainfuse VetNow	6	4	118	245	-52%
Brainfuse HelpNow	55		329	0	-
Britannica	81	26	304	171	78%
LinkedIn Learning	22	39	1,915	39	4810%
ProQuest	10	14	43	113	-62%
ProQuest Culture Grams	2	0	22	23	-4%
Skillshare	2	7	10	18	-44%
Teaching Books and Book Connections	8	33	868	475	83%
National Geographic Kids (Gale)	20	20	68	20	240%
Gale in Context: Environmental Studies	3	3	5	3	67%
Gale Interactive: Science	34	34	61	34	79%
Coursera	12	8	36	11	227%
EBSCO LearningExpress Library	2	1	26	14	86%
GetSetUp	20	1	94	5	1780%
Northstar	0	8	0	8	-100%
TOTAL CSL DATABASE USAGE	277	198	3,899	1,179	231%
TOTAL ALL DATABASE USAGE	3,719	4,836	46,059	23,910	93%

*Mathematically unable to divide by zero



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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Children's Services Report for January 2023

DATE: February 22, 2023

Number of Programs by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Storytime	6	0	6	0	-
Children's Programs	5	2	5	2	150%
Outreach	0	0	0	0	-
TOTAL Children	11	2	11	2	450%

Program Attendance by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Storytime	264	0	264	0	-
Children's Programs	205	142	205	142	44%
Outreach	0	0	0	0	-
TOTAL Children	469	142	469	142	230%

ACTIVITIES

- Elizabeth Tapia led the Morning Meet Ups program on January 9, 23, and 30.
- Elizabeth Tapia planned and conducted 2 Luna, Luna! Bilingual Pajama Storytime on January 18 and 25.
- Elizabeth Tapia planned and conducted a STEAM Lab program on January 25.
- Elizabeth Tapia created a display promoting STEAM Labs which took place on January 25, and Valentine's blind date with a book in the display case. The Valentine's blind date with a book display was also set up in the children's section to highlight our children's books and Spanish collection.
- Janet Tapia facilitated the Read to the Dogs program with Venessa Faber on January 9.
- Daisy Badge planned and conducted 2 Once Upon a Storytimes on January 19 and 26.
- Daisy Badge created a display promoting the Tiny Art Show.
- Mayli Apontti planned and conducted 2 Family Storytimes in January.
- Mayli Apontti created two displays in the display case, one to promote children's books on mindfulness and the second to highlight the Storytime Kits in our LOTs collection.

MEETINGS

- January 5, City/Library Monthly Meeting: Venessa Faber and Margaret met with Matt Brand and discussed upcoming the city's upcoming programs, newly hired bookmobile librarian and potential outreach stops. Matt mentioned having PTAC at the Movies in the Park programs and will follow up with details.
- January 12 & 18, Stronger Together Grant: Yesenia Baltierra and Janet Tapia met with the Stronger Together Grant recipients and Linda Braun to go over experiences with our projects far and to review outcomes set for the project.
- January 17, Placentia Collaborative: Janet Tapia, Yesenia Baltierra, and Margaret Hatanaka attended the Placentia Collaborative where different organizations shared what they do for the community of Placentia. Yesenia provided information about the upcoming library projects as well as programs and services available to the community.
- January 30, LOT 318: Janet Tapia, Margaret Hatanaka and Yesenia Baltierra met with Letty Gali, Director of LOT 318, to go over the details of collaborations with the bookmobile and LOT 318.
- January 19, SLS Children's Services 2023 Performer's Showcase: Venessa co-emceed 2023 Performer's Showcase at the Yorba Linda Community Center. The SLS Children's Committee of 9 librarians planned and executed the event for 204 attendees. While at the Showcase, Venessa won a raffle prize: ½ off a performance by Katie Pinto's Hula Hoops. Performer can provide 100 hula hoops not only have kids participate, but do a performance.

PROFESSIONAL DEVELOPMENT

- Janet Tapia was trained by Daisy Badge on Board Reports, Variance Reports, and Program Reports on January 31.
- Daisy Badge attended the Lunch at the Library 2023 Information and Inspiration workshop on January 19.
- Mayli Apontti attended the 2023 OC Performers' Showcase at the Yorba Linda Community Center on January 19.
- Janet Tapia completed the "Unleashing Your Power: Basic Training in Library Reference Services" training on January 5.
- Janet Tapia completed ABLE Reference Course on January 9.
- Janet Tapia watched the "Not So Good Reference" video on January 9.
- Janet Tapia watched the "New Librarians Reference Interview" video on January 10.
- Janet Tapia watched "The Reference Interview" video on January 10.
- Janet Tapia trained on Freegal, Novelist and Libby on January 11.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Adult Services Report for January 2023

DATE: February 22, 2023

MONTHLY STATISTICS

Number of Programs by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Adult Programs	4	1	4	1	300%
Hangar	1	1	1	1	0%
History Room	1	0	1	0	-
Literacy	20	12	20	12	67%
Teen Programs	3	1	3	1	200%
General Interest	0	0	0	0	-
Self Directed	2	5	2	5	-60%
Outreach	0	0	0	0	-
TOTAL Adult/Teen	31	20	31	20	55%

Program Attendance by Type	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Adult Programs	12	3	12	3	300%
Hangar	290	293	290	293	-1%
History Room	0	0	0	0	-
Literacy	110	28	110	28	293%
Teen Programs	37	5	37	5	640%
General Interest	0	0	0	0	-
Self Directed	65	193	65	193	-66%
Outreach	0	0	0	0	-
TOTAL Adult/Teen	514	522	514	522	-2%

Proctored Tests	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Number of Tests	1	2	20	36	-44%

History Room Activity	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
History Room Visitors	12	8	59	18	228%

The Hangar Makerspace	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Hangar Open Hour Visits	75	5	551	261	111%
Hangar Users	19	2	146	61	139%
Hangar Tours	25	4	192	100	92%

Volunteer Hours	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
History Room	0	6	91	304	-70%
PLFF	236	132	1,658	1,618	2%
General Library	143	226	1,637	1,792	-9%
Adult Literacy	165.25	143	1,303	1,205	8%
PTAC	38	8	416	292	42%
Total Volunteer Hours	582.25	515	5104.58	5211	-2%
FTE Equivalent	3.36	2.97	29.45	30.06	-2%

Literacy	FY-T-D	FY-T-D	FY-T-D
	2022-23	2021-22	% change
Adult Literacy & ESL Students	57	45	27%
Adult Literacy & ESL Tutors	43	39	10%

ACTIVITIES

- Megan Tolman coordinated 6 Memory Lab appointments.
- Michelle Meades coordinated Book Club on January 10.
- Michelle Meades coordinated 3 Book a Librarian appointments.
- Katie Matas participated in an interview panel for Santa Ana Public Library on January 13.
- Shellie McCurdy coordinated the January Take & Make on January 2.
- Sally Federman coordinated Literacy Reads – Beginner Book Club on January 4, 11, 18, and 25.
- Sally Federman coordinated Literacy Reads – Int. Book Club on January 3, 10, 17, 24, and 31.
- Sally Federman coordinated Read, Write, Speak Club on January 6, 13, 20, and 27.
- Sally Federman facilitated an ESL Beginner Conversation Group on January 5, 12, 19, and 26.
- Sally Federman coordinated ESL Facilitator’s Meeting on January 19.

- Sally Federman coordinated a Tutor In-Service on January 9.
- Sally Federman coordinated a Learner Roundtable on January 10.
- Tim coordinated PTAC meetings on January 5 and 19.
- Tim coordinated the Teen Scrabble Tournament on January 19.
- Tim and Michelle began training and coordinating tasks for the library's new Adult and Teen Services intern on January 25.

MEETINGS

- January 5, City/Library Monthly Meeting: Margaret Hatanaka and Venessa Faber met with Matt Brand and discussed upcoming the city's upcoming programs, newly hired bookmobile librarian and potential outreach stops. Matt mentioned having PTAC at the Movies in the Park programs and will follow up with details.
- January 10, Santiago Library System (SLS) Reference and Local History Committee Special Meeting: Margaret Hatanaka attended the meeting which was held at the Yorba Linda Public Library. Collection management and the Committee's annual project was discussed. The annual project will be updating the SLS Resource Directory which is a compilation of the services and resources offered by the SLS libraries.
- January 19, Southern California Digital Library Consortium Meeting: Margaret Hatanaka attended the virtual meeting with representatives from Overdrive to discuss new pricing structure, potential for reciprocal lending with the Serra Cooperative, title sharing within our consortium, and potential new patron process for making recommendations on Libby.
- January 24, Placentia Historical Committee: Megan Tolman meet with the Historical Committee. They discussed their ongoing projects such as their plaque program, Kramer Park historical signage, and oral histories. They also discussed talks happening at the Bradford House on February 19th and March 26th.
- January 31, HIS-OC, Homeless Intervention Services of Orange County. Sally Federman coordinated with Nallely Gomez of HIS-OC to start an ESL Conversation Group class at the Whitten Center. This class will start on Tuesday, March 7. Esther Canedo and Laurel Dennis will teach the class. They will be using the lesson plans they have developed for the ESL Conversation Group here at the Library. Nallely has a group of women who come regularly to her parenting classes. They have expressed a need for the ESL class.

PROFESSIONAL DEVELOPMENT

- Tim attended the webinar Palace Project 101: An Introduction to the Palace Project on January 18.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Technology and Website Report for January 2023

DATE: February 22, 2023

MONTHLY STATISTICS

Computer and Wi-Fi Usage	December	December	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Children Computer Usage	214	299	1,971	1,657	19%
Teen Computer Usage	120	131	820	812	1%
Adult Computer Usage	1128	912	7,438	5,398	38%
Total Computer Usage	1,462	1,342	10,229	7,867	30%
Wi-Fi Usage	1,583	1,236	10,269	8,005	28%
Guest Passes	61	43	468	284	65%

Website Traffic	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Website visits	16,345	11,659	96,051	80,364	20%
Page Hits	27,341	19,633	162,282	136,104	19%
Users	10,551	7,114	60,694	48,960	24%
Pages/Session	2	1.64			
Avg. Session Duration	0	00:01:49			
% New Sessions	80	79			
Placentia Library Online Catalog Usage	4,711	4,142	32,424	27,915	16%

Technology Updates

Completed Projects:

- E-Rate request submission for RFP
- Onboarding for new staff
- Offboarding for staff
- Office Move-Childrens Supervisor
- Microsoft Azure Grant setup
- Repair/Replace failing hard-drive in server
- Updated cable management- Literacy Office/ Study rooms/ Passports Office

Ongoing Projects:

- Server Upgrade Replacement Project
- Library Website & Mobile App- Research
- Automated Meeting room, study room, and history room bookings online
- Workstations Preventative Maintenance
- Update Virtual Library Card Application Process
- Server Upgrade Project

Upcoming Projects:

- Credit Card Processing update/Consolidation
- Google Chrome Managed Browsers Project
- Self-Check Machine replacements/ refresh
- Windows 7 computer replacements
- Circulation and print release terminal replacement
- Passport computer replacement

System Updates:

IT staff spent time onboarding new staff and training them on how to use library systems. This included account setup, online credentials and licenses, Horizon/Citrix, cash registers, office 365, phone accounts, security systems, and third-party sites.

IT consultant participated in one-one-one meetings with Director, Assistant Director, Hangar Coordinator, and History Room Coordinator to review goals and objects, and continue to work on how to improve. They talked about how to improve cyber security and better use technology in a way that helps everyone. The IT consultant also worked on making sure staff can save time with their job tasks.

We are pleased to share that the new server installation project is going smoothly. Our installation team has been working diligently for the past few weeks, and we have completed a transition plan from our existing infrastructure to the new system. The installation process involves several steps, including conducting an in-depth analysis of our current requirements and creating a detailed plan for the upgrade. We also coordinated closely with our technical support team at third-party vendors to ensure a timely and efficient transition.

The new servers offer improved performance, greater reliability, and enhanced security features. We believe it will provide a robust platform for all our current operations while allowing us to meet future demands as they arise. The system is designed with scalability in mind, allowing us to easily add additional resources and capabilities as needed in the future.

Overall, we are confident that this project has set us up for continued success as we move forward with our business objectives. With the new system in place, we can now focus on optimizing processes and putting more attention toward developing innovative solutions for patrons and staff.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Assistant Library Director

SUBJECT: Customer Service Report for January 2023

DATE: February 22, 2023

Attendance	January 2023	January 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Number of Days Open	29	30	205	196	4%
Number of Hours Open	256	271	1,849	1,794	3%
Attendance	17,929	13,261	114,041	100,012	14%

Card Holders	January 2023	January 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Active Borrowers~	4,507	5,181	4,507		-13%
Child Card Holders*	14,184				-
Teen Card Holders*	4,500				-
Adult Card Holders*	43,921				-
Total Card Holders	62,605	58,905			-
New Patron Registration	328	249	2,458	3,038	-19%
New Virtual Library Cards	59	74	538	691	-22%

~FY-T-D- comparison not applicable

Information Desk Activity	January 2023	January 2022	FY-T-D 2022-23	FY-T-D 2021-22	FY-T-D % change
Reference Questions -- in person	1,428	1,554	11,367	10,908	4%
Reference Questions -- telephone	571	720	3,977	5,408	-26%
Reference Questions -- email/chat	31	18	90	130	-31%
Total Reference Questions	2,030	2,292	15,434	16,446	-6%
Assistance in Spanish	44	52	424	185	129%
Assistance with Passports*	360		1,763		-
Curbside Usage	12	33	99	225	-56%
Study Room Usage	154	126	1,061	650	63%

*FY 2021-22 data not available

Passport Activity	January	January	FY-T-D	FY-T-D	FY-T-D
	2023	2022	2022-23	2021-22	% change
Passports Processed	490	538	3,027	3,465	-13%
Consultations Only**	32		245		-
Unfilled Appointments**	76		899		-
No Show Appointments**	53		480		-
Photo Only (Walk-in)**	13		71		-

***New statistic for FY 2022-23*

ACTIVITIES

- Angie processed 443 new books.
- Eric sent out 77 billing notices to patrons.
- Meeting room was used for 18 library programs and 5 for outside renters.

MEETINGS

- None

PROFESSIONAL DEVELOPMENT

- None

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorize Amendments to Policy 6050 – Community Meeting Room Policy

DATE: February 22, 2023

BACKGROUND

The District recently rented its community meeting room to a publicist of an author for a reading of his book and an organization who hosted a “Housing Forecast 2023” discussion – both events caused misplaced confusion with staff and community members regarding endorsements. Neither event was endorsed by the Placentia Library District. The current policy reflects a non-endorsement clause, though not prominent within the policy. To further protect the District, staff recommends amending Policy 6050 to include the following additions:

- | | | |
|---------|---|---|
| 6050.23 | Publicity | |
| | 6050.23.1 | 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. |
| | 6050.23.2 | Reserving groups may not post signage on library property. |
| | 6050.23.3 | Use of Placentia Library District logo or likeness are not permitted. |
| | 6050.23.4 | 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.” |
| 6050.24 | 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. | |

The policy was last amended on January 24, 2022.

Attachment A is a copy of the Policy 6050 – Community Meeting Room Policy.

RECOMMENDATIONS

1. Authorize amendments to Policy 6050 as presented, inclusive of input from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY HANDBOOK

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:

RENTAL FEE	
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 organizations	\$20.00 per hour
- Other groups	\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00
- After hour fee / Staff attendee	\$25 per hour, per staff with prior approval from the Director
- Projector	
- Set-up fee	\$15.00
- Refundable security deposit / cleaning fee	\$20.00
- Breakdown fee	\$50.00
- No show fee	\$20.00
	\$25 in addition to the room

LOST OR DAMAGED MATERIALS

An item that is 30 days overdue will become a "Lost" item. If a "Lost" item is returned in its exact condition and damaged-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.

SPECIAL SERVICES & REPLACEMENTS	
Collection Services Fee	\$ 25.00
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 change based on fee set by the U.S. Department of State)
Passport Photos	\$12.00
Library of Things (LOTS)	\$35.00 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.

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.

6050.3 Application for use of the room will be made through the Support Services 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.

6050.5 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 of \$20 per hour is charged.
- 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** Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
- 6050.11** Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
- 6050.12** 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.
- 6050.13** 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.
- 6050.14** There is a \$50 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.
- 6050.15** Alcoholic beverages are prohibited.
- 6050.16** Personal property brought to or into the Community Meeting Room by any user is done so at the user's risk.
- 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 Organizations requiring the presence of a staff member, will incur the cost of \$25 per hour per staff, after closing hours depending on staff availability

6050.22 Equipment available for the Community Meeting Room

6050.22.1 100 Chairs

6050.22.2 15 8' Tables

6050.22.3 Kitchenette

6050.22.4 Sound System

6050.22.5 1 Lectern

6050.22.6 2 Flags (American and State flag)

6050.22.7 Projector (\$15 Rental Fee)

6050.23 **Publicity**

6050.23.1 **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.**

6050.23.2 **Reserving groups may not post signage on library property.**

6050.23.3 **Use of Placentia Library District logo and likeness are not permitted.**

6050.23.4 **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."

6050.24 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.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Introduction and First Reading of Proposed Policy 6056 – Program Development Policy

DATE: February 22, 2023

BACKGROUND

At the January 23, 2023 Board meeting, staff was given direction to present a program policy for the Board's consideration. The purpose of a Program Development Policy is to set guidelines for the planning and operation of the Placentia Library District programs and events to be in alignment with the District's mission to inspire, open minds, innovate, and connect our community. It is also used to inform the public about standards and principles that are applied to the program selection and management process.

The District has a Materials Selection Policy 6010 but no policy outlining the criteria by which library programs are developed. The proposed Policy 6056 – Program Development Policy will provide a framework explaining the procedures and decisions involved in putting together a variety of library programs that provide opportunities for information, learning, and entertainment. Programming is an integral element of library services.

Attachment A is a copy of the proposed Policy 6056 – Program Development Policy

RECOMMENDATION

1. Approve the introduction and First Reading of the newly proposed Policy 6056 – Program Development Policy as presented, inclusive of input from the Library Board of Trustees.

Placentia Library District

POLICY MANUAL

POLICY TITLE: Program Development Policy

POLICY NUMBER: 6056

Library programs are free and open to the public, and are intended to promote and enhance the collections, services, and mission of the Placentia Library District to meet the educational, informational, and recreational needs of the community. Our programs strive to strengthen our community by being inclusive and reflective of our cultural, racial, and social diversity. Selection of topics for programming is made by District staff based on interest and needs of library users and the community, and to support major District initiatives and goals.

The District also draws upon other community resources in developing programs, and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs.

District staff may use, but are not limited to, the following criteria in program planning:

- Relation to District mission and service goals;
- Support the community needs and interest, including our neighboring academic institutions;
- Equitable access and participation;
- Treatment of content for intended audience;
- Presentation quality;
- Presenter background/qualifications in content area;
- Budget;
- Historical or educational significance;
- Connection to other community programs, exhibitions, or events;
- Relation to District collections, resources, exhibits, and programs;
- Complement the District's collections, services, and goals;
- Foster lifelong learning, promote cultural enrichment, and support education;
- Availability of program space; and
- Availability of District staff

Responsibility for Program Development

Responsibility for program development, planning, and facilitating rests with the staff based on their job responsibilities and areas of expertise and under the Library Director's authority, operating within the framework of policies determined by the Library Board of Trustees. Professional and paraprofessional staffing who are responsible for programming are guided by this policy and utilize professional skills, collections, equipment, facilities, and feedback from the community in planning and delivering library programs.

Selection Guidelines and Objectives

The Placentia Library District defines a program as an activity or event in a group setting, developed to meet the educational, social, recreational, cultural, or informational needs of an anticipated audience in the community. Programs can be a single event, a short series, or continuously recurring.

Programs may include, but will not be limited to lectures, forums, visual and performance art, interactive classes or workshops, continuing education, fairs, discussion groups, technology programs, story times, class visits, library tours, community outreach, exhibits, and presentations for social, cultural, educational, or recreational purposes.

Criteria

When making decisions regarding program content, presenters, and related resources District staff will consider the following:

- Relevance to the District's mission, strategic plan, and service goals
- Community needs and interests, including feedback and suggestions from Placentia Library District patrons
- Potential to promote, supplement, and encourage the use of District collections & resources
- Presentation quality as determined by presenter's background, record of presentation, and qualifications in content area
- Historical, cultural, or educational significance
- Space required, and the availability of that space
- Budget
- Staffing
- Balance of current programs being offered at the District
- Connection to other community programs, exhibitions, or events
- Safety and security of patrons and staff
- National and local observances, commemorative months, and initiatives (i.e., National Library Week, Women's History Month, Veterans' Day, etc.)

Library programs may take place at the District's building at 411 E. Chapman Avenue, Placentia, California, bookmobile, offsite locations, and online; and may be delivered by District staff or District partners. Programs may be live-streamed or recorded for later playback, either in person or via web-enabled technologies.

Funding

The District receives funding for library programs in a variety of ways including special district appropriations, grants, and support from charitable organizations that support the District such as the Placentia Library Friends Foundation. The District may also partner with other institutions, organizations, or individuals who have received funding to offer Library programs.

Library programs are open to the public and offered free of charge. At the discretion of the Library Director, a fee may be applied to programs such as a no-show fee to cover for program-related expenses.

Presenters

Anyone interested in presenting a program may submit a proposal that will be reviewed by District staff using this policy as a guideline. The District reserves the right to decline a program for a variety of reasons including, but not limited to, staffing, budgetary constraints, space, or scheduling.

A partnership is a relationship between Placentia Library District and an institution, non-profit organization, community group, or individual. These relationships involve an effort to provide and/or promote activities and services for the public. Partnerships can range from a one-time collaboration to a long-term arrangement. The District welcomes partnerships that promote civic engagement and support its mission and strategic goals and may choose to co-host programs with these partners. Partners must comply with all District policies. Partners that participate in co-hosting a program receive acknowledgement in marketing and PR materials.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters or participants. Program topics, presenters, and resources are not excluded because of possible controversy.

Library programs are non-commercial in nature. Programs are not used for the solicitation of business. Presenters and performers, whether individual or organizational, shall not use a District program to petition, advertise, or recruit members or customers. While the District welcomes professional experts to present at its events, programs cannot be used to directly further commercial, religious, political, or partisan purposes. Presenters are permitted to have business-related brochures, flyers, or other information available for attendees to pick up if interested. Presenters cannot distribute such materials as part of the event.

Intellectual Freedom

The Placentia Library District offers a wide variety of materials and programs to support its mission of providing cultural and learning opportunities to all. The District respects the freedom of information of its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights. The District's goal is to offer a diverse set of ideas and opinions, including those which may be unorthodox or controversial.

Parents and guardians are responsible for overseeing their minor children's use of the District's collections and services. The Placentia Library District does not stand in place of a parent and is not charged with a parent's rights, duties, and responsibilities.

Open Access

All library-initiated programs are open to the public, but some meetings and programs may be designed with specific audiences in mind, such as programs intended for children and teens that are geared to their interests and needs. Adults who wish to attend a program specifically designed for children must be accompanied by a child. Tween and teen programs are limited to tweens and teens only, except when they require an adult assistant or companion. Programs targeted toward specific audiences are to be publicized as such.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. Admittance will be determined on a first come, first served basis, either through advance registration, or at the door. The District reserves the right to deny attendance to anyone becoming disruptive to audience members or the program facilitator, and to anyone in violation of the District's Rules of Conduct Policy.

Cancellations

Programs may be cancelled for several reasons, including severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. When possible, advanced notification of program cancellations will be made on the District's online calendar of events and by other appropriate communication channels.

Registration

District staff may require registration for space purposes. Presenters are not allowed to implement their own sign-ups or collect contact information from program attendees unless prior approval is granted by the Library Director or their designee. District staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Registration may be required for planning purposes or when space is limited.

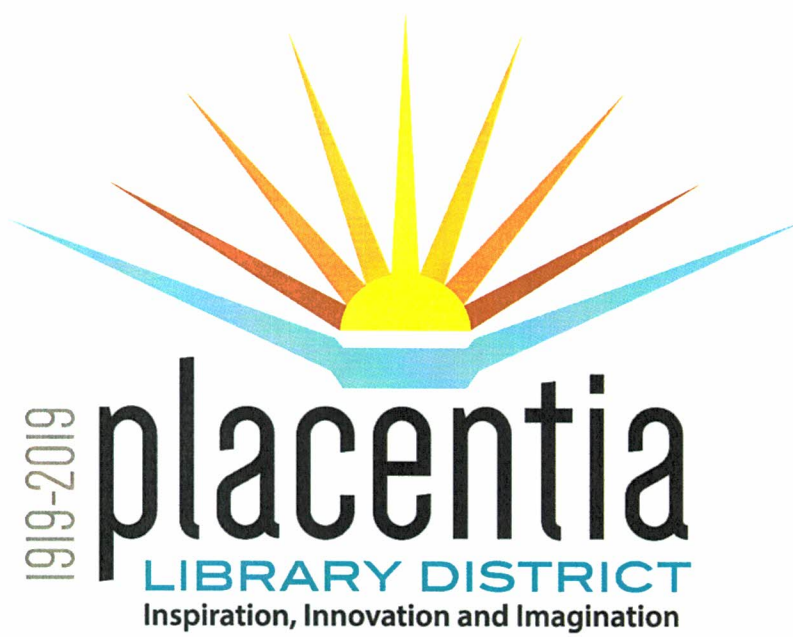
Virtual Programs

In an effort to reach the greatest number of patrons, the District will also offer virtual programs. These programs will utilize District approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at District facilities along with programs that are solely offered virtually.

All virtual programs will be hosted via the District's virtual meeting and social media accounts. While hosting the virtual program, the District may mute attendees, lock the event after the program has begun, dismiss participants and the like. Patrons attending virtual programs are expected to adhere to the Placentia Library District Rules of Conduct while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future library virtual programs.

Patrons are required to use their own equipment to attend library virtual programs. Placentia Library District will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the District makes no representation that every patron will be capable of accessing library programming virtually using their personal devices or internet connections. Furthermore, the District makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the District host.

Finally, while the Placentia Library District will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the District is not liable for any physical, emotional, or financial damages that may result from attending a virtual event.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Authorization for Amendments to Policy 6065 – Public Behavior Policy

DATE: February 22, 2023

BACKGROUND

Policy 6065 – Public Behavior Policy was last amended on January 24, 2022, with the following amendments approved by the Library Board of Trustees:

- 6065.2 Changed “page ringers” to “personal electronics”
- 6065.4 Added “kissing”
- 6065.5 Added “Closed lid drinks are acceptable.”
- 6065.6 Added “only” after law enforcement.
- 6065.7 Added “marijuana”
- 6065.8 Added “Wheeled devices may be concealed in backpacks.”
- 6065.13 Removed “having feet, standing, or jumping on furniture; or blocking aisles, exits or entrances.”
- 6065.15 Added “and having feet, standing, or jumping on furniture; or blocking aisles, exits or entrances.”
- 6065.19 Added “a maximum of two people”
- Last Paragraph – Added “and staff requests.” in first sentence.

At the January 24, 2023 Library Management Team (LMT) meeting, Policy 6065 was discussed and the LMT recommended the following amendments:

- 6065.2** Using cell phones and other personal electronic in a manner that disturbs others. Audible cell phones and personal electronics must be used on silent or vibrate mode.

PROPOSED AMENDMENT:

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.

- 6065.12** Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
REMOVE “offensive body”

Attachment A is a copy of Policy 6065 – Public Behavior Policy.

RECOMMENDATIONS:

1. Authorize amendments to Policy 6065 – Public Behavior Policy as presented, inclusive of input received from the Library Board of Trustees; and
2. Roll call vote.

Placentia Library District

POLICY MANUAL

POLICY TITLE: 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 electronic in a manner that disturbs others. Audible cell phones and personal electronics must be used on silent or vibrate mode.

PROPOSED AMENDMENT:

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 body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.

REMOVE “offensive body”

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 Extension cords, Ethernet cables or equipment with exposed wirings.

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.

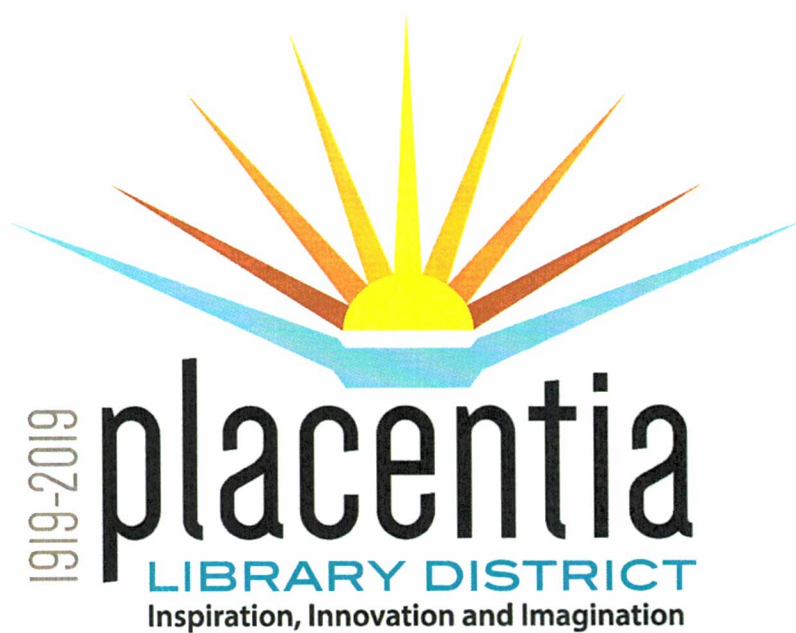
6065.19 There shall be a maximum of two people allowed at each public computer workstation unless otherwise authorized by Library staff.

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 BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: California Special Districts Association (CSDA) Call For Nominations Seat C

DATE: February 22, 2023

BACKGROUND

The Placentia Library District received a letter from CSDA, dated January 30, 2023, calling for nominations for its Board of Directors, 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:

Northern	Sierra	Bay Area	Central	Coastal	Southern
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	Steve Perez	Vincent Ferrante	Jo MacKenzie

The deadline for nomination submissions are as follows:

- Northern, Sierra, Coastal and Southern Networks – April 6, 2023
- Bay Area and Central Networks – April 17, 2023

Attachment A is the Call for Nominations letter dated January 30, 2023, including the Candidate Information Sheet, Directors Nomination Form, and District Networks Map

RECOMMENDATIONS

1. Discuss and decide which Trustee is interested in the CSDA, Seat C; and,
2. Roll call vote.



**California Special
Districts Association**

Districts Stronger Together

DATE: January 30, 2023
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2024 - 2026 term.

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

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

Commitment and Expectations:

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

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations for the Northern, Sierra, Coastal and Southern Networks is April 6, 2023. Where there is no incumbent running in the Bay Area and Central Networks the deadline for receiving nominations is April 17, 2023. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889

E-mail: amberp@csda.net

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

CSDA will begin electronic voting on June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023. The successful candidates will be notified no later than July 18, 2023. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2023.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C – Fred Ryness, Burney Water District*
Sierra Network	Seat C – Pete Kampa, Groveland Community Services District*
Bay Area Network	Seat C – <i>Vacant</i>
Central Network	Seat C – Steve Perez, GM, Rosamond Community Services District
Coastal Network	Seat C – Vince Ferrante, Moss Landing Harbor District*
Southern Network	Seat C – Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 5, 2023. All votes must be received through the system no later than 5:00 p.m. July 14, 2023.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 6, 2023** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 5, 2023 per district request only.

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



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: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****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 March 31, 2023, after 5:00 p.m. will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

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

Fax: _____

E-mail: _____

Nominated by (optional): _____

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:

March 31, 2023 at 5:00 p.m.



California Special Districts Association
DISTRICT NETWORKS



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Special District Risk Management Authority (SDRMA) Notification of Nominations for the 2023 Board of Directors Election.**

DATE: February 22, 2023

BACKGROUND

The Placentia Library District received a Notification of Nominations – 2023 Election SDRMA Board of Directors, dated January 18, 2023. There are three (3) Directors seats open and nomination must be submitted by 4:30pm on May 1, 2023. This is a four-year term position.

The current SDRMA Board Members are:

- Sandy Seifert- Raffelson, President, term ends 2024
- Robert Swan, Vice-President, term ends 2024
- Jesse Claypool, Secretary, term ends 2024
- David Aranda, Director, term ends 2025
- Mike Scheafer, Director, term ends 2025
- Timothy Unruh, Director, term ends 2025
- Thomas Wright, Director, term ends 2025

Attachment A is the Notification of Nominations letter, dated January 18, 2023.

Attachment B is the 2023 Nomination Packet Checklist which includes:

- SDRMA Board of Directors Fact Sheet
- SDRMA Board of Directors 2023 Nomination/Election Schedule
- SDRMA Election Policy No. 2022-06
- Sample Resolution for Candidate Nomination
- Candidate's Statements of Qualifications

RECOMMENDATIONS

1. Discuss and select up to three (3) candidates to serve on SDRMA's Board of Directors; and,
2. Roll call vote; and,
3. Authorize President Martin and Secretary Carline to sign the Official Election Ballot on behalf of the Placentia Library District.



1112 I Street, Suite 300
 Sacramento, California 95814-2865
 T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

**Notification of Nominations – 2023 Election
 SDRMA Board of Directors**

January 18, 2023

Mrs. Gayle Carline
 Board President
 Placentia Library District
 411 East Chapman Avenue
 Placentia, California 92870-6198

Dear Mrs. Carline:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2023 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information has been posted to the SDRMA website: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2022-06, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Monday, May 1, 2023. Nomination submissions must be received by 4:30 pm at the SDRMA office on May 1, 2023, in original format with wet signatures. *Digital/Electronic signatures will not be accepted.* Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 8, 2023.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2022-06, Section 4.1) and be an active member agency of both SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, click on the "2023 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.



Nomination Filing Deadline – Nomination documents must be received in SDRMA’s office no later than 5:00 P.M. on Monday, May 1, 2023.

Please do not hesitate to contact us memberplus@sdrma.org or 800-537-7790, if you have any questions regarding the 2023 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink, which appears to read "Ellen Doughty".

Ellen Doughty, ARM
Chief Member Services Officer



2023 Nomination Packet Checklist

SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 18, 2023, marks the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2023.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Member Services at 800-537-7790.

- ____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
- ____ **Attachment Two:** **SDRMA Board of Directors 2023 Nomination/Election Schedule:** Please review this document for important deadlines. Nomination submissions must be received by 4:30 pm at the SDRMA office listed below in original format with wet signatures.
- ____ **Attachment Three:** **SDRMA Election Policy No. 2022-06:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
- ____ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
- ____ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Ellen Doughty, Chief Member Services Officer
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814



Attachment One

SDRMA BOARD OF DIRECTORS
FACT SHEET



Fact Sheet

SDRMA BOARD OF DIRECTORS

ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in both programs.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2024 and end on December 31, 2027.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2022-01 and applicable laws and are allowed to claim a stipend of \$235 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 3:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday .
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

“The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.”



SDRMA BOARD OF DIRECTORS
2023 NOMINATION/ELECTION SCHEDULE



2023 Nomination/Election Schedule

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

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

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

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

TASK TIMELINE

- 11/2/22 Board approves 2023 Election Schedule
- 1/18 Mail Notification of Election & Nomination Procedure to Members
90 days prior to mailing Ballots (118 days)
- 2/8-9 Election Committee is appointed/ratified
- 5/1 Deadline to return Nominations
- 5/4 Tentative - Election Committee Meeting
Reviews Nominations
- 5/15 E-Mail Ballots to Members 60 days prior to Ballot Receipt Deadline (66 days)
- 8/8 Deadline to Receive Ballots
- 8/9 Tentative - Election Committee Meeting
Count Ballots at SDRMA Office
No more than 5 days after 8/8/23
- 8/10 Election Committee Notifies Successful Candidates of Election Results
- 11/1-2 Directors' Elect are invited to attend November Board Meeting
- 1/2024 Newly Elected Directors' Seated and Election of Officers



Attachment Three

SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2022-06

**A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR
APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE**

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in ensuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two (2) presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Management Analyst & Clerk of the Board of Directors of SDRMA, and the CPA/auditor regularly used and retained by

**Policy No. 2022-06**

SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide emailed notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include (1) where to locate election documents in MemberPlus; (2) the number of Director seats to be filled by election; and (3) a summary of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original wet signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by (1) personal delivery; (2) U.S. mail; or (3) courier. To assure the Statement of Qualifications has affixed the candidate's original wet signature, the Statement of Qualifications may not be delivered by electronic mail. When ballots are provided to the membership, each candidate's "Statement of Qualifications" form will be available to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be provided by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the

candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are made available to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.
- 4.5. A qualified candidate currently serving on the CSDA board of directors must, if elected to the SDRMA board of directors, immediately resign his or her seat on the CSDA board. [Per Memorandum of Understanding, Alliance Executive Council, 9/20/2001.] Such resignation must occur prior to the meeting at which the director-elect takes his or her seat on the SDRMA board.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail or emailed to SDRMA. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the

qualifications specified and set forth in this policy. The Election Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be provided to the membership for election via MemberPlus as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will email acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for posting the ballots. After that date, all qualified nominees' names shall appear on the ballot provided to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate odd-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will publish via MemberPlus each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been published and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark

of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.

- 7.5. SDRMA election documents for the membership, including ballots and candidates' "Statement of Qualifications", shall be made available via MemberPlus upon sending out an e-blast announcement via email.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections

Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be made available to each SDRMA member agency via MemberPlus, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the distribution of the ballots as outlined in Section 9.1 shall be waived. In this event, the election committee shall inform the Board of Directors of these facts and the Board of Directors shall, at a regular or special meeting, appoint all qualified nominee(s) to the Board. If one or more seats on the Board remain open, the Board of Directors shall fill those seats pursuant to the process set forth for the filling of vacancies in Section 11.0.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by an authorized agency official.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original

wet signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.

- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

10.1. All ballots will be tabulated at SDRMA's office only after the deadline for receiving ballots. Ballots will be tabulated by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).

10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

10.3. Excluding tie votes, within five (5) days after the ballots tabulated Authority staff shall advise the candidates and their respective agency via email of the final election results. Copies of the results shall also be emailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.

10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.

10.5. Staff shall invite newly elected director(s) to attend the last Board meeting of the year after confirmation of election results. Director(s) elect will be reimbursed for expenses,



Policy No. 2022-06

except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).

10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) Notify all then member entities via email that a vacancy has occurred; and
- b) Said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) The SDRMA Board shall establish the closing date for the receipt of applications; and
- d) Candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) The Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) Upon verification or rejection of each application by the Election Committee, staff will email acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Policy No. 2022-06

- g) Candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone or via Zoom or an alternative at the same scheduled time; and
- h) The SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

11.2 The appointment process set forth in this section 11.0 shall also be followed in the event open seats remain at the conclusion of any regular election of Board members [see Section 9.2].

Revised and adopted this 9th day of February 2022, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2022-06 supersedes Policy No. 2021-10 and all other policies inconsistent herewith.

APPROVED:

Michael Scheafer, President
Board of Directors

ATTEST:

Laura S. Gill, ARM, ARM-P, CSDM
Chief Executive Officer



SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION

Resolution No. _____

**A RESOLUTION OF THE [GOVERNING BODY] OF THE [AGENCY NAME]
NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the SDRMA Board of Directors adopted Board Policy 2022-06, which includes the following requirements for candidate qualification:

- a. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee (as defined in Section 4.1) of a SDRMA member participating in both the Property/Liability and Workers' Compensation Programs.
- b. Each nominated candidate must submit a properly completed "Statement of Qualifications" with an original wet signature (electronic signatures are not acceptable) on or before the May 1, 2023 filing deadline in order for the candidate's name to be placed on the official ballot.
- c. Candidates seeking election or reelection must be nominated by action of their respective Governing Body through a resolution that must be received by the Authority on or before the May 1, 2023 filing deadline.

NOW THEREFORE, BE IT RESOLVED, the Board of Directors of the Special District Risk Management Authority hereby finds, determines, and resolves as follows:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.
2. ***ADD ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY***

The [GOVERNING BODY] of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2022-06, Section 4.1.

3. The [GOVERNING BODY] of [AGENCY NAME] further directs that a copy of this

Resolution No. _____

Resolution shall be delivered to SDRMA on or before the May 1, 2023 filing deadline.

PASSED, APPROVED, and ADOPTED, by the [GOVERNING BODY] of [AGENCY NAME], on this [DAY] day of [MONTH], [YEAR], by the following roll call vote:

Ayes:

Noes:

Abstained:

Absent:

APPROVED:

ATTESTED:

President/Governing Body

Administrator/Secretary

No seal



CANDIDATE'S STATEMENT OF QUALIFICATIONS

Provided are 2 sets of the Candidate's **Statement of Qualifications Form** and can be completed one of two ways as follows:

- 1 set is downloadable to be completed by hand, or
- 1 set is an online fillable PDF Form.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
– no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate* _____
District/Agency _____
Work Address _____
Work Phone _____ Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate*

District/Agency

Work Address

Work Phone

Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

What is your overall vision for SDRMA? (Response Required)

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Adoption of Resolution 2023-01: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County.**

DATE: February 22, 2023

BACKGROUND

The Independent Special Districts of Orange County (ISDOC) has provided a notice, dated January 13, 2023, calling for candidates for the two-year term positions of 3rd Vice President and Secretary.

Responsibilities of the positions are as follows:

THIRD VICE PRESIDENT: The Third Vice President chairs the Legislative Committee. Duties include providing a legislative update, making legislative position recommendations to the Executive Committee, and in the absence of the President, First Vice President, and Second Vice President, shall perform all duties of the President.

SECRETARY: The Secretary is responsible for all correspondence and the dissemination of information to members. Duties include preparing and distributing agendas and minutes for the Executive Committee meeting, and editing and publishing the quarterly newsletter. All official correspondence to the members will be approved in advance by the President or President's designee.

Nominations closes February 28, 2023.

Trustee Scott Nelson has expressed interest in serving on the Executive Committee of ISDOC.

Attachment A is the Call for Nominations from ISDOC.

Attachment B is Resolution 2023-01

RECOMMENDATIONS

1. Adopt Resolution 2023-01: A Resolution of the Board of Trustees of the Placentia Library District Endorsing the Candidacy of Trustee Scott Nelson to the Position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County; and
2. Roll call vote.



January 13, 2023

PLEASE DISSEMINATE TO ALL BOARD MEMBERS**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

www.isdoc.specialdistrict.org

Executive Committee**President**

Hon. Greg Mills
Serrano Water District

1st Vice President

Hon. Bob McVicker
Municipal Water District of Orange County

2nd Vice President

Hon. Paul Mesmer
Surfside Colony Community Services District

3rd Vice President

Vacant

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

Re: ISDOC Executive Committee 3rd Vice President and Secretary Vacancy

This email shall serve as official notice and call for candidates to fill the vacancy for the 3rd Vice President and Secretary positions on of the Independent Special Districts of Orange County (ISDOC). The ISDOC Executive Committee will fill the vacancy by appointment.

Per the ISDOC bylaws, Article III Section II Point E: "With the exception of the immediate past president, if a vacancy occurs on the Executive Committee, the Committee shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy shall hold office for the unexpired term of the former incumbent."

Nominations will close on **Tuesday, February 28, 2023 at 5:00 p.m.** Any Board Member/Trustee of a regular ISDOC member agency is eligible for nomination for this open position. Individuals who wish to be considered should submit a letter of interest, together with a resolution from their Board authorizing their candidacy. The appointment will be made by the ISDOC Executive Committee on **Tuesday, March 7, 2023.**

Responsibilities of the positions are as follows:

THIRD VICE PRESIDENT: The Third Vice President chairs the Legislative Committee. Duties include providing a legislative update, making legislative position recommendations to the Executive Committee, and in the absence of the President, First Vice President, and Second Vice President, shall perform all duties of the President.

SECRETARY: The Secretary or his/her designee shall be responsible for all correspondence and the dissemination of information to members. This includes meeting agendas, announcements, and official correspondence.

Meetings of the Executive Committee typically occur on the first Tuesday of each month at 7:30 a.m. virtually, via teleconference until further notice.

If you are seeking nomination to the 3rd Vice President or Secretary position on the Executive Committee, please send your letter/email of interest and a copy of your Board's authorizing resolution to Heather Baez at hbaez@mwdoc.com. All nomination requests must be received by **February 28, 2023.**

If you have any questions about the any of the positions or the election process, please contact Heather Baez at (714) 593-5012 or hbaez@mwdoc.com.

Sincerely,

Greg Mills

Greg Mills, President
Independent Special Districts of Orange County

RESOLUTION NO. 2023-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA
LIBRARY DISTRICT ENDORSING THE CANDIDACY OF
TRUSTEE SCOTT NELSON TO THE POSITION OF
3RD VICE PRESIDENT OF THE EXECUTIVE COMMITTEE OF THE
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY**

WHEREAS, the Placentia Library District is an independent library district organized and operating according to California law; and

WHEREAS, Placentia Library District is a member district of the Independent Special Districts of Orange County (ISDOC); and

WHEREAS, ISDOC will formally elect the members of its Executive Committee to serve a two-year term (January 1, 2023 to December 31, 2024); and

WHEREAS, per the ISDOC Bylaws, officials who wish to seek election/appointment as an officer of ISDOC must first secure from his/her district an official endorsement of candidacy in the form of a board resolution.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The Board of Trustees of Placentia Library District endorses the candidacy of Trustee Scott Nelson to the position of 3rd Vice President of the Executive Committee of the Independent Special Districts of Orange County.

Section 2. The District Executive Assistant is hereby directed to transmit a certified copy of this Resolution to ISDOC at 18700 Ward Street, Fountain Valley, California 92708, forthwith.

ADOPTED, SIGNED, and APPROVED this 22nd day of February 2023 by a roll call vote.

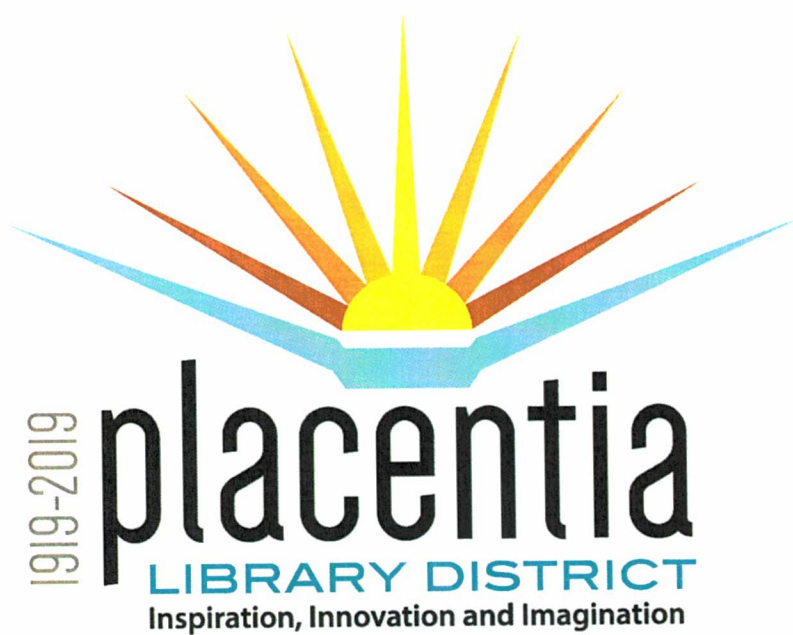
AYES:

NOES:

ABSENT:

ABSTAIN:

Jo-Anne W. Martin, Board President



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Attendance to the California Special District Association (CSDA) Legislative Days in Sacramento, California on May 16-17, 2023.**

DATE: February 22, 2023

BACKGROUND

CSDA Legislative Days is an opportunity for special districts, to come together with one united voice. Issues like revenue, governance, labor, and public works matter to all districts. Past speakers have included California's State Controller, State Treasurer, Secretary of State, Insurance Commissioner, Secretary of Natural Resources, Director of the Office of Emergency Services, State Auditor, Legislative Analyst, and Director of Finance.

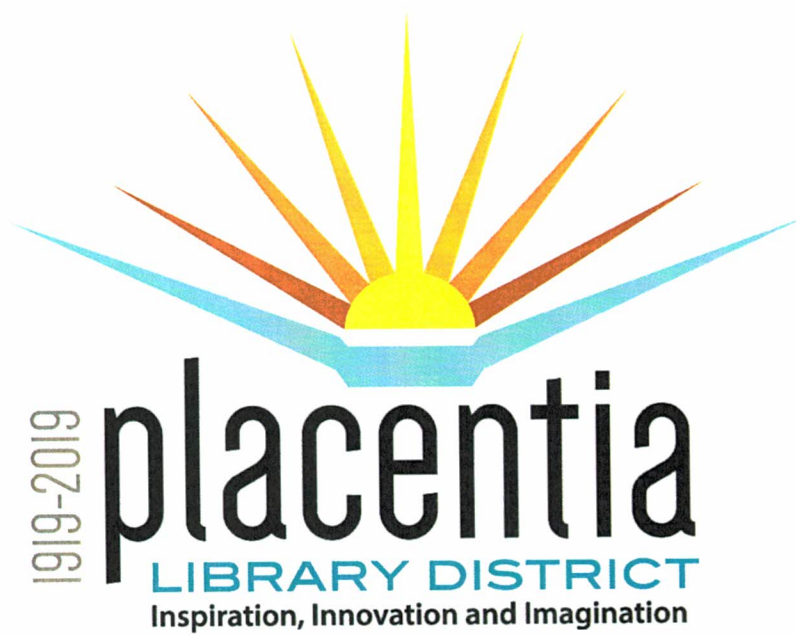
In 2022, the Special District Legislative Days brought 200 special district officials to meet with State Legislators and Capitol staff. The event was kicked off with a keynote address from California Insurance Commissioner Ricardo Lara.

The 2023 event will be held at the Sheraton Grand Sacramento Hotel with scheduled visits with state legislators and their staff.

Should Trustee Nelson secure the ISDOC 3rd Vice President seat, one of the position's responsibility is to attend the CSDA Legislative Days and in-person meetings in Sacramento.

RECOMMENDATIONS

1. Authorize Trustees and the Library Director to attend the CSDA Legislative Days in Sacramento on May 16-17, 2023; and
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Authorization for Attendance to the American Library Association (ALA) Conference in Chicago, Illinois on June 22-27, 2023.**

DATE: February 22, 2023

BACKGROUND

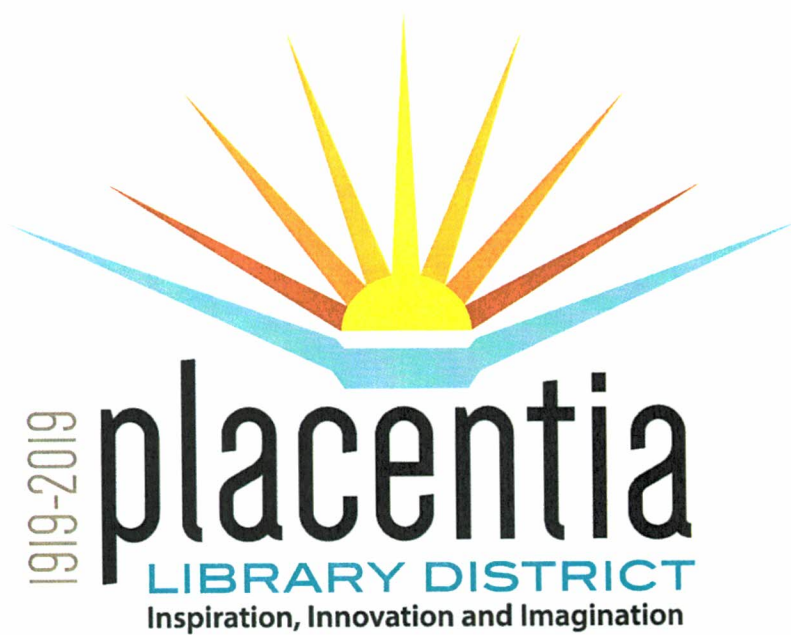
The 2023 ALA Annual Conference will be held June 22-27, 2023 at the McCormick Place Chicago.

The conferences will include:

- Educational programming, created and curated by library professionals
- News You Can Use Sessions with updates that highlight new research, innovations, and advances in libraries
- The Library Marketplace with innovative and informed exhibitors, LIVE Stages, ARCs, and more
- Memorable and inspiring speakers
- Presidents' and Chair Programs
- Top-tier authors
- Fun and entertaining networking opportunities to share and connect with peers, and more

RECOMMENDATIONS

1. Discuss and decide who will attend the ALA Conference in Chicago, Illinois on June 22-27, 2022; and
2. Roll call vote.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jo-Anne Martin, Board President
SUBJECT: **Joint-Use Committee Report**
DATE: February 22, 2023

BACKGROUND

President Martin will report out on the Joint-Use Committee meeting.

Attachment A is the minutes from the February 6, 2023 meeting.

CALL TO ORDER

Members Present: President Jo-Anne Martin, Trustee Scott Nelson, Library Director Jeanette Contreras, City Administrator Damien Arrula, Mayor Ward Smith.

Members Absent: None.

Staff Present: Deputy City Administrator Luis Estevez, Executive Assistant Lina Nguyen.

Guests: None.

BACKGROUND

By its terms, the Joint Use Agreement, or "JPA," expired on May 21st, 2012. The District and City have now entered into a new agreement governing the use of the Common Area which was executed by notary on October 29th, 2019. The District and the City have continued to meet on a monthly basis to discuss ongoing and upcoming projects pertaining to the Common Area and shared costs.

KIRK CAMERON READING

Director Contreras thanked the City for their assistance with the Kirk Cameron reading. Over 700 people showed up for the reading and there were some adjustments that had to be made on the spot, which were approved by the Board. There were no issues during the event thanks to the presence of not only the Police Department but the Fire Department as well.

BOOKMOBILE UPDATE

Director Contreras reported the grant money received for the bookmobile must be used by 2024. Thus far, the District has put in an order for an electric bookmobile and have identified some stops with the School District. Director Contreras will provide Deputy City Administrator Estevez with a list. After some discussion regarding the installation of a charging station, Deputy City Administrator Estevez advised he is currently working with SECO Electric to get two level-two charging stations installed at old City Hall. If SECO Electric is okay with it, the City is fine if the District wants to piggy-back on the City bid. Deputy City Administrator Estevez will provide Director Contreras the contact information for SECO Electric.

**FREEDOM TO READ
COMMITTEE**

Director Contreras shared the Library Board's approval to form a Freedom to Read Committee that will consist of one Trustee, staff, and members of the public. The purpose of this committee is to assess the 800 banned titles from Texas, provide responses for titles the District carries, present policy recommendations, if warranted, and for community members to advocate for the library and communicate with the community as to the library's collection development policy and procedure.

**AUTHOR'S LUNCHEON –
MARCH 4TH, 2023**

Director Contreras reported this year's Author's Luncheon will be on March 4th. Mayor Smith has advised he will be hosting a table. Councilmember Kirwin will also be hosting a table. Police Chief and Fire Chief will co-host a table. Deputy City Administrator Estevez will let the library know if City will host a table..

**OUTDOOR LEARNING
SPACE**

Director Contreras reported the grant received from Assemblyman Chen for an outdoor learning space is managed by the California State Library. The space will be open during library hours.

THIRD GRADE VISITS

Director Contreras took this time to advise the City about the upcoming third grade visits. There will be 8 schools participating this year instead of the usual 2 or 3 schools during the previous years. The visits will start in March and end in May. Each day will consist of 3 groups. Each group will consist of 20 or so students. The students will start at the City to meet the Mayor as well as other City staff. They will then go over to the District's History Room and then come back over to the City to meet with the Police Department and the Fire Department. Each tour group will last about 45 minutes. Director Contreras wanted to make sure the City was still on board to participate. Mayor Smith advised they are still good to go for this event and mentioned he had a good time speaking with the students last year. Director Contreras will provide solid dates after library staff finalize dates with the participating schools.

CITY OF PLACENTIA UPDATE

Deputy City Administrator Estevez reported out on these City updates: the Blue Ribbon Committee is making advances with the architect group G4; they broke ground on the public safety building, which will be open and operational in June 2024; they are continuing their repaving work; making improvements to old City Hall where the Fire Department and the Placentia Chamber of Commerce will be moving to; and they advised they will be receiving a study plan on the Chapman corridor at the Council meeting tomorrow.

Director Contreras took this time to ask the City about the egg hunt the City is putting on this year. She wanted to reiterate the District is interested in doing a storytime at the event. Deputy City Administrator Estevez will let Community Services Director Karen Crocker know.

Director Contreras also took this time to ask about the updates on the potential parking structure for the Civic Center. Deputy City Administrator Estevez reported the City has been looking at a parking garage with an automated system, much like the one that was put in for the City Hall in West Hollywood. They are able to fit 250 cars into 10,000 square feet. City Administrator Arrula advised if the District is interested, the City can set up a Zoom meeting with the vendor first and then the City and District can go out as a group, to check out how this parking system works. For the parking garage in West Hollywood, the tech cost 2.5 million and the parking structure itself cost 10 million to construct. After comparing a subterranean parking structure and a parking structure with an automated system, the City and District can discuss which one to go with. Regardless, the structure would be in the area that is east of the District building, on Library property. City Administrator Arrula advised this project will take awhile to start. In the meantime, we should examine short term parking solutions including a placard system for employees and encouraging carpooling. There are grants that could help incentivize carpooling.

NEXT MEETING

The next meeting is scheduled for Monday, March 6th at 4:30 p.m. Email Lina Nguyen with any items you would like to add to the agenda.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jo-Anne Martin, Board President
SUBJECT: **Blue Ribbon Committee Report**
DATE: February 22, 2023

BACKGROUND

President Martin will report out on the Blue Ribbon Committee meeting.

Attachment A is the agenda from the February 15, 2023 meeting.



Blue Ribbon Committee Special Meeting Agenda

(In collaboration with Senior Advisory Committee and Parks, Arts and Recreation Commission)

February 15, 2023 6:30 p.m.
Virtual/Regular Meeting, City Hall

SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY

Chair

Jo-Anne Martin

On March 4, 2020, pursuant to California Government Code Section 8625, Governor Newsom declared a State of Emergency as a result of the threat of the COVID-19 virus.

Vice-Chair

Jodi Stout-Ward

On September 17, 2021, Governor Newsom signed AB 361, which went into immediate effect as urgency legislation. AB 361 added subsection (e) to Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings. As of September 19, 2021 the COVID-19 pandemic had killed more than 67,612 Californians. Social distancing measures decrease the chance of the spread of COVID-19.

Mayor Ward Smith

Councilmember Rhonda Shader

Craig Green

Given the health risks associated with COVID-19, please be advised that while the City Council Chambers are open to the public, some or all of the Placentia City Council Members may attend this meeting via teleconference. Those locations are not listed on the agenda and are not accessible to the public.

Sheila Jordan

Tricia Montelongo

How to join the virtual meetin

Aaron Mills

Join Zoom Meeting

<https://us06web.zoom.us/j/81019541191?pwd=TW4vN0JtaDE2d0hpaHU4a3VvMHRzUT09>

Grace Carluen

Meeting ID: 810 1954 1191

Todd Rogers

Passcode: 597107

One tap mobile

+16694449171,,81019541191#,,,,*597107# US

+17207072699,,81019541191#,,,,*597107# US (Denver)

Dial by your location

+1 669 444 9171 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

Meeting ID: 810 1954 1191

Passcode: 597107

Find your local number: <https://us06web.zoom.us/j/81019541191>

City of Placentia
401 E Chapman Avenue
City of Placentia, CA 92870

**Community Services
Department**
Phone: (714) 993-8232
Fax: (714) 961-0283
Website: www.placentia.org

How to Submit Public Comment

Members of the public may provide public comment by sending comments for the Blue Ribbon Committee meeting consideration by email to the Community Services Supervisor at vortiz@placentia.org. Please limit to 200 words or less. Comments received before or during a Committee meeting, until the close of the **Oral Communications** portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

Americans with Disabilities Act Accommodation

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at cityclerk@placentia.org or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health in regard to social distancing.

The city of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal City Council meeting procedures as soon as the emergency has ended.

Blue Ribbon Committee Special Meeting

(In collaboration with Senior Advisory Committee and Parks Arts and Recreation Commission)

February 15, 2023

SPECIAL MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL:

Chair Jo-Anne Martin
 Vice-Chair Jodi Stout-Ward
 Mayor Ward Smith
 Councilmember Rhonda Shader
 Craig Green
 Tricia Montelongo
 Sheila Jordan
 Aaron Mills
 Grace Carluen
 Todd Rogers

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

At this time the public is invited to address the Blue Ribbon Committee concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Blue Ribbon Committee.

COMMITTEE COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Committee Agenda.

BLUE RIBBON COMMITTEE AGENDA

1. **Approval of Minutes** – January 18, 2023
 - Recommended action: Approve
2. **Welcome and Introductions** -
3. **Project Overview** -
 - Project Schedule and Participation
 - Project Background
4. **Break Out Stations** -

- Station 1: Needs Assessment, Site Analysis, and Site Design Values
- Station 2: Community Activities and Spaces
- Station 3: Building Design Values and Sustainable Design Values

5. Report – Out

6. Next Steps


- Next Joint BRC/PARC/SAC Meeting (4/19)

ADJOURNMENT

The Blue Ribbon Committee adjourn to a Regular Meeting on Wednesday, February 15, 2023, at 6:30 p.m.

CERTIFICATION OF POSTING

I, Karen Crocker, Community Services Director for the City of Placentia, hereby certify that the Agenda for the February 15, 2023, Regular Meeting of the Blue-Ribbon Committee was posted on Thursday, February 9, 2023.



Karen Crocker
Community Services Director



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Gayle Carline, Board Secretary
SUBJECT: **Legislative Report**
DATE: February 22, 2023

BACKGROUND

Secretary Carline will provide updates on current legislations.

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



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITY

TAKE ACTION BRIEF

February 2023

Capitol observers anticipate lawmakers will introduce over 1,000 bills in the final week before the State Legislature's February 17 Bill Introduction Deadline, bringing the total number of Assembly and Senate Bills to well over 2,000 on the year. As CSDA reviews each and every bill, CSDA members can follow along at csda.net/bill-tracking and csda.net/advocacy-blog. To get more involved and help CSDA analyze new measures impacting special districts, participate on a CSDA Expert Feedback Team. It's a simple but critical component to CSDA's advocacy program whereby members help CSDA lobbyists quickly assess the effect of legislation on their operations. Sign-up at csda.net/get-involved.

Inside this edition of the *Take Action* Brief:

- Equip your district with the tools and information needed to *Take Action*.....2
- Previewing the 118th Congress and preparing for earmark season.....3
- Initiative limiting the ability of voters and state and local governments declared eligible for statewide ballot..4

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
danew@csda.net
colleenh@csda.net
melissag@csda.net
charlotteh@csda.net
chrisp@csda.net



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ Equip your district with the tools and information needed to Take Action

CSDA *Take Action* Month is underway and we want to make sure you get the most out of it throughout February!

With a record number of newly elected representatives throughout California, now is the time to start forging relationships and educating our leaders on:

- The critically important roles special districts play in California's economy, infrastructure and quality of life, and
- The challenges facing special districts in the year ahead, and what that means for the communities these officeholders represent.

Our goal with *Take Action* Month is to equip you with the tools and information you can use to build these relationships and communicate effectively with state legislators and federal representatives as well as your local peers on city councils and county boards of supervisors.

For starters, we urge you to register now for two important webinars coming up that are free for CSDA members:

- On Tuesday, Feb. 14, we'll have an introductory webinar on [Grassroots Advocacy and Public Outreach](#). Joins us from 8:30 – 12:15 for seminars on "Legislative Relations 101," "Grassroots Advocacy 101" and "Media Relations 101." (This webinar qualifies for the SDLF Essential Leadership Skills Certificate Program).
- On Thursday, Feb. 23, join us from 10-11 am for "[Building Relationships with Your Lawmaker's Office](#)," featuring a panel of actual legislative field staff discussing how you can help build relationships and partner with Legislators through their district offices.

In addition, check your inbox every Tuesday in February, as each week your CSDA eNews will bring you information and resources on how to:

- Request and hold productive meetings with your legislators
- Take positions for or against legislation
- Up your earned media game
- Mobilize supporters and allies to help support or oppose legislation

CSDA Take Action Toolkit

Visit CSDA's *Take Action Toolkit* at csda.net/ta-toolkit where you'll find the resources you need.

Special districts are addressing California's biggest challenges every day. They are the backbone of California's economy and infrastructure, and provide highly specialized services to virtually every Californian. Our elected leaders, our media, and our communities need to hear our story. Let's Take Action together.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ Previewing the 118th Congress and preparing for earmark season

The National Special Districts Coalition (NSDC), of which CSDA is a founding member, has published special reports looking ahead to the major issues that await the 118th Congress and offering insights on the Fiscal Year 2024 earmark process.

Special Report Previewing the 118th Congress

The NSDC Special Report on the 118th Congress offers a read into a few major topics currently making headlines, such as the debt ceiling, government spending, and congressional oversight. It also dives into the issues yet to make headlines that may, in some way, impact special districts and NSDC priority initiatives. For instance, Congress will need to tackle this year the five-year Farm Bill reauthorization, which includes USDA Rural Development and federal forestry programs; Federal Aviation Administration Authorization, which will impact special districts providing aviation services; and the Stafford Act Reauthorization, which includes federal disaster and fire service programs.

[Click here to read NSDC's special report previewing the 118th Congress.](#)

Special Report Preparing Your Special District for Federal Earmarks

Federal earmarks are back for the 118th Congress, which in the House of Representatives is formally known as "Community Project Funding" and in the Senate as "Congressionally Directed Spending."

Now is the time to identify projects that are *potentially* eligible for an earmark for Fiscal Year 2024 consideration. NSDC offers a special report for members of the California Special Districts Association providing a forecast of FY24 earmark eligibilities based on the FY22 and FY23 processes.

[Click here to read NSDC's special report on preparing for FY24 earmarks.](#)

Special districts with potentially eligible projects should consider contacting their member (or members) of the U.S. House of Representatives and/or Senators Dianne Feinstein and Alex Padilla as soon as possible to flag for potential interest. Not all of California's House delegation has participated in the earmarks program. To gauge whether your House representative may participate in the FY24 process based on whether they have historically participated, [click here for a list](#) of legislators requesting earmarks in FY22 and click here for the [FY23 list](#).



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ Initiative limiting ability of voters and state and local governments declared eligible for statewide ballot

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

Eighty special districts and counting have now joined CSDA, Cal Cities, the California State Association of Counties, educators, nurses, firefighters, and infrastructure groups in opposing Initiative 21-0042A1. Formally titled, "Limits Ability of voters and State and Local Governments to Raise Revenues for Government Services. Initiative Constitutional Amendment," Initiative 21-0042A1, or Initiative 1935 as now numbered by the California Secretary of State, is sponsored by the California Business Roundtable (CBRT).

Join the Growing List of Local Agencies in Opposition

For a sample resolution and to learn more about Initiative 21-0042A1 (aka 1935), visit csda.net/VoterLimitations.

The CBRT measure would create major new loopholes that allow corporations to avoid paying for the impacts they have on our communities and evade enforcement when they violate environmental, health, safety, and other state and local laws. It would also significantly restrict the ability of local voters, local governments, and state elected officials to fund critical services like fire and emergency response, public health, parks, libraries, affordable housing, homeless and mental health services, and public infrastructure.

"At this critical time in California's history, our communities cannot afford to do even less than the status quo. Sadly, this initiative would lock us into a race-to-the-bottom. Overcoming challenges like drought, flooding, and wildfire will require all of us to work together and consider the real costs of undermining our future. When we think of the kind of communities we want to leave our children and grandchildren, we are not content to settle for the 'minimum amount necessary' and we are not willing to limit their voice at the ballot box," said **Neil McCormick, Chief Executive Officer, California Special Districts Association.**



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

➤ OTHER WAYS TO TAKE ACTION

Learn More

Virtual Workshop: Building the Board Chair and Manager Connection

Consecutive Mondays, March 6 and 13, 2023

1:00 – 4:00 p.m. each day

\$200 CSDA Member

\$300 Non-member

The partnership between board chair and chief executive establishes a foundation for effectively implementing the policy and strategic direction for the district. Governance and management should complement each other and can only do so by building a solid working relationship. The key topics covered during the program will include the following:

- Building a culture of common understanding, shared purpose, and commitment that is mission-driven
- Creating a working relationship that values mutual respect, trust, and support
- Evaluating working styles and leadership strengths through assessment*
- Establishing common understanding of roles, responsibilities, and relationships
- Outlining governance relationships between district board and staff members
- Identifying current and anticipated trends facing leaders of special districts

Register at csda.net: <https://members.csda.net/imis1/EventDetail?EventKey=WORK030623>

Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Visit csda.net/get-involved or email 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 for help accessing these additional member resources.